INFORMATION MANAGEMENT SERVICES, INC.

# Payroll
# Manager

## User's Manual

First Edition, October 2002

Version 4.000m Partial release

Warranty

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# Getting Started

**This manual is best viewed at 100% magnification or higher for details on small screens**.

## Welcome

The IMS **Payroll Manager** system is unique. It makes the normal payroll procedures so easy that a single clerk can do payroll for hundreds of employees before lunch. Yet it has the human resources record keeping functions you need for larger organizations. Designed for local governments, yet works equally well for corporations and small business. (IMS uses this program to pay its employees.)

This program supports splitting pay among many departments and funds, with automatic due to and due from entries. It tracks pay raise history, handles firefighter shift schedules, EEOC records and much more. It will print paychecks or make direct deposits using ACH format. Direct deposits can be to multiple accounts for each employee. The IMS **General Ledger** can collect all financial data directly from the payroll database, relieving you of any hand posting.

Some key benefits are:
Exception-style transaction for fast payroll
Handles multiple pay frequencies
Includes user-defined report generator
Prints checks, 1099’s, 941, UCT-6 reports, and W-2s
Many areas for notes on employee screen

## System Requirements

Hard disk with 10 MB free disk space
Microsoft Windows (32 bit environment only) version 3.1 or higher, Windows 95, or Windows NT 3.5 or higher
VGA graphics and monitor
Any pointing device supported by Windows
**General Ledger** 4.27

The new IMS demo and option control system works for existing users who have a license file containing installed options. If there is no license file, then certain options will not be installed on all systems. The Demo program expires 30 days after it is first used.

## Installation of Updates

This is where it all begins. The original program will be installed by your **Customer Support Representative (CSR).** You will need to periodically install updates as new information is added to the program. As long as your update is saved and installed into the correct directory it will be used by the original program.

When installing, TYPE in the directory (ex. C:\PR, or D:\IMS\PR, or G:\PR): you want the program to go, otherwise it tends to default to a directory that it creates below the main directory C:\PR\Payroll Manager).

This means the program will not be installed into the original **Payroll** directory, and consequently not work. You also do not want it installed into C:\Program Files**PayrollManager**, (the Microsoft Windows default directory) if that is not the original OL directory. This will not allow the update to work in the right directory, either.

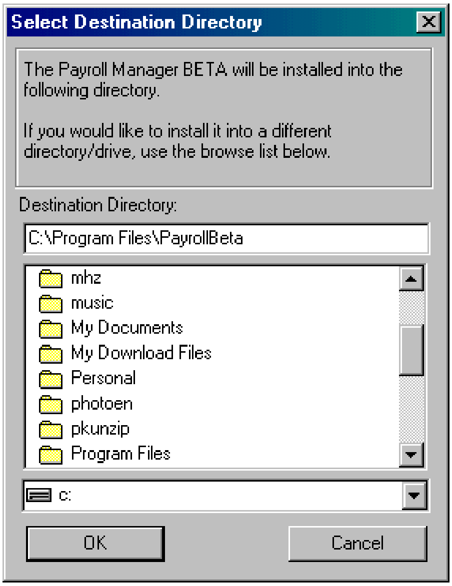
## Windows Basics for 95/98/NT Users

Start Windows if you’ve not already done so. Insert the Update disk into drive A (or drive B). You first need to find where your **Payroll Manager** program is installed. Find the icon on your main screen (Program Manager) and highlight the **Payroll Manager** icon, and right click with your mouse on the icon.

Select File, Properties, and click on the Shortcut Tab. The line you want to look for will be labeled as Target.

There you will be able to view the directory you need to place the update into. Once you have determined which directory to install into, you are ready to start the installation process. Left click on Start; Select Run from the File menu and then Browse, selecting the .exe file on the diskette in Drive A: and double click on the .exe file to begin the installation.

The program will start installing and you will see a blue screen, and then a welcome screen. It will ask you which directory you want to install the files into. Make sure it is exactly where it needs to be as the data for the program is located in the same directory as the program files (see above on how to locate your directory).



Select Destination Directory

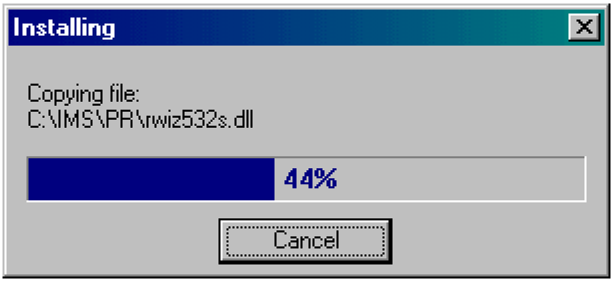
The Payroll Manager BETA will be installed into the following directory.

If you would like to install it into a different directory/drive, use the browse list below.

Destination Directory: C:\Program Files\PayrollBeta

In Windows 95/98/NT the default is C:\Program Files\PR. You may **not want this directory,** so TYPE IN the location to the directory you found the program in (using the directions above).

Click OK when you've entered the desired location. It will ask you if you want to make backup copies and will backup the program files that the update replaces into the same directory, into a new folder called BACKUP. After this simply follow the instructions and it installs the update for you.



Copying file:
C:\IMS\PR\rwiz532s.dll

After it is complete, you will be given the opportunity to view the release documentation. This is a document containing information and explanation about what is new to this version of the **Payroll Manager**, including last minute changes since the manual was printed.

The release documentation for new releases can always be viewed at the IMS website, http://www.ims-florida.com. The site will always have the latest release information. The release notes can also be viewed once the program is installed under **Help, Contents, Release Notes**.

## Windows 95/98/NT Internet Users

### Updating from email:

Your **CSR** will send you updates in the email if you request this method of updating. When you receive the emailed files (for example pr4000.exe, .w02, .w03), save them immediately into the directory that your program is running in. See Windows update installation instructions above to see how this is done.

*The examples show c: drive, but most users will have their program located on d, g, f, or some other drive.*

Once you have saved all of the files you receive in the email from IMS, then you may go into My Computer by right clicking on it, and choosing Explore. From there, you simply locate the .exe file and double click on it to run the installation, following the instructions on the screen. Remember to TYPE in which Drive and Directory you want the program to install into, such as D:\PR.

**Updating from a disk**:
Insert the Update disk #1 into drive A (or drive B). In Win 95/98/NT right click on My Computer, select explore. Highlight the drive (A or B) that the disk is in. Find the file, Setup.exe and double click on it. (See the above installation instructions for Windows updates). Insert Disk #2 and #3 when prompted.

*If you skip this step now, you may view the documentation later in the program itself.*

In all of these installations you may choose to read the release notes, which are essentially the latest update information and changes to the program.

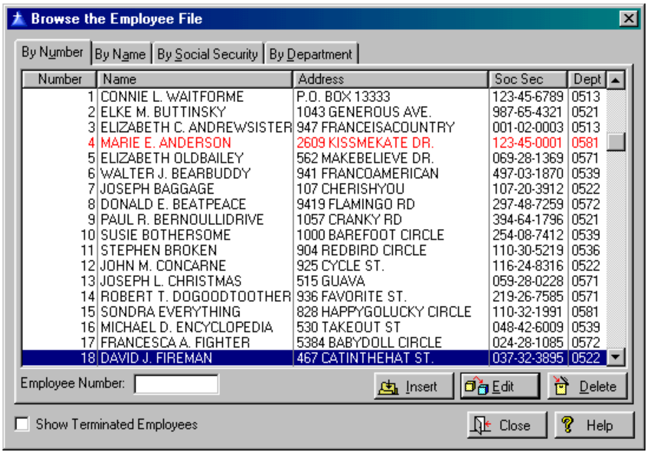
## Windows Skills You'll Need

Because the **Payroll Manager** runs under Windows, it is necessary for you to have certain Windows skills to be able to use it most effectively. What follows is a very brief explanation of some of the skills that would be most useful in using your **Payroll Manager**. *This is not intended to replace your Windows manual.* If any of these is not a skill you're comfortable with, you'll want to refer to your Windows manual for a complete explanation.

**Entering information on a screen**
When you are entering information into many fields on a screen, such as when adding a license, use the Tab Key to move to the next field, and Shift+Tab to move to the previous field. **DO NOT** use the Enter Key. The Enter Key is the same as clicking on OK, and means you've completed your entries and are ready to move on to something else.

## Control

If you don't have a good understanding of this concept, you'll spend way too much time trying to get the program to do what you want it to. When you go into a window, such as Browse the Employee File, there are two areas of the window: one where the license information is and another where the **Employee Number** field is.



| Number | Name | Address | Soc Sec | Dept |
|---|---|---|---|---|
| 1 | CONNIE L. WAITFORME | P.O. BOX 13333 | 123-45-6789 | 0513 |
| 2 | ELKE M. BUTTINSKY | 1043 GENEROUS AVE. | 987-65-4321 | 0521 |
| 3 | ELIZABETH C. ANDREWSISTER | 947 FRANCEISACOUNTRY | 001-02-0003 | 0513 |
| 4 | MARIE E. ANDERSON | 2609 KISSMEKATE DR. | 123-45-0001 | 0581 |
| 5 | ELIZABETH OLDBAILEY | 562 MAKEBELIEVE DR. | 069-28-1369 | 0571 |
| 6 | WALTER J. BEARBUDDY | 941 FRANCOAMERICAN | 497-03-1870 | 0539 |
| 7 | JOSEPH BAGGAGE | 107 CHERISHYOU | 107-20-3912 | 0522 |
| 8 | DONALD E. BEATPEACE | 9419 FLAMINGO RD | 297-48-7259 | 0572 |
| 9 | PAUL R. BERNOULLIDRIVE | 1057 CRANKY RD | 394-64-1796 | 0521 |
| 10 | SUSIE BOTHERSOME | 1000 BAREFOOT CIRCLE | 254-08-7412 | 0539 |
| 11 | STEPHEN BROKEN | 904 REDBIRD CIRCLE | 110-30-5219 | 0536 |
| 12 | JOHN M. CONCARNE | 925 CYCLE ST. | 116-24-8316 | 0522 |
| 13 | JOSEPH L. CHRISTMAS | 515 GUAVA | 059-28-0228 | 0571 |
| 14 | ROBERT T. DOGOODTOOTHER | 936 FAVORITE ST. | 219-26-7585 | 0571 |
| 15 | SONDRA EVERYTHING | 828 HAPPYGOLUCKY CIRCLE | 110-32-1991 | 0581 |
| 16 | MICHAEL D. ENCYCLOPEDIA | 530 TAKEOUT ST | 048-42-6009 | 0539 |
| 17 | FRANCESCA A. FIGHTER | 5384 BABYDOLL CIRCLE | 024-28-1085 | 0572 |
| 18 | DAVID J. FIREMAN | 467 CATINTHEHAT ST. | 037-32-3895 | 0522 |

Employee Number:

☐ Show Terminated Employees

When you first see this screen the cursor is flashing in the **Employee Number** field. That means that if you press a letter (or number) on your keyboard it will appear in this field. However, if you click within the license information portion of the screen, the control moves there. Then, when you press a letter, the program takes you to the first occurrence of that letter in the list.

To move to a screen tab, simply click on it. That screen will be brought to the front.

## Mouse vs. Keyboard

Throughout the manual, the mouse commands are given for procedures (e.g. "Click on OK"). If you prefer to use keyboard commands, you'll want to pay attention to the underlined letters in options throughout the program.

For example, to pull down the **File** menu, you may click on File, or you may press Alt+F. Then, when the menu is pulled down, you may click on your choice, or press the letter that is underlined in your choice. Any time there is some information that could be looked up (on a calendar or in the business codes, for example), you'll click on your right Mouse Button to see it. But you can also press F3.

## Using the scroll bars

Scroll bars are found at the right edge and bottom edge of the screen when the information for the screen won't all fit on at once. You may click on the up and down arrow keys to move incrementally through the display, or drag the box up or down to move more quickly.

## Moving a window

There are times when you may need to move a window to another location on your desktop. To do this, click on the title bar of the window and drag it to the new location. Then release the mouse button.

## Resizing a window

Occasionally, you may want to resize a window so you can see more of its contents. To do this, click on the window. Then, point to a corner or border of the window (the cursor will become a double-headed arrow). Drag the mouse until the window is the desired size and then release.

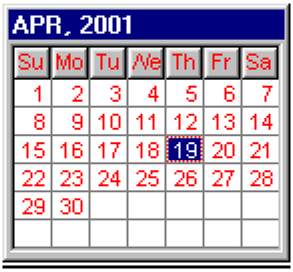
## Window Setup

Go to **File, Employee** or any other main screen. Then go over to **Windows** from the main list and open that at the same time. This allows you to customize your viewing capabilities.

*On a drop list, press the first character of your selection to go directly to it.*

## Quick Tip Keys:

F1 brings up a **Help** menu for quick and easy explanation of terms. If you are in a date field, press. F3 which is <u>invaluable</u> in IMS programs will bring up a calendar in a date field or pop up list in many other fields. <u>Always try it</u> if you need to select from a list to see if it is available this way. Press the Escape Key to release it. Right click on the Mouse Button to display selections if available.



APR, 2001

| Su | Mo | Tu | We | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

## Using the Clipboard

Go to **Edit**. This menu contains the standard Windows editing functions using the clipboard. It is active only when another document window is open.

## Cut (^X)

Move the currently highlighted text to the Windows Clipboard.

## Copy (^C)

Copy the currently highlighted text to the Windows Clipboard.

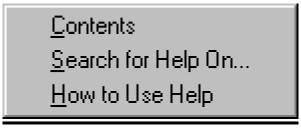
## Paste (^V)

Copy the contents of the Windows Clipboard to the field where the cursor is currently located.

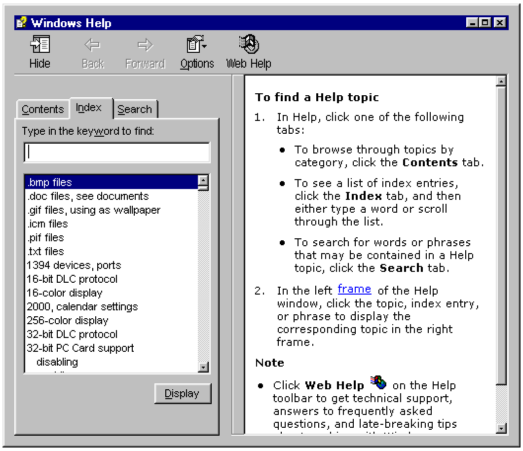
## Reference Help/Contents

Your program has assistance under **Help** (press F1 at any time to take you to this section) or **Contents,** which has a better overview of the entire section. It is filled with explanations of almost every function and key in the program.

You may want to familiarize yourself with some of the different items in there before beginning.  This makes using the program much simpler.



Windows has its own section for assistance with questions about Windows topics - **How to Use Help** within the program.  Use it by looking through the Contents, the Index alphabetically, or by using the **Search for Help On….**capability to find the topic or keyword you need help with.



**To find a Help topic**

1. In Help, click one of the following tabs:
    - To browse through topics by category, click the **Contents** tab.
    - To see a list of index entries, click the **Index** tab, and then either type a word or scroll through the list.
    - To search for words or phrases that may be contained in a Help topic, click the **Search** tab.
2. In the left frame of the Help window, click the topic, index entry, or phrase to display the corresponding topic in the right frame.

**Note**

- Click **Web Help** on the Help toolbar to get technical support, answers to frequently asked questions, and late-breaking tips

## <u>**User's Manual**</u>

The manual is set up so that each main category is to the left side, each function of the program to the right is <u>**Bolded and Underlined.**</u>   Fields of information and the path (i.e. **File, Setup**) are typically **bolded** so that you may recognize them easily.  The explanation/steps are directly below it.

The manual attempts to follow the natural progression of steps the user would normally take when running the program. If in doubt always look to the Index for the topic or the hyperlink (blue underlined items jump from one point of the document to another) from the page number of the item you seek. Use your Go Back Button to return to the place you were last.

## First Steps

Read the Release Notes in your program for information on converting previous releases.

# Getting Organized

## Security

### Security Profiles

Go to **Setup, Security, Security Profiles.** The **Payroll Manager** has features built-in to provide security for your occupational license records. This security is in the form of six levels of password protection. All security profiles should be reviewed after each release is installed because of system setup changes.

This system features individual procedure level access for an unlimited number of users. Each user may be assigned to any one of an unlimited number of security profiles. Security on entire menus may be set as well.

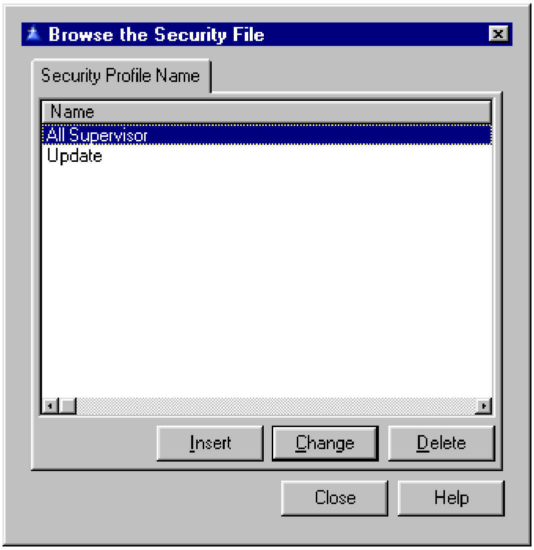
Setting a menu automatically sets the access to all subordinate items and menus to the same access level. You can also set items under a menu to a higher or lower access level than their parent menu. The only exception is if you set access to a menu to *No Access.* This disables all items on that menu that are sensitive, including any sub-menus if any, regardless of their individual access levels. If you do not set up your security profiles, it will default to *No Access.*

*Note: After installation the program will grant complete access without asking for a user name or password, until at least one user is added. This should be done first thing.. You should disable access to the Security functions in File, System Setup and Utilities, Security, Security Profiles and Users for all security profiles but one, which should be set to the highest level (Supervisor).*

The *No Access* allows no access at all to the user. The *View Only* level allows persons access to license information, but does not allow it to be changed. It also prevents confidential information from being viewed by the user when *Data Entry* permits access to data only. The *Update* level allows users to change individual licenses, but does not allow changes to be made affecting many licenses (for example, computing fees or penalties). The *System Update* level permits access to all functions except security. The *Supervisor* level password is the highest security level, permitting access to everything.

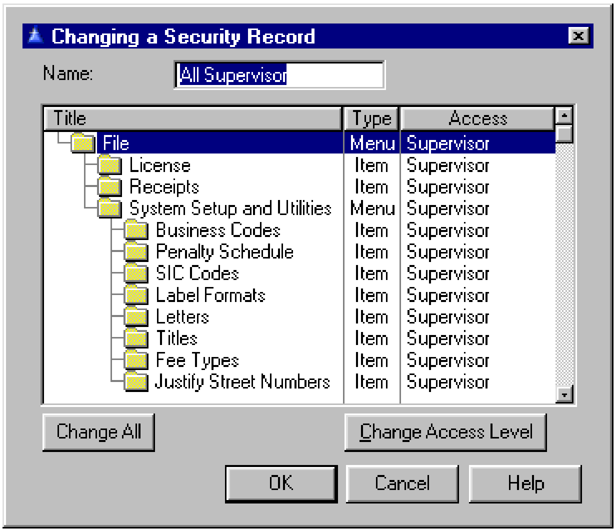
A security profile of *Supervisor* must be set up first, then you may add additional profiles with different access levels. Once you have set up your security profile, you can begin adding users for the program. To enter new information press the Insert Button.

*It's a good idea to make sure at least the person responsible for occupational licenses and the department manager know the Supervisor password, in case someone is out of the office.*



All Supervisor
Update

To change the user access information, press the Change Access Level Button or Change All to change all the access levels to the same thing.



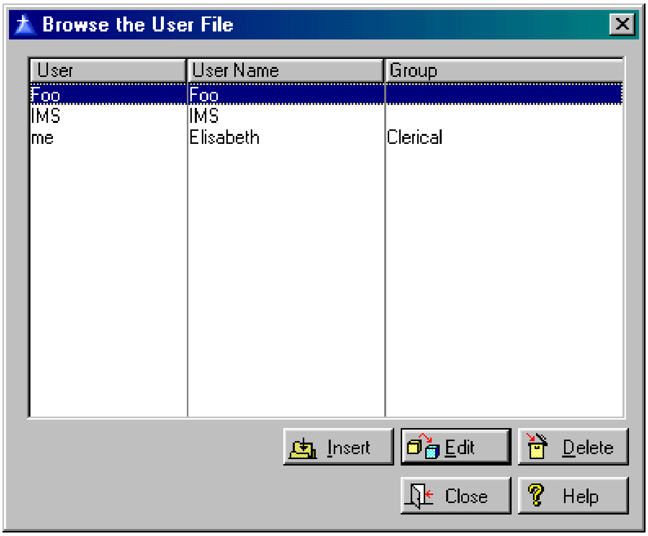
Name: All Supervisor

| Title | Type | Access |
|---|---|---|
| File | Menu | Supervisor |
| License | Item | Supervisor |
| Receipts | Item | Supervisor |
| System Setup and Utilities | Menu | Supervisor |
| Business Codes | Item | Supervisor |
| Penalty Schedule | Item | Supervisor |
| SIC Codes | Item | Supervisor |
| Label Formats | Item | Supervisor |
| Letters | Item | Supervisor |
| Titles | Item | Supervisor |
| Fee Types | Item | Supervisor |
| Justify Street Numbers | Item | Supervisor |

## Users

To enter access information for each user, go to **Setup, Security, Users, Browse Users.**

*It doesn't matter Whether a password is entered uppercase, lowercase, or a combination of the two. The program considers them the same.*



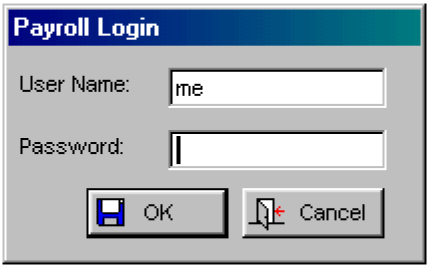
| User | User Name | Group |
|---|---|---|
| Foo | Foo | |
| IMS | IMS | |
| me | Elisabeth | Clerical |

Select the Insert Button and the **Name** of the user, **Password**, and a **Security** profile for that user. In the **Security** field you can use the F3 "hotkey" to access the profiles and select which profile you want to assign a particular user. F3 will bring up the pop up list of profiles, departments, or groups to choose from. Click OK.

*If you fail to provide Supervisor access to the security functions for at least one security profile you will be unable to make any additions or changes.*

User Login: Elisabeth
User Name: Elisabeth Eaker
Password: *******
Security: supervisor
Department: 0513 Group: clerical
Employee Num 1

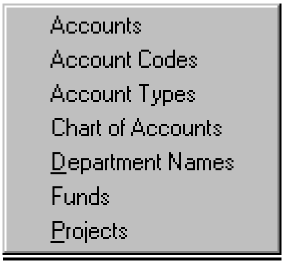
Once you have entered the information into the system a login box will appear the next time you enter the program.



User Name: me
Password:

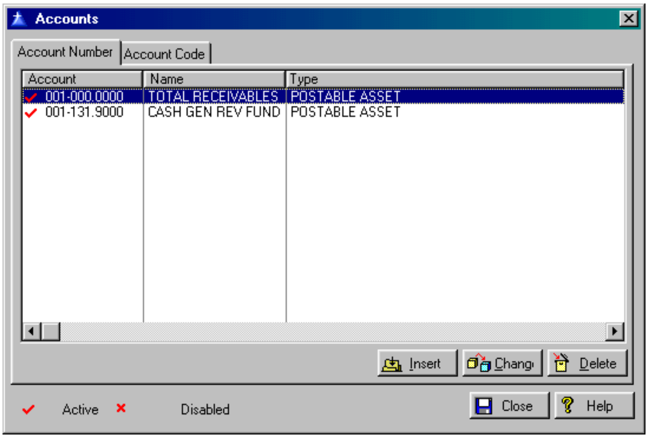
## Chart of Accounts

The Chart of Accounts will be automatically transferred if you have specified the directory that **General Ledger** uses in **Setup, System Data,** in the **General Ledger** program and in **Payroll Manager**. This is for browsing only. A default chart of accounts and departments is generated via conversion so a **General Ledger** installation is not required for account validation. A warning is displayed and the program will use the local copy of the chart of accounts if there is a version conflict problem. Account numbers with wildcards will first try to pull the fund number from the employee record. If no fund is in the employee record then it will use the Fund number of the cash account configured in the system data.

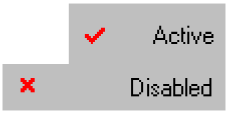


## Accounts

Go to **Setup, Chart of Accounts, Accounts**. You may browse the accounts here. To make changes press the Change Button.

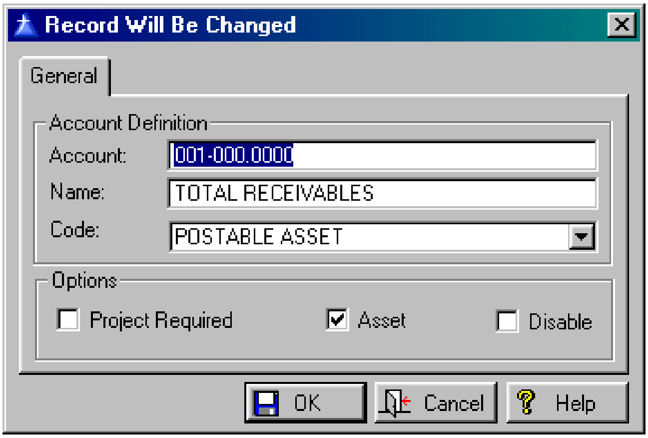


| | Account | Name | Type |
|---|---|---|---|
| ✓ | 001-000.0000 | TOTAL RECEIVABLES | POSTABLE ASSET |
| ✓ | 001-131.9000 | CASH GEN REV FUND | POSTABLE ASSET |



Active accounts have a red checkmark beside them.

Disabled accounts have a red X beside them.



Account Definition

Account: 001-000.0000

Name: TOTAL RECEIVABLES

Code: POSTABLE ASSET

Options

☐ Project Required ☑ Asset ☐ Disable

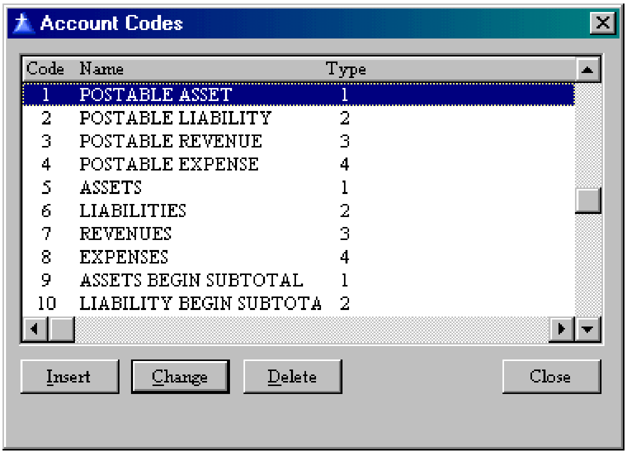
**Project Required** Flag – check this to mark the account as requiring a project.

**Asset** Flag – check this flag to mark it as an asset.

**Disable** Flag - check this flag to mark this as a disabled account.

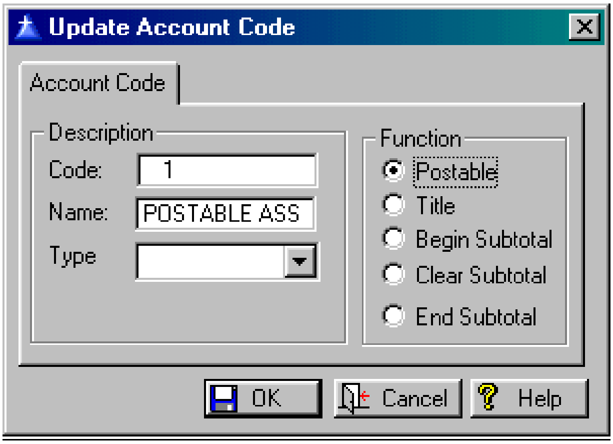
## Account Codes

Go to **Setup, Chart of Accounts, Account Codes**.



| Code | Name | Type |
|---|---|---|
| 1 | POSTABLE ASSET | 1 |
| 2 | POSTABLE LIABILITY | 2 |
| 3 | POSTABLE REVENUE | 3 |
| 4 | POSTABLE EXPENSE | 4 |
| 5 | ASSETS | 1 |
| 6 | LIABILITIES | 2 |
| 7 | REVENUES | 3 |
| 8 | EXPENSES | 4 |
| 9 | ASSETS BEGIN SUBTOTAL | 1 |
| 10 | LIABILITY BEGIN SUBTOTA | 2 |

To edit or insert a new code press the appropriate button. Fill in the Code, Name of the Account, and Type of Account. Also check the function of this Account code. Choose from *Postable, Title, Begin, Clear or End Subtotal.*



Description

Code: 1

Name: POSTABLE ASS

Type

Function

● Postable

○ Title

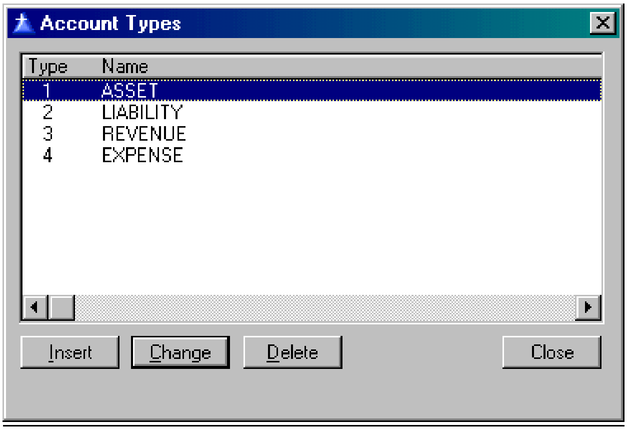
○ Begin Subtotal

○ Clear Subtotal

○ End Subtotal

## Account Types

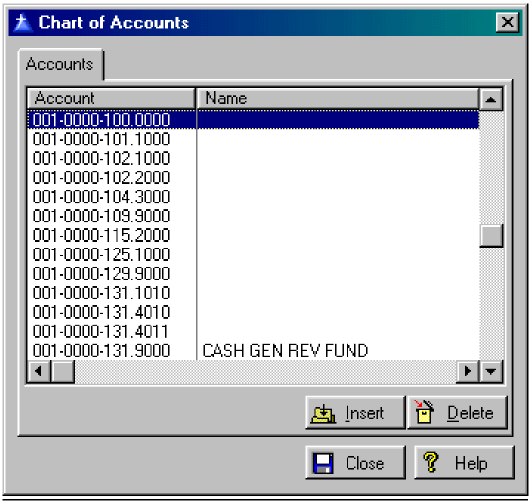
Go to **Setup, Chart of Accounts, Account Types**. Press Insert, Change, or Delete to edit the information.



| Type | Name |
|---|---|
| 1 | ASSET |
| 2 | LIABILITY |
| 3 | REVENUE |
| 4 | EXPENSE |

## Chart of Accounts

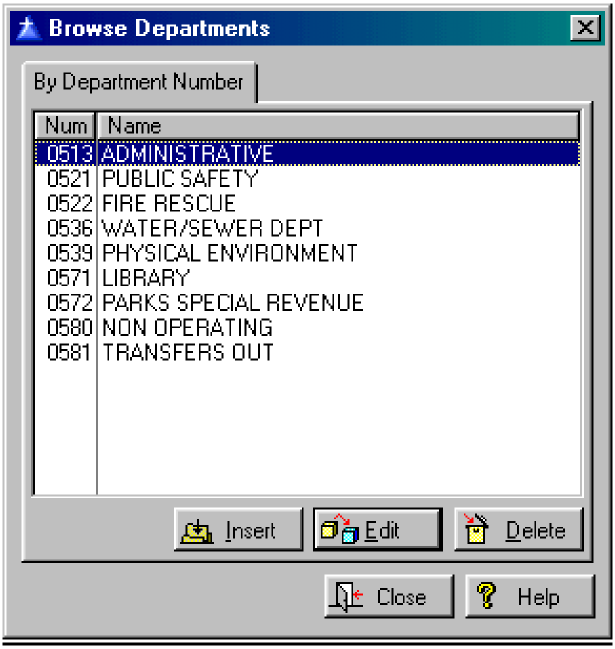
Go to **Setup, Chart of Accounts, Chart of Accounts** to browse through the different accounts. You may only select existing accounts when adding an account. The accounts are transferred automatically from **General Ledger** if you have the data path specified in **Setup, System Data,** Data File Paths Tab. A default chart of accounts and departments is generated via conversion so a **General Ledger** installation is not required for account validation.



| Account | Name |
|---|---|
| 001-0000-100.0000 | |
| 001-0000-101.1000 | |
| 001-0000-102.1000 | |
| 001-0000-102.2000 | |
| 001-0000-104.3000 | |
| 001-0000-109.9000 | |
| 001-0000-115.2000 | |
| 001-0000-125.1000 | |
| 001-0000-129.9000 | |
| 001-0000-131.1010 | |
| 001-0000-131.4010 | |
| 001-0000-131.4011 | |
| 001-0000-131.9000 | CASH GEN REV FUND |

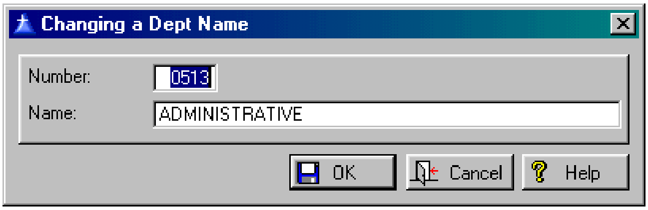
## Department Names

Go to **Setup, Chart of Accounts, Department Names**. To insert new information press the Insert Button. To edit, press the Edit Button.



| Num | Name |
|---|---|
| 0513 | ADMINISTRATIVE |
| 0521 | PUBLIC SAFETY |
| 0522 | FIRE RESCUE |
| 0536 | WATER/SEWER DEPT |
| 0539 | PHYSICAL ENVIRONMENT |
| 0571 | LIBRARY |
| 0572 | PARKS SPECIAL REVENUE |
| 0580 | NON OPERATING |
| 0581 | TRANSFERS OUT |

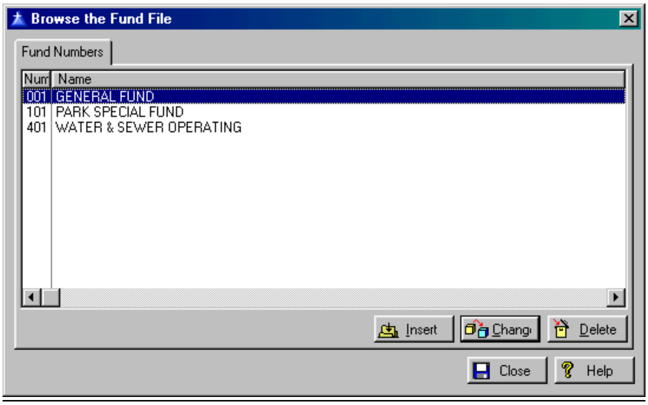
Enter the department **Number** and the department **Name**. Press OK.



Number: 0513
Name: ADMINISTRATIVE

## Funds

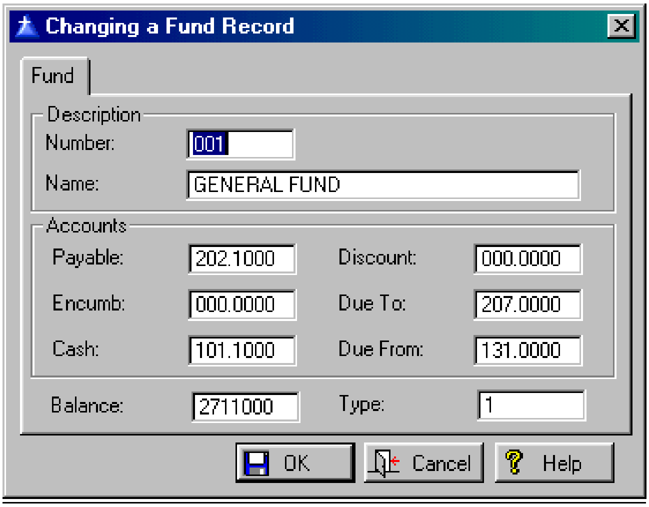
Go to **Setup, Chart of Accounts, Funds**. Press the Insert, Change, or Delete Button to make changes.



