mip Accounting
POWERED BY MOMENTIVE

Payroll User's Guide

Contents

Chapter 1: Introducing the Payroll Module

The Payroll module provides the full-featured payroll processing and reporting necessary to manage today's payroll needs.

With the flexible payroll code system, define how the payroll module tracks types of payments, benefits, deductions, and leave time for each employee. Payroll Processing Groups allow the production of payrolls divided by processing cycle, department, program, or other type of grouping. Whether employees are hourly or salaried, part-time or full-time, the Payroll module can produce a payroll with minimum effort and maximum efficiency.

The Payroll module features timesaving tools like the default timesheet, which allows entry of all applicable payroll codes and regular earnings for each employee. With this feature, employee timesheet data entry is required for only those timesheets that change from cycle to cycle. This module also provides full reporting for internal controls, federal, state, other withholding tax reports, and W-2 and W-3 production using Tax Forms and eFiling by Aatrix®.

To Add This Module

1. First the Payroll module must be added to an organization by the Administrator.

2. Either add Payroll to a current organization (Organization>Add a Module Wizard - Module Panel), or select the Payroll 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 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.

Set Up Payroll Module

Access this form with Administrative user rights using Organization>Set Up Modules>Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to specify the disbursing account information for the Payroll organization. Each Payroll organization can have one Cash disbursing account and one Accrual account (optional). As a Fraud

preventative, select these options to display a system User ID to associate with an employee, change the User ID status to Inactive upon employment termination, and display a warning message before automatically revoking privileges in the system once an employee has been terminated.

More...

If the organization disburses its payroll through a single Fund, you can specify that disbursing fund here. In this case, *credits* in your payroll entries (to various liability accounts and cash for net pay) are recorded to this fund, even though payroll *expenses* may be allocated to multiple funds. If you enter a disbursing Fund, then you must also enter the Interfund Accounts, Due To and Due From. If payroll expense is allocated to funds other than the disbursing fund, the system can balance the payroll entries between funds using these interfund accounts.

If you use more than one disbursing fund for your payroll, you can skip the Fund box, as well as the Interfund Accounts boxes. In this case, credits in your payroll entries (to various liability accounts and cash for net pay) are recorded in each fund to which payroll expense is recorded.

Fields

Disbursing Accounts

- **Cash:** Enter an existing General Ledger "Cash" type account. You must select a cash account with a currency type of USD (US Dollars). If more than one fund code is used to disburse payroll, complete this box only.

- **Accrual:** Enter an existing APO (Accounts Payable), OA (Other Assets), or OL (Other Liabilities) GL account for the current organization.

- **Fund:** Enter an existing fund disbursing account.

Interfund Accounts Due From, Due To: Enter the interfund account numbers. The accounts must be existing General Ledger accounts with an account type of Interfund Receivable (IFR), Interfund Payable (IFP), or Interfund Transfers (IFT).

Fraud Prevention Options: Often, if someone in your organization is using the MIP Accounting system, they are also an employee. So, when there is a separation between the employee and the organization, the probability of fraud tends to increase if the organization does not take steps to ensure that access to the system is revoked for the terminated employee. Select these options as a fraud preventative: to display User ID association with an Employee ID; change the User ID status to Inactive upon employment termination; display a warning message before automatically revoking privileges in the system, once an employee has been terminated,

- **Lock Employee ID and User ID Association:** Select this check box to change the User ID field on the Maintain>Payroll>Employee Information form to be display only after a User ID is selected and the form is saved.

- **Enable Deactivation of User ID Upon Employee Termination:** Select this check box to enable the system to change the associated system User ID status to Inactive, upon employment termination. The association between the Employee ID and system User ID is set up on the Maintain>Payroll>Employee Information form. The system User ID is set up by the Administrator using Security>Maintain Users. It is recommended to use unique User IDs, otherwise, if the User ID is shared and one of the associated Employee IDs is terminated, the User ID will be set to Inactive and the remaining Users will be locked out of the system as well.

  - **Warn Upon Employee Termination Linked User ID Deactivation:** Select this check box to display a warning message, when that Employee ID is changed to Terminated, about the Employee ID and system User ID association. The *Enable Deactivation of User ID Upon Employee Termination* check box must be selected in order for this option to be available.

Hide Earning Code Rates and Amounts During Timesheet Processing: Select this check box to hide rates and amounts when entering timesheet information using Timesheets>Enter Default or Enter Regular/Supplemental Timesheets. The Rates and Amounts will display on the Activities>Payroll>Review/Modify Calculated Payroll form. Otherwise to view earning code rates and amounts during timesheet entry, clear this check box.

Include Historical Pay Code Information on Stubs: Select this check box to include pay codes that do not have current activity on a stub using Activities>Payroll>Print/Email Checks and Vouchers, or to include the pay codes that do not have current activity on a stub using Activities>Payroll>Reprint Pay Stubs.

Tip: When setting up security for users (Security>Set Up Organization Menus), we recommend limiting access to this form to include only system administrator-type users.

Chapter 2: Setting Up and Maintaining Payroll

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. You can designate the code to Apply To Payroll, both Accounting and Payroll, or to Accounting.

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.

Apply To: Select whether to apply Distribution Codes to Payroll only (P), both Accounting and Payroll (B), or Accounting only (A).

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."

	Fund	Grant	GL	Progr	Dept	117	Debit	Credit	Entry T
▶	01	101	57001	501	101	1	453.89	0.00	N
	01	101	20000				0.00	453.89	N
✱									

Record 1

01	Operating Fund
101	Health Appeals
57001	Office and Other S
501	Development Offic
101	Administration

Totals: $453.89 DR $453.89 CR Net $0.00 in USD

Post   Undo   Close   Help

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

	Fund	Grant	GL	Progr	Dept	117	Debit	Credit	Entry T
▶	01	101	57001	501	101	1	453.89	0.00	N
	01	101	20000				0.00	453.89	N
✱									

Record 1

Totals: $453.89 DR $453.89 CR Net $0.00 in USD

Post   Undo   Close   Help

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.

2025 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.

2024 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 ![icon] 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.

2025 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.

2024 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 [icon] 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.

2025 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.

2024 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 [icon] 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 <u>State Withholding Tax, Tax Account ID</u>**:** Select State Withholding Tax, if applicable, and enter the SWT tax account ID number for the selected state.

State Unemployment <u>State Unemployment Tax, Tax Account ID, Calculation Method</u>**:** 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 [icon] 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 29) - 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 29) - 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 30) - 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 32) - 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 33) - 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 34) - 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 <u>Code, Description, Annual Amount:</u> 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	
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.

	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.

Employee Rate Table		
Percent	**Pay Cycle**	**Pay Cycle Cap**
000.5000	Monthly	2.60
000.0000	Semimonthly	1.30
000.0000	Biweekly	1.20
000.0000	Weekly	0.60

Record 1

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 32) - 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 33) - 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 34) - 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 [icon] 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 <u>Pay Period, Date, Pay Period Begin Date, Pay Period End Date, SUTA Weeks</u>: 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 <u>will not</u> 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.

Abila MIP
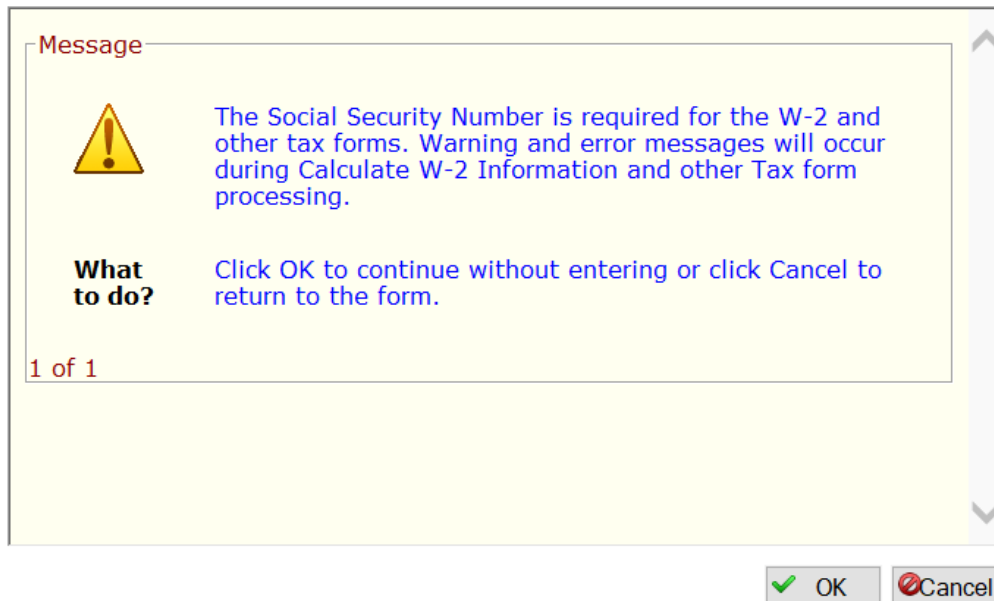
> **Message**
>
> ⚠️ The Social Security Number is required for the W-2 and other tax forms. Warning and error messages will occur during Calculate W-2 Information and other Tax form processing.
>
> **What to do?** Click OK to continue without entering or click Cancel to return to the form.
>
> 1 of 1

✔ OK   ⊘ Cancel

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 <u>Single, Married, Head of Household</u>: 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" (page 124) 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 17).

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" (page 303) 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 41) 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" (page 303) 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" (page 303) 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 [icon] 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 ![icon] 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 <u>Distribution Code to Use if no Earnings Exist:</u>** 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" (page 303) 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 <u>Pay Cycle, Regular Payroll, Supplemental Payroll</u>**:** 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 <u>FIT, Social Security, Medicare, FUTA</u>**:** 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 <u>SWT, SUTA</u>**:** 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 <u>Employee Paid (LWT), Employer Paid</u> <u>(LER)</u>: 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 <u>Available Items, Selected Items</u>: 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 ![icon] 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 ![icon] 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 <u>Available Items, Selected Items:</u> 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 <u>Pay Cycle, Regular Payroll, Supplemental Payroll:</u> 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.

Email Templates

Access this form using Accounting or Payroll>Maintain>Email Templates. This form is only available if you have installed and added the Accounts Receivable Billing or the Payroll and Direct Deposit modules.

Use this form to create default and customized email templates for forms that are emailed from MIP Accounting. You must set up default preferences, such as a subject and message for each type of form in the system before creating any customized email templates. (At this time, email templates are only available for the Accounts Receivable and Payroll and Direct Deposit modules.) Also, the <Default> template cannot be deleted.

To Set Up an Email Template

1. Email Templates work in conjunction with the SMTP Connection information that was set up by the Administrator using the Organization>Organization Information>Email Setup tab.

   Important! We recommend that the SMTP Connection information be set up and tested by the Administrator before creating an email template (Organization>Organization Information>Email Setup tab).

2. On the Email Templates form, select a **Process Type**.

3. Enter a **Process Template**. Before creating customized email templates, you must select the <Default> process template, then complete the form and save it. A <Default> Process Template is recommended for each Process Type. That way you have a generic or standard email format composed that can be sent to customers who want emailed statements and/or invoices, or employees who want their direct deposit voucher information emailed.

4. Enter a **From** email address. A From email address is required in order to send emails.

5. Enter a **Cc** or **Bcc** email address. To receive a copy of the emails being sent, we recommend that you enter your email address in the Cc or Bcc fields. If you do not want your customers or employees to see your email address, you should use the Bcc field.

6. Enter a default **Subject** and **Message** for each process type.

   - For example, for A/R Invoices, you might include a subject of "Monthly Invoice from ABC Organization" and a message of "Attached is a copy of your monthly invoice. Please call if you have any questions or concerns. Thank you for your continued support!"

7. Click **Send Test Email**. Click this button to test the connectivity with the server and that SMTP will work with the system to email forms. The addresses entered by the Administrator on the Organization>Organization Information>Email Setup tab will be used when this button is clicked to test that your connection is set up correctly.

8. Click **Save**.

9. Now, you're ready to select which customers will receive their invoices and/or statement via email, as well as which employees will receive their pay stubs via email.

   - Open the Maintain>Accounts Receivable>Customers form,

     - On the Customers tab, select a Customer ID.

     - On the Email tab, select the Email check box, enter the email address, and select the process template, or accept the default process template.

     - You will need to select this for each customer and decide if they want to receive their invoices, customer statements, or both through email.

   - Open the Payroll>Maintain>Employee Information form,

     - On the Employee tab, select an Employee ID.

     - On the Email tab, select the Email check box, enter the email address, and select the process template, or accept the default process template.

     - You will need to select this for each employee who wants to receive their direct deposit voucher information through email.

Fields

Process Type: Select a process type from the drop-down list, such as A/R Invoice. Then you will define the default email preferences for each process type, such as From email address, and subject.

Process Template: Select <Default> or enter a process template for this Process Type. It is recommended that you create and save a <Default> process template for each process type before creating any additional Process Templates. Also, we recommend that the <Default> process template be defined with internal email routing information and generic messaging content.

That way you have a generic or standard email format composed for customers who want statements emailed, and another for those who want their invoices emailed.

You can get creative and customize email templates for each individual customer per process type or create customized email templates for specific purposes, such as Final Notice or Past Due Invoices; however, you will need to select each one individually on each Customer's Email Tab before processing invoices and/or statements.

Define Email Routing:

- **From:** Enter the email address from where the email is being sent. (This is required to email.) For example, you might want to enter your company's email address; if you have rights to monitor it.

> **Important!** If the Use Custom Credentials check box was selected and a User name was entered by the Administrator on the Organization>Organization Information>Email Setup tab, the "From" email address here must match the User name, in order to use the selected Process Type's format.
> You cannot use a User name with someone else's email address when the Use Custom Credentials check box was selected.

- **Cc, Bcc:** To send emails for this process type to another email address, enter that email address here. (The email address entered displays on the email being sent; however, the Bcc email address will not display on the email.
  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.

Note: We recommend that the organization include their email address as a Cc or Bcc, so that you can collect historical information about the emails being sent from MIP Accounting. Do not delete these emails, as they are your only historical record.

- **Send Test Email:** Click this button to test the email connection. The addresses entered by the Administrator on the Organization>Organization Information>Email Setup tab will be used when this button is clicked to test that your connection is set up correctly. Note that if the From and To email address fields were left blank, the system will only verify that the Server, Port, and User and Password (if applicable) fields have information but a test email will not be sent when this button is clicked.

Customize Email Content:

- **Subject:** Enter the subject line for the process type selected. This text displays in the subject line of every email sent for this process type.

- **Message:** Enter a message to be included in the email for the process type selected. For example, it could include information such as a contact person and telephone number that would be applicable to all customer's receiving an emailed invoice.

Tips:

- As the Administrator, be sure to set up proper security for the Maintain>Email Templates forms using Security>Set Up Organization Menus. (For Accounting, select the type and ID, expand Accounting>Maintain and highlight Email Templates, and then check the Rights for this field. For Payroll, select the type and ID, expand Accounting>Maintain>Payroll and highlight Email Templates, and then check the Rights for this field.)

- You only have *customized* Process Templates and the system changed your option from "Email" to "Print".

  - For Customers, if you did not set up a *<Default>* Process Template (Maintain>Email Templates form) for both your Invoices and Customer Statements (Process Type) and later delete the *customized* process template being used on the Maintain>Accounts Receivable>Customers>Email Tab, the system will change your Email option to Print for every customer that used that customized process template on the Maintain>Accounts Receivable>Customers>Email Tab.

  - For Employees, if you did not set up a *<Default>* Process Template (Maintain>Email Templates form) for your Vouchers (Process Type) and later delete the *customized* process template being used on the Payroll>Maintain>Employee Information>Email Tab , the system will change your Email option to Print for every employee that used that customized process template on the Payroll>Maintain>Employee Information>Email Tab.

Chapter 3: Timesheets

Enter Default Timesheets

Use this form to enter Default Timesheet information for an employee. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

Note: This form is only available with the Payroll module; it is not available for Payroll Link Users.

Enter Default Timesheets - Select Tab

Access this tab using Timesheets>Enter Default Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to enter Default Timesheet information for an employee. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

Use this tab to enter the employee for which to create a timesheet. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab. Additionally, enter a Timesheet Reference number for internal use to help track the timesheets.

It is recommended that you assign the specific timesheet in the following situations:

- Default Timesheets (Timesheets>Enter Default Timesheets) to employees who have the same payroll information week after week. The information entered on the Default Timesheets form automatically displays on the Timesheet Entry form for both Regular and Supplemental Timesheets. Default Timesheets should contain information to use every time payroll is processed. Although you do not have to use Default Timesheets for employees, using them, saves you from having to enter employees' timesheet information each time payroll is processed.

- Regular Timesheets (Timesheets>Enter Regular/Supplemental Timesheets) to employees whose payroll information varies from payroll to payroll (enter a Regular Timesheet to change an employee's Default Timesheet for a particular payroll). Information that changes with each payroll should be entered on a Regular Timesheet, such as number of hours worked for hourly employees.

- Supplemental Timesheets (Timesheets>Enter Regular/Supplemental Timesheets) to employees who are receiving off-cycle or other non-standard payments.

Fields

Employee ID: Enter an employee ID.

Timesheet Reference: Enter a reference number for this timesheet for tracking purposes, if desired.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

* You can print this data using Reports>Payroll>Processing>Timesheets or Quick Timesheets.

* Complete the Maintain>Payroll>Earning Codes, Benefit Codes, Deduction Codes, Worker's Compensation Codes, and Leave Codes forms before creating a Default Timesheet for an employee. Also, specify the appropriate Distribution Code for each Earning Code entered on the Default Timesheet. Use the Maintain>Distribution Codes form to enter those codes before setting up Default Timesheets.

* Timesheet information consists of Earning Codes, Benefit Codes, Deduction Codes, Workers' Compensation Codes, and Leave Codes. The codes assigned to an employee's timesheet are applied to that employee when payroll is processed.

* Fast data entry is imperative in timesheet processing. Use the Sort Order button to sort the timesheets to a specific order and then use the Next Record button and Previous Record button to move through the employee timesheets. When a change is made to a timesheet and the Next Record button is clicked, the record is saved before moving to the next employee timesheet for that tab. The Employee ID displays at the top of each form, making it easy to identify each employee when entering timesheet information.

* The system uses Default and/or Regular Timesheets to process Regular Payrolls, and Supplemental Timesheets to process Supplemental Payrolls.

* To delete a group of default timesheets, select the Find button, and then delete selected employee timesheets.

* To view Earning code rates and amounts, has the Administrator clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll.

Enter Default Timesheets - Earnings Tab

Access this tab using Timesheets>Enter Default Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter earning codes for the employee's default timesheet. You must also specify the appropriate Distribution Code for each Earning Code entered on this timesheet. Use the Maintain>Distribution Codes form to enter those codes before setting up Default Timesheets.

You must have previously completed the Maintain>Payroll>Earning Codes, Benefit Codes, Deduction Codes, Worker's Compensation Codes, and Leave Codes forms before you can create a Default Timesheet for an employee.

Fields

Earnings Table <u>Code, Calculation Method, Hours, Rate, Amount, Distribution Code</u>: The Earnings table is used to select earning codes, enter hours, rates, or amounts, and select distribution codes. The system displays an abbreviation for the calculation method on each row. An amount is required if the selected earning code uses a calculation method of Amount on Timesheet (AT). A rate is required if the selected earning code uses a calculation method of Rate on Timesheet (RT). Furthermore, hours are required if the selected earning code uses Rate Multiplier (RM), Fixed Hourly Amount (FH), Employee Pay Rate (ER), or Rate on Timesheet (RT). Also note that a Distribution Code is required for every code.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

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Tips:

* All codes assigned to an employee's timesheet are applied to that employee when payroll is processed.

* Calculation methods were assigned to earning codes using Maintain>Payroll>Earning Codes. Therefore, earning information for codes with a calculation method of Fixed Amount (FA), Amount on Timesheet (AT), Employee Pay Rate (ER), Rate Multiplier (RM), Fixed Hourly Amount (FH), and Rate on Timesheet (RT), were entered on the Earnings Codes form.

* If you want 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), create an Earning Code with the Contribute to Net Pay Only check box selected (Maintain>Payroll>Earning Codes).

* To view Earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll.

* Click Refresh Rates and Amounts to open the Select Timesheets to Refresh form. Use this form to refresh the rates and amounts on the timesheets for individuals or all employees. This is especially helpful if you make a change to an existing rate or amount.

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Enter Default Timesheets - Benefits Tab

Access this tab using Timesheets>Enter Default Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter default benefit information for an employee. Benefit information includes a Benefit Code, a Rate, and an Amount (if required for the calculation method).

Fields

Benefits Table

* **Code:** Select a benefit code. Select as many benefits as are appropriate for this employee.

* **Calculation Method:** The system displays an abbreviation of the calculation method for each benefit code selected.

* **Rate:** The system displays a percentage, if the Fixed Percentage of Earnings (FP) calculation method was selected for the benefit. Enter an amount if the calculation method is Percentage on Timesheet

- (PT). The percentage you enter must be positive or zero, however it cannot exceed the Maximum Percentage set on the Maintain>Payroll>Benefit Codes form.

- **Amount:** The system displays an amount if a Fixed Hourly Amount (FH) or Fixed Amount (FA) calculation method was selected for the benefit. Enter an amount if the calculation method is Amount on Timesheet (AT). The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

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Tip: Calculation methods were assigned to benefit codes using Maintain>Payroll>Benefit Codes. Therefore, benefit information for codes with a calculation method of Fixed Amount (FA), Fixed Percentage of Earnings (FP), Fixed Hourly Amount (FH), and Amount on Timesheet (AT), were entered on the Benefit Codes form.

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Enter Default Timesheets - Deductions Tab

Access this tab using Timesheets>Enter Default Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter default deduction information for an employee. Deduction information includes a Deduction Code, a Rate, and an Amount (if required for the calculation method).

Fields

Deductions Table

- **Code:** Select a deduction code. Enter as many deductions as are appropriate for this employee.

- **Calculation Method:** The system displays the calculation method for each deduction code selected.

- **Rate:** The system displays a percentage, if the Fixed Percentage of Earnings (FP) calculation method was selected for the deduction. Enter an amount if the calculation method is Percentage on Timesheet (PT). The percentage you enter must be positive or zero, however it cannot exceed the Maximum Percentage set on the Maintain>Payroll>Deduction Codes form.

- **Amount:** The system displays an amount if a Fixed Hourly Amount (FH) or Fixed Amount (FA) calculation method was selected for the deduction. Enter an amount if the calculation method is Amount on Timesheet (AT). The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tip: Calculation methods were assigned to deduction codes using Maintain>Payroll>Deduction Codes. Therefore, deduction information for codes with a calculation method of Fixed Amount (FA), Fixed Percentage of Earnings (FP), Fixed Hourly Amount (FH), and Amount on Timesheets (AT), were entered on the Deductions Codes form.

Enter Default Timesheets - Workers' Compensation Tab

Access this tab using Timesheets>Enter Default Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter workers' compensation information for an employee. Workers' compensation information includes a Workers' Compensation Code, Rate, and Hours (if appropriate).

Fields

Workers' Compensation

- **Code:** Select a Workers' Compensation code.

- **Calculation Method:** The system displays an abbreviation of the calculation method for each code selected–RW (Rate per Hours Worked), RH (Rate per Workers' Compensation Hours), or RE (Rate per $100 Earnings).

- **Rate:** The system displays the rate associated with this code.

- **Hours:** Enter the number of hours if the calculation method is Rate per Workers' Compensation Hours–RH.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

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Tips:

- Calculation methods were assigned to workers' compensation codes using Maintain>Payroll>Workers' Compensation Codes. Therefore, workers' compensation information for codes with a calculation method of Rate per Hours Worked (RW), Rate per Workers' Compensation Hours (RH), or Rate per $100 Earnings (RE), were entered on the Workers' Compensation Codes form.

- The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

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Enter Default Timesheets - Leave Tab

Access this tab using Timesheets>Enter Default Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter default leave information for an employee. Leave information includes a Leave Code, Beginning Balance, Hours Accrued, Hours Taken, and Ending Balance.

