



Affordable, Adaptable ERP Software



*Payroll
Addendum*

Version 6.10

PAYROLL ADDENDUM VERSION 6.10

SET UP - REQUIRED FIELDS AND SQLs:

Note: The steps in red require a programmer unless the user wants to manually update this data.

1. Set up employee work schedules (see page 11).
2. Populate each employee with work schedules and department (see page 11).
3. Run sql to set all employees from null to active where terminated is null.
4. Run sql to set employee status to 'T' where terminated is not null.
5. Run sql to set Prenote from null to 'N'.
6. Fill in start and end dates for all income and deduction codes (via sql).

SET UP PAYROLL

Lookup Selection Maintenance (all:i_ikupr)

Menu path 8-1-n-1

This is a universal lookup program used to populate combo boxes and miscellaneous lookups.

The screenshot shows the 'Lookup Selection Maintenance' application window. The title bar reads 'Lookup Selection Maintenance'. The menu bar includes 'File', 'Edit', 'View', 'Navigation', 'Tools', 'Actions', and 'Help'. Below the menu bar is a toolbar with various icons. A secondary toolbar contains 'Find', 'Prev', 'Next', 'Add', 'Update', 'Delete', and 'Browse'. The main form area has the following fields:

- Software Package:
- Package:
 - Area: Sequence:
 - Code:
- Values:
 - Description:
 - Alpha/Numeric:
 - Numeric:

At the bottom left, it says '1 of 1'. At the bottom right, there is a label 'OVR'.

Software package – enter two character software package that will use this value.

Area- enter up to six alphanumeric code for the field that will use this lookup value. In the example above this value will be used in the lookup of job codes on the employee master screen.

Sequence- numeric sequence to order how the values display on the lookup screen.

Code - enter up to six alphanumeric code for the value.

Description – enter description of value.

Alpha/Numeric and Numeric – not used.

Numeric- not used.

The following values can be entered using this program (see program descriptions later in this document that use these values):

Update Payroll Defaults:

Default hours types

Update Employee Information:

Ethnicity

Race

EEOC1 Category

Job Code

Update Employee History Category code

Employee Test Scores Test Code

Time Clock Salaried Hours Job Code

Employment History Job Code

Termination Reason

Workers Comp Classification Code

Update Medical Data

Update Company Information (all:i_contrl)

Menu path 8-1-a

A new field has been added to the details screen “Bonus”. Set this to Y if the department should be included in monthly bonuses paid. See the Update Bonus program later in this document on how bonuses are created.

Update Company Information

File Edit View Navigation Tools Actions Options Help

Find Prev Next Add Update Delete Browse Addl Info Credit Card Remit Web Services GWC Server

Company Information

Business Name: ABC DISTRIBUTION

Address1: 1110 MAIN STREET

Address2:

City: SEATTLE

State: WA Zip: 98133

County:

Country: US UNITED STATES

Setup

Multilevel Tax:

Use Multilevel Tax Groups:

Use Posting Error Notifications:

Use Barcodes:

Apache ID: daemon

Dept	Description	Bonus
000	ADMIN. OFFICE	Y
100	EAST DIST. CENTER	Y
200	CENTRAL DIST. CENTER	Y
300	WEST DIST. CENTER	Y

Update Payroll Defaults (py:i_contrl)

Menu path 1-4-4-a

We now support the following Federally mandated deductions:

- Additional Federal Tax Withholding- this allows you to withhold additional tax as requested by the employee in addition to the calculated tax amount
- Federal Tax Calculations for Bonus Amounts paid outside of normal payroll – the IRS requires employers withhold a minimum of 25% of gross wages.
- Tax Levies- this deduction can be a flat amount, a percentage of disposable income or all wages except for the exempt amount found in IRS publication 1494.
- Child Support – this is generally a court mandated flat amount that should not exceed a percentage of the employee’s disposable income.

Additional Information

File Edit Help

Additional Federal Withholding

Amount Code: FEDAMT Addl Fed Withholding Amt

Percent Code: FEDPCT Addl Fed Withholding Percent

Bonus Only Tax

Tax Percent: 25.0000

Tax Percent Code: BNSPCT Bonus Fed Tax Percent

Additional Tax Amount Code: BNSAMT Bonus Fed Tax Amount

Garnishments

Amount Code: CHSAMT Child Support

Post to Accounts Payable

For more information on how to set up and process these deductions you should refer to the Payroll User Guide that can be accessed from our website:

http://www.fitrix.com/support/fitrix_docs/v6.00/Documentation/documentation_guide.htm

Update Bank Holidays (py:i_dates)

Menu path 1-4-1-g-c

These new fields have been added:

Company – check this box if it is a company holiday. The timecard program will look at this value and if checked the employee receives payment for a paid holiday.

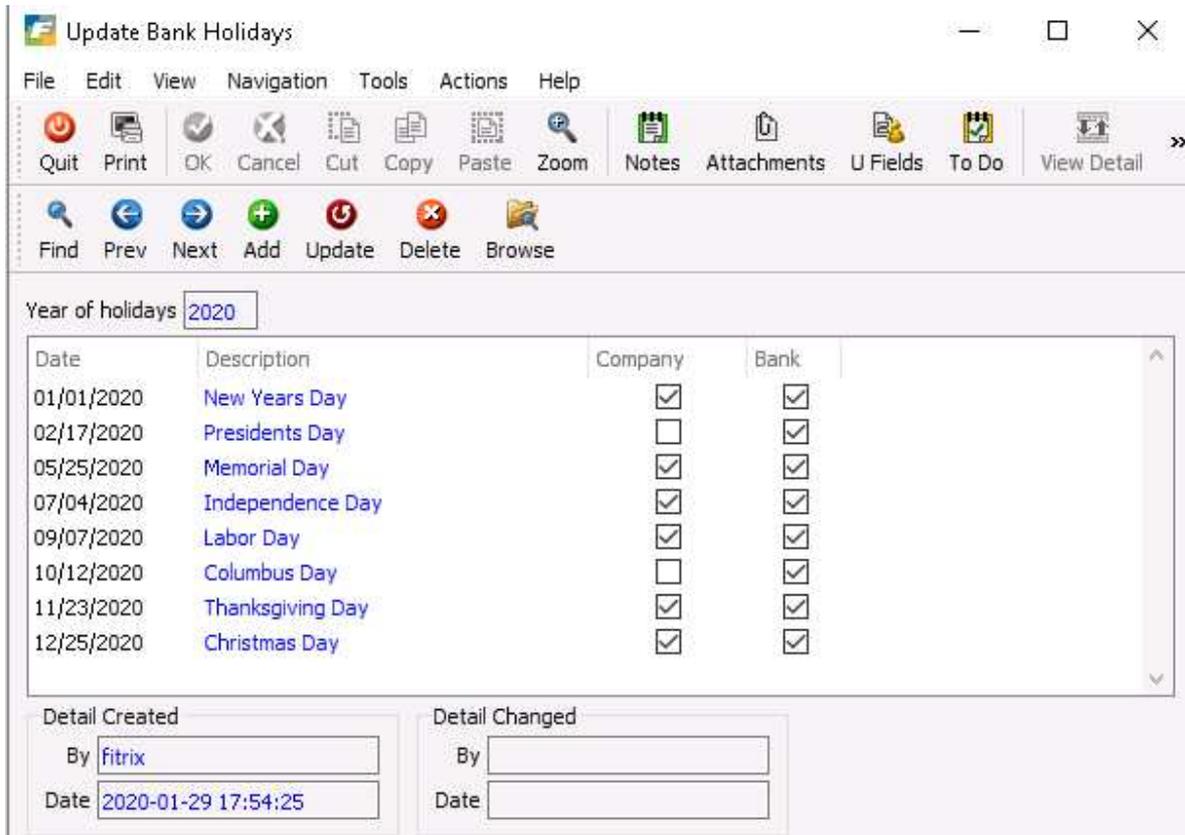
Bank – check this box if it is a Bank holiday. If checked this cannot be a settlement date when creating direct deposit media.

