Payroll Link User's Guide

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Chapter 1: Introducing the Payroll Link Module

The Payroll Link module provides a way to maintain basic codes, distributions, and employee record information and reporting to be used with the MIP Human Resource Management system when in-house payroll processing is not desired. To use this module, the MIP Human Resource Management must be owned and installed.

To Add This Module

1. First the Payroll Link module must be added to an organization by the Administrator.
2. Either add Payroll Link to a current organization (Organization>Add a Module Wizard - Module Panel), or select the Payroll Link module when creating a new organization (File>New Organization Wizard - Modules Panel). For more information on these wizards, see the *Administration* guide.
3. Once the Payroll Link module has been applied to an organization, the Payroll menu selections are available. These selections are integrated into the MIP Accounting menu selections.
4. There are Checklists available for setting up this module and its processes. Please refer to the online help (Help>Contents and Index>Reference) for modular specific menu selections, checklists, and common questions.

Chapter 2: Setting Up and Maintaining Payroll Link

Distribution Codes

Access this form using Maintain>Payroll>Distribution Codes.

Use this form to enter a standard entry template, called a Distribution Code. Distribution Codes allow you to specify, in advance, the funds and/or other account segments to which you want to distribute transaction amounts. Distribution Codes help to reduce transaction entry time and increase accuracy for common entries. Distribution codes are used for the Payroll transaction entry that is created when Payroll is transferred to Accounting. They are the basis for all payroll transactions created by the system. Note that the Payroll module can use the same Distribution Codes as Accounting. When you create a Distribution Code, the system automatically applies the distribution code to both Accounting and Payroll.

More...

When Hours are entered on a line, the system automatically calculates (or recalculates) percentages for each line item. Note that you cannot enter percentages on your own. Generally, use Hours to distribute payroll based upon direct labor hours rather than specifying a fixed distribution (see the following note for further discussion).

Note: Do you want to distribute a payroll based on direct labor hours?
If the payroll distribution is based upon direct labor hours, enter the direct labor hours under the Hours column, and the system automatically computes the related percentage for each line item. Simply set up the initial Distribution Code with all the line items or potential line items that represent the codes to which you will distribute payroll. Then, during timesheet entry, enter the actual direct labor hours for each line item. Payroll will be distributed according to the direct Hours you enter for each line on the timesheet.

All Distribution Codes must have Percentages that equal 100 percent. Dollar amounts are applied first, and any remainder is applied according to percentages.

General Ledger accounts for Distribution Codes are not entered on this form. They are obtained from the Payroll and Tax Code information (Maintain>Payroll>Benefit Codes and Workers' Compensation Codes; and Maintain>Payroll>Federal Taxes, State Taxes, and Other Taxes).

Fields

Code: Enter a code that describes the payroll transaction template you are creating. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as: | " '.

Status: Specify the status of the Distribution Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued), from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not used regularly, but it still may need to be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in a transaction.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow any processing using a code with a discontinued status.

Description: Enter the description of the Distribution Code.

Distribution Codes: The distribution code must equal 100%. Therefore, if you only enter Dollar amounts, you must add an additional line that equals 100%.

- **Segment Codes:** Enter the codes for the account segments displayed. (All of the segments that were specified when the Chart of Accounts were set up (Maintain>Chart of Accounts Codes) are available here.) All of the segments must be completed on each line. Click Display/Hide Titles to see the codes titles at the bottom left of the form.
- **Percent:** Enter the percentage to distribute to the current line item. There must be at least one line item with a percentage and the total percent must be 100. When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. The system calculates up to four places to the right of the decimal point.

You type...	System displays...
0005	.5%
005, 05, or 5	5%
50	50%

- **Hours:** Enter a value for all line items other than those designating a dollar amount. The system automatically calculates the resulting percentages; percentages cannot be manually entered on any line.
- **Amount:** Enter the fixed amount you want distributed to the current line item. During transfer (when the Accounting entry is created), the system first distributes amounts. If more than one line has an amount, then the system distributes amounts in the order in which they were entered. Any remaining amount is distributed according to percentages.

Tips:

- Use the Reports>Payroll>Lists>Distributions Codes form, to print the data entered on this form.
- Distribution Codes are required for Payroll. When entering timesheets, specify, for each Earning Code, the related Distribution Code. The Distribution Codes tell the system—through the transfer process—how to distribute salary-, benefit- and tax-related expenses among the various Account Code segments in the system.
- When Tracking Labor Hours, use one line item per distribution. So that each Distribution Code contains one distribution only. This is the most accurate way to track labor hours and earnings.
- For other employer expense-related items—such as benefits, workers' compensation, and federal, state, and other taxes—specify how the expense is distributed using the Distribution tabs on the various Tax and Code forms (such as the Benefit Codes form, the Federal Taxes form, or the State Taxes form). The Distribution tab allows you to designate whether you want the benefit or tax expense to follow the Distribution Code(s) related to earnings, or to follow a separate Distribution Code.
- Distribution Codes distribute amounts according to the dollar amounts (if any) and percentages or hours entered. Use dollar amounts when there are line items with fixed distribution amounts (that is, the same dollar amount each time, regardless of the total amount of the distribution).
- You can have as many or as few Distribution Codes as required, based on the complexity of allocations. Different types of earnings may be distributed differently. Also, each employee might have a different mix of segments to which payroll is normally distributed. In this case, create a Distribution Code for each employee (you might use each employee's ID as the Distribution Code ID for easier identification). Otherwise, create one Distribution Code and use it for all earnings/employees.
- All distribution codes can be viewed, including those that are specified as Accounting only. However, Accounting only distribution codes cannot be edited in Payroll. Accounting only distribution codes can be copied to a Payroll only code using Copy , as long as the two distribution codes have unique code names.

Distribution Code Buttons

	Copy Distribution Code: Use this button to create an exact copy of an existing Distribution Code.
	Display/Hide Titles: Use this button to show or hide the account titles for each of the codes in the Distribution Codes table.

Copy Distribution Code

Access this form using Maintain>Payroll>Distribution Codes> Copy.

Use this form to create an exact copy of a Distribution Code. Select an existing Distribution Code that you want to copy, and then enter the name of the new Distribution Code, a Description, and designate which system the code Applies To—Payroll, both Accounting and Payroll, or Accounting only. This process produces an exact duplicate of the original Distribution Code.

Fields

Copy From Distribution Code: Select an existing Distribution Code that you want to copy.

Copy To

- **Distribution Codes:** Enter the name of the *new* Distribution Code. The Drop-Down Lookup displays existing Distribution Codes that are *not* available. Using a word for the code makes selecting the appropriate Distribution Code easier at transaction entry time.
- **Apply To:** Select whether to apply the Distribution Codes to Payroll (P), both Accounting and Payroll (B), or Accounting (A).
- **Description:** Enter the description for the *new* Distribution Code.

Display/Hide Titles

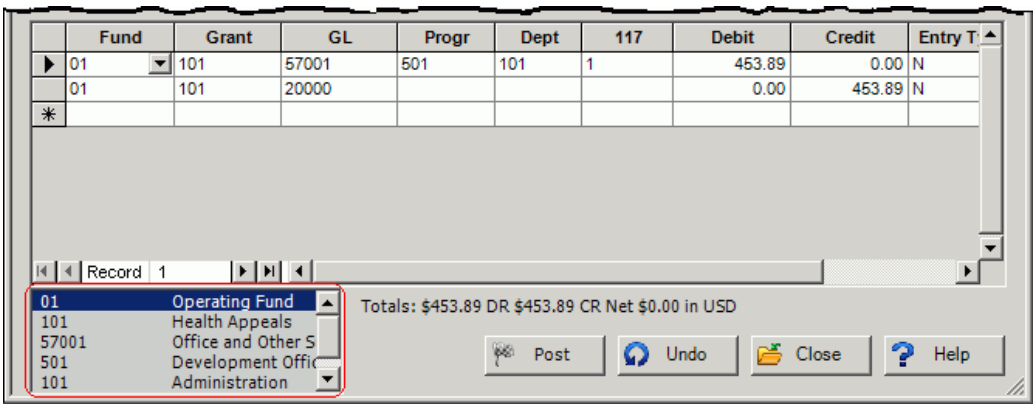
Access this feature using Maintain>Payroll>Distribution Codes> Display/Hide Titles.

Use this button to show or hide the Display Account Titles table.

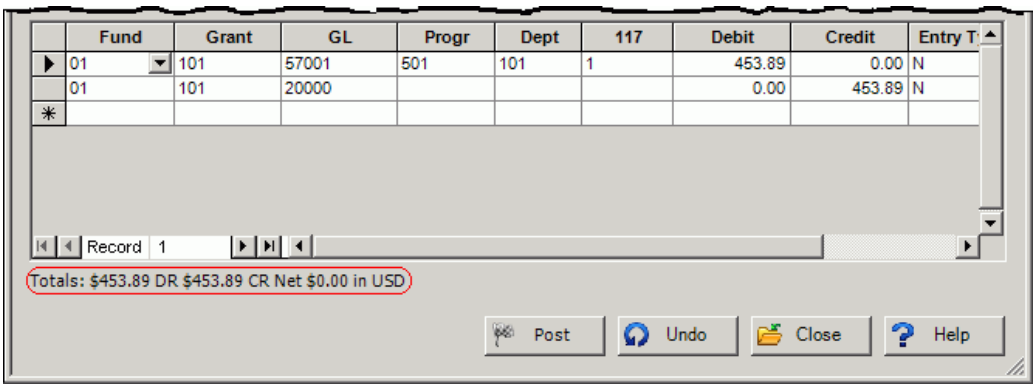
- When this button is "on," the system displays the Display Account Titles table in the lower left-hand corner of the form. This table shows the account titles for each of the codes (GL, Fund, Program, and so on) in the Transaction Entry table. When you are in the Transaction Entry table, and you click a segment code, the system displays its title.
- When this button is "off," the totals display in the left-hand corner of the form.

Display/Hide Titles Example

The following example shows the account titles when the button is "on."



This example hides the account titles when the button is "off."



Federal Taxes

Use this form to specify how the system is to account for the federal tax withheld from employees' checks. This not only accommodates the employee's federal tax withholding, but also the employer-paid federal tax expense. Also, you can specify the federal unemployment tax information.

Federal Taxes - Federal Tab

Access this tab using Maintain>Payroll>Federal Taxes.

Use this form to specify how the system is to account for the federal tax withheld from employees' checks. This not only accommodates the employee's federal tax withholding, but also the employer-paid federal tax expense. Also, you can specify the federal unemployment tax information.

On this tab, select the Liability and Expense Accounts that the system should use to account for Social Security Taxes, Medicare, and Federal Unemployment Taxes.

Fields

Federal Taxes Tax Account, Code, Title: The Tax Account column, displays the types of federal tax accounts to apply account assignments. Select an existing account code or enter a new one in the Code column. The system displays a description for the code in the Title column. All Expense and Liability accounts must be existing, active or inactive General Ledger accounts that are not subledger-type accounts.

- **FIT Withholding Liability:** This is the liability account for Federal Withholding Taxes.
- **Social Security Expense:** This is the General Ledger expense account for Social Security Taxes.
- **Social Security Liability:** This is the General Ledger liability account for Social Security Taxes.
- **Medicare Expense:** This is the General Ledger expense account for Medicare.
- **Medicare Liability:** This is the General Ledger liability account for Medicare.
- **Federal Unemployment Expense:** This is the General Ledger expense account for Federal Unemployment Tax.
- **Federal Unemployment Liability:** This is the General Ledger liability account for Federal Unemployment Tax.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- The FUTA rate is based on the existence of SUTA. When state tax information was set up (Maintain>Payroll>State Taxes), if the State Unemployment Tax check box (on the State tab) was not selected, or if the SUTA Percentage of Wages was 0% (on the Tax tab), the amount of FUTA calculated for the state will be 6.0%. Otherwise, FUTA will be calculated at .6%.
- The calculation of federal tax FIT and MC are provided by the system; the official values for FUTA, FICA, and SS are also provided but can be manually maintained if mid-year adjustments occur before a normal software update. The earning, benefit, and deduction amounts that are flagged as subject to the specified federal tax are used in the calculation of the tax.
- Expense Accounts are only used for the employer portion of applicable taxes.

Federal Taxes - Employee FICA Taxes Tab

Access this tab using Maintain>Payroll>Federal Taxes.

Use this tab to edit the employee's federal withholding tax information for Social Security. The system defaults to the current federal values for Maximum Annual Subject Wages and Percent of Wages.

Use the Calculation Method *current* if mid-year rate changes occur that are not retroactive. Alternatively, select *year-to-date* to perform an all-in-one catch up. When selected, this will adjust the employee's next payroll check to ensure year-to-date withholding and expense accruals are accurate to the point in time when the check is calculated.

Fields

Social Security Tax: Change the Maximum Annual Subject Wages, Percent of Wages, and Calculation Method for the Employee's Social Security Tax. This will effect every employee's federal taxes. The system displays the current and past year's official federal withholding tax values.

- **Override Official Values:** Select this check box to enable the Maximum Annual Subject Wages and Percent of Wages fields, so that you can manually enter the wage information for these fields.

- **Maximum Annual Subject Wages:** Accept the default or enter the employee's maximum subject wages for the Social Security tax.
- **Percent of Wages:** Accept the default or enter the employee's percentage of maximum subject wages for the Social Security tax.
- **Calculation Method:** Accept the default of Y (Year-to-Date) or select a Calculation Method of C (Current). Select *current* if mid-year rate changes occur that are not retroactive. Alternatively, select *year-to-date* to perform an all-in-one catch up. When selected, this will adjust the next payroll check to ensure year-to-date withholding and expense accruals are accurate to the point in time when the check is calculated.

Medicare Tax: The system displays the Maximum Annual Subject Wages and Percent of Wages for the Employee's Medicare Tax. This effects every employee's federal taxes. The system displays the current and past year's official federal withholding tax values.

- **Maximum Annual Subject Wages:** The system displays the employee's maximum subject wages for the Medicare tax.
- **Percent of Wages:** The system displays the employee's percentage of maximum subject wages for the Medicare tax.

2026 Official Values: The values displayed in these fields are the official federal rates for the current year. Displayed are the Maximum Annual Subject Wages and Percent of Wages for both Social Security and Medicare taxes.

2025 Official Values: The values displayed in these fields are the official federal rates for the past year. Displayed are the Maximum Annual Subject Wages and Percent of Wages for both Social Security and Medicare taxes.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- The FUTA rate is based on the existence of SUTA. When state tax information was set up (Maintain>Payroll>State Taxes), if the State Unemployment Tax check box (on the State tab) was not selected, or if the SUTA Percentage of Wages was 0% (on the Tax tab), the amount of FUTA calculated for the state will be 6.0%. Otherwise, FUTA will be calculated at .6%.
- The calculation of federal tax FIT and MC are provided by the system; the official values for FUTA, FICA, and SS are also provided but can be manually maintained if mid-year adjustments occur before a normal software update. The earning, benefit, and deduction amounts that are flagged as subject to the specified federal tax are used in the calculation of the tax.
- Additional Medicare Tax for high income wage earners: When an employee's wages subject to Medicare exceed $200,000.00 for the calendar year an additional .09% of Medicare tax will be added to the Employee portion and withheld at 2.35%. For those employees who exceed the $200,000.00 threshold, this additional amount is reported separately on the 941 Worksheet report.

Federal Taxes - Employer FICA Taxes Tab

Access this tab using Maintain>Payroll>Federal Taxes.

Use this tab to edit the employer paid federal withholding tax information for Social Security. The system defaults to the current federal values for Maximum Annual Subject Wages and Percent of Wages.

Fields

Social Security Tax: Change the Maximum Annual Subject Wages, Percent of Wages, and Calculation Method for the Social Security Tax. This will effect the employer paid federal taxes. The system displays the current and past year's official federal withholding tax values.

- **Override Official Values:** Select this check box to enable the Maximum Annual Subject Wages and Percent of Wages fields, so that you can manually enter the wage information for these fields.
- **Maximum Annual Subject Wages:** Accepts the default or enter the maximum subject wages for the Social Security tax.

- **Percent of Wages:** Accept the default or enter the percentage of maximum subject wages for the Social Security tax.
- **Calculation Method:** Accept the default of Y (Year-to-Date) or select a Calculation Method of C (Current). Select current if mid-year rate changes occur that are not retroactive. Alternatively, select year-to-date to perform an all-in-one catch up. When selected, this will adjust the employee's next payroll check to ensure year-to-date withholding and expense accruals are accurate to the point in time when the check is calculated.

Medicare Tax: The system displays the Maximum Annual Subject Wages and Percent of Wages for the Medicare Tax. This effects the employer paid federal taxes. The system displays the current and past year's official federal withholding tax values.

- **Maximum Annual Subject Wages:** The system displays the maximum subject wages for the Medicare tax.
- **Percent of Wages:** The system displays the percentage of maximum subject wages for the Medicare tax.

2026 Official Values: The values displayed in these fields are the official federal rates for the current year. Displayed are the Maximum Annual Subject Wages and Percent of Wages for both Social Security and Medicare taxes.

2025 Official Values: The values displayed in these fields are the official federal rates for the past year. Displayed are the Maximum Annual Subject Wages and Percent of Wages for both Social Security and Medicare taxes.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- The FUTA rate is based on the existence of SUTA. When state tax information was set up (Maintain>Payroll>State Taxes), if the State Unemployment Tax check box (on the State tab) was not selected, or if the SUTA Percentage of Wages was 0% (on the Tax tab), the amount of FUTA calculated for the state will be 6.0%. Otherwise, FUTA will be calculated at .6%.
- The calculation of federal tax FIT and MC are provided by the system; the official values for FUTA, FICA, and SS are also provided but can be manually maintained if mid-year adjustments occur before a normal software update. The earning, benefit, and deduction amounts that are flagged as subject to the specified federal tax are used in the calculation of the tax.

Federal Taxes - FUTA Taxes Tab

Access this tab using Maintain>Payroll>Federal Taxes.

Use this tab to edit the employer paid federal unemployment tax information. The system defaults to the current federal values for Maximum Annual Subject Wages and Percent of Wages.

Fields

FUTA Tax: Select the override check box, then enter changes to the Maximum Annual Subject Wages and Percent of Wages for the FUTA Tax. The system displays the current and past year's official federal withholding tax values.

- **Override Official Values:** Select this check box to enable the Maximum Annual Subject Wages and Percent of Wages fields, so that you can manually enter the wage information for these fields.
- **Maximum Annual Subject Wages:** Accept the default or enter the maximum subject wages for the Federal Unemployment tax.
- **Percent of Wages:** Accept the default or enter the percentage of maximum subject wages for the Federal Unemployment tax. This percent cannot be less then the lowest FUTA Credit Rate entered for any State in the system, using Maintain>Payroll>State Taxes>Tax tab.

2026 Official Values: The values displayed in these fields are the official federal rates for the current year. Displayed are the Maximum Annual Subject Wages and Percent of Wages for the FUTA tax.

2025 Official Values: The values displayed in these fields are the official federal rates for the past year. Displayed are the Maximum Annual Subject Wages and Percent of Wages for the FUTA tax.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- If the override check box is un-checked after you made changes to the Maximum Annual Subject Wages or Percent of Wages fields, the system returns to the default current year official values.
- The FUTA rate is based on the existence of SUTA. When state tax information was set up (Maintain>Payroll>State Taxes), if the State Unemployment Tax check box (on the State tab) was not selected, or if the SUTA Percentage of Wages was 0% (on the Tax tab), the amount of FUTA calculated for the state will be 6.0%. Otherwise, FUTA will be calculated at .6%.
- The calculation of federal tax FIT and MC are provided by the system; the official values for FUTA, FICA, and SS are also provided but can be manually maintained if mid-year adjustments occur before a normal software update. The earning, benefit, and deduction amounts that are flagged as subject to the specified federal tax are used in the calculation of the tax.

Federal Taxes - Distribution Tab

Access this tab using Maintain>Payroll>Federal Taxes.

Use this tab to specify how to distribute the employer's portion of the federal tax expense. Choose to have federal tax amounts distributed the same way the employee's earnings are distributed; distribution can be limited to the earnings used to calculate the federal tax; or distribute federal tax expense using the specific Distribution Code entered on this tab.

Fields

Distribution of the Employer-Paid Federal Tax Expense Should: Select one of the three options (Follow Earnings on Timesheet, Follow Earnings Used to Calculate the Tax, or Use Distribution Code) for the system to distribute employer paid federal taxes. If Use Distribution Code is selected, enter an existing Distribution Code.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- Many grants and contracts allow federal taxes to be charged directly to the funding source. In this case, choose Follow Earnings on Timesheet or Follow Earnings Used to Calculate the Tax. The employer's portion of the federal taxes is distributed to the same Account Codes (Fund and any other account segments except General Ledger) as the employee's earnings. In other words, the Distribution Codes used to distribute the employee's earnings are also used to distribute the federal tax. If more than one Distribution Code is used to distribute the employee's earnings, the federal taxes are distributed based upon a weighted average of the distributed earnings.
- If there are one or more funding sources to which you do not distribute federal taxes (because you may have a negotiated rate or federal taxes are simply disallowed), you can choose the Use Distribution Code Distribution method. For this method, specify the exact Distribution Code to distribute the federal taxes, which may be entirely or partially distributed to overhead. If a Distribution Code is specified on this tab, it should be an existing Distribution Code.
- This only applies to employer-paid taxes, such as FUTA, Social Security, and Medicare.

State Taxes

Use this form to specify how the system is to account for the state tax withheld from employees' checks. This not only accommodates the employee's state tax withholding, but also the employer-paid state tax expense. Also, you can specify the federal unemployment tax credit rate information.

State Taxes - State Tab

Access this tab using Maintain>Payroll>State Taxes.

Use this form to specify how the system is to account for the state tax withheld from employees' checks. This not only accommodates the employee's state tax withholding, but also the employer-paid state tax expense. Also, you can specify the federal unemployment tax credit rate information.

On this tab, set up codes for the states in which employees are subject to tax. Also, specify which taxes are included: state withholding and/or state unemployment. A calculation method is also required for State Unemployment Tax. And finally, enter the organization's Employer Tax ID number.

Fields

Code: Enter a two-character state or territory code.

State Withholding State Withholding Tax, Tax Account ID: Select State Withholding Tax, if applicable, and enter the SWT tax account ID number for the selected state.

