



PAYROLL

Introduction

This section of the manual will take the user through a conceptual overview of the Payroll Module, the setup process that is required to define the codes used in the module, and training on the mechanics of the software. The steps are as follows:

- A. Review of your current process** – We will need to review your current process for Payroll including the deductions for employees and taxes. This will aid us in the setup and training phases of the Payroll Module. Some of the questions that we will be asking are contained in the Appendix.
- B. Conceptual Overview of the code structure for the Payroll Module** – This step involves the review of the basic setup required for the Payroll Module to function properly. This step is necessary to ensure the user has a good understanding of how the system works and can prepare the information needed for Basic File Maintenance training.
- C. Basic File Maintenance Training** – File maintenance training is what we refer to when training the user on how to enter the basic information that is the foundation of the system. Due to the complexity of the Payroll module, an ACS Team Member will gather the information necessary to set up the foundation of your payroll system and complete some parts of this step.
- D. Core Process Training** – This phase of the training will vary somewhat from company to company but the main emphasis will be on how to complete a payroll process from beginning to end.
- E. Advanced File Maintenance Training** – This step will cover additional file maintenance items that were not covered during the Basic File Maintenance Training. (N/A for Payroll)
- F. Advanced Process Training** – This step will cover the more advanced options of the Payroll System.
- G. Month End Processing** – This step will cover additional reporting features of the system and any processing recommended for month-end and year-end. This step usually does not take place until after you are live on the system.

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A. CURRENT PROCESS REVIEW

A list of survey questions will assist us in reviewing your current process, determining who will be responsible for making decisions on how the Payroll Module will be setup, and identifying the individuals that will need to be trained on different aspects of the software.

The list of questions can be found in the Appendix under the Survey section. Please complete the survey and return the information to your Project Manager.

B. CONCEPTUAL OVERVIEW OF THE CODE STRUCTURE

In this section we will review the setup code requirements for the Payroll module. It is important that you have a grasp of what these codes are used for and how they affect different aspects of the system.

What will be covered in this section:

1. Contribution Codes
2. Departments
3. Deduction Codes
4. Pay Codes
5. Tax Codes
6. Title Codes

Prerequisites: None

Accounting → Payroll → Maintenance → Contribution Code Maintenance

Contribution Codes - The Contribution Code defines and maintains employer contribution codes. These employer-paid taxes are usually based on employee earnings (e.g., employer's FICA, state disability insurance, state unemployment taxes). Since these are employer-paid taxes, they are not printed on the employee's pay check.

ACS has set up several of the most commonly used Contribution Codes for FICA (FI), Medicare (MC), 401k matching (K1), Federal Unemployment (FU), State Unemployment (SU) and Worker's Compensation (WC). If additional codes are necessary, they need to be two characters, alpha-numeric.

In order to correctly set up your Contribution Codes, we will need the following:

1. Contribution Code (2 characters) and description (up to 16 characters) if any additional codes are needed other than those mentioned above
2. Information on how the amount is calculated

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Accounting → Payroll → Maintenance → Department Maintenance

Departments - Department ID codes are used to define, by department, all General Ledger accounts for the payroll except those associated with deduction codes. These include the general ledger cash account where payroll checks are drawn and the general ledger accrual account used for accruing payroll. The cash and accrual accounts defined for each department are posted during the Payroll Check Register Update process. Besides these two accounts, the general ledger expense accounts to be posted must be defined for each pay code and tax code, along with the expense and accrual accounts for each contribution code. Also, if you budget the amount of hours for payroll by department, those can be assigned as well.

All reports printed during Payroll Processing are printed in order by Employee Number and summarized by Department. For example, let's say you have employees with the following employee numbers: 01-2450, 01-5450 and 02-3000. The system would print them in the order listed, but would summarize totals for the first two since they are in the same "department".

In order to correctly set up your Departments, we will need the following:

1. Department ID (2 characters) and description (up to 20 characters)
2. Budgeted hours and rates for your payroll department if applicable
3. General Ledger expense accounts for each Pay Code Created
4. General Ledger accrual accounts for each Tax Code
5. General Ledger accrual and expense accounts for each Contribution Code

Accounting → Payroll → Maintenance → Deduction Code Maintenance

Deduction Codes - Deduction codes are used for voluntary (non-tax) employee deductions such as health insurance, credit union savings, etc. Deductions may be either a fixed dollar amount or may be based on a percentage of total hourly units or earnings per pay period. Specific deduction codes applying to all employees (i.e., the code for health insurance) may be set up to automatically assign to new employees when added to the Employee Masterfile.

Deduction Codes are two character, alpha-numeric. The Description can be a maximum of 16 characters.

In order to correctly set up your Deduction Codes, we will need the following:

1. Deduction Code (2 characters) and description (up to 16 characters)
2. Information on how the amount is calculated
3. General Ledger account where the deduction amount should post

Accounting → Payroll → Maintenance → Pay Code Maintenance

Pay Code - The Pay Code Maintenance task defines and maintains employee pay codes. Pay codes that apply to all employees (e.g., regular pay) may be designated for automatic assignment

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to new employees. Examples of those typically used: RP (Regular Pay), VP (Vacation Pay), SP (Sick Pay), OT (Overtime), DT (Double Time), BO (Bonus)

Pay Codes are two character, alpha-numeric. The Description can be a maximum of 16 characters.

In order to correctly set up your Pay Codes, we will need the following:

1. Pay Code (2 characters) and description (up to 16 characters)
2. Information on how the amount is calculated
3. Is this pay code an accrual? i.e. Vacation Hours may accrue per pay period

Accounting → Payroll → Maintenance → Tax Code Maintenance

Tax Code - Tax codes are used for calculating employee taxes. A separate code must be established for each type of tax withheld from employee earnings. The system will have FE (Federal), FI (FICA), MC (Medicare) already established.

Tax Codes are two character, alpha-numeric. The Description can be a maximum of 16 characters.

In order to correctly set up your Tax Codes, we will need the following:

1. Tax Code (2 characters) and description (up to 16 characters) other than those listed above
2. Tax Tables and Formula for Annual Calculation of your State tax withholding

Accounting → Payroll → Maintenance → Title Code Maintenance

Title Code Maintenance - The Title Code Maintenance task is used to define and maintain occupational title ID codes. These codes are assigned to each employee in the Employee Masterfile and categorize employee earnings on the daily Payroll Distribution Report and the Periodic Payroll Distribution and Labor Distribution Reports.

Title Codes can also be used if you have employees who perform more than one task. They can be assigned a title code for each task for which they receive a different pay rate. Some companies will use Title ID Codes of Shift 1, Shift 2 and Shift 3. Others will use Office, Driver, Machinist, etc. It all depends on how you pay your employees and what detail you want to see on the above mentioned reports.

Title Codes are two character, alpha-numeric. The Description can be a maximum of 20 characters. You can also apply a standard rate for each Title Code. This would be used if you pay all employees who perform the same task, the same rate. This would just be the default assigned to any new employees and could be changed at any time.

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In order to correctly set up your Title Codes, we will need the following:

1. Title Code (2 characters) and description (up to 20 characters)
2. Standard Rate for each Title Code, if applicable

C. BASIC FILE MAINTENANCE TRAINING

In this section we usually train the user on how to enter and maintain the basic codes for the Payroll System. However, ACS will set up and maintain your Payroll System. There are a few codes that will be located in the Advanced File maintenance section that will be covered.

What will be covered in this section:

1. Employee Maintenance/Information
2. Employee Maintenance/Pay Rate
3. Employee Maintenance/Pay Code
4. Employee Maintenance/Deduction Code
5. Employee Maintenance/Tax Code
6. Employee Maintenance/Contribution Code
7. Employee Maintenance/Payroll Check History Inquiry
8. Employee Maintenance/Terminate/Reactivate Employee
9. Employee Maintenance/Change Employee Number
10. Employee Maintenance/Create Pay/Deduct/Tax/Contrib Codes
11. Employee Maintenance/Employee Comments
12. Employee Maintenance/Hard Copy Printing

Prerequisites:

1. Individuals to be trained must have taken the System Navigation Training.
2. Information to be entered into Employee Files has been determined and is available.
3. All information for codes covered in the Conceptual Overview has been provided and ACS has set up the codes.

Accounting → Payroll → Maintenance → Employee Maintenance → Employee Information

Employee Information

Employee No - Enter an employee number. The system looks at the first characters of the Employee Number as the Department. The reports found under Period Processing are also printed in order by Employee Number, but are summarized by the basis of each report. (i.e. tax report is summarized by tax code, deduction report by each deduction code, etc.)

Last Name - Enter up to 16 characters.

First Name - Enter up to 14 characters.

State - Enter the 2-character state code for the employee's address.

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Zip/Postal - Enter a 5-character or 9-character zip/postal code.

Address 1 - Enter up to 24 characters for the first line of the employee's address.

Address 2 - Enter up to 24 characters for the second line of the employee's address.

Home Phone - Enter the employee's home phone number with area code. The punctuation for the area code and prefix will automatically display.

Work Phone - Enter the employee's work telephone number with area code.

Soc-Sec-No - Enter the employee's Social Security Number without dashes. The module displays the entry in the proper format.

Emerg Contact - Enter the name of the person to contact in an emergency. Up to 24 characters may be used.

Relation - Enter the relationship of the emergency contact to the employee, such as father, mother, husband, or wife. Up to 10 characters may be used.

Emerg Phone - Enter the phone number with area code of the emergency contact.

Memo - Enter information that may apply in an emergency. Up to 10 characters may be used.

Union Code - Enter a valid union code for the employee if applicable

Alt Sequence - Enter an alphabetic code of up to 10 characters for the employee, usually the employee's last name. This code is used in the F3 Lookup function.

Gender - Enter F or M.

Race - Enter C (White), O (Asian/Pacific Islander), I (American Indian), N (Black) or S (Hispanic)

M/S - Enter M (Married), S (Single), W (Widowed) or D (Divorced)

The following date fields may be used by the Payroll Date List task to produce a report of employees by anniversary, birth, hire, review, or term date. The report is sorted by year, month, and day.

Birth Date - Enter the employee's date of birth.

Hire Date - Enter the employee's original hire date.

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Anniv Date - Enter the anniversary date to be used for employee accruals. Employee earnings such as vacation and sick pay are accrued based on the employee's anniversary date or on the calendar year.

Review Date - Enter the employee's next review date.

Employee Maintenance (Application Computer Systems, Inc.)

File Edit Favorites Help

Employee 10-0000 Last Name HAYES First Name STEVE

Employee Information

Last Name HAYES First Name STEVE

Address 1 1318B Haywood All Sequence HAYES,S

Address 2 Building B Sex M

City Greenville State SC Race C

Zip/Postal 29615 M/S M

Home Phone (864)-292-5980 Birth Date 03/06/53

Work Phone (864)-292-5980 Ext Hire Date 06/26/04

Soc-Sec-No 000 00 0000 Anniv Date 06/26/05

Review Date 06/26/05

Emerg Contact Ann Merrell Term Date 00/00/00

Relation Wife Term Code

Emerg Phone Normal Pay Period S

Memo Home Department 02 Manufacturing

Union Code 2 No Union Activity Fo Normal Title 03 Shop

Hourly/Salaried H

Pension Plan

Full/Part Time F

OK Cancel Restore Delete

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Term Date - Display only. It shows the date of an employee's termination.

