Fleet-Net® for Windows
Product of Avail Technologies, Inc.

Payroll

Prepared By

Fleet-Net Corporation®

Disclaimer

Copyright Notice

License Agreement

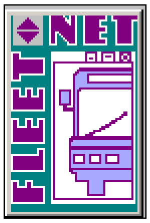
Trademark Acknowledgment

Contents

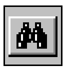
About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

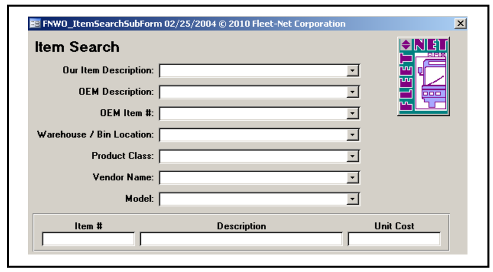


To correctly exit a form click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.

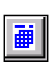


Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

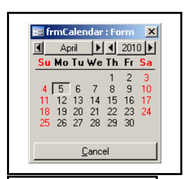
The clock button allows for changing the time entry.

The question mark button opens the search option.

The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

About Payroll Processing

Payroll processing is a versatile system that calculates and tracks straight time, various overtime categories, and special pay. In addition, mandatory deductions such as federal, state, and local taxes are handled along with all voluntary deductions.

Payroll data, including pay rate, seniority date and job classification are maintained for each employee. Employee attendance data, including regular, overtime, sick, vacation and personal time are maintained and reported.

Payroll Processing is linked with Operator Timekeeping to make gross pay computations, distribute transactions to the proper FTA NTD expense object classes, compute relative fringe benefits and update files for preparation of forms 321, 331, 402, and 404.

Total hours associated with route/run segments are automatically processed for driver's pay, broken down by transit specific time category. As the Payroll system works on an exception basis, only time worked other than as scheduled need be entered as adjustments.

Payroll cycles can be specified by the employee. Deductions are completely user specific. Specific pay periods (such as first and third of the month) can be specified for each deduction.

All tax tables (including SIT, SDI, SUI, FIT, & FICA) are parameter driven; therefore, easily maintained.

The payroll master file, including employee files, tax files and deduction files can be accessed for inquiry purposes.

About Pension Management

Pension Management is included with payroll. It provides a complete audit trail of monthly hours, earnings, as well as employee and employer pension contributions for both hourly and salary employees.

Employee pension records are generated each month (zero records are generated in cases where no contribution is made). The interest calculation can take place at any time to ensure an accurate compound interest computation.

Employee/Employer Contribution - LTD employee/employer contribution is equal to employees' beginning balance plus the employee/employer contribution for each year and month. A lump sum amount may be entered for each year by entering in month 13. The interest computed is compounded for each month unless an annual amount is entered using month 13. The interest for the annual lump sum amount is based on annual interest rates. Total contributions are equal to the employee contributions plus the employer contributions.

Hours and Earnings – Are accumulated monthly using the pay period ending date to determine year and month. The pension code is set up as a re-occurring monthly voluntary deduction in payroll.

LTD Interest - Employee and employer LTD interest is equal to the employee and the employer beginning balances for interest accrued plus the compounded interest for each year and month. Lump sum interest computed for a year does not compound monthly, however, it does compound for each year entered. The annual interest rate must be verified and updated monthly, if necessary.

LTD Employee/Employer Ending Balances - Ending balances are equal to the sum of all prior contributions plus compounded interest. Employee and employer beginning balances, LTD contributions, and interest are computed and stored separately.

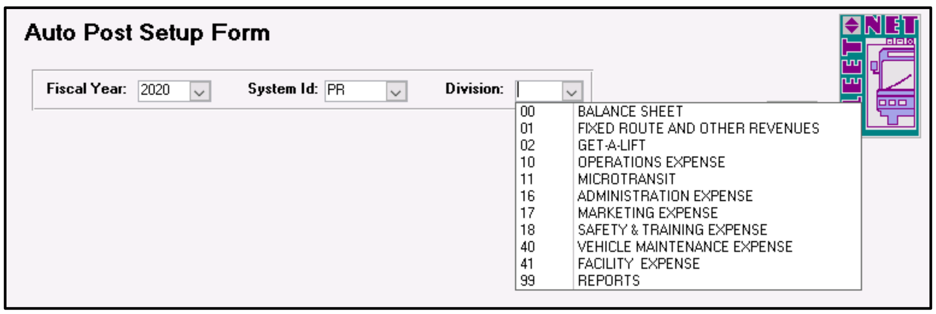
Payroll Implementation

It is understood that the Systems Administration Guide has been followed completely and that all other modules are working prior to the Payroll installation.
As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, and (3) copying the client master for individual use.

GL Posting Interface

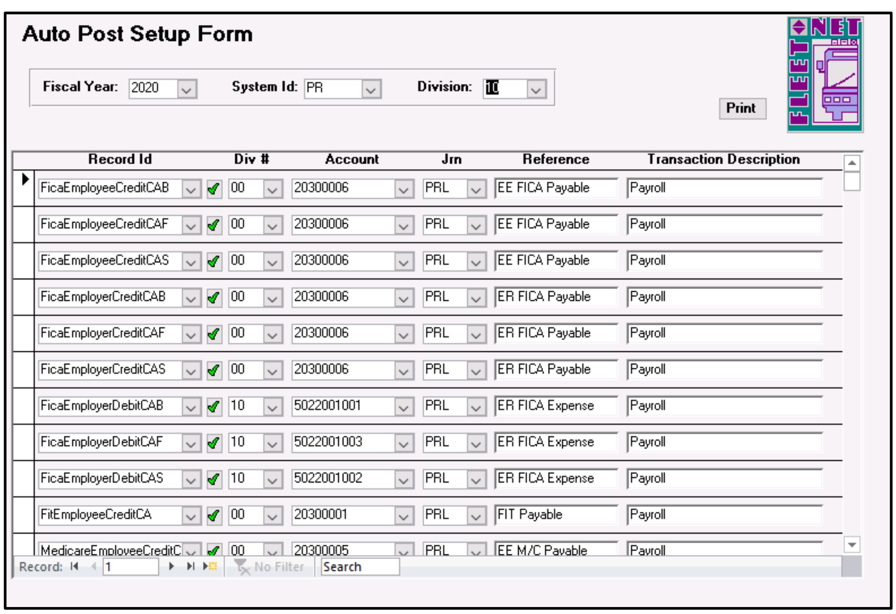
The General Ledger Posting interface must be completed for the payroll update process to run. All taxes and net pay are established by using codes tied to general ledger account numbers, Employee Master Screens, and FICA and Medicare Parameters Table. **This setup must be done for every division.**

To set up the GL Posting Interface, access the GL Menu and select menu item #1 – General Ledger Setup. From the General Ledger Setup menu, select menu item #7 – Auto Post Setup; the following form displays:



Field Name	Description
Fiscal Year	Select the Fiscal Year from the drop-down list
System ID	Select PR – Payroll from the drop-down list
Division	Select the Division from the drop-down list. *If there are multiple divisions, they must all be set up.*

Once a division is selected, the following form displays:

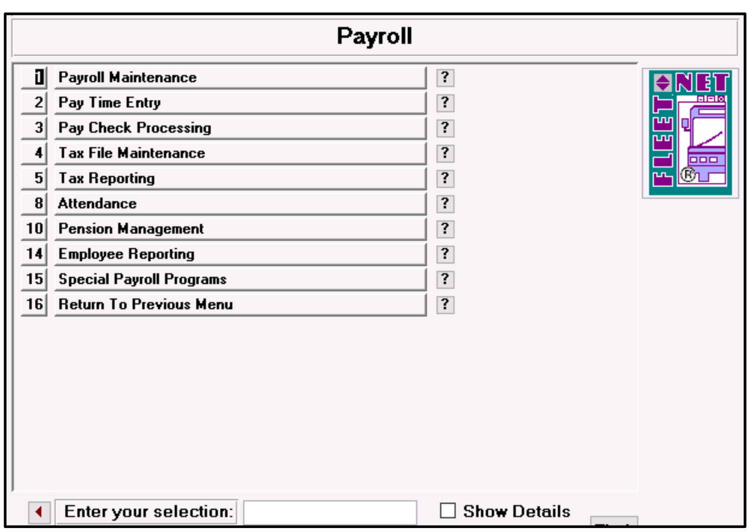


Field Name	Description
RecordId	Select the applicable item from the drop-down list or add a new entry from the green check mark ***(See below for detailed instructions)***
Div#	Select the applicable division for the expense or accrual from the drop-down list
Account	Select the GL account from the drop-down list
Jrn	Select the payroll journal (PRL) from the drop-down list
Reference	Enter a user defined reference for the posting
Transaction Description	Enter a user defined description for the posting

Record ID's must be added using the green check mark for them to be available for selection in setting up the post interface for posting payroll entries to the general ledger.
xx = Two Letter State Code; z = One Letter/Number Department Designation Code)

Description	Record ID Entry
FICA Payable (Employee)	FicaEmployeeCreditxxz
FICA Payable (Employer)	FicaEmployerCreditxxz
FICA Expense (Employer)	FicaEmployerDebitxxz
Federal Withholding (FIT)	FitEmployeeCreditxx
FUTA Payable (Employer)	FutaEmployerCreditxxz
FUTA Expense (Employer)	FutaEmployerDebitxxz
Local Withholding (LIT)	LITEmployeeCreditxx
Medicare Payable (Employee)	MedicareEmployeeCreditxxz
Medicare Payable (Employer)	MedicareEmployerCreditxxz
Medicare Expense (Employer)	MedicareEmployerDebitxxz
Net Pay (Employee)	NetPayEmployeeCreditxx
State Withholding (SIT)	SitEmployeeCreditxx
SUTA Payable (Employer)	SutaEmployerCreditxxz
SUTA Expense (Employer)	SutaEmployerDebitxxz

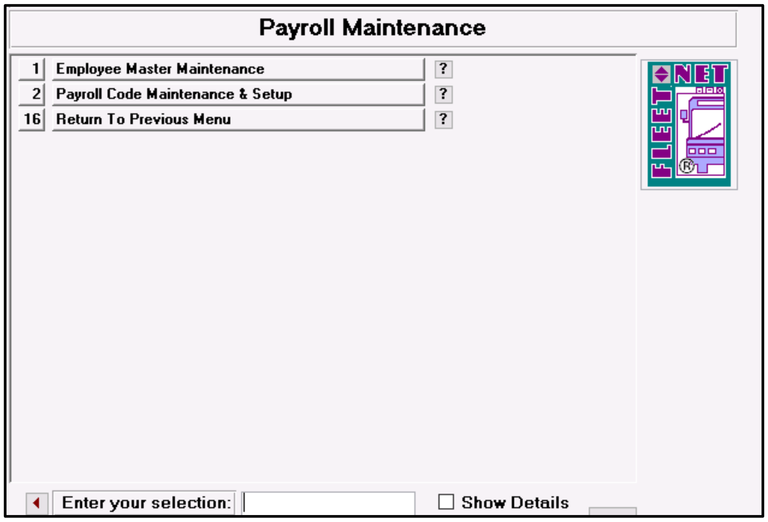
Payroll



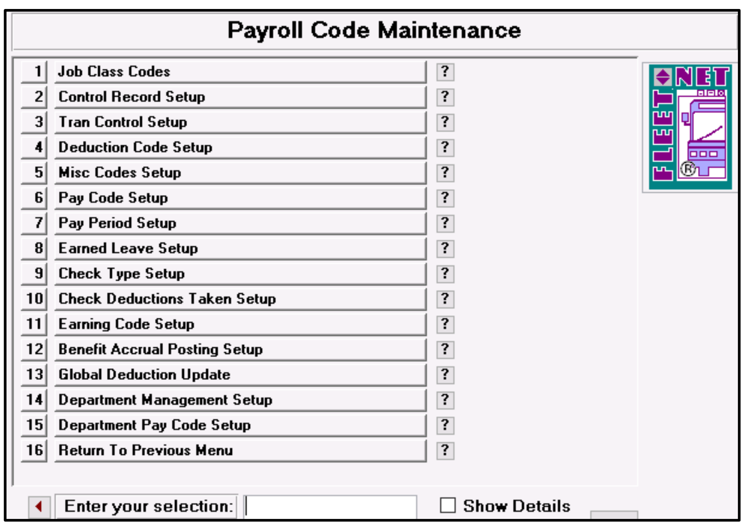
These are the functions that can be performed in Payroll.

Payroll Maintenance

It is recommended that *Payroll Code Maintenance and Setup* be completed prior to *Employee Master Maintenance*. This will enable the user to have a better understanding of the payroll fields when setting up the employee information.

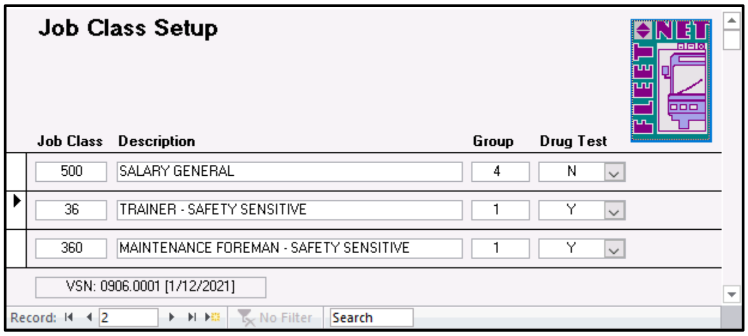


Payroll Code Maintenance



Set Up Job Class Codes

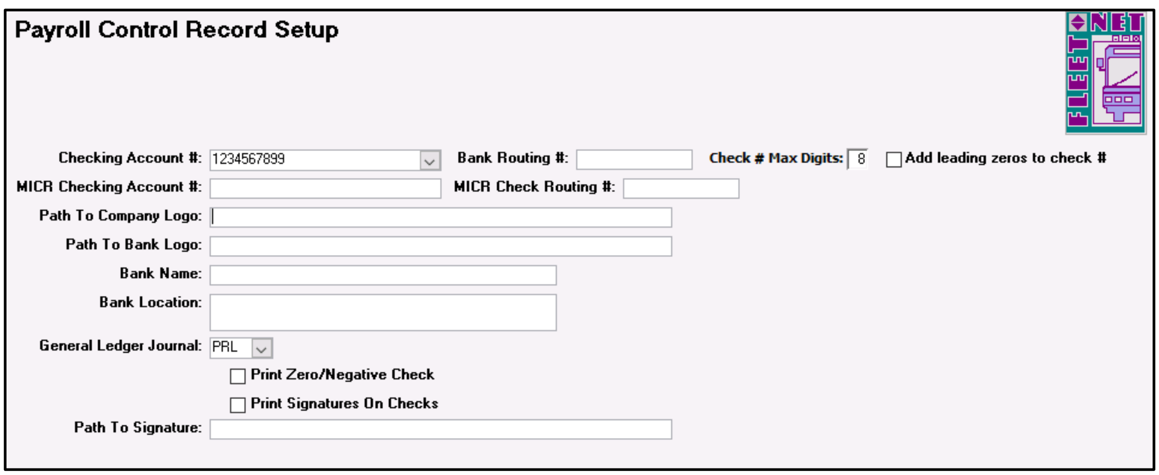
The *Job Class Code Setup* form allows the user to define job class codes for reporting and random drug & alcohol test selection. The Human Resources Department is usually responsible for completing this form due to the sensitivity associated with Random Drug & Alcohol Testing. Please consult with the Human Resources Department prior to altering this data. (Human Resources & Payroll share this form.)



Field Name	Description
Job Class	Enter a 5 character alpha-numeric code
Description	Enter a description identifying the Job Class Code
Group	Assign each Job Class to a group code. Multiple Job Classes can be assigned to the same Group Code. This code is used for random test selection
Drug Test	Enter Y if the group is subject to random drug testing; N if not.

Set Up Payroll Control Record

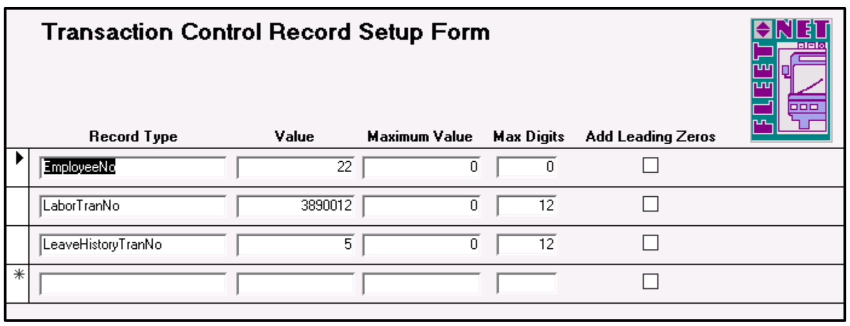
The *Payroll Control Record Setup* form defines the payroll checking account as well as payroll check printing options. Blank check stock can be used for check printing. If blank check stock is used special toner must be used and a special font (e13bscr.ttf) must be downloaded and added to the Fonts file in the Windows directory on all computers that will be used for check printing.



Field Name	Description
Checking Account #	Enter the checking account number for the payroll account – ***Mandatory Field***
Bank Routing #	Enter the bank routing number for the payroll account – This is an optional field and is used only if blank check stock is being used. The e13bscr.ttf font must be copied into C:\Windows\Fonts.
Check # Max Digits	If leading zeros are being used, enter the maximum number of digits for the check number. For example, if the check number is 1500 and leading zeros are being used and 6 is entered in this field, the system will number the check as 001500.
Add Leading Zeros to check #	The program originally defaulted to add leading zeros to check numbers. To continue using leading zeros, this box must be checked.

MICR Checking Account #	Enter the checking account number for the payroll account – This is an optional field and is used only if blank check stock is being used. The e13bscr.ttf font must be copied into C:\Windows\Fonts.
MICR Check Routing #	Enter the bank routing number for the payroll account – This is an optional field and is used only if blank check stock is being used. The e13bscr.ttf font must be copied into C:\Windows\Fonts.
Path to Company Logo	If blank check stock is used, enter the path to the location on the network for the Transit's logo
Path to Bank Logo	If blank check stock is used, enter the path to the location on the network for the Bank's logo
Bank Name	If blank check stock is used enter the name of the bank
Bank Location	If blank check stock is used enter the address of the bank
General Ledger Journal	Select the GL Journal from the drop-down list – ***Mandatory Field***
Print Zero/Negative Check	Check this box to have the system print voided checks for employees that have no hours or deductions exceed wages wherein the dollar amount would be zero or negative
Print Signatures on Checks	Check this box to have the system print signatures on payroll checks.
Path to Signature:	Enter the path to the location on the network for the signature file

Set Up Transaction Control Records

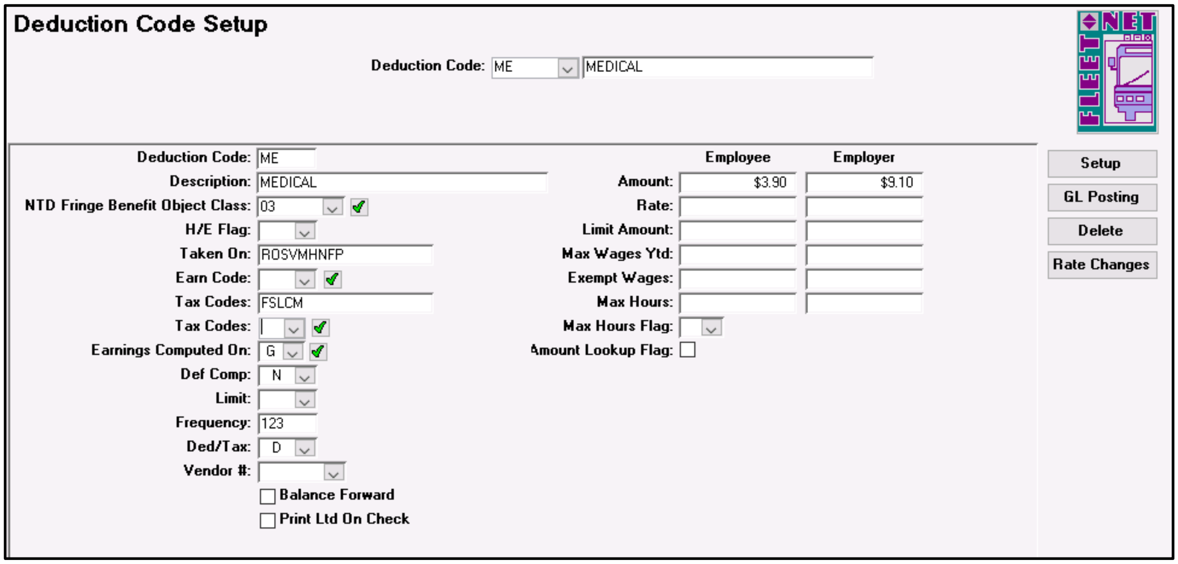


Field Name	Description
Record Type	Enter the 3 items **exactly** as shown: EmployeeNo; LaborTranNo; and LeaveHistoryTranNo
Value	The system will automatically assign the next number for each record type based on this entry
Maximum Value	Enter the highest number that will be used based on Max Digits (see next)
Max Digits	Enter the maximum number of digits that will be used for numbering each record type. THE MAXIMUM NUMBER OF CHARACTERS ALLOWED FOR EMPLOYEE NUMBER IS 8.
Add Leading Zeros	Leave blank for LaborTranNo and LeaveHistoryTranNo. If auto-assign is used for assigning employee numbers, check this box to have leading zeros added to the number. In the sample above, if Add Leading Zeros were checked, the next employee number would be 00000022.

Set Up Deduction Codes

This form is used by both Human Resources and Payroll. All payroll deductions, other than taxes, will be set up on this form. Completing the applicable fields on the form creates a template for the selected deduction. Each time a deduction code is added to an employee master all fields that are completed in this setup will auto-fill. Making changes to this form will ***not*** update the data on the employee form. It is recommended that payroll is consulted during the setup, or that setup is done by the payroll department.

- Enter a two character/digit user defined code in the *Deduction Code* field
- Click *Setup*



Field Name	Description
Description	Enter description to define the selected code
NTD Fringe Benefit Object Class	Select the NTD Fringe Benefit Object Class as defined in USOA from the drop-down list. This is an optional field. See chart below for codes.
H/E Flag	Select H (Rate is multiplied by a percentage of the Hours Worked) or E (Rate is multiplied by a percentage of earnings). If deduction is a dollar amount, this field should be left blank.
Taken On	Enter the Earnings Codes applicable to the selected deduction or leave blank and select **A** in the **Earnings Computed On** field to use all Earnings Codes *See Earnings Computed On below for further explanation.* NOTE: When setting up deductions that are a flat amount, you ***MUST*** have something entered in this field.
Earn Code	Select Earnings Code from the drop-down list and double click to copy it to the **Taken On** field
Tax Codes	If the deduction is a pre-tax deduction, enter the tax codes that are pre-tax. If the deduction is taken prior to computing Federal Withholding Tax, enter F. If the deduction is taken prior to computing FICA Tax, enter C. If the deduction is taken prior to computing Medicare Tax, enter M. If the deduction is taken prior to computing Local Tax, enter L.
Tax Codes	Select Tax Code from the drop-down list and double click to copy it to the **Tax Code** field above
Earnings Computed On	Select **A** from the drop-down list to use all Earnings Codes ***Except*** those entered in the **Taken On** field for the selected deduction. If the **Taken On** field is blank and **A** is selected, the deduction will be based on all Earnings Codes. Select **G** from the drop-down list to use ***Only*** those Earnings codes entered in the **Taken On** field for the selected deduction. Select N from the drop-down list if the deduction is taken from the Net Pay. If the deduction is being set up as a **Tax** (Defined as **T** in the **Ded/Tax** field) and the wage basis is something other than gross pay, select the applicable earnings to be used in the calculation. For example, a Local Tax uses Medicare Earnings as the wage basis, the selection would be M. If the wage basis is gross pay, select **A** or **G** or **N** as defined above.

Def. Comp.	Select Y from the drop-down list if the deduction is pre-tax. Select N from the drop-down list if the deduction is post tax. If the deduction is pre-tax and a flat amount, you MUST select an Earnings Computed On.
Limit	Select Y from the drop-down list if the deduction has an annual limit. Select L from the drop-down list if the deduction has a lifetime limit. Select P from the drop-down list if the deduction has a per pay period limit.
Frequency	Enter the deduction frequencies. = First pay check of the month, 2 = Second pay check of the month, 3 = Third pay check of the month, 4 = Fourth pay check of the month and 5 = Fifth pay check of the month.
Ded/Tax	Select D if the selected deduction is a deduction. Select T if the selected deduction is a tax.
Vendor #	Select the Vendor from the drop-down list if the monies withheld are to be paid to a vendor set up in Fleet-Net. The drop-down list is tied to the AP Vendor List.
Balance Forward	Check this box to accrue the deduction amount while the employee is on unpaid leave. When the employee returns, Fleet-Net will compute the amount owed and deduct it from the first check(s).
Print Ltd On Check	Check this box to include the Life-To-Date amount on the check
Amount	Enter the employee and/or employer amount for the selected deduction
Rate	Enter the employee and/or employer rate for the selected deduction. If deduction is a percentage of pay, enter the percentage as a decimal. Example 50% would be .5.
Limit Amount	Enter the employee and/or employer amount limit for the selected deduction
Max Wages Y-T-D	Enter the employee and/or employer maximum wages for the selected deduction
Exempt Wages	Enter the employee and/or employer exempt wages for the selected deduction
Max Hours	If the deduction is based on a maximum number of hours, enter the number of hours. ***See Max Hours Flag.***
Max Hours Flag	If the deduction is based on a maximum number of hours, select P if the limit is per pay period or select W if the limit is per week.
Amount Lookup Flag	This was created for life insurance. Check this box if you will be using the life insurance form to determine the deduction rate.

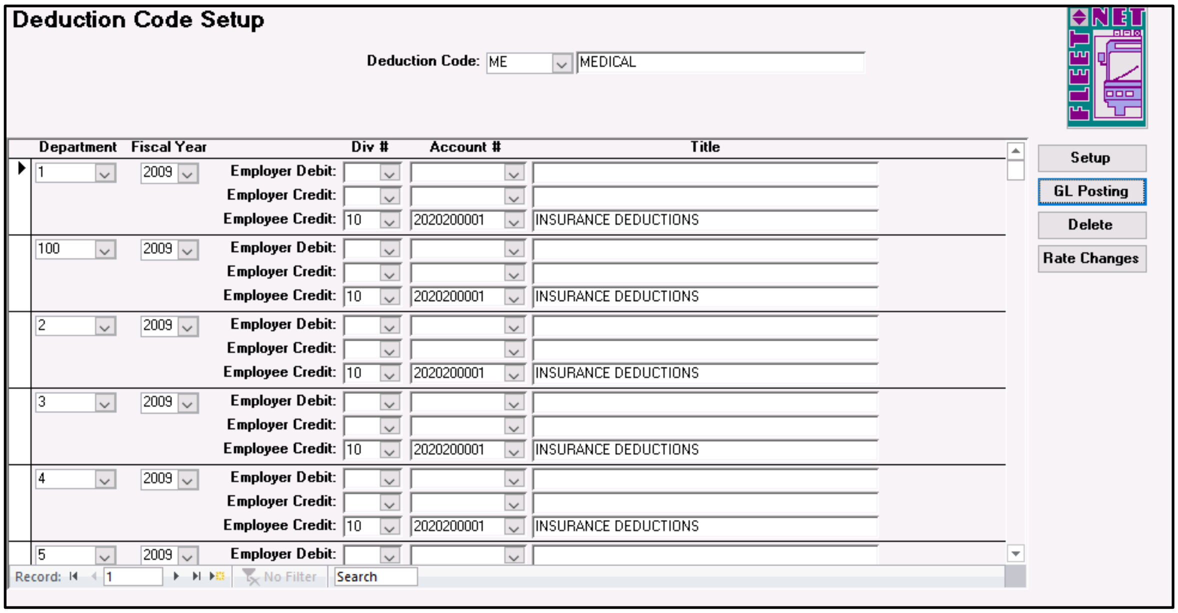
*****Note: When adding a new deduction, it also must be added to Check Deductions Taken Setup***

NTD Fringe Benefit Object Class Codes:

502	Fringe Benefits
01	FICA or Railroad Retirement
02	Pension Plans
03	Hospital, Medical, and Surgical Plans
04	Dental Plans
05	Life Insurance Plans
06	Short-Term Disability Insurance Plans
07	Unemployment Insurance
08	Worker's Compensation Insurance or Federal Employees' Liability Act Contribution
09	Sick Leave
10	Holiday
11	Vacation
12	Other Paid Absence
13	Uniform and Work Clothing Allowance
14	Other

GL Posting

Click *GL Posting*



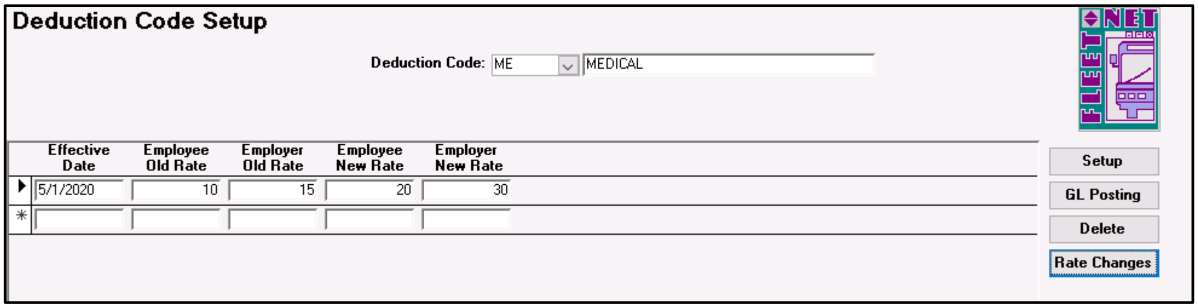
A deduction code can have multiple GL divisions and accounts assigned based on the employees' departments.

Field Name	Description
Department	Select the department number from the drop-down list
Fiscal Year	Select the fiscal year from the drop-down list
Employer Debit	Select the applicable GL Division for the selected deduction and department
Employer Credit	Select the applicable GL Account for the selected deduction and department
Employee Credit	Select the applicable GL Account for the selected deduction and department

Click ***Delete*** to delete an existing Deduction Code. If a Deduction Code is deleted associated data will no longer be available for viewing and reports. It is not recommended to delete codes that have been used in the past.

Rate Change

Click ***Rate Change*** to enter a mid-pay cycle Deduction Rate change. Note: this button can only be used when the deduction is based on a percentage, not a flat rate. For the calculation to work properly, time must be entered for each day in the pay cycle that contains the rate change. The program computes the earnings for each day and applies the old rate to the earnings/hours for the days prior to the rate change and applies the new rate to the earnings/hours for the days equal to and after the rate change. *After the pay cycle is completed that contained the rate change, run the Global Deduction Update to update the employee master files with the new rate.*

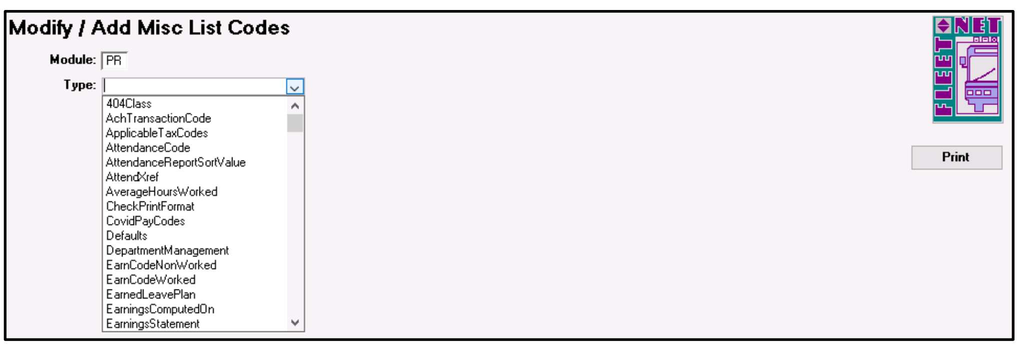


Field Name	Description
Effective Date	Enter the effective date of the new Deduction rate
Employee Old Rate	Enter the current employee Deduction rate
Employer Old Rate	Enter the current employer Deduction rate
Employee New Rate	Enter the new employee Deduction rate
Employer New Rate	Enter the new employer Deduction rate

All fields must be completed. If the rate did not change, enter the old rate in both the Old and New fields. If you are not capturing the Employer rate in the deduction, enter 0.00 in those fields.

Set Up Miscellaneous Codes

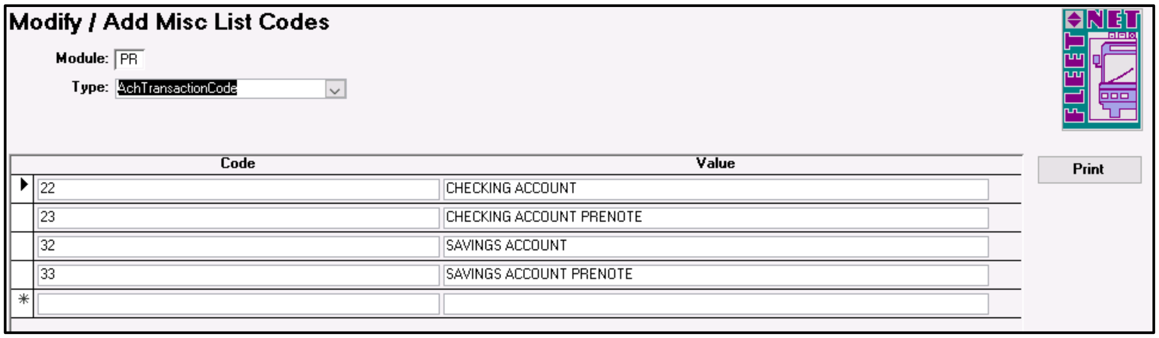
Each application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Avail (Specific) while others are user defined. It is recommended to access/update the user defined by using the green checkmark - - on the transaction screens as character limits are recognized.



Field Name	Description
Type	Select from the drop-down list
Code	Enter a code, either user defined or specific
Value	Enter a description to define the selected code

Following are samples and specifics for miscellaneous codes used in the payroll module:

AchTransactionCode: (Specific)



Modify / Add Misc List Codes

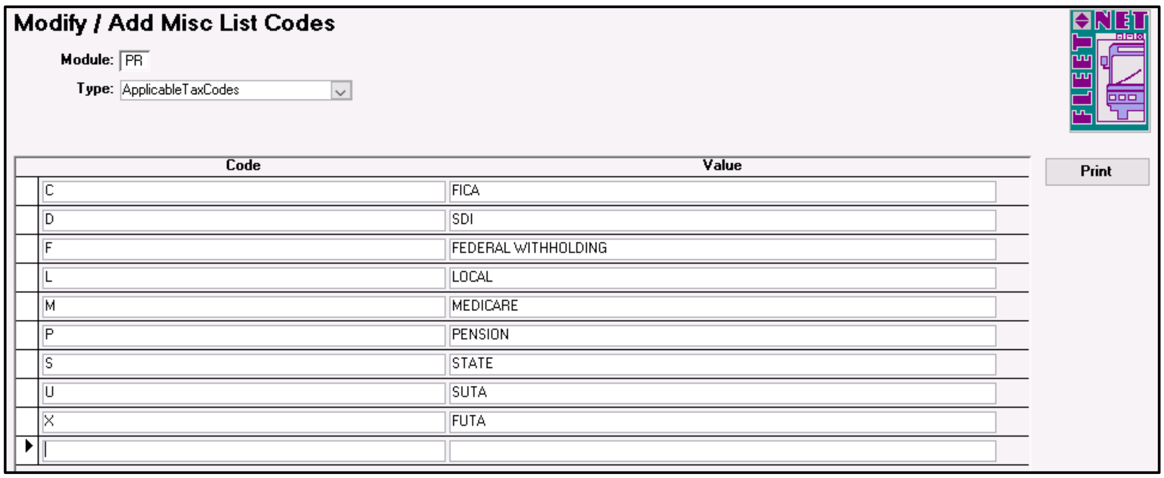
Module: PR

Type: AchTransactionCode

Code	Value
22	CHECKING ACCOUNT
23	CHECKING ACCOUNT PRENOTE
32	SAVINGS ACCOUNT
33	SAVINGS ACCOUNT PRENOTE

Print

ApplicableTaxCodes: (Specific)



Modify / Add Misc List Codes

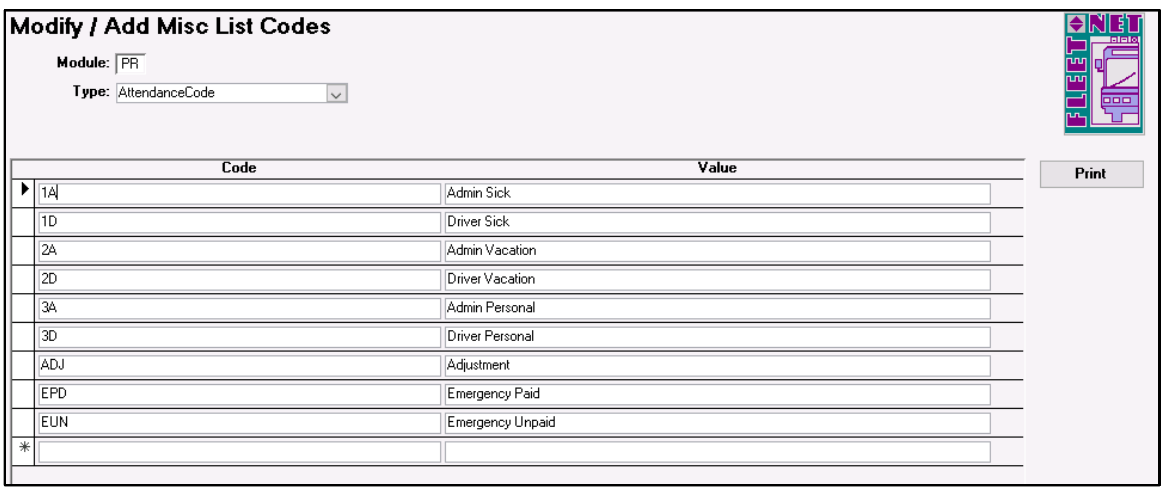
Module: PR

Type: ApplicableTaxCodes

Code	Value
C	FICA
D	SDI
F	FEDERAL WITHHOLDING
L	LOCAL
M	MEDICARE
P	PENSION
S	STATE
U	SUTA
X	FUTA

Print

AttendanceCode: (User Defined Attendance Codes)



Modify / Add Misc List Codes

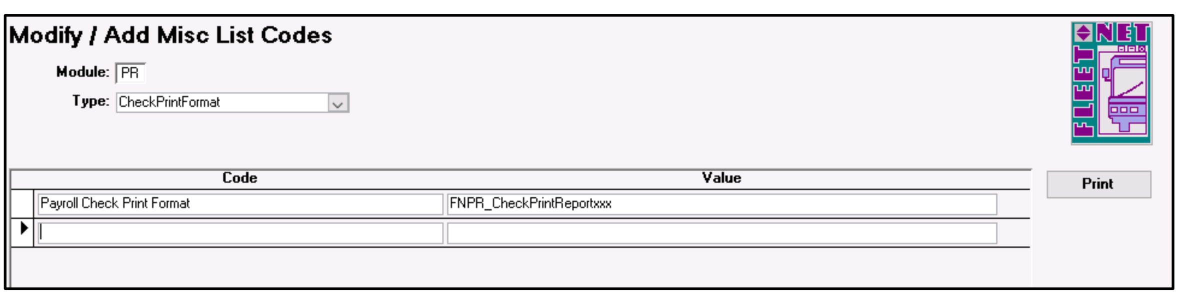
Module: PR

Type: AttendanceCode

Code	Value
1A	Admin Sick
1D	Driver Sick
2A	Admin Vacation
2D	Driver Vacation
3A	Admin Personal
3D	Driver Personal
ADJ	Adjustment
EPD	Emergency Paid
EUN	Emergency Unpaid

Print

CheckPrintFormat: (Specific)



Modify / Add Misc List Codes

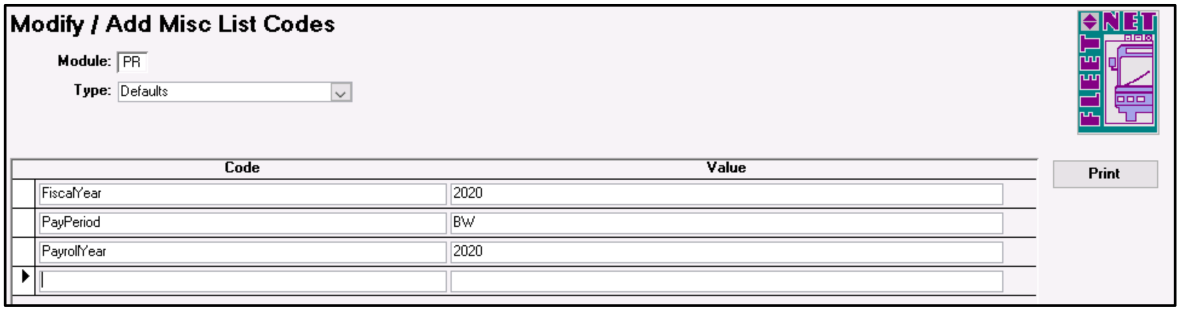
Module: PR

Type: CheckPrintFormat

Code	Value
Payroll Check Print Format	FNPR_CheckPrintReportxxx

Print

Defaults: (User Defined)



Modify / Add Misc List Codes

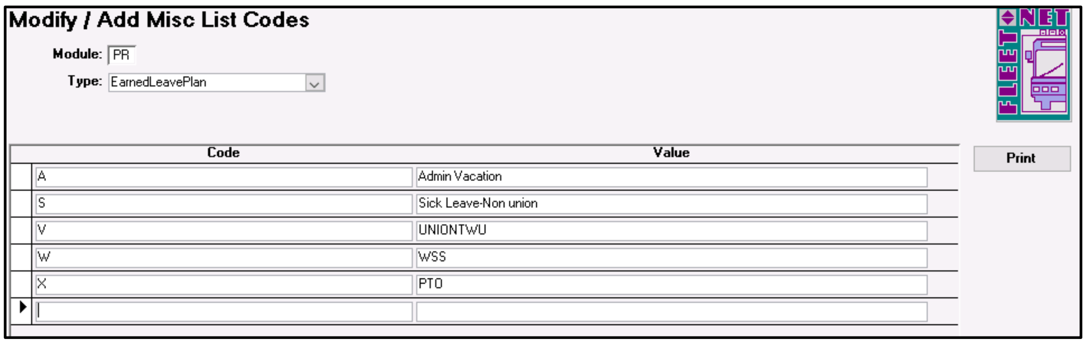
Module: PR

Type: Defaults

Code	Value
FiscalYear	2020
PayPeriod	BW
PayrollYear	2020

Print

EarnedLeavePlan: (User Defined)



Modify / Add Misc List Codes

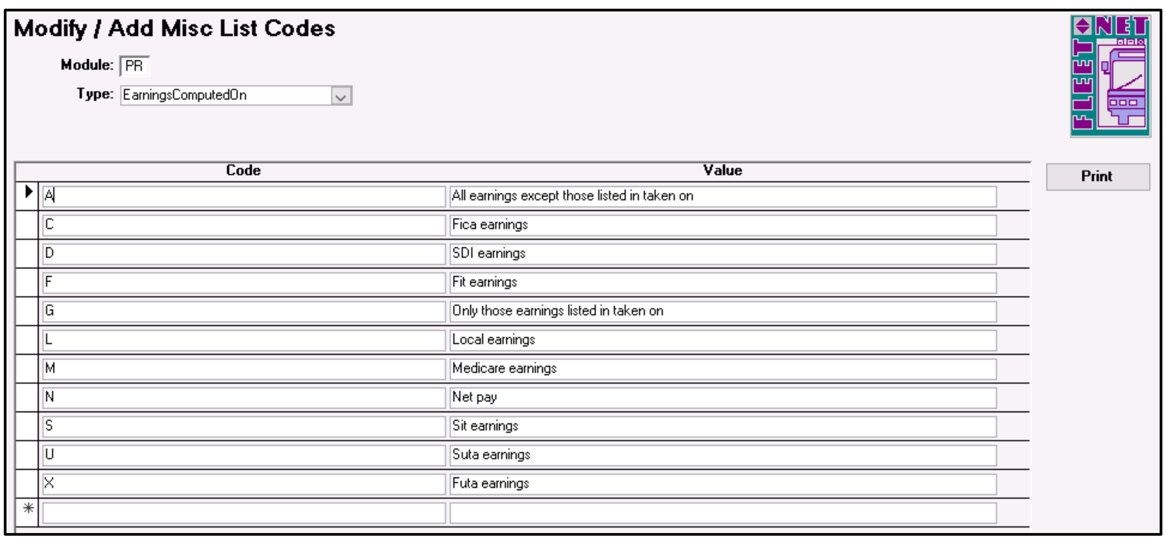
Module: PR

Type: EarnedLeavePlan

Code	Value
A	Admin Vacation
S	Sick Leave-Non union
V	UNIONTWU
W	WSS
X	PTO

Print

EarningsComputedOn: (Specific)



Modify / Add Misc List Codes

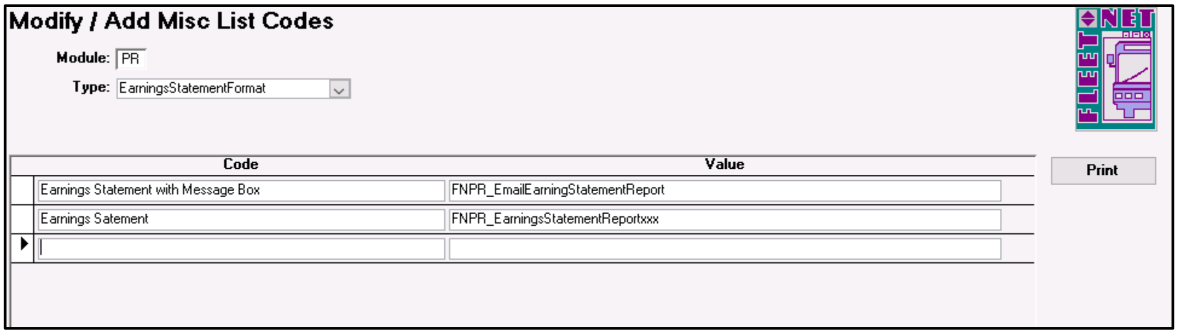
Module: PR

Type: EarningsComputedOn

Code	Value
A	All earnings except those listed in taken on
C	Fica earnings
D	SDI earnings
F	Fit earnings
G	Only those earnings listed in taken on
L	Local earnings
M	Medicare earnings
N	Net pay
S	Sit earnings
U	Suta earnings
X	Futa earnings

Print

EarningStatementFormat: (Specific)



Modify / Add Misc List Codes

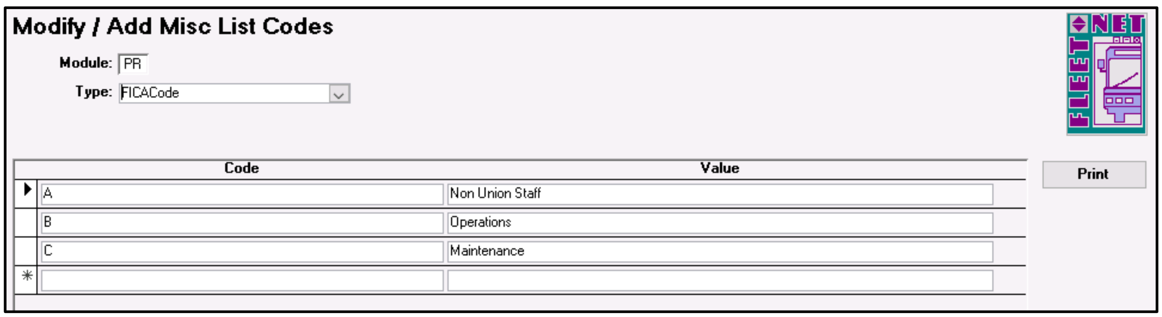
Module: PR

Type: EarningsStatementFormat

Code	Value
Earnings Statement with Message Box	FNPR_EmailEarningStatementReport
Earnings Satement	FNPR_EarningsStatementReportxxx

Print

FicaCode: (Specific) *If all FICA expense is debited to a single expense account Y and N are the only codes needed. If multiple expense accounts are used for FICA, unique codes must be entered to designate each posting account.*



Modify / Add Misc List Codes

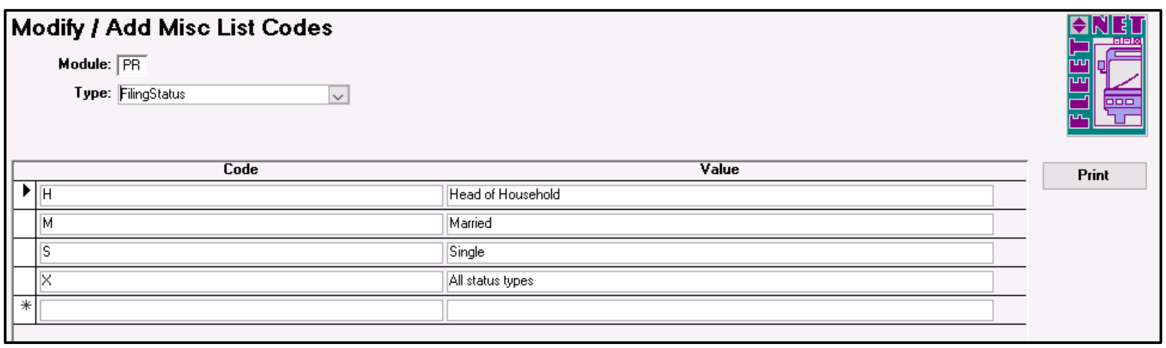
Module: PR

Type: FICACode

Code	Value
A	Non Union Staff
B	Operations
C	Maintenance

Print

FilingStatus: (Specific)



Modify / Add Misc List Codes

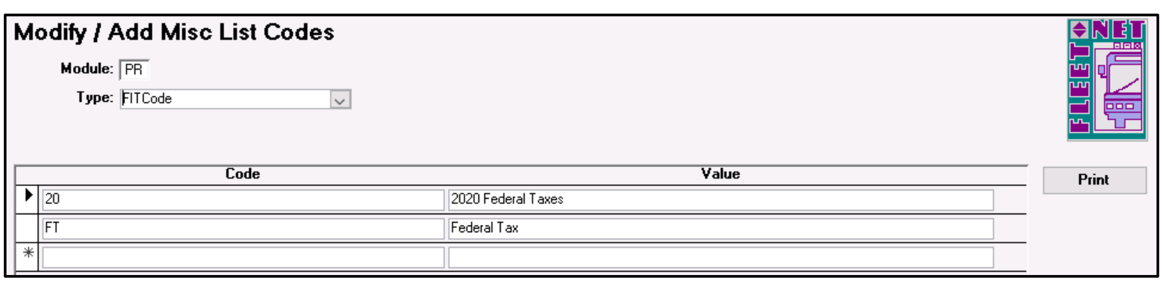
Module: PR

Type: FilingStatus

Code	Value
H	Head of Household
M	Married
S	Single
X	All status types

Print

FitCode: (Specific Federal Income Tax Codes)



Modify / Add Misc List Codes

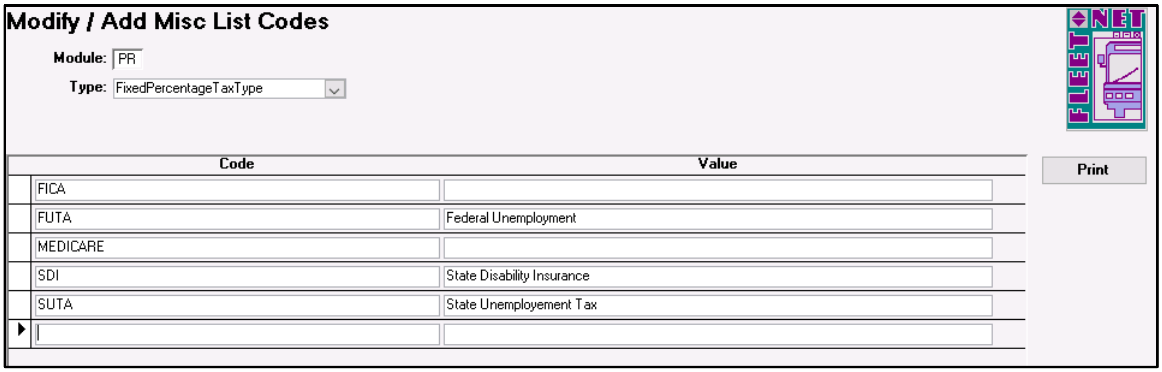
Module: PR

Type: FITCode

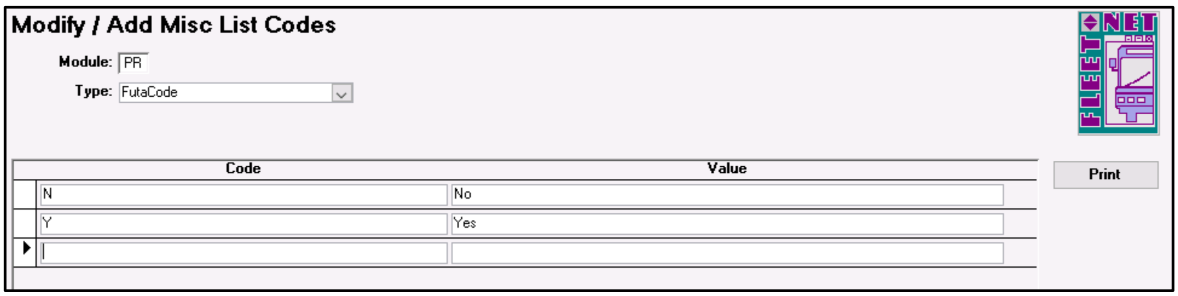
Code	Value
20	2020 Federal Taxes
FT	Federal Tax

Print

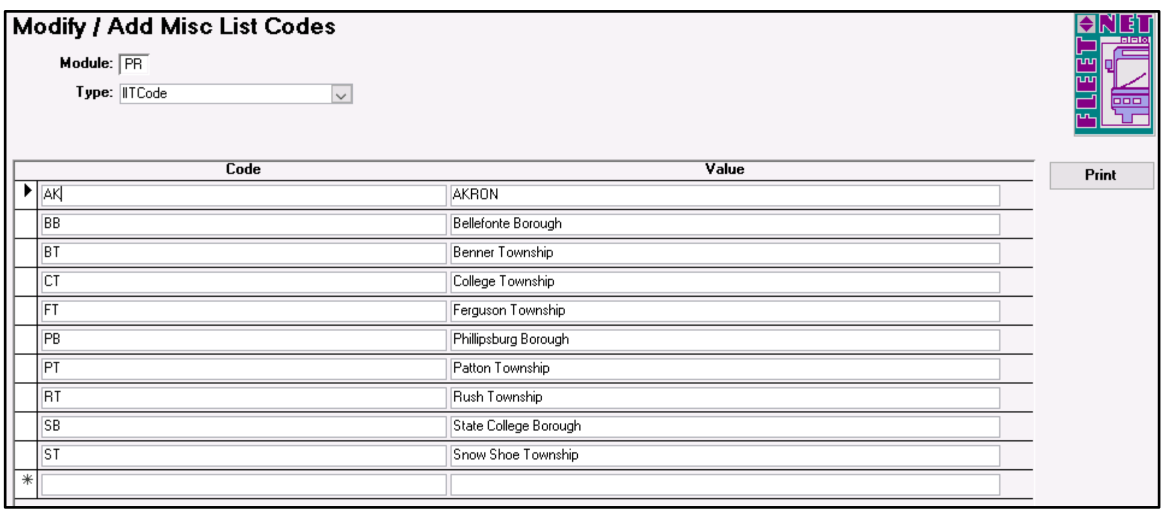
FixedPercentageTaxType: (Specific)



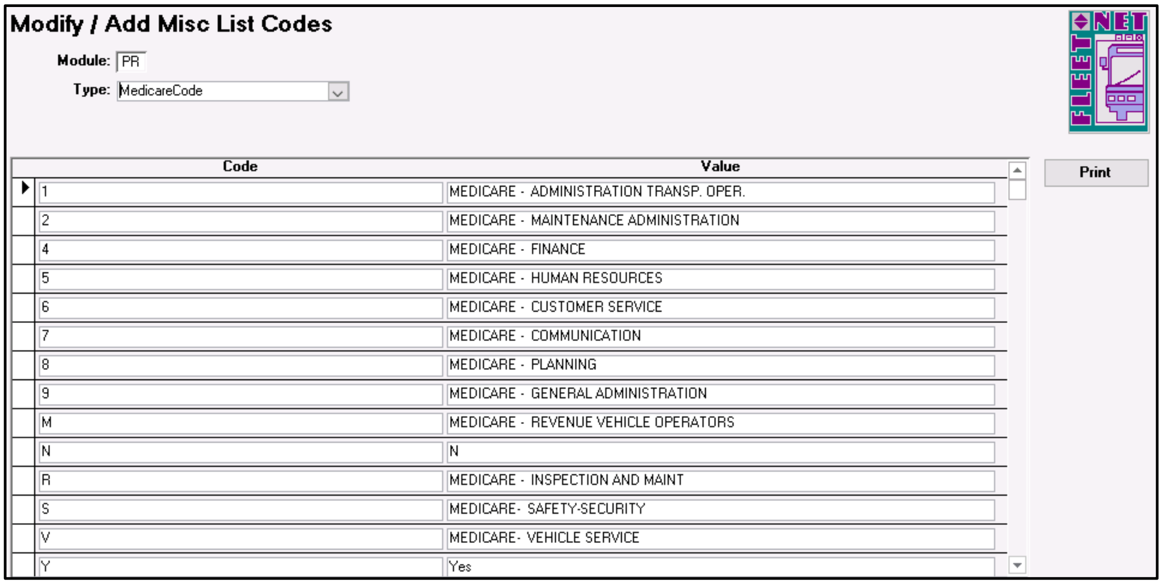
FutaCode: (Specific Federal Unemployment Tax Code) *If all FUTA expense is debited to a single expense account Y and N are the only codes needed. If multiple expense accounts are used for FUTA, unique codes must be entered to designate each posting account.*



LITCode: (User Defined Local Income Tax Codes)



MedicareCode: (Specific) *If all Medicare expense is debited to a single expense account Y and N are the only codes needed. If multiple expense accounts are used for Medicare, unique codes must be entered to designate each posting account.*



Modify / Add Misc List Codes

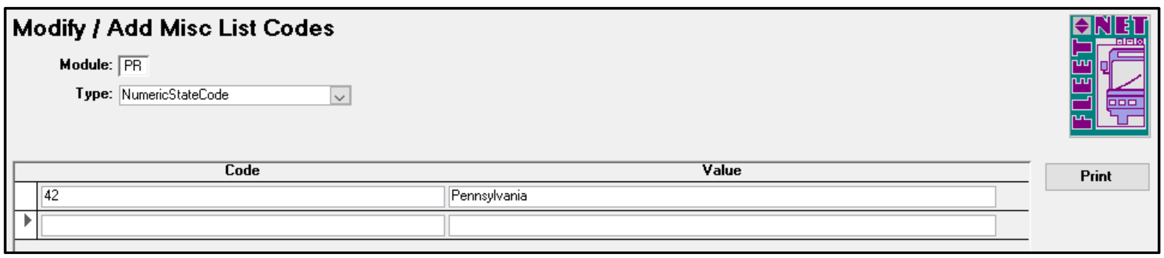
Module: PR

Type: MedicareCode

Code	Value
1	MEDICARE - ADMINISTRATION TRANSP. OPER.
2	MEDICARE - MAINTENANCE ADMINISTRATION
4	MEDICARE - FINANCE
5	MEDICARE - HUMAN RESOURCES
6	MEDICARE - CUSTOMER SERVICE
7	MEDICARE - COMMUNICATION
8	MEDICARE - PLANNING
9	MEDICARE - GENERAL ADMINISTRATION
M	MEDICARE - REVENUE VEHICLE OPERATORS
N	N
R	MEDICARE - INSPECTION AND MAINT
S	MEDICARE- SAFETY-SECURITY
V	MEDICARE- VEHICLE SERVICE
Y	Yes

Print

NumericStateCode: (Specific)



Modify / Add Misc List Codes

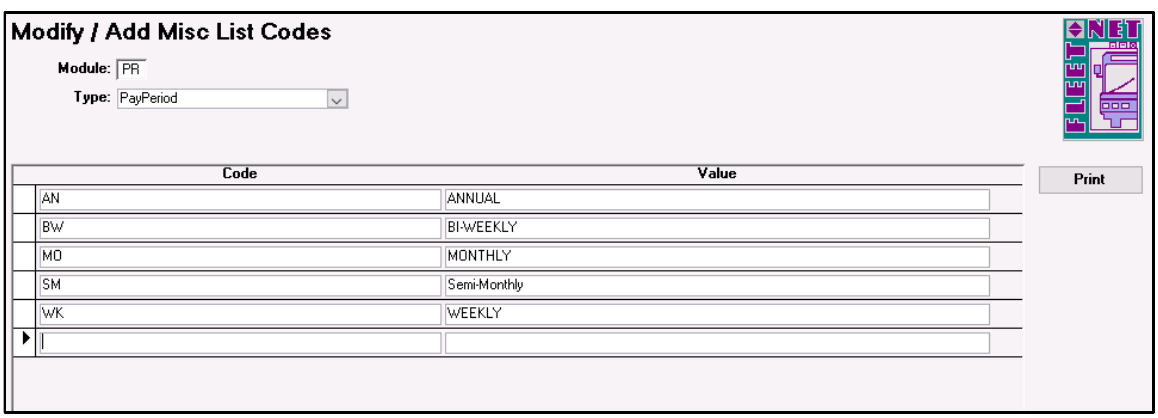
Module: PR

Type: NumericStateCode

Code	Value
42	Pennsylvania

Print

PayPeriod: (Specific; Only the Pay Period used by the transit is needed in addition to Annual for tax calculations)



Modify / Add Misc List Codes

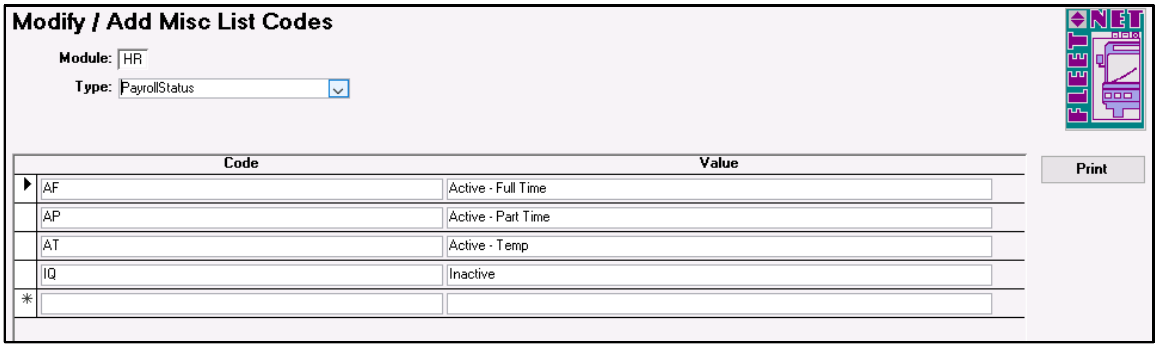
Module: PR

Type: PayPeriod

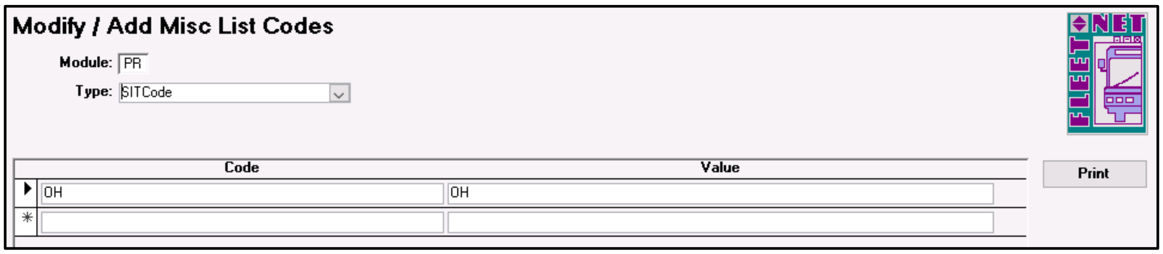
Code	Value
AN	ANNUAL
BW	BI-WEEKLY
MO	MONTHLY
SM	Semi-Monthly
WK	WEEKLY

Print

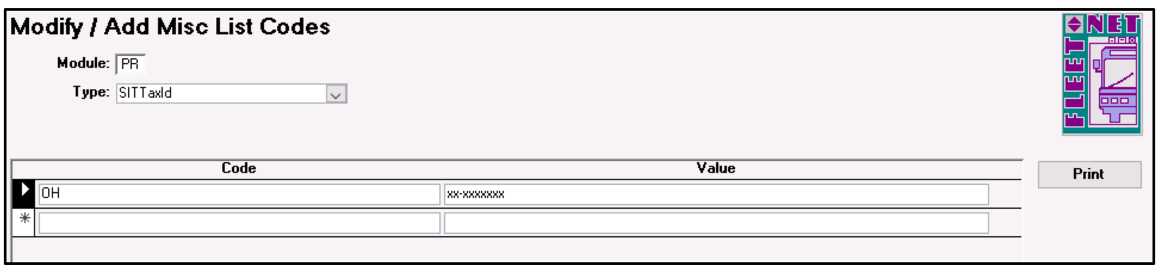
PayrollStatus: (Specific and User Defined) Payroll Status is set up from the System Menu (Edit Miscellaneous System Codes) or the HR menu (HR Setup – Edit Miscellaneous Codes List). The code is a two character code with the following requirement: The status for Active Employees must begin with the letter A and the status for Inactive Employees must begin with the letter I.



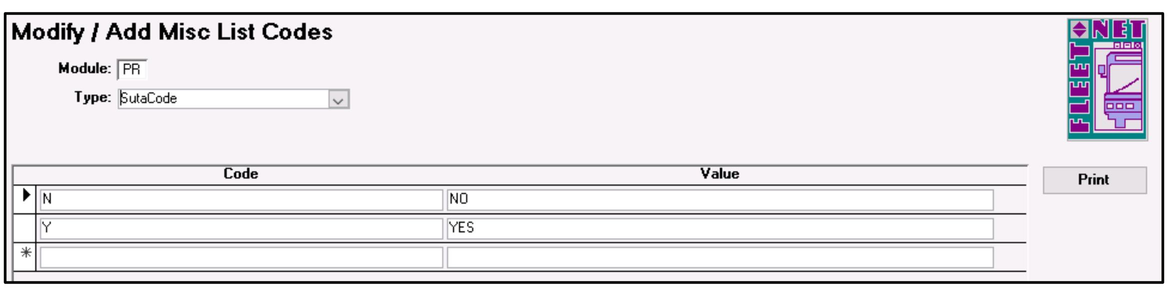
SitCode: (Specific)



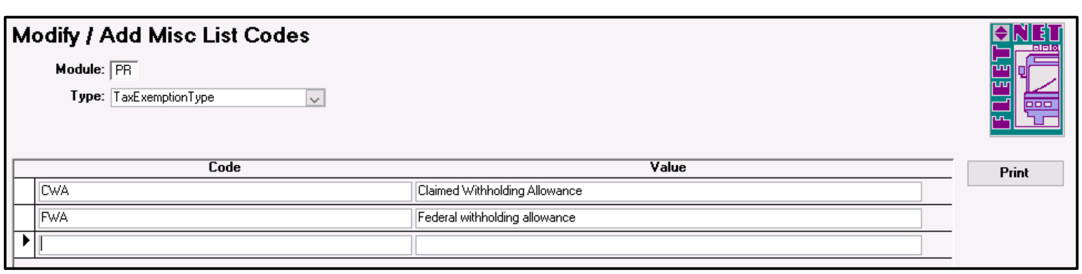
SITTaxId: (Specific)



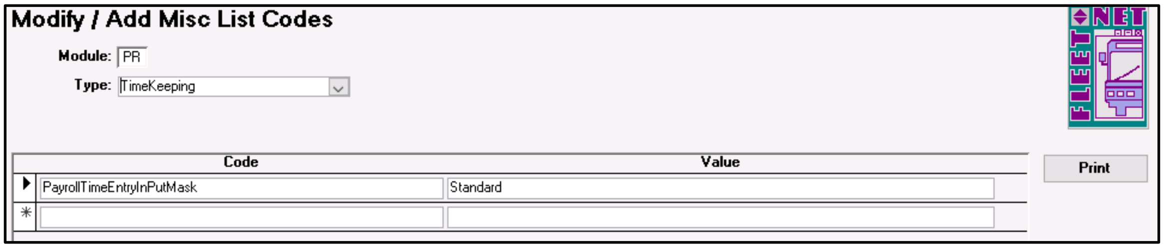
SutaCode: (Specific State Unemployment Tax Code) If all SUTA expense is debited to a single expense account Y and N are the only codes needed. If multiple expense accounts are used for SUTA, unique codes must be entered to designate each posting account.



TaxExemptionType: (Specific)



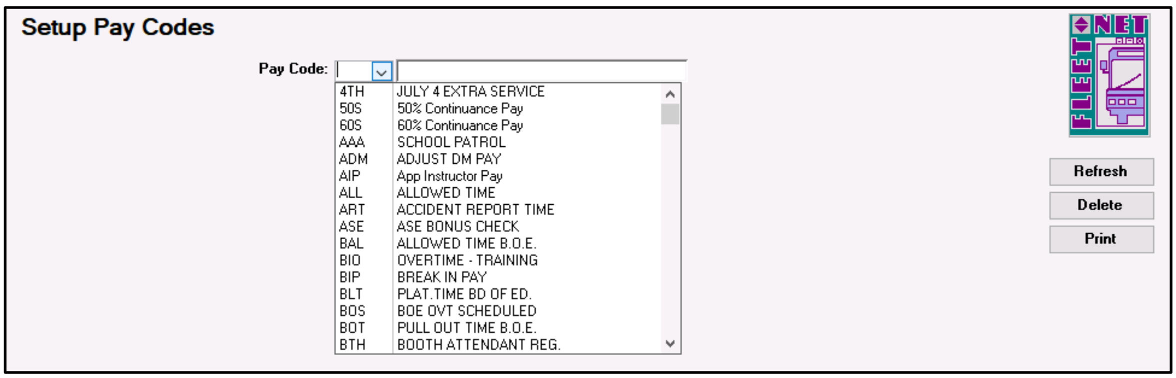
Timekeeping: (Specific)



Setup can be done on a Standard basis (12:00 am – 12:00 pm) or 24-hour basis (wherein 1:00 AM is 0100 hours, 2:00 AM is 0200 hours, and so-on up until 11:00 PM which is 2300 hours).

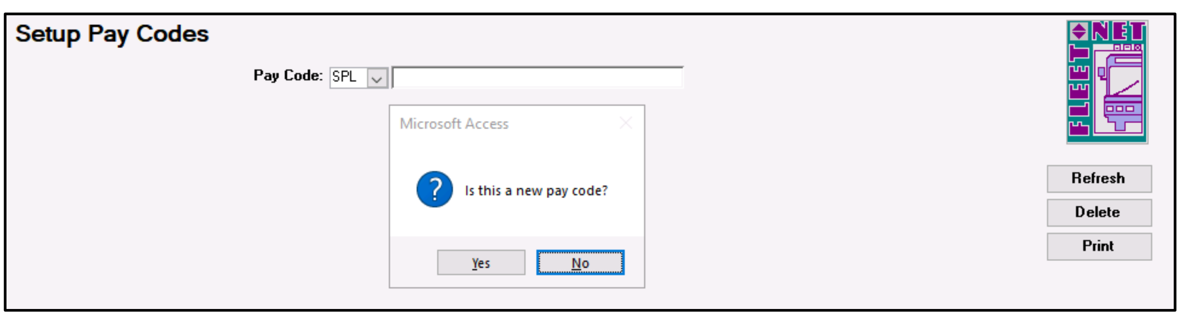
Set Up Pay Code

Pay Codes are used to interface the type of pay the employee earns with the correct GL Account and NTD Object Class.

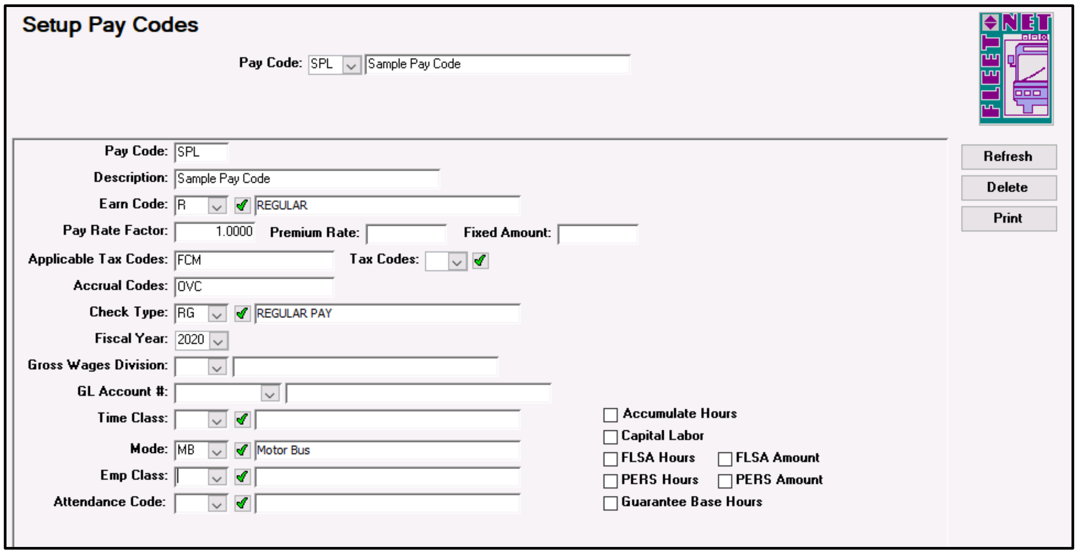


Field Name	Description
Pay Code	Select an existing code from the drop-down list or to enter a new code, type in a 3 digit or character code (instructions for adding a new code follow)
Description	Description will automatically populate based on the code selected

To enter a new Pay Code, type the 3-character pay code in the Pay Code field and press enter. The following message displays.



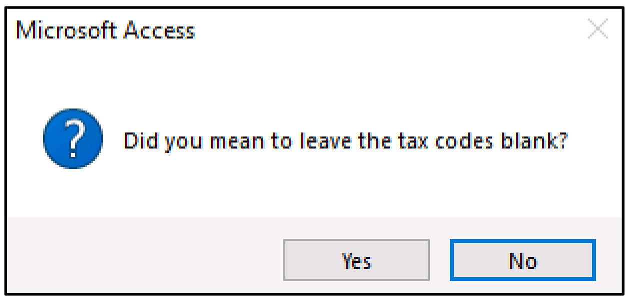
Click *Yes* to continue (the following form displays) or *No* to cancel:



Field Name	Description
Pay Code	Automatically populates with new code entered
Description	Enter a description to define the selected code
Earn Code	Select the applicable earnings code from the drop-down list
Pay Rate Factor	Enter the factor to be used when computing pay for the selected pay code (i.e. 1.0, 1.5, 2.0)
Premium Rate	Enter a premium rate if applicable
Fixed Amount	If the rate for this pay code is a fixed amount, enter the amount in this field and enter 0 in the Pay Rate Factor field.
Applicable Tax Codes	Enter the tax codes applicable to the selected code. Available tax codes may be viewed via the drop-down list in the Tax Codes. Field If this field is left blank, the pay code will be treated as non-taxable.
Accrual Codes	Enter applicable benefit hour accrual types. Benefit hours are accrued for earnings codes specified here as benefit hours. Examples: sick, vacation, PTO, etc. *Note: If Overtime Parameters is being utilized in Employee Master Setup, (Refer to that section) to make sure all required codes are setup to be included in the hours per week and per day are setup, under these codes.*
Check Type	Select the applicable check type from the drop-down list
Fiscal Year	Select the applicable fiscal year from the drop-down list
Division	Select the applicable division from the drop-down list. If this pay code is used by multiple divisions, leave this field blank. During payroll processing the system will assign the division based on the individual employee set up.
GL Account #	Select the applicable GL account number from the drop-down list. If the division field is left blank, the drop-down selection list is unavailable. If this field is left blank the system will assign the GL account based on the individual employee set up
Time Class	Select the applicable NTD Labor Class from the drop-down list.
Mode	Select the applicable NTD Mode of Service from the drop-down list
Emp Class	Select the applicable NTD employee class from the drop-down list
Attendance Code	Select the applicable attendance code from the drop-down list. Time entered using the selected pay code can be imported to attendance tracking.
Accumulate Hours	Check this box to show hours entered using the selected pay code on the Labor Distribution Report.
Capital Labor	Pursuant to NTD requirements, check this field if this pay code is for "labor of personnel involved in the purchase of equipment e.g., buses, shelters; and construction of facilities e.g. garages, guide ways, & stations".

FLSA Hours	Check this box if the hours worked using this pay code are subject to FLSA. (Fair Labor Standards Act) The system will average the overtime pay rates. http://www.dol.gov/whd/flsa/index.htm. Overtime pay codes used for scheduled overtime should **not** be checked.
FLSA Amount	Check this box if the amount earned under this pay code is to be included in the amount earned for FLSA (Fair Labor Standards Act). The system will average the overtime pay rates. http://www.dol.gov/whd/flsa/index.htm. Overtime pay codes used for scheduled overtime should **not** be checked.
PERS Hours	Check this box if this pay code is to be included when computing hours for P.E.R.S.
PERS Amount	Check this box if this amount earned under this pay code is to be included in the amount calculated for P.E.R.S.
Guarantee Base Hours	Check this box if this pay code should be considered when the guarantee-pay time calculation is processed.

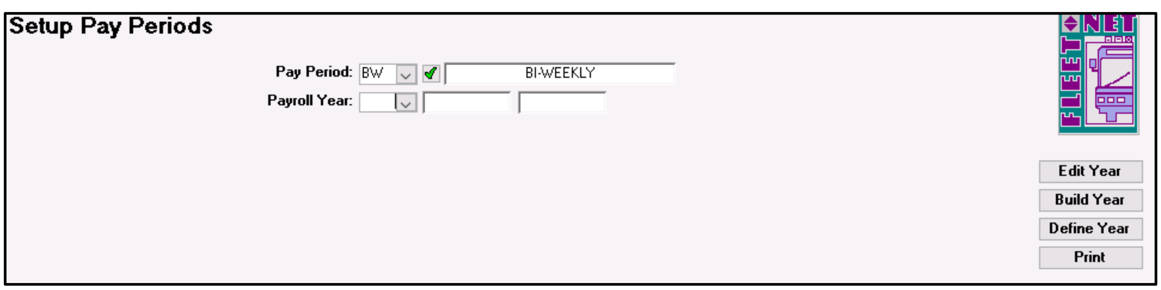
If the Applicable Tax Codes field is left blank, the following warning message will display:



Click *Yes* if the pay code is non-taxable or click *No* to go back and enter the missing codes.

Set Up Pay Periods

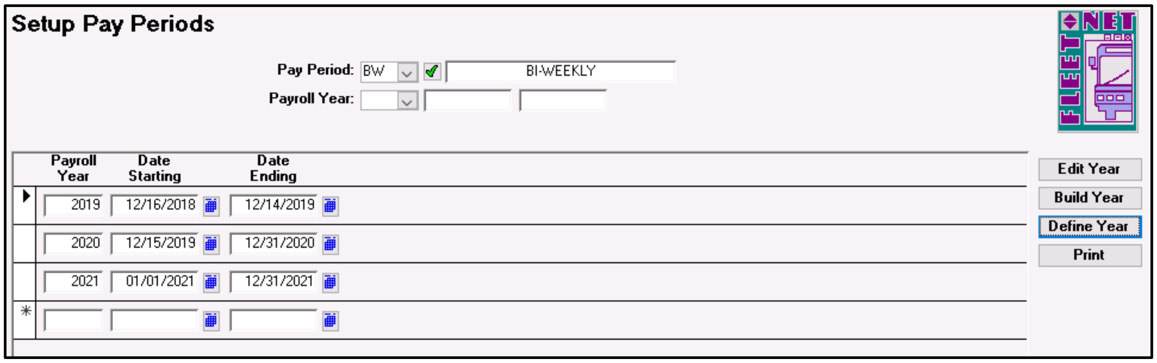
Pay Periods are based on how often employees are paid for work performed. The Setup Pay Periods Form is used to define the payroll period for each payroll year. **This must be done at the start of every payroll year.**



Field Name	Description
Pay Period	Select the applicable pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list

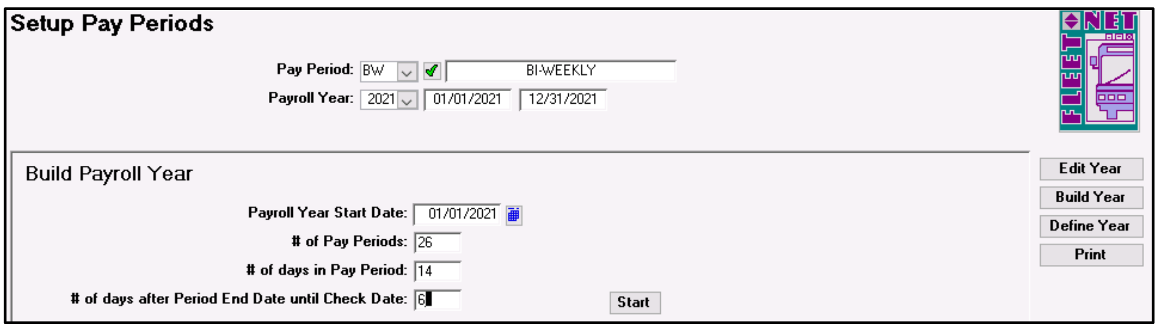
Building a new payroll year

Click ***Define Year*** to enter data for a new payroll year, the following form displays:



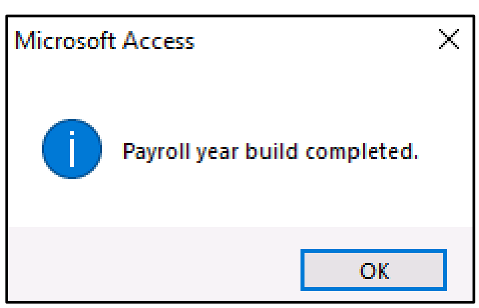
Field Name	Description
Payroll Year	Enter the payroll year being defined
Date Starting	Enter the first date of the pay period for the payroll year being defined (See below)
Date Ending	Enter the last check date or 12/31/xxxx (See below)

Select the newly defined year from the drop-down list; click *Build Year* to complete the fields required for building the payroll year. The following form displays:

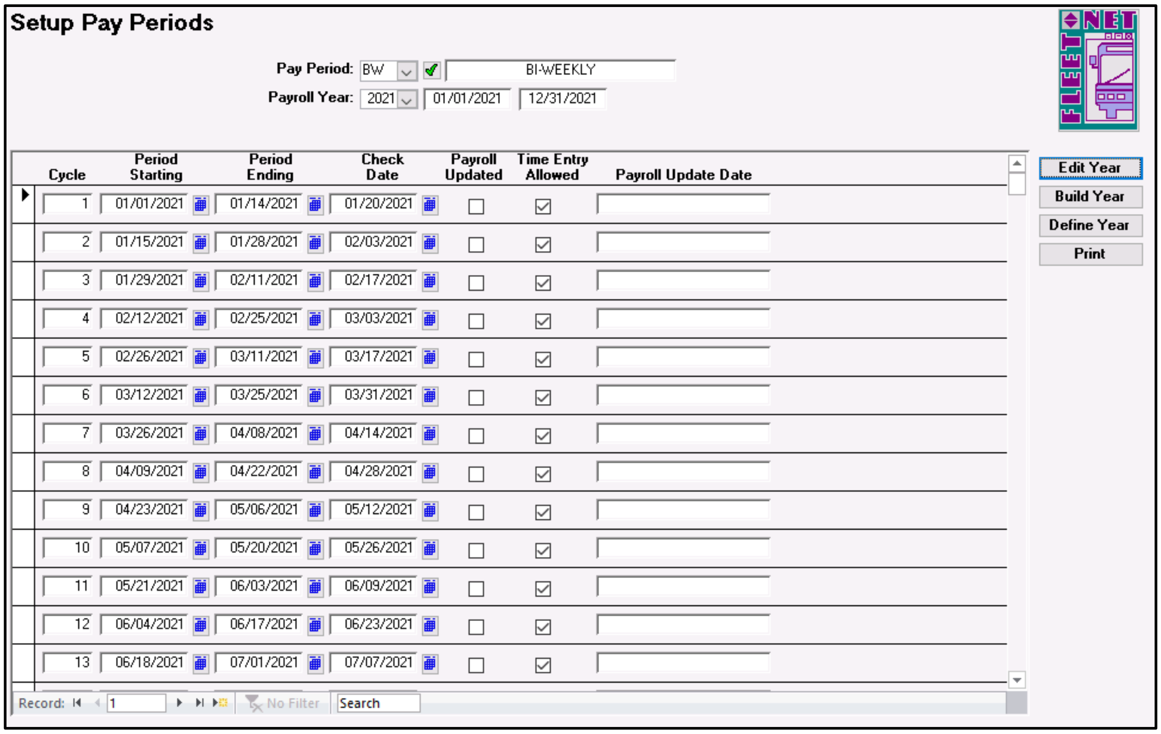


Field Name	Description
Payroll Year Start Date	Enter the starting date of the **pay period** for the payroll year being built
# of Pay Periods	Enter the number of pay periods in the payroll year (Monthly Pay = 12, Bi-Weekly Pay = 26, Weekly Pay = 52)
# of Days in Pay Period	Enter the number of days in the pay period
# of days after Period End Date until Check Date	Enter the number of days between the end of the pay period and the payroll check date
Start	Click start to build the year

Click *Yes* to continue (the following message displays) or *No* to cancel:



Click *Edit Year* to view or edit the pay period information; the following form displays:



Cycle	Period Starting	Period Ending	Check Date	Payroll Updated	Time Entry Allowed	Payroll Update Date
1	01/01/2021	01/14/2021	01/20/2021	☐	☑	
2	01/15/2021	01/28/2021	02/03/2021	☐	☑	
3	01/29/2021	02/11/2021	02/17/2021	☐	☑	
4	02/12/2021	02/25/2021	03/03/2021	☐	☑	
5	02/26/2021	03/11/2021	03/17/2021	☐	☑	
6	03/12/2021	03/25/2021	03/31/2021	☐	☑	
7	03/26/2021	04/08/2021	04/14/2021	☐	☑	
8	04/09/2021	04/22/2021	04/28/2021	☐	☑	
9	04/23/2021	05/06/2021	05/12/2021	☐	☑	
10	05/07/2021	05/20/2021	05/26/2021	☐	☑	
11	05/21/2021	06/03/2021	06/09/2021	☐	☑	
12	06/04/2021	06/17/2021	06/23/2021	☐	☑	
13	06/18/2021	07/01/2021	07/07/2021	☐	☑	

To add an additional payroll cycle (i.e., special payroll, bonus payroll) go to the last record on the form and enter the data as outlined below:

Field Name	Description
Cycle	This field is automatically populated during the build year process and is sequentially numbered. *Additional pay cycles can be added. For additional pay cycles, enter the next sequential number.*
Period Starting	This field is automatically populated during the build year process. *For additional pay cycles, enter the pay cycle starting date.*
Period Ending	This field is automatically populated during the build year process. *For additional pay cycles, enter the pay cycle ending date.*
Check Date	This field is automatically populated during the build year process. *For additional pay cycles, enter the pay check date.*
Payroll Updated	This field is automatically populated during the update payroll process.
Time Entry Allowed	This field is automatically populated during the update payroll process.
Payroll Update Date	This field is automatically populated during the update payroll process.

