

DAPREX, INC.
Specialists in Data Processing

Presents...

The Payroll System

For The IBM AS/400 ®

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INTRODUCTION TO THE PAYROLL SYSTEM

This section outlines the general purpose of each menu option on the Payroll Main Menu. Each of these is then examined in detail in subsequent sections of the manual.

FILE MAINTENANCE - All Payroll Master files are accessed from this menu or one of its sub-menus.

FILE INQUIRIES - Inquiries into each master file are found on this menu.

FILE LISTINGS - Listings of each master file can be obtained from this menu.

DAILY PROCESSING - This menu contains all of the payroll processing procedures, including Check Reconciliation.

MONTH END PROCESSING - All final check reconciliation and accrued hours processing jobs are found on this menu.

REPORT MENU - All Payroll miscellaneous and quarterly reports can be found on this menu.

SPECIAL FUNCTIONS - The programs to enter, edit and post quarter-to-date and year-to-date earnings and deductions when starting payroll in the middle of the year are found on this menu.

FEDERAL AND STATE TAX REPORTING - All federal and state quarterly reports are found on this menu.

RATE CHANGE PROCESSING - Provides the programs to generate rate increases for subsequent posting to the Employee Master files.

YEAR END PROCESSING – Contains a variety of infrequently used year end options.

SUPERVISOR MENU – This menu contains supervisory programs for accessing the General and Accounts Payable entries created during the payroll update and for releasing in use A/P batches.

ELECTRONIC TAX MENU – All state specific quarterly report/electronic filings are found on this menu.

W2 PROCESSING - All of the programs relating to the computing, listing, and printing of W2s as well as the creation of magnetic W2 data are found on this menu.

EMPLOYEE ACCESS – This menu contains an inquiry designed to give employees access to their check/direct deposit transaction history.

SERVICE BUREAU MENU – This menu contains service bureau versions of the payroll processing jobs.

WEBCHECK MENU – This menu contains options that are used by those DAPREX customers using the internet based paystub retrieval system.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope this enables our users to adapt quickly and easily to our systems.

F3= EXIT	Exit the screen and return to the menu.
F4= SCAN	Scan on any input field for which there is a master file. I.E. - employee#, location#.
F5= RESET	Reset the screen and re-enter the data.
F6= NOTES	Allows the operator to add or view notes for a record.
F10= ADD	Add records to a file I.E.- Employee Master File.
F12= PREVIOUS	Go back to the previous screen.
F16= DISPLAY BY CODE	Displays a maintenance file in numeric order.
F17= DISPLAY BY NAME	Displays a maintenance file in alphabetical order by description/name.
F19= SHIFT LEFT	Move the screen to the left to view additional columns of data.
F20= SHIFT RIGHT	Move the screen to the right to view additional columns of data.

USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The first kind is a non-corporate or location specific file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Job Cost File is an example of this type of file. See below.

JOB COST# MAINTENANCE	
POSITION TO:	(BY JOB#)
<u>JOB#</u>	<u>DESCRIPTION</u>
00001	JOB #1
00002	JOB #2
00003	JOB #3

The second kind is almost identical to the first except that it is corporate or location specific. This means that a Corp# or Location# must be entered PRIOR to entering any records to the file. This file type also contains few enough fields that they all fit on one screen. The Department File is an example of this type of file. See below.

DEPARTMENT FILE MAINTENANCE	
*LOCATION 001	
CORPORATION 001	ABC CORPORATION
POSITION TO:	(BY DEPT#)
<u>DEPT</u>	<u>DESCRIPTION</u>
001	SHIPPING
002	WAREHOUSE
003	DATA PROCESSING
004	SALES

When first building these first two file types, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type '999' (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field. To change/update an existing record, move the cursor to the field in question and key the new data over the old. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a '4' in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The last type of file is that which may or may not be corporate specific and is entered one record at a time without displaying the existing records. The Location, FICA and Works/Resides Files are examples. Upon selection of one of these menu options, the operator is prompted for the Corp#, for example. Press **ENTER** to proceed. The remaining fields are then displayed. Enter the necessary fields and press **ENTER** to accept the record. Continue with the next record. To change/update an existing record, call up that record, move the cursor to the field to be changed, and key over the existing data. Press **ENTER** to accept. To delete an existing record, key a 'D' in the **D=DELETE** field and press **ENTER**.

USING THE DAPREX SELECTION UTILITIES

Throughout the Payroll system, extensive use is made of the Corporation, Corporation/Bank, and Location selection utilities to designate the entities to be included in reports. This section outlines the use of these utilities.

On almost every report option on the REPORTS menu and all of the Check Reconciliation reports, one of the above mentioned utilities is used to allow the operator to select what is to be included in a report. Let's first look at the Corporation/Bank Selection. A screen like that below appears showing each active corporation# and name.

CORPORATION/BANK SELECTION UTILITY		
SELECT CORPORATIONS: 1=ALL BANKS, 2=SELECTED BANKS 4=CLEAR		
<u>1,2,4</u>	<u>CORP# AND NAME</u>	<u>STATUS</u>
1	XYZ CORP.	
2	HIGH TECH CO.	
3	DAPREX, INC.	

The operator has 3 options: **1=ALL BANKS**, **2=SELECTED BANKS**, **4=CLEAR** a previous selection. Place a '1' in the **1,2,4** field to the left of the corporation# and press **ENTER**. If a '1' is keyed next to a corporation, ALL BANKS appears in the status field. If a '2' is keyed, a Bank Selection screen appears displaying all the banks in the selected corporation. Now key a '1' next to the bank to be selected or key a '4' to clear a previously selected bank. Press **F12** to return to the Corporation Selection screen and **F3** to exit and continue processing.

The Location Selection utility is almost identical except that it is a single level selection. When the screen below appears, simply key a '1' in the **SEL** field next to each location for which to print the report, and press **F15** to exit and print.

LOCATION SELECTION UTILITY				
1=SELECT				
POSITION TO:		(BY LOCATION)		
<u>SEL</u>	<u>LOC.</u>	<u>YEAR</u>	<u>DESC.</u>	<u>CORP</u>
	001	1991	STAMFORD	1
	002	1991	NEW YORK CITY	1

PROFILE OPTIONS

When the DAPREX Payroll system is installed at your location, the installer needs to identify which Profile Options are to be active. (A 'Y' indicates that the option is used and an 'N' indicates that it is not used.) Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative.

There are two levels of profiles; one that is generic to all corporations using the Payroll system and one that is location specific. The generic Payroll Profile Options are as follows:

Use DAPREX Time Clock - Indicates whether the DAPREX Time Clock software is used in conjunction with Payroll.

Template Maintenance from Employee Inquiry – Indicates whether the user-defined template data can be accessed via the Employee Inquiry screens.

Underline Columns on Payroll Worksheet – Prints lines to write in the hours/dollars under each column of the payroll worksheet.

Separate Hourly/Salary on Worksheet – A 'Y' sorts and sub-totals employees by pay type (hourly and salary).

User/Location/Department Security – A 'Y' validates that a user is allowed to view an employee in various inquiry programs on the File Inquiries Menu.

Hide Amount/Rate in Quick Entry – A 'Y' suppresses the hourly rate/amount field from view in the Quick Entry program. It also suppresses the rate and extended dollar amounts on the edit and update reports.

Don't Print Hours in worksheet if Not Paid – A 'Y' suppresses the employee's standard hours from printing on the Payroll Worksheet if the employee has been coded NOT to get paid.

Quick Entry Update – Replace Hrs. in Work File – A 'Y' causes the Quick Entry Update program to replace the standard 'Regular Pay' hours in the payroll work file with the hours coming from the quick entry file instead of adding to any existing hours. This applies for earnings code 1 only.

Round Federal/State Tax to Whole Dollars – A 'Y' rounds the federal tax withholding and the allowable state tax withholding to the nearest whole dollar.

Summary Earnings/Deductions Report: List Selected Codes – A 'Y' lists up to 6 of the selected earning/deductions codes & descriptions at the top of each page of the report.

Don't Clear Accrued Hours After Month End Posting – A 'Y' does NOT clear out the accrual hours from menu option #4 on the Month End Menu after posting. This way the hours can be used to post again the following month.

Additional Fields in Accrual File (OMN) – A 'Y' displays two additional fields in the Month End Accrual file - Annual Maximum Hours and Final Check Y/N. Omni only.

Multi-Location - Allows more than one active payroll location. A Payroll location is an entity (physical or otherwise) that has its own set of payroll earnings and deductions. For example, there may be an executive payroll and a regular payroll that are processed separately with different deductions etc. See the section entitled 'Location Master File' under File Maintenance for further explanation.

Uses User/Location Security - Indicates whether or not the site is using the DAPREX User/Location Security. For further details, speak with your DAPREX representative.

Uses Clock Number Security for Time Clock - Not currently used.

Calculate FICA/Medicare for Period not YTD - A 'Y' indicates that the FICA and Medicare tax calculations look ONLY at the current earnings and NOT at the YTD earnings in order to calculate and self-adjust if necessary.

Use Week# Selection for 'E' and 'D' - Allows for entry of a week# when creating the payroll workfile. This allows you to have earnings and deductions whose frequency is based on a week# or odd or even weeks.

Override Check Date on Direct Deposit - Allows for an override of the direct deposit date when preparing the direct deposit file using menu option #4 on the Daily Processing menu.

Use File CHSUMXP - Custom for storing Work Status and Workers Comp code for each check.

No User/Location Security in Termination Maintenance - A 'Y' does not enforce the user/location security in the employee termination maintenance. This overrides profile #2 - 'Uses Use4r/Location Security.

Non-display Non-allowed Options - A 'Y' hides menu options for which a user is not authorized. An 'N' displays those menu options but does not allow the user to use them.

Print Department Summary from Detail - When printing the Check Register by Department (#2 on Reports Menu), type a 'Y' to print the report based on the distributed departmental data. If you are NOT distributing employees' time over multiple departments, type an 'N' to print the report based on the employee's home department# in the Employee Master file.

Print Labels for Hourly Employees Only - A 'Y' excludes salaried employees when printing time card labels.

On 401K/800 Deductions Report, Don't Print Employee's - When some employees do NOT contribute to their retirement (401K) plan but the employer DOES, use Deduction numbers in the 800 series, and key a 'Y' here so no employee contribution is listed on the "Retirement Earnings & Deductions" report against those deduction codes.

Post Manual Accruals to ACTFast System - A 'Y' posts the manually entered accruals (using option 4-6 on PR Monthly Menu) to the CALDETP file in addition to EMPEDP. User will be prompted for a posting date when running #6-update. In order for this to work, you must set up the earning code/calendar code relationship in menu option #15-Post to Chronology on the G/L A/P and Direct Deposit Menu. See that section of the manual for further details.

No Message on DAPREX Supplied Tax Tables - Set to 'N'.

Allow Entry of State Codes in Department File - A 'Y' allows you to enter a state code for each department in the Department Master File. This would assume that each department# exists in a single state. Set to 'N' if state entry is not needed.

Allied - Special Unempl. Disability & Wrkrs. Comp. Calculation – Allied Foods Only.

4-Level Entity Validation in Employee Maintenance – A 'Y' validates the employee's department and job number combination against the 4 level entity file to determine if it is valid.

Choctaw Housing Tribal Description – A 'Y' changes the text for the text for the F23 function key to 'Tribal Area'.

Validate Works/Resides in Employee Maintenance – DTZ only.

Uses 'Employer Pays FICA' in File Maint. – A 'Y' permits entry of a Y/N response as to whether the employer pays BOTH the employer and employee share of FICA. If all employees pay their own share of FICA, set to 'N'.

Uses Webcheck – A 'Y' indicates that you are using the Webcheck Internet website for employees to view and print their paystubs.

Send WebCheck User Information via Email - A 'Y' indicates that you want to email employee WebCheck logon information to employees rather than print a form to be distributed.

Save Audit File of Employee Master Changes - Indicates whether or not to log (save) and also print a listing of any changes made to the Employee Master File. The listing is generated upon exiting the maintenance program and can be run on demand from the Special Functions menu. (AUDMDP & AUYPMDP) If you want to save the changes but DO NOT want to automatically print the listing, set Profile option #66 to 'N'.

Save Audit File of Rate Changes - Indicates whether or not to print a listing of any rate changes made to the Employee Earnings & Deductions File. The listing is generated upon ending the job.

Print Changed Fields Only on Employee Master Audit - Prints only the fields that have changed when generating the Audit Listing.

Print Employee Master Audit List Upon Exiting – A 'Y' automatically prints a list of employee master changes when exiting the Employee Master maintenance program. Profile #4-Save Audit File of Employee Master Changes must also be set to 'Y'.

No Page Break on Employee for Audit Report – A 'Y' does not start a new page for each employee when printing the Changes Audit report.

Log Effective Date to Audit File – A 'Y' uses the effective date entered rather than the system date as the change date when writing the records to the earning/deduction maintenance log.

Pension/Profit Used - Indicates whether a pension or profit sharing plan is in effect.

Allow Foreign Addresses - Permits the entry of country codes, foreign zip codes and province names in the Employee Master file.

Scheduling Field is Active in Employee - Indicates that the **SCHEDULE#** field is used in the Employee master file.

Schedule# is Used and Edited - Indicates that you are using and want to validate the schedule# being input to the Employee master file. This should only be set to 'Y' if you are using the DAPREX Time & Attendance system.

Work Status is Enabled - Indicates that the **WORK STATUS** field is used in the Employee master file.

Show Only Authorized Locations in Employee F4 - A 'Y' indicates that users will only see employees belonging to the location#(s) to which they are authorized when the Employee Lookup program is called.

Uses Job# - A 'Y' provides access to the job# field in the Employee Master file. This same profile must be set to 'Y' for each location that plans to use the job# field.

Allow Entry of Reserved Code 910-999 - Contact your DAPREX representative for further details.

Auto Assign Employee Numbers on Add - A 'Y' indicates that the system will automatically assign employee numbers when adding employees to the master file. The last number assigned must be initially set up in data area LASTCLOCK#. If set to 'N', an employee# must be entered when adding a new employee.

Y=Birth Date Not Required in PR Entry - A 'Y' indicates that Birth Date is not required in the Employee Master file.

Hide SS# in Employee Name Scan/Lookup – A 'Y' hides the employee social security# on the employee name lookup screens and the employee history inquiry.

Uses Job Classifications - Indicates whether job classifications are used in the system. See the section entitled 'Job Classification File' under File Maintenance for further explanation.

Job Class Determines Differential - A 'Y' indicates that an employee's Job Class is used to determine the shift differential rates. Additional fields appear in the Job Class Master file allowing for entry of the differential amounts. SOP only.

Allow Split Direct Deposits - Allows for direct deposit to more than one bank account per employee.

Print DIRDEP Listing in Alphabetical Sequence – A 'Y' prints the ACH direct deposit file data in alphabetical sequence.

Indiana Only - Resides Exemptions = Table B - Not Used

Personnel Paid by Check Only - Key a 'Y' if all employees are paid by check (i.e. no cash or direct deposit employees).

Union Members Exists - Indicates that some employees are union members and the Employee Master needs to have Union# and Card# fields.

Uses Standard Hours for Employees - Allows for entry of a standard or default number of hours for individual employees. Standard hours can be used to create timecard records for hourly employees who are paid based on a fixed #hours. The standard hours can be overridden for each payroll as necessary.

Uses Work Status Codes - Allows for entry of user-defined work status codes, i.e. full time, part time etc.

Display Employee Maintenance in Alpha Sequence - Displays the employees in alphabetical sequence when you call up the Employee Master Maintenance program, rather than in numerical sequence.

Check Reconciliation - Indicates whether or not the check reconciliation feature of the system is being used.

Uses Bank Cross Reference - Indicates whether the bank cross-reference file is used. This option should be activated when the payroll checks for a corporation are issued out of the cash account of another corporation. All tax liabilities are posted to the PAYING corporation.

Void Checks - Enter Multiple Checks - A 'Y' allows you to multiple checks t the same time. Key an 'N' to allow voiding only one check at a time.

Use EZPRINT - Indicates whether EZPRINT is used to print the payroll checks.

Save File Libraries During Check Print - Saves a copy of the payroll & xapp file libraries during the check print process. For LC3 only.

Return to Menu After Running PR Post - When the Payroll posting is run, the system exits back to the menu from the 'Process Payroll' menu option. This is prevent a user from accidentally running the posting procedure more than once.

Don't Print SS# on Payroll Checks or Direct Deposits - A 'Y' prevents the social security# from printing on the checks and direct deposits.

Store Positive Pay File Name in Bank - Must be set to 'Y' to generate a Positive pay file for transmission to the bank. The transmission file name must also be entered into the Bank File under File maintenance. Contact DAPREX for the correct file name for your bank.

Always Sort Payroll Worksheet by Dept/Name - A 'Y' always sorts the payroll worksheet in dept/employee name sequence.

Print Deposit Info on Direct Deposit Form - A 'Y' prints the deposit information on the direct deposit advice form. Uses the 66-line version only.

\$0.01 in Direct Deposit Pre-Notes - A 'Y' forces a penny into pre-note records rather than a zero amount.

Separate G/L Batches by Location - Creates a separate batch of G/L entries for each active location. If all locations' entries can be grouped together in the same batch, type an 'N' at this option.

Multiple Fiscal Year for G/L Posting - Indicates that payroll performed in one Corp/Fund may be posted to other Corps/Funds that have different fiscal years than the Corp/Fund issuing the checks.

Page Break on Dept on Interfund Distr. Report (PRRP68) - Starts a new page for each G/L Department when printing the Interfund Distribution Report that shows the pro-ration of employee benefit expenses.

Uses GL Posting - Indicates that you post to G/L from the payroll.

Run G/L Pre-Edit in Payroll Edit - A 'Y' prints a G/L Pre-edit of any earnings and deductions in the workfile for which G/L posting data does not exist whenever you ask for the Payroll Edit report. If errors are found, the payroll edit is cancelled, the G/L Pre-edit prints and a message is sent to the user.

PR-TO-AP: Separate Invoice for each Employee - A 'Y' creates a separate invoice for each employee in the PR to AP posting. The employee# is posted to positions 1-6 of the invoice#. Only in conjunction with old Voucher Entry

Separate A/P Batches by Location - Creates a separate batch of A/P entries for each active location. If all locations' entries can be grouped together in the same batch, type an 'N' at this option.

Uses AP Posting - Indicates that you post to A/P from the payroll.

Code AP Batches Type R=Special Checks - Prints the A/P checks generated through payroll on the payroll check forms.

Sort W2s by Active/Inactive - A 'Y' sorts the W-2's based on the employee's termination code. If any value other than a blank is in that field in the Employee Master file, the employee is assumed to be inactive and all inactive employee W2s print at the end of the run.

Print FICA wages on W2 even if No Tax - A 'Y' prints social security and medicare wages on the W-2 even if no FICA tax was withheld.

Uses W2 Override (Different W2 Form) - Allows for an employee master file field indicating that the employee receives a different type of W2 form, i.e. Retired Clergy form.

Multiple States Per Employee for W2/PRRP93/94 - A 'Y' prints multiple states on the same W2 for an employee if applicable. A 'Y' prints the PRRP93/94 version of the Quarterly Taxable Earnings report and an 'N' prints the PRRP07 version.

Print W-2 on 4-Up Form – A ‘Y’ prints the 4-up version of the laser W-2 form for the employee copy and the 1 up version for the employer/federal/state. An ‘N’ prints the 1-up version of the laser W-2 form.

Has Multiple States per Employee for W2 - A ‘Y’ indicates that there are some employees who may work in more than one state during the year, and causes the generation of multiple W2s for such employees. Refer to the Year End Processing section under W2’s By State for further processing information.

Combine W2 Data for States – Set to ‘Y’ for DTZ only.

GMC - Set to ‘Y’ for GMC only.

DFW Has Special Pgm from Employee Master - Set to ‘Y’ for DFW only.

Once all of your responses have been made, press **ENTER** and **F20** to accept.

The location specific options (when prompted for Corp#, you are to enter the Location#), are as follows. (Cloning to another location# is not allowed unless each of your location numbers is also a valid Corp#.)

Matching 401K Type Processing - Key a ‘Y’ to indicate that employer matching contributions for 401K and pension type plans are to be calculated by the system based on a custom program.

Create Workfile based on Term. Date - Adds terminated employees to the payroll workfile only if the pay period ending date is less than the termination date. Unless activated, employees who are coded as terminated are never added to a workfile, regardless of the termination date.

Grace Period for Terminated Employees in Workfile – A ‘Y’ allows a grace period for including terminated employees in the work file. The grace period is based on the pay frequency code for the employee. (Wkly=7days,Bwkly=14days,SmMth=15days,Mthly=31days). The systems adds the #days to the employee’s termination date and if the resulting date is greater than or equal to the Pay Period Ending Date, the employee is added to the workfile even though he is terminated.

Select Depts. in Workfile Create - Allows the user to select specific departments to be included in the workfile.

Select Job Classes in Workfile Create - Allows the user to select specific job classes to be included in the workfile.

Omit Voluntary Deductions from 2nd Check - Indicates that deductions codes 1-10 only are to be withheld from the second check being issued to an employee in a payroll run. Deduction codes 11-999 will not be considered.

Uses “Other” Pay Frequency - Allows you to use non-standard pay frequencies, i.e. 22 pay periods per year.

Use Net to Gross Employee File - A 'Y' indicates that a file containing employee net pay amounts for those employees who are paid a fixed net amount every pay period is used.

Bypass Salary When Creating Second Check - A 'Y' prevents the salary amount from being added to a second check for an employee in the same workfile. This facilitates creating a second separate check for bonus or vacation, without including salary on the same check.

Quick Entry: Don't DUP Previous Code 1 Hours for Salaried Employees - Key a 'Y' so that Code 1 hours for SALARIED employees, are NOT duplicated from the line above.

When Current Earn/Ded. = 0, Print YTD on Check - A 'Y' indicates that any earning/deduction with Year-to-Date dollars should print on the check stub, even if there is no amount for the current period. An 'N' prints only those earning/deduction that have a \$-amount for the current period.

OMNI Client 19 Calc. Rate for Holiday & Leave - OMNI only.

Include Voluntary Deductions on Second Check - KLIC only. A 'Y' includes certain voluntary deductions codes on the 2nd check based on earnings codes used. Corp profile #51 must be set to 'N'.

Pre-Numbered Checks - Indicates that the payroll checks are prenumbered, thereby providing for entry of the first check# at check writing time.

Check Reconciliation - Indicates whether the check reconciliation system is being used.

****NOTE** Only ONE of these next 4 options can have a 'Y' next to it. The other three must be 'N'.**

Default Check Seq. is A=Alpha By Employee - Indicates that the default or normal sequence of check printing is in employee name order.

Default Check Seq. is N=Employee# - Indicates that the default or normal sequence of check printing is in employee# order.

Default Check Seq. is D=Dept/Alpha - Indicates that the default or normal sequence of check printing is in employee name order within department#.

Default Check Seq. is E=Dept/Employee# - Indicates that the default or normal sequence of check printing is in employee# order within department#.

Special Processing on Voids - Calls a custom program for check voids. Check with your DAPREX representative.

Print Detail Break Outs on Check Stub - Prints the earnings distribution on the check stub when earnings have been allocated over multiple departments and/or jobs.

Uses Laser Check with ACTFast Calendar - Only to be used if you have the DAPREX ACTFast system and are using the special check format that includes a printout of the

employee calendar. There is a file on the ACTFast File Maintenance menu that determines which calendar codes/sub-codes are summarized on the check.

Has Special Calculation for Check – Set to 'N'.

Amquip – Union Benefits in Check Print – AMQUIP only.

Print Payroll Check Receipt List for Signatures - Not used.

Print Direct Deposits at end of Check Run - Prints all of the Direct Deposit checks/stubs at the end of the check run rather than having them interspersed with the actual payroll checks.

Direct Deposit – Generate Bank Records – Set to 'Y' to create direct deposit records during the payroll posting. This must be set to 'Y' if you are going to transmit a file to the bank. If set to 'Y', direct deposits are created ONLY for those employees whose direct deposit bank information has been approved. If set to 'N', the system generates direct deposits for any employee who is coded for direct deposit in the Employee Master File.

Bank# Required if Bank Account# Given - If you are transmitting direct deposit data to the bank AND if the bank requires that you transmit the bank#, key a 'Y' in this field. In the A/P Posting by Employee File, the **BANK ID#** field will be required.

Bank Account Type Required if Bank# - If you are transmitting direct deposit data to the bank AND if the bank requires that you transmit the bank account type (Checking or Savings), key a 'Y' in this field. In the A/P Posting File by Employee, the **TYPE** field will be required.

Auto Calc Check Digit For Direct Deposit - When submitting a direct deposit file/tape to the bank in the standard format, the system can calculate the check digit (in the A/P Posting by Employee file) based on the formula provided by the DAPREX system.

Validate Check Digit For Direct Deposit - When submitting a direct deposit file/tape to the bank in the standard format, and when the system is NOT calculating the check digit (in the A/P Posting by Employee file), indicate here that you want the system to validate the user keyed check digit.

Print Direct Deposit Deductions Listing - Key a 'Y' to print the Direct Deposit Deductions Report during check printing and posting of the Payroll. This listing provides a breakdown of all those items included in the Employee Direct Deposit File excluding the Net Check record, i.e. Credit Union Deduction.

Put Direct Deposit Acct# on A/P Invoice Comment - Uses the employee's bank account# as the A/P invoice comment if A/P record is being created for subsequent payment to the bank.

EDI Deposit of Deductions - Indicates that selected payroll deductions, i.e. credit union, can be direct deposited along with the net checks, as necessary. Some deductions can be direct deposited and others may be posted to A/P. In order to direct deposit a deduction, a record for it must exist in the Employee Direct Deposit/A/P posting file with an approval code of 'Y'.

Separate Direct Deposit Print Format - A 'Y' causes the direct deposit remittance/check to print on a different form than the checks themselves. A separate spool file entry is created that looks identical to the actual check. If you have a custom check print program and want to use this option, contact your DAPREX representative.

Separate Direct Deposit Numbers or Bank - If activated, the system prompts for a starting direct deposit remittance/check# and a bank# when the option to print checks is taken. The bank# defaults to the regular check bank# if left blank. The history files are checked for duplicate direct deposit remittance/check#s and the system verifies that there is no overlap of these numbers with the check#s used for actual check printing.

Bypass Direct Deposits - A 'Y' indicates that you want to issue regular checks to all employees, regardless of whether employees are normally coded for direct deposit. This is intended to be used to issue bonus checks. Remember to set this profile back to 'N' when you are finished with the bonus check run.

Bypass Direct Deposit on Additional Checks - A 'Y' codes all checks in a payroll work file as non direct-deposit except for the first one for each employee. This must be set to 'Y' before the work file is created. IF YOU HAVE A CUSTOM CHECK PROGRAM A CHANGE IS REQUIRED TO USE THIS!!

Print Direct Deposit to 8x11 Form - A 'Y' prints the direct deposit advice documents on 8x11 plain paper or letterhead.

Use Default Corp/Bank for Direct Deposit - A 'Y' uses a default corp/bank when writing records to PWDRDP prior to creating the direct deposit ACH file. See the 10 Character profiles (#22-Values by Corp/Application) on the General Function File Maintenance menu. Use Corp 999 and area code PR, record# 18.

Post Payroll to G/L - Posts the payroll to the DAPREX General Ledger system.

Post Payroll to A/P - Posts the payroll tax and deduction liabilities to the DAPREX Accounts Payable system, enabling the system to automatically create checks for those items.

Special Job in Payroll Posting - Key a 'Y' if there is a custom program to be used in the posting of the payroll.

Post to Departmental Inquiry in each Pay Run - Creates the departmental data used in the Departmental Inquiry during the posting of a payroll.

Post ACTFAST Entries in Payroll Create - If you are using the ACTFast system to post entries to payroll, a 'Y' allows the user to select the appropriate codes for posting to payroll during the creation of the payroll workfile. An 'N' indicates that the user will not be posting any ACTFast records at that time. In case of an 'N', there is a stand-alone menu option where those ACTFast records can be posted into the workfile.

Uses Pro-ration Table for GL Posting - Allows you to pro-rate specific benefits over the departments in which an employee works during the pay period (i.e. matching FICA etc.)

Uses Job Class for GL Account Posting - Uses the Job Class table for determining the salary account# against which to post employee earnings.

Calculates Workers' Comp. in Post - Calculates and posts the workers' compensation during the posting of payroll. Make sure to refer to the Earnings & Deductions Master, the G/L Posting by Location/Department and the Workers' Compensation posting sections of this manual for further details.

Check Date in G/L Explanation Field - Includes the check date as part of the GL Journal Entry explanation. This way separate payroll entries can be easily identified in the GL files.

Pro-Rate Unemployment Payable Over Depts. - Pro-rates the unemployment expense over the departments worked by an employee in a given pay period.

Drop Quick Entry Records When Posted - A 'Y' indicates that the Quick Entry records are to be dropped after they have been posted. (The entire batch must be posted before the entries can be deleted.) If this option is set to 'N', a posted batch can be deleted using the menu option, "Quick Entry - Drop Batches".

Use Job# to Div# Posting - Indicates that you are using the Job# to Div# Posting feature of the system. This is a specialized method of posting to a different division# than that defined in the G/L Posting by Location & Department. Consult your DAPREX representative if you have questions. CHOCTAW only.

Uses Job Number Override Posting - a 'Y' uses the Job# Override table for GL posting. Job numbers in the table replace the usual job numbers for selected earnings and/or deduction codes.

Post All Net Checks to A/P - GMC - A 'Y' treats all net check amounts as if the entire payroll was cash and posts it to the A/P.

Post <300000 Accts. to Non-Bank Corp GMC - Set to 'Y' for GMC only.

Default Print Worksheet to Y – Not Used – set to 'N'.

Print Labor Distribution Report - Key a 'Y' to print the Labor Distribution Report during the posting of the payroll workfile.

Print G/L Labor Distribution Report - Key a 'Y' to print the G/L Labor Distribution Report during the posting of the Payroll.

Print Labor Dist. During Edit Function - Key a 'Y' to print the G/L Labor Distribution Report during edit and posting of the Payroll. Key an 'N' to print it ONLY during the posting.

Print Special Deduction Reports in Edit - Prints the Special Deduction reports during the edit function of payroll entry to determine that appropriate deductions have been taken from all applicable employees

Interfund Distribution Report - Generates an Interfund Distribution report for the just completed payroll.

Omit Employees Without Earnings From Edit - A 'Y' indicates that you want to omit employees without earnings on the edit report even if they are in the payroll workfile.

Omit Employees Without Earnings From Check Register - A 'Y' indicates that you want to omit employees without earnings on the check register even if they are in the payroll workfile.

Choctaw - Print Detail Labor Dist. Report - Not Applicable

Print Vertical Earn/Ded Report – Edit & Update - A 'Y' prints an additional report during the payroll edit and payroll update functions. The vertical formatted report lists each earning and deduction description along with the corresponding dollar amounts for the payroll.

Print Special Earnings by Job - Not Applicable.

Print Payroll Register By Work/Home Dept. - A 'Y' prints a payroll check register report by worked department within home department, showing reg, overtime and other earnings and deductions. Assumes that code 2 is overtime. All other codes can be user defined.

Bypass Printing of Standard Register - A 'Y' bypasses printing of the standard check register. Reply 'Y' only if you replied 'Y' to the previous profile option - otherwise no register of any kind will print.

Print A/P Detail Reports - a 'Y' prints a detailed list of the entries being posted to the A/P system. Two reports are created, one by employee# and the other by employee with vendor#.

Page Break/Division G/L Labor Dist. - a 'Y' forces a page break at the division level on the G/L Labor Distribution report.

Print Labor/Proration Report - Done for GMC - a 'Y' prints all earnings, plus prorated FICA, FUI, SUI and disability.

Print Interfund Dist. Report in Dept# Order - Choctaw. A 'Y' prints the interfund distribution report in corp/dept# sequence rather than corp/div# sequence.

List Worker's Comp. Report by Home Department –

Uses Monthly Dollars for Check Taxes - Used for Colorado Head Tax calculation.

Write State Tax Records in Federal Mag. Media - Includes the state tax records in the Federal Filing magnetic media.

Print State Tax Breakouts in PRRP12 - Prints a state-by-state breakdown of the state taxes on the Check Register. This should be set to 'Y' if you have employees in multiple states.

Calculate Federal Unemployment Each Run - A 'Y' indicates that federal unemployment is calculated for each employee for each pay period. A Federal Unemployment report is also printed during the payroll posting. The amount is calculated based on the taxable wages at the deduction code level specified in the Works/Resides table for federal unemployment (under state code 'US'). Only departments that have G/L posting set up for that deduction code (Ded. Cd. 8 and 8-) will have the unemployment calculated. This allows for the omission of things like work/study programs as long as all participants are in the same department. Corp. specific profile #57 must be set to 'N' if you have employees who are NOT subject to unemployment tax based on their dept#.

S/125: Pay Receipts Before Deducting - Only to be used if you are doing reimbursement for Flexible Spending plans under Section 125. If activated, the system allows reimbursement in **excess** of YTD withholding but only up to the **anticipated** YTD deduction amount. This applies to flexible spending plans only. Dependent care is not affected by this profile option.

Calculate State Unemployment Each Run - A 'Y' indicates that the employer's portion of state unemployment is calculated for each employee for each pay period. A State Unemployment report is also printed during the payroll posting. The amount is calculated based on the taxable wages at the deduction code level specified in the Works/Resides table for employer portion of state unemployment (under each state code). Only those departments that have G/L posting set up for that deduction code (Ded. Cd. 10 and 10-) will have the unemployment calculated. This allows for the omission of things like work/study programs as long as all participants are in the same department. Corp. specific profile #67 must be set to 'N' if you have employees who are NOT subject to unemployment tax based on their dept#.

Calculate CA Training Tax Each Run - A 'Y' indicates that the employer's portion of California Training Tax is calculated for applicable employees during each payroll run.

Uses Override State Tax G/L# - A 'Y' indicates that the Tax G/L account# in the Works and Resides File is used to post state taxes instead of the account# for state tax (Deduction code 4) in the G/L Posting by Location/Department file. Any employee-level overrides take precedence. Refer to the section on the Works and Reside File for further details.

Uses Override State Unemployment G/L# - A 'Y' indicates that the G/L account# in the Works and Resides File is used to post state unemployment taxes instead of the account# for state unemployment (Deduction code 10) in the departmental record of the G/L Posting by Location/Department file. The departmental records still need to be established to determine which employees are taxable. Refer to the section on the Works and Reside File for further details.

Uses Override Local Tax G/L# - A 'Y' indicates that the Tax G/L account# in the Works and Resides File and/or Local Tax Codes file is used to post local taxes instead of the account# for local tax (deduction code 5) in the G/L Posting by Location/Department file. Any employee-level overrides still take precedence. Refer to the section on the Works and Reside File/Local Tax Codes File for further details.