Created By – system maintained.

Date Created – system maintained.

Changed By – system maintained.

Date Changed – system maintained.



Update Income Codes (py:i_inccod)

Menu path 1-4-4-d

1. Type is now a drop down list
2. These new fields have been added:

Non- qualified – check this box if this income code represents a non-qualified plan (i.e.- retirement or insurance). This income will print in Box 11 of the W-2 form.

Workman’s Comp Earnings- check this box if the earnings applies to Workman’s Comp calculations.

Created By – system maintained.

Date Created – system maintained.

Changed By – system maintained.

Date Changed – system maintained.

The screenshot shows the 'Update Income Codes' application window. The title bar reads 'Update Income Codes'. The menu bar includes 'File', 'Edit', 'View', 'Navigation', 'Tools', 'Actions', and 'Help'. Below the menu bar is a toolbar with various icons. A secondary toolbar contains 'Find', 'Prev', 'Next', 'Add', 'Update', 'Delete', and 'Browse'. The main form area contains the following fields and sections:

- Income Code:** REGHR
- Description:** REGULAR HOURLY PAY
- Type:** Hourly (H) (dropdown menu)
- Non-qualified:**
- Workmans Comp Earnings:**
- Defaults:**
 - Rate:
 - Number: 80.00000000
 - Hours: 80.00
- Limits:**
 - Low Amount:
 - High Amount: 1900.0
- Default Expense:**
 - Account: 700100000 (ADMINISTRATIVE WAGES)
 - Department: 000 (ADMIN. OFFICE)
- Created:** Two empty text boxes.
- Changed:** fitrix, 2017-09-03 11:22:23

Update Obligation Codes (py:i_oblcod)

Menu path 1-4-4-f

1. Type is now a drop down list.
2. These new fields have been added:

Frequency - select how often this deduction should apply to payroll.

Update Employee Types (py:i_empty)

Menu path 1-4-4-k

The following fields have been added to this screen program:

Home Department (required) - used to group employees for reporting purposes.

Group (optional) - used to group employees for reporting purposes.

Job Code - (optional but required if using Time Clock Plus interface) - used to group employees for reporting purposes.

Work Schedule (required)- this value is used by Daily Timesheet programs but is required even if you are not using the Time Clock Plus interface. Work Schedules are set up using the Update Work Schedules program (1-4-6-a-2). If you are not using Daily time set one up similar to this so it can then be entered at the employee level:

Title - (optional) - used to group employees for reporting purposes.

Active – if unchecked will not print on any reports.

W/C Classification – Workers Comp class used to group employees for reporting purposes.

Skill Level - (optional) - used to group employees for reporting purposes.

Created By , Date, Changed By , Date – system maintained fields

Update Bank Holidays (py:i_dates)
Menu path 1-4-1-g-c

These new fields have been added:

Company – check this box if it is a company holiday. The timecard program will look at this value and if checked the employee receives payment for a paid holiday.

Bank – check this box if it is a Bank holiday. If checked this cannot be a settlement date when creating direct deposit media.

Created By – system maintained.

Date Created – system maintained.

Changed By – system maintained.

Status - Active or Not. If not active will not print on reports or be selected for payroll processing.

EEO1 Data - The data entered in these fields print on the EEOC reporting report (1-4-2-p) which is then used to fill out the Government Equal Employment Opportunity Commission (EEOC) form required for companies with 100 or more employees.

Department (required) – enter department code. This value is used to group employees on many reports.

Title- optional

Group- optional and can be used to group employees together for reporting purposes.

Work Schedule (required)- this value is used by Daily Timesheet programs but is required even if you are not using the Time Clock Plus interface. Work Schedules are set up using the Update Work Schedules program (1-4-6-a-2). If you are not using Daily time set one up similar to this so it can then be entered at the employee level:

The screenshot shows the 'Update Work Schedules' application window. The title bar reads 'Update Work Schedules'. The menu bar includes 'File', 'Edit', 'View', 'Navigation', 'Tools', 'Actions', and 'Help'. The toolbar contains various icons for file operations and navigation. Below the toolbar, there are navigation buttons: 'Find', 'Prev', 'Next', 'Add', 'Update', 'Delete', and 'Browse'. The main form area is titled 'Schedule' and contains the following fields:

- Schedule Code:** MAIN
- Description:** Main Schedule
- Begin Shift:** Before 10, Hour 08, Minute 30, After 10
- End Shift:** Before 0, Hour 17, Minute 30, After 0
- Begin Lunch:** Before 0, Hour 12, Minute 00, After 0
- End Lunch:** Before 0, Hour 13, Minute 00, After 0
- Lunch Period:** Minutes 60
- Shift Scheduled:** Hours 8.00
- Created:** By fitrix, Date 2020-02-26 15:34:01
- Changed:** By (empty), Date (empty)

Update Employee Information

File Edit View Navigation Tools Actions Options Help

Emergency Payroll Employee Dates Inc Codes Ded Codes Obl Codes Hour Wage Allocation Direct Dep Empl_hist Tests

Find Prev Next Add Update Delete Browse

Employee ID Code **CEDEEP** Type **ADMIN1**
ADMINISTRATION PAY TYPE

Employee Name and Address
 Last Name **CEDENO** First Name **ELSA** MI **P**
 Address **3419 ALASKAN WAY**
 City **SEATTLE** State **GA** Zip Code **98121**

Employee Contact
 Home phone **206 733 2339**
 Cell Phone
 Email Address

Personal Data
 Soc. Sec. No. **556-39-9872**
 Birthdate **02/08/1976**

Employee Status
 Status **Active (A)**
 Hired **07/03/1998**
 Terminated

EEO1 Data
 Ethnicity **Not Hispanic or Latino (N)**
 Race **White (W)**
 Gender Male Female
 EEO1 Cat. **Administration (ADMN)**

G/L Payroll Cash Account
 G/L Account **102000000**
PAYROLL BANK ACCOUNT
 G/L Dept **ADMIN. OFFICE (000)**

Position
 Department **ADMIN. OFFICE (000)**
 Title **INTERNAL CONTROLLER**
 Group
 Job Code **ADMIN**
Administrative
 Work Sched **OFFICE**
Main Office Schedule



A new screen accessed from the toolbar using this  Emergency icon lets you store emergency contact information.