Fields

Leave Table Code, Calculation Method, Beginning Balance, Rate, Hours Accrued, Hours Taken, Ending Balance: The Leave table is used to select leave codes, enter rates and hours taken. The system displays an abbreviation for the calculation method on each row. A rate is required if the selected leave code uses a calculation method of Percentage on Timesheet (PT). The number of hours accrued is required if the selected leave code uses a calculation method of Amount on Timesheet (AT). Select as many leave codes as are appropriate for this employee and paycheck.

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Note: The percentage you enter for the Percentage on Timesheet calculation method must be positive or zero, however it cannot exceed the Maximum Percentage set on the Maintain>Payroll>Leave Codes form.

- -

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- Generally, default Hours Taken is not entered for an employee, since this varies each month. Instead, Hours Taken should be entered on the employee's Regular or Supplemental Timesheet.

- Beginning Balance is calculated using the system date.

- Calculation methods were assigned to earning codes using Maintain>Payroll>Leave Codes. Therefore, leave information for codes with a calculation method of Fixed Number of Hours (FN), Fixed Percentage of Hours Worked (FP), Amount on Timesheet (AT), and Percentage on Timesheet (PT), were entered on the Leave Codes form.

Enter Default Timesheets - Summary Tab

Access this tab using Timesheets>Enter Default Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to view a summary of the information that was entered on the Select, Earnings, Benefits, Deductions, Workers' Compensation, and Leave tabs. The Summary Table displays all the information together for the selected employee.

Earnings, Benefits, Deductions, Workers' Compensation, and Leave codes were created using Maintain>Payroll>Earnings, Benefits, Deductions, Workers' Compensation, and Leave. All calculation methods were set up on the Calculation Method tab of each of these forms.

Note: To view earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll.

Fields

Summary: The system displays a line for each payroll code that was selected on the previous tabs.

- **Payroll Code:** The system displays a code type of Earning, Benefit, Deduction, Workers Compensation, or Leave.

- **Code:** The system displays the name assigned to the payroll code.

- **Calculation Method:** The system displays one of the following calculation method codes: Amount on Timesheet (AT), Employee Pay Rate (ER), Fixed Amount (FA), Fixed Hourly Amount (FH), Fixed Number of Hours (FN), Fixed Percentage of Earnings (FP), Fixed Percentage of Hours Worked (FP),

Percentage on Timesheet (PT), Rate Multiplier (RM), Rate on Timesheet (RT), Rate per $100 Earnings (RE), Rate per Hours Worked (RW), and Rate per Workers' Compensation Hours (RH).

- **Hours:** If applicable, the system displays the number of hours associated with the code.

- **Rate:** If applicable, the system displays the rate associated with the code.

- **Amount:** If applicable, the system displays the amount associated with the code.

- **Distribution Code:** If the associated code is Earning, the system displays the Distribution Code assigned.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Enter Regular/Supplemental Timesheets

Use this form to enter the Earning, Benefit, Deduction, Workers' Compensation, and Leave Codes to use to calculate an employee's paycheck. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

Note: This form is only available with the Payroll module; it is not available for Payroll Link Users.

Enter Regular/Supplemental Timesheets - Select Tab

Access this tab using Timesheets>Enter Regular/Supplemental Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to enter the Earning, Benefit, Deduction, Workers' Compensation, and Leave Codes to use to calculate an employee's paycheck. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

Use this tab to enter the Processing Group, Timesheet Type, Pay Date, Pay Period Begin Date, Pay Period End Date, Employee ID, SUTA Weeks, and Timesheet Reference (if appropriate), for which to enter timesheets.

Use the Regular or Supplemental Timesheet for an employee in the following situations:

* Enter Regular Timesheets for employees who do not have Default Timesheets (perhaps because their payroll information varies from payroll to payroll), or to change an employee's Default Timesheet information for one particular payroll.

* Enter Supplemental Timesheets to give employees off-schedule or other non-standard payments; for example, you would use a Supplemental Timesheet to create a replacement check for a voided Regular Payroll check. Note that timesheets entered using this form are for a particular processing group, pay date, pay period begin date, and pay period end date.

* If Default Timesheets (Timesheets>Enter Default Timesheets) have already been set up for all employees, you *do not* need to use this form to process a Regular Payroll. Note that the information entered on the Timesheets>Enter Default Timesheets form automatically displays on this form, for both Regular and Supplemental Timesheets.

Fields

Processing Group: Select the processing group for which to enter timesheets.

Timesheet Type: Select a payroll type of Regular (R) or Supplemental (S).

Pay Date: Enter the pay date for this timesheet.

Pay Period Begin Date: Enter the pay period begin date for a supplemental type timesheet. A default pay period begin date displays for regular type timesheets. (Pay Dates were created on the Pay Schedule tab in the Maintain>Payroll>Processing Groups form.)

Pay Period End Date: Enter the pay period end date for a supplemental type timesheet. A default pay period end date displays for regular type timesheets. (Pay Dates were created on the Pay Schedule tab in the Maintain>Payroll>Processing Groups form.)

Employee ID: Enter an employee ID.

SUTA Weeks: Enter the number of SUTA (State Unemployment Tax) Weeks for this pay period, if applicable.

Timesheet Reference: Enter a timesheet reference number for tracking purposes, if desired.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- Processing groups must have been previously set up using the Maintain>Payroll>Processing Groups form.

- When creating a Regular Timesheet, the pay date entered must be a valid pay date for the selected processing group (Maintain>Payroll>Processing Groups). A valid pay date is one that is part of the processing group's pay cycle and has not yet been calculated and printed. Furthermore, only active and inactive processing groups are available for selection.

- Keep in mind that timesheet information consists of Earning Codes, Benefit Codes, Deduction Codes, Workers' Compensation Codes, and Leave Codes. The codes assigned to an employee's timesheet are applied to that employee when payroll is processed.

- For Regular and Supplemental Payrolls, only active employees are available for selection.

- The system uses Default and/or Regular Timesheets to process Regular Payrolls, and Supplemental Timesheets to process Supplemental Payrolls.

- Fast data entry is imperative in timesheet processing. Use the Sort Order button to sort the timesheets to a specific order and then use the Next Record button and Previous Record button to move through the employee timesheets. When a change is made to a timesheet and the Next Record button is clicked, the record is saved before moving to the next employee timesheet for that tab. The Employee ID displays at the top of each form, making it easy to identify each employee when entering timesheet information.

- To view Earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll.

- If using a Supplemental Timesheet, and zero is entered in the SUTA Weeks box, the system records zero as the SUTA weeks, and then calculates a sum.

- For a regular timesheet, the SUTA weeks default to the number of weeks specified in Maintain>Payroll>Processing Groups. If a different number of SUTA weeks is entered other than the default value, that new number is used in the calculation process. This means that a zero may be entered to have no SUTA calculated.

Enter Regular/Supplemental Timesheets - Earnings Tab

Access this tab using Timesheets>Enter Regular/Supplemental Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter the employee's earning information. You need to enter an Earning Code and a value in the Hours, Rate, or Amount column, as required by the calculation method. You must also specify the appropriate Distribution Code for each Earning code entered on this timesheet. Distribution Codes were set up using Maintain>Payroll>Distribution Codes.

If a Default Timesheet has been set up for this employee (Timesheets>Enter Default Timesheets), that default earnings information appropriate for this pay period appears on this tab. You can complete, change, or delete any of the default information displayed. If there is no Default Timesheet for the employee, all applicable timesheet information must be entered on this tab.

Codes assigned on an employee's Default Timesheet, that are not valid for the specified pay period because of the related Calculation Schedule, are not displayed on this form. However, they may be added. For example, if an employee is assigned a "Bonus" Earning Code that has a Calculation Schedule of Never, but the code needs to be used for the specified pay period, it can be added to the current Regular or Supplemental Timesheet.

Fields

Earnings Code, Calculation Method, Hours, Rate, Amount, Distribution Code: Once the earning code has been entered for this employee, the system displays the associated calculation method. Enter the hours worked for this earning code. If the calculation method is Amount on Timesheet (AT), enter the amount associated with this earning code. Also, if the calculation method is Rate on Timesheet (RT), enter the rate associated with this earning code. For all earning codes, enter the appropriate Distribution Code. Enter as many earning codes as appropriate for this employee and paycheck.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

* For Regular or Supplemental Payrolls, at least one Earning or Benefit Code is required.

* For Salaried employees, you can distribute wage hours based on earning codes. 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.

* You can choose the same or different Distribution Codes for each earning code, even if there are multiple earning lines. Remember, Distribution Codes are used to allocate earnings; use the Distribution Codes form (Maintain>Payroll>Distribution Codes) to edit Distribution Codes.

* If you want 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), create an Earning Code with the Contribute to Net Pay Only check box selected (Maintain>Payroll>Earning Codes).

* To view Earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll.

* Click Refresh Rates and Amounts to open the Select Timesheets to Refresh form. Use this form to refresh the rates and amounts on the timesheets for individuals or all employees. This is especially helpful if you make a change to an existing rate or amount.

Enter Regular/Supplemental Timesheets - Benefits Tab

Access this tab using Timesheets>Enter Regular/Supplemental Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter the employee's benefit information. You need to enter a Benefit Code and an Amount, as required by the calculation method.

If a Default Timesheet has been set up for this employee (Timesheets>Enter Default Timesheets), the default benefit information appropriate for this pay period appears on this tab. You can complete, change, or delete any of the default information displayed. If there is no Default Timesheet for the employee, all applicable timesheet information must be entered on this tab.

Fields

Benefits

- **Code:** Select a benefit code. Enter as many benefit codes as appropriate for this employee and paycheck.

- **Calculation Method:** The system displays an abbreviation of the calculation method for each benefit code selected.

- **Rate:** The system displays a percentage, if the Fixed Percentage of Earnings (FP) calculation method was selected for the benefit. Enter an amount if the calculation method is Percentage on Timesheet (PT). The percentage you enter must be positive or zero, however it cannot exceed the Maximum Percentage set on the Maintain>Payroll>Benefit Codes form.

- **Amount:** The system displays an amount if a Fixed Hourly Amount (FH) or Fixed Amount (FA) calculation method was selected for the benefit. Enter an amount if the calculation method is Amount on Timesheet (AT). The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:
- For Regular or Supplemental payrolls, at least one Earning or Benefit Code is required.

- The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Enter Regular/Supplemental Timesheets - Deductions Tab

Access this tab using Timesheets>Enter Regular/Supplemental Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter the employee's deduction information. You need to enter a Deduction Code and an Amount, as required by the calculation method.

If a Default Timesheet has been set up for this employee (Timesheets>Enter Default Timesheets), the default deduction information appropriate for this pay period appears on this tab. You can complete,

change, or delete any of the default information displayed. If there is no Default Timesheet for the employee, all applicable timesheet information must be entered on this tab.

Fields

Deductions

- **Code:** Select a deduction code. Enter as many deduction codes as appropriate for this employee and paycheck.

- **Calculation Method:** The system displays the calculation method for each deduction code selected.

- **Rate:** The system displays a percentage, if the Fixed Percentage of Earnings (FP) calculation method was selected for the deduction. Enter an amount if the calculation method is Percentage on Timesheet (PT). The percentage you enter must be positive or zero, however it cannot exceed the Maximum Percentage set on the Maintain>Payroll>Deduction Codes form.

- **Amount:** The system displays an amount if a Fixed Hourly Amount (FH) or Fixed Amount (FA) calculation method was selected for the deduction. Enter an amount if the calculation method is Amount on Timesheet (AT). The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tip: The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Enter Regular/Supplemental Timesheets - Workers' Compensation Tab

Access this tab using Timesheets>Enter Regular/Supplemental Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter the employee's workers' compensation information. You need to enter a Workers' Compensation Code and Hours, as required by the calculation method.

If a Default Timesheet has been set up for this employee (Timesheets>Enter Default Timesheets), the default workers' compensation information appropriate for this pay period appears on this tab. You can

complete, change, or delete any of the default information displayed. If there is no Default Timesheet for the employee, all applicable timesheet information must be entered on this tab.

Fields

Workers' Compensation

* **Code:** Select a Workers' Compensation code. Enter as many workers' compensation codes as appropriate for this employee and paycheck.

* **Calculation Method:** The system displays an abbreviation of the calculation method for each code selected–RW (Rate per Hours Worked), RH (Rate per Workers' Compensation Hours), or RE (Rate per $100 Earnings).

* **Rate:** The system displays the rate associated with this code.

* **Hours:** Enter the number of hours if the calculation method is Rate per Workers' Compensation Hours–RH. Otherwise, hours cannot be entered.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tip: The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Enter Regular/Supplemental Timesheets - Leave Tab

Access this tab using Timesheets>Enter Regular/Supplemental Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter the employee's leave information. You need to enter a Leave Code, Rate, Hours Accrued, and Hours Taken, as required by the calculation method. You can also view Beginning and Ending Balances.

If a Default Timesheet has been set up for this employee (Timesheets>Enter Default Timesheets), the default leave information appropriate for this pay period appears on this tab. You can complete, change, or delete any of the default information displayed. If there is no Default Timesheet for the employee, all applicable timesheet information must be entered on this tab.

Fields

Leave <u>Code, Calculation Method, Beginning Balance, Rate, Hours Accrued, Hours Taken, Ending Balance:</u> Once a leave code has been entered for this employee, the system displays the associated calculation method. Enter a rate if the calculation method is Percentage on Timesheet (PT). Enter the number of hours of leave that the employee has taken. If the calculation method is Amount on Timesheet (AT), enter the number of hours of leave that the employee has accrued. Enter as many leave codes as appropriate for this employee and paycheck.

. . . .

Note: The percentage you enter for the Percentage on Timesheet calculation method must be positive or zero, however it cannot exceed the Maximum Percentage set on the Maintain>Payroll>Leave Codes form.

. . . .

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Enter Regular/Supplemental Timesheets - Summary Tab

Access this tab using Timesheets>Enter Regular/Supplemental Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to view a summary of the information that was entered on the Select, Earnings, Benefits, Deductions, Workers' Compensation, and Leave tabs. The Summary Table displays all the information together for the selected employee.

. . . .

Note: To view earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll.

. . . .

Fields

Summary: The system displays a line for each payroll code that was selected on the previous tabs.

- **Payroll Code:** The system displays a code type of Earning, Benefit, Deduction, Workers Compensation, or Leave.

- **Code:** The system displays the name assigned to the payroll code.

* **Calculation Method:** The system displays one of the following calculation method codes: Amount on Timesheet (AT), Employee Pay Rate (ER), Fixed Amount (FA), Fixed Hourly Amount (FH), Fixed Number of Hours (FN), Fixed Percentage of Earnings (FP), Fixed Percentage of Hours Worked (FP), Percentage on Timesheet (PT), Rate Multiplier (RM), Rate on Timesheet (RT), Rate per $100 Earnings (RE), Rate per Hours Worked (RW), and Rate per Workers' Compensation Hours (RH).

* **Hours:** If applicable, the system displays the number of hours associated with the code.

* **Rate:** If applicable, the system displays the rate associated with the code.

* **Amount:** If applicable, the system displays the amount associated with the code.

* **Distribution Code:** If the associated code is Earning, the system displays the Distribution Code assigned.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Timesheet Buttons

	Distribution Code Information: Use this button 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.
	Refresh Rates and Amounts: Use this button to open the Select Timesheets to Refresh form. Use this form to refresh the rates and amounts on any timesheet form for individuals or all employees.
	Sort Order: Use this button to display the records by the currently selected sort order. Sort the timesheets by: Employee ID, Employee Last Name, Class, or Type.
	First Record: Use this button to display the first timesheet record in the payroll.
	Previous Record: Use this button to display the previous timesheet record in the payroll.

⏭	**Next Record:** Use this button to display the next timesheet record in the payroll.
⏭⏭	**Last Record:** Use this button to display the last timesheet record in the payroll.

Select Timesheets to Refresh

Access this form using Timesheets>Default Timesheet or Enter Regular/Supplemental Timesheet> 🔄 Refresh Rates and Amounts. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to refresh the rates and amounts for an Employee ID, Processing Group, Employee Type, Class, Position, or Pay Type, or all employees. The code changes are reflected in the Default, Regular, or Supplemental Timesheets. The system quickly checks each Earning, Benefit, Deduction, Workers' Compensation, and Leave Code and refreshes the rates and amounts (if applicable) for the selected employees. Click OK to begin the refresh.

While the Timesheets are refreshing, a Progress Dialogue displays at the bottom of the window. When the progress reaches 100%, a message displays the number of timesheets that were refreshed. This is to inform you of the number of timesheets that were reviewed, it does not reflect the number of changes that were made.

For example, if your Health Insurance Benefit Code premium was changing at the beginning of your fiscal year, during that pay cycle, you could:

- Update the Amount on the Maintain>Payroll>Benefits>Calculation tab

- Open the Default Timesheets form

- Click the Refresh Rates and Amounts button

- Select all the employees and

- Click OK.

The system would check every employee and apply any changes at that time. Those employees who have that Benefit Code, would get the updated change. Those who did not would get checked but no changes would be made since they do not have that Benefit Code.

Fields

Filters: The filter allows you to limit which items are displayed in the Available Items table. Click Display Records to view the results in the Available Items table.

- **Available Filter, Selected Filter:** Select an item in the Available Filter column, and 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 table is limited to the data that falls within the designated filter criteria.

- **Compares To:** Select an operator from the drop-down list. 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.

Timesheets: Upon opening, the system displays all records for the selected Timesheet form. You can choose to sort records by any column by clicking the column title. Click the check boxes to select the record you want to refresh. No documents are selected the first time this form is opened. The column on which items are sorted has (ascending order) or (descending order) in the column heading.Records are initially sorted on the first data column in ascending order. However, records can be sorted based on any column by clicking on the column heading.

- **Records per Page:** Select how many items per page to display using the Records per Page drop-down list. You can view items in the table in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.

- **Processing Group:** The processing group code assigned to the employee using the Maintain>Employee Information form. The report shows the code's name, such as Admin or PartTime.

- **Employee ID:** The ID assigned to the employee.

- **Employee Type:** The employee type, such as full-time or part-time.

- **Class:** The job class entered.

- **Position:** The employee's job title, such as Administrator or Program Rep.

- **Pay Type:** A designation of Salaried or Hourly, depending on what pay type was selected.

Select Timesheets to Refresh Buttons

	Select All: Use this button to select all items in the table.
	Deselect All: Use this button to clear all items in the table.
	Display/Hide Filter: Use this button to display or hide the Filters group box.
	Clear Filter: Use this button to clear all of the selected filter items. The filter is used for display purposes only; it limits what the system displays in the table. You cannot save the filter items.
	Display Records: Use this button to display only the records that match the currently selected filter items. If you are not using the filter (it is blank), the Display Records button displays all of the items you currently have.
	View First Page: Use this button to display the first page of data in the table.
	View Previous Page: Use this button to display the previous page of data in the table.
	View Next Page: Use this button to display the next page of data in the table.
	View Last Page: Use this button to display the last page of data in the table.

Sort Order

Use this form to set a sort order for entering timesheets. Select Employee ID, Employee Last Name, Class, or Employee Type and then use First Record , Previous Record , Next Record , or Last Record to move between the records.

Chapter 4: Calculating Payroll

Calculate Payroll

Access this form using Activities>Payroll>Calculate Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to calculate payroll from timesheets.

* For a Regular Payroll using Default Timesheets, you must have entered Default Timesheets using the Timesheets>Enter Default Timesheets form. Select the Use Default Timesheet When No Other Timesheet Type is Entered for the Pay Date check box. The Available Items box only displays the processing groups that have a pay date within the range of the Pay Date boxes.

* For a Regular Payroll using Regular Timesheets, you must first enter Regular Timesheets using the Timesheets>Enter Regular/Supplemental Timesheets form. The Available Items box only displays the processing groups that have a pay date within the range of the Pay Date boxes.

* For Supplemental Payrolls, you must first enter Supplemental Timesheets using the Timesheets>Enter Regular/Supplemental Timesheets form. The Available Items box contains *only* the processing groups for which you have entered a Supplemental Timesheet that has a pay date within the range of the Pay Date boxes.

In order to process payroll:

* At least one timesheet must be entered, or

* At least one default timesheet must be entered, plus you must select "Use Default Timesheet When No Other Timesheet Type is Entered for the Pay Date" on this form.

Note: Depending on the amount of data being calculated, this process could be quite lengthy.

The payroll amounts calculated here are used when printing payroll checks (Activities>Payroll>Print/Email Checks and Vouchers). Once checks have been printed for a Regular Payroll, you cannot calculate that payroll again; you must use a Supplemental Payroll.

Prior to printing, the calculation process can be canceled and recalculated as outlined below.

Canceling Calculation

To cancel during the calculation process, press the Esc key. The system finishes calculating the employee that is currently being calculated, and then stops the process. All processing groups that were processed are moved back to the Available Items box, while uncalculated groups remain in the Selected Items box. At some point, you need to recalculate the groups in the Selected Items box.

Recalculating

The system saves calculated data for each payroll until you print that payroll's checks. Prior to printing checks, a particular payroll can be calculated as many times as needed. For example, if you need to add additional employees to a calculated payroll, that payroll may be calculated again.

Payroll calculation is incremental. Therefore, each time you calculate a particular payroll, it is calculated only for any new employees added to the processing groups for the specified pay date. Payroll is not recalculated for any of that payroll's previously calculated employees. If you need to review or make changes to an employee's calculated payroll data, you must use the Activities>Payroll>Review/Modify Calculated Payroll form. You must also use the Review/Modify Calculated Payroll form to delete calculated payroll information.

Fields

Type of Payroll <u>Regular, Supplemental</u>: Select either Regular or Supplemental to indicate the type of payroll you want to calculate.

Pay Date <u>From, Through</u>: Enter the date range for the calculated payroll, if necessary. This date range defaults to a From date of 14 days prior to the current system date, while the Through date is 14 days after. This range can be modified to include pay dates which fall outside the default date range.

Use Default Timesheet When No Other Timesheet Type is Entered for the Pay Date: This option is available only for Regular Payrolls. Select this box to use any Default Timesheets that have been entered for employees. This option causes default timesheets in the selected processing groups to be calculated when no regular timesheet exists for that employee. If unchecked, only regular timesheets are calculated for this processing group.

More...

Suppose you calculate a Regular Payroll for a processing group that includes some employees for which you must enter timesheets and some employees for which the system uses Default Timesheets. If you forget to check the "Use Default Timesheet When No Other Timesheet Type is

Entered for the Pay Date" box before you calculate payroll, the system will *not* calculate payroll for the employees that have Default Timesheets. Therefore, the payroll calculation will be incomplete.

To remedy the situation, calculate the same payroll again, making sure to select the **Use Default Timesheet When No Other Timesheet Type is Entered for the Pay Date** box. The system only calculates payroll for those employees that have Default Timesheets because the other employees have already been calculated. The new calculations are added to the Calculated Payroll file, and when pay checks are printed, all of the employees are included.

Processing Groups Available Items, Selected Items: The Available Items list displays processing groups that have a pay date that falls within the Pay Date range. If a processing group is not available for the specified pay date, verify the pay schedule using the Maintain>Payroll>Processing Groups - Group Tab. Assign a processing group by clicking the group in the Available box twice to move it to the Selected box. You can also use the Mover buttons (>, >>) to move one or more highlighted groups to the Selected box. Resize the columns by clicking the line between the headings and moving it until the columns are the size you want.

Tips:

- If you want to calculate two timesheets, and only one of the timesheets is calculated and printed, delete the timesheet that was not calculated. You can delete it using the Find form, which can be accessed using the Find button on the Timesheets>Regular/Supplemental Timesheets form.

- If a Default Timesheet has already been set up for an employee, and you do not need to make any changes to it, you can process payroll (Activities>Payroll>Calculate Payroll) for the employee without entering a timesheet.

- Remember the benefits and deduction amounts calculated can be positive, negative, or zero.

- Once payroll has been calculated, it is a good idea to run the Reports>Payroll>Processing>Quick Calculated Check Register to see employee information and calculations before printing payroll checks.

Calculate Garnishments

Access this form using Activities>Payroll>Calculate Garnishments. It is only available if the Human Resource Management and Payroll modules are installed; it is not available for Payroll Link users.

Use this form to calculate garnished wages from employee payroll checks. This form calculates the employee's disposable income and applies the garnishment to that employee's pay check. This form also displays the gross earnings and taxes. It includes all the details needed to calculate the net pay.

