

# ***PAYROLL MANAGER***

REFERENCE MANUAL

AND

INSTALLATION GUIDE

last revised

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# INTRODUCTION

This manual provides descriptive and operational information for the Governmental Payroll System which runs on all current Windows platforms.

Section 1	Overview
Section 2	Main Menu
Section 3	Keyboard Use
Section 4	Employee Information
Section 5	Payroll Information
Section 6	Run Payroll (Enter Checks)
Section 7	Check-Notice Printing/Reports/Update Files
Section 8	Benefit Routines
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Section 10	Direct Deposit (ACH)
Section 11	Lists/Reports
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Section 13	Retirement Report
Section 14	Budget Auto Transfer Setup
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Section 16	Deduction Name/Address Records
Section 17	Fund Codes
Section 18	Zip Codes
Section 19	Other Routines
Section 20	Year-End Routines
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## SECTION 1

### PAYROLL OVERVIEW

- o The complete governmental payroll package is point and click driven to minimize operator training time. At each step the operator is prompted as to what entry is needed. This feature reduces operator training time.
- o The payroll system provides the user the capability of storing personnel information for employees as well as non-employees. This data includes name, address, social security number, phone number, birth date, hire date, and sick and vacation days earned.
- o The payroll system provides the user the capability of storing all pertinent data needed to generate payroll checks and government reports for employees. This data includes YTD earnings and taxes, marital status, number of dependents, up to four salary or hourly amounts per employee, up to 14 automatic deductions per employee, and taxes including federal, state, social security, and medicare withholding. The four salary or hourly amounts could each be in a different department. This way an employee can be paid out of POLICE and PARK depts on one check. Employees may also be coded as on "Direct Deposit" and have their bank's routing/transit and acct# entered.
- o Employees may be coded as being totally exempt from social security and medicare (such as firemen) or subject to medicare only. System properly tracks total earnings, social security earnings, and medicare earnings depending upon the status of each employee.
- o System allows for annuity and cafeteria type deductions where a deduction can be subtracted from gross before taxes are calculated. A single employee may have up to ten deductions (not including taxes).
- o Checks may be printed by fund. Each check shows the employee all earnings and deductions in detail as well the YTD earnings and deductions as of that check.
- o If using the Direct Deposit routine, an ACH file may be sent to your bank (via a diskette or e-mail) and those on direct deposit can have their pay deposited in their account.
- o The payroll system provides a wide variety of payroll totals. Totals which may be generated include earnings, taxes, and other deductions by department and by fund.
- o The system stores each check for each employee for the year. This way the user may print a detail payroll history ledger by employee any time of the year.
- o Reports include: Payroll Totals, Check Register, Deduction Report, Retirement Report (in OMR format and OPERS format), Benefits Report, Qtrly Federal 941, Qtrly Okla Unemployment Report, and W2s.
- o User may maintain federal and state tax rates or GFC can send you a new tax file on disk each year. If under an annual support plan, there is no charge for this.

## SECTION 2

Once user enters the Payroll program the following screen will display:

=====

### **Payroll Main Menu (X.X)**

Employee Information  
Payroll Information  
Run Payroll  
Check-Notice Print/Reports/Update Payroll Files  
Benefit Routines  
Build Budget Auto Transfer File  
Direct Deposit (ACH)  
Lists/Reports  
History Records  
Retirement  
Budget Auto Transfer Setup  
Benefit/Dept/Deduction Codes  
Deduction Name/Address Records  
Fund Codes  
Zip Codes  
Other Routines  
Year-End Routines  
Setup/Tax Rates  
Help  
Exit Payroll

CITY OF WHOMEVER OK

Enter Cks Prt Emp Cks Prt Ded Cks Prt Totals Prt Ck Reg Prt Ded Rept Prt Dept Rept Benefits Update Files Bld Auto Tsfr

=====

Before the Main Menu displays two additional screens may display... a Password screen and a Station Name screen. The Password screen requires user to know a password to gain entry. A Station Name screen allows user to specify which station is opening Payroll so the proper printer defaults will be known (see Setup-Printers/Passwords for more info).

Once the Main Menu is opened, choices on the menu can be accessed by clicking with your mouse on the choice or by pressing and pressing the ALT key and then the underlined letter. Some of the items on the Main Menu create a drop-down menu with more choices which can be chosen by clicking with your mouse or by pressing UP/DOWN Arrow and pressing Enter key. Most of the programs used in a typical payroll are listed at the bottom of the screen and may be alternatively selected there. Note also in the heading of the Main Menu is a version number. Since these programs are updated regularly, this number will help you and your installer know which version you have. There are two choices under the "Help" menu. User should read the screens from these two choices for more info cc: Payroll. A photo may display on the Main Menu by copying a "jpg" file into the Payroll folder (usually Payrl.win) and renaming it PayrollMgr.jpg. Selecting "Exit" from the Main Menu will cause the system to return to the Windows desktop.

In the following sections an attempt will be made to explain the operation of each program and how it interacts with all of the other programs which make up the budgetary acctg package. To learn the operation of the payroll package, read the sections of this document in the following sequence:

Section 1 - Overview  
Section 3 - Keyboard Use  
Section 2 - Main Menu  
Section 21 - Setup  
Section 18 - Zip Codes  
Section 17 - Fund Codes  
Section 15 - Benefit/Dept/Deduct Codes  
Section 16 - Deduction Names/Address Records  
Section 4 - Employee Information  
Section 5 - Payroll Information  
Section 14 - Budget Auto Transfer Setup  
Section 10 - Direct Deposit  
Section 6 - Run Payroll  
Section 7 - Check-Notice Print/Reports/Update Files  
Section 8 - Benefit Routines  
Section 9 - Build Budget Auto Transfer File  
Section 11 - Lists/Reports  
Section 12 - History Records  
Section 13 - Retirement Rept  
Section 19 - Other Routines  
Section 20 - Year-End Routines

## SECTION 3

### KEYBOARD USE

The following keys have the special following use:

#### Function

TAB	Normally used to move cursor to next field.
SHIFT-TAB	Normally used to move cursor to the previous field.
ENTER	When entering a value that should read and display a record this key should be used as the terminating key.
F12	In programs where questions must be answered or a screen filled out, this key will move the cursor to the Save field.
F8	Used to perform a display from fields where a value is to be entered to access a record.
F1	In programs that allow user to add records, F1 begins the add process.
F2	In programs that allow user to edit records, F2 begins the edit process.
F3	In programs that allow user to delete records, F3 begins the delete process.

## SECTION 4

## Employee Information

This program contains routines to allow the setting up and maintaining of employee information records. These records are for setting up "personnel" information... name, address, hire date, etc. Records may be set up even for non-compensated personnel. These records must be set up before setting up Payroll Information records.

## MAINTAIN EMPLOYEE INFO RECORDS

This program is used to add, change, or delete employee's personnel information. After choosing the Employee Info option from the Main Menu the following screen appears:

<b>Maintain Employee Info Records</b>									
Soc Sec#: _____									
Name:		Last		First		Phone: _____		Sex: _ M/F	
Addr-1:		_____		_____		-----Dates:-----		_____	
Addr-2:		_____		_____		Birth: _____		Hire: _____	
Zip:		_____		_____		Effective: _____		L Raise: _____	
City/St:		_____		_____		N Raise: _____		Term: _____	
Accrue Units: _ (Y/N)									
		Avail		Accrue		Maximum			
Sick Units:		_____		_____		Pers Lv Units:		_____	
Vacation Units:		_____		_____		Comp Units:		_____	
Accrual Frequency: _ (0=N/A, 1-9 user defined)									
Base Salary/Rt: _____					Primary Dept#: _____				
-----									
Job Desc: _____					If using W-4 eff 2020 enter the below values:				
Comments: _____					Two Jobs (alt tax table: W-4 step 2-c): _____				
_____					Dependent Credit (W-4 step 3): _____				
_____					Other Income (W-4 step 4-a): _____				
_____					Other Deductions (W-4 step 4-b): _____				
(to use these value a W-4 box must be checked on the Payroll Information screen)									
<b>Save</b>					<b>Cancel</b>				

```

      oAdd  oEdit  oDelete  oInd Updt    Exit    Print Routines
Name: _____
                                     Auto Updt Units
SS#: _____                 Lookup      Transfer Units
                                     Print Screen

```

**ADD**

This routine allows user to add a employee record. This screen must be set up before a payroll info record can be set up. Even if you will be setting up two Payroll Info screens for a single employee, only one Employee Information screen will be added. The add is started by selecting the "Add" option or pressing the F1 key.

The following information is then entered:

```
Soc Sec#:    a unique nine digit number. note: from this field ESC key cancels "Add" option.
Name:       name of employee with last and first name entered separately.
Addr-1:     employee's mailing address.
Addr-2:     employee's mailing address if one line is not enough.
Zip:        employee's zip code. This will automatically enter the city and state
            previously set up in the zip code file. If the zip code is not valid, user may
            press F1 and type the city and state name. The record is then added to the zip
            code file.
Phone No.:  employee's phone number if known.
Sex:        employee's gender. Enter M or F.
```

**DATES:**

Birth: employee's birth date enter as MMDDYY.  
Hire: employee's hire date enter as MMDDYY.  
Eligibility: if an employee is in a retirement plan and that plan wants to know the date this person became eligible, enter as the date as MMDDYY.  
Lst Raise: date employee last received a raise entered as MMDDYY.  
Nxt Raise: date employee will be reviewed for a raise entered as MMDDYY.  
Terminated: if employee has been terminated, enter the date as MMDDYY.

**UNITS:** (note: unit lines 3 and 4 may have their name customized by entering values in 'Setup - System Parameters'. If left blank 'Pers Lv' and 'Comp' will be assumed).  
Accrue Units: if this employee is subject to earning vacation and sick units enter "Y". If this is a new employee and is not yet able to earn units, enter "N".  
Avail: the sick, vacation, and two user defined catgys (pers lv, and comp units will be assumed if no other catgys are defined). These units can be updated automatically by other programs. A fifth 'transferred' catgy is also provided.  
Accrue: the number units that an employee earns (for up to four catgys) on a periodic basis.  
Maximum: the maximum number of units (for up to four catgys) that an employee can earn. If no limit enter 9999.99. A fifth catgy is provided for a transferred catgy.  
Accrual Freq: if employees earn units at different frequencies (some earn monthly, some earn weekly) you will have to set up a frequency code for each group. Then when updating the units, the code for a particular group can be entered and only those will be updated.  
Base Salary: user may enter employee's base annual salary, monthly salary, hourly rate, or any other pay information that would be helpful to store as part of a personnel info file. Note however this is not the information that is needed to pay the employee. The Payroll Information screen contains the fields to enter salary or hourly rate info.  
Dept#: if user would like to enter this employee's main dept# as part of the personnel info, then enter the dept#. However this is not a required entry and the dept# is normally entered on the payroll information screen in order to get pay totals by dept. One advantage of also entering a dept# here is the ability of printing employee information records by dept. User may press F8 to perform a dept lookup.  
Job Desc: a description of the job duties of this employee (ex: City Treasurer)  
Comments: 3 lines of any add'l information that may need to be known for this employee.

**If using the W-4 effective 2020....**

Two Jobs: Check if box 2-c on the 2020 W-4 is checked.  
Dependent Cr: Enter the amount from step 3 on the 2020 W-4.  
Other Income: Enter the amount from step 4-a on the 2020 W-4.  
Other Deduct: Enter the amount from step 4-b on the 2020 W-4.

After all data has been entered user should select "Save" (user may press F12 to move to "Save") to write the employee record to disk. Selecting "Cancel" voids the entry.

**EDIT**

This routine is used to make a change to an employee record. Before editing a record the employee info record must be displayed. This is done by either typing the name or indexing the social security number followed by the Enter key. If the exact name or social number is not known user may select the Lookup command (or press F8 key) from the name or soc sec number fields to perform a lookup. User may then select the record to edit.  
After the employee to be edited is displayed user must select the "Edit" option or press F2. User then may TAB or point and click to the correct field and make the needed change. After the edit is finished, user may select "Save" (or press F12 to move to "Save") and click or press ENTER. This will write the record to disk. Selecting "Cancel" voids the edit.

## DELETE

This routine is used to delete an employee record. Before deleting a record the employee info record must be displayed. This is done by either typing the name or indexing the social security number followed by the Enter key. If the exact name or social number is not known user may select the Lookup command (or press F8 key) from the name or soc sec number fields to perform a lookup. User may then select the record to delete.

After the employee to be deleted is displayed user must select the "Delete" option or depress F3. User then sees a confirmation screen. Selecting "OK" confirms the delete while "Cancel" voids the delete.

## IND UPDT

This routine is used to add more units to each employee's sick, vacation, personal leave, and comp units one employee at a time as opposed to the Auto Updt which updates automatically. This routine requires the user to enter the number of new units to add to each employee. User must have the employee info record on the screen before choosing this routine. This may be done by entering the name or soc sec number or F8 for lookup. After displaying the record user may select the "Ind Updt" option or F5 and the following screen will appear:

```
====Ind. Updt=====
|                     AVAIL      NEW      NEW AVAIL      |
|      Sick          _____|_____|_____          |
|     Vacation      _____|_____|_____          |
|     Pers Lv       _____|_____|_____          |
|      Comp         _____|_____|_____          |
|                     |                     |             |
|      Update Units   Exit-no update   |             |
|=====
```

User may enter the number of new units to add to the previous available. The program will compute the new available units and display it. Upon conclusion of entry user should depress select on the UPDATE UNITS command to update. To not update user should select "Exit - no update" and the the entries will be ignored and the units will not be changed.

## PRINT ROUTINES

This program is used to print a list of employee records. The following questions are asked:

- Print Seq: select "Name" to print in name order or "Soc Sec#" to print in soc sec# seq.
- Beg/End: if printing just a range of employees enter the beginning and ending name or soc sec no.
- Include: select "All Employees", "Active Only", or "Terminated Only" depending upon who should be on the list. Terminated employees are those who have a terminated date. Active employees have no terminated date.
- Rept Type: to print a "short" list of employees select "Abbrev", to print the complete employee record select "Full", to print just dates select "Dates", to print just units information select "Units", or "Labels" to print 3-across, 1 inch high mailing labels.
- Accrual Frequency: if only a given "accrual group" of employees should be included, enter the accrual frequency code to print. The program will then only include those with a matching value. Leaving this value as zero means to print everyone.
- Dept#: if the list or labels should only be for a given dept, enter the dept#. Leave this as zero to include all records.
- # Lines Above: applicable to the 'Labels' option. Enter the number of lines to advance the page before printing the top set of labels. Usually 0 but may need to be 1.
- Print to Screen: applicable to the 'Abbrev' routine. Checking this box allows user to display the report to the screen instead of print to paper.
- Print to csv File: applicable to the 'Abbrev' and 'Units' routines. Checking this box allows user to create a "csv" formatted file which can be merged into a spreadsheet program like Excel.
- Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that displays initially has been entered in the Setup Parameter program under Printers.

After all the above questions have been answered user must select "Print" to begin report or "Exit" to cancel. If "Print to csv File" was checked then a screen will display so user can enter a file name.

## AUTO UNITS UPDATE

This routine is used to automatically add more units to each employee's sick, vacation, personal leave, and comp units (**note: the Pers Lv and Comp descriptions can be customized if a different name is desired - see "Setup/Tax Info-System Parameters"**). This routine will add the number of units in the "Accrue" column up to a maximum of the number in the "Maximum" column. These fields should already be set up for each employee in the Employee Info file. If user has already performed the "Run Payroll" routine and has entered "Units Used", these "pending" values will be part of the calculation to see how many units can be added. For example an employee gets a maximum of 80 vacation units and currently has 78 available and earns 4 units each payroll. Normally this routine would only add 2 units to the available. However if, before running this routine, in Pay Input user has entered 8 as units used, the program will add all 4 units since in effect the available is 70 (78 - 8). When the pending units are actually subtracted from the New Available depends upon a setting in System Parameters. If that setting is to subtract units used when running this program then the New Available calculation on the report will reflect the subtracted units used. If not then the New Available will not yet reflect the subtracted units (although the units added will be correct) and they will be subtracted later when running the Payroll Update. If pay records in Run Payroll have already been updated when running this routine then they are not part of the computation since they are not "pending". After selecting this program the following screen will appear:

```
====Auto Units Update=====
|                               |
|               Include?:      |
|               Sick   _       |
|               Vacation _     |
|               Pers Lv _     _|
|               Comp   _       |
|                               |
|   Accrual Frequency:_ (0-all or 1-9) |
|               o Update   o Print List Only |
|                               |
|               _ Print to Screen |
|               Print      Exit |
|                               |
|   Printer Selection:           |
|   #1       #2       #3       #4 |
|                               |
=====
```

The following questions must be answered:

Include: enter Y next to the categories that should be included. Note that the Pers Lv and/or Comp descriptions may be customized as entered on the Setup-System Parameters screen.

Accr Freq: if this run should only include certain groups of employees then user should enter the frequency code (1-9) that represents this group. If updating all employees then leave the frequency as zero.

Udpt/Print: if user would like to see how each employee's units are going to be changed before actually changing them, then select "Print List Only" and the new available units will calculate and print or display but not actually change. **But be sure and run with "Update" selected to actually change the Available units.**

Print to Screen: if you would like to view the calculations to the screen check this box - N/A if updating.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that is chosen initially has been entered in the Setup program under Printers.

After answering the above questions user must select "Print" to begin or "Exit" to exit from the program. **NOTE: employees with N for 'Accrue Units' or a termination date will be skipped.**

## TRANSFER UNITS

This routine is used to automatically move units from one of the regular unit catgys (sick, vac, etc) into a special "transfer" catgy. The following questions are answered:

Transfer From: check which of the four catgys units are being transferred (moved) from.

# Units Retain: enter the number of units that can be retained in the catgy being transferred from. Only units above this qty will be transferred.

Do not print emps below: check this box if you want to exclude employees from the report who don't have enough units to transfer... the units to be transferred is below the **retain quantity**.

Accr Freq: if this run should only include certain groups of employees then user should enter the frequency (1-9) that represents this group. If updating all employees then leave the frequency as zero or blank.

Udpt/Print: To see how each employee's units will be changed before changing them select "Print List Only" and the new available units will calculate and print but not actually change. "Update" actually changes the available units.

After answering the above questions user must select "Print" to begin or "Exit" to exit from the program. **NOTE: employees with N for 'Accrue Units' or a termination date will be skipped.**

## PRINT SCREEN

This command allows user to print the contents of the employee information screen. After selecting the user must choose "OK" to confirm. "Cancel" exits without printing. Caution should be used in using this routine in that the entire contents including background is printed which can use a lot of ink.

## EXIT

This command exits from the program.

## SECTION 5

### Payroll Information

This program contains routines to add, change, delete, and print payroll information records. The payroll info records provide the information needed to actually generate a pay record... salary, #dependents, marital status, etc. If an employee does not receive compensation then no record need be entered here - only an employee info record as described in section 4. This program requires a fund and payroll number be assigned to each employee's payroll info record. If an employee works in different funds or has earnings that is exempt from soc security and has other earnings subject to soc security, two or more payroll info records will be set up even though there is only one employee information record.

#### MAINTAIN PAYROLL INFO RECORDS

After choosing Payroll Info from the Main Menu the following screen appears:

```

=====Maintain Payroll Info Records=====
| Fund/Pay#___/___  SS#:_  Lookup  Status:_  Dir Dep:_  1-RT:_____  Acct#:_  -  Amt:_____  |
|                                     2-RT:_____  Acct#:_  -  Amt:_____  |
|                                     2020 W-4:_  Marital St:_  #Deps:_/_  Fed-St Txbl:_  FICA Txbl:_  |
|                                     Prt Units:_  Unemp Ins:_  Fed Addon:_____  St Addon:_____  Pay Freq:_  |
|-----Retirement Info:-----|
| Class:_  Code:_  Deduct Code:_____  Pc:_  Amount:_____  |
|-----Pay:-----|
| Tp DEPT  RATE      Tp DEPT  RATE      Tp DEPT  RATE      Tp DEPT  RATE      | FRINGE | | | |
| 1-_____ 2-_____ 3-_____ 4-_____  | _____ |
|-----Deductions:-----|-----Benefits:-----|
| Code Pc  Amt  Y-T-D  Description | Code Pc  Amt  Y-T-D  Code Pc  Amt  Y-T-D  Code Pc  Amt  Y-T-D |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
|-----Earnings/Wh:-----Qtr1-----Qtr2-----Qtr3-----Qtr4-----Y-T-D-----|
| Gross Earn: _____ | _____ | _____ | _____ | _____ | |
| Fedl Earn: _____ | _____ | _____ | _____ | _____ |
| SocSec Earn: _____ | _____ | _____ | _____ | _____ |
| Medcr Earn: _____ | _____ | _____ | _____ | _____ |
| Federal Wh: _____ | _____ | _____ | _____ | _____ |
| State Wh: _____ | _____ | _____ | _____ | _____ |
| Soc Sec Wh: _____ | _____ | _____ | _____ | _____ |
| Medicare Wh: _____ | _____ | _____ | _____ | _____ |
| Retire Wh: _____ | _____ | _____ | _____ | _____ |
| Disply Addl | _____ | _____ | _____ | _____ | _____ |
| Deductions | _____ | _____ | _____ | _____ | _____ |
| Save      Cancel |
=====

```

☐ Add    ☐ Edit    ☐ Delete    Exit    View History    Print List

Name: \_\_\_\_\_    Lookup    Chg Ded/Benft Amt    Print Screen  
Fd/Pay#: \_\_\_\_\_/\_\_\_\_\_

## ADD

This routine allows user to add new payroll records. This is started by selecting the "Add" option or pressing F1. The following is entered:

Fund#: The fund this employee works in. The fund code must have been previously set up.  
note: from this field ESC key cancels the "Add" option.

Pay#: Any number you may want to assign to this employee. Checks and some reports will print in fund/payroll# order. The Fund/Pay# must be unique for each record.

SS#: The soc sec no previous set up in employee information. If not known click on the "Lookup" command (or press F8) and a list of employee info records will display- double-click on the soc sec# desired and it will be inserted on the Payroll Info screen. When pressing Tab from the SS# field the employee name will be displayed.

Status: "A" if an active employee, "I" if inactive, "T" if terminated, "L" for on-leave.  
Note: this is a required entry.

Dir Dep: If the pay record being generated from this record is being direct deposited, enter "Y". "N" or blank means no.

R/T-1: If direct deposit is 'Y' enter the routing number for the first bank acct.

Acct#1/Cmnt: If direct deposit is 'Y' enter the bank acct number for the first bank acct. If direct deposit is 'N' then this field can be used for misc comments.

Type-1: If direct deposit is 'Y' enter S if the acct is a savings acct. Blank = chking.

R/T-2: If a second bank is to be drafted enter the routing number.

Acct#2/Cmnt: If a second bank is to be drafted enter the bank acct number. If direct deposit is 'N' then this field can be used for misc comments.

Type-2: If a second bank is to be drafted enter 'S' if the acct is a savings acct.

Amt: If the second bank acct is being used you **must** enter an amount to be drafted.

2020 W-4: A new W-4 effective 2020 is now available. If this employee has filled out that form check this box. Do not check if still using the 2019 (and before) form.

Marital St: "M" if married, "S" if single, "H" if head of household (fed wh only)

#Deps: No. of dependents an employee is claiming on W4 form. Depending on a Setup Parameter setting, a second "#Deps" field is used for state wh only. If the state field is enabled, the first #Deps field is for fed wh and the second for state wh. If not enabled the first #Deps is for both fed and state wh. Enter 99 if no wh is desired.

Fed-St Txbl: "Y" if employee is subject to federal/state tax; "N" for contract employee. If "N" this record will not be on any govt report.

