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Payroll/Direct Deposit
Introduction

Overview of Payroll

The Payroll module in Microsoft Dynamics® SL performs the functions needed to process payroll for hourly, salary, and exception employees. (Exception employees are salaried employees who become hourly employees when timesheets are entered for them.) With the Payroll module, employees can be paid on any of four pay frequencies: weekly, biweekly, semimonthly, or monthly. You can define and utilize as many types of earnings as you need (for example, regular, overtime, reported tips, and allocated tips). The Payroll module also allows you to define and utilize employee deductions, such as federal income tax, FICA, FUTA, state income tax, local income tax, union dues, and savings plans.

In addition, Payroll provides automatic transfer of payroll checks directly to employee bank accounts. Employees may have all of their net pay direct deposited at up to six different banks, using up to six different accounts. (Employees cannot elect to have only a portion of their net pay direct deposited.) Payroll automatically provides pre-notification records, and creates direct deposit information in the standard Automated Clearing House (ACH) formats.

The Payroll module automatically updates the correct accounts maintained by the General Ledger module. The Payroll module is also designed to be used with the Project Controller module.
Payroll’s Integration with Other Modules

Payroll integrates with General Ledger, Advanced Payroll, Cash Manager, Bank Reconciliation, Project Controller, Service Dispatch, and Flat Rate Pricing. The amount of integration is based on how the system is set up. For example, earnings and expenses are charged to general ledger accounts when the transactions created from check batches (including manual checks, void checks, regular checks, and direct deposit advice slips) are released and posted in General Ledger. For more information about the benefits of each of these modules, see the respective module manual.

![Diagram of Payroll Interaction]

**General Ledger (required)** — Payroll transactions that should update general ledger accounts are sent to General Ledger in the form of unposted batches upon release. *Time Entry* (02.010.00) and *Time and Dollar Entry* (02.020.00) batches do not carry costs and therefore do not affect general ledger account balances. Check batches (including manual checks, void checks, regular checks, and direct deposit advice slips) create unposted batches when they are released. To update the general ledger account balance, the *Post Transactions* (01.520.00) process must be performed.

**Cash Manager (optional)** — Integrating Payroll with Cash Manager requires the cash accounts to be set up in *Cash Account Maintenance* (20.250.00) prior to printing checks/direct deposit advice slips from the account/subaccount combination. Failure to set the cash accounts up first may result in the wrong accounts being updated during the *Post Transactions* (01.520.00) process. Check reconciliation can only be performed from within *Bank Reconciliation* (20.210.00) when Cash Manager is set up. This allows all checks and deposits (from all modules) to be reconciled from a central location. *Check
Reconciliation (02.050.00) in Payroll becomes disabled. A message is displayed instructing the user to reconcile checks from within Cash Manager.

Project Controller (optional) – When Project Controller is integrated with Payroll, Time Entry (02.010.00), Time and Dollar Entry (02.020.00) and Manual Check Entry (02.040.00) allow for a project ID, task ID, and billable option for each entry. This information is stored within the payroll transaction record. The Financial Transaction Transfer (PA.TRN.00) process identifies which transactions should be posted to projects by looking for payroll transactions that contain project information. These are the transactions the process uses to update the respective project labor costs. Any project expenses entered through Payroll become available to the project system when they are “finalized.” Time entries are only finalized upon payment. Time and Dollar Entry (02.020.00) batches are finalized upon their “release.”

When labor is entered in Project Controller (via Timecard Entry, Timesheet Entry, or Mobile Timecard), it can be transferred to Payroll for generation of checks. The employee must be defined to be included in the payroll batches. The Pay Labor Interface (TM.PLI.00) in Time and Expense for Projects allows the transfer of the costed labor into Payroll for a specified period of time and subset of employees. This pay data is loaded into a Time and Dollar Entry (02.020.00) batch and placed on hold status, pending review by the Payroll clerk. Payroll’s Calculation (02.500.00) process treats this batch as if it were entered directly into Time and Dollar Entry (02.020.00). If the labor cost was booked through Time and Expense for Projects, the payroll system should relieve the Payroll posting values on each record when the pay is generated. If the labor expense is to be recorded through the payroll system, the account and subaccount charged should be booked as part of paying employees.

Field Service Management Series (optional) – The Field Service Management Series integrates with Payroll by pushing data from Invoice Entry (SD.202.00) into Time and Dollar Entry (02.020.00). The Field Service Management Series uses the Employee ID from Payroll by linking the payroll employee ID with the employee ID in Employee Maintenance (SD.007.00) of Service Dispatch. In addition, the earnings type plays a vital role in identifying whether that labor record in Invoice - T & M Details (SD.203.00) or Flat Rate Order - Modify Details (SP.202.00) has a multiplier of regular, overtime, or double time. Compensable labor hours are pushed to Time and Dollar Entry (02.020.00) using Generate Payroll Process (SD.302.00) in Service Dispatch User Guide Overview

This user guide provides task-oriented and reference information regarding the setup and use of the Payroll module. Reviewing the user guide helps in making informed decisions regarding the implementation of the Payroll module in your business.

What is Covered in the User Guide?

This user guide is organized into the following major sections:

- The “Introduction” gives an overview of the Payroll module.
- The “Concepts: How This Module Works” section describes the major concepts you need to know to fully take advantage of the Payroll module.
- The “Task Guidelines” section explains the basic task flow for setting up and processing Payroll.
- The “Reference” section provides screen and field descriptions for Payroll screens.

Who Should Use the User Guide?

The user guide is designed for users and system administrators who are new to the Payroll module. It provides the information necessary for making decisions regarding how to use the Payroll module in order to get the most from your system.

How to Use the User Guide

Read the appropriate section of the user guide before proceeding with setup and operation of the Payroll module. The guide assists you with implementation of the module, and serves as a reference tool once Payroll is in operation. The heart of the user guide is the “Task Guidelines” section, which contains step-by-step procedures for completing various payroll operations.

To assist you in locating information, the user guide contains:
• A “Table of Contents” of logically organized activities and tasks.
• An alphabetized “Quick Reference Task List” of commonly performed tasks.
• An alphabetized “Index” of the information provided in the user guide.
Hints and Tips
This section provides helpful hints and tips regarding the use of this module.

Starting the First Batch as 020001
By using batch numbers with a “02” prefix, you have identified all batch reports printed in the Payroll module with a unique identifier. This can be useful when reviewing a series of batch reports to be able to easily identify them with a specific module.

To start this batch numbering sequence, enter 020000 in Last Batch Number in PR Setup (02.950.00).

Re-Hiring Employees
When an employee is terminated, the employee’s status should be changed to Inactive in Employee Maintenance (02.250.00) and the termination date entered. On re-hire, the employee’s status should be changed back to Active and the termination date removed. It is not necessary to set up the rehired employee as a new employee.

Calculating Manual and System Checks
There are two methods of calculating manual checks. Using the hand method means that you calculate the check by looking up the proper deductions in Circular E and corresponding State Tax Guide, calculate the net pay, and then enter the check in Manual Check Entry (02.040.00).

An easier method, when it is necessary to prepare just one payroll check, is to perform the following steps in the Payroll module:
1. Enter time in Time Entry (02.010.00) or enter time and gross amounts in Time and Dollar Entry (02.020.00).
2. Calculate just the one payroll check using Calculation (02.500.00).
3. View the check in the Check Preview (02.620.00) report and make any corrections in Review/Edit Payroll Check (02.030.00).
4. Print the check, using the Checks (02.630.00) report.

If you know the exact net amount of the check that you want to prepare (e.g., when writing bonus checks), the alternative method would be:
1. Enter and release a net check batch in Net Check Entry (02.080.00).
5. View the check in the Check Preview (02.620.00) report and make any corrections in Review/Edit Payroll Check (02.030.00).
6. Print the check, using the Checks (02.630.00) report.

Handling Leaves of Absence
If an employee goes on a leave of absence, change their status in Employee Maintenance (02.250.00) from Active to Inactive. When the employee returns, change the employee’s status back to Active.

Deleting Unwanted Data
When you close Payroll using General Ledger’s Closing (01.560.00), the software performs several housekeeping tasks in the database. One significant task you can ask it to perform is to delete unwanted data according to the Periods to Retain Timesheets, Quarters to Retain Checks, Years to Retain Employee History, and Years to Retain Deduction History settings in the Payroll Information tab of PR Setup (02.950.00).

Checks, timesheets, and related transactions that are deleted include cleared and voided checks. If a check was posted in the current or a future fiscal period or has not been cleared, the software does not delete it. The closing process does include any void, complete, or deleted batch information.
If you do not want to delete this data during the closing process, you can run the operation separately. You can also choose to set new retention criteria in \textit{PR Setup} (02.950.00) at any time.
Concepts: How This Module Works

Payroll Overview
Running the Payroll module essentially involves two functions: setup and processing.

PR Setup
Setting up the Payroll module involves the following basic steps:
1. Setting up general system-level processing options.
2. Setting up identification (ID) codes for:
   - Tax tables
   - Deductions
   - Work locations
   - Earnings types
   - Benefits and benefit classes
   - Pay groups
   - Employees
   Payroll ID codes allow you to group employees, benefits and deductions according to pay groups, earnings types, and work locations. These codes take time to set up, but once established they make payroll processing faster and easier. See “Payroll Reference and ID Codes” on page 9 for more information about payroll ID codes.
3. Generate appropriate reports to verify the accuracy of the payroll information entered.
4. Enter beginning balances for employee history and benefit history.

Note: The software requires all transactions to be associated with a company ID. Payroll assumes that all transactions are associated with the company ID set up in GL Setup (01.950.00) for the particular database you are using.

DD Setup
The Payroll module also gives you the ability to set up employees as direct depositors. Note that if employees select this option, they must direct deposit all of their net pay, not just a portion of it.
Setting up direct depositing consists of:
1. Contacting the company bank to determine communication and file requirements.
2. Setting up general direct deposit processing options.
3. Setting up employees as direct depositors.
4. Setting up and testing an Automated Clearing House (ACH) file.
5. Completing the pre-notification process.
See “Setting up Direct Deposits” on page 63 for step-by-step instructions.

Processing
Processing payroll consists of the following basic steps at the end of every payroll period:
1. Entering timesheets for hourly and exception employees.
2. Calculating payroll.
3. Printing checks and, if using Direct Deposit, printing or electronically transmitting advice slips to employees.
4. Creating and sending Automated Clearing House (ACH) files. This process includes balancing the Direct Deposit Audit (02.820.00) report to the Direct Deposit Register (02.645.00).

5. Closing payroll at the end of the period.
   You will need to perform certain other functions as necessary, such as:
   - Entering manual checks.
   - Entering net checks.
   - Reviewing, editing, and voiding checks.
   - Generating reports.
   - Creating new ID codes for new deductions, work locations, earnings types, benefits and benefit classes, pay groups, and employees.
   - Reviewing employee records and earnings/deduction history.
   - Reconciling payroll checks with bank statements (monthly).
   - Generating quarterly federal tax returns.
   - Generating unemployment tax worksheets, W-2 forms, and closing the payroll module for the year (annually).
   - Deleting payroll information.

Payroll Reference and ID Codes

During a typical operating session, a great deal of new information such as timesheets, employee records, and checks or direct deposits are entered in the database. For accurate, efficient data storage and retrieval, each data record receives a unique identifying code that distinguishes it from all other data records. These codes can be numeric, alphabetic, or alphanumeric. Depending on the data record type, the codes are assigned either automatically by the software or manually by you.

For example, if transaction batch numbering began with batch number 000001 for the first batch entered in the database, the software automatically assigns batch number 000234 to the 234th batch entered. However, data records such as employee information, work locations, earnings types, deductions, and pay groups require manually assigned identifying codes. For example, if a record for a new employee named Smith is being created, the employee ID could be RSMITH, SMI100, 1001RS, or any other identifying code that you care to assign.

To ensure ease of record retrieval, especially for reporting, the codes assigned to each different type of data record should follow a standard coding format established beforehand. For example, the standard coding format for employee IDs of hourly employees might call for a leading H at the beginning of each ID: H00001, H00002, etc. Or, employee IDs might use the employee’s country/region or warehouse number and the first three letters of the employee’s last name: 100SMI.

When establishing data record coding formats, consider the following:

- Before defining data record coding formats, review the sorting and selection functions that specify which information should appear when you generate reports (see the various Payroll module report descriptions in the Reference section) and compare this to your own reporting needs. This comparison helps you develop coding formats that achieve the desired reporting results.

- In the software, code sorting always occurs from first character to last, numerically and alphabetically. Also, numbers always sort before letters. For example, the numeric codes 020243, 020242, 080656, 042691 are sorted and arranged in the order 020242, 020243, 042691, 080656. The alphanumeric codes B20242, A20242, B20243 are sorted and arranged in the order A20242, B20242, B20243.

- If you cannot define a format that completely meets the needs of a particular data record, use a format that is adequate for a majority of the codes and handle exceptions individually. Do not simply use a random coding format.

- Once you have defined the coding format for a record type, consistently observe this format when you enter associated data records. If the format requires six characters, all codes should have six characters; if the character order is two letters followed by four numbers, all codes should have two letters followed by four numbers.

Remember that a well-planned system of data record coding formats ensures the orderly, logical identification of all data records in the database.
Before you set up and operate the Payroll module, you must decide on the coding schemes to be used for the following payroll items:

- Batch numbers
- Reference numbers
- Employees
- Pay groups
- Work locations
- Tax tables
- Earnings types
- Deductions
- Exemptions and credits
- Benefits and benefit classes

**Batch Numbers**

Batch numbers are unique numeric codes assigned to transaction batches. The software automatically assigns and increments batch numbers according to the batch numbering format you establish in Last Batch Number in PR Setup (02.950.00).

The typical batch numbering format uses leading zeroes (000000), which assigns the lowest possible positive number (000001) to the first transaction batch entered. A batch numbering format that uses a leading 1 (100000) causes batch numbering to begin with batch number 100001 (100001, 100002, 100003, etc.). Other possible batch numbering formats include beginning each batch number with a department or division number (200000, 330000, etc.). Keep in mind that incrementing and rolling over the batch number may eventually affect any numeric ID that is part of the batch number. For example, batch numbers for department 33 may eventually cause the department ID to roll over to 34 when batch numbering reaches 339999.

**Reference Numbers**

Reference numbers are unique identifying codes assigned to payroll checks that distinguish each check from all other checks in the database. In the Payroll module, reference numbers for checks are numeric only. The software automatically assigns and increments reference numbers according to the reference numbering format you establish in Next Check Number when printing checks using the Checks (02.630.00) report. Reference numbers for timesheets are optional. When used, they are determined by manually entering them into Time Entry (02.010.00) or Time and Dollar Entry (02.020.00). Timesheet reference numbers are not required to be unique.

The typical reference numbering format uses leading zeroes (000000), which assigns the lowest possible positive number (000001) to the first document entered. A reference numbering format that uses a leading 1 (100000) causes reference numbering to begin with 100001 (100001, 100002, 100003, etc.). Other possible reference numbering formats include beginning each reference number with a department or division number (200000, 330000, etc.). Keep in mind that incrementing and rolling over the reference number may eventually affect any numeric ID that is part of the reference number. For example, reference numbers for department 33 may eventually cause the department ID to roll over to 34 when reference numbering reaches 339999.

Automatic reference numbering or manual reference numbering formats that use some type of sequential numbering scheme are the only reference numbering formats that provide a clear payroll document audit trail. If you choose any other type of reference numbering format, it is best to maintain a written reference number log showing the reference number assigned to each payroll document.
**Employee IDs**

Employee IDs are unique identifying codes that distinguish each employee from all other employees in the database. An employee’s ID can be any alphanumeric code you care to assign (for example, an abbreviated version of the employee’s name or a letter-number combination). Possible employee ID formats include:

- The employee’s Social Security number.
- The employee’s phone number.
- A series of letters in the employee name (SMITHBOB for Robert Smith where the last name sorts before the first name).
- Sequential numbers (224398339, 224398340, 224398341, etc.).
- A department number-employee number combination (201578 for employee 578 working in department 201).
- Employee name-department number combination (SMITHB201 for employee Bob Smith working in department 201).

**Note:** The Flexkey feature gives you the ability to divide employee IDs into segments to allow the production of more meaningful financial and management reports. The segments might represent a variety of information (for example, segments might be established for the employee’s location, pay rate, earnings type, and shift). Segments are defined in the Shared Information module using Flexkey Definition (21.320.00).

**Pay Group IDs**

Pay group IDs are unique codes assigned to groups of employees with a common association, and are used to distinguish each group from all other groups in the database. Employees can be grouped according to any unique criteria you wish to establish, such as geographical location or employee grade. However, each pay group must meet the following criteria:

- All employees in the pay group must have the same pay frequency.
- All employees in the pay group must be paid from the same checking account.
- All employees in the pay group must have the same standard units per pay period.

The software allows more than one pay group with the same pay frequency and checking account. A pay group can be any alphanumeric code you care to assign (for example, an abbreviated version of the group name or a letter-number combination). Possible pay group formats include:

- The frequency of pay earned by the group (BIWEEKLY, WEEKLY, SEMIMON, MONTHLY).
- The pay type (HOURLY, SALARY).
- A series of letters identifying department (ADMIN, EXEC, SREXEC, DISPATCH).
- A department number-project code combination (ADMIN320, EXEC320 for administrative staff and executive staff working on project 320).
Work Location IDs
Work location IDs are unique identifying codes assigned to a geographic location where employment occurs, and are used to distinguish locations from all other work locations in the database. The typical work locations are state abbreviations (such as OH, MI, CA, GA). However, work location IDs may be set up any other way you care to assign. For example:

- By using the name of the work location (listed alphabetically on reports; MICH for Michigan).
- By using a unique number for the work location (13 for Ohio).
- By using a region number-facility number combination (130002 for Ohio, plant 2).
- By using a region name-facility number combination (MICH03 for Michigan, plant 3).

Payroll Table IDs
Payroll table IDs are unique identifying codes that distinguish each payroll tax table from all others in the database. A payroll table ID can be any alphanumeric code you assign.

Pre-defined tax tables are available as part of the Payroll Tax Service. If you subscribe to this service, you will receive the latest tables on disk yearly. You then load the tables into the software using Load Payroll Tax Tables (02.560.00). Tax table updates are provided in printed form quarterly as part of the service. If you are interested in this service, contact your reseller for more information.

While payroll tables and payroll table IDs for federal and state tables are provided through the Payroll Tax Service, you might have to set up tables and IDs for some city or local taxes. The coding scheme for payroll table IDs can be set up several ways. For example:

- By using the description of the payroll table (listed alphabetically on reports; CHIC for Chicago payroll table).
- By using a unique number for the payroll table (000001 for payroll table 1).
- By using a payroll table name-number combination (OHD1 for Ohio payroll table).

These coding schemes permit report printing alphabetically or by payroll table, using the sort/select capability on the report screen.

Earnings Type IDs
Earnings type IDs are unique codes that identify specific earnings types — regular time, overtime, holiday pay — used to calculate employee pay. Each type of earnings must have a unique earnings type ID, which can be any alphanumeric code you want to assign. The coding scheme for the earnings type IDs can be set up several ways. For example:

- By using the description of the earnings type (listed alphabetically on reports; REG for regular earnings, OT for overtime, DOT for double time).
- By using a unique number for the earnings type (02 for overtime).
- By using an employee grade ID-earnings type ID combination (010003 for grade 01, earnings type 0003).
- By using an earnings type ID-employee grade combination (REG01 for regular earnings, grade 1).
Deduction IDs

Deduction IDs identify the different deductions used in calculating payroll. You might need to set up IDs for other deductions such as local taxes, retirement contributions, and garnishments. Deductions can be specified as an annual deduction or a lifetime deduction. If the deduction is flagged as a lifetime deduction, the maximum deduction amount represents the deduction should be taken until the amount has been deducted in full, at which time Calculations (02.500.00) needs to stop taking it. The coding scheme for deduction IDs can be set up several ways. For example:

- By using the description of the deduction (listed alphabetically on reports; 401K for a 401(k) plan, FED for a federal tax, NYCITY for a New York City tax).
- By using a unique number for the deduction (0001 for deduction 1, exemptions claimed; or 0002 for deduction 2, no exemptions claimed).
- By using a deduction type-number combination (OH0001 for Ohio income tax, exemptions claimed).

Workers’ Compensation

Workers’ compensation is a form of insurance employers are required to have to provide a basic level of benefits as mandated by each state and to insulate against lawsuits brought by employees who are injured or disabled on the job. This insurance provides coverage for accidents or disease arising from employment as prescribed by these state laws. Benefits can include lost wages, medical expenses, and permanent disfigurement/disability payments.

Workers’ Compensation Codes

Workers’ compensation codes identify a particular rate and basis used for calculating workers’ compensation insurance premiums. The coding scheme for workers’ compensation codes can be setup using a two-character state abbreviation and a four-digit compensation code to make multiple state reporting easier.

Payroll Liability Vouchering

Payroll liability vouchering provides the ability to update Accounts Payable with outstanding payroll liability amounts so they can be paid. Accounts payable vouchers and adjustments are created for any selected deductions.

Exemption and Credit IDs

Exemption and credit IDs identify specific exemptions or credits that can be applied to employee earnings. For example, some states allow different credits based on marital status or disability. The coding scheme for exemption-credit IDs can be set up several ways. For example:

- By using the description of the exemption/credit (listed alphabetically on reports; SING for single status).
- By using a unique number for the exemption/credit (000001 for exemption-credit 1).
- By using an exemption-credit name-number combination (OHE1 for Ohio exemption 1, NYC1 for New York credit 1).

These coding schemes permit report printing alphabetically or by department, using the sort/select capability on the report screen.
Benefit IDs and Benefit Class IDs

Benefit class IDs establish general payroll benefit classifications. Benefit classes are at the highest level of payroll benefit maintenance, used to designate the broad categories that together comprise a company’s total payroll benefits package. Typical benefit classes are vacation, sick days, and personal days.

Once benefit classes are established, you can define one or more types of benefits for each class using benefit IDs. For example, under the benefit class VACATION, you might establish (in other screens) the vacation benefit types VACINITIAL (initial vacation benefit) for employees who have less than one year of service and VACSTD (standard vacation benefit) for employees who have one or more years of service. Each benefit type would use different options (specified in Benefit Maintenance (02.340.00)) to indicate when the benefit is available to employees, whether or not it accrues a liability, and how much of the benefit can be carried forward to a subsequent benefit year.
Payroll Employees

Payroll employee records are defined and maintained using Employee Maintenance (02.250.00). Following are some important concepts related to payroll employee maintenance.

Employee Pay Types

Employees may be assigned a pay type of salary, hourly, or exception in the Pay Info tab of Employee Maintenance (02.250.00).

You must enter hourly employees’ time (hours worked) in either Time Entry (02.010.00) or Time and Dollar Entry (02.020.00) and release the batch containing these records before you can use Calculation (02.500.00) to calculate payroll.

Salary and exception employees do not have this requirement. Calculate their payroll by simply completing Calculation (02.500.00). However, for salaried employees, you can enter timesheet information in Time and Dollar Entry (02.020.00) to reflect amounts in addition to their standard pay. For exception employees, if you enter timesheet information in the payroll time screens, their paycheck totals will reflect the amounts entered in the payroll time screens in place of their standard pay amounts.

An exception employee’s pay is based on timesheets entered as long as the standard unit rate is not zero for timesheets entered in the Time Entry (02.010.00), or timesheet earnings are not zero for timesheets entered in Time and Dollar Entry (02.020.00). If they are zero, the earnings are based on the employee’s standard salary.

Employee Timesheet Entry

There are two screens used to enter timesheets:

• Time Entry (02.010.00) — Use this screen to enter the units of hourly or exception employees. Pay is calculated according to the standard rate entered for each employee in Employee Maintenance (02.250.00). If you enter units for salaried employees in this screen, they do not affect the employees’ earnings but will determine how the standard salary is distributed among projects maintained in Project Controller and among payroll expense accounts maintained in General Ledger. The software automatically charges earnings expense to the default account and subaccount defined in Employee Maintenance (02.250.00). If you enter timesheets for exception employees, these employees are paid based only on the timesheet entries, so long as the standard unit (hourly) rate entered in this screen is not zero. If the hourly rate is zero, the earnings are based on the employee’s standard salary.

• Time and Dollar Entry (02.020.00) — Use this screen to enter the timesheet information of hourly employees when you need the ability to override standard pay rates or enter supplemental wages. If you enter a salaried employee’s timesheet, the software uses zero as the default pay rate. Accepting the default causes the timesheet entry to have no effect on the employee’s earnings. It determines how the standard salary is distributed among projects maintained by Project Controller module and among payroll expense accounts maintained by General Ledger. Any non-zero rate or earning entered for a salaried employee is considered a supplemental wage and is paid in addition to the employee’s standard salary. If you enter exception employee timesheets, the software uses the standard hourly rate entered for each employee in Employee Maintenance (02.250.00), as long as the timesheet earnings are not zero. When timesheet earnings are zero, the earnings are based on the employee’s standard salary.

Note: A reversing timesheet should be entered in the same screen as the original timesheet; however, a salaried employee’s normal/standard salary must be reversed in Time and Dollar Entry (02.020.00).
Employee Expense Accounts and Subaccounts

Expense accounts and subaccounts specify the account and subaccount to which the employee’s payroll expense should normally be charged. Default expense accounts and subaccounts are set up in the Defaults tab of Employee Maintenance (02.250.00).

For salaried employees, the software charges all payroll time and dollars to the default expense account and subaccount unless you enter timesheets with a different account and subaccount number.

- If you charge an employee’s time and dollars to an expense account and subaccount other than the defaults, and the total hours on the timesheet are less than the standard number of hours per pay period (specified in Pay Group Maintenance (02.320.00)), the software automatically charges the remainder of the time and dollars to the default expense account and subaccount.
- If you charge an employee’s time and dollars to an expense account and subaccount other than the default, and the total hours on the timesheet are greater than or equal to the standard number of hours per pay period, no time is charged to the default expense account and subaccount.

Microsoft Dynamics SL does the following for exception employees:

- Charges all of the employee’s time and dollars to the default expense account and subaccount unless you enter a timesheet that charges the employee’s time and dollars to another account and subaccount.
- Charges no time to the default expense account and subaccount if any of the employee’s time is entered into the software using a timesheet.

Employee Work Locations

Work location codes associate employees with a specific geographic location for tax purposes. An employee’s default work location is assigned in the Defaults tab of Employee Maintenance (02.250.00).

For salaried employees, the software charges all payroll time and dollars to the default work location unless you enter timesheets to charge the employee’s time and dollars to other work locations.

- If you charge an employee’s time and dollars to a work location other than the default and the total hours on the timesheet are less than the standard number of hours per pay period (specified in Pay Group Maintenance (02.320.00)), the software automatically charges the remainder of the time and dollars to the default work location.
- If you charge an employee’s time and dollars to a work location other than the default and the total hours on the timesheet are greater than or equal to the standard number of hours per pay period, no time is charged to the default work location.

Microsoft Dynamics SL does the following for exception employees:

- Charges all of the employee’s time and dollars to the default work location unless you enter a timesheet that charges the employee’s time and dollars to other work locations.
- Charges no time to the default work location if any of the employee’s time is entered into the software using a timesheet.
Employee Earnings Types

Earnings types identify the type of earnings normally earned by the employee (for example, regular or overtime pay). An employee’s default earnings type is assigned in the **Defaults** tab of **Employee Maintenance** (02.250.00).

For salaried employees, the software charges all payroll time and dollars to the default earnings type unless you enter timesheets to charge the employee’s time and dollars to other earnings types.

- If you charge an employee’s time and dollars to an earnings type other than the default and the total hours on the timesheet are less than the standard number of hours per pay period (specified in **Pay Group Maintenance** (02.320.00)), the software automatically charges the remainder of the time and dollars to the default earnings type.

- If you charge an employee’s time and dollars to an earnings type other than the default and the total hours on the timesheet are greater than or equal to the standard number of hours per pay period, no time is charged to the default earnings type.

Employee Standard Unit Rates

The employee’s standard unit rate is the amount, in dollars and cents, normally paid to the employee for each unit of work completed (hours, pieces, etc.). The employee’s standard unit rate is entered in the **Pay Info** tab of **Employee Maintenance** (02.250.00). When you use **Time and Dollar Entry** (02.020.00) to enter timesheet information for hourly and exception employees, the rate entered appears automatically as the pay rate. It can be overridden or entered at that time.

When completing **Calculation** (02.500.00), the software uses the standard hourly rate entered here to calculate earnings for all hourly and exception employees whose timesheet information has been entered in **Time Entry** (02.010.00). If after calculating payroll, you discover that the pay rate used for an hourly or exception employee is incorrect, change the standard hourly rate for the employee and calculate payroll again. The earnings will be recalculated correctly.

The above is true for timesheets entered in **Time and Dollar Entry** (02.020.00) for hourly and exception employees whose standard hourly rates have not been overridden. However, if a different pay rate is entered in that screen, changing the standard hourly rate and recalculating payroll does not change the earnings for those entries. You have to enter reversing or adjusting timesheet transactions to make any changes for existing timesheet entries.

Employee Exemptions

Exemptions specify that a particular deduction should not be taken for an employee. Exemptions are set up in the **Deductions** tab of **Employee Maintenance** (02.250.00). There are two situations when you should specify that an employee is exempt from a deduction:

- When you want to discontinue a deduction that has been taken in the current calendar year. The year-to-date amount taken must be greater than zero, and the deduction cannot be deleted.

- When the deduction involved is a required deduction for a work location where the employee normally works and the employee is exempt from the deduction. If all required deductions for the location have not been set up for the employee, they will be set up automatically when you enter time and calculate payroll for work performed in that location.

If you delete the deduction, the software automatically sets it up the next time you enter payroll time for work performed in that location.
Payroll Tax Tables

Payroll tax tables are used to calculate deductions, exemptions, and credits. Set up a payroll table for any exemption or credit requiring a complex calculation; for example, an exemption or credit other than a fixed amount or rate.

Table Types

Payroll table types specify how the payroll table is calculated. Table type options are:

- **Percent Table** — The table performs percentage calculations. The percent entered is multiplied by a base amount and divided by 100. This type is suitable for the Percentage Table calculation method, used for deduction, exemption, and credit calculations.

- **Rate Table** — The table performs calculations based on a rate multiplied by a base amount. This type of table is suitable for the Rate Table calculation method, used for deduction, exemption, and credit calculations.

You can change the table type at any time, but do so with caution. If the type entered here represents a table inappropriate for calculation of a certain deduction, exemption, or credit, the result of the calculation is zero.

The payroll tables calculate deductions, exemptions, and credits in a graduated fashion. In other words, the rate or percent that applies to a given base amount (the amount on which the calculation is performed such as gross wages), depends on the size of the base amount. For example, suppose that a deduction is calculated as a percentage of gross wages and that the percentage used depends on the size of the base amount defined as follows:

<table>
<thead>
<tr>
<th>Base Amount</th>
<th>Deduction Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $5,000</td>
<td>0.00</td>
</tr>
<tr>
<td>$5,001 to $10,000</td>
<td>1.00</td>
</tr>
<tr>
<td>$10,001 and higher</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The deduction calculation for a $15,000 base amount would not, as might be expected, be $300 (2% of $15,000). Instead, the deduction would be calculated as follows:

<table>
<thead>
<tr>
<th>Base Amount</th>
<th>Deduction Percent</th>
<th>$15,000 Base Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $5,000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$5,001 to $10,000</td>
<td>1.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>$10,001 and higher</td>
<td>2.00</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
</tbody>
</table>
The payroll tables are designed so that the entire calculation is defined by a single line in the table, the line being chosen by the size of the base amount. The software performs the calculation as follows:

\[
\text{Amount in dollars} + (\text{rate or percent}) \times (\text{base amount} - \text{on base units over})
\]

For example, the following is from one line of the table under On Base Units Over:

\[
50 + 2\% (15,000 - 10,000) = 50 + 100 = 150
\]

Note: For percent tables, the rate or percent is divided by 100 before the calculation is performed.

**On Base Units Over**

On Base Units Over qualifies the annualized amount. It is the threshold for a given range of base units. The number entered here must be of the same decimal precision as the number entered as the base type in Deduction Maintenance (02.290.00). For example, if an exemption is based on the number of personal exemptions and it uses a rate table, numbers entered in On Base Units Over for that rate table must be a whole number. A table set up for the example under Table Type would be as follows:

<table>
<thead>
<tr>
<th>Amount In Dollars</th>
<th>Rate or Percent</th>
<th>On Base Units Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>1.00</td>
<td>$5,000</td>
</tr>
<tr>
<td>$50.00</td>
<td>2.00</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

When the calculation is performed for a specific base amount, the software finds the line with the largest on-base-units-over amount that is still less than the base amount. The values from this line are then used in the equation listed under Table Type.

If the base amount for which you are doing the calculation is less than or equal to the amount entered at On Base Units Over of the first line of the table, the result of the calculation is zero.
Payroll Direct Deposits

The Payroll module features direct deposit functionality, allowing you to direct deposit employees’ net pay in up to six different accounts per employee. Note that if you use this functionality, you must direct deposit all of their net pay, not just a portion of it. Following are explanations of two of the more complicated processes involved with direct deposits: setting up the communication option and pre-notification.

Communication Option

The Payroll module provides an option for communicating with your company’s bank. You must set this up in DD Setup (02.951.00). To complete direct deposit setup, you should be familiar with the communication requirements of your bank.

User’s Communications

Use the communication software of your choice to transfer the ACH file. In User’s Communications, you define the path to the program file, batch file, or any other file you designate to initiate your special communications program and transfer the file.

Pre-Notification Process

Pre-notification is part of the standard method of transmitting information to the Automated Clearing House (ACH). With pre-notification, you provide a way for your bank to verify employee bank account information before transactions are actually posted to the employee account(s).

A pre-notification record contains only the employee’s name and account identification. No payroll amounts are included. When you send the pre-notification record, you are advising your bank that in the following transmission of an ACH file, you will be sending amounts to be posted to this account. It is an opportunity for the bank to verify that the account information is correct before actual posting to the account is required.

The bank must respond to you within 10 working days if the account information cannot be verified. If you are not contacted by the bank after 10 working days, you can assume that the account information is correct and transmit amounts to be posted to it.

Whenever you enter a new bank ID or account number for an employee (either for a new employee or to change a current employee’s account information), the software sets the pre-note status flag to N (new pre-note) for the changed account. When creating an ACH file, the software examines all employee records looking for the N pre-note status and includes the appropriate pre-notification record in the ACH file. The software then changes the pre-note status to P (pending pre-notification).

After the 10-day period has expired, you must change the pre-note status from P to A. The A indicates that the account information has been verified and approved, and that actual amounts may now be posted to the account.

If a second pre-notification is required for any reason (for example, the bank reported an error in the account number, or a communication failure occurred), you must make the corrections necessary and change the pre-note status back to N, after which the software repeats this process.
Payroll Reports

The following is an overview of payroll reports organized by function for ease of use and understanding. Most of these reports can be printed, sent to a file, or viewed on the screen. For more on these reports, see the Reference section in this manual.

Payroll Process

- Time Entry (02.600.00) — A report of all timesheets entered in the time entry screens.
- Check Preview - Earnings & Deductions (02.620.00) — A report of the earnings and deductions for all payroll checks before you print them.
- Check Preview - Benefits (02.620.00) — A report of the benefits accumulated for all payroll checks before you print them.
- Checks (02.630.00) — Printing of the payroll checks. Calculation (02.500.00) must be run before this screen will print checks.
- Check Register (02.640.00) — A report of gross earnings, deductions and net pay of each paycheck.
- Check Reconciliation (02.760.00) — A report listing both checks that have cleared the bank and those that are outstanding, but not those for which the period to post is a future period. This report is not available if Cash Manager is installed.
- PR Liability Vouchering (02.790.00) — A report presenting a vouchered and not vouchered listing of check transactions.
- PR Batch Register (02.800.00) — A report that provides a complete audit trail of batch numbers used during the current period in the Payroll module.
- PR Edit (02.810.00) — A report listing batch and transaction information for batches created in the Payroll module.
- Workers’ Compensation Report (02.891.00) — A report that provides workers’ compensation premium information.
- Reprint PR Batch Control Reports (02.410.00) — A process that produces batch control reports that have become lost during daily operations.

Payroll History

- Check History (02.780.00) — A report presenting a detailed or summary listing of previously processed payroll checks.
- PR Transactions (02.650.00) — A report listing in batch sequence all check transactions during the current period with related entries to the general ledger accounts.
- Account Distribution (02.660.00) — A report listing in account-subaccount sequence, in detail or summary, all check transactions during the current period with related entries to the general ledger accounts.
- Earnings & Deductions (02.670.00) — A report presenting the month-, quarter-, and year-to-date earnings and deductions for each employee.
- Labor Distribution (02.610.00) — Period-to-date report of all employees and their specific work location and pay group categories.

PR Setup

- Employees (02.680.00) — A report displaying employee information in detail or summary, as entered in Employee Maintenance (02.250.00).
- Earnings Types (02.690.00) — A report displaying earnings types, as entered in Earnings Type Maintenance (02.270.00).
• **Work Locations (02.700.00)** — A report displaying work locations, as entered in **Work Location Maintenance (02.280.00)**.

• **Deduction Types (02.710.00)** — A report displaying deduction types, as entered in **Deduction Maintenance (02.290.00)**.

• **Payroll Tables (02.720.00)** — A report displaying deductions, exemptions, and credits, as entered in **Payroll Table Maintenance (02.310.00)**.

• **Pay Groups (02.730.00)** — A report displaying pay groups, as entered in **Pay Group Maintenance (02.320.00)**.

**Benefit Tracking Setup**

• **Benefit Classes (02.850.00)** — A report displaying benefit classes, as entered in **Benefit Class Maintenance (02.330.00)**.

• **Benefits (02.860.00)** — A report displaying employee benefits, as entered in **Benefit Maintenance (02.340.00)**.

**Benefit Tracking History**

• **Benefit History (02.870.00)** — A listing, in check number sequence, of benefit hours made available and used by employees.

• **Benefit Transactions (02.880.00)** — A listing, by employee, of transactions completed as employees use or accumulate their available benefit hours.

**Direct Deposit**

• **Direct Deposit Advice Slips (02.635.00)** — Print or electronically transmit payroll advice slips to employees. **Calculation (02.500.00)** must be run to create advice slips.

• **Direct Deposit Register (02.645.00)** — An SSRS report that lists direct deposit advice slips for a range of dates. This report complements the **Check Register (02.640.00)** by separating advice slips from payroll checks. Balance this report against the **Direct Deposit Audit (02.820.00)** report.

• **Direct Deposit Audit (02.820.00)** report — A listing, by employee ID, of direct deposit amounts, pre-notification status, and total amounts to be debited from company payroll accounts. The report is created when you generate and send ACH files.

• **Direct Depositor (02.830.00)** — A listing of all direct depositors, as entered in **Direct Depositor Maintenance (02.251.00)**.

• **Company Payroll Account (02.840.00)** — A listing of the company payroll accounts, as entered in **Company Payroll Account Maintenance (02.360.00)**.

**Government**

• **W-2 Forms (02.741.00)** — A report used to produce W-2 forms at year end.

• **Generate W2 Electronic File (02.742.00)** — A process used to create a file containing W-2 information in order to file electronically.

• **Unemployment Tax Worksheet (02.770.00)** — A report generated by completing **Unemployment Tax Worksheet (02.770.00)**, which is a process screen. After unemployment compensation tax processing is complete, generate a summary report by clicking **Begin Printing**. Use this information to prepare the actual **Unemployment Tax Worksheet** required by the state being reported.

• **941 Quarterly Federal Tax Worksheet (02.750.00)** — A report generated by completing **941 Quarterly Federal Tax Worksheet (02.750.00)**, which is a process screen. After 941 processing is complete, generate a summary report by clicking **Begin Printing**.
Task Guidelines

Quick Reference Task List
This list contains tasks that are commonly performed with the Payroll module. Each task is cross-referenced to a specific page in the “Task Guidelines” section.

How Do I Calculate...?
- Payroll — see “Calculating Payroll” on page 85.

How Do I Close...?
- Payroll — see “Closing Payroll” on page 96.

How Do I Define...?
- Benefits — see “Setting up Benefit Classes” on page 45.
- Company Payroll Accounts — see “Setting up Company Payroll Accounts” on page 68.
- Deductions — see “Setting up Deductions” on page 33.
- Direct Deposit Options — see “Defining Direct Deposit Options” on page 64.
- Direct Depositors — see “Setting up Employees as Direct Depositors” on page 69.
- Earnings Types — see “Setting up Earnings Types” on page 48.
- Employee History — see “Establishing Employee History” on page 59.
- Employee IDs — see “Setting up Employee Records” on page 52.
- Group Term Life Insurance Benefit — see “Setting up Earnings Types” on page 48 and “Group Term Life Insurance” on page 49.
- Pay Groups — see “Setting up Pay Groups” on page 50.
- Quick Send preferences — see “Setting up Employee Records” on pages 53 and 58.
- Tax Tables — see “Loading Payroll Tax Tables” on page 31 and “Setting up Payroll Tax Tables” on page 32.
- Work Locations — see “Setting up Work Locations” on page 44.

How Do I Delete...?
- Employees — see “Employee Maintenance (02.250.00)” on page 173.
- Payroll History — see “Deleting Payroll History” on page 101.

How Do I Edit...?
- Payroll Checks — see “Reviewing & Editing Payroll Checks” on page 97.
- Payroll Tables — see “Payroll Table Maintenance (02.310.00)” on page 245.

How Do I Enter...?
- Manual Checks — see “Preparing a Payroll Check Manually” on page 78.
- Net Checks — see “Preparing Net Checks” on page 81.
- Refunds — see “Reviewing & Editing Payroll Checks” on page 97.
• Timesheets — see “Entering Timesheet Information” on page 75.

How Do I Establish...?
• Bank Communications — see “Defining Direct Deposit Options” on page 64.
• Employee History — see “Establishing Employee History” on page 59.

How Do I Find...?
• An Employee — see “Looking up Employee Records” on page 103.

How Do I Generate...?
• Paychecks — see “Printing Checks” on page 86.
• ACH Files — see “Creating and Sending ACH Files” on page 91.
• Liability Vouchers — see “Setting up Liability Vouchering” on page 41 and “Creating Liability Vouchers and Adjustments” on page 94.
• Workers’ Compensation Premiums — see “Setting up Workers’ Compensation” on page 51 and “Generating Workers’ Compensation Premiums” on page 95.
• Batch Control Reports — see “Reprinting Payroll Batch Control Reports” on page 100.
• 941 Quarterly Federal Tax Worksheets — see “Printing the 941 Quarterly Federal Tax Worksheet” on page 117.
• W-2 Forms — see “Filing Paper W-2 Forms” on page 120.
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• Unemployment Tax Returns — see “Printing the Unemployment Tax Worksheet” on page 118.

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• Earnings/Deductions for a Check — see “Reviewing & Editing Payroll Checks” on page 97.

How Do I Print...?
• Checks — see “Printing Checks” on page 86.
• Manual Checks — see “Preparing a Payroll Check Manually” on page 78.
• Net Checks — see “Preparing Net Checks” on page 81.
• Direct Deposit Advice Slips — see “Preparing Direct Deposit Advice Slips” on page 88.
• Unemployment Tax Worksheet — see “Printing the Unemployment Tax Worksheet” on page 118.
• 941 Quarterly Federal Tax Worksheet — see “Printing the 941 Quarterly Federal Tax Worksheet” on page 117.
• W-2 Forms — see “Processing W-2 Wage and Tax Statements” on page 119.
• Reports — see the System Manager online help or user guide.

How Do I Reconcile...?
• Checks — see “Reconciling Payroll Checks” on page 99.
• Direct Deposits — see “Reconciling Payroll Checks” on page 99.
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How Do I Release...?
• Payroll Batches — see “Releasing Payroll Batches” on page 84.
How Do I Review...?
- Checks — see page “Reviewing & Editing Payroll Checks” on page 97.
- Deduction and Payroll Table changes — see “Reviewing Deduction and Payroll Table History” on page 113.
- Employee Information — see “Looking up Employee Records” on page 103.
- Employee Earnings and Deductions History — see “Reviewing Employee Earnings and Deductions History” on page 110.

How Do I Select...?
- Timesheets for Payment — see “Calculating Payroll” on page 85.

How Do I Send...?
- Direct deposit advice slip stubs to employees using Quick Send — see “To prepare direct deposit advice slips:” on page 89.
- ACH Files — see “Creating and Sending ACH Files” on page 91.
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How Do I Set Up...?

How Do I Void...?
- Checks — see “Voiding a Payroll Check” on page 80.
Setting up Payroll

This section provides procedures explaining how to adapt the Payroll module to your business needs and practices.

Overview

Use the following general procedure to set up the Payroll module. More detailed directions are provided in the following procedures.

1. In PR Setup (02.950.00), establish default payroll accounts (and subaccounts), current calendar year, current calendar quarter, direct deposit bank accounts, government reporting options, how long to retain history, whether or not to keep checks for reconciliation, whether or not to post to the general ledger in detail or in summary, and other required business information.

2. In DD Setup (02.951.00), establish default settings for direct depositors, bank communications, and information about the format of the ACH file.

3. Import predefined tax tables using Load Payroll Tax Tables (02.560.00), or set up payroll tables for calculating deductions, exemptions, and credits using Payroll Table Maintenance (02.310.00). Payroll tables must exist before you can perform the remaining setup tasks or calculate payroll.

4. Set up deductions in Deduction Maintenance (02.290.00). Define all deductions to be taken from each employee’s gross pay in addition to employer-paid deductions.

5. Set up liability vouchering in PR Setup (02.950.00) and Deduction Maintenance (02.290.00).

6. Set up work locations in Work Location Maintenance (02.280.00). Define all work locations used by your company along with deductions associated with each work location. The software assumes a work location is a state.

7. Set up benefit classes in Benefit Class Maintenance (02.330.00). Define all benefit classes (categories) for each employee. Typical classes are for vacation, sick days, and personal days.

8. Set up benefits in Benefit Maintenance (02.340.00). All benefits provided to each employee should be defined within a benefit class.

9. Set up earnings types in Earnings Type Maintenance (02.270.00). Define all earnings types and their associated deductions. Any W-2 earnings must be defined so they will print on the W-2 correctly.

10. Determine a pay group coding scheme and set up pay groups in Pay Group Maintenance (02.320.00). Pay groups are typically defined by frequency, geographical area, department, or management level.

11. If using workers’ compensation, set up compensation codes in Workers’ Compensation Maintenance (02.380.00).

12. Set up company payroll bank account numbers in Company Payroll Account Maintenance (02.360.00).

13. Set up employees in Employee Maintenance (02.250.00). Establish the default expense account, work location, earnings type, pay rate, employment status, pay group, deductions, exemptions, benefit types, and Quick Send preferences, which will enable you to electronically transmit direct deposit advice slip stubs to employees.

14. If you are beginning use of the Payroll module in the middle of the calendar year, initialize employee month-, quarter-, and year-to-date earnings, units, and deductions in Employee History (02.060.00).

15. Generate the Employees (02.680.00), Earnings & Deductions (02.670.00), Earnings Types (02.690.00), Work Locations (02.700.00), Deduction Types (02.710.00), Payroll Tables (02.720.00), Pay Groups (02.730.00), Benefit Classes (02.850.00), Benefits (02.860.00), and Direct Depositor (02.830.00) reports to verify that all employee and payroll information was entered and initialized correctly.
Defining Payroll System-level Decisions

System-level decisions affect the general operation of the Payroll module, and are defined using PR Setup (02.950.00).

To set up system-level information:
1. Open PR Setup in the Payroll module

![Figure 3: PR Setup (02.950.00), Payroll Information tab](image)

2. Enter the current calendar year, current fiscal period (as it corresponds to the current general ledger period), last batch number, number of periods to retain timesheets, number of quarters to retain checks, number of years to retain employee history, and number of years to retain deduction history.

3. If you plan to use Quick Send to transmit direct deposit advice slip stubs to employees, indicate the number of periods to keep advice slip stub detail in Pds to Retain Quick Send Adv Slip Stub Dtl.

4. If you intend to direct deposit at least one employee check to the bank, select Direct Deposit.

5. If you intend to reconcile checks through the software, select Retain Checks for Reconciliation.

6. If you intend to perform special government reporting, select Special Government Reporting.

7. If you intend to use Multi-Company and want to allow entry on companies other than the one that is logged into on Time Entry (02.010.00) and Time and Dollar Entry (02.020.00), select Allow Multiple Company Time Entry.

8. If you intend to voucher deduction amounts, select Allow Liability Vouchering.

9. If you intend to print more than one check for an employee in the same check run, select Allow Multiple Checks per Pay Period.
10. Click on the **GL Information** tab. The **GL Information** tab of *PR Setup* (02.950.00) displays.

![Figure 4: PR Setup (02.950.00), GL Information tab](image)

11. Enter the checking and expense accounts and subaccounts. The checking account and subaccount represent the asset account you plan to withdraw funds from for paychecks. The expense account and subaccount represent the expense account you wish to charge the salaries against. (The accounts entered here must first be set up in General Ledger.)

12. In **GL Posting Option**, select whether to post transactions to General Ledger in detail or summary.

13. If you want to populate transaction records with employee IDs, select **Send Employee ID to GL**.
14. Click on the **Government Reporting** tab. The **Government Reporting** tab of *PR Setup (02.950.00)* displays.

![Figure 5: PR Setup (02.950.00), Government Reporting tab](image)

15. Establish the primary kind of payer/employment code to be reported on W-2 forms.
16. Enter your company’s **Establishment Number** if you have defined one.
17. Specify the **Kind of Employer** if it applies.
18. Click **Save** on the toolbar.
Setting up Direct Deposit

See “Setting up Direct Deposits” on page 63 for complete direct deposit setup procedures.

Loading Payroll Tax Tables

Loading payroll tax tables allows you to Import pre-defined tax tables after downloading them from the following website: https://mbs.microsoft.com/customersource/northamerica/SL/downloads.

If you use this process there is no need to enter each tax table manually. Pre-defined tax tables are available as part of the Payroll Tax Service.

To load pre-defined payroll tax tables:

1. Download the appropriate tax update.
2. Create a backup of your Microsoft Dynamics SL environment (installation area and databases).
3. Create a new folder, if one does not already exist, named “prerelease” under \db and place the .zip file in that folder (for example, \Program Files\Microsoft Dynamics\SL\Applications\db\prerelease).
4. Create a folder named “MMMYYYYTax“ to represent the month and year of the tax update in the prerelease folder you created in the previous step.
5. Extract the contents of the .zip file into the folder.
6. Choose Load Payroll Tax Tables in the Payroll module.

Figure 6: Load Payroll Tax Tables (02.560.00)

7. Select all of the tax tables you want to use by highlighting the two-letter state abbreviation.
8. Verify that the correct calendar year for the Payroll tax tables being loaded is displayed in Calendar Year. If not, enter the correct calendar year.
9. Click Begin Processing to start the loading process.
Setting up Payroll Tax Tables

Set up a payroll tax table for any exemptions or credits requiring a complex calculation, or to manually enter state and federal tax tables if you did not load them automatically.

Use Payroll Table Maintenance (02.310.00) to define each table and associated tax rate.

To define a tax table:

1. Open Payroll Table Maintenance in the Payroll module.

Figure 7: Payroll Table Maintenance (02.310.00)

2. Enter an ID and a description for the tax table.
3. Select the table type.
4. Enter the amount in dollars, rate or percent, and on base units over according to the state tax regulations. (Tax table details may be obtained from respective state taxation departments).
5. Click Save on the toolbar.
Setting up Deductions

Set up all deductions to be taken from each employee’s gross pay, as well as all employer-paid deductions (such as the employer portion of Social Security or FICA) using Deduction Maintenance (02.290.00).

To define employee payroll deductions:


2. Enter a deduction ID and description of the deduction.
3. Select the deduction type, base type, and calculation method.
4. Enter the base deduction ID upon which the deduction is being based.
5. Enter the percentage of earnings to be withheld in Fixed Pct/Rate.

   **Note:** If the maximum deduction amount differs from employee to employee, you may choose to leave Max Deduction Amt at 0.00. A different amount for each employee can be entered later in Max Deduction Amt on the Employee Maintenance (02.250.00), Deductions tab. A value entered in Max Deduction Amt on that screen will override any value entered in Max Deduction Amt on this screen.

6. Enter the minimum and maximum subject base, and the maximum deduction amount.

   **Note:** If the maximum deduction amount differs from employee to employee, you can choose to leave Max Deduction Amt at 0.00. A different amount for each employee can be entered later in Max Deduction Amt on the Deductions tab of the Employee Maintenance (02.250.00) screen.
value entered in Max Deduction Amt on that screen will override any value entered in Max Deduction Amt on this screen.

7. Select whether the deduction should be subject to all work locations, whether it is an employee (as opposed to an employer) deduction, whether to round the deduction amount, whether it is a lifetime deduction instead of an annual deduction, whether the deduction withholding or expense amount should be allocated across the earnings of the check, whether to allow arrearages to be calculated on the deduction, and whether the employer-paid deduction should print on the check stubs.

**Note:** If Lifetime is selected, the deduction will continue to be calculated until the maximum deduction amount is met even if it takes multiple years to reach that maximum. If Print on Check Stub is selected, deduction details print on check stubs and direct deposit advice stubs.

8. Select whether the deduction should be included in disposable earnings. The disposable earnings will be used as the base for determining garnishment deduction amounts.

9. If **Calculation Method** selected in step 3 is *Fixed Percent*, **Calculate Fixed Percent Deduction Based on Earnings Subject YTD** will become active. Selecting this field would be useful if the rate decreases during the year and the employee had not reached their **Max YTD Subject Base** limit. Without the option checked, the deduction would calculate to a maximum deduction amount of the current rate times the **Max YTD Subject Base**, which could be lower than the rate times whatever portion of the **Max YTD Subject Base** has not been used yet.

10. Select the sequence the system should calculate deductions. For all deduction types other than Garnishment, the deduction with a higher sequence number will be calculated first. Deductions having the same deduction sequence number will be processed by their type (Pension, Federal, etc.) and then by ID, alphabetically in ascending order. The general order is sequence, type, and ID. The default sequence number is zero for new deductions.

    If the deduction type is Garnishment, **Deduction Sequence** indicates the local sequence applicable to Garnishments only, whereas other deduction types interpret **Deduction Sequence** as a global sequence. The global sequence is zero for Garnishments and cannot be changed. Garnishment deductions having the same sequence number will be processed by ID, alphabetically in ascending order.

11. Enter the withholding and expense accounts and subaccounts for the deduction. If **Withholding Sub** is left blank, the employee’s expense subaccount defined in the **Defaults** tab of Employee Maintenance (02.250.00) will be used to record the amounts.

**Note:** You may also want to have a different Withholding Acct or Withholding Sub to track employee vs. employer contributions in General Ledger. The amount that the employer contributes may be different for each employee. The percentage or amount can be entered in Employee Maintenance (02.250.00).
12. Click on the **Pay Frequency** tab to establish how often the deduction is to be taken. The **Pay Frequency** tab of *Deduction Maintenance (02.290.00)* displays.

*Figure 9: Deduction Maintenance (02.290.00), Pay Frequency tab*
13. Click on the **Payroll Tables** tab to associate a specific payroll table with each marital status subject to a deduction. The **Payroll Tables** tab of *Deduction Maintenance* (02.290.00) displays.

*Figure 10: Deduction Maintenance (02.290.00), Payroll Tables tab*
14. Click on the **W-2 Control** tab to define W-2 tax information for the deduction. The **W-2 Control** tab of *Deduction Maintenance (02.290.00)* displays.

*Figure 11: Deduction Maintenance (02.290.00), W-2 Control tab*
15. Click on the **Exemptions/Credits** tab to enter exemptions or credits for the deduction. The **Exemptions/Credits** tab of Deduction Maintenance (02.290.00) displays.

**Figure 12: Deduction Maintenance (02.290.00), Exemptions/Credits tab**

**Note:** Switching to grid view on this screen makes the exemption easier to read and understand. (Double-click the left mouse button anywhere on the screen or press the F4 key to switch from form to grid view.)
16. Click on the **Multi-Company** tab to enter account and subaccount information by company. The **Multi-Company** tab of *Deduction Maintenance (02.290.00)* displays.

*Figure 13: Deduction Maintenance (02.290.00), Multi-Company tab*
17. Click the **Contributions** tab to enter employer-paid contributions, which are deductions already created in the *Deduction Maintenance (02.290.00)* screen. The total of contributions and gross earnings becomes the basis for this deduction’s calculation. The **Contributions** tab is enabled only for contribution-type deductions.

For example, a union dues deduction might be based on wages plus employer-paid matching contributions to a 401K fund. If gross wages are $1,000 and the 401K employer contribution is 2% of wages or $20, the union dues deduction would be based on $1,020.
Setting up Liability Vouchering

Use the following general procedure to set up the Payroll module to voucher payroll liabilities. More detailed directions are provided in the following procedures:

- Confirm that Accounts Payable setup has been completed.
- In PR Setup (02.950.00), complete the liability vouchering related information.
- Set up deduction/vendor relationships using Deduction Maintenance (02.290.00).

Confirm that accounts payable setup has been completed.

To set up the liability system level options:

1. Open AP Setup in the Accounts Payable module.

![AP Setup (03.950.00)](image)

2. Verify all necessary data has been entered.
3. Open Vendor Maintenance in the Accounts Payable module.
4. Verify all vendors to be vouchered from payroll have been entered.

In PR Setup (02.950.00), complete the liability vouchering-related information.
To set up the liability system-level options:

1. Open **PR Setup** in the Payroll module.

   ![PR Setup (02.950.00)](image)

   *Figure 16: PR Setup (02.950.00)*

2. Select **Allow Liability Vouchering**.

3. Determine if you want the Accounts Payable batches to be created when the payroll batch is released. If you do, select **Create AP Voucher Batch at PR Batch Release**.

4. Determine the **Default AP Batch Handling** option desired from: Hold, Release Later, Release Now. Then select the proper value in **Default AP Batch Handling**.

   **Note:** If Handling of Hold or Release Later is chosen, the batch will need to be released in the Accounts Payable module. If Release Now is chosen and there is an error releasing the batch, *Voucher and Adjustments* (03.010.00) will need to be used to correct the batch, then it can be released in the Accounts Payable module.
To set up Deduction/Vendor relationships using *Deduction Maintenance* (02.290.00):

1. Open **Deduction Maintenance** in the Payroll module.

![Deduction Maintenance (02.290.00)](image)

*Figure 17: Deduction Maintenance (02.290.00)*

2. Enter the deduction ID for each deduction you wish to have vouchered in **Deduction ID**.

3. For each deduction, enter a vendor ID to be updated for each deduction amount at **Vendor ID**.
Setting up Work Locations

For each location to which earnings will be subject, you must enter the work location representing that location. Different work locations may fall under different tax requirements; these unique tax situations can be accounted for in this screen.

The software accumulates earnings and wages by work locations so that it can calculate a deduction unique to a certain work location (for example, income tax imposed on employees who work in a certain city). Deductions applied to wages from all work locations are not considered.

1. Open Work Location Maintenance in the Payroll module.

2. Define each work location to represent the location where the income will be earned.

3. Enter all deductions that apply to each work location defined in the corresponding grid. You can choose only selected-location deductions in this screen.

4. Select Print W-2 for each work location that requires a W-2 to be printed at year-end.

5. Click Save on the toolbar.

[Figure 18: Work Location Maintenance (02.280.00)]
Setting up Benefit Classes

Benefit classes are used to designate the broad categories that together comprise a company’s total payroll benefits package. This information is the highest level of payroll benefit maintenance consisting of benefit ID and description only.

To define a benefit class:

1. Open Benefit Class Maintenance in the Payroll module.

2. Enter an ID and description for the benefit class.

3. Click Save on the toolbar.
Setting up Benefits

For each benefit type within each benefit class, you must enter the information defining when and how the benefit is to be calculated.

To define a payroll benefit:

1. Open Benefit Maintenance in the Payroll module.

![Benefit Maintenance (02.340.00)](image)

2. Enter an ID and description for the benefit.

3. Establish the benefit’s class by entering the appropriate benefit class ID in the Benefit tab along with detailed information describing the benefit.

4. Enter the accounts to be used to post expense and liability transactions for the benefit.

5. Click on the Earnings Types tab. The Earnings Types tab of Benefit Maintenance (02.340.00) displays.

![Benefit Maintenance (02.340.00), Earnings Types tab](image)

6. Specify the earnings type ID associated with the benefit. The Earnings Types that you specify here only relate to the benefits with the Available To Use Method of Hourly. All other methods ignore this entry.
7. Click on the **Rate Table** tab. The **Rate Table** tab of *Benefit Maintenance (02.340.00)* displays.

![Figure 22: Benefit Maintenance (02.340.00), Rate Table tab](image)

8. Establish the number of benefit hours that become available each time additional benefit hours are calculated for employees (the rate at which additional hours accumulate).

9. Click on the **Transition Options** tab. The **Transition Options** tab of *Benefit Maintenance (02.340.00)* displays.

![Figure 23: Benefit Maintenance (02.340.00), Transition Options tab](image)

10. Define the transition method to be used to transfer employees from one benefit type to another benefit type. (For example, transferring employees from an initial vacation benefit type to a standard vacation benefit type.)