The following fields have been added to the  screen (the Extended Employee Information) accessed from the toolbar.

Employee Level -optional

Status- active -, terminated or outsourced

Termination Reason

Workers Comp Classification- used by the Employee Workers Comp Report to group employees

Send Prenote – check this box the first time direct deposit is being sent for the employee to verify bank information is correct and deposit will go through. Once it goes through the direct deposit program will automatically uncheck this box.

Payroll Information

File Edit View Tools Help

Employee
 CEDEEP
 ELSA P CEDENO
 556-39-9872

Employee Type
 ADMIN1
 ADMINISTRATION PAY TYPE

Status
 Hired Date 07/03/1998
 Full Time
 Emp. Level Supervisor (S)
 Status Active (A)
 Terminated
 Term Reason

W4/Payroll
 Salary
 Fed Allowances 2
 Marital Status Married (M)
 Pay Periods Monthly (M)
 Last Check Date 09/23/2012
 Hold Pay

Other Tax Info
 State Tax Code STAT
 State Allowances
 Local Tax Code STLT

Vacation Pay
 Income Code VCSPAY
 Accrued Balance 0.00
 Used 95.40
 Accrual Code VACS02
 Accrual Count 1

Sick Pay
 Income Code SKSPAY
 Accrued Balance 52.62
 Used 0.00
 Accrual Code SICS01
 Accrual Count 1

Workman's Comp Classification
 W/C Class Clerical (8810)

Direct Deposit
 Direct Deposit Employee Bank Account No. 4028743973
 Send Prenote? Employee Bank Routing No. 1250003 Check Digit

A new screen accessed from the toolbar using this  Employee Dates icon lets you store important dates about your employees.

Employee Dates

File Edit View Tools Help

Reference Dates
 Hired 07/03/1998
 Terminated
 Rehire
 Bridge
 Seniority 09/30/2017
 Service

Achievement Dates
 Trainee 07/02/1998
 Regular 08/01/1998
 Journeyman
 Group Leader 1
 Group Leader 2
 Master Assembler
 Supervisor 01/01/2012

OK Cancel

Enter Date of Rehire OVR

Bridge Date – if an employee leaves in good standing and then comes back this is the date they can go back to their last wage level.

Seniority Date- this is set when the employee is hired and is used by HR when the Seniority Report program is run to determine when the employee should receive a seniority raise.

Service Date – not used

Achievement dates- dates of promotions. These labels are specific to O’Hair Shutters and should be changed by a programmer to fit your business if used.



The following fields have been added to the  screen:

End Date- effective end date for this income code.

Created By
Created Date
Changed By
Changed Date

Employee Income Codes

File Edit Navigation Help

Employee
 CEDEEP
 ELSA P CEDENO
 556-39-9872

Employee Type
 ADMIN1
 ADMINISTRATION PAY TYPE

Income Code	Rate	Number	Amount	Hours	Start	End
REGSAL	1375.00000000	1.00	1375.00	86.00	01/01/1998	12/31/9999
SKSPAY	15.98000000				01/01/1998	12/31/9999
VCSPAY	15.98000000				01/01/1998	12/31/9999
BONUS					01/01/1998	12/31/9999
EXPPAY					01/01/1998	12/31/9999

Description REGULAR PAY - SALARIED

Exceptions
 Low Exception
 High Exception

G/L Account
 Account 700100000
 Department 000

Created
 By
 Date

Changed
 By fitrix
 Date 2020-01-27 14:24:44

Totals
 Quarter 1 0.0
 Quarter 2 0.0
 Quarter 3 0.0
 Quarter 4 1375.0
 Year to Date 1375.0

OK Cancel Detail

The following fields have been added to the  Ded Codes screen:

End Date- effective end date for this deduction code.

- Created By
- Created Date
- Changed By
- Changed Date

Employee Deduction Codes

File Edit Navigation Help

Employee
 CEDEEP
 ELSA P CEDENO
 556-39-9872

Employee Type
 ADMIN1
 ADMINISTRATION PAY TYPE

Deduction	Rate	Limit	Applied	Frequency	Start	End
FEDTAX			09/23/2012	Standard (A)	01/01/1998	12/31/9999
STATAX			09/23/2012	Standard (A)	01/01/1998	12/31/9999
SOCSEC			09/23/2012	Standard (A)	01/01/1998	12/31/9999
MEDICR			09/23/2012	Standard (A)	01/01/1998	12/31/9999
STLTAX			09/23/2012	Standard (A)	01/01/1998	12/31/9999
HCARE			12/31/2011	Standard (A)	01/01/2017	12/31/9999
401K			12/31/2011	Standard (A)	01/01/2017	12/31/9999

Deduction Description: FEDERAL TAX WITHHOLDING

Exceptions
 Low Exception
 High Exception

G/L Account
 Account: 215000000
 Department: 000

Totals
 Quarter 1: 0.0
 Quarter 2: 0.0
 Quarter 3: 0.0
 Quarter 4: 140.0
 Year-to-Date: 140.0

Created
 By
 Date

Changed
 By: fitrix
 Date: 2020-01-27 14:27:43

OK Cancel Detail

The following fields have been added to the  Obl Codes screen:

- Frequency- when this obligation code should be applied.
- Created By
- Created Date
- Changed By
- Changed Date

Employer Obligation Codes

File Edit Navigation Help

Employee
 CEDEEP
 ELSA P CEDENO
 556-39-9872

Employee Type
 ADMIN1
 ADMINISTRATION PAY TYPE

Obligations	Rate	Limit	Frequency
FUTA	0.00800000	56.00	Standard and Bonus (C)
MEDICR	0.01450000	999999.00	Standard and Bonus (C)
SOCSEC	0.06200000	6324.00	Standard and Bonus (C)
STSUTA	0.05400000	459.00	Standard and Bonus (C)

Description: FUTA CONTRIBUTION

G/L Expense Account
 Account: 614000000
 Department: 000

G/L Liability Account
 Account: 216000000
 Department: 000

Totals
 Quarter 1: 0.0
 Quarter 2: 0.0
 Quarter 3: 0.0
 Quarter 4: 85.25
 Year to Date: 85.25

Created By: [] Date: []
 Changed By: glenc Date: 2017-03-22 22:40:34

OK Cancel Detail



To access the Employee Wage screen click on the Wage icon on the toolbar and this icon is only active for hourly employees. Use this screen to enter rate changes and track raises/demotions.