Term Code - This is also display only. It shows the termination code and description for a terminated employee.

Normal Pay Period - Enter D (Daily), W (Weekly), B (Biweekly), S (Semimonthly), M (Monthly), Q (Quarterly) or A (Annual).

Home Department - Enter the department under which the employee normally works.

Normal Title - Enter the Title Code which applies to this employee.

Hourly/Salaried - Enter H if the employee is paid on an hourly basis or S for a salaried employee. This information is used during Payroll Entry to calculate dollars earned for hourly and salaried employees.

Pension Plan - Enter Y if the employee participates in a qualified pension plan or enter N if the employee does not participate in a pension plan. If Y and if you use Account Ability to

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process your W2's, during W-2 form printing the pension plan box on the W-2 form will be checked to indicate participation.

Full/Part Time - Enter F if this is a full-time employee or enter P for a part-time employee.

Select "OK" when finished entering information for the employee. You will immediately be taken to the next page if you are entering a new employee.

Accounting → Payroll → Maintenance → Employee Maintenance → Pay Rate Maintenance

Title ID	Rate	Hours
01 Office	15.0000	0.000

Date	Rate	Hours
06/26/04	10.0000	0.000
06/25/06	15.0000	0.000

Pay Rate Maintenance is used to define and maintain employee titles, pay rates, and standard hours worked. The information is used during Payroll Automatic Processing to automatically generate standard pay. Additionally, pay rate changes may be recorded by date and, optionally, by increase or decrease in the number of hours worked. This option is automatically accessed during the set-up of a new employee, or may be used at any time to change information for the employee.

Title ID - Enter a valid title code or use F3 to find the title ID you wish to use.

Rate - Enter the full salary for the salaried employee's pay period or enter the hourly rate for the hourly employee's pay period. If you use standard rates for a certain Title ID Code, it is not necessary to enter a pay rate. Instead, the pay rate will be controlled through the Title Code Maintenance table.

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Hours - Enter the number of hours under this title that the employee normally works. This entry allows the automatic generation of earnings for both salaried and hourly employees each pay period. If this field is left blank (e.g., no standard number of hours is assigned for a particular title), earnings for *salaried* employees will be generated during automatic earning generation, but hours for *hourly* employees must be manually entered in Payroll Entry for payroll to be generated.

Note: Most people leave zero for the number of hours so that the time pulls over from the Service Repair Labor System. If you pay for 40 hours regardless of how many hours are worked, then you could put 40 in the Hours column.

When you have finished making entries to the **Pay Rate Maintenance** section of the screen, press **F4** from the *Title ID* field to proceed with **Pay Change Maintenance**.

Pay Change Maintenance – This section is used to record the employee's pay rate increases or decreases. An entry here does not automatically update the pay rate and hours entry found above. If there is a pay change, both sections must be changed. When first starting in the payroll system, this section must be filled out.

Date - Enter the date of the pay change, using the format displayed on the screen. The dates and information for the five most recent rate changes can be retained.

Rate - Enter the rate assigned to the employee on this date.

Hours - Enter the change in the number of standard hours worked by the employee at this pay rate, if applicable.

For example, if an employee was working 40 hours and will now be working 30 hours, enter 30. If there is no change in the number of standard hours worked, enter the current number of hours for the title and pay rate. If no hours were assigned for this title and pay rate, leave the field blank.

Accounting → Payroll → Maintenance → Employee Maintenance → Pay Code Maintenance

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	Dollars	Units
Month-To-Date	0.00	0.000
1st Quarter	0.00	0.000
2nd Quarter	0.00	0.000
3rd Quarter	0.00	0.000
4th Quarter	0.00	0.000
Year-To-Date	0.00	0.000
Next Month	0.00	0.000

Accrual Information	
Last Year	0.00
This Year	0.00
Next Year	0.00
Accrual Rate	0.0000
Anniv Used	0.00

Pay Code Maintenance is used to maintain pay code information for the selected employee using the pay codes previously defined during the Conceptual Review. The pay codes assigned to each employee define which pay codes are valid for that employee during payroll entry. This option is automatically accessed during the set-up of a new employee, or may be used at any time to change information for the employee.

Pay Code - Enter a valid pay code or use F3 to select a pay code. The description will be displayed.

If you enter a pay code which has not been associated with this employee, the system issues the prompt: **Is This A New Record?** Select **Yes** to associate this pay code with the employee.

NOTE: For established employees, historical information for the pay code will display on the screen (*Dollars*, *Units*, and *Accrual Information* fields). When the initial payroll is processed as the first payroll in January, this information begins accumulating to the Employee Masterfile. If the payroll is initiated at any other time, this annual historical data must be entered during the conversion process.

Caution: Never delete any pay codes that have been used for that employee during the year. Wait until the year has been completed and the Year End Update has been performed.

The only information that can be changed within this option is the accrual rate, and then only if this particular Pay Code will be subject to some type of accrual. All other pay code information displayed on the screen cannot be changed.

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In the Accrual Rate field enter an accrual rate for this employee if different than the defined accrual rate.

When finished, select "OK" to move on to the next Pay Code.

Accounting → Payroll → Maintenance → Employee Maintenance → Deduction Code Maintenance

Deduction Code Maintenance is used to create and maintain deduction code information for the selected employee. The deduction codes assigned to each employee are used to deduct the appropriate amounts from earnings during payroll entry and calculation, based on the pay periods specified for the deductions.

Employee Maintenance (Application Computer Systems, Inc.)

File Edit Favorites Help

Employee: 10-0000 Last Name: HAYES First Name: STEVE

Deduction Code

Deduction Code Maintenance

Deduct Code: 12 Section 125

Dollars

Month-To-Date: 0.00

1st Quarter: 0.00

2nd Quarter: 0.00

3rd Quarter: 0.00

4th Quarter: 0.00

Year-To-Date: 0.00

Next Month: 0.00

Deduction Information

Periods Taken: 12345

Automatic?

Deduct Amount: 0.00

Deduct Limit: 0

OK Cancel Delete

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This is the section you will need to fill out.

Deduction Code - Enter a valid deduction code or use F3 to find the applicable Deduction Code. The description will be displayed.

If you enter a deduction code which has not been associated with this employee, the system issues the prompt: **Is This A New Record?** Select **Yes** to associate this deduction code with the employee.

For established employees, historical information for the deduction code entered will be displayed in the *Dollars* fields. When the initial payroll is processed as the first payroll in January, this information begins accumulating to the Employee Masterfile. If the payroll is initiated at any other time, this annual historical data must be entered during the conversion process.

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Periods Taken - Enter the payroll period(s) this deduction is to be taken, using the numbers 1, 2, 3, 4 and 5 to represent the payroll periods.

When entering more than one payroll period, enter the numbers one after another, with no spaces separating the entries (e.g., 12345, to specify pay periods 1 through 5). Payroll Periods can be used to designate deductions that you don't want to be taken during a certain payroll for whatever reason. For example, some companies use 4 weeks a month in order to deduct their Health Insurance, Dental, etc. If there is a fifth week in that particular month, the deductions do not need to be made and therefore, the user would put only 1234 in this field.

Automatic – Check this box if the deduction is to be automatically generated during Payroll Calculation on each specified payroll period. Leave the box unchecked if the deduction must be manually entered through the *Payroll Entry* task.

Deduct Amount - Enter any fixed dollar amount to be taken as a deduction each applicable payroll period. Or, enter any percentage to be taken as a deduction in each applicable payroll period. Percentages should be entered as whole numbers (e. g., enter 10% as 10, not .10). Whether this is an amount or a percentage was specified in the information you provided after the Conceptual Overview.

If the employee's deduction amount is different from that specified in a Universal Deduction Code for the Company, the employee's amount/percentage will be used. If there is no deduction amount specific to the employee, the amount/percentage from the Universal Deduction Code task will be used.

Deduct Limit - Enter the dollar amount of the limit or balance, if applicable. A deduction with a balance differs from a deduction with a limit in that the balance of the overall deduction is reduced by the amount of the periodic deduction during the payroll update. When the balance reaches zero, the amount is no longer deducted. A limit is a fixed dollar amount to be deducted each year and is reinstated each year.

Accounting → Payroll → Maintenance → Employee Maintenance → Tax Code Maintenance

Tax Code Maintenance is used to create and maintain the selected employee's tax code information. The tax codes assigned to each employee are used to automatically calculate the appropriate federal, state, and (if applicable) local taxes to be withheld from the employee's earnings.

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Employee Maintenance (Application Computer Systems, Inc.)

File Edit Favorites Help

Employee T0-0000 Last Name HAYES First Name STEVE

Tax Code

Tax Code Maintenance

Tax Code FE Federal

	Gross	Taxable	Tax
Month-To-Date	0.00	0.00	0.00
1st Quarter	0.00	0.00	0.00
2nd Quarter	0.00	0.00	0.00
3rd Quarter	0.00	0.00	0.00
4th Quarter	0.00	0.00	0.00
Year-To-Date	0.00	0.00	0.00
Next Month	0.00	0.00	0.00

Tax Information

Tax Table FE1 Add/Replace N

Dependent Ded Percent/Amt

Itemized Ded 03 Tax Rate 0.0000

Periods Taken 12345

OK Cancel Delete

v8.0.0 prm_mg Is The Above Information Correct? Char Po

This section titled Tax Information will vary by person and by Tax Code.

Tax Code - Enter a valid tax code or press **F3** to select from a list of all valid tax codes.

If you enter a tax code which has not been associated with this employee, the system issues the prompt: **Is This A New Record?**

For established employees, historical information for the tax code entered will be displayed in the *Gross*, *Taxable*, and *Tax* fields. When the initial payroll is processed as the first payroll in January, this information begins accumulating in the Employee Masterfile. If the payroll is initiated at any other time, this annual historical data must be entered during the conversion process.

NOTE: When defining new employees, be certain that any automatically assigned tax codes that do not apply to the employee are deleted immediately. All automatically assigned tax codes may be displayed by pressing **Enter** at the Tax Code field. Accept or delete each code until no more codes are displayed.

CAUTION: Do not delete any tax code that was used on reports during the year. Wait until the year is completed and the Year End Update has been performed

The only fields that can be changed within this option are those in the **Tax Information** section of the screen.

Tax Table - Enter a valid tax table ID. The description will be displayed. Or, press **F3** to select from a list of all valid tax table IDs.

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Dependent Ded – Enter the amount of Dependent deductions for this employee if applicable to this tax code.

Itemized Ded - Enter the number of itemized deductions that the employee listed on their W3.

Periods Taken - Enter the periods in which the deductions will be taken.

When entering more than one payroll period, enter the numbers one after another, with no spaces separating the entries (e.g., 12345, to specify pay periods 1 through 5). Payroll Periods can be used to designate deductions that you don't want to be taken during a certain payroll for whatever reason. For example, some companies use 4 weeks a month in order to deduct their Health Insurance, Dental, etc. If there is a fifth week in that particular month, the deductions do not need to be made and therefore, the user would put only 1234 in this field.

Add/Replace - Enter **A** if additional tax is to be taken beyond what is calculated by the tax table. Enter **R** if the tax calculated by the table is to be replaced by a different amount or percentage. Or, enter **N** if the amount calculated with allowances and the tax table for this tax code is to be used as is.

