

Fleet-Net® for Windows
Product of Avail Technologies, Inc.
Payroll
Prepared By
Fleet-Net Corporation®

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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.



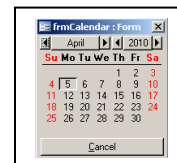
The question mark button opens the search option.



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. <i>If there are multiple divisions, they must all be set up.</i>

Once a division is selected, the following form displays:

Auto Post Setup Form

Fiscal Year: 2020 System Id: PR Division: 10

Print

Record Id	Div #	Account	Jrn	Reference	Transaction Description
FicaEmployeeCreditCAB	00	20300006	PRL	EE FICA Payable	Payroll
FicaEmployeeCreditCAF	00	20300006	PRL	EE FICA Payable	Payroll
FicaEmployeeCreditCAS	00	20300006	PRL	EE FICA Payable	Payroll
FicaEmployerCreditCAB	00	20300006	PRL	ER FICA Payable	Payroll
FicaEmployerCreditCAF	00	20300006	PRL	ER FICA Payable	Payroll
FicaEmployerCreditCAS	00	20300006	PRL	ER FICA Payable	Payroll
FicaEmployerDebitCAB	10	5022001001	PRL	ER FICA Expense	Payroll
FicaEmployerDebitCAF	10	5022001003	PRL	ER FICA Expense	Payroll
FicaEmployerDebitCAS	10	5022001002	PRL	ER FICA Expense	Payroll
FitEmployeeCreditCA	00	20300001	PRL	FIT Payable	Payroll
MedicareEmployeeCreditC	00	20300005	PRL	IEE M/C Payable	Payroll

Record: 1 No Filter Search


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



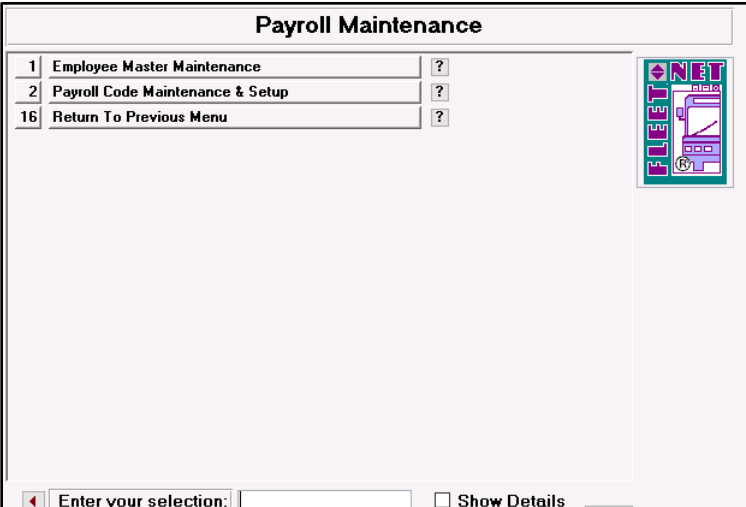
1	Payroll Maintenance	?
2	Pay Time Entry	?
3	Pay Check Processing	?
4	Tax File Maintenance	?
5	Tax Reporting	?
8	Attendance	?
10	Pension Management	?
14	Employee Reporting	?
15	Special Payroll Programs	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

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.



1	Employee Master Maintenance	?
2	Payroll Code Maintenance & Setup	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Payroll Code Maintenance

Number	Option	Icon
1	Job Class Codes	?
2	Control Record Setup	?
3	Tran Control Setup	?
4	Deduction Code Setup	?
5	Misc Codes Setup	?
6	Pay Code Setup	?
7	Pay Period Setup	?
8	Earned Leave Setup	?
9	Check Type Setup	?
10	Check Deductions Taken Setup	?
11	Earning Code Setup	?
12	Benefit Accrual Posting Setup	?
13	Global Deduction Update	?
14	Department Management Setup	?
15	Department Pay Code Setup	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

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.)

Job Class	Description	Group	Drug Test
500	SALARY GENERAL	4	N
36	TRAINER - SAFETY SENSITIVE	1	Y
360	MAINTENANCE FOREMAN - SAFETY SENSITIVE	1	Y

VSN: 0906.0001 [1/12/2021]


Record: 14 | 2 | No Filter | Search

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.

Payroll Control Record Setup



Checking Account #: 1234567899 Bank Routing #: Check # Max Digits: 8 ☐ Add leading zeros to check #
 MICR Checking Account #: MICR Check Routing #:
 Path To Company Logo:
 Path To Bank Logo:
 Bank Name:
 Bank Location:
 General Ledger Journal: PRL
☐ Print Zero/Negative Check
☐ Print Signatures On Checks
 Path To Signature:

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

Transaction Control Record Setup Form					
Record Type	Value	Maximum Value	Max Digits	Add Leading Zeros	
EmployeeNo	22	0	0	<input type="checkbox"/>	
LaborTranNo	3890012	0	12	<input type="checkbox"/>	
LeaveHistoryTranNo	5	0	12	<input type="checkbox"/>	
*				<input type="checkbox"/>	

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**

Deduction Code Setup																														
Deduction Code: ME MEDICAL																														
Deduction Code: ME Description: MEDICAL NTD Fringe Benefit Object Class: 03 H/E Flag: <input checked="" type="checkbox"/> Taken On: ROSVMHNP Earn Code: <input checked="" type="checkbox"/> Tax Codes: FSLCM Tax Codes: <input checked="" type="checkbox"/> Earnings Computed On: G Def Comp: N Limit: <input type="checkbox"/> Frequency: 123 Ded/Tax: D Vendor #: <input type="checkbox"/> <input type="checkbox"/> Balance Forward <input type="checkbox"/> Print Ltd On Check		<table border="1"> <thead> <tr> <th></th> <th>Employee</th> <th>Employer</th> </tr> </thead> <tbody> <tr> <td>Amount:</td> <td>\$3.90</td> <td>\$9.10</td> </tr> <tr> <td>Rate:</td> <td></td> <td></td> </tr> <tr> <td>Limit Amount:</td> <td></td> <td></td> </tr> <tr> <td>Max Wages Ytd:</td> <td></td> <td></td> </tr> <tr> <td>Exempt Wages:</td> <td></td> <td></td> </tr> <tr> <td>Max Hours:</td> <td></td> <td></td> </tr> <tr> <td>Max Hours Flag:</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Amount Lookup Flag:</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>			Employee	Employer	Amount:	\$3.90	\$9.10	Rate:			Limit Amount:			Max Wages Ytd:			Exempt Wages:			Max Hours:			Max Hours Flag:	<input type="checkbox"/>		Amount Lookup Flag:	<input type="checkbox"/>	
	Employee	Employer																												
Amount:	\$3.90	\$9.10																												
Rate:																														
Limit Amount:																														
Max Wages Ytd:																														
Exempt Wages:																														
Max Hours:																														
Max Hours Flag:	<input type="checkbox"/>																													
Amount Lookup Flag:	<input type="checkbox"/>																													
		Setup GL Posting Delete Rate Changes																												

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 <i>Earnings Computed On</i> below for further explanation. NOTE: When setting up deductions that are a flat amount, you <u>MUST</u> 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. 1 = First paycheck of the month, 2 = Second paycheck of the month, 3 = Third paycheck of the month, 4 = Fourth paycheck of the month and 5 = Fifth paycheck 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 Amount	Check this box to include the Life-To-Date amount on the check
Rate	Enter the employee and/or employer amount for the selected deduction
Limit Amount	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.
Max Wages Y-T-D	Enter the employee and/or employer amount limit for the selected deduction
Exempt Wages	Enter the employee and/or employer maximum wages for the selected deduction
Max Hours	Enter the employee and/or employer exempt wages for the selected deduction
Max Hours Flag	If the deduction is based on a maximum number of hours, enter the number of hours. See Max Hours Flag.
Amount Lookup 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**

Deduction Code Setup

Deduction Code: ME MEDICAL

Department	Fiscal Year	Div #	Account #	Title
1	2009	Employer Debit:		
		Employer Credit:		
		Employee Credit:	10	2020200001 INSURANCE DEDUCTIONS
100	2009	Employer Debit:		
		Employer Credit:		
		Employee Credit:	10	2020200001 INSURANCE DEDUCTIONS
2	2009	Employer Debit:		
		Employer Credit:		
		Employee Credit:	10	2020200001 INSURANCE DEDUCTIONS
3	2009	Employer Debit:		
		Employer Credit:		
		Employee Credit:	10	2020200001 INSURANCE DEDUCTIONS
4	2009	Employer Debit:		
		Employer Credit:		
		Employee Credit:	10	2020200001 INSURANCE DEDUCTIONS
5	2009	Employer Debit:		

Record: 1 No Filter Search

Buttons: Setup, GL Posting, Delete, Rate Changes

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.**

Deduction Code Setup

Deduction Code: ME MEDICAL


Effective Date	Employee Old Rate	Employer Old Rate	Employee New Rate	Employer New Rate
5/1/2020	10	15	20	30
*				

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.

Modify / Add Misc List Codes

Module: PR

Type:

- 404Class
- AchTransactionCode
- ApplicableTaxCodes
- AttendanceCode
- AttendanceReportSortValue
- AttendKref
- AverageHoursWorked
- CheckPrintFormat
- CovidPayCodes
- Defaults
- DepartmentManagement
- EarnCodeNotWorked
- EarnCodeWorked
- EarnedLeavePlan
- EarningsComputedOn
- EarningsStatement

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
*	

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: EarningStatementFormat

Code	Value
Earnings Statement with Message Box	FNPR_EmailEarningStatementReport
Earnings Statement	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: FICA Code	
	
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: FIT Code	
	
Code	Value
▶ 20	2020 Federal Taxes
FT	Federal Tax
*	
Print	

FixedPercentageTaxType: (Specific)

Modify / Add Misc List Codes	
Module: PR	
Type: FixedPercentageTaxType	
	
Code	Value
FICA	
FUTA	Federal Unemployment
MEDICARE	
SDI	State Disability Insurance
SUTA	State Unemployment Tax
▶ I	
Print	

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.

Modify / Add Misc List Codes

Module: PR

Type: FutaCode

Code	Value
N	No
Y	Yes
▶	

Print

LITCode: (User Defined Local Income Tax Codes)

Modify / Add Misc List Codes

Module: PR

Type: LITCode

Code	Value
▶ AK	AKRON
BB	Bellefonte Borough
BT	Benner Township
CT	College Township
FT	Ferguson Township
PB	Phillipsburg Borough
PT	Palton Township
RT	Rush Township
SB	State College Borough
ST	Snow Shoe Township
*	

Print

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 letter A and the status for Inactive Employees must begin with letter I.

Modify / Add Misc List Codes

Module: HR

Type: PayrollStatus

Code	Value
AF	Active - Full Time
AP	Active - Part Time
AT	Active - Temp
IQ	Inactive
*	

Print

SitCode: (Specific)

Modify / Add Misc List Codes

Module: PR

Type: SitCode

Code	Value
OH	OH
*	

Print

SITTaxId: (Specific)

Modify / Add Misc List Codes

Module: PR
Type: SITTaxId

Code	Value
▶ OH	xx-xxxxxxx
*	

Print

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.

Modify / Add Misc List Codes

Module: PR
Type: SutaCode

Code	Value
▶ N	NO
Y	YES
*	

Print

TaxExemptionType: (Specific)

Modify / Add Misc List Codes

Module: PR
Type: TaxExemptionType

Code	Value
CwA	Claimed Withholding Allowance
FwA	Federal withholding allowance
▶ I	

Print

Timekeeping: (Specific)

Modify / Add Misc List Codes

Module: PR
Type: TimeKeeping

Code	Value
▶ PayrollTimeEntryInPutMask	Standard
*	

Print

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.

Setup Pay Codes

Pay Code:

4TH	JULY 4 EXTRA SERVICE
50S	50% Continuance Pay
60S	60% Continuance Pay
AAA	SCHOOL PATROL
ADM	ADJUST DM PAY
AIP	App Instructor Pay
ALL	ALLOWED TIME
ART	ACCIDENT REPORT TIME
ASE	ASE BONUS CHECK
BAL	ALLOWED TIME B.O.E.
BIO	OVERTIME - TRAINING
BIP	BREAK IN PAY
BLT	PLAT.TIME BD OF ED.
BOS	BOE OVT SCHEDULED
BOT	PULL OUT TIME B.O.E.
BTH	BOOTH ATTENDANT REG.

Refresh Delete Print

Field Name	Description
Pay Code	Select an existing code from the drop-down list or 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.

Setup Pay Codes

Pay Code:

Microsoft Access

?

Is this a new pay code?

Yes No

Refresh Delete Print

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

Setup Pay Codes

Pay Code: Sample Pay Code

Refresh Delete Print

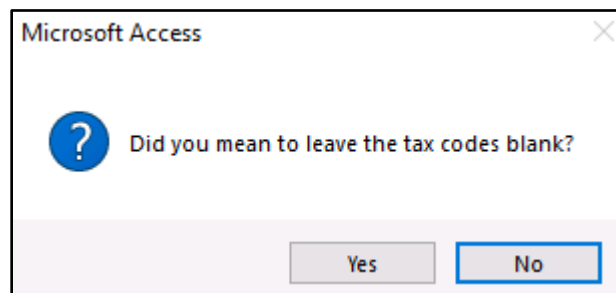
Pay Code:	<input type="text" value="SPL"/>
Description:	<input type="text" value="Sample Pay Code"/>
Earn Code:	<input type="text" value="R"/> <input checked="" type="checkbox"/> REGULAR
Pay Rate Factor:	<input type="text" value="1.0000"/>
Premium Rate:	<input type="text"/>
Fixed Amount:	<input type="text"/>
Applicable Tax Codes:	<input type="text" value="FCM"/>
Tax Codes:	<input type="text"/> <input checked="" type="checkbox"/>
Accrual Codes:	<input type="text" value="OVC"/>
Check Type:	<input type="text" value="RG"/> <input checked="" type="checkbox"/> REGULAR PAY
Fiscal Year:	<input type="text" value="2020"/>
Gross Wages Division:	<input type="text"/>
GL Account #:	<input type="text"/>
Time Class:	<input type="text"/> <input checked="" type="checkbox"/>
Mode:	<input type="text" value="MB"/> <input checked="" type="checkbox"/> Motor Bus
Emp Class:	<input type="text"/>
Attendance Code:	<input type="text"/> <input checked="" type="checkbox"/>

☐ Accumulate Hours
☐ Capital Labor
☐ FLSA Hours ☐ FLSA Amount
☐ PERS Hours ☐ PERS Amount
☐ Guarantee Base Hours

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. <i>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.</i>
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.**

 The screenshot shows the "Setup Pay Periods" form. It has two main fields: "Pay Period" and "Payroll Year". The "Pay Period" field is set to "BW" (Bi-Weekly) with a checkmark icon. The "Payroll Year" field is empty. On the right side, there are four buttons: "Edit Year", "Build Year", "Define Year", and "Print".

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:

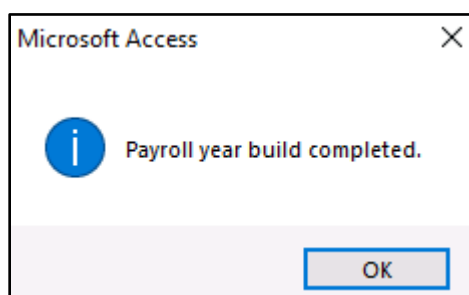
 The screenshot shows the "Setup Pay Periods" form with a table of payroll years. The table has three columns: "Payroll Year", "Date Starting", and "Date Ending". The rows show years 2019, 2020, and 2021, each with corresponding start and end dates. There is also a row with an asterisk (*) for a new entry. On the right side, there are four buttons: "Edit Year", "Build Year", "Define Year", and "Print". The "Define Year" button is highlighted with a blue border.

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:

Setup Pay Periods

Pay Period: BW ☒ BI-WEEKLY

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

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	01/15/2021	01/28/2021	02/03/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	01/29/2021	02/11/2021	02/17/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	02/12/2021	02/25/2021	03/03/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	02/26/2021	03/11/2021	03/17/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	03/12/2021	03/25/2021	03/31/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	03/26/2021	04/08/2021	04/14/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	04/09/2021	04/22/2021	04/28/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	04/23/2021	05/06/2021	05/12/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	05/07/2021	05/20/2021	05/26/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	05/21/2021	06/03/2021	06/09/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	06/04/2021	06/17/2021	06/23/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	06/18/2021	07/01/2021	07/07/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Record: 1 | No Filter | Search

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. <i>Additional pay cycles can be added. For additional pay cycles, enter the next sequential number.</i>
Period Starting	This field is automatically populated during the build year process. <i>For additional pay cycles, enter the pay cycle starting date.</i>
Period Ending	This field is automatically populated during the build year process. <i>For additional pay cycles, enter the pay cycle ending date.</i>
Check Date	This field is automatically populated during the build year process. <i>For additional pay cycles, enter the paycheck date.</i>
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.

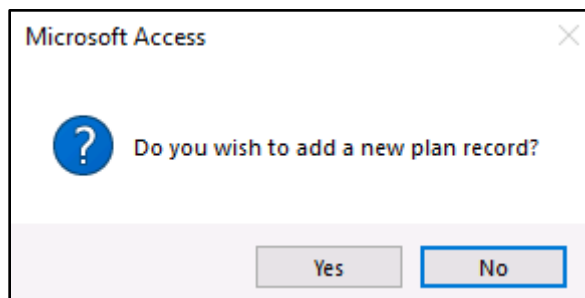
When entering an additional pay cycle, neither a **pay period end date** nor a **check date** that is already listed on the form can be used. Also, dates cannot be used that are earlier than any of the payrolls that have been previously updated.

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 paychecks. 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 following message displays:



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

 A screenshot of the "Setup Earned Leave Plans" form. It includes a "NET" logo in the top right corner. The form has the following fields: "Existing Plans:" with a dropdown menu showing "V", "Earnings Code:" with a dropdown menu showing "V", a text field containing "VACATION", "Entitled immediately" (checked), and "Plan Code:" with a dropdown menu showing "V" and a checkbox checked next to "UNIONTWU".

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

 A screenshot of the "Setup Earned Leave Plans" form, showing additional fields. Below the previous fields, there are: "Rate Earned Flag:" with a dropdown menu showing "P", "Service Accrual Method:" with a dropdown menu showing "M", "Reset Hours Used:" with a dropdown menu showing "A", and "Ltd Usage Limit:" with a text field. On the right side, there is a vertical menu with buttons: "Plan", "Rates", "Delete", "Print", and "Limits".

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:

Setup Earned Leave Plans

Existing Plans: Earnings Code: VACATION
 Entitled immediately

Plan Code: ☒ UNIONTWU

Months Worked At Least	Less Than	Accrual Rate	Ytd Hours Limit	Max Hours Entitled	Max Hours Carryover
0.00	48.00	3.070000	80.00	9999.00	9999.00
48.00	144.00	4.610000	120.00	9999.00	9999.00
144.00	228.00	6.150000	160.00	9999.00	9999.00
228.00	288.00	7.690000	200.00	9999.00	9999.00
288.00	9999.00	9.230000	240.00	9999.00	9999.00

Plan Rates Delete Print Limits

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:

Setup Earned Leave Plans

Existing Plans: Earnings Code: VACATION
 Entitled immediately

Plan Code: ☒ UNIONTWU

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

Pay Period End Date	Accrual Start Date	Accrual End Date	Maximum Hours Subject To Accrual
01/14/2021	01/01/2021	01/07/2021	40
01/14/2021	01/08/2021	01/14/2021	40
01/28/2021	01/15/2021	01/21/2021	40
01/28/2021	01/22/2021	01/28/2021	40
02/11/2021	01/29/2021	02/04/2021	40
02/11/2021	02/05/2021	02/11/2021	40

Plan Rates Delete Print Limits

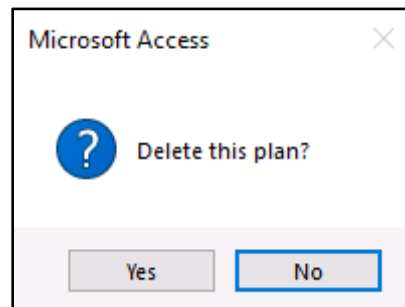
Accrued benefits are based on per hour worked subject to a weekly limit. Due to the period end date falling in the middle of the workweek, pay time history will need to be accessed to determine how to accrue the time based on the limit.

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	Enter the accrual start and end dates. For instance, Sunday through Saturday work week, enter the date for Sunday in the start date field and the date for Saturday in the end date field.
Accrual End Date	
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
13.00		25.00	4.615400	720.00	720.00
25.00		49.00	4.923100	720.00	720.00
49.00		61.00	5.230800	720.00	720.00
61.00		85.00	5.538500	720.00	720.00
85.00		121.00	5.846200	720.00	720.00
121.00		145.00	6.153900	720.00	720.00
145.00		193.00	6.461600	720.00	720.00
193.00		217.00	6.769300	720.00	720.00
217.00		229.00	7.076900	720.00	720.00
229.00		301.00	7.384600	720.00	720.00
301.00		9,999.00	7.692300	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.

Check Type	Description	Fica	Fit	Sit	Lit	Sdi	Accrue Hours	Week Worked	Medicare	Suta	Futa	Ded Pay Period	Pers
ADJ	ADJUSTMENT PAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
AS	ACCIDENT & SICK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
B2	BONUS CHECK #2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
BC	BONUS CHECK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
CM	COMMISSION CHECK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
HP	HOLIDAY PAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
R1	REGULAR PAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
R2	REGULAR PAY - ADJUSTME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
R3	REGULAR PAY - ADJUSTME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
RC	Replacement Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			
RG	REGULAR PAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIT Amt: <input type="text"/>		FIT %: <input type="text"/>		SIT Amt: <input type="text"/>		SIT %: <input type="text"/>		LIT Amt: <input type="text"/>		LIT %: <input type="text"/>			

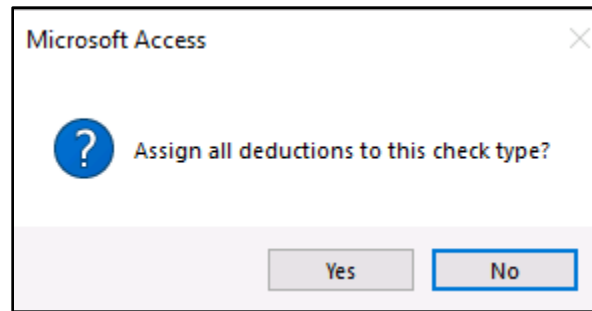
Field Name	Description
Check Type	Enter a 2-Character Check Type
Description	Enter a description of the check type (i.e., RG = Regular Pay; BN = Bonus; VA = Vacation; AP = Adjustment Pay)
FICA	Check the box if this check type is subject to Social Security tax
FIT	Check the box if this check type is subject 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.

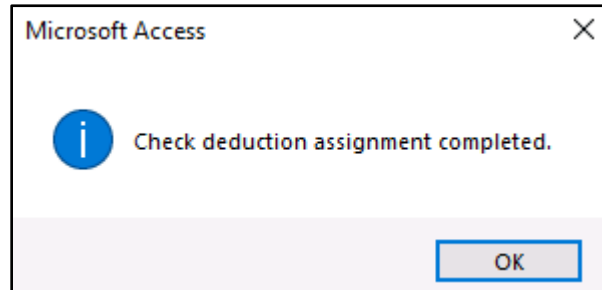
Setup Check Deductions Taken

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:

The "Check Deductions Taken Setup" window shows a "Check Type" dropdown set to "SC" and a "Sample Check" field. Below is a table with "Code" and "Description" columns. A dropdown menu is open, showing a list of deductions: IN (INTERNET), LJ (LIFE INSURANCE), LS (LifeLine Screening repayment), ME (MEDICAL), N1 (Net Pay Adjustment), NP (NET PAY), OD (OTHER PAYROLL DEDUCTIONS), P3 (POCKET PC REPAYMENT), PD (P.E.R.S. Pick-up II), PE (P.E.R.S. PICK-UP), PG (PAGER), PI (EMPLOYER PERS PICKUP), PP (PERS PAYBACK), PV (PRE-PAID VACATION), RC (TEST RATE CHANGE), and RP (REPAYMENTS). On the right side of the window, there are buttons for "Setup", "Print", and "All Deductions".

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	<input checked="" type="checkbox"/>	N	N	
E	Test	Test	<input checked="" type="checkbox"/>	E	N	
F	WORKING FOREMAN PAY	WFP	<input checked="" type="checkbox"/>	N	Y	
H	HOLIDAY	HOL	<input checked="" type="checkbox"/>	N	Y	
L	CONTINGENCY PAY	S&A	<input checked="" type="checkbox"/>	N	Y	
M	MISCELLANEOUS	MISC	<input checked="" type="checkbox"/>	N	Y	
N	NIGHT SHIFT PREMIUM	NSP	<input type="checkbox"/>	N	Y	
O	OVERTIME	O/T	<input checked="" type="checkbox"/>	N	Y	RHM
P	PAID PERSONAL LEAVE	PPL	<input checked="" type="checkbox"/>	N	Y	
Q	No Pay	NOPAY	<input type="checkbox"/>	N	N	
R	REGULAR	REG	<input checked="" type="checkbox"/>	N	Y	
S	SICK	SICK	<input checked="" type="checkbox"/>	E	Y	
V	VACATION	VAC	<input checked="" type="checkbox"/>	E	N	
X	PAID TIME OFF	PTO	<input checked="" type="checkbox"/>	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.

Benefit Accrual Posting Setup						
Earn Code	Dept #:	Fiscal Year	Debit Div #	Debit Account #	Credit Div #	Credit Account #
S	6	2020	10	5020901001	10	2020100001

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.

Global Deduction Update

Reset means to replace current deduction value with a new value.
 Reset with no entry means to set the current deduction value to nulls.(Blank)
 Add with a positive amount means to add to the current deduction amount.
 Add with a negative amount means to subtract from the current deduction amount.
 Add with no entry is ignored. Entries without Reset or Add selected are ignored.

☒ Add new deductions
☒ All Departments

Department:

Ded Code: LIFE INSURANCE

Priority # for new deductions: 60 Must be unique.

H/E Flag: E

Taken On: FLRSH

Tax Codes: CMLFS

Earnings Computed On: G

Def Comp: Y

Limit:

Frequency: 123

Ded/Tax: D

Vendor #:

Ref #:

☐ Balance Forward

Fiscal Year: 2021

Reset: ☒

Div #: 10

Reset: ☒

Account #: 5020501001

Reset: ☒

Title: LIFE INSURANCE - ADMINISTRATION OPERATION

Employer Debit: 10

Employer Credit: 10

Employee Credit: 10

Amount:

Rate:

Limit Amount:

Max Wages Ytd:

Exempt Wages:

Max Hours:

Max Hours Flag:

Employee Reset Add Employer Reset Add

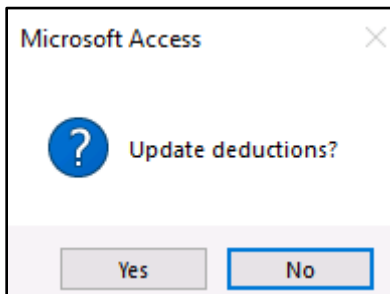
Update
Reset
Delete

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 employer accrual, if applicable
Employee Credit	Select the GL Division and GL account to be credited for 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 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.

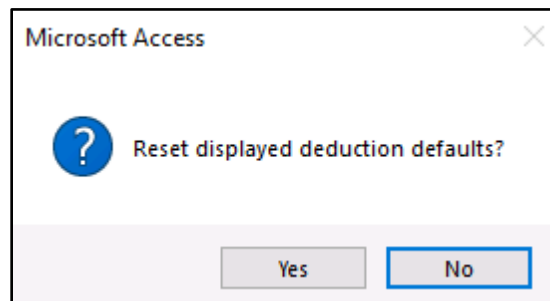
Once all fields have been completed click *Update*. The following prompt displays:



Click OK to continue or No to cancel.

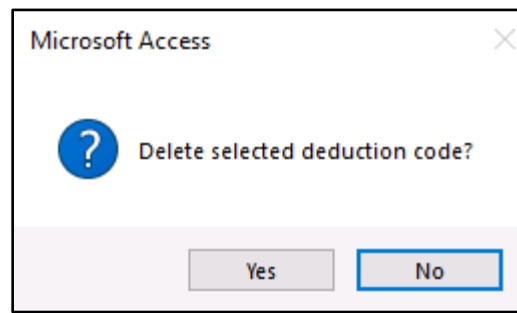
Click OK on the completion message.