11. Click **Save** on the toolbar.
Setting up Earnings Types

Set up employee earnings types such as regular and overtime pay, and specify the deductions to which each earnings type is subject. Use Earnings Type Maintenance (02.270.00) to define each earnings type, including associated deductions and whether it contributes to net pay.

To define an earnings type ID:

1. Open Earnings Type Maintenance in the Payroll module. Earnings

![Earnings Type Maintenance (02.270.00)](image)

2. Enter an ID and a description for the earnings type.
3. Select the earnings type.
4. Enter the account and subaccount to which associated expenses should be allocated. If these fields are left blank, time entries will default from Employee Maintenance (02.250.00).
5. Enter the pay rate multiplier used to compute earnings.
6. If the earnings type should be excluded from (does not impact) disposable earnings, select Exclude from Disposable Earnings. Disposable earnings are used when you have garnishment deductions defined that are based on the employee’s disposable earnings. If Exclude from Disposable Earnings is not selected, the earnings type will be included in the calculation of disposable earnings.
7. If the earnings type is payable, select Contributes To Net Pay.
8. Enter all of the deductions associated with the ID. Click on Deduction ID and press F3 for a list of deduction IDs, or click All Deductions to load all possible deductions.
9. Click on the **W-2 Control Data** tab to define W-2 information for the earnings type. The **W-2 Control Data** tab of *Earnings Type Maintenance (02.270.00)* displays.

![Earnings Type Maintenance (02.270.00), W-2 Control Data tab](image)

**Figure 25: Earnings Type Maintenance (02.270.00), W-2 Control Data tab**

10. Click **Save** on the toolbar.

**Note:** The Payroll module is designed so that benefit time used by an employee can be entered in *Time Entry (02.010.00)* or *Time and Dollar Entry (02.020.00)*. Before you can begin entering employee benefit time used, a Benefit Usage earnings type must be set up for each benefit class. Note that a 1:1 relationship exists between benefit class and earnings type. In other words, a benefit class can be associated with one earnings type only.

**Group Term Life Insurance**

Microsoft Dynamics SL supports employer-provided life insurance, such as group-term life insurance. A separate earnings type should be set up for the purpose of entering the group-term life insurance income amount. The value of employer-provided group-term life insurance up to $50,000 is excluded from an employee’s income. The value of coverage in excess of $50,000, minus any amount paid for the coverage by the employee after taxes, must be included in the employee’s income. The value of the excess is subject to social security and Medicare taxes, but no federal income tax or federal unemployment tax (FUTA). Employers may optionally withhold federal income tax on the value. The value of group-term life insurance in excess of $50,000 is determined by using IRS Section 79 Table I and the uniform premiums it provides, rather than the actual cost to the employer. Typically the federal income deduction ID and the federal unemployment tax deduction ID are not attached to the group-term life insurance earnings type. Also on the **W-2 Control Data** tab, for the **Box Number**, Box 13, one or more of the lettered amounts should be selected along with **Box Letter** of C Cost group term life >$50000.
Setting up Pay Groups

Use pay groups to identify employees that have common payroll setups and are employed by the same company. The only restriction is that all members of a pay group must have equal values in their pay frequency, General Ledger checking account, and standard units per pay period. Any difference in any of these categories constitutes establishing a new pay group or moving the employee to another existing pay group.

To define a pay group:

   ![Figure 26: Pay Group Maintenance (02.320.00)](image)

2. Enter an ID for the pay group along with a description, pay frequency, and standard units per pay period.
3. Click Save on the toolbar.
Setting up Workers’ Compensation

Use the following procedures to set up the Payroll module to generate workers’ compensation premiums.

To set up workers’ compensation and liability system-level options:
1. Open PR Setup in the Payroll module.
2. Select Allow Workers’ Compensation.
3. Determine if you want to post the workers’ compensation information to the General Ledger. If you do, select Post Workers’ Compensation to GL.
4. Determine the value for the GL Expense Account.
5. Determine the GL Expense Subaccount option by determining if the subaccount should come from the employee, project, or the source transaction (earnings).
6. Determine the GL Liability Account and Subaccount.

To set up workers’ compensation codes using Workers’ Compensation Maintenance (02.380.00):
1. Open Workers’ Compensation Maintenance in the Payroll module.

   ![Workers’ Compensation Maintenance](image)

   Figure 27: Workers’ Compensation Maintenance

2. Enter an ID for the workers’ compensation code along with a description, basis, and rate per 100.
3. Click Save on the toolbar.
Setting up Company Payroll Accounts
See “Setting up Company Payroll Accounts” on page 68 under the direct deposit setup procedures.

Setting up Employee Records
Set up an employee record for each individual employee on your payroll. Employee IDs can have a maximum of 10 characters. In Microsoft Dynamics SL Standard, they can have one segment. In Microsoft Dynamics SL, they can have up to four segments. Take this into consideration when defining employee IDs.

To set up an employee record:
1. Open Employee Maintenance in the Payroll module.

![Figure 28: Employee Maintenance (02.250.00), Employee tab](image)

2. Enter an ID for the new employee in Employee ID.
3. Select a status for the new employee from the Status drop-down list.
4. Establish the employee’s name (first, middle, last, and suffix), department, company ID, birth date, employment dates, last check date, Social Security number, W-2 name as shown on social security card, marital status, and number of exemptions.
5. Enter a **Comment**. For example, “Initial setup up of new employee”. **Comment** is a required field for each new record and when changes are made to the **Pay Info** or **Deductions** tab.

6. Click on the **Address Info** tab. The **Address Info** tab of *Employee Maintenance (02.250.00)* displays.

![Employee Maintenance (02.250.00), Address Info tab](image)

7. Establish the employee’s address and phone information. Also enter the employee’s email address if you plan to use Quick Send’s email functionality to transmit direct deposit advice slip stubs to the employee.
8. Click on the Defaults tab. The Defaults tab of Employee Maintenance (02.250.00) displays.

![Employee Maintenance (02.250.00), Defaults tab](image)

*Figure 30: Employee Maintenance (02.250.00), Defaults tab*

9. Establish default information including the employee’s expense account and subaccount, primary work location, workers’ compensation code, and primary earnings type ID.
10. Click on the **Pay Info** tab. The **Pay Info** tab of *Employee Maintenance* (02.250.00) displays.

![Employee Maintenance (02.250.00), Pay Info tab](image)

*Figure 31: Employee Maintenance (02.250.00), Pay Info tab*

11. Establish the employee’s default pay group ID, pay frequency, pay type, and pay rate.
12. Click on the **Deductions** tab. The **Deductions** tab of *Employee Maintenance (02.250.00)* displays.

![Employee Maintenance (02.250.00), Deductions tab](image)

13. Establish the deductions the employee will have withheld from their pay.

14. If an employee needs to withhold wages for multiple garnishments (deduction type of Garnishment), enter the sequence in which to take the deductions in **Deduction Sequence**. (for example, 1 represents the first garnishment, 2 is the second garnishment, etc.) The deduction sequence defined for an employee in *Employee Maintenance (02.250.00)* will override the default deduction sequence defined in *Deduction Maintenance (02.290.00)*.
15. Click on the **Benefits** tab. The **Benefits** tab of *Employee Maintenance* (02.250.00) displays.

![Employee Maintenance (02.250.00), Benefits tab](image)

*Figure 33: Employee Maintenance (02.250.00), Benefits tab*

16. Establish the benefits the employee will receive.
17. To transmit direct deposit advice slip stubs to the employee electronically, you must set up Quick Send preferences. Click the **Quick Send** tab.

![Employee Maintenance (02.250.00), Quick Send tab](image)

**Figure 34**: Employee Maintenance (02.250.00), Quick Send tab

**Note**: Quick Send preferences for the direct deposit advice slip stub must be defined on **Quick Send Setup** (21.951.00) in the Shared Information module prior to defining employee Quick Send preferences. For more information about setting up Quick Send, see “Setting up Quick Send” in the Shared Information online help or user guide.

18. The **Quick Send** tab contains options that are essential for creating Quick Send requests. A Quick Send request is sent to a computer running Application Server to instruct it to transmit direct deposit advice slip stubs to the employee.

   When the **Quick Send** tab appears, select DD Advice Slip Stub in **Document Type** and also select the **Quick Send** check box. Complete the other information on the tab.

19. Save your changes.
Establishing Employee History

When the software is in Initialize mode, you can enter an employee’s history of activity. Do this when first setting up the Payroll module to establish the payroll records of all employees. (See the System Manager online help or user guide for more information on the Initialize mode.) Establishing employee history is necessary if you begin using Payroll in the middle of the calendar year and need to have the month-, quarter-, and year-to-date earnings and deductions information to meet government reporting requirements.

To establish employee history:

1. Generate and review the Employees (02.680.00) report to make sure that all employee information is entered correctly. Make any corrections if necessary.
2. Sign off and back up the database.
3. Choose Options | Initialize Mode.
4. Open Employee History in the Payroll module.

5. Enter the employee ID.
6. Enter the earnings type ID to be initialized.
7. Establish the correct employee year and quarter earnings amounts for this earnings type.
8. Click **Earnings Detail by Month**. **Earnings Detail (02.060.01)** displays.

![Earnings Detail (02.060.01)](image)

*Figure 36: Earnings Detail (02.060.01)*

9. Enter the correct month-to-date amounts for this earnings type. The sum of the months for each calendar quarter must equal the respective quarter-to-date total. Likewise, the sum of the quarters must equal the year-to-date total. A warning message will display if the criteria are not met.

**Note:** Month-to-date amounts are based on the check date. (For example, checks calculated on 6/30/99 and printed on 7/7/99 should have the respective earnings amounts accumulated in the month of July.)

10. Click **OK**.

11. Enter the deduction ID to be initialized.

12. Establish the correct employee year and quarter deduction amounts for the deduction ID.

13. Click **Deduction Detail By Month**. **Deduction Detail (02.060.02)** displays.

![Deduction Detail (02.060.02)](image)

*Figure 37: Deduction Detail (02.060.02)*

14. Enter the correct month-to-date amounts for deduction. The sum of the months for each calendar quarter must equal the respective quarter-to-date total. Likewise, the sum of the quarters must equal the year-to-date total. A warning message will display if the criteria are not met.
Note: Month-to-date amounts are based on the check date. (For example, checks calculated on 6/30/99 and printed on 7/7/99 should have the respective deduction amounts accumulated in the month of July.)

15. Click OK.
16. Click Save on the toolbar.
17. Choose Options | Initialize Mode to turn off Initialize mode.

Validating Setup Information
After completing Payroll setup, generate the following reports to check the accuracy of your work:

- Payroll Tables (02.720.00)
- Deduction Types (02.710.00)
- Work Locations (02.700.00)
- Earnings Types (02.690.00)
- Benefit Classes (02.850.00)
- Benefits (02.860.00)
- Pay Groups (02.730.00)
- Employees (02.680.00)
Setting up Direct Deposits

This topic provides procedures explaining how to enable the Payroll module’s direct deposit function and set up employees as direct depositors.

Overview

Use the following general procedure to set up direct deposits. More detailed directions are provided in the following procedures.

1. In PR Setup (02.950.00), select Direct Deposit.
2. Use DD Setup (02.951.00) to set up default settings for direct depositors, information of communicating with the company bank, and the format of the Automated Clearing House (ACH) file.
3. Use ACH Header/Trailer Maintenance (02.370.00) to define any necessary headers and trailers for the automatic clearing house file. (Contact your company bank for more information.)
4. Use Company Payroll Account Maintenance (02.360.00) to set up company payroll accounts.
5. Use Direct Depositor Maintenance (02.350.00) to set up employees as direct depositors. The software automatically assigns the New Pre-Note status to these employees. If you are setting up direct depositors for the first time, you must use at least five employees.
6. Contact your bank and arrange for them to accept a test ACH file.
7. In DD Setup (02.951.00), select ACH Test.
8. Use Create and Send ACH File (02.530.00) to send the test ACH file. The software will not update any information in the database during this test.
9. After confirmation by the bank of a successful test-file transfer, open DD Setup (02.951.00) and clear the ACH Test check box.
10. Send employee account information to the bank by using the Pre-Notes Only deposit option in Create and Send an ACH File (02.530.00). Wait for confirmation from your bank that the file is correct before proceeding with actual ACH files. The bank has ten days to notify you if any of the direct depositors are not approved. Otherwise, you may assume this information is correct and should manually change their status to Approved Pre-Note using Direct Depositor Maintenance (02.350.00).
Defining Direct Deposit Options

The direct deposit function allows employees to have all of their net pay sent directly to their bank electronically.

To set up direct deposit system-level options:
1. Open PR Setup in the Payroll module, and select Direct Deposit.

![Figure 38: PR Setup (02.950.00)](image)

2. Open DD Setup in the Payroll module.

![Figure 39: DD Setup (02.961.00), Default tab](image)
3. Enter the company ID in **Company ID**.

4. Select the default distribution and low pay rule you wish to use. These defaults are assigned automatically to each new direct depositor, but they can be changed.

5. Click on the **ACH File Setup** tab. The **ACH File Setup** tab of **DD Setup** (02.951.00) displays.

![DD Setup (02.951.00), ACH File Setup tab](image)

*Figure 40: DD Setup (02.951.00), ACH File Setup tab*

6. Establish the bank information you want the software to use to create ACH files. You will need to contact your bank or financial institution to request the required bank information.
7. Click on the **Communication Options** tab. The **Communication Options** tab of *DD Setup (02.951.00)* displays.

![Figure 41: DD Setup (02.951.00), Communication Options tab](image)

8. Define the requirements of your communications setup. This information must be accurate for the ACH file transmission to work properly.

9. Click **Save** on the toolbar.
Customizing ACH Headers and Trailers

Custom header and trailer records are sometimes required by various banks to provide them with additional information that is unique to the bank.

**To create custom header or trailer records for ACH files:**
1. Open **ACH Header/Trailer Maintenance** in the Payroll module.

   **Figure 42: ACH Header/Trailer Maintenance (02.370.00)**

2. Identify whether you are creating a header or trailer record.
3. Enter the starting and ending column position for the field in the record, along with a description of the field value.
4. Select the data type to be inserted in the field position.
5. Enter the literal value to insert in the header/trailer record at **Value**. Note that the number of characters is dependent on the total characters already used on this line.
6. Click **Save** on the toolbar.
Setting up Company Payroll Accounts

Use the following procedure to set up an identification code for a payroll account used to pay direct depositors. Only one bank may be used, but multiple company payroll accounts can be entered for the same bank.

To set up company payroll accounts:
1. Open **Company Payroll Account Maintenance** in the Payroll module.

![Figure 43: Company Payroll Account Maintenance (02.360.00)](image)

2. Define an ID for the payroll account.
3. Define the account name.
4. Enter the bank’s ABA transit/routing number in **Bank Transit #**.
5. Enter the payroll account number in **Bank Account #**.
6. Select whether the account is a checking or savings account in **Account Type**.
7. Click **Save** on the toolbar. The software automatically assigns a status of New Pre-Note to the account, and updates this to Pending Pre-Note when the pre-note file is sent. You must manually update the status to Approved Pre-Note when the account is confirmed.
8. Open **Company Payroll Account** in the Payroll module and generate the report. Sign and date the report to signify that the information it contains has been entered correctly.
Setting up Employees as Direct Depositors

To set up an employee as a direct depositor:

1. Open Direct Depositor Maintenance in the Payroll module.

![Direct Depositor Maintenance (02.350.00)](image)

2. Enter the employee ID of the employee you are setting up as a direct depositor.
3. Enter the bank ID of the company payroll account which will be debited.
4. Select the distribution type and low pay rule.
5. Enter the bank transit number, bank account 3, and account type for the primary account to which the employee will be depositing their net pay.
6. Enter any secondary accounts to which the employee will be depositing, and the amount or percent of their net pay going to this account. The balance will be deposited to the primary account. Direct depositors must direct deposit all of their net pay, although it may be distributed between six different accounts.
7. Click Save.

The software automatically sets the pre-notification status to New-Pre Note. The next time you create an ACH file, select pre-notes under Deposit Options. The software sends the pre-notification records to the bank and automatically updates the employee’s status to Pending Pre-Note. The bank has ten working days to inform you of any problems. At the end of that period, you should manually change the employee’s status to Approved Pre-Note, and may begin direct depositing their pay.
Creating and Transmitting a Test ACH File

Before processing direct deposits, prepare and send a test Automated Clearing House (ACH) file to your bank for verification of company and bank information.

To create and send the ACH file to your bank:

Important Note: Be sure that your bank is aware that the file being sent is for testing purposes only, so that the employer and employee accounts will not be posted with these transactions.


![Figure 45: DD Setup (02.951.00), ACH File Setup tab]

Figure 45: DD Setup (02.951.00), ACH File Setup tab
2. Open **Create and Send ACH File** in the Payroll module.

![Create and Send ACH File](image.png)

*Figure 46: Create and Send ACH File (02.530.00)*

3. Click **Begin Processing**. The software sends the test ACH file and does not update any information in the database during this test.

4. After confirmation by the bank of a successful test-file transfer, open **DD Setup (02.951.00)** and clear the **ACH Test** check box.

5. Send employee account information to the bank by using the Pre-Notes Only deposit option in **Create and Send an ACH File (02.530.00)**. Wait for confirmation from your bank that the file is correct before proceeding with actual ACH files. The bank has ten days to notify you if any of the direct depositors are not approved. Otherwise, you may assume this information is correct and should manually change their status to Approved Pre-Note using **Direct Depositor Maintenance (02.350.00)**.
Processing Payroll

This section provides procedures for entering timesheets and generating checks or direct deposits to your employees.

Overview

The processing cycle for the Payroll module includes the steps outlined below. Microsoft Dynamics SL allows entry of either units only or units and rates. Units can be hours, pieces, or any other unit of measure, depending on your company policy. Typically units are the hours worked during a pay period. You do not need to enter hours worked for salaried employees unless you need to override a default rate or default expense account.

Use this general procedure to process payroll. More detailed instructions are given in the following procedures.

1. Enter employee timesheets, using one of the following screens:
   - Time Entry (02.010.00) — This screen permits entry of units only and is used to enter pay units such as hours or pieces for hourly employees. The units entered are paid according to the standard hourly rate entered for each employee in Employee Maintenance (02.250.00).
   - Time and Dollar Entry (02.020.00) — This screen permits entry of both units and rates. Entering rates alters any employee’s standard pay rates defined in Employee Maintenance (02.250.00). This screen also allows you to enter supplemental wages, such as bonuses, in addition to entering time.

2. Make any necessary corrections from previous payroll activities, using the following screens:
   - Manual Check Entry (02.040.00) — This screen is used to enter the information from handwritten payroll checks. Employee earnings and employee and employer paid deductions are automatically updated from this screen.
   - Void Check Entry (02.070.00) — This screen allows you to void any outstanding check. Voiding a check reverses the related check transactions, adjusts the appropriate employee earnings and deductions, and changes the status of the original check to void. You can reactivate the time entries when the check is voided if you are planning on reprinting the check.

3. Release payroll batches for posting to General Ledger using Release PR Batches (02.400.00). A batch must have a Balanced status before it can be released.

4. Calculate payroll using Calculation (02.500.00). This process computes the earnings for all employees and calculates the deductions to arrive at net pay. The calculation process can be performed for just one employee, for a pay group, or for all employees. In addition, the calculation process can be re-run for selected employees without affecting the results of prior calculations for other employees.

5. Review check input and calculations, using one of the following:
   - Check Preview (02.620.00) — This report shows all of the payroll information just as it will be printed on employee checks. If it is necessary to change earnings, make changes in Time Entry (02.010.00) or Time and Dollar Entry (02.020.00) and recalculate payroll using Calculation (02.500.00). If only changes in deductions are necessary, make corrections using Review/Edit Check (02.030.00) and then print checks without recalculating payroll.
   - Review/Edit Check (02.030.00) — This screen shows all payroll information as it will print on employee checks. Corrections or adjustments can be made to deduction amounts only in this screen. Such changes are then reflected on payroll checks and in employee records. The payroll calculation process should not be repeated after making deduction changes in this screen, as any amounts manually changed will be overwritten.
6. Print payroll checks and record their information in the database, using the Checks (02.630.00) report:
   - **Selected Employees (02.630.10)** — This screen is accessed by clicking **View Selections**. This option assigns a check batch number which allows you to exit the Checks (02.630.00) report and return to print checks at a later time. Clicking **Preview** in this subscreen accesses the **Check Preview (02.620.00)** subscreen, which displays all payroll information as it will print on employee checks.
   - **Checks (02.630.00)** — Use this subscreen to print checks to a printer or a file. A batch control report can be printed automatically when you exit this screen.
   - **PR Check Update (02.630.20)** — Use this subscreen to update the database with information from all, some, or none of the checks just printed.

7. If you have any direct depositors, generate advice slips and send the Automated Clearing House (ACH) file.
   - **Direct Deposit Advice Slips (02.635.00)** — Use this report to prepare advice slips. These can be formatted like a regular check or a check stub.
   - **Direct Deposit Register (02.645.00)** — Print and compare this report to the **Direct Deposit Audit (02.820.00)** report, which is produced when the ACH file is transmitted, to be sure they are in balance.
   - **Create and Send ACH File (02.530.00)** — Use this screen to send the ACH file containing direct deposit information to the bank. The **Direct Deposit Audit (02.820.00)** report is generated by this process.

8. Verify desired deduction amounts have been vouchered.
   - **PR Liability Vouchering (02.790.00)** — Not vouchered format. Use this report to determine if there are any transactions that need to be vouched.
   - **Create Liability Vouchers/Adjustments (02.570.00)** — Use this process to create an accounts payable batch for any deduction amounts that have not been previously vouched and need to be.

9. If using workers’ compensation, generate workers’ compensation premiums using **Generate Workers’ Compensation Premiums (02.580.00)**.

10. Close payroll for the period through the General Ledger module.
    - **Post Transactions (01.520.00)** — Use this General Ledger screen to post transactions. Be sure that all open batches have been completed and released first.
    - **Closing (01.560.00)** — Use this General Ledger screen to close the Payroll module for the period.

11. Reconcile payroll checks with your monthly bank statement.
    - **Check Reconciliation (02.760.00)** report — Use this report to generate a list of outstanding checks, except those for which the period to post is a future period.
    - **Check Reconciliation (02.050.00)** — Use this screen to reconcile the outstanding checks.
Entering Timesheet Information

After setting up Payroll information, the first step in processing employee paychecks is to enter timesheet information into the system. Entering timesheets does not affect general ledger account balances. Once a timesheet is released, you may correct it during the review/edit phase.

**Note:** There are two screens used to enter timesheet information. See “Employee Timesheet Entry” on page 15 for a discussion of which screen to use.

A reversing timesheet should be entered in the same screen as the original timesheet; however, a salaried employee’s normal/standard salary must be reversed in Time and Dollar Entry (02.020.00).

## Entering Timesheets through Time Entry (02.010.00)

**To enter timesheets through Time Entry (02.010.00):**

1. Open **Time Entry** in the Payroll module.

![Figure 47: Time Entry (02.010.00)]

2. Enter the total number of units in the batch in **Units Control**.
3. Enter the code relating the timesheet entry to the employee timecard from which it came in **Reference Nbr**.
4. Enter the ID codes for the employee, work location and earnings type.
5. Enter the number of pay units of this earnings type the employee worked in **Units Total**.
6. Enter the ID codes for the project and task. (These are only available if you have set up Project Controller.)
7. Enter the payroll expense account and subaccount to which the timesheet entry units are being charged.
8. If you are using workers’ compensation, enter the workers’ compensation code.
9. If you are entering time for service calls, click the Service Call Info button to open the screen. The Service Call Info button is available if Payroll is selected in Payroll Interface on the Service Series Setup Maintenance (SD.000.000) screen.

![Service Call Information (02.010.01)](image)

Figure 48: Service Call Information (02.010.01)

10. Enter the Service Call ID, Line Types, Line Item ID, Contract ID, Equip ID, Billable Hours, Unit Price, and Extended Price relative to the service call.

11. Click Save on the toolbar.

**Entering Timesheets through Time and Dollar Entry (02.020.00)**

To enter timesheets through Time and Dollar Entry (02.020.00):

1. Open Time and Dollar Entry in the Payroll module.

![Time and Dollar Entry (02.020.00)](image)

Figure 49: Time and Dollar Entry (02.020.00)

2. Enter the total number of units in the batch in Units Control.

3. Enter the total amount of earnings (the total value of the timesheets entered in the batch) in Earnings Control.

4. Enter the code relating the timesheet entry to the employee timecard from which it came in Reference Nbr.

5. Enter the ID codes for the employee, work location and earnings type.

6. Enter the number of pay units of this earnings type the employee worked in Units Total.
7. Enter the unit rate for each hourly or exception employee in **Rate**. The default rate is the employee’s standard unit rate defined in the **Pay Info** tab of **Employee Maintenance** (02.250.00).

8. Enter the ID codes for the project and task. (These are only available if you have set up Project Controller.)

9. Enter the payroll expense account and subaccount to which the timesheet entry units are being charged.

10. If you are using workers’ compensation, enter the workers’ compensation code.

11. If you are entering time for service calls, click the **Service Call Info** button to open the screen.

   The **Service Call Info** button is available if Payroll is selected in **Payroll Interface** on the Service Series Setup Maintenance (SD.000.000) screen.

   ![Service Call Information (02.020.01)](image)

   **Figure 50: Service Call Information (02.020.01)**

12. Enter the **Service Call ID**, **Line Types**, **Line Item ID**, **Contract ID**, **Equip ID**, **Billable Hours**, **Unit Price**, and **Extended Price** relative to the service call.

13. Click **Save** on the toolbar.
Preparing a Payroll Check Manually

Occasionally you may need to manually prepare a payroll check to distribute to an employee on short notice. Use Manual Check Entry (02.040.00) to record information for hand-written payroll checks. The software automatically updates employee earnings and deduction information without requiring you to enter timesheets. It also updates the accounts and subaccounts used for maintaining payroll balances.

To enter a payroll check manually:
1. Open Manual Check Entry in the Payroll module.

2. Enter the fiscal period to which the batch information should be posted in Period to Post.
3. Enter the total amount of the manual check batch in Batch Control.
4. Enter the payroll expense account to which the check amount is to be charged.
5. Enter the payroll expense subaccount to which the check amount is to be charged.
6. Enter the original check number of the handwritten check in Number.
7. Enter the original check date of the handwritten check in Date. This date determines which month will be updated with the payroll earnings and deductions.
8. Enter the net check amount (the face value of the original handwritten check) in Amount.
9. Enter the ID code for the employee.
10. Enter the pay period, based on the calendar year, when the original handwritten check was written, along with the beginning and ending date of that period.
11. Enter the earnings and deductions associated with the original handwritten check.
12. Verify that the Gross Units/Earnings, Gross Deductions, Net Earnings, and Batch Total are accurate. Make any necessary adjustments.
13. If you are entering time for service calls, click the Service Call Info button to open the screen. The Service Call Info button is available if Payroll is selected in Payroll Interface on the Service Series Setup Maintenance (SD.000.000) screen.

![Service Call Information (02.040.01)](image)

Figure 52: Service Call Information (02.040.01)

14. Enter the Service Call ID, Line Types, Line Item ID, Contract ID, Equip ID, Billable Hours, Unit Price, and Extended Price relative to the service call.

15. Click Save on the toolbar.
Voiding a Payroll Check

To void a check, it must have a status of O (outstanding) and still be in the database. Voiding a check reverses all transactions originally generated for the check and reduces the employee earnings and deductions appropriately.

When you void a check, the status of the original check becomes V (void) on the Check Register (02,640,00) report. The void check produced is designated as VC (void check) with a document status of V (void). A void check has the same reference number as the original check issued.

To void a payroll check:

1. Open Void Check Entry in the Payroll module.

2. Enter the total amount of the checks to void in Batch Control.
3. Enter the numbers of the checking account and subaccount from which the check was drawn.
4. Enter the number of the check to be voided in Check Nbr.
5. Enter the day the check was voided in Void Date. Void Date defaults to the current Business Date but can be overwritten with a previous or future date. The date determines the payroll quarter and year the void check will update as well as the day for the daily cash balance in Cash Manager.
6. Select the Reactivate Earnings checkbox if you want to keep the time sheet to reissue a payroll check.

Note:

- When the Reactivate Earnings checkbox is selected, the time sheets and all of the corresponding transactions linked to the timesheet will remain available for a new payroll check to be printed.
- If the Reactivate Earnings checkbox is not selected and you want to issue a replacement check, enter a new timesheet for the employee in Time Entry (02,010,00) or Time and Dollar Entry (02,020,00) in Payroll; Advanced Timesheet Entry by Employee (58,010,00) or Advanced Timesheet Entry by Project (58,020,00) in Advanced Payroll. Be careful not to post to a project which could overstate the project amounts.
- It is recommended that you select Reactivate Earnings when a check is being replaced. If the check is incorrect in some manner, you may want to clear the Reactivate Earnings check box.

7. Click Save on the toolbar.
8. Repeat steps 3 through 7 for the other checks to be voided.
Preparation of Net Checks

Occasionally, you may need to prepare a payroll check with the net check amount, for example when preparing bonus checks. Use Net Check Entry (02.080.00) to prepare net payroll checks. The software automatically calculates the amount of gross earnings and the amounts of each deduction for this type of check.

To enter a net check:

1. Open Net Check in the Payroll module.

2. Enter the date when the checks will actually be printed and distributed in Check Date. This date represents which MTD, QTD, and YTD fields to update.

3. Enter the total amount of the net check batch in Batch Control.

4. Enter ID codes for the employee, work location and earnings type.

5. Enter the net check amount (the face value to be printed on check) in Net Check Amount.

6. Enter the number of the pay period.

7. Enter the payroll expense account and subaccount to which the check is being charged.

8. Enter the ID codes for the project and task. (These are only available if you have set up Project Controller.)
9. If you are entering time for service calls, click the **Service Call Info** button to open the screen. The **Service Call Info** button is available if Payroll is selected in **Payroll Interface** on the **Service Series Setup Maintenance** (SD.000.000) screen.

![Service Call Information (02.080.02)](image)

**Figure 55: Service Call Information (02.080.02)**

10. Enter the **Service Call ID**, **Line Types**, **Line Item ID**, **Contract ID**, **Equip ID**, **Billable Hours**, **Unit Price**, and **Extended Price** relative to the service call.

11. Click **Save** on the toolbar.

Alternately, you may load an entire pay group.

**To load an entire pay group:**

1. Click **Load Employees**. **Load Employees** (02.080.10) displays.

2. Enter the defaults: net check amount, ID codes for the earnings type and work location, payroll expense account and subaccount to which the checks are being charged. Enter default ID codes for the project and task. (These are only available if you have set up Project Controller.)

3. Enter the ID number of the pay group.

4. Enter the number of the pay period, along with the beginning and ending date of that period.

5. Click on **Load**. This will add checks to all employees who are associated with pay groups entered.

In order to print the net checks, release the batch.

After the net checks batch is released, view the net check in the **Check Preview** (02.620.00) report and print the net check, using the **Checks** (02.630.00) report.

**Remarks:**

You cannot release a net check batch if there is another released and not printed & kept payroll check for the employee (either calculated or net check). And vice versa — you cannot calculate payroll for the employee, who has a released and not printed & kept net check (though you can still repeat calculation even if there is a calculated check for the employee).
Entering Group-Term Life Insurance

The following procedure describes how to enter group-term life insurance income amounts.

Prior to printing government payroll tax report (this procedure is executed typically at the end of the year but can be done whenever the employer wishes.)

1. Open **Earnings Type Maintenance** in the Payroll module.

![Earnings Type Maintenance (02.270.00)](image)

2. Verify that the group term life insurance earnings type has been created. If it hasn't, see “Step 8: Setting Up Earnings Types” for how to define a new earnings type.

3. For each employee that this affects, calculate the value of group-term life insurance in excess of $50,000 is determined by using IRS Section 79 Table I and the uniform premiums it provides, rather than the actual cost to the employer.

4. For each employee, enter a timesheet for the amount calculated in step 3 in **Time and Dollar Entry (02.020.00)**. See “Entering Timesheets through Time and Dollar Entry (02.020.00)” on page 76 for more details.

Calculate and print checks referring to “Calculating Payroll” on page 85, “Previewing Checks” on page 86, “Printing Checks” on page 86, “Preparing Direct Deposit Advice Slips” on page 88, and “Creating and Sending ACH Files” on page 91 for more details.
Releasing Payroll Batches

You must release a batch before posting it to General Ledger. A batch must have a Balanced status before it can be released.

Note: When you create a check batch, it is good practice to place the batch on hold and review all batch details using the Check Preview (02.620.00) report before releasing the batch.

To release payroll batches:

1. Open Release PR Batches in the Payroll module. Release PR Batches (02.400.00) displays all unposted payroll batches that are balanced.

![Figure 57: Release PR Batches (02.400.00)](image)

2. Do one of the following:
   - Check Selected next to each batch number to be released.
   - Click Select All to select all batches in the grid for release.

3. Click Begin Processing to release payroll batches.

Note: If Automatic Batch Reports is selected in GL Setup (01.950.00), a batch control report of all released batches is generated.
Calculating Payroll

Payroll is calculated by pay group and pay period.

To select timesheets for payment:
1. Open Calculation in the Payroll module.

2. Enter the ID number of the pay group.
3. Enter the number of the pay period, along with the beginning and ending date of that period.
4. Type the date when the checks will actually be printed and distributed in Check Date. The check date determines which month the earnings and deductions associated with the checks will be updated in the database. For example, if the check date is 07/15/14, the earnings and deductions will update the month of July totals.
5. Select which employees to calculate payroll for by doing one of the following:
   - Check Selected next to each employee to be processed.
   - Click Select All to select all employees within the pay group for processing.
6. Click Begin Processing.
Previewing Checks

After timesheets have been calculated and before they have been printed and kept, you should preview the individual earnings and deductions using the Check Preview (02.620.00) report. The report shows subtotals and totals for all earnings contributing to net pay, earnings not contributing to net pay, employee deductions, and employer expenses.

Printing Checks

There are three types of checks you can create: a regular check, a zero check, or a stub check. A zero check is a check with earnings and deductions that generated a net check amount of zero. A stub check is a void check that is produced when a check has more information than will fit on one check stub. The types of check forms you can use are:

- Laser Check by Employee ID — Print the payroll checks in the laser check format sorted by employee ID.
- Multi Stub Laser Chk-Emp ID — Print the payroll checks in a stub-check-stub format sorted by employee ID. The headings on the second stub are printed by Microsoft Dynamics SL.
- Laser Check by Pay Group — Print the payroll checks in the laser check format sorted by pay group.
- Multi Stub Laser Chk-Pay Group — Print the payroll checks in a stub-check-stub format sorted by pay group ID. The headings on the second stub are printed by Microsoft Dynamics SL.

Checks print for all employees selected in the calculation process. After the checks print, you must decide how to update the database with this information.

Note: The Social Security number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789.

To print checks:

1. Generate the Check Preview (02.620.00) report to determine if check amounts are correct.
2. Use the Checks (02.630.00) Report tab to print the checks.
3. To print regular checks for Direct Deposit employees, select the Options tab on Checks (02.630.00). Then select the box labeled Include Direct Deposit Employees.

Note: This will print a regular check (check that must be cashed) for all Direct Deposit employees with net earnings in the batch.
Note: To print checks by department, click on the Sort tab and choose Employee Department.

4. Click Print.
5. After the checks print, PR Check Update (02.630.20) appears automatically.
6. Select what the software should do with the batch of checks just printed from the Check Handling drop-down list. Options are:
   - Delete All — Do not update the database with the information of the current checks; the software deletes this information from the database.
   - Void All — Void, rather than delete, the information of all checks just printed; the software retains the check information in the database but assigns a void status to each check.
   - Keep All — Update the database with the information of all checks just printed; this information is made available to other modules.
   - Selected by Check — Update the database with the information of only certain checks just printed. Click Select Handling to access the Select Handling tab of PR Check Update (02.630.20) to select the checks you want to keep. For those you choose not to keep, you can access PR Check Update (02.630.20) from the screens part of the Payroll menu to update the software with check information at a later time.
7. Click Begin Processing.
Preparing Direct Deposit Advice Slips

The direct deposit advice slip form uses the same format as a regular check, except it is labeled as a non-negotiable document. The transfer of payroll check information is handled through the transmission of the ACH file directly to the employee’s designated account(s). Direct deposit advice slips must be printed prior to creating and sending the ACH file.

Advice slips can be sorted by employee or pay group ID. The types of advice slip forms are as follows:

- **Laser Advice Slip by Emp ID** — Print the advice slips in the laser advice slip format (stub-advice slip) sorted by employee ID. The advice slip portion is labeled non-negotiable.
- **Adv Slip Stubs Only-Emp ID** — Print only the advice slip stub portion of the laser advice slip format (stub-advice slip) sorted by employee ID. The advice slip portion does not print.
- **Multi Stub Adv Slip-Emp ID** — Print the advice slips in a stub-advice slip-stub format sorted by employee ID. The advice slip portion is labeled non-negotiable. The headings on the second stub are printed by Microsoft Dynamics SL.
- **Laser Advice Slip by Pay Group** — Print the advice slips in the laser advice slip format (stub-advice slip) sorted by pay group ID. The advice slip portion is labeled non-negotiable.
- **Adv Slip Stubs Only-Pay Group** — Print only the advice slip stub portion of the laser advice slip format (stub-advice slip) sorted by pay group ID. The advice slip portion does not print.
- **Multi Stub Adv Slip-PayGroup** — Print the advice slips in a stub-advice slip-stub format sorted by pay group ID. The advice slip portion is labeled non-negotiable. The headings on the second stub are printed by Microsoft Dynamics SL.

**Note:**

- When employees are set up for Quick Send on the **Quick Send** tab of *Employee Maintenance* (02.250.00), their advice slip stubs are transmitted electronically and an advice slip stub will not print. The stub transmitted to the employee includes headings and borders to create the advice slip stub format.
- The Social Security number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789.
To prepare direct deposit advice slips:

1. Open **Direct Deposit Advice Slips** in the Payroll module.

![Direct Deposit Advice Slips (02.635.00), Report tab](image)

2. Select the report format you wish to prepare from the **Report Format** drop-down list.
3. Enter the date to appear on the advice slips in **Check Date**.
4. Enter the checking account and subaccount to be debited for the amount of the advice slips in **Checking Acct/Subacct**.
5. Verify that the **Next Advice Slip Num** is correct. Make any necessary adjustments.

   **Note:** To print direct deposit advice slips by department, click on the Sort tab and choose Employee Department.

6. Click **Print**.
7. After the advice slips print, **PR Check Update (02.630.20)** appears.
8. Select what the software should do with the batch of advice slips just printed from the **Check Handling** drop-down list. Options are:
   - **Delete All** — Do not update the database with the information of the current advice slips; the software deletes this information from the database.
   - **Void All** — Void, rather than delete, the information of all advice slips just printed; the software retains the advice slip information in the database but assigns a void status to each advice slip.
   - **Keep All** — Update the database with the information of all advice slips just printed; this information is made available to other modules.
   - **Selected by Check** — Update the database with the information of only certain advice slips just printed. Click **Select Handling** to access the **Select Handling** tab of **PR Check Update (02.630.20)** to select the advice slips you want to keep. For those you choose not to keep, you can access **PR Check Update (02.630.20)** from the screens part of the Payroll menu to update the software with advice slip information at a later time.
9. (Optional) Enter the date advice slip stubs in the advice slip batch are to be transmitted to employees set up for Quick Send in **Quick Send Schedule Date**.
10. (Optional) Enter the time advice slip stubs in the advice slip batch are to be transmitted to employees set up for Quick Send in **Quick Send Schedule Time**.

11. (Optional) Click **View the Quick Send Report** to display the advice slip stubs in the advice slip batch to be transmitted to employees set up for Quick Send.

12. Click **Begin Processing**.

13. After the process is complete, print the **Direct Deposit Register (02.645.00)**. Use this report later to balance with the **Direct Deposit Audit (02.820.00)** report, which is produced when you transmit an ACH file. See “Creating and Sending ACH Files.”
Creating and Sending ACH Files

To create and send an ACH file:

**Note:** Various banks require that additional information unique to the bank be included in the ACH file as either header or trailer records. (See “ACH Header/Trailer Maintenance (02.370.00)” on page 267 for more information.) Prior to creating and sending the ACH file, verify that all required information has been defined in ACH Header/Trailer Maintenance (02.370.00).

1. Open **Create and Send ACH File** in the Payroll module.

![Figure 61: Create and Send ACH File (02.530.00)](image)

2. All direct deposit batches for the company specified in **Company ID** are displayed. Select **All** in **Select Company** to display all direct deposit batches for all companies.

3. Click **Select Undeposited** to process all of the batches at the same time.

4. Select the type of transactions to create by selecting a deposit option. The available options are:
   - **Selected batches & pre-notes** — all selected batches and any new pre-note accounts are to be combined into one ACH file. The selected batches are placed in one batch in the ACH file, and the pre-notes are placed in another.
   - **Selected batches only** — all selected batches are to be combined into one ACH file. No new pre-note accounts are to be included.
   - **Pre-notes only** — All direct depositors with a status of New Pre-Note are flagged and combined into one ACH file.

5. Enter the date when the bank accounts should be posted to in **Effective Date**.
6. Click **Begin Processing**.

   **Note:** The program selected in User’s Communications on the Communications Options tab in DD Setup (02.951.00) will automatically open upon completion of **Create and Send ACH File** (02.530.00).

7. When **Process Status** (02.530.00) appears, indicating that the process is finished, click **OK**. The **Direct Deposit Audit** (02.820.00) report prints automatically, and **Create and Send ACH File** (02.530.20) prompts you to keep the file or delete it. **Before responding**, complete the next step.

8. Compare the report total on the **Direct Deposit Audit** (02.820.00) report against the total on the **Direct Deposit Register** (02.645.00) to verify that they match. If they do not, click **Delete**, make the necessary changes, and perform these steps again until the report totals agree. If the reports are in balance, click **Keep**.
Verifying All Desired Deduction Amounts Are Vouchered

To verify that deduction amounts have been vouchered:

1. Open PR Liability Vouchering in the Payroll module.
2. Choose Not Vouched in Report Format.

   **Note:** If you wish to report on what has already been vouchered, use the Vouched format of the report.

3. Select the appropriate beg period and end period.
4. Determine if all the transactions you wish to have vouchered do not appear on this report.
5. If there are transactions that need to be vouchered, continue with Step 8a.
Creating Liability Vouchers and Adjustments

To create liability vouchers and adjustments:

1. Open Create Liability Vouchers/Adjustments in the Payroll module.

![Create Liability Vouchers/Adjustments](image)

Figure 63: Create Liability Vouchers/Adjustments (02.570.00)

2. Enter the desired information in Invoice date, Period to Post, Handling.

3. Select the range of transactions you wish to create vouchers for in Select Range.

4. Choose Selected for each deduction you want to voucher.

5. Press Begin Processing.

**Note:** If Handling of Hold or Release Later is chosen, the batch will need to be released in the Accounts Payable module. If Release Now is chosen and there is an error releasing the batch, Voucher and Adjustments (03.010.00) will need to be used to correct the batch, then it can be released in the Accounts Payable module.
Generating Workers’ Compensation Premiums

To generate workers’ compensation premiums:
1. Open Generate Workers’ Compensation Premiums in the Payroll module.
2. Enter the desired information in Period to Post, Handling, and Posting Option.
3. Select the check date range of transactions you wish to process in Check Date Range.
4. Click Begin Processing.

Note: If a Handling of Hold or Release Later is chosen, the batch will need to be released in the General Ledger module. If Release Now is chosen and there is an error releasing the batch, use Journal Transactions (01.010.00) to correct the batch, then released it in the General Ledger module.
Closing Payroll

Close Payroll to facilitate balancing payroll accounts to general ledger accounts. Closing also performs housekeeping functions that include:

- Deleting unnecessary detail
- Increasing the period number to the next fiscal period

Note: You can delete unnecessary detail at any time using Delete PR Detail (02.550.00) or Closing (01.560.00) in the General Ledger module. You do not have to delete payroll detail at the same time you close the Payroll module.

To close Payroll:

1. Review open payroll files to ensure that all timesheets for the period were entered and checks have been calculated, printed, and kept for the period. Generate the PR Edit (02.810.00) report to check for open payroll batches.
2. Complete and release any open batches identified.
3. Post payroll batches using Post Transactions (01.520.00) in the General Ledger module.
4. Generate the Earnings & Deductions (02.670.00) and the Account Distribution (02.660.00) reports, and General Ledger’s Trial Balance (01.610.00) report to prepare for balancing the Payroll module to General Ledger.
5. Compare the totals from the Account Distribution (02.660.00) report to the amount shown for the corresponding payroll account number on the Trial Balance (01.610.00) report.
   - If the totals match, you are ready to close the Payroll module for the period.
   - If the totals do not match, generate General Ledger’s Detail General Ledger (01.620.00) report and review the payroll accounts and subaccounts listed to see if any transactions have been entered as journal entries through the General Ledger module, instead of through the Payroll module. Next, review General Ledger’s GL Transactions (01.680.00) report to see if any transactions from the Payroll module have been entered to future general ledger periods.
6. Generate other necessary payroll reports such as the Check Register (02.640.00), Check History (02.780.00), or PR Transactions (02.650.00) reports as needed.
7. Sign off and back up the database.
8. Sign on to Microsoft Dynamics SL and close the Payroll module using Closing (01.560.00) in the General Ledger module.
Maintaining Payroll Data

The following procedures are not part of the standard payroll process and should be performed as necessary.

Reviewing & Editing Payroll Checks

You can review and edit the earnings and deductions for employees using Review/Edit Check (02.030.00). Deduction amounts may be adjusted prior to printing payroll checks. Note that the software recalculates deductions during the calculation process, so any values changed in this screen are lost if you recalculate payroll. After you print payroll checks, the current units and current amounts displayed in this screen are reset to zero.

To edit a payroll check:
1. Open Review/Edit Check in the Payroll module.

2. Enter the ID code for the employee to whom the check was issued.
3. If the earnings units or amounts are incorrect, timesheets (positive or negative) must be entered in either Time Entry (02.010.00) or Time and Dollar Entry (02.020.00). A reversing timesheet should be entered in the same screen as the original timesheet; however, a salaried employee’s normal/standard salary must be reversed in Time and Dollar Entry (02.020.00). Payroll must then be recalculated using Calculation (02.500.00). Payroll can be recalculated as many times as necessary to correct earnings prior to printing checks and subsequent posting to General Ledger.
4. If the information relating to a deduction is incorrect, enter the ID code for the deduction to be changed in Deduction ID. Enter the specific information you wish to change regarding this deduction in the corresponding Cur Amount (current amount) and Curr SubjDed (current earnings...
subject to the deduction) fields. Negative deduction amounts can be entered. If you wish to delete a deduction, verify the cursor is on the deduction detail record you wish to delete and click Delete or the X on the toolbar.

5. If you wish to add a deduction to the payroll check, enter the ID code for the deduction in Deduction ID. Enter the specific information you wish to record for this deduction in the corresponding Cur Amount (current amount) and Curr SubjDed (current earnings subject to the deduction) fields. Negative deduction amounts can be entered.

6. The Net Earnings amount shows the employee’s net earnings (total earnings less total deductions) for the current period and year-to-date. Earnings that do not contribute to net pay and employer-paid deductions (not withheld from the employee) are not included in the net earnings for the current amount or the year-to-date amount. Employer-paid deductions are not printed on the payroll check stub. If you add, change, or delete deductions in Review/Edit Check (02.030.00), the software automatically updates these totals.

7. Click Save on the toolbar.

Note: Recalculate Subject Earnings will be selected when a change is made to a deduction; when selected the corresponding CurrSubJed will be calculated. Any deduction based on this deduction will also be changed. If you do not want these other amounts automatically changed, clear the Recalculate Subject Earnings checkbox, Click Refresh Deductions to display the changed amounts for deductions and/or subject earnings based on the change.
Reconciling Payroll Checks

Use the following procedure to reconcile payroll checks within the Payroll module with your monthly bank statement. If you have the Cash Manager module installed, see the Cash Manager online help or user guide for information about reconciling checks.

To reconcile payroll checks:

1. Generate the Check Reconciliation (02.760.00) report. Compare the report with the list of canceled checks to verify the accuracy of all check information.

2. Open Check Reconciliation in the Payroll module.

3. Enter the total amount of the checks being reconciled in Cleared Control.

4. Enter the reference number of each original check to be reconciled in Number.

5. Enter the numbers of the checking account and subaccount from which the check was drawn.

6. Click Save on the toolbar.

7. Repeat steps 4 through 6 to reconcile the rest of the checks.
Reprinting Payroll Batch Control Reports

In the event a batch control report is not printed or becomes lost during daily processing, one can be reprinted using Reprint PR Batch Control Reports (02.410.00).

To reprint batch control reports:
1. Open Reprint PR Batch Control Reports in the Payroll module.

   ![Reprint PR Batch Control Reports (02.410.00)](image)

   Figure 66: Reprint PR Batch Control Reports (02.410.00)

2. Click Batch Range to print a single batch control report or a group of batch control reports. Click All to print all existing batch control reports from Payroll.
3. If you selected Batch Range, enter a beginning batch number in From Batch and an ending batch number in Thru Batch. The batch numbers entered indicate which batches to reprint control reports and the numbers are inclusive.
4. Click Display/Refresh to display all batches matching the criteria selected.
5. Click Selected for each batch a control report is to be reprinted.
   
   **Note:** To select all batches at once, click Select All. To cancel all batch selections, click Clear Selections.
6. Click Begin Processing to start the printing.
Deleting Payroll History

Use the following procedure to delete payroll data according to the **Periods to Retain Timesheets**, **Quarters to Retain Checks**, **Years to Retain Employee History**, and **Years to Retain Deduction History** settings in the **Payroll Information** tab of **PR Setup** (02.950.00).

Before you delete any payroll data, run month-end, quarterly (if applicable), and year-end reports (especially W-2s) to identify any checks that require action and to ensure that all required government reporting is complete.

**To delete payroll history:**

1. Open **Delete PR Detail** in the Payroll module.

![Figure 67: Delete PR Detail (02.550.00)](image)

2. Click **Begin Processing**. The software deletes the information of all employees matching the defined criteria.
Reviewing Employee Information

In addition to generating reports, there are two specific ways to review employee information and employee history.

Looking up Employee Records

An employee’s record consists of their address, default settings, Social Security number, employment dates, and account activity.

To look up an employee record:
1. Open Employee Maintenance in the Payroll module.

2. Enter the employee’s unique identification code in Employee ID. The employee’s record appears.
3. To review or change the employee’s address, click the Address Info tab. The Address Info tab of Employee Maintenance (02.250.00) appears.

Figure 69: Employee Maintenance (02.250.00), Address Info tab
4. To review or change the employee’s default settings, click the **Defaults** tab. The **Defaults** tab of *Employee Maintenance (02.250.00)* appears.

![Employee Maintenance (02.250.00), Defaults tab](image)

*Figure 70: Employee Maintenance (02.250.00), Defaults tab*
5. To review the employee’s history, click the **Pay Info** tab. The **Pay Info** tab of *Employee Maintenance* (02.250.00) appears.

6. Click on the **Pay History…** button to see the history for the employee. See “Reviewing Employee Earnings and Deductions History” on page 110.

*Figure 71: Employee Maintenance (02.250.00), Pay Info tab*
7. To review or change the employee’s deductions, click the **Deductions** tab. The **Deductions** tab of *Employee Maintenance (02.250.00)* appears.

![Employee Maintenance (02.250.00), Deductions tab](image)

*Figure 72: Employee Maintenance (02.250.00), Deductions tab*
8. To review or change the employee’s benefits, click the **Benefits** tab. The **Benefits** tab of *Employee Maintenance* (02.250.00) appears.

![Image of Employee Maintenance (02.250.00), Benefits tab](image-url)

*Figure 73: Employee Maintenance (02.250.00), Benefits tab*
9. To review or change the employee’s Quick Send settings, click the **Quick Send** tab. The **Quick Send** tab of *Employee Maintenance (02.250.00)* appears.

![Employee Maintenance (02.250.00), Quick Send tab](image)

**Figure 74: Employee Maintenance (02.250.00), Quick Send tab**

10. Click **Save** on the toolbar to save any changes to the employee’s record.
Reviewing Employee Earnings and Deductions History

An employee's history consists of month-, quarter-, and year-to-date breakdowns of earnings and deductions. You can select the information based on the year. You can also review the changes for the year by clicking View Pay Audit... button.

Each year’s information is maintained until you delete the employee history using Delete PR Detail (02.550.00).

To review employee history:
1. Open Employee History in the Payroll module.

2. Enter the employee’s unique identification code in Employee ID. The screen displays the year to date information for earnings and each of the deductions for the current year. If you want to see a prior year’s information, enter the year in Calendar Year.

3. Click the View Pay Audit... button to see the history of the changes for the employee. The Pay Audit (02.060.03) appears. The last change and the previous audit record will be compared. At the top of the screen the date of the change, the comment and the user that made the change will appear.
The **Pay Group**, **Pay Type**, **Std Salary Rate** and **Std Unit Rate** at the time of the record will also appear at the top of the screen. If any of those things changed **Revised** check box will be selected.

Figure 76: Pay Audit (02.060.03)

4. Click **Next** to move ahead to look at older records. Review the information for each of the changes. **Revised** is selected if the **Pay Info** tab was changed in **Employee Maintenance** (02.250.00). When the Deductions have a change, the **Revised** check box will be selected in a row in the **Deductions** area.

5. If you are reviewing the deduction changes, click to highlight the deduction that has the **Revised** check box selected.
6. Click the **Compare to Previous** button. **Deduction Audit Detail** (02.060.04) will appear.

![Deduction Audit Detail (02.060.04)](image)

**Figure 77: Deduction Audit Detail (02.060.04)**

7. The last change and the previous audit record will be compared. At the top of the screen the date of the change and the user that made the change on that date will appear. Values for before and after the change will appear. Revised will display as selected for the item that has changed.

8. Click **Ok** to close Deduction Audit Detail (02.060.04) and return to Pay Audit (02.060.03).

9. Click **Next** button at the top to review another prior change, or click **Ok** to close Pay Audit (02.060.03).

10. Close **Employee History** (02.060.00).

**Note:**

- You can print employee history using the **Check History** (02.780.00) and **Earnings & Deductions** (02.670.00) reports. You can print the employee detail and deduction audit information using **Employees** (02.680.00). There is a **Deduction Audit List** format for Employees (02.680.00) report which contains the audit information in report format.

- Only comparisons within one year can be made in **Pay Audit** (02.060.03). At the time of closing the year a new record is created for the next year, which has the values that existed in **Employee Maintenance** (02.250.00) at the time of closing.

- The Audit records are deleted when you delete the employee history in **Delete PR Detail** (02.550.00)
Reviewing Deduction and Payroll Table History

Reviewing Deduction History

Deduction History (02.291.00) allows you to review the deduction information as it appears at the end of the year. Each year a new record is created when Payroll is closed for the year.

When changes are made in Deduction Maintenance (02.290.00) an audit record is created for each change made to the deduction throughout the year. The date of the change, the user who made the change and the actual change is tracked along with other specific changes. You can review the mid-year changes clicking View Comparisons... button.

Each year’s information is maintained until you delete the deduction history using Delete PR Detail (02.550.00).

To review deduction history:
1. Open Deduction History in the Payroll module.

![Deduction History (02.291.00)](Contoso_LtdDemo.png)

2. Enter the deduction’s unique identification code in Deduction ID.
3. Enter the year in Calendar Year. The information that displays is as of the last update for the year selected.
4. Click View Comparisons... button to see the history of the changes for the deduction for that year. Comparisons (02.291.01) appears.

![Comparisons (02.291.01)](image)

**Figure 79: Comparisons (02.291.01)**

5. Click Next to move ahead to look at older records. Review the information for each of the changes. Fields that have changed will display in the Deduction section for information changed on any tab other than the Exemption/Credit or Multi-Company tabs. When the Exemption/Credits tab or the Company tab in Deduction Maintenance (02.290.00) have been changed or added, Revised check box will be selected in the row.

6. Click the row that shows a change to highlight. Then, click the Compare Exemption/Credits to Previous button, Exemption/Credits Comparison Detail (02.291.02) will appear. Or, if the row is in the Deduction Company area, click the Compare Deduction Company to Previous button, Company Comparison Detail (02.291.03) will appear if the row is in the Deduction Company area.

7. Click Ok to close the screen.

8. Close Deduction Audit (02.291.01)

9. Close Deduction History (02.291.00)
Reviewing Payroll Table History

Payroll Table History (02.310.00) allows you to review the table information as it appears at the end of the year. Each year a new record is created when Payroll is closed for the year. Each year there may also be changes throughout the year for Federal and State tax tables. The changes can either be entered in Payroll Table Maintenance (02.310.00) or the new tables can be uploaded in Load Payroll Tax Tables (02.560.00). You can review these changes in Payroll Table History (02.311.00).

Each year’s information is maintained until you delete the deduction history using Delete PR Detail (02.550.00).

To review payroll table history:

1. Open Payroll Table History in the Payroll module.

![Payroll Table History](image)

Figure 80: Payroll Table History (02.311.00)

2. Enter the table’s unique identification code in ID.

3. Type the year in Calendar Year. The information that displays is as of the last update for the year selected.
4. Click **View Comparisons**. **Comparisons (02.311.01)** will appear. At the top of the screen the date of the change, the comment that was entered for the change, and the user that made the change on that date will appear. **Description** and **Type** are also displayed.

5. Review the screen to find the changes. There will be information about the last two changes made, current and previous. At the top of the screen are the changes made to the header. In the grid at the bottom of the screen there will be grid. The lines that have changed will have a check in the check box.

6. Click to highlight the line in the grid that has changed.

7. Click the **Compare Previous** button. **Comparison Detail (02.311.02)** will open. The current and previous values for each of the fields will appear.

8. Click **Ok** to close **Comparison Detail (02.311.02)**.

9. Click **Next** to review another prior change, or Click **Ok** to close the **Comparisons (02.311.01)**.

10. Close **Payroll Table History (02.311.00)**.
Generating Government Reports

The following procedures describe how to generate government payroll tax reports.

**Printing the 941 Quarterly Federal Tax Worksheet**

At the end of each quarter, process and print the *941 Quarterly Federal Tax Worksheet (02.750.00)* through the Payroll screen menu. Use this information to file your official 941 Federal Tax Form with the federal government.

Before generating the actual Federal Form 941 report, the software displays the withholding percents for the first employer and first employee Social Security (non-Medicare) FICA deductions, and the withholding percents for the first employer and first employee Medicare FICA deductions. If there is only one Medicare FICA deduction, the software displays its withholding percents. It also displays the Social Security wage limit from the first Medicare FICA deduction with a non-zero wage limit. If Microsoft Dynamics SL cannot find a deduction for employer or employee FICA, it displays zero in the corresponding fields on this screen.

Only the employees of the company that is currently logged into will be processed. If there are employees assigned to different companies, each company will need to be logged into and the process run again to produce reports that include data from all the employees in the database.

**To process and print the 941 report:**

1. Open *941 Quarterly Federal Tax Worksheet* in the Payroll module.

2. Enter the calendar quarter and calendar year for the return being processed in Report for Quarter/Year.

3. Verify that the default employer and employee Social Security (non-Medicare) FICA deductions contain the current percents on the screen. Make any necessary adjustments.

4. Select Include Schedule B if you wish to include Schedule B in the process and receive a printed copy of Schedule B.

5. Click Begin Processing. When processing completes, Begin Printing is enabled.

6. Click Begin Printing to print the report.

![Figure 82: 941 Quarterly Federal Tax Worksheet (02.750.00)](image)
Printing the Unemployment Tax Worksheet

Use the Unemployment Tax Worksheet (02.770.00) to aid you in preparing any unemployment tax returns that may be required by local taxing authorities. Local taxing authorities have not standardized the format for the unemployment report. Therefore, this serves as a worksheet to aid you in preparing any unemployment tax returns that may be required by your local taxing authorities.

Only the employees of the company that is currently logged into will be processed. If there are employees assigned to different companies, each company will need to be logged into and the process run again to produce reports that include data from all the employees in the database.

To generate the Unemployment Tax Worksheet (02.770.00):

1. Open Unemployment Tax Worksheet in the Payroll module.

![Unemployment Tax Worksheet](image)

Figure 83: Unemployment Tax Worksheet (02.770.00)

2. Enter the calendar quarter and year for this report in Report for Quarter/Year.
3. Enter the deduction ID representing the state unemployment deduction in State Unemployment Deduction ID.
4. Enter the state tax ID issued to your company in State Tax ID.
5. Enter the name of the state for which you are preparing the report in State Name.
6. Enter the rate of unemployment taxation for the state for which you are preparing the report in Tax Rate.
7. Enter the limit in dollars against which the tax rate is applied in Annual State Wage Limit.
8. Enter the limit in dollars against which FICA (Social Security) tax is applied in Annual FICA Wage Limit.
9. Click Begin Processing to process the data. When processing completes, Begin Printing is enabled.
10. Click Begin Printing to print the report.
Processing W-2 Wage and Tax Statements

At the end of the calendar year, process W-2 forms by pay group ID and employee ID. After the software has generated W-2 information, you can use Employee W2 History (02.260.00) to review and edit the W-2 information. After finishing the review, use W2 Calculation (02.510.00) to regenerate W-2 information as necessary, or proceed with the actual printing of the W-2 forms.