Browse the Fund File

Fund Numbers

| Num | Name |
|---|---|
| 001 | GENERAL FUND |
| 101 | PARK SPECIAL FUND |
| 401 | WATER & SEWER OPERATING |



Changing a Fund Record

Fund

Description

Number: 001

Name: GENERAL FUND

Accounts

Payable: 202.1000

Discount: 000.0000

Encumb: 000.0000

Due To: 207.0000

Cash: 101.1000

Due From: 131.0000

Balance: 2711000

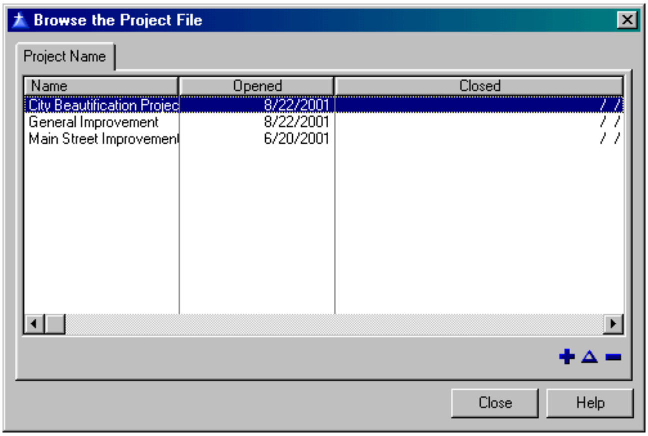
Type: 1

Enter a Fund **Number** and a **Name**. Enter the Accounts information (account numbers). Press OK when finished.

## Projects

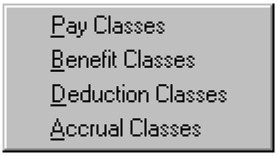
Go to **Setup, Chart of Accounts, Projects**.

To add a project press the blue Plus Button in the lower right hand corner. To edit press the Triangle Button, to delete use the Minus Button. Fill out the **Project** code, **Name** of the project, the date it is to be **Opened** and the date to be **Closed**.



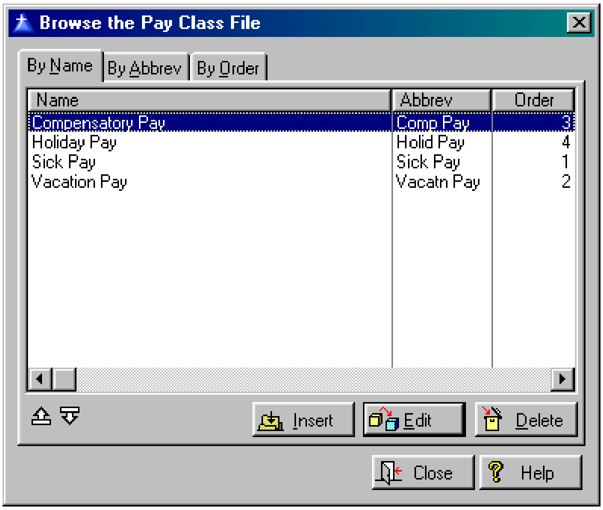
| Name | Opened | Closed |
|---|---|---|
| City Beautification Projec | 8/22/2001 | / / |
| General Improvement | 8/22/2001 | / / |
| Main Street Improvement | 6/20/2001 | / / |

# Class Names



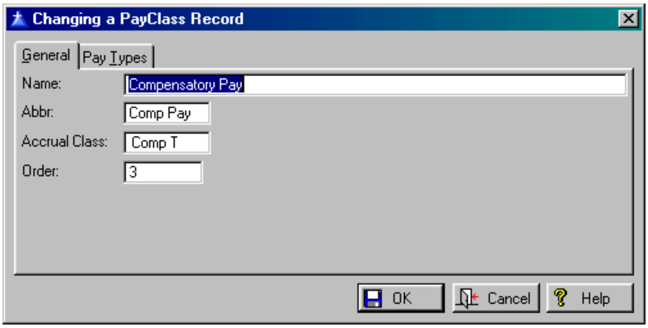
## Pay Classes

Go to **Setup, Class names, Pay Classes**.



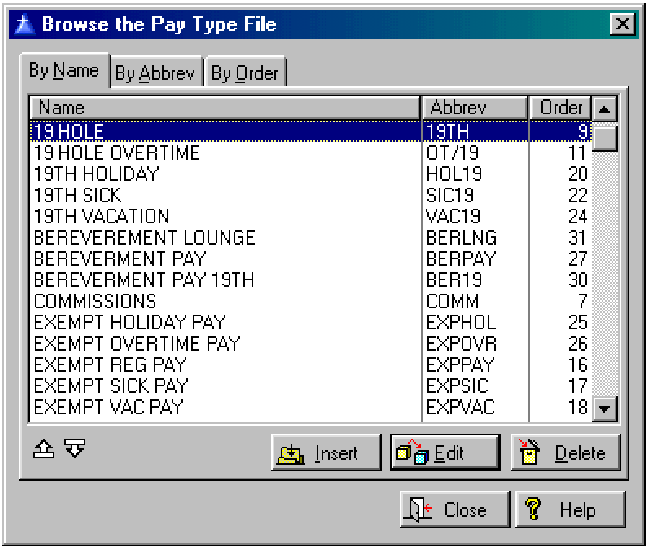
| Name | Abbrev | Order |
|---|---|---|
| Compensatory Pay | Comp Pay | 3 |
| Holiday Pay | Holid Pay | 4 |
| Sick Pay | Sick Pay | 1 |
| Vacation Pay | Vacatn Pay | 2 |

On the General Tab to add or edit a pay class press the Insert or Edit Button. Add the full pay class **Name** for use in descriptive texts, the abbreviated pay class name for use in browse boxes and reports. Fill in the related **Accrual Class** if this pay type uses accrued leave. F3 will bring up a pop up box to choose from. Enter the display **Order** for check stubs, reports, etc.



Name: Compensatory Pay
Abbr: Comp Pay
Accrual Class: Comp T
Order: 3

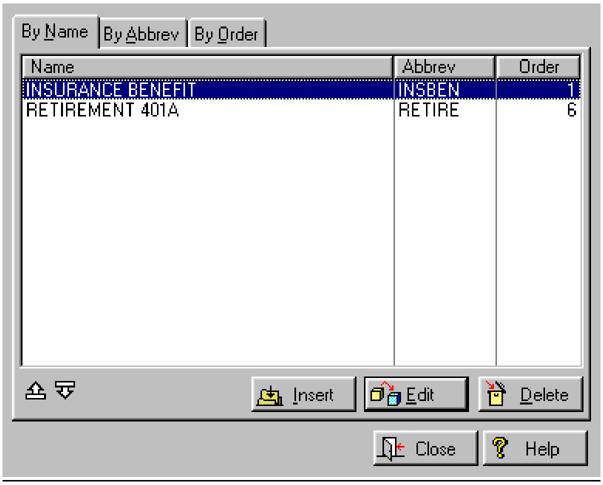
On the Pay Types Tab you will find the pay types listed. F3 brings up a list of accrual classes.



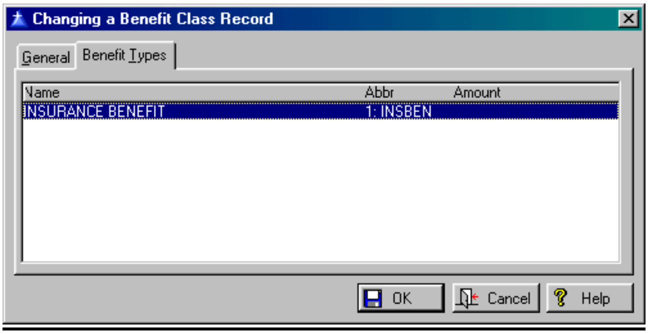
| Name | Abbrev | Order |
|---|---|---|
| 19 HOLE | 19TH | 9 |
| 19 HOLE OVERTIME | OT/19 | 11 |
| 19TH HOLIDAY | HOL19 | 20 |
| 19TH SICK | SIC19 | 22 |
| 19TH VACATION | VAC19 | 24 |
| BEREVEREMENT LOUNGE | BERLNG | 31 |
| BEREVERMENT PAY | BERPAY | 27 |
| BEREVERMENT PAY 19TH | BER19 | 30 |
| COMMISSIONS | COMM | 7 |
| EXEMPT HOLIDAY PAY | EXPHOL | 25 |
| EXEMPT OVERTIME PAY | EXPOVR | 26 |
| EXEMPT REG PAY | EXPPAY | 16 |
| EXEMPT SICK PAY | EXPSIC | 17 |
| EXEMPT VAC PAY | EXPVAC | 18 |

## Benefit Classes

Go to **Setup, Class Names, Benefit Classes**.



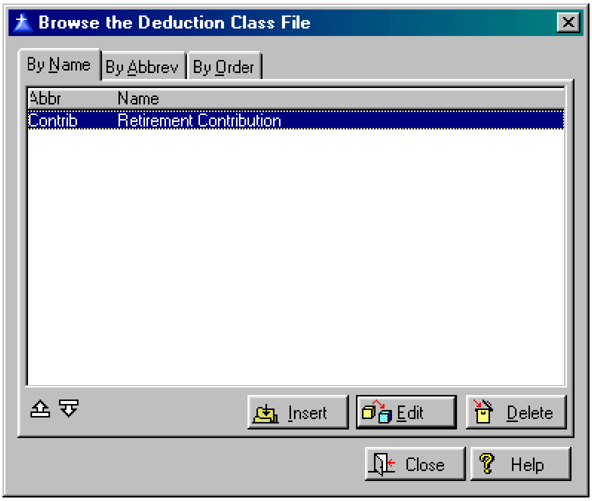
| Name | Abbrev | Order |
|---|---|---|
| INSURANCE BENEFIT | INSBEN | 1 |
| RETIREMENT 401A | RETIRE | 6 |



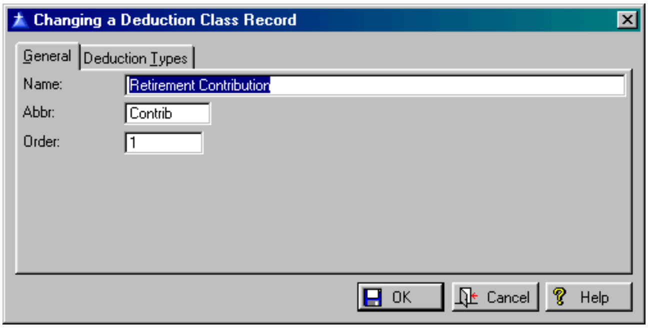
| Name | Abbr | Amount |
|---|---|---|
| INSURANCE BENEFIT | 1: INSBEN | |

## Deduction Classes

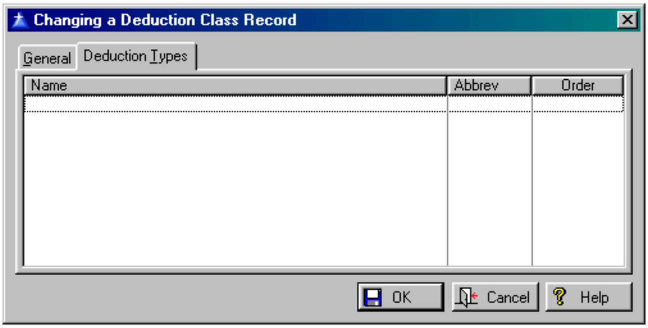
Go to **Setup, Class Names, Deduction Classes**.



| Abbr | Name |
|---|---|
| Contrib | Retirement Contribution |



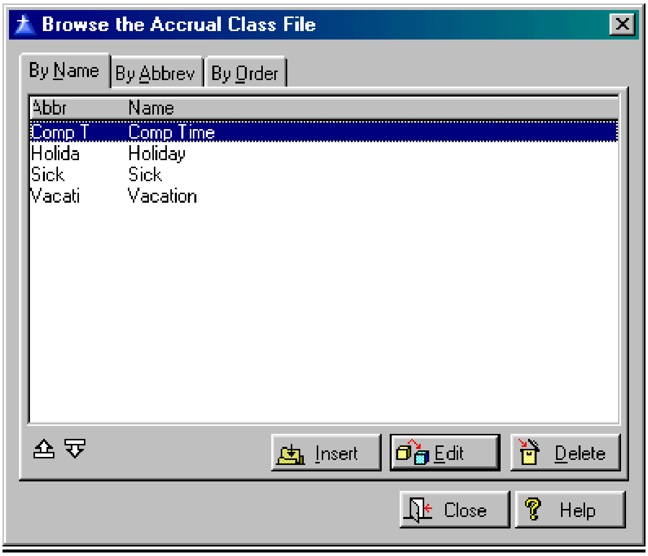
Name: Retirement Contribution
Abbr: Contrib
Order: 1



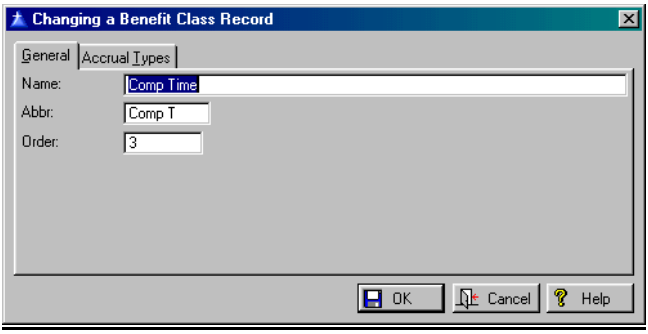
| Name | Abbrev | Order |
|---|---|---|

## Accrual Classes

Go to **Setup, Class Names, Accrual Classes**.



| Abbr | Name |
|---|---|
| Comp T | Comp Time |
| Holida | Holiday |
| Sick | Sick |
| Vacati | Vacation |



Name: Comp Time

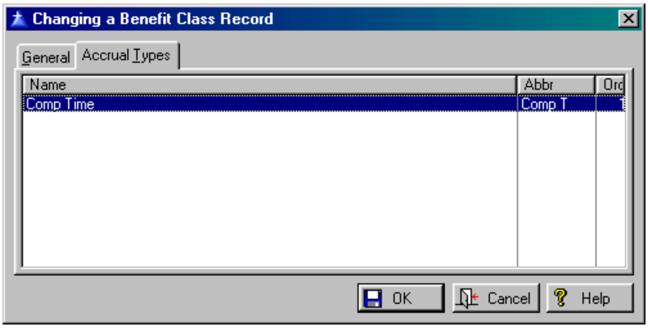
Abbr: Comp T

Order: 3

**Name**
Full accrual class name, for use in descriptive texts.

**Abbr**
Abbreviated accrual class name for use in browse boxes and reports.

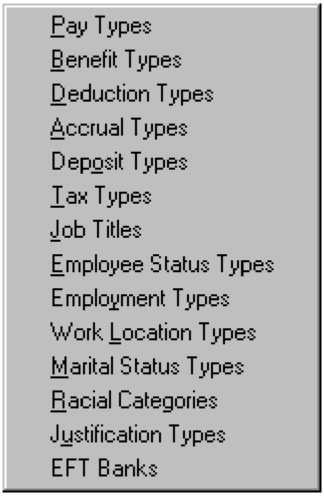
**Order**
Display order for check stubs, reports, etc.



| Name | Abbr | Ord |
|---|---|---|
| Comp Time | Comp T | |

## Type Names

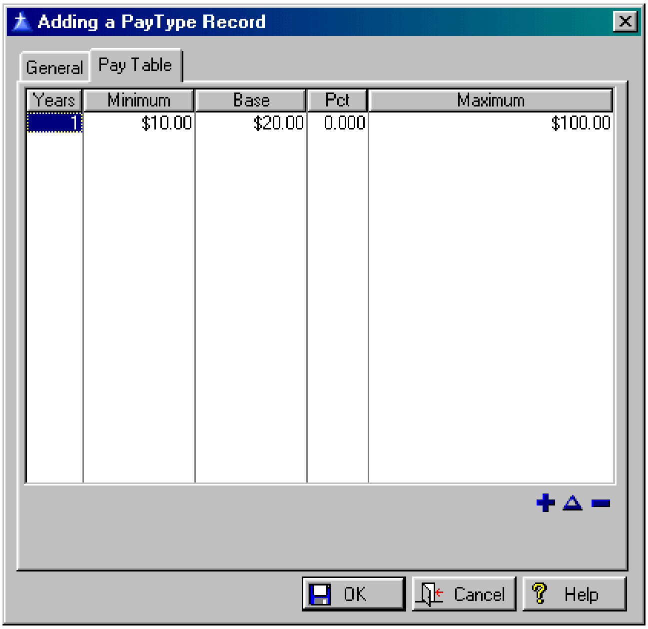
Go to **Setup, Type Names**. The first 6 types have fields of information on the General Tab to fill out that are repeats of each other with the exception of Accrual which only has some of these fields.



Repeated fields within these types:

**Name**
Full pay type name, for use in descriptive texts.

**Abbrev**
Abbreviated pay type name, for use in browse boxes and reports.



| Years | Minimum | Base | Pct | Maximum |
|---|---|---|---|---|
| 1 | $10.00 | $20.00 | 0.000 | $100.00 |

**Class**
Select Pay Class.

**Use Table**
Uses pay table.

**Primary Pay**
This is the primary pay source which will be affected by *vacation, sick*, etc.

**Pay Rate**
Hourly rate to use in place of the employee’s standard pay rate.

**Multiplier**
Amount by which to multiply the employee’s standard pay rate.

**Method**
Regular, Special, Premium, Longevity, % of Gross.

**Code “Y” Pay**
Sum this pay type into the “Code Y “ W-2 box.

**Enhance Pay**
Summarize these wages to enhance the standard pay rate.

**Use Shift Code**
Take current hours from Shift code if possible.

Due to the new method of Federal Withholding calculation the **Same Tax Bracket** flag is not necessary. Taxes SHOULD automatically increase and or decrease in relation to the YTD amount of taxes paid and the remaining pay periods in the year.

**Frequency –** place a checkmark in the field of your choice, *First, Second, Third, Fourth, Fifth, Last Check, (employee hire) Anniversary* or *By Request.* These fields are when information below will be computed and take effect next.

Accounting has these additional fields:

**Credit Account**
Account number. Press F3 for a pop up list.

**Credit Project**
Project number. Press F3 for a pop up list.

**Debit Account**
Account number. Press F3 for a pop up list.

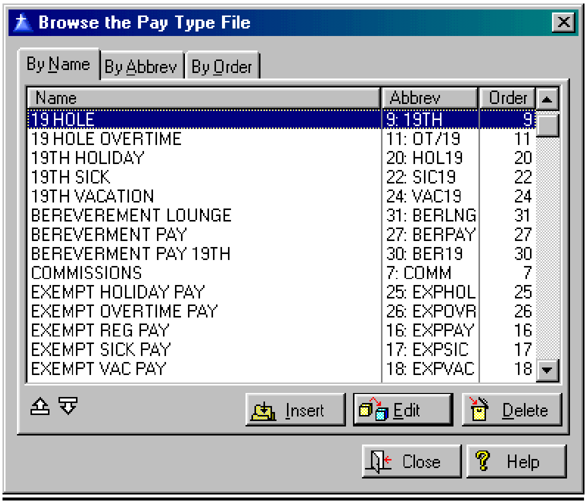
**Debit Project**
Project number. Press F3 for a pop up list.

**By Period**
Compute on the flagged periods.

**Start Delay Days**
Number of days to wait after hiring to start this pay. This is the effective date to the file creation options, allowing this field to default to the current system date and be changed by the user. This changes the Effective Date field in the NACHA Batch Control Record.

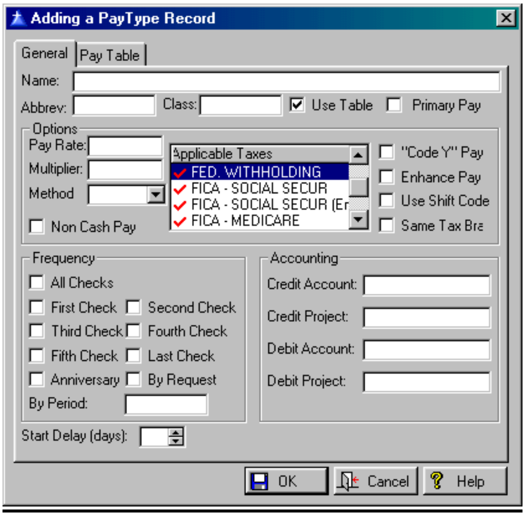
## Pay Types

Go to **Setup, Type Names, Pay Types**. Fill out the fields of information on the General Tab. Pay Types using a fixed amount of pay ( i.e. not based on hours ) can be defined and used. Any Default Transaction with a value in the amount but no value in the hours field will be calculated as a fixed amount, if a value ( other than zero ) is put in the hours field the amount will be calculated based on the hours and current pay rate.



| Name | Abbrev | Order |
|---|---|---|
| 19 HOLE | 9: 19TH | 9 |
| 19 HOLE OVERTIME | 11: OT/19 | 11 |
| 19TH HOLIDAY | 20: HOL19 | 20 |
| 19TH SICK | 22: SIC19 | 22 |
| 19TH VACATION | 24: VAC19 | 24 |
| BEREVEREMENT LOUNGE | 31: BERLNG | 31 |
| BEREVERMENT PAY | 27: BERPAY | 27 |
| BEREVERMENT PAY 19TH | 30: BER19 | 30 |
| COMMISSIONS | 7: COMM | 7 |
| EXEMPT HOLIDAY PAY | 25: EXPHOL | 25 |
| EXEMPT OVERTIME PAY | 26: EXPOVR | 26 |
| EXEMPT REG PAY | 16: EXPPAY | 16 |
| EXEMPT SICK PAY | 17: EXPSIC | 17 |
| EXEMPT VAC PAY | 18: EXPVAC | 18 |

Fill in these fields.



Name:

Abbrev:
Class:
☑ Use Table
☐ Primary Pay

Options
Pay Rate:
Multiplier:
Method
☐ Non Cash Pay

Applicable Taxes
✓ FED. WITHHOLDING
✓ FICA - SOCIAL SECUR
✓ FICA - SOCIAL SECUR (Er
✓ FICA - MEDICARE

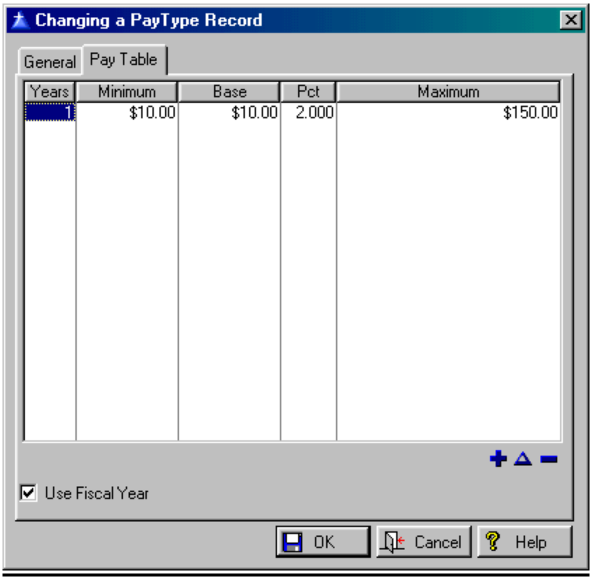
☐ "Code Y" Pay
☐ Enhance Pay
☐ Use Shift Code
☐ Same Tax Bra

Frequency
☐ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request
By Period:

Accounting
Credit Account:
Credit Project:
Debit Account:
Debit Project:

Start Delay (days):

If **Use Table** is checked the table will display on a secondary tab. Longevity Pay ( Pay Types using Computation Tables ) can use the Fiscal year for determining years of service. A check box on the table tab will use the fiscal year instead of calendar year of the employees hire date and current system date.



| Years | Minimum | Base | Pct | Maximum |
|---|---|---|---|---|
| 1 | $10.00 | $10.00 | 2.000 | $150.00 |

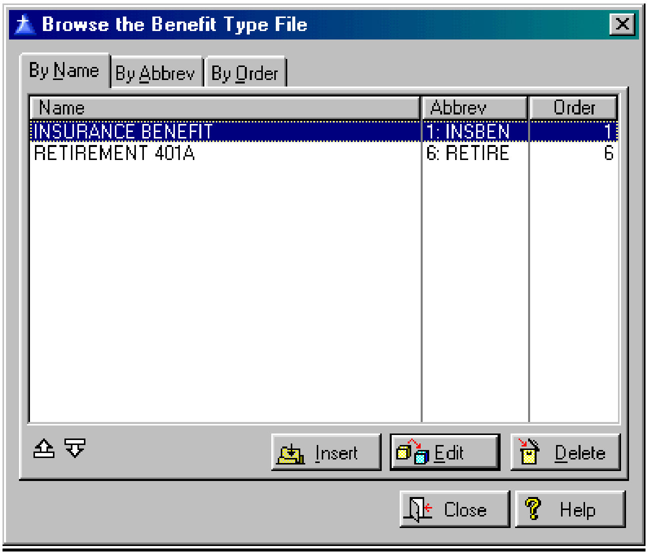
☑ Use Fiscal Year

## Print Pay Types

Go to **Setup, Types Names, Print Pay Types**. This will provide a printout of the different pay types. View a sample of this report!

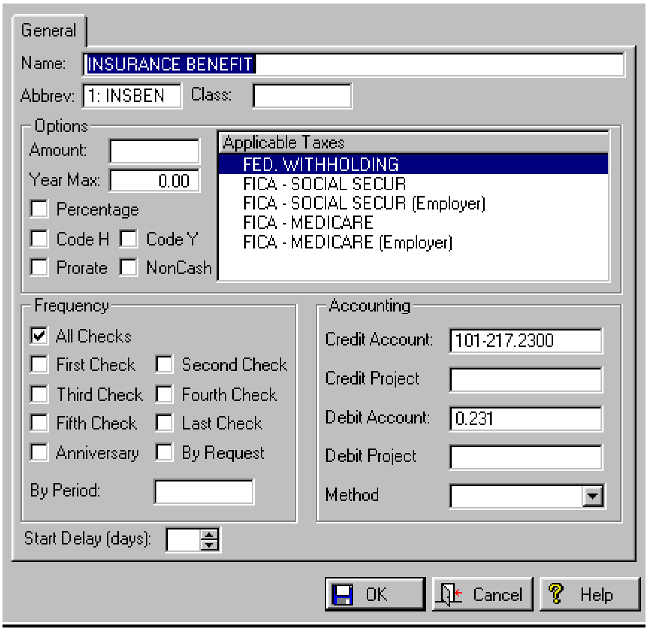
## Benefit Types

Go to **Setup, Type Names, Benefit Types**. Fill out the fields of information on the General Tab.



| Name | Abbrev | Order |
|---|---|---|
| INSURANCE BENEFIT | 1: INSBEN | 1 |
| RETIREMENT 401A | 6: RETIRE | 6 |

Please verify that the correct applicable taxes are selected for both Deduction AND Benefit types.



Name: INSURANCE BENEFIT

Abbrev: 1: INSBEN Class:

Options

Amount:

Year Max: 0.00

☐ Percentage

☐ Code H ☐ Code Y

☐ Prorate ☐ NonCash

Applicable Taxes

- FED. WITHHOLDING
- FICA - SOCIAL SECUR
- FICA - SOCIAL SECUR (Employer)
- FICA - MEDICARE
- FICA - MEDICARE (Employer)

Frequency

☑ All Checks

☐ First Check ☐ Second Check

☐ Third Check ☐ Fourth Check

☐ Fifth Check ☐ Last Check

☐ Anniversary ☐ By Request

By Period:

Accounting

Credit Account: 101-217.2300

Credit Project:

Debit Account: 0.231

Debit Project:

Method:

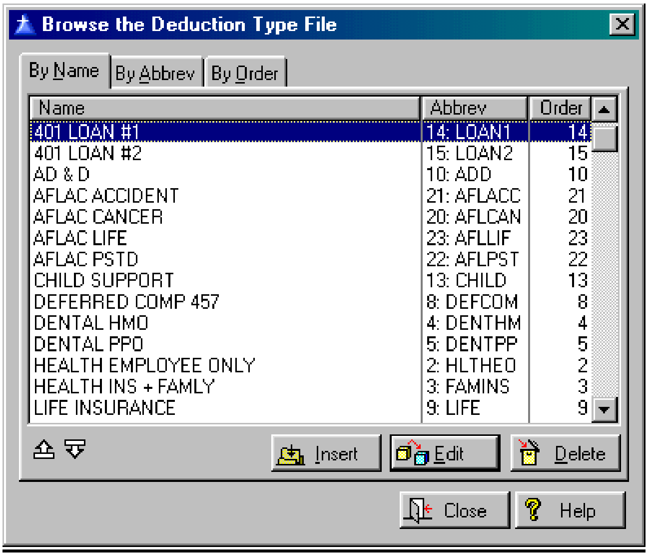
Start Delay (days):

## Print Benefit Types

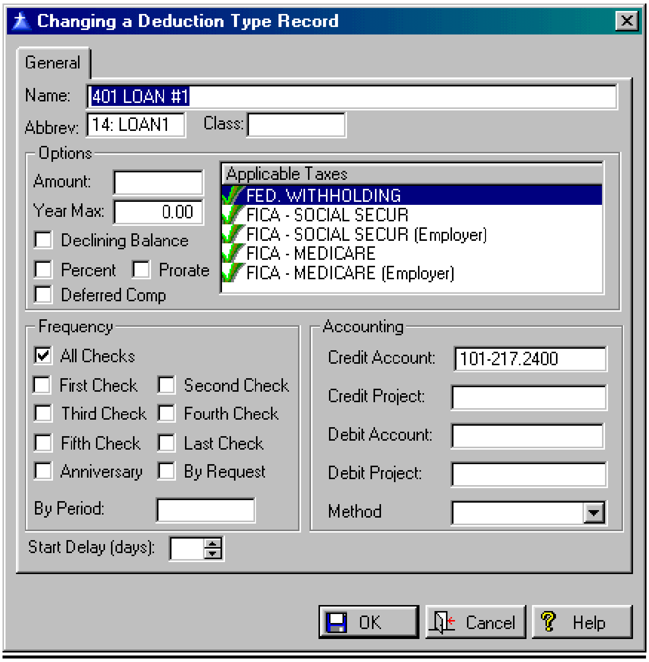
Go to **Setup, Type Names, Benefit Types**. See a sample of this report.

## Deduction Types

Go to **Setup, Type Names, Deduction Types**. Fill out the fields of information on the General Tab. See a sample of the report of the deduction types. To print out a list of the deduction types go to **Setup, Type Names, Deduction Types, Print Deduction Types**.



| Name | Abbrev | Order |
|---|---|---|
| 401 LOAN #1 | 14: LOAN1 | 14 |
| 401 LOAN #2 | 15: LOAN2 | 15 |
| AD & D | 10: ADD | 10 |
| AFLAC ACCIDENT | 21: AFLACC | 21 |
| AFLAC CANCER | 20: AFLCAN | 20 |
| AFLAC LIFE | 23: AFLLIF | 23 |
| AFLAC PSTD | 22: AFLPST | 22 |
| CHILD SUPPORT | 13: CHILD | 13 |
| DEFERRED COMP 457 | 8: DEFCOM | 8 |
| DENTAL HMO | 4: DENTHM | 4 |
| DENTAL PPO | 5: DENTPP | 5 |
| HEALTH EMPLOYEE ONLY | 2: HLTHEO | 2 |
| HEALTH INS + FAMLY | 3: FAMINS | 3 |
| LIFE INSURANCE | 9: LIFE | 9 |



Name: 401 LOAN #1

Abbrev: 14: LOAN1

Class:

Options

Amount:

Year Max: 0.00

☐ Declining Balance

☐ Percent ☐ Prorate

☐ Deferred Comp

Applicable Taxes
- ✓ FED. WITHHOLDING
- ✓ FICA - SOCIAL SECUR
- ✓ FICA - SOCIAL SECUR (Employer)
- ✓ FICA - MEDICARE
- ✓ FICA - MEDICARE (Employer)

Frequency

☑ All Checks

☐ First Check ☐ Second Check

☐ Third Check ☐ Fourth Check

☐ Fifth Check ☐ Last Check

☐ Anniversary ☐ By Request

By Period:

Accounting

Credit Account: 101-217.2400

Credit Project:

Debit Account:

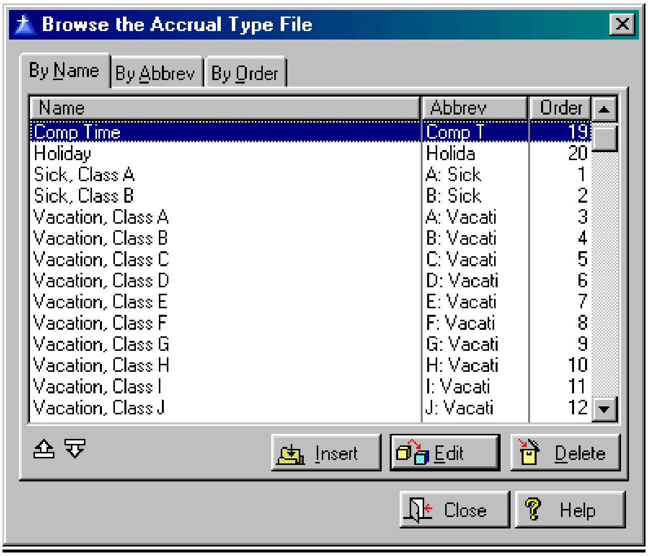
Debit Project:

Method

Start Delay (days):

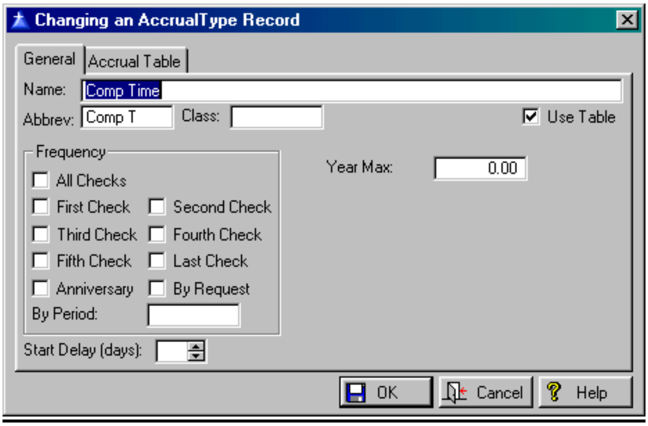
## Accrual Types

Go to **Setup, Type Names, Accrual Types**. Accrual types will stop accruing hours when the Max value set in the Transaction has been reached. Fill out the fields of information on the General Tab.



Browse the Accrual Type File

| Name | Abbrev | Order |
|---|---|---|
| Comp Time | Comp T | 19 |
| Holiday | Holida | 20 |
| Sick, Class A | A: Sick | 1 |
| Sick, Class B | B: Sick | 2 |
| Vacation, Class A | A: Vacati | 3 |
| Vacation, Class B | B: Vacati | 4 |
| Vacation, Class C | C: Vacati | 5 |
| Vacation, Class D | D: Vacati | 6 |
| Vacation, Class E | E: Vacati | 7 |
| Vacation, Class F | F: Vacati | 8 |
| Vacation, Class G | G: Vacati | 9 |
| Vacation, Class H | H: Vacati | 10 |
| Vacation, Class I | I: Vacati | 11 |
| Vacation, Class J | J: Vacati | 12 |



Changing an AccrualType Record

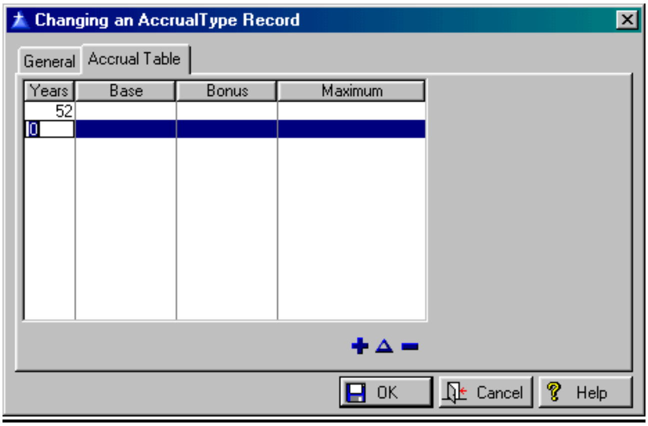
Name: Comp Time
Abbrev: Comp T
Class:
☑ Use Table

Frequency
☐ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request
By Period:

Start Delay (days):

Year Max: 0.00

On the Accrual Table Tab fill in the fields that are the same, and also **Year Max**. This is the maximum amount per year.