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.

Department Management Setup															
Manager #:	10	New Employee New Employee New Employee	Department #:												
		3													
<table border="1"> <thead> <tr> <th colspan="3">Employees Managed</th> </tr> <tr> <th>Employee #</th> <th>Description</th> <th>Dept #</th> </tr> </thead> <tbody> <tr> <td>▶ 000020</td> <td>Jane M Doe</td> <td>6</td> </tr> <tr> <td>* []</td> <td>[]</td> <td>[]</td> </tr> </tbody> </table>				Employees Managed			Employee #	Description	Dept #	▶ 000020	Jane M Doe	6	* []	[]	[]
Employees Managed															
Employee #	Description	Dept #													
▶ 000020	Jane M Doe	6													
* []	[]	[]													
<div style="text-align: right;">  </div>															
<div style="text-align: right;"> <input type="button" value="Employees"/> <input type="button" value="Managers"/> <input type="button" value="Print"/> <input type="button" value="Authorizations"/> <input type="button" value="Build"/> </div>															

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:

Department Management Setup

Manager #: 10 New Employee New Employee New Employee Department #: 3

Build Entire Department

Department #: 3 Mechanics

Authorizations Required: 1

Start

Employees
Managers
Print
Authorizations
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:

Department Management Setup

Manager #: 10 New Employee New Employee New Employee Department #: 3

Employees Managed

Employee #	Description	Dept #
000020	Jane M Doe	3
*		

Employees
Managers
Print
Authorizations
Build

Click Managers to view all employees designated as 'Managers'

Department Management Setup

Manager #: SX393 Sample Employee II Department #: 6

Current Managers

Manager #	First Name	Middle Name	Last Name	Department
10	New Employee	New Employee	New Employee	3
SX393	Sample		Employee II	6

Employees
Managers
Print
Authorizations
Build

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:

Longevity Plan Setup

Longevity Plan: ☒ Years of Service

Months Of Service		
From	Thru	Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>




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 Master Maintenance

1	Employee Data	?
2	Employee Master Report By Dept	?
3	Renumber Employees	?
4	Employee Audit Report / Purge	?
5	Global Pay Rate Update	?
6	Earned Leave Adjustment	?
7	Earnings Statement Inquiry	?
8	Employee Search Criteria Setup	?
9	Employee Renumber (Sql)	?
10	Deduction Life Insurance Form	?
16	Return To Previous Menu	?



Employee Data

Add or edit employees using the form shown below.


Employee Master Setup ☐ Show Inactive Employees

Search Name:

First Name:

Employee #:

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

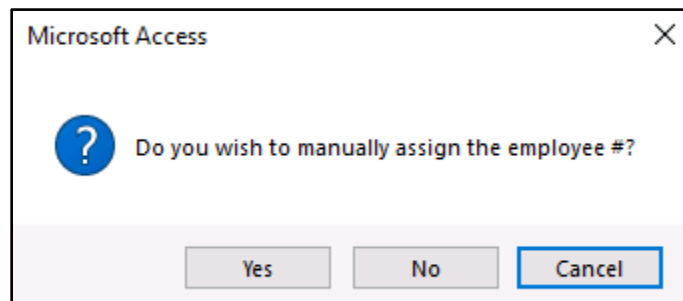


Field Name	Description
Search Criteria	Refer to the Employee Search Criteria Setup section of this manual
Search Name	Enter an employee's search name to search and select a current employee by their search name OR
First Name	Enter an employee's first name to search and select a current employee by their 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.

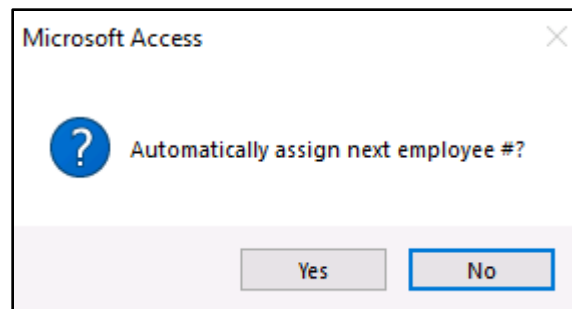


If Yes is selected the following form displays.

 A Microsoft Access form with a title bar that says "Microsoft Access" and a close button (X). The form contains the text "Please enter a new employee #. (8 characters max. Alpha-numeric)". To the right of this text are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue border. Below the text is a text input field with a blue border.

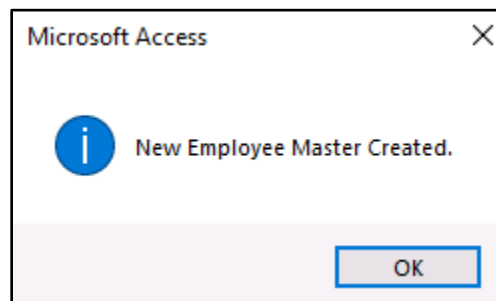
Enter an alphanumeric employee number, Click **OK**.

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:

 The form is titled "Employee Master Setup". It has a search section with fields for "Search Name", "First Name", and "Employee #", along with a "Search Criteria" button. There is a "Show Inactive Employees" checkbox. On the right, there are several tabs: Master, Gross, Notes, ACH Setup, New, Earnings, Labor, Contacts, Pay Rate, Hours, Audit, Other Pay, Deductions, Leave, Reports, User Data, Payroll, Checks, and Pin #. The "New" tab is selected. Below the search section, there is a table titled "New Employee Setup" with columns: Emp #, First Name, Middle Name, Last Name, Dept #, and Locked Out. The first row of the table shows "23", "New Employee", "New Employee", "New Employee", a dropdown menu, and a checkbox. Below the table, there is a "Reset Pin #" button and a "Pin #" field.

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:

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23

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

Employee #: 23
Name: Sample M Employee
Search Name: Employee Sample M
Name Change:
Email Address: semployee@email.com
Export Path: C:\YourDirectory\EarningsStatements\

Address Line 1: 1234 Main Street
Address Line 2:
City: STATE COLLEGE
State: PA Zip: 16803-
Phone: (814) 555-5555

Hourly/Salary: Pay Rate:
Incr Amount: Incr Date:
Grade:
Step:

Payroll Status: AF Employment Status:
Dept Seniority Date: Job Class Sen Date:
Department: 8 HR
Job Class: 40 HR SPECIALIST
Job Category: F ADMINISTRATIVE SUPPORT
Job Position: 44 HR SPECIALIST

Union/Local: Seniority #: Job App #:
Soc Sec #: 555-55-5555
Gender: F
EEO Code: 01
Marital Status: S
Date Of Birth: 1 / 1 / 1980

Hire Date: 1 / 21 / 2021
Seniority Date:
Full Time Date: 1 / 21 / 2021
Termination Date:

Driver License #: PA12345
Expiration Date: 1 / 1 / 2025
License Class: C
Restrictions: None

Updated: dilaaharty FNPR_EmployeeMasterForm 1/21/2021 9:33:22 am
Created: dilaaharty FNPR_EmployeeMasterForm 1/21/2021 9:28:48 am

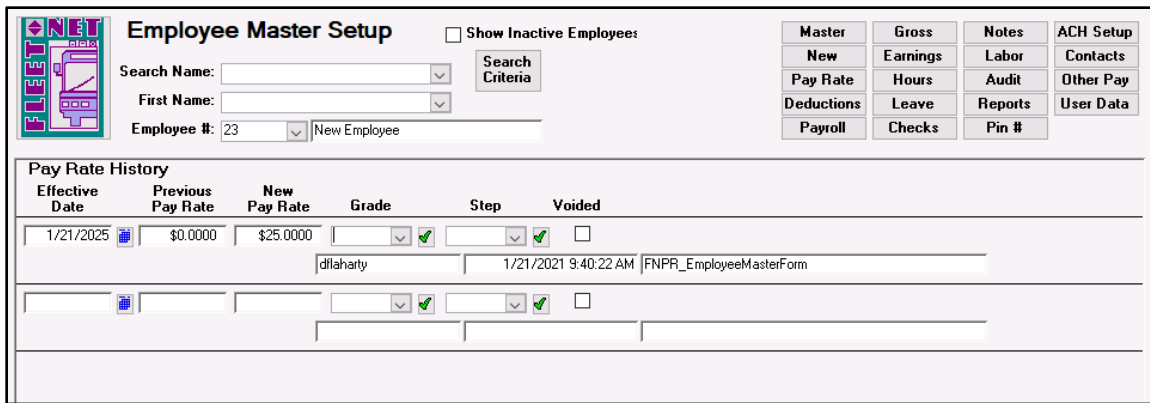
Field Name	Description
Emp #	Automatically populates with the selected employee's number
Name	Automatically populates with the selected employee's name
Search Name	Automatically populates with the selected employee's search name
Name Change	Leave blank for new employees. When making a name change to 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:



Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23

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

Pay Rate History

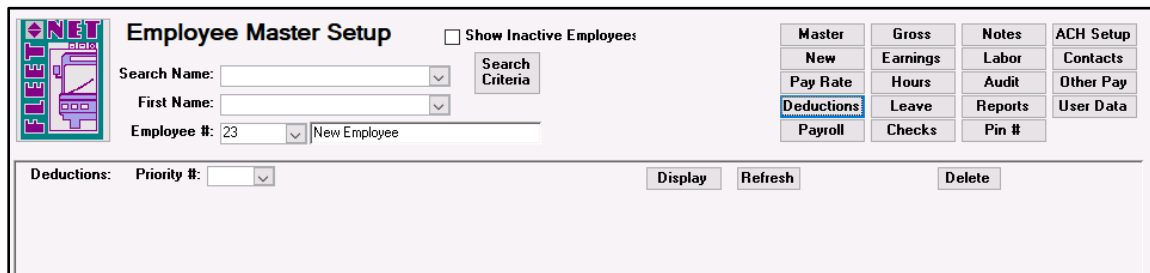
Effective Date	Previous Pay Rate	New Pay Rate	Grade	Step	Voided
1/21/2025	\$0.0000	\$25.0000			<input type="checkbox"/>
dfaharty 1/21/2021 9:40:22 AM FNPR_EmployeeMasterForm					
					<input type="checkbox"/>

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:



Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:


Employee #: 23

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

Deductions: Priority #:

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. <i>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</i>
Display	Click Display to display a list of all deductions assigned to the selected employee



Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23

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

Deductions: Priority #:

Priority No	Ded Code	Description	Ded Tax	Employee Amount	Employer Amount	Employee Rate	Employer Rate	Stop Ded
1	LI	LIFE INSURANCE	D	\$0.00	\$0.00	0	0	<input type="checkbox"/>
5	HM	MEDICAL - HMO	D	\$0.00	\$0.00	0	0	<input type="checkbox"/>
999	NP	NET PAY	D	\$0.00	\$0.00	1	0	<input type="checkbox"/>

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 Amount

Employee Rate

Employer Amount

Employer Rate

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



Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23

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

Deductions: Priority #: 999

Priority #: 999 Ded Code: NP

Employee		Employer
Amount:	\$0.00	\$0.00
Rate:	1	0
Arrears:		
Limit Amount:	\$0.00	\$0.00
Max Wages Ytd:	\$0.00	\$0.00
Exempt Wages:	\$0.00	\$0.00
Max Hours:	0.00	0.00
Mtd Amount:		
Qtd Amount:		
Ytd Amount:		
Ftd Amount:		
Ltd Amount:		

Earnings/Hours that deduction amount is computed on.

Qtd Earnings:

Ytd Earnings:

Qtd Hours:

Ytd Hours:

Start Date:

End Date:

☐ Stop Deduction

Max Hours Flag:

Amount Lookup Flag: ☐

Smoker: N

Insurance Coverage:

Fiscal Year: 2021

Div #:

Account #:

Title:

Employer Debit:

Employer Credit:

Employee Credit: 10

1010100002

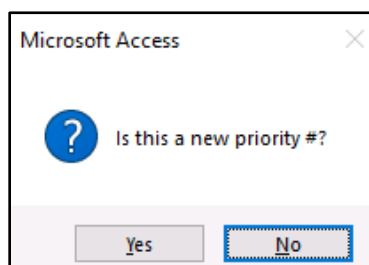
PAYROLL ACCOUNT

Last Updated: 1/21/2021 9:43:49 AM dflaharty FNPR_EmployeeMasterForm

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 <i>Earnings Computed on below for further explanation</i>
Earn Code	Earn codes can be selected for the <i>Taken On</i> field from the drop-down list in this field. Select the applicable Earn Code, double click and it will populate the <i>Taken On</i> 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	<p>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.</p> <p>Select G from the drop-down list to use Only those Earnings codes entered in the Taken On field for the selected deduction.</p> <p>Select N from the drop-down list if the deduction is taken from the Net Pay.</p> <p>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.</p> <p>NOTE: When setting up deductions that are a flat amount, you <u>MUST</u> select A and leave the taken on blank.</p>
Def Comp	<p>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.</p> <p>Y = Taxable income amount indicated for the code(s) specified in Tax Codes will be decreased by the deduction.</p> <p>N = Not a deferred compensation deduction</p> <p>T = Taxable Fringe Benefit</p>
Limit	<p>Select the limit from the drop-down, if applicable.</p> <p>Y = Year-to-date limit</p> <p>L = Life-to-date limit</p> <p>P = Pay period limit</p>
Frequency	<p>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.</p> <p>1 = First Check of the Month</p> <p>2 = Second Check of the Month</p> <p>3 = Third Check of the Month</p> <p>4 = Fourth Check of the Month</p> <p>5 = Fifth Check of the Month</p>
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 employer accrual, if applicable.
Employee Credit	Select the GL Division and GL account to be credited for 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:

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23 Sample M Employee

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

Deductions: Priority #: 999

Priority #: 999 Ded Code: NP

Employee		Employer
Amount:	\$0.00	\$0.00
Rate:	1	0
Arrears:		
Limit Amount:	\$0.00	\$0.00
Max Wages Ytd:	\$0.00	\$0.00
Exempt Wages:	\$0.00	\$0.00
Max Hours:	0.00	0.00
Mtd Amount:		
Qtd Amount:		
Ytd Amount:		
Ftd Amount:		
Ltd Amount:		

H/E Flag: Taken On: Earn Code: Tax Codes: Earnings Computed On: Def Comp: Limit: Frequency: 12345 Ded/Tax: D Vendor #: Ref #: ☐ Balance Forward

Earnings/Hours that deduction amount is computed on:
 Qtd Earnings:
 Ytd Earnings:
 Qtd Hours:
 Ytd Hours:

Start Date:
 End Date:
☐ Stop Deduction
 Max Hours Flag:

Amount Lookup Flag: ☐ Smoker: N
 Insurance Coverage:

Fiscal Year: 2021 Div #: Account #: Title:

Employer Debit: Employer Credit: Employee Credit: 10 1010100002 PAYROLL ACCOUNT

Last Updated: 1/21/2021 9:43:49 AM dilaharty FNPR_EmployeeMasterForm

Life Insurance Lookup

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

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 000020 Jane M Doe

Deductions: Priority #: 800

Priority #: 800 Ded Code: LI ☐ LIFE INSURANCE

H/E Flag: ☐ Taken On: ☐ Earn Code: ☐ Tax Codes: ☐ Tax Codes: ☐ Earnings Computed On: ☐ Def Comp: N ☐ Limit: ☐ Frequency: 123 Ded/Tax: D ☐ Vendor #: Ref #: ☐ Balance Forward

	Employee	Employer
Amount:	\$0.00	\$0.00
Rate:	0	0
Arrears:		
Limit Amount:	\$0.00	\$0.00
Max Wages Ytd:	\$0.00	\$0.00
Exempt Wages:	\$0.00	\$0.00
Max Hours:	0.00	0.00
Mtd Amount:		
Qtd Amount:		
Ytd Amount:		
Ftd Amount:		
Ltd Amount:		

Earnings/Hours that deduction amount is computed on.

Qtd Earnings: Ytd Earnings: Qtd Hours: Ytd Hours:

Start Date: End Date: ☐ Stop Deduction Max Hours Flag: ☐

Amount Lookup Flag: ☒ Smoker: N ☐ Insurance Coverage: \$50,000

Fiscal Year: 2009 Div #: Account #: Title:

Employer Debit: Employer Credit: Employee Credit: 10 2020200001 INSURANCE DEDUCTIONS

Last Updated: 3/29/2021 1:49:07 PM dlalhart FNPR_EmployeeMasterForm

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).

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 000020 Jane M Doe

Deductions: Priority #: 800

Priority #: 800 Ded Code: LI ☐ LIFE INSURANCE

H/E Flag: ☐ Taken On: ☐ Earn Code: ☐ Tax Codes: ☐ Tax Codes: ☐ Earnings Computed On: ☐ Def Comp: N ☐ Limit: ☐ Frequency: 123 Ded/Tax: D ☐ Vendor #: Ref #: ☐ Balance Forward

	Employee	Employer
Amount:	\$4.44	\$4.44
Rate:	0	0
Arrears:		
Limit Amount:	\$0.00	\$0.00
Max Wages Ytd:	\$0.00	\$0.00
Exempt Wages:	\$0.00	\$0.00
Max Hours:	0.00	0.00
Mtd Amount:		
Qtd Amount:		
Ytd Amount:		
Ftd Amount:		
Ltd Amount:		

Earnings/Hours that deduction amount is computed on.

Qtd Earnings: Ytd Earnings: Qtd Hours: Ytd Hours:

Start Date: End Date: ☐ Stop Deduction Max Hours Flag: ☐

Amount Lookup Flag: ☒ Smoker: N ☐ Insurance Coverage: \$50,000

Fiscal Year: 2009 Div #: Account #: Title:

Employer Debit: Employer Credit: Employee Credit: 10 2020200001 INSURANCE DEDUCTIONS

Last Updated: 3/29/2021 2:11:40 PM dlalhart FNPR_EmployeeMasterForm

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:

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23 Sample M Employee

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

Payroll Setup Hourly/Salary: H Refresh

Federal	State	Local	Federal W4
FIT Exemptions: <input type="text"/>	SIT Exemptions: <input type="text"/>	LIT Exemptions: <input type="text"/>	New W4 Submitted: <input checked="" type="checkbox"/>
Addnl FIT Amt: <input type="text"/>	Est W/H Allow: <input type="text"/>	Addnl LIT Amt: <input type="text"/>	Two Jobs Total: <input type="checkbox"/>
FIT %: <input type="text"/>	Addnl SIT Amt: <input type="text"/>	LIT Code: AK <input type="text"/> <input checked="" type="checkbox"/>	Dependent Amount: <input type="text"/>
FICA: A <input type="text"/> <input checked="" type="checkbox"/>	SIT Code: OH <input type="text"/> <input checked="" type="checkbox"/>	LIT %: 1.00 <input type="text"/>	Other Income: <input type="text"/>
Medicare: 5 <input type="text"/> <input checked="" type="checkbox"/>	SIT %: <input type="text"/>		Other Deductions: <input type="text"/>
FUTA: N <input type="text"/> <input checked="" type="checkbox"/>	SDI: <input type="text"/>		
EIC Qualified: <input type="text"/> <input checked="" type="checkbox"/>	SUTA: N <input type="text"/> <input checked="" type="checkbox"/>		
Filing Status: S <input type="text"/> <input checked="" type="checkbox"/>	Head Of Household: <input type="checkbox"/>		
MQGE: R <input type="text"/> <input checked="" type="checkbox"/>	Filing Status: X <input type="text"/> <input checked="" type="checkbox"/>		
Pay Period: BW <input type="text"/> <input checked="" type="checkbox"/>	Fiscal Year: 2021 <input type="text"/>	Mode: MB <input type="text"/> <input checked="" type="checkbox"/>	
Exempt From Overtime: <input type="checkbox"/>	Div: 10 <input type="text"/>	Employee Class: 60 <input type="text"/> <input checked="" type="checkbox"/>	
Assigned Hrs: <input type="text"/>	Gross Wages #: 5010103001 <input type="text"/>		
Overtime Parameters: If More Than: 8.00 <input type="text"/>	Hours Per Day, Use Pay Code: OTU <input type="text"/>	<input type="checkbox"/> FLSA	
If More Than: 4.00 <input type="text"/>	Hours Per Week, Use Pay Code: OTU <input type="text"/>	<input type="checkbox"/> PERS	
Weekly Guarantee Hours: Minimum: 35.00 <input type="text"/>	Maximum: 40.00 <input type="text"/>	Weekly Guarantee Pay Code: GUA <input type="text"/>	

Last Updated: dflaharty FNPR_EmployeeMasterForm 1/25/2021 8:33:13 AM

Field Name	Description
FIT Exemptions	Enter the number of Federal Exemptions from the employee's W4. 99 exemptions = no taxes (use this IF the New W4 Submitted box is NOT checked) 98 exemptions = additional tax only 0 - 97 exemptions = Use fixed percent or table lookup and add additional tax.
Addnl 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 (use this IF the New W4 Submitted box is NOT checked) 98 exemptions = additional tax only

	0 - 97 exemptions = Use fixed percent or table lookup and add additional tax.
Est W/H Allow	Enter additional state withholding exemptions (Applicable in California (EDT) and Indiana (DDT)).
Addnl 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 (use this IF the New W4 Submitted box is NOT checked) 98 exemptions = additional tax only 0 - 97 exemptions = Use fixed percent or table lookup and add additional tax.
Addnl 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) (If they are going to be tax exempt, they should have 99000 in step 3 on the form, thus 99000 here in this field.)
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

	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 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:

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: SX393 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 #	

Earned Leave: Earnings Code: V VACATION Entitled immediately [History](#)

Plan Plan Code: A Admin Vacation Earned annually

Months Worked At Least	Months Worked Less Than	Accrual Rate	Ytd Hours Limit	Max Hours Entitled	Ltd Usage Limit	Max Hours Carryover
61.00	99,999.00	200.000000	200.00	200.00	0.00	0.00

Setup Service Start Date: 11/1/2008 Months Of Service: 135.00
 Accrual Start: 11/1/2009 Months Of Prior Service: 0.00
 Hired: 11/01/2009 Accrue Benefit If No Pay ☐
 Anniversary: 1/1/2021 Stop Accrual ☐

Accruals

Begin Balance	Ytd Adjusted	Ytd Accrued	Ytd Entitled	Ytd Used	Ytd Worked	Ending Balance	Ltd Hours
0.00	0.00	0.00	200.00	20.00	0.00	180.00	968.00

Adjustments

Hours Adjusted	Hours Accrued	Hours Entitled	Hours Used	Hours Worked	Ending Balance	Period Ending Date
					180.00	

Last Updated: jrohbough 10/27/2020 12:58:56 PM FNPR_PaycheckUpdateForm [Update](#)

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:

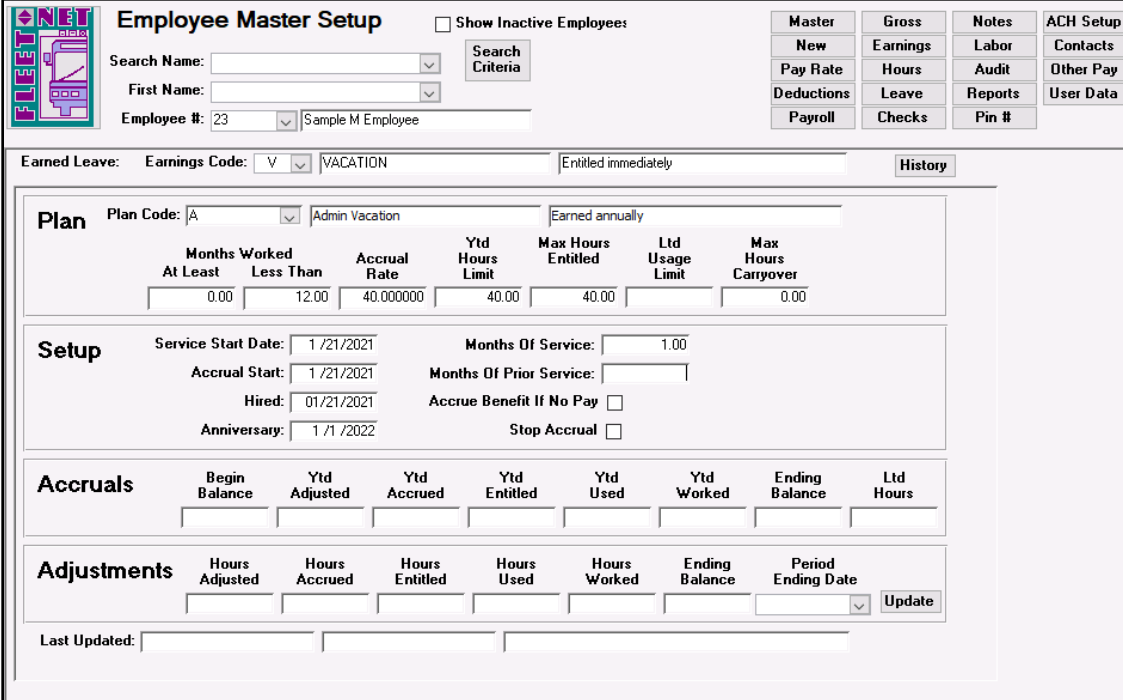
Check Type	Period Ending	Description	Beg Balance	Hours Adjusted	Hours Earned	Hours Entitled	Hours Used	Hours Worked	Ending Balance
RG	5/16/2020	No Check	180.00	0.00	0.00	0.00	0.00	0.00	180.00
Updated:			10/27/2020 12:58:57 PM jrohbrough		FNPR_PaycheckUpdateForm				
RG	5/2/2020	No Check	180.00	0.00	0.00	0.00	0.00	0.00	180.00
Updated:			10/22/2020 10:33:28 AM jrohbrough		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 jrohbrough		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 jrohbrough		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:



Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23 Sample M Employee

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

Earned Leave: Earnings Code: VACATION Entitled immediately History

Plan Plan Code: A Admin Vacation Earned annually

Months Worked At Least	Months Worked Less Than	Accrual Rate	Ytd Hours Limit	Max Hours Entitled	Ltd Usage Limit	Max Hours Carryover
0.00	12.00	40.000000	40.00	40.00		0.00

Setup Service Start Date: 1 / 21 / 2021 Months Of Service: 1.00

Accrual Start: 1 / 21 / 2021 Months Of Prior Service:

Hired: 01 / 21 / 2021 Accrue Benefit If No Pay ☐

Anniversary: 1 / 1 / 2022 Stop Accrual ☐

Accruals

Begin Balance	Ytd Adjusted	Ytd Accrued	Ytd Entitled	Ytd Used	Ytd Worked	Ending Balance	Ltd Hours

Adjustments

Hours Adjusted	Hours Accrued	Hours Entitled	Hours Used	Hours Worked	Ending Balance	Period Ending Date
						<input type="text"/>

Last Updated:

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 <i>Hours Adjusted</i> field, and click <i>Update</i> . 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:

Employee Master Setup ☐ Show Inactive Employees

Search Name:

First Name:

Employee #:

Check History: Period Ending From Date: Period Ending Thru Date:

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

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:

Employee Master Setup ☐ Show Inactive Employees

Search Name:

First Name:

Employee #:

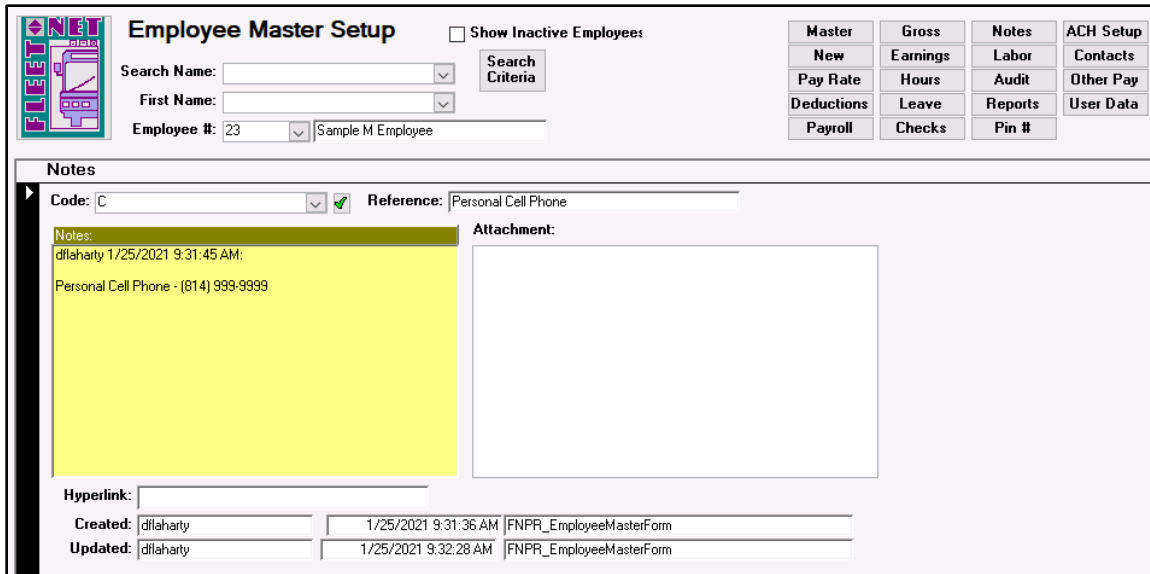
Check History: Period Ending From Date: Period Ending Thru Date:

Check #	Check Type	Period Starting	Period Ending	Check Date	Gross Earnings	Total Tax Amount	Total Deduction Amount	Net Pay
NoCheck	RG	08/25/2019	09/07/2019	09/13/2019	\$2,142.36	\$332.93	\$1,809.43	\$0.00
NoCheck	BC	08/11/2019	08/24/2019	08/30/2019	\$472.80	\$55.42	\$417.38	\$0.00
NoCheck	RG	08/11/2019	08/24/2019	08/30/2019	\$1,891.23	\$274.81	\$1,616.42	\$0.00
NoCheck	RG	07/28/2019	08/10/2019	08/16/2019	\$1,654.87	\$232.86	\$1,422.01	\$0.00
NoCheck	RG	07/14/2019	07/27/2019	08/02/2019	\$2,452.70	\$417.50	\$2,035.20	\$0.00
NoCheck	RG	06/30/2019	07/13/2019	07/19/2019	\$2,406.26	\$404.86	\$2,001.40	\$0.00
NoCheck	RG	06/16/2019	06/29/2019	07/05/2019	\$1,654.87	\$232.86	\$1,422.01	\$0.00
NoCheck	AS	06/02/2019	06/15/2019	06/21/2019	\$180.00	\$11.23	\$168.77	\$0.00
NoCheck	RG	06/02/2019	06/15/2019	06/21/2019	\$1,891.28	\$274.82	\$1,616.46	\$0.00
NoCheck	AS	05/19/2019	06/01/2019	06/07/2019	\$720.00	\$99.94	\$620.06	\$0.00
Totals:					\$18,029.85	\$2,691.72	\$15,338.13	\$0.00

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:



Employee Master Setup ☐ Show Inactive Employees

Search Name:

First Name:

Employee #: 23 Sample M Employee

Notes

Code: C ☐ ☒ Reference: Personal Cell Phone

Attachment:

Hyperlink:

Created: dflaharty 1/25/2021 9:31:36 AM FNPR_EmployeeMasterForm

Updated: dflaharty 1/25/2021 9:32:28 AM FNPR_EmployeeMasterForm

Master **Gross** **Notes** **ACH Setup**

New **Earnings** **Labor** **Contacts**

Pay Rate **Hours** **Audit** **Other Pay**

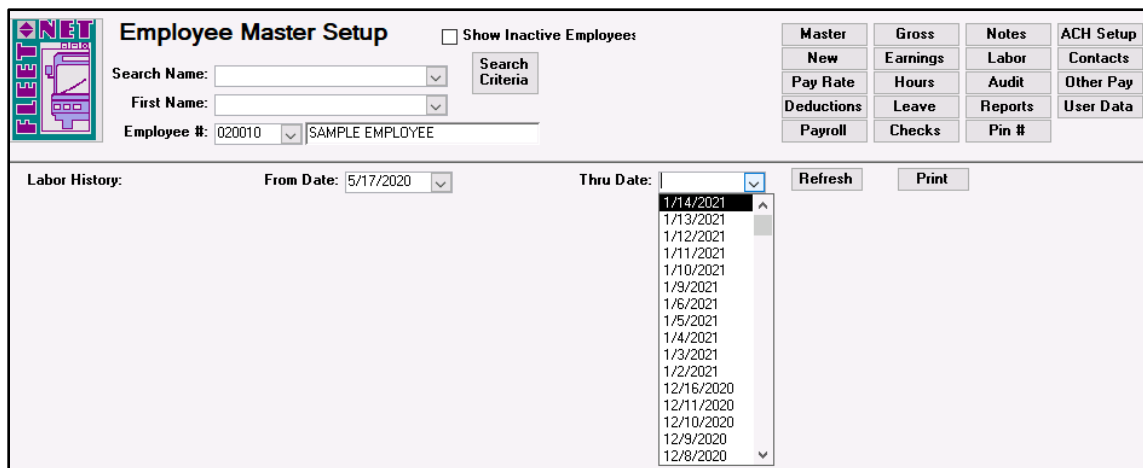
Deductions **Leave** **Reports** **User Data**

Payroll **Checks** **Pin #**

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:



Employee Master Setup ☐ Show Inactive Employees

Search Name:

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 #**

Labor History: **From Date:** 5/17/2020 **Thru Date:**

1/14/2021
1/13/2021
1/12/2021
1/11/2021
1/10/2021
1/9/2021
1/6/2021
1/5/2021
1/4/2021
1/3/2021
1/2/2021
12/16/2020
12/11/2020
12/10/2020
12/9/2020
12/8/2020

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

Labor History: From Date: 5/17/2020 Thru Date: 5/31/2020 Refresh Print

Date	Code	Dept	Run #	Chk	EC	Pay Rate	Prem Rate	Hours	Factor	Fixed Pay	Total Pay
5/31/2020	SGA	2		RG	R	30.0000	0.0000	8.00	1.0000	\$0.00	\$2,400.00
5/29/2020	SGA	2		RG	R	30.0000	0.0000	8.00	1.0000	\$0.00	\$240.00
5/28/2020	PLT	2		RG	R	30.0000	3.0000	8.42	1.0000	\$0.00	\$287.10
5/28/2020	SGA	2		RG	R	30.0000	0.0000	8.00	1.0000	\$0.00	\$240.00
5/27/2020	PLT	2		RG	R	30.0000	3.0000	8.42	1.0000	\$0.00	\$287.10
5/27/2020	SGA	2		RG	R	30.0000	0.0000	8.00	1.0000	\$0.00	\$240.00
5/26/2020	PLT	2		RG	R	30.0000	3.0000	8.42	1.0000	\$0.00	\$287.10
5/26/2020	SGA	2		RG	R	30.0000	0.0000	8.00	1.0000	\$0.00	\$240.00
5/25/2020	PLT	2		RG	R	30.0000	3.0000	8.42	1.0000	\$0.00	\$287.10
5/25/2020	SGA	2		RG	R	30.0000	0.0000	8.00	1.0000	\$0.00	\$240.00
5/24/2020	PLT	2		RG	R	30.0000	3.0000	8.42	1.0000	\$0.00	\$287.10
								238.18			\$7,279.50

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:

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 020010 SAMPLE EMPLOYEE

☐ Master ☐ Earnings Earnings Code: ☐ Deductions Deduction Code:
☐ Gross Wages/Taxes Record Type: Field Name: ☐ All Fields
 From Date: Thru Date:

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

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

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 020010 SAMPLE EMPLOYEE

☒ Master ☐ Earnings Earnings Code: ☐ Deductions Deduction Code:
☐ Gross Wages/Taxes Record Type: Field Name: ☐ All Fields
 From Date: 1/1/2019 Thru Date: 12/31/2020

Update Date	Field Name	Old Value	New Value	User Id
1/12/2021 6:38:08 PM	Department	X	2	cnavales
1/12/2021 6:16:23 PM	Department	2	X	cnavales
1/8/2021 4:46:17 PM	BirthDate	1/1/2005	1/1/2000	dflaharty
1/8/2021 4:46:17 PM	DrvLicenseExpDate	1/1/2015	1/1/2000	dflaharty
12/18/2020 3:23:59 PM	PayrollStatus	AF	IF	dflaharty
12/18/2020 1:34:58 PM	PayrollStatus	IF	AF	tturner
11/23/2020 9:23:05 AM	OTPayCodeDaily		OTU	jrohrbaugh
11/23/2020 9:23:05 AM	OTLimitDaily		8	jrohrbaugh
8/24/2020 9:34:56 AM	Flsa	True	False	dflaharty

Record: 1 of 46 No Filter Search

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:

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23 Sample M Employee

Reports

☐ Master

☐ Payroll Setup

☐ Gross Wages/Taxes

☐ Earnings

☐ Deductions

☐ Pay Rate History

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:

Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

First Name:

Employee #: 23 Sample M Employee

Contacts

#	First Name	Middle Name	Last Name	Relationship	Phone Type	Phone	Ext
1	Charlie		Employee	HUSBAND	Cell	(555) 555-5555	
Information:				Email: Charlie@email.com			
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>							

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 <i>Earnings Computed on Codes</i> 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 <i>Earnings Computed on Codes</i> 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.

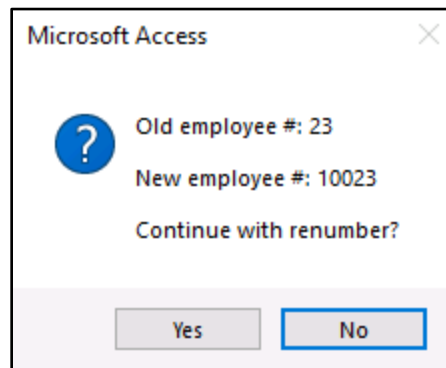
Renumber Employees

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:

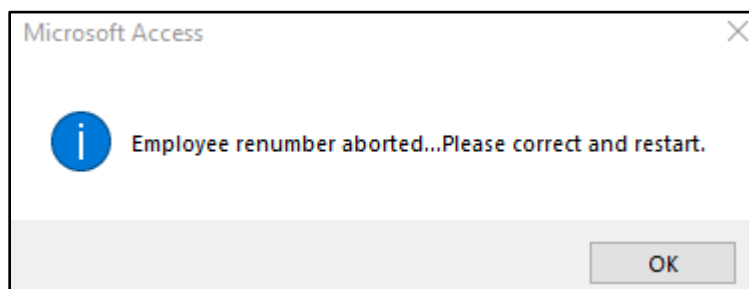
Field Name	Description
Old Employee #	Enter the employee number or select it from the drop-down list
Last Name	To search for the employee by last name enter it here or select it from the drop-down list
First Name	To search for the employee by first name enter it here or select it from the drop-down list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

Microsoft Access

Do you wish to purge the employee master audit history now?

Yes No

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:

Pay Rate Update		Effective Date:	2/1/2021
Department: 8	HR	<input type="checkbox"/> All Departments	Payroll Status: AF
Job Class:		<input checked="" type="checkbox"/> All Job Classes	Hourly/Salary: H
Grade:		<input checked="" type="checkbox"/> All Grades	Step:
Matching Pay Rate:	<input checked="" type="checkbox"/> All Pay Rates	Adjustment %: 3.00	Adjustment Amount:
			<input type="checkbox"/> Decrease Pay Rate
<div> <div>NET</div> <div>100%</div> </div>			
<div> <div>Compute New Rates</div> <div>Edit Rates</div> <div>Print Audit</div> </div>			

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:

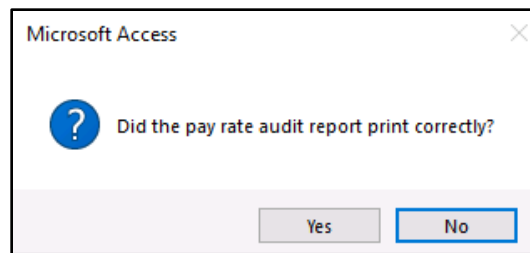
New Pay Rates can be edited. If they're changed, you must also change the *Adjusted Amount* as this field will not recalculate.

Grade and Step can also be edited.

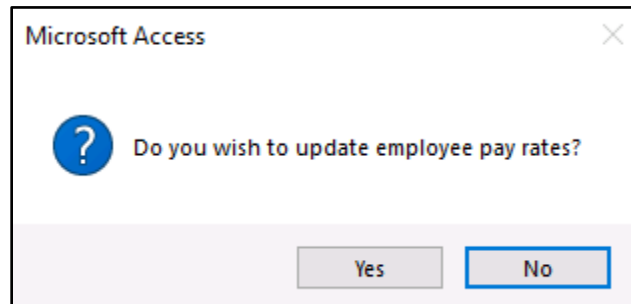
Once all New Pay Rates, Grades and Steps are audited and correct, click **Print Audit**, the following report displays. The report can be printed using the File/Print function.

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

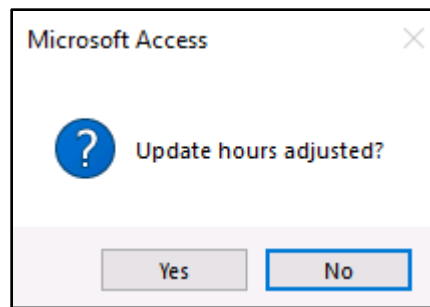
To process Earned Leave Adjustments without having to access the Employee Master. The following form displays:

 The "Earned Leave Adjustment" form contains the following fields and controls:

- Earnings Code:** A dropdown menu showing "V" and "VACATION".
- Plan Code:** A dropdown menu showing "A" and "Admin Vacation".
- Employee #:** A text box containing "23" and a red question mark icon, followed by "Sample M Employee".
- Pay Period:** A dropdown menu showing "BW".
- Beginning Balance:** A text box showing "0.00".
- Hours Adjusted:** A text box showing "40.00".
- Ending Balance:** A text box showing "40.00".
- Period Ending Date:** A date picker showing "01/28/2021".
- Update:** A button at the bottom right.

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:

 The "Earned Leave Adjustment" form is shown. It includes fields for Earnings Code (V), Plan Code (A), Employee # (020010), and Pay Period (B/W). An error message dialog box is overlaid on the form, stating: "Employee plan code V is not the plan code selected." with an OK button.

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 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)

 The "Modify / Add Misc List Codes" form is shown. It has fields for Module (PR) and Type (EarningsStatement). Below these is a table with two columns: "Code" and "Value".


Code	Value
DefaultFormat	FNPR_EarningsStatementInquiryReport
*	

 A "Print" button is located to the right of the table.

Earnings Statement Inquiry

Employee #: Sample M Employee Department #: PIN #:

From Check Date: Thru Check Date:




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 #: SAMPLE EMPLOYEE Department #:

From Check Date: Thru Check Date:



Check #	Check Date	Dept	Check Type	Period Start Date	Period 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

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	Current	Year To Date				
FIT	\$1,514.80	\$36,436.44	\$199.83	\$3,941.32	SDI	\$0.00	\$0.00	
FICA	\$0.00	\$0.00	\$0.00	\$0.00	Gross	\$2,364.00	\$43,775.69	
Medicare	\$2,364.00	\$43,775.69	\$34.28	\$634.76	Taxes	\$329.27	\$6,520.58	
SIT	\$1,514.80	\$36,436.44	\$36.06	\$850.11	Deductions	\$2,034.73	\$37,255.11	
LIT	\$2,364.00	\$43,775.69	\$59.10	\$1,094.39	Net Pay	\$0.00	\$0.00	
					ACH Net Pay	\$626.90		

Earnings	Hours	Amount	Year To Date	Deductions	Amount	Year To Date
HOL	0.00	\$0.00	\$709.20	P.E.R.S. PICK-UP	\$236.40	\$3,926.45
MISC	0.00	\$0.00	\$2,493.93	EMPLOYER PERS PICKUP	(\$70.92)	(\$1,177.95)
O/T	0.00	\$0.00	\$793.29	P.E.R.S. Pick-up II	\$472.80	\$472.80
PPL	0.00	\$0.00	\$1,409.12	MEDICAL	\$0.00	\$347.60
REG	80.00	\$2,364.00	\$31,628.55	OHIO DEFERRED COMP.	\$140.00	\$2,940.00
SICK	0.00	\$0.00	\$2,250.00	UNION DUES-TWU	\$29.55	\$556.98
VAC	0.00	\$0.00	\$4,491.60	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	Current	Year To Date				
FIT	\$3,275.65	\$4,790.45	\$342.18	\$542.01	SDI	\$0.00	\$0.00	
FICA	\$0.00	\$0.00	\$0.00	\$0.00	Gross	\$4,879.50	\$7,243.50	
Medicare	\$4,879.50	\$7,243.50	\$70.75	\$105.03	Taxes	\$639.98	\$969.25	
SIT	\$3,275.65	\$4,790.45	\$105.06	\$141.12	Deductions	\$4,239.52	\$6,504.77	
LIT	\$4,879.50	\$7,243.50	\$121.99	\$181.09	Net Pay	\$0.00	(\$230.52)	
					ACH Net Pay	\$2,719.06		


Earnings	Hours	Amount	Year To Date	Deductions	Amount	Year To Date
REG	158.30	\$4,879.50	\$7,483.50	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 birth date 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 form as actual table and field names are used. In the example below three search options are available for selection on the Employee Master Form.

Search Criteria Setup Form

Search Field Name:

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		
Social Security #	30	FNPR_EmployeeMasterTable	SocSecNo		
*					

Enter

Employee Master Setup ☐ Show Inactive Employees

Search Name:

First Name:

Employee #:

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

Employee # Employee Name Social Security #

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

Employee Master Setup ☐ Show Inactive Employees

Search Name:

First Name:

Employee #:

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

Employee Search

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.

Payroll		
1	Payroll Maintenance	?
2	Pay Time Entry	?
3	Pay Check Processing	?
4	Tax File Maintenance	?
5	Tax Reporting	?
8	Attendance	?
10	Pension Management	?
14	Employee Reporting	?
15	Special Payroll Programs	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Tax File Maintenance

Tax File Maintenance		
1	Tax Allowance Tables	?
2	Tax Credit Setup	?
3	Tax Credit Wage Limit Setup	?
4	Tax Table Setup	?
6	Tax Fixed Percentage Setup	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

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.

Tax Allowance Setup

Tax Record Type: FIT ☐ Federal

Tax Entity Id: 20 ☐ 2020 Federal Taxes

Tax Exemption Type: CWA ☐ Claimed Withholding Allowance

Setup Print

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 Allowance Setup

Tax Record Type: FIT ☐ Federal

Tax Entity Id: 20 ☒ 2020 Federal Taxes

Tax Exemption Type: CWA ☒ Claimed Withholding Allowance

Pay Period	Filing Status	Exemption #	Allowance Amount
AN <input checked="" type="checkbox"/> ANNUAL	H <input checked="" type="checkbox"/> Head of Household	1	\$4,300.00
AN <input checked="" type="checkbox"/> ANNUAL	M <input checked="" type="checkbox"/> Married	1	\$4,300.00
AN <input checked="" type="checkbox"/> ANNUAL	S <input checked="" type="checkbox"/> Single	1	\$4,300.00
* <input type="checkbox"/>	<input type="checkbox"/>		

Setup Print

Tax Allowance Setup

Tax Record Type: FIT ☐ Federal

Tax Entity Id: 20 ☒ 2020 Federal Taxes

Tax Exemption Type: FWA ☒ Federal withholding allowance

Pay Period	Filing Status	Exemption #	Allowance Amount
AN <input checked="" type="checkbox"/> ANNUAL	H <input checked="" type="checkbox"/> Head of Household	1	\$8,600.00
AN <input checked="" type="checkbox"/> ANNUAL	M <input checked="" type="checkbox"/> Married	1	\$12,900.00
AN <input checked="" type="checkbox"/> ANNUAL	S <input checked="" type="checkbox"/> Single	1	\$8,600.00
* <input type="checkbox"/>	<input type="checkbox"/>		

Setup Print

Tax Table Setup

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

Tax Table Setup

Tax Record Type: FIT ☐ Federal

Tax Entity Id: 20 ☒ 2020 Federal Taxes

Pay Period: AN ☒ ANNUAL

Filing Status: S ☒ Single

Setup Print

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:		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:		The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds—
At least—	But less than—				At least—	But less than—			
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: Federal

Pay Period: ANNUAL

Tax Entity Id: Federal Tax

Filing Status: 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

0.00%

\$0.00

\$12,200.00

\$32,100.00

\$0.00

10.00%

\$12,200.00

\$32,100.00

\$93,250.00

\$1,990.00

12.00%

\$32,100.00

\$93,250.00

\$184,950.00

\$9,235.00

22.00%

\$93,250.00

\$184,950.00

\$342,050.00

\$29,502.00

24.00%

\$184,950.00

\$342,050.00

\$431,050.00

\$67,207.00

32.00%

\$342,050.00

\$431,050.00

\$640,500.00

\$95,686.00

35.00%

\$431,050.00

\$640,500.00

\$9,999,999.99

\$168,993.50

37.00%

\$640,500.00

Setup

Print

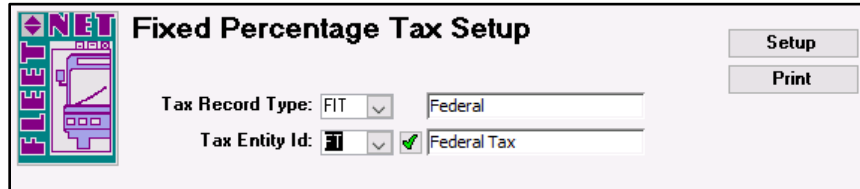
Replicate the IRS Publication 15-T for each Tax Entity ID:

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:



Fixed Percentage Tax Setup

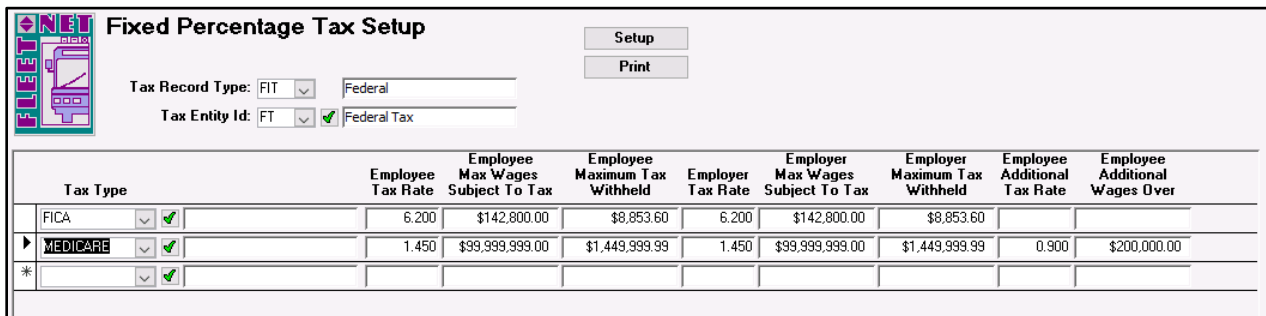
Tax Record Type: FIT Federal

Tax Entity Id: FT Federal Tax

Setup Print

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:



Fixed Percentage Tax Setup

Tax Record Type: FIT Federal

Tax Entity Id: FT Federal Tax

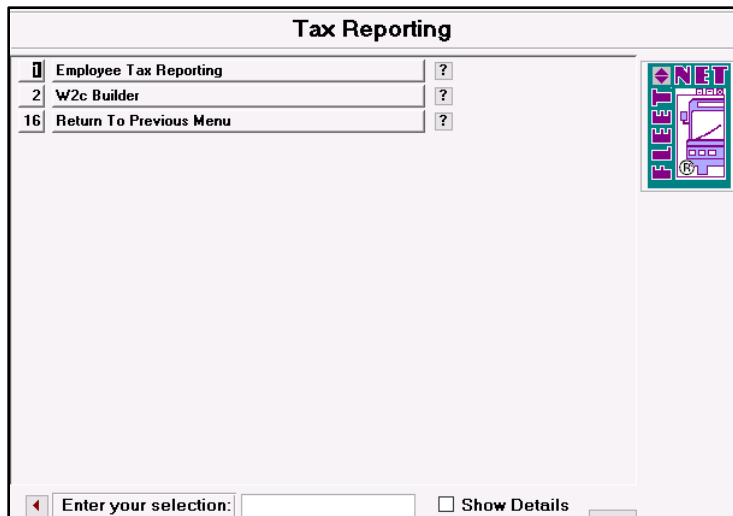
Setup Print

Tax Type	Employee Tax Rate	Employee Max Wages Subject To Tax	Employee Maximum Tax Withheld	Employer Tax Rate	Employer Max Wages Subject To Tax	Employer Maximum Tax Withheld	Employee Additional Tax Rate	Employee Additional Wages Over
FICA	6.200	\$142,800.00	\$8,853.60	6.200	\$142,800.00	\$8,853.60		
MEDICARE	1.450	\$99,999.999.00	\$1,449,999.99	1.450	\$99,999.999.00	\$1,449,999.99	0.900	\$200,000.00
*								

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.



Tax Reporting

1 Employee Tax Reporting ?

2 W2c Builder ?

16 Return To Previous Menu ?

Enter your selection: Show Details

Employee Tax Reporting Setup

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

Initial setup 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. **Employee Local Tax Code** is the code used for withholding purposes – what is set up in the employee master under payroll. **Local W2 Tax Reporting** 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.

Employee Tax Reporting

Payroll Year: Tax Period:

Employer Tax Id: Company:

Dept #	Description
1	Part Time Operators
2	Operators
3	Mechanics
4	Vehicle Service
5	Union Staff
6	Non-Union Staff
7	Retiree
8	HR
9	Payroll Dept

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:

Employee Tax Reporting

Payroll Year: Tax Period:

Ded Code: Description: W2 Box #: Plan Code: Deferred Comp: Retirement Plan: Include Employee Amount: Include Employer Amount: State Disability Amount:

Ded Code	Description	W2 Box #	Plan Code	Deferred Comp	Retirement Plan	Include Employee Amount	Include Employer Amount	State Disability Amount
CD	CHILD CARE	10	125					
CP	C.O.P.E. UNION	14	COPE					
DC	OHIO DEFERRED COMP.	12	G					
DD	Employer Medical Cost	12	DD					
DM	SECTION 125 PLAN	14	125					
HM	MEDICAL - HMO	14	MEDICA					
ME	MEDICAL	14	MEDICA					
PE	P.E.R.S. PICK-UP	14	414H					
S1	SCHOOL TAX - 7612 (Northwest)	14	7612					
S2	SCHOOL TAX - 8501 (Chippewa))	14	8501					
S3	SCHOOL TAX - 8509 (Triway)	14	8509					
S4	SCHOOL TAX - 8502 (DALTON LSD)	14	8502					
S5	SCHOOL TAX - 7711 NORTON	14	7711					
SD	SCHOOL TAX - 3906 (Western Res	14	3906					
UD	UNION DUES-TWU	14	UNION					
UF	UNITED FUND	14	UNITED					
UT	UNION DUES - Teamster	14	UNION					

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

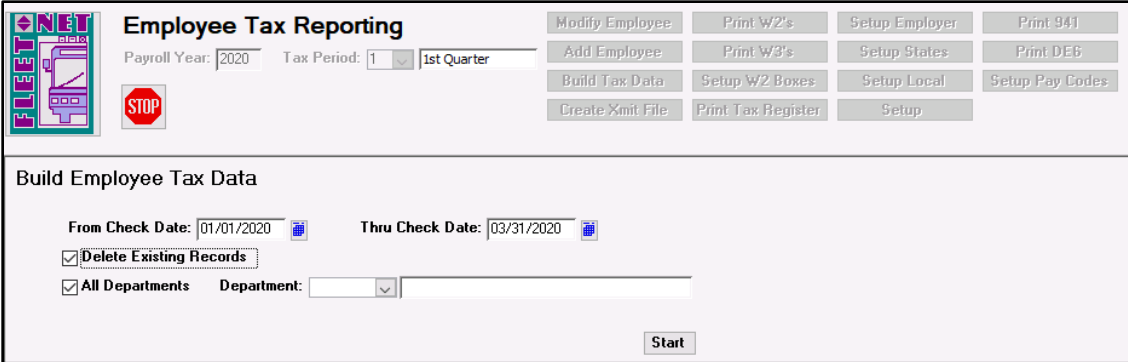
Click the **Stop** button to make the other selections available. Click **Setup Pay Codes**, the following form displays:

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:



Employee Tax Reporting

Payroll Year: 2020 Tax Period: 1 1st Quarter

Buttons: Modify Employee, Print W2's, Setup Employer, Print 941, Add Employee, Print W3's, Setup States, Print DEB, Build Tax Data, Setup W2 Boxes, Setup Local, Setup Pay Codes, Create Xmit File, Print Tax Register, Setup

Build Employee Tax Data

From Check Date: 01/01/2020 Thru Check Date: 03/31/2020

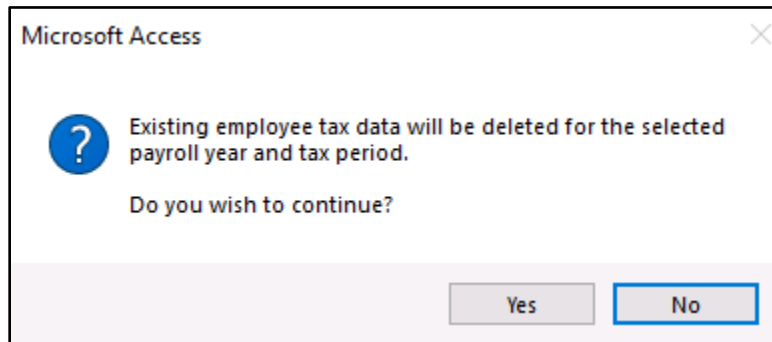
☒ Delete Existing Records

☒ All Departments Department: []

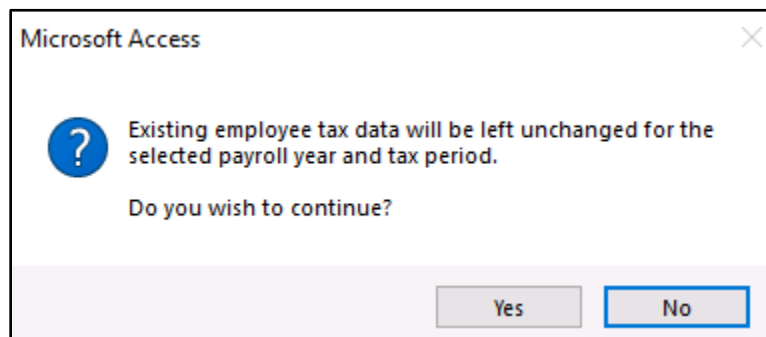
Start

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 <u>selected year</u> and <u>quarter</u> , 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.