Before calculating garnishments, you must:

- Set up the garnishment deduction in the Payroll and Human Resource Management modules, see "Setting Up Garnishment Deductions" (page 123) for steps to setting up the garnishment.

- Enter Default, Regular/Supplemental Timesheets. (Do not add the garnishment to the employee's Timesheet. You must enter garnishments on the Details>Employee Information - Garnishments tab in the Human Resource Management module.

- "Calculate Payroll" (page 117).

- Select Calculate Garnishments to calculate the garnishment amounts. Click Update to apply the garnishments information to the current calculated payroll.

- Review and modify the calculated payroll before printing the checks and payroll vouchers.

Fields

Employee ID: The employee ID.

Name: The employee's first and last name.

Process Group: This is the processing group code entered on the MIP Accounting>Maintain>Payroll>Employee Information>Job and Pay tab. The report shows the code's name, such as Admin or PartTime.

Priority: The order of the garnishment's priority from first to last. The order was entered on the HR module>Details>Employee Info>Garnishments tab.

Garnishment Type: This the garnishment type entered on the HR module>HR Codes>Garnishment Types HR Codes form.

Deduct Code: This is the deduction code selected on the HR module>Details>Employee Info>Garnishments tab and set up using the MIP Accounting>Maintain>Payroll>Deduction Codes form.

Garnishment Rate: If Percent of Pay check box was selected, the percentage entered for the garnishment displays.

Garnishment Amount: The amount entered for the garnishment displays.

Adjustment Amount: This is the garnished amount for this line item and will be applied to the employee's paycheck. To view or modify the formula used to calculate adjustment amount, click the Garnishment Calc button.

Running Total: If the employee has more than one garnishment, the garnishment are set up in a order by priority. Each row will be add to the previous garnished amount for that employee making a running total amount. Note that if more than one priority is used for the employee, then each row will add the previous garnished amount in the form of a running total.

Running Adjusted Amount: This column displays the calculation of the Running Total with Max Garnishment applied.

Disposable Income: The disposable income which is calculated by taking the grossing earnings less taxes. To view or modify the formula used to calculate disposable income, click the Disposable Income button.

Total Deducted: The gross deductions for the employee.

Max Garnishment: This is the maximum amount that can be garnished per pay cycle.

Gross Earnings: The gross earnings for the employee.

Federal Tax: The total of all calculated federal taxes for this employee displays. These taxes were selected for the employee using Maintain>Payroll>Employee Information>Federal Taxes and calculated when the "Calculate Payroll" was selected.

State Tax: The total of all calculated state taxes displays.

Social Security Tax: The total of all calculated social security taxes displays.

Medicare Tax: The total of all medicare taxes displays.

Local Tax: The total of all other taxes displays.

Retirement: The total of all retirement codes display. Retirement codes were assigned using the Human Resources module>Details>Garnishments tab for the employee.

Health: The total of all health codes display. Health Premium codes were assigned using the Human Resources module>Details>Garnishments tab for the employee.

Net Pay: This amount is the sum of all of the earnings, deductions, taxes, and so on, that were entered for the employee.

Payroll Type: The payroll type–Adjust, Manual, Regular, Supplemental, or Void.

Tips:
* If the row does not immediately recalculate, you might want to open and close the form. Or just tab out of the cell.

* Use the Reports>Deductions History form to print the historical data entered on the garnishment deduction codes.

Calculate Garnishments Buttons

	Disposable Income: Click this button to modify how to calculate the disposable income. The formula builder form displays. Here you can select any garnishment information, that is available, to build your own calculation.
	Garnishment Calc: Click this button to modify how to calculate the garnishment. The formula builder form displays. Here you can select any garnishment information, that is available, to build your own calculation. (Issued by the Court Order)

Disposable Income

Access this form using Activities>Payroll>Calculate Garnishments> Disposable Income. It is only available if the Human Resource Management and Payroll modules are installed; it is not available for Payroll Link users.

Use this form to modify how to calculate the disposable income. You can build a formula, by selecting any garnishment information, that is available, to build your own calculation.The system checks the formula for errors. If any syntax error or invalid character is found in the calculation, the system will not

let you save the calculation. Use the function screen to view all available characters. The results display in the Disposable Income column. Below is a calculation example:

[GrossEarnings]-([FedTax]+[StateTax]+[SSTax]+[MCTax]+[LocTax]+[Retirement]+ [Health])

Garnishment Calc

Access this form using Activities>Payroll>Calculate Garnishments> Garnishment Calc. It is only available if the Human Resource Management and Payroll modules are installed; it is not available for Payroll Link users.

Use this form to modify how to calculate a garnishment. You can build your own formula, by selecting any garnishment information, that is available, to build your own calculation (Issued by the Court Order). The system checks the formula for errors. If any syntax error or invalid character is found in the calculation, the system will not let you save the calculation. Below is a calculation example:

if([GarnishmentType]='Family',[Amount],if(if([RunningTotal]<([DisposableIncome]*.25),[Amount], ([DisposableIncome]*.25)-[RunningTotal]+[Amount])<0,0,if ([RunningTotal]<([DisposableIncome]*.25), [Amount],([DisposableIncome]*.25)-[RunningTotal]+[Amount])))

Setting Up Garnishment Deductions

Using MIP MIP

Complete the following steps to Set Up Garnishment Deductions in the System:

1. In the Payroll module, open the Deduction Codes form using Maintain>Payroll>Deduction Codes.

2. Create a deduction code for a Garnishment. Enter a new Code, Title, and select a Liability Account.

3. On the Calculation Tab, select Amount on Timesheet and enter the Maximum per Year amount.

4. The Earnings Tab is not available.

5. On the Schedule Tab, set up the Pay Cycle Frequency.

6. On the Taxes Tab, select all Federal, State, Other, and SUTA taxes that are applicable to this garnishment deduction.

7. Click the Save button and close the form.

Using Human Resource Management

Complete the following steps to Set Up Garnishment Deductions on the Employee Timesheet:

1. In the HR Management module, open the Employee Information form using Detail Info>Employee Information.

2. Select an employee and select the Garnishments tab.

3. Select a Garnishment Type. These were created using HR Codes>Garnishment Types.

4. Enter the court order date in the Date Order column, even if the date is in the future.

5. Select a Deduction Code. These were created using MIP Accounting>Maintain>Payroll>Deduction Codes.

6. Enter the Percentage or flat Amount:

   a. If it is a Percentage, select the % of Pay check box and enter the Percent.

   b. If it is a flat dollar amount, enter the Amount.

7. Enter a Maximum Amount, if applicable.

8. Enter the applicable Creditor and Contact information.

9. If applicable, enter the Accounts Payable Vendor, Health Premium Code, Retirement Code, and/or Notes.

10. Click the Save button.

Review/Modify Calculated Payroll

Use this form to make changes to pay that was calculated for the specified employee. Changes may be made to a calculated payroll only until the checks are printed for the specified pay date and processing groups. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

Note: This form is only available with the Payroll module; it is not available for Payroll Link Users.

Review/Modify Calculated Payroll - Select Tab

Access this tab using Activities>Payroll>Review/Modify Calculated Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to make changes to pay that was calculated for the specified employee. Changes may be made to a calculated payroll only until the checks are printed for the specified pay date and processing groups. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

Use this tab to view data from all other tabs. The Summary table contains totals from the rest of the form's tabs (Earnings, Benefits, Deductions, Workers' Compensation, Taxes, and Leave). Furthermore, the table calculates the net pay and total employer amount for the selected employee. The system automatically recalculates these totals each time a new Employee ID is selected. These amounts also recalculate if you move from any other tab to this one. Note that the Summary table is for viewing only; edits must be made on the subsequent tabs.

Note that the changes made to an employee's calculated pay will in no way affect their payroll set up. In other words, changes made are only for the payroll being modified.

Fields

Employee ID: Select an employee ID. The employee should be an existing employee for which pay has been calculated.

Summary <u>Item, Hours, Employee Amount, Employer Amount</u>**:** Use this table to view the employee's calculated payroll information.

- **Net Pay:** This amount, in the Employee Amount column, is the sum of all of the earnings, deductions, taxes, and so on, that were entered for the employee.

- **Total Employer Amount:** This amount, in the Employer Amount column, is the sum of all of the workers' compensations, taxes, and so on, that were entered for the employer.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- If you need to delete a calculated payroll for a specific employee, select the Employee's ID, then click the Delete button.

- Employees cannot be added to this form, instead use the Maintain>Payroll>Employee Information form to add employees.

- If you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

- When you click *Save*, the system asks you if you want to recalculate.

  - Select "Yes" to automatically recalculate any federal, state, or other withholding taxes and related taxable subject earnings.

  - Select "No" to save without recalculating. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, leave, and any related subject earnings, for any such changes you make. Or, you can delete the affected employee's calculated payroll, perform the edits in the employee's Regular or Supplemental Timesheet, (Timesheets>Enter Regular/Supplemental Timesheets), and then recalculate payroll.

- When performing an all-in-one catch up, due to the Employee's Social Security Tax Percent of Wages increased after the first pay date of the year has occurred. If you made the appropriate changes using the Maintain>Payroll>Federal Taxes>Employee FICA Taxes tab, the system adjusts the employee's payroll check to ensure year-to-date withholding and expense accruals are accurate to the point in time when the check is calculated. A zero net earnings amount is possible due to prior under withholding.

Modifying Calculated Payroll Checks

If you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

To modify the earnings, benefits, or deductions and to ensure accurate benefits, deductions, workers' compensation, and/or leave calculations, use the following steps outlined in this procedure:

1. On the Activities>Payroll>Review/Modify Calculated Checks>Select tab, delete the specified employee's calculated payroll by selecting the Employee's ID or use Find, and then clicking the Delete button.

2. Return to the employee's Regular or Supplemental Timesheet (Timesheets>Enter Regular/Supplemental Timesheets).

   - Select the Processing Group, Timesheet Type, Pay Date, and Employee ID for the payroll being processed.

   - Make changes to the Earnings, Benefits, Deductions, Workers' Compensation, and/or Leave tabs on the Timesheet for this employee.

   - Click the Save button.

   - After all employee changes are made, click the Close button on the timesheet.

3. Calculate payroll (Activities>Payroll>Calculate Payroll). Select the Payroll Type, Pay Date range, and then move the Processing Group. Click the Calculate button. This only calculates the timesheets that have not been calculated. (A message displays when the Payroll calculation is complete. It also details employee timesheets that had been previously calculated but not re-calculated.)

4. Review and/or edit calculated payroll (Activities>Payroll>Review/Modify Calculated Payroll). All changes should be reflected for the employee.

Review/Modify Calculated Payroll - Earnings Tab

Access this tab using Activities>Payroll>Review/Modify Calculated Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to review and modify earning information for the employee specified on the Select tab. This tab displays the Title, Rate, Hours/Amount, and Distribution Code for each applicable Earning Code.

Fields

Earnings Code, Title, Rate, Hours, Amount, Distribution Code: The Earnings table contains detailed earnings information for the specified employee. Use the Earnings table to view, enter, or change the earning codes, rates, hours/amounts, and Distribution Codes. Code, Amount, and Distribution Code are required boxes.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

* You must specify a Distribution Code for each Earning Code selected on this form. 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 you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

* When you click *Save*, the system asks you if you want to recalculate.

* Select "Yes" to automatically recalculate any federal, state, or other withholding taxes and related taxable subject earnings. (If you want workers' compensation, deductions, leave, and/or benefits to recalculate you need to delete the affected employee's calculated payroll, perform the edits in the employee's Regular or Supplemental Timesheet, using Timesheets>Enter Regular/Supplemental Timesheets, and then recalculate payroll.)

* Select "No" to save without recalculating. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or leave for any such changes you make. If you do manually adjust taxes, benefits, deductions, workers' compensation, or leave amounts, remember to also adjust the related subject earnings.

* If you want 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), create an Earning Code with the Contribute to Net Pay Only check box selected (Maintain>Payroll>Earning Codes).

* If you enter data in the Rate and/or Hours columns, the system automatically calculates the Amount column. To override the calculated amount, enter the desired amount in the Amount column.

Review/Modify Calculated Payroll - Benefits Tab

Access this tab using Activities>Payroll>Review/Modify Calculated Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to review and modify benefit information for the employee specified on the Select tab. This tab displays the Title, Rate, Applicable Earning Hours, Applicable Earnings, and Amount for each Benefit Code.

Fields

Benefits Code, Title, Rate, Applicable Earning Hours, Applicable Earnings, Amount: The Benefits table contains detailed benefit information for the specified employee. Use the Benefits table to view, enter, or change the benefit codes, rates, applicable earning hours, applicable earnings, and amounts. Code and Amount are required boxes. The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- If you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

- When you click *Save*, the system asks you if you want to recalculate.

  - Select "Yes" to automatically recalculate any federal, state, or other withholding taxes and related taxable subject earnings. (If you want workers' compensation, deductions, leave, and/or benefits to recalculate you need to delete the affected employee's calculated payroll, perform the edits in the employee's Regular or Supplemental Timesheet, using Timesheets>Enter Regular/Supplemental Timesheets, and then recalculate payroll.)

  - Select "No" to save without recalculating. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or leave for any such changes you make. If you do manually adjust taxes, benefits, deductions, workers' compensation, or leave amounts, remember to also adjust the related subject earnings.

- If you enter data in the Rate and/or Applicable Earning Hours columns, the system automatically calculates the Amount column. To override the calculated amount, enter the desired amount in the Amount column.

Review/Modify Calculated Payroll - Deductions Tab

Access this tab using Activities>Payroll>Review/Modify Calculated Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to review and modify deduction information for the employee specified on the Select tab. This tab displays the Title, Rate, Applicable Earning Hours, Applicable Earnings, and Amount for each Deduction Code.

Fields

Deductions Code, Title, Rate, Applicable Earning Hours, Applicable Earnings, Amount: The Deductions table contains detailed deduction information for the specified employee. Use the Deductions table to view, enter, or change deduction codes, titles, rates, earning hours, earnings, and

amounts. Code and Amount are required boxes. The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- If you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

- When you click *Save*, the system asks you if you want to recalculate.

  - Select "Yes" to automatically recalculate any federal, state, or other withholding taxes and related taxable subject earnings. (If you want workers' compensation, deductions, leave, and/or benefits to recalculate you need to delete the affected employee's calculated payroll, perform the edits in the employee's Regular or Supplemental Timesheet, using Timesheets>Enter Regular/Supplemental Timesheets, and then recalculate payroll.)

  - Select "No" to save without recalculating. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or leave for any such changes you make. If you do manually adjust taxes, benefits, deductions, workers' compensation, or leave amounts, remember to also adjust the related subject earnings.

- If you enter data in the Rate and/or Applicable Earning Hours columns, the system automatically calculates the Amount column. To override the calculated amount, enter the desired amount in the Amount column.

Review/Modify Calculated Payroll - Workers' Compensation Tab

Access this tab using Activities>Payroll>Review/Modify Calculated Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to review and modify workers' compensation information for the employee that was specified on the Select tab. This tab displays the Title, Rate, Adjustment Factor, Subject Hours, and Amount for each Workers' Compensation Code.

Fields

Workers' Compensation Code, Title, Rate, Adjustment Factor, Subject Hours, Subject Earnings, Amount: The Workers' Compensation table contains detailed workers' compensation information for the specified employee. Use the Workers' Compensation table to view, enter, or change workers' compensation codes, rates, adjustment factors, subject hours, subject earnings, and amounts. Code and Amount are required boxes.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- If you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

- When you click *Save*, the system asks you if you want to recalculate.

  - Select "Yes" to automatically recalculate any federal, state, or other withholding taxes and related taxable subject earnings. (If you want workers' compensation, deductions, leave, and/or benefits to recalculate you need to delete the affected employee's calculated payroll, perform the edits in the employee's Regular or Supplemental Timesheet, using Timesheets>Enter Regular/Supplemental Timesheets, and then recalculate payroll.)

  - Select "No" to save without recalculating. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or leave for any such changes you make. If you do manually adjust taxes, benefits, deductions, workers' compensation, or leave amounts, remember to also adjust the related subject earnings.

- If you enter data in the Rate and/or Subject Hours columns, the system automatically calculates the Amount column. To override the calculated amount, enter the desired amount in the Amount column.

Review/Modify Calculated Payroll - Taxes Tab

Access this tab using Activities>Payroll>Review/Modify Calculated Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to review and modify tax information for the employee that was specified on the Select tab. This tab displays the Jurisdiction, SUTA Weeks, Employee Subject Earnings, Employer Subject Earnings, Gross Taxable Earnings, Employee Amount, and/or Employer Amount for each Tax Type. Please use discretion when editing or deleting any tax information.

Fields

Taxes: The Taxes table contains detailed tax information for the specified employee. Use the Taxes table to view, enter, or change the tax types, jurisdictions, SUTA (State Unemployment) weeks, employee subject earnings, employer subject earnings, gross taxable earnings, employee amounts, and/or employer amounts. Tax Type, Jurisdiction (if tax type is SWT, SUTA, Employee Paid (LWT), or Employer Paid (LER), and Employee/Employer Amount are required boxes.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- If you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

- When you click *Save*, the system asks you if you want to recalculate.

  - Select "Yes" to automatically recalculate any federal, state, or other withholding taxes and related taxable subject earnings. (If you want workers' compensation, deductions, leave, and/or benefits to recalculate you need to delete the affected employee's calculated payroll, perform the edits in the employee's Regular or Supplemental Timesheet, using Timesheets>Enter Regular/Supplemental Timesheets, and then recalculate payroll.)

  - Select "No" to save without recalculating. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or leave for any such changes you make. If you do manually adjust taxes, benefits, deductions, workers' compensation, or leave amounts, remember to also adjust the related subject earnings.

- When performing an all-in-one catch, due to the Employee's Social Security Tax Percent of Wages decreased after the first pay date of the year has occurred. If you entered the Percent of Wages and selected the Year-to-Date Calculation Method using the Maintain>Payroll>Federal Taxes - Employee FICA Taxes tab, the system adjusts the employee's payroll check to ensure year-to-date withholding and expense accruals are accurate to the point in time when the check is calculated. A negative employee subject earnings amount is possible due to prior over withholding.

- On the Timesheet, taxes are not calculated for any Earnings Code with the Contribute to Net Pay Only check box (Maintain>Payroll>Earning Codes) selected.

Review/Modify Calculated Payroll - Leave Tab

Access this tab using Activities>Payroll>Review/Modify Calculated Payroll. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to review and modify leave information for the employee that was specified on the Select tab.

Fields

Leave <u>Code, Title, Rate, Applicable Earning Hours, Hours Accrued, Hours Taken</u>: The Leave table contains detailed leave information for the specified employee. Use the Leave table to view, enter, or change the leave codes, titles, rates, applicable earning hours, hours accrued and hours taken. Code and Hours (either Accrued, Taken, or both) are required boxes.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- Be aware that any changes you make to earnings can affect Leave. Therefore, you must manually adjust Leave for any such changes made.

- If you enter data in the Rate and/or Applicable Earning Hours columns, the system automatically calculates the Hours Accrued column. To override the calculated amount, enter the desired amount in the Hours Accrued column.

Print/Email Checks and Vouchers

Access this form using Activities>Payroll>Print/Email Checks and Vouchers. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to print checks for the selected processing group, pay date, and payroll type. Prior to using this form, there must be at least one processing group calculated (Activities>Payroll>Calculate Payroll), with one or more checks generated. We recommend that you do not attempt to send more than 50 Processing Groups through the Print Check process at one time. After completing the information on this form, click OK to display the Load Checks/Vouchers form.

Important! During the printing process or after the email vouchers are sent, all payroll history files are updated, and the calculated payroll and regular/supplemental timesheets are deleted. Therefore, it is a good idea to make a backup of the organization data files (using File>Backup) before proceeding with the check printing process.

Nonprofit Online Users

MIP manages database backups automatically for you; therefore, the Backup menu selection is not available. Full backups are performed weekly and differential backups are performed daily. See Nonprofit Online.

Troubleshooting

- When calculating Payroll with employees who have <u>both</u> Print and Email vouchers selected; if you print and then cancel out of the Email Preview form, the system will update the payroll history files, delete the calculated payroll and regular/supplemental timesheets, and create an ACH file, however the email vouchers will not be available to send as attachments to the employees.

- 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.

- 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 Vouchers and later delete the customized 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 customized process template on the Maintain>Employee Information>Email Tab.

- If you are unable to email the employee vouchers, check the following items:

  - Is the Direct Deposit module installed and set up? (As the Administrator, access Organization>Set Up Modules>Electronic Funds Transfer)

  - Is the Email Setup tab set up and Connected through Configuring SMTP? (As the Administrator, access Organization>Organization Information)

- Is the Email Template for Process Type *Voucher* set up? Is the <Default> created? (Maintain>Payroll>Email Templates)

- Is the Employee set up completely? (Maintain>Payroll>Employee Information)

  - Is the Direct Deposit check box selected on the Job and Pay Tab?

  - Is the Bank Information complete on the Direct Deposit Tab?

  - Is the Disable Pre-note check box selected on the Direct Deposit Tab?

  - Is the Email Voucher check box selected on the Email Tab?

  - Is there an email address on the Email Tab?

  - Is the correct Voucher Process Template selected?

Fields

Document Date: Enter the date to be printed on the check. This date must have the same year as the calculation. Consequently, you cannot calculate payroll for 12/31/15 and print checks with a date in the year 2016; the check date would also have to be in 2015.

Print Order: Select the order to print the checks or vouchers, either by Employee Class, Employee ID, Employee Last Name, or Processing Group. They print in the following order based on the selection made:

If you select...	The print order will be...
(No Selection)	Processing Group ascending, then Employee ID ascending
Employee Class	Class ascending
Employee ID	Employee ID ascending
Employee Last Name	Last Name ascending
Processing Group	Processing Group ascending

Print Pay Period Dates on Stub: Select this check box to print the pay period date range on the check stub or voucher.

Override Direct Deposit and Print Checks for All Employees: Select this check box to print checks for all employees. Checks will be printed for those employees that usually receive direct deposit. This feature is only available if the Direct Deposit module is installed.

Processing Groups Available Items, Selected Items: The Available Items list displays the processing group code, pay date, payroll type, and processing group title for all calculated payrolls. Select the processing group for which you want to print checks.

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Tips:

- Note that the system retrieves SUTA information according to paycheck date, *not* pay period or pay date. For example, if you calculate payroll on 3/31, and print checks on 4/1, the system retrieves the SUTA information from those paychecks only when you produce a second quarter SUTA report.

- Set up the disbursing accounts (Cash Account and Accrual Account) prior to using this form, with Administrative user rights using Organization>Set Up Modules>Payroll) .

- Labor hours and labor earnings are tracked and distributed by account code combinations if Earning Codes were set up with the Track Labor Hours check box selected on the Maintain>Payroll>Earning Codes>Earning tab.

- After a payroll is printed, the distribution code assigned to the earning code cannot be changed. However, the percentage distribution can be edited for that code (Maintain>Payroll>Distribution Codes) and the associated distribution of labor hours/earnings can be updated using Activities>Payroll>Distribute Labor Hours/Earnings.

- If you select the "Show Code on Check Stub" check box on the Maintain>Payroll>Workers' Compensation Codes>Workers' Compensation tab, the following applies when the check is printed:

    - 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.

- Your data is designed to print on a preprinted check or voucher available online. Refer to Preprinted Checks and Forms for a list of part numbers to use when ordering.

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Printing Payroll Checks and Vouchers

The following steps outline how to print checks and vouchers:

1. Enter appropriate information on the Print/Email Checks and Vouchers form, and then click OK.

> **Important!** During the check printing process, all payroll history files are updated, and the calculated payroll and regular/supplemental timesheets are deleted. Therefore, it is a good idea to make a backup of the organization data files. Note for **Nonprofit Online Users:** MIP manages database backups automatically for you; therefore, the Backup menu selection is not available. Full backups are performed weekly and differential backups are performed daily. (See Nonprofit Online.)

2. Complete the Load Checks/Vouchers (Print) form.

   a. Click the Check/Voucher Number and Format.

   b. Click the Print Alignment button to ensure that the checks are aligned properly prior to printing.

   c. Click OK to begin the printing process.

3. Click Yes to complete the printing process.

> **Note:** If some of the checks were damaged or did not print, click No to reselect the items on the Select Unprinted or Damaged Checks/Vouchers form, and then click OK.