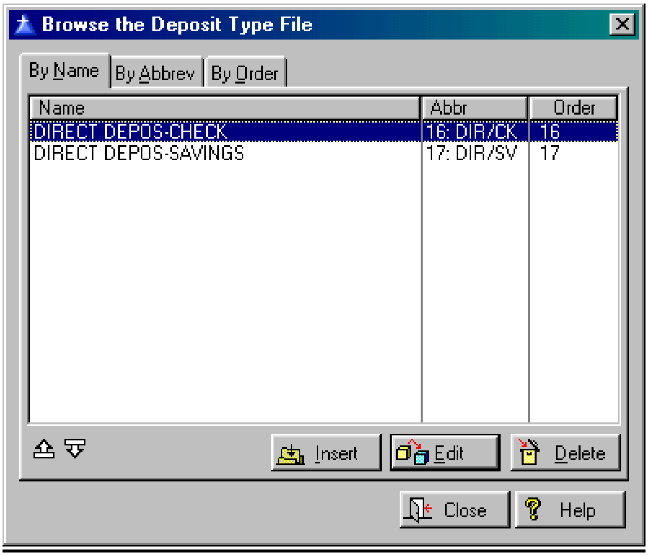


| Years | Base | Bonus | Maximum |
|---|---|---|---|
| 52 | | | |
| 0 | | | |

Accrual tables in **Payroll Manager** are implemented as ranges rather than an entry for each year of employment. So an entry of 4 in the years column of the first row will apply to employees employed for 0-4 years, an entry of 10 in first column of the second row will apply to employees employed for 5-10 years etc.

## Deposit Types

Go to **Setup, Type Names, Deposit Types**. Fill out the fields of information on the General Tab. This type does not require an account number.



| Name | Abbr | Order |
|---|---|---|
| DIRECT DEPOS-CHECK | 16: DIR/CK | 16 |
| DIRECT DEPOS-SAVINGS | 17: DIR/SV | 17 |

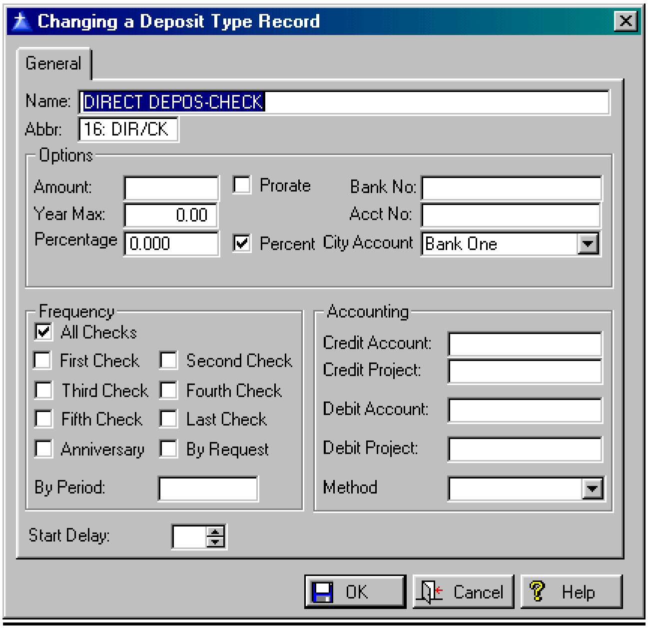
**Prorate** the deduction amount for non standard amounts.

**Bank No.**
Identity of the source bank.

**Account No.**
Bank account number.

**City Account**
Abbreviation of city bank name.

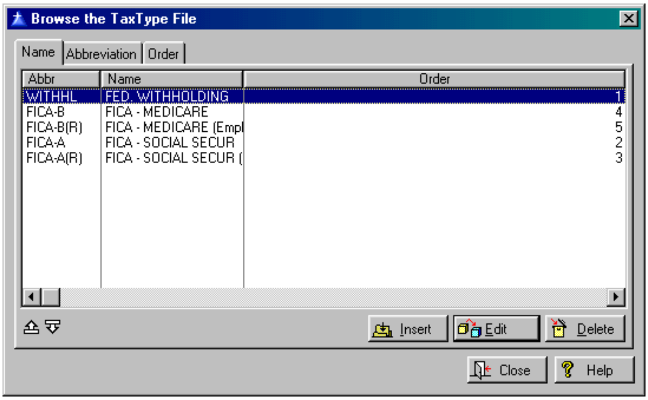
See what the other fields are for.



Name: DIRECT DEPOS-CHECK
Abbr: 16: DIR/CK
Amount:
Year Max: 0.00
Percentage: 0.000
☐ Prorate
☑ Percent
Bank No:
Acct No:
City Account: Bank One
☑ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request
By Period:
Credit Account:
Credit Project:
Debit Account:
Debit Project:
Method
Start Delay:

## Tax Types

Go to **Setup, Type Names, Tax Types**. Fill out the fields of information on the General Tab.

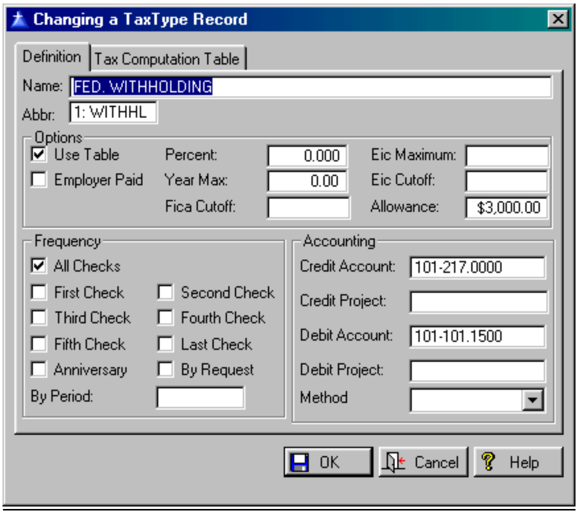


| Abbr | Name | Order |
|---|---|---|
| WITHHL | FED. WITHHOLDING | 1 |
| FICA-B | FICA - MEDICARE | 4 |
| FICA-B(R) | FICA - MEDICARE (Empl | 5 |
| FICA-A | FICA - SOCIAL SECUR | 2 |
| FICA-A(R) | FICA - SOCIAL SECUR ( | 3 |

⇧ ⇩

## Up/Down Arrow Buttons

Press these buttons to move through the records.



Name: FED. WITHHOLDING

Abbr: 1: WITHHL

☑ Use Table

☐ Employer Paid

Percent: 0.000

Year Max: 0.00

Fica Cutoff:

Eic Maximum:

Eic Cutoff:

Allowance: $3,000.00

☑ All Checks

☐ First Check ☐ Second Check

☐ Third Check ☐ Fourth Check

☐ Fifth Check ☐ Last Check

☐ Anniversary ☐ By Request

By Period:

Credit Account: 101-217.0000

Credit Project:

Debit Account: 101-101.1500

Debit Project:

Method

## Employer Paid

Tax paid by employer.

## Fica Cutoff

Fica is not assessed on wages over this limit.

## Eic Maximum

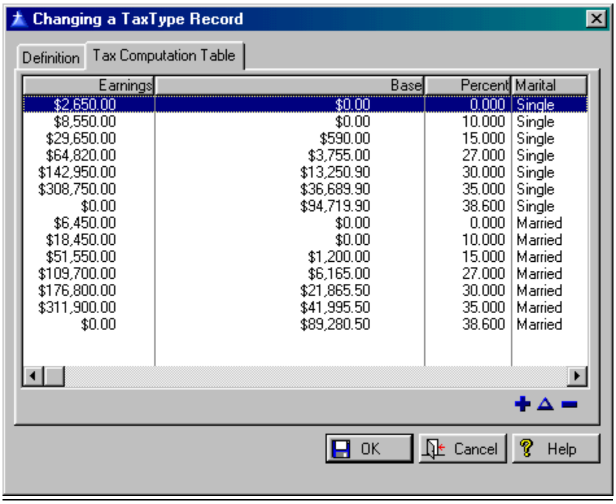
Eic is not accumulated beyond this amount.

## Eic Cutoff

Eic is not accumulated on wages over this limit.

**Allowance**

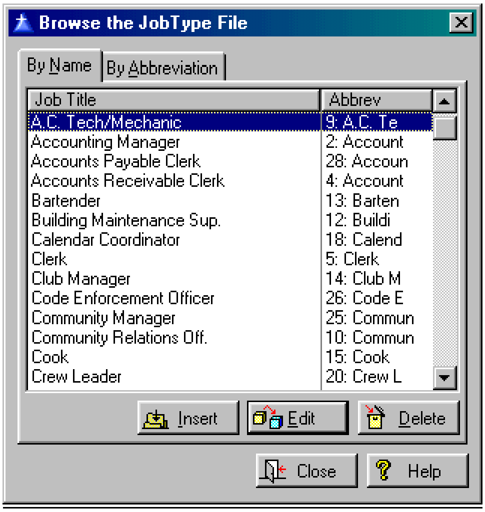
Amount allowed for each exemption. In order for the correct tax amounts to be calculated the Exemption **Allowance** must be populated in the Tax Type used for Federal Withholding, currently the exemption allowance should be set to 3000.00 as per the 2002 Federal Tax Information. There is no known program problem but there seems to be some confusion when taxes are calculated incorrectly.



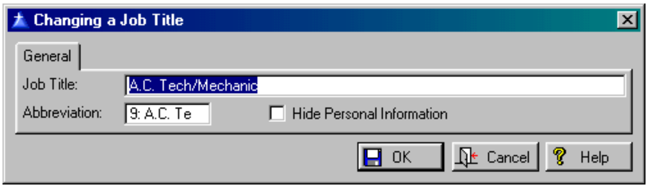
| Earnings | Base | Percent | Marital |
|---|---|---|---|
| $2,650.00 | $0.00 | 0.000 | Single |
| $8,550.00 | $0.00 | 10.000 | Single |
| $29,650.00 | $590.00 | 15.000 | Single |
| $64,820.00 | $3,755.00 | 27.000 | Single |
| $142,950.00 | $13,250.90 | 30.000 | Single |
| $308,750.00 | $36,689.90 | 35.000 | Single |
| $0.00 | $94,719.90 | 38.600 | Single |
| $6,450.00 | $0.00 | 0.000 | Married |
| $18,450.00 | $0.00 | 10.000 | Married |
| $51,550.00 | $1,200.00 | 15.000 | Married |
| $109,700.00 | $6,165.00 | 27.000 | Married |
| $176,800.00 | $21,865.50 | 30.000 | Married |
| $311,900.00 | $41,995.50 | 35.000 | Married |
| $0.00 | $89,280.50 | 38.600 | Married |

## Job Titles

Go to **Setup, Type Names, Job Titles**.



| Job Title | Abbrev |
|---|---|
| A.C. Tech/Mechanic | 9: A.C. Te |
| Accounting Manager | 2: Account |
| Accounts Payable Clerk | 28: Accoun |
| Accounts Receivable Clerk | 4: Account |
| Bartender | 13: Barten |
| Building Maintenance Sup. | 12: Buildi |
| Calendar Coordinator | 18: Calend |
| Clerk | 5: Clerk |
| Club Manager | 14: Club M |
| Code Enforcement Officer | 26: Code E |
| Community Manager | 25: Commun |
| Community Relations Off. | 10: Commun |
| Cook | 15: Cook |
| Crew Leader | 20: Crew L |



Job Title: A.C. Tech/Mechanic

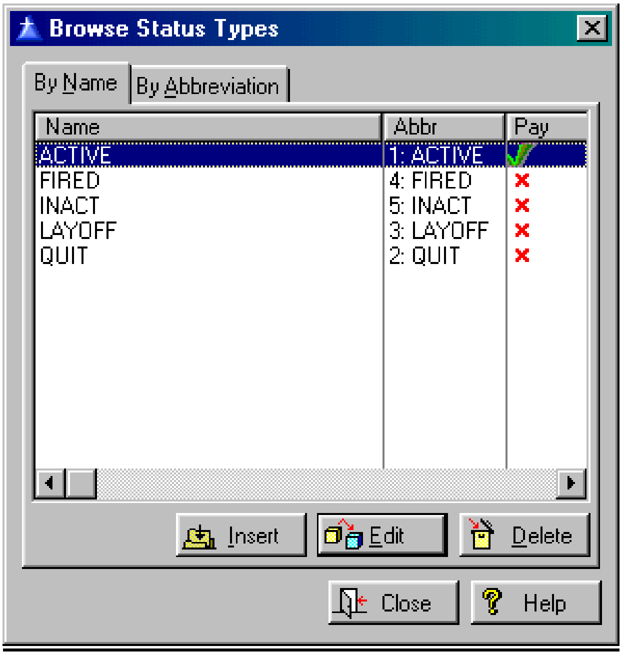
Abbreviation: 9: A.C. Te

☐ Hide Personal Information

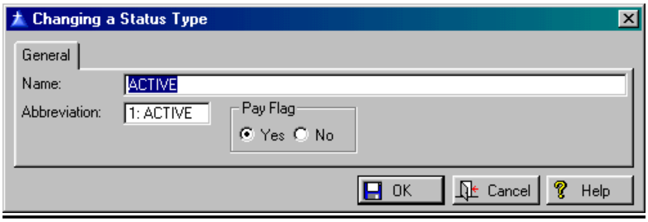
Enter the **Job Title** and the **Abbreviation** for the job title. The **Hide Information** check box in the Job Titles  Update Form allows information to be hidden from low level users for specific job descriptions e.g. Policeman and Fireman etc.

## Employee Status Types

Go to **Setup, Type Names, Employee Status Types**.



| Name | Abbr | Pay |
|---|---|---|
| ACTIVE | 1: ACTIVE | ✓ |
| FIRED | 4: FIRED | ✗ |
| INACT | 5: INACT | ✗ |
| LAYOFF | 3: LAYOFF | ✗ |
| QUIT | 2: QUIT | ✗ |



Name: ACTIVE

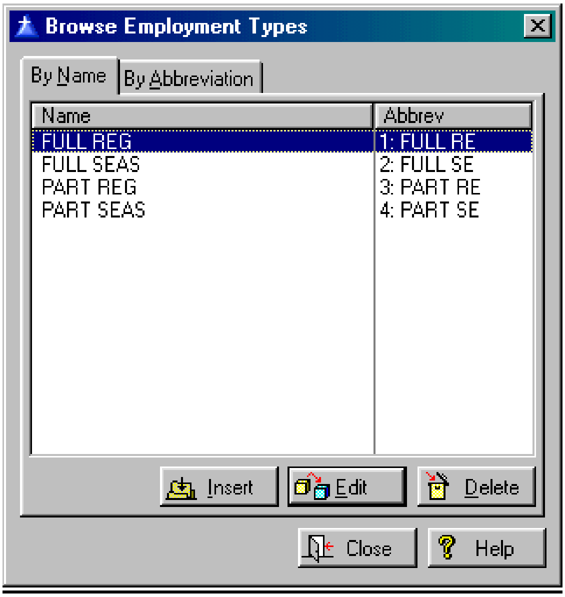
Abbreviation: 1: ACTIVE

Pay Flag ● Yes ○ No

Enter the full descriptive **Name** and **Abbreviation** of the status name.  Check the **Pay Flag** which determines whether or not this employee is allowed to receive payment.

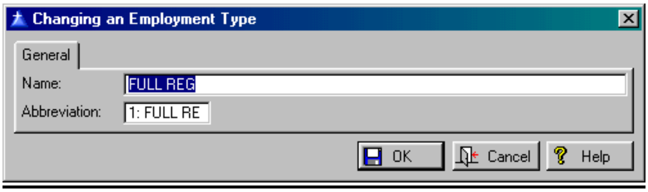
## Employment Types

Go to **Setup, Type Names, Employment Types**.



| Name | Abbrev |
|---|---|
| FULL REG | 1: FULL RE |
| FULL SEAS | 2: FULL SE |
| PART REG | 3: PART RE |
| PART SEAS | 4: PART SE |

Enter the full descriptive **Name** of the employment type and the **Abbreviation**.

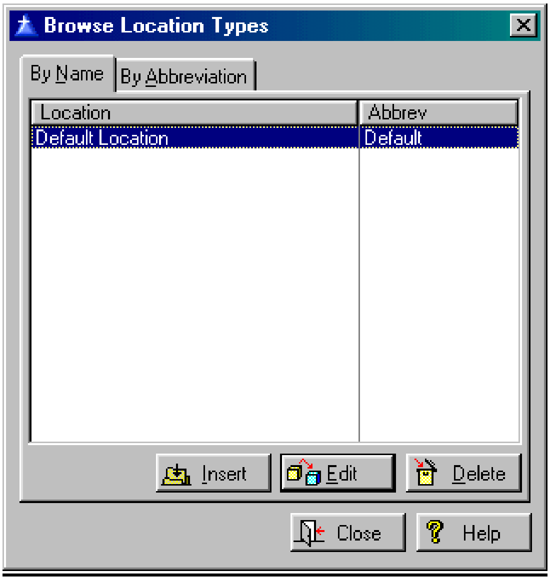


Name: FULL REG

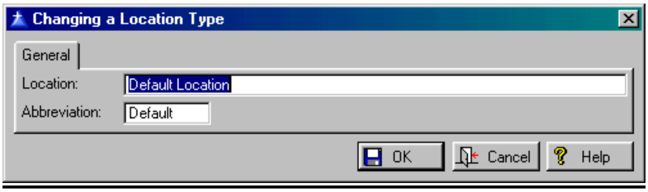
Abbreviation: 1: FULL RE

## Work Location Types

Go to **Setup, Type Names, Work Location Types**. Enter the full **Location** name and the **Abbreviation.**



| Location | Abbrev |
|---|---|
| Default Location | Default |

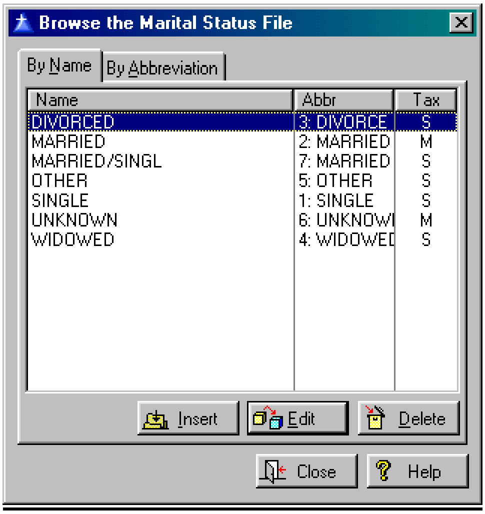


Location: Default Location

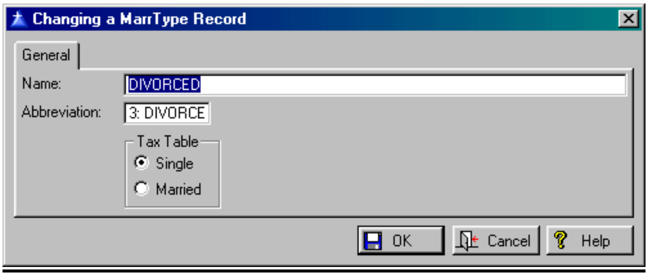
Abbreviation: Default

## Marital Status Types

Go to **Setup, Type Names, Marital Status Types**.



| Name | Abbr | Tax |
|---|---|---|
| DIVORCED | 3: DIVORCE | S |
| MARRIED | 2: MARRIED | M |
| MARRIED/SINGL | 7: MARRIED | S |
| OTHER | 5: OTHER | S |
| SINGLE | 1: SINGLE | S |
| UNKNOWN | 6: UNKNOWI | M |
| WIDOWED | 4: WIDOWEI | S |



Name: DIVORCED

Abbreviation: 3: DIVORCE

Tax Table

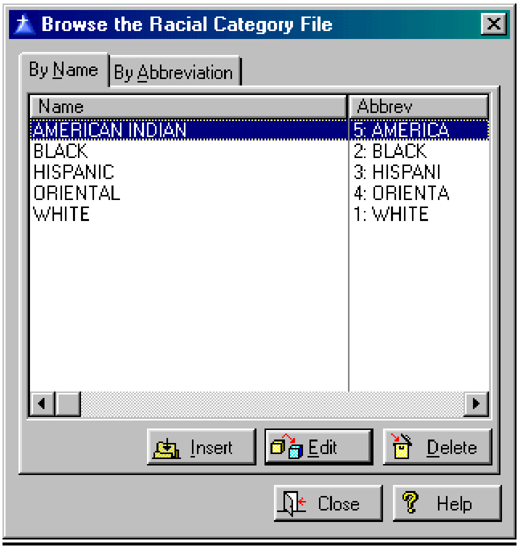
● Single

○ Married

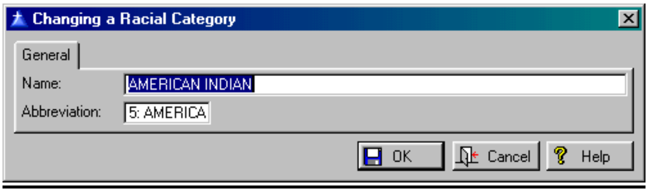
Enter the full descriptive **Name** of the marital status type. Fill in the **Abbreviation**. Choose from *Single* or *Married* to determine which tax table to use for federal withholding..

## Racial Categories

Go to **Setup, Type Names, Racial Categories**.



| Name | Abbrev |
|---|---|
| AMERICAN INDIAN | 5: AMERICA |
| BLACK | 2: BLACK |
| HISPANIC | 3: HISPANI |
| ORIENTAL | 4: ORIENTA |
| WHITE | 1: WHITE |



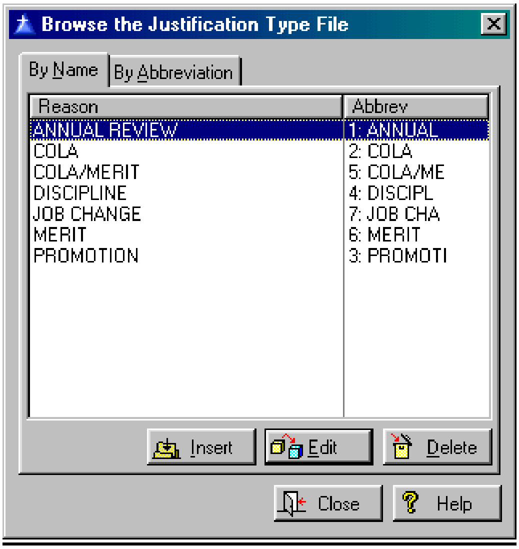
Name: AMERICAN INDIAN

Abbreviation: 5: AMERICA

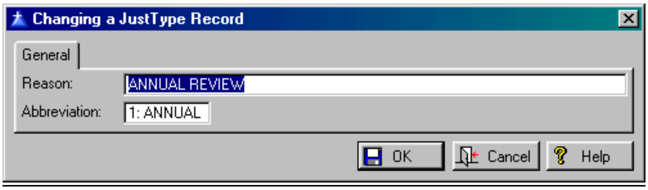
Enter the full descriptive **Name** of the racial category and the **Abbreviation**.

## Justification Types

Go to **Setup, Type Names, Justification Types**. Enter the full descriptive **Reason**/justification for this change. Fill in the **Abbreviation.**



| Reason | Abbrev |
|---|---|
| ANNUAL REVIEW | 1: ANNUAL |
| COLA | 2: COLA |
| COLA/MERIT | 5: COLA/ME |
| DISCIPLINE | 4: DISCIPL |
| JOB CHANGE | 7: JOB CHA |
| MERIT | 6: MERIT |
| PROMOTION | 3: PROMOTI |

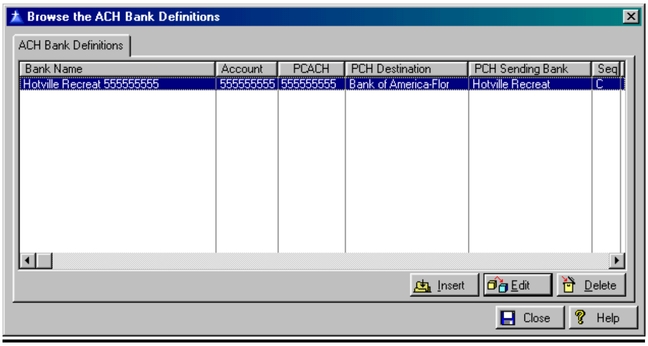


Reason: ANNUAL REVIEW

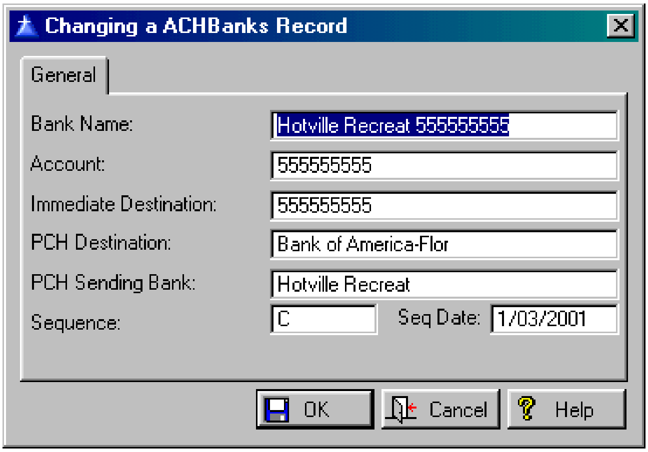
Abbreviation: 1: ANNUAL

## EFT Banks

Go to **Setup, Type Names, EFT Banks**, Insert Button to enter new banks. The EFT Banks menu item allows configuration and maintenance of a virtually infinite number of Electronic Fund Transfer ( via NACHA File ) Banks, the bank from which funds are transferred is determined via a drop down list when the Deposit TYPE is defined. Employees similarly have an indefinite number of accounts to which funds are transferred and is determined by the account numbers entered in the default transactions for the employees deposits. Direct deposit (NACHA) file is compatible with Sun Trust.



| Bank Name | Account | PCACH | PCH Destination | PCH Sending Bank | Seq |
|---|---|---|---|---|---|
| Hotville Recreat 555555555 | 555555555 | 555555555 | Bank of America-Flor | Hotville Recreat | C |



Bank Name: Hotville Recreat 555555555
Account: 555555555
Immediate Destination: 555555555
PCH Destination: Bank of America-Flor
PCH Sending Bank: Hotville Recreat
Sequence: C Seq Date: 1/03/2001

**Bank Name**
Name of the bank that holds the account for the Payroll program.

**Account**
Permanent account number for the funds.

**Immediate Destination**
Account number of the immediate destination of the funds.

**PCH Destination**
Destination bank

**PCH Sending Bank**
Sending Bank

### Sequence

Sequence identifier

### Sequence Date

Date of sequence

## System Data

Go to **Setup, System Data**. Fill out the General Tab with the following pieces of information:

### Chart of Accounts

Name of the Account Set you want to use. There is a drop down list.

### Default Cash Account number

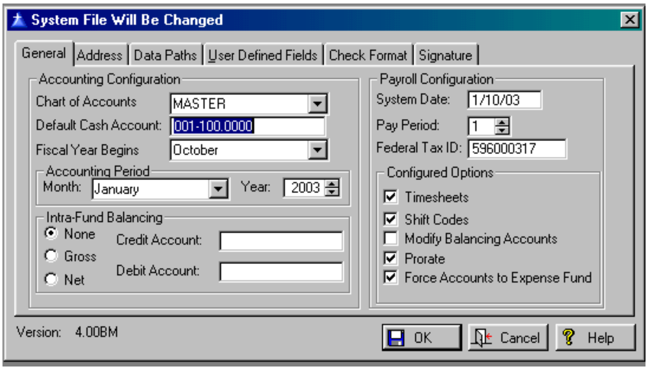
Number of the Cash account you want to use. Press F3 or right click with your mouse for a pop-up list.

### Fiscal Year Begins

The month that your fiscal year will begin with.

### Accounting Period

The month that you will be working in.



Accounting Configuration

Chart of Accounts: MASTER

Default Cash Account: 001-100.0000

Fiscal Year Begins: October

Accounting Period

Month: January Year: 2003

Intra-Fund Balancing

● None
○ Gross
○ Net

Credit Account:

Debit Account:

Payroll Configuration

System Date: 1/10/03

Pay Period: 1

Federal Tax ID: 596000317

Configured Options

☑ Timesheets
☑ Shift Codes
☐ Modify Balancing Accounts
☑ Prorate
☑ Force Accounts to Expense Fund

Version: 4.00BM

### Intra Fund Balancing

This defines the 2 accounts you are working with. Choose from *None, Gross*, or *Net*. Selecting Gross or Net method of creating balancing entries and leaving the Credit/Debit accounts will use the same accounting methods as the legacy system but will not create the balancing transactions themselves. When using the Balancing Accounts *None* Option , prorate will allow you to get similar functionality to the legacy DOS **Payroll Manager** . Also use the **Force Accounts to Expense Fund** option in conjunction with the **Prorate** option.

All transactions contain a credit account **Due To Account** and debit account **Due From Account** field, which hold the **General Ledger** account numbers to be posted when the transaction is transferred. They are not always used, such as in the case of leave accrual transactions. Social Security (FICA) taxes are a special case where there are actually two transactions (one paid by employee, one paid by employer) combined into one. Since this is not consistent with the new design, when data is converted from version 3, each such transaction will be converted into two transactions, one for employee and one for employer. This will result in four default FICA transactions for each employee - two for retirement and two for Medicare. This requires that the two FICA tax categories be the second and third taxes in the old system (#1 and #2). They will not convert correctly otherwise.

**System Date**
This is the current system date.

**Pay Period**
Last Pay period that was computed.

**Federal Tax ID**:
A unique number assigned to employers and companies for tax purposes.

**Time Sheets**
Check this if you want to use time sheets to filter employees based on the department number specified in the User setup.

**Shift Codes**
Codes for determining default hours worked this period.

### Modify Balancing Accounts

Un-checking this flag will disable the building of **Due To/Due From** accounts and use the accounts as entered in the **Due To Due From** fields of the System Data Form. Normally this is accomplished by entering an account with a non-zero object ( the portion of the account AFTER the decimal ), if however the literal account to be used is indeed all zeroes after the decimal the **Modify Balancing Accounts** flag can be un-checked to override building internal accounts. When using the Balancing Accounts *None* Option , prorate will get similar functionality to the legacy DOS **Payroll Manager**. Also use the Force Accounts to Expense Fund option in conjunction with the Prorate option.

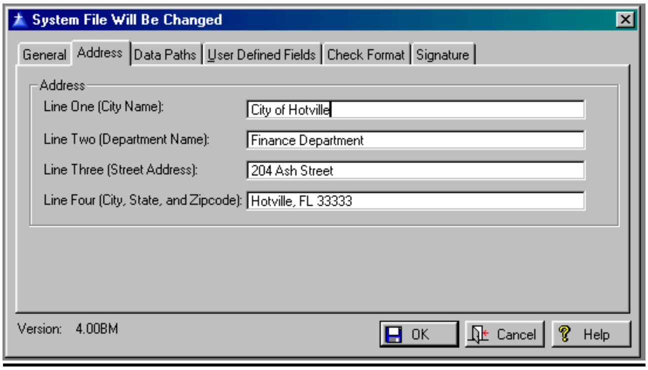
### Prorate

The prorate flag allows automatic proration between paying funds to be turned off; when turned off the literal accounts entered in the transaction will be used for their respective debits and credits.

### Force Accounts to Expense Fund

See Modifying Balancing Accounts above.

On the Address Tab fill in the address of the department that is using the **Payroll Manager** program. Press OK if you are completely finished or go the Data Paths Tab to fill in more information.

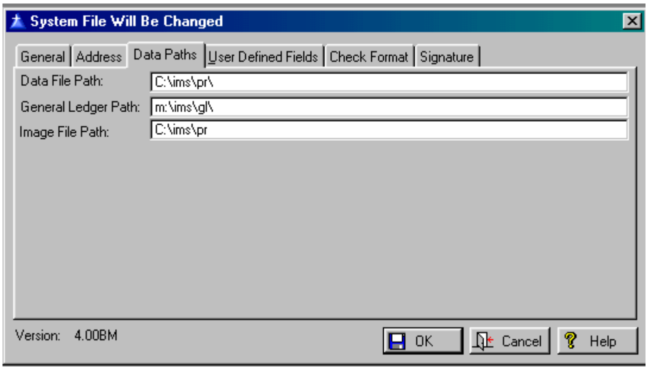


Line One (City Name): City of Hotville
Line Two (Department Name): Finance Department
Line Three (Street Address): 204 Ash Street
Line Four (City, State, and Zipcode): Hotville, FL 33333

Version: 4.00BM

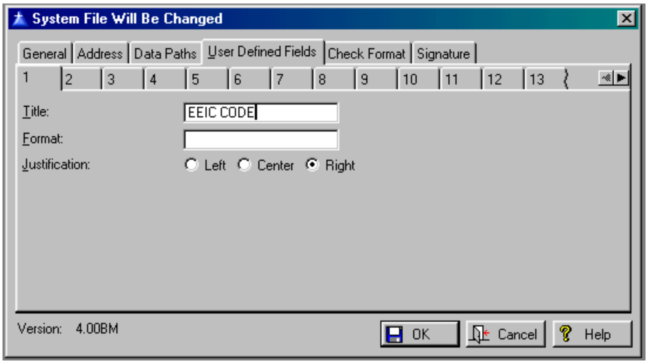
On the Data Paths Tab fill in the locations that the data will be stored in for both internal data and data from the **General Ledger Manager** program.

The fields shown in the general system data window for the **Payroll Manager** data file path and **General Ledger** data path are local for each workstation. This allows faster operation when running payroll over a slow network connection. In such installations a copy of the programs should exist on the local workstation. It also allows better support for peer to peer networks that often have a different path to the same physical location depending on how each workstation is set up. The default for **Payroll Manager's** data path is blank (data in same folder as programs). The standard hot key (F3 or right click) may be used to open a file dialog to locate the desired path. If the **General Ledger** data path is displayed with a gray background it means the current path is not valid (either the file system.gl4 cannot be found or the format of the file is invalid). Images can be drawn from the data path you specify under **Image File Path**. Amounts will not be accepted for transfer to **General Ledger Manager** until a check is printed or Direct Deposit file is created.



Data File Path: C:\ims\pr\
General Ledger Path: m:\ims\gl\
Image File Path: C:\ims\pr
Version: 4.00BM

User Defined Fields are whatever you want to make them. There are 24 fields that you can define. These will appear on the Notes Tab under **File, Employee**, Edit Button, Notes Tab and also in **Setup, Employee Defaults**. They serve to provide extra information about each employee.



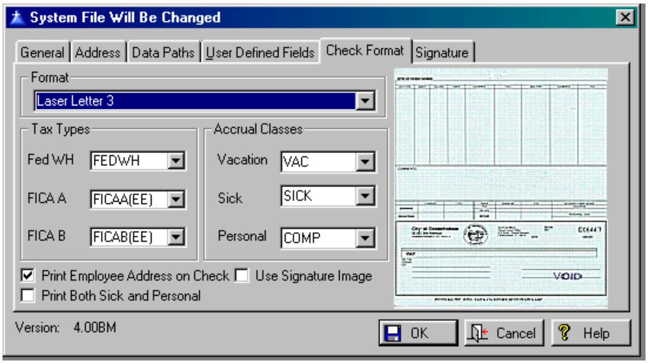
Title: EEIC CODE

Format:

Justification: ○ Left ○ Center ● Right

Version: 4.00BM

On the Check Format Tab there are 3 check formats *Letter Laser 1* , *Letter Laser 2* , *Letter Laser 3* selecting *Letter Laser 3* will result in *Letter Laser 1* format checks being printed. You may **Print the Employee Address on the Check** if you select that option. *Laser 2* and *Laser 3* stubs allow the Employee name and address to show in a 'Standard' window envelope when tri-folded.



