

Fitrix™

Payroll ♦ User Guide

Version 3.90

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Fourth Generation Software Solutions
2814 Spring Road, Suite 300
Atlanta, GA 30039

Corporate: (770) 432-7623
Fax: (770) 432-3448
E-mail: info@fitrix.com

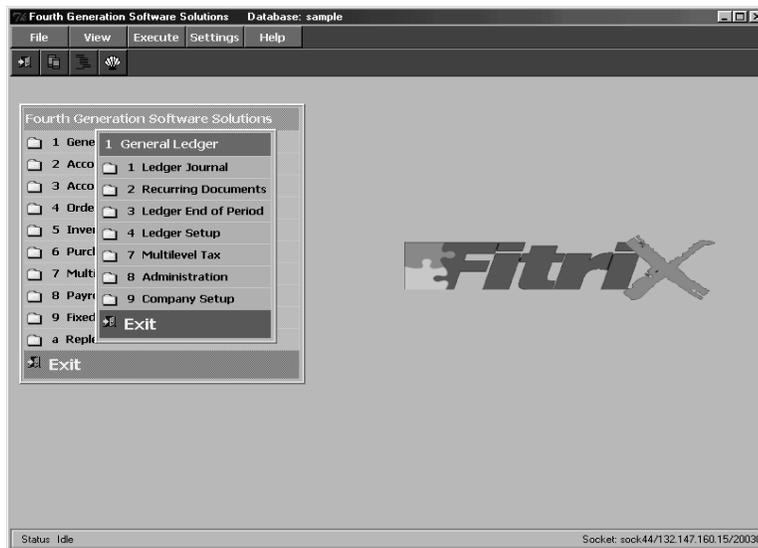
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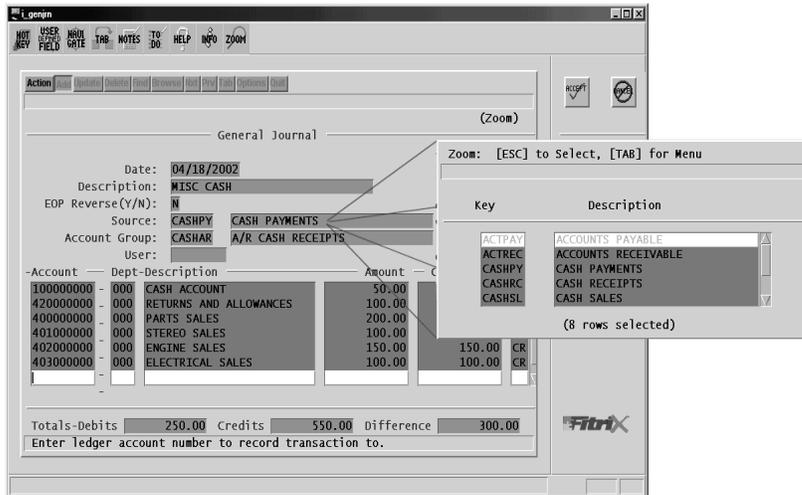
Welcome to the Fitrix Payroll User Guide. This manual is designed to be a focused step-by-step guide. We hope that you find all of this information clear and useful.

Although the pictures in this manual are all of character based screens, please keep in mind that all of our products offer the option of being viewed in a graphic based Windows screen. Examples of graphic based product viewing modes are shown below in Example 1 and Example 2.



Example 1: Menu Graphical Windows Mode

Here is another example:



Example 2: Data Entry Graphical Windows Mode

Displaying our products in graphic mode, as shown in Example 1 and Example 2, is customary for many Fitrix product users.

However, your viewing mode is a user preference. Changing from character based to graphical based is a product specific procedure, so if you wish to view some applications in character mode, and some in graphical mode, that can be done as well.

If you have any questions about how to view your products in graphical mode, please consult your Installation Instructions or contact the Fitrix helpdesk at 1(800)374-6157. You can also contact us by email: support@fitrix.com. Please be prepared to offer your name, your company, telephone number, the product you are using, and your exact question.