Uses Override Disability G/L# - A 'Y' indicates that the G/L account# in the Works and Resides File is used to post state disability taxes instead of the account# for state disability in the departmental record of the G/L Posting by Location/Department file. Any employee-level overrides still take precedence. Refer to the section on the Works and Reside File for further details.

S/125: Show Employee Amount Left to Year End - A 'Y' indicates that the amount shown under "Not Yet Used" on the employee's Section 125 Status Statement is the amount that will be available including deductions until year end. If set to 'N', the amount shown in that column reflects only year-to-date deductions.

Mail S/125 Statements in Window Envelopes - A 'Y' indicates that the Section 125 employee status statements (option #22 on the Payroll Reports menu) print in a format suitable for a window envelope. If set to 'N', the statements print on 8.5x11" paper.

S/125 Statement: No Outstanding Receipts - a 'Y' suppresses the printing of outstanding receipts on S/125 Statements.

Uses Expanded Local Tax Code - Reply 'Y' if advised by your DAPREX representative that your local tax program requires an additional local code in the Employee Master and Local Tax Code Files.

Table Determines if State is Tax by Res. - Not Used.

Don't Display Local Resides Code - a 'Y' suppresses the Local tax Resides Code from appearing in the Employee Master screen. DFW.

Don't Display Local Resides Code - a 'Y' does not display the Resides Local field in the Employee Master File. DFW

Subtract Used Hours from Accrued - Indicates that hours taken for sick, holiday, vacation etc. are to be SUBTRACTED from the hours in the **ACCruED HOURS** field in the Employee Earnings and Deduction file. As such the system will always display remaining hours in that field. The earning code for sick, holiday, vacation etc. must be designated as an accrual by an 'A' in the **C,T,A** field in the Earnings & Deduction By Location File. If you want to maintain **both** the accrued hours and remaining hours, key 'N' here. The accrued hours will appear in the **ACCruED HOURS** field and the remaining hours will appear in the **MAXIMUM BALANCE** field.

Accrue Hours Every Pay Period - Key a 'Y' to accrue hours during every pay period. A custom written program with your accrual formulas must be in place for this option to go into effect.

****NOTE**** - Only ONE of the above two options can have a 'Y'. The other must be an 'N'.

Use Accrual/Reversal in PR Posting - Key a 'Y' to allow prior period payroll accrual calculation and posting during the posting of the payroll workfile. The prompt to actually accrue during a period **MUST** be answered during the posting procedure. This option is generic in that the accruals are created when the operator indicates that accrual should take place for a given pay period.

Post Accruals to Human Resource system - Not Used - set to 'N'.

Post Accrued Hours to ACTFAST system - Posts the system calculated accrued hours to the ACTFast system. These are hours calculated via custom programs for a customer.

Post Used Accruals to ACTFAST system - Posts the accrued hours taken/used to the ACTFast system.

Choctaw - Accrue Sick Hours Monthly - Not Applicable

Security by User - For further details, speak with your DAPREX representative.

Pension/Profit Sharing - Indicates whether a pension or profit sharing plan is in effect for this location.

Allow Foreign Addresses – Indicates whether you need foreign address fields in the Employee Master file.

Uses Job# - Uses the job# field when recording payroll data.

Function Restriction by User - Allows you to set up an additional security file that permits you to restrict users to the individual Worksheet/Edit/Update/Print Checks/Post functions within the Process Payroll menu option. PRFM64

Force Verify of Total Hours in Quick Entry - Reserved for future use.

Deduction Code 15 Special Processing - For Meyer Only(3/96). Set to 'N'.

No Deduction Override D1 and D2 – A 'Y' prevents entry of deduction codes 1 and 2 in the Employee Earnings and Deduction Master file. This assures that no override records for FICA SS and FICA Medicare can be entered.

Canadian Payroll - Indicates whether the location uses the Canadian Payroll software.

Job Class Required in Employee Maintenance - Indicates whether the Job Class is a required field in the Employee Master File.

Job# Required in Employee Maintenance - Indicates whether the Job# is a required field in the Employee Master File.

Uses Webcheck - A 'Y' indicates that WebCheck is used to generate pdf's for checks and direct deposit forms. PR general profile #4 must also be on to save changes to employee master. PR general profile #94 must also be "Y" to flag employees who still want a printed direct deposit advice form.

When all of your responses have been made, press **ENTER** and **F20** to accept. Once the corporate(location) specific profiles have been created for one location, they can be cloned to another location by pressing **F24=Clone** and entering the To Corp#/Loc#. If data already exists for the To Corp#/Loc#, the operator is prompted to press **F20** to copy ALL profile settings, **F15** to clone only those options that are blank in the To Corp#/Loc# or **F12** to cancel the clone procedure.

FILE MAINTENANCE

The File Maintenance Menu contains the majority of the files that are used in the Payroll System. Additional maintenance options are found on the Payroll Processing and G/L A/P and Direct Deposit menus. Refer to those sections for further details. The File Maintenance menu appears as below.

LOCATION/EARNINGS & DEDUCTIONS	
1.	LOCATION MASTER
2.	EARNINGS & DEDUCTIONS MASTER
3.	EARNINGS & DEDUCTIONS BY LOCATION
4.	LOCATION MASTER DEDUCTION CODES
5.	STD/DEFAULT EARNINGS & DEDUCTIONS
6.	EARNINGS AND DEDUCTIONS ORDERING
7.	DEDUCTION CALCULATION EQUIVALENTS
8.	EARNING/DEDUCTION REPORT CODES
9.	EIC CODES
10.	SECTION 125 PLAN YEAR DATES
11.	DEPARTMENTS EXCLUDED FROM LABELS
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21.	EMPLOYEE EARNINGS & DEDUCTIONS
26.	CITY FILE
27.	MINORITY CODES
28.	TERMINATION CODES
29.	WORK STATUS CODES
30.	ZIP CODES FILE
31.	STATE/COUNTRY FILE
80.	FILE MAINTENANC MENU #2
81.	G/L A/P & DIRECT DEPOSIT MENU
82.	EMPLOYEE DATA EXPANSION

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

LOCATION MASTER

The Location Master File is used to designate a payroll entity within a corporation. This can be a separate location or simply an executive payroll versus an hourly payroll. A location has a unique set of deductions, benefit plans etc. for which payroll records are maintained and processed separately. Multiple departments can be processed within the same location.

In addition to the Location# and name, this file contains the payroll year, the corporation# to which the location belongs, the quarterly cutoff dates, and the current payroll quarter. (The current payroll quarter must be changed after the quarterly reports have been run to reflect the NEW quarter number.) For each new year in which payroll will be processed for a location a new master record must be entered. For example, at the beginning of 1996, a new record must be entered for each location. If the payroll checks need to print in a *different* sequence than the payroll reports, (i.e. by employee name rather than by department#), key the desired check printing sequence in the **ALTERNATE P/R CHECK SEQUENCE** field (A=by employee name, n=by employee#, etc.). See sample screen below.

PRFM02	LOCATION MASTER FILE MAINTENANCE	
LOCATION #	1	
YEAR	1996	
CORPORATION#	1 DAPREX INC.	
DESCRIPTION	STAMFORD OFFICE	
START OF 1 ST QUARTER	1/01/96	(MM/DD/YY)
END OF 1 ST QUARTER	3/31/96	
END OF 2 ND QUARTER	6/30/96	
END OF 3 RD QUARTER	9/30/96	
END OF 4 TH QUARTER	12/31/96	
CURRENT QUARTER #	2	(1,2,3,4)
ALTERNATE P/R CHECK SEQUENCE.....	E	
	A=ALPHABETIC BY EMPLOYEE NAME	
	N=BY EMPLOYEE NUMBER	
	D=BY DEPT# - ALPHA EMPLOYEES	
	E=BY DEPT# - EMPLOYEE NUMBER	
DELETE	4=DELETE RECORD	

EARNINGS & DEDUCTIONS MASTER

The Earnings and Deduction Master File contains ALL of the possible earnings and deduction types that are used throughout the Payroll system.

EARNINGS CODES

Valid earnings codes are 001 - 899, with code 001 reserved for Regular Pay. Earnings codes 800-899 are reserved for the employer portion of certain benefits, such as medical insurance, where the employer pays all or a portion of the premium. When using the 800 series earnings codes for this purpose, there must be an offsetting code so the employees' earnings are not increased by the amount of this benefit. I.E. - Code 801=Insurance Benefit +, Code 802=Insurance Benefit -. When dollar values (percentage benefits cannot be calculated this way) are assigned to these earnings codes, one amount will be positive and the other negative so that the net effect on the employees' pay is zero. The system is then able to post the employer's liability to the G/L and to the A/P system for payment if desired. If a percentage benefit (other than matching 401K type plans) needs to be calculated, use the 800-899 deduction codes for this purpose. See below.

DEDUCTION CODES

Valid deduction codes are 001 - 799 with codes 001 - 011, 800-899, 901-903 and 910 reserved as follows:

001 - FICA	008 - State Unemployment
002 - Medicare FICA	009 - Disability
003 - Federal Tax	010 - Federal Unemployment
004 - State Tax	011 - Reserved - MUST EXIST IN THIS FILE
005 - Local Tax #1	901 - 3 rd Party Disability FICA SS
006 - Local Tax #2	902 - 3 rd Party Disability FICA Med.
007 - 2 nd State Tax	903 - 3 rd Party Disability Federal Tax
	910 - CA Training Tax - Employer Paid

****NOTE**** For the state of NY, New York City tax uses deduction code 5 and Yonkers uses code 6.

If there are employees on different pay cycles, you may need to set up different deduction codes for the same deduction, where the deduction amounts vary based on the frequency of pay. For example: a medical insurance deduction is made every pay period for all employees. For weekly employees, the deduction amount is \$25.00, for semi-monthly employees it is \$50.00. Additionally there may be a family rate and an individual rate. By assigning each one a separate deduction code, individual employees can be assigned the appropriate code without the operator having to enter the deduction amount since it will be stored in the Standard Earnings/Deductions file. Also, when the deduction amounts change, only the master deduction record in that file is changed, not each employee. When setting up deduction codes for garnishments, use a separate deduction code for garnishments that are a percentage of net pay versus garnishments that are a fixed amount or a % of gross pay.

Deduction codes 800-899 are reserved for the employer portion of percentage benefits, (i.e. Workers' Comp., matching 401k with no employee contribution etc.) If you are using 800 codes for a percentage benefit that needs to be on the employee record, there **MUST** be an offsetting code so the employees' net pay is not affected. For Workers' Compensation, you only need to set up single 800 code since it is only a calculation during the payroll posting.

SECTION 125 PLAN

In order to set up a Section 125 Plan for reimbursable Child Care, Medical, Dental Expenses etc., an earning AND a deduction code must be created for EACH part of the plan. You MUST use the same code number on both the earning and the deduction sides, i.e. Earning Code 21=Child Care Reimbursement, Deduction Code 21=Child Care Deduction, Earning Code 22=Medical Reimbursement, Deduction Code 22=Medical Deduction. If you have a childcare deduction BUT DO NOT PERFORM REIMBURSEMENT through the payroll system, you still MUST create an earnings code (using the same code number as the deduction), and indicate with a 'C' in the **C,T,A** field that it represents the childcare portion of Section 125. This way the system knows which corresponding deduction code to use when printing Section 125 Childcare on the W2s in Box 10.

3rd PARTY DISABILITY EARNINGS

An earning code AND a deduction code for 3rd Party Disability Earnings must be created in order to correctly process third party disability checks. In addition, deduction codes representing FICA Social Sec. Paid by Third Party, FICA Medicare Paid by Third Party, and Federal Tax Paid by Third Party, (Codes 901, 902 and 903 respectively), must be created. See the section entitled '**Third Party Disability Checks**' under the **DAILY PROCESSING** section of the manual for further information on the processing of these types of checks.

EARNINGS & DEDUCTIONS BY LOCATION

The Earnings and Deductions By Location File allows you to specify which earning and deduction codes are valid for each location. (When starting a new year, the only changes to the file should be adding any new earning/deduction codes or flagging those codes that are no longer used or active.) After entering the location# and current year, and an 'E' for earnings or a 'D' for deductions, a screen like that shown on the following page appears.

EARNINGS & DEDUCTIONS BY LOCATION									
EARN/DED	E		(E,D)						
*LOC.	001								
YEAR	1996								
CORP	001								
POSITION TO:			(BY CODE)						
			C/T/S						
<u>TYPE</u>	<u>DESC.</u>	<u>U</u>	<u>R</u>	<u>MULT</u>	<u>H</u>	<u>G</u>	<u>A</u>	<u>OMIT FROM CALCS.</u>	
U=USE PERIOD (Y/N, E/O, 1-5) R=SPECIAL REPORT (Y/N) H=PART OF TOTAL									
HOURS WORKED (Y/N) G=GROSS TAXABLE EARNINGS A=ACCRUALS(A)									
T=TIPS C=CHILDCARE M=MEDICAL SECT 125 S=THIRS PARTY SICK PAY									

When adding earnings codes for a location the following fields must be entered. First, enter the earning code in the **TYP** field or use **F4** to scan for a valid earning code. Leave the description field blank to use the description from the Location Master file or enter a different description here, if desired.

The **U** field is used to indicate whether an earning code can be used in the current pay period and may be changed from 'Y' to 'N' and back again on a pay period basis. Key a 'Y' in the **U** field if this earnings code is used for the current or every pay period. For example, the earnings code for Regular Pay would be set to 'Y' since it is used every pay period. Something like Commissions may be paid quarterly so by keying an 'N' in this field, no one can process commission earnings until the Payroll coordinator changes this field to 'Y', indicating that the earnings code is now valid for a pay period. Another option is to indicate the week# in which an earning is paid (1,2,3, 4 or 5). By keying in a week#, the earning will be paid ONLY during that week of the month. If the earning is to be paid during weeks 1 & 3, enter an 'O' for odd, for weeks 2 & 4, enter an 'E' for even. (The current week# will be keyed in at the time of creating the payroll workfile.) Any earning/deduction coded as week 5 will **only** be paid/withheld when the payroll workfile week# is a '5'. (**NOTE** Earning/Deduction codes entered through the Quick Entry program will NOT be checked for eligibility - they will always override the code in the **U** field.) If you are using the quick Payroll entry program, key a 'Y' in the **R** field to print a special report for this earnings code during the payroll processing, (i.e. a special report detailing all bonus payments for the pay period).

The **MULT** field is a rate multiplier for such hourly earnings as regular pay, overtime, double-time, sick pay, vacation pay etc. Use a rate of 1.00 for regular, sick and vacation pay, a rate of 1.50 for time and a half, and a rate of 2.00 for double-time.

The next 2 fields require an entry of 'Y' or 'N'. Key a 'Y' in the **H** field if the hours accumulated under this earning code are to be considered part of total hours worked. (I.E.- codes like Sick Pay, Holiday Pay etc. are most likely NOT considered part of total hours worked whereas overtime and double-time are.) Key a 'Y' in the **G** field if the dollars accumulated under this earnings code are to be considered as part of Gross Taxable Earnings. Expense reimbursement, Earned Income Credit and dependent care/flexible spending reimbursement earnings codes should always have an 'N' here as they are non-taxable additions to pay.

Key an 'A' into the **C/M/T/A/S** field is used to indicate that hours are to be accrued for this earnings code. (See the section entitled 'Employee Earnings and Deductions' for further details regarding the maintenance of remaining accrued hours.) Key a 'C' into this field to indicate that this earning is the reimbursement for Section 125 Dependent care. Key an 'M' if the earning code is the reimbursement for any other Section 125 expenses (i.e. Medical or Dental expenses). (These types of earnings should NOT be coded as part of gross earnings and SHOULD be marked as tax-exempt in the next section. See below.) Key a 'T' here to indicate that an earning code is for tips. The system then calculates taxes on this earning but does not figure it into the net pay calculation. Key an 'S' here to indicate that the earnings for this code should be printed in the W2 Box 13 line for Third party Sick Pay.

Finally, leave the **OMIT FROM DEDUCTIONS** fields blank when entering the valid earnings and deduction codes for a location. These fields can be filled in ONLY AFTER the Location Master Deduction Codes File is built. These ten fields represent the 10 possible deduction codes from which certain earnings/deductions may be exempt. The ten codes that appear here are those entered into the Location Master Deduction file. Key an 'O' into each of the columns from which the earnings/deduction type is exempt. I.E. - Expense reimbursements are exempt from federal, FICA, state, and city taxes; therefore an 'O' should be entered in the appropriate columns representing those deduction codes. Section 125 flexible spending and dependent care reimbursements are exempt from the same. Earned Income Credit earnings are exempt from Federal and FICA. ****NOTE**** Third Party Disability Earnings SHOULD NOT be omitted from ANY tax deduction calculations and should therefore have blanks in the **OMIT FROM DEDUCTION** fields.

A completed file for **earnings** might look like the example below.

EARN/DED	E	(E,D)															
*LOC.	001																
YEAR	1996																
CORP	001																
			<u>OMIT FROM CALCULATIONS</u>														
TYPE	DESCRIPTION	U R	MULT	H	G	A	001	002	003	004	005	006	007	008	020	022	
001	REG. PAY	Y N	1.00	Y	Y												
002	OVERTIME	Y N	1.50	Y	Y												
003	VAC. PAY	Y Y	1.00	N	Y	A											
010	AUTO EXP.	Y Y	0.00	N	N		O	O	O	O	O	O	O	O			
020	BONUS	N Y	0.00	N	Y			O	O	O	O	O	O				
021	COMMISSION	N Y	0.00	N	Y												
022	CHILD CARE	Y Y	0.00	N	N	C	O	O	O	O	O	O	O				

The entries for deductions are identical except that the **MULT**, **H**, **G** and **C/T/A** fields do not exist for deductions, and the **OMIT FROM DEDUCTIONS** fields are used to indicate that a deduction is to be omitted from subsequent deductions. See the section entitled “**Earnings and Deductions Ordering**” for further considerations regarding the **OMIT FROM DEDUCTIONS** fields.

To set up a garnishment that is a % of adjusted gross pay (i.e. less taxes), the garnishment deduction code must exist as one of the columns in the **OMIT FROM DEDUCTION** fields. You must then key an ‘O’ in that column next to each deduction that is to be withheld from the gross pay *prior* to calculating the % of adjusted gross for the garnishment. (For example: all taxes and ‘involuntary’ deductions such as insurance should be taken prior to making the % of adjusted gross calculation. However, ‘voluntary’ deductions such as savings should be taken after the % of adjusted calculation. These voluntary deductions should *not* have the ‘O’ under the column containing the garnishment deduction code.) See the section entitled “**Earnings and Deductions Ordering**” for further information regarding a % of adjusted gross garnishment deduction.

A completed file for **deductions** is shown below.

EARNINGS & DEDUCTIONS BY LOCATION												
EARN/DED	D	(E,D)										
*LOC.	001											
YEAR	1996											
CORP	001											
<u>OMIT FROM CALCULATIONS</u>												
TYPE	DESCRIPTION	U	R	001	002	003	004	005	006	016	017	020
1	FICA S.S.	Y	N									O
2	FICA MEDICARE	Y	N									O
3	FEDERAL W/H	Y	N									O
4	STATE TAX	Y	N									O
5	LOCAL TAX 1	Y	N									O
6	LOCAL TAX 2	Y	N									O
15	HEALTH INS.	Y	Y	O	O	O	O	O	O			O
16	401K	Y	Y			O	O	O	O			O
17	DENTAL INS.	Y	Y	O	O	O	O	O	O			O
20	GARNISH. %NET	Y	Y									

LOCATION MASTER DEDUCTION CODES

The Location Master Deduction Codes file contains the ten deduction codes from which certain earnings/deductions may be exempt. These 10 codes must already exist as valid deduction codes in the Earnings/Deductions By Location File. These codes then appear in that same file under the **OMIT FROM DEDUCTION CALCULATION** columns. As an example, expense reimbursements are exempt from federal, FICA, state and local taxes. Remember that the deduction code for a % of Net Garnishment must be one of these ten codes. After adding the records here, return to the Earnings & Deductions by Location file and enter the O=Omit codes that determine taxability of certain earnings/deductions such as expense reimbursements, 401K, Section 125 etc.

STANDARD/DEFAULT EARNINGS & DEDUCTIONS

The Standard/Default Earnings & Deductions file contains any earning or deduction code that is paid to/withheld from various employees in the same amount for a location. I.E. Car Allowance of \$25.00 a week, or a Medical Insurance deduction of \$150.00. The standard amount keyed into this file is used when that earning/deduction code is added to the Employee Earning & Deduction file for individual employees. If the amount paid to/withheld from one employee differs from the standard entered here, the amount can be overridden at the employee level in the Employee Earning & Deduction file.

After entering the location# and an 'E' for earnings or a 'D' for deductions, enter the code#, (use **F4** to scan for a valid code), the type of earning/deduction, (H=an hourly earning/deduction, \$=flat dollar

amount, A=additional amount, %=percentage), and the rate/amount/percentage as applicable. Finally, enter the earning/deduction code under which the reporting should be consolidated. I.E. consolidate all the medical insurance deduction codes since there may be numerous codes for individuals, families etc.

Use of this file facilitates the updating of new standard rates/amounts such that any change made here is reflected in each employee's Earning/Deduction file. See sample screen below.

PRFM13 DEFAULT EARNING/DEDUCTION FILE					
LOCATION		1	LOCATION 1		CORP: 1
EARN/DEDUCT		D	(E,D)		
			\$.%		REPT
<u>DEL</u>	<u>CODE(*)</u>	<u>DESCRIPTION</u>	<u>H,A</u>	<u>RATE</u>	<u>CONS</u>
18		GARNISHMENT	%	10.0000	18
31		SAVE - A - KID	\$	5.0000	31
51		MED INDIV WK	\$	37.4500	51
52		MED FAMILY WK	\$	42.2500	51
53		MED/DEN IND WK	\$	34.9500	51
54		MED/DEN FAM WK	\$	37.7500	51
150		UNION DUES	\$	15.0000	150

EARNINGS AND DEDUCTIONS ORDERING BY LOCATION

The Earnings and Deductions Ordering file prioritizes the payroll deductions, assigning each a sequence number which determines the order in which they are processed/withheld during the calculation of Net Pay. For example, except in the case of pretax deductions (i.e. 401K, Section 125), all federal, FICA, state and city taxes must be processed before the voluntary deductions such as Medical Insurance, Savings Plan etc. The deduction codes must be prioritized/sequenced in the order in which they are withheld, with 401K appearing prior to Federal Tax, assuming it is not subject to that tax. Valid sequence numbers are 001 - 999. See following example.

****NOTES**** It is critical that this file be built correctly or you will have problems with QTD and YTD deduction totals. If you have a garnishment deduction that is a percentage of net pay, it must be the **last** sequence# in this file. Refer to the Earnings & Deductions by Location file section for further information. See the following example.

DEDUCTION ORDERING FILE

CD	DESCRIPTION	SEQ#
023	401K PLAN	001
024	PRE TAX INSURANCE	002
001	FICA - SS	003
002	FICA - MED.	004
003	FEDERAL	005
004	STATE TAX	006
005	LOCAL TAX #1	007
006	LOCAL TAX #2	008
016	MEDICAL INS.	011
015	LOANS	012
017	SAVINGS PLAN	013
032	UNITED WAY	020
020	GARN. % OF NET	099

DEDUCTION CALCULATION EQUIVALENTS

This file allows the user to indicate that the calculation for Deduction 'X' is identical to Deduction 'Y'. Simply enter the deduction code that uses the same calculation as another in the first **DED. CODE** field; and the code from which to copy the calculation in the second.

****NOTE**** Any deduction code that is a '%' type **must** have a record in this file, indicating that it uses Deduction Code 11's calculation, UNLESS DAPREX has written a special deduction routine for you. Deduction code 11 must exist in the Earnings & Deductions Master File in order to make such entries into this file.

EARNINGS/DEDUCTIONS REPORT CODES

For Retirement Reporting, (menu options #11 and #12 on the Reports menu), specify which earnings codes are considered part of Total Earnings (**TR**), Regular Earnings (**RR**), and which deduction code represents the retirement deduction (**RD**), by placing a 'Y' in the appropriate field(s). The **RD** field should only have a 'Y' on the Deduction side.

EARNED INCOME CREDIT CODES

This file should contain the Earned Income Credit codes that are assigned in the Employee File. Code 1 is for married employees whose spouses DO NOT file a W-5. Code 2 is for married employees where BOTH spouses file a W-5. Code 3 is for single and head of household employees. Refer to the HELP text for further information.

SECTION 125 PLAN YEAR DATES

This file should contain the start and end dates for each Section 125 benefit used in the system for each location. The system uses these dates to determine the year against which to apply a reimbursement. Refer to the HELP text for further information.

DEPARTMENTS EXCLUDED FROM LABELS

You can enter a list of payroll departments that should not be included when printing labels. Enter the location# and each of the departments with an 'N' NOT to print labels.

DEPARTMENT MASTER

The Department File contains the various payroll department numbers and descriptions that make up a Location. For example; you may have Data Processing, Sales, and Warehouse departments within a given location. (These departments do not necessarily correspond to the departments in the General Ledger system.) Many of the payroll reports are sorted by department within location#. If General Profile option #61 is set to 'Y', a state code can be entered for each department. (This assumes that each department is in a single state.)

WORKS/RESIDES TABLE

The Works/Resides File contains the federal and state codes that are used in the Employee Master file. There must be an entry into this file for each corporation and its state and federal taxing authorities. In addition to the state code and description, there is a field to enter the **TAX G/L ACCOUNT#** (only if Location-specific profile options #69 and/or #71 are set to 'Y') against which to post the state tax if that account# varies by state. (Otherwise the account# is entered once for all state tax under the deduction code 4 in the G/L Posting by Location/Department file.) Since unemployment and disability rates can vary by corporation, there are fields for the unemployment and disability rates, weekly deduction, and annual earnings limits, (for both the employee and employer).

There are also two **ACCOUNT#** fields at the bottom of the screen (if Location-specific profile options #70 and/or #72 are set to 'Y') that are used to enter the G/L account#s against which to post unemployment tax and disability, (instead of the departmental defaults in the G/L Posting by Location/Department file). Likewise there are two **VENDOR#** fields that are used to enter the A/P vendor#s against which to post unemployment tax and disability if the defaults in the A/P Posting by Location cannot be used for all states. If you are not posting to the A/P system, no entries are required in the **VENDOR#** fields.

Use a state code of "US" in order to enter the Federal Unemployment information. The **DEDUCTION CODE BASED ON** field is used to indicate what wage base is to be used for the calculation of the employer portions of unemployment and disability. Leave this field blank under 'US' to use the federal taxable wages when calculating federal unemployment and disability, and blank to use the state taxable wages when calculating state unemployment and disability (under each applicable state, i.e. NY, CT, GA etc.). If you want to base either of the unemployment or disability taxes on

something **other than** federal or state taxable wages, enter the appropriate deduction code(s) that represents the wage base to use for that tax.

For California Training Tax, build a works/resides code of CA* as a local tax authority (key 'L' in the **STATE/LOCAL** field), and use the fields for the employer share of unemployment to enter the correct rates and amounts. If no entry is made to the **DEDUCTION CODE BASED ON** field, code 004 - State Tax, is used to determine the wages subject to the training tax. You must build deduction code 910 in the Earnings & Deductions Master File, (activate General Profile option #52,- Allow Entry of Reserved Code 910 - 999, in order to add this deduction code to the file. After adding code 910 to the Master File, deactivate the same profile option.) There must also be posting records for 910 **and** 910- in the G/L Posting by Location and Dept file for each department subject to the training tax.

****NOTE**** For the automatic calculation and posting of federal and state unemployment, refer to the G/L Posting by Dept. section of the manual for further details.

LOCAL TAX CODES

This menu option is used to enter local tax authorities for states that have local/city/county type taxes. Before creating records in this file, contact your DAPREX representative to make sure that there are current DAPREX tax routines for your local authorities. To create records, enter the Corp# and 2 character state code and press **ENTER**. Now enter a 1-4 character local tax code, description, G/L liability account# (if different than the G/L# entered in the G/L Posting by Location/Department file), the vendor# against which to post the local tax (if different than the vendor# entered in the A/P Posting by Location file), and the tax percentage. If you are not posting to G/L and/or A/P the G/L account# and vendor# fields are not necessary. You can also clone local taxes from one corporation to another using the **F7** command key.

STATE FILING STATUS CODES

For each state/local code used in the Payroll system as well as the federal government, enter the various filing status codes, (i.e. M=Married, S=Single, H=Head of Household). When entering the federal filing status codes, use a state code of "US".

JOB COST FILE

The Job Cost file contains the Job Cost numbers and names to be used in the Payroll System. This is the same job# that is used in the General Ledger and Payroll systems.

JOB CLASSIFICATION MASTER

The Job Classification File contains the job class codes and descriptions assigned to employees in the Employee Master File. Job classification codes can be used as an alternate method of posting specific employee earnings to the G/L. Refer the section entitled "**Job Classification-G/L Account**" for further details. If general Payroll profile option #62 is set to 'Y', fields for 2nd and 3rd shift differential rates appear (i.e. if an employee works 2nd shift he makes an extra .25 per hour and .35 per hour for 3rd shift).

WORKERS' COMPENSATION CLASSIFICATION

The Workers' Compensation Classification File contains the appropriate class codes and descriptions assigned to employees in the Employee Master File. Class code rates and related G/L posting data is entered under #5, Workers' Comp. Posting on the G/L A/P & Direct Deposit Menu.

EMPLOYEE MASTER FILE

The Employee Master File contains a record for each employee to be paid in the Payroll System. In addition to the basic information such as name, address, date of birth, SS#, etc., each employee is assigned to a location# and a home department#. (*Never change an employee's location# and do not change an employee's home department# once a payroll workfile has been created.*) If the employer pays both parts of FICA (employer and employee share), a field 'Emp. Pays FICA' appears on the right side of the screen and should be answered with an 'N' or a 'Y' for each employee. The schedule# is informational only, the job# is used as a default job# for posting earnings to the G/L and the job class can be used as an alternate method of posting earnings to G/L. (See the section entitled 'Job Classification-G/L Accounts' for further information.) If workers' compensation is to be calculated, enter a workers' comp. class code. In addition to the employee's federal tax status and # exemptions, each employee is assigned a **WORKS** and a **RESIDES CODE** which determine the state withholding taxing authorities to which the employee is subject. The two codes may be the same if the employee works and resides in the same authority, or they can be different if he works in New York but lives in Connecticut. For each state code, as well as the federal government, specify the filing status and the # of exemptions. (Even though it is a required field, the resides code is often only used in conjunction with states that have local taxes that are based on the county/city of residence.) The unemployment and disability are based on the state code entered in the **UI/DIS. STATE** field.

The standard hours field can be used to enter the default number of hours for which an employee (both hourly and salaried) is paid per pay period, i.e. 40 hours for an employee paid on a weekly basis. (The standard hours are entered for salaried employees so that the system can calculate an hourly rate for such earnings as sick and vacation pay.) The other field associated with the standard hours is **1=NO PAY STD, 2=NO SALARY, 3=NO REC..** Leave this field BLANK to use the standard number of hours when creating a pay record for an hourly employee in the Payroll Processing job. (The system multiplies the employee's hourly rate by the number of standard hours to calculate Regular Pay, eliminating the data entry function. Changes can then be made to the system generated records.) Enter a '1' in this field NOT to use the standard hours for hourly employees. In this case, an employee record is created with zero hours and the operator must enter the actual number of hours worked. Enter a '2' NOT to create a regular pay record for a salaried employee when creating the work file. Enter a '3' NOT to create a regular pay record for an hourly employee when creating the workfile. The rest of the fields are self-explanatory or are further explained in the HELP text. Note that additional information can be access via command keys: **F19=Pension/Union/W2 Type, F20=Termination data, F21=Inquiries** (see Employee Inquiries section for further details), **F22=Earnings/Deductions** (see the following section), **F23=User Defined Data, F24=Alternate Address** (alternate address is for printing on the W2 form only). See the following sample screen.

EMPLOYEE MASTER MAINTENANCE				
NUMBER	1	SOC SEC # 040-50-7978		
NAME	JONES	TIMOTHY	R (LAST, FIRST, MI)	
ADDRESS 1 ...	222 ASHFORD ST	CN(*)..	ZIP..	
ADDRESS 2 ...	#44 A1	PROVINCE...		
CITY	STAMFORD	ST CT	ZIP 06902 0000	
PHONE	203-267-2222 EXT 42			
BIRTH DATE ...	10 22 1956	START DATE	12 17 1961	BENEFITS 12 17 1961
SEX	M	CITIZEN Y/N Y	MINORITY (*) AI	
LOCATION .. (*)	1 DAPREX			
DEPARTMENT . (*)	1 HOUSEKEEPERS			
SCHEDULE				
JOB# (*)	1 DAVID BRILLIANT			
JOB CLASS . (*)	FT FULL TIME			
WORK COMP . (*)	5250 ADMINISTRATION			
<u>STATE CODE LOCAL FILING STATUS (*) # EXEMPTIONS</u>				
FEDERAL		H	6	EIC (*) 2
WORKS ... (*)	OH	S	2	
RESIDES .. (*)	OH	H	1	
PAY FREQ	W	HOURLY/SALARIED H		
STD HRS	42.50	1=NO PAY STD, 2=NO SALARY 1		
WORK STATUS (*)	F	C=CASH X=DIRECT M=MAIL .. X		
F3=EXIT F4=SEL(*) F6=NOTES F12=PREV F19=PENSION/UNION F20=TERMINATION				
F21=INQUIRY F22=E/D F23=USER-DEFINED AREA F24=ALTERNATE ADDRESS				

After all fields have been keyed, press **ENTER** to validate all entries and **F20** to accept the record. Continue with the next employee, or press **F12** to return to the employee name inquiry screen. If you want to add the employee's financial data at this time, select the employee# and when the employee's record appears, press **F22** to go to the Earnings/Deductions screen. The Earnings/Deductions screen can also be accessed through the menu option entitled, "**Employee Earnings and Deductions**". See the next section for a further explanation.

An alternate address may be entered for an employee by pressing **F24=Alternate Address**. User-defined data may be entered for the employee by pressing **F23=User Defined Areas**. User-defined data consists of fields, dates and questions that have been created. See the section entitled "User Defined Questions/Dates/Fields for further information.

****NOTES**** If the employee is to receive **Earned Income Credit**, the appropriate EIC Code must be entered here. The Employee Earning & Deductions file must also contain the earnings code for Earned Income Credit as well. Make sure that the employee IS NOT coded to be exempt from Federal Tax since the calculation of Earned Income Credit is performed during the calculation of Federal Tax. In order to exempt such an employee from Federal Tax and still calculate EIC, increase the # of federal exemptions. If all of these conditions have not been met, Earned Income Credit will not be calculated.