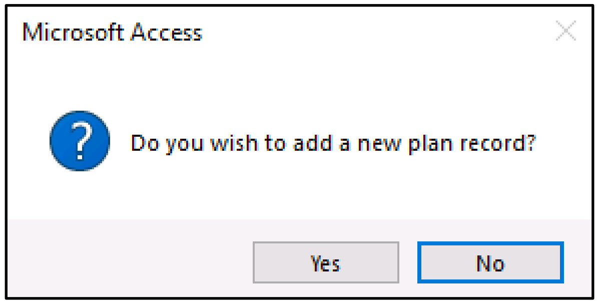
When entering an additional pay cycle, neither a ***pay period end date*** nor a ***check date*** that is already listed on the form can be used. Also, dates cannot be used that are earlier than any of the payrolls that have been previously updated.

To reopen a pay cycle, remove the check mark from the ***Payroll Updated*** box and enter a check mark in the ***Time Entry Allowed*** box. Reopening a pay cycle is only used in conjunction with voiding pay checks. Refer to the Void Check section of this manual for further instructions.

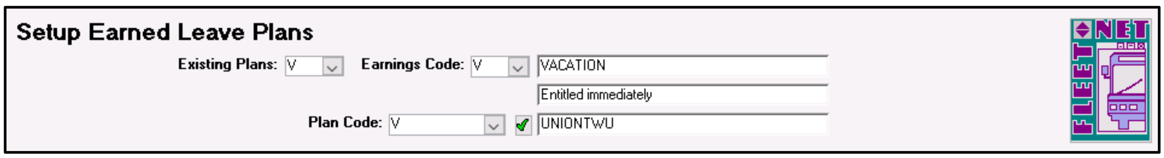
Setup Earned Leave Plans

Earned Leave Setup is used to define leave types used by the transit. Earned leave plans are based on company guidelines designating how employees earn types of time off, such as sick, vacation, paid time off (PTO).

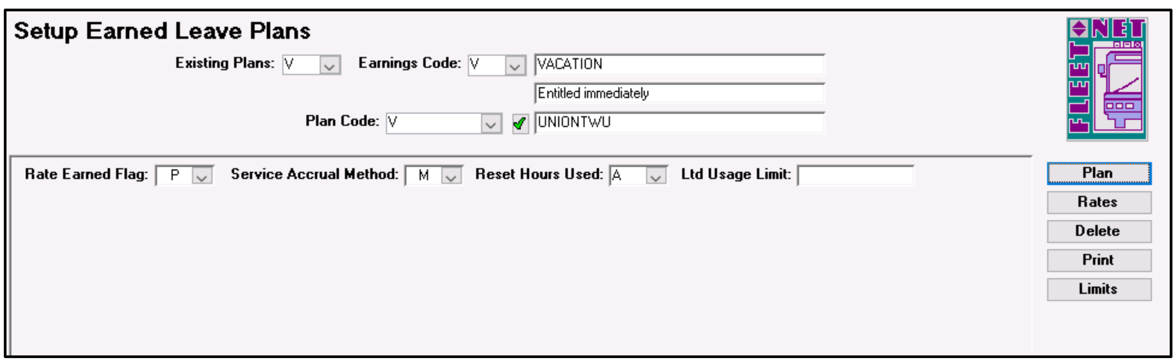
To add a new Earned Leave Plan, select the applicable Earnings Code and a Plan Code from the drop-down lists. The follow message displays:



Click *Yes* to continue or *No* to cancel. Complete the Plan, Rates and Limits forms as outlined below.

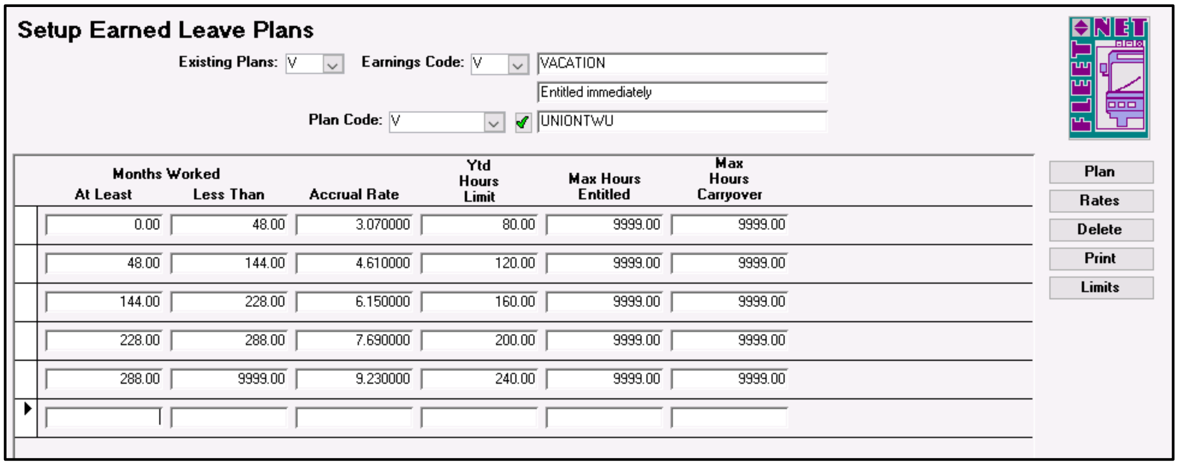


Field Name	Description
Existing Plan	Select the plan from the drop-down list
Earnings Code	Automatically populated based on the plan selected
Plan Code	Automatically populated based on the plan selected



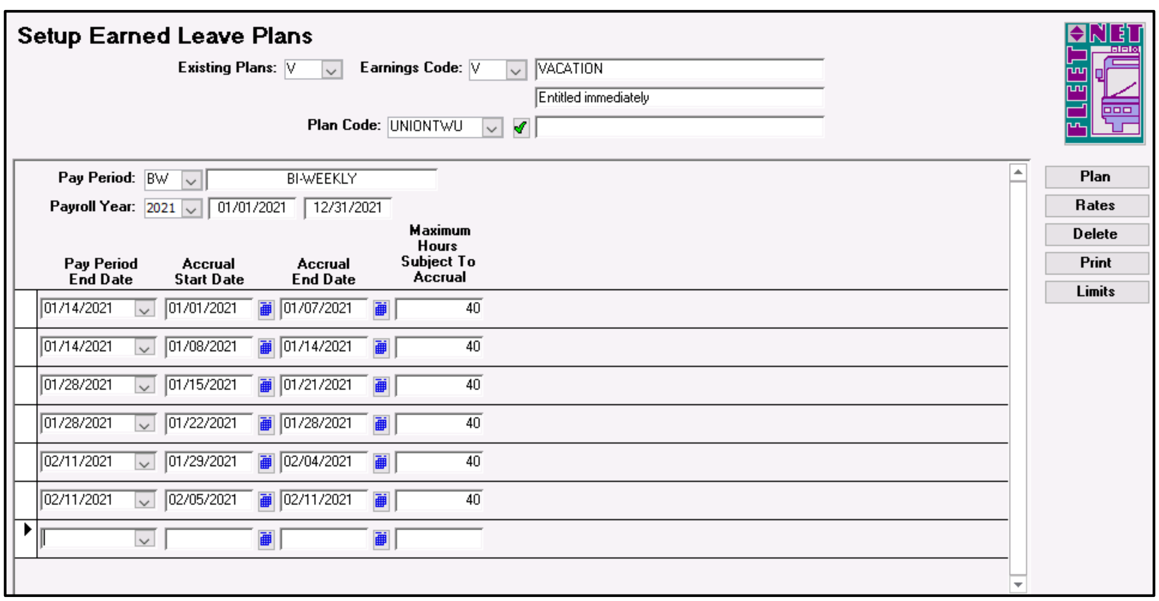
Field Name	Description
Rate Earned Flag	Select the method the leave is earned from the drop-down list. A = Earned Annually, H = Earned Per Hour Worked, P = Earned Per Pay Period
Service Accrual Method	Select M = Earned Leave is Based on Months of Service, from the drop-down list. ***Note:*** Selections D = Earned Leave is Based on Days of Service and H = Earned Leave is Based on Hours of Service are not currently available for use.
Reset Hours Used	Select A = Anniversary Date from the drop-down list. ***Note:*** P = Payroll Year and C = Calendar Year are not currently available for use.
Ltd Usage Limit	Enter the life-to-date maximum amount of leave that an employee can use

To enter and/or view rates for the selected plan, click *Rates*. The following form displays:



Field Name	Description
At Least	Enter the minimum number of hours/days/months worked required for accruals
Less Than	Enter the maximum number of hours/days/months worked required for increased entitlement
Accrual Rate	Enter the accrual rate for the designated basis
YTD Hours Limit	Enter the maximum number of hours that can be earned per year
Max Hours Entitled	Enter the maximum number of hours that can be accumulated. Maximum number of hours that an employee can have on the books at any one time.
Max Hours Carryover	Enter the number of hours that can be carried over to the next year

To enter and/or view limits for the selected plan, click ***Limits****.* The following form displays:



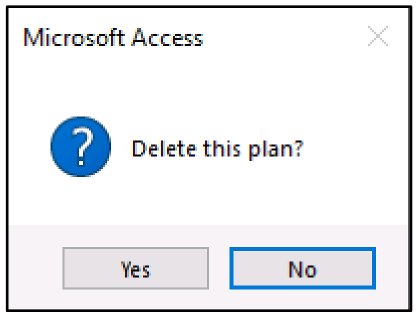
Accrued benefits are based on per hour worked subject to a weekly limit. Due to the period end date falling in the middle of the workweek, pay time history will need to be accessed to determine how to accrue the time based on the limit.

Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Pay Period End Date	Select the pay period end date from the drop-down list

Accrual Start Date Accrual End Date	Enter the accrual start and end dates. For instance, Sunday thru Saturday work week, enter the date for Sunday in the start date field and the date for Saturday in the end date field.
Maximum Hours Subject to Accrual	Enter the maximum number hours per week that the employee can accrue time.

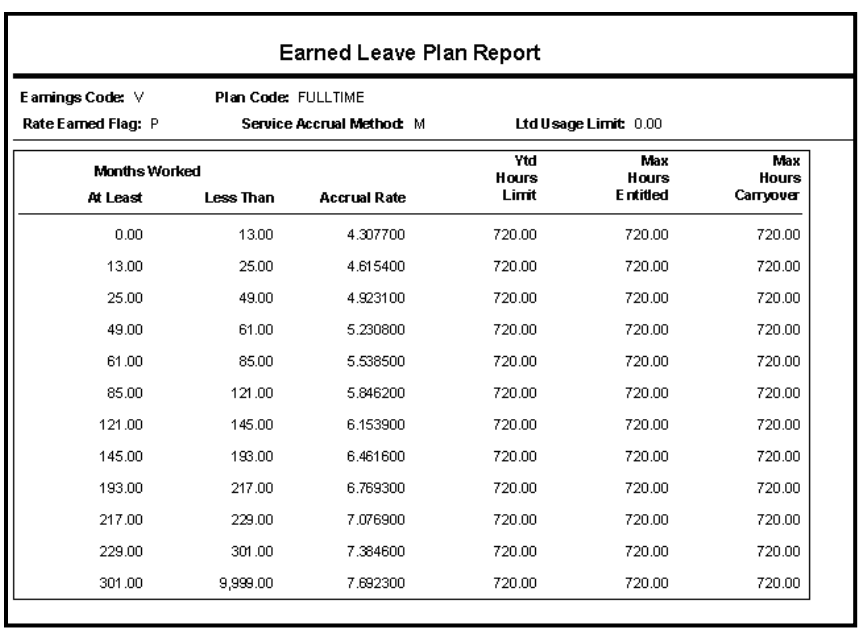
Most pay periods will share the same weeks due to the pay period end dates. The calculation will perform several steps to complete this process. If there are maximum hours set, the program will not allow any more hours than the amount entered to be considered in the accrual calculation.

To delete the selected plan, click ***Delete.*** The following prompt displays:



Click *Yes* to continue (the following message displays) or *No* to cancel:

To Print an Earned Leave Plan report click ***Print.*** The report displays as shown below for the plan selected. A hard copy can be printed by using the *File/Print* option.



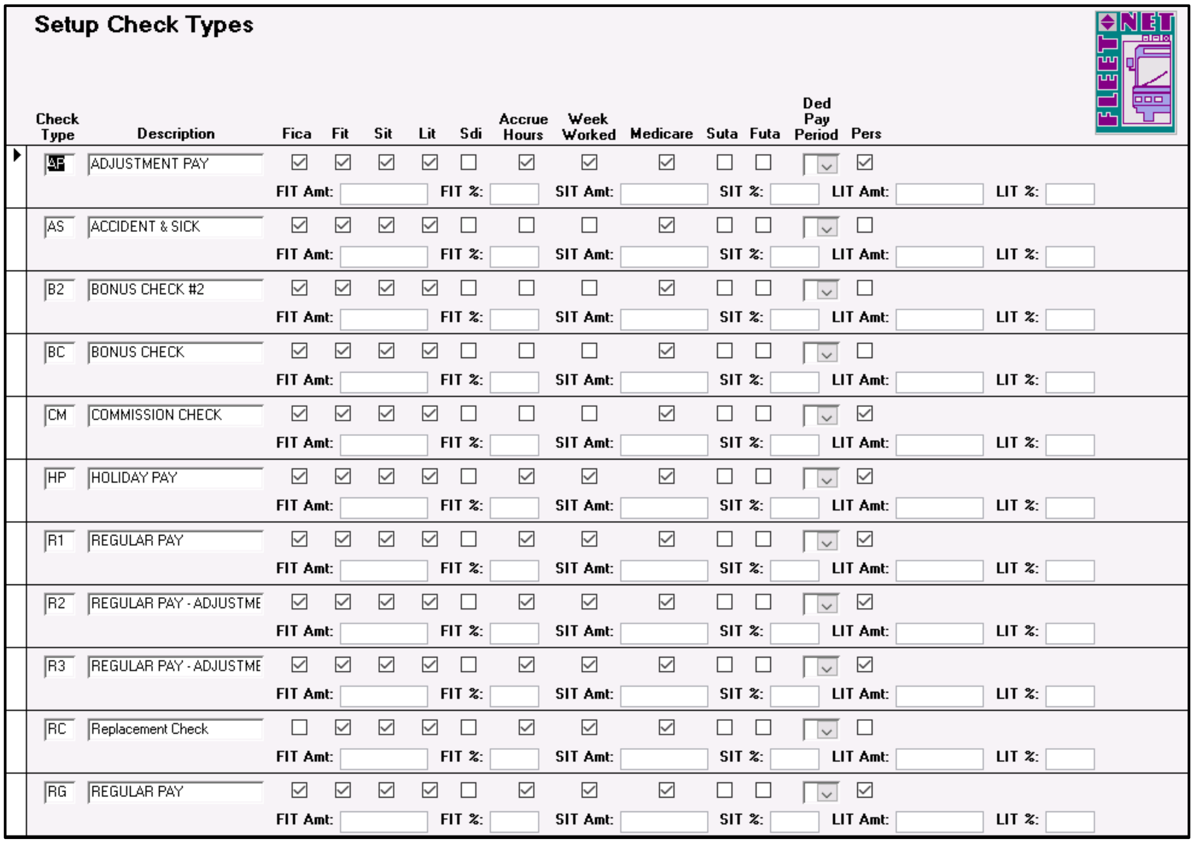
Earned Leave Plan Report

Earnings Code: V **Plan Code:** FULLTIME
Rate Earned Flag: P **Service Accrual Method:** M **Ltd Usage Limit:** 0.00

Months Worked At Least	Less Than	Accrual Rate	Ytd Hours Limit	Max Hours Entitled	Max Hours Carryover
0.00	13.00	4.307700	720.00	720.00	720.00
13.00	25.00	4.615400	720.00	720.00	720.00
25.00	49.00	4.923100	720.00	720.00	720.00
49.00	61.00	5.230800	720.00	720.00	720.00
61.00	85.00	5.538500	720.00	720.00	720.00
85.00	121.00	5.846200	720.00	720.00	720.00
121.00	145.00	6.153900	720.00	720.00	720.00
145.00	193.00	6.461600	720.00	720.00	720.00
193.00	217.00	6.769300	720.00	720.00	720.00
217.00	229.00	7.076900	720.00	720.00	720.00
229.00	301.00	7.384600	720.00	720.00	720.00
301.00	9,999.00	7.692300	720.00	720.00	720.00

Setup Check Types

The purpose of the Check Types form is to allow the user to define the type of checks, as well as assign the applicable taxes to each check type.



Setup Check Types

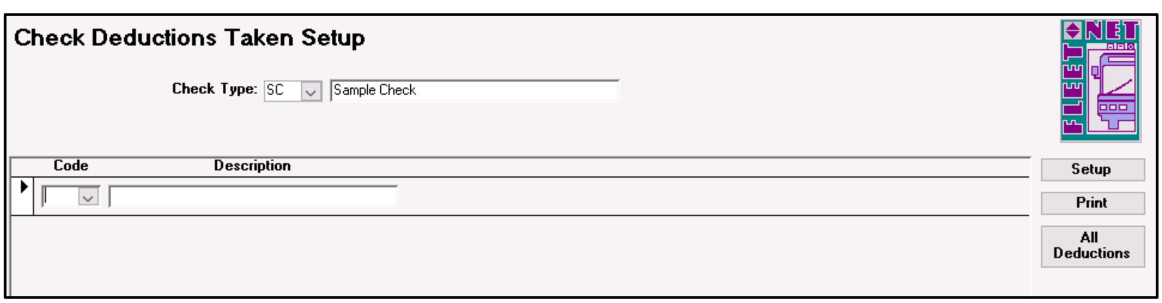
Check Type	Description	Fica	Fit	Sit	Lit	Sdi	Accrue Hours	Week Worked	Medicare	Suta	Futa	Ded Pay Period	Pers	FIT Amt:	FIT %:	SIT Amt:	SIT %:	LIT Amt:	LIT %:
AP	ADJUSTMENT PAY	☑	☑	☑	☑	☐	☑	☑	☑	☐	☐		☑						
AS	ACCIDENT & SICK	☑	☑	☑	☑	☐	☐	☐	☑	☐	☐		☐						
B2	BONUS CHECK #2	☑	☑	☑	☑	☐	☐	☐	☑	☐	☐		☐						
BC	BONUS CHECK	☑	☑	☑	☑	☐	☐	☐	☑	☐	☐		☐						
CM	COMMISSION CHECK	☑	☑	☑	☑	☐	☐	☐	☑	☐	☐		☑						
HP	HOLIDAY PAY	☑	☑	☑	☑	☐	☑	☑	☑	☐	☐		☑						
R1	REGULAR PAY	☑	☑	☑	☑	☐	☑	☑	☑	☐	☐		☑						
R2	REGULAR PAY - ADJUSTME	☑	☑	☑	☑	☐	☑	☑	☑	☐	☐		☑						
R3	REGULAR PAY - ADJUSTME	☑	☑	☑	☑	☐	☑	☑	☑	☐	☐		☑						
RC	Replacement Check	☐	☑	☑	☑	☐	☑	☑	☑	☐	☐		☐						
RG	REGULAR PAY	☑	☑	☑	☑	☐	☑	☑	☑	☐	☐		☑						

Field Name	Description
Check Type	Enter a 2-Character Check Type
Description	Enter a description of the check type (i.e., RG = Regular Pay; BN = Bonus; VA = Vacation; AP = Adjustment Pay)
FICA	Check the box if this check type is subject to Social Security tax
FIT	Check the box if this check type is subject to Federal Income tax
SIT	Check the box if this check type is subject to State Income tax
LIT	Check the box if this check type is subject to Local Income tax
SDI	Check the box if this check type is subject to State Disability tax
Accrue Hours	Check the box if benefit hours accruals computation is applicable. If this box is left unchecked, benefit hours will not show on the earnings statements and checks.
Week Worked	Check the box if check type should be included in the weeks worked computation
Medicare	Check the box if this check type is subject to Medicare tax

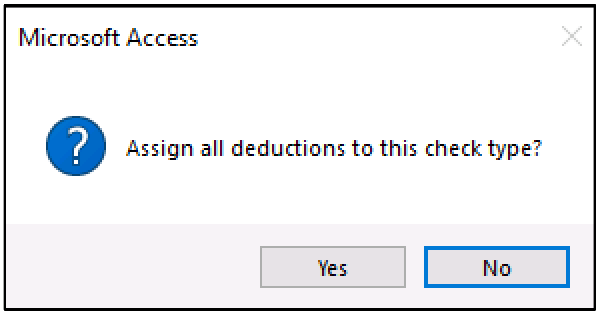
Field Name	Description
SUTA	Check the box if this check type is subject to State Unemployment tax
FUTA	Check the box if this check type is subject to Federal Unemployment tax
Ded Pay Period	Select a pay period from the drop-down list if the deduction pay period is exempt from this check type. A selection in this field will override what was set up in Deduction Setup
Pers	Check if this check type is subject to mandated Pension plan. Leave blank if it is exempt from this check type
FIT Amt	Enter an amount if any check type will use a flat dollar amount for Federal Withholding. If a check is issued where an FIT amount has been entered, the tax tables will not be used; the FIT withheld from the check will be the amount entered in this field
FIT %	Enter a percentage if any check type will use a flat percentage for Federal Withholding. If a check is issued where an FIT percentage has been entered, the tax tables will not be used; the FIT withheld from the check will be the percentage of the taxable wages entered in this field.
SIT Amt	Enter an amount if any check type will use a flat dollar amount for State Withholding. If a check is issued where an SIT amount has been entered, the tax tables will not be used; the SIT withheld from the check will be the amount entered in this field
SIT %	Enter a percentage if any check type will use a flat percentage for State Withholding. If a check is issued where an SIT percentage has been entered, the tax tables will not be used; the SIT withheld from the check will be the percentage of the taxable wages entered in this field.
LIT Amt	Enter an amount if any check type will use a flat dollar amount for Local Withholding. If a check is issued where an LIT amount has been entered, the tax tables will not be used; the LIT withheld from the check will be the amount entered in this field
LIT %	Enter a percentage if any check type will use a flat percentage for Local Withholding. If a check is issued where an LIT percentage has been entered, the tax tables will not be used; the LIT withheld from the check will be the percentage of the taxable wages entered in this field.

Setup Check Deductions Taken

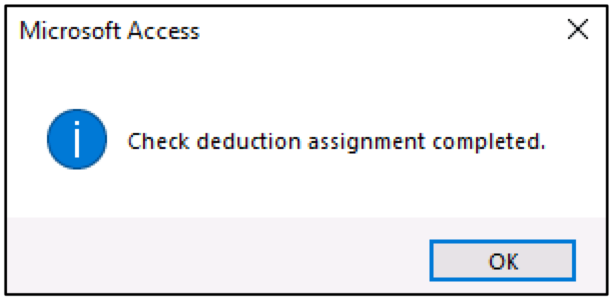
Applicable Deductions must be set up for each Check Type. The purpose of the Check Deductions Taken Form is to allow the user to assign applicable deductions to each check type.



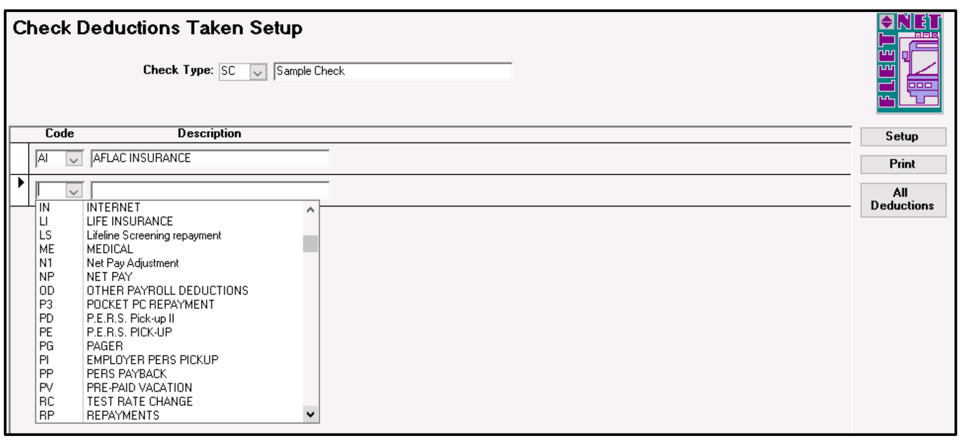
Select the check type from the drop-down list. To add All Deductions to the selected check type, click *All Deductions.* You will be prompted as follows:



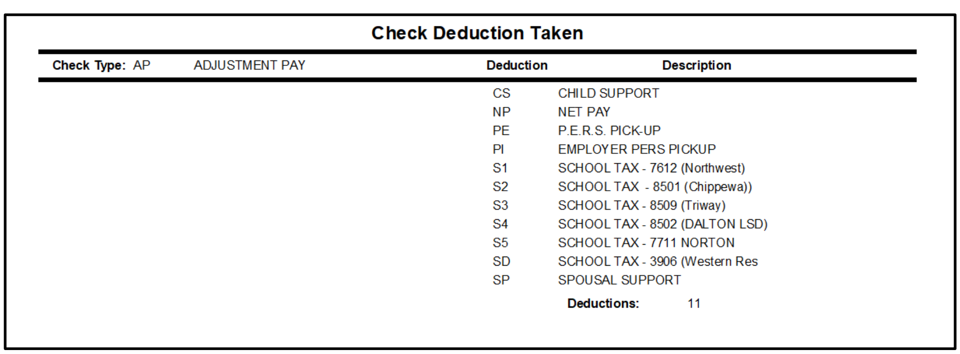
Click *Yes* to continue (the following message displays) or *No* to cancel:



If only specific deductions apply to the selected check type, they can be added individually by selecting each from the drop-down list:



To print a report listing deductions by check type, click *Print*.

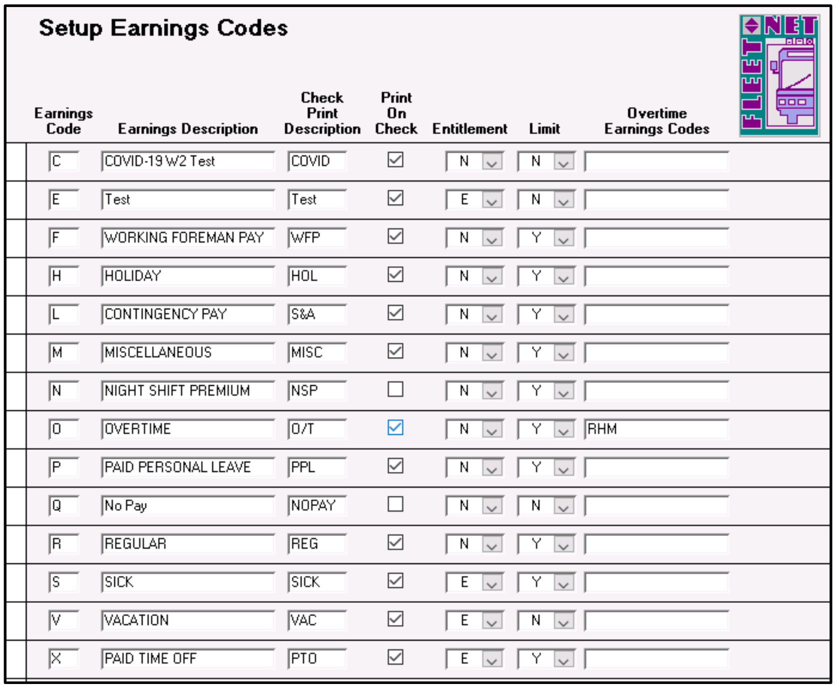


Check Deduction Taken

Check Type: AP	ADJUSTMENT PAY	Deduction	Description
		CS	CHILD SUPPORT
		NP	NET PAY
		PE	P.E.R.S. PICK-UP
		PI	EMPLOYER PERS PICKUP
		S1	SCHOOL TAX - 7612 (Northwest)
		S2	SCHOOL TAX - 8501 (Chippewa))
		S3	SCHOOL TAX - 8509 (Triway)
		S4	SCHOOL TAX - 8502 (DALTON LSD)
		S5	SCHOOL TAX - 7711 NORTON
		SD	SCHOOL TAX - 3906 (Western Res
		SP	SPOUSAL SUPPORT
			Deductions: 11

Setup Earning Codes

Use Setup Earnings Codes Form to define earnings codes, add new earnings codes and assign accruals and overtime parameters.



Setup Earnings Codes

Earnings Code	Earnings Description	Check Print Description	Print On Check	Entitlement	Limit	Overtime Earnings Codes
C	COVID-19 W2 Test	COVID	☑	N	N	
E	Test	Test	☑	E	N	
F	WORKING FOREMAN PAY	WFP	☑	N	Y	
H	HOLIDAY	HOL	☑	N	Y	
L	CONTINGENCY PAY	S&A	☑	N	Y	
M	MISCELLANEOUS	MISC	☑	N	Y	
N	NIGHT SHIFT PREMIUM	NSP	☐	N	Y	
O	OVERTIME	O/T	☑	N	Y	RHM
P	PAID PERSONAL LEAVE	PPL	☑	N	Y	
Q	No Pay	NOPAY	☐	N	N	
R	REGULAR	REG	☑	N	Y	
S	SICK	SICK	☑	E	Y	
V	VACATION	VAC	☑	E	N	
X	PAID TIME OFF	PTO	☑	E	Y	

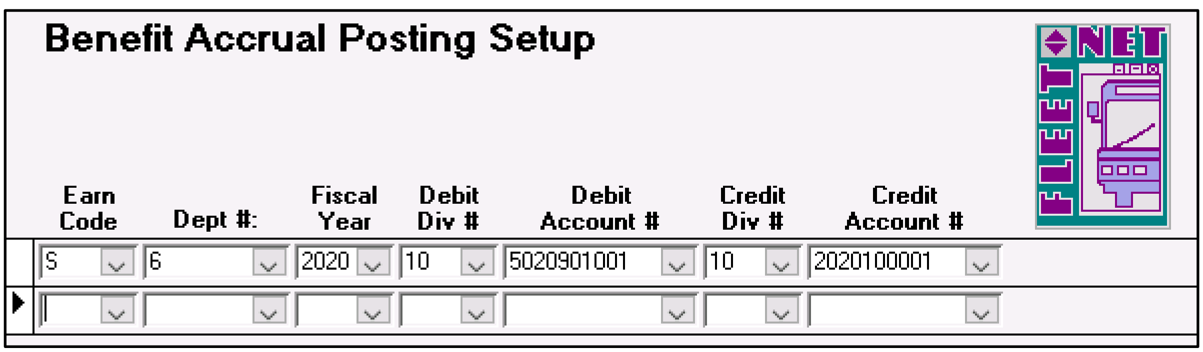
Field Name	Description
Earnings Code	For a new Earnings Code, enter a one letter code. ***Mandatory*** Earnings Codes are **D** = Double Time and **O** = Overtime.
Earnings Description	Enter a description of the earnings code
Check Print Description	Enter a five letter/number description of the earnings code that will print on the check, if selected (see next)
Print On Check	Check this box if the earnings code is to be printed on the check
Entitlement	Select entitlement option from the drop-down list. Entitlement is used to accrue benefit hours for Earned Leave Plans. Y = Year End or Annual Entitlement.; benefit hours will accrue on the anniversary date listed for the benefit plan in the employee master. If no anniversary date is listed hours will accrue when the year-end reset is run. E = Entitled Immediately; the benefit is entitled as it is earned. N = No Entitlement; the earn code is not one used for benefit accruals
Limit	Select the limit for the entitlement for the selected earnings code. Y = Year-To-Date, L = Life-To-Date, N = No Limit
Overtime Earnings Codes	This field is for Earnings Code O only. See below for a description of this field.

Note on above form, earning code: O Overtime has the following information in the Overtime Earnings Codes. RHM (Regular, Holiday and Miscellaneous). For National Transit Database (NTD) reporting purposes, if an employee works 42 regular hours in a week, it will be calculated based on 42 hours of straight time at a rate of 1.00 and 2 hours of overtime at .50 rate. (The Rate information is defined in Pay Code setup.) The order that Earnings Codes are entered in this field is very important with respect to how information is printed on check registers, pay checks and earnings statements. Those reports would list 40 hours under the 'R' earnings code with 40 hours of pay and 2 hours under the 'O' earnings code; pay would be listed at time-and-a-half. The sequence entered in this field directs the program to which earnings codes should be 'adjusted'.
on the check register, paycheck, and earnings statement. If there were no 'R' earnings the program would 'adjust' the 'H' earnings and if no 'H' earnings, the 'M' earnings.

Benefit Accrual Posting Setup Form

The Benefit Accrual Posting Setup Form is utilized for assigning a General Ledger posting account for Earnings Codes used to designate a leave type. The Earn Codes must be created in Earn Code set up and must be designated with an E or Y entitlement code. Accrual entries will be created during the Payroll General Ledger calculation.

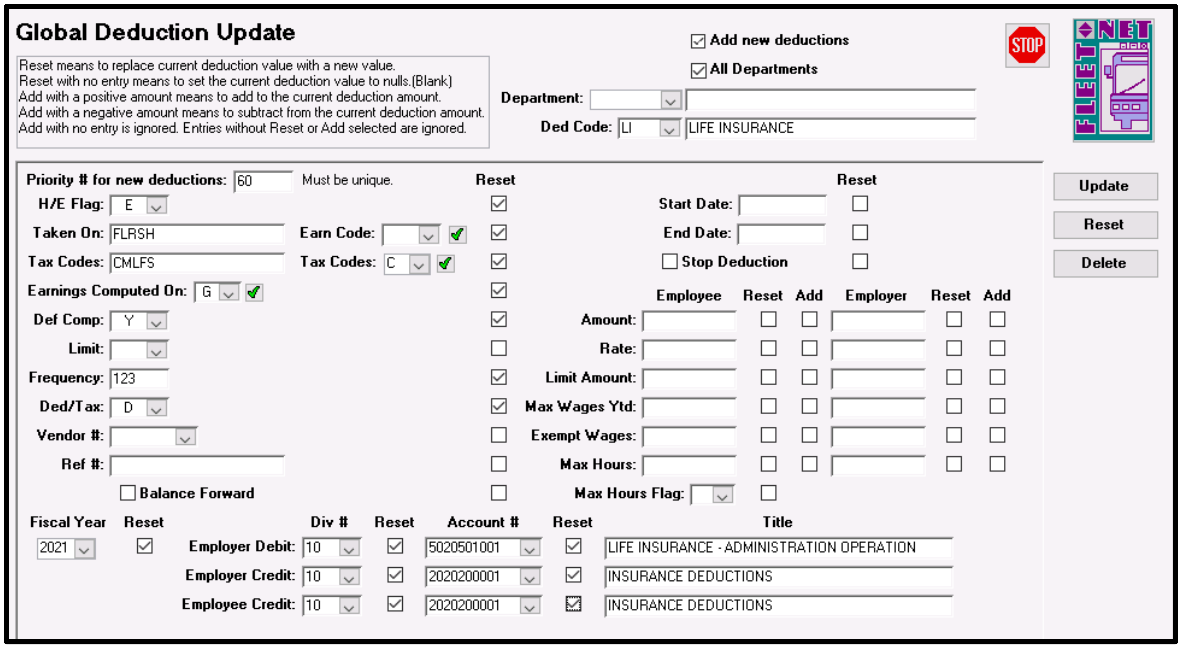
If Benefit Accrual Posting is used, the expense for the Benefit is posted to the General Ledger at the time it is earned rather than when it is used. As such, all pay codes associated with the Earn Codes set up in Benefit Accrual Posting must be carefully reviewed with respect to the General Ledger account assigned. The accounts for those pay codes should be the liability (credit) account assigned in Benefit Accrual Posting.



Field Name	Description
Earnings Code	Select the Earnings Code from the drop-down list
Dept #	Select the Department from the drop-down list
Fiscal Year	Select the Fiscal Year from the drop-down list
Debit Div #	Select the Division from the drop-down list for the expense posting
Debit Account #	Select the GL Account from the drop-down list for the expense account
Credit Div #	Select the Division from the drop-down list for the accrual posting
Credit Account #	Select the GL Account from the drop-down list for the accrual posting

Global Deduction Update

Use Global Deduction Update to update deductions in the Employee Master files. All applicable fields must be completed when adding a new deduction. If edits are being made to existing deductions, complete only those fields being edited, all other data will remain unchanged in the employee master file.

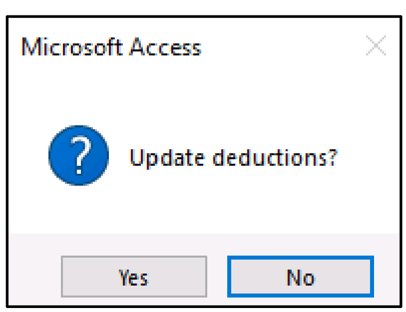


Field Name	Description
Add New Deduction	Check this box if a new deduction is being added to all employees or all employees in a specific department
All Departments	Check this box if the Deduction Update is being run for employees in all departments
Department	If the deduction being added or edited is for a specific department select the department from the drop-down list. If it is for all departments, leave this field blank and verify that All Departments is checked
Ded Code	Select the applicable deduction code from the drop-down list. If a new deduction is being added, the deduction code must have been previously set up in Deduction Code Setup (Menu item #4) and assigned to check types (Menu item #10).
Priority # for new deductions	If a new deduction is being added, enter the priority number. It must be a unique number.
Field Name	**Description**
For all items listed below, the RESET box must be checked on every item being added or edited. To globally delete data from a field, leave the field blank and check the RESET box.	
H/E Flag	If a new deduction is being added and it is based on a rate rather than a flat amount, select the basis of the rate H (Hours) or E (Earnings) from the drop-down list. This field can be left blank if the new deduction is a flat amount.

Taken On	If a new deduction is being added, enter the Earnings Codes applicable for the selected deduction. If a code is being added, list all applicable codes.
Earn Code	The Earnings Codes can be selected from the drop-down list. Once the desired code populates the Earn Code field, double click on it and it will now be listed in the Taken On field.
Tax Codes	If a new deduction is being added and is a deferred compensation deduction, enter the tax codes that the deduction is exempt from. Taxable amount will be reduced by the deduction amount for that tax code. If a code is being added, list all applicable codes.
Tax Codes	The Tax Codes can be selected from the drop-down list. Once the desired code populates the Tax Code field, double click on it and it will now be listed in the Tax Codes field.
Gross/Net	Select the applicable code from the drop-down list. A = All Earnings Except Those Listed in "Taken On" G = Only Those Earnings Listed in "Taken On" N = Net Pay
Def Comp	**If a new deduction is being added, this is a required field. If left blank the deduction will not be deducted from the employee's check.** Select the applicable code from the drop-down list. **Y** = Taxable income amount indicated for the code(s) specified in Tax Codes will be decreased by the deduction. **N** = Not a deferred compensation deduction **T** = Taxable Fringe Benefit
Limit	Select the limit from the drop-down, if applicable. Y = Year-to-date limit L = Life-to-date limit P = Pay period limit
Frequency	This is a required field. If left blank the deduction will not be deducted from the employee's check. Enter the pay periods the deduction will be processed. 1 = First Check of the Month 2 = Second Check of the Month 3 = Third Check of the Month 4 = Fourth Check of the Month 5 = Fifth Check of the Month
Ded/Tax	Select the applicable code from the drop-down list. D = Deduction T = Tax
Vendor #	Select the Vendor from the drop-down list if the monies withheld are to be paid to a vendor set up in Fleet-Net. The drop-down list is tied to the AP Vendor List.
Ref #	Enter the reference number applicable to the monies being withheld and paid to a vendor.
Balance Forward	Check this box to allow arrears amount to be calculated and carried over to the next pay period. Balance carried forward displays in the Arrears field
Fiscal Year	Select the fiscal year from the drop-down list

Field Name	Description
For all items listed below, the RESET box must be checked on every item being added or edited. To globally delete data from a field, leave the field blank and check the RESET box.	
Employer Debit	Select the GL Division and GL account to be debited for the employer expense, if applicable
Employer Credit	Select the GL Division and GL account to be credited for the employer accrual, if applicable
Employee Credit	Select the GL Division and GL account to be credited for the employee accrual, if applicable
Start Date	Enter the effective date of the deduction, if applicable
End Date	Enter the ending date of the deduction, if applicable
Stop Deduction	Check this box to stop the deduction.
Amount	If the deduction is a dollar amount, enter the amount in the applicable fields. The deduction can be entered in either or both the employee and employer fields. To increase the amount of the deduction by a flat amount, enter the amount of the increase and check the *Add* box for the employee and/or employer.
Rate	If the deduction is a percentage of either wages or hours, enter the percentage in the applicable fields. The deduction can be entered in either or both the employee and employer fields. To increase the percentage of the deduction, enter the amount of the increase and check the *Add* box for the employee and/or employer.
Limit Amount	If the deduction has a year-to-date, life-to-date or pay period limit, verify that the Limit was selected and enter the dollar amount for the employee and/or employer, as applicable. To increase the amount of the limit, enter the amount of the increase and check the *Add* box for the employee and/or employer.
Max Wages YTD	Enter the Y-T-D maximum earnings for the deduction, if applicable. Once reached, deduction stops. To increase the amount of the Max Wages, enter the amount of the increase and check the *Add* box for the employee and/or employer.
Exempt Wages	Enter the dollar amount of the earnings that are exempt each paycheck from the current deduction, if applicable. To increase the amount of the Exempt Wages, enter the amount of the increase and check the *Add* box for the employee and/or employer.
Max Hours	If the deduction is based on Hours and there is a maximum number of hours that the deduction is based on, enter the number of hours. To increase the amount of the Max Hours, enter the amount of the increase and check the *Add* box for the employee and/or employer.

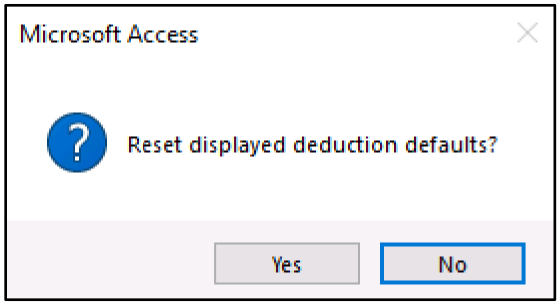
Once all fields have been completed click *Update.* The following prompt displays:



Click *OK* to continue or *No* to cancel.

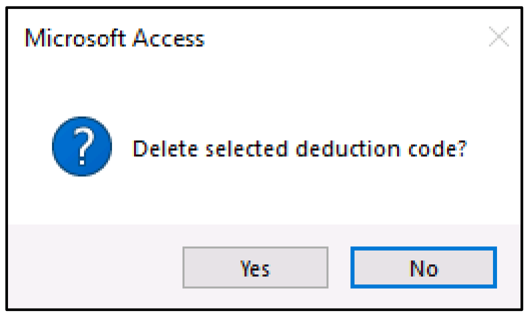
Click *OK* on the completion message.

Click *Reset* to clear the Global Deduction Update form. The following prompt displays:



Click *OK* to continue or *No* to cancel.

Click *Delete* to delete a deduction code. The following prompt displays:



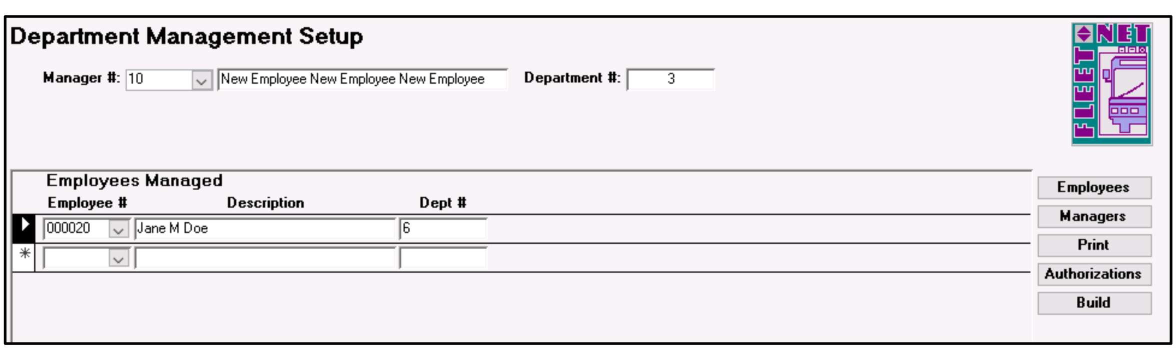
Click *OK* to continue or *No* to cancel.

Click *OK* on the completion message.

Deductions will not be deleted if there are amounts in the Y-T-D field. If the deduction code has been used and contains historical data, it is recommended to use the Stop Deduction function rather than deleting the deductions from the employee master.

Department Management Setup

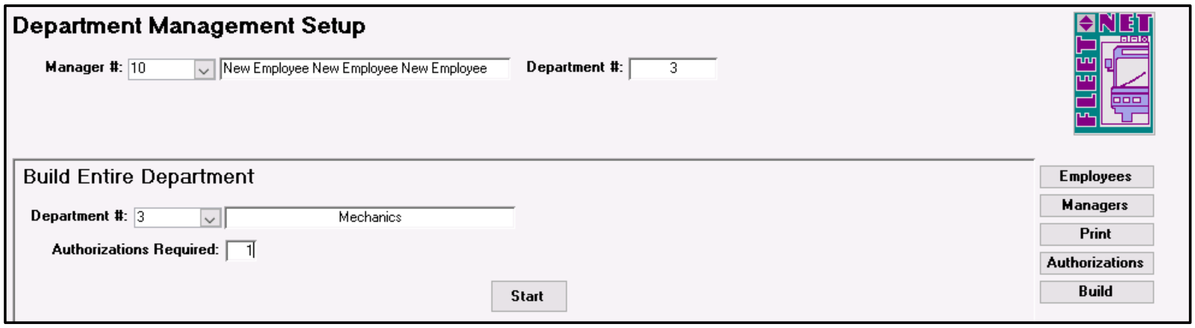
Assigning employees to a 'Manager' allows for limiting access to Labor Entries. Only those employees assigned to a 'Manager' can be viewed by that 'Manager.' The employees can be manually assigned to the 'Manager' by selecting each employee in the Employees Managed field or a Build can be run to assign employees based on their departments.



Manual Assignment:

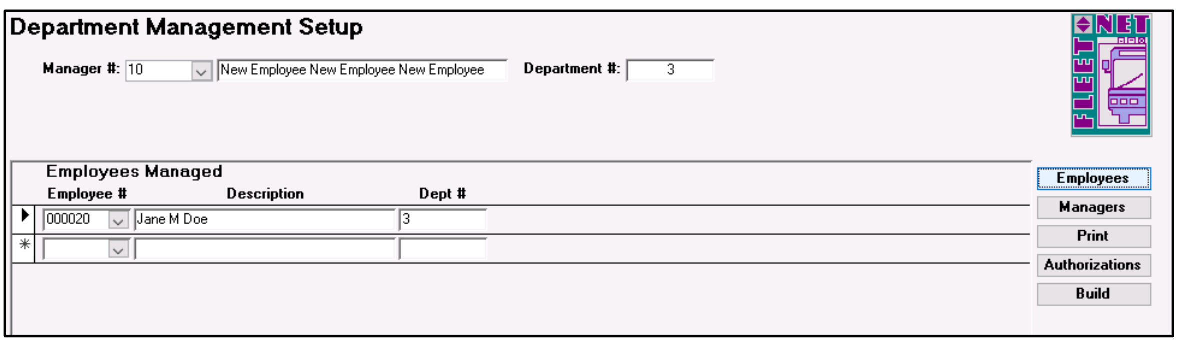
Field Name	Description
Manager #	Select the 'Manager' from the drop-down list
Employee #	Select each of the employees being assigned to the 'Manager' selected at the top of the form

Build:

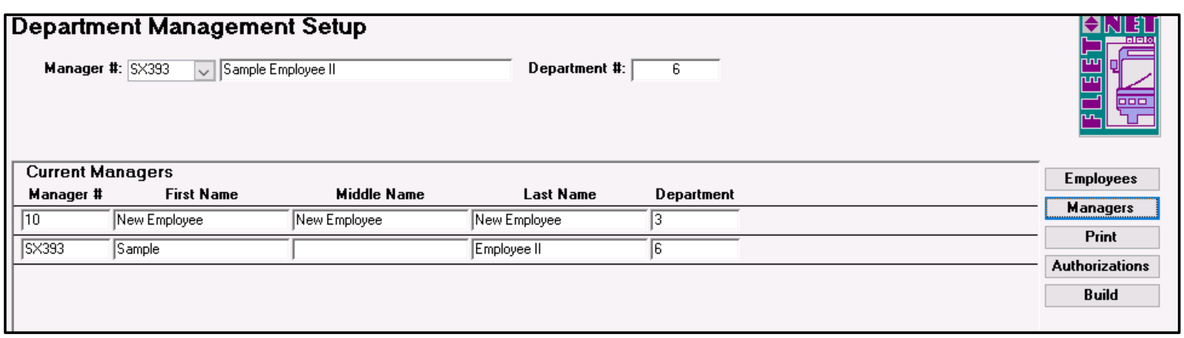


Field Name	Description
Manager #	Select the 'Manager' from the drop-down list
Department #	Select the applicable Department number from the drop-down list
Authorizations Required	Enter 1

Click Start. All employees in the selected Department will be assigned to the 'Manager' at the top of the form; click Employees to view:

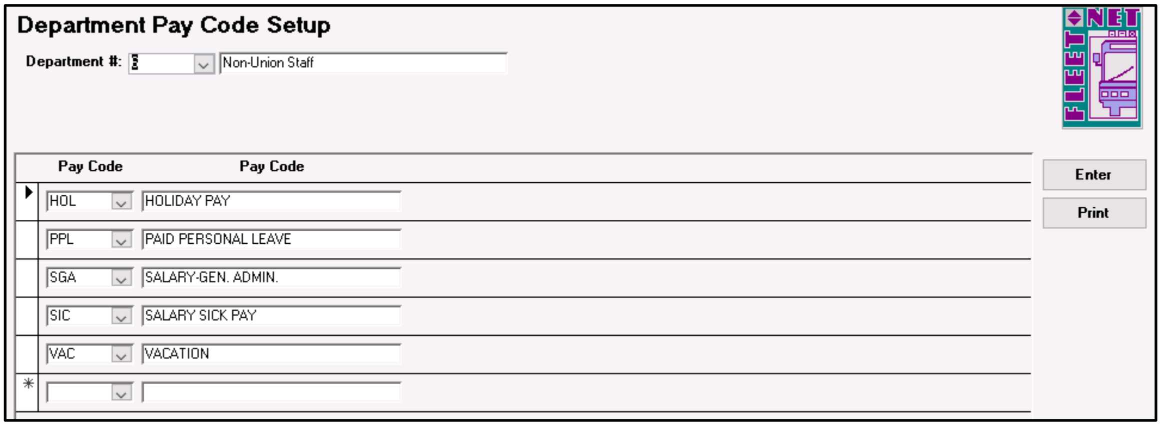


Click Managers to view all employees designated as 'Managers'



Department Pay Code Setup

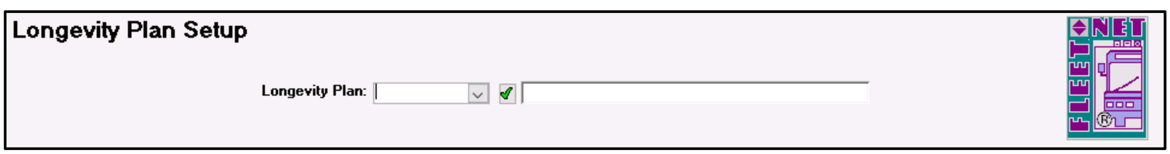
Assigning pay codes to a Department allows for limiting access to pay codes in Labor Entry. Only those pay codes assigned to a Department can be assigned to Labor Entries based on the Department that the employee is in.



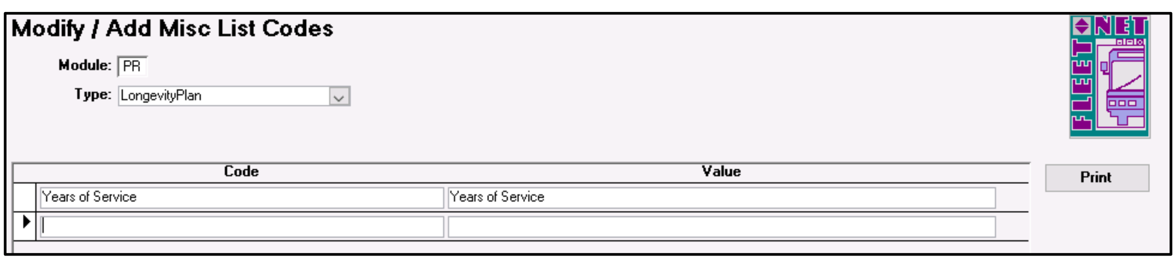
Field Name	Description
Department #	Select the Department from the drop-down list
Pay Code	Select each of the pay codes being assigned to the Department selected at the top of the form

Longevity Plan Setup

If the 'Other Pay' is based on rates based on months of service, select menu item #14 – Longevity Pay Setup on the Payroll Code Maintenance menu (PR04021); The following form displays:

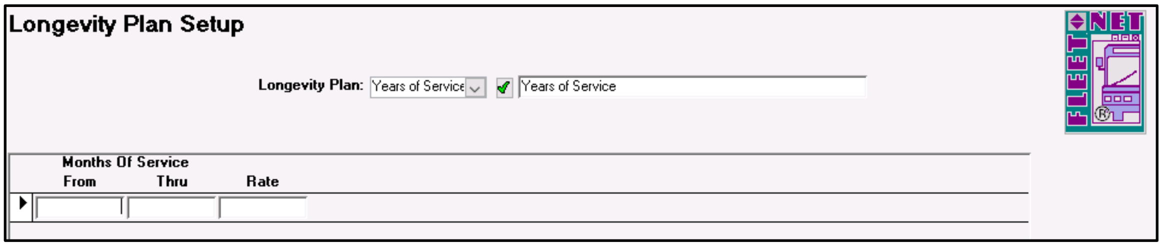


Click the green check mark to add plan definitions; the following form displays:



Field Name	Description
Code	Enter a 'label' for the plan definition
Value	Enter a definition of the 'label'

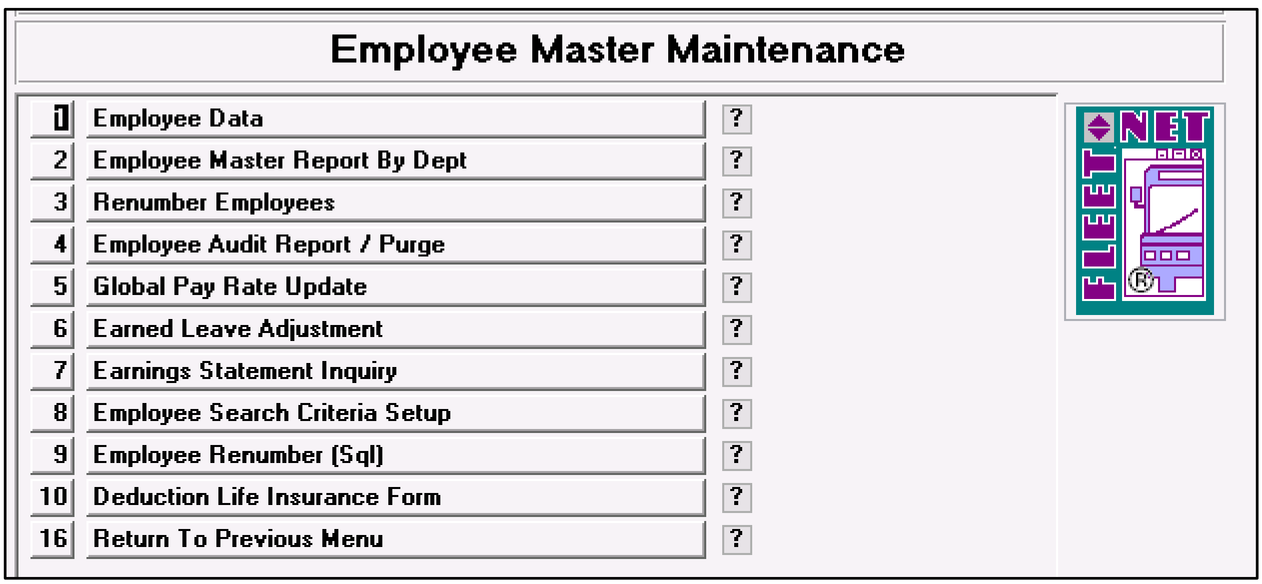
Close the form by clicking on the logo; the following form displays:



Field Name	Description
Months of Service From	Enter the starting months of service
Months of Service Thru	Enter the ending months of service
Rate	Enter the rate for each tier

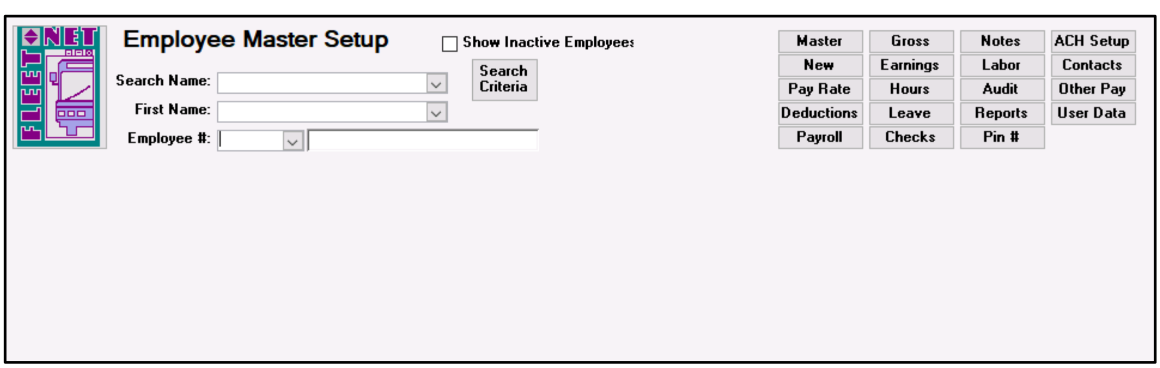
Employee Master Maintenance

It is recommended that *Payroll Code Maintenance and Setup* be completed prior to *Employee Master Maintenance*. This will enable the user to have a better understanding of the payroll fields when setting up the employee information.



Employee Data

Add or edit employees using the form shown below.

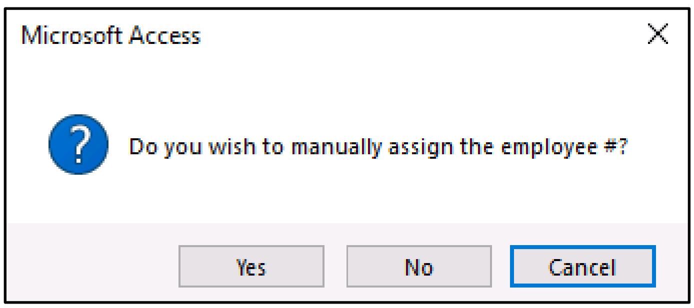


Field Name	Description
Search Criteria	Refer to the Employee Search Criteria Setup section of this manual
Search Name	Enter an employee's search name to search and select a current employee by their search name OR
First Name	Enter an employee's first name to search and select a current employee by their first name OR
Employee #	Enter an employee's employee number to search and select a current employee by their employee number
Show Inactive Employees	Check this box to view ONLY inactive employees (payroll status that does NOT begin with an 'A'). Leave the box unchecked to view ONLY active employees (payroll status that begins with an 'A')

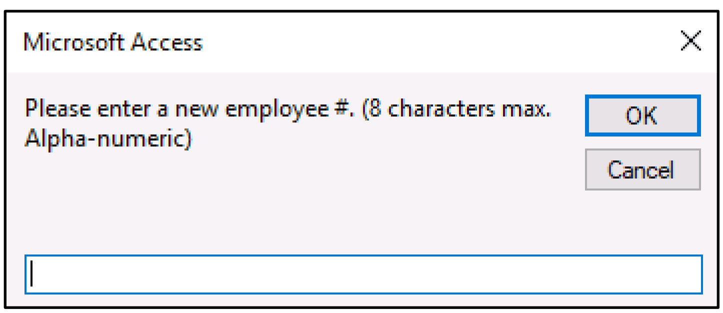
Note: when a new employee is entered but no payroll status has been entered, they will only be available for viewing if the Show Inactive Employees box is checked. This sometimes occurs when several new hires are entered but the status has not been coded yet.

New

Click ***New*** to add a new employee. The following prompt displays.

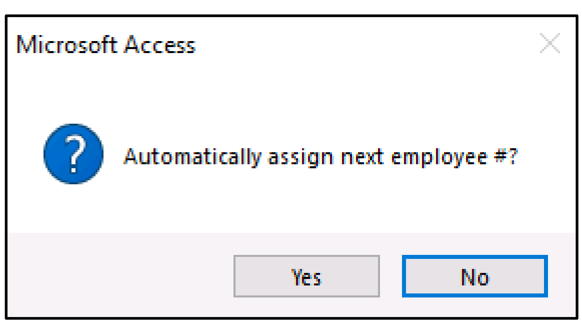


If *Yes* is selected the following form displays.



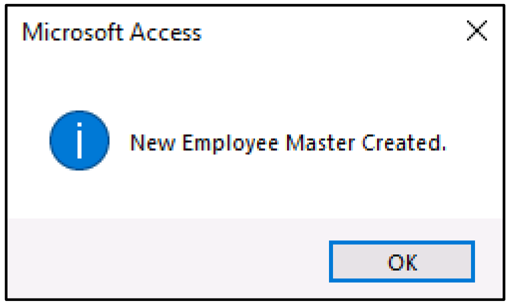
Enter an alphanumeric employee number, Click *OK*.

If No is selected the following form displays.

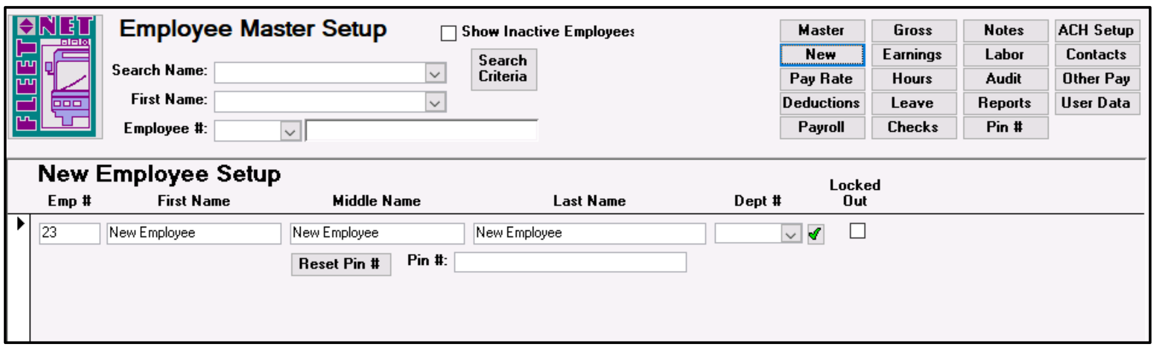


Click ***Yes****;* the system will assign the next number in sequence, Click ***No*** to cancel.

Once a number is assigned either manually or automatically, the following message displays:

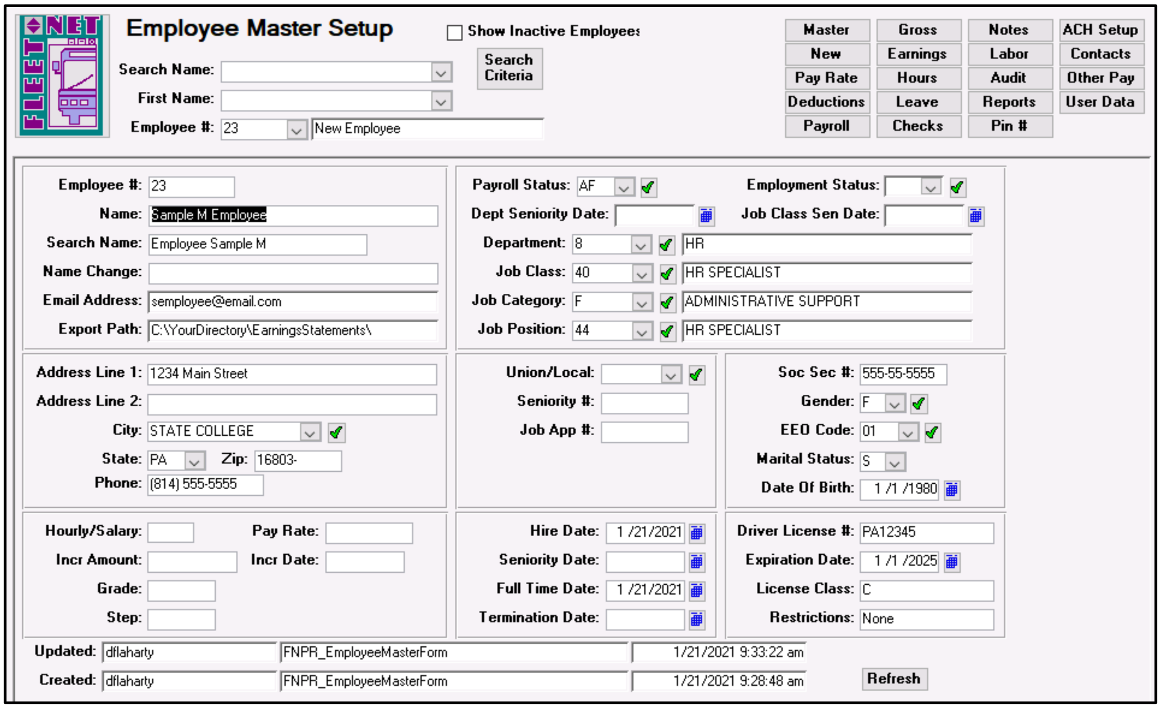


Click *OK*; the following form displays:



Field Name	Description
Emp #	Automatically populates with the new employee number
First Name	Enter the new employee's first name
Middle Name	Enter the new employee's middle name
Last Name	Enter the new employee's last name
Dept #	Select the applicable department number from the drop-down list
Locked Out	Leave Blank
Pin #	Leave Blank unless Timekeeping is being used

To complete the set up for the new employee, enter the employee number in the Employee # field in the upper section of the form; Click > Master. The following form displays:



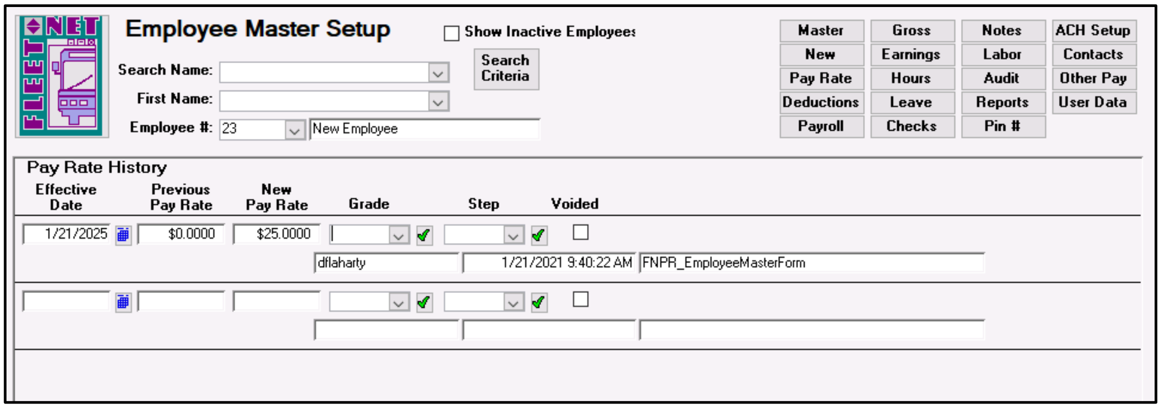
Field Name	Description
Emp #	Automatically populates with the selected employee's number
Name	Automatically populates with the selected employee's name
Search Name	Automatically populates with the selected employee's search name
Name Change	Leave blank for new employees. When making a name change to an existing employee, enter an employee's name prior to changing (i.e., maiden name) on this line, the new name needs to be entered in Name and search fields. This will NOT write to any other fields for example the ach setup. You will also need to make the name change on the security menu in option #1 employee maintenance on the employee setup form.
Email Address	Enter the employee's email address
Export Path	If the email Earnings Statement option is utilized enter the path to the file where the Earning Statements will be exported and stored.
Address Line 1	Enter the employee's address
Address Line 2	Enter the employee's address if more than one line is needed
City	Select the City from the drop-down or if it's not included on the list, add it using the green check mark
State	Select the State from the drop-down
Zip Code	Enter the employee's zip code
Phone	Enter the employee's phone number
Pay Rate Information fields	All fields auto-populate. Refer to the Pay Rate and Payroll forms sections of this manual for further information
Payroll Status	Select the payroll status from the drop-down list
Employment Status	Select the employment status, if applicable. This differs from payroll status as it can be used to track an employee's job status. Examples of codes are: Trainees, 90 Day Hiring Probation, Extended Leave, etc.
Dept Seniority Date	Enter the employee's department seniority date, if applicable
Job Class Sen Date	Enter the employee's job class seniority date, if applicable
Department	Automatically populates based on the employee selected. To change, select the correct department from the drop-down list
Job Class	Select the job class from the drop-down list, if applicable. Refer to the set up section of this manual for explanation of Job Class Codes.

Job Category	Select the job category from the drop-down list, if applicable. These codes can be set up to match Workers Compensation Job Category codes for ease in reporting.
Job Position	Select the job position from the drop-down list, if applicable
Union/Local	Select the Union/Local affiliation from the drop-down list, if applicable
Seniority #	Enter the employee's seniority number, if applicable. If seniority is based on an employee's date of hire and more than one employee is hired on the same day, enter the seniority number for the employee. If seniority is based on a numbering system rather than date of hire, enter the seniority numbers.
Job App #	If Human Resource Application tracking is used, this field will automatically populate
Soc Sec #	Enter the employee's Social Security Number
Gender	Select the employee's gender from the drop-down list
EEO Code	Select the employee's EEO code from the drop-down list, if applicable
Marital Status	Select the employee's marital status from the drop-down list
Date of Birth	Enter the employee's date of birth
Hire Date	Enter the employee's date of hire
Seniority Date	Enter the employee's seniority date
Full Time Date	Enter the employee's full time date
Termination Date	Leave blank for new employees. For existing employees, enter the last date of employment
Driver's License #	Enter the employee's driver's license number, if applicable
Expiration Date	Enter the expiration date of the employee's driver's license, if applicable
License Class	Enter the employee's driver's license class, if applicable
Restrictions	Enter the employee's driver's license restrictions, if applicable

If new entries are made using the green checkmarks click ***Refresh*** to make them available for selection.

Pay Rate

Click *Pay Rate* to add or change pay rate information; the following form displays:

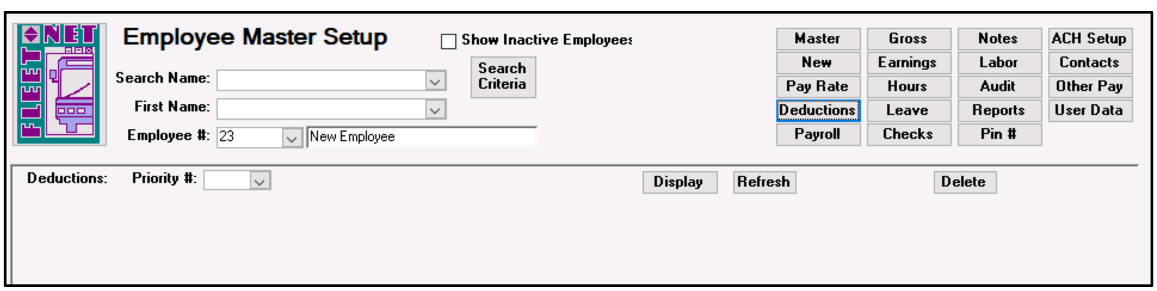


Once an entry is completed, it cannot be deleted or edited. If changes are necessary, void the entry and enter the correct data. If a pay rate is entered with a future date, it will not be reflected on the main employee form until the payroll cycle containing that date is updated.

Field Name	Description
Effective Date	Enter the effective date of the pay rate. This can be a future date for existing employees. If a future date is used the employee master the updated information will not display on the employee master form until the payroll containing the effective date of the pay rate is calculated. All time entry generated will use the pay rates based on the effective dates.
Previous Pay Rate	Automatically populates for existing employees. Enter current pay rate for new employees
New Pay Rate	Enter the new pay rate
Grade	Select the pay grade from the drop-down, if applicable
Step	Select the pay step from the drop-down, if applicable
Voided	Check to void an entry made in error. If an entry is voided, a warning message displays advising the user that once the entry is flagged as voided, the flag cannot be removed.

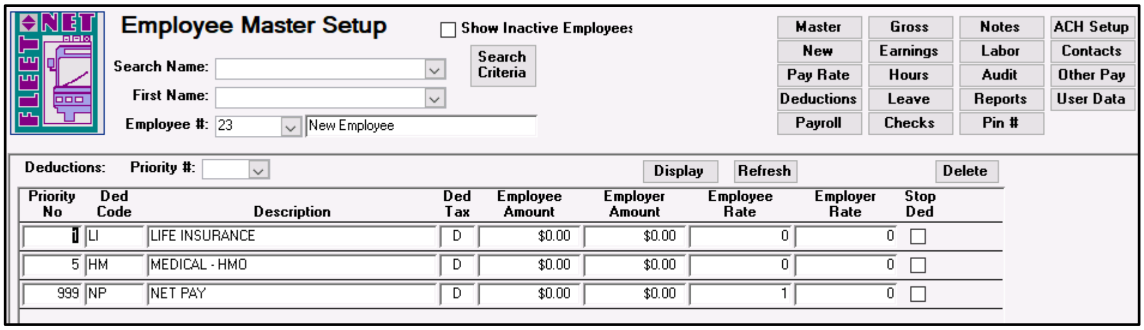
Deductions

Click *Deductions* to edit or add payroll deductions. Current pay cycle amounts will not display until after the payroll update has been run. The following form displays:



Field Name	Description
Priority #	Select the deduction priority number to view, change or delete an existing deduction. Enter a new priority number to add a new deduction. Priority numbers can be from 1 to 999. Deductions are taken from paychecks in order of priority with lowest priority items being taken first.

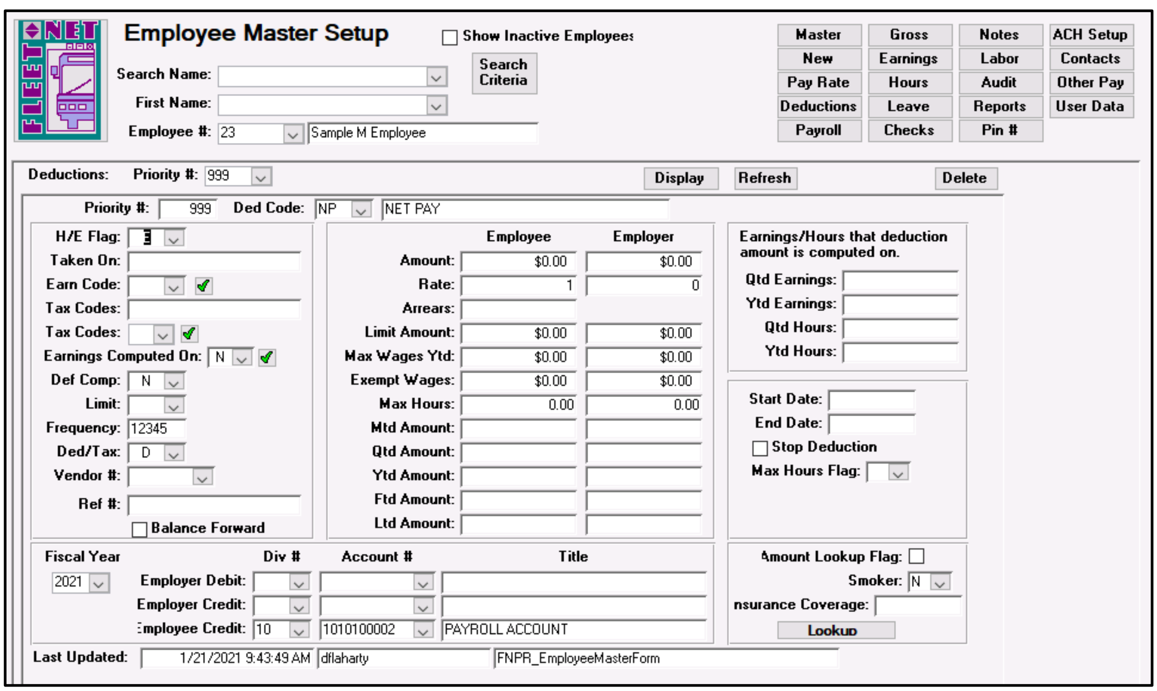
	NOTE: If priorities are entered by 5's (5,10,15...), a new deduction requiring a low priority number can more easily be accommodated. For ease of entry and reporting the same priority code should be used in all employee records for a given deduction
Display	Click Display to display a list of all deductions assigned to the selected employee



The following fields can be changed on the form shown above by highlighting the existing data and typing in new data. The Priority Number field must be unique.

Priority Number	Employee Rate
Employee Amount	Employer Rate
Employer Amount	

If an existing priority is selected, double click in the priority field; the following form displays:

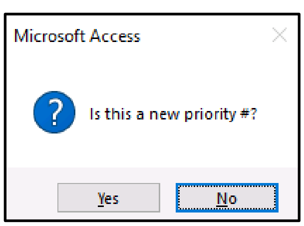


Field Name	Description
Deduction Code	Automatically populates based on the priority number selected. For a new deduction select the deduction code from the drop-down list for the priority entered

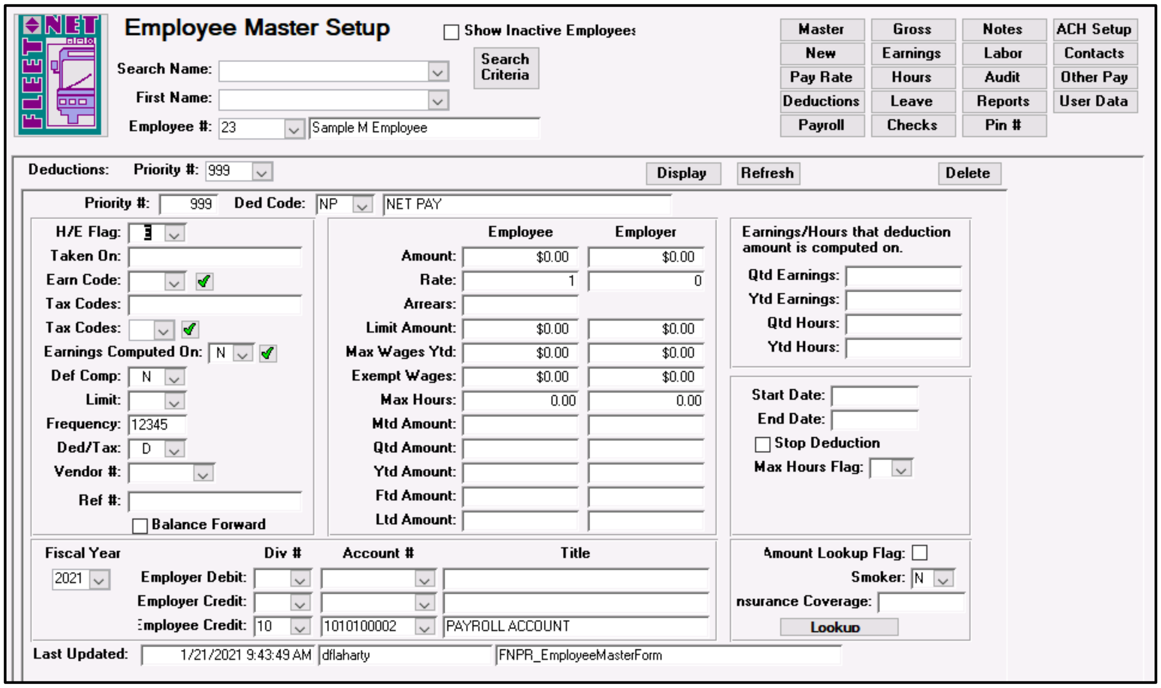
H/E Flag	Select H (Rate is multiplied by a percentage of the Hours Worked) or E (Rate is multiplied by a percentage of earnings). If deduction is a dollar amount, this field should be left blank.
Taken On	Enter the Earnings Codes applicable to the selected deduction/tax or leave blank and select **A** in the Earnings Computed On field to use all Earnings Codes *See Earnings Computed on below for further explanation*
Earn Code	Earn codes can be selected for the *Taken On* field from the drop-down list in this field. Select the applicable Earn Code, double click and it will populate the *Taken On* field.
Tax Codes	If the selected deduction is a deferred compensation deduction, enter the tax codes that the deduction is exempt from. Taxable amount will be reduced by the deduction amount for that tax code.
Tax Codes	Tax codes can be selected for the *Tax Codes* field from the drop-down list in this field. Select the applicable Tax Code, double click and it will populate the *Tax Codes* field.
Earnings Computed On	Select **A** from the drop-down list to use all Earnings Codes ***Except*** those entered in the **Taken On** field for the selected deduction. If the **Taken On** field is blank and **A** is selected, the deduction will be based on all Earnings Codes. Select **G** from the drop-down list to use ***Only*** those Earnings codes entered in the **Taken On** field for the selected deduction. Select N from the drop-down list if the deduction is taken from the Net Pay. If the deduction is being set up as a **Tax** (Defined as **T** in the **Ded/Tax** field) and the wage basis is something other than gross pay, select the applicable earnings to be used in the calculation. For example, a Local Tax uses Medicare Earnings as the wage basis. The selection would be M. If the wage basis is gross pay, select **A** or **G** or **N** as defined above. NOTE: When setting up deductions that are a flat amount, you *MUST* select A and leave the taken on blank.
Def Comp	**This is a required field. If left blank the deduction will not be deducted from the employee's check.** Select the applicable code from the drop-down list. **Y** = Taxable income amount indicated for the code(s) specified in Tax Codes will be decreased by the deduction. **N** = Not a deferred compensation deduction T = Taxable Fringe Benefit
Limit	Select the limit from the drop-down, if applicable. Y = Year-to-date limit L = Life-to-date limit P = Pay period limit
Frequency	This is a required field. If left blank the deduction will not be deducted from the employee's check. Enter the pay periods the deduction will be processed. 1 = First Check of the Month 2 = Second Check of the Month 3 = Third Check of the Month 4 = Fourth Check of the Month 5 = Fifth Check of the Month
Ded/Tax	Select the applicable code from the drop-down list. D = Deduction T = Tax
Vendor #	Select the Vendor from the drop-down list if the monies withheld are to be paid to a vendor set up in Fleet-Net. The drop-down list is tied to the AP Vendor List.
Ref #	Enter the reference number applicable to the monies being withheld and paid to a vendor.

Balance Forward	Check this box to allow arrears amount to be calculated and carried over to the next pay period. Balance carried forward displays in the Arrears field.
Fiscal Year	Select the fiscal year from the drop-down list.
Employer Debit	Select the GL Division and GL account to be debited for the employer expense, if applicable.
Employer Credit	Select the GL Division and GL account to be credited for the employer accrual, if applicable.
Employee Credit	Select the GL Division and GL account to be credited for the employee accrual, if applicable
Amount	If the deduction is a dollar amount, enter the amount in the applicable fields. The deduction can be entered in either or both the employee and employer fields.
Rate	If the deduction is a percentage of either wages or hours, enter the percentage in the applicable fields. The deduction can be entered in either or both the employee and employer fields
Arrears	This field will automatically populate if the **Balance Forward** is checked when the amount of the employee's check was not sufficient to include the total deduction. The amount owing displays in this field. The system will deduct the amount owing from subsequent pay cycles
Limit Amount	If the deduction has a year-to-date, life-to-date or pay period limit, verify that the **Limit** was selected and enter the dollar amount for the employee and/or employer, as applicable
Max Wages YTD	Enter the Y-T-D maximum earnings for the deduction, if applicable. Once reached, deduction ceases
Exempt Wages	Enter the dollar amount of the earnings that are exempt each paycheck from the current deduction, if applicable
Max Hours	If the deduction is based on a maximum number of hours, enter the number of hours. ***See Max Hours Flag.***
MTD Amount	The field automatically populates when payroll is updated
QTD Amount	The field automatically populates when payroll is updated
YTD Amount	The field automatically populates when payroll is updated
FTD Amount	The field automatically populates when payroll is updated
LTD Amount	The field automatically populates when payroll is updated
QTD Earnings	The field automatically populates when payroll is updated
YTD Earnings	The field automatically populates when payroll is updated
QTD Hours	The field automatically populates when payroll is updated
YTD Hours	The field automatically populates when payroll is updated
Start Date	To have the system automatically start a deduction on a specific date, enter the date.
End Date	To have the system automatically stop a deduction on a specific date, enter the date.
Stop Deduction	Check this box to stop the deduction. The deduction will not be taken under any circumstances when this box is checked.
Max Hours Flag	If the deduction is based on a maximum number of hours, select P if the limit is per pay period or select W if the limit is per week.