We hope you enjoy using our products and look forward to serving you in the future.

Thank You,
Fourth Generation

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1

Introduction to Payroll

Thank you for purchasing the Fitrix Payroll package. This program will allow you to manage all of your payroll needs accurately and efficiently. It has all of the features you will need to handle everything from initial setup, to payroll transactions, through end-of-year reports.

Based on Fitrix Language Technology, the Payroll module is designed to support complete modifiability; your system may be completely tailored to meet your needs. Though this product is designed to interface with all *Fitrix* Modules, it may also be used as a stand-alone package.

General Description

Fitrix Payroll is designed with the flexibility to accommodate almost any payroll requirement while remaining simple to use. Most of the details are managed during setup and maintenance rather than being required for day-to-day operation. The basic data upon which payroll depends is organized to be intuitive and easy to maintain.

Fitrix Payroll's look and feel closely follow the user conventions established by popular spreadsheet and word processing programs. Whenever users need access to data, they can call up a window to display the needed information. Users learn the system faster and make fewer mistakes.

The use of the latest database technology means users have unparalleled data access. No longer do users have to search for or memorize hundreds of codes. By using simple "query-by-forms," context-sensitive information is readily available.

Fitrix Payroll permits the creation and processing of disbursements through fully-automated or manual entries. Each record can contain individual or global limits for any deduction or obligation, while allowing user-defined "frequencies" for each deduction. Employee records automate sick leave and vacation pay tracking through managing the accrual and corresponding payment of these hours.

With the flexibility of Fitrix Payroll, you can have daily, weekly, bi-weekly, semi-monthly, monthly, semi-annual, or annual pay periods. The system handles both salaried and hourly employees, and gives you the convenience of individual time cards to make payroll processing easy.

You can view payroll entries on-line prior to printing checks in order to verify their accuracy. Payroll entries are completely modifiable prior to printing.

Fitrix Payroll also completely supports direct deposit and is designed to NACHA standards.

Summary of Features

- Deductions/obligations based on gross, taxable, FICA or FUTA wage base
- Custom tax table capability (percentage method)
- User-defined default values
- Expense/liability accounting supported
- Definable income categories
- Modifiable employee record files
- Immediate access to employee records
- Unlimited number of employees
- Payroll generation from time cards or default value
- Supports magnetic media reporting
- Pre-printed from alignment capability
- On-line personnel records
- Complete flexibility in maintaining income, deduction, and obligation schedules
- User-defined sick and vacation accrual schedules
- Complete direct deposit capability designed to NACHA standards
- Ability to create bonus/expense/advance checks at anytime
- Flexibility to run reports by department, employee type, job code, or individual employee
- Ability to run reports in the background

Full range of reports, including:

- Annual W-2 data
- Quarterly 941A data
- Unemployment Tax report

- Payroll Analysis Reports
- Wage & Hour Reports
- Employee Recap Report

2

Overview

This chapter provides an overview of the major tasks and the flow of information in Payroll. Each of the tasks introduced in this chapter will be discussed in greater detail later in this *User Guide*.

This chapter covers:

- n How the payroll system is organized;
- n How employee maintenance uses existing reference files;
- n The flow of information in payroll processing; and
- n The relationship between income, deductions, and obligations.

Synopsis of the Payroll Module

Payroll checks are generated from the information contained in Payroll Entries. Payroll Entries combine data contained in Employee Information files and optional Timecards. You can modify payroll entries as necessary before creating payroll checks.

Payroll Entries are created when you initiate the Create Automatic Payroll process. The system searches the Employee Information records and creates a Payroll Entry for each employee who is due to be paid according to the employee's pay period and the date the employee was last paid (both of which are found in the employee's information file).