4. If processing vouchers for direct deposit payments, repeat steps 1 - 3 above.

Printing Both Checks and Vouchers and Emailing Vouchers

The following steps outline how to print both checks and vouchers and then email vouchers:

1. Enter appropriate information on the Print/Email Checks and Vouchers form, and then click OK.

> **Important!** During the check printing process, all payroll history files are updated, and the calculated payroll and regular/supplemental timesheets are deleted. Therefore, it is a good idea to make a backup of the organization data files. Note for **Nonprofit Online Users:** MIP manages database backups automatically for you; therefore, the Backup menu selection is not available. Full backups are performed weekly and differential backups are performed daily. (See Nonprofit Online.)

a. If printing checks,

- Complete the Print: Load Checks form.

- Click the Print Alignment button to ensure that the checks are aligned properly prior to printing.

- Click OK to begin the printing process.

- Click Yes to complete the printing process.

Note: If some of the checks were damaged or did not print, click No to reselect the checks on the Select Unprinted or Damaged Checks form, and then click OK.

b. If printing vouchers for direct deposit payments,

- Complete the Print: Load Vouchers form,

- Click the Print Alignment button to ensure that the vouchers are aligned properly prior to printing.

- Click OK to begin the printing process.

- Click Yes to complete the printing process.

Note: If some of the vouchers were damaged or did not print, click No to reselect the vouchers on the Select Unprinted or Damaged Vouchers form, and then click OK.

c. If you are also emailing vouchers to employees,

- Complete the Email: Load Vouchers form and click the OK button

- On the Email Preview form, double-click on each row to preview the voucher for each employee. Click the X at the top-right of the open voucher form to close the document.

- Once you have previewed the vouchers, click Send to begin generating and sending the email attachments.

- You must click the Finish button to close the Processing form.

- Click OK to close the final Status message box.

Notes:

- If vouchers are selected to be both printed and emailed, the system automatically applies the Print Laser Format to the emailed vouchers.

- You still need to create and send the direct deposit file to the bank (Activities>Payroll>Create/Send Direct Deposit File) or third-party.

Emailing Payroll Vouchers

The following steps outline how to email payroll vouchers for direct deposit payments:

1. Enter appropriate information on the Print/Email Checks and Vouchers form, and then click OK.

   Important! It is a good idea to make a backup of the organization data files.

   Nonprofit Online Users

   MIP manages database backups automatically for you; therefore, the Backup menu selection is not available. Full backups are performed weekly and differential backups are performed daily. See Nonprofit Online.

2. The Email: Load Vouchers form displays. Complete the voucher information and then click OK to create the payroll vouchers as attachments.

3. On the Email Preview form, double-click on each row to preview the voucher for each employee. Click the X at the top-right of the open voucher form to close the document.

4. Once you have previewed the vouchers, click Send to begin generating and sending the email attachments.

   Note: After the system completes sending the vouchers, all payroll history files are updated, and the calculated payroll and regular/supplemental timesheets are deleted.

5. You must click the Finish button to close the Processing form.

6. Click OK to close the final Status message box.

   Note: You still need to create and send the direct deposit file to the bank (Activities>Payroll>Create/Send Direct Deposit File) or third-party.

Load Checks/Vouchers (Print or Email)

Access this form using Activities>Payroll>Print/Email Checks and Vouchers>OK button. It is only available with the Payroll module; it is not available for Payroll Link users.

This form is preceded by the Print/Email Checks and Vouchers form. Depending on if you are printing checks and/or emailing vouchers, the appropriate Load form displays after you click the OK button on the Print/Email Checks and Vouchers form.

Use this form to specify the Check Number/Voucher Number, select a Format (continuous or laser), set up printer information, print employee payroll checks and vouchers, and email employee payroll vouchers.

The system prints all of the checks and vouchers selected for "Print Only" or "Print and Email" before it begins processing the vouchers for "Email Only."

More...

Note that the Cash Account and Accrual Account boxes are read-only; they display the disbursing accounts for the checks. If either of these accounts needs to be changed, perform the following steps:

1. Exit the MIP Accounting system.

2. As the Administrator, open the MIP Accounting system.

3. In the Set Up Payroll form (Organization>Set Up Modules>Payroll), change the disbursing account.

4. Exit the MIP Accounting system.

5. Re-open the MIP Accounting system and access the Payroll module.

Fields

Check/Voucher Number: Enter the check number to use for the first actual check. You can set the Last Used Check Number for General Ledger type cash accounts using the Maintain>Payroll>Chart of Accounts Codes form. When a payroll uses that cash account, the system automatically displays the next check number for that account, regardless of the form the check is being generated from.

Format: Select the type of form that matches the printer: either laser or continuous forms.

Cash Account: The system displays the cash account for which you are printing checks. This default was set up by the Administrator using the Organization>Set Up Modules>Payroll form.

Accrual Account: The system displays the accrued expense payable account for which you are printing checks. This default was set up by the Administrator using the Organization>Set Up Modules>Payroll form.

Print Alignment: Click this button to properly align forms before beginning the print process.

OK: For *Print*, click this button to print the checks and/or vouchers. After the checks have printed, the system asks if they printed correctly. If you click No, the Select Unprinted or Damaged Checks/Vouchers form displays. You can then select the checks that need to be reprinted. Note that if you are printing both checks and vouchers, the checks will print first and if everything prints correctly, the vouchers print next; so that you can exchange the pre-printed check stock in the printer.

For *Email*, click this button to begin the process. Click **Finish** to display the Email Preview form to view vouchers by Voucher Number, Employee ID, or Employeee Name. (Double-click on the row to open the attachement.

Note: Note that if vouchers are both printed and emailed, the system automatically applies the Print Laser Format to the emailed vouchers.

Tips:
- The system does not use the beginning Check Number/Voucher Number for alignment checks/vouchers; the Check Number/Voucher Number is the number of the first actual check or voucher.

- Your data is designed to print on a preprinted check or voucher available online. Refer to Preprinted Checks and Forms for a list of part numbers to use when ordering.

Select Unprinted or Damaged Checks/Vouchers

Access this form using Activities>Payroll>Print Checks/Vouchers>OK button>OK button. It is only available with the Payroll module; it is not available for Payroll Link users.

This form contains a list of the checks and/or vouchers the system produced when you printed for the specified processing group/pay date/payroll type. Specify the checks that did not print properly by clicking in the left-most column.

Any checks that are selected remain in the calculated payroll file. Payroll information for these employees will not be updated in the system, since the checks have not yet printed. You can either print the checks, or delete them using the Payroll>Review/Modify Calculated Payroll form.

Fields

Select Unprinted or Damaged Checks/Vouchers: Select any checks or vouchers that need to be reprinted.

Tips:

* Records are initially sorted on the first data column in ascending order. (The column on which items are sorted has the ![icon] symbol in the column heading.) However, you can sort records based on any column by clicking on the column heading.

* Furthermore, by double clicking a sorting column heading again, you can change the displayed items from ascending to descending order, or vice versa. Column sort order is indicated by the symbol which appears next to the column title; ![icon] indicates ascending order, and ![icon] indicates descending order.

* To select or clear all employees in the table, click ![icon] or ![icon] respectively.

Enter Manual Checks

Use this form to enter information about payroll checks that were not created using the system. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

The system will not calculate any amounts for this form, *including taxes.* You must calculate and enter, on this form's subsequent tabs, the amounts necessary to record this employee's information correctly. After clicking the Save button, the information is updated in the system. Manual checks are available for transfer (Activities>Payroll>Transfer to Accounting) once they are saved.

Note: This form is only available with the Payroll module; it is not available for Payroll Link Users.

More...

Use this form, if you receive an employee's timesheet after calculating a scheduled Regular Payroll, and decide to write that employee's check manually. Because you have physically given them a check, you need to enter the check information into the system.

Note that the system calculates the employee's information for you if–rather than writing a manual check–you enter a Supplemental Timesheet (Timesheets>Enter Regular/Supplemental Timesheets) for the employee and process a Supplemental Payroll (Activities>Payroll>Calculate Payroll). The system calculates the employee's information, and you are able to print the employee's check.

Note: Although manual checks can have a zero balance, they must have at least one Earning. To adjust an employee's Leave balance, use the Set Up/Adjust Employee Balances form (Activities>Payroll>Set Up/Adjust Employee Balances), not the Enter Manual Checks form.

Enter Manual Checks - Select Tab

Access this tab using Activities>Payroll>Enter Manual Checks. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to enter information about payroll checks that were not created using the system. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

The system will not calculate any amounts for this form, *including taxes*. You must calculate and enter, on this form's subsequent tabs, the amounts necessary to record this employee's information correctly. After clicking the Save button, the information is updated in the system. Manual checks are available for transfer (Activities>Payroll>Transfer to Accounting) once they are saved.

Use this tab to specify the employee ID, pay date, check date, the pay period begin and end dates, and check number for the manual check.

Fields

Employee ID: Enter an employee ID.

Pay Date: Enter the pay date for the manual check.

Check Date: Enter the date for the manual check.

Pay Period Begin Date: Enter the pay period begin date.

Pay Period End Date: Enter the pay period end date.

Check Number: Enter the check number for the check. You can set the Last Used Check Number for General Ledger type cash accounts using the Maintain>Payroll>Chart of Accounts Codes form. When a check uses that cash account, the system automatically displays the next check number for that account, regardless of the form the check is being generated from.

Summary Item, Hours, Employee Amount, Employer Amount: Use this table to view the designated employee's manual check information. You must first select this form's subsequent tabs and enter

applicable information for earnings, benefits, deductions, workers' compensation, taxes, and leave, before those items appear in this table.

Note that the system calculates and displays the *Net Pay/Total Employer Amount* row on the Summary table.

- **Net Pay:** This item (in the Employee Amount column) is the sum of all of the earnings, deductions, taxes, and so on, that was entered for the employee, including any Earning Codes that "Contribute to Net Pay Only."

- **Total Employer Amount:** This item (in the Employer Amount column) is the sum of all of the workers' compensation, taxes, and so on, that was entered for the employer.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

* You can print this data using Reports>Payroll>History>Quick Check/Transaction Register and Filter on Payroll Type = M (Manual).

* When on any other tab of this form, if you want to recalculate these totals, click the Select tab.

* Use the bottom buttons to apply any modifications made for the entire form. For example, click the Update button to updated all of the changes made to every tab and close the form; click Undo to undo everything entered for every tab (since the last save) and close the form; or click Save to save all of the changes made to every tab on the form.

* A Disbursing Account must be set up by the Administrator on the Set Up Modules form (Organization>Set Up Modules>Payroll) before a manual check can be entered.

* Labor hours and labor earnings are tracked and distributed by account code combinations if Earning Codes were set up with the Track Labor Hours check box selected on the Maintain>Payroll>Earning Codes>Earning tab.

* After a manual check has been entered, it can be changed using the Transactions>Payroll>Edit Payroll Manual Checks form. Alternatively, click the Undo button before saving the manual check to clear any information that was entered and start over. Once a manual payroll check has been saved, if it is incorrect, it can be voided (Activities>Payroll>Void Checks).

* To view Earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box (Organization>Set Up Modules>Payroll).

Enter Manual Checks - Earnings Tab

Access this tab using Activities>Payroll>Enter Manual Checks. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to select earning codes and their attributes to apply to the employee's manual check. These codes were previously set up using Maintain>Payroll>Earning Codes.

Fields

Earnings Code, Title, Hours, Rate, Amount, Distribution Code: The Earnings table allows you to enter an earning code, number of hours, rate, amount, and distribution code. You can select as many earning codes as are appropriate for this check.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tips:

- Click the Select tab to recalculate the form's totals for all the tabs. Earning Codes that "Contribute to Net Pay Only" are calculated on the Net Pay/Total Employer Amount row of the Summary table on the Select tab. The total earnings hours and amounts for this check, excluding any Earnings Code that is "Contribute to Net Pay Only," display in the Total Hours and Gross Pay fields (at the bottom of each tab).

- Labor hours and labor earnings are tracked and distributed by account code combinations if Earning Codes were set up with the Track Labor Hours check box selected on the Maintain>Payroll>Earning Codes>Earning tab.

- To view Earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll.

Enter Manual Checks - Benefits Tab

Access this tab using Activities>Payroll>Enter Manual Checks. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to select benefit codes and their attributes to apply to the employee's manual check. These codes were previously set up using Maintain>Payroll>Benefit Codes.

Fields

Benefits Code, Title, Amount: The Benefits table allows you to enter a benefit code and amount. You can select as many benefit codes as are appropriate for this employee. The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.)

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tip: The system does not calculate any amounts on this tab. You must specify the amounts necessary to record this benefit correctly. Click the Select tab to recalculate the form's totals.

Enter Manual Checks - Deductions Tab

Use this tab to select deduction codes and their attributes to apply to the employee's manual check. These codes were previously set up using Maintain>Payroll>Deduction Codes.

Fields

Deductions Code, Title, Amount: The Deductions table allows you enter a deduction code and amount. The amount you enter can be positive, negative, or zero. (Use the minus key or the space bar to enter a negative amount.) You can select as many deduction codes as are appropriate for this employee.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tip: The system does not calculate any amounts on this tab. You must specify the amounts necessary to record this deduction correctly. Click the Select tab to recalculate the form's totals.

Enter Manual Checks - Workers' Compensation Tab

Use this tab to select workers' compensation codes and their attributes to apply to the employee's manual check. These codes were previously set up using Maintain>Payroll>Workers' Compensation Codes.

Fields

Workers' Compensation Code, Title, Hours, Subject Earnings, Amount: The Workers' Compensation table allows you to enter a workers' compensation code, hours, subject earnings, and amount. You can select as many workers' compensation codes as are appropriate for this employee.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

....

Tip: The system does not calculate any amounts on this tab. You must specify the hours, subject earnings, and amounts necessary to record this workers' compensation correctly. Click the Select tab to recalculate the form's totals.

....

Enter Manual Checks - Taxes Tab

> Access this tab using Activities>Payroll>Enter Manual Checks. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to select taxes and their attributes to apply to the employee's manual check. Remember for manual checks, the system does not automatically calculate taxes for the employee—you must calculate and enter them here.

The Tax Types you can specify include federal, state, and other taxes. If the Tax Type is SWT (State Withholding Tax), SUTA (State Unemployment Tax), LWT (Other Taxes Employee Paid Tax) or LER (Other Taxes Employer Paid Tax), you must specify a Jurisdiction. Jurisdiction is the state or other taxes code you set up using the Maintain>Payroll>State Taxes form and/or Other Taxes form.

The tax types are as follows:

Code	Name	Jurisdiction Required
FIT	Federal Income Tax	No
SS	Social Security Taxes	No
MC	Medicare Taxes	No
FUTA	Federal Unemployment Tax	No
SWT	State Withholding Taxes	Yes
SUTA	State Unemployment Taxes	Yes
LWT	Other Taxes Employee Paid Taxes	Yes
LER	Other Taxes Employer Paid Taxes	Yes

Fields

Taxes: The Taxes table allows you to enter a tax type, jurisdiction (when appropriate), SUTA weeks, employee subject earnings, employer subject earnings, employee amount, and employer amount.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Tip: Click the Select tab to recalculate the form's totals for all of the tabs.

Enter Manual Checks - Leave Tab

Access this tab using Activities>Payroll>Enter Manual Checks. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter leave balances for the employee's manual check. These codes were previously set up using Maintain>Payroll>Leave Codes.

If you just need to adjust an employee's Leave balance, you should use the Set Up/Adjust Employee Balances form (Activities>Payroll>Set Up/Adjust Employee Balances), not the Enter Manual Checks form.

Fields

Leave Code, Title, Hours Accrued, Hours Taken: The Leave table allows you to enter a leave code, hours accrued, and hours taken. You can select as many leave codes as are appropriate for this employee.

Total Hours: This is the employee's total for the Hours column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Gross Pay: This is the employee's total for the Amount column entered on the Earnings tab, excluding any Earnings Code that is "Contribute to Net Pay Only."

Void Checks

Access this form using Activities>Payroll>Void Checks. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to select checks that you want to void. Click Display Filter to limit which checks are displayed in the Checks table. Select any or all of the checks displayed, and then click OK.

More...

For example, to view only checks written after a certain date, click Display Records to view only the records that match the filter criteria. If you are not using the filter (it is blank), the Display Records button displays all of the outstanding checks you currently have.

In the Checks table, you can sort the data based on any column. Double-click on a column heading to sort according to that column.

Note: The sorting functionality is only for table display and does not affect printing. Print uses the data from the database and is therefore not reflective of how the items were sorted.

Fields

Filters: The filter is for display purposes only; it simply allows you to limit which checks are displayed in the Checks table.

- **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. Your choices for filtering checks are: Cash Account, Check Number, Check Date, Amount, Employee ID, Payee, and Transferred.

- **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 checks are displayed in the Checks 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.

Checks: Checks are initially sorted in Cash Account order. You can choose to sort records based on any column by clicking the column title. Click the check boxes to select the checks you want to void. No checks are selected the first time this form is opened.

- **Records per Page:** Select how many checks per page to display. You can view checks in the table in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.

- **Cash Account:** The system displays the account code for the check.

- **Check Number:** The system displays the check number.

- **Check Date:** The system displays the check date.

- **Amount:** The system displays the net amount of the check.

- **Employee ID:** The system displays the employee ID.

- **Payee:** The system displays the payee–to whom the check was issued.

- **Transferred:** The system indicates if the check has been transferred to accounting by displaying either YES or NO in this column.

Tips:

- Void entries can be transferred to Accounting (Activities>Payroll>Transfer to Accounting), even if the original check has not yet been transferred. For accurate record keeping and reconciliation purposes, be sure to transfer the original check before or at the same time as the void entry you create here.

- 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.

- For larger organizations with many records, you can clear the Use Drop-Down List on Find Forms check box on the Options>Customize Workstation Settings>Preferences tab. By doing so, it eliminates the time it takes to load the Void Checks form.

- Labor hours and labor earnings are tracked and distributed by account code combinations if Earning Codes were set up with the Track Labor Hours check box selected on the Maintain>Payroll>Earning Codes>Earning tab.

Void Checks Buttons

	Select All: Use this button to select all items in the table.
	Deselect All: Use this button to clear all items in the table.
	Display/Hide Filter: Use this button to display or hide the Filters group box.

	Clear Filter: Use this button to clear all of the selected filter items. The filter is used for display purposes only; it limits what the system displays in the table. You cannot save the filter items.
	Display Records: Use this button to display only the records that match the currently selected filter items. If you are not using the filter (it is blank), the Display Records button displays all of the items you currently have.
	View First Page: Use this button to display the first page of data in the table.
	View Previous Page: Use this button to display the previous page of data in the table.
	View Next Page: Use this button to display the next page of data in the table.
	View Last Page: Use this button to display the last page of data in the table.

Void Check Dates

Access this form using Activities>Payroll>Void Checks>OK button. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to determine if you want to use the Original Effective Date for the voided checks or designate a New Effective Date.

Fields

Use Original Effective Date: Select this box to use the original document's effective date for the void entries. The effective date is used for all transaction lines of the reversing entry. Note The system prohibits and/or warns you with a message when the documents' original effective date is posting into a closed year.

New Effective Date: Enter a new effective date, if you do not want to use the original effective date. Note The system prohibits and/or warns you with a message when a new effective date is posting into a closed year.

Check Spoilage

Access this form using Activities>Check Writing>Check Spoilage or Activities>Payroll>Check Spoilage. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to record information about checks that are spoiled or destroyed and report this information using Reports>Check/Voucher Register or Reports>Payroll>History>Summary Check/Transaction Register.

Note: This form is shared within the MIP Accounting system; you only need to enter the information once. Also, multiple users are not able to enter information into the same Cash Account simultaneously.

Fields

Cash Account: Select a valid General Ledger cash account using the drop-down list, and then press the Tab key.

Date: Enter a date.

Description: Enter a description of how the check was damaged.

Check Selection

* **Single Check <u>Check Number</u>:** Select Single Check, and then enter the check number to be removed.

* **Range of Checks <u>Starting, Ending</u>:** Select Range of Checks, and then enter the starting and ending numbers for the range of checks to be removed.

Set Up/Adjust Employee Balances

Use this form to implement payroll at a time other than the beginning of the calendar year. You can specify year-to-date payroll amounts processed for the current year, prior to implementing the Payroll module. Begin by selecting the appropriate tabs and entering applicable information for Earnings, Benefits, Deductions, Workers' Compensation, Taxes, and Leave.

Note: This form is only available with the Payroll module; it is not available for Payroll Link Users.

Set Up/Adjust Employee Balances - Select Tab

Access this tab using Activities>Payroll>Set Up/Adjust Employee Balances. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to implement payroll at a time other than the beginning of the calendar year. You can specify year-to-date payroll amounts processed for the current year, prior to implementing the Payroll module. Begin by selecting the appropriate tabs and entering applicable information for Earnings, Benefits, Deductions, Workers' Compensation, Taxes, and Leave.

Use this tab to select an employee, and assign an effective date and adjustment number to your changes.

Please note that if you use the tabs on this form to change the amounts of any earnings, benefits, or deductions that have been used in the calculation of any federal, state, or other withholding taxes; or workers' compensation; the related tax and/or workers' compensation amounts may be incorrect. Furthermore, be aware that any changes you make to earnings may affect benefits, deductions, and leave. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or leave for any such changes you make. If you do manually adjust either taxes or workers' compensation amounts, remember to also adjust the related subject earnings and/or hours.

When on any other tab of this form, if you want to recalculate these totals, click the Select tab.

Note: Adjustments cannot be transferred to Accounting. Remember to separately record these transactions in Accounting, if needed.

Fields

Employee ID: Enter an employee ID.

Adjustment Number: You must enter an adjustment number for each adjustment, or use the + key to automatically increment from the last adjustment number used.

Effective Date: Enter the date the payroll adjustments and/or balances should become effective. The system defaults to the current system date.

Select Code, Hours, Employee Amount, Employer Amount: Use this table to view the designated employee's adjustment items. You must first enter applicable information for Earnings, Benefits, Deductions, Workers' Compensation, Taxes, and Leave, on the subsequent tabs, before those items appear in the table.

Note that the system calculates and displays a Net Adjustment/Total Employer Amount row in this table.

* **Employee Amount:** The Employee Amount column is the sum of each of the employee-paid items, that was entered for the employee. The total, or net adjustment, for this employee is displayed on the Net Adjustment/Total Employer Amount row.

* **Employer Amount:** The Employer Amount column is the sum of each of the employer-paid items, that was entered for the employer. The Total Employer Amount is displayed on the Net Adjustment/Total Employer Amount row.

Tips:

* If you do not implement the Payroll module at the beginning of the year, you need to enter the amounts from your previous payroll system using this form. For example, if you implement the system on July 1, you need to enter the amounts for the period of January 1 through June 30. Generally, this is the only time you will use this selection.

* However, you may find that you need to adjust an amount the system is currently using. Once adjustments are saved, changes cannot be made to the adjustments and they cannot be deleted. A new adjustment must be entered to correct or change a previously saved one; you cannot edit it directly.

* The proper Effective Date is determined by your implementation schedule and your reporting needs. If you are implementing any time after the beginning of the second quarter, you need to decide what reporting information is needed later in the year. For instance, if you have taxes for which you want to see quarterly reports that include the first quarter as a separate amount, make a separate adjustment to specify those tax amounts for the first quarter, and use an Effective Date within the first quarter for that adjustment. You also need a separate adjustment for each quarter of the calendar year before you implement. If, however, you can get quarterly reports from your previous payroll system, you can enter a single adjustment for the tax amounts to make the system current, using the implementation date as the Effective Date.

* The Adjustment Number can be used as an audit trail for your adjustments. For maximum benefit, note the Adjustment Number on the source document you use to determine the adjustment amounts. That way, you can trace adjustments back to their source. The adjustment number is a required entry that must be unique to each employee record.

* Note that this menu selection does not create any accounting entries. The amounts you enter are used by the payroll module only for reporting purposes and as a starting place to calculate payroll amounts and taxes.

Set Up/Adjust Employee Balances - Earnings Tab

Access this tab using Activities>Payroll>Set Up/Adjust Employee Balances. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter adjustments to earnings for an employee.

Fields

Earnings <u>Code, Title, Hours, Amount</u>: The Earnings table allows you to set up or adjust an employee's earning codes, hours, and amounts. You can select as many earning codes and related information as is appropriate for the employee and Effective Date. The amount you enter can be positive, negative, or zero.