If the employee has been coded for direct deposit, the A/P Posting/Direct Deposit by Employee file MUST contain a record for the employee, indicating how and where the net pay is to be distributed.

If General Profile #4 – Save Audit File of Employee Master Changes, is set to 'Y' the system logs each change to the Employee Master File and prints a listing upon exiting the maintenance program. If you do NOT want the listing printed automatically, set General Profile #66 to 'N'. The same listing

can be run using menu options 13 & 14 on the Special Functions Menu.

EMPLOYEE EARNINGS & DEDUCTIONS FILE

The Employee Earnings and Deductions File contains all of the standard earning and deduction records for each employee. On the earnings side there should AT LEAST be a Regular Pay record with the employee's hourly rate or salary amount. (It is NOT necessary to enter a record for overtime, double-time, holiday pay etc., UNLESS the rate for those earnings codes varies from what would be calculated based on the **MULTIPLICATION FACTOR** in the Earnings & Deduction By Location File. These earnings codes use the hourly rate/salaried amount in conjunction with any applicable multiplication factor.) Any other pay that the employee regularly receives, i.e. a standard car allowance, should be entered here as well. For those earnings types for which you want to enter accrued hours, a record must exist here but it is NOT necessary to enter the earning type **H/\$** or a **RATE**. (Use a multiplier of 1.00 to indicate that the regular pay rate is used.) Function key **F7=Unprotect Hours** must be used to enter the accrued hours in the **ACCRUED/CARRYOVER** field. (The system reduces the total accrued hours as the employee is paid under those earnings codes when the Payroll Profile option #16, Subtract Used From Accrued, is set to 'Y', AND the **M/H** field, see below, is set to 'H'. If this Profile option is set to 'N' and the **M/H** field is set to 'H', the hours taken are subtracted from the **MAXIMUM BALANCE** field, regardless of the Accrual Code.) A standard earning type, (i.e. Car Allowance) that was entered into the Standard/Default Earnings/Deductions By Location file can be assigned to the employee by entering the earning code. The system automatically pulls the standard rate/amount from that file.

Another field that can be used here is **OVERRIDE LOCATION**, which overrides the **USED Y/N** field in the Earning/Deductions by Location file for an individual employee during one or all pay periods. For example: An employee did not receive a check during the pay period when quarterly bonuses are normally paid. During the next pay period this employee must get a bonus check, but the Earnings and Deduction by Location file has the bonus earnings type coded NOT to be paid this period, (an 'N' or another week# in the **U** field). Keying a 'Y' in the **OVERRIDE LOCATION** field here allows the bonus earnings to be processed for the one employee.

The last two fields **M/H** and **MAX. BALANCE AMOUNT** provide the ability to track earnings that have a maximum dollar amount that can be paid, i.e. dependent care reimbursement, OR earnings that have hourly declining balances, i.e. Remaining Vacation hours. (These fields are accessible ONLY when a 'Y' is keyed at the **SHOW BALANCE** field at the top of the screen.) In the case of a maximum dollar amount, key an 'M' into the **M/H** field and the amount into the **MAX. BALANCE** field. For an hourly declining balance, key an 'H' into the **M/H** field and the remaining hours in the **MAX. BALANCE** field.

To code an employee for Earned Income Credit, enter the appropriate earnings code, leaving all other fields blank. The system automatically pulls the 'M' into the **M/H** field and the maximum EIC amount into the **MAX. BALANCE AMOUNT** field from the Earned Income Code file. Whenever the dollar maximum is changed in the Earned Income Credit file, the change will automatically update the Employee Master for those employees coded for EIC.

To code an employee for Section 125 reimbursements, enter the appropriate earnings code along with the amount of outstanding unpaid receipts in the **ACCRUED HOURS** field. See the following section for information on entering the deduction side of Section 125.

On the deduction side, enter all of the voluntary deductions for the employee, (i.e. Insurance, 401K, United Way, etc.) Any standard deduction, (i.e. Medical Insurance) that was entered into the Standard/Default Earnings/Deductions By Location file can be assigned to the employee by entering the deduction code. The system automatically pulls the standard rate/amount/percentage from that file. In addition to having flat dollar and hourly deductions, the system can handle percentage (i.e. 10% of gross pay) or additional (i.e. additional federal tax) deductions. For these types of deductions,

enter a '%' or 'A' and the percentage or additional amount to be withheld in the **\$/H%/A** and **AMOUNT%/RATE** fields respectively. In a situation where NO social security, medicare, federal, state and/or city tax is to be withheld from the employee's pay, enter the deduction code(s), a '\$' in the **\$/H%/A** field and 99999.9999 in the **RATE** field. If there is a percentage override for either Federal or State tax, enter the rate and a '%'. Remember NOT to code an employee as exempt from Federal Tax if Earned Income Credit is to be calculated for him/her.

The **OVERRIDE LOCATION** field works the same way as previously described for earnings; allowing you to withhold, for example, union dues, during a period that deduction is not normally taken. The two fields **M/B** and **MAX. BALANCE AMOUNT** provide the ability to track deductions that have a maximum dollar amount for the calendar year that can be withheld OR deductions that have dollar declining balances, (i.e. the balance left on a loan, Section 125 flexible spending plan and dependent care deductions. The Section 125 related deduction codes **MUST** have a 'B' rather than an 'M' in the **M/B** field in order to correctly calculate reimbursements). (These fields are accessible **ONLY** when a 'Y' is keyed at the **SHOW BALANCE** field at the top of the screen.) In the case of a maximum dollar amount to be withheld, key an 'M' into the **M/B** field and the amount into the **MAX. BALANCE** field. Once the amount is reached for the current year, withholding will cease. The maximum amount remains in this field and can be used for the following year unless it needs to be changed. For an dollar declining balance, key a 'B' into the **M/B** field and the remaining balance in the **MAX. BALANCE** field. In this case the deduction will be taken each period until the balance reaches zero (it will cross over to a new year if not zero at the end of the year). Once the balance reaches zero, withholding will cease until a new amount is entered. The employee records in this file can be added to/deleted/changed at any time.

****NOTE**** - The maximum employee dollar contribution for 401K **must** be entered into the **MAX. BALANCE** field in order for the system to cut off when the maximum contribution has been attained. Make sure that an 'M' is entered into the **M/B** field.

The last field, **ACCUMULATED AMOUNT**, can be used to enter the accumulated **UNSPENT** dollars withheld under a savings bond deduction code. The system updates this field as deductions are made from the employee's pay as well as when savings bonds are purchased for the employee.

To code an employee for a Section 125 Flexible Spending deduction, enter the appropriate code and amount as previously described. The **ACCUMULATED AMOUNT** field should contain the net figure of what has been withheld to date LESS what has already been reimbursed. I.E. The YTD withholding has been \$2000 with \$1125 already having been reimbursed. The entry to this field should be \$875.

Use the **F11-Effective Date** key to enter effective or start dates for any deduction codes that have a waiting period such as medical insurance, retirement plan etc. Leave the effective date blank for the deduction code to be active immediately.

****NOTE**** If you are calculating Workers' Compensation, it is NOT necessary to enter the 800 code assigned to Workers' Comp. for each employee. The system will get that information from the Workers' Comp. posting file.

CITY FILE

This City File contains a list of zip codes and city names for each zip code. This file can be used to add new zip codes as necessary.

MINORITY CODES

This menu option allows you to enter the minority codes and descriptions that can be assigned in the Employee Master File. Valid minority codes are AA-ZZ and 01-99.

TERMINATION CODES

This menu option allows you to enter the termination/layoff codes that can be assigned in the Employee Master File. Valid termination/layoff codes are A-Z and 1-9. A code can be designated as permanent or temporary.

WORK STATUS CODES

This menu option allows you to enter the work codes that can be assigned in the Employee Master File. Valid work codes are A-Z and 1-9.

ZIP CODES

This option allows you add/maintain the first three digits of zip codes. As new zip codes are added, a record must exist in this file containing the first 3 digits of the 5 digit zip code and the corresponding state code.

STATE/COUNTRY

This option allows you to add/maintain state and country codes to be used in the Employee Master file. State codes are AA-ZZ, country codes are 001-999.

SPECIAL ACCOUNTS FOR A/P AND G/L POSTING

This option is found on the General Functions File Maintenance Menu. It contains the G/L account numbers for the payroll transfer account# for the posting of direct deposit net check amounts to G/L, (Record #1), the posting of payroll tax liabilities to the A/P system, (Record #2), the account# for Accrued Payroll Expense Liability (Record #3), ONLY IF YOU PLAN TO ACCRUE PAYROLL WHEN THE PAY PERIOD CROSSES 2 ACCOUNTING PERIODS, and the override Payroll Intercompany account# . See the section entitled "Accrual Accounts" on page 48 if you are using the accrual feature. This file MUST be built for each Corporation/Bank to be used in the Payroll system. See sample screen that follows.

BANK CODES FOR SPECIAL APPLICATIONS

6/05/95

CORPORATION 1 DAPREX INC.

BANK 1 UNION TRUST

<u>D</u>	<u>AR</u>	<u>RC#</u>	<u>DESCRIPTION</u>	<u>G/L(*)</u>	<u>ACCOUNT NAME</u>
PR	1		PAYROLL TRANSFER ACCOUNT	100000	CASH ON HAND
PR	2		PAYROLL A/P ACCOUNT	200000	ACCTS. PAYABLE - HDQTR.
PR	3		ACCRUED P/R EXPENSE LIABILITY	245200	ACCRUED PR EXPENSES
PR	4		OVERRIDE INTERFUND ACCOUNT	101600	INTERCOMPANY ACCOUNT

FILE MAINTENANCE MENU #2

The File Maintenance Menu #2 contains additional files that are necessary to use the Payroll system. This menu is accessed from the Payroll File Maintenance Menu, #80. The menu appears as below.

- | | |
|----------------------|--|
| 1. | FICA MAINTENANCE |
| 2. | BANK FILE |
| 3. | BANK FILE CROSS REFERENCE |
| 4. | EARNINGS CODES FOR WORKSHEET |
| 5. | GLOBAL EARNINGS MASTER |
| 6. | CARRY OVER LIMIT FILE |
| 7. | SAVINGS BOND MASTER |
| 8. | SAVINGS BONDS OTHER OWNER |
| 9. | 401K PLANS |
| | |
| 12. | WORKERS' COMP. PERCENTAGE EARNING |
| | |
| 14. | PAY PERIODS FOR NON-STD. FREQUENCY |
| 15. | EARNINGS/DEDS. ACTIVATED BY BENEFIT DATE |
| 16. | EMPLOYEE FIXED NET AMOUNT |
| | |
| <u>REPORT WRITER</u> | |
| 17. | REPORT TITLES/COLUMN MAINTENANCE |
| 18. | REPORT DETAILS MAINTENANCE |
| | |
| 20. | UNION BENEFIT FILE |
| 21. | NET CHECK MINIMUMS FOR GARNISHEES |
| | |
| 24. | USER/LOC/DEPT SECURITY MAINT. |
| 25. | EMPLOYEE MESSAGES |

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

FICA MAINTENANCE TABLE

The FICA Maintenance Table contains the bases, rates, and maximum deductions for both the Medicare and Social Security portions of FICA. This file can be updated by the user on an annual basis due to FICA changes. For 1999 the FICA SS maximum is 65,400.00 with a rate of .0620. The FICA Medicare maximum is 9999999.99 with a rate of .0145. The 401K field is no longer used. Refer to the 401K Plan file on this menu.

BANK FILE

The Payroll system shares the Accounts Payable banks that have been set up, if any, and allows up to 99 banks per corporation for payroll check writing. If the DAPREX Accounts Payable system is being used, one of the existing banks may be used for payroll check writing, or you may create a new bank for that purpose. Only the G/L cash account# entered here is used by the payroll system but for each active bank, you must also enter the **A/P** and **PURCHASE DISCOUNT** accounts for posting to General Ledger, EVEN IF YOU ARE NOT USING THE A/P system. If you plan to create and send a Positive Pay file to your bank, the 'Positive Pay file name' field must be entered. Contact DAPREX for the correct file name for your bank. Finally, press **F14=Valid Applications and** indicate in which application(s) this bank# may be used. (Choices are A/P, A/R, Payroll and Misc. Cash.)

BANK FILE CROSS REFERENCE

The Bank Cross Reference File is used to allow the payroll checks from multiple corporations to be paid out of one bank, and only that **ONE** bank needs to exist in the Bank File. If, for example, all checks for corporations 1 and 2 are to be paid out of Bank #1 in Corp# 2, a cross-reference record needs to be added to this file for Corp# 1. First enter the **PAYROLL CORP#**, (the corporation whose payroll is to be processed) and the **BANK#**, (this bank# is not validated against the Bank File and may be any number). Then enter the **CHECK ISSUING CORP#** and **BANK#**, (this bank# IS validated against the Bank File). In the above example, no entry needs to be made to this file for Corp# 2, Bank# 1.

If this option is used, all tax liabilities are posted to the PAYING corporation#.

EARNINGS CODES FOR WORKSHEETS

This program allows you to enter up to eight earnings codes which become column headings on the payroll worksheet for a specific location/department. If the same codes are to apply to all or the majority of departments, leave the **DEPT#** field blank. To override the codes for a specific department, create a separate record for that department. Enter the codes in the order in which they should be printed on the worksheet. The Payroll Worksheet can be printed as a part of the payroll processing, providing a place where the payroll coordinator for each department can record regular hours, overtime hours, and any other variable earnings for the pay period. The worksheet is then used as a data entry tool.

GLOBAL EARNINGS MASTER

A Global Earnings code is any special earnings type, (i.e. holiday pay, bonus) that is processed for each employee at a location, providing they meet certain criteria. A Global Earning is typically used to save the operator from having to enter that special pay for every employee, such as in the case of a holiday. For example, all full time employees are paid for Memorial Day, but that pay must be coded as Holiday Pay. Instead of the operator reducing Regular Pay by 8 hours and applying that time against Holiday Pay, the pertinent data is entered into this file and then processed for each employee meeting the criteria during a payroll run when the global earnings type is activated.

In addition to entering the earnings code to be used globally, the operator must specify the pay frequency, # of standard hours for qualifying employees, (if applicable) and the employee type (hourly or salaried) to whom the global earning is applicable. Then the # of hours or dollars (& corresponding 'H' or '\$') to be paid to the employees matching the pay frequency, standard hours and employee type criteria is entered. (There may be multiple global earnings records for the same earning code in order to cover all eligible employees. See following example.) Finally, the operator can specify the earning code from which to **deduct** the global earnings hours/dollars. In the example of a holiday, you would want to deduct the hours/dollars from Regular Pay. In the case of bonus leave the **DEDUCT FROM EARN. CD.** field blank.

GLOBAL EARNINGS MAINTENANCE						
LOCATION#		001				
POSITION TO EARNING:						
EARN CD.		PAY FRQ	STD. HRS.	H S	HRS \$\$	H \$ DEDUCT FROM
012	HOLIDAY	W	40.00	H	8.00	H 001 REG. PAY
012	HOLIDAY	W	40.00	S	8.00	H 001 REG. PAY
012	HOLIDAY	B	80.00	S	8.00	H 001 REG. PAY
020	BONUS	M	00.00	S	500.00	\$

CARRY OVER LIMIT FILE

This file is used in the Shift Accruals job on the Year End Menu. It should contain the maximum hours that can be carried forward to a new payroll year for specified earnings codes. I.E. - Accrued vacation, sick and personal time. There can be one limit for each applicable earning code or separate limits for salaried versus hourly employees for a given earning code. If the hour limits are the same, leave the **H/S** field blank. If different, enter an 'H' for Hourly, or an 'S' for Salaried into the **H/S** field. Finally enter the maximum hours that can be carried over. See the Year End Menu section for more information on the Shift Accruals job.

SAVINGS BOND MASTER

The Savings Bond Master file contains each Savings Bond Deduction code that will be used at each location. For each code, the purchase price and face value must be entered.

SAVINGS BOND OTHER OWNER

This file must be created for those employees who need to designate an other owner, a co-owner or a beneficiary for any of the savings bond deductions that are taken from his pay. If the employee is the sole owner of the bond, no entry is necessary in this file.

401K PLANS

This file contains all of the 401K type (403B, 408K 457 etc.) plan particulars including the eligible percentage of gross, the employer matching percentage and the maximum dollar contributions for both the employee and the employer for a specified location and year. (Refer to the on-line HELP text for further explanations of each field.) The employee maximum contribution must be keyed here **as well as** in the **MAXIMUM BALANCE** field (along with an 'M' in the **M/B** field) in the Earnings & Deductions by Employee file. If it is not entered there as well, the system will continue to withhold even after the maximum contribution has been attained. Refer to the section entitled "Earnings & Deductions By Employee" for further information. If a set of 800 deduction codes, (i.e. 850-Employer 401K No Employee Contr+ and 851-Employer 401K No Employee Contr-) have been created to handle the employer paid 401K contribution where there is NO employee contribution, the positive record (i.e. 850 in the example below) must be entered into this file but WITHOUT any percentage in the **MATCH LIMIT** field.

401K PLAN FILE MAINTENANCE									
** DEDUCTIONS **									
EARN/DEDUCT D (E,D)									
LOCATION 1 BOSTON 1 2000									
YEAR 2000									
POSITION TO									
(*)		MAX %	%EMPLOYER	MATCH	MAX \$	MAX \$	EMP		
DL	COD DESCRIPTION	GROSS	MATCHES	LIMIT	EMPLOYER	EMPLOYEE	REQ	C/	MIN %
20	401 K PLAN	10.00	100.00	10.00	10000.00	10000.00	N	E	
601	NEW 401K	10.00	100.00	8.00	10000.00	10500.00	N	C	
850	401K NON CONT+	10.00	100.00		10000.00	10000.00	N	E	

****NOTE**** In the case of the code 850 described here, the Retirement Earnings report shows the employer 401K contribution under the Employee Amount column and no amount in the Employer Amount column.

WORKERS' COMP. PERCENTAGE EARNINGS

Under different Workers' Compensation Plans, all or a certain percentage of some earnings types (i.e. Overtime, Double-time, Vacation, Sick etc.) may be exempt from the Workers' Comp. calculation. This file should contain those earnings codes and corresponding exempt percentages. After entering the Corp/Fund# and State code, key an 'E' for earnings and press **ENTER**. Now enter the first earning codes for which a certain percent of the earnings are exempt, and the corresponding percentage. Continue with each applicable earning code and press **ENTER** and **F20** to accept. For example if 1/3 of Overtime is exempt, key '33.3333' in the **PERCENT** field. If all of Sick and Vacation pay is exempt, key '100.0000' in the **PERCENT** field.

PAY PERIODS FOR NON-STD. FREQUENCY

This file should contain any non-standard pay frequency (standard frequencies are weekly, monthly, biweekly and semi-monthly) that will be used in the payroll system. These frequencies are location and department specific, meaning they can only be applicable to the employees in that department. Enter the location#, department # and the applicable # of pay periods.

EARNINGS/DEDS. ACTIVATED BY BENEFIT DATE

NOT ACTIVE AT THIS TIME.

EMPLOYEE FIXED NET AMOUNT

This option allows you to enter a fixed amount of net pay that an employee should receive each pay period. The system uses earnings code 1-Regular Pay for the calculation of the gross amount and location specific profile option #66, 'Use Gross to Net Employee File', must be set to 'Y'. Simply enter the employee#, net amount and leave the **IGNORE Y/N** field blank to use that net amount each pay period. Key a 'Y' at that same field if you want to ignore the fixed net amount on a payroll by payroll basis. See below.

NET CHECK AMOUNTS TO FORCE					
4=	EMP. (*)		NET	-- RESULTING --	IGNORE
DEL	#	NAME	AMOUNT	GROSS	FED.TAX
	1	TIMOTHY R. JONES	250.00	890.72	78.57
	2	DON JUAN DAVIS	1,000.00	1,786.91	166.07

REPORT TITLES/COLUMN MAINTENANCE

This option provides the means to create report formats using user-defined data columns. A maximum of 15 columns can be used for each report# created, each column having a 3 line heading. After the report has been named and the column headings created in this option, the next menu option can be used to designate the earning or deduction code(s) to print in each column. (Multiple earning/deduction codes can print in the same column, and hours or dollars may be selected.)

Upon selection of this menu, enter a report# (001-999) and a report title. Key an 'S' for social security# or a 'C' for clock# to indicate which to print next to the employee name. When this has been keyed for one or several reports, press **ENTER** and **F20** to accept. Once a report has been created in this way you are ready to enter the column headings. Key a '2' in the **OPT** field to enter/change the column headings for a specific report#. For each column that will be used in the report, you may enter a 3 line heading. Remember that each column can contain one or multiple earning or deduction codes. In addition to the column headings keyed here, the last two columns on the report (columns 16 and 17) always print Net Pay and Check#. (A separate line will be printed for each check included in the report.)

REPORT DETAILS MAINTENANCE

This option is used to designate the earning code(s) or deduction code(s) to print in each column of the report#(s) created in the previous job. Upon selection of this menu option, enter the location# for which to designate the earnings/deductions for a specific report# and press **ENTER**. (The same report# can be used by different locations that may have different earning/deduction code numbers. The report headings however, are defined at the report# level, not the location level.) Next enter the report#, the column# (01-15), an 'E' for earning, a 'D' for deduction or an 'M' for employer paid benefit deductions codes, (i.e. matching FICA, disability, unemployment, etc., not the 800 codes), the earning and/or deduction code to be printed in that column#, and an 'H' to print hours or a '\$' to print dollars for that earning/deduction code. Do not mix hours and dollars for the same column#. Multiple earning/deductions can be assigned to the same column. See sample entry screen that follows.

LOCATION . . . : 1 SAN FRANCISCO						
DEL	#	TITLE	COL. #	E/D/M	(*) CODE	H/\$
	5	DEPARTMENTAL REGISTER	1	E	1 REG. PAY	\$
	5	DEPARTMENTAL REGISTER	2	E	2 OVERTIME	\$
	5	DEPARTMENTAL REGISTER	2	E	3 DOUBLETIME	\$
	5	DEPARTMENTAL REGISTER	3	E	4 VACATION	\$
	5	DEPARTMENTAL REGISTER	4	E	5 SICK PAY	\$
	5	DEPARTMENTAL REGISTER	8	D	3 FEDERAL W/H	\$
	5	DEPARTMENTAL REGISTER	9	D	1 FICA S.S.	\$
	5	DEPARTMENTAL REGISTER	10	D	2 FICA MEDICARE	\$
	5	DEPARTMENTAL REGISTER	11	D	4 STATE TAX	\$

After all entries have been made, press **ENTER** and **F20** to accept or **F12** to cancel. Press **F3** to exit or **F12** to work with a different location#. Printing reports using the layouts created here can be done using option #25, Report Writer Printout, on the Reports menu. **NOTE:** Multiple earning/deductions can be assigned to the same column.

UNION BENEFITS FILE

The Union Benefit File is available for customers who deal with Unions and need a method of creating employer paid union benefits for individual unions and the employee classifications within a union. Additionally, the hourly pay rate for each job class within each union can be entered into this file. Upon exiting the file maintenance program, there is an option to update the employee earnings/deductions file with the most recent changes to the file.

Upon selection of this menu option, enter the location# and union# for which to enter benefits. Press **ENTER** to proceed. Key a '1' in the **CODE** field (indicating Regular Pay), the job class it applies to, the type (H=hourly rate, \$=flat dollar amount, %=percentage of gross wages), and the hourly rate. For the regular pay record leave the **CORP#**, **VENDOR#** and **DEBIT#** fields blank. Key an 'N' in the **TAXABLE Y/N** field. For each employer paid benefit that applies to the job class, enter the 800 series deduction code (even numbers only - 800, 802 etc.) , the class, the type and the rate. For these codes **do** enter the Corp#, Vendor# and Debit# that should be used for A/P posting. Finally, enter a 'Y' or an 'N' indicating whether the benefit is taxable; (most should be set to 'N'). When all records for one job

class within the union have been entered, continue with the next job class and with any other unions. See the sample on the following page.

UNION BENEFIT FILE MAINTENANCE						
LOCATION (*) 1 DAPREX						
UNION (*) 352 LOCAL 352						
POSITION TO BY DEDUCTION CODE						
DLT CODE	DESCRIPTION	CLASS	CLASS DESCRIPTION	TYPE	RATE	
1	REGULAR PAY	OPR	OPERATOR -100'-139' BOOM	H	32.37	
CORP(*):	VENDOR(*):	DEBIT(*):		TAXABLE Y/N:		
840	PENSION FUND	OPR	OPERATOR -100'-139' BOOM	H	3.25	
CORP(*):	VENDOR(*):	DEBIT(*):		TAXABLE Y/N: N		
842	WELFARE FUND	OPR	OPERATOR -100'-139' BOOM	H	6.25	
CORP(*):	VENDOR(*):	DEBIT(*):		TAXABLE Y/N: N		
844	APPRENTICE FND	OPR	OPERATOR-100'-139' BOOM	H	2.6500	
CORP(*):	VENDOR(*)	:	DEBIT(*):	TAXABLE Y/N: N		

NET CHECK MINIMUMS FOR GARNISHEES

This file allows you to store employee-specific minimum net pay amounts for those employees who have a garnishment deduction(s). If the net pay calculated by the system is less than the amount specified in this file for the employee, the system will reduce the garnishment deduction amount to comply with this amount. Simply enter employee#, the garnishment deduction code and the minimum net pay amount. Only one record is allowed for each employee. If an employee has more than one garnishment deduction, the reduction is taken against the deduction code specified in this file. All others are left intact. See sample screen below.

NET CHECK MINIMUMS FOR GARNISHEES				
POSITION TO		BY EMPLOYEE#		
(*)	(*)			
EMP#	EMPLOYEE NAME	CODE	DESCRIPTION	NET MINIMUM \$
1	TIMOTHY R. JONES	18	GARNISHMENT	85.00
3	SANTO SILVAN	30	FAMILY COURT	100.00
5	DENIS O. CASTELLI	18	GARNISHMENT	110.00

In the example above, if employee #1 has gross pay of \$150, taxes & misc. deductions of \$45, and a garnishment deduction of \$30, the system would normally calculate a net pay of \$ 75. Since the minimum amount in this file is \$85, the system will adjust the garnishment deduction amount by \$10 to arrive at the \$85 net pay.

USER/LOCATION/DEPARTMENT SECURITY

This option allows you to set up security to be used in the Employee Master File Inquiry, the Employee Earnings & Deductions Inquiry and the Employee Inquiries options (#20, #21 and #23) on the File Inquiries Menu. A user can have authority to *all* employees within *all* departments, *all*

employees within individual departments, and all employees within a department except specified employees. Once all user records have been created, activate General Profile option number 79-User/Loc/Dept.

Upon selection of the menu option, enter the Userid and the Loc# for which to create security records and press **ENTER** to proceed. In the example below, User BobH has authority to view all employees in departments 001 and 002. He also has authority to all employees in department 003 EXCEPT employee# 10255, Doris Parker.

USER LOCATION DEPT SECURITY MAINTENANCE				
USER	BOBH		
LOC (*)	1	L	
POSITION TO		BY DEPT	
		(*)		
DLT	DPT	DESCRIPTION	EXCLUDED EMPLOYEE	EMPLOYEE NAME
	001	ADMINISTRATION		
	002	IT		
	003	SALES	10255	DORIS PARKER

When all security records for the user/location have been made, press **ENTER** and **F20** to accept.

EMPLOYEE MESSAGES

This file contains messages that can appear on the Paycheck Inquiry/Print option found on the Employee Access Menu. An unlimited number of messages can be entered, each with its own priority, start and end date. There are 4 levels of messages that can be used, depending on to whom the message is intended. A 'Universal' message intended for all employees. An 'Individual' message is intended for a specific employee. A 'Departmental' message is intended for everyone in a specific department of a location. A 'Location' message is intended for everyone in a specific location, regardless of department. Each message can also be assigned a screen attribute of 'H', 'R' or 'B', (High intensity, Reverse Image or Blink).

The different message levels are determined by the accompanying data that is input; i.e. a 'universal' message is entered with a sequence# and message text, but an 'individual' message is entered with an employee# and a sequence#. A 'location' message is entered with a location# and sequence#. A 'department' message is entered with a location#, department#, and sequence#. The function of the sequence# is to prioritize/order the messages within the given message level. There can be up to 999 message lines for any record (i.e. a **specific** employee, department or location) within a message level. See the sample screen that follows

MULTI-LEVEL MESSAGE FILE MAINTENANCE							
4=DELETE (LOC, DEPT, CLOCK# OPTIONAL)							ATTR
DL	LOC	DPT	CLOCK#	SEQ	START	END	H/R/B
				1	1/01/96	12/31/99	***UNIVERSAL MESSAGE LEVEL***
				2	1/01/96	01/15/96	HAPPY NEW YEAR!!
				3	1/01/96	01/15/96	PLEASE REPORT ANY NAME OR ADDRESS
				4	1/01/96	01/15/96	CHANGES TO PAYROLL DEPT. PRIOR TO
				5	1/01/96	01/15/96	15TH SO W2 FORMS WILL BE CORRECT.
		1		1	1/01/96	12/31/99	***INDIVIDUAL MESSAGE LEVEL***
		1		2	1/01/96	01/31/96	PLEASE SUBMIT NEW W4 FORM ASAP
		2		1	1/01/96	01/31/96	YOU ARE NOW ELIGIBLE FOR 401K PLAN
		2		2	1/01/96	01/31/96	PLEASE CONTACT PAYROLL DEPT. ASAP
	1			1	1/01/96	12/31/99	***DEPARTMENTAL MESSAGE LEVEL***
	1			2	1/01/96	12/31/99	NEW DAILY HOURS ARE 8:30 - 5:00 WITH
	1			3	1/01/96	12/31/96	45 MINUTES FOR LUNCH - BREAKS ARE AT
	1			4	1/01/96	12/31/96	SUPERVISOR'S DISCRETION.
	1			1	1/01/96	12/31/99	***LOCATION MESSAGE LEVEL***
1				2	1/01/96	12/31/99	THIS LOCATION WILL BE CLOSED FOR
1				3	1/01/96	12/31/99	PHYSICAL INVENTORY 1/15-1/18

Each message can be comprised of multiple sequence numbers as shown here. The message field for each line is 38 characters long.

EMPLOYEE TERMINATIONS

This option allow the user to terminate and un-terminate employees, (in the locations the user is authorized to), without going through the normal Employee Master screen. If profile #88- No User/Location Security In Termination Maint., is set to 'Y,' the users can terminate employees in ANY location. After entering the employee#, press **ENTER** and key in the termination date and termination code. Press **ENTER** and **F20** to accept. To un-terminate an employee, simply remove the termination date and code.

G/L, A/P & DIRECT DEPOSIT FILE MAINTENANCE

The G/L A/P & Direct Deposit File Maintenance Menu contains the files necessary to set up the automatic posting to the G/L and A/P systems as well as the Direct Deposit data requirements. This menu is accessed from the Payroll File Maintenance Menu, #81. The menu appears as below.

1. G/L POSTING BY LOCATIONS & DEPARTMENT
2. G/L POSTING DEPARTMENT DUPLICATION
3. G/L POSTING BY EMPLOYEE
4. JOB CLASSIFICATION-G/L ACCOUNT
5. WORKERS' COMP. POSTING
6. G/L POSTING FOR PRORATION CODES
7. JOB# TO DIVISION# POSTING TABLE
9. GLOBAL CHANGES FOR POSTING TABLES

10. ACCOUNTING PERIODS

- ACCRUALS MAINTENANCE

13. PAY FREQUENCY DAYS
14. ACCRUAL ACCOUNTS

- A/P AND DIRECT DEPOSIT

15. A/P POSTING BY LOCATION
16. A/P POSTING/DIR. DEPOSIT BY EMPLOYEE
17. BANK DIRECT DEPOSIT INFORMATION

Each of these files is discussed in detail with reference to its functions and importance within the system. Refer to the on-line help text for further explanations of individual fields.

G/L POSTING BY LOCATION & DEPARTMENT

The G/L Posting By Location & Department file contains the G/L posting data for each earning/deduction type used by each Location/Department. A record can be created for each department within a location or a default record can be created under Dept# 000 for a Location. If a separate record is to be created for each department, but the data is identical or almost identical from one department to another, the G/L Posting Department Duplication menu option can be used to duplicate the entries from one to the other without rekeying all of the data. Then the necessary changes can be made.

The default record under Dept# 000 can be used to indicate the posting for those earning and/or deduction codes that are posted to the same Corp/Div/Dept/Job/Acct# combination for ALL departments within the location, (excluding employer paid federal and state unemployment - see below). For example, most tax deductions are going to be posted to the same G/L accounts regardless of payroll department. However, under Dept# 000, if '999' is keyed into the **G/L DEPT#** field next to an earning/deduction code, the system will use the department# from the work file line records rather than one specific G/L dept#. This assumes that the payroll department numbers in which people work are the same as the G/L department numbers. For the system to calculate and post state unemployment, deduction codes 8+ and 8- **with G/L data** must exist for **each** department for which state unemployment should be calculated. For the system to calculate and post federal unemployment, deduction codes 10+ and 10- **with G/L data** must exist for **each** department for which federal unemployment should be calculated. (The system uses the employee's **home dept#** to determine whether or not to calculate the federal and/or state unemployment.) If the system has been set to prorate the employer benefits over the departments worked, both the home department and the department(s) worked must contain the unemployment codes as previously described. For the system to calculate and post California Training Tax, deduction codes 910+ and 910- with G/L data must exist for each department for which training tax should be calculated.

All of the valid earning/deduction codes for a location appear after entering the Location# and Department#. For each earning/deduction code, enter the G/L account#, (or MAD#), corporation#, (IMPORTANT: The Corp# needs to be entered here ONLY WHEN the corporation# DIFFERS from that in the Location Master File), division# and department# against which the accumulated dollars are to be posted. Use **F4** to scan for valid account, division and department numbers and **F8** to scan for valid MAD#. A MAD# and account# can be used together when you want to use the Corp/Div/Dept/Job/percentage allocations contained in the MAD#, but with reference to ONE specific account#, NOT those entered in the MAD# file. In this case enter BOTH a MAD# and an account#.

****SPECIAL CONSIDERATIONS****

If a corporation other than the employee's home corporation, (home corporation is determined by the location# in the Employee Master file), is issuing the payroll check, AND IF a deduction is to be posted to an account# greater than or equal to 300000, the posting will be to the home corporation rather than the corporation from which the check is being drawn. All deductions posted to accounts under 300000 are posted to the paying corporation.