FICA Txbl: "Y" if employee is subject to soc sec and medicare wh, "N" if exempt, or "M" if medicare only.

Prt Units: On each employee information screen are vacation and sick units available. If this info should not print on this employee's pay stub, enter "N".

Unemp Ins: "Y" if employee is subject to unemployment insurance or "N" if not. If "N" this record will not be on the unemployment report.

Fed Addon: Any add'l fed wh to be withheld. .20 or less is used as a % of gross pay

St. Addon: Any add'l state wh to be withheld. .20 or less is used as % of gross pay

Pay Freq: Frequency in which this employee is paid (ex: 24-semimonthly, 26-biweekly)

## RETIREMENT:

Class: User defined: examples could be "1" for City plan, "2" for police, or "3" fire.

Code: "1" if active, "2" if inactive. "0" if no retirement.

Ded Code: The deduction code that represents the retirement calculation. "0" if no retirement. User may press F8 to perform a deduction code lookup.

PC: The payroll period (1-5 or 0) that retirement is being withheld. "0" indicates retirement is to be withheld every payroll period. 1=1st payroll of month, etc

Amount: Enter the retirement deduction amount if fixed; enter zero if it is a percent.

## PAY:

Tp(1-4): the pay type where "S" is for salary, "X" for salary not subject to retirement, "H" for hourly rate, "U" for hourly rate not subject to retirement.

Dept(1-4): The dept no this employee works in that was previously set up in the dept code file. User may press F8 to perform a lookup.

Rate(1-4): The salary or hourly rate for this dept.

Fringe: If employee received any fringe benefit compensation which should print on the W2 form, enter the amount.

## DEDUCTIONS:

Codes: The deduction code number that represents a deduction from gross pay. The Retirement code should be entered above (use F8 for lookup). There are fields for 13 deduction codes. To access 7 more select "**Disply Add'l Deductions**".

Period Code: The payroll period this deduction is withheld (1-5). Enter 0 for all periods.

Amount: The deduct amount per pay period. If a percent deduction leave as zero or blank.

YTD: The year-to-date amount withheld for this deduction.

## BENEFITS:

Codes: The benefit code no. that represents a benefit this employee receives. User may press F8 to perform a benefit code lookup.

Period Code: The payroll period this benefit is paid (1-5). Enter 0 for all periods.

Amount:           The benefit amount per pay period. If a percentage benefit leave as zero.  
YTD:             The year-to-date amount paid for this benefit.

#### **EARNINGS/WH:**

Earnings/Wh: The earnings and withholding amounts for each quarter. The year to date amounts calculate automatically. For some employees the four earnings figures will be the same. On others the earnings will be different depending upon the type of deductions an employee has (pre-taxed, after-taxed, cafeteria plans, etc)

After all data has been entered user should select "Save" (user may press F12 to move to "Save") to write the employee record to disk. Selecting "Cancel" voids the entry.

#### **EDIT**

This routine is used to make a change to a payroll information record. Before editing a record the payroll info record must be displayed. This is done by either typing the name or indexing the fund/payroll number followed by the Enter key. If the exact name or number is not known user may select the Lookup command (or press F8) from the name or fund/payroll number fields to perform a lookup. User may then select the record to edit.

After the payroll record to be edited is displayed user must select the "Edit" option or press F2. User then may TAB or point and click to the correct field and make the needed change.

**WARNING: if the fund# is changed you will move all existing earnings and history that was in old fund to the new fund. If you want all earnings and history to stay with the old fund#, then 'add' a new payroll info record instead of editing an existing record.** After the edit is finished, user may select "Save" (or press F12 to move to "Save"). Note: when saving and the fund# or pay# is changed a warning screen will display and user must confirm the change. Once "Save" is executed the program will write the changed record to disk. Selecting "Cancel" voids the edit.

#### **DELETE**

This routine is used to delete an payroll info record. Before deleting a record the payroll info record must be displayed. This is done by either typing the name or indexing the fund/payroll number followed by the ENTER key. If the exact name or number is not known user may select the Lookup command (or press F8) from the name or fund/payroll number fields to perform a lookup. User may then select the record to delete.

After the employee to be deleted is displayed user must select the "Delete" option or press F3. User then sees a confirmation screen. Selecting "OK" confirms the delete while "Cancel" voids the delete.

#### **VIEW HISTORY**

This program allows user to view a list of payroll history records. This command is enabled after user has a valid Payroll Information record on the screen. After selecting this command all history records will display for the employee displayed. After the history displays user may change the following: (note: 'flagged' deduction totals are shown at the end)

Beg/End Date: user may change the dates to display a different range of dates and then click on "Re-display" to redisplay records for the new date range.

Display Txble

Earn:           if taxable earnings should display check this box and click on "Re-display".

Disp Deducts   "Other" deductions are normally displayed as a total. If you would prefer those in Detail:   deductions to display in detail check this box and click on "Re-display".

Print Screen: user may print the history records to paper by selecting this command.

Exit:           this command returns to the Payroll Info screen.

#### **PRINT LIST (OF PAYROLL INFO RECORDS)**

This program allows user to print a list of payroll records. The following questions are displayed:

Print Seq:       selection "Alphabetic" to print the list in alphabetic order or "Payroll No" to print in fund/payroll number order.

Beg/End:        if printing just a range of employees enter the beginning and ending name or payroll numbers.

Which Format: to print a "short" list of payroll info records select "Abbrev Format", or to print a complete payroll info record select "Full Format". To print a payroll worksheet select "Worksheet".

Which Status: if user wants to include only payroll info records with a given status, click on the option desired (ex: Active Only). If all records should be included regardless of status then leave the option as "All".

Incl Soc Sec#: if the soc sec no should be included on the 'Abbrev' or 'Full' formats then check this box. When the box is unchecked the soc sec no will not be included on the reports. This question is not applicable to the Worksheet.

Dir Dep Only: if user wants to print only direct deposit employees, enter Y.

Dept#: if user wants to print a list for a given dept, enter the number. Leave dept blank or zero to include all departments.

Deduct/Benft: if user wants to include only those with a given deduct or benft code, enter the code. Leave code blank or zero to include all deductions and benefits.

FICA Status: if user wants to include only employees with a given FICA status (ex: Medicare Txbl Only) mark the status desired. Leave as "All" for everyone.

Print to Screen: this option is applicable only to the "Abbrev Format" report option. Checking this box will display the report to the screen instead of the printer. Leave unchecked to print to paper.

Print to csv File: applicable to the 'Abbrev' format only. Checking this box allows user to create a "csv" formatted file which can be merged into a spreadsheet program like Excel.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that is chosen initially has been entered in the Setup program under Printers.

After answering the above questions user must select "Print" to begin or "Exit" to exit from the program. If "Print" is selected and a csv file is being created then a screen will display for user to indicate the file name. A default name will display but can be changed.

### **CHG DEDUCT/BENFT AMT**

This program allows user to automatically change the value for a fixed-amount deduction or benefit code. This is handy should a deduction or benefit amount be changing and most or all employees have the same amount. Upon choosing the command the following screen displays:

Deduct/Benft Cd: enter the deduction or benefit code being changed. The code entered must have a type code of "A". Codes based upon a percentage are not allowed.

New Amount: enter the new amount to be stored for the deduction or benefit code.

Incl Term Emps: click on "Yes" or "No" to include or not include Payroll Info records with a status of "T".

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that is chosen initially has been entered in the Setup program under Printers.

After answering the above questions user must select "Begin" to begin or "Exit" to exit from the program. Upon beginning user will be prompted to click on "OK" to confirm the operation. Then the program will print a report showing a list of employees changed.

### **PRINT SCREEN**

This command allows user to print the contents of the payroll information screen. After selecting the user must choose "OK" to confirm. "Cancel" exits without printing. Caution should be used in using this routine in that the entire contents including background is printed which can use a lot of ink.

### **EXIT**

This command exits from the program.

## SECTION 6

### Run Payroll

This program is used to add, change, delete, and print pay entries. These entries do not update any YTD amounts - it just creates records that will later print checks/notices and reports and update into permanent records. Therefore user can start this process over if a major mistake is made. Note however depending a question in Setup pay amounts, dept#s, martial status, etc changes may be updated on to the Payroll Information screens as Paycheck input is made. When selecting the Run Payroll program from the Main Menu the choices are:

Enter Pay Records  
Print Pay List

#### ENTER PAY RECORDS

This routine allows the user to load information needed to calculate taxes and enter and edit paycheck entries. If upon selecting this option, an year-end "alert" displays, the program is warning user that a payroll is being run in January but there are earnings in quarters 2, 3, or 4. This may be due to you starting a new year without doing the year-end close-out. If so you should exit from payroll input and perform the year-end close.

After selecting this routine the following screen appears:

```
===Pay Input Setup=====
|
|   Delete All Pay Records to Begin a New Payroll? _ (Y/N)
|
|           Pay Period Code:_ (1-5)
|   Include Which Pay Frequency:_ (0=all or 12, 24, 26, 52)
|   Withhold Retirement This Run:_ Y/N
|
|   Override Employee Pay Frequency?:_ Y/N
|           What Pay Frequency:_ 1-99; 1-Annual, 4-Qtrly
|           Include Fed/State Addons in Taxes?__
|
|           Proceed      Exit
|
=====
```

Since records from last payroll are still in the system the program needs to know whether they should be deleted. Enter "Y" to delete. **(If continuing from a payroll previously started and not yet updated, enter "N")**. Then the program asks for the period code. User should enter the pay period number for the month where "1" would be entered if it is the first payroll of the month or "2" if the second, etc. The purpose of the period code is to determine which deductions should be withheld today. Next the pay frequency is entered. If user wants to pay all employees regardless of their frequency, then "0" should be entered. If only paying biweekly employees then 26 should be entered (12=monthly, 24=semi-monthly, etc). Then enter "N" if no retirement should be withheld on this run although normally this should be left as "Y". Finally user may choose to override each employee's normal pay frequency. This is handy should you be doing a Christmas Bonus or Longevity run and you want to compute the fed/state tax at a different frequency than normal. If user enters "Y" then a value 1-99 may be entered to indicate which frequency is to be used (ex: 4=quarterly). When overriding the pay frequency user is also allowed to declare whether any employee's federal and state addons should be included in the tax calculations. Leaving the box unchecked means No.

After answering the above questions user should select "Proceed" to continue or "Exit" to exit from the program. If "Proceed" is selected the program checks to make sure that existing records in the pay file have been updated. **If any are found the delete operation is stopped. THIS IS POTENTIALLY A BIG DEAL SINCE THIS CAN RESULT IN EMPLOYEE EARNINGS NOT BEING CORRECT.** User should exit and print a Pay List to see which records are not updated or call GFC Data for assistance. If the Pay Run is just a "test" run or user is starting a payroll over there a checkbox titled "Allow Pay File to be Removed" that can be checked to eventually allow the file to be deleted.

Then the following screen displays:

```

=====Enter Pay Records=====
|
|      Emp Payroll Status:_____      Ret: CL CD DED
| Updated:_____ Printed:_____ Form:_____ Ck/Ref#:_____ Ck Date:_____ Fed/St:_____ FICA:_____
| Pay Freq:_____ #Dep:_____ Mar St:_____ M/S Dir Dep:_____ Fed Add:_____ St Add:_____
|-----Pay-----
| Cat Tp Dept Pay Rate Dept Name Reg Hrs OR OT Hrs Gross Pay
| 1 _____
| 2 _____
| 3 _____
| 4 _____
| 5 _____
| 6 _____
| Page-Dn goes to deducts Fed/St Soc Sec Medicare _____ Total _____
| Taxable Earnings:_____ Total Gross:_____
|-----Deductions-----
| Code Pc Amount Description | Code Pc Amount Description | Code Pc Amount Description
| _____
| _____
| _____
| _____
| _____
| Page-Dn goes to "Calculate Taxes"
| Fed Wh State Wh Soc Sec Wh Medcr Wh Retire Wh Other Deds
| _____ <<Calculate Taxes Net Pay:_____
| Sick Units Used:_____ Vac Units Used:_____ Pers Lv Units Used:_____ Comp Used:_____
| Remarks: _____
| Save Cancel
=====

```

o Add o Edit o Delete View History Print Screen Chg Dir Dep Help Exit

Name:\_\_\_\_\_ Next Back1 Lookup Auto-Pay Print List  
Fund#:\_\_\_\_\_ Pay#:\_\_\_\_\_ Rec#:\_\_\_\_\_ Per Cd:1 Pay Frq:0 Wh Ret:Y Addons:Y

## Add

This routine is used to add pay entries. One pay record is added as follows:

1. Employee to be paid is accessed by name or fund/pay number followed by the Enter key. Optionally user may type a partial name or enter an approximate fund/pay# and enter select **Lookup** command (or F8 key) to display a list. Then user clicks on the record desired so as to display the information for that employee. If a pay record has "flagged" deductions a message will display.

2. User selects the "Add" option or presses F1-Add. If this employee is already been paid a confirmation message will display. To pay this employee a second time, should select "OK" on the confirmation screen or "Cancel" to cancel the second entry. Then the employee's payroll information is displayed. If static info such as marital status, number of dependents, tax addons, etc need to be changed, user may select those fields and change any of these items. Changing any of the static items also changes the payroll master info screen.

## PAY

3. If employee is salary and there are no changes user may click on "Calculate Taxes" command (F10 and Page-Dn keys will go to deduction section). User may enter as many lines of pay as needed before selecting "Calculate Taxes" to complete the pay section. "Cancel" may be used at any time to void this entry. NOTE: if user changes the pay type, dept number, or rate of pay on the first four lines then the employee's permanent payroll information record **may** be changed. Therefore if employee should receive temporary extra pay (such as a bonus), it is best to input the extra amount on lines 5 or 6 since these lines will never affect the permanent record. If employee should not receive normal salary amount on this pay record only then user may depress **F2** to ignore salary amounts and enter the amount of pay on line 5 or 6 (caution: do not change the salary amounts on lines 1-4 to zero or the amounts may be changed permanently to zero).

If employee is hourly then user may enter hours in the REG HRS column. If employee is also receiving overtime then user should enter an entry in the OR (overtime rate) where 1=half time, 2=straight time, 3=time and a half, and 4=double time (the default is 3). Then the overtime hours would be entered. User may enter as many lines of hours as needed before selecting "Calculate Taxes" (or F10 or PAGE-DN keys) to complete the pay section. "Cancel" may be selected at any time to void this entry.

Regardless of whether the employee is hourly or salary, user may also change the "Cat"egory column

where R=Regular Pay, V=Vacation Pay, S=Sick Pay, C=Comp Pay, P=Personal Leave Pay, A=Allowance, B=Birthday Pay, E=Extra Duty Pay, H=Holiday Pay, I=Insurance Supplement, M=Reimbursement, N=Bonus Pay, and Z=Hazard Pay. The "Typ" column is the type of pay where S=salary, H=hourly, X=salary but not subject to retirement, and U=hourly but not subject to retirement. User may enter up to six pay lines before ultimately selecting "Calculate Taxes" (or F10 or PAGE-DN keys) to complete the gross pay section. "Cancel" may be selected at any time to void this entry.

#### **DEDUCTIONS**

4. User may access the deductions by pressing F10 or PAGE-DN from the pay section or by clicking on any of the deduction fields. User may change any of these amounts or may enter additional deduction codes if needed but the permanent payroll information screen will not be changed. If user wants recurring deductions to be ignored this payroll only, press F2 from the first deduction code field. After all deductions are entered user selects "Calculate Taxes" (or F10 or PAGE-DN keys). "Cancel" may be selected at any time to void this entry.

#### **TAXES**

5. When user selects the "Calculate Taxes" command taxes, percent deductions, and net pay are computed. Normally tax amounts are not changed but user may change if needed. After all taxes are correct user should select "Save" to finish the entry or may move to the 'units used'. NOTE: if after the taxes are calculated user accesses any field that could change taxes (pay rates, addons, #dep, etc) the "Save" command becomes disabled and user must re-calculate the taxes which will re-enable the "Save" command.

#### **UNITS USED**

6. Entries in the 'units used' fields will subtract from the "available" units on the Employee Info screen. After entering these values user may select "Save" to finish the pay entry.

#### **REMARKS**

7. User may enter remarks in this field. This doesn't print on check but is stored in History.  
8. Go to step 1 for next employee.

#### **Edit**

This routine allows user to make any changes to a pay record already added. The record to be edited must be displayed first. To get the correct record displayed user may enter emp name and press Enter or user may enter a partial name and select the **Lookup** command (or F8 key) to display a list. Then user may select the record needed (in the list an "#" next to name indicates an employee has a pay record). **NOTE:** to access a 2nd pay record for an employee enter Fund/Pay#/Rec# followed by the Enter key (note: 2<sup>nd</sup> record will have a rec# of 1 and a third one will have 2). Once the correct record has been displayed user may select the "Edit" option or F2. User may depress TAB to move from field to field or may point and click on the field desired. After all changes have been made "Save" should be selected to save the changes. "Cancel" may be used to void the changes.

#### **Delete**

This routine allows user to delete a pay record already added. The record to be deleted must be displayed first. To get the correct record displayed user may enter emp name and press Enter. Or user may enter a partial name and select the **Lookup** command (or F8 key) to display a list. Then user may select the pay record needed (in the Lookup list an "#" next to name indicates an employee has a pay record). **NOTE:** to access a 2nd pay record for an employee enter Fund/Pay#/Rec# followed by the Enter key (note: 2<sup>nd</sup> record will have a rec# of 1 and a third one will have 2). Once the record to be deleted has been displayed user may select the "Delete" option or press F3. A warning screen then displays. User must select "OK" to confirm the delete or "Cancel" to cancel the delete.

#### **Auto Pay**

This routine allows user to automatically pay all or part of your salary employees. Any employee who has only "H" or "U" pay types are skipped. Those with "S" or "X" pay types are processed and all deductions are calculated just as if the employee had been brought up to the screen and processed. After selecting this command user must select "OK" on the confirmation screen or "Cancel" to cancel the routine. Hourly employees are then inputted manually.

### **Print List** (of Pay Records)

Once all pay records have been entered it is important that user print a list to check. This list may be a list of employees being paid or a list of employees not being paid. If there is any question as to whether a pay record has been printed and/or updated, the paid list will show the status of each check as well as whether it is a direct deposit record. After selecting the command the following questions must be answered:

- #Line Adv: user may specify the number of lines to advance between each pay record line on the report with the default being "1". When using "1" the report may be relatively hard to read so changing the value to "2" or "3" may help.
- List Type: if the list should include those who have a pay record "Paid". If the list should only include those not paid click on "Unpaid".
- Prt Unts/Taxble: if you want to include on the list any "units used" or taxable earnings, select "Yes". If you do not want units/taxable earnings to print making the list shorter, select "No".
- Beg/End Fd/Pay#: if the list should only print a range of employees enter a beg and end fund/payroll number. Otherwise leave as displayed.
- Check Depts: this box is enabled and checked only if the current Pay file is being printed and if the "Check Depts" box is checked on the Setup - System Parameter screen. When this box is checked the program will compare the dept#s and pay rates on each pay record and compare with the same info on the Payroll Information screen. A warning will display if there is a difference and "#" will print next to any employee's name that has a difference. This is handy if should you want to know if any dept or pay rates were changed during the pay process. This routine would only be meaningful if the Payroll Information screen is not being updated with Pay record changes (per a setting on the Setup-System Parameter screen).
- Print Sequence: the Pay List (or Unpaid List) may be printed in either Fund/Pay# order or Name order with the default being Fund/Pay# order. Name order may be better if you are checking time sheets that are in alphabetic order.
- Print to Screen: checking this box will send the report to the screen instead of the printer.
- Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that is chosen initially has been entered in the Setup program under Printers.

After answering the above questions user must select "Print" to begin or "Exit" to exit from the program.

### **View History**

Allows user to view history for the displayed employee. This is the same program found on the Payroll Information and History screens. See section 5 or 12 for a detail explanation.

### **Chg Dir Dep**

If this pay run includes employees that are on direct deposit but you want to print checks instead(ex: a Christmas bonus) then the direct deposit flag within each pay record needs to be changed to 'N'. This program does this automatically (note: if a pay record is already updated it is not changed). Optionally individual pay records can be edited one at a time. Whichever method is used to change the flag to "N", be sure and print and check the pay list to confirm the flag is "N".

### **Print Pay List**

This program duplicates the "Print List" within the "Enter Payroll Records" program. See instructions above for more information. This list has been provided outside the above program should user need to print another list but not need to actually add or edit any pay records.

## SECTION 7

### Checks-Notices/Reports/Update Files

This program provides routines to print checks, pay notices, and print supporting reports. This program also contains the routine needed to update the Payroll files. When selecting the "Print Checks-Notices/Reports/Update Files" program from the Main Menu another menu displays with the following options:

Employee Checks	Dir Dep Pay Notices	Deduction Checks	Totals	Registers	Deduction Rept	Dept Rept	Benefits
Build Direct Depst(ACH) File	Update Payroll Files	Build Bdgt Auto-Transfer File	Create Reconciliation File	Exit			

Load or Delete 'Saved' Pay File

#### EMPLOYEE CHECKS

The purpose of this routine is to print the pay records created in Run Payroll to actual checks. There are several check formats which should already be defined in the Setup program under System Parameters. After selecting this routine the following screen appears:

```

===Print Employee Checks=====
|                               |
|      Fund#: 1-99             |
|      Beg Fund/Pay/Rec#:____/____/____ |
|      End Fund/Pay/Rec#:____/____/____ |
|      Check Date:_____ |
|      Beg Date:_____ |
|      End Date:_____ |
|      Beg Check #:_____ |
|      Optional Fund Name:_____ |
|      Fiscal Year:_____ |
| Message to Print on Ck Stub:_____ |
|                               |
| Include Checks Already Printed?:_ "N" unless checks are being reprinted |
| Include Direct Deposit Entries:_ "N" means direct dep will be skipped |
|                               |
|      Print      Exit      |
|      Printer Selection:   |
|      #1      #2      #3      #4 |
|                               |
=====
  
```

User should enter the following:

- Fund#: if user has previously defined that checks are printed by fund, then the system will ask for a fund number. Entering a number here has the effect of printing employee checks for a single fund.
- Beg/End#: User may enter a beg/end fund/pay/rec no. if only a range of checks should be printed. The rec# is applicable only when an emp has multiple checks and only one should be printed.
- Check Date: enter the date that should appear on the check. If no previous date has been entered then the current date will default.
- Beg/End Date: enter the date that this pay period began.
- Beg Check#: enter the number of the first check to be printed. Depending upon a setting in the Setup file (under System Parameters), the begin check# may be displayed automatically.
- Fund Name: some check formats can print the fund name on the check. This value can be filled in automatically by the program if user has entered each fund's check name in the fund code file and has entered "Y" in the Setup file (under Sys Parameters) to print fund names on checks. User may type in the name if desired.
- Fiscal Year: This can be filled in automatically from a Setup setting. Leave blank if not desired.
- Message-Stub: enter a message, if needed, which will print on the check stub (up to 80 characters).
- Incl Cks...: if re-printing check(s) user must enter "Y" since the system will not print a check that has already been printed.
- Incl Dir Dep: if you have some employees under direct deposit then you may include or exclude those records from having a voided check print (the response is determined by a Setup question)
- Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that displays initially has been entered in the Setup program under Printers.

After all the above questions have been answered and checks loaded and aligned user should select "Print" to begin or "Exit" to cancel. If direct deposit records are being included a voided check will print.