Employee Hourly Wage

File Edit Navigation Help

Employee: COCHMD COCHRANE, MICHAEL

Code	Seq	Reason	Rate	Start	Stop
Base Wage (BASE)	1	Base start pay	14.0000	01/01/2017	12/31/2017
Base Wage (BASE)	1	Increase	16.0000	01/01/2018	12/31/2018
Base Wage (BASE)	1	Promotion to supervisor	22.0000	05/15/2019	12/31/9999

Created By: fitrix Date: 2020-01-27 14:50:43
 Changed By: [] Date: []

OK Cancel

OVR



To access the Income Allocation click on the **Alloc** icon on the toolbar. This program is used to allocate employee wages to different GL accounts and departments.

Employee Income Allocations

File Edit Navigation Help

Employee

Code	Order	Amount	Percent	Account	Dept.	Start	Stop
REGSAL	10		0.2500	610000000	100	01/01/2018	12/31/9999
REGSAL	20		0.7500	610000000	200	01/01/2018	12/31/9999

Allocation Descriptions

Income Code

Account

Department

Allocation Created

By

Date

Allocation Changed

By

Date



To access the Direct Deposit Deductions program click on the **Depded** icon on the toolbar. This program is used to set up the bank information for employee deductions when the funds should be sent somewhere (i.e.- credit union deductions, etc..)

Direct Deposit Deductions

File Edit Navigation Help

Employee

Code	Line No.	Routing	Chk	Bank Account	Acct Type	Start	Stop	Prenote
401K	7	12345678	9	652145252	C	03/21/2023	12/31/9999	N

Deduction Description:

Created By: Date:

Changed By: Date:



To access the Employee Test Scores program click on the **Tests** icon on the toolbar. This program is used to record the employee's scores on internal tests given.

Employee Test Scores

File Edit Navigation Help

Quit Print OK Cancel Cut Copy Paste Zoom Next Row Previous Row Next Page Previous Page >>

Employee

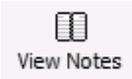
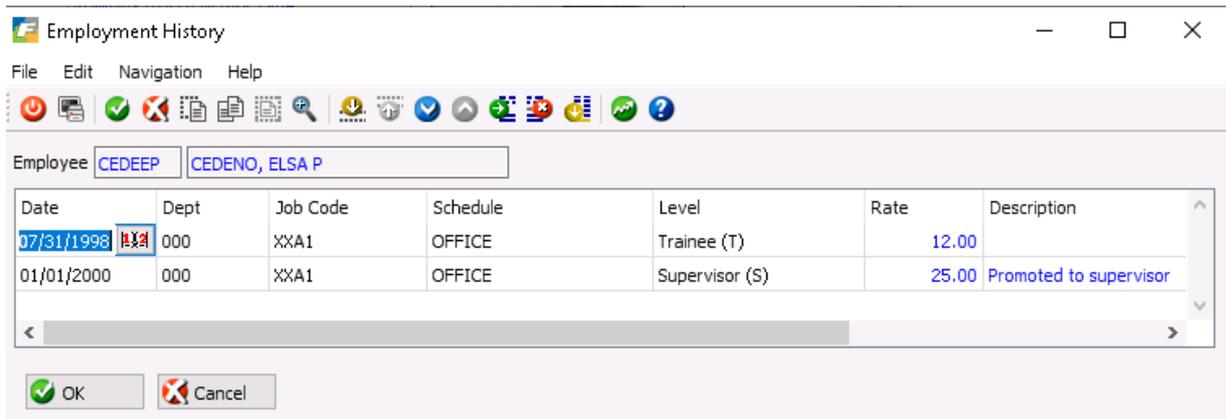
Line	Code	Score	Date	Note
10	Employment Policies (POLICY)	98.000	08/09/2017	

Created By: Date:

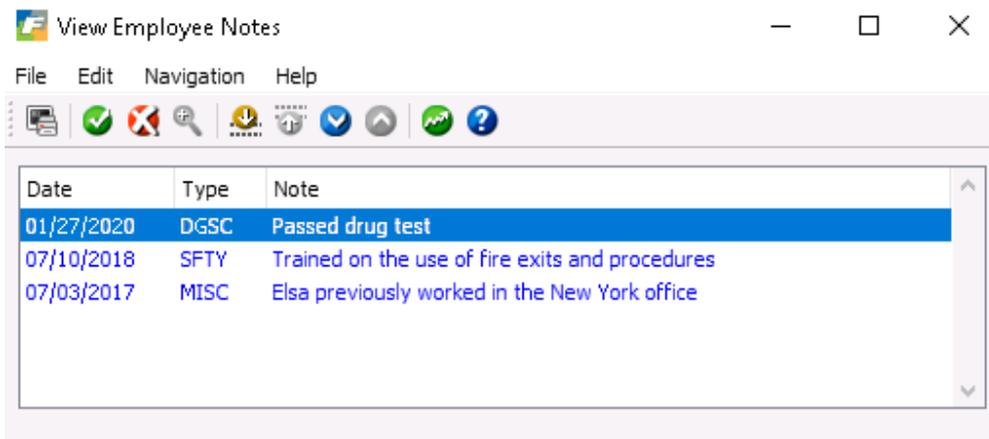
Changed By: Date:



To access the Employment History program click on the **Employment** icon on the toolbar. This program is used to track an employee’s movement within the company. Also any time their job code is changed on the main employee screen an entry is automatically made on this screen.

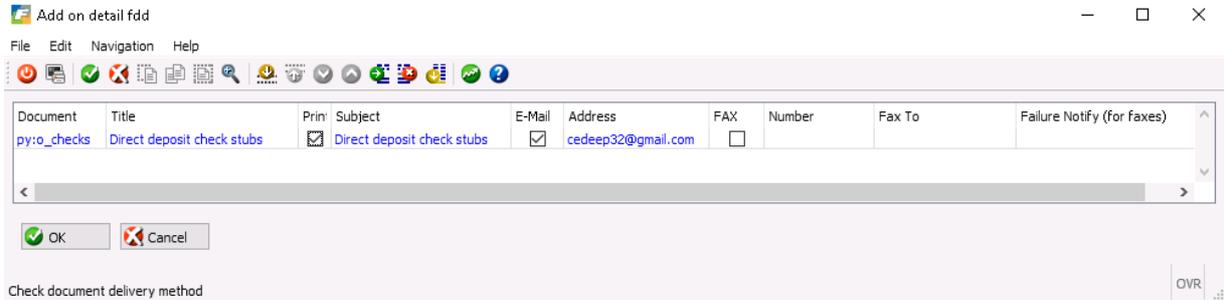


To View Employee Notes click on the **View Notes** icon on the toolbar. This program is used to view notes entered on the Employee History screen.



If your direct deposit employees would like their pay stub emailed to them instead of printed use the Flexible Document Delivery feature (FDD).