State Unemployment State Unemployment Tax, Tax Account ID, Calculation Method: Select State Unemployment Tax, if applicable. Enter the SUTA tax account ID number for the selected state and a Calculation Method of Current or Year-to-Date (historical) must be selected.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- Each applicable state's withholding tables do not have to be entered. These are built into the system. Once a state has been entered, the system automatically accesses that state's tax tables.
- Note that once a particular state has been activated for either state withholding and/or state unemployment, this state must be included on the employee's Maintain>Payroll>Employee Information form to make it applicable for that employee.
- If the State Withholding Tax box is selected, a liability account is required on the Tax tab. If the State Unemployment box is selected, the following are required on the Tax tab:
  - Expense Account (if Employer is selected),
  - Liability Account (if Employer and/or Employee are selected),
  - Maximum Annual Subject Wages for the Employer (if Employer is selected), or Maximum Annual Subject Wages for the Employee (if Employee is selected), and
  - Percent of Wages for the Employer (if Employer is selected), or Percent of Wages for the Employee (if Employee is selected).
- If your organization is not subject to SUTA and your state does not require SUTA reporting, then clear the State Unemployment Tax check box. If your organization is not subject to SUTA but your state *does* require SUTA reporting, select the State Unemployment Tax check box, then enter a percentage of "0" in the Percentage of Wages box on the Tax tab. In both cases, the amount of FUTA will be calculated at 6.0%. Otherwise, FUTA will be calculated at .6%.
- Select a calculation method of *current* to allow for mid-year rate changes. Alternatively, select *year-to-date* to average the history of the SUTA tax calculated. With this method, if there is a rate change for SUTA, the increase or decrease is averaged year-to-date.

State Taxes - Tax Tab

Access this tab using Maintain>Payroll>State Taxes.

Use this tab to specify the accounts the system should use to create entries for state withholding taxes, and to specify the Expense and Liability Accounts to which the taxes apply. Also, you can specify a state's federal unemployment tax credit rate information.

Fields

State Withholding Tax

- **Liability Account:** Enter the General Ledger liability account for state withholding. This box is required if the State Withholding Tax box was selected on the State tab.

State Unemployment Tax

- **Employer, Employee:** Select the party or parties that are responsible for paying State Unemployment Taxes.
- **Maximum Annual Subject Wages:** Enter the maximum subject wages for the employer and/or employee.
- **Percent of Wages:** Enter the percentage of maximum subject wages for employer and/or employee. If zero is entered here, no SUTA tax is calculated, however, subject earnings and gross earnings are accumulated for SUTA reporting purposes. Note that FUTA will be calculated at a rate of 6.0%.
  When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. For example, enter the following numbers to indicate the following percentages:
  0005 = .5%
  005, 05, or 5 = 5%
  50 = 50%
- **Liability Account:** Enter the General Ledger liability account to which the State Unemployment Taxes apply. The account should not be a subledger type account. This box is required if the State Unemployment box was selected on the State tab.
- **Expense Account:** if the Employer pays the tax, enter the General Ledger expense account to which the state Unemployment Taxes apply. The account should not be a subledger-type account.

- This box is required if the State Unemployment box was selected on the State tab, and if Employer is selected on this tab.

Federal Unemployment Tax: Select the override check box, if you need to enter changes to the FUTA Credit Rate for the FUTA Tax. The system defaults to 5.4%, which is the maximum allowed by the federal government. Check the federal regulations as some states are required to reduce the amount of credit taken below 5.4%.

- **Override Default Credit Rate:** Select this check box to enable the FUTA Credit Rate field, so that you can manually enter the credit rate information for the selected State.
- **FUTA Credit Rate:** Accept the default of 5.4% or enter a rate that is lower than the maximum allowed for the Federal Unemployment tax credit. For example, if your state is required to reduce the Federal Unemployment tax credit by .3%, you would enter 5.1% in this field. This value must be greater than or equal to zero and less than the active Percent of Wages defined on the Maintain>Payroll>Federal Taxes>FUTA Taxes form.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- All Expense and Liability Accounts must be existing General Ledger accounts, and should be either Active or Inactive. They cannot be subledger-type accounts.
- If State Withholding Tax was chosen on the previous tab, the corresponding portion of this tab is available for entering accounting information. Likewise, if State Unemployment Tax was chosen on the previous tab, the State Unemployment Tax portion of this tab is available.
- For State Unemployment Tax, if Employer is selected, the Employee-related Maximum Subject Wages and Percent of Wages are not available. Likewise, if Employee is selected, the Employer-related Maximum Annual Subject Wages, Percent of Wages, and Expense Account are not available. If both of them are selected, all boxes are available.
- Even if State Unemployment Tax is employer paid, the appropriate state must be entered on the Employee Information form (Maintain>Payroll>Employee Information - State Tax Tab). Otherwise, State Unemployment Taxes are not calculated.
- If your organization is not subject to SUTA and your state does not require SUTA reporting, then clear the State Unemployment Tax check box. If your organization is not subject to SUTA but your state does require SUTA reporting, select the State Unemployment Tax check box, then enter a percentage of "0" in the Percentage of Wages box on the Tax tab. In both cases, the amount of FUTA will be calculated at 6.0%. Otherwise, FUTA will be calculated at .6%.

State Taxes - Distribution Tab

Access this tab using Maintain>Payroll>State Taxes.

Use this tab to specify how to distribute State Unemployment Taxes only if paid by the Employer. Choose to have state unemployment amounts distributed the same way the employee's earnings are distributed; limit distribution to the earnings used to calculate the state tax; or distribute State Unemployment Taxes using a specific Distribution Code selected on this tab.

Fields

Distribution of the Employer-Paid State Unemployment Tax Expense Should: Select one of the three options (Follow Earnings on Timesheet, Follow Earnings Used to Calculate the Tax, or Use Distribution Code) for the system to distribute the accounting entry for the employer paid SUTA. If Use Distribution Code is selected, enter an existing Distribution Code or select one from the drop-down list. Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.

Tips:

- Many grants and contracts allow State Unemployment Taxes to be charged directly to the funding source. In this case, choose Follow Earnings on Timesheet or Follow Earnings Used to Calculate the Tax. The State Unemployment Taxes are distributed to the same Account Codes (Fund and any other account segments except General Ledger) as the employee's earnings. In other words, the Distribution Codes used to distribute the employee's earnings are also used to distribute the State Unemployment Tax. If more than one Distribution Code is used to distribute the employee's earnings, the State Unemployment Taxes are distributed based upon a weighted average of the distributed earnings. (State Withholding is not an expense of the employer and therefore does not require allocation.)
- If there are more funding sources to which you do not distribute State Unemployment Taxes (because you may have a negotiated rate or State Unemployment Taxes are simply disallowed), choose the Use Distribution Code distribution method. For this method, specify the exact Distribution Code to distribute the State Unemployment Taxes, which may be entirely or partially distributed to overhead. If a Distribution Code is specified on this tab, it must be an existing Distribution Code.

Other Taxes

Use this form to set up tax codes for the localities in which your employees are subject to tax, as well as most State Disability Insurance (SDI), and Temporary Disability Insurance (TDI) withholding and expensing formulas. On the subsequent tabs, specify how to calculate and account for these other taxes. Additionally, you will specify how to distribute the Employer tax (if any).

Other Taxes - Tax Code Tab

Access this tab using Maintain>Payroll>Other Taxes.

Use this form to set up tax codes for the localities in which your employees are subject to tax, as well as most State Disability Insurance (SDI), and Temporary Disability Insurance (TDI) withholding and expensing formulas. On the subsequent tabs, specify how to calculate and account for these other taxes. Additionally, you will specify how to distribute the Employer tax (if any).

On this tab, create tax codes, enter your organization's Employer Tax ID number, and specify which withholding taxes apply: Employee and/or Employer.

Fields

Tax Code: Enter a new tax code. Make the first few characters of the code unique so that the paycheck displays a useful identifier. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Status: Specify the status of the tax code . When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued), from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not being used regularly for payroll, but it could be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in the payroll process.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow payroll to be processed using a code with a discontinued status.

Title: Enter the description of the tax code.

Aatrix ® Tax Type: Click Find to select the appropriate Aatrix Tax Type for local or other tax types. Use the Filter to display the most applicable items. This is for Aatrix reporting purposes only, and displays on the Other Taxes List report.

Employer Tax ID: Enter the employer tax ID number for the tax code.

Applicable Taxes Employee, Employer: Select whether the tax is paid by the Employee and/or Employer for the designated code. Note that Employee is not an employer expense and therefore is not distributed as an expense.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- If the Employee Applicable Taxes check box is selected, the Employee Taxes tab becomes available and the following fields are required: A Calculation Basis, Liability Account, Calculation Type, and at least one line in the Employee Rate table.
- Likewise, if the Employer Applicable Taxes check box is selected, the Employer Taxes and Distribution tabs become available and the following fields are required: An Expense Account, Liability Account, Calculation Type, at least on line in the Employer Rate table must be completed, and select the distribution that the Employer Other Tax expense should follow.

Other Taxes - Employee Taxes Tab

Access this tab using Maintain>Payroll>Other Taxes.

Use this tab to specify how the system should account for the employee withholding tax. Select the Withholding Tax's calculation basis, the General Ledger Liability Account, and the calculation type. The Employee Rate Table displays columns based on the Calculation Type selected. Enter exemptions/deductions, if applicable.

Fields

Calculation Basis: Select a calculation basis to determine the subject wages to be used for calculating the other tax.

- **Taxable Earnings:** Earnings, benefits, and deductions used in the employee's timesheet that are flagged as subject to other withholding tax.
- **Federal Withholding:** Earnings, benefits, and deductions used in the employee's timesheet that are flagged as subject to *both* federal and other withholding tax.

- **State Withholding:** Earnings, benefits, and deductions used in the employee's timesheet that are flagged as subject to *both* state and other withholding tax.

Liability Account: Enter the General Ledger Liability Account for withholding tax. The Liability Account must be an existing Active or Inactive General Ledger account that is not a subledger-type account.

Calculation Type: Select the calculation type and use the employee rate table to set up the tax calculation. The following describes each calculation type:

- Annual Base Tax - Taxes are calculated according to a fixed amount.
- Annual Tiered Tax - Tax rates change based on income levels, multiple lines are needed.
- Annual Tiered Tax with Cap Option - Tax rates change based on income levels, multiple lines are needed.
- Base Tax per Period with Minimum Wage Threshold - Taxes are calculated according to a fixed amount after a minimum wage amount is met for the pay period.
- Percent of Annual Wages with Cap Option - Taxes are calculated on a year-to-date or current pay period basis according to a flat percentage.
- Percent of Wages with Pay Cycle Cap Option - Taxes are calculated on a pay period basis according to a flat percentage.

Employee Rate Table: The amounts and percentages entered in this table are used in the calculation of the withholding tax. You must complete at least one line of this table if the Employee Applicable Taxes check box was selected on the Tax Code tab. The following describes the possible Calculation Type selection and what columns display in the Employee Rate Table:

When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. For example, enter the following numbers to indicate the following percentages:

0005 = .5%

005, 05, or 5 = 5%

50 = 50%

The system calculates up to four places to the right of the decimal point.

- "Annual Base Tax" (page 27) - Enter the annual amount in the **Base Tax** column, the system divides the amount by the number of annual pay periods (selected on the

- Maintain>Payroll>Processing Groups>Group tab>Pay Cycle) to determine the employee's tax for each pay period. Note that the Exemptions/Deductions table is not available.
- "Annual Tiered Tax" (page 27) - Enter the Annual amount in the **Base Tax** column. To apply a maximum amount of earnings taxed, enter the amount in the **Taxable Amount Under** column. For a very large number, enter 999,999,999.99. If no maximum is needed, enter 0. If there is an **Exclusion** amount, the system reduces the annualized taxable wages by the exclusion amount. The system then applies the **Percent** rate to the resulting number, and adds the base tax to get the total annual tax amount. This amount is then divided by the employee's number of pay periods to get the tax withholding for a specific pay period. (The system first locates the line in the rate table that applies to the employee's annualized taxable wages (annualized gross taxable earnings less exemptions/deductions).)
- "Annual Tiered Tax with Cap Option" (page 28) - Enter the Annual amount in the **Base Tax** column. To apply a maximum amount of earnings taxed, enter the amount in the **Taxable Amount Under** column. For a very large number, enter 999,999,999.99. If no maximum is needed, enter 0. If there is an **Exclusion** amount, the system reduces the annualized taxable wages by the exclusion amount. The system then applies the **Percent** rate to the resulting number, and adds the base tax to get the total annual tax amount. This amount is then divided by the employee's number of pay periods to get the tax withholding for a specific pay period. (The system first locates the line in the rate table that applies to the employee's annualized taxable wages (annualized gross taxable earnings less exemptions/deductions).) The CAP is applied if the YTD Tax Withheld is greater than the calculated Annualized Tax then subtracting the calculated Annualized Tax from the YTD Tax Withheld.
- "Base Tax per Period with Minimum Wage Threshold" (page 30) - Enter the amount in the **Base Tax** column. Enter the **Wage Threshold** amount and select the **Wage Threshold Period** of *Calendar Month* or *Calendar Year*. The base tax is applied once per wage threshold period after the wage threshold is met or exceeded. Note that the Exemptions/Deductions table is not available.
- "Percent of Annual Wages with Cap Option" (page 31) - Enter the **Percent** and select the **Calculation Method** of *Year To Date* or *Current*. To apply a maximum amount of earnings taxed, enter the amount in the **Taxable Amount Under** column. If there is no maximum amount of earnings taxed, the Taxable Amount Under may be left at 0 and no maximum will be applied, or you can enter a large number such as 999,999,999.99 to be applied as the maximum.

- "Percent of Wages with Pay Cycle Cap Option" (page 32) - Enter the **Percent** and the **Pay Cycle Cap** amount for each of the Pay Cycles (Monthly, Semimonthly, Biweekly, Weekly). The system applies a flat percentage that is capped at a certain amount for each pay cycle.

Exemptions/Deductions Code, Description, Annual Amount: For each applicable exemption/deduction, enter a code, description, and the annual amount according to the taxing authority. This only applies to the Annual Tiered Tax with Cap Option and Percent of Annual Wages with Cap Option Calculation Types.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- To calculate an employee's withholding taxes, the system uses the information that was entered on the following two forms:
- Other Taxes (Maintain>Payroll>Other Taxes) could be used for local taxes, State Disability Insurance (SDI), and Temporary Disability Insurance for your organization.
- Employee Information (Maintain>Payroll>Employee Information) customizes that tax information for each employee.
- For detailed calculation information, see Calculating Other Withholding Taxes.

Other Taxes - Rate Table Example

This table shows which calculation type is available to the Employee and/or Employer:

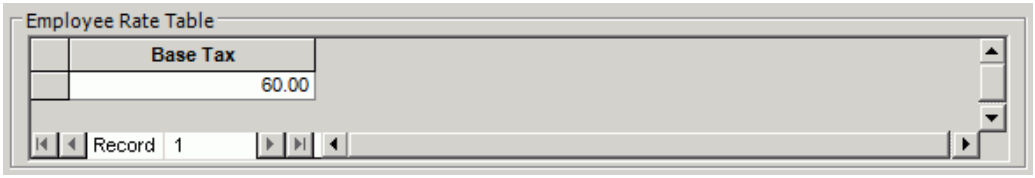
Calculation Type	Employee	Employer
Annual Base Tax	X	
Annual Tiered Tax	X	
Annual Tiered Tax with Cap Option	X	
Base Tax per Period with Minimum Wage Threshold	X	X
Fixed Amount		X
Percent of Annual Wages with Cap Option	X	

Calculation Type	Employee	Employer
Percent of Wages with Cap Option		X
Percent of Wages with Pay Cycle Cap Option	X	

The following are examples of the Other Taxes Calculation Types:

Annual Base Tax

Suppose you have a tax that is a set annual amount of $60, regardless of income. The annual amount is entered in the Base Tax column. Below is an example of the Annual Base Tax:



In this case, the system simply divides the tax by the employee's number of pay periods to determine the employee's tax per paycheck. So, employees that are paid monthly would be assessed a $5 tax every pay period (60/12 = 5).

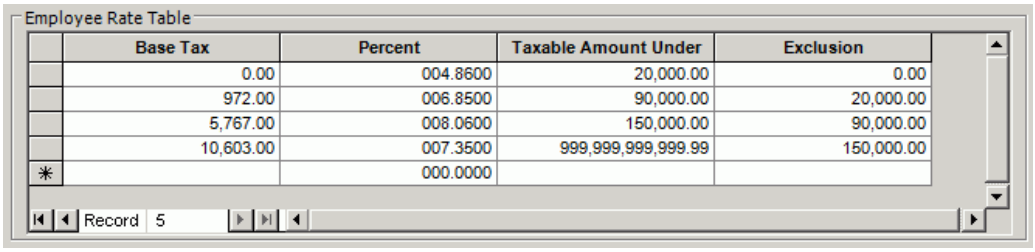
Annual Tiered Tax

Suppose you have a tax that has rate changes based on income levels, such as follows:

- If the taxable earnings are $0.00 to $20,000.00, the base tax is $0.00, the rate is 4.86%, and there is no exclusion amount.
- If the taxable earnings are $20,000.01 to $90,000.00, the base tax is $972.00, the rate is 6.85%, and there is an exclusion of $20,000.00.
- If the taxable earnings are $90,000.01 to $150,000.00, the base tax is $5,767.00, the rate is 8.06%, and there is an exclusion of $90,000.00.
- If the taxable earnings are over $150,000.01, the base tax is $10,603.00, the rate is 7.35%, and there is an exclusion of $150,000.00.
- If no limitation on taxable earnings , enter a large value such as 999,999,999.99 as the Taxable Amount Under value in the last row of the table.

The base taxes are entered in the Base Tax column, the rates are entered in the Percent column, the ranges in taxable earnings are represented in the Taxable Amount Under column, and the

exclusions are entered in the Exclusion column. The cap will be applied based on the last value entered as the Taxable Amount Under in the last row of the table. Below is an example of the Annual Tiered Tax.


Employee Rate Table

	Base Tax	Percent	Taxable Amount Under	Exclusion
	0.00	004.8600	20,000.00	0.00
	972.00	006.8500	90,000.00	20,000.00
	5,767.00	008.0600	150,000.00	90,000.00
	10,603.00	007.3500	999,999,999,999.99	150,000.00
*		000.0000		

Record 5

In this case, an employee has annualized taxable wages of $62,000. The system uses line 2 to determine the exclusion tax as follows:

The system taxes the second tier, based on the example of a $62,000 salary, equates to $42,000 (62,000-20,000) and is taxed at 6.85%; which equals an additional $2877.00 in taxes. Finally, the system adds the base tax of $972.00 to the second tiers tax of $2877, and gets a total annual Other Tax of $3849.00. Assuming the employee is paid semi-monthly, the system divides $3849.00 by 24 to get $160.375 and deducts that amount from the employee's paycheck each pay period.

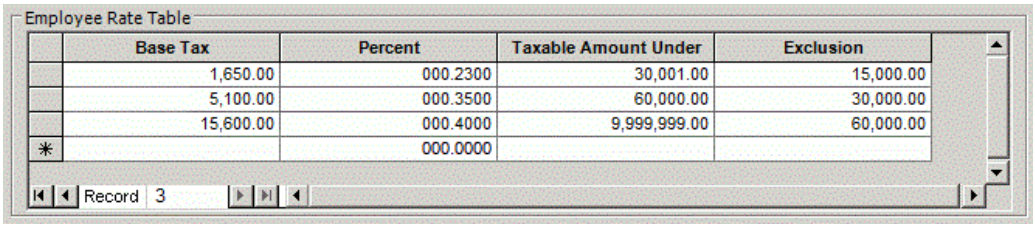
Annual Tiered Tax with Cap Option

Suppose you have a tax that has rate changes based on income levels, such as follows:

- If the taxable earnings are $0.00 to $30,001.00, the base tax is $1,650.00, the rate is .23%, and there is an exclusion of $15,000.
- If the taxable earnings are $30,000.01 to $60,000.00, the base tax is $5,100.00, the rate is .35%, and there is an exclusion of $30,000.
- If the taxable earnings are $60,000.01 to $9,999,999.00, the base tax is $15,600.00, the rate is .4%, and there is an exclusion of $60,000.
- If no limitation on taxable earnings, enter a large value such as 999,999,999.99 as the Taxable Amount Under value in the last row of the table.

The base taxes are entered in the Base Tax column, the rates are entered in the Percent column, the ranges in taxable earnings are represented in the Taxable Amount Under column, and the exclusions are entered in the Exclusion column. The cap will be applied based on the last value

entered as the Taxable Amount Under in the last row of the table. Below is an example of the Annual Tiered Tax with Cap Option.


Employee Rate Table

	Base Tax	Percent	Taxable Amount Under	Exclusion
	1,650.00	000.2300	30,001.00	15,000.00
	5,100.00	000.3500	60,000.00	30,000.00
	15,600.00	000.4000	9,999,999.00	60,000.00
*		000.0000		

Record 3

In this case, an employee has annualized taxable wages of $58,000. The system uses line 2 to determine the exclusion tax as follows:

The system taxes the second tier, based on the example of a $58,000 salary, equates to $28,000 (58,000-30,000) and is taxed at .35%; which equals an additional $98.00 in taxes. Finally, the system adds the base tax of $5,100.00 and gets a total annual Other Tax of $5,198.00. Assuming the employee is paid bi-monthly, the system divides $5,198.00 by 26 to get $216.5833 and deducts that amount from the employee's paycheck each pay period.

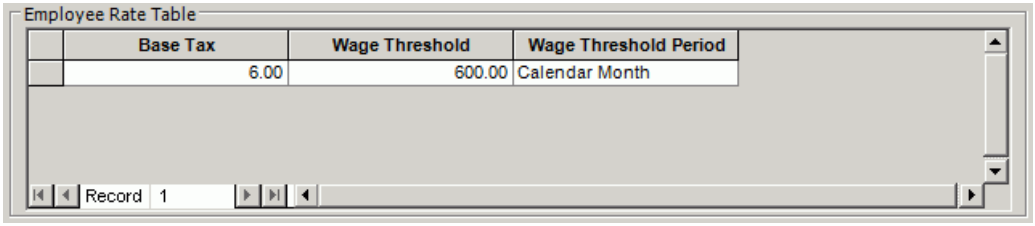
View detailed calculation steps

- Calculate the total annualized tax amount for the current check/voucher
  - Gross taxable earnings multiplied by the number of pay periods to annualize the earnings
  - Subtract the annual exemption amount based the number of exemptions for the employee
  - Determine the applicable tier for the annualized subject taxable earnings
  - Subtract the applicable Exclusion amount from the annualized subject taxable earnings
  - Multiple the annualized subject taxable earnings over the exclusion by the Percentage
  - Add the Base Tax amount to the calculated tax amount which results in the total annualized tax amount
- Calculate the YTD tax amount withheld for the year
- Calculate the maximum tax amount for the current check/voucher
  - Take the applicable tier Taxable Amount Under minus the Exclusion and multiplied by the Percentage
  - Add the Base Tax

- Determine the amount of LWT tax to be withheld
  - Add the total annualized tax amount to the YTD tax amount
  - If the current YTD tax amount is less than the maximum tax for the tier
    - Divided the total annualized tax amount by the number of pay periods to get the LWT tax to withhold
  - If the current YTD tax amount is greater than the maximum tax for the tier
    - Subtract the YTD tax amount from the maximum tax amount
    - If the tax amount is less than zero then set it to zero

Base Tax per Period with Minimum Wage Threshold

Suppose you have a flat amount of tax that must accrue once a month, after a minimum amount (or threshold) of taxable wages are earned during that month.