When entering the 800-899 **earnings** codes into this file, the 'Insurance Benefit +' code should be allocated to an expense account. The 'Insurance Benefit -' code should be allocated to a liability account (i.e. Medical Ins. Payable).

There **MUST** be a record in this file for Deduction Code 1-, Employer Matching FICA so as to post the matching portion of social security and Medicare to the G/L. Key a '1' and **FIELD-** and enter the expense account# for FICA. Both the social security and Medicare portions of the employer FICA will be combined under this code when posting to the G/L.

When entering the 800-899 **deduction** codes into this file, the 'Benefit +' code should be allocated to a liability account, and the 'Benefit -' code to an expense account. This **DOES NOT** apply to Workers' Compensation. See below for further details.

For the posting of 401K, enter the deduction code and **FIELD+** along with the 401K Plan liability account and the same deduction code and **FIELD-** for the debit to the employer matching expense account. The system will automatically credit the liability account to offset the employer expense. For information regarding the posting to Accounts Payable refer to the section entitled, **A/P Posting By Location**.

For the posting of Workers' Compensation, enter the '800' code that has been assigned for Workers' Comp. and **FIELD-** in the **CODE** field, and the account# for the employer expense. This expense account# can be overridden for specific workers' comp. classes in the Workers' Compensation Posting File. See that section for further details. In order for the system to correctly balance the workers' comp. entry, you must *also* enter the same '800' code and **FIELD+** in the **CODE** field, and the liability account# for workers' compensation.

If you are posting earnings based on Job Class rather than Loc/Dept, you **must** still enter the Div# and Dept# (if used) next to the earnings codes for which the Job Class will be used, i.e. Regular and Overtime Pay.

G/L POSTING DEPARTMENT DUPLICATION

This program allows you to clone/copy the G/L posting data from one department to another within the same location, eliminating repetitive data entry when the records are identical or almost identical. After the cloning has been completed, changes can be made by using the G/L Posting By Location and Department menu option.

G/L POSTING BY EMPLOYEE

This program allows you to allocate an individual employee's pay to the General Ledger differently than his home department. (Only those earnings/deduction codes which are to be posted differently than the employee's home department record require MAD#, Acct#, Corp#, Div# and/or Dept# entries here. All codes for which NO entry is made here will use the department record for posting.) The entry of effective and expiration dates allows you to create a permanent or temporary posting record for the employee. A permanent record should have an expiration date of 99/99/99. If a temporary record is created, posting of the employee's pay reverts to the department standard upon the expiration date. For all other entry considerations, refer to the section entitled "G/L Posting By Location and Department".

JOB CLASSIFICATION – G/L ACCOUNT

This menu option needs to be used **ONLY** when the G/L Posting by Department and G/L Posting by Employee tables are inadequate for the posting of employee earnings to the General Ledger. Job classification codes created on the regular File Maintenance menu and then assigned to employees can reference the G/L account number(s) against which to post for various types of earnings; typically Regular, Overtime, Sick, Vacation pay. Using this feature, employees within the same payroll department can have their earnings posted to different salary accounts based on their job classification. You must still enter the Div# and Dept# (if used) next to the earnings codes (for which the Job Class will be used) into the G/L Posting by Location & Department file.

After keying the location and job classification number, enter the earning code(s) and G/L account(s) for those earning/deduction codes whose posting must **differ** from the departmental record. The posting of any earning/deduction code NOT entered here will be determined by the G/L Posting By Department or by Employee tables.

WORKERS' COMPENSATION POSTING

If you plan to calculate and post Workers' Compensation to the General Ledger, this file must be built for each payroll Location/State combination. It contains both the workers' comp. class rate percentages and the debit/credit posting data for the G/L. In order to properly build this file you must first create a **deduction** code in the 800-899 series to represent Workers' Compensation. Only one '800' code is necessary as all posting records can use that same code regardless of location and state. This '800' code also needs to be added to the Earnings & Deductions by Location file for each location for which you plan to post workers' compensation.

Upon selecting this option, enter the location# and state code for which to create workers' compensation records. Now enter the first workers' comp. class in the **CMP#** field or press **F4** to scan. Next key a 'D' into the **D** field and in the **CODE** field, key the deduction code which represents the taxable level of income to be used when calculating workers' compensation, i.e. Code 003 = Federal Tax. This means that all earnings subject to federal tax are to be used for the workers' compensation calculation. Now enter the rate, and a '%' in the **H/\$/%** field to indicate that the rate is a percentage. Finally, enter the '800' deduction code that has been created (as described in the previous paragraph) for Workers' Comp, the G/L account# to credit (Accrued Workers' Comp.) and an override debit account# **ONLY** if this workers' comp. class is to be debited against a different expense account than the one specified FOR THIS '800' code in the G/L Posting by Location & Department file.

G/L POSTING FOR PRORATION CODES

This file is used in conjunction with Profile Option #34-Uses Proration Table for G/L Posting. If activated, this file should contain those employer expenses (i.e. matching FICA, employer portion of medical, dental, life insurance, matching 401K etc.) that should be allocated across the departments worked when an employee works in multiple departments. Each 800+ code that is used for employer portion of a benefit, and each matching benefit code (401K & FICA) should be entered into the file with the corresponding G/L debit and credit account#. The Deduction code fields in the center of the screen are not needed except for when the benefit or the match is a calculation. Call your DAPREX representative for further details. See following sample screen.

G/L POSTING PRORATION CODE FILE MAINTENANCE
TYPE CODES, PRESS ENTER.

4=DELETE

LOCATION (*) ... 1 SAN FRANCISCO
POSITION TO BY E/D & CODE

<u>E/D/M CODE(*)</u>	<u>D DEDUCTION(*)</u>	<u>DEBIT(*)</u>	<u>CREDIT(*)</u>
E 800 MED. INS. +		400000	200000
M 1 FICA S.S.		837000	220000
M 2 FICA MED.		837000	220000
M 401 401 K PLAN	D 401 401 K PLAN	850000	200005

After entering the location# for which to set up the proration table, enter an 'E' for an 800 earning code, an 'M' for FICA Medicare, SS and any other matching benefit, or a 'D' for any 800 deduction code. Leave the d and deduction fields blank as indicated above unless instructed otherwise. Finally, enter the debit and credit account#s against which to post for each record.

JOB# TO DIVISION# POSTING

This file is used in conjunction with Location specific Profile Option #58-Use Job# to Div# Posting. If this option has been activated, entries are required in this file indicating the relationship between certain Job#s and Division#s. By linking a job# to a division#, you can force the system to override the Div# in the G/L Posting by Location & Department file. This is a specialized option and should only be used after consulting with your DAPREX representative.

GLOBAL CHANGES FOR POSTING TABLES

This option provides the means to make mass or global changes to the various tables used for the posting to General Ledger, (Location/Department, Employee Posting, Proration Table). The Corp#, Div#, Dept#, Job# and/or Account# can be changed for selected records. **All** records with the appropriate 'From' data can be changed, or the new data can be written into selected locations and/or departments only. Upon selection of this option, the following screen appears.

PRIA72 GLOBAL CHANGES FOR POSTING TABLES

TYPE FROM & TO SELECTIONS, PRESS ENTER.

FROM CORP . (*) ..	TO CORP .. (*) ..
FROM DIV# . (*) ..	TO DIV# .. (*) ..
FROM DEPT . (*) ..	TO DEPT .. (*) ..
FROM ACCT# . (*) ..	TO ACCT# . (*) ..
FROM JOB# . (*) ..	TO JOB# .. (*) ..

UPDATE LOC/DEPT POSTING	Y=YES, N=NO
UPDATE EMPLOYEE POSTING ...	Y=YES, N=NO
UPDATE PRORATION TABLE	Y=YES, N=NO

SELECT LOCATIONS	Y=YES, N=NO
SELECT DEPARTMENTS	Y=YES, N=NO

Enter the 'From' (existing) Corp/Div/Dept/Job/Account values and the corresponding 'To' (new) values as applicable. Then indicate with a 'Y' or an 'N' each of the files in which to make the changes. The Loc/Dept. file is the one used to post each earning and deduction code to the G/L for each department. The Employee Posting file is the one where any employee level posting overrides are entered. The Proration table contains the employer paid benefits that are to be prorated over departments worked. Finally, indicate whether you wish to select specific locations and/or jobs or key an 'N' at those fields to make the changes to **ALL** locations and departments. If you requested specific locations and/or departments, selection screens for those two will appear. In order for any changes to be made, the system must find an exact match of the 'From' data.

ACCOUNTING PERIOD

This file contains the fiscal year periods for each active corporation. Assign period numbers and the actual closing date of each period for the fiscal year. A fiscal year may have a maximum of 12 periods, the first period always being 01, regardless of whether it is January or July. The accounting periods are used during the posting of payroll checks and voided checks.

PAY FREQUENCY DAYS

If you plan to accrue payroll dollars when a pay period crosses 2 accounting periods (i.e. the end of the month), enter the number of workdays associated with each pay frequency that will be accrued. These must be created for each location where accruals are a consideration. The pay frequencies are W=Weekly, M=Monthly, B=Bi-weekly and S=Semi-monthly.

ACCRUAL ACCOUNTS

For each Corporation in which payroll accruals will be calculated, you must enter the G/L account#s for the earnings/benefits you wish to accrue. Generally these will be the earnings and expense items but ANY account affected during the payroll posting can in effect be accrued, i.e. Employer FICA expense. The liability account number for Accrued Payroll Expenses *should not* be entered here. The system matches the account numbers in this table to the account numbers in the G/L Posting by Location and Department table to determine which earning/deduction codes are going to be accrued.

See the section entitled "Special Accounts for PR Posting" on page 34 if you are using this accrual feature.

POST TO CHRONOLoGY

This file contains the data to be used when posting accrued hours to the ACTFast files via menu option #6-Post Accrued Hours to Employee Master, on the Month End Processing Menu. In order for the hours to be posted to ACTFast, general profile #47-Post Manual Accruals to ACTFast System must also be set to 'Y'.

Each earning code for which accrued hours are to be posted to the ACTFast system must be set up here with the corresponding ACTFast calendar code. Enter an 'E' for earning, the location#, the earning code for which the hours are being accrued, (i.e. earning code 3=Sick Pay, 5=Vacation Pay), an 'A' in the type field to indicate that accrued hours are to be posted and 'H' in the \$/H/B field to indicate hours, and a default comment to be used when posting the accrued hours to ACTFast. See sample that follows.

PAYROLL POSTING FILE MAINTENANCE

\$=DOLLARS H=HOURS B=BOTH
TYPE: P=PAYROLL DATA R=RATE CHANGE A=ACCRUAL
U=ACCRUAL USED

	(*)	(*)						
<u>E/D</u>	<u>LOC</u>	<u>CODE</u>	<u>TYPE</u>	<u>CODE</u>	<u>SUB</u>	<u>\$/H/B</u>	<u>DEFAULT</u>	<u>COMMENT</u>
E	1	3	A	SIC	ACC	H	MONTHLY	ACCRUAL
E	1	5	A	VAC	ACC	H	MTHLY VAC.	ACCRL.

A/P POSTING BY LOCATION

This file contains the posting data to be used when updating the payroll tax liabilities, other deduction liabilities and employer contributed benefits (i.e. insurance premiums, matching United Way etc.) to the DAPREX Accounts Payable system. By posting those records to the A/P system, the system creates and posts "invoices" for which A/P checks are automatically issued in the next A/P check run. Every deduction code for which a check needs to be issued as well as any employer-contributed benefit (earnings codes 800-899) requires a record in this file. For Earnings and Deduction codes 800-899, only the 'Benefit -' portion should exist in this file.

Each earning/deduction code is entered along with the corporation# to which the A/P invoice should be posted, the vendor against which to post the invoice and the G/L liability account# to be debited; i.e. Payroll Taxes Payable, 401K Plan Payable, Workers' Compensation Payable etc. In addition, you can indicate whether the resulting A/P invoice should have a Pay Immediate status which preselects the invoice for payment, automatically including it in the next A/P check run. If you DO NOT assign a Pay Immediate status, the invoice is assigned a Normal status, meaning that the it must be selected for payment prior to the next A/P check run in order to be paid.

*****WARNING***** Make sure that **ALL** items being posted to the *same vendor* have the same payment code in the **PAY IMMEDIATE** field.

SPECIAL CONSIDERATIONS: The vendor(s) to whom these invoices are posted can be overridden on an employee-by-employee basis for the purpose of issuing separate checks for garnishee withholdings, savings deductions to be deposited into different banks, and any other deduction. This is done in the A/P Posting By Employee file. See the following section.

If you have a custom program to calculate the employer contribution for 401K type plans, the employer's portion will post to the same vendor and debit the same account# as the employee deduction that has been entered in this file.

A/P POSTING/DIRECT DEPOSIT BY EMPLOYEE

Technically, each and every deduction withheld from an individual employee can be posted to a different A/P vendor than the next employee for that same deduction. This file contains the overriding vendor# data for the posting of specific employee deduction liabilities to the DAPREX Accounts Payable system. For any employee having direct deposit, garnishee deduction etc., there **MUST BE** records in this file. For example: 15 employees in the location have a garnishee deduction. In the A/P Posting by Location file the garnishee deduction code was entered with one of the vendor numbers. Since each of those employees' garnishee deductions might be going to different vendors,

an entry must be made for each employee, indicating the designated vendor. Simply enter the deduction code for i.e. Garnishee and the corp# and vendor# against which to post the information in A/P. This will result in an invoice being posted to that vendor and a check issued out of A/P. Additionally, a comment may be entered along with any of the deduction codes so as to attach specific text to the transaction created in the A/P system. The comment is transferred to the AP system in the AP Comment field. (If PR General Profile # 20 is set to 'N', press **F11** to allow entry to the **COMMENT** field.)

For those employees whose net pay is to be direct deposited, an entry must also exist in this file. In order to create the net pay deposit information, key a zero at the code field (zero indicates that it is net pay), the **BANK ID#**, **CHECK DIGIT** and **ACCOUNT TYPE** (checking or savings), (these two fields are required based on the Profile settings), and the employee's **BANK ACCOUNT#**. The **APPROVED Y/N** field is used in the following manner. Prior to actually sending direct deposit data to the bank, a prenote record for each enrolled employee must be transmitted. This is to ensure that the bank can correctly process the data for each employee. In order to create the prenote records, this field must be set to 'N'. After the prenote file is transmitted to and approved by the bank, you must change the 'N' to a 'Y'. This will cause a direct deposit record to be created for the next payroll. Whenever a new employee is enrolled for direct deposit, a prenote record can be included with that week's payroll simply by setting this field to 'N'. Again, when the bank approves the new employee data, change it to a 'Y'. See the following example.

PRFM25 A/P POSTING BY EMPLOYEE/DIRECT DEPOSIT FILE MAINTENANCE									
EMPLOYEE		1	JONES		TIMOTHY		R		
POSITION TO		CODE (0 CODE=DIRECT DEPOSIT NET CHK)							
		CHK TYPE					APPROVED? (*) (*)		
CODE	DESC.	BANK ID#	DIGIT	C/S	BANK ACCOUNT #	Y/N	CORP	VENDOR	
0	NET CHECK	12345678	0	C	12345678912345678	Y			
AP COMMENT _____									
15	GARNISHEE						1	1456	
AP COMMENT: T. JONES/CASE A102255/ 543-09-8965									
14	SAVINGS	12345678	0	C	21555822055510444	Y			
AP COMMENT _____									

For those employees who want to direct deposit a selected deduction(s), i.e. credit union, savings etc., there must be a corresponding record(s) with the deduction code, bank routing data, and an approval code of 'Y' (change from 'N' to 'Y' once the prenote has been approved). The **CORP#** and **VENDOR#** fields must be blank.

The system can also handle splitting the net amount into multiple accounts. (General profile option #20, Allow Split Direct Deposit, must be activated.) In this case the additional fields, **AMT/PERCENT**, **B/\$/%** and **POST SEQUENCE** appear on a second line as shown on the following screen.

A/P POSTING BY EMPLOYEE/DIRECT

EMPLOYEE 1 JONES TIMOTHY R
POSITION TO CODE (0 CODE=DIRECT DEPOSIT OF NET CHECK)

4= (*)	DLT	CODE	DESCRIPTION	BANK ID#	DIGIT	C/S	BANK ACCOUNT #	APPROVED?	Y/N	CORP	VENDOR
			NET CHECK AMT	12345678	0	C	50155688841114	Y			
			AMT/PCT: 50.00	B/\$/%: %			POST SEQ: 1				
			AP COMMENT								
			NET CHECK AMT	12345678	0	S	30255105454577	Y			
			AMT/PCT: 25.00	B/\$/%: \$			POST SEQ: 2				
			AP COMMENT								
			NET CHECK AMT	12345678	0	S	30255144447745	Y			
			AMT/PCT: .00	B/\$/%: B			POST SEQ: B				
			AP COMMENT								

The fields are used in the following manner: in the **AMT/PERCENT** field enter either a % of the net or a fixed dollar amount to be deposited to the first bank account. In the **B/\$/%**, enter the corresponding code of '\$' or '%'. In the **POST SEQUENCE** field enter a '1' meaning that this is the **first** deposit to make. On the next distribution of the net, enter the corresponding bank information, again a % of remaining net or a fixed dollar amount **or** leave the field blank to direct deposit the remaining balance. Enter the corresponding '\$', '%' or 'B' (for remaining balance) and a posting sequence of '2'. If there are additional distributions, enter them in the same manner remembering to sequence correctly. If all distributions are in percentages, the total must equal 100%. In the case where dollars alone or a combination of dollars and percentages are used, there **MUST** be a 'B' record to handle any balance.

When any changes/additions/deletions are made to the file, an edit report is printed when you exit to the menu.

See the section entitled 'Prepare Direct Deposit File' in the Daily Processing section for further information on creating the Prenote/Direct Deposit file.

****NOTE**** In the Corporate Specific Profile Options screen, there is an option to print a Direct Deposit Deduction List detailing the breakdown of all items (exclusive of Net Pay).

BANK DIRECT DEPOSIT INFORMATION

This file contains the bank transmittal data for direct deposit of payroll checks. Since the data contained in this file can vary based on a bank's transmittal requirements, check with your DAPREX representative prior to entering any information here.

EMPLOYEE DATA EXPANSION

The Employee Data Expansion Menu contains the files necessary to set up additional non-payroll employee information. This menu is accessed from the Payroll File Maintenance Menu, #82. The menu appears as below.

- 1. USER-DEFINED QUESTIONS**
- 2. USER-DEFINED DATES**
- 3. USER-DEFINED FIELDS**
- 4. EMPLOYEE USER-DEFINED DATA (MAINTENANCE)**
- 5. EMPLOYEE USER-DEFINED DATA (INQUIRY)**
- 6. USER-DEFINED TEMPLATE DESCRIPTIONS**
- 7. USER-DEFINED TEMPLATE CONTENTS**

Each of these options is discussed in detail with reference to its functions and importance within the system. Refer to the on-line help text for further explanations of individual fields.

USER DEFINED QUESTIONS/DATES/FIELDS

These three menu options are used to create user-defined questions, fields and dates for tracking additional employee data not included in the Employee Master file. Use of these options allows the user to customize data storage based on current and ongoing requirements. There are 999 available records of each (questions, dates and fields), each with its own code (001-999) and corresponding description. Since the question/date/field records are displayed in code sequence within each employee record, it is important to give some thought to the manner in which the codes are assigned. You may want to group similar or related questions/dates/fields together so that the entry and inquiry functions follow a logical path. It might also be wise to space out the numbering of related groups in the event that additional records need to be added at a later time. (User-defined data templates can be created using menu options 6 and 7, allowing you to combine any questions/dates/fields in any sequence for inquiry and display purposes.)

The procedure to enter/update/delete all three sets of user-defined data is identical and is described here. Examples of each are provided on the following pages.

User defined questions, dates and fields are assigned a question#/date#/field# respectively and each has its own description. Questions should be phrased such that a Y/N answer is sufficient. Date fields accept a MMDDYY format and the data fields accept a 20 character alphanumeric response. To create these user fields, simply select the appropriate menu option and press **ENTER**. In the **QUES#/DATE#/FIELD#** field, key the code# (001-999) and the description. When all records have been keyed, press **F16=UPDATE** to add the records to the file. When the update has completed successfully, a message appears on the lower left of the screen. Press the **RESET** key to continue and **F3=EXIT**. In order to delete a previously entered record, key a '4' in the **CODE** field to the left of the record and **F16=UPDATE**. Press **RESET** and **F3=EXIT** after the message appears. See the sample files that follow.

USER DEFINED QUESTIONS	
QUES#	QUESTION
001	HAVE YOU EVER WORKED HERE BEFORE?
002	DO YOU HAVE A CURRENT DRIVER'S LICENSE?
003	ARE YOU AVAILABLE TO WORK ON HOLIDAYS?
004	WEEKENDS?
005	***
006	HAVE YOU HAD OR EVER BEEN TREATED FOR:
007	HEART TROUBLE, CHEST PAIN, STROKE?
008	ELEVATED BLOOD PRESSURE?
009	EPILEPSY, CONVULSIONS?
010	CANCER OR OTHER TUMOR?
011	***
012	ARE YOU REGISTERED AS AN ORGAN DONOR?
013	ARE YOU A BLOOD DONOR?

In this example, a group of questions provides the basis for an Employee Health Record.

USER DEFINED DATES	
<u>DATE#</u>	<u>DESCRIPTION</u>
001	DATE OF BIRTH
002	HIRE DATE
003	INS. COVERAGE ELIGIBILITY DATE
004	FIRST ANNUAL REVIEW DATE
005	LAST REVIEW DATE
006	LAST PROMOTION DATE
007	LEAVE OF ABSENCE START DATE
008	LEAVE OF ABSENCE END DATE
009	TERMINATION DATE
010	RETIREMENT DATE

The dates can be used to track events for an employee.

USER DEFINED FIELDS	
<u>FIELD#</u>	<u>DESCRIPTION</u>
001	MAIDEN NAME
002	EMERGENCY CONTACT #1
003	EMERGENCY CONTACT #1 PHONE
004	EMERGENCY CONTACT #2
010	# OF DEPENDENTS
011	DEPENDENT #1
012	DEPENDENT #2
013	DEPENDENT #3
014	DEPENDENT #4
015	DEPENDENT #5
016	DEPENDENT #6
021	MED. INSURANCE COVERAGE PLAN
022	# DEPENDENTS COVERED
023	DENTAL INSURANCE COVERAGE PLAN
024	# DEPENDENTS COVERED

The fields provide for an unlimited amount of additional employee information.

EMPLOYEE USER DEFINED DATA - MAINTENANCE

This menu option provides the means to enter the user defined data field responses for individual employees. You can do so by selecting the a specific type of user defined data or by using a template that you have created. (Use menu option #6 & #7 on this menu to create a template.) After selecting the type of data to enter, press **ENTER** to proceed. Then enter the employee# and press **ENTER** again. (If you are using a template, you must also enter the template#.) When the list of questions, dates, fields or template appears, make the necessary entries and press **F20=UPDATES**. Press **RESET** and **F12** to return to the previous screen to enter more data or select a new employee.

EMPLOYEE USER DEFINED DATA - INQUIRY

This menu option provides the means to inquire on the user-defined data for individual employees. After selecting the type of data to inquire on, press **ENTER** to proceed. Then enter the employee# and press **ENTER** again. The requested data appears on the screen.

USER-DEFINED TEMPLATE DESCRIPTIONS

This option allows you to create a template code and description that can be used to combine any user-defined questions/dates/fields. The templates are used for entry and inquiry purposes, displaying the selected questions/dates/fields in a particular sequence. Up to 99999 templates can be created. In this step assign a template code and a description. See following sample.

USER-DEFINED TEMPLATE MAINT.		
POSITION TO TEMPLATE # ...		
4=	TEMPLATE	
DEL	#	DESCRIPTION
	1	FAMILY DATA PROFILE
	2	INSURANCE INFO
	3	SPECIAL SKILLS AND CAPABILITIES
	4	MEDICAL STATUS & PROFILE
	5	SPECIAL ASSIGNMENTS

USER-DEFINED TEMPLATE CONTENTS

This option allows you to identify the contents of the template, i.e. the specific questions, dates, and/or fields. See the sample below.

USER-DEFINED TEMPLATE CONTENTS MAINTENANCE				
TEMPLATE #.: 2				
INSURANCE INFORMATION				
	(*)	POSITION TO SEQ #..		
4=DEL	SEQ	TYPE	FLD	DESCRIPTION
	5	D	2	HIRE DATE
	10	D	3	INS. COVERAGE DATE
	15	F	21	MED. INS. COVERAGE PLAN
	20	F	22	#DEPENDENTS COVERED
	25	F	23	DENTAL INS. COVERAGE
	30	F	24	# DEPENDENTS COVERED
	50	F	40	PHYSICAL HANDICAP #1
	55	F	41	PHYSICAL HANDICAP #2
	60	D	9	TERMINATION DATE

Each item in the template is assigned a sequence# that determines the order in which the data is displayed. Use an increment of 5 when assigning the sequence#s so that lines can be inserted later on as necessary. Then indicate whether the item is a 'Q' - question, 'D' - date, or 'F' - field and the

question/date/field#. When all records have been added, press **ENTER** and **F20** to accept. To delete a record from the template, key a '4' on the **4=DEL** field at the left of the screen. Once a template has been created, you can inquire on the template information for a specific employee using menu option #5 on this menu or from within the Employee Master File using the **F23** key. You can use the template for entering the template data using menu option 4 on this menu. Refer to those sections of the manual for further information.

FILE INQUIRIES

The FILE INQUIRIES menu contains the following options.

	LOCATION/EARNINGS & DEDUCTIONS
1.	LOCATION MASTER
2.	EARNINGS & DEDUCTIONS MASTER
3.	EARNINGS & DEDUCTIONS BY LOCATION
4.	LOCATION MASTER DEDUCTION CODES
5.	STD/DEFAULT EARNINGS & DEDUCTIONS
6.	START/TERM DATE AUDIT INQUIRY
9.	EIC CODES
	EMPLOYEE MASTER
12.	DEPARTMENT MASTER
14.	WORKS/RESIDES
15.	STATE FILING STATUS CODES
16.	JOB COST
17.	UNION FILE
18.	JOB CLASSIFICATION MASTER
19.	WORKERS' COMPENSATION CLASS.
20.	EMPLOYEE MASTER
21.	EMPLOYEE EARNINGS & DEDUCTIONS
22.	CORP., LOC., DEPT. INQUIRIES
23.	EMPLOYEE INQUIRIES
24.	PROJECTED ACCRUAL INQUIRY
25.	EMPLOYEE USER DEFINED DATA
80.	PAYROLL PROCESSING INQUIRY MENU
81.	G/L A/P & DIRECT DEPOSIT INQUIRY MENU

Each menu option provides an inquiry into the master file. Only those that provide additional capabilities are described on the following pages.

EMPLOYEE INQUIRIES

The Employee Inquiries menu option provides on-line access to vital payroll data for each employee. If General Profile option #79 is set to 'Y' specific User/Location/Department security must be built in order to access employees. (See menu option #24- User/Location/Department security on the Payroll File Maintenance Menu #2.) The employee information available in this inquiry includes: Quarter and Year to Date earnings/deductions/benefits, Gross Earnings History (one line per check, totals only, or 132 character version only → a one line per check with taxable dollars for federal, state(s) and local(s), Check History, Earning/Deduction/Benefit Code Ledger History, Earnings & Deductions Change History (via **F22**), and User Defined Data and Templates (via **F23**).

The Quarter-to-Date and Year-to-Date inquiry displays the year-to-date and 4 quarterly totals for each earning, deduction and benefit (i.e. matching 401K) code used by the employee. The year defaults to the current year unless an entry is made. See sample screen below. To view the checks on which an earning/deduction/benefit is a part, place the cursor on that line and press **ENTER**. (Refer to the next inquiry for further details.)

QTD/YTD INQUIRY						
CORPORATION: 1 DAPREX INC.						
EMPLOYEE: 1 JONES TIMOTHY R						
YEAR: 99						
CODE	DESCRIPTION	YTD AMOUNT	1 ST QTR	2 ND QTR	3 RD QTR	4 TH QTR
1	REGULAR PAY	6830.91	2126.26	1181.25	2212.00	1311.40
2	O.T. X 1 ½	225.15			225.15	
4	VACATION	71.10			71.10	
5	SICK LEAVE	55.30			55.30	
10	REIMB EXP	55.00	30.00	10.00	10.00	5.00
125	SECT 125-CHILD	670.00-		670.00-		
126	SECT 125-MEDCA	902.40		802.40	100.00	
800	MED. INS. +	1440.00	540.00	180.00	360.00	360.00
801	MED. INS. -	1440.00-	540.00-	180.00-	360.00-	360.00-
1	FICA S.S.	335.74	90.10	57.01	109.67	78.96
2	FICA MEDICARE	78.52	21.07	13.34	25.64	18.47
3	FEDERAL W/H	490.25	135.30	108.30	112.22	134.43
4	STATE W/H	303.76	81.80	44.05	90.68	87.23
F3=EXIT F12=PREVIOUS F24=NEXT (!)=EMPLOYEE EARNINGS/DEDUCTIONS						

The Earnings/Deduction/Benefit Ledger History requires the entry of the **CODE TYPE** (*E=Earning, D=Deduction, B=Benefit*) the **EARNING/DEDUCTION/BENEFIT CODE**, with the **PAYROLL YEAR** being optional. (If this inquiry is accessed via the QTD/YTD inquiry described above, no entries are required.) The system displays each check# on which the earning/deduction/benefit was paid/withheld, the period and cumulative hours and dollars for that code. See following sample screen.

EMPLOYEE EARNINGS INQUIRY						
CORPORATION . . . :	1	DAPREX INC.				
EMPLOYEE :	1	JONES	TIMOTHY	R		
YEAR :	99	CODE :			2	O.T. X 1 ½
--- PERIOD --- --- CUMULATIVE ---						
DATE	DEPT	CHECK #	HOURS	AMOUNT	HOURS	AMOUNT
12/05/99	1	10695	6.00	142.20	6.00	142.20
12/17/99	1	10786	3.50	82.95	9.50	225.15
12/31/99	1	10841	5.00	118.50	14.50	343.65

In order to view the details of a specific check, place the cursor on that line and press **ENTER**. (Refer to the next inquiry for further details.)

The Check History displays each check issued to the employee with its breakdown by earnings and deductions. A specific check can be inquired upon by entering the **BANK#** and the **CHECK#** on the selection screen. Leave blank for all checks to be displayed in sequence. See sample below.

PRIQ01	EMPLOYEE CHECK INQUIRY			3/25/99		
CORPORATION:		1	DAPREX INC.	XXXX		
EMPLOYEE		1	JONES TIMOTHY	R		
BANK#		1	CHASE MANHATTAN			
CHECK #		301				
DATE		2/26/93				
DEPARTMENT#:		2	GOOD COMPANIONS			
NET		231.43				
-----EARNINGS-----				DEDUCTIONS-----		
CODE	DESCRIPTION	HOURS	AMOUNT	CODE	DESCRIPTION	AMOUNT
1	REGULAR PAY	30.00	300.00	1	FICA S.S	18.64
4	VACATION	4.00	40.00	2	FICA MEDICARE	4.36
5	SICK LEAVE		125.00	3	FEDERAL W/H	13.50
10	OTHER REIMB.		10.00	4	STATE W/H	9.29
125	S 125-MED REIM		20.00	9	DISABILITY	.60
301	EARNED INCOME 1		4.28	11	CREDIT UNION	5.00
	** TOTAL **	34.00	499.28	12	UNITED WAY	2.00
				13	RETIREMENT	10.46
				14	GRP INSURANCE	55.00
				19	DENTAL	49.00
				125	SECT 125-MED.	20.00
				126	SECT 125-CHILD	30.00
				403	LINCOLN NAT'L	50.00
					** TOTAL **	267.85
F3=EXIT F12=PREVIOUS F22=PREVIOUS CHECK# F23=NEXT CHECK# F24=NEXT INQUIRY						
!=EARNINGS CODE DETAIL			© DAPREX - 1999			

Use the function keys listed at the bottom of the screen to go forward/backward through the checks. To view the breakdown of hours across departments (if any), place the cursor on that earnings line and press **ENTER** to display the following window.

CODE: 1 REGULAR PAY

<u>HOURS</u>	<u>DPT</u>	<u>JOB#</u>	<u>AMOUNT</u>
20.00	2	5	200.00
5.00	2	3	50.00
5.00	3	5	50.00

The Gross Earnings History displays one line per check issued to the employee along with the check#, date, gross earnings, total deductions and net amount. A date range can be entered and totals only can be selected. On the 132 character version of the inquiry, the system can also display the taxable federal, state(s) and local(s) dollars for each check by entering an 'X' at the **TAXES ALSO** field. The check detail can be displayed as shown in the previous section by keying a '1' next to any check on the 80 column version or by placing the cursor on the desired check and pressing ENTER on the 132 character version. See the following sample screens.

GROSS EARNINGS INQUIRY

CORPORATION . . . : 1 DAPREX INC.
 EMPLOYEE : 1 JONES TIMOTHY R
 1=DISPLAY CHECK DETAIL (ALL CHECKS) 2=DISPLAY CHECK DETAIL

<u>SEL</u>	<u>CHECK #</u>	<u>DATE</u>	<u>GROSS EARNINGS</u>	<u>DEDUCTIONS</u>	<u>NET</u>
	100	6/05/00	600.00	301.33	298.67
	112	6/08/00	610.18	305.43	304.75
	88102	7/02/00	800.00	415.00	385.00
	87947	7/07/00	773.91	388.91	385.00
	88120	7/12/00	1,000.00	462.39	337.61
	88112	7/28/00	1,160.00	609.95	550.05
	88127	8/01/00	930.00	517.34	412.66
	116	10/12/00	800.00	636.42	163.58

GROSS EARNINGS INQUIRY

1=DISPLAY CHECK DETAIL

TAXABLE EARNINGS

<u>DATE</u>	<u>GROSS EARNING</u>	<u>DEDUCTIONS</u>	<u>NET</u>	<u>WORKS</u>	<u>RESIDES</u>	<u>FEDERAL</u>	<u>STATE 1</u>	<u>STATE 2</u>	<u>LOCAL 1</u>	<u>LOCAL 2</u>
6/05/00	600.00	301.33	298.67	NYC	NY	540.00	540.00			
6/08/00	610.18	305.43	304.75	NYC	NY	549.00	549.00			
7/02/00	800.00	415.00	385.00	NYC	NY	720.00	720.00			
7/07/00	773.91	388.91	385.00	NYC	NY	696.00	696.00			
7/12/00	1,000.00	462.39	337.61	NYC	NY	900.00	900.00			
7/28/00	1,160.00	609.95	550.05	NYC	NY	1044.00	1044.00			
8/01/00	930.00	517.34	412.66	NYC	NY	837.00	837.00			
10/12/00	800.00	636.42	163.58	NYC	NY	720.00	720.00			

The Earnings & Deductions Change History displays a log of each rate change made to earnings and deduction codes as shown below.