**Note:** Information can only be edited when the software is in the Initialize mode.

Print the W-2 Wage and Tax Statement forms to review employee wages earned and taxes withheld during the current calendar year. You can produce wage and tax statements for all or selected pay groups, on paper or electronically. Statements should be generated after the last payroll process for the calendar year has been completed and before completing the fiscal year closing for the Payroll module in General Ledger’s Closing (01.560.00).

If you are printing statements on paper forms, the software prints a W-2 form for each work location where an employee worked in the current calendar year and for which a W-2 form is required. If you are filing the W-2 information electronically, you must indicate for each employee that statement information should be routed to the electronic file.

Only the employees of the company that is currently logged into will be processed. If there are employees assigned to different companies, each company will need to be logged into and the process run again along with following either the Filing Paper W-2 Forms or Filing W-2 Forms Electronically procedure to produce reports that include data from all the employees in the database.

Before you start, verify that W-2s have been designated to print on paper or filed electronically for all employees in Employee Maintenance (02.250.00).

**To process and print W-2 wage and tax statements:**

1. Open W2 Calculation in the Payroll module.

![Figure 84: W2 Calculation (02.510.00)](image)

2. Enter the calendar year for which you wish to calculate W-2 information in **Calendar Year**.
3. Enter the appropriate wage limit for Social Security taxes in **Social Security Wage Limit**.
4. Select **Protect Edited W2 Information** to specify that W-2 information which has been edited for the calendar year should not change during subsequent W-2 form regeneration. You can select or clear this check box as necessary. If **Edited W2 Info Exists** is selected, it means the employee’s information history has been altered using Employee W2 History (02.260.00). If edited information exists and you wish to prevent any changes from being applied here, select **Protect Edited W2 Information**.

5. Enter the ID code of the pay group for which you are generating W-2 information in **Pay Group ID**. All employees within the pay group will default to **Selected**, which means the employee is ready for calculation.

6. Determine which employees to include in the calculation. Click **Clear Selections** to cancel the selection of employees within the pay group, and then select the employees you want to include by marking them individually. Click **Select All** to re-select all employees within the pay group.

7. Click **Begin Processing**.

8. Decide whether you want to file your W-2 forms on paper or electronically. The government may require you to file electronically depending on the number of employees in your company.

**Filing Paper W-2 Forms**

To file paper W-2 forms:

1. To print paper W-2 forms, choose **W-2 Forms** in the Payroll module..

2. Select one of the following report formats to print.
   - **1 Form Wide** — Prints the W-2 forms using a one-wide printing format.
   - **Plain Paper-Copy A** — Generates the W-2 forms copy A on plain paper. Two forms are printed per page with formatting and heading printed. If a color printer is used, copy A is printed in red.
   - **Plain Paper-Copy B** — Generates the W-2 forms copy B on plain paper. Two forms are printed per page with formatting and heading printed.
Generating Government Reports

- Plain Paper-Copy C — Generates the W-2 forms copy C on plain paper. Two forms are printed per page with formatting and heading printed.
- Plain Paper-Copy D — Generates the W-2 forms copy D on plain paper. Two forms are printed per page with formatting and heading printed.

Filing W-2 Forms Electronically

To file W-2 forms electronically:

1. To create the electronic W-2 file, choose **Generate W2 Electronic File** in the Payroll module.

![Generate W2 Electronic File (02.742.00)](image)

2. Enter the calendar year for which you are preparing the W-2 electronic file in **Calendar Year**.
3. Enter the address to which the annual filing instructions for the W-2 electronic file should be sent in **Address For Annual Filing Instructions**. The employer is the entity employing the persons described in the W-2 forms. The transmitter is the entity forwarding the information to the tax authority. The addresses associated with each are determined by using the **Employer** and **Transmitter** tabs.
4. Select **Include State Records** if you want to include W-2 information related to state and local tax authorities.
5. Enter the location where the file should be sent in **Path to File**.
6. Click on the **Employer** tab and complete the information on this tab. The **Employer EIN** and the Address information are required for processing.
7. Click on the **Transmitter** tab and complete the information on this tab. The **EIN** and the name and address information, and **User ID** fields are required for processing.
8. Click on the **Contact Person Info** tab and complete the information on this tab. The **Name** and **Phone/Ext** fields are required for processing.
   For more information about these fields, see “Generate W2 Electronic File (02.742.00)” on page 293.
9. Click **Begin Processing**.
Data Entry Screens

Time Entry (02.010.00)

Use Time Entry (02.010.00) to enter pay units (hours, pieces, etc.) from employee timesheets. This screen is one of two Payroll module screens used to enter employee timesheet information. The other is Time and Dollar Entry (02.020.00).

The pay units for hourly and exception employees entered in this screen are paid according to the standard rate entered for each employee in Employee Maintenance (02.250.00). Units entered for salary employees have no effect on the employees’ earnings but do determine how the standard salary is distributed among projects maintained by the Project Controller module and among payroll expense accounts maintained by the General Ledger module. If Project Controller is set up to integrate with Payroll, Time Entry (02.010.00) will allow entry of project-related information (for example, project, task, billable). The software automatically charges earnings expense to the default account and subaccount set up in Employee Maintenance (02.250.00).

Entering timesheets for salary or exception employees is optional. Both types of employees are paid their standard salary without timesheet entries. Their earnings are charged to the default payroll expense account and subaccount, entered in Employee Maintenance (02.250.00). If you enter timesheets for exception employees, these employees are paid based only on the timesheet entries, so long as the standard unit (hourly) rate entered in this screen is not zero. If it is, the earnings are based on the employee’s standard salary.

After you release a batch of timesheets, the software can generate a batch control report, listing all of the timesheets you have entered for the batch. This report generates only if you select Automatic Batch Reports in GL Setup (01.950.00).

Note: A reversing timesheet should be entered in the same screen as the original timesheet; however, a salaried employee’s normal/standard salary must be reversed in Time and Dollar Entry (02.020.00).

Figure 87: Time Entry (02.010.00)
Following are the field descriptions for *Time Entry* (02.010.00).

**Number**

*Number* is a numeric code that uniquely identifies a transaction batch. Microsoft Dynamics SL automatically assigns a different batch number to each new transaction batch created based on the value of *Last Batch Number* in *PR Setup* (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and should not be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports.

To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then select the Delete function. The software prompts you for the correct action:

- **Yes** — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- **No** — Stop the Delete function (all information related to the batch is retained in the database).

You can only delete a batch with a status of On Hold or Balanced.

**Status**

*Status* indicates the current condition of the transaction batch in the system:

- **On Hold** — Not to be released.
- **Balanced** — Ready for release.
- **Partially Released** — Could not be completely released due to an out-of-balance condition or other problem.
- **Completed** — Released and available for processing but will not update General Ledger.

A batch’s status only changes as a result of either of two actions: changing its *Handling* value prior to exiting *Time Entry* (02.010.00) or, in the case of a balanced or partially released batch, using *Release PR Batches* (02.400.00).

**Handling**

*Handling* controls the batch management function performed upon completion of batch entry. The batch handling options are:

- **Hold** — Save the transaction batch for future editing (changes or additions). The details of a transaction batch on hold can be obtained by generating the *PR Edit* (02.810.00) report.
- **Release Later** — Set the batch’s status to Balanced in preparation for later release for posting in *Release PR Batches* (02.400.00). The batch must be in balance in order to assign this batch handling status.
- **Release Now** — Release the transaction batch for processing upon accessing a new or different batch or exiting *Time Entry* (02.010.00).
- **No Action** — Leave the current status of the batch unchanged (see *Status*).

**Units Control**

*Units Control* is the total number of units in the timesheet entry batch. For example, a batch of three timesheets, each with 40 units would have a units control amount of 120. The units can be hours, pieces, or any other measurable quantity used to calculate employee pay. You can also make negative timesheet entries to adjust previously entered timesheets, so *Units Control* can be negative.

If a batch’s *Units Control* does not equal the total of units entered, a warning message appears when you attempt to exit the screen. At that point you can change the *Units Control* amount, put the batch on hold (see *Status*), or delete the batch. A batch which is not in balance will not be released.
Units Total

Units Total is a running total of the number of pay units entered for the batch. As units are entered, the value at Units Total increments by the amount entered. If a batch’s Units Control amount does not equal this total when you attempt to release the batch, a warning message appears. Units Total can be a negative amount.

Reference Nbr

Reference Nbr is a code relating the payroll time entry to the employee timesheet from which it came. Use of Reference Nbr is optional. Reference numbers are useful for reporting purposes, since they appear on the Time Entry (02.600.00) report.

Date

Date is typically the date of the timesheet’s creation in the database. The date appears with the timesheet on payroll transaction reports. The default date is the current date.

Employee ID

Employee ID is a unique code associating the payroll time entry with a specific employee. The ID entered here must be that of an employee whose information is already contained in the database. Normally, employees are set up using Employee Maintenance (02.250.00) prior to timesheet entry. However, an employee’s information can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.)

Company ID

Company ID is the identification code of the company.

Work Location ID

Work Location ID is a code indicating the work location of the employee whose time is being entered. The work location defaults to the value entered in Employee Maintenance (02.250.00). If you change the value of Work Location ID, the new ID entered must first be set up in Work Location Maintenance (02.280.00). However, a work location can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.)

Earnings Type

Earnings Type automatically displays the default earnings type ID set up in Employee Maintenance (02.250.00). This earnings type can be changed if necessary. The earnings type defines the kind of pay being entered according to the values created in Earnings Type Maintenance (02.270.00): regular pay, overtime, etc. Using these earnings types, the software automatically generates the appropriate payroll deductions for each employee as it calculates employee pay. You can also define an earnings type to record benefit usage (for example, vacation time) when entering timesheets. An earnings type can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.)

Contribute To Net Pay

Contribute To Net Pay designates whether or not the earnings contribute to the net pay of the employee whose time is being entered. Contribute To Net Pay automatically defaults to the value set up in Earnings Type Maintenance (02.270.00). The contribute-to-net-pay options are:

- Yes — The earnings type is considered payable.
- No — The earnings type is to be used for deduction calculations only. Earnings of this type (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee’s payroll check. This option also applies to an earnings type set up for benefit usage.
Check Seq

If Allow Multiple Checks Per Pay Period is enabled in PR Setup (02.950.00), Check Seq determines for which check sequence the earnings are taken. If Allow Multiple Checks Per Pay Period is disabled, the pre-defined 01 sequence is used.

Std Rate

Std Rate indicates the standard unit rate for all type employees (hourly, exception, and salary). The value is used in Calculation (02.500.00) to calculate deductions based on standard earnings (Std Rate x Units). It automatically defaults to the unit rate established in the Pay Info tab of Employee Maintenance (02.250.00).

Units

Units is the amount of time (in pay units and hundredths of units) which the employee worked. Hours are typically used as pay units, but you can also use “pieces” or any other unit of measure that makes sense. Use a negative number to adjust previously entered timesheets.

Account

Account is the payroll expense account to which the timesheet entry is to be charged. The default payroll expense account entered in Employee Maintenance (02.250.00) appears automatically if the Earnings Type entered contributes to net pay. The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). However, an account can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.) If the earnings type entered for the timesheet does not contribute to net pay, the software ignores the value in Account.

Note: If you enter values at Project and Task, the default project account set up in Project Controller’s Project Maintenance (PA.PRJ.00) appears here automatically.

If the project or work order selected is a manufacturing work order, the General Ledger Expense Account entered will be replaced with its related Work-In-Process General Ledger Account. This account is retrieved from the Account Category/GL Interface table, which is maintained in the Work Order module. See the user guide for more comments.

For further discussion, review the online help or user guide in the Work Order module, under “Keeping WIP Synchronized.”

Project

Project (project ID) associates the employee’s timesheet entry with a specific project set up in Project Controller’s Project Maintenance (PA.PRJ.00). Project is available only if the timesheet entry’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger manual). A project can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.)

If you enter a value at Project, the software requires you to enter a value at Task. Note that if the Project Controller module is not installed, Project and Task do not appear on the screen.

Task

Task (task ID) associates the employee’s timesheet entry with a specific task set up in Project Controller’s Project Maintenance (PA.PRJ.00). Task is available only if the timesheet entry’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger manual).

Entry of a task ID is required if you enter a project ID in Project. Note that if the Project Controller module is not installed, Project and Task do not appear on the screen.
Sub

Sub is the payroll expense subaccount to which the timesheet entry is to be charged. The default payroll expense subaccount entered in Employee Maintenance (02.250.00) appears automatically if the Earnings Type entered contributes to net pay. The subaccount entered here must be set up in General Ledger’s Subaccount Maintenance (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.) If the earnings type entered for the timesheet does not contribute to net pay, the software ignores Sub.

Note: If you enter values at Project and Task, the task’s default subaccount or if there is not a default for the task, then the default project subaccount set up in Project Controller’s Project Maintenance (PA.PRJ.00) appears here automatically.

Work Comp Cd

Work Comp Cd identifies particular workers’ compensation type for the wages to be paid and must first be set up in Workers’ Compensation Maintenance (02.380.00).

Billable

Billable specifies whether to markup, include, or exclude the transaction from revenue recognition and invoicing in the project system.

Service Call Info

Clicking Service Call Info opens Service Call Information (02.010.01). The button is available if Payroll is selected in Payroll Interface on the Service Dispatch Service Series Setup Maintenance (SD.000.00) screen. See “Service Call Info (02.010.01)” on page 128 for more information.
Service Call Info (02.010.01)

Service Call ID

Service Call ID displays the service call identifier associated with the selected service call.

Line Types

Line Types selects the appropriate behavior related to the specific line item record. A selection may be made from the following line types:

- **Billable** — This option creates a transaction in the Accounts Receivable module.
- **In-house Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The In-house Warranty option also enables you to create operation reports for analysis.
- **Manufacturer’s Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The Manufacturer’s Warranty option also enables you to create operation reports for analysis.
- **Non-billable** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. If a negative quantity is used, then the detail record in Issues (10.020.00) of Inventory is defined as a credit memo.
- **Project** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a project ID present on the service call as well as a task ID associated with the detail line item. Project line items sent from inventory updates the profitability of the respective project.
- **Service Contract** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a contract ID to be present on the service call as well as a contract ID to be associated with the detail line item. Service contract line types update the Contract History Profitability table.

Line Item ID

Line Item ID indicates inventory items from the Inventory module. These inventory items are the parts and/or labor that are needed to complete a service call. An inventory item may be selected either by typing in the desired inventory item or by accessing the Inventory Item List and selecting the desired inventory item. The inventory description displays to the right of **Line Item ID**.

Contract ID

Contract ID associates a line item with a service contract in the Service Contracts module. **Contract ID** is enabled only when the line type is set to Service Contract.

Equip ID

Equip ID links a piece of equipment to the line item. Equipment identifiers may be entered in any line type. If populated, costs associated with the line item record update the Equipment History table.
Billable Hours

Billable Hours contains the number of billable hours to charge to the customer as revenue. Billable Hours is enabled for billable line types only.

Unit Price

Unit Price contains the unit price for a line item. The unit price may differ from the stock base price if any special pricing is applicable (for example, site or contract pricing, mark-up ID, etc.). Unit Price is enabled for billable line types only.

Extended Price

Extended Price contains the price of a detail line item. This value is calculated by multiplying the unit price by the quantity used. This value may be overridden. Extended Price is enabled for billable line types only.
Time and Dollar Entry (02.020.00)

Use Time and Dollar Entry (02.020.00) to enter timesheet information for hourly or salary employees when you need the ability to override standard pay rates or to enter supplemental wages, such as cash bonuses or wages associated with varying responsibilities. This screen is one of two Payroll module screens used to enter employee timesheet information. The other is Time Entry (02.010.00). All employee timesheets entered in Time and Dollar Entry (02.020.00) default to the standard rate entered for each employee in Employee Maintenance (02.250.00).

Entering timesheets for salary or exception employees is optional. Both types of employees will be paid their standard salary without timesheet entries. If you enter a salaried employee’s timesheet, the software uses zero as the default pay rate. Accepting the default causes the timesheet entry to have no effect on the employee’s earnings. It does, however, determine how the standard salary is distributed among projects maintained by the Project Controller module and among payroll expense accounts maintained by the General Ledger module. If Project Controller is set up to integrate with Payroll, Time and Dollar Entry (02.020.00) will allow entry of project related information (for example, project, task, billable). Any non-zero rate or earning entered for a salaried employee is considered a supplemental wage and is paid in addition to the standard salary. Salaried employee earnings are charged to the default payroll expense account, subaccount, earnings type, and work location entered for each employee in Employee Maintenance (02.250.00).

If you enter exception employee timesheets, the software uses the standard hourly rate entered for each employee in Employee Maintenance (02.250.00), as long as timesheet earnings are not zero. When timesheet earnings are zero, the earnings are based on the employee’s standard salary and charged to the default account, subaccount, earnings type, and work location entered for each employee in Employee Maintenance (02.250.00).

After you release a batch of timesheets, the software can generate a batch control report, listing all of the timesheets you have entered for the batch. This report generates only if you select Automatic Batch Reports in GL Setup (01.950.00).

Note: Reversing timesheet should be entered in the same screen as the original timesheet; however a salaried employee’s normal/standard salary must be reversed in Time and Dollar Entry (02.020.00).
Following are the field descriptions for *Time and Dollar Entry* (02.020.00).

**Number**

*Number* is a numeric code which uniquely identifies a transaction batch. The software automatically assigns a different batch number to each new transaction batch created based on the value at **Last Batch Number in PR Setup** (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports.

To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then select the Delete function. The software prompts you for the correct action:

- **Yes** — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- **No** — Stop the Delete function (all information related to the batch is retained in the database).

You can only delete a batch with a status of On Hold or Balanced.

**Status**

*Status* indicates the current condition of the transaction batch in the system:

- **On Hold** — Not to be released.
- **Balanced** — Ready for release.
- **Partially Released** — Could not be completely released due to an out-of-balance condition or other situation.
- **Completed** — Released and available for processing.

A batch’s status only changes as a result of changing its **Handling** value prior to exiting *Time and Dollar Entry* (02.020.00) or, in the case of a balanced or partially released batch, upon using **Release PR Batches** (02.400.00).

**Handling**

**Handling** controls the batch management function that should be performed when you complete batch entry. The batch handling options are:

- **Hold** — Save the transaction batch for future editing (changes or additions). The details of a transaction batch on hold can be obtained by generating the **PR Edit** (02.810.00) report.
- **Release Later** — Set the batch’s status to Balanced so it can be released for posting using **Release PR Batches** (02.400.00).
- **Release Now** — Release the transaction batch for processing upon accessing a new or different batch or exiting *Time and Dollar Entry* (02.020.00).
- **No Action** — Leave the current status of the batch unchanged (see **Status**).

**Units Control**

**Units Control** is the total number of pay units in the timesheet entry batch. For example, a batch of three timesheets, each with 40 units, has a units control amount of 120. The units can be hours, pieces, or any other measurable quantity used to calculate employee pay. You can make negative timesheet entries to adjust previously entered timesheets, so **Units Control** can be negative.

If a batch’s **Units Control** does not equal the total of units entered, a warning message appears when attempting to exit the screen, at which point you can change the **Units Control** amount, put the batch on hold (see **Status**), or delete the batch. A batch which is not in balance cannot be released.

**Units Total**

**Units Total** is a running total of the number of pay units entered for the batch. As units are entered, the value at **Units Total** increments by the amount entered. If a batch’s **Units Control** amount does not
equal this total when you attempt to release the batch, a warning message appears. **Units Total** can be a negative amount.

**Earnings Control**

**Earnings Control** is the monetary total of the employee timesheet entry batch. For example, a batch of three timesheet entries, each with earnings of $400, has an earnings control amount of $1200. You can make negative timesheet entries to adjust previously entered timesheets, so the **Earnings Control** amount can be negative. If a batch’s **Earnings Control** amount does not equal the total of earnings entered, a warning message appears when attempting to release the batch, at which point you can change the **Earnings Control** amount, correct the timesheet entries, or put the batch on hold (see **Status**). A batch not in balance cannot be released and processed.

**Earnings Total**

**Earnings Total** is a running total of the earnings computed for the batch. As the earnings are added, the value at **Earnings Total** increments by the amount entered. For example, if you add a timesheet entry value at $400, the **Earnings Total** increases by $400. The **Earnings Total** must equal the **Earnings Control** amount before you can release the batch. A negative number is valid.

**Reference Nbr**

**Reference Nbr** relates the payroll time entry to the employee timesheet from which it came. Use of **Reference Nbr** is optional. Reference numbers are useful for reporting purposes, since they appear on the **Time Entry** (02.600.00) report.

**Date**

**Date** is typically the date of the timesheet’s creation in the database. The date appears with the timesheet on payroll transaction reports. The default date is the current date.

**Employee ID**

**Employee ID** is a unique code associating the payroll time entry with a specific employee. The ID entered here must be that of an employee whose information is already contained in the database. Normally, employees are set up using **Employee Maintenance** (02.250.00) prior to timesheet entry. However, an employee’s information can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.)

**Company ID**

**Company ID** is the identification code of the company.

**Work Location ID**

**Work Location ID** is a code indicating the work location of the employee whose time is being entered. The work location defaults to the value entered in **Employee Maintenance** (02.250.00). If you change the value of Work Location ID, the new ID entered must first be set up in **Work Location Maintenance** (02.280.00). However, a work location can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.)

**Earnings Type**

**Earnings Type** automatically displays the default earnings type ID set up in **Employee Maintenance** (02.250.00). This earnings type can be changed if necessary. The earnings type defines the kind of pay being entered according to the values created in **Earnings Type Maintenance** (02.270.00): regular pay, overtime, etc. Using these earnings types, the software automatically generates the appropriate payroll deductions for each employee as it calculates employee pay. You can also define an earnings type to record benefit usage (for example, vacation time) when entering timesheets. An earnings type can also be entered using the Quick Maintenance feature. (See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.)
Contribute To Net Pay

Contribute To Net Pay designates whether or not the earnings contribute to the net pay of the employee whose time is being entered. Contribute To Net Pay automatically defaults to the value set up in Earnings Type Maintenance (02.270.00). The contribute-to-net-pay options are:

- Yes — The earnings type is considered payable.
- No — The earnings type is to be used for deduction calculations only. Earnings of this type (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee’s payroll check. This option also applies to an earnings type set up for benefit usage.

Check Seq

If Allow Multiple Checks Per Pay Period is enabled in PR Setup (02.950.00), Check Seq determines for which check sequence the earnings are taken. If Allow Multiple Checks Per Pay Period is disabled, the pre-defined 01 sequence is used.

Std Rate

Std Rate indicates the standard unit rate for all type employees (hourly, exception, and salary). The value is used in Calculation (02.500.00) to calculate deductions based on standard earnings (Std Rate x Units). It automatically defaults to the same as Rate. For example, either the unit rate established in the Pay Info tab of Employee Maintenance (02.250.00) or zero for salary employee benefit usage.

Units

Units is the amount of time (in pay units and hundredths of units) which the employee worked. Hours are typically used as pay units, but you can also use “pieces” or any other unit of measure that makes sense. Use a negative number to adjust previously entered timesheets.

Rate

Rate indicates the unit rate for each hourly or exception employee. The value automatically defaults to the standard unit rate established in the Pay Info tab of Employee Maintenance (02.250.00).

- If the unit rate default is accepted, the software uses the current standard unit rate entered in Employee Maintenance (02.250.00) to calculate earnings (see “Calculation (02.500.00)” on page 277).
- If the standard unit rate is changed after entering timesheet information in this screen but before completing Calculation (02.500.00), the software uses the new standard unit rate for calculation. Changes to the standard rate after payroll calculation do not affect transactions already calculated.
- If the standard unit rate for the timesheet entered in this screen is overridden, the payroll calculation process always uses the rate entered for the timesheet in this screen. Zero appears automatically as the rate for salary and exception employees. Salary employees are always paid the standard salary entered in Employee Maintenance (02.250.00). However, if earnings or a rate and units are entered here for an employee, these earnings are paid to the employee in addition to the standard salary.

As you complete Calculation (02.500.00), the software uses the current standard salary for the calculation, regardless of when the timesheet entries were made. If the rate and earnings for a salary employee’s timesheet are zero, the timesheet entry does not increase the amount of earnings. However, it does specify how the standard salary is to be distributed to accounts in General Ledger and optionally distributed to project records maintained by the Project Controller module.

Earnings

Earnings displays the product of the entries at Units, Rate, and Pay Rate Multiplier entered in Earnings Type Maintenance (02.270.00).
Payroll/Direct Deposit

- If the product of the two fields is greater than zero, the amount displayed cannot be changed.
- If either of the entries at **Units** or **Rate** equals zero, an earnings amount must be entered.
- If the product of the two fields is zero, earnings must be entered.

If the earnings for a salary employee’s timesheet are not zero, the software adds the earnings amount to the employee’s standard salary for the current pay period. This function is useful for paying supplemental wages, such as bonuses.

**Account**

**Account** is the payroll expense account to which the timesheet entry is to be charged. The default payroll expense account entered in **Employee Maintenance** (02.250.00) appears automatically if the **Earnings Type** entered contributes to net pay. The account entered here must be set up in General Ledger’s **Chart of Accounts Maintenance** (01.260.00). However, an account can also be entered using Quick Maintenance (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores the value in **Account**.

**Note:** If you enter values at **Project** and **Task**, the default project account set up in Project Controller’s **Project Maintenance** (PA.PRJ.00) appears here automatically.

If the project or work order selected is a manufacturing work order, the General Ledger Expense Account entered will be replaced with its related Work-In-Process General Ledger Account. This account is retrieved from the Account Category/GL Interface table, which is maintained in the Work Order module. See the online help or user guide for more comments.

For further discussion, review the online help or user guide in the Work Order module, under the heading “Keeping WIP Synchronized.”

**Project**

**Project** (project ID) associates the employee’s timesheet entry with a specific project set up in Project Controller’s **Project Maintenance** (PA.PRJ.00). **Project** is available only if the timesheet entry’s account number (see **Account**) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A project can also be entered using Quick Maintenance (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

If you enter a value at **Project**, the software requires you to enter a value at **Task**. Note that if the Project Controller module is not installed, **Project** and **Task** do not appear on the screen.

**Task**

**Task** (task ID) associates the employee’s timesheet entry with a specific task set up in Project Controller’s **Project Maintenance** (PA.PRJ.00). **Task** is available only if the timesheet entry’s account number (see **Account**) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide).

Entry of a task ID is required if you enter a project ID in **Project**. Note that if the Project Controller module is not installed, **Project** and **Task** do not appear on the screen.

**Sub**

**Sub** is the payroll expense subaccount to which the timesheet entry is to be charged. The default payroll expense subaccount entered in **Employee Maintenance** (02.250.00) appears automatically if the **Earnings Type** entered contributes to net pay. The subaccount entered here must be set up in General Ledger’s **Subaccount Maintenance** (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores **Sub**.
Note: If you enter values at Project and Task, the task’s default subaccount or if there is not a default for the task, then the default project subaccount set up in Project Controller’s Project Maintenance (PA.PRJ.00) appears here automatically.

Work Comp Cd

Work Comp Cd identifies a particular workers’ compensation type for the wages to be paid and must first be set up in Workers’ Compensation Maintenance (02.380.00).

Billable

Billable specifies whether to markup, include, or exclude the transaction from revenue recognition and invoicing in the project system.

Service Call Info

Clicking Service Call Info opens Service Call Information (02.020.01). The button is available if Payroll is selected in Payroll Interface on the Service Dispatch Service Series Setup Maintenance (SD.000.00) screen. See “Service Call Info (02.020.01)” on page 136 for more information.
Service Call Info (02.020.01)

Service Call ID
Service Call ID displays the service call identifier associated with the selected service call.

Line Types
Line Types selects the appropriate behavior related to the specific line item record. A selection may be made from the following line types:

- **Billable** — This option creates a transaction in the Accounts Receivable module.
- **In-house Warranty** — This option creates a non-billable COGS transaction in *Issues* (10.020.00) of the Inventory module. The In-house Warranty option also enables you to create operation reports for analysis.
- **Manufacturer’s Warranty** — This option creates a non-billable COGS transaction in *Issues* (10.020.00) of the Inventory module. The Manufacturer’s Warranty option also enables you to create operation reports for analysis.
- **Non-billable** — This option creates a non-billable COGS transaction in *Issues* (10.020.00) of the Inventory module. If a negative quantity is used, then the detail record in *Issues* (10.020.00) of Inventory is defined as a credit memo.
- **Project** — This option creates a COGS transaction in *Issues* (10.020.00) of the Inventory module. Using this line type requires a project ID present on the service call as well as a task ID associated with the detail line item. Project line items sent from inventory updates the profitability of the respective project.
- **Service Contract** — This option creates a COGS transaction in *Issues* (10.020.00) of the Inventory module. Using this line type requires a contract ID to be present on the service call as well as a contract ID to be associated with the detail line item. Service contract line types update the Contract History Profitability table.

Line Item ID
Line Item ID indicates inventory items from the Inventory module. These inventory items are the parts and/or labor that are needed to complete a service call. An inventory item may be selected either by typing in the desired inventory item or by accessing the Inventory Item List and selecting the desired inventory item. The inventory description displays to the right of Line Item ID.

Contract ID
Contract ID associates a line item with a service contract in the Service Contracts module. Contract ID is enabled only when the line type is set to Service Contract.

Equip ID
Equip ID links a piece of equipment to the line item. Equipment identifiers may be entered in any line type. If populated, costs associated with the line item record update the Equipment History table.
**Billable Hours**

*Billable Hours* contains the number of billable hours to charge to the customer as revenue. *Billable Hours* is enabled for billable line types only.

**Unit Price**

*Unit Price* contains the unit price for a line item. The unit price may differ from the stock base price if any special pricing is applicable (for example, site or contract pricing, mark-up ID, etc.). *Unit Price* is enabled for billable line types only.

**Extended Price**

*Extended Price* contains the price of a detail line item. This value is calculated by multiplying the unit price by the quantity used. This value may be overridden. *Extended Price* is enabled for billable line types only.
Review/Edit Check (02.030.00)

Use Review/Edit Check (02.030.00) after you calculate payroll (see “Calculation (02.500.00)” on page 277) to review each employee’s earnings and deductions. Review/Edit Check (02.030.00) also allows you to adjust deduction amounts only prior to printing payroll checks. The software recalculates deductions during the calculation process, so any values changed in this screen are lost if you recalculate payroll and clear unselected items. After you print payroll checks (see “Checks (02.630.00)” on page 326), the current units and current amounts displayed in this screen return to zero.

Figure 91: Review/Edit Check (02.030.00)

Following are the field descriptions for Review/Edit Check (02.030.00).

Employee ID

Employee ID is a unique code that identifies the employee whose check you want to review or change. The employee ID you enter must be set up previously in Employee Maintenance (02.250.00). However, an employee’s information can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Check Sequence

If Allow Multiple Checks Per Pay Period is enabled in PR Setup (02.950.00), Check Sequence determines for which check sequence the earnings are taken. If Allow Multiple Checks Per Pay Period is disabled, the pre-defined 01 sequence is used. Use the Check Sequence numbers that have been set up in Check Sequence Maintenance (02.390.00). For example, to ensure that separate checks are written for different pay types, you might use check sequence number 01 for your standard timesheets. Vacation time might use sequence number 02, and bonuses could use sequence number 03.
Name
Name is the employee name associated with the ID entered at Employee ID.

Company ID
Company ID is the identification code of the company that employs the employee.

Status
Status indicates the employee’s current status in the system. Employee status options are:
- Active — All Payroll module operations can be completed for the employee.
- Hold — All Payroll module operations can be completed for the employee except for payroll calculation and check printing/direct depositing.
- Inactive — All Payroll module operations can be completed for the employee except payroll time entry, payroll calculation, and check printing/direct depositing.

The employee’s status cannot be changed in this screen. Use Employee Maintenance (02.250.00) to change an employee’s status. However, employee information can also be entered using Quick Maintenance (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Pay Type
Pay Type indicates if the employee is an hourly, salary, or exception wage employee. The employee’s pay type is set up in the Pay Info tab of Employee Maintenance (02.250.00), and cannot be changed in this screen. However, employee information can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Pay Group ID
Pay Group ID displays a code associating the employee with a specific pay group. The employee’s pay group is set up in the Pay Info tab of Employee Maintenance (02.250.00), and cannot be changed in this screen. However, employee information can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Pay Frequency
Pay Frequency displays the employee’s frequency of pay:
- Biweekly (26 pay periods per year)
- Monthly (12 pay periods per year)
- Semimonthly (24 pay periods per year)
- Weekly (normally 52 pay periods per year)

The value at Pay Frequency is display-only. It is associated with the Pay Group ID which is set up in the Pay Info tab of Employee Maintenance (02.250.00).

Current Gross Earnings
Current Gross Earnings shows the employee’s gross earnings for the current pay period. This total includes earnings which do not contribute to net pay.

If Allow Multiple Checks Per Pay Period is enabled in PR Setup (02.950.00), the amount is relevant to the selected check sequence only.

Current Gross Deductions
Current Gross Deductions shows the total employee deductions for the current pay period. The software automatically updates this total if deductions are added or changed in this screen. This total includes deductions not withheld from the employee (employer withheld expenses).
If **Allow Multiple Checks Per Pay Period** is enabled in *PR Setup (02.950.00)*, the amount is relevant to the selected check sequence only.

**Current Net Earnings**

**Current Net Earnings** shows the employee’s net earnings (total gross earnings less total deductions) for the current period. Earnings that do not contribute to net pay and deductions not withheld from the employee (employer withheld expenses) are not included in the net earnings for the current amount. Deductions not withheld from the employee are not printed on the payroll check stub. If you add or change deductions in this screen, the software automatically updates this total.

If **Allow Multiple Checks Per Pay Period** is enabled in *PR Setup (02.950.00)*, the amount is relevant to the selected check sequence only.

**YTD Gross Earnings**

**YTD Gross Earnings** shows the employee’s gross earnings for the year-to-date. This total includes earnings which do not contribute to net pay.

**YTD Gross Deductions**

**YTD Gross Deductions** shows the total employee deductions for the year-to-date. The software automatically updates this total if deductions are added or changed in this screen. This total includes deductions not withheld from the employee (employer withheld expenses).

**YTD Net Earnings**

**YTD Net Earnings** shows the employee’s net earnings (total gross earnings less total deductions) for the year-to-date. Earnings that do not contribute to net pay and deductions not withheld from the employee (employer withheld expenses) are not included in the net earnings for the year-to-date amount. Deductions not withheld from the employee are not printed on the payroll check stub. If you add or change deductions in this screen, the software automatically updates this total.

**Recalculate Subject Earnings (check box)**

When a deduction amount is changed and **Recalculate Subject Earnings** check box is selected, the subject earnings and/or deduction amounts will be recalculated. If not selected, the subject earnings or other deductions based on the changed deduction will not be recalculated.

**Example:** An employee wants to have their 401K amount to change for one check. Changing the amount from $10 to $100 will reduce the Fed1 taxes for that check. If the **Recalculate Subject Earnings** check box is selected the Fed1 taxes will be recalculated automatically. In this example, if the **Recalculate Subject Earnings** is not selected, there will be no change in the amount of Fed1 that was calculated originally for the check.

The default is to have the **Recalculate Subject Earnings** check box selected.

**Refresh Deductions (button)**

**Refresh Deductions** will become active when the **Recalculate Subject Earnings** check box is selected. Click **Refresh Deductions** to refresh the display of the revised deductions section of the screen. It is necessary to select to display the amounts when the recalculation of subject earnings has revised more than the current deduction. If **Refresh Deduction** button is not selected, the calculation will take place and be saved when the record is saved; however, you will not see that change on the screen.

**Earnings Type**

**Earnings Type** displays the earnings type ID set up in *Employee Maintenance (02.250.00)* for this employee. The earnings type defines the entry according to the values in *Earnings Type Maintenance (02.270.00)*: regular pay, overtime, etc. Using these earnings types, the software automatically generates the appropriate payroll deductions for each employee as it calculates employee pay.
Data Entry Screens

Contrib Net Pay

Contrib Net Pay designates whether or not the earnings contribute to the net pay of the employee whose time is being entered. Contrib Net Pay defaults to the value in Earnings Type Maintenance (02.270.00). The Contrib Net Pay options are:

- Yes (checked) — The earnings type are considered payable.
- No (unchecked) — The earnings type is to be used for deduction calculations only. Earnings of this type (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee's payroll check.

Work Location ID

Work Location ID is a code indicating the work location of the employee whose time is being entered. The work location defaults to the value entered for the employee in Employee Maintenance (02.250.00).

Curr Units

Curr Units specifies the employee's pay units (hours, pieces, etc.) for each type of earnings in the current pay period. For the units to change, timesheets (positive or negative) must be entered in either Time Entry (02.010.00) or Time and Dollar Entry (02.020.00). Payroll must then be recalculated (see "Calculation (02.500.00)" on page 277) if changes are to be included. Payroll can be recalculated as many times as necessary to correct earnings prior to printing checks and subsequent posting to General Ledger.

If Allow Multiple Checks Per Pay Period is enabled in PR Setup (02.950.00), the amount is relevant to the selected check sequence only.

Curr Amount (Earnings)

Curr Amount indicates the employee's dollar value of earnings for the current pay period. For the current dollar amount to change, timesheet entries (positive or negative) must be entered in either Time Entry (02.010.00) or Time and Dollar Entry (02.020.00). Payroll must then be recalculated (see "Calculation (02.500.00)" on page 277) if changes are to be included. Payroll can be recalculated as many times as necessary to correct earnings prior to printing checks and posting them to General Ledger.

If Allow Multiple Checks Per Pay Period is enabled in PR Setup (02.950.00), the amount is relevant to the selected check sequence only.

YTD Amount (Earnings)

YTD Amount indicates the year-to-date amount for each earnings type. This total includes the amount of earnings displayed under Curr Amount.

Deduction ID

Deduction ID is a unique code that identifies a specific deduction, and can be changed or deleted. New deductions can also be added. When you are adding a deduction, the ID entered here must first be set up in Deduction Maintenance (02.290.00). However, a deduction ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information). If the deduction type ID displayed represents a deduction not withheld from the employee, (but, for example, is an employer liability) the amount displayed is included in total deductions but not in the check total.

Reduces Net Pay

Reduces Net Pay designates whether or not the deduction reduces the net pay of the employee. Reduces Net Pay automatically defaults to the value set up in Deduction Maintenance (02.290.00). The Reduces Net Pay options are:

- Yes (checked) — The deduction should be withheld from the employee.
• No (unchecked) — The deduction should not be withheld. The amount displayed will be reflected in total deductions, but not in the check total.

**Curr Amount (Deductions)**

*Curr Amount* displays the dollar value for each employee deduction for the current period. If *Calculation* (02.500.00) has not been completed in the current pay period, the amount displayed here is zero. If a different deduction amount is entered and payroll is calculated again, the software recalculates the deduction amount even though it has been overridden on the screen.

If *Allow Multiple Checks Per Pay Period* is enabled in *PR Setup* (02.950.00), the amount is relevant to the selected check sequence only.

**Note:** Changing this amount could cause changes to the *Curr SubjDed* and *Curr Amount* (deductions) that are based on the deduction changed. These changes will take place if the *Recalculate Subject Earnings* checkbox is selected.

**YTD Amount (Deductions)**

*YTD Amount* displays the year-to-date total for each of the employee’s deduction types. This amount includes the amount of deductions displayed under *Curr Amount*. If you change the current deduction amount, the software changes the year-to-date amount by the same value.

**Curr SubjDed**

*Curr SubjDed* represents the earnings upon which a deduction is based for calculation. The software also uses this amount in *941 Quarterly Federal Tax Worksheet* (02.750.00) report to calculate the Form 941 quarterly tax return, and in *W-2 Calculation* (02.510.00) to calculate the wages reported on *W-2 Forms* (02.741.00) and in *Generate W2 Electronic File* (02.742.00). If you enter or perform maintenance on a deduction amount, you should verify the accuracy of its current earnings subject amount.

If *Allow Multiple Checks Per Pay Period* is enabled in *PR Setup* (02.950.00), the amount is relevant to the selected check sequence only.

**Note:** Changing *Curr Amount* could cause changes to the *Curr SubjDed* for the current deduction and other deductions if they are based a deduction that has changed. These changes will take place if the *Recalculate Subject Earnings* checkbox is selected.

**Curr Arrearage**

*Curr Arrearage* specifies the amount by which the year-to-date total arrearage should be adjusted. Enter a negative amount to decrease the total and positive amount to increase it.

**YTD Arrearage**

*YTD Arrearage* is disabled. It shows the total year-to-date arrearage amount.

If *Allow Multiple Checks Per Pay Period* is enabled in *PR Setup* (02.950.00), the amount is relevant to the selected check sequence only.
## Manual Check Entry (02.040.00)

Use Manual Check Entry (02.040.00) to enter information for manual (hand-written) payroll checks. For all manual checks entered, the software automatically updates payroll information without requiring entry of timesheets (see “Time Entry (02.010.00)” on page 123 and “Time and Dollar Entry (02.020.00)” on page 130) or calculation of payroll (see “Calculation (02.500.00)” on page 277). Payroll information, including employee earnings and deduction information, is updated based on the calendar month, calendar quarter, and calendar year of the check date. The software also updates the accounts and subaccounts used for maintaining payroll balances; however, accounts and subaccounts are updated based on the period to post, which specifies the fiscal period and year to which the checks should be posted in General Ledger.

After you release a batch of manual checks, the software can generate a batch control report listing all manual checks entered for the batch. This report generates only if you select **Automatic Batch Reports** in GL Setup (01.950.00).

![Figure 92: Manual Check Entry (02.040.00)](image-url)
Following are the field descriptions for *Manual Check Entry* (02.040.00).

**Number (Batch)**

**Number** is a numeric code assigned to a transaction batch which uniquely identifies it in the database. The software automatically assigns a different batch number to each new transaction batch created based on the value at **Last Batch Number** in *PR Setup* (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports.

To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then select the Delete function. The software prompts you for the correct action:

- **Yes** — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- **No** — Stop the Delete function (all information related to the batch is retained in the database).

You can only delete a batch with a status of On Hold or Balanced.

**Period to Post**

**Period to Post** specifies the fiscal period and year to which the checks being entered should be posted in general ledger records. For example, 02-1999 causes transactions to be posted to the second period of fiscal year 1999. The default value is the current fiscal period and year. The period to post must belong to a valid fiscal period as specified in *GL Setup* (01.950.00).

**Status**

**Status** indicates the current condition of the transaction batch in the system:

- **On Hold** — Not to be released.
- **Balanced** — Ready for release.
- **Partially Released** — Could not be completely released due to an out-of-balance document or other problem.
- **Posted** — Released and posted to General Ledger.
- **Unposted** — Released for posting to General Ledger but not yet posted.
- **Completed** — Released and available for processing but will not update General Ledger.

A batch’s status only changes as a result of changing its **Handling** value prior to exiting *Manual Check Entry* (02.040.00) or, in the case of a balanced or partially released batch, upon using *Release PR Batches* (02.400.00).
Handling

Handling controls the batch management function that should be performed when you complete batch entry. The batch handling options are:

- **Hold** — Save the transaction batch for future editing (changes or additions). The details of a transaction batch on hold can be obtained by generating the PR Edit (02.810.00) report.
- **Release Later** — Set the batch’s status to Balanced in preparation for later release for posting in Release PR Batches (02.400.00).
- **Release Now** — Release the transaction batch for processing on accessing a new or different batch or exiting Time Entry (02.010.00).
- **No Action** — Leave the current status of the batch unchanged (see Status).

Benefit Accrue

Designate the checks entered in the batch to accrue benefits. If the checks being entered should not accrue benefits, clear the Benefit Accrue check box.

Batch Control

Batch Control is the monetary total of the manual check batch. For example, if three checks, each carrying a sum of $50, are to be entered, the batch control amount equals $150. If the batch control amount does not match the total of the transactions entered, a warning message appears when you attempt to release the batch. You can then adjust the batch control amount, edit the check amounts, or give the batch an On Hold status (see Status) and save it for future editing.

Batch Total

Batch Total is a running total of the earnings amounts less the deductions amounts. Earnings that do not contribute to net pay and deductions that are not withheld from the employee are not included in the batch total. The software increments the batch total by the amount of each check as the checks are entered. A batch can be released even if the batch total and the batch control amount are not equal, but all checks within the batch must be in balance and have at least one detail line.

Acct

Acct is the cash account to which the check entry is to be charged. The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Number (Check)

Number is the number of the manual check being entered. The software automatically pads the check number entered with leading zeroes (for example, check 856 is automatically entered as 000856).

Date

Date indicates the date when the manual check was written. The current date is the default date. Payroll month-, quarter-, and year-to-date information is updated based on the calendar month, calendar quarter, and calendar year, respectively of the check date.

Employee

Employee is a unique ID associating the check entry with a specific employee. The ID entered here must be that of an employee whose information is already contained in the database. Normally, employees are set up using Employee Maintenance (02.250.00) prior to data entry. However, an employee’s information can also be entered using the Quick Maintenance feature. The Quick Maintenance and possible values features can be used throughout the Payroll module.

Company ID (Check)

Company ID is the identification code of the company that the employee is employed by.
Pay Period

Pay Period indicates the number of the pay period, based on the calendar year, to which the check being entered belongs. The pay period can be any number between 1 and 52:

- Weekly (1 through 52)
- Biweekly (1 through 26)
- Semimonthly (1 through 24)
- Monthly (1 through 12)

Period Beg

Period Beg is the beginning date of the pay period to which the check belongs.

Period End

Period End is the ending date of the pay period to which the check belongs.

Sub

Sub is the cash subaccount to which the check entry is to be charged. The subaccount entered here must be set up in Shared Information’s Flexkey Definition (21.320.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Pay Type

Pay Type indicates if the employee is an hourly, salary, or exception wage employee. The pay type is set up in the Pay Information tab of Employee Maintenance (02.250.00) and is for display only in this screen.

Amount

Amount is the face value of the manual check. Zero can be entered as the check amount, but a negative check amount cannot be entered. For each manual check, note that the check total (after all earnings and employee paid deductions are entered) must equal the check amount before you can exit Manual Check Entry (02.040.00) or enter information for another manual check.

Gross Units

Gross Units is a running total of the earnings Units entered. This total includes earnings units that do not contribute to net pay.

Gross Earnings

Gross Earnings is a running total of the earnings Amounts entered. This total includes earnings amounts that do not contribute to net pay.

Gross Deductions

Gross Deductions is a running total of the deduction Amounts entered. This total includes deductions not withheld from the employee (employer paid expenses).

Net Earnings

Net Earnings shows the employee’s net earnings (total gross earnings less total deductions) for the current check. Earnings that do not contribute to net pay and deductions not withheld from the employee (employer paid expenses) are not included in the check total for units or amount. You cannot enter negative checks. The net earnings amount must equal the check amount before the software will create the completed check. After a check is created, the software resets the net earnings amount to zero.
**Earnings Type**

**Earnings Type** displays the earnings type ID set up for the employee in *Employee Maintenance* (02.250.00). The earnings type defines the entry according to the values in *Earnings Type Maintenance* (02.270.00): regular pay, overtime, etc. However, an earnings type can also be entered using the Quick Maintenance feature.

**Company ID (Earnings)**

Company ID is the identification code of the company.

**Contributes To Net Pay**

**Contributes To Net Pay** designates whether the earnings contribute to the net pay of the employee whose check is being entered. **Contributes To Net Pay** automatically defaults to the value set up in *Earnings Type Maintenance* (02.270.00). The **Contributes To Net Pay** options are:

- Yes (checked) — The earnings type is considered payable.
- No (unchecked) — The earnings type is to be used for deduction calculations only. Earnings of this type (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee's payroll check.

**Work Location**

**Work Location** is a code indicating the work location of the employee whose check is being entered. The work location defaults to the value entered in *Employee Maintenance* (02.250.00). If you change the value at **Work Location**, the new ID entered must first be set up in the database using *Work Location Maintenance* (02.280.00). However, a work location can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Units**

**Units** is the number of pay units (in units and hundredths of units) to be processed for the entry.

**Amount (Earnings)**

**Amount** determines the amount of the employee’s total earnings for the transaction detail line. A negative amount can be entered if the net earnings amount does not become negative. The amount of earnings entered for the employee updates the employee’s month-, quarter-, and year-to-date earnings totals. Amounts entered from a manual check are added to these totals.

**Account (Earnings)**

**Account** is the payroll expense account to which the earnings are to be charged. The default payroll expense account entered in *Employee Maintenance* (02.250.00) appears automatically if the earnings type entered contributes to net pay. The account entered here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00). However, an account can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores **Account**.

**Note:** If you enter values at **Project** and **Task**, the default project account set up in Project Controller’s *Project Maintenance* (PA.PRJ.00) appears here automatically.

If the project or work order selected is a manufacturing work order, the General Ledger Expense Account entered will be replaced with its related Work-In-Process General Ledger Account. This account is retrieved from the Account Category/GL Interface table, which is maintained in the Manufacturing Work Order module. See the online help or user guide for more comments.

For further discussion, review the online help or user guide in the Work Order module, under the heading “Keeping WIP Synchronized.”

Project

**Project** (project ID) associates the employee’s timesheet entry with a specific project set up in Project Controller’s *Project Maintenance* (PA.PRJ.00). **Project** is available only if the timesheet entry’s account number (see **Account**) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A project can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

If you enter a value at **Project**, the software requires you to enter a value at **Task**. Note that if the Project Controller module is not installed, **Project** and **Task** do not appear on the screen.

Task

**Task** (task ID) associates the employee’s timesheet entry with a specific task set up in Project Controller’s *Project Maintenance* (PA.PRJ.00). **Task** is available only if the timesheet entry’s account number (see **Account**) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide).

Entry of a task ID is required if you enter a project ID in **Project**. Note that if the Project Controller module is not installed, **Project** and **Task** do not appear on the screen.

Sub (Earnings)

**Sub** is the payroll expense subaccount to which the earnings are to be charged. The default payroll expense subaccount entered in *Employee Maintenance* (02.250.00) appears automatically if the earnings type entered contributes to net pay. The subaccount entered here must be set up in Shared Information’s *Flexkey Definition* (21.320.00), *Flexkey Table Maintenance* (21.330.00), and General Ledger’s *Subaccount Maintenance* (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores **Sub**.

**Note:** If you enter values at **Project** and **Task**, the task’s default subaccount or if there is not a default for the task, then the default project subaccount set up in Project Controller’s *Project Maintenance* (PA.PRJ.00) appears here automatically.

Labor Class

**Labor Class** categorizes time charged to projects and serves as a breakdown of the types of work performed. The default is the **Labor Class** input in *Employee Position/Rate Maintenance* (58.290.00) with an effective date closest to, but not greater than, the date entered for the project input. If a record is not found for the project input, (for example, if **Project** is blank) the default labor class is used. **Labor Class** is verified to be non-blank when the line in the grid is completed. Possible values for this required field may be viewed and selected by pressing F3.

Union

Input the union code applicable for this line item. It defaults to the union code input in *Employee Position/Rate Maintenance* (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate (PJEMPJT) record (where **Project** is blank) is always used to retrieve the default union but may be overwritten. Possible values for this optional field may be viewed and selected by pressing F3.

Work Type

**Work Type** defines a work category within the labor class for union workers. The default for this optional field is the **Work Type** input in *Employee Position/Rate Maintenance* (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate record (where **Project** is blank) is always used to retrieve the default work type but may be overwritten.
Cert PR
This flag is used to exempt a timecard line item from prevailing wage rate consideration. No is the default if the project does not have a prevailing wage ID associated with it and cannot be modified. For projects that have a prevailing wage ID associated with them, this setting defaults to Yes but may be changed for a particular line item that is not eligible for prevailing wage rates.

Group Cd
Group Cd is a modifier or subclass of a labor class for projects that contain a prevailing wage ID. The default for this optional field is the group code input in Employee Position/Rate Maintenance (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate record (where Project is blank) is always used to retrieve the default group code, but may be overwritten.

Prev Wage Cd
Prev Wage Cd identifies the prevailing wage that should be used to default the rate. Prevailing Wage is a general heading for the government’s regulations and controls on the pay rates for certain laborers (trades or crafts) performing work under contracts covered by federal and/or state regulations and guidelines. The combination of prevailing wage code, labor class, and group (an optional subclass of labor class) must be unique for Prevailing Wage Rate table (PJWAGEPR). Use Prevailing Wage Rate Maintenance (58.280.00) to view and maintain prevailing wage codes. Each timesheet must contain a Y in Cert PR to be eligible for a prevailing wage rate. Prev Wage Cd is display-only when project is entered, enabled I if there is no project and timesheet is eligible for prevailing wage (Cert PR = Y).

Work Comp Cd
Work Comp Cd identifies a particular workers’ compensation type for the wages to be paid and must first be set up in Workers’ Compensation Maintenance (02.380.00).

Shift
Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code is used to add an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift). Possible values may be viewed and selected by pressing F3.

Billable
Billable specifies whether to markup, include, or exclude the transaction from revenue recognition and invoicing in the project system.

Service Call Info
Clicking Service Call Info opens Service Call Information (02.240.01). The button is available if Payroll is selected in Payroll Interface on the Service Dispatch Service Series Setup Maintenance (SD.000.00) screen. See “Service Call Info (02.040.01)” on page 152 for more information.

Deduction ID
Deduction ID is a unique code that identifies a specific deduction, and can be changed or deleted. New deductions can also be added. When you are adding a deduction, the ID entered here must first be set up in Deduction Maintenance (02.290.00). However, a deduction ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information). If the deduction type ID displayed represents a deduction not withheld from the employee, (but, for example, is an employer liability) the amount displayed is included in total deductions but not in the check total.
Reduce Net Pay

Reduce Net Pay designates whether or not the deduction reduces the net pay of the employee. Reduce Net Pay automatically defaults to the value set up in Deduction Maintenance (02.290.00). Options are:

- Yes (checked) — The deduction should be withheld from the employee.
- No (unchecked) — The deduction should not be withheld. The amount displayed will be reflected in the total deductions, but not in the check total. This represents the deduction is an employer paid expense.

Company ID (Deductions)

Company ID is the identification code of the company.

Amount (Deductions)

Amount is the employee’s deduction amount. This amount must be entered and must be nonzero. The amount of deductions entered for the employee updates the employee’s month-, quarter-, and year-to-date deduction totals. Amounts entered from a manual check are added to these totals.

EarnSubj

EarnSubj is the amount of the employee’s earnings subject to the stated deduction. The software also uses this amount in 941 Quarterly Federal Tax Worksheet (02.750.00) to calculate the Form 941 quarterly tax return, and in W2 Calculation (02.510.00) to calculate the wages reported on the W-2 Forms (02.741.00) report and in Generate W2 Electronic File (02.742.00). If you enter or perform maintenance on a deduction amount, you should verify the accuracy of its earnings subject amount. If you do not enter an amount here, the software calculates the earnings subject amount for the deduction when the check is released. EarnSubj is the amount of the employee’s earnings subject to the stated deduction.

- If an amount is entered here, that amount is used to update the earnings subject to the deduction when the batch is released.
- If EarnSubj is set to zero, upon release of the batch the earnings subject to the deduction will be calculated if there is an earnings type with earnings and the deduction is attached to the earnings type and work location.
- If EarnSubj is set to zero and the deduction is not attached to the earnings type or to the work location for the manual check, even if there is an earnings amount, the deduction’s earnings subject will remain zero upon release of the batch.
- If EarnSubj is set to zero with no earnings entered but a negative deduction amount is entered, then the deduction’s earnings subject will remain zero upon release of the batch.

Arrearage

Arrearage specifies the amount by which the year-to-date total arrearage should be adjusted. Enter a negative amount to decrease total and a positive amount to increase it.

Account (Deductions)

Account is the default withholding account to be updated by the amount of the deduction. The default account number is set up in Deduction Maintenance (02.290.00). You can enter a different account number or accept the default. Any account you enter must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). However, an account can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Sub (Deductions)

Sub is the default withholding subaccount to be updated by the amount of the deduction. The default subaccount number is set up in Deduction Maintenance (02.290.00). If a subaccount is entered here,
it must be set up in Shared Information’s Flexkey Definition (21.320.00), Flexkey Table Maintenance (21.330.00), and General Ledger’s Subaccount Maintenance (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).
Service Call Info (02.040.01)

Service Call ID

Service Call ID displays the service call identifier associated with the selected service call.

Line Types

Line Types selects the appropriate behavior related to the specific line item record. A selection may be made from the following line types:

- **Billable** — This option creates a transaction in the Accounts Receivable module.
- **In-house Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The In-house Warranty option also enables you to create operation reports for analysis.
- **Manufacturer’s Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The Manufacturer’s Warranty option also enables you to create operation reports for analysis.
- **Non-billable** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. If a negative quantity is used, then the detail record in Issues (10.020.00) of Inventory is defined as a credit memo.
- **Project** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a project ID present on the service call as well as a task ID associated with the detail line item. Project line items sent from inventory updates the profitability of the respective project.
- **Service Contract** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a contract ID to be present on the service call as well as a contract ID to be associated with the detail line item. Service contract line types update the Contract History Profitability table.

Line Item ID

Line Item ID indicates inventory items from the Inventory module. These inventory items are the parts and/or labor that are needed to complete a service call. An inventory item may be selected either by typing in the desired inventory item or by accessing the Inventory Item List and selecting the desired inventory item. The inventory description displays to the right of **Line Item ID**.

Contract ID

Contract ID associates a line item with a service contract in the Service Contracts module. **Contract ID** is enabled only when the line type is set to Service Contract.

Equip ID

Equip ID links a piece of equipment to the line item. Equipment identifiers may be entered in any line type. If populated, costs associated with the line item record update the Equipment History table.
Billable Hours

Billable Hours contains the number of billable hours to charge to the customer as revenue. Billable Hours is enabled for billable line types only.

Unit Price

Unit Price contains the unit price for a line item. The unit price may differ from the stock base price if any special pricing is applicable (for example, site or contract pricing, mark-up ID, etc.). Unit Price is enabled for billable line types only.

Extended Price

Extended Price contains the price of a detail line item. This value is calculated by multiplying the unit price by the quantity used. This value may be overridden. Extended Price is enabled for billable line types only.
Check Reconciliation (02.050.00)

Use Check Reconciliation (02.050.00) to compare and reconcile payroll checks that have been cleared by the bank with the original check amounts as they were entered at the time of check generation. In Microsoft Dynamics SL, payroll check reconciliation typically involves entering the record of all cleared checks in this screen, resolving any discrepancies with the bank, and generating the Check Reconciliation (02.760.00) report in support of the reconciliation.

Note: This screen is inaccessible if Cash Manager is installed.

Figure 94: Check Reconciliation (02.050.00)

Following are the field descriptions for Check Reconciliation (02.050.00).

Number (Batch)

Number is a numeric code assigned to a transaction batch that uniquely identifies it in the database. The system automatically assigns a different batch number to each new transaction batch created based on the value at Last Batch Number in PR Setup (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports.

To edit a transaction batch, select its batch number. To delete a batch, select its batch number then select the Delete function. The software prompts you for the correct action:

- Yes — Delete (void) the batch (all information related to the batch is removed from the database).
- No — Stop the Delete function (all information related to the batch is retained in the database).

Checking Acct

Checking Acct is the checking account with which the check(s) should be reconciled. The default checking account that appears here was set up in PR Setup (02.950.00) prior to regular data entry operations. The account entered here must be set up in General Ledger’s Chart of Account Maintenance (01.260.00).

Checking Sub

Checking Sub is the checking subaccount with which the check(s) should be reconciled. The default checking subaccount that appears here was set up in PR Setup (02.950.00) prior to regular data entry operations. The subaccount entered here must be set up in Shared Information’s Flexkey Definition (21.320.00), Flexkey Table Maintenance (21.330.00), and General Ledger’s Subaccount Maintenance (01.270.00).
Status

**Status** indicates the current condition of the transaction batch in the system:

- **On Hold** — Not to be released.
- **Balanced** — Ready for release.
- **Partially Voided** — Void was interrupted and must be completed.
- **Completed** — Released and available for posting but will not update General Ledger.

A batch’s status only changes as a result of changing its **Handling** value prior to exiting **Check Reconciliation** (02.050.00) or, in the case of a balanced or partially released batch, upon using **Release PR Batches** (02.400.00).

Handling

**Handling** controls the batch management function that should be performed when you complete batch entry. The batch handling options are:

- **Hold** — Save the transaction batch for future editing (changes or additions). The details of a transaction batch on hold can be obtained by generating the **PR Edit** (02.810.00) report.
- **Release Later** — Set the batch’s status to Balanced in preparation for later release for posting in **Release PR Batches** (02.400.00).
- **Release Now** — Release the transaction batch for processing on accessing a new or different batch, or exiting **Check Reconciliation** (02.050.00).
- **No Action** — Leave the current status of the batch unchanged (see **Status**).

Cleared Control

**Cleared Control** is the monetary total of the transaction batch. For example, a batch with cleared checks totaling $1,050 has a cleared control amount of $1,050. If a batch’s **Cleared Control** amount does not equal its **Cleared Total**, a warning message appears when you attempt to exit the batch. You can then adjust the **Cleared Control** amount, give the batch a status of On Hold (see **Status**) and save it for future editing, or void the batch.

Cleared Total

**Cleared Total** is a running total of all cleared check amounts entered for the transaction batch. As the checks are entered, the value at **Cleared Total** increments by the check amount entered. If a batch’s **Cleared Control** amount does not equal its **Cleared Total**, a warning message appears when you attempt to exit the batch. Before entry of a batch of cleared checks can be completed, the total cleared and the batch control amount must be equal.