## DIRECT DEPOSIT PAY NOTICES

This program is only available if a question in Setup is answered to where check writing skips over direct deposit pay. Therefore the purpose of this routine is to print the direct deposit pay records to paper to serve as the employee's record. After selecting this routine the following screen appears:

```
==Print Direct Deposit Pay Notices=====
|                                     |
|      Fund#: 1-99                  |
|      Beg Fund/Pay/Rec#: ____/____/____ |
|      End Fund/Pay/Rec#: ____/____/____ |
|      Notice Date: _____ |
|      Beg Date: _____ |
|      End Date: _____ |
|      Beg Refr #: _____ |
|      Fund Name: _____ |
|      Fiscal Year: _____ |
|      Message to Print on Notices: _____ |
|Skip printing secondary bank accts: _____ |
|      Include Notices Already Printed?: "N" unless notices are being reprinted |
|                                     |
|      Print      Exit |
|      Printer Selection: |
|      #1      #2      #3      #4 |
|                                     |
=====
```

User should enter the following:

Fund#: if user has defined that notices are printed by fund, then the system will ask for a fund#. Entering a number here has the effect of printing notices for a single fund.

Beg/End#: User may enter a beg/end fund/pay/rec no. if only a range of notices should be printed. The rec# is applicable when an emp has multiple notices and only one should be printed.

Notice Date: enter the date that should appear on the notice. If no previous date has been entered then the current date will default.

Beg/End Date: enter the date that this pay period began.

Beg Refr#: enter the number of the first notice to be printed. Depending upon a setting in the Setup file (under System Parameters), the begin refr# may be displayed automatically.

Fund Name: This value can be filled in automatically by the program if user has entered each fund's check name in the fund code file. User may change name if desired.

Fiscal Year: This can be filled in automatically from a Setup setting. Leave blank if not desired.

Message-Notice: enter a message, if needed, which will print on the pay notice (up to 80 characters).

Skip Second Bk: Check this box if any secondary bank accts should **not** be printed on the pay notice.

Incl Notices.. if re-printing notices user must enter "Y" since the system will not print a notice that has already been printed.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that displays initially has been entered entered in the Setup program under Printers.

After all the above questions have been answered user should select "Print" to begin or "Exit" to cancel.

## DEDUCTION CHECKS

The purpose of this routine is to print the checks for the deductions being withheld from the payroll checks. These checks will include only the deductions - not any matching benefits paid by the employer. The matching amounts should be written on expense checks using the budgetary software. This program prints checks for only those deductions who have a deduction name/address record set up or those that are set up as an "other deduction" code on a deduction name/address record (see section 15). After selecting this routine the following screen appears.

```
==Print Deduction Checks=====
|                                     |
|      Fund#: 1-99                  |
|      Beg Fund/Pay/Rec#: ____/____/____ |
|      End Fund/Pay/Rec#: ____/____/____ |
|      Chk Date: _____ |
|      Beg Date: _____ |
|      End Date: _____ |
|      Beg Chk #: _____ |
|      Optional Fund Name: _____ |
|                                     |
|      Beg Ded Code: _____ |
|      End Ded Code: _____ |
|                                     |
|      Print      Exit |
|      Printer Selection: |
|      #1      #2      #3      #4 |
|                                     |
=====
```

User should enter the following:

Fund#: if user has previously defined that checks are printed by fund, then the system will ask for a fund number. Entering a number here has the effect of printing deductions checks for a single fund.

Beg/End#: user may enter a beg/end fund/pay/rec# if the deduction cks should be for just a range of pay records. The rec# is applicable only if user is trying to limit the range to a single pay record when an employee has multiple pay records.

Chk Date: enter the date that should appear on the check. If no date has been previously entered the current date will default.

Beg/End Date: enter the date that this pay period began and ended.

Beg Check#: enter the number of the first check to be printed. Depending upon a setting in the Setup file (under System Parameter), the beg check# may display automatically.

Fund Name: some check formats can print the fund name on the check. This value can be filled in automatically by the program if user has entered each fund's check name in the fund code file and has entered "Y" in the Setup file to print fund names on checks. Optionally user can type in the name if desired.

Beg/End Ded: if needing to print only a range of deduction checks, user may enter a beg/end deduction code.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number chosen initially has been entered in the Setup program under Printers.

After all the above questions have been answered and checks loaded and aligned user must depress select "Print" to begin or "Exit" to cancel.

## TOTALS

The purpose of this routine is to print totals for the pay records just printed (although this report can also be printed before cks/notices are printed). These totals include earnings by department number and withholdings by deduction code. After selecting this routine the following screen appears:

```

=====
|      Paid Thru Date: _____      |
|                                     |
|      Fund#: 1-99                    |
|      Beg Fund/Pay#: ____/____      |
|      End Fund/Pay#: ____/____      |
|                                     |
|      ___Print to Screen              |
|                                     |
|      Print      Exit                |
|                                     |
|      Printer Selection:              |
|      #1      #2      #3      #4      |
|                                     |
=====

```

User should enter the following:

Paid Thru: this is the date this payroll is thru. If user has just printed chks/notices the date from that routine should default. If no date has been previously entered then the current date should default.

Fund#: if user has previously defined that checks/notices are printed by fund, then system will ask for a fund number. Entering a number here has the effect of printing totals for only a single fund.

Beg/End#: if not printing checks/notices by fund, then user may enter a beg/end payroll number. The totals printed will be for whatever range user enters.

Print Screen: check this box if the report should be displayed instead of printed to paper.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that is chosen initially has been entered in the Setup program under Printers.

After all the above questions have been answered user should select "Print" to begin or "Exit" to cancel.

## REGISTERS

The purpose of this routine is to print a register of all checks (and notices) printed. This register can either be in an Abbreviated or Full format. Alternatively user may print a Reconciliation register which will build a file which can be later merged into a Reconciliation program. After selecting this routine the following screen appears:

```

=====Registers=====
| Register Type: |
| o Abbreviated  oFull    oBoth    oReconciliation |
| |
| Paid Thru Date:_____ |
| |
| Fund#: 1-99 |
| Beg Fund/Pay#:____/____ |
| End Fund/Pay#:____/____ |
| |
| Include: |
| oChecks   oPay Notices   oBoth |
| |
| _____ Print to Screen |
| |
| Print      Exit |
| |
| Printer Selection: |
| #1      #2      #3      #4 |
| |
=====

```

User should enter the following:

- Reg Type: select "Abbreviated" to print a one-line register (note: if not printing by fund then this option also builds the reconciliation file) or "Full" to print a register showing all info for each pay record, "Both" to print both, or "Reconciliation" to print an abbreviated register for all checks and at the same time build the file for reconciliation purposes (note: if not printing by fund this option is inactive since its function would be done by the "Abbreviated" option).
- Paid Thru: this is the date this payroll is thru. If user has just printed checks/notices then the date from that routine should default. If no date has been previously entered then the current date should default.
- Fund#: if user has previously defined that pay records are printed by fund, then the system will ask for a fund number. Entering a number here has the effect of printing a register for only a single fund.
- Beg/End#: if not printing pay records by fund, then user may enter a beg/end payroll number. The register that prints will be for only the range entered.
- Include: Select which pay type to include on the Register.
- Print to Screen: Applicable only to the Abbreviated and Recon options. Checking this box causes the report to display to the screen instead of printing to the printer.
- Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that is chosen initially has been entered in the Setup program under Printers.

After all the above questions have been answered user should select "Print" to begin or "Exit" to cancel.

## DEDUCTION REPORT

The purpose of the deduction report is to show for each deduction which employees had that deduction withheld and how much. The Totals report prints the total for each deduction code but does not show who had the deduction withheld. This report would supplement that report should you need to know that information. After selecting this option the following screen will display:

```

=====Deduction Report=====
| Fund#: (1-99 or blank for all funds) |
| Beg Fund/Pay#:____/____ |
| End Fund/Pay#:____/____ |
| |
| Print Each Deduction on New Page: Y/N |
| |
| Beg Ded Code:_____ |
| End Ded Code:_____ |
| |
| Include Soc Sec No:_____ |
| |
| Print to Screen:_____ |
| |
| Print      Exit |
| |
| Printer Selection: |
| #1      #2      #3      #4 |
| |
=====

```

User should enter the following:

Fund#: if user has previously defined that checks (or notices) are printed by fund, then system will ask for a fund number. Entering a number here has the effect of choosing employees for a single fund.

Beg/End Pay#: if the deduction report should only include the deductions for a certain range of employees, enter the beg/end fund/payroll numbers.

Prnt New Page: if each deduction should be on a different page, enter "Y".

Beg/End Ded: if the deduction report should only include certain deduction codes, enter the beg/end codes.

Incl Soc Sec#: uncheck this box if the soc sec number should not be included on the report.

Print to Screen: checking this box causes the report to display to the screen instead of printing to the printer.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that is chosen initially has been entered in the Setup program under Printers.

After all the above questions have been answered user should select "Print" to begin or "Exit" to cancel.

## DEPARTMENT REPORT

The purpose of the dept report is to show for each dept the breakout of taxes, hours, regular pay, and overtime pay. The Totals report prints the total earnings, hours, and taxes for each department and can be prorated if any employee is paid from more than one dept. This report would potentially supplement the Totals report. After selecting this routine the following screen will display:

```
==Department Report=====
|                               |
|      o Summary   o Detail    |
|      Fund#:____ (Blank = all) |
|      _Prorate Amounts by Dept |
|                               |
|      _Print to Screen         |
|                               |
|      Print      Exit         |
|                               |
|      Printer Selection:       |
|      #1      #2      #3      #4 |
|                               |
|=====|
```

User should enter the following:

Which Format: choose "Summary" to print totals by dept or "Detail" to include each employee's amts.

Fund: to print dept totals for only a given fund, enter the fund#. Blank includes all funds.

Prorate Dept: check this box if any employees are paid from more than one dept (on one pay record) and you want to prorate amounts (earnings, hours, taxes) by dept. Otherwise all amounts will be shown under the first dept. If the "Detail" format is chosen prorating is required.

Prt to Screen: check this box to display report to the screen instead of printing to paper.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that displays initially has been entered in the Setup program under Printers.

After all the above questions have been answered user should select "Print" to begin or "Exit" to cancel.

## BENEFITS

When choosing this menu choice three sub-menu options display. These are the same options available by choosing the "Benefits Routines" option from the Main Menu. These options are available in two areas for the convenience of the operator. See Section 8 for detail instruction on these options.

## BUILD DIRECT DEPST ACH FILE

This program allows user to build an ACH file to pay employees through direct deposit. This is the same as the program explained in Section 10.

## UPDATE PAYROLL FILES

The purpose of this routine is to update the pay records into the employee's files including the Payroll Information, History, Employee Information, and Check Input files. As a by-product the system prints a register printing Y or N under four columns titled P, H, E, C which represents the four files. The update should only be run after confirming all checks/notices and reports are correct. You may want to wait a day or two before running this program so as to be sure all pay is correct. After selecting this routine the following screen displays (note if using Benefits and they were calculated before checks/notices were printed, a warning screen will display in which case user should exit and calculate the benefits again). The following screen displays:

```

=====Update Files=====
|      Date of this Payroll:_____ |
|      Qtr#: 1-4                    |
|      Save the Pay file being updated?_ |
|      Update Deduction Checks into History:_ |
|      Begin Update      Exit          |
|      Printer Selection: |
|      #1      #2      #3      #4      |
=====

```

User should enter the following:

Payroll Date: this is the date of this payroll. If user has just printed checks/notices then the date from that routine should default. If no date has been previously entered then the current current date should default.

Qtr#: the quarter number is calculated from the paid thru date just entered. For example if the month is 1 thru 3 the quarter is assumed to be "1". If the month is 4 thru 6 then the quarter is assumed to be "2". However user may change the quarter# if needed although if entered incorrectly it will result in the wrong quarter's earnings being updated on the Payroll Info screen.

Save Pay File: depending upon how a question in Setup/System Parameters has been answered, the program will have this box checked or unchecked. When unchecked the program will not save the current pay file. When checked a field is available for user to enter a name that the current pay file will saved under. Initially the payroll date will be the name but user may select on the field and change (note: the file name must be six numbers and/or letters). The saved file is named "PAYCK-XXXXXX.dat" where "X's" are the six character name entered by the user. For example if the file name is 022824 the pay file is stored as the name "PAYCK-022824.dat" ('-2' is added to the end if a duplicate file name). This file can later be loaded using a command on the Check/Pay Notices screen in order to be able to re-print past checks, pay notices, or reports.

Update Deduction Checks into History: depending upon how a question in Setup/System Parameters has been answered, the program will display this box as enabled or disabled. When enabled and checked the program will move deduction checks (printed in payroll) to the history file. NOTE: in order for the deduction checks to move to history a unique pay# must have been previously placed on each Deduction Name/Address record.

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number that displays initially has been entered in the Setup program under Printers.

After all the above questions have been answered user should select "Print" to begin or "Exit" to cancel. A screen displays for user to confirm that the update should begin. Click on "OK" to proceed. Note the History records are updated first and if the history is not updated due to a duplicate date/ref#, the rest of the records are also skipped in which case a warning is displayed at the end of the update and "N" will print in the four file columns.

## BUILD AUTO TSFR FILE

This program provides user with the ability to create (build) the interface file that another program uses to update the Budget software. This program uses dept earnings totals and/or dept benefit and deduction totals to create a file (PRTotals.txt) which is then used to post to GFC's Budget Acctg program's AP and/or Detail Records files. This is the same program as explained in Section 9. See that section for more info.

## CREATE RECONCILIATION FILE

This program provides user with the ability to create (build) a reconciliation file with pay records to send to your reconcile program. This is the same as the program explained in Section 19.

## LOAD or DELETE 'SAVED' PAY FILE

When updating payroll files user is allowed to "save" the current pay file with an appended date. For example a payroll pay file from 01/31/15 could be named Payck-013115.dat. The purpose of these saved files is to give user the ability to easily run original reports directly from these files at a later time.

After selecting this command user may select the file needed from a list. After selecting the file user should probably print a Pay List to know for sure that the correct file has been selected. If user needs to return to using the current pay file (Payck.dat) user may either close the "Checks-Notices/Reports" screen and reopen or user may leave the pay file name on this screen blank. Note that the name of the file being used displays at the bottom of the Checks-Notices/Reports screen.

Optionally files can be deleted (when it is determined they are no longer needed) by first selecting the file and clicking on the "Delete" command (user must then confirm delete). Note: files can only be deleted one at a time.

## EXIT

This command returns to Main Menu.

## SECTION 8

### Benefit Routines

This program provides routines to calculate, print, add, change, or delete benefit records. Benefit records represent the amount of dollars that the employer is paying for the employee for a given benefit. For example the employer pays matching social security and medicare for most employees and sometimes contributes some monies into a retirement plan for the employee. This program allows the computer to calculate, edit, and print these amounts. However previous to running this program user should already have: a) set up benefit codes (7000-8999) in the Benefit/Dept/Deduct Codes program and b) the applicable benefit codes should be placed in each employee's payroll information screen thereby telling computer which benefits each employee receives. When selecting the Benefit Routines option from the Main Menu another screen will open with the following choices:

Calculate Benefits	Maintain Benefit Records	Benefit Report	Exit
--------------------	--------------------------	----------------	------

#### CALCULATE BENEFITS

This program allows user to calculate and create benefit records based upon the benefit codes placed on each payroll information screen and based upon the earnings from the current payroll. Normally each time this routine is run all previous benefit records are deleted and completely new records are calculated and created. Therefore if a benefit is not calculating correctly due to a coding error, user can correct the error and run this program again. Optionally user may use the Add, Edit, and Delete options in the Maintain Benefits routine to correct calculating errors. Upon selecting this program the following screen will display:

```
==Calculate Benefits=====
|                                     Prorate Benefits:_          |
|                                     |                          |
|      Include only the following Benefit Codes:                  |
|      _____|_____|_____|_____|_____|_____|_____| |
| Benefits are being computed from pay with:                      |
|   o A Single Pay Frequency   o Multiple Pay Frequencies        |
|   Period Code:___ 1-5                                           |
| Pay Freq  Per Cd | Pay Freq  Per Cd | Pay Freq  Per Cd        |
|   ___  ___ 1-5 |   ___  ___ 1-5 |   ___  ___ 1-5            |
|-----|-----|-----|-----|-----|-----|-----|-----|
|                                     Beg Fund/Payr#:_/_          |
|                                     End Fund/Payr#:_/_          |
|      Delete Old Benefits File:___ (Y/N)                        |
|      Calculate Benefits for Zero Gross Pay Records:___        |
|                                     |                          |
|      Begin Calculation      Exit      Benefit Rept      |
|                                     |                          |
=====
```

The following should be entered:

Prorate...: benefits can be prorated by each employer's earnings line. For example if an employee is paid \$600.00 on one line and \$400.00 on another, the benefit can be split 60% and 40%. This is handy should the employee be paid from two departments and user desires to allocate the benefit to each dept. Some users have no need to prorate benefits and therefore will run the program with this option set to "N". The flag is set permanently in the Setup file under System Parameters although user may click on this field to change temporarily.

Include

Benft Codes: normal payrolls would include all benefits... soc sec match, medicare match, retirement match, medical insurance, etc. However if a payroll includes only bonus or longevity pay, some benefits may not apply. Therefore the user may index up to eight benefit codes that are applicable to this payroll. If all benefits apply, leave these codes blank or as zeroes.

Computed from

Single/Mult: benefit codes are entered on the Payroll Information screen with a period code to tell the program whether this benefit is applicable to all payrolls or just to selected ones. Problems occur when in one payroll run user is processing two or more payroll frequencies (bi-weekly and semi-monthly for example). In this case it could be the first payroll of the month for semi-monthly and the second payroll of the month for bi-weekly. Therefore no one period code entry would be correct. Therefore if user is processing multiple payrolls and they are different pay periods, user should click on the "Multiple pay frequency" option and then enter the pay frequencies and the related period codes.

Pay Freq/  
Per Code: If using the "Single pay frequency" option user must enter which period this payroll represents (1=first payroll of the month, 2=second, etc). If using the "Multiple pay frequencies" option user must enter a period code for each freq being processed in this run. For example if user enters a frequency of 24 with a period code of 1 it means that it's the first payroll of the month for the semi-monthly employees. Up to three sets of values may be entered. Note: if a benefit is set up on the payroll info screen as every period (0) then the benefit will calculate regardless of the period indexed.

Beg/End #: if the benefits to be calculated are for only one employee or a small range of employees, enter the begin and end fund and payroll number.

Del Benfts: normally when calculating the benefit amounts the entire benefits file should be deleted before the calculation starts since the benefit records from a prior payroll will still be in the file. Therefore this question defaults as "Y". However should you need to run this program in multiple passes for the same payroll and have the records print on one report, enter "N". For example you may need to calculate the benefits in two passes should each fund have different period codes. When doing the first pass enter "Y" to delete and when doing the second pass enter "N" so the second pass calculations are blended in with the first pass.

Calc Benfts for Zero Gross Pay Records:

if a pay record has been entered with a zero gross pay amount having this box checked means any benefits will still be calculated. Unchecking this box causes the program to skip calculating any associated benefits.

After all the above questions have been answered user should select "Begin" to begin the calculation or "Exit" to cancel. Or after the calculation is complete, you may go directly to print the Benefits Report by selecting the command "**Benefit Rept**".

## MAINTAIN BENEFIT RECORDS

This routine is used should there be an exception to how Benefits should be calculated. Perhaps an employee is not getting a benefit this payroll only so the delete option could be used to delete the benefit. After choosing the Maintain Benefits Records option the following screen appears:

```
====Maintain Benefit Records=====
|
|      Ben. Code: _____ Name: _____
|      Dept: _____
|      Fund/Pay#: ____/____/_
|      Amount: _____
|      Earnings: _____
|      Ck/Ref#: _____
|
|      Save      Cancel
|
|=====
|      oAdd      oEdit      oDelete      Exit
```

Benft Code:\_\_\_\_\_ Dept Cd:\_\_\_\_\_ Fund/Pay#:\_\_\_\_/\_\_\_\_ Lookup

### ADD

The purpose of this routine is to allow user to add a new record into the benefits file. This would only be rarely used since the Calculate Benefits routine normally creates all records needed. Therefore this routine will be used to add any additional records not created using the Calculate Benefits routine. To start an add user should select the "Add" option or press F1. Then user should enter the following:

Ben Code: enter the benefit code. This code must have already been set up in the Benefits/Dept/Deduct Codes program.

Dept: enter the dept code. This code must have already been set up in the Benefits/Dept/Deduct Codes program.

Fund/Pay/Rec#: enter the employee's payroll fund, pay# and rec# (0-9).  
Amount: enter the amount of the benefit for this employee for this benefit.  
Earnings: enter the amount of the earnings this benefit is based on.  
Ck/Ref#: enter the number of the ck/ref# that created this benefit.

After all the above questions have been answered user should select "Save" to add the record or "Cancel" to cancel.

### EDIT

This program is used to make a change to a benefit record. Before changing a record the record must be displayed. This can be done by indexing the benefit code, dept code, and fund/payroll# followed by the Enter key. If the exact values are unknown then user may select the Lookup command (or press F8 key) from the benefit or dept code fields to perform a lookup. From the lookup user may select the record to be edited. After the record to be edited is displayed user must select the "Edit" option or press F2. User then may TAB to or point and click to the correct field and make the needed change. Note that the "Rec#" can not be edited. After the edit is finished user should select "Save" to write the record to disk. "Cancel" cancels the edit.

### DELETE

This program is used to delete a benefit record. Before deleting a record the record must be displayed. This can be done by indexing the benefit code, dept code, and fund/payroll# followed by the Enter key. If the exact values are unknown then user may select the Lookup command (or press F8 key) from the benefit or dept code fields to perform a lookup. From the lookup user may select the record to be edited. After the record to be deleted is displayed user must select the "Delete" option or press F3.

### BENEFIT REPORT (this program may be opened directly from the "Calculate Benefits" screen)

This program allows user to print the benefit records to paper. The amounts that print on this report come primarily from running the Calculate Benefits routine as described above although user may maintain these records using the Maintain Benefits routine. After running the report user may make changes or re-calculate and run the report again. After selecting this routine the following screen appears:

```
==Benefit Report=====
| Fund# (blank = all):__ |
|                         |
| Beg Benefit Code:____ |
| End Benefit Code:____ |
|                         |
| Print Each Benft on Separate Page:____ |
| Include Employee Detail?:____ |
|                         |
| Print to Screen:____ |
|                         |
| Print      Exit      |
|                         |
| Printer Selection:    |
| #1      #2      #3      #4 |
=====
```

The following should be entered:

Fund#: to print the report for all funds (recommended) leave the fund# blank or zero.  
To print for a single fund, enter the fund#.  
Beg/End Benft Cd: to print just a range of benefit records, enter a beg and end benft code.  
Prt on Sep Page: if each benefit code should be on a separate page check this box.  
Incl Emp Detail: if each detail record should print check this box. If only a single total dept total per benefit should print then uncheck this box.  
Print to Screen: if the report should be displayed to the screen check this box.  
Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been setup in the Setup program under printers.

After all the above questions have been answered user must select "Print" to begin the report or "Exit" to cancel.

### EXIT

This command returns to Main Menu.

## SECTION 9

### Build Auto Transfer File

This program provides user with the ability to create (build) the interface file that another program uses to update the Budget software. This program uses dept earnings totals and/or dept benefit and deduction totals to create a file (usually PRTotals.txt) which is then used to post to GFC's Budget Acctg program's AP and/or Detail Records files. Before this program may be used user should have already set up Auto Transfer records for each item to be posted (see section 13). Also payroll totals for the current payroll should have already been printed (see section 7-Print Checks-Notices) and if posting benefits then the benefit totals for the current payroll should already have been calculated and printed. After choosing the Build Auto Transfer File program the following screen appears:

```

=====Build Auto Transfer File=====
|                                     |
|      Month/Year:_____ (MMYY)   |
|      Detail Record Posting Date:_____ |
|      Accts Payable Posting Date:_____ |
|                                     |
|      Include Dept Totals:_____ (Y/N) |
|      Include Benft Totals:_____ (Y/N) |
|      Include Deduct Totals:_____ (Y/N) |
|      Subtotal Deductions:_____ |
|                                     |
|      Verify Rept Totals with Payroll Totals:_____ |
|                                     |
|      Build and Print      Exit      |
|                                     |
|      Printer Selection:      |
|      #1      #2      #3      #4      |
|                                     |
=====
  
```

User should enter the following:

Month/Year: enter the accounting period these postings should be stored under. This is a four digit month/year (ex: use 12/11 for Dec 2011). Blank = current mon-yr.