Percent/Amt – This field will be accessible if you entered A or R in the previous field. Enter **P** if the additional amount or replacement amount is based on a percentage. Enter **A** if an amount is to be used.

Tax Rate - Enter the percentage or the amount of additional or replacement tax. Percentages should be entered as whole numbers (e.g., enter 10% as 10, not .10). Or, enter **0** (zero) for tax exempt employees.

When you have finished making changes to the fields select "OK".

Accounting → Payroll → Maintenance → Employee Maintenance → Contribution Code Maintenance

Contribution Code Maintenance is used to create and maintain contribution code information necessary for calculating *employer* taxes. Employer contributions are those taxes affected by employee earnings such as state unemployment taxes and workers compensation.

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Employee Maintenance (Application Computer Systems, Inc.)

File Edit Favorites Help

Employee T0-0000 Last Name HAYES First Name STEVE

Contribution Code

Contribution Code Maintenance

Contribution FU FUTA

	Gross	Basis	Contribution
Month-To-Date	0.00	0.00	0.00
1st Quarter	0.00	0.00	0.00
2nd Quarter	0.00	0.00	0.00
3rd Quarter	0.00	0.00	0.00
4th Quarter	0.00	0.00	0.00
Year-To-Date	0.00	0.00	0.00
Next Month	0.00	0.00	0.00

Contribution Information

Periods Taken 12345

Cont Rate 0.0000

Cont Limit 0.00

You do not need to enter anything in the Cont Rate field. Since the Federal Unemployment rate is the same for everyone, it is controlled by a Masterfile.

OK Cancel Delete

v8.0.0 prm_mh Is The Above Information Correct? Char Po

Contribution - Enter a valid contribution code. The description is displayed. Or, press **F3** to select from a list of all valid contribution codes.

When you enter a contribution code not associated with this employee, the module issues the prompt: **Is This A New Record?** Enter **Y** to associate this contribution code with the employee.

For established employees, historical information for the contribution code entered is displayed in the *Gross*, *Basis*, and *Contribution* fields. When the initial payroll is processed as the first payroll in January, this information begins accumulating to the Employee Masterfile. If the payroll is initiated at any other time, this annual historical data must be entered during the conversion process.

NOTE: When defining new employees, be certain that any automatically assigned contribution codes that do not apply to the employee are deleted immediately. All automatically assigned contribution codes may be displayed by pressing Enter at the Contribution Code field. Accept or delete each code until no more codes are displayed.

CAUTION: Do not delete any contribution code that was used on reports during the year. Wait until the year is completed and the Year End Update has been performed.

The only fields that can be changed within this option are those in the **Contribution Information** section of the screen.

In the Periods Taken field enter the payroll period(s) this contribution is to be taken, using the numbers 1, 2, 3, 4 and 5 to represent the payroll periods. When entering more than

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one payroll period, enter the numbers one after another, with no spaces separating the entries (e.g., 12345, to specify pay periods 1 through 5). Payroll Periods can be used to designate deductions that you don't want to be taken during a certain payroll for whatever reason. For example, some companies use 4 weeks a month in order to deduct their Health Insurance, Dental, etc. If there is a fifth week in that particular month, the deductions do not need to be made and therefore, the user would put only 1234 in this field.

Cont Rate - Enter any fixed dollar amount to be taken as a contribution each applicable payroll period if it applies to this code. Or, enter any percentage to be taken as a contribution each applicable payroll period. Percentages should be entered as whole numbers (e. g., enter 10% as 10, not .10).

When the employee's contribution amount is different from what is specified in the *Contribution Code Maintenance* task, the employee's amount/percentage is used. When there is no contribution amount specific to the employee, the amount/percentage from the *Contribution Code Maintenance* task is used.

Cont Limit - Enter the dollar amount of the limit or leave blank to use the default from the *Contribution Code*.

If the **Cont Limit** or **Cont Rate** changes during the year, the month-to-date, quarterly and year-to-date will be affected. It is recommended that a new contribution code be created in cases where the limit changed during the calendar year. Also, if the **Cont Limit** has decreased during a calendar year, it is recommended that you check for negative amounts on the Payroll Detail Report and make the necessary adjustment through the *Payroll Entry* task to prevent any errors from occurring, such as erroneous refunds of contributions.

When have finished making changes to the fields, click "OK".

Accounting → Payroll → Maintenance → Employee Maintenance → Payroll Check History Inquiry

Payroll Check History Inquiry allows inquiry into employee check history information stored by the system. Check history is displayed in check number sequence and details the check type and the net check amount for all year-to-date payroll checks issued to the employee.

Application Computer Systems, Inc. Payroll Manual

Employee Maintenance (Application Computer Systems, Inc.)

Employee: 10-0000 Last Name: HAYES First Name: STEVE

CheckNo	Date	T	Earnings	Deduction	Taxable	De	Federal	FICA	State	Chk	Amt
0002348	011510	C	600.00	27.80	.00	.00	.00	45.90	27.50	498.80	
0003460	021510	C	600.00	27.80	.00	.00	.00	45.90	27.50	498.80	
0004570	031510	C	712.50	29.26	.00	.42	.00	54.51	27.50	600.81	
0004703	041510	C	645.00	28.39	.00	.00	.00	49.34	27.50	539.77	
0004804	043010	C	750.00	29.75	.00	.00	.00	57.38	.00	662.87	
0004903	051510	C	600.00	27.80	.00	.00	.00	45.90	27.50	498.80	
Totals			3907.50	170.80	.00	.42	.00	298.93	137.50	3299.85	

Payroll Check Inquiry PgUp PgDn F4=End

OK Cancel Forward Back

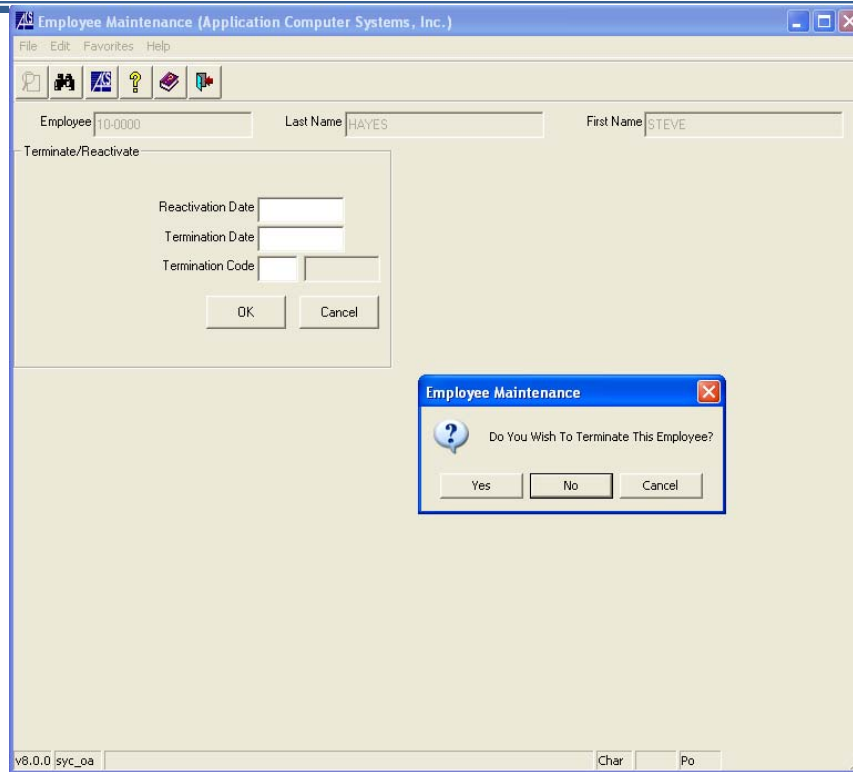
v8.0.0 sys_oa Char Po

Accounting → Payroll → Maintenance → Employee Maintenance → Terminate/Reactivate Employee

The **Terminate/Reactivate Employee** option is used to record information necessary to terminate or reactivate employees.

If the currently selected employee when you enter this option is active, the system issues the prompt: **Do You Wish To Terminate This Employee?** Select "yes" to terminate this employee.

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NOTE: Terminated employees must not be deleted from the Employee Masterfile. This will be done automatically during Year End Update for all employees marked as terminated.

If the currently selected employee when you enter this option has been terminated, the system issues the prompt: **Do You Wish To Reactivate This Employee?** Select "YES" to reactivate the employee.

Reactivation Date – This field is only accessible if you are reactivating an employee. Enter the date on which the terminated employee will be reactivated. This date will become the new *Hire Date* for the employee in the Employee Masterfile.

Termination Date – This field is accessible only if you are terminating an employee. Enter the date of termination for the employee. The date entered in this field will be displayed as the termination date on the employee's personal information screen.

Termination Code – This field is accessible only if you are terminating an employee. Enter a 3-character alphanumeric code identifying the reason for the employee's termination. Enter **DDD** if the employee is deceased.

Termination codes are any user-defined codes that are used for termination record keeping. The termination codes are not retained in any maintenance section. Be sure to document the codes and their meanings for future users who may be accessing the Payroll module.

Application Computer Systems, Inc. Payroll Manual

When you have finished making entries to the fields select "OK".

Accounting → Payroll → Maintenance → Employee Maintenance → Change Employee Number

Change Employee Number option is used to change an employee number to a different number. The need for an employee number change most often arises when an employee is transferred to a different department or location. Payroll reports will reflect the employee earnings, deduction, tax, and employer contribution information with the new number and new department when the next payroll is processed.

Please be aware that changing the Employee Number will also affect time entered in Service Repair. We recommend you contact ACS before making any changes.

The screenshot shows a software window titled "Employee Maintenance (Application Computer Systems, Inc.)". The window has a menu bar with "File", "Edit", "Favorites", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains a form with the following fields: "Employee" (containing "10-0000"), "Last Name" (containing "HAYES"), and "First Name" (containing "STEVE"). Below these fields is a section titled "Employee Number Change" which contains two input fields: "New Number" and "New Dept". At the bottom of this section are two buttons: "OK" and "Cancel". The status bar at the bottom of the window displays "v8.0.0 prrm_mnk", "Mask", and "Po".

New Number - Enter the new number for the employee.

WARNING: Do not change an employee number after payroll entry has been started or before a complete payroll cycle has been processed. Employee number changes should only be entered between payrolls.

If you select a number that already exists the system issues the prompt: **This Number Already Assigned**

If the employee has current payroll entries the system issues the prompt: **This Number Cannot Be Changed While Payroll Entries Exist**

Application Computer Systems, Inc. Payroll Manual

New Dept - Enter a valid department code in which the employee will be working. Or, press **F3** to select from a list of all valid department codes.

When you have finished making entries to the fields select "OK".

Accounting → Payroll → Maintenance → Employee Maintenance → Create Pay/Deduct/Tax/Contribution Codes

Create Pay/Deduct/Tax/Contribution is used to automatically assign *non-special* pay codes, deduction codes, tax codes, and contribution codes to an established employee record. This feature is useful when entering a new deduction such as medical or dental insurance, an increase in union dues, or a new tax affecting all employees.

There are no fields to select. Once you choose this option, the task goes into Run mode.

NOTE: When adding new employees to the Employee Masterfile, all non-special pay, deduction, tax, and contribution codes are automatically assigned to each employee record. The create codes option is only necessary when adding a new code to established employee records. Be certain to run this option for each employee for whom the code applies.