Format: Laser Letter 3

Tax Types

Fed WH: FEDWH

FICA A: FICAA(EE)

FICA B: FICAB(EE)

Accrual Classes

Vacation: VAC

Sick: SICK

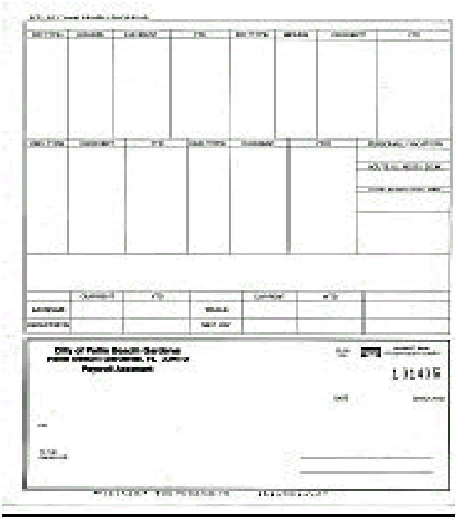
Personal: COMP

☑ Print Employee Address on Check ☐ Use Signature Image

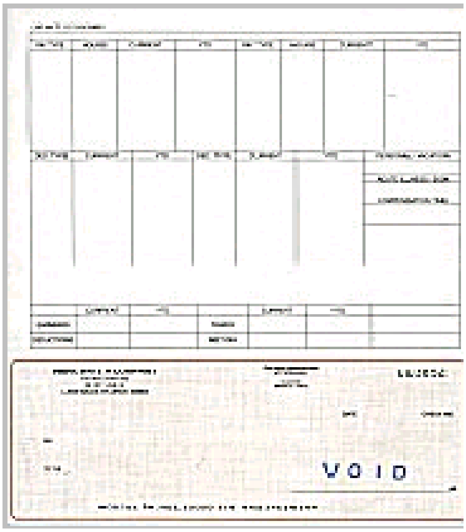
☐ Print Both Sick and Personal

Version: 4.00BM

*Letter Laser 1*

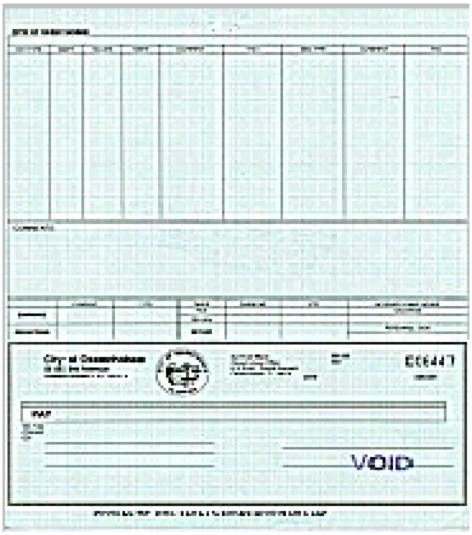


*Letter Laser 2*



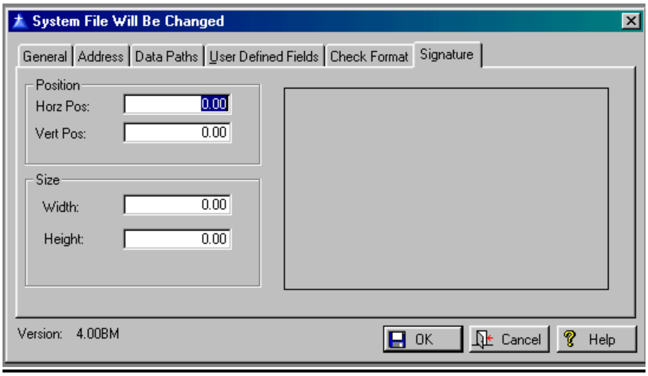
*Letter Laser 3*

A **Print Both Sick And Personal** checkbox can be found in the *Laser Letter 3* format. Selecting the box will allow printing 2 different accrual totals ( selected via their respective dropdown lists ) separated by a '/' in the personal/sick box of the check form. Unchecking the box will result in ONLY the select in the SICK drop down list being printed.



The different Tax Types you want to use are determined under **Setup, Type Names,** Tax Types. The Accrual Classes are determined under **Setup, Class Names,** Accrual Classes.

On the Signature Tab the check signature image files can be used to include the check signature when checks are printed. Currently the file MUST be named sign.bmp and reside in the **Payroll Manager** folder. Configure the placement of the signature; Horz and Vert Pos are the position (in inches ) of where you would like the image to print ; similarly Width and height are in inches and are the respective dimensions of the image or the size you would like it to print.



Position

Horz Pos: 0.00

Vert Pos: 0.00

Size

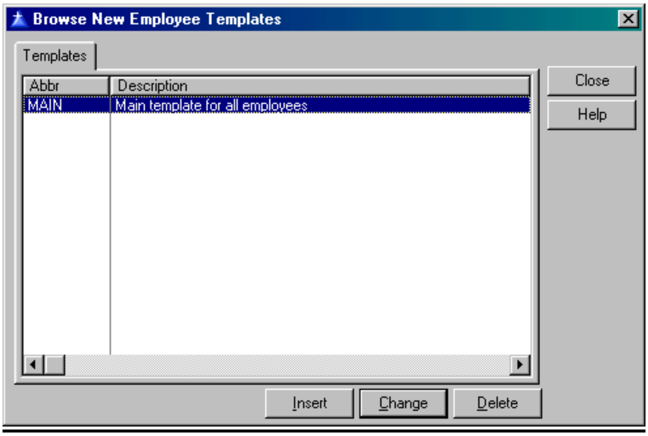
Width: 0.00

Height: 0.00

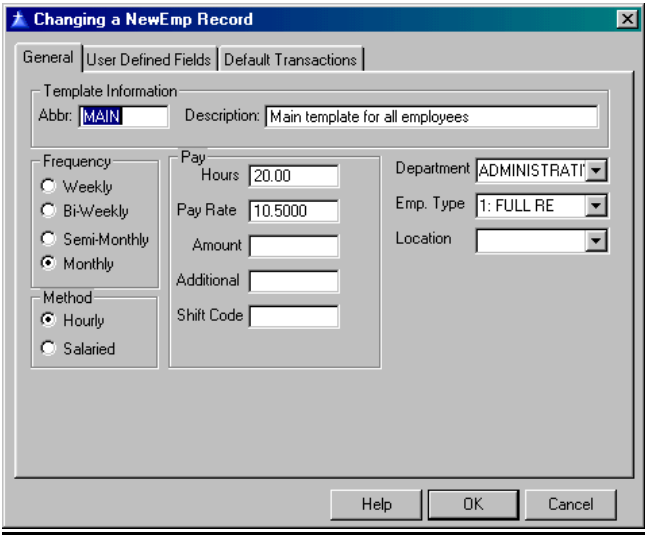
Version: 4.00BM

## New Employee Defaults

Go to **Setup, Employee Defaults**. Defaults for new employees can be created and maintained here. Templates for new employees can be created which will automatically populate fields in the employee record ( including Default Transactions ). When adding a new employee the user will be presented with a list of templates to choose from, selecting an item in the list will pre-populate the fields in the employee record, closing the New Employee Template Browse without selecting an item will present the user with a blank employee record.



| Abbr | Description |
|---|---|
| MAIN | Main template for all employees |



Template Information

Abbr: MAIN

Description: Main template for all employees

Frequency
○ Weekly
○ Bi-Weekly
○ Semi-Monthly
● Monthly

Method
● Hourly
○ Salaried

Pay
Hours: 20.00
Pay Rate: 10.5000
Amount:
Additional:
Shift Code:

Department: ADMINISTRATI
Emp. Type: 1: FULL RE
Location:

**Frequency**
How often new employees are paid, *weekly, semi-weekly, semi-monthly, monthly.*

**Method**
*Hourly* wages or *Salaried* wages.

**Pay, Hours**
Total hours worked during this pay period.

**Pay Rate**
Standard rate at which the employee is paid: ex. ( per hour) $12.00; (salaried - per month) *$1200.00*

**Amount**
Standard amount of total wages before additions for this pay period.

**Additional**
Additional pay, intended for use with percentage pay distributions on top of total wages.

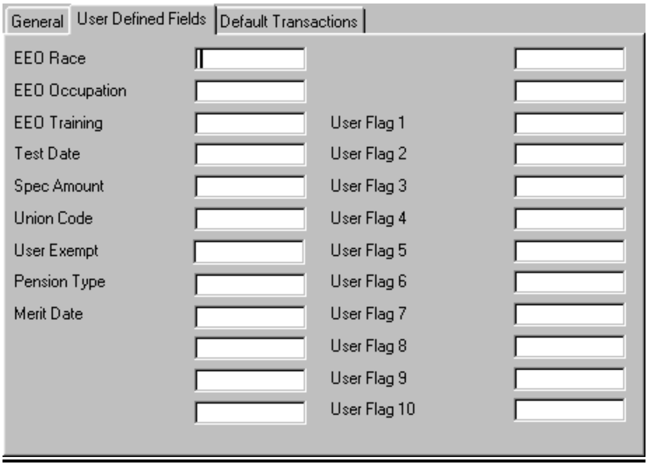
**Shift Code**
Shift code for determining hours worked during this period.

**Department**
Department Name. These are created under **Setup, Chart of Accounts,** Department Names.

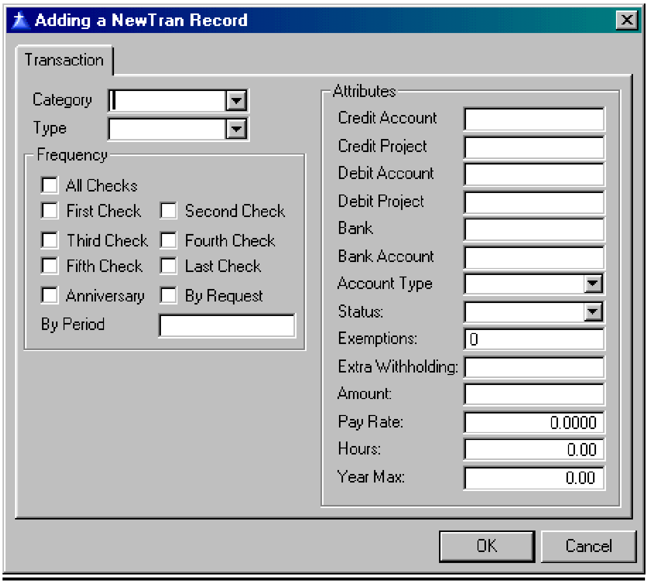
**Emp. Type**
Abbreviated description of the employment type.

**Location**
Abbreviated description of the location/building types.

On the User Defined Fields Tab enter the data that belongs to the User Fields you defined under **Setup, System Data**, User Defined Fields.

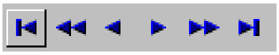


On the Default Transactions Tab fill out the following fields of information:



Exemptions: 0
Pay Rate: 0.0000
Hours: 0.00
Year Max: 0.00

Employee Default Accrual Transactions ( type Hrs in the browse screen ) does not require account numbers. It will include Credit and Debit accounts



**VCR Buttons**

These function similar to those on a VCR. First record, previous 10 records, last record, next record, 10 records ahead, last record employee.

**Category**
Choose from *Pay, Benefit, Deduction, Tax, Accrual, or Deposit*.

**Type**
The list of default transactions for an employee listed on the Employee Update Form is sorted by Transaction Type.

**Frequency –** place a checkmark in the field of your choice, *First, Second, Third, Fourth, Fifth, Last Check, (employee hire) Anniversary* or *By Request.* These fields are when information below will be computed and take effect next.

**By Period**
Specify which periods to compute on.

In the Attributes Column

**Credit Account**
Account number. Press F3 for a pop up list.

**Credit Project**
Project number. Press F3 for a pop up list.

**Debit Account**
Account number. Press F3 for a pop up list.

**Debit Project**
Project number. Press F3 for a pop up list.

**Bank**
Destination Bank for Direct Deposit

**Bank Account**
Destination Account number for Direct Deposit

**Account Type**
Checking or Savings

**Status**
Pending, Approved, or Dormant

**Exemptions**
Number of exemptions to allow when computing tax

**Extra Witholding**
Extra Witholding amount

**Amount**
Value of wages affected by this transaction

**Pay rate**
This transaction’s hourly rate of pay

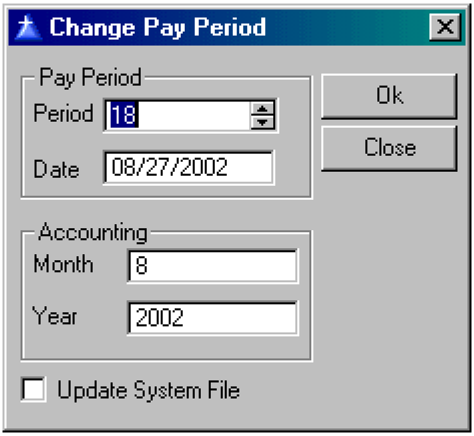
**Hours**
Number of working hours summed into this transaction

**Year Max**
Maximum amount per year

Default transactions with no **Expense Account** require a department number to be added. For proper departmental breakdown reporting the Department numbers must be added to the default transactions.

## Change Pay Period

Go to **Setup, Change Pay Period**. Fill in the **Period, Date, Month, and Year**. **Update System File** may also be checked if you like.



Period 18

Date 08/27/2002

Month 8

Year 2002

☐ Update System File

## Time Sheets

Go to **Setup, System Data** on the General Tab in the Configured Options box to make sure the **Time Sheets** checkbox is checked. Then you will find Time sheets under **File, Time Sheets**. Time sheets are a licensed item and must be configured in the license file. It will filter employees based on the department number specified in the User setup. On the employee record itself there is a checkbox **Use Time Sheets** on the Standard Transaction Tab.

Check this tab for each employee that will be submitting time sheets. The only pay types available for the entering time in a timesheet are those found in the employees default transactions. For sick and vacation hours etc. the employee MUST have a default transaction for those pay types. This is required for the proper assignment of account numbers when transactions are generated. You may use the mouse to right click and insert, change, or delete Time Sheet hour entries.

If the box is checked another check box will appear, the **Departmental Approval Required** option will require time to be approved by the department supervisor before they are accepted in transactions ( either manual or automatic ).

Entering time sheets is done via the **File, Time Sheets** menu item. A calendar will be displayed Days considered in the current Pay Period will have a Blue header, Days in previous pay periods will have a red header and will be display only , no updating will be allowed. Days in a future pay period will have a purple header ( again no updating will be allowed ). Employees using Timesheets may not attempt to adjust regular hours based on vac and sick hours.

The calculation for the beginning and ending date has been fixed and standardized for time sheet entry and reporting and transaction entry. The date range is calculated as follows:

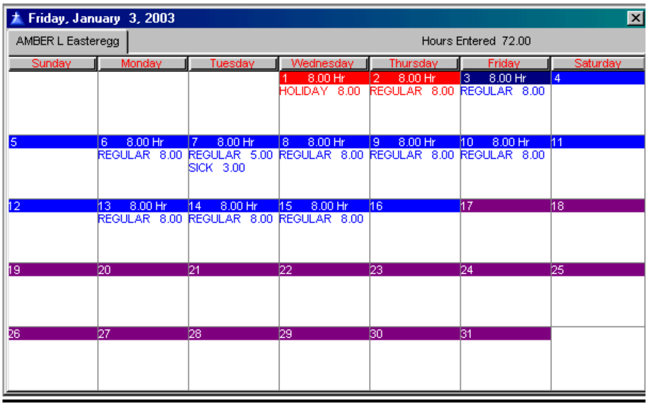
If there is no Paid Thru Date in the employee record then the date is calculated using the current system date.

Ending Date = System Date

Beginning Date = System Date - (Number of Days in Frequency - 1)

If however there IS a Paid Thru Date in the Employee record then the date is calculated using that date.

Beginning Date = Employee Paid Thru Date + 1
Ending Date = Beginning Date + (Number of Days in Frequency - 1 )
where Number of Days in Frequency is 7 for weekly , 14 for Bi-Weekly , 15 for Semi-Monthly and 30 for monthly.



Friday, January 3, 2003

AMBER L Easteregg

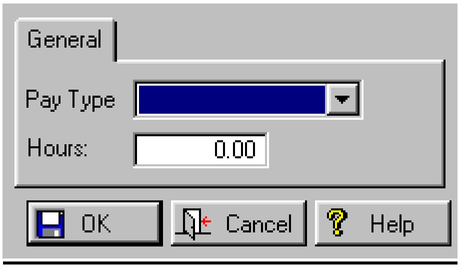
Hours Entered 72.00

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | 1 8.00 Hr<br>HOLIDAY 8.00 | 2 8.00 Hr<br>REGULAR 8.00 | 3 8.00 Hr<br>REGULAR 8.00 | 4 |
| 5 | 6 8.00 Hr<br>REGULAR 8.00 | 7 8.00 Hr<br>REGULAR 5.00<br>SICK 3.00 | 8 8.00 Hr<br>REGULAR 8.00 | 9 8.00 Hr<br>REGULAR 8.00 | 10 8.00 Hr<br>REGULAR 8.00 | 11 |
| 12 | 13 8.00 Hr<br>REGULAR 8.00 | 14 8.00 Hr<br>REGULAR 8.00 | 15 8.00 Hr<br>REGULAR 8.00 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

## The Approve Button

The current pay period is calculated from the employees Paid Thru date thru Paid Thru Date plus the number of days in the employees pay period. Hitting the Insert Key on an available day will allow you to add hours to that day. Highlighting hours and hitting the delete key will delete the highlighted hours from that day. And hitting the enter key (or double clicking ) on a row will allow you to update the hours.

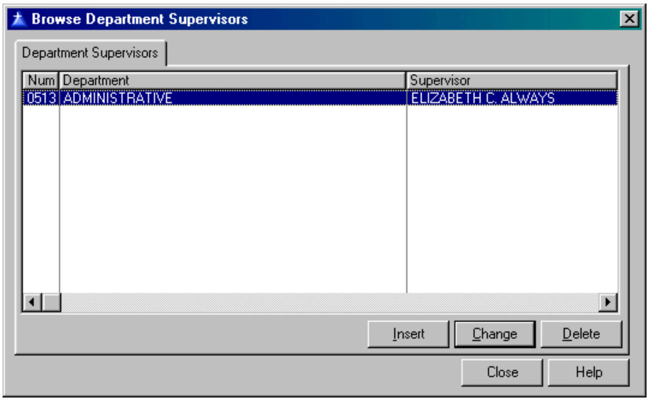
The total number of hours entered for the period will be displayed on the top of the form.  A warning is now displayed for hours applied to accrued hours (Vacation , Sick etc ) if the employee enters hours that would be more than the currently accrued value.



Pay Type

Hours: 0.00

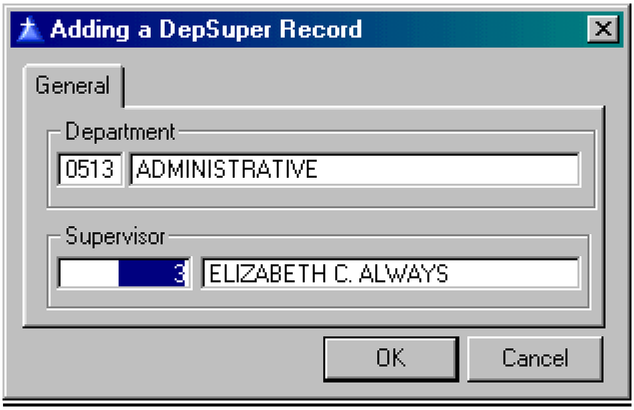
Each user needs to have an Employee number associated with their user id, this is done on the Change a User Record form under **Setup, Security, Users**. This user id to employee number link allows users to actually enter their time sheets, and ONLY their timesheets. If an employee number is not assigned to a user id then the Time Sheets menu item has no effect.  Access to employees via the Browse Time Sheet form is controlled by the Users group setup in Security. This will allow a single user access to multiple Departments for Time Sheet approval.



| Num | Department | Supervisor |
|---|---|---|
| 0513 | ADMINISTRATIVE | ELIZABETH C. ALWAYS |

Similar to the User setup a Department supervisor must be set up for each department using time sheets. This is done through the  **Time Sheets, Browse Department Supervisors**.

When a supervisor views time sheets only time sheets for which they are a supervisor will be available to approve or update.

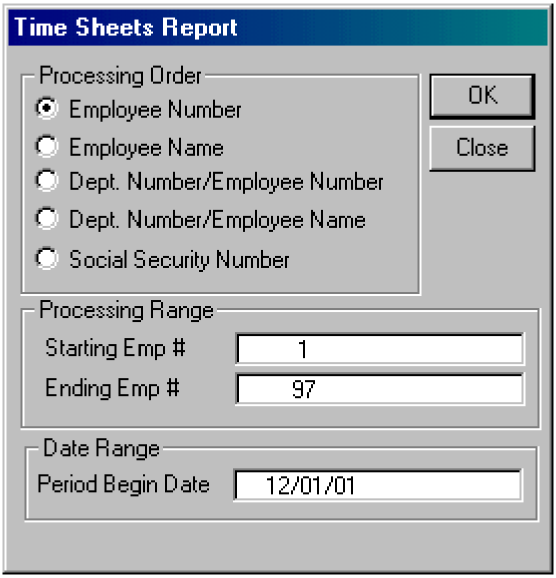


Department: 0513 ADMINISTRATIVE

Supervisor: 3 ELIZABETH C. ALWAYS

**Print Time Sheets Report**

Go to **Time Sheets, Print Time Sheets Report**. This report will show the hours and status for employees using time sheets. This includes a list of pay types and associated hours. It is limited to Active employees , i.e. Employees whose status' Pay Flag is set to Yes. See a sample of this report.



Processing Order
- ● Employee Number
- ○ Employee Name
- ○ Dept. Number/Employee Number
- ○ Dept. Number/Employee Name
- ○ Social Security Number

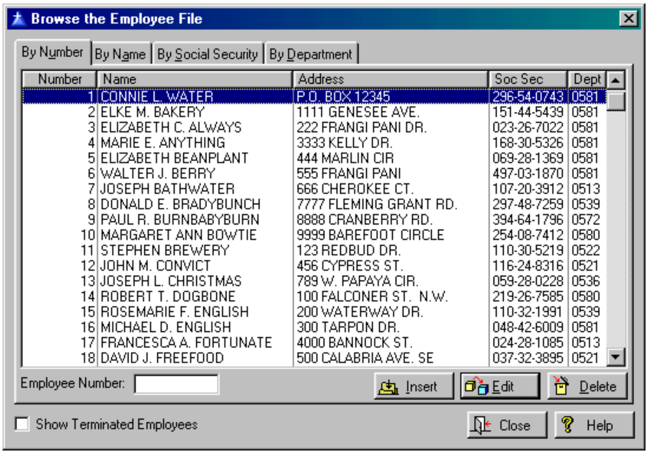
Processing Range
Starting Emp # 1
Ending Emp # 97

Date Range
Period Begin Date 12/01/01

# Day-to-Day Use

## Employee

Go to **File, Employees**. When the window is first opened only employees with no termination date will be displayed. If any employees have a status without the pay flag set, the employee will be displayed in red. If the **Show Terminated Employees** checkbox at the bottom of the window is checked, all employees will be displayed, and terminated ones will be shown with a gray background. Note that an inactive employee (one that receives no pay but is not terminated) is an unusual condition, thus the display in red.



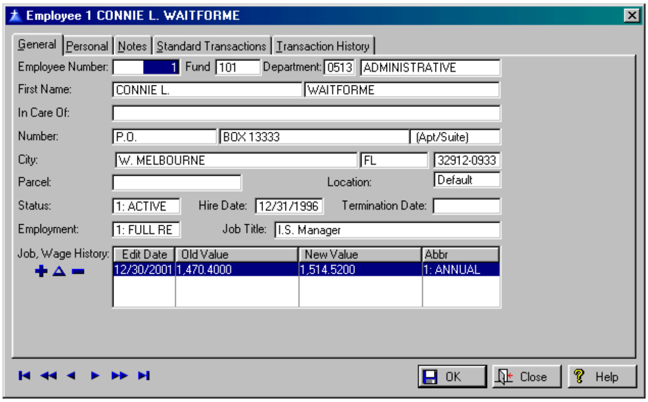
| Number | Name | Address | Soc Sec | Dept |
|---|---|---|---|---|
| 1 | CONNIE L. WATER | P.O. BOX 12345 | 296-54-0743 | 0581 |
| 2 | ELKE M. BAKERY | 1111 GENESEE AVE. | 151-44-5439 | 0581 |
| 3 | ELIZABETH C. ALWAYS | 222 FRANGI PANI DR. | 023-26-7022 | 0581 |
| 4 | MARIE E. ANYTHING | 3333 KELLY DR. | 168-30-5326 | 0581 |
| 5 | ELIZABETH BEANPLANT | 444 MARLIN CIR | 069-28-1369 | 0581 |
| 6 | WALTER J. BERRY | 555 FRANGI PANI | 497-03-1870 | 0581 |
| 7 | JOSEPH BATHWATER | 666 CHEROKEE CT. | 107-20-3912 | 0513 |
| 8 | DONALD E. BRADYBUNCH | 7777 FLEMING GRANT RD. | 297-48-7259 | 0539 |
| 9 | PAUL R. BURNBABYBURN | 8888 CRANBERRY RD. | 394-64-1796 | 0572 |
| 10 | MARGARET ANN BOWTIE | 9999 BAREFOOT CIRCLE | 254-08-7412 | 0580 |
| 11 | STEPHEN BREWERY | 123 REDBUD DR. | 110-30-5219 | 0522 |
| 12 | JOHN M. CONVICT | 456 CYPRESS ST. | 116-24-8316 | 0521 |
| 13 | JOSEPH L. CHRISTMAS | 789 W. PAPAYA CIR. | 059-28-0228 | 0536 |
| 14 | ROBERT T. DOGBONE | 100 FALCONER ST. N.W. | 219-26-7585 | 0580 |
| 15 | ROSEMARIE F. ENGLISH | 200 WATERWAY DR. | 110-32-1991 | 0539 |
| 16 | MICHAEL D. ENGLISH | 300 TARPON DR. | 048-42-6009 | 0581 |
| 17 | FRANCESCA A. FORTUNATE | 4000 BANNOCK ST. | 024-28-1085 | 0513 |
| 18 | DAVID J. FREEFOOD | 500 CALABRIA AVE. SE | 037-32-3895 | 0521 |

Employee Number:

☐ Show Terminated Employees

Normally an inactive employee will have a termination date and will be displayed with a gray background. Inactive employees will be converted, and the negative employee numbers translated to a different number.  all of these inactive employees will have five digit employee numbers.  You may renumber any employee in the new version as long as the number is unique.  You may also use alphabetic employee numbers, although mixing them is not recommended.

On the General Tab fill in the fields.  Some of  these are self explanatory.



Employee Number: 1 Fund 101 Department: 0513 ADMINISTRATIVE

First Name: CONNIE L. WAITFORME

In Care Of:

Number: P.O. BOX 13333 (Apt/Suite)

City: W. MELBOURNE FL 32912-0933

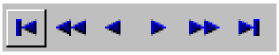
Parcel: Location: Default

Status: 1: ACTIVE Hire Date: 12/31/1996 Termination Date:

Employment: 1: FULL RE Job Title: I.S. Manager

Job, Wage History:

| Edit Date | Old Value | New Value | Abbr |
|---|---|---|---|
| 12/30/2001 | 1,470.4000 | 1,514.5200 | 1: ANNUAL |



## VCR Buttons

These function similar to those on a VCR.  First record, previous 10 records, last record, next record, 10 records ahead, last record employee.

### Employee Number

The number you are assigned as an employee.

### Fund

Fund identification number.  Press F3 for a pop up list of funds.

### Department

Department identification number.

### First Name

Self explanatory

**In Care Of**
Self explanatory

**Number**
Lot or street number

**City**
City name

**Parcel**
Parcel or platt number for this property

**Location**
Abbreviated location for this location/building

**Status**
Abbreviated description of this employment status

**Hire Date**
When this employee was hired

**Termination Date**
When this employee was removed from the active payroll

**Employment**
Abbreviated description of this employment type

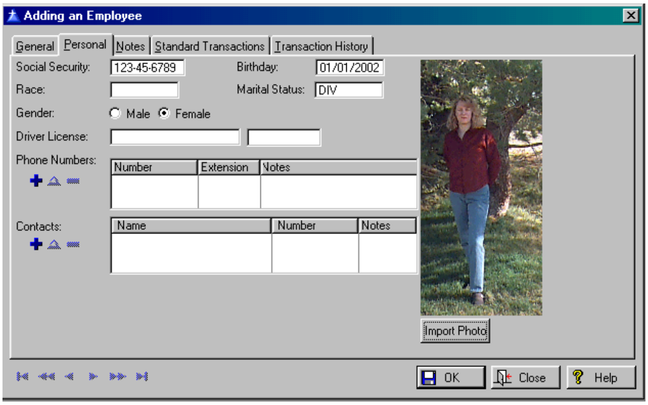
**Job Title**
Full description of this job title

➕ △ ➖

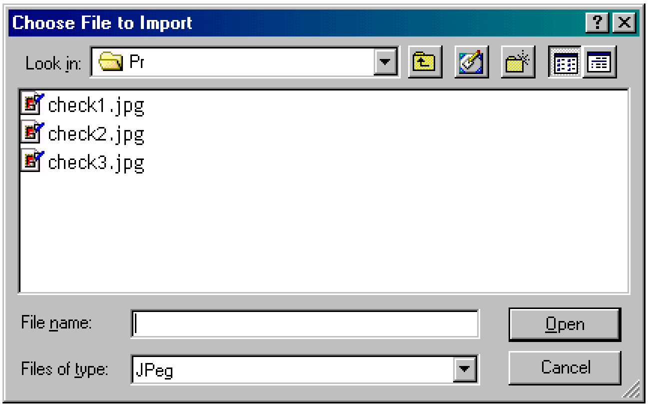
**Job Wage History**
Job history will sort by date in descending order so that the most recent activity is visible.

On the Personal Tab fill in the fields of information.

You may import digital images of employees or of anything else that you want to view that pertains to them. Use the Import Photo button you find on this tab. It will let you select the directory where you store the photos. Select the photo and it will be imported. It will also let you replace the current photo with another using the same steps.



Social Security: 123-45-6789
Birthday: 01/01/2002
Race:
Marital Status: DIV
Gender: ○ Male ● Female
Driver License:



Look in: Pr

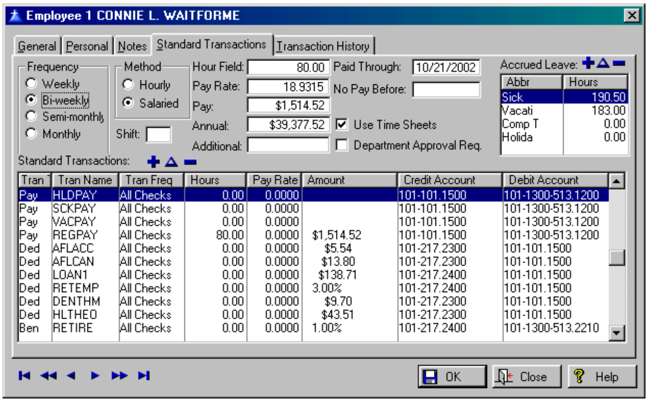
check1.jpg
check2.jpg
check3.jpg

File name:
Files of type: JPeg

On the Standard Transactions Tab fill out the **Category** is the Class Name designation. When entering account numbers for the **Category** Pay/Ded/Ben/Tax Types a '*' wild card is allowed for all or any part of the account number. When a transaction is added to an employee the respective parts are populated using the employees information.

If a part of the number account is populated the '*'s will remain in the account number and it will fail validation until the user changes the '*'s to a valid number.  After accepting transactions the program will re-display the transactions just entered, the title will change to Previous Transactions.  Negative values will be accepted.

You may add Accrued hours with the VCR Buttons in the upper right hand corner of the screen.   When you change previously accepted transactions no attempt will be made to modify hours when adding/changing sick, vacation time etc. 'Default transactions' will still try to automatically adjust primary hours.



Frequency
○ Weekly
● Bi-weekly
○ Semi-monthly
○ Monthly

Method
○ Hourly
● Salaried

Shift:

Hour Field: 80.00
Pay Rate: 18.9315
Pay: $1,514.52
Annual: $39,377.52
Additional:

Paid Through: 10/21/2002
No Pay Before:

☑ Use Time Sheets
☐ Department Approval Req.

Accrued Leave:

| Abbr | Hours |
|---|---|
| Sick | 190.50 |
| Vacati | 183.00 |
| Comp T | 0.00 |
| Holida | 0.00 |

Standard Transactions:

| Tran T | Tran Name | Tran Freq | Hours | Pay Rate | Amount | Credit Account | Debit Account |
|---|---|---|---|---|---|---|---|
| Pay | HLDPAY | All Checks | 0.00 | 0.0000 | | 101-101.1500 | 101-1300-513.1200 |
| Pay | SCKPAY | All Checks | 0.00 | 0.0000 | | 101-101.1500 | 101-1300-513.1200 |
| Pay | VACPAY | All Checks | 0.00 | 0.0000 | | 101-101.1500 | 101-1300-513.1200 |
| Pay | REGPAY | All Checks | 80.00 | 0.0000 | $1,514.52 | 101-101.1500 | 101-1300-513.1200 |
| Ded | AFLACC | All Checks | 0.00 | 0.0000 | $5.54 | 101-217.2300 | 101-101.1500 |
| Ded | AFLCAN | All Checks | 0.00 | 0.0000 | $13.80 | 101-217.2300 | 101-101.1500 |
| Ded | LOAN1 | All Checks | 0.00 | 0.0000 | $138.71 | 101-217.2400 | 101-101.1500 |
| Ded | RETEMP | All Checks | 0.00 | 0.0000 | 3.00% | 101-217.2400 | 101-101.1500 |
| Ded | DENTHM | All Checks | 0.00 | 0.0000 | $9.70 | 101-217.2300 | 101-101.1500 |
| Ded | HLTHEO | All Checks | 0.00 | 0.0000 | $43.51 | 101-217.2300 | 101-101.1500 |
| Ben | RETIRE | All Checks | 0.00 | 0.0000 | 1.00% | 101-217.2400 | 101-1300-513.2210 |

**Frequency**
How often new employees are paid, *weekly, semi-weekly, semi-monthly, monthly.*

**Method**
*Hourly*, *Salaried*, or *Premium* (Pay Rate * Multiplier) wages.

**Hour Field**
Total hours worked during this pay period.

**Pay Rate**
Standard rate at which the employee is paid:  ex.  ( per hour) $12.00; (salaried - per month) *$1200.00*

**Pay**
Standard wages for one period’s work.

**Additional**
Additional pay, intended for use with percentage pay distributions on top of total wages.

**Paid Through**
Ending date for the employee’s most recent pay. For employees with no **Paid Through** date ( e.g. A new install ) the beginning date for the pay period for time sheet entry will be calculated as (System Date - Pay Freq) Days.

**No Pay Before**
No more wages may be computed prior to this date.

✚ To add a new transaction press the blue Plus Button. All categories include the following fields to fill out:

**Use Time Sheets**
Use hours from time sheets for this employee.

**Department Approval Required**
Department approval is required for processing paperwork on this employee.

Double clicking on an entry in the Standard Transactions Box will bring up fields to fill in for editing. Or use the VCR buttons to insert or delete new information.

**Frequency –** place a checkmark in the field of your choice, *First, Second, Third, Fourth, Fifth, Last Check, Anniversary* or *By Request.*

The **Pay** category has these additional fields:

**Credit Account**
Account number to which funds will be credited.

**Credit Project**
Project number to which funds will be credited.

**Debit Account**
Account number from which funds will be debited

**Debit Project**
Project number from which funds will be debited.

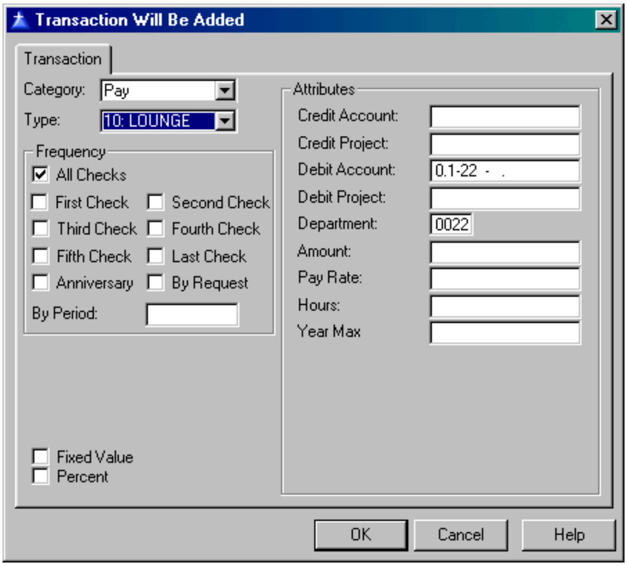
**Department**
Department identification number.