Tips:

- If you implement the Payroll module mid-year, and you want to produce reports for previous quarters that include earnings, enter a separate adjustment for earnings for each quarter using an Effective Date within that quarter. If, however, you are implementing mid-year and you do not need previous quarterly reports that include earnings, you can enter a single adjustment using the implementation date as the Effective Date. Remember that the Effective Date is entered on the Select tab.

- To view the recalculated totals, click the Select Tab.

- Use the minus key or the space bar to enter a negative amount.

Set Up/Adjust Employee Balances - Benefits Tab

Access this tab using Activities>Payroll>Set Up/Adjust Employee Balances. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter adjustments to benefits for an employee.

Fields

Benefits <u>Code, Title, Amount</u>: The Benefits table allows you to set up or adjust an employee's benefit codes and amounts. You can select as many benefit codes and related information as is appropriate for the employee and Effective Date. The amount you enter can be positive, negative, or zero.

Tips:

* If you implement the Payroll module mid-year and want to produce reports for previous quarters that include benefits, enter a separate adjustment for benefits for each quarter using an Effective Date within that quarter. If, however, you are implementing mid-year and you do not need previous quarterly reports that include benefits, you can enter a single adjustment using the implementation date as the Effective Date. Remember that the Effective Date is entered on the Select tab.

* To view the recalculated totals, click the Select Tab.

* Use the minus key or the space bar to enter a negative amount.

Set Up/Adjust Employee Balances - Deductions Tab

Access this tab using Activities>Payroll>Set Up/Adjust Employee Balances. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter adjustments to deductions for an employee.

Fields

Deductions <u>Code, Title, Amount</u>: The Deductions table allows you to set up or adjust an employee's deduction codes and amounts. You can select as many deduction codes and related information as is appropriate for the employee and Effective Date. The amount you enter can be positive, negative, or zero.

Tips:

* If you implement the Payroll module mid-year, and you want to produce reports for previous quarters that include deductions, enter a separate adjustment for deductions for each quarter using an Effective Date within that quarter. If, however, you are implementing mid-year and you do not need previous quarterly reports that include deductions, you can enter a single adjustment using the implementation date as the Effective Date. Remember that the Effective Date is entered on the Select tab.

* To view the recalculated totals, click the Select Tab.

* Use the minus key or the space bar to enter a negative amount.

Set Up/Adjust Employee Balances - Workers' Compensation Tab

Access this tab using Activities>Payroll>Set Up/Adjust Employee Balances. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter adjustments to workers' compensation for an employee. You need to enter either Hours or Subject Earnings according to how the Workers' Compensation Code was set up on the Maintain>Payroll>Workers' Compensation Codes form.

Please note that if you use the tabs on this form to change the amounts of any earnings, benefits, or deductions that have been used in the calculation of any federal, state, or other withholding taxes; or workers' compensation; the related tax and/or workers' compensation amounts may be incorrect. Furthermore, be aware that any changes you make to earnings may affect benefits, deductions, and leave. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or leave for any such changes you make. If you do manually adjust either taxes or workers' compensation amounts, remember to also adjust the related subject earnings and/or hours.

Fields

Workers' Compensation Code, Title, Hours, Subject Earnings, Amount: The Workers' Compensation table allows you to set up or adjust an employee's workers' compensation codes, hours, subject earnings, and amounts. You can select as many workers' compensation codes and related information as is appropriate for the employee and Effective Date. The hours and subject earnings you enter can be positive, negative, or zero.

Tips:
- If you implement the Payroll module mid-year, and you want to produce reports for previous quarters that include Workers' Compensation amounts, enter a separate adjustment for workers' compensation for each quarter using an Effective Date within that quarter. If, however, you are implementing mid-year and you do not need previous quarterly reports that include Workers' Compensation amounts, enter one adjustment for the amount of workers' compensation for the previous quarters. This should contain an Effective Date of the last day of the preceding quarter and, if needed, a catch-up adjustment for the current quarter with an effective date prior to the first payroll date processed in the system.

- To view the recalculated totals, click the Select Tab.

- Use the minus key or the space bar to enter a negative amount.

Set Up/Adjust Employee Balances - Taxes Tab

Access this tab using Activities>Payroll>Set Up/Adjust Employee Balances. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter adjustments to taxes for an employee. The Tax Types you specify include federal, state, and other withholding taxes. You can only enter amounts for SUTA Weeks, Employee Amount, and Employer Amount if these columns are applicable to the designated Tax Type. Furthermore, if the Tax Type is SWT (State Withholding Tax), SUTA (State Unemployment Tax), LWT (Other Taxes Employee Paid Tax) or LER (Other Taxes Employer Paid Tax), you must specify a Jurisdiction. Jurisdiction is the State or Locality Code you set up using the Maintain>Payroll>State Taxes form and/or Other Taxes form.

The tax types are as follows:

Code	Name	Jurisdiction Required
FIT	Federal Income Tax	No
FUTA	Federal Unemployment Tax	No
SS	Social Security Taxes	No
MC	Medicare Taxes	No
EIC	Earned Income Credit	No
SWT	State Withholding Taxes	Yes
SUTA	State Unemployment Taxes	Yes
LWT	Other Taxes Employee Paid Taxes	Yes
LER	Other Taxes Employer Paid Taxes	Yes

Please note that if you use the tabs on this form to change the amounts of any earnings, benefits, or deductions that have been used in the calculation of any federal, state, or other withholding taxes; or workers' compensation; the related tax and/or workers' compensation amounts may be incorrect. Furthermore, be aware that any changes you make to earnings may affect benefits, deductions, and leave. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, and/or

leave for any such changes you make. If you do manually adjust either taxes or workers' compensation amounts, remember to also adjust the related subject earnings and/or hours.

Fields

Taxes: The Taxes table allows you to set up or adjust the following items for an employee.

- **Tax Type:** Enter a tax type.

- **Jurisdiction:** Enter a jurisdiction if the tax type is SWT, SUTA, LWT or LER.

- **SUTA Weeks:** Enter SUTA weeks only if the tax type is SUTA. To enter a negative number, press the minus key, and then enter the number.

- **Employee Subject Earnings, Employer Subject Earnings:** Enter the maximum taxable earnings that are subject to the designated tax type for the Employee or Employer. The amount you enter can be positive, negative, or zero.

- **Gross Taxable Earnings:** Enter earnings–regardless of maximums–that are subject to the designated tax type. The amount you enter can be positive, negative, or zero.

- **Employee Amount, Employer Amount:** Enter either, or both, depending on the tax type. Employee amount is required for FIT, EIC, SWT, SUTA (if set up to be employee paid), and LWT. Employer amount is required for FUTA, SUTA (if set up to be employer paid), and LER. Both columns are required for FICA, and SUTA (if set up to be paid by both). MC and SS are generally paid by both employee and employer, but amounts are not required to be entered in both columns. The Employee Amount you enter can be positive, negative, or zero.

Tips:
- Tax amounts set up here also appear on tax reports.

- If you implement the Payroll module mid-year, and you want to produce reports for previous quarters that include taxes, enter a separate adjustment for taxes for each quarter using an Effective Date within that quarter. If, however, you are implementing mid-year and you do not need previous quarterly reports that include taxes, you can enter a single adjustment using the implementation date as the Effective Date. Remember that the Effective Date is entered on the Select tab.

- To view the recalculated totals, click the Select Tab.

- Use the minus key or the space bar to enter a negative amount.

Set Up/Adjust Employee Balances - Leave Tab

Access this tab using Activities>Payroll>Set Up/Adjust Employee Balances. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this tab to enter adjustments to leave amounts for an employee.

Fields

Leave <u>Code, Title, Hours Accrued, Hours Taken</u>: The Leave table allows you to set up or adjust an employee's leave codes, hours accrued, and hours taken. You can select as many leave codes and related information as is appropriate for the employee and Effective Date. The hours accrued and hours taken you enter can be positive, negative, or zero.

Tips:

- If you implement the Payroll module mid-year, and you want to produce reports for previous quarters that include leave amounts, enter a separate adjustment for leave for each quarter using an Effective Date within that quarter. If, however, you are implementing mid-year and you do not need previous quarterly reports that include leave amounts, you can enter a single adjustment using the implementation date as the Effective Date. Remember that the Effective Date is entered on the Select tab.

- To view the recalculated totals, click the Select Tab.

- Use the minus key or the space bar to enter a negative amount.

Set Up/Adjust Employee Balances - Leave Example

Maximum Annual Accrual (Hours) is on an annual basis, not a total accrual basis. Consider the following example. You are implementing payroll for the first time on 9/1/15. You enter a Leave code with a Maximum Annual Accrual (Maintain>Payroll>Leave Codes) of 80 because you do not want your employees to accrue more than 80 hours of leave per year. In the case of Employee X, you do not need to enter a payroll check history, but you do need to enter Employee X's correct leave balance as of 9/1/15. Employee X has a leave balance of 32 hours from 2014; he has also accrued 53 hours so far in 2015 (for a total accrual of 85 hours).
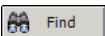
In this case, you must make two entries for this employee in the Activities>Payroll>Set Up/Adjust Employee Balances form: one for 32 hours (on the Leave tab) with an effective date of 12/31/14 (on the Select tab), and another for 53 hours (on the Leave tab) with an effective date of 8/31/15 (on the Select tab). You should only enter one adjustment of 85 hours with an effective date of 8/31/15, because the

system treats that as more than 80 hours of leave accrual for 2015 and makes adjustments accordingly, the next time you calculate payroll.

Reprint Pay Stubs

Access this form using Activities>Payroll>Reprint Pay Stubs. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to lookup an employee's payroll check or voucher pay stub and reprint it as a voucher for an employee.

Select the employee ID and Check number from a previously printed check or voucher using the drop-down lists , and click ⬜ Find Find to display the employee's pay information in the summary section.

Click ⬜ Reprint Pay Stub to reprint this information as a voucher on plain paper with a VOID stamp over the signature line.

Note: Prior to using this form, a check or voucher must have been printed using Activities>Payroll>Print/Email Checks and Vouchers or Activities>Payroll>Enter Manual Checks.

Fields

Employee ID: Select the employee from the drop-down list.

Check/Voucher Number: Select the employee's check or voucher number from the drop-down list. Once selected, the name printed on the check/voucher displays next to the Employee ID. Note that the employee's check can be one of the following payroll types: Regular, Supplemental, or Manual.

Note: If an employee has a duplicate check or voucher number, only the latest document will be available.

Check/Voucher Date: The check date displays.

Pay Date: The pay date displays.

Pay Period Begin Date: The pay period begin date displays.

Pay Period End Date: The pay period end date displays.

Summary Item, Hours, Employee Amount, Employer Amount: The system displays the employee's payroll information including Net Pay/Total Employer Amount and Leave. The reprinted pay stub summary information will include Benefit and Workers' Compensation Code information associated to the pay code.

Reprint Pay Stub

Access this form using Activities>Payroll>Reprint Pay Stubs> Reprint Pay Stub. It is only available with the Payroll module; it is not available for Payroll Link users.

This form is preceded by the Reprint Pay Stubs form and displays after you click the OK button on the Reprint Pay Stubs form.

Use this form to reprint an employee payroll check or voucher as a voucher. You are able to select a Format (continuous or laser) and set up printer information.

Fields

Format: Select the type of form that matches the printer: either laser or continuous forms.

Print Alignment: Click this button to print a sample voucher for John Q. Public.

OK: Click this button to print the employee's voucher.

Distribute Labor Hours/Earnings

Access this menu selection using Activities>Payroll>Distribute Labor Hours/Earnings. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this feature to update the distribution of labor hours and labor earnings when changes to Earning Codes (using the Track Labor Hours check box on Maintain>Payroll>Earning Codes) and/or Distribution Codes (changing percentage distribution on Maintain>Payroll>Distribution Codes) occur after the payroll checks/vouchers (Activities>Payroll>Print Checks/Vouchers) were printed and prior to the transfer of the payroll to accounting (Activities>Payroll>Transfer to Accounting). The process deletes the existing labor hours/earnings distribution and replaces it with the new percentage distribution and/or applicability of "Track Labor Hours."

Tips:
- When labor hours are distributed and the distribution code includes a fixed amount, the fixed amount is ignored and only the percentages are distributed.

- Prior to transferring payroll data to Accounting (Activities>Payroll>Transfer to Accounting), you must complete any changes to distribution codes that effect Labor Hours/Earnings.

Chapter 5: Transferring Payroll

Transfer to Accounting

Access this form using Activities>Payroll>Transfer to Accounting. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to transfer payroll data to Accounting. Note that the entries created by this process are not posted; you must post them using Activities>Manage Sessions>Post Transactions.

Pre-transfer reports—which can be printed only before transferring the payroll data—show the entry that will be created in Accounting. Use the Pre-Transfer button to create the data necessary to print the report. Print the report using the Reports>Payroll>Processing>Pre-Transfer Register. When you print the report or transfer the data, you can do so in Detail or in Summary. A detail transfer creates a separate document for each check. When you transfer in summary, the system creates a single document for each payroll. When transferring in summary, the system ensures that the Payroll information in the accounting entries is confidential.

After completing this form, click the Transfer button to transfer the entries to Accounting. Reminder, if for some reason you need to undo the transfer (you need to transfer a payroll again), use the Activities>Payroll>Undo Transfer to Accounting form.

Depending on the amount of data being transferred, this process can be quite lengthy. To cancel during the transfer process, press the Esc key. The system stops the process and no data is transferred.

More...

- If using an invalid account code combination in the system that affects the Payroll module, the combinations or Payroll transactions need to be removed or they will not be transferred to Accounting.

- If using accruals, you can also enter a check percent, accrual date, and accrual percent on this form. We recommend creating two pre-transfer reports—one without the accrual and a second one with the accrual—prior to transferring the Payroll data to Accounting. Printing, reviewing, and filing these two reports will provide you and your auditors with comparative information about the accrual you applied. Keep in mind that the Accrual account must be set up on the Set Up Payroll form by the Administrator (Organization>Set Up Modules>Payroll) before the payroll calculations can be done.

> **Note:** Once you have transferred a payroll to Accounting, you can only identify that transfer by the Session ID entered here. Therefore, you may want to print a Pre-transfer report each time you create a session, in order to keep track of which payroll is in which session. If you do not print a Pre-transfer report, and you are not certain what a session contains, you can print the session (Reports>Transactions>Unposted General Ledger Transactions and Posted General Ledger Transactions).

Fields

Session Information

* **Session ID:** Enter a session ID for the transferred entries. Use the Drop-Down Lookup to view a list of previously transferred session IDs. Select the items to transfer by clicking on the appropriate check box. The table contains only payrolls for which you have printed, voided, or manually entered checks/vouchers. Furthermore, you can transfer only payrolls that have not yet been transferred. We recommend using all numeric session IDs. We also recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

* **Session Date:** Enter the date for this transfer session.

* **Description:** Enter a description for this session. The default description is "Transferred from Payroll."

Transfer Type

* <u>**Detail, Summary:**</u> Select a transfer type of either Summary or Detail. A detail transfer creates a separate document for each check. While a summary transfer creates a single document for each payroll. Transferring in summary sacrifices the detailed information but effectively reduces the size of the transaction.

* **Document:** If Summary is selected, enter a unique document number or accept the number that the system assigned. When generating a Summary type Payroll Transfer, the system displays the next available number; you can also accomplish this by pressing the + key. (P/R System Generated System Check number options were set up by the Administrator using Organization>Organization Preferences>Document Number tab).

Transfer to Accounting: This table displays untransferred payrolls for which you have printed checks, voided checks, or manually entered checks. The table displays a processing group code, its Pay Date, Payroll Type (Regular, Void, Manual, or Supplemental), and Check Date.

You can also enter a Check Percent, Accrual Date, and Accrual Percent in this table. The check and accrual percentage must equal 100% when combined, and the accrual date must be prior to the check date. Accrual entries are only created if the Check % does not equal 100%.

Tips:

* Because numbers must be rounded when calculating amounts by certain percentages, the end result could be skewed by a few cents.

* In order for the system to calculate accruals, a check and accrual percentage (other than zero) must be entered in the table.

* Even if the system preferences are set to Online Posting, transferred entries are designated as Batch-To Post. You must use the Activities>Manage Sessions>Post Transactions form to post transferred entries.

* To transfer accounting data for benefits when no earnings are entered on the timesheet, select Follow Earnings on Timesheet and enter a distribution code to use if no Earnings exist on the Benefit Codes - Distribution tab (Maintain>Payroll>Benefit Codes>Distribution tab).

* During the transfer process, labor hours and earnings are redistributed using their account code combinations. So, changing distribution codes while transferring data, affects labor hours and labor earnings. To track labor hours and labor earnings by account code combinations set up Earning Codes with the Track Labor Hours check box selected on the Maintain>Payroll>Earning Codes>Earning tab.

* If you want 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), create an Earning Code with the Contribute to Net Pay Only check box selected (Maintain>Payroll>Earning Codes).

Using Accruals

The following examples describe the accrual process and rounding issues associated with accruals. These examples are based on US Currency.

Original Entry

The following table displays the transaction entry lines for a payroll check. This check is for the amount of $0.04 and needs to have an accrual applied to it. For simplicity, GL is the only segment included in the following example.

Table A						
GL	Type	DR	CR	Entry Type	Effective Date	Description
11000	CSH		0.04	Normal	11/3/2015	Cash
50003	EXP	0.04		Normal	11/3/2015	Bonus Exp

Prior to Transferring or Pre-transferring data to Accounting, you must have:

- Entered timesheets (Timesheets>Enter Regular/Supplemental Timesheets),

- Printed and reviewed timesheets,

- Calculated Payroll (Activities>Payroll>Calculate Payroll),

- Set Up an accrual account (As the Administrator, access Organization>Set Up Modules>Payroll), and

- Printed checks and/or vouchers (Activities>Payroll>Print/Email Checks and Vouchers).

Transfer to Accounting Table

Now, we need to transfer the check to Accounting. The following table displays the processing group code for the check. Note that the amount of $0.04 needs to be split between the accrual (20%) and check (80%).

Table B						
	Group Code	Pay Date	Check Date	Check %	Accrual Date	Accrual %
✓	Admin	11/03/15	11/03/15	080.0000	10/31/15	020.0000

Accrual Entry

Now, apply the 20/80 percentages from Table B. After completing the Transfer to Accounting form, click the Pre-Transfer or Transfer buttons to generate accruals. During the generation of accrual entries, the system uses the original entry (Table A), and splits it into separate entries as shown in the table below:

1. The system takes each line of the original entry and distributes it to the Accrual % first, then the Check % (see the table below). You entered these percentages on the Transfer to Accounting form (Table B).

The accrual distribution is calculated by multiplying $0.04 by 20%. Similarly, the check distribution is calculated by multiplying $0.04 by 80%. Note that the system rounds the credits and debits. See "Rounding Accruals" (page 173) for more information.

GL	Type	DR	CR	Effective Date	Description
11000	CSH		0.01	10/31/15	Accrual Distribution
11000	CSH		0.03	11/03/15	Check Distribution
50003	EXP	0.01		10/31/15	Accrual Distribution
50003	EXP	0.03		11/03/15	Check Distribution

2. Next, the system replaces the Cash (CSH) transaction lines of the original entry with the Accrual payable account (such as APO and OL) that the Administrator created using the Organization>Set Up Modules>Payroll form. Now you have two entries to accounting—one for the accrual date and one for the check date, both of which are found in Table B. The cash account is temporarily removed from the calculation in this step; however, it is added back in the next step.

GL	Type	DR	CR	Effective Date
~~11000~~ 21001	~~CSH~~ OL		0.01	10/31/15
~~11000~~ 21001	~~CSH~~ OL		0.03	11/03/15
50003	EXP	0.01		10/31/15
50003	EXP	0.03		11/03/15

3. Add the original Cash transaction lines from the original entry (row 1 in Table A). Then, add another transaction line by reversing the cash entry and changing it to the accrual account. Both lines use the Check Date from Table B.

	GL	Type	DR	CR	Effective Date
Add	11000	CSH		0.04	11/03/15
Rev	21001	OL	0.04		11/03/15
	21001	OL		0.01	10/31/15
	21001	OL		0.03	11/03/15
	50003	EXP	0.01		10/31/15
	50003	EXP	0.03		11/03/15

4. The last step is to combine all transaction lines that have the same GL Code and Effective Date. You need to net all current accrual entries (OL) with the same effective date into a single entry with a debit of $0.01.

	GL	Type	DR	CR	Effective Date
	11000	CSH		0.04	11/03/15
	21001	OL		0.01	10/31/15
Combine	~~21001~~	~~OL~~	~~0.04~~		~~11/03/15~~
Combine	~~21001~~	~~OL~~		~~0.03~~	~~11/03/15~~
	50003	EXP	0.01		10/31/15
	50003	EXP	0.03		11/03/15

5. Your final entry looks like the following table:

GL	Type	DR	CR	Effective Date
11000	CSH		0.04	11/03/15
21001	OL		0.01	10/31/15
21001	OL	0.01		11/03/15

GL	Type	DR	CR	Effective Date
50003	EXP	0.01		10/31/15
50003	EXP	0.03		11/03/15

Rounding Accruals

Distributions are made to the Accrual % first, then the Check %. (See "Using Accruals" (page 169) for more information.) Consequently, if the Accrual % is less than 50%, any cent adjustments are going to be distributed to the Check % transactions. As you can see from the following examples, the amount could vary slightly due to numbers being rounded by certain percentages. These examples are based on US Currency.

10% Accrual

For an accrual of 10%, there would be no accrual amount because 10% of $0.04 is $0.004, which rounds down to $0.00.

GL	Type	DR	CR	Effective Date	Description
11000	CSH		0.04	11/3/15	Cash
50003	EXP	0.04		11/3/15	Bonus Exp

20% Accrual

For an accrual of 20%, there would be an accrual amount of $0.01 because 20% of $0.04 is $0.008, which rounds up $0.01.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.01	10/31/15	Accrual Exp
50003	EXP	0.01		10/31/15	Bonus Exp
21001	OL	0.01		11/03/15	Accrual Exp
50003	EXP	0.03		11/03/15	Bonus Exp
11000	CSH		0.04	11/03/15	Cash

30% Accrual

For an accrual of 30%, there would be an accrual amount of $0.01 because 30% of $0.04 is $0.012, which rounds down to $0.01.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.01	10/31/15	Accrual Exp
50003	EXP	0.01		10/31/15	Bonus Exp
21001	OL	0.01		11/03/15	Accrual Exp
50003	EXP	0.03		11/03/15	Bonus Exp
11000	CSH		0.04	11/03/15	Cash

40% Accrual

For an accrual of 40%, there would be an accrual amount of $0.02 because 40% of $0.04 is $0.016, which rounds up to $0.02.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.02	10/31/15	Accrual Exp
50003	EXP	0.02		10/31/15	Bonus Exp
21001	OL	0.02		11/03/15	Accrual Exp
50003	EXP	0.02		11/03/15	Bonus Exp
11000	CSH		0.04	11/03/15	Cash

50% Accrual

For an accrual of 50%, there would be an accrual amount of $0.02 because 50% of $0.04 is $0.02.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.02	10/31/15	Accrual Exp
50003	EXP	0.02		10/31/15	Bonus Exp
21001	OL	0.02		11/03/15	Accrual Exp
50003	EXP	0.02		11/03/15	Bonus Exp
11000	CSH		0.04	11/03/15	Cash

60% Accrual

For an accrual of 60%, there would be an accrual amount of $0.02 because 60% of $0.04 is $0.024, which rounds down to $0.02.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.02	10/31/15	Accrual Exp
50003	EXP	0.02		10/31/15	Bonus Exp
21001	OL	0.02		11/03/15	Accrual Exp
50003	EXP	0.02		11/03/15	Bonus Exp
11000	CSH		0.04	11/03/15	Cash

70% Accrual

For an accrual of 70%, there would be an accrual amount of $0.03 because 70% of $0.04 is $0.028, which rounds up to $0.03.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.03	10/31/15	Accrual Exp
50003	EXP	0.03		10/31/15	Bonus Exp
21001	OL	0.03		11/03/15	Accrual Exp

GL	Type	DR	CR	Effective Date	Description
50003	EXP	0.01		11/03/15	Bonus Exp
11000	CSH		0.04	11/03/15	Cash

80% Accrual

For an accrual of 80%, there would be an accrual amount of $0.03 because 80% of $0.04 is $0.032, which rounds to $0.03.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.03	10/31/15	Accrual Exp
50003	EXP	0.03		10/31/15	Bonus Exp
21001	OL	0.03		11/03/15	Accrual Exp
50003	EXP	0.01		11/03/15	Bonus Exp
11000	CSH		0.04	11/03/15	Cash

90% Accrual

For an accrual of 90%, there would be an accrual amount of $0.04 because 90% of $0.04 is $0.036, which rounds to $0.04. There would be no check amount because 10% of $0.04, rounded down, would be $0.00.