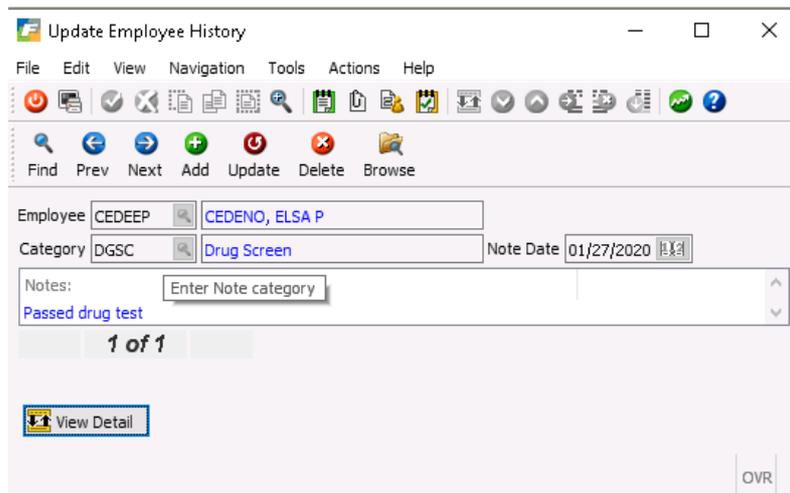
Click on  to access this screen:



Update Employee History (py:i_history)

Menu Path 1-4-3-c-1

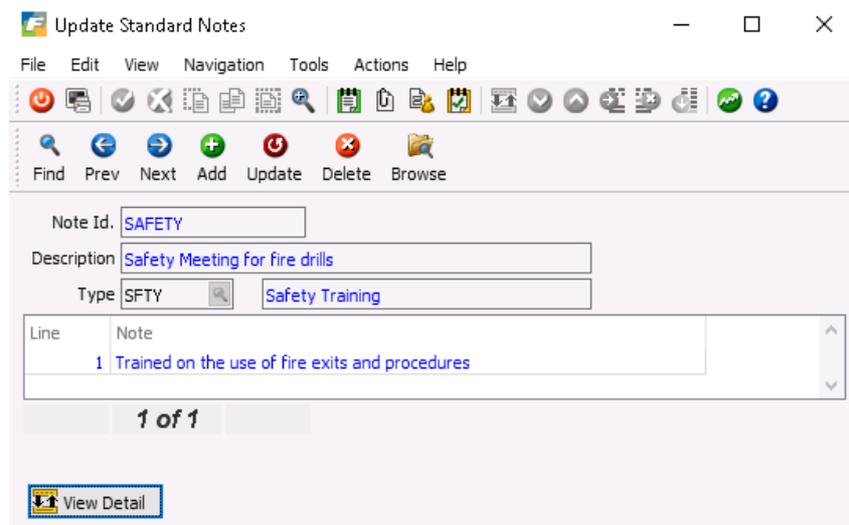
A note category has been added to this screen and is used as a way to group notes. The user can then enter this category code when running the Employee History Report (1-4-3-c-2) if they for instance wanted to see a report on which employees had received violation warnings.



Update Standard Notes(py:i_sechst)

Menu Path 1-4-3-c-1

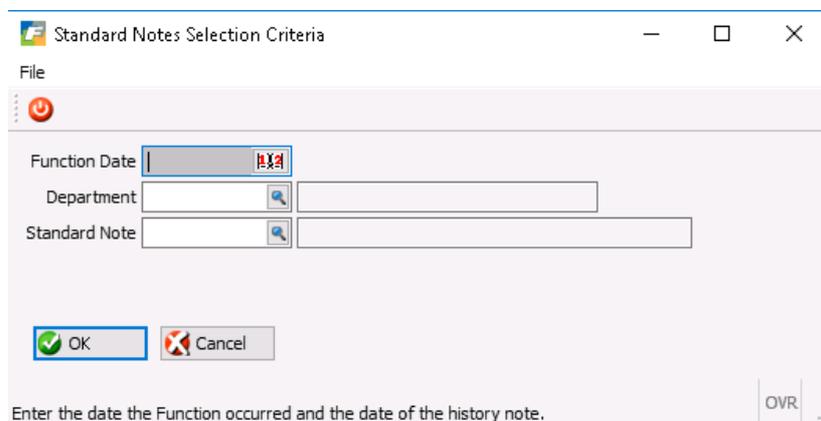
This program is used to create note templates. The user can then run the Create Standard Notes program to have this note inserted into the employee record for the department specified. The user can also enter the note ID when adding employee history notes and the text for the note ID will automatically fill in.



Create Standard Notes (py:p_sechst)

Menu Path 1-4-3-c-3

Run this program to have a standard note template inserted into the employee record for the department specified.



Print Employee Checks List (py:o_empchk)

Menu Path 1-4-3-i

Prints the same information that prints on an employee's pay stub.

```
02/29/2020                               Employee Check List
13:54:11                               ABC DISTRIBUTION
                                           From 09/01/2017 thru 09/30/2017
                                           Page 1

COOMER      EDITH COOMBS                SS# 999-99-9999

Date      Check No.  Type      Income  Amount  Deductions  Amount  Check  Obligations  Amount
09/01/2017 101504  BONUS      500.00  7.25    MEDICR      456.25  7.25
                240                31.00    SOCSEC
                5.50             STLTX      27.00
                65.25
Check Totals      500.00  43.75
Employee Totals  500.00  43.75  65.25
```

Print Employee Insurance Eligibility (py:o_inslst)

Menu Path 1-4-3-j

Run this report to review hire and rehire dates to see when the employees may be eligible for insurance based on the company's waiting period for benefits. For example if the company policy is that an employee must be employed for 90 days before being eligible for coverage and you are running payroll for April 1 through April 15 run the report for January 1 through January 15 to list any employees hired or rehired

Update Medical Data (py:i_medcl)

Menu Path 1-4-3-k-1

Used to store HIPAA data (per the Health Insurance Portability and Accountability Act).

Code	Medical Reason	Date	Medical Note
1 TET	Tetanus	10/04/2017	5 year vaccination
3 FLU	Annual Flu Vaccine	09/15/2019	First annual
2 HEP1	Hepatitis	10/11/2019	First of 3 shots, next in 1 month
2 HEP1	Hepatitis	11/12/2019	Last shot

Print Medical Data (py:o_medcl)

Menu Path 1-4-3-k-2

01/27/2020 16:49:23 Employee Medical Dates ABC DISTRIBUTION Page 1

Medical Reason / Note	Date
CEDEEP ELSA CEDENO	
1 Tetanus 5 year vaccination	10/04/2017
2 Hepatitis Last shot	11/12/2019
2 Hepatitis First of 3 shots, next in 1 month	10/11/2019
3 Annual Flu Vaccine First annual	09/15/2019

Update Workmans Comp (py:i_wcnote)

Menu Path 1-4-3-k-a

This program is used to enter notes on worker's compensation claims.