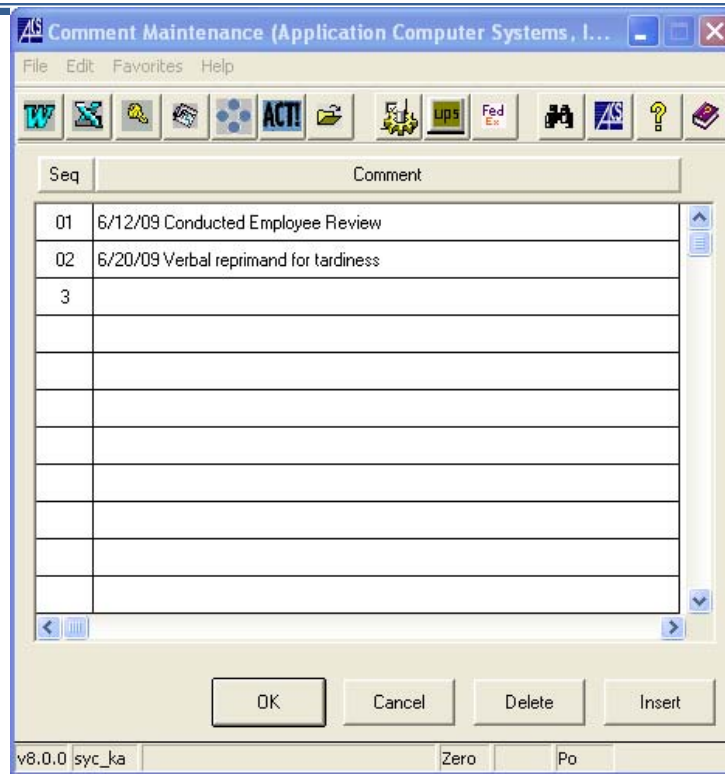
Creation of standard pay codes, deduction codes, tax codes, and contribution codes begins automatically when selected from the option menu. Each code is compared to the codes in the employee's record, and any *non-special* codes encountered that do not already exist in the employee record are automatically assigned.

NOTE: All "special" codes must be assigned specifically to each employee to whom the code applies. This prevents erroneous payments or deductions to employees.

Accounting → Payroll → Maintenance → Employee Maintenance → Employee Comments

Employee Comments allows entry of up to 99 lines of free-form comments regarding the employee.

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Use the **PgUp/PgDn** function keys to view several pages of comments.

To add a new comment, click the Insert button.

To modify a comment, double click on the comment and type over or add to the line.

To delete a comment, double click the Seq number and select the Delete button.

Accounting → Payroll → Maintenance → Employee Maintenance → Hard Copy Printing

When **Hard Copy Printing** is selected, be sure to have a printer selected when choosing this option because as soon as Hard Copy Printing is selected, the printing starts. The hard copy will show the same data as displayed by the following **Employee Masterfile Maintenance** options: Employee Information Maintenance, Pay Rate Maintenance, Pay Change Maintenance, Pay Code Maintenance, Deduction Code Maintenance, Tax Code Maintenance, and Contribution Code Maintenance.

D. CORE PROCESS TRAINING

In this section we will review the process for completing payroll.

What will be covered in this section:

Application Computer Systems, Inc. Payroll Manual

1. Payroll Daily Entry Input
2. Payroll Daily Entry Register
3. Payroll Period Definition
4. Payroll Entry
5. Payroll Earnings Entry Report
6. Payroll Earnings Register
7. Payroll Distribution Report
8. Payroll Calculation
9. Payroll Adjustment Reports
10. Payroll Exception Reports
11. Payroll Detail Report
12. Payroll GL Distribution Report
13. Payroll Pre-check Report
14. Payroll Check Printing
15. Payroll Check Register

Prerequisites:

1. Individuals to be trained must have taken the System Navigation Training.
2. Individuals must have information necessary to enter a test payroll
3. All prerequisites from previous Payroll training applies

Accounting → Payroll → Daily Entry → Payroll Daily Input Entry

Payroll Daily Input Entry allows a convenient means of recording earnings on a daily basis, and provides a register that may be printed weekly or biweekly to report earnings by date and department. Earnings information from the *Payroll Daily Entry Input* task is transferred to the *Payroll Entry* task once the **Payroll Daily Input Register** has been printed and updated.

NOTE: If you use the TimeCard system in Service Repair, the Labor Update will automatically fill in the hours for the employees. If you are not using the TimeCard System, you will need to follow these instructions.

This task allows entry of *earning information only* and should not be used for manual check or check reversal entries, since these types of entries also require entry of deductions, taxes, contributions and accruals. When recording manual checks or making a check reversal, use the *Payroll Entry* task.

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After you enter units in this field the system issues the prompt:

Recalculate Dollar Amount?

Select **Yes** to calculate the pay rate *times* the units. The total is displayed in the *Amount* field.

Or, select **No** to advance to the *Line End* field without recalculating.

NOTE: If the pay code entered has been defined to not use units to calculate the earnings (e.g. bonus pay), the system will skip over this field and advance to the Amount field.

Amount - The amount in this field is automatically calculated if the defined pay code uses units and you selected 'Yes' at the previous prompt.

When you have finished making earnings information entries, select "OK". The system issues the prompt:

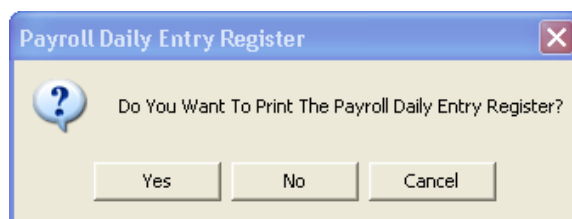
Is The Earnings Information Correct?

Select **Yes** to accept the entries. You will be returned to the *Employee No* field. Or, Select **No** to return to the *Date* field.

Accounting → Payroll → Daily Entry → Payroll Daily Entry Register

This register prints all employee earnings units and dollars entered through the *Payroll Daily Input Entry* task. The earnings are sorted by department and listed by date, with subtotals printed by department.

When you enter this task the system immediately issues the prompt:



Select "Yes" to print the register and "No" or "Cancel" to stop the printing.

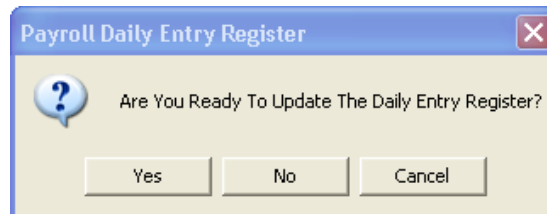
If you select "Yes", you will see the following prompt:



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This allows you to enter the date through which you want to print the register and update the time. This is useful when you have time entered for days that you will not be paying with this pay period.

After entering the date and selecting “OK”, the register will print to the printer selected. You will then see the following prompt:

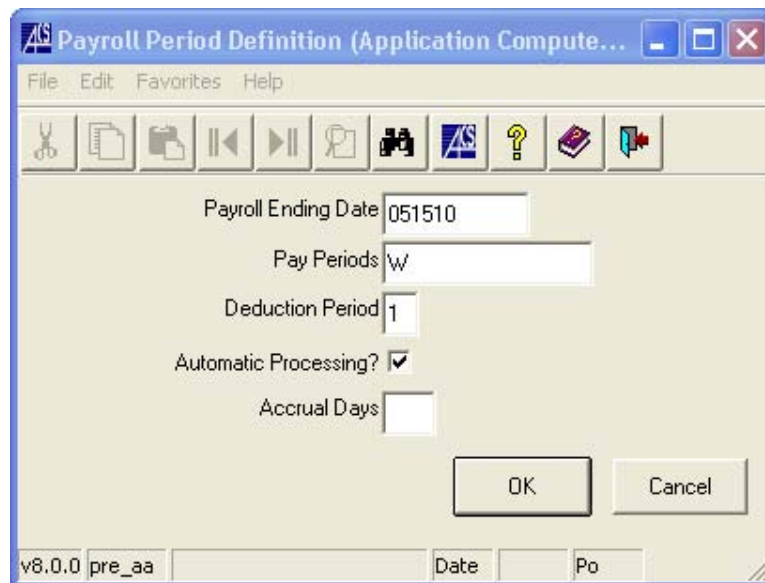


Select “Yes” to update the register and “No” or “Cancel” to exit from the update.

As the register is updated, the earnings information will be transferred to the Payroll Entry file. Once the update has been completed, use the *Payroll Entry* task to complete the necessary deduction, tax, employer contribution, and accrual information necessary for processing payroll checks.

Accounting → Payroll → Daily Processing → Payroll Period Definition

Enter the Payroll Period Definition information, including the *Payroll Ending Date* and the pay and deduction periods to be included. It is extremely important the payroll period information is defined correctly when beginning the payroll process.



Keep in mind the following guidelines when entering this information:

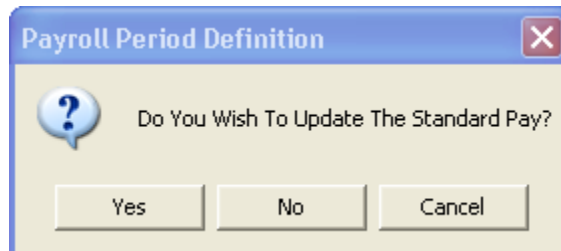
- **Payroll Period Ending Date** – This date determines when the payroll expenses will be posted to the General Ledger.

Application Computer Systems, Inc. Payroll Manual

- **Pay Periods** – Enter the letters that correspond to the pay periods to be included in this payroll. If this payroll is to be processed for more than one period, enter the appropriate characters one after another with no spaces separating entries (e.g., enter WB to include both weekly and biweekly pay periods in this payroll). Payroll may be processed for up to six periods at a time.
- **Deduction Period** - Deductions are automatically generated by the *Payroll Calculation* task only for those employees with automatic deductions corresponding to the deduction period(s) defined. Use the numbers 1,2,3,4 or 5.
- When the **Automatic Processing** option is to be used, enter **Yes** to the Update The Standard Pay prompt when it is displayed at the end of Payroll Definition. This will automatically generate earnings for employees paid during the period defined. The Automatic Processing option will have the following effect on payroll processing:
 - ✓ Earnings will be generated for hourly employees with standard hours defined in the Hours field of the Employee Masterfile Maintenance task and all salaried employees with or without standard hours defined. Hours for hourly employees without a standard number of hours defined in the Employee Masterfile Maintenance task must be manually entered through the Payroll Entry task or transferred from Daily Entry.
 - ✓ When the Payroll Calculation task is run later in the process, deductions will only be calculated for those employees who have deductions in the pay period defined and also have the “Automatic Deduction” flag set in their employee maintenance file for each code.
- **Accrual Days** - Enter the number of accrual days to be generated for the remainder of the month.

Example - If a weekly or biweekly payroll is to be processed for the last pay period of a month, and the *Payroll Ending Date* does not fall on the last day of the month, enter the number of accrual days to be generated for the remainder of the month. **The number of days entered should equal the number of days between the end of this pay period and the last day of the month.**

After entering all fields, select “OK”. You will see the following message as mentioned above:



Select “Yes” and the steps mentioned above will be taken. Select “No” or “Cancel” and you will be returned to the menu.