EARNINGS & DEDUCTIONS CHANGE HISTORY INQUIRY

EMPLOYEE# : 1 TIMOTHY R. JONES

POSITION TO BY CODE

E/D CODE	DESCRIPTION	DATE	OLD RATE	NEW RATE
E 1	REGULAR PAY	7/26/00	650.0000	710.0000
E 1	REGULAR PAY	12/30/00	710.0000	750.0000
E 1	REGULAR PAY	7/31/01	750.0000	775.0000

CORP/LOC/DEPT INQUIRIES

This menu option provides on-line access to vital payroll data for each corporation, location and department including Quarter and Year to Date earnings and deductions, (with an additional monthly breakdown), and Earning and Deduction Code Ledger History by Check Date.

After keying the desired corporation#, location# and/or department# on which to inquire, (if department# and/or location# are left blank, ALL depts. and/or ALL locations are combined), select either of the 2 inquiry options by keying a '1' next to the desired option. The current year is used as the default if no year is entered.

The Quarter-to-Date and Year-to-Date inquiry displays the year-to-date and 4 quarterly totals for each earning and deduction code used in the Corp/Loc/Dept. Press **F24** to display the monthly breakdown for a given quarter as indicated at the bottom of the screen.

The Earnings and Deduction Ledger History requires the entry of the **CODE TYPE** (*E=Earning, D=Deduction*) the **EARNING/DEDUCTION CODE**, with the **YEAR** being optional. The system displays each check date on which the earning/deduction was paid/withheld, the period and cumulative hours and dollars for that earning/deduction code. Monthly and quarterly totals are provided as well.

PROJECTED ACCRUAL INQUIRY

The Projected Accrual Inquiry allows you to see the carryover, accrued, used, remaining, projected and projected balance hours for any employee/earning code combination for which hours are being accrued. The inquiry can be run for any payroll year, with the operator entering the remaining number of pay periods to be used for the calculation of accruals. See sample on the following page.

PROJECTED ACCRUAL INQUIRY

KEY START DATE AND DEPARTMENT, PRESS ENTER.

PAYROLL YEAR 1994

PERIODS LEFT 12

EMPLOYEE# (*)..... 105 JOHN DISANT

CODE 4

START DATE 6/28/81

DEPARTMENT 1 HOUSEKEEPERS

	<u>HOURS</u>	<u>RATE</u>	<u>CD</u>	<u>VALUE</u>
CARRY OVER	21.00	10.00	H	
ACCRUED	14.00			
USED	8.00			
REMAINING	27.00			
PROJECTED	12.00			
PROJECTED BAL...	39.00			390.00

EMPLOYEE E/D CHANGE HISTORY INQUIRY

The Employee Earnings & Deductions Change History displays a log of each rate change made to earnings and deduction codes as shown below. This option is a stand-alone version of the screen that can also be accessed in the Employee Inquiries option on this same menu. Upon selection of this option, enter the employee# and an 'E' for earnings or a 'D' for deductions. See sample below.

EARNINGS & DEDUCTIONS CHANGE HISTORY INQUIRY

EMPLOYEE# 1 TIMOTHY R. JONES

POSITION TO BY CODE

<u>E/D CODE</u>	<u>DESCRIPTION</u>	<u>DATE</u>	<u>OLD RATE</u>	<u>NEW RATE</u>
E 1	REGULAR PAY	7/26/00	650.0000	710.0000
E 1	REGULAR PAY	12/30/00	710.0000	750.0000
E 1	REGULAR PAY	7/31/01	750.0000	775.0000

FILE LISTINGS

The FILE LISTINGS menu contains the following options.

LOCATION/EARNINGS & DEDUCTIONS	
1.	LOCATION MASTER
2.	EARNINGS & DEDUCTIONS MASTER
3.	EARNINGS & DEDUCTIONS BY LOCATION
4.	LOCATION MASTER DEDUCTION CODES
5.	STD/DEFAULT EARNINGS & DEDUCTIONS
6.	EARNINGS AND DEDUCTIONS ORDERING
7.	DEDUCTION CALCULATION EQUIVALENTS
8.	EARNING/DEDUCTION REPORT CODES
9.	EIC CODES
EMPLOYEE MASTER	
12.	DEPARTMENT MASTER
14.	WORKS/RESIDES
15.	STATE FILING STATUS CODES
16.	JOB COST
17.	UNION FILE
18.	JOB CLASSIFICATION MASTER
19.	WORKERS' COMPENSATION CLASS.
20.	EMPLOYEE MASTER
21.	EMPLOYEE EARNINGS & DEDUCTIONS
22.	EMPLOYEE ALPHA LISTING
80.	PAYROLL PROCESSING FILE MENU
81.	G/L A/P & DIRECT DEPOSIT MENU

Each menu option prints a listing of the master file.

DAILY PROCESSING

The DAILY PROCESSING menu contains the following options.

1. CREATE PAYROLL WORK FILE
2. PROCESS PAYROLL
3. VOID CHECKS
4. PREPARE DIRECT DEPOSIT FILE

6. ENTER/CHANGE SECTION 125 RECEIPTS
7. LIST SECTION 125 RECEIPTS
8. POST SECTION 125 RECEIPTS
9. ADD ACTFAST ENTRIES TO WORKFILE
10. REORGANIZE PAYROLL WORK FILES
11. FIX BANK#
12. MULTI-LOCATION PROCESSING

13. CHECK RECONCILIATION ENTRY
14. CHECK RECONCILIATION EDIT
15. CHECK RECONCILIATION UPDATE

16. G/L PROCESSING CHANGE
17. G/L PROCESSING EDIT LIST
18. G/L PROCESSING UPDATE

19. A/P PROCESSING CHANGE
20. A/P PROCESSING EDIT LIST
21. A/P PROCESSING UPDATE

23. QUICK ENTRY - ENTER/CHANGE
24. QUICK ENTRY EDIT
25. QUICK ENTRY - UPDATE WORK FILE
26. QUICK ENTRY - DROP BATCHES

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

CREATE PAYROLL WORK FILE

This menu option is used to create/update/delete a location-specific workfile for the processing of a payroll. A workfile contains the employee pay records for those employees to be paid in a check run. It can contain one employee, some or ALL employees for a location. It can also contain only those employees under a certain pay frequency, (i.e. weekly, monthly, etc.), or a combination of pay frequencies. (Refer to profile options #44 and #45, if you want to include selective departments and/or job classes in a workfile.)

Multiple payroll workfiles can exist at the same time for the same location, (i.e. the weekly payroll and the monthly payroll employees can be processed separately), but an employee can exist IN ONLY ****ONE**** workfile at a time. (If you are using the Quick Entry programs for any or all employees, the workfile **MUST** be created prior to updating the quick entries into the workfile. Any changes to the Employee Master or Direct Deposit files which would have an impact on a payroll must be made **PRIOR** to creating the workfile.) Payroll entries generated in the ACTFast/400 system can be posted to the workfile during the workfile create job if the profile has been set to do so.

CREATING A NEW WORK FILE

After selecting this menu option, key in the Location# for which to create a work file and press **ENTER**. Any existing workfiles for that location are displayed. To create a NEW work file press **F10**. Enter the workfile **DESCRIPTION** (i.e. Weekly Payroll), the **PERIOD ENDING** and **CHECK DATES** and the **PAY FREQUENCY(S)** (**W=Weekly, M=Monthly, S=Semi-monthly, B=Biweekly**) of the employees to be paid in this check run. The **# OF PAY PERIODS** defaults to 1.00 (meaning one week for weekly employees, 1 month for monthly employees, etc.), the **GLOBAL EARNING** field to 'N' (meaning that no global earnings have been selected for processing during this payroll run), and the **CHECK PRINT ORDER** to the value specified in the profile for this location. If profile option #21, 'Allow Periodic Selection for 'E' and 'D' has been set to 'Y', the field **WEEK#** appears as well. Simply enter the week# (1,2,3,4,5) to be used in determining which earnings and deductions are to be used in this pay period. *****BE SURE TO ENTER THE CORRECT WEEK#!!!***** See sample screen below.

PAYROLL RUN INFORMATION	
LOCATION # . . . :	1 SAN FRANCISCO
DESCRIPTION . . . :	WEEKLY PAYROLL
PERIOD END DATE . .	060995
CHECK DATE	060995
PAY FREQUENCIES . . W	W=WEEK, M=MONTH, B=BIWEEK, S=SEMIMONTH
# OF PAY PERIODS . 1.00	
GLOBAL EARNING . : N	(Y/N)
CHECK PRINT ORDER . D	A=ALPHA BY NAME N=BY EMPLOYEE NUMBER D=BY DEPT# - ALPHA E=BY DEPT# - EMPLOYEE#
ENTER WEEK#	(1,2,3,4,5)

If you intend to process a Global Earning Code (i.e. Holiday Pay) during this check run, press **F14** after filling in all other information. The valid global earnings codes for this location and pay frequency(s) are displayed for selection. Key a '1' next to each code which is to be processed during this payroll run, press **ENTER** and **F20** to accept your selections. Then press **F3** to return to the previous screen. The **GLOBAL EARNING** field should now contain a 'Y'. To change your selections, simply remove the '1' next to the selected code, press **ENTER** and **F20** to accept the changes.

Now it is time to determine which employees are to be included in this work file. You have already indicated the pay frequency(s) of the employees to be considered for inclusion. To include ALL employees in this location whose pay frequency matches those selected, press **F15**. If profile option #33 has been set to 'Y', a screen appears allowing the operator to select the payroll related ACTFast calendar codes to be posted. Simply key a '1' next to each code to post to the payroll workfile, indicate any desired **FROM/TO DATES** (To Date defaults to the period ending date) and whether to issue a separate check for any or all of the selected codes. When all selections have been made, press **F15** to continue and **F20** to accept. If profile options #44 and/or #45 have been set to 'Y', department and/or job class selection screens appear, allowing the selection of specific departments and/or job classes. Only those employees who are in the selected department(s) and/or job class(es) are added to the workfile. A message comes back to you when the workfile has been created.

****NOTE**** If any employee pay records already exist in the workfile when you press **F15**, the following message appears.

**EMPLOYEES ALREADY EXIST IN THIS WORKFILE.
IF YOU PROCEED, ADDITIONAL PAY RECORDS WILL BE
CREATED
FOR ANY EMPLOYEES WHO ARE ALREADY IN THIS WORKFILE.
PRESS F20 TO PROCEED OR F3 TO CANCEL.**

F3=CANCEL F20=ACCEPT

The message is designed to prevent a user from pressing **F15** more than once for the same workfile and creating multiple pay records for employees where not intended. Press **F20** to proceed and add additional pay records or press **F3** to cancel and exit to the menu.

To include *individual* employees press **F10**. (Any individual employees selected **MUST** have a pay frequency matching those indicated here. Additionally you can override the Direct Deposit setting on an employee by employee basis using this option.) The system now allows you to enter the first employee number to be added. (Use **F4** to scan by employee name.) The **# OF PAY PERIODS** defaults to '1' or whatever was entered on the previous screen. This may be changed for an individual employee when paying him for more than one pay period in the same check. I.E. Paying an employee for one week of regular pay and one week of vacation pay on the same check. The **OVERRIDE DIRECT DEPOSIT Y/N** defaults to 'N'. If the employee is normally on direct deposit but for this run you want a check to print, change it to a 'Y'. Once the employee# has been keyed and either of these 2 fields changed, press **ENTER** and **F20** to accept. Now continue with the next employee to be added. If an employee already exists in another workfile, a message notifies you of that. The employee **CANNOT** be added to more than one workfile at a time. However an employee **CAN** have more than 1 record in the **SAME** workfile for the purpose of issuing multiple checks in the same payroll run, (i.e. a separate check for vacation pay). In order to process a second check for that employee, you may press **F24** to add the employee again when the message alerting you appears on the screen. When all employees have been added to the workfile, press **F3** to return to the previous screen.

NOTES: If an employee is added to the file in error, he can be designated as NOT to get paid in the Process Payroll menu option using the 'UPDATE' feature. In order to post ACTFast entries when

creating the workfile for individual employees, the stand-alone menu option #9, Add ACTFast Entries to Workfile, must be used. In order for the system to calculate Section 125 reimbursement amounts, the receipts must have already been entered and posted. **DO NOT MAKE CHANGES TO AN EMPLOYEE'S HOME DEPT# ONCE THAT EMPLOYEE EXISTS IN A PAYROLL WORKFILE.**

UPDATING/DELETING AN EXISTING WORK FILE

After selecting this menu option, key in the Location# for which to update/delete a work file and press **ENTER**. The existing workfiles for that location are displayed. To update/delete a workfile key a **'1'** in the SEL field and press **ENTER**. The previously entered data appears and may be changed if necessary. To add employees to the workfile, use the **F10=ADD** feature described in the previous section. To delete a workfile, key a **'D'** into the **DELETE** field. A workfile cannot be deleted once the checks have been printed.

PROCESS PAYROLL

This menu option performs all of the payroll processes including printing the payroll worksheet, entering earnings/deductions, printing the payroll edit, printing checks and posting the payroll.

The payroll is processed automatically for the most part. When the Payroll Work file is created, the following records are created. Regular pay for salaried employees is calculated based on the salary amount in the Master File. For those hourly employees who have standard hours and do NOT have a **'1'** in the **NO PAY STD** field in the Employee Master File, the system calculates regular pay by multiplying the # of standard hours by the hourly rate. Any selected Global Earnings codes, other earnings code records, (i.e. a standard Auto Expense reimbursement), deductions 1 - 10 and any voluntary deduction code records (i.e. Insurance deduction) for each employee in the Employee Earnings & Deductions file are processed as well. If you are using the week# scheduling for earnings and/or deductions, only those earnings/deductions that have the matching week# or corresponding Even/Odd code will be included. (On Section 125 Plan reimbursements, the receipts must have already been entered and posted PRIOR TO CREATION OF THE PAYROLL WORKFILE. The system calculates the reimbursement amount at the time of printing the edit.) Any ACTFast entries that were added to the workfile are incorporated as well. Using this type of approach, the operator only needs to make changes, (i.e. the employee worked LESS than his standard hours), additions, (i.e. Overtime) or to enter the number of hours worked for those hourly employees whose regular pay is not calculated using the standard hours.

After entering the Location# for which to process a payroll, the existing payroll workfiles are displayed. Enter a **'1'** to display the payroll run data for a workfile, (period ending and check dates, pay frequency etc.).

PRINTING THE WORKSHEET

Enter a **'W'** to print a worksheet for a payroll workfile if desired. The worksheet is meant as an input document and lists each employee included in this payroll run with columns to enter up to 8 earnings types. (These 8 earning codes should have been entered in the Earnings Codes for Worksheet File on the Maintenance Menu.) The payroll coordinator can use the worksheet to record regular and overtime hours, sick pay, vacation pay etc. For those employees whose standard hours are used in the calculation of regular pay, those standard hours are printed on the worksheet. For all other hourly employees, regular hours can be written in on the worksheet. A listing of those earnings (i.e. a standard \$25.00 per period for auto expenses) NOT covered by the worksheet is also produced. This report covers any earnings outside of the eight earnings codes listed on the worksheet.

UPDATING THE WORK FILE

The updating of a payroll workfile entails the entry of hours for those employees whose pay is NOT calculated using standard hours or salary as well as entering other earnings, (i.e. overtime, sick pay, etc.). Additional or one-time deductions can be processed during the update as well. (If you are using the Quick Entry programs for some/all employees, all data entry can be done in those programs instead of here.) Other features of the update procedure include:

- Designate an employee as NOT to be paid during this check run.
- Delete an earning/deduction code from an employee record for this pay period ONLY.
- Allocate earnings to multiple departments and/or jobs.
- Process/enter earnings hours/dollars for a selected code for ALL employees in the workfile at the same time. I.E. - Enter overtime hours for all applicable employees on one screen rather than calling up each employee's record separately.
- Enter manually prepared checks.
- Calculate a check on-line for verification of deduction amounts. This feature is used to correctly calculate manual checks.
- Indicate that an employee's check represents more than one pay period.
- Enter Third Party Disability checks.
- Force a Net Pay Amount and have the system calculate the gross pay.

UPDATING EARNINGS

Assuming that all of the employees in this payroll run are either salaried or hourly (with their regular pay based on a standard number of hours), let's review how to add and change earnings. Based on this assumption, all of the regular pay records have been created for these employees. After keying a 'U' next to the workfile to update, the pay records of the first employee are displayed as below.

UPDATE PAYROLL WORK FILE						
EMPLOYEE#	2202	MARK MEDLAR				
PAY THIS RUN	Y	# PERIODS	1.00	CHK SEQ.	1	
H=HRLY, S=SLRY	H	STD. HRS.	40.00	FREQ.	W	
DEPARTMENT	2	ADMINISTRATIVE				
POSITION TO CODE(*)						
<u>OPT CD</u>	<u>DESCRIPTION</u>	<u>#HOURS</u>	<u>RATE/AMT</u>	<u>H/\$</u>	<u># PDS</u>	<u>AMOUNT</u>
1	REGULAR	40.00	10.00	H	1.00	400.00

If there are no changes to the earnings for this employee, press **F14** to go to the next employee. (See the next section for updating deductions.) If the # of regular hours must be changed, simply key the correct number of hours right over the hours displayed here. For example, if the employee normally works a 40 hours week but was sick one day you may want to change the regular hours to 32 and enter 8 hours of sick pay. The entry screen should then look like the following screen.

UPDATE PAYROLL WORK FILE

EMPLOYEE# 2202 **MARK MEDLAR**
PAY THIS RUN Y **# PERIODS** 1.00 **CHK SEQ.** 1
H=HRLY, S=SLRY H **STD. HRS.** 40.00 **FREQ.** W
DEPARTMENT 2 **ADMINISTRATIVE**
POSITION TO CODE(*)

OPT CDE	DESCRIPTION	#HOURS	RATE/AMT	H/\$	# PDS	AMOUNT
1	REGULAR	32.00	10.00	H	1.00	320.00
7	SICK PAY	8.00	10.00	H	1.00	80.00

When adding overtime hours or any other type of hourly earnings, enter the correct earnings code for that earnings type (use **F4** to scan for a earnings code) in the **CDE*** field, the # of hours for which the employee is to be paid, and the rate (if different from the regular hourly rate for the employee). In order for the system to use the hourly rate (or calculate an hourly rate for a salaried employee) when entering overtime, sick pay etc., there must be an entry in the **MULTIPLIER** field for that earning code. For flat dollar earnings like an expense reimbursement or bonus, enter the amount and a '\$', indicating a flat dollar amount. See example below.

UPDATE PAYROLL WORK FILE

EMPLOYEE# 2202 **MARK MEDLAR**
PAY THIS RUN Y **# PERIODS** 1.00 **CHK SEQ.** 1
H=HRLY, S=SLRY H **STD. HRS.** 40.00 **FREQ.** W
DEPARTMENT 2 **ADMINISTRATIVE**
POSITION TO CODE(*)

OPT CDE	DESCRIPTION	#HOURS	RATE/AMT	H/\$	# PDS	AMOUNT
1	REGULAR PAY	40.00	10.00	H	1.00	400.00
2	OVERTIME	3.00	10.00	H	1.00	30.00
15	CAR EXPENSES	00.00	25.75	\$	1.00	25.75
19	BONUS	00.00	100.00	\$	1.00	100.00

When entering sick or vacation time (or any other earning for which hours are accrued) for salaried employees, simply enter the hours in the **#HOURS** field and the system will calculate the rate based on the employee's standard hours in the master file. Use this method when the employee is being paid sick or vacation time IN ADDITION to the regular salary amount. If the time is to be DEDUCTED from regular pay, you must use **F16=Process by Earning Code** so that the system calculates the pay amount as well as subtracts that amount from the regular pay shown under Code 001. Refer to the section entitled **"Process by Earning Code"** on the following pages for details.

****NOTE**** If the message **"Number of hours exceeds the maximum/balance for the year"** appears after entering earnings for which accruals are tracked, press **ENTER** to override and accept the number of hours keyed. Otherwise change the number of hours.

When all additions/changes have been made to the employee's earning records, press **ENTER** for the system to calculate the dollar amounts. These are displayed in the **CALCULATED AMOUNT** field. To delete a previously created earning record, key a '4' in the **OPT** field and press **ENTER**.

There are two methods for allocating or distributing any employee earnings across multiple departments and/or jobs, or entering pay at different rates. The first allows you to enter an "ADDITIONAL" line for any earning code. To use this method, key an 'A' in the **OPT** field next to the earning code for which to enter this additional record. After pressing **ENTER**, a second line for this same earning code appears, allowing you to enter additional hours/dollars and allocate it to a different department and/or job as necessary. The rate on the additional record can differ as well. If you need to create more "ADDITIONAL" records, be sure to key the 'A' in the **OPT** field next to the LAST record for that earning code, NOT THE FIRST.

The second method works by keying an 'X' in the **OPT** field next to the appropriate earning code and pressing **ENTER**. (The total hours/amount to be distributed must have been entered on this line.) A secondary screen appears allowing the operator to distribute the total hours/dollars over various departmental/job entities. Rates can differ as well. (Refer to the function keys listed at the bottom of the screen for access to fields other than the **#HOURS**.) The total distributed hours/dollars should equal that entered on the previous screen. Error messages appear when either one does not balance to those totals. To override, use **F8**. See sample screen below.

DISTRIBUTED EARNINGS

EMPLOYEE # 1 TIMOTHY R JONES
PAY THIS RUN Y/N . Y # OF PERIODS . . 1.00 CHECK SEQUENCE 1
H=HOURLY, S=SALARY H STANDARD HOURS . 42.50 FREQUENCY . W
DEFAULT DEPARTMENT 1 HOUSEKEEPERS
DEFAULT JOB # . . . 5 SAM JONES

DISTRIBUTING: CODE 001 REGULAR PAY
TOTAL HOURS 40.00 RATE/AMT 7.5000 H
TOTAL AMOUNT 300.00 # OF PERIODS . . 1.00
*** RUNNING TOTAL-**

HOURS	RATE/AMOUNT	H/\$	DEPT.*	JOB *	EXT.	HOURS	AMOUNT
32.00	7.5000	H	2	5	240.00	32.00	240.00
8.00	7.5000	H	1	5	60.00	40.00	300.00

F12=CANCEL (RE-ENTER) F20=ACCEPT

If an employee's check represents more than 1 pay period, (i.e. one week of regular pay and one week of vacation pay in the same check), you need to change the **# OF PERIODS** field for the employee in order to correctly calculate taxes. To access that field press **F12=Reset** when the employee record appears. Reenter the employee#, move the cursor to the **# OF PERIODS** field, and enter the appropriate number of periods represented in this check, 2.00 in the example given. Key an 'E' in the **X** field to multiply all of the '\$' earnings types by the # of periods entered in the previous field to calculate the correct earning dollars for each of those codes. Key a 'D' to multiply all '\$' and 'A' deduction types by the # of periods. A 'B' multiplies the '\$' earnings types and the '\$' and 'A' deduction types by the # of periods. Leave this field blank to change the default # of periods on the screen for all earning/deduction records. No multiplication of earnings/deductions is done but the system will calculate the taxes as if the check represents multiple pay periods.

UPDATING DEDUCTIONS

To access the employee deduction records, press **F6** once the employee earnings records are displayed. A line for each of the applicable deduction codes 1-10, (i.e. Federal Tax, FICA S.S., FICA Medicare, State Tax etc.) plus the voluntary deductions appears for the employee but the taxes have not yet been calculated. See the following example.

UPDATE PAYROLL WORK FILE						
EMPLOYEE#	2202	MARK MEDLAR				
PAY THIS RUN	Y	# PERIODS	1.00	CHK SEQ.	1	
H=HRLY, S=SLRY	H	STD. HRS.	40.00	FREQ.	W	
DEPARTMENT	2	ADMINISTRATIVE				
JOB#						
POSITION TO CODE(*)						
OPT CD	DESCRIPTION	\$AMT/% RATE/ADD\$	\$/% H/A	#HRS	# PDS	AMOUNT
1	FICA SS				1.00	
2	MED. FICA				1.00	
3	FED. W/H				1.00	
4	STATE W/H				1.00	
12	MED. INS.	42.00	\$		1.00	42.00
16	401K	2.00	%		1.00	

The procedures to add/change/delete deductions are the same as those used for earnings EXCEPT that the entry fields are slightly different for the deductions. After entering the deduction code to add, enter the dollar amount, percentage, hourly rate or additional dollars, and a '\$', '%', 'H' or 'A' indicating what the previous field represents. The # of hours must also be entered for an hourly deduction. When all additions/changes have been made to the employee's deduction records, press **ENTER** for the system to calculate the dollar amounts. These are displayed in the **CALCULATED AMOUNT** field. To delete a previously created deduction record, key a '4' in the **OPT** field and press **ENTER**.

PROCESS BY EARNING CODE

In some situations it may be desirable to process or enter all of the hours/dollars for a particular earning code at one time rather than calling up individual employee records in the workfile: i.e. - the entry of regular hours, overtime hours, year end bonuses, vacation pay etc. After pressing **F16=Process By Code**, the operator selects the desired earning code, the earning code from which to deduct hours, if any, (i.e. deduct sick hours from regular pay) and the employees to be selected, (hourly, salaried or both). The system displays a list of those employees allowing the operator to key the applicable hours for each employee. Function keys **F5=Change Rate/Type**, **F6=Change Dept/Job#**, **F7=Change Job**, and **F8=Change # of Pay Periods** are available to change those indicated fields if necessary. The ability to distribute earnings using an 'X' in the **OPT** field exists here as well. After completing the entry for one earning code, press **ENTER** and **F20** to accept. See sample screen that follows.

UPDATE PAYROLL WORK FILE

ENTER CHANGES BY CODE: CODE # 5 SICK PAY
 DEDUCT HOURS FROM CODE # 1 REGULAR PAY
 EMPLOYEES TO SELECT B (H=HRLY; S=SALARIED; B=BOTH)
 POSITION TO EMPLOYEE

OF

OPT.	EMPLOYEE	HOURS	RATE	TYPE	V	PRDS	DPT*	JOB#*
105	DISANT JOHN	8.00	17.5000	H		1.00	1	
1	JONES TIMOTHY	16.00	7.5000	H		1.00	1	5
2	DAVIS DON JUAN		7.5000	H		1.00	3	12

OPTIONS: X=DISTRIBUTE EARNINGS F5=CHANGE RATE/TYPE
 F3=EXIT F4=SELECT (*) F6=CHANGE DEPARTMENT
 F12=RESET (NEW CODES) F7=CHANGE JOB #
 F8=CHANGE # OF PAY PERIODS

MANUAL CHECKS AND calculating a check

From time to time it is necessary to issue a manual payroll check. The system has the ability to both calculate the net check amount for any employee so that the payroll coordinator does not have to calculate it manually, and to allow the operator to enter the bank# and manual check#. Once the employee record appears on the screen and any necessary changes/additions are made, press **F22=Manual Check**. Enter the bank# from which the check was issued and the manual check#. The system calculates and displays the total earnings, deductions and net amount for verification. After entering the check data, press **F3** and **F20** to accept. The system displays the words '*Manual Check*' on the upper right hand portion of the screen. To simply calculate the net amount of a check without having to enter a bank# and manual check#, use **F24=Calculate Check**. (Earned Income Credit for eligible employees is calculated at this time as well.) The system flashes the net check amount on the upper portion of the screen. ****YOU MUST RUN THROUGH THE PRINT CHECKS JOB EVEN IF THE BATCH CONTAINS ONLY MANUAL CHECKS.****

ENTERING A THIRD PARTY DISABILITY CHECK

In order to enter and process a Third Party Disability check, the necessary earning and deduction codes must exist. See the Note under the section entitled '**Earnings and Deduction Master**' in the **FILE MAINTENANCE** section of the manual.

Let's take the example of Disability Earnings of \$100, with \$6.20 withheld for FICA SS and \$1.45 withheld for FICA Medicare. On the earnings side, enter the \$100 under the Third Party Disability Earnings Code. On the deductions side, enter the \$6.20 and the \$1.45 under deduction codes 001 and 002 respectively, (FICA SS and FICA Medicare). Enter \$100 under the Disability Earnings deduction code and \$6.20- and \$1.45- under the FICA SS and FICA Medicare Paid by Third Party deduction codes. Using this formula, the net check amount is zero and there are offsetting entries to the General Ledger for earnings and FICA withholding.

IF YOU NEED TO RUN THE EDIT, PRINT CHECKS AND POST FOR MULTIPLE LOCATIONS AT THE SAME TIME REFER TO THE SECTION ENTITLED, 'Multi-Location Payroll Process.'

FORCING A NET PAY AMOUNT

As long as an employee exists in the workfile, you may use **F18=Force Net** to enter a net pay amount and have the system calculate the gross pay and taxes. With the employee on the screen, press **F18** and enter the net pay amount and press **ENTER**. The forcing of a net pay amount can also be accomplished by having the employee's net amount in the Employee Fixed Net Pay Amount file. In that case, you do not need to press **F18** as the system will already have made the calculations.

PRINTING THE EDIT

Once all of the payroll records have been updated, you are ready to print the edit. Key an 'E' next the workfile for which to print the edit on the Payroll Work File Processing Selections screen. The edit lists each employee in the work file, along with the applicable earnings/deduction code, earning/deduction dollars, hours pertaining to the earning/deduction code, if any, total earnings, total deductions and net check amount. Earned Income credit for eligible employees is also calculated during the edit processing. If the Profile has been set to print the Labor Distribution report, it is generated along with the edit. If the profile setting to print the Special Deduction reports has been activated, those reports will print as well. Those employees coded NOT to be paid are listed as well with the message **NO PAY ONLY**. Final totals are provided for each earning and deduction code used during the payroll run, for Total Earnings, Total Deductions and Total Net Pay. If the Profile has been sent to print the G/L Pre-edit, it will print any G/L posting errors, canceling the payroll edit and sending the user an error message.

Any errors/omissions that are found on the edit may be corrected using the Update feature described in the previous section. The edit can then be rerun, recalculating the earnings and deductions.

PRINTING THE CHECKS & DIRECT DEPOSITS

Once the edit is correct, proceed to the printing of the checks/direct deposits. Key an 'L' next to the workfile for which to print the checks and press **ENTER**. You are prompted to enter the **STARTING CHECK NUMBER**, (this prompt appears only if you are using prenumbered checks), and the **BANK NUMBER** out of which to run the checks. (If the profile option indicating that a separate series of 'check#s' is used for the direct deposit checks has been activated, enter the starting check# and the bank# for the direct deposits. This bank# defaults to the regular check bank# if left blank.) The starting check# should be the first GOOD check# that will be printed after all alignments have been made. Leave the REPRINT fields blank for now and press **F15** to print.. The screen returns to the Payroll Work File Processing Selection screen. The checks, direct deposits and a preliminary check register are processed at this time. Load the forms into the printer and answer the change forms message with a 'G'. At the message "**VERIFY ALIGNMENT ON DEVICE XXXX. (I C G N R)**", type an 'I' to print the first line of the first check to make sure it is aligned. If it is aligned properly, type an 'I' again in response to the next identical message to continue with the printing of checks. If it is NOT aligned properly, adjust the forms vertically or horizontally and type an 'R' in response to the same message. This reprints the first line again on the same form. This may be done until the forms are properly aligned. Again, when they are aligned properly, key an 'I' to continue. (Follow the same forms change and message instructions if a separate series of 'Check#s' or a different form is used for the direct deposits.)

When the checks/direct deposits have completed printing, remove them from the printer, replace the paper, and answer the forms change message in order to print the Preliminary Check Register. If you need to reprint any of the checks/direct deposits, again key an 'L' next to the work file for which to reprint any or all checks/direct deposits and press **ENTER**. Enter the **STARTING CHECK#**, (if using pre-numbered checks), the **BANK#**, the **STARTING EMPLOYEE#** (all checks AFTER this employee are also

reprinted) and the **CHECK SEQUENCE #** (usually '01' if the employee is getting 1 check during the payroll run). If more than one check per employee was printed, enter a '1', '2', '3', etc. designating the appropriate check with which to start reprinting. A revised preliminary check register also prints.

****NOTES**** If any employees have been coded for direct deposit in the Employee Master file **and** Location-specific Profile Option #11- Direct Deposit - Generate Bank Records, is set to 'N', direct deposit checks are generated even if the employee's direct deposit bank data has NOT been set to 'Y'=Approved in the A/P Posting/Direct Deposit by Employee file. Profile Option #11 should be set to 'Y' so that unapproved records in the A/P Posting/Direct Deposit by Employee file cause the system to print regular checks for such employees and generate pre-note records to the bank using menu option #4-Prepare Direct Deposit File on the Daily Processing menu

POST THE PAYROLL WORK FILE

Once the checks have been properly printed, you are ready to post the payroll workfile. Key a 'P' next to the workfile to be posted and press **ENTER**. The posting procedure updates the employee earnings and deductions, creates G/L posting entries if the Payroll profile has been set to do so, (creates accrual G/L entries if requested for this pay period), and creates an A/P batch for the tax liabilities and other deductions if the profile has been set to do so. (NOTE: If the Location Profile has been activated to do so, the G/L posting and A/P batch files will be location specific.) In addition to a Final Check Register, Direct Deposit Check Listing, Direct Deposit Deduction Listing (savings, credit unions etc.), and Labor Distribution report, separate reports are printed for those earnings/deduction codes for which special reports were requested in the Earnings & Deductions by Location File. Each report lists the employee to whom/from whom dollars were paid/withheld under that code along with the dollars paid/withheld and the number of applicable hours, if any.

If the Location Profile has been set to post G/L Accruals, a screen appears during the posting of the payroll prompting the operator to indicate whether to accrue this pay period. If a 'Y' is keyed, the system displays the accruable pay frequencies and their normal #days. The operator must then enter (for each applicable pay frequency) the number of days to accrue into the previous period. Accrual and reversal records are then calculated and posted to the prior and current accounting periods. If an 'N' is keyed, the payroll posting continues without creating accrual and reversal records for this pay period.

As a verification of the G/L posting, a detailed Payroll Posting report is created, listing the Corp#, Div#, Dept#, Acct# and amount for each earning/deduction for each employee. Posting errors/omissions can be identified here and fixed prior to updating the G/L. A G/L batch entry file is created based on this information and can be accessed using menu option #16, **"G/L Processing - Change"**. Any changes are made using this option. When the information is correct, print an edit using option #17, **"Edit"**, and perform the **"Update"**, #18, when all entries are correct.