- If the employee that is paid semimonthly and earns $800 during the first pay period of the month, will have the base tax of $6.00 withheld from their pay check. Then, in the second pay period of the month, nothing will be withhold for the tax. Since the Wage Threshold of $600 was met in the first pay period. Note that because the wage threshold period is Calendar Month, the Base Tax will reset in the first pay period of the following months.
- If the employee is paid $400 and does not meet the Wage Threshold in the first pay period of the Wage Threshold Period, no Base Tax will be withheld on the pay check. In the next pay period, the employee is paid $400, if the pay period occurs within the same Wage Threshold Period, and the employee's total earnings at that time equals or exceeds the Wage Threshold ($400+$400=$800>$600), then the Base Tax $6 will be withheld.
- If the Wage Threshold is not met in the Wage Threshold Period, the Base Tax will not be

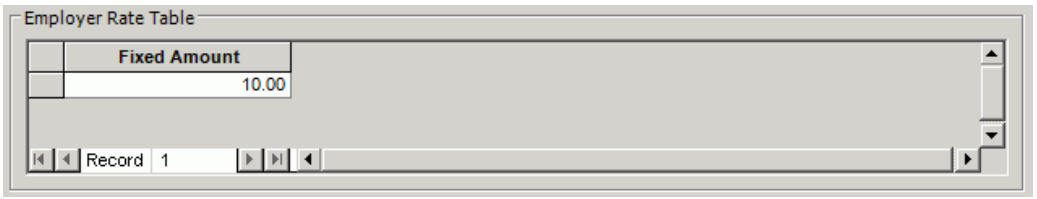
- withheld from the employee's pay check for that Wage Threshold Period.

Note: The withholding tax is only accrued once per Wage Threshold Period.

Note: In the event this calculation type is applied as an employer tax, all the rules are the same except the system will accrue a tax expense rather than withholding from the employee.

Fixed Amount

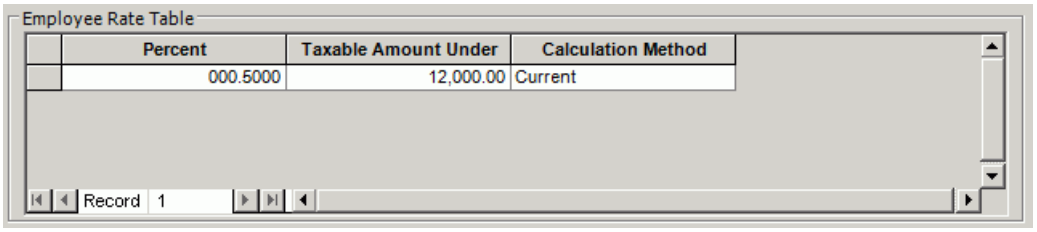
Suppose you have a tax that is set at $10 per pay period, regardless of income and paid by the employer. The amount is entered in the Fixed Amount column. Below is an example of the Fixed Amount Tax:



In this case, the system accrues $10 of tax expense every pay cycle the employee is paid.

Percent of Annual Wages with Cap Option

Suppose you have a withholding tax that has a maximum amount of earnings taxed at $12,000 and a rate of .5%. Below is an example of the Percent of Annual Wages with Cap Option Tax:



In this case, if the employee earns $5,000 monthly in taxable wages, the system multiplies the rate of .5% (entered in the Percent column) by the taxable wages ($5000x.005=$25). The employee has $25 withheld for this pay check until the maximum amount of earning $12,000 (entered in the Taxable Amount Under column) is met which would be in the third pay period ($5000+$5000+$5000=$15000>$12000).

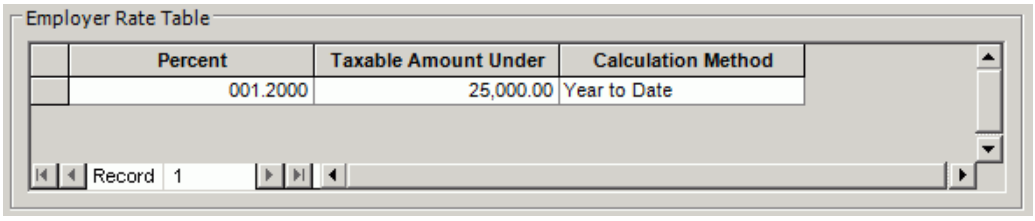
If the calculation Method is Current, then in the above scenario, the system calculates tax based on the current check only. It does not consider year-to-date accrued taxes.

If the Calculation Method is Year to Date, then in the above scenario the system will perform a Year to Date approximation and adjusts the current withholding tax to match what the tax should be according to the approximation. See Calculating Other Withholding Taxes for more information.

Note: In the event this calculation type is applied as an employer tax, all the rules are the same except the system will accrue a tax expense rather than withholding from the employee.

Percent of Wages with Cap Option

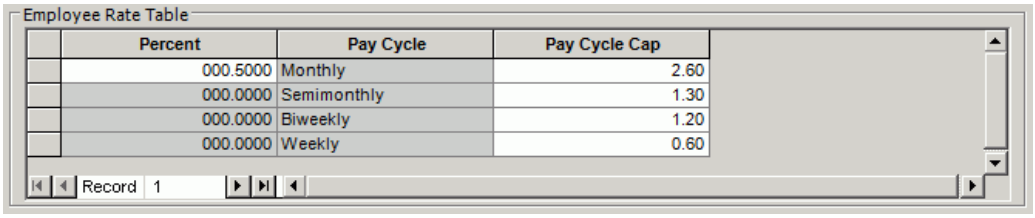
Suppose you have a withholding tax that has a maximum amount of earnings taxed at $25,000 and a rate of 1.2%. Below is an example of the Percent of Wages with Cap Option Tax:



In this case, if the employee earns $6,000 monthly in taxable wages, the system multiplies the rate of 1.2% (entered in the Percent column) by the taxable wages ($6000x.012=$72). The system accrues $72 of tax expense every pay cycle from the employee until the maximum annual tax cap is met. To determine the maximum annual tax cap, divide $25,000 (entered in the Taxable Amount Under column) by 1.2% to get $300. To determine when the Taxable Amount Under is met, you will need to add the current tax for each pay period to get the Total YTD Tax of $300. In this example, the Taxable Amount Under will be exceeded in the fifth pay period ($72+$72+$72+$72+$72=$360>$300). To calculate the Final Current Tax, subtract the Total YTD taxable wages of $24000 ($6,000 x 4) from $25,000 the maximum annual tax cap. The difference is $1,000. And then multiply $1,000 x 1.2% to get the Final Current Tax of $12.

Percent of Wages with Pay Cycle Cap Option

Suppose you have a flat rate with an amount cap by payroll period, such as some state disability insurance or temporary disability insurance. In this case, an employee has a state disability insurance base of .5% to maximum of $0.60 per week rate. Below is an example of the Percent of Wages with Pay Cycle Cap Option.



In this case, an employee has annualized taxable wages of $50,000 and is paid Biweekly. Their state disability insurance has an amount cap of $1.20 per pay period. The system uses line 3 to determine the pay cycle cap as follows:

Because the employee get's paid Biweekly, the annualized taxable wages of $50,000 are divided by 26 (the number of pay cycles in one year) to get the pay cycle cap amount of 1923.08. The rate is multiplied by the amount to get $9.62 per pay check. However, the employee cannot pay more then $1.20 per pay check, so $1.20 is deducted from the employee's pay check for state disability insurance.

Other Taxes - Employer Taxes Tab

Access this tab using Maintain>Payroll>Other Taxes.

Use this tab to specify how to account for and calculate employer paid taxes, if any.

Fields

Expense Account: Enter the General Ledger expense account for the Employer's Paid Tax. The Expense Account must be existing, Active or Inactive General Ledger account that is not a subledger-type account.

Liability Account: Enter the General Ledger liability account for the Employer's Paid Tax. The Liability Account must be an existing, Active or Inactive General Ledger account that is not a subledger-type account.

Calculation Type: Select the calculation type and use the employer rate table to set up the tax calculation. The following describes each calculation type:

- Base Tax per Period with Minimum Wage Threshold - Taxes are calculated according to a fixed amount after a minimum wage amount is met for the pay period.
- Fixed Amount -Taxes require a fixed amount deduction per pay period.

- Percent of Wages with Cap Option - Taxes are calculated on a year-to-date or current pay period basis according to a percentage.

Employer Rate Table: The amounts and percentages entered in this table are used in the calculation of the withholding tax. You must complete at least one line of this table if the Employer Applicable Taxes check box was selected on the Tax Code tab. The following describes the possible Calculation Type selection and what columns display in the Employer Rate Table:

When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. For example, enter the following numbers to indicate the following percentages:

0005 = .5%

005, 05, or 5 = 5%

50 = 50%

The system calculates up to four places to the right of the decimal point.

- "Base Tax per Period with Minimum Wage Threshold" (page 30) - Enter the amount in the **Base Tax** column. Enter the **Wage Threshold** amount and select the **Wage Threshold Period** of *Calendar Month* or *Calendar Year*. The base tax is applied once per wage threshold period after the wage threshold is met or exceeded. Note that the Exemptions/Deductions table is not available.
- "Fixed Amount" (page 31) - Enter the per pay period amount in the **Fixed Amount** column, the system applies the amount as a deduction at every pay cycle.
- "Percent of Wages with Cap Option" (page 32) - Enter the **Percent** and select the **Calculation Method** of *Year To Date* or *Current*. To apply a maximum amount of earnings taxed, enter the amount in the **Taxable Amount Under** column. If there is no maximum amount of earnings taxed, the Taxable Amount Under may be left at 0 and no maximum will be applied, or you can enter a large number such as 999,999,999.99 to be applied as the maximum.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- For detailed calculation information, see Calculating Other Withholding Taxes.

Other Taxes - Distribution Tab

Access this tab using Maintain>Payroll>Other Taxes.

Use this tab to specify how to distribute applicable employer paid taxes. (This tab is not used for applicable employee taxes.) Choose to have employer other withholding taxes distributed the same way the employee's earnings are distributed; limit distribution to the earnings used to calculate the other withholding tax; or distribute employer taxes using the specific Distribution Code entered on this tab.

Fields

Distribution of Employer Other Tax Expense Should: Select one of the three options (Follow Earnings on Timesheet, Follow Earnings Used to Calculate the Tax, or Use Distribution Code) for the system to distribute the accounting entry for applicable employer taxes. If Use Distribution Code is selected, enter an existing Distribution Code.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form, where you can create or modify a distribution code. Each time this button is selected, a new Distribution Codes form is opened.
- Many grants and contracts allow employer paid taxes to be charged directly to the funding source. In this case, choose Follow Earnings on Timesheet or Follow Earnings Used to Calculate the Tax. The employer paid taxes are distributed to the same Account Codes (Fund and any other account segments except General Ledger segments) as the employee's earnings. In other words, the Distribution Codes used to distribute the employee's earnings are also used to distribute the employer paid taxes. If more than one Distribution Code is used to distribute the employee's earnings, the employer paid taxes are distributed based upon a weighted average of the distributed earnings.
- If there are one or more funding sources to which you do not distribute employer paid taxes (because you may have a negotiated rate or employer paid taxes are simply disallowed), choose Use Distribution Code and specify the exact Distribution Code to distribute the employer paid taxes, which may be entirely or partially distributed to overhead.

Processing Groups

Use this form to set up new processing groups, which are required for processing payroll. Processing groups are used throughout the system to group several employees together so that the employees can be processed and reported together. Employees are assigned to these groups later using the Maintain>Payroll>Employee Information form.

Processing Groups - Group Tab

Access this tab using Maintain>Payroll>Processing Groups.

Use this form to set up new processing groups, which are required for processing payroll. Processing groups are used throughout the system to group several employees together so that the employees can be processed and reported together. Employees are assigned to these groups later using the Maintain>Payroll>Employee Information form.

On this tab, create the code for the processing group and select its Pay Cycle.

Fields

Code: Enter a new processing group code. Make the first eight characters of this code unique so that the paycheck displays a useful identifier. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Status: Specify the status of the Processing Group Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued) from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not used regularly, but it still may need to be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in a payroll process.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow payroll to be processed using a code with a discontinued status.

Title: Enter a description of the processing group.

Pay Cycle: Select a pay cycle of W (Weekly), B (Biweekly), S (Semimonthly), or M (Monthly).

Tips:

- Generally, create only as many processing groups as pay cycles. However, create more than one processing group for a specific pay cycle to segregate employees for reasons other than when they are paid.
- Note that once processing has begun for any pay date for a pay cycle, the pay cycle can no longer be changed.

Processing Groups - Pay Schedule Tab

Access this tab using Maintain>Payroll>Processing Groups.

Use this tab to specify the pay dates for the processing group that was set up on the previous tab.

Use the First Pay Date and First Pay Period End Date boxes to have the system automatically schedule pay periods and dates based on the pay cycle that was entered on the Group tab. You can then change the information in the Pay Dates table as appropriate. If you enter a *new* First Pay Date, the system overwrites the previously entered dates.

Fields

Year: Enter the tax year for which you want to enter pay dates.

First Pay Date: Enter the date for the first payroll of the year. The system uses this information to complete the Pay Dates table.

First Pay Period End Date: Enter the Pay Period End Date for the first Pay Period of the year. The system uses this information to complete the Pay Dates table.

Pay Dates Pay Period, Date, Pay Period Begin Date, Pay Period End Date, SUTA Weeks: If you are reviewing an existing processing group, the Pay Dates previously entered are displayed. If you have begun processing payroll for a pay date within the processing group (Activities>Payroll>Calculate Payroll) its pay date, pay period begin date, pay period end date, and number of SUTA (State Unemployment Tax) weeks appears gray and it cannot be edited. Other dates may be changed as long as processing has not begun. SUTA weeks must be an integer, or whole number, between 0 and 9.

Tips:

- Be sure to enter a valid pay date so that when you calculate payroll (using Activities>Payroll>Calculate Payroll), the processing group is available for selection.
- You must enter pay schedule information before you can process a payroll.
- Once a timesheet (Timesheets>Enter Regular/Supplemental Timesheets) has been entered for a pay date, you have begun processing a payroll for that date.
- The Pay Period Begin Date and Pay Period End Date are collected for reporting SUTA weeks and information.

Employee Information

Use this form to enter or change information related specifically to an employee. To specify your employees' state and other tax information, you must first set up tax codes using the Maintain>Payroll>State Taxes form and Other Taxes form.

The system uses the information entered on the Employee Information form in calculations throughout the system. The pay rate and federal tax information must be completed, so that later, a payroll can be processed correctly.

In the following circumstances, more than one Employee ID must be set up for an employee so that more than one W-2 form can be filed for that employee:

- If the employee must file taxes in more than one state (because the employee worked in more than one state during the year), refer to the documentation about the Employee Information - State Tax tab.
- If the employee must file taxes in more than one locality (because the employee worked in more than one area during the year), refer to the documentation about the Employee Information - Other Tax tab.
- If the employee is a Medicare Qualified Government Employee only part of the year, refer to the documentation about the Employee Information - W-2 tab.

Employee Information - Employee Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this form to enter or change information related specifically to an employee. To specify your employees' state and other tax information, you must first set up tax codes using the Maintain>Payroll>State Taxes form and Other Taxes form.

The system uses the information entered on the Employee Information form in calculations throughout the system. The pay rate and federal tax information must be completed, so that later, a payroll can be processed correctly.

In the following circumstances, more than one Employee ID must be set up for an employee so that more than one W-2 form can be filed for that employee:

- If the employee must file taxes in more than one state (because the employee worked in more than one state during the year), refer to the documentation about the Employee

- Information>Payroll>State Tax tab.
- If the employee must file taxes in more than one locality (because the employee worked in more than one area during the year), refer to the documentation about the Employee Information>Payroll>Other Tax tab.
- If the employee is a Medicare Qualified Government Employee only part of the year, refer to the documentation about the Maintain>Payroll>Employee Information>W-2 tab.

Use this tab to set up employees. Later, use employee IDs when entering timesheets for your payroll. For Human Resource purposes, check if an I-9 is on file, enter the employee's citizenship, marital status, gender, and ethnicity. Also, enter their work telephone number and important dates, such as Hire, Birth date and any action item dates. If the Fraud prevention options were selected on the Organization>Set Up Alerts form and a system User ID is associated with an Employee, if in the future, the employee is terminated, the system can automatically change the User ID status to Inactive and block access to your organization's system.

Important! If you cannot add a user, have your Administrator verify your menu rights in the organization using Security>Set Up Organization Menu. Note that when adding/modifying user rights for the Payroll>Maintain>Employee Information menu, the *Display Sensitive Data* check box is automatically selected. If you clear the *Display Sensitive Data* check box, the system automatically clears the **Add New Records** check box as well. So that the user or group will not be able to add New Records. You will need to select the **Add New Records** check box ***after*** selecting the **Display Sensitive Data** check box.

Fields

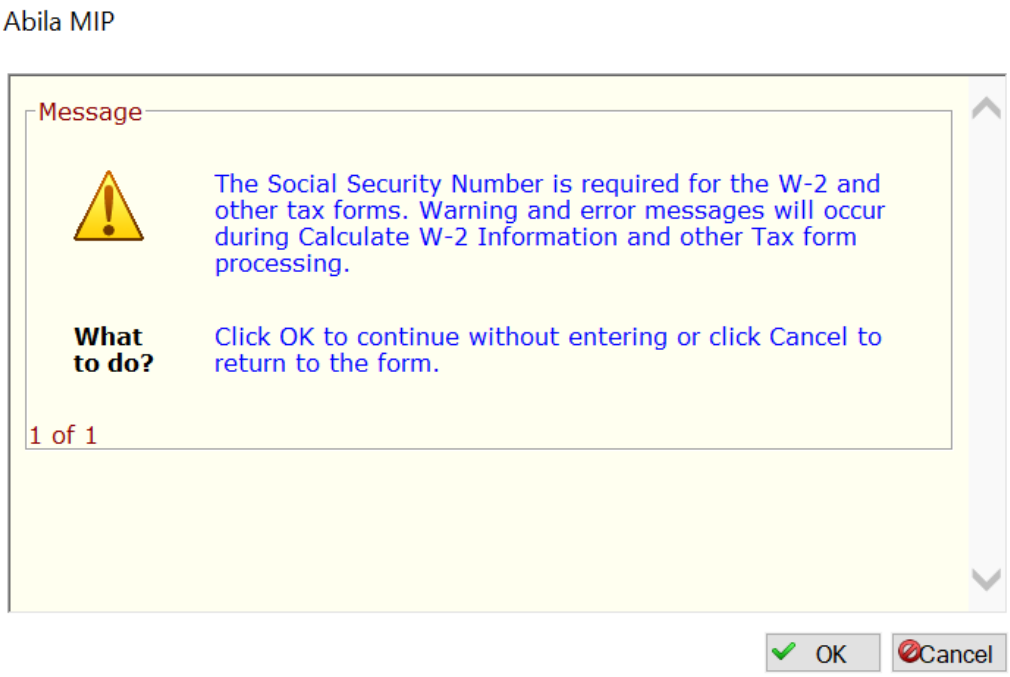
Employee ID: Enter a new employee ID. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as: , | " '.

Status: Enter a status of (A) Active, (I) Inactive, or (D) Terminated for the employee ID.

First, MI, Last Name: Enter the first name, middle initial, and last name for this employee. A middle initial is not required.

Social Security Number: Enter the social security number for this employee.

If a social security number is not entered, the following message displays.



Important! In order to view the entire Social Security Number, you must have been granted *Display Sensitive Data* rights for Maintain>Payroll>Employee Information in the active organization. These rights are granted by the Administrator using Security>Set Up Organization Menus form. Otherwise, only the last four digits of the Social Security Number displays.

I-9 on File: Select this check box if an I-9 has been filed.

Citizenship: Enter the country in which the employee is a citizen.

Marital Status: Enter the employee's marital status, such as single, married, divorced, or widowed.

Gender: Enter the employee's gender, such as male or female. This editable field is limited to 20 characters.

Ethnicity: Enter the ethnic origin of the employee.

Work Telephone: Enter the work telephone number for this employee.

User ID: Select the employee's system user ID. User IDs are set up by the Administrator using Security>Maintain Users. If the Fraud prevention options were selected by the Administrator in the system (Organization>Set Up Modules>Payroll) and a system User ID is associated to an employee ID, one of the following could occur:

- If the *Lock Employee ID and User ID Association* option is selected in the system, this field will change to display only after a User ID is selected and the form is saved.
- If the *Enable Deactivation of User ID Upon Employee Termination* option is selected in the system and the employee's status is changed to D-Terminated, the system automatically changes the User ID status to Inactive, which would block that user's access to your organization's database.
- If the *Enable Deactivation of User ID Upon Employee Termination* and *Warn Upon Employee Termination Linked User ID Deactivation* options are selected in the system and the employee's status is changed to D-Terminated, the system displays a warning message before automatically changing the User ID status to Inactive. You can choose to save the status changes of the employee ID and the system User ID, return to the form and change the employee's status to anything other than D-Terminated, or return to the form and delete the User ID associated with the Employee ID.
- If all three options are selected in the system and the employee's status is changed to D-Terminated, the system displays a warning message before automatically changes the User ID status to Inactive. You can choose to save the status changes of the employee ID and the system User ID or return to the form and change the employee's status to anything other than D-Terminated. You will not be able to delete or change the User ID association with the Employee ID.

Dates Hired, Last Day Worked, Birth Date, Action, Terminated: Enter the hire date, last day worked, birthday, termination date, or action date for this employee.

Tips:

- Employee data can be printed using Reports>Payroll>Lists>Employee Information List.
- This form allows you to enter an Action date. This is an optional date field used for internal purposes, as appropriate for your organization. For example, if an employee was placed on probation, this could be the date the probation begins (or ends).
- The system uses the information you enter on the Employee Information form in calculations throughout the system. If you do not complete the pay rate and federal tax information on this form, the system uses default values in calculations that use that information. In such a case, you must return to the form and complete all the information before you can process a payroll correctly.
- Although a hire date is not required when you enter an employee's information, a hire date is required to produce a SUTA report for the employee.

Employee Information - Address Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to enter or update the address and emergency contact information for an employee.

Fields

Employee Residence Address, City, State, ZIP, Country, Voice, Fax, Email: Enter the employee's home address, including the city, state, ZIP code, country, telephone and fax numbers, and email address. Only one email address per employee residence can be entered.The Country field only contains United States in the drop-down list; however, you can enter more countries.

Emergency Contact Name, Voice, Relationship, Email: Enter an emergency contact name, including the contact's telephone number, email address, and relationship to the employee. Only one email address per employee emergency contact can be entered.

Tips:

- Although an address is not required when you enter an employee's information, an address is required to produce a SUTA report or W-2 form for the employee.
- The Employee Residence Email address also displays in the Electronic Employee W-2 Email address on the W-2 tab.
- The Employee Residence Email and Emergency Contact Email addresses are hyperlinks. When clicking the respective email address, the local email client opens with the email address in the To: field.

Employee Information - Job and Pay Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to specify job and pay-related information for an employee.