Application Computer Systems, Inc. Payroll Manual

Check Type - Enter one of the following characters to identify the type of entry for this check:

- C – This is the default for a computer-generated check.
- M – For a manual check that was handwritten (See Advanced Payroll Process for instructions)
- R – For a check reversal (See Advanced Payroll Process for instructions)
- V – For a Voided check (See Advanced Payroll Process for instructions)

Seq - Enter the sequence number of a computer-generated check, or press Enter to accept the next sequential number.

If more than one computer check is to be generated for an employee during the same check run, the sequence entry identifies the order in which each check is to be generated. For example, if an employee is to receive a regular check, a vacation check and a bonus check, the first check would be SEQ 01, the second SEQ 02 and the third SEQ 03. Only one entry in the *Seq* field for each check generated is required.

Check No – This field is only used for Manual Check Entry, Check Reversal or Voiding a check. A check number will be automatically assigned to computer-generated checks when checks are printed.

Date – This field is also used only for Manual Check Entry, Check Reversal or Voiding a check.

Earnings - In this option, entry and modification of employee earning information such as pay code, title, department, hours worked, and earnings amount is made. If employees work in multiple departments and/or work under different job titles, earnings may be entered separately for each department or title so that labor expense is properly reflected in the General Ledger and on payroll reports.

Information that was entered in the Daily Entry section is automatically transferred and will appear here upon selecting the Earnings tab. The following instructions are for changes to exiting earnings or manual entry of payroll information.

The information entered is used to generate computer-printed checks, to distribute earnings to the General Ledger, and to produce the various Payroll reports that display earning information. The **Earnings** option can also be used to record earnings information for a manual (handwritten) check and to reduce earning amounts when processing a check reversal.

Application Computer Systems, Inc. Payroll Manual

Seq - Enter a two digit sequence number or hit Enter to accept the next number in sequential order.

To make changes to an existing line, enter the sequence number for that line in this field. The system will access that line directly.

Pay Code - Enter a valid pay code defined for the employee or use F3 to find the correct code. The description will be displayed. If you attempt to enter a Pay Code that is not assigned to the employee, the system will not let you continue past this field. You must enter a VALID pay code for the employee.

Title - Enter the title code to be used for this entry or press **Enter** to accept the default. The default is the normal title code (as stored in the Employee Masterfile), and the employee's pay rate for this title (as stored in *Pay Rate Maintenance* of the Employee Masterfile).

Rate – The employee's pay rate associated with this Title Code is displayed. You can change the rate at this time, if necessary.

Dept – Enter the Department for this employee or use F3 to select the correct Department code. Keep in mind that the department code determines the distribution of the earnings to the General Ledger.

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If you enter a department for which the pay code, tax code, and/or contribution code is not associated, you will receive an error message. If this occurs, please contact ACS.

Units - Enter the number of hours worked (or other appropriate units), using the format displayed on the screen.

Amount - The amount in this field is automatically calculated if the defined pay code uses units.

When you have finished making entries to the Earnings option, select "OK".

Deductions

The screenshot shows the 'Payroll Entry' application window. The title bar reads 'Payroll Entry (Application Computer Systems, Inc.) LogMeIn - Remote Session'. The menu bar includes 'File', 'Edit', 'Favorites', and 'Help'. Below the menu bar is a toolbar with various icons. The main form area contains several input fields: 'Employee No' (10-0000), 'Last Name' (HAYES), 'First Name' (STEVE), 'Pay Period' (S), 'Check Type' (C), 'Seq' (01), and 'Check No'. Below these fields is a summary table with columns: Hours, Earnings, Deductions, Taxes, Net, and Contrib. The 'Deductions' tab is selected, showing a table with the following columns: Seq, Pay Code, Description, Title, Rate, Dept, Units, and Amount. The table has one row with '01' in the 'Seq' column. At the bottom of the window are buttons for 'OK', 'Cancel', 'Delete', and 'Insert'. The status bar at the very bottom shows 'v8.0.0 pre_bc' and 'Zero Po'.

This option of the *Payroll Entry* task allows entry and modification of voluntary employee deductions for items such as health insurance, credit union savings, union dues, etc. This option may also be used to record deduction information for a manual (handwritten) check and to reverse deduction amounts when reversing an existing check.

Caution – Any automatic deduction codes on file for the current employee (i.e. any codes with a "Y" entered in the Automatic field in Employee Deduction Code Maintenance) will be automatically processed during payroll calculation. Therefore, it is essential that any such automatic deduction codes are not entered during Payroll Entry. To do so will cause a duplicate deduction to be processed.

Application Computer Systems, Inc. Payroll Manual

Seq – Enter a two digit sequence number or press Enter to accept the next number in sequential order. To make changes to an existing line, enter the sequence number for that line in this field and the system will access that line directly. To make changes after you have bypassed the field, press F2 until the field is reached.

Deduction Code - Enter a valid deduction code defined for this employee. The description will be displayed. You can use F3 to select from a list of available codes.

Basis - This field is used when basing an amount on a percentage of units worked or dollars earned, not for fixed dollar amounts. This field will be bypassed if no basis is necessary and should be automatically populated if it is used in the calculation.

Rate - Enter the rate to be used in calculating the deduction amount or hit Enter to use the amount that automatically populates from the Employee's file. This rate will be multiplied by the basis entered above and the deduction amount will be displayed in the Amount field.

Amount - The amount in this field is automatically calculated if the defined deduction code is not based on fixed dollar amounts. If you want to change the amount, enter the new amount when this field is highlighted.

When you have finished making entries to the Deductions option, Select "OK".

Taxes

This option allows entry and modification of employee tax information. The information entered in this task is used to generate computer-printed checks, to produce the various payroll reports that contain tax information, and to accumulate tax amounts reported on employee W-2 forms. This option may also be used to record tax information for a manual (handwritten) check and to reduce tax amounts when reversing an existing check.

Seq - Enter a two digit sequence number or press Enter to accept the next number in sequential order. To make changes to an existing line, enter the sequence number for that line in this field and the system will access that line directly. To make changes after you have bypassed the field, press F2 until the field is reached.

Tax Code - Enter a valid tax code defined for this employee. The description will be displayed. Or, press F3 to select from a list of valid tax codes.

Table – Enter the tax table to be used for this employee. Or, press F3 to select from a list of valid tax tables. If you select "Enter", the tax table assigned to the employee will automatically be displayed if the tax code uses a table for calculation.

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Taxable - This field is used when basing an amount on a percentage of units worked or dollars earned, not for fixed dollar amounts. Enter the number of units worked or dollars earned on which the tax is based. The taxable basis will automatically be displayed for the earning amount or units entered.

Rate – (This field is not used if a Tax Table is used for calculation.) Enter the rate to be used in calculating the tax amount. This rate will be multiplied by the taxable basis entered previously, and the tax amount will be displayed in the Amount field.

Amount - If the tax is a percentage of units or dollars earned, the amount is automatically displayed based on the taxable units or earning amount and the rate entered above. The tax amount can be modified at this time if necessary.

When you have finished making entries to the Tax option, Select "OK".

Contributions

This option allows entry and modification of the employer's tax contribution information such as workers' compensation, unemployment insurance, etc. The information entered here is used to produce the various payroll reports that display the employer tax contribution information and to accumulate tax contribution amounts for federal, state, and local government reports.

Seq - Enter a two digit sequence number or press Enter to accept the next number in sequential order. To make changes to an existing line, enter the sequence number for that

Application Computer Systems, Inc. Payroll Manual

line in this field and the system will access that line directly. To make changes after you have bypassed the field, press F2 until the field is reached.

The screenshot shows the 'Payroll Entry' window for 'Application Computer Systems, Inc.'. The window title is 'LogMeIn - Remote Session'. The interface includes a menu bar (File, Edit, Favorites, Help) and a toolbar with various icons. Below the toolbar, there are input fields for 'Employee No' (10-0000), 'Last Name' (HAYES), 'First Name' (STEVE), 'Check Type', 'Seq' (01), 'Check No', 'Pay Period', and 'Date'. A summary table is displayed with columns: Hours (40.000), Earnings (600.00), Deductions, Taxes, Net (600.00), and Contrib. Below this, there are tabs for 'Earnings', 'Deductions', 'Taxes', 'Contributions', and 'Accruals'. The 'Contributions' tab is active, showing a table with columns: Seq, Contribution Code, Description, Basis, Rate, and Amount. The first row has '01' in the Seq column. At the bottom, there are buttons for 'OK', 'Cancel', 'Delete', and 'Insert', and a status bar with 'v8.0.0 pre_bf', 'Zero', and 'Po'.

Contribution Code - Enter a valid contribution code defined for this employee. The description will be displayed. Or, you can use F3 to select from a list of valid contribution codes.

Basis - Use this field when basing an amount on a percentage of units worked or dollars earned, not for fixed dollar amounts. This field should be automatically populated based on the earnings entered.

Rate - Enter the rate to be used in calculating the contribution amount or press enter to use the rate automatically populated if one exists.

This rate will be multiplied by the basis entered above, and the contribution amount will be displayed in the Amount field.

Amount - The amount in this field is automatically calculated if the defined contribution code is not based on fixed dollar amounts. You can change the contribution amount at this time.

When you have finished making entries to the **Contribution** option, select "OK" from the options.

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The screenshot shows the 'Payroll Entry' window for 'Application Computer Systems, Inc.'. The window title is 'LogMeIn - Remote Session'. The interface includes a menu bar (File, Edit, Favorites, Help) and a toolbar with various icons. Below the toolbar, there are input fields for 'Employee No' (10-0000), 'Last Name' (HAYES), 'First Name' (STEVE), 'Check Type', 'Seq' (01), 'Check No', 'Pay Period', and 'Date'. A summary table shows 'Hours' (40.000), 'Earnings' (600.00), 'Deductions', 'Taxes', 'Net' (600.00), and 'Contrib' (37.20). Below this, there are tabs for 'Earnings', 'Deductions', 'Taxes', 'Contributions', and 'Accruals'. The 'Earnings' tab is active, displaying a table with columns: Seq, Pay Code, Description, Basis, Rate, and Amount. The first row has '01' in the 'Seq' column. At the bottom, there are buttons for 'OK', 'Cancel', 'Delete', and 'Insert', and a status bar with 'v8.0.0 pre_bg', 'Zero', and 'Po'.

Accruals

This option of the Payroll Entry task allows entry and modification of employee accrual information for earnings such as vacation pay, sick pay, etc. The information entered in this option is used to produce the payroll accrual reports and to accumulate units or dollar amounts accrued for each employee for display on the Earnings History option available through the Pay Code Maintenance task.

Seq - Enter a two digit sequence number or press Enter to accept the next number in sequential order. To make changes to an existing line, enter the sequence number for that line in this field and the system will access that line directly. To make changes after you have bypassed the field, press F2 until the field is reached.

Pay Code - Enter a valid pay code defined for this employee. The description with accrual information will be displayed. Or Press F3 to select from a list of valid pay codes.

Basis - Use this field when basing an amount on a percentage of units worked or dollars earned, not for fixed dollar amounts.

Rate - This field is not used for fixed accrual rates. Enter an accrual rate for calculating the accrual amount.