Number

**Number** identifies the cleared check being reconciled.

Cleared Amount

**Cleared Amount** is the monetary value of the check as reported by the bank. Entering a cleared amount different from the original check amount produces a warning message.

Check Date

**Check Date** shows the date when the software generated the payroll check.

Employee ID

**Employee ID** associates the cleared check being entered with the employee to whom the check was issued.
Employee History (02.060.00)

Use Employee History (02.060.00) to review employee month-, quarter-, and year-to-date payroll activity. When the software is in Initialize mode (see the System Manager online help or user guide); you can also use this screen to enter an employee’s earnings, deductions, and benefits history. This is normally completed when you set up the Payroll module to establish the proper employee history in the database.

**Note:** Any editing required can only be done when the software is in the Initialize mode.

History of changes within a year can be reviewed by selecting Pay Audit... from this screen.

![Employee History (02.060.00)](image)

**Figure 95: Employee History (02.060.00)**

Following are the field descriptions for Employee History (02.060.00).

**Employee ID**

Employee ID is a unique identification code that identifies which employee’s history is currently being displayed. The ID entered here must be that of an employee whose information has already been entered in the database using Employee Maintenance (02.250.00). However, an employee ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Calendar Year**

Calendar Year specifies the calendar year for which you wish to review employee history.
View Pay Audit...(button)

View Pay Audit... opens Pay Audit (02.060.03) when clicked. Pay Audit (02.060.03) displays the audit records created when a change is made to the Pay Info or Deductions tab in Employee Maintenance (02.250.00). See “Pay Audit (02.060.03)” on page 161.

Earnings ID

Earnings ID specifies the various earnings types attributed to the employee for the selected calendar year. Earnings types are defined using Earnings Type Maintenance (02.270.00).

Work Location ID

Work Location ID specifies the various work locations associated with the earnings types attributed to the employee for the selected calendar year. Work locations are defined using Work Location Maintenance (02.280.00).

YTD Units

YTD Units shows the year-to-date total of pay units associated with the earnings type. The amount is presented in units and hundredths of units. This number can be negative due to cross-year adjustments.

YTD Earnings

YTD Earnings shows the year-to-date total of gross earnings associated with the earnings type. This number can be negative due to cross-year adjustments.

Contributes To Net Pay

Contributes To Net Pay specifies whether or not the stated earnings type contributed to the employee’s net pay.

Earnings: Quarter 1/Quarter 2/Quarter 3/Quarter 4

Earnings: Quarter 1/Quarter 2/Quarter 3/Quarter 4 show the first through fourth quarterly totals of gross earnings associated with the earnings type.

Earnings Detail by Month

Clicking Earnings Detail by Month opens Earnings Detail (02.060.01).

Earnings

Earnings shows the net earnings associated with the earnings type for the current month.

Units

Units shows the total pay units associated with the earnings type for the current month.

Deduction ID

Deduction ID identifies specific deductions attributable to the employee during the selected calendar year.

YTD Deductions

YTD Deductions indicates the year-to-date monetary total of deductions associated with the stated deduction ID. This amount can be negative due to adjustment entries.

YTD Per Taken

YTD Per Taken specifies the total number of periods year-to-date in which the deduction has been taken.
YTD Earnings Subj Ded

YTD Earnings Subj Ded indicates the year-to-date monetary total of earnings subject to the stated deduction ID.

Reduces Net Pay

Reduces Net Pay indicates whether or not the specified deduction has reduced the employee’s net pay. The deduction is an employee deduction.

YTD Arrearage

YTD Arrearage shows the total year-to-date arrearage amount. Turn on Initialize mode to make adjustments to this field.

Deductions: Quarter 1/Quarter 2/Quarter 3/Quarter 4

Deductions: Quarter 1/Quarter 2/Quarter 3/Quarter 4 indicate the monetary total of first-through-fourth quarter deductions for the stated deduction ID.

Earnings Subj Ded: Quarter 1/Quarter 2/Quarter 3/Quarter 4

Earnings Subj Ded: Quarter 1/Quarter 2/Quarter 3/Quarter 4 are the amounts of the employee's first-through-fourth quarter earnings subject to the stated deduction ID.

Deduction Detail By Month

Clicking Deduction Detail By Month opens Deduction Detail (02.060.02).

Deductions

Deductions shows the deductions associated with the stated deduction ID for the current month.

Earnings Subject

Earnings Subject shows the total earnings subject to the deduction selected for the current month.

QTD (Gross)

QTD specifies which quarter amounts are reported at Gross Earnings and Gross Deductions.

Gross Earnings: QTD and YTD

Gross Earnings shows the quarter-to-date and year-to-date gross monetary earnings for the selected employee in the designated calendar year.

Gross Deductions: QTD and YTD

Gross Deductions shows the quarter-to-date and year-to-date gross monetary deductions for the selected employee in the designated calendar year.

QTD (Net)

QTD specifies which quarter amounts are reported at Net Earnings. Note that you can use this field to display a Net Earnings quarter that is different from the Gross Earnings and Gross Deductions quarter.

Net Earnings: QTD and YTD

Net Earnings shows the quarter-to-date and year-to-date net monetary earnings for the selected employee in the designated calendar year.
**Earnings Detail (02.060.01)**

Use *Earnings Detail* (02.060.01) to review detailed information about employee earnings.

![Earnings Detail (02.060.01)](image)

**Figure 96: Earnings Detail (02.060.01)**

Following are the field descriptions for *Earnings Detail* (02.060.01).

**Earnings**

*Earnings* shows the total of gross earnings, by month, associated with the earnings type.

**Units**

*Units* shows the total units, by month, associated with the earnings type.

**Deduction Detail (02.060.02)**

Use *Deduction Detail* (02.060.02) to review detailed information about employee deductions.

![Deduction Detail (02.060.02)](image)

**Figure 97: Deduction Detail (02.060.02)**

Following are the field descriptions for *Deduction Detail* (02.060.02).
Deductions
Deductions shows the monetary total of deductions, by month, associated with the deduction ID.

Earnings Subject
Earnings Subject shows the monetary total, by month, of earnings subject to the deduction ID.
Pay Audit (02.060.03)

Pay Audit (02.060.03) displays the audit records created when a change is made to the Pay Info or Deductions tab in Employee Maintenance (02.250.00). The screen displays the payment related changes at the top and the Deduction related in a grid at lower section of the screen. Each record has the date, user and comment that was made when it was created.

![Pay Audit (02.060.03)](image)

*Figure 98: Pay Audit (02.060.03)*

**Pay Changes Area**

The Pay Changes area contains the date, User ID and Comments made when the change was saved in Employee Maintenance (02.250.00). In this section Revised will be selected if the Pay Group ID, Pay Type, Std Salary Rate, or Std Unit Rate has a change.

**Deductions Area**

The Deductions Area displays rows showing the deduction information for the audit information. If Revised is selected on one of the rows, that item was changed. Highlight the row with the change and click Compare to Previous button. This will open Deduction Audit Detail (02.060.04). In Deduction Audit Detail (02.060.04), Revised will be selected if an item had changed. For more information, see “Reviewing Employee Earnings and Deductions History” on page 110.
Void Check Entry (02.070.00)

Use Void Check Entry (02.070.00) to void payroll checks that have already been produced. In Microsoft Dynamics SL, voiding a check reverses the related check transactions that occurred when the check was produced and adjusts the appropriate employee’s earnings, deductions, and benefits to reflect the cancellation of payment without reinstating timesheet entries. If you use this screen to void a check, the status of the original check appears as Void on the Check Register (02.640.00) report. The void check produced receives a Void Check (VC) document type with a document status of Void. A void check uses the same reference number as the original check, and both checks appear on the Check Register (02.640.00).

Note: A check from any fiscal period can be voided. However, only checks with a status of Outstanding can be voided. You cannot void checks that have been reconciled.

After you release a batch of voided checks, the software will generate a batch control report listing all void checks entered for the batch. This report is produced only if you select Automatic Batch Reports in GL Setup (01.950.00).

Figure 99: Void Check Entry (02.070.00)

Following are the field descriptions for Void Check Entry (02.070.00).

Number

Number is a numeric code assigned to a transaction batch which uniquely identifies it in the database. The software automatically assigns a different batch number to each new transaction batch created according to the Last Batch Number in PR Setup (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports.

To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- No — Stop the Delete function (all information related to the batch is retained in the database).

You can only delete a batch with a status of On Hold or Balanced.
Period to Post

Period to Post specifies the fiscal period and year to which the checks being entered should be posted. For example, 02-1999 causes transactions to be posted to the second period of fiscal year 1999. The default is the current fiscal period-year. The period to post must belong to a valid fiscal period as specified in GL Setup (01.950.00).

Status

Status indicates the current condition of the transaction batch in the system:

- On Hold — Not to be released.
- Balanced — Ready for release.
- Partially Voided — Void was interrupted and must be completed.
- Posted — Released and posted to General Ledger.
- Unposted — Released for posting to General Ledger but not yet posted.
- Void — Voided checks.

A batch’s status only changes as a result of changing its Handling value prior to exiting Void Check Entry (02.070.00) or, in the case of a balanced or partially released batch, upon using Release PR Batches (02.400.00).

Handling

Handling controls the batch management function that should be performed when you complete batch entry. The batch handling options are:

- Hold — Save the transaction batch for future editing. The details of a transaction batch on hold can be obtained by generating the PR Edit (02.810.00) report.
- Release Later — Set the batch’s status to Balanced in preparation for later release for posting using Release PR Batches (02.400.00).
- Release Now — Release the transaction batch for processing upon accessing a new or different batch or exiting Void Check Entry (02.070.00).
- No Action — Leave the current status of the batch unchanged (see Status).

Control

Control is the monetary total of the transaction batch. For example, a batch with void check amounts totaling $1,050 has a batch control amount of $1,050. If a batch’s batch control amount does not equal its batch total (see Total), a warning message appears when you attempt to exit the batch. You can adjust the batch control amount, void check amount(s), give the batch a status of On Hold (see Status) and save it for future editing, or delete the batch.

Total

Total is the sum of all void check amounts entered for the void check batch.

Account

Account indicates the checking account originally credited for the amount of the check(s). The checking account for each transaction detail line defaults to the account number entered in the previous line.

Sub

Sub indicates the checking subaccount originally credited for the amount of the check(s). The checking account for each transaction detail line defaults to the subaccount number entered in the previous line.
Check Nbr
Check Nbr identifies the check being voided. Only the number of an outstanding check generated by the software can be entered.

Orig Check Date
Orig Check Date indicates the date when the check being voided was issued.

Void Date
Void Date indicates the date when the check was voided. Void date defaults to the current Business Date but can be overwritten. The date determines the payroll quarter and year the void check will update as well as the day for the daily cash balance in Cash Manager.

Pay Period
Pay Period is the pay period of the original check.

Period Beg
Period Beg is the beginning date of the original check’s pay period.

Period End
Period End is the ending date of the original check’s pay period.

Check Amount
Check Amount is the face value (net amount) of the original check to be voided.

Employee ID
Employee ID is the identifying code that associates the check being voided with the employee to whom it was originally issued.

Name
Name is the name associated with the employee ID.

Reactivate Earnings
Reactivate Earnings specifies whether or not the batch release should mark the timesheets as being unpaid when the void check is released.

When the Reactivate Earnings check box is selected, the time sheets and all of the corresponding transactions linked to the timesheet will remain available for a new payroll check to be printed.

If the Reactivate Earnings check box is not selected and you want to issue a replacement check, enter a new timesheet for the employee in Time Entry (02.010.00) or Time and Dollar Entry (02.020.00) in Payroll; Advanced Timesheet Entry by Employee (58.010.00) or Advanced Timesheet Entry by Project (58.020.00) in Advanced Payroll; Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00) in Time and Expense for Project. Be careful not to overstate the project amounts.

Note: It is recommended that you select Reactivate Earnings when a check is being replaced. If the check is incorrect in some manner, you should clear the Reactivate Earnings check box.
Net Check Entry (02.080.00)

Use Net Check Entry (02.080.00) to prepare payroll checks with the net amount defined (net to gross checks). Example of such check is a bonus check for the predefined net amount. For all net checks entered, the software automatically calculates the amount of gross earnings and the amounts of each deduction for such type of check without requiring entry of timesheets in Time Entry (02.010.00) or Time and Dollar Entry (02.020.00).

After you release a batch of net checks, the software automatically updates payroll information and prepares payroll checks for printing. You can view the net check in Check Preview (02.620.00) and print the net check, using Checks (02.630.00).

You cannot release a net check batch if there is another released and not printed & kept payroll check for the employee (either calculated or net check). And vice versa — you cannot calculate payroll for the employee, who has a released and not printed & kept net check (though you can still repeat calculation even if there is a calculated check for the employee).

Following are the field descriptions for Net Check Entry (02.080.00).

**Number**

**Number** is a numeric code assigned to a transaction batch, which uniquely identifies it in the database. The software automatically assigns a different batch number to each new transaction batch created based on the value at Last Batch Number in PR Setup (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports.

To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then select the Delete function. The software prompts you for the correct action:

- **Yes** — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- **No** — Stop the Delete function (all information related to the batch is retained in the database).
Check Date

Check Date is the date to be printed on the checks. The date entered here determines which month-, quarter-, and year-to-date amounts will be updated. For example, a check date of 07/07/99 will update the month of July, quarter 3, and year-to-date fields for 1999.

Status

Status indicates the current condition of the transaction batch in the system:

- Hold — Not to be released.
- Balanced — Ready for release.
- Partially Released — Could not be completely released due to an out-of-balance condition or other situation.
- Completed — Released and available for processing.

A batch’s status only changes as a result of changing its handling value prior to exiting Net Check Entry (02.080.00) or, in the case of a balanced or partially released batch, upon using Release PR Batches (02.400.00).

Handling

Handling controls the batch management function that should be performed when you complete batch entry. The batch handling options are:

- Hold — Save the batch for future editing (changes or additions). The details of a batch on hold can be obtained by generating PR Edit (02.810.00).
- Release Later — Set the batch’s status to Balanced so it can be released for posting using Release PR Batches (02.400.00).
- Release Now — Release the batch for processing upon accessing a new or different batch or exiting Net Check Entry (02.080.00).
- No Action — Leave the current status of the batch unchanged (see Status).

Batch Control

Batch Control is the monetary total of the net check entry batch. For example, a batch of three check entries, each with a net amount of $400, has a net check control amount of $1200. If a batch’s Batch Control amount does not equal the total of checks entered, a warning message appears when attempting to release the batch, at which point you can change the batch control amount, correct the check entries, or put the batch on hold (see Status). A batch not in balance cannot be released and processed.

Batch Total

Batch Total is a running total of the net check amounts computed for the batch. As the checks are added, the value at Batch Total increments by the amount entered. For example, if you add a check for $400 net, Batch Total increases by $400. Batch Total must equal the Batch Control amount before you can release the batch.

Load Employees

Brings up Load Employees (02.080.10), which allows loading an entire pay group into details to the Net Check Entry (02.080.00) screen in a one step.

Employee ID

Employee ID is a unique code associating the payroll time entry with a specific employee. The ID entered here must be that of an employee whose information is already contained in the database. Normally, employees are set up using Employee Maintenance (02.250.00) prior to check entry. However, an employee’s information can also be entered using the Quick Maintenance feature. The employee name associated with the ID is displayed below the field.
Company ID

Company ID is the identification code of the company.

Net Check Amount

Net Check Amount is the face value of the check to be printed. Zero can be entered as the net check amount, but a negative check amount cannot be entered.

Earnings Type

Earnings Type defines the kind of pay being entered according to the values created in Earnings Type Maintenance (02.270.00). Using these earnings types, the software automatically generates the appropriate payroll deductions for each employee as it calculates employee pay.

Note: At Net Check Entry (02.080.00), only NET, a special kind of earnings type, can be entered. The NET earnings type can be only associated with fixed percentage on gross earnings base type OR fixed amount deductions, such as bonus rates for federal income tax and state income tax.

Work Location ID

Work Location ID is a code indicating the work location of the employee whose check is being entered. The work location defaults to the value entered in Employee Maintenance (02.250.00). If you change the value of the work location ID, the new ID entered must first be set up in Work Location Maintenance (02.280.00). However, a work location can also be entered using the Quick Maintenance feature.

Pay Period Nbr

Pay Period Nbr specifies the number of the pay period, which the check is associated to. Since all deductions for an employee are not necessarily taken every pay period, the pay period number can affect which deductions are taken (see Deduction Maintenance (02.290.00)).

Account

Account is the payroll expense account to which the check is to be charged. The default payroll expense account entered in Employee Maintenance (02.250.00) appears automatically. The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). However, an account can also be entered using the Quick Maintenance feature.

Project

Project (project ID) associates the employee’s check with a specific project set up in Project Controller’s Project Maintenance (PA.PRJ.00). Project is available only if the check’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A project can also be entered using the Quick Maintenance feature.

Note: If you enter a value at Project, the software requires you to enter a value at Task. If the Project Controller module is not installed, Project and Task do not appear on the screen.

Task

Task (task ID) associates the employee’s check with a specific task set up in Project Controller’s Project Maintenance (PA.PRJ.00). Task is available only if the check’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A task can also be entered using the Quick Maintenance feature.

Entry of a task ID is required if you enter a project ID in Project. Note that if the Project Controller module is not installed, Project and Task do not appear on the screen.
Sub
Sub is the payroll expense subaccount to which the check is to be charged. The default payroll expense subaccount entered in Employee Maintenance (02.250.00) appears. The subaccount entered here must be set up in General Ledger’s Subaccount Maintenance (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature.

Note: If you enter values at Project and Task, the default project subaccount set up in Project Controller’s Project Maintenance (PA.PRJ.00) appears here automatically.

Work Comp Cd
Work Comp Cd identifies a particular workers’ compensation type for the wages to be paid and must first be set up in Workers’ Compensation Maintenance (02.380.00).

Billable
Billable specifies whether to markup, include, or exclude the transaction from revenue recognition and invoicing in the project system.

Service Call Info
Clicking Service Call Info opens Service Call Information (02.080.02). The button is available if Payroll is selected in Payroll Interface on the Service Dispatch Service Series Setup Maintenance (SD.000.00) screen. See “Service Call Info (02.080.02)” on page 171 for more information.
Load Employees (02.080.01)

Use Load Employees (02.080.01) to add net checks for an entire pay group and specify default values for these checks.

![Load Employees (02.080.01)](image)

Figure 101: Load Employees (02.080.01)

Following are the field descriptions for Load Employees (02.080.01).

**Net Check Amount**

Default amount that will be inserted into Net Check Amount fields in Net Check Entry (02.080.00). Zero can be entered as the check amount, but a negative check amount cannot be entered.

**Earnings Type**

Default earnings type ID to be inserted into Earnings Type fields in Net Check Entry (02.080.00).

**Note:** Only Net Check, a special kind of earnings type, can be entered on this screen. The Net Check earnings type can be associated only with fixed percentage on gross earnings base type OR fixed amount deductions, (for example, bonus rates for federal income tax and state income tax.

**Work Location ID**

Default work location ID that will be inserted into Work Location ID fields in Net Check Entry (02.080.00). The ID entered must first be set up in Work Location Maintenance (02.280.00). However, a work location can also be entered using the Quick Maintenance feature.

**Account**

Default General Ledger account number that will be inserted into Account fields in Net Check Entry (02.080.00). If blank — default employee expense account will be used, otherwise this value will overwrite employee default expense account. The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). However, an account can also be entered using the Quick Maintenance feature.
Project
Default project ID that will be inserted into Project fields in Net Check Entry (02.080.00). Project is available only if the check’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A project can also be entered using the Quick Maintenance feature.

Note: If you enter a value at Project, the software requires you to enter a value at Task. If the Project Controller module is not installed, Project and Task do not appear on the screen.

Task
Default task ID that will be inserted into Task fields in Net Check Entry (02.080.00). Task is available only if the check’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A task can also be entered using the Quick Maintenance feature.

Entry of a task ID is required if you enter a project ID at Project. Note that if the Project Controller module is not installed, Project and Task do not appear on the screen.

Sub
Default subaccount that is inserted into Sub in Net Check Entry (02.080.00). If blank — default employee subaccount is used, otherwise this value overwrites employee default subaccount. The subaccount entered here must be set up in General Ledger’s Subaccount Maintenance (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature.

Note: If you enter values at Project and Task, the default project subaccount set up in the Project Controller’s Project Maintenance (PA.PRJ.00) appears here automatically.

Pay Group ID
Pay Group ID displays the ID of the employee pay group to be added to Net Check Entry (02.080.00). The ID entered here must be set up in Pay Group Maintenance (02.320.00).

The system adds active-status employees within the specified pay group only. You must enter at least one valid pay group ID.

Description
Description displays the description associated with the pay group ID.

Pay Frequency
Pay Frequency is the frequency of pay for the group whose payroll is to be calculated. Pay Frequency options are:

- Biweekly — 26 pay periods per year
- Monthly — 12 pay periods per year
- Semimonthly — 24 pay periods per year
- Weekly — 52 pay periods per year

Pay Period Nbr
Default number of the pay period to be inserted into Pay Period Nbr fields in Net Check Entry (02.080.00).
Data Entry Screens

Service Call Info (02.080.02)

Service Call ID

Service Call ID displays the service call identifier associated with the selected service call.

Line Types

Line Types selects the appropriate behavior related to the specific line item record. A selection may be made from the following line types:

- Billable — This option creates a transaction in the Accounts Receivable module.
- In-house Warranty — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The In-house Warranty option also enables you to create operation reports for analysis.
- Manufacturer’s Warranty — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The Manufacturer’s Warranty option also enables you to create operation reports for analysis.
- Non-billable — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. If a negative quantity is used, then the detail record in Issues (10.020.00) of Inventory is defined as a credit memo.
- Project — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a project ID present on the service call as well as a task ID associated with the detail line item. Project line items sent from inventory updates the profitability of the respective project.
- Service Contract — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a contract ID to be present on the service call as well as a contract ID to be associated with the detail line item. Service contract line types update the Contract History Profitability table.

Line Item ID

Line Item ID indicates inventory items from the Inventory module. These inventory items are the parts and/or labor that are needed to complete a service call. An inventory item may be selected either by typing in the desired inventory item or by accessing the Inventory Item List and selecting the desired inventory item. The inventory description displays to the right of Line Item ID.

Contract ID

Contract ID associates a line item with a service contract in the Service Contracts module. Contract ID is enabled only when the line type is set to Service Contract.

Equip ID

Equip ID links a piece of equipment to the line item. Equipment identifiers may be entered in any line type. If populated, costs associated with the line item record update the Equipment History table.
Billable Hours

Billable Hours contains the number of billable hours to charge to the customer as revenue. Billable Hours is enabled for billable line types only.

Unit Price

Unit Price contains the unit price for a line item. The unit price may differ from the stock base price if any special pricing is applicable (for example, site or contract pricing, mark-up ID, etc.). Unit Price is enabled for billable line types only.

Extended Price

Extended Price contains the price of a detail line item. This value is calculated by multiplying the unit price by the quantity used. This value may be overridden. Extended Price is enabled for billable line types only.
Employee Maintenance (02.250.00)

Use Employee Maintenance (02.250.00) to set up employee payroll information such as name and address, employee ID, expense accounts, and pay rate. An employee’s ID and associated information must exist in the database before the Payroll module can recognize that employee ID as valid. The software does not allow timesheet entry, nor does it calculate earnings and deductions, for any employee whose information has not been entered in Employee Maintenance (02.250.00).

Normally, you enter an employee’s information prior to document entry. However, some employee information can be entered on the fly in certain Payroll module screens such as Time Entry (02.010.00), Time and Dollar Entry (02.020.00), Review/Edit Check (02.030.00), Manual Check Entry (02.040.00), Check Reconciliation (02.050.00), and Void Check Entry (02.070.00), using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

You can also use Employee Maintenance (02.250.00) to review month-, quarter-, and year-to-date information about an employee’s pay, deductions, and benefits.

Figure 103: Employee Maintenance (02.250.00)
Following are the field descriptions for *Employee Maintenance* (02.250.00).

**Employee ID**

**Employee ID** is a unique code distinguishing the employee from all other employees in the database (see “Employee IDs” on page 11 for more information). Once an employee’s information is set up in the database, you cannot change the employee’s associated ID. The only way to change an ID is to delete and re-enter the employee's information, using a new employee ID. To edit an employee’s information, select the employee’s ID. To delete an employee’s information, select the employee’s ID then select the Delete function. The software prompts you for the correct action:

- **Yes** — Delete the employee information (all information and history is removed from the database).
- **No** — Stop the Delete function (all employee information is retained in the database).

**Note:** You cannot delete an employee’s information unless both the employee’s current and future payroll balances are zero. The software does not allow deletion of year-to-date earnings if they are not equal to zero.

**Status**

**Status** indicates whether or not payroll operations (timesheet entry, payroll calculation, and check printing) should be performed for the employee. The employee status options are:

- **Active** — All payroll operations are allowed for the employee. When you add a new employee, the Active status is displayed automatically.
- **Hold** — All payroll operations except payroll calculation and check printing are allowed for the employee. The software automatically skips these operations for Hold-status employees.
- **Inactive** — All payroll operations except payroll time entry, payroll calculation, and check printing are allowed for the employee. The software automatically skips the payroll calculation and check printing operations for Inactive-status employees.

If an employee has been terminated and you must keep the employee’s records in order to print a W-2 Wage and Tax Statement, give the employee an Inactive status. This prevents the printing of any additional payroll checks for the employee.

**Comment**

Enter a comment that describes the change you have made to the Employee. **Comment** is displayed on Pay Audit (02.060.03) and the Deduction Audit List format of Employees (02.680.00) report. **Comment** is activated when changes are made to the Pay Info and Deductions tabs. For example, when you change an employee’s pay, you might enter “Pay raise for the year” in **Comment**.
Employee Maintenance, Employee Tab

Use the Employee tab to establish miscellaneous default information for an employee such as date employed, Social Security number, and various W-2 related information. The software uses this information when calculating payroll for the employee and it appears on many reports.

W2 First Name
W2 First Name specifies the employee’s first name as shown on the employee’s social security card.

W2 Middle Name
W2 Middle Name specifies the employee’s middle name or initial as shown on the employee’s social security card.

W2 Last Name
W2 Last Name specifies the employee’s last name as shown on the employee’s social security card.

Suffix
Suffix specifies the employee’s alphabetic suffix (for example, Sr., Jr., or IV). Degrees and titles should not be entered for the suffix. Include a suffix only if it is included on the employee’s Social Security card.
Name

*Name* is the name of the employee. The name entered here appears on all payroll checks generated for the employee and all payroll reports with which the employee is associated. Also, the name entered here populates **W2 First Name**, **W2 Middle Name**, **W2 Last Name**, and **Suffix** in **W2 Calculation** (02.510.00). It governs how the employee’s name appears on the W2.

Since names are used in many different ways (reports, checks, letters, etc.), the software recognizes the @ sign to designate the name’s primary sort word for alphabetical organization. For example, entering Robert G. @Smith signals the software to alphabetize by Smith rather than Robert. This way, the name appears normally on reports and checks, but is still organized alphabetically by last name.

Department

**Department** designates the department code where the employee is primarily working. This field is only used for informational purposes and for sorting checks when they are printed. There is no validation performed on this field.

Company ID

**Company ID** is the identification code of the company. The **Company ID** cannot be changed once deductions are attached to the employee in the **Deductions** tab of **Employee Maintenance** (02.250.00). These deductions are either added manually or automatically by the Calculation process. If the employee works for several companies, which will result in a W-2 from each company, a separate employee ID must be created for each company ID. An employee’s time can be charged to other companies based on the **Allow Multiple Company Time Entry** check box in **PR Setup** (02.950.00).

Date of Birth

**Date of Birth** is the employee’s birth date. Entry in this field is optional.

Date Employed

**Date Employed** is the date of the employee’s first working day. This date can be changed at any time.

Date Terminated

**Date Terminated** is the date of the employee’s last working day. You cannot enter a termination date for an employee unless the employee’s status has been changed to Inactive. This date can be changed at any time.

Last Check Date

**Last Check Date** is the date of the last check issued to the employee. Entry in this field is optional.

Social Security Nbr

**Social Security Nbr** displays the employee’s Social Security number. An employee’s Social Security number can be changed at any time. You must enter a Social Security number for each employee.

Marital Status

**Marital Status** specifies the employee’s marital status. Options are:

- Head of Household
- Married — Joint (filing a joint tax return with spouse/partner)
- Married — Separate (filing a separate tax return)
- Single

**Marital Status** is used to calculate tax deductions. The selection here typically matches what is marked on the W-4 completed by the employee. Marital status determines which tax table is used when the calculation takes place.
Nbr Personal Exemptions

Nbr Personal Exemptions displays the number of personal exemptions claimed by the employee. This is the default number of exemptions used when a deduction is set up for an employee. To specify another number of exemptions for deductions (for example, the allowable number of federal personal exemptions is different from the number of state personal exemptions permitted), go to the Employee Maintenance (02.250.00). Deductions tab, and specify a personal exemptions number other than this default for those deductions that require the change.

Nbr Other Exemptions

Nbr Other Exemptions displays the number of other exemptions normally claimed by the employee. This is the default number of exemptions used when a deduction is set up for an employee.

Electronic W-2 Reporting

Electronic W-2 Reporting specifies whether or not the employee’s information is included in the electronic W-2 reporting file.

Medicare Qualified

Medicare Qualified specifies whether the employee qualifies for Medicare. The Medicare Qualified check box is for government employees only.

Statutory Employee

Statutory Employee specifies whether the employee is subject to Social Security tax (FICA) but not to federal income tax withholding (FIT). If selected, the employee’s statutory status is indicated in the statutory box on the W-2 Wage Statement form or in the employee’s record within the W-2 electronic file.

Direct Depositor

Clicking Direct Depositor opens Direct Depositor Maintenance (02.350.00), which is used to set up and maintain employee direct deposit information.

Project Info

Clicking Project Info opens Project Controller’s Employee Maintenance (PA.EMP.00), which is used to define employee information accessed by the Project Controller module (see “Employee Maintenance (PA.EMP.00)” in the Project Controller online help or user guide).

HIRE Act Employee

HIRE Act Employee specifies whether the employee qualifies for the Hiring Incentives to Restore Employee (HIRE) Act. If selected, the employer is exempt from their share of social security tax on wages paid to the employee from March 19, 2010 through December 31, 2010. You must remove the check mark from this check box for all qualified employees when the HIRE Act expires.

Note: Wages earned while the employee qualifies as a HIRE Act employee are included in Box Number 12, Box Letter CC – HIRE Exempt Wages and Tips on the W-2 and are included in the electronic file.
Employee Maintenance, Address Info Tab

Use the Address Info tab to enter name and address information for the employee.

Figure 105: Employee Maintenance (02.250.00), Address Info tab

Following are the field definitions for the Address Info tab.

Attention

Attention identifies the entity to whose attention employee documents should be addressed when they are prepared for mailing. An entry at Attention is optional.

Salutation

Salutation designates the appropriate greeting to be used with the employee address (for example, Dear Robert). An entry at Salutation is optional.

Address Line 1

Address Line 1 is typically used for the name and number of the employee’s street or road.

Address Line 2

Address Line 2 is typically used for the employee’s post office box number or apartment number, if any, or the name and number of the employee’s street or road.

City

City designates the city of the employee’s address.
State/Province

State/Province typically uses a standard two-letter state abbreviation (see “State/Province Maintenance (21.290.00)” in the Shared Information online help or user guide). A State/Province can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Postal Code

Postal Code can use the five-digit zip code or ZIP+4.

Country/Region

Country/Region typically uses a standard three-letter country or region abbreviation (see “Country/Region Maintenance (21.300.00)” in the Shared Information online help or user guide). A country or region can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Phone/Ext

Phone/Ext typically includes the area code for the employee telephone number and the appropriate telephone extension number.

Fax/Ext

Fax/Ext typically includes the area code for the employee’s facsimile number and the appropriate extension number.

Email Address

Email Address identifies where email messages transmitting documents to the employee will be delivered. This field determines the default for Receiver Email Address on the Employee Maintenance (02.250.00), Quick Send tab.
Employee Maintenance, Defaults Tab

Use the Defaults tab to establish default payroll information for an employee such as an expense account and subaccount, work location, and earnings type. The values assigned in this screen appear as the default values for an employee in Time Entry (02.010.00) and Time and Dollar Entry (02.020.00). The software uses this information when calculating payroll for the employee. This information appears on many reports.

For more information about setting up the IDs entered in this screen, see “Earnings Type Maintenance (02.270.00)” on page 202 and “Work Location Maintenance (02.280.00)” on page 209. For more information on setting up accounts and subaccounts, see “Chart of Accounts Maintenance (01.260.00)” and “Subaccount Maintenance (01.270.00)” in the General Ledger online help or user guide.

![Employee Maintenance (02.250.00) - Contoso, Ltd Demo]

Figure 106: Employee Maintenance (02.250.00), Defaults tab
Following are the field descriptions for the **Defaults** tab.

**Expense Acct**

*Expense Acct* specifies the expense account to which the employee’s payroll expense should normally be charged. The expense account entered in PR Setup (02.950.00) appears as the default account here. When you are using one of the payroll time entry screens (*Time Entry* (02.010.00) or *Time and Dollar Entry* (02.020.00)) to enter timesheets for the employee, the account number entered here appears automatically as the default payroll expense account. The account you enter must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00). The account number can be changed during timesheet entry without affecting this default. For more information, see “Employee Timesheet Entry” on page 15. However, an expense account can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Expense Sub**

*Expense Sub* specifies the expense subaccount to which the employee’s payroll expense should normally be charged. The expense subaccount entered in PR Setup (02.950.00) appears as the default subaccount here. When you are using one of the payroll time entry screens (*Time Entry* (02.010.00) or *Time and Dollar Entry* (02.020.00)) to enter timesheets for the employee, the subaccount number entered here appears automatically as the default payroll expense subaccount. The subaccount you enter must be set up in Shared Information’s *Flexkey Definition* (21.320.00) and *Flexkey Table Maintenance* (21.330.00) screens, and in General Ledger’s *Subaccounts Maintenance* (01.270.00). The subaccount number can be changed during time entry without affecting this default. For more information, see “Employee Timesheet Entry” on page 15. However, an expense subaccount can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Work Location**

*Work Location* is a unique code that associates the employee with a specific work location. The ID you enter here must be set up in *Work Location Maintenance* (02.280.00). The work location can be changed at any time. For more information, see “Setting up Work Locations” on page 44. However, a work location can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Description (Work Location)**

*Description* is an explanation of the work location ID.

**Earnings Type**

*Earnings Type* is a unique code identifying the type of earnings normally earned by the employee (for example, REG [regular] or OT [overtime]). The code entered here must be set up in *Earnings Type Maintenance* (02.270.00), and must represent an earnings type which contributes to net pay. For more information, see “Employee Earnings Types” on page 17. However, an earnings type can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Description (Earnings Type)**

*Description* is an explanation of the earnings type ID.

**Max Garnishment Percent**

*Max Garnishment Percent* specifies the maximum percent of an employee’s disposable earnings that may be garnished.
Issue Max Garnishment Warning

**Issue Max Garnishment Warning** specifies whether or not a warning should be issued during calculations, if the total of all garnishment deduction amounts is over the maximum allowable amount based on the following:

- If a non-zero **Max Garnishment Percent** is entered for the employee, the maximum allowable amount will be the percent entered times the employee’s disposable earnings.
- If the employee’s **Max Garnishment Percent** is zero:
  
  Maximum amount that can be garnished is the lesser of:
  1. Percent of employee’s disposable earnings or
  2. The amount by which the employee’s disposable earnings exceed the minimum hourly wage multiplier times the federal minimum hourly wage.

**Note:** Percent of employee’s disposable earnings, federal minimum hourly wage, and minimum hourly wage multiplier are entered in **PR Setup** (02.950.00). Percent of employee’s disposable earnings specifies the maximum percent of an employee’s disposable earnings that should be garnished. If the employee garnishment amount exceeds this percent of disposable earnings, then a message can be displayed based on the employee’s Issue Max Garnishment Warning option.

**Workers’ Comp Code**

**Workers’ Comp Code** identifies a particular workers’ compensation type that will be used as a default for the wages to be paid and must first be set up in **Workers’ Compensation Maintenance** (02.380.00).
Employee Maintenance, Pay Info Tab

Use the Pay Info tab to establish system-level default employee pay information, such as pay group identification, pay type, and pay rate (for more information on pay groups, see “Pay Group Maintenance (02.320.00)” on page 250). The software uses this information when calculating payroll for the employee. This information appears on many reports.

Following are the field descriptions for the Pay Info tab.

Pay Group ID

Pay Group ID is a unique code identifying the pay group to which the employee belongs. The ID entered here must be set up in Pay Group Maintenance (02.320.00). However, a pay group ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Description

Description is the explanation of the pay group ID as defined in Pay Group Maintenance (02.320.00).
Pay Frequency

**Pay Frequency** is the pay group’s pay frequency, which is defined in *Pay Group Maintenance* (02.320.00). The pay frequency options are as follows:

- Weekly (52 pay periods per year)
- Biweekly (26 pay periods per year)
- Semimonthly (24 pay periods per year)
- Monthly (12 pay periods per year)

Pay Type

**Pay Type** is the method used for compensating the employee. Options are:

- Hourly
- Salary
- Exception

See “Employee Pay Types” on page 15 for more information.

Std Salary Rate

**Std Salary Rate** shows the employee’s annual pay amount in dollars and cents. You can change the rate entered here at any time. However, if you have already calculated payroll for the current period (see “Calculation (02.500.00)” on page 277), it has to be recalculated in order to use the new rate entered. This field is only active when an employee’s pay type is Salary or Exception.

Std Unit Rate

**Std Unit Rate** shows the amount, in dollars and cents, normally paid to the employee for each unit of work completed (hours, pieces, etc.). For more information, see “Employee Standard Unit Rates” on page 17.

Pay History

Clicking **Pay History** opens *Employee History (02.060.00)*, which displays month-, quarter- and year-to-date information (see “Employee History (02.060.00)” on page 156).
Employee Maintenance, Deductions Tab

Use the Deductions tab to establish employee payroll deductions and various deduction information such as personal exemptions, additional exemptions, and calculation methods (for more information on setting up deductions, see “Deduction Maintenance (02.290.00)” on page 211). You can either set up payroll deductions in Earnings Type (02.270.00) and Work Location Maintenance (02.280.00) before setting them up in this screen, or you can calculate payroll one time then make the necessary adjustments in this screen.

The deductions set up in this screen become the default deductions for the employee’s earnings when payroll is calculated. This default information appears on many reports.

Figure 108: Employee Maintenance (02.250.00), Deductions tab

Following are the field descriptions for the Deductions tab.

Deduction ID

Deduction ID identifies the deduction to be set up or changed. The ID you enter must be set up in Deduction Maintenance (02.290.00). However, a deduction ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Personal Exemptions

Personal Exemptions is the number of personal exemptions claimed by an employee in the Employee tab of Employee Maintenance (02.250.00). This amount appears automatically when you are adding a
deduction and can be changed if desired. The value of a personal exemption for the deduction must be defined in Deduction Maintenance (02.290.00).

**Other Exemptions**

Other Exemptions is the number of other exemptions claimed by an employee in the Employee tab of Employee Maintenance (02.250.00). This amount appears automatically when you are adding a deduction and can be changed if desired. The value of another exemption for the deduction must be defined in Deduction Maintenance (02.290.00).

**Additional Exemption Amt**

Additional Exemption Amt indicates the total annualized dollar amount of additional exemptions the employee claims for the deduction. The software subtracts the regular exemptions (personal and other), plus the amount entered here, from annualized gross wages subject to the deduction to arrive at the amount of wages from which it calculates the deduction.

**Additional Credit Amt**

Additional Credit Amt indicates the total annualized dollar amount of additional credits the employee claims for the deduction. The software subtracts this amount from the annualized deduction amount once it has calculated this deduction.

**Fixed Amt/Pct/Rate**

Fixed Amt/Pct/Rate is an employee override field. An amount entered here overrides the default amount, rate, or percent entered in Deduction Maintenance (02.290.00). An amount, rate, or percent can be entered here if the deduction amount is determined by the Percentage Table, Fixed Amount, Fixed Percent, or Fixed Rate calculation methods. If the calculation method is:

- Percentage Table — Any value less than 1.00 is considered a percentage. This percentage of the taxable earnings is added to the deduction’s calculated amount during Calculation (02.500.00). For example, .05 is treated as 5% of taxable earnings. If the value entered is greater than or equal to 1.00, this dollar amount is added to the calculated deduction amount during payroll calculation.

- Fixed Amount or Fixed Percent or Fixed Rate — The per-pay dollar amount, rate, or percent entered here is used to calculate the deduction during payroll calculation.

If the deduction amount is not one of these calculation methods, the software skips this field.

This information appears on the Employees (02.680.00) report and is used to calculate the employee’s deduction amount during Calculation (02.500.00).

**Max Deduction Amt**

Max Deduction Amt indicates the maximum dollar amount to be deducted for the employee in a year. An entry here overrides the default amount entered in Max Deduction Amt on the Deduction tab of Deduction Maintenance (02.290.00). If the Lifetime check box is selected on the Deduction Maintenance (02.290.00), Deduction tab, Max Deduction Amt here indicates the maximum dollar amount to be deducted for the employee during the life of the deduction.

**Exempt**

Exempt specifies whether or not the employee is exempt from the deductions listed. Exemption options are:

- Yes (checked) — The employee is exempt.
- No (unchecked) — The employee is not exempt.

If the deduction should not be taken for the employee, rather than deleting the deduction, enter Yes to specify that the employee’s wages are exempt. Note that you cannot prevent the deduction from being
calculated by entering 0.00 at Fixed Amt/Pct/Rate. If you do not want to calculate the deduction, you must enter Yes here. See “Employee Exemptions” on page 17 for more information.

**Deduction Sequence**

*Deduction Sequence* specifies the order in which *Calculation* (02.500.00) should process deductions. For all deduction types other than Garnishment, the deduction with a higher sequence number will be calculated first. Deductions having the same deduction sequence number will be processed by their type (Pension, Federal, etc.) and then by ID, alphabetically in ascending order. The general order is sequence, type, and ID. The default sequence number is zero for new deductions.

If the deduction type is Garnishment, *Deduction Sequence* specifies the order in which *Calculation* (02.500.00) should calculate multiple garnishment type deductions. It indicates the local sequence applicable to Garnishments only, whereas other deduction types interpret *Deduction Sequence* as a global sequence. The global sequence number is zero for Garnishments and cannot be changed. The Garnishments deduction sequence is not an arbitrary order. The employer will receive a court order determining the sequence for withholding deductions from an employee’s earnings.

A non-zero deduction sequence entered in this screen overrides the deduction sequence defined in *Deduction Maintenance* (02.290.00).

**Allow Arrearages**

Select the *Allow Arrearages* check box to indicate that if wages in a payroll check are insufficient to cover the deduction amount, the remainder of the deduction will be taken from future payroll checks.
Employee Maintenance, Benefits Tab

Use the Benefits tab to assign benefit types to employees and to define employee benefit data (such as available hours, accrued hours, and hours used) by benefit type. Also use this tab to review employee year-to-date and total hours worked, and to maintain benefit-related dates, accrual rates, benefit carryover amounts and benefit type transition data. The information in this screen appears on payroll benefit reports such as Check Preview (02.620.00) and Benefit History (02.870.00).

This screen’s year-to-date fields are affected by the method used to indicate the start of a new benefit year. For example, suppose the start of the benefit year coincides with the start of the fiscal or calendar year (the benefit year begins at the same time for all employees). In such a case, the year-to-date totals for all employees in a benefit type should be approximately the same. However, if the start of the benefit year is based on the employees’ date employed from the Employee tab, the year-to-date fields may be different for each employee.

Note: While employees can be assigned to a benefit type in all of the available company benefit classes, employees can only be assigned to one benefit type in each benefit class at any given time (for example, an employee cannot simultaneously belong to two or more vacation benefit types under the vacation benefit class).
Following are the field descriptions for the Benefits tab.

**Benefit ID**

*Benefit ID* is a unique identifying code for the benefit type assigned to the employee. For example, a vacation benefit type might have the *Benefit ID* of VACINITIAL (initial vacation benefit). Benefit IDs are established in *Benefit Maintenance* (02.340.00). However, a benefit ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Description**

*Description* is the benefit type name associated with the *Benefit ID* (see *Benefit ID*). Benefit descriptions are established in *Benefit Maintenance* (02.340.00).

**Class ID**

*Class ID* is a unique identifying code for the benefit class to which the benefit type belongs. For example, a vacation benefit type with the *Benefit ID* VAC and *Class ID* VACATION specifies that the VAC REG benefit type belongs to the VACATION benefit class. Benefit class IDs are established in *Benefit Class Maintenance* (02.330.00).

**Beginning Balance**

*Beginning Balance* is the number of benefit hours available to and/or owned by the employee that have carried forward from the prior benefit year.

**YTD Available**

*YTD Available* is the number of benefit hours available to the employee year-to-date, for the selected benefit.

**YTD Accrued**

*YTD Accrued* is the number of benefit hours owned by the employee year-to-date, for the selected benefit. These hours constitute a liability on the part of the employer. If the benefit does not accrue a liability (see *Accrue Liability* under “Benefit Maintenance (02.340.00)” on page 253), the number here remains 0.00.

**YTD Used**

*YTD Used* is the number of benefit hours (either available or owned) the employee has used year-to-date, for the selected benefit.

**YTD Worked**

*YTD Worked* displays the number of hours the employee has worked during the current benefit year. This number returns to 0.00 when the benefit plan begins a new year.

**Total Worked**

*Total Worked* is the total number of hours the employee has worked since this benefit was first assigned to the employee. This number carries forward to a new benefit year at the close of each current benefit year.

**Net Available**

*Net Available* is the total number of benefit hours available to the employee for the selected benefit.
Net Accrued
Net Accrued is the total number of benefit hours owned by the employee for the selected benefit. These hours constitute a liability on the part of the employer. If the benefit does not accrue a liability (see “Accrue Liability” on page 255, under Benefit Maintenance (02.340.00) for more information), the number here remains 0.00.

Current As Of
Current As Of specifies the date when payroll was last processed for the employee. All benefit hours shown in the Benefits tab are current as of this payroll processing date.

Last Close Date
Last Close Date specifies the date when the employee’s previous benefit year closed. The software uses the last close date to determine when to close the current benefit year.

Last Availability Date
Last Availability Date specifies the date when the employee’s benefit hours were last updated (additional benefit hours made available to the employee). The last availability date typically coincides with the date at Current As Of.

Last Accrual Rate
Last Accrual Rate specifies the most recent per-hour dollar rate for a benefit accruing a liability. The software uses the last accrual rate to determine the total dollar amount of the benefit liability according to the following formula:

\[
\text{last accrual rate} \times \text{unused benefit hours earned} = \text{total amount of liability}
\]

Max Annual Carryover
Max Annual Carryover is the total number of the employee’s available benefit hours carried over to a new benefit year. For example, 20.00 specifies that only 20 benefit hours carry over to a new benefit year, even if an employee has 30 benefit hours available at the end of the current benefit year.

Note: A default maximum annual carryover may have been set up previously for the benefit type using Benefit Maintenance (02.340.00). Max Annual Carryover in this screen permits you to override a benefit’s default carryover for individual employees.

Expiration Date
Expiration Date specifies the day, month, and year when the employee should be transferred to a new benefit type. For example, a transition date might be used to transfer an employee to a new vacation benefit type on the employee’s first employment anniversary.

Note:
- If you enter a date here, you must enter a benefit type ID at Next Benefit ID or the date entered here will actually become the expiration date of the current benefit type. Also note that a date entered here overrides any default dates entered in Benefit Maintenance (02.340.00).
- If there is a date entered here, the next paycheck run after that date will cause the benefit to be deleted, even if benefit hours are available.

Next Benefit ID
Next Benefit ID specifies the unique identifying code of the benefit type (see under “Benefit Maintenance (02.340.00)” on page 253) to which the employee is to be transferred on the transfer date.
**Carry Benefit History Forward**

*Carry Benefit History Forward* specifies whether or not the employee’s benefit history should be transferred from the current to the new benefit type. Note that this field is selected by default if *Carry Benefit History Forward* is selected in *Benefit Maintenance* (02.340.00). *Carry Benefit History Forward* in this screen permits you to override a benefit’s default carryover designation for individual employees.

For benefits accruing a liability (*Accrue Liability* in *Benefit Maintenance* (02.340.00) is selected), only unused accrued hours (hours owned by employees) carry forward. For benefits not accruing a liability (*Accrue Liability* is not selected), only unused available hours carry forward.
Employee Maintenance, Quick Send Tab

On this tab, you select Quick Send settings that will be used when you send documents to the employee electronically.

Figure 110: Employee Maintenance (02.250.00), Quick Send tab

Following are the field descriptions for the Quick Send tab.

**Document Type**

*Document Type* indicates the kind of document that will be sent electronically. The valid document type for employees is DD Advice Slip Stub.

**Quick Send (check box)**

Select the *Quick Send* check box to confirm that the kind of document you chose in *Document Type* will be sent to the employee using Quick Send. If the check box is cleared later, Quick Send will not transmit the document type. However, the employee’s Quick Send preferences will not be removed.

**Delivery Method**

*Delivery Method* is the manner in which an electronically-transmitted document will be received by the employee. Valid delivery methods are Email and Fax. The method defaults from *Delivery Method* on Quick Send Setup (21.951.00) in the Shared Information module.
Request Priority

Request Priority is the precedence assigned to the request of an electronically-transmitted document. Request priorities are High, Low, and Normal. This setting defaults from Request Priority on Quick Send Setup (21.951.00) in the Shared Information module.

Receiver Email Address

Receiver Email Address identifies where email messages transmitting documents to the employee will be delivered. The receiver’s email address defaults from Email Address on the Address Info tab of Employee Maintenance (02.250.00).

Reply Email Address

Reply Email Address indicates the email address used when an employee replies to an email message that contains a direct deposit advice slip stub. This email address defaults from Reply Email Address on Quick Send Setup (21.951.00) in the Shared Information module.

Email Attachment File Type

Email Attachment File Type specifies the format of files that will be created to hold documents you will send to the employee. File types for documents sent electronically via email are Text, Word, Crystal Reports, Excel, Adobe Acrobat, Rich Text, XML, and Comma-separated values. File types for documents sent electronically via fax are Text, Word, Excel, and Rich Text. The file type defaults from Email Attachment File Type on Quick Send Setup (21.951.00) in the Shared Information module.

Fax Receiver Name

Fax Receiver Name designates the name that will appear on cover pages accompanying documents that are faxed to the employee. The name defaults from Attention on the Address Info tab of Employee Maintenance (02.250.00).

Fax Prefix

Use Fax Prefix to specify a sequence of numbers, such as a country/region code (for example, 061 011), that must be dialed prior to the Receiver Fax Number.

Dial Area Code (check box)

If you select Dial Area Code, the first three digits of Receiver Fax Number will be dialed as the area code when documents are transmitted to the employee. Clear this check box if the fax phone number is a local number for which dialing the area code is not required.

Receiver Fax Number

Receiver Fax Number designates the phone number that will receive documents faxed to the employee. The fax number defaults from Fax/Ext on the Employee Maintenance (02.250.00), Address Information tab.

Fax Sender Name

Fax Sender Name specifies the name of the individual who will send the documents to the employee. The name defaults from Fax Sender Name on Quick Send Setup (21.951.00) in the Shared Information module.

Sender Fax Number

Sender Fax Number indicates the phone number that will be the source of documents faxed to the employee. The fax number defaults from Sender Fax Number on Quick Send Setup (21.951.00) in the Shared Information module.
Include Fax Cover Sheet (check box)

Include Fax Cover Sheet indicates whether a cover sheet should precede a document sent to an employee. The setting defaults from Include Fax Cover Sheet on Quick Send Setup (21.951.00) in the Shared Information module. For more information about the fax cover sheet, see “Using Application Server” in the Application Server online help or user guide.

Fax Response (check boxes)

Your selections in the Fax Response check boxes will appear in the Notes area of the fax cover sheet. Select one or more to indicate how you want the receiver of the fax to process it. The Fax Response check boxes are:

- **Urgent** — Defaults from Fax Response – Urgent on Quick Send Setup (21.951.00) in the Shared Information module.
- **For Review** — Defaults from Fax Response – For Review on Quick Send Setup (21.951.00) in the Shared Information module.
- **Please Comment** — Defaults from Fax Response – Please Comment on Quick Send Setup (21.951.00) in the Shared Information module.
- **Please Reply** — Defaults from Fax Response – Please Reply on Quick Send Setup (21.951.00) in the Shared Information module.
- **Please Recycle** — Defaults from Fax Response – Please Recycle on Quick Send Setup (21.951.00) in the Shared Information module.

Subject Text

Subject Text is the wording that will appear in the Subject line of an email message or in the Re: (Regarding) area on the fax cover sheet that accompanies documents sent to the employee. The text defaults from Subject Text on Quick Send Setup (21.951.00) in the Shared Information module.

You can specify the variables <Employee Name> and <Company Name> within the subject text to personalize each email message or fax.

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to customize the default subject text for the DD Advice Slip Stub document type: “Current direct deposit advice slip from <Company Name>”. If the company name is Contoso, Ltd., the subject text in the email message or on the fax cover page that accompanies the Quick Send transmittal reads, “Current pay advice slip from Contoso, Ltd”.

Body Text

Body Text is the subject matter that will appear in the body of an email message or in the Notes area of a fax cover sheet that accompanies documents sent to the employee. The text defaults from Body Text on Quick Send Setup (21.951.00) in the Shared Information module.

You can specify the variables <Employee Name> and <Company Name> within the body text to personalize each email message or fax.

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to personalize the body text for the DD Advice Slip Stub document type: “Here is the latest direct deposit advice slip for <Employee Name>”. When you send an advice slip electronically to employee Nancy Buchanan, the email message or fax cover page body text reads, “Here is the latest direct deposit advice slip for Nancy Buchanan.”
Employee W2 History (02.260.00)

Use Employee W2 History (02.260.00) to review and adjust W-2 activity prior to actual generation of the W-2 forms. You should use this screen after calculating reportable amounts using W2 Calculation (02.510.00). Note that any editing required can only be done while in Initialize mode.

Figure 111: Employee W2 History (02.260.00)

Following are the field descriptions for Employee W2 History (02.260.00).

Employee ID

Employee ID is a unique code distinguishing the employee from all other employees in the database. Employee IDs are set up in Employee Maintenance (02.250.00). However, an employee ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Cal Yr

Cal Yr is the calendar year for which you wish to review W-2 history. Note that the following information is only valid as of the 1999 tax year. See your tax advisor to determine the placement of amounts for subsequent years.

W2 First Name

W2 First Name specifies the employee’s first name as shown on the employee’s social security card.

W2 Middle Name

W2 Middle Name specifies the employee’s middle name or initial as shown on the employee’s social security card.

W2 Last Name

W2 Last Name specifies the employee’s last name as shown on the employee’s social security card.

Suffix

Suffix specifies the employee’s alphabetic suffix (for example, Sr., Jr.). Degrees and titles should not be entered for the suffix.
Employee W2 History, W2 History Tab

Use Employee W2 History (02.260.00) to review and adjust the values shown in boxes 1 through 12 on the W-2 forms.

Following are the field descriptions for the W2 History tab.

**Wages, Tips & Other Comp**

Show in Box 1 — Wages, tips, other compensation (excluding elective deferrals, except section 501(c)(18) contributions), before any payroll deductions, the following items:

1. Total wages, prizes, and awards paid to employees during the year. For example, if the employee worked from December 24, 1998, through January 4, 1999, and the wages for that period were paid on January 7, 1999, include those wages on the 1999 Form W-2 (which is reporting the wages for tax year 1999).

2. Total non-cash payments (including certain fringe benefits).

3. Total tips reported by employee to employer (not allocated tips).


5. The cost of accident and health insurance premiums paid on behalf of 2% or more shareholder-employees by an S corporation. See “Rev. Rul. 91-26, 1991-1 C.B. 184.”

6. Taxable benefits made from a section 125 (cafeteria) plan (in other words, employee chooses cash).

7. All other compensation, including certain scholarships and fellowship grants and payments for moving expenses. Other compensation is amounts that you pay your employee from which federal income tax is not withheld. If you prefer, you may show other compensation on a separate W-2 form.

**Note:** Payments to statutory employees that are subject to Social Security and Medicare taxes but not subject to federal income tax withholding must be shown in box 1 as other compensation. (See Circular E for definition of a statutory employee.)
Federal Income Tax Withheld
Show in Box 2 — Federal income tax withheld, the amount of federal income tax withheld from the employee’s wages for the year.

Social Security Wages
Show in Box 3 — Social Security wages, the total wages paid (before payroll deductions) subject to employee Social Security tax but not including Social Security tips and allocated tips. Generally, non-cash payments are considered wages. Include employee business expenses reported in box 1. Also, include elective deferrals to certain qualified cash or deferred compensation arrangements and to retirement arrangements described in box 13, codes D, E, F, and G, even though the contributions cannot be included in box 1 as wages, tips, and other compensation.

Include elective and non-elective deferrals for purposes of section 457 plans. Include any employee Social Security, Medicare, and employee state unemployment compensation taxes you paid for your employee rather than deducting it from wages except for household or agricultural employees (see “Rev. Proc. 81-48, 1981-2 C.B. 623,” for details). Report in this box the amount of the cost of group-term life insurance coverage over $50,000 that is taxable to former employees. Report the cost of accident and health insurance premiums paid on behalf of 2% or more shareholder-employees by an S corporation only if the inclusion under section 3121 (a)(2)(B) is not satisfied (see “Announcement 92-16, 1992-5 I.R.B. 53” for additional information). The total of boxes 3 and 7 should not be more than the maximum Social Security wage base for the year.

In the case of certain members of the clergy and religious workers who are not subject to Social Security tax as employees, boxes 3 and 5 should be left blank. See Pub. 517, “Social Security and Other Information For Members of the Clergy and Religious Workers.”

Social Security Tax Withheld
Show in Box 4 — Employee Social Security tax withheld, the total employee Social Security tax (not your share) withheld or paid by you for the employee.

Medicare Wages and Tips
The wages and tips subject to Medicare tax in Box 5 — Medicare wages and tips, are the same as those subject to Social Security tax (boxes 3 and 7), except there is not maximum wage base for Medicare. Be sure to enter tips the employee reported even if you did not have enough employee funds to collect the Medicare tax for those tips. Report in this box the amount of the cost of group-term life insurance coverage over $50,000 that is taxable to former employees. For reporting of accident and health insurance premiums paid by S corporations for 2% or more shareholder-employees, see box 3 instructions.

If you are a federal, state or local agency with employees paying only the 1.45% Medicare tax, enter the Medicare wages in this box.

The following is an example of how to report Social Security and Medicare wages in boxes 3 and 5. Assume you paid your employee $100,000 in wages and the maximum Social Security wage base for the year is $68,400. The amount shown in box 3 (Social Security wages) should be $68,400, but the amount shown in box 5 (Medicare wages and tips) should be $100,000. If the amount of wages paid was $57,600 or less the amounts entered in boxes 3 and 5 would be the same.

Medicare Tax Withheld
In Box 6 — Medicare tax withheld, enter the total employee Medicare tax (not your share) withheld or paid by you for your employee. If you are a federal, state, or local agency with employees paying only the 1.45% Medicare tax, enter the Medicare tax in this box.

Social Security Tips
Show in Box 7 — Social Security tips, the amount the employee reported even if you did not have enough employee funds to collect the Social Security tax for the tips. The total of boxes 3 and 7 should not be more than the maximum Social Security wage base for the year. But report all tips in box 1 along with wages and other compensation.
**Allocated Tips**

If you are a large food or beverage establishment, show in Box 8 — *Allocated tips*, the amount of tips allocated to the employee (see the instructions for Form 8027, "Employer’s Annual Information Return of Tip Income and Allocated Tips"). *Do not* include this amount in box 1 (Wages, tips, other compensation), box 7 (Social Security tips), or box 5 (Medicare wages and tips).

**Dependent Care Benefits**

Show in Box 10 — *Dependent care benefits*, the total amount of dependent care benefits under section 129 paid or incurred by you for your employee. Include the fair market value of employer-provided or employer-sponsored day care facilities and amounts paid or incurred in section 125 plan. The total should include any amount in excess of the $5,000 exclusion. For more information on the amount to report, see “Notice 89-111, 1989-2 C.B. 449,” “Notice 90-66, 1990-2 C. B. 350,” and “Announcement 90-136, 1990-50 I.R.B. 19.”

**Advanced EIC Payment**

Show in Box 9 — *Advanced EIC payment*, the total amount paid to the employees as advance earned income credit payments. This box does not appear if the **Cal Yr** is 2012 or later.

**Nonqualified Plans**

Show in Box 11 — *Nonqualified plans*, the amount from a nonqualified deferred compensation plan (Non 457) or a section 457 plan (457) that was distributed or became taxable because the substantial risk of forfeiture lapsed. This amount is included in box 11 only if it can also be included in box 1, Wages, tips, other compensation, or in box 3, Social Security wages, and box 5, Medicare wages and tips.