To add a new deduction, enter the priority number for the deduction. The following message displays:

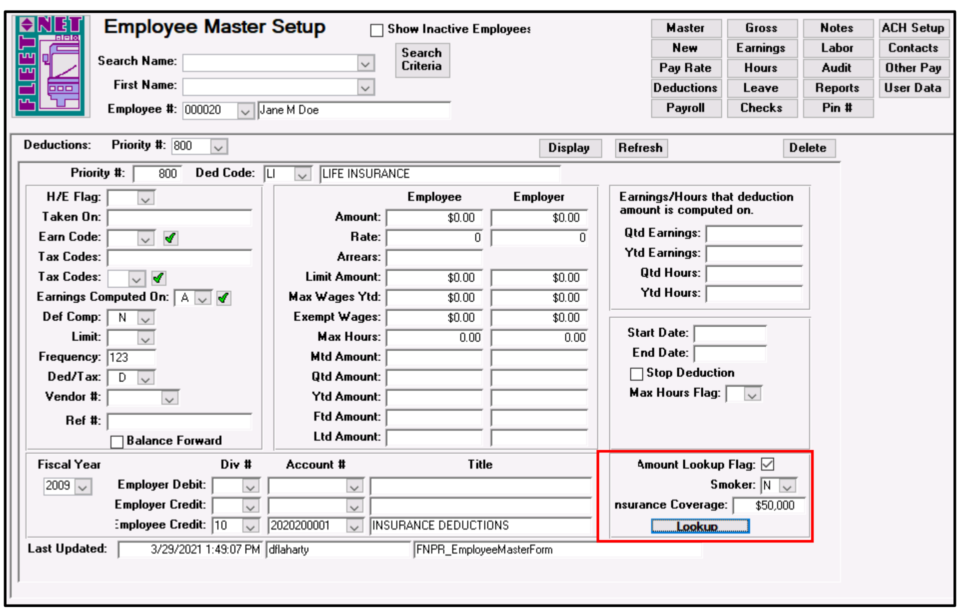


Click *Yes* to continue or *No* to cancel. If the Deduction Template was completed the form displays all data that was entered into the template. Any data specific to this employee's deduction can be added, deleted, or edited on the form shown below:



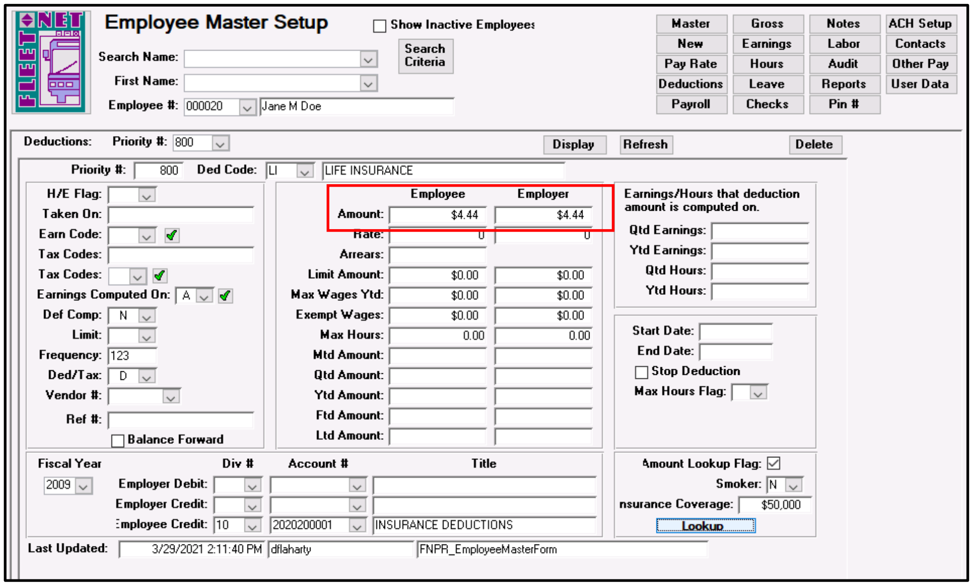
Life Insurance Lookup

If you are using the Deduction Life Insurance Form to generate the deduction amount, you will need to complete the following:



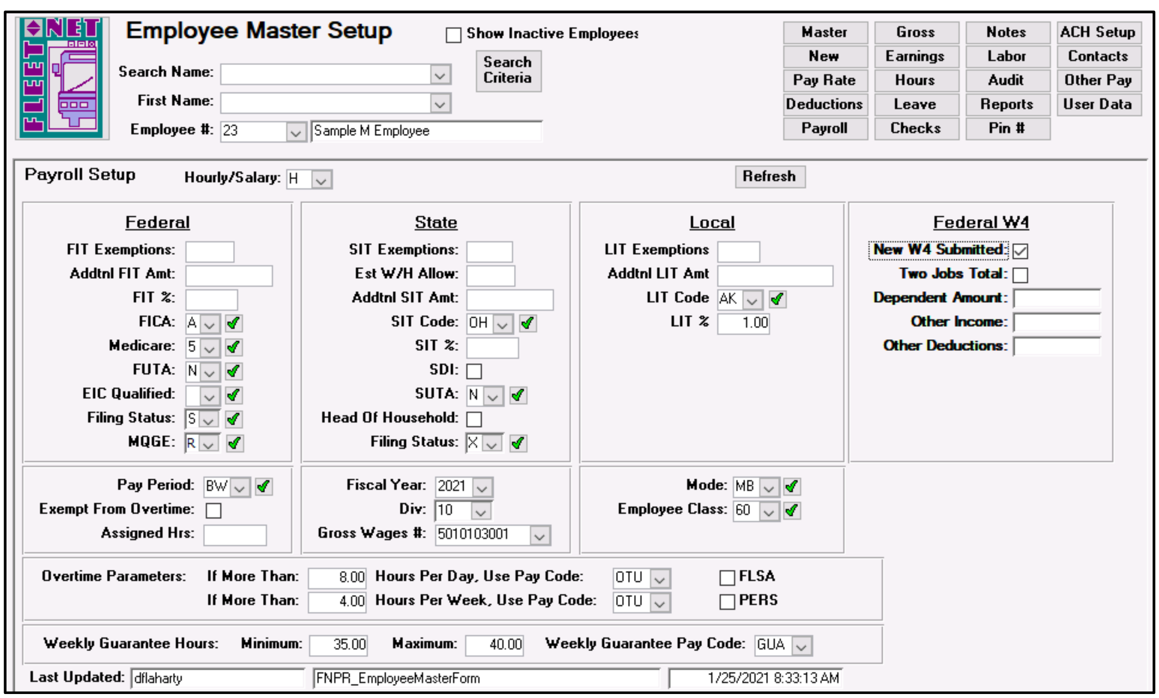
Field Name	Description
Amount Lookup Flag	Check the box
Smoker	Select Y or N
Insurance Coverage	Enter the elected coverage amount

Click ***Lookup*** and the Employee/Employer rates will populate based on what is set up in the Employee Master (for gender and date of birth) and what is entered for the deduction (Smoker and Insurance Coverage).



Payroll

Click *Payroll* to edit or add W4 information, overtime and guarantee parameters and General Ledger information for the employee wages; the following form displays:

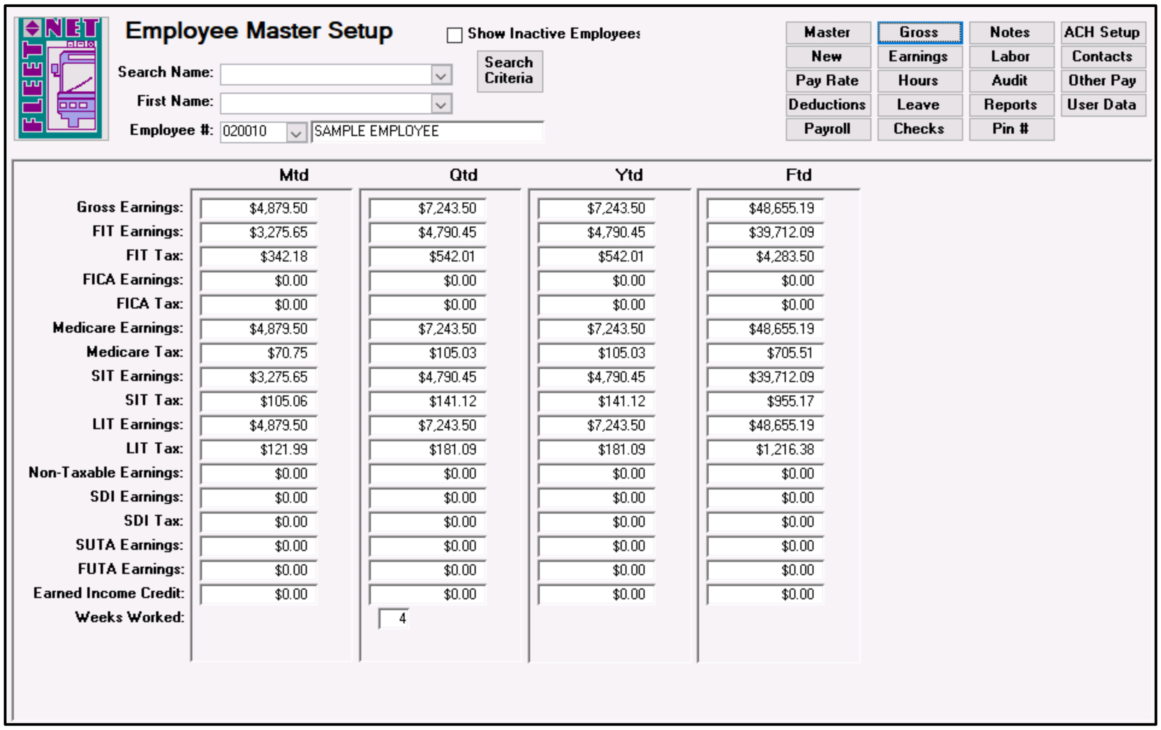


Field Name	Description
FIT Exemptions	Enter the number of Federal Exemptions from the employee's W4. 99 exemptions = no taxes 98 exemptions = additional tax only 0 - 97 exemptions = Use fixed percent or table lookup and add in additional tax.
Addtnl FIT Amt	Enter the dollar amount of additional FIT from the employee's W4
FIT%	If the employee requested that their federal income taxes withheld be based on a percentage of wages, enter the percentage in this field.
FICA	Select applicable FICA code from the drop-down list. The code selected will designate the GL Accounts that will be debited and credited based on the Auto Post Entries created in General Ledger.
Medicare	Select applicable Medicare code from the drop-down list. The code selected will designate the GL Accounts that will be debited and credited based on the Auto Post Entries created in General Ledger.
FUTA	Select applicable FUTA code from the drop-down list. The code selected will designate the GL Accounts that will be debited and credited based on the Auto Post Entries created in General Ledger.
EIC Qualified	Select the applicable EIC code from the drop-down list. If the employee is not eligible for EIC credit, leave this field blank
Filing Status	Select the Federal Filing Status as designated on the employee's W4 from the drop-down list
MQGE	If the employee is a Medicare Qualified Government Employee select the applicable code: A – Agriculture; H – Household; M – Military; Q – Medicare Qualified Government Employment; X – Railroad and R – Regular (All Others).
SIT Exemptions	Enter the number of State Exemptions from the employee's W4. 99 exemptions = no taxes 98 exemptions = additional tax only 0 - 97 exemptions = Use fixed percent or table lookup and add in additional tax.
Est W/H Allow	Enter additional state withholding exemptions (Applicable in California (EDT) and Indiana (DDT).
Addtnl SIT Amt	Enter the dollar amount of additional SIT from the employee's W4
SIT Code	Select the applicable State code from the drop-down list
SIT %	If the employee requested that their State Income Taxes withheld be based on a percentage of wages, enter the percentage in this field.
SDI	Check the box if the employee is subject to SDI withholding
SUTA	Select applicable SUTA code from the drop-down list. The code selected will designate the GL Accounts that will be debited and credited based on the Auto Post Entries created in General Ledger.
Head of Household	This box MUST be checked if the employee designated their filing status as Head of Household on the W4
Filing Status	Select the State Filing Status as designated on the employee's W4 from the drop-down list
LIT Exemptions	Enter the number of Local Exemptions. 99 exemptions = no taxes 98 exemptions = additional tax only 0 - 97 exemptions = Use fixed percent or table lookup and add in additional tax.
Addtnl LIT Amt	Enter the dollar amount of Additional LIT to be withheld
LIT Code	Select the Local Tax Code from the drop-down list
LIT %	If the employee requested that their Local Income Taxes withheld be based on a percentage of wages, enter the percentage in this field
New W4 Submitted	Check this box if the employee has completed a W4 from 2020 or forward

Two Jobs Total	Check this box if the employee has checked the box in step #2 on the W4 (Multiple Jobs or Spouse Works)
Dependent Amount	Enter the total amount for dependents from step #3 on the W4 (Claim Dependents)
Other Income	Enter the total for other income from Step #4(a) on the W4 (Other income not from jobs)
Other Deductions	Enter the amount for deductions from Step #4 (b) on the W4 (Deductions)
Pay Period	Select the applicable Pay Period from the drop-down list
Exempt from Overtime	Check the box if the employee is Exempt from Overtime.
Assigned Hours	Enter the number of Hours Assigned to the employee per pay period. This is an optional field and is not used for payroll computation.
Fiscal Year	Select the current Fiscal Year from the drop-down list. This field does **not** have to be updated each year. It will only need to be edited in the event Wage Expense accounts are changed.
Division	Select the applicable Division from the drop-down list
Gross Wages #	Select the applicable GL account from the drop-down list
Mode	Select the Mode of Service from the drop-down list. (Used for NTD reporting)
Employee Class	Select the Employee Class from the drop-down list. (Used for NTD reporting)
Overtime Parameters	Enter the number of hours per day an employee must work to be eligible for overtime. Enter the pay code to be used with the daily overtime. *Utilizing this option also requires setup in Pay Codes & Earning Codes. See applicable section in the manual for additional instruction.*
Overtime Parameters	Enter the number of hours per week an employee must work to be eligible for overtime. Enter the pay code to be used with the weekly overtime. *Utilizing this option also requires setup in Pay Codes & Earning Codes. See applicable section in the manual for additional instruction.*
FLSA	Check the box if the Fair Labor Standards Act is applicable http://www.dol.gov/whd/flsa/index.htm to the selected employee. The system will average the overtime pay rates when auto-overtime is processed. **PRIOR to 'flagging' employees, verify that the FLSA pay codes have been flagged.**
PERS	Check the box if the employee is eligible for PERS.
Weekly Guarantee Hours	Enter the minimum number of hours an employee must work to be eligible for guarantee pay. Enter the maximum number of hours the employee will be paid if the minimum number of hours is met. Enter the pay code to be used for Guarantee Pay.

Gross

Click *Gross* to access the employee's earnings. Current pay cycle information will not display until after the payroll update has been run. The following form displays:



Employee Master Setup

☐ Show Inactive Employees

Search Name: | Search Criteria

First Name:

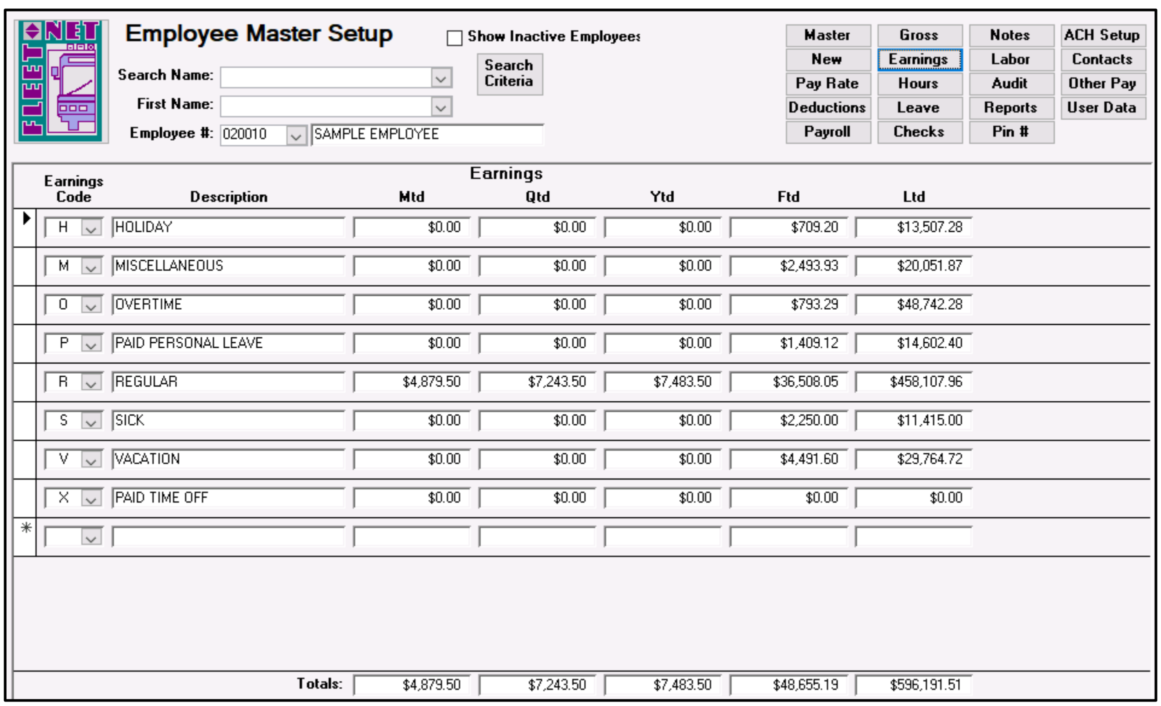
Employee #: 020010 SAMPLE EMPLOYEE

Master | Gross | Notes | ACH Setup | New | Earnings | Labor | Contacts | Pay Rate | Hours | Audit | Other Pay | Deductions | Leave | Reports | User Data | Payroll | Checks | Pin #

	Mtd	Qtd	Ytd	Ftd
Gross Earnings:	$4,879.50	$7,243.50	$7,243.50	$48,655.19
FIT Earnings:	$3,275.65	$4,790.45	$4,790.45	$39,712.09
FIT Tax:	$342.18	$542.01	$542.01	$4,283.50
FICA Earnings:	$0.00	$0.00	$0.00	$0.00
FICA Tax:	$0.00	$0.00	$0.00	$0.00
Medicare Earnings:	$4,879.50	$7,243.50	$7,243.50	$48,655.19
Medicare Tax:	$70.75	$105.03	$105.03	$705.51
SIT Earnings:	$3,275.65	$4,790.45	$4,790.45	$39,712.09
SIT Tax:	$105.06	$141.12	$141.12	$955.17
LIT Earnings:	$4,879.50	$7,243.50	$7,243.50	$48,655.19
LIT Tax:	$121.99	$181.09	$181.09	$1,216.38
Non-Taxable Earnings:	$0.00	$0.00	$0.00	$0.00
SDI Earnings:	$0.00	$0.00	$0.00	$0.00
SDI Tax:	$0.00	$0.00	$0.00	$0.00
SUTA Earnings:	$0.00	$0.00	$0.00	$0.00
FUTA Earnings:	$0.00	$0.00	$0.00	$0.00
Earned Income Credit:	$0.00	$0.00	$0.00	$0.00
Weeks Worked:		4		

Earnings

Click *Earnings* to access the employee's earnings. Current pay cycle information will not display until after the payroll update has been run. The following form displays:



Employee Master Setup

☐ Show Inactive Employees

Search Name: | Search Criteria

First Name:

Employee #: 020010 SAMPLE EMPLOYEE

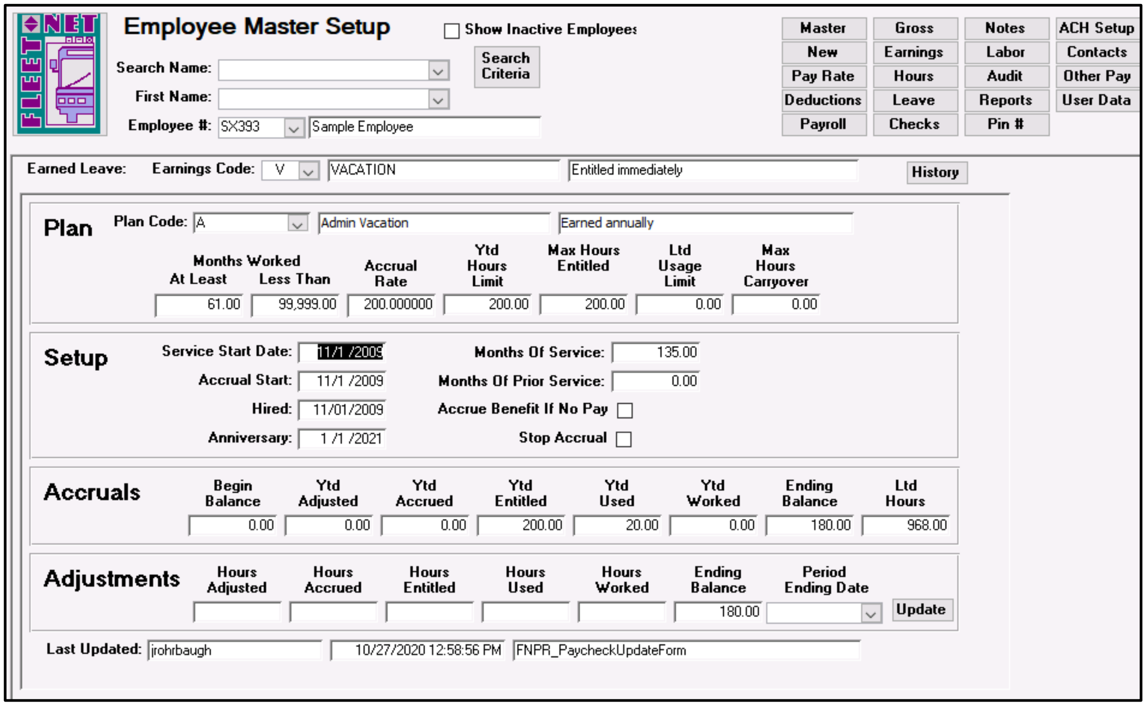
Master | Gross | Notes | ACH Setup | New | Earnings | Labor | Contacts | Pay Rate | Hours | Audit | Other Pay | Deductions | Leave | Reports | User Data | Payroll | Checks | Pin #

Earnings

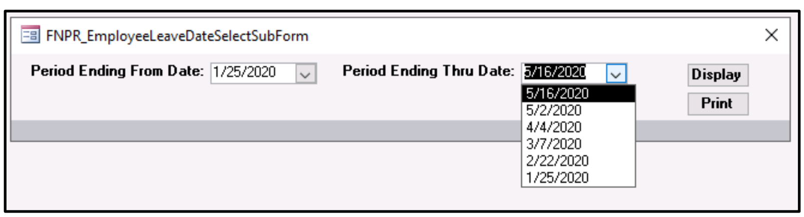
Earnings Code	Description	Mtd	Qtd	Ytd	Ftd	Ltd
H	HOLIDAY	$0.00	$0.00	$0.00	$709.20	$13,507.28
M	MISCELLANEOUS	$0.00	$0.00	$0.00	$2,493.93	$20,051.87
O	OVERTIME	$0.00	$0.00	$0.00	$793.29	$48,742.28
P	PAID PERSONAL LEAVE	$0.00	$0.00	$0.00	$1,409.12	$14,602.40
R	REGULAR	$4,879.50	$7,243.50	$7,483.50	$36,508.05	$458,107.96
S	SICK	$0.00	$0.00	$0.00	$2,250.00	$11,415.00
V	VACATION	$0.00	$0.00	$0.00	$4,491.60	$29,764.72
X	PAID TIME OFF	$0.00	$0.00	$0.00	$0.00	$0.00
	Totals:	$4,879.50	$7,243.50	$7,483.50	$48,655.19	$596,191.51

Leave

Click ***Leave*** to access the employee's leave plan(s). Current pay cycle information will not display until after the payroll update has been run. The following form displays:

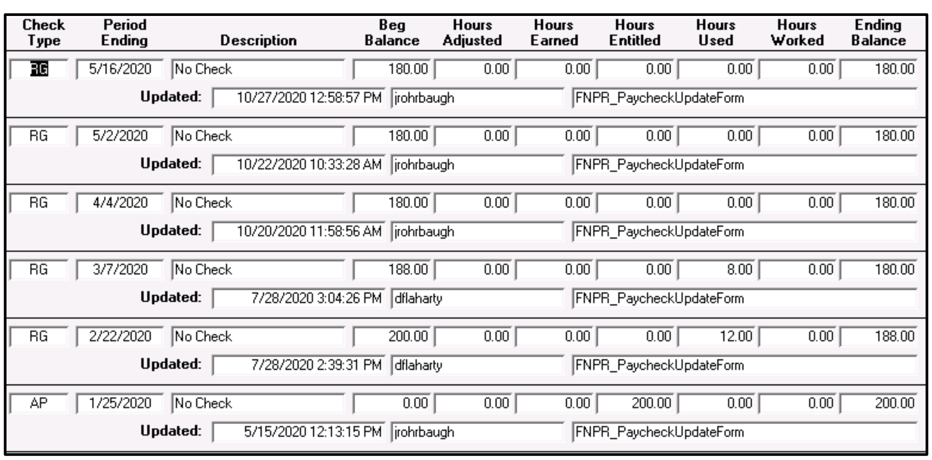


Select the applicable Earnings Code from the drop-down list and the applicable leave plan displays as shown above. To view the History of the selected plan, click *History*. The following form displays:



Select the first pay period ending date and the last pay period ending date from the drop-down lists.

The following form displays:



Check Type	Period Ending	Description	Beg Balance	Hours Adjusted	Hours Earned	Hours Entitled	Hours Used	Hours Worked	Ending Balance
RG	5/16/2020	No Check	180.00	0.00	0.00	0.00	0.00	0.00	180.00
	Updated:	10/27/2020 12:58:57 PM	jrohrbaugh	FNPR_PaycheckUpdateForm					
RG	5/2/2020	No Check	180.00	0.00	0.00	0.00	0.00	0.00	180.00
	Updated:	10/22/2020 10:33:28 AM	jrohrbaugh	FNPR_PaycheckUpdateForm					
RG	4/4/2020	No Check	180.00	0.00	0.00	0.00	0.00	0.00	180.00
	Updated:	10/20/2020 11:58:56 AM	jrohrbaugh	FNPR_PaycheckUpdateForm					
RG	3/7/2020	No Check	188.00	0.00	0.00	0.00	8.00	0.00	180.00
	Updated:	7/28/2020 3:04:26 PM	dflaharty	FNPR_PaycheckUpdateForm					
RG	2/22/2020	No Check	200.00	0.00	0.00	0.00	12.00	0.00	188.00
	Updated:	7/28/2020 2:39:31 PM	dflaharty	FNPR_PaycheckUpdateForm					
AP	1/25/2020	No Check	0.00	0.00	0.00	200.00	0.00	0.00	200.00
	Updated:	5/15/2020 12:13:15 PM	jrohrbaugh	FNPR_PaycheckUpdateForm					

To print the report, close the form and click print. Use the file/print option to print a copy of the report.

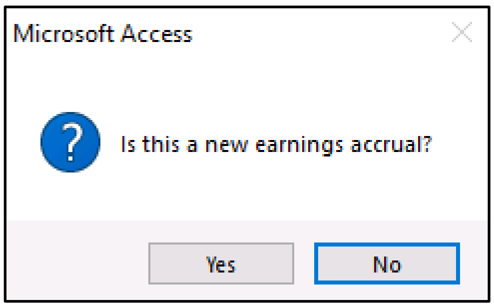
Employee Earned Leave Report

Emp #: SX393 Sample Employee **Earnings Code:** V VACATION

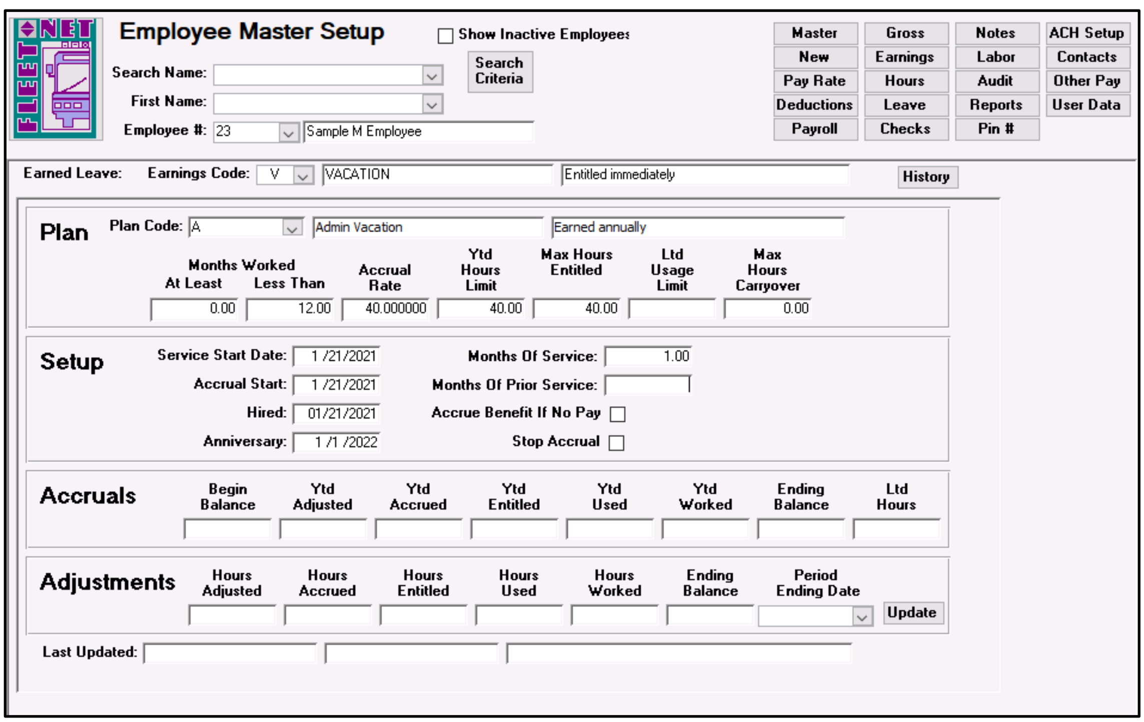
Description:	Check Type	Period Ending	Begin Balance	Hours Adjusted	Hours Earned	Hours Entitled	Hours Used	Hours Worked	Ending Balance
No Check	AP	1/25/2020	0.00	0.00	0.00	200.00	0.00	0.00	200.00
No Check	RG	2/22/2020	200.00	0.00	0.00	0.00	12.00	0.00	188.00
No Check	RG	3/7/2020	188.00	0.00	0.00	0.00	8.00	0.00	180.00
No Check	RG	4/4/2020	180.00	0.00	0.00	0.00	0.00	0.00	180.00
No Check	RG	5/2/2020	180.00	0.00	0.00	0.00	0.00	0.00	180.00
No Check	RG	5/16/2020	180.00	0.00	0.00	0.00	0.00	0.00	180.00

Record Count: 6

To add a new Earned Leave Plan to an employee master, select the Earnings Code from the drop-down list and the following prompt displays:



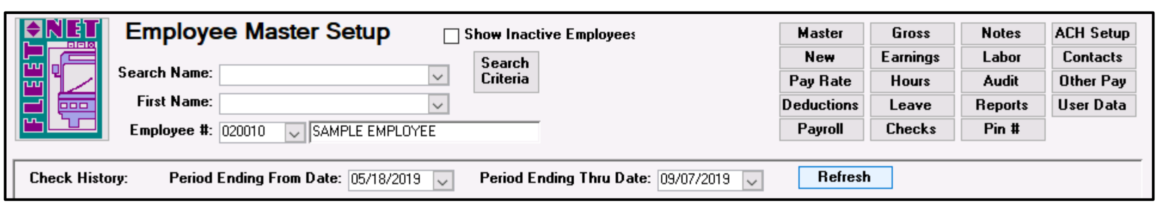
Click *Yes* to continue (the following form displays) or *No* to cancel:



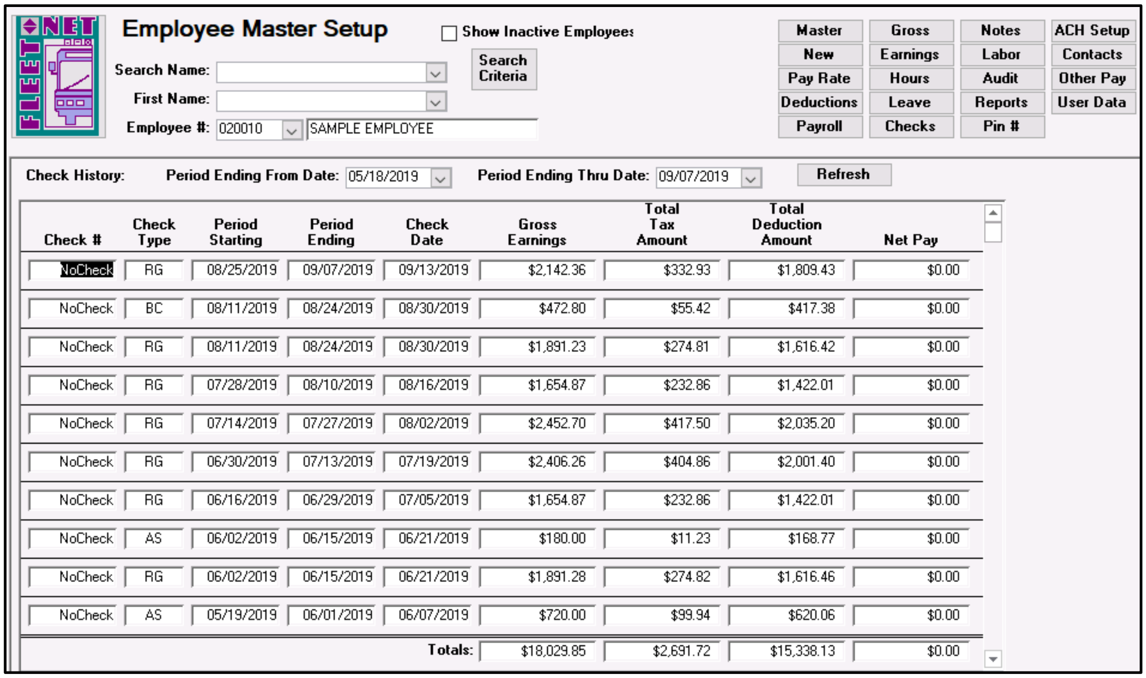
Field Name	Description
Plan Code	Select the applicable Plan Code from the drop-down list
Service Start Date	Enter the date the employee's Service Start Date
Accrual Start Date	Enter the date the employee's Accrual Start Date
Hired	Employee's Hire Date will automatically populate based on the Hire Date on the employee master screen
Anniversary	Enter the Anniversary Date for the earned leave plan being added. When payroll is run for a cycle that includes this date all Y-T-D balances will be reset to zero. If this field is left blank, the Y-T-D balances will be reset when the Year End Reset process is run.
Months of Service	Automatically populates based on Service Start Date
Months of Prior Service	Enter any Months of Prior Service if applicable
Accrue Benefit if No Pay	Check the box if the earned leave plan should continue to accrue if the employee is not being paid
Stop Accrual	Check the box to Stop the benefit from Accruing
Adjustments	Enter Adjustments to the accrued and/or used time. To change the ending balance, enter the adjustment in the *Hours Adjusted* field, and click *Update.* Data entered any of the other fields will NOT affect the ending balance.
Period Ending Date	Select the applicable Period Ending Date for the adjustment entry. If an adjustment is made during the payroll processing week and the current pay cycle is selected, the adjustment will show on the pay checks and earnings statements.

Checks

Click ***Checks*** to access the employee's checks. The checks will be available for viewing in the current cycle after payroll is calculated. Checks for all past pay cycles are also available for viewing. The following form displays:



Select the Period Ending from Date and Period Ending Thru Date from the drop-down lists and click Refresh and the following check information displays:



Double click on the **Gross Earnings**, **Total Tax Amount**, or **Total Deduction Amount** to access the detail for those fields.

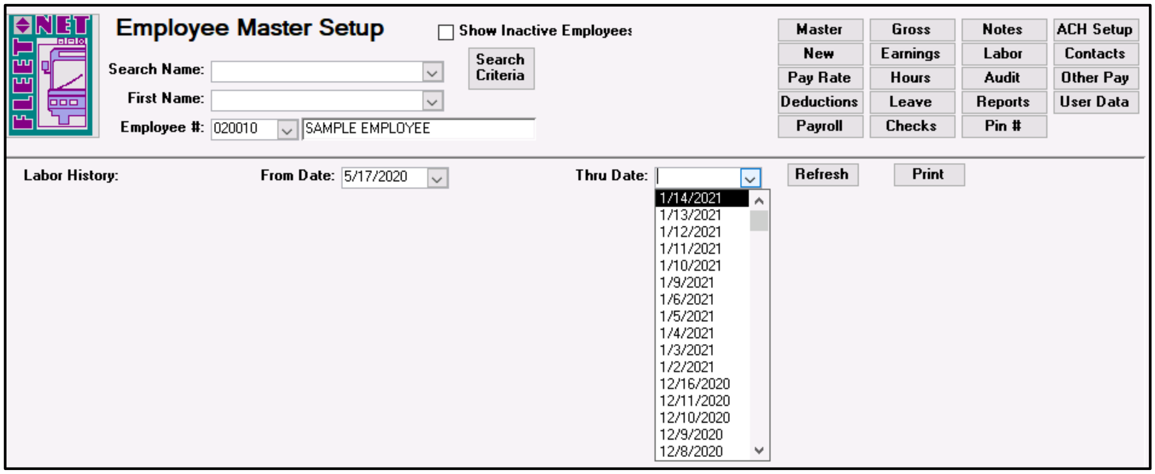
Notes

Click ***Notes*** to enter and/or view notes or attach documents to the employee's file; the following form displays:

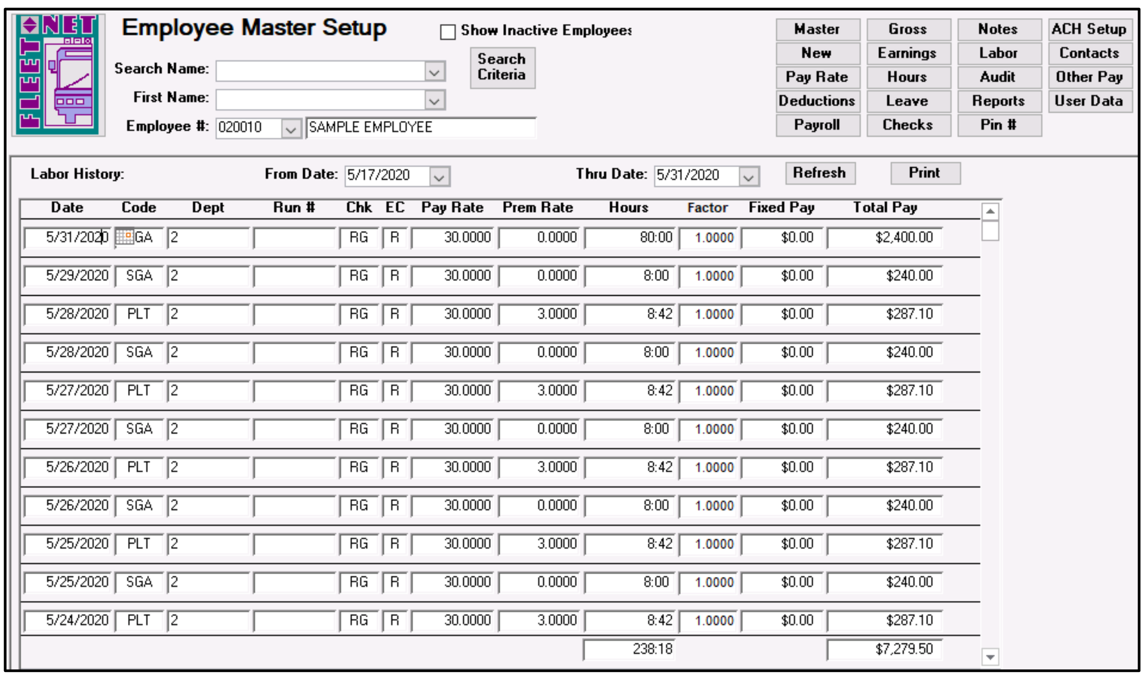
Field Name	Description
Code	Enter a user defined code or add a new code by clicking on the green check mark. ***Mandatory Field***
Reference	Enter a user defined reference. ***Mandatory Field***
Attachment	Right click in this field to activate the attachment process
Hyperlink	Enter the path to any desired hyperlink

Labor

Click *Labor* to view and/or print the employee's labor entries. The hours will be available for viewing in the current cycle after payroll is calculated. The following form displays:



Select the From and Thru dates from the drop-down lists and click Refresh and the following labor information displays:



Click print and the following report displays to the screen. Use the file/print option to print a copy of the report.

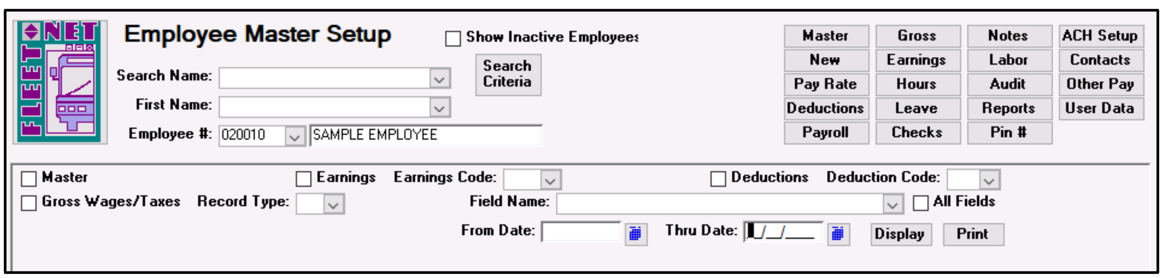
Employee Labor History Report

Emp #: 020010 **SAMPLE EMPLOYEE**

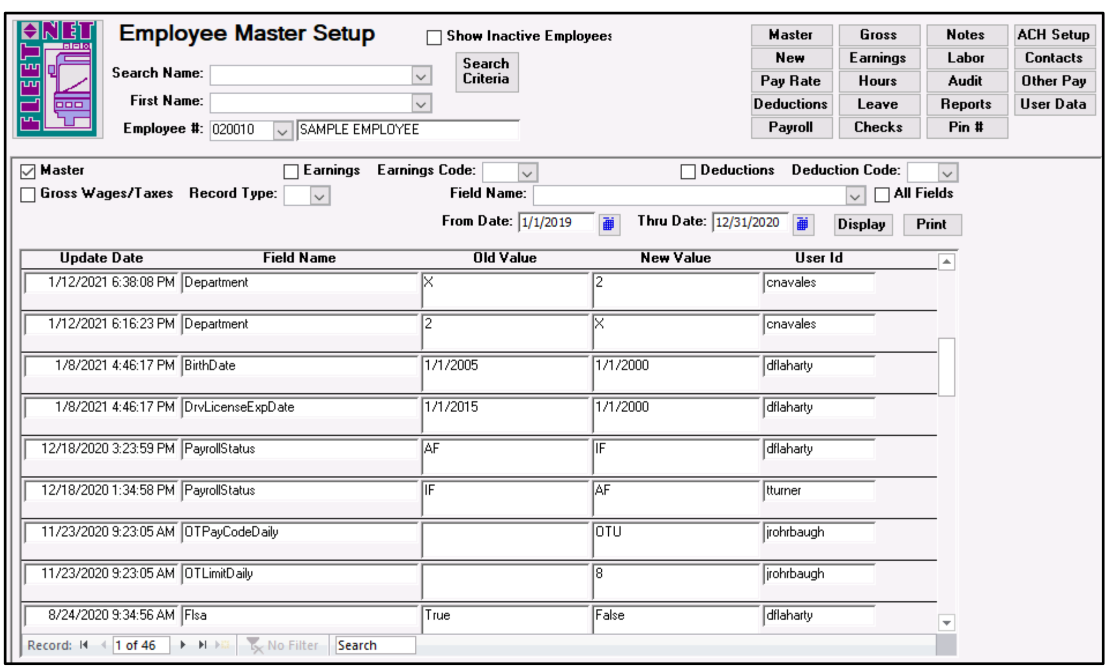
Date	Pay Code	Dept	Run #	Chk Tp	EC	Pay Rate	Premium Rate	Hours	Factor	Fixed Pay	Total Pay
5/17/2020	PLT	2		RG	R	$30.0000	$0.0000	8:42	1.0000	$0.00	$261.00
							Date Total:	8:42			$261.00
5/18/2020	SGA	2		RG	R	$30.0000	$0.0000	8:00	1.0000	$0.00	$240.00
							Date Total:	8:00			$240.00
5/19/2020	PLT	2		RG	R	$30.0000	$0.0000	8:42	1.0000	$0.00	$261.00
5/19/2020	SGA	2		RG	R	$30.0000	$0.0000	8:00	1.0000	$0.00	$240.00
							Date Total:	16:42			$501.00
5/20/2020	PLT	2		RG	R	$30.0000	$0.0000	8:42	1.0000	$0.00	$261.00
5/20/2020	SGA	2		RG	R	$30.0000	$0.0000	8:00	1.0000	$0.00	$240.00
							Date Total:	16:42			$501.00
5/21/2020	PLT	2		RG	R	$30.0000	$0.0000	8:42	1.0000	$0.00	$261.00
5/21/2020	SGA	2		RG	R	$30.0000	$0.0000	8:00	1.0000	$0.00	$240.00
							Date Total:	16:42			$501.00

Audit

Click ***Audit*** to view and/or print the employee's audit data; the following form displays:



Enter the From and Thru dates and the category (see chart below) for the report. Click *Display*; the following form displays:



Click Print to view/print the report:

Employee Master Audit Report

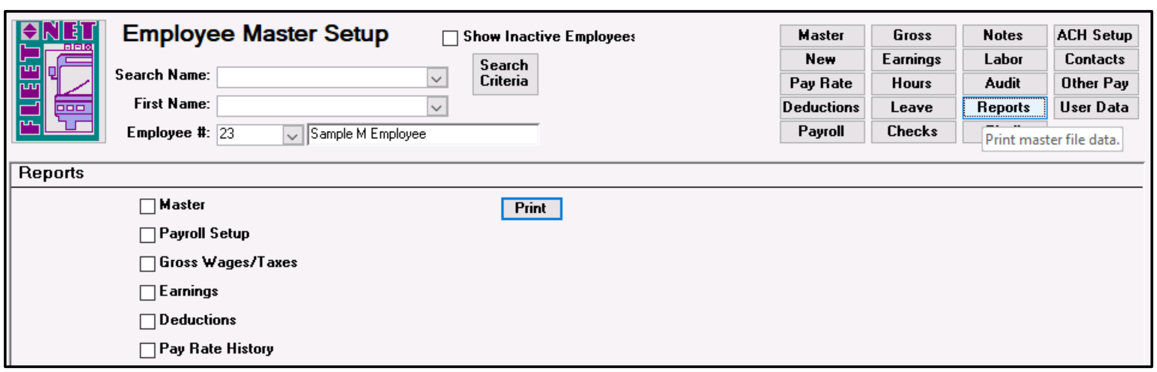
Employee #:: 020010 SAMPLE EMPLOYEE

Update Date	Field Name	Before	After	Updated By
1/8/2021 4:46:17 PM	BirthDate	1/1/2005	1/1/2000	dflaharty
1/12/2021 6:16:23 PM	Department	2	X	cnavales
1/12/2021 6:38:08 PM	Department	X	2	cnavales
1/8/2021 4:46:17 PM	DrvLicenseExpDate	1/1/2015	1/1/2000	dflaharty
8/24/2020 9:27:50 AM	Flsa	False	True	dflaharty
8/24/2020 9:34:56 AM	Flsa	True	False	dflaharty
8/24/2020 9:26:17 AM	OTLimitDaily	8		dflaharty
11/23/2020 9:23:05 AM	OTLimitDaily		8	jrohrbaugh
8/24/2020 9:26:17 AM	OTPayCodeDaily	OTU		dflaharty
11/23/2020 9:23:05 AM	OTPayCodeDaily		OTU	jrohrbaugh
8/24/2020 9:33:53 AM	OTPayCodeWeekly	OBN	OTU	dflaharty
12/18/2020 1:34:58 PM	PayrollStatus	IF	AF	tturner
12/18/2020 3:23:59 PM	PayrollStatus	AF	IF	dflaharty

Field Name	Description
Master	Report will show all entries made to the Employee Master
Earnings	Select a specific earnings code or leave blank to view all earnings codes
Deductions	Select a specific deduction code or leave blank to view all deduction codes
Gross Wages/Taxes	Select a specific Record Type (M=Month to Date, Q=Quarter To Date, Y=Year to Date, F=Fiscal To Date) or leave blank to view all record types
Payroll Setup	Report will show all entries made to the Payroll Section of the Employee Master

Reports

Click *Reports* to view and/or print the employee reports; the following form displays:

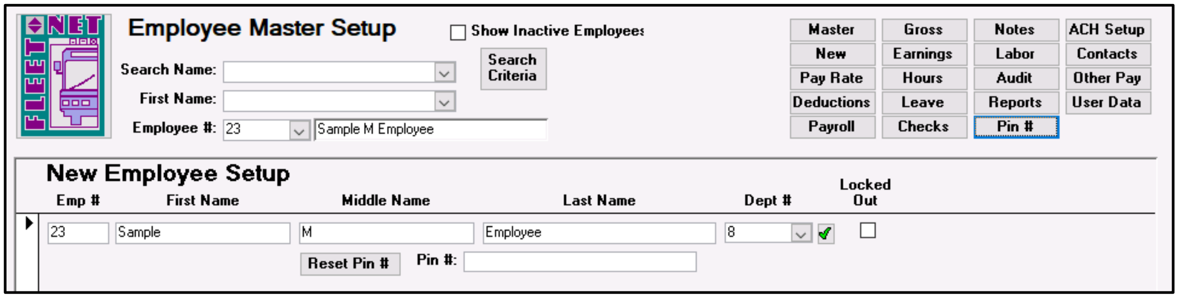


Select the report category (one or multiple categories can be selected) and click *Print*.

To print the selected report(s) use the File/Print option.

Pin #

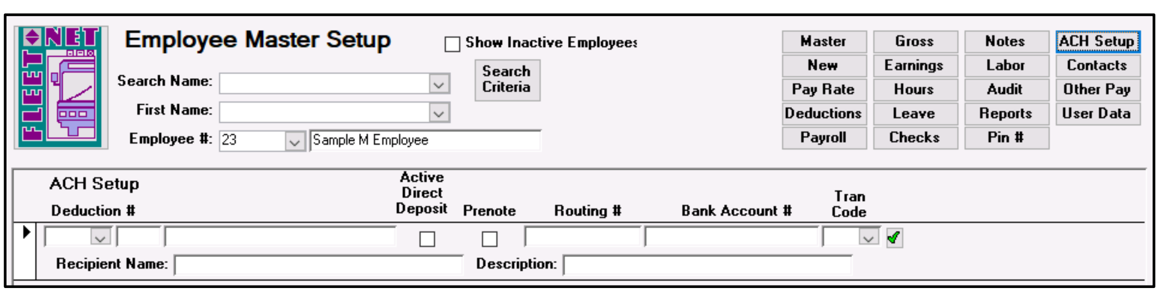
Click *Pin #* to view and/or reset the employee's pin number. This is also where you will change their name. The following form displays:



Field Name	Description
Emp #	Automatically populates based on the employee selected
First Name	Automatically populates based on the employee selected. If changing the employee's first name, change it on this form and it will update the employee master. Updating the employee master does NOT update this form. ***When printing W2's the system uses the data in this form.***
Middle Name	Automatically populates based on the employee selected. If changing the employee's middle name, change it on this form and it will update the employee master. Updating the employee master does NOT update this form. ***When printing W2's the system uses the data in this form.***
Last Name	Automatically populates based on the employee selected. If changing the employee's last name, change it on this form and it will update the employee master. Updating the employee master does NOT update this form. ***When printing W2's the system uses the data in this form.***
Department	Automatically populates based on the employee selected. If changing the employee's department, change it on this form and it will update the employee master. Updating the employee master does NOT update this form. ***When printing W2's the system uses the data in this form.***
Locked Out	Lock Out can be used to manually lock out an employee if necessary.
Reset Pin #	Select to reset the employee Pin #.

ACH Setup

Click *ACH Setup* to access the employee's ACH data. The following form displays:



Field Name	Description
Deduction #	Select the priority number for the deduction from the drop-down list. The deduction code assigned to the selected priority number and deduction description will automatically populate.

Active Direct Deposit	Check the box if the direct deposit is active and/or if the direct deposit is a pre-note
Pre-note**	Check the box if the direct deposit is a Pre-note
Bank Account #	Enter the employee's bank account number for the direct deposit
Routing #	Enter the routing number for the employee's bank for the direct deposit
Tran Code	Following are the applicable tran codes: 22 – Direct Deposit; Checking Account, 23 – Pre-note; Checking Account, 32 – Direct Deposit; Savings Account, 33 – Pre-note; Savings Account

Note*:* To set up an ACH, the deduction code(s) must have been created in the employee master.

*** Pre-note Conditions*

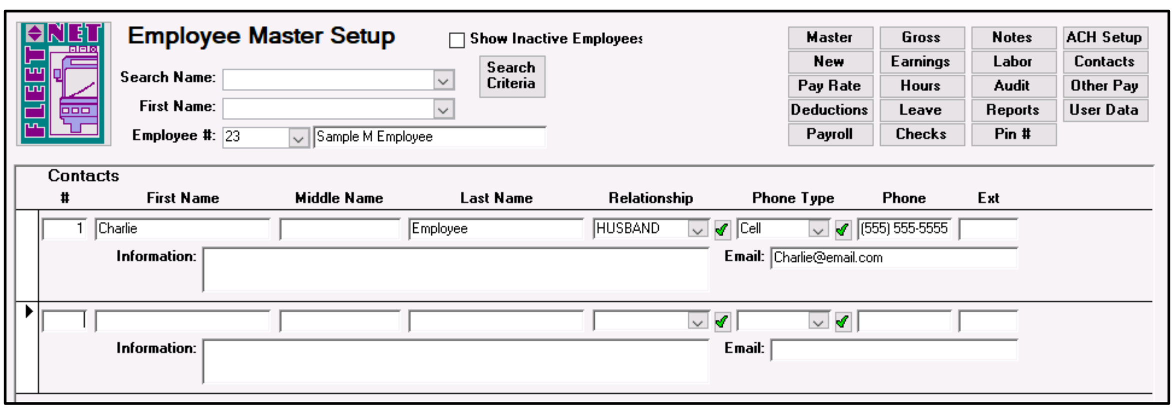
Pre-notes can be processed outside the payroll cycle. See the ACH Transaction section of this manual for instructions on creating a Pre-note outside of the payroll cycle.

If Pre-note is selected for an ACH that is net pay, the tran code must be either 23 or 33. Once payroll has been processed the system will automatically uncheck the pre-note box and change the tran code to 22 or 32, as applicable.

If Pre-note is selected for an ACH that is not net pay and will be processed during the payroll cycle, see the ACH Transaction section of this manual for instructions. Once payroll has been processed the system will automatically uncheck the pre-note box and change the tran code to 22 or 32, as applicable.

Contacts

Click ***Contacts*** to access the employee's contacts data. The following form displays:

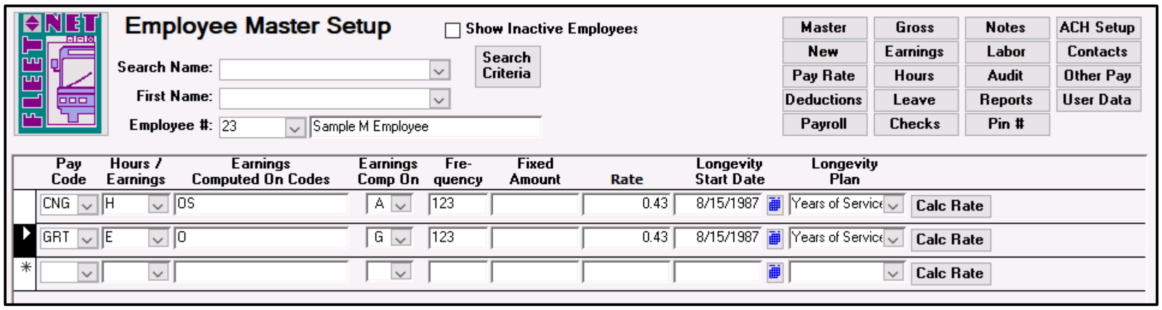


Field Name	Description
#	Enter the sequence number for the contact. (Must be unique)
First Name	Enter the first name of the contact
Middle Name	Enter the middle name of the contact
Last Name	Enter the last name of the contact
Relationship	Select the relationship from the drop-down list
Phone Type	Select the phone type from the drop-down list
Phone	Enter the contact's phone number associated with the phone type selected
Ext	Enter the contact's extension number if applicable
Information	Enter any information pertinent to the contact
Email	Enter the contact's email address

Other Pay

Other Pay is used to create labor entries for recurring items. The setup includes rates for items paid based on months of service, pay cycle frequency for payment, pay code assignment, and earning code assignment to specific pay types.

Click *Other Pay* on the employee master form, the following form displays:

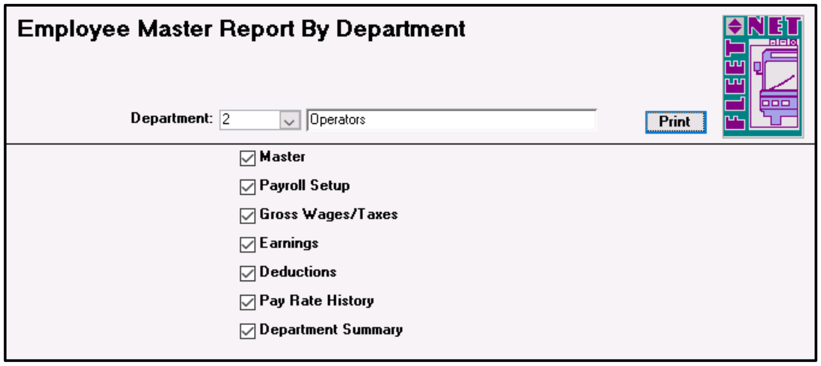


Field Name	Description
Pay Code	Select the applicable pay code from the drop-down list
Hours/Earnings	Select 'H' if the rate will be multiplied by the eligible Hours or 'E' if the rate will be multiplied by the eligible Earnings
Earnings Computed on Codes	Prior to entering codes in this field, select either 'A' or 'G' in the Earnings Comp On field (see next line)
Earnings Comp On	Select **'A'** and leave the *Earnings Computed on Codes* blank to apply the rate to all hours/earnings. If any earning code(s) should NOT be included in the calculation, enter the applicable earnings codes in the *Earnings Computed on Codes* field. In the example above (line 1 – pay code 39), all hours/earnings EXCEPT Overtime (O) and Sick (S) pay will be used for the calculation. Select **'G'** to enter each earnings code that the calculation will be based on. In the example above (line 2 – pay code 36) only. hours/earnings with an 'O; earnings code will be used for the calculation.
Frequency	Enter the pay cycle frequencies to be used. If the payment is only processed the first pay cycle, enter a '1' in this field. In the example above, the payment is calculated on cycles 1, 2 and 3.
Fixed Amount	If the pay is a Fixed Amount (i.e., Uniform Allowance, Cell Phone Reimbursement, etc.) enter the fixed amount.
Rate	If the pay is based on a rate per hour/earnings, enter the rate. If the rate is based on months of service, this field can be left blank (see next step).
Longevity Start Date	Enter the applicable date for the selected employee
Longevity Plan	If rates were setup for months of service, select the applicable plan. (Refer to the Longevity Plan setup section of this manual)
Calc Rate**	Click the button; the program will calculate the months of service (System Date – Longevity Start Date) and apply the applicable rate based on the setups.

** Once an employee is set up, the program will check for anniversary dates that fall in the cycle being processed. If an employee's anniversary is during the cycle being processed, the new rate will be applied, and this form will be updated to display the new rate.

Employee Master Report by Department

To view and/or print reports like those in the employee master select Menu Item #2 on the Employee Master Maintenance menu. The following form displays:



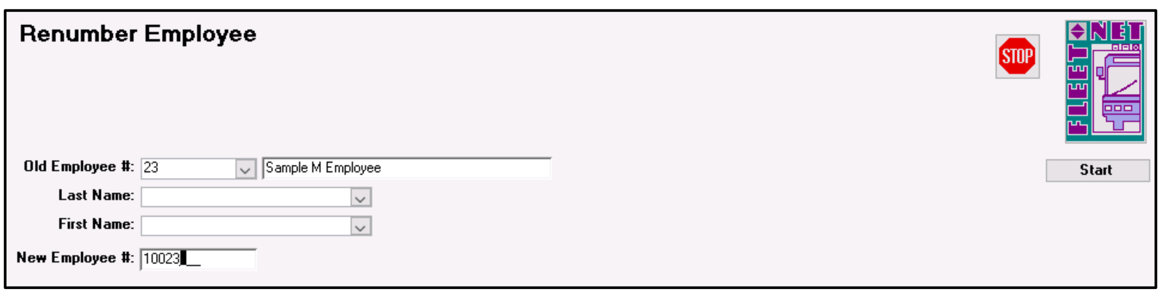
Select the department (or leave blank for all departments) and report category (one or multiple categories can be selected) and click *Print*.

To print the selected report(s) use the File/Print option.

Renumber Employees

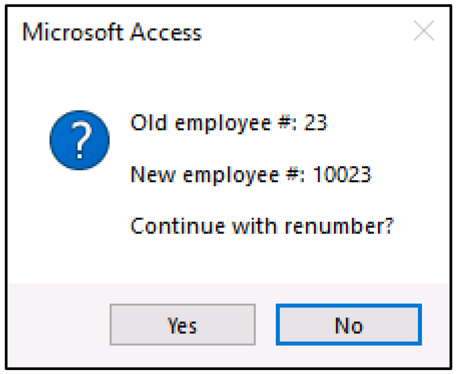
There are two options available for renumbering employees. If all databases are in Sql instead of Access, it is recommended that option #9 be used in place of this option.

To renumber employees, select Menu Item #3 on the Employee Master Maintenance menu. The following form displays:



Field Name	Description
Old Employee #	Enter the employee number or select it from the drop-down list
Last Name	To search for the employee by last name enter it here or select it from the drop-down list
First Name	To search for the employee by first name enter it here or select it from the drop-down list
New Employee #	Enter the new employee number

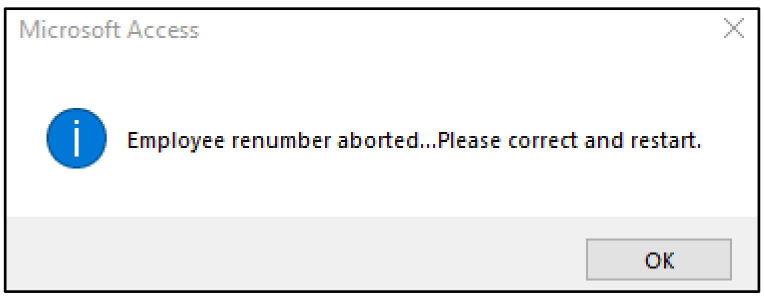
The following prompt displays:



Click *Yes* to continue or *No* to cancel. The system will search all databases and update the employee number with the new number. Click *OK* when the renumber finishes.

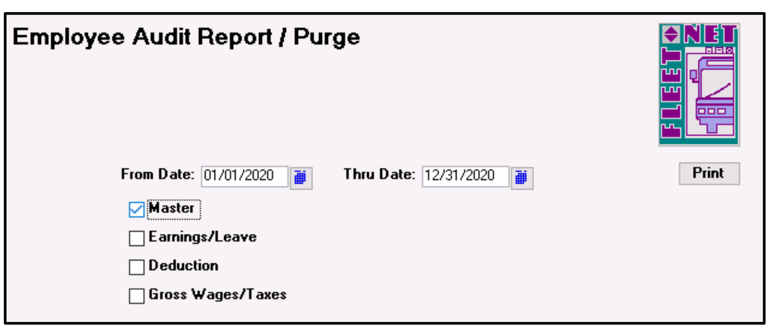
If *Yes* was selected in error or the user changes their mind, click the 

button. This will stop the renumbering process and the following will display.



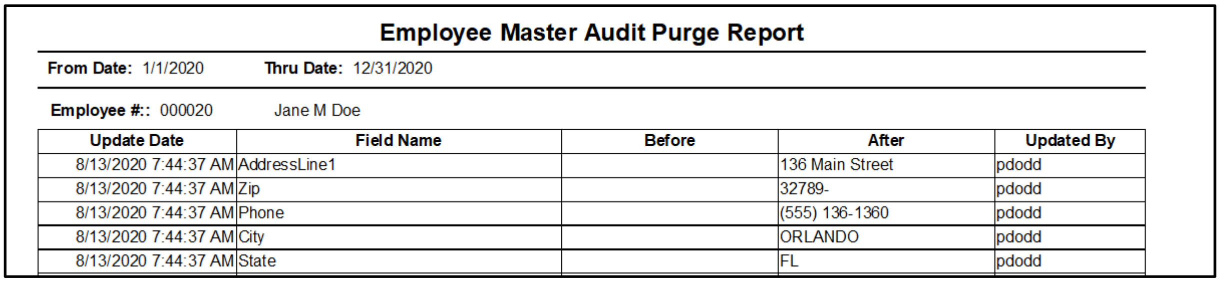
Employee Audit Report/Purge

To review and/or print the employee audit reports select Menu Item #4 on the Employee Master Maintenance menu. The following form displays:



Field Name	Description
From Date	Enter the starting date for the report and/or purge
Thru Date	Enter the ending date for the report and/or purge
Category	Select the category for the report and/or purge

Click *Print*. The audit report displays. Use the file/print option to print the report.



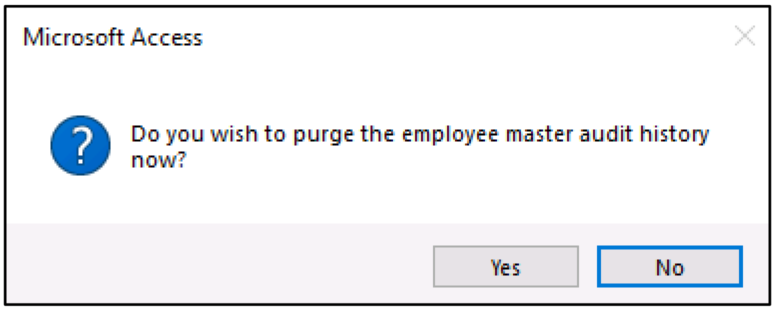
Employee Master Audit Purge Report

From Date: 1/1/2020 **Thru Date:** 12/31/2020

Employee #:: 000020 Jane M Doe

Update Date	Field Name	Before	After	Updated By
8/13/2020 7:44:37 AM	AddressLine1		136 Main Street	pdodd
8/13/2020 7:44:37 AM	Zip		32789-	pdodd
8/13/2020 7:44:37 AM	Phone		(555) 136-1360	pdodd
8/13/2020 7:44:37 AM	City		ORLANDO	pdodd
8/13/2020 7:44:37 AM	State		FL	pdodd

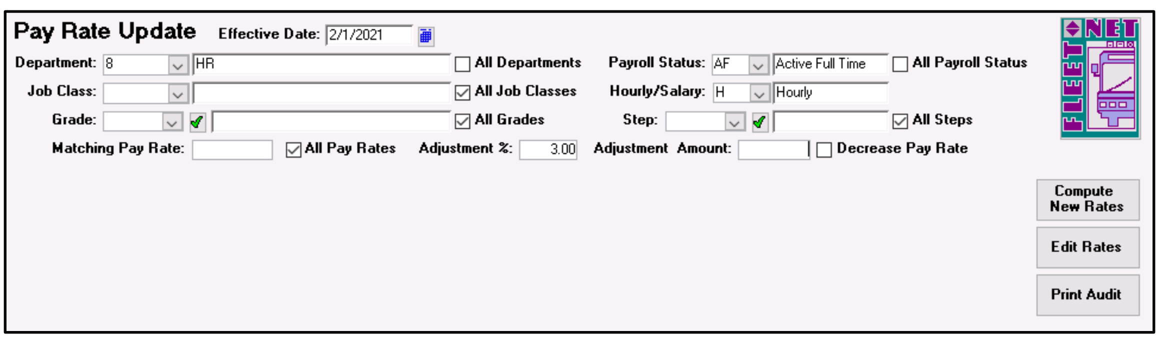
When the display is closed, the following prompt displays:



Click *Yes* to PURGE THE AUDIT DATA or *No* to cancel the purge and close the form.

Global Pay Rate Change

To process a global pay rate change, select Menu Item #5 on the Employee Master Maintenance menu. The following form displays:

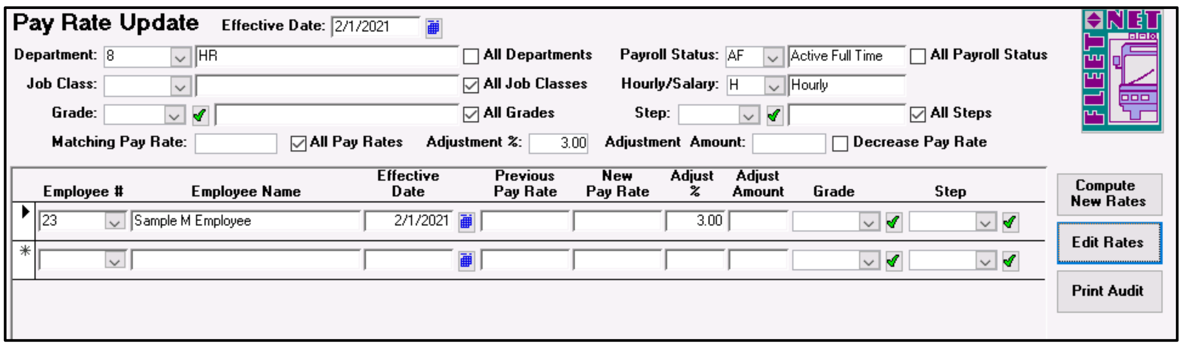


Field Name	Description
Effective Date	Enter the effective date of the pay rate change
Department	Enter the Department to calculate pay rate change for a specific Department or leave the All Departments check box checked to calculate for all Departments
Payroll Status	Select the Payroll Status from the drop-down list to calculate pay rate change for a specific Payroll Status or leave the All Payroll Statuses check box checked to calculate for all Payroll Statuses
Job Class	Select the Job Class from the drop-down list to calculate pay rate change for a specific Job Class or leave the All Job Classes check box checked to calculate for all Payroll Classes
Hourly/Salary	Select either H (Hourly) or S (Salary) from the drop-down list
Grade	Select the Grade from the drop-down list to calculate pay rate change for a specific Grade or leave the All Grades check box checked to calculate for all Grades

Step	Select the Step from the drop-down list to calculate pay rate change for a specific Step or leave the All Steps check box checked to calculate for all Steps
Matching Pay Rate	To calculate a pay rate change based on a specific pay rate, enter the rate in this field. The calculation will locate all employees (based on the selection criteria in the previous steps) with that rate of pay and adjust accordingly or leave the All Pay Rates checked to calculate for all Pay Rates.
Adjustment %	Enter an Adjustment % to calculate new pay rates based on a percentage
Adjustment Amount	Enter an Adjustment Amount to calculate new pay rates based on a flat amount
Decrease Pay Rate	If pay rates will be decreased check this box. Leave it unchecked if pay rates are being increased

Once selections have been made, click ***Compute New Rates***, review the confirmation message; click *Yes* to continue or *No* to cancel. If Yes was selected, click *OK* on the completion confirmation message.

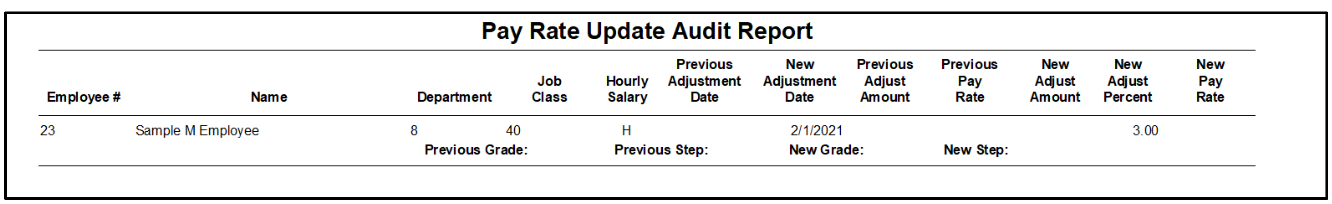
Click ***Edit Rates*** to review the calculation, the following form displays:



New Pay Rates can be edited. If they're changed, you must also change the *Adjusted Amount* as this field will not recalculate.

Grade and *Step* can also be edited.

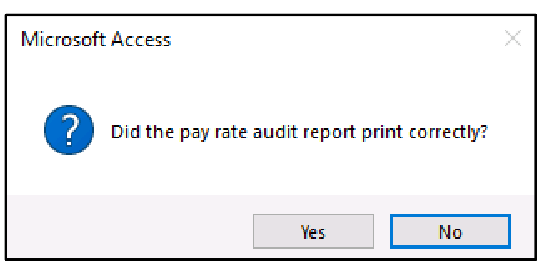
Once all New Pay Rates, Grades and Steps are audited and correct, click ***Print Audit***, the following report displays. The report can be printed using the File/Print function.



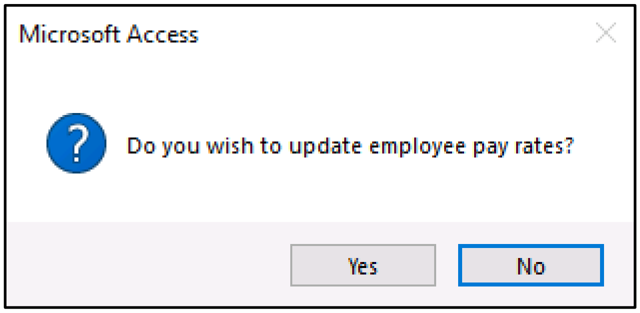
Pay Rate Update Audit Report

Employee #	Name	Department	Job Class	Hourly Salary	Previous Adjustment Date	New Adjustment Date	Previous Adjust Amount	Previous Pay Rate	New Adjust Amount	New Adjust Percent	New Pay Rate
23	Sample M Employee	8	40	H		2/1/2021				3.00	
		Previous Grade:		Previous Step:		New Grade:		New Step:			

The following prompt displays; click Yes.



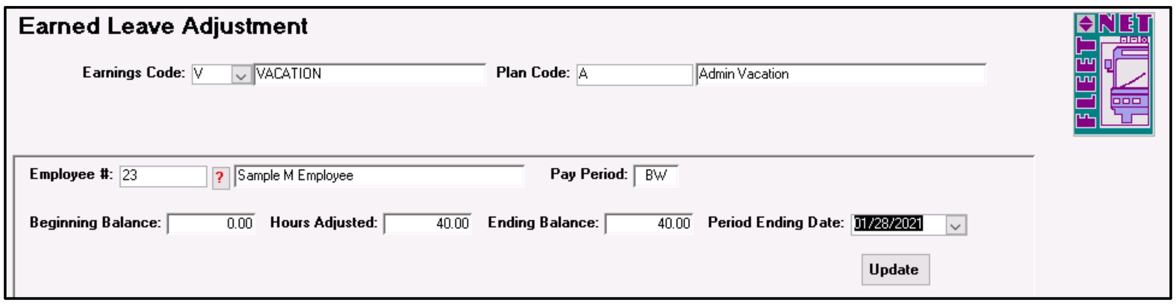
The following prompt displays: Click *Yes* to continue (the following message displays) or *No* to cancel:



Click *OK* on the completion confirmation message.

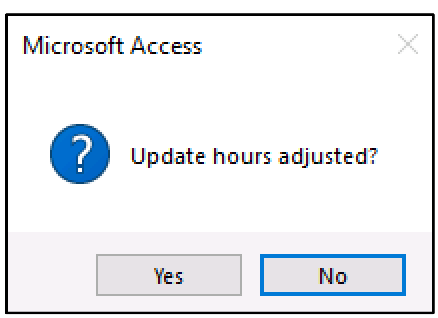
Earned Leave Adjustment

To process Earned Leave Adjustments without having to access the Employee Master.
The following form displays:



Field Name	Description
Earnings Code	Select the applicable Earnings Code and Leave Plan from the drop-down list
Employee Number	Enter the Employee Number or search by name by clicking on the red question mark
Beginning Balance	The selected employee’s current balance for the Leave Plan selected displays
Hours Adjusted	Enter the number of hours to add (8.00) or subtract (-8.00)
Ending Balance	The new balance displays
Period Ending Date	Select the applicable Period Ending Date for the adjustment entry. If an adjustment is made during the payroll processing week and the current pay cycle is selected, the adjustment will show on the pay checks and earning statements.

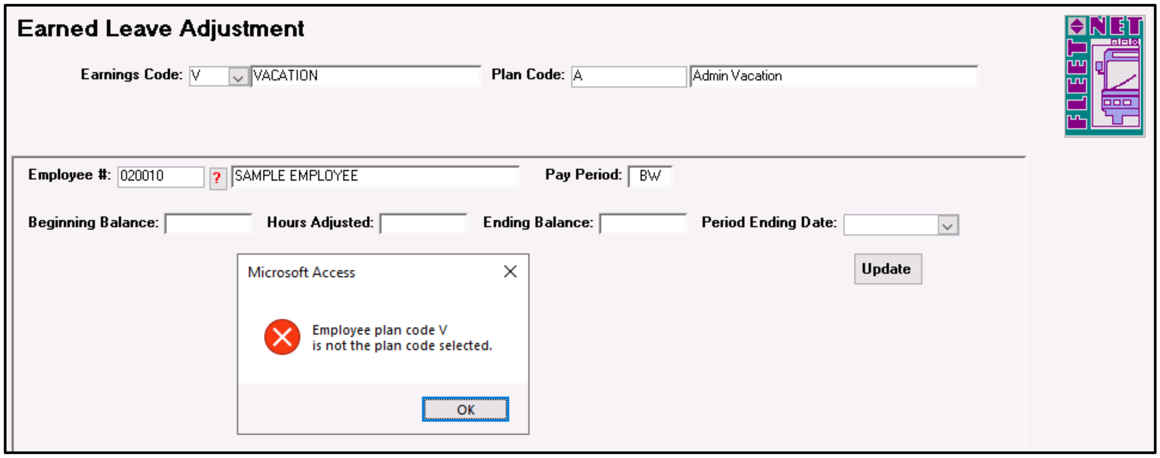
Click *Update* if the new balance is correct, the following confirmation message displays:



Click *Yes* to update or *No* to cancel.

Click *OK* on the completion confirmation message.

If an employee number is entered and the employee is not assigned to the Leave Plan selected, the following message displays:

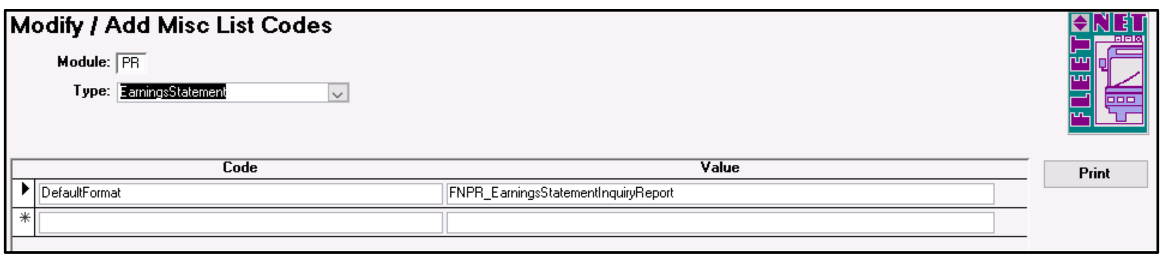


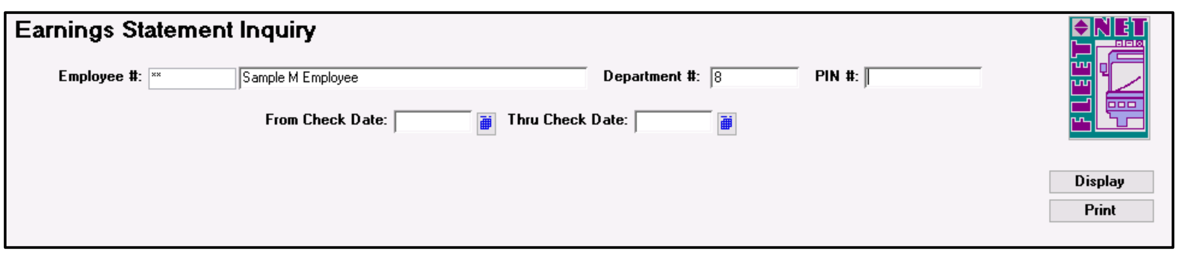
Click *OK* to close the message and enter a different employee number or select the plan assigned to the employee.

Earnings Statement Inquiry

The Inquiry form will allow for employees to enter their employee number and PIN number and access their pay records for a specified date range.

Add the following Miscellaneous Code (Payroll Code Maintenance Menu – PR0402)





Field Name	Description
Employee #	Enter the Fleet-Net employee number
Department	Auto=populates based on the employee number entered
PIN #	Enter the employee PIN number
From Check Date	Enter the first check date for the display/report
Thru Check Date	Enter the last check date for the display/report

Click *Display*; the following form displays:

Earnings Statement Inquiry

Employee #: xxxxxx SAMPLE EMPLOYEE Department #: 2

From Check Date: 1/1/2020 Thru Check Date: 12/31/2020

Check #	Check Date	Dept	Check Type	Period Start Date	Perod End Date	Gross Earnings	Taxes	Deductions	Net Pay
NoCheck	06/05/2020	2	RG	05/17/2020	05/30/2020	$4,879.50	$639.98	$4,239.52	$0.00
NoCheck	01/03/2020	2	RG	12/15/2019	12/28/2019	$2,364.00	$329.27	$2,034.73	$0.00

Display

Print

Click *Print*; the following report displays:

Earnings Statement

020010

Check #	NoCheck	Check Date	01/03/2020	Period Starting	12/15/2019	Period Ending	12/28/2019
Rate	$29.5500	Status:	S	Exempt:	0	Add Tax:	$0.00

	Taxable Wages		Taxes	
	Current	Year To Date	Current	Year To Date
FIT	$1,514.80	$36,436.44	$199.83	$3,941.32
FICA	$0.00	$0.00	$0.00	$0.00
Medicare	$2,364.00	$43,775.69	$34.28	$634.76
SIT	$1,514.80	$36,436.44	$36.06	$850.11
LIT	$2,364.00	$43,775.69	$59.10	$1,094.39

	Current	Year To Date
SDI	$0.00	$0.00
Gross	$2,364.00	$43,775.69
Taxes	$329.27	$6,520.58
Deductions	$2,034.73	$37,255.11
Net Pay	$0.00	$0.00
ACH Net Pay	$626.90	

Earnings	Hours	Amount	Year To Date
HOL	0.00	$0.00	$709.20
MISC	0.00	$0.00	$2,493.93
O/T	0.00	$0.00	$793.29
PPL	0.00	$0.00	$1,409.12
REG	80.00	$2,364.00	$31,628.55
SICK	0.00	$0.00	$2,250.00
VAC	0.00	$0.00	$4,491.60

Deductions	Amount	Year To Date
P.E.R.S. PICK-UP	$236.40	$3,926.45
EMPLOYER PERS PICKUP	($70.92)	($1,177.95)
P.E.R.S. Pick-up II	$472.80	$472.80
MEDICAL	$0.00	$347.60
OHIO DEFERRED COMP.	$140.00	$2,940.00
UNION DUES-TWU	$29.55	$556.98
CREDIT UNION	$600.00	$11,269.93
NET PAY	$626.90	$18,919.30

	Current Leave					Year To Date Leave					
Type	Beg Balance	Used	Accrued	Available	End Balance	Beg Balance	Adjust	Used	Accrued	Available	End Balance
SICK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAC	72.00	0.00	0.00	160.00	232.00	72.00	0.00	0.00	160.00	160.00	232.00
PTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Check #	NoCheck	Check Date	06/05/2020	Period Starting	05/17/2020	Period Ending	05/30/2020
Rate	$30.0000	Status:	H	Exempt:	0	Add Tax:	$0.00

	Taxable Wages		Taxes	
	Current	Year To Date	Current	Year To Date
FIT	$3,275.65	$4,790.45	$342.18	$542.01
FICA	$0.00	$0.00	$0.00	$0.00
Medicare	$4,879.50	$7,243.50	$70.75	$105.03
SIT	$3,275.65	$4,790.45	$105.06	$141.12
LIT	$4,879.50	$7,243.50	$121.99	$181.09

	Current	Year To Date
SDI	$0.00	$0.00
Gross	$4,879.50	$7,243.50
Taxes	$639.98	$969.25
Deductions	$4,239.52	$6,504.77
Net Pay	$0.00	($230.52)
ACH Net Pay	$2,719.06	

Earnings	Hours	Amount	Year To Date
REG	158.30	$4,879.50	$7,483.50

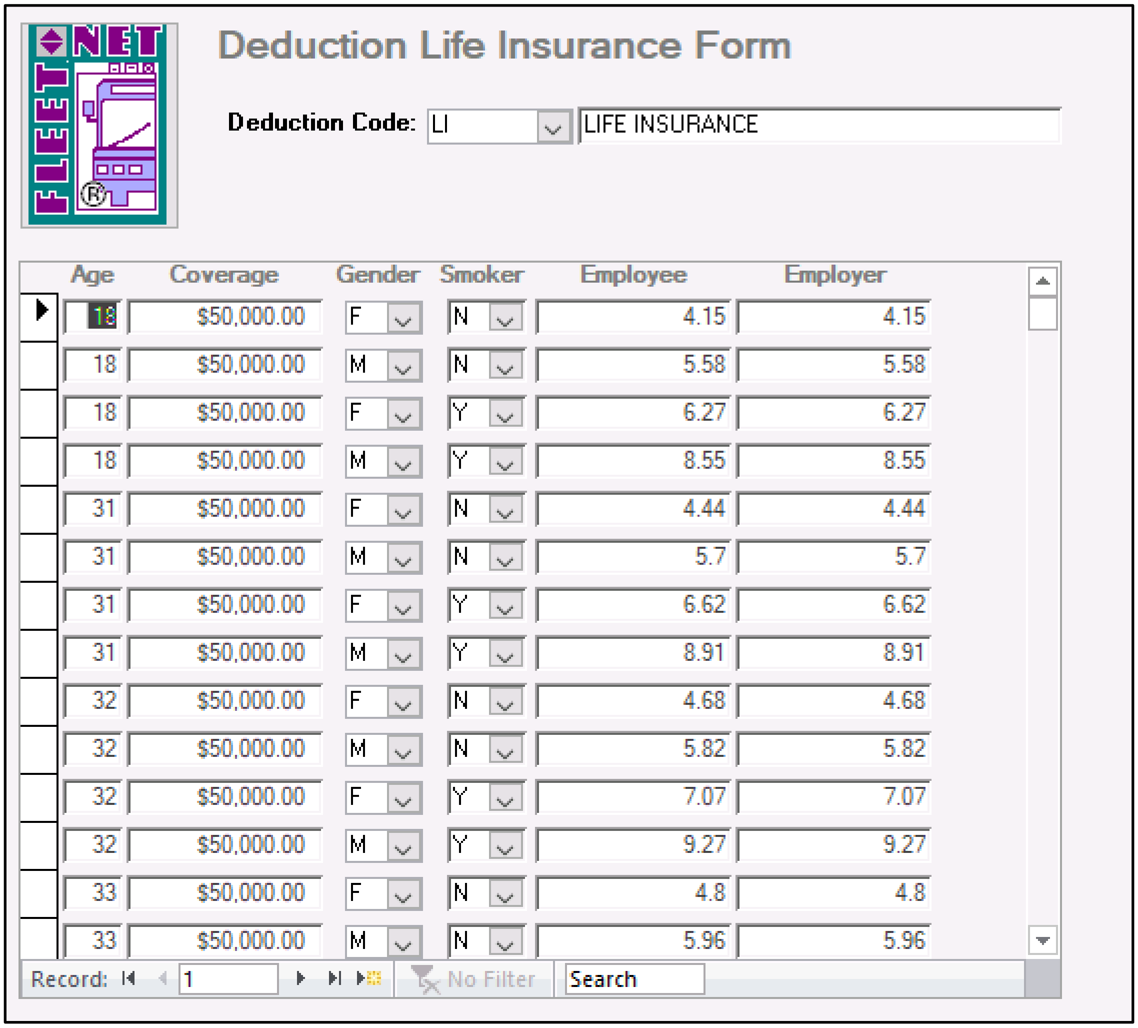
Deductions	Amount	Year To Date
P.E.R.S. PICK-UP	$487.95	$748.35
EMPLOYER PERS PICKUP	($146.39)	($224.51)
P.E.R.S. Pick-up II	$975.90	$1,496.70
UNITED FUND	$3.00	$3.00
OHIO DEFERRED COMP.	$140.00	$420.00
UNION DUES-TWU	$60.00	$115.27
CREDIT UNION	$0.00	$600.00
NET PAY	$2,719.06	$3,345.96

	Current Leave					Year To Date Leave					
Type	Beg Balance	Used	Accrued	Available	End Balance	Beg Balance	Adjust	Used	Accrued	Available	End Balance
SICK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAC	232.00	0.00	0.00	0.00	232.00	72.00	0.00	0.00	0.00	160.00	232.00
PTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Deduction Life Insurance Form

This form is used to assign life insurance rates. After the rates are established, users can use the lookup function in the employee deduction setup to assign the correct rate based on the criteria selected. Since life insurance is an age driven deduction, the system will automatically use the next applicable rate after the payroll that contains their birthdate is updated. NOTE: If the form shows a range (example 18-30) you must enter each age in that range in the form.