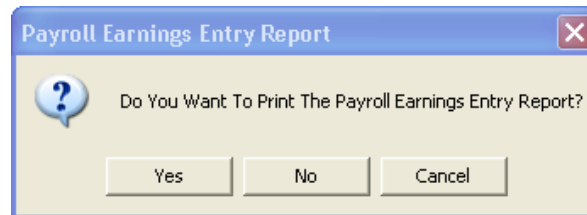
Amount - The amount in this field is automatically displayed based on the entries in the Basis and Rate fields.

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When you have finished making entries to the **Accruals** option, select "OK" from the options.

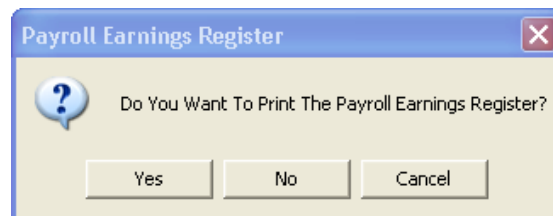
Accounting → Payroll → Daily Processing → Payroll Earnings Entry Report

This task prints for verification all earnings that were entered through the Payroll Earnings Entry task.



Accounting → Payroll → Daily Processing → Payroll Earnings Register

This task prints all earnings units and dollars entered through the Payroll Entry task or generated through the **Automatic Processing** option of the Payroll Period Definition task. Computer, manual, and reversal entries are included.



Accounting → Payroll → Daily Processing → Payroll Distribution Report

This task prints all earnings units and dollars entered through the Payroll Entry task and generated through the **Automatic Processing** option of the Payroll Period Definition task; detailed by department and job title for each employee.



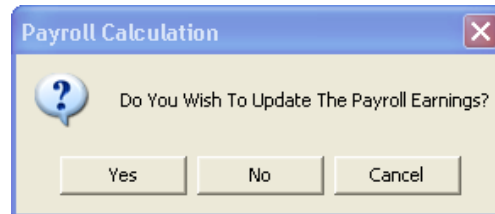
Enter the number of days in the Payroll Period and select "OK".

Accounting → Payroll → Daily Processing → Payroll Calculation

Application Computer Systems, Inc. Payroll Manual

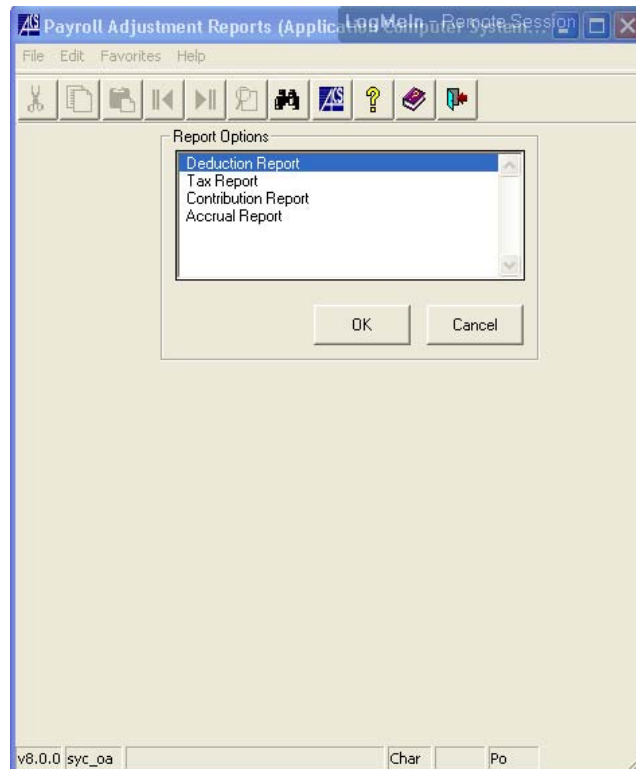
We are now ready to **CALCULATE** our payroll.

This task is used to automatically calculate all deductions, taxes, employer contributions and accruals. Only computer checks are affected; no calculations are performed for manual checks or check reversals.



Answer "Yes" to the question to automatically calculate the deductions, taxes, contributions and accruals.

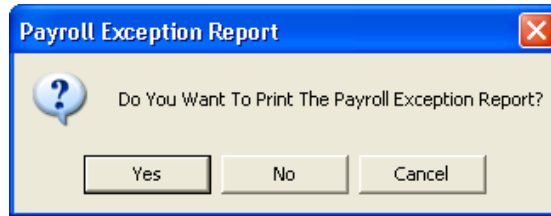
Accounting → Payroll → Daily Processing → Payroll Adjustment Reports



This report is actually run to check 4 different calculations: Deductions, Taxes, Contributions and Accruals. Each report shows a detailed breakdown per employee.

Accounting → Payroll → Daily Processing → Payroll Exception Report (Optional)

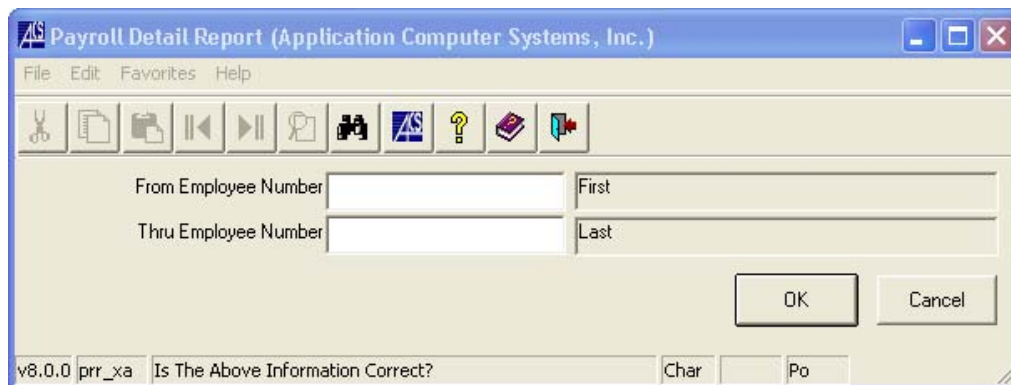
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Prints all exception earnings dollar amounts and units entered through the Payroll Entry task for earnings such as overtime, double time, and sick pay. Computer, manual, and reversal entries are included. Subtotals are printed by department, with a grand total of all exception earnings dollars and units for all departments printed at the end of the report.

Accounting → Payroll → Daily Processing → Payroll Detail Report

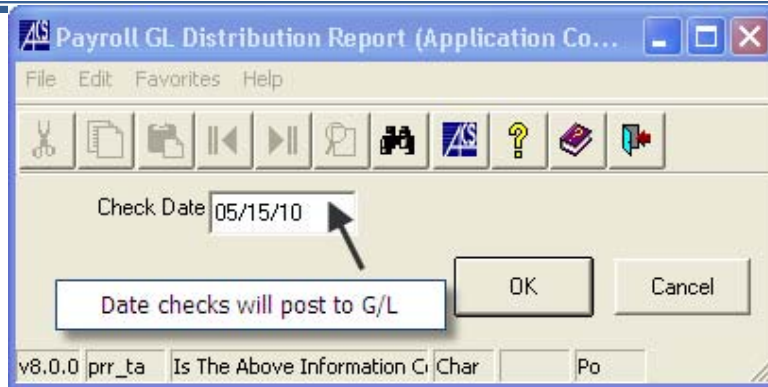
If you only print one report to check all of your Payroll Calculation PRIOR to check printing; run this report.



It prints all earnings, deduction, tax, contribution, and accrual information entered for each employee through the Payroll Entry task. Earnings are detailed by earnings type, pay rate, and units worked, and are totaled by hours and dollars. Deductions, employer taxes and employee accruals are detailed by type, with the basis, rate and total amount itemized for each. A net pay total reflects total earnings minus voluntary deductions and employee taxes withheld. Detail for manual check entries is included.

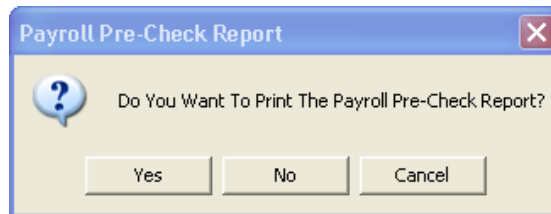
Accounting → Payroll → Daily Processing → GL Distribution Report

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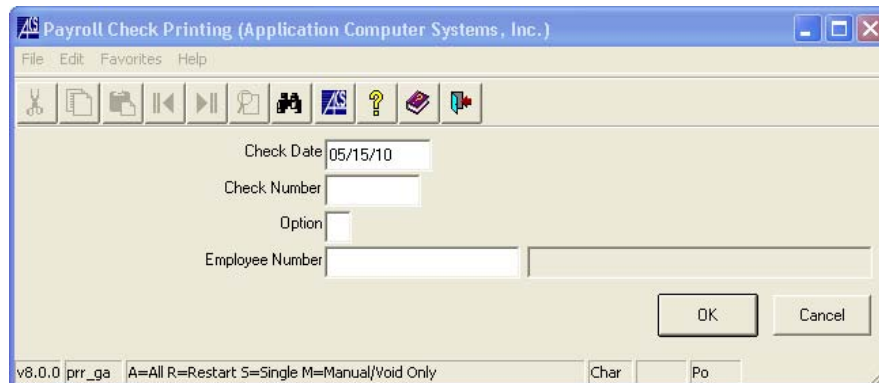
This task prints all earnings units and dollars entered through the Payroll Entry task and generated through the Automatic Processing option of the Payroll Period Definition task; detailed by department and job title for each employee.

Accounting → Payroll → Daily Processing → Payroll Pre-Check Report



Prints gross earnings, deductions, taxes, and net check amounts by employee number and name. Computer, manual, and check reversal entries are included. Subtotals are printed by department, with a grand total of all gross earnings, deductions, taxes, and net check amounts provided at the end of the report.

Accounting → Payroll → Daily Processing → Payroll Check Printing



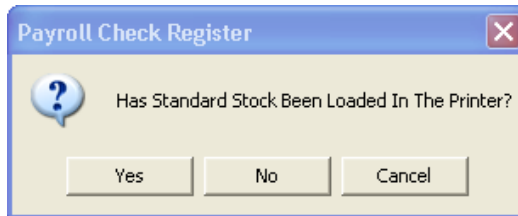
Prints all computer-generated checks on to standard or customized check forms. All earnings, voluntary deductions, and employee taxes are printed on the stub portion of the check. A restart

Application Computer Systems, Inc. Payroll Manual

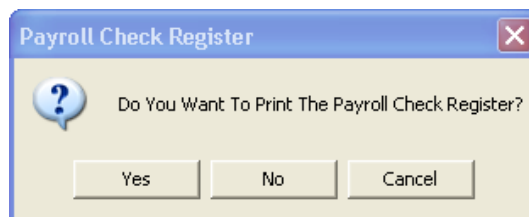
option allows printing to be restarted beginning with a specified employee number after a paper jam or printer malfunction.

Accounting → Payroll → Daily Processing → Payroll Check Register

First you will see a message asking if you have taken checks out of the printer before printing the check register.



Then you will see the option to print the register.



This task prints a register, in check number order, of all checks printed by the computer. Any manual checks, void checks, or check reversals processed through the Payroll Check Printing task are also included on the register. Updating the register will accomplish the following: employee information is distributed to the Labor Distribution History file, the Monthly Check file, the Earnings History file, the Union History file, and the General Ledger.

E. ADVANCED FILE MAINTENANCE

This section does not apply to payroll.