Detl Rec Date: enter the date that entries going into detail records should have. This would normally be the current pay date. Blank = current system date.

Accts Pay Date: enter the date that entries going into accounts payable should have. If these items are to be paid at end of the month, enter a month-ending date.

Incl Dept Totl: if user wants to include dept earnings totals in the transfer, enter Y or leave blank. Otherwise enter "N". Depending upon how the questions in the Setup file have been answered, the system will either transfer the gross pay or the net pay.

Incl Benft Tot: if user wants to include dept benefit totals in the transfer, enter "Y" or leave blank. Otherwise enter "N".

Incl Ded. Totl: if user wants to include deduction totals in the transfer, enter "Y" or leave blank. Otherwise enter "N". Normally deduction totals should only if the dept earnings totals being transferred is the Net Pay.

Subtotal Deds: if including deductions on the report checking this box will cause the program to subtotal after each deduction. For example after each dept's Fed Wh prints the program will print a total of Fed Wh.

Verify Rept Totals: this box can be checked as a default from a setting under Setup/Tax Info--System Parameters. When checked the program will compare the totals printed on this report with current pay totals which in theory should be the same. But if there is a difference warnings will print on the report. A big difference would most commonly be caused by a dept, deduction, or benefit code not having a Auto Tsfr code set up. If the difference is 1 cent it is due to rounding.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under printers.

After all the above questions have been answered should select "Build and Print" to begin or "Exit" to cancel. Upon beginning an Auto Transfer Journal prints. If blank accts or 0 vendor#s are found a warning will print on the report. If verifying totals and a discrepancy is found a warning will also print. After running be sure and run the program that actually posts the entries into budget (normally using "Transfer Payroll Totals" in Budget).

## SECTION 10

### Direct Deposit (ACH)

This program provides routines to build a direct deposit file (in standard ACH format) for processing by your bank. Before building a file the Direct Deposit Setup file must be created with one-time info and employees (and optionally deductions) must be coded as being on direct deposit along with their bank's r/t and acct number (see Payroll Information and Deduction Name/Address sections). Technically the "Build" can be done anytime after running "Run Payroll - Enter Pay" Records" unless you have deduction checks on direct deposit in which case the those checks should be printed first. Upon selecting the Direct Deposit option from the Main Menu the choices are:

Build Direct Deposit (ACH) File  
Direct Deposit (ACH) Setup

#### BUILD DIRECT DEPOSIT (ACH) FILE

This program is used to build the direct deposit ACH files. The files are called PRACH1.DAT (company 0 or 1), PRACH2.DAT (company 2), etc. Optionally alternate file names can be set up in ACH Setup. This program builds the ACH file does but the user still has to get the file to your bank. Before running the "Build" program the pay records should have been inputted using Run Payroll - Enter Pay Records. It is recommended that all checks/notices be printed first to confirm that they are correct. After choosing this program the following screen appears:

```
====Build Direct Deposit (ACH) File=====
|
|      oPrint Normally  oPrint Masked  oDo not Print
|      Prenotification Run:_ Y/N
|
|      Fund/Company#:_ 1-5; 0=all
|
|      To only include individual
|      pay records, enter up to
|      three fund/pay/rec#s:
|      File Date:
|      Effective Date:
|      File Id Modifier:A (if second file use B)
|
|      Include deduction checks:_
|Do not create a deposit for a second bank acct:_
|
|      Begin      Exit
|
|      Printer Selection:
|      o 1      o 2      o 3      o 4
|=====
```

The user should answer the following questions:

Bank Acct No: when printing the ACH Build report a bank acct can be printed if desired. "Print Normally" should be selected if the acct no. should print. Select "Print Masked" if the acct no. should print in a "masked format" (ex:###5541). Click on "Do not Print" if the bank acct no. should not print at all for security reasons. The option that will initially be marked comes from ACH Setup but user can change if needed (but this does not change the default).

Prenotification: if this run is to supply your bank with a "test" file with zero dollars, enter Y.

Fund/Company #: this identifies which company is to be processed. Enter 0-5. "0" processes all employees as company #1. "1" would only process employees in fund #1.

To only include individual pay records enter: to include only individual pay records in the ACH file, enter the pay record's fund, pay, rec# (normally 0). Make sure the emp name displays after entering these values. Note: pay record must have a r/t and bank acct to be selected.

File Date: this date would normally be the date that the file is being created which would normally be the current date.

Effective Date: this is the date that the direct deposit records are to be deposited into the employee's bank account.

File Id Mod: normally the letter "A" is used to indicate that this is the first file for this date. Use "B" for a second file for the same date.

Include Ded Cks: if you print deduction checks in Payroll and some of them are direct deposited and you want them to be in the ACH file leave this box checked. To exclude deduction checks uncheck the box. If you do not have deduction checks under direct deposit then the box is irrelevant.

Do not create a deposit for a second bank acct: Some employees may have a deposit made into a secondary bank acct with a fixed amount. If this pay run is for bonus pay you may not want to make the deposit into the second acct. If so check this box to skip the second deposit for this pay run only.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under printers.

After all the above questions have been answered should select "Begin" to begin or "Exit" to cancel. Note: if the company# is 0 (zero) a warning is issued for verification. Upon beginning, a Direct Deposit ACH Report prints. Be sure and check this report. The created file should now be sent to your bank either by uploading it using your bank's web site or copied to a CD or flash drive.

### DIRECT DEPOSIT (ACH) SETUP

This program is used to set up certain values about your ACH file that normally will not change from month to month.

After choosing the Setup option the following screen appears:

```

=====Direct Deposit (ACH) Setup=====
|                                     Bank Acct No                                     |
| Must There Be 10 Records Per Block?__ Y/N      oPrint Normally  oPrint Masked  oDo not Print |
|-----|-----|-----|-----|-----|
|File Header Info:|
| Dest R/T:_____ Orig Id:_____ Dest Name:_____ Ref Cd:_____ |
| Orig R/T:_____ Orig Prefix:_____ Orig Name:_____ |
|-----|-----|-----|-----|-----|
| Company/Batch Header Info:|
|      #1      #2      #3      #4      #5 |
| Name:_____ |_____ |_____ |_____ |_____ |
| Id Type:_____ |_____ |_____ |_____ |_____ |
| Id No:_____ |_____ |_____ |_____ |_____ |
| Bank Acct#:_____ |_____ |_____ |_____ |_____ |
| Bank No.:_____ |_____ |_____ |_____ |_____ |
| Fund No.:_____ |_____ |_____ |_____ |_____ |
| File Name:_____ |_____ |_____ |_____ |_____ |
| Entry Desc:_____ Serv Class:_____ Entry Class:_____ Orig Status Cd:_____ Discretionary Data:_____ |
|-----|-----|-----|-----|-----|
|Detail Info: Tran Codes: Regular:___(Dr) ___(Cr-Ckng) ___(Cr-Svng)|
| Pre-notification:___(Dr) ___(Cr-Ckng) ___(Cr-Svng)|
|-----|-----|-----|-----|-----|
|                                     Save and Exit      Cancel and Exit      Print Screen |
=====

```

The user should answer the following questions:

Must There Be 10 Records... some banks receiving your ACH file may require that your ACH file contain an even number of 10 records (20, 30, 40, etc). If so then enter Y to have the program to fill in at the end of the file with records containing all 9's in order to fill in enough records to make 10 records per block. Enter N if this is not necessary.

Bank Acct No: when printing the ACH Build report a bank acct can be printed if desired. Select "Print Normally" if the acct no. should print. Select "Print Masked" if the acct no. should print in a "masked format" (ex: ###4510). Select "Do not Print" if the bank acct no. should not print at all for security reasons.

#### File Header Info:

Dest R/T: this is the 9 digit routing number of the organization (bank or service center) who receives the ACH file - normally the r/t# of your bank.

Orig R/T: this is r/t of your bank.

Orig Id: if a value other than the Orig R/T# should be placed in the Immediate Origin# field enter the value here (ex: company fed id#) - otherwise leave blank.

Orig Prefix: the prefix of the "Immediate Origin#" - normally blank. Under certain circumstances the value could be "1" or some other non-blank value.

Dest Name: this is the name of the organization who will receive the ACH file - usually your local bank.

Orig Name: this is the name of the organization who will originate the ACH file which could be your local bank but may be your city name. Consult with your local banker.

Ref Code: this is normally blank but may contain internal acctg info to describe the file.

#### **Company/Batch Header Info:**

Com Name 1-5: this is the name of your city or fund. Up to five names are provided should you need separate ACH files for different funds. For example "1" could be City General Fund and "2" could be Public Works. If multiple funds are going to be processed together into one file then user would use only name #1.

Id Type 1-5: if the below id number is an Fed EIN number enter "1", a DUNS number enter "3", and any other number enter "9".

Id Number 1-5: enter your identification number. Normally you will use a Fed EIN.

Bank Acct# 1-5: enter your city or fund's bank acct#. This is the acct# that will pay the direct deposited pay records.

Bank R/T# 1-5: enter your bank's id# (r/t#). This would be the bank who will pay the direct deposited pay records. It may be the same id# as the "originating" bank.

Fund No. 1-5: if each company's number is different than its fund# then enter the fund# applicable to each fund. For example if company 1 employees are set up in fund 10 then enter "10". But if company 1 employees are set up in fund 01 then this field may be left blank.

File Name 1-5: the program will default the ACH file name as PRACHn.dat (n = company#). If user would like to have a different name, then enter the desired name (max 15 characters). Each file name should be unique and contain no spaces or slashes.

Entry Desc: this 10 character description may potentially print on the employee's bank statement. Example would be "PAYROLL".

Service Class: this is an ACH standard class code to explain what is in the file you are sending. If sending only credit entries enter "220" or if sending a mixture of debit and credit entries, enter "200". Credits are the individual pay entries while the debit is the entry taking money away from your city bank acct. A few banks do not want the debit entry in the file in which case the code would need inputted as 220. In most cases the entry should be 200. Your bank would have more info on this.

Entry Class: this is an ACH standard class desc for prearranged payment and deposit entries which currently is "PPD".

Orig Status Cd: enter "1".

Discretry Data: this is a more lengthy description of the purpose of the direct deposit pay records such as "DIR DEP PAY".

#### **Transaction Codes:**

Regular: these are the ACH standard codes for PPD debits and credits which is currently "27", "22" (for checking acct cr), and "32" (for savings acct Cr). If user leaves the debit transaction code blank then no debit entry is written to the ACH file. The debit is the entry taking money away from your city's bank acct. A few banks do not want the debit entry in the file in which case the code would need to be blank (if leaving the debit tran code blank see above discussion on the "service class"). In most cases the Dr tran code should be 27. Note: Cr tran code 32 is used when the bank acct type (located to the right of the bank acct number in Payroll Information) has an "S" (Savings).

Prenotification: these are the ACH standard codes for prenotification PPD debits and credits which is currently "28", "23" (for checking acct Cr), and "33" (for savings acct Cr). If user leaves the debit transaction code blank then no debit entry is written to the ACH file. A few banks do not want the debit entry in the file in which case the code would need to be blank (if leaving the debit tran code blank see above discussion on the "service class"). In most cases the Dr tran code should be 28. Note: Cr tran code 33 is used when the bank acct type in Payroll Information has an "S".

After all the above questions have been answered should select "Save and Exit" to save or "Cancel and Exit" to cancel entries. User may also click on "Print Screen" to print this screen to the printer.

## SECTION 11

### Lists/Reports

These routines provides user with the ability to print various reports to the printer. When selecting the Lists/Reports program from the Main Menu the choices are:

```
Trial Balance
Quarterly Reports      >
W2s
Deduct/Benefit History Report
Overtime Report
History List
```

#### TRIAL BALANCE

The purpose of the trial balance program is to print YTD or QTD earnings and withholding amounts for a range of employees and add up the results. This is handy if the user wants to occasionally verify these amounts such as at end of year before printing W2s. After selecting this routine the following screen appears:

```
====Trial Balance=====
|      Print Sequence:      |
|      oAlphabetic         oPayroll# |
|      Include Which Funds: |
|      oAll Funds          oRange of Funds |
|      Print From Fund:___(blank = all) |
|      Thru Fund:___ |
|      Period to Print:___ (Y=YTD, 1-4=Qtr) |
|      Did Soc Sec or Mdcrc Rates Change During This Period? |
|      O No                O Yes |
|      Beg Fund/Pay#:___/___ |
|      End Fund/Pay#:___/___ |
|      Include Emps with Zero Earnings:___ |
|      ___ Print to Screen |
|      ___ Print to csv File |
|      Print      Exit |
|      Printer Selection: |
|      #1        #2      #3      #4 |
|=====
```

User should enter the following:

Print Seq: select "Alphabetic" if the report should print in name order or "Payroll#" for fund/payroll# order.

Include: select "All Funds" if the report is for all employees. Select "Range of Funds" to enter a range of fund#s.

From-Thru Fund: if printing a range of funds enter the "from" and "thru" fund numbers.

Period: enter "Y" to print the year-to-date earnings and withholdings or 1-4 to print quarterly amounts.

Did SS/Med Rates Chg: if the soc sec and medcr rates did not change during the period being included then leave the value as "No" which means the program will check for inconsistencies between soc sec and medcr earnings and withholding and highlight them. Changing to "Yes" means the program will not check for inconsistencies.

Beg/End#: to print just a range of employees enter a beg/end fund and pay# number.

Incl Zero Emps: checking this box will include even employees with zero earnings.

Print to Screen: checking this box (upon selecting Print) will send the report to the screen instead of a printer.

Print to csv File: checking this box will (upon selecting Print) send the report to a 'csv' formatted file instead of a printer.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under printers.

After all the above questions have been answered user should select "Print" to begin or "Exit" to cancel. If "Print to csv File" was selected a screen will display so user can enter a file name. NOTE: on the printed report an asterisk will print on any line where the Soc Sec or Medcr earnings does not match up with the Soc Sec Wh and Medcr Wh.

## QUARTERLY REPORTS (SUI and 941)

The program includes two types of reports...941 and Unemployment. The purpose of the 941 report is to print a list of any employee with federal taxable earnings and calculate taxable totals. If printing the unemployment report the program includes anyone with earnings subject to unemployment and also calculates how much of the earnings is subject to unemployment. The report calculates certain key quarterly amounts for insertion on the 941 report or unemployment cover sheet. The type of earnings used by this program (federal, medicare, gross) is determined in the Setup file under System Parameter Setup. The unemployment limits are stored in the Setup file under Tax Rates/Limits. After selecting this option the following screen appears:

```
==Quarterly Reports (SUI and 941)=====
|      oPrint from Payroll Info file      oPrint from History file      |
|      Rept Type:  S=State Unemp(Oesc), 9=Fed 941, F=Fed Unemp      |
|      SUI Limit: _____      |
|      SUI Rate: _____      |
|      Report Year: _____      |
|      Report Date: _____      |
|      Qtr#: 1-4      |
|      Did Soc Sec or Mdcr Rates Change During This Qtr?      |
|      O No      O Yes      |
|      Print Report From Fund#: _____(zero - all)      |
|      Thru Fund#: _____      |
|      Get Name/Id From What Fund: _____      |
|      Combine Employees: _____ Check if Yes; applicable only to unemp rept)      |
|      Print Unemp Wages by Dept: _____      |
|      Beg Fund/Pay#: _____/_____      |
|      End Fund/Pay#: _____/_____      |
|      Create E-file: _____      |
|      File Name: _____      |
|      _____Print to Screen      |
|      Print      Exit      |
|      Printer Selection:      |
|      o#1      o#2      o#3      o#4      |
|=====
```

User should enter the following:

Print from...: select "Print from History file" to use history to get report amts (must be used for prior yr rept). History for the year must exist. History is not needed if using the Payroll Info file.

Rept Type: enter "S" if printing the State Unemp (OESC) report, "F" for Fed'l Unemp report, or "9" for the federal 941 report. The State Unemp report will print each employee that is subject to unemployment and how much is taxable based on the state wage limit. The Federal Unemployment report is the same as the state except it is based on the federal limit. The 941 report includes those who are exempt from unemployment but shows only their quarterly wages. All reports print a totals page showing total earnings/taxes for the quarter. Employees who are not subject to federal wh do not print on either report.

UI Limit: not applicable to the 941 report. If the report is from Payroll Info the State/Fed limit will display automatically. If the report is from history the limit must be entered.

SUI Rate: will display from Setup automatically but user may change the rate by clicking on the field.

Report Year: Enter the 4 digit reporting year.

Report Date: usually the quarter ending date but could be the date of the report.

Qtr#: the quarter number being reported. Entry must be 1-4.

Did SS/Med Rates Chg: if the soc sec and medcr rates did not change during the quarter selected then leave the value as "No" which means the program will calculate the withholding and matching soc sec and medicare totals when printing the 941 report. Change to "Yes" if the rates changed.

From Fund: the fund# or beginning fund that is being printed. If printing all funds then enter zero.

Thru Fund: if printing a range of funds, enter the ending fund#.

Get Name/Id: the fund# that is being used to supply the name and id number to print on report.

Combine Emps: if printing an unemployment report and you want to combine an employee's earnings from multiple payroll#s (but same SSN), check this box and a single combined line will print on the report. This is needed since an employee could be under the unemployment limit on single payroll#s but over the limit when combined. There is a System Parameter setting for this.

Print UI

Wages-Dept: applicable only when printing the SUI (OESC) Rept. If this box is checked the SUI Wages and amount will be broken out and printed by dept# which is helpful if you need to know how much SUI needs to be paid by dept. Note: if combining employee wages, the dept# from the last record read will be the dept# used. If a single employee has multiple dept#s then the first dept# on the Payroll Info screen is used.

Beg-End Fund/Pay#: this would be the range of employees to include on the report. These fields are filled in automatically when entering the fund#s but the values may be changed if needed.

Create Efile: if printing an SUI report, make sure this box is checked if an e-file should be created.

File Name: a file name will auto-insert in the format "OESC 999999999.txt" where 999999999 is the fed id#. The file name may be changed but whatever name is used should end with ".txt".

Prt to Screen: checking this box will display the report to the screen instead of the printer.

Printer: if using multiple printers user may change the printer number to direct the list to an

alternative printer. The number that is chosen initially is a default from the Setup file. After all the above questions have been answered should select "Print" to begin or "Exit" to cancel. If an OESC efile was created it will be in the same folder as Payroll files (usually Payrl.win).

## QUARTERLY REPORTS (941 Sch B)

This program's purpose is to compute the payroll tax liability for each day within a quarter. This report is a supplement to form 941 and is used by those who make "semi-weekly" deposits. This program is handy if you want to compute liability amounts independent of actual tax deposits. After selecting this option the following screen appears:

```

=====
Quarterly Reports (941 Sch B)=====
| Print Report From Fund#:____(zero - all) |
| Thru Fund#:____ |
| Get Name/Id From What Fund#:____ |
| Beg Fund/Pay#:____/____ |
| End Fund/Pay#:____/____ |
| Year:____ |
| Qtr:____ Beg/End Date: ____ |
| Match Selection: |
| o Get Soc Sec and Medcr match amounts from these benefit codes:____ |
| o Benefit codes not used. Soc Sec and Medcr match amounts same as Wh Amts |
| _Print to Screen |
| Print Exit |
| Printer Selection: |
| o#1 o#2 o#3 o#4 |
=====

```

User should enter the following:

From Fund: the fund# or beginning fund that is being printed. If printing all funds then enter zero  
 Thru Fund: if printing a range of funds, enter the ending fund#.  
 Get Name/Id: the fund# that is being used to supply the name and id number to print on report.  
 Beg-End Fund/Pay#: these values are filled in automatically from entering the fund#s above but user may change if needed.  
 Year: the year the report is for (ex: 2014).  
 Qtr: the quarter the report is for (1-4).  
 Match Select: soc sec and medicare match amounts can be obtained from two sources... from benefit codes that are used to calculate/print benefit reports. The program will check to see if such codes exist and if so will display them on the screen. If benefit codes are not being used then user may indicate that the match amts will be the same as soc sec and medcr wh amts.  
 Print to Screen: checking this box will display the report to the screen instead of the printer.  
 Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

## W2s

The purpose of the W2 program is to print the year-end earnings and withholdings on a W2 form. The W2 form can either be a one-wide continuous form, a 1-wide laser form or a 2-wide carbonless continuous form (including mailer). The form type is defined in the Setup program under System Parameters. If using the laser form you will have to make 5 print passes in order to get all 5 copies printed. After selecting this routine the following screen will appear:

```

=====
W2s=====
| Deferred Retirement Contrib W2 Desc:____ Elective Deferral Cd:____ |
| Flex Medical Spending Acct W2 Desc:____ |
|-----|
| 1-wide: Left Margin Adj:____ (0-3) W2 Format:____ (1 or 2) |
| 1-wide: # Lines Above:____ W2 Font Size:____ Reg, Large, Small |
|-----|
| Print W2s From Fund#:____ (blank = all) |
| Thru Fund#:____ |
| Get Name/Id From What Fund#:____ |
| Beg Last Name:____/____ |
| End Last Name:____/____ |
| Print Final Total:____ |
| Perform Alignment Test:____ Y/N |
| Print W3 Transmittal Form:____ |
| Print Exit |
| Printer Selection: |
| #1 #2 #3 #4 |
=====

```

User should enter the following:

Def Ret Desc: this phrase prints on the W2 with any deferred retirement contributions. This value is stored under System Parameters.

Elect Def Cd: this code prints on the W2 form next to elective deferral contributions such as a 457b plan (but not regular retirement). This code is stored under System Parameters.

Flex Med Desc: this phrase prints on the W2 with any flexible medical spending contributions. This value is stored under System Parameters.

Left Margin: this value (0-3) is stored permanently in Setup under System Parameters and is applicable only if using the 1-wide W2 format (laser and continuous). This determines how many spaces the print on the W2 comes in from the left margin.

# Lines Above: this value (0-9) is stored permanently in Setup under System Parameters and is used only if using the 1-wide W2 format (laser and continuous). This value determines the number of lines the form will advance before printing occurs (i.e. top margin).

W2 Format: this number (1-2) determines what type of W2 form is being used. This value displays from the Setup System Parameter screen but can be changed. '1' means a 1-wide laser or continuous form is being used or '2' if using a 2-wide continuous form.

W2 Font Size: this setting is stored in System Parameters. **R** will print the W2s in font size 11, **L** will print in font size 13, and **S** will print in size 8. If having problems getting the print to fit in the W2 boxes change the font size and possibly the #lines above setting.

Frt From Fund: the beginning fund# being printed. If you have multiple funds and all employees are reported together leave blank.

Prt Thru Fund: the ending fund# being printed. If only one fund is being printed then enter the same fund# here as you did for the beginning fund#.

Get Name.. if printing W2s for multiple funds, enter the fund# to use to get the employer info.

Beg/End Name: to print just a range of employees enter a beg/end name. Leave as is to include all.

Prt Final Tot: entering 'Y' means that at the end of the W2 run grand totals should print. Entering 'N' means to skip grand totals. Normally 'Y' is the correct response unless a partial re-print is being done in which case the grand totals would be unnecessary.