Enter pay information based on either a Salaried or Hourly basis. If a salary is entered for an employee, the system calculates an Equivalent Hourly Rate for use in calculations that require an Hourly Rate, such as wages, benefits, or deductions.

Fields

Processing Group: Enter the employee's processing group code. Note that if an employee changes processing groups, any existing Regular and Supplemental Timesheets for this employee must be deleted prior to making changes to the processing groups. If the employee has only a Default Timesheet, it is automatically updated to the new processing group.

Class: Enter the job class for the designated employee.

Position: Enter the employee's job title.

Occupation Code: Enter the employee's occupational code. This entry will be passed to the state tax filing forms.

Note: The **Occupation Code** can now be used in Aatrix eFiling applications that require the Standard Occupational Classification (SOC) codes. Only the first six characters entered will be transmitted to Aatrix, and any additional characters will be truncated.

Employee Type: Enter an employee type, such as part-time or full-time.

Military Status: Enter a military status, such as active, retired, or none.

Driver's License

- **Number:** Enter the employee's driver's license number.
- **State:** Enter the state where the license was issued.
- **Expiration:** Enter the date when the license expires.
- **Class:** Enter a vehicle class, such as C or A.

Pay Rate Salaried Salary per Pay Cycle, Equivalent Hourly Rate for Calculations: Enter the salary per pay cycle and the equivalent hourly rate for calculations for a salaried employee.

Pay Rate Hourly Hourly Rate: Enter the hourly rate for an hourly employee. This rate is printed on the check stub.

Direct Deposit: Select this check box if the employee's pay is directly deposited into a bank account. (Enter the employee's direct deposit information on the Direct Deposit tab of this form if using the Direct Deposit module.)

Important! In order to view the Direct Deposit check box, you must have been granted Sensitive Data rights for Maintain>Payroll>Employee Information. These rights are granted by the Administrator using Security>Set Up Organization Menus form.

Tips:

- You can designate classes and positions to employees, and use these designations for reporting purposes.
- If you select the Direct Deposit check box and you are not using the Direct Deposit module, check information is written to an external file for the designated employee; a voucher is printed in place of a check. Print a report with check information using the Reports>Payroll>Processing>Voucher Register. Note this is not an ACH (Automated Clearing House) file, but it can be read by your bank's proprietary software to create an ACH file for transmission.
- If you are using the Direct Deposit module, enter the employee's banking information on the Direct Deposit tab, and then create and send the direct deposit file to your financial institution using the Activities>Payroll>Create/Send Direct Deposit File form.

Employee Information - Direct Deposit Tab

Access this tab using Maintain>Payroll>Employee Information. It is only available if the Direct Deposit or Payroll Link module is installed. You must have Sensitive Data rights to view all of the fields. These rights are granted by the Administrator using Security>Set Up Organization Menus.

Use this tab to set up the employee's direct deposit information—Bank Routing Number, Account Number, Percentage, Amount, and the Type of account. You can also determine whether or not to send a Pre-note to the employee's bank.

Please note that the Direct Deposit check box must be selected on the Maintain>Payroll>Employee Information - Job and Pay Tab, for this employee, in order to enter information on this tab.

Important! In order to view the Account Number field, you must have been granted Sensitive Data rights for Maintain>Payroll>Employee Information. These rights are granted by the Administrator using Security>Set Up Organization Menus form.

More...

Use Pre-Notes to verify the file. The first payroll calculated with Direct Deposit creates a check and a Pre-Note 0.00 amount record that is sent to your financial institution. When the next payroll is calculated for the employee, the normal Direct Deposit record is created and sent—no check is sent—only the voucher prints. (This payroll must be 3 banking days after the Pre-Note.)

The pre-note function is based on the last changed setting on either the Maintain>Payroll>Employee Information - Direct Deposit Tab or by the Administrator on the Organization>Set Up Modules>Electronic Funds Transfer - Bank Information Tab.

Fields

Banking Information: Use this table to enter the bank information needed to set up direct deposit for this employee. The employee can distribute the funds (Net Pay) between several different accounts and financial institutions.

- **Bank Routing Number:** Enter the employee's bank routing number. This is the 9 digit routing number that prints on the bottom of the check or deposit slip.
- **Account Number:** Enter the employee's checking or savings account number.

- **% (Percentage):** Enter the percentage of the Net Pay to be deposited into the employee's bank account. At least one line item must contain a percentage, and the Percentage (%) column must total 100, regardless of whether any amounts have been entered.
  When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. For example, enter the following numbers to indicate the following percentages:
  0005 = .5%
  005, 05, or 5 = 5%
  50 = 50%
  The system calculates up to four places to the right of the decimal point.
- **Amount:** Enter the amount to be deposited into the employee's bank account. During transfer, the system first distributes monetary amounts. If more than one line has an amount, then the system distributes amounts in the order in which they were entered. Any remaining amount is distributed according to percentages.
- **Type:** Select the type of account for the funds to be deposited—either Checking or Savings. The system displays either a code of 22 for checking deposit or 32 for savings deposit.
- **Disable Pre-note:** Select this check box so that a pre-note for this employee is not created and sent to the financial institution. The system sends pre-notes based on the last changed setting in either the Maintain>Payroll>Employee Information - Direct Deposit Tab or by the Administrator on the Organization>Set Up Modules>Electronic Funds Transfer - Bank Information Tab. This box is only available if you are entering a new employee or making changes to the Bank Routing Number, Account Number, or Type.
  In order for the Pre-note control to work at the Employee level, the employee record must be updated after any updates occur at the Bank Account level.
- **Disable Pre-note Last Updated:** The system displays the date of the last time the pre-note check box was cleared.
- **Pre-note Sent:** The system displays the date when the pre-note was sent.
- **Banking Information Last Updated:** The system displays the date for the last time the bank routing number, account number, percentage, amount, and type was changed for this employee.
- **Voucher Available:** The system displays the date when the payroll voucher was available.

Tips:

- To print the data entered on this tab, use Reports>Payroll>Lists>Employee Bank Information List.
- Use the Amount column when certain line items that have fixed amounts need to be deposited into the employee's account.
- It is a good idea to obtain a voided check or deposit slip from the employee, in order to have the bank routing number and account number needed to complete this tab.
- To display a warning message every time MIP Accounting system is opened and there is a Direct Deposit file that has not been transmitted, select the "Warn if Direct Deposit File Not Sent" check box on the Options>Customize Workstation Settings>Alerts tab in the system.

Employee Information - Federal Tax Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to enter the employee's federal tax information.

Fields

Filing Status Single, Married, Head of Household: Select a marital status of single, married, or head of household for this employee. This information is for Federal Income Tax purposes only.

Nonresident Alien: Check this box if the employee is a Nonresident alien.

Exempt from Withholding: Check this box if the employee is exempt from federal tax withholding.

Employee completed W-4 Prior to 2020: Select if the W-4 for the employee was filled out prior to 2020.

Note: Some states utilize the federal W-4 to calculate state withholding. If the employee has completed their W-4 in 2020 and forward, this setting may affect the state tax withholding calculations for such states.

W-4 2020 and Forward

Fill out these fields if the employee completed their W-4 in 2020 or after.

Multiple Jobs: Select if the employee is employed at multiple jobs.

Dependent Amount: Enter the amount the employee claims for their dependents.

Other Income Amount: Enter the amount of other income the employee claims.

Deduction Amount: Enter the amount of deductions the employee claims.

Additional Withholding: Enter the amount of any additional Federal Income Tax withheld, to be deducted on a per pay period basis.

W-4 Prior to 2020

Fill out these fields if the employee completed their W-4 prior to 2020.

Number of Withholding Allowances: Enter the number of Federal Income Tax exemptions.

Additional Withholding: Enter the amount of any additional Federal Income Tax withheld, to be deducted on a per pay period basis.

Tips:

- The information on this tab pertains to Federal Income Tax.
- An employee's pay period is designated by the processing group to which the employee is assigned (Maintain>Payroll>Employee Information>Job and Pay tab).

Employee Information - State Tax Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to enter the employee's state tax information. The State Withholding Tax boxes change according to the state selected. Other boxes could appear on this tab, depending on the state that is selected.

Note: Do not change the State Tax setup for an existing employee, for whom a paycheck has been entered. Instead, create another Employee ID, using the employee's current information and the new State Tax setup. At year-end a single W-2 form for each Employee ID is created based on the employee's payroll information. The system reports information for only one state, per Employee ID; any additional State Tax information is not calculated or reported. Because you cannot create multiple W-2 forms per Employee ID, nor report more than one state on a single W-2, a separate Employee ID must be created for each W-2 you want to file.

Fields

State Unemployment Tax State: Select the appropriate state code for State Unemployment Tax. The only states available for selection are the ones that were previously set up using the Maintain>Payroll>State Taxes form.

State Withholding Tax

- **State:** Select a state code. The only states available for selection are the ones that were previously set up.
- **Additional Withholding:** Enter the amount for additional withholding to be deducted on a per pay period basis.

Note: Some states utilize the federal W-4 to calculate state withholding. If the employee has completed their W-4 in 2020 and forward and the box on the Federal Taxes tab is unchecked, the state tax calculation may change to accommodate the new rules. Additionally, the Withholding Allowances value may be ignored as allowances have been discontinued for W-4 2020 and forward.

- **Filing Status:** Select a filing status from the drop-down list.
- **Exemptions, Deductions, Allowances for Deductions, Credits:** Enter a number of exemptions, deductions, allowances, or credits for State Withholding Tax. The boxes shown here vary according to the tax laws in the state for which information is being entered.
- **Spouse SSN:** If the withholding tax state is Puerto Rico, enter the social security number of the employee's spouse if the employee is married. The system no longer writes the social security number to the MMREF file; however, Civil Status continues to be set to "M" for married. If you have entered a number in this field and "S" for single, this field is empty.

Important! In order to view the entire Spouse SSN field, you must have been granted *Display Sensitive Data* rights for Maintain>Payroll>Employee Information in the active organization. These rights are granted by the Administrator using Security>Set Up Organization Menus form. Otherwise, only the last four digits of the Spouse Social Security Number displays.

Tips:

- An employee's pay period is designated by the processing group to which the employee is assigned (Maintain>Payroll>Employee Information>Job and Pay tab).
- The state tax information for Illinois, Mississippi, Marianas Protectorate, Massachusetts, Republic of Marshall Islands, and Republic of Palau are slightly more complex.

Mississippi State Tax

If the filing status is married and both spouses are working, the spouses may divide the joint personal exemption of $12,000 between them, in multiples of $500. Therefore, the number of exemptions specified on this form need to be multiplied by $500 to reach the appropriate exemption amount (such as 24 x $500 = $12,000).

Consequently, enter the following numbers of exemptions in order to get the correct standard exemption amounts:

Single:	12 Exemptions ($500 x 12 = $6000)
Head of Household:	19 Exemptions ($500 x 19 = $9500)
Married:	24 Exemptions ($500 x 24 = $12,000)
Dependents:	3 Exemptions each ($500 x 3 = $1500)

Marianas Protectorate Tax Code

The Commonwealth of the Northern Marianas (MP) requires the calculation of two taxes—Chapter 2 taxes and Chapter 7 taxes. To accommodate these separate taxes, two state tax codes—SWT and SWT2—are created during the calculation process (Activities>Payroll>Calculate Payroll). These state tax codes are only available if you have set up the employee as a resident of MP (Maintain>Payroll>Employee Information).

To view or modify these amounts, select the MP employee using the Activities>Payroll>Review/Modify Calculated Payroll form. On the taxes tab, the Tax Type drop-down list displays "SWT-State Withholding Tax-C2" for Chapter 2 tax and "SWT2-State Withholding Tax-C7" for Chapter 7 tax.

In order to enter manual checks (Activities>Payroll>Enter Manual Checks) and/or set up or adjust entries (Activities>Payroll>Set Up/Adjust Employee Balances), the employee must be established as an MP resident on the Maintain>Payroll>Employee Information>State Tax tab.

For more information, review the documentation for the Maintain>Payroll>State Taxes form.

Massachusetts State Tax

If the employee files a blind exemption, this must be indicated in the Blind Exemption Factor box.

Republic of Marshall Islands Tax Code

The Republic of Marshall Islands (MH) requires the calculation of a State Withholding tax and two separate Federal withholding taxes, Social Security and Medicare. Social Security and Medicare taxes are to be paid by the employee and employer as a percentage of employee wages and cannot exceed the Quarterly wage base limit (calculated on a calendar quarter basis).

To accommodate these separate taxes, you must set up a tax code for MH and specify the accounts the system should use to create entries for state withholding taxes (Maintain>Payroll>State Tax). The system calculates the state tax, Social Security, and Medicare using the Maintain>Payroll>Employee Information>State Tax tab.

To view or modify the State Withholding tax amount, select the MH employee using the Activities>Payroll>Review/Modify Calculated Payroll form. On the taxes tab, the Tax Type drop-down list displays "SWT - State Withholding Tax" and the Jurisdiction column displays "MH."

In order to enter manual checks (Activities>Payroll>Enter Manual Checks) and/or set up or adjust entries (Activities>Payroll>Set Up/Adjust Employee Balances), the state code must be MH on the Maintain>Payroll>Employee Information>State Tax tab.

For more information, review the documentation for the Maintain>Payroll>State Taxes form.

Republic of Palau Tax Code

The Republic of Palau (PW) requires the calculation of an Income withholding tax, and a Social Security tax. The Social Security tax is to be paid by the employee and employer as a percentage of employee wages and cannot exceed the Quarterly wage base limit (calculated on a calendar quarter basis).

To accommodate the Income tax, set up a State Tax code using either the **PW** (Annualized) or **P2** (Actual) code for the tax.

The "Annualized" method should only be used if you are sure your employees will be employed with you for the entire year. Otherwise, use the "Actual" method to make sure you do not over withhold Federal Income Tax.

Be sure to specify the Liability Accounts for State Withholding. State Unemployment does not affect the Palau Income Tax withholding.

To view or modify the State Withholding tax amount, select the PW employee on the Review/Modify Calculated Payroll form. On the **Taxes** tab, the "Code" drop-down list displays "SWT - State Withholding Tax" and the Jurisdiction column displays "PW."

In order to enter manual checks and/or set up or adjust entries, the employee must be established as a PW resident in their Employee Record - Taxes tab.

For more information, see "State Taxes" (page 15).

Employee Information - Other Taxes Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to enter the employee's other tax information. Multiple localities for each employee can be entered. Note that all other tax information is optional.

Fields

Assign Other Taxes

- **Tax Code:** Select a tax code for the employee. These codes were set up using Maintain>Payroll>Other Taxes.

- **Additional Withholding:** Enter any additional tax to withhold from each paycheck.

Exemptions/Deductions Code, Description, Number: Select an exemption/deduction code, it's description, and the number of exemptions/deductions. The number entered is multiplied by the annual amount entered for the exemptions/deductions code. These exemptions/deductions were set up on the Maintain>Payroll>Other Taxes>Employee Taxes tab and are not always applicable.

Tips:

- The employee pays withholding as Employee Paid Tax (LWT), and the employer pays withholding as Employer Paid Tax (LER).
- An employee's pay period is designated by the processing group to which the employee is assigned (Maintain>Payroll>Employee Information>Job and Pay tab).

Employee Information - W-2 Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to enter information about this employee's W-2 and to indicate if this is a Medicare Qualified Government Employee (MQGE).

When a W-2 Box 13 item is selected, the system prints the information on the employee's W-2.

Also, select to issue the employee's W-2 and/or 1095 electronically using Aatrix® and include the employee' email address.

Fields

Medicare Qualified Government Employee: Select this check box if you are a government employer and the employee is a Medicare Qualified Government Employee.

Box 13 Items Statutory Employee, Retirement Plan, Third-Party Sick Pay: Select the check box for each category that applies to this employee.

Electronic Employee W-2/1095

- **Issue employee W-2 electronically using Aatrix®:** Select the check box if the employee wants Aatrix® to issue their W-2 electronically.
- **Issue Electronic Form 1095:** Select the check box if the employee wants Aatrix® to issue their Form 1095 electronically. Aatrix® will notify the employee by email and the employee Form 1095

- for employee electronic download.
- **Email:** The system displays the email address if available; otherwise, enter the employee's email address to send their W-2/1095 notification. (The default is the Employee Residence Email address entered on the Maintain>Payroll>Employee Information>Address Tab.) Only one email address per employee can be entered, and the address is required if the Issue employee W-2 electronically using Aatrix check box is selected. Aatrix® will notify the employee by email and the employee W-2s for employee electronic download.

Tip: To see how W-2 data is set up in the system, see the Tips section of the Calculate W-2s information. (Reports>Payroll>Payroll Tax Worksheets>Calculate W-2 Information).

Medicare Qualified Government Employees

If you are a government employer—not a private sector employer—you may have Medicare Qualified Government Employees. Note that a Medicare Qualified Government Employee's wages and tips are subject to withholding only for Medicare, not Social Security, for part or all of the year.

Checking the Medicare Qualified Government Employee box on the "Employee Information" (page 39) form tells the system to classify the employee as MQGE. This affects certain reports, as well as internal edits that the system makes to the employee's data.

Checking the Medicare Qualified Government Employee box does not affect tax calculations. Special Earning, Benefit, and Deduction Codes need to be set up for Medicare Qualified Government Employees. That way, employees who use a standard tax setup (FIT, FUTA, Social Security, and Medicare) will have one set of payroll codes, and employees with an MQGE tax setup (FIT, FUTA, and Medicare) will have another set of payroll codes.

If an employee is an MQGE for only part of the year, two Employee IDs must be created for the employee: one for MQGE W-2 filing, and one for standard W-2 filing. This is because, at year-end, the system creates a single W-2 form for each Employee ID, based on the employee's payroll information. The system only supports split filing for Medicare Qualified Government Employees, for which you must file two W-2 forms. Therefore, because the system cannot create multiple W-2 forms for one Employee ID, a separate Employee ID must be created for each W-2 you want to file.

Employee Information - Email Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to select whether employee payroll vouchers should be printed on paper and/or emailed. By default, payroll vouchers are printed. However, you can elect to email only, print only, or email and print. If the employee wants to receive vouchers by email, enter the email address and select the appropriate process template.

In order to Save the form, a selection of print and/or email must be selected for the Payroll Voucher section. Also, if email is selected, an Email Address must be entered and a Process Template must be selected or accept <Default>.

Note: Process Templates are created using Maintain>Payroll>Email Templates. Also, if a customized Process Template gets deleted, the <Default> Process Template will be used. Be sure to create a <Default> Process Template for each process type.

To Set Up an Employee to Receive Emailed Direct Deposit Vouchers:

1. The Administrator must have first set up the SMTP connection information in the system (Organization>Organization Information - Email Setup tab). See Configuring SMTP.
2. Next, you must have previously set up a default email process template for the *Voucher* to use for all Employee's with Direct Deposit in the Payroll module (Maintain>Payroll>Email Templates).
   - If you do not want to use a generic form, you can create customized process templates. Be sure to select the right one on the appropriate Employee's Email Tab.
3. Then, using the Maintain>Payroll>Employee Information>Email Tab, select whether to print and/or email the employee's Payroll Voucher.
   - To continue printing just paper vouchers, accept the defaults and skip to Step 4.
   - To go paperless, clear the Print Paper Voucher check box (to no longer print a copy of the direct deposit payroll voucher for this employee). Then select the Email Voucher check box and enter the Email Address that will be used to send the payroll voucher to the employee. Verify the email address is correct.
   - To print and email a payroll voucher, select both the Print Paper Voucher and Email Voucher check boxes, and enter an email address that will be used to send payroll vouchers to the employee. Verify the email address is correct.
   - Select a Voucher Process Template, or accept <Default>.

Note: Use the Calculate Payroll and Review/Modify Calculated Payroll forms to setup and filter the employee payroll information. Click the Print/Email Check/Vouchers form to first print and then email the pay checks, then the direct deposit vouchers for employees for the select pay period. You will be given an opportunity to preview both the pay stub and then the voucher information during this process prior to sending the email.

4. Click Save.

Troubleshooting

- You should communicate to your employees, who elect to receive payroll vouchers via email, that if they have never received any voucher emails from your organization to do the following:
  - Check to see if their email server is full or blocking your email address; this could cause them not to receive emails from you. This could be resolved by having your employees add your organization's email address to their address book.
  - Ask that they check their mailbox regularly and ensure that your organization's email address is not being marked as SPAM by their mail server. This could be resolved by having your employees check their spam filter folder and marking your emails as "not spam." This will clear the way for future emails from your organization.
- Your employee does not have their Direct Deposit information set up in the system.
  - On the Organization>Set Up Modules>Electronic Funds Transfer, ensure that all the tabs on the form are complete.
  - On the Maintain>Payroll>Employee Information>Job and Pay Tab, ensure that the Direct Deposit check box is selected.
  - On the Maintain>Payroll>Employee Information>Direct Deposit Tab, ensure that the Bank Routing Number, Account Number, Percentage, Amount, and Type are complete.
- You only have customized Process Templates and the system changed your Email option to Print.
  - If you do not set up a <Default> Process Template (Maintain>Payroll>Email Templates form) for the Vouchers and later delete the customize process template being used on the Maintain>Payroll>Employee Information>Email Tab, the system will change your Email option to Print for every employee that used that customize process template on the Maintain>Payroll>Employee Information>Email Tab.

- Note that if you are printing and emailing vouchers, the system uses the print Laser format on the Load Checks/Vouchers Print and Email Tab. The Continuous format is not available

Fields

Payroll Voucher:

- **Print Paper Voucher:** Accept the default, or clear this check box if you do not want to print paper a payroll voucher for this employee.

Important! **For Direct Deposit Users:** In order to be able to email a Payroll Voucher, the Direct Deposit check box must be selected for this employee on the Maintain>Payroll>Employee Information>Job and Pay Tab and the Disable Pre-Note check box is selected on the Maintain>Payroll>Employee Information>Direct Deposit Tab. If this check box is not selected, the employee is still receiving a printed pay check and cannot receive an emailed voucher from the system.

- **Email Voucher:** Select this check box to email electronic payroll vouchers to this employee.
- **Email Addresses:** If the Email Voucher check box is selected, you must enter an email address where the voucher will be sent. The system defaults to the employee's Residence Email address entered on the Address tab.

If you are entering multiple email addresses, each address must be separated with a semicolon and a space. Example, you@email.com; me@email.com.

- **Voucher Process Template:** Accept the <Default> template, or select one from the drop-down list. Process Templates were created for the Employee Voucher Process Type using Maintain>Payroll>Email Templates. The template contains defined email routing information (From, Cc, and Bcc email addresses), a subject line, and a customized message.

Tip: To print the data entered on this tab, use Reports>Payroll>Lists>Employee Bank Information List.

Employee Information - Notes Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to record any specific notes or reminders about this employee. These notes are useful as reminders of historical events or information about the employee. For example, if an employee received a promotion, you can note title and salary changes.

This is a free-form area; each line can be longer than the width of the form. Press Enter to move down to the next line.

Tip: These notes can be printed using Reports>Payroll>Lists>Employee Information List.