GL	Type	DR	CR	Effective Date	Description
21001	OL		0.04	10/31/15	Accrual Exp
50003	EXP	0.04		10/31/15	Bonus Exp
21001	OL	0.04		11/03/15	Accrual Exp
11000	CSH		0.04	11/03/15	Cash

How Rounding Affects Distributions

Suppose that we want to accrue checks using all nine examples. Keep in mind, the accrual is based on $0.04 (US Dollars).

Notice that the Accrual Amounts must be adjusted up or down to accommodate for rounding. Using this example, you can see how debits and credits could get out of balance. If debits do not equal credits, the system adjusts them to get the transactions back to a balanced amount for Effective Date, Fund, Pay Type, and balancing segments.

Ex.	Accrual %	Accrual Amount (.04 * %)	Round	Amount Used
1	10	0.004	Down	0.00
2	20	0.008	Up	0.01
3	30	0.0120	Down	0.01
4	40	0.0160	Up	0.02
5	50	0.0200	--	0.02
6	60	0.0240	Down	0.02
7	70	0.0280	Up	0.03
8	80	0.0320	Down	0.03
9	90	0.0360	Up	0.04

Note: If you have more entries rounding up or more rounding down, the system has to make greater adjustments in order to balance debit and credit amounts. See "Rounding Accruals" (page 173) for more information.

Undo Transfer to Accounting

Access this form using Activities>Payroll>Undo Transfer to Accounting. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to "undo" a previously transferred payroll. In other words, if you need to transfer a payroll again, select its Session ID here to make it available for re-transfer. Only payrolls that have been previously transferred are displayed in the Undo Transfer to Accounting table.

To select a session, place a check mark next to it in the Selection (the left-most) column. After clicking the OK button, the system updates the payroll records, allowing the selected payrolls to be re-transferred.

More...

The Session ID column may list a Session ID more than once. This is because, when sessions are transferred, the system divides each session into three possible Session Types:

- Payroll System Generated Checks

- Payroll Manual Checks

- Payroll Void Checks

Therefore, when you want to re-transfer, you should make sure to select all of the Session ID combinations for the session you want to re-transfer.

Note: To make corrections to the entry amounts from payroll records, either use the Activities>Payroll>Set Up/Adjust Employee Balances form or the Activities>Payroll>Void Checks form.

Fields

Session ID: The system displays all sessions that have been transferred to Accounting using the Activities>Payroll>Transfer to Accounting form.

Transaction Source: The system displays the transaction source code for the transferred session.

Description: The system displays the description associated with the transferred session ID.

Session Date: The system displays the session's date, which was entered on the Activities>Payroll>Transfer to Accounting form.

Posted: The system displays "Yes" or "No" to indicate if the session was posted in the system (Activities>Manage Sessions>Post Transactions).

Undo Accounting: Select this check box to undo posted or unposted sessions in the system. If the session has been posted, enter a Session ID in the Reverse Session ID box. A reversal is automatically made in the system.

- If this box is selected and the session has not been posted in Accounting, the system deletes the unposted session, and its accounting entries generated by the previously transferred payroll.

- If this box is cleared, this session will be undone only in the Payroll module; you will need to manually delete or reverse the session (which includes its accounting entries) in the system. The Payroll module recognizes these sessions as "not transferred" and allows them to be transferred again.

Reverse Session ID: Enter a session ID if you are undoing a posted session. Once a reversal has been made in Accounting, the session no longer appears on this form.

Tips:

- If you did not print Pre-transfer reports for all transferred payroll sessions, and you are not certain what a specific session contains, you can print the session (Reports>Transactions>Unposted General Ledger Transactions and Posted General Ledger Transactions).

- The Undo Transfer to Accounting form designates the selected payroll as transferable; it *does not* change Employee History or other payroll records, nor does it affect the entry originally transferred to Accounting. You can delete any unposted accounting entry generated by a previously transferred payroll by selecting the Undo Accounting check box. A reversal is made in Accounting if the entry was posted–just select the Undo Accounting check box and enter the reversal session number in the Reverse Session ID box of the appropriate row.

- To remove the entry amounts from payroll records, either use the Activities>Payroll>Set Up/Adjust Employee Balances form or the Activities>Payroll>Void Checks form.

- Labor hours and labor earnings are tracked and distributed by account code combinations if Earning Codes were set up with the Track Labor Hours check box selected on the Maintain>Payroll>Earning Codes>Earning tab.

- When you undo the accounting transfer, accruals that were posted are also undone.

Undo Transfer to Accounting Example

You might want to undo a transfer to Accounting if, for example, a previously transferred payroll contained Distribution Codes that had been incorrectly set up. In such a case, use this form to undo the transfer in the payroll records. Then, correct the Distribution Codes in the Payroll module (Maintain>Payroll>Distribution Codes), and transfer the payroll again.

Undo Transfer to Accounting Buttons

	Filter: Use this button to limit the display to only certain records. For example, you might only want to see records for a specific Session ID.
	Select All: Use this button to select all items in the list by placing a check mark to the left of each row.
	Deselect All: Use this button to clear all items in the list by removing the check mark to the left of each row.

Filter

Access this form using ⛛ Filter. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to narrow down and more explicitly specify the data to include on a form.

To filter data, 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 form is limited to the data that falls within the designated filter criteria.

Fields

Available Filter, Selected Filter: To filter data, move an item from the Available Filter column to the Selected Filter column.

Compares To: Select an operator, or accept the default operator. The operator compares the value in the Selected Filter column with the values in Criteria 1 (and Criteria 2, if applicable) to determine which records to display.

Criteria 1: Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, use "%" to represent any number of characters.

Criteria 2: Enter a value for the end of a range if the Compares To contains the Between or Not Between operators.

Chapter 6: 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 7: Payroll Reporting

Overview of Payroll 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 module:

Report Menu Selections	Reports
Payroll>Lists>	"Distribution Codes List" (page 187)
	"Federal Taxes List" (page 188)
	"State Taxes List" (page 191)
	"Other Taxes List" (page 194)
	"Processing Groups List" (page 198)
	"Quick Employee Information" (page 199)
	"Employee Information List" (page 201)
	"Earning Codes List" (page 208)
	"Benefit Codes List" (page 213)
	"Deduction Codes List" (page 219)
	"Workers' Compensation Codes List" (page 223)
	"Leave Codes List" (page 226)
	Email Templates List
Payroll>Processing>	"Quick Timesheets" (page 232)
	"Timesheets" (page 233)

Report Menu Selections	Reports
	"Calculated Check Register" (page 237)
	"Quick Calculated Check Register" (page 241)
	"Pre-Transfer Register" (page 243)
	"Voucher Register" (page 245)
Payroll>History>	"Pay Codes History" (page 248)
	"Earnings History" (page 255)
	"Benefits History" (page 260)
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	"Quick Check/Transaction Register" (page 283)
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	"Quick Employee Payroll Summary" (page 287)
	"Labor Distribution" (page 289)
	"Leave Liability" (page 292)
Payroll>Payroll Tax Worksheets>	"Federal Tax Worksheet" (page 296)
	"Other Tax Worksheet" (page 299)
	"941 Worksheet" (page 302)
	"W-2 Information" (page 305)

For an overview of the report tabs and buttons, refer to the "Report Setup" chapter of the *General Ledger Reports* guide.

Chapter 8: 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%.

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.

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

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 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.

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.

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 system displays one of the following methods:

Column	Description
	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.
Employee Taxes Percent	The percent entered if "Annual Tiered Tax with Cap Option," "Percent of Annual Wages with Cap Option," or "Percent of

Column	Description
	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 Exemptions/Deductions Annual Amount	The annual amount entered for the Exemptions/Deductions.

Column	Description
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.

Column	Description
Employer 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.
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.

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.

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

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	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.

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.

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.

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.

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

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
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.

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.

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.
Liability Title	The title of the General Ledger liability account, such as Health

Column	Description
	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 calculation methods of "Fixed Hourly Amount" and "Fixed

Column	Description
	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) 2M (2nd Payroll of the Month)

Column	Description
	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: A (Always)

Column	Description
	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.
SUTA Tax	A designation of Yes or No, depending on if "SUTA" was

Column	Description
	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.

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.

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

⌐ 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
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: FP (Fixed Percentage of Earnings)

Column	Description
	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 Frequency	A designation of A (Always) or N (Never), depending on which supplemental frequency was selected for the monthly pay cycle.

Column	Description
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.
Biweekly Supplemental	A designation of A (Always) or N (Never), depending on which

Column	Description
Frequency	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" was selected.

Column	Description
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.

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.

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.
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'

Column	Description
	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 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.

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.

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

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
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)

Column	Description
	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.
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.

⌐ 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.

Email Templates List

Access this report using Reports>Payroll>Lists>Email Templates List.

Use this report to print email template information. Email templates were created for Accounts Receivable Billing Invoices and Customer Statements, as well as Payroll Employee Vouchers.

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
Process Type	The process type selected for the email template, such as A/R Invoice or Customer Statement. This is the type of form associated to this email template.
Process Template	The process template is the type of email being composed. <Default> is the generic or standard email format that can be sent to any customer who want their statements or invoices emailed. Process Templates can also be customized based on process type and even each individual customer.
Email Routing From	The From email address entered on the email template.
Email Routing Cc	The Cc email address entered on the email template. The Cc email address displays on the email.

Column	Description
Email Routing Bcc	The Bcc email address entered on the email template for the process type selected. The Bcc email address does not display on the email.
Email Content Subject	The subject line entered on the email template for the process type selected.
Email Content Message	The message included in the email for the process type selected.

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.

Tip: Be sure to have the Administrator set up proper security for the Reports>Lists>Email Template using Security>Set Up Organization Menus. (For Accounting, select the type and ID, expand Accounting>Reports>Lists and highlight Email Templates, and then check the Rights for this folder. For Payroll, select the type and ID, expand Accounting>Reports>Payroll>Lists and highlight Email Templates, and then check the Rights for this folder.)

Chapter 9: Processing Reports

Quick Timesheets

Access this report using Reports>Payroll>Processing>Quick Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report during a payroll cycle to verify which payroll codes are being used to calculate an employee's pay, as well as the time and amounts entered on the timesheet for a pay date range. This report provides you with information about the timesheets entered using Timesheets>Enter Default Timesheets and Enter Regular/Supplemental Timesheets. 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 Report Body 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. By selecting Available Columns, the sort order for each column is determined. Sort the columns by ascending or descending order. For example, if you want the Employee IDs to be listed in alphabetical order, select "Employee ID," then sort by "ASC." Selecting columns in the Report Body has no bearing on what appears on the report; the columns are for sorting purposes only. Below is a list of the columns available to sort on. Keep in mind, that the report includes additional columns; these are the only ones that have sorting capabilities.

- Processing Group

- Timesheet Type

- Pay Date

- 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.

Options Use this tab to set up any Available Options for the report.

Options	Description
Total by Payroll	Select this option to total processing group information, such as the hours taken, the hours worked, and the amount paid to the employees.

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.

Tips:

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

- To view Earning code rates and amounts, clear the Hide Earning Code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll. Otherwise, an amount displays only when the calculation method Amount on Timesheet (AT) is selected.

- Use the Timesheet report (Reports>Payroll>Processing>Timesheets) when a Rate column is needed or you need more columns and control over the report.

Timesheets

Access this report using Reports>Payroll>Processing>Timesheets. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review default, regular, and supplemental timesheets for your employees. This data was generated using Timesheets>Enter Default Timesheets and Enter Regular/Supplemental Timesheets.

Alternatively, you can run Reports>Payroll>Processing>Quick Timesheets to generate a limited, fixed-format report.

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	The processing group code assigned to the employee using the Maintain>Payroll>Employee Information form. The report shows the code's name, such as Admin or PartTime.
Processing Group Title	The title associated with the processing group code.
Employee ID	The ID assigned to the employee.
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.
Class	The class entered on the Maintain>Payroll>Employee Information>Job and Pay tab.

Column	Description
Position	The employee's job title, such as Administrator or Program Rep.
Gender	The employee's gender–Female or Male.
Ethnicity	The ethnic origin of the employee.
Employee Type	The employee type, such as full-time or part-time.
Timesheet Type	The type of timesheet, such as Regular or Supplemental.
Pay Date	The pay date entered in the Pay Date table (Maintain>Payroll>Processing Groups>Pay Schedule tab).
Timesheet Reference	The Timesheet Reference that was entered on the Timesheets>Enter Default Timesheets or Enter Regular/Supplemental Timesheets>Select tab.
SUTA Weeks	The number of SUTA (state unemployment tax) weeks for the pay date on the Maintain>Payroll>Processing Groups form.
Code Type	The payroll code assigned by the system–Earning, Benefit, Deduction, W/C, or Leave.
Pay Code	The name assigned to your earning, benefit, deduction, workers' compensation, and leave codes, such as Health, 401K, OT, Sick8, and Executive. These codes were created using Maintain>Payroll>Earning, Benefit, Deduction, Workers' Compensation, or Leave Codes.
Calculation Method Code	Any of the following methods can be assigned using the tabs: Amount on Timesheet (AT), Employee Pay Rate (ER), Fixed Amount (FA), Fixed Hourly Amount (FH), Fixed Number of Hours (FN), Fixed Percentage of Earnings (FP), Fixed Percentage of Hours (FP), Percentage on Timesheet (PT), Rate Multiplier (RM), Rate on Timesheet (RT), Rate per $100 Earnings (RE), Rate per Hours Worked (RW), and Rate per Workers' Compensation Hours (RH).
Calculation Method Title	The title of the calculation method, such as, Amount on Timesheet, Employee Pay Rate, Fixed Amount, Fixed Hourly

Column	Description
	Amount, Fixed Number of Hours, Fixed Percentage of Earnings, Fixed Percentage of Hours, Percentage on Timesheet, Rate Multiplier, Rate on Timesheet, Rate per $100 Earnings, Rate per Hours Worked, and Rate per Workers' Compensation Hours.
Hours	Depending on the calculation method, these are the hours entered on one of the tabs.
Rate	Depending on the calculation method, this is the rate entered on one of the tabs.
Amount	Depending on the calculation method, this is the amount entered on one of the tabs.
Distribution Code	The distribution code selected on the Earnings tab.
Distribution Code Description	The description of the distribution code.
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups form.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups form.
{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.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Tip: To view Earning Code rates and amounts, clear the Hide Earning code Rates and Amounts During Timesheet Processing check box using Organization>Set Up Modules>Payroll. Otherwise, an amount displays only when the calculation method Amount on Timesheet (AT) is selected.

Calculated Check Register

Access this report using Reports>Payroll>Processing>Calculated Check Register. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report during a payroll cycle to verify the current paycheck information and amounts prior to printing paychecks. It is recommended that you print this report prior to printing checks for each pay cycle. The report uses the calculated information from the Payroll Type and Pay Dates selected on the Calculated Payroll form (Activities>Payroll>Calculate Payroll).

Alternatively, you can run Reports>Payroll>Processing>Quick Calculated Check Register to generate a limited, fixed-format report.

Important! You must calculate payroll (Activities>Payroll>Calculate Payroll) in order for this report to work. The report displays the calculated information selected on the Payroll Type and Pay Dates .

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 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	The processing group code assigned to the employee using the Maintain>Payroll>Employee Information form. The report shows the code's name, such as Admin or PartTime.
Processing Group Title	The title associated with the processing group code.
Payroll Type	The payroll type—Adjust, Manual, Regular, Supplemental, or Void
Pay Date	The date on the Payroll check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups form.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups form.
SUTA Weeks	The number of SUTA (state unemployment tax) weeks for the pay date on the Maintain>Payroll>Processing Groups form.
Employee ID	The ID assigned to the employee.
Employee Last Name	The employee's last name.
Employee First Name	The employee's first name.
Employee Name	The employee's full name, including the middle initial.
First, MI Name	The employee's first name and middle initial.
Class	The employee's class, such as Admin or Staff.
Position	The employee's job title, such as Administrator or Program Rep.
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.

Column	Description
Timesheet Reference	A unique tracking number provided for timesheets.
Pay/Tax Code	The name assigned to your earning, benefit, deduction, workers' compensation, leave codes, and federal, state, and other withholding taxes, such as Health, 401K, OT, Sick8, and Executive. These codes were created using Maintain>Payroll>Federal Taxes, State Taxes, Other Taxes, Earning, Benefit, Deduction, Workers' Compensation, or Leave Codes.
Code Title	The title of the Payroll Pay Code.
Code Type	The payroll code assigned by the system—Earnings, Benefits, Deductions, Workers' Compensation, Leave, or Taxes.
Jurisdiction	The state or other withholding taxing authority, such as TX for Texas.
Distribution Code	The distribution code of the earnings. This information was entered using the Timesheets>Enter Default Timesheets or Enter Regular/Supplemental Timesheets form.
Rate	Depending on the calculation method, this is the rate entered on one of the tabs.
Hours	Depending on the calculation method, these are the hours entered on one of the tabs.
Applicable Earning Hours	The earning hours applicable to the earning codes on the employee's current pay date.
Applicable Earnings	The earning amount based on the employee's current pay.
	For Benefits, Deductions and Workers Compensation Codes Applicable Earnings are the earnings used to calculate the amounts (given earnings were applicable to the calculation method assigned to the code).
	The Tax Codes Applicable Earnings are the Subject Earnings used to calculate the tax.

Column	Description
	Note: In those case were a Tax Code is both employee and employer paid, only the subject earnings associated with the Employee displays as the Applicable Earnings.
Earnings	The amount based on the employee's earnings which was calculated for the employee's current pay date.
Benefits	The amount based on the employee's benefits which was calculated for the employee's current pay date.
Deductions	The amount based on the employee's deductions which was calculated for the employee's current pay date.
Employee Taxes	The amount based on the employee's taxes which was calculated for the employee's current pay date.
Employer Taxes	The amount based on the employer's taxes which was calculated for the employee's current pay date.
Employee Workers' Compensation	The amount based on the employee's workers' compensation which was calculated for the employee's current pay date.
Employer Workers' Compensation	The amount based on the employer's workers' compensation which was calculated for the employee's current pay date.
Net	The amount based on the employee's current pay date uses the following formula: (Earnings minus Deductions, Employee Workers' Compensation, and Employee Taxes). This amount was calculated for the employee's current pay date.
Leave Hours Accrued	This is the number of leave hours the employee has accrued for the current pay date.
Leave Hours Taken	This is the number of leave hours the employee has taken, for the current pay date.
Net Change Leave	This is the difference between the Leave Hours Accrued less the Leave Hours Taken based on the current pay date.
{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.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Quick Calculated Check Register

Access this report using Reports>Payroll>Processing>Quick Calculated Check Register. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report during a payroll cycle to verify paycheck information and amounts prior to printing paychecks. It is recommended that you print this report prior to printing checks for each pay cycle. 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. The Calculated Check Register provides information about the payrolls that were calculated using Activities>Payroll>Calculate Payroll.

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 can be 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

    * Payroll Type

    * Pay Date

    * 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 pay date, select "Pay 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 pay date that is entered.

Options Use this tab to set up any Available Options for the report.

Options	Description
Total by Payroll	Select this option to total processing group information, such as the hours taken, the hours worked, and the amount paid to the employees.

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.

Pre-Transfer Register

Access this report using Reports>Payroll>Processing>Pre-Transfer Register. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to print the transaction entries prior to transferring to Accounting. The totals for this report were calculated using the Activities>Payroll>Transfer to Accounting form. You should have entered the session information and selected the groups to transfer, and then clicked the Pre-Transfer button. Once the report has been calculated, a message notifies you if there were any errors or if it calculated successfully.

Note: Depending on the criteria you set up for the report, this process could be quite lengthy. We strongly recommend filtering (using the Filter tab) on the current Session ID every time this report is processed.

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
Transaction Source	The document's transaction type, such as PRC, PRS, or PRV.
Session ID	The session ID assigned to this batch of documents entered on the Activities>Payroll>Transfer to Accounting form.
Session Date	The date of the session entered on the Transfer to Accounting form.

Column	Description
Document Number	When transferring in detail, this is the check number; however, if transferring in summary, this is a sequential number beginning with "1" for each combination of processing group and pay date for the transaction entry that you are transferring. This information was entered on the Activities>Payroll>Print Checks/Vouchers>Load Checks form or on the Enter Manual Checks form.
Document Date	The document or check date entered on the Activities>Payroll>Print Checks/Vouchers form or the Enter Manual Checks form.
Effective Date	The line item effective date assigned during transaction entry.
Document Description	The employee ID and pay date if transferring in detail, or processing group and pay date if transferring in summary.
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201,11001, for example. The report prints one column for each segment, such as Fund Code or GL Code. This is determined by the distribution code associated with this check.
Debit	The amount of the check that is debited according to how the distribution code was set up.
Credit	The amount of the check that is credited according to how the distribution code was set up.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together. This option is used to control the "Detail" or "Summary" on this report. If "Summary" was selected on the Activities>Payroll>Transfer to Accounting form, and the Summarize Amounts option is selected here, a "Summary" Pre-Transfer Register is produced.

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.

Voucher Register

Access this report using Reports>Payroll>Processing>Voucher Register. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to determine which direct deposit entries to make if you are not using the Direct Deposit module. The report prints the information to a printer or if the Data Import/Export module is installed, you can export the data to a file type of your choice.

Direct Deposit Users

You may want to review the Reports>Payroll>Lists>Employee Bank Information and the Reports>Payroll>History>Direct Deposit File Register reports in the Direct Deposit guide.

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.

Current Transaction Dates are required to specify the date range for the data included in 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	The processing group code that was set up using the Maintain>Payroll>Processing Groups form.
Pay Date	The first pay date that was set up using the Processing Groups form.
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups form.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups form.
Employee ID	The ID assigned to the employee.
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 social security number associated with the Employee ID. 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.
Class	The employee's class, such as Admin or Staff.
Voucher Email Address	The email addresses used to send vouchers to this employee.
Voucher Number	The voucher number entered on the Activities>Payroll>Print Checks/Vouchers>Load Vouchers form.

Column	Description
Voucher Date	The document date entered on the Print Checks/Vouchers form. (It defaults to today's date.)
Payee	The full name associated with the employee ID.
Net Pay	The net pay on the payroll voucher.

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.

Chapter 10: History Reports

Pay Codes History

Access this report using Reports>Payroll>History>Pay Codes. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's pay codes history in summary or detail. The totals provided by this report only include the activity defined by the date range selected on the Setup tab.

Note: It is recommended to separate leave codes from an employee's pay codes history report by using the Filter tab. Because the Leave Codes' opening balances cannot adhere to the Current Transaction Dates, this results in detailed information outside of the date range for the other codes. Create one report to view employee pay code history by the selected date range, and filter out the Code Type "Leave", for example, Code Type <> Leave. Create another report to view employee pay code history specific to leave codes, which would include opening balances, by only filtering on the Code Type "Leave", for example, Code Type = Leave.

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.

- Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code assigned to the employee using the Maintain>Payroll>Employee Information form.
Processing Group Title	The title of the processing group code.

Column	Description
Employee ID	The employee's 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 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.
Address	The employee's home address entered on the Maintain>Payroll>Employee Information form.
City	The city where the employee resides entered on the Maintain>Payroll>Employee Information form.
State	The state where the employee resides entered on the Maintain>Payroll>Employee Information form.
ZIP	The zip code where the employee resides entered on the Maintain>Payroll>Employee Information form.
Country	The country where the employee resides entered on the Maintain>Payroll>Employee Information form.
Hire Date	The employee's date of hire entered on the Maintain>Payroll>Employee Information form.
Termination Date	The date the employee was terminated entered on the Maintain>Payroll>Employee Information form.
Code Type	The payroll code assigned by the system–Earnings, Benefits, Deductions, Workers' Compensation, Leave, or Taxes.