An A/P batch is created during this update for the tax liabilities and other deductions for which A/P checks need to be issued. (The "invoices" have a date identical to the payroll pay date, and invoice numbers of the pay date and a 'P'). The batch can be accessed using menu option #19, **"A/P Processing - Change"**. Any changes are made using this option. When the batch is correct, print and edit using option #20, and perform the update, #21, when all entries are correct.

****NOTE**** If you are posting to corporations/funds OTHER THAN the corp/fund issuing the checks AND some or all of those corps/funds have different fiscal years than the corp/fund issuing the check, you MUST activate general Payroll (PR) profile option #15, Multiple Fiscal Year for GL Posting.

VOID CHECKS – SINGLE CHECK

This program voids payroll checks. (If general profile #63 is set to 'Y', you can void multiple checks at a time. See the next section for details.) Enter the corp#, bank# and check# to be voided and press **ENTER**. The system displays the employee name, check date and amount and prompts for a void date. The system creates a negative check record in the files to offset the original check, using the original check# and new date as entered. A Void Check Register is produced at this time. The system reverses the entries to the G/L as well but does not reverse any entries previously posted to the A/P system.

VOID CHECKS – MULTIPLE CHECKS

Upon selection of this menu option the following screen appears. Enter the Corp# and Bank# of the checks to be voided and press **ENTER** to continue.

VOID CHECKS	
CORPORATION . . .	1 DAPREX, INC.
BANK # (*) . . .	4 FIRST FEDERAL
F3=EXIT	F4=SELECT (*) (C) DAPREX – 2002

Enter each check# to be voided along with the new posting date. The new posting date is used to determine the G/L period in which to void the check. After all checks have been entered, press **ENTER** to continue. The employee name, net amount and original check date is displayed for verification. Press **F20** to confirm or **F12** to return to the previous screen. Use **F13** to enter a range of check#s to be voided. Once the range and new date have been entered press **ENTER** and **F20** to accept. You will be returned to the previous screen where you can press **F20** again to proceed with the voiding of these checks.

PRIA01M		VOID CHECKS ENTRY		
CORPORATION :		001	DAPREX, INC.	
BANK . . . :		04	FIRST FEDERAL	
4=		NEW POSTING	ORIGINAL CHECK	
DEL CHECK #	DATE	EMPLOYEE NAME	CHECK NET	DATE
10258	7/31/02	MARK SMITH	658.25	7/31/02
10279	7/31/02	TOM BRONING	1750.00	7/31/02

The system creates a negative check record in the files to offset the original check, using the original check# and new date as entered. A Void Check Register is produced at this time. The system reverses the entries to the G/L as well but does not reverse any entries previously posted to the A/P system.

PREPARE DIRECT DEPOSIT FILE

This menu option creates the Direct Deposit/Prenote file, DIRDEP, which is subsequently transmitted to the bank. The operator must enter the paying corporation# and the bank# for which to create this file or enter corp# '999' for **all** corporations/banks. (If the profile has been set to allow for an override direct deposit date, that may be entered on this screen as well.)

If there are any direct deposit transactions/checks that you **DO NOT** want to transmit to the bank, key a 'Y' at the **'REPLY 'Y' IF YOU HAVE ERROR CHECKS'** prompt after entering the issuing Corp/Bank#. Another screen appears, allowing you to enter the error check#s. (You must enter these check numbers under the actual Corp/Bank in which they were issued even if you plan to use Corp. '999' when creating the file.) If there is no direct deposit data for the corp# and bank#, a message appears asking if you wish to create a file of prenotes only. This can be used to create the data and transmit to the bank at any time. When the actual direct deposit data file is created, an accompanying listing is also generated. **DO NOT** run this job more than once for a *single* payroll. However, you may process and post multiple payrolls and *then* run this job, which will include all of the updated payrolls that have been run since this job was last run. If you have had a problem with creating the tape in the next step, rerun the menu option, "Write Direct Deposit File". If you are not sending a tape, you must download the file to a PC and transmit from there.

WRITE DIRECT DEPOSIT FILE

This menu option saves the Direct Deposit file onto tape. The operator is prompted to mount the tape and type **"GO"** to proceed, or to type **"CANCEL"** to cancel the job.

ENTER SECTION 125 RECEIPTS

Section 125 receipts are entered using this menu option. The receipts must be entered and posted **prior** to creating the payroll workfile if you want to issue reimbursements in that payroll run. All receipts for the location/same code (i.e. 21=Child Care, 22=Medical etc.) must be entered together. The information required includes the **EMPLOYEE#, CARE PROVIDER NAME, RECEIPT DATE, CARE DATE, and AMOUNT**. If the profile option to allow reimbursements in excess of year-to-date withholding has been activated, the system displays the available balance as each transaction is entered. If a receipt is entered which would exceed the anticipated YTD withholding amount, an asterisk appears next to the transaction and a message to that fact appears on the edit listing.

LIST SECTION 125 RECEIPTS

This menu option prints a list of the Section 125 receipts that were entered in the previous step for a selected location.

POST SECTION 125 RECEIPTS

This option posts the Section 125 receipts (for a specific location) to the employee's file so it can be used for issuing a reimbursement in the next check run. This step **MUST** be run prior to creating the payroll workfile, in order for these receipts to be included in the reimbursement calculation.

ADD ACTFAST ENTRIES TO WORKFILE

This is the stand-alone program that posts ACTFast entries into the payroll workfile. After entering the desired location# and selecting the workfile to which to post ACTFast entries, a screen appears showing all of the payroll related calendar codes. Simply key a '1' next to each code to post to the payroll workfile, indicate any desired **FROM/TO DATES** (To Date defaults to the period ending date of the workfile) and whether to issue a separate check for any or all of the selected codes. (Only those ACTFast entries that fall within the designated from/to dates and that have not yet been posted to payroll will be updated to the workfile.) When all selections have been made, press **F15** to continue and **F20** to accept. A message comes back to you when the work file has been updated. **NO USERS CAN BE ACCESSING THE WORKFILE WHEN RUNNING THIS JOB.**

REORGANIZE PAYROLL WORK FILES

This menu option should be run periodically after payroll has been completed for ALL locations, and only when the workfiles are not in use. It frees up the disk space that was allocated to the workfiles.

FIX BANK#

This job can be used to change the bank# of payroll checks issued out of the wrong bank#. **DO NOT** use this job without speaking with your DAPREX representative. Upon selection of this option the following screen appears. Key in the Corp#, the 'From' and 'To' Bank#, the range of check numbers to be changed and press **ENTER** to continue.

FIX BANK#	
COMPANY	. (*)
FROM BANK#	.. (*)
TO BANK#	... (*)
FROM CHECK#
TO CHECK#

The system then displays the from and to check dates, the total number of checks and the total amount of the checks as shown in the following example. Key 'YES' to continue or press **ENTER** or **F3** to exit to the menu.

FIX BANK#	
COMPANY . (*)	1
FROM BANK# .. (*)	10
TO BANK# ... (*)	66
FROM CHECK#	5088 FROM CHECK DATE: 10/12/00
TO CHECK#	5089 TO CHECK DATE: 10/12/00
NUMBER OF CHECKS :	2
TOTAL \$:	5,593.39
IF THE INFORMATION IS CORRECT, KEY "YES" TO CONTINUE . .	

After keying 'YES', press **ENTER**. If the selected checks exist in all of the payroll files that need changing a message appears indicating that there are no errors and you are prompted to type 'YES' again to continue. If errors do exist, a message indicating the nature of the errors is displayed and an error listing is printed.

MULTI-LOCATION PAYROLL PROCESSING

This menu option runs the payroll edits, print checks and posting for multiple locations at the same time. The locations must all belong to the same corporation# in order to be run together. Upon selection of this option, enter the corporation# and the desired action, '*E=Print Edit*', '*L=Print Checks*' or '*P=Post Payroll*'. The next screen to appear contains all of the locations belonging to that corporation# that have outstanding payroll workfiles. Key a '1' next to each location# to be processed for the edit, check printing, or posting, and press **ENTER** to proceed. All additional prompting is identical to that found in the regular 'Process Payroll' section. Refer to that section for further details.

These are requirements for all locations to be processed together.

- The user **MUST** be authorized to the Corp# for payroll on the installation menu option #9
- All location-specific profile options that affect the processing of a Payroll must be identical.
- The check printing sequence must be the same.
- All checks are to be paid out of 1 bank, using prenumbered checks.
- Check dates may vary by location# but must be within the same quarter.
- # of days for each pay frequency must be identical when using the accruals, and no more than 4 pay frequencies can exist for the payroll being run together when accruing.
- If any check(s) in the run need to be reprinted, the ENTIRE run must be reprinted.

CHECK RECONCILIATION ENTRY

This menu option enables on-line reconciliation of Payroll checks, (both computer and hand checks). Since the issued check numbers are stored in a special file, the operator need only enter the individual or range of check numbers to be reconciled. It is not necessary to put the checks in numeric order prior to entering them, as the edit is printed in the same sequence as the checks were entered. Upon selection of this menu option, a screen like that shown below appears. Key in the **CORP#** and **BANK#** for the reconciliation, the **RECONCILIATION DATE**, (if different from the system date, and the **STATUS** code to assign, (*R=Reconciled, C=Clear Status*).

PLEASE KEY IN THE FOLLOWING DATA:

CORP#.....
BANK#.....
DATE 7/25/89
STATUS (R/C).....
CHECK#.....
AMOUNT (OPTIONAL)

Once these fields have been keyed, enter the first check# and press **FIELD EXIT**. If the check# is a valid one for the designated Corp/Bank, the system displays the **EMPLOYEE#** and **NAME, CHECK AMOUNT, CHECK DATE**, and a blank **STATUS**. Visually verify that this is the right check and press **ENTER** to process. Continue with the rest of the checks.

To reconcile a range of checks, enter the starting and ending check numbers - all outstanding checks falling within that range will be coded as reconciled. The system does not display the individual checks when using the check# range method of reconciliation.

Any checks that were voided through the system have already been assigned a VOID status. If you enter a check# that was already reconciled or voided, the system displays the message "*Check Already Reconciled*" or "*Check Already Voided*". In order to clear an incorrectly assigned status, place a 'C' in the **STATUS** field and enter the check#. Press **ENTER** when the check data is displayed to clear the previously assigned status. When all checks for the bank have been entered, press **F3** to end. Proceed to the printing of an edit list to review your work.

CHECK RECONCILIATION EDIT LISTING

This menu option prints an edit listing of the checks entered in the Check Reconciliation Entry job. The edit may be printed for one, selected, or ALL banks within a corporation and lists each cashed and voided check for the Corp/Bank along with totals for each category.

Upon selection of this option, the Corporation/Bank selection screen appears. Key a '1' next to a corporation to select ALL banks. A '2', Selected Banks, brings up a list of all active banks within the corporation. Key a '1' next to the Banks for which to print an edit. A '4' on either the Corporation or Bank screen clears a previously selected entity. When all selections have been made, press **F3** at the Corporation screen to process the edit listing. The edit should be reviewed for any errors prior to running the Update.

CHECK RECONCILIATION UPDATE

The Check Reconciliation Update job prints an Updated Check Reconciliation Listing (same format as the Edit) for the selected Corps/Banks and posts the reconciled/voided checks into the Monthly File. (The same Corporation/Bank selection screens described in the previous section appear upon selection of this menu option). When you are ready to run an End of Month Check Reconciliation, go to the Month End Processing menu.

G/L PROCESSING CHANGE

This program allows the operator to view/change/delete or add to the G/L posting data that was created during the posting of the payroll. If the Location Profile has been set to do so, the operator is prompted for the Location# upon selecting this menu option. Refer to the G/L manual for specifics on how to use this menu option. If no changes are necessary, proceed to the Edit Listing and the Update.

G/L PROCESSING EDIT LIST

This program prints an edit listing of the G/L posting data that was created during the posting of the payroll. If any errors are found, use the G/L Processing Change menu option to make the necessary changes. (NOTE: If Location Profile has been set to do so, the operator is prompted for the Location# upon selecting this menu option.) Once the edit list is correct, proceed to the Update.

G/L PROCESSING UPDATE

This program updates the payroll posting data to the G/L and should be run after each payroll is completed. (NOTE: If Location Profile has been set to do so, the operator is prompted for the Location# to update.)

A/P PROCESSING CHANGE

This program allows the operator to view/change/delete or add to the A/P posting data that was created during the posting of the payroll. (NOTE: If Location Profile has been set to do so, the operator is prompted for the Location# upon selecting this menu option.) Refer to the A/P manual for specifics on how to use this menu option. If no changes are necessary, proceed to the Edit Listing and the Update.

A/P PROCESSING EDIT LIST

This program prints an edit listing of the A/P posting data that was created during the posting of the payroll. If any errors are found, use the A/P Processing Change menu option to make the necessary changes. (NOTE: If Location Profile has been set to do so, the operator is prompted for the Location# upon selecting this menu option.) Once the edit list is correct, proceed to the Update.

A/P PROCESSING UPDATE

This program updates the payroll posting data to the A/P and should be run after each payroll is completed. (NOTE: If Location Profile has been set to do so, the operator is prompted for the Location# to update.)

QUICK ENTRY - ENTER/CHANGE

This program provides a high-speed method of payroll entry. It is especially useful for those organizations that have a large number of hourly employees whose time card hours must be entered each pay period. Salaried employees and employees who can use the default hours in the Master File do not need to be entered through this program even if you are using it for some/all hourly employees. Any entries made here for **those** employees will add to the employee's pay that would normally be calculated during the work file create job.

EARNINGS ENTRY

Upon selection of this menu option, enter the location# for which to enter hours, a batch#, and the pay period ending date and press **ENTER** to proceed. (If you are accessing an existing batch and the date keyed does not match the date originally entered, a message will appear allowing you to change the date if desired.) See sample.

PAYROLL QUICK ENTRY									
LOCATION...: 1 CORP 1									
BATCH#...: 6 PERIOD ENDING...: 3/25/96									
<u>LN# CLOCK# NAME HOURS CODE DPT JOB AMOUNT/RATE</u>									
EARNINGS LINE#...:									
<u>SS/CLOCK#(*) HOURS CODE(*) DEPT(*) JOB#(*)</u>									
ENTER F3=EXIT F4=SEL(*) F6=LINE# F7=JOB# F8=AMT F9=SEP CHK									
F10=DEDUCT F12=PREV									

At a minimum, enter the employee# (or social security#), hours and earning code. If either the home department# or job# from the Employee Master file is to be used, leave those fields blank. To override the department#, simply key the desired department# in that field. To override the job#, press **F7** to allow access to that field and key the desired job#. When the appropriate fields have been keyed, press **ENTER** to accept. If any errors are found, corresponding error messages appear at the bottom of the screen. If no errors are found the line pops up to the upper portion of the screen. Continue with the next entry. By leaving the **SS/EMPLOYEE#** field blank, the system uses the last employee# entered. The same holds true for the hours and earnings code fields. So if an employee worked 10 hours in 4 different departments, enter the first line as previously described. For the next three entries press **FIELD EXIT** through the **SS/EMPLOYEE#**, **HOURS** and **CODE** fields and key the department#, pressing **ENTER** after each. An employee may have an unlimited number of entries.

If a single line or any combination of lines is to be on a separate check(s), i.e. vacation pay, key the appropriate data and press **F9=Separate Check**. A window appears allowing the operator to indicate whether an additional check is required for the entry. Press **ENTER** twice to accept. See sample screen.

```

SEPARATE CHECK Y/N ..... Y
NUMBER OF PERIODS ..... 1.00
"N" = DO NOT PAY EMPLOYEE ....
  
```

If you have made a mistake in pressing **F9**, key an 'N' at the first prompt and press **ENTER** twice. Other valid codes in the **SEPARATE CHECK Y/N** field are '2-9, indicating 2nd, 3rd, 4th check etc. Any entries that have the same code, (Y, N or 2-9) will be grouped together on an additional check(s).

This same screen can be used to override the number of pay periods that a check represents by keying something other than '1.00' in that field. For example if an employee is receiving his regular pay plus a week's worth of vacation pay in the same check, key '2.00' in the **NUMBER OF PERIODS** field to tax the check based on that number of periods of pay. Lastly, if you do not want to pay an employee who would normally get paid based on his salary or standard hours in the Employee Master File, enter the employee# and press **F9**. Tab down and key an 'N' in the **DO NOT PAY EMPLOYEE** field. Press **ENTER** twice to accept.

If you need to enter a flat dollar amount for an earning code, (i.e. bonus, commission etc.), press **F8=AMT** for those additional fields to appear. See sample screen below.

```

LOCATION...: 1 CORP 1
BATCH#...: 6 PERIOD ENDING...: 3/25/96
LINE# CLOCK# NAME                HOURS CODE DPT JOB AMOUNT/RATE

EARNINGS      LINE#...:
SS/CLOCK#(*) HOURS CODE(*) DEPT(*) JOB#(*) D=DELE AMT/RATE  TYPE

ENTER F3=EXIT F4=SEL(*) F6=LINE# F7=JOB# F8=AMT F9=SEP CHK
F10=DEDUCT F12=PREV
  
```

Enter the employee#/social security#, code, dept# and job# if applicable, and the amount in the **AMT/RATE** field. (The type defaults to '\$' unless you are using code 1 - Regular Pay, or any other code with a multiplier in the Earnings & Deductions by Location file.) Enter twice to accept. **F7=Job#** and **F9=Separate Check** can be used in this mode as well. Press **F8** to toggle the screen back to hours entry.

If any errors are found during entry, press **F6=Line#** to call a line down to change or delete it. To change a line, simply key the correct data over the old and press **ENTER**. If the employee# needs to be changed you must delete the incorrect line and reenter it so as to pull the correct rate and default dept/job from the Employee Master file. To delete a line, key a 'D' in the **D=DELETE** field and press **ENTER**.

****NOTES**** If you make an entry for a terminated employee, a message window appears indicating that the employee has been terminated. To reinstate the employee, key 'YES' as indicated. Another message appears to which you must press **F20** to accept and remove the termination code and date from the Employee Master file. If you do not want to reinstate the employee, press **ENTER**. You can then either rekey over that entry or press **F20** to accept the entry into the batch, without removing the termination code/date from the Employee Master File. In the latter situation, the entries for that employee will not post to the Payroll Workfile.

DEDUCTIONS ENTRY

This would be used to entry one-time deductions for employees. It is accessed by pressing **F10=Deductions** from the earnings entry screen. Key the employee#, deduction code, dept# and/or job# if applicable and the deduction amount. The rate type defaults to a '\$' indicating a flat dollar amount. Other valid entries are '%' or 'A' (for additional amount in the case of federal, state or local tax). After all entries have been made, press **F10=Earnings** to return to the earnings entry screen.

PAYROLL QUICK ENTRY									
LOCATION...: 1 CORP 1									
BATCH#...: 6 PERIOD ENDING...: 3/25/96									
RATE SEP # N=									
LN#	CLOCK#	NAME	HOURS	CODE	DESCRIPTION	TYPE	CHK	PER	NO
DEDUCTIONS LINE#...:									
SS/CLOCK#(*)				CODE(*)	DEPT(*)	JOB#(*)	AMT/RATE	TYPE	
ENTER F3=EXIT F4=SEL(*) F6=LINE# F7=JOB# F8=AMT F9=SEP CHK									
F10=EARNING F12=PRV									

All other displayed function keys are available for use. When all earnings and deductions entries have been made, press **F3** to exit. You should print an edit list prior to updating these entries to the payroll file.

QUICK ENTRY - EDIT

This program prints an edit list of the selected batches. After selecting the batches to be included in the edit, press **F15** to continue and **F20** to accept. The screen on the following page appears allowing the operator to indicate which edits to print. The first option is to print the edit in the exact order in which the entries were keyed. This is usually the best choice depending on what was used as an input document. Additional options allow you to print listings by employee or by department worked. If any errors are found in the edit, you can return to the entry option and make the necessary changes, additions or deletions.

SELECT QUICK ENTRY EDIT BATCHES
TYPE EDIT ORDER SELECTIONS, PRESS ENTER.

PRINT EDIT AS KEYED	Y=YES, N=NO
PRINT EDIT BY EMPLOYEE	A = BY NAME
	N = BY NUMBER
	D = BY DEPT/NAME
	E = BY DEPT/EE#
DEPARTMENTAL REPORT	D = DETAIL
	S = SUMMARY
	B = BOTH
	= NONE

QUICK ENTRY – UPDATE WORK FILE

This option updates the entries in a selected batch (or multiple batches) to the payroll workfile. The payroll workfile must have been previously created using menu option #1 - Create Payroll Work File. Upon selection of the menu option, enter the location# you wish to work with. The system then displays any outstanding workfiles for the given location. Key a '1' next to the location you want to update into and press **ENTER**. A list of existing Quick Entry batches is then displayed. Select the batch to update to the previously selected location workfile and press **F15** and **F20** to accept. Finally, the update report options appear. They are identical to those in the edit. If any entries are unpostable a listing of those records is produced. An entry may be unpostable because the employee(s) does not exist in the selected location workfile. In that case, enter the employee(s) into the workfile using menu option #1, Create Payroll Workfile, or rerun this update program using the correct location#. If some or all of the entries in a batch are unpostable, the batch can still be accessed through Quick Entry - Enter/Change, but only the unposted entries can be changed/deleted. If the unposted records still exist and the appropriate steps have been made to correct the situation, you may rerun the job to update the unposted records.

QUICK ENTRY – DROP BATCHES

This menu option provides the means to delete posted Quick Entry batches, assuming that the profile option to do so automatically is set to 'N'. After entering the location# for which to drop batches, indicate with a 'Y' or 'N' whether to include unposted batches and press **ENTER**. A list of existing posted/unposted batch numbers is displayed. Simply key a '1' next to each batch to be dropped and press **ENTER**. Then press **F15** to continue and **F20** to verify your selections. The batches will be dropped.

MONTH END PROCESSING

The MONTH END PROCESSING menu contains the following options.

1. **CHECK RECONCILIATION EDIT**
2. **CHECK RECONCILIATION UPDATE**
3. **GENERATE ACCRUALS (CUSTOM PROGRAM)**
4. **ENTER ACCRUED HOURS**
5. **EDIT ACCRUED HOURS**
6. **POST ACCRUED HOURS TO EMPLOYEE MASTER**

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

CHECK RECONCILIATION EDIT

Once all of the reconciled checks have been entered, verified and updated using the options 13, 14, and 15 on the Daily Processing menu, this job can be run to print a list of ALL outstanding, voided, and cashed checks as of a user specified cutoff date. It may be run for all or selected banks within a corporation.

Upon selection of this option, the Corporation/Bank selection screen appears. Key a '1' next to a corporation to select ALL banks. A '2', *Selected Banks*, displays a list of all active banks within the corporation. Key a '1' next to the Banks for which to print an edit. A '4' on either the Corporation or Bank screen clears a previously selected entity. Press **F3** to exit once all selections have been made. The operator is then prompted to enter a **CUTOFF CHECK DATE**. By entering this date, only those checks written ON or BEFORE this date are included on the edit so as to allow you to cut off on the same day as the bank statement. Assuming that everything is correct, proceed to #4, Check Reconciliation Update, on the Month End Processing menu.

CHECK RECONCILIATION UPDATE

Once the Check Reconciliation Edit has been printed and it is correct, the Check Reconciliation Update drops the reconciled records from the file. It drops only those reconciled (voided and cashed) records whose check date is on or before the cutoff check date entered by the operator. It may be run for all or selected banks within a corporation.

Upon selection of this option, the Corporation/Bank selection screen appears. Key a '1' next to a corporation to select ALL banks. A '2', *Selected Banks*, displays a list of all active banks within the corporation. Key a '1' next to the Banks for which to run the update. A '4' on either the Corporation or Bank screen clears a previously selected entity. Press **F3** to exit once all selections have been made. The operator is then prompted to enter a **CUTOFF CHECK DATE**. By entering this date, only those reconciled checks written ON or BEFORE this date are dropped from the file. The system prints a Final Check Reconciliation report and then drops the appropriate records.

GENERATE ACCRUALS (CUSTOM PROGRAM)

This menu option is to be used by those DAPREX customers who have a custom written Monthly Accrual Generation program. Contact your DAPREX representative for further details.

ENTER ACCRUED HOURS

This menu option allows the operator to enter the accrued hours for all employees for a specific earnings code, i.e. Vacation Pay, without having to call up each employee record separately. In order to enter accrued hours for an earning code, that earning code record **MUST** already exist the Employee Earnings and Deductions File.

After entering the earnings code for which to enter the accrued hours, key each employee# and the number of accrued hours. When all entries have been made, press **ENTER** and **F20** to accept. The Accrued Hours Edit List should be printed to verify your entries prior to posting.

EDIT ACCRUED HOURS

This menu option prints an edit listing of the accrued hours entered in the previous job. The report shows the employee#, name, # of hours added, previously accrued hours, previous balance, new accrued hours and new balance. If any errors are found, use the entry program to fix them. The report should then be reprinted prior to posting the new hours.

POST ACCRUED HOURS TO EMPLOYEE MASTER

This menu option posts the new accrued hours to the Employee Earnings and Deductions File. All entries in the work file are posted at the same time so be sure that your entries are complete before running this job.

REPORTS

The REPORTS menu contains the following options.

1. CHECK REGISTER BY EMPLOYEE
2. CHECK REGISTER BY DEPARTMENT
3. EMPLOYEE LEDGER
4. EMPLOYEE EARNING & DEDUCTION ROSTER
5. EMPLOYEE QTD/YTD EARNINGS FLE LISTING
6. INDIVIDUAL REPORTING BY EARNING OR DEDUCTION
FOR SELECTED PERIOD
7. SUMMARY EARNING/DEDUCTION BY EMPLOYEE
8. 12 MONTH SUMMARY REPORTS
9. ACCRUAL REPORT
10. ACCRUAL AND BALANCE REPORT
11. EMPLOYEE BALANCE AND YTD REPORT
12. PROJECTED ACCRUALS
13. RETIREMENT REPORT - TOTAL EARNINGS
14. RETIREMENT REPORT - REGULAR EARNINGS
15. 401K CONTRIBUTION REPORT
16. SECTION 125 STATUS REPORT
17. SECTION 125 STATUS STATEMENTS
18. SPECIAL EXPENSES
19. QUARTERLY RESERVED DEDUCTIONS REPORT
20. TIME CARD LABELS
21. ADDRESS LABELS
22. LIST CHECKS ACCOUNTED/UNACCTD.
23. REPORT WRITER PRINTOUT
24. REPORT WRITER WITH OPTIONAL TOTALS
25. CLONE REPORT DETAILS

27. WORKER COMP WAGES/PREMIUM RPT
28. WEEKS WORKED REPORT
29. LABOR DISTRIBUTION REPORT

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

CHECK REGISTER BY EMPLOYEE

A Check Register for any range of dates can be printed using this menu option. Additional options include selection by location, department and/or employee. The selection screens allow you to select one, several or all locations/departments/employees.

Totals are provided by department and location.

CHECK REGISTER BY DEPARTMENT

A Departmental Check Register for any range of dates can be printed using this menu option. Additional options include selection by corporation, location and/or department. The selection screens allow you to select one, several or all corporations/locations/departments.

Summary departmental payroll totals are provided for the selected range of periods. No employee detail data is included.

****NOTE**** General payroll profile option #14, '**Print Department Summary From Detail**', impacts the totals in this report. If the profile is set to 'N', the totals are based on the employees' home department# in the Employee Master file. If set to 'Y', the totals are based on the distributed departmental data assuming you are distributing employees' time over multiple departments.

EMPLOYEE LEDGER

Two versions of the Employee Ledger Report can be printed using this menu option. The first version, Employee Ledger by Hours, lists each check issued to the employee along with the applicable earnings dollars hours and deduction dollars broken down by code. The second version, Employee Ledger Side by Side, also lists each check but in a columnar format without hours. In this side-by-side version, a second and third page will most likely be created for each employee since each page prints only 12 columns (earnings/deductions). All of the page 1's print first, then page 2's, etc. The pages can then be placed side by side to view the total employee data. Both versions include date range selection. Version 2 allows for selected departments and/or employees.

EMPLOYEE EARNING AND DEDUCTION ROSTER

The Employee Earning and Deduction Roster prints a list of the employees who have existing earning/deduction records in the Employee Earnings and Deductions Master File for selected earning/deduction codes. For example, a list can be created showing all employees who have a specific deduction or earning type(s). Simply select the desired earning and/or deduction codes(s) for which to print the listing. At the prompt "**PRINT MATCHING EMPLOYEES Y/**" "", key a 'Y' to list **ONLY** those employees who have the selected earning/deduction records or leave blank to include **ALL** employees in the report. Those who **have** a matching record will have a 'Y' under that earning/deduction code column.

EMPLOYEE QTD/YTD EARNINGS FILE LISTING

This menu option prints the 4 quarterly and year-to-date earning/deduction amounts by earning/deduction code for each employee (detail option) or the same data at the location (summary) level.

INDIVIDUAL REPORTING BY EARN/DED. CODE FOR SELECTED PERIOD

An Earning/Deduction Ledger Report for any range of dates can be printed using this menu option. After indicating whether to select individual departments and/or employees, enter the date range and select the desired location(s). Screens allowing department and/or employee selection appear if you have indicated 'Y' at either of those options. Finally, select the desired earning and/or deduction code(s) and the printing sequence for the report.

SUMMARY EARN/DEDUCT BY EMPLOYEE

This option prints a summarized list of earnings and deductions for a selected date range. After selecting whether to choose specific department or all departments, enter the desired date range, location#, and indicate whether to exclude employees with zero amounts. The operator can then choose any number of specific earnings codes and deduction codes to be included in the total earnings and total deductions for each employee. Separate columns are provided for earnings, deductions and employer contributions (employer contributions include matching 401K, unemployment paid by employer etc.). If ALL columns would be zero for a given employee, he will be excluded from the report if so requested.

12 MONTH SUMMARY REPORTS

This option prints the monthly, quarterly and yearly totals for each earning and deduction code used in the selected Corp/Loc/Dept(s) for a given payroll year. Totals for all earnings, all deductions and net pay are also provided at the Corp/Loc/Dept level as desired. Reports can be generated at any or all of the three levels with the ability to select the desired entity(s) at that level.

ACCRUAL REPORT

The Accrual Reports lists each employee's accrued hours for up to 10 user-selected earnings codes for a selected location(s). The report shows the employee#, name, start date and the accrued hours for each code that was selected.

ACCRUAL AND BALANCE REPORT

The Accrual and Balance Report lists each employee's total accrued hours, used hours and remaining hours for up to 10 user-selected earnings codes for a selected location(s). The report shows the employee#, name, start date, home department#, accrued hours, used hours, remaining hours and if selected, the hourly rate and dollar value of the remaining hours.

EMPLOYEE BALANCE AND YTD REPORT

This option prints a list of each employee's remaining hours for a selected earning code, (i.e. sick, vacation etc.) as well as the YTD used hours and dollar amount for that same earning code. If multiple earnings codes are selected, separate reports are printed.

PROJECTED ACCRUALS

This option prints a projected accrual report for a selected location and selected earnings codes (i.e. vacation, sick etc.). The following data is printed for each employee/earning code: Carryover Hours, Accrued Hours, Used Hours, Remaining Hours, Projected Hours, Projected Balance, Remaining Hours \$\$ Value and Projected Hours \$\$ Value. In addition, the detail of the hours used can be included, if desired.

RETIREMENT REPORT – TOTAL EARNINGS

This option prints each employee, his total earnings and retirement dollars for a range of dates, along with the retirement rate. The total earnings column uses all earnings codes (except 800-899) to calculate the amount shown. The retirement \$\$ column is determined by the deduction code(s) with a 'Y' in the RD field in menu option #8-Earning/Deduction Report Codes, on the File Maintenance menu.

RETIREMENT REPORT – REGULAR EARNINGS

This option prints each employee, his regular earnings and retirement dollars for a range of dates, along with the retirement rate. The regular earnings column is determined by the earnings code(s) with a 'Y' in the RR field in menu option #8-Earning/Deduction Report Codes, on the File Maintenance menu. The retirement \$\$ column is determined by the deduction code(s) with a 'Y' in the RD field in menu option #8-Earning/Deduction Report Codes, on the File Maintenance menu.

401K CONTRIBUTION REPORT

This job prints the 401K Contribution Report for one or selected locations using a user specified date range. Since there may be more than one 401K deduction code, the operator is prompted to select the deduction codes to be included in the report for the selected location(s).

In addition to the employee#, name etc., the covered earnings (federal taxable earnings), the deduction dollars for the 401K deduction codes selected for inclusion in the report, the employee's deduction% and the average deduction% for each department# (if printed in department sequence) and location#.

SECTION 125 STATUS REPORT

This option prints a status reports for all or selected employees who participate in the Section 125 Flexible Benefits plan. After selecting the desired locations, codes and employees, the system prints the period deduction amount, the Year-to-Date deduction amount, the dollars used/receipted to date, the outstanding receipt amount and the dollars not yet used for each selected code/employee.

SECTION 125 STATUS STATEMENTS

This option prints status statements for each employee who participates in the Section 125 Flexible Benefits plan. After selecting the location for which to print status reports, the system prints (on a separate page for each employee), the Section 125 deduction code(s), the period deduction amount, the Year-to-Date deduction amount, the dollars used/receipted to date, the outstanding receipt amount and the dollars not yet used.

****NOTES**** Location specific profile option #73 controls what amount is reflected in the "Not Yet Used" column. Location specific profile option #76 controls how the statements are printed; window envelope format or 8x11 paper.

SPECIAL EXPENSES

This job prints a report showing the dollars paid/withheld under selected earnings/deduction codes during a user specified period. Listed on the report are the employee name, number, department# and dollars for the selected earning and/or deduction codes.

QUARTERLY RESERVED DEDUCTIONS REPORT – TAXES ETC.

The Quarterly Reserved Deductions Report lists withholding amounts by employee for Deduction Codes 1-10 (Federal, State, Local taxes, FICA etc.) for a selected location(s), quarter and year. Only those deduction codes that are used for a selected location are included in that location's report.

TIME CARD LABELS

This job prints employee time card labels for all or selected job classifications and/or departments within a location. The departments indicated by an 'N' in the Departments Excluded - Labels File, (#11 on File Maintenance menu), WILL NOT have labels printed. The labels include employee#, name and department#.

ADDRESS LABELS

This job prints one-up employee name and address labels for all or selected locations. There are several sequence options that can be selected.

LIST CHECKS ACCOUNTED/UNACCOUNTED

This option prints a list of those checks that HAVE or HAVE NOT been accounted for in both the check printing or manual check entry functions. Those checks that were wasted during the loading of check forms and the alignment testing are shown on the Unaccounted For listing. All issued checks (computer and hand disbursements) are shown on the Accounted For listing. The user specifies the Corp# and Bank# for which to generate the report, the range of check numbers to check against and indicates which version to print; accounted for versus unaccounted for checks. The listing also provides a count of the number of missing checks in each range.