Align Test: if a test should be made to confirm that the forms are aligned, enter "Y" and 2 W2s will print with test data printing in key boxes. After the forms are confirmed to be aligned enter "N". If the info is printing too high or low in the boxes then user should go to Setup - System Parameter Info and change the W2 "#Lines Above" setting and possibly the font size.

Print W3 Form: once W2s are run user can check this box to print the totals on a W3 transmittal form.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is selected initially has been defined in Setup.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel. Be sure and check to make sure W2s are aligned correctly. **We encourage you to print the W2s to paper first to get the feel of the program and to check for errors.** NOTE: employees with no earnings will not print. After all W2s are printed user can insert and print a W3 transmittal form.

## DEDUCTION/BENEFIT HISTORY REPT

The purpose of this program is to be able to get a report showing how much has been withheld for given deductions or paid for given benefits. This can be printed by employee in detail if needed. This information can be printed for any range of dates or codes that you have history for. This report is handy should you need to send in a list of deductions or benefits to vendors with payment. Unlike the deduction report under "C"hecks or the Benefit Rept under "U", this report can be printed for multiple pay periods. After selecting this routine the following screen will appear:

```
== Deduct/Benefit Rept=====
|                               |
|      Select:                 |
|      o Deductions           o Benefits |
|      Fund#: 1-99; 0=all      |
|      Beg Fund#/Pay#: ____/____ |
|      End Fund#/Pay#: ____/____ |
|      Beg Date: _____ |
|      End Date: _____ |
|                               |
|                               Non-Seq Codes: |
|      Beg Code: _____ |
|      End Code: _____ or _____ |
|      Print Individual Pay Records?: Y/N |
|      Print Each Code on Separate Pages?: Y/N |
|      Print Only Retirement Deductions/Benefits (type R):__ |
|      Print      Exit |
|      Printer Selection: |
|      #1      #2      #3      #4 |
|                               |
=====
```

Select: Select "Deductions" to print a deduction report or 'Benefits' for a benefit report.

Fund#: Enter the fund# to be included. Enter zero to include all funds.

Beg/End: If just a range of employees should be included, enter the beg/end fund/pay#

Beg/End Dt: Enter the range of dates the report is being run for.

Beg/End Cd: If a range of deducts/benfts should be included, enter the beg/end code.

Non-Seq. Cd: If user needs to enter a list of non-sequential codes, enter up to eight. When at least one code is entered the program ignores the beg/end code fields.

Print Pay Records: If each individual pay record that contains a given deduct or benefit amt should print enter 'Y'. 'N' means to print just a combined amount for each employee.

Sep Pages: If each deduction or benefit code should print on a separate page enter Y.

Print Only Retirement: If the program should only include deductions or benefits with a type R (normally retirement codes) then check this box.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under "Printers and Passwords".

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

## OVERTIME REPORT

The purpose of this program is to list the employees with overtime hours and pay. The overtime amounts are listed by pay record. User may enter a fund# should an entire fund need be printed or user can enter any range of employee numbers desired. Also user may enter a range of dates should only a certain time period. After selecting this routine the following screen will appear:

```

=====Overtime Report=====
|                               |
|                               |
|           Fund#: _____ |
| Beg Fund#/Pay#: _____/ |
| End Fund#/Pay#: _____/ |
|                               |
|                               |
|           Beg Date: _____ |
|           End Date: _____ |
|                               |
|                               |
|           Print      Exit      |
|                               |
| Printer Selection:          |
| #1      #2      #3      #4      |
|                               |
|=====

```

Fund#: Enter the fund# to be printed. Leave blank to enter the range of numbers.

Beg/End: If just a range of employees should be included, enter the beg/end fund/pay#

Beg/End Date: Enter the range of dates the report is being run for.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under "Printers and Passwords".

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

## HISTORY LIST

The purpose of this program is to list of History records. This is the same routine found in History Records (see Section 12) for more information.

## SECTION 12

### History Records

This program contains routines that provide the user with the ability to add, edit, delete, or print history records. The history records are normally updated automatically so maintaining them is rare.

#### MAINTAIN HISTORY RECORDS

This program is used to add, change, or delete records in the payroll history file. Normally records in this file are added automatically by the update routine in the check-notice print program. Therefore the main use of this program is to make a rare modification of a record. After selecting the History program from the Main Menu the following screen displays:

```

=====Maintain History Records=====
| Fund/Pay#:____/____ Name:_____ Ck/Ref#:_____ |
| Date:_____ Bank Cd:_____ Dir Dep:_____ Form: C/P |
| Qtr#/Dept:_____ Reg Hrs:_____ OT Hrs:_____ |
| Reg Pay:_____ OT Pay:_____ Gross:_____ |
| Txble Earn: Fed:_____ SS:_____ Mdcr:_____ Retire:_____ |
|-----|
| Deducts: Fed Wh:_____ State Wh:_____ SS Wh:_____ |
| Medcr Wh:_____ Ret-Cd.Amt:_____ Code/Amt:_____ |
| Code/Amt:_____ Code/Amt:_____ Code/Amt:_____ |
| Code/Amt:_____ Code/Amt:_____ Code/Amt:_____ |
| Code/Amt:_____ Code/Amt:_____ Code/Amt:_____ |
| Code/Amt:_____ Code/Amt:_____ Net Pay:_____ |
|-----|
| Sick Used:_____ Vac. Used:_____ Pers Used:_____ Comp Used:_____ |
|-----|
| Benefits:  Code Amount      Code Amount      Code Amount      |
|            1  ____/____      2  ____/____      3  ____/____      |
|            4  ____/____      5  ____/____      6  ____/____      |
|            7  ____/____      8  ____/____      9  ____/____      |
|-----|
|                               Save      Cancel      |
|-----|

```

```

oAdd      oEdit      oDelete      Exit      View History      Print Hstry List
Fund:_____ Pay#:_____ Display Emp Names      Chg Hstry Dates
Date:_____ Ck#:_____ History Lookup      Print Screen

```

#### ADD

The purpose of this routine is to allow user to add a new record into the history file. This would be rare since these records are inserted automatically by the update routine within check-notice print program. Adding is started by selecting the "Add" option or pressing F1. User should enter the following:

Fund/Pay#: enter the fund/pay# of a valid payroll info record. note: from this field Esc key cancels the "Add" option.

Name: employee's name automatically inserted by the computer.

Ck/Ref#: the refr# number for this history record. Usually a chk or pay notice number.

Date: the date this pay record was printed on a check or pay notice.

Bank Cd: this defines the bank for reconciliation purposes. Records created before ver# 22.7 won't have a value unless a special program was run to insert a value.

Direct Dep: if the pay record was a direct deposit this should be "Y". Blank or N=No.

Form: "C" if this record was printed on a check. "P" if it was printed on a pay notice (direct deposit).

Qtr#: the qtr# accepted/entered used when this record was updated into history.

Dept: the main dept# that this employees works in.

Reg Hrs: if the record being added is for an hourly employee, enter the number of regular hours worked.

OT Hrs: if the record being added is for an hourly employee, enter the number of overtime hours worked.

Reg Pay: the amount of regular pay on this record.

OT Pay: the amount of overtime pay on this record.

Gross: this amount is automatically inserted by the program.

Fed Wh: the amount of federal tax for this record.

St. Wh: the amount of state tax for this record.

S.S.Wh: the amount of soc security tax for this record.

Med Wh: the amount of medicare tax for this record.

Retire Cd: if retirement was withheld, this is the deduction code for retirement.

Retire Wh: the amount of retirement withheld for this record.  
 Oth Ded Cd(15): if any other deductions were withheld, this is the deduction code for up to 15 deductions.  
 Oth Ded Amt(15): if any other deductions were withheld, this is the deduction amount for up to 15 deductions.  
 Net Pay: automatically inserted by computer.  
 Sick Used: the sick units used as entered by the user when entering this record.  
 Vac. Used: the vac units used as entered by the user when entering this record.  
 Pers Used: the pers leave units used as entered by the user when entering this record.  
 Comp Used: the comp units used as entered by the user when entering this record.  
 Benft Cd(9): if using benefit (matching) codes, these are the benefit codes (1-9) that apply to this record.  
 Benft Amt(9): if using benefit (matching) codes, these are the benefit amounts (1-9) that apply to this record.

After all the above entries have been entered user select "Save" (F12 key moves to the Save command) to add the record or "Cancel" to cancel the entry.

#### **EDIT**

This program is used to make a change to a payroll history record. Before editing a record the record must be displayed on the screen. To do this must access the record by indexing the fund number, payroll number, date, and ref# number followed by the Enter key. If the exact values are unknown then user may select the Lookup command (or press F8 key) from any of these fields to perform a lookup. Then user may select the record from the lookup. Once the record is on the screen user must select the "Edit" option or press F2. User then may TAB to the correct field or point and click and make the needed change. After the edit is finished, "Save" should be selected (F12 can be used to move to "Save" to write the record to disk. "Cancel" cancels the edit.

#### **DELETE**

This program is used to delete a payroll history record. Before deleting the record must be displayed on the screen. To do this must access the record by indexing the fund number, payroll number, date, and ref# number followed by the Enter key. If the exact values are unknown then user may select the Lookup command (or press F8 key) from any of these fields to perform a lookup. Then user may select the record to be deleted from the lookup. Once the record is on the screen user must select the "Delete" option or press F3. User then must select "OK" to complete the delete or "Cancel" to cancel the delete.

#### **DISPLAY EMP NAMES**

There is a History Lookup command user can use to get a list of history records for viewing or editing. However the Lookup works best when the Fund and Pay#s are entered first. To help find the Fund and Pay# user may click on this command to get a list of names displayed. User may then double-click on the employee's fund# to select. Then that fund and pay# are then displayed on the history screen.

#### **HISTORY LOOKUP**

This program displays a list of history records. If a fund and pay# (and date) have been entered before selecting this command, history will begin displaying for that employee (and date). If the fund and pay# are not know then select DISPLAY EMP NAMES first to get those values.

#### **VIEW HISTORY**

This program allows user to view a list of payroll history records for a selected employee. This command is enabled after user has a valid history record on the screen. After selecting this command all history records will display for the employee displayed. After the history displays user may change the following: (note: 'flagged' deduction totals are shown at the end)

Beg/End Date: user may change the dates to display a different range of dates and then click on "Re-display" to redisplay records for the new date range.

Display Txble

Earn: if taxable earnings should display check this box and click on "Re-display".  
 Disp Deducts "Other" deductions are normally displayed as a total. If you would prefer those in Detail: deductions to display in detail check this box and click on "Re-display".  
 Print Screen: user may print the history records to paper by selecting this command.  
 Exit: this command returns to the Payroll Info screen.

#### **PRINT HISTORY (List)**

This program allows user to print the history records to paper or screen. This report may be by employee and by date with individual history records listed or just summary totals. After selecting this routine the following screen appears:

```

====Print History Records=====
|
|      Fund#:  (blank to enter beg/end values) |
|      Beg Pay#:  / |
|      End Pay#:  / |
|      Dept#:  |
|      Beg Date:  |
|      End Date:  |
|      Print Each Detail Record:  Y/N/U |
|      Include Zero Unit Records:  |
|      Include Deduction Checks:  |
|      Abbreviated or Full Format:  A/F |
|      Print Grand Totals Only?:  Y/N |
|      Print One Employee Per Page:  Y/N |
|      Verify Soc Sec and Medicare Earnings/Wh |
|      oYes      oNo |
|      _Print to Screen |
|      _Print to csv File |
|      Print      Exit |
|
|      Printer Selection: |
|      #1      #2      #3      #4 |
|
|=====

```

The following should be entered:

Fund#: if user is including history for an entire fund, enter the fund#. If user wants to include a range of employees, leave the fund# blank.

Beg/End# Fund/Pay: to print just a range of employees enter a beg/end fund/payroll number.

Dept#: to include history for only employees in a single dept, enter dept# (zero will include all depts). Note: only the emp's main dept is stored in history.

Beg/End Date: to include just a range of dates, enter a beg/end date.

Print Each Detail Record: if each detail record should print enter "Y". If each detail record is not desired then enter "N". "U" means to print only sick/vac units used.

Incl Zero Units: if printing a list of units used, uncheck this box to skip zero records.

Incl Deductn Cks: if history includes deduction cks and they should be included check this box.

Abbr/Full Format: if including each check then enter "A" to print an abbreviated format (one line per record) or "F" to print the full history record.

Grand Totals Only: this question is applicable only if the "Print Each Detail Record" question is "N". Entering "Y" will only print grand totals of all history. If "N" is entered then totals are printed after each employee as well.

One Emp-Page: if user would like each employee on a separate page enter "Y" - "N" if not.

Verify SS/Medcr: when printing this list the program can verify that the SS and Medcr Earn times the current rate is within 30 cts of the Soc Sec and Medcr Wh. If not an asterisk will print on the inconsistent line. However if the list is including a prior year's history when the SS or Med rate might have been different or a period where the rates changed, it might be better to turn this feature off to eliminate false inconsistencies.

Print to Screen: applicable only if selecting the Abbreviated format list. Check this box if the list should be displayed to the screen instead of printed to paper.

Print to csv File: applicable only if printing a list in the Abbrev format or selecting the 'Units' option. Check this box if the list should only be written to a csv formatted file.

Printer: if using multiple printers user may change the printer number to direct the list to a different printer. The number that displays initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel. If "Print to csv File" was selected a screen will display to enter the file name.

## CHG HISTRY DATES

This program allows user to change the date (and optionally the qtr#) in history records. This is handy if you used the wrong date when printing checks and/or pay notices and now the history has the wrong date. The qtr# can be changed should the update have been done with the wrong value. The following is entered:

Fund#: if user is including history for an entire fund, enter the fund#. If user wants to include a range of employees, leave the fund# blank.

Beg/End# Fund/Pay: to re-date just a range of employees enter a beg/end fund/payroll number.

Current Date: enter the date in history that is incorrect.

Change-to Date: enter the date that you want to change history to.

Qtr#: if the qtr# should also be changed, enter the qtr# (1-4) or leave blank to leave the qtr# currently in history as is.

Incl Deductn Cks: if history includes deduction cks and they should be included in the re-dating, check this box.

Printer: if using multiple printers user may change the printer number to direct the list to a different printer. The number that displays initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Change and Print" to begin or "Exit" to Cancel.

A list should print showing how the dates were changed on each history record.

## PRINT SCREEN

This command allows user to print the contents of the employee information screen. After selecting the user must choose "OK" to confirm. "Cancel" exits without printing.

## SECTION 13

### Retirement Report

#### PRINT RETIREMENT REPORT

The purpose of this program is to print the retirement report to paper. There are two formats available.... format A and format B. Format A prints retirement earnings and contributions for up to three months. Format B prints retirement earnings, employee contributions, and matching retirement benefits for a single period of time. After selecting this routine the following screen appears:

```
====Retirement Report=====
|
|      Report Date: _____
|      Fund#:    0=all
|      Beg:      /_____
|      End:      /_____
|      Report Type:
|      o Report A   o Report B
|      Ret Class: 1-4, 0=all _____
|-----|-----|
|      Report A:      Beg/End Dates      |      Report B:      |
|      Curr Month:    _____          |      Deduct Codes:  _____
|      -1 Month:      _____          |      Benefit Codes: _____
|      -2 Month:      _____          |      Beg/End Dates: _____
|      Ret Ded Cds:    _____          |      Max Reg Hrs:  _____
|
|      Print to Screen
|      Print      Exit
|
|      Printer Selection:
|      #1      #2      #3      #4
|-----|-----|
=====
```

The following should be entered:

Rept Date: this is the date of the report - this prints in the report heading  
Fund#: if printing employees for just a single fund, enter the fund#. Enter 0 or leave blank to include all funds.  
Beg/End#: to print just a range of employees enter a beg/end fund and payroll number.  
Rept Type: select "Report A" or "Report B" depending upon which format is desired.  
Ret Class: enter the class number to print (1-4) or 0 to type the class name manually.  
Rept Name: this is the name of the retirement class and is inserted automatically by the computer from the 'Ret Class' question. These names were previously set up in the System Parameters routine in the Setup program. If 0 was entered for the class the name can be typed manually.

#### Rept A:

Curr Month: Format A prints retirement contributions for up to three periods.. normally months including the month just finished along with the previous two. However any three months (or periods) may be included. The "current" period is the third column of the three periods. This is where user can type the name of the period (usually the name of the month that will be printed in the third column. Leave name blank if leaving this period off the report.  
Beg/End Dt: this is the range of dates that defines the amounts to print for the curr period.  
-1 Month: Format A prints retirement contributions for up to three periods.. normally months including the month just finished along with the previous two. However any three months (or periods) may be included. The "-1" period is the second column of the three periods. This is where user can type the name of the period (usually the name of the month that will be printed in the second column. Leave name blank if leaving this period off the report.  
Beg/End Dt: this is the range of dates that defines the amounts to print for the -1 period.

-2 Month: Format A prints retirement contributions for up to three periods.. normally months including the month just finished along with the previous two. However any three months (or periods) may be included. The "-2" period is the first column of the three periods. This is where user can type the name of the period (usually the name of the month that will be printed in the first column. Leave name blank if leaving this period off the report.

Beg/End Dt: this is the range of dates that defines the amounts to print for the -1 period.

**Rept B:**

Deduct Cds: these are the codes that represent the retirement deduction that the report being printed for. If this an OMRF or OPERS report it would be the deduction code(s) for your OMRF or OPERS withholding calculation. These codes should display automatically from the Setup file (under System Parameters) when entering the appropriate class code above. User may change these values if needed.

Benft Cds: these are the codes that represents the retirement benefit that the report is being printed for. If this an OMRF or OPERS report it would be the benefit (matching) codes for your OMRF or OPERS benefit calculation. One code can display automatically from the Setup file (under System Parameters) when entering the appropriate class code above but another code can be entered. User may change these values if needed.

Beg Date: since the information prints from the history records, the program needs to know the period of time to be included on the report. Enter a beginning date.

End Date: since the information prints from the history records, the program needs to know the period of time to be included on the report. Enter an ending date.

Max Reg Hr: the retirement report may include employee's regular hours on the report. Some users have a limit of the number of hours (per pay record) that can be counted (ex: 80.00). Leaving the value as 9999.99 means there is no limit. If this value is changed to .00 it means regular hours are not to be included on the report.

**Print to Screen:**

If Retirement Rept type "B" is chosen the report can be displayed to the screen by checking this box.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that displays initially has been set up in the Setup program under printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

## SECTION 14

### Budget Auto Transfer Setup

These routines provides the user with the ability to create, edit, delete, and print records that allows automatic postings of the current payroll totals to GFC's Budget files. When selecting the Auto Transfer Setup option from the Main Menu another screen with following menu options display:

Auto Create Auto Transfer Records	Maintain Auto Transfer Records	Print Auto Transfer Records	Exit
-----------------------------------	--------------------------------	-----------------------------	------

#### AUTO CREATE BDGT AUTO TSFR RECORDS

This routine allows user to automatically create dept, benefit, and deduction transfer records. The routine can not create the entire record but can set up dept records along with the benefit and deduction codes for each dept in the Benefit/Dept/Deduct file. Be sure all dept codes have been set up before proceeding. After choosing the Auto Create option the following screen displays:

```

====Auto Create Bdgt Auto Transfer Records=====
| Go to screen that allows Cr Budget Acct to be automatically updated_ |
|
|      Create Dept Records:___ (Y/N)      File:___ (A/D)
|      Create Benefit Records:___ (Y/N)    File:___ (A/D)
|      Create Deduction Records:___ (Y/N)  File:___ (A/D)
|      Use debit budget acct# from dept record_
|
|      Desc:_____
|      Vendor#:_____
|
| Insert payroll dept# into Budget dept#?:___
|      Create File from Scratch?:___ Y/N/D/Z
|
|      Begin      Exit
=====
  
```

Go to screen...: checking this box allows user (upon selecting Begin) to go to another program that allows the Cr Budget Acct and the desc in existing Auto-Trnsfr records to be changed automatically. **That program should only be used by your software rep.**

Create Depts: enter "Y" to create dept auto transfer codes.  
 File: enter "A" if the dept auto transfer codes being created are to be posted to the Accts Payable file or "D" for the Detail Records file.

Create Benfts: enter "Y" to create benefit auto transfer codes for each dept.  
 File: enter "A" if the benefit auto transfer codes being created are to be posted to the Accts Payable file or "D" for the Detail Records file.

Create Deducts: enter "Y" to create benefit auto transfer codes for each dept.  
 File: enter "A" if the deduct auto transfer codes being created are to be posted to the Accts Payable file or "D" for the Detail Records file.

Use Debit Acct: checking this box means that when deduction records are created the debit acct to be inserted is the same debit acct found on the dept record.

Desc: a default description will display. This description will be placed in each record being created. User may change or leave blank to have no default.

Vendor#: a default vendor no. can be entered. This vendor# will be placed in each record being created. User may leave blank to have no default.

Insert payroll#: enter N if the payroll dept should not be inserted as the budget dept#.

Create Scratch: if any existing records should be deleted before the create starts, enter 'Y' - otherwise enter 'N' to add to existing records. **If records already exist,** 'D' causes the program to move the payroll dept# to the budget dept# while 'Z' causes the program to zero out the budget dept#.

After the above questions have been answered should select "Begin" to begin or "Exit" to cancel.

## MAINTAIN BDGT AUTO TSFR RECORDS

This routine provides the user with the ability to individually add, edit, and delete records. After selecting this routine the following screen will display:

```
====Maintain Auto Transfer Records=====
|
|   Dept/Benft/Ded Code:_____ Desc:_____
|   Dept Code:_____ Desc:_____
|   File to Post to: (A/D):_
|   File Location:_____
|-----Budget Information:-----
|   Budget Desc:_____
|   Budget Acct:_____ Dr
|   Cr
|   Dept Code:_____
|   Vendor Code:_____
|   Include this record in the Auto-Payroll Cash Entry
|   Include this record in the Auto-Payroll Payable Entry
|   Save Cancel
|=====
|
|   oAdd      oEdit      oDelete      Exit      Print List
|
|   Dept/Benft/Ded Code:_____ Dept Cd:_____ Lookup Print Screen
```

### ADD

This routine allows user to add a budget "auto transfer" record to the system. These records are needed by the software to know key items to put in the records that the system will post to GFC's Budgetary Acctg program. The amount to be posted to a given dept is known within payroll but the system also needs to know the budget acct#, dept#, and vendor# to be put in each auto transfer posting. To begin the add user should select the "Add" option or press F1. Then the following must be entered:

Dept/Benft/  
Deduct Cd: if adding a record for transferring dept earnings, enter a dept code (dept codes 4994 and 4995 are used to set up special Payroll Acct Cash and Payable auto-postings). If adding a record for transferring a benefit amount, enter a benefit code. If adding a record for transferring a deduction, enter a deduction code. Deduction codes should only be used if transferring "net pay" by dept. These codes should already have been added in the benefit/dept/deduct file. note: from this field ESC key cancels the "Add" option.

Dept Cd: if adding a record for transferring dept earnings, this field is skipped. If adding a record for transferring a benefit or deduction amount, enter a dept code. This dept code should already be set up in the benefit/dept/deduct file. The dept code is used with the benefit or deduction code above to transfer a benefit or deduction for a specific dept. Since some benefits and deductions apply to several depts, user may have to set up one benefit or deduction code several times...each time with a different dept#.

File: enter "D" if this total is to be posted to the budget detail file or "A" for Accts Payable.

File Loc: enter "2" if this posting will be transferred to the second set of Budget files as defined in the System Setup Parameter file. Leaving this blank or entering "1" '1' will post this to the first set of Budget files.