F. ADVANCED PROCESS TRAINING

This section will cover the processes and reports that are not used on a day to day basis in Payroll.

What will be covered in this section:

1. Manual Check Entry
2. Check Reversal
3. Check Void
4. Employee Listing

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5. Employee Master List
6. Employee Cross Reference
7. Employee Labels

Prerequisites:

1. Individuals to be trained must have taken the System Navigation Training.
2. All previously mentioned Prerequisites apply.

Accounting→Payroll→Daily Processing→Payroll Entry-Manual Check

Sometimes a situation occurs where you have to handwrite a payroll check for an employee. To get that information into the system, perform the following steps:

1. Enter the Employee#, enter the check as a Manual Check, with the date of the advance as the check date
2. Enter Gross Wages using the correct Pay codes
3. Enter all Deduction codes and amounts as they were calculated on the Manual Check
4. Enter each Tax Code that applies to the employee and let the computer default to the Taxable Basis and only change amount withheld if necessary.
5. Enter through each Contribution Code so the computer will make the calculations for you
6. Enter Accruals in the same manner as the Contribution Codes
7. When you are satisfied that the net amount of the check equals the advanced amount, proceed to print out each report that is normally run with Payroll
8. Run all reports and perform the rest of the steps of a Payroll Process except DO NOT RUN PAYROLL CALCULATION. You have already manually entered all of the information necessary.
9. Be sure to print checks with the correct check number and date and run and update the Check Register.

Accounting→Payroll→Daily Processing→Payroll Entry – Check Reversal

Follow the steps below to reverse a check. After these steps are completed, history will show this check as an amount of zero.

1. Enter the employee number and the system will supply the employee name and pay period.
2. You will then be prompted for the Check Type. Enter "R" for Reversal.
3. You will then be prompted for Check # and Date. Enter the correct information.
4. Proceed by entering all information EXACTLY how it was when the check was issued except that the amounts will be negative. This includes Earnings, Taxes, Deductions, Contributions and accruals if applicable. The best way to ensure that you have entered all information correctly is to use the Payroll Detail Report from the original check run.
5. When you are satisfied that the check information has been entered correctly, proceed to print out each report that is normally run with Payroll

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6. Run all reports and perform the rest of the steps of a Payroll Process except DO NOT RUN PAYROLL CALCULATION. You have already manually entered all of the information necessary.
7. Be sure to print checks with the correct check number and date and run and update the Check Register. NOTE: A check will not actually print, but you must go through the process in order to push the information to the Check Register for updating.

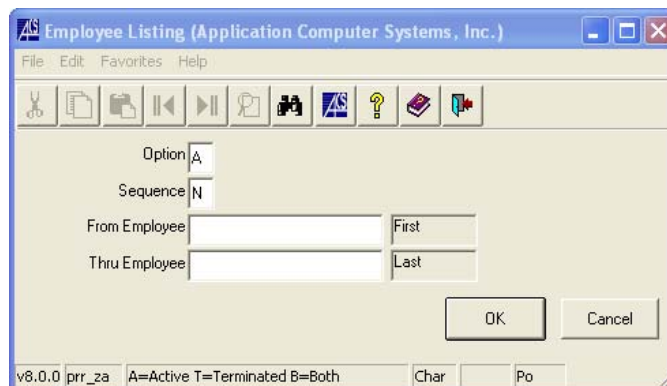
Accounting→Payroll→Daily Processing→Payroll Entry –Void Check

A voided check is a manual or computer-generated check damaged, or for some reason not used, and not entered into the module. Only the check number and date of a voided check are entered in the Payroll Entry screen. It is best to enter the Void Check(s) in a separate payroll run. Follow these steps:

1. Enter any employee number and the system will supply the employee name.
2. You will then be prompted for the Check Type. Enter "V" for Void.
3. You will then be prompted for Check # and Date. Enter the correct information using any date in the current Payroll Month.
4. Proceed to print out each report that is normally run with Payroll
5. Run all reports and perform the rest of the steps of a Payroll Process except DO NOT RUN PAYROLL CALCULATION. You have already manually entered all of the information necessary.
6. Be sure to print checks with the correct check number and date and run and update the Check Register. NOTE: A check will not actually print, but you must go through the process in order to push the information to the Check Register for updating.

Accounting→Payroll→Maintenance→Employee Listing

The Employee Listing task allows the selection of a range of employees for printing that may include all employees, active employees only, or terminated employees only. The hard copy will show the same data as displayed by the following Employee Masterfile Maintenance options: Employee Information Maintenance, Pay Rate Maintenance, Pay Change Maintenance, Pay Code Maintenance, Deduction Code Maintenance, Tax Code Maintenance, and Contribution Code Maintenance.



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Option – Enter “A” for Active employees, “T” for Terminated Employees or “B” for Both types of employees.

Sequence – “N” will allow you to run the report by Numeric Sequence and “A” will allow it to be run by Alternate Sequence.

From Employee/Thru Employee – Enter a beginning and ending employee to run the report for or use F3 to find employee numbers.

Select “OK” when finished to run the report.

Accounting→Payroll→Maintenance→Employee Master List



The Employee Master List prints a report of employee information. The report may be printed for active employees, terminated employees, or for both. All general information included in the Employee Masterfile such as address, phone number, emergency contact, pay type, and rate is printed on the report.

Option - Enter “A” for Active employees, “T” for Terminated Employees or “B” for Both types of employees.

Sequence - “N” will allow you to run the report by Numeric Sequence and “A” will allow it to be run by Alternate Sequence.

Select “OK” when finished to run the report.

Accounting→Payroll→Maintenance→Employee Cross Reference Report

The Employee Cross Reference Report is sorted by numeric sequence and by the alternate sequence (usually the employee last name) defined for each employee in the Alt Seq field of the Employee Masterfile Maintenance task. Both the numeric and alternate sequence columns of the report are cross-referenced to the opposite columns. The report may be printed for active employees, terminated employees, or for both.

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Option - Enter "A" for Active employees, "T" for Terminated Employees or "B" for Both types of employees.

Select "OK" when finished to run the report.

Accounting→Payroll→Maintenance→Employee Labels

This task is used to print employee names and addresses onto pre-cut label sheets. The label format is adjustable. (Please contact ACS if assistance is needed to adjust the labels.) Labels may be printed for all employees, both active and terminated, or for only active employees, or only terminated employees.



Label Type - "N" will allow you to run the labels by Numeric Sequence and "A" will allow them to be run by Alternate Sequence.

Labels Per Record - Enter the number of labels that are to print for each employee record. Example - If selecting 6 labels per record, and there are 50 employees, six labels will be printed for each employee for a total of 300 labels.

Print Addresses – Select this field to print full name and address labels. If this field is not selected, the employee labels will consist of name, employee number, title, department name, and date.

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Date – This field is only accessible if you select to NOT print Addresses. You can then enter a date for the labels.

Select "OK" when finished to print the labels.

G. MONTH END PROCESSING

This section will cover the processes and reports used during Month End and Year End Processing. Please note that a complete list of procedures will be provided to you.

What will be covered in this section:

1. Payroll Distribution History Report
2. Monthly Check Report
3. Month End Update
4. Earning Status Report
5. Deduction Status Report
6. Tax Status Report
7. Contribution Status Report
8. Accrual Status Report
9. Payroll Check History Report
10. Earnings History Report
11. Payroll Date List
12. Workers Compensation Report
13. 941 Quarterly Report
14. 920 Unemployment Report
15. Year End Update

Prerequisites:

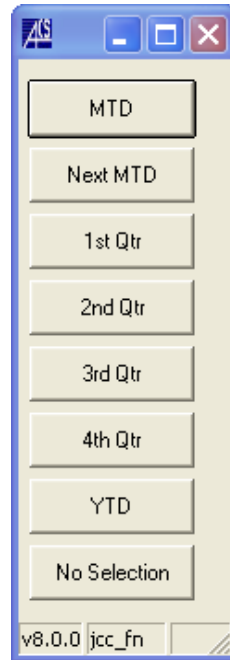
3. Individuals to be trained must have taken the System Navigation Training.
4. All previously mentioned Prerequisites apply.

Accounting → Payroll → Periodic Processing → Payroll Distribution History Report



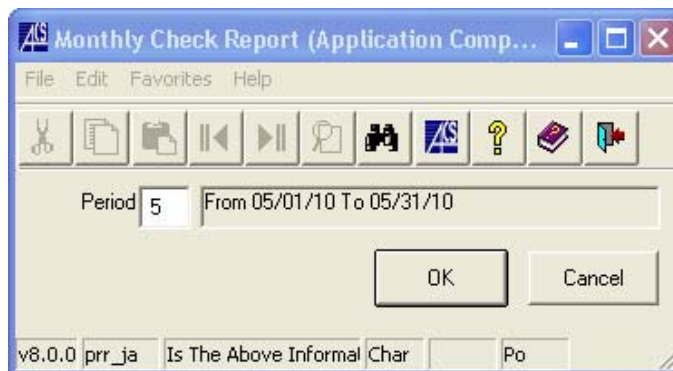
In the **Option** box, you can right click to see your choices.

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This task prints all units worked and dollars earned for each employee by department and job title. Computer, manual, and reversal entries are included. Subtotals are printed by title and by department, with a grand total of units worked and dollars earned for all departments printed at the end of the report.

Accounting → Payroll → Periodic Processing → Monthly Check Report



Period – Enter the Pay Period for which you wish to run the Monthly Check Report. You can only enter a period for the current year and current or prior period in the current year.

The report prints all checks entered during the selected accounting period, itemized by check number, date and type, employee number and name, and check amount. Computer, manual, and reversal entries are included.

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Note: The information necessary for printing this report for any month is available only until the Payroll Month End Update is performed for that month. Since the update process clears all check detail from the Monthly Check file, this report must be printed before performing the monthly update.

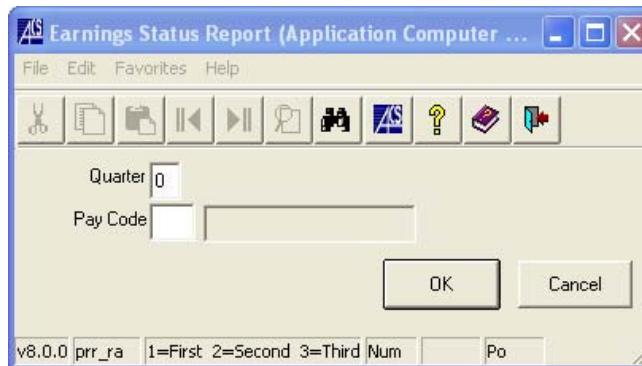
Accounting → Payroll → Periodic Processing → Month End Update



Period – The system will default to the current open pay Period.

The Month End Update task clears all current month checks. This update is used to balance the payroll checking account and should be performed following the last payroll period of each month.

Accounting → Payroll → Periodic Processing → Earnings Status Report



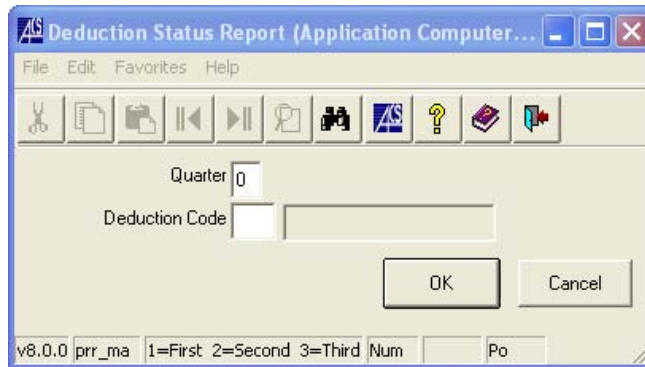
Quarter – Select the Quarter for which you wish to print this report.