REPORT WRITER PRINTOUT

This option allows you to use the formats created in Report Writer File Maintenance, (menu options 16 & 17 on the Payroll File Maintenance #2 menu), to create your own reports. A report# can be run for selected departments and/or employees within a given date range for a specific location with totals by location. The first scene to appear is shown below. Respond with a 'Y' or an 'N' indicating whether individual departments and/or employees are to be selected. Respond with a 'Y' or an 'N' indicating whether to print the Net Check Amount column.

PRINT REPORT WRITER	
SELECT DEPARTMENTS	Y=YES, N=NO
SELECT EMPLOYEES	Y=YES, N=NO
SHOW NET AMOUNT.	Y=YES, N=NO

If you choose NOT to print the net check amounts, another prompt appears allowing you to exclude employees with zero \$/Hours for each column in the report. Key a 'Y' to exclude those employees or an 'N' to include them regardless of their zero \$/hours.

Once answered, press **ENTER** to continue. The next selection screen appears below.

REPORT WRITER SELECTIONS	
LOCATION (*)	
REPORT # (*)	
NUMBER OF COPIES TO PRINT....	1
FROM DATE	
TO DATE	
PRINT ORDER	A
	A=ALPHA ORDER
	D=DEPT#/ALPHA ORDER
	N=EMPLOYEE# ORDER
	E=DEPT#/EMPLOYEE# ORDER

After entering all of your selections here, press **ENTER** and **F20**. If selecting individual departments and/or employees, the appropriate screens appear. When all department/employee selections have been made, the menu reappears and the report is printed. This menu option the system prints one line per employee per check for the selected date range. Totals are provided for the entire location.

<u>CLOCK#</u>	<u>NAME</u>	<u>REG. PAY</u>	<u>OVERTIME</u>	<u>OTHER PAY</u>	<u>TAXES</u>	<u>OTHER DEDS.</u>	<u>NET\$\$</u>	<u>CHECK#</u>
10005	JON BACON	1000.00	25.00		293.50	211.80	519.70	6235
10005	JON BACON	1000.00			289.20	211.80	499.00	6814

REPORT WRITER WITH OPTIONAL TOTALS

This option also makes use of the user-defined report formats but the printed format is slightly different and various total levels (employee, monthly and/or quarterly) can be printed. Additionally, the detail can be suppressed, printing only the requested totals. The initial selection screen is identical to the previous item, allowing you to select departments and employees, to include/exclude the Net Check Amount column and include/exclude employees with zero \$/Hours for each column. After responding to those options, the following selection screen appears.

REPORT WRITER SELECTIONS	
LOCATION (*)	
REPORT # (*)	
NUMBER OF COPIES TO PRINT. . .	1
FROM DATE	
TO DATE	
PRINT ORDER . . . A	A=ALPHA ORDER D=DEPT#/ALPHA ORDER N=EMPLOYEE# ORDER E=DEPT#/EMPL# ORDER
SUPPRESS DETAIL. . . N	N=NO, Y=YES
TOTALS TO PRINT . . (TYPE -Y- NEXT TO EACH DESIRED)	
	Y = QTR TOTAL (FOR EMPLOYEE)
	Y = MTH TOTAL (FOR EMPLOYEE)
	Y = EMPLOYEE TOTAL

In addition to the location#, report# etc., indicate whether or not to suppress the detail and key a 'Y' next to each total level to include in the report. If the detail is suppressed, only the requested totals are printed. See detail and summary sample reports below.

Detail Included:

DATE	CHECK#	REG. PAY	OVERTIME	OTHER PAY	TAXES	OTHER DEDS.	NET\$\$
CLOCK #: 10005		SOC.SEC.#: 012-55-3434		NAME: JON BACON			
1/15/97	6235	1000.00	25.00		293.50	211.80	519.70
1/30/97	6814	1000.00			289.20	211.80	499.00
TOTAL JANUARY		2000.00	25.00		582.70	423.60	1018.70 *
2/15/97	7201	1000.00	85.00	210.00	301.60	211.80	781.60
2/30/97	7556	1000.00		65.00	297.50	211.80	555.70
TOTAL FEBRUARY		2000.00	85.00	275.00	599.10	423.60	1337.30 *
TOTAL QUARTER 1		4000.00	170.00	275.00	1181.80	847.20	2356.00 **

Detail Suppressed:

DATE	CHECK#	REG. PAY	OVERTIME	OTHER PAY	TAXES	OTHER DEDS.	NET\$\$
CLOCK #: 10005		SOC.SEC.#: 012-55-3434		NAME: JON BACON			
TOTAL JANUARY		2000.00	25.00		582.70	423.60	1018.70 *
TOTAL FEBRUARY		2000.00	85.00	275.00	599.10	423.60	1337.30 *
TOTAL QUARTER 1		4000.00	170.00	275.00	1181.80	847.20	2356.00 **

CLONE REPORT DETAILS

This option copies/clones the columnar details from one location# to another. This utility can be used instead of using the file maintenance menu option to enter report details for the location if the columnar data can be copied from an existing location definition. Simply enter the report# to clone and the from and to location numbers. Use the file maintenance option to make any changes.

WORKERS' COMP WAGES/PREMIUM REPORT

This option prints the eligible workers' compensation wages and premium dollars for employees in a selected Location and state(s). Each class is listed separately and totals are provided for each class, each state and the Corporation as a whole. Additionally the user may select up to 5 additional earnings codes to be included as 5 separate dollar amounts on the report.

LABOR DISTRIBUTION REPORT

This option prints various listings of employees and their hours worked based on home department or worked department. It can be run for any location and range of dates.

WEEKS WORKED REPORT

This option prints a list of employees and the number of weeks worked within the selected date range. The number of weeks worked is based on a weekly payroll. If you run payroll on any other

frequency, the number of weeks is representative of the number of pay periods worked, not weeks.
See the selection screen below.

SELECT PARAMETERS FOR REQUESTED REPORT	
REPORT SEQUENCE	E N=BY EMPLOYEE # E=BY DEPT/EMPLOYEE#
SELECTED PERIOD:	
FROM DATE	MM/DD/YY
TO DATE	MM/DD/YY
(ASSUMING WEEKLY PAYROLL)	

SPECIAL FUNCTIONS

The SPECIAL FUNCTIONS menu contains the following options.

1. ENTER INITIAL PAYROLL \$\$
2. EDIT INITIAL PAYROLL ENTRIES
3. POST INITIAL PAYROLL ENTRIES TO YTD FILES
4. RESET QTD AND YTD TOTALS FROM CHECK DETAILS
5. COMPUTE & PRINT ACCRUED HRS FOR PAST PAY PD.
6. POST ACCRUED HOURS FOR PAST PAY PERIOD
7. CHANGE EMPLOYEE LOC./DEPT./CORP. IN ALL FILES
8. PURCHASE SAVINGS BONDS
9. RESET DEPARTMENTAL TOTALS FROM CHECK
DETAIL
10. ENTER EMPLOYEE RATE CLONING
11. PRINT EMPLOYEE RATE CLONING
12. NEW EMPLOYEE WORKSHEET
13. EMPLOYEE MASTER CHANGES REPORT
14. EMPLOYEE EARNINGS & DEDUCTIONS CHANGES RPT.
15. CHECK RENUMBERING
16. POST RENUMBERING FILE
17. MONTHLY EARNING CODES 1, 2 & 4
18. BI-WEEKLY GROSS FOR MONTH
19. LIST CHECK SUMMARY SPECIAL FILE EXCEPTIONS
20. RECALCULATE TAXABLE WAGES
21. DUPLICATE SS# REPORT
22. CHANGE DEPT# OF TERMIN. EMPLOYEES
23. REASSIGN LOC/CORP IN FILES

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

ENTER INITIAL PAYROLL \$\$

This job allows the user to enter year-to-date earnings and deductions for each employee when starting payroll anytime AFTER the beginning of the calendar year. Year-to-date hours can be entered as well, if desired. The operator selects the quarters for which to enter this data and indicates whether hours are to be entered in addition to dollars. Separate entry fields for each earning/deduction code and each selected quarter are provided. When this data has been entered for all employees, print the edit prior to posting this data to the YTD file.

EDIT INITIAL PAYROLL ENTRIES

This menu option prints an edit list of the entries made in the previous job. The edit should be checked carefully prior to posting. If any errors are found, return to the entry program, make the necessary changes, and reprint this edit.

POST INITIAL PAYROLL ENTRIES TO YTD FILES

This menu option posts the initial payroll entries into the YTD file. This job should only be run once. When you are ready to post, enter the **LOCATION#**, **PAYROLL YEAR**, **BANK#** out of which the checks were originally issued and a **STARTING CHECK#**. (This check# should be outside of the range to be used for checks issued on this system and **must be unique**. The system requires entry of a check# so as to add these YTD earnings to the historical files.) You must also enter the check dates (use quarter ending dates) for each quarter. Press **ENTER** to post.

RESET QTD AND YTD TOTALS FROM CHECK DETAILS

This job rebuilds the quarter-to-date and year-to-date totals using the Check History file.

COMPUTE AND PRINT ACCRUED HOURS FOR PAST PAY PERIOD

This job computes the number of sick and vacation hours due to each employee for a specific PAST pay period. Only those employees paid on the specified check date have these hours computed for them. After entering the desired check and period ending date, the system prints a list of the sick and vacation hours due by employee. Each employee **MUST HAVE** a record for the sick and vacation earnings codes in their Employee Earning and Deduction file in order for the system to post these accrued hours. If they do not a message prints out to that effect, allowing the operator to rectify that situation prior to posting.

POST ACCRUED HOURS FOR PAST PAY PERIOD

This job posts the computed accrued vacation and sick hours to the employees' Earning and Deductions file, assuming the appropriate earnings codes exist in that file as described above.

CHANGE EMPLOYEE LOCATION/DEPT./CORP. IN ALL FILES

This job allows you to transfer an employee and all historical data to a new location/department. THE NEW LOCATION MUST BE WITHIN THE SAME CORPORATION using the same federal id#. If the new location/dept/corp is under a different federal id#, the employee must be assigned a new clock#. This job can only be run when the employee DOES NOT EXIST in any payroll workfiles.

PURCHASE SAVINGS BONDS

This job generates savings bond purchases for each employee having sufficient funds (savings bond balance is contained in the Employee Earnings and Deductions File) to purchase a bond(s). A report is printed showing how many bonds were purchased for each eligible employee, along with any Other Owner/Co-Owner/Beneficiary information. The system automatically deducts the purchase price for each bond from the employee's Savings Bond Balance for the appropriate savings bond deduction code(s). As a result of purchasing savings bonds, the system creates a batch of A/P entries using the Vendor# and A/P Liability account# contained in the A/P Posting by Location file for the appropriate savings bond deduction codes. The A/P batch can then be accessed from the Daily Processing menu, in order to make any corrections and ultimately post it to the Accounts Payable system.

RESET DEPARTMENTAL TOTALS FROM CHECK DETAILS

This job creates and/or rebuilds the yearly departmental totals from the check detail records. For new users this option is only to be used for rebuilding those totals if they are inaccurate. For existing users, this option can be used to create the departmental totals if they did not previously exist. The totals generated in this job can be inquired upon (option #22, Corp., Loc., Dept Inquiries on the Inquiries Menu) or reported upon (option #22, 12 Month Summary Reports on the Reports Menu).

ENTER & PRINT EMPLOYEE RATE CLONING

This option clones the earnings and deductions records found in the Employee Earnings and Deduction File from one employee to another (or to many others) instead of having to create those records separately for each employee who is identical. Simply enter the employee# from which to **copy** the earnings and deductions records and then key each employee# for which to **create** identical records. Press **ENTER** and **F20=Accept**. The print option simply prints a list of your entries.

NEW EMPLOYEE WORKSHEET

This option prints a worksheet for adding new employees to the system. Sized to fit on 8x11 paper, the worksheet format is identical to the Employee Master entry screen and can be used as an input document. Indicate the number of copies desired.

EMPLOYEE MASTER CHANGES REPORT

This report prints any changes made to the Employee Master File, (non-financial data only) for a specific date range and employee#. Simply key the date range, location# and employee#. (General Profile option \$4-List Audit File of Employee Master Changes must be set to 'Y'.)

EMPLOYEE EARNINGS & DEDUCTIONS CHANGES REPORT

This report prints any changes made to the Employee Earnings & Deductions Master File, for a specific date range, employee# and selected earning/deduction code if desired. (General Profile option \$9-Audit File of Rate Changes must have already been set to 'Y'.) Simply key the date range and employee#. If you want to print only those changes to a specific earning or deduction code, key an 'E' for earning and the earning code, or a 'D' for deduction and the deduction code.

CHECK RENUMBERING

This option allows you to renumber checks that have already been recorded by the system. For example, if a check run was done such that the preprinted numbers do not correspond to the computer assigned numbers, this gives you the opportunity to put the two sets of check numbers in sync. Upon selection of this option key the corporation# and bank# of the checks you wish to renumber and press **ENTER**. For each check to be renumbered, enter the from check#, the employee# and the to check#. When all checks numbers have been keyed, press **ENTER** and **F20** to accept. Upon exiting the menu option, two edit reports are printed. The first is simply a list of all the entries. The second lists any of the entered 'From Check#' records that are being changed to a 'To Check#' that already exists where the already existing check# is not *also* being changed to a new check number.

POST RENUMBERING FILE

This option posts the renumbered checks entered in the previous job. If there are any errors that have not been corrected, the posting will be cancelled.

MERGE EMPLOYEE NUMBERS

This option allows you to transfer all earnings, deductions and check history from one employee# to another. The new employee# must already exist in the Employee Master File in order to run this job. The old employee# should be terminated after this job has been run and the QTD/YTD Rebuild job must be run when this job is finished. Upon selection of this menu option, enter the old employee# and press **ENTER** to continue. Then enter the new employee#, press **ENTER** and **F20** to accept and run the job. All data from the Employee Earnings & Deductions file and all check history is copied to the new employee#.

BIWEEKLY GROSS FOR MONTH

This is a custom report for SOP.

LIST CHECK SUMMARY SPECIAL FILE EXCEPTIONS

This option prints a list of the checks where the federal and state taxable wages are NOT the same, or are both zero in the CHSUMXP file. (States where there is no state withholding tax are ignored when running the report.)

RECALCULATE TAXABLE WAGES

This option recalculates the federal, state and local taxable wages in the CHSUMXP file for a selected year and corporation(s). It should be run ONLY under the direction of DAPREX personnel.

DUPLICATE SS# REPORT

This option produces a list of employee records that have the same social security number AND belong to the same Corporation. These records should be merged using option #17 on this same menu in order to print a single W2 form for an employee.

CHANGE DEPT# OF TERMINATED EMPLOYEES

This option allows you to change the department# of all the terminated employees for a specific location#. This can be used so that if you run W2's in department# sequence at the end of the year, all the terminated employees will be printed together.

REASSIGN LOCATION/CORP IN FILE

This option allows you change all employees and their history (all years) from one Corp#/Loc# to another. Simply enter the From and To Location# and press **ENTER** and **F20** to accept. If any duplicate records are found and the job cannot complete, an exception report is generated.

FEDERAL & STATE TAX REPORTING

The FEDERAL AND STATE TAX REPORTING menu contains the following options.

1. **QUARTERLY 941 REPORT**
2. **QUARTERLY TAXABLE EARNINGS**
3. **941 SUMMARY PAGE**

5. **QTD & YTD STATE WAGES**
6. **CORP/STATE FILING CODES**
7. **QUARTERLY WORKERS COMP**

9. **STATE/LOCAL TAX**

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

QUARTERLY 941

This menu option prints the selected quarterly 941 report for all or selected corporations, showing the employee SS#, name and quarterly gross wages.

QUARTERLY TAXABLE EARNINGS

This menu option prints the quarterly taxable earnings for a selected quarter and corporation(s) showing employee SS#, name, QTD FWT wages, State U/I Taxable, Federal U/I Taxable, FICA Taxable and YTD FWT Wages. It also prints the state totals and excess amounts for State and Federal Unemployment Insurance. After entering the quarter# and the year, reply 'Y' to COMBINE the selected corporations when printing the 'Corporate Totals' if the entities are considered as one corporation. If multiple corporations ARE NOT combined, each has its own set of totals. Detail and/or summary versions can be produced. PRRP07 is run if Gen. profile #54 is NOT 'Y'. Otherwise PRRP93 and PRRP94 are run.

****NOTE**** If you try to run this report for the 4th quarter, the Location Master file for the new year must be built or the Corp. Selection screens will not contain any corporations for selection.

941 SUMMARY PAGE

This job prints the 941 Summary report for a specific quarter. One or more corporations and/or locations may be combined for the printing of this report. The report can be printed to plain paper or can print on a pre-printed laser form, including Schedule B if applicable.

****NOTE**** If an employee was over the FICA limit and then went on disability and the insurance company also withheld FICA, the calculated summary less the adjustment; i.e. insurance company withholding, will not match the detail by date. There is a field, **DEPOSIT SHCHEDULE (M/S)**, in the Corporation Master file indicating whether the corporation is on a monthly or semi-weekly deposit schedule.

QTD & YTD STATE WAGES

This option prints separate state reports showing quarter-to-date and year-to-date total wages, state taxable wages and state tax withheld for each employee of the selected location. Multiple states may be selected at the same for the same quarter and year. Detail and/or summary versions can be produced.

CORP/STATE FILING CODES

This file contains any employer related data that is required on magnetic report filings. Contact your DAPREX representative for further information regarding this menu option.

QUARTERLY WORKER'S COMPENSATION

This option prints a quarterly list of employees by worker's comp. class code, including their quarter-to-date federal and state taxable wages.

STATE/LOCAL TAX REPORT

This option prints separate reports for each selected state and local taxing authority for any date range. Detail and/or summary versions are available showing the taxable dollars and the tax withheld.

RATE CHANGE PROCESSING

The RATE CHANGE PROCESSING menu contains the following options.

1. ENTER PERCENTAGE INCREASE DEFAULTS
2. LIST PERCENTAGE INCREASE DEFAULTS
3. CREATE PERCENT INCREASE FILE
4. CHANGE GENERATED INCREASE FILE
5. EDIT PERCENT INCREASE FILE
6. POST PERCENT INCREASE FILE

8. LIST EMPLOYEE RATE WORKSHEET
9. ENTER/UPDATE RATE CHANGES
10. EDIT RATE CHANGES
11. POST RATE CHANGES

13. UPDATE EMPLOYEE EARNINGS & DEDUCTIONS BY CODE

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

ENTER PERCENTAGE INCREASE DEFAULTS

This menu option provides the means to create the selection criteria for subsequent use in generating rate changes in the Employee Master files. Any or all earning and deduction codes can be affected using this program but the operator has many means of selecting the eligible employees, (i.e. hourly or salaried employees, only those who work XX standard hours per period, weekly versus monthly paid employees etc.). In addition to specifying the selection criteria, the percentage/dollar increase or new amount can be indicated for the earning/deduction code. This field can also be used to select an earning/deduction code that is to be deleted from some or all employee records.

Once the records have been created, they can be used to generate a rate increase file using menu option #3, Create Percent Increase File. The resulting file can then be edited prior to posting to the Employee Master File.

Upon selection of this menu option, enter the **LOCATION#** and **DEPARTMENT#** for which to add/change/delete percent increase defaults. A default effective date may also be keyed at this time. (Entry of the date here automatically assigns that same date to each default record, unless overridden.) After keying these fields, press **ENTER** to proceed. Another entry screen appears. You must first indicate an 'E' or a 'D' and the appropriate earning or deduction code for which to create a default record. The effective date must be entered if it is different than the default date keyed on the previous screen or if no default date was keyed. The next six fields provide the means to select groups of employees to be affected by the rate change. They can be keyed in any combination and will select only those employees who match the specifications. See below.

Pay Frequency - valid entries are 'W', 'M', 'S', or 'B'. This field is used to select employees who fall under one pay frequency, i.e. monthly. It can be used in conjunction with any of the fields below.

H/S - valid entries are 'H' or 'S'. This field is used to select hourly or salaried employees. It can be used in conjunction with any of the fields below.

Standard Hours - This field is used to select employees based on their standard hours as stored in the Employee Master File. It must be used in conjunction with the **Hours Code** field described below. Simply enter the number of hours to be used in the selection.

Old Rate - This field is used to select those employees whose current rate matches the entry made here, and must be used in conjunction with the **Old Type** field described below. I.E. - all employees who currently make 10.00 per hour.

Old Type - valid entries are 'A' (additional deduction amount), '%' (percentage deduction), 'H' (hourly rate), or '\$' (flat dollar amount). The operator must specify the rate type to be used in conjunction with the old rate entered in the previous field. I.E. - When selecting employees who currently make 10.00 per hour, an 'H' would be entered here.

Hours Code - valid entries are '1' or '2'. If standard hours were entered in that field, a corresponding entry must be made here. Enter a '1' if the employees' standard hours must MATCH or a '2' if the employees' hours must be GREATER THAN OR EQUAL TO the number of hours entered in the **Standard Hours** field on this screen.

% Increase - Enter the percentage by which to change the rate or leave blank to use dollars. 2% is entered as 2.00.

New Rate - If a percentage increase was not keyed in the previous field, enter the dollar amount by which to **change** the rate, or the rate (be it dollars, percent or additional amount) with which to **replace** the existing rate. This field **MUST** be used in conjunction with the **New Type** field described below **UNLESS** the new rate type is identical to the existing rate type. (I.E. Replacing an existing flat dollar deduction with a new flat dollar amount, regardless of the existing amount.)

New Type - valid entries are 'A' (additional deduction amount), '%' (percentage deduction), 'H' (hourly rate), '\$' (flat dollar amount), '+' (add the **New Rate** field amount to the existing rate), 'D' (delete this code for all matching employees), or BLANK if the new rate type is the same as the existing rate type. The operator must specify the rate type to be used in conjunction with the new rate entered in the previous field.

LIST PERCENTAGE INCREASE DEFAULTS

This menu option lists all of the percent increase default records that currently exist in the entry file.

CREATE PERCENT INCREASE FILE

This menu option creates a workfile of rate increases for a selected location(s) and a selected percentage increase record(s). The system identifies and selects those employees who meet the criteria and generates individual records, which can then be modified or deleted prior to posting to the Employee Master files. Upon selection of this menu option, key a '1' next to the location(s) for which to create the workfile and press **F15** to continue. The Location Selection Confirmation screen now appears. Press **F20** to accept and proceed or **F12** to return to Location Selection and change your selections. After pressing **F20**, the Rate Change Record selection screen appears. Key a '1' next to the rate change record(s) for which to generate entries and press **F15** to continue. The Rate Change Selection Confirmation screen now appears. Press **F20** to accept or **F12** to return to Rate Change Selection and make the necessary changes. After pressing **F20**, the workfile is created and can be accessed through menu option #4, Change Generated Increase File.

CHANGE GENERATED INCREASE FILE

This menu option allows the operator to view/change/delete employee rate increase records generated in the previous step. After indicating the order in which to view the file, enter the location# and press **ENTER**. Records can be deleted by keying a '4' in the **DELETE** field to the left of the employee#. To change a record, enter/override the amounts in either the **%INCREASE** or **NEW RATE** fields. The **NEW TYPE** or **EFFECTIVE DATE** fields may be overridden as well. After making the necessary changes, press **ENTER** and **F20** to accept or **F12** to cancel. Records can also be added to the file by positioning the cursor in a blank employee# field and entering the appropriate data.

EDIT PERCENT INCREASE FILE

This menu option lists the workfile records. The operator may select the sorting order and the effective date for which to print the records.

POST PERCENT INCREASE FILE

This menu option updates the Employee Master files with the new rates for a selected location and effective date. All entries for the selected location and date are posted and an updated listing is printed in the order the operator selects.

LIST EMPLOYEE RATE WORKSHEET

A listing of the employees in a selected corporation, location and or department can be printed for use as a worksheet when creating rate changes on an employee-by-employee basis. The listing shows specific employee data including hourly/salaried status, standard hours, current hourly/salary rate and rate type. Space is provided to write in a new rate and new rate type if necessary. Valid rate types are 'H' (hourly rate), '\$' (flat dollar amount), '%' (percentage deduction), and 'A' (additional deduction amount). The worksheet can then be used as a data input document.

ENTER/UPDATE RATE CHANGES

This program is used to create rate changes for specific earnings/deduction codes on an employee-by-employee basis within a location. First indicate the order in which to display the employees in the location to be selected. Next enter the location#, department#, 'E' or 'D', earning/deduction code and default effective date for the rate changes to be created and press **ENTER** to proceed.

All of the employees belonging to the location# specified are displayed along with their old rates. Move the cursor to the employee for whom to enter a rate change and make an entry to EITHER the **%INCREASE** or **NEW RATE** field. An entry may also be required in the **NEW TYPE** field. See below.

% Increase - Enter the percentage by which to change the rate or leave blank to use dollars. 2% is entered as 2.00.

New Rate - Enter the dollar amount by which to **change** the rate, or the rate (be it dollars, percent or additional amount) with which to **replace** the existing rate. This field **MUST** be used in conjunction with the **New Type** field UNLESS the new rate type is identical to the existing rate type.

New Type - valid entries are 'A' (additional deduction amount), '%' (percentage deduction), 'H' (hourly rate), '\$' (flat dollar amount), '+' (add the New Rate field amount to the existing rate), or BLANK if the new rate type is the same as the existing rate type. The operator must specify the rate type to be used in conjunction with the new rate entered in the previous field.

UPDATE EMPLOYEE EARNINGS & DEDUCTIONS BY CODE

This program allows you to add or update hourly /rates/amounts for an earning/deduction code for selected employees. Changes for multiple employees can be made on this screen rather than having to go into each employee record through File Maintenance. Once the changes are made and accepted, the Employee Earnings and Deductions Master File is updated. After keying the desired location#, key a 'Y' at the **SHOW ALL** field indicating that you want to work with ALL employees for the location or 'N' indicating that you want to work with *only* those employees who have an existing record for the selected earning/deduction code in the Employee Earnings & Deductions file. Then key an 'E' for earning or 'D' for deduction, the earning/deduction code and the sequence in which to display the employees (N=by employee#, A=by Name, D=by Dept#/Name or E=by Dept#/Empl#). See sample screen below.

EMPLOYEE EARNINGS & DEDUCTIONS BY CODE					
LOCATION (*)... 001			SHOW ALL: N		
E/D CODE (*)... E 001 REGULAR PAY					
ORDER D (A=NAME, N=EMPLY #, D=DEPT/NAME, E=DEPT/EMPLY #)					
EMPL#	NAME	CURRENT RATE	TYPE	NEW RATE	TYPE
10005	WALLACE CABA	15.5000	H		
1	TIMOTHY R. JONES	12.7500	H		
3	SANTO SILVAN	275.0000	\$		
5	DENIS O. CASTELLI	500.0000	\$		
10	CAROL S. NEWMAN	1,200.0000	\$		
11	DAVID G. STEVENS	2,200.0000	\$		
48	WOODROW F. CALL	538.4600	\$		
100	JOHN A. DAVIS	14.7500	H		
102	JOSEPH HILL	15.0000	H		
103	MARK JOCKSON	625.0000	\$		
105	JOHN DISANT	17.5000	H		

The current rate and rate type are displayed if the employee has an existing record for that earning/deduction code. If not, those fields will be blank for an employee. Simply enter the new rate/amount and the rate type, if different from the existing type. Valid rate types are H=Hourly, \$=Flat dollar amount or %=Percentage. Once all changes have been made, press **ENTER** and **F20** to accept. A list of the changes made is automatically printed upon exiting the file.

YEAR END PROCESSING

The YEAR END PROCESSING menu contains the following options.

- | | |
|---|--|
| 10. SAVE PAYROLL ON TAPE, REMOVE | 21. CORP./STATE EMPLOYER ID# MAINT. |
| 12. 1099 LAYOUT DEFINITION MAINT | 22. CORP./STATE EMPLOYER ID# LIST. |
| 13. 1099 EARNING/DEDUCTION MAINT | 23. CORP./STATE EMPLOYER ID# INQ. |
| 16 SHIFT ACCRUALS | 25. SECTION 125 PLAN YR END PROCESS |
| | 31. CREATE 1099R FILE |
| | 32. EDIT 1099R FILE |
| | 33. MODIFY 1099R FILE |
| | 34. PRINT 1099R FORMS |

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

SAVE PAYROLL FILES ON TAPE AND REMOVE FROM SYSTEM

This menu option saves the payroll file for selected locations for a payroll year onto tape or diskette and removes that year's data from the system. Terminated employees can be removed from the current files for the new year.

The operator is first prompted for the year to be saved, whether to remove the terminated employees, the device name (if saving onto tape), the volume ID and tape density (if initializing the tape), OR the device name (if saving onto diskette) and volume ID (if initializing the diskette). (If the device name is incorrect a message indicating so appears.) The Location selection screen then appears allowing the selection of the locations to be saved. The save runs interactively and the system then prompts the user to confirm the drop of the data. The command used to save the files is SAVOBJ and the library name of the saved data is PAYXXXX, (XXXX representing the year being saved). The files that are saved are SVCHDETP, SVSUMP, SVCHSUXP (CHSUMXP), SVEMPLYP, SVEMPQYP and SVEMPQSP.

SHIFT ACCRUALS

This option should be run only once a year to move the allowable remaining hours from the maximum balance field to the accrued field and carryover fields in the Employee Master Earnings & Deductions file. Only those earnings codes for which you are tracking accrued and remaining hours (i.e. vacation, sick etc.) will be affected by this job. Before running the job you must make sure that you have entered the applicable number of carryover hours for each applicable earning code in the Carryover Limit File (#6 on File Maintenance Menu #2). Contact DAPREX before using this menu option.

CORP./STATE EMPLOYER ID# MAINTENANCE

This menu option allows you to enter and store the employer state identification# for printing on the W2 forms. If the employer has different ID#s for different states, the ID# can be entered along with the state code (CT, NY etc.). Enter the Corp#, the state abbreviation and the employer ID# for each and press **ENTER** and **F20** to accept.

CORP./STATE EMPLOYER ID# LISTING

This menu option prints a list of the employer state id#s entered in the previous menu option.

SECTION 125 PLAN YEAR END PROCESSING

This program allows you to perform year end processing for any Section 125 Plan Year for a selected location. **This option should be used only by those organizations that are handling Sect. 125 reimbursement through the DAPREX payroll.** This job clears any unreimbursed amounts, deduction amounts and balances etc. for specific Section 125 reimbursement/deduction codes in the Employee Earnings & Deductions master file. (It *DOES NOT* remove data from the QTD/YTD and other history file.) Select the desired location, plan year and indicate whether or not to save/clear associated receipts. When the list of codes appears, select the Section 125 codes(s) to clear and press **ENTER** and **F15** and **F20** to process.

OTHER YEAR END PROCESSING CONCERNS

Payroll Processing for Over 50K Life Insurance

1. Create an earning code for the item, i.e. Over 50K Ins., in the Earnings & Deductions Master file.
2. Create a deduction code (use the same number if possible) for the item, i.e. Over 50K Ins., in the Earnings & Deductions Master file.
3. Add both codes to the Earnings & Deductions by Location file. The earning code should be designated as part of gross taxable pay but exempt from all tax and deduction calculations except FICA SS and Medicare. The deduction code should not be exempt from anything. See example 1 for earnings and example 2 for deductions.
4. Add the Over 50K Ins. deduction code to the Earnings & Deductions Ordering file. Its sequence# should be at the end of the list after all other deductions.
5. Finally, go to the Year End Processing menu and select #1, Maintain W2 Codes. Key in the Location and the year and press ENTER. Under the deductions screen enter the Ded. Code for Over 50K Ins. And a 'Y' in the first column - Lins.12-C. **DO NOT MAKE ANY ENTRY UNDER THE EARNING SCREEN FOR THIS DEDUCTION!!!** See example 4.
6. Now you are ready to process the entry **as part of the last payroll of the year along with the employee's last paycheck**. Create the workfile. Enter the taxable amount under the newly created earning code. Enter the same amount under the newly created deduction code. This should cause additional FICA SS & Med. to be calculated and withheld from this check but will NOT add money to the net amount of the check. 12/01

Payroll Processing for Taxable Fringe Benefits (except over 50K Life Ins.)

1. Create an earning code for the item, i.e. Car Allowance, in the Earnings & Deductions Master file.
2. Create a deduction code (use the same number if possible) for the item, i.e. Car Allowance, in the Earnings & Deductions Master file.
3. Add both codes to the Earnings & Deductions by Location file. The earning code should be designated as part of gross taxable pay but exempt from all tax and deduction calculations **except** FICA SS and Medicare. The deduction code should not be exempt from anything.
4. Add the Car Allowance deduction code to the Earnings & Deductions Ordering file. Its sequence# should be at the top **after** FICA SS & Medicare.
5. Finally, go to the Year End Processing menu and select #1, Maintain W2 Codes. Key in the Location and the year and press **ENTER**. Under the Earnings screen enter the **earning code** for Car Allowance with a 'Y' in the column 14-3- Car Allowance. **DO NOT MAKE ANY ENTRY UNDER THE DEDUCTIONS SCREEN FOR THIS EARNING CODE!!!**
6. Now you are ready to process the entry **as part of the last payroll of the year along with the employee's last paycheck**. Create the workfile. Enter the taxable amount under the newly created earning code. Enter the same amount under the newly created deduction code.

This should cause additional FICA SS & Med. to be calculated and withheld from this check but will NOT add money to the net amount of the check.

The following steps MUST BE COMPLETED in order to process a payroll for the new calendar year. Please contact your DAPREX representative if you have any questions.

Payroll Year End Procedures

Files to create/update:

1. Build a Location Master record for the new year. To insure against processing checks for the new year with prior year dates, set the current quarter# to 3 for the year being closed in the Location Master file.
2. Build the Location Master Deductions file (#4 on File Maint.) with the deductions codes from which certain earnings/deductions can be exempt. **When done, check the Earnings & Deduction Code by Location File to make sure that the 'omit' codes are properly aligned.**
3. Build the Accounting Period File for the new year if not already done.
4. Add any new earnings or deductions to the Earning/Deduction file, Earning/Deductions by Location file, Earning/Deduction Ordering file, Deduction Equivalent file (if applicable), Std/Default Earning/Ded. File (if applicable).
5. Make any changes to existing earning/deduction records as to taxability, deactivate any earnings or deductions that are no longer used for the new year. This can be done in the Earnings/Deductions by Location file using the new year along with the location#. **This must be done after the last payroll of the year has been completed!!**
6. Add a record to the Section 125 Plan Year file for the new code/year.
7. Add any new employees, departments, state codes, worker's comp. codes, unions etc.
8. Make changes to the existing employees as necessary, (rates, deductions, tax status etc.). Set any maximum deduction amounts for the new year. If a deduction has a remaining balance and a 'B' in the M/B field, the system will continue to withhold into the new year until the balance reaches zero. If a deduction has a maximum amount and an 'M' in the M/B field, the system will treat the maximum balance as a new amount for the new year. Deductions made in the prior year WILL NOT count toward the maximum for the new year.
9. Build the FICA rates table for the new year.
10. Make changes to Works/Resides if unemployment and disability rates and/or maximums have changed.
11. Make changes to the Local Tax file if rates have changed.
12. Set up 401K plan file for the new year. If not done prior to the 1st payroll, the employer match will not be calculated for the 1st payroll.
13. Make any changes to the Loc/Dept and Employee G/L Posting tables.