Employee Information - User Defined Fields Tab

Access this tab using Maintain>Payroll>Employee Information.

Use this tab to enter employee data for any user defined fields. These fields were previously created and assigned characteristics by the Administrator using the Organization>Set Up User Defined Fields - Setup Tab. When entering data in the Value column, you must adhere to the pre-defined settings, such as field type, length, and decimal places. For example, if the field was set up with a field type of Number, you cannot enter alphabetic characters for that field.

More...

Once fields have been created, the system automatically creates the User Defined Fields tab. Otherwise, the Employee Information form is available, but without the tab and any user defined fields.

Fields

Display Name: The system displays the name that was assigned to this field. This name cannot be edited here, but it can be changed by the Administrator on the Organization>Set Up User Defined Fields>Setup tab.

Value: Enter the data for this user defined field. Data for Currency fields can only be entered in US Dollar (USD). This field is required for new codes if the "Required" check box was selected by the Administrator when the field was created in the system.

Tip: Employee data can be printed using Reports>Payroll>Lists>Employee Information List.

Employee Information Buttons

	Rename Employee ID: Use this button to rename an Employee ID. It is available when the Employee Information form is blank (no Employee ID is selected.)
	Manage Attachments: Use this button to attach, view, or delete a document. The button changes to when attachments already exist.

Rename Employee ID

Access this form using Maintain>Payroll>Employee Information> Rename Employee ID.

Use this form to rename an Employee ID. This would be helpful if, for example, an employee changed her name through marriage. Keep in mind that once the rename process starts (after clicking OK), it cannot be canceled.

Note: This form is only available when the Maintain>Payroll>Employee Information form is blank (no Employee ID is selected). Click the New button to open a blank form.

Fields

Current Employee ID: Select an existing Employee ID from the drop-down list.

New Employee ID: Enter a new, unique Employee ID. The Drop-Down Lookup displays existing Employee IDs that are already in use and cannot be used.

Comments: Enter any comments or reasons for changing the Employee ID, such as date of change, old Employee ID. This will provide an audit trail, so you can quickly identify the renamed Employee IDs.

Tips:

- To print the data entered on this form, use Reports>Payroll>Lists>Employee Information List.
- Employee IDs can be renamed if their status is Active or Inactive.
- An Employee ID cannot be renamed if there are pending transfers, regular or supplemental timesheets, calculated payrolls, or pending direct deposits.
- Since you are only renaming the Employee ID, all employee information is kept intact.

How Do I Rename an Employee ID

This process simply renames the Employee ID in all records.

1. Open the Maintain>Payroll>Employee Information form. Click the New button to open a blank form.
2. Click Rename Employee ID to open this form.

3. Select the Current Employee ID that you want to rename.
4. Enter a New Employee ID.
5. Enter any Comments.
6. Click OK. The original Employee ID is changed to the new ID, and all employee records are kept intact.

Earning Codes

Use this form to add a new Earning Code or edit an existing one. Distribution of Earnings is determined on the timesheet.

Earning Codes must be set up before using the Activities>Payroll>Set Up/Adjust Employee Balances form or any of the other Payroll Codes forms (Maintain>Payroll>Benefit Codes, Deduction Codes, Workers' Compensation Codes, and Leave Codes). Note that Earning Codes are used later, when entering timesheets and manual checks (Timesheets and Activities>Payroll> menus), and when reviewing/modifying calculated payroll (Activities>Payroll> menu). Furthermore, the system uses the Earning Codes specified when it is calculating pay, creating an accounting entry for payroll, calculating and reporting W-2 information and other tax reports, and reporting.

Earning Codes - Earning Tab

Access this tab using Maintain>Payroll>Earning Codes.

Use this form to add a new Earning Code or edit an existing one. Distribution of Earnings is determined on the timesheet.

Use this tab to set up earnings. Later, use an earning code when entering employee's timesheets for your payroll.

You must assign a General Ledger expense account on this tab, in order to create an accounting entry.

Fields

Code: Enter an Earning Code. You should make the first eight characters of the code unique so that the paycheck displays a useful identifier. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Status: Specify the status of the Earning Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued), from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not used regularly for payroll, but it could be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in a payroll process.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow payroll to be processed using a code with a discontinued status.

Title: Enter the title of the Earning Code.

Expense Account: Enter the General Ledger expense account for this Earning Code. The account must be an existing General Ledger account that is not a subledger-type account. The account must have a status of Active or Inactive.

Track Labor Hours: Select this check box to track the employee labor hours entered on any timesheet. The system distributes the hours entered on the timesheet, using the same percentages applied to the earnings dollars when the distribution codes were created (Maintain>Payroll>Distribution Codes). This check box defaults to track the employee labor hours.

Contribute to Net Pay Only: Select this check box to process employee reimbursement and advances through regular payroll processing (by applying the net pay amount without the amount being subject to taxes and fringe benefits). To enable the Contribute to Net Pay Only check box, clear the Track Labor Hours check box. The Calculation Method defaults to "Amount on Timesheet" and the Taxes tab is disabled.

Note that if selected, this Earning Code is unavailable to use for a calculation using Maintain>Payroll>Benefit Codes, Deduction Codes, Leave Codes, and Worker's Compensation Codes.

W-2 Information Box Number, Box Code: Select W-2 Box Number 7, 8, 10, 11, 12, or 14 if this Earning Code falls into one of those W-2 categories.

- Box 12 *requires* a corresponding box code, and cannot be used for anything other than the items specified by the box codes. You must enter one of the following Box Codes: A-H, J-N, P, R-T, V, W, Y, Z, AA, BB, CC, DD, EE, FF, GG, or HH.

- Box 14 should be used for any other information you want to give your employee. You can enter up to five alphanumeric characters. The Box Code serves as a "label" for the optional amount displayed in box 14.

To have the earnings and taxes from this Earning Code appear in W-2 boxes 1-6, 16, 17, 18, and/or 19 (for Federal, State, and Other Taxes), select the check boxes on the Taxes tab and leave the W-2 Box Number box on this tab blank.

Tips:

- See IRS W-2 instructions for more information.
- On the Earning tab, a General Ledger expense account is assigned in order to create an accounting entry. To distribute expenses across all other segments, enter a Distribution Code on the Timesheets>Enter Regular/Supplemental Timesheets>Summary tab.
- *Earnings* are moneys that are paid to an employee (they increase net pay). A *benefit*, on the other hand, is something provided to the employee for which the employer pays a third party (they do not increase net pay). For example, life insurance for an employee that exceeds the federally allowed maximum, and use of a company car for personal reasons, are benefits. These benefits do not increase the employee's net pay, but must be included as taxable income to the employee (and thus they increase taxable earnings and applicable taxes). Use this distinction when determining whether to enter an item as an Earning or a Benefit Code.
- Enter as many Earning Codes as needed and apply as many as are necessary to each employee's timesheet.
- For Salaried employees, you can distribute wage hours based on earning codes. Using Timesheets, select multiple earning codes with the Calculation Method *Employee Pay Rate (ER)* and enter the employee's Hours and Distribution Codes; the system will use the hours to break down earnings by dollar amount for each wage code. Use Reports>Payroll>Processing>Timesheets, to view the wages with hours and net check amount that was contributed by that wage code.
- Note that there is no internal default Earning Code for wages. The code must be created on the Earnings tab, then assign it a Calculation Method of Employee Pay Rate on the Calculation tab.
- To see how W-2 data is set up in the system, see the Tips section of the Calculate W-2s information (Reports>Payroll>Payroll Tax Worksheets >Calculate W-2 Information).
- Ensure that your timesheet labor hours match your distribution labor hours.

Earning Codes - Calculation Tab

Access this tab using Maintain>Payroll>Earning Codes.

Use this tab to select a calculation method for the Earning Codes, choose from various calculation methods built into the system. When the designated Earning Code is assigned to an employee, the calculation method specified on this tab is used to calculate that employee's earnings.

Fields

Employee Pay Rate: Select this method to calculate earnings using the employee's salary or hourly pay rate (Maintain>Payroll>Employee Information>Job and Pay tab). This calculation method is typically used for standard employee wages. If an employee is salaried, the employee's salary per pay cycle is the earning amount. However, if multiple earning codes are used, then the amount is divided between the hours entered on the timesheet for each earning code. If the employee is hourly, the earning amount is the employee's hourly rate multiplied by the hours on the timesheet for that earning code.

Rate Multiplier: Select this method to have the system take the employee's hourly rate (or the equivalent hourly rate if the employee is salaried) from the Employee Information form (Maintain>Payroll>Employee Information>Job and Pay tab), and multiply it by the value specified in the Rate box. The result is then multiplied by the hours on the employee's timesheet for the earning code. This calculation method is typically used for cases such as time and one half for overtime hours, where a multiplier of 1.5 would be set.

Fixed Hourly Amount: Select this method to have the system multiply the amount specified in the Amount box, by the number of hours specified on the employee's timesheet. When using an earning code that is set up with a fixed amount, the fixed hourly amount is substituted for the pay rate that was set up for the employee on the Employee Information form (Maintain>Payroll>Employee Information>Job and Pay tab). You might set up one or more of these codes if an employee worked on several projects where different hourly rates are charged.

Fixed Amount: Select this method when an earning is based on a fixed amount per pay cycle. Enter a fixed earning amount (in the Amount box) to calculate payroll. Use this calculation method if a fixed amount is needed for an earning in addition to an employee's regular wages.

Amount on Timesheet: Select this method to have the system use the fixed amount that is entered on the employee's timesheet. Use this method to enter an actual amount on the timesheet for earnings.

Rate on Timesheet: Select this method to have the system calculate the number of hours, by the hourly rate which are both entered on the employee's timesheet. The rate entered on the timesheet is substituted for the pay rate that was set up for the employee on the Employee Information form (Maintain>Payroll>Employee Information>Job and Pay tab). You might set up one or more of these codes if an employee worked on several projects where different hourly rates are charged. Use this calculation method to pay employees different pay rates based on jobs preformed, or if you have paid shift differentials, such as different rates if they work the "graveyard" shift.

Rate, Amount: Enter a rate or amount, depending on the calculation method selected. You should enter a rate for Rate Multiplier, or an amount for Fixed Hourly Amount or Fixed Amount.

Tip: Because there is no internal default Earning Code for wages, at least one Earning Code must be entered to represent the employee's basic pay. You need to use a calculation method of Employee Pay Rate for these earnings.

Earning Codes - Schedule Tab

Access this tab using Maintain>Payroll>Earning Codes.

Use this tab to assign a payroll schedule to the Earning Code. This schedule helps the system determine whether or not to use an Earning Code when creating a Regular/Supplemental timesheet for an employee.

Fields

Frequency Pay Cycle, Regular Payroll, Supplemental Payroll: A schedule is required for all cycles and payroll types. If no changes are made to this tab, the system uses the default, Always.

- **Monthly:** Choose from Always or Never for Regular and Supplemental Payroll.
- **Semimonthly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.
- **Biweekly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls in the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.
- **Weekly:** Select Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.

Tip: Generally, use the calculation schedule only if there is an earning that you do not want to pay every pay cycle.

Earning Codes - Taxes Tab

Access this tab using Maintain>Payroll>Earning Codes.

Use this tab to determine which federal, state, and other taxes to apply for this Earning Code.

Note: If the Contribute to Net Pay Only check box is selected on the Earning tab, taxes do not apply so this tab is not available.

Fields

Subject to the Following Federal Taxes FIT, Social Security, Medicare, FUTA: Select Federal Income (FIT), Social Security, Medicare, and/or Federal Unemployment (FUTA), as appropriate for this earning code.

Subject to the Following State Taxes SWT, SUTA: Select State Withholding Tax (SWT) and/or State Unemployment Tax (SUTA), as appropriate for this earning code.

Subject to the Following Other Taxes Employee Paid (LWT), Employer Paid (LER): Select Employee Paid (LWT) and/or Employer Paid (LER), as appropriate for this earning code.

Tips:

- For State and/or other taxes, you must assign State and/or Other tax codes to an employee (Maintain>Payroll>Employee Information), to calculate these selected taxes.
- Since earnings are typically taxable, the system automatically has all check boxes selected.

Benefit Codes

Use this form to add a new Benefit Code or edit an existing one. The benefit codes entered are used throughout the system. Since the system uses benefit codes when it is calculating pay, creating an accounting entry for payroll, calculating and reporting W-2 information and other tax reports, and reporting, you must set up your benefit codes in order to use many of the forms on the Timesheets and Activities>Payroll> menus.

You must assign a General Ledger expense and liability account on the Benefits tab, in order to create an accounting entry. Use the Distribution tab to determine the distribution of the benefit expense across all other segments.

Benefit Codes - Benefit Tab

Access this tab using Maintain>Payroll>Benefit Codes.

Use this form to add a new Benefit Code or edit an existing one. The benefit codes entered are used throughout the system. Since the system uses benefit codes when it is calculating pay, creating an accounting entry for payroll, calculating and reporting W-2 information and other tax reports, and reporting, you must set up your benefit codes in order to use many of the forms on the Timesheets and Activities menus.

You must assign a General Ledger expense and liability account on the Benefits tab, in order to create an accounting entry. Use the Distribution tab to determine the distribution of the benefit expense across all other segments.

Use this tab to add a new Benefit Code or edit an existing one. You must assign a General Ledger expense and liability account in order to create an accounting entry.

Fields

Code: Enter a Benefit Code. You should make the first eight characters of the code unique so that the paycheck displays a useful identifier. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Status: Specify the status of the Benefit Code . When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued), from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not being used regularly for payroll, but it could be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in the payroll process.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow payroll to be processed using a code with a discontinued status.

Title: Enter the title of the Benefit Code.

Expense Account: Enter the General Ledger expense account for this Benefit Code. The account must be an existing General Ledger account that is not a subledger-type account. The account must have a status of Active or Inactive.

Liability Account: Enter the General Ledger liability account for this Benefit Code. The account must be an existing General Ledger account that is not a subledger-type account. The account must have a status of Active or Inactive.

Show Code on Check Stub: Select this check box to display the Benefit Code information on the check stub.

W-2 Information Box Number, Box Code: Select W-2 Box Number 7, 8, 10, 11, 12, or 14 if this Benefit Code falls into one of those W-2 categories.

- Box 12 *requires* a corresponding box code, and cannot be used for anything other than the items specified by the box codes. You must enter one of the following Box Codes: A-H, J-N, P, R-T, V, W, Y, Z, AA, BB, CC, DD, EE, FF, GG, or HH.
- Box 14 should be used for any other information you want to give your employee. You can enter up to five alphanumeric characters. The Box Code serves as a "label" for the optional amount displayed in box 14.

To have the benefits and taxes from this Benefit Code appear in W-2 boxes 1-6, 16, 17, 18, and/or 19 (for Federal, State, and Other Taxes), select the check boxes on the Taxes tab and leave the W-2 Box Number box on this tab blank.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.
- See IRS W-2 instructions for more W-2 information.
- *Earnings* are money paid to an employee, which increases net pay. A *benefit,* on the other hand, is something provided to the employee for which the employer pays a third party (they do not increase net pay). For example, life insurance for an employee that exceeds the federally allowed maximum, and use of a company car for personal reasons, are benefits. These benefits do not increase the employee's net pay, but must be included as taxable income to the employee (and thus they increase taxable earnings and applicable taxes). Use this distinction when determining whether to enter an item as an Earning or a Benefit Code.
- Enter as many Benefit Codes as needed and apply as many as are necessary to each employee's timesheet.
- To see how W-2 data is set up in the system, see the Tips section of the Calculate W-2s form (Reports>Payroll>Payroll Tax Worksheets>Calculate W-2 Information).

Benefit Codes - Calculation Tab

Access this tab using Maintain>Payroll>Benefit Codes.

Use this tab to select a calculation method for the Benefit Codes. You can choose from various calculation methods built into the system. When the benefit code is assigned to an employee, the calculation method specified on this tab is used to calculate that employee's benefits.

Fields

Fixed Percentage of Earnings: Select this method to have an employee accrue benefits based on a percentage of earnings. The system first takes the total earning amount for just those earnings that are tied to the Benefit Code (as indicated on the Earnings tab). This earning amount is then multiplied by the percentage indicated in the Percentage box, to get a fixed percentage of earnings. Note that when using this calculation method, benefits vary with earnings.

Fixed Hourly Amount: Select this method to have the system base benefits on a fixed rate per hour worked. The system multiplies only the earning hours that are tied to the Benefit Code (as indicated

on the Earnings tab), by the hourly amount specified in the Amount box. Note that when using this calculation method, benefits vary with hours worked.

Fixed Amount: Select this method when a benefit is based on a fixed amount per pay cycle. Enter a fixed benefit amount (in the Amount box) to calculate payroll.

Amount on Timesheet: Select this method to use the fixed amount, entered on the employee's timesheet, for benefits.

Percentage on Timesheet: Select this method to use a fixed percentage, entered on the employee's timesheet, for benefits.

Percentage, Amount: Enter a percentage or amount, depending on the calculation method selected. You should enter a percentage for Fixed Percentage of Earnings, or an amount for Fixed Hourly Amount or Fixed Amount.

When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. For example, enter the following numbers to indicate the following percentages:

0005 = .5%

005, 05, or 5 = 5%

50 = 50%

The system calculates up to four places to the right of the decimal point.

Maximum Per Year: Enter the maximum amount allowed for benefits per calendar year. If there is no limit, enter a large number like 9,999,999,999 to be applied as the maximum. If the box is left at 0, 0 is applied as the maximum per year, and you will not get a benefit amount.

Maximum Percentage: Enter the maximum percentage allowed for a benefit, when Percentage on Timesheet is selected. When entering percentages include a decimal point. The percentage can range from zero to 100 percent. The system calculates up to four places to the right of the decimal point.

Tip: Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.

Benefit Codes - Earnings Tab

Access this tab using Maintain>Payroll>Benefit Codes.

Use this tab to select the Earning Codes to use when calculating this benefit. This tab is only available if Fixed Percentage of Earnings, Fixed Hourly Amount, or Percentage on Timesheet was selected on the Calculation tab.

Note: Any Earning Code set up with Contribute to Net Pay Only (Maintain>Payroll>Earning Codes) is not available to use when calculating this benefit.

Fields

Earnings to Use for This Calculation Available Items, Selected Items: Select the Earning Codes to use when calculating this benefit. Move a code from the Available Items box to the Selected Items box by clicking it twice or by using the Mover buttons (>, >>). The codes may be moved in any order. At least one earning code must be moved to the Selected Items box.

Tip: Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.

Benefit Codes - Schedule Tab

Access this tab using Maintain>Payroll>Benefit Codes.

Use this tab to assign a payroll schedule to the Benefit Code. This schedule helps the system determine whether or not to use a particular benefit code when creating a Regular/Supplemental timesheet for an employee.

Fields

Frequency Pay Cycle, Regular Payroll, Supplemental Payroll: A schedule is required for all cycles and payroll types (regular and supplemental). If no changes are made to this tab, the system uses the default, Always.

- **Monthly:** Choose from Always or Never for Regular and Supplemental Payroll.
- **Semimonthly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.
- **Biweekly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls in the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.
- **Weekly:** Select Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.
- Generally, use the schedule only if there is a benefit that you do not want to include in every pay cycle.

Benefit Codes - Taxes Tab

Access this tab using Maintain>Payroll>Benefit Codes.

Use this tab to determine which federal, state, and other taxes to apply for this Benefit Code.

Important!For more information about increasing taxable earnings, please contact your Tax Advisor.

Fields

Increase Taxable Earnings for the Following Federal Taxes FIT, Social Security, Medicare, FUTA: Select Federal Income (FIT), Social Security, Medicare, and/or Federal Unemployment (FUTA), as appropriate for this benefit code.

Increase Taxable Earnings for the Following State Taxes SWT, SUTA: Select State Withholding Tax (SWT) and/or State Unemployment Tax (SUTA), as appropriate for this benefit code.

Increase Taxable Earnings for the Following Other Taxes Employee Paid (LWT), Employer Paid (LER): Select Employee Paid (LWT) and/or Employer Paid (LER), as appropriate for this benefit code.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.
- Since benefits are not typically taxable, by default, the check boxes are not selected on this tab.

Benefit Codes - Distribution Tab

Access this tab using Maintain>Payroll>Benefit Codes.

Use this tab to specify how the system should distribute the benefit.

Fields

Distribution of Benefit Expense Should

- **Follow Earnings on Timesheet Distribution Code to Use if no Earnings Exist:** Select to have benefit amounts distributed the same way the employee's earnings are distributed. Select an alternate distribution code to use when no earnings are present on the timesheet. When earnings exist, the benefit is distributed to the same Account Codes (Fund and any other account segments except General Ledger) as the employee's earnings. Also, if more than one distribution code is used to distribute the employee's earnings, the benefits are distributed based upon a weighted average of the distributed earnings.
- **Follow Earnings Used to Calculate the Benefit:** Select to limit distribution to the earnings used to calculate the benefit (from the Earning Codes specified on the Earnings tab). Many grants and contracts allow benefits to be charged directly to the funding source. The benefit is distributed to the same Account Codes (Fund and any other account segments except General Ledger) as the employee's earnings. If more than one distribution code is used to distribute the employee's earnings, the benefits are distributed based upon a weighted average of the distributed earnings.
- **Use Distribution Code:** Select an existing distribution code to distribute the benefit, which may be entirely or partially distributed to overhead. Use this distribution method if there is one or more funding sources to which you do not distribute benefits (because there is a negotiated rate or

- benefits are simply disallowed). Distribution codes must have been previously created using Maintain>Payroll>Distribution Codes with Apply To set to Payroll only (P), or both Accounting and Payroll (B).

Tip: Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.

Deduction Codes

Use this form to add a new Deduction Code or edit an existing one. The deduction codes entered are used throughout the system. Since the system uses deduction codes when it's calculating pay, creating an accounting entry for payroll, calculating and reporting W-2 information and other tax reports, and reporting; you must set up these codes in order to use many of the forms on the Timesheets and Activities menus.

Deduction Codes - Deduction Tab

Access this tab using Maintain>Payroll>Deduction Codes.

Use this form to add a new Deduction Code or edit an existing one. The deduction codes entered are used throughout the system. Since the system uses deduction codes when it's calculating pay, creating an accounting entry for payroll, calculating and reporting W-2 information and other tax reports, and reporting; you must set up these codes in order to use many of the forms on the Timesheets and Activities menus.

Use this tab to add a new Deduction Code or edit an existing one. You must assign a General Ledger liability account on this tab, in order to create an accounting entry.

Fields

Code: Enter a Deduction Code. You should make the first eight characters of the code unique so that the paycheck displays a useful identifier. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Status: Specify the status of the Deduction Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued), from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not used regularly, but it could be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in a payroll process.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow payroll to be processed using a code with a discontinued status.

Title: Enter the title of the Deduction Code.

Liability Account: Enter the General Ledger liability account for this Deduction Code. The account must be an existing General Ledger account that is not a subledger-type account. The account must have a status of Active or Inactive.