Alternately, you can create a Payroll Entry when an employee is NOT due to be paid by adding a Payroll Entry manually. You might choose to do this when you need to cut an expense check, for example, or when an employee is leaving the company and will be receiving his or her final paycheck before the next regular pay period.

Regardless of whether you create a Payroll Entry automatically or manually, it will consist of income, deduction, and obligation amounts according to the specific codes in the individual employees' information files. An automatic Payroll Entry may also contain income information from a Timecard.

Once a Payroll Entry has been created, you can modify it so that it accurately reflects the current pay period. For example, you may need to show that an employee used two days of vacation time, or that he or she worked 16 hours of overtime this period. You would manually enter that information into the Payroll Entry.

Codes

As mentioned, Payroll Entries contain information according to codes found in Employee Information files. There are codes for income, deduction, and obligation schedules, as well as for accrual methods. For more information on the concepts of income, deductions, and obligations, see the discussion later in this chapter, "Income, Deductions, and Obligations" on page 2-20.

An Income Code represents a specific schedule for accumulating income. Codes can be created for all types of income such as hourly, salaried, expense reimbursement, advance pay, and so forth. An Income Code specifies the rate

at which that type of income will be paid, the type of income it represents (such as hourly, salaried, or expense) and other default information. Similarly, a Deduction Code represents a specific schedule for calculating deductions, specifying (among other things) the wage base that the deduction will be based on and the wage base that the deduction will reduce. An Obligation Code represents a specific schedule for calculating an employer's obligation, such as FUTA, FICA, or 401(k) contributions, associated with a particular payroll entry.

An Accrual Code represents a specific method for accruing vacation or sick leave. A particular accrual code specifies how often leave will accrue, how much leave will accrue for a given period of time, and the amount of time that must elapse after the employee has been hired before he or she begins to accrue sick or vacation leave. The use of Accrual Codes is optional, but using them can simplify data-entry dramatically. You can choose whether or not leave should accrue for a specific payroll or check. For example, you may not want leave to accrue for a bonus, expense, or advance check.

Setup

During setup each individual code and its defining features is entered into its respective reference file (income codes are entered into the Income Codes reference file, deduction codes are entered into the Deduction Codes reference file, and so forth). Then the appropriate codes are entered into each Employee Information file so that an employee's file contains all of the appropriate income, deduction, obligation, and accrual codes for that employee.

You may also choose to use Employee Types. The use of Employee Types is completely optional. They exist only to save time in setup and in maintaining employee data. The larger the number of employees that you have, the more sense it makes to define and use Employee Types.

An employee type can be thought of as a "template" for setting up information files for similar employees. An Employee Type will contain all of the income, deduction, obligation, and accrual information for that type of employee. Then, when you set up an employee, you simply enter the appropriate Employee Type code, and all of that information is automatically entered into the Employee Information file. Using Employee Types can reduce your data-entry burden dramatically.

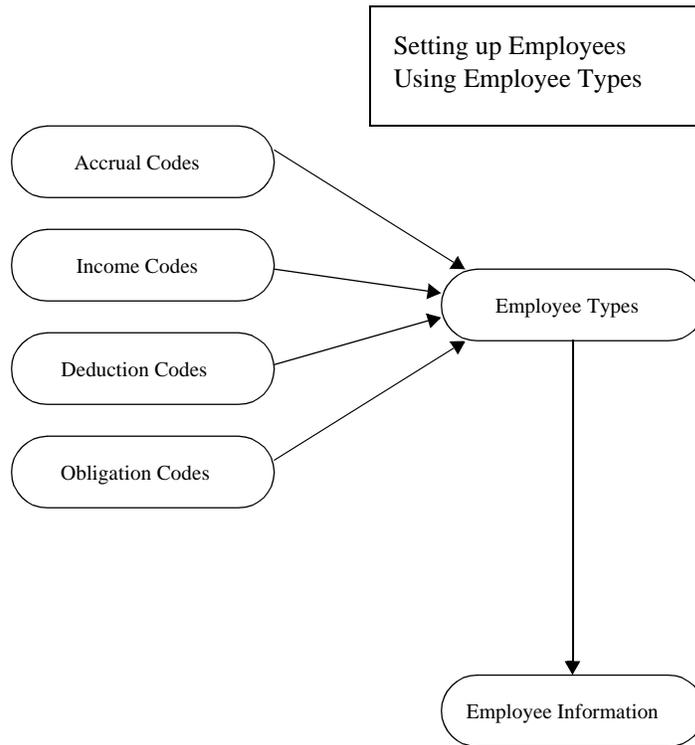
For example, suppose your company has 20 employees. Fifteen employees are paid with an hourly income code. Five employees are paid with a salaried income code. All other income information is the same for the two employee types.