14. Make any changes to the Payroll to A/P Posting tables.
15. Make any changes to the Employee Direct Deposit files.
16. Make changes to the Workers Comp. rates if applicable (make sure to do so AFTER you have run reports reflecting the closing year.
17. Make changes to the Valid Tax Locales File for employer/employee unemployment and/or disability rates and maximums as needed. Remember that if you calculate and post disability and/or unemployment to the PR and GL files on a pay period by pay period basis, the new rates/maximums MUST be updated prior to the 1st payroll run of the new year. If so, you may need to reenter the old rates when running quarterly unemployment reports for the closing year if doing so after 1/1 of the new year.
18. Enter new accrual/balance hours into the Employee Earning/Deduction files.

SUPERVISOR FUNCTIONS

The SUPERVISOR FUNCTIONS menu contains the following options.

1. JOURNAL ENTRY
2. JOURNAL EDIT
3. JOURNAL UPDATE
5. LOCATION SECURITY
6. FUNCTION SECURITY
8. CHANGE RECONCILED DATE
9. RECREATE DIRECT DEPOSIT FILE
10. DROP DIRECT DEPOSIT BATCHES
11. VOUCHER ENTRY
12. VOUCHER EDIT
13. VOUCHER UPDATE
14. RELEASE VOUCHER 'IN USE' FLAGS
16. CHANGE DATE OF CHECKS
17. RELEASE BANK LOCKS
18. SAVE FILE LIBRARIES TO SAVE FILES
19. RESTORE FILE LIBRARIES FROM SAVFILE
20. DELETE SAVE FILES
21. ADD CHECKS TO CHECK REC. FILE
22. CHECK INQUIRY
24. CLONE EMPLOYEES
25. CHANGE EMPLOYEE LOCATION
26. MAINTAIN UI/DISABILITY STATE

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

JOURNAL ENTRY

This menu option allows you to access the unposted journal entries that were entered under any user ID. Upon selection of this menu option a screen appears indicating which user IDs have outstanding journal entries. Key a '1' next to the user PAYROLL and press **F15** to continue. At the selection confirmation screen press **F20** to accept, proceeding to Journal Entry.

SUPERVISOR JOURNAL ENTRY		
1=SELECT 4=CLEAR		
OPT	USER	DATE
	TOMC	3/02/00
	BETTYK	2/26/00
	SANDY	2/15/00

Once this program has been used to review/change the journal entries, they can be edited and updated using menu options 2 & 3.

JOURNAL ENTRY EDIT

This menu option allows you to print an edit listing of the unposted journal entries that were entered under any user ID. Upon selection of this menu option a screen appears indicating which user IDs have outstanding journal entries. Select the user(s) whose entries you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept.

SUPERVISOR JOURNAL ENTRY	
1=SELECT 4=CLEAR	
OPT	USER
	TOMC
	BETTYK
	SANDYR

Once this program has been used to edit another user's journal entries, they can be changed/deleted or updated using menu options 1 & 3.

JOURNAL ENTRY UPDATE

This menu option allows you to update the unposted journal entries that were entered under any user ID. Upon selection of this menu option a screen appears indicating which user IDs have outstanding journal entries. Select the user(s) whose entries you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept.

LOCATION SECURITY

This option allows you to authorize specific users to be able to work with specific payroll locations. (This file must be created when General Profile #2-Uses User/Location Security is set to 'Y' and Location-specific Profile #2Security by User is set to 'Y' for the given location#. The DAPREX menu security controls which menu options are allowed.) Simply enter the location# and press **ENTER**. After keying in the user ids that are allowed access to the location#, press **ENTER** and **F20** to accept. Continue with the next location# as necessary. This file can be added to or changed at any time.

FUNCTION SECURITY

This option allows you to authorize specific users to certain functions within the "Process Payroll" menu option. (This file *must* be created when Location-specific Profile #30-Function Restriction by User is set to 'Y' for the given location#.) Users must be authorized for any or all of the following functions within a given location#: Printing a Payroll Worksheet, Updating Payroll records, Printing an Edit, Printing Checks and Posting the Payroll. Enter the location# in which to set up function authorization and press **ENTER** to continue. Now enter each user id and key a 'Y' or an 'N' under the appropriate function. When all entries have been made, press **ENTER** and **F20** to accept. Continue with the next location# as necessary. This file can be added to or changed at any time.

Change reconciled date

This option allows the supervisor to change the reconciled date of the reconciled and posted checks in CHKRLP. If the operator entered and posted the reconciled checks with the wrong reconciliation date, but those checks have not yet been dropped using #21-Check Monthly Reconciliation Update on the Check Reconciliation menu, enter the Corp#, Bank# and the 'From' (incorrect) date and the 'To' (correct) date and press **ENTER** twice to proceed.

Recreate direct deposit file

This option allows the supervisor to recreate a the direct deposit transmission file from a completed payroll. Enter the Corp and Bank# for which to recreate the file and press **ENTER** to display a screen similar to that below.

TYPE OPTIONS, PRESS ENTER.						
* CORP 1 DAPREX, INC.						
* BANK 5 BANK OF AMERICA						
1=SEL	CREATION	CREATION		DEPOSIT	ITEM	
OPT	DATE	TIME	USER ID	DATE	COUNT	TOTAL \$
	5/24/04	9:41:35	LISA	5/25/04	6	913.85
	5/24/04	9:30:28	LISA	5/25/04	5	913.85
	5/24/04	9:26:36	LISA	5/24/04	5	2,051.28

Key a '1' in the **OPTION** field next to the direct deposit to recreate and press **ENTER** and **F20** to proceed. The file DIRDEP can then be downloaded to the PC and retransmitted to the bank.

drop direct deposit batches

This option allows the supervisor to drop old direct deposit data from the file for a selected Corp/Bank(s)/Cutoff Date. If you are sure that you will not need to recreate a transmission file from a completed payroll, this job can be run to remove that data from the system.. Enter the Corp#/Bank# (leave blank for ALL banks in the selected Corp) and the cutoff date and press **ENTER** and **F20** to proceed as shown below.

```
PRIA56      SELECT DIRECT DEPOSIT BATCHES TO BE

TYPE OPTIONS, PRESS ENTER.

* CORP ..... 1 DAPREX, INC.
* BANK (LEAVE BLANK FOR ALL) .... 1 4
CUTOFF DATE ..... 6/01/04

YOU ARE ABOUT TO PERMANENTLY DROP DIRECT DEPOSIT
BATCHES. PRESS F20 TO CONTINUE AND DROP THE BATCHES
OR PRESS F12 TO RETURN TO THE PREVIOUS SCREEN.

F12=PREVIOUS F20=CONTINUE
```

VOUCHER ENTRY

This menu option allows you to access the unposted voucher batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept, proceeding to Voucher Entry. **You must know the batch# prior to using this job so it is a good idea to first print the edit listing for the desired user.**

```
          SUPERVISOR VOUCHER ENTRY
1=SELECT 4=CLEAR
OPT  USER      BATCHES
---
   TOMC         2
   BETTYK       1
   SANDYR       4
```

Once this program has been used to work with another user's batches, they can be edited and updated using menu options 12 & 13.

VOUCHER EDIT LISTING

This menu option allows you to print an edit listing of the unposted voucher batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept. If the A/P profile has been set to allow the selection of individual batches for printing the second screen below appears. From that screen select the batch (or multiple batches), for which to print an edit list.

SUPERVISOR VOUCHER ENTRY

1=SELECT 4=CLEAR

OPT	USER	BATCHES
	TOMC	2
	BETTYK	1
	SANDYR	4

SELECT VOUCHER BATCHES FOR EDIT

1=SELECT 4=CLEAR

USER: DAPREX

OPT	BATCH#	CORP#	NAME	AMOUNT
	1	1	DAPREX INC.	14,000.00
	2	1	DAPREX INC.	8,000.00

Once this program has been used to edit another user's batches, they can be changed/deleted or updated using menu options 11 & 13.

VOUCHER UPDATE

This menu option allows you to update the unposted voucher batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to update and press **F15** to continue. At the selection confirmation screen press **F20** to accept. If the A/P profile has been set to allow the selection of individual batches for updating, a screen like that above appears. From that screen, select the batch (or multiple batches), to be updated.

RESET BATCH 'IN USE' FLAGS

This program is used to release/unflag batches when an error message "Batches are In Use" appears in the Voucher Entry, Edit or Update jobs. Upon selection of this option a list of users and their number of outstanding batches is then displayed. Key a '1' next to the user's batches to unflag and press **ENTER**, **F15** to continue and **F20** to accept. A list of the user's batches is then displayed as shown below.

RESET REGULAR VOUCHER BATCH 'IN USE' FLAGS

TYPE OPTIONS, PRESS ENTER.

4=CLEAR

USER: LISA

OPT	BATCH#	CORP#	NAME	AMOUNT	STATUS
	1	1	DAPREX INC.	1,000.00	IN USE
	3	1	DAPREX INC.	15,000.00	AVAILABLE

Key a '4' next to the batch or batches to unflag and press **ENTER** to accept. Press **F3** to exit.

CHANGE DATE OF CHECKS

This option allows you to change the check date of a range of posted checks. If the new check date is in a different quarter than the original check date, the system will automatically change the quarter as well. See sample screen below.

SELECT PARAMETERS FOR CHECK DATE CORRECTION	
WRONG BATCH DATA:	
LOCATION	
BANK	
CHECK NUMBERS: FROM ..	
TO ...	
CHECK DATE	MM/DD/YY
CORRECTION:	
CHECK DATE SHOULD BE ..	MM/DD/YY

NOTE: Make sure that all users are out of all payroll files before running this job.

ADD CHECKS TO CHECK RECONCILIATION FILE

This option allows the supervisor to add a check# to the check reconciliation file if it is missing when trying to reconcile it. Simply enter the Corp#, Bank# and Check# and press **ENTER** to display the check information – employee#, name, check amount and check date. Press **F20** to accept and add the record to the file

CHECK INQUIRY

This option allows you to view the details of a particular check#. Simply enter the Corp#, Bank# and the Check# and press **ENTER** to display a screen like that below.

PRIQ26		CHECK INQUIRY				
CORPORATION ...:	1 DAPREX, INC.					
EMPLOYEE ...:	2 DAVIS DON JUAN					
BANK#	55 WACHOVIA BANK					
CHECK #	10015					
DATE	7/16/04					
DEPARTMENT# ...:	2 ADMINISTRATION					
NET	3,297.79					
E A R N I N G S -----						
CODE	DESCRIPTION	HOURS	AMOUNT	CODE	DESCRIPTION	AMOUNT
1	REG. PAY	32.00	3,840.00	2	FICA MEDICARE	69.60
4	SICK	8.00	960.00	3	FEDERAL W/H	1,156.46
** TOTAL *		40.00	4,800.00	4	STATE W/H	236.15
				18	GARNISHMENT	40.00
				** TOTAL **		1,502.21

CLONE EMPLOYEES

This option copies all of the employee master file data, including standard earnings/deductions and direct deposit info from one employee# to another, leaving the 'From' employee records intact. It does NOT copy any of the employee history to the new employee number.

Upon selection of this menu option, the following screen appears.

PRFT08	CLONE EMPLOYEES
TYPE CURRENT & NEW INFORMATION, PRESS ENTER.	
CURRENT EMPLOYEE (*)	
NEW LOCATION (*)	
NEW EMPLOYEE	

Simply enter the employee# to copy from, the location# for the new employee# and the new employee# to create. Press **ENTER** to display the 'From' employee name and **F20** to accept.

CHANGE EMPLOYEE LOCATION

This option allows you to change the location# of an new employee where the NEW location# belongs to a different corporation than the current location#. This can be done *ONLY* when the employee has no check history whatsoever. Simply enter the employee# and the new location#. Press **ENTER** and **F20** to accept.

MAINTAIN UNEMPLOYMENT/DISABILITY STATE

This option allows you to change the unemployment/disability state for all or select checks for an employee. Enter the employee# and the starting check date and press **ENTER** to display checks as shown in the example below. You may change the UI/Disability state shown by keying the correct state. Press **ENTER** and **F20** to accept.

PRIA96		UI/Dis. State Maintenance		
SFC				
Emp #	1 TIMOTHY JONES			
				UI/Dis
Check #	Bank	Date	Net	State
15029	55	1/01/06	901.73	CT
109777	55	1/12/06	300.00	NY
114578	55	1/25/06	1000.00	NY
116147	55	2/06/06	654.00	NY
117416	55	2/14/06	901.74	CT

ELECTRONIC TAX MENU

The ELECTRONIC TAX menu contains the following options.

- 1 NY - QUARTERLY WT-4-B REPORT
- 2 NY - QUARTERLY WT-4-B ON TAPE
- 3 NY - W2 TAPE PREPARATION
- 4 MA - WR-1 TAPE PREPARATION
- 5 NC - QUARTERLY FILING FILE
- 6 TN - TAX REPORT
- 7 CO - UNEMPLOYMENT FORM
- 8 GA - QUARTERLY DEPARTMENTAL SUMMARY
- 9 PA - QTRLY UNEMP. COMP. (ON TAPE OR DISKETTE)
- 10 ME - MAGNETIC REPORTING QUARTERLY
- 11 MN - MAGNETIC UNEMPLOYMENT REPORT
- 12 CT - MAGNETIC UNEMPLOYMENT REPORT
- 13 MI - QUARTERLY WAGES REPORT, ON TAPE
- 14 CA - QUARTERLY WAGE & WITHHOLDING INFORMATION
- 15 MD - QTRLY UNEMP. COMPENSATION ON DISKETTE
- 16 FL - QUARTERLY UNEMPLOYMENT REPORT
- 17 SC - QUARTERLY UNEMPLOYMENT REPORT

80. ELECTRONIC TAX MENU #2

1. NJ - ENTER MAGNETIC AUTHORIZATION NUMBER
2. NJ - QUARTERLY EARNINGS FILE
3. AR - QUARTERLY UNEMPLOYMENT REPORT
4. NE - QUARTERLY UNEMPLOYMENT REPORT
5. KS - QUARTERLY UNEMPLOYMENT REPORT
6. SD - QUARTERLY UNEMPLOYMENT REPORT
7. IA - QUARTERLY UNEMPLOYMENT REPORT
8. CO - QUARTERLY UNEMPLOYMENT REPORT

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

NY - QUARTERLY WT-4-B REPORT

This menu option prints the NY quarterly WT-4-B state for all or selected corporations. One or more corporations can be combined for the purpose of printing the report.

NY – QUARTERLY WT-4-B ON TAPE

This menu option creates the tape for the quarterly NY WT-4-B for all or selected corporations. One or more corporations can be combined for the creation of the tape.

NY - W2 TAPE PREPARATION

This menu option creates the tape for the NY W2 forms.

MA – WR-1 TAPE PREPARATION

This menu option creates the tape for the Mass. WR-1 reporting.

NC - QUARTERLY FILING FILE

This menu option creates the file for North Carolina quarterly reporting - NCQFLP. Once created, the file can be downloaded to a PC.

TN - TAX REPORT

This menu option prints the quarterly 941 report by state for all or selected locations. One or more corporations can be combined for the report.

CO - UNEMPLOYMENT FORM

This menu option prints the Colorado Unemployment report form.

GA - QUARTERLY DEPARTMENTAL SUMMARY

This menu option prints a quarterly report showing the number of employees per department for each month. In addition to providing the total departmental employees for each month, quarterly wages for each department are reported. The operator is prompted to enter the year, the quarter# and the date range for each month within the quarter; i.e. 0101-0131, 0201-0228, 0301-0331.

PA – QUARTERLY DEPARTMENTAL SUMMARY

This menu option prints the quarterly 941 report by state for all or selected locations. One or more corporations can be combined for the report.

MAINE MAGNETIC REPORTING QUARTERLY

This menu option creates the magnetic Maine Quarterly tax reporting file.

MN UNEMPLOYMENT REPORT

This menu option prints the Minnesota Unemployment report for a selected quarter and year.

CT UNEMPLOYMENT REPORT

This menu option prints the Connecticut Unemployment report for a selected quarter and year.

MI – QUARTERLY WAGES REPORT- ON TAPE

This menu option creates the Michigan Quarterly Wages report (file name is MIQTRP).

CA – QUARTERLY WAGE & WITHHOLDING INFORMATION

This menu option creates the California Quarterly Wages report/file. (file name is CAQTRP).

MD – QUARTERLY UNEMPLOYMENT COMPENSATION ON DISKETTE

This menu option creates the Maryland quarterly unemployment report/file (file name is UIWAGE).

FL – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the Florida Quarterly Unemployment report/file (file name is FLUNEMP).

SC – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the South Carolina Quarterly Unemployment report/file (file name is SCUNEMP).

NJ – ENTER MAGNETIC AUTHORIZATION NUMBER

This menu option allows you to enter the magnetic authorization number for electronic filing to NJ.

NJ - QUARTERLY EARNINGS FILE

This menu option creates the New Jersey Quarterly Wages report/file. (file name is NJQFLP).

AR – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the Arkansas quarterly unemployment report/file (file name is ARUNEMP).

NE – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the Nebraska Quarterly Unemployment report/file (file name is ARUNEMP).

KS – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the Kansas Quarterly Unemployment report/file (file name is KSUNEMP).

SD – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the South Dakota Quarterly Unemployment report/file (file name is SDUNEMP).

IA – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the Iowa Quarterly Unemployment report/file (file name is IAUNEMP).

CO – QUARTERLY UNEMPLOYMENT REPORT

This menu option creates the Colorado Quarterly Unemployment report/file (file name is COUNEMP).

W2 PROCESSING

The W2 PROCESSING menu contains the following options.

- | | |
|-------------------------------|------------------------------------|
| 1 MAINTAIN W2 CODES FILE | 21 CORP./STATE EMPLOYER ID# MAINT. |
| 2 LIST W2 CODES FILE | 22 CORP./STATE EMPLOYER ID# LIST. |
| 3 PROCESS (COMPUTE) W2/T4 | 23 CORP./STATE EMPLOYER ID# INQ. |
| 5 LIST W2 DATA | 25 LOCALITY CHANGES BEFORE USING |
| 6 PRINT W2 FORMS | 26 PRINT LOCALITY CHANGES ENTERED |
| 7 GENERATE W2 DISK FILE | 27 POST LOCALITY CHANGES ENTERED |
| 9 SAVE W2 DISK FILE TO TAPE | |
| 11 SAVE W2/T4 BATCHES ON TAPE | |

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

MAINTAIN W2 CODES FILE

This file must contain all of the Deduction codes that represent deductions taken towards tax-deferred programs such as 401K, 403B etc, and Life Ins. Premiums in excess of \$50,000. Each applicable deduction code is entered and a 'Y' or an 'N' placed in the appropriate column to indicate whether the deduction is a 401K, 403B, 408K, 457, 501C plan or the excess Life Ins. On the earnings side, Earning codes that need to print in Box 14 (i.e. 3rd Party Disability and Car Allowance) and Box 11 Non-Qualified Plans (11/1 – 457 Plan, 11/2 – Non 457 Plan) must be entered and a 'Y' placed in correct column depending on the nature of the earning code. The applicable earnings and deduction codes must be entered for each Location/Year for which W2s are to be run.

If you have a Section 125 Dependent Coverage withholding and/or reimbursement plan, the amount withheld from the employee's pay prints in Box 10 of the W2. Refer to the Master Earnings and Deduction file maintenance section of the manual for further instructions.

EARNING/DEDUCTION W2 CODES FILE																		
** DEDUCTIONS **																		
EARN/DEDUCT D	(E,D)																	
LOCATION 1	ABC COMPANY																	
YEAR 2008																		
POSITION TO	BY CODE																	
		12/C	12/D	12/E	12/F	12/G	12/H	12/J	12/S	12/W	12/AA	12/1	12/2	14/1	14/2	14/3	14/4	14/5
14/6																		
DLT CODE DESCRIPTION	LINS	401K	403B	408K	457	501C	NTSP	SIRA	HSA	R401				INS	3 RD	AAAA		
12 ASSOC DIS																		
13 RETIREMENT	Y																	

LIST W2 CODES FILE

This menu option prints a list of the W2 earnings and deduction codes entered in the previous job.

PROCESS (COMPUTE) W2/T4 DATA

This menu option creates a W2 workfile from which the actual W2s will be printed. If you have Canadian companies, it also calculates the Canadian T4 data. The instructions are identical. Only ONE corporation's W2s should be created in a specific W2 workfile UNLESS you want to COMBINE selected corporations' W2 amounts (i.e. the entities are considered as one corporation). If multiple corporations ARE combined, only ONE set of totals is provided for the entire W2 run for that workfile. In the case of a single corporation, totals are provided for that single corporation workfile.

Upon selection of this menu option, the following screen appears:

PRIA16	W2 PROCESSING - SELECT PARAMETERS
YEAR (4 DIGITS).	
COMBINE SELECTED CORPS (Y/N) . .	
TEXT TO IDENTIFY THIS BATCH. . .	

Enter the year for which to generate W2 data, indicate whether to combine the selected corporations and key something into the text field to identify this batch. Press **ENTER** and **F3** to proceed. The Corporation Selection screen then appears allowing the selection of the desired corporations.

REMEMBER: Do not select more than one corporation UNLESS they are being combined. Press **ENTER** and **F3** to proceed.

****NOTE**** There is a Profile Option that tells the system to combine W2 data for multiple employee#s with the same SS#. This must be set to 'Y' BEFORE running this job if you want the system to do this. Otherwise multiple W2s will be generated for the same SS#.

LIST W2 DATA

This menu option prints a listing of the computed W2 data for a selected workfile/batch that was created in the previous job. This listing should be run prior to printing the W2 forms to insure that the data is correct. Upon selection of this menu option the following screen appears:

PRW200	W2 PRINTING - SELECT PARAMETERS	
S1		
TYPE REQUESTED DATA, THEN PRESS ENTER TO CONTINUE.		
YEAR (4 DIGITS).		
SELECT EMPLOYEE(S) ? (Y/N) ..	N	(LEAVE BLANK TO INCLUDE ALL)
SELECT STATE(S) ? (Y/N) ..	N	(LEAVE BLANK TO INCLUDE ALL)
OR		
SELECT LOCALITY(S) ? (Y/N) ..	N	(LEAVE BLANK TO INCLUDE ALL)

Key in the year for which to print the listing. If you want to print a report of the data to print on the 'federal' W2, simply press **ENTER** and proceed to the W2 batch selection screen. Unless you have employees who work in multiple states and/or localities this version should be sufficient. If you want to print a report of the data to print for a 'state' W2, key a 'Y' at the select states field and press **ENTER** and proceed to the W2 batch selection and state selection screens. If you want to print a report of the data to print for a 'locality' W2, key a 'Y' at the select locality field and press **ENTER** and proceed to the W2 batch selection and locality selection screens. When the batch selection screen appears, select the desired batch and press **ENTER** and **F20** to proceed. (The state or locality screens appear as requested. Select the desired states or localities and press **ENTER** and **F20** to process).

NOTE: A W2 batch can be deleted from the selection screen by keying a '4' next to it and pressing **ENTER** and **F20**. **F3**. If a batch is deleted due to errors, it can be recomputed using menu option #3, Process W2.

PRINT W2 FORMS

Once the listing of the W2 data has been checked, proceed to the printing of the W2 forms. Select the desired sorting option and press **ENTER** twice to proceed. Key in the year for which to print the W2 forms. If you want to print 'federal' W2s, simply press **ENTER** and proceed to the W2 batch selection screen. Unless you have employees who work in multiple states and/or localities this version should be sufficient. If you want to print 'state' W2s, key a 'Y' at the select states field and press **ENTER** and proceed to the W2 batch selection and state selection screens. If you want to print 'locality' W2s, key a 'Y' at the select locality field and press **ENTER** and proceed to the W2 batch selection and locality selection screens. When the following batch selection screen appears, select the desired batch and press **ENTER** and **F20** to proceed. (The state or locality screens appear as requested. Select the desired states or localities and press **ENTER** and **F20** to process). After the print job has reached the printer outq, there will be messages to change and align the forms.

```

PRW200          W2 PRINTING - SELECT PARAMETERS
                TYPE REQUESTED DATA, THEN PRESS ENTER TO CONTINUE.

YEAR (4 DIGITS). . . . .
SELECT EMPLOYEE(S) ? (Y/N) . .  N (LEAVE BLANK TO INCLUDE ALL)
SELECT STATE(S) ?      (Y/N) . .  N (LEAVE BLANK TO INCLUDE ALL)
OR
SELECT LOCALITY(S) ? (Y/N) . .  N (LEAVE BLANK TO INCLUDE ALL)

```

GENERATE W2 DISK FILE

This menu option creates a W2 file that can be saved to tape (using menu option #9) or downloaded to a PC to be saved to a diskette. The same selection criteria as previously described in the W2 List and Print W2 Forms options apply here as well. When the file has been created, a message similar to that shown here is sent to the user. You will need this information to save the file to tape or to download to the PC.

```

CORPORATION 001 HAS BEEN PROCESSED.
FILE NAME: W2512P MEMBER NAME: N200108542
IS NOW READY TO BE SENT TO THE IRS.

```

SAVE W2 DISK FILE TO TAPE

This menu option allows you to save the previously created W2 file to tape. Enter the year, the member name (as given in the above message or press **F4** to choose from a list), and the tape device name. Press **ENTER** and **F20** as prompted to continue.

```

W2 PROCESSING - COPY DISK FILE MEMBER TO TAPE

DISK FILE . . . :      W2512P
YEAR (4 DIGITS). .  2001
MEMBER (*) . . . . .
TAPE DEVICE NAME .

```

SAVE W2/T4 BATCHES ON TAPE AND REMOVE

This menu option saves the W2 batches onto tape or diskette and removes them from the system. The operator is first prompted for the tape or diskette device name the volume ID and the tape density (for ¼ inch cartridges only).

CORP./STATE EMPLOYER ID# MAINTENANCE

This menu option allows you to enter and store the employer state identification# for printing on the W2 forms. If the employer has different ID#s for different states, the ID# can be entered along with the state code (CT, NY etc.). Enter the Corp#, the state abbreviation and the employer ID# for each and press **ENTER** and **F20** to accept.

CORP./STATE EMPLOYER ID# LISTING

This menu option prints a list of the employer state id#s entered in the previous menu option.

CORP./STATE EMPLOYER ID# INQUIRY

This menu option provides an inquiry into all existing employer state id#s.

LOCALITY CHANGES BEFORE USING

This menu option can be used to correct/change the state and/or locality designations of certain payroll checks. This is used only when there have been miscodings to those checks OR you started using the DAPREX software sometime other than at the beginning of a year and the employee had previously worked in some other state and/or locality. This job as well as the posting should be done PRIOR TO processing the W2 data using menu option #3.

Upon selection of this option, key the corporation# and year and press **ENTER** to display the following screen.

PRFM98		WORK FILE FOR MODIFYING CHSUMXP LOCAL CODES			
YEAR	2001				
CORPORATION	1	DAPREX, INC.			
POSITION TO		BY EMPLOYEE#			
4= (*)		RESIDE(*)	WORK(*)	FROM	TO
<u>DLT EMP #</u>	<u>EMPLOYEE NAME</u>	<u>ST LOC</u>	<u>ST LOC</u>	<u>DATE</u>	<u>DATE</u>

Simply enter the employee#(s) and the Resides state and locality code, the Works state and locality code and the date range in which any checks should be corrected. You may have multiple records per employee as necessary. Once you have created records in this file, exit to the menu and use menu option #26 to print the listing prior to posting.

PRINT LOCALITY CHANGES ENTERED

This option prints an edit list of the records entered in the previous step.

POST LOCALITY CHANGES ENTERED

This option posts the locality changes to the payroll check history files. You may now run #3 – Process W2 data.

EMPLOYEE ACCESS MENU

The Employee Access menu contains the following options.

- 1. PAYCHECK INQUIRY/PRINT**
- 2. PAYCHECK INQUIRY TIMEOUT MAINTENANCE**

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

PAYCHECK INQUIRY/PRINT

This option provides employee access to paycheck history. Additionally, the payroll supervisor can set up an optional message file that displays messages to the appropriate employees when they access the Paycheck Inquiry. See the File Maintenance section for further information on the Employee Messages.

The employee PIN# must be established before employees can use this option. The PIN code can be up to 10 characters and must be entered into a specific User Defined Field# and that User Defined Field# must be designated in menu option #22-Values by Corp/Application on the General Function File Maintenance menu. On that screen enter Corp# 999 and an area code of 'PR' and press **ENTER** to continue. Roll down to record #101-UDF# FOR PAYCHECK INQ PIN and key in the 3 digit user defined field# in which you have decided to store the employee PIN code.

Upon selection of this option, the first screen below appears. Enter the employee#, the PIN code and an optional starting check date. If the date field is left blank, all checks for the current year are included in the inquiry. Press **ENTER** to continue. If there are any messages that apply to this employee, they are displayed at this time. See below. Press **ENTER** again to proceed.

PAYCHECK INQUIRY
EMPLOYEE#
PIN
START DATE . . .

-----GENERAL MESSAGES-----
** HAVE A GOOD DAY AND DRIVE CAREFULLY
GOING HOME. **

-----LOCATION MESSAGE-----:
THERE WILL BE NO HOT WATER ON FRIDAY
FROM 8 AM TO ABOUT NOON.

Once the messages have been viewed or if there are no messages, the checks are displayed. On the screen shown here, a specific check can be viewed in more detail by keying a '1' in the **SEL** field at the left side of the screen.

GROSS EARNINGS CORPORATION . . . : 1					
EMPLOYEE . . . : JONES TIMOTHY					
1=DISPLAY CHECK DETAIL					
SEL	CHECK #	DATE	GROSS EARNINGS	DEDUCTIONS	NET
	10703	3/03/05	1,000.00	438.94	561.06
	10657	3/17/05	1,000.00	488.36	511.64
	10660	3/17/05	1,000.00	488.37	511.63
	10661	3/18/05	1,000.00	438.94	561.06
	10700	3/31/05	1,000.00	628.41	371.59
	10707	3/31/05	1,000.00	438.95	561.05

From the check detail screen the function keys **F7** and **F8** can be used to roll forward/backward, and **F21** will print the displayed check information.

EMPLOYEE CHECK INQUIRY

CORPORATION . . . : 1 DAPREX, INC..
EMPLOYEE : JONES, TIMOTHY BANK# : 55 PEOPLES BANK
CHECK # : 10661 DATE : 3/18/05
DEPARTMENT# . . . : 3 R&D NET : 561.06

-----EARNINGS----- DEDUCTIONS-----

CD	DESCRIPTION	HRS	AMOUNT	CD	DESCRIPTION	AMOUNT
1	REG PAY		1,000.00	1	FICA SS.	13.41
	** TOTAL **		1,000.00	3	FED TAX	283.26
				4	STATE TAX	28.80
				5	LOCAL TAX	8.47
				43	401K	30.00
					** TOTAL **	438.94

F3=EXIT F7=PREV CHECK F8=NEXT CHECK F12=PREVIOUS F21=PRINT CHECK

PAYCHECK INQUIRYTIMEOUT MAINTENANCE

This option allows you to set the amount of time (in seconds) after which the Employee Paycheck Inquiry program will do an automatic signoff if there is no keyboard activity; i.e. 10 seconds. If you do NOT want the system to timeout, set the # of seconds to zero.

WEBCHECK MENU

The WEBCHECK menu contains the following options.

1. FIRST-TIME TRANSMIT EMPLOYEE INFO TO FOI
2. ONGOING TRANSMIT EMPLOYEE INFO TO FOI
3. UPDATE CUSTOMER CODE
4. UPDATE EMPLOYEE EMAILS AND PRINT Y/N FLAG
5. LIST EMPLOYEE EMAILS/USER IDS/PRINT Y/N
6. EMPLOYEE USER ID INQUIRY
7. GLOBAL RESET OF PRINT Y/N FLAG

9. SEND/PRINT ADVICES FOR ALL WEBCHECK USERS

Each of these functions is discussed in detail in the following pages.

FIRST TIME TRANSMIT EMPLOYEE INFO TO FOI

This job should be run only **ONCE** in order to transmit all employee information to FOI for the purpose of registering all employees and creating user IDs and passwords that will be used by employees to access their paystub information via the Internet. If it has already been run, a message to that effect is displayed. Do not run it again unless instructed to do so by your DAPREX representative.

ONGOING TRANSMIT EMPLOYEE INFO TO FOI

This job should be run on a regular basis whenever Employee Master File changes are made (i.e. adding new employees, changing names, adding or changing email addresses), that will affect the WebCheck.

UPDATE CUSTOMER CODE

This option is used to enter the FOI assigned customer code identifying the DAPREX customer.

UPDATE EMPLOYEE EMAILS & PRINT Y/N FLAG

This option allows the user to add/change employee email addresses and the Print Direct Deposit Y/N flag. These changes can also be made directly in the Employee Master File.

LIST EMPLOYEE EMAILS/USER IDS/PRINT Y/N

This option prints a list of the employee email address, user ids and Print Y/N flag.

EMPLOYEE USER ID INQUIRY

This option provides a lookup of employee#, name, email address, webcheck user id and Print Y/N flag.

GLOBAL RESET OF PRINT Y/N FLAG

This option allows you to set ALL direct deposit employees Print Direct Deposit Y/N flag to a 'Y' or an 'N'. During a testing phase, you will want to set the flag to 'Y' for everyone so that you continue to print direct deposit paystubs. Once you are confident that the Webcheck system is working properly, use this option to set the flag to 'N' and then you can override that flag for individual employees using the 'Update Employee Emails and Print Y/N' option described above or make such changes directly into the Employee Master File.

SEND/PRINT ADVICES FOR ALL WEBCHECK USERS

This job will email or print advices for all WebCheck users based on General Profile #97 – Send WebCheck User Information Via Email. This should be done early in the implementation stage to ensure that all registered employees have the correct user id/password, allowing them to log into the WebCheck website. On an ongoing basis, any new employees opting to use Webcheck will have the emailed printed advice generated via menu option # 2 - Ongoing Transmit Employee Info to FOI.