Pay Code – The report can be printed for one pay code or all pay codes. If “All” is selected, each code will print on a new page.

This task prints all units worked and dollars earned by pay code and employee. Month-to-date, quarter-to-date, and year-to-date totals are printed for each employee, with subtotals printed by pay code. Computer, manual, and check reversal entries are included.

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Accounting → Payroll → Periodic Processing → Deduction Status Report

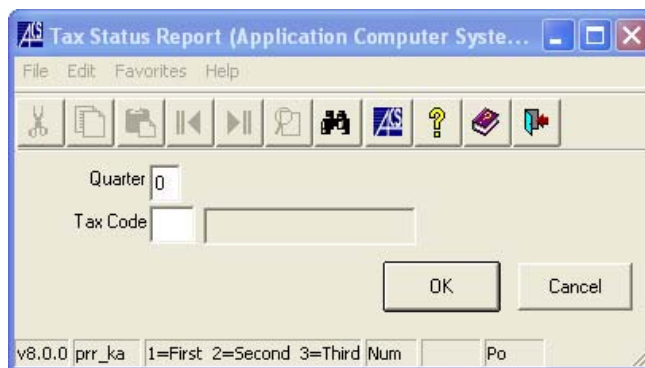


Quarter – Select the Quarter for which you wish to print this report.

Deduction Code – The report can be printed for one deduction code or all deduction codes. If "All" is selected, each code will print on a new page.

This task prints all deduction information by deduction code and employee. Month-to-date, quarter-to-date, and year-to-date totals are printed for each employee, followed by the deduction limit (if applicable) and the balance remaining to be deducted. Subtotals are printed by deduction code.

Accounting → Payroll → Periodic Processing → Tax Status Report



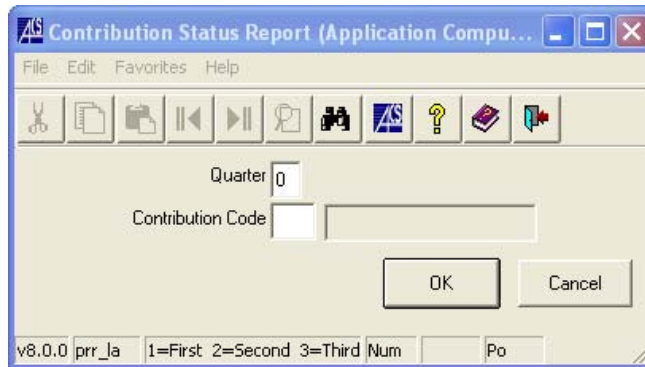
Quarter – Select the Quarter for which you wish to print this report.

Tax Code – The report can be printed for one tax code or all tax codes. If "All" is selected, each code will print on a new page.

This task prints employee tax information by tax code and employee. Month-to-date, quarter-to-date, and year-to-date totals are printed for each employee; detailed by gross income, taxable income, and actual tax amount. Subtotals are printed by tax code.

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Accounting → Payroll → Periodic Processing → Contribution Status Report



Quarter – Select the Quarter for which you wish to print this report.

Contribution Code – The report can be printed for one contribution code or all contribution codes. If "All" is selected, each code will print on a new page.

This task prints employer tax information by contribution code and employee. Month-to-date, quarter-to-date, and year-to-date totals are printed for each employee; detailed by employee gross income, taxable income, and employer contribution tax amounts. Subtotals are printed by contribution code.

Accounting → Payroll → Periodic Processing → Accrual Status Report

Upon selecting the Accrual Status Report option, the report prints automatically as there are no fields to choose.

The prior year accrual, current year accrual, and the accrual rate used are printed for each employee. The accrual amount due (past year accrued + current year accrued, minus used accrual amount) and the projected employer liability are calculated and printed based on the employee's current pay rate.

Accounting → Payroll → Periodic Processing → Payroll Check History Report

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From Date/Thru Date – Enter a date range to print the report or leave the default to print all dates within this year.

From Employee/Thru Employee – Enter a range of employees for which to print the report or leave the default to print all employees.

This task prints all checks issued to employees within a selected date range. For each employee, checks are itemized by check number, date, gross dollars earned, deductions, taxes withheld, and net total. Subtotals are printed by employee, with a grand total of checks in the selected date range printed at the end of the report.

Accounting→Payroll→Periodic Processing→Earnings History Report



Option – The report can be run by Month, Quarter or Year

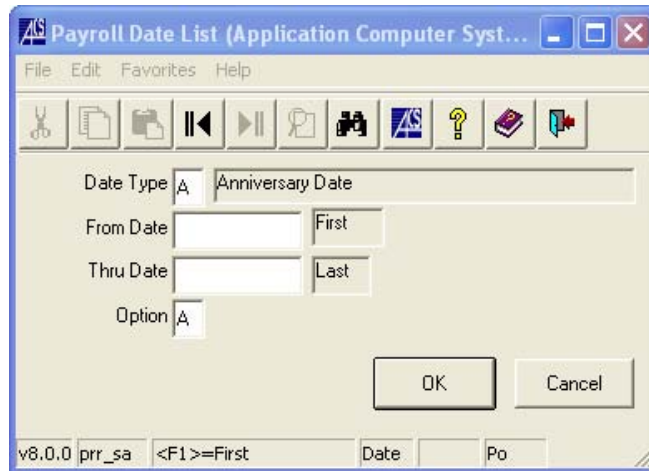
Quarter – This field is only available if "Q" was entered in the Option field. If "M" was entered, the Monthly information will be printed. If "Y" was entered, the Year To Date information will be printed.

This task prints all units worked and dollars earned by department and employee. Current month, current quarter, or year-to-date earnings history may be selected. Detail is by earning type (e.g., regular pay, overtime, vacation pay), and total units worked and dollars earned, by employee for

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the period selected. Computer, manual, and reversal entries are included. Subtotals are provided by department.

Accounting → Payroll → Periodic Processing → Payroll Date List



This task prints a report of all employees sorted by a selected date. The date used for the report may be the employee anniversary date, birth date, hire date, review date, or termination date. This report may be useful for scheduling reviews or for reviewing the due dates for proposed pay increases, eligibility for profit sharing, pensions, or for acknowledging employees' birthdays or employment anniversaries.

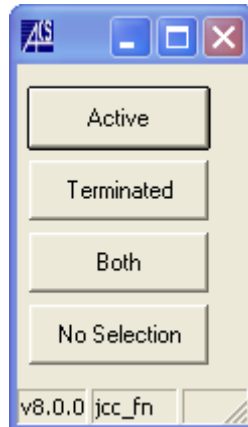
Date Type – Choose the date which will be the basis of the report. You can select from the options shown below.



From Date/Thru Date – Enter the beginning and ending dates for the report

Option – As seen below select "A" (Active), "T" (Terminated) or "B" (Both)

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Accounting→Payroll→Periodic Processing→Workers Compensation Report

This report will provide a summary of Gross Wages, OT Premium wages, Workers Compensation Wages, Hours, Workers Compensation Rate and the Workers Compensation Premium.



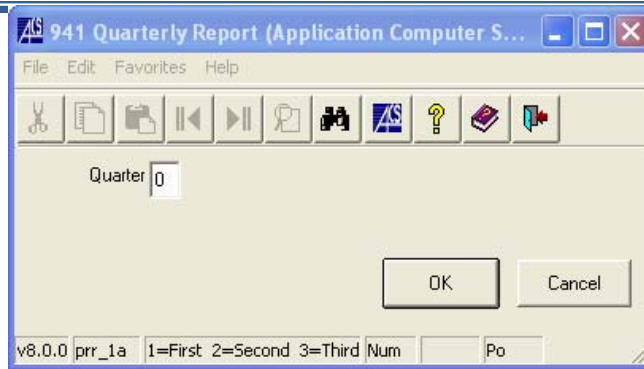
Option – Select to run the report by Month, Quarter or Year.

Quarter – This field is only accessible if “Q” was selected in the Option field.

Accounting→Payroll→Periodic Processing→941 Quarterly Report

After selecting this report option, you will be asked what Quarter you need information for.

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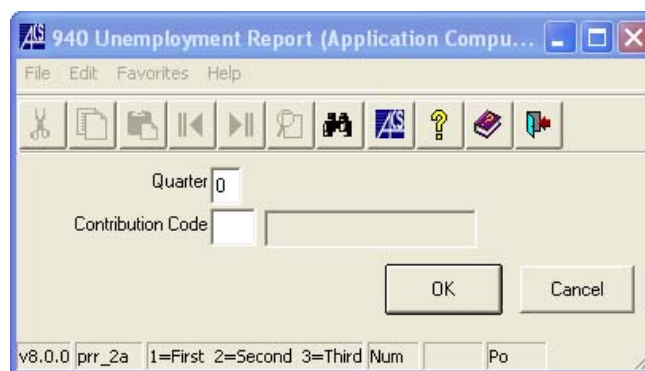


The report lists all employees to whom wages were paid during the quarter, along with their Social Security Numbers. Columns contain Federal Taxable Wages, Federal Taxes Withheld, FICA Taxable Wages and Taxes Withheld, Medicare Taxable Wages and Taxes Withheld.

The second page of the report follows the format of your 941 Report so you can fill in your 941 Report using the report provided by Master™.

Accounting→Payroll→Periodic Processing→940 Unemployment Report

Upon selecting this report option, you will be asked to enter the quarter for which you wish to have information. Next, you will enter the Contribution Code that records your Unemployment amounts. In most systems, this code is FU (for Federal amounts) or SU (for state amounts).



The report will display:

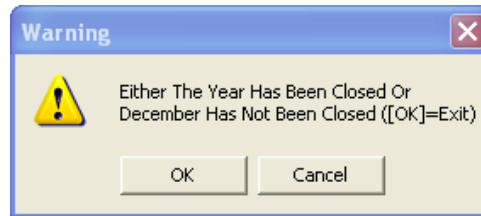
- Total Wages which represents all wages paid to the employee.
- Exempt Wages which are typically non-cash payments made to your employees. Your system is already set up to distinguish these wages from Taxable Wages, so there is nothing you will need to change in the system.
- Excess Wages will be those wages that the employee has earned over the limit set for that Unemployment Code.

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- Taxable Wages are those wages subject to the Unemployment Tax.
- Tax will be the amount of unemployment tax for the Taxable Wages listed.

Accounting → Payroll → Periodic Processing → Year End Update

This task should be performed after you have run the last payroll for the year and closed December. December must be closed before the system will allow you to close the year. If you have not yet closed December, you will receive the following message.



After you have closed December, you will be able to run the Year End Update. At the end of the year, you will be emailed a checklist of the necessary steps to take and reports to run before running the update.

Running the Year End Update after the final payroll of the year will clear all dollars earned, deduction, tax, and contribution information from the files in preparation for the new year. In addition, the year-end update also removes all terminated employees from the Employee Masterfile.