Unlike tax-qualified plans, nonqualified deferred compensation plans do not meet the qualification requirements for tax-favored status. Nonqualified plans include those arrangements traditionally viewed as deferring the receipt of current compensation. Accordingly, welfare benefit plans, stock option plans and plans providing dismissal pay, termination pay, or early retirement pay are not nonqualified plans. Any amount deferred under a nonqualified plan should be included as Social Security and Medicare wages as of the later of when the services (giving rise to the deferral are performed or when there is no substantial forfeiture risk of the rights to the deferred amount).

State and local agencies should separately identify section 457 distributions in this box by using code G followed by a space, and then the dollar amount. However, if you are reporting a distribution from both a nonqualified plan and a section 457 plan, report it as a single amount in this box and do not identify it by code G.

Report distributions to beneficiaries of deceased employees on Form 1099-R.

**Statutory Employee**

*Statutory Employee* specifies whether or not the employee’s earnings are subject to Social Security and Medicare taxes but not subject to federal income tax withholding. Internal Revenue Service publication 937 defines statutory employees.

**Retirement Plan**

*Retirement Plan* specifies whether or not the employee has been an active participant in a qualified retirement plan for any part of the year.

**Third-Party Sick Pay**

*Third-Party Sick Pay* specifies a third-party insurance provider is reporting W2 information for an insured employee.
Employee W2 History, Misc Info Tab

Use the Misc Info tab to review and edit miscellaneous information to be printed on an employee’s W-2 form.

![Employee W2 History (02.260.00), Misc Info tab](image)

Figure 113: Employee W2 History (02.260.00), Misc Info tab

Following are the field descriptions for the Misc Info tab.

Control Number

Control Number contains elective information the employer chooses to include with employee W-2 information. The software fills in the employee ID automatically, but this can be overridden. Use of Control Number is optional.

Social Security Nbr

Social Security Nbr specifies the Social Security number associated with the employee ID entered in Employee W2 History (02.260.00).

Address Line 1

Address Line 1 is typically used for the name and number of the employee’s street location.

Address Line 2

Address Line 2 is typically used for the employee’s post office box or apartment number.

City

City is the municipality where the employee lives.

State/Prov

State/Prov uses a standard two-letter postal state abbreviation (see “State/Province Maintenance (21.290.00)” in the Shared Information online help or user guide).

Postal Code

Postal Code specifies the zip code related to the employee’s address. It can be the five-digit zip code or ZIP+4.
Employee W2 History, Letter/Other Info Tab

Use the Letter/Other Info tab to review and edit miscellaneous information to be printed on an employee’s W-2 form.

Figure 114: Employee W2 History (02.260.00), Letter/Other Info tab

Following are the field descriptions for the Letter/Other Info tab.

**Letter**

*Letter* specifies one or more of the letters to be printed in box 12 of the W-2 form.

**Description**

*Description* is an explanation of the value entered at *Letter*.

**Amount**

*Amount* specifies the amount associated with the value entered at *Letter*.

**Description: Line 1/Line 2/Line 3**

*Description: Line 1/Line 2/Line 3* specifies the description of the amount to be reported in box 14 of Form W-2.

**Amount: Line 1/Line 2/Line 3**

*Amount: Line 1/Line 2/Line 3* specifies the amount associated with the value entered at *Description: Line 1/Line 2/Line 3*. 
Employee W2 History, State & Local Info Tab

Use the State & Local Info tab to review and edit the information associated with and reportable to various state and local payroll taxation authorities.

![Employee W2 History (02.260.00), State & Local Info tab](image)

Figure 115: Employee W2 History (02.260.00), State & Local Info tab

Following are the field descriptions for the State & Local Info tab.

**State**

State indicates the state in which the taxing authority is located.

**Type**

Type specifies whether the amount reported is associated with a state or local taxing authority.

**Deduction ID**

Deduction ID specifies the deduction ID associated with the reported amount.

**Description**

Description is an explanation of the specified deduction ID.

**Taxable Wages**

Taxable Wages shows the amount of wages considered taxable by this authority.

**Tax**

Tax designates the amount of tax on wages considered taxable.

**State Employer ID**

State Employer ID specifies the employer number assigned by individual states.
Earnings Type Maintenance (02.270.00)

Use *Earnings Type Maintenance* (02.270.00) to define employee earnings types (regular, overtime, etc.) and to specify the deductions to which employee earnings are subject. The software uses earnings types to specify employee pay in the following screens:

- **Time Entry** (02.010.00)
- **Time and Dollar Entry** (02.020.00)
- **Manual Check Entry** (02.040.00)
- **Employee Maintenance** (02.250.00)

You can also define a pay rate multiplier for each earnings type. Since not all earnings are subject to all benefits and payroll deductions, the entry of earnings types also includes listing benefits and deduction types that the software should always calculate for each earnings type. Using these earnings types, the software automatically generates the appropriate payroll deductions for each employee as it calculates employee pay.

**Note:** Non-payroll payments such as expense reimbursements are also supported by the Payroll module.

![Figure 116: Earnings Type Maintenance (02.270.00)](image-url)
Following are the field descriptions for *Earnings Type Maintenance* (02.270.00).

**Earnings Type ID**

*Earnings Type ID* is a unique identifying code that distinguishes the earnings type from all other earnings types in the database. An earnings type ID can be any alphanumeric code you care to assign (for example, REG for regular and OT for overtime). When you are editing an existing earnings type, the possible value function can be used to display a table of earnings types from which to choose.

**Note:** Once earnings type information is set up in the database, you cannot change the earnings type’s ID. The only way to change the ID is to delete and re-enter the earnings type’s information, using a new earnings type ID.

To edit an earnings type’s information, select the associated earnings type ID. To delete an earnings type’s information, select the associated earnings type ID then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the earnings type information (all information including any history is removed from the database).
- No — Stop the Delete function (all earnings type information is retained in the database).

**Description**

*Description* is an explanation of the *Earnings Type ID*. The description entered here is printed on check stubs and earnings reports when you report the earnings type.
Earnings Type Maintenance, Earnings Type Tab

Use the Earnings Type tab to define the deductions associated with the earnings type. Deductions are defined in Deduction Maintenance (02.290.00).

![Earnings Type Maintenance (02.270.00), Earnings Type tab](image)

Following are the field descriptions for the Earnings Type tab.

Earnings Type

Earnings Type specifies the pre-defined earnings type option to be used in defining the earnings type ID. The options are:

- Allocated Tips — Earnings entered as allocated tips are shown as allocated tips on the W-2 Wage and Tax Statement.

  **Note:** The Internal Revenue Service requires that allocated tips be reported. Allocated tips are printed on the W-2 form as a reporting feature only. They are not income nor are they deductions. See your tax advisor for how to calculate allocated tips.

- Benefit Usage — Available benefit(s) are reduced by the appropriate amount.

- Earned Income Payments — Earnings entered as earned income payments are shown as advanced earned income payments on the W-2 Wage and Tax Statement for those years prior to 2012. When selecting this type after 2011, you will get a warning message that indicates that EIC payments are no longer allowed.

- Net Check — It is similar to Regular earnings type, but it has the following restrictions:
  1. Only fixed percentage on gross earnings base type OR fixed amount deductions are allowed for Net Check earnings type. Use fixed bonus rates for deductions such as federal income tax or state income tax, instead of tax tables and exemptions.
  2. Pay rate multiplier is always 1.0.
  3. Net Check earnings type always contributes to net pay.

Net Check earnings type is not available for entry in Time Entry (02.010.00), Time and Dollar Entry (02.020.00), Manual Check Entry (02.040.00), Employee Maintenance (02.250.00), and Benefit Maintenance (02.340.00).
• Non-Wage — Earnings entered as non-wage are not reported as wages on the W-2 Forms (02.741.00) and the 941 Quarterly Federal Tax Worksheet (02.750.00) reports. However, if tax deductions are attached, the earnings are included in taxable wages on both forms. Examples include expense reimbursements or advances paid to an employee.

• Regular — When you are adding an earnings type, Regular appears automatically. This type is used most often for salaries and wages. Accept this default, unless another of the options applies to the earnings you are setting up.

• Reported Tips — Earnings entered as reported tips are shown as FICA tips on the W-2 Forms (02.741.00) and 941 Quarterly Federal Tax Worksheet (02.750.00) reports.

**Expense Acct**

*Expense Acct* specifies the expense account to which the employee’s payroll expense should normally be charged. When you are using one of the payroll time entry screens (Time Entry (02.010.00) or Time and Dollar Entry (02.020.00)) to enter timesheets for the employee, the account number entered here appears automatically as the default payroll expense account. If no account is entered here, the time entries will default to the account defined in Employee Maintenance (02.250.00). The account you enter must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). The account number can be changed during timesheet entry without affecting this default. For more information, see “Employee Timesheet Entry” on page 15. However, an expense account can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Expense Sub**

*Expense Sub* specifies the expense subaccount to which the employee’s payroll expense should normally be charged. When you are using one of the payroll time entry screens (Time Entry (02.010.00) or Time and Dollar Entry (02.020.00)) to enter timesheets for the employee, the subaccount number entered here appears automatically as the default payroll expense subaccount. If no subaccount is entered here, the time entries will default to the subaccount defined in Employee Maintenance (02.250.00). The subaccount you enter must be set up in Shared Information’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00) screens, and in General Ledger’s Subaccounts Maintenance (01.270.00). The subaccount number can be changed during time entry without affecting this default. For more information, see “Employee Timesheet Entry” on page 15. However, an expense subaccount can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Benefit Class ID**

*Benefit Class ID* is a unique identifier for the benefit class, and must first be set up in Benefit Class Maintenance (02.330.00). *Benefit Class ID* is available only when Benefit Usage is selected for the *Earnings Type*. However, benefit class ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Pay Rate Multiplier**

*Pay Rate Multiplier* is used to compute earnings. The software automatically assigns 1.00 as the default multiplier. All hourly and exception employee units entered under the earnings type are multiplied by the pay rate and this factor when you calculate payroll (see “Calculation (02.500.00)” on page 277).

For example, to pay an employee time-and-one-half for overtime, enter 1.50 as the pay rate multiplier. The pay rate multiplier does not affect time entered for salary employees. Enter pay rate multipliers smaller than 1.00 with caution since the resulting earnings will be calculated at less than the normal pay rate. *Pay Rate Multiplier* is unavailable if Benefit Usage is selected as the *Earnings Type*. 
**Payroll/Direct Deposit**

**Contributes To Net Pay**
Contributes To Net Pay determines if the earnings type is considered payable. When Contributes To Net Pay is not selected, the earnings type is to be used for deduction calculations only. In some cases, it is necessary to calculate deductions based on compensation already received by an employee (for example, tips or gifts). Compensation of this kind should not affect the employee’s net pay. Earnings of this type (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee’s payroll check.

**Exclude from Disposable Earnings**
Exclude from Disposable Earnings determines if the earnings type is to be excluded from disposable earnings. When Exclude from Disposable Earnings is not selected, the gross earnings associated with the earnings type will be included in disposable earnings. Disposable earnings are determined by subtracting all deductions required by law from an employee’s gross earnings (includes withholding for federal, state, or local income tax, social security or Medicare tax, state unemployment or disability tax, and mandated payments for state employee retirement systems — but not amounts designated for direct deposit into an employee’s bank account). Tips are excluded from disposable earnings. Voluntary deductions, such as health and life insurance premiums, union dues, and retirement plan contributions, are generally not subtracted from earnings to calculate disposable earnings. When earnings types should be excluded from disposable earnings, select Exclude from Disposable Earnings.

**Deduction ID**
Deduction ID determines the deduction to which the earnings type is subject (all earnings types are not necessarily subject to all payroll deductions). You can change the deductions to which an earnings type is subject at any time.

**Description**
Description is an explanation of the deduction ID. A description appears only if a valid deduction ID is entered.

**All Deductions**
Clicking All Deductions loads all identified deductions into the grid.
Earnings Type Maintenance, W-2 Control Data Tab

Use the W-2 Control Data tab to define the W-2 tax form information for an earnings type being set up in Earnings Type Maintenance (02.270.00).

![Earnings Type Maintenance (02.270.00), W-2 Control Data tab](image)

Figure 118: Earnings Type Maintenance (02.270.00), W-2 Control Data tab

Following are the field descriptions for the W-2 Control Data tab.

**Box Number**

Box Number specifies the earnings type box number. The box number options are:

- None — Not applicable
- Box 06 Medicare portion of FICA tax
- Box 06 Additional Medicare Tax
- Box 11 Nonqualified plans
- Box 12 One or more of the lettered amounts
- Box 14 Other — first line
- Box 14 Other — second line
- Box 14 Other — third line
- Box 10 Dependent care benefits
Box Letter

Box Letter describes the deduction or earnings type total amount for an applicable selection entered at Box Number. If you do not enter a box number, amounts for this item are not accumulated for any of the possible box letters listed below. The possible box letters are:

- A – Uncollected Social Security tax on tips
- B – Uncollected Medicare tax on tips
- C – Group-term life insurance (cost of coverage over $50,000)
- D – Contributions to section 401(k) plan
- E – Contributions to section 403b
- F – Contributions to section 408k (6)
- G – Contributions to section 457
- H – Contributions to section 501c (18) (D)
- J – Sick pay that cannot be included as income
- K – Tax on excess golden parachute payments
- L – Employee business expenses equal to the government-specified rates (In box 10, show the portion that is more than that allowed under the government-specified rates.)
- M – Uncollected Social Security
- N – Uncollected Medicare tax on group-term life insurance provided to former employees (including retirees) in excess of $50,000
- P – Excludable moving expense reimbursements
- Q – Nontaxable combat pay
- R – Contributions to a medical savings account (MSA)
- S – Contributions to a section 408 (p)
- T – Adoption benefits
- V – Income from exercise of non-statutory stock option(s)
- W – Employer contribution to a health savings account
- Y – Deferrals under 409A nonqualified compensation plan
- Z – Income under 409A nonqualified compensation plan
- AA – Designated Roth contributions to a section 401(k) plan
- BB – Designated Roth contributions under a section 403(b) salary reduction agreement
- DD – Cost of employer-sponsored health coverage
- EE – Designated Roth contributions under a governmental section 457(b) plan

Retirement Plan

Retirement Plan specifies whether or not the earnings type falls under a qualified pension plan.

Section 457 Plan

Section 457 Plan specifies whether or not the nonqualified plan is a section 457 plan. Complete Section 457 Plan if you enter 11 at Box Number. A section 457 plan is a special type of deferred compensation plan. See your tax adviser for details.
Work Location Maintenance (02.280.00)

Use Work Location Maintenance (02.280.00) to define work locations and the deductions to which earnings from the work locations are subject. Different work locations may fall under differing tax requirements; these unique tax situations can be accounted for in this screen.

When entering timesheets in either of the payroll time entry screens (Time Entry (02.010.00) or Time and Dollar Entry (02.020.00)), you must enter a work location ID on every timesheet. The software accumulates earnings and wages by work locations so that it can calculate a deduction unique to a certain work location (for example, an income tax imposed on employees who work in a certain city). Deductions applied to wages from all work locations are not considered. You can choose only selected-location deductions in this screen.

![Figure 119: Work Location Maintenance (02.280.00)](image)

Following are the field descriptions for Work Location Maintenance (02.280.00).

**Work Location ID**

Work Location ID is a unique identifying code distinguishing the work location from all other work locations in the database. A work location ID can be any alphanumeric code you care to assign (for example a city abbreviation or a warehouse name). Note that once work location information is set up in the database, you cannot change the Work Location ID. The only way to change the ID is to delete and re-enter the work location’s information, using the new work location ID.

To edit a work location’s information, select the associated Work Location ID. To delete a work location’s information, select the associated Work Location ID, and then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the work location information (all information including any history is removed from the database).
- No — Stop the Delete function (all work location information is retained in the database).

**Description (Location)**

Description is an explanation of the work location ID. This work location description appears along with the employee ID information on many Payroll reports.

**State/Prov**

State/Prov typically uses a standard two-letter state abbreviation (see “State/Province Maintenance (21.290.00)” in the Shared Information online help or user guide).

**Print W-2**

Print W-2 controls whether or not the software prints a W-2 Forms (02.741.00) report for the work location when the wage statements are printed at the end of the calendar year.
Deduction ID

Deduction ID determines the specific deductions required for the work location. For example, if you add Ohio as a work location, you would attach “Ohio state income tax” as a deduction. If you add Columbus, Ohio as a work location, you would attach “Columbus city tax” as a deduction. The ID entered here must be set up in the Deduction Maintenance (02.290.00).

Description (Deduction)

Description is an explanation of the deduction ID. A description appears only if a valid deduction ID is entered.

Deduction Type

Deduction Type displays the deduction type associated with the deduction ID. This designation is determined in Deduction Maintenance (02.290.00).
Deduction Maintenance (02.290.00)

Use Deduction Maintenance (02.290.00) to define all employee payroll deductions. There are two types of deductions: those applicable to wages earned in any work location and those applicable only to selected work locations (for example, state or local taxes). Deduction types applying to only selected work locations must be associated with those work locations in Work Location Maintenance (02.280.00) after they are defined in this screen. Deductions must also be associated with the earnings to which they apply in Earnings Type Maintenance (02.270.00). Regardless of the deduction type, all deductions from each employee’s gross pay must be selected from among the valid deduction types defined in this screen.

Deductions are often calculated from a base amount such as gross pay or gross hours. In many cases, portions of the base amount not considered to be subject to the deductions are subtracted from the base amount before the calculation is done. Another common practice is for taxing entities to allow reductions (credits) in the amount of the deduction once the deduction has been calculated. Exemptions are reductions in the base amount to arrive at an amount subject to the deduction calculation. Credits are direct reductions in the calculated deduction amount.

If a deduction requires exemptions or credits before it can be calculated, establish these using the Exemptions/Credits tab in this screen. It might also be necessary to use payroll tables for calculating deductions, exemptions, and credits. You can establish these tables in Payroll Table Maintenance (02.310.00).

![Deduction Maintenance Screen](image)

Figure 120: Deduction Maintenance (02.290.00)
Following are the field descriptions for Deduction Maintenance (02.290.00).

**Deduction ID**

Deduction ID is a unique identifying code distinguishing the deduction from all other deductions in the database. A deduction ID can be any alphanumeric code you care to assign. Once a deduction’s information is set up, you cannot change the deduction’s associated deduction ID. The only way to change the ID is to delete and re-enter the deduction’s information, using the new deduction ID.

To edit a deduction’s information, select the associated Deduction ID. To delete a deduction’s information, select the associated Deduction ID, and then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the deduction information (all information including any history is removed from the database).
- No — Stop the Delete function (all deduction information is retained in the database).

**Description**

Description is an explanation of Deduction ID.

**Comment**

Enter a comment that describes the change you have made to the deduction. Comment is displayed on Deduction Audit (02.291.00) and Deduction Types Audit format of the Deduction Types (02.710.00) report. Comment is available when changes are made. The changes the changes that activate the Comment field are updating the Deduction, Exemptions/Credits, or the Multi-Company tab. When creating a new deduction, Comment will activate as well.
Deduction Maintenance, Deduction Tab

Use the Deduction tab to define the type of deduction being created, including the base type, calculation method, and associated accounts and subaccounts.

Following are the field descriptions for the Deduction tab.

Deduction Type

Deduction Type specifies the type of payroll deduction. Deduction Type options are:

- **Pension** — The total of an employee's pension deduction is subtracted from the amount in box 1 (wages, tips, other compensation) on the W-2, if the pension deduction has been exempted from federal income tax. If the pension deduction has been exempted from employee-withheld FICA, the pension deduction amount is subtracted from box 3 (Social Security wages). If the pension deduction has been exempted from the state deduction for the work location, the pension deduction amount is subtracted from box 17, (state wages, tips, etc.). If the pension deduction has been exempted from local income tax for the work location, the pension deduction amount is subtracted from box 20 (local wages, tips, etc.). Because of W-2 presentation, use a Pension deduction only if the amount is 100% exempt.

- **Federal** — The total of all deductions of this type is withheld from the employee and is reported on the W-2 Wage and Tax Statement as federal income tax withheld. Select Employee Deduction (see below) if using this deduction type.

- **FICA** — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as FICA tax withheld. This type must be either an employee or employer paid deduction.
• FUTA — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as FUTA tax withheld. This type must be an employer paid deduction.

• State — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as state income tax. Select Employee Deduction if using this deduction type.

• Local — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as local income tax. Select Employee Deduction if using this for this deduction type.

• Garnishment — When an employee has a debt that remains unpaid, a wage garnishment is one legal means by which the person who is owed the money can obtain payment. A court order usually is delivered to the employer requiring the employer to withhold the unpaid amount from the employee's wages. When multiple garnishments are imposed against an employee, the court orders will establish the order in which the deductions should be calculated. There are three types of garnishments: Tax Levies, Child Support payments, and Creditor Garnishments.

• All Other — Any deduction not falling under any of the other categories should be given an All Other deduction type. The total of all deductions of this type withheld from the employee may or may not be reported on the W-2, depending on the deduction.

• Contribution — A deduction that can be based on gross earnings plus other contributions (employer-paid deductions) that are specified in the Contributions tab in Deduction Maintenance (02.290.00). The contributions are standard employer-paid deductions.

For example, a union dues deduction might be based on wages plus employer-paid matching contributions to a 401K fund. If gross wages are $1,000 and the 401K employer contribution is 2% of wages or $20, the union dues deduction would be based on $1,020.

**Deduction Sequence**

Deduction Sequence specifies the order in which Calculation (02.500.00) should process deductions. For all deduction types other than Garnishment, the deduction with a higher sequence number will be calculated first. Deductions having the same deduction sequence number will be processed by their type (Pension, Federal, etc.) and then by ID, alphabetically in ascending order. The general order is sequence, type, and ID. The default sequence number is zero for new deductions.

If the deduction type is Garnishment, Deduction Sequence indicates the local sequence applicable to Garnishments only, whereas other deduction types interpret Deduction Sequence as a global sequence. The global sequence is zero for Garnishments and cannot be changed. Garnishment deductions having the same sequence number will be processed by ID, alphabetically in ascending order.

**Base Type**

Base Type displays the selected base from which the deduction is to be calculated. The base type options are:

• Gross Earnings — Base the deduction on adjusted gross earnings (gross earnings less any exemptions).

• Std Earnings — Base the deduction on adjusted standard earnings (Std Rate entered in timesheets multiplied by Units less any exemptions).

• Gross Units — Base the deduction on gross units (hours, pieces) from the timesheets of the pay period.

• Disposable Earnings — Base the deduction on the disposable earnings for the employee for the pay period (gross earnings minus tips minus deductions that have the box Include in Disposable Earnings selected). When Disposable Earnings is selected, the Calculation Method must be Fixed Percentage.

• Hours Earned — Hours worked for the specified Earnings Type multiplied by the Pay Rate Multiplier established in Earnings Type Maintenance (02.270.00). When Hours Earned is selected, the calculation method is Fixed Rate or Rate Table.
- Deduction Amount — Base the deduction on another deduction amount. For example, some state income taxes are calculated based on the amount of federal income tax withheld.

- Days Worked — Base the deduction on units (hours, fractions of hours) from the timesheets of the pay period with a maximum of 8 units for each specific date entered in the timesheets. When Days Worked is selected, the calculation method is Fixed Rate, Rate Table, or Fixed Amount. To calculate the deduction for the Fixed Amount method, the number of days represented by timesheets (including timesheets for zero hours and zero earnings) will be multiplied by the fixed amount.

- No Base — Do not base the deduction on anything. In this case, the deduction must be a fixed dollar amount.

**Base Deduction ID**

**Base Deduction ID** determines the base deduction for the deduction being entered.

The software calculates deductions according to **Deduction Sequence** and **Deduction Type**, and in the following order: **Deduction Type** order is 1) Pension, 2) Federal, 3) FICA, 4) FUTA, 5) State, 6) Local, 7) Other, 8) Contribution, 9) Garnishment.

**Calculation** (02.500.00) will display an error message if the deduction in **Base Deduction ID** is not calculated before the deduction being established. If the sequence number of the base deduction ID and the deduction being established are the same, the deduction type of the base deduction ID must come before the deduction type of the deduction being established in the calculation listed above.

For example, you could not have a federal deduction based on an “other” deduction because the other deduction comes later in the order of deduction calculation, and thus is not available for use by the federal deduction calculation. The software automatically deletes the base deduction ID when you change the entry in **Base Type** from Deduction Amount to any of the other base types.

If the sequence number of the base deduction ID and the deduction being established differ, the sequence number of the base deduction ID must be higher.

**Calculation Method**

**Calculation Method** indicates the method to be used for calculating the amount of the deduction.

- Fixed Amount — Fixed dollar amount. This method can be used with the No Base or Days Worked base type. If you use the Fixed Amount method, you must enter the per-pay deduction amount in at least one of the following fields:
  - **Min Deduct Per Pay** on the **Pay Frequency** tab
  - **Fixed Amt/Pct/Rate** on the **Deduction** tab in **Employee Maintenance** (02.250.00)

  This value will override the value coming from **Deduction Maintenance** (02.290.00) during the payroll calculation process.

- Fixed Percentage — Fixed percentage of the base amount. This method can only be used with Gross Earnings and Deduction Amount base types (see **Base Type** above).

- Fixed Rate — Fixed rate multiplied by the base amount. This method can be used with Gross Units, Hours Earned, or Days Worked base type.

- Percentage Table — This method can only be used with the Gross Earnings or Deduction Amount base type. When the percentage used to calculate the deduction depends on the size of the base amount, use this method. The table used for each employee depends on the employee’s marital status.

- Rate Table — This method can be used with the Gross Units, Hours Earned, or Days Worked base type. When the rate used to calculate the deduction depends on the number of base units, use this method. The table used for each employee depends on the employee’s marital status.

When the deduction amount is not calculated but is fixed within a range determined by the size of the base amount, do the following:

- Select either the Percentage Table or the Rate Table calculation method.
- Establish the base ranges in Payroll Table Maintenance (02.310.00). For each range, enter the amount of deduction in the Amount In Dollars column of the table, leaving the Amount In Rate Or Percent column equal to zero.

**Lifetime**

Lifetime specifies to consider the maximum deduction amount as the maximum amount to use to determine when to stop calculating the deduction. If this check box is not selected, the maximum amount represents a maximum annual deduction amount. If the check box is selected, the maximum amount represents a maximum deduction amount for the life of this deduction.

**Fixed Pct/Rate**

Fixed Pct/Rate determines the percent or rate to be used if the calculation method for the deduction is Fixed Percent or Fixed Rate. If the calculation method is not Fixed Percent or Fixed Rate, the software skips Fixed Pct/Rate. If the calculation method is changed from Fixed Percent or Fixed Rate to one of the other valid methods, the software changes the fixed percent or rate to zero.

The percent or rate is changeable at any time. You can override it for individual employees in Employee Maintenance (02.250.00).

**Min YTD Subject Base**

Min YTD Subject Base determines the minimum amount below which the deduction should not be calculated for year-to-date wages or units (depending on the base type). If all year-to-date wages or units should be calculated, the field should be left at zero. This amount can be changed at any time. However, adjustments to the withholdings of affected employees may be necessary in order to correct for pay periods when the deduction was taken incorrectly. If No Base is selected at Base Type, the minimum and maximum bases are automatically set to zero, which means they will be ignored.

**Max YTD Subject Base**

Max YTD Subject Base determines the maximum amount of year-to-date wages or units (depending on the base type) subject to this deduction. The default is zero. The amount entered here must be greater than or equal to the minimum year-to-date subject wages. The deduction is no longer taken after the year-to-date deduction exceeds the deduction calculated for the maximum year-to-date subject base. You can change the amount entered here at any time, but adjustments to employees’ withholding may be necessary to correct for pay periods when the deduction was taken incorrectly.

If an employee has reached the maximum year-to-date subject base but has not had enough earnings deducted — which could happen if the deduction was not set up for the employee at the beginning of the calendar year — the deduction continues to be taken. This is because Calculation (02.500.00) calculates the deduction based on earnings for the pay period and the maximum subject base.

If the calculation based on the maximum subject base is less than or equal to the year-to-date amount actually withheld, the deduction is not taken. If No Base is selected at Base Type, the minimum and maximum bases are automatically set to zero, which means they will be ignored.

**Max Deduction Amt**

Max Deduction Amt indicates the annual maximum amount that should be deducted. If the Lifetime check box is selected, Max Deduction Amt indicates the maximum amount that should be deducted for the life of the deduction. Use of this field is optional. There are two methods for capping a deduction:

- Specify the maximum subject base amount at Max YTD Subject Base.
- Specify the maximum deduction amount at Max Deduction Amt (regardless of subject base).

If an amount is entered at Max Deduction Amt, then Max YTD Subject Base and Min YTD Subject Base are set to zero. If No Base is selected at Base Type, then Max Deduction Amt is the only option available for limiting deduction amounts.

Max Deduction Amt can be changed at any time. You can override it for individual employees on the Employee Maintenance (02.250.00), Deductions tab.
Subject All Work Locations

Subject All Work Locations controls whether or not the deduction is applicable to wages earned in all work locations. If you select Subject All Work Locations, the software takes the deduction (for example, federal income tax) automatically for all employees.

When Subject All Work Locations is not selected, the deduction is applicable to wages earned in selected work locations. The deduction type must be associated with the appropriate work locations in Work Location Maintenance (02.280.00). The software takes the deduction automatically when you enter employee timesheets for the work locations associated with the deduction.

In either case, you can use Employee Maintenance (02.250.00) to exempt employees from the deduction.

You cannot change this selection if the deduction type has been associated with one or more work locations in Work Location Maintenance (02.280.00). To change the deduction type in such a case, use Work Location Maintenance (02.280.00) to delete the deduction’s association with all work locations, and then clear the Subject All Work Locations check box.

Employee Deduction

Employee Deduction specifies whether or not a deduction is paid by the employee or employer. If Employee Deduction is selected, the deduction is taken from the employee’s gross pay. Otherwise, the deduction is considered an employer-paid liability expense. For example, do not select Employee Deduction when you are setting up a deduction to calculate the employer’s portion of FICA.

You cannot change this item for any employee after the software has calculated the deduction (see “Calculation (02.500.00)” on page 277).

Round Deduction Amount

Round Deduction Amount specifies to round the amount of the deduction to the nearest whole dollar. If the cents (amount right of the decimal point) is .49 or less, the amount will be rounded down; .50 or greater will be rounded up to the next whole dollar.

Include In Disposable Earnings

Include In Disposable Earnings specifies the deduction should be taken into consideration when calculating disposable earnings. When Include In Disposable Earnings is not selected, the amount associated with the deduction will not be included in disposable earnings. Disposable earnings are determined by subtracting all deductions required by law from an employee’s gross earnings (includes withholding for federal, state, or local income tax, social security or Medicare tax, state unemployment or disability tax, and mandated payments for state employee retirement systems — but not amounts designated for direct deposit into an employee’s bank account). Tips are excluded from disposable earnings. Voluntary deductions, such as health and life insurance premiums, union dues, and retirement plan contributions, are generally not subtracted from earnings to calculate disposable earnings. When deductions should be included in disposable earnings, select Include In Disposable Earnings. When Include in disposable earnings is selected, the deduction amount will be subtracted from gross earnings along with tips to determine the disposable earnings amount. This flag is enabled only when the deduction type is not Garnishment.

Allocate Deduction Amts

Allocate Deduction Amts indicates whether to distribute the deduction’s withholding or expense amounts to the following accounts and subaccounts for the company associated with the timesheet:

- Deduction withholding account
- Subaccount determined by Withholding Sub Source
- Deduction’s expense account
- Subaccount determined by Expense Sub Source

The calculation for this distribution is based on the percentage of each company and subaccount total earnings to total earnings on the check. The earnings for each company and subaccount combination...
Payroll/Direct Deposit

indicated on the timesheet are totaled. This total is divided by the total earnings on the check. The withholding and expense amounts are then multiplied by the resulting percentage and distributed to the appropriate companies, accounts, and subaccounts.

The allocate deduction amounts options are:

- No — Distribute neither the withholding amount nor the expense amount
- Yes — Distribute both the withholding amount and the expense amount
- Expense — Distribute only the expense amount
- Withholding — Distribute only the withholding amount

Allow Arrearages

Select the **Allow Arrearages** check box to indicate that if wages in a payroll check are insufficient to cover the deduction amount, the remainder of the deduction will be taken from future payroll checks.

Print on Check Stub

**Print on Check Stub** specifies whether or not the employer paid deduction details should print on check/direct deposit advice stubs when payroll checks are generated. If **Print on Check Stub** is selected, deduction details print on check/direct deposit advice stubs.

Calculate Fixed Percent Deduction Based on Earning Subject YTD

Selecting **Calculate Fixed Percent Deduction Based on Earning Subject YTD** allows the deduction to be calculated on the remaining **Max YTD Subject Base** instead of being limited by the current rate multiplied by the **Fixed Pct/Rate**.

Selecting this option would be useful if the rate decreases during the year and the employee had not reached their **Max YTD Subject Base** limit. Without the option selected, the deduction would calculate to a maximum deduction amount of the current rate times the **Max YTD Subject Base**, which could be lower than the rate times whatever portion of the maximum subject base has not been used yet.

This field is enabled when the **Calculation Method** is **Fixed Percent**.

Withholding Acct

**Withholding Acct** is the account to be used for recording amounts withheld from employees or liabilities calculated for employers (for example, Federal Tax Withheld, 2110; FICA Withheld, 2120). The account number entered here must be set up in General Ledger’s **Chart of Accounts Maintenance** (01.260.00). You can change the account number at any time. However, use caution when changing the number since the balance of the old account is not automatically transferred to the new account, but must be transferred manually (see General Ledger’s “Journal Transactions (01.010.00)” to do this).

The software automatically updates the balance of the account entered here when you print payroll checks using the **Checks** (02.630.00) report, or enter manual checks using **Manual Check Entry** (02.040.00).

Withholding Sub Source

**Withholding Sub Source** determines where the subaccount is used when creating the withhold amount’s transaction.

- Deduction — The witholding subaccount entered in the deduction will be used
- Employee — The subaccount from the employee’s default expense subaccount entered in **Employee Maintenance** (02.250.00), **Default** tab.
- Earnings — The subaccount from the earnings transaction will be used. This option is only available if the deduction is going to be allocated.
Withholding Sub

Withholding Sub determines the subaccount to be used for recording amounts withheld from employees or liabilities calculated for employers. The subaccount number entered here must be set up in Shared Information’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and General Ledger’s Subaccount Maintenance (01.270.00). You can change the subaccount number at any time. However, use caution when changing the number since the balance of the old subaccount is not automatically transferred to the new subaccount, but must be transferred manually (use General Ledger’s Journal Transactions (01.010.00) to do this). If Withholding Sub is left blank, the employee’s expense subaccount defined in the Defaults tab of Employee Maintenance (02.250.00) will be used to record the amounts.

The software automatically updates the balance of the subaccount entered here when you print payroll checks using the Checks (02.630.00) report or enter manual checks using Manual Check Entry (02.040.00).

Expense Account

Expense Account indicates the account to be used for recording employer expenses on an employer deduction. The account number entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

If you selected Employee Deduction, the software skips Expense Account. If you did not select Employee Deduction (which specifies an employer deduction), you can skip Expense Account. The software will use the default expense account entered in Employee Maintenance (02.250.00) for each employee in the Defaults tab.

Expense Sub Source

Expense Sub Source determines where the subaccount is used when creating the expense amount’s transaction.

- Deduction — The expense subaccount entered in the deduction will be used
- Employee — The subaccount from the employee’s default expense subaccount entered in Employee Maintenance (02.250.00), Default tab.
- Earnings — The subaccount from the earnings transaction will be used. This option is available only if the deduction will be allocated either by the Deduction method or by the Project method. If both allocation methods are selected, the Project Allocation is performed last.

Expense Sub

Expense Sub indicates the subaccount to be used for recording employer expenses on an employer deduction. The subaccount number entered here must be set up in Shared Information’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and General Ledger’s Subaccount Maintenance (01.270.00).

If you selected Employee Deduction, the software skips Expense Sub. If you did not select Employee Deduction (which specifies an employer deduction), you can skip Expense Sub. The software will use the default expense subaccount entered in Employee Maintenance (02.250.00) for each employee in the Defaults tab.

Vendor ID

The ID of the vendor you want to voucher for this deduction. If you do not want to create a voucher for this deduction, leave this field blank.

Update Project

Update Project indicates whether or not a transaction should be created for a project that has earnings subject to the deduction. If set to create transactions, the deduction amount will be allocated based on earnings by project/task and the Subaccount Source option chosen. If Earnings is chosen for Subaccount Source, the Project Allocation logic assumes every unique project/task corresponds to a
single subaccount; if No Project Updating is selected, no Project Allocation will be done. If Deduction Allocation is active, the Project Allocation is performed last. The options for Update Project are:

- **Billable** — Create the transaction with **Billable** set to Y.
- **Non-Billable** — Create the transaction with **Billable** set to N.
- **Billable Dft from Earnings** — Create the transaction with **Billable** set to the billable value from the earnings timesheet.
- **No project updating** — Do not create transactions for any project.

**Note:** A Billable value of Y specifies that the transaction should be included in revenue recognition and invoicing in Project Controller.

**Union**

Union is the code that this deduction/fringe should be associated with.

**Subject All Labor Classes**

**Subject All Labor Classes** to indicate whether or not union deduction earnings for all labor classes are subject or only for labor classes that are specified by the value entered in **Union**.

- If **Subject All Labor Classes** is checked, then union deduction earnings for all labor classes are subject to this deduction.
- If **Subject All Labor Classes** is NOT checked, then union deduction earnings are subject only if the earnings detail line in the timesheet contains the union entered in **Union**.

**Subject All Earnings**

**Subject All Earnings** indicated whether or not only the union indicated in the deductions earnings should be used in the deduction calculation or all the earnings for the check regardless of union.

- **Checked** — If the work union or the home union matches the union in the deduction. It will be calculated on all earnings for the check.

  **Note:** If there are any union reciprocity records for the home union/work union, they could make it possible that this deduction would not calculate.

- **Unchecked** — The work union in the earnings must match the union in the deduction before it will calculate.

  **Note:** If there are any union reciprocity records for the home union/work union, they could make it possible that this deduction would not calculate.
**Deduction Maintenance, Pay Frequency Tab**

Use the **Pay Frequency** tab to specify how often a payroll deduction is to be taken from an employee’s paycheck. The frequency is specified in terms of pay periods/months, based on the deduction schedule for each of the four pay frequencies: weekly, biweekly, semimonthly, and monthly. Also use the **Pay Frequency** tab to specify the minimum and maximum amount of a deduction per pay period, if appropriate.

Each pay frequency in the **Pay Frequency** tab has default values that the software automatically uses to specify the frequency and limits of a deduction. The default values cause the deduction to be taken every pay period, with no maximum or minimum amount. You can change these default values at any time.

![Deduction Maintenance (02.290.00) - Contoso, Ltd Demo](image)

**Figure 122: Deduction Maintenance (02.290.00), Pay Frequency tab**

Following are the field descriptions for the **Pay Frequency** tab.

**Deduction Scheduled**

**Deduction Scheduled** specifies when the deduction should be taken.

- **By Month** — Schedule the deduction to be taken monthly (even though the employee may be paid on a different schedule).
- **By Pay** — Schedule the deduction to be taken based on the pay period.

**Note:** If Deduction Scheduled is by month and the pay frequency is weekly or biweekly and your check date is changed to a different day of the week (because the normal date falls on a holiday, for example, Memorial Day, Labor Day) the date may not represent the correct week and may result in the deduction not being taken as expected. We recommend using the same day of the week for determining check dates when pay frequency is weekly or biweekly. Always review the checks prior to
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printing them using Check Preview (02.620.00) to confirm the check information is accurate. Adjustments may be entered in Review/Edit Check (02.030.00).

**Deduct Interval**

Deduct Interval determines the length of the interval, in pay periods or months, when the deduction should be calculated, such as quarterly.

**Starting Period/Month**

Starting Period/Month identifies, by number, the first pay period or month to start taking the deduction each year. For example, if you are setting up a deduction to begin the first pay of June and you have a semi-monthly payroll, enter 12 (the 12th pay period of the year). If you are setting up a deduction in the 20th pay period and the deduction should be taken starting in the first pay period of every year, enter 1, regardless of the current pay period. If the deduction and the deduction interval should continue in the new year based on the last period for which it was calculated in the previous year, enter 0. You can change the starting period at any time.

**Max Per/Months Per Year**

Max Per/Months Per Year determines the maximum number of pay periods or months per year in which the deduction should be taken for each pay frequency. If there is no maximum, accept zero as the default. You can change the maximum number at any time.

**Min Deduct Per Pay**

Min Deduct Per Pay determines the minimum amount per pay period that should be deducted for each pay frequency. If the calculation method entered for the deduction is Fixed Amount, enter the fixed amount that should be deducted from the employee’s gross wages. In this case, the maximum deduction amount per pay period is automatically set equal to the minimum deduction amount per pay period. You can override this fixed amount when you are setting up the deduction for specific employees in Employee Maintenance (02.250.00).

**Max Deduct Per Pay**

Max Deduct Per Pay determines the maximum amount per pay period that should be deducted. The maximum amount entered here must be greater than or equal to the minimum amount. If both amounts are zero, the software ignores them when calculating the deduction. If the calculation method entered for the deduction is Fixed Amount, the maximum is automatically set equal to the amount entered at Min Deduct Per Pay. This fixed amount can be overridden when you are setting up the deduction for specific employees in Employee Maintenance (02.250.00).

**Pay Period Sequence**

Pay Period Sequence indicates which pay period in the month the deduction should be calculated:

- **First** — First pay period of the month.
- **Second** — Second pay period of the month. Not applicable if paying semimonthly pay frequency.
- **Third** — Third pay period of the month. Not applicable if paying semimonthly or biweekly pay frequency.
- **Fourth** — Fourth pay period of the month. Not applicable if paying semimonthly or biweekly pay frequency.
- **Last** — Last pay period of the month.

**Check Sequences Active**

If Allow Multiple Checks per Pay Period is enabled in PR Setup (02.950.00), Check Sequences Active enables you to specify which check sequences are active for the deduction. Click All to specify that all check sequences are active; click Selected, then type the check sequence ID, to specify that a particular check sequence is active.
Deduction Maintenance, Payroll Tables Tab

Use the Payroll Tables tab to associate a specific payroll table with each marital status subject to a deduction. This is useful since deduction calculations usually differ between employees of different marital statuses. The software uses payroll tables in deduction calculation only if the calculation method is Percent Table or Rate Table. However, you can enter a marital status and payroll table ID, regardless of the calculation method.

Figure 123: Deduction Maintenance (02.290.00), Payroll Tables tab

Following are the field descriptions for the Payroll Tables tab.

Payroll Table

Payroll Table is used to assign a payroll table ID to each marital status (payroll table IDs are defined using Payroll Table Maintenance (02.310.00), and are used when calculating the deduction). If the calculation method for the deduction is Percent Table, the table selected must be a percent table. If the calculation method for the deduction is Rate Table, the table selected must be a rate table. The software rejects tables that do not match.

If the calculation type is changed from Percent Table or Rate Table to one of the other valid types, the payroll table IDs for each marital status remains the same. In this case, the payroll tables will be ignored during calculation of the deduction.

If the calculation method is Percent Table or Rate Table and a payroll table has not been specified, the software uses the payroll table assigned to All Statuses. If a table is not specified for the marital status of the employee or All Statuses, the software sets the deduction to zero. If a table has been specified but is changed to the wrong percent or rate type, the table is ignored and the deduction amount is zero.
Description
Description is an explanation of the payroll table ID entered at Payroll Table.

All Statuses
All Statuses specifies the payroll table ID and description associated with all employee marital statuses.

Head of Household
Head of Household specifies the payroll table ID and description associated with the head of household marital status.

Married, Joint
Married, Joint specifies the payroll table ID and description associated with the married, filing joint marital status.

Married, Separate
Married, Separate specifies the payroll table ID and description associated with the married, filing separate marital status.

Single
Single specifies the payroll table ID and description associated with the single marital status.
Deduction Maintenance, W-2 Control Tab

Use the W-2 Control tab to define W-2 tax form information for a deduction being set up in Deduction Maintenance (02.290.00).

Figure 124: Deduction Maintenance (02.290.00), W-2 Control tab

Following are the field descriptions for the W-2 Control tab.

**State**
State relates the deduction to a specific state for tax reporting purposes.

**Omit Reported Earnings**
Omit Reported Earnings specifies whether or not reported earnings for the deduction should be included in the wages printed on W-2 Forms (02.741.00) and in Generate W2 Electronic File (02.742.00). An employee’s reported earnings for employee-paid State type deductions are added together for the same State and reported for that State’s wages on W2s. Thus if an employee has two or more employee-paid State type deductions for the same State and the deductions are subject to the same earnings, the employee’s State wages may be overstated on W2s. To prevent an overstatement of State wages on W2s, determine which reported earnings would cause a duplication of State wages on W2s and select Omit Reported Earnings for that deduction or deductions.

**Employer ID**
Employer ID is a unique identifying code for the employer. This allows you to relate the deduction to a specific employer for tax reporting purposes.
Box Number

Box Number specifies the earnings type box number. Box number options are:

- Box 06 Medicare portion of FICA tax
- Box 06 Additional Medicare Tax
- Box 11 Nonqualified plans
- Box 12 One or more of the lettered amounts
- Box 14 Other — first line
- Box 14 Other — second line
- Box 14 Other — third line
- Box 10 Dependent care benefits
- None – Not applicable

Box Letter

Box Letter describes the deduction or earnings type total amount for an applicable selection entered at Box Number. If you do not enter a box number, amounts for this item are not accumulated for any of the possible box letters listed below. The possible box letters are:

- A – Uncollected Social Security tax on tips
- B – Uncollected Medicare tax on tips
- C – Group-term life insurance (cost of coverage over $50,000)
- D – Contributions to section 401k plan
- E – Contributions to section 403b
- F – Contributions to section 408k (6)
- G – Contributions to section 457
- H – Contributions to section 501c (18) (D)
- J – Sick pay not that cannot be included as income
- K – Tax on excess golden parachute payments
- L – Employee business expenses equal to the government-specified rates (In box 10, show the portion that is more than that allowed under the government-specified rates.)
- M – Uncollected Social Security
- N – Uncollected Medicare tax on group-term life insurance provided to former employees (including retirees) in excess of $50,000
- P – Excludable moving expense reimbursements
- R – Contributions to a medical savings account (MSA)
- Q – Nontaxable combat pay
- S – Contributions to a section 408 (p)
- T – Adoption benefits
- V – Income from exercise of non-statutory option(s)
- W – Employer contribution to a health savings account
- Y – Deferrals under 409A nonqualified compensation plan
- Z – Income under 409A nonqualified compensation plan
- AA – Designated Roth contributions to a section 401(k) plan
- BB – Designated Roth contributions under a section 403(b) salary reduction agreement
- DD – Cost of employer-sponsored health coverage
• EE – Designated Roth contributions under a governmental section 457(b) plan

Retirement Plan
Retirement Plan specifies whether or not the deduction type falls under a qualified retirement plan.

Section 457 Plan
Section 457 Plan specifies whether or not the nonqualified plan is a section 457 plan. Complete Section 457 Plan if you enter 11 at Box Number. A section 457 plan is a special type of deferred compensation plan. See your tax adviser for details.
Deduction Maintenance, Exemptions/Credits Tab

Use the Exemptions/Credits tab to enter exemptions and credits for any deductions. Deductions are often calculated from a base amount such as gross pay or gross hours. In many cases, portions of the base amount not subject to the deduction are subtracted from the base amount before the calculation is completed. These portions are exemptions.

Another common practice is for taxing entities to allow reductions (credits) to the amount of the deduction once the deduction has been calculated. Exemptions are reductions in the base amount to arrive at the base amount subject to the deduction calculation. Credits are direct reductions in the calculated deduction amount.

How exemption and credit amounts are determined is usually specified by a taxing authority and can involve calculations. Since an employee’s marital status can affect the exemption or credit calculation, you must specify the deduction for which an exemption or credit applies and the employee marital status. It is often necessary to use payroll tables for calculating exemptions and credits. Establish these tables using Payroll Table Maintenance (02.310.00).

![Deduction Maintenance, Exemptions/Credits Tab](image)

Figure 125: Deduction Maintenance (02.290.00), Exemptions/Credits tab
Following are the field descriptions for the Exemptions/Credits tab.

**Marital Status**

*Marital Status* determines marital status to which the exemption/credit applies. Marital status options are:

- All Statuses
- Head of Household
- Married — Joint (filing a joint tax return with spouse/partner)
- Married — Separate (filing a separate tax return)
- Single

The marital status to which an exemption/credit applies cannot be changed. To change the marital status, you must delete and re-enter the exemption/credit.

**Type**

*Type* specifies whether the entry is an exemption or a credit. *Type* options are:

- Exemption — Subtracted from the base before the deduction calculation
- Credit — Subtracted from the deduction amount after the calculation

You can change the type at any time.

**Exemption/Credit ID**

*Exemption/Credit ID* is a unique identifying code that distinguishes the exemption/credit from all other exemptions/credits in the database. An exemption/credit ID can be any alphanumeric code you care to assign.

*Note:* Any ID entered here must be unique among all exemptions or credits for the same deduction. For example, if you are setting up a pension deduction that is exempt from federal income tax and FICA, you can call one exemption/credit 401F for federal withholding and the other 401I for the FICA deduction. Exemptions or credits can have duplicate IDs, as long as they are associated with different deductions. Also note that exemptions which are based on 401k deductions should be given identification numbers that place them before any other exemptions being used. Exemptions/credits can be changed at any time.

**Description (Exemption/Credit)**

*Description* is an explanation of the exemption or credit.

**Base Type**

*Base Type* determines the base from which the exemption or credit is to be calculated. The *Base Type* options are:

- Deduction Amount — Base the exemption or credit on another deduction amount. For example, some state income taxes are calculated based on the amount of federal income tax withheld.
- Gross Earnings — Base the exemption or credit on adjusted gross earnings (gross earnings less any exemptions).
- Gross Units — Base the exemption or credit on pay units, from timesheet entries for the period.
- Nbr Other Exemptions — Base the exemption or credit on the number of other exemptions claimed by the employee (see “Employee Maintenance (02.250.00)” on page 173).
- Nbr Personal Exemptions — Base the exemption or credit on the number of personal exemptions claimed by the employee (see “Employee Maintenance (02.250.00)” on page 173).
- No Base — Base the exemption or credit on a fixed dollar amount.
You can change the base type at any time. However, changing the base type may also require a change in the calculation method.

**Base Deduction ID**

Base Deduction ID determines the base deduction of the exemption or credit. For example, if you want to exempt 401k contributions from federal income tax, enter the 401k pension deduction ID here. You can change the base deduction ID at any time.

*Calculation* (02.500.00) will display an error message if the base deduction ID is not set up properly. The software calculates deductions in order of deduction sequence and deduction type. The deduction type order is: 1) Pension, 2) Federal, 3) FICA, 4) FUTA, 5) State, 6) Local, 7) Other, 8) Contribution, 9) Garnishment.

The deduction ID entered here must be calculated before the deduction from which you want to exempt it. For example, you cannot enter the FICA deduction ID as an exemption from federal income tax if both deductions have the same sequence number.

**Calculation Method**

Calculation Method determines the method to be used for calculating the amount of the exemption/credit. The Calculation Method options are:

- **Fixed Percentage** — This method (fixed percentage of the base amount) can only be used with the Gross Earnings and Deduction Amount base types.
- **Fixed Rate** — This method (fixed rate multiplied by the base amount) can only be used with the Gross Units, Nbr Personal Exemptions, and Nbr Other Exemptions base types.
- **Fixed Amount** — The fixed dollar amount method can only be used with the No Base type.
- **Percentage Table** — The percentage table method can only be used with the Gross Earnings and Deduction Amount base types. When the percentage used to calculate the exemption or credit depends on the size of the base amount, use this method.
- **Rate Table** — The Rate Table method can only be used with the Gross Units, Nbr Personal Exemptions, and Nbr Other Exemptions base types. When the rate used to calculate the exemption or credit depends on the size of the base amount, use this method.

When the exemption or credit amount is not calculated but is fixed within a range determined by the size of the base amount, it is important to do the following:

1. Enter either the Percentage Table or the Rate Table calculation method here.
2. Enter the base ranges in *Payroll Table Maintenance* (02.310.00).
3. For each range, enter the amount of the exemption or credit in the **Amount In Dollars** column of the table, leaving the **Rate or Percent** column equal to zero.

**Fixed Pct/Rate/Amt**

Fixed Pct/Rate/Amt specifies the exemption/credit percent, rate, or amount. If the calculation method for the exemption or credit is Fixed Percentage, Fixed Rate, or Fixed Amount, enter the percent, rate, or annualized dollar amount to be used. For example, if the entire pension deduction is exempt from federal income tax, enter 100.0000.

If the calculation method is not Fixed Percentage, Fixed Rate, or Fixed Amount, the software automatically skips Fixed Pct/Rate/Amt. If the calculation method is changed from Fixed Percentage or Fixed Rate to one of the other valid methods, the software automatically changes the fixed percent, rate, or amount to zero. You can change the percent, rate, or amount at any time.
**Payroll Table**

**Payroll Table** displays the ID of the payroll table used to calculate the exemption or credit. You can change the payroll table ID at any time. If the calculation method (see *Calculation Method*) for the exemption or credit is Percentage Table, the table type entered must be Percent Table.

If the calculation method for the exemption or credit is Rate Table, the table type entered must be Rate Table. If you enter the wrong type of table, the software rejects it. If the calculation method selected is Fixed Percentage, Fixed Rate, or Fixed Amount, the software automatically skips **Payroll Table**.

**Description (Payroll Table)**

*Description* is an explanation of the ID entered at **Payroll Table**.

**Annual Minimum**

**Annual Minimum** specifies the minimum annual exemption or credit amount that should be calculated, if there is a minimum amount. If there is no minimum, accept zero as the default.

If both the minimum and maximum exemption or credit amounts are zero, they are ignored by the exemption/credit calculation.

**Annual Maximum**

**Annual Maximum** specifies the maximum annual exemption or credit amount that should be calculated. The amount entered here must be greater than or equal to the exemption or credit minimum. If there is no maximum, accept zero as the default.

If both the minimum and maximum exemption or credit amounts are zero, they are ignored by the exemption/credit calculation.

**Maximum Application**

**Maximum Application** specifies how the maximum annual exemption or credit amount entered in **Annual Maximum** is applied during exemption/credit calculation. Options are:

- **Over Entire Year** — The maximum annual exemption or credit amount is applied over the entire year in equal amounts per pay period.

- **As Calculated** — The calculated exemption or credit amount is applied toward the maximum annual exemption or credit amount. Once the maximum annual exemption or credit amount is reached, the exemption or credit is not calculated for the remainder of the year.

This option is available for exemptions or credits that are based on a fixed percentage of a deduction amount and have an annual maximum greater than zero. If an exemption or credit is not based on a fixed percentage of a deduction amount or its annual maximum is not greater than zero, the software automatically skips **Maximum Application**.

Changing **Maximum Application** during the year may cause incorrect exemption/credit amounts to be calculated for a deduction. If **Maximum Application** is changed during the year, check calculated deduction amounts and if necessary make corrections to calculated deduction amounts in *Review/Edit Check (02.030.00)*.

**Reduce reported wages subject to withholding**

**Reduce reported wages subject to withholding** only applies to exemptions. If you check this box, the exemption is to reduce reported taxable wages. If you do not check this box, the exemption has no effect. There are, however, a few exemptions where it does not apply:

- Any exemption based on the number of personal and/or other exemptions.

- Any exemption attached to a deduction which is not based on earnings.
Deduction Maintenance, Multi-Company Tab

Use the Multi-Company tab to enter multi-company account and subaccount information for any deductions. The company ID distinguishes the account and subaccount information for each company the deduction will affect. The withholding account and subaccount information is used to record amounts withheld from employees or liabilities calculated for employers. The expense account and subaccount information is used to record employer expenses on an employer deduction.

![Deduction Maintenance (02.290.00), Multi-Company tab](image)

Following are the field descriptions for the Multi-Company tab.

**Company ID**

Company ID is the identification code of the company.

**Withholding Acct**

Withholding Acct is the account to be used for recording amounts withheld from employees or liabilities calculated for employers (for example, Federal Tax Withheld, 2110; FICA Withheld, 2120). The account number entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). You can change the account number at any time. However, use caution when changing the number since the balance of the old account is not automatically transferred to the new account, but must be transferred manually (see General Ledger’s “Journal Transactions (01.010.00)” to do this).

The software automatically updates the balance of the account entered here when you print payroll checks using the Checks (02.630.00) report, you print payroll direct deposit advice slips using the Direct Deposit Advice Slips (02.635.00) report, you enter net checks using Net Check Entry (02.080.00), or you enter manual checks using Manual Check Entry (02.040.00).
Withholding Sub

Withholding Sub determines the subaccount to be used for recording amounts withheld from employees or liabilities calculated for employers. The subaccount number entered here must be set up in Shared Information’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and General Ledger’s Subaccount Maintenance (01.270.00). You can change the subaccount number at any time. However, use caution when changing the number since the balance of the old subaccount is not automatically transferred to the new subaccount, but must be transferred manually (use General Ledger’s Journal Transactions (01.010.00) to do this). If Withholding Sub is left blank, the employee’s expense subaccount defined in the Defaults tab of Employee Maintenance (02.250.00) will be used to record the amounts.

The software automatically updates the balance of the subaccount entered here when print payroll checks using the Checks (02.630.00) report, you print payroll Direct Deposit Advice Slips using the Direct Deposit Advice Slips (02.635.00) report, you enter net checks using Net Check Entry (02.080.00) or enter manual checks using Manual Check Entry (02.040.00).

Expense Account

Expense Account indicates the account to be used for recording employer expenses on an employer deduction. The account number entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

If you selected Employee Deduction, the software skips Expense Account. If you did not select Employee Deduction (which specifies an employer deduction), you can skip Expense Account. The software will use the default expense account entered in Employee Maintenance (02.250.00) for each employee in the Defaults tab.

Expense Sub

Expense Sub indicates the subaccount to be used for recording employer expenses on an employer deduction. The subaccount number entered here must be set up in Shared Information’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and General Ledger’s Subaccount Maintenance (01.270.00).

If you selected Employee Deduction, the software skips Expense Sub. If you did not select Employee Deduction (which specifies an employer deduction), you can skip Expense Sub. The software will use the default expense subaccount entered in Employee Maintenance (02.250.00) for each employee in the Defaults tab.

Update Project

Update Project indicates whether or not a transaction should be created for a project that has earnings subject to the deduction. If set to create transactions, the deduction amount will be allocated based on earnings by project/task and the Subaccount Source option chosen. If Earnings is chosen, the Project Allocation logic assumes every unique project/task corresponds to a single subaccount. If No Project Updating is selected, no Project Allocation will be done. If Deduction Allocation is active, the Project Allocation is performed last. The options for Update Project are:

- Billable — Create the transaction with Billable set to Y.
- Non-Billable — Create the transaction with Billable set to N.
- Billable Dft from Earnings — Create the transaction with Billable set to the billable value from the earnings timesheet.
- No project updating — Do not create transactions for any project.

Note: A Billable value of Y specifies that the transaction should be included in revenue recognition and invoicing in Project Controller.
Deduction Maintenance, Contributions Tab

Use the Contributions tab to enter employer-paid contributions, which are deductions already created in the Deduction Maintenance (02.290.00) screen. The total of contributions and gross earnings becomes the basis for the deduction’s calculation. The Contributions tab is enabled only for contribution-type deductions.

For example, a union dues deduction might be based on wages plus employer-paid matching contributions to a 401K fund. If gross wages are $1,000 and the 401K employer contribution is 2% of wages or $20, the union dues deduction would be based on $1,020.

Figure 127: Deduction Maintenance (02.290.00), Contributions tab

Following are the field descriptions for the Contributions tab.

Contribution ID

Contribution ID is a unique identifying code of standard employer-paid deductions.

Description

Description is an explanation of Contribution ID.
Deduction History (02.291.00)

Use Deduction History (02.291.00) to review all employee payroll deductions for prior years. Deductions can be edited in this screen but only when using Initialize mode from the Options menu.

Following are the field descriptions for the Deduction tab.

**Deduction ID**

**Deduction ID** is a unique identifying code distinguishing the deduction from all other deductions in the database. A deduction ID can be any alphanumeric code you care to assign. Once a deduction’s information is set up, you cannot change the deduction’s associated deduction ID. The only way to change the ID is to delete and re-enter the deduction’s information, using the new deduction ID.

To edit a deduction’s information, select the associated **Deduction ID**. To delete a deduction’s information, select the associated **Deduction ID**, and then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the deduction information (all information including any history is removed from the database).
- No — Stop the Delete function (all deduction information is retained in the database).

**Calendar Year**

**Calendar Year** specifies the calendar year in which the deduction was used.
Description
Description is an explanation of Deduction ID.

Audit Date
The date that the last update was made.

Comment
The information that was entered when the last update was made to the deduction.

View Comparisons ... (button)
This button opens Comparisons (02.291.01). For more information see “Comparisons (02.291.01)” on page 243.