W-2 Information Box Number, Box Code: Select W-2 Box Number 7, 8, 10, 11, 12, or 14 if this Deduction Code falls into one of those W-2 categories.

- Box 12 *requires* a corresponding box code, and cannot be used for anything other than the items specified by the box codes. You must enter one of the following Box Codes: A-H, J-N, P, R-T, V, W, Y, Z, AA, BB, CC, DD, EE, FF, GG, or HH.
- Box 14 should be used for any other information you want to give your employee. You can enter up to five alphanumeric characters. The Box Code serves as a "label" for the optional amount displayed in box 14.

To have the deductions and taxes from this Deduction Code appear in W-2 boxes 1-6, 16, 17, 18, and/or 19 (for Federal, State, and Other Taxes), select the check boxes on the Taxes tab and leave the W-2 Box Number box on this tab blank.

Tips:

- See IRS W-2 instructions for more information.
- Deductions reduce net pay and create a liability, since the amount withheld from the employee's pay must be paid to another entity. Deductions are not an employer expense.
- Enter as many Deduction Codes as needed and apply as many as are necessary to each employee's timesheet.
- To see how W-2 data is set up in the system, see the Tips section of the Calculate W-2s information (Reports>Payroll>Payroll Tax Worksheets>Calculate W-2 Information).

Deduction Codes - Calculation Tab

Access this tab using Maintain>Payroll>Deduction Codes.

Use this tab to select a calculation method for the Deduction Codes. You can choose from various methods built into the system. When the deduction code is assigned to an employee, the calculation method specified on this tab is used to calculate that employee's deductions.

Fields

Fixed Percentage of Earnings: Select this method to have an employee accrue deductions based on a percentage of earnings. The system first takes the total earning amount for just those earnings that are tied to the Deduction Code, (as indicated on the Earnings tab). This earning amount is then multiplied by the percentage indicated in the Percentage box, to get a fixed percentage of earnings. Note that when using this calculation method, deductions vary with earnings.

Fixed Hourly Amount: Select this method to have the system base deductions on a fixed rate per hour worked. The system multiplies the earning hours that are tied to the Deduction Code (as indicated on the Earnings tab), by the hourly amount specified in the amount box. Note that when using this calculation method, deductions vary with hours worked.

Fixed Amount: Select this method when a deduction is based on a fixed amount per pay cycle. Enter a fixed deduction amount (in the Amount box) to calculate payroll.

Amount on Timesheet: Select this method to use a fixed amount, entered on the employee's timesheet, for deductions.

Percentage on Timesheet: Select this method to use a fixed percentage, entered on the employee's timesheet, for deductions.

Percentage, Amount: Enter a percentage or amount depending on the calculation method selected. You should enter a percentage for Fixed Percentage of Earnings, or an amount for Fixed Hourly Amount or Fixed Amount.

When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. For example, enter the following numbers to indicate the following percentages:

0005 = .5%

005, 05, or 5 = 5%

50 = 50%

The system calculates up to four places to the right of the decimal point.

Maximum Per Year: Enter the maximum amount allowed for deductions per calendar year. If there is no limit, enter a large number like 9,999,999,999 to be applied as the maximum. If the box is left at 0, 0 is applied as the maximum per year, and you will not get a benefit amount.

Maximum Percentage: Enter the maximum percentage allowed for a deduction, when Percentage on Timesheet is selected. When entering percentages include a decimal point. The percentage can range from zero to 100 percent. The system calculates up to four places to the right of the decimal point.

Deduction Codes - Earnings Tab

Access this tab using Maintain>Payroll>Deduction Codes.

Use this tab to select the Earning Codes to use when calculating this deduction. This tab is only available if Fixed Percentage of Earnings, Fixed Hourly Amount, or Percentage on Timesheet was selected on the Calculation tab.

Note: Any Earning Code set up with Contribute to Net Pay Only (Maintain>Payroll>Earning Codes) is not available to use when calculating this deduction.

Fields

Earnings to Use for This Calculation Available Items, Selected Items: Select the Earning Codes to use when calculating this deduction. Move a code from the Available Items box to the Selected Items box by clicking it twice or by using the Mover buttons (>, >>). The codes may be moved in any order. At least one earning code must be moved to the Selected Items box.

Deduction Codes - Schedule Tab

Access this tab using Maintain>Payroll>Deduction Codes.

Use this tab to assign a payroll schedule to the Deduction Code. This schedule helps the system to determine whether or not to use a particular deduction code when creating a Regular/Supplemental timesheet for an employee.

Fields

Frequency Pay Cycle, Regular Payroll, Supplemental Payroll: A schedule is required for all cycles and payroll types. If no changes are made to this tab, the system uses the default, Always.

- **Monthly:** Choose from Always or Never for Regular and Supplemental Payroll.
- **Semimonthly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.
- **Biweekly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls in the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.
- **Weekly:** Select Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.

Tip: Generally, use the schedule only if there is a deduction that you do not want to include in every pay cycle.

Deduction Codes - Taxes Tab

Access this tab using Maintain>Payroll>Deduction Codes.

Use this tab to determine which federal, state, and other taxes to apply for this Deduction Code. When a check box is selected, the employee's earnings are decreased by the amount of the deduction for the selected tax.

Important!For more information about decreasing taxable earnings, please contact your Tax Advisor.

Fields

Decrease Taxable Earnings for the Following Federal Taxes FIT, Social Security, Medicare, FUTA: Select Federal Income (FIT), Social Security, Medicare, and/or Federal Unemployment (FUTA), as appropriate for this deduction code.

Decrease Taxable Earnings for the Following State Taxes SWT, SUTA: Select State Withholding Tax (SWT) and/or State Unemployment Tax (SUTA), as appropriate for this deduction code.

Decrease Taxable Earnings for the Following Other Taxes Employee Paid (LWT), Employer Paid (LER): Select Employee Paid (LWT) and/or Employer Paid (LER), as appropriate for this deduction code.

Deduction Codes - Taxes Example

Suppose your earnings are $1000. You create a non-taxable deduction of $200. Select all the check boxes for federal taxes on this tab. The federal taxable earnings would be $800. Since the state and other taxes are not selected, the taxable earnings for state and other taxes would be $1000.

Workers' Compensation Codes

Use this form to add a new Workers' Compensation Code or edit an existing one. Note that Workers' Compensation Codes are used later when entering timesheets and manual checks (Timesheets and Activities>Payroll> menus), and when reviewing/modifying calculated payroll (Activities>Payroll> menu). Furthermore, the system uses the Workers' Compensation Codes specified when it is calculating pay, creating the accounting entry for payroll, calculating and reporting tax reports, and reporting.

A General Ledger expense and liability account must be assigned on the Workers' Compensation tab, in order to create an accounting entry. Use the Distribution tab to indicate the distribution of the worker's compensation expense across all other segments.

Workers' Compensation Codes - Workers' Compensation Tab

Access this tab using Maintain>Payroll>Workers' Compensation Codes.

Use this form to add a new Workers' Compensation Code or edit an existing one. Note that Workers' Compensation Codes are used later when entering timesheets and manual checks (Timesheets and Activities>Payroll> menus), and when reviewing/modifying calculated payroll (Activities>Payroll> menu). Furthermore, the system uses the Workers' Compensation Codes specified when it is calculating pay, creating the accounting entry for payroll, calculating and reporting tax reports, and reporting.

A General Ledger expense and liability account must be assigned on this tab, in order to create an accounting entry. Use the Distribution tab to indicate the distribution of the worker's compensation expense across all other segments.

Fields

Code: Enter a Workers' Compensation code. You should make the first eight characters of the code unique so that the check stub displays a useful identifier. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Status: Specify the status of the Workers' Compensation Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued) from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not used regularly, but it could be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in a payroll process.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow payroll to be processed using a code with a discontinued status.

Title: Enter the title of the Workers' Compensation code.

Aatrix® Tax Type: Accept the default of <None>, or select a state to be associated with this Workers' Compensation code for Aatrix payroll reporting.

Paid By Employer, Employee: Select which party is paying the workers' compensation amount for this code—the employer or the employee.

Show Code on Check Stub: If the Employer is paying the workers' compensation, select this check box to display the Employer Workers' Compensation Code information below the Employee Workers' Compensation Code information on the check stub.

Expense Account: Select the General Ledger expense account for this Workers' Compensation code. The account must be an existing General Ledger account that is not a subledger-type account. The account must have a status of Active or Inactive. This box is only available if the Employer pays the workers' compensation.

Liability Account: Enter the General Ledger liability account for this Workers' Compensation code. The account must be an existing General Ledger account that is not a subledger-type account. The account must have a status of Active or Inactive.

Tips:

- Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.
- Enter as many Workers' Compensation Codes as needed and apply as many as are necessary to each employee's timesheet.
- If both the employer and employee pay workers' compensation, set up two different codes and apply each to the employee's timesheet.
- If you select the "Show Code on Check Stub" check box, the following applies when the check is printed (Activities>Payroll>Print/Email Checks and Vouchers):
  - Employee Workers' Compensation information prints first, followed by employer information.
  - Employer paid Workers' Compensation amounts are included in the Workers' Compensation totals.
  - Employer paid Workers' Compensation amounts are not included in the net pay.
  - Employee paid Workers' Compensation amounts are printed in the detail and totals area of the check stub.

Workers' Compensation Codes - Calculation Tab

Access this tab using Maintain>Payroll>Workers' Compensation Codes.

Use this tab to select a calculation method for the Workers' Compensation Codes. You can choose from various methods built into the system. When the Workers' Compensation Code is assigned to an employee, the calculation method specified on this tab is used to calculate that employee's workers' compensation.

Fields

Rate per Hours Worked: Select this method to have the system take the hours associated with all the earning codes (specified in the Earnings to Use for This Calculation box on the Earnings tab), and multiply them by the rate specified in the Rate box of this tab. The result is then multiplied by the Adjustment Factor, if one is supplied.

Rate per Workers' Compensation Hours: Select this method to provide a Rate which is then multiplied by the hours you specify later, on the timesheet, for workers' compensation hours. This result is then multiplied by the Adjustment Factor, if one is supplied. There are no Earning Codes associated with this method.

Rate per $100 Earnings: Select this method to have the system take all earnings on the timesheet (for the Earning Codes specified in the Earnings to Use for this Calculation box on the Earnings tab), and add in the year-to-date subject earnings. This sum is then compared to the *Maximum Subject Earnings* on this tab.

- If the Maximum Subject Earnings amount is greater than this sum, then the current period subject earnings are used to calculate the workers' compensation amount.
- If the Maximum Subject Earnings amount is less than this sum, then the amount used to calculate workers' compensation is the Maximum Subject Earnings less the year-to-date earnings. The resulting amount is then divided by 100 to get the rate per $100 earnings. The system uses this number to multiply by the Rate and Adjustment Factor indicated.

Rate, Adjustment Factor, Maximum Subject Earnings: Enter the rate, adjustment factor, and, if you selected the Rate Per $100 Earnings calculation method, the maximum subject wages allowed in calculating workers' compensation.

Tip: Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.

Workers' Compensation Codes - Earnings Tab

Access this tab using Maintain>Payroll>Workers' Compensation Codes.

Use this tab to select the Earning Codes to use when calculating workers' compensation. This tab is only available if you selected Rate per Hours Worked or Rate per $100 Earnings on the Calculation tab.

Note: Any Earning Code set up with the Contribute to Net Pay Only check box selected (Maintain>Payroll>Earning Codes) is not available to use when calculating worker's compensation.

Fields

Earnings to Use for This Calculation Available Items, Selected Items: Select the Earning Codes to use when calculating workers' compensation. Move a code from the Available Items box to the Selected Items box by clicking it twice or by using the Mover buttons (>, >>). The codes may be moved in any order. At least one earning code must be moved to the Selected Items box.

Tip: Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.

Workers' Compensation Codes - Distribution Tab

Access this tab using Maintain>Payroll>Workers' Compensation Codes.

Use this tab to specify how to distribute the workers' compensation expense (if employer paid). Note that this tab is only available if Employer was selected on the Workers' Compensation tab. Click Distribution Codes Information to open the Maintain>Payroll>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.

Fields

Distribution of the Employer's Workers' Compensation Expense Should

- **Follow Earnings on Timesheet:** Select to have workers' compensation amounts distributed the same way the employee's earnings are distributed. The workers' compensation is distributed to the same Account Codes (Fund and any other account segments except General Ledger) as the employee's earnings. Also, when more than one distribution code is used to distribute the employee's earnings, the workers' compensation is distributed based upon a weighted average of the distributed earnings.
- **Follow Earnings Used to Calculate the Workers' Compensation:** Select to limit distribution to the earnings used to calculate the workers' compensation (from the Earning Codes specified on the Earnings tab). Many grants and contracts allow workers' compensation to be charged directly to the funding source. The workers' compensation is distributed to the same Account Codes (Fund and any other account segments except General Ledger) as the employee's earnings. When more

- than one distribution code is used to distribute the employee's earnings, the workers' compensation is distributed based upon a weighted average of the distributed earnings.
- **Use Distribution Code:** Select an existing distribution code to distribute the workers' compensation, which may be entirely or partially distributed to overhead. Use this distribution method if there is one or more funding sources to which you do not distribute workers' compensation (because there is a negotiated rate or workers' compensation is simply disallowed). Distribution codes were set up using Maintain>Payroll>Distribution Codes.

Leave Codes

Use this form to add a new Leave Code or edit an existing one. The system uses leave codes to calculate leave for each employee, as well as the pay dates on which to calculate leave.

Note that Leave Codes are used later when entering timesheets and manual checks (Timesheets and Activities>Payroll> menus), and when reviewing/modifying calculated payroll (Activities>Payroll> menu). Furthermore, the system uses the Leave Codes specified when it is calculating pay, creating the accounting entry for payroll, and reporting.

Leave Codes - Leave Tab

Access this tab using Maintain>Payroll>Leave Codes.

Use this form to add a new Leave Code or edit an existing one. The system uses leave codes to calculate leave for each employee, as well as the pay dates on which to calculate leave.

Note that Leave Codes are used later when entering timesheets and manual checks (Timesheets and Activities>Payroll> menus), and when reviewing/modifying calculated payroll (Activities>Payroll> menu). Furthermore, the system uses the Leave Codes specified when it is calculating pay, creating the accounting entry for payroll, and reporting.

Use this tab to add a new Leave Code or edit an existing one. The system uses leave codes to calculate leave for each employee, as well as the pay dates on which to calculate leave.

Fields

Code: Enter a Leave Code. You should make the first eight characters of the code unique so that the check stub displays a useful identifier. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Status: Specify the status of the Leave Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued), from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- Active - An active status allows payroll to be processed using this code.
- Inactive - Set a code to inactive when it is not used regularly, but it could be used at some point. A warning message appears when attempting to use an inactive code. The warning message is for notification only; the code can still be used in a payroll process.
- Discontinued - Designate a code as discontinued when it is no longer being used. The system does not allow payroll to be processed using a code with a discontinued status.

Title: Enter the title of the Leave Code.

Maximum Annual Accrual (Hours): Enter the maximum number of hours allowed to accrue for leave during one calendar year (January-December). For example, if your organization allows the addition of no more than 80 hours per calendar year to each employee's leave balance, enter 80 in this box. If there is no maximum, enter a very large number, such as 9999.

Maximum Accrual Balance (Hours): Enter the maximum number of hours allowed to accrue for leave for a lifetime. When leave is calculated, the total leave must not be more than the Maximum Accrual Balance allowed. If it is, the leave accrual is reduced so that the Maximum Accrual Balance does not exceed it. It is used by the Calculate Payroll process and represents the lifetime accrual that cannot be exceeded for that Leave Code/Employee.

Tips:

- Leave does not affect net pay, nor does it create an accounting entry.
- Enter as many Leave Codes as needed and apply as many as are necessary to each employee's timesheet.

Leave Codes - Calculation Tab

Access this tab using Maintain>Payroll>Leave Codes.

Use this tab to select a calculation method for the Leave Codes. You can choose from various methods built in to the system. When the Leave Code is assigned to an employee (Timesheets>Enter Default Timesheets or Enter Regular/Supplemental Timesheets), the calculation method specified on this tab is used to calculate that employee's leave.

Fields

Fixed Number of Hours: Select this method to accrue by the number of hours indicated in the Hours box per pay cycle.

Fixed Percentage of Hours Worked: Select this method to base leave on a fixed rate per hour worked. The system multiplies only the earning hours that are tied to the Leave Code (as indicated on the Earnings tab) by the amount specified in the Percentage box. Note that when using this calculation method, leave varies with hours worked.

Amount on Timesheet: Select this method to have the system use the fixed amount that is entered on the employee's timesheet. Use this method to enter an actual amount on the timesheet for leave.

Percentage on Timesheet: Select this method to have the system use the fixed percentage that is entered on the employee's timesheet. Use this method to enter the percent on the timesheet for leave.

Hours, Percentage: Enter the number of hours or a percentage, depending on the calculation method selected. You should enter the number of hours to accrue for Fixed Number of Hours, or a percentage for Fixed Percentage of Hours Worked.

When entering percentages, do not include a decimal point. For fractional percentages, enter the leading zeroes. For example, enter the following numbers to indicate the following percentages:

0005 = .5%

005, 05, or 5 = 5%

50 = 50%

The system calculates up to four places to the right of the decimal point.

Maximum Subject Hours Per Pay Period: Enter the maximum subject hours per pay period allowed when calculating leave, if the Fixed Percentage of Hours Worked or Percentage on Timesheet calculation method was selected. This box is not used with the Fixed Number of Hours calculation method.

Maximum Percentage: Enter the maximum percentage allowed for leave, when Percentage on Timesheet is selected. When entering percentages include a decimal point. The percentage can range from zero to 100 percent. The system calculates up to four places to the right of the decimal point.

Leave Codes - Earnings Tab

Access this tab using Maintain>Payroll>Leave Codes.

Use this tab to select the Earning Codes to use when calculating this leave. This tab is only available if Fixed Percentage of Hours Worked or Percentage on Timesheet was selected on the Calculation tab.

Note: Any Earning Code set up with Contribute to Net Pay Only (Maintain>Payroll>Earning Codes) is not available to use when calculating leave.

Fields

Earnings to Use for This Calculation Available Items, Selected Items: Select the Earning Codes to use when calculating leave. Move a code from the Available Items box to the Selected Items box by clicking it twice or by using the Mover buttons (>, >>). The codes may be moved in any order. At least one earning code must be moved to the Selected Items box.

Leave Codes - Schedule Tab

Access this tab using Maintain>Payroll>Leave Codes.

Use this tab to assign a payroll schedule to the Leave Code. This schedule helps the system determine whether or not to use a particular leave code when creating a Regular/Supplemental timesheet for an employee.

Fields

Frequency Pay Cycle, Regular Payroll, Supplemental Payroll: A schedule is required for all cycles and payroll types. If no changes are made to this tab, the system uses the default, Always.

- **Monthly:** Choose from Always or Never for Regular and Supplemental Payroll.
- **Semimonthly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.
- **Biweekly:** Select Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.

- **Weekly:** Select Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never for Regular Payroll. Select Always or Never for Supplemental Payroll.

Tip: Use a Schedule other than Always, if there is leave that you do not want to accrue every pay cycle. Otherwise, allow the system to use the default, Always, as the calculation schedule; leave will then be accrued every pay cycle.

Chapter 3: Tax Reporting

Tax Forms and eFiling by Aatrix

Access this form using Activities>Payroll>Tax Forms and eFiling by Aatrix®.

Use this form to filter the data to produce or eFile print-ready W-2 and W-3 forms, as well as 1094 and 1095 forms for employees, and Federal and State agencies.

First, select the Form Type, State, and Form, then use the Form Description to verify that you are using to view and/or print W-2 information. Next, select the Date Range.

For Federal 1095/1094-C or 1095/1094-B forms, accept the default for Full-time Employees option in order to calculate using Payroll hours. Or select Calculate using Web/Imported Timesheet Hours if the HR Managementmodule is owned and used.

You can filter the data, and then click OK to begin the output process. The system creates a data file (.auf), which Aatrix® uses to populate the forms. You can create, verify, and print your state tax forms on plain paper. Or eFile them, for a fee – no printing, folding, or mailing required. You can also create, calculate, and verify your W-2 tax information, then choose to print and distribute your employee copies in-house with the government mandated plain perforated paper or let Aatrix® handle the rest. Aatrix® will produce and mail your employees their W-2s plus post employee W-2s for employee electronic download (in case they lose their W-2) and Aatrix® will file the State and Federal copies including the W-3. You now have the choice of printing the W-2 and W-3 Federal and State copies on plain paper or eFiling them with only the State eFile charge being applied.

For 1099 instructions, see article 4461 or article 4471 for W-2 instructions, in the Knowledgebase.

Nonprofit Online Users

MIP manages tax form updates automatically for you; therefore, the Form Updates button is not available. See Nonprofit Online.

Payroll Link Users

The system uses the employee's hired date and terminated date to determine whether to include them in the AUF file. If an employee is terminated before the end of the year, the employee information for that year will be included in Aatrix. If the employee is terminated before the reporting year, that employee's information will not be included in Aatrix. Also, if an organization

switches to the Payroll Link module during the calendar year all payroll history for the year will be ignored since it is a partial year.

Fields

Select Form

- **Form Type:** Select from the following Federal, State, or History.
- **State:** If the *State* Form Type was selected, select the abbreviated State.
- **Form:** Select a form for Federal or State.
- **Form Description:** A description of the selected form displays.

Form Updates: If available, use this button to check for Aatrix® updates and the most current forms; as there may be Aatrix® software and/or form changes.

Full-time Employees Calculate using Payroll Hours, Calculate using Web Timesheet Hours: If available, accept the default option to calculate full-time employees using the ***Calculate using Payroll Hours*** if the Payroll module is owned. If the HR Management and/or EWS modules are owned and are importing or using Web Timesheets, select ***Calculate using Web Timesheet Hours***. Full-time Employees option is only available when **Select Form: Form Type** *Federal* and **Form** *1095/1094-C* or *1095/1094-B* were selected. See FTE Rate for more information about how the system calculates full-time employees.

Select Date Range

- **Period Type:** Select a period type, such as One Year, One Quarter, or Date Range.
- **Period:** Select a period, such as 1st Quarter or January.
- **Year:** Enter a year or accept the current year default.
- **Date From:** If *Daily* or *Date Range* Period Type was selected, enter a date or accept the default date.
- **Date To:** If *Date Range* Period Type was selected, you are required to specify the date range. Enter a date or accept the default date.

Filters: Use the filter to limit which items are included in the data file. Note that processing tax files in smaller batches could result in multiple charges from Aatrix.