Desc: type a description that will be the automatic description for the budget posting (ex: AUTO POSTING TO BUDGET)

Budget Acct: the budget acct# that will be debited when posting this total to the Detail/AP files. Do not enter any spaces or dashes.

Budget Acct: the budget acct# that will be credited when posting this total to the Detail/AP files. Do not enter any spaces or dashes. Note: if this entry is left blank then the credit will be to the "C/Acct" (if transferring to A/P) or the "Cash" acct (if transferring to Detail Records) on the debit Budget Acct above.

Dept#: the dept number that will be put on the detail/AP posting for this total. This should be a valid dept# in the budget program.

Vendor#: the vendor number that will be put on the detail/AP posting for this total. This value should be a valid vendor number in the budget program.

Include-PR Cash/Payble If using a dedicated Payroll Bank acct to pay employees and you want secondary auto-entries made to that account, check whether this record should be included in the Payroll Acct Cash or Payable entries.

After all data has been entered user should select "Save" (F10 moves to "Save") to write the record to disk or "Cancel" to cancel the entry.

#### **EDIT**

This routine is used to make a change to an auto transfer record. Before editing a record the record to edit must be displayed on the screen. To do this user may access the record by indexing the dept# or benefit/dept# followed by the EnterR key. If the exact numbers are not known user may enter an approximate code and select the Lookup command (or press F8 key) to display. Then user may select the record needed. Once the record is displayed user may select the "Edit" option or F2. After the record has been edited user should select "Save" to write the record to disk or "Cancel" to cancel the edit.

#### **DELETE**

This routine is used to delete an auto transfer record. Before deleting a record the record to be deleted must be displayed on the screen. To do this user may access the record by indexing the dept# or benefit/dept#. If the exact number is not known user may enter an approximate code and select Lookup command (or press F8 key) to display. Then user may select the record needed. Once the record is displayed user may select the "Delete" option or F3. Once the record is on the screen user must select the "Delete" option or press F3. User then must select "OK" to complete the delete or "Cancel" to cancel the delete.

#### **PRINT LIST**

This routine is used to print a list of auto-transfer records. This is the same routine as the program "Print Auto Transfer Records" found below. See below instructions for more info.

#### **PRINT SCREEN**

This routine is used to print the screen to your default printer. Upon selecting user must confirm the choice.

#### **PRINT BDGT AUTO TSFR RECORDS**

This routine allows user to print a list of budget auto transfer records. Upon selecting this routine the following questions are displayed:

Include Dept Codes:           if the auto transfer records for departments should be on the list  
                                  be sure the check box is checked. Uncheck it if they should not  
                                  be on the list.

Include Benefit Codes:       if the auto transfer records for benefits should be on the list be  
                                  sure the check box is checked. Uncheck it if they should not be  
                                  on the list.

Include Deduction Codes:   if the auto transfer records for deductions should be on the list  
                                  be sure the check box is checked. Uncheck it if they should not  
                                  be on the list.

Include Only Records With No Dr or Cr Acct:  
                                  check this box if the only records that should print are those with  
                                  no debit or credit acct#. This is a handy way of verifying that  
                                  records have debit and credit records.

Printer:                       if using multiple printers user may change the printer number to  
                                  direct the list to an alternative printer. The number that is  
                                  chosen initially has been set up in the Setup program under  
                                  printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

#### **EXIT**

This command returns to the Main Menu.

## SECTION 15

### Benefit/Dept/Deduct Codes

This program contains routines that allow user to add, edit, delete, and print dept, deduction, or benefit code records. The purpose of the dept code records is to establish valid departments that employees are paid out of. The purpose of the deduction codes is to establish valid deductions that employees have withheld from their pay records. The purpose of the benefit codes is to establish valid benefits that an employee receives from the employer such as matching soc sec/medicare. The benefit codes do not have a direct impact on printing a pay check/notice and therefore is not of the importance of the dept and deduct codes and are in fact optional.

#### MAINTAIN BENEFIT/DEPT/DEDUCT CODES

This routine allows user to add, edit, or delete Benefit/Dept/Deduction Codes. After this option from the Main Menu the following screen displays:

```
=====Benefit/Dept/Deduct Codes=====
|                                     Ded Cd                                     |
| Code:_____ Tax Exempt:_____ Desc:_____ Type:_____ |
|                                     |                                     |
| Deduct code: elective deferral plan (ex:457b):_ Deduct code: dependent care plan:_ |
| Deduct code: defined benefit plan (other than pension):_ Deduct code: flexible medical spending acct:_ |
| Deduct code: value of group life insurance(over limit):_ Deduct/Benft code: cost of heath insurance:_ |
|                                     |                                     |
| If deduct code, flag this deduction when withheld?:_ |
|                                     |                                     |
|                                     Max Amount Rate |
| 1. _____ |
| 2. _____ |
| 3. _____ |
| Edit Deduction Ck Info |
|                                     |
| Save Cancel |
=====
o Add oEdit oDelete Exit Print List
Code:_____ Lookup Print Screen
```

#### ADD

This routine allows user to add a dept, deduction, or benefit code record. To begin user selects the "Add" option or presses F1. User enters the following:

Code: if adding a dept code enter a number from 1-4995. Federal wh is code 4996, state wh is code 4997, soc sec wh is code 4998, and medicare wh is code 4999. Note: for codes 4996-4999 this screen only establishes the deduction name and not the rates. The rates for fed/state/fica withholding are set up in the Setup program (see section 20). If adding a deduction code enter a number in the range of 5000-6999, 9000, 9001-9899, or 9900-9999. 5000-6999 are regular deductions, 9000 is for EIC, 9001-9899 are deductions that will be subtracted from gross pay before calculating fed/state wh. 9900-9999 are cafeteria deducts that will be subtracted from gross pay before calculating fed/state/soc sec/medicare wh. Benefit codes are 7000-8999. note: from this field ESC key cancels the "Add" option.

Annuity: if setting up a deduction code in the range of 9001-9999 the system will enter "Y" to indicate that this deduction will be exempt from all or some taxes.

Desc: this the name of the dept/deduction/benefit. You may be very specific as to the name (ex: FIRE DEPT or OMRF RETIREMENT).

Type: this is applicable to only benefit or deduct codes. "A" indicates that the deduction/benefit amount will be a flat amount which will later be entered when setting up a payroll record. A "P" indicates that the amount is arrived at by taking a percentage of the gross pay. A "Y" indicates that the deduction amount is arrived by taking a percentage of the gross pay but the percentage will vary depending upon how much year-to-date earnings the employee has. A "R" indicates that the amount is arrived at by taking a percentage of the gross pay that is subject to retirement (ex: sometimes overtime pay is not subject to retirement). An "S" indicates that the code being set up is a percent and is the benefit code for social security matching. An "M" indicates that the type is a percent and that the code being set up is the benefit code for medicare matching.

Elective  
Deferral: check this box if this deduction is for a qualified elective deferral plan. This code should be in the 9000 (exempt from fed/st taxes) or 9900 series (exempt from all taxes). Your regular pension plan (OMRF, OPERS, Police Pension) would normally not be in this category. Elective deferral plans are usually 457b or 403b plans and administered thru banks or insurance companies.

Dep Care: check this box if this deduction is for a qualified dependent care plan. This would normally be a cafeteria plan making the deduction code in the 9900 series. Checking this box will cause the YTD amount for this deduction to print in the dependent care box on the emp W2.

Defined

Benefit: check this box if this deduction is for a defined benefit plan. This code should be in the 9000 (exempt from fed/st taxes) or 9900 series (exempt from all taxes). Your regular pension plan (OMRF, OPERS, Police Pension) would normally not be in this category.

Flx Med: check this box if this deduction is for a flexible medical savings acct. Such withholdings must be reported on the year-end W2 form so the program must be told that this deduction is for this purpose.

Value Grp

Life Ins: check this box if this deduction is for the value of life insurance over a limit. If employer pays for group life insurance over an IRS defined limit then the value is supposed to be taxable income. Therefore user would include this as pay and then deduct the pay from the same check. If this is a deduction being set up for this purpose check this box so it can be reported on the year-end W2 form.

Cost Health

Insurce: check this box if this benefit is for the cost of employer provided health insurance coverage.

Flag Ded in some cases a deduction may be for a limited time or the amount may vary from payroll to  
When Wh: payroll so you may want a deduction to be flagged when withheld. If checked the 'Pay Input' program will issue a reminder if an employee has this code so user can make needed changes.

Max Amt: if user entered a P, Y, R, S, or M above then the system needs to know up to three maximum ranges for each percentage. 9999999.99 should be entered on the last line that has a valid percentage. See below example.

Rate: enter up to three percentages.

Example: deduction is a percentage deduction calculated at 4% of the first 200.00 of gross and 3% over 200.00. The maximum amounts/rates would be entered as follows:

MAX AMOUNT	RATE
200.00	.040000
9999999.99	.030000

Edit Deduction Ck Info: if needing to edit the info from a deduction check, check this box and enter the fund# which will display the check#, date, and amount. Change the values.

After all data has been entered user should select "Save" to write the record to disk or "Cancel" to cancel the entry.

#### EDIT

This program is used to make a change to a record. Before editing the record to be edited has to be displayed. To do this index the number and press ENTER. If the exact number is not known user may enter an approximate code and select Lookup command (or press F8 key) for a lookup. Then user can select the record from the lookup. Once the record is on the screen user may select the "Edit" option or press F2. After the record has been edited user should select "Save" to write the record to disk or "Cancel" to cancel the edit.

#### DELETE

This routine is used to delete a record. Before deleting a record the record to be deleted must be displayed on the screen. To do this user may access the record by indexing the number and pressing ENTER. If the exact number is not known user may enter an approximate code and select the Lookup command (or press F8 key) to display. Then user may select the record needed. Once the record is displayed user may select the "Delete" option or F3.

#### PRINT LIST (OF BENEFIT/DEPT/DEDUCT CODES)

This routine allows user to print a list of dept/deduct/benefit records. The following questions are asked:

Beg/End Code: if only some codes should print enter a beg and end code. Leaving the values as defaulted will include all codes.

Include Which check which "type" of code should be included (Dept or Deduction or Benefit). At least  
Code: one box must be checked.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

#### PRINT SCREEN

This command allows user to print the contents of the employee information screen. After selecting the user must choose "OK" to confirm. "Cancel" exits without printing. Caution should be used in using this routine in that the entire contents including background is printed which can use a lot of ink.

#### EXIT

This command exits from the program.

## SECTION 16

### Deduction Name/Address Records

This program provides routines to add, change, or delete deduction name/address records. The purpose of these records to provide an address to print on deduction checks that is available in the check-notice writing program. A deduction check will not print unless a deduction name/address record exists for deduction codes set up in the benefit/dept/deduct file. If there are deductions that should not have a check printed, then do not set up a deduction name/address record.

#### MAINTAIN NAME/ADDRESS RECORDS

This routine provides the user with the means of adding, editing, or deleting deduction name/address records. After choosing the Deduction Names/Addresses option the following screen displays:

```
==Maintain Deduction Names/Addresses=====
|                                     |
|      Code:_____                |
|      Name:_____                 |
|      Addr-1:_____               |
|      Addr-2:_____               |
|      City/St/Zip:_____           |
|      Other Deduction Code:_____  |
|      Other Deduction Code:_____  |
|                                     |
|      Direct Deposit-ACH?:__ R/T:_____ |
|                                     | Acct#:_____ Type:___
|                                     |
|      Notes to print on _____ |
|      this deduct _____        |
|      check: _____             |
|      History Pay#:_____ Next    |
|                                     |
|      Save      Cancel           |
|=====|
|                                     |
|      o Add      oEdit      oDelete  Exit      Print List
|                                     |
|      Code:_____  Lookup  Print Screen
|                                     |
```

#### ADD

This routine allows user to add a deduction name/address record. To begin user selects the "Add" option or press F1. User enters the following:

Code: this is the deduction code set up set up in section 14. User does not have to set up a record for every deduction - only those where a deduction check is to be written. Upon entering a valid code the name of the deduction should display. User may press F8 for deduction code lookup. note: from this field ESC key cancels the "Add" option.

Name: the name of the business or agency the check is to be mailed. (EX: NATIONAL INS CO)

Addr-1: address where the deduction check is to be mailed.

Addr-2: address where the deduction check is to be mailed.

C/S/Z: city, state, zip where the deduction check is to be mailed.

Oth Ded: if user would like 1 or 2 additional deductions to be combined with the deduction defined in the above code, enter the code(s). This is used when two or more deductions are mailed to the same company name/address (ex: federal/soc sec/medicare wh). Or if two insurance deductions go to the same company, the deductions could be combined on a single check. Any code(s) entered here should not have its own deduction name/address record or a separate check will also print. F8 performs a deduct code lookup.

Dir Dep: if this deduction will paid by direct deposit (via ACH) then enter "Y". "N" = no.

R/T: if the "Dir Dep" question is "Y" then enter the routing/transit number of the bank being paid via ACH.

Acct#: if the "Dir Dep" question is "Y" then enter the company's bank acct number that is being paid via ACH.

Type: if the "Dir Dep" question is "Y" then enter "S" if the company's bank acct that is being paid via ACH is a savings acct. Leave blank if it is a checking acct.

Ck Notes: if user would like notes to print on the deduction check that is generated for this deduction, enter up to 4 lines.

Hist Pay#: the Update PR Files program has the option of moving deduction checks into payroll history. To do that a unique pay# that is 999000 or higher must be assigned to each check. A "Next" command is provided that when selected will display the "next" number or user can enter the number desired. Note that "Next" is enabled only if moving deduction checks into History and if adding a new record. Leave this value blank if you do not plan on moving deduction checks into history.

After all data has been entered user should select "Save" (F12 moves cursor to Save) to write the record to disk or "Cancel" to cancel the entry.

#### **EDIT**

This program is used to make a change to a record. Before editing the record to be edited has to be displayed. To do this index the code and press Enter. If the exact number is not known user may enter an approximate code and select the Lookup command (or press F8 key) for a lookup. Then user can select the record from the lookup. Once the record is on the screen user may select the "Edit" option or press F2. After the record has been edited user should select "Save" to write the record to disk or "Cancel" to cancel the edit.

#### **DELETE**

This routine is used to delete a record. Before deleting a record the record to be deleted must be displayed on the screen. To do this user may access the record by indexing the code and pressing Enter. If the exact number is not known user may enter an approximate code and select the Lookup command (or press F8 key) to display a list. Then user may select the record needed. Once the record is displayed user may select the "Delete" option or F3.

#### **PRINT LIST (OF DEDUCTION NAME/ADDRESS RECORDS)**

This routine allows user to print a list of deduction name/address records. The following questions are asked:

Beg/End Code: if only some codes should print enter a beg and end code. Leaving the values as defaulted will include all codes.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

#### **PRINT SCREEN**

This command allows user to print the contents of the employee information screen. After selecting the user must choose "OK" to confirm. "Cancel" exits without printing. Caution should be used in using this routine in that the entire contents including background is printed which can use a lot of ink.

#### **EXIT**

This command exits from the program.

## SECTION 17

### Fund Codes

This program provides routines to add, change, or delete fund code records. The purpose of the fund code records is to establish valid funds that employees are to be paid out of. Valid fund codes must be set up before setting up payroll records. The fund codes also establish the employer name/address and federal and state id numbers to print on government reports.

#### MAINTAIN FUND CODES

This routine allows user to add, edit, or delete a fund code record. After selecting the Fund Codes option the following screen displays.

```
====Maintain Fund Codes=====
|                               |
|      Code: _____      |
|      Name: _____      |
|      Address: _____    |
|      City/St/Zip: _____|
|      Fed Id: _____     |
|      State Id: _____    |
|      Check Name: _____  |
|      Bank Code: _____   |
|      Next Check#: _____|
|                               |
|      Save      Cancel      |
|                               |
=====

o Add      o Edit      o Delete      Exit      Print List

Fund Code: _____      Lookup
```

#### ADD

This routine allows user to add a fund code record. User enters the following:

Code: although this entry allows four digits it is recommended that you use numbers in the range of 1 - 99. note: from this field ESC key cancels the "Add" option.

Name: name of fund that would print on government forms (ex: CITY OF WHATEVER OK)

Addr: address that would be printed on government forms.

C/S/Z: the city state zip that would be printed on government forms.

Fed Id: the federal id number for this fund. Do not enter dashes. If this fund uses the fed id# of another fund then skip this field.

St Id: the state id number for this fund. Do not enter dashes. If this fund uses the state id# of another fund then skip this field.

Ck Name: name of fund that would print on a payroll check (if fund name is not pre-printed on check.ex: GENERAL FUND) Leave blank if no name need be printed on checks.

Bank Cd: if sending checks into a bank or check reconciliation program, a bank code will be needed to identify which 'group' the checks belong to. This should be the same code being used in the Budget program for the same fund.

Next Ck: depending upon a setting in the Payroll Setup Program (System Parameters), the program can keep a running check number (by fund# for checkwriting purposes. User should initially enter the next check number and this value will be updated automatically as checks are written. If not using automatic check numbers, then enter 0 (zero).

After all data has been entered user should select "Save" (F10 moves cursor to Save) to write the record to disk or "Cancel" to cancel the entry.

#### EDIT

This program is used to make a change to a record. Before editing the record to be edited has to be displayed. To do this index the code and press Enter. If the exact number is not known user may enter an approximate code and select the Lookup command (or press F8 key) for a lookup. Then user can select the record from the lookup. Once the record is on the screen user may select the "Edit" option or press F2. After the record has been edited user should select "Save" to write the record to disk or "Cancel" to cancel the edit.

**DELETE**

This routine is used to delete a record. Before deleting a record the record to be deleted must be displayed on the screen. To do this user may access the record by indexing the code and pressing Enter. If the exact number is not known user may enter an approximate code and select the Lookup command (or press F8 key) to display. Then user may select the record needed. Once the record is displayed user may select the "Delete" option or F3.

**PRINT LIST (OF FUND CODES)**

This routine allows user to print a list of fund code records. The following questions are asked:

Beg/End Code: if only some codes should print enter a beg and end code. Leaving the values as defaulted will include all codes.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

**EXIT**

This command exits from the program.

## Zip Codes

This program provides routines to add, change, delete, or print zip code records. The purpose of the zip code records is to make setting up employee information easier. With the zip code record set up with the city and state, the user will only have to enter the zip code to display an employee's city/state. After choosing the zip code program the following screen appears.

## MAINTAIN ZIP CODES

This routine allows user to add, edit, or delete a zip code record. After selecting the Zip Codes option from the Main Menu following screen displays.

=====Zip Codes=====

Zip Code:\_\_\_\_\_City:\_\_\_\_\_State:\_\_\_\_\_

SaveCancel

=====

☐ Add

☐ Edit

☐ Delete

Exit

Print List

Zip Code:\_\_\_\_\_

Lookup

**ADD**

This routine allows user to add a zip code record. This is started by selecting the "Add" option or pressing F1. User then enters:

Zip Code: a unique five digit number. If you are entering nine digit zip codes, you still only enter the base five digits here. The additional four digits is entered when actually setting up the address for an employee. note: from this field ESC key cancels the "Add" option.

City:        name of city.

State: two letter state abbreviation.

After all data has been entered user should select "Save" (F10 moves cursor to Save) to write the record to disk or "Cancel" to cancel the entry.

## EDIT

This program is used to make a change to a record. Before editing, the record to be edited has to be displayed. To do this index the code and press Enter. If the exact number is not known user may enter an approximate code and select the Lookup command (or press F8 key) for a lookup. Then user can select the record from the lookup. Once the record is on the screen user may select the "Edit" option or press F2. After the record has been edited user should select "Save" to write the record to disk or "Cancel" to cancel the edit.

**DELETE**

This routine is used to delete a record. Before deleting a record, the record to be deleted must be displayed on the screen. To do this user may access the record by indexing the code and pressing Enter. If the exact number is not known user may enter an approximate code and select the Lookup command (or press F8 key) to display. Then user may select the record needed. Once the record is displayed user may select the "Delete" option or F3.

**PRINT LIST (OF ZIP CODE RECORDS)**

This routine allows user to print a list of zip code records. The following questions are displayed:

Beg/End Code: if only some codes should print enter a beg and end code. Leaving the values as defaulted will include all codes.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

**EXIT**

This command exits from the program.

## SECTION 19

### Other Routines

This program contains routines that provide the user with the ability to perform certain special functions. After choosing the Other Routines from the Main Menu the following screen appears:

```
Adjust Quarterly Totals
Reverse a Pay Record
Create OMRF Upload File
Create Reconciliation File
Change Fund# in Payroll Information and History Records
```

#### ADJUST QUARTERLY TOTALS

The purpose of this routine is to either 1) adjust Payroll Info quarterly amounts from pay records in history or 2) move quarterly amounts in Payroll Info from one quarter to another. Both routines are handy should the wrong quarter number be used when updating payroll records. If performing option #1, the pay records for the dates entered must be in history. After selecting this routine the following screen appears:

```
==Adjust Quarterly Totals=====
|                               Selection:                               |
|                               o Option 1   o Option 2                 |
|                               |                                         |
|                               Move from what qtr:_ 1-4                 |
|                               Move to what qtr:_ 1-4                 |
|                               |                                         |
| Beg#:_/_/_____ Beg Date:_____ Beg Ck/Ref#:_/_____|
| End#:_/_/_____ End Date:_____ End Ck/Ref#:_/_____|
|                               |                                         |
|                               Begin      Exit                         |
=====
```

#### User should enter the following:

Selection: selecting "Option 1" means you want to move amounts from payroll ck history from one quarter to another. This is used if the wrong quarter# was used when updating the pay records. Selecting "Option 2" means you want to move the entire quarterly amounts stored in Payroll Info from one quarter to another. This option would be used if wanting to move the entire earnings and taxes from one quarter to another and zero out the amounts in the quarter being moved from.

Move from: enter the qtr# that the quarterly amounts are being moved from.

Move to: enter the qtr# that the quarterly amounts are being moved to.

Beg/End Pay#: to move just a range of employees enter a beg/end fund and payroll#.

Beg/End Date: since option 1 adjusts quarterly amounts from history, user must enter the beg/end dates that the system will search history for to make the adjustment. This range is not applicable if using option #2.

Beg/End Ck#: since option 1 adjusts quarterly amounts from history, it is possible that some history records for a given date should be moved and other records not. If this is the case enter a beg/end ck/ref# - otherwise leave as 0 and 999999.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Begin" to begin to begin the adjustment or "Exit" to cancel.

#### REVERSE A PAY RECORD

The purpose of this routine is to reverse an updated check. This is handy should user update an incorrect pay record. When a pay record is updated several files are changed. Therefore to reverse a pay record these files must be changed back. The record being reversed must be in the history file. Upon selecting this routine the following screen displays:

```

=====Reverse A Pay Record=====
|
| Fund/Payr#:____/____      Ck/Ref#:____      Date:____
|
| Name:_____
| Date:_____      Gross Pay:_____      Net Pay:_____
|
|           Qtr#: 1-4
| Void or Delete: V/D
|
|           Begin Reversal      Exit
|
| Printer Selection:
|           #1      #2      #3      #4
|
|_____
=====

```

**User should enter the following:**

Fund/Payr#: enter the fund/payroll number of the employee whose pay record is being reversed.  
Check#: enter the ck/ref# being reversed.  
Date: enter the date of the pay record.  
If the above entries matches a pay record in history the date, gross and net pay will display. If not the cursor will return back to enter the info again. If a match displays proceed with the next step.  
Qtr#: enter the quarter# (1-4) that the check being reversed should come from.  
Void/Delete: if the record being reversed should stay in the history file as a zero record enter "V" to void the check. If the record should be deleted then enter "D". If the record is a check and you use pre-numbered checks and all checks have to be accounted for then user would normally enter "V". If not using pre-numbered checks and the user is going to process another check using the same number, normally the first check could be deleted.  
Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Begin Reversal" to begin or "Exit" to cancel. The reversal subtracts the pay record from the YTD amounts on the Payroll Info screen and either zeroes or deletes the pay record from history. The program also checks to see if this pay record is in the current pay file and if so either deletes or zeroes it. If reversing a current pay record and if this employee needs to get another pay record, user should go to Run Payroll and enter the info. Then the pay record should be printed using Check-Notice Print. Do not worry about the other pay records printing again since all print flags should be set to "Y" except the record being printed. If you print deduction checks then they will have to be printed again. Then all totals and reports can be printed and the corrected pay record should be included.