Deduction Type
Deduction Type specifies the type of payroll deduction. Deduction Type options are:

- Pension — The total of an employee’s pension deduction is subtracted from the amount in box 1 (wages, tips, other compensation) on the W-2, if the pension deduction has been exempted from federal income tax. If the pension deduction has been exempted from employee-withheld FICA, the pension deduction amount is subtracted from box 3 (Social Security wages). If the pension deduction has been exempted from the state deduction for the work location, the pension deduction amount is subtracted from box 17, (state wages, tips, etc.). If the pension deduction has been exempted from local income tax for the work location, the pension deduction amount is subtracted from box 20 (local wages, tips, etc.). Because of W-2 presentation, use a Pension deduction only if the amount is 100% exempt.

- Federal — The total of all deductions of this type is withheld from the employee and is reported on the W-2 Wage and Tax Statement as federal income tax withheld. Select Employee Deduction (see below) if using this deduction type.

- FICA — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as FICA tax withheld. This type must be either an employee or employer paid deduction.

- FUTA — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as FUTA tax withheld. This type must be an employer paid deduction.

- State — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as State income tax. Select Employee Deduction if using this deduction type.

- Local — The total of all deductions of this type withheld from the employee is reported on the W-2 Wage and Tax Statement as Local income tax. Select Employee Deduction if using this for this deduction type. Garnishment — When an employee has a debt that remains unpaid, a wage garnishment is one legal means by which the person who is owed the money can obtain payment. A court order usually is delivered to the employer requiring the employer to withhold the unpaid amount from the employee’s wages. When multiple garnishments are imposed against an employee, the court orders will establish the order in which the deductions should be calculated. There are three types of garnishments: Tax Levies, Child Support payments, and Creditor Garnishments.

- All Other — Any deduction not falling under the above categories should be given an All Other deduction type. The total of all deductions of this type withheld from the employee may or may not be reported on the W-2, depending on the deduction.

- Contribution — A deduction that is based on gross earnings plus other contributions that are specified in the Contributions tab in Deduction Maintenance (02.290.00). The contributions are standard employer-paid deductions.
**Deduction Sequence**

*Deduction Sequence* specifies the order in which *Calculation* (02.500.00) should process deductions. For all deduction types other than Garnishment, the deduction with a higher sequence number will be calculated first. Deductions having the same deduction sequence number will be processed by their type (Pension, Federal, etc.) and then by ID, alphabetically in ascending order. The general order is sequence, type, and ID. The default sequence number is zero for new deductions.

If the deduction type is Garnishment, *Deduction Sequence* indicates the local sequence applicable to Garnishments only, whereas other deduction types interpret *Deduction Sequence* as a global sequence. The global sequence is zero for Garnishments and cannot be changed. Garnishment deductions having the same sequence number will be processed by ID, alphabetically in ascending order.

**Base Type**

*Base Type* displays the selected base from which the deduction is to be calculated. The base type options are:

- **Gross Earnings** — Base the deduction on adjusted gross earnings (gross earnings less any exemptions).
- **Std Earnings** — Base the deduction on adjusted standard earnings (*Std Rate* entered in timesheets multiplied by *Units* less any exemptions).
- **Gross Units** — Base the deduction on gross units (hours, pieces) from the timesheets of the pay period.
- **Disposable Earnings** — Base the deduction on the disposable earnings for the employee for the pay period (gross earnings minus tips minus deductions that have the box Include in Disposable Earnings selected). When Disposable Earnings is selected, the Calculation Method must be Fixed Percentage.
- **Deduction Amount** — Base the deduction on another deduction amount. For example, some state income taxes are calculated based on the amount of federal income tax withheld.
- **Days Worked** — Base the deduction on units (hours, pieces) from the timesheets of the pay period with maximum 8 units per day. Additional amount (*Rate* x 8) will be added to deduction amount if there is a zero timesheet entered for the working day.
- **No Base** — Do not base the deduction on anything. In this case, the deduction must be a fixed dollar amount.

**Base Deduction ID**

*Base Deduction ID* determines the base deduction for the deduction being entered. The software calculates deductions according to *Deduction Sequence* and *Deduction Type*, and in the following order: *Deduction Type* order is 1) Pension, 2) Federal, 3) FICA, 4) FUTA, 5) State, 6) Local, 7) Other, 8) Contribution, 9) Garnishment.

*Calculation* (02.500.00) will display an error message if the deduction in *Base Deduction ID* is not calculated before the deduction being established. If the sequence number of the base deduction ID and the deduction being established are the same, the deduction type of the base deduction ID must come before the deduction type of the deduction being established in the calculation listed above.

For example, you could not have a federal deduction based on an “other” deduction because the other deduction comes later in the order of deduction calculation, and thus is not available for use by the federal deduction calculation. The software automatically deletes the base deduction ID when you change the entry in *Base Type* from Deduction Amount to any of the other base types.

If the sequence number of the base deduction ID and the deduction being established differ, the sequence number of the base deduction ID must be higher.

**Calculation Method**

*Calculation Method* indicates the method to be used for calculating the amount of the deduction.
Payroll/Direct Deposit

- **Fixed Amount** — Fixed dollar amount. This method can only be used with No Base selected as the base type. If you use the Fixed Amount method, you must enter the per-pay deduction amount in at least one of the following fields:
  - **Min Deduct Per Pay** on the Pay Frequency tab
  - **Fixed Amt/Pct/Rate** on the Deduction tab in Employee Maintenance (02.250.00)
  
  This value will override the value coming from Deduction Maintenance (02.290.00) during the payroll calculation process.

- **Fixed Percentage** — Fixed percentage of the base amount. This method can only be used with Gross Earnings and Deduction Amount base types (see **Base Type** above).

- **Fixed Rate** — Fixed rate multiplied by the base amount. This method can only be used with the Gross Units base type.

- **Percentage Table** — This method can only be used with the Gross Earnings and Deduction Amount base types. When the percentage used to calculate the deduction depends on the size of the base amount, use this method. The table used for each employee depends on the employee’s marital status.

- **Rate Table** — This method can only be used with the Gross Units base type. When the rate used to calculate the deduction depends on the number of base units, use this method. The table used for each employee depends on the employee’s marital status.

When the deduction amount is not calculated but is fixed within a range determined by the size of the base amount, do the following:

- Select either the Percentage Table or the Rate Table calculation method.

- Establish the base ranges in Payroll Table Maintenance (02.310.00). For each range, enter the amount of deduction in the Amount In Dollars column of the table, leaving the Amount In Rate Or Percent column equal to zero.

**Lifetime**

**Lifetime** specifies to consider the maximum deduction amount as the maximum amount to use to determine when to stop calculating the deduction. If this check box is not selected, the maximum amount represents a maximum annual deduction amount. If the check box is selected, the maximum amount represents a maximum deduction amount for the life of this deduction.

**Fixed Pct/Rate**

**Fixed Pct/Rate** determines the percent or rate to be used if the calculation method for the deduction is Fixed Percent or Fixed Rate. If the calculation method is not Fixed Percent or Fixed Rate, the software skips Fixed Pct/Rate. If the calculation method is changed from Fixed Percent or Fixed Rate to one of the other valid methods, the software changes the fixed percent or rate to zero.

The percent or rate is changeable at any time. You can override it for individual employees in Employee Maintenance (02.250.00).

**Min YTD Subject Base**

**Min YTD Subject Base** determines the minimum amount below which the deduction should not be calculated for year-to-date wages or units (depending on the base type). If all year-to-date wages or units should be calculated, the field should be left at zero. This amount can be changed at any time. However, adjustments to the withholdings of affected employees may be necessary in order to correct for pay periods when the deduction was taken incorrectly. If No Base is selected at **Base Type**, the minimum and maximum bases are automatically set to zero, which means they will be ignored.

**Max YTD Subject Base**

**Max YTD Subject Base** determines the maximum amount of year-to-date wages or units (depending on the base type) subject to this deduction. The default is zero. The amount entered here must be greater than or equal to the minimum year-to-date subject wages. The deduction is no longer taken after the year-to-date deduction exceeds the deduction calculated for the maximum year-to-date subject base.
You can change the amount entered here at any time, but adjustments to employees’ withholding may be necessary to correct for pay periods when the deduction was taken incorrectly.

If an employee has reached the maximum year-to-date subject base but has not had enough earnings deducted — which could happen if the deduction was not set up for the employee at the beginning of the calendar year — the deduction continues to be taken. This is because Calculation (02.500.00) calculates the deduction based on earnings for the pay period and the maximum subject base.

If the calculation based on the maximum subject base is less than or equal to the year-to-date amount actually withheld, the deduction is not taken. If No Base is selected at Base Type, the minimum and maximum bases are automatically set to zero, which means they will be ignored.

Max Deduction Amt

Max Deduction Amt indicates the annual maximum amount that should be deducted. There are two methods for capping a deduction: If the Lifetime check box is selected Max Deduction Amt indicates the maximum amount that should be deducted for the life of the deduction. Use of this field is optional. There are two methods for capping a deduction:

- Specify the maximum subject base amount at Max YTD Subject Base.
- Specify the maximum deduction amount at Max Deduction Amt (regardless of subject base).

If an amount is entered at Max Deduction Amt, then Max YTD Subject Base and Min YTD Subject Base are set to zero. If No Base is selected at Base Type, then Max Deduction Amt is the only option available for limiting deduction amounts.

Subject All Work Locations

Subject All Work Locations controls whether or not the deduction is applicable to wages earned in all work locations. If you select Subject All Work Locations, the software takes the deduction (for example, federal income tax) automatically for all employees.

When Subject All Work Locations is not selected, the deduction is applicable to wages earned in selected work locations. The deduction type must be associated with the appropriate work locations in Work Location Maintenance (02.280.00). The software takes the deduction automatically when you enter employee timesheets for the work locations associated with the deduction.

In either case, you can use Employee Maintenance (02.250.00) to exempt employees from the deduction.

You cannot change this selection if the deduction type has been associated with one or more work locations in Work Location Maintenance (02.280.00). To change the deduction type in such a case, use Work Location Maintenance (02.280.00) to delete the deduction’s association with all work locations, then clear the Subject All Work Locations check box.

Employee Deduction

Employee Deduction specifies whether or not a deduction is paid by the employee or employer. If Employee Deduction is selected, the deduction is taken from the employee’s gross pay. Otherwise, the deduction is considered an employer-paid liability expense. For example, do not select Employee Deduction when you are setting up a deduction to calculate the employer’s portion of FICA.

You cannot change this item for any employee after the software has calculated the deduction (see “Calculation (02.500.00)” on page 277).

Round Deduction Amount

Round Deduction Amount specifies to round the amount of the deduction to the nearest whole dollar. If the cents (amount right of the decimal point) is .49 or less, the amount will be rounded down; .50 or greater will be rounded up to the next whole dollar.

Include In Disposable Earnings

Include In Disposable Earnings specifies the deduction should be taken into consideration when calculating disposable earnings. When Include In Disposable Earnings is not selected, the amount
associated with the deduction will not be included in disposable earnings. Disposable earnings are determined by subtracting all deductions required by law from an employee’s gross earnings (includes withholding for federal, state, or local income tax, social security or Medicare tax, state unemployment or disability tax, and mandated payments for state employee retirement systems — but not amounts designated for direct deposit into an employee’s bank account). Tips are excluded from disposable earnings. Voluntary deductions, such as health and life insurance premiums, union dues, and retirement plan contributions, are generally not subtracted from earnings to calculate disposable earnings. When deductions should be included in disposable earnings, select Include In Disposable Earnings. When Include in disposable earnings is selected, the deduction amount will be subtracted from gross earnings along with tips to determine the disposable earnings amount. This flag is enabled only when the deduction type is not Garnishment.

Allocate Deduction Amts
Allocate Deduction Amts indicates whether to distribute the deduction’s withholding or expense amounts to the following accounts and subaccounts for the company associated with the timesheet:

- Deduction withholding account
- Subaccount determined by Withholding Sub Source
- Deduction’s expense account
- Subaccount determined by Expense Sub Source

The calculation for this distribution is based on the percentage of each company and subaccount total earnings to total earnings on the check. The earnings for each company and subaccount combination indicated on the timesheet are totaled. This total is divided by the total earnings on the check. The withholding and expense amounts are then multiplied by the resulting percentage and distributed to the appropriate companies, accounts, and subaccounts.

The allocate deduction amounts options are:

- No — Distribute neither the withholding amount nor the expense amount
- Yes — Distribute both the withholding amount and the expense amount
- Expense — Distribute only the expense amount
- Withholding — Distribute only the withholding amount

Allow Arrearages
Select the Allow Arrearages check box to indicate that if wages in a payroll check are insufficient to cover the deduction amount, the remainder of the deduction will be taken from future payroll checks.

Print on Check Stub
Print on Check Stub specifies whether or not the employer paid deduction details should print on check/direct deposit advice stubs when payroll checks are generated. If Print on Check Stub is selected, deduction details print on check/direct deposit advice stubs.

Calculate Fixed Percent Deduction Based on Earning Subject YTD
Selecting Calculate Fixed Percent Deduction Based on Earning Subject YTD allows the deduction to be calculated on the remaining Max YTD Subject Base instead of being limited by the current rate multiplied by the Fixed Pct/Rate.

Selecting this option would be useful if the rate decreases during the year and the employee had not reached their Max YTD Subject Base limit. Without the option selected, the deduction would calculate to a maximum deduction amount of the current rate times the Max YTD Subject Base, which could be lower than the rate times whatever portion of the maximum subject base has not been used yet.

Withholding Acct
Withholding Acct is the account to be used for recording amounts withheld from employees or liabilities calculated for employers (for example, Federal Tax Withheld, 2110; FICA Withheld, 2120).
The account number entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). You can change the account number at any time. However, use caution when changing the number since the balance of the old account is not automatically transferred to the new account, but must be transferred manually (see General Ledger’s “Journal Transactions (01.010.00)” to do this).

The software automatically updates the balance of the account entered here when you print payroll checks using the Checks (02.630.00) report, or enter manual checks using Manual Check Entry (02.040.00).

**Withholding Sub Source**

*Withholding Sub Source* determines where the subaccount is used when creating the withhold amount’s transaction.

- **Deduction** — The withholding subaccount entered in the deduction will be used
- **Employee** — The subaccount from the employee’s default expense subaccount entered in Employee Maintenance (02.250.00), *Default* tab.
- **Earnings** — The subaccount from the earnings transaction will be used. This option is available only if the deduction will be allocated either by the Deduction method or by the Project method. If both allocation methods are selected, the Project Allocation is performed last.

**Withholding Sub**

*Withholding Sub* determines the subaccount to be used for recording amounts withheld from employees or liabilities calculated for employers. The subaccount number entered here must be set up in Shared Information’s *Flexkey Definition* (21.320.00) and *Flexkey Table Maintenance* (21.330.00), and General Ledger’s *Subaccount Maintenance* (01.270.00). You can change the subaccount number at any time. However, use caution when changing the number since the balance of the old subaccount is not automatically transferred to the new subaccount, but must be transferred manually (use General Ledger’s *Journal Transactions* (01.010.00) to do this). If *Withholding Sub* is left blank, the employee’s expense subaccount defined in the *Defaults* tab of *Employee Maintenance* (02.250.00) will be used to record the amounts.

The software automatically updates the balance of the subaccount entered here when you print payroll checks using the Checks (02.630.00) report or enter manual checks using Manual Check Entry (02.040.00).

**Expense Account**

*Expense Account* indicates the account to be used for recording employer expenses on an employer deduction. The account number entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

If you selected *Employee Deduction*, the software skips *Expense Account*. If you did not select *Employee Deduction* (which specifies an employer deduction), you can skip *Expense Account*. The software will use the default expense account entered in Employee Maintenance (02.250.00) for each employee in the *Defaults* tab.

**Expense Sub Source**

*Expense Sub Source* determines where the subaccount is used when creating the expense amount’s transaction.

- **Deduction** — The expense subaccount entered in the deduction will be used
- **Employee** — The subaccount from the employee’s default expense subaccount entered in Employee Maintenance (02.250.00), *Default* tab.
- **Earnings** — The subaccount from the earnings transaction will be used. This option is only available if the deduction is going to be allocated.
Expense Sub

Expense Sub indicates the subaccount to be used for recording employer expenses on an employer deduction. The subaccount number entered here must be set up in Shared Information's Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and General Ledger's Subaccount Maintenance (01.270.00).

If you selected Employee Deduction, the software skips Expense Sub. If you did not select Employee Deduction (which specifies an employer deduction), you can skip Expense Sub. The software will use the default expense subaccount entered in Employee Maintenance (02.250.00) for each employee in the Defaults tab.

Vendor ID

The ID of the vendor you want to voucher for this deduction. If you do not want to create a voucher for this deduction, leave this field blank.

Update Project

Update Project indicates whether or not a transaction should be created for a project that has earnings subject to the deduction. If set to create transactions, the deduction amount will be allocated based on earnings by project/task and the Subaccount Source option chosen. If Earnings is chosen, the Project Allocation logic assumes every unique project/task corresponds to a single subaccount. If No Project Updating is selected, no Project Allocation will be done. If Deduction Allocation is active, the Project Allocation is performed last.

- Billable — Create the transaction with Billable set to Y.
- Non-Billable — Create the transaction with Billable set to N.
- Billable Dft from Earnings — Create the transaction with Billable set to the billable value from the earnings timesheet.
- No project updating — Do not create transactions for any project.

Note: A Billable value of Y specifies that the transaction should be included in revenue recognition and invoicing in Project Controller.

Union

Union is the code that this deduction/fringe should be associated with.

Subject All Labor Classes

Subject All Labor Classes to indicate whether or not union deduction earnings for all labor classes are subject or only for labor classes that are specified by the value entered in Union.

- If Subject All Labor Classes is checked, then union deduction earnings for all labor classes are subject to this deduction.
- If Subject All Labor Classes is NOT checked, then union deduction earnings are subject only if the earnings detail line in the timesheet contains the union entered in Union.

Subject All Earnings

Subject All Earnings indicated whether or not only the union indicated in the deductions earnings should be used in the deduction calculation or all the earnings for the check regardless of union.

- Checked — If the work union or the home union matches the union in the deduction. It will be calculated on all earnings for the check.

  Note: If there are any union reciprocity records for the home union/work union, they could make it possible that this deduction would not calculate.

- Unchecked — The work union in the earnings must match the union in the deduction before it will calculate.
**Note:** If there are any union reciprocity record for the home union/work union, they could make it possible that this deduction would not calculate.

**Comparisons (02.291.01)**

*Comparisons (02.291.01)* displays the history for each of the changes in the deduction maintenance that affect the payroll check. For example, the deduction may have changes related to Exemption/Credits, Companies or Basis for the deduction change. When these change they will affect the employee’s check. To help identify what may have changed a paycheck, the records are saved to identify what changed and who changed the deduction.

This screen allow you to review the changes within a calendar year, comparing to the prior changes and identifying those fields that change. For steps to help guide you through reviewing changes, see “Reviewing Deduction History” on page 113.

![Figure 129: Deduction History (02.291.00)](image)

Following are the field descriptions for *Deduction Audit* (02.291.01):
Deduction Area
The fields displayed in this area are all deduction fields that have changed except those from the Exemption/Credits or Multi-Company tabs. They include the Date and time of the change, the user who changed it and the current and previous values for the changed fields. The fields are read-only.

Exemptions/Credits Area
This area contains changes that were made on the Exemption/Credits tab in Deduction Maintenance (02.290.00). If there is an exemption/credit that changed, the grid displays the updated exemption/credit and Revised is selected. Highlight the row and click Compare Exemption/Credits to Previous to open Exemption/Credits Comparison Detail (02.291.02) and see what changed. The values appear for before and after the change.

Deduction Company Area
This area contains changes that were made on the Multi-Company tab in Deduction Maintenance (02.290.00). If there is a company that changed, the grid displays the updated company and Revised is selected. Highlight the row and click Compare Deduction Company to Previous to open Company Comparison Detail (02.291.03) and see what changed. The values appear for before and after the change.
Payroll Table Maintenance (02.310.00)

Use Payroll Table Maintenance (02.310.00) to create payroll tables for calculating deductions, exemptions, and credits (see “Deduction Maintenance (02.290.00)” on page 211 and “Employee Maintenance (02.250.00)” on page 173). Set up a payroll table for any exemption or credit requiring a complex calculation (for example, an exemption or credit for other than a fixed amount or rate). Note that payroll tables must exist before you can calculate payroll.

Following are the field descriptions for Payroll Table Maintenance (02.310.00).

ID
ID is a unique identifying code that distinguishes the payroll table from all others in the database. A payroll table ID can be any alphanumeric code you care to assign. Note that once a payroll table’s information is set up, you cannot change the payroll table’s associated payroll table ID. The only way to change the ID is to delete and re-enter the payroll table’s information, using a new payroll table ID.

A payroll table’s information can be edited at any time. To delete a payroll table’s information, select the associated payroll table ID, then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the payroll table’s information (all information including any history is removed from the database).
- No — Stop the Delete function (all payroll table information is retained in the database).

Description
Description is an explanation of the payroll table ID.

Comment
Enter a comment that describes the change you have made to a payroll table. Comment is displayed on Payroll Table History (02.311.00) and the Payroll Tables Audit format of Payroll Tables (02.720.00) report. Comment is available when changes are made. When creating a new deduction, Comment will
activate as well. For example, when you change make government required changes for a table you might enter “Federal change for year 2014”.

Type

**Type** specifies the payroll table’s calculation type. Table **Type** options are:

- **Percent Table** — The table performs percentage calculations. The percent entered is multiplied by a base amount and divided by 100. This type is suitable for the Percentage Table calculation method, used for deduction, exemption, and credit calculations.

- **Rate Table** — The table performs calculations based on a rate multiplied by a base amount. This type of table is suitable for the Rate Table calculation method, used for deduction, exemption, and credit calculations.

The payroll tables are designed so that the entire calculation is defined by a single line in the table, the line being chosen by the size of the base amount. The software performs the calculation as follows:

\[ \text{Amount in dollars} + (\text{rate or percent}) \times (\text{base amount} - \text{on base units over}) \]

You can change the table type at any time, but do so with caution. If the type entered here represents a table inappropriate for calculation of a certain deduction, exemption, or credit, the result of the calculation is zero. For more information, see “Table Types” on page 18.

**Amount In Dollars**

**Amount In Dollars** is the total of the percentage calculations of all previous table lines for any given line of the table. This enables completion of the calculation, using only one line from the table.

**Rate or Percent**

**Rate or Percent** is the percent or rate amount that applies to a given range of base units. One percent is entered as 1.00.

**On Base Units Over**

**On Base Units Over** qualifies the annualized amount. It is the threshold for a given range of base units. The number entered here must be of the same decimal precision as the number entered at **Base Type** in Deduction Maintenance (02.290.00). For example, if an exemption is based on the number of personal exemptions and it uses a rate table, numbers entered in **On Base Units Over** for that rate table must be a whole number.

When the calculation is performed for a specific base amount, the software finds the line with the largest on-base-unit-over amount that is still less than the base amount. The units from this line are then used in the equation listed under **Type**. For an example, see “On Base Units Over” on page 19. If the base amount for which you are doing the calculation is less than or equal to the amount entered at **On Base Units Over** of the first line of the table, the result of the calculation is zero.
Payroll Table History (02.311.00)

Use Payroll Table History (02.311.00) to review all payroll tables for prior years. PR tables can be edited in this screen but only when using Initialize mode from the Options menu. You can review each change made through the year by clicking View Comparisons… which opens Comparisons (02.311.01). For more information on reviewing the tax table history, see “Reviewing Payroll Table History” on page 115.

**Figure 131: Payroll Table History (02.311.00)**

**ID**

**ID** is a unique identifying code that distinguishes the payroll table from all others in the database. A payroll table ID can be any alphanumeric code you care to assign. Note that once a payroll table’s information is set up, you cannot change the payroll table’s associated payroll table ID. The only way to change the ID is to delete and re-enter the payroll table’s information, using a new payroll table ID.

A payroll table’s information can be edited at any time. To delete a payroll table’s information, select the associated payroll table ID, then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the payroll table’s information (all information including any history is removed from the database).
- No — Stop the Delete function (all payroll table information is retained in the database).

**Calendar Year**

**Calendar Year** specifies the calendar year in which the table was used.
**View Comparisons... (button)**

*View Comparisons...* opens *Comparisons (02.311.01)*. In this screen you can view each of the changes made to the Payroll Tables throughout the year. See “Comparisons (02.311.01)” on page 249.

**Change Date**
The date the record was last saved.

**Change User**
The last user to change the Payroll Table.

**Comment**
Comment is the information typed in when the last change was made to the payroll tax table.

**Description**
*Description* is an explanation of the payroll table ID.

**Type**
*Type* specifies the payroll table’s calculation type. Table *Type* options are:

- **Percent Table** — The table performs percentage calculations. The percent entered is multiplied by a base amount and divided by 100. This type is suitable for the Percentage Table calculation method, used for deduction, exemption, and credit calculations.

- **Rate Table** — The table performs calculations based on a rate multiplied by a base amount. This type of table is suitable for the Rate Table calculation method, used for deduction, exemption, and credit calculations.

The payroll tables are designed so that the entire calculation is defined by a single line in the table, the line being chosen by the size of the base amount. The software performs the calculation as follows:

\[
\text{Amount in dollars} + (\text{rate or percent}) \times (\text{base amount} - \text{on base units over})
\]

You can change the table type at any time, but do so with caution. If the type entered here represents a table inappropriate for calculation of a certain deduction, exemption, or credit, the result of the calculation is zero. For more information, see “Table Types” on page 18.

**Amount In Dollars**
*Amount In Dollars* is the total of the percentage calculations of all previous table lines for any given line of the table. This enables completion of the calculation, using only one line from the table.

**Rate or Percent**
*Rate or Percent* is the percent or rate amount that applies to a given range of base units. One percent is entered as 1.00.

**On Base Units Over**
*On Base Units Over* qualifies the annualized amount. It is the threshold for a given range of base units. The number entered here must be of the same decimal precision as the number entered at *Base Type* in *Deduction Maintenance (02.290.00)*. For example, if an exemption is based on the number of personal exemptions and it uses a rate table, numbers entered in *On Base Units Over* for that rate table must be a whole number.

When the calculation is performed for a specific base amount, the software finds the line with the largest on-base-unit-over amount that is still less than the base amount. The units from this line are then used in the equation listed under table *Type*. For an example, see “On Base Units Over” on
If the base amount for which you are doing the calculation is less than or equal to the amount entered at On Base Units Over of the first line of the table, the result of the calculation is zero.

Comparisons (02.311.01)

Comparisons (02.311.01) allows you to view each of the changes made to the payroll tax tables throughout the year. Records will display showing the date, the user who made the change, and the comments entered when the table was changed. Changes made in Payroll Table Maintenance (02.310.00) and Load Payroll Tax Tables (02.560.00) will both be displayed in this screen.

![Comparisons (02.311.01)](image)

Figure 132: Comparisons (02.311.01)

Header Fields

When the header records change, Revised will be selected.

Detail section

The detail section of Comparisons (02.311.01) has rows display with Revised selected if that row has changed. Click on that row to highlight the change and click on Compare to Previous to compare the before and after change values. Comparison Detail (03.311.02) opens to display the changes. The item that changed will have Revised selected beside it.
Pay Group Maintenance (02.320.00)

Use Pay Group Maintenance (02.320.00) to create employee pay groups. Employees can be grouped by a variety of methods: geographic location, level of management, etc. The only restriction is that all members of a pay group must have equal values in the following categories:

- Pay frequency
- Standard units per pay period

There can be more than one pay group with the same pay frequency.

Following are the field descriptions for Pay Group Maintenance (02.320.00).

**Pay Group ID**

Pay Group ID is a unique identifying code that distinguishes the pay group (a group of employees) from all other pay groups in the database. A pay group ID can be any alphanumeric code you care to assign. Note that once a pay group’s information is set up, you cannot change the pay group’s associated Pay Group ID. The only way to change the ID is to delete and re-enter the pay group’s information, using a new pay group ID.

A pay group’s information can be edited at any time. To delete a pay group’s information, select the associated Pay Group ID, and then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the pay group’s information (all information including any history is removed from the database).
- No — Stop the Delete function (all pay group information is retained in the database).

**Description**

Description is an explanation of the pay group.

**Pay Frequency**

Pay Frequency determines the frequency with which the employees who are members of the pay group are to be paid. The pay group options are:

- Biweekly — 26 pay periods per year
- Monthly — 12 pay periods per year
- Semi-monthly — 24 pay periods per year
- Weekly — 52 pay periods per year

You can change the pay frequency at any time; however, do so with caution. Changing the frequency changes the calculation of deductions for all employees who are members of the pay group.
Standard Units Per Pay Pd

Standard Units Per Pay Pd specifies the number of pay units per pay period normally worked by employees in the pay group. For a salaried employee, the software divides the number entered here into the standard salary entered in Employee Maintenance (02.250.00). This determines the unit rate for distribution of the salary to the General Ledger and Project Controller module records, and among timesheet entries (see "Time Entry (02.010.00)" on page 123 and "Time and Dollar Entry (02.020.00)" on page 130).

For example, suppose an employee’s salary is $1,000 for 80 hours. If you only enter a timesheet for 30 hours, the employee still gets paid for 80 hours. The remaining 50 hours are automatically distributed to the default expense account entered in Employee Maintenance (02.250.00).
Benefit Class Maintenance (02.330.00)

Use Benefit Class Maintenance (02.330.00) to establish the IDs and descriptions of general payroll benefit classifications. Benefit classes are at the highest level of payroll benefit maintenance, used to designate the broad categories that together comprise a company’s total payroll benefits package. Typical benefit classes are vacation, sick days, and personal days.

Once benefit classes are established, you can define one or more types of benefits for each class using the Benefit Maintenance (02.340.00). For example, under the benefit class VACATION, you might establish (in other screens) the vacation benefit types VACINITIAL (initial vacation benefit) for employees who have less than one year of service and VACSTD (standard vacation benefit) for employees who have one or more years of service. Each benefit type would use different options, specified in the Benefit Maintenance (02.340.00) to indicate when the benefit is available to employees, whether or not it accrues a liability, how much of the benefit can be carried forward to a subsequent benefit year, etc.

![Benefit Class Maintenance (02.330.00)](image)

Figure 134: Benefit Class Maintenance (02.330.00)

Following are the field descriptions for Benefit Class Maintenance (02.330.00).

**ID**

ID is a unique identifying code that distinguishes the benefit class from all other benefit classes in the database. A benefit class ID can be any alphanumeric code you care to assign.

**Description**

Description specifies the benefit class name associated with the benefit class ID. The benefit class description entered here appears in screens used to enter and maintain payroll benefit information and on many reports.
Benefit Maintenance (02.340.00)

Use Benefit Maintenance (02.340.00) to define the information of different benefit types within a payroll benefit class (general benefit category). For example, within the benefit class VACATION, you might set up the vacation benefit types VACINITIAL (initial vacation benefit) for employees who have less than one year of service and VACSTD (standard vacation) for employees with one or more years of service. Both types belong to the VACATION benefit class, however, each would use different options (when the benefit is available to employees, whether or not it accrues a liability, how much of the benefit can be carried to a subsequent year, etc.) to distinguish between the two types of vacation benefits available to employees.

Benefit maintenance is a more detailed level of payroll benefit maintenance, completed after the payroll benefit classes have been established (see “Benefit Class Maintenance (02.330.00)” on page 252). Once benefit types are established, you can assign them to employees using Employee Maintenance (02.250.00).

Following are the field descriptions for Benefit Maintenance (02.340.00).

**Benefit ID**

Benefit ID is a unique identifying code that distinguishes the benefit type from all other benefit types in the benefit class. A benefit ID can be any alphanumeric code you care to assign.

**Description**

Description specifies the benefit type name associated with the benefit ID. The description entered here appears in screens used to enter and maintain payroll benefit information and on many reports. It also appears on checks if you select Print on Check Stub.
Benefit Maintenance, Benefit Tab

Use the Benefit tab to associate the benefit ID with a benefit class, expiration date, accrual method, and expense and liability accounts and subaccounts.

Class ID

Class ID is the unique identifying code for the benefit class to which the benefit type belongs. For example, a vacation benefit type with the benefit ID VACINITIAL and class ID VACATION specifies that the VACINITIAL benefit type belongs to the VACATION benefit class. Benefit class IDs are established in Benefit Class Maintenance (02.330.00).

Year Type

Year Type specifies when to close the year for benefit accumulation (closings occur automatically, based on the option selected here). Year type options are:

- Employee Anniversary — The benefit year closes on each employee’s employment anniversary date. Employment anniversaries are based on the date employed entered in the Employee Maintenance (02.250.00).
- Plan Year — The benefit year closes at the same point in time for all employees regardless of their employment dates.

Plan Year Begin

Plan Year Begin specifies the month and day when the benefit accumulation is to begin for a new benefit year if the year type is Plan Year. Otherwise, this field is disabled. The Plan Year Begin number increments by one after the closing of each completed benefit year (see Year Type).

Expiration Date

Expiration Date specifies when the accumulated benefit is no longer available to employees. If a date is entered here, benefit availability expires when payroll is calculated for the period containing the benefit expiration date. Normally this field is left blank.
Available To Use Method

Available To Use Method specifies when employees receiving the benefit are to be awarded additional benefit hours. Note that hours available to employees do not necessarily mean employees own these hours. For example, a SICKDAYS benefit may make five sick days available to employees, however, the sick days are not owned by employees (the employer is not obligated to pay employees for unused sick days at the end of the year). Availability options are:

- Annually — Additional benefit hours become available for use at annual intervals.
- Hourly — Additional benefit hours become available for use based on hours worked by employees. For example, employees might receive one hour of additional vacation time for each 25 hours worked.
- Monthly — Additional benefit hours become available for use at monthly intervals. For example, employees might receive one additional day of vacation time at the beginning of each month if the Year Type for the deduction is set to Plan Year. The employee might receive one additional day of vacation time on their anniversary day if the Year Type is set to Plan Year.
- Per Pay — Additional benefit hours become available for use at the completion of each pay period. For example, employees might receive an additional four hours (one-half day) of vacation time at the end of each biweekly pay period.

Accrue Liability

Accrue Liability specifies whether or not the benefit hours awarded to employees accrue as a liability (the employee owns the additional hours). If you select Accrue Liability, benefit hours accrue as a liability owed to employees.

Accrual Method

Accrual Method controls how the accrual of benefit hours is to take place (at what point the benefit hours become a liability owed to employees). Accrual Method is used only if you select Accrue Liability (the benefit should accrue as a liability). The accrual options are:

- As Available — As benefit hours become available to employees, they immediately accrue as a liability.
- Pro-Rated Days — For each day that has elapsed since the beginning of the benefit year, an additional portion of the benefit hours should accrue as a liability.
- Pro-Rated Hours — For each hour worked since the beginning of the benefit year, an additional portion of the benefit hours should accrue as a liability.

Print on Check Stub

Print on Check Stub specifies whether or not the benefit details should print on check stubs when payroll checks are generated. If Print on Check Stub is selected, benefit details print on check stubs.

Expense Account

Expense Account specifies the expense account to be charged with the expense of a benefit subject to liability accrual (see Accrue Liability). The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). However, an expense account can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

For a benefit accruing a liability, the account entered here serves as the benefit’s default expense account. If the benefit should not have a default expense account, leave Expense Account blank. In such a case, the software uses the default expense account from each employee’s record (see “Employee Maintenance (02.250.00)” on page 173).
Expense Sub

Expense Sub specifies the expense subaccount to be charged with the expense of a benefit subject to liability accrual (see Accrue Liability). The subaccount entered here must be set up in Shared Information’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00). However, an expense subaccount can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

For a benefit accruing a liability, the subaccount entered here serves as the benefit’s default expense subaccount. If the benefit should not have a default expense subaccount, leave Expense Sub blank. In such a case, the software uses the default expense subaccount from each employee’s record (see “Employee Maintenance (02.250.00)” on page 173).

Liability Account

Liability Account specifies the liability account where the liability for a benefit subject to liability accrual is recorded (see Accrue Liability). The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). However, a liability account can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Liability Sub

Liability Sub specifies the liability subaccount where the liability for a benefit subject to liability accrual is recorded (see Accrue Liability). The subaccount entered here must be set up in Shared Information’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00). However, a liability subaccount can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).
Benefit Maintenance, Earnings Types Tab

Use the Earnings Types tab to define which payroll earnings types contribute to the total hours employees must work before receiving availability or ownership of benefit hours. For example, a vacation benefit could be established so that only regular hours contribute to the total hours that must be worked in order to receive vacation hours. Or the benefit could be set up so that both regular and overtime hours contribute to the total needed for vacation hours.

Note: The Earnings Types that you specify here only relate to the benefits with the Available To Use Method of Hourly. All other methods ignore this entry.

Figure 137: Benefit Maintenance (02.340.00), Earnings Types tab

Following are the field descriptions for the Earnings Types tab.

**Earnings ID**

Earnings ID is the unique identifying code of the payroll earnings type that contributes to the availability of benefit hours. The earnings type entered here must be set up in Earnings Type Maintenance (02.270.00). However, an earnings ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Description**

Description specifies the earnings type name associated with the earnings ID. The description entered here appears on screens and on many reports.
Benefit Maintenance, Rate Table Tab

Use the Rate Table tab to define the number of benefit hours that become available each time additional benefit hours are calculated for employees (the rate at which additional hours accumulate). For example, a vacation benefit might be set up to make four additional hours of vacation time available to employees each time their biweekly payroll checks are calculated. Also use the Rate Table tab to define how many months employees must be employed to become eligible for benefit hours, how many benefit hours can be carried over to a new benefit year, and the maximum benefit hours that can be accumulated.

The Availability Rates options (Annual Rate, Hourly Rate, etc.) are connected to Available To Use Method in Benefit Maintenance (02.340.00). For example, if Available To Use Method is Hourly, you must select Hourly Rate as the availability rate. Note that if Available To Use Method is Per Pay, than the Monthly, Semimonthly, Biweekly, and Weekly Rate fields are enabled so that a rate can be entered for each available pay frequency. An employee’s pay frequency will determine which of the rates is used to calculate the employee’s additional benefit hours.

![Rate Table Tab](image)

Figure 138: Benefit Maintenance (02.340.00), Rate Table tab

Following are the field descriptions for the Rate Table tab.

**Months Employed**

Months Employed specifies how long, in months, employees must be employed before benefit hours become available to them. For example, 6 means employees must be employed six months before being eligible for benefit hours. A 0 means the employees are eligible immediately.

**Max Annual Carryover**

Max Annual Carryover is the total number of benefit hours available that can be carried over to a new benefit year. For example, 20.00 specifies that only 20 benefit hours carry over to a new benefit year, even if an employee has 30 benefit hours available at the end of the current benefit year.

**Max Cumulative Available**

Max Cumulative Available is the maximum number of benefit hours that employees can accumulate (the benefit hours ceiling) before the software stops assigning additional hours to the benefit hours total. For example, if a vacation benefit has 40.00 as its maximum cumulative available amount, employees can accumulate up to, but no more than, 40 hours of unused vacation time.
Annual Rate

**Annual Rate** specifies how many additional benefit hours or percentage of an hour become available annually to employees each time additional benefit hours are calculated.

**Note:** Availability rate options are connected to **Available To Use Method** in **Benefit Maintenance** (02.340.00). If the option at **Available To Use Method** is **Annually**, **Annual Rate** is the only availability rate option available.

Hourly Rate

**Hourly Rate** specifies how many additional benefit hours or percentage of an hour become available hourly to employees each time additional benefit hours are calculated.

**Note:** Availability rate options are connected to **Available To Use Method** in **Benefit Maintenance** (02.340.00). If the option at **Available To Use Method** is **Hourly**, **Hourly Rate** is the only availability rate option available.

Monthly Rate

**Monthly Rate** specifies how many additional benefit hours or percentage of an hour become available monthly to employees each time additional benefit hours are calculated.

**Note:** Availability rate options are connected to **Available To Use Method** in **Benefit Maintenance** (02.340.00). If the option at **Available To Use Method** is **Monthly**, **Monthly Rate** is the only availability rate option available. **Monthly Rate** may also be used if the option at **Available To Use Method** is **Per Pay**.

Semimonthly Rate

**Semimonthly Rate** specifies how many additional benefit hours or percentage of an hour become available semimonthly to employees each time additional benefit hours are calculated.

**Note:** Availability rate options are connected to **Available To Use Method** in **Benefit Maintenance** (02.340.00). If the option at **Available To Use Method** is **Per Pay**, **Semimonthly Rate** is an available rate option.

Biweekly Rate

**Biweekly Rate** specifies how many additional benefit hours or percentage of an hour become available biweekly to employees each time additional benefit hours are calculated.

**Note:** Availability rate options are connected to **Available To Use Method** in **Benefit Maintenance** (02.340.00). If the option at **Available To Use Method** is **Per Pay**, **Biweekly Rate** is an available rate option.

Weekly Rate

**Weekly Rate** specifies how many additional benefit hours or percentage of an hour become available weekly to employees each time additional benefit hours are calculated.

**Note:** Availability rate options are connected to **Available To Use Method** in **Benefit Maintenance** (02.340.00). If the option at **Available To Use Method** is **Per Pay**, **Weekly Rate** is an available rate option.
Benefit Maintenance, Transition Options Tab

Use the Transition Options tab to control the transfer of employees from one benefit type to another (for example, transferring employees from a VACINITIAL [initial vacation benefit] benefit type to a VACSTD [standard vacation benefit] benefit type). Employees can be transferred to a new benefit type based on one of several different methods.

![Figure 139: Benefit Maintenance (02.340.00), Transition Options tab](image)

Following are the field descriptions for the Transition Options tab.

**Transition Method**

Transition Method specifies the point in time when employees under the benefit type should be transferred to another benefit type. The transition options are:

- **Date** — Employees should be transferred to the new benefit type on the date specified at Date.
- **Hours Worked** — Employees should be transferred to the new benefit type once they have worked the number of hours specified at Months/Hours Worked.
- **Months Employed** — Employees should be transferred to the new benefit type once they have been employed the number of months specified at Months/Hours Worked.
- **Next Benefit Cycle** — Employees should be transferred to the new benefit type at the beginning of the destination benefit’s next benefit year.
- **None** — No transition method is required.

**Date**

Date specifies the day, month, and year when employees should be transferred to a new benefit type. For example, a transition date might be used to transfer employees to a new benefit type at the start of a new contract period. Date is used only if Date is selected as the Transition Method.

**Months/Hours Worked**

Months/Hours Worked specifies the number of months or hours employees will work before being transferred to a new benefit type. Months/Hours Worked is used only if Hours Worked or Months Employed is selected as the Transition Method.

If the transition option is Hours Worked, the number of hours specified in Months/Hours Worked is an absolute value (for example, 2080 hours worked). If the option is Months Employed, the number of months specified in Months/Hours Worked is an absolute value relative to the date-employed (see “Employee Maintenance (02.250.00)” on page 173).
**Next Benefit ID**

*Next Benefit ID* specifies the unique identifying code for the benefit type (see “Benefit Maintenance (02.340.00)” on page 253) to which employees are to be transferred when their benefit transition point (specific date, months or hours worked) is reached.

**Description**

*Description* specifies the benefit type name associated with the benefit ID (see “Benefit Maintenance (02.340.00)” on page 253).

**Carry Benefit History Forward**

*Carry Benefit History Forward* specifies whether or not the benefit history (vacation days earned, sick days remaining, etc.) for employees being transferred to a new benefit type should also be transferred from the current to the new benefit type. If you select *Carry Benefit History Forward*, employee benefit history should be transferred to the new benefit type (if it is not selected, employees start with a clean slate in their new benefit type).

**Note:** For benefits accruing a liability (*Accrue Liability* in *Benefit Maintenance* (02.340.00) is selected), only unused accrued hours (hours owned by employees) carry forward. For benefits not accruing a liability, only unused available hours carry forward.
Direct Depositor Maintenance (02.350.00)

Use Direct Depositor Maintenance (02.350.00) to set up and maintain employee direct deposit information. You must complete this screen for each employee who is to be identified as a direct depositor. Completion of this screen is necessary for the initial pre-notification of a new direct depositor and for subsequent pre-notification of changes to bank or bank account information.

The Bank Transit #, Bank Account #, Account Type, Amount/Pct, and Pre-Note Status fields apply to each bank account to which the employee elects to deposit net pay. At least one (the primary) account is required. From zero to five additional (secondary) accounts may also be entered.

![Direct Depositor Maintenance (02.350.00)](image)

Figure 140: Direct Depositor Maintenance (02.350.00)

Following are the field descriptions for Direct Depositor Maintenance (02.350.00).

**Employee ID**

Employee ID is the identification code for the employee whose information is to be added or changed. Employee IDs are created in Employee Maintenance (02.250.00). The employee name appears in the adjacent field. However, an employee ID can also be entered using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

**Bank ID**

Bank ID is the identification code for the company payroll account. Select from the bank accounts entered in Company Payroll Account Maintenance (02.360.00). The bank account description appears in the adjacent field.

If only one bank account is entered, the software automatically displays that bank account.
Distribution Type

Distribution Type is the direct deposit distribution type option (the type entered in DD Setup (02.951.00) appears as the default). Distribution Type options are:

- **Fixed Amount** — A fixed amount of the employee’s net pay is allocated to a secondary account(s). The remaining balance goes to the primary account. If the primary account is not approved, the remaining balance goes to the last approved secondary account.

  **Example** (Fixed amount distribution type):
  
  Net Pay is $1,000.
  Secondary account 1 is $200.
  Secondary account 2 is $355.
  Amount allocated to the primary account is $445.

- **Percent of Net Pay** — A percentage of the employee’s net pay is allocated to a secondary account(s). The remaining balance goes to the primary account. If the primary account is not approved, the remaining balance goes to the last approved secondary account.

  **Example** (percent of net pay distribution type):
  
  Net Pay is $1,000.
  Secondary account 1 at 20.00% is $200.
  Secondary account 2 at 35.50% is $355.
  Amount allocated to the primary account is $445.

Low Pay Rule

Low Pay Rule is the employee’s low pay rule (the rule entered in DD Setup (02.951.00) appears as the default). The low pay rule is effective only if the employee’s Distribution Type is Fixed Amount. The purpose of the low pay rule is to control allocation of fixed amounts of net pay when the actual net pay is exceeded by the total of the amounts entered for the secondary accounts. The Low Pay Rule options are:

- **All Pay Goes to Primary Account** — The entire amount is allocated to the primary account and nothing is allocated to secondary account(s). If the primary account is not approved, the entire amount is allocated to the last approved secondary account.

  **Example** (All goes to main account rule):
  
  Net pay is $500.
  Secondary account 1 is $200.
  Secondary account 2 is $355.
  Amount allocated to the primary account is $500.
  Nothing is allocated to the secondary accounts.

- **Distribute Pay, from First to Last** — The entire amount is allocated to secondary account(s) and nothing is allocated to the primary account. If all of the secondary accounts are not approved, the entire amount is allocated to the primary account.

  **Example** (Distribute, from first to last rule):
  
  Net pay is $500.
  Secondary account 1 is $200.
  Secondary account 2 is $355.
  Amount allocated to secondary account 1 is $200.
  Amount allocated to secondary account 2 is $300.
  Nothing is allocated to the primary account.

Bank Transit #

Bank Transit # is the transit/routing number that identifies the bank for this account. This is the preprinted number at the bottom left of the employee’s personal checks. The last digit (right-most) is the check digit. The check digit is determined by a formula applied to the preceding digits of the transit number. It verifies the correct entry of these digits.
Bank Account 

Bank Account # is the employee’s account number for this account. This number follows the bank transit number on the bottom of the employee’s personal checks.

Account Type

Account Type is the bank account type. Account type options are:
- Checking account — The account is a checking account.
- Savings account — The account is a savings account.

Amount/Pct

Amount/Pct is the amount or percent allocated to the account, based on your selection for Distribution Type. If you selected Fixed Amount as the distribution type, enter the dollar amount of net pay to be allocated to this account. If you selected Percent of Net Pay as the Distribution Type, enter the percentage of net pay to be allocated to this account.

Pre-Note Status

Pre-Note Status is the status of pre-notification for this account. Pre-Note Status options are:
- New Pre-Note — The bank has not been pre-notified.
- Pending Pre-Note — A pre-notification record has been sent to the bank.
- Approved Pre-Note — The bank account information has been verified as correct and approved.

Whenever you enter values for a new direct depositor or change the values for an existing direct depositor at Bank Transit #, Bank Account #, or Account Type, the software automatically sets this field to New Pre-Note. When an ACH file is created with this pre-notification record included, the software automatically sets this field to Pending Pre-Note. You must manually change this to Approved Pre-Note when the employee’s account information has been verified and approved. Only approved bank account information is used to transmit net pay amounts in the ACH file.

For an explanation of the pre-notification process and how this field should be maintained, see “Pre-Notification Process” on page 20.
**Company Payroll Account Maintenance (02.360.00)**

Use *Company Payroll Account Maintenance (02.360.00)* to set up the employer’s payroll bank account IDs. The Direct Deposit feature withdraws the amounts specified in the ACH file from these payroll bank accounts to fund the deposits made to each direct deposit employee’s accounts. Only a single bank may receive the ACH file (usually the destination of the ACH file, as entered in *DD Setup (02.951.00)*). This bank is uniquely identified by the ABA transit/routing number entered at **Bank Transit #**. You can use this screen to specify multiple accounts within the bank. These accounts are identified by unique bank transit numbers.

If a single account is set up here, it becomes the default bank (and account) displayed for the employee in *Direct Depositor Maintenance (02.350.00)*. If multiple accounts are set up, you can select from the accounts set up in this screen. Carefully coordinate changes and deletions with information already entered into employee records in *Direct Depositor Maintenance (02.350.00)*.

![Company Payroll Account Maintenance (02.360.00)](image)

**Figure 141: Company Payroll Account Maintenance (02.360.00)**

Following are the field descriptions for *Company Payroll Account Maintenance (02.360.00)*.

**Bank Account ID**

**Bank Account ID** is an identification code for the company payroll account you are defining. This code is used in *Direct Depositor Maintenance (02.350.00)* to indicate the payroll account from which employee deposits should be withdrawn.

**Account Name**

**Account Name** is the company bank account name and description.

**Bank Transit #**

**Bank Transit #** is the bank’s ABA transit/routing number. This is the unique identification number of the bank, as assigned by the American Banking Association.

**Bank Account #**

**Bank Account #** is the company's payroll account at the bank.

**Account Type**

**Account Type** is the company’s payroll account type. **Account Type** options are:

- Checking account
- Savings account
Pre-Note Status

Pre-Note Status is the status of pre-notification for this account. Pre-Note Status options are:

- New Pre-Note — The bank has not been pre-notified.
- Pending Pre-Note — A pre-notification record has been sent to the bank.
- Approved Pre-Note — The bank account information has been verified as correct and approved.

Whenever you enter values for a new direct depositor, or change the values for an existing direct depositor, at Bank Transit #, Bank Account #, or Account Type, the software automatically sets this field to New Pre-Note. When an ACH file is created with this pre-notification record included, the software automatically sets this field to Pending Pre-Note. You must manually change this to Approved Pre-Note when the employee’s account information has been verified and approved. Only approved bank account information is used to transmit net pay amounts in the ACH file.

For an explanation of the pre-notification process and how this field should be maintained, see “Pre-Notification Process” on page 20.
ACH Header/Trailer Maintenance (02.370.00)

Use ACH Header/Trailer Maintenance (02.370.00) to create custom ACH (automated clearing house) header and/or trailer records. A header record is added at the beginning of the ACH file (before the 1 record). A trailer record is added at the end of the ACH file (after the “9” record and any blocking records). These records are sometimes required by various banks to provide additional information unique to the bank.

There can be four header records and four trailer records per ACH file. You can have a header record with no trailer, and vice versa, if that is what your bank requires. Normally, the header and trailer records are 94 characters long (this is the length of the ACH file record). Microsoft Dynamics SL refers to each set of data within the record as a field and the location of the field a field position. ACH Header/Trailer Maintenance (02.370.00) allows you to format the information that goes in these records. Note that all positions in a record should be accounted for even if the positions need to be blank (see Value for more information on entering blanks in a field).

![Figure 142: ACH Header/Trailer Maintenance (02.370.00)](image)

Following are the field descriptions for ACH Header/Trailer Maintenance (02.370.00).

Header/Trailer

Header/Trailer is the field record type. The record type options are:

- Header-1 — This field value is part of the first header record.
- Header-2 — This field value is part of the second header record.
- Header-3 — This field value is part of the third header record.
- Header-4 — This field value is part of the fourth header record.
- Trailer-1 — This field value is part of the first trailer record.
- Trailer-2 — This field value is part of the second trailer record.
- Trailer-3 — This field value is part of the third trailer record.
- Trailer-4 — This field value is part of the fourth trailer record.

Start Position

Start Position is the starting column position for the field in the record. Starting positions less than 10 should be entered as 01 through 09 to ensure their correct order within the file.
End Position

End Position is the ending column position for the field in the record. Ending positions less than 10 should be entered as 01 through 09 to ensure their correct order within the file. The end position must be greater than or equal to the start position.

Description

Description is a description of the field value in the record.

Data Type

Data Type is the type of data to be inserted in the field position. The current Data Type options are:

- **User Entered** — The data type can be any literal value. Whatever is entered at Value is placed in the header or trailer record. The length of the value cannot exceed the length specified at Start Position or End Position.

- **Business Date [YYMMDD]** — Microsoft Dynamics SL's current business date is entered in the field. For example, if the business date is 03/01/1999, then 990301 is entered into the record.

- **Effective Date [YYMMDD]** — The user-entered effective date from Create and Send ACH File (02.530.00) is entered in the field. For example, if the effective date is 03/01/1999, then 990301 is entered into the record.

- **File Sequence #** — The file sequence, as a number, is entered in the field. The file sequence number (also referred to in the ACH documentation as the “file ID modifier”) is a number indicating the sequential order in which the ACH file is sent to the bank on a specific day. For example, if the file is the first file sent to a bank on a given day, it receives the number 1; if it is the second file sent on the same day, it receives the number 2; etc. The format associated with this option is: width as specified by the values at Start Position or End Position, right-justified, left-padded with leading 0s.

- **File Sequence Ltr** — The file sequence, as a letter, is entered in the field. The file sequence number (also referred to in the ACH documentation as the “file ID modifier”) is a letter indicating the sequential order in which the ACH file is sent to the bank on a specific day. For example, if the file is the first file sent to a bank on a given day, it receives the letter A; if it is the second file sent on the same day, it receives the letter B; etc. The format associated with this option is: width as specified by the values at Start Position or End Position, right-justified, left-padded with blanks.

- **Record Count w/o HT** — The data type is the total record count in the ACH file without including the header and/or trailer records. This count includes the 1, 5, 6, 8, 9 records, as well as any blocking records. The format associated with this option is: width as specified by the values at Start Position or End Position, right-justified, left-padded with leading 0s. Note that this data type is only available if you select Trailer at Header/Trailer.

- **Record Count w/ HT** — The data type is the total record count in the ACH file, including the header and/or trailer records. This count includes the 1, 5, 6, 8, 9 blocking records and the header and/or trailer record(s). The format associated with this option is: width as specified by the values at Start Position or End Position, right-justified, left-padded with leading 0s.

Value

Value is a literal value to go into the header and/or trailer record. Note that the number of characters is dependent on the total characters already used on this line. Also note that Value is available if the entry at Data Type is User Entered. With this data type, such values as KH001, 00123456, and FILEFOR63099 would be valid entries. The format associated with this value is: width as specified by the values at Start Position and End Position, right-justified, left-padded with blanks.

To enter blanks in a field, select User Entered as the data type and leave Value blank. The field will be right-padded with blanks to the width specified by the values at Start Position and End Position.
Workers’ Compensation Maintenance (02.380.00)

Workers’ compensation record is used to classify an employee’s activities for workers’ compensation insurance purposes. Each code can be associated with a different rate and basis for insurance premium calculation. For example, office workers may have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, a workers’ compensation code is assigned to each labor transaction.

Following are the field descriptions for Workers’ Compensation Maintenance (02.380.00).

Workers’ Comp Code
Workers’ Comp Code identifies the specific workers’ compensation record.

Description
Description is an explanation of the workers’ compensation code.

Basis
Basis is used to define the basis for computing the workers’ compensation premium expense. Possible values are:

- <none> — No premium will be calculated.
- Regular Portion of All Pay — Premium will be calculated based on all regular wages plus the straight time portion of any overtime.
- Gross Pay — Premium will be calculated based on all wages paid.
- Regular Hours — Premium is calculated based on only regular hours. (Regular hours are defined as hours with a rate multiplier of 1.)
- Regular Pay — Premium is calculated based on only regular wages. (Regular pay is defined as pay with a rate multiplier of 1.)
- Total Hours — Premium will be calculated based on all hours worked.
Rate per 100

Rate is used as the cost rate of the workers’ compensation insurance premium and typically varies according to the assigned risk of injury for various types of work. When used in custom reporting, this is the rate to be multiplied by an amount such as base pay divided by 100 to calculate the insurance premium.
Check Sequence Maintenance (02.390.00)

Use Check Sequence Maintenance (02.390.00) to maintain the check sequences for employees, when Allow Multiple Checks per Pay Period is enabled in PR Setup (02.950.00). With Allow Multiple Checks per Pay Period enabled, each employee can have up to 99 checks simultaneously. For example, to ensure that separate checks are written for different pay types, you might use check sequence number 01 for your standard timesheets. Vacation time might use sequence number 02, and bonuses could use sequence number 03.

Figure 144: Check Sequence Maintenance (02.390.00)

Following are the field descriptions for Check Sequence Maintenance (02.390.00).

Check Seq
The number assigned to a particular check sequence. The 01 sequence is pre-defined and should always exist.

Description
This field is optional, though it is suggested that each check sequence used be described for easy reference.
Process Screens

Release PR Batches (02.400.00)

Use Release PR Batches (02.400.00) to release all balanced, unreleased payroll transaction batches for posting to general ledger accounts. A transaction batch must have a status of Balanced before you can release it for posting.

If you selected Automatic Batch Reports in GL Setup (01.950.00), Release PR Batches (02.400.00) generates a batch control report after each batch is released for posting. After transaction batches are released, you can use General Ledger’s Post Transactions (01.520.00) to post transactions to general ledger accounts.

Following are the field descriptions for Release PR Batches (02.400.00).

Select Company
Used to view batches for a specific company or all companies.

Specific
Click to view a specific company’s batch.

Company ID
Type a specific company’s alphanumeric code.

All
Click to view batches of all companies in the database.

Selected specifies by batch whether or not a transaction batch should be released for posting to General Ledger. Batch release options are:

- Yes (checked) — Release the batch for posting. This is the default option.
- No (unchecked) — Do not release the batch for posting.

Batch Nbr
Batch Nbr is the unique identifying code for the batch. The software assigned this value automatically during data entry.
Company ID (Grid)
Company’s identification number.

Status
Status indicates the current condition of the transaction batch in the system. Valid options are:
- Balanced — Ready for release.
- Partially Void — Void was interrupted and must be completed.
- Partially Release — Could not be completely release due to an out-of-balance document or other problem. A batch’s status must be set to Balanced before it can be released.

Edit Screen Number
Edit Screen Number shows the number of the Payroll module data entry screen used to enter each batch.

Journal Type
Journal Type displays the source journal of each batch (typically PR for payroll journal). The software uses the journal type to group transactions together when generating reports such as General Ledger’s Detail General Ledger (01.620.00) report.

Batch Control
Batch Control is the total amount for all transactions in the transaction batch.

Select All
Clicking Select All selects all unreleased batches for release for posting. When you want to release all unposted transactions, the Select All button is a quick way to select every possible batch.

Clear Selections
Clicking Clear Selections cancels all batch selections (prevents all unreleased batches from being released for posting). This helps ensure that any batches not to be released are not accidentally selected and released. After clicking Clear Selections, you can use Selected to specify only those batches you definitely want to release.

Begin Processing
Clicking Begin Processing starts the release process. If you are printing a batch control report, make sure your printer has power and is loaded with paper. The batch control report automatically begins printing as the batches are processed. This report generates only if you select Automatic Batch Reports in GL Setup (01.950.00).
Reprint PR Batch Control Reports (02.410.00)

Use *Reprint PR Batch Control Reports* (02.410.00) to reprint (or print for the first time) the batch control reports of selected payroll transaction batches.

**Figure 146: Reprint PR Batch Control Reports (02.410.00), grid view**

Following are the field descriptions for *Reprint PR Batch Control Reports* (02.410.00).

**Batch Range**
Select to reprint batch control reports for a range of batch numbers.

**From Batch**
The first batch number in a range of batches to be printed.

**Thru Batch**
The last batch number in a range of batches to be printed.

**All (Batch)**
All batches still retaining transaction detail are displayed.

**Select Company**
Used to view batches for a specific company or all companies.

**Specific**
Click to view a specific company’s batch control report.

**Company ID**
Type a specific company’s alphanumeric code.

**All (Company)**
Click to print or reprint batch control reports of all companies in the database.
Display/Refresh
Displays the information for all payroll batches specified by the option selected at Select Batch and any batch number range entered at Batch Range, available only if you select Selected.

Selected
Specifies by batch whether or not a batch control report should be reprinted (printed).

Batch Number
Specifies by batch the unique identifying code of each batch available to be reprinted.

Company ID (Grid)
Company’s identification number.

Screen Number
 Specifies by batch the screen used to enter the batch.

Status
Indicates by batch the current condition of each batch; options are:
- Posted — Have already updated general ledger account balances.
- Unposted — Released and ready to be processed in Post Transactions (01.520.00).
- Completed — Do not affect general ledger account balances.