To access the Deduction Life Insurance Form, go to the Employee Master Maintenance menu and select #10. Select the Life Insurance deduction code from the drop-down.



Deduction Life Insurance Form

Deduction Code: LI LIFE INSURANCE

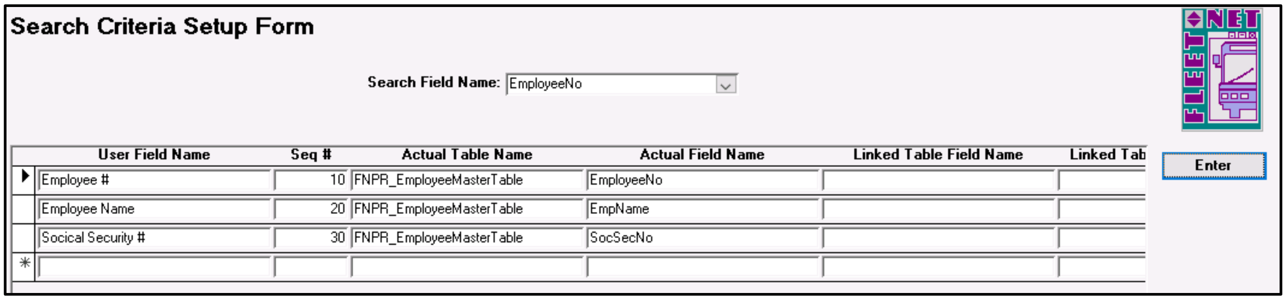
Age	Coverage	Gender	Smoker	Employee	Employer
18	$50,000.00	F	N	4.15	4.15
18	$50,000.00	M	N	5.58	5.58
18	$50,000.00	F	Y	6.27	6.27
18	$50,000.00	M	Y	8.55	8.55
31	$50,000.00	F	N	4.44	4.44
31	$50,000.00	M	N	5.7	5.7
31	$50,000.00	F	Y	6.62	6.62
31	$50,000.00	M	Y	8.91	8.91
32	$50,000.00	F	N	4.68	4.68
32	$50,000.00	M	N	5.82	5.82
32	$50,000.00	F	Y	7.07	7.07
32	$50,000.00	M	Y	9.27	9.27
33	$50,000.00	F	N	4.8	4.8
33	$50,000.00	M	N	5.96	5.96

Record: 1 No Filter Search

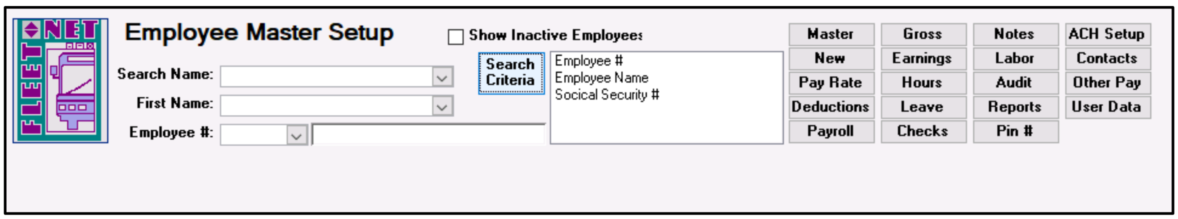
Field Name	Description
Age	Enter the applicable age for the coverage
Coverage	Enter the coverage amount
Gender	Select the gender from the drop-down
Smoker	Select Yes/No from the drop-down
Employee	Enter the employee deduction amount
Employer	Enter the employer amount if applicable

Employee Search Criteria Setup

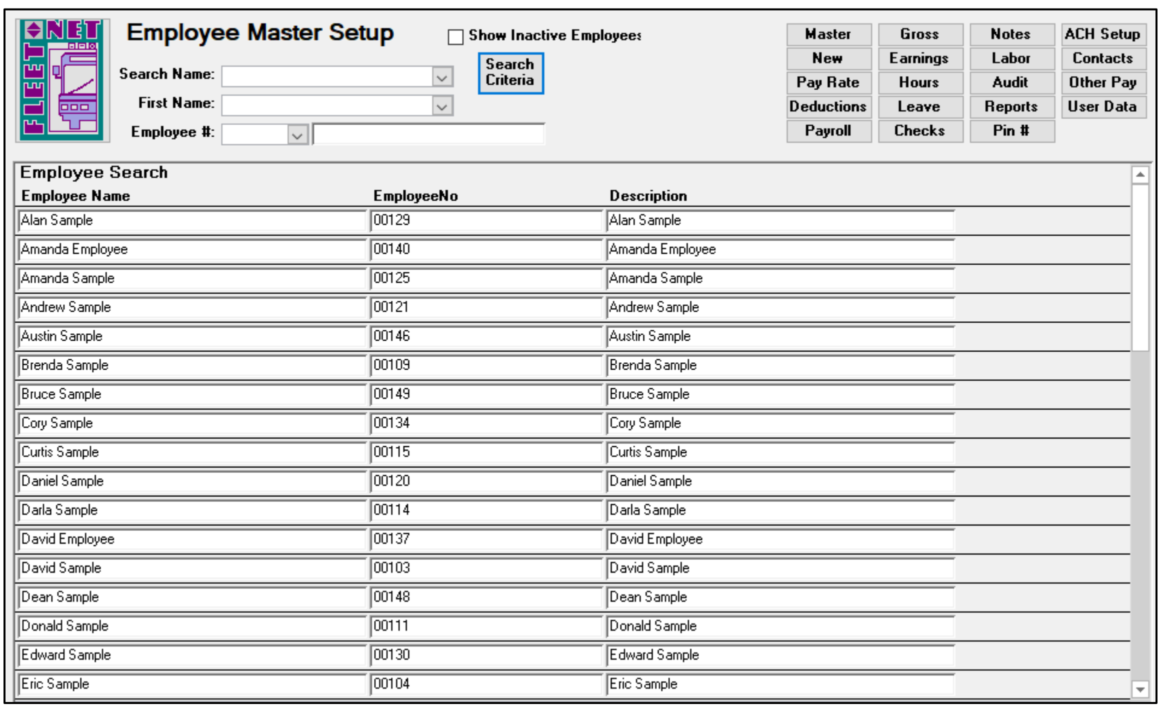
The Employee Search Criteria Setup is used to define alter methods to search for employees on the Employee Master form. Avail will assist you with the setup of this forms as actual table and field names are used. In the example below three search options are available for selection on the Employee Master Form.



User Field Name	Seq #	Actual Table Name	Actual Field Name	Linked Table Field Name	Linked Tab
Employee #	10	FNPR_EmployeeMasterTable	EmployeeNo		
Employee Name	20	FNPR_EmployeeMasterTable	EmpName		
Socical Security #	30	FNPR_EmployeeMasterTable	SocSecNo		



Once an option is selected, a list will display based on the selection choice:

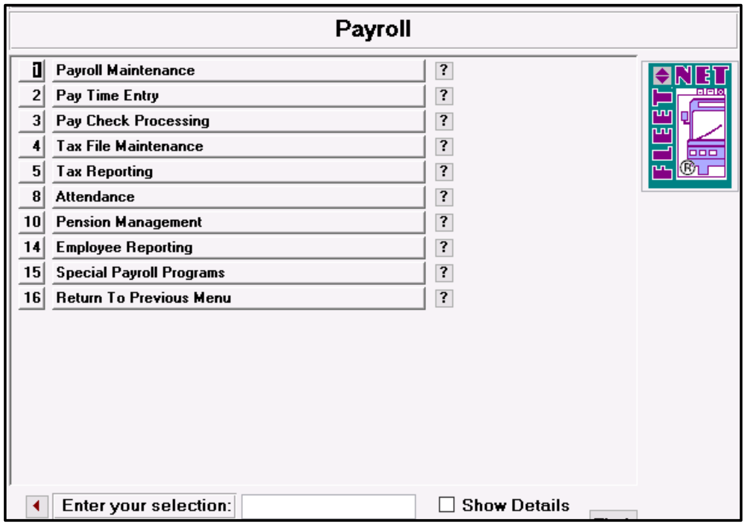


Employee Name	EmployeeNo	Description
Alan Sample	00129	Alan Sample
Amanda Employee	00140	Amanda Employee
Amanda Sample	00125	Amanda Sample
Andrew Sample	00121	Andrew Sample
Austin Sample	00146	Austin Sample
Brenda Sample	00109	Brenda Sample
Bruce Sample	00149	Bruce Sample
Cory Sample	00134	Cory Sample
Curtis Sample	00115	Curtis Sample
Daniel Sample	00120	Daniel Sample
Darla Sample	00114	Darla Sample
David Employee	00137	David Employee
David Sample	00103	David Sample
Dean Sample	00148	Dean Sample
Donald Sample	00111	Donald Sample
Edward Sample	00130	Edward Sample
Eric Sample	00104	Eric Sample

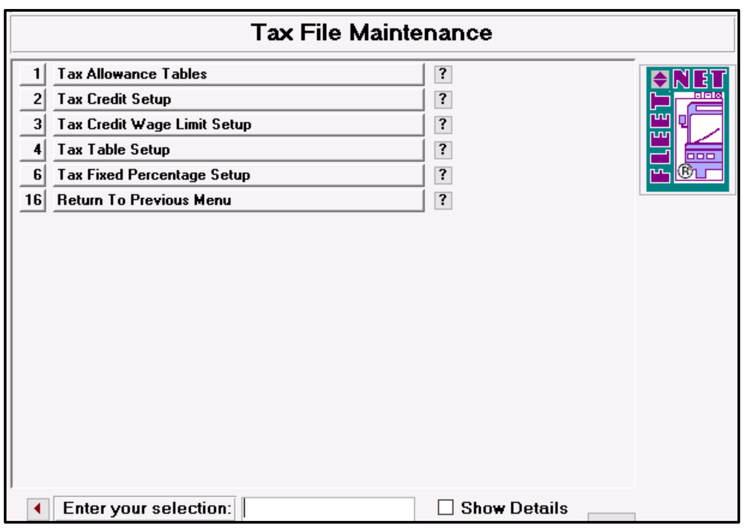
Once the item being searched is located, double click in the column on the left and the selected employee's data displays.

Tax File Maintenance

Tax File Maintenance must be completed prior to processing payroll. Select Menu Item #4 to access the tax maintenance files.



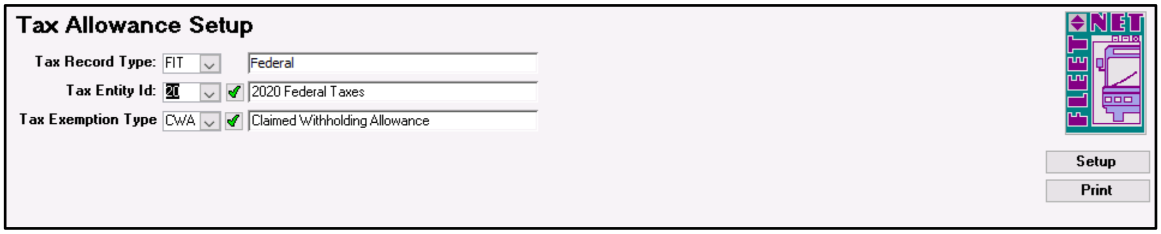
Tax File Maintenance



The Tax Tables will need to be updated annually utilizing IRS Publication 15-T Employer's Tax Guide for Federal Taxes and the State specific Tax Guide for applicable State and Local taxes.

Tax Allowance Tables

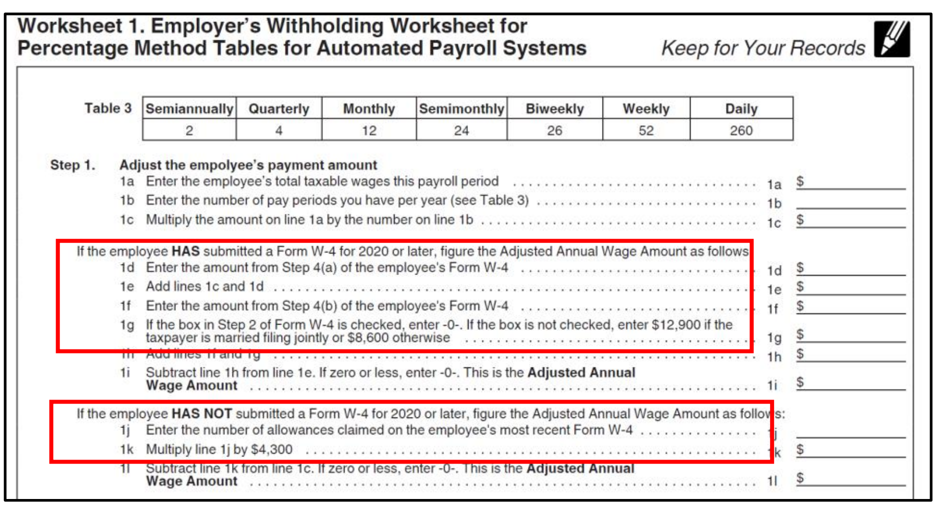
To set up or edit tax allowances select menu item #1 – Tax Allowance Tables the following form displays. The screenshots and setup described are for Federal Taxes. Please refer to the state/local quick guides to set up those taxes if applicable.



Field Name	Description
Tax Record Type	Select one from the drop-down list: FIT = Federal SIT = State LIT = Local
Tax Entity Id	Select one from the drop-down list (See explanation below): FT = Federal Tax 20 = 2020 Federal Tax
Tax Exemption Type	Select from the drop-down list: CWA = Claimed Withholding Allowance FWA = Federal Withholding Allowance DDT = Dependent Exemption (Indiana) EDT = Estimated Deduction Table (California) SDT = Standard Deduction Table (State) SIE = Low Income Exemption Table (State) STC = Exemption Allowance Table (State)

When updating the allowances, you only need to select **Tax Entity 20.** You will be updating exemption types: *CWA* and *FWA*.

You will get the allowance amounts from the Percentage Method Tables for Automated Payroll Systems. In the worksheet, for Step 1 there are two sections that reference if the employee submitted a W4 for 2020 or later or if they have not. This is where you will get your allowance amounts.



Worksheet 1. Employer's Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems *Keep for Your Records*

Table 3	Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
	2	4	12	24	26	52	260

Step 1. Adjust the employee's payment amount

1a Enter the employee's total taxable wages this payroll period . . . 1a $

1b Enter the number of pay periods you have per year (see Table 3) . . . 1b

1c Multiply the amount on line 1a by the number on line 1b . . . 1c $

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1d Enter the amount from Step 4(a) of the employee's Form W-4 . . . 1d $

1e Add lines 1c and 1d . . . 1e $

1f Enter the amount from Step 4(b) of the employee's Form W-4 . . . 1f $

1g If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter $12,900 if the taxpayer is married filing jointly or $8,600 otherwise . . . 1g $

1h Add lines 1f and 1g . . . 1h $

1i Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** . . . 1i $

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

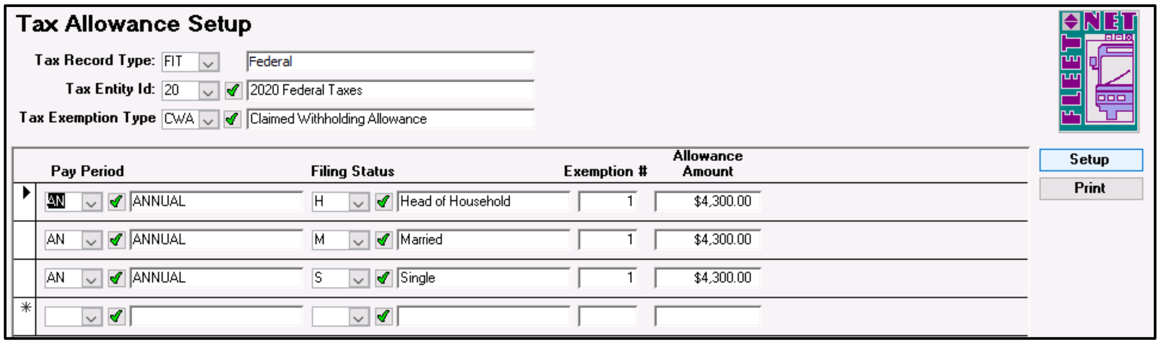
1j Enter the number of allowances claimed on the employee's most recent Form W-4 . . . 1j

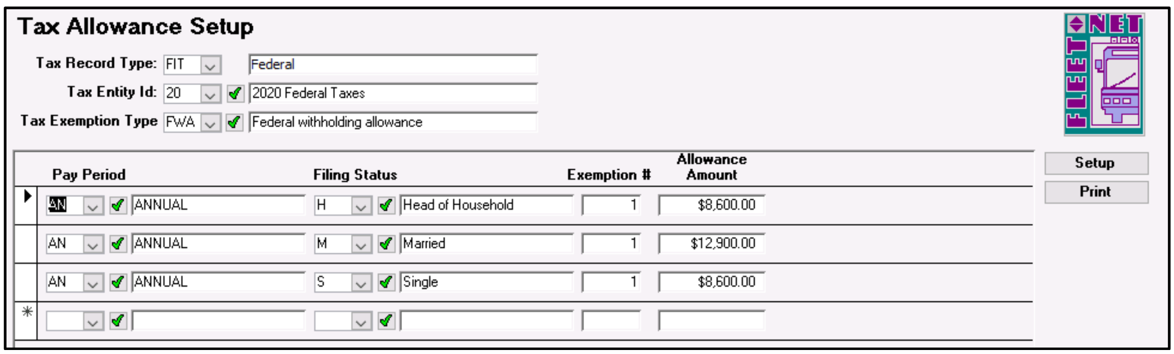
1k Multiply line 1j by $4,300 . . . 1k $

1l Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** . . . 1l $

The amounts listed under "If the employee HAS submitted a form W-4 for 2020 or later" are what gets entered for **FWA.** The amounts listed under "If the employee HAS NOT submitted a form W-4 for 2020 or later" are what gets entered for **CWA.**

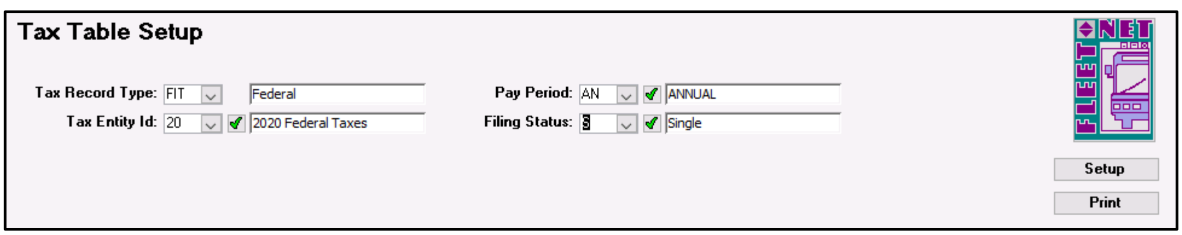
Click *Setup* and the following form displays: ***For Federal taxes only, your pay period will be AN, regardless of what your actual pay period is.***





Tax Table Setup

To set up or edit Tax Tables, select menu item #4 – Tax Table Setup, the following form displays:



.

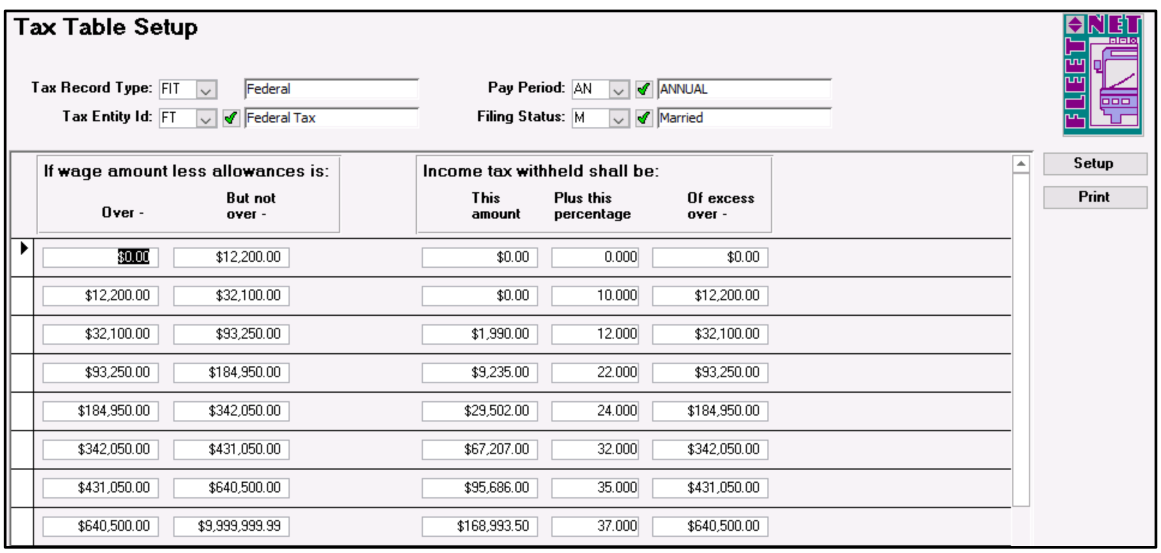
Field Name	Description
Tax Record Type	Select from the drop-down list. FIT = Federal SIT = State LIT = Local
Tax Entity Id	Select from the drop-down list. 20 = Form W4 Step 2 Checkbox Withholding Rate Schedules FT = STANDARD Withholding Rate Schedules
Pay Period	Select from the drop-down list – For Federal taxes ***ONLY*** the pay period must be AN
Filing Status	Select from the drop-down list

Publication 15-T now lists two schedules in the Percentage Method Tables for Automated Payroll Systems. The rates listed under Standard Withholding Rate Schedules should be used to update tax *entity ID FT. The rates listed under Form W-4, Step 2, Checkbox, Withholding Rate Schedules should be used to update tax entity ID 20.*

2021 Percentage Method Tables for Automated Payroll Systems

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is **NOT** checked)					**Form W-4, Step 2, Checkbox, Withholding Rate Schedules** (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 **IS** checked)				
If the Adjusted Annual Wage Amount (line 2a) is: At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage exceeds—	If the Adjusted Annual Wage Amount (line 2a) is: At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage exceeds—
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					**Married Filing Jointly**				
$0	$12,200	$0.00	0%	$0	$0	$12,550	$0.00	0%	$0
$12,200	$32,100	$0.00	10%	$12,200	$12,550	$22,500	$0.00	10%	$12,550
$32,100	$93,250	$1,990.00	12%	$32,100	$22,500	$53,075	$995.00	12%	$22,500
$93,250	$184,950	$9,328.00	22%	$93,250	$53,075	$98,925	$4,664.00	22%	$53,075
$184,950	$342,050	$29,502.00	24%	$184,950	$98,925	$177,475	$14,751.00	24%	$98,925
$342,050	$431,050	$67,206.00	32%	$342,050	$177,475	$221,975	$33,603.00	32%	$177,475
$431,050	$640,500	$95,686.00	35%	$431,050	$221,975	$326,700	$47,843.00	35%	$221,975
$640,500		$168,993.50	37%	$640,500	$326,700		$84,496.75	37%	$326,700
Single or Married Filing Separately					**Single or Married Filing Separately**				
$0	$3,950	$0.00	0%	$0	$0	$6,275	$0.00	0%	$0
$3,950	$13,900	$0.00	10%	$3,950	$6,275	$11,250	$0.00	10%	$6,275
$13,900	$44,475	$995.00	12%	$13,900	$11,250	$26,538	$497.50	12%	$11,250
$44,475	$90,325	$4,664.00	22%	$44,475	$26,538	$49,463	$2,332.00	22%	$26,538
$90,325	$168,875	$14,751.00	24%	$90,325	$49,463	$88,738	$7,375.50	24%	$49,463
$168,875	$213,375	$33,603.00	32%	$168,875	$88,738	$110,988	$16,801.50	32%	$88,738
$213,375	$527,550	$47,843.00	35%	$213,375	$110,988	$268,075	$23,921.50	35%	$110,988
$527,550		$157,804.25	37%	$527,550	$268,075		$78,902.13	37%	$268,075
Head of Household					**Head of Household**				
$0	$10,200	$0.00	0%	$0	$0	$9,400	$0.00	0%	$0
$10,200	$24,400	$0.00	10%	$10,200	$9,400	$16,500	$0.00	10%	$9,400
$24,400	$64,400	$1,420.00	12%	$24,400	$16,500	$36,500	$710.00	12%	$16,500
$64,400	$96,550	$6,220.00	22%	$64,400	$36,500	$52,575	$3,110.00	22%	$36,500
$96,550	$175,100	$13,293.00	24%	$96,550	$52,575	$91,850	$6,646.50	24%	$52,575
$175,100	$219,600	$32,145.00	32%	$175,100	$91,850	$114,100	$16,072.50	32%	$91,850
$219,600	$533,800	$46,385.00	35%	$219,600	$114,100	$271,200	$23,192.50	35%	$114,100
$533,800		$156,355.00	37%	$533,800	$271,200		$78,177.50	37%	$271,200

Click *Setup;* the following form displays:



Tax Table Setup

Tax Record Type: FIT Federal — Pay Period: AN ANNUAL

Tax Entity Id: FT Federal Tax — Filing Status: M Married

If wage amount less allowances is: Over -	But not over -	Income tax withheld shall be: This amount	Plus this percentage	Of excess over -
$0.00	$12,200.00	$0.00	0.000	$0.00
$12,200.00	$32,100.00	$0.00	10.000	$12,200.00
$32,100.00	$93,250.00	$1,990.00	12.000	$32,100.00
$93,250.00	$184,950.00	$9,235.00	22.000	$93,250.00
$184,950.00	$342,050.00	$29,502.00	24.000	$184,950.00
$342,050.00	$431,050.00	$67,207.00	32.000	$342,050.00
$431,050.00	$640,500.00	$95,686.00	35.000	$431,050.00
$640,500.00	$9,999,999.99	$168,993.50	37.000	$640,500.00

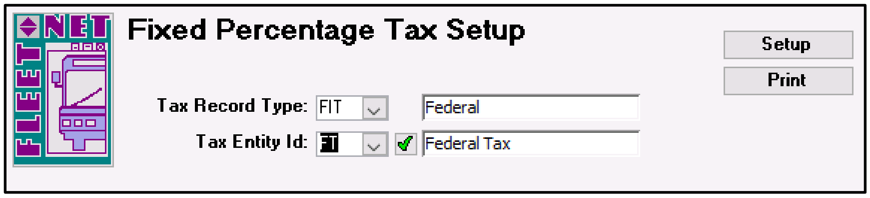
Setup

Print

Replicate the IRS Publication 15-T for each Tax Entity ID:
FT – use the rates listed under *Standard Withholding Rate Schedules*
20 – use the rates listed under *Form W-4, Step 2, Checkbox, Withholding Rate Schedules*

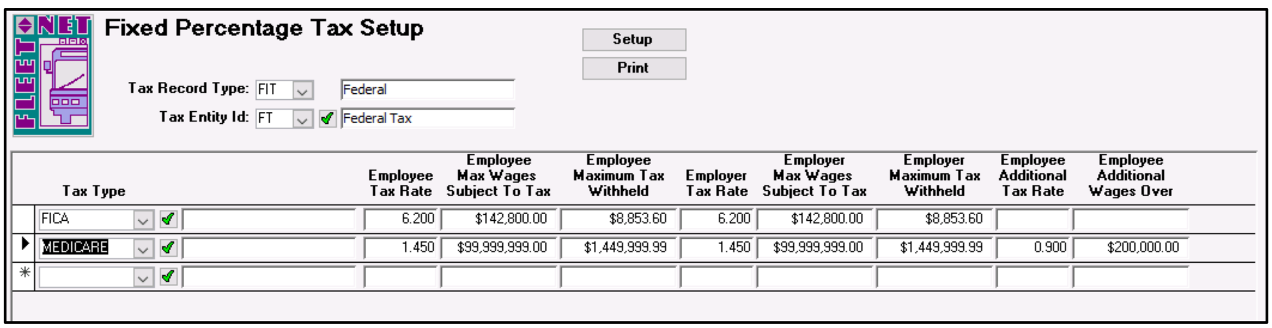
Tax Fixed Percentage Setup

To set up or edit Fixed Percentage (FICA, Medicare, FUTA, SUTA, etc.) Taxes select menu item #6 – Tax Fixed Percentage Setup, the following form displays:



Field Name	Description
Tax Record Type	Select from the drop-down list: FIT = Federal SIT = State LIT = Local
Tax Entity Id	Select FT from the drop-down list.

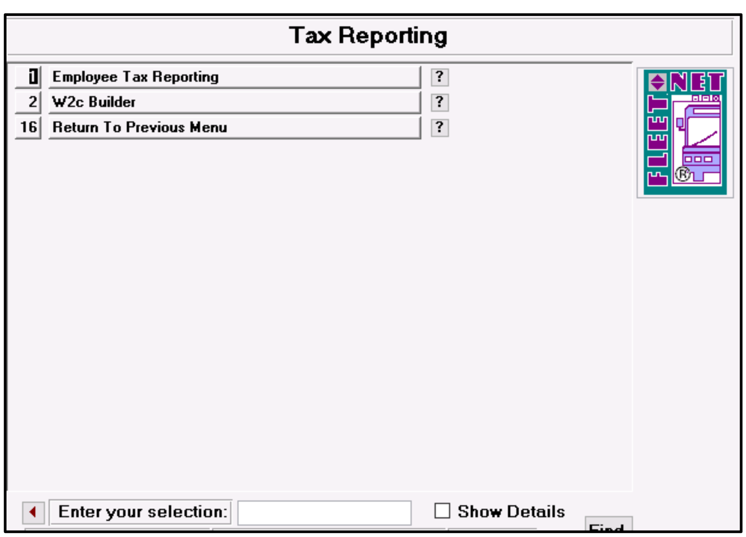
Click *Setup;* the following form displays:



Update the FICA and Medicare rates/wages with the new year information. This can be found on the IRS website using *Publication 15 (Circular E), Employer's Tax Guide*.

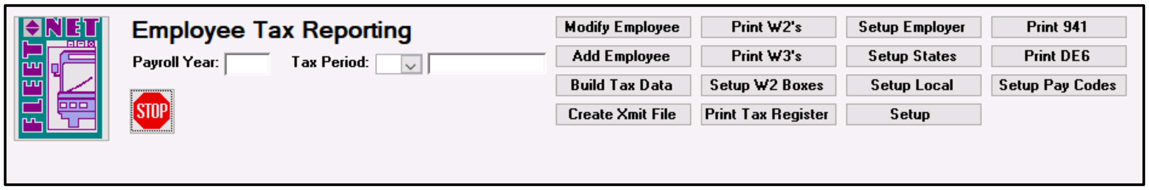
Tax Reporting

Select *Tax Reporting* to process quarterly and annual tax reports as well as issue W2s.



Employee Tax Reporting Setup

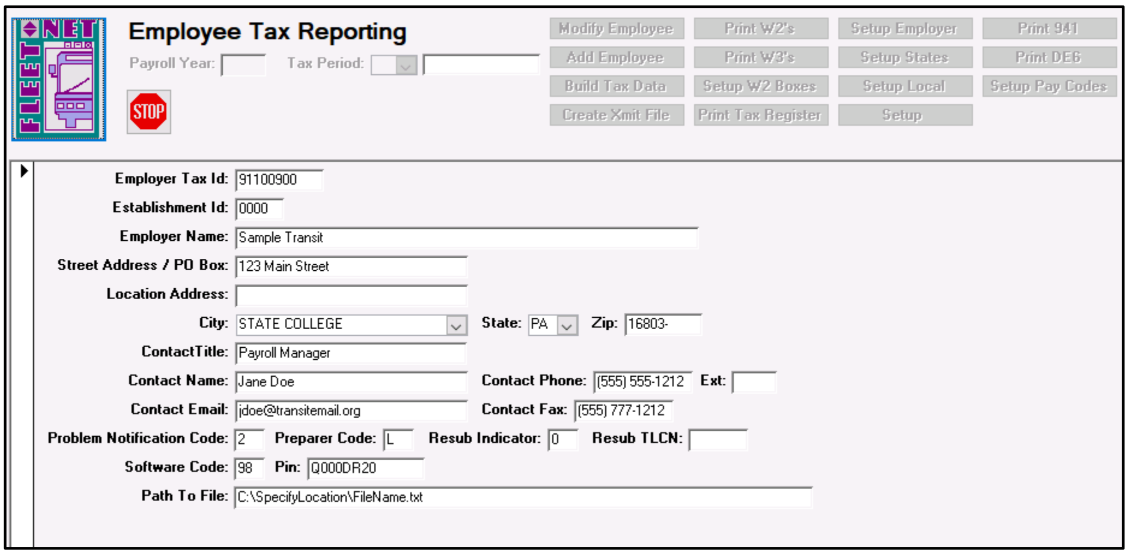
Select *Employee Tax Report*, the following form displays:



Initial set up is required for the following: Employer, State, Local, Departments and W2 Boxes.

Setup Employer

Click ***Setup Employer***, the following form displays:

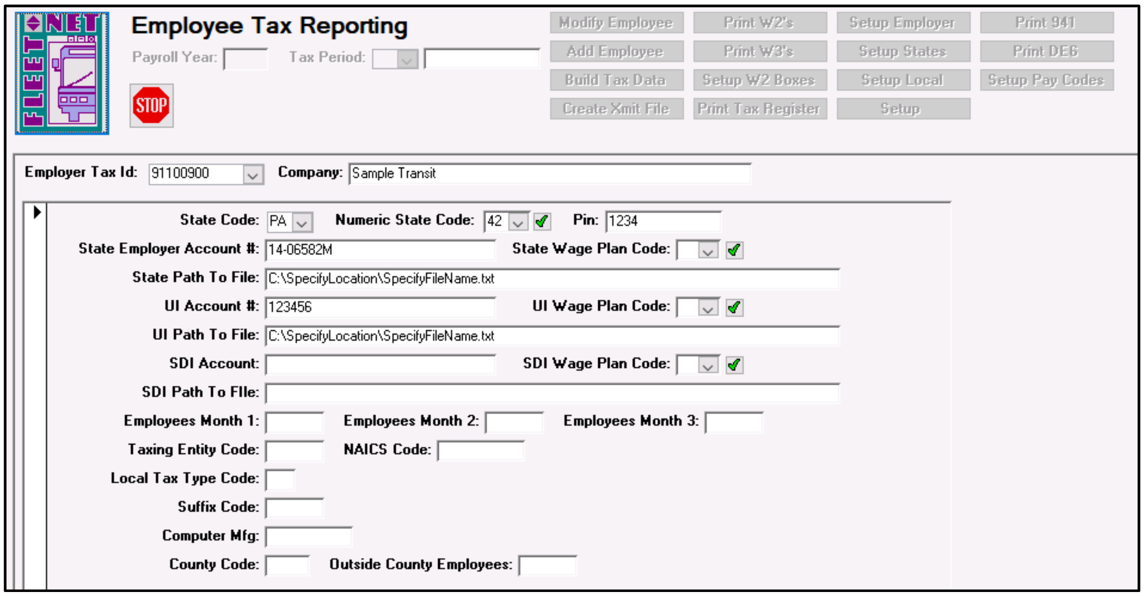


Field Name	Description
Employer Tax Id	Enter the Employer Tax ID number
Establishment Id	Enter the Establishment Id
Employer Name	Enter the Transit Name
Street Address / PO Box	Enter the mailing address
Location Address	Enter the location address if it is different than the mailing address
City	Select the city from the drop-down list
State	Select the state from the drop-down list
Zip Code	Enter the zip code
Contact Name	Enter the name of the contact person for tax reporting
Contact Phone	Enter the contact's phone number
Contact Email	Enter the contact's email address
Contact Fax	Enter the contact's fax number
Problem Notification Code	Enter preferred method of problem notification code: 1 = Email/Internet or 2 = Mail
Preparer Code	Enter L = Self-Prepared
Resub Indicator	Enter 0 = Initial submission of the file or 1 = For a resubmission of the file

Resub TLCN	If 1 was entered in the Resub Indicator field, enter the TLCN displayed on the notice sent to you by SSA. Otherwise, leave Blank
Software Code	Enter 98 for In-House Program
Pin	Enter the PIN number assigned to the transit
Path To File	Enter full path to the location where the W2REPORT will be saved. This file is used for electronic transmission of Federal tax data.

Setup States

Click the ***Stop*** button to make the other selections available. Click ***Setup States***, the following form displays:

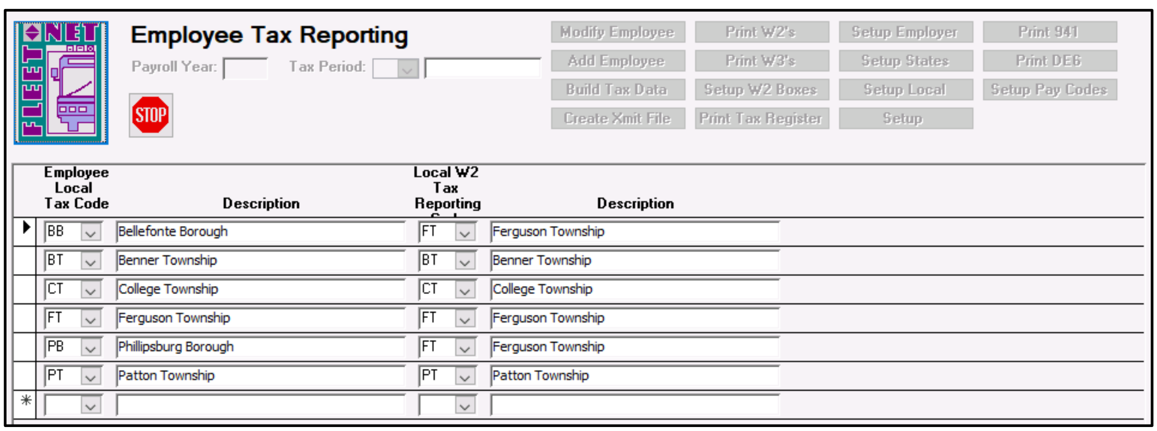


Field Name	Description
Employer Tax Id	Select the Federal EIN number from the drop-down list
Company	Automatically populates based on the EIN number selected
State Code	Select the state code from the drop-down list
Numeric State Code	Select the numeric state code from the drop-down list
Pin	Enter the Pin number assigned for electronic transmission
State Employer Account #	Enter the state tax ID number
State Wage Plan Code	This field is for California properties for DE-9c build for quarterly reporting.
State Path To File	Enter the path to the location where the SIT electronic file will be exported
State UI Account #	Enter the transit's Unemployment Account number. This number will be included on Unemployment electronic files.
State Wage Plan Code	This field is for California properties for DE-9c build for quarterly reporting.
UI Path To File **	Enter the path to the location where the UI electronic file will be exported
State SDI Account # **	Enter the transit's SDI Account number. This number will be included on SDI electronic files.
State Wage Plan Code **	This field is for California properties for DE-9c build for quarterly reporting.
SDI Path To File **	Enter the path to the location where the SDI electronic file will be exported

Employees Month 1, 2 and 3	Fields will automatically populate when the tax build is run for each quarter
Taxing Entity Code	Enter the state code provided by your State or leave blank
NAICS Code	Enter the transit's NAICS code if required by the State
Local Tax Type Code	Enter the applicable City code or leave it blank. This field will be used when creating the electronic file for Local Taxes.
Suffix Code	This is for Texas properties – Enter the code provided for TEC Wage Reporting
Computer Mfg	This is for Texas properties – Enter the code provided for TEC Wage Reporting
County Code	This is for Texas properties – Enter the county code for SUTA reporting
Outside County Employees	This is for Texas properties – Enter the number of employees included in each quarterly tax build who live outside the county where the transit is located.

Setup Local

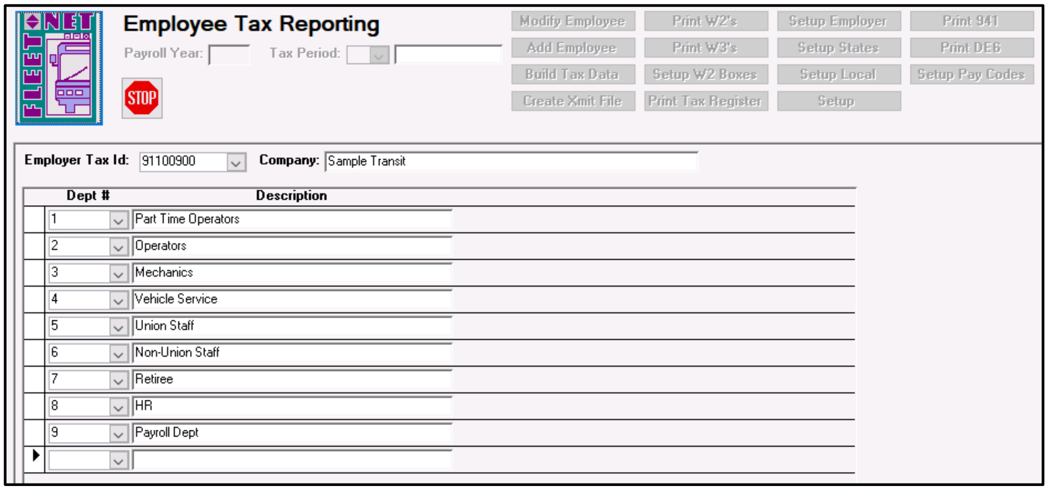
Click the ***Stop*** button to make the other selections available. Click ***Setup Local***, the following form displays. This form is for Local Tax reporting on W2s. ***<u>Employee Local Tax Code</u>*** is the code used for withholding purposes – what is set up in the employee master under payroll. ***<u>Local W2 Tax Reporting</u>*** is what will show up on the W2. For PA agencies, you will need to determine if the local tax is going to where the employee lives (you would use the same code as the employee local tax) or where the agency is located (you would select the local tax code for the agency). For more information you can visit dced.pa.gov and search for Local Withholding Tax FAQs.



Field Name	Description
Employer Local Tax Code	Select each of the available Local Tax Codes. These codes are the codes that are assigned to each employee file based on where the employee resides
Description	Automatically populates based on the code selected
Local W2 Tax Reporting	Select the Local Tax Codes based on either the location of the transit or the employee's residence
Description	Automatically populates based on the code selected

Setup Departments

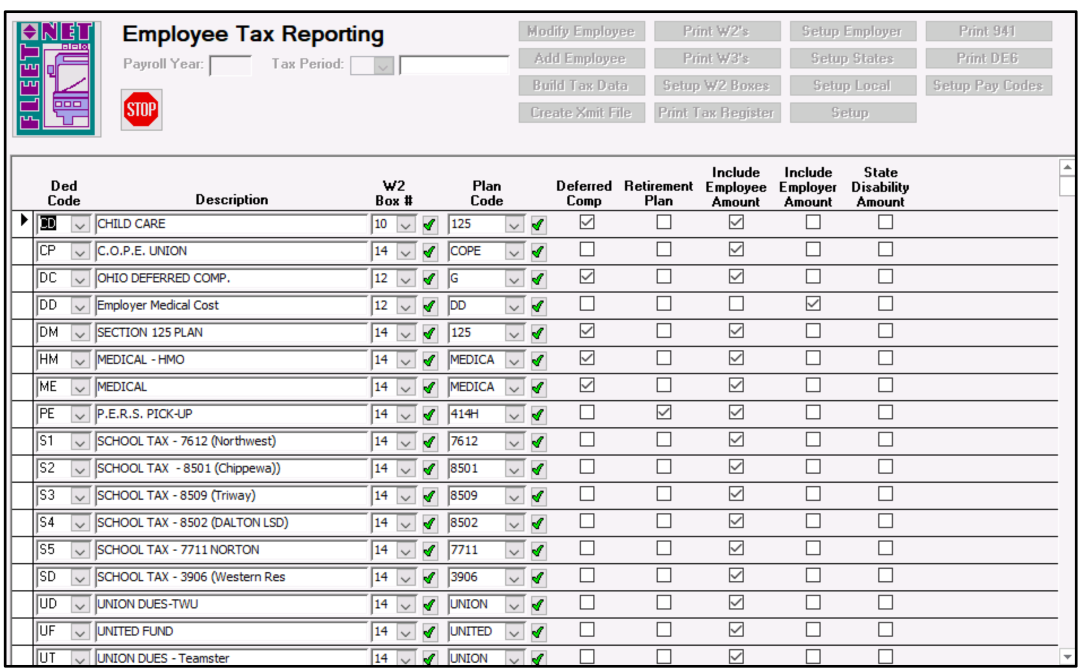
Click the ***Stop*** button to make the other selections available. Click *Setup Departments (under Setup Local)*, the following form displays. NOTE: If you add new departments in HR, you will need to update the list here, otherwise the new department(s) information will not show on reports.



Field Name	Description
Employer Tax Id	Select the Federal EIN number from the drop-down list
Company	Automatically populates based on the EIN number selected
Dept #	Select each department code from the drop-down list

Setup W2 Boxes

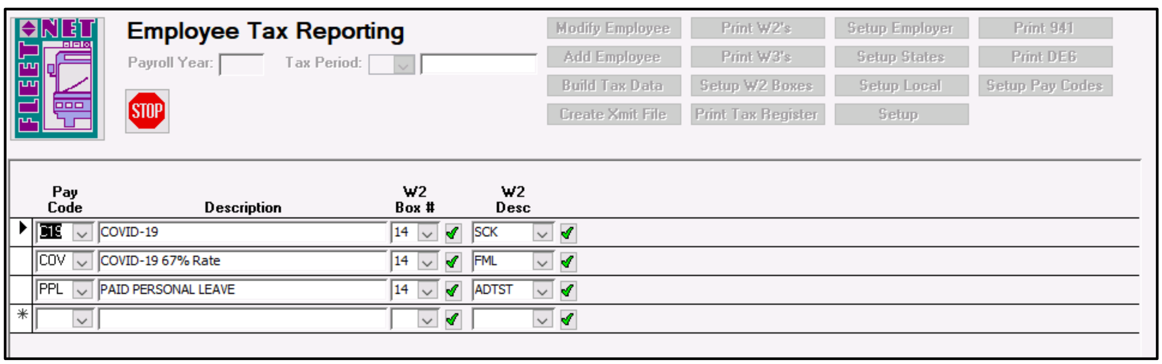
Click the ***Stop*** button to make the other selections available. Click ***Setup W2 Boxes***, the following form displays:



Field Name	Description
Ded Code	Select each deduction code to be included on W2s
Description	Automatically populates based on the deduction code selected
W2 Box	Select the box that the deduction amount will appear in on the W2
Plan Code	Select the plan code for each deduction. The code will appear on the W2
Deferred Comp	Check the box if the deduction is deferred compensation
Retirement Plan	Check the box if the deduction is a retirement plan deduction
Include Employee Amount	Check the box if the amount withheld from the employee wages for the selected deduction is to be shown on the W2
Include Employer Amount	Check the box if the amount contributed by the employer for the selected deduction is to be shown on the W2
State Disability Amount	Check the box if the deduction is for State Disability (California Only)

Setup Pay Codes

Click the ***Stop*** button to make the other selections available. Click ***Setup Pay Codes***, the following form displays:

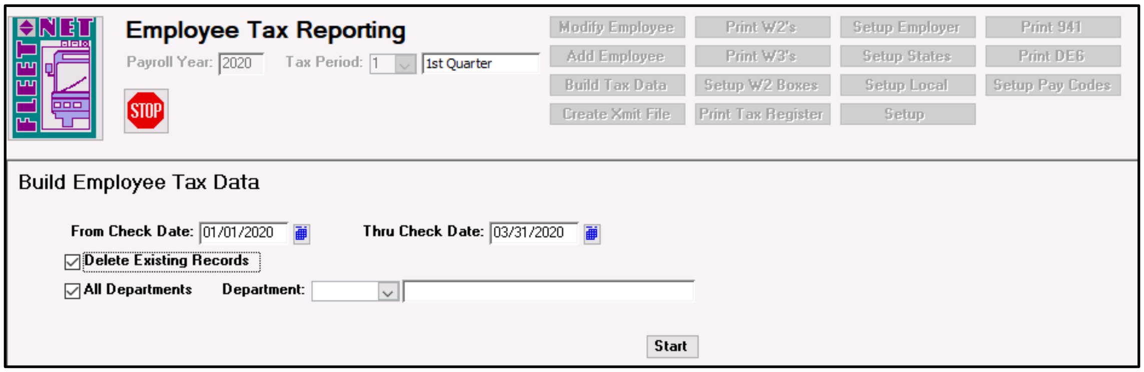


This was implemented in 2020 when the IRS created Emergency Family and Sick leave plans under the FFRCA for the Coronavirus Pandemic. Wages paid for these plans were required to be reported in box 14 of the 2020 W2.

Field Name	Description
Pay Code	Select the pay code being reported
Description	Automatically populates based on the code selected
W2 Box #	Select the box number where the information should appear on the W2
W2 Desc	Select the description

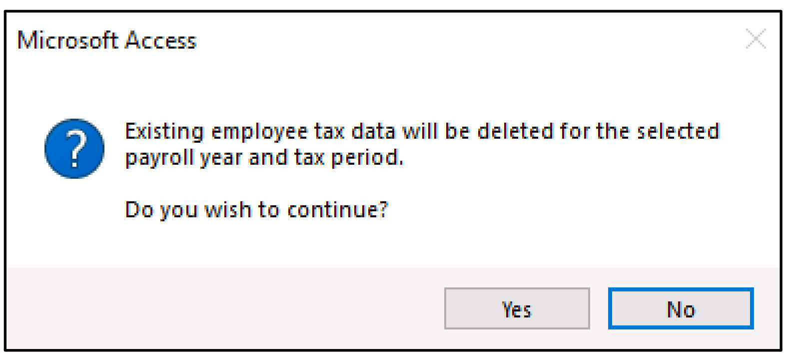
Build Tax Data

Click the ***Stop*** button to make the other selections available. Enter the payroll year and select the tax applicable tax period. Click ***Build Tax Data*** to build the tax file for the selected year and quarter, the following form displays:

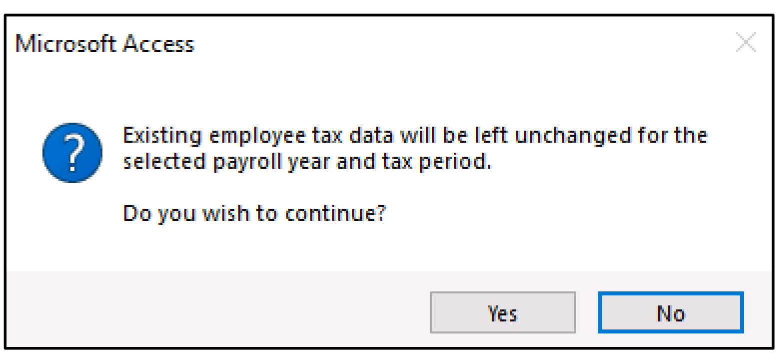


Field Name	Description
From Check Date	Enter the first date for the quarter being built
Thru Check Date	Enter the last date for the quarter being built
Delete Existing Records	Check this box to delete any existing Tax Build records for the selected year and tax period. If the box is left unchecked and there is data from previous builds for the selected year and quarter, it will NOT be overwritten.
All Departments	Leave the box check to run the tax build for all departments for the selected year and tax period
Department	Select the department from the drop-down box to run the tax build for a specific department

Click *Start*. If the ***Delete Existing Records*** box was checked, the following message displays:



If the *Delete Existing Records* box **NOT** was checked, the following message displays:

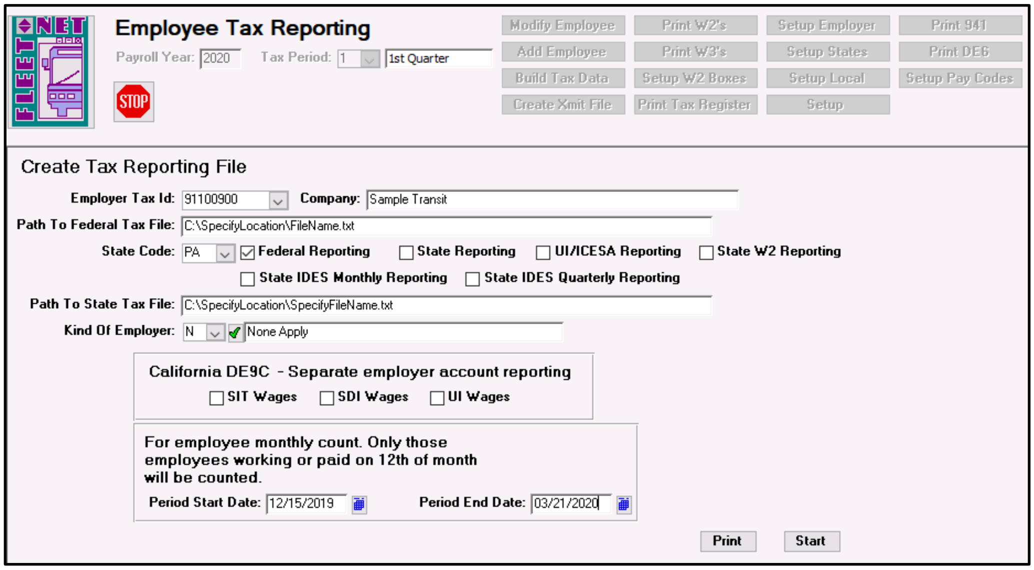


Click *Yes* to continue or *No* to cancel.

Click *OK* on the tax build completion message.

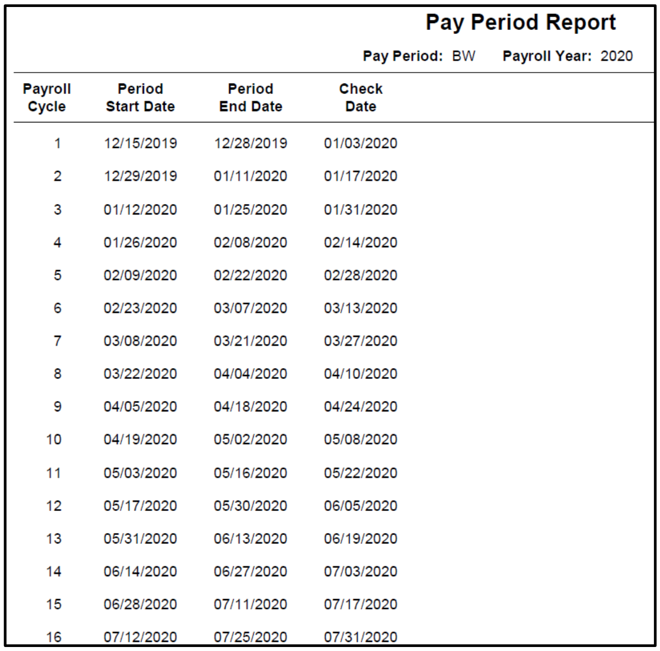
Create Transmit File

Click the ***Stop*** button to make the other selections available. Click ***Create Xmit file***, the following form displays:



Field Name	Description
Employer Tax Id	Select the Federal EIN number from the drop-down list
Company	Automatically populates based on the EIN number selected
Path to Federal Tax File	Automatically populated based on the EIN number selected
State Code	Select the state code from the drop-down list
Federal Reporting	Leave the box checked to create the Federal electronic file
State Reporting	Check the box to create the State electronic file. Federal Reporting will automatically 'uncheck' once State Reporting is selected
UI/ICESA Reporting	Check the box to create the Interstate Conference of Employment Security Agencies electronic file
State W2 Reporting	Check the box to create the State W2 electronic file
State IDES Monthly Report	Illinois Properties – Check this box and the State Reporting box to generate a monthly IDES report
State IDES Quarterly Report	Illinois Properties – Check this box and the State Reporting box to generate a quarterly IDES report
Path to State Tax File	Automatically populated based on the EIN number selected
Period Start Date	This date is used for employee counts. The field can be left blank if employee counts are not required for reporting purposes. These counts will populate the Month 1, Month 2, and Month 3 fields on the State Setup Form. See Below
Period End Date	This date is used for employee counts. The field can be left blank if employee counts are not required for reporting purposes. These counts will populate the Month 1, Month 2, and Month 3 fields on the State Setup Form. See Below
California De9c	If the State assigned separate employer codes for SIT, UI and SDI reporting, check the applicable box to generate each report. If only one account number was assigned, this is not necessary

Employee Count:



Pay Period Report

Pay Period: BW **Payroll Year:** 2020

Payroll Cycle	Period Start Date	Period End Date	Check Date
1	12/15/2019	12/28/2019	01/03/2020
2	12/29/2019	01/11/2020	01/17/2020
3	01/12/2020	01/25/2020	01/31/2020
4	01/26/2020	02/08/2020	02/14/2020
5	02/09/2020	02/22/2020	02/28/2020
6	02/23/2020	03/07/2020	03/13/2020
7	03/08/2020	03/21/2020	03/27/2020
8	03/22/2020	04/04/2020	04/10/2020
9	04/05/2020	04/18/2020	04/24/2020
10	04/19/2020	05/02/2020	05/08/2020
11	05/03/2020	05/16/2020	05/22/2020
12	05/17/2020	05/30/2020	06/05/2020
13	05/31/2020	06/13/2020	06/19/2020
14	06/14/2020	06/27/2020	07/03/2020
15	06/28/2020	07/11/2020	07/17/2020
16	07/12/2020	07/25/2020	07/31/2020

Dates used for the employee counts are based on **pay period start and end dates**. Employee counts typically use the pay period that includes the 12th of the month. Since the tax build uses check dates, you want to find the first check date of the quarter being built and use that period start date as the start date for the count. Then find the last check date of the quarter and use that period end date as the end date for the count.

Click ***Print*** to view and/or print a copy of the selected report.

Click ***Start*** to create the selected electronic file.

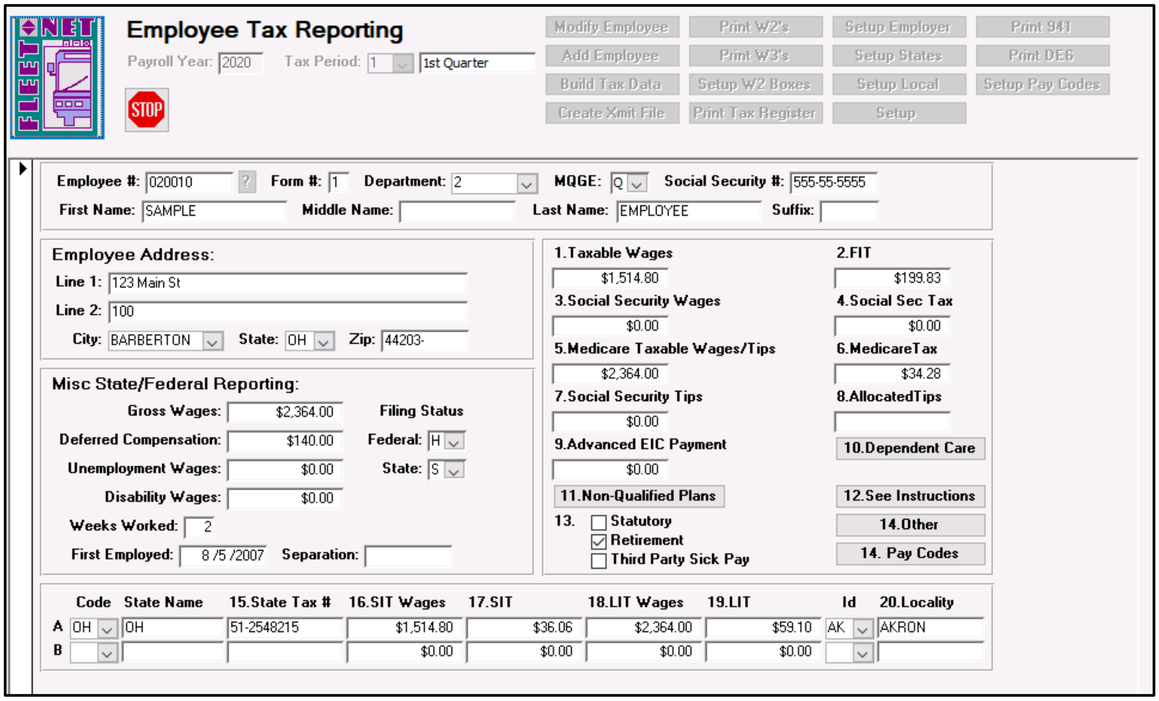
Click *OK* on the file creation completed message.

Click the ***Stop*** button to make the other selections available. Click ***Print Tax Register***, to view and/or print the register for the selected year and tax period.

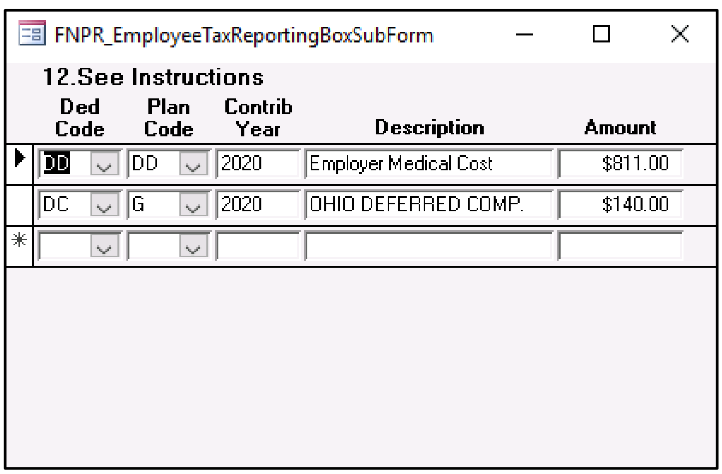
Click the ***Stop*** button to make the selections available. Click ***Print 941*** to view and/or print the 941 register for the selected year and tax period.

Modifying Employees

Click the *Stop* button to make the other selections available. Click ***Modify Employee***, the following form displays:

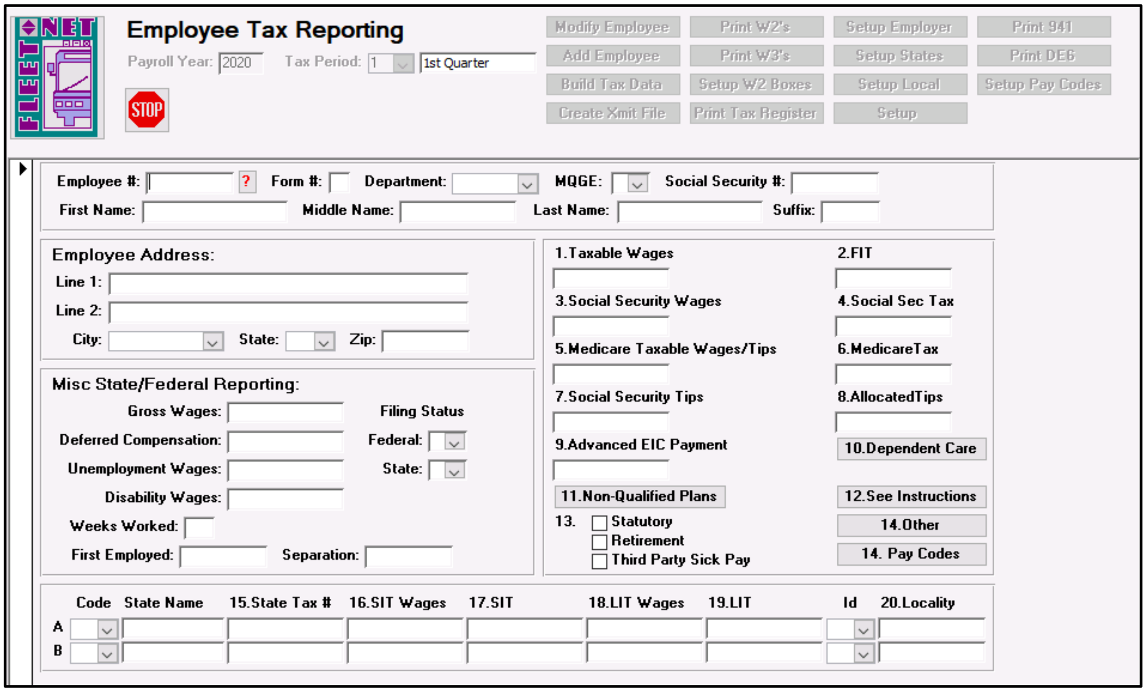


Edits can be made to all fields on this form. To access detail for boxes 10, 11, 12 and 14, click on the button with the box number being edited. The following form displays:



Click the *Stop* button to make the other selections available. Click ***Add Employee***, the following form displays:

Add Employee



If adding additional forms for an existing employee, the Form # field must be sequentially numbered. The system automatically numbers the first form as 1 during the tax build. Employees must be in the employee master to be added to the tax file.

Any information entered on a second W2 will not be picked up on the tax transmittal. You will either need to mail completed forms to the agency or update form 1 with the information.

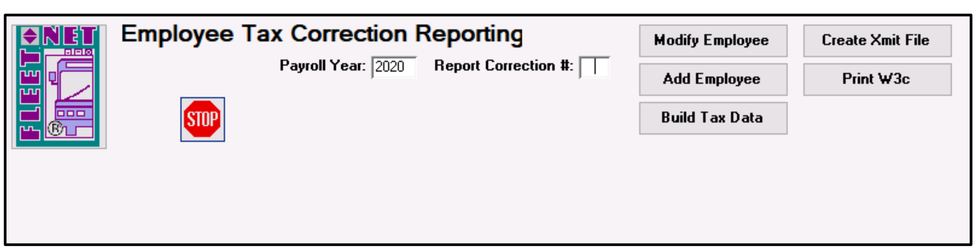
Click the ***Stop*** button to make the other selections available. Click ***Print 941***, the view and/or print a quarterly report for the selected payroll year and tax period.

W2C Builder

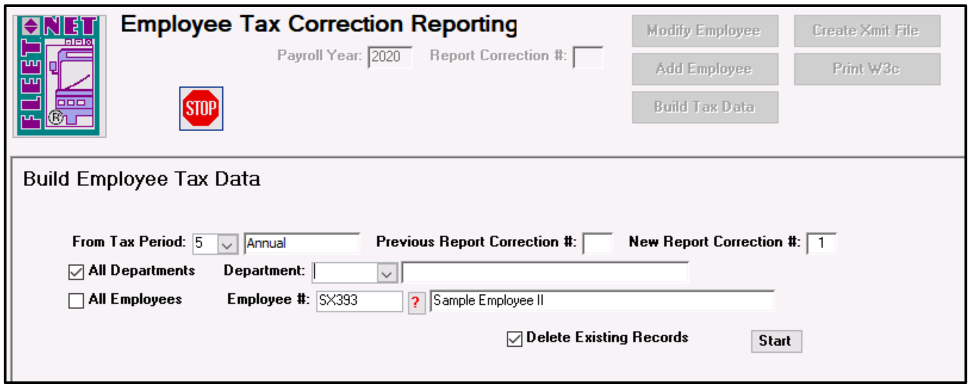
Verify the following in ***Setup Employer*** in Employee Tax Reporting

The Street Address / PO Box field is completed.
The PIN number field is populated with the User ID/Password assigned by the SSA.
Note the current file name in ***Path to File*** so that it can be reentered. Change the file name to W2C.

From the Payroll Tax Reporting menu (PR06) select #2 – W2C Builder.

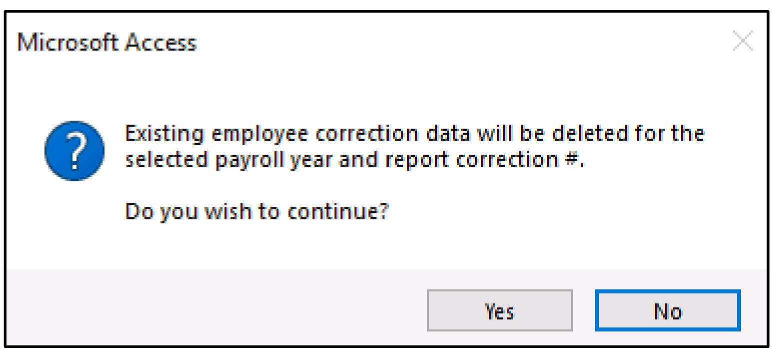


Enter the *Payroll Year* and click ***Build Tax Data***.

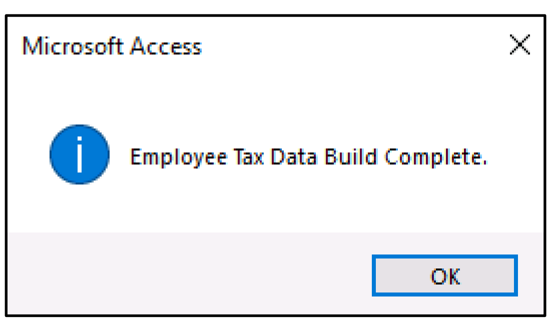


Field Name	Description
From Tax Period	Select the tax period being corrected: 1 = First Quarter 2 = Second Quarter 3 = Third Quarter 4 = Fourth Quarter 5 = Annual
Previous Correction Report	Enter the correction report number you are revising – leave blank if this is the first W2C
New Report Correction #	Enter the correction report #, if this is the first W2 you are revising, enter 1
All Departments	Leave checked to correct everyone or select a specific department
All Employees	Leave checked to correct everyone or enter a specific employee number
Delete Existing Records	Check this box if this is the first correction report being generated

Click *Start.*

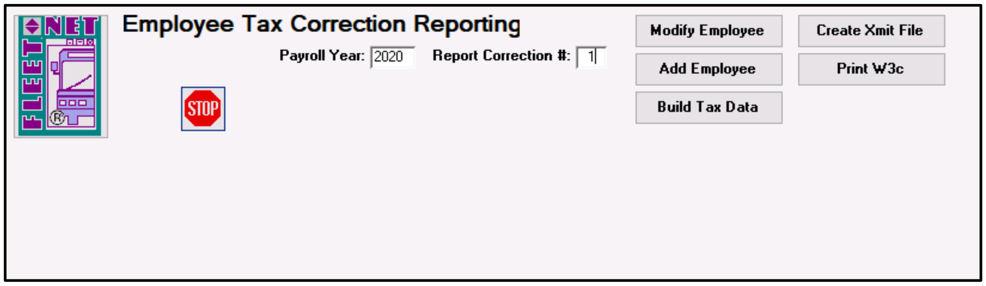


Click *Yes* to continue or *No* to cancel.



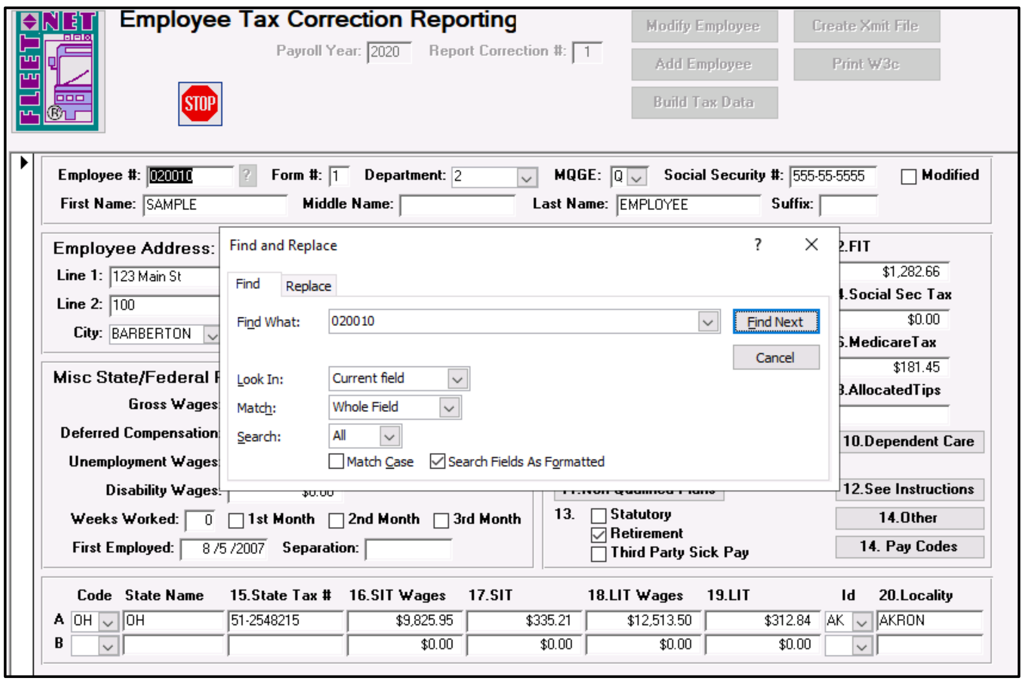
Click *OK*.

Click the Stop Sign to reactivate the selection buttons.

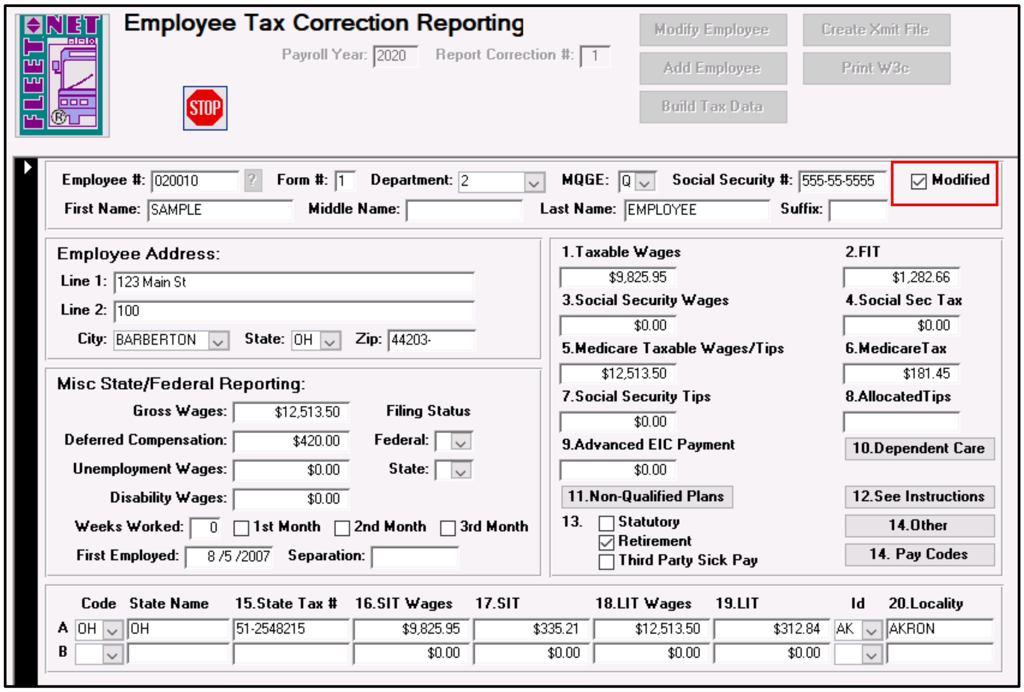


Field Name	Description
Payroll Year	Enter the payroll year you are correcting
Report Correction #	Enter the report #. If you are updating the first correction report enter 1.

Click *Modify Employee*.



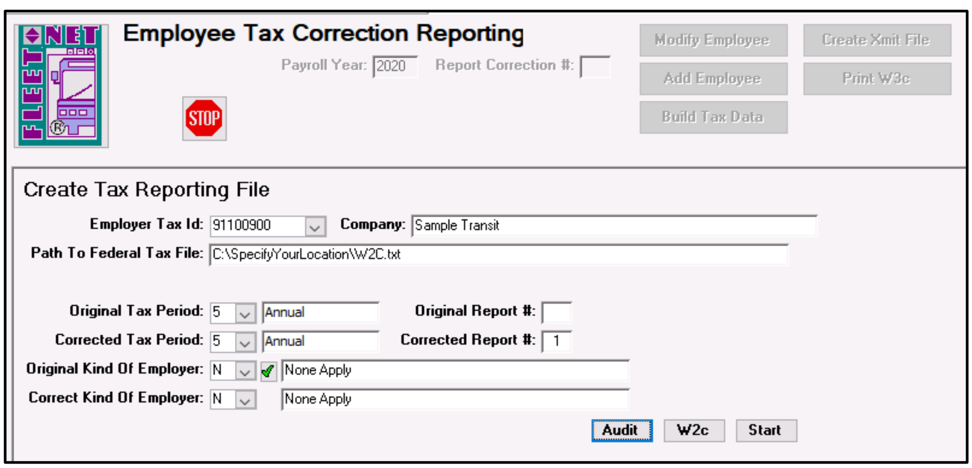
Locate the employee(s) who requires correction (click in the employee number field; press CTRL-F; enter the applicable employee number; close the 'find' form)



Enter the corrected data for all applicable fields and check the *Modified* box. Only those flagged employees will be included in the report. Once all edits are completed, click the ***Stop Sign*** to reactivate the selection buttons.

Click ***Add Employee*** if a new record needs to be created.

Click ***Create Xmit File*** for to create the text file for submission to the SSA.

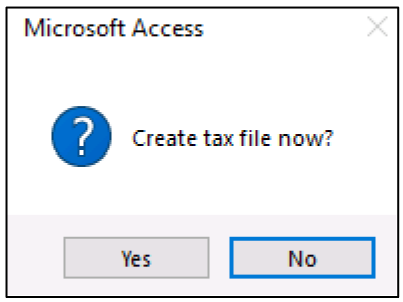


Field Name	Description
Employer Tax ID	Select the FEIN from the drop-down
Original Tax Period	Select the original tax period that was reported: 1 = First Quarter 2 = Second Quarter 3 = Third Quarter 4 = Fourth Quarter 5 = Annual
Original Report #	If this is the first correction report, leave blank, otherwise enter the original report #
Corrected Tax Period	Select the corrected tax period that is being reported:

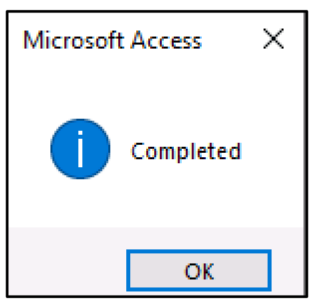
	1 = First Quarter 2 = Second Quarter 3 = Third Quarter 4 = Fourth Quarter 5 = Annual
Corrected Report #	Enter 1 if this is the first correction report, otherwise enter the new corrected report #
Original Kind of Employer	Select the original type of employer from the drop-down list
Corrected Kind of Employer	Select the corrected type of employer from the drop-down list

Click *Start*.

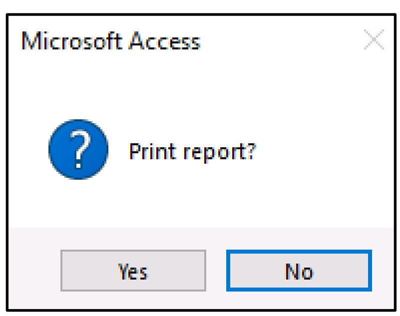
Click *Yes* to continue or *No* to cancel.



Click *OK* on the confirmation message.



Click ***Audit*** to print a report listing all changes.



Click *Yes* to continue or *No* to cancel.

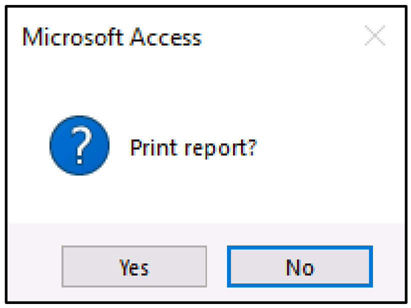
Employee Tax Correction Report

TaxYear: 2020	**MQGE:** Q	**Original Period:** Annual	12-December	**Original Report #:**	**Original Kind Of Employer:** N
		Corrected Period: Annual	12-December	**Correction Report #:** 1	**Correct Kind Of Employer:** N

	Original	Corrected		Original	Corrected		Original	Corrected
Soc Sec #:	555-55-5555		**FIT Earnings:**	$9,825.95		**Medicare:**	$181.45	
First Name:	SAMPLE		**FIT:**	$1,282.66		**Advanced EIC:**	$0.00	
Middle Name:			**FICA Earnings:**	$0.00		**Statutory Emp:**	No	
Last Name:	EMPLOYEE		**FICA:**	$0.00		**Retirement:**	Yes	
Suffix:			**Med Earnings:**	$12,513.50		**3Rd Party Sick:**	No	

Box	Plan	Year	Deduction		Original Amt	Correct Amt
12	DD	2020	DD	Employer Medical	811.00	
12	G	2020	DC	OHIO DEFERRED	420.00	280.00
14	414H	2020	PE	P.E.R.S. PICK-UP	764.85	724.35
14	UNION	2020	UD	UNION DUES-TW	119.48	89.55
14	UNITE	2020	UF	UNITED FUND	6.00	3.00

Click ***W-2c*** to print the employee copy of the W-2c.



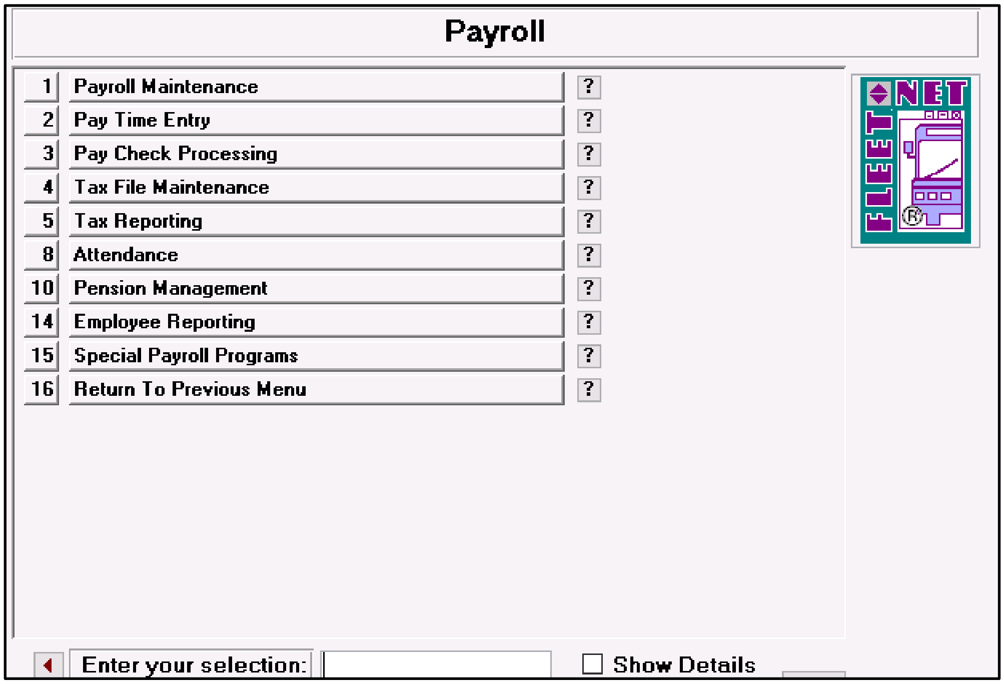
Click *Yes* to continue or *No* to cancel.