**Amount**
Value of wages affected by this transaction.

**Pay Rate**
This transaction's hourly rate of pay.

**Hours**
Number of working hours summed into this transaction.

**Year Max**
Percent of wages affected by this transaction..



Category: Pay
Type: 10: LOUNGE

☑ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request
By Period:

☐ Fixed Value
☐ Percent

Credit Account:
Credit Project:
Debit Account: 0.1-22 - .
Debit Project:
Department: 0022
Amount:
Pay Rate:
Hours:
Year Max

Under **Type** you will find the Pay Types designated. Under the **Benefits** category find the benefit types fields. All of the Types are found under **Setup, Type Names**.

**Credit Account**
Account number – see above.

**Credit Project**
Project number – see above.

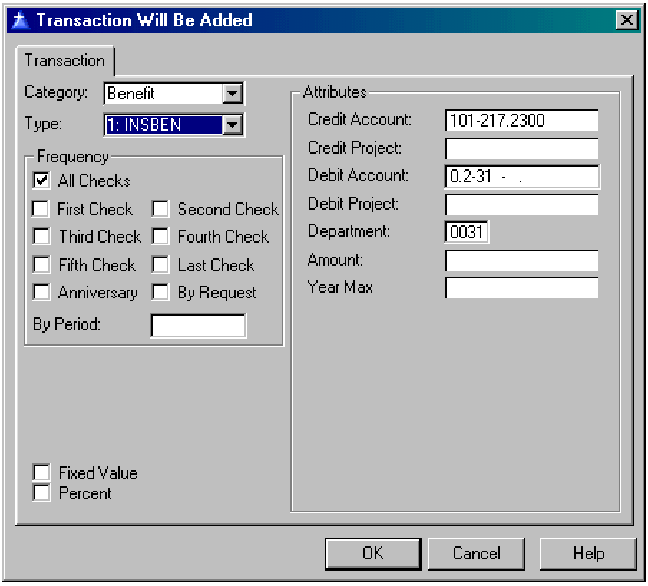
**Debit Account**
Account number – see above.

**Debit Project**
Project number – see above.

**Department**
Department identification number.

**Amount**
Value of wages affected by this transaction.

**Year Max**
Percent of wages affected by this transaction..



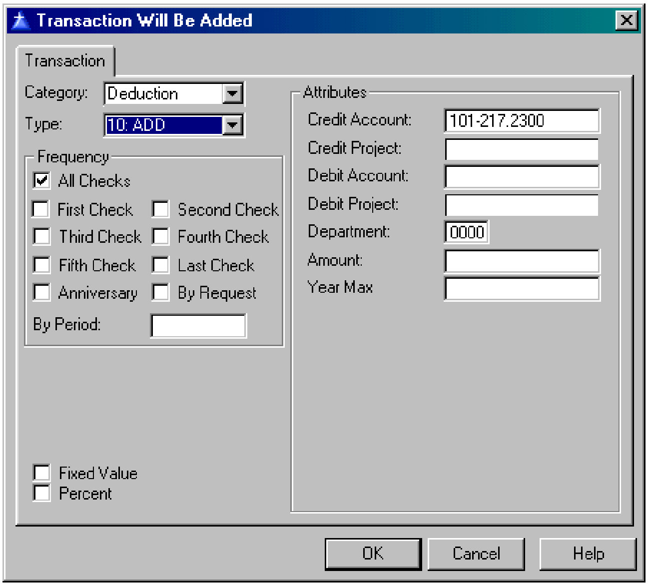
Category: Benefit
Type: 1: INSBEN

Frequency
☑ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request
By Period:

☐ Fixed Value
☐ Percent

Attributes
Credit Account: 101-217.2300
Credit Project:
Debit Account: 0.2-31 - .
Debit Project:
Department: 0031
Amount:
Year Max

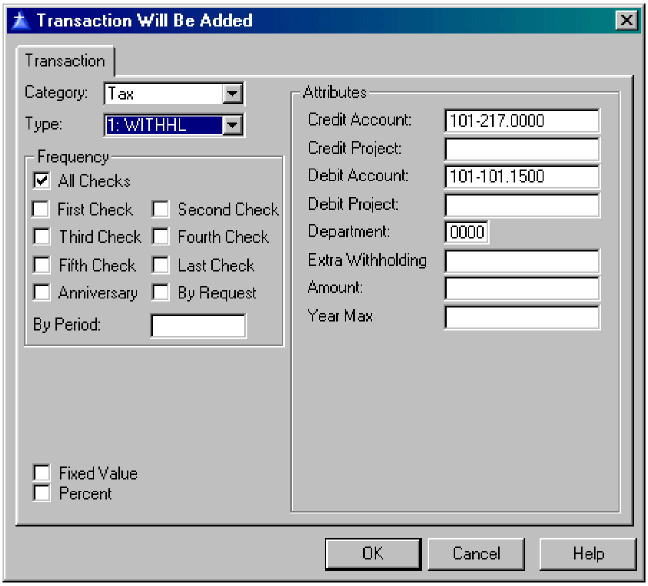
**Deduction**
Has the same categories as Benefit.



Category: Deduction
Type: 10: ADD
☑ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request
By Period:
☐ Fixed Value
☐ Percent
Credit Account: 101-217.2300
Credit Project:
Debit Account:
Debit Project:
Department: 0000
Amount:
Year Max

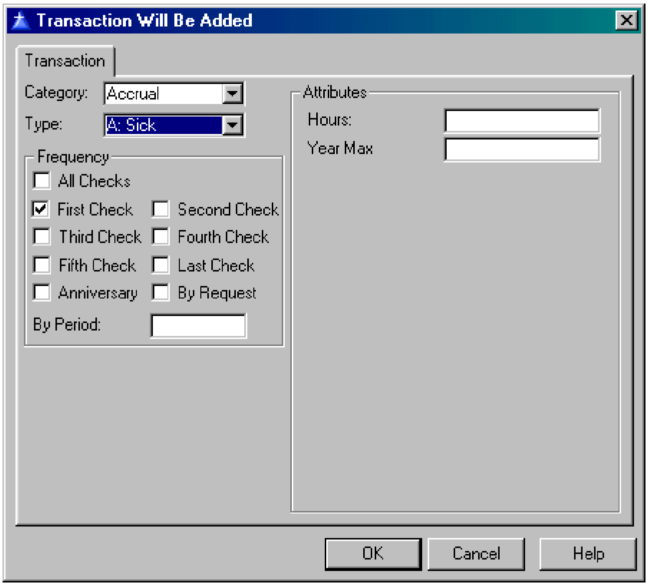
Under the **Tax** category find the same fields as Benefit and Deduction with the addition of :

**Extra Withholding** – number of exemptions to allows when computing tax.



Category: Tax
Type: 1: WITHHL
☑ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request
By Period:
☐ Fixed Value
☐ Percent
Credit Account: 101-217.0000
Credit Project:
Debit Account: 101-101.1500
Debit Project:
Department: 0000
Extra Withholding
Amount:
Year Max

## Accrual



Category: Accrual

Type: A: Sick

☐ All Checks

☑ First Check ☐ Second Check

☐ Third Check ☐ Fourth Check

☐ Fifth Check ☐ Last Check

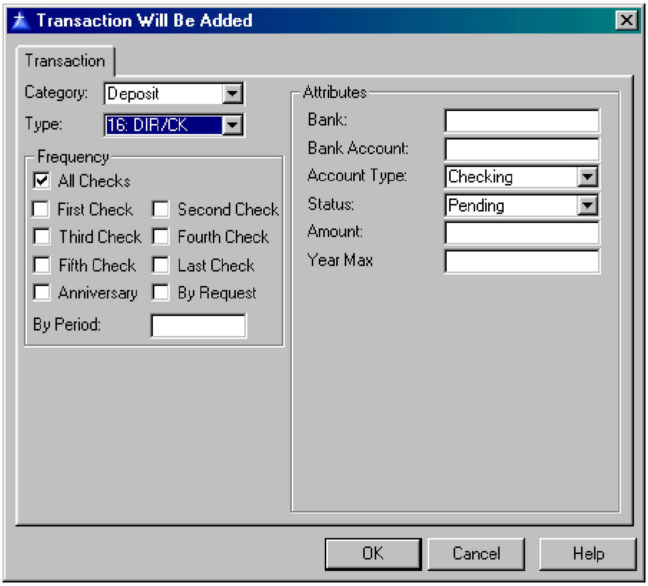
☐ Anniversary ☐ By Request

By Period:

Hours:

Year Max

## Deposits



Category: Deposit

Type: 16: DIR/CK

☑ All Checks

☐ First Check ☐ Second Check

☐ Third Check ☐ Fourth Check

☐ Fifth Check ☐ Last Check

☐ Anniversary ☐ By Request

By Period:

Bank:

Bank Account:

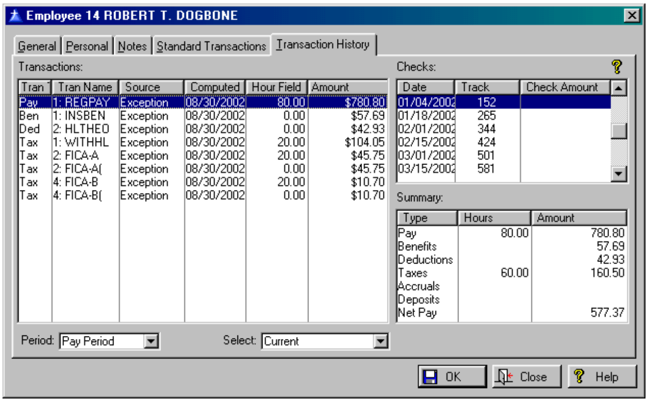
Account Type: Checking

Status: Pending

Amount:

Year Max

On the Transaction History Tab you may view the transactions associated with this employee.



Transactions:

| Tran | Tran Name | Source | Computed | Hour Field | Amount |
|---|---|---|---|---|---|
| Pay | 1: REGPAY | Exception | 08/30/2002 | 80.00 | $780.80 |
| Ben | 1: INSBEN | Exception | 08/30/2002 | 0.00 | $57.69 |
| Ded | 2: HLTHEO | Exception | 08/30/2002 | 0.00 | $42.93 |
| Tax | 1: WITHHL | Exception | 08/30/2002 | 20.00 | $104.05 |
| Tax | 2: FICA-A | Exception | 08/30/2002 | 20.00 | $45.75 |
| Tax | 2: FICA-A( | Exception | 08/30/2002 | 0.00 | $45.75 |
| Tax | 4: FICA-B | Exception | 08/30/2002 | 20.00 | $10.70 |
| Tax | 4: FICA-B( | Exception | 08/30/2002 | 0.00 | $10.70 |

Checks:

| Date | Track | Check Amount |
|---|---|---|
| 01/04/2002 | 152 | |
| 01/18/2002 | 265 | |
| 02/01/2002 | 344 | |
| 02/15/2002 | 424 | |
| 03/01/2002 | 501 | |
| 03/15/2002 | 581 | |

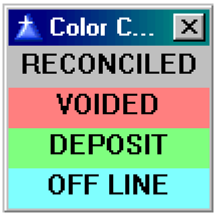
Summary:

| Type | Hours | Amount |
|---|---|---|
| Pay | 80.00 | 780.80 |
| Benefits | | 57.69 |
| Deductions | | 42.93 |
| Taxes | 60.00 | 160.50 |
| Accruals | | |
| Deposits | | |
| Net Pay | | 577.37 |

Period: Pay Period

Select: Current

The yellow Question Mark Button will bring a pop up list of color codes.



RECONCILED

VOIDED

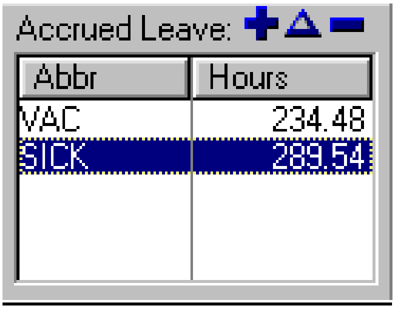
DEPOSIT

OFF LINE

A check register will be created from the employee history file rather than the old check register, because checks were deleted when reconciled in the old system. There will be no amounts on the converted checks because this was available only from the old check register. All direct deposits will be added to the check register also, indexed by the tracking number.

## Accrued Leave

On the Standard transaction Tab this will display negative or positive leave amounts.



| Abbr | Hours |
|---|---|
| VAC | 234.48 |
| SICK | 289.54 |

Note: Both Accrual Types and Pay Types must be configured properly. Pay Types need a Pay Class that has an Accrual Class and this tells you which Accrual to Draw Hours FROM , similarly the Accrual Types (Hrs Transactions ) need an Accrual Class to put hours INTO. Hours accrued during the current pay period ( after compute ) are reflected in the summary list on the employee screen. Also accrued hours print on Pay Checks.

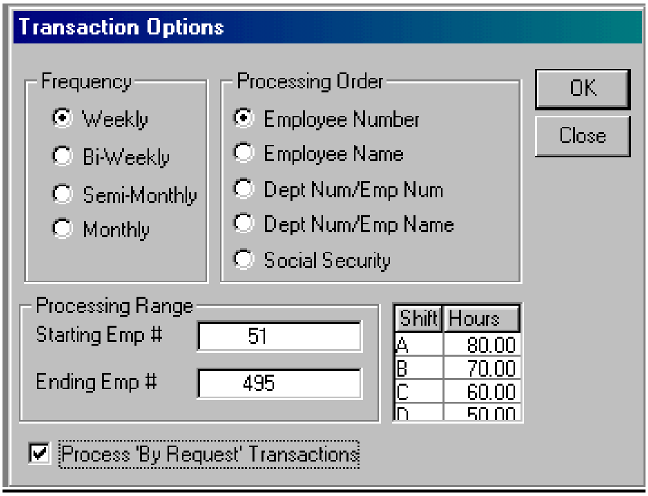
## Transactions

Go to **File, Transactions**. Transactions will find Timesheets for employees with no **Paid Thru** date. Transactions will use percentages and flat amounts defined in the type definition if no amount has been entered in the default transaction. It will show Credit And Debit Accounts instead of expense and liability accounts.

In both Manual and Automatic transactions entry you may specify the **'Process By Request Transactions'** check .

### Automatic processing

Default hours will now be correctly added if **Use Defaults** is selected for an employee with the Time Sheets required flag yet no timesheets have been entered.



Transaction Options

Frequency
- ● Weekly
- ○ Bi-Weekly
- ○ Semi-Monthly
- ○ Monthly

Processing Order
- ● Employee Number
- ○ Employee Name
- ○ Dept Num/Emp Num
- ○ Dept Num/Emp Name
- ○ Social Security

Processing Range

Starting Emp # 51

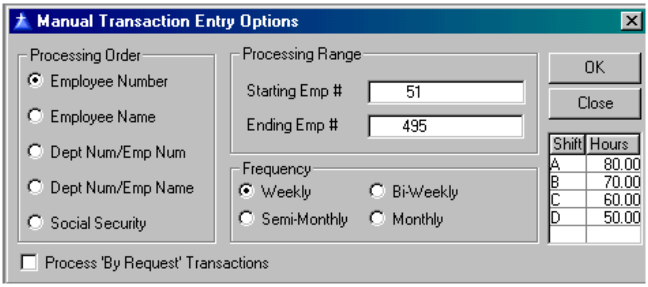
Ending Emp # 495

| Shift | Hours |
|---|---|
| A | 80.00 |
| B | 70.00 |
| C | 60.00 |
| D | 50.00 |

☑ Process 'By Request' Transactions

## Manual processing

Manual transaction entry is a What you See is What you Get process. Once the set of transactions has been accepted the employee is considered completed for that pay period and will be skipped if Automatic Processing is done, to alter a transaction you must use the Manual Processing option. Manual transactions can be viewed and modified without having to delete a check from the check register. The check MUST however be voided.



Manual Transaction Entry Options

Processing Order
- ● Employee Number
- ○ Employee Name
- ○ Dept Num/Emp Num
- ○ Dept Num/Emp Name
- ○ Social Security

Processing Range

Starting Emp # 51

Ending Emp # 495

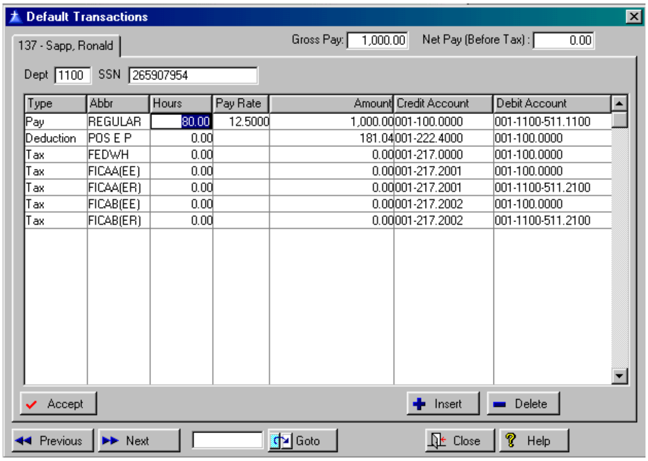
Frequency
- ● Weekly
- ○ Bi-Weekly
- ○ Semi-Monthly
- ○ Monthly

| Shift | Hours |
|---|---|
| A | 80.00 |
| B | 70.00 |
| C | 60.00 |
| D | 50.00 |

☐ Process 'By Request' Transactions

## Process 'By Request' Transactions

When checked this specifies when "by request" transactions should be included in the processing.



Default Transactions

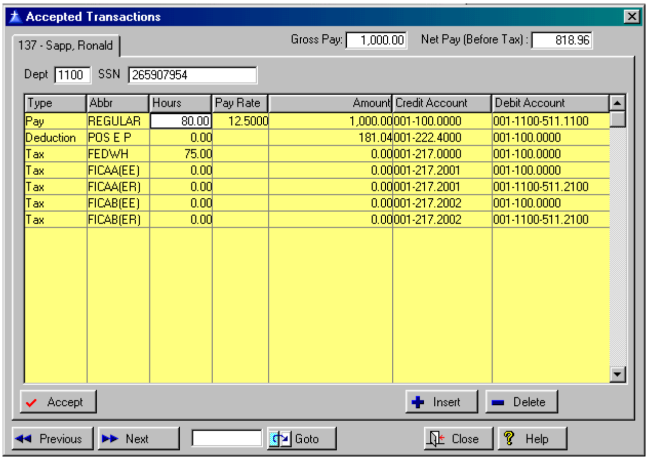
137 - Sapp, Ronald

Gross Pay: 1,000.00 Net Pay (Before Tax) : 0.00

Dept 1100 SSN 265907954

| Type | Abbr | Hours | Pay Rate | Amount | Credit Account | Debit Account |
|---|---|---|---|---|---|---|
| Pay | REGULAR | 80.00 | 12.5000 | 1,000.00 | 001-100.0000 | 001-1100-511.1100 |
| Deduction | POS E P | 0.00 | | 181.04 | 001-222.4000 | 001-100.0000 |
| Tax | FEDWH | 0.00 | | 0.00 | 001-217.0000 | 001-100.0000 |
| Tax | FICAA(EE) | 0.00 | | 0.00 | 001-217.2001 | 001-100.0000 |
| Tax | FICAA(ER) | 0.00 | | 0.00 | 001-217.2001 | 001-1100-511.2100 |
| Tax | FICAB(EE) | 0.00 | | 0.00 | 001-217.2002 | 001-100.0000 |
| Tax | FICAB(ER) | 0.00 | | 0.00 | 001-217.2002 | 001-1100-511.2100 |

| | |
|---|---|
| ◀◀ Previous | Move to previous employee. |
| ▶▶ Next | Move to next employee. |
| ✚ Insert | Insert an entry. |
| ▬ Delete | Delete this entry. |
| Goto | The Goto Button<br>This button allows you to type in some parameters and go directly to that entry. |
| ✓ Accept | Press the Accept Button and the items accepted will be highlighted yellow when viewing/modifying previously accepted transactions. when viewing un-accepted ( default ) transactions the list box will remain white. |



Accepted Transactions

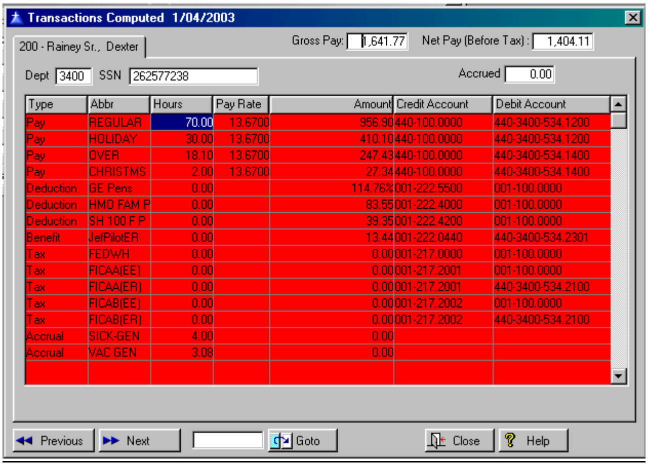
137 - Sapp, Ronald

Gross Pay: 1,000.00 Net Pay (Before Tax) : 818.96

Dept 1100 SSN 265907954

| Type | Abbr | Hours | Pay Rate | Amount | Credit Account | Debit Account |
|---|---|---|---|---|---|---|
| Pay | REGULAR | 80.00 | 12.5000 | 1,000.00 | 001-100.0000 | 001-1100-511.1100 |
| Deduction | POS E P | 0.00 | | 181.04 | 001-222.4000 | 001-100.0000 |
| Tax | FEDWH | 75.00 | | 0.00 | 001-217.0000 | 001-100.0000 |
| Tax | FICAA(EE) | 0.00 | | 0.00 | 001-217.2001 | 001-100.0000 |
| Tax | FICAA(ER) | 0.00 | | 0.00 | 001-217.2001 | 001-1100-511.2100 |
| Tax | FICAB(EE) | 0.00 | | 0.00 | 001-217.2002 | 001-100.0000 |
| Tax | FICAB(ER) | 0.00 | | 0.00 | 001-217.2002 | 001-1100-511.2100 |

Once the Transactions are computer the entries will appear red.



Transactions Computed 1/04/2003

200 - Rainey Sr., Dexter

Gross Pay: 1,641.77 Net Pay (Before Tax) : 1,404.11

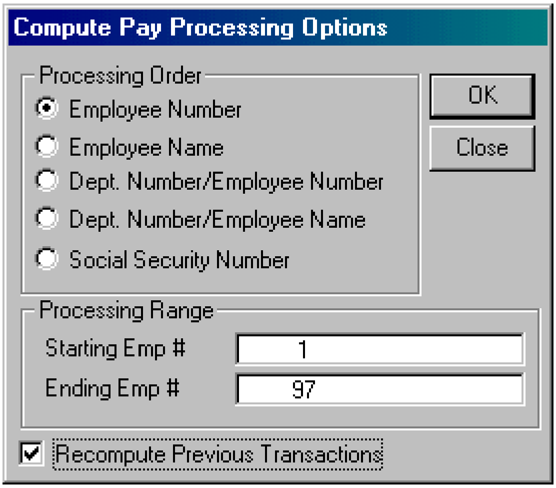
Dept 3400 SSN 262577238 Accrued 0.00

| Type | Abbr | Hours | Pay Rate | Amount | Credit Account | Debit Account |
|---|---|---|---|---|---|---|
| Pay | REGULAR | 70.00 | 13.6700 | 956.90 | 440-100.0000 | 440-3400-534.1200 |
| Pay | HOLIDAY | 30.00 | 13.6700 | 410.10 | 440-100.0000 | 440-3400-534.1200 |
| Pay | OVER | 18.10 | 13.6700 | 247.43 | 440-100.0000 | 440-3400-534.1400 |
| Pay | CHRISTMS | 2.00 | 13.6700 | 27.34 | 440-100.0000 | 440-3400-534.1400 |
| Deduction | GE Pens | 0.00 |  | 114.76% | 001-222.5500 | 001-100.0000 |
| Deduction | HMO FAM P | 0.00 |  | 83.55 | 001-222.4000 | 001-100.0000 |
| Deduction | SH 100 F P | 0.00 |  | 39.35 | 001-222.4200 | 001-100.0000 |
| Benefit | JefPilotER | 0.00 |  | 13.44 | 001-222.0440 | 440-3400-534.2301 |
| Tax | FEDWH | 0.00 |  | 0.00 | 001-217.0000 | 001-100.0000 |
| Tax | FICAA(EE) | 0.00 |  | 0.00 | 001-217.2001 | 001-100.0000 |
| Tax | FICAA(ER) | 0.00 |  | 0.00 | 001-217.2001 | 440-3400-534.2100 |
| Tax | FICAB(EE) | 0.00 |  | 0.00 | 001-217.2002 | 001-100.0000 |
| Tax | FICAB(ER) | 0.00 |  | 0.00 | 001-217.2002 | 440-3400-534.2100 |
| Accrual | SICK-GEN | 4.00 |  | 0.00 |  |  |
| Accrual | VAC GEN | 3.08 |  | 0.00 |  |  |

## Pay

### Compute Pay

Go to **File, Compute Pay**. Although it is NOT encouraged , duplicate pay transactions with only differing Pay Rates will compute.



Compute Pay Processing Options

Processing Order
- ● Employee Number
- ○ Employee Name
- ○ Dept. Number/Employee Number
- ○ Dept. Number/Employee Name
- ○ Social Security Number

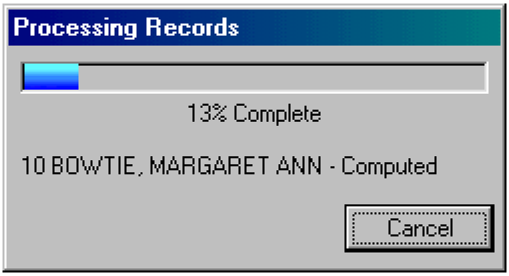
Processing Range

Starting Emp # 1

Ending Emp # 97

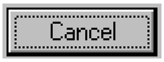
☑ Recompute Previous Transactions

Check the **Recompute Previous Transactions** box if you want to include prior transactions.



13% Complete

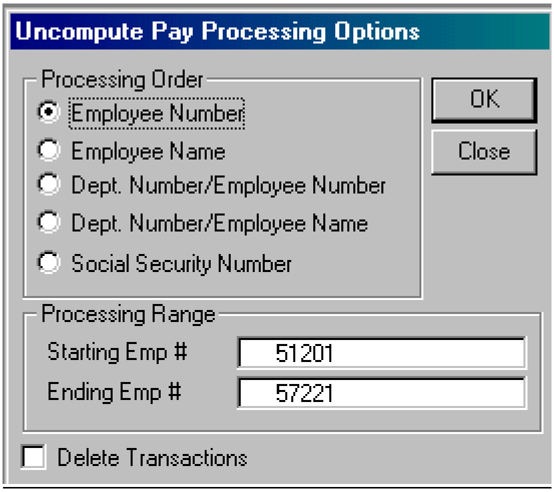
10 BOWTIE, MARGARET ANN - Computed



Use the Cancel Button to bail out early and not have to answer each confirmation in case bad range was entered.

## Uncompute Pay

Go to **File, Uncompute Pay**. An uncompute employee pay process allows you to uncompute current transactions and delete transactions entered/computed in error. If a check is printed the check must be VOID before attempting to uncompute/delete transactions. The Paid-Thru date will now only be changed when transactions are actually uncomputed.



Processing Order
- ● Employee Number
- ○ Employee Name
- ○ Dept. Number/Employee Number
- ○ Dept. Number/Employee Name
- ○ Social Security Number

Processing Range

Starting Emp # 51201

Ending Emp # 57221

☐ Delete Transactions

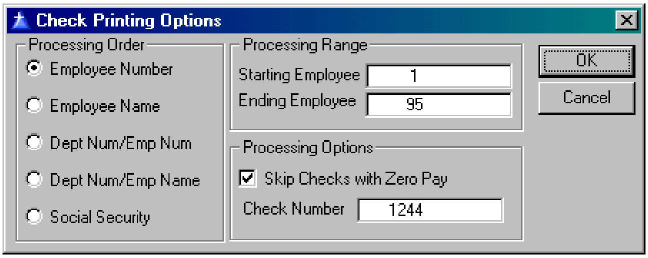
**Delete Transaction** is an option to delete the transactions after they have been processed.

## Pay Checks

Go to **File, Pay Checks**. Choose from the following:

## Print checks

Go to **File, Pay Checks, Print Checks**. Direct deposits display on the employee pay check. See **Setup, System Data** for check signatures.


Check Printing Options

Processing Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

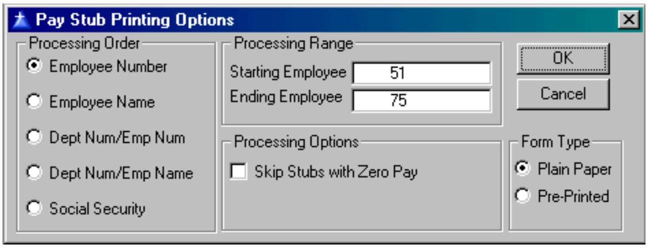
Processing Range
Starting Employee 1
Ending Employee 95

Processing Options
☑ Skip Checks with Zero Pay
Check Number 1244

See a sample of the information on the checks.

## Print Pay Stubs

Go to **File, Pay Checks, Print Pay Stubs**. You may print pay stubs for direct deposits. See a sample of the pay stubs. Pay Stubs allow a maximum value of up to 9999.99. You may **skip stubs with Zero Pay.**


Pay Stub Printing Options

Processing Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

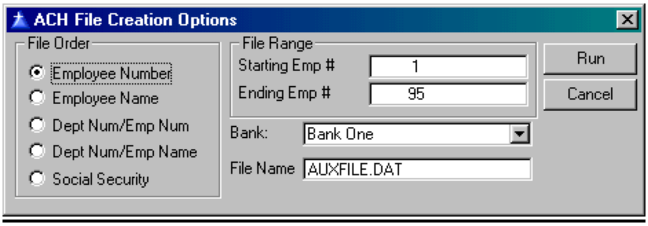
Processing Range
Starting Employee 51
Ending Employee 75

Processing Options
☐ Skip Stubs with Zero Pay

Form Type
● Plain Paper
○ Pre-Printed

## Make Deposits

Go to **File, Pay Checks, Make Deposits**.


ACH File Creation Options

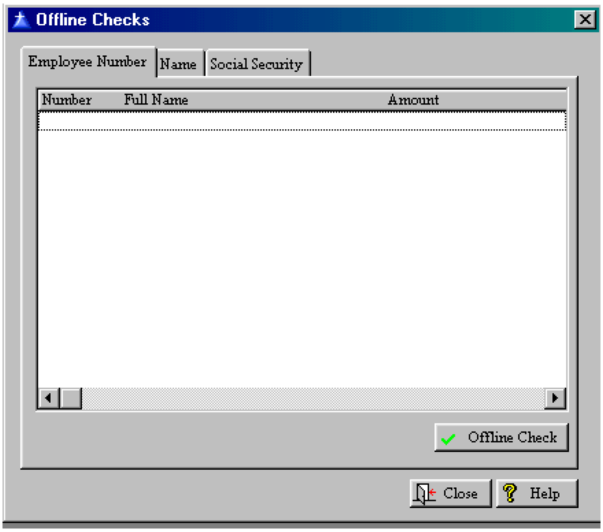
File Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

File Range
Starting Emp # 1
Ending Emp # 95

Bank: Bank One
File Name AUXFILE.DAT

## Print Offline Checks

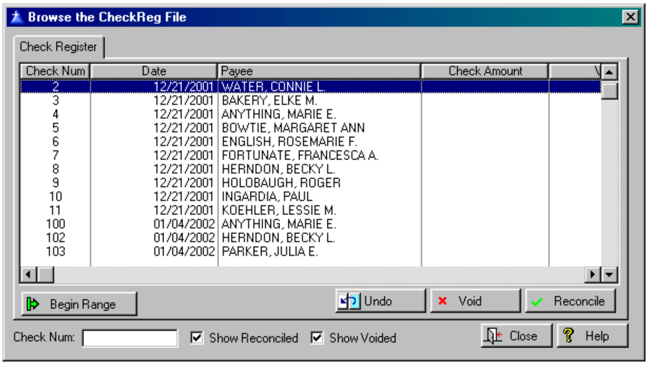
Go to **File, Paychecks, Offline Checks**. Select an employee for whom you want to print the check. Press the Offline Check Button.



| Number | Full Name | Amount |
|---|---|---|

## Reconcile Checks

Go to **File, Pay Checks, Reconcile Checks**. Voiding and reconciling checks allows the selection of a range of checks to process. Clicking on a row and hitting the Begin Range Button will start a selection , and hitting the button again changes it to End Range. Clicking the End Range Button will end the range and change the button to Clear Range. If a range is selected and either the Void or Reconcile Button is clicked, all checks in the range will be processed.



| Check Num | Date | Payee | Check Amount | V |
|---|---|---|---|---|
| 2 | 12/21/2001 | WATER, CONNIE L. | | |
| 3 | 12/21/2001 | BAKERY, ELKE M. | | |
| 4 | 12/21/2001 | ANYTHING, MARIE E. | | |
| 5 | 12/21/2001 | BOWTIE, MARGARET ANN | | |
| 6 | 12/21/2001 | ENGLISH, ROSEMARIE F. | | |
| 7 | 12/21/2001 | FORTUNATE, FRANCESCA A. | | |
| 8 | 12/21/2001 | HERNDON, BECKY L. | | |
| 9 | 12/21/2001 | HOLOBAUGH, ROGER | | |
| 10 | 12/21/2001 | INGARDIA, PAUL | | |
| 11 | 12/21/2001 | KOEHLER, LESSIE M. | | |
| 100 | 01/04/2002 | ANYTHING, MARIE E. | | |
| 102 | 01/04/2002 | HERNDON, BECKY L. | | |
| 103 | 01/04/2002 | PARKER, JULIA E. | | |

Check Num:

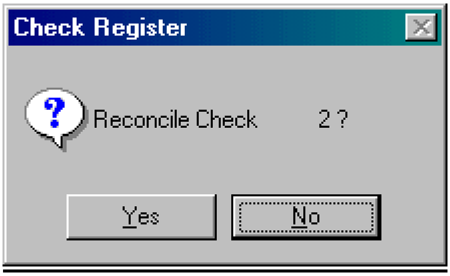
☑ Show Reconciled

☑ Show Voided

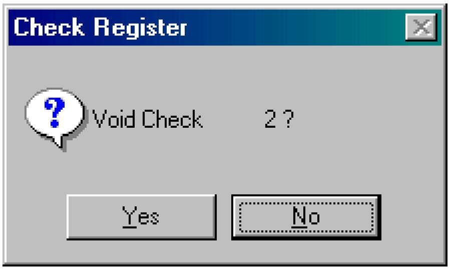
Begin Range Button and End Range Button lets you select a range of employee checks to reconcile.

Press this to void the entry.

Press this to reconcile the entry.



Reconcile Check 2 ?



Void Check 2 ?

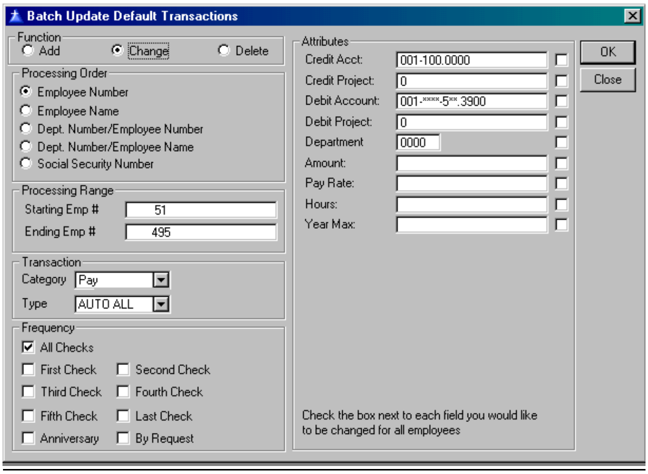
## Utilities

### Reorder Tax Types

Go to **Utilities, Reorder Tax Types**. Customers using custom conversion programs ( i.e. NOT converting from IMS Dos PR ) should use the Re-Order Tax Types function if Applicables taxes are not being displayed on Pay/Ded/ben type setup.

## Batch Update Default Transactions

Go to **Utilities, Batch Update Default Transactions**.