Journal Type
Specifies by batch the book of original entry for each batch.

Batch Control
Total amount of the transaction batch.

Select All
Click to select all batches for batch control report reprinting (printing).

Clear Selections
Click to cancel all batch selections and prevent batch control reports from being reprinted.

Begin Processing
Click to start the batch control report reprinting (printing) processing.
Calculation (02.500.00)

Use Calculation (02.500.00) to calculate employee payroll. Once started, this process may take some time to complete. However, no operator intervention is necessary; the software can be left to process on its own. After the software finishes calculating payroll, review employee check information by generating the Check Preview (02.620.00) report or by using Review/Edit Check (02.030.00).

If you need to correct any deduction amounts, you can make the corrections in Review/Edit Check (02.030.00). Changes to earnings amounts require entering correcting timesheet entries and recalculating payroll. For this reason, carefully review the Time Entry (02.600.00) report before calculating payroll. When all employee payroll information has been verified, use the Checks (02.630.00) report to print the payroll checks.

If Issue Maximum Garnishment Warning is set for an employee in Employee Maintenance (02.250.00), a warning will be issued during this process if the total of the employee’s garnishment deduction amounts is over the maximum allowable based on the employee’s maximum garnishment percent or on the following formula.

Maximum amount that can be garnished is the lesser of:

- Percent of employee’s disposable earnings or
- The amount by which the employee’s disposable earnings exceeds minimum hourly wage multiplier times the federal minimum hourly wage

Figure 147: Calculation (02.500.00)

Following are the field descriptions for Calculation (02.500.00).

Clear Unselected

Clear Unselected controls whether or not the software clears existing unpaid calculations for unselected employees. Clear Unselected is useful when processing one or two employees within a group, or to reset calculations for all or part of a group that has been calculated incorrectly.
Accrue Benefits

Accrue Benefits determines whether or not benefits accrue during the current payroll. Clearing Accrue Benefits causes the software to suspend accruing benefits for any employee within the batch. In some cases, it is necessary to calculate benefits under this scenario (for example, a payroll based totally on commission).

Arrearage Message

Arrearage Message controls whether the software issues a message when an employee has no earnings but has one or more deductions that allow arrearages that will not be calculated. If this message is issued, it might be necessary to adjust the employee’s year-to-date arrearage total.

Allow Negatives

Allow Negatives controls whether or not the software allows the calculation of negative deduction amounts. If you are making corrections to previous checks and expect negative deduction amounts, you will need to check the Allow Negatives box.

Example: A check was written and given to the employee. The wrong work location was entered for that timesheet. A negative line was entered for the next pay check for the exact information that was incorrect. An entry is made for the correct location. Additional time for the next week is entered and calculation is run. All of the deductions from the incorrect location are calculated and result in a negative state tax since the new location is in a different state.

Check Date

Check Date is the date to be printed on the checks for the payroll being calculated. The date entered here determines which month-, quarter-, and year-to-date amounts will be updated. For example, a check date of 07/07/99 will update the month of July, quarter 3, and year-to-date fields for 1999.

Pay Group ID (Pay Groups)

Pay Group ID displays the ID of the employee pay group whose payroll is to be calculated. The ID entered here must be set up in Pay Group Maintenance (02.320.00).

The system calculates payroll for Active-status employees within the specified pay group only. You must enter a valid pay group ID before you can continue using this screen.

Description

Description displays the description associated with the pay group ID.

Pay Frequency

Pay Frequency is the frequency of pay for the group whose payroll is to be calculated. The Pay Frequency options are:

- Biweekly — 26 pay periods per year
- Monthly — 12 pay periods per year
- Semimonthly — 24 pay periods per year
- Weekly — 52 pay periods per year

Pay Period Nbr

Pay Period Nbr specifies the number of the pay period being calculated for the pay group ID. Since all deductions for an employee are not necessarily taken every pay period, the pay period number can affect which deductions are taken (see “Deduction Maintenance (02.290.00)” on page 211).
Pay Period Beg Date
Pay Period Beg Date specifies the beginning date of the pay period. You must always enter a beginning date even if you have previously calculated payroll for the designated pay period. The value entered is used to calculate benefits.

Pay Period End Date
Pay Period End Date specifies the ending date of the pay period. You must always enter an ending date even if you have previously calculated payroll for the designated pay period. The value entered is used to calculate benefits.
After you enter a pay period ending date, the software fills the second grid with the active employees associated with the pay group just entered. Another pay group can be entered, or you can go immediately to the second grid.

Selected
Selected controls whether or not individual employees should be included in the payroll calculation. The default option is Selected (ready for calculation) for all employees within the pay group. Clearing the check box for an a specific employee prevents the employee from being included in the calculation process.

Pay Group ID (Employee)
Pay Group ID displays the ID of the employee pay group whose payroll is to be calculated. Pay Group ID defaults to the value entered in the first grid and cannot be changed.

Employee ID
Employee ID displays the ID of the active employee whose payroll is to be calculated. When in grid view, this column displays the employee IDs or all the employees in the pay group.

Name
Name is the employee name associated with the ID entered at Employee ID.

Direct Deposit
Direct Deposit specifies whether or not the employee’s payroll check is to be direct deposited. The Direct Deposit options are:
- Yes (checked) — Direct deposit the employee’s check.
- No (unchecked) — Do not direct deposit the employee’s check.
Employees must be set up as direct depositors using Direct Depositor Maintenance (02.350.00) in order to use this option.

Select All
Clicking Select All selects all employees in the second grid for payroll calculation. When you want to calculate payroll for all employees, Select All is a quick way to select every possible employee.

Clear Selections
Clicking Clear Selections cancels all employee selections before the payroll calculation process begins. This helps ensure that any employees whose checks are not to be calculated are not accidentally selected and processed. After clicking Clear Selections, you can use Selected to specify only those employees for whom you definitely want to process payroll.

Begin Processing
Clicking Begin Processing starts the payroll calculation process.
W2 Calculation (02.510.00)

Use W2 Calculation (02.510.00) to generate W-2 information by pay group ID and employee ID. After the software has generated W-2 information, you can use Employee W2 History (02.260.00) to review and edit the W-2 information. After finishing your review, use W2 Calculation (02.510.00) to regenerate W-2 information as necessary, or proceed with the actual printing of W-2 forms.

![W2 Calculation (02.510.00)](image)

Figure 148: W2 Calculation (02.510.00)

Following are the field descriptions for W2 Calculation (02.510.00).

**Calendar Year**

*Calendar Year* is the year for which you want to review employee history.

**Social Security Wage Limit**

*Social Security Wage Limit* is the wage limit against which Social Security taxes are applied. This limit should be applicable to the designated calendar year.

**Protect Edited W2 Information**

*Protect Edited W2 Information* specifies that W-2 information which has been edited for the calendar year should not change during subsequent W-2 form regeneration. You can select this check box or clear it as needed. It is not in effect during the initial processing run.

**ID**

*ID* specifies the pay group for which you want to perform W-2 processing. Once a value is entered here, pertinent information is placed in the second grid (or form).

**Description**

*Description* is an explanation of the pay group ID.
Selected
Selected controls whether or not individual employees should be included in the W-2 calculation. The default option is Selected (ready for calculation) for all employees within the pay group. Clearing this check box for a specific employee prevents the employee from being included in the calculation process.

Pay Group ID
Pay Group ID displays the ID of the selected pay group for which you are performing W-2 processing. It defaults from the pay group ID entered in the top grid.

Employee ID
Employee ID is an unique alphanumeric code that identifies a specific employee within the pay group to be processed.

Name
Name is the employee name associated with the employee ID.

Edited W2 Info Exists
Edited W2 Info Exists specifies whether or not information for an employee has been altered using Employee W2 History (02.260.00). If such information exists, and you wish to prevent any changes from being applied here, select Protect Edited W2 Information.

Direct Deposit
Direct Deposit specifies whether or not the employee’s payroll checks are direct deposited. The direct deposit options are:
- Yes (checked) — Direct deposit the employee’s check.
- No (unchecked) — Do not direct deposit the employee’s check.

Select All
Clicking Select All selects all employees in the pay group for W-2 calculation. When you want to calculate W-2 information for all employees, Select All is a quick way to select every possible employee.

Clear Selections
Clicking Clear Selections cancels all employee selections in the pay group before beginning the W-2 calculation process. This helps ensure that any employees whose W-2 information is not to be calculated are not accidentally selected and processed. After clicking Clear Selections, you can use Selected to specify only those employees for whom you definitely want to calculate W-2 information.

Begin Processing
Clicking Begin Processing starts the W-2 calculation process.
Create and Send ACH File (02.530.00)

Use Create and Send ACH File (02.530.00) to create an Automated Clearing House (ACH) file. After the ACH file is created, the program specified in User’s Communications on the Communication Option tab in DD Setup (02.951.00) is opened automatically.

Note: A grid displaying all batches created by Direct Deposit Advice Slips (02.635.00) automatically appears in Create and Send ACH File (02.530.00). Batches are removed from the grid after the batch is sent and posted to General Ledger.

See “Creating and Sending ACH Files” on page 91 for more information about creating and sending ACH files.

Figure 149: Create and Send ACH File (02.530.00)

Following are the field descriptions for Create and Send ACH File (02.530.00). Note that the following fields, messages, and prompts appear according to options selected in DD Setup (02.951.00).

Select Company
Used to view batches for a specific company or all companies.

Specific
Click to view a specific company’s batch.

Company ID
Type a specific company’s alphanumeric code.

All
Click to view batches of all companies in the database.
Selected

Selected specifies the direct deposit batches selected for processing. Options are:
- Yes — Select this batch for processing.
- No — Do not select this batch for processing.

Batch Number

Batch Number is the batch number assigned to the direct deposit advice slips generated by the Direct Deposit Advice Slips (02.635.00) report.

Company ID (Grid)

Company's identification number.

Batch Date

Batch Date is the date assigned to the batch during processing by the Direct Deposit Advice Slips (02.635.00) report.

Date Deposited

Date Deposited is the last date when the batch was direct deposited. It is recorded when a direct deposit batch is sent to the bank and is kept. For any batch if this date is blank, the batch is not deposited.

Batch Total

Batch Total is the batch control total. It is not the net amount of the checks to be deposited but rather the control total for the batch.

Select Undeposited

Clicking Select Undeposited sets all batches that are not deposited (Date Deposited is blank) and are listed under Selected to Yes (process the batches).

Deposit Options

Deposit Options allows you to control the types of transactions created in the ACH file. If no batches are selected, the only option available is Pre-notes only. If the user is currently processing a test ACH file, then none of these options are available. Deposit Options are:
- Selected batches & pre-notes — All selected batches and any pre-note accounts are to be combined into one ACH file. The selected batches are placed in one batch in the ACH file, and the pre-notes are placed in another.
- Selected batches only — All selected batches are to be combined into one ACH file. No pre-note accounts are to be included.
- Pre-notes only — All direct depositors are to be reviewed for any new pre-note status and combined into one ACH file.

Effective Date

Effective Date is the effective date for the ACH file (the date on which bank accounts should be posted). Use the format mm/dd/yyyy.

Diskette Option

Diskette Option appears when you have selected Built-In-Write/Read Diskette for Communications Type in DD Setup (02.951.00). Diskette Option defaults to Create ACH, Write — Create the ACH file and write it to a diskette.
Begin Processing
Click **Begin Processing** to start the ACH file process. First, the software generates the **Direct Deposit Audit** (02.820.00) report. The ACH file is created and written to the path and file name you selected in **ACH File Name** on DD Setup (02.951.00). Next, the software runs the program, batch file, or other file selected in **User’s Communications** on DD Setup (02.951.00). Finally, **Process Status** (02.530.00) appears, indicating the process is complete. When you click **OK**, the **Direct Deposit Register** (02.645.00) prints.

Exiting the Screen
If the ACH file is a test file, **Create and Send ACH File** (02.530.00) closes at the end of the process. Otherwise, **Create and Send ACH File** (02.530.20) appears, prompting you to delete or keep the file. Before you respond, be sure to reconcile the report totals on the **Direct Deposit Register** (02.645.00) and **Direct Deposit Audit** (02.820.00) reports.

The effects of the options are:

- **Delete** — No records are updated.
- **Keep** — The employee’s bank account pre-note status is changed from New Pre-Note to Pending Pre-Note. The selected batches have the date deposited stamped with the current date.
Delete PR Detail (02.550.00)

Use Delete PR Detail (02.550.00) to remove payroll information that is no longer needed for operations. This includes all paid timesheets and reconciled checks plus their related transactions. It also includes any void, complete, or deleted batch information.

To delete obsolete payroll information from Microsoft Dynamics SL, first specify in PR Setup (02.950.00) how long the software should retain prior payroll information. This includes the maximum periods prior to the current one to retain timesheets, the maximum quarters prior to the current one to retain checks, and the maximum fiscal years prior to the current one to retain employee history (see Periods to Retain Timesheets, Quarters to Retain Checks, and Years to Retain Employee History in “PR Setup (02.950.00)” on page 303). Then, complete the Delete PR Detail (02.550.00) process. The software deletes all payroll information for any accounting period and year that exceeds the maximum values specified in PR Setup (02.950.00).

Figure 150: Delete PR Detail (02.550.00)

Following are the field descriptions for Delete PR Detail (02.550.00).

**Current Period**

Current Period is the period and year the software will use as the beginning point for activity and history deletion. For example, if 08-1999 is the current fiscal period and activity should be retained for 12 periods prior to the current period, Delete PR Detail (02.550.00) removes detail from period 07-98 (and all periods before 07-98 that still retain details) from the database. If history should be retained for five years prior to the current year, Delete PR Detail (02.550.00) removes history from and prior to 1993.

**Current Calendar Year**

Current Calendar Year specifies the number of the current calendar (not fiscal) year.

**Current Calendar Qtr**

Current Calendar Qtr specifies the number of the current calendar (not fiscal) quarter.

**Delete Timesheets From**

Delete Timesheets From shows the fiscal period and year when timesheet activity deletion should begin. All details from this period (and all periods prior to this one that still retain details) are to be deleted from the database. The period number here is controlled by the value at Periods to Retain Timesheets in PR Setup (02.950.00).
Delete Checks From (Qtr)

_Br>\_Delete Checks From (Qtr)_ shows the fiscal year in which the deletion of reconciled checks begins. All history from this year and all years prior to this one that still retain history are deleted from the database. The year and quarter number that appear here are controlled by the value in _Quarter to Retain Checks_ on _PR Setup_ (02.950.00).

Delete Employee History From

_Br>\_Delete Employee History From_ controls when employee information is deleted from the database after payroll detail deletion is completed. The year is determined by the value at _Years to Retain Employee History_ in _PR Setup_ (02.950.00).

Delete Deduction History From

_Br>\_Delete Deduction History From_ controls when deduction information is deleted from the database after payroll detail deletion is completed. The year is determined by the value at _Years to Retain Deduction History_ in _PR Setup_ (02.950.00).

Begin Processing

_Clicking _Begin Processing_ starts the detail deletion process._
Load Payroll Tax Tables (02.560.00)

Use Load Payroll Tax Tables (02.560.00) to update payroll tax table information in the application database from updates supplied by Microsoft.

![Load Payroll Tax Tables (02.560.00)](image)

**Figure 151: Load Payroll Tax Tables (02.560.00)**

Following are the field descriptions for Load Payroll Tax Tables (02.560.00).

**File Location**

File Location is the location of the Payroll tax table files.

**Browse (button)**

Click Browse to select the location of the Payroll tax table files.

**Import List**

The values listed here represent a list of files located in the directory to which the browser is pointing. The directory is populated by the annual payroll tax table update and contains many files with the extension of .INT. The list represents 0302*.int from the directory. The filename also contains a two-character state/province ID. This process will access the State table from the Shared Information module and places the state name and ID in the list box.

You can select one or more items in the list box to be imported. Select an item by clicking on the item in the list.

This list contains tables for all of the states, plus one for federal tax tables as well. The federal information is listed as FE - Federal.

**Calendar Year**

Calendar Year specifies the calendar year for which the tax tables are being loaded.
Import Earning Types
Selecting this check box allows you to import default earnings types for a payroll system.

Select All
Clicking Select All selects all of the items in the list.

Clear All
Clicking Clear All cancels the selection of all the items in the list. This is a quick way to ensure that no unwanted items are selected.

Begin Processing
Clicking Begin Processing starts the import process.
Create Liability Vouchers/Adjustments (02.570.00)

Use Create Liability Vouchers/Adjustments (02.570.00) to create an accounts payable voucher/adjustment batch from the amounts associated with deductions. Deductions, which have been associated with a vendor in Deduction Maintenance (02.29.00) are displayed in this screen. Each can be independently processed to create vouchers/adjustments.

**Note:** Any batches created by this process will not be available for viewing in payroll. They must be viewed in the Accounts Payable module using Voucher and Adjustment Entry (03.010.00).

Following are the field descriptions for Create Liability Vouchers/Adjustments (02.570.00).

**Number**

**Number** is a numeric code that uniquely identifies a transaction batch. The software automatically assigns a different batch number to each new transaction batch created based on the value of **Last Batch Number** in **PR Setup** (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and should not be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports.

To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then select the Delete function. The software prompts you for the correct action:

- **Yes** — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- **No** — Stop the Delete function (all information related to the batch is retained in the database).

You can only delete a batch with a status of On Hold or Balanced.

**Invoice Date**

The invoice date for all documents created. This field defaults to the system's current business date.

**Period to Post**

The period to post for the voucher batch created. This field defaults to the **Accounts Payable Setup** (03.950.00) current period number.
Handling
The batch handling option for the created voucher batch. The values are:

- **Release Now** — After the balanced voucher batch has been created, the *Release AP Batches* (03.400.00) process will release the batch.
- **Release Later** — The batch will be coded with a Balanced status and will be available for release in *Voucher and Adjustment Entry* (03.010.00) or *Release AP Batches* (03.400.00).
- **Hold** — The batch will be coded with a Hold status and will be available *Voucher and Adjustment Entry* (03.010.00).

**All**
All transactions will be processed to create vouchers and adjustments.

**Check Date Range**
Select to process transactions from a range of check dates.

**Period to Post Range**
Select to process transactions from a range of periods to post.

**From**
Either the beginning check date or period to post of the transactions to be processed.

**Thru**
Either the ending check date or period to post of the transactions to be processed.

**Selected**
Specify by deduction whether or not the amounts should be transferred to Accounts Payable.

**Deduction ID**
Specifies the deduction ID that was associated with a vendor in *Deduction Maintenance* (02.290.00) for processing.

**Description**
**Description** is an explanation of **Deduction ID**.

**Vendor ID**
The ID of the vendor you want to voucher for the deduction displayed on this line.

**Name**
**Name** is the vendor name associated with the vendor ID.

**Select All**
Click to select all deductions for processing.

**Clear Selections**
Click to cancel all deductions from processing.

**Begin Processing**
Click to start the *Create Liability Vouchers/Adjustments* (02.570.00) process.
Generate Workers’ Compensation Premiums (02.580.00)

Workers’ compensation is a type of insurance by employers on their employees in the event of an on-the-job injury. The insurance cost is based on the work performed by the employees and the wages paid for that work. A classification termed the Comp Code is assigned to the work being done. Each classification carries with it a historical risk which the insurance carriers use to establish their rates. The standard insurance rates can be modified for an employer based on the employer’s experience, accidents, claims, or safety history. The cost of coverage is computed as an effective rate for the work classification multiplied by a basis amount, which is either a wage amount of hours worked. In most cases, the rate is quoted per $100 of pay. This function creates a batch so that workers’ compensation expense can be posted to the general ledger.

Note: No limits will be imposed by the process on officers’ salaries.

![Image of Generate Workers’ Compensation Premiums (02.580.00) screen]

Following are the field descriptions for Generate Workers’ Compensation Premiums (02.580.00).

**Number**

The batch number of the general ledger batch will be displayed during the process.

**Period to Post**

Period to post assigned to the general ledger batch created. This field defaults to the PR Setup (02.950.00) current period number.

**Handling**

The batch handling option for the general ledger batch. The values are:

- Release Now — After the balanced general ledger batch has been created, the Release GL Batches (01.400.00) process will release the batch.
- Release Later — The batch will be coded with a Balanced status and will be available for Journal Transactions (01.010.00) or Release GL Batches (01.400.00).
- Hold — The batch will be coded with a Hold status and will be available for Journal Transactions (01.010.00).
Posting Option

Posting option determines how the transactions are created for general ledger to post. If using Project Controller and you wish to be able to update a project with the workers’ compensation premium amounts, post in detail.

- Detail — Create general ledger transactions to reflect the detail in the Payroll module.
- Summarize — Summarize the payroll information when creating the general ledger transactions.

Check Date Range
Select to process transactions from a range of check dates.

From
The beginning check date of the transactions to be processed.

Thru
The ending check date of the transactions to be processed.

Begin Processing
Click to start the Generate Workers’ Compensation Premiums (02.580.00) process.
Generate W2 Electronic File (02.742.00)

Use Generate W2 Electronic File (02.742.00) to specify the variables associated with creating the electronic file containing W-2 form information. For an employee to be included in the electronic file, Electronic W-2 Reporting must be selected on the Employee tab of Employee Maintenance (02.250.00). This method of reporting W-2 information is required by the IRS when companies reach certain employment levels numerically. Consult your tax advisor to determine whether or not you need to report W-2 information using this method.

Generate W2 Electronic File, File Options Tab

![Image of Generate W2 Electronic File (02.742.00), File Options tab]

Following are the field descriptions for the File Options tab.

Calendar Year

Calendar Year is the calendar (not fiscal) year for which you are reporting W-2 information.

Address For Annual Filing Instructions

Address For Annual Filing Instructions specifies the address to which the annual filing instructions when filing W-2 forms electronically should be sent. Address options are:

- Employer — The entity employing the persons described in the W-2 forms.
- Transmitter — The entity forwarding the information to the tax authority.

The addresses associated with these options are completed using the Employer and Transmitter tabs.

Include State Records

Include State Records specifies whether or not the electronic file should include W-2 information related to state and local taxation authorities. State tax information can be included in the electronic file, but there is no guarantee that the state tax authorities will accept the format.
Path to File

Path to File specifies the hard disk and directory where the W-2 information should be sent. Use Browse to locate available directories on your system.

Browse

Clicking Browse opens the Path to File window, used to specify the directory path where the electronic W-2 file should be written.

Figure 155: Path to File

Begin Processing

Clicking Begin Processing creates the electronic file containing the W-2 form information.
Generate W2 Electronic File, Employer Tab

Use the Employer tab to enter the employer information to be included when reporting W-2 information electronically. The information you enter here appears as the default employer information in General Ledger’s Company Information tab of GL Setup (01.950.00).

![Image of Generate W2 Electronic File (02.742.00), Employer tab]

Following are the field descriptions for the Employer tab.

Agent Indicator Code

Agent Indicator Code specifies the type of agent authorized to act for you.

- None – no agent has been authorized.
- 2678 Agent – person designated on a Form 2678, Employer Appointment of Agent, that has been sent to and approved by the IRS.
- Common Paymaster – a corporation that pays an employee who works for two or more related corporations at the same time.
- 3504 Agent – a state or local government agency authorized to serve as a section 3504 agent for disabled individuals and other welfare recipients who employ home-care service providers to assist them in their homes.

Agent EIN

Agent EIN specifies your agent federal employer identification number. If None is entered for the Agent Indicator Code, the software skips Agent EIN.

Employer EIN

Employer EIN specifies your company’s federal employer identification number.
Establishment Number
Establishment Number indicates the unique identifier you have defined for each employer (RE) record that has the same employer identification number.

Employment Code
Employment Code specifies your company’s type of business. Employment type options are:
- Agriculture (Form 943)
- Household (Schedule H)
- Medicare Qualified Gvt Empmt (Form 941)
- Military (Form 941)
- Regular (all others) (Form 941)
- Regular (Form 944)
- Railroad (CT-1)

Kind of Employer
Kind of Employer determines the employer type for the employer (RE) record. Possible kind of employer values are as follows:
- None Apply
- Tax Exempt Employer (501c non-govt)
- State and Local Government Employer (non-501c)
- State and Local Government Employer (501c)
- Federal Government

Name
Name specifies the name under which your company does business. The company name as entered here appears in the heading of most reports.

Location Address
Location Address is the suite number or room number of your street location.

Delivery Address
Delivery Address is the post office box number or the name and number of your street location.

City
City is the municipality where your facility is located. Your company’s city can be the location of either a subsidiary or the parent company.

State
State typically uses a standard two-letter state abbreviation (see “State/Province Maintenance (21.290.00)” in the Shared Information online help or user guide).

Zip
Zip can use the five-digit zip code or ZIP+4.

Country/Region
Country/Region is the country or region where your facility is located.
Other EIN
For the tax year, if you submitted a form 941 or 943 to the IRS or submitted W-2 data to the SSA using a federal employer identification number that is different from that entered for Agent EIN or Employer EIN, enter the other federal employer identification number for Other EIN.

Terminating Business Indicator
Terminating Business Indicator specifies whether or not your business was terminated during the tax year.
Generate W2 Electronic File, Transmitter Tab

Use the Transmitter tab to enter the transmitter or preparer information to be included when filing W-2 information electronically. The information you enter here appears as the default transmitter information in General Ledger’s Company Information tab of GL Setup (01.950.00).

Figure 157: Generate W2 Electronic File (02.742.00), Transmitter tab

Following are the field descriptions for the Transmitter tab.

EIN
EIN specifies your company’s federal employer identification number.

Name
Name specifies the name of your transmitted or tax preparer.

Location Address
Location Address is the suite number or room number where your transmitter or tax preparer does business.

Delivery Address
Delivery Address is the post office box number or the street name and number where your transmitter or tax preparer does business.

City
City is the municipality where your transmitter or tax preparer does business.

State
State typically uses a standard two-letter state abbreviation (see “State/Province Maintenance (21.290.00)” in the Shared Information online help or user guide).
Zip
Zip can use the five-digit zip code or ZIP+4.

Country/Region
Country/Region specifies the country or region where the transmitter or tax preparer is located.

User ID
User ID is the identification number assigned by the Social Security Administration to the person authorized to submit W-2 information electronically.

Resub Indicator
Resub Indicator specifies whether or not the electronic file containing the W-2 form information is being resubmitted.

Resub WFID
If the electronic file containing the W-2 form information is being resubmitted, enter the WFID displayed on the notice from the SSA for Resub WFID. If the electronic file is not being resubmitted, Resub WFID is skipped.
Generate W2 Electronic File, Contact Person Info Tab

Use the **Contact Person Info** tab to enter the contact person information to be included when filing W-2 information electronically. The contact person will be notified if the electronic file that is submitted cannot be processed.

![Generate W2 Electronic File (02.742.00), Contact Person Info tab](image)

**Figure 158: Generate W2 Electronic File (02.742.00), Contact Person Info tab**

Following are the field descriptions for the **Contact Person Info** tab.

**Submitter Information Area**

Submitter’s Information area contains contact information which is written to the RA Record.

**Name**

_Name_ specifies the person to be contacted if problems are encountered with the processing of the submitted file.

**Phone/Ext**

_Phone/Ext_ specifies the contact’s telephone number (including the area code) and the contact’s telephone extension.

**Fax**

_Fax_ specifies the contact’s fax number (including the area code).

**E-Mail Address**

_E-Mail Address_ specifies the contact’s electronic mail address.

- Must contain only one @ symbol
- Must not contain consecutive periods to the left or right of the @ symbol
- Must not contain empty spaces to the left or right of the @ symbol
Must not contain a period in the first or last position
Must not contain a period immediately to the left or right of the @ symbol
Must not contain an @ symbol in the first or last position
Must contain a top-level domain approved by the Internet Assigned Numbers Authority (IANA)
Must not contain characters other than alphanumeric, hyphens or periods to the right of the @ symbol
Must not contain hyphens immediately to the right of the @ symbol, or before or after a period
Must contain either alphanumeric characters, or the following keyboard characters, to the left of the @ symbol: (~!#$%^&*_+{}|?`-/=\)

Preparer Code
Preparer Code specifies who prepared the W-2 electronic file. If more than one code applies, use the one that best describes who prepared the file. The choices are:
- Accounting Firm
- Self-Prepared
- Service Bureau
- Parent Company
- Other
**Employer Information Area**

Employer Information area contains contact information which is written to the RE Record.

**Name**

*Name* specifies the person to be contacted at the employer.

**Phone/Ext**

*Phone/Ext* specifies the contact’s telephone number (including the area code) and the employer’s contact’s telephone extension.

**Fax**

*Fax* specifies the employer’s contact’s fax number (including the area code).

**E-Mail Address**

*E-Mail Address* specifies the employer’s contact’s electronic mail address.

- Must contain only one @ symbol
- Must not contain consecutive periods to the left or right of the @ symbol
- Must not contain empty spaces to the left or right of the @ symbol
- Must not contain a period in the first or last position
- Must not contain a period immediately to the left or right of the @ symbol
- Must not contain an @ symbol in the first or last position
- Must contain a top-level domain approved by the Internet Assigned Numbers Authority (IANA)
- Must not contain characters other than alphanumeric, hyphens or periods to the right of the @ symbol
- Must not contain hyphens immediately to the right of the @ symbol, or before or after a period
- Must contain either alphanumeric characters, or the following keyboard characters, to the left of the @ symbol: (~!#$%^&*_+[]{}|?'`:=-/\)
Setup Screens

PR Setup (02.950.00)

Use PR Setup (02.950.00) to adapt the Payroll module to the structure of your business. You normally use this screen when you first install the Payroll module but seldom after that. Note that you must first complete GL Setup (01.950.00) before you can complete PR Setup (02.950.00). You must complete PR Setup (02.950.00) before you can use other Payroll screens for regular operations.

If you are reporting W-2 information electronically, see a copy of “Specifications for Filing Forms W2 Electronically (EFW2)” as you complete the Government Reporting tab of PR Setup (02.950.00). You can obtain this publication from your tax preparer or the Social Security Administration.

PR Setup, Payroll Information Tab

Use the Payroll Information tab to set up basic information such as the year, fiscal period and batch numbering, as well as to select basic processing options such as retention and direct deposit capability.

![Figure 159: PR Setup (02.950.00), Payroll Information tab](image)

Following are the field descriptions for the Payroll Information tab.

**Current Calendar Year**

Current Calendar Year is the number of the current calendar (not fiscal) year.
Current Fiscal Period

**Current Fiscal Period** determines the number of the fiscal period used to initialize the database for the Payroll module (when you will enter transactions to initialize the balances of payroll accounts). This should be the period before the one in which you will begin to operate the Payroll module. For example, if you will begin operating the Payroll module in period three, enter 02.

Do not confuse the fiscal period number and the month number. For example, if the fiscal year-end for your business is March 31, and April is the first period of the new fiscal year, enter 01. The fiscal period number increases by one at each period closing. For example, if you close period 02 and open this screen, **Current Fiscal Period** shows 03.

Once you have entered payroll transactions into the database, you cannot change the **Current Fiscal Period** number. The number shown in this field should only change as a result of completing payroll closings. Make sure **Current Fiscal Period** is correct before entering any financial transactions.

Last Batch Number

**Last Batch Number** is the batch number the software will use to begin numbering batches. For example, if batch numbering should begin with batch number 14, enter 000013. The software updates this field as batches are processed.

**Note:** You may experience slower system performance when rolling back the batch number to pick up missing batch numbers in the batch numbering sequence. Once all gaps in the numbering sequence are filled, system performance will return to normal.

Periods to Retain Timesheets

**Periods to Retain Timesheets** is the number of fiscal periods you want to retain timesheet records from **Time Entry** (02.010.00) and **Time and Dollar Entry** (02.020.00).

Quarters to Retain Checks

**Quarters to Retain Checks** is the number of prior fiscal quarters to retain checks previously generated using the **Checks** (02.630.00) report.

Years to Retain Employee History

**Years to Retain Employee History** is the number of years to retain employee history (past payroll records) once an employee has been assigned the Inactive status in **Employee Maintenance** (02.250.00).

Years to Retain Deduction History

**Years to Retain Deduction History** is the number of years to retain deduction history which includes deductions, PR tables, and exemptions/credits.

Pds to Retain Quick Send Adv Slip Stub Dtl

**Pds to Retain Quick Send Adv Slip Stub Dtl** is the number of periods to retain direct deposit advice slip detail when an advice slip is transmitted using Quick Send.

Direct Deposit

**Direct Deposit** specifies whether or not the Direct Deposit feature is to be used along with the Payroll module. Selecting **Direct Deposit** makes employee payroll information available to the Direct Deposit function.
Retain Checks for Reconciliation

Retain Checks for Reconciliation controls whether or not the software retains a database record of all payroll checks that have not been cleared (see “Check Reconciliation (02.050.00)” on page 154). When you close the Payroll module (see “Closing (01.560.00)” in the General Ledger help or user guide), checks that have not cleared are not deleted from the database. If Retain Checks for Reconciliation is not selected, the software deletes the record of all payroll checks at closing.

Special Government Reporting

Special Government Reporting indicates that the software includes employee information in electronic W-2 reporting or reports employee fringe benefits on a printed form.

Allow Multiple Company Time Entry

Allow Multiple Company Time Entry specifies whether or not the company ID is enterable in Time Entry (02.010.00) and Time and Dollar Entry (02.020.00). If you choose not to allow entry of multiple companies, Company ID for the timesheet defaults to the login company and is not available for changes.

Allow Liability Vouchering

Allow Liability Vouchering specifies whether or not deduction amount can be vouchered from payroll.

Note: Any batches created by this process will not be available for viewing in payroll. They must be viewed in the Accounts Payable module using Voucher and Adjustment Entry (03.010.00).

Create AP Voucher Batch at PR Batch Release

Create AP Voucher Batch at PR Batch Release specifies whether or not deduction amounts are vouchered when the payroll batch is released. If they are not vouchered when the payroll batch is released Create Liability Vouchers/Adjustments (02.570.00) can be used to create an accounts payable batch for any amount that has not been vouchered yet.

Default AP Batch Handling

Default AP Batch Handling specifies what the accounts payable batch status is once it has been created by payroll

- Hold — This option causes the accounts payable batch to be created with a Hold status and it can then be edited and released in accounts payable in Voucher and Adjustment (03.010.00).
- Release Later — This option causes the accounts payable batch to be created with a Balanced status and it can then be edited or released in accounts payable in Voucher and Adjustment (03.010.00) or released in Release AP Batches (03.400.00).
- Release Now — This option causes the accounts payable batch to be released from payroll as soon as it has been completed. It can be viewed (and edited, if it does not release successfully) in accounts payable in Voucher and Adjustment (03.010.00).

Allow Multiple Checks per Pay Period

If selected, more than one check is allowed per employee at the same time. Use Check Sequence Maintenance (02.390.00) to set up new check sequence IDs. If not selected, pre-defined sequence ID 01 is used. For example, a company might need to include a bonus or vacation check for an employee in the same check run as the employee’s regular check.

Default Check Seq for Non-timesheet Units

The check sequence ID to be used for Salary and Exception employees for earnings that originate from sources other than timesheets. These are usually created by Calculation (02.500.00) based on employee settings.
PR Setup, GL Information Tab

Use the **GL Information** tab to integrate the Payroll module with the General Ledger module. Note that you must first complete GL Setup (01.950.00) before you can complete PR Setup (02.950.00).

![PR Setup (02.950.00) - Contoso, Ltd.Demo](image)

**Figure 160: PR Setup (02.950.00), GL Information tab**

Following are the field descriptions for the **GL Information** tab.

**Checking Account / Sub**

**Checking Account / Sub** is the number of the payroll checking account that you want to establish as the default checking account (the one which is normally credited for the amount of the payroll checks). You can change the account number entered here at any time. Any account you enter must be set up in General Ledger’s **Chart of Accounts Maintenance** (01.260.00).

**Sub** is the number of the payroll checking subaccount that you want to establish as the default checking subaccount (the one which is normally credited for the amount of the payroll checks). You can change the subaccount entered here at any time. Any subaccount you enter must be set up in General Ledger’s **Subaccount Maintenance** (01.270.00).

**Expense Account / Sub**

**Expense Account / Sub** is the number of the payroll expense account that you want to establish as the default expense account (the one which is normally debited for the amount of the payroll checks). You can leave this field blank if you plan to enter account information manually as you enter timesheets. You can change the account number entered here at any time. Any account you enter must be set up in General Ledger’s **Chart of Accounts Maintenance** (01.260.00).

**Sub** is the number of the payroll expense subaccount that you want to establish as the default expense subaccount (the one which is normally debited for the amount of the payroll checks). You can leave this blank if you plan to enter subaccount information manually as you enter timesheets. You can change the subaccount entered here at any time. Any subaccount you enter must be set up in General Ledger’s **Subaccount Maintenance** (01.270.00).
GL Posting Option

**GL Posting Option** specifies how payroll transactions are posted to General Ledger. The transaction posting options are:

- **Detail** — This option causes each individual payroll transaction to be posted to General Ledger.
- **Summary** — This option causes transactions to be summarized by account within each payroll batch entered.

The General Ledger description for summarized transactions is “Summarized by Batch.” This description appears on general ledger reports listing the summarized transactions. Make sure you keep payroll batch control reports or transaction lists to provide the details which support summarized transactions.

Send Employee ID to GL

**Send Employee ID to GL** controls whether or not the software should include employee IDs on all payroll records sent to General Ledger.

Update Project Controller

**Update Project Controller** specifies when payroll information should update information maintained by Project Controller. **Update Project Controller** is available only if you have installed the Project Controller module and completed **Project Controller Setup** (PA.SET.00). Project Controller update options are:

- Update Project Controller at Check Release
- Update Project Controller at Timesheet Release
PR Setup, Government Reporting Tab

Use the Government Reporting tab to define the information the software will use when preparing your business’ annual W-2 information for submission to the Social Security Administration. Note that if you decide to report employee information electronically, the software automatically positions the cursor at the first field in this screen.

![Figure 161: PR Setup (02.950.00), Government Reporting tab](image)

Following are field descriptions for the Government Reporting tab.

**Kind of Payer/Employment Code**

Kind of Payer/Employment Code determines the primary kind of payer/employment to be reported in the electronic W-2 file.

Possible payer/employment types are:

- Agriculture (Form 943)
- Household (Schedule H)
- Medicare Qualified Gvt Empmt (Form 941)
- Military (Form 941)
- Regular (all others) (Form 941)
- Regular (Form 944)
- Railroad (CT-1)

When creating the electronic W-2 file, if Medicare Qualified Gvt Employment is the primary type of employment, only employees who are Medicare qualified are processed. If any other type is the primary type of employment, employees who are not Medicare qualified are processed first, followed by the employees who are Medicare qualified.
Establishment Number

*Establishment Number* indicates the unique identifier you have defined for each employer (RE) record that has the same employer identification number.

Kind of Employer

*Kind of Employer* determines the employer type for the employer (RE) record. Possible kind of employer values are as follows:

- **N** = None Apply
- **T** = Tax Exempt Employer (501c non-govt)
- **S** = State and Local Government Employer (non-501c)
- **Y** = State and Local Government Employer (501c)
- **F** = Federal Government
PR Setup, Disposable Earnings Tab

Employees’ paychecks are often subject to deductions other than those for federal, state, local taxes and the purchase of employee benefits. Employers may be required to withhold deductions from an employee’s wages for child support, unpaid taxes, or creditor garnishments. When this occurs, it is necessary to determine the employee’s disposable earnings per pay period. Disposable Earnings are determined by subtracting all deductions required by law from an employee’s gross earnings (includes withholding for federal, state, or local income tax, social security or Medicare tax, state unemployment or disability tax, and mandated payments for state employee retirement systems — but not amounts designated for direct deposit into an employee’s bank account). Tips are excluded from disposable earnings. Voluntary deductions, such as health and life insurance premiums, union dues, and retirement plan contributions, are generally not subtracted from earnings to calculate disposable earnings.

The Consumer Credit Protection Act (CCPA) states that the maximum amount of an employee’s disposable earnings that can be garnished to repay a debt is the lesser of:

- 25% of the employee’s disposable earnings for the week
- The amount by which the employee’s disposable earnings for the week exceed 30 times the federal minimum hourly wage then in effect.

To determine the lesser of these amounts, the following information is enterable at any time. These variables are subject to change by the federal government at any time. This information will be used to determine the maximum amount of an employee’s disposable earnings that can be garnished. Depending on the employee’s option, Calculation (02.500.00) could issue a warning if garnishments are taken beyond this maximum amount.

![Figure 162: PR Setup (02.950.00), Disposable Earnings tab](image)
Following are the field descriptions for PR Setup (02.950.00), Disposable Earnings tab.

**Percent of Employee’s Disposable Earnings**

*Percent of Employee’s Disposable Earnings* specifies the maximum percent of an employee’s disposable earnings that may be garnished.

**Note:** *Percent of Employee’s Disposable Earnings* specifies the maximum percent of an employee’s disposable earnings that should be garnished. If the employee garnishment amount exceeds this percent of disposable earnings, then a message can be displayed based on the employee’s **Issue Max Garnishment Warning** option.

**Federal Minimum Hourly Wage**

*Federal Minimum Hourly Wage* specifies the minimum hourly wage set forth by the federal government.

**Minimum Hourly Wage Multiplier**

*Minimum Hourly Wage Multiplier* specifies the multiplier applied against the minimum hourly wage as set forth by the federal government.
PR Setup, Workers’ Compensation Tab

Use the Workers’ Compensation tab to designate the expense and liability accounts to use when posting workers’ compensation to the General Ledger.

![Image of PR Setup (02.950.00), Workers' Compensation tab]

Figure 163: PR Setup (02.950.00), Workers’ Compensation tab

Following are the field descriptions for PR Setup (02.950.00), Workers’ Compensation tab.

Post Workers’ Compensation to GL

Post Workers’ Compensation to GL is used to allow posting of workers’ compensation expense to the General Ledger. If this check box is not selected, Generate Workers’ Compensation Premiums (02.580.00) will not be available.

GL Expense Account

GL Expense Account is the account to be used for the workers’ compensation amounts when posted to the General Ledger. You can change the account number entered here at any time. Any account entered must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

GL Expense Subaccount Source

GL Expense Subaccount Source is used to determine which subaccount is used for the workers’ compensation amounts when posted to the General Ledger. Possible values are:

- Source Transaction — Subaccount assigned from the wages transaction.
- Employee — Subaccount assigned from the employee’s default expense subaccount.
- Project — Subaccount assigned from the project’s default expense subaccount. If there is no project, the source transaction’s subaccount will be used.
GL Liability Account

**GL Liability Account** is the account to be used for the workers’ compensation liability amount when it is posted to the General Ledger. You can change the account number entered here at any time. Any account entered must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

GL Liability Subaccount

**GL Liability Subaccount** is the subaccount to be used for the workers’ compensation liability amount when it is posted to the General Ledger. You can change the subaccount number entered here at any time. Any subaccount entered must be set up in *Subaccount Maintenance* (01.270.00).
DD Setup (02.951.00)

Use DD Setup (02.951.00) to enter default settings for direct depositors, information for communicating with the company bank, and the format of the ACH file. Before completing DD Setup (02.951.00), see “Setting up Direct Deposits” on page 63. These procedures outline the steps you must take to complete direct deposit setup for your business.

Company ID, the identification code of the company for which Direct Deposit setup information is entered, appears at the top of DD Setup (02.951.00). Direct Deposit setup information should exist for each company that will use Direct Deposit functionality. The minimum access rights level should be set to Insert in Access Rights Maintenance (95.270.00) to access Company ID setup information. The company name appears next to Company ID.

To check your Direct Deposit setup choices, click the Quick Print button near the bottom of the screen to print the DD Setup (02.958.00) report.

DD Setup, Default Tab

Use the Default tab to define distribution type and low pay rule defaults for the direct deposit function.

![DD Setup (02.951.00), Default tab](image)

Figure 164: DD Setup (02.951.00), Default tab

Following are the field descriptions for the Default tab.

Distribution Type Default

Distribution Type Default is used as the default distribution type for new direct depositors whose information is entered in Direct Depositor Maintenance (02.350.00). Distribution type options are:

- Fixed Amount — A fixed amount of the employee’s net pay is allocated to a secondary account(s). The remaining balance goes to the primary account.
- Percent of Net Pay — A percentage of the employee’s net pay is allocated to a secondary account(s). The remaining balance goes to the primary account.

See “Direct Depositor Maintenance (02.350.00)” on page 262 for more information about distribution types.
Low Pay Rule Default

Low Pay Rule Default is the default low pay rule for new direct depositors whose information is entered in Direct Depositor Maintenance (02.350.00). The low pay rule options are:

- All Pay Goes to Primary Account — The entire amount is allocated to the primary account and nothing is allocated to secondary account(s).
- Distribute Pay, from First to Last — The entire amount is allocated to secondary account(s) and nothing is allocated to the primary account.

See “Direct Depositor Maintenance (02.350.00)” on page 262 for more information about the low pay rule.
DD Setup, ACH File Setup Tab

Use the ACH File Setup tab to set up information relating to your direct deposit Automated Clearing House (ACH) files.

![DD Setup (02.951.00), ACH File Setup tab](image)

Figure 165: DD Setup (02.951.00), ACH File Setup tab

Following are the field descriptions for the ACH File Setup tab.

**ACH File Setup**

ACH File Setup determines the format of the ACH file to be sent to the company bank. Contact the bank to obtain exact requirements for these fields (see “Appendix A: ACH File Format” on page 387 to determine the origin of the data fields in the ACH file). After initializing or changing any values in the ACH File Setup frame, send your bank a test ACH file (see “Creating and Transmitting a Test ACH File” on page 70).

**Immediate Destination**

Immediate Destination is the transit/routing number for your company’s bank. The eight-digit number, followed by the check digit, must be right-justified in this field. Your bank may or may not require an initial blank or other character in this field.

**Immediate Destination Name**

Immediate Destination Name is the name of the bank to which you are sending the ACH file.

**Immediate Origin**

Immediate Origin is the transit/routing number for the bank that will transmit the ACH files. The eight-digit number, followed by the check digit, must be right-justified in this field. For many banks, your company’s nine-digit federal tax identification number is required here.

**Immediate Origin Name**

Immediate Origin Name is the name of the bank that will transmit the ACH files. For many banks, your company name is required here.
Company ID

Company ID is your company’s federal tax identification number. The nine-digit number should be right-justified. Your bank may require an initial blank or other character in this company ID.

Company Name

Company ID is the name of the company associated with Company ID.

ACH File Name

ACH File Name is the name of the ACH file. The default is SOL4PR.ACH. Your bank may have specific requirements. This file can be written to the directory path specified at Path to ACH/Script files. If you are likely to create ACH files from multiple databases, you should distinguish among these files by using different ACH file names or by writing them to different subdirectories.

Path to ACH files

Path to ACH files is the directory path for the ACH file (the path where the ACH file will be written). ACH files are not deleted after being sent to the bank. You may wish to create a separate directory where you can control user rights and other similar information for security reasons. Use Browse to easily locate available directories on your system.

Browse

Browse opens the Path to ACH files window. Use Path to ACH files to specify the directory path for the ACH and script files (the path where the ACH files will be written).

Block fill file

Block fill file block fills the ACH file’s final block with 10 records to produce an even block count. Check with your bank on this requirement.

CR/LF end records

CR/LF end records ends each ACH file record with a carriage return/line feed pair. If you do not select CR/LF end records, there is no carriage return/line feed pair at the end of each record.
Include Company Debit

Include Company Debit includes the debit (offset) to the company's payroll account in the ACH file. Some banks do not require this offset to be included in the ACH file.

Note: If Include Company Debit is not selected, the Pre-Note status in Company Payroll Account Maintenance (02.360.00) is inactive. Thus, new company payroll accounts will automatically default to the Approved Pre-Note status and the pre-noting process for these accounts will not be necessary.

ACH Test

ACH Test sets the Direct Deposit function to the test mode. This allows you to produce a test ACH file that you can send to your company’s bank to verify compliance with the bank requirements and your communications setup.

When you are using Create and Send ACH File (02.530.00) and ACH Test is selected, normal processing is bypassed and a special test ACH file is created and sent to the bank.

Important Note: Be sure to advise your bank when you are sending a test file so that the bank deposit and withdrawal accounts will not be posted.

After your bank confirms this test file as correct, this procedure is not used again unless you change banks or communications software. This test does not apply to any pre-note sent to the bank for individual employees. Once you have successfully tested the ACH file format, clear the ACH Test check box for normal processing.
DD Setup, Communication Options Tab

Use the Communication Options tab to set up information relating to the communication of Automated Clearing House (ACH) files.

![DD Setup, Communication Options Tab](image)

*Figure 167: DD Setup (02.951.00), Communication Options tab*

Following are the field descriptions for the Communication Options tab.

**User’s Communications**

User’s Communications — Currently, this is the only option. This method will create the ACH file and send it to the bank using external communications software. To use this option, you must have installed a separate communications program on your system.

Enter the name of the program, batch file, etc. that executes the external communications software. Use **Browse** to locate this path and file. If you need to copy or rename the ACH file before sending to the bank, you may want to use a batch file for this purpose.

**Browse**

Clicking **Browse** opens the user’s communications program screen. Use this screen to specify the directory path where the program, batch file, etc. that executes the external communications software is located.
Time Entry (02.600.00)

Figure 168: Time Entry - PTD Time Entry List (02.600.00) report

The Time Entry (02.600.00) report displays timesheet information entered in Time Entry (02.010.00) and Time and Dollar Entry (02.020.00). It includes paid and unpaid timesheet entries and is printed in the order of the timesheet reference numbers.

On this report, note that Dist indicates how the employee’s pay rate was originally entered.

- N indicates the rate was entered manually in one of the payroll time entry screens.
- H indicates the rate is the employee’s standard hourly rate.
- S indicates the employee is a salaried employee.
Labor Distribution (02.610.00)

The Labor Distribution (02.610.00) report displays the project transactions of all employees and their specific work locations and pay group categories. It includes unpaid and paid transactions for projects printed in date order.

![Labor Distribution - PTD Labor Distribution List (02.610.00) report]

Figure 169: Labor Distribution - PTD Labor Distribution List (02.610.00) report
The Check Preview (02.620.00) report can be generated in the two different formats: earnings and deductions-detail (shown above), or benefits. The Check Preview - Earnings & Deductions-Detail (02.620.00) report displays the earnings and deductions for all payroll checks so you can review the checks before printing them. Each employee’s gross earnings, deductions, and net earnings with subtotals and totals are printed on this report as they will appear on the payroll check stubs. Generate and review this report after you complete Calculation (02.500.00) but before you print the payroll checks using the Checks (02.630.00) report or the Direct Deposit Advice Slips (02.635.00) report. If the amounts shown on the report are incorrect, proceed as follows. For earnings:

1. Enter positive or negative correcting timesheet entries in Time Entry (02.010.00) or Time and Dollar Entry (02.020.00).
2. Repeat payroll calculations.
3. Regenerate this report.

For deductions:
1. Use Review/Edit Check (02.030.00) to correct the deductions.
2. Regenerate this report.

Figure 170: Check Preview - Earnings & Deductions-Detail (02.620.00) report
If deductions are not calculated, use Work Location Maintenance (02.280.00) and Earnings Type Maintenance (02.270.00) to verify that they are attached to the proper work locations and earnings types.

Figure 171: Check Preview - Benefits (02.620.00) report

Check Preview - Benefits (02.620.00) is a by-employee listing of the benefit hours available to employees. For each employee, the report shows:

- The benefits available to the employee.
- The beginning balance (carryover hours from the previous benefit year) of each benefit.
- Each benefit’s current and year-to-date benefit hours available and/or accrued and used by the employee.
- Each benefit’s net benefit hours available and/or accrued.

Check Preview - Benefits (02.620.00) shows the current and year-to-date employee benefit totals in hours. On the report, note that Net Avail displays the net amount of benefit hours available. Before printing payroll checks, you can recalculate benefit data as often as is necessary to obtain accurate benefit hours totals. The Check Preview - Benefits (02.620.00) report always shows the results of the most recent benefit calculations.
Note that Check Preview (02.620.00) has the following variations and/or additions to the standard extended report options.

**Figure 172: Check Preview (02.620.00) report tab**

**Report Format**

- **Report Format** specifies the type of printing format to use when printing Check Preview (02.620.00).
- Report format options are:
  - Earnings & Deductions-Detail — Print the report with employee earnings and deductions detail, with subtotals and totals at the end of the report.
  - Earnings & Deductions-Totals — Print the report with subtotals and totals of employee earnings and deductions, no detail.
  - Benefits — Print the report with employee benefits only.

**Unmask SSN and TIN Numbers**

The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789. This occurs if the user printing the report does not have access rights to the Employee Maintenance (02.250.00) screen.

If access rights exist for the user for the Employee Maintenance (02.250.00) screen, the Unmask SSN and TIN Numbers check box appears on the Report tab when the user selects the applicable format of the report. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.
Checks (02.630.00)

Use the Checks (02.630.00) report to print payroll checks for hourly, salary, and exemption employees. You can print payroll checks immediately after calculating payroll (see “Calculation (02.500.00)" on page 277). However, it is always good practice to review employee earnings and deductions using the Check Preview (02.620.00) prior to actually printing the checks.

In addition to printing regular checks, the Checks (02.630.00) report can also print any zero checks and stub checks necessary for maintaining a logical, detailed payroll audit trail. Zero checks are checks with zero amounts. Their production does not affect payroll account balances. Stub Checks are checks with too many document details to fit on one check stub. If the Checks (02.630.00) report prints a stub check, the majority of the check’s document details and its payment amount are printed on the first check form. The remaining document details are printed on the second (“stub”) check form, using the next sequential check number. The stub check contains a series of Xs where the check amount is normally printed. The Checks (02.630.00) report generates as many stub checks as are necessary to contain the check details.

When checks are released, the software updates payroll information, including employee earnings and deduction information, based on the calendar month, calendar quarter, and calendar year of the Check Date. The software also updates the accounts and subaccounts used for maintaining payroll balances when the Posting (01.520.00) process in General Ledger is completed. However, accounts and subaccounts are updated based on the Period to Post entered in PR Check Update (02.630.20). The Period to Post specifies the fiscal period and year to which the checks should be posted in General Ledger.

The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-***-6789.

Figure 173: Checks (02.630.00) report
Note: Checks may be printed (sorted) in the order of department by clicking on the Sort tab and choosing Employee Department.

Checks (01.630.00)

Figure 174: Checks (02.630.00), Report tab

The Checks (02.630.00) report has the following variations and/or additions to the standard extended report options.

Report Format

Report Format specifies the type of printing format to use when printing the payroll checks. Report format options are:

- Laser Check by Employee ID — Print the payroll checks in the laser check format sorted by employee ID.
- Multi Stub Laser Chk-Emp ID — Print the payroll checks in a stub-check-stub format sorted by employee ID. The headings on the second stub are printed.
- Laser Check by Pay Group — Print the payroll checks in the laser check format sorted by pay group.
- Multi Stub Laser Chk-Pay Group — Print the payroll checks in a stub-check-stub format sorted by pay group ID. The headings on the second stub are printed.

Check Date

Check Date specifies the date printed on the payroll checks. Payroll month-to-date, quarter-to-date, and year-to-date information is updated based on the calendar month, calendar quarter, and calendar year, respectively, of the check date.

Batch Number

Batch Number is the number of the next check batch to be printed. If you used Selected Employees (02.630.10) to specify a range of employees whose checks should be printed (see View Selections), the software automatically displays the number of the next check batch here. If no check batch number appears, you can use possible values function (press F3) to review check batches currently available for printing and select one of these batches as the check batch to be printed. The PR Batch Register (02.800.00) report lists batch information, including batch status, for all payroll batches.
**Next Check Number**

*Next Check Number* specifies the number of the next payroll check. *Next Check Number* defaults to the number of the last check printed plus one. Since *Next Check Number* can be edited, you can match your current check serial numbers precisely.

**Checking Acct/Subacct**

*Checking Acct/Subacct* is the account and subaccount debited for the amount of the payroll checks. You can change the account and subaccount entered here. Any account and subaccount entered must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00) and *Subaccount Maintenance* (01.270.00).

**Print Mask**

*Print Mask* causes a series of Xs (a mask) in the format of check information to print before the checks are printed. The print mask helps determine proper check form alignment before printing the checks. If you select the print mask option, the software prints a check mask but does not proceed with actual check printing until you click *Print* again.

**Print Notes**

If you entered information in the *Notes* fields during timesheet entry, that information will be included on the report.

**View Selections**

*View Selections* opens *Selected Employees* (02.630.10), a subscreen of the *Checks* (02.630.00) report used to select which employee payroll checks are printed when you start the printing process (see “Selected Employees (02.630.10)” on page 330 for more information).

When you click *View Selections* and identify a specific set of employee checks to print, the software assigns a batch number to this range of checks. If you decide not to print the employee checks after completing *Selected Employees* (02.630.10), when you next access the *Checks* (02.630.00) report you will have to indicate at *Batch Number* the number of the check batch to be printed.

![Figure 175: Checks (02.630.00), Options tab](image)

**Include Direct Deposit Employees**

*Include Direct Deposit Employees* includes calculated timesheets for direct deposit employees as part of the check run. This will produce an actual check instead of a direct deposit advice slip. If this option
is not checked, use Direct Deposit Advice Slips (02.635.00) to process advice slips for direct deposit employees.

**Message**

**Message** allows a message up to 80 characters to be printed on the bottom of the check stub. There is one message per each check batch and it will be printed on each check stub.
Selected Employees (02.630.10)

Use Selected Employees (02.630.10) to select which employee payroll checks from all checks available for printing should be included in a batch and actually printed when you start the printing process. This allows you to print only those checks you specifically want to print (all checks remaining unprinted can be printed at a later time).

![Figure 176: Selected Employees (02.630.10)](image)

Following are the field descriptions for Selected Employees (02.630.10).

**Batch Number**

Batch Number is the batch number assigned to the check batch. You cannot change this number.

**Selected**

Selected controls whether or not a check should be printed for the specified employee.

**Pay Group ID**

Pay Group ID specifies the ID of the pay group associated with the employee. You cannot change the pay group ID.

**Employee ID**

Employee ID is the company ID number for the employee. You cannot change the employee ID.

**Name**

Name is the name of the employee associated with the employee ID. You cannot change this information.

**Current Net Pay**

Current Net Pay is the current calculated net pay for the specified employee. You cannot change this information.

**Preview**

Clicking Preview opens that portion of Check Preview - Earnings & Deductions (02.620.00) containing information for the specified batch and employee.

**Select All**

Clicking Select All selects all employee payroll checks that are available for printing.
Clear Selections
Clicking **Clear Selections** cancels the selection of employee payroll checks that are available for printing. This ensures that any payroll checks that should not be printed are not accidentally selected and printed. After clicking **Clear Selections**, you can use **Selected** to specify only those employee payroll checks that you want to print.

Cancel
Clicking **Cancel** returns you to **Checks (02.630.00)** without saving any of the changes you have made in **Selected Employees (02.630.10)**.

OK
Clicking **OK** saves the selections you have made in **Selected Employees (02.630.10)** and causes the software to build a check printing batch.
PR Check Update (02.630.20)

After you process payroll checks or advice slips using Checks (02.630.00) or Direct Deposit Advice Slips (02.635.00) respectively, PR Check Update (02.630.20) appears. PR Check Update (02.630.20) is used to manage the information of payroll checks or advice slips processed. Options are:

- Update the database with the information of all checks or advice slips processed
- Update the database with some of the checks or advice slips processed
- Do not update the database with any of the checks or advice slips processed

When PR Check Update (02.630.20) appears, the batch number of the batch of checks or advice slips processed appears automatically in Batch Number. Note that you can also access PR Check Update (02.630.20) at any time from the Payroll menu. When you access PR Check Update (02.630.20) from the Payroll menu, you must enter a Batch Number in order to perform management functions on check or advice slip batches for which you have not as yet selected a check handling option.

If your printer jams during the print process, use this screen’s check handling options to specify how check or advice slip number ranges are to be updated in the database. For example, if while you are printing checks 000001 through 000500, the printer jams on check 000401, select the following check handling options:

- Keep check numbers 000001 through 000400 (these were printed successfully).
- Void check number 000401 (it was physically damaged by the printer jam and is not reusable).
- Delete check numbers 000402 through 000500 (these were not used in the current check printing operation and can be reused later).

In the event that the Update process is stopped by using Cancel or by any other abnormal termination, the check or advice slip batch will not be lost even though it will no longer be available for use in Batch Number. The batch will be held in the database with a status of Balanced and can be released later from within Release PR Batches (02.400.00).
PR Check Update, Check Update Tab

Following are the field descriptions of PR Check Update (02.630.20), for the Check Update tab.

Check Handling
Check Handling specifies what the software should do with the batch of checks just printed. Check handling options are:

- **Delete All** — Do not update the database with the information of the checks just printed. The net effect to Microsoft Dynamics SL is as if check printing never happened. Database records do not change, and the information of these checks is not available to other modules. Deleted checks are not considered voided checks, so they do not need to be recalculated. Since deleted checks are considered unprinted checks, their check numbers can be reused.

- **Void All** — Void, rather than delete, the information of checks just printed. Microsoft Dynamics SL retains the information of the checks in the database but assigns the void status to them. The check numbers of voided checks cannot be reused. All checks must be recalculated.

- **Keep All** — Update the database with the information of all checks just printed (all current payroll check transactions are recorded in general ledger records). The information of kept checks is available to other modules.