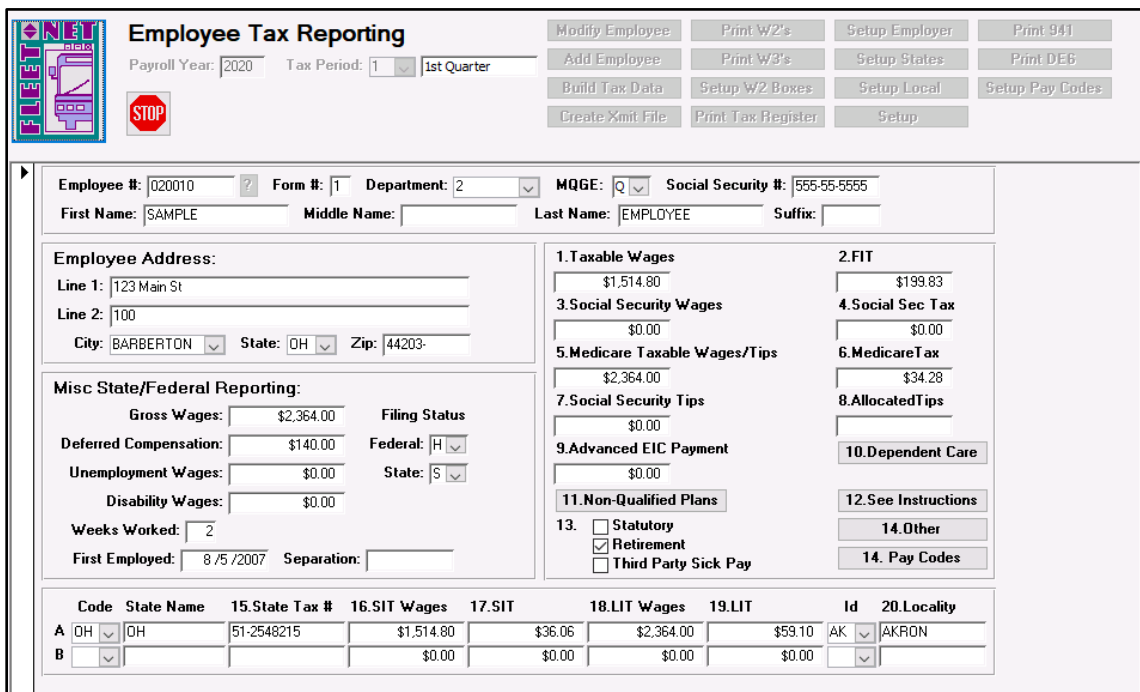
Click OK on the file creation completed message.

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:



Employee Tax Reporting

Payroll Year: 2020 Tax Period: 1 1st Quarter

Modify Employee Print W2's Setup Employer Print 941
 Add Employee Print W3's Setup States Print DEB
 Build Tax Data Setup W2 Boxes Setup Local Setup Pay Codes
 Create Xmit File Print Tax Register Setup

Employee #: 020010 Form #: 1 Department: 2 MQGE: Q Social Security #: 555-55-5555
 First Name: SAMPLE Middle Name: Last Name: EMPLOYEE Suffix:

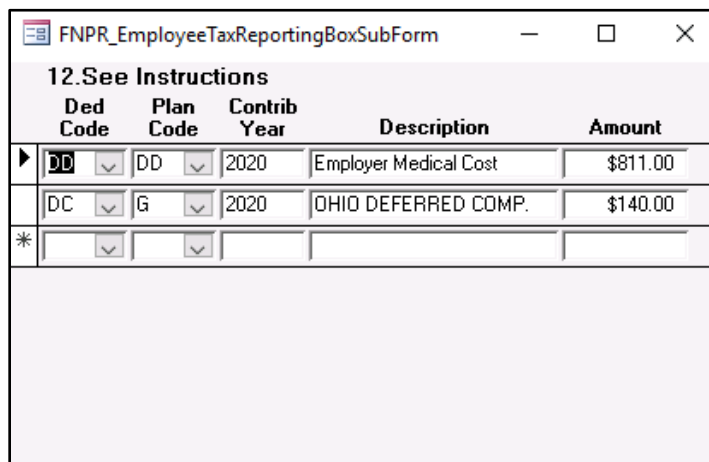
Employee Address:
 Line 1: 123 Main St
 Line 2: 100
 City: BARBERTON State: OH Zip: 44203

Misc State/Federal Reporting:
 Gross Wages: \$2,364.00 Filing Status
 Deferred Compensation: \$140.00 Federal: H
 Unemployment Wages: \$0.00 State: S
 Disability Wages: \$0.00
 Weeks Worked: 2
 First Employed: 8/5/2007 Separation:

Code	State Name	15.State Tax #	16.SIT Wages	17.SIT	18.LIT Wages	19.LIT	Id	20.Locality
A OH	OH	51-2548215	\$1,514.80	\$36.06	\$2,364.00	\$59.10	AK	AKRON
B			\$0.00	\$0.00	\$0.00	\$0.00		

1.Taxable Wages \$1,514.80
2.FIT \$199.83
3.Social Security Wages \$0.00
4.Social Sec Tax \$0.00
5.Medicare Taxable Wages/Tips \$2,364.00
6.Medicare Tax \$34.28
7.Social Security Tips \$0.00
8.Allocated Tips
9.Advanced EIC Payment \$0.00
10.Dependent Care
11.Non-Qualified Plans
12.See Instructions
13. ☐ Statutory ☒ Retirement ☐ Third Party Sick Pay
14. Pay Codes

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:

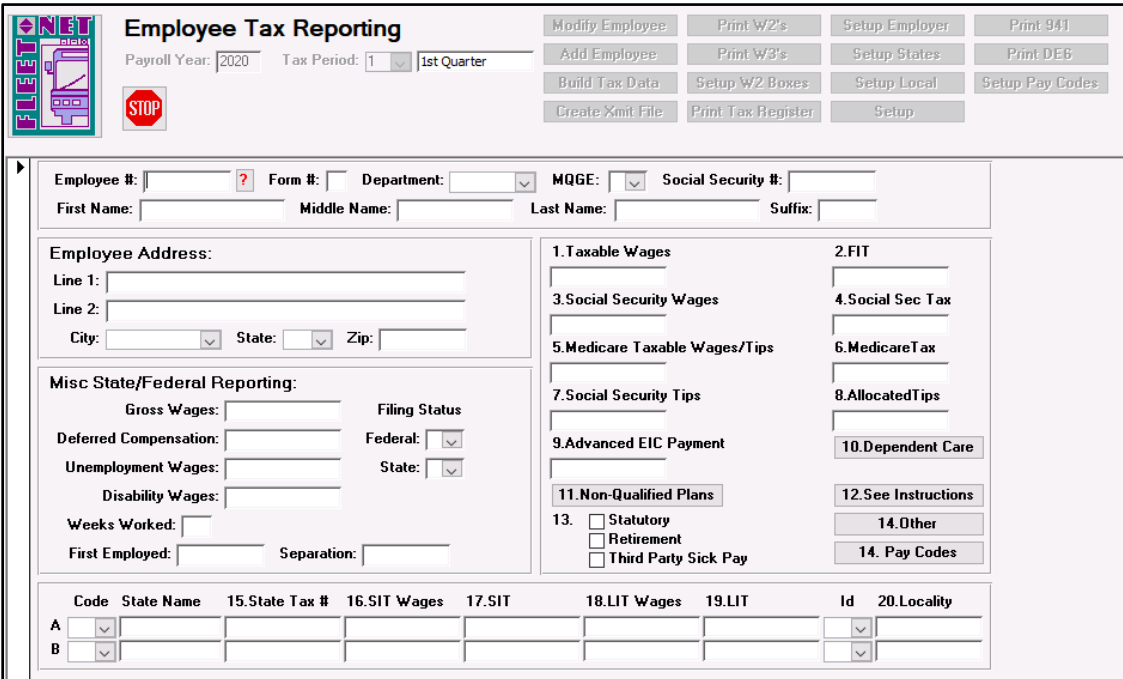


12.See Instructions

Ded Code	Plan Code	Contrib Year	Description	Amount
DD	DD	2020	Employer Medical Cost	\$811.00
DC	G	2020	OHIO DEFERRED COMP.	\$140.00
*				

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

Add Employee



Employee Tax Reporting

Payroll Year: 2020 Tax Period: 1 1st Quarter

Buttons: Modify Employee, Print W2's, Setup Employer, Print 941, Add Employee, Print W3's, Setup States, Print DE6, Build Tax Data, Setup W2 Boxes, Setup Local, Setup Pay Codes, Create Xmit File, Print Tax Register, Setup

Employee Information: Employee #: [?] Form #: [] Department: [] MQGE: [] Social Security #: []
 First Name: [] Middle Name: [] Last Name: [] Suffix: []

Employee Address:
 Line 1: []
 Line 2: []
 City: [] State: [] Zip: []

Misc State/Federal Reporting:
 Gross Wages: [] Filing Status: []
 Deferred Compensation: [] Federal: []
 Unemployment Wages: [] State: []
 Disability Wages: []
 Weeks Worked: []
 First Employed: [] Separation: []

Tax Fields:
 1. Taxable Wages [] 2. FIT []
 3. Social Security Wages [] 4. Social Sec Tax []
 5. Medicare Taxable Wages/Tips [] 6. Medicare Tax []
 7. Social Security Tips [] 8. Allocated Tips []
 9. Advanced EIC Payment [] 10. Dependent Care []
 11. Non-Qualified Plans [] 12. See Instructions []
 13. ☐ Statutory ☐ Retirement ☐ Third Party Sick Pay
 14. Other [] 14. Pay Codes []

Code	State Name	15. State Tax #	16. SIT Wages	17. SIT	18. LIT Wages	19. LIT	Id	20. Locality
A	[]	[]	[]	[]	[]	[]	[]	[]
B	[]	[]	[]	[]	[]	[]	[]	[]

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

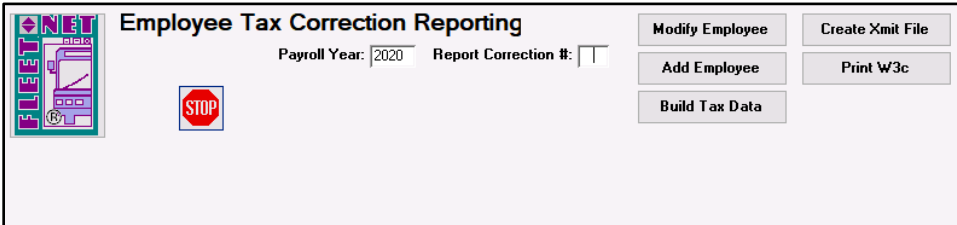
Verify the following in **Setup Employer** in Employee Tax Reporting

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.

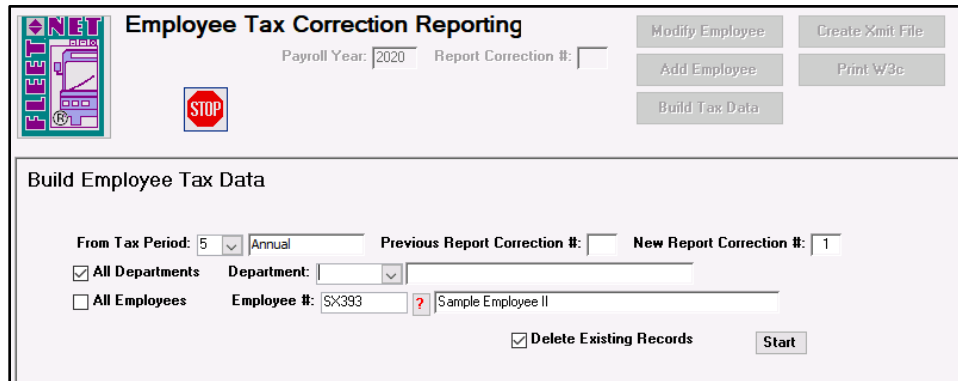


Employee Tax Correction Reporting

Payroll Year: 2020 Report Correction #: []

Buttons: Modify Employee, Create Xmit File, Add Employee, Print W3c, Build Tax Data

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



Employee Tax Correction Reporting

Payroll Year: 2020 Report Correction #:

Modify Employee Create Xmt File
Add Employee Print W3c
Build Tax Data

Build Employee Tax Data

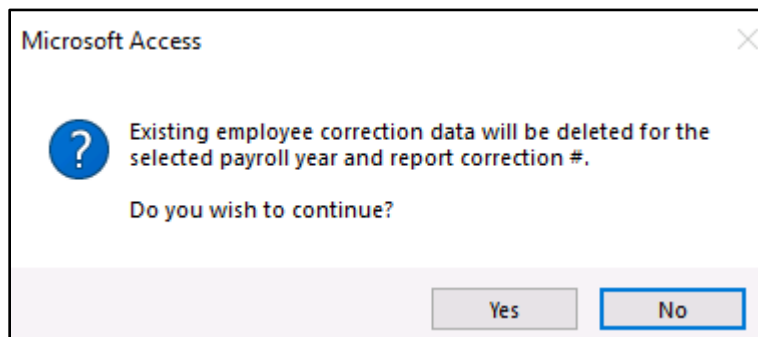
From Tax Period: 5 Annual Previous Report Correction #: New Report Correction #: 1

☒ All Departments Department:
☐ All Employees Employee #: SX393 ? Sample Employee II

☒ Delete Existing Records Start

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**.



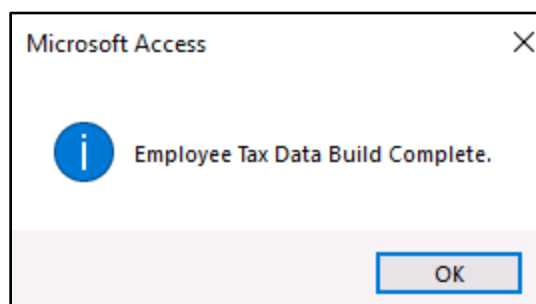
Microsoft Access

Existing employee correction data will be deleted for the selected payroll year and report correction #.

Do you wish to continue?

Yes No

Click Yes to continue or No to cancel.



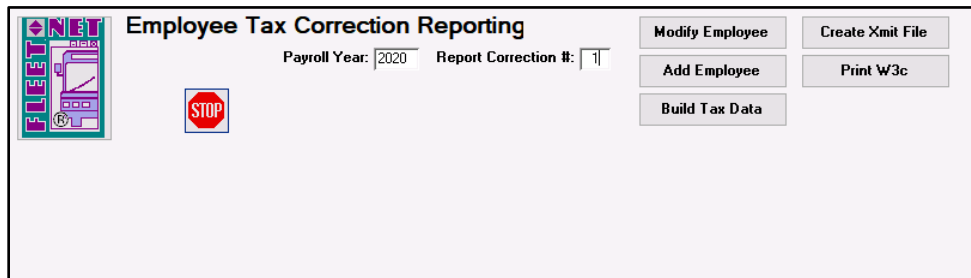
Microsoft Access

Employee Tax Data Build Complete.

OK

Click OK.

Click the Stop Sign to reactivate the selection buttons.



Employee Tax Correction Reporting

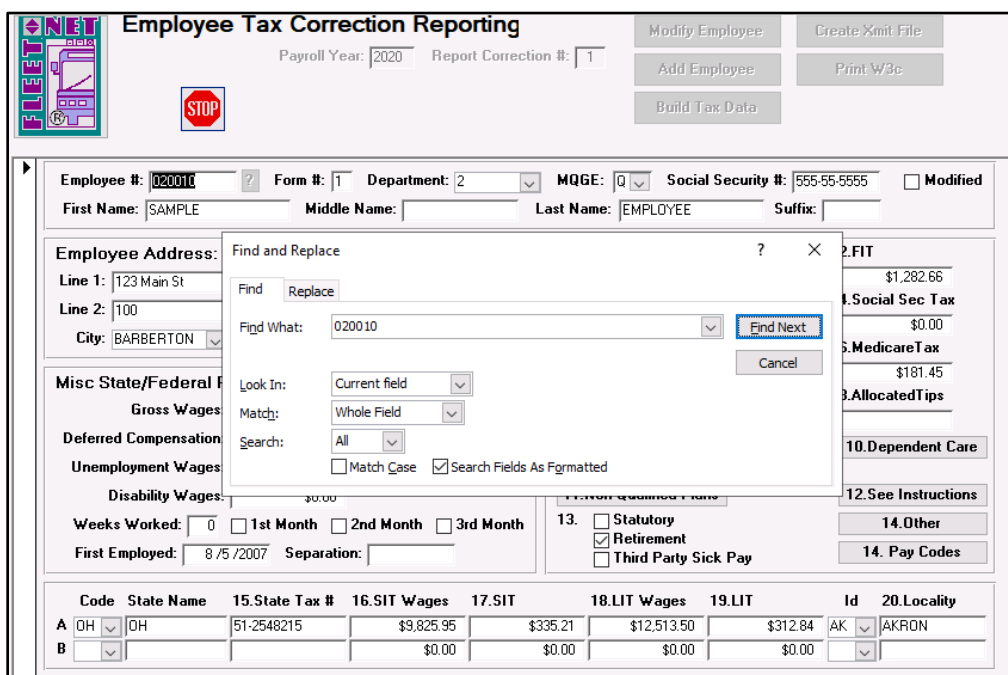
Payroll Year: 2020 Report Correction #: 1

STOP

Buttons: Modify Employee, Add Employee, Build Tax Data, Create Xmit File, Print W3c

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**.



Employee Tax Correction Reporting

Payroll Year: 2020 Report Correction #: 1

STOP

Buttons: Modify Employee, Add Employee, Build Tax Data, Create Xmit File, Print W3c

Employee #: 020010 Form #: 1 Department: 2 MQGE: Q Social Security #: 555-55-5555 Modified

First Name: SAMPLE Middle Name: Last Name: EMPLOYEE Suffix:

Employee Address: Line 1: 123 Main St Line 2: 100 City: BARBERTON

Misc State/Federal Tax: Gross Wages: Deferred Compensation: Unemployment Wages: Disability Wages: \$0.00

Weeks Worked: 0 1st Month 2nd Month 3rd Month First Employed: 8/5/2007 Separation:

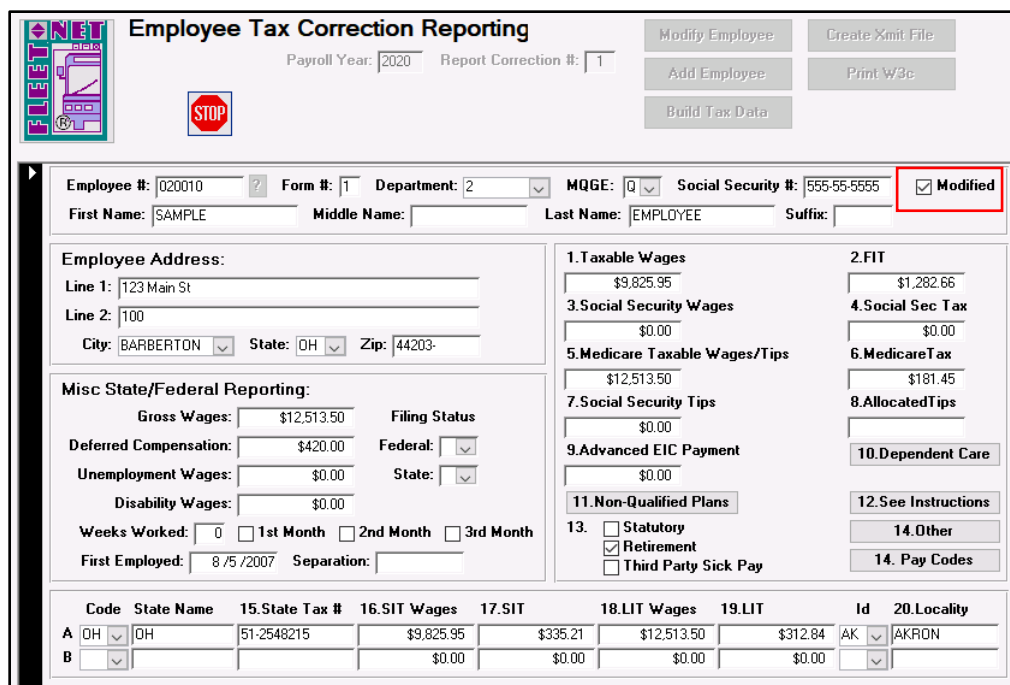
Find and Replace dialog box: Find What: 020010 Find Next

Look In: Current field Match: Whole Field Search: All Match Case Search Fields As Formatted

13. Statutory Retirement Third Party Sick Pay

Code	State Name	15.State Tax #	16.SIT Wages	17.SIT	18.LIT Wages	19.LIT	Id	20.Locality
A	OH	51-2548215	\$9,825.95	\$335.21	\$12,513.50	\$312.84	AK	AKRON
B			\$0.00	\$0.00	\$0.00	\$0.00		

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)



Employee Tax Correction Reporting

Payroll Year: 2020 Report Correction #: 1

Modify Employee Create Xmit File
Add Employee Print W3c
Build Tax Data

Employee #: 020010 Form #: 1 Department: 2 MQGE: Q Social Security #: 555-55-5555 ☒ Modified

First Name: SAMPLE Middle Name: Last Name: EMPLOYEE Suffix:

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

Misc State/Federal Reporting:
Gross Wages: \$12,513.50 Filing Status
Deferred Compensation: \$420.00 Federal: ☐
Unemployment Wages: \$0.00 State: ☐
Disability Wages: \$0.00
Weeks Worked: ☐ 0 ☐ 1st Month ☐ 2nd Month ☐ 3rd Month
First Employed: 8/5/2007 Separation:

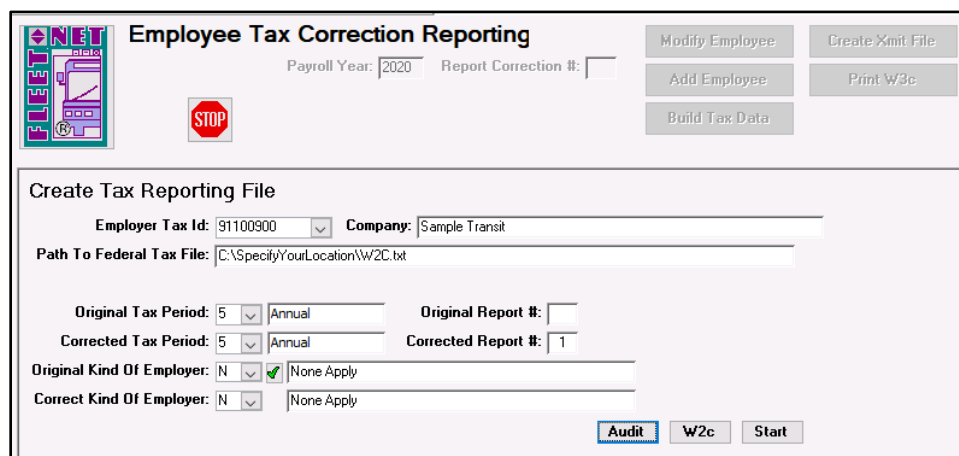
Code	State Name	15. State Tax #	16. SIT Wages	17. SIT	18. LIT Wages	19. LIT	Id	20. Locality
A	OH	OH	51-2548215	\$9,825.95	\$335.21	\$12,513.50	\$312.84	AK AKRON
B				\$0.00	\$0.00	\$0.00	\$0.00	

1. Taxable Wages \$9,825.95 **2. FIT** \$1,282.66
3. Social Security Wages \$0.00 **4. Social Sec Tax** \$0.00
5. Medicare Taxable Wages/Tips \$12,513.50 **6. Medicare Tax** \$181.45
7. Social Security Tips \$0.00 **8. Allocated Tips**
9. Advanced EIC Payment \$0.00 **10. Dependent Care**
11. Non-Qualified Plans **12. See Instructions**
13. ☐ Statutory ☒ Retirement **14. Other**
☐ Third Party Sick Pay **14. Pay Codes**

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.



Create Tax Reporting File

Employer Tax Id: 91100900 Company: Sample Transit

Path To Federal Tax File: C:\SpecifyYourLocation\W2C.txt

Original Tax Period: 5 Annual Original Report #:
Corrected Tax Period: 5 Annual Corrected Report #: 1

Original Kind Of Employer: N ☒ None Apply
Correct Kind Of Employer: N ☐ None Apply

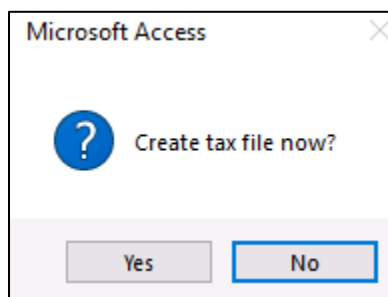
Audit W2c Start

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**.

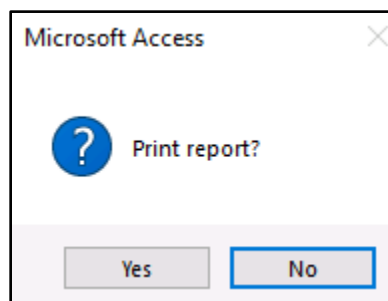
Click Yes to continue or No to cancel.



Click OK on the confirmation message.



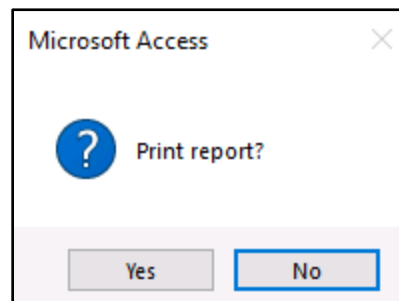
Click **Audit** to print a report listing all changes.



Click Yes to continue or No to cancel.