Function
○ Add ● Change ○ Delete

Processing Order
● Employee Number
○ Employee Name
○ Dept. Number/Employee Number
○ Dept. Number/Employee Name
○ Social Security Number

Processing Range
Starting Emp # 51
Ending Emp # 495

Transaction
Category Pay
Type AUTO ALL

Frequency
☑ All Checks
☐ First Check ☐ Second Check
☐ Third Check ☐ Fourth Check
☐ Fifth Check ☐ Last Check
☐ Anniversary ☐ By Request

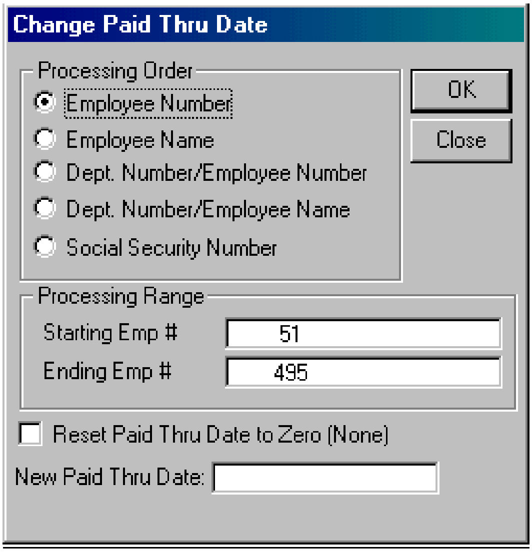
Attributes
Credit Acct: 001-100.0000 ☐
Credit Project: 0 ☐
Debit Account: 001-****-5**.3900 ☐
Debit Project: 0 ☐
Department 0000 ☐
Amount: ☐
Pay Rate: ☐
Hours: ☐
Year Max: ☐

Check the box next to each field you would like to be changed for all employees

Fill out the **Function, Processing Order, Range, Transaction, Frequency**, and **Attributes**.

## Change Paid Thru Date

Go to **Utility, Change Paid Thru Date**. This utility will o change or reset the Paid Thru date on employee due to all of the testing being done.



Processing Order
● Employee Number
○ Employee Name
○ Dept. Number/Employee Number
○ Dept. Number/Employee Name
○ Social Security Number

Processing Range
Starting Emp # 51
Ending Emp # 495

☐ Reset Paid Thru Date to Zero (None)

New Paid Thru Date:

## Merge Default Account transactions into Current Transactions.

*Use this utility with extreme caution.*

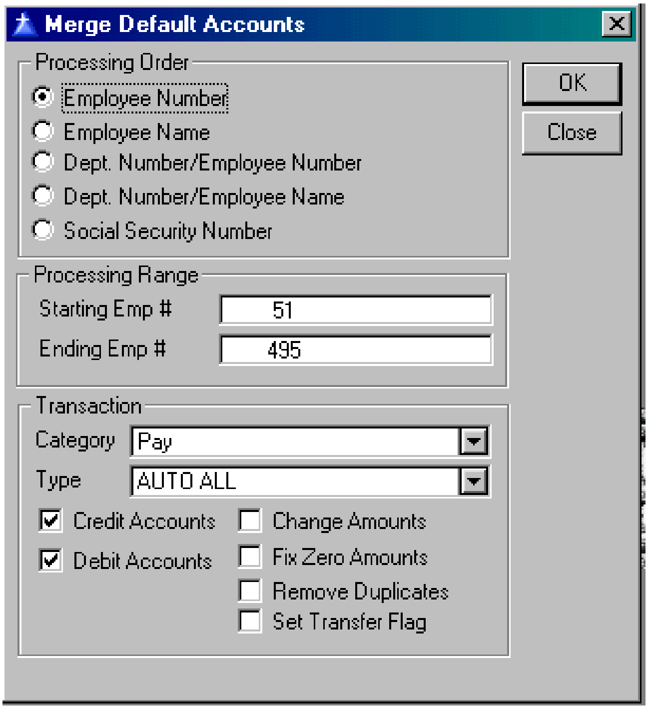
Go to **Utility, Merge Default Account**…. This will merge account numbers from employees default transactions to CURRENT transactions.

**Change Amounts**
Allow incorrect amounts to be changed.

**Fix Zero Amounts** option SHOULD NOT BE USED unless specifically instructed to do so by IMS.

**Remove Duplicates**
Remove duplicate accounts.

**Set Transfer Flag**
Flag transfer accounts.

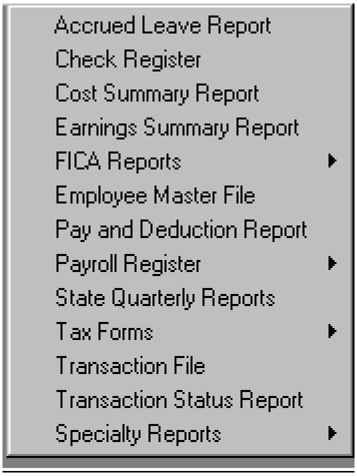


Processing Order
● Employee Number
○ Employee Name
○ Dept. Number/Employee Number
○ Dept. Number/Employee Name
○ Social Security Number

Processing Range
Starting Emp # 51
Ending Emp # 495

Transaction
Category Pay
Type AUTO ALL
☑ Credit Accounts
☑ Debit Accounts
☐ Change Amounts
☐ Fix Zero Amounts
☐ Remove Duplicates
☐ Set Transfer Flag

# Reports



## Accrued Leave Report

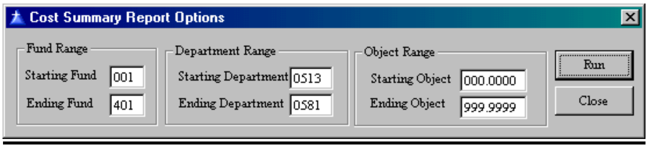
Go to **Reports, Accrued Leave Report**.
See a sample of this report in larger detail!

## Check Register

Go to **Reports, Check Register**. See a sample of this report in larger detail.

## Cost Summary Report

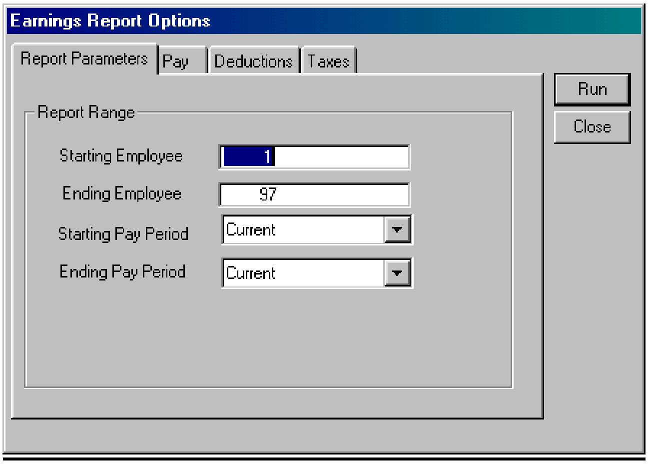
Go to **Reports, Cost Summary Report**. See a sample of this report in larger detail. Select the fund, department and object range. Press the Run Button.



Starting Fund 001
Ending Fund 401
Starting Department 0513
Ending Department 0581
Starting Object 000.0000
Ending Object 999.9999

## Earnings Summary Report

Go to **Reports, Earnings Summary Report**. See a sample of this report in larger detail!

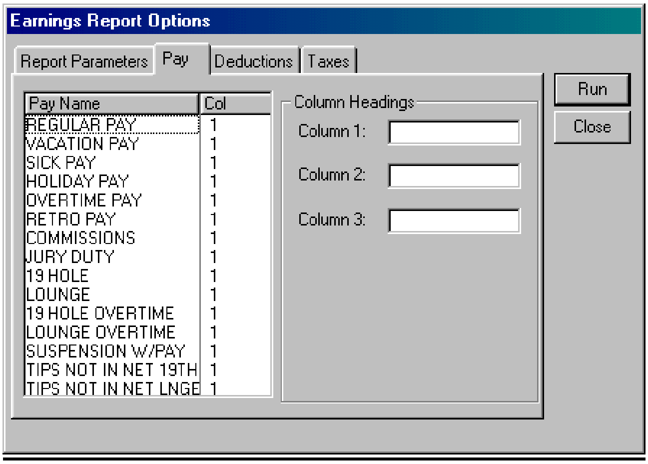


Starting Employee: 1

Ending Employee: 97

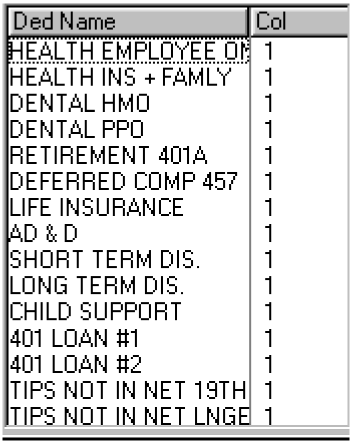
Starting Pay Period: Current

Ending Pay Period: Current



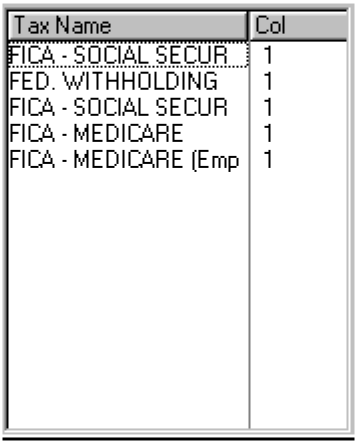
| Pay Name | Col |
|---|---|
| REGULAR PAY | 1 |
| VACATION PAY | 1 |
| SICK PAY | 1 |
| HOLIDAY PAY | 1 |
| OVERTIME PAY | 1 |
| RETRO PAY | 1 |
| COMMISSIONS | 1 |
| JURY DUTY | 1 |
| 19 HOLE | 1 |
| LOUNGE | 1 |
| 19 HOLE OVERTIME | 1 |
| LOUNGE OVERTIME | 1 |
| SUSPENSION W/PAY | 1 |
| TIPS NOT IN NET 19TH | 1 |
| TIPS NOT IN NET LNGE | 1 |

On the Deductions Tab select from the following:



| Ded Name | Col |
|---|---|
| HEALTH EMPLOYEE O | 1 |
| HEALTH INS + FAMLY | 1 |
| DENTAL HMO | 1 |
| DENTAL PPO | 1 |
| RETIREMENT 401A | 1 |
| DEFERRED COMP 457 | 1 |
| LIFE INSURANCE | 1 |
| AD & D | 1 |
| SHORT TERM DIS. | 1 |
| LONG TERM DIS. | 1 |
| CHILD SUPPORT | 1 |
| 401 LOAN #1 | 1 |
| 401 LOAN #2 | 1 |
| TIPS NOT IN NET 19TH | 1 |
| TIPS NOT IN NET LNGE | 1 |

On the Taxes Tab select from the following:

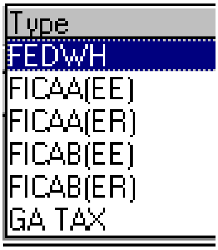


| Tax Name | Col |
|---|---|
| FICA - SOCIAL SECUR | 1 |
| FED. WITHHOLDING | 1 |
| FICA - SOCIAL SECUR | 1 |
| FICA - MEDICARE | 1 |
| FICA - MEDICARE (Emp | 1 |

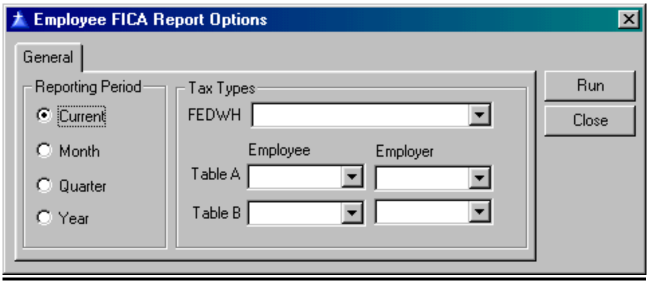
Press Run to start processing the report.

## FICA Report

Go to **Reports, FICA Report**. Tax Types for FICA reports are saved in the system file so that selections need only be changed the first time the FICA reports are run. Select from a **Combined or Separate employer/employee Contributions Report.** Select the **Reporting Period, Tax Types,** and the **Employee and Employer** selections below for **Tables A and B**. Press Run. See a sample of this report in larger detail.



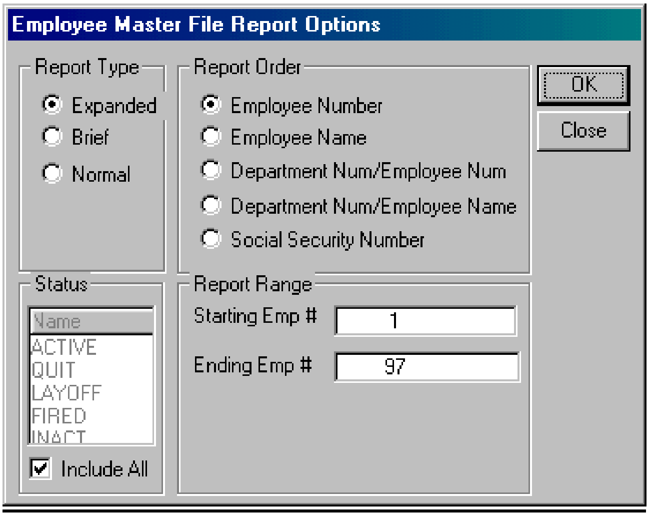
| Type |
|---|
| FEDWH |
| FICAA(EE) |
| FICAA(ER) |
| FICAB(EE) |
| FICAB(ER) |
| GA TAX |



Reporting Period
- ● Current
- ○ Month
- ○ Quarter
- ○ Year

## Employee Master File

Go to **Reports, Employee Master File Report**. The master file report will print page headers on all report formats. I t includes accrued hour balances in the employee header of the expanded and normal report formats. It includes pay/ded/tax/ben detail when there are non-zero values in at least one of Current/Month/Quarter/Year/Fiscal period(s). The 'Wage History' section includes Gross and Net wages for the Current, Month, Quarter, Fiscal YTD and YTD employee wages. See this report in larger detail!



Report Type
- ● Expanded
- ○ Brief
- ○ Normal

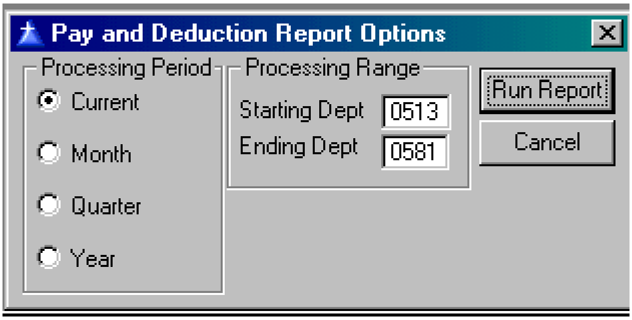
Report Order
- ● Employee Number
- ○ Employee Name
- ○ Department Num/Employee Num
- ○ Department Num/Employee Name
- ○ Social Security Number

☑ Include All

Report Range
Starting Emp # 1
Ending Emp # 97

## Pay and Deduction Report

Go to **Reports, Pay and Deduction Report**. This report will ONLY report correctly for wages computed with the windows version of Payroll Manager, i.e. wages converted from legacy systems will not be reflected. See a sample.



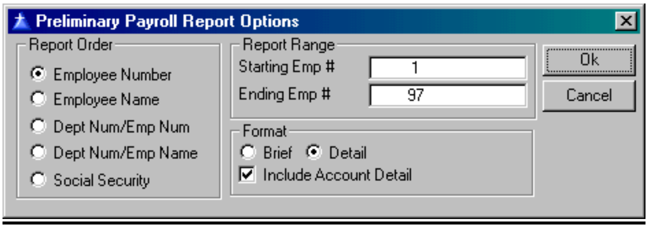
Pay and Deduction Report Options

Processing Period
● Current
○ Month
○ Quarter
○ Year

Processing Range
Starting Dept 0513
Ending Dept 0581

## Preliminary Payroll Register

Go to **Reports, Preliminary Payroll Register**. See this report in larger detail! You have the option to print account distribution detail. Check the detail option and another box, **Include Account Detail**, will pop up that will place a checkmark inside automatically. Accrued hour balances have been are included in this section of the Detail report format. At the end of the report find an account total and fund Total. Press OK to run the report. You may wish to preview the report first. Totals show by type for all Benefits, Deductions, Pay and Taxes appearing in the elected report range. Each group of types is printed on a new page at the end of the **Preliminary Payroll Register**. Grand totals to Type and Account summary report section are included.



Preliminary Payroll Report Options

Report Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

Report Range
Starting Emp # 1
Ending Emp # 97

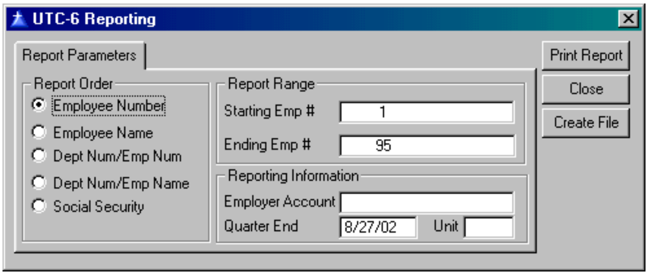
Format
○ Brief ● Detail
☑ Include Account Detail

## Payroll Register

Go to **Reports, Payroll Register**. See this report in larger detail. A total line is included in both the Preliminary and Final Payroll Register reports. All Pay/Deduction/Benefits/Taxes will display only once on Payroll Register Reports and Paychecks. The format of the Check date shown is mm/dd/yyyy. Grand totals to Type and Account summary report section are included.

## State Quarterly Reports

Go to **Reports, State Quarterly Reports**. The quarterly report/file generation function is implemented to the specifications of the latest UCT-6/UCT-6A forms and Magnetic Media Reporting Handbook downloaded from the DOR website. (UCT-6Inet.pdf and UCT-6AInet.pdf have been included in this installation ). See a sample of this report in larger detail.



Report Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

Report Range
Starting Emp # 1
Ending Emp # 95

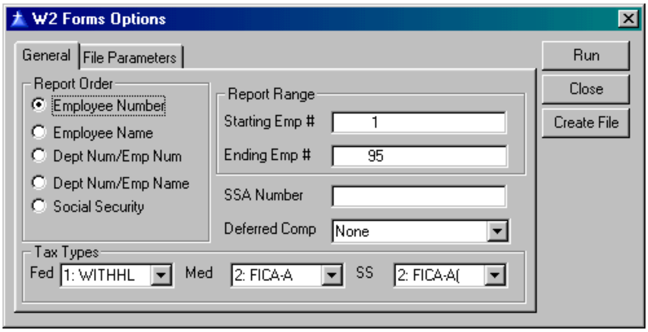
Reporting Information
Employer Account
Quarter End 8/27/02
Unit

## Tax Forms

### Print W-2 Forms

Go to **Reports, Tax Forms, Print W-2 Forms.** Pay, Deduction, Tax, Accrual and Benefit and Deposit types are user defined and hence are virtually unlimited in number. There are items in the program that require the user to specify types to use in reporting and calculations. e.g. when printing W2 forms the user must specify which TAX types should be used for FICA-A , FICA-B and FEDWH. Similarly the Accrued Leave report can now report on any 3 ( or less ) Accrual Classes defined in the system instead of the static 3 in version 3.6.

On the General Tab fill in the fields and check which Report Order you want.



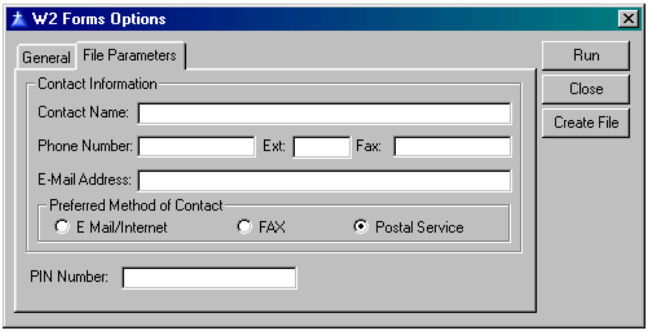
Report Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

Report Range
Starting Emp # 1
Ending Emp # 95

SSA Number
Deferred Comp None

Tax Types
Fed 1: WITHHL
Med 2: FICA-A
SS 2: FICA-A(

On the File Parameters Tab fill in the fields. Press the Run Button to process the form.



Contact Information
Contact Name:
Phone Number:
Ext:
Fax:
E-Mail Address:

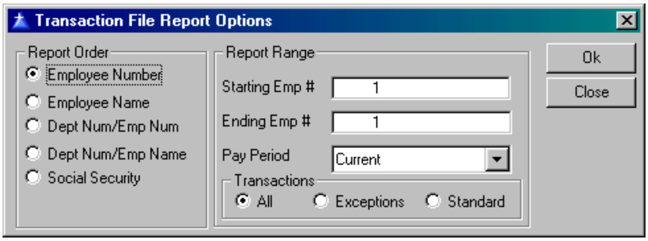
Preferred Method of Contact
○ E Mail/Internet ○ FAX ● Postal Service

PIN Number:

See a sample of a W-2 form in larger detail.

## Transaction File

Go to **Reports, Transaction File**. The format of the Transaction file report allows a Computed Date column to show the status of each transaction in the selected period. Choose from the options for reporting **Exceptions Only, Standard Only** or **All** transactions. See a sample of this report in larger detail!



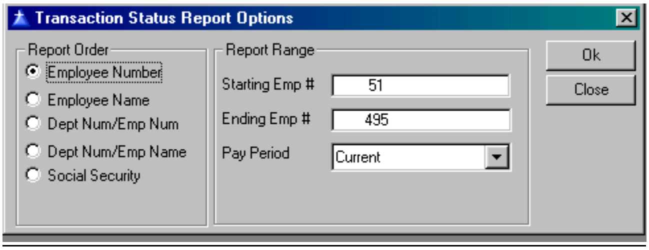
Report Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

Report Range
Starting Emp # 1
Ending Emp # 1
Pay Period Current

Transactions
● All ○ Exceptions ○ Standard

## Transaction Status Report

Go to **Reports, Transaction Status Report**. This report shows the current state of each employee. The report includes the Employees Department, Employee Number, Name and Status. Status is one of three possibilities. *None* : No transactions have been entered for the employee for the selected period. *Accepted* : Transactions have been entered either manually or via automatic processing but not yet computed or *Computed* : Transactions have been entered and computed, if the status is *Computed* the computed date will also be printed. See a sample of this report.

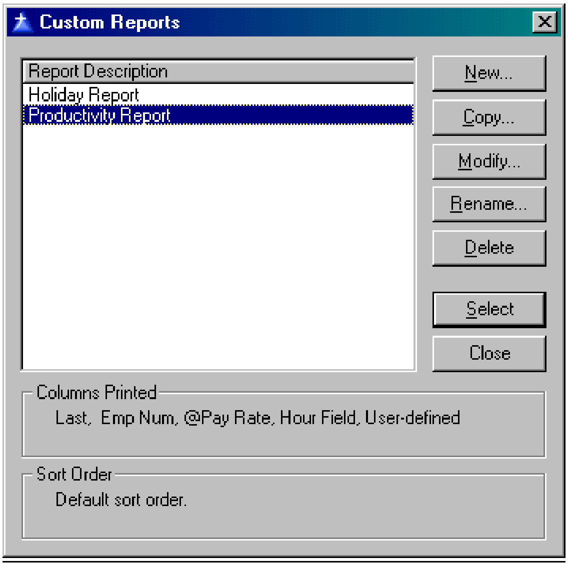


Report Order
● Employee Number
○ Employee Name
○ Dept Num/Emp Num
○ Dept Num/Emp Name
○ Social Security

Report Range
Starting Emp # 51
Ending Emp # 495
Pay Period Current

## Specialty Reports

Go to **Reports, Specialty Reports**. This report system allows users to create custom reports based on Employee File, Benefit/Deduction/Tax Type information.



| Report Description |
|---|
| Holiday Report |
| Productivity Report |

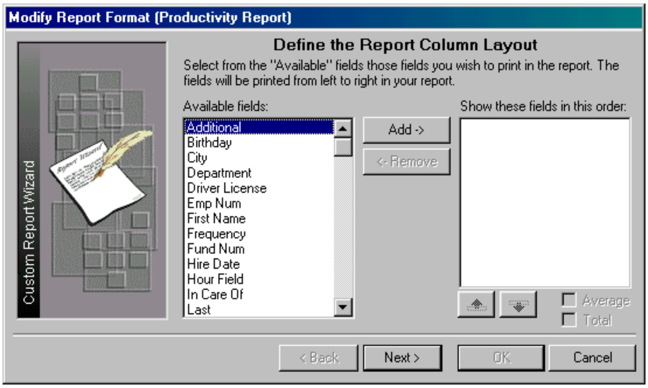
Columns Printed
Last, Emp Num, @Pay Rate, Hour Field, User-defined

Sort Order
Default sort order.

New Report

Enter a Name for the New Report

Report:



Modify Report Format (Productivity Report)

Define the Report Column Layout

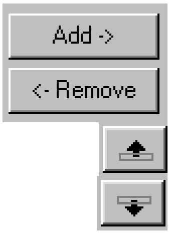
Select from the "Available" fields those fields you wish to print in the report. The fields will be printed from left to right in your report.

Available fields:

- Additional
- Birthday
- City
- Department
- Driver License
- Emp Num
- First Name
- Frequency
- Fund Num
- Hire Date
- Hour Field
- In Care Of
- Last

Show these fields in this order:

☐ Average
☐ Total



## Add/Remove Buttons

These select from the list at the left to add to the report.

Move field up (left)

Move field down (right)

## Average/Total

Check one of these to have your report print the average of all the reports or the total.

Modify Report Format (Productivity Report)

Select a Sort Order for the Report

You may select from a predefined sort order or create a custom sort order of your own. Custom sort orders should only be used when accessing a limited amount of data or when defining the sort order for a report or other output.

● Default Sort Order
○ Predefined Sort Order (fastest)
○ Custom Sort Order (slowest)

### Deduction Report

A user customizable Deduction report can be found under the Specialty Reports Sub-Menu. Should this prove useful a similar report can be created for Tax, Benefit, and Pay types. Inactive employees are not included in Totals.

### Employee File Reports

See a sample of a specialty report using employee number, pay rate, hour and user defined fields as parameters.

## Print Preview

The **Payroll Manager** program has a feature, which allows you to see your reports on the screen before they print. This is useful when you only want to see the information on the screen, but it also gives you the opportunity to fine-tune the appearance of reports you will be sending to the printer

See each of the Print Preview Buttons in the Glossary, to explain how they'll affect your report.

# Appendix A

## Parent/Child Relationship Rules

June 2001

All of the IMS program databases have parent-child relationships. It is generally bad practice to allow a database to accumulate orphans, which are child records whose parent has been deleted. Parent deletions can be done in one of two ways depending on the individual situation: either you delete all children when the parent is deleted (cascade) or deny if the parent has any children. The relationships and dependencies are shown as in the excerpt from the data dictionary summary below:

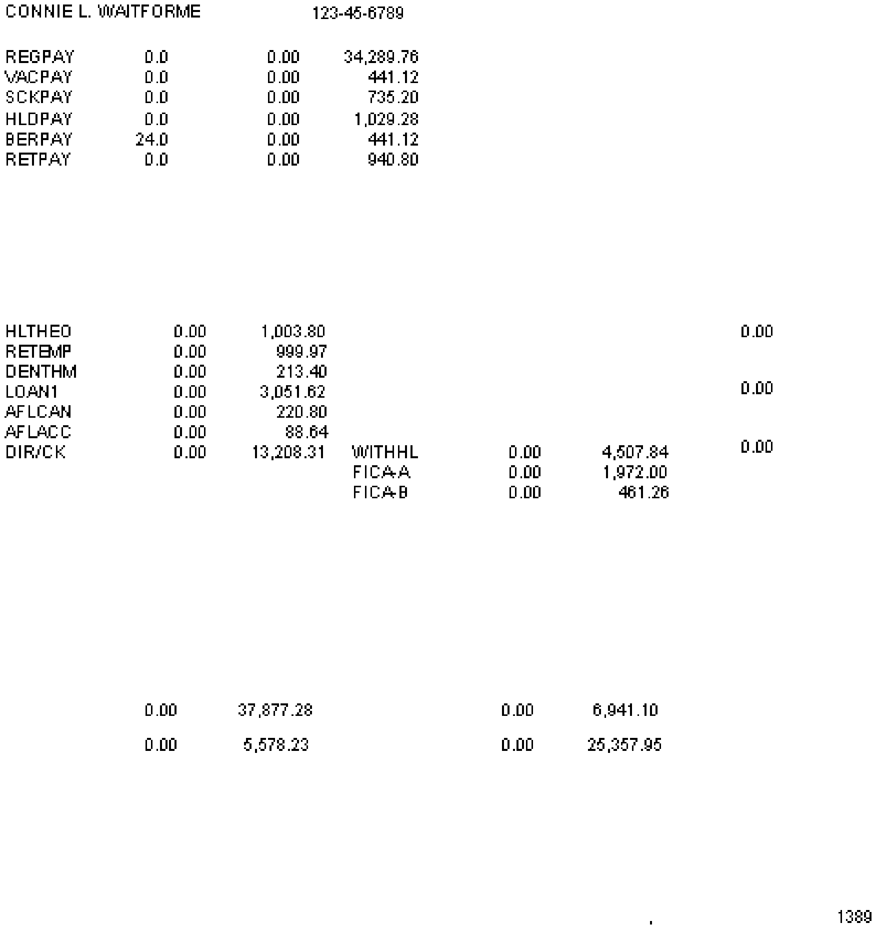
```
WTask
FILE,DRIVER('TOPSPEED'),RECLAIM,NAME(wt
aname),PRE(WTA),BINDABLE !Work order task
By_Task
KEY(WTA:Task),DUP,NOCASE,OPT !Task Key
By_Order
KEY(WTA:WorkOrder),DUP,NOCASE,OPT
            !Work Order Key
WTA:By_Task <<--> TAS:By_Task
Update=CASCADE  Delete=RESTRICT
WTA:By_Order <<--> ORD:By_ID
Update=CASCADE  Delete=RESTRICT
```

The double arrow is on the side of the "many" file in a many to one relationship. So the single arrow points to the parent key and the double arrow to the child. The *Update* and *Delete* indicate what happens when a parent is updated and deleted. A blank means it is allowed and no action is taken. *Restrict* means it is not allowed (the user will get a warning message). *Cascade* means all children will be deleted. In the case of an update action, if a key value in a parent is changed, cascade means all children will be changed likewise.

# Appendix B

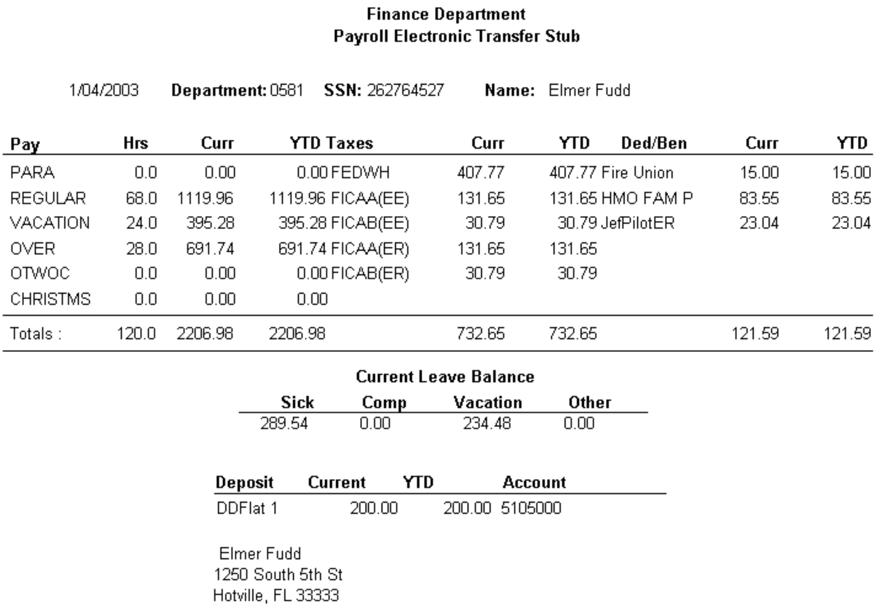
## Large Screen Views

### Print Checks



```
CONNIE L. WAITFORME                  123-45-6789

REGPAY          0.0          0.00    34,289.76
VACPAY          0.0          0.00       441.12
SCKPAY          0.0          0.00       735.20
HLDPAY          0.0          0.00     1,029.28
BERPAY         24.0          0.00       441.12
RETPAY          0.0          0.00       940.80




HLTHEO            0.00    1,003.80                                        0.00
RETEMP            0.00      999.97
DENTHM            0.00      213.40
LOAN1             0.00    3,051.62                                        0.00
AFLCAN            0.00      220.80
AFLACC            0.00       88.64
DIR/CK            0.00   13,208.31  WITHHL         0.00      4,507.84     0.00
                                    FICA-A         0.00      1,972.00
                                    FICA-B         0.00        461.26




                0.00    37,877.28                 0.00      6,941.10

                0.00     5,578.23                 0.00     25,357.95



                                                            .              1389
```

## Print Pay Stubs



**Finance Department**
**Payroll Electronic Transfer Stub**

1/04/2003 **Department:** 0581 **SSN:** 262764527 **Name:** Elmer Fudd

| Pay | Hrs | Curr | YTD | Taxes | Curr | YTD | Ded/Ben | Curr | YTD |
|---|---|---|---|---|---|---|---|---|---|
| PARA | 0.0 | 0.00 | 0.00 | FEDWH | 407.77 | 407.77 | Fire Union | 15.00 | 15.00 |
| REGULAR | 68.0 | 1119.96 | 1119.96 | FICAA(EE) | 131.65 | 131.65 | HMO FAM P | 83.55 | 83.55 |
| VACATION | 24.0 | 395.28 | 395.28 | FICAB(EE) | 30.79 | 30.79 | JefPilotER | 23.04 | 23.04 |
| OVER | 28.0 | 691.74 | 691.74 | FICAA(ER) | 131.65 | 131.65 | | | |
| OTWOC | 0.0 | 0.00 | 0.00 | FICAB(ER) | 30.79 | 30.79 | | | |
| CHRISTMS | 0.0 | 0.00 | 0.00 | | | | | | |
| Totals : | 120.0 | 2206.98 | 2206.98 | | 732.65 | 732.65 | | 121.59 | 121.59 |

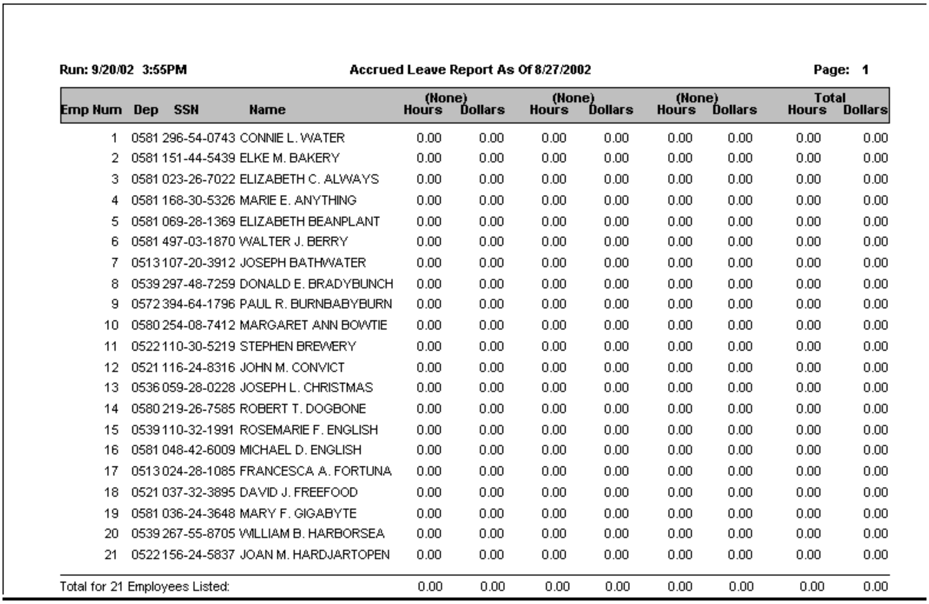
**Current Leave Balance**

| Sick | Comp | Vacation | Other |
|---|---|---|---|
| 289.54 | 0.00 | 234.48 | 0.00 |

| Deposit | Current | YTD | Account |
|---|---|---|---|
| DDFlat 1 | 200.00 | 200.00 | 5105000 |