- **Selected by Check** — Update the database with the information of only certain checks just printed. Selecting this option accesses the Select Handling tab when you click Select Handling on the Check Update tab. Use the Select Handling tab to indicate whether you want to delete, void, or keep each check. Note that if you select this option, you must move the cursor out of Check Handling in order to make the Select Handling button available.

Period to Post
Period to Post specifies the fiscal period and year to which all checks you keep (record in the database) should be posted.

Batch Number
Batch Number specifies the identifying number associated with the current check batch.
Quick Send Schedule Date

Quick Send Schedule Date specifies the date advice slip stubs in the advice slip batch are to be transmitted to employees set up for Quick Send in Employee Maintenance (02.250.00). This field is not available if all employees in the advice slip batch had an advice slip printed.

Quick Send Schedule Time

Quick Send Schedule Time specifies the time advice slip stubs in the advice slip batch are to be transmitted to employees set up for Quick Send in Employee Maintenance (02.250.00). This field is not available if all employees in the advice slip batch had an advice slip printed.

View the Quick Send Report

Click View the Quick Send Report to display the advice slip stubs in the advice slip batch to be transmitted to employees set up for Quick Send. This button is not available if all employees in the advice slip batch had an advice slip printed.

Begin Processing

Click Begin Processing to start the update process for checks or advice slips processed. This button is available only if a valid batch number appears at Batch Number.
PR Check Update, Select Handling Tab

Use the Select Handling tab to select only those checks from all checks printed that you definitely want to keep (record in the database). This tab only becomes active if you choose Selected by Check at Check Handling and then click Select Handling on the Check Update tab.

![Figure 178: PR Check Update (02.630.20), Select Handling tab](image)

Following are the field descriptions of PR Check Update (02.630.20), for the Select Handling tab.

**Checking Account**

Checking Account specifies, by check, the payroll checking account to update for the amount of the check.

**Checking Sub**

Checking Sub specifies, by check, the optional checking subaccount to update for the amount of the check.

**Check Number**

Check Number specifies, by check, the check number associated with each payroll check listed.

**Check Handling**

Check Handling specifies, by check, whether or not to keep (record in the database) the information of each check in the check batch just printed. Check handling options are:

- **Delete** — Do not update the database with the information of the current check. The net effect to Microsoft Dynamics SL is as if the check had never been printed. Database records do not change, and the information of the check is not available to other modules. Note that the software treats a deleted check as an unprinted check, so its check number can be reused. A deleted check is not considered a voided check, so it does not need to be recalculated.

- **Void** — Void, rather than delete, the information of the current check. Microsoft Dynamics SL retains the information of the check in the database but assigns the void status to it.

- **Keep** — Update the database with the information of the current check. The information of “kept” checks is available to other modules.
Employee ID

Employee ID specifies, by check, the ID of the employee associated with each check (the employee to receive the check).

Doc Type

Doc Type specifies, by check, the check type assigned to each check when it was printed: CK (regular check), MC (mask check), or SC (stub check).

Net Amount

Net Amount specifies, by check, the net amount of each check printed.
Direct Deposit Advice Slips (02.635.00)

Use the Direct Deposit Advice Slips (02.635.00), Report tab to print or Quick Send advice slips for hourly, salary, and exemption employees that are direct deposited. The amount on the advice slip portion is always zero (0.00) because this is a non-negotiable document. The net pay deposited into the bank accounts is on the stub portion.

![Direct Deposit Advice Slips (02.635.00)](image)

**Note:**
- Direct deposit advice slips may be printed (sorted) in the order of department by choosing to sort by Employee Department on the Sort tab.
- The Social Security number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789.

**Figure 179: Direct Deposit Advice Slips (02.635.00)**
Figure 180: Direct Deposit Advice Slips (02.635.00), Report tab

Note that the Direct Deposit Advice Slips (02.635.00) report has the following variations and/or additions to the standard extended report options:

Report Format

Report Format specifies the type of printing format to use when printing the advice slips. Report format options are:

- Laser Advice Slip by Emp ID — Print the advice slips in the laser advice slip format (stub-advice slip) sorted by employee ID. The advice slip portion is labeled non-negotiable.
- Adv Slip Stubs Only-Emp ID — Print only the advice slip stub portion of the laser advice slip format (stub-advice slip) sorted by employee ID. The advice slip portion does not print.
- Multi Stub Adv Slip-Emp ID — Print the advice slips in a stub-advice slip-stub format sorted by employee ID. The advice slip portion is labeled non-negotiable. The headings on the second stub are printed by Microsoft Dynamics SL.
- Laser Advice Slip by Pay Group — Print the advice slips in the laser advice slip format (stub-advice slip) sorted by pay group ID. The advice slip portion is labeled non-negotiable.
- Adv Slip Stubs Only-Pay Group — Print only the advice slip stub portion of the laser advice slip format (stub-advice slip) sorted by pay group ID. The advice slip portion does not print.
- Multi Stub Adv Slip-Pay Group — Print the advice slips in a stub-advice slip-stub format sorted by pay group ID. The advice slip portion is labeled non-negotiable. The headings on the second stub are printed by Microsoft Dynamics SL.

Note: When employees are set up for Quick Send on the Quick Send tab of Employee Maintenance (02.250.00), their advice slip stubs are transmitted electronically and an advice slip stub will not print. The stub transmitted to the employee includes headings and borders to create the advice slip stub format.

Check Date

Check Date specifies the date printed on the advice slips related payroll checks. Payroll month-to-date, quarter-to-date, and year-to-date information is updated based on the calendar month, calendar quarter, and calendar year respectively, of the check date.
Batch Number

Batch Number is the number of the next advice slip batch to be printed. If you used Selected Employees (02.635.10) to specify a range of employees whose advice slips should be printed, the software automatically displays the number of the next advice slip batch here. If no advice slip batch number appears, you can use the possible values function (see the System Manager online help or user guide) to review advice slip batches currently available for printing and select one of these batches as the advice slip batch to be printed.

Next Advice Slip Num

Next Advice Slip Num specifies the number of the next direct deposit advice slip. It defaults to the number of the last advice slip printed plus one. Since Next Advice Slip Num can be edited, you can match your current advice slip serial numbers precisely.

Checking Acct/Subacct

Checking Account/Subaccount is the account and subaccount debited for the amount of the advice slips related payroll checks. You can change the account and subaccount entered here. Any account and subaccount entered must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00) and Subaccount Maintenance (01.270.00).

Print Mask

Print Mask causes a series of Xs (a mask) in the format of advice slip information to print before the slips are printed. The print mask helps determine proper form alignment before printing the advice slips. If you select the print mask option, the software prints a mask but does not proceed with actual slip printing until you click Print again.

Print Notes

If you entered information in the Notes fields during timesheet entry, that information will be included on the report.

Do not send electronically (check box)

Select to include all direct deposit advice slip stubs on the report. Quick Send preferences defined for employees are ignored. This check box appears when the DD Advice Slip Stub document type is defined on Quick Send Setup (21.951.00) in the Shared Information module. For more information about setting up Quick Send, see “Setting up Quick Send” in the Shared Information online help or user guide.

View Selections

Clicking View Selections accesses Selected Employees (02.630.10), a subscreen of the Direct Deposit Advice Slips (02.635.00), used to select which employee advice slips are printed when you start the printing process.

Message (Options Tab)

Message allows a message up to 80 characters to be printed on the bottom of the Direct Deposit Advice stub. There is one message per each check batch and it will be printed on each Direct Deposit Advice stub.
Check Register (02.640.00)

The Check Register (02.640.00) report displays the gross earnings, deductions, and net earnings for each payroll check printed during the current accounting period. This report is useful when you are completing check reconciliation. It can be generated for all or selected checking accounts. The check types listed on the report include regular checks, void checks, hand-prepared checks, stub checks, and zero checks.

Numbers of missing checks are also included. However, when a series of checks are missing, only the beginning and ending check numbers in the series are shown.

A summary of earnings and deductions for the detail printed on the report is provided in subtotals and totals format. A summary of the number of each type of check is included for use in reconciling checks.

Note that the Check Register (02.640.00) report has the following variations and/or additions to the standard extended report options.

* - Details not available to see per
** - CONFRM CHG/IND-000
Check Register, Report Tab

![Check Register Report Tab](image)

Figure 182: Check Register (02.640.00), Report tab

**Report Format**

Report Format specifies the type of report to generate. Report format options are:

- **Detail** — Generate a detailed report that includes gross earnings, deductions, and net earnings for each payroll check sorted by check number within checking account number.
- **Totals** — Generate a summary of the total of each earnings and deduction for all payroll checks printed for the checking account number.
- **Detail by Pay Group** — Generate the report in the detail format (see Detail) by pay group.
- **Totals by Pay Group** — Generate the report in the totals format (see Totals) by pay group.

**Unmask SSN and TIN Numbers**

The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789. This occurs if the user printing the report does not have access rights to the Employee Maintenance (02.250.00) screen. If access rights exist for the user for the Employee Maintenance (02.250.00) screen, the Unmask SSN and TIN Numbers check box appears on the Report tab when the user selects the applicable format of the report. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.

**Report Date**

Report Date specifies the date the report is generated. It defaults to the business date.

**Beg/End Period**

Beg/End Period specifies the beginning and ending period numbers of a range of accounting periods with payroll check activity to report. On the Check Register, (02.640.00) report, all checks from the beginning and ending periods, plus all periods in between the two are listed.
Check Register, Options Tab

Figure 183: Check Register (02.640.00), Options tab

**Exclude zero deductions**

Exclude zero deductions when selected will result in deductions with an amount equal to zero (0.00) to not print on the report.
Direct Deposit Register (02.645.00)

The Direct Deposit Register (02.645.00) lists direct deposit advice slips for a range of dates. This report complements the Check Register (02.640.00) by separating advice slips from payroll checks. Balance this report against the Direct Deposit Audit (02.820.00) report, which is produced when you transmit an ACH file. See “Creating and Sending ACH Files.” This report was created using SQL Server Reporting Services (SSRS).

![Figure 184: Direct Deposit Register (02.645.00)](image)

**Report Format**

Report Format specifies the type of report to generate. Report format options are:

- **Detail** — Generate a report that includes document reference number and date, employee ID and name, and the net pay amount for all advice slips with dates between the report’s beginning and ending dates. Subtotals by batch and a report total are also listed.

- **Summary** — Generate a report that shows subtotals by batch, as well as a report total, for all advice slips with dates between the report’s beginning and ending dates.

**Report Date**

Report Date specifies the date the report is generated. It defaults to the business date.

**Beg/End Period**

Beg/End Period specifies the beginning and ending for a range of dates appearing on advice slips that are included in the report.
The PR Transactions (02.650.00) report lists all payroll transactions for all payroll checks printed during the current accounting period. This report generates in ascending batch number sequence (lowest batch number first). On the report, the Debit Amount and Credit Amount columns show the payroll check generation transactions that will post to General Ledger.

Note that the PR Transactions (02.650.00) report has the following variations and/or additions to the standard extended report options.

**Beg/End Period**

**Beg/End Period** specifies the beginning and ending period numbers of a range of accounting periods with payroll transaction activity to report. On the PR Transactions (02.650.00) report, all transactions from the beginning and ending periods, plus all periods in between the two are listed.
Account Distribution (02.660.00)

The Account Distribution (02.660.00) report displays all payroll transactions, including benefit transactions, for all payroll checks printed during the current accounting period (see "Benefit Transactions (02.880.00)" on page 379 for more detailed reporting of employee benefits).

On the Account Distribution (02.660.00) report, payroll transactions appear in account-subaccount sequence (as opposed to the PR Transactions (02.650.00) report which generates in ascending batch number sequence).

Note that the Account Distribution (02.660.00) report has the following variations and/or additions to the standard extended report options.

Report Format

Report Format specifies the type of report to generate. Report format options are:

- **Detail** — Generate the report in a format that includes all payroll account distribution information.

- **Summary** — Generate the report in a summarized format that includes only selected account distribution information: account, subaccount, debits and credits for each account and subaccount, total debits and credits.

Beg/End Period

Beg/End Period specifies the beginning and ending period numbers of a range of accounting periods with account distribution activity to report. On the Account Distribution (02.660.00) report, all transactions from the beginning and ending periods, plus all periods in between the two are listed.
# Earnings & Deductions (02.670.00)

<table>
<thead>
<tr>
<th>Date</th>
<th>November 13, 2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td>CONTORO, Ltd</td>
</tr>
<tr>
<td>Report</td>
<td>Earnings &amp; Deductions - Detail By Month</td>
</tr>
<tr>
<td>Period</td>
<td>02.670.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
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<td>Regular</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,985.00</td>
</tr>
<tr>
<td>Payroll/DirDeposit</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,985.00</td>
</tr>
<tr>
<td>Earnings Contributing to Net Pay</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,985.00</td>
</tr>
<tr>
<td>Earnings Not Contributing to Net Pay</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Gross Earnings</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,985.00</td>
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<table>
<thead>
<tr>
<th>Period</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td>Regular</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,985.00</td>
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<tr>
<td>Payroll/DirDeposit</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,985.00</td>
</tr>
<tr>
<td>Earnings Contributing to Net Pay</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,985.00</td>
</tr>
<tr>
<td>Earnings Not Contributing to Net Pay</td>
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<tr>
<td>Gross Earnings</td>
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<table>
<thead>
<tr>
<th>Period</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>0.00</td>
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<tr>
<td>Payroll/DirDeposit</td>
<td>0.00</td>
</tr>
<tr>
<td>Earnings Contributing to Net Pay</td>
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<tr>
<td>Earnings Not Contributing to Net Pay</td>
<td>0.00</td>
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<tr>
<td>Gross Earnings</td>
<td>0.00</td>
</tr>
</tbody>
</table>

* Does not contribute to net pay.

Figure 187: Earnings & Deductions - Detail (02.670.00) report
The *Earnings & Deductions* (02.670.00) report displays the month-, period-, quarter-, and year-to-date earnings and deductions of each employee. You can generate the report for all or selected pay groups (see “Pay Group Maintenance (02.320.00)” on page 250).

**Figure 188: Earnings & Deductions (02.670.00) Report tab**

**Report Format**

*Report Format* specifies the type of report to generate. Report format options are:

- **Detail** — Print the report with employee earnings and deductions detail, with subtotals and totals.
- **Totals** — Print the report with subtotals and totals of employee earnings and deductions, no detail.
- **Detail By Month** — Print the report with employee earnings and deductions detail for each month.

**Unmask SSN and TIN Numbers**

The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789. This occurs if the user printing the report does not have access rights to the *Employee Maintenance* (02.250.00) screen.

If access rights exist for the user for the *Employee Maintenance* (02.250.00) screen, the *Unmask SSN and TIN Numbers* check box appears on the *Report* tab when the user selects the applicable format of the report. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.

**Report Date**

*Report Date* specifies the date the report is generated. It defaults to the business date.

**Beg/End Period**

*Beg/End Period* specifies the beginning and ending for a range of dates appearing on advice slips that are included in the report.
Exclude zero deductions

Exclude zero deductions determines whether or not a deduction line will print if the deduction amount is zero. If this option is checked, the zero amount deductions will be excluded from the report.

Include Workloc details

Include Workloc details determines whether or not totals by work location will be printed. If this option is checked, totals will be included by work location.
# Employees (02.680.00)

<table>
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<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Department</th>
<th>Box Name</th>
<th>Pay Group</th>
<th>Phone Number</th>
<th>Employee Status</th>
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<td>SALES</td>
<td>BNPBH50301</td>
<td>WMENLY</td>
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<td></td>
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<tr>
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<td>Shanae Borgo</td>
<td>SALES</td>
<td>BNPBH50303</td>
<td>DEVISE</td>
<td>(555) 555-0113</td>
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<tr>
<td>BNPBH50304</td>
<td>Curtis D. Smith</td>
<td>EQUIPMENT</td>
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<td>BNPBH50305</td>
<td>Ray M. Rosenburg</td>
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<td>BNPBH50306</td>
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<tr>
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<td>BNPBH50307</td>
<td>WMENLY</td>
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<td></td>
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<tr>
<td>BNPBH50308</td>
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<td>EQUIPMENT</td>
<td>BNPBH50308</td>
<td>WMENLY</td>
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<td></td>
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<tr>
<td>BNPBH50309</td>
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<td>SALES</td>
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<td>MONTH</td>
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</tr>
<tr>
<td>BNPBH50310</td>
<td>Desalegn D. Halabed</td>
<td>SALES</td>
<td>BNPBH50310</td>
<td>DEVISE</td>
<td>(555) 555-0113</td>
<td></td>
</tr>
<tr>
<td>BNPBH50311</td>
<td>Robert G. Grimsby</td>
<td>SALES</td>
<td>BNPBH50311</td>
<td>WMENLY</td>
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<tr>
<td>BNPBH50312</td>
<td>Ty Lewis, Counselor</td>
<td>EQUIPMENT</td>
<td>BNPBH50312</td>
<td>MONTH</td>
<td>(555) 555-0114</td>
<td></td>
</tr>
<tr>
<td>BNPBH50313</td>
<td>Andy J. Jefferson</td>
<td>EQUIPMENT</td>
<td>BNPBH50313</td>
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<tr>
<td>BNPBH50314</td>
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<td>Jeff G. Gilmour</td>
<td>SALES</td>
<td>BNPBH50315</td>
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<td>(555) 555-0110</td>
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<td>Greg Longstreet</td>
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<tr>
<td>BNPBH50317</td>
<td>Neil O. Donald</td>
<td>EQUIPMENT</td>
<td>BNPBH50317</td>
<td>WEEKLY</td>
<td>(555) 555-0115</td>
<td></td>
</tr>
<tr>
<td>BNPBH50318</td>
<td>John T. Clark</td>
<td>SALES</td>
<td>BNPBH50318</td>
<td>MONTH</td>
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</tr>
<tr>
<td>BNPBH50319</td>
<td>Anthony, Dir</td>
<td>SALES</td>
<td>BNPBH50319</td>
<td>DEVISE</td>
<td>(555) 555-0112</td>
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</tr>
<tr>
<td>BNPBH50320</td>
<td>Pet G. Woodruff</td>
<td>EQUIPMENT</td>
<td>BNPBH50320</td>
<td>DEVISE</td>
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<td></td>
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<tr>
<td>BNPBH50321</td>
<td>Peter L. Connolly</td>
<td>SCOTT</td>
<td>BNPBH50321</td>
<td>WMENLY</td>
<td>(555) 555-0113</td>
<td></td>
</tr>
<tr>
<td>BNPBH50322</td>
<td>Paul L. Cooper</td>
<td>SCOTT</td>
<td>BNPBH50322</td>
<td>MONTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNPBH50323</td>
<td>Linda S. Thompson</td>
<td>SCOTT</td>
<td>BNPBH50323</td>
<td>WMENLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNPBH50324</td>
<td>Ann D. Dotson</td>
<td>EQUIPMENT</td>
<td>BNPBH50324</td>
<td>WEEKLY</td>
<td>(555) 555-0114</td>
<td></td>
</tr>
<tr>
<td>BNPBH50325</td>
<td>Andrea Dixon</td>
<td>SALES</td>
<td>BNPBH50325</td>
<td>WEEKLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNPBH50326</td>
<td>Robert C. Olson</td>
<td>EQUIPMENT</td>
<td>BNPBH50326</td>
<td>WMENLY</td>
<td>(555) 555-0116</td>
<td></td>
</tr>
<tr>
<td>BNPBH50327</td>
<td>Ulrich G. Schmitt</td>
<td>SCOTT</td>
<td>BNPBH50327</td>
<td>DEVISE</td>
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<td>BNPBH50328</td>
<td>Scott R. Schmitt</td>
<td>SCOTT</td>
<td>BNPBH50328</td>
<td>WMENLY</td>
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<td>BNPBH50329</td>
<td>John J. Smith</td>
<td>SCOTT</td>
<td>BNPBH50329</td>
<td>WMENLY</td>
<td>(555) 555-0117</td>
<td></td>
</tr>
<tr>
<td>BNPBH50330</td>
<td>Mark F. Foster</td>
<td>EQUIPMENT</td>
<td>BNPBH50330</td>
<td>WMENLY</td>
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<td></td>
</tr>
<tr>
<td>BNPBH50331</td>
<td>Charles H. Appalachia</td>
<td>SCOTT</td>
<td>BNPBH50331</td>
<td>WMENLY</td>
<td>(555) 555-0114</td>
<td></td>
</tr>
<tr>
<td>BNPBH50332</td>
<td>John J. Smith</td>
<td>SCOTT</td>
<td>BNPBH50332</td>
<td>WMENLY</td>
<td>(555) 555-0117</td>
<td></td>
</tr>
<tr>
<td>BNPBH50333</td>
<td>John S. Schmitt</td>
<td>EQUIPMENT</td>
<td>BNPBH50333</td>
<td>WMENLY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 190: Employees - Summary (02.680.00) report

The Employees (02.680.00) report displays information such as employee ID, name, and address as entered in Employee Maintenance (02.250.00).
Note that the Employees (02.680.00) report has the following variations and/or additions to the standard extended report options.

Figure 191: Employees - Detail (02.680.00) report

Figure 192: Employees – Report tab

**Report Format**

Report Format specifies the type of report to generate. Report format options are:
• Detail — Generate the report in a format that includes all employee information, as this information is defined in Employee Maintenance (02.250.00).

• Summary — Generate the report in a summarized format that includes only selected employee information: ID, name, Social Security number, pay group, telephone number, employee status.

• Benefits List — Generate the report in a format that includes employee benefits.

• Deduction Audit List – Generates a report with the Employee records for each date the employee record was changed. This is to show what the setup for the employee was at a particular time.

Unmask SSN and TIN Numbers

The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789. This occurs if the user printing the report does not have access rights to the Employee Maintenance (02.250.00) screen.

If access rights exist for the user for the Employee Maintenance (02.250.00) screen, the Unmask SSN and TIN Numbers check box appears on the Report tab when the user selects the applicable format of the report. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.

Report Date

Report Date specifies the date the report is generated. It defaults to the business date.

Beg/End Period

Beg/End Period specifies the beginning and ending for a range of dates appearing on advice slips that are included in the report.
Earnings Types (02.690.00)

The Earnings Types (02.690.00) report lists employee earnings types information defined in Earnings Type Maintenance (02.270.00). It also displays the deductions to which the earnings types are subject. On the report, the Deduct ID column lists information defined in Deduction Maintenance (02.290.00).

Figure 193: Earnings Types (02.690.00) report


## Work Locations (02.700.00)

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Description</th>
<th>State</th>
<th>Print</th>
<th></th>
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</thead>
<tbody>
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<td>ALB</td>
<td>Alabama</td>
<td>AL</td>
<td>Y</td>
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</tr>
<tr>
<td>ARK1</td>
<td>Arkansas</td>
<td>AR</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>CAL</td>
<td>California</td>
<td>CA</td>
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<tr>
<td>CT</td>
<td>Connecticut</td>
<td>CT</td>
<td>Y</td>
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</tr>
<tr>
<td>DC</td>
<td>District of Columbia</td>
<td>DC</td>
<td>Y</td>
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<tr>
<td>DE</td>
<td>Delaware</td>
<td>DE</td>
<td>Y</td>
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<tr>
<td>GA</td>
<td>Georgia</td>
<td>GA</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Figure 194: Work Locations (02.700.00) report

The Work Locations (02.700.00) report lists work location information defined in Work Location Maintenance (02.280.00). This information includes the deductions normally withheld from wages earned at each work location.
Deduction Types (02.710.00)

The Deduction Types (02.710.00) report lists the deduction type information defined in Deduction Maintenance (02.290.00). Following each deduction type are its associated exemptions and credits. These are defined in the Exemptions/Credits tab of Deduction Maintenance (02.290.00).

This report also lists the payroll table IDs used in calculating exemptions, credits, and deductions. However, note that the payroll table detail is not shown. To review payroll table detail, generate the Payroll Tables (02.720.00) report.

Report Format

- Deduction Types – Generates a report with the deductions as of the last change for the year selected.
- Deduction Types Audit – Generates a report for each time the record changed in the year selected.

Calendar Year

Calendar Year specifies the calendar year of the deductions to be printed.
## Payroll Tables (02.720.00)

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<th>Cal Yr</th>
<th>Description</th>
<th>Type</th>
<th>Amount in Dollars</th>
<th>Rate or Percent</th>
<th>On Basis Unid Over</th>
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<td></td>
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<td>53,298.0</td>
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<td></td>
<td></td>
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<td>0.0000</td>
<td>57,346.0</td>
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<tr>
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<tr>
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<td>472.00</td>
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<td></td>
<td></td>
<td>10,000.00</td>
<td>0.0000</td>
<td>25,000.0</td>
</tr>
</tbody>
</table>

**Figure 196: Payroll Tables (02.720.00) report**

The Payroll Tables (02.720.00) report lists the payroll table detail information defined in Payroll Table Maintenance (02.310.00).

### Report Format

- **Payroll Tables** – Generates a report with the payroll tables as of the last change for the year selected.
- **Payroll Tables Audit** – Generates a report for each time the payroll tables changed in the year selected.
Calendar Year

Calendar Year specifies the calendar year of the tax tables to be printed.
Pay Groups (02.730.00)

The Pay Groups (02.730.00) report lists the employee pay group information defined in Pay Group Maintenance (02.320.00).
W-2 Forms (02.741.00)

Use the W-2 Forms (02.741.00) Report tab to print Federal Form W-2 Wage and Tax Statements listing employee wages earned and taxes withheld in the current calendar year. You can produce wage and tax statements for all or selected pay groups. Statements should be generated after the last payroll processing for the calendar year but before completing the fiscal year closing process for the Payroll module (see “Closing (01.560.00)” in the General Ledger online help or user guide).

Microsoft Dynamics SL prints a W-2 form for each work location where an employee worked in the current calendar year and for which a W-2 form is required (see “Work Location Maintenance (02.280.00)” on page 209).

Figure 198: W-2 Forms (02.741.00), Report tab

Note that W-2 Forms (02.741.00), Report tab has the following variations and/or additions to the standard extended report options.

Report Format

Report Format specifies the type of forms format to use. Report format options are:

- **1 Form Wide** — Generate the W-2 forms using a one-wide printing format.
- **Plain Paper-Copy A** — Generate the W-2 forms Copy A on plain paper. Two forms will be printed per page with formatting and headings printed. If a color printer is used, Copy A will print red.
- **Plain Paper-Copy B** — Generate the W-2 forms Copy B on plain paper. Two forms will be printed per page with formatting and headings printed.
- **Plain Paper-Copy C** — Generate the W-2 forms Copy C on plain paper. Two forms will be printed per page with formatting and headings printed.
- **Plain Paper-Copy D** — Generate the W-2 forms Copy D on plain paper. Two forms will be printed per page with formatting and headings printed.
- **4up form** — Generate the W-2 4-up forms on plain paper that is perforated into four equal quadrants. Four forms will be printed per page, in portrait layout, with formatting and headings printed.
**941 Quarterly Federal Tax Worksheet (02.750.00)**

Use 941 *Quarterly Federal Tax Worksheet* (02.750.00) to maintain all changeable information used by your company to generate Federal Form 941. The information required by many of the fields in 941 *Quarterly Federal Tax Worksheet* (02.750.00) is available in IRS Circular E. This information includes:

- Employer Social Security percent
- Employee Social Security percent
- Social Security wage limit
- Employer Medicare percent
- Employee Medicare percent
- Medicare wage limit

These items correspond to the data entry fields displayed on 941 *Quarterly Federal Tax Worksheet* (02.750.00).

Before generating the actual Federal Form 941 report, the software displays the withholding percents for the first employer and first employee Social Security (non-Medicare) FICA deductions, and the withholding percents for the first employer and first employee Medicare FICA deductions. If there is only one Medicare FICA deduction, the software displays its withholding percents. The software also displays the Social Security wage limit from the first Medicare FICA deduction with a non-zero wage limit. If the software cannot find a deduction for employer or employee FICA, it displays zero in the corresponding fields on this screen.

![Image of 941 Quarterly Federal Tax Worksheet](image)

*Figure 199: 941 Quarterly Federal Tax Worksheet (02.750.00)*

Following are the field descriptions for 941 *Quarterly Federal Tax Worksheet* (02.750.00).

**Report for Quarter/Year**

*Report for Quarter/Year* specifies the calendar quarter and year for which the report is being prepared.

**Employer Social Security Percent**

*Employer Social Security Percent* is the percentage of employee gross wages paid by the employer to Social Security.
Employee Social Security Percent
Employee Social Security Percent is the percentage of employee gross wages paid by employees to Social Security.

Social Security Wage Limit
Social Security Wage Limit is the maximum employee gross wage amount subject to Social Security deductions.

Employer Medicare Percent
Employer Medicare Percent is the percentage of employee gross wages paid by the employer to Medicare.

Employee Medicare Percent
Employee Medicare Percent is the percentage of employee gross wages paid by employees to Medicare.

Medicare Wage Limit
Medicare Wage Limit is the maximum employee gross wage amount subject to Medicare deductions.

Additional Medicare Percent
Wages paid in excess of $200,000 are subject to Additional Medicare Tax withholding. Enter the current withholding percentage set by the IRS.

Include Schedule B
Include Schedule B specifies whether or not you want to generate Schedule B. Schedule B is required of those employers who report employer tax liability on a daily basis.

Begin Processing
Click Begin Processing to start the Form 941 generation process.
Begin Printing

Click **Begin Printing** to start the Form 941 printing process. This button is unavailable until the Form 941 generation process is complete. When you click **Begin Printing**, the software starts printing the 941 Quarterly Federal Tax Worksheet (02.750.00), which you can use to help you prepare Federal Form 941.

The Social Security and Medicare withholding percents for the employer and employee portions of FICA and the Social Security and Medicare wage limits are used to prepare this report. It is possible to set up more than one FICA (type I) deduction, and each one could have a different withholding percent and wage limit.

![Figure 200: 941 Quarterly Federal Tax Worksheet (02.750) report](image-url)
A Social Security FICA deduction is an I-type deduction that is not associated with box number 6 in the W2 Control Data tab of Deduction Maintenance (02.290.00). A Medicare FICA deduction is an I-type deduction that has a W-2 control record with box number 6.

Figure 201: Employer’s Quarterly Federal Tax Worksheet report, Form 941 Schedule B

If you select Include Schedule B, the employer’s quarterly federal tax worksheet—schedule B also generates when you complete the 941 quarterly tax worksheet printing process.
Check Reconciliation (02.760.00)

The Check Reconciliation (02.760.00) report lists which payroll checks have cleared the bank and which are still outstanding; however, it does not include open checks for which the period to post is a future period. This report also notes any difference between the original amount issued and the amount cleared by the bank.

Figure 202: Check Reconciliation (02.760.00) report

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<th>Account</th>
<th>Subaccount</th>
<th>Check Date</th>
<th>Description</th>
<th>Check Amount</th>
<th>Cleared Amount</th>
<th>Difference</th>
<th>Outstanding Amount</th>
<th>Status</th>
</tr>
</thead>
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</tr>
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<td></td>
</tr>
<tr>
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<td>7/16/1999</td>
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<tr>
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</tr>
<tr>
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91,328.75 | 0.00 | 0.00 | 91,328.75 | 0.00 | 0.00 | 91,328.75 | 0.00 | 0.00 | 91,328.75 | 0.00 | 0.00 | 91,328.75 | 0.00 | 0.00 | 91,328.75 |

37,328.75 | 0.00 | 0.00 | 37,328.75 | 0.00 | 0.00 | 37,328.75 | 0.00 | 0.00 | 37,328.75 | 0.00 | 0.00 | 37,328.75 | 0.00 | 0.00 | 37,328.75 |
Unemployment Tax Worksheet (02.770.00)

Use *Unemployment Tax Worksheet* (02.770.00) to maintain all changeable information used by your company to generate the unemployment tax worksheet. This report can aid you in preparing any unemployment tax worksheets that may be required by local taxing authorities.

![Unemployment Tax Worksheet (02.770.00)](image)

*Figure 203: Unemployment Tax Worksheet (02.770.00)*

Following are the field descriptions for *Unemployment Tax Worksheet* (02.770.00).

**Report for Quarter/Year**

*Report for Quarter/Year* specifies the calendar quarter and year to be represented by this report.

**State Unemployment Deduction ID**

*State Unemployment Deduction ID* is the deduction ID you have set up for state unemployment deductions in *Deduction Maintenance* (02.290.00).

**State Tax ID**

*State Tax ID* is the tax ID issued to you by the appropriate state.

**State Name**

*State Name* is the name of the state for which you are preparing the report.

**Tax Rate**

*Tax Rate* specifies the rate of unemployment taxation.

**Annual State Wage Limit**

*Annual State Wage Limit* is the limit in dollars against which the tax rate is applied.

**Annual FICA Wage Limit**

*Annual FICA Wage Limit* is the limit in dollars against which FICA (Social Security) taxes are applied.
**Selected**

*Selected* specifies whether or not a work location should be included on the unemployment tax worksheet for the specified state unemployment deduction (see *State Unemployment Deduction ID*). Options are:

- Yes (checked) — Include the work location. This is the default option.
- No (unchecked) — Do not include the work location.

**Work Location**

*Work Location* is the unique identifying code for the work location associated with the specified state unemployment deduction (see *State Unemployment Deduction ID*).

**Description**

*Description* is an explanation of the work location ID.

**Begin Processing**

Click **Begin Processing** to start the unemployment tax worksheet generation process.

**Begin Printing**

Click **Begin Printing** to start the printing process. This button is unavailable until the unemployment tax worksheet generation process is complete. When you click **Begin Printing**, the software starts printing the unemployment tax worksheet.

---

**Figure 204: Unemployment Tax Worksheet**

The *Unemployment Tax Worksheet* lists, by employee, year- and quarter-to-date FICA wages, quarter-to-date non-wage income, quarter-to-date state and taxable wages, and SUTA tax. If an employee is no longer employed by your company, the report also lists the date of the employee’s last date of employment (date terminated).
The Check History (02.780.00) report lists previously processed payroll checks as they are maintained. The software retains the information of payroll checks in the database for a specified number of periods after generation according to the value you enter in PR Setup (02.950.00). Note that the Check History (02.780.00) report lists enough information to recreate payroll checks, should this need ever arise.

### Check History (02.780.00)

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<th>Date</th>
<th>Vendor</th>
<th>Pay Code</th>
<th>Payee</th>
<th>Pay Description</th>
<th>Pay Amount</th>
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<td>Sales</td>
<td>Payroll</td>
<td>$5000.00</td>
</tr>
<tr>
<td>01/02/2023</td>
<td>XYZ</td>
<td>124</td>
<td>Sales</td>
<td>Payroll</td>
<td>$5000.00</td>
</tr>
<tr>
<td>01/03/2023</td>
<td>ABC</td>
<td>123</td>
<td>Sales</td>
<td>Payroll</td>
<td>$5000.00</td>
</tr>
<tr>
<td>01/04/2023</td>
<td>XYZ</td>
<td>124</td>
<td>Sales</td>
<td>Payroll</td>
<td>$5000.00</td>
</tr>
<tr>
<td>01/05/2023</td>
<td>ABC</td>
<td>123</td>
<td>Sales</td>
<td>Payroll</td>
<td>$5000.00</td>
</tr>
</tbody>
</table>

Note: The above table is a sample of the Check History (02.780.00) report.
Note that the **Check History (02.780.00)** report has the following variations and/or additions to the standard extended report options.

<table>
<thead>
<tr>
<th>Figure 206: Check History - Detail (02.780.00) report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 207: Check History (02.780.00) Report tab</td>
</tr>
</tbody>
</table>
Report Format

Report Format specifies the type of report to generate. Report format options are:

- **Summary** — Generate the report in a summarized format that includes the payroll account and subaccount, employee information, earnings and deductions, and check amounts for each payroll check.

- **Detail** — Generate the report in a header-detail format that includes earnings and deduction detail as well as batch summary information.

Unmask SSN and TIN Numbers

The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789. This occurs if the user printing the report does not have access rights to the Employee Maintenance (02.250.00) screen.

If access rights exist for the user for the Employee Maintenance (02.250.00) screen, the Unmask SSN and TIN Numbers check box appears on the Report tab when the user selects the applicable format of the report. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.

Report Date

Report Date specifies the date the report is generated. It defaults to the business date.

Beg/End Period

Beg/End Period specifies the beginning and ending for a range of dates appearing on advice slips that are included in the report.
**PR Liability Vouchering (02.790.00)**

*PR Liability Vouchering (02.790.00)* report displays payroll transaction information that either has been vouchered or has not been vouchered yet.

- **PR Liability Vouchering** report displays payroll transaction information that either has been vouchered or has not been vouchered yet.

**Report Format**

- **Report Format** specifies the type of report to generate. Report format options are:
  - **Vouchered** — Generate the report in a format that includes payroll transactions that have been vouchered.
  - **Not vouchered** — Generate the report in a format that includes payroll transactions that have not been vouchered.

**Beg/End Period**

- **Beg/End Period** specifies the beginning and ending period numbers of a range of accounting periods with payroll activity to report. On *PR Liability Vouchering* (02.790.00), payroll transactions meeting the format criteria from the beginning and ending periods, plus all periods in between the two are listed.

---

**Figure 208: PR Liability Vouchering (02.790.00) report**

Note that *PR Liability Vouchering (02.790.00)* report has the following variations and/or additions to the standard extended report options.
PR Batch Register (02.800.00)

The PR Batch Register (02.800.00) report is an audit trail tool for monitoring payroll batch numbers used and batch distribution during the current accounting period. As a further auditing aid, it can also list account distributions.

On the PR Batch Register (02.800.00) report, batches with a status of C (completed) created via Manual Check Entry (02.040.00) and Checks (02.630.00) list account distribution amounts. These batches will be posted to general ledger accounts. All batches, including voided and deleted batches, created via Time Entry (02.010.00), Time and Dollar Entry (02.020.00), or Check Reconciliation (02.050.00) do not show account distribution amounts.

Note that the PR Batch Register (02.800.00) report has the following variations and/or additions to the standard extended report options.

---

**Figure 209: PR Batch Register - Summary (02.800.00) report**

<table>
<thead>
<tr>
<th>Batch Number</th>
<th>Company ID</th>
<th>Status</th>
<th>Journal Type</th>
<th>Period Entered</th>
<th>Period Posted</th>
<th>Entry Screen</th>
<th>Batch Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001</td>
<td>0040</td>
<td>U</td>
<td>PR</td>
<td>01-09</td>
<td>01-09</td>
<td>02.040</td>
<td>500.00</td>
</tr>
<tr>
<td>0000002</td>
<td>0040</td>
<td>U</td>
<td>PR</td>
<td>04-09</td>
<td>01-09</td>
<td>02.040</td>
<td>500.00</td>
</tr>
</tbody>
</table>
Report Format

Report Format specifies the type of report to generate. Report format options are:

- **Summary** — Generate the report in a summarized format that includes only selected information for each payroll batch: batch number, status, journal type, periods entered and posted, Payroll data entry screen, batch control amount.

- **Detail** — Generate the report in a header-detail format that includes all batch summary information plus account and subaccount numbers, account descriptions, and transaction amounts.

---

**Figure 210: PR Batch Register - Detail (02.800.00) report**

**Beg/End Period**

Beg/End Period specifies the beginning and ending period numbers of a range of accounting periods with batch activity to report. On the *PR Batch Register (02.800.00)* report, all batches from the beginning and ending periods, plus all periods in between the two are listed.
PR Edit (02.810.00)

The **PR Edit (02.810.00)** report lists batch and transaction information for payroll batches created in various Payroll module screens. This report is useful when you are editing payroll batches before posting batch amounts to general ledger accounts. You can also use this report as a record of the transactions associated with a batch released for posting. This report does not include information for voided batches.

Note that the **PR Edit (02.810.00)** report has the following variations and/or additions to the standard extended report options.

**Report Format**

**Report Format** specifies the type of report to generate. Report format options are:

- **Timesheet Batches** — Generate the report in a format that includes timesheet batch information only.
- **Check & Void Check Batches** — Generate the report in a format that includes check and void check batch information only.
- **Check Reconciliation Batches** — Generate the report in a format that includes reconciled check batches only.
- **Net Check Batches** — Generate the report in a format that includes net check batch information only.

**Beg/End Period**

**Beg/End Period** specifies the beginning and ending period numbers of a range of accounting periods with batch activity to report. On the **PR Edit (02.810.00)** report, all batches from the beginning and ending periods, plus all periods in between the two are listed.
Direct Deposit Audit (02.820.00)

The Direct Deposit Audit (02.820.00) report is generated when you click Begin Processing in the Create and Send ACH File (02.530.00) screen to start the ACH file process. Before you transmit an ACH file, be sure that this report’s total matches the report total on the Direct Deposit Register (02.645.00).

Figure 212: Direct Deposit Audit-Batch/PN (02.820.00) report

The Direct Deposit Audit (02.820.00) report displays the following:

- Direct deposit setup information and current direct deposit amounts for all employees who are to be included in the ACH file.
- Pre-notification for employees whose bank accounts have the pre-note status New Pre-Note (see “Direct Depositor Maintenance (02.350.00)” on page 262).
- Total amounts to be deposited to employee accounts and debited from each company payroll account.
## Direct Depositor (02.830.00)

The **Direct Depositor (02.830.00) report** displays information entered in **Direct Depositor Maintenance (02.350.00)**. The report is generated in employee ID sequence.

### Figure 213: Direct Depositor (02.830.00) report

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Bank</th>
<th>Account Number</th>
<th>Type</th>
<th>Account/Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENAHCO1</td>
<td>Elaine Garner</td>
<td>Bank</td>
<td>M0001</td>
<td>Savings</td>
<td>New</td>
</tr>
<tr>
<td>ENAO001</td>
<td>David M. Maltby</td>
<td>Bank</td>
<td>1234567890</td>
<td>Savings</td>
<td>New</td>
</tr>
<tr>
<td>Report Count</td>
<td>2 Depositors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Direct Depositor (02.830.00) report displays information entered in Direct Depositor Maintenance (02.350.00). The report is generated in employee ID sequence.
Company Payroll Account (02.840.00)

The Company Payroll Account (02.840.00) report displays the company bank account information entered in Company Payroll Account Maintenance (02.360.00). The report is generated in bank ID sequence.
## Benefit Classes (02.850.00)

The **Benefit Classes (02.850.00) report** lists the benefit class information defined in *Benefit Class Maintenance (02.330.00)*.

<table>
<thead>
<tr>
<th>Benefit Class ID</th>
<th>Description</th>
<th>Usage Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLIDAY1</td>
<td>Holiday1</td>
<td>HCL</td>
<td>Holiday Used</td>
</tr>
<tr>
<td>VACATION2</td>
<td>Vacation2</td>
<td>VAC</td>
<td>Vacation Used</td>
</tr>
</tbody>
</table>

*Figure 215: Benefit Classes (02.850.00) report*
Figure 216: Benefits (02.860.00) report

The Benefits (02.860.00) report lists the information defined in Benefits Maintenance (02.340.00). The report lists benefit details for each benefit ID.
Benefit History (02.870.00)

Figure 217: Benefit History (02.870.00) report

The Benefit History (02.870.00) report is a by-check listing of the benefit hours made available and used by employees. Its basic purpose is to provide a history of benefit availability and usage by employees to a specific point in time.

For each employee, the Benefit History (02.870.00) report shows each benefit type along with the check numbers when hours for each type were made available and used by the employee. For each benefit type, the report provides a by-check listing of the following:

- The benefits available to the employee.
- The beginning balance (carryover hours from the previous benefit year) of each benefit.
- Each benefit’s current and year-to-date benefit hours available/accrued and used by the employee.
- Each benefit’s net benefit hours available/accrued.

The Benefit History (02.870.00) report also shows the current and year-to-date hours contributing to the total hours that must be worked before employees receive availability or ownership of benefit hours.

Note that the Benefit History (02.870.00) report has the following variations and/or additions to the standard extended report options.

Beg/End Period

Beg/End Period specifies the beginning and ending period numbers for a range of accounting periods with benefit history to report. On the Benefit History (02.870.00) report, all benefit history from the beginning and ending periods, plus all periods in between the two are listed.
Benefit Transactions (02.880.00)

The Benefit Transactions (02.880.00) report is a by-employee listing of the transactions completed as employees use their available benefit hours. For each employee, the report shows the following:

- Each benefit type
- The available benefit hours the employee has used at specific points in time
- The total available hours the employee has used in all benefit classes

Figure 218: Benefit Transactions (02.880.00) report
Workers’ Compensation Codes (02.890.00)

Workers’ Compensation Codes (02.890.00) report displays information such as workers’ compensation code, rate and basis as entered in Workers’ Compensation Maintenance (02.380.00).

<table>
<thead>
<tr>
<th>Worker's Comp Code</th>
<th>Description</th>
<th>Basis</th>
<th>Basis Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA1530</td>
<td>Conveying</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>14.279000</td>
</tr>
<tr>
<td>CA2702</td>
<td>Cleaning Line</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>22.479000</td>
</tr>
<tr>
<td>CA2520</td>
<td>Street Lighting</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>31.149000</td>
</tr>
<tr>
<td>CA2520</td>
<td>Lighting</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>12.279000</td>
</tr>
<tr>
<td>CA2705</td>
<td>Boiler Installation, Repair</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>14.279000</td>
</tr>
<tr>
<td>CA2710</td>
<td>Operation</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>14.099000</td>
</tr>
<tr>
<td>CA2715</td>
<td>Structural Inspections</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>62.439000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Mechanical Repair, Lubrication</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>1.999000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Mechanism</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>9.499000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Derby Installation</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>5.099000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Machine Work</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>24.999000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Cutter, Typewriter, Braille</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>12.279000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Electrical Wiring - 0-50m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>5.499000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Wiring - 1-5m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>11.349000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Plumbing - 5-25m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>7.109000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Electrical Wiring - 1-5m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>5.599000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Communications Wiring</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>9.199000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Concrete - Private Residence</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>10.349000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Painting - 1-5m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>9.719000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Concrete (Foundations, etc.)</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>12.229000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Concrete (Foundations, etc.)</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>9.269000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Concrete Construction-masonry</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>14.209000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Carpeting - 0-25m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>24.699000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Carpeting - 0-25m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>16.249000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Assembly - 0-25m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>33.599000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Shelving - 0-5m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>14.459000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Shelving - 0-5m</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>14.459000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Contractors (Office-Site)</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>7.149000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Micro-Machining- Machine</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>62.439000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Driving Performance Test</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>24.699000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Shaft Fitting or Rotating</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>10.349000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Security System Installation</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>9.349000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Driver Office Employees</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>3.349000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Medical Equipment</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>1.999000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Outside Lacing</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>1.649000</td>
</tr>
<tr>
<td>CA2725</td>
<td>Auditing, Accounting</td>
<td>UCL/STR</td>
<td>Regular-Factor Of All Pay</td>
<td>3.349000</td>
</tr>
</tbody>
</table>

Figure 219: Workers’ Compensation Codes (02.890.00) report
Workers’ Compensation Report (02.891.00)

Worker’s Compensation Report (02.891.00) displays all payroll transactions with workers’ compensation related wages for all payroll checks printed during the current selected date range.

**Figure 220:** Workers Compensation Report (02.891.00), Detail by Employee

**Figure 221:** Workers Compensation Report (02.891.00), Summary by Compensation Code
Note that *Workers’ Compensation Report* (02.891.00) has the following variations and/or additions to the standard extended report options.

**Report Format**

*Report Format* specifies the type of report to generate. *Report Format* options are:

- **Detail by Employee** — prints the report with the workers’ compensation information in detail.
- **Summary by Comp Code** — prints the report with the workers’ compensation information summarized by workers’ compensation code. This format includes the calculated premium amounts for each compensation code.

**Options Tab**

**Include Trans Posted to GL**

Select the *Include Trans Posted to GL* check box to print a report that includes transactions that have been posted to the general ledger. If the check box is not selected, only transactions that have not been posted to the general ledger will be included on the report.
Arrearages (02.900.00)

The *Arrearages* (02.900.00) report displays deduction arrearage totals for employees who are in arrears.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Deduction ID</th>
<th>Cur Arrearages</th>
<th>YTD Arrearages</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP0001</td>
<td>Randall Bosman</td>
<td>D1</td>
<td>0.00</td>
<td>81.54</td>
</tr>
</tbody>
</table>

*Figure 222: Arrearages (02.900.00) report*

**Calendar Year**

*Calendar Year* specifies for which calendar year the report should be printed.
Deduction Register (02.910.00)

The Deduction Register (02.910.00) report displays month-to-date deductions for each employee.

<table>
<thead>
<tr>
<th>Soc Sec No</th>
<th>Employee Name</th>
<th>Deduction ID</th>
<th>Description</th>
<th>Month-To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-30-0001</td>
<td>Randi Rosensten</td>
<td>401K</td>
<td></td>
<td>27.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>401K-C</td>
<td>Company Matching 401k</td>
<td>27.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADZ1</td>
<td>ARIZONA INC TAX</td>
<td>10.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED1</td>
<td>FED INC TAX</td>
<td>109.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED2</td>
<td>FICA/EMPLOYEE</td>
<td>56.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED3</td>
<td>FICA/EMPLOYER</td>
<td>56.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED4</td>
<td>FUTA TAX</td>
<td>7.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED6</td>
<td>FICA/EMPLOYEE</td>
<td>13.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED7</td>
<td>FICA/EMPLOYER</td>
<td>13.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee Total</td>
<td>354.77</td>
</tr>
<tr>
<td>000-30-0002</td>
<td>Stephanie Bourne</td>
<td>401K</td>
<td></td>
<td>27.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee Total</td>
<td>0.00</td>
</tr>
<tr>
<td>000-30-0003</td>
<td>David M. Bradley</td>
<td>ADZ1</td>
<td>ARIZONA INC TAX</td>
<td>10.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED1</td>
<td>FED INC TAX</td>
<td>109.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED2</td>
<td>FICA/EMPLOYEE</td>
<td>56.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED3</td>
<td>FICA/EMPLOYER</td>
<td>56.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED4</td>
<td>FUTA TAX</td>
<td>7.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED6</td>
<td>FICA/EMPLOYEE</td>
<td>13.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED7</td>
<td>FICA/EMPLOYER</td>
<td>13.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee Total</td>
<td>358.49</td>
</tr>
<tr>
<td>000-30-0004</td>
<td>Matthew B. Arnold</td>
<td>401K</td>
<td></td>
<td>45.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>401K-C</td>
<td>Company Matching 401k</td>
<td>45.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADZ1</td>
<td>ARIZONA INC TAX</td>
<td>6.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED1</td>
<td>FED INC TAX</td>
<td>62.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED2</td>
<td>FICA/EMPLOYEE</td>
<td>56.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED3</td>
<td>FICA/EMPLOYER</td>
<td>56.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED4</td>
<td>FUTA TAX</td>
<td>7.34</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED6</td>
<td>FICA/EMPLOYEE</td>
<td>13.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED7</td>
<td>FICA/EMPLOYER</td>
<td>13.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee Total</td>
<td>308.49</td>
</tr>
<tr>
<td>000-30-0005</td>
<td>Ted Bremer</td>
<td>401K</td>
<td></td>
<td>45.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>401K-C</td>
<td>Company Matching 401k</td>
<td>45.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADZ1</td>
<td>ARIZONA INC TAX</td>
<td>6.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED1</td>
<td>FED INC TAX</td>
<td>62.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FED2</td>
<td>FICA/EMPLOYEE</td>
<td>56.85</td>
</tr>
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<td>FED4</td>
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<td>FICA/EMPLOYEE</td>
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<td>FICA/EMPLOYER</td>
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<td>Employee Total</td>
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</tbody>
</table>

* - Does not contribute to net pay

Figure 223: Deduction Register (02.910.00) report
Unmask SSN and TIN Numbers

The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789. This occurs if the user printing the report does not have access rights to the Employee Maintenance (02.250.00) screen.

If access rights exist for the user for the Employee Maintenance (02.250.00) screen, the Unmask SSN and TIN Numbers check box appears on the Report tab when the user selects the applicable format of the report. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.

Report Date

Report Date specifies the date the report is generated. It defaults to the business date.

Beg/End Period

Beg/End Period specifies the beginning and ending for a range of dates appearing on advice slips that are included in the report.
PR Setup (02.959.00)

The PR Setup (02.959.00) report lists all of the information recorded in PR Setup (02.950.00). The report prints when the printer icon is selected.

---

**Contoso, Ltd**

**PR Setup**

---

<table>
<thead>
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<th>Account Information</th>
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</table>

| Other Options |  |  |  |  |  |  |
| Direct Deposit |  |  |  |  |  |  |
|print checks for reconciliation | Yes |  |  |  |  |  |
|special government recording | No |  |  |  |  |  |
|allow multiple checks per pay period | No |  |  |  |  |  |

---

**Provisional Earnings**

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</table>

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Figure 225: PR Setup (02.959.00) report
Appendix A: ACH File Format

The following requirements are taken from the National Automated Clearing House Association (NACHA) 1994 Rules.

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<th>Value</th>
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</tr>
<tr>
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<td>Priority Code</td>
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</tr>
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<td>Immediate Destination Routing</td>
<td>02.951.00 (See Note 1.)</td>
</tr>
<tr>
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<td>Immediate Origin Routing</td>
<td>02.951.00 (See Note 1.)</td>
</tr>
<tr>
<td>1</td>
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<td>Transmission Date</td>
<td>Sign-on Date YYMMDD</td>
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<td>Transmission Time</td>
<td>PC Workstation Time HHMM</td>
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<td>File ID Modifier</td>
<td>“1” (See Note 2.)</td>
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<td>Record Size</td>
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<td>Blocking Factor</td>
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<td>Immediate Origin Name</td>
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<td>“200” if mixed debits/credits</td>
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<td>“220” if credits only</td>
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<td>Company Name</td>
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<td>Company Identification</td>
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<td>From prompt in screen 02.530.00 (YYMMDD)</td>
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<td>Deposit to Savings = “32”</td>
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<td>Withdrawal from Company</td>
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<td>Withdrawal from Company</td>
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<td>11-20</td>
<td>Check Digit</td>
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<td>DFI Account Number</td>
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<td>40-54</td>
<td>Deposit Amount</td>
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<td>Individual Identification</td>
<td>02.350.00 Employee ID (Employee Credit)</td>
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<td>02.360.00 Company Payroll Acct - Bank Transit # (Company Payroll Debit)</td>
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<td>88-94</td>
<td></td>
<td>Trace Number</td>
<td>Sequential record number (daily) from “0000001”</td>
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</tbody>
</table>

8  
1    |          | Record Type (Batch Control)      | “8”                                                                  |
2-4  |          | Service Class Code               | (same as record 5)                                                   |
5-10 |          | Entry/Addenda Count              | number of type 6 records in batch                                   |
11-20|          | Batch Hash Total                 | (See Note 3.)                                                       |
21-32|          | Total Debit Amounts (in batch)   | 999,999,999.99                                                       |
33-44|          | Total Credit Amounts (in batch)  | 999,999,999.99                                                       |
45-54|          | Company Identification           | 02.951.00 Company ID                                                |
55-73|          | Message Authentication Code      | blank                                                                |
74-78|          | Reserved                         | blank                                                                |
79    |          | Reserved                         | blank                                                                |
80-87|          | Originating DFI Identification   | 02.360.00 Bank Transit # (Routing)                                  |
|      |          |                                  | (leftmost 8)                                                        |
88-94|          | Batch Number                     | Sequential (daily) from “0000001”                                   |

9  
1    |          | Record Type (File Control)       | “9”                                                                  |
2-7  |          | Batch Count                      | Number of “5” records                                               |
8-13 |          | Block Count                      | Number of (10 record) blocks                                       |
14-21|          | Entry/Addenda count              | Number of “6” records in file                                       |
22-31|          | File Hash Total                  | (See Note 4.)                                                       |
32-43|          | Total Debit Amounts (in file)    | 9,999,999,999.99                                                    |
44-55|          | Total Credit Amounts (in file)   | 9,999,999,999.99                                                    |
56-94|          | Reference Code                   | Spaces                                                               |

- Note 1 — For a bank routing number, your bank may require the first position to be a 1 or a blank.
- Note 2 — This is a sequential number of the sequence of this file to this Immediate Destination for the current date. The second file sent in the same day would be 2 This is also called the File Sequence Number.
• Note 3 — The Batch hash total is the sum of the Receiving DFI Identification (pos. 4-11) in the 6 records in the batch.
• Note 4 — The File hash total is the sum of the Receiving DFI Identification (pos. 4-11) in the 8 records in the file.
Glossary

ACH File
Automated clearing house file used to transmit payroll transactions electronically to your bank or financial institution.

Benefit Class
A group of benefits of the same type.

Benefits
Paid holidays, paid sick leave, personal leave, paid vacation, etc.

Calendar Period
A calendar month.

Calendar Quarter
A period of three months of a calendar year where the first quarter is always January-February-March; second quarter is April-May-June; third quarter is July-August-September; fourth quarter is October-November-December.

Calendar Year
The period of a year beginning January 1 and ending December 31.

Check Date
The date entered when checks are calculated for the purpose of determining which month, quarter, and year to update the employee’s earnings and deductions.

Check Reconciliation
Process of matching up checks with the bank statement for the purpose of clearing checks and identifying any discrepancies between the original amount of the check and the cleared amount.

Note: If Cash Manager is set up, payroll checks must be reconciled within Cash Manager and Check Reconciliation (02.050.00) will not open.

Checks
Legal documents representing net pay tendered to employees by the respective employer.

Contributes to Net Pay
A type of earnings that affects the employee’s net pay. Earnings which do not contribute to net pay (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee’s payroll check. The employee is responsible for taxes incurred for earnings which do not contribute to net pay.

Credit (as in Exemption/Credit)
Reduction to the amount of the deduction once the deduction has been calculated.

Deduction
A deduction of earnings based on all work locations or subject to selected work locations as designated by how the deduction is set up.

Direct Deposit
Non-negotiable legal document representing net pay tendered to an employee by the respective employer via an ACH file directly to the bank account designated by the employee.
Direct Deposit Advice Slip
Similar to a check except it is not negotiable (cannot be cashed).

Direct Depositor
An employee who has their net earnings automatically transmitted to their bank or financial institution by the employer. Instead of receiving a check at each payroll, this employee receives a direct deposit advice slip.

Earnings Type
A unique identifying ID for a type of earnings (for example, REG, OT, BONUS).

Electronic File
Form of storing data for transmission to the federal government when filing W-2 forms electronically.

Employee Medicare Percent
Percentage of employee gross wages paid by the employee to Medicare.

Employee
Individual who is employed by an organization.

Employee Social Security Percent
Percentage of employee gross wages paid by the employee to Social Security.

Employee Withheld Deduction
Deduction which is withheld from the employees earnings.

Employer
Individual or company that is responsible for workers.

Employer Medicare Percent
Percentage of employee gross wages paid by the employer to Medicare.

Employer Social Security Percent
Percentage of employee gross wages paid by the employer to Social Security.

Employer Withheld Deduction
Deduction which is paid by the employer.

Exception Employee
An employee whose paycheck totals will reflect the amounts entered in the payroll time screens in place of their standard pay amounts.

Exemptions
Reductions in the base amount to arrive at the base amount subject to the deduction calculation.

Expense Reimbursement
A refund of a deduction already taken.

Fiscal Period
A period of time as defined by the fiscal financial year for which a company keeps its books.

Gross Earnings
Total monetary value of all earnings (those which contribute to net pay and those which do not) for an employee.
Hourly Employee
An employee who is paid by the hour.

Manual Check
A check that is prepared manually and entered into the system “after the fact.”

Medicare Wage Limit
Maximum gross wage amount subject to Medicare deductions.

Month-to-Date
Total for each calendar month.

Multiple Stub Forms
Forms which have a page format consisting of a stub portion, check or direct deposit advice slip form, and another stub portion (which contains the same information as the first stub).

NACHA

Net Earnings
Total monetary value of gross earnings minus all employee withheld deductions.

Non-Wage Income
An income that does not contribute to an employee’s net pay.

Pay Frequency
Frequency of pay for the group whose payroll is to be calculated. These are pre-defined as: Biweekly, Monthly, Semimonthly, Weekly.

Pay Group
A group of employees.

Pay Period Begin Date
Beginning date of a pay period.

Pay Period End Date
Ending date of a pay period.

Pay Period Number
A number that distinguishes one pay period from the others.

Pay Rate
The amount of pay an employee earns hourly or annually.

Percent Table
Tax table that performs percentage calculations.

Plain Paper Forms
Reports that print the design of the form, as well as the contents of the data, on plain 8-1/2 x 11" paper stock.

Pre-Notification Process
A way for your bank or financial institution to verify employee bank account information before transactions are actually posted to the employee account(s).
Quick Send
Provides you with the ability to electronically transmit documents to employees using email or fax.

Rate Table
Tax table that performs calculations based on a rate multiplied by a base amount.

Salary Employee
An employee whose pay rate is based on an annual amount.

Section 457 Plan
Special type of deferred compensation plan.

Social Security Wage Limit
Wage limit against which Social Security taxes are applied. This limit is applicable to the designated calendar year.

Statutory Employee
Specifies whether or not the employee is subject to Social Security tax (FICA) but not to federal income tax withholding (FIT).

Tax Exempt
The employee is not responsible for the deduction.

Void Check
A check, lost or destroyed before it can be cashed, that must be voided so a new check may be issued as a replacement.

Work Locations
Locations where work is performed and tracked (usually defined as a state using the state’s two-letter abbreviation).
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