Employee Tax Correction Report									
TaxYear: 2020		MQGE: Q		Original Period: Annual		12-December		Original Report #:	
		Corrected Period: Annual		12-December		Correction Report #: 1		Original Kind Of Employer: N	
								Correct Kind Of Employer: N	
Original		Corrected		Original		Corrected		Original	
								Corrected	
Soc Sec #: 555-55-5555				FIT Earnings:		\$9,825.95		Medicare:	
First Name: SAMPLE				FIT:		\$1,282.66		Advanced EIC:	
Middle Name:				FICA Earnings:		\$0.00		Statutory Emp:	
Last Name: EMPLOYEE				FICA:		\$0.00		Retirement:	
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		2020		555-55-5555	
123 Main Street					
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.

Payroll		
1	Payroll Maintenance	?
2	Pay Time Entry	?
3	Pay Check Processing	?
4	Tax File Maintenance	?
5	Tax Reporting	?
8	Attendance	?
10	Pension Management	?
14	Employee Reporting	?
15	Special Payroll Programs	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Attendance		
1	Attendance Tracking	?
2	Attendance Report	?
3	Attendance Purge	?
16	Return to Previous Menu	?

Enter your selection: ☐ Show Details

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:

Attendance Tracking

Search Name:

First Name:

Employee #: 020010 SAMPLE EMPLOYEE Date Hired: 4/30/2007

From Date: 07/01/2019 Thru Date: 09/30/2019

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
2019Jul											FML	FML										
2019Jul																						
2019Aug														FML		S			V	V	V	R
2019Aug																		VAC	VAC	VAC		
2019Aug																						
2019Sep						FML																

Display
Totals
Calendar
Print
Attendance Entry
Import Labor History
Import Absences
Import Operator Off
Automatic Entry
Sort Setup

Click **Totals** and the following form displays:

Attendance Tracking

Search Name:

First Name:

Employee #: 020010 SAMPLE EMPLOYEE Date Hired: 4/30/2007

From Date: 07/01/2019 Thru Date: 09/30/2019

Attendance Code	Description	Count	Hours
BIR	BIRTHDAY HOL.	1	8.00
FML	FAMILY MED. LEAVE	8	0.00
RV2	REQ PAID VDAY 2DAY	1	0.00
S	SICK	1	0.00
VAC	VACATION	10	64.00
Total:		21	72.00

Display
Totals
Calendar
Print
Attendance Entry
Import Labor History
Import Absences
Import Operator Off
Automatic Entry
Sort Setup

Click **Calendar** and the following form displays:

Attendance Tracking

Search Name:

First Name:

Employee #: 020010 SAMPLE EMPLOYEE Date Hired: 4/30/2007

From Date: 07/01/2019 Thru Date: 09/30/2019

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 FML	12 FML	13
14	15	16	17	18	19	20
21	22 VAC	23 VAC	24 VAC	25 VAC	26 VAC	27
28	29 FML	30 FML	31 FML			

Record: 11 1 No Filter Search

Display
Totals
Calendar
Print
Attendance Entry
Import Labor History
Import Absences
Import Operator Off
Automatic Entry
Sort Setup

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

Click **Print** to print out the report.

Employee Attendance Report

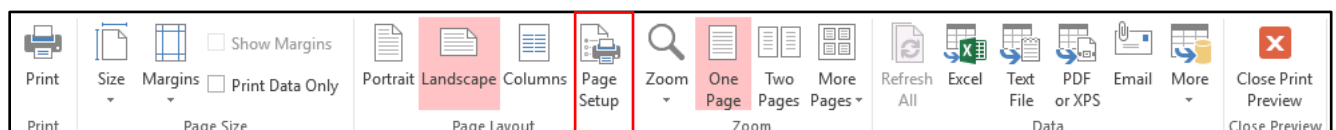
From Date: 07/01/2019 Thru Date: 09/30/2019

Employee #: 020010 Name: SAMPLE EMPLOYEE Date Hired: 04/30/2007

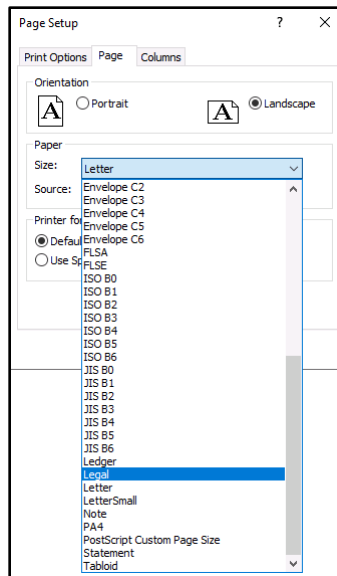
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
2019 Jul											FML	FML										V	V	V	V
																					VAC	VAC	VAC	VAC	
2019 Aug																									
													FML		S				V	V	V	RV2	V		
																			VAC	VAC	VAC	VAC	VAC		
2019 Sep																									
						FML																	FML		

Attendance Code	Description	Count
BIR	BIRTHDAY HOL.	1
FML	FAMILY MED. LEAVE	8
RV2	REQ PAID VDAY 2DAY	1
S	SICK	1
VAC	VACATION	10
Total:		21

The report defaults to a landscaped 8 1/2 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.

Attendance Tracking

Search Name:

First Name:

Employee #: 020010 | SAMPLE EMPLOYEE | Date Hired: 4/30/2007

From Date: 07/01/2019 | Thru Date: 09/30/2019

Employee #	Name	Date	Attendance Code	Description	Hours
020010	SAMPLE EMPLOYEE	7 /11/2019	FML	FAMILY MED. LEAVE	0.00
020010	SAMPLE EMPLOYEE	7 /12/2019	FML	FAMILY MED. LEAVE	0.00
020010	SAMPLE EMPLOYEE	7 /22/2019	V		8.00
020010	SAMPLE EMPLOYEE	7 /22/2019	VAC	VACATION	0.00
020010	SAMPLE EMPLOYEE	7 /23/2019	V		8.00
020010	SAMPLE EMPLOYEE	7 /23/2019	VAC	VACATION	8.00
020010	SAMPLE EMPLOYEE	7 /24/2019	V		8.00
020010	SAMPLE EMPLOYEE	7 /24/2019	VAC	VACATION	8.00
020010	SAMPLE EMPLOYEE	7 /25/2019	V		8.00
020010	SAMPLE EMPLOYEE	7 /25/2019	VAC	VACATION	8.00
020010	SAMPLE EMPLOYEE	7 /26/2019	V		8.00
020010	SAMPLE EMPLOYEE	7 /26/2019	VAC	VACATION	8.00

Record: 1 | No Filter | Search

Buttons: Display, Totals, Calendar, Print, Attendance Entry, Import Labor History, Import Absences, Import Operator Off, Automatic Entry, Sort Setup

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.

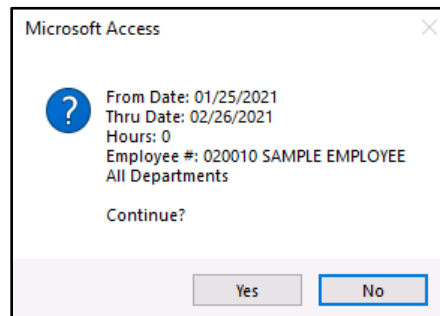
If the attendance code is the same in Labor History, Absences or Operator Off, the entries will not duplicate if entered in more than one location and imported.

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.

Attendance Tracking

Search Name:

First Name:

Employee #: Date Hired:

From Date: 01/25/2021 Thru Date: 02/26/2021

Employee #	Name	Sort Value	Description
020010	SAMPLE EMPLOYEE	DPS	Operation Group
000020	Jane M Doe	ADMIN	Administration
*			

Display Totals Calendar Print Attendance Entry Import Labor History Import Absences Import Operator Off Automatic Entry Sort Setup

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:

Attendance Report

Search Name: Department: ☒ All Departments

Name: From Date: 01/01/2019 Thru Date: 12/31/2019

Employee #: Date Hired: ☒ All Employees ☒ Active Employees Only

☒ Use Alternative Sort Sort Value: ☒ All Sort Values

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 Report

Search Name: Department: ☒ All Departments

Name: From Date: 01/01/2019 Thru Date: 12/31/2019

Employee #: Date Hired: ☒ All Employees ☒ Active Employees Only

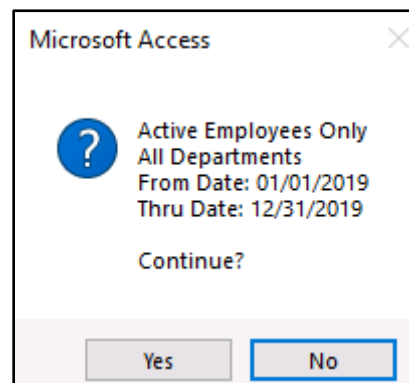
☒ Use Alternative Sort Sort Value: ☒ All Sort Values

Attendance Code	Description	Count	Hours
[Blank]	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
ICR	EMERG. * PLV	7	16.00
Total:		12,693	31,767.02

Record: 14 of 98 No Filter Search

Totals
Print

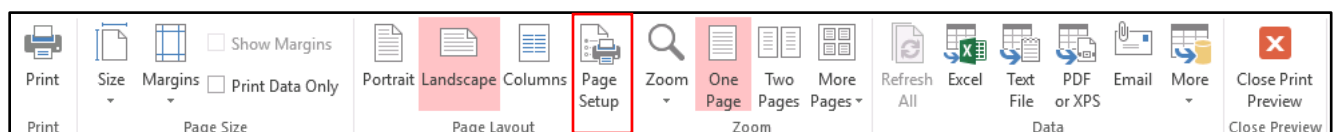
Click **Print** to print a report. If you have a **sort value** created, you can select it from the drop-down. This will allow you to only print the employees specified in the sort order.



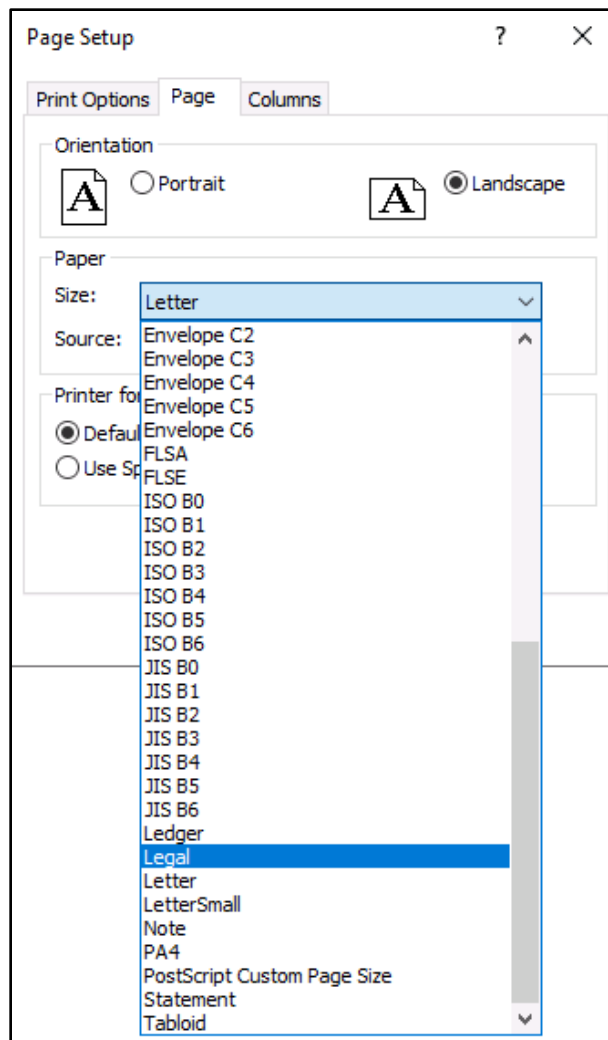
Click Yes to continue or No to cancel.

Employee Attendance By Sort Value Report																								
From Date: 01/01/2019 Thru Date: 12/31/2019																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
OPS Operation Group																								
Employee #: 020010					Name: SAMPLE EMPLOYEE										Date Hired: 04/30/2007					Department: 2				
2019 Jan																								
		FML	FML	FML								FML					SC	S			RP1			
2019 Feb																								
			FML	FML				P													FML	RP1		
2019 Mar																								
				FMC																RP1				V
																							VAC	
2019 Apr																								
				FMB																	FML		FMC	FML
				RP1																	S			
				RV1																				
2019 May																								
								OJ	WOJ	WOJ	WOJ	WOJ			WOJ	FML	WOJ	WOJ	RV1		WOJ	FML	FML	FML
																WOJ								
2019 Jun																								
			FML	FML																FML				
2019 Jul																								
												FML	FML											
																					V	V	V	V
																					VAC	VAC	VAC	VAC
2019 Aug																								
														FML		S				V	V	V	RV2	V
																				V	V	V	V	
																					VAC	V	V	
2019 Sep																								
					FML																		FML	
2019 Oct																								

The report defaults to a landscaped 8 1/2 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:

Attendance Purge

☒ All Departments
☐ All Employees
☐ All Attendance Codes

Department:

Employee #: 020010 ? SAMPLE EMPLOYEE

Attendance Code: CMT COMMITTEE

From Date: 01/01/2019 📅

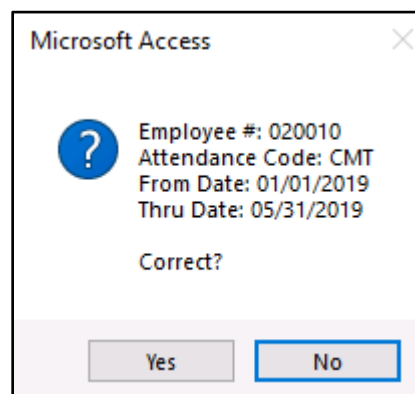
Thru Date: 05/31/2019 📅

☐ Sun
 ☐ Mon
 ☐ Tue
 ☒ Wed
 ☐ Thu
 ☐ Fri
 ☐ Sat

Start
Purge

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:

Deduction Code	Description	Annual Interest Rate
PN	Pension	5.0000
*		

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:

Employee #	Enrollment Date	Retirement Date	Current Pension Year	Pension Deduction Code	Begin Employee Balance	Begin Employer Balance	Begin Employee Interest	Begin Employer Interest
020010	1/1/2010	1/2/2040	2019	PN	\$0.00	\$0.00	\$0.00	\$0.00
SAMPLE EMPLOYEE								
*								

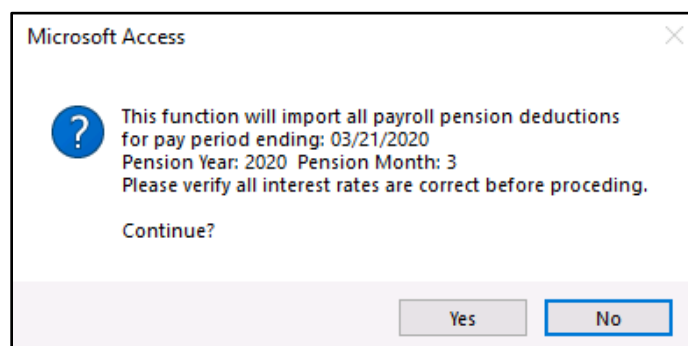
Field Name	Description
Employee #	Select the employee number from the drop-down list
Enrollment Date	Enter the enrollment date for the selected employee
Retirement Date	Enter the anticipated retirement date for the selected employee
Current Pension Year	Select the pension year from the drop-down list
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

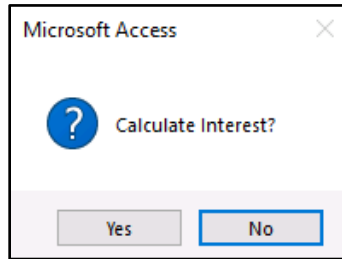
Click **Start**, the following message displays:



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 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:

Pension Maintenance

Employee #: 020010 ? SAMPLE EMPLOYEE Calculate Interest

Pension Year	Pension Month	Deduction Code	Annual Interest Rate	Total Hours	Total Earnings	Employee Contribution	Employer Contribution	Employee Interest	Employer Interest
2019	8	PN	5.0000	64.00	\$1,891.23	\$600.00	\$0.00	\$5.01	\$0.00
2019	4	PN	5.0000	76.25	\$2,253.19	\$600.00	\$0.00	\$2.50	\$0.00

Interest Rate
Enrollment
Transactions
Import Deductions
Calculate Interest
Print

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:

Pension Maintenance

Employee #: 020010 ? SAMPLE EMPLOYEE Calculate Interest

Pension Year	Pension Month	Deduction Code	Annual Interest Rate	Total Hours	Total Earnings	Employee Contribution	Employer Contribution	Employee Interest	Employer Interest
2019	8	PN	5.0000	64.00	\$1,891.23	\$600.00	\$0.00	\$5.01	\$0.00
2019	4	PN	5.0000	76.25	\$2,253.19	\$600.00	\$0.00	\$2.50	\$0.00

Interest Rate
Enrollment
Transactions
Import Deductions
Calculate Interest
Print

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

Pension Maintenance

☒ All Employees Employee #: ?

Print

Interest Rate
Enrollment
Transactions
Import Deductions
Calculate Interest
Print

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:

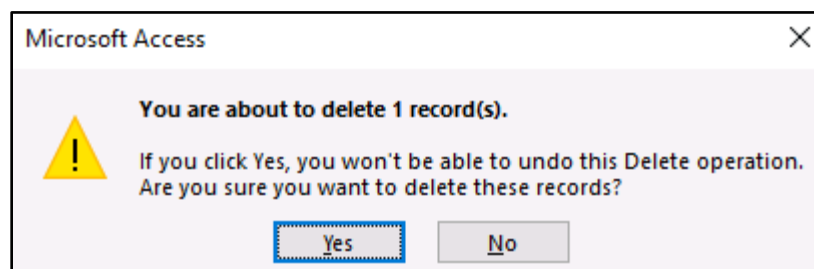
Pension Maintenance

Employee #: 020010 ? SAMPLE EMPLOYEE Calculate Interest

Pension Year	Pension Month	Deduction Code	Annual Interest Rate	Total Hours	Total Earnings	Employee Contribution	Employer Contribution	Employee Interest	Employer Interest
2019	8	PN	5.0000	64.00	\$1,891.23	\$600.00	\$0.00	\$5.01	\$0.00
2019	4	PN	5.0000	76.25	\$2,253.19	\$600.00	\$0.00	\$2.50	\$0.00
*									
				140.25	\$4,144.42	\$1,200.00	\$0.00	\$7.51	\$0.00

Interest Rate
Enrollment
Transactions
Import Deductions
Calculate Interest
Print

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 Paycheck Processing.

Payroll		
1	Payroll Maintenance	?
2	Pay Time Entry	?
3	Pay Check Processing	?
4	Tax File Maintenance	?
5	Tax Reporting	?
8	Attendance	?
10	Pension Management	?
14	Employee Reporting	?
15	Special Payroll Programs	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

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.

Pay Time Entry		
1	Labor Entry	?
2	Labor Pay Inquiry	?
3	Labor Time Inquiry	?
4	Guarantee Pay	?
5	Pay Rounding Adjustment	?
6	Auto Overtime	?
7	Auto Pay Time	?
8	Labor Distribution Reports	?
9	Time Entry	?
10	Average Hours Worked	?
11	Process Other Pay	?
15	Purge Labor	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

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:

Labor Entry		Fiscal Year: 2021	Pay Period: BW BI-WEEKLY	Department #:	<input checked="" type="checkbox"/> All Departments
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		
Employee #:	?	Dept #:			
<input type="checkbox"/> 24 Hour Time Entry	Starting Date: 05/07/2021	Ending Date: 05/20/2021			
					
			<input type="button" value="Detail Entry"/>		
			<input type="button" value="Quick Entry"/>		

Field Name	Description
Fiscal Year	Select the fiscal year from the drop-down list. If Default Miscellaneous Codes are set up, 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 set up, 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 set up, 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 end 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:

Labor Entry										
Fiscal Year:	2021	Pay Period:	BW	BI-WEEKLY	Department #:		<input checked="" type="checkbox"/> All Departments			
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			
Employee #:	020010	SAMPLE EMPLOYEE				Dept #:	2			
<input type="checkbox"/> 24 Hour Time Entry		Starting Date:	05/07/2021	Ending Date:	05/20/2021					
Date	Dept	Pay Code	Decimal Time	Time hhmm	Pay Rate	Check Type	Run #	Earn Code	Misc Days	Total Pay
5/7/2021	2	GLR	8.0000	800	\$30.2500	RG		R		\$242.00
Fiscal Year: 2009		Div #: 10	Account #: 5010103001		Project:					
Mode: MB		Emp Cls:	321 Cls:		Time In		Time Out		Time	
Pay Rate Factor: 1.0000		Premium Rate: \$0.0000	Fixed Pay: \$0.00						8:00	
5/8/2021	2	GLR	10.0000	1000	\$30.2500	RG		R		\$302.50
Fiscal Year: 2009		Div #: 10	Account #: 5010103001		Project:					
Mode: MB		Emp Cls:	321 Cls:		Time In		Time Out		Time	
Pay Rate Factor: 1.0000		Premium Rate: \$0.0000	Fixed Pay: \$0.00						10:00	
5/9/2021	2	GLR	9.0000	900	\$30.2500	RG		R		\$272.25
Fiscal Year: 2009		Div #: 10	Account #: 5010103001		Project:					
Mode: MB		Emp Cls:	321 Cls:		Time In		Time Out		Time	
Pay Rate Factor: 1.0000		Premium Rate: \$0.0000	Fixed Pay: \$0.00						9:00	
Total Hours:			Totals			Total Pay:				
Record: 1 of 3 No Filter Search										

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*.

Labor Entry Fiscal Year: 2021 Pay Period: BW BI-WEEKLY Department #: All Departments

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

Employee #: 020010 SAMPLE EMPLOYEE Dept #: 2

☐ 24 Hour Time Entry Starting Date: 05/07/2021 Ending Date: 05/20/2021

Date	Dept	Pay Code	Decimal Time	Time hhhmm	Pay Rate	Check Type	Run #	Earn Code	Misc Days	Total Pay
5/7/2021	2	GLR	8.0000	800	\$30.2500	RG		R		\$242.00
Fiscal Year: 2009 Div #: 10 Account #: 5010103001 Project: ? Mode: MB Emp Cls: 321 Cls: Time In Time Out Time Pay Rate Factor: 1.0000 Premium Rate: \$0.0000 Fixed Pay: \$0.00 8:00										
5/8/2021	2	GLR	10.0000	1000	\$30.2500	RG		R		\$302.50
Fiscal Year: 2009 Div #: 10 Account #: 5010103001 Project: ? Mode: MB Emp Cls: 321 Cls: Time In Time Out Time Pay Rate Factor: 1.0000 Premium Rate: \$0.0000 Fixed Pay: \$0.00 10:00										
5/9/2021	2	GLR	9.0000	900	\$30.2500	RG		R		\$272.25
Fiscal Year: 2009 Div #: 10 Account #: 5010103001 Project: ? Mode: MB Emp Cls: 321 Cls: Time In Time Out Time Pay Rate Factor: 1.0000 Premium Rate: \$0.0000 Fixed Pay: \$0.00 9:00										
Total Hours:					Totals		Total Pay:			

Record: 14 2 of 3 No Filter Search

Detail Entry Quick Entry

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:

Labor Entry Fiscal Year: 2021 Pay Period: BW BI-WEEKLY Department #: All Departments

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

Employee #: ? Dept #: ?

☐ 24 Hour Time Entry Starting Date: 05/07/2021 Ending Date: 05/20/2021

Employee #	Name	Date	Dept	Pay Code	Run #
020010 ?	SAMPLE EMPLOYEE	5 /7 /2021	2 ?	GLR ?	
Project: Decimal Time Time hhmm Time In Time Out Time ? 8.0000 800 ? ? 8:00					
020010 ?	SAMPLE EMPLOYEE	5 /8 /2021	2 ?	GLR ?	
Project: Decimal Time Time hhmm Time In Time Out Time ? 10.0000 1000 ? ? 10:00					
020010 ?	SAMPLE EMPLOYEE	5 /9 /2021	2 ?	GLR ?	
Project: Decimal Time Time hhmm Time In Time Out Time ? 9.0000 900 ? ? 9:00					
* ?					
Project: Decimal Time Time hhmm Time In Time Out Time ? ? ? ? ? ?					
Totals					Total Hours:

Record: 14 1 of 3 No Filter Search

NET

Detail Entry Quick Entry

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:

Pay Inquiry												
Pay Period:	BW	BI-WEEKLY	Payroll Year:	2020	Starting:	12/15/2019	Ending:	12/31/2020				
Scheduled Cycle:	1	Period Starting:	12/15/2019	Period Ending:	12/28/2019	Check Date:	01/03/2020					
Employee #:	020010	?	SAMPLE EMPLOYEE	Dept #:	2							
Starting Date:	12/15/2019	Ending Date:	12/28/2019									
Date	Code	Dept	Run #	Chk	Check #	EC	Pay Rate	Prem Rate	Hours	Factor	Fixed Pay	Total Pay
12/15/2019	SGA	2		RG	NoCheck	R	29.5500	0.0000	80.00	1.0000	\$0.00	\$2,364.00

Display Print

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:

Time Inquiry												
Pay Period:	BW	BI-WEEKLY	Payroll Year:	2020	Starting:	12/15/2019	Ending:	12/31/2020				
Scheduled Cycle:	1	Period Starting:	12/15/2019	Period Ending:	12/28/2019	Check Date:	01/03/2020					
Employee #:	020010	?	SAMPLE EMPLOYEE	Dept #:	2							
Starting Date:	12/15/2019	Ending Date:	12/28/2019									
Date	Code	Dept	Run #	Chk	Check #	Mode	Div	Account #	EC	Prem Rate	Reg Hours	Ovt Hours
12/15/2019	SGA	2		RG	NoCheck		10	5010103001	R	0.0000	80.00	

Display Print

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:

Guarantee Time

Pay Period: BW BI-WEEKLY
Payroll Year: 2021 Starting: 01/01/2021 Ending: 12/31/2021
Scheduled Cycle: 2 Period Starting: 01/15/2021 Period Ending: 01/28/2021 Check Date: 02/03/2021
Period Starting Date: 01/15/2021 Period Ending Date: 01/21/2021

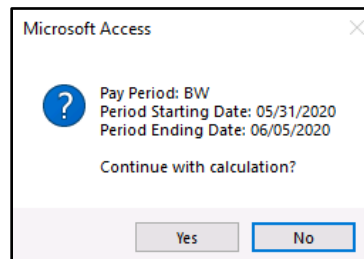



Calc
Print
Update

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 setup 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 setup 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:

Guarantee Time

Pay Period: BW BI-WEEKLY
 Payroll Year: 2021 Starting: 01/01/2021 Ending: 12/31/2021
 Scheduled Cycle: 2 Period Starting: 01/15/2021 Period Ending: 01/28/2021 Check Date: 02/03/2021
 Period Starting Date: 01/15/2021 Period Ending Date: 01/21/2021

Calculate Guarantee Time

Status: Inactive

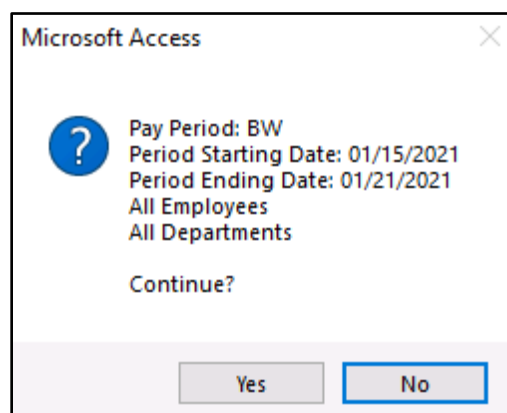
☒ All Departments Department:
☒ All Employees Employee #: ?

Start

Calc
Print
Update

Field Name	Description
Status	Inactive will automatically display; once <i>Start</i> is clicked, the status will change to <i>In Progress</i>
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

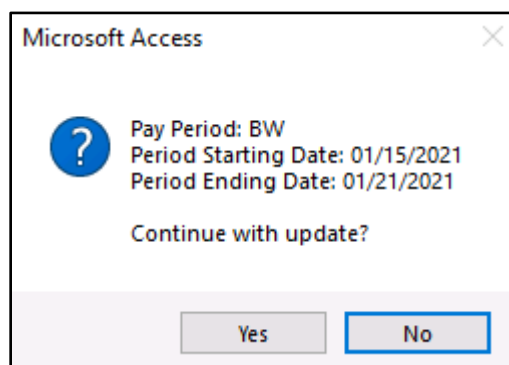
Click **Start**. The following confirmation message displays:



Click Yes to continue or No to cancel.