Column	Description
Pay Code	The name assigned to your earning, benefit, deduction, workers' comp, leave codes, and federal, state, and other withholding taxes, such as Health, 401K, OT, Sick8, and Executive. These codes were created using Maintain>Payroll>Federal Taxes, State Taxes, Other Taxes, Earning, Benefit, Deduction, Workers' Compensation, or Leave Codes.
Pay Code Title	The title of the Payroll Pay Code.
Calculation Method Code	The calculation method for the pay code. The system displays one of the following codes: AT (Amount on Timesheet) ER (Employee Pay Rate) FA (Fixed Amount) FH (Fixed Hourly Amount) FN (Fixed Number of Hours) FP (Fixed Percentage of Earnings) FP (Fixed Percentage of Hours Worked) PT (Percentage on Timesheet) RE (Rate per $100 Earnings) RH (Rate per Workers' Compensation Hours) RM (Rate Multiplier) RT (Rate on Timesheet) RW (Rate per Hours Worked)
Calculation Method Title	The title of the calculation method for the pay code, such as Amount on Timesheet, Fixed Amount, Fixed Percentage of Hours Worked, Percentage on Timesheet, or Rate per Hours Worked.

Column	Description
Jurisdiction	The state or other withholding taxing authority, such as TX for Texas.
Paid By	Whom the workers' compensation is paid by–Employer or Employee. This information was entered using the Maintain>Payroll>Workers' Compensation Codes form.
Payroll Type	The payroll type–Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the Payroll check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups form.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups form.
Timesheet Reference	A unique tracking number provided for timesheets.
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Rate Multiplier	If "Rate Multiplier" was selected on the Maintain>Payroll>Earning Codes>Calculation tab, this is the value specified in the Rate box.
Distribution Code	The distribution code of the earnings. This information was entered using the Timesheets>Enter Default Timesheets or Enter Regular/Supplemental Timesheets form.
Distribution Code Description	The description of the distribution code.
Rate	The amount entered for the rate on the Maintain>Payroll>Workers' Compensation Codes>Calculation tab.
Adjustment Factor	The adjustment factor entered on the

Column	Description
	Maintain>Payroll>Workers' Compensation Codes>Calculation tab.
Fixed Percentage of Earnings	If "Fixed Percentage of Earnings" was selected on the Maintain>Payroll>Benefit Codes>Calculation tab, this is the percentage specified in the Percentage box.
Class	The employee's class, such as Admin or Staff.
Position	The employee's position, such as Administrator or Program Rep.
Gender	The employee's gender–Female or Male.
Ethnicity	The ethnic origin of the employee.
Employee Type	This is the employee type, such as full-time or part-time.
Employee Subject Earnings	The total taxable earnings paid to an employee up to the maximum. Earnings subject to a particular tax or payroll code. These earnings are based on the Current Transaction Dates entered on the Setup tab.
Employer Subject Earnings	The total taxable earnings paid to an employee up to the employer's maximum. Earnings subject to a particular tax or payroll code. These earnings are based on the Current Transaction Dates entered on the Setup tab.
Gross Taxable Earnings	The total taxable earnings paid to an employee without regard to the maximum and are subject to a particular tax or payroll code. These earnings are dependent on the Current Transaction Dates entered on the Setup tab. Total earnings for the tax (no maximum limits).
SUTA Weeks	The number of SUTA (state unemployment tax) Weeks for the pay date on the Maintain>Payroll>Processing Groups form.
Pay Rate	The employee's pay rate entered on the Maintain>Payroll>Employee Information form.
Earning Hours	The number of hours accrued. These are the hours entered on

Column	Description
	the Timesheets>Regular/Supplemental Timesheets. This number is dependent on the Current Transaction Dates entered on the Setup tab.
Earnings	The amount based on the employee's earnings history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Benefits	The amount based on the employee's benefits history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Deductions	The amount based on the employee's deductions history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Employee Workers' Compensation	The amount based on the employee's workers' compensation history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Employer Workers' Compensation	The amount based on the employer's workers' compensation history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Employee Taxes	The amount based on the employee's taxes history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Employer Taxes	The amount based on the employer's taxes history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Net	The amount based on the employee's history using the following formula: (Earnings minus Deductions, Employee Workers' Compensation, and Employee Taxes). This amount is dependent on the Current Transaction Dates entered on the Setup tab.
Leave Hours Accrued	This is the number of leave hours the employee has accrued. This number is dependent on the Current Transaction Dates

Column	Description
	entered on the Setup tab.
Leave Hours Taken	This is the number of leave hours the employee has taken. This number is dependent on the Current Transaction Dates entered on the Setup tab.
Leave Ending Balance	This is calculated by taking the opening balance plus the activity total amount. This number is dependent on the Current Transaction Dates entered on the Setup tab.
Employee Maximum Subject	This is the employee's maximum annual subject wage for each tax code.
Employer Maximum Subject	This is the employer's maximum annual subject wage for each tax code.
State Withholding Tax ID	The employer's state withholding tax identification number entered on the Maintain>Payroll>State Taxes>Tax tab.
State Unemployment Tax ID	The employer's state unemployment tax identification number entered on the Maintain>Payroll>State Taxes>Tax tab.
GL Expense Account Code	The General Ledger expense account number, assigned to the Pay Code, which were created on the Maintain>Payroll>Federal, State, or Other Taxes, or Maintain>Earning, Benefit, Deduction, or Workers' Compensation Codes, and was selected on the Employee's timesheet.
GL Liability Account Code	The General Ledger liability account number, assigned to the Pay Code, which were created on the Maintain>Payroll>Federal, State, or Other Taxes, or Maintain>Earning, Benefit, Deduction, or Workers' Compensation Codes, and was selected on the Employee's timesheet.

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

| Options | Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Earnings History

Access this report using Reports>Payroll>History>Earnings. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's gross earning history in summary or detail based on Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) amounts. Also, review FTE and FTE equivalent count on employees in summary.

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.

* Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code that was set up for the employee using the Maintain>Payroll>Employee Information form.
Employee ID	The employee's ID.
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.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Social Security Number	The 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.
Hire Date	The employee's date of hire entered on the Maintain>Payroll>Employee Information form.
Action Date	The action date entered on the Maintain>Payroll>Employee Information form.
Earning Code	The earning code selected on the employee's timesheet.
Processing Group Title	The title of the processing group code.
Earning Title	The title of the earning code.
Calculation Method Code	The calculation method for the pay code. The system displays one of the following codes: ER (Employee Pay Rate) RM (Rate Multiplier) FH (Fixed Hourly Amount)

Column	Description
	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.
W-2 Box Number	The W-2 Box Number entered on the Maintain>Payroll>Earning Codes form.
W-2 Box Code	The W-2 Box Code entered on the Maintain>Payroll>Earning Codes form.
Payroll Type	The payroll type—Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the Payroll check (Activities>Payroll>Calculate Payroll).
Timesheet Reference	A unique tracking number provided for timesheets.
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Rate Multiplier	If "Rate Multiplier" was selected on the Maintain>Payroll>Earning Codes>Calculation tab, this is the value specified in the Rate box.
Distribution Code	The distribution code of the earnings. This information was entered using the Timesheets>Enter Default Timesheets or Enter Regular/Supplemental Timesheets form.
Distribution Code Description	The description of the distribution code.
Class	The employee's class, such as Admin or Staff.
Position	The employee's position, such as Administrator or Program

Column	Description
	Rep.
Gender	The employee's gender–Female or Male.
Ethnicity	The ethnic origin of the employee.
Employee Type	This is the employee type, such as full-time or part-time.
Pay Rate	The employee's pay rate entered on the Maintain>Payroll>Employee Information form.
PTD Hours	The period-to-date hours based on the employee's history. These hours are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Amount	The period-to-date amount based on the employee's history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
QTD Hours	The quarter-to-date hours based on the employee's history. These hours are determined by one of the four quarters in a calendar year.
QTD Amount	The quarter-to-date amount based on the employee's history. This amount is determined by one of the four quarters in a calendar year.
YTD Hours	The year-to-date hours based on the employee's history. These hours are determined by the current calendar year.
YTD Amount	The year-to date amount based on the employee's history. This amount is determined by the current calendar year.
FTE Year	The full-time equivalent reporting year, such as 2016.
FTE Month Name	The name of the month in which the full-time employee equivalency is being reported, such as May.
FTE Month Number	The number of the month in which the full-time employee equivalency is being reported, such as 5; which is the 5th month. Month Number is based on the 12 month calendar and the first month is January. Note: When reporting FTE and FTE

Column	Description
	equivalent count of employees, it is best to sort on this column in ascending order.
Full-Time Employees	A full-time employee will display as 1.00, when the employee's total labor hours (entered on any timesheet, a document date which falls within a calender month) are 130 hours or more a month. A part-time employee will display as 0.00. Note that only the earning codes which have Track Labor Hours checked are used in the calculation.
Part-Time Hours	When Full-Time Employees column displays as 0.00, the employee's total labor hours (entered on any timesheet, a document date which falls within a calender month) displays. If the hours total over 120 but less then 130, only 120 displays. Note that only the earning codes which have Track Labor Hours checked are used in the calculation.
Full-Time Equivalents	The full time equivalent rate displays for Part-time employees. The actual calculated rate displays for a part-time employee, such as 0.34. Part-time hours are calculated (the employee's total labor hours (entered on any timesheet, a document date which falls within a calender month) is divided by 120) to get this rate. Note that only the earning codes which have Track Labor Hours checked are used in the calculation.
Total FTE	The Full-Time Employees or Full-Time Equivalents column displays for each employee.
{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.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.

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.

Benefits History

Access this report using Reports>Payroll>History>Benefits. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's benefit history in summary or detail based on Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) amounts.

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.

* Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code that was set up for the employee using the Maintain>Payroll>Employee Information form.
Employee ID	The employee's ID.
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.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Social Security Number	The 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.
Hire Date	The employee's date of hire entered on the Maintain>Payroll>Employee Information form.
Action Date	The action date entered on the Maintain>Payroll>Employee Information form.
Last Day Worked	The employee's last day of work.
Termination Date	The date the employee was terminated.
Class	The employee's class, such as Admin or Staff.
Position	The employee's position, such as Administrator or Program Rep.
Employee Type	This is the employee type, such as full-time or part-time.
Benefit Code	The benefit code selected on the employee's timesheet.
Processing Group Title	The title of the processing group code.

Column	Description
Benefit Title	The title of the benefit code.
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.
W-2 Box Number	The W-2 Box Number entered on the Maintain>Payroll>Benefit Codes form.
W-2 Box Code	The W-2 Box Code entered on the Maintain>Payroll>Benefit Codes form.
Payroll Type	The payroll type—Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the Payroll check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups form.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups form.
Timesheet Reference	A unique tracking number provided for timesheets.
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).
Document Date	This is the document date (Activities>Payroll>Print/Email

Column	Description
	Checks and Vouchers).
Fixed Percentage of Earnings	If "Fixed Percentage of Earnings" was selected on the Maintain>Payroll>Benefit Codes>Calculation tab, this is the percentage specified in the Percentage box.
PTD Subject Earnings	The period-to-date subject earnings based on the employee's history. These earnings are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Hours	The period-to-date hours based on the employee's history. These hours are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Amount	The period-to-date amount based on the employee's history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
QTD Subject Earnings	The quarter-to-date subject earnings based on the employee's history. These earnings are determined by one of the four quarters in a calendar year.
QTD Hours	The quarter-to-date hours based on the employee's history. These hours are determined by one of the four quarters in a calendar year.
QTD Amount	The quarter-to-date amount based on the employee's history. This amount is determined by the four quarters in a calendar year.
YTD Subject Earnings	The year-to date subject earnings based on the employee's history. These earnings are determined by the current calendar year.
YTD Hours	The year-to-date hours based on the employee's history. These hours are determined by the current calendar year.
YTD Amount	The year-to date amount based on the employee's history. This amount is determined by the current calendar year.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Deductions History

Access this report using Reports>Payroll>History>Deductions. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's deduction history in summary or detail based on Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) amounts.

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.

* Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code that was set up for the employee using the Maintain>Payroll>Employee Information form.
Employee ID	The employee's ID.
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.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Social Security Number	The 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.
Hire Date	The employee's date of hire entered on the Maintain>Payroll>Employee Information form.
Action Date	The action date entered on the Maintain>Payroll>Employee Information form.
Class	The employee's class, such as Admin or Staff.
Position	The employee's position, such as Administrator or Program Rep.
Employee Type	This is the employee type, such as full-time or part-time.
Deduction Code	The deduction code selected on the employee's timesheet.
Processing Group Title	The title of the processing group code.
Deduction Title	The title of the deduction code.
Calculation Method Code	The calculation method for the deduction code. The system

Column	Description
	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.
W-2 Box Number	The W-2 Box Number entered on the Maintain>Payroll>Deduction Codes form.
W-2 Box Code	The W-2 Box Code entered on the Maintain>Payroll>Deduction Codes form.
Payroll Type	The payroll type—Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the payroll check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups form.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups form.
Timesheet Reference	A unique tracking number provided for timesheets.
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Fixed Percentage of Earnings	If "Fixed Percentage of Earnings" was selected on the Maintain>Payroll>Deduction Codes>Calculation tab, this is the

Column	Description
	percentage specified in the Percentage box.
PTD Subject Earnings	The period-to-date subject earnings based on the employee's history. These earnings are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Hours	The period-to-date hours based on the employee's history. These hours are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Amount	The period-to-date amount based on the employee's history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
QTD Subject Earnings	The quarter-to-date subject earnings based on the employee's history. These earnings are determined by one of the four quarters in a calendar year.
QTD Hours	The quarter-to-date hours based on the employee's history. These hours are determined by one of the four quarters in a calendar year.
QTD Amount	The quarter-to-date amount based on the employee's history. This amount is determined by one of the four quarters in a calendar year.
YTD Subject Earnings	The year-to date subject earnings based on the employee's history. These earnings are determined by the current calendar year.
YTD Hours	The year-to-date hours based on the employee's history. These hours are determined by the current calendar year.
YTD Amount	The year-to date amount based on the employee's history. This amount is determined by the current calendar year.
Maximum per Year	This amount is the maximum limit allowed for deductions per calendar year.
Maximum per Year Exceeded	A designation of Yes or No, depending on if the maximum limit allowed for deductions per calendar year has been exceeded.

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

Options | Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Tip: It is recommended that when you select the Maximum per Year Exceeded column, that you also select "Summarize Amounts" on the Options tab. By summarizing the amounts, the system can accurately identify if the Maximum per Year amount has been exceeded.

Workers' Compensation History

Access this report using Reports>Payroll>History>Workers' Compensation. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's workers' compensation history in summary or detail based on Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) amounts.

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.

● Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code set up for the employee using the Maintain>Payroll>Employee Information form.
Employee ID	The employee's ID.
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 his/her middle initial.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Social Security Number	The 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.
Class	The employee's class, such as Admin or Staff.
Position	The employee's position, such as Administrator or Program Rep.
Employee Type	This is the employee type, such as full-time or part-time.
Occupation Code	The occupational code of the employee, such as 4000 - AK Occupational Code and 4029 - LA Occupational Code.
Workers' Compensation Code	The workers' compensation code selected on the employee's timesheet.
Processing Group Title	The title of the processing group code.
Workers' Compensation	The title of the workers' compensation code.

Column	Description
Title	
Paid By	Whom the workers' compensation is paid by–Employer or Employee. This information was entered using the Maintain>Payroll>Workers' Compensation Codes form.
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.
Payroll Type	The payroll type–Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the Payroll check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups form.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups form.
Timesheet Reference	A unique tracking number provided for timesheets.
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Rate	The amount entered for the rate on the Maintain>Payroll>Workers' Compensation Codes>Calculation tab.

Column	Description
Adjustment Factor	The adjustment factor entered on the Calculation tab.
PTD Employee Subject Earnings	The period-to-date subject earnings based on the employee's history. These earnings are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Employer Subject Earnings	The period-to-date subject earnings based on the employee's history but paid by the employer. These earnings are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Hours	The period-to-date hours based on the employee's history. These hours are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Employee Amount	The period-to-date amount based on the employee's history. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
PTD Employer Amount	The period-to-date amount based on the employee's history but paid by the employer. This amount is dependent on the Current Transaction Dates entered on the Setup tab.
QTD Employee Subject Earnings	The quarter-to-date subject earnings based on the employee's history. These earnings are determined by the last quarter, using the Through date for the Current Transaction Dates entered on the Setup Tab.
QTD Employer Subject Earnings	The quarter-to-date subject earnings based on the employee's history but paid by the employer. These earnings are determined by the last quarter, using the Through date for the Current Transaction Dates entered on the Setup Tab.
QTD Hours	The quarter-to-date hours based on the employee's history. These hours are determined by the last quarter, using the Through date for the Current Transaction Dates entered on the Setup Tab.
QTD Employee Amount	The quarter-to-date amount based on the employee's history. This amount is determined by the last quarter, using the Through date for the Current Transaction Dates entered on the

Column	Description
	Setup Tab.
QTD Employer Amount	The quarter-to-date amount based on the employee's history but paid by the employer. This amount is determined by the last quarter, using the Through date for the Current Transaction Dates entered on the Setup Tab.
YTD Employee Subject Earnings	The year-to date subject earnings based on the employee's history. These earnings are determined by the current calendar year.
YTD Employer Subject Earnings	The year-to date subject earnings based on the employee's history but paid by the employer. These earnings are determined by the current calendar year.
YTD Hours	The year-to-date hours based on the employee's history. These hours are determined by the current calendar year.
YTD Employee Amount	The year-to date amount based on the employee's history. This amount is determined by the current calendar year.
YTD Employer Amount	The year-to date amount based on the employee's history but paid by the employer. This amount is determined by the current calendar year.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Taxes History

Access this report using Reports>Payroll>History>Taxes. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's federal, state, and other withholding tax history in summary or detail based on Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) amounts. This report includes tax amounts as well as subject and gross taxable earnings.

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.

- Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code set up for the employee using the Maintain>Payroll>Employee Information form.
Processing Group Title	The title of the processing group code.
Employee ID	The employee ID.

Column	Description
Employee Last Name	The employee 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 his/her middle initial.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Social Security Number	The 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.
Address	The employee's home address entered on the Maintain>Payroll>Employee Information form.
City	The city where the employee resides entered on the Maintain>Payroll>Employee Information form.
State	The state where the employee resides entered on the Maintain>Payroll>Employee Information form.
ZIP	The zip code where the employee resides entered on the Maintain>Payroll>Employee Information form.
Country	The country where the employee resides entered on the Maintain>Payroll>Employee Information form.
Hire Date	The employee's date of hire entered on the Maintain>Payroll>Employee Information form.
Action Date	The action date entered on the Maintain>Payroll>Employee Information form.
Termination Date	The date the employee was terminated entered on the Maintain>Payroll>Employee Information form.
Tax Type	The federal, state, and other withholding tax type code. A list of

Column	Description
	available codes are as follows:
	FIT (Federal Income Tax)
	SS (Social Security Tax)
	MC (Medicare)
	FUTA (Federal Unemployment Tax)
	EIC (Earned Income Credit–no longer applies after Year 2011)
	SWT (State Withholding Tax)
	SWT2 (State Withholding Tax–applies to the Commonwealth of the Northern Marianas Islands.)
	SUTA (State Unemployment Tax)
	LWT (Other Taxes Employee Paid Tax)
	LER (Other Taxes Employer Paid Tax)
Jurisdiction	The state or other withholding taxing authority, such as TX for Texas.
Payroll Type	The payroll type–Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the Payroll check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.
Timesheet Reference	A unique tracking number provided for timesheets.
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).

Column	Description
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Class	The employee's class, such as Admin or Staff.
Position	The employee's position, such as Administrator or Program Rep.
Gender	The employee's gender–Female or Male.
Ethnicity	The ethnic origin of the employee.
Employee Type	The employee type, such as full-time or part-time.
PTD Hours	The period-to-date hours based on the employee's history. These hours are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Employee Subject Earnings	The period-to-date subject earnings based on the employee's history. These earnings are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Employer Subject Earnings	The period-to-date subject earnings based on the employee's history but paid by the employer. These earnings are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Gross Taxable Earnings	The period-to-date gross earnings based on the employee's history. These earnings are dependent on the Current Transaction Dates entered on the Setup tab.
PTD Employee Tax	The period-to-date employee tax. This tax is based on the Current Transaction Dates entered on the Setup tab.
PTD Employer Tax	The period-to-date employer tax. This tax is based on the Current Transaction Dates entered on the Setup tab.
PTD SUTA Weeks	The period-to-date number of SUTA (State Unemployment Tax) Weeks.
QTD Hours	The quarter-to-date hours based on the employee's history. These hours are determined by one of the four quarters in a calendar year.

Column	Description
QTD Employee Subject Earnings	The quarter-to-date subject earnings based on the employee's history. These earnings are determined by one of the four quarters in a calendar year.
QTD Employer Subject Earnings	The quarter-to-date subject earnings based on the employee's history but paid by the employer. These earnings are determined by one of the four quarters in a calendar year.
QTD Gross Taxable Earnings	The quarter-to-date subject earnings based on the employee's history. These earnings are determined by one of the four quarters in a calendar year.
QTD Employee Tax	The quarter-to-date employee tax. This tax is based on the four quarters in a calendar year.
QTD Employer Tax	The quarter-to-date employer tax. This tax is based on the four quarters in a calendar year.
QTD SUTA Weeks	The quarter-to-date number of SUTA (State Unemployment Tax) Weeks.
YTD Hours	The year-to-date hours based on the employee's history. These hours are determined by the current calendar year.
YTD Employee Subject Earnings	The year-to-date subject earnings based on the employee's history. These earnings are determined by the current calendar year.
YTD Employer Subject Earnings	The year-to-date subject earnings based on the employee's history but paid by the employer. These earnings are determined by the current calendar year.
YTD Gross Taxable Earnings	The year-to-date gross earnings based on the employee's history. These earnings are determined by the current calendar year.
YTD Employee Tax	The year-to-date employee tax based on the current calendar year.
YTD Employer Tax	The year-to-date employer tax based on the current calendar year.

Column	Description
YTD SUTA Weeks	The year-to-date number of SUTA (State Unemployment Tax) Weeks.
Employee Maximum Subject	The employee's maximum annual subject wages for each tax code.
Employer Maximum Subject	The employer's maximum annual subject wages for each tax code.
Employee Rate	This is the rate or percentage of wages which applies to employee-paid taxes, such as Social Security, Medicare, State Unemployment Tax, and Other Taxes Employee Paid Tax. Note that when a flat amount or a tiered tax is applied, a zero displays.
Employer Rate	This is the rate or percentage of employee's wages which applies to employer-paid taxes, such as FUTA, Social Security, Medicare, State Unemployment Tax, and Other Taxes Employer Paid Tax. Note that when a flat amount or a tiered tax is applied, a zero displays.
Employee Count	The number one displays in the column next to each employee id (Employee ID, Employee Name, or Social Security Number) and sums the column. 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.
Employee Calculation Method	This is the Calculation method that was selected on the Maintain>Payroll>Federal Taxes>Employee FICA Taxes Tab.
Employer Calculation Method	This is the Calculation method that was selected on the Maintain>Payroll>Federal Taxes>Employer FICA Taxes Tab.
Employee Override	A designation of Yes or No, depending on if "Override Official Values" was selected on the Maintain>Payroll>Federal Taxes>Employee FICA Taxes Tab.

Column	Description
Employer Override	A designation of Yes or No, depending on if "Override Official Values" was selected on the Maintain>Payroll>Federal Taxes>Employer FICA Taxes 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.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.

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.

Leave History

Access this report using Reports>Payroll>History>Leave. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's leave history in summary or detail. The totals provided by this report only include the activity defined by the date range selected on the Setup tab. This report is an activity report not a balance report.

The system automatically displays the last column of this report; it does not need to be selected on the Setup tab. This column does not have a heading, but prints Opening Balance or Current Balance each time the report changes from one employee name to the next or the leave code changes.

* Opening Balance - If the Show Total check box is selected next to a column on the Setup tab, and the employee name/leave code changes from one name/code to next one, and it is the beginning balance, the label displays Opening Balance. The Opening Balance always prints an amount, even when it is zero. Opening balances print for the Net Hours column.