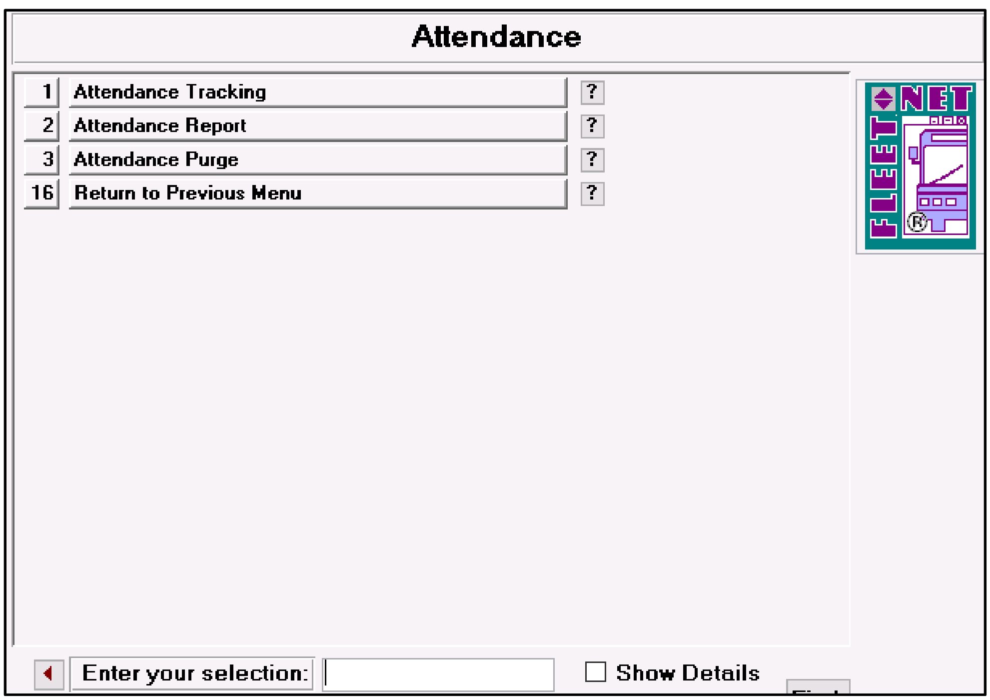
```
Sample Transit
123 Main Street                      2020                 555-55-5555
STATE COLLEGE PA 16803-

91100900

                                     SAMPLE               EMPLOYEE
                                     123 Main St
                                     100
                                     BARBERTON  OH  44203-

                                      G 20      420.00    G 20      280.00

414H        764.85   414H       724.35
UNION       119.48   UNION       89.55
UNITED        6.00   UNITED       3.00
```

Go back to the Payroll Tax Reporting menu (PR06) select #1 – Employee Tax Reporting and change the file name to the original file name as noted in the first step.

Attendance

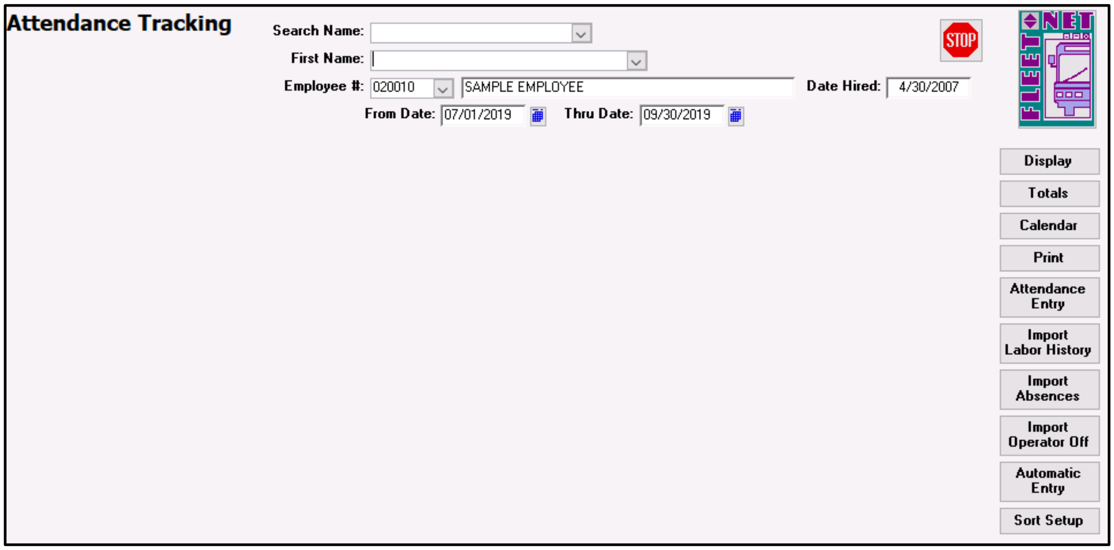
Select Attendance to track employee attendance.





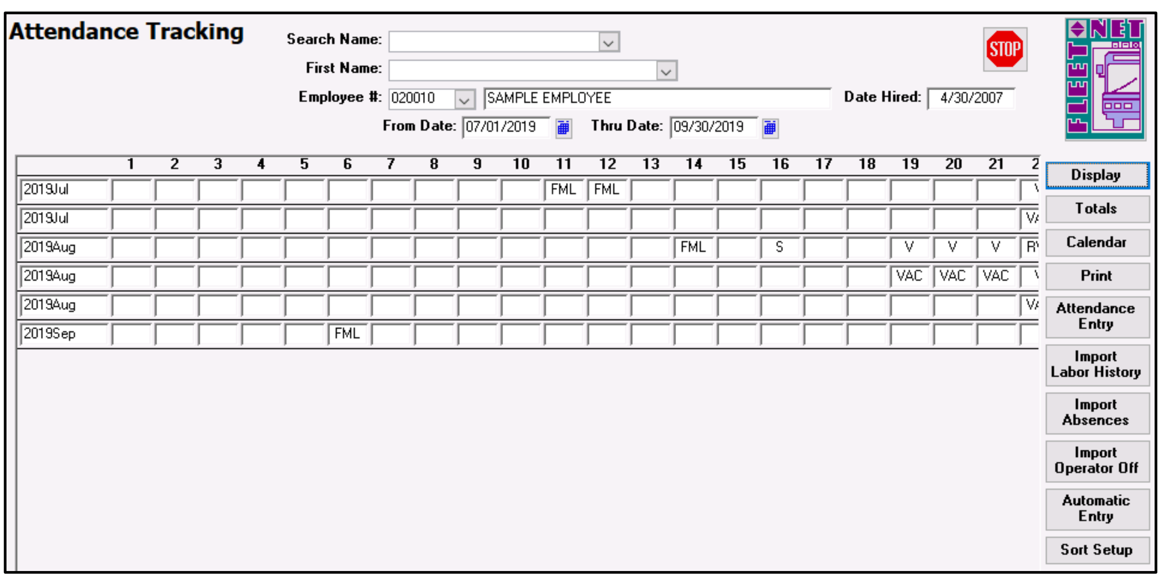
Attendance Tracking

Select *Attendance Tracking* to enter and/or import attendance. Use this form to enter data for employees or import data from Payroll (Import Labor History), Human Resources (Import Absences), Operator Timekeeping (Import Operator Off) or use Automatic Entry. The following form displays:

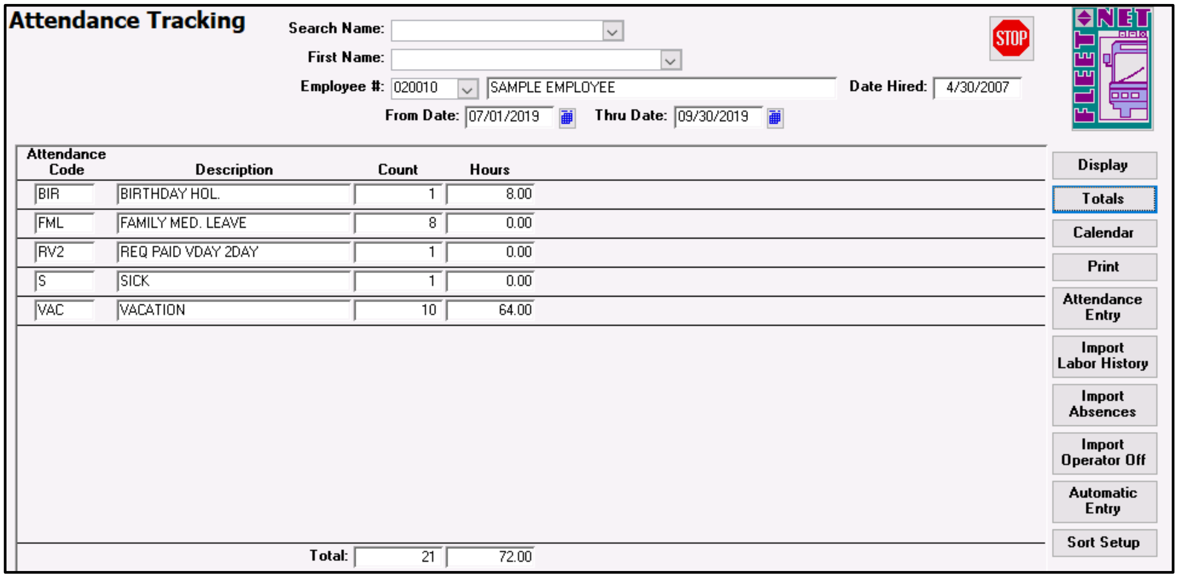


Field Name	Description
Search Name	Enter the employee's last name OR
First Name	Enter the employee's first name OR
Employee #	Enter the employee's number
Date Hired	Automatically populates once an employee is selected
From Date	Enter the starting date for reviewing reports for the selected employee or importing data from Payroll, Human Resources, Operator Timekeeping or creating entries in Automatic Entry
Thru Date	Enter the ending date for reviewing reports for the selected employee or importing data from Payroll, Human Resources, Operator Timekeeping or creating entries in Automatic Entry

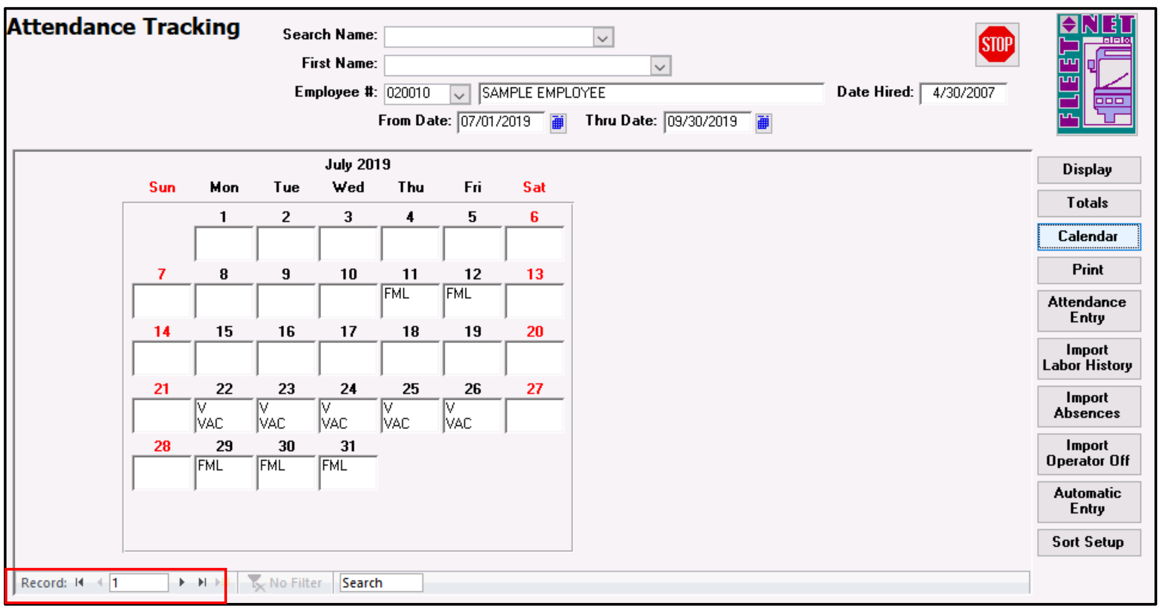
Select an employee, enter a date range, click ***Display.*** The following form displays:



Click *Totals* and the following form displays:

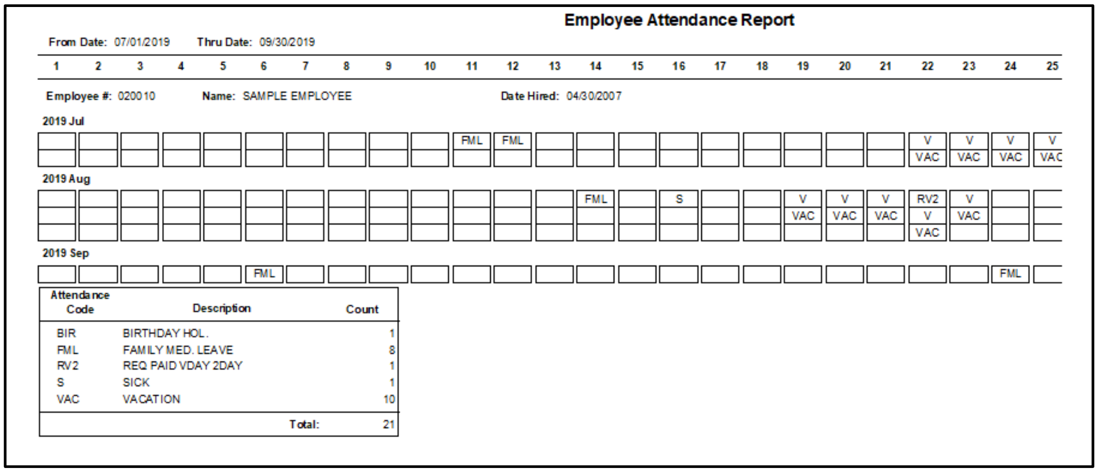


Click *Calendar* and the following form displays:

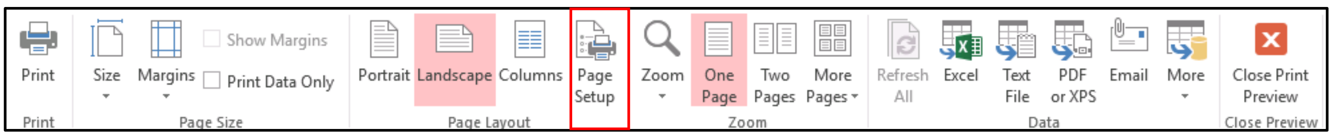


Use the ***record buttons*** to move between months.

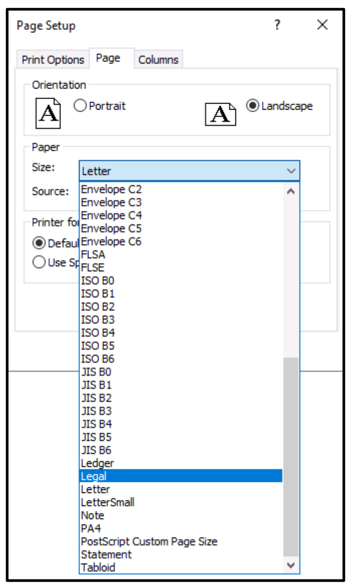
Click *Print* to print out the report.



The report defaults to a landscaped 81/2 X 11. To change the size, select ***Page Setup*** from the ribbon.

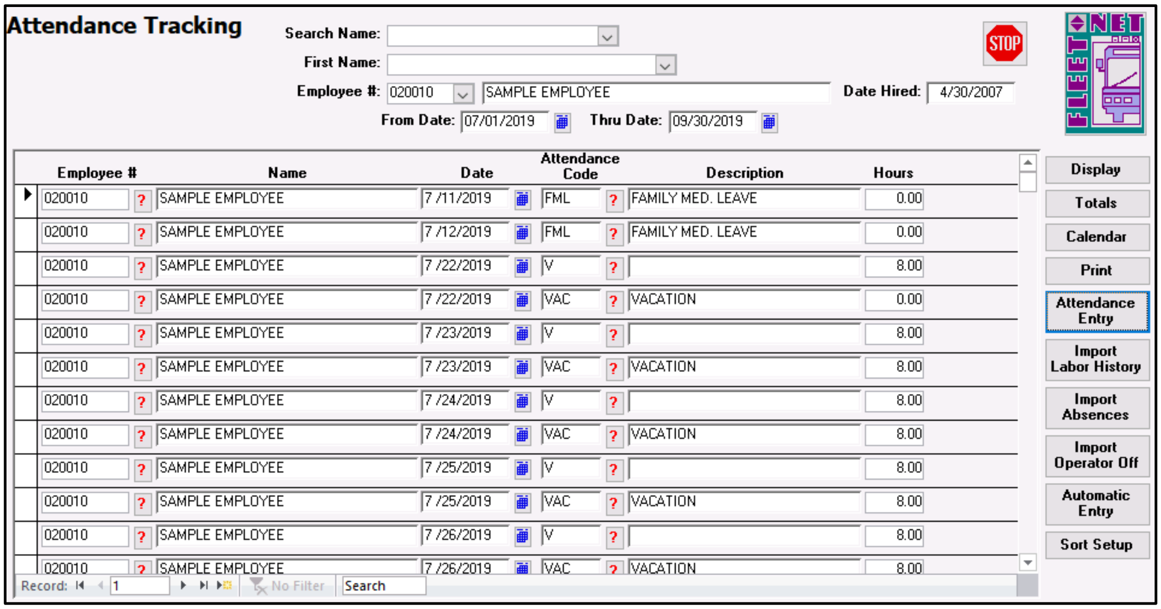


Then select Page from the Page Setup and select the size from the drop-down.



This will change the display on your screen. From there you can select Print from the ribbon and print the report.

Click ***Attendance Entry*** to enter attendance records. Any existing records for the selected date range displays. Entries can be made on this form outside of the date range selected.



Field Name	Description
Employee #	Enter the employee number
Name	Automatically populates based on the employee number entered
Date	Enter the applicable attendance record date
Attendance Code	Enter the attendance code or use the red question mark to search for the code
Description	Automatically populates based on the attendance code selected
Hours	Enter the number of hours being recorded for the selected attendance code. This field can be left blank if hours are not tracked.

Click:

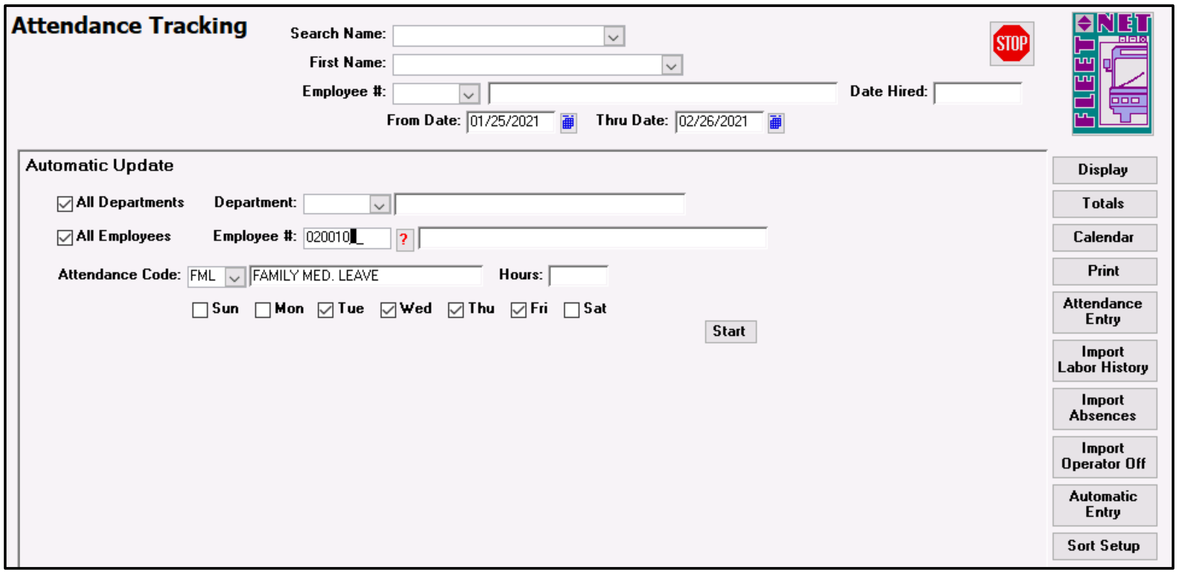
Import Labor History to import attendance records from Payroll. Pay codes entered in Labor Entry or Time Entry with associated attendance codes can be imported into attendance. Refer to the *Pay Code Setup* section of this manual.

Import Absences to import attendance records from absence tracking in Human Resources. Absence records entered in Human Resources must have an attendance code assigned for the records to import into attendance.

Import Operator Off to import attendance records from Operator Timekeeping. Operator Off entries entered in Operator Timekeeping must have an attendance code assigned for the records to import into attendance.

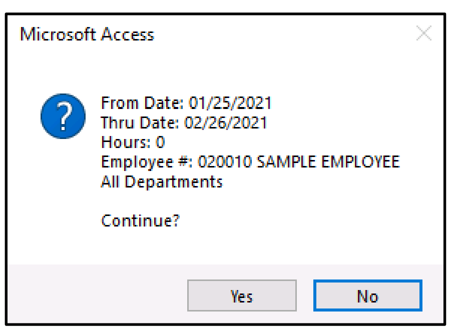
If the attendance code is the same in Labor History, Absences or Operator Off, the entries will not duplicate if entered in more than one location and imported.

Click ***Automatic Entry*** to enter attendance for a specific date or range of days. This can be used to enter a specific attendance code for a date or a range of dates for all employees or employees in a selected department. It can also be used to enter attendance codes for a specific employee by date range. This is helpful when an employee is out on extended leave or for entering paid time off (such as a holiday) for all employees in the organization or specific departments.



Field Name	Description
From Date	Enter the first date that the Automatic Attendance entry will be recorded on
Thru Date	Enter the last date that the Automatic Attendance entry will be recorded on
All Departments	Leave the box checked if the entries are for all departments
Department	Select the department from the drop-down list to make entries for a specific department
All Employees	Leave the box checked if the entries are for all employees. If a specific department was selected and the All Employees box is checked, entries will be made for all employees in the selected Department
Employee #	Enter the employee number to make entries for a specific employee
Attendance Code	Select the applicable attendance code from the drop-down list
Hours	Enter the number of hours being recorded for the selected attendance code. This field can be left blank if hours are not tracked.
Day of the Week	Check the applicable day or days of the week. If a date range is selected for a one month period and the employee is going to be off every Tuesday during the month, check the box labeled Tuesday and an attendance record will be written for every Tuesday that falls within the date range.

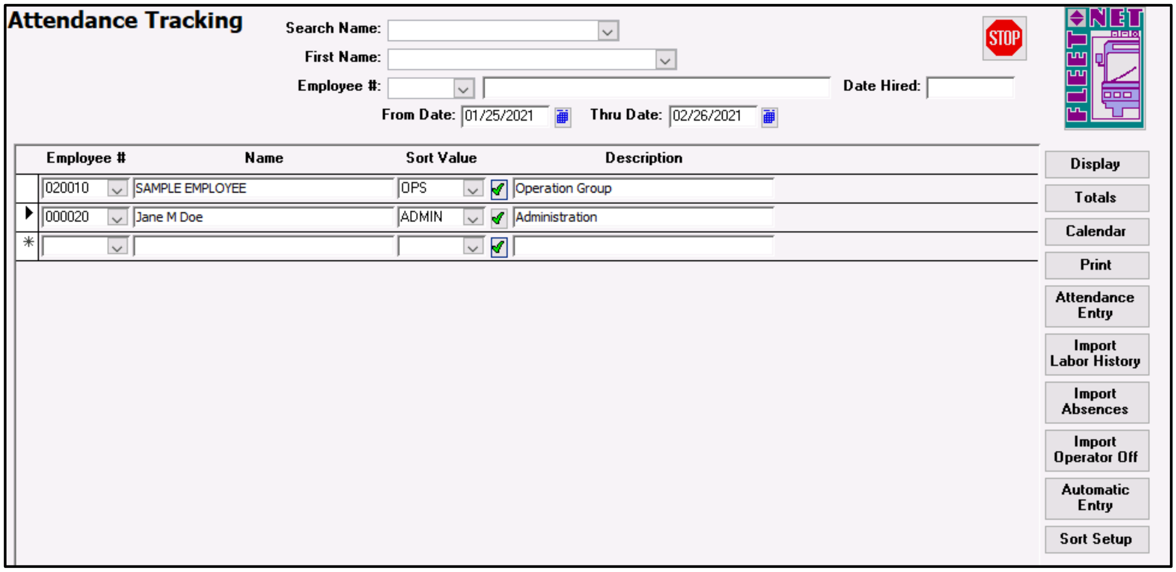
Click *Start.* The following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

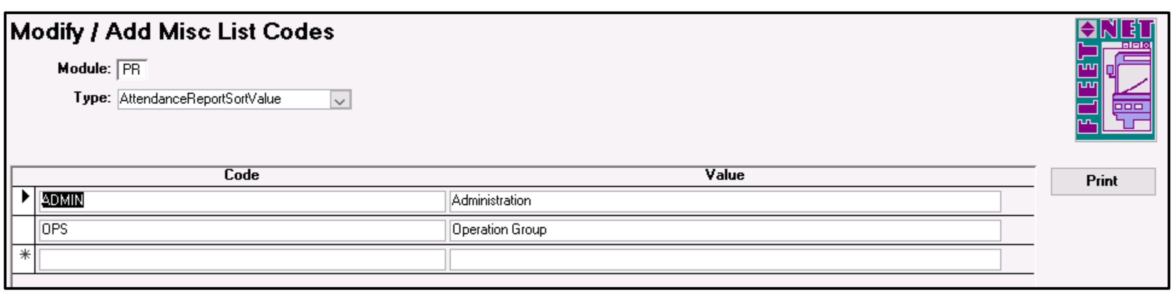
Click *OK* on the update confirmation message.

Click ***Sort Setup*** to assign a user defined sort option. The standard reports sort by department and employee number. Assigning a user defined option will allow for the reports to be sorted by assigned groupings.



Field Name	Description
Employee #	Select each employee that is being assigned to a user defined sort group
Name	Automatically populates based on the employee number selected
Sort Value	Select the code from the drop-down list for the group that the selected employee is being assigned to
Description	Automatically populates based on the Sort Value selected

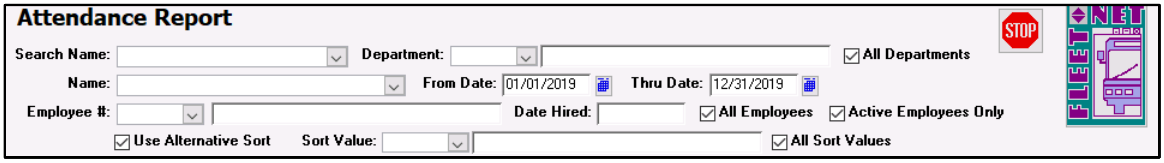
To create a Group, click on the green checkmark for Sort Value and update the list with the new group code and value (description). This allows you to specify employees to print instead of all employees at one time. It's very useful when printing reports for department managers.



Field Name	Description
Code	Enter a code for each of the sort groups
Value	Enter a definition for the sort group

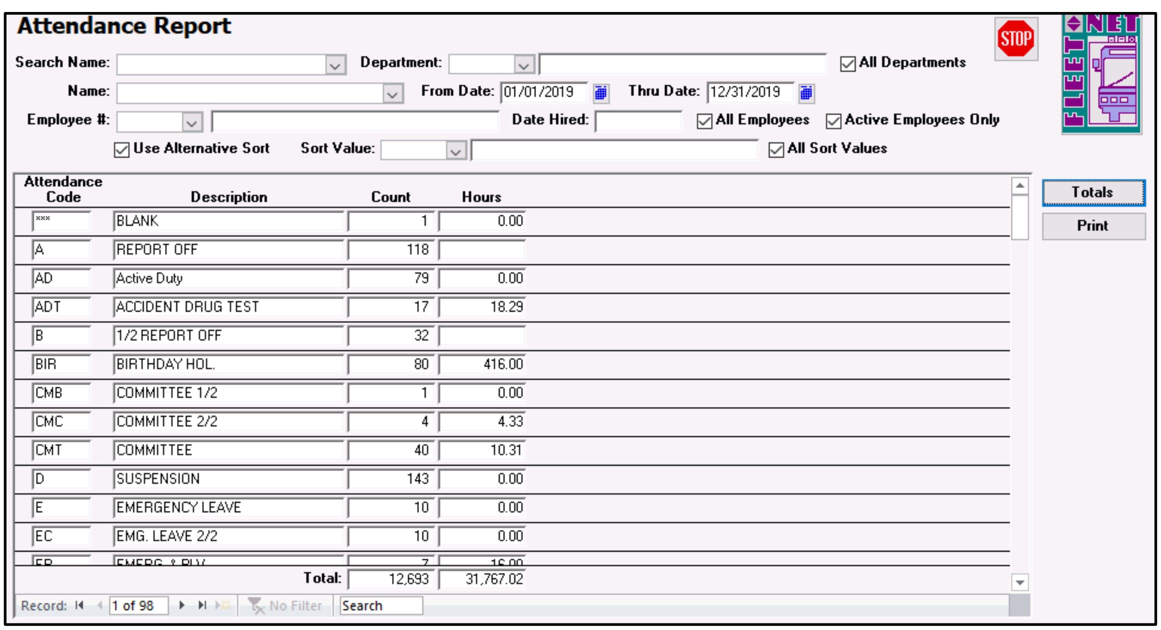
Attendance Report

Select *Attendance Report* from the Attendance menu to review and/or print attendance records for multiple employees. The following form displays:



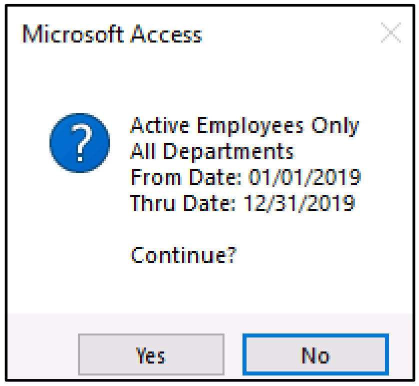
Field Name	Description
Search Name	To produce a report for a specific employee, enter the employee's last name OR
Name	Enter the employee's first name OR
Employee #	Enter or select the employee number from the drop-down list
Department	Select the department from the drop-down list to run the reports for a specific department
All Departments	Leave the box checked to run the report for all departments
From Date	Enter the first date for the report date range
Thru Date	Enter the last date for the report date range
Date Hired	If a specific employee is selected their date of hire automatically populates
All Employees	Check this box to generate a report for all employees.
Active Employees Only	Leave the box checked to exclude inactive employees. Remove the check mark to see all employees with attendance records for the selected date range.
Use Alternative Sort	Check this box to sort the report based on the User Defined Sort Value. Leave it unchecked to sort the report by department and employee number
Sort Value	If the 'Use Alternative Sort' box was checked, select the sort group to produce a report for one sort group.
All Sort Values	Check this box to produce a report for all user defined sort groups.

Click *Totals*, the following form displays:

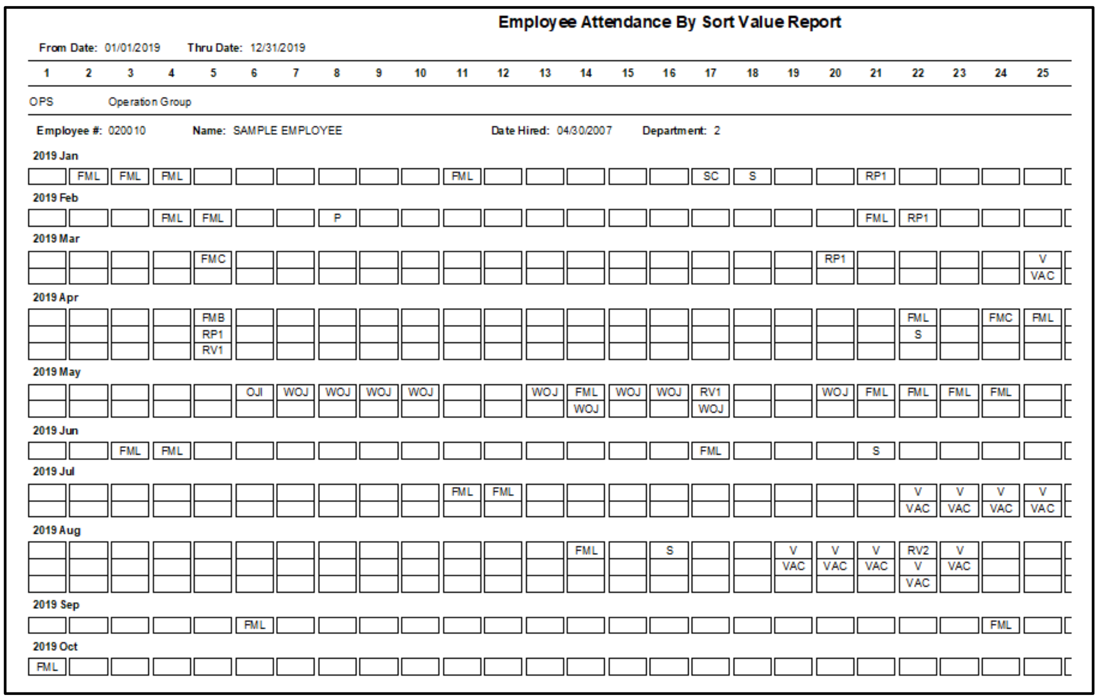


Attendance Code	Description	Count	Hours
***	BLANK	1	0.00
A	REPORT OFF	118	
AD	Active Duty	79	0.00
ADT	ACCIDENT DRUG TEST	17	18.29
B	1/2 REPORT OFF	32	
BIR	BIRTHDAY HOL.	80	416.00
CMB	COMMITTEE 1/2	1	0.00
CMC	COMMITTEE 2/2	4	4.33
CMT	COMMITTEE	40	10.31
D	SUSPENSION	143	0.00
E	EMERGENCY LEAVE	10	0.00
EC	EMG. LEAVE 2/2	10	0.00
	Total:	12,693	31,767.02

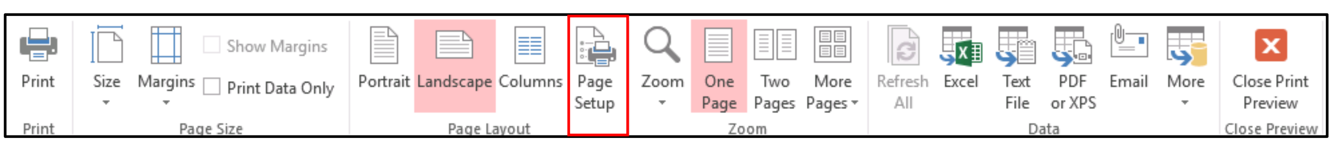
Click ***Print*** to print a report. If you have a ***sort value*** created, you can select it from the drop-down. This will allow you to only print the employees specified in the sort order.



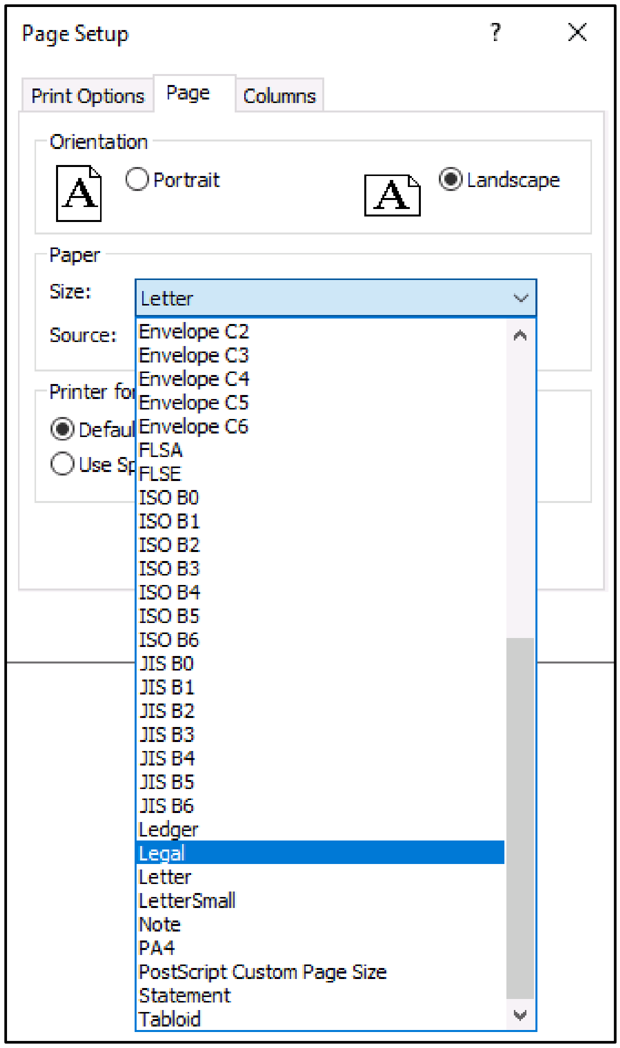
Click *Yes* to continue or *No* to cancel.



The report defaults to a landscaped 81/2 X 11. To change the size, select Page Setup from the ribbon.



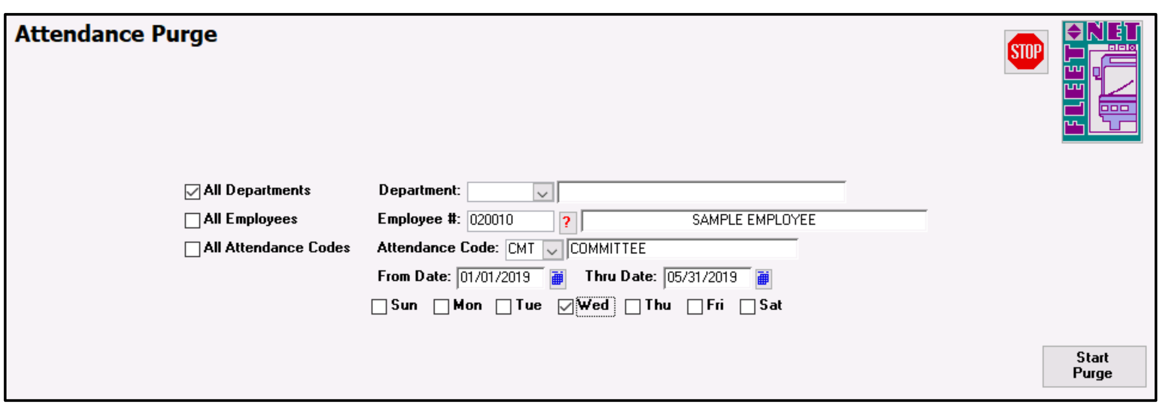
Then select Page from the Page Setup and select the size from the drop-down.



This will change the display on your screen. From there you can select Print from the ribbon and print the report.

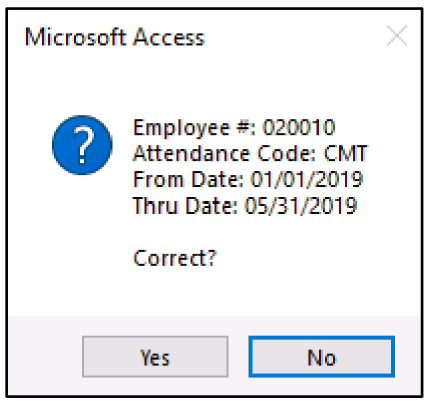
Attendance Purge

Select *Attendance Purge* to purge attendance records. The following form displays:



Field Name	Description
All Departments	Leave the box checked to run the purge for all departments
Department	Select the department from the drop-down list to run the purge for a specific department
All Employees	Leave the box checked to run the purge for all employees
Employee #	Enter the employee number to run the purge for a specific employee
All Attendance Codes	Leave the box checked to run the purge for all attendance codes
Attendance Code	Select the attendance code from the drop-down list to run the purge for a specific attendance code
From Date	Enter the first date to purge records
Thru Date	Enter the last date to purge records
Day of the Week	Check the applicable day or days of the week. If a date range is selected for a one month period and the records are to be purged for Thursdays during the month, check the box labeled Thursday and an attendance record will be purged for every Thursday that falls within the date range.

Click *Start Purge,* the following message displays:



Click *Yes* to continue or *No* to cancel.

Click *OK* on the purge completion message.

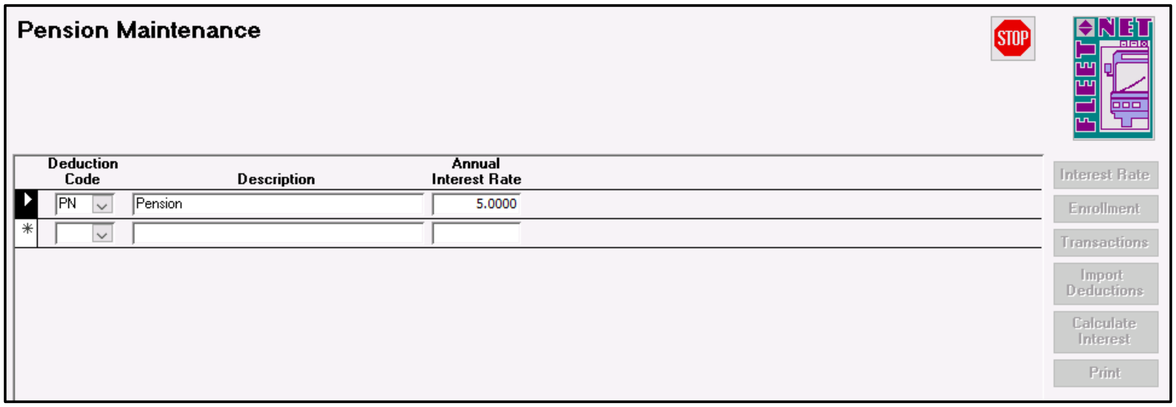
Pension Management

The Pension Management feature allows the employer to track pension contributions and earnings for all employees who are enrolled.

Pension Maintenance

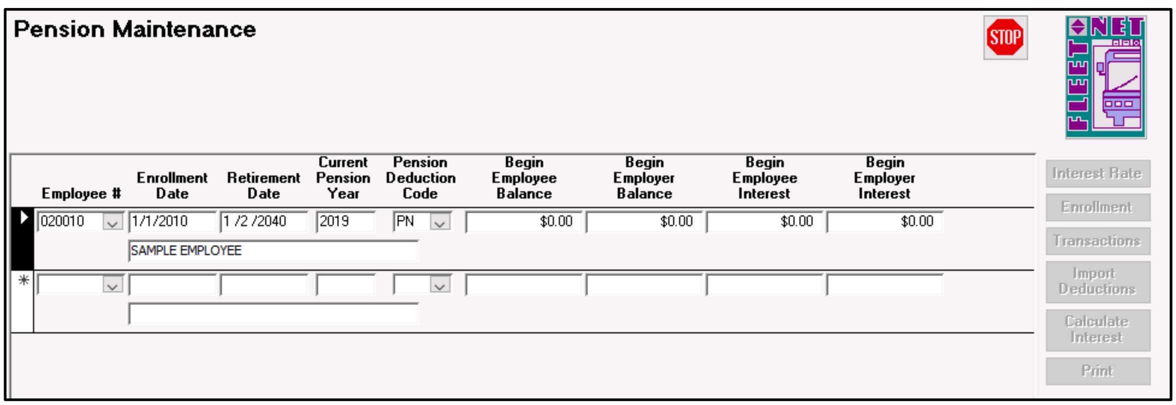
Select *Pension Maintenance* to maintain pension data. The following form displays:

Click ***Interest Rate*** to assign current interest rates to the deduction codes for the pension plan. The following form displays:



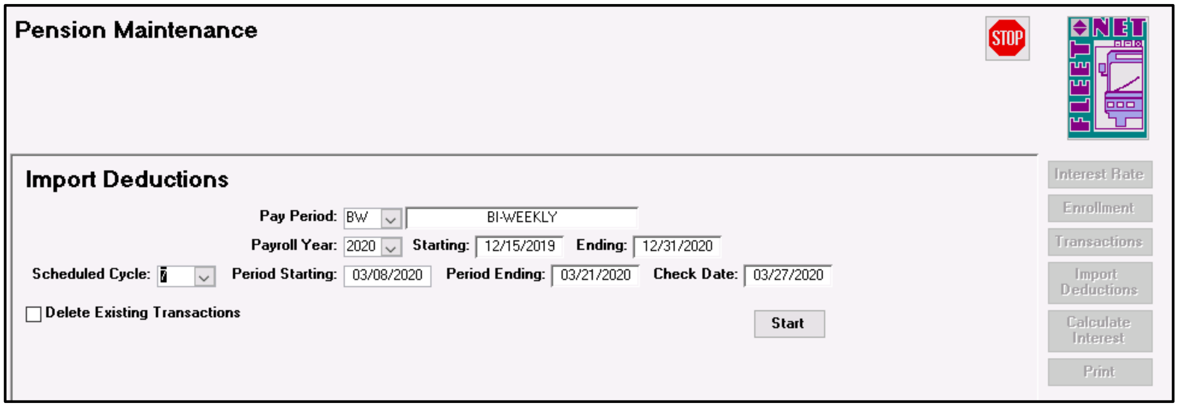
Field Name	Description
Deduction Code	Select the deduction codes(s) from the drop-down list
Description	Automatically populates based on the deduction code selected
Annual Interest Rate	Enter the interest rate applicable to each deduction code selected

Click ***Stop*** to make the other selections available. Click ***Enrollment,*** the following form displays:



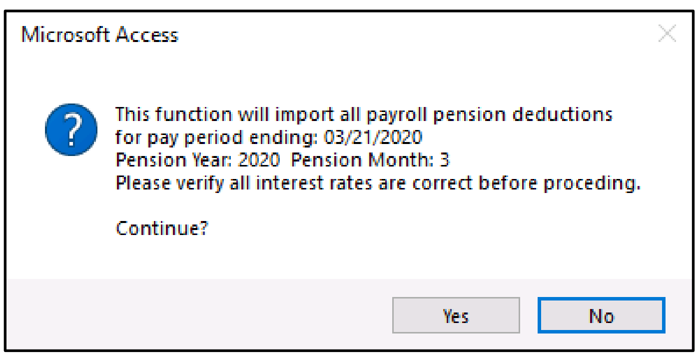
Field Name	Description
Employee #	Select the employee number from the drop-down list
Enrollment Date	Enter the enrollment date for the selected employee
Retirement Date	Enter the anticipated retirement date for the selected employee
Current Pension Year	Select the pension year from the drop-down list
Pension Deduction Code	Select the pension deduction code from the drop-down list
Begin Employee Balance	For initial set up purposes enter a lump sum employee contribution amount for the current pension year
Begin Employer Balance	For initial set up purposes enter a lump sum employer contribution amount for the current pension year
Begin Employee Interest	For initial set up purposes enter a lump sum employee interest amount for the current pension year
Begin Employer Interest	For initial set up purposes enter a lump sum employer interest amount for the current pension year

Click ***Stop*** to make the other selections available. Click ***Import Deductions*** to import data from an UPDATED payroll. The following form displays:



Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populates based on the payroll year selected
Ending	Automatically populates based on the payroll year selected
Scheduled Cycle	Select the cycle from the drop-down list. The only cycles that will be available for import are those that are updated
Period Starting	Automatically populates based on the cycle selected
Period Ending	Automatically populates based on the cycle selected
Check Date	Automatically populates based on the cycle selected
Delete Existing Transactions	Check the box to delete existing transactions

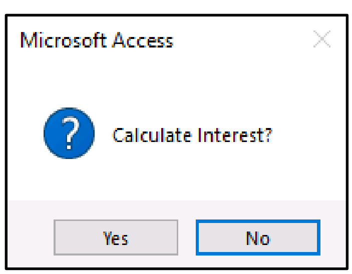
Click *Start*, the following message displays:



Click *Yes* to continue or *No* to cancel.

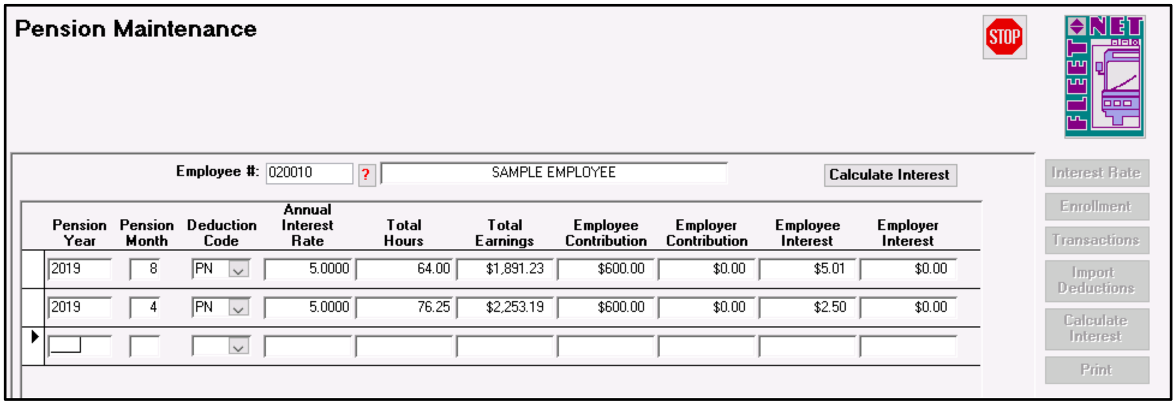
Click *OK* at the import completion message.

Click *Stop* to make the other selections available. Click ***Calculate Interest*** to calculate interest on the imported records. The following message displays:



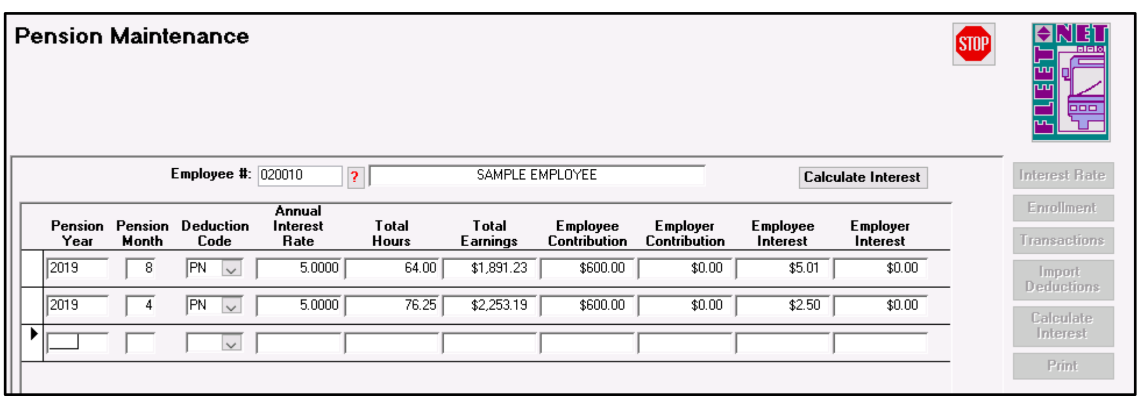
Click *OK* on the interest calculation completion message.

Click ***Stop*** to make the other selections available. Click ***Transactions*** to view and/or edit existing transactions. The following form displays:

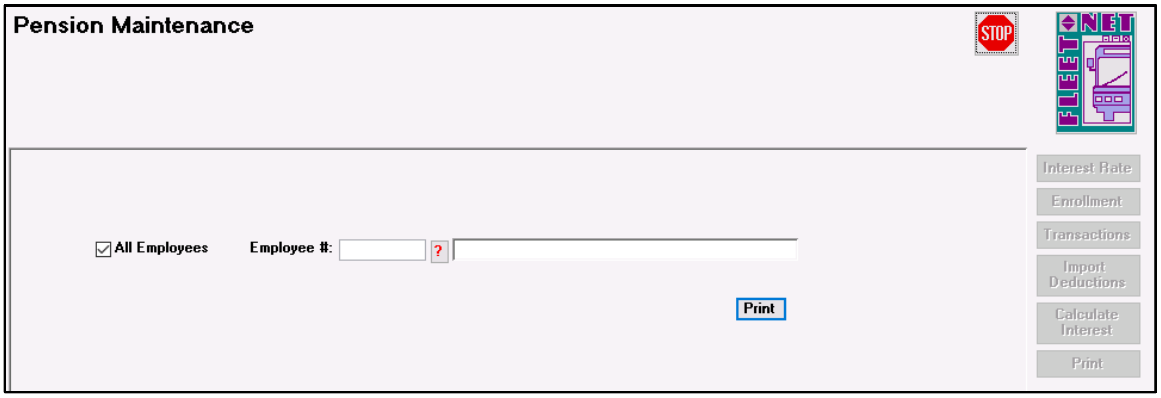


Field Name	Description
Employee #	Select the employee number from the drop-down list. Existing transactions for the selected employee displays
Pension Year	To add a new record, enter the pension year
Pension Month	To add a new record, enter the pension month
Deduction Code	To add a new record, select the new deduction code from the drop-down list
Annual Interest Rate	To add a new record, enter the annual interest rate
Total Hours	To add a new record, enter the total hours subject to the pension transaction
Total Earnings	To add a new record, enter the total earnings subject to the pension transaction
Employee Contribution	To add a new record, enter the employee contribution amount
Employer Contribution	To add a new record, enter the employer contribution amount

Click ***Calculate Interest*** to calculate the interest associated with the new pension data, the following form displays:



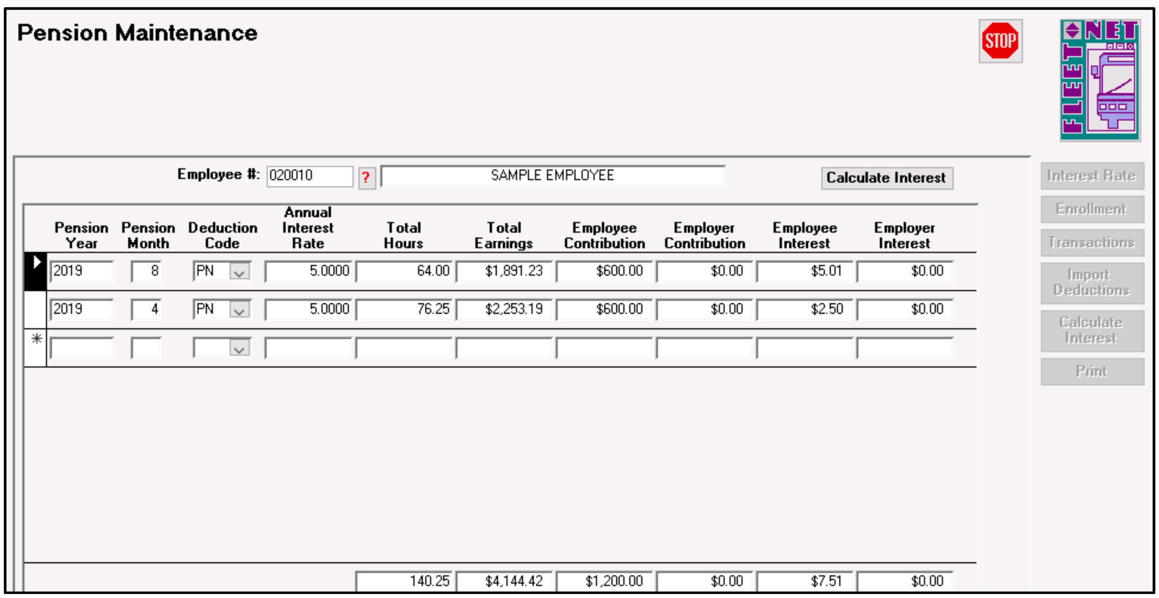
Click ***Stop*** to make the other selections available. Click ***Print*** to view and/or print the pension report. The following form displays:



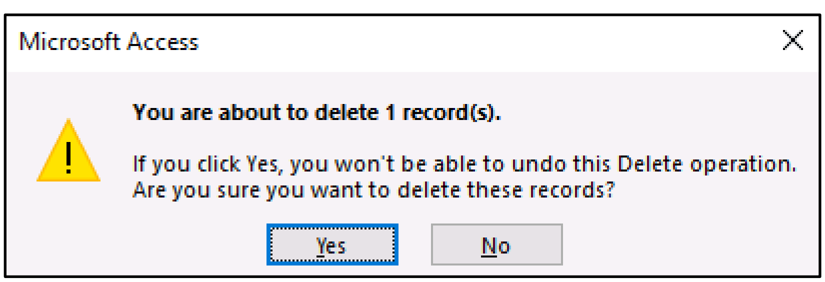
Field Name	Description
All Employees	Leave the box checked to view/print a report for all employees
Employee #	Select the employee number from the drop-down list to view/print a report for the selected employee

Click *Print.*

If a check is voided and not re-issued the pension entry must be manually deleted. To do so, click on *Transactions.* Select the applicable employee, the following form displays:



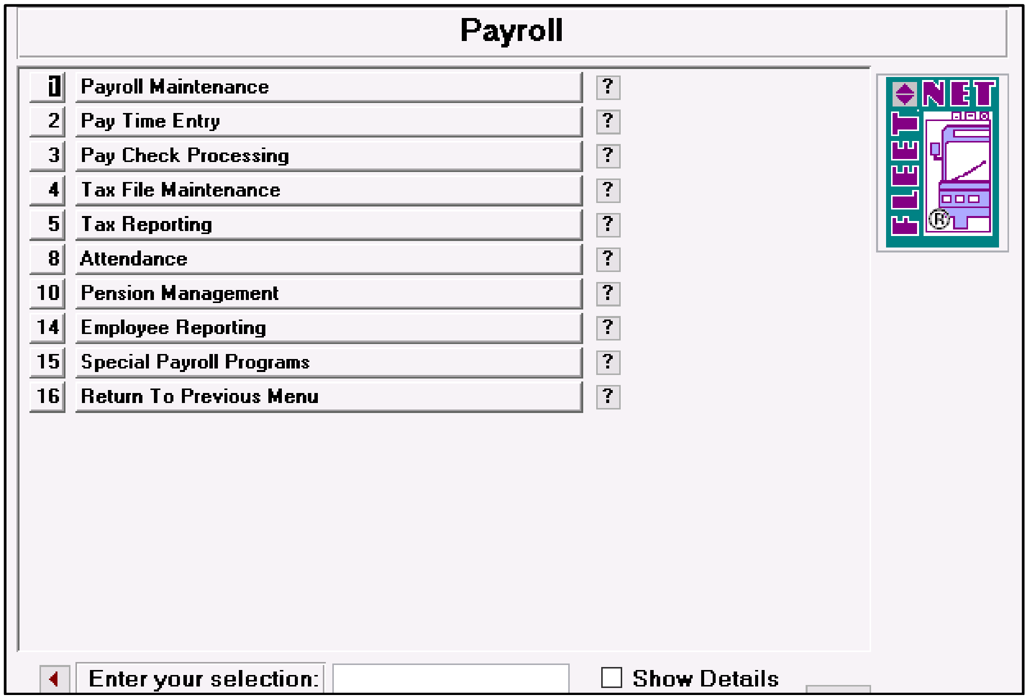
Highlight the record associated with the check that was voided, press *Delete* on the keyboard, the following message displays:



Click *Yes* to Continue or *No* to Cancel.

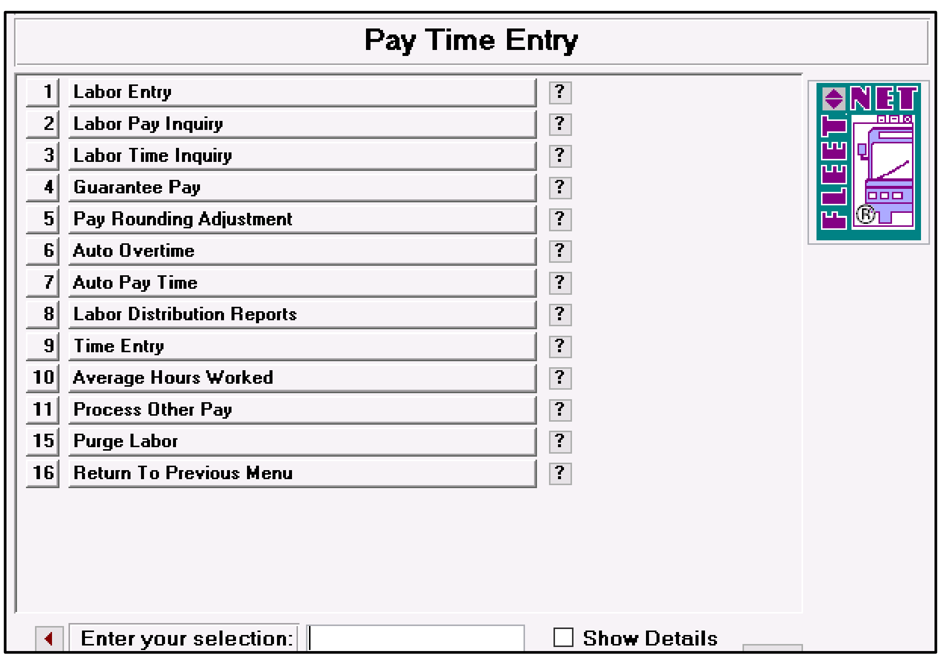
Payroll Processing

After all setups have been completed (for an initial installation) or edited (for payroll cycles), the next two steps are Time Entry and Pay Check Processing.



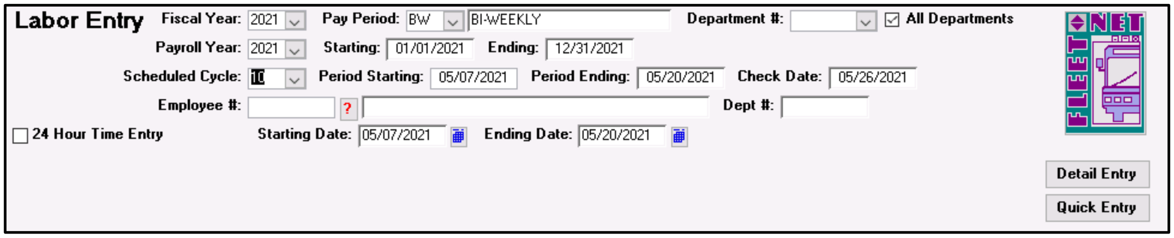
Pay Time Entry

There are three ways to enter time in payroll; Manual Entry, Transfer to Payroll from Automated Dispatch or Generate Daily Pay from Operator Timekeeping.



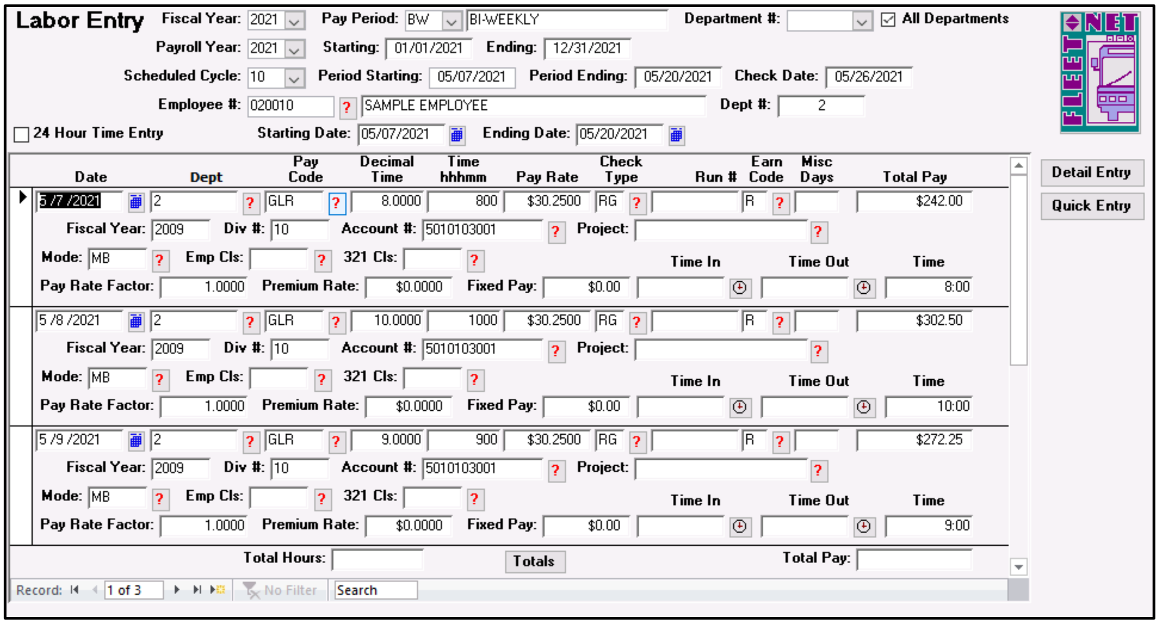
Labor Entry

Select Labor Entry to enter time manually or make edits to time transferred from Automated Dispatch and/or Operator Dispatch. The following form displays:



Field Name	Description
Fiscal Year	Select the fiscal year from the drop-down list. If Default Miscellaneous Codes are setup, this field will default to the current fiscal year.
Pay Period	Select the pay period from the drop-down list. If Default Miscellaneous Codes are setup, this field will default to the transit's pay period.
Department	Leave blank to access employees from all departments or select a specific department from the drop-down list
Payroll Year	Select the payroll year from the drop-down list. If Default Miscellaneous Codes are setup, this field will default to the current payroll year.
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Employee #	Enter the employee number or click the red question mark to search for the employee by last name if time is being entered or edited for a specific employee. Leave blank to see all employees
Department	Automatically populated based on the employee selected
Starting Date	Date defaults to the starting date of the cycle selected. The date can be changed to any date within the pay cycle. If dates are changed, only the selected dates display on the form.
Ending Date	Date defaults to the ending date of the cycle selected. The date can be changed to any date within the pay cycle. If dates are changed, only the selected dates display on the form.
24 Hour Time Entry	Check box to enter Time In & Time Out in Military (24 hour) Time. Example 1:00pm = 13:00.

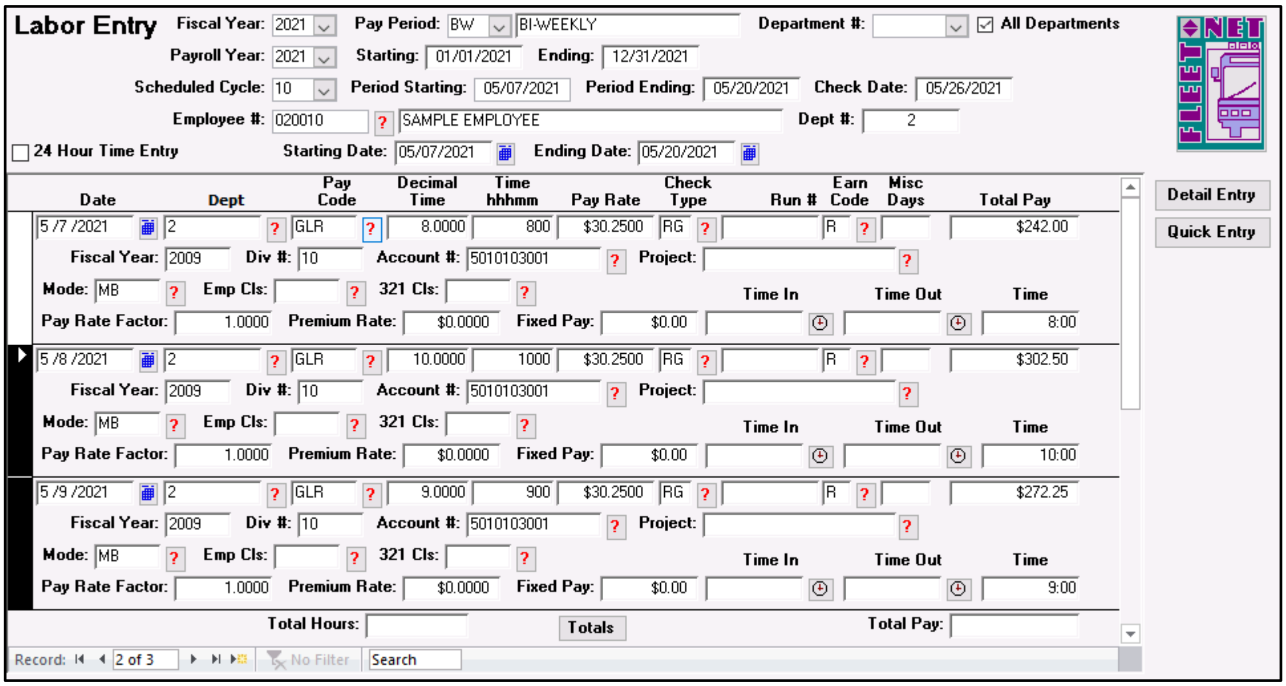
If a specific employee and Detail Entry are selected, the following form displays:



Field Name	Description
Date	Enter the date worked
Pay Code	Enter the applicable pay code
Decimal Time / Time hhmm	Time can be entered in either field. If time is entered in the Decimal Time field, the system will compute and automatically populate the Time hhmm (Hours/Minutes). If time is entered in the Time hhmm field, the system will compute and automatically populate the Decimal Time field.
Pay Rate	Automatically populated from the current pay rate in the Employee Master. If the pay rate changes during the pay cycle, the applicable pay rate for each date displays.
Department	Automatically populated from the Employee Master
Check Type	Automatically populated based on the check type assigned to the selected pay code
Run #	Enter the run number, if applicable or leave blank
Earn Code	Automatically populated based on the earn code assigned to the selected pay code
Total Pay	Automatically calculates based on the time entered times the pay rate
Fiscal Year	Automatically populated from the Employee Master or pay code set up
Div #	Automatically populated from the Employee Master or pay code set up
Account #	Automatically populated from the Employee Master or pay code set up
Project	Enter the Project number if applicable.
Mode	Automatically populated from the Employee Master or pay code set up
Emp Cls	Automatically populated from the Employee Master or pay code set up
321 Cls	Enter the NTD 321 class, if applicable.
Misc/Days	Used only if pay period code in employee master is DM, enter the number of days worked. This factor is used for computing taxes.
Pay Rate Factor	Automatically populated from the pay code set up
Premium Rate	Automatically populated from the pay code set up
Fixed Pay	Automatically populated from the pay code set up
Time In	Enter the time the employee clocked in, if applicable
Time Out	Enter the time the employee clocked out, if applicable
Time	Automatically calculates based on the times entered in Time In and Time Out

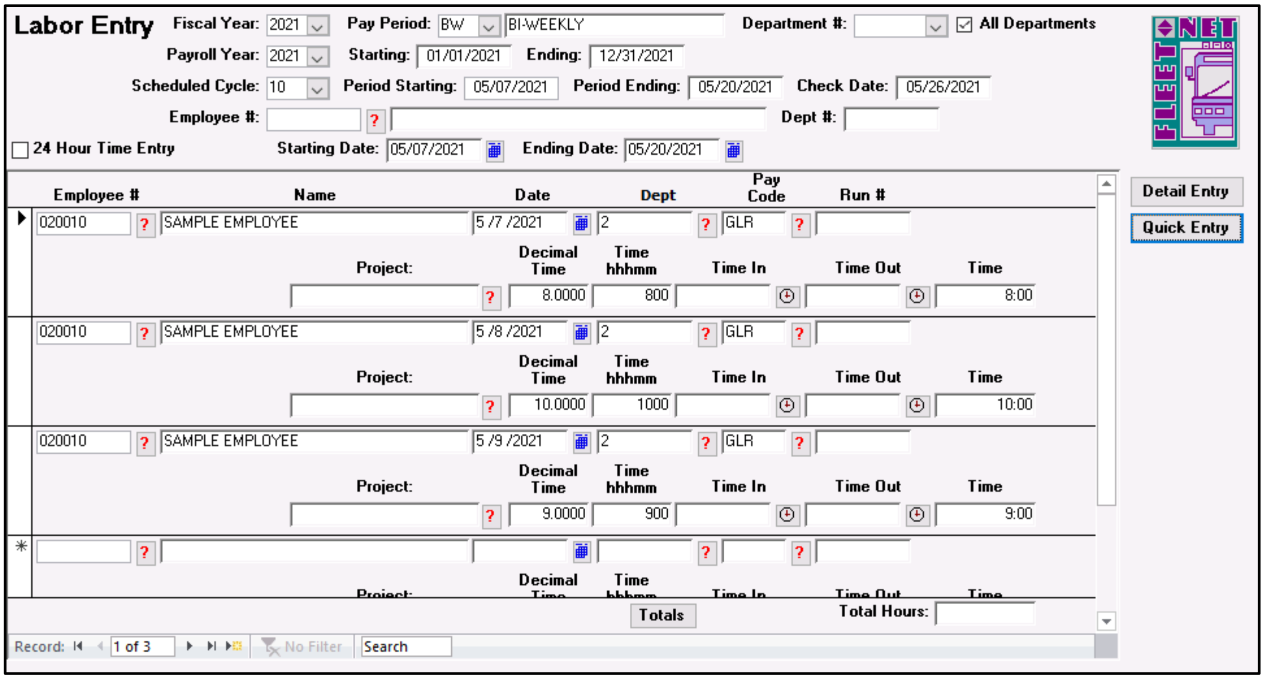
Total Hours	The total hours display in this field after the Totals button is clicked
Totals	Click Totals to calculate the hours and pay for all entries displayed on the form
Total Pay	The total pay displays in this field after the Totals button is clicked

To delete one or more entries, click on the field to the left of the date. To select multiple sequential entries, click on the first entry to be deleted, hold down the shift key and click on the remainder of the entries to be deleted. The selected entries will now have a black bar at the far left side of the field; press delete on the keyboard or right click and select *Cut.*



To edit an entry, click in the field to be edited and type in the new data. All fields on the form can be edited. I.e., If an employee used vacation time and his time is generated from Operator Timekeeping using his employee normal pay code, the pay code can be changed on this form from the normal pay code to the vacation pay code.

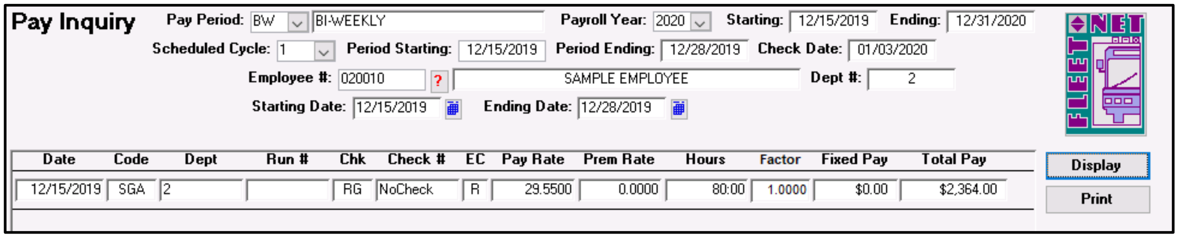
If Quick Entry is selected, the following form displays:



Field Name	Description
Employee #	Enter the employee number
Name	Automatically populated based on the employee number entered
Date	Enter the date worked
Pay Code	Enter the applicable pay code
Department	Automatically populated from the Employee Master
Run #	Enter the run number, if applicable or leave blank
Project	Enter the Project number if applicable. If a project is entered, when payroll is updated, the cost of this labor will transfer to the Project Tracking Cost form on the GL menu.
Decimal Time / Time hhmm	Time can be entered in either field. If time is entered in the Decimal Time field, the system will compute and automatically populate the Time hhmm (Hours/Minutes). If time is entered in the Time hhmm field, the system will compute and automatically populate the Decimal Time field.
Time In	Enter the time the employee clocked in, if applicable
Time Out	Enter the time the employee clocked out, if applicable
Time	Automatically calculates based on the times entered in Time In and Time Out
Totals	Click Totals to calculate the hours for all entries displayed on the form
Total Hours	The total hours display in this field after the Totals button is clicked

Labor Pay Inquiry

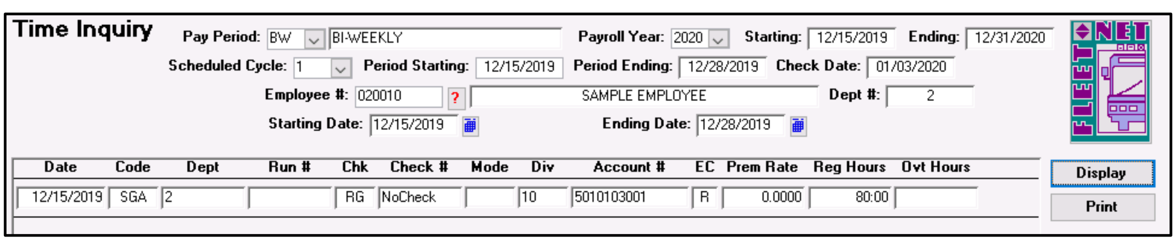
Select Labor Pay Inquiry to review entries from the current or previous pay periods for a specific employee. Changes cannot be made on this form. The following form displays:



Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Employee #	Select the employee from the drop-down list
Name	Automatically populated based on the employee number selected
Starting Date	Automatically populated based on the scheduled cycle that was selected. This date can be changed to any day within the payroll year selected.
Ending Date	Automatically populated based on the scheduled cycle that was selected. This date can be changed to any day within the payroll year selected.
Display	Click to view entries
Print	Click to view a report. The report can be printed using the file/print option

Labor Time Inquiry

Select Labor Time Inquiry to review entries from the current or previous pay periods for a specific employee. No wages or earnings are listed on this form. Changes cannot be made on this form. The following form displays:

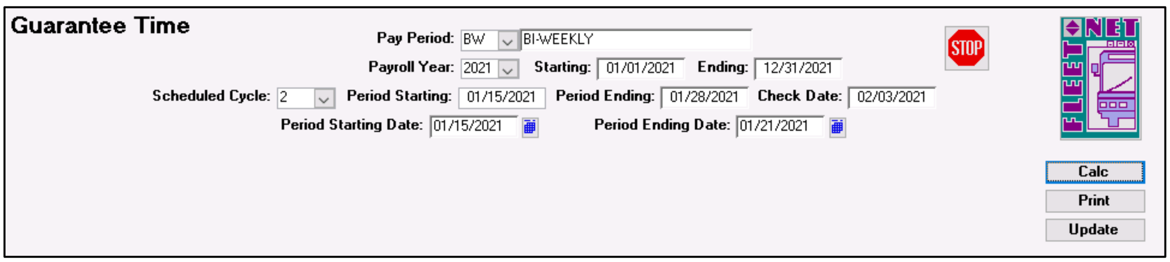


Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list

Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Employee #	Select the employee from the drop-down list
Name	Automatically populated based on the employee number selected
Starting Date	Automatically populated based on the scheduled cycle that was selected. This date can be changed to any day within the payroll year selected.
Ending Date	Automatically populated based on the scheduled cycle that was selected. This date can be changed to any day within the payroll year selected.
Display	Click to view entries
Print	Click to view a report. The report can be printed using the file/print option

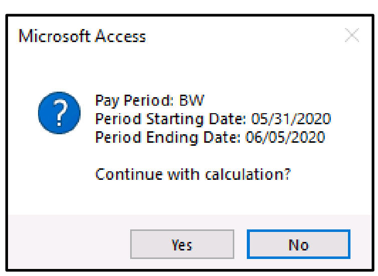
Guarantee Pay

Select Guarantee Pay to calculate Guarantee Time based on the parameters set up in the employee master and pay code set up. The following form displays:

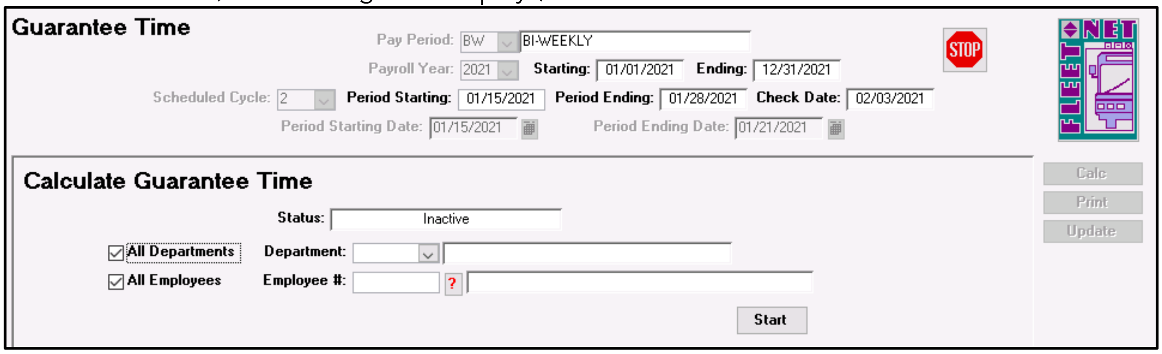


Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Starting Date	Automatically populated based on the scheduled cycle that was selected. *As the guarantee time set up is based on a 40 hour week the starting and ending dates must be for a seven day period.*
Ending Date	Automatically populated based on the scheduled cycle that was selected*. As the guarantee time set up is based on a 40 hour week the starting and ending dates must be for a seven day period.*

Click *Calc,* the following confirmation message displays:

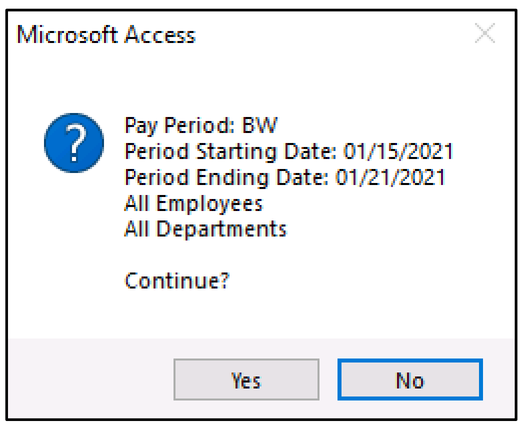


Click *Yes* to continue (the following form displays) or *No* to cancel:



Field Name	Description
Status	Inactive will automatically display; once *Start* is clicked, the status will change to *In Progress*
All Departments	Leave the box checked if the calculation is being run for all departments
Department	Select the department from the drop-down list if the calculation is being run for a specific department
All Employees	Leave the box checked if the calculation is being run for all employees. If a specific department and all employees were selected, the calculation will be run for all employees in that department
Employee #	Select the employee from the drop-down list if the calculation is being run for a specific employee

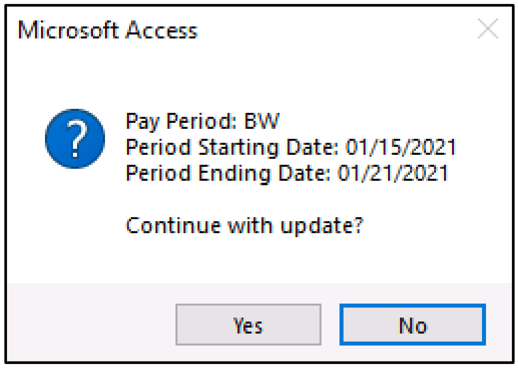
Click *Start*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

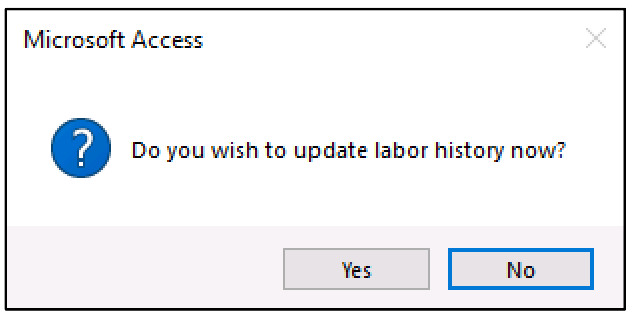
Click *OK* on the calculation completion message. Click ***Stop*** to make the selection buttons available. Click ***Print*** to preview and/or print the audit report.

Once the report has been reviewed for accuracy, close the report, and click ***Stop*** to make the selection buttons available. Click ***Update*** the following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

The Guarantee Time Update Report contains the entries that will be updated displays. Use the file/print option to print a copy of the report. When the report is closed the following confirmation message displays:

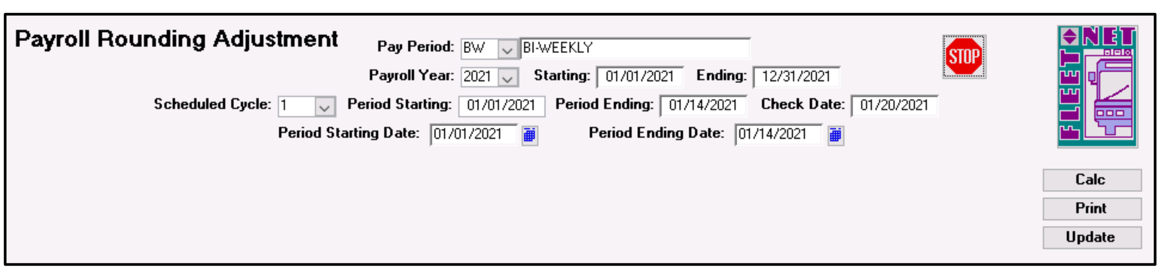


Click *Yes* to continue or *No* to cancel.

Click *OK* on the updated completion message.

Pay Rounding Adjustment

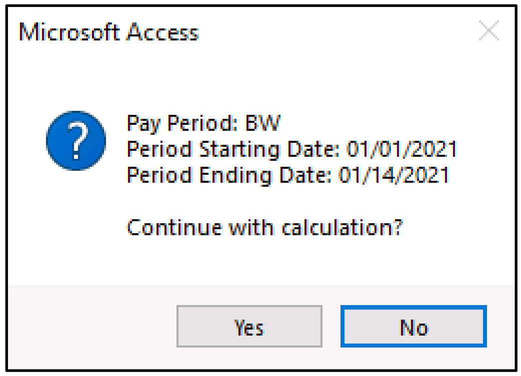
Select Pay Rounding Adjustment to calculate Pay Rounding Adjustments. The following form displays:



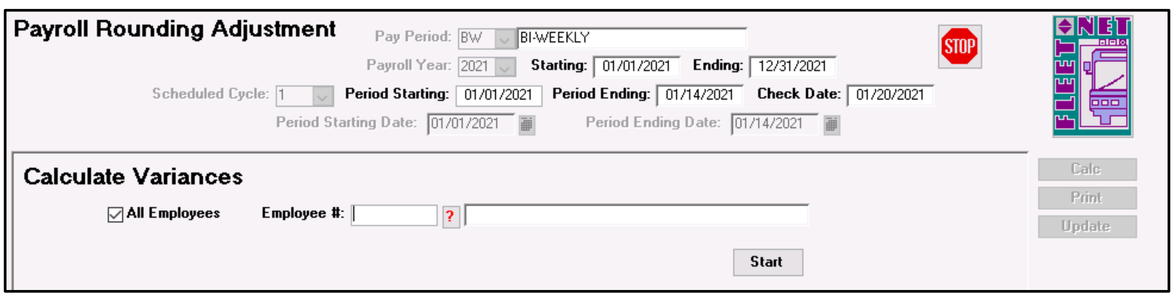
Field Name	Description
Pay Period	Select the pay period from the drop-down list.
Payroll Year	Select the payroll year from the drop-down list.
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list.

Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Starting Date	Automatically populated based on the scheduled cycle that was selected.
Ending Date	Automatically populated based on the scheduled cycle that was selected.

Click calc, the following confirmation message displays:

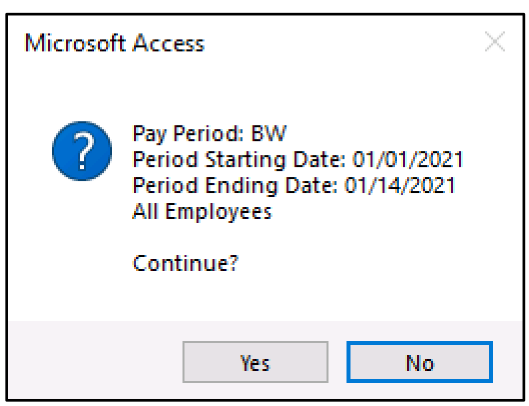


Click *Yes* to continue (the following form displays) or *No* to cancel:



Field Name	Description
All Employees	Leave the box checked if the calculation is being run for all employees
Employee #	Select the employee from the drop-down list if the calculation is being run for a specific employee

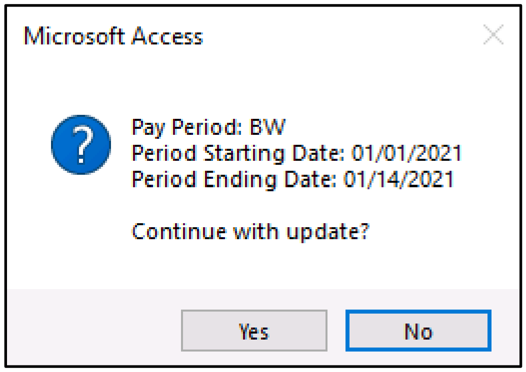
Click *Start*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

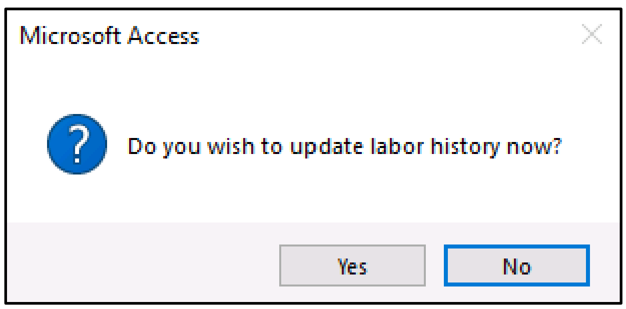
Click *OK* on the calculation completion message. Click ***Stop*** to make the selection buttons available. Click ***Print*** to preview and/or print the audit report.

Once the report has been reviewed for accuracy, close the report, and click ***Stop*** to make the selection buttons available. Click ***Update*** the following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

The Pay Rounding Update Report contains the entries that will be updated displays. Use the file/print option to print a copy of the report. When the report is closed the following confirmation message displays:

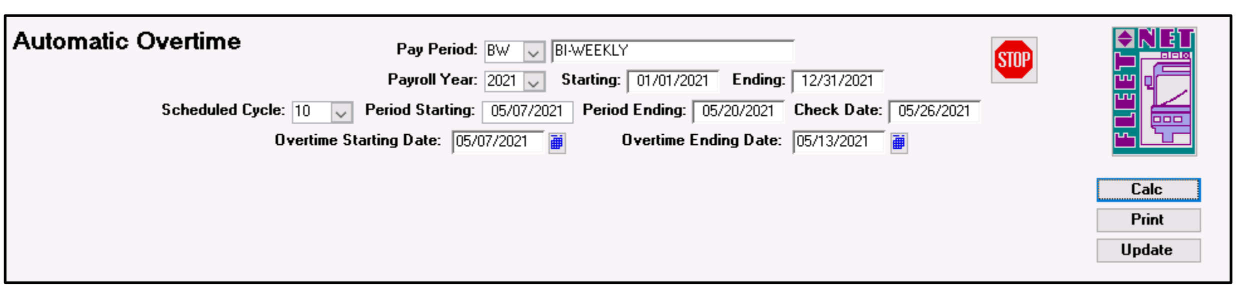


Click *Yes* to continue or *No* to cancel.

Click *OK* on the updated completion message.

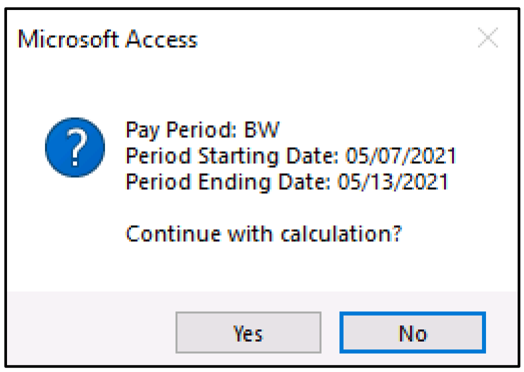
Auto Overtime

Select Auto Overtime Parameters to calculate Auto Overtime based on the parameters set up in the employee master files. The following form displays:

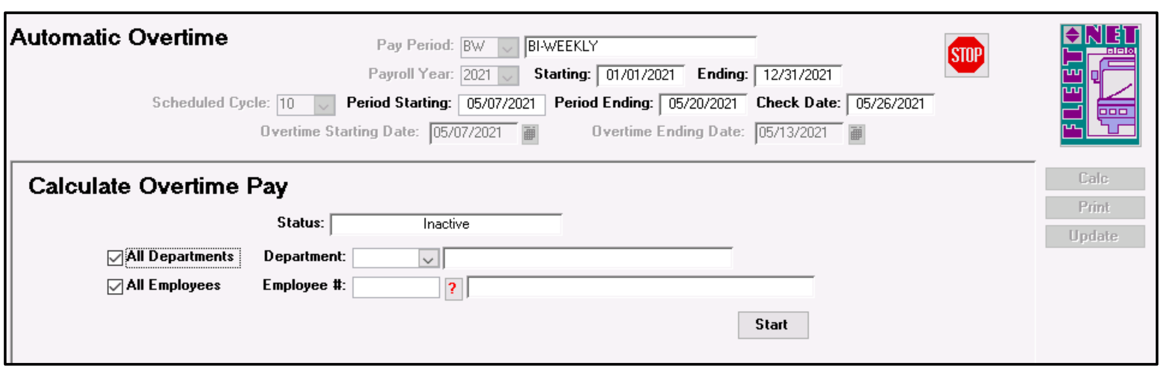


Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Overtime Starting Date	Automatically populated based on the scheduled cycle that was selected. *As weekly overtime is calculated based on a 40 hour week, the selected date range cannot be more than 7 days. If overtime is set up for daily overtime, the calculation can be run for each day or for the week.*
Overtime Ending Date	Automatically populated based on the scheduled cycle that was selected. *As weekly overtime is calculated based on a 40 hour week, the selected date range cannot be more than 7 days. If overtime is set up for daily overtime, the calculation can be run for each day or for the week.*

Click *Calc.* The following confirmation message displays:



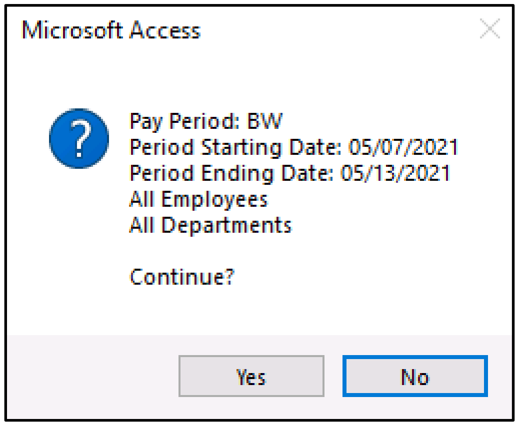
Click *Yes* to continue (the following form displays) or *No* to cancel:



Field Name	Description
Status	Inactive will automatically display; once *Start* is clicked, the status will change to *In Progress*
All Departments	Leave the box checked if the calculation is being run for all departments
Department	Select the department from the drop-down list if the calculation is being run for a specific department

All Employees	Leave the box checked if the calculation is being run for all employees. If a specific department and all employees were selected, the calculation will be run for all employees in that department
Employee #	Select the employee from the drop-down list if the calculation is being run for a specific employee

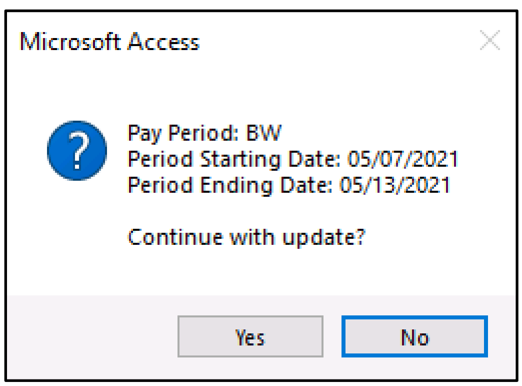
Click ***Start***. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

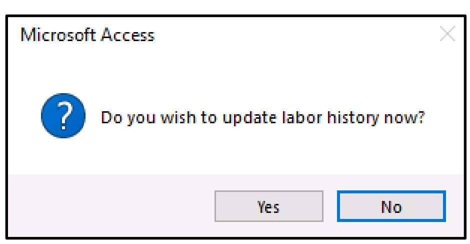
Click *OK* on the calculation completion message. Click ***Stop*** to make the selection buttons available. Click ***Print*** to preview and/or print the audit report.

Once the report has been reviewed for accuracy, close the report, and click ***Stop*** to make the selection buttons available. Click ***Update*** the following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

The Automatic Overtime Update Report contains the entries that will be updated displays. Use the file/print option to print a copy of the report. When the report is closed the following confirmation message displays:

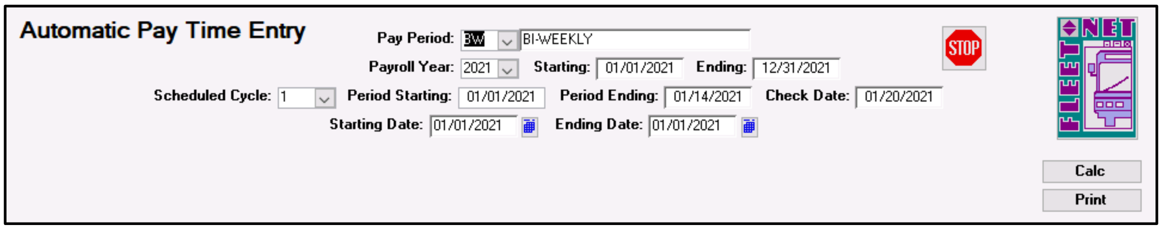


Click *Yes* to continue or *No* to cancel.

Click *OK* on the updated completion message.

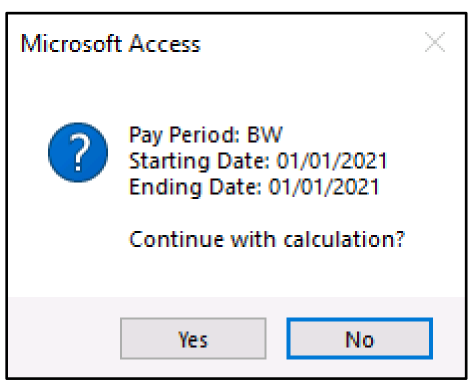
Auto Pay Time

Select Auto Pay Time to pay employees a set number of hours or a set amount for a day or range of days using a set pay code. The following form displays:

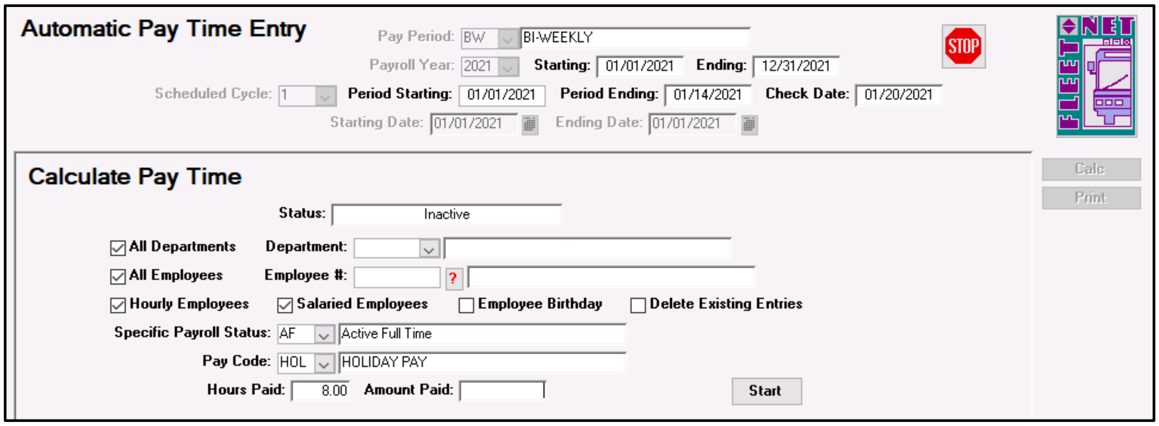


Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Starting Date	Enter the starting date for the pay entry. If the time is being entered for one day, enter the same date in the Starting and Ending Date fields. If a range of dates is entered, a pay record for each of the dates in the range will be generated
Ending Date	Enter the ending date for the pay entry

Click *Calc.* The following confirmation message displays:

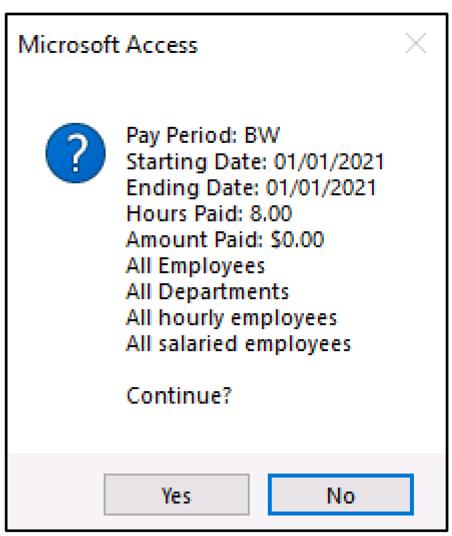


Click *Yes* to continue (the following form displays) or *No* to cancel:



Field Name	Description
Status	Inactive will automatically display; once *Start* is clicked, the status will change to *In Progress*
All Departments	Leave the box checked if the calculation is being run for all departments OR
Department	Select the department from the drop-down list if the calculation is being run for a specific department
All Employees	Leave the box checked if the calculation is being run for all employees. If a specific department and all employees were selected, the calculation will be run for all employees in that department. OR
Employee #	Select the employee from the drop-down list if the calculation is being run for a specific employee
Hourly Employees/Salaried Employees	Check either or both boxes, as applicable
Specific Payroll Status	Select the payroll status from the drop-down list. If the field is left blank all employees will be paid based on the remainder of parameters selected on this form
Pay Code	Select the pay code to be used from the drop-down list
Hours Paid	Enter the number of hours being paid or leave blank if the payment is a flat amount
Amount Paid	Enter the flat amount being paid or leave blank if the payment is based on hours

Click *Start.* The following confirmation message displays:

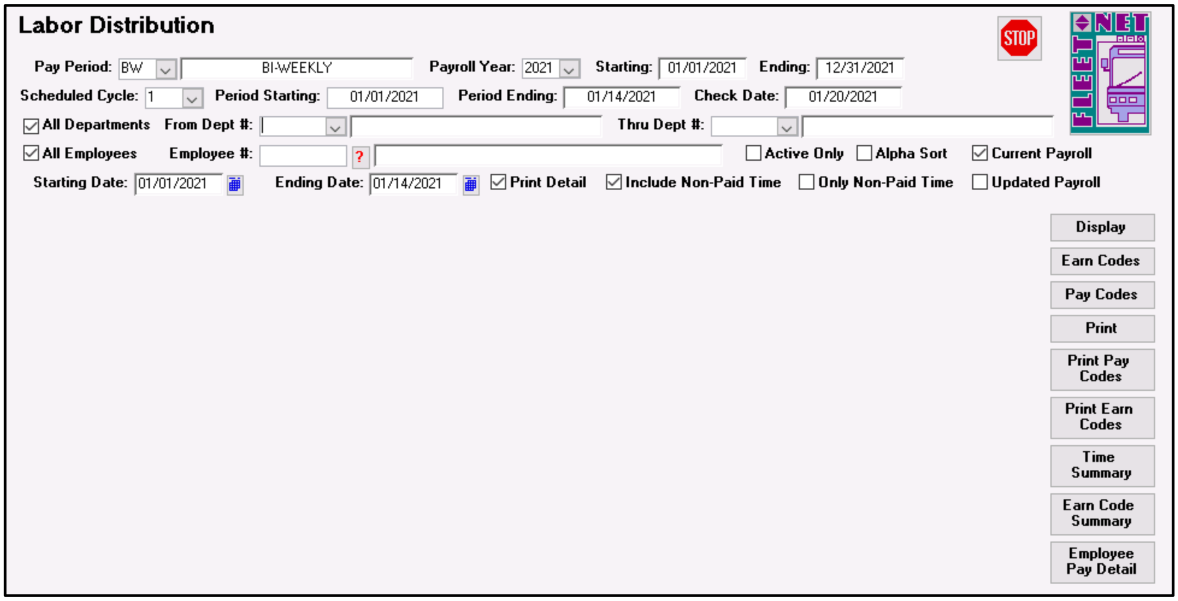


Click *Yes* to continue or *No* to cancel.

Click *OK* on the calculation completion message. Click ***Stop*** to make the selection buttons available. Click ***Print*** to preview and/or print the report. Unlike Guarantee Pay, Pay Rounding and Auto Overtime, there is no update process in Auto Pay Time. Once entries have been generated, they are automatically updated.

Labor Distribution Reports

Select Labor Distribution Reports to preview and/or print various labor reports. The following form displays:



Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
All Departments	Leave the box checked if the reports are being run for all departments
Department	Select the department from the drop-down list if the reports are being run for a specific department
All Employees	Leave the box checked if the reports are being run for all employees. If a specific department and all employees were selected, the reports will be run for all employees in that department
Employee #	Select the employee from the drop-down list if the reports are being run for a specific employee
Alpha Sort	To view the display or report in alphabetical order, check this box
Current Payroll**	To view the display or report for the current pay cycle, check this box
Starting Date	Enter the starting date for the report. The date defaults to the starting date of the cycle that was selected, but it can be changed.

Ending Date	Enter the ending date for the report. The date defaults to the ending date of the cycle that was selected, but it can be changed.
Print Detail	To view details on the display and/or report, check this box
Include Non-Paid Time**	To include non-paid time on the display and/or report, check this box
Only Non-Paid Time**	To view the display or report for non-paid time only, check this box
Updated Payroll**	To view the display or report for previously updated payrolls, check this box

** Current Payroll
Non-updated entries in the Labor History Table for the date range selected. The records included will depend on which 'Include' flag is checked.

- **Include Non-Paid Time checked:** Non-updated records for the date range selected with zero pay and records with pay will be included.
- **Only Non-Paid Time checked**: Only non-updated records for the date range selected with zero pay will be included.
- **Neither checked:** Only non-updated records for the date range selected with pay will be included.

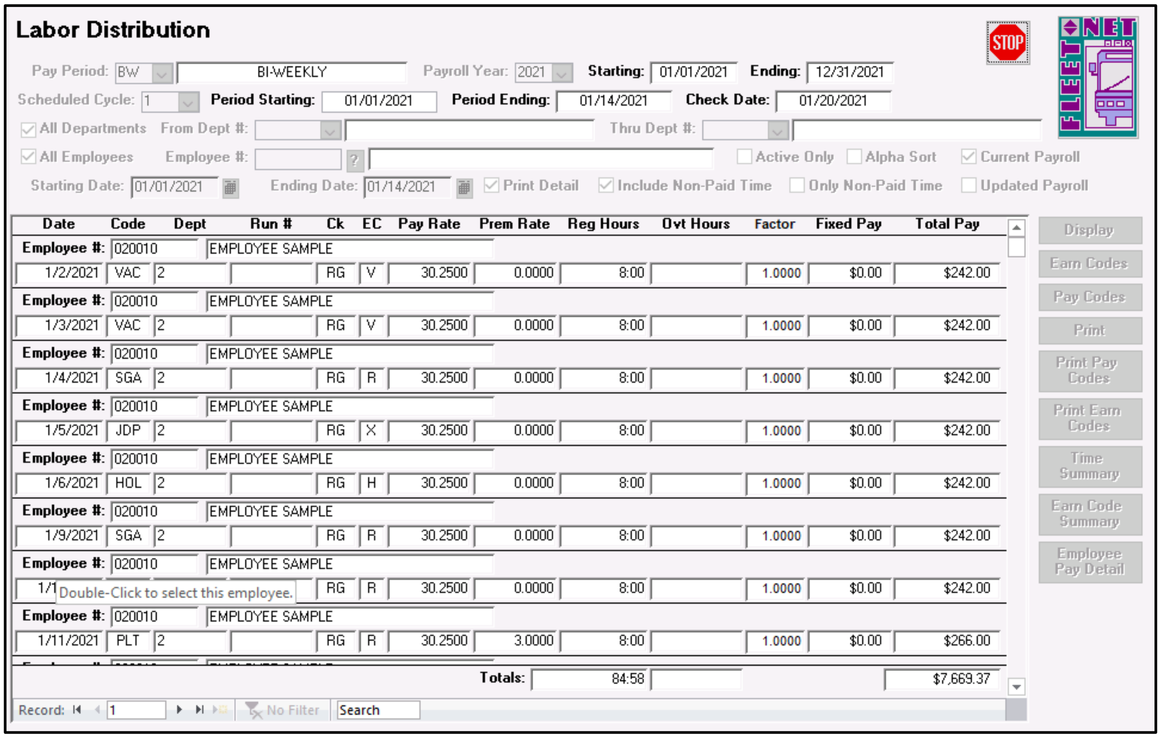
** Updated Payroll
Updated entries in the Labor History Table for the date range selected. The records included will depend on which 'Include' flag is checked.

- **Include Non-Paid Time checked:** Updated records for the date range selected with zero pay and records with pay will be included.
- **Only Non-Paid Time checked**: Only updated records for the date range selected with zero pay will be included.
- **Neither checked:** Only updated records for the date range selected with pay will be included.

** Current Payroll & Updated Payroll
Both Updated and non-updated entries in the Labor History Table for the date range selected. The records included will depend on which 'Include' flag is checked.

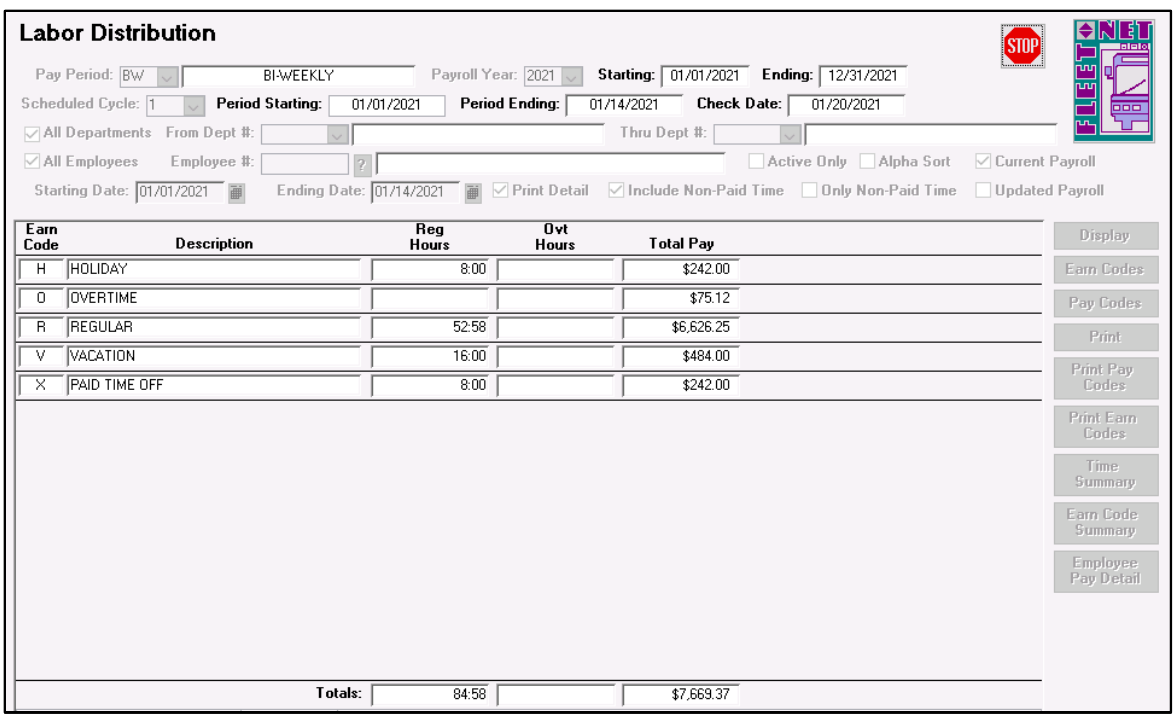
- **Include Non-Paid Time checked:** Updated and non-updated records for the date range selected with zero pay and records with pay will be included.
- **Only Non-Paid Time checked**: Only updated and non-updated records for the date range selected with zero pay will be included.
- **Neither checked:** Updated and non-updated records for the date range selected with pay will be included.

Click *Display* and the following form displays:



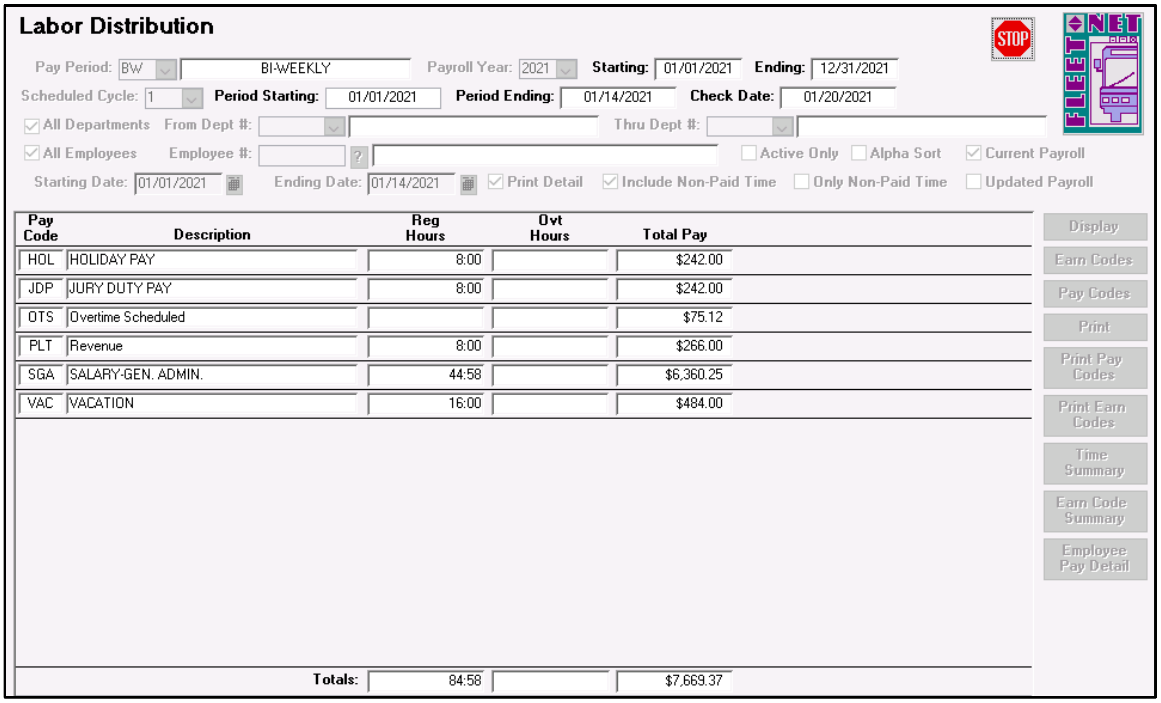
Click *Stop* to select another report.

Click *Earn Codes* and the following form displays:



Click *Stop* to select another report.

Click *Pay Codes* and the following form displays:



Labor Distribution

Pay Period: BW BI-WEEKLY Payroll Year: 2021 **Starting:** 01/01/2021 **Ending:** 12/31/2021

Scheduled Cycle: 1 **Period Starting:** 01/01/2021 **Period Ending:** 01/14/2021 **Check Date:** 01/20/2021

All Departments From Dept #: Thru Dept #:

All Employees Employee #: ? Active Only Alpha Sort Current Payroll

Starting Date: 01/01/2021 Ending Date: 01/14/2021 Print Detail Include Non-Paid Time Only Non-Paid Time Updated Payroll

Pay Code	Description	Reg Hours	Ovt Hours	Total Pay
HOL	HOLIDAY PAY	8:00		$242.00
JDP	JURY DUTY PAY	8:00		$242.00
OTS	Overtime Scheduled			$75.12
PLT	Revenue	8:00		$266.00
SGA	SALARY-GEN. ADMIN.	44:58		$6,360.25
VAC	VACATION	16:00		$484.00
	Totals:	84:58		$7,669.37

Display · Earn Codes · Pay Codes · Print · Print Pay Codes · Print Earn Codes · Time Summary · Earn Code Summary · Employee Pay Detail

Click *Stop* to select another report.

Click *Print* and the following report displays:

Labor Distribution Report

Period Starting: 01/01/2021 **Period Ending:** 01/06/2021 **Pay Period:** BW

Date	Pay Code	Run #	Chk Tp	Mod	Div	Account #	Emp Cls	Tim Cls	EC	Pay Rate	Premium Rate	Reg Hours	Ovt Hours	Factor	Fixed Pay	Total Pay
Dept #: 2																
Emp #: 020010	**SAMPLE EMPLOYEE**															
01/02/2021	VAC		RG	MB	10	5021103001		***	V	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
									01/02/2021	**Date Total:**		8:00				$242.00
01/03/2021	VAC		RG	MB	10	5021103001		***	V	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
									01/03/2021	**Date Total:**		8:00				$242.00
01/04/2021	SGA		RG		10	5010103001			R	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
									01/04/2021	**Date Total:**		8:00				$242.00
01/05/2021	JDP		RG	MB	10	5010103001		***	X	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
									01/05/2021	**Date Total:**		8:00				$242.00
01/06/2021	HOL		RG	MB	10	5021003001			H	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
									01/06/2021	**Date Total:**		8:00				$242.00
		Emp #: 020010				**SAMPLE EMPLOYEE**				**Employee Total:**		40:00				$1,210.00
										Department Total:		40:00				$1,210.00

Click *Print Pay Codes* and the following report displays:

Labor Distribution Pay Code Summary Report

Period Starting: 01/01/2021 **Period Ending:** 01/06/2021 **Pay Period:** BW

Pay Code	Description	Reg Hours	Ovt Hours	Total Pay
Dept #: 2				
HOL	HOLIDAY PAY	8:00		$242.00
JDP	JURY DUTY PAY	8:00		$242.00
SGA	SALARY-GEN. ADMIN.	8:00		$242.00
VAC	VACATION	16:00		$484.00
	Department Total:	40:00		$1,210.00

Click *Print Earn Codes* and the following report displays:

Labor Distribution Earnings Code Detail Report

Period Starting: 01/01/2021 **Period Ending:** 01/06/2021 **Pay Period:** BW

Dept #: 2		Earn Code	Description	Reg Hours	Ovt Hours	Total Pay
Emp #: 020010	**SAMPLE EMPLOYEE**					
		H	HOLIDAY	8:00		$242.00
		R	REGULAR	8:00		$242.00
		V	VACATION	16:00		$484.00
		X	PAID TIME OFF	8:00		$242.00
			Employee Total:	40:00		$1,210.00
			Department Total:	40:00		$1,210.00

Click *Time Summary* and the following report displays:

Time Summary Report

Period Starting: 01/07/2021 **Period Ending:** 01/14/2021 **Pay Period:** BW

Department: 2 Operators

	Total Time	Thu-07	Fri-08	Sat-09	Sun-10	Mon-11	Tue-12	Wed-13	Thu-14
020010 SAMPLE EMPLOYEE									
OTS Overtime Scheduled	4:58						1:52		3:06
PLT Revenue	8:00					8:00			
SGA SALARY-GEN. ADMIN.	36:58			8:00	8:00		9:52	8:00	3:06
	49:56			8:00	8:00	8:00	11:44	8:00	6:12
R REGULAR	44:58			8:00	8:00	8:00	9:52	8:00	3:06
	44:58			8:00	8:00	8:00	9:52	8:00	3:06

Click *Earn Code Summary* and the following report displays:

Time Summary Report

Period Starting: 01/07/2021 **Period Ending:** 01/14/2021 **Pay Period:** BW **Department:** 2 Operators

	Total Time	Thu-07	Fri-08	Sat-09	Sun-10	Mon-11	Tue-12	Wed-13	Thu-14
020010 SAMPLE EMPLOYEE									
R REGULAR	44:58			8:00	8:00	8:00	9:52	8:00	3:06
	44:58			8:00	8:00	8:00	9:52	8:00	3:06

Click *Employee Pay Detail* and the following report displays:

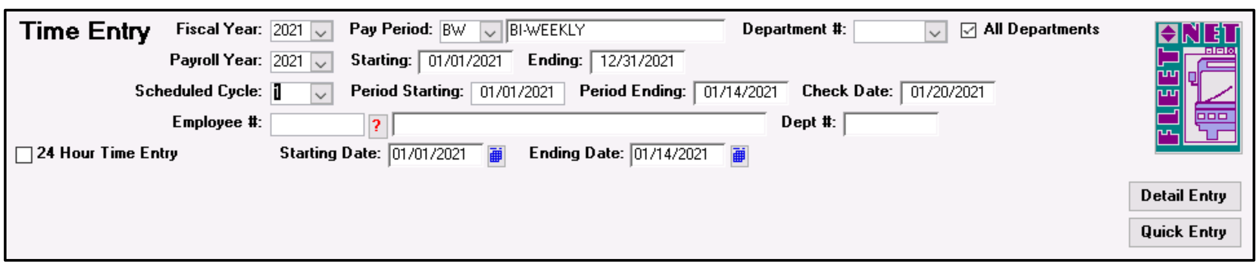
Employee Pay Detail Report

Period Starting: 01/07/2021 **Period Ending:** 01/14/2021 **Pay Period:** BW

Date	Pay Code	Run #	Chk Tp	EC	Pay Rate	Premium Rate	Reg Hours	Ovt Hours	Factor	Fixed Pay	Total Pay
Dept #: 2											
Emp #: 020010		**SAMPLE EMPLOYEE**									
1/9/2021	SGA		RG	R	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
					1/9/2021	**Date Total:**	8:00				$242.00
1/10/2021	SGA		RG	R	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
					1/10/2021	**Date Total:**	8:00				$242.00
1/11/2021	PLT		RG	R	$30.2500	$3.0000	8:00		1.0000	$0.00	$266.00
					1/11/2021	**Date Total:**	8:00				$266.00
1/12/2021	OTS		RG	O	$30.2500	$0.0000			0.5000	$0.00	$28.23
1/12/2021	SGA		RG	R	$30.2500	$0.0000	9:52		1.0000	$0.00	$298.47
					1/12/2021	**Date Total:**	9:52				$326.70
1/13/2021	SGA		RG	R	$30.2500	$0.0000	8:00		1.0000	$0.00	$242.00
					1/13/2021	**Date Total:**	8:00				$242.00
1/14/2021	OTS		RG	O	$30.2500	$0.0000			0.5000	$0.00	$46.89
1/14/2021	SGA		RG	R	$30.2500	$0.0000	3:06		1.0000	$0.00	$93.78
					1/14/2021	**Date Total:**	3:06				$140.67
						Employee Total:	44:58				$1,459.37

Time Entry

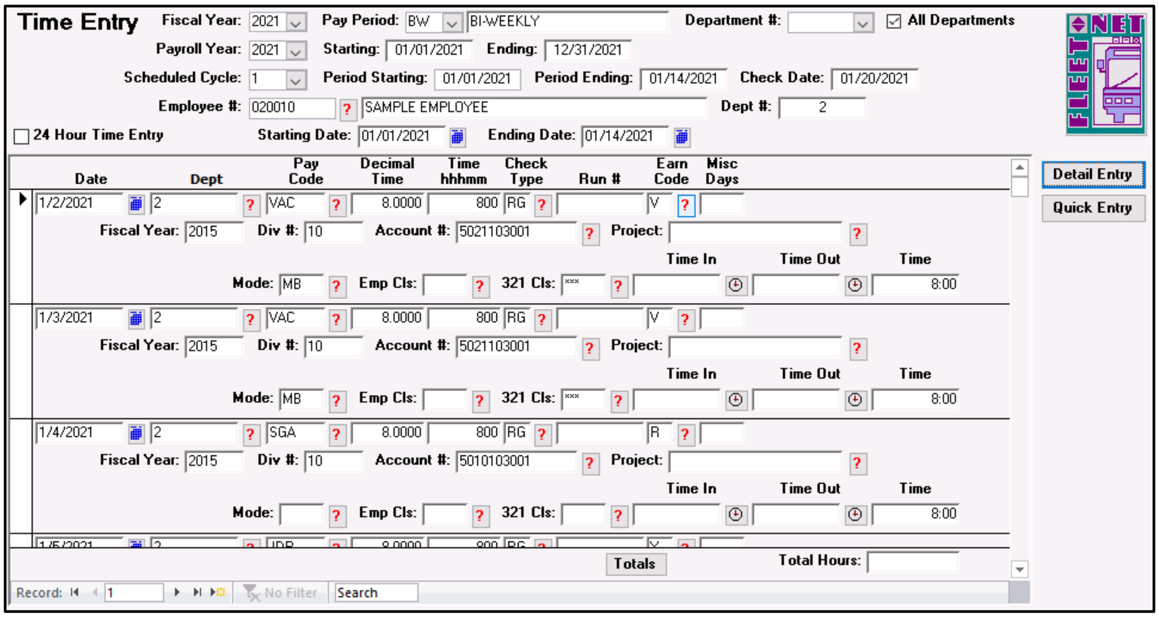
Select Time Entry to enter time manually or make edits to time transferred from Automated Dispatch and/or Operator Dispatch. This function is like Labor Entry; however, pay rates and wages are not displayed. The following form displays:



Field Name	Description
Pay Period	Select the pay period from the drop-down list
Department	Leave blank to access employees from all departments or select a specific department from the drop-down list.
Payroll Year	Select the payroll year from the drop-down list.
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Fiscal Year	Select the fiscal year from the drop-down list.
Scheduled Cycle	Select the applicable cycle from the drop-down list.
Period Starting	Automatically populated based on the scheduled cycle that was selected
Period Ending	Automatically populated based on the scheduled cycle that was selected
Check Date	Automatically populated based on the scheduled cycle that was selected
Employee #	Enter the employee number or click the red question mark to search for the employee by last name if time is being entered or edited for a specific employee. Leave blank to see all employees.
Department	Automatically populated based on the employee that was selected.

Starting Date	Date defaults to the starting date of the cycle selected. The date can be changed to any date within the pay cycle. If dates are changed, only the selected dates display on the form.
Ending Date	Date defaults to the ending date of the cycle selected. The date can be changed to any date within the pay cycle. If dates are changed, only the selected dates display on the form.

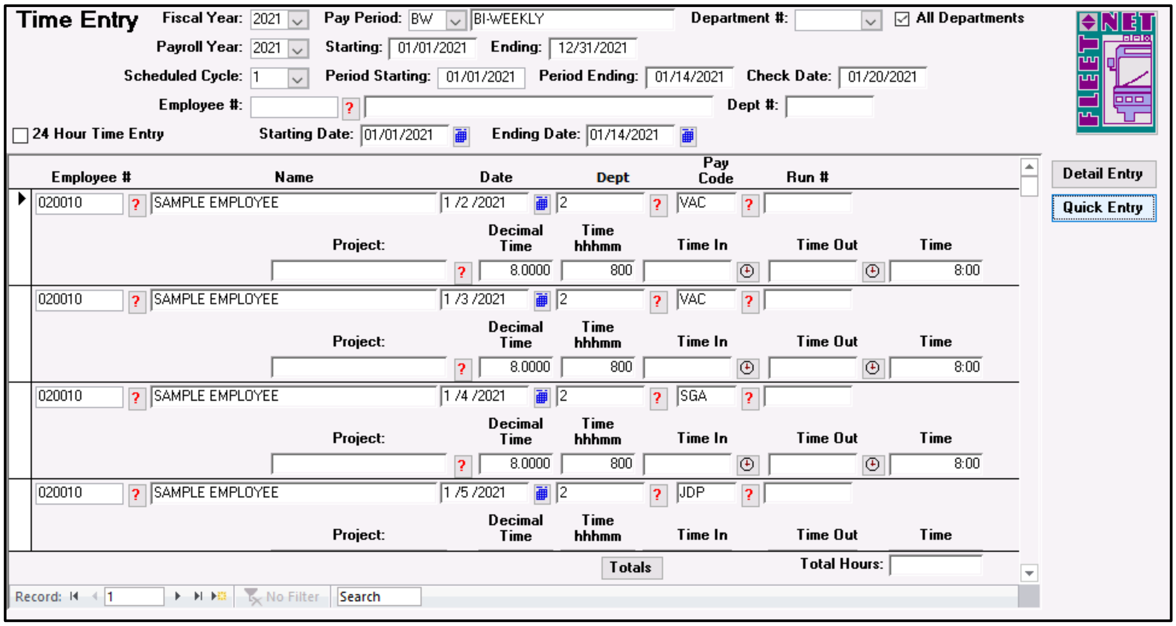
If a specific employee and ***Detail Entry*** are selected, the following form displays:



Field Name	Description
Date	Enter the date worked.
Pay Code	Enter the applicable pay code.
Decimal Time / Time hhmm	Time can be entered in either field. If time is entered in the Decimal Time field, the system will compute and automatically populate the Time hhmm (Hours/Minutes). If time is entered in the Time hhmm field, the system will compute and automatically populate the Decimal Time field.
Department	Automatically populated from the Employee Master.
Check Type	Automatically populated based on the check type assigned to the selected pay code.
Run #	Enter the run number, if applicable or leave blank.
Earn Code	Automatically populated based on the pay code selected.
Fiscal Year	Automatically populated from the Employee Master or pay code set up.
Div #	Automatically populated from the Employee Master or pay code set up.
Account #	Automatically populated from the Employee Master or pay code set up.
Project	Enter the Project number if applicable. If a project is entered, when payroll is updated, the cost of this labor will transfer to the Project Tracking Cost form on the GL menu.
Mode	Automatically populated from the Employee Master or pay code set up.
Emp Cls	Automatically populated from the Employee Master or pay code set up.
321 Cls	Enter the NTD 321 class, if applicable.
Misc/Days	Used only if pay period code in employee master is DM, enter the number of days worked. This factor is used for computing taxes.

Field Name	Description
Time In	Enter the time the employee clocked in, if applicable
Time Out	Enter the time the employee clocked out, if applicable
Time	Automatically calculates based on the times entered in Time In and Time Out
Total Hours	The total hours display in this field after the Totals button is clicked
Totals	Click Totals to calculate the hours and pay for all entries displayed on the form

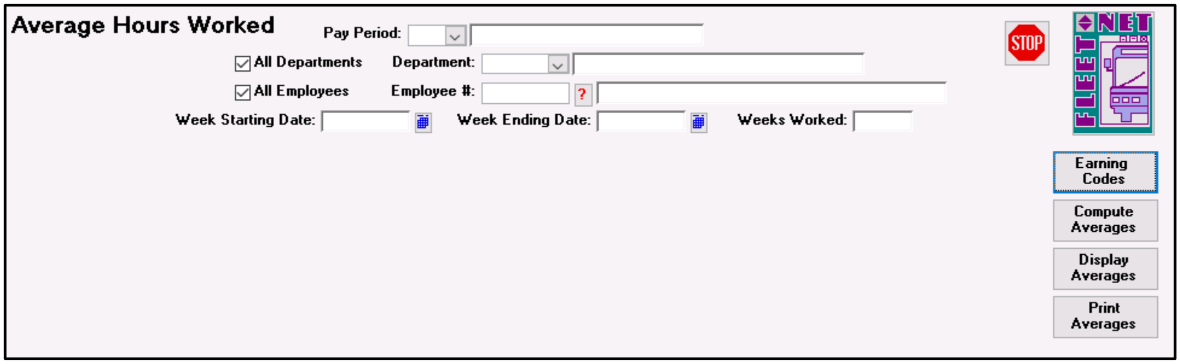
If *Quick Entry* is selected, the following form displays:



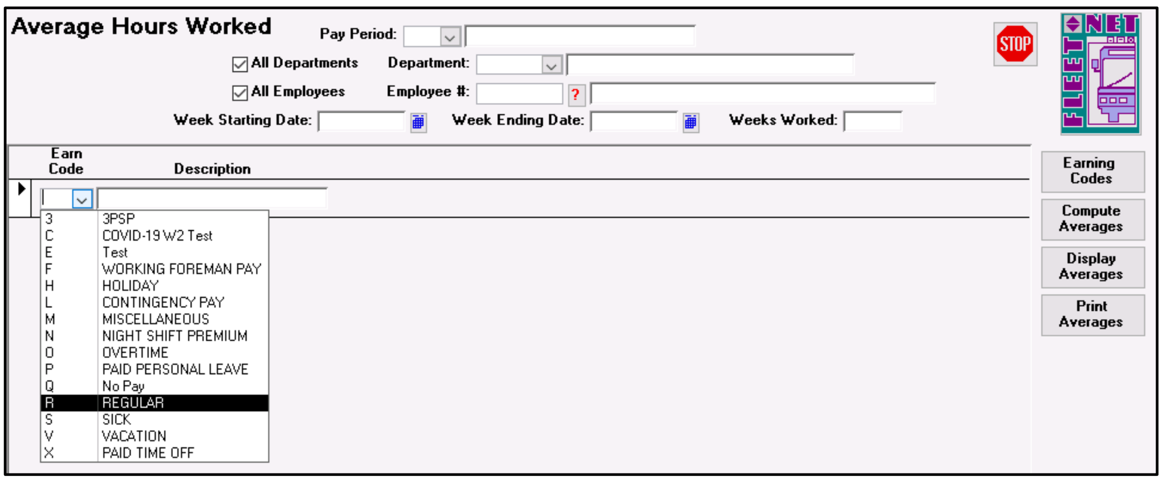
Field Name	Description
Employee #	Enter the employee number
Name	Automatically populated based on the employee number entered
Date	Enter the date worked
Pay Code	Enter the applicable pay code
Department	Automatically populated from the Employee Master
Run #	Enter the run number, if applicable or leave blank
Project	Enter the Project number if applicable. If a project is entered, when payroll is updated, the cost of this labor will transfer to the Project Tracking Cost form on the GL menu.
Decimal Time / Time hhmm	Time can be entered in either field. If time is entered in the Decimal Time field, the system will compute and automatically populate the Time hhmm (Hours/Minutes). If time is entered in the Time hhmm field, the system will compute and automatically populate the Decimal Time field.
Time In	Enter the time the employee clocked in, if applicable
Time Out	Enter the time the employee clocked out, if applicable
Time	Automatically calculates based on the times entered in Time In and Time Out
Total Hours	The total hours display in this field after the Totals button is clicked
Totals	Click Totals to calculate the hours for all entries displayed on the form

Average Hours Worked

Select Average Hours Worked to calculate the average hours worked and preview and/or print a report. The following form displays:



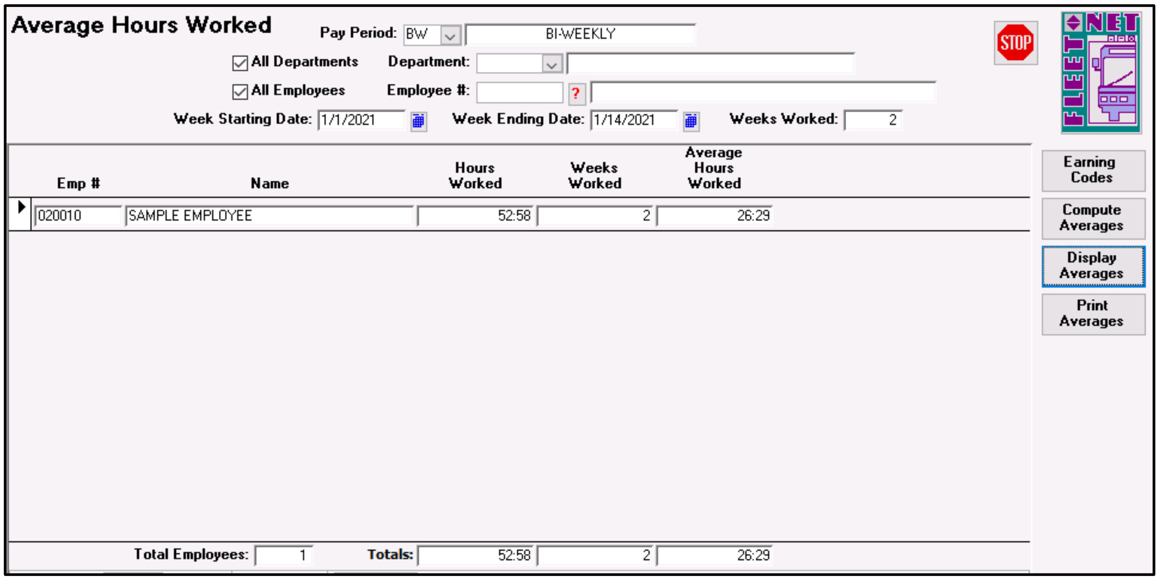
Click *Earning Codes* to complete the one time set up. The following form displays:



Field Name	Description
Earn Code	Select each of the Earn Codes to be used in the average hours worked calculation

Enter Week Starting Date and Week Ending Date; click ***Compute Averages***. Click *OK* on the completion message.

Click *Display Averages.* The following form displays:



Click *Print Averages* to view the report on the screen. Use the file/print option to print a copy of the report.

Average Hours Worked

Week Starting: 01/01/2021 **Week Ending:** 01/14/2021

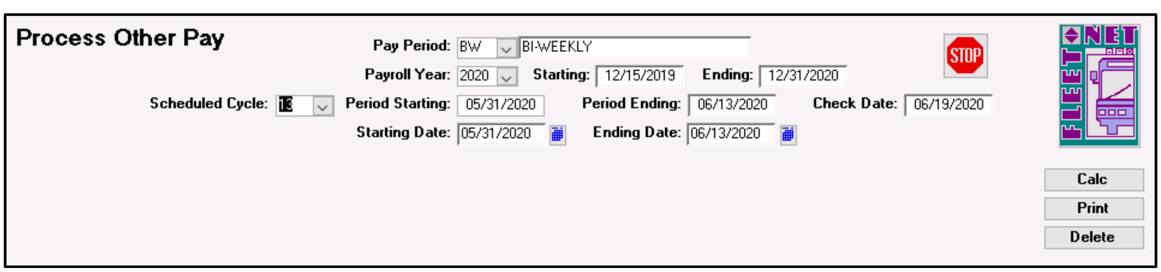
Emp #	Name	Hours Worked	Weeks Worked	Average Hours Worked
020010	SAMPLE EMPLOYEE	52:58	2	26:29
	Total Employees: 1 **Totals:**	52:58	2	26:29

Process Other Pay

****** *If 'Other Pay' is based on Overtime, the Overtime calculation must be processed and updated prior to running this process. If overtime is rerun, other pay must be rerun.*

****** *Once the 'Other Pay' process has been run, if there are ANY edits in the Labor Entry, the 'Other Pay' process must be rerun if the 'Other Pay' is based on a percentage of earnings.*

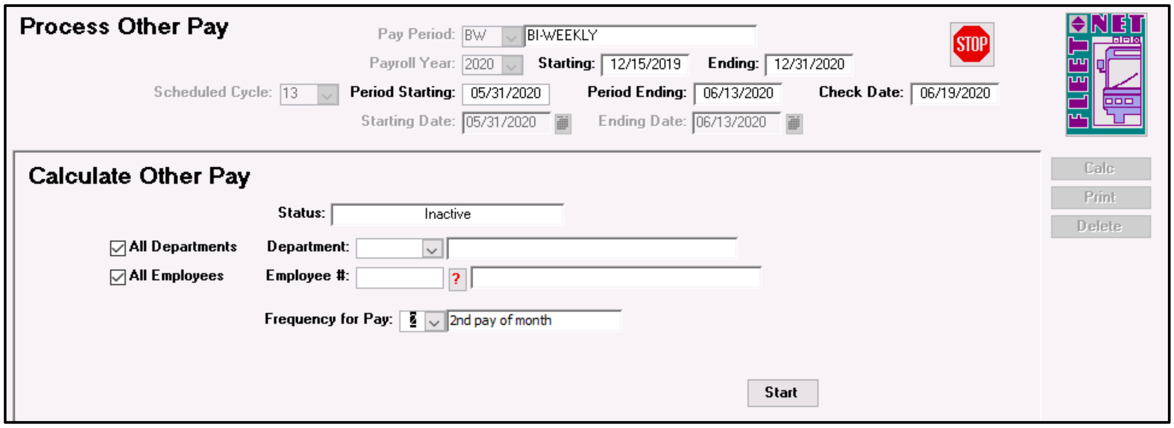
Select Process Other Pay on the Pay Time Entry; the following form displays:



Field Name	Description
Pay Period	Enter the Pay Period or accept the default
Payroll Year	Enter the payroll year or accept the default
Scheduled Cycle	Select the applicable cycle from the drop-down list

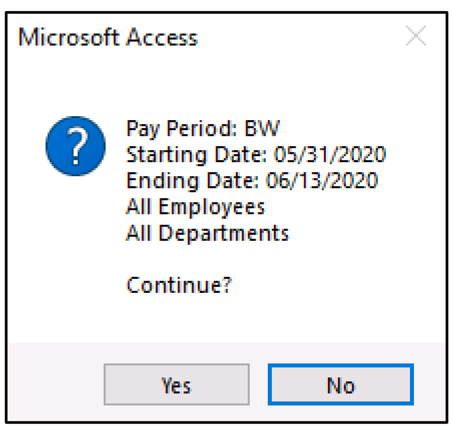
Starting Date	Enter the pay cycle starting date or accept the default. Dates in this field will be used for calculation of other pay. If all days in the pay cycle are to be used for the calculation, accept the default date.
Ending Date	Enter the pay cycle ending date or accept the default. Dates in this field will be used for calculation of other pay. If all days in the pay cycle are to be used for the calculation, accept the default date.

Click *Calc*. The following form displays:



Field Name	Description
All Departments	To calculate 'Other Pay' for all employees whose employee master files include the 'Other Pay' setup leave All Departments checked. To calculate 'Other Pay' for a specific department, select the department from the drop-down list
All Employees	To calculate 'Other Pay' for all employees whose employee master files include the 'Other Pay' setup leave All Employees checked. To calculate 'Other Pay' for a specific employee, select the employee number from the drop-down list
Frequency for Pay	Select the applicable pay frequency from the drop-down list

Click *Start*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel. Click OK on the completion confirmation message.

Click *Stop* to reactivate the buttons. Click *Print* to review/print the calculation audit report:

Other Pay Report

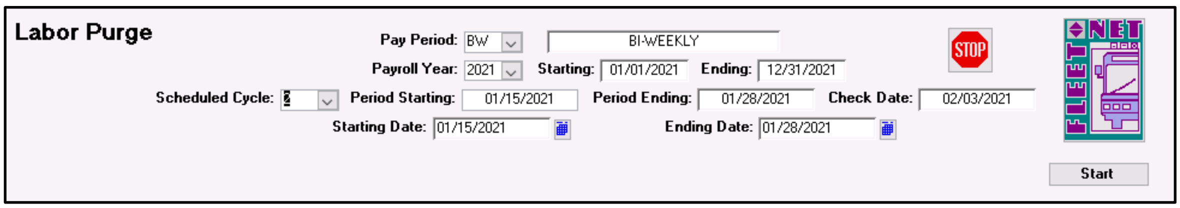
Pay Period:	BW	Period Starting:	05/31/2020	Period Ending:	06/13/2020

Emp #	Check Type	Tran Date	Pay Code	EC	Pay Rate	Rate Factor	Premium Rate	Hours	Extra Pay	Total Pay
020010 SAMPLE EMPLOYEE										
	BC	06/13/2020	MBN	M	$0.0000	1.0000	$0.0000	0.00	$500.00	$500.00
							Check Total:	0.00	$500.00	$500.00
							Report Total:	0.00	$500.00	$500.00

There is NO update process on this calculation. Once calculated, the entries are automatically transferred to the Labor Entries. Rerunning this process will NOT result in duplicate records. If the process is rerun, the existing records from the Other Pay process will be deleted and new ones created.

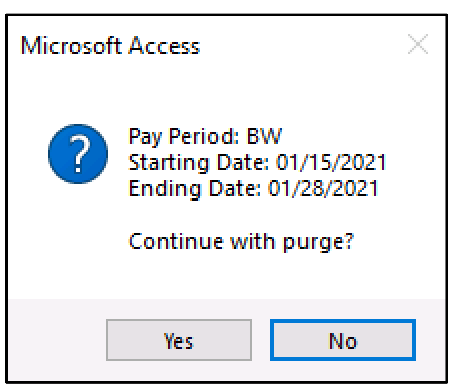
Purge Labor

Select Purge Labor to purge labor from the current pay cycle. The following form displays:



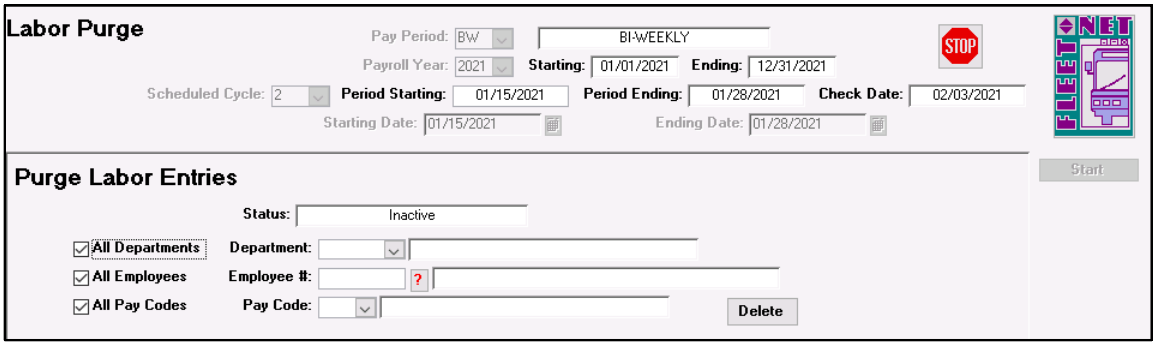
Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Starting Date	Automatically populated based on the scheduled cycle that was selected. *Edit the starting date to the first date of the date range being purged.*
Ending Date	Automatically populated based on the scheduled cycle that was selected. *Edit the ending date to the last date of the date range being purged.*

Click *Start*. The following confirmation message displays:



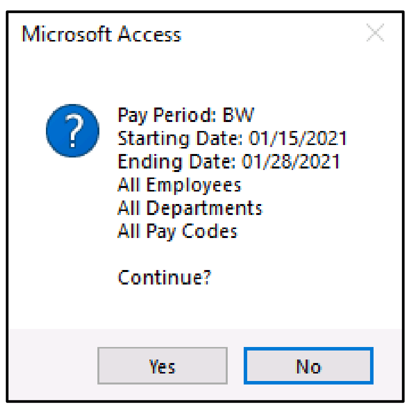
Click *Yes* to continue or *No* to cancel.

If *Yes*, the following form displays:

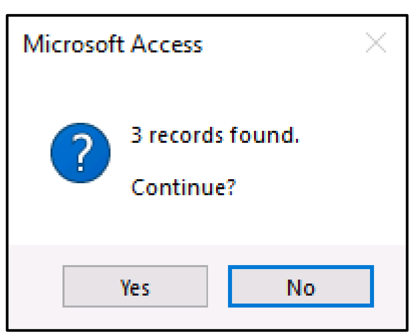


Field Name	Description
Status	Inactive will automatically display; once *Delete* is clicked the status will change to *In Progress*
All Departments	Leave the box checked to purge all records for all departments for the selected date range.
Department	Select the department from the drop-down list if purge is being run for all departments for the selected date range.
All Employees	Leave the box checked to purge records for all employees for the selected date range. If a specific department and all employees were selected, the purge will be run for all employees in that department
Pay Code	Leave the box checked to purge all records for all pay codes for the selected date range.

Click ***Delete*** to continue. The following confirmation message displays:



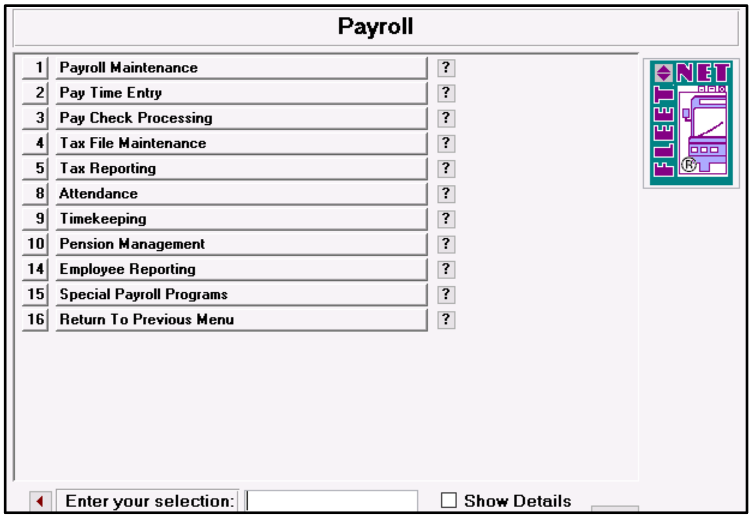
Click *Yes* to continue (the following message displays) or *No* to cancel:



Click *Yes* to continue or *No* to cancel.

Click *OK* on the purge completion message.

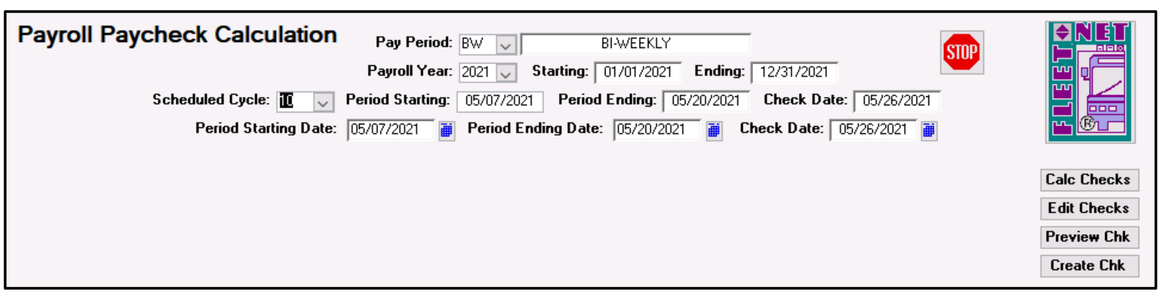
Pay Check Processing



Pay Check Calculation

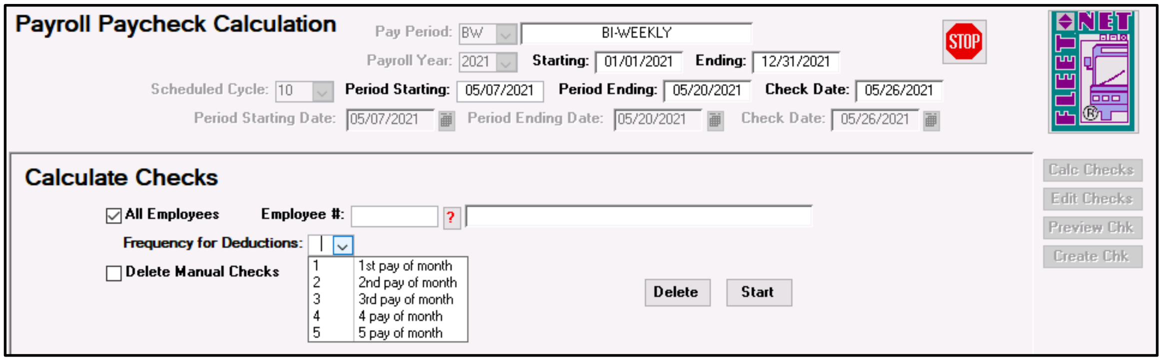
Paychecks can be calculated for the current pay cycle or if the calculation is being run for a pay period that includes dates from the previous month, a preliminary calculation can be run for the days from the previous month so that the payroll expenses can be posted to that month. Refer to the ***GL Accrual Auto Post*** section of the manual for those instructions.

Select Paycheck Calculation to calculate pay for the selected pay cycle. The following form displays:



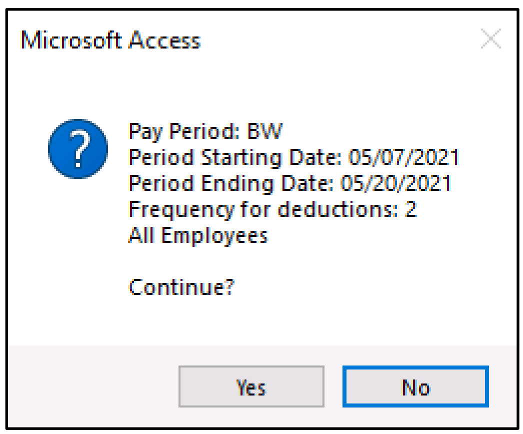
Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected
Period Ending	Automatically populated based on the scheduled cycle that was selected
Check Date	Automatically populated based on the scheduled cycle that was selected
Period Starting Date	Automatically populated based on the scheduled cycle that was selected
Period Ending Date	Automatically populated based on the scheduled cycle that was selected
Check Date	Automatically populated based on the scheduled cycle that was selected

Click *Calc Checks*. The following form displays:



Field Name	Description
All Employees	Leave the box checked to calculate pay for all employees
Employee #	Enter the employee number to calculate pay for one employee
Frequency for Deductions	Select the applicable frequency for deductions from the drop-down list
Delete Manual Checks	If manual checks had been previously entered and a recalculation is being run, check this box if they are to be deleted and recalculated

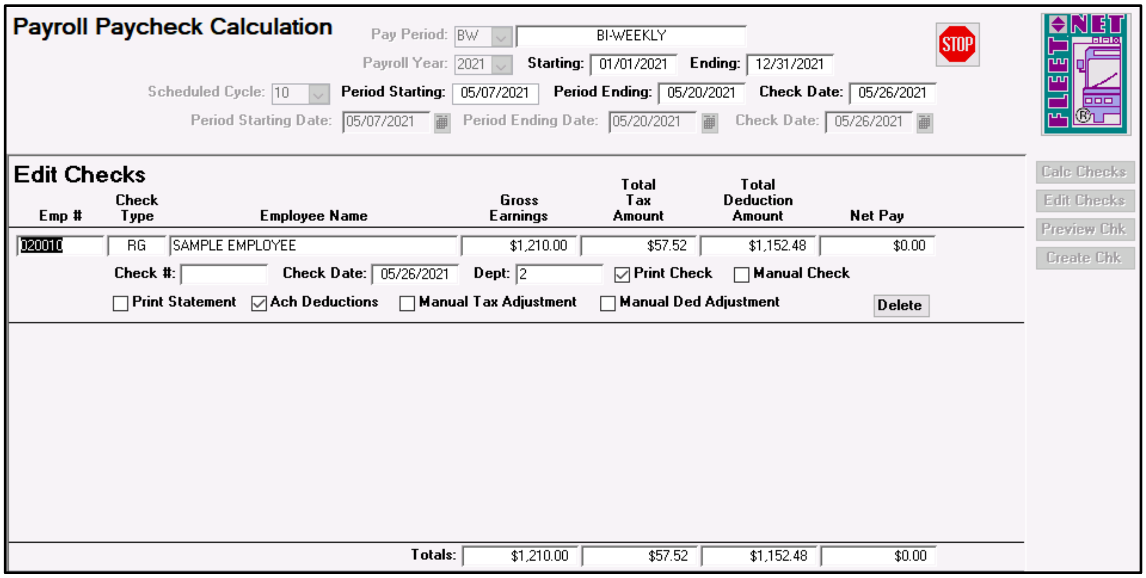
Click *Start*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel. Click *OK* on the calculation completion message.

Edit Checks

Click *Edit Checks* to edit and/or delete the calculated checks. The following form displays:



Payroll Paycheck Calculation

Pay Period: BW BI-WEEKLY

Payroll Year: 2021 Starting: 01/01/2021 Ending: 12/31/2021

Scheduled Cycle: 10 Period Starting: 05/07/2021 Period Ending: 05/20/2021 Check Date: 05/26/2021

Period Starting Date: 05/07/2021 Period Ending Date: 05/20/2021 Check Date: 05/26/2021

Calc Checks / Edit Checks / Preview Chk / Create Chk

Edit Checks

Emp #	Check Type	Employee Name	Gross Earnings	Total Tax Amount	Total Deduction Amount	Net Pay
020010	RG	SAMPLE EMPLOYEE	$1,210.00	$57.52	$1,152.48	$0.00

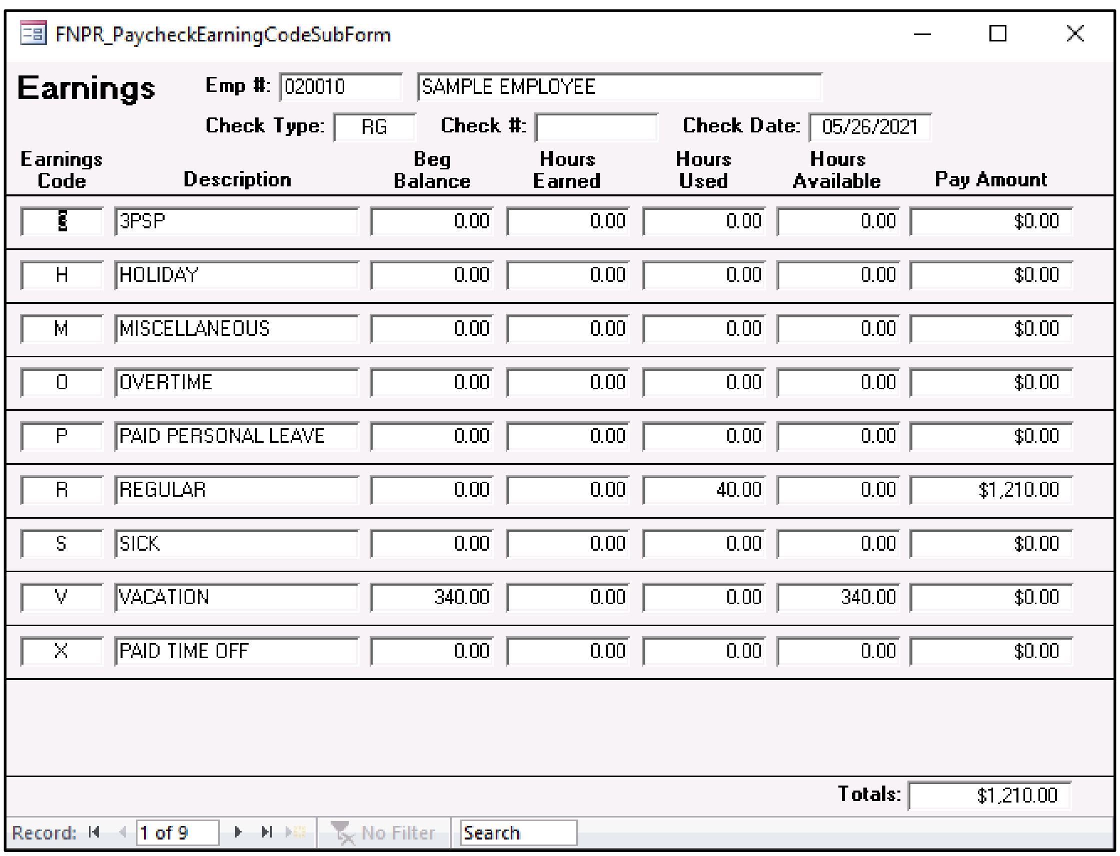
Check #: Check Date: 05/26/2021 Dept: 2 ☑ Print Check ☐ Manual Check

☐ Print Statement ☑ Ach Deductions ☐ Manual Tax Adjustment ☐ Manual Ded Adjustment Delete

Totals: $1,210.00 $57.52 $1,152.48 $0.00

The following fields can be edited and/or reviewed by double clicking in the field: *Gross Earnings, Total Tax Amount and Total Deduction Amount.* The check can also be deleted, if necessary, by clicking ***Delete***. Deleting the check does NOT delete the labor entries. Labor entries must be deleted on the Labor or Time Entry form.

Gross Earnings: Double click to review entries. Changes cannot be entered on this form. If changes are necessary, they must be completed in Labor or Time Entry.



FNPR_PaycheckEarningCodeSubForm

Earnings Emp #: 020010 SAMPLE EMPLOYEE

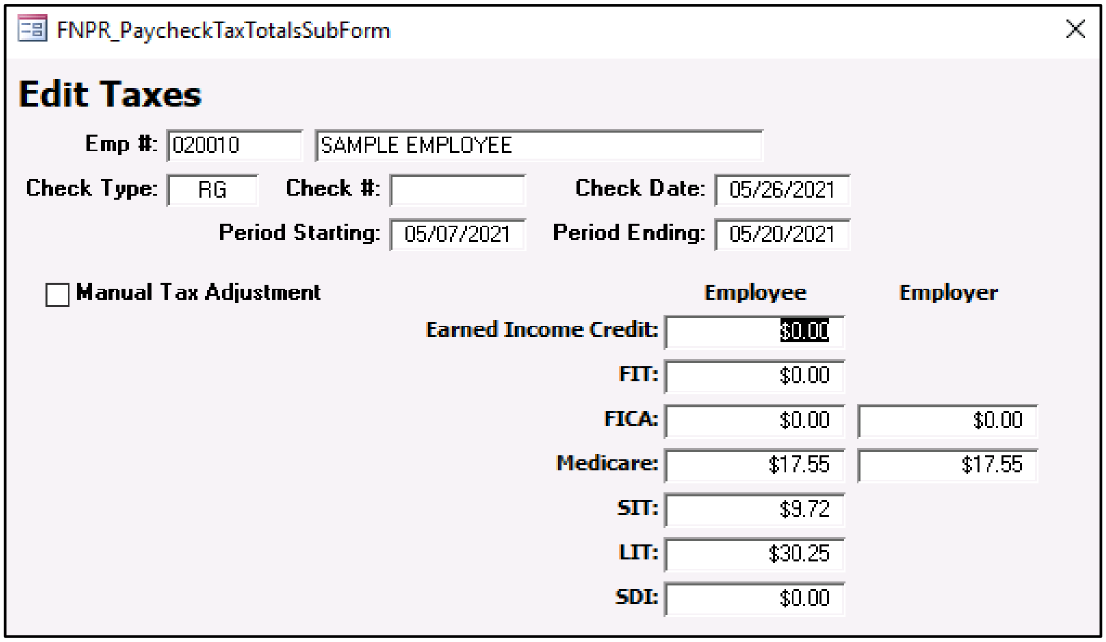
Check Type: RG Check #: Check Date: 05/26/2021

Earnings Code	Description	Beg Balance	Hours Earned	Hours Used	Hours Available	Pay Amount
3	3PSP	0.00	0.00	0.00	0.00	$0.00
H	HOLIDAY	0.00	0.00	0.00	0.00	$0.00
M	MISCELLANEOUS	0.00	0.00	0.00	0.00	$0.00
O	OVERTIME	0.00	0.00	0.00	0.00	$0.00
P	PAID PERSONAL LEAVE	0.00	0.00	0.00	0.00	$0.00
R	REGULAR	0.00	0.00	40.00	0.00	$1,210.00
S	SICK	0.00	0.00	0.00	0.00	$0.00
V	VACATION	340.00	0.00	0.00	340.00	$0.00
X	PAID TIME OFF	0.00	0.00	0.00	0.00	$0.00

Totals: $1,210.00

Record: 1 of 9 No Filter Search

Total Tax Amount: Double click to review and/or edit entries. Changes can be entered on this form. If edits are made, the Manual Tax Adjustment field will be flagged. After changes are entered, payroll must be recalculated for the edited employee.



FNPR_PaycheckTaxTotalsSubForm

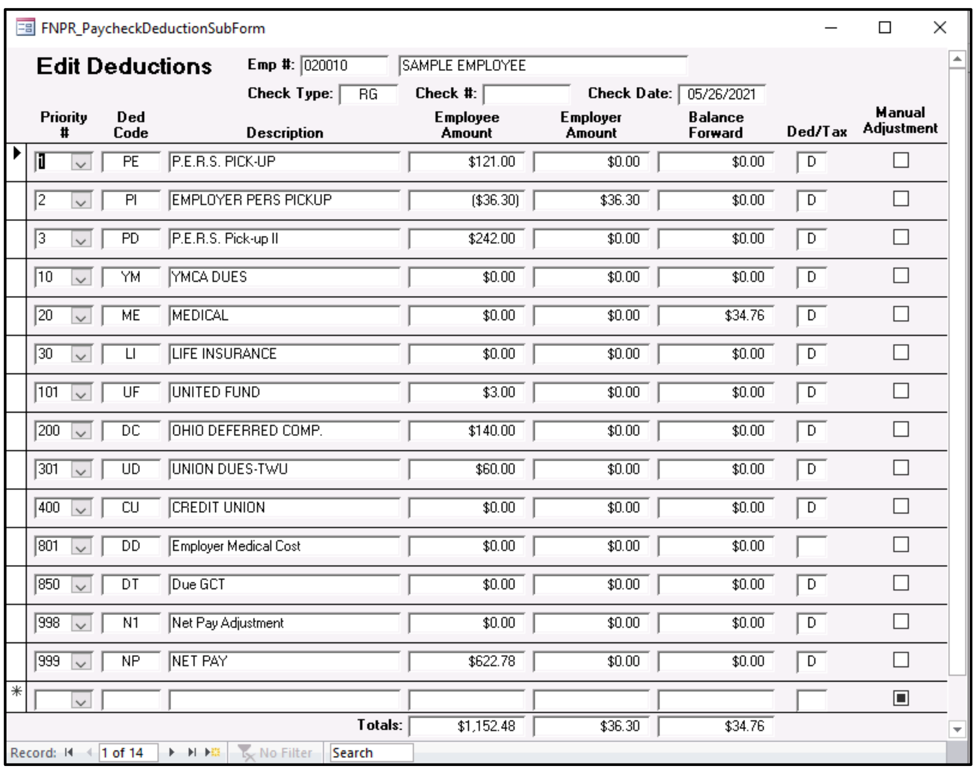
Edit Taxes

Emp #:	020010 SAMPLE EMPLOYEE
Check Type:	RG
Check #:	
Check Date:	05/26/2021
Period Starting:	05/07/2021
Period Ending:	05/20/2021

☐ Manual Tax Adjustment

	Employee	Employer
Earned Income Credit:	$0.00	
FIT:	$0.00	
FICA:	$0.00	$0.00
Medicare:	$17.55	$17.55
SIT:	$9.72	
LIT:	$30.25	
SDI:	$0.00	

Total Deduction Amount: Double click to review and/or edit entries. Changes <u>can</u> be entered on this form. If edits are made, the Manual Ded Adjustment field will be flagged. After changes are entered, payroll <u>must</u> be recalculated for the edited employee.



FNPR_PaycheckDeductionSubForm

Edit Deductions Emp #: 020010 SAMPLE EMPLOYEE

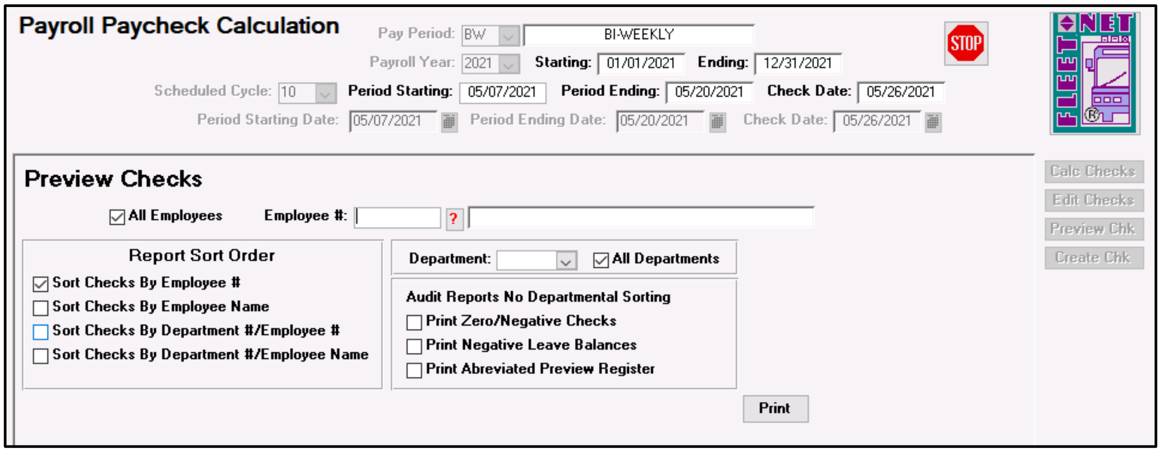
Check Type: RG Check #: Check Date: 05/26/2021

Priority #	Ded Code	Description	Employee Amount	Employer Amount	Balance Forward	Ded/Tax	Manual Adjustment
1	PE	P.E.R.S. PICK-UP	$121.00	$0.00	$0.00	D	☐
2	PI	EMPLOYER PERS PICKUP	($36.30)	$36.30	$0.00	D	☐
3	PD	P.E.R.S. Pick-up II	$242.00	$0.00	$0.00	D	☐
10	YM	YMCA DUES	$0.00	$0.00	$0.00	D	☐
20	ME	MEDICAL	$0.00	$0.00	$34.76	D	☐
30	LI	LIFE INSURANCE	$0.00	$0.00	$0.00	D	☐
101	UF	UNITED FUND	$3.00	$0.00	$0.00	D	☐
200	DC	OHIO DEFERRED COMP.	$140.00	$0.00	$0.00	D	☐
301	UD	UNION DUES-TWU	$60.00	$0.00	$0.00	D	☐
400	CU	CREDIT UNION	$0.00	$0.00	$0.00	D	☐
801	DD	Employer Medical Cost	$0.00	$0.00	$0.00		☐
850	DT	Due GCT	$0.00	$0.00	$0.00	D	☐
998	N1	Net Pay Adjustment	$0.00	$0.00	$0.00	D	☐
999	NP	NET PAY	$622.78	$0.00	$0.00	D	☐
		Totals:	$1,152.48	$36.30	$34.76		

Record: 1 of 14 No Filter Search

Preview Check

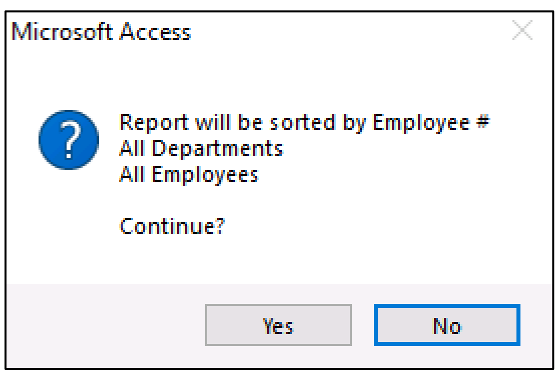
Click ***Preview Chk*** to view and/or print the Preview Check Register. The following form displays:

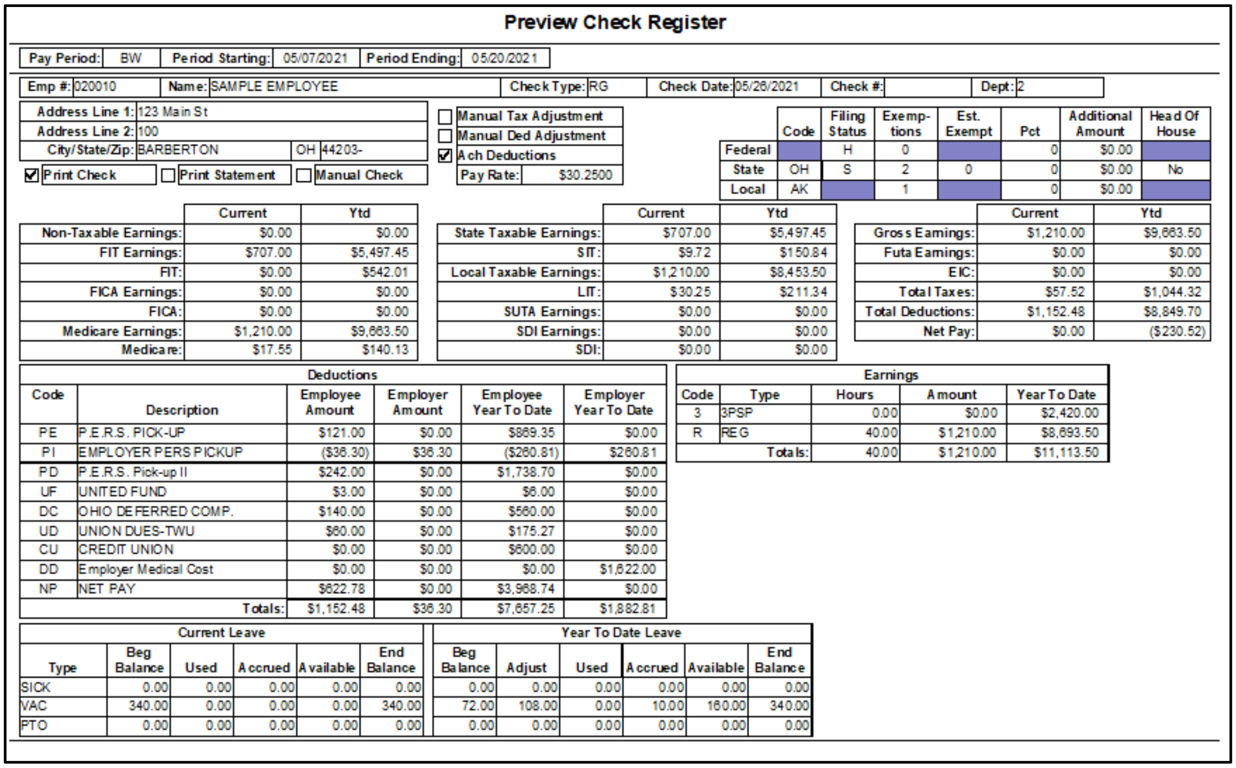


Field Name	Description
All Employees	Leave the box checked to view/print the register for all employees or enter an employee number
Employee #	Enter the employee number to view/print the register for one employee
Report Sort Order	Select the sort order for the report. If either of the options to sort by department is selected, a department total page will be included
Department	Leave the box checked to view/print the register for all departments or select a department from the drop-down list
Audit Reports	Check the applicable box to view/print the selected report

Click *Print* to view/print the selected report.