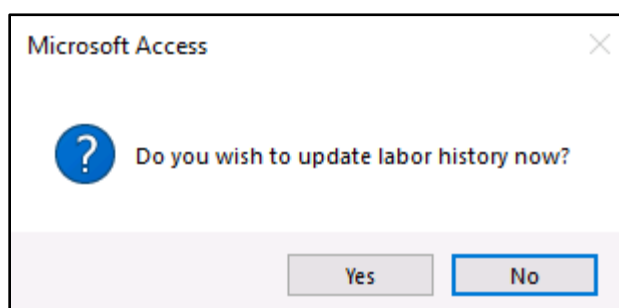
Click OK on the calculation completion message. Click **Stop** to make the selection buttons available. Click **Print** to preview and/or print the audit report.

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.

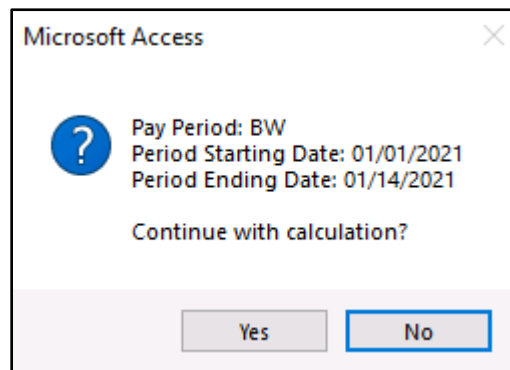
Pay Rounding Adjustment

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

A screenshot of the "Payroll Rounding Adjustment" form. The form contains several fields: "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), and "Check Date" (01/20/2021). There are also "Period Starting Date" and "Period Ending Date" fields with calendar icons. On the right side, there is a "STOP" button and a "FILE" button. At the bottom right, there are three buttons: "Calc", "Print", and "Update".

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:

Payroll Rounding Adjustment

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

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

Calculate Variances

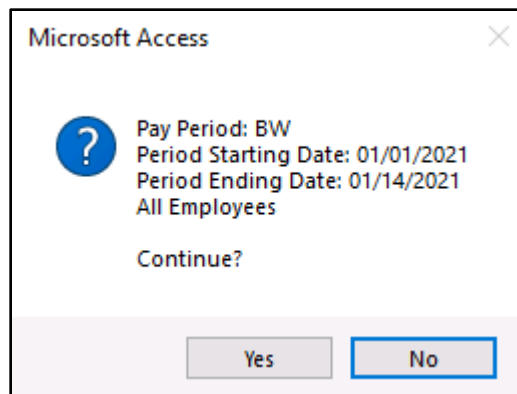
☒ All Employees Employee #: [] ? []

Start

Calc Print Update

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

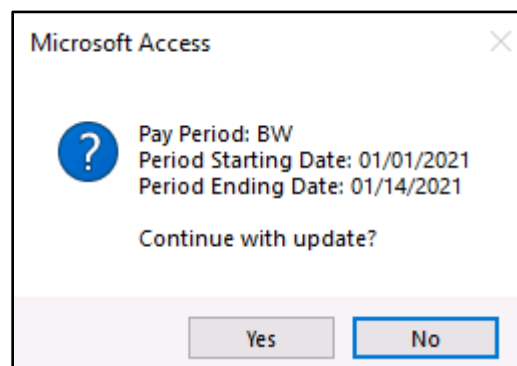
Click **Start**. The following confirmation message displays:



Click Yes to continue or No to cancel.

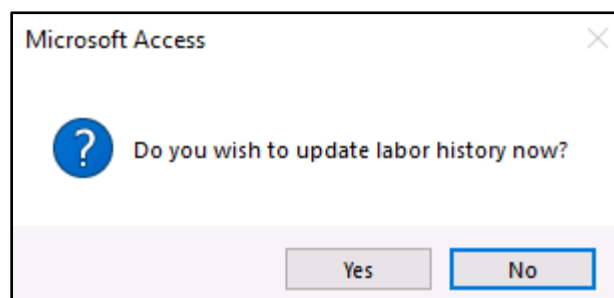
Click OK on the calculation completion message. Click **Stop** to make the selection buttons available. Click **Print** to preview and/or print the audit report.

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:

Automatic Overtime

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

Overtime Starting Date: 05/07/2021 | Overtime Ending Date: 05/13/2021

Buttons: Calc, Print, Update

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:

Microsoft Access

Pay Period: BW
Period Starting Date: 05/07/2021
Period Ending Date: 05/13/2021

Continue with calculation?

Buttons: Yes, No

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

Automatic Overtime

Pay Period: BI-WEEKLY

Payroll Year: Starting: Ending:

Scheduled Cycle: Period Starting: Period Ending: Check Date:

Overtime Starting Date: Overtime Ending Date:

Calculate Overtime Pay

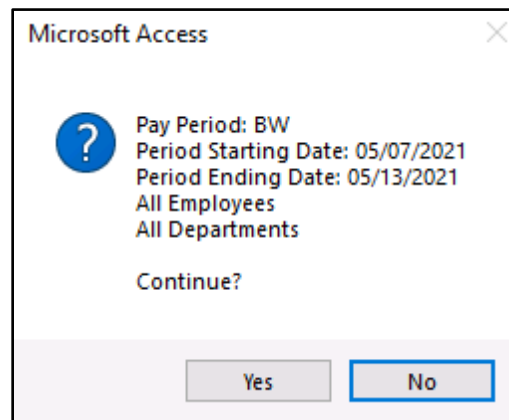
Status:

☒ All Departments Department:

☒ All Employees Employee #:

Field Name	Description
Status	Inactive will automatically display; once Start is clicked, the status will change to <i>In Progress</i>
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

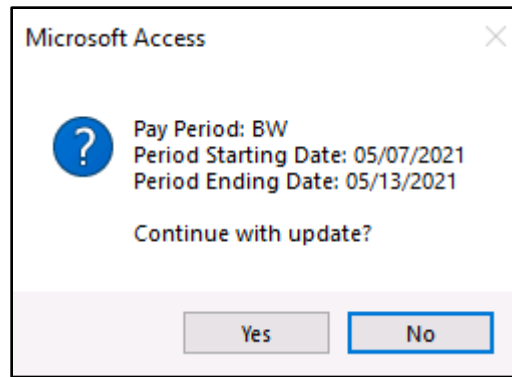
Click **Start**. The following confirmation message displays:



Click Yes to continue or No to cancel.

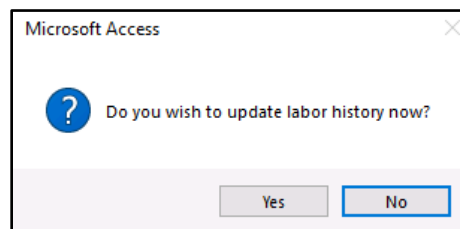
Click OK on the calculation completion message. Click **Stop** to make the selection buttons available. Click **Print** to preview and/or print the audit report.

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

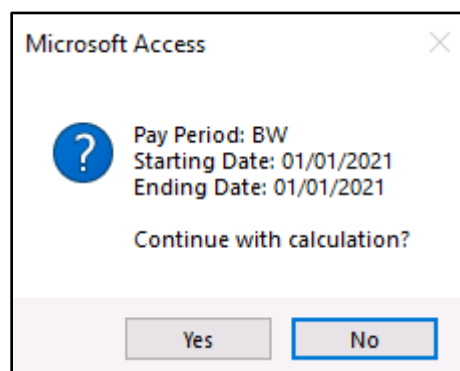
Select Auto Pay Time to pay employees a set number of hours or a set amount for a day or range of days using a set pay code. The following form displays:

 A screenshot of the "Automatic Pay Time Entry" form. It includes fields for "Pay Period" (set to BW), "Payroll Year" (2021), "Starting" (01/01/2021), "Ending" (12/31/2021), "Scheduled Cycle" (1), "Period Starting" (01/01/2021), "Period Ending" (01/14/2021), and "Check Date" (01/20/2021). There are also "Starting Date" and "Ending Date" fields at the bottom. On the right, there is a "STOP" sign icon, a "NET" logo, and "Calc" and "Print" buttons.

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:

Automatic Pay Time Entry

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: 01/01/2021

Calculate Pay Time

Status: Inactive

☒ All Departments Department:

☒ All Employees Employee #:

☒ Hourly Employees ☒ Salaried Employees ☐ Employee Birthday ☐ Delete Existing Entries

Specific Payroll Status: AF Active Full Time

Pay Code: HOL HOLIDAY PAY

Hours Paid: 8.00 Amount Paid:

Start

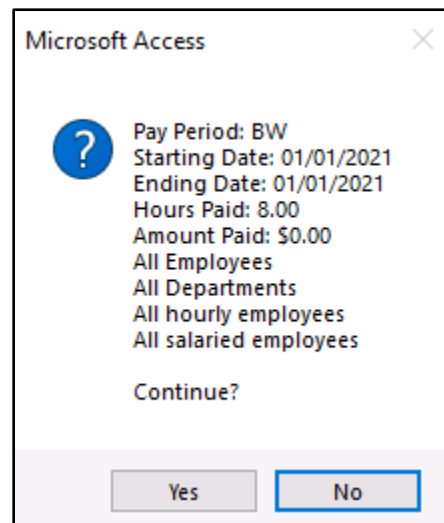
Calc

Print

Field Name	Description
Status	Inactive will automatically display; once Start is clicked, the status will change to <i>In Progress</i>
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:

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 #: ☐ Active Only ☐ Alpha Sort ☒ Current Payroll

☒ All Employees Employee #: ? ☐ Only Non-Paid Time ☐ Updated Payroll

Starting Date: 01/01/2021 Ending Date: 01/14/2021 ☒ Print Detail ☒ Include Non-Paid Time

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

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 end date for the report. The date defaults to the end 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:

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 #: ☐ Active Only ☐ Alpha Sort ☒ Current Payroll

☒ All Employees Employee #: Starting Date: 01/01/2021 Ending Date: 01/14/2021 ☒ Print Detail ☒ Include Non-Paid Time ☐ Only Non-Paid Time ☐ Updated Payroll

Date	Code	Dept	Run #	Ck	EC	Pay Rate	Prem Rate	Reg Hours	Ovt Hours	Factor	Fixed Pay	Total Pay
Employee #: 020010 EMPLOYEE SAMPLE												
1/2/2021	VAC	2		RG	V	30.2500	0.0000	8.00		1.0000	\$0.00	\$242.00
Employee #: 020010 EMPLOYEE SAMPLE												
1/3/2021	VAC	2		RG	V	30.2500	0.0000	8.00		1.0000	\$0.00	\$242.00
Employee #: 020010 EMPLOYEE SAMPLE												
1/4/2021	SGA	2		RG	R	30.2500	0.0000	8.00		1.0000	\$0.00	\$242.00
Employee #: 020010 EMPLOYEE SAMPLE												
1/5/2021	JDP	2		RG	X	30.2500	0.0000	8.00		1.0000	\$0.00	\$242.00
Employee #: 020010 EMPLOYEE SAMPLE												
1/6/2021	HOL	2		RG	H	30.2500	0.0000	8.00		1.0000	\$0.00	\$242.00
Employee #: 020010 EMPLOYEE SAMPLE												
1/9/2021	SGA	2		RG	R	30.2500	0.0000	8.00		1.0000	\$0.00	\$242.00
Employee #: 020010 EMPLOYEE SAMPLE												
1/10/2021	Double-Click to select this employee.			RG	R	30.2500	0.0000	8.00		1.0000	\$0.00	\$242.00
Employee #: 020010 EMPLOYEE SAMPLE												
1/11/2021	PLT	2		RG	R	30.2500	3.0000	8.00		1.0000	\$0.00	\$266.00
Totals:								84.58				\$7,669.37

Record: 14 1 No Filter Search

Click **Stop** to select another report.

Click **Earn 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 #: ☐ Active Only ☐ Alpha Sort ☒ Current Payroll

☒ All Employees Employee #: Starting Date: 01/01/2021 Ending Date: 01/14/2021 ☒ Print Detail ☒ Include Non-Paid Time ☐ Only Non-Paid Time ☐ Updated Payroll

Earn Code	Description	Reg Hours	Ovt Hours	Total Pay
H	HOLIDAY	8.00		\$242.00
O	OVERTIME			\$75.12
R	REGULAR	52.58		\$6,626.25
V	VACATION	16.00		\$484.00
X	PAID TIME OFF	8.00		\$242.00
Totals:				
		84.58		\$7,669.37

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 #: ☐ Active Only ☐ Alpha Sort ☒ Current Payroll

☒ All Employees Employee #: ☐ 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			
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			
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			
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			
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			
												40:00				\$1,210.00
												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										
Total Time	Thu-07	Fri-08	Sat-09	Sun-10	Mon-11	Tue-12	Wed-13	Thu-14							
Department: 2	Operators														
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:

Time Entry		Fiscal Year: 2021	Pay Period: BW	BI-WEEKLY	Department #:	<input checked="" type="checkbox"/> All Departments
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			
Employee #:	Starting Date: 01/01/2021	Ending Date: 01/14/2021	Dept #:			
<input type="checkbox"/> 24 Hour Time Entry						
<input type="button" value="Detail Entry"/> <input type="button" value="Quick Entry"/>						

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 end 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:

Time Entry Fiscal Year: 2021 Pay Period: BW BI-WEEKLY Department #: All Departments
 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
 Employee #: 020010 SAMPLE EMPLOYEE Dept #: 2
☐ 24 Hour Time Entry Starting Date: 01/01/2021 Ending Date: 01/14/2021

Date	Dept	Pay Code	Decimal Time	Time h:mm	Check Type	Run #	Earn Code	Misc Days
1/2/2021	2	VAC	8.0000	800	RG			
Fiscal Year: 2015 Div #: 10 Account #: 5021103001 Project: Time In Time Out Time Mode: MB Emp Cls: 321 Cls: 8:00								
1/3/2021	2	VAC	8.0000	800	RG			
Fiscal Year: 2015 Div #: 10 Account #: 5021103001 Project: Time In Time Out Time Mode: MB Emp Cls: 321 Cls: 8:00								
1/4/2021	2	SGA	8.0000	800	RG			
Fiscal Year: 2015 Div #: 10 Account #: 5010103001 Project: Time In Time Out Time Mode: Emp Cls: 321 Cls: 8:00								
Totals Total Hours:								

Record: 1 No Filter Search

Field Name	Description
Date	Enter the date worked.
Pay Code	Enter the applicable pay code.
Decimal Time / Time h:mm	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 h:mm (Hours/Minutes). If time is entered in the Time h:mm 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:

Average Hours Worked

Pay Period: BW BI-WEEKLY

☒ All Departments Department:

☒ All Employees Employee #:

Week Starting Date: 1/1/2021 Week Ending Date: 1/14/2021 Weeks Worked: 2

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

Buttons: Earning Codes, Compute Averages, **Display Averages**, Print Averages

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:

Process Other Pay

Pay Period: BW BI-WEEKLY

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

Scheduled Cycle: ☒ Period Starting: 05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020

Starting Date: 05/31/2020 Ending Date: 06/13/2020

Buttons: Calc, Print, Delete

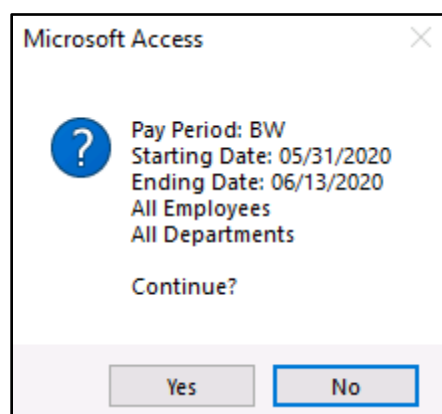
Field Name	Description
Pay Period	Enter the Pay Period or accept the default
Payroll Year	Enter the payroll year or accept the default
Scheduled Cycle	Select the applicable cycle from the drop-down list

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:

Labor Purge

Pay Period: BW
BI-WEEKLY

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

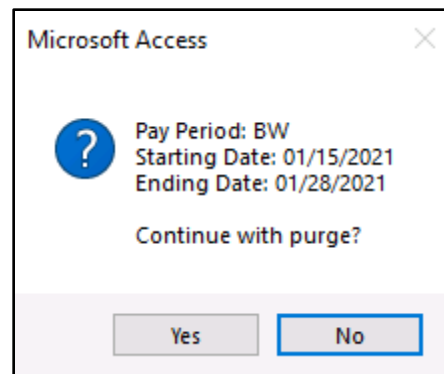
Scheduled Cycle: 2
Period Starting: 01/15/2021
Period Ending: 01/28/2021
Check Date: 02/03/2021

Starting Date: 01/15/2021
Ending Date: 01/28/2021

Start

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:



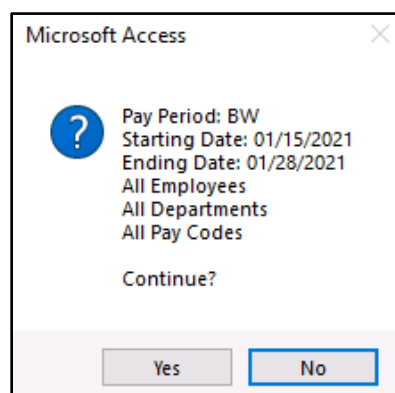
Click Yes to continue or No to cancel.

If Yes, the following form displays:

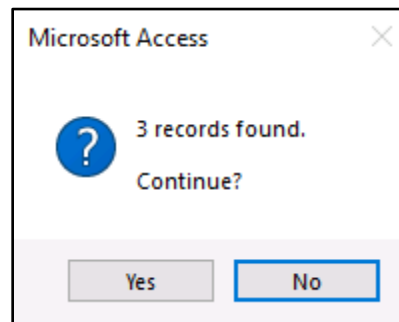
 A screenshot of the "Labor Purge" form. At the top, it shows "Pay Period: BW" and "BI-WEEKLY". Below that, "Payroll Year: 2021", "Starting: 01/01/2021", "Ending: 12/31/2021", "Scheduled Cycle: 2", "Period Starting: 01/15/2021", "Period Ending: 01/28/2021", and "Check Date: 02/03/2021". There are also fields for "Starting Date" and "Ending Date" with calendar icons. A "Purge Labor Entries" section has checkboxes for "All Departments", "All Employees", and "All Pay Codes", all of which are checked. It also has a "Status" dropdown set to "Inactive", a "Department" dropdown, an "Employee #" field with a red question mark, and a "Pay Code" dropdown. A "Delete" button is at the bottom right. A "Start" button is on the far right.

Field Name	Description
Status	Inactive will automatically display; once <i>Delete</i> is clicked the status will change to <i>In Progress</i>
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.

Paycheck Processing



Paycheck 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:

 A screenshot of the "Payroll Paycheck Calculation" form. It includes the following fields and controls:

- Pay Period:** A dropdown menu showing "BW" (BI-WEEKLY).
- Payroll Year:** A dropdown menu showing "2021".
- Starting:** A date field showing "01/01/2021".
- Ending:** A date field showing "12/31/2021".
- Scheduled Cycle:** A dropdown menu showing "1".
- Period Starting:** A date field showing "05/07/2021".
- Period Ending:** A date field showing "05/20/2021".
- Check Date:** A date field showing "05/26/2021".
- Period Starting Date:** A date field showing "05/07/2021".
- Period Ending Date:** A date field showing "05/20/2021".
- Check Date:** A date field showing "05/26/2021".
- Buttons:** "Calc Checks", "Edit Checks", "Preview Chk", and "Create Chk".
- Icons:** A "STOP" sign icon and a "NET" logo.

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:

Payroll Paycheck Calculation

Pay Period: B/W 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

Calculate Checks

☒ All Employees Employee #: ?

Frequency for Deductions: 1 2 3 4 5

☐ Delete Manual Checks

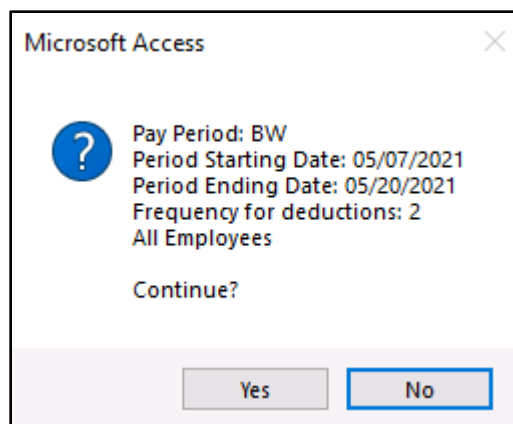
1 1st pay of month
2 2nd pay of month
3 3rd pay of month
4 4th pay of month
5 5th pay of month

Delete Start

Calc Checks Edit Checks Preview Chk Create Chk

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

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

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

Buttons on the right: Calc Checks, Edit Checks, Preview Chk, Create Chk

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 can be entered on this form. If edits are made, the Manual Ded Adjustment field will be flagged. After changes are entered, payroll **must** 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	<input type="checkbox"/>
2	PI	EMPLOYER PERS PICKUP	(\$36.30)	\$36.30	\$0.00	D	<input type="checkbox"/>
3	PD	P.E.R.S. Pick-up II	\$242.00	\$0.00	\$0.00	D	<input type="checkbox"/>
10	YM	YMCA DUES	\$0.00	\$0.00	\$0.00	D	<input type="checkbox"/>
20	ME	MEDICAL	\$0.00	\$0.00	\$34.76	D	<input type="checkbox"/>
30	LI	LIFE INSURANCE	\$0.00	\$0.00	\$0.00	D	<input type="checkbox"/>
101	UF	UNITED FUND	\$3.00	\$0.00	\$0.00	D	<input type="checkbox"/>
200	DC	OHIO DEFERRED COMP.	\$140.00	\$0.00	\$0.00	D	<input type="checkbox"/>
301	UD	UNION DUES-TWU	\$60.00	\$0.00	\$0.00	D	<input type="checkbox"/>
400	CU	CREDIT UNION	\$0.00	\$0.00	\$0.00	D	<input type="checkbox"/>
801	DD	Employer Medical Cost	\$0.00	\$0.00	\$0.00		<input type="checkbox"/>
850	DT	Due GCT	\$0.00	\$0.00	\$0.00	D	<input type="checkbox"/>
998	N1	Net Pay Adjustment	\$0.00	\$0.00	\$0.00	D	<input type="checkbox"/>
999	NP	NET PAY	\$622.78	\$0.00	\$0.00	D	<input type="checkbox"/>
*							<input type="checkbox"/>
Totals:			\$1,152.48	\$36.30	\$34.76		

Record: 14 of 14 No Filter Search

Preview Check

Click **Preview Chk** to view and/or print the Preview Check Register. 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

Preview Checks

☒ All Employees Employee #: ?

Report Sort Order

☒ Sort Checks By Employee #

☐ Sort Checks By Employee Name

☐ Sort Checks By Department #/Employee #

☐ Sort Checks By Department #/Employee Name

Department: ☐ All Departments

Audit Reports No Departmental Sorting

☐ Print Zero/Negative Checks

☐ Print Negative Leave Balances

☐ Print Abbreviated Preview Register

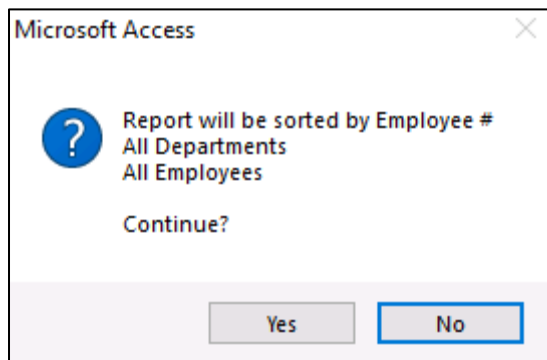
Print

Calc Checks Edit Checks Preview Chk Create Chk

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
Address Line 1: 123 Main St		City/State/Zip: BARBERTON OH 44203-		Dept: 2	
Address Line 2: 100		OH 44203-			
<input checked="" type="checkbox"/> Print Check <input type="checkbox"/> Print Statement <input type="checkbox"/> Manual Check		<input type="checkbox"/> Manual Tax Adjustment <input type="checkbox"/> Manual Ded Adjustment <input checked="" type="checkbox"/> Ach Deductions		Pay Rate: \$30.2500	

Code	Filing Status	Exemptions	Est. Exempt	Pot	Additional Amount	Head Of House
Federal	H	0		0	\$0.00	
State	OH	2	0	0	\$0.00	No
Local	AK	1		0	\$0.00	

	Current	Ytd		Current	Ytd		Current	Ytd
Non-Taxable Earnings:	\$0.00	\$0.00	State Taxable Earnings:	\$707.00	\$5,497.45	Gross Earnings:	\$1,210.00	\$9,663.50
FIT Earnings:	\$707.00	\$5,497.45	SIT:	\$9.72	\$150.84	Futa Earnings:	\$0.00	\$0.00
FIT:	\$0.00	\$542.01	Local Taxable Earnings:	\$1,210.00	\$8,453.50	EIC:	\$0.00	\$0.00
FICA Earnings:	\$0.00	\$0.00	LIT:	\$30.25	\$211.34	Total Taxes:	\$57.52	\$1,044.32
FICA:	\$0.00	\$0.00	SUTA Earnings:	\$0.00	\$0.00	Total Deductions:	\$1,152.48	\$8,849.70
Medicare Earnings:	\$1,210.00	\$9,663.50	SDI Earnings:	\$0.00	\$0.00	Net Pay:	\$0.00	(\$230.52)
Medicare:	\$17.55	\$140.13	SDI:	\$0.00	\$0.00			

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	\$889.35	\$0.00
PI	EMPLOYER PERS PICKUP	(\$38.30)	\$38.30	(\$280.81)	\$280.81
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	\$80.00	\$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	\$822.78	\$0.00	\$3,968.74	\$0.00
Totals:		\$1,152.48	\$38.30	\$7,857.25	\$1,882.81

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:

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

Create Check Record

Checking Account #: 1234567899 Manual Screenshots

Employee #: 020010 SAMPLE EMPLOYEE

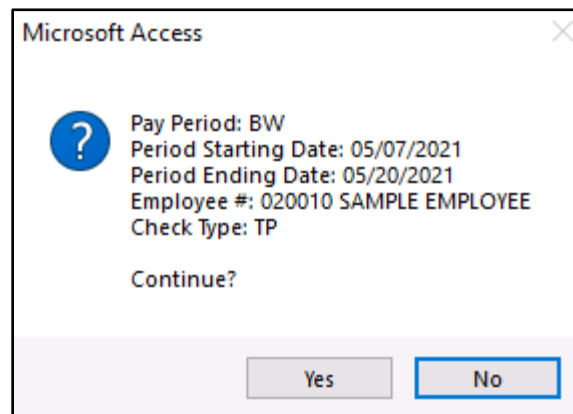
Check Type: TP 3PSP

Check #: 12345 Check Date: 02/02/2021 ☒ Manual Check ☒ Print Statement ☐ Print Check

Create Check Record

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

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

Display
Print

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
Total # Deductions: 1				\$140.00

General Ledger Posting Audit

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

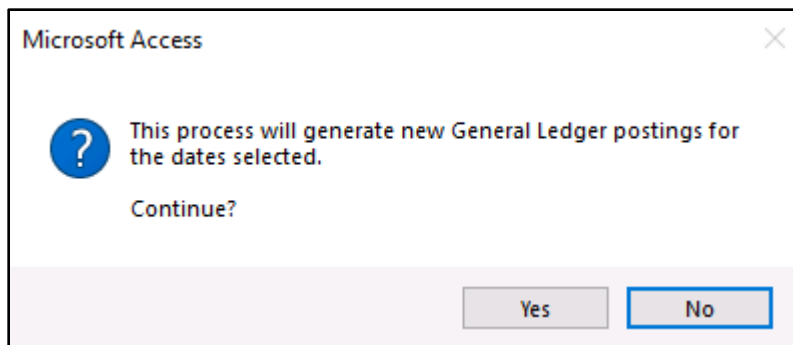
General Ledger Posting Audit


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

Display
 Print
 Calc Postings
 Validate
 Edit Ded
 Edit Labor
 Xfer Accruals

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	\$740.66
Balance:						\$0.00	\$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	ACCURED 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

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.