Elmer Fudd
1250 South 5th St
Hotville, FL 33333

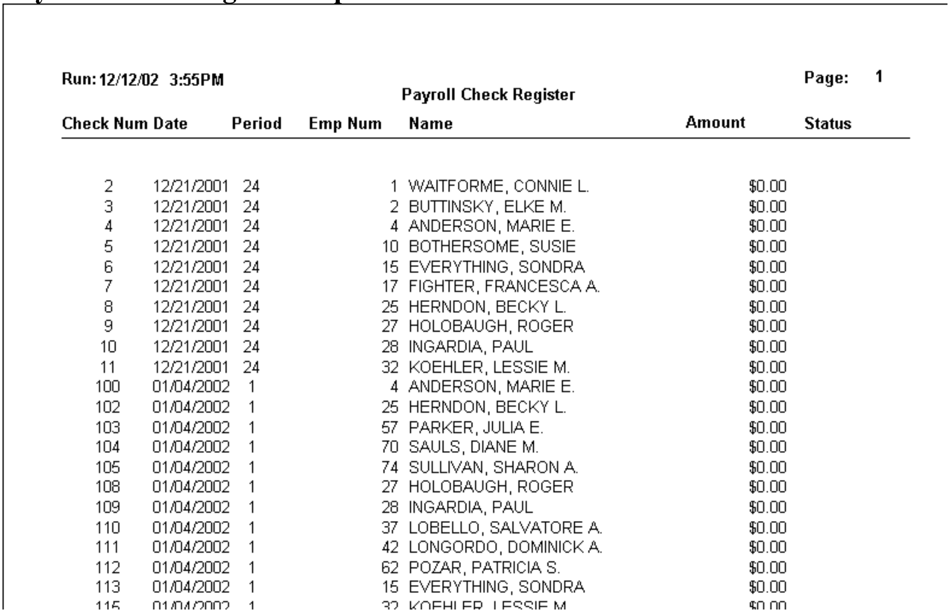
## Accrued Leave Report



**Run: 9/20/02 3:55PM** **Accrued Leave Report As Of 8/27/2002** **Page: 1**

| | | | | (None) | | (None) | | (None) | | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Emp Num** | **Dep** | **SSN** | **Name** | **Hours** | **Dollars** | **Hours** | **Dollars** | **Hours** | **Dollars** | **Hours** | **Dollars** |
| 1 | 0581 | 296-54-0743 | CONNIE L. WATER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | 0581 | 151-44-5439 | ELKE M. BAKERY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 0581 | 023-26-7022 | ELIZABETH C. ALWAYS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | 0581 | 168-30-5326 | MARIE E. ANYTHING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 0581 | 069-28-1369 | ELIZABETH BEANPLANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 0581 | 497-03-1870 | WALTER J. BERRY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 0513 | 107-20-3912 | JOSEPH BATHWATER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | 0539 | 297-48-7259 | DONALD E. BRADYBUNCH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 0572 | 394-64-1796 | PAUL R. BURNBABYBURN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | 0580 | 254-08-7412 | MARGARET ANN BOWTIE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | 0522 | 110-30-5219 | STEPHEN BREWERY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 0521 | 116-24-8316 | JOHN M. CONVICT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | 0536 | 059-28-0228 | JOSEPH L. CHRISTMAS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | 0580 | 219-26-7585 | ROBERT T. DOGBONE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | 0539 | 110-32-1991 | ROSEMARIE F. ENGLISH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 0581 | 048-42-6009 | MICHAEL D. ENGLISH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 | 0513 | 024-28-1085 | FRANCESCA A. FORTUNA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18 | 0521 | 037-32-3895 | DAVID J. FREEFOOD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | 0581 | 036-24-3648 | MARY F. GIGABYTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | 0539 | 267-55-8705 | WILLIAM B. HARBORSEA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | 0522 | 156-24-5837 | JOAN M. HARDJARTOPEN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total for 21 Employees Listed: | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

## Payroll Check Register Report

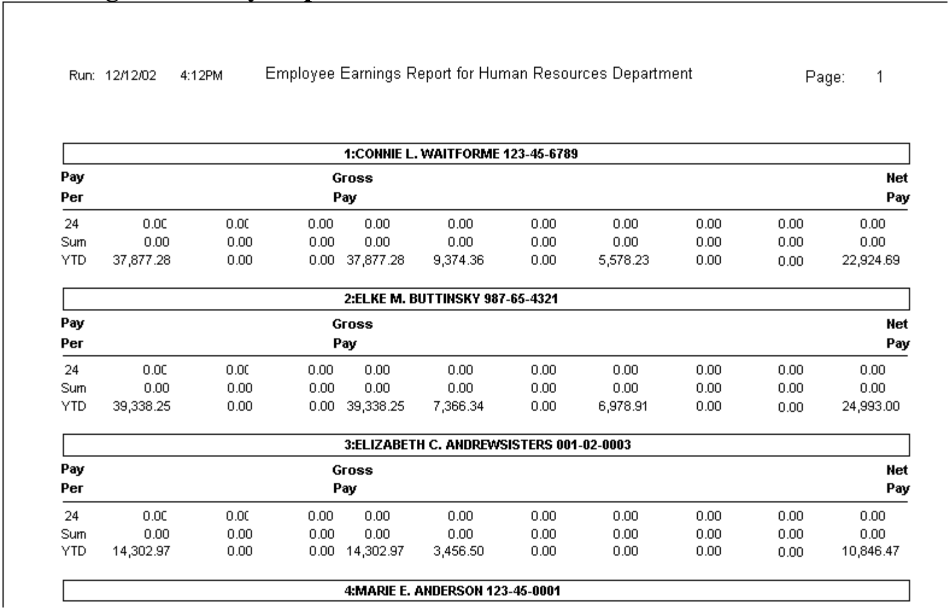


```
Run: 12/12/02  3:55PM                                                      Page:   1
                                  Payroll Check Register
Check Num Date      Period   Emp Num  Name                       Amount    Status

     2    12/21/2001  24          1  WAITFORME, CONNIE L.          $0.00
     3    12/21/2001  24          2  BUTTINSKY, ELKE M.            $0.00
     4    12/21/2001  24          4  ANDERSON, MARIE E.            $0.00
     5    12/21/2001  24         10  BOTHERSOME, SUSIE             $0.00
     6    12/21/2001  24         15  EVERYTHING, SONDRA            $0.00
     7    12/21/2001  24         17  FIGHTER, FRANCESCA A.         $0.00
     8    12/21/2001  24         25  HERNDON, BECKY L.             $0.00
     9    12/21/2001  24         27  HOLOBAUGH, ROGER              $0.00
    10    12/21/2001  24         28  INGARDIA, PAUL                $0.00
    11    12/21/2001  24         32  KOEHLER, LESSIE M.            $0.00
   100    01/04/2002   1          4  ANDERSON, MARIE E.            $0.00
   102    01/04/2002   1         25  HERNDON, BECKY L.             $0.00
   103    01/04/2002   1         57  PARKER, JULIA E.              $0.00
   104    01/04/2002   1         70  SAULS, DIANE M.               $0.00
   105    01/04/2002   1         74  SULLIVAN, SHARON A.           $0.00
   108    01/04/2002   1         27  HOLOBAUGH, ROGER              $0.00
   109    01/04/2002   1         28  INGARDIA, PAUL                $0.00
   110    01/04/2002   1         37  LOBELLO, SALVATORE A.         $0.00
   111    01/04/2002   1         42  LONGORDO, DOMINICK A.         $0.00
   112    01/04/2002   1         62  POZAR, PATRICIA S.            $0.00
   113    01/04/2002   1         15  EVERYTHING, SONDRA            $0.00
   115    01/04/2002   1         32  KOEHLER, LESSIE M.            $0.00
```

## Cost Summary Report

A sample of this will be available in the future.

# 1Earnings Summary Report



Run: 12/12/02 4:12PM Employee Earnings Report for Human Resources Department Page: 1

**1:CONNIE L. WAITFORME 123-45-6789**

| Pay<br>Per | | | | Gross<br>Pay | | | | | | Net<br>Pay |
|---|---|---|---|---|---|---|---|---|---|---|
| 24 | 0.0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sum | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| YTD | 37,877.28 | 0.00 | 0.00 | 37,877.28 | 9,374.36 | 0.00 | 5,578.23 | 0.00 | 0.00 | 22,924.69 |

**2:ELKE M. BUTTINSKY 987-65-4321**

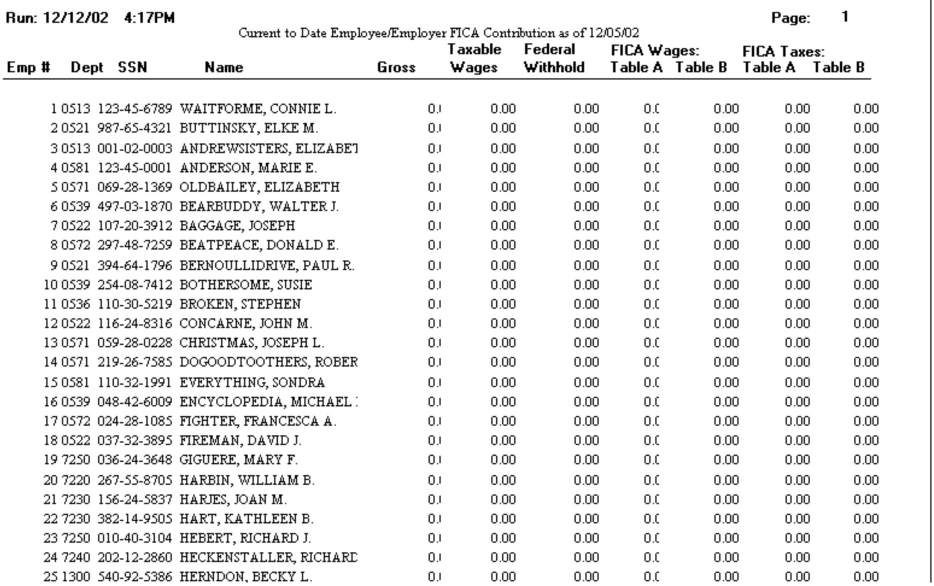
| Pay<br>Per | | | | Gross<br>Pay | | | | | | Net<br>Pay |
|---|---|---|---|---|---|---|---|---|---|---|
| 24 | 0.0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sum | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| YTD | 39,338.25 | 0.00 | 0.00 | 39,338.25 | 7,366.34 | 0.00 | 6,978.91 | 0.00 | 0.00 | 24,993.00 |

**3:ELIZABETH C. ANDREWSISTERS 001-02-0003**

| Pay<br>Per | | | | Gross<br>Pay | | | | | | Net<br>Pay |
|---|---|---|---|---|---|---|---|---|---|---|
| 24 | 0.0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sum | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| YTD | 14,302.97 | 0.00 | 0.00 | 14,302.97 | 3,456.50 | 0.00 | 0.00 | 0.00 | 0.00 | 10,846.47 |

**4:MARIE E. ANDERSON 123-45-0001**

# FICA Report

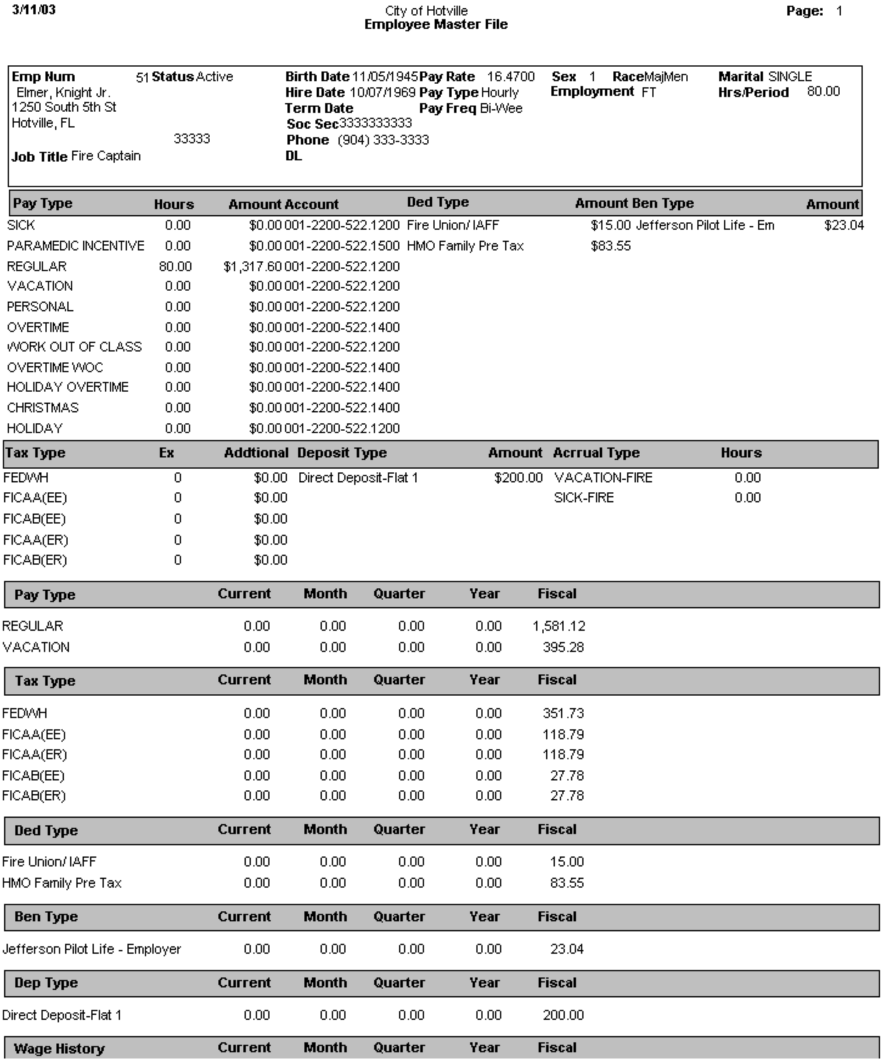


**Run: 12/12/02 4:17PM** **Page: 1**

Current to Date Employee/Employer FICA Contribution as of 12/05/02

| Emp # | Dept | SSN | Name | Gross | Taxable Wages | Federal Withhold | FICA Wages: Table A | FICA Wages: Table B | FICA Taxes: Table A | FICA Taxes: Table B |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0513 | 123-45-6789 | WAITFORME, CONNIE L. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 2 | 0521 | 987-65-4321 | BUTTINSKY, ELKE M. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 3 | 0513 | 001-02-0003 | ANDREWSISTERS, ELIZABET | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 4 | 0581 | 123-45-0001 | ANDERSON, MARIE E. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 5 | 0571 | 069-28-1369 | OLDBAILEY, ELIZABETH | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 6 | 0539 | 497-03-1870 | BEARBUDDY, WALTER J. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 7 | 0522 | 107-20-3912 | BAGGAGE, JOSEPH | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 8 | 0572 | 297-48-7259 | BEATPEACE, DONALD E. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 9 | 0521 | 394-64-1796 | BERNOULLIDRIVE, PAUL R. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 10 | 0539 | 254-08-7412 | BOTHERSOME, SUSIE | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 11 | 0536 | 110-30-5219 | BROKEN, STEPHEN | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 12 | 0522 | 116-24-8316 | CONCARNE, JOHN M. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 13 | 0571 | 059-28-0228 | CHRISTMAS, JOSEPH L. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 14 | 0571 | 219-26-7585 | DOGOODTOOTHERS, ROBER | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 15 | 0581 | 110-32-1991 | EVERYTHING, SONDRA | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 16 | 0539 | 048-42-6009 | ENCYCLOPEDIA, MICHAEL | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 17 | 0572 | 024-28-1085 | FIGHTER, FRANCESCA A. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 18 | 0522 | 037-32-3895 | FIREMAN, DAVID J. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 19 | 7250 | 036-24-3648 | GIGUERE, MARY F. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 20 | 7220 | 267-55-8705 | HARBIN, WILLIAM B. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 21 | 7230 | 156-24-5837 | HARJES, JOAN M. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 22 | 7230 | 382-14-9505 | HART, KATHLEEN B. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 23 | 7250 | 010-40-3104 | HEBERT, RICHARD J. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 24 | 7240 | 202-12-2860 | HECKENSTALLER, RICHARD | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| 25 | 1300 | 540-92-5386 | HERNDON, BECKY L. | 0. | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |

# Employee Master File Report



**3/11/03** City of Hotville **Page:** 1

**Employee Master File**

**Emp Num** 51 **Status** Active **Birth Date** 11/05/1945 **Pay Rate** 16.4700 **Sex** 1 **Race** MajMen **Marital** SINGLE
Elmer, Knight Jr. **Hire Date** 10/07/1969 **Pay Type** Hourly **Employment** FT **Hrs/Period** 80.00
1250 South 5th St **Term Date** **Pay Freq** Bi-Wee
Hotville, FL **Soc Sec** 3333333333
33333 **Phone** (904) 333-3333
**Job Title** Fire Captain **DL**

| Pay Type | Hours | Amount | Account | Ded Type | Amount | Ben Type | Amount |
|---|---|---|---|---|---|---|---|
| SICK | 0.00 | $0.00 | 001-2200-522.1200 | Fire Union/ IAFF | $15.00 | Jefferson Pilot Life - Em | $23.04 |
| PARAMEDIC INCENTIVE | 0.00 | $0.00 | 001-2200-522.1500 | HMO Family Pre Tax | $83.55 | | |
| REGULAR | 80.00 | $1,317.60 | 001-2200-522.1200 | | | | |
| VACATION | 0.00 | $0.00 | 001-2200-522.1200 | | | | |
| PERSONAL | 0.00 | $0.00 | 001-2200-522.1200 | | | | |
| OVERTIME | 0.00 | $0.00 | 001-2200-522.1400 | | | | |
| WORK OUT OF CLASS | 0.00 | $0.00 | 001-2200-522.1200 | | | | |
| OVERTIME WOC | 0.00 | $0.00 | 001-2200-522.1400 | | | | |
| HOLIDAY OVERTIME | 0.00 | $0.00 | 001-2200-522.1400 | | | | |
| CHRISTMAS | 0.00 | $0.00 | 001-2200-522.1400 | | | | |
| HOLIDAY | 0.00 | $0.00 | 001-2200-522.1200 | | | | |

| Tax Type | Ex | Addtional | Deposit Type | Amount | Acrrual Type | Hours |
|---|---|---|---|---|---|---|
| FEDWH | 0 | $0.00 | Direct Deposit-Flat 1 | $200.00 | VACATION-FIRE | 0.00 |
| FICAA(EE) | 0 | $0.00 | | | SICK-FIRE | 0.00 |
| FICAB(EE) | 0 | $0.00 | | | | |
| FICAA(ER) | 0 | $0.00 | | | | |
| FICAB(ER) | 0 | $0.00 | | | | |

| Pay Type | Current | Month | Quarter | Year | Fiscal |
|---|---|---|---|---|---|
| REGULAR | 0.00 | 0.00 | 0.00 | 0.00 | 1,581.12 |
| VACATION | 0.00 | 0.00 | 0.00 | 0.00 | 395.28 |

| Tax Type | Current | Month | Quarter | Year | Fiscal |
|---|---|---|---|---|---|
| FEDWH | 0.00 | 0.00 | 0.00 | 0.00 | 351.73 |
| FICAA(EE) | 0.00 | 0.00 | 0.00 | 0.00 | 118.79 |
| FICAA(ER) | 0.00 | 0.00 | 0.00 | 0.00 | 118.79 |
| FICAB(EE) | 0.00 | 0.00 | 0.00 | 0.00 | 27.78 |
| FICAB(ER) | 0.00 | 0.00 | 0.00 | 0.00 | 27.78 |

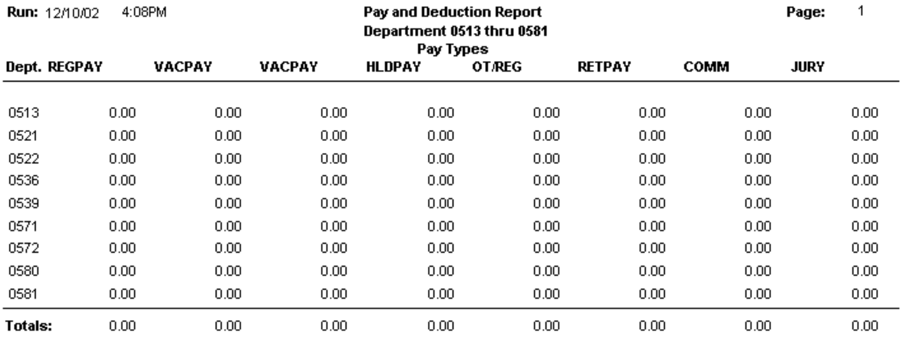
| Ded Type | Current | Month | Quarter | Year | Fiscal |
|---|---|---|---|---|---|
| Fire Union/ IAFF | 0.00 | 0.00 | 0.00 | 0.00 | 15.00 |
| HMO Family Pre Tax | 0.00 | 0.00 | 0.00 | 0.00 | 83.55 |

| Ben Type | Current | Month | Quarter | Year | Fiscal |
|---|---|---|---|---|---|
| Jefferson Pilot Life - Employer | 0.00 | 0.00 | 0.00 | 0.00 | 23.04 |

| Dep Type | Current | Month | Quarter | Year | Fiscal |
|---|---|---|---|---|---|
| Direct Deposit-Flat 1 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 |

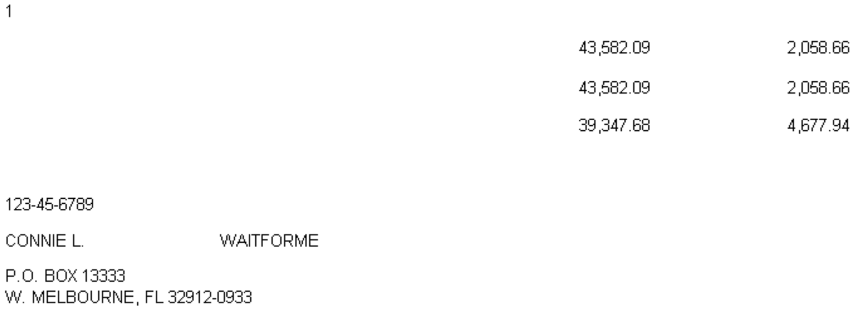
| Wage History | Current | Month | Quarter | Year | Fiscal |
|---|---|---|---|---|---|

## Pay and Deduction Report



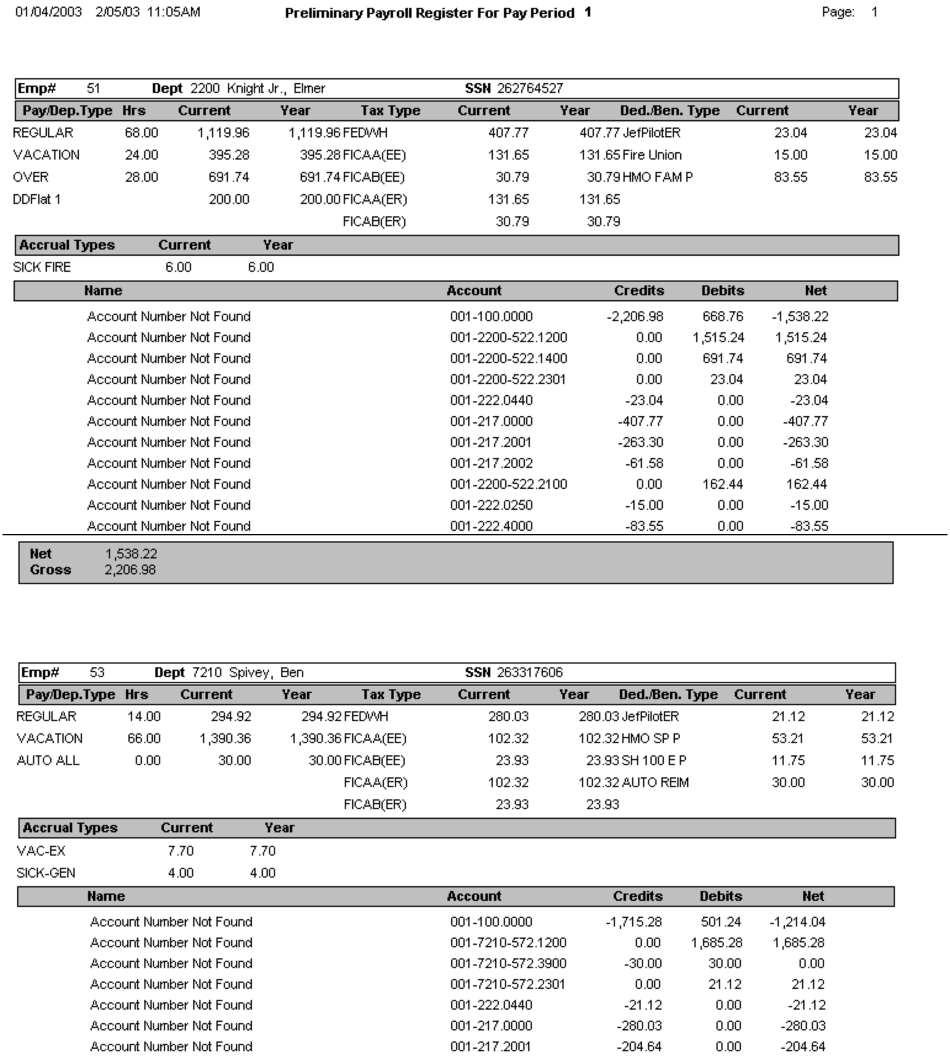
```
Run: 12/10/02    4:08PM              Pay and Deduction Report                              Page:   1
                                    Department 0513 thru 0581
                                            Pay Types
Dept. REGPAY      VACPAY      VACPAY      HLDPAY      OT/REG      RETPAY      COMM        JURY
--------------------------------------------------------------------------------------------------

0513        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0521        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0522        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0536        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0539        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0571        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0572        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0580        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
0581        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
--------------------------------------------------------------------------------------------------
Totals:     0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
```

## W-2 Forms



```
1
                                                                  43,582.09           2,058.66

                                                                  43,582.09           2,058.66

                                                                  39,347.68           4,677.94


123-45-6789

CONNIE L.                WAITFORME

P.O. BOX 13333
W. MELBOURNE, FL 32912-0933
```

# Payroll Register (Preliminary)



01/04/2003 2/05/03 11:05AM **Preliminary Payroll Register For Pay Period 1** Page: 1

**Emp#** 51 **Dept** 2200 Knight Jr., Elmer **SSN** 262764527

| Pay/Dep.Type | Hrs | Current | Year | Tax Type | Current | Year | Ded./Ben. Type | Current | Year |
|---|---|---|---|---|---|---|---|---|---|
| REGULAR | 68.00 | 1,119.96 | 1,119.96 | FEDWH | 407.77 | 407.77 | JefPilotER | 23.04 | 23.04 |
| VACATION | 24.00 | 395.28 | 395.28 | FICAA(EE) | 131.65 | 131.65 | Fire Union | 15.00 | 15.00 |
| OVER | 28.00 | 691.74 | 691.74 | FICAB(EE) | 30.79 | 30.79 | HMO FAM P | 83.55 | 83.55 |
| DDFlat 1 | | 200.00 | 200.00 | FICAA(ER) | 131.65 | 131.65 | | | |
| | | | | FICAB(ER) | 30.79 | 30.79 | | | |

| Accrual Types | Current | Year |
|---|---|---|
| SICK FIRE | 6.00 | 6.00 |

| Name | Account | Credits | Debits | Net |
|---|---|---|---|---|
| Account Number Not Found | 001-100.0000 | -2,206.98 | 668.76 | -1,538.22 |
| Account Number Not Found | 001-2200-522.1200 | 0.00 | 1,515.24 | 1,515.24 |
| Account Number Not Found | 001-2200-522.1400 | 0.00 | 691.74 | 691.74 |
| Account Number Not Found | 001-2200-522.2301 | 0.00 | 23.04 | 23.04 |
| Account Number Not Found | 001-222.0440 | -23.04 | 0.00 | -23.04 |
| Account Number Not Found | 001-217.0000 | -407.77 | 0.00 | -407.77 |
| Account Number Not Found | 001-217.2001 | -263.30 | 0.00 | -263.30 |
| Account Number Not Found | 001-217.2002 | -61.58 | 0.00 | -61.58 |
| Account Number Not Found | 001-2200-522.2100 | 0.00 | 162.44 | 162.44 |
| Account Number Not Found | 001-222.0250 | -15.00 | 0.00 | -15.00 |
| Account Number Not Found | 001-222.4000 | -83.55 | 0.00 | -83.55 |

| | |
|---|---|
| **Net** | 1,538.22 |
| **Gross** | 2,206.98 |

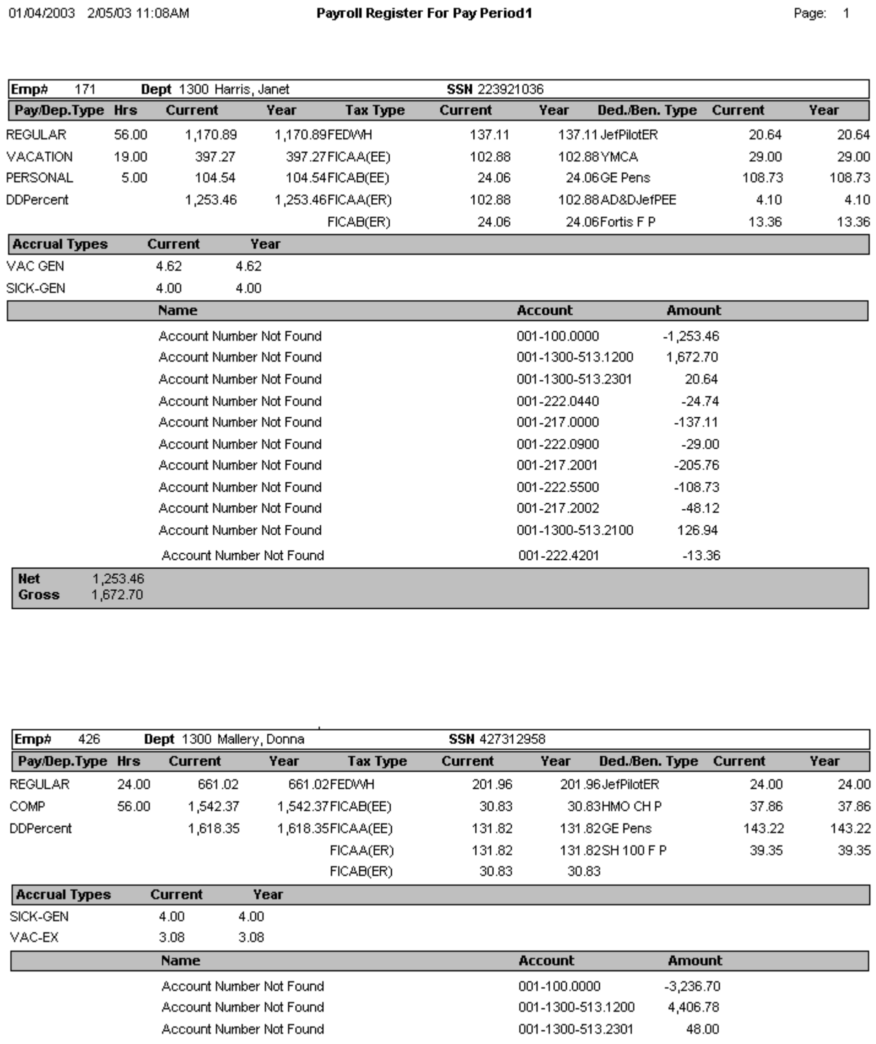
**Emp#** 53 **Dept** 7210 Spivey, Ben **SSN** 263317606

| Pay/Dep.Type | Hrs | Current | Year | Tax Type | Current | Year | Ded./Ben. Type | Current | Year |
|---|---|---|---|---|---|---|---|---|---|
| REGULAR | 14.00 | 294.92 | 294.92 | FEDWH | 280.03 | 280.03 | JefPilotER | 21.12 | 21.12 |
| VACATION | 66.00 | 1,390.36 | 1,390.36 | FICAA(EE) | 102.32 | 102.32 | HMO SP P | 53.21 | 53.21 |
| AUTO ALL | 0.00 | 30.00 | 30.00 | FICAB(EE) | 23.93 | 23.93 | SH 100 E P | 11.75 | 11.75 |
| | | | | FICAA(ER) | 102.32 | 102.32 | AUTO REIM | 30.00 | 30.00 |
| | | | | FICAB(ER) | 23.93 | 23.93 | | | |

| Accrual Types | Current | Year |
|---|---|---|
| VAC-EX | 7.70 | 7.70 |
| SICK-GEN | 4.00 | 4.00 |

| Name | Account | Credits | Debits | Net |
|---|---|---|---|---|
| Account Number Not Found | 001-100.0000 | -1,715.28 | 501.24 | -1,214.04 |
| Account Number Not Found | 001-7210-572.1200 | 0.00 | 1,685.28 | 1,685.28 |
| Account Number Not Found | 001-7210-572.3900 | -30.00 | 30.00 | 0.00 |
| Account Number Not Found | 001-7210-572.2301 | 0.00 | 21.12 | 21.12 |
| Account Number Not Found | 001-222.0440 | -21.12 | 0.00 | -21.12 |
| Account Number Not Found | 001-217.0000 | -280.03 | 0.00 | -280.03 |
| Account Number Not Found | 001-217.2001 | -204.64 | 0.00 | -204.64 |

# Payroll Register Report



01/04/2003 2/05/03 11:08AM **Payroll Register For Pay Period1** Page: 1

**Emp#** 171 **Dept** 1300 Harris, Janet **SSN** 223921036

| Pay/Dep.Type | Hrs | Current | Year | Tax Type | Current | Year | Ded./Ben. Type | Current | Year |
|---|---|---|---|---|---|---|---|---|---|
| REGULAR | 56.00 | 1,170.89 | 1,170.89 | FEDWH | 137.11 | 137.11 | JefPilotER | 20.64 | 20.64 |
| VACATION | 19.00 | 397.27 | 397.27 | FICAA(EE) | 102.88 | 102.88 | YMCA | 29.00 | 29.00 |
| PERSONAL | 5.00 | 104.54 | 104.54 | FICAB(EE) | 24.06 | 24.06 | GE Pens | 108.73 | 108.73 |
| DDPercent | | 1,253.46 | 1,253.46 | FICAA(ER) | 102.88 | 102.88 | AD&DJefPEE | 4.10 | 4.10 |
| | | | | FICAB(ER) | 24.06 | 24.06 | Fortis F P | 13.36 | 13.36 |

| Accrual Types | Current | Year |
|---|---|---|
| VAC GEN | 4.62 | 4.62 |
| SICK-GEN | 4.00 | 4.00 |

| Name | Account | Amount |
|---|---|---|
| Account Number Not Found | 001-100.0000 | -1,253.46 |
| Account Number Not Found | 001-1300-513.1200 | 1,672.70 |
| Account Number Not Found | 001-1300-513.2301 | 20.64 |
| Account Number Not Found | 001-222.0440 | -24.74 |
| Account Number Not Found | 001-217.0000 | -137.11 |
| Account Number Not Found | 001-222.0900 | -29.00 |
| Account Number Not Found | 001-217.2001 | -205.76 |
| Account Number Not Found | 001-222.5500 | -108.73 |
| Account Number Not Found | 001-217.2002 | -48.12 |
| Account Number Not Found | 001-1300-513.2100 | 126.94 |
| Account Number Not Found | 001-222.4201 | -13.36 |