* Current Balance - If the Show Total check box is selected next to a column on the Setup tab, and the employee name/leave code changes from one name/code to next one, and there is no detail to be printed related to the beginning balance, the balance label displays Current Balance. The Current Balance always prints an amount, even when it is zero.

* Ending Balance - If the Show Total check box is selected next to a column on the Setup tab, the label displays Balance {Leave Code}. This is calculated by taking the opening balance plus the activity total amount.

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.

* Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code assigned to the employee using the Maintain>Payroll>Employee Information form. The report shows the code's name, such as Admin or Parttime.
Employee ID	The ID assigned to the employee.
Employee Last Name	The employee's last name.

Column	Description
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.
Employee Status	The status of the employee–Active, Inactive, or Terminated.
Social Security Number	The 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.
Leave Code	The leave code selected on the employee's timesheet.
Class	The employee's job class that was assigned using the Maintain>Payroll>Employee Information>Job and Pay tab.
Position	The employee's position, such as Administrator or Program Rep.
Employee Type	The employee type, such as full-time or part-time.
Processing Group Title	The title of the processing group code.
Leave Title	The title of the leave code.
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.

Column	Description
Payroll Type	The payroll type—Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.
Timesheet Reference	A unique tracking number provided for timesheets.
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Rate	If "Fixed Percentage of Hours Worked," "Fixed Number of Hours," or "Percentage on Timesheet" was selected on the Maintain>Payroll>Leave Codes>Calculation tab, the data displays in this column (either hours or percentage).
Applicable Earning Hours	The earning hours based on the employee's history.
Hours Accrued	The hours the employee has accrued for the pay period.
Hours Taken	The hours the employee has taken for the pay period.
Net Hours	The net hours for the pay period.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Quick Check/Transaction Register

Access this report using Reports>Payroll>History>Quick Check/Transaction Register. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to print a detailed listing of check, voucher, and adjustment information.

Quick Check/Transaction Register is a fixed-format report, making it easier and quicker for you to run the report. You cannot customize the columns in the report; the system has already determined them. However, you can:

- Change the order in which the data is arranged by sorting (ascending or descending order) on the columns displayed in the Report Body group box on the Content tab. For example, if you want Employee IDs to be listed in alphabetical order, select "Employee ID," then sort by "ASC."

- Determine the way information is printed by changing criteria on the Filter tab. For example, if you want to filter employees by pay date, select "Pay 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 pay date that is entered.

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

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.

Current Transaction Dates are required to specify the date range for the data included in 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 can be 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 Report Body group box.

* By selecting Available Columns, the sort order for each column is determined. Sort the columns by ascending or descending order. Below is a list of the columns available to sort on. Keep in mind, that the report includes additional columns; these are the only ones that have sorting capabilities.

  * Processing Group

  * Pay Date

  * Employee ID

  * Employee Last Name

  * Document Number

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Total by Payroll	Select this option to total processing group information, such as the hours taken and the hours accrued for the employees.

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.

Summary Check/Transaction Register

Access this report using Reports>Payroll>History>Summary Check/Transaction Register. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to print a summarized listing of checks, vouchers, and adjustments in a register style.

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.

- Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code assigned to the employee using the Maintain>Payroll>Employee Information form.
Processing Group Title	The title of the processing group code.
Payroll Type	The payroll type–Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date associated with the Payroll adjustment, check, or voucher.
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.

Column	Description
Employee ID	The employee's ID.
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.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Social Security Number	The 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.
Class	The employee's job class that was assigned using the Maintain>Payroll>Employee Information>Job and Pay tab.
Payment Type	The type of payment—Check, Voucher, or blank (for adjustments).
Document Number	The document number (Activities>Payroll>Print Checks/Vouchers).
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Timesheet Reference	A unique tracking number provided for timesheets.
Document Description	The document description.
Amount	The amount of the check, voucher, or adjustment.
Spoiled	A designation of Yes or No depending on if the check was recorded as spoiled (Activities>Payroll>Check Spoilage).
Cash Account	The system displays the cash account for which you are printing checks. This default was set up by the Administrator using Organization>Set Up Modules>Payroll>Load Checks/Vouchers (Print).

Column	Description
Accrual Account	The system displays the accrued expenses payable account for which you are printing checks. This default was set up by the Administrator using Organization>Set Up Modules>Payroll>Load Checks/Vouchers (Print).
Fund Code	The code assigned to the fund segment. The report shows a fund code—01, 02, 03, for example.
Interfund Due to Account	The Due To Account, used to keep the funds in balance. Accounts display when a Fund segment and the transaction entry fund account is different from the automatic offset fund account.
Interfund Due from Account	The Due From Account, used to keep the funds in balance. Accounts display when a Fund segment and the transaction entry fund account is different from the automatic offset fund account.

[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.

Quick Employee Payroll Summary

Access this report using Reports>Payroll>History>Quick Employee Payroll Summary. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review an employee's payroll balances which includes columns for Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) amounts. You can also include associated employer amounts on your report by selecting "Employer Amounts" on the Options tab. Employee Payroll Summary 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.

* Current Transaction Dates are required to specify the date range for the data included in 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 can be 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 Report Body group box.

* By selecting Available Columns, the sort order for each column is determined. Sort the columns by ascending or descending order. For example, if you want Employee IDs to be listed in alphabetical order, select "Employee ID," then sort by "ASC." Below is a list of the columns available to sort on. Keep in mind, that the report includes additional columns; these are the only ones that have sorting capabilities.

  * Processing Group

  * Employee ID

  * Employee Last Name

  * Employee Status

  * Class

- Position

- Employee Type

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 processing group Admin, select "Processing Group," then "=" in the Compares To column. Finally, select "Admin" in the Criteria 1 column. The system only prints data for the employees who have a processing group of Admin.

Options Use this tab to set up any Available Options for the report.

Options	Description
Employer Amounts	Select this option if you entered employer amounts and would like to print them on the report.
Total by Payroll	Select this option to total processing group information, such as the hours taken and the hours accrued for the employees.

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: To print totals by processing group, select "Total by Payroll" on the Options tab. You can also include employer amounts on the report by selecting "Employer Amounts."

Labor Distribution

Access this report using Reports>Payroll>History>Labor Distribution. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to display a break down of labor hours and earnings by segment codes which was entered on the Timesheets>Regular/Supplemental Timesheets form.

Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is

activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

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.

* Current Transaction Dates are required to specify the date range for the data included in 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	This is the processing group code assigned to the employee using the Maintain>Payroll>Employee Information form.
Processing Group Title	The title of the processing group code.
Employee ID	The employee's ID.
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.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Class	The employee's job class that was assigned using the Maintain>Payroll>Employee Information>Job and Pay tab.

Column	Description
Position	The employee's position, such as Administrator or Program Rep.
Employee Type	The employee type, such as full-time or part-time.
Earning Code	The earning code selected on the employee's timesheet.
Earning Title	The title of the earning code.
Payroll Type	The payroll type—Adjust, Manual, Regular, Supplemental, or Void.
Pay Date	The date on the Payroll check (Activities>Payroll>Calculate Payroll).
Pay Period Begin Date	The pay period beginning date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.
Pay Period End Date	The pay period ending date entered on the Maintain>Payroll>Processing Groups - Pay Schedule Tab.
Document Date	The document date (Activities>Payroll>Print Checks/Vouchers).
Effective Date	The Accrual Date entered on the Activities>Payroll>Transfer to Accounting form.
Transferred	A designation of Yes or No depending on if the payroll data has been transferred to Accounting (Activities>Payroll>Transfer to Accounting).
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, 11001, for example. The report prints one column for each segment, such as Fund Code or GL Code.
Distribution Code	The distribution code of the labor earnings.
Distribution Code Description	The description of the distribution code.
Hours (four decimals)	The hours based on the labor hours. Displays in a four decimal format. (X.XXXX)
Hours (two decimals)	The hours based on the labor hours. Displays in a two decimal

Column	Description
	format. (X.XX)
Earnings	The amount based on the labor earnings.
{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.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

Leave Liability

Access this report using Reports>Payroll>History>Leave Liability. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to calculate the leave liability (a monetary amount) based on accrued leave hours and employee hourly rates (or equivalent hourly rates for salaried employees).

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	The processing group code that was assigned to the employee using the Maintain>Payroll>Employee Information form.
Processing Group Title	The title of the processing group code.
Employee ID	The employee's ID.
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.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
Social Security Number	The 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.
Class	The employee's job class that was assigned using the Maintain>Payroll>Employee Information>Job and Pay tab.
Position	The employee's position, such as Administrator or Program Rep.
Employee Type	This is the employee type, such as full-time or part-time.
Pay Type	A designation of Salaried or Hourly, depending on what pay type was selected.

Column	Description
Hire Date	The employee's date of hire.
Termination Date	The date the employee was terminated.
Leave Code	The leave code selected on the employee's timesheet.
Leave Code Status	The status of the leave code—Active, Inactive, or Discontinued. The report shows A, I, or D.
Leave Title	The title of the leave code.
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 for the leave code, such as Fixed Number of Hours, Fixed Percentage of Hours Worked, Amount on Timesheet, or Percentage on Timesheet.
Hours	The number of hours accrued for a leave code.
Rate	An employee's hourly pay rate. This rate was set up on the Job and Pay tab.
Liability	The monetary amount calculated for an employee's leave (eligible hours times their hourly pay rate).
Service Years	The number of years the employee has been employed with the organization.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.

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.

Chapter 11: Tax Worksheet Reports

Federal Tax Worksheet

Access this report using Reports>Payroll>Payroll Tax Worksheets>Federal. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to view summarized federal tax employee amounts, employer amounts, subject and gross taxable earnings in Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) columns.

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.

* Current Transaction Dates are required to specify the date range for the data included in 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 Type	The tax type code (Maintain>Payroll>Federal Taxes). A list of available codes are as follows: FIT (Federal Income Tax) SS (Social Security Tax) MC (Medicare) FUTA (Federal Unemployment Tax)
Processing Group	This is the processing group code assigned to the employee using the Maintain>Payroll>Employee Information form. The report shows the code's name, such as Admin or Parttime.

Column	Description
Class	The employee's job class that was assigned using the Maintain>Payroll>Employee Information>Job and Pay tab.
Employee ID	The employee's ID.
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 name associated with the Employee ID.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
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.
Tax Title	The title of the tax type—Federal Income Tax, Social Security Tax, Medicare, and Federal Unemployment Tax (Maintain>Payroll>Federal Taxes).
Employee Tax PTD	The period-to-date employee tax. This tax is based on the Current Transaction Dates entered on the Setup tab.
Employer Tax PTD	The period-to-date employer tax. This tax is based on the Current Transaction Dates entered on the Setup tab.
Subject Earnings PTD	The period-to-date subject earnings. This amount is based on the Current Transaction Dates entered on the Setup tab.
Gross Taxable Earnings PTD	The period-to-date gross subject earnings. This amount is based on the Current Transaction Dates entered on the Setup tab.
Employee Tax QTD	The quarter-to-date employee tax. This tax is based on the four quarters in a calendar year.

Column	Description
Employer Tax QTD	The quarter-to-date employer tax. This tax is based on the four quarters in a calendar year.
Subject Earnings QTD	The quarter-to-date subject earnings. This amount is based on the four quarters in a calendar year.
Gross Taxable Earnings QTD	The quarter-to-date gross subject earnings. This amount is based on the four quarters in a calendar year.
Employee Tax YTD	The year-to-date employee tax based on the current calendar year.
Employer Tax YTD	The year-to-date employer tax based on the current calendar year.
Subject Earnings YTD	The year-to-date subject earnings based on the current calendar year.
Gross Taxable Earnings YTD	The year-to-date gross subject earnings based on the current calendar year.

[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.

Other Tax Worksheet

Access this report using Reports>Payroll>Payroll Tax Worksheets>Other. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to view summarized other withholding tax employee amounts, employer amounts, subject and gross taxable earnings in Period-to-Date (PTD), Quarter-to-Date (QTD), and Year-to-Date (YTD) columns.

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.

- Current Transaction Dates are required to specify the date range for the data included in 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 Type	The tax type code (Maintain>Payroll>Other Taxes). A list of available codes are as follows: LWT (Employee Paid Tax) LER (Employer Paid Tax)
Processing Group	This is the processing group code assigned to the employee using the Maintain>Payroll>Employee Information form. The report shows the code's name, such as Admin or Parttime.
Other Tax Code	The code for the other tax.
Employer Tax ID	The employer's tax identification number that was assigned using the Maintain>Payroll>Other Taxes form.
Class	The employee's job class that was assigned using the

Column	Description
	Maintain>Payroll>Employee Information>Job and Pay tab.
Employee ID	The employee's ID.
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 name associated with the Employee ID.
Employee Status	The status of the employee—Active, Inactive, or Terminated.
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.
Tax Title	The title of the tax type—Employee Paid Tax (LWT) and Employer Paid Tax (LER) that was entered using the Maintain>Payroll>Other Taxes.
Other Tax Title	The title associated with the other tax code.
Employee Tax PTD	The period-to-date employee tax. This tax is based on the Current Transaction Dates entered on the Setup tab.
Employer Tax PTD	The period-to-date employer tax. This tax is based on the Current Transaction Dates entered on the Setup tab.
Employee Subject Earnings PTD	The period-to-date employee subject earnings. This amount is based on the Current Transaction Dates entered on the Setup tab.
Employer Subject Earnings PTD	The period-to-date employee subject earnings. This amount is paid by the employer and based on the Current Transaction Dates entered on the Setup tab.
Gross Taxable Earnings	The period-to-date gross subject earnings. This amount is

Column	Description
PTD	based on the Current Transaction Dates entered on the Setup tab.
Employee Tax QTD	The quarter-to-date employee tax. This tax is based on the four quarters in a calendar year.
Employer Tax QTD	The quarter-to-date employer tax. This tax is based on the four quarters in a calendar year.
Employee Subject Earnings QTD	The quarter-to-date employee subject earnings. This amount is based on the four quarters in a calendar year.
Employer Subject Earnings QTD	The quarter-to-date employee subject earnings. This amount is paid by the employer and based on the four quarters in a calendar year.
Gross Taxable Earnings QTD	The quarter-to-date gross subject earnings. This amount is based on the four quarters in a calendar year.
Employee Tax YTD	The year-to-date employee tax based on the current calendar year.
Employer Tax YTD	The year-to-date employer tax based on the current calendar year.
Employee Subject Earnings YTD	The year-to-date employee subject earnings, based on the current calendar year.
Employer Subject Earnings YTD	The year-to-date employee subject earnings, paid by the employer, and based on the current calendar year.
Gross Taxable Earnings YTD	The year-to-date gross subject earnings based on the current calendar year.

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.

941 Worksheet

Access this report using Reports>Payroll>Payroll Tax Worksheets>941 Worksheet. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to summarize federal tax amounts and tax liability—except for Federal Unemployment Tax. This report helps when completing the Form 941 and the Schedule B (Form 941). The 941 Worksheet is a fixed-format report. You cannot customize the columns in the report; the system has already determined them.

Earning Codes with Contribute to Net Pay Only check box selected, are excluded from the amounts. These Earning Codes were set up to process Employee Reimbursement and Advances through regular payroll processing (Maintain>Payroll>Earning Codes).

Note: 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 report.

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.

- Current Transaction Dates are required to specify the date range for the data included in the 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.

Tips:

* Additional Medicare Reporting in Aatrix:

The system accommodates the break-out of Additional Medicare Wages and Additional Medicare Withholding needed for 941 reporting by taking the difference between the Employee's Medicare Withholding and the Employer's Medicare Tax, recorded in the system for each Pay Date. These values will always be the same unless Additional Medicare Tax has been withheld from the employee because their annual earnings have exceeded $200,000.00. If this is the case the Medicare Withholding will be greater than the Employer's Medicare Tax. The system then divides the difference by.09% to derive the break-out for Additional Medicare Wages.

Adjustments:

* If adjustments are needed to the Additional Medicare Tax or Additional Medicare Wages reported on the 941 this can be accomplished by going to Setup/ Adjust Employee Balances and entering a Medicare tax adjustment for both Employee Amount and Employer Amount. As long as the Employee Amount is larger than the Employer Amount being adjusted the system will generate an Additional Medicare Withholding and an Additional Medicare Wage adjustment based on the formula described above.

Calculate W-2 Information

Prior to running the W-2 Information report, you must calculate the W-2 totals for the tax year using Reports>Payroll>Payroll Tax Worksheets>Calculate W-2 Information.

Calculate W-2s

Access this form using Reports>Payroll>Payroll Tax Worksheets>Calculate W-2 Information. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this form to calculate W-2 information for your employees. You must first enter the appropriate tax year, and then select the employees for which you want to calculate W-2s. Once you click the Start button, the system calculates the amount of wages paid and taxes withheld for each employee for the selected tax year. Once this calculation process is completed, you can run and review records using the Reports>Payroll>Payroll Tax Worksheet>W-2 Information report.

Earning Codes with Contribute to Net Pay Only check box selected, are excluded from the amounts. These Earning Codes were set up to process Employee Reimbursement and Advances through regular payroll processing (Maintain>Payroll>Earning Codes).

You are required to file a Form W-2 for each employee from whom income, social security, or Medicare taxes have been withheld.

To produce or eFile print-ready W-2 and W-3 forms, use "Tax Forms and eFiling by Aatrix" (page 182) (Activities>Payroll>Tax Reporting>Tax Forms and eFiling by Aatrix ®).

Note: You must file electronically, if you need to file 250 or more W-2 Forms.

Fields

Tax Year: Enter the year for which the W-2 forms are being produced, or accept the default year.

Calculate W-2s: The system displays the Employee ID, Name, Status, State, Processing Group, Class, and Position. A check mark displays in the Calculated column if the record has already been calculated. This table lists all employees who need a W-2 form for the year that is specified in the Tax Year box.

Click the column heading to sort by that group. This allows employee records to be calculated in smaller groups.

Tips:

* When you click Start, if the system displays a message asking if you want to recalculate, this means you have selected an employee that has already been calculated. Click OK to recalculate; click Cancel to return to the form and clear previously calculated employee records.

* To delete an employee record, select the record by placing a check mark in the first column, and then click Delete.

* To select or clear all employees in the table, click or respectively.

* When you produce W-2 forms, you are not actually calculating the W-2 information. The system performs these calculations every time you calculate payroll (Activities>Payroll>Calculate Payroll).

* When you were setting up payroll, be sure to include the correct box information, so that the data in your W-2s are accurate.

On the Maintain>Payroll>Federal, State and Other Taxes forms, you must enter all relevant information (such as GL expense and liability accounts), including an *Employer Tax ID for each state and other taxes*.

On the Maintain>Payroll>Employee Information form, enter:

* The employee's tax information (Federal, State, and Other Tax tabs)

* The employee's Medicare Qualified Government Employee status (W-2 tab)

* The employee's W-2 Box 13 items (W-2 tab)

On the first tab of the Maintain>Payroll>Earning, Benefit, and/or Deduction Codes forms, enter (when necessary) W-2 Box Number 7, 8, 10, 11, 12, or 14. Also, enter applicable federal, state, and other taxes on the Applicable Taxes tab.

If a W-2 form is incorrect, or if you are not getting any totals on the form, you need to make sure you have entered this information correctly. If you have not, the system will not calculate taxes correctly during payroll calculation, and your W-2 form will be incorrect.

W-2 Information

Access this report using Reports>Payroll>Payroll Tax Worksheets>W-2 Information. It is only available with the Payroll module; it is not available for Payroll Link users.

Use this report to review all W-2 information for your employees. Prior to running this report, you must calculate the W-2 totals for the tax year using Reports>Payroll>Payroll Tax Worksheets>Calculate W-2 Information. Once it has been successfully calculated, you can access the W-2 Information report.

In the header of the report, the system prints the *Preliminary W-2 Count*. This is the number of W-2 records; however, the actual W-2s that are printed may vary. For example, you could have multiple W-2s if you have more than four Box 12 Items. The remaining Box 12 Items will print on the additional W-2 Forms.

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	The processing group code was assigned to the employee using the Maintain>Payroll>Employee Information form.
Processing Group Title	The title of the processing group code.
Class	The employee's class, such as Admin or Staff.
Position	The employee's position, such as Administrator or Program Rep.
W-2 Year	The tax year that was used to calculate W-2s for the associated employee (Reports>Payroll>Payroll Tax Worksheets>Calculate W-2 Information).
Employee ID	The employee ID for the calculated W-2s.
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.

Column	Description
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 social security number associated with the Employee ID. 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 (only used if employee is married and withholding tax state is Puerto Rico). 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.
Address	The employee's address entered on the Maintain>Payroll>Employee Information>Address tab.
City	The city where the employee resides entered on the Maintain>Payroll>Employee Information form.
State	The state where the employee resides entered on the Maintain>Payroll>Employee Information form.
ZIP	The zip code where the employee resides entered on the Maintain>Payroll>Employee Information form.
Country	The country where the employee resides entered on the Maintain>Payroll>Employee Information form.
Hire Date	The employee's date of hire entered on the Maintain>Payroll>Employee Information form.
MQGE	A designation of Yes or No, depending on if "Medicare Qualified Governmental Employee" was selected on the Maintain>Payroll>Employee Information>W-2 tab.

Column	Description
Wages, Tips, Other Compensation (Box 1)	The wages, tips, and other compensation that was paid to the employee for the W-2 year.
Federal Income Tax Withheld (Box 2)	The Federal Income Tax Withholding calculated for Box 2.
Social Security Wages (Box 3)	The Social Security wages calculated for Box 3.
Social Security Tax Withheld (Box 4)	The Social Security tax withholding calculated for Box 4.
Medicare Wages and Tips (Box 5)	The Medicare wages and tips calculated for Box 5.
Medicare Tax Withheld (Box 6)	The Medicare tax withholding calculated for Box 6.
Social Security Tips (Box 7)	The Social Security tips calculated for Box 7.
Allocated Tips (Box 8)	The Allocated tips calculated for Box 8.
Advance EIC Payment (Box 9)	The Advance EIC payment calculated for Box 9.
Dependant Care Benefits (Box 10)	The Dependent Care Benefits calculated for Box 10.
Nonqualified Plans (Box 11 - Section 457)	The Nonqualified plans–Section 457–calculated for Box 11.
Nonqualified Plans (Box 11 - Other)	The total of all Nonqualified plans–except for Section 457.
Codes (Box 12 Code)	If Box 12 was selected when setting up W-2 information (Maintain>Payroll>Earning, Benefit, and Deduction Codes), the system displays its code here. This is the Box 12 code (such as, A-H, J-N, P, R-T, V, W, Y, Z, AA, BB, CC, DD, EE, FF, GG or HH) which prints on the left side of the vertical bar on the W-2.
Codes (Box 12 Amount)	The Box 12 amount, which prints on the right side of the vertical bar on the W-2.

Column	Description
Statutory Employee (Box 13)	A designation of Y (Yes) or N (No), depending on if the Box 13 Item, "Statutory Employee" was selected.
Retirement Plan (Box 13)	A designation of Y (Yes) or N (No), depending on if the Box 13 Item, "Retirement Plan" was selected.
Third Party Sick Pay (Box 13)	A designation of Y (Yes) or N (No), depending on if the Box 13 Item, "Third Party Sick Pay" was selected.
Other (Box 14 Code)	Any other information you want to give your employee. For this box number you could have entered any single-character code you wanted. The Box Code serves as a "label" for the optional amount displayed in Box 14 Amount.
Other (Box 14 Amount)	An optional amount paid for any other information you want to give your employee (such as, health insurance premiums deducted, nontaxable income, voluntary after-tax contributions, education assistance payments, and parsonage allowance).
State Code (Box 15)	The state code associated with this W-2.
Employer's State ID Number (Box 15)	The state tax ID that is assigned to the organization.
State Wages, Tips, etc. (Box 16)	The amount subject to state tax.
State Income Tax (Box 17)	The state tax amount withheld from the employee's paycheck.
Other Taxes Wages, Tips, etc. (Box 18)	The amount subject to other withholding tax.
Other Taxes Income Tax (Box 19)	The other withholding tax amount withheld from the employee's paycheck.
Other Taxes Name (Box 20)	The name for the other withholding tax.
Other Taxes Employer ID	The employer tax ID that is assigned to the organization. This is not printed on the W-2.

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

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

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.

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