You will receive the following prompt. Click *Yes* to continue or *No* to cancel.





Preview Check Register

Pay Period:	BW	Period Starting:	05/07/2021	Period Ending:	05/20/2021

Emp #:	020010	Name:	SAMPLE EMPLOYEE	Check Type:	RG	Check Date:	05/26/2021	Check #:		Dept:	2

Address Line 1:	123 Main St
Address Line 2:	100
City/State/Zip:	BARBERTON OH 44203-

☑ Print Check ☐ Print Statement ☐ Manual Check

☐ Manual Tax Adjustment
☐ Manual Ded Adjustment
☑ Ach Deductions
Pay Rate: $30.2500

	Code	Filing Status	Exemp-tions	Est. Exempt	Pct	Additional Amount	Head Of House
Federal		H	0		0	$0.00	
State	OH	S	2	0	0	$0.00	No
Local	AK		1		0	$0.00	

	Current	Ytd
Non-Taxable Earnings:	$0.00	$0.00
FIT Earnings:	$707.00	$5,497.45
FIT:	$0.00	$542.01
FICA Earnings:	$0.00	$0.00
FICA:	$0.00	$0.00
Medicare Earnings:	$1,210.00	$9,663.50
Medicare:	$17.55	$140.13

	Current	Ytd
State Taxable Earnings:	$707.00	$5,497.45
SIT:	$9.72	$150.84
Local Taxable Earnings:	$1,210.00	$8,453.50
LIT:	$30.25	$211.34
SUTA Earnings:	$0.00	$0.00
SDI Earnings:	$0.00	$0.00
SDI:	$0.00	$0.00

	Current	Ytd
Gross Earnings:	$1,210.00	$9,663.50
Futa Earnings:	$0.00	$0.00
EIC:	$0.00	$0.00
Total Taxes:	$57.52	$1,044.32
Total Deductions:	$1,152.48	$8,849.70
Net Pay:	$0.00	($230.52)

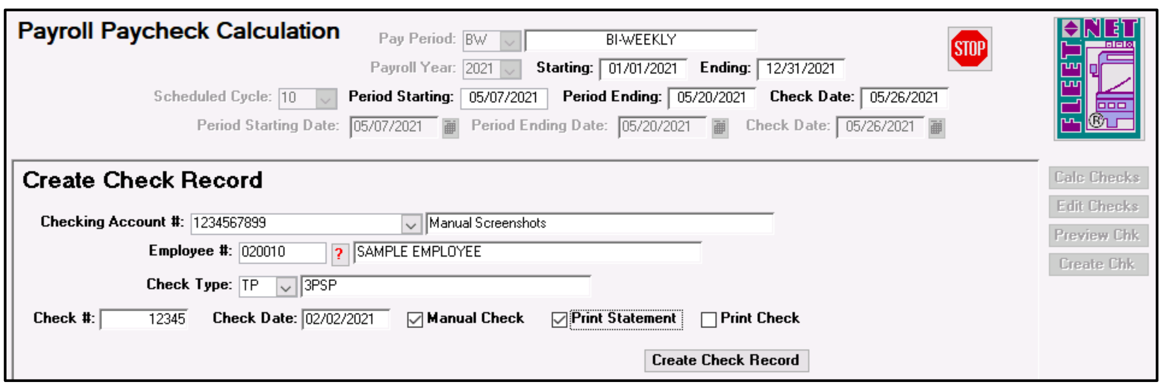
Deductions					
Code	Description	Employee Amount	Employer Amount	Employee Year To Date	Employer Year To Date
PE	P.E.R.S. PICK-UP	$121.00	$0.00	$869.35	$0.00
PI	EMPLOYER PERS PICKUP	($36.30)	$36.30	($260.81)	$260.81
PD	P.E.R.S. Pick-up II	$242.00	$0.00	$1,738.70	$0.00
UF	UNITED FUND	$3.00	$0.00	$6.00	$0.00
DC	OHIO DEFERRED COMP.	$140.00	$0.00	$560.00	$0.00
UD	UNION DUES-TWU	$60.00	$0.00	$175.27	$0.00
CU	CREDIT UNION	$0.00	$0.00	$600.00	$0.00
DD	Employer Medical Cost	$0.00	$0.00	$0.00	$1,622.00
NP	NET PAY	$622.78	$0.00	$3,968.74	$0.00
	Totals:	$1,152.48	$36.30	$7,657.25	$1,882.81

Earnings				
Code	Type	Hours	Amount	Year To Date
3	3PSP	0.00	$0.00	$2,420.00
R	REG	40.00	$1,210.00	$8,693.50
	Totals:	40.00	$1,210.00	$11,113.50

	Current Leave					Year To Date Leave					
Type	Beg Balance	Used	Accrued	Available	End Balance	Beg Balance	Adjust	Used	Accrued	Available	End Balance
SICK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAC	340.00	0.00	0.00	0.00	340.00	72.00	108.00	0.00	10.00	160.00	340.00
PTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

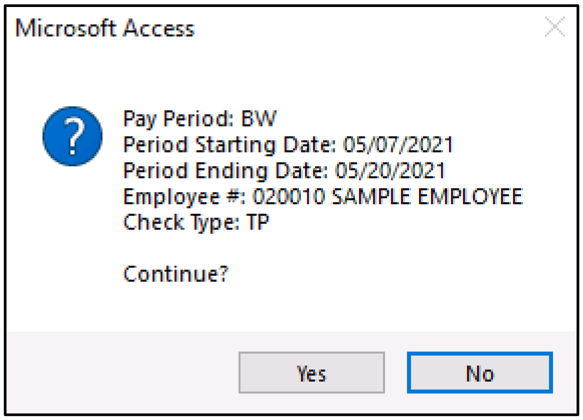
Create Check

Click *Create Chk* to enter data for a manual check. Time must be entered in Labor or Time entry to calculate the check. The following form displays:



Field Name	Description
Employee #	Enter the employee number
Check Type	Select the check type from the drop-down list
Check #	Enter the check number of the manual check
Check Date	Enter the check date of the manual check
Manual Check	Check the box to flag the entry as a manual check

Click *Create Check Record.* The following confirmation message displays:

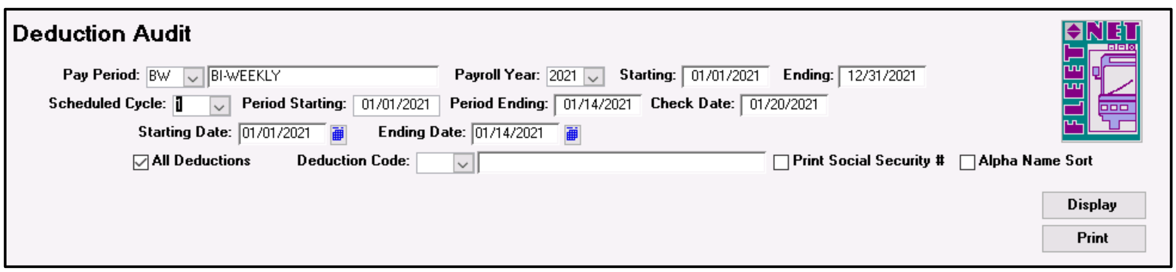


Click *Yes* to continue or *No*, to cancel.

Click *OK* at the record creation confirmation. When payroll is calculated, the manual check will be included in the reports; however, a check will not print. Careful review of the amounts on the manual check and the amounts that were calculated in FNW is essential. If discrepancies occur, edit the check so that the amounts on the FNW check match the amounts on the manual check.

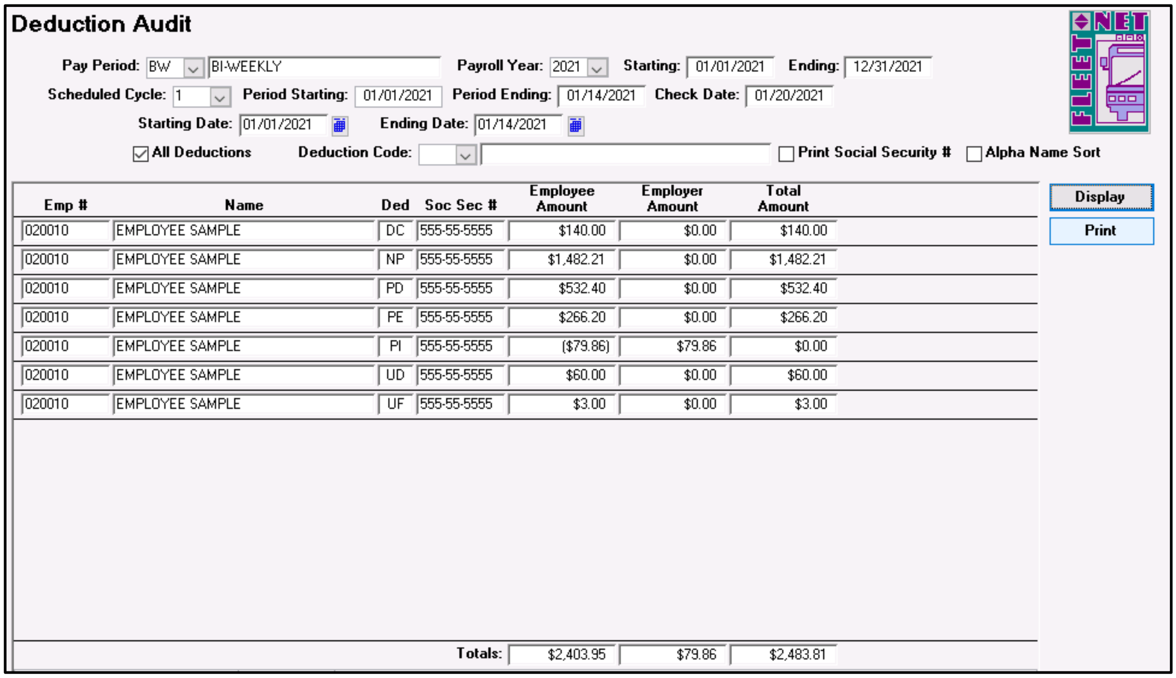
Deduction Audit Report

Select Deduction Audit Report to preview and/or print the reports for the current or previous pay cycles. The following form displays:



Field Name	Description
Pay Period	Select the pay cycle from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected.
Period Ending	Automatically populated based on the scheduled cycle that was selected.
Check Date	Automatically populated based on the scheduled cycle that was selected.
Starting Date	Automatically populated based on the scheduled cycle that was selected. This date can be edited to any date within the payroll year selected
Ending Date	Automatically populated based on the scheduled cycle that was selected. This date can be edited to any date within the payroll year selected
All Deductions	Leave the box checked to view and/or print all deductions
Deduction Code	Select a deduction code from the drop-down list to view and/or print data for a specific deduction
Print Social Security #	Check the box to include the employees' Social Security Numbers on the report(s)
Alpha Name Sort	Check the box to sort the report in alphabetical order

Click *Display*. The following form displays:



Deduction Audit

Pay Period: BW BI-WEEKLY Payroll Year: 2021 Starting: 01/01/2021 Ending: 12/31/2021

Scheduled Cycle: 1 Period Starting: 01/01/2021 Period Ending: 01/14/2021 Check Date: 01/20/2021

Starting Date: 01/01/2021 Ending Date: 01/14/2021

☑ All Deductions Deduction Code: ☐ Print Social Security # ☐ Alpha Name Sort

Display Print

Emp #	Name	Ded	Soc Sec #	Employee Amount	Employer Amount	Total Amount
020010	EMPLOYEE SAMPLE	DC	555-55-5555	$140.00	$0.00	$140.00
020010	EMPLOYEE SAMPLE	NP	555-55-5555	$1,482.21	$0.00	$1,482.21
020010	EMPLOYEE SAMPLE	PD	555-55-5555	$532.40	$0.00	$532.40
020010	EMPLOYEE SAMPLE	PE	555-55-5555	$266.20	$0.00	$266.20
020010	EMPLOYEE SAMPLE	PI	555-55-5555	($79.86)	$79.86	$0.00
020010	EMPLOYEE SAMPLE	UD	555-55-5555	$60.00	$0.00	$60.00
020010	EMPLOYEE SAMPLE	UF	555-55-5555	$3.00	$0.00	$3.00
			Totals:	$2,403.95	$79.86	$2,483.81

If *All Deductions* was checked, employees will be grouped and listed in employee number order. If a specific *Deduction Code* was selected, the employees will be listed in employee number order.

Click *Print* and the report displays on the screen. Use the file/print option to print a copy of the report.

If *All Deductions* was checked, the report will print a new page for each deduction code. The default sort order for the report is employee number. If alpha name sort was selected, the report prints in alphabetical order.

Check Deduction Audit

Period Starting: 05/07/2021 **Period Ending:** 05/20/2021 **Pay Period:** BW

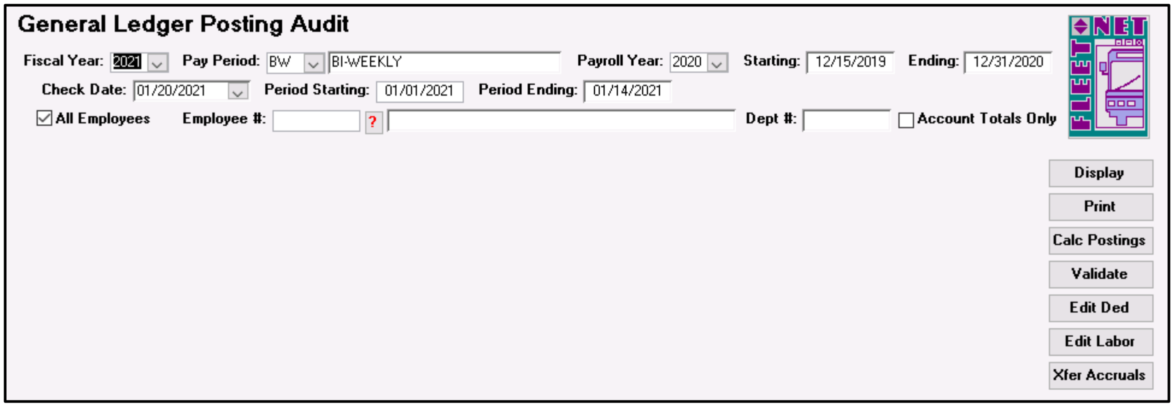
Deduction: DC OHIO DEFERRED COMP.

Emp #	Employee Name		Employee Amount	Employer Amount	Total Amount
020010	SAMPLE EMPLOYEE		$140.00	$0.00	$140.00
	DC OHIO DEFERRED COMP.	**Totals:**	$140.00	$0.00	$140.00

Total # Deductions: 1

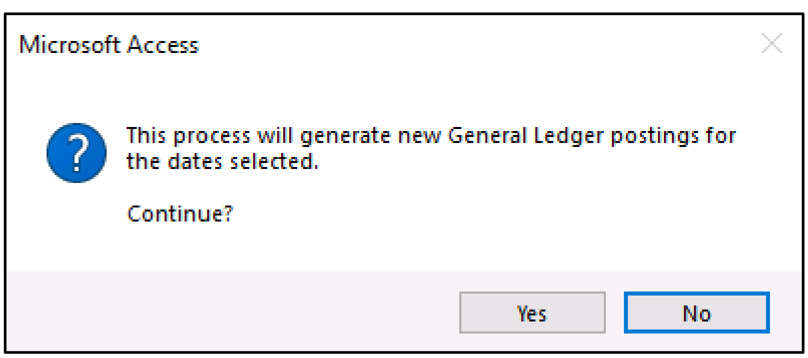
General Ledger Posting Audit

Select General Ledger Posting Audit to calculate the payroll General Ledger entries. The following form displays:



Field Name	Description
Fiscal Year	Select the current fiscal year from the drop-down list
Pay Period	Select the pay cycle from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Check Date	Select the applicable check date from the drop-down list
Period Starting	Automatically populated based on the check date selected
Period Ending	Automatically populated based on the check date selected
All Employees	Leave the box checked to calculate the general ledger entries for all employees
Employee #	Enter an employee number to calculate the general ledger entries for a specific employee
Account Totals Only	Check this box to view a summary report of postings after the general ledger calculation completes

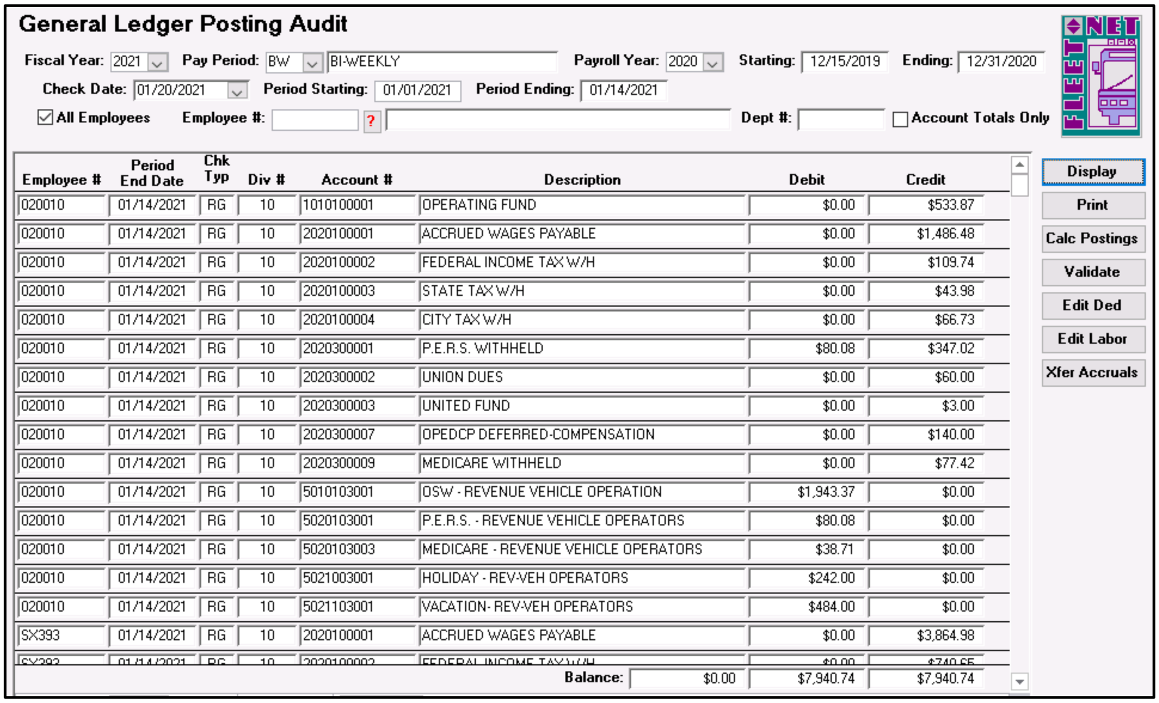
Click *Calc Postings*. The following confirmation displays:



Click *Yes* to continue or *No* to cancel.

Click *OK* on the calculation completion message.

Click *Display* to view detailed entries. The following form displays:



General Ledger Posting Audit

Fiscal Year: 2021 Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020

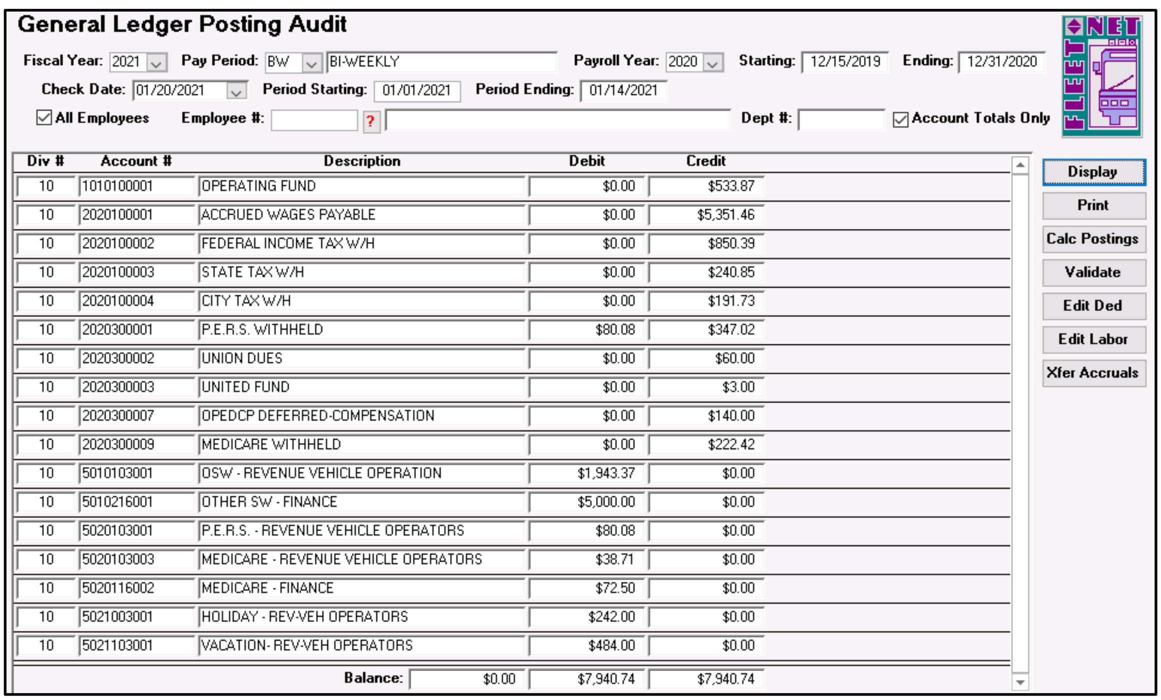
Check Date: 01/20/2021 Period Starting: 01/01/2021 Period Ending: 01/14/2021

☑ All Employees Employee #: Dept #: ☐ Account Totals Only

Employee #	Period End Date	Chk Typ	Div #	Account #	Description	Debit	Credit
020010	01/14/2021	RG	10	1010100001	OPERATING FUND	$0.00	$533.87
020010	01/14/2021	RG	10	2020100001	ACCRUED WAGES PAYABLE	$0.00	$1,486.48
020010	01/14/2021	RG	10	2020100002	FEDERAL INCOME TAX W/H	$0.00	$109.74
020010	01/14/2021	RG	10	2020100003	STATE TAX W/H	$0.00	$43.98
020010	01/14/2021	RG	10	2020100004	CITY TAX W/H	$0.00	$66.73
020010	01/14/2021	RG	10	2020300001	P.E.R.S. WITHHELD	$80.08	$347.02
020010	01/14/2021	RG	10	2020300002	UNION DUES	$0.00	$60.00
020010	01/14/2021	RG	10	2020300003	UNITED FUND	$0.00	$3.00
020010	01/14/2021	RG	10	2020300007	OPEDCP DEFERRED-COMPENSATION	$0.00	$140.00
020010	01/14/2021	RG	10	2020300009	MEDICARE WITHHELD	$0.00	$77.42
020010	01/14/2021	RG	10	5010103001	OSW - REVENUE VEHICLE OPERATION	$1,943.37	$0.00
020010	01/14/2021	RG	10	5020103001	P.E.R.S. - REVENUE VEHICLE OPERATORS	$80.08	$0.00
020010	01/14/2021	RG	10	5020103003	MEDICARE - REVENUE VEHICLE OPERATORS	$38.71	$0.00
020010	01/14/2021	RG	10	5021003001	HOLIDAY - REV-VEH OPERATORS	$242.00	$0.00
020010	01/14/2021	RG	10	5021103001	VACATION- REV-VEH OPERATORS	$484.00	$0.00
SX393	01/14/2021	RG	10	2020100001	ACCRUED WAGES PAYABLE	$0.00	$3,864.98
SX393	01/14/2021	RG	10	2020100002	FEDERAL INCOME TAX W/H	$0.00	$740.65
					Balance: $0.00	$7,940.74	$7,940.74

Display | Print | Calc Postings | Validate | Edit Ded | Edit Labor | Xfer Accruals

To view a summary, check the *Account Totals Only* box and click *Display*. The following form displays:



General Ledger Posting Audit

Fiscal Year: 2021 Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020

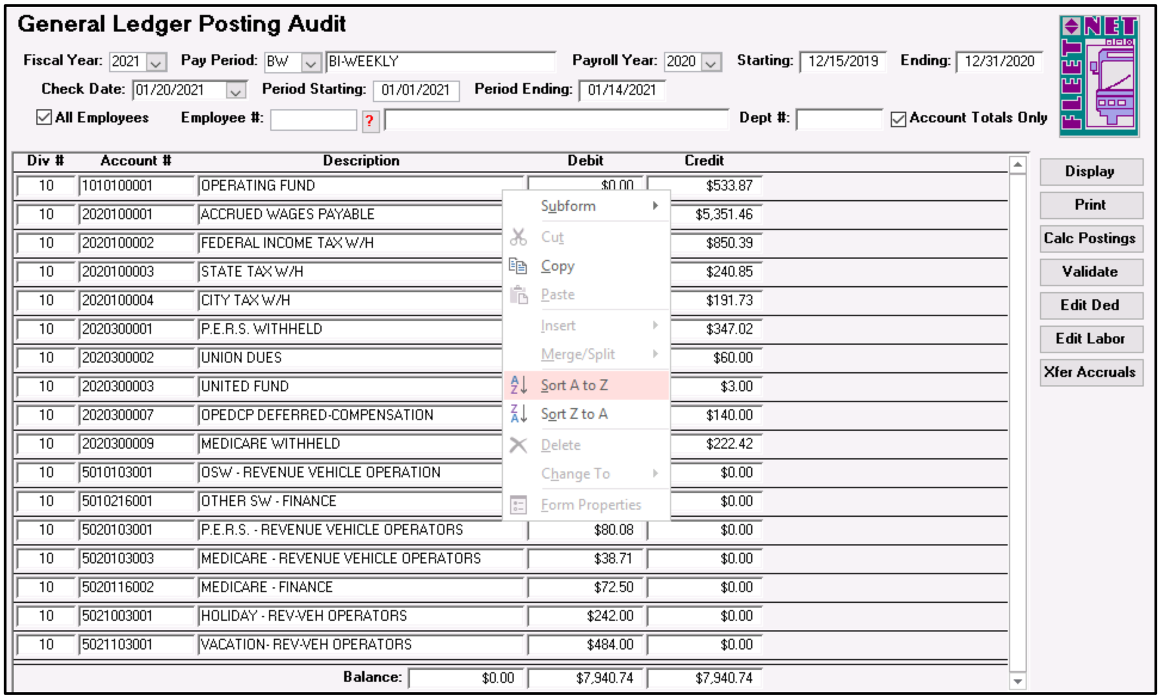
Check Date: 01/20/2021 Period Starting: 01/01/2021 Period Ending: 01/14/2021

☑ All Employees Employee #: Dept #: ☑ Account Totals Only

Div #	Account #	Description	Debit	Credit
10	1010100001	OPERATING FUND	$0.00	$533.87
10	2020100001	ACCRUED WAGES PAYABLE	$0.00	$5,351.46
10	2020100002	FEDERAL INCOME TAX W/H	$0.00	$850.39
10	2020100003	STATE TAX W/H	$0.00	$240.85
10	2020100004	CITY TAX W/H	$0.00	$191.73
10	2020300001	P.E.R.S. WITHHELD	$80.08	$347.02
10	2020300002	UNION DUES	$0.00	$60.00
10	2020300003	UNITED FUND	$0.00	$3.00
10	2020300007	OPEDCP DEFERRED-COMPENSATION	$0.00	$140.00
10	2020300009	MEDICARE WITHHELD	$0.00	$222.42
10	5010103001	OSW - REVENUE VEHICLE OPERATION	$1,943.37	$0.00
10	5010216001	OTHER SW - FINANCE	$5,000.00	$0.00
10	5020103001	P.E.R.S. - REVENUE VEHICLE OPERATORS	$80.08	$0.00
10	5020103003	MEDICARE - REVENUE VEHICLE OPERATORS	$38.71	$0.00
10	5020116002	MEDICARE - FINANCE	$72.50	$0.00
10	5021003001	HOLIDAY - REV-VEH OPERATORS	$242.00	$0.00
10	5021103001	VACATION- REV-VEH OPERATORS	$484.00	$0.00
		Balance: $0.00	$7,940.74	$7,940.74

Display | Print | Calc Postings | Validate | Edit Ded | Edit Labor | Xfer Accruals

TIP: If you click in Description and then right mouse click and select sort it will put the description in alphabetical order making it easier to identify invalid accounts that need corrected prior to updating payroll.



Click *Print* to view and/or print the General Ledger Detail report. The following report displays:

Payroll General Ledger Posting Detail Audit Report

Check Date: 01/20/2021 **Pay Period:** BW

Posting Date	Chk Typ	Div #	Account #	Description	Debit	Credit
Employee: 020010			**SAMPLE EMPLOYEE**			
01/20/2021	RG	10	1010100001	OPERATING FUND	$0.00	$533.87
01/20/2021	RG	10	2020100001	ACCRUED WAGES PAYABLE	$0.00	$1,486.48
01/20/2021	RG	10	2020100002	FEDERAL INCOME TAX W/H	$0.00	$109.74
01/20/2021	RG	10	2020100003	STATE TAX W/H	$0.00	$43.98
01/20/2021	RG	10	2020100004	CITY TAX W/H	$0.00	$66.73
01/20/2021	RG	10	2020300001	P.E.R.S. WITHHELD	$80.08	$347.02
01/20/2021	RG	10	2020300002	UNION DUES	$0.00	$60.00
01/20/2021	RG	10	2020300003	UNITED FUND	$0.00	$3.00
01/20/2021	RG	10	2020300007	OPEDCP DEFERRED-COMPENSATION	$0.00	$140.00
01/20/2021	RG	10	2020300009	MEDICARE WITHHELD	$0.00	$77.42
01/20/2021	RG	10	5010103001	OSW - REVENUE VEHICLE OPERATION	$1,943.37	$0.00
01/20/2021	RG	10	5020103001	P.E.R.S. - REVENUE VEHICLE OPERATORS	$80.08	$0.00
01/20/2021	RG	10	5020103003	MEDICARE - REVENUE VEHICLE OPERATORS	$38.71	$0.00
01/20/2021	RG	10	5021003001	HOLIDAY - REV-VEH OPERATORS	$242.00	$0.00
01/20/2021	RG	10	5021103001	VACATION- REV-VEH OPERATORS	$484.00	$0.00
					$2,868.24	$2,868.24

Check the *Account Totals Only* box and click *Print* to view and/or print the General Ledger Summary report. The following report displays:

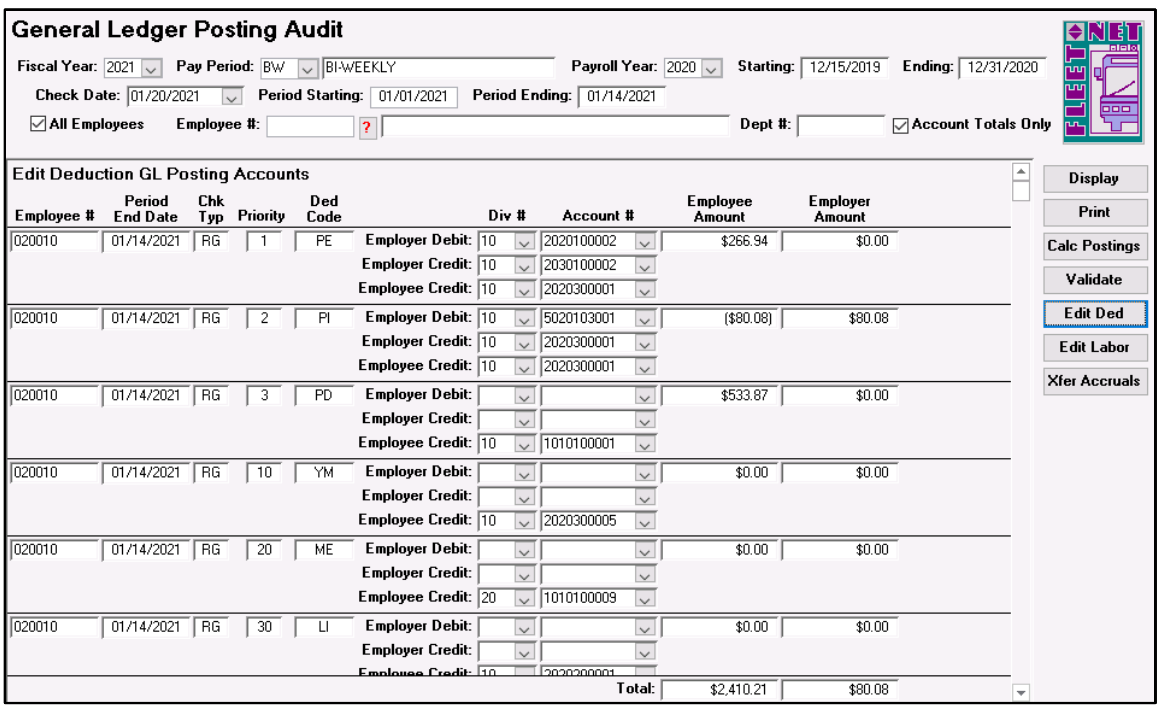
Payroll General Ledger Posting Summary Audit Report

Check Date: 01/20/2021 **Pay Period:** BW

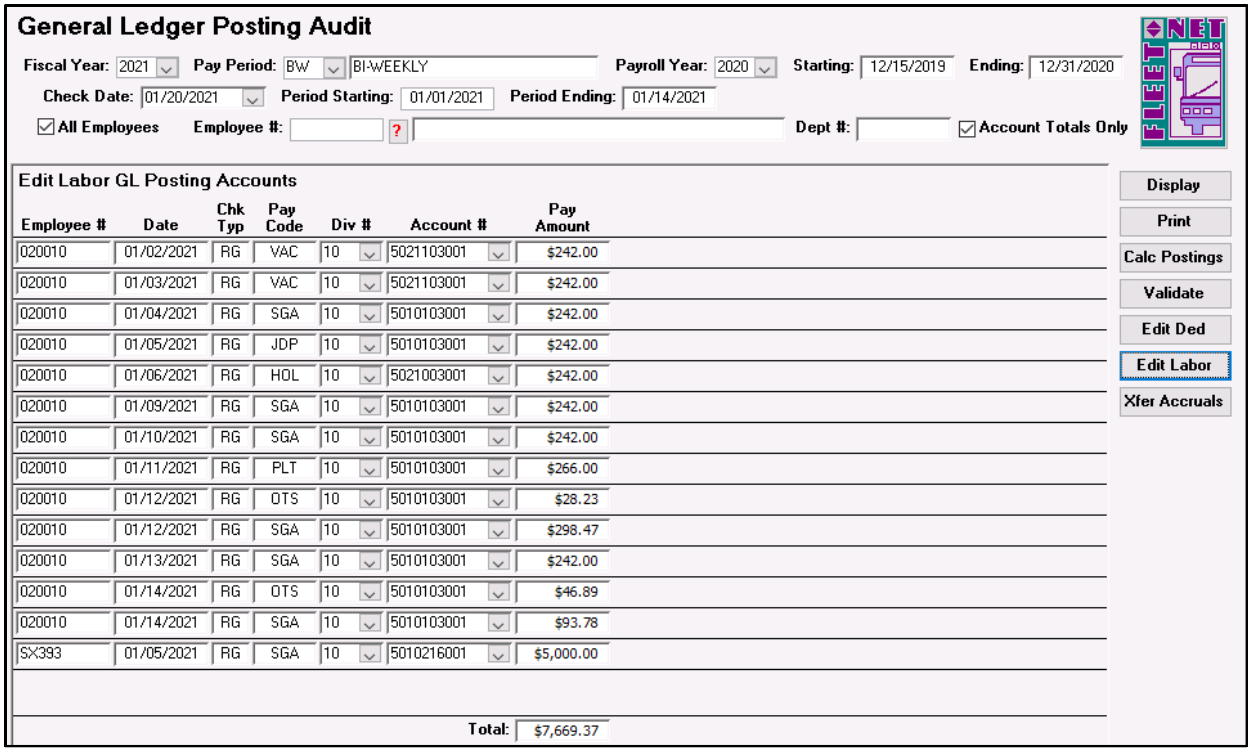
Div #	Account #	Description	Debit	Credit
10	1010100001	OPERATING FUND	$0.00	$533.87
10	2020100001	ACCRUED WAGES PAYABLE	$0.00	$5,351.46
10	2020100002	FEDERAL INCOME TAX W/H	$0.00	$850.39
10	2020100003	STATE TAX W/H	$0.00	$240.85
10	2020100004	CITY TAX W/H	$0.00	$191.73
10	2020300001	P.E.R.S. WITHHELD	$80.08	$347.02
10	2020300002	UNION DUES	$0.00	$60.00
10	2020300003	UNITED FUND	$0.00	$3.00
10	2020300007	OPEDCP DEFERRED-COMPENSATION	$0.00	$140.00
10	2020300009	MEDICARE WITHHELD	$0.00	$222.42
10	5010103001	OSW - REVENUE VEHICLE OPERATION	$1,943.37	$0.00
10	5010216001	OTHER SW - FINANCE	$5,000.00	$0.00
10	5020103001	P.E.R.S. - REVENUE VEHICLE OPERATORS	$80.08	$0.00
10	5020103003	MEDICARE - REVENUE VEHICLE OPERATORS	$38.71	$0.00
10	5020116002	MEDICARE - FINANCE	$72.50	$0.00
10	5021003001	HOLIDAY - REV-VEH OPERATORS	$242.00	$0.00
10	5021103001	VACATION- REV-VEH OPERATORS	$484.00	$0.00
	Division Totals: 10		$7,940.74	$7,940.74
	Report Totals:		$7,940.74	$7,940.74

TIP: It is recommended to print/PDF the reports PRIOR to updating payroll. Once payroll is updated the information will not be available to print.

Click *Edit Ded* to edit deductions. The following form displays:



The only changes allowed on this form are to the general ledger posting accounts. Amounts cannot be changed. Once changes are made, calculate the postings again to see the changes.
Click *Edit Labor* to edit labor entries. The following form displays:



General Ledger Posting Audit

Fiscal Year: 2021 Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020

Check Date: 01/20/2021 Period Starting: 01/01/2021 Period Ending: 01/14/2021

All Employees Employee #: Dept #: Account Totals Only

Edit Labor GL Posting Accounts

Employee #	Date	Chk Typ	Pay Code	Div #	Account #	Pay Amount
020010	01/02/2021	RG	VAC	10	5021103001	$242.00
020010	01/03/2021	RG	VAC	10	5021103001	$242.00
020010	01/04/2021	RG	SGA	10	5010103001	$242.00
020010	01/05/2021	RG	JDP	10	5010103001	$242.00
020010	01/06/2021	RG	HOL	10	5021003001	$242.00
020010	01/09/2021	RG	SGA	10	5010103001	$242.00
020010	01/10/2021	RG	SGA	10	5010103001	$242.00
020010	01/11/2021	RG	PLT	10	5010103001	$266.00
020010	01/12/2021	RG	OTS	10	5010103001	$28.23
020010	01/12/2021	RG	SGA	10	5010103001	$298.47
020010	01/13/2021	RG	SGA	10	5010103001	$242.00
020010	01/14/2021	RG	OTS	10	5010103001	$46.89
020010	01/14/2021	RG	SGA	10	5010103001	$93.78
SX393	01/05/2021	RG	SGA	10	5010216001	$5,000.00
					Total:	$7,669.37

Display | Print | Calc Postings | Validate | Edit Ded | Edit Labor | Xfer Accruals

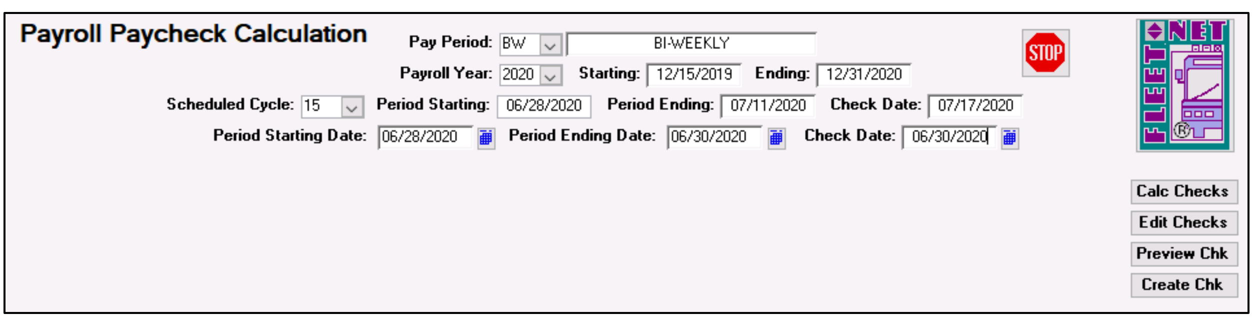
The only changes allowed on this form are to the general ledger posting accounts. Amounts cannot be changed. Calculate the postings again.

Month/Year End Payroll Accrual

When the pay period includes time from two months, Finance may request to have the payroll accrue for the first month. To create automatic entries for General Ledger posting to a previous month, payroll can be calculated for only the days from the previous month. There are three steps to this process: Calculate the payroll for the days in the previous month, calculate the GL Postings and transfer the accrual.

1. Calculate pay for the days in the previous month.

Go to *Paycheck Calculation* (Menu Item #1). The following form displays:



Payroll Paycheck Calculation

Pay Period: BW BI-WEEKLY

Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020

Scheduled Cycle: 15 Period Starting: 06/28/2020 Period Ending: 07/11/2020 Check Date: 07/17/2020

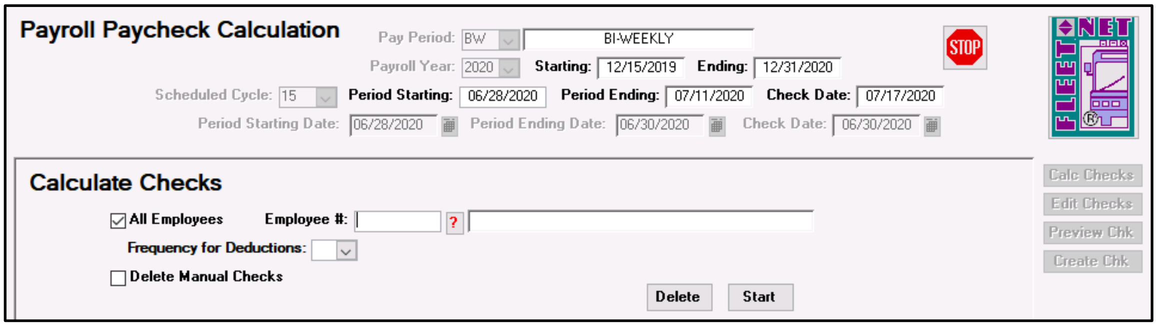
Period Starting Date: 06/28/2020 Period Ending Date: 06/30/2020 Check Date: 06/30/2020

Calc Checks | Edit Checks | Preview Chk | Create Chk

Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected

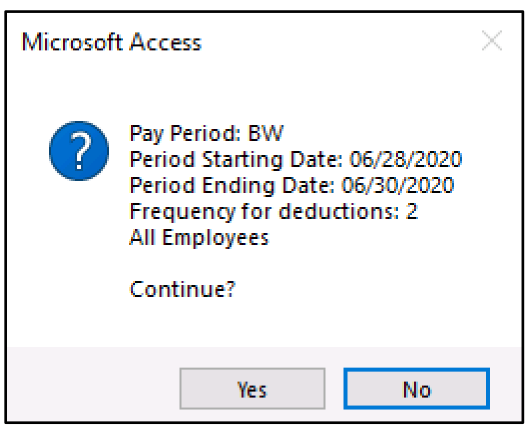
Period Ending	Automatically populated based on the scheduled cycle that was selected
Check Date	Automatically populated based on the scheduled cycle that was selected
Period Starting Date	Automatically populated based on the scheduled cycle that was selected
Period Ending Date	Enter the last day of the month being accrued
Check Date	Enter the same date that was entered for the Period Ending Date.

Click *Calc Checks*. The following form displays:



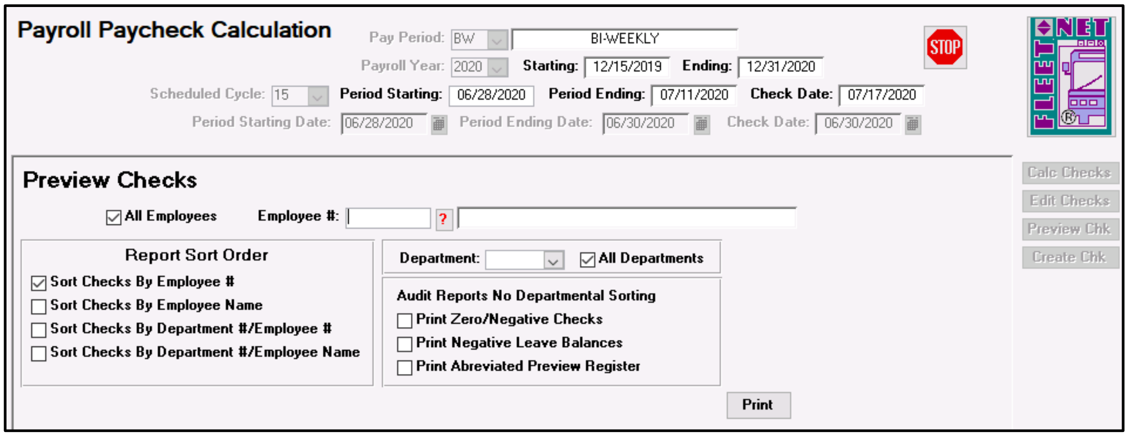
Field Name	Description
All Employees	Leave the box checked to calculate pay for all employees
Employee #	Enter the employee number to calculate pay for one employee
Frequency for Deductions	Select the applicable frequency for deductions from the drop-down list
Delete Manual Checks	Leave the box unchecked
Period Ending	Automatically populated based on the scheduled cycle that was selected

Click *Start*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel. Click *OK* on the calculation completion message.

Click ***Preview Chk*** to view and/or print the Preview Check Register. The following form displays:

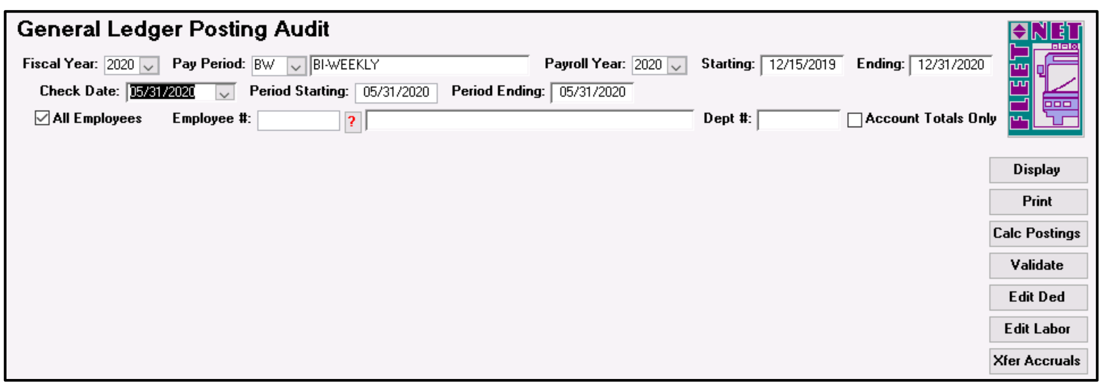


Field Name	Description
All Employees	Leave the box checked to view/print the register for all employees or enter an employee number
Employee #	Enter the employee number to view/print the register for one employee
Report Sort Order	Select the sort order for the report. If either of the options to sort by department is selected, a department total page will be included
Department	Leave the box checked to view/print the register for all departments or select a department from the drop-down list
Audit Reports	Check the applicable box to view/print the selected report

Click *Print* to view/print the selected report.

Create the general ledger postings from the calculation.

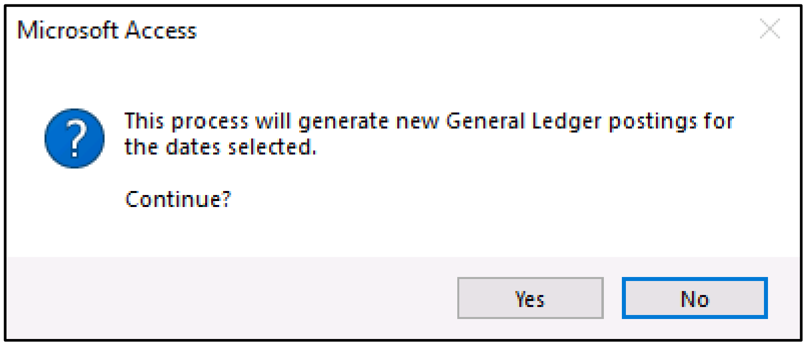
Go to *General Ledger Posting Audit* (Menu Item #3). The following form displays:



Field Name	Description
Fiscal year	Select the fiscal year from the drop-down list
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populates based on the payroll year selected
Ending	Automatically populates based on the payroll year selected
Check Date	Select the check date from the drop-down list – this will be the last day of the accrual month
Period Starting	Automatically populates based on the check date selected
Period Ending	Automatically populates based on the check date selected
All Employees	Leave the box checked to calc postings for all employees
Employee #	Leave blank to calculate postings for all employees

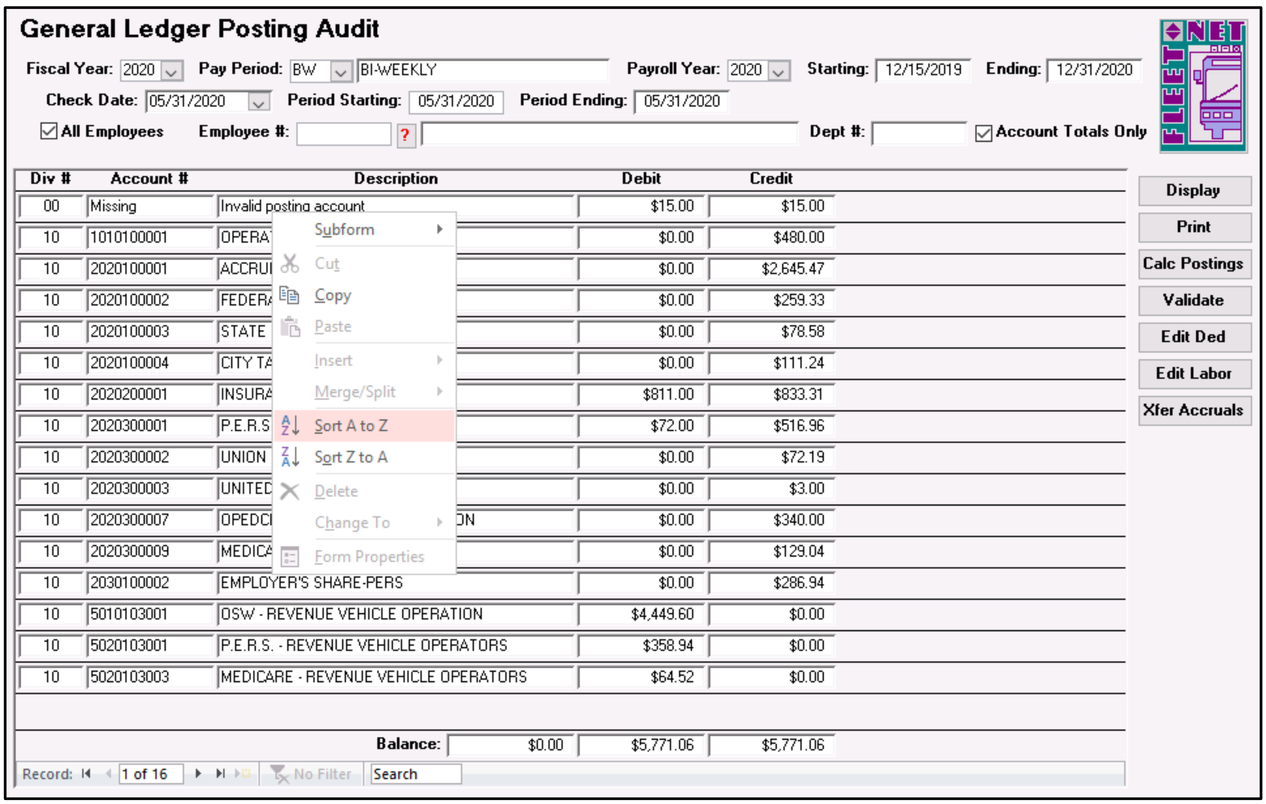
Click *Calc Postings*

The following confirmation message displays:



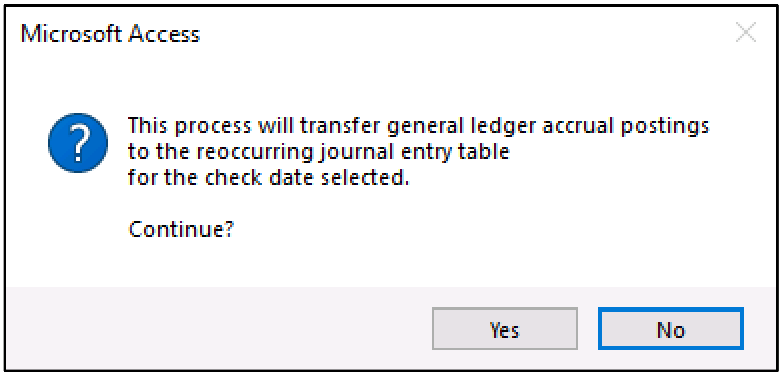
Click *Yes* to continue or *No* to cancel. If *Yes* is selected, click *OK* on the confirmation message.

Check the box for Account Totals Only and then click ***Display***.

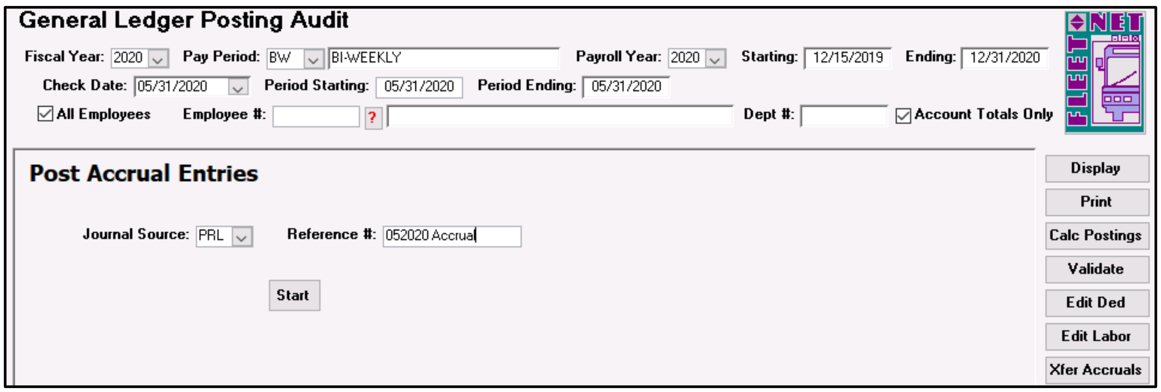


TIP: Click on a description and then right mouse click and select sort A to Z. This will put the descriptions in alphabetical order, and you can easily view if anything is showing as *Invalid Posting Account.* Those items will need to be corrected before transferring the accruals.

Click ***Xfer Accruals***, the following message displays:



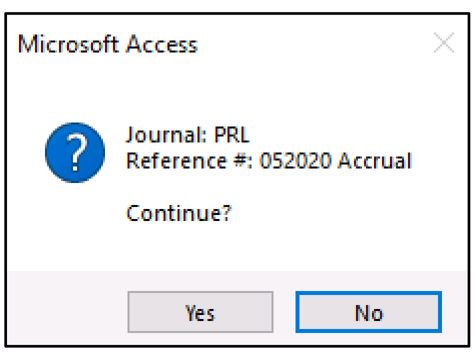
Click *Yes* to continue (the following form displays) or *No* to cancel:



Field Name	Description
Journal Source	Select the Journal where the payroll accrual entries will be posted from the drop-down list
Reference #	Enter a reference for the accrual posting. The same reference will be used when reversing the entries in the current month

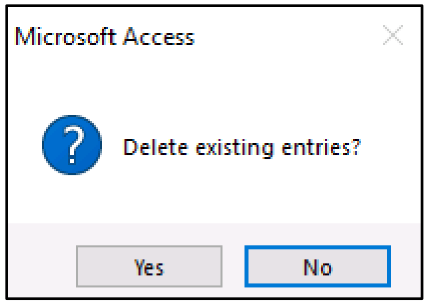
Click *Start*.

The following confirmation message displays:



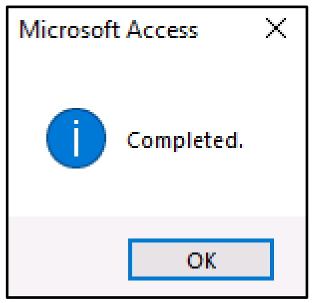
Click *Yes* to continue or *No* to cancel.

If entries exist for the Reference entered the following message displays:



Click *Yes* to continue or *No* to cancel. If Yes is selected the existing records will overwrite any existing records with the same reference number in the selected journal. If No is selected no entries are transferred. To avoid deleting accruals that have not been reversed by Finance, it is recommended to use a unique reference each time the accrual is done.

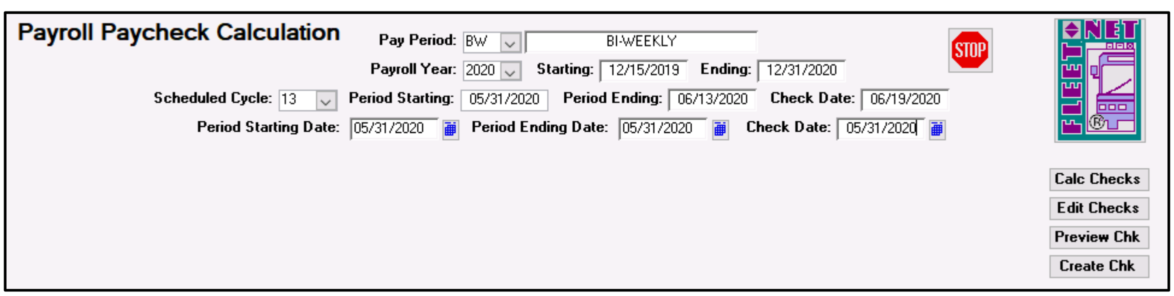
Once the transfer completes the following message displays:



Click *OK*

2. Delete the calculation for the days from the previous month and complete the payroll calculation for the full pay cycle.

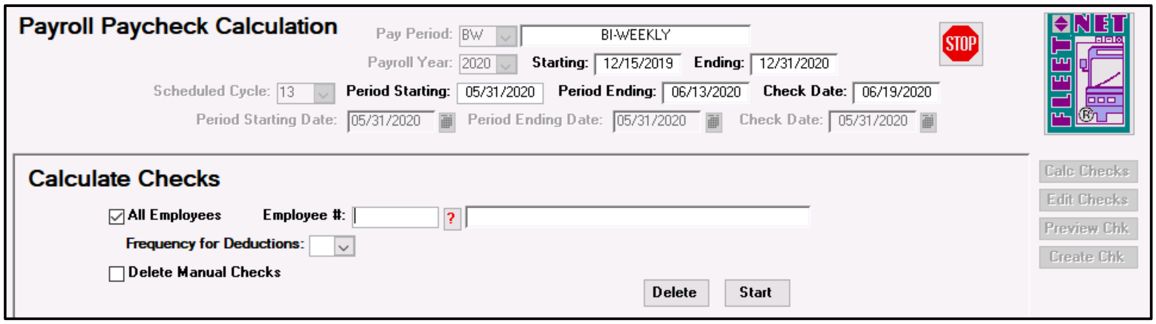
Go to **Paycheck Calculation** (Menu Item #1). The following form displays:



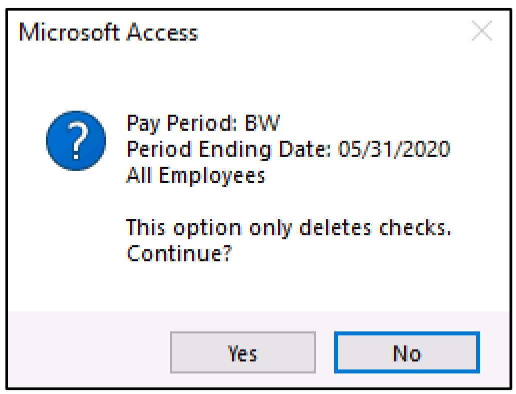
Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected
Period Ending	Automatically populated based on the scheduled cycle that was selected
Check Date	Automatically populated based on the scheduled cycle that was selected
Period Starting Date	*Use the same dates that were used when the calculation was run for the accrual*

Period Ending Date	*Use the same dates that were used when the calculation was run for the accrual*
Check Date	*Use the same dates that were used when the calculation was run for the accrual*

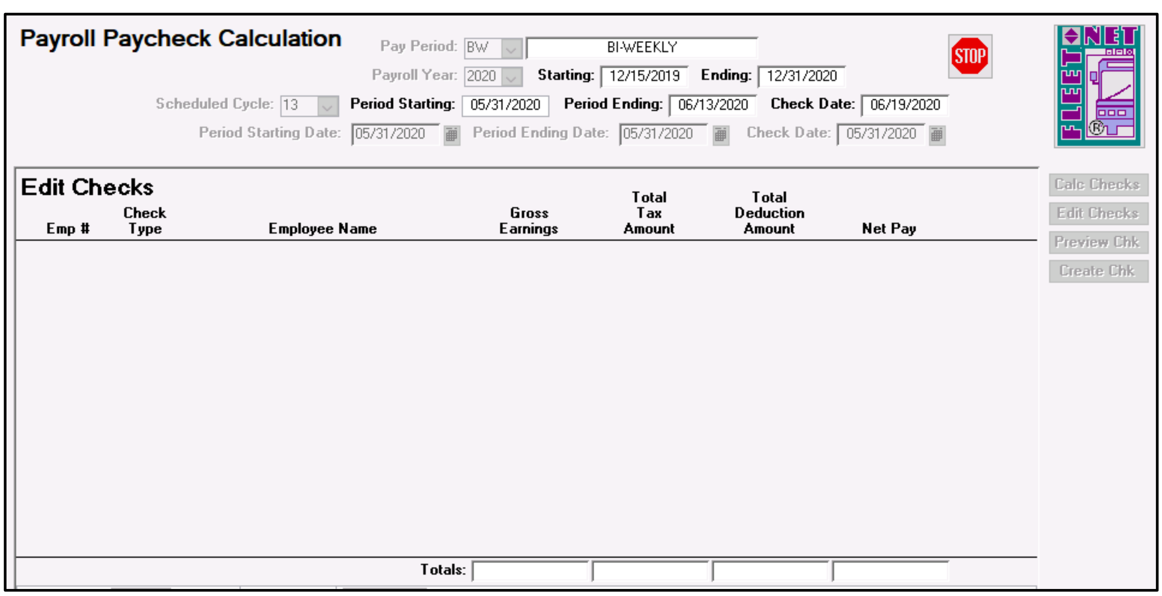
Click *Calc Checks*; the following form displays:



Click *Delete*, the following message displays:

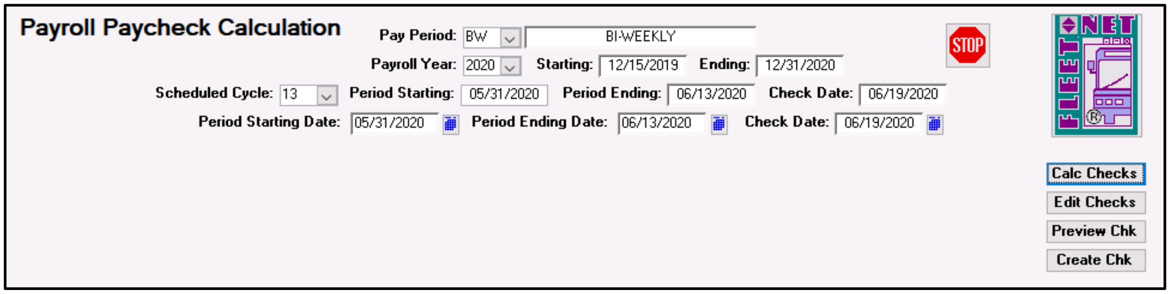


Click *Yes* to Continue. This will clear the checks that were calculated for the previous month.
To verify that all entries have been cleared, click *Edit Checks.* You should not see any checks to edit.



Click *Stop* to reactivate the buttons.

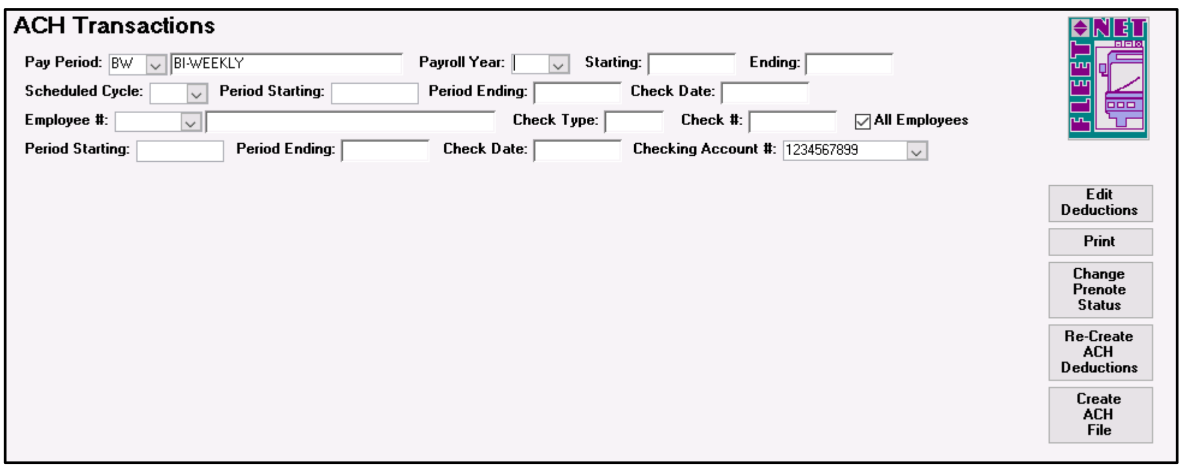
To compute payroll for the entire cycle, select the current cycle from the drop-down list, the dates will refresh to show the actual starting, ending and check dates for the entire cycle. Refer to the ***Payroll Calculation*** section of the manual for instructions.



ACH Transactions

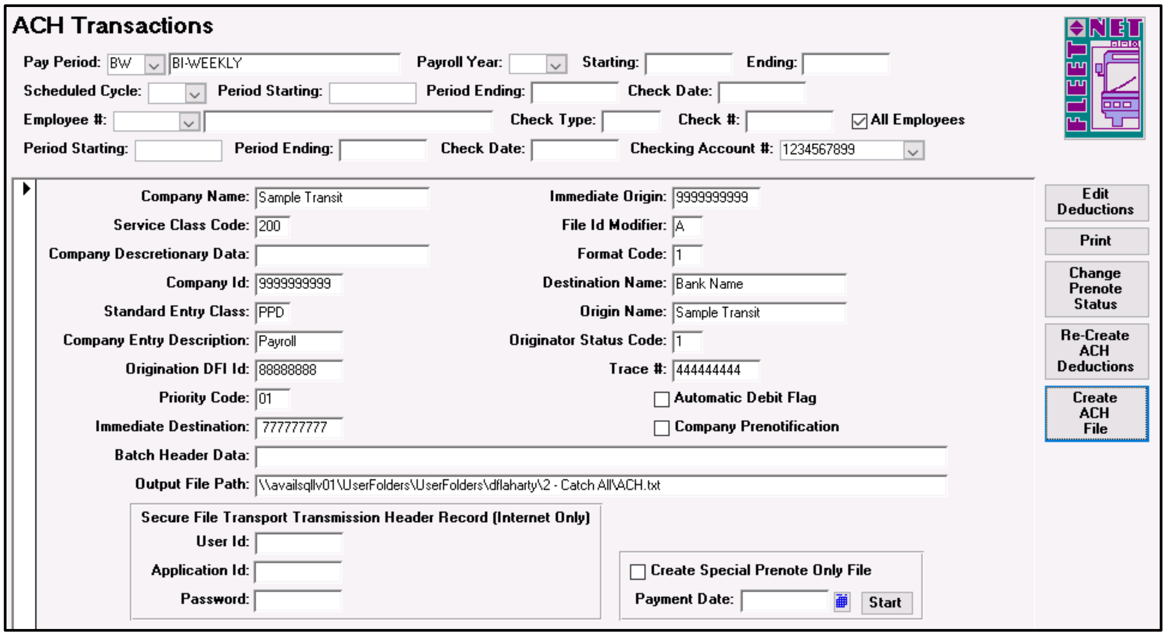
Select ACH Transaction to create the ACH file to be submitted to the bank. A report can also be viewed and/or printed.

ACH Bank Setup



Field Name	Description
Pay Period	Select the pay period from the drop-down list
Checking Account	Select the checking account from the drop-down list

Click *Create ACH File* to complete a one-time setup. The follow form displays:



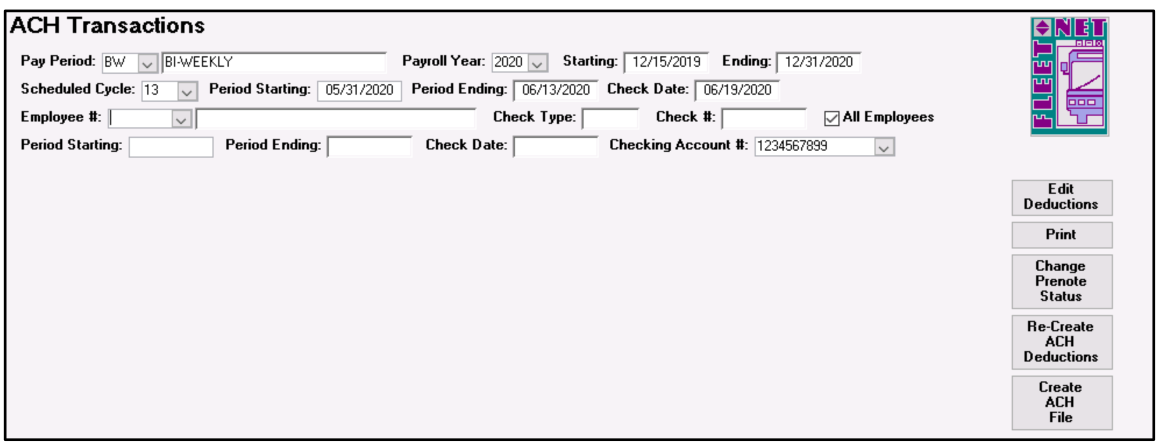
This screen allows you to enter ACH (Automatic Clearing House) data required to process direct deposits. Contact a banking representative for required code data. Once parameters are identified, changes should not be made unless directed to do so by a banking representative.

Field Name	Description
Company Name	Enter the name of the transit
Service Class Code	Enter the applicable service class code: 200 = ACH Entries Mixed Debits and Credits 220 – ACH Credits only 225 – ACH Debits Only 290 – Reserved for Magnetic Tape with Clearing Entries
Company Discretionary Data	For Transit's internal use, if desired. No specific format is required
Company Id	Companies are identified by a unique identification number. ANSI standard identifiers should be used where feasible and formatted with the nine-digit identification number preceded by the ANSI one digit Identification Code Designator (ICD). The most frequently used ANSI Identification Numbers and related ICD's for companies are: 1 - IRS Employer Identification Number (EIN) 3 - DUNS Data Universal Numbering System 9 - User Assigned Number The first digit in the ANSI format is always ICD followed by appropriate nine-digit number (1NNNNNNNNN).
Standard Entry Class	Enter: PPD = Prearranged Payments and Deposits
Company Entry Description	The Transit Agency establishes the value of this field to provide a description of the purpose of the entry to be displayed back to the Individual; for example, "PAYROLL".
Origination DFI Id	Transit Routing Number used to identify the DFI's originating entries within a given batch
Priority Code	Enter 01
Immediate Destination	Enter the ACH or Receiving Point Identification Number, preceded by a blank
Immediate Origin	ACH or Receiving Point Identification Number
File Id Modifier	Enter A to identify the file as the first file being sent
Format Code	Enter 1

Destination Name	Enter the name of the recipient financial institution
Origin Name	Enter the name of the transit
Originator Status Code	Enter 1 – Originating DFI
Trace #	TTTTAAAA - Transit & Routing Number of Originating DFI (usually Head Office) plus ABA Number of Originating DFI
Automatic Debit Flag	Check the box for Yes or leave blank for No. This will determine whether to include the debit side of the transaction. This may or may not be required by your banking institution.
Company Pre-notification	Check the box for Yes if transfer is a first time pre-note or leave blank for No.
Batch Header Data	If your banking institution requires a heading for the transaction file, please enter the title here. This will be at the top of the file each time it is created and sent.
Output File Path	Enter the path to the location where the ACH text file will be saved.
User Id	For Internet transmission only – If the bank requires this, they will provide the Id number.
Application Id	For Internet transmission only – If the bank requires this, they will provide the Id number.
Password	For Internet transmission only – If the bank requires this, they will provide the password.

Create ACH File

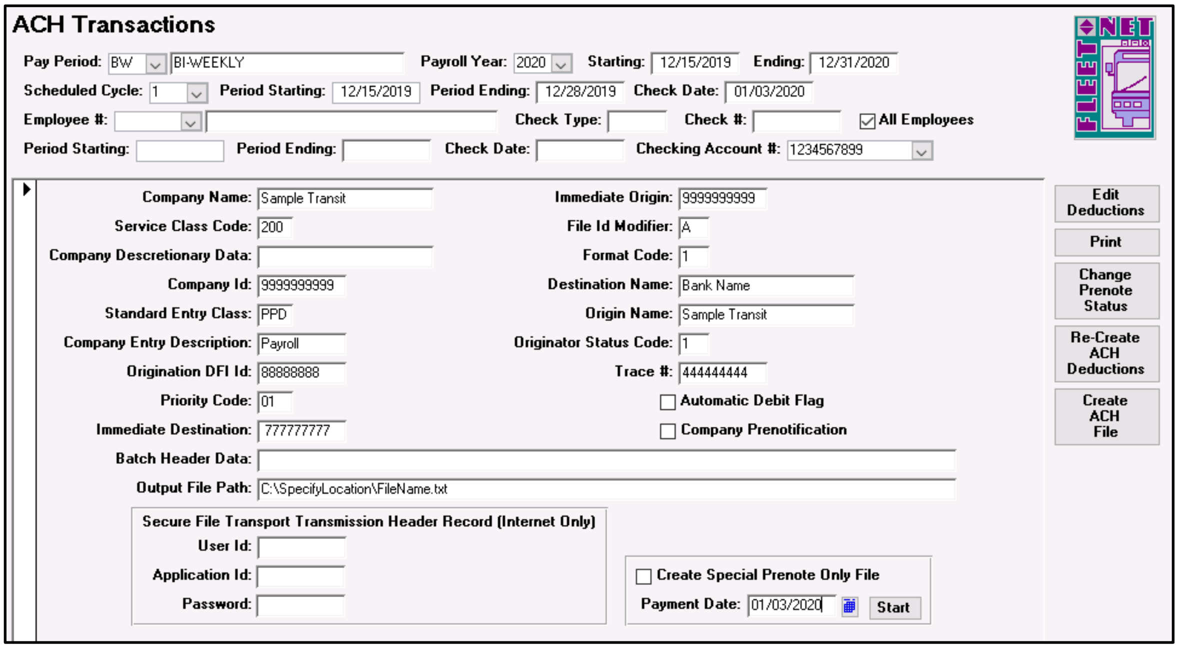
To create the ACH file for submission to the bank, complete the following:

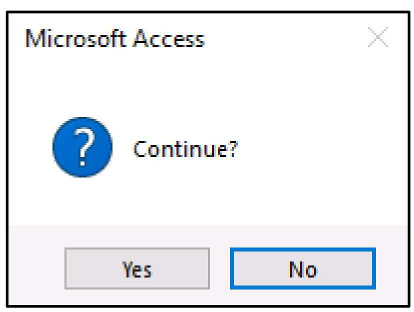


Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the cycle from the drop-down list
Period Starting	Automatically populated based on the cycle selected
Period Ending	Automatically populated based on the cycle selected
Check Date	Automatically populated based on the cycle selected
Employee #	Enter an employee number to calculate the ACH Transactions for a specific employee
All Employees	Leave the box checked to calculate the ACH Transactions for all employees
Period Starting	This field will remain blank when the calculation is being run for all employees. If a specific employee is selected the field will be automatically populated based on the cycle selected

Period Ending	This field will remain blank when the calculation is being run for all employees. If a specific employee is selected the field will be automatically populated based on the cycle selected
Check Date	This field will remain blank when the calculation is being run for all employees. If a specific employee is selected the field will be automatically populated based on the cycle selected
Checking Account	Select the checking account from the drop-down list

Click *Create ACH File.* Enter the **payment date** at the bottom and click *Start*.

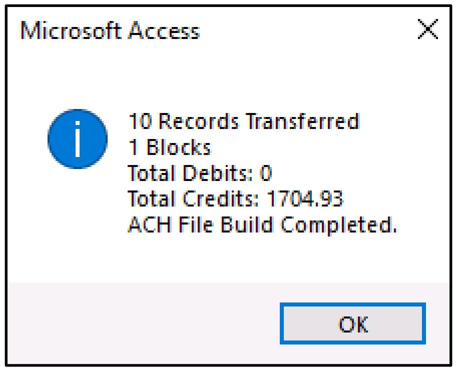




Click *Yes* to continue or *No* to cancel.

If *Yes* is selected, the text file is created and saved in the location specified in the ***Output File Path*** field.

The following confirmation message displays:

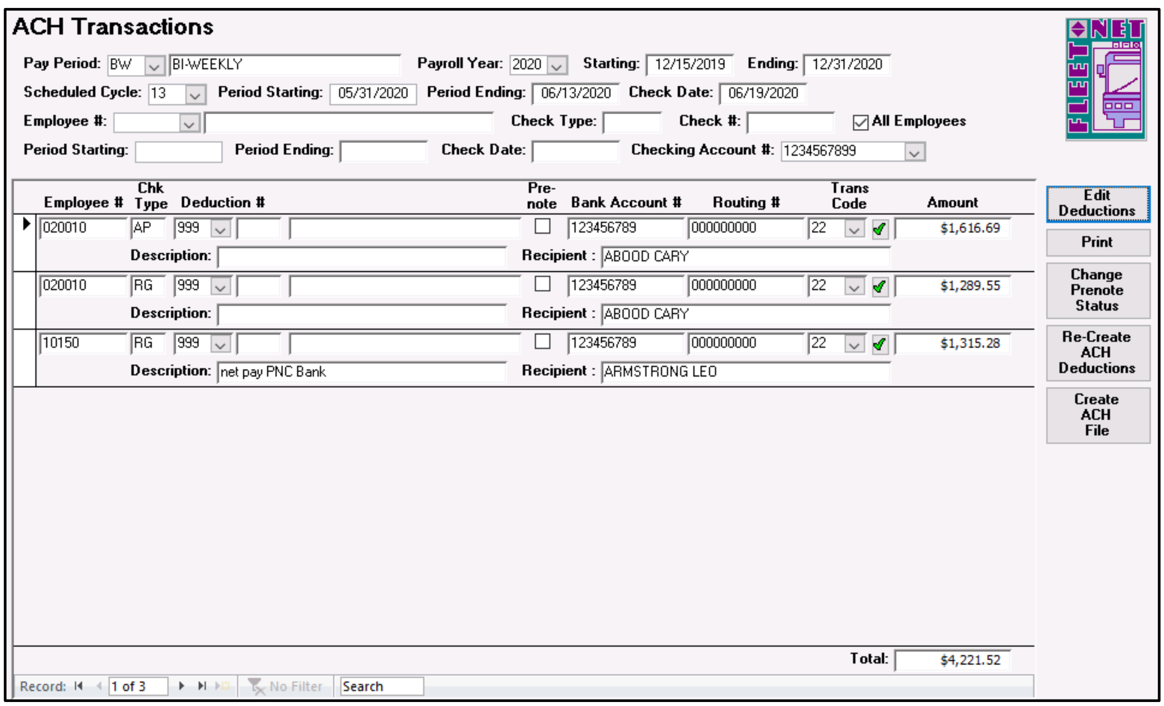


Click *OK*

Edit Deductions

This function allows you to edit employee bank information prior to generating/submitting the file to the bank. Changing data here does NOT change the employee master. Permanent changes need to be made on the employee master.

Click ***Edit Deductions*** and the following form displays:



The following fields can be edited on this form:

- Pre-note
- Bank Account Number
- Bank Routing Number
- Tran Code

Click ***Print*** to view and/or print a report listing all ACH transactions for the selected cycle.

ACH Transaction Report

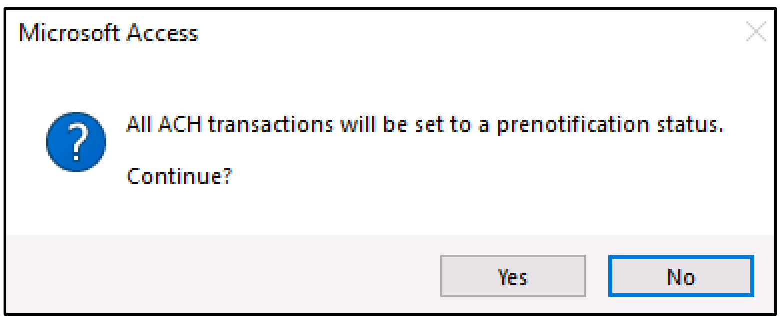
Period End Date: 06/13/2020

Employee #	Check Type	Pri No	Recipient Name	Pre-note	Bank Account #	Bank Routing #	Tran Code	Amount
020010	AP	999	ABOOD CARY	☐	123456789	000000000	22	$1,616.69
020010	RG	999	ABOOD CARY	☐	123456789	000000000	22	$1,289.55
							Employee Total:	$2,906.24
10150	RG	999	ARMSTRONG LEO net pay PNC Bank	☐	123456789	000000000	22	$1,315.28
							Employee Total:	$1,315.28
	Records: 3						**Report Total:**	$4,221.52

Change Pre-Note Status

If you are sending a test file prior to submitting your actual ACH, you can use this function to change everyone's status in the file to a pre-note.

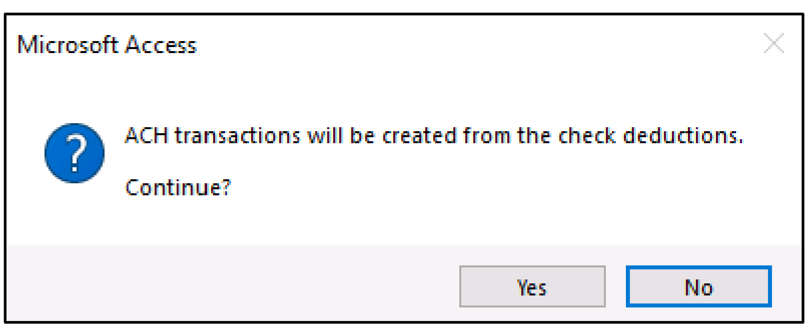
Click *Change Pre-note Status*. The following message displays:



Click *Yes* to continue or *No* to cancel. If *Yes* is selected, ALL entries in the ACH file will be changed to pre-note and the amounts will be changed to zero. The status cannot be changed back to active direct deposit by clicking *Change Pre-note Status*. To change the status back to active, you must Re-Create ACH Deductions.

Re-Create ACH Deductions

Click *Re-Create ACH Deductions*. The following message displays:

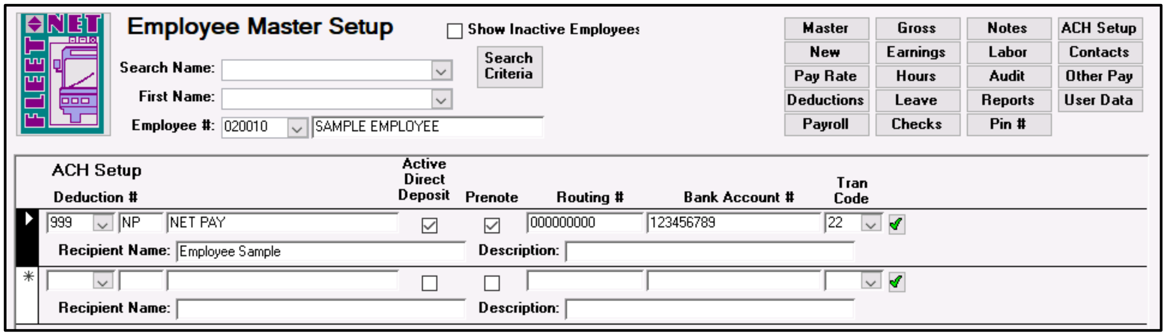


Click *Yes* to continue or *No* to cancel.