**Net** 1,253.46
**Gross** 1,672.70

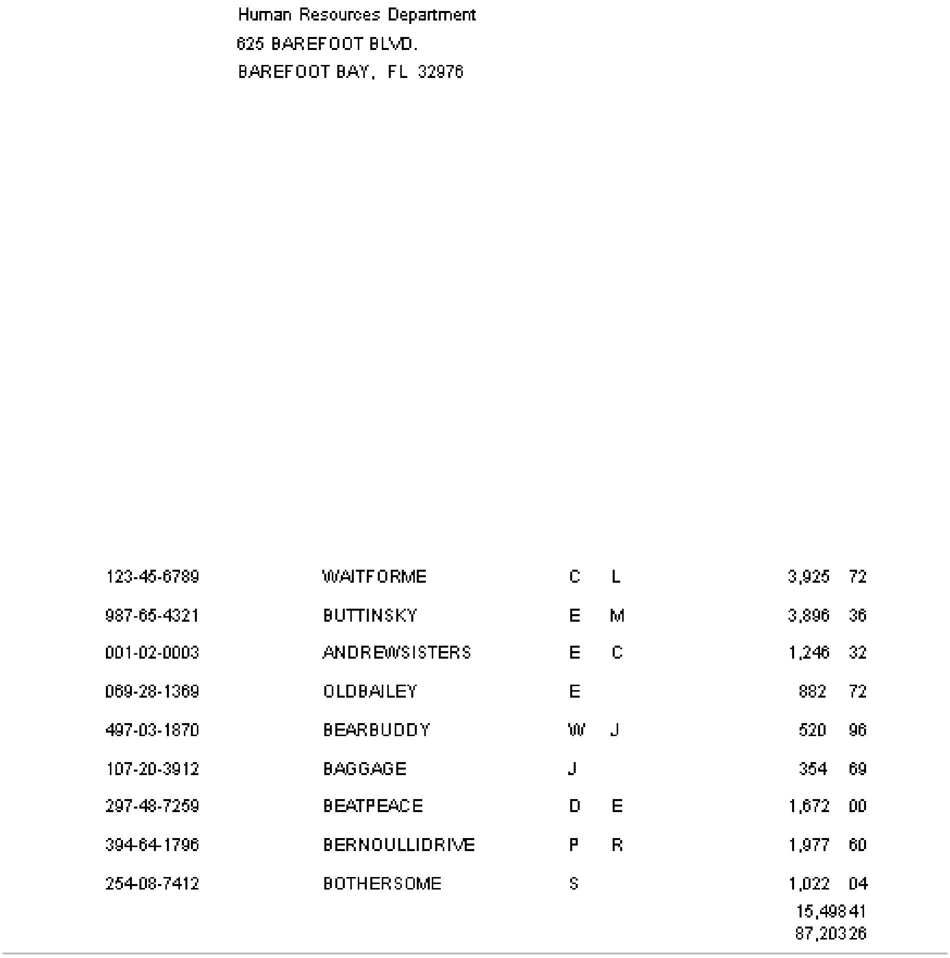
**Emp#** 426 **Dept** 1300 Mallery, Donna **SSN** 427312958

| Pay/Dep.Type | Hrs | Current | Year | Tax Type | Current | Year | Ded./Ben. Type | Current | Year |
|---|---|---|---|---|---|---|---|---|---|
| REGULAR | 24.00 | 661.02 | 661.02 | FEDWH | 201.96 | 201.96 | JefPilotER | 24.00 | 24.00 |
| COMP | 56.00 | 1,542.37 | 1,542.37 | FICAB(EE) | 30.83 | 30.83 | HMO CH P | 37.86 | 37.86 |
| DDPercent | | 1,618.35 | 1,618.35 | FICAA(EE) | 131.82 | 131.82 | GE Pens | 143.22 | 143.22 |
| | | | | FICAA(ER) | 131.82 | 131.82 | SH 100 F P | 39.35 | 39.35 |
| | | | | FICAB(ER) | 30.83 | 30.83 | | | |

| Accrual Types | Current | Year |
|---|---|---|
| SICK-GEN | 4.00 | 4.00 |
| VAC-EX | 3.08 | 3.08 |

| Name | Account | Amount |
|---|---|---|
| Account Number Not Found | 001-100.0000 | -3,236.70 |
| Account Number Not Found | 001-1300-513.1200 | 4,406.78 |
| Account Number Not Found | 001-1300-513.2301 | 48.00 |

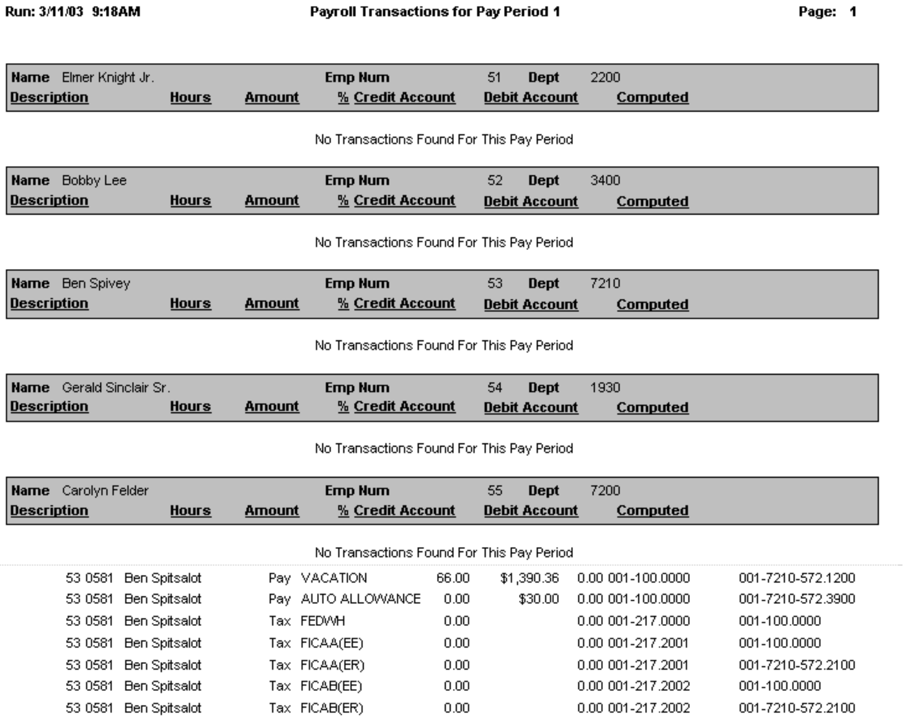
# State Quarterly Report



Human Resources Department
625 BAREFOOT BLVD.
BAREFOOT BAY, FL 32976

| | | | | | |
|---|---|---|---|---|---|
| 123-45-6789 | WAITFORME | C | L | 3,925 | 72 |
| 987-65-4321 | BUTTINSKY | E | M | 3,896 | 36 |
| 001-02-0003 | ANDREWSISTERS | E | C | 1,246 | 32 |
| 069-28-1369 | OLDBAILEY | E | | 882 | 72 |
| 497-03-1870 | BEARBUDDY | W | J | 520 | 96 |
| 107-20-3912 | BAGGAGE | J | | 354 | 69 |
| 297-48-7259 | BEATPEACE | D | E | 1,672 | 00 |
| 394-64-1796 | BERNOULLIDRIVE | P | R | 1,977 | 60 |
| 254-08-7412 | BOTHERSOME | S | | 1,022 | 04 |
| | | | | 15,498 | 41 |
| | | | | 87,203 | 26 |

# Transaction File Report



**Run: 3/11/03 9:18AM** **Payroll Transactions for Pay Period 1** **Page: 1**

**Name** Elmer Knight Jr. **Emp Num** 51 **Dept** 2200
**Description** **Hours** **Amount** **%** **Credit Account** **Debit Account** **Computed**

No Transactions Found For This Pay Period

**Name** Bobby Lee **Emp Num** 52 **Dept** 3400
**Description** **Hours** **Amount** **%** **Credit Account** **Debit Account** **Computed**

No Transactions Found For This Pay Period

**Name** Ben Spivey **Emp Num** 53 **Dept** 7210
**Description** **Hours** **Amount** **%** **Credit Account** **Debit Account** **Computed**

No Transactions Found For This Pay Period

**Name** Gerald Sinclair Sr. **Emp Num** 54 **Dept** 1930
**Description** **Hours** **Amount** **%** **Credit Account** **Debit Account** **Computed**

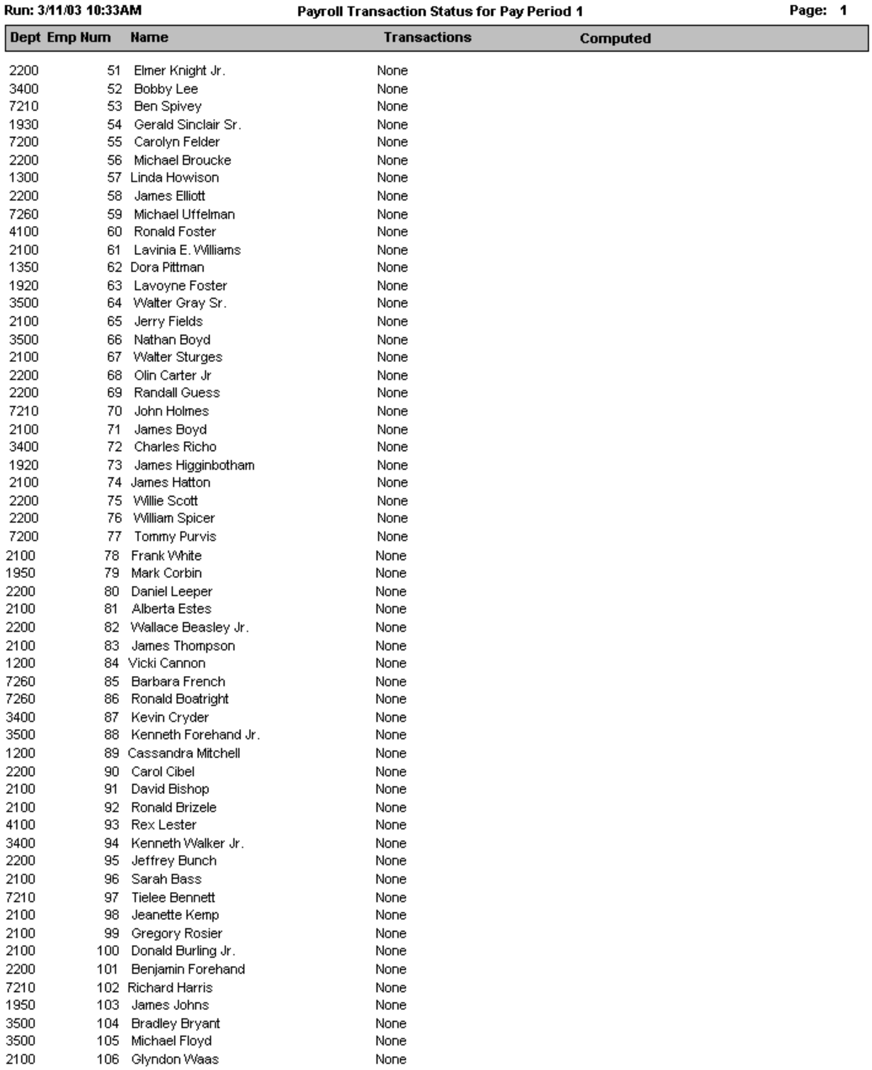
No Transactions Found For This Pay Period

**Name** Carolyn Felder **Emp Num** 55 **Dept** 7200
**Description** **Hours** **Amount** **%** **Credit Account** **Debit Account** **Computed**

No Transactions Found For This Pay Period

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 53 0581 | Ben Spitsalot | Pay | VACATION | 66.00 | $1,390.36 | 0.00 | 001-100.0000 | 001-7210-572.1200 |
| 53 0581 | Ben Spitsalot | Pay | AUTO ALLOWANCE | 0.00 | $30.00 | 0.00 | 001-100.0000 | 001-7210-572.3900 |
| 53 0581 | Ben Spitsalot | Tax | FEDWH | 0.00 | | 0.00 | 001-217.0000 | 001-100.0000 |
| 53 0581 | Ben Spitsalot | Tax | FICAA(EE) | 0.00 | | 0.00 | 001-217.2001 | 001-100.0000 |
| 53 0581 | Ben Spitsalot | Tax | FICAA(ER) | 0.00 | | 0.00 | 001-217.2001 | 001-7210-572.2100 |
| 53 0581 | Ben Spitsalot | Tax | FICAB(EE) | 0.00 | | 0.00 | 001-217.2002 | 001-100.0000 |
| 53 0581 | Ben Spitsalot | Tax | FICAB(ER) | 0.00 | | 0.00 | 001-217.2002 | 001-7210-572.2100 |

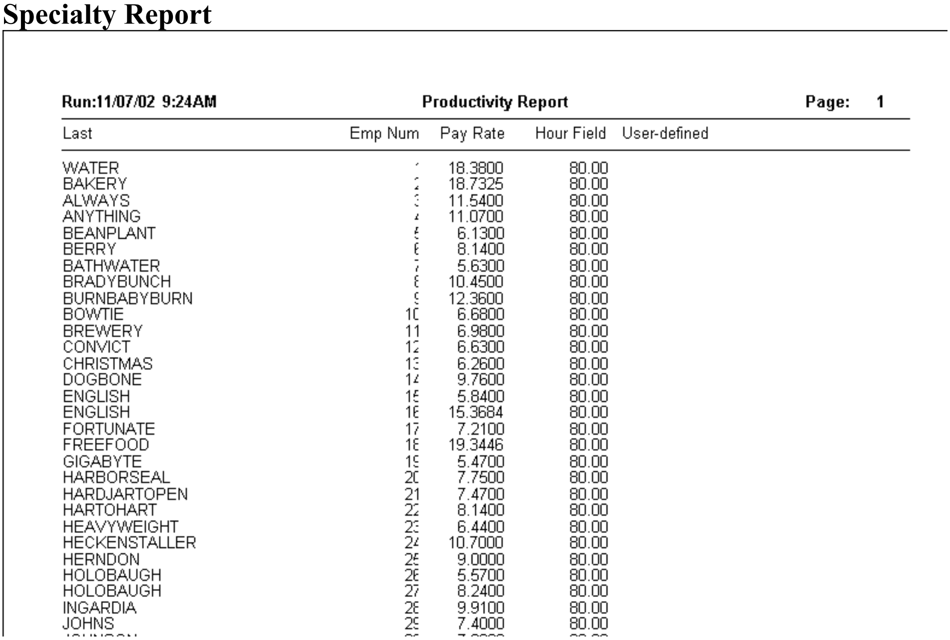
# Transaction Status Report



Run: 3/11/03 10:33AM    Payroll Transaction Status for Pay Period 1    Page: 1

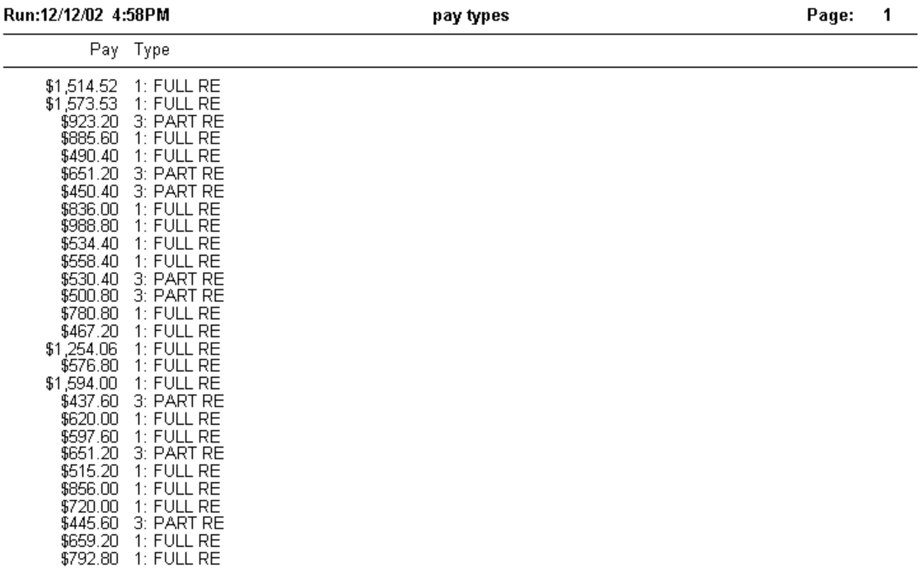
| Dept | Emp Num | Name | Transactions | Computed |
|---|---|---|---|---|
| 2200 | 51 | Elmer Knight Jr. | None | |
| 3400 | 52 | Bobby Lee | None | |
| 7210 | 53 | Ben Spivey | None | |
| 1930 | 54 | Gerald Sinclair Sr. | None | |
| 7200 | 55 | Carolyn Felder | None | |
| 2200 | 56 | Michael Broucke | None | |
| 1300 | 57 | Linda Howison | None | |
| 2200 | 58 | James Elliott | None | |
| 7260 | 59 | Michael Uffelman | None | |
| 4100 | 60 | Ronald Foster | None | |
| 2100 | 61 | Lavinia E. Williams | None | |
| 1350 | 62 | Dora Pittman | None | |
| 1920 | 63 | Lavoyne Foster | None | |
| 3500 | 64 | Walter Gray Sr. | None | |
| 2100 | 65 | Jerry Fields | None | |
| 3500 | 66 | Nathan Boyd | None | |
| 2100 | 67 | Walter Sturges | None | |
| 2200 | 68 | Olin Carter Jr | None | |
| 2200 | 69 | Randall Guess | None | |
| 7210 | 70 | John Holmes | None | |
| 2100 | 71 | James Boyd | None | |
| 3400 | 72 | Charles Richo | None | |
| 1920 | 73 | James Higginbotham | None | |
| 2100 | 74 | James Hatton | None | |
| 2200 | 75 | Willie Scott | None | |
| 2200 | 76 | William Spicer | None | |
| 7200 | 77 | Tommy Purvis | None | |
| 2100 | 78 | Frank White | None | |
| 1950 | 79 | Mark Corbin | None | |
| 2200 | 80 | Daniel Leeper | None | |
| 2100 | 81 | Alberta Estes | None | |
| 2200 | 82 | Wallace Beasley Jr. | None | |
| 2100 | 83 | James Thompson | None | |
| 1200 | 84 | Vicki Cannon | None | |
| 7260 | 85 | Barbara French | None | |
| 7260 | 86 | Ronald Boatright | None | |
| 3400 | 87 | Kevin Cryder | None | |
| 3500 | 88 | Kenneth Forehand Jr. | None | |
| 1200 | 89 | Cassandra Mitchell | None | |
| 2200 | 90 | Carol Cibel | None | |
| 2100 | 91 | David Bishop | None | |
| 2100 | 92 | Ronald Brizele | None | |
| 4100 | 93 | Rex Lester | None | |
| 3400 | 94 | Kenneth Walker Jr. | None | |
| 2200 | 95 | Jeffrey Bunch | None | |
| 2100 | 96 | Sarah Bass | None | |
| 7210 | 97 | Tielee Bennett | None | |
| 2100 | 98 | Jeanette Kemp | None | |
| 2100 | 99 | Gregory Rosier | None | |
| 2100 | 100 | Donald Burling Jr. | None | |
| 2200 | 101 | Benjamin Forehand | None | |
| 7210 | 102 | Richard Harris | None | |
| 1950 | 103 | James Johns | None | |
| 3500 | 104 | Bradley Bryant | None | |
| 3500 | 105 | Michael Floyd | None | |
| 2100 | 106 | Glyndon Waas | None | |

# Specialty Report



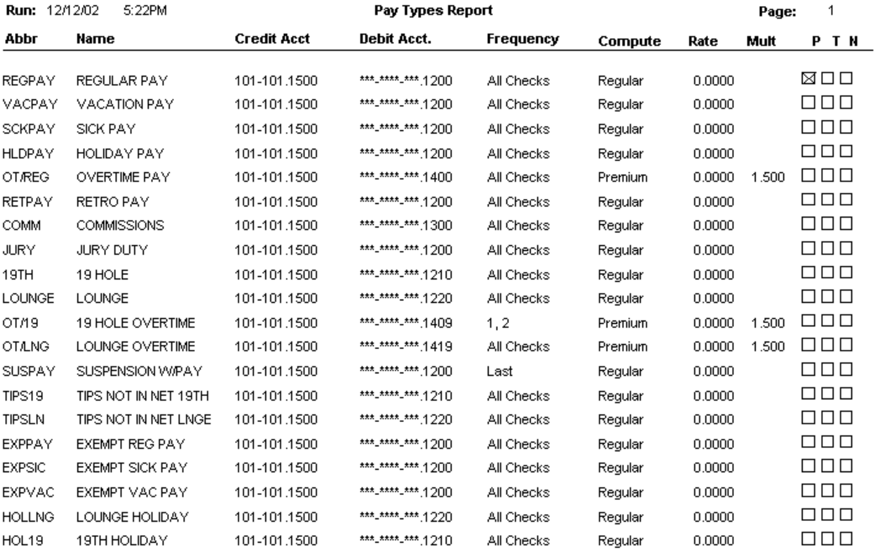
```
Run:11/07/02 9:24AM                    Productivity Report                    Page:   1
Last                                Emp Num   Pay Rate   Hour Field   User-defined
WATER                                     1    18.3800        80.00
BAKERY                                    2    18.7325        80.00
ALWAYS                                    3    11.5400        80.00
ANYTHING                                  4    11.0700        80.00
BEANPLANT                                 5     6.1300        80.00
BERRY                                     6     8.1400        80.00
BATHWATER                                 7     5.6300        80.00
BRADYBUNCH                                8    10.4500        80.00
BURNBABYBURN                              9    12.3600        80.00
BOWTIE                                   10     6.6800        80.00
BREWERY                                  11     6.9800        80.00
CONVICT                                  12     6.6300        80.00
CHRISTMAS                                13     6.2600        80.00
DOGBONE                                  14     9.7600        80.00
ENGLISH                                  15     5.8400        80.00
ENGLISH                                  16    15.3684        80.00
FORTUNATE                                17     7.2100        80.00
FREEFOOD                                 18    19.3446        80.00
GIGABYTE                                 19     5.4700        80.00
HARBORSEAL                               20     7.7500        80.00
HARDJARTOPEN                             21     7.4700        80.00
HARTOHART                                22     8.1400        80.00
HEAVYWEIGHT                              23     6.4400        80.00
HECKENSTALLER                            24    10.7000        80.00
HERNDON                                  25     9.0000        80.00
HOLOBAUGH                                26     5.5700        80.00
HOLOBAUGH                                27     8.2400        80.00
INGARDIA                                 28     9.9100        80.00
JOHNS                                    29     7.4000        80.00
```

# Employee File Report



```
Run:12/12/02  4:58PM                        pay types                        Page:   1
         Pay  Type
   $1,514.52  1: FULL RE
   $1,573.53  1: FULL RE
     $923.20  3: PART RE
     $885.60  1: FULL RE
     $490.40  1: FULL RE
     $651.20  3: PART RE
     $450.40  3: PART RE
     $836.00  1: FULL RE
     $988.80  1: FULL RE
     $534.40  1: FULL RE
     $558.40  1: FULL RE
     $530.40  3: PART RE
     $500.80  3: PART RE
     $780.80  1: FULL RE
     $467.20  1: FULL RE
   $1,254.06  1: FULL RE
     $576.80  1: FULL RE
   $1,594.00  1: FULL RE
     $437.60  3: PART RE
     $620.00  1: FULL RE
     $597.60  1: FULL RE
     $651.20  3: PART RE
     $515.20  1: FULL RE
     $856.00  1: FULL RE
     $720.00  1: FULL RE
     $445.60  3: PART RE
     $659.20  1: FULL RE
     $792.80  1: FULL RE
```

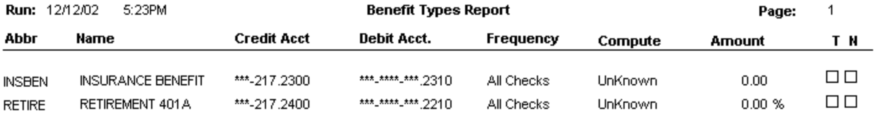
# Print Pay Types



**Run:** 12/12/02 5:22PM **Pay Types Report** **Page:** 1

| Abbr | Name | Credit Acct | Debit Acct. | Frequency | Compute | Rate | Mult | P | T | N |
|---|---|---|---|---|---|---|---|---|---|---|
| REGPAY | REGULAR PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☒ | ☐ | ☐ |
| VACPAY | VACATION PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| SCKPAY | SICK PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| HLDPAY | HOLIDAY PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| OT/REG | OVERTIME PAY | 101-101.1500 | ***-****-***.1400 | All Checks | Premium | 0.0000 | 1.500 | ☐ | ☐ | ☐ |
| RETPAY | RETRO PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| COMM | COMMISSIONS | 101-101.1500 | ***-****-***.1300 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| JURY | JURY DUTY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| 19TH | 19 HOLE | 101-101.1500 | ***-****-***.1210 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| LOUNGE | LOUNGE | 101-101.1500 | ***-****-***.1220 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| OT/19 | 19 HOLE OVERTIME | 101-101.1500 | ***-****-***.1409 | 1, 2 | Premium | 0.0000 | 1.500 | ☐ | ☐ | ☐ |
| OT/LNG | LOUNGE OVERTIME | 101-101.1500 | ***-****-***.1419 | All Checks | Premium | 0.0000 | 1.500 | ☐ | ☐ | ☐ |
| SUSPAY | SUSPENSION W/PAY | 101-101.1500 | ***-****-***.1200 | Last | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| TIPS19 | TIPS NOT IN NET 19TH | 101-101.1500 | ***-****-***.1210 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| TIPSLN | TIPS NOT IN NET LNGE | 101-101.1500 | ***-****-***.1220 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| EXPPAY | EXEMPT REG PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| EXPSIC | EXEMPT SICK PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| EXPVAC | EXEMPT VAC PAY | 101-101.1500 | ***-****-***.1200 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| HOLLNG | LOUNGE HOLIDAY | 101-101.1500 | ***-****-***.1220 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |
| HOL19 | 19TH HOLIDAY | 101-101.1500 | ***-****-***.1210 | All Checks | Regular | 0.0000 | | ☐ | ☐ | ☐ |

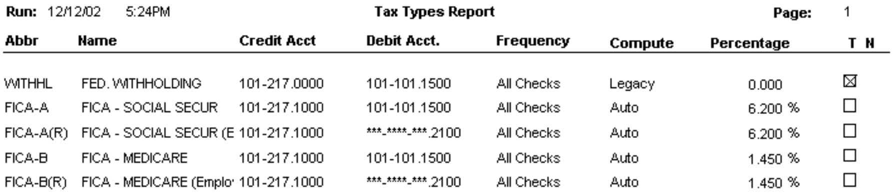
# Print Benefit Types



**Run:** 12/12/02 5:23PM **Benefit Types Report** **Page:** 1

| Abbr | Name | Credit Acct | Debit Acct. | Frequency | Compute | Amount | T | N |
|---|---|---|---|---|---|---|---|---|
| INSBEN | INSURANCE BENEFIT | ***-217.2300 | ***-****-***.2310 | All Checks | UnKnown | 0.00 | ☐ | ☐ |
| RETIRE | RETIREMENT 401A | ***-217.2400 | ***-****-***.2210 | All Checks | UnKnown | 0.00 % | ☐ | ☐ |

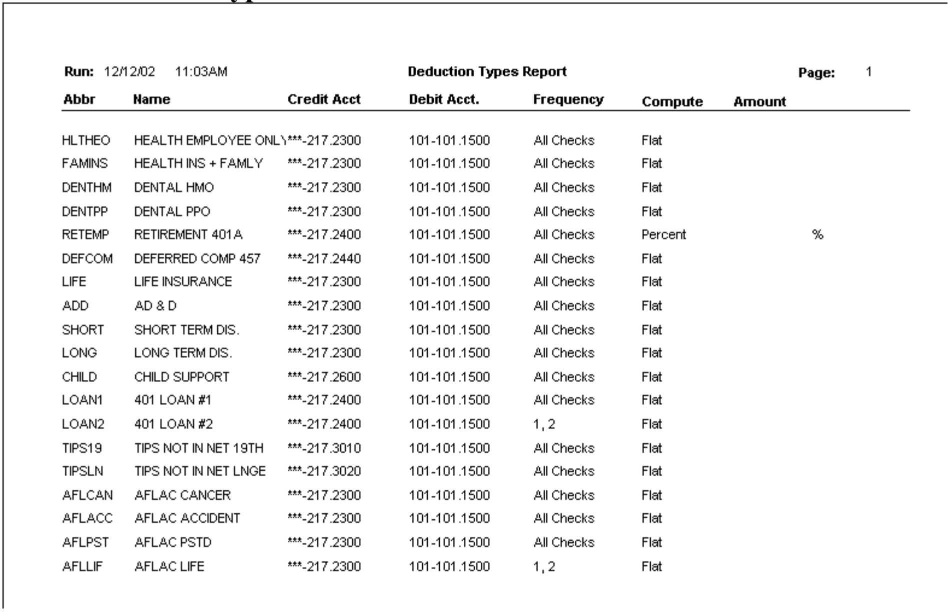
# Print Tax Types



**Run:** 12/12/02 5:24PM **Tax Types Report** **Page:** 1

| Abbr | Name | Credit Acct | Debit Acct. | Frequency | Compute | Percentage | T | N |
|---|---|---|---|---|---|---|---|---|
| WITHHL | FED. WITHHOLDING | 101-217.0000 | 101-101.1500 | All Checks | Legacy | 0.000 | ☒ | |
| FICA-A | FICA - SOCIAL SECUR | 101-217.1000 | 101-101.1500 | All Checks | Auto | 6.200 % | ☐ | |
| FICA-A(R) | FICA - SOCIAL SECUR (E | 101-217.1000 | ***-****-***.2100 | All Checks | Auto | 6.200 % | ☐ | |
| FICA-B | FICA - MEDICARE | 101-217.1000 | 101-101.1500 | All Checks | Auto | 1.450 % | ☐ | |
| FICA-B(R) | FICA - MEDICARE (Emplo | 101-217.1000 | ***-****-***.2100 | All Checks | Auto | 1.450 % | ☐ | |

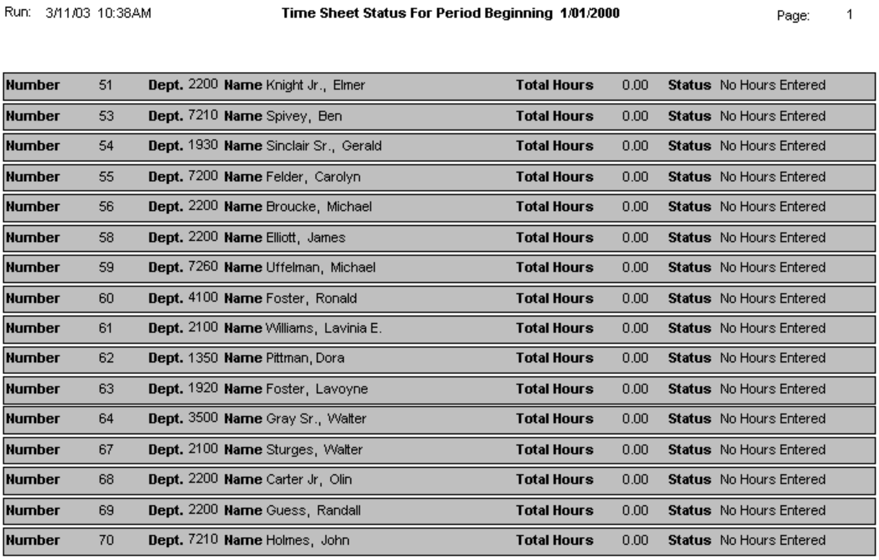
## Print Deduction Types



**Run:** 12/12/02 11:03AM **Deduction Types Report** **Page:** 1

| **Abbr** | **Name** | **Credit Acct** | **Debit Acct.** | **Frequency** | **Compute** | **Amount** |
|---|---|---|---|---|---|---|
| HLTHEO | HEALTH EMPLOYEE ONLY | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| FAMINS | HEALTH INS + FAMLY | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| DENTHM | DENTAL HMO | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| DENTPP | DENTAL PPO | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| RETEMP | RETIREMENT 401A | ***-217.2400 | 101-101.1500 | All Checks | Percent | % |
| DEFCOM | DEFERRED COMP 457 | ***-217.2440 | 101-101.1500 | All Checks | Flat | |
| LIFE | LIFE INSURANCE | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| ADD | AD & D | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| SHORT | SHORT TERM DIS. | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| LONG | LONG TERM DIS. | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| CHILD | CHILD SUPPORT | ***-217.2600 | 101-101.1500 | All Checks | Flat | |
| LOAN1 | 401 LOAN #1 | ***-217.2400 | 101-101.1500 | All Checks | Flat | |
| LOAN2 | 401 LOAN #2 | ***-217.2400 | 101-101.1500 | 1, 2 | Flat | |
| TIPS19 | TIPS NOT IN NET 19TH | ***-217.3010 | 101-101.1500 | All Checks | Flat | |
| TIPSLN | TIPS NOT IN NET LNGE | ***-217.3020 | 101-101.1500 | All Checks | Flat | |
| AFLCAN | AFLAC CANCER | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| AFLACC | AFLAC ACCIDENT | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| AFLPST | AFLAC PSTD | ***-217.2300 | 101-101.1500 | All Checks | Flat | |
| AFLLIF | AFLAC LIFE | ***-217.2300 | 101-101.1500 | 1, 2 | Flat | |

## Time Sheets Report



Run: 3/11/03 10:38AM **Time Sheet Status For Period Beginning 1/01/2000** Page: 1

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Number** | 51 | **Dept.** | 2200 | **Name** | Knight Jr., Elmer | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 53 | **Dept.** | 7210 | **Name** | Spivey, Ben | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 54 | **Dept.** | 1930 | **Name** | Sinclair Sr., Gerald | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 55 | **Dept.** | 7200 | **Name** | Felder, Carolyn | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 56 | **Dept.** | 2200 | **Name** | Broucke, Michael | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 58 | **Dept.** | 2200 | **Name** | Elliott, James | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 59 | **Dept.** | 7260 | **Name** | Uffelman, Michael | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 60 | **Dept.** | 4100 | **Name** | Foster, Ronald | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 61 | **Dept.** | 2100 | **Name** | Williams, Lavinia E. | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 62 | **Dept.** | 1350 | **Name** | Pittman, Dora | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 63 | **Dept.** | 1920 | **Name** | Foster, Lavoyne | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 64 | **Dept.** | 3500 | **Name** | Gray Sr., Walter | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 67 | **Dept.** | 2100 | **Name** | Sturges, Walter | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 68 | **Dept.** | 2200 | **Name** | Carter Jr, Olin | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 69 | **Dept.** | 2200 | **Name** | Guess, Randall | **Total Hours** | 0.00 | **Status** | No Hours Entered |
| **Number** | 70 | **Dept.** | 7210 | **Name** | Holmes, John | **Total Hours** | 0.00 | **Status** | No Hours Entered |

# Glossary

## General Buttons

### Plus, Triangle, Minus Buttons

To add an item press the blue Plus Button in the lower right hand corner. To edit press the Triangle Button, to delete the Minus Button.

### Accept Button

Accept this activity for purchase.

### Activity Button

Browse the Activity File.

### Add Check Button

Add Offline check for selected activity.

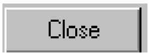
### All Button

Selecting all activity in window for payment or purchase.

### Cancel Button

This cancels the action and brings you back to the previous window.

### Clear Range, End Range, Begin Range Button



### Close Button

This will close the window that you are in.

### Edit Button

Edit Selected Activity.

### Email Button

This button will send an email message from the current window.

**Forward/Backward Buttons**
Move forward/backward through records.

**Help Button**
Help on this window.

**Import Photo Button**
Press this to bring a photo of the employee into the file.

**Insert Button**
Add information.

**No Button**
Don't pay this activity.

**None Button**
Make sure that no activity is selected.

**OK Button**
Save vendor and close window.

**Period Button**
Select a different period.

**Print Button**
This is available on a few screens to print the notes section.

**Quit Button**
Abandon vendor add and close window.

**Reconcile Button**
This will reconcile the transaction.

**Run Button**
Press this button to run a FICA report.

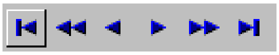
**Select Button**
Select current account.

**Send Button**
This button will send the current email out.

**Spell Button**

Spell checking is available for users that have Microsoft Word installed on their computer. If a Spell Button appears on the window it means Word is present. If the button does not appear, either Word is not present or is an incompatible version.

**Undo Button**



**VCR Buttons**

These function similar to those on a VCR. First record, previous 10 records, last record, next record, 10 records ahead, last record employee.

**View Button**

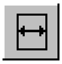
View current activity record.

**Void Button**

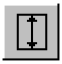
**Yes Button**

Select current activity for payment.

## Print Preview Buttons

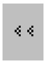


This button allows you to change the report so it uses the full available page width.

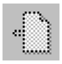


This button allows you to change the report so it uses the full available page height.

This box shows you what current percentage of full size the report is displayed in. You may enter a new percentage to change the size, or click on the down arrow to choose 25, 50, 75, or 100 percent.



This button takes you to the first page of the report.



This button takes you to the previous page of the report.

| | |
|---|---|
| ▷ | This button takes you to the next page of the report. |
| » | This button takes you to the last page of the report. |
| 🖨 1 | This prints the current page only. |
| Page<br>of 1 | This box allows you to move to any page of the report. You may enter the desired page number, or use the up and down arrows to change the page number (the current page number is displayed.) |
| Pages to Print<br>All | This box allows you to choose which pages to print. You may choose *All*, or enter ranges of pages such as 4-5,8,10-12,15. |
| 🖨 | This button sends the report as is to the printer. |
| Copies<br>1 ⬍ | This box allows you to print any number of copies you wish. You may enter the desired number, or use the up and down arrows to change the number of copies. |
| ✗ | This closes the report preview window without printing. |

# Index