Update Workmans Comp

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Employee

Class Note Date

Notes:

Michael tripped over a cord today in Mike's office and split head open. Mike took him to the hospital and he required 12 stitches. Claim will be filed

Employee Workmans Comp Report(py:o_wcnote)

Menu Path 1-4-3-k-b

```
01/27/2020      Employee Workmans Comp Report
16:57:48              ABC DISTRIBUTION                      Page 1

COCHMD  COCHRANE, MICHAEL D                200
01/27/2020                                REPORT
Michael tripped over a cord today in Mike's office and split
head open. Mike took him to the hospital and he required
12 stitches. Claim will be filed
-----
```

PAYROLL CHECKS SUBMENU

Update One Time Income (py:p_oneinc)

Menu Path: 1-4-1-1-1

This program is used to add one time income to an employee's paycheck. The Create payroll program will look at the start date to determine which payroll run to add it to and then when added to a payroll the Used date is updated.

Update one Time Income

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Income: BONUS
BONUS PAY

Employee: CEDEEP
CEDENO, ELSA P

Income Dates
Start: 01/31/2020
Used:

Income Amount
2,000.00

Print Income Entries (py:o_oneinc)

Menu Path: 1-4-1-1-2

This report program prints One Time Income entries.

Start	Employee	Amount	Date Used
01/29/2020	One Time Income		Page 1
16:46:09	ABC DISTRIBUTION		
Income BONUS	BONUS PAY		
01/31/2020	CEDEEP CEDENO, ELSA P	2,000.00	

	Income BONUS Total	2,000.00	

Report Totals		2,000.00	

Employee Income Changes (py:o_einccg)

Menu Path: 1-4-1-a-1

Prints a list of any employees that have had a change in their income within the date range specified.

Src Code	Description	Rate	Start	Stop	Type
01/29/2020	Hourly Employee Income Changes				Page 1
16:57:38	ABC DISTRIBUTION				
	01/01/2009 through 01/31/2020				
ELSA CEDENO	CEDEEP				
W BASE	New Hire	10.00	01/01/2017	12/31/9999	Add
W BASE	New Hire	10.00	01/01/2017	12/31/9999	Chg
MICHAEL COCHRANE	COCHMD				
W BASE	Promotion to supervisor	22.00	05/15/2019	12/31/9999	Add
W BASE	Base start pay	14.00	01/01/2017	12/31/2017	Add
W BASE	Increase	16.00	01/01/2018	12/31/2018	Add

Payroll Simulation (py:p_autosm)

Menu Path: 1-4-1-a-2

This program works just like the Create Payroll program and is used to create simulated payroll entries so the user can verify payroll before running the actual payroll.

Display Simulation Results (py:i_paysim)

Menu Path: 1-4-1-a-3

This program works just like the Update Payroll Entries program and displays the results of the payroll simulation.

Simulation Detail List (py:o_simlst)

Menu Path: 1-4-1-a-4

This report is just like the Print Payroll Entries report and lists all of the detail records generated from the last simulation run including earnings, deductions and obligations.

Direct Deposit Review List (py:o_dirdep)

Menu Path: 1-4-1-a-5

Lists employees signed up for direct deposit



```
01/29/2020                               Direct Deposit List                               Page: 1
17:08:39
```

Employee	Dir	Pre	Ded	Routing	Bank Account	Start Date	Stop Date
CEDEEP ELSA P CEDEMO							
	N		401K	123456789	652145252	03/21/2023	12/31/9999
KENTCR CLARK R KENT							
	Y		N	12500002	1253477884321		
MORGJP JOSEPH P MORGAN							
	Y		N	12500008	74927645921		
SLAUEB ENOS B SLAUGHTER							
	Y		N	12500003	9351863983		
SMITRN ROGER N SMITH							
	Y		N	012500037	96292167383		
STENCP CASEY P STENGEL							
	Y		N	012500037	9087328821		

Create Automatic Payroll (py:p_autopy)

Menu Path: 1-4-1-a-6

Modified to add processing for bonus only checks and now looks at begin and end date values for all income and deduction codes for validation.

Update Time Cards (py:i_timcrd)

Menu Path: 1-4-1-b

Added fields in the header detail section to display Vacation and Sick time used and net available.

Vacation Time		Sick Time	
Allowed	98.48	Allowed	54.16
Used	0.00	Used	0.00
Net	98.48	Net	54.16

Print Time Cards (py:o_timcrd)

Menu Path: 1-4-1-c

Added totals for Time cards at the end of the report.

```
=====
Grand Totals: 102000000-000                192.00      2,950.00
=====

                Hours      Amount
                -----
Grand Totals for Timecards:                192.00      2,950.00
```

Print Garnishment Deductions (py:o_garnish)

Menu Path: 1-4-1-e-c

Prints a listing of employees that had their wages garnished for the date range entered.

Post Payroll Entries (py:p_pypost)

Menu Path: 1-4-1-h

Added code to distribute earning and obligations between departments worked in by the allocation table in the employee master.

Print Supervisor Check Approval (py:o_chkapp)

Menu Path: 1-4-1-i-b

```
10/13/2017          Department Payroll Check Approval          Page 1
17:52:07              ABC DISTRIBUTION
                          Check Date 09/01/2017

Department 000 ADMIN. OFFICE

Group  Employee                Hours  O.T.  Bonus  Check
      HUBBCE CARL HUBBELL        0.000 0.000  0.00  101500
MGMT  MCCLEM ERIN MCLELLAND      0.000 0.000  0.00  101501
MGMT  MEDWDR DONALD MEDWICK      0.000 0.000  0.00  101502
MGMT  SMITHP HARRY SMITH          0.000 0.000  0.00  101503

Number of Checks      4
```

Print Employee Effective Rate (py:o_effrte)

Menu Path: 1-4-1-i-c

This report lists effective hourly rate for each employee and also includes bonuses.