**CREATE OMRF UPLOAD FILE**

The purpose of this routine is to create a file called which contains your city's and employee's OMRF contribution information which is uploaded on OMRF's website so manual entry becomes unnecessary. User should already have entered the pay records and calculated the benefits report before running this program. The OMRF deduction and benefit codes should already be entered in the Setup file under System Parameters. Upon selecting this routine the following screen appears:

```

=====Create OMRF File=====
|
|           File Name:_____
|
| DB employee contribution deduct codes:____
| DC employee contribution deduct codes:____
|Employee after tax contrib deduct codes:____
| Employee loan repayment deduct codes:____
| DC employer contribution deduct codes:____
|
|           Beg Fund/Pay No:____
|           End Fund/Pay No:____
|
|           Create and Print      Exit
|
| Printer Selection:
|           #1      #2      #3      #4
|
|_____
=====

```

**User should enter the following:**

File Name: name of file created. Default is **OMRF.txt** but can be changed (no spaces or slashes should be entered).

DB Deducts: deduction codes for employee contributions to an OMRF defined benefit plan.

DC Deducts: deduction codes for employee contributions to an OMRF defined contrib plan.

After Tax: deduction codes for employee contributions to an OMRF after-tax plan.

Loan Repay: deduction codes for employee contributions to repay an OMRF loan.

DC Employer: benefit codes for employer contributions to an OMRF defined contrib plan.

**note: all above deduction and benefit codes should already be added using the Benefit/Dept/Deduction Codes program and entered on the Setup Parameter screen.**

Beg/End Pay#: to process just a range of employees enter a beg/end fund and payroll#.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Create and Print" to begin or "Exit" to cancel. A list is printed showing the contribution info. User must then go to OMRF's website and upload the file to.

## CREATE RECONCILIATION FILE

The purpose of this routine is to create a reconciliation file that can be merged into either the Budget Mgr or GFC Data's separate bank reconciliation program. This program is different from the Recon program within the Registers report in that it uses history records instead of current pay records. If you print deduction checks in Payroll but they are not stored in history then use the Registers program to build the reconciliation file. But if all checks needed are in history then this program can be used to create the file either after each payroll or at month's end. Upon selecting this routine the following screen displays:

```

=====
|                                     Recon Code: _ |
| Build a file with pay records for the following dates: |
|           Beg Date: _____ |
|           End Date: _____ |
|                                     |
| Include Which: |
|   o Checks   o Pay Notices   o Both |
|                                     |
| Print to Screen: __ |
|                                     |
|           Begin       Exit |
|                                     |
| Printer Selection: |
|   #1      #2      #3      #4 |
|                                     |
|=====

```

### User should enter the following:

Recon Code: defines which format is being created where "C" is the format for use with Budget Manager and "B" for the standalone reconcile program. This value is stored in Setup Parameters and is not changeable on this screen.

Beg/End Date: enter the dates of the records being searched for to be placed in the reconcile file.

Include Which: choose which type of records should be included. 'Both' is the normal choice

Print to Screen: checking this box will send report to the screen instead of the printer.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers and Passwords.

After all the above questions have been answered should select "Begin" to begin or "Exit" to cancel. Upon beginning, the file is created and a list is printed. User must still merge the pay recordss - this program only creates the file to be merged.

## CHANGE FUND# ON PAYROLL INFORMATION AND HISTORY RECORDS

This program allows user to auto-change the fund# in Payroll Information and History records. This program should not be used if in the middle of a payroll run. User will enter:

Change fund (from): enter the old fund#. The fund# currently on the records.

Change fund (to): enter the new fund#. The new fund# that you want the records to have.

After all the above questions have been answered should select "Begin" to begin or "Exit" to cancel. If "Begin" is selected then user must click on "OK" to proceed or "Cancel" to stop. After the records are updated the number of payroll info records changed is displayed. Note: make sure the codes in the "Fund Codes" program have been edited to be the new numbers.

## SECTION 20

### Year-End Routines

This program contains routines that allow user to save info to print year-end W2s. This is handy since most users need to begin a new year before printing their W2s forms. These routines allow user to save, print, edit, delete the year-end payroll data so as to be able to print W2s when convenient. Upon selecting this program from the Main Menu the following menu displays:

Trial Balance	Build Yr-End W2 File	Print Yr-End W2 Records	Maintain Yr-End W2 Records	Print History
Delete History	Zero Earnings	Print W2s	Exit	

#### TRIAL BALANCE

This routine is the same program under Lists/Reports. See section 11 for detail instructions.

#### BUILD YEAR-END W2 FILE

This routine allows user to automatically build year-end records from information in the payroll history file. This way user can begin the new year and later print W2s from the records in the year-end file. After selecting this routine the following screen displays:

```
==Build Year-End W2 File=====
|
|               Combine Payroll Records with Same Soc Sec No?
|               o Yes           o No
|
| Use earning and deductions from history records for year:____ Beg/End Date:____/____
|
|               Begin Build      Exit
|=====
```

If user selects "Yes" to combine payroll records, the program will combine payroll info records for employees with the same soc sec no. User should **not** combine if there are employees with the same soc sec no that are in different funds with different federal-id#s since the employees will need separate W2s. It's ok to combine employees in different funds as long as they share the same federal-id. There is a System Parameter setting for this.

Since the earnings and deduction amounts come from history user must enter the year desired which displays a beg and end date to include the entire year. User can change the beg/end date if needed but there would normally be no reason to do so.

You may click on "Exit" to quit or "Begin Build" to begin. **When building the file, any existing records in the Year-End file will be deleted.**

#### PRINT YEAR-END W2 RECORDS

This routine allows user to print a list of year-end records. The following questions are displayed:  
Print Seq: select "Name" to print the report in alphabetic order by name or "Payroll No" to print in payroll number order.

Fund#: if user needs to print a list of just employees in a given fund, enter the fund#. Leave blank (or zero) to print list for all funds.

Beg/End: if printing just a range of employees enter the beginning and ending name or payroll numbers.

Print to Screen: if the report should display to the screen, check this box.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under Printers.

After all the above questions have been answered should select "Print" to begin or "Exit" to cancel.

#### MAINTAIN YEAR-END W2 RECORDS

This routine allows user to add, edit, or delete a record from the Year-end file should it be necessary. This is handy should employee have a different address or soc sec number than when the file was built and user need to change it. After selecting this routine the following screen will display:

```

=====Maintain Year-End W2 File=====
| Fund/Pay#:____/_____| Beg/End Dates: |
| Name-Last/First:_____| |
| Addr1:_____| |
| Addr2:_____| |
| Zip:_____| |
| City/State:_____/_____| |
| Soc Sec No:_____| |
|-----|
| Earnings:          Taxes:          Retirement:          Other:          |
| Federal/State:_____| Federal Wh:_____| Wh:_____| Advanced EIC:_____| |
| Social Security:_____| State Wh:_____| Code:_____| Elective Deferral:_____| |
| Medicare:_____| Soc Sec Wh:_____| Wh:_____| Defined Benefit:_____| |
| Medcr Wh:_____| Code:_____| Dependent Care:_____| |
| Value of Group Life Ins:_____| |
| Flex Med Spending Acct:_____| |
| Cost of Health Insurance:_____| |
| Other Desc/Amt:_____| |
|-----|
| Save          Cancel          |
|-----|
| o Add    o Edit    o Delete    Exit    Lookup    Print Screen |
| Name:_____| Fund/Pay#:____/_____|

```

#### ADD

This routine allows user to add year-end payroll records. This is rare since normally these records are built automatically. This routine started by selecting the "Add" option or pressing F1. The following is entered:

Fund#: The fund this employee works in.  
Payroll#: The payroll number for this employee.  
Name: Last The last name of the employee being added.  
First The first name of the employee being added.  
Address1: The first line of the address of the employee being added.  
Address2: The second line (if needed) of the address of the employee being added.  
Zip: The zip code of the city in which the employee lives.  
City: The city in which the employee lives.  
State: The state in which the employee lives.  
Soc Sec#: The social security number previous set up in employee information.  
Fed. Earn: The YTD earnings that is subject to federal withholding.  
S.S. Earn: The YTD earnings that is subject to soc sec withholding.  
Med. Earn: The YTD earnings that is subject to medicare withholding.  
Fed. Wh: The amount of federal withholding for the year.  
State Wh: The amount of state withholding for the year.  
Soc Sec Wh: The amount of soc sec withholding for the year.  
Medcr Wh: The amount of medicare withholding for the year.  
Retire Wh: The amount of retirement withholding for the year stored as up to two amounts.  
Retire Cd: Up to two deduction codes for retirement. These codes will determine whether the retirement amounts will print on the W2 form. If either code is in the 9000 series the corresponding amount will print in the 'Other' box (box 14) with a description entered in "Setup - System Parameters". If the code is in the 5000 or 6000 series the amount is not printed on the W2.  
Advance EIC: not currently used.  
Elective Deferral: The amount of contributions to an elective deferral plan (ex: 457b or 403b). This amount prints on the W2 in box 12 with a code as set up on the "Setup - System Parameter" screen.  
Defd Benft: The amount of tax deferred contributions to a defined benefit plan (other than pension). This amount prints in W2 box 14.  
Dep. Care: The amount of deductions for qualified dependent care. This amount prints in W2 box 10.  
Value of Grp Life Ins: If employee received a group life insurance benefit over an IRS defined value, this is the value of the benefit. This will print on W2 in box 12 with a code stores on the System Parameters screen.  
Flex Med Spend Acct: If employee has a Flexible Medical Spending Acct, this is the amount withheld. This amount prints in the W2 "Other" box (box 14) with a description stored in Setup-System Parameters.  
Cost of Health Ins: This the cost of health insurance including what the employer and employee pays. This amount will print in box 12 with a code defined on the System Parameters screen.  
Other Desc/Amt: Under rare circumstances an amount and desc may need to be printed in box 14 that is not determinable by the program and may be unique to an individual employee. In this case user may (after building the Year-End file) edit in a desc and amount to be printed in box 14.

After all data has been entered user should select "Save" to write the record to disk. Selecting "Cancel" cancels the entry.

#### EDIT

This routine is used to make a change to a payroll year-end record. Before editing a record the payroll year-end record must be displayed. This is done by either typing the name or indexing the fund/payroll number followed by the Enter key. If the exact name or number is not known user may select the Lookup command (or press F8 key) from the name or fund/payroll number fields to perform a lookup. User may then select the record to edit.

After the record to be edited is displayed user must select the "Edit" option or press F2. User then may TAB or point and click to the correct field and make the needed change. After the edit is finished, user may select "Save". This will write the record to disk. Selecting "Cancel" voids the edit.

#### DELETE

This routine is used to delete a year-end record. Before deleting a record the year-end record must be displayed. This is done by either typing the name or indexing the fund/payroll number followed by the Enter key. If the exact name or number is not known user may select the Lookup command (or press F8 key) from the name or fund/payroll number fields to perform a lookup. User may then select the record to delete.

After the record to be deleted is displayed user must select the "Delete" option or press F3. User then sees a confirmation screen. Selecting "OK" confirms the delete while "Cancel" voids the delete.

#### PRINT HISTORY

This routine is the same program found under History Records. See section 12 for detail instructions.

#### DELETE HISTORY

This program allows user to delete payroll history records. It is recommended that you keep the most recent history and even one year prior. When this program is open the following screen displays:

```
==History Year-End=====
| Keep the most recent history and at least one year back. |
|
|           Beg Date: _____|
|           End Date:  _____|
|
|           Begin      Exit      |
|
|           Printer Selection:   |
|           #1      #2      #3      #4      |
|_____
```

The following should be entered:

Beg/End Date: Enter a date range. Retain the most recent history and at least one year back.

Printer: if using multiple printers user may change the printer number to direct the list to an alternative printer. The number that is chosen initially has been set up in the Setup program under printers.

"Begin" should be selected to start the delete or "Exit" to cancel. A confirmation message will display. User must select "OK" to proceed or "Cancel" to stop the delete. If proceeding, a report prints confirming the delete was performed.

#### ZERO EARNINGS

This program is used to "zero" out the YTD earnings, withholding, deductions, and benefit amounts to start a new year. Running this at the wrong time can have disastrous consequences. After selecting the following questions must be answered:

Delete Term Payroll Info Records: if you desire to delete an employee's payroll information record if he/she is terminated (status code equals "T") then enter "Y". If terminated payroll records should stay in the system then enter 'N'. Note: if history records exist for a terminated record it will not be deleted.

Delete Employee Info Records: if an employee no longer has a payroll information record, you may also want to delete the employee information record (where name, address, hire date is stored). To do this enter "Y".

Printer#: if using multiple printers user may select a different printer number to direct the report to an alternative printer. The number The number that displays initially has been entered in the Setup Setup program under 'Printers/Passwords'.

After answering the above questions user must select "Begin" to begin or "Exit" to exit from the program. If selecting "Begin" a confirmation message displays. User must select "OK" to proceed or "Cancel" to exit. If "OK" is selected a report prints showing each employee's old earnings to date and the new earnings to date.

#### PRINT W2s

This routine is the same program found under Lists/Reports. See section 11 for detail instructions.

## CREATE W2 E-FILE

This routine allows user to create a file to upload to Soc Sec Admin (SSA) or Okla Tax Comm (OKTAP) to report your organization's earnings. If SSA, this is in lieu of mailing copy "A" of W2 forms and the W3 transmittal form. If SSA you must have already registered thru SSA's website (contact GFC on registration info). Before using the program user must enter key info on the "Setup/Tax Info"-**"W3/E-file Parameter Info"** screen (see Section 21 for more info). After selecting this program the following screen will display:

```
==Create W2 E-file=====
|
|      Year of Earnings:_____
|      File Resubmission:_____ Resubmission WFID:_____
|
|  o All funds in this submission use the same EIN    o Funds use different EINs
|
|      o Include all employees in each fund          o Enter individual employees
|
| Enter fund#s to be included:          Fund/Payroll#
| Fund#: _____
| Fund#: _____
| Fund#: _____
| Fund#: _____
| Fund#: _____
| Fund#: _____
|
|      Name/Id Fund#: _____
|      Submitter Fund#: _____
|      State Submission: _____
|      File Name: _____
|
|      Create and Print    Exit
|
|      Printer Selection:
|      #1      #2      #3      #4
|=====
```

The following is entered:

Yr Earnings: This is a required entry and represents the year you are reporting for.  
Resubmission: If you are resubmitting a file due to a previous error, check this box.  
WFID: If a resubmission you should have received a Wage File ID(WFID) from SSA. Enter it here.  
Common/Mult Fed-Ids: If the funds being included share a common fed-id# select "All funds use a common fed-id" option. If your funds have different fed-id#s select "There are multiple fed-id#s". This selection is important in that each fed-id# represents a "company" record that must be in the file. Selecting "All funds use a common fed-id" will cause the program to write all funds under one company record.  
Entire Fund/ Ind Emps: If you desire to process all employees within funds mark the option "Process entire Funds". If you desire to process individual employees, mark the option "Enter individual emp#s".  
Enter Funds: If processing all employees within a fund, enter the funds to be included. Even if you printed W2s by fund, in this program all fund#s would be entered to process together.  
Fund/Pay#: If needing to process only individual employees, enter up to ten fund/payroll#s. If entering employees for different funds and they use different fed-id#s enter in fund# order.  
Name/Id Fd#: If the option "All funds use a common fed-id# is selected, the program will need to know which fund would be used to get the company name/fed-id# from. For example if user has entered funds 01, 02, and 03 as the funds to be processed, user would need to enter which of those numbers are to be used for the company name and fed-id#.  
Submitter Fd#: if you want to use a different submitter fund# than the default, enter the fund#. If building a file for SSA submission normally the default fund# will be used. If a state submission the submitter fund# determines the fed-id# placed in the file name so if you have multiple OKTAP accounts you will change the submitter fund# when building one of the files so that the e-file name is correct.  
State Submission: if the file is being submitted to OKTAP then check this box. This will cause the file to contain state records as well as change the below file name.  
File Name: normally **W2-Efile.txt** if a SSA submission but may be changed by clicking on this field and typing a different name (do not enter spaces or slashes). If this is a state submission the name will automatically change to the format W2\_001\_yyyy\_999999999.txt (yyyy is the year and 999999999 is the submitter's fed-id#). There is no set file name for a SSA submission but OKTAP has precise naming rules.

After answering the above questions user selects "Create and Print" to begin. If doing state submissions and you have multiple OKTAP accounts you will need to create multiple files. The files (SSA: W2-EFILE.TXT; OKTAP: W2\_001\_yyyy\_999999999.txt) will be created in your payroll folder (usually Payrl.win or Payrlwin.fil\Payrl.win). File(s) should be uploaded to SSA or OKTAP using separate instructions provided by GFC Data Systems.

## EXIT

This command returns to the Main Menu.

## SECTION 21

### Setup/Tax Information

This program allows user to set up certain values in a permanent set up file. This allows other programs in payroll to know how to handle certain key situations without operator intervention. Although this file is permanent, the user may easily change any of the items in the file. After choosing "Setup/Tax Information" from the Main Menu the following choices display:

```
Printers/Passwords
System Parameter Info
W3/Electronic Filing Parameter Info
Tax Rates/Tables
Build New Files
```

#### Printers/Passwords

The purpose of this routine is to allow user to define printer and password information. Using this information each program will know which printer# to print to and what kind of printer it is. After selecting this routine the following screen appears:

```
====Printers=====
| No Desc Printer Name (as defined in Windows) Lzr |
| 1. _____ |
| 2. _____ |
| 3. _____ |
| 4. _____ |
|-----|
| Program Printer Defaults: |
| Station# 1 2 Station# 1 2 |
| Employee Info: -- Lists/Reports: -- Station Names: |
| Payroll Info: -- History Ledger: -- #1: _____ |
| Run Payroll: -- W2s: -- #2: _____ |
| Checks-Notices: -- Trial Bal/Qtr Repts: -- |
| Benfts/Auto Tsfr: -- Year-End Routines: -- |
|-----|
| Full Access Password: _____ Read-Only Password: _____ |
|-----|
| Save and Exit Cancel |
|-----|
=====
```

#### The above screen is filled in as follows:

Desc (1-4): the printer name is user defined and may be any name user wants to assign to it such as "BETTY'S PTR" or "HP PRINTER" or "COUNTER PTR".

Printer Name(1-4): this is the name of the printer as defined by Windows with the phrase "Prtname:" in front (ex: Prtname:Canon BJC-4300 or Prtname:\\CityServer\\HP Deskjet 5600). The name of the printer is found by looking in Control Panel-Printers/Faxes.

Lzr (1-4): if the printer is a laser printer enter "Y" otherwise enter "N".

Ptr Defaults:1/2 in programs that print, there are options for up to 4 printer#/names. User may enter a number 1-4 next to each program to indicate which of the above defined printers should be the default. This way user could indicate one printer# for checks and another for reports or W2s. "0" indicates that there is no default and will force user to click on a printer#/name at print time. If two stations will regularly use payroll user may enter two sets of default#s with the defaults for station 1 being the main payroll user and station 2 being a secondary station.

Station Names: if entering program printer defaults for a second station, enter the names of the two stations (ex: "Linda's PC" and "Donna's PC"). Then when Payroll is **next** opened a screen will appear allowing user to load which station the payroll is being run from so the program will know which printer default#s to use. Note: removing default numbers from station #2 stops the program from asking for the station names.

Full Password: any user entering into payroll using this password can perform any routine.

Rd Only Password: any user entering into payroll using this password is not allowed to add, edit, or delete records.

After answering the above questions, user should select "Save and Exit" to save or "Cancel" to exit without saving.

## System Parameter Info

The purpose of this routine is to define certain recurring options that the system needs in order for the program to know how to perform certain key operations. After selecting this routine the following screen will appear:

```
=====System Parameters=====
|
|          Check/Run Payroll Options          Payroll Info Updt from Pay Input:
|Print Cks-Notices by Fund:  Y/N          Check Form:  oUpdate  oSkip Pay Amts  oDo not Update
|Print Fund Name on Checks:  Y/N          # Lines Above: Checks/Notices:  Check Depts:
|          Use Auto. Check#:  Y/N          Print YTD Deducts on Ck Stub:  Earnings Warning: 999999.99/999999.99
|Fiscal Yr to Print on Ck:  _____    Print Leave Units on Ck Stub:  Save Pay Files:
|Prt Dir Dep on Notices/Nxt#:  _____    Print SS# on Stub:  Lookup:display actives only:
|-----
|          941/SUI Report          W2s
|Qtr Rept Earn Flag:  F/G/M          Format:  1          Deferred Retirement/Defined Benft Desc:
|          SUI Rate:  _____    #Lines Above:  (1-9)          Flexible Medical Spending Acct Desc:
|          SUI E-file?:  Y/N          Left Margin Adj:  (0-3)          Elective Deferral Code:  Combine Emps?:
|          Combine Emps?:  _____    Font Size:  R/L/S          Grp Ins > Limit/Cost Health Ins Codes:
|-----
|Names:  Menu Name:  _____    Sub-Menu Name:  _____
|-----
|          Retirement Report          OMRF Upload Ded/Benft Codes:
|          Name          Mun#          Plan#          <<Deductions>>          Benft          DB Emp Cont:
|Class 1          _____    _____    _____    _____    _____    DC Emp Cont:
|Class 2          _____    _____    _____    _____    _____    DC After Tax:
|Class 3          _____    _____    _____    _____    _____    Loan Repay:
|Class 4          _____    _____    _____    _____    _____    DC Employer:
|-----
|          Auto Transfer to Budget          Units:
|Budget Dir/File Name:  _____    Desc3:
|Tsfr Which to Bdgt:  G/N  Are Bdgt Vend#s A/N?:  Y/N  Bdgt Acct Frmt:  A-J  Post to PR Bk Acct:  Desc4:
|Disply Auto-Tsfr Reminder When Adding New Dept/Deduct/Benft Codes?:  Verify Bld Auto Tsfr Totls?:  Desc5:
|-----
|          Reconciliation
|Use Bank or Ck Recon:  B/C  If 'C', Budget Dir/File Name:  _____    If 'C' use which format:
|-----
|          Misc
|Prorate Flag:  Y/N  Deduct Prorate Flag:  Y/N          Tax Dir/File/Name:
|          Verify Benefit Codes:  Y/N          Updt Deduct Cks into History:  Have separate #deps for state wh
|          Deduction Ck Default Bank Code:  Have separate #deps for state wh
|          Save and Exit          Cancel
|-----
```

The above screen is filled in as follows:

### Check/Run Payroll Options:

Prt Cks-Fd: if employees from different funds go on separate checks (notices), enter Y. If employees from different funds go on the same check (notices), enter "N".

Print Name on Checks: if printing checks by fund user may choose to print the fund ck name on the check. This is handy if the fund name is not pre-printed on the check. This option is only available if printing checks by fund.

Auto Ck#: if printing checks by fund and user wants to keep a running check number for each fund, enter "Y". The next check# to be used is actually stored in each fund code record. See section 16.

Fiscal Yr: some check formats print the fiscal year on the check. If using one of those formats enter the fiscal year (ex: 2011-12).