- **Available Filter, Selected Filter:** Select an item in the Available Filter column, and then click the Mover (>) to move it to the Selected Filter column.
- Once an item is in the Selected Filter column, set up its filtering criteria. Then, the data is limited to what falls within the designated filter criteria.
- **Compares To:** Select an operator. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which items are displayed in the Available Items table.
- **Criteria 1:** Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.
- **Criteria 2:** Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

Tips:

- Your data is designed to print on plain paper and government mandated plain perforated paper available online. Refer to Preprinted Checks and Forms for a list of part numbers to use when ordering.
- In order for Aatrix to notify your employees when their W-2s are available via email, you will need to verify that each employee has the *Issue employee W-2 electronically using Aatrix®* check box selected and that the Employee W-2 *Email* address was entered correctly on the Maintain>Payroll>Employee Information - W-2 Tab.
- In order for Aatrix to notify your employees when their 1095 B or Cs are available via email, you will need to verify that each employee has the Issue Electronic Form 1095 check box selected and that the Employee Residence Email address was entered correctly on the Maintain>Payroll>Employee Information - Address Tab.
- Use Reports>Payroll>History>Taxes for a comparable employee count. Set up the report by selecting the following: Content Tab - Employee ID (such as Employee ID, Employee Name, or Social Security Number), Tax Type, Jurisdiction, and Employee Count; Filter Tab - Tax Type = SUTA; and Options Tab - Summarize Amounts check box. The report displays the number one in the column for each employee row and sums the total at the end of the column.
- When filtering data, select Operators to determine which data to display. Also, view a list of Filter Examples that are useful throughout the system and examples of How to Use Wildcards characters with Like and Not Like.

Chapter 4: Payroll Link Reporting

Overview of Payroll Link Reports

The system provides numerous report selections so you can create custom reports that satisfy the reporting needs in your organization. This reporting gives you the flexibility you need, from specifying which columns appear, to sorting and totaling the information presented. You control the output so you get just the reports you want.

Below is a list of all the reports available in the Payroll Link module:

Report Menu Selections	Reports
Lists>Payroll>	"Distribution Codes List" (page 94)
	"Federal Taxes List" (page 95)
	"State Taxes List" (page 98)
	"Other Taxes List" (page 101)
	"Processing Groups List" (page 105)
	"Quick Employee Information" (page 106)
	"Employee Information List" (page 108)
	"Earning Codes List" (page 115)
	"Benefit Codes List" (page 120)
	"Deduction Codes List" (page 126)
	"Workers' Compensation Codes List" (page 130)
	"Leave Codes List" (page 133)

Chapter 5: List Reports

Distribution Codes List

Access this report using Reports>Payroll>Lists>Distribution Codes.

Use this report to obtain a list of the distribution codes entered using Maintain>Payroll>Distribution Codes.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Distribution Code	Pre-defined assignments that allow you to specify, in advance, the funds and/or other account segments to which you want to distribute transaction amounts, such as ALLOC, PROF, or RENT.
Status	The status of the code—Active, Inactive, or Discontinued.
Apply To	How the distribution codes are applied—Payroll, Accounting, or Both Accounting and Payroll.
Description	A description of the distribution code, such as Allocation, Professional Services, or Rent Expense.
Entry Order	The order that transactions were entered. This column allows you to have more control over the order the records print on the report.

Column	Description
{Segment Name}	The code assigned to the segment. The report shows a code, such as 01, 05, or 04. There is one column for each segment.
Hours	The number of hours assigned to a line item of the distribution code. The report shows a number, such as 0.0000 or 2.0000.
Amount	The monetary amount assigned to a line item of the distribution code. The report shows an amount, such as 0.00 or 23.62.
Percent	The percentage assigned to a line item of the distribution code. The report shows a percentage, such as 40.0000% or 6.0000%.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Use this tab to change the font and page setup for a report.

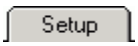
Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Federal Taxes List

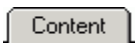
Access this report using Reports>Payroll>Lists>Federal Taxes.

Use this report to obtain a list of the federal tax information entered using Maintain>Payroll>Federal Taxes.

Report Criteria



Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.



Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Tax Type	The federal tax type code. A list of available codes are as follows: FIT (Federal Income Tax) SS (Social Security Tax) MC (Medicare) FUTA (Federal Unemployment Tax)
Tax Type Title	The name of the Tax Type, such as, Federal Income Tax, Social Security Tax, Medicare, Federal Unemployment Tax.
Expense GL Code	The General Ledger expense account number for the federal taxes.
Liability GL Code	The General Ledger liability account number for the federal taxes.
Employee Social Security Tax Override Official Values	A designation of Yes or No, depending on whether "Override Official Values" was selected for the Social Security Tax on the Employee FICA Taxes tab.
Employee Social Security Tax Maximum Annual Subject Wages	The amount entered as the employee's maximum annual subject wages for the Social Security tax on the Employee FICA Taxes tab.
Employee Social Security Tax Percent of Wages	The percentage entered as the employee's maximum annual subject wages for the Social Security tax on the Employee FICA Taxes tab.
Employee Social Security Tax Calculation Method	The selected employee's calculation method for the Social Security tax, such as, Year to Date or Current on the Employee FICA Taxes tab.
Employee Medicare Tax Percent of Wages	The percentage entered as the employee's maximum annual subject wages for the Medicare tax on the Employee FICA Taxes tab.
Employee Medicare Tax	The percentage calculated when an employee's wages subject

Column	Description
Percent over $200,000	to Medicare exceed $200,000.00 for the calendar year.
Employer Social Security Tax Override Official Values	A designation of Yes or No, depending on whether "Override Official Values" was selected for the Social Security Tax on the Employer FICA Taxes tab.
Employer Social Security Tax Maximum Annual Subject Wages	The amount entered as the employer paid maximum annual subject wages for the Social Security tax on the Employer FICA Taxes tab.
Employer Social Security Tax Percent of Wages	The percentage entered as the employer paid maximum annual subject wages for the Social Security tax on the Employer FICA Taxes tab.
Employer Social Security Tax Calculation Method	The selected employer paid calculation method for the Social Security tax, such as, Year to Date or Current on the Employer FICA Taxes tab.
Employer Medicare Tax Percent of Wages	The percentage entered as the employer paid maximum annual subject wages for the Medicare tax on the Employer FICA Taxes tab.
FUTA Tax Override Official Values	A designation of Yes or No, depending on whether "Override Official Values" was selected for the employer paid federal unemployment taxes on the FUTA Taxes tab.
FUTA Tax Maximum Annual Subject Wages	The amount entered as the employer paid maximum annual subject wages for the Federal Unemployment tax.
FUTA Tax Percent of Wages	The percentage entered as the employer paid maximum annual subject wages for the Federal Unemployment tax.
Distribution Method	The distribution method of employer paid federal unemployment taxes. The system displays one of the following methods: AE (Follow Earnings on Timesheet) CE (Follow Earnings Used to Calculate the Tax) DC (Use Distribution Code)

Column	Description
Distribution Method Description	The description of the distribution method.
Distribution Code	The distribution code entered, if "DC" was selected as Distribution Method.
Distribution Code Description	The description of the distribution code.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

State Taxes List

Access this report using Reports>Payroll>Lists>State Taxes.

Use this report to obtain a list of the state tax information entered using Maintain>Payroll>State Taxes.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

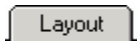
Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
State Code	The code used to represent a state, such as TX or NM (Maintain>Payroll>State Taxes>State tab).
SWT Tax Account ID	The employer's state withholding tax identification number.
SUTA Tax Account ID	The employer's state unemployment tax identification number.
Calculation Method	The selected state unemployment calculation method, such as, Year to Date or Current.
Distribution Method	The distribution method of state unemployment taxes. The system displays one of the following methods: AE (Follow Earnings on Timesheet) CE (Follow Earnings Used to Calculate the Tax) DC (Use Distribution Code)
Distribution Method Description	The description of the distribution method.
SWT Tax	A designation of Yes or No, depending on whether "State Withholding Tax" was selected.
SUTA Tax	A designation of Yes or No, depending on whether "State Unemployment Tax" was selected.
SWT Liability Account	The General Ledger liability account number for the state withholding tax.
SWT Liability Title	The title of the General Ledger liability account for the state withholding tax.
SUTA Paid by Employer	A designation of Yes or No, depending on whether the employer pays the state unemployment tax.
SUTA Paid by Employee	A designation of Yes or No, depending on whether the employee pays the state unemployment tax.
SUTA Employer Maximum Annual Subject Wages	If the employer pays the taxes, this is the amount entered as the maximum subject wages for the employer.

Column	Description
SUTA Employer Percentage	If the employer pays the taxes, this is the percentage entered as the maximum subject wages for the employer.
SUTA Employee Maximum Annual Subject Wages	If the employee pays the taxes, this is the amount entered as the maximum subject wages for the employee.
SUTA Employee Percentage	If the employee pays the taxes, this is the percentage entered as the maximum subject wages for the employee.
SUTA Liability Account	The General Ledger liability account number for the state unemployment tax.
SUTA Liability Title	The title of the General Ledger liability account for the state unemployment tax.
SUTA Expense Account	The expense account number used to apply state unemployment taxes, paid by the employer.
SUTA Expense Title	The title of the state unemployment tax expense account.
Override FUTA Default Credit Rate	A designation of Yes or No, depending on whether the Federal Unemployment Tax Override Default Credit Rate check box was selected.
FUTA Credit Rate	If the FUTA Override Default Credit Rate check box was selected, this is the percentage entered as the Federal Unemployment tax credit.
Distribution Code	The distribution code entered if "DC" was selected as Distribution Method.
Distribution Code Description	The description of the distribution code, such as Allocation, Professional Services, or Rent Expense.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.



Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Other Taxes List

Access this report using Reports>Payroll>Lists>Other Taxes.

Use this report to obtain a list of the other withholding tax information that was entered using Maintain>Payroll>Other Taxes.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Tax Code	The code assigned to the other withholding tax (Maintain>Payroll>Other Taxes>Taxes tab).
Status	The status of the tax code, such as Active, Inactive, and Discontinued.
Title	The title of the tax code.
Aatrix Tax Type	The Aatrix tax type of the Other Taxes code. This is for Aatrix reporting purposes only.
Aatrix Tax Type - State	The state associated with the Aatrix tax type of the Other Taxes code.
Distribution Method	The distribution method of the state unemployment taxes. The

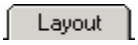
Column	Description
	system displays one of the following methods: AE (Follow Earnings on Timesheet) CE (Follow Earnings Used to Calculate the Tax) DC (Use Distribution Code)
Distribution Method Description	The description of the distribution method.
Distribution Code	The distribution code entered if "DC" was selected as Distribution Method.
Distribution Code Description	The description of the distribution code, such as Allocation, Professional Services, or Rent Expense.
Employer Tax ID	The employer's tax identification number.
Calculation Basis	The calculation basis for the employee's other withholding tax.
Employee Applicable Taxes	A designation of Yes or No, depending on whether "Employee" was selected.
Employer Applicable Taxes	A designation of Yes or No, depending on whether "Employer" was selected.
Paid By Employee	A designation of Yes or No, depending on whether "Employee" was selected (Maintain>Payroll>Other Taxes>Taxes tab).
Employee Taxes Liability Account	The General Ledger liability account number for the Employee applicable (LWT) withholding tax.
Employee Taxes Liability Title	The title of the General Ledger liability account for the Employee applicable Tax (LWT) withholding tax.
Employee Taxes Calculation Type	The calculation type for the employee taxes.
Employee Taxes Base Tax	The base tax entered if "Annual Base Tax," "Annual Tiered Tax with Cap Option," or "Base Tax per Period with Minimum Wage Threshold" was selected as Calculation Type.

Column	Description
Employee Taxes Percent	The percent entered if "Annual Tiered Tax with Cap Option," "Percent of Annual Wages with Cap Option," or "Percent of Wages with Pay Cycle Cap Option" was selected as Calculation Type.
Employee Taxes Taxable Amount Under	The taxable amount under entered if "Annual Tiered Tax with Cap Option" or "Percent of Annual Wages with Cap Option" was selected as Calculation Type.
Employee Taxes Exclusion	The exclusion entered if "Annual Tiered Tax with Cap Option" was selected as Calculation Type.
Employee Taxes Wage Threshold Amount	The wage threshold amount entered if "Base Tax per Period with Minimum Wage Threshold" was selected as Calculation Type.
Employee Taxes Wage Threshold Period	The wage threshold period of Calendar Month or Calendar Year displays if "Base Tax per Period with Minimum Wage Threshold" was selected as Calculation Type.
Employee Taxes Wage Threshold Pay Cycle	The pay cycle of Monthly, Semimonthly, Biweekly, or Weekly displays if "Percent of Wages with Pay Cycle Cap Option" was selected as Calculation Type.
Employee Taxes Wage Threshold Pay Cycle Cap	The pay cycle cap amount entered if "Percent of Wages with Pay Cycle Cap Option" was selected as Calculation Type.
Employee Taxes Calculation Method	The calculation method of Year to Date or Current displays if "Percent of Annual Wages with Cap Option" was selected as Calculation Type.
Employee Exemptions/Deductions Code	The code entered in the Exemptions/Deductions table.
Employee Exemptions/Deductions Description	The description of the code entered in the Exemptions/Deductions table.
Employee	The annual amount entered for the Exemptions/Deductions.

Column	Description
Exemptions/Deductions Annual Amount	
Entry Order	The order that line items were entered. This column allows you to have more control over the order the records print on the report.
Paid By Employer	A designation of Yes or No, depending on whether "Employer" was selected (Maintain>Payroll>Other Taxes>Taxes tab).
Employer Taxes Expense Account	This is the expense account to apply to other taxes.
Employer Taxes Expense Title	The title of the employer tax expense account.
Employer Taxes Liability Account	The liability account to apply to Employer applicable taxes (LER).
Employer Taxes Liability Title	The title of the employer applicable tax (LER) liability account.
Employer Taxes Calculation Type	The calculation type for the employer taxes.
Employer Taxes Base Tax	The base tax entered if "Base Tax per Period with Minimum Wage Threshold" was selected as Calculation Type.
Employer Taxes Percent	The percent entered if "Percent of Wages with Cap Option" was selected as Calculation Type.
Employer Taxes Taxable Amount Under	The taxable amount under entered if "Percent of Wages with Cap Option" was selected as Calculation Type.
Employer Taxes Fixed Amount	The fixed amount entered if "Fixed Amount" was selected as Calculation Type.
Employer Taxes Wage Threshold Amount	The wage threshold amount entered if "Base Tax per Period with Minimum Wage Threshold" was selected as Calculation Type.
Employer Taxes Wage	The wage threshold period of Calendar Month or Calendar Year

Column	Description
Threshold Period	displays if "Base Tax per Period with Minimum Wage Threshold" was selected as Calculation Type.
Employer Taxes Calculation Method	The calculation method of Year to Date or Current displays if "Percent of Wages with Cap Option" was selected as Calculation Type.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.



Use this tab to change the font and page setup for a report.

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Processing Groups List

Access this report using Reports>Payroll>Lists>Processing Groups.

Use this report to obtain a list of the processing groups and pay dates that were entered using Maintain>Payroll>Processing Groups.

Report Criteria

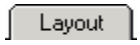
Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Processing Group Code	The code assigned to a processing group (Maintain>Payroll>Processing Groups>Group tab).
Status	The status of the processing group—Active, Inactive, or Discontinued.
Pay Cycle	The pay cycle selected for the processing group—Weekly, Biweekly, Semimonthly, or Monthly.
Title	The title of the processing group.
Year	The tax year assigned to the processing group.
Pay Period	The pay period entered.
Pay Date	The pay date entered.
SUTA Weeks	The number of SUTA (State Unemployment Tax) weeks for the pay date.
Pay Period Begin Date	The pay period beginning date entered.
Pay Period End Date	The pay period ending date entered.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.



Use this tab to change the font and page setup for a report.

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Quick Employee Information

Access this report using Reports>Payroll>Lists>Quick Employee Information.

Use this report to print employee information. This report includes the information entered using Maintain>Payroll>Employee Information. Note that this is a fixed-format report. You cannot

customize the columns in the report; the system has already determined them. However, you can arrange the data using sort order on the Items by Page and Available Filters.

Important! In order to view the entire Social Security Number, you must have been granted *Display Sensitive Data* rights for Maintain>Payroll>Employee Information in the active organization. These rights are granted by the Administrator using Security>Set Up Organization Menus form. Otherwise, only the last four digits of the Social Security Number displays.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine the order that the data prints on the report. The Items by Page group box is used to divide the data onto separate pages, where as the Report Body group box is used to select the sort order (ascending or descending) of the columns. Selecting columns in the Report Body has no bearing on what appears on the report; the columns are for sorting purposes only.

- By selecting Employee ID in the Available Items group box, the data is divided onto separate pages. The report starts a new page for each Employee ID. Sort the Employee IDs by ascending or descending order in the Sort column. If Employee ID is selected here, it is not available in the Available Columns.
- Below is a list of the Available Columns to sort on. Keep in mind, that the report includes additional columns; these are the only ones that have sorting capabilities.
  - Processing Group
  - Class
  - Position
  - Employee Status
  - Employee ID
  - Employee Last Name

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters. For example, if you want to filter employees by hire date, select

"Hire Date," then "=" in the Compares To column. Finally, enter the date to filter on in the Criteria 1 column. The system only prints data that has the same hire date that is entered.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tip: Additional filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields.

Employee Information List

Access this report using Reports>Payroll>Lists>Employee Information.

Use this report to obtain a list of the employees that were entered using Maintain>Payroll>Employee Information.

Additional items, columns, and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String, Editable Drop-Down List, Non-Editable Drop-Down List, Date, or Yes/No* are available in the Items by Page group box on the Content tab.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Processing Group Code	This is the processing group code entered on the Maintain>Payroll>Employee Information>Job and Pay tab. The report shows the code's name, such as Admin or PartTime.
Processing Group Title	The title of the processing group code.
Class	The job class entered.
Position	The employee's job title, such as Administrator or Program Rep.
Employee ID	The employee ID.
Employee Status	The status of the employee–Active, Inactive, or Terminated.
Employee Last Name	The employee's last name.
Employee First Name	The employee's first name.
First, MI Name	The employee's first name and middle initial.
Employee Name	The employee's full name, including the middle initial.
Social Security Number	The employee's social security number. Note that only the last four digits of the number display. To view the entire social security number, you must have been granted Display Sensitive Data rights for Maintain>Payroll>Employee Information. These rights are granted by the Administrator using Security>Set Up Organization Menus form.
Spouse's Social Security Number	The spouse's social security number for the employee. This only applies if the withholding tax state is Puerto Rico. Note only the last four digits of the number display. To view the entire social security number, you must have been granted Display Sensitive Data rights for Maintain>Payroll>Employee Information. These rights are granted by the Administrator using Security>Set Up Organization Menus form.
Previous Employee ID	The Employee ID before it was modified on the Maintain>Payroll>Employee Information>Rename Employee ID form.
Date of Rename Employee	The date and time the Employee ID was last modified.

Column	Description
ID	
Employee ID Modified By	The user ID that modified the Employee ID.
Employee ID Modified At	The workstation where the Employee ID was modified.
Rename Comments	The comments entered on the Maintain>Payroll>Employee Information>Rename Employee ID form.
Address	The employee's home address.
City	The city where the employee resides.
State	The state where the employee resides.
ZIP	The zip code where the employee resides.
Country	The country where the employee resides.
Voice Number	The employee's telephone number.
Fax Number	The employee's fax number.
Work Number	The employee's work number.
Employee Email	The employee's personal or home email address.
Emergency Contact Name	The name of the employee's emergency contact.
Emergency Contact Number	The telephone number of the employee's emergency contact.
Emergency Contact Relation	The relationship of the emergency contact to the employee, such as Spouse, or Father.
Emergency Contact Email	The email address of the employee's emergency contact.
User ID	The system user ID that is associated with the employee ID.
Birth Date	The employee's date of birth.
Hire Date	The employee's date of hire.
Action Date	The action date.

Column	Description
Last Day Worked	The employee's last day of work.
Termination Date	The date the employee was terminated.
Years of Service	The number of years the employee has been with the company.
I-9 on File	A designation of Yes or No, depending on if "I-9" was selected.
Citizenship	The country where the employee is a citizen.
Marital Status	The marital status of the employee, such as single, married, widowed.
Occupation Code	The occupational code of the employee, such as 4000 - AK Occupational Code and 4029 - LA Occupational Code.
Gender	The employee's gender—Female or Male.
Ethnicity	The ethnic origin of the employee.
Pay Type	A designation of Salaried or Hourly, depending on what pay type was selected.
Salary per Pay Cycle	The salary per pay cycle displays an amount for salaried employees.
Hourly Rate	The hourly rate entered. For salary employees, the amount of the "Equivalent Hourly Rate for Calculations" displays.
Direct Deposit	A designation of Yes or No, depending on if "Direct Deposit" was selected.
Disable Pre-note	A designation of Yes or No depending on if a Disable Pre-note was specified for the employee.
Disable Pre-note Last Updated Date	The date and time that the Disable Pre-note was last updated.
Bank Information Last Updated Date	The date and time that any information related to Bank Information was changed.
Pre-note Sent Date	This is the date that starts the three (3) day period for which pre-notes will be created in the system.

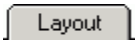
Column	Description
Voucher Available Date	This is the date that ends the three (3) day period for which pre-notes will be created in the system.
Employee Type	The employee type, such as full-time or part-time.
Military Status	The employee's military status.
Driver's License Number	The employee's driver's license number.
Driver's License State	The state where the license is valid.
Driver's License Expiration	The date when the license expires.
Driver's License Class	The driving class approved for the employee.
FIT Filing Status	A designation of Single, Married, or Head of Household depending on which filing status option was selected on the Federal Tax tab.
Issue Electronic Form 1095	A status of Yes or No, indicating whether the Issue Electronic Form 1095 box is checked for this employee.
FIT Nonresident Alien	A status of Yes or No, indicating whether the employee is a nonresident alien.
FIT Number of Withholding Allowances	The number of federal withholding allowances entered.
FIT Additional Withholding	The federal income tax withholding amount withheld each pay period.
FIT Exempt from Withholding	A status of Yes or No, indicating whether the employee is exempt from Federal Withholding.
FIT Employee W-4 Completed Prior to 2020	A status of Yes or No, indicating whether the employee completed their W-4 prior to 2020.
FIT Multiple Jobs	A status of Yes or No, indicating whether the employee works multiple jobs.
FIT Dependents Total	The federal withholding entered for dependents.
FIT Other Income Total	The amount entered for other earned income that will not have

Column	Description
	withholding, such as interest, dividends, and retirement income. This amount should not include income from other jobs.
FIT Deductions Total	The amount of deductions claimed.
FIT Additional Withholding for 2020	The additional federal withholding withheld each pay period.
Earned Income Credit	A designation of None or Single/Married with one Filing, depending on which earned income credit was selected.
SUTA State	The state code for the state unemployment tax entered.
SWT State	The state code for the state withholding tax entered.
SWT Filing Status	A designation of Married or Single or Head of Household, depending on which filing status was selected.
SWT Exemptions	The number of exemptions entered for the state unemployment tax.
SWT Deductions	The number of deductions entered for the state unemployment tax.
SWT Credits	The number of credits entered for the state unemployment tax.
SWT Allowances	The number of allowances for deductions entered for the state unemployment tax.
SWT Additional Withholding	The number of additional withholdings entered for the state unemployment tax.
Other Taxes Tax Code	The tax code assigned for the other withholding tax.
Other Taxes Paid By	A designation of Employee, Employer, or Both, depending on which "Applicable Taxes" was selected (Maintain>Payroll>Other Taxes).
Other Taxes Additional Withholding	The number of additional withholdings entered for the other withholding tax code.
Other Taxes Exemptions/Deductions	The exemptions/deductions code entered for the other withholding tax code, if applicable.