Print Expense Distributions (py:o_alcrpt)

Menu Path: 1-4-1-i-d

This report lists distribution of payroll expense where employees worked in multiple departments (in this example all employees worked in the same department so no allocation shows)

01/29/2020
17:14:31

Allocate Expenses Report
ABC DISTRIBUTION
Payroll Ending 09/30/2017

Page 1

-----Posted-----				-----Allocation-----				
Code	Amount	Account	Dept	Hours	%	Amount	Account	Dept
HUBBCE	HUBBELL	CARL		Worked Hours				
MEDICR	11.60	614000000	000					
SOCSEC	49.60	614000000	000					
STSUTA	43.20	614000000	000					
MCCLEM	MCLELLAND	ERIN		Worked Hours				
MEDICR	11.60	614000000	000					
SOCSEC	49.60	614000000	000					
STSUTA	43.20	614000000	000					
MEDWDR	MEDWICK	DONALD		Worked Hours				
MEDICR	11.60	614000000	000					
SOCSEC	49.60	614000000	000					
STSUTA	43.20	614000000	000					
SMITHP	SMITH	HARRY		Worked Hours				
MEDICR	23.20	614000000	000					
SOCSEC	99.20	614000000	000					
STSUTA	86.40	614000000	000					

PAYROLL REPORTS

Print Payroll Analysis (py:o_anapay)

Menu Path: 1-4-2-a-c

10/13/2017
17:56:32

Payroll Account Analysis

Page 1

Employee	Pay Date	ROP Date	Typ	Code	Amount	Acct	Dept
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Chk	CHECK	456.25	102000000	000
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Ern	BONUS	500.00	610000000	100
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Ded	MEDICR	7.25	217100000	100
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Ded	SOCSEC	31.00	217000000	100
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Ded	STLTAX	5.50	218000000	100
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Ob1	MEDICR	7.25	614000000	100
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Ob1	SOCSEC	31.00	614000000	100
COOMER COOMBS EDITH	09/01/2017	09/30/2017	Ob1	STSUTA	27.00	614000000	100

Workers Comp Detail (py:o_wcdetl)

Menu Path: 1-4-2-n

This report lists worker's comp earnings paid to employees for date range specified

Insurance Premium Reconcile by Department (py:o_insrpt and py:o_insrpa)

Menu Path: 1-4-2-o-1 and 2

These reports let you compare the employees that had deductions and obligations to the bill from your insuranc company. The first one is sorted by department and the second is sorted alphabetically.

02/29/2020		Reconcile Insurance Premiums			Page		1
13:59:36		ABC DISTRIBUTION					
For dates from 09/01/2017 thru 09/30/2017							
Employee	Social Sec	-----Medical Insurance-----			---Life Insurance---		
		Employee	Employer	Total	Empl	Empr	Total
Department 000 ADMIN. OFFICE							
HUBBCE CARL HUBBELL	999-99-9999			0.00			0.00
MCCLEM ERIN MCLELLAND	999-99-9999			0.00			0.00
MEDWDR DONALD MEDWICK	999-99-9999			0.00			0.00
SMITHP HARRY SMITH	999-99-9999			0.00			0.00
000 ADMIN. OFFICE Total				0.00			0.00
Department 100 EAST DIST. CENTER							
COOMER EDITH COOMBS	999-99-9999			0.00			0.00
100 EAST DIST. CENTER Total				0.00			0.00
Total Insurance Premiums				0.00			0.00

02/29/2020		Reconcile Insurance Premiums			Page		1
14:03:51		ABC DISTRIBUTION					
For Dates from 09/01/2017 thru 09/30/2017							
Employee	Social Sec	-----Medical Insurance-----			---Life Insurance---		
		Employee	Employer	Total	Empl	Empr	Total
COOMER EDITH COOMBS	999-99-9999			0.00			0.00
HUBBCE CARL HUBBELL	999-99-9999			0.00			0.00
MCCLEM ERIN MCLELLAND	999-99-9999			0.00			0.00
MEDWDR DONALD MEDWICK	999-99-9999			0.00			0.00
SMITHP HARRY SMITH	999-99-9999			0.00			0.00
Total Insurance Premiums				0.00			0.00

EEOC Reporting (py:o_eeo1)

Menu Path: 1-4-2-p

Prints information needed to fill out the Equal Employment Opportunity Commission form required from employers that have 100 or more employees.

Plant 2	Job Category		Hispanic		Male						Female						
			M	F	W	B	H	A	I	T	W	B	H	A	I	T	
	Executive/Sr Official	1.1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Managers/Mid Officials	1.2	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
	Professionals	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Technicians	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sales Workers	4	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0
	Administration	5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
	Craft Workers	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Operatives	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Laborers & Helpers	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Service Workers	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Totals		0	0	1	1	0	1	0	0	1	0	0	0	0	0	4

Affordable Care Act Tracking (py:a_acatrk)

Menu Path: 1-4-2-q

This a report that is printed on a monthly basis and sent to O’Hair’s insurance provider to complete the reporting requirements for the government under the affordable care act.

Affordable Care Act Tracking

File Navigate Help

10/26/2017 09:00:57

Affordable Care Act Tracking
ABC DISTRIBUTION
Dates 09/01/2017 through 09/30/2017

Page 1

Dept	Employee		Date Hired	Date Rehired	Date Terminated
000	TOBRA BRAND	THOMAS	09/01/2017		
000	CEDEEP CEDENO	ELSA	07/03/1998		
200	COCHMD COCHRANE	MICHAEL	06/30/2011		
100	COOMER COOMES	EDITH	05/18/2011		
100	DICKWT DICKEY	WILLIAM	08/16/2011		
000	ERSKCN ERSKINE	CARL	02/14/2010		
000	FELLRN FELLER	ROBERTO	10/31/2009		
000	HAUSER HAUSER	J.D.	09/29/2012		
000	HOUKRT HOUK	RALPH	03/08/2011		
300	HOWARD HOWARD	ELOISE	12/13/2010		
000	HUBBCE HUBBELL	CARL	12/04/2009		

Print Employee Birthday List (py:o_brthdy)

Menu Path 1-4-3-b-e

This report allows user to select the month they want to see birthdays for.

07/22/2017 12:20:25

Employee Birthday List
ABC DISTRIBUTION

Page 1

Employee	Birthday
MATHCT CHRIS MATHEWSON	01/02/1978
WAGNHP HONUS WAGNER	01/05/1979
SAINJK JONATHON SAIN	01/18/1980
THOMDS DANIEL THOMAS	01/29/1978
HOUKRT RALPH HOUK	02/01/1975
UECKRR ROBERT UECKER	02/01/1978
CEDEEP ELSA CEDENO	02/09/1970
WILSLM LOUIS WILSON	02/13/1977
SMITHP HARRY SMITH	02/20/1974
COCHMD MICHAEL COCHRANE	03/01/1977
PINKEM ELLEN PINKERTON	03/11/1978
LANDJW JERRY LANDIS	03/12/1975
PARKAT ALBERT PARKINSON	03/12/1979

Employee Seniority List (py:o_senlst)

Menu Path 1-4-3-b-f

Lists seniority dates entered using the Employee Dates program.