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	ACCURED WAGES PAYABLE		\$5,351.46
10	2020100002	FEDERAL INCOME TAX W/H		\$850.39
10	2020100003	STATE TAX W/H		\$240.85
10	2020100004	CITY TAX W/H		\$191.73
10	2020300001	P.E.R.S. WITHHELD		\$347.02
10	2020300002	UNION DUES		\$60.00
10	2020300003	UNITED FUND		\$3.00
10	2020300007	OPEDCP DEFERRED-COMPENSATION		\$140.00
10	2020300009	MEDICARE WITHHELD		\$222.42
10	5010103001	OSW - REVENUE VEHICLE OPERATION		\$0.00
10	5010216001	OTHER SW - FINANCE		\$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

Display Print Calc Postings Validate Edit Ded Edit Labor Xfer Accruals

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 Type	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:

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 Deduction GL Posting Accounts

Employee #	Period End Date	Chk Typ	Priority	Ded Code	Div #	Account #	Employee Amount	Employer Amount
020010	01/14/2021	RG	1	PE	10	2020100002	\$266.94	\$0.00
				Employer Debit:	10	2030100002		
				Employer Credit:	10	2020300001		
020010	01/14/2021	RG	2	PI	10	5020103001	(\$80.08)	\$80.08
				Employer Debit:	10	2020300001		
				Employer Credit:	10	2020300001		
020010	01/14/2021	RG	3	PD	10	1010100001	\$533.87	\$0.00
				Employer Debit:				
				Employer Credit:				
020010	01/14/2021	RG	10	YM	10	2020300005	\$0.00	\$0.00
				Employer Debit:				
				Employer Credit:				
020010	01/14/2021	RG	20	ME	20	1010100009	\$0.00	\$0.00
				Employer Debit:				
				Employer Credit:				
020010	01/14/2021	RG	30	LI	10	2020300001	\$0.00	\$0.00
				Employer Debit:				
				Employer Credit:				
Total:							\$2,410.21	\$80.08

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. 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:

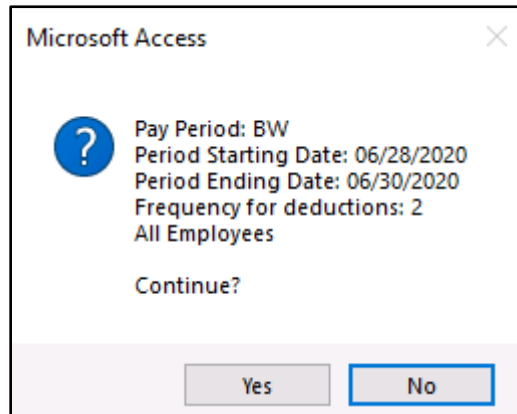
Field Name	Description
Pay Period	Select the pay period from the drop-down list
Payroll Year	Select the payroll year from the drop-down list
Starting	Automatically populated based on the payroll year that was selected.
Ending	Automatically populated based on the payroll year that was selected.
Scheduled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

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

Preview Checks

☒ All Employees Employee #: ?

Report Sort Order

☒ Sort Checks By Employee #

☐ Sort Checks By Employee Name

☐ Sort Checks By Department #/Employee #

☐ Sort Checks By Department #/Employee Name

Department: ☒ All Departments

Audit Reports No Departmental Sorting

☐ Print Zero/Negative Checks

☐ Print Negative Leave Balances

☐ Print Abbreviated Preview Register

Print

Calc Checks
Edit Checks
Preview Chk
Create Chk

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:

General Ledger Posting Audit

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

Check Date: 05/31/2020 Period Starting: 05/31/2020 Period Ending: 05/31/2020

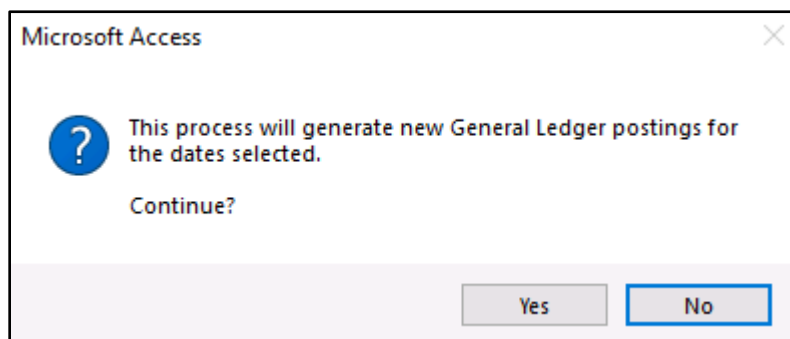
☒ All Employees Employee #: Dept #: ☐ Account Totals Only

Display
Print
Calc Postings
Validate
Edit Ded
Edit Labor
Xfer Accruals

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**.

General Ledger Posting Audit

Fiscal Year: 2020 Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020
 Check Date: 05/31/2020 Period Starting: 05/31/2020 Period Ending: 05/31/2020
☒ All Employees Employee #: Dept #: ☒ Account Totals Only

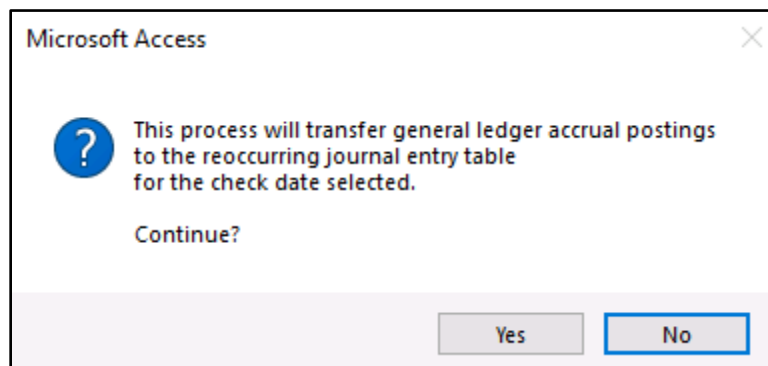
Div #	Account #	Description	Debit	Credit
00	Missing	Invalid posting account	\$15.00	\$15.00
10	1010100001	OPERA Subform	\$0.00	\$480.00
10	2020100001	ACCRUI Cut	\$0.00	\$2,645.47
10	2020100002	FEDERA Copy	\$0.00	\$259.33
10	2020100003	STATE Paste	\$0.00	\$78.58
10	2020100004	CITY TA Insert	\$0.00	\$111.24
10	2020200001	INSURA Merge/Split	\$811.00	\$833.31
10	2020300001	P.E.R.S. Sort A to Z	\$72.00	\$516.96
10	2020300002	UNION Sort Z to A	\$0.00	\$72.19
10	2020300003	UNITED Delete	\$0.00	\$3.00
10	2020300007	OPEDCI Change To	\$0.00	\$340.00
10	2020300009	MEDICA Form Properties	\$0.00	\$129.04
10	2030100002	EMPLOYER'S SHARE-PERS	\$0.00	\$286.94
10	5010103001	OSW - REVENUE VEHICLE OPERATION	\$4,449.60	\$0.00
10	5020103001	P.E.R.S. - REVENUE VEHICLE OPERATORS	\$358.94	\$0.00
10	5020103003	MEDICARE - REVENUE VEHICLE OPERATORS	\$64.52	\$0.00
Balance:			\$0.00	\$5,771.06

Record: 1 of 16 No Filter Search

Display
 Print
 Calc Postings
 Validate
 Edit Ded
 Edit Labor
 Xfer Accruals

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 see 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:

General Ledger Posting Audit

Fiscal Year: 2020 Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020
 Check Date: 05/31/2020 Period Starting: 05/31/2020 Period Ending: 05/31/2020
☒ All Employees Employee #: ? Dept #: ☐ Account Totals Only

Post Accrual Entries

Journal Source: PRL Reference #: 052020 Accrual

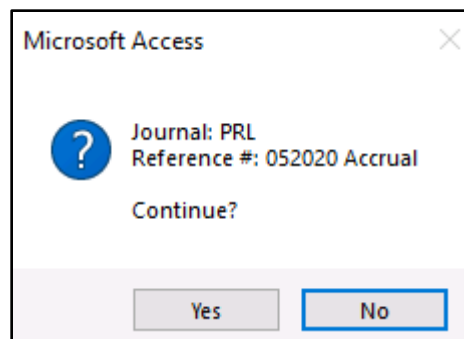
Start

Display
Print
Calc Postings
Validate
Edit Ded
Edit Labor
Xfer Accruals

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

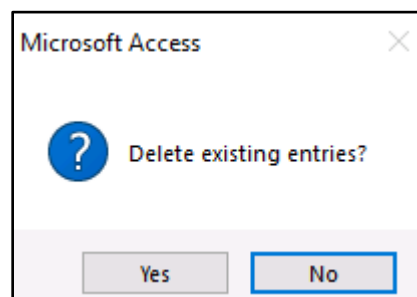
Click **Start**.

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	<i>Use the same dates that were used when the calculation was run for the accrual</i>
Period Ending Date	<i>Use the same dates that were used when the calculation was run for the accrual</i>
Check Date	<i>Use the same dates that were used when the calculation was run for the accrual</i>

Click **Calc Checks**, the following form displays:

Payroll Paycheck Calculation

Pay Period:

Payroll Year: Starting: Ending:

Scheduled Cycle: Period Starting: Period Ending: Check Date:

Period Starting Date: Period Ending Date: Check Date:

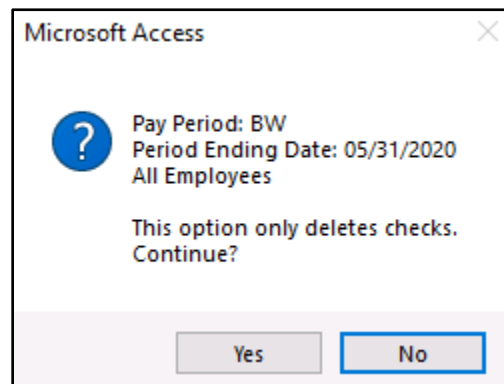
Calculate Checks

☒ All Employees Employee #: ?

Frequency for Deductions:

☐ Delete Manual Checks

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.

[illegible]

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.

Payroll Paycheck Calculation			
Pay Period:	BW	BI-WEEKLY	
Payroll Year:	2020	Starting:	12/15/2019 Ending: 12/31/2020
Scheduled Cycle:	13	Period Starting:	05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020
Period Starting Date:	05/31/2020	Period Ending Date:	06/13/2020 Check Date: 06/19/2020


[Calc Checks](#)
[Edit Checks](#)
[Preview Chk](#)
[Create Chk](#)

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

ACH Transactions			
Pay Period:	BW	BI-WEEKLY	
Payroll Year:		Starting:	Ending:
Scheduled Cycle:		Period Starting:	Period Ending: Check Date:
Employee #:		Check Type:	Check #: <input checked="" type="checkbox"/> All Employees
Period Starting:		Period Ending:	Check Date: Checking Account #: 1234567899



[Edit Deductions](#)
[Print](#)
[Change Prenote Status](#)
[Re-Create ACH Deductions](#)
[Create ACH File](#)

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:

ACH Transactions

Pay Period: BW BI-WEEKLY Payroll Year: Starting: Ending:

Scheduled Cycle: Period Starting: Period Ending: Check Date:

Employee #: Check Type: Check #: ☒ All Employees

Period Starting: Period Ending: Check Date: Checking Account #: 1234567899

Company Name: Sample Transit Immediate Origin: 999999999

Service Class Code: 200 File Id Modifier: A

Company Discretionary Data: Format Code: 1

Company Id: 999999999 Destination Name: Bank Name

Standard Entry Class: PPD Origin Name: Sample Transit

Company Entry Description: Payroll Originator Status Code: 1

Origination DFI Id: 88888888 Trace #: 44444444

Priority Code: 01 ☐ Automatic Debit Flag

Immediate Destination: 77777777 ☐ Company Prenotification

Batch Header Data:

Output File Path: \\navailsqlv01\UserFolders\UserFolders\dilaharty\2 - Catch All\ACH.txt

Secure File Transport Transmission Header Record (Internet Only)

User Id:

Application Id:

Password:

☐ Create Special Prenote Only File

Payment Date: Start

NET

Edit Deductions

Print

Change Prenote Status

Re-Create ACH Deductions

Create ACH File


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:

ACH Transactions


Pay Period: BW Payroll Year: 2020 Ending: 12/31/2020
Scheduled Cycle: 13 Period Ending: 06/13/2020 Check Date: 06/19/2020
Employee #: ☒ All Employees
Period Starting:

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

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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**.

ACH Transactions

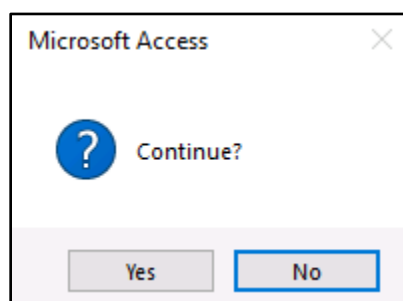
Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020
 Scheduled Cycle: 1 Period Starting: 12/15/2019 Period Ending: 12/28/2019 Check Date: 01/03/2020
 Employee #: Check Type: Check #: All Employees
 Period Starting: Period Ending: Check Date: Checking Account #: 1234567899

Company Name: Sample Transit Immediate Origin: 999999999
 Service Class Code: 200 File Id Modifier: A
 Company Discretionary Data: Format Code: 1
 Company Id: 999999999 Destination Name: Bank Name
 Standard Entry Class: PPD Origin Name: Sample Transit
 Company Entry Description: Payroll Originator Status Code: 1
 Origination DFI Id: 88888888 Trace #: 444444444
 Priority Code: 01 Automatic Debit Flag
 Immediate Destination: 777777777 Company Prenotification
 Batch Header Data:
 Output File Path: C:\SpecifyLocation\FileName.txt

Secure File Transport Transmission Header Record (Internet Only)
 User Id:
 Application Id:
 Password:

Create Special Prenote Only File
 Payment Date: 01/03/2020 Start

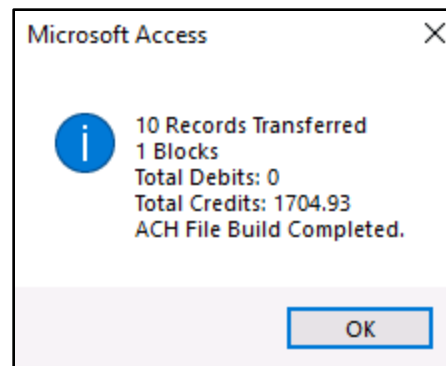
Edit Deductions
 Print
 Change Prenote Status
 Re-Creat ACH Deductions
 Create ACH File



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:

ACH Transactions

Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020
 Scheduled Cycle: 13 Period Starting: 05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020
 Employee #: Check Type: Check #: All Employees
 Period Starting: Period Ending: Check Date: Checking Account #: 1234567899

Employee #	Chk Type	Deduction #	Pre-note	Bank Account #	Routing #	Trans Code	Amount
020010	AP	999	<input type="checkbox"/>	123456789	000000000	22	\$1,616.69
Description:			Recipient: ABOOD CARY				
020010	RG	999	<input type="checkbox"/>	123456789	000000000	22	\$1,289.55
Description:			Recipient: ABOOD CARY				
10150	RG	999	<input type="checkbox"/>	123456789	000000000	22	\$1,315.28
Description: net pay PNC Bank			Recipient: ARMSTRONG LEO				

Total: \$4,221.52

Record: 14 of 3 No Filter Search

Edit Deductions
 Print
 Change Prenote Status
 Re-Create ACH Deductions
 Create ACH File

The following fields can be edited on this form:

Pre-note
 Bank Account Number
 Bank Routing Number
 Tran Code

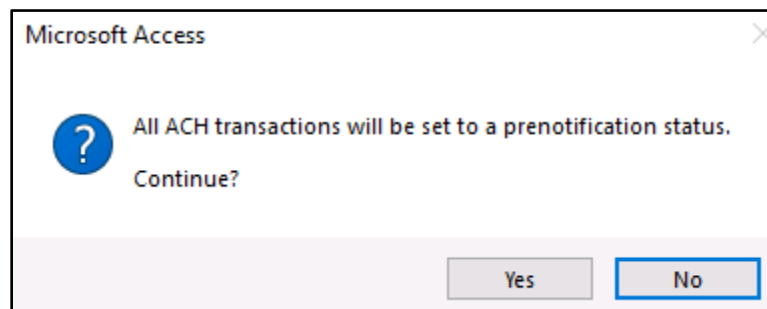
Click **Print** to view and/or print a report listing all ACH transactions for the selected cycle.

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	<input type="checkbox"/>	123456789	000000000	22	\$1,616.69
020010	RG	999	ABOOD CARY	<input type="checkbox"/>	123456789	000000000	22	\$1,289.55
Employee Total:								\$2,906.24
10150	RG	999	ARMSTRONG LEO net pay PNC Bank	<input type="checkbox"/>	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.

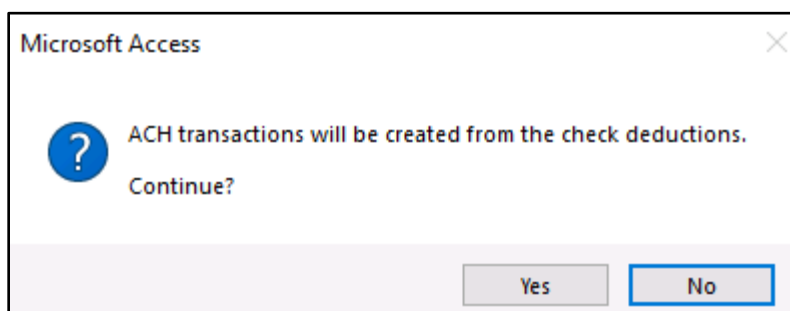
Click **Change Pre-note Status**. The following message displays:



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:

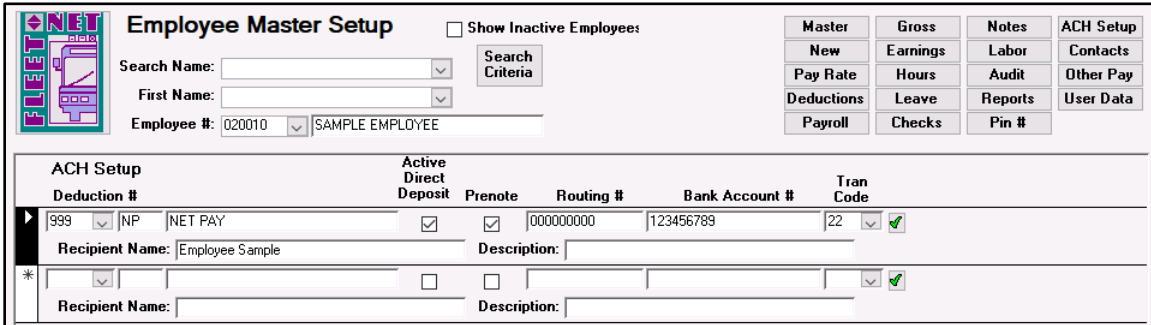


Click Yes to continue or No to cancel.

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.



Employee Master Setup ☐ Show Inactive Employees

Search Name: Search Criteria

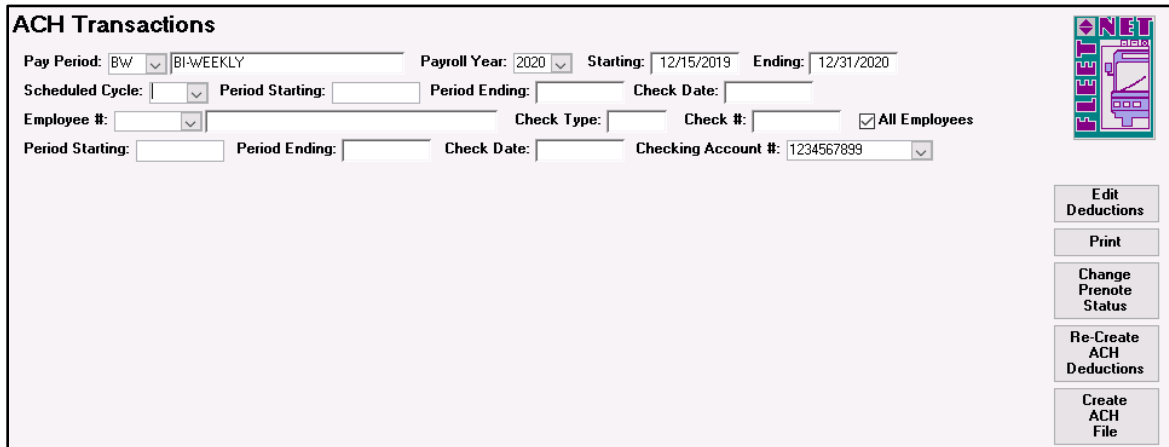
First Name:

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 #	

ACH Setup	Active Direct Deposit	Prenote	Routing #	Bank Account #	Tran Code
999 <input type="checkbox"/> NP NET PAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000000	123456789	22 <input checked="" type="checkbox"/>
Recipient Name: Employee Sample	Description:				
* <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Recipient Name:	Description:				

In ACH Transactions, complete the following:



ACH Transactions

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

Scheduled Cycle: Period Starting: Period Ending: Check Date:

Employee #: Check Type: Check #: ☒ All Employees

Period Starting: Period Ending: Check Date: Checking Account #: 123456789

Edit Deductions
Print
Change Prenote Status
Re-Create ACH Deductions
Create ACH File

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**.

ACH Transactions

Pay Period: BW BI-WEEKLY Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020
 Scheduled Cycle: 1 Period Starting: 12/15/2019 Period Ending: 12/28/2019 Check Date: 01/03/2020
 Employee #: Check Type: Check #: All Employees
 Period Starting: Period Ending: Check Date: Checking Account #: 1234567899

Company Name: Sample Transit Immediate Origin: 999999999
 Service Class Code: 200 File Id Modifier: A
 Company Discretionary Data: Format Code: 1
 Company Id: 999999999 Destination Name: Bank Name
 Standard Entry Class: PPD Origin Name: Sample Transit
 Company Entry Description: Payroll Originator Status Code: 1
 Origination DFI Id: 88888888 Trace #: 44444444
 Priority Code: 01 Automatic Debit Flag
 Immediate Destination: 777777777 Company Prenotification
 Batch Header Data:
 Output File Path: \\vavailsqllv01\UserFolders\UserFolders\dilahrarty\2 - Catch All\ACH.txt

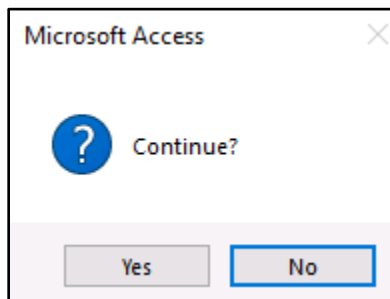
Secure File Transport Transmission Header Record (Internet Only)
 User Id:
 Application Id:
 Password:

☒ Create Special Prenote Only File
 Payment Date: 12/29/2019 Start

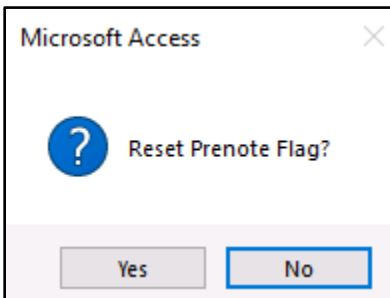
Edit Deductions
 Print
 Change Prenote Status
 Re-Create ACH Deductions
 Create ACH File

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:

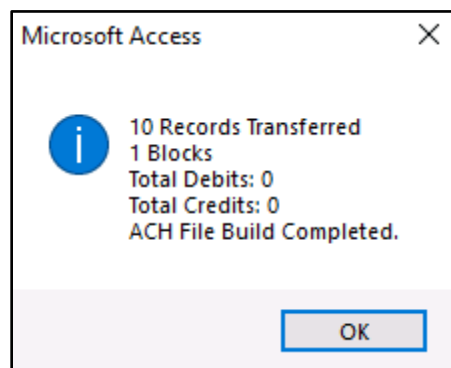


Click Yes to continue or No to cancel. This process builds the text file and stores it in the location specified in the **Output File Path** field. The stored file is now ready to be submitted to the bank for Pre-note verification. The following message displays:



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:

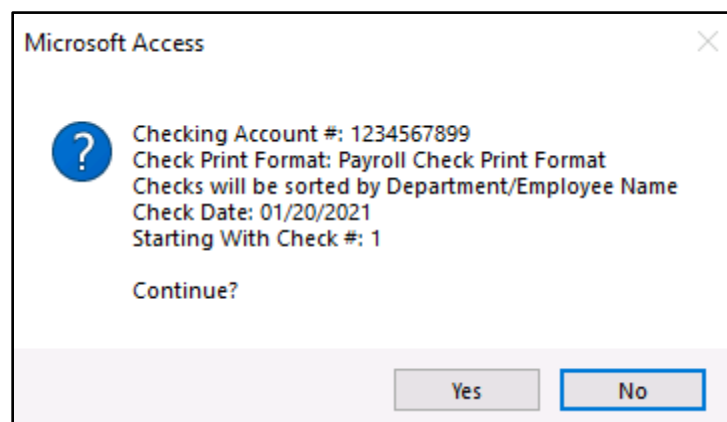
 The form is titled "Payroll Check / Statement Printing". It contains several sections:

- Accounting:** "Checking Account #:" with a dropdown menu showing "1234567899" and a "Manual Screenshots" button.
- Formats:** "Check Print Format:" with a dropdown menu showing "Payroll Check Print Format", and "Earnings Statement Format:" with a dropdown menu.
- File Type:** "Email / Export File Type" with a dropdown menu.
- Pay Period:** "Pay Period:" with a dropdown menu showing "BW" and "BI-WEEKLY".
- Payroll Year:** "Payroll Year:" with a dropdown menu showing "2020".
- Dates:** "Starting:" with a date field "12/15/2019", "Ending:" with a date field "12/31/2020", "Period Starting:" with a date field "05/31/2020", "Period Ending:" with a date field "06/13/2020", and "Check Date:" with a date field "06/19/2020".
- Sort Order:** "Check Print / Statement Sort Order" with four checkboxes: "Sort By Employee #", "Sort By Employee Name", "Sort By Department #/Employee #", and "Sort By Department #/Employee Name" (which is checked).
- Employee Message:** A text area for an "Employee Message:".
- Restart:** "Check Print / Statement Restart" with "Employee #:" and "Check Type:" fields, and a "Print Selected Employee Only" checkbox.
- Buttons:** "Restart" and "Cancel Restart" buttons.
- Right Sidebar:** A vertical stack of buttons: "Print Checks", "Print Statements", "Email Statements", "Export Statements", and "Email Error Log".

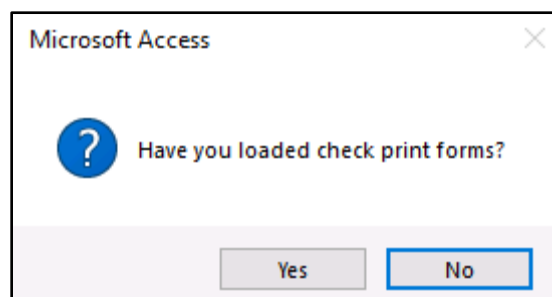
Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format from the drop-down list
Earnings Statement Format	Select the earnings statement print format from the drop-down list (This can be filled in or left blank when printing 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 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.

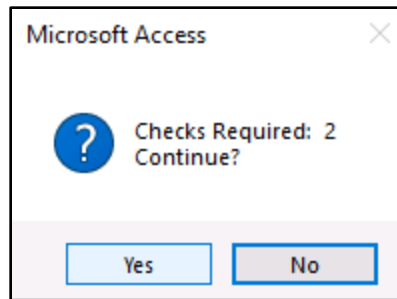
Click **Print Checks**. The following confirmation message displays:



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.