Column	Description
Code	
Other Taxes Exemptions/Deductions Descriptions	The description of the exemptions/deductions code.
Other Taxes Exemptions/Deductions Number	The number of exemptions/deductions entered for the other withholding tax code.
Medicare Qualified Governmental Employee	A designation of Yes or No, depending on if "Medicare Qualified Governmental Employee" was selected.
Statutory Employee	A designation of Yes or No, depending on if the Box 13 Item, "Statutory Employee" was selected.
Retirement Plan	A designation of Yes or No, depending on if the Box 13 Item, "Retirement Plan" was selected.
Third Party Sick Pay	A designation of Yes or No, depending on if the Box 13 Item, "Third Party Sick Pay" was selected.
Issue Electronic W-2	A designation of Yes or No, depending on if "Issue employee W-2 electronically using Aatrix®.
Electronic Filing Email	The employee's email address used for electronically file W-2s using Aatrix®.
Print Paper Voucher	A status of Yes or No, indicating whether the Print Paper Voucher box is checked for this employee.
Email Voucher	A status of Yes or No, indicating whether the Email Voucher box is checked for this employee.
Voucher Email Address	The email addresses used to send vouchers to this employee.
Voucher Email Process Template	The email process template used to send vouchers to this employee.

Column	Description
Notes	Any notes entered on the Maintain>Payroll>Employee Information>Notes tab.
{User Defined Field} - Employees	An employee type user defined field and its data. There is a separate column for each field that was created by the Administrator using Organization>Set Up User Defined Fields.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.



Use this tab to change the font and page setup for a report.

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Earning Codes List

Access this report using Reports>Payroll>Lists>Earning Codes.

Use this report to obtain a list of the earning codes that were entered using Maintain>Payroll>Earning Codes.

Report Criteria

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

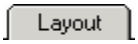
Column	Description
Earning Code	This is the earning code entered on the Maintain>Payroll>Earning Codes>Earning tab. The report shows the code's name, such as Wages, Bonus, or OT.
Status	The status of the code—Active, Inactive, or Discontinued.
Expense Account	The expense account number for the earning code.
Calculation Method Code	The calculation method for the earning code. The system displays one of the following codes: ER (Employee Pay Rate) RM (Rate Multiplier) FH (Fixed Hourly Amount) FA (Fixed Amount) AT (Amount on Timesheet) RT (Rate on Timesheet)
Calculation Method Title	The title of the calculation method, such as, Employee Pay Rate, Rate Multiplier, Fixed Hourly Amount, Fixed Amount, Amount on Timesheet, or Rate on Timesheet.
Title	The title of the earning code. The report shows the title, such as Base Wages, Bonus Earnings, or Overtime Earnings.
Expense Title	The title of the General Ledger expense account, such as Salaries, Bonus Expense, or Overtime Expense.
W-2 Box Number	The number entered for the W-2 Box Number.
W-2 Box Code	The code entered for the W-2 Box Code.
Rate	The rate entered in the Rate Box to be used for the calculation method of "Rate Multiplier."
Amount	The amount entered in the Amount Box to be used for the calculation methods of "Fixed Hourly Amount" and "Fixed Amount."

Column	Description
Monthly Regular Frequency	A designation of A (Always) or N (Never), depending on which regular frequency was selected for the monthly pay cycle.
Monthly Regular Frequency Description	The description of the selected monthly regular frequency designation, such as Always or Never.
Monthly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the monthly pay cycle.
Monthly Supplemental Frequency Description	The description of the selected monthly supplemental frequency designation, such as Always or Never.
Semimonthly Regular Frequency	The regular frequency for the semimonthly pay cycle. The system displays one of the following codes: A (Always) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) N (Never)
Semimonthly Regular Frequency Description	The description of the selected semimonthly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never.
Semimonthly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the semimonthly pay cycle.
Semimonthly Supplemental Frequency Description	The description of the selected semimonthly supplemental frequency designation, such as Always or Never.
Biweekly Regular Frequency	The regular frequency for the biweekly pay cycle. The system displays one of the following codes: A (Always) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month)

Column	Description
	12M (1st Two Payrolls of the Month) N (Never)
Biweekly Regular Frequency Description	The description of the selected biweekly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls of the Month, or Never.
Biweekly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the biweekly pay cycle.
Biweekly Supplemental Frequency Description	The description of the selected biweekly supplemental frequency designation, such as Always or Never.
Weekly Regular Frequency	The regular frequency for the weekly pay cycle. The system displays one of the following codes: A (Always) 14M (1st Four Payrolls of the Month) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) 3M (3rd Payroll of the Month) 4M (4th Payroll of the Month) 13M (1st and 3rd Payroll of the Month) 24M (2nd and 4th Payroll of the Month) N (Never)
Weekly Regular Frequency Description	The description of the selected weekly regular frequency designation, such as Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never.
Weekly Supplemental	A designation of A (Always) or N (Never), depending on which

Column	Description
Frequency	supplemental frequency was selected for the weekly pay cycle.
Weekly Supplemental Frequency Description	The description of the selected weekly supplemental frequency designation, such as Always or Never
FIT Tax	A designation of Yes or No, depending on if "FIT" was selected.
Social Security Tax	A designation of Yes or No, depending on if "Social Security" was selected.
Medicare Tax	A designation of Yes or No, depending on if "Medicare" was selected.
FUTA Tax	A designation of Yes or No, depending on if "FUTA" was selected.
SWT Tax	A designation of Yes or No, depending on if "SWT" was selected.
SUTA Tax	A designation of Yes or No, depending on if "SUTA" was selected.
Employee Paid Tax (LWT)	A designation of Yes or No, depending on if "Employee Paid Tax (LWT)" was selected.
Employer Paid Tax (LER)	A designation of Yes or No, depending on if "Employer Paid Tax (LER)" was selected.
Track Labor Hours	A designation of Yes or No, depending on if "Track Labor Hours" was selected.
Contribute to Net Pay Only	A designation of Yes or No, depending on if "Contribute to Net Pay Only" was selected.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.



Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Benefit Codes List

Access this report using Reports>Payroll>Lists>Benefit Codes.

Use this report to obtain a list of the benefit codes that were entered using Maintain>Payroll>Benefit Codes.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Benefit Code	This is the benefit code entered on the Maintain>Payroll>Benefit Codes>Benefit tab, such as Health, Life, or Ret.
Status	The status of the code–Active, Inactive, or Discontinued.
Title	The title of the benefit code, such as Health Insurance, Life Insurance, or Employer Retirement Match.
Expense Account	The General Ledger expense account number.
Expense Title	The title of the General Ledger expense account, such as Health Insurance, Life Insurance Exp, or Retirement Matching Exp.
Liability Account	The General Ledger liability account number.

Column	Description
Liability Title	The title of the General Ledger liability account, such as Health Ins Payable, Life Ins Payable, or Retirement Payable.
Calculation Method Code	The calculation method for the benefit code. The system displays one of the following codes: FP (Fixed Percentage of Earnings) FH (Fixed Hourly Amount) FA (Fixed Amount) AT (Amount on Timesheet) PT (Percentage on Timesheet)
Calculation Method Title	The title of the calculation method, such as Fixed Percentage of Earnings, Fixed Hourly Amount, Fixed Amount, Amount on Timesheet, or Percentage on Timesheet.
Distribution Method	The distribution method of the benefit expense. The system displays one of the following codes: AE (Following Earnings on Timesheet) CE (Follow Earnings Used to Calculate the Benefit) DC (Use Distribution Code)
Distribution Method Description	The description of the distribution method.
Show Codes on Check Stub	A designation of Yes or No, depending on if "Show Code on Check Stub" was selected.
W-2 Box Number	The number entered for the W-2 Box Number.
W-2 Box Code	The code entered for the W-2 Box Code.
Percentage	The percentage entered in the Percentage box to be used for the calculation method of "Fixed Percentage of Earnings."
Amount	The amount entered in the Amount box to be used for the

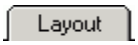
Column	Description
	calculation methods of "Fixed Hourly Amount" and "Fixed Amount."
Maximum per Year	This amount is the maximum limit allowed for benefits per calendar year.
Maximum Percentage	This percentage is the maximum limit allowed to be entered for the calculation method of "Percentage on Timesheet."
Earning Code	The earning code, such as Wages, Bonus, or OT.
Earning Code Title	The title of the earning code, such as Base Wages, Bonus Earnings, or Overtime Earnings.
Distribution Code	The distribution code selected if the benefit uses the "Use Distribution Code" distribution method.
Distribution Code Description	The description of the distribution code selected if the benefit uses the "Use Distribution Code" or "Follow Earnings on Timesheet" distribution method.
Alternate Distribution Code	The distribution code selected if the benefit uses the "Follow Earnings on Timesheet" distribution method.
Monthly Regular Frequency	A designation of A (Always) or N (Never), depending on which regular frequency was selected for the monthly pay cycle.
Monthly Regular Frequency Description	The description of the selected monthly regular frequency designation, such as Always or Never
Monthly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the monthly pay cycle.
Monthly Supplemental Frequency Description	The description of the selected monthly supplemental frequency designation, such as Always or Never.
Semimonthly Regular Frequency	The regular frequency for the semimonthly pay cycle. The system displays one of the following codes: A (Always) 1M (1st Payroll of the Month)

Column	Description
	2M (2nd Payroll of the Month) N (Never)
Semimonthly Regular Frequency Description	The description of the selected semimonthly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never.
Semimonthly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the semimonthly pay cycle.
Semimonthly Supplemental Frequency Description	The description of the selected semimonthly supplemental frequency designation, such as Always or Never.
Biweekly Regular Frequency	The regular frequency for the biweekly pay cycle. The system displays one of the following codes: A (Always) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) 12M (1st Two Payrolls of the Month) N (Never)
Biweekly Regular Frequency Description	The description of the selected biweekly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls of the Month, or Never.
Biweekly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the biweekly pay cycle.
Biweekly Supplemental Frequency Description	The description of the selected biweekly supplemental frequency designation, such as Always or Never.
Weekly Regular Frequency	The regular frequency for the weekly pay cycle. The system displays one of the following codes:

Column	Description
	A (Always) 14M (1st Four Payrolls of the Month) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) 3M (3rd Payroll of the Month) 4M (4th Payroll of the Month) 13M (1st and 3rd Payroll of the Month) 24M (2nd and 4th Payroll of the Month) N (Never)
Weekly Regular Frequency Description	The description of the selected weekly regular frequency designation, such as Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never.
Weekly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the weekly pay cycle.
Weekly Supplemental Frequency Description	The description of the selected weekly supplemental frequency designation, such as Always or Never.
FIT Tax	A designation of Yes or No, depending on if "FIT" was selected.
Social Security Tax	A designation of Yes or No, depending on if "Social Security" was selected.
Medicare Tax	A designation of Yes or No, depending on if "Medicare" was selected.
FUTA Tax	A designation of Yes or No, depending on if "FUTA" was selected.
SWT Tax	A designation of Yes or No, depending on if "SWT" was selected.

Column	Description
SUTA Tax	A designation of Yes or No, depending on if "SUTA" was selected.
Employee Paid Tax (LWT)	A designation of Yes or No, depending on if "Employee Paid Tax (LWT)" was selected.
Employer Paid Tax (LER)	A designation of Yes or No, depending on if "Employer Paid Tax (LER)" was selected.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.



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Deduction Codes List

Access this report using Reports>Payroll>Lists>Deduction Codes.

Use this report to obtain a list of the deduction codes that were entered using Maintain>Payroll>Deduction Codes.

Report Criteria

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Deduction Code	This is the deduction code entered on the Maintain>Payroll>Deduction Codes>Deduction tab, such as 401K, Cafe, or Spouse.
Status	The status of the code–Active, Inactive, or Discontinued.
Title	The title of the deduction code, such as 401K Contribution, Cafeteria Plan, or Employee Paid Spouse Insurance.
Liability Account	The General Ledger liability account number for the deduction code.
Liability Title	The title of the General Ledger liability account, such as Retirement Payable, Cafeteria Plan Payable, or Health Ins Payable.
Calculation Method Code	The calculation method for the deduction code. The system displays one of the following codes:

Column	Description
	FP (Fixed Percentage of Earnings) FH (Fixed Hourly Amount) FA (Fixed Amount) AT (Amount on Timesheet) PT (Percentage on Timesheet)
Calculation Method Title	The title of the calculation method, such as Fixed Percentage of Earnings, Fixed Hourly Amount, Fixed Amount, Amount on Timesheet, or Percentage on Timesheet.
W-2 Box Number	The number entered for the W-2 Box Number.
W-2 Box Code	The code entered for the W-2 Box Code.
Percentage	The percentage entered in the Percentage box to be used for the calculation method of "Fixed Percentage of Earnings."
Amount	The amount entered in the Amount box to be used for the calculation methods of "Fixed Hourly Amount" and "Fixed Amount."
Maximum per Year	This amount is the maximum limit allowed for deductions per calendar year.
Maximum Percentage	This percentage is the maximum limit allowed to be entered for the calculation method of "Percentage on Timesheet."
Earning Code	The earning code, such as Wages, Bonus, or OT.
Earning Code Title	The title of the earning code, such as Base Wages, Bonus Earnings, or Overtime Earnings.
Monthly Regular Frequency	A designation of A (Always) or N (Never), depending on which regular frequency was selected for the monthly pay cycle.
Monthly Regular Frequency Description	The description of the selected monthly regular frequency designation, such as Always or Never.
Monthly Supplemental	A designation of A (Always) or N (Never), depending on which

Column	Description
Frequency	supplemental frequency was selected for the monthly pay cycle.
Monthly Supplemental Frequency Description	The description of the selected monthly supplemental frequency designation, such as Always or Never.
Semimonthly Regular Frequency	The regular frequency for the semimonthly pay cycle. The system displays one of the following codes: A (Always) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) N (Never)
Semimonthly Regular Frequency Description	The description of the selected semimonthly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never.
Semimonthly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the semimonthly pay cycle.
Semimonthly Supplemental Frequency Description	The description of the selected semimonthly supplemental frequency designation, such as Always or Never.
Biweekly Regular Frequency	The regular frequency for the biweekly pay cycle. The system displays one of the following codes: A (Always) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) 12M (1st Two Payrolls of the Month) N (Never)
Biweekly Regular Frequency Description	The description of the selected biweekly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls of the Month, or Never.

Column	Description
Biweekly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the biweekly pay cycle.
Biweekly Supplemental Frequency Description	The description of the selected biweekly supplemental frequency designation, such as Always or Never.
Weekly Regular Frequency	The regular frequency for the weekly pay cycle. The system displays one of the following codes: A (Always) 14M (1st Four Payrolls of the Month) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) 3M (3rd Payroll of the Month) 4M (4th Payroll of the Month) 13M (1st and 3rd Payroll of the Month) 24M (2nd and 4th Payroll of the Month) N (Never)
Weekly Regular Frequency Description	The description of the selected weekly regular frequency designation, such as Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never.
Weekly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the weekly pay cycle.
Weekly Supplemental Frequency Description	The description of the selected weekly supplemental frequency designation, such as Always or Never.
FIT Tax	A designation of Yes or No, depending on if "FIT" was selected.
Social Security Tax	A designation of Yes or No, depending on if "Social Security"

Column	Description
	was selected.
Medicare Tax	A designation of Yes or No, depending on if "Medicare" was selected.
FUTA Tax	A designation of Yes or No, depending on if "FUTA" was selected.
SWT Tax	A designation of Yes or No, depending on if "SWT" was selected.
SUTA Tax	A designation of Yes or No, depending on if "SUTA" was selected.
Employee Paid Tax (LWT)	A designation of Yes or No, depending on if "Employee Paid Tax (LWT)" was selected.
Employer Paid Tax (LER)	A designation of Yes or No, depending on if "Employer Paid Tax (LER)" was selected.

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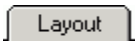

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Workers' Compensation Codes List

Access this report using Reports>Payroll>Lists>Workers' Compensation Codes.

Use this report to obtain a list of the workers' compensation codes that were entered using Maintain>Payroll>Workers' Compensation Codes.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

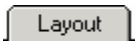
- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Workers' Compensation Code	This is the workers' compensation code entered on the Maintain>Payroll>Workers' Compensation Codes>Workers' Compensation tab, such as Clerical, Executive, or ProgRep.
Status	The status of the code—Active, Inactive, or Discontinued.
Paid By	This designation determines who is paying the workers' compensation amount—either Employer or Employee.
Expense Account	The General Ledger expense account number for the workers' compensation code.
Liability Account	The General Ledger liability account number for the workers' compensation code.
Calculation Method Code	The calculation method for the workers' compensation code. The system displays one of the following codes: RW (Rate per Hours Worked) RH (Rate per Workers' Compensation Hours) RE (Rate per $100 Earnings)
Calculation Method Title	The title of the calculation method, such as Rate per Hours Worked, Rate per Workers' Compensation Hours, or Rate per $100 Earnings.

Column	Description
Distribution Method	The distribution method of the Employer's Workers' Compensation Expense. The system displays one of the following codes: AE (Following Earnings on Timesheet) CE (Follow Earnings Used to Calculate the Workers' Compensation) DC (Use Distribution Code)
Distribution Method Description	The description of the distribution method.
Title	The title of the workers' compensation code, such as Clerical Staff, Executive Director, or Program Representative.
Expense Title	The title of the General Ledger expense account, such as Workers' Comp Expenses.
Liability Title	The title of the General Ledger liability account, such as Workers' Comp Payable.
Show Code on Check Stub	A designation of Yes or No, depending on if "Show Code on Check Stub" was selected.
Rate	The rate entered to calculate the employee's workers' compensation, such as $.25, $.32, or $.29 (in USD).
Adjustment Factor	The amount of the adjustment factor.
Maximum Subject Earnings	The amount entered as the Maximum Subject Earnings allowed for calculating workers' compensation–$999,999.99 (USD).
Earning Code	The earning code, such as Wages, Bonus, or OT.
Earning Code Title	The title of the earning code, such as Base Wages, Bonus Earnings, or Overtime Earnings.
Distribution Code	The distribution code specifies how the workers' compensation expense, paid by the employer, was distributed–Follow Earnings on Timesheet, Follow Earnings Used to Calculate the

Column	Description
	Workers' Compensation, or Use Distribution Codes.
Distribution Code Description	The description of the distribution code selected if the benefit uses the "Use Distribution Code" or "Follow Earnings on Timesheet" distribution method.
Aatrix Tax Type	The state assigned to the Workers' Compensation code. This is for Aatrix reporting purposes only.

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.



Use this tab to change the font and page setup for a report.

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Leave Codes List

Access this report using Reports>Payroll>Lists>Leave Codes.

Use this report to obtain a list of the leave codes that were entered using Maintain>Payroll>Leave Codes.

Report Criteria

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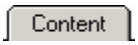

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Column	Description
Leave Code	This is the leave code entered on the Maintain>Payroll>Leave Codes>Leave tab, such as Sick or Vac.
Status	The status of the code—Active, Inactive, or Discontinued.
Calculation Method Code	The calculation method for the leave code. The system displays one of the following codes: FN (Fixed Number of Hours) FP (Fixed Percentage of Hours Worked) AT (Amount on Timesheet) PT (Percentage on Timesheet)
Calculation Method Title	The title of the calculation method, such as Fixed Number of Hours, Fixed Percentage of Hours Worked, Amount on Timesheet, or Percentage on Timesheet.
Title	The title of the leave code, such as Sick Pay Accrued or Vacation Accrued.
Maximum Annual Accrued Hours	The maximum number of hours allowed to accrue for leave per annual basis.
Maximum Accrued Balance Hours	The maximum number of hours allowed to accrue for leave.
Hours	The number of hours entered in the Hours box to be used for the calculation method of "Fixed Number of Hours."
Percentage	The percentage entered in the Percentage box to be used for the calculation method of "Fixed Percentage of Hours Worked."
Maximum Subject Hours per Pay Period	The number entered in the Maximum Subject Hours per Pay Period box to be used for the calculation method of "Fixed Percentage of Hours Worked."
Maximum Percentage	This percentage is the maximum limit allowed to be entered for the calculation method of "Percentage on Timesheet."
Earning Code	The earning code, such as Wages, Bonus, or OT.

Column	Description
Earning Code Title	The title of the earning code, such as Base Wages, Bonus Earnings, or Overtime Earnings.
Monthly Regular Frequency	A designation of A (Always) or N (Never), depending on which regular frequency was selected for the monthly pay cycle.
Monthly Regular Frequency Description	The description of the selected monthly regular frequency designation, such as Always or Never.
Monthly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the monthly pay cycle.
Monthly Supplemental Frequency Description	The description of the selected monthly supplemental frequency designation, such as Always or Never.
Semimonthly Regular Frequency	The regular frequency for the semimonthly pay cycle. The system displays one of the following codes: A (Always) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) N (Never)
Semimonthly Regular Frequency Description	The description of the selected semimonthly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, or Never.
Semimonthly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the semimonthly pay cycle.
Semimonthly Supplemental Frequency Description	The description of the selected semimonthly supplemental frequency designation, such as Always or Never.
Biweekly Regular Frequency	The regular frequency for the biweekly pay cycle. The system displays one of the following codes: A (Always)

Column	Description
	1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) 12M (1st Two Payrolls of the Month) N (Never)
Biweekly Regular Frequency Description	The description of the selected biweekly regular frequency designation, such as Always, 1st Payroll of the Month, 2nd Payroll of the Month, 1st Two Payrolls of the Month, or Never.
Biweekly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the biweekly pay cycle.
Biweekly Supplemental Frequency Description	The description of the selected biweekly supplemental frequency designation, such as Always or Never.
Weekly Regular Frequency	The regular frequency for the weekly pay cycle. The system displays one of the following codes: A (Always) 14M (1st Four Payrolls of the Month) 1M (1st Payroll of the Month) 2M (2nd Payroll of the Month) 3M (3rd Payroll of the Month) 4M (4th Payroll of the Month) 13M (1st and 3rd Payroll of the Month) 24M (2nd and 4th Payroll of the Month) N (Never)
Weekly Regular Frequency Description	The description of the selected weekly regular frequency designation, such as Always, 1st Four Payrolls of the Month, 1st Payroll of the Month, 2nd Payroll of the Month, 3rd Payroll of the

Column	Description
	Month, 4th Payroll of the Month, 1st and 3rd Payroll of the Month, 2nd and 4th Payroll of the Month, or Never.
Weekly Supplemental Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the weekly pay cycle.
Weekly Supplemental Frequency Description	The description of the selected weekly supplemental frequency designation, such as Always or Never.

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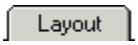

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