07/22/2017	Employee Seniority List	Page	1
12:21:27			
Employee		Seniority	Amount
COOMER	EDITH COOMBS		
DICKWT	WILLIAM DICKEY		
HAMMHU	MAXWELL HAMMER		
HAUSER	J.D. HAUSER		
HUBBCE	CARL HUBBELL		
JACKJE	JOSEPHINA JACKSON		
LANDJW	JERRY LANDIS		
LEMORP	ROBERT LEMON		
MCCLEM	ERIN MCLELLAND		
MEDWDR	DONALD MEDWICK		
PACKBL	BARNEY PACKWOOD		

Employee Test Scores(py:o_emptst)

Menu Path 1-4-3-b-g

07/22/2017	ABC DISTRIBUTION	Page	1
12:12:29	Employee Test Scores		
	Line Code	Test Name	Score Date
CEDREP	ELSA CEDENO		
	10 POLICY	Employment Policies	98.000 03/22/2017

Employee Years of Service(py:o_wrkyrs)

Menu Path 1-4-3-b-h

07/22/2017		Years of Service Report				Page 1	
12:22:59		ABC DISTRIBUTION				Reference Date 12/31/2016	
Employee			Job Code	Age	Hired	Rehired	Years Srv
MORGJP	MORGAN	JOSEPH	P OFFCER	39.23	08/01/1985		31.44
SMITRN	SMITH	ROGER	N OFFCER	43.24	02/01/1991		25.93
STENCP	STENGEL	CASEY	P ADMIN	43.66	01/16/1992		24.98
CEDEEP	CEDENO	ELSA	P MRU1	46.92	07/04/1992		24.51
SLAUEB	SLAUGHTER	ENOS	E MGMT	42.70	02/01/2003		13.92
LANDJW	LANDIS	JERRY	W MGMT2	41.84	06/18/2003		13.55
SMITHP	SMITH	HARRY	P MGMT	42.89	09/13/2003		13.31
FELLRN	FELLER	ROBERTO	N MGMT	40.53	11/02/2003		13.17
KENTCR	KENT	CLARK	R ADMIN	42.53	12/02/2003		13.09
HUBBCE	HUBBELL	CARL	E MGMT	40.10	12/06/2003		13.08
MCCLM	MCLELLAND	ERIN	M MGMT	40.03	01/18/2004		12.96
MATHCT	MATHEWSON	CHRIS	T SALES	39.02	02/13/2004		12.89
ERSKCN	ERSKINE	CARL	N MGMT	41.57	02/16/2004		12.88
PINKEM	PINKERTON	ELLEN	M SALES	38.84	02/18/2004		12.88
MEDWDR	MEDWICK	DONALD	R MGMT	41.67	03/11/2004		12.82
PIPPWL	PIPP	WALLACE	L SALES	37.52	05/26/2004		12.61
TRAYPS	TRAYNOR	PAUL	S SALES	40.11	06/12/2004		12.56
PACKBL	PACKWOOD	BARNEY	L SALES	38.33	06/13/2004		12.56
TWEECB	TWEEZER	CECIL	E SALES	40.33	11/02/2004		12.17
HOWAED	HOWARD	ELOISE	D SALES	39.56	12/14/2004		12.05
-----	-----	-----	-----	-----	-----	-----	-----

Employee Wage Listing (py:o_empwag)

Menu Path 1-4-3-b-i

07/22/2017		Employee Wage List				Page 1	
12:25:53		ABC DISTRIBUTION				Date Hired	
Employee		Job Code	Position	Date Hired	Wage		
000	ADMIN. OFFICE						
CEDEEP	ELSA CEDENO	MRU1	Supervisor	07/04/1992	10.00		

Employee Check Stub Listing (py:o_chkstb)

Menu Path 1-4-3-b-k

10/13/2017 Employee Checks Page 1
 17:45:28 ABC DISTRIBUTION
 Check Dates 09/01/2017 thru 09/30/2017

COOMER EDITH COOMBS

Check Number 101504 Gross Earnings 500.00
 Check Date 09/01/2017 Total Deductions 43.75
 Net Check Amount 456.25

Description	-----Earnings-----				-----Deductions-----	
	---Current---		---Year to Date---		--Current--	---YTD---
	Hours	Amount	Hours	Amount	Amount	Amount
BONUS PAY		500.00		500.00		
					SOCIAL SECURITY PART OF F	31.00 31.00
					MEDICARE PORTION OF FICA	7.25 7.25
					SEATTLE LOCAL TAX	5.50 5.50

Employee Wage and Hours (py:o_hrdwag)

Menu Path 1-4-3-b-l

10/13/2017 Employee Hours and Wages Page 1
 17:46:25 ABC DISTRIBUTION
 End of Period Dates 09/01/2017 through 09/30/2017
 Income REGHR REGULAR HOURLY PAY

Employee	Hours	Amount
000 ADMIN. OFFICE		
HUBBCE CARL HUBBELL	80.0	800.00
MCCLEH ERIN MCLELLAND	80.0	800.00
MEDWDR DONALD MEDWICK	80.0	800.00
SMITHP HARRY SMITH	80.0	1,600.00
Department Total	320.0	4,000.00

Employee Census (py:o_ecnus)
Menu Path 1-4-3-b-m

09/11/2017
 15:50:18

Employee Census
 ABC DISTRIBUTION
 Active Employees

Page 1

Empl	Last Name	First Name	MI	Birth Date	Gender	Type	Pos	Description
	000 ADMIN. OFFICE							
CEDEEP	CEDENO	ELSA	P	02/08/1976	F	S	S	INTERNAL CONTROLLER
COCHMD	COCHRANE	MICHAEL	D	02/28/1983		S		SALESPERSON
COOMER	COOMBS	EDITH	R	11/30/1982		H		SALESPERSON
DICKWT	DICKEY	WILLIAM	T	03/16/1985		H		SALESPERSON
ERSKCN	ERSKINE	CARL	N	06/16/1981		H		MANAGEMENT LEVEL 1
FELLRN	FELLER	ROBERTO	N	06/30/1982		H		MANAGEMENT LEVEL 1
HAMMMU	HAMMER	MAXWELL	U	06/11/1985		H		SALESPERSON
HAUSER	HAUSER	J.D.		08/02/1973		S		LAND MANAGEMENT
HOUKRT	HOUK	RALPH	T	01/30/1981		S		CLERK
HOWARD	HOWARD	ELOISE	D	06/20/1983		H		SALESPERSON
HUBECE	HUBBELL	CARL	E	12/02/1982		H		MANAGEMENT
JACKJE	JACKSON	JOSEPHINA	E	04/13/1982		H		SALESPERSON

Holiday Eligibility (py:o_elig)
Menu Path 1-4-3-b-n

Holiday Eligibility Report is an exception report that lists the employees that are not eligible for holiday pay within a given pay period. Enter a beginning pay period (must be the 1st or 16th of the month) and program will calculate the eligibility date which is six months back from pay period entered. If the employee was hired after this calculated date they do not received holiday pay.

Non Eligible Holiday Selection Criteria

File

Beginning Payperiod Date: 08/01/2017

Holiday Eligibility Date: 02/01/2017

OK Cancel

Enter the Beginning Date of the payperiod containing the holiday. (required)

```

10/09/2017          Holiday Eligibility List
17:40:29           ABC DISTRIBUTION
                   Payperiod= 09/01/2017   Eligibility= 03/01/2017
                   Page 1
Employee           Hired
100 EAST DIST. CENTER
WRIGCP CLAUDETTE WRIGHT           09/12/2017

```

This report assists HR in answering employee questions about holiday pay.