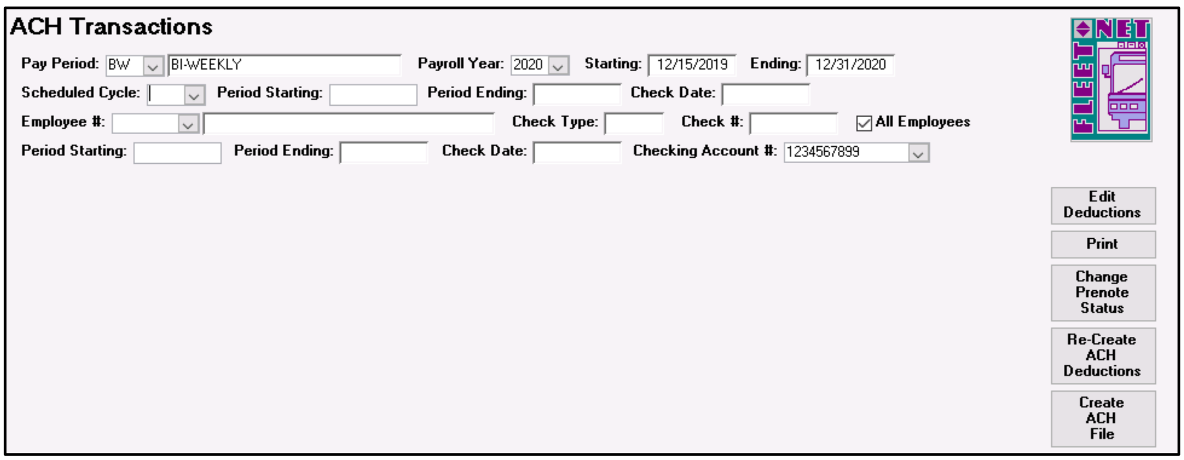
If *Yes* is selected, the ACH transactions will be recalculated from the original payroll calculation.

Off-Cycle Pre-Note File

Fleet-Net provides an option to process a *Special Pre-note Only* file outside of the normal payroll cycle. The ***Prenote*** check box must be checked in the employee master ACH setup prior to creating this file.

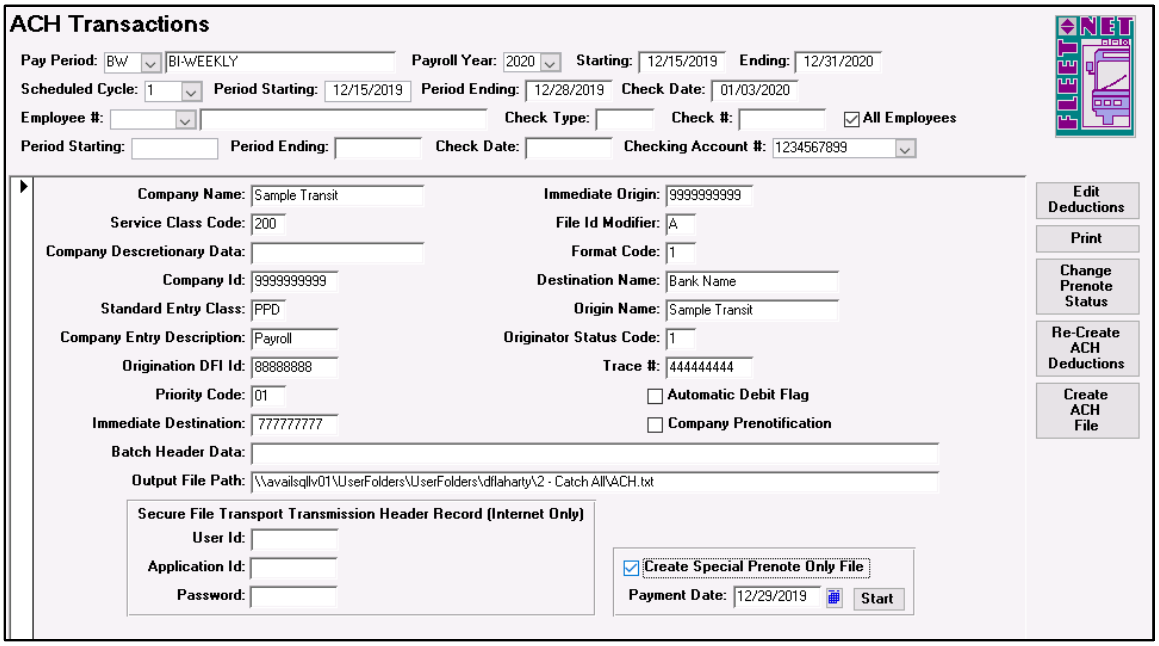


In ACH Transactions, complete the following:



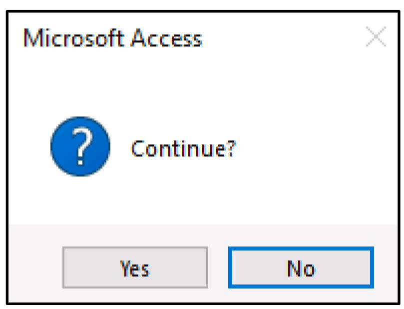
Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Checking Account #	Select the applicable checking account from the drop-down list

Click *Create ACH File*.

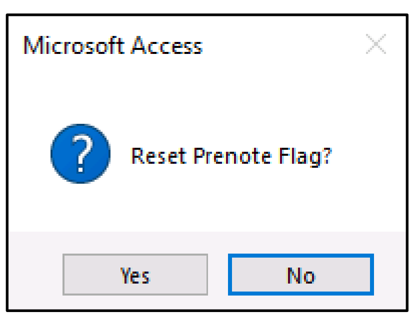


Field Name	Description
Create Special Prenote Only File	Check the box to process a Prenote Only File
Payment Date	Enter the current date

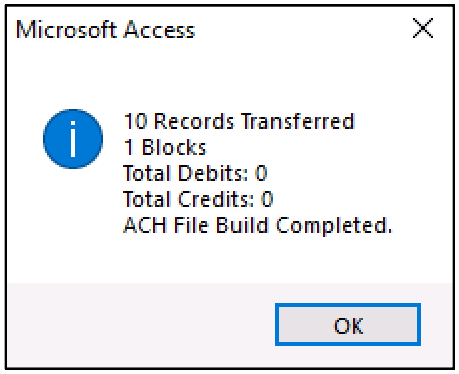
Click *Start*. The following message displays:



Click *Yes* to continue or *No* to cancel. This process builds the text file and stores it in the location specified in the *Output File Path* field. The stored file is now ready to be submitted to the bank for Pre-note verification. The following message displays:



Click *Yes* to reset the Pre-note flag in the employee master files or *No* to leave them flagged as pre-notes. If *No* is selected, the pre-note flag will have to be manually removed in the employee master for those employees whose pre-note files were submitted and accepted in the Special Pre-note process. If *Yes* is selected, the flag is removed and the employees' ACH will be processed during the next pay cycle. The following message displays:



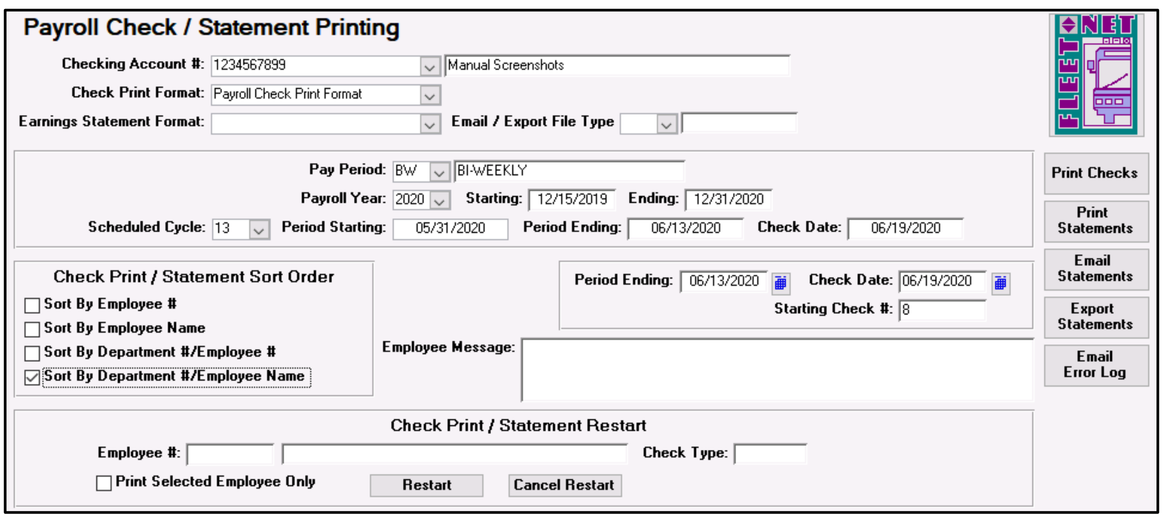
Click *OK*

Check Print

Check Print is used to print paychecks and/or earning statements. Users can also email and export statements from here.

Print Checks

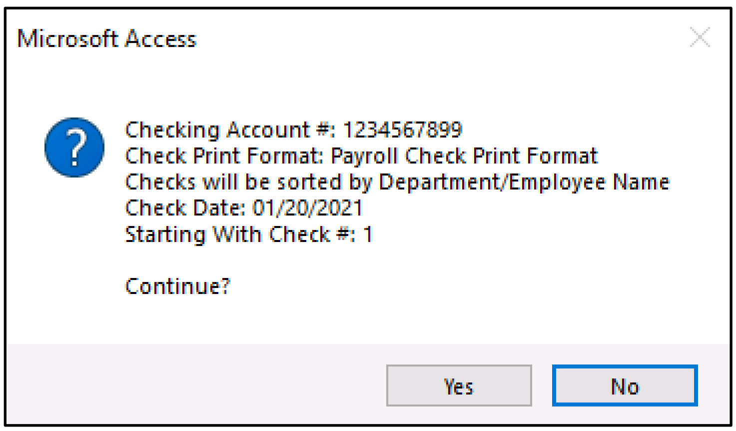
Select Check Print to print paychecks. The following form displays:



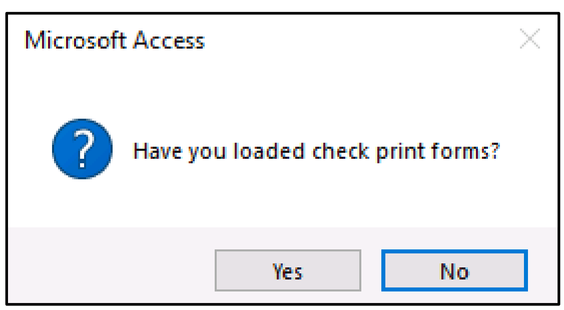
Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format form the drop-down list
Earnings Statement Format	Select the earnings statement print format form the drop-down list (This can be filled in or left blank when printing checks)
Email/Export File Type	Select the format for the exported earnings statements. PDF is the recommended file type. (This can be filled in or left blank when printing checks)
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.

Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the cycle from the drop-down list
Period Starting	Automatically populated based on the cycle selected
Period Ending	Automatically populated based on the cycle selected
Check Date	Automatically populated based on the cycle selected
Check Print/Statement Sort Order	Select the sort order for the check and or earnings statement printing
Period Ending	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Check Date	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Starting Check Number	For the first payroll being processed, the starting check number must be entered. This field will automatically populate with each subsequent payroll. It is recommended that you verify the check number prior to printing checks for every pay cycle.

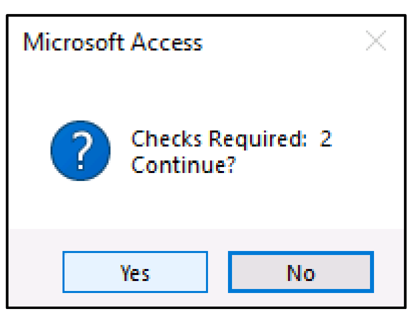
Click *Print Checks*. The following confirmation message displays:



Click *Yes* to continue (the following message displays) or *No* to cancel:



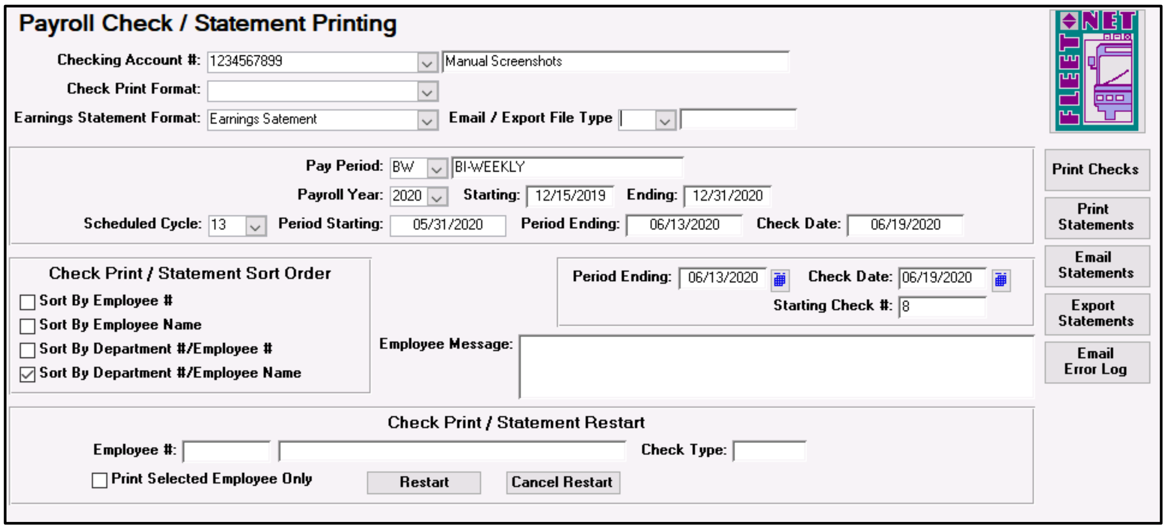
Click *Yes* to continue (the following message displays) or *No* to cancel:



Click *Yes* to continue or *No* to cancel. If *Yes* was selected, the checks display on the screen. Use the file/print option to print the checks. Once all checks have been printed, close the report.

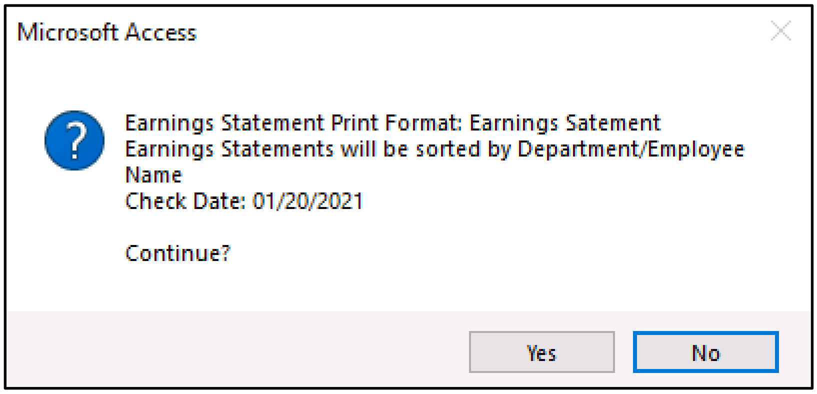
Print Statements

Earning statements will only be printed for employees who do not have an export path specified in the employee master.

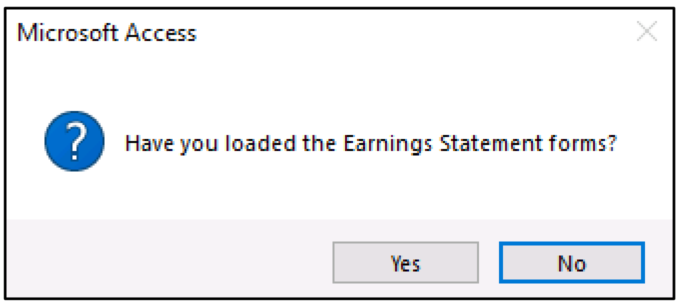


Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format form the drop-down list ((This can be filled in or left blank when printing statements)
Earnings Statement Format	Select the earnings statement print format form the drop-down list
Email/Export File Type	Select the format for the exported earnings statements. PDF is the recommended file type. (This can be filled in or left blank when printing statements)
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the cycle from the drop-down list
Period Starting	Automatically populated based on the cycle selected
Period Ending	Automatically populated based on the cycle selected
Check Date	Automatically populated based on the cycle selected
Check Print/Statement Sort Order	Select the sort order for the check and or earnings statement printing
Period Ending	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Check Date	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Starting Check Number	For the first payroll being processed, the starting check number must be entered. This field will automatically populate with each subsequent payroll. It is recommended that you verify the check number prior to printing checks for every pay cycle.

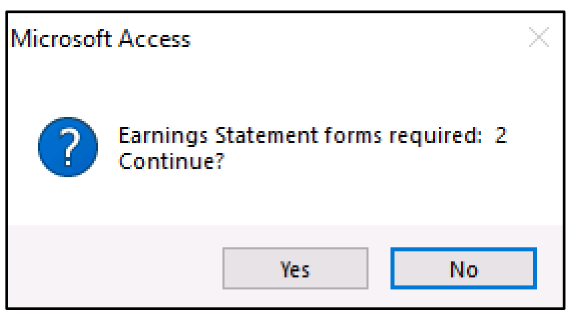
Click ***Print Statements.*** Statements will be printed only for those employees not receiving their earnings statements via email. The following confirmation message displays:



Click *Yes* to continue, (the following message displays) or *No* to cancel:



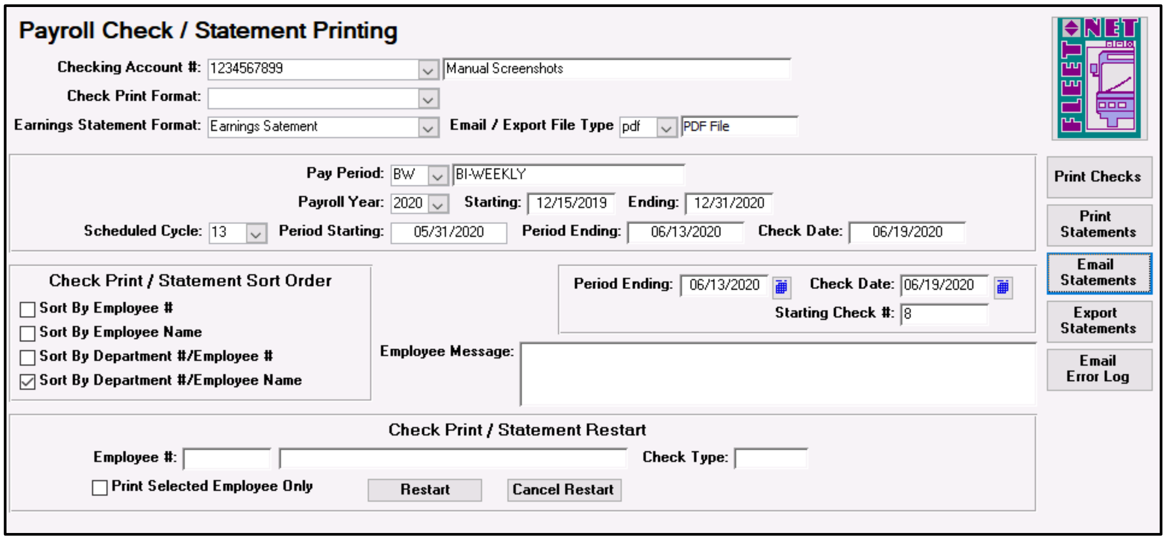
Click *Yes* to continue, (the following message displays) *No* to cancel:



Click *Yes* to continue or *No* to cancel. The earnings statements display on the screen. Use the file/print option to print the checks. Once all earnings statements have printed close the report.

Email Statements

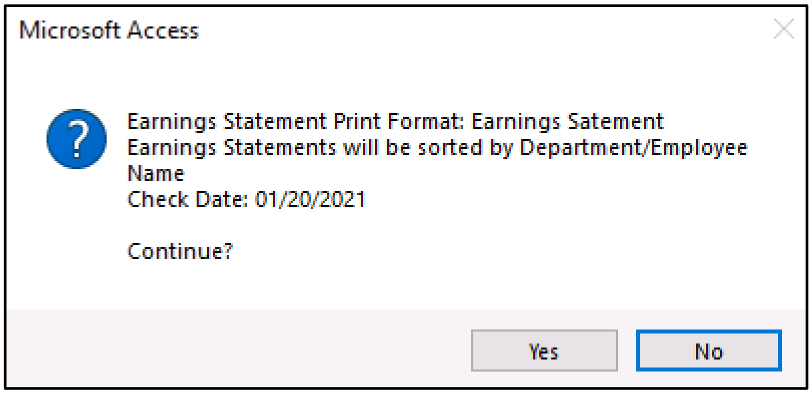
Statements will only be emailed to those employees who have the email and export path fields completed on their employee master files. The system will export the statements to the specified location and then email them to the specified email address.



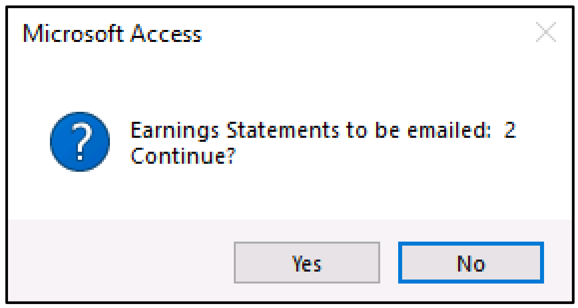
Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format form the drop-down list (This can be filled in or left blank when printing statements)
Earnings Statement Format	Select the earnings statement print format form the drop-down list
Email/Export File Type	Select the format for the exported earnings statements. PDF is the recommended file type.
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the cycle from the drop-down list
Period Starting	Automatically populated based on the cycle selected
Period Ending	Automatically populated based on the cycle selected
Check Date	Automatically populated based on the cycle selected
Check Print/Statement Sort Order	Select the sort order for the check and or earnings statement printing
Period Ending	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Check Date	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Starting Check Number	For the first payroll being processed, the starting check number must be entered. This field will automatically populate with each subsequent payroll. It is recommended that you verify the check number prior to printing checks for every pay cycle.

Click *Email Statements.*

The following confirmation message displays:



Click *Yes* to continue (the following message displays) or *No* to cancel:

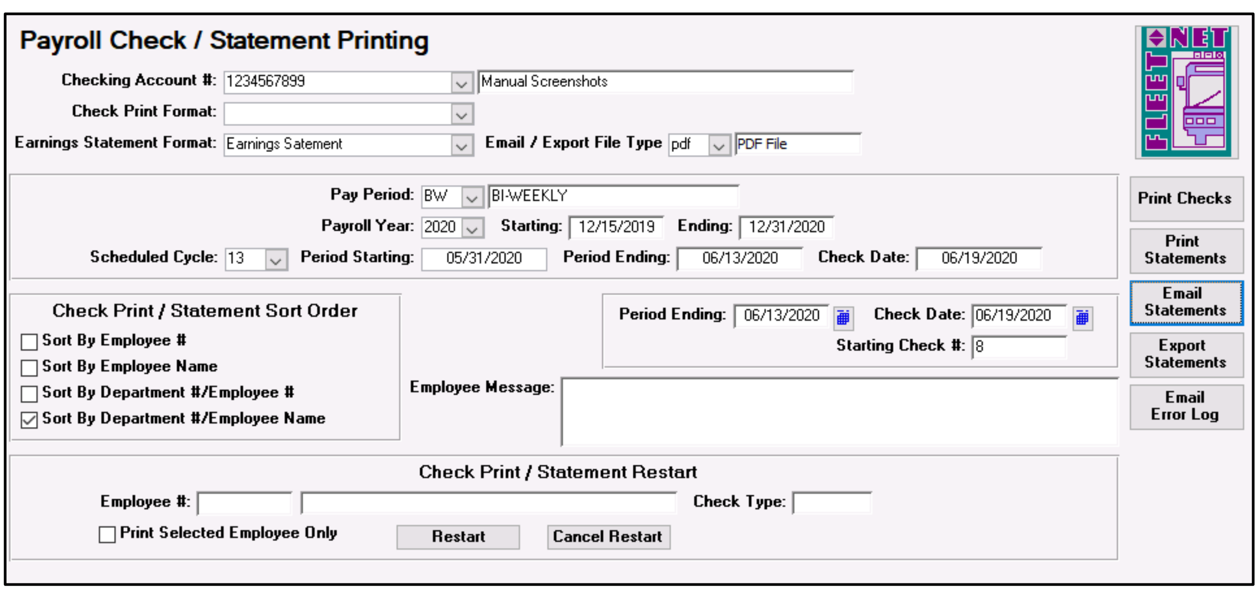


Click *OK* at the email completion message.

Click *Email Error* Log to review email listings that were unsuccessful due to malformed addresses. Emails sent to invalid email addresses and invalid domain names will be returned by Outlook. Those notifications will be in the Senders Outlook inbox.

Export Statements

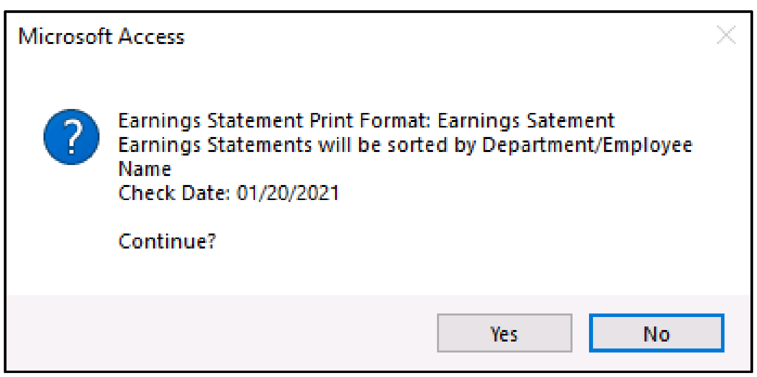
Statements can be exported and saved externally without sending them out via e-mail. Only those employees with an export path specified in the employee master will export.



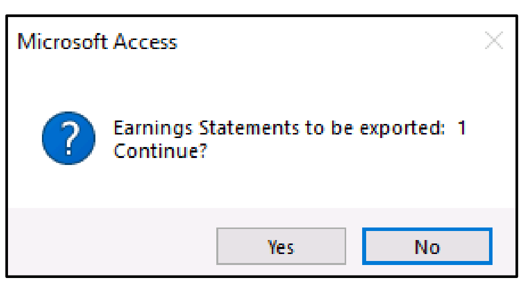
Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format form the drop-down list (This can be filled in or left blank when printing statements)
Earnings Statement Format	Select the earnings statement print format form the drop-down list
Email/Export File Type	Select the format for the exported earnings statements. PDF is the recommended file type.
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the cycle from the drop-down list
Period Starting	Automatically populated based on the cycle selected
Period Ending	Automatically populated based on the cycle selected
Check Date	Automatically populated based on the cycle selected
Check Print/Statement Sort Order	Select the sort order for the check and or earnings statement printing
Period Ending	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Check Date	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Starting Check Number	For the first payroll being processed, the starting check number must be entered. This field will automatically populate with each subsequent payroll. It is recommended that you verify the check number prior to printing checks for every pay cycle.

Click *Export Statements*.

The following message displays:



Click *Yes* to continue, (the following message displays) *No* to cancel:



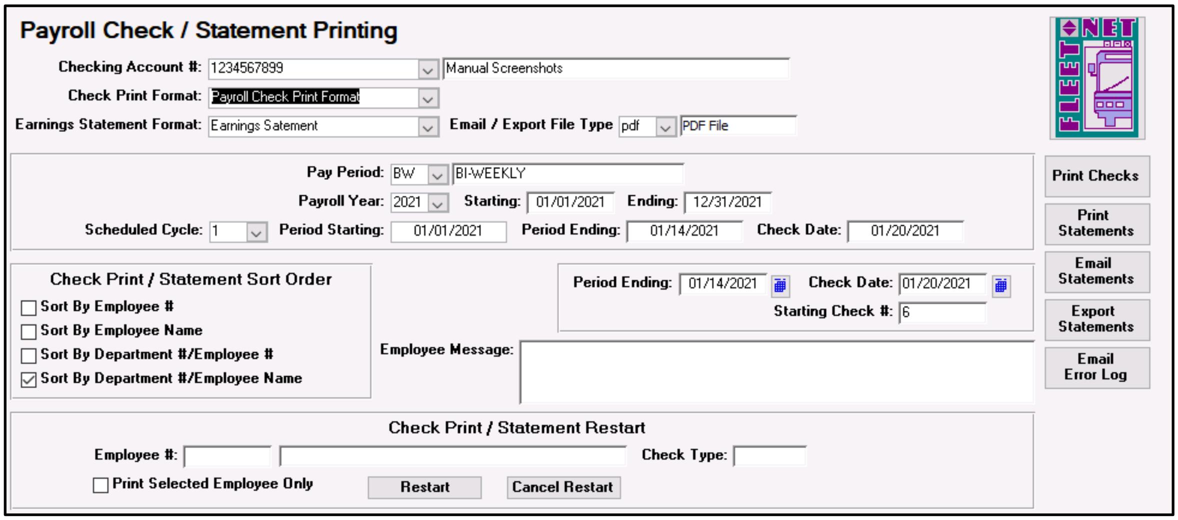
Click *Yes* to continue or *No* to cancel.

Click *OK* on the export completion message.

Reprinting Checks

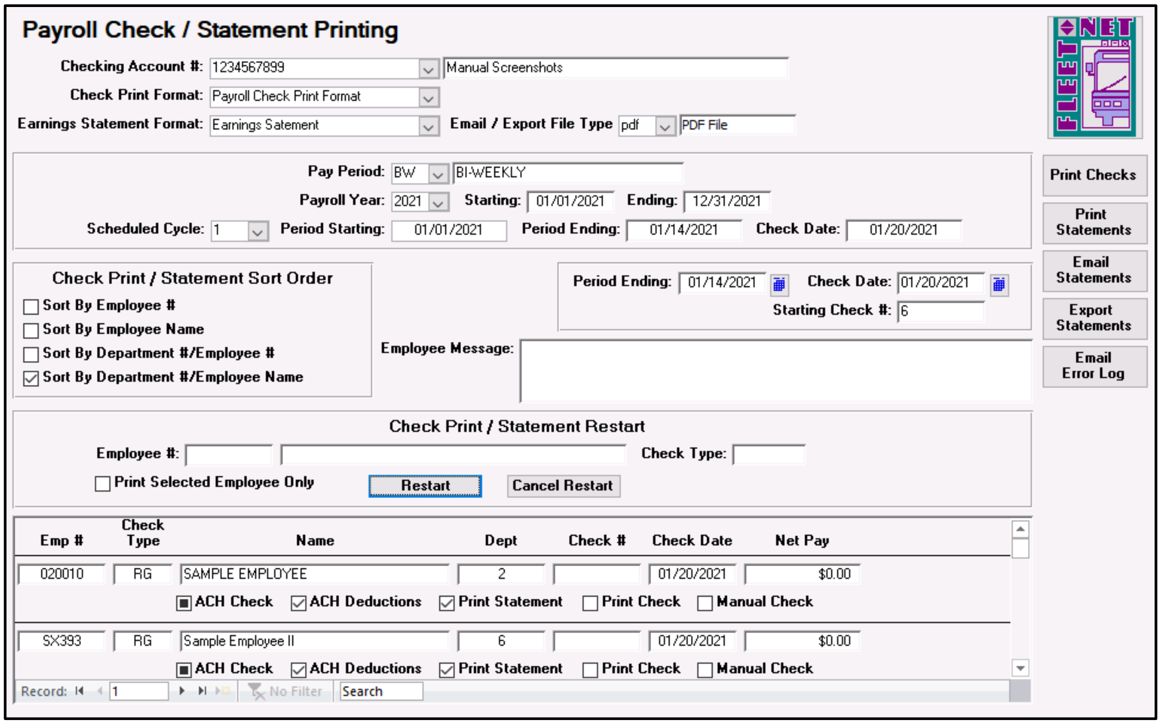
In the event of a printer malfunction checks can be reprinted only if payroll has not been updated.

Select Check Print to reprint paychecks. The following form displays:

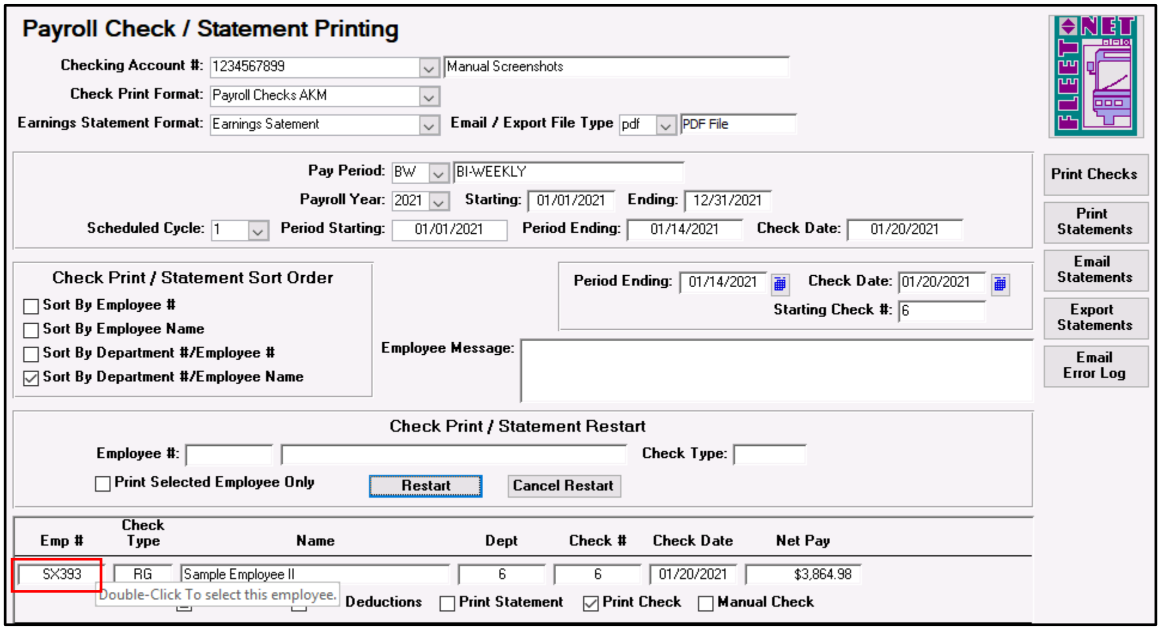


Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format form the drop-down list
Earnings Statement Format	Select the earnings statement print format form the drop-down list (Can be left blank if only reprinting checks)
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the cycle from the drop-down list
Period Starting	Automatically populated based on the cycle selected
Period Ending	Automatically populated based on the cycle selected
Check Date	Automatically populated based on the cycle selected
Check Print/Statement Sort Order	*Select the same sort order that was used for the original check or earnings statement printing*
Period Ending	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Check Date	Automatically populated based on the cycle selected. This field can be edited, if necessary.
Starting Check Number	Enter the check number of the first check being used in the reprint

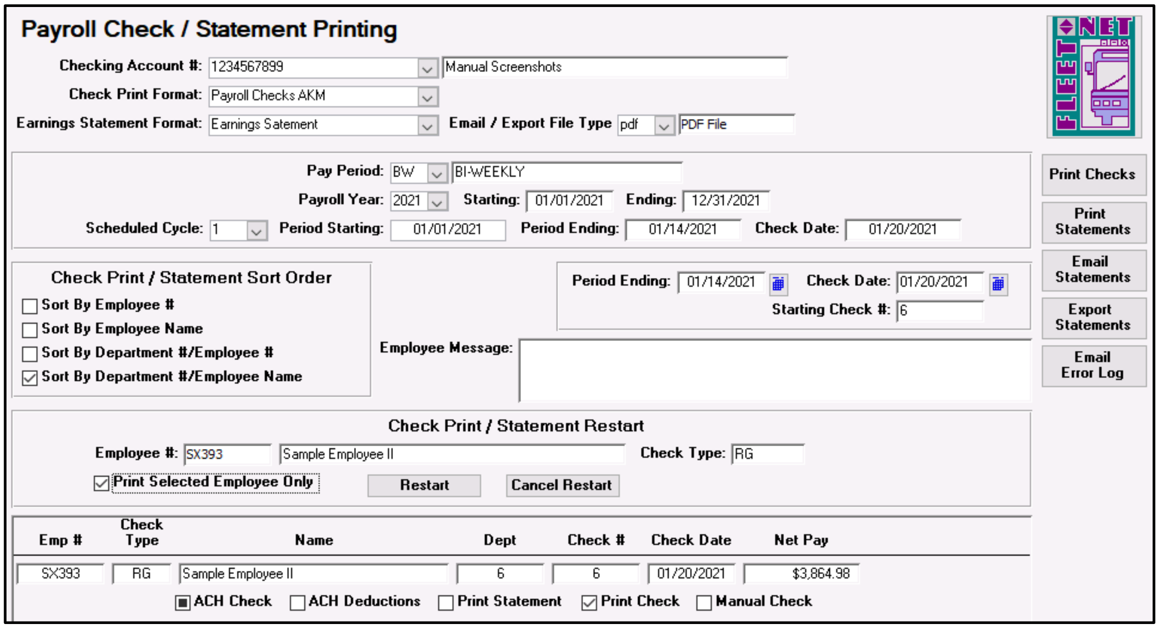
Click ***Restart***. All checks issued in the original check run will be listed as shown below.



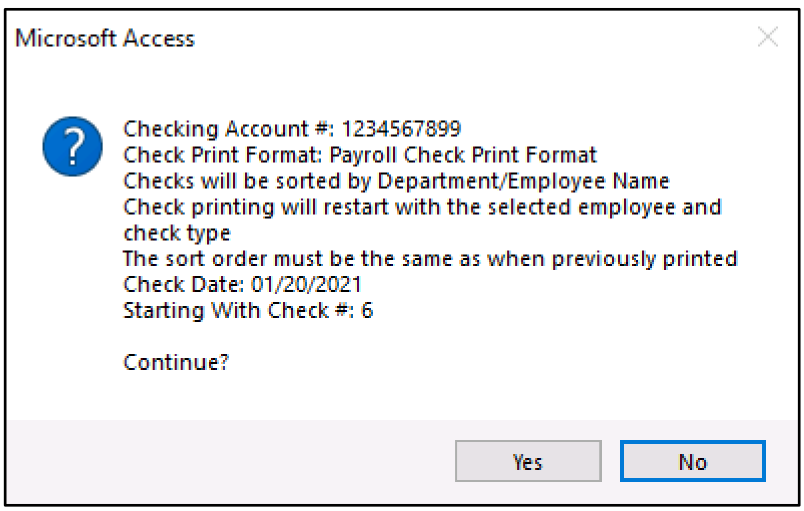
To reprint one check, locate the employee and double click in the employee number field:



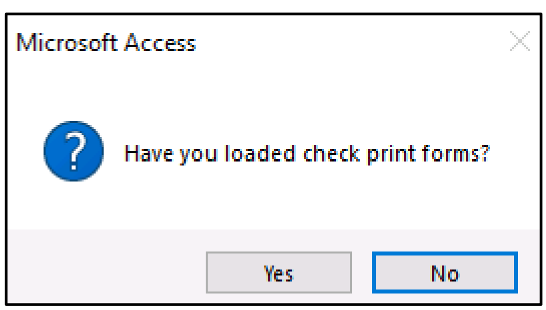
The selected employee's name, number and check type will now be listed as shown below. Check the *Print Selected Employee Only* box.



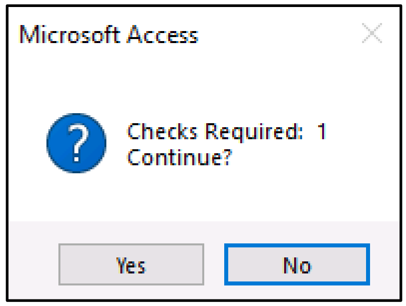
Enter the starting check number, click *Print Checks*. The following confirmation message displays:



Click *Yes* to continue (the following message displays) or *No* to cancel:



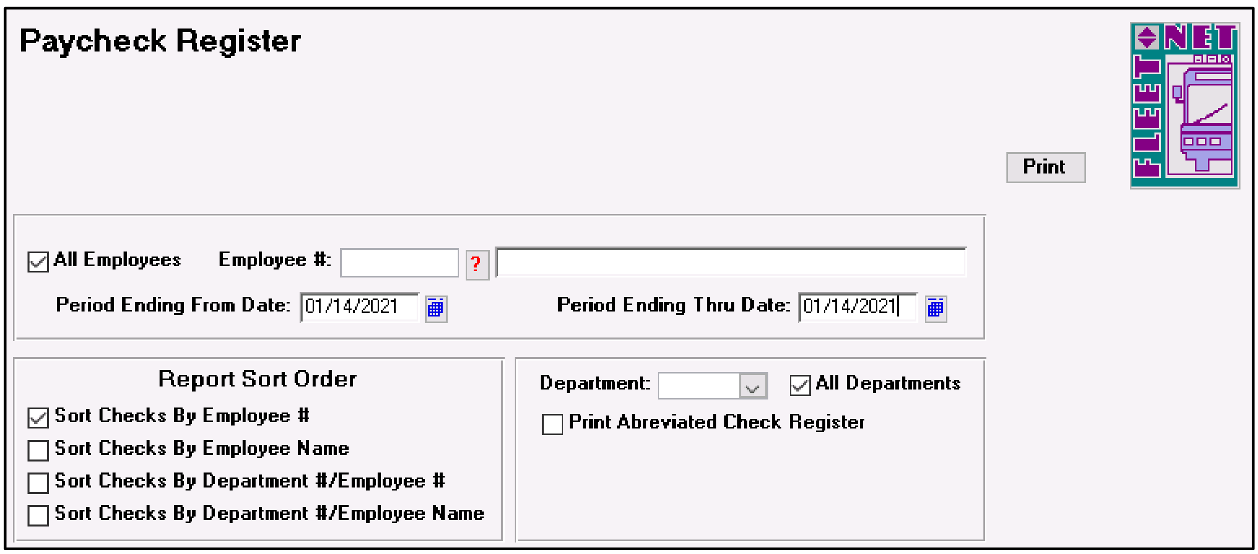
Click *Yes* to continue (the following message displays) or *No* to cancel:



Click *Yes* to continue or *No* to cancel. The check displays on the screen. Use the file/print option to print the check. Once the check has been printed, close the report.

Paycheck Register

Select Paycheck Register to print the Final paycheck register, the following form displays:



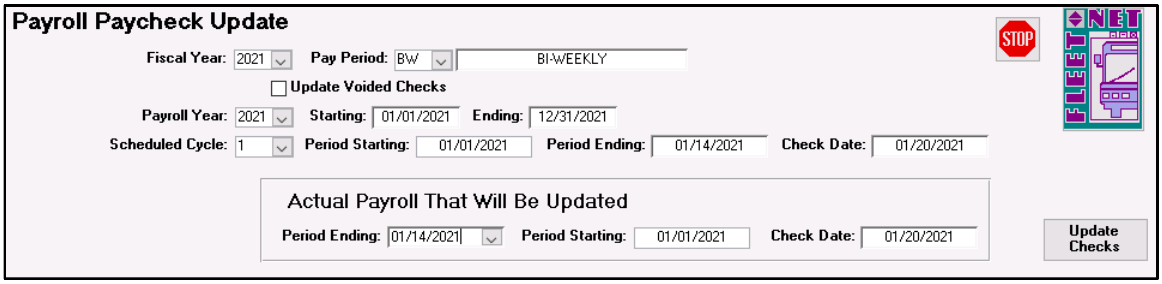
Field Name	Description
All Employees	Leave the box checked to view/print the report for all employees
Employee #	Enter an employee number to view/print the report for a specific employee
Period Ending From Date	Enter the first pay period ending date
Period Ending Thru Date	Enter the last pay period ending date (In the illustration above, the report will be printed for the pay period ending 03/15/2010. To view the report for the last two pay periods the entry would be From: 02/28/2010 Thru: 03/15/2010).
Report Sort Order	Select a report sort order. If either sort by department option is selected, the report will include department total pages as well as a report total page.
Departments	Leave the box checked to view/print the report for all departments
Department	Select a department from the drop-down list to view/print the report for a specific department.
Print Abbreviated Check Register	Checking this box will change the layout from landscape to portrait and will print two employees per page.

Click *Print* to view the report on screen. Use the file/print option to print a copy of the report.

Payroll Update

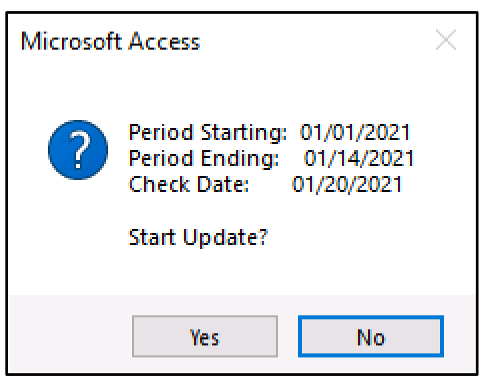
The update process updates the employee master files and transfers the payroll entries to the payroll subsidiary journal in the general ledger.

Select Payroll Update to update the payroll. The following form displays:



Field Name	Description
Fiscal Year	Select the fiscal year from the drop-down list
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year selected
Ending	Automatically populated based on the payroll year selected
Scheduled Cycle	Select the cycle from the drop-down list
Period Starting	Automatically populated based on the cycle selected
Period Ending	Automatically populated based on the cycle selected
Check Date	Automatically populated based on the cycle selected
Actual Payroll That Will Be Updated	Select the period ending from the drop-down list. Period starting and check date will automatically populate

Click *Update Checks*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

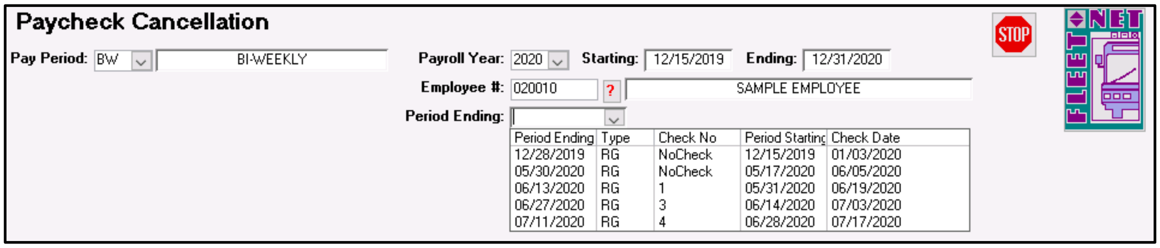
Click *OK* on the update completion message.

Void Paychecks

NOTE: Voiding ACH transactions will only void the entries in the system. If the ACH file has been submitted to the bank this process ***will not reverse*** the banking transaction.

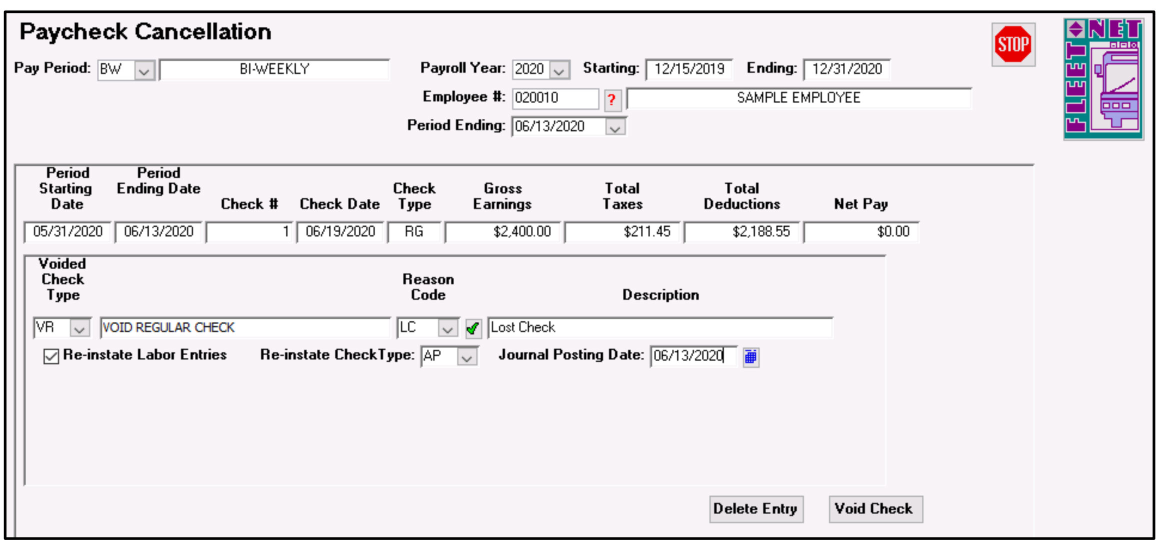
Void and Reissue

Select Void Paychecks to void a paycheck or ACH transaction. The following form displays:



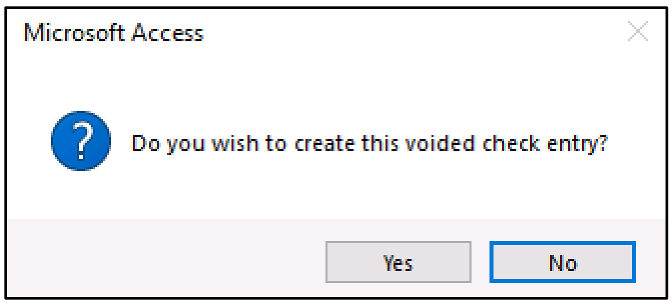
Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year selected
Ending	Automatically populated based on the payroll year selected
Employee #	Enter the employee number
Period Ending	Select the check to be voided from the drop-down list. (If ***No check*** is displayed in the Check No field that indicates that the transaction was an ACH transaction.)

For a check that will be reissued using the original time entries or corrected entries:

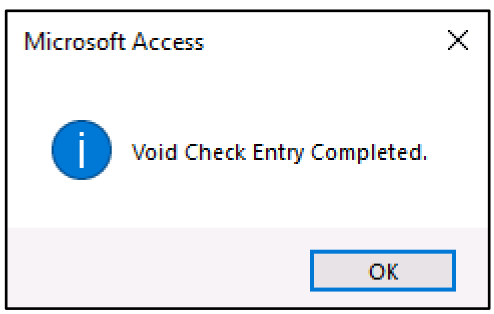


Field Name	Description
Voided Check Type	Select the voided check type from the drop-down list. (Note: you must have unique void check types if voiding more than one check in the same cycle. Please see ***Check Type*** in the manual for directions on creating a new type if needed.)
Reason Code	Select the reason the check is being voided from the drop-down list. Additional reason codes can be added by checking the green check mark
Description	Automatically populated based on the reason code selected
Reinstate Labor Entries	Check this box to reinstate the labor entries
Reinstate Check Type	Select the check type for the replacement check from the drop-down list. The type CANNOT be the same time as the original check type. (Note: you must have unique Reinstate check type if voiding more than on check in the same cycle. Please see ***Check Type*** in the manual for directions on creating a new type if needed.)
Journal Posting Date	Enter the date that the void transaction will be posted to the general ledger

Click ***Void Check***. The following message appears:

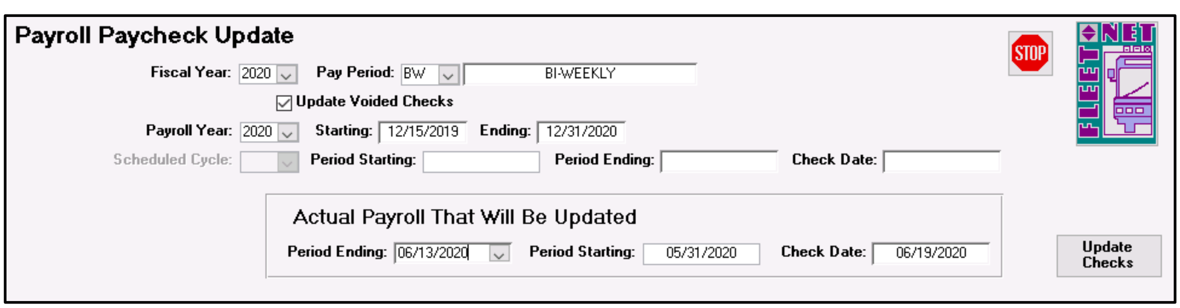


Click *Yes* to continue (the following message displays) or *No* to cancel:



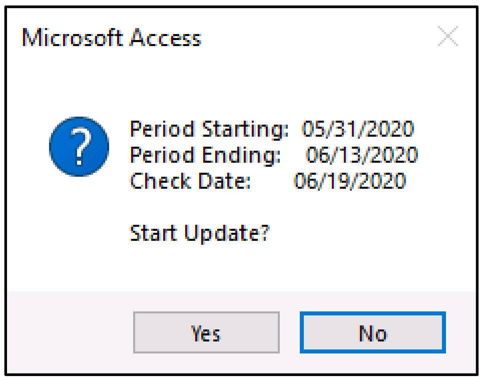
The system does <u>not</u> produce a report when a check is voided.

Select Payroll Update to update the voided check. The update process will reverse all general ledger transactions and employee master postings for the employee. The following form displays:



Field Name	Description
Fiscal Year	Select the fiscal year from the drop-down list
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year selected
Ending	Automatically populated based on the payroll year selected
Scheduled Cycle	Selection is unavailable when updating voided transactions
Period Starting	Field will be blank when updating voided transactions
Period Ending	Field will be blank when updating voided transactions
Check Date	Field will be blank when updating voided transactions
Period Ending	Select the period ending date for the check being voided
Period Starting	Automatically populated based on the period ending selected
Check Date	Automatically populated based on the period ending selected

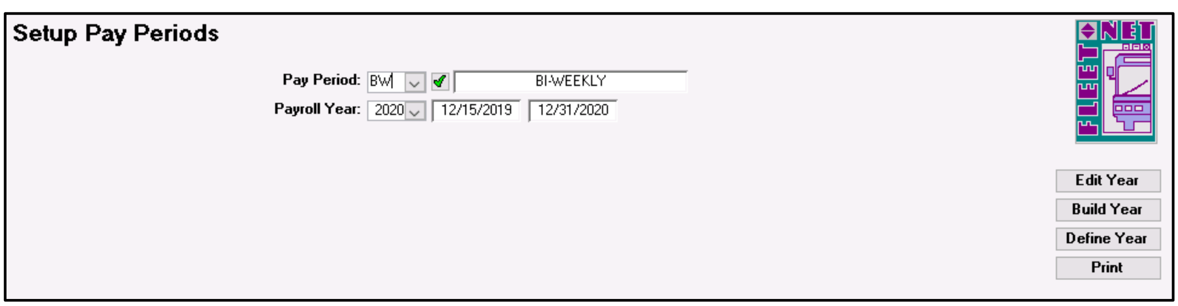
Click *Update Checks*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

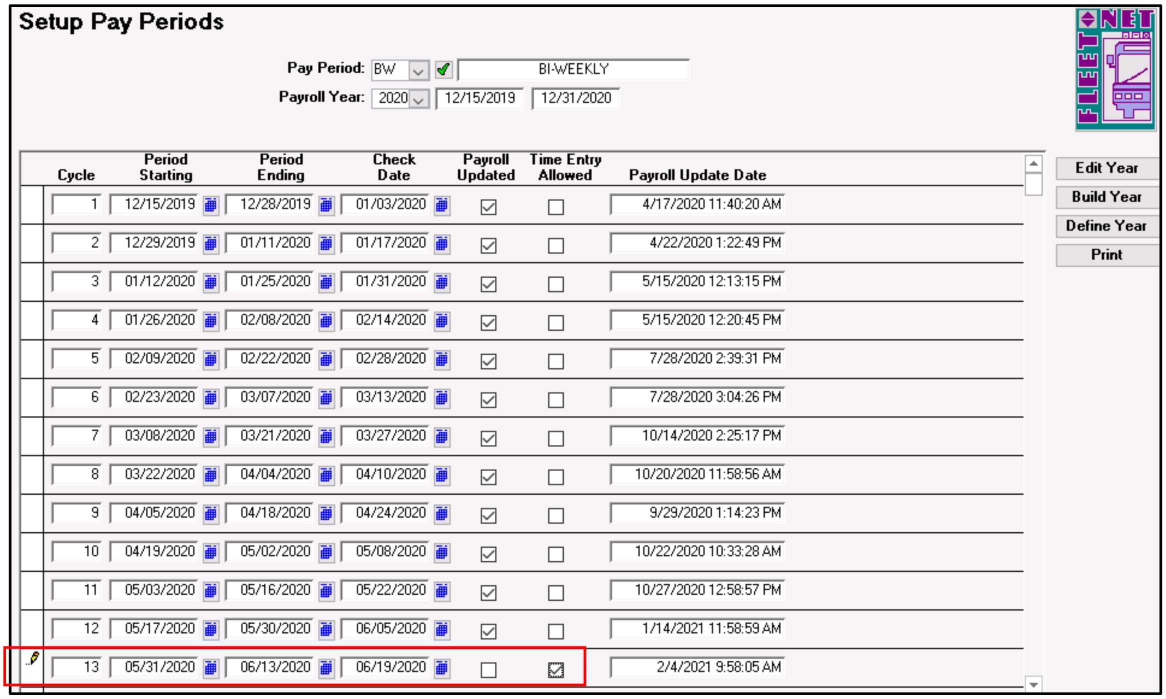
Click *OK* on the update completion message.

To reissue the check the pay cycle for the original check must be reopened. Go to the Payroll Code Maintenance (PR0402) menu and select menu item #7 - *Pay Period Setup*. The following form displays:

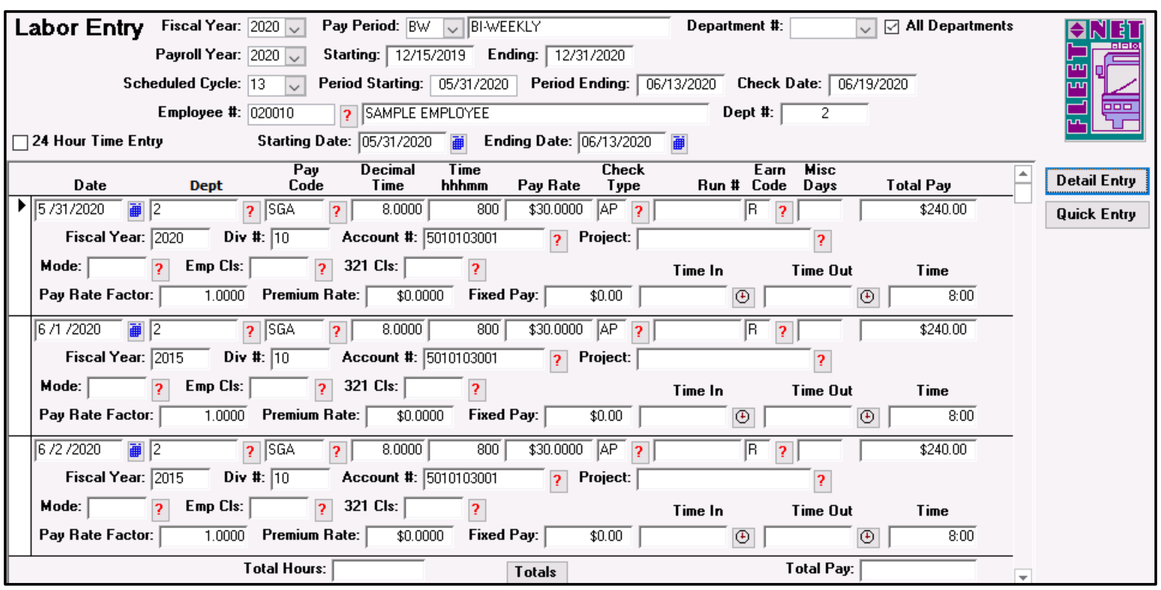


Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list

Click *Edit Year*. Locate the pay cycle where the voided check was originally issued. Remove the check mark from the *Payroll Updated* box and add a check mark to the *Time Entry Allowed* box.

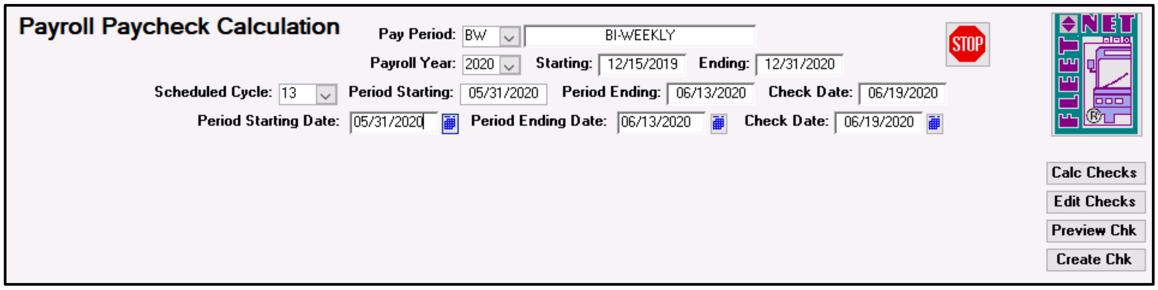


Go to the Pay Time Entry (PR01) menu and select menu item #1 – *Labor Entry.* The following form displays:



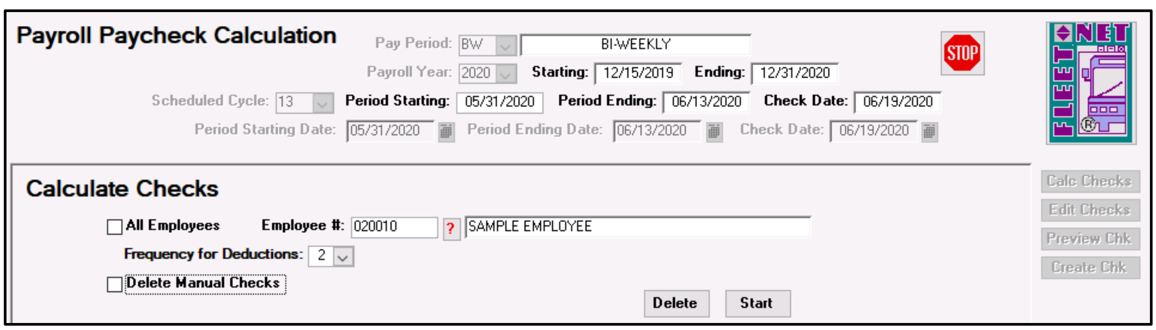
Verify that the entries are correct, or if changes are necessary, data can be edited.

Go to the Payroll Processing (PR02) menu and select menu item #1 – *Payroll Calculation.* The following form displays:



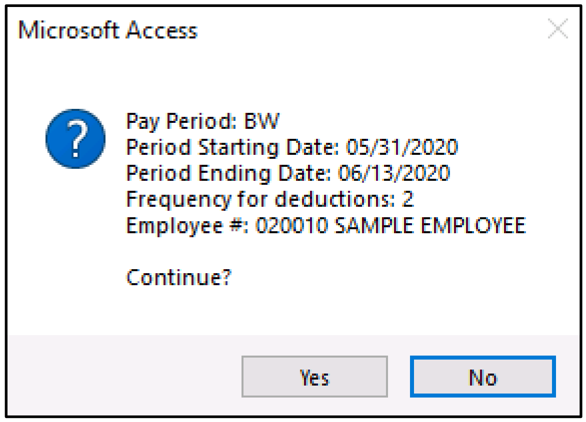
Field Name	Description
Pay Period	Select the current pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled Cycle	Select the applicable cycle from the drop-down list
Period Starting	Automatically populated based on the scheduled cycle that was selected
Period Ending	Automatically populated based on the scheduled cycle that was selected
Check Date	Automatically populated based on the scheduled cycle that was selected
Period Starting Date	Automatically populated based on the scheduled cycle that was selected
Period Ending Date	Automatically populated based on the scheduled cycle that was selected
Check Date	Automatically populated based on the scheduled cycle that was selected

Click *Calc Checks*. The following form displays:



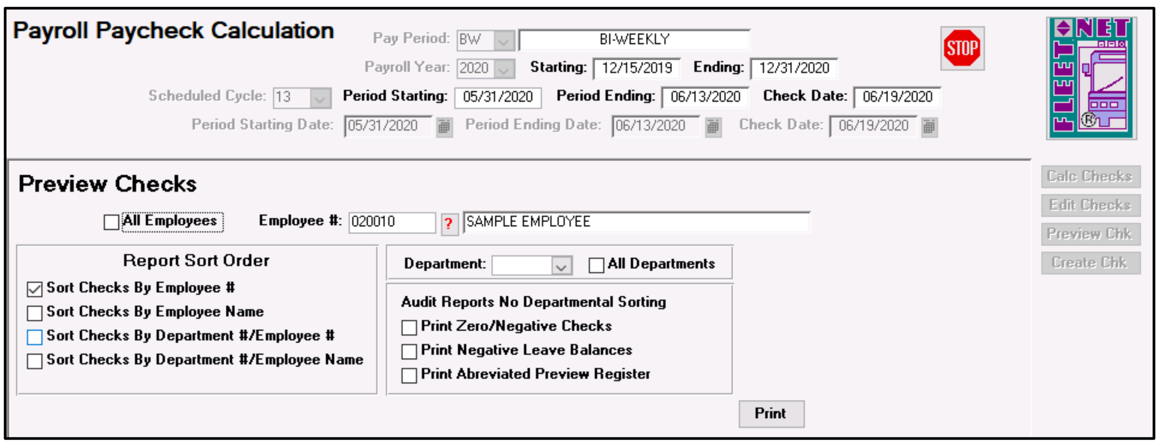
Field Name	Description
All Employees	The check mark will be automatically removed when the employee number is entered
Employee #	Enter the employee number
Frequency for Deductions	Select the same frequency for deductions as the original check

Click *Start*. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel. Click *OK* on the calculation completion message.

Click ***Preview Chk*** to view and/or print the Preview Check Register. The following form displays:



Field Name	Description
All Employees	The check mark will be automatically removed when the employee number is entered
Employee #	Enter the employee number
Report Sort Order	Select the sort order for the report

Click ***Print*** to view/print the selected report.

Go to Check Print and print the replacement check/earning statement.

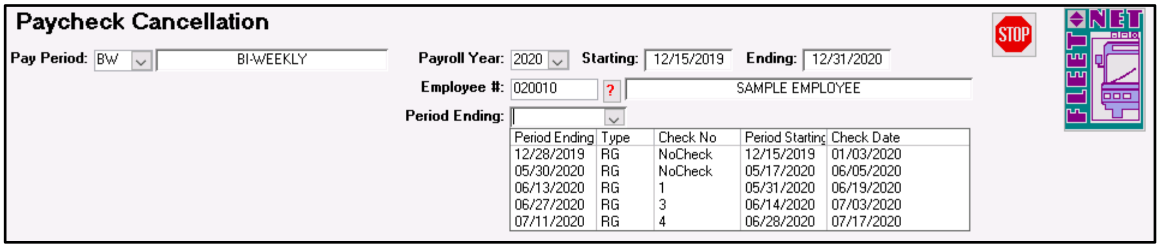
Run the General Ledger posting audit prior to printing the replacement check.

Print the replacement check.

Update the payroll. The update process will update the employee master file and transfers the payroll entries to the payroll subsidiary journal in the general ledger. It will also recheck the *Payroll Updated* box and uncheck the *Time Entry Allowed* box in Pay Period Setup.

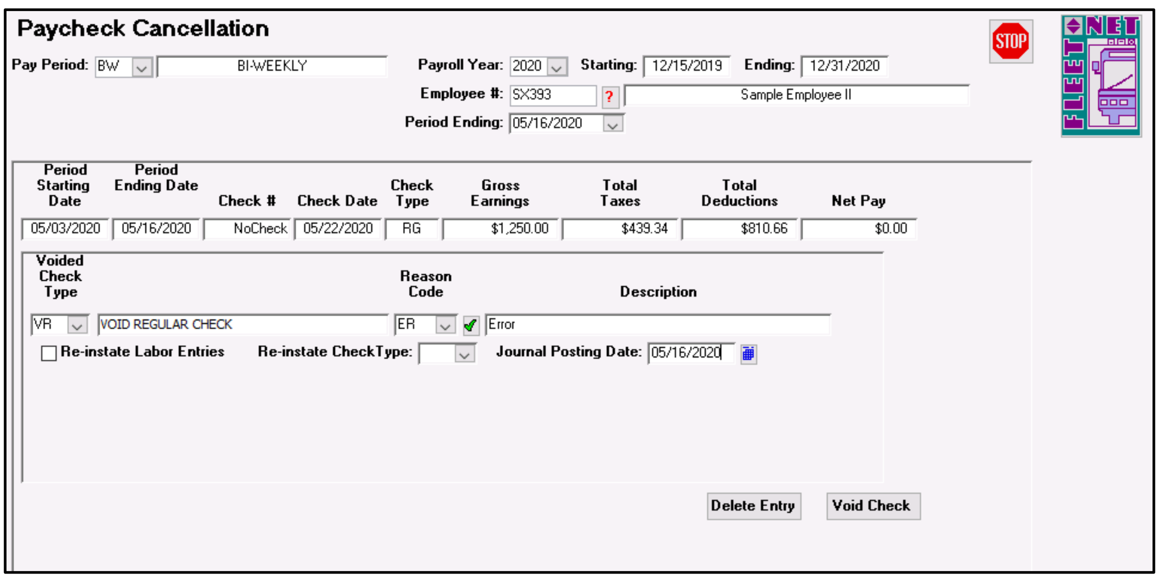
Void Check Not Reissued

Select Void Paychecks to void a paycheck or ACH transaction. The following form displays:



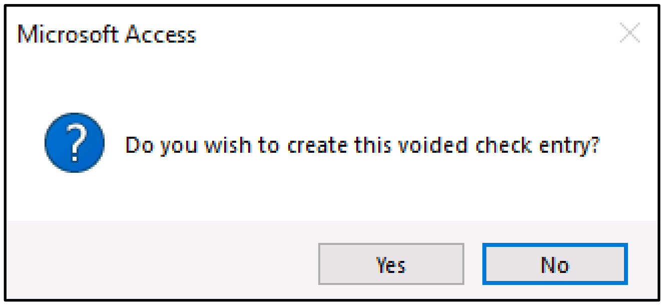
Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year selected
Ending	Automatically populated based on the payroll year selected
Employee #	Enter the employee number
Period Ending	Select the check to be voided from the drop-down list. (If ***No check*** is displayed in the Check No field that indicates that the transaction was an ACH transaction.)

The following form displays:

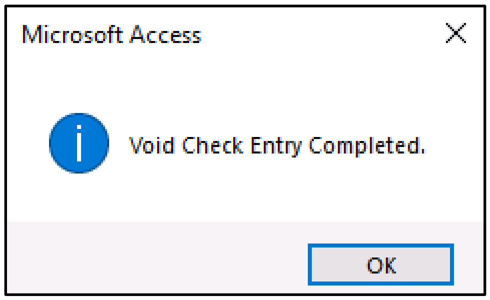


Field Name	Description
Voided Check Type	Select the voided check type from the drop-down list
Reason Code	Select the reason the check is being voided from the drop-down list. Additional reason codes can be added by checking the green check mark
Description	Automatically populated based on the reason code selected
Reinstate Labor Entries	Leave Blank
Reinstate Check Type	Leave blank because the check will not be reissued
Journal Posting Date	Enter the date that the void transaction will be posted to the general ledger

Click *Void Check*. The following message displays:

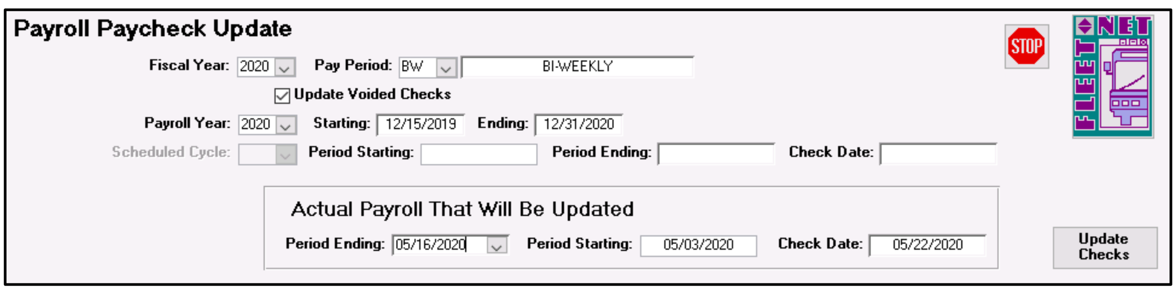


Click *Yes* to continue (the following message displays) or *No* to cancel:



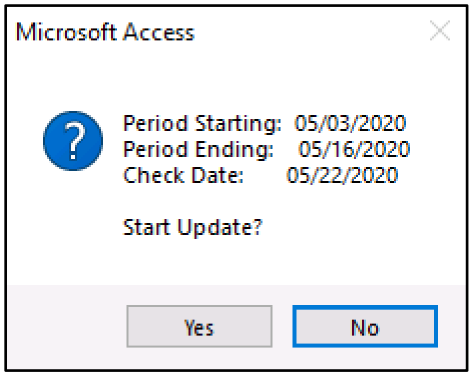
The system does <u>not</u> produce a report when a check is voided.

Select Payroll Update to update the voided check. The update process will reverse all general ledger transactions and employee master postings for the employee. The following form displays:



Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year selected
Ending	Automatically populated based on the payroll year selected
Scheduled Cycle	Selection is unavailable when updating voided transactions
Period Starting	Field will be blank when updating voided transactions
Period Ending	Field will be blank when updating voided transactions
Check Date	Field will be blank when updating voided transactions
Period Ending	Select the period ending date for the check being voided
Period Starting	Automatically populated based on the period ending selected
Check Date	Automatically populated based on the period ending selected

Click ***Update Checks***. The following confirmation message displays:

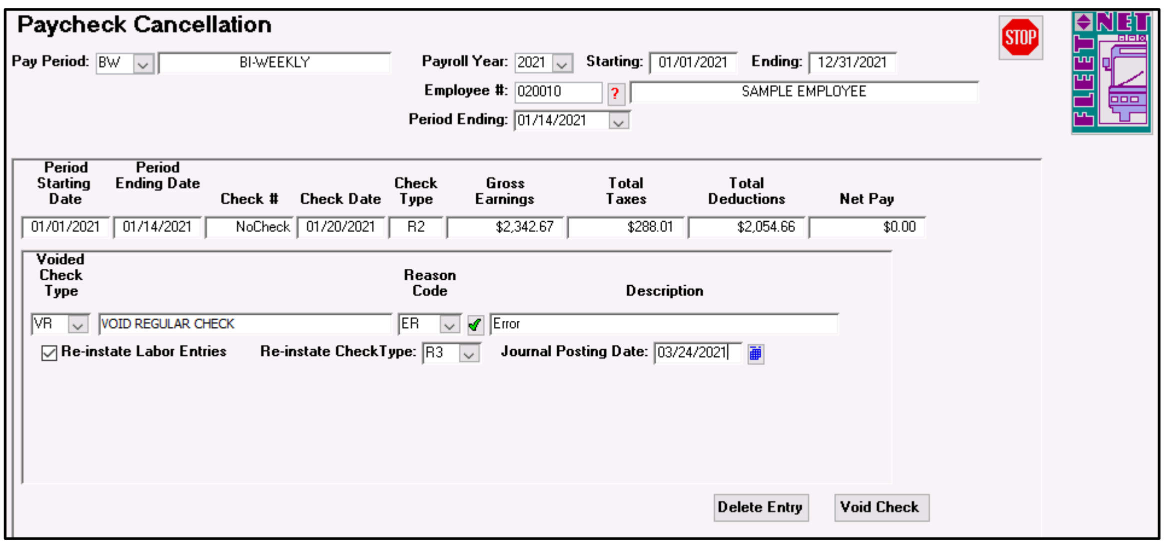


Click *Yes* to continue or *No* to cancel.

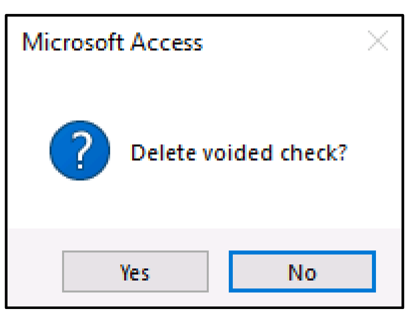
Click *OK* on the update completion message.

Delete Entry

If a void has been created in error, and the payroll update *has not been done*, you can delete the void by using the delete entry process.



The form must be filled out exactly as it was when the check was voided. Click ***Delete Entry***. The following confirmation message displays:

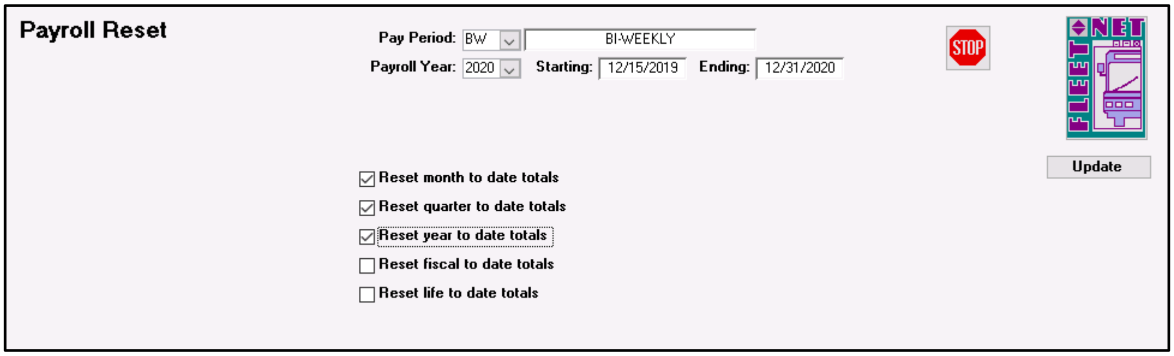


Click *Yes* to continue or *No* to cancel.

Click *OK* on the completion message.

Payroll Reset

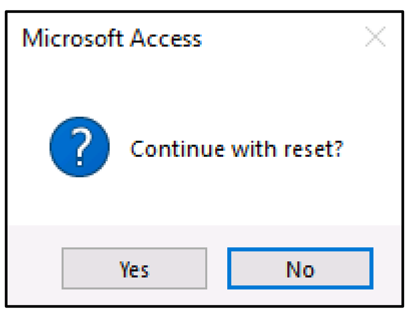
Select Payroll Reset to reset the month, quarter, year, fiscal year, or life to date totals. The year-to-date reset will also reset Earned Leave Plan balances if the anniversary date fields for the plans in the employee masters are blank.



Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year selected
Ending	Automatically populated based on the payroll year selected

Check the box for the period(s) to be reset. Multiple periods can be reset at once.

Click ***Update***. The following confirmation message displays:



Click *Yes* to continue or *No* to cancel.

Click *OK* at the update completion message.

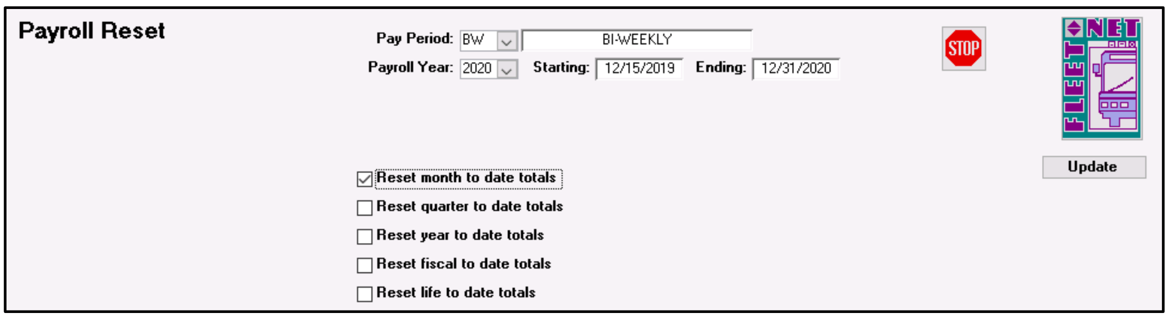
Special Payroll Programs

Payroll Reset Fix Program

If any of the defined ‘to-date’ (month, quarter, year, fiscal year, or life) resets are missed, run this process to recalculate any of the ‘to-date’ totals.

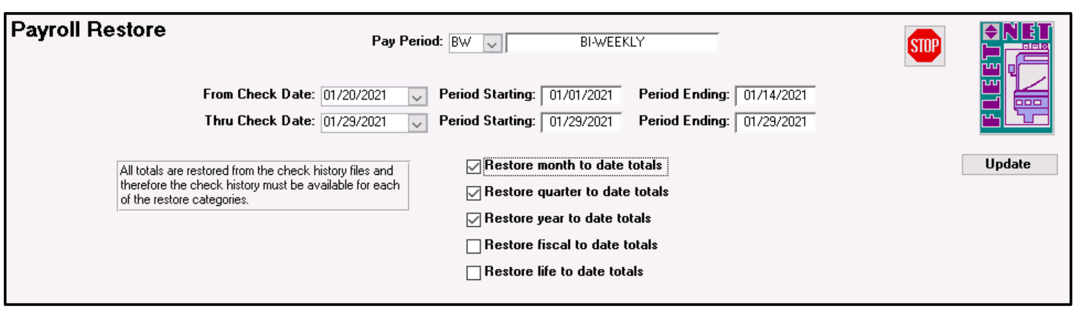
For example, if a user forgets to reset the month-to-date totals for December and processes <u>and updates</u> a payroll in January, the month-to-date totals would include all checks issued in December and the check or checks issued in January. The following steps outline the process for fixing the month-to-date totals:

To reset the incorrect month-to-date totals to zero (in this example we are resetting January to zero), select menu item #9 on the PR02 (Payroll Processing) menu. The following form displays:



Field Name	Description
Pay Period	Select the pay period (BW, SM, WK, etc.) from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populates with the first day of the payroll year selected
Ending	Automatically populates with the last day of the payroll year selected
Resets	Check the box(es) of the ‘to-date’ period that was ‘missed’
Update	Click to run the update process

Select menu Item #15 on the PR05 (Special Payroll Programs) menu. The following form displays:



Field Name	Description
Pay Period	Select the pay period (BW, SM, WK, etc.) from the drop-down list
From Check Date	Enter the first check date (see below for further explanation)
Period Starting	Automatically populates with the first day of the pay cycle selected
Period Ending	Automatically populates with the last day of the pay cycle selected
Thru Check Date	Enter the last check date (see below for further explanation)
Period Starting	Automatically populates with the first day of the pay cycle selected
Period Ending	Automatically populates with the last day of the pay cycle selected

Restore	Select the applicable 'to-date' category based on the check dates selected
Update	Click to run the restore process

The program will recalculate 'to-date' totals (in this case, the January totals) using the check date entered in the "From Check Date' field through the check date entered in the 'Thru Check Date' field.

Checklists

Checklists can be used to assist with data setup/maintenance in the system to help ensure steps are not missed that could cause problems later.

Employee Master Setup Checklist

Complete the fields in the Employee Master using Employee Data (PR0401). The required fields on the Employee Master Setup Form are listed below. NOTE: It is strongly recommended to utilize all other fields for reporting purposes, even though payroll can be processed without them.

Done	Form	Program/Procedure
	Master	Employee Number
	Master	Employee Name
	Master	Employee E-Mail Address (if set up, earnings statements can be emailed to employees who use direct deposit)
	Master	Export Path (if emailing earnings statements, path for destination drive and folder where statements will be stored must be entered)
	Master	Social Security Number
	Master	Hire Date
	Pay Rate	Effective Date
	Pay Rate	Previous Pay Rate
	Pay Rate	New Pay Rate
	Deductions	H (Hours)/E (Earnings) Flag
	Deductions	Taken On – Depending Gross/Net entry
	Deductions	Tax Codes
	Deductions	Gross/Net
	Deductions	Deferred Comp
	Deductions	Limit (can be left blank if no limit)
	Deductions	Frequency
	Deductions	Deduction/Tax
	Deductions	Amount or Rate applicable for employee and/or employer
	Deductions	Arrears (If applicable)
	Deductions	Limit Amount (If applicable)
	Deductions	Exempt Wages (If applicable)
	Deductions	Max Hours (If applicable)
	Deductions	Q-T-D Earnings (If applicable)
	Deductions	Y-T-D Earnings (If applicable)
	Deductions	Q-T-D Hours (If applicable)
	Deductions	Start/End Date (If applicable)
	Deductions	Fiscal Year
	Deductions	Employer Debit GL Division & Account Number (if applicable)
	Deductions	Employer Credit GL Division & Account Number (if applicable)
	Deductions	Employee Credit GL Division & Account Number (if applicable)

Payroll Processing Cycle Checklist

The *Daily Timekeeping Cycle* in Operator Timekeeping and/or *Transfer to Payroll* in Automated Dispatch must be completed prior to running the *Payroll Processing Cycle.*

Done	Form	Program/Procedure
	PR01	Enter pay time not recorded by Operator Timekeeping or Automated Dispatch using Labor Entry. Edits to time transferred using Operator Timekeeping and/or Automated Dispatch are made on this form.
	PR01	Calculate and update **Guarantee Pay** (Time) to add guarantee time to employees who are setup with the min/max hours and pay code in the Employee Master (*Payroll Button*).
	PR01	Calculate and update **Pay Rounding Adjustment** to catch rounding discrepancies on total hours multiplied by hourly rate.
	PR01	Calculate and update **Auto Overtime**.
	PR01	Calculate the **Auto Pay Time** to add time entries for employees using a specific pay code and number of hours or fixed amount.
	PR01	Display and/or print **Labor Distribution Reports**.
	PR02	Run the **Paycheck Calculation** to calculate, preview, edit, and create the records required for check and/or earnings statement printing.
	PR02	Print the Preview Check Register and verify all pay calculations for each employee. The Paycheck Register is a preview check register and check numbers will not be included. If gross wages are incorrect due to time omissions or errors, make necessary pay time adjustments in Labor Entry- and rerun the Paycheck Calculation. Note: Recalculation can be done for a single employee or all employees. Data for employees not recalculated will not be overwritten.
	PR02	Deductions and/or taxes can be modified using Paycheck Calculation (click the edit checks button; double-click the amount fields under the tax or deduction heading). If any changes are made, you MUST recalculate the paycheck for those employees whose checks were edited. If checks are edited, the changes will remain during the recalculation process.
	PR02	Print deduction reports for any deduction code using Deduction Audit Report. These reports can be reprinted for any pay period.
	PR02	Run the GL Calculation and print the Payroll General Ledger Posting Audit. If any of the GL Postings are incorrect, correct the GL Division and/or GL Accounts. If corrections are made, rerun the GL calculation, and print the report again for verification. These reports must be printed prior to updating payroll.
	PR02	Create ACH File using ACH Transactions. An ACH Report can be printed at this time. The ACH Report should be reconciled to the deduction audit report for all deduction types that are paid via ACH. The total of the deductions that are paid via ACH must match the ACH Report.
	PR02	Print checks and/or earning statements or email earning statements using Check Print. The check date will be the GL posting date.
	PR02	Run the Payroll Update.
	PR02	Print a Final Payroll Register via Paycheck Register. At this time, the Paycheck Register is a Final Check Register and will include check numbers.