 The screenshot shows a software interface for "Payroll Check / Statement Printing". It includes several sections:

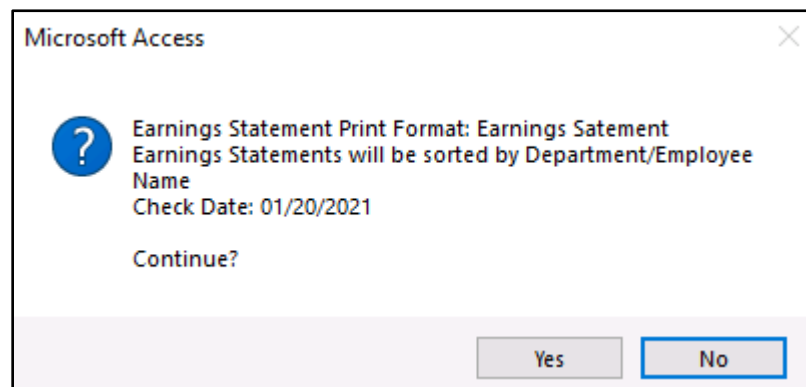
- Checking Account #:** 1234567899, with a "Manual Screenshots" link.
- Check Print Format:** A dropdown menu.
- Earnings Statement Format:** Earnings Statement, and **Email / Export File Type:** A dropdown menu.
- Pay Period:** BW (dropdown), BI-WEEKLY (checkbox).
- Payroll Year:** 2020 (dropdown), **Starting:** 12/15/2019, **Ending:** 12/31/2020.
- Scheduled Cycle:** 13 (dropdown), **Period Starting:** 05/31/2020, **Period Ending:** 06/13/2020, **Check Date:** 06/19/2020.
- Check Print / Statement Sort Order:**
 - ☐ Sort By Employee #
 - ☐ Sort By Employee Name
 - ☐ Sort By Department #/Employee #
 - ☒ Sort By Department #/Employee Name
- Employee Message:** A text input field.
- Period Ending:** 06/13/2020, **Check Date:** 06/19/2020, **Starting Check #:** 8.
- Check Print / Statement Restart:**
 - Employee #:** [input field]
 - Check Type:** [input field]
 - ☐ Print Selected Employee Only
 - Restart** and **Cancel Restart** buttons.

 On the right side, there is a vertical toolbar with buttons: "Print Checks", "Print Statements", "Email Statements", "Export Statements", and "Email Error Log".

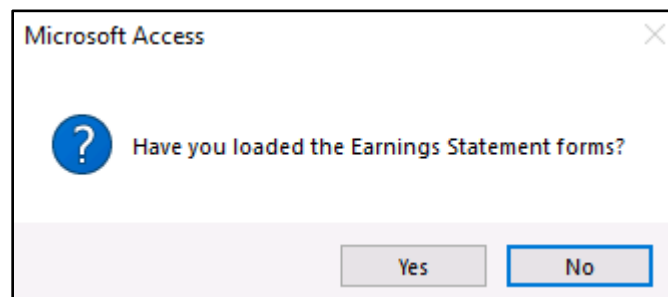
Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format form the drop-down list ((This can be filled in or left blank when printing statements)
Earnings Statement Format	Select the earnings statement print format form 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.

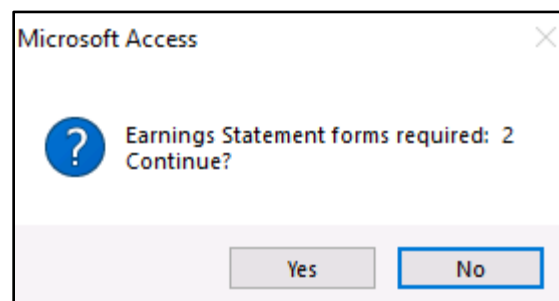
Click **Print Statements**. Statements will be printed only for those employees who are not receiving their earnings statements via email. The following confirmation message displays:



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.

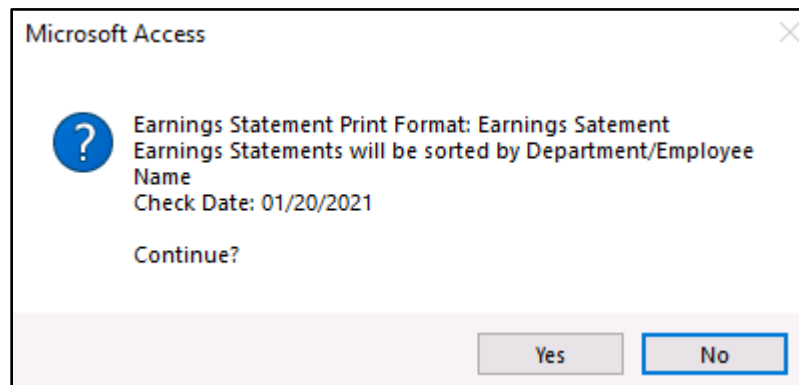
Email Statements

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.

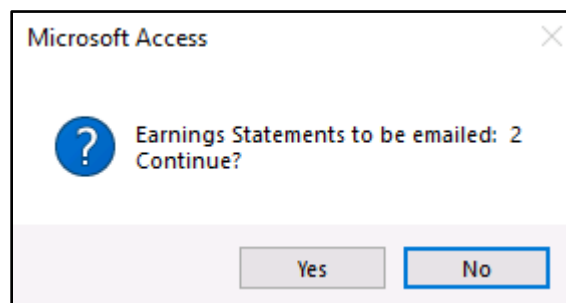
Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format from the drop-down list (This can be filled in or left blank when printing statements)
Earnings Statement Format	Select the earnings statement print format from 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 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.

Payroll Check / Statement Printing

Checking Account #: 1234567899
Manual Screenshots

Check Print Format:

Earnings Statement Format: Earnings Statement
Email / Export File Type pdf PDF File

Pay Period: BW BI-WEEKLY

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

Scheduled Cycle: 13 Period Starting: 05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020

Check Print / Statement Sort Order
☐ Sort By Employee #
☐ Sort By Employee Name
☐ Sort By Department #/Employee #
☒ Sort By Department #/Employee Name


Period Ending: 06/13/2020 Check Date: 06/19/2020 Starting Check #: 8

Employee Message:

Check Print / Statement Restart

Employee #: Check Type:

☐ Print Selected Employee Only
Restart
Cancel Restart

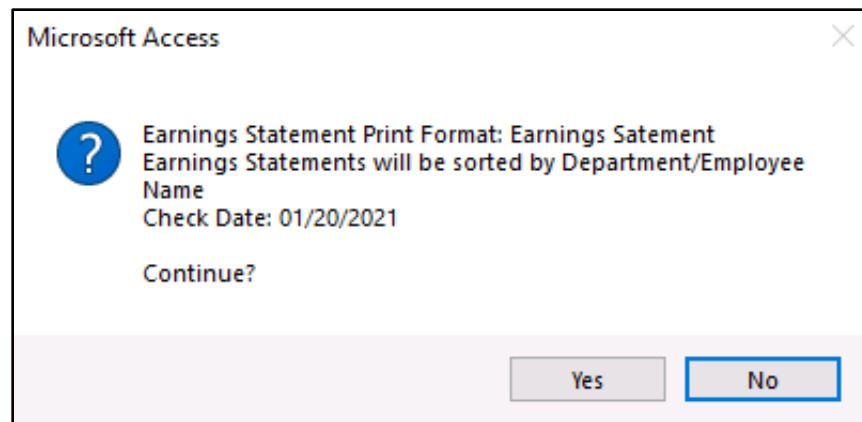


Print Checks
Print Statements
Email Statements
Export Statements
Email Error Log

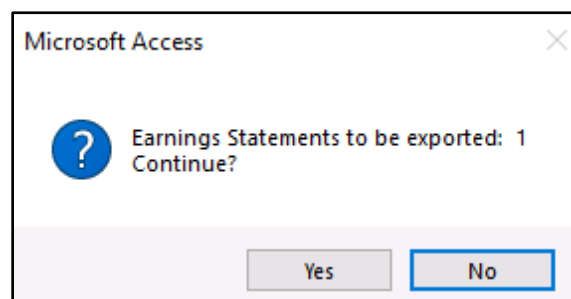
Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format from the drop-down list (This can be filled in or left blank when printing statements)
Earnings Statement Format	Select the earnings statement print format from 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:

Payroll Check / Statement Printing			
Checking Account #:	1234567899	Manual Screenshots	
Check Print Format:	Payroll Check Print Format		
Earnings Statement Format:	Earnings Statement	Email / Export File Type	pdf PDF File
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
Check Print / Statement Sort Order <input type="checkbox"/> Sort By Employee # <input type="checkbox"/> Sort By Employee Name <input type="checkbox"/> Sort By Department #/Employee # <input checked="" type="checkbox"/> Sort By Department #/Employee Name		Period Ending: 01/14/2021 Check Date: 01/20/2021 Starting Check #: 6	
Employee Message:			
Check Print / Statement Restart Employee #: <input type="text"/> Check Type: <input type="text"/> <input type="checkbox"/> Print Selected Employee Only			
Restart		Cancel Restart	



Print Checks

Print Statements

Email Statements

Export Statements

Email Error Log

Field Name	Description
Checking Account	Select the checking account from the drop-down list
Check Print Format	Select the check print format from the drop-down list
Earnings Statement Format	Select the earnings statement print format from 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.

Payroll Check / Statement Printing

Checking Account #: 1234567899 Manual Screenshots
Check Print Format: Payroll Check Print Format
Earnings Statement Format: Earnings Statement Email / Export File Type pdf PDF File

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

Check Print / Statement Sort Order
☐ Sort By Employee #
☐ Sort By Employee Name
☐ Sort By Department #/Employee #
☒ Sort By Department #/Employee Name


Period Ending: 01/14/2021 Check Date: 01/20/2021
Starting Check #: 6

Employee Message:

Check Print / Statement Restart
Employee #: Check Type:
☐ Print Selected Employee Only **Restart** Cancel Restart

Emp #	Check Type	Name	Dept	Check #	Check Date	Net Pay
020010	RG	SAMPLE EMPLOYEE	2		01/20/2021	\$0.00
<input checked="" type="checkbox"/> ACH Check <input checked="" type="checkbox"/> ACH Deductions <input checked="" type="checkbox"/> Print Statement <input type="checkbox"/> Print Check <input type="checkbox"/> Manual Check						
SX393	RG	Sample Employee II	6		01/20/2021	\$0.00
<input checked="" type="checkbox"/> ACH Check <input checked="" type="checkbox"/> ACH Deductions <input checked="" type="checkbox"/> Print Statement <input type="checkbox"/> Print Check <input type="checkbox"/> Manual Check						

Record: 1 No Filter Search



Print Checks
Print Statements
Email Statements
Export Statements
Email Error Log

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

Payroll Check / Statement Printing

Checking Account #: 1234567899 Manual Screenshots

Check Print Format: Payroll Checks AKM

Earnings Statement Format: Earnings Statement Email / Export File Type pdf PDF File

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

Check Print / Statement Sort Order

☐ Sort By Employee #

☐ Sort By Employee Name

☐ Sort By Department #/Employee #

☒ Sort By Department #/Employee Name

Employee Message:

Period Ending: 01/14/2021 Check Date: 01/20/2021 Starting Check #: 6

Check Print / Statement Restart

Employee #: Check Type:

☐ Print Selected Employee Only Restart Cancel Restart

Emp #	Check Type	Name	Dept	Check #	Check Date	Net Pay
SX393	RG	Sample Employee II	6	6	01/20/2021	\$3,864.98

Double-Click To select this employee. Deductions ☐ Print Statement ☒ Print Check ☐ Manual Check

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

Payroll Check / Statement Printing

Checking Account #: 1234567899 Manual Screenshots

Check Print Format: Payroll Checks AKM

Earnings Statement Format: Earnings Statement Email / Export File Type pdf PDF File

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

Check Print / Statement Sort Order

☐ Sort By Employee #

☐ Sort By Employee Name

☐ Sort By Department #/Employee #

☒ Sort By Department #/Employee Name

Employee Message:

Period Ending: 01/14/2021 Check Date: 01/20/2021 Starting Check #: 6

Check Print / Statement Restart

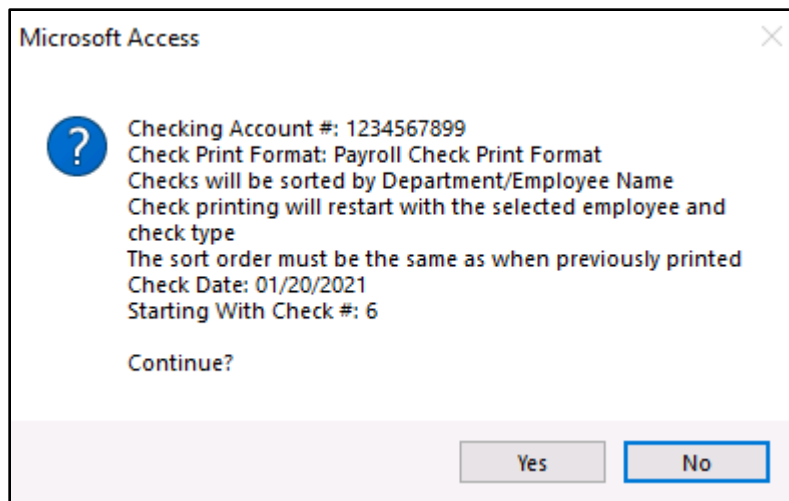
Employee #: SX393 Sample Employee II Check Type: RG

☒ Print Selected Employee Only Restart Cancel Restart

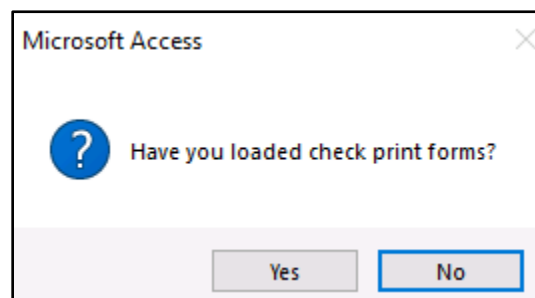
Emp #	Check Type	Name	Dept	Check #	Check Date	Net Pay
SX393	RG	Sample Employee II	6	6	01/20/2021	\$3,864.98

☒ ACH Check ☐ ACH Deductions ☐ Print Statement ☒ Print Check ☐ Manual Check

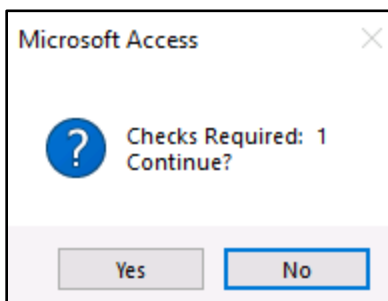
Enter the starting check number, click **Print Checks**. The following confirmation message displays:



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:

Paycheck Register




☒ All Employees Employee #: ?

Period Ending From Date:  Period Ending Thru Date: 

Report Sort Order

☒ Sort Checks By Employee #
☐ Sort Checks By Employee Name
☐ Sort Checks By Department #/Employee #
☐ Sort Checks By Department #/Employee Name

Department:  ☒ All Departments
☐ Print Abbreviated Check Register

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.

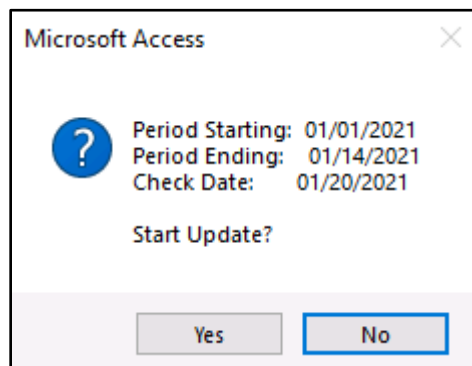
Payroll Update

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:

Paycheck Cancellation

Pay Period: Payroll Year: Starting: Ending:

Employee #:

Period Ending:

Period Ending	Type	Check No	Period Starting	Check Date
12/28/2019	RG	NoCheck	12/15/2019	01/03/2020
05/30/2020	RG	NoCheck	05/17/2020	06/05/2020
06/13/2020	RG	1	05/31/2020	06/19/2020
06/27/2020	RG	3	06/14/2020	07/03/2020
07/11/2020	RG	4	06/28/2020	07/17/2020

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:

Paycheck Cancellation

Pay Period: Payroll Year: Starting: Ending:

Employee #:

Period Ending:

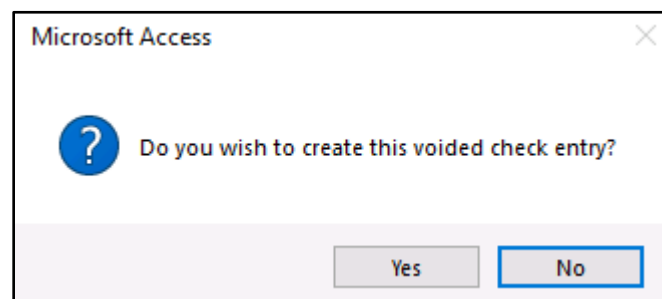
Period Starting Date	Period Ending Date	Check #	Check Date	Check Type	Gross Earnings	Total Taxes	Total Deductions	Net Pay
05/31/2020	06/13/2020	1	06/19/2020	RG	\$2,400.00	\$211.45	\$2,188.55	\$0.00

Voiced Check Type: VOID REGULAR CHECK Reason Code: Lost Check

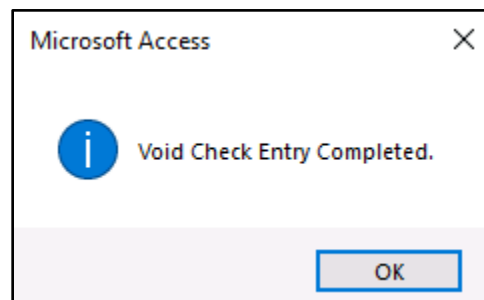
☒ Re-instate Labor Entries Re-instate CheckType: Journal Posting Date:

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 not 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:

Payroll Paycheck Update

Fiscal Year: 2020 Pay Period: BW BI-WEEKLY

☒ Update Voided Checks

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

Scheduled Cycle: Period Starting: Period Ending: Check Date:

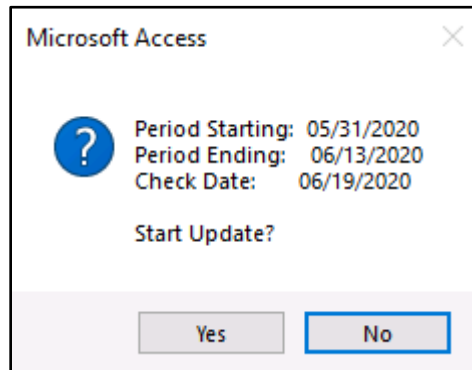
Actual Payroll That Will Be Updated

Period Ending: 06/13/2020 Period Starting: 05/31/2020 Check Date: 06/19/2020

Update Checks

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:

Setup Pay Periods

Pay Period: BW ☒ BI-WEEKLY

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

Edit Year
Build Year
Define Year
Print

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.

Setup Pay Periods

Pay Period: BW ☒ BI-WEEKLY

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

Cycle	Period Starting	Period Ending	Check Date	Payroll Updated	Time Entry Allowed	Payroll Update Date
1	12/15/2019	12/28/2019	01/03/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/17/2020 11:40:20 AM
2	12/29/2019	01/11/2020	01/17/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/22/2020 1:22:49 PM
3	01/12/2020	01/25/2020	01/31/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/15/2020 12:13:15 PM
4	01/26/2020	02/08/2020	02/14/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/15/2020 12:20:45 PM
5	02/09/2020	02/22/2020	02/28/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/28/2020 2:39:31 PM
6	02/23/2020	03/07/2020	03/13/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/28/2020 3:04:26 PM
7	03/08/2020	03/21/2020	03/27/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/14/2020 2:25:17 PM
8	03/22/2020	04/04/2020	04/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/20/2020 11:58:56 AM
9	04/05/2020	04/18/2020	04/24/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/29/2020 1:14:23 PM
10	04/19/2020	05/02/2020	05/08/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/22/2020 10:33:28 AM
11	05/03/2020	05/16/2020	05/22/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/27/2020 12:58:57 PM
12	05/17/2020	05/30/2020	06/05/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/14/2021 11:58:59 AM
13	05/31/2020	06/13/2020	06/19/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2/4/2021 9:58:05 AM

Edit Year
Build Year
Define Year
Print

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

Labor Entry Fiscal Year: 2020 Pay Period: BW BI-WEEKLY Department #: ☐ All Departments

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

Scheduled Cycle: 13 Period Starting: 05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020

Employee #: 020010 ? SAMPLE EMPLOYEE Dept #: 2

☐ 24 Hour Time Entry Starting Date: 05/31/2020 Ending Date: 06/13/2020

Date	Dept	Pay Code	Decimal Time	Time hhhmm	Pay Rate	Check Type	Run #	Earn Code	Misc Days	Total Pay
5/31/2020	2	SGA	8.0000	800	\$30.0000	AP		R		\$240.00
Fiscal Year: 2020 Div #: 10 Account #: 5010103001 ? Project: ? Mode: ? Emp Cls: ? 321 Cls: ? Time In Time Out Time Pay Rate Factor: 1.0000 Premium Rate: \$0.0000 Fixed Pay: \$0.00 8:00										
6/1/2020	2	SGA	8.0000	800	\$30.0000	AP		R		\$240.00
Fiscal Year: 2015 Div #: 10 Account #: 5010103001 ? Project: ? Mode: ? Emp Cls: ? 321 Cls: ? Time In Time Out Time Pay Rate Factor: 1.0000 Premium Rate: \$0.0000 Fixed Pay: \$0.00 8:00										
6/2/2020	2	SGA	8.0000	800	\$30.0000	AP		R		\$240.00
Fiscal Year: 2015 Div #: 10 Account #: 5010103001 ? Project: ? Mode: ? Emp Cls: ? 321 Cls: ? Time In Time Out Time Pay Rate Factor: 1.0000 Premium Rate: \$0.0000 Fixed Pay: \$0.00 8:00										
Total Hours:					Totals		Total Pay:			

Detail Entry Quick Entry

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:

Payroll Paycheck Calculation Pay Period: BW BI-WEEKLY

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

Scheduled Cycle: 13 Period Starting: 05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020

Period Starting Date: 05/31/2020 Period Ending Date: 06/13/2020 Check Date: 06/19/2020

Calc Checks Edit Checks Preview Chk Create Chk

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:

Payroll Paycheck Calculation

Pay Period: BW BI-WEEKLY

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

Scheduled Cycle: 13 Period Starting: 05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020

Period Starting Date: 05/31/2020 Period Ending Date: 06/13/2020 Check Date: 06/19/2020

Calculate Checks

☐ All Employees Employee #: 020010 ? SAMPLE EMPLOYEE

Frequency for Deductions: 2

☐ Delete Manual Checks

Buttons: Delete Start

Buttons: Calc Checks Edit Checks Preview Chk Create Chk

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:

Microsoft Access

?

Pay Period: BW
 Period Starting Date: 05/31/2020
 Period Ending Date: 06/13/2020
 Frequency for deductions: 2
 Employee #: 020010 SAMPLE EMPLOYEE

Continue?

Buttons: Yes No

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:

Payroll Paycheck Calculation

Pay Period: BW BI-WEEKLY

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

Scheduled Cycle: 13 Period Starting: 05/31/2020 Period Ending: 06/13/2020 Check Date: 06/19/2020

Period Starting Date: 05/31/2020 Period Ending Date: 06/13/2020 Check Date: 06/19/2020

Preview Checks

☐ All Employees Employee #: 020010 ? SAMPLE EMPLOYEE

Report Sort Order

☒ Sort Checks By Employee #
☐ Sort Checks By Employee Name
☐ Sort Checks By Department #/Employee #
☐ Sort Checks By Department #/Employee Name

Department: All Departments

Audit Reports No Departmental Sorting

☐ Print Zero/Negative Checks
☐ Print Negative Leave Balances
☐ Print Abbreviated Preview Register

Buttons: Print

Buttons: Calc Checks Edit Checks Preview Chk Create Chk

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:

Paycheck Cancellation

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

Employee #: 020010 ? SAMPLE EMPLOYEE

Period Ending: [dropdown]

Period Ending	Type	Check No	Period Starting	Check Date
12/28/2019	RG	NoCheck	12/15/2019	01/03/2020
05/30/2020	RG	NoCheck	05/17/2020	06/05/2020
06/13/2020	RG	1	05/31/2020	06/19/2020
06/27/2020	RG	3	06/14/2020	07/03/2020
07/11/2020	RG	4	06/28/2020	07/17/2020

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:

Paycheck Cancellation

Pay Period: BI-WEEKLY Payroll Year: Starting: Ending:

Employee #: Sample Employee II

Period Ending:

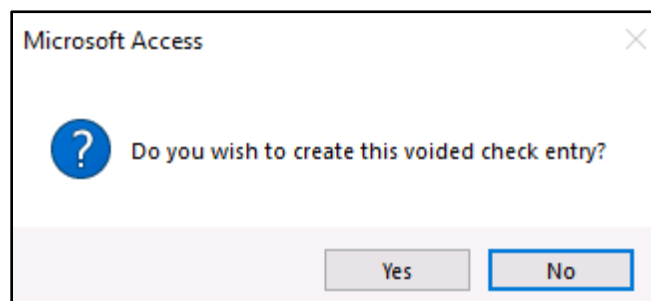
Period Starting Date	Period Ending Date	Check #	Check Date	Check Type	Gross Earnings	Total Taxes	Total Deductions	Net Pay
05/03/2020	05/16/2020	NoCheck	05/22/2020	RG	\$1,250.00	\$439.34	\$810.66	\$0.00

Voided Check Type **Reason Code** **Description**

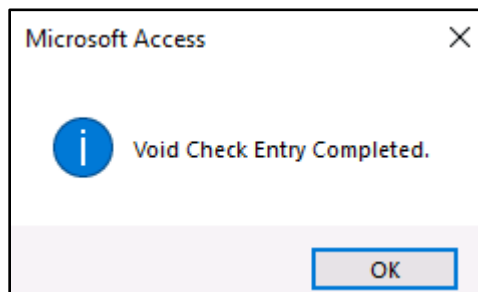
☐ Re-instate Labor Entries **Re-instate CheckType:** **Journal Posting Date:**

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 not 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:

Payroll Paycheck Update

Fiscal Year: 2020 Pay Period: BW BI-WEEKLY

☒ Update Voided Checks

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

Scheduled Cycle: Period Starting: Period Ending: Check Date:

Actual Payroll That Will Be Updated

Period Ending: 05/16/2020 Period Starting: 05/03/2020 Check Date: 05/22/2020

Update Checks

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:

Microsoft Access

Period Starting: 05/03/2020
Period Ending: 05/16/2020
Check Date: 05/22/2020

Start Update?

Yes No

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.

Paycheck Cancellation

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

Employee #: 020010 ? SAMPLE EMPLOYEE

Period Ending: 01/14/2021

Period Starting Date	Period Ending Date	Check #	Check Date	Check Type	Gross Earnings	Total Taxes	Total Deductions	Net Pay
01/01/2021	01/14/2021	NoCheck	01/20/2021	R2	\$2,342.67	\$288.01	\$2,054.66	\$0.00

Voided Check Type

VR ☐ VOID REGULAR CHECK

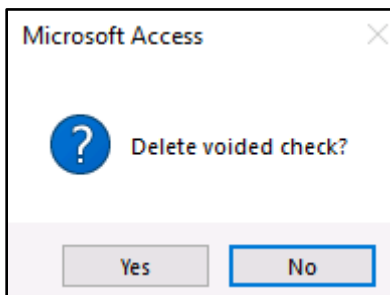
Reason Code

ER ☐ Error

☒ Re-instate Labor Entries Re-instate CheckType: R3 ☐ Journal Posting Date: 03/24/2021

Delete Entry Void Check

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.

Payroll Reset

Pay Period: BW Payroll Year: 2020 Starting: 12/15/2019 Ending: 12/31/2020

☒ Reset month to date totals

☒ Reset quarter to date totals

☒ Reset year to date totals

☐ Reset fiscal to date totals

☐ Reset life to date totals

Update

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 **and updates** 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:

 The screenshot shows a "Payroll Reset" form. At the top, it has fields for "Pay Period" (set to BW) and "Payroll Year" (set to 2020). Below these are "Starting" and "Ending" date fields, both set to 12/31/2020. On the right side, there is a red "STOP" sign icon and a "NET" logo. In the center, there are five checkboxes: "Reset month to date totals" (checked), "Reset quarter to date totals", "Reset year to date totals", "Reset fiscal to date totals", and "Reset life to date totals". At the bottom right, there is an "Update" button.

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 set up with the min/max hours and pay code in the Employee Master (<i>Payroll Button</i>).
	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 made 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.