Prt Dir Dep: enter Y if direct deposit pay records should be printed on pay notices instead of checks.

Next#: if printing direct deposit pay notices and want an automatic number, enter the next number.

Ck Form: enter "0", "1", "3", or "7" or "9" where 0, 1, 3, and 7 are "check on top" formats with 3 being the most common format and "7" being a QuickBooks format. Use 9 if your checks are a "Stub-Check-Stub" format. If unsure what format to use, contact GFC Data Systems.

# Lines these questions determine how far down on a check or notice the print will begin. With Cks/Notices: some printers the value may need to be 0 or as high as 2. If unsure begin with a value of 1. After testing change to 0 to move print up or change to 2 to move print down.

Print YTD: in addition to earnings and taxes, the retirement and the first 3 deductions (first 4 if no retirement) from the Payroll Info screen may have their YTD amounts print on the employee's paycheck stub. Enter "Y" if this is desired.

Prt Units: on the employee information screen is the capability of storing sick, vacation, personal leave, and comp units. If these units should not print on anyone's check stub then enter "N". If you want these to print on all or some stubs then enter "Y". If some should not have this print then you may enter "N" on the "Prt Units" question on individual Payroll Information records (see section 5-Payroll Info).

Print SS#: user may print each employee's soc sec no on his/her pay stub by entering "Y". However should you not want others to have the opportunity to see another's soc sec no, this may be set to "N" so the number will not print.

Updt Pay Info from Pay when using the Input Pay records program user may or may not want to update the permanent Payroll Info record with changes made while entering pay records. For example a marital Status or pay amount may be changed during input that you want to make permanent. Three options are used to determine how you would want changes to interact with the Payroll Info screen. Marking "Update" will cause any change made (except deduction changes) to be updated to the Payroll Info screen. "Skip Pay Amts" will update the Payroll Info screen

except for changes to Pay amounts (and deductions). "Do not Update" means that no changes should be made to the Payroll Info screen when inputting pay records.

Check Depts: check this box to compare dept#s and pay to Payroll Info record when printing Pay List.

Earnings Warning: if user would like to be warned (when using Run Payroll-Enter Pay Records) if the gross or net pay is over a certain amount, enter the amounts (999999.99 for no warning).

Save Paycheck Files: once a pay file is removed many reports (Pay List, Totals, Benefits, etc) can no longer be printed. Therefore user might want to save a pay file before deleting it. If this question is "Y" then the program will assume you want to save the file when it is updated (see 'Update Files' under 'Check Print' for more info).

Lookup: Display when entering paychecks using "Run Payroll", user may press perform a Lookup. If you would

Actives Only: prefer only employees with status "A"ctive to display, enter "Y".

#### 941/SUI Reports:

Qtrly Rept Enter "F" to use Federal taxable earnings as the earnings to print on the quarterly reports.

Earn Flag: Enter "G" to use Gross earnings or "M" for Medicare earnings. This is mainly used for the Unemployment (OESC) Report since you must report earnings by employee. It is to your benefit to use "F" in that federal earnings can be lower than gross and medicare earnings.

SUI Rate: when printing the SUI (OESC) Rept the program can calculate the SUI amount by dept. This would be the rate used to perform the calculation.

SUI E-file: when printing the SUI (OESC) Rept an e-file can be created. Enter N if this is not desired.

Combine Emps: when printing the SUI (OESC) Rept should employees with same SSN have their earnings combined.

#### W2s:

Format: enter "1" for one-across laser W2s.

#Lns Above: This value will determine how many lines the form will be advanced before the first line prints since the "top margin" will vary by printer model. Note: should the value be set to "0" and the print still be too far down on the W2 form, see "Font Size" below for alternatives.

Left Margin: This determines how many spaces (0-3) the print will move to the right when printing W2s.

Font Size: if using the "R"egular font (size 11) and the print is too high or low in the boxes, an option would be to change the font size to "L"arge (size 13) or "S"mall (size 8). If the print is off off a full line then change the "#Lns Above" setting.

Retire/Defn if your city has a deferred retirement or defined benefit contributions retirement plan the

Benft Desc: amount will print on the W2 form with this description. Suggested phrases include "Req 414h", "Ret Contrib", "Govt Pickup", "Exempt Ret" (up to 12 characters are allowed).

Flex Medical if your city has a flexible medical spending acct withholding the amount will print on the W2

Spend Acct: form with this description. Suggested phrases include "FLXM".

Elective if your city has an elective deferral retirement plan (other than pension), the IRS has codes

Defer Code: to describe different plans. For example code "E" is for a 403b plan while "G" is for a 457b plan. Enter the code (if any) that describes your plan. If you do not offer an elective deferral plan then you can leave this field blank.

Grp Ins Over if your city offers a group insurance policy that covers an employee for over an IRS limit the

Limit Code: value of this must be reported on the W2 with this code. If blank, code "C" will be used.

Cost Health if health insurance is available to employees, the cost (including any amounts paid by the

Ins. Code: employee) should be reported on the W2 with this code. If left blank, code "DD" will be used.

Combine Emps: when building the Yr-End W2 file should employees with same SSN have their earnings combined.

#### Names:

Menu Name: enter the city name that should print at the top of reports and displays on main menu.

Sub Menu: if using multiple payrolls, enter a short name that can appear on sub-menus (ex: PWA)

#### Retirement Info (1-4)

this info is needed if printing the retirement report under Retirement Rept.

Name: enter the names of up to four retirement plans offered to employees. These plans (1-4) should correspond to the retirement classes entered when setting up payroll records (see section 5 Payroll information).

Mun#: if any of the companies providing retirement plans to you have a number assigned to your city, enter this number.

Plan#: if any of the companies providing retirement plans to you have a number assigned to your plan enter this number.

Ded Cd(1-3): these are the deduction codes for this retirement plan. These are set up using the "B"enft/Deduct/Dept Codes' program.

Ben Cd: this is the benefit code for this retirement plan. This was set up using the "B"enft/Deduct/Dept Codes' program.

#### OMRF Upload Codes:

this info is needed if sending the OMRF contribution info via online upload.

DB Emp Cont: these are the deduction codes previously setup for employee contributions to an OMRF defined benefit plan. These are normally 9000 series codes.

DC Emp Cont: these are the deduction codes previously setup for employee contributions to an OMRF defined contribution plan. These are normally 9000 series codes.

DC After Tax: these are the deduction codes previously setup for employee contributions to an OMRF after-tax plan. These are normally in the 5000 and 6000 series.

Loan Repay: these are the deduction codes previously setup for employee payments to an OMRF loan repayment plan. These are normally in the 5000 and 6000 series.

DC Employer: these are the benefit codes previously setup for employer contributions to an OMRF defined contribution plan. These are normally in the 7000 and 8000 series.

**note: the above codes should already be added using the "Benefit/Dept/Deduction Codes" program.**

#### Auto Transfer to Budget:

Budget Dirs: if user is auto-posting payroll totals to Budget then the system must know what the Budget directories are called and the name of the file that will store the totals. The program to do the transfer is the "Transfer Payroll Totals" routine in Budget which defaults the file

name as "PRTotals.txt".

Tsfr Which: the program has the capability of transferring either the gross pay or net pay per dept to the budget files. Enter "G" for gross or "N" for net.

Vend# A/N: if interfacing with GFC's Budget program and the vendors used in Budget have letters in their number, enter "Y" - otherwise enter "N" if vendor numbers are numeric only.

Budgt Frmt: if interfacing with GFC's Budget program enter a code (A-J) that describes the format of the budget acct. If none of the formats displayed through the "tool tip text" matches what you need then leave this code blank.

Post to PR: if paying employees from a "payroll" bank acct and you want to create an auto-transfer posting (in addition to the regular postings) to update the payroll bank acct, enter Y.

Disply Rem: enter Y if an Auto-Tsfr reminder is desired when adding a new dept/deduct/benft code.

Verify Totls: enter Y if the Bld Auto Tsfr totals should be compared with the paycheck totals.

#### Units:

Desc: 3-5: the Employee Info screen has four "Units" catgys. The first two are "Sick" and "Vacation". Lines 3 thru 5 may have their names customized by typing values in these fields. If left blank the Emp Info screen will use **Pers Lv, Comp, and Transferd** (type in mixed case)

Auto Update- When running the program "Auto Update Units" the program checks to see if there are Units Subtract Used entered on the Pay Input screen. If so these can be subtracted from the "New Available"

Pnding Units: calculation either when running this program or later when updating Payroll files. Check this box if they should be subtracted when running the "Auto Units Update" program.

#### Reconciliation:

Tsfr Which: the program has the capability of sending payroll and deduction checks over into a bank recon file (in GFC's Bank Recon program) or into the Reconcile file (found in GFC's Budget program).

Budget Dir: if using Budget Reconcile, the program must know where the budget files are located. Normal entry would be "\\BUDGET\\PRCKFILE.DAT". Your installer can assist with this info.

#### Misc:

Prorate Flag: when using the Totals Report and Benefits report, the net pay (on the totals report) and the benefit amounts (on the Benefits report) can either be pro-rated by each employee's earnings line. If user would prefer that no proration be performed, then enter "N". NOTE: if no proration is performed then the program will assume that 100% of the net pay and benefit be based on the first dept in the employee's payroll info record.

Ded Prorate: when computing deducts to post to Budget, should deductions be prorated by each pay line

Tax Dir/Name: this is the location of the tax file (Tax.dat). If user has multiple payroll folders then one common tax file can be used by specifying in each Setup file the location/name of the common tax file. The folder name is not needed if there is only one payroll folder used.

Verify Benfts: enter Y if you want a reminder if you fail to enter Benefit codes when adding/editing a Payroll Information screen. Blank or "N" means you don't want the reminder.

Updt Ded Cks Into Histry: if you print deduction cks in Payroll and want to move them into Payroll History when running the Updt PR Files program enter Y. Blank or N means you don't want to move them.

Ded Ck Deflt: if updating deduction cks into History, under certain circumstances the bank code placed in Bank Code: the history record may not be known. In that case the update program will use this value.

Have separate Okla now has its own W4 form. So if anyone claims a different # of dependents for fed and #deps st wh: state wh, enter "Y" to enable a second state "#Deps" field on the Payroll Info screen. Note: the program "Update State Dependents" (found under Setup/Tax Info) must then be run.

After the above is entered user should select "Save and Exit" to save or "Cancel" to exit without saving.

#### W3/Electronic Filing Info

This routine allows user to set up info for printing a W3 transmittal form (that goes with W2s) and to do W2 e-filing. The following info is entered:

##### W3 Transmittal or E-File: (enter if printing W3 transmittal forms or if e-filing)

Contact Name: the name of the person at your city who Soc Sec Admin (SSA) would contact should there be questions about the W2s (electronic or paper) submitted by your city.

Phone No: the phone no SSA would use to contact your city with questions (10 digits: ex:4055529988).

Email Addr: the email address SSA would use to contact your city via email.

Fax No: the fax number SSA would use to contact your city with questions. The fax no should include the area code but have no spaces or dashes (10 digits: ex:4055559990).

Kind Emp: a code to identify the kind of employer. "S" is the normal response.

##### E-File Only: (needed only if e-filing)

Fund# for Submitter: in the e-file will be a "submitter" record. Since some organizations could use a third party company to submit the file the submitter info would not necessarily be the same as your company. Since you will be the submitter enter which fund# should be used to provide the submitter info (company name, address, fed-id, etc). This value can be changed when building the e-file.

Phys Loc: since many use a PO Box in their address this would be the physical address of your city.

City Name: this is the name of the city that your physical location is in (city name only).

State: this is the two letter abbreviated state name that your physical location is in (OK).

Zip Code: this is the zip code of your physical location.

User ID: this is assigned by SSA when you register. Enter 99999999 if only doing an OKTAP submission.

Emp Code: this is "type" of employment provided by your company where "A" is Agriculture, "H" = Household, "M"=Military, "Q"=Govt/941, "X"=Railroad, "F"=Regular/944, and "R"=Regular/941.

St Num Cd: enter 40 for Oklahoma.

After the above is entered user should select "Save and Exit" to save or "Cancel" to exit without saving.

### **Tax Rates and Limits**

This routine allows user to set up the soc sec, medicare, federal, state withholding tables and limits. This must be correctly entered for the system to correctly compute taxes. This information will change yearly. Normally you will receive an update via CD or email when the fed or state govt makes changes.

After selecting this routine a screen will display showing soc sec and medicare rates and limits and two sets of federal wh rates for single, married, and head of household and a single set of Oklahoma wh rates for married and single.

These rates will be provided for you if paying an annual support fee. You would normally never change these rates yourself. Contact GFC Data if there are questions about the rates. After the data is entered "Save and Exit" is selected to save the entries while "Cancel" is selected to cancel any entries. "Print Screen" command will print the screen to your default printer.

### **Convert Names/Addresses to Upper-Case**

This routine allows you to change names and addresses on the Employee Info, Payroll Info, Fund Code, and Zip Code files to upper-case. This is needed if you are e-filing W2s since SSA requires names and addresses to be upper-case.

### **Insert Bank Code into History**

The bank code is now stored in History records (for Reconciling purposes) but at one time was not. If you need to insert a bank code into old history, use this routine.

### **Update State Dependents**

This routine allows you to copy the "#Dep" field on the Payroll Info screen to the new state # dependents should you decide to use this new field. Since the state dependents will initially have a zero value, this routine can be used to populate it with the value in the current # dependents field.

## Steps In A Normal Payroll

1. Add any new employees using Employee Information and Payroll Information.
  2. If keeping track of vacation and sick units and you need to show more units being earned then update the employees units by using 'Ind Updt' or 'Auto Units Updt' on the 'Employee Info' screen. **NOTE:** if you want "Units Used" from "Run Payroll (Enter Pay)" to be considered part of the calculation of the "Auto Units Updt" then run "Auto Units Updt" after doing step 3.
  3. Enter pay records using 'Run Payroll'. Delete previous records, enter the period code (1-5), pay frequency, etc.  
  
Perform 'Auto Pay' if applicable. This will pay salary employees only.  
  
Access employees and add a pay record for each employee to be paid using 'Add'.  
  
Print a list using 'Print List' and review the list.  
  
Make any needed edits using 'Edit' or remove unneeded records using 'Delete'.
  4. Print checks and notices using routines under 'Check Print/Reports/Update Files'.  
Load and align checks. Print Employee Checks.  
Print Pay Notices (for direct deposit employees) to plain paper (if applicable).  
Print Deduction Checks (if applicable).  
Print Totals.  
Print Check Register(s).  
If you print deduction checks in Payroll and want them moved into a Reconciliation program but the deduction checks are not stored in payroll history, you must run the check register with option "Reconciliation" for all employees (if you do not print checks by fund then the Abbreviated check register serves this purpose). This creates the proper file (PRCKFIL.DAT or PRCKFILE.DAT) needed to merge checks into your Reconcile software. If deduction checks are moved into payroll history or you do not print deduction checks in Payroll you can create the necessary reconciliation file with employee checks/notices from history to merge at month's end. See Month-End instructions on next page.  
Print Deduction Report (if needed).  
Print Dept Report (if needed).
  5. If using benefit codes, calculate employee benefits using 'Calculate Benefits'.  
Run 'Calculate Benefits'. (Run for all employees)  
Print Benefits Report and check. Add, edit, delete records if needed and re-print.
  6. **If ready to update the payroll into permanent files perform 'Update Files' under the 'Check-Notice/Repts/Update Files' program. Be sure checks have been printed and benefit report has been printed (if applicable).**
  7. If you upload OMRF contribution info to their website, run the upload program found under 'Other Routines' and then upload the file to OMRF.
- PERFORM STEPS 8 AND 9 ONLY IF UPDATING BUDGET FILES FROM PAYROLL**
8. Use the program 'Build Auto Transfer' and print the Auto Transfer File. This file must be built before going to step 8.
  9. Exit Payroll and run the program (either using an icon on the desktop or the Transfer routine within Windows Budget) to post payroll to budget. **NOTE:** this may only be done if you have the the GFC Budget Software.
  10. If using Budget check reconciliation and you merge payroll checks each payroll, merge using the "Add-Payroll Cks" routine found within Budget Reconciliation. **NOTE:** you must merge checks after each payroll if the checks being merged are not stored in Payroll History. If merging checks into an external check reconciliation program, see that program's documentation for further info.  
  
If you posted entries to Budget AP, print the checks using "Pay Bills".
  11. If you have employees under direct deposit, run the 'Build' routine within that program.  
Then either download the ACH file to a CD/disk or email to your bank or send thru bank's website.
  12. Make a payroll backup.

## MONTH END

1. Print 'Retirement Report'.
2. Print any monthly deduction or benefit lists using 'Deduct/Benefit History Report' under 'Lists/Reports'.
3. If using bank or check reconciliation software and the Payroll checks/notices to be merged are in payroll history, user may run the 'Create Reconciliation File' routine (found under "Other Routines" and "Checks-Notices") to build a reconciliation file (PRCKFIL.DAT or PRCKFILE.DAT) from history for a date range. Then the checks can be merged into Budget using the "Add Cks-Payroll Cks" routine (found within the Reconciliation routine). If using an external Reconciliation program, see that program's documentation on how and when to merge checks.

## QUARTER END

1. Choose 'Lists/Reports'.  
Print Trial Balance.  
Print Qtrly Reports (SUI and 941)

## YEAR END

1. Quarter-end routines should be performed just like any other quarter (make sure Retirement Rept has been printed).
2. Make a Year-End backup and save at least a year.
3. From Main Menu choose 'Year-End Routines'.  
Print Trial Balance with "Period" set to "Y".  
Build Yr-End W2 File (this moves info from the history file to a year-end file).  
Print Yr-End W2 Records. Make sure the totals match the trial balance totals. If the totals match proceed to step 4.
4. Print history records to paper using 'Print History Records'.  
Delete older history using "Delete History Records" but keep the most current and at least one year back. For example if closing out 2015 keep at least 2014 and 2015.  
Move zero to YTD amounts using "Zero Earnings" (this optionally deletes terminated employees).
5. User may now begin payroll for new year. W2s (found in the 'Year-End' or 'Lists/Repts' programs) can be run later.

## Payroll Concepts

The Payroll system revolves around four main files... Employee Info, Payroll Info, Paycheck, and History files. Secondary files include Benefit/Dept/Deduction, Fund, Zip Code, Benefit and Retirement files.

The **Employee Info** file contains personnel info for each employee such as name, address, DOB, etc. Even if an employee is being paid under multiple numbers only one employee info record would be set up. The city name is inserted automatically from the Zip Code file.

The **Payroll Info** file contains info for each employee to generate a check... salary or rate of pay, # dep, marital status, deductions, etc. Earnings and deductions (and optionally Benefits) QTD and YTD are accumulated in this file and are used for gov't reports such as 941 and SUI reports. Fund, Depts, and Deductions (and optionally Benefits) codes are inserted automatically from previously set up records in the Fund and Benefits/Dept/Deduct file.

The **Paycheck** file is a temporary file used to store info to pay employees for a given payroll run such as number of hours worked, salary amounts, deductions, etc. This is a temporary file in that it's contents are removed at the beginning of each run. It's main purpose is to print checks as well as the production reports such as Totals, Ck Reg, Benefits, etc so a Paycheck list should always be printed before printing checks to check for accuracy. It's critical that the contents of the Paycheck file be updated into the Payroll Info and History files (and optionally Budget) before the next payroll is begun. When deleting the Paycheck file to begin a new payroll the file is checked to make sure the update has been done. **DO NOT IGNORE WARNINGS.**

The **History** file contains past checks written. This allows user to view/print a list of past checks. This file is updated automatically from records in the Paycheck file.

**Flow Chart:**

Employee Info----->	Payck File <-----	Payroll Info----	> 941, SUI, W2s
^			^
	v	>	
Zip Cd	Checks	Budget	Fund Ben/Dept/Ded
	Totals	Payroll Info	
	Ck Reg	Retirement	
	Benefits		

## PAYROLL BONUS PAY NOTES

Some cities do some kind of “Bonus” pay (such as Holiday Bonus or Longevity Pay). If the bonus is done as “**separate**” pay (not included with regular pay) there are some things you should remember:

### RUN PAYROLL

1) When an employee is subject to FICA, there is no such thing as pay with no social security and medicare wh. If you are trying to pay a bonus where the net pay comes out to a certain amount, you should increase the gross pay amount by a percentage based on the FICA rate (SS+Medcr). For example increase pay by 8.28% assuming FICA is 7.65%. For example (assuming 7.65%) \$108.28 would net out to \$100.00. If retirement is being withheld and you are increasing the bonus to cover it then the percent would be higher based on the retirement percent factored into the FICA rate.

2) When on the **Pay Input Setup** screen, the ‘Pay Period Code’ is irrelevant since this code is to determine which deductions are to be withheld and you are probably not going to withhold any deductions from this bonus pay anyway (except for soc sec and medicare). If deductions are set up to come out only in pay periods 1 and 2 then you could enter 3 or 4 for the period code and that would keep some deductions from being withheld. However if a deduction is set up to come out every payroll then you will have to deal with that at step 7.

3) **If no retirement is being withheld**, then when on the **Pay Input Setup** screen the question “Withhold Retirement This Run” is irrelevant since when you key in the bonus amount you should code it where it should not withhold any retirement anyway. Therefore you might as well leave this as “Y”.

4) To keep the program from calculating any federal or state wh, on the **Pay Input Setup** screen, you can enter “Y” for the question “**Override Employee Pay Frequency**” and then enter “1” for the pay frequency. This tells the program the pay you are about to enter should be based on an annual tax table and no taxes should therefore be calculated. You can also leave the question “**Include Fed/State Addons in Taxes**” unchecked so any employee’s federal or state addons will not be included in the tax calculation.

5) Since this pay is being entered separate from regular pay records be sure and press **F2** (from any of the first four pay rate or regular hours fields) to temporarily ignore any salary amounts and advance the cursor to pay line 5. Do not put the bonus amount on lines 1-4 and **do not change the salary on lines 1-4 to zero** or the salary could be changed permanently (depending upon how the Setup System Parameter screen “Pay Info Update from Pay Input” option is set).

6) On line 5 or 6 input the dept# and the bonus amount with a “T” type of ‘X’ if no retirement is being withheld. Enter “S” if retirement is being withheld. Entering “H” for the “**Cat**” (category) will print “Holiday Pay” on the pay stub while “N” will print “Bonus Pay”.

7) If regular deductions (insurance, garnishment, etc) are not being withheld click on any of the first three deduction code fields and press **F2 to temporarily** ignore any regular recurring deduction amounts.

8) Depending upon the amount of the bonus, some state withholding may be calculated. If you do not want any state withholding, click on the amount and change to zero.

NOTE: if retirement is calculated then you failed to put “X” as the type when entering the bonus amount. Changing the retirement amount to zero will make the net pay correct but when the retirement file is updated the bonus amount will be stored as earnings subject to retirement. An “X” will keep the amount from being considered subject to retirement.

9) **Important:** If some or all your employees are on direct deposit but you desire to print checks instead of pay notices, don’t change any individual employee direct deposit settings but instead after entering the pay records, click on the “**Chg Dir Dep**” command. This will change the current pay record’s direct deposit flag (except for any that have already been updated) to be “N”. This will allow the program to print checks for the pay records without changing any permanent settings.

10) Be sure and print a **Pay List** and confirm each person’s Net Pay and direct deposit flag is what you want.

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### BENEFITS (if applicable)

If when calculating benefits the only benefits are soc sec and medicare (and possibly retirement), you will need to manually input the soc sec and medicare benefit codes (**entered in fields toward the top of screen**) as being the only benefit codes applicable to this payroll run.

If you have any questions regarding bonus pay please call GFC Data Systems.