You could enter the rate information in one of three different ways:

1. You could enter the hourly or salary rate for each employee in his or her employee information file.
2. You could create two different Income Codes: one with an hourly rate and the other with a salary rate. To enter this information at the employee level, you must enter the correct income code at the employee level.
3. Or you could create two different Employee Types: HRLY and SALARY, and define each type by its corresponding pay method. Enter the Employee Type code into the Employee Information file, and the correct income code with its corresponding rate is automatically entered into the employee information file.

Any information from the Employee Type file that is not appropriate for the individual employee can be overridden at the Employee Information level, simply by entering the correct information.

The relationship of the files in setting up the payroll module using Employee Types can be illustrated as follows:

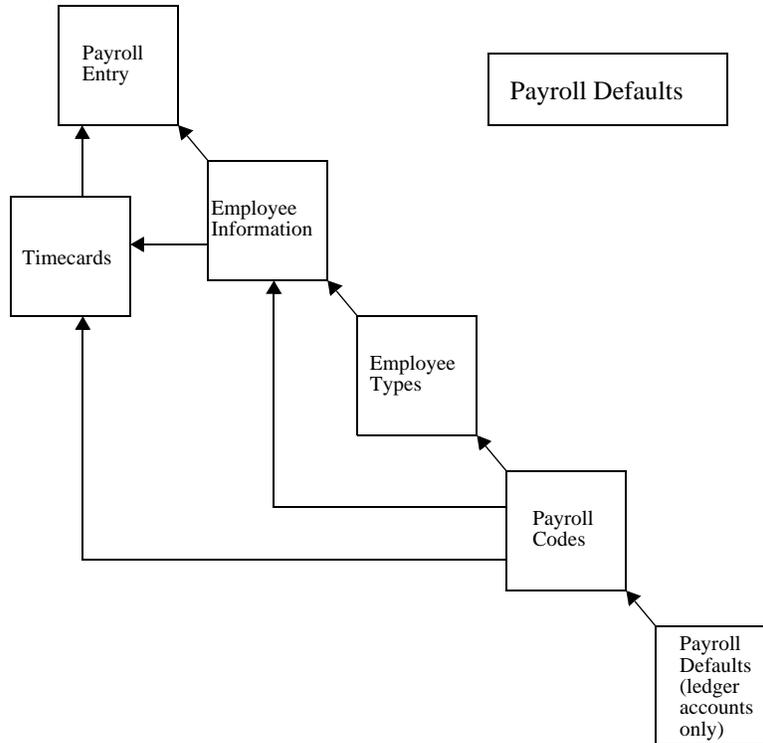


Payroll Defaults

Understanding the structure of the payroll defaults will help you take full advantage of the features of the payroll module while minimizing the amount of maintenance you will have to do.

The default structure determines the information that goes into creating a Payroll Entry. Any information that is not supplied at a particular level is supplied by the next-lowest level where that information is present. The information entered at the codes level (that is the income, deduction, obligation, and accrual codes) becomes part of the Employee Types file (if Employee Types are being used). Specific information that came from the payroll codes can be changed at the Employee Type level, where necessary to suit the employee type. The information from a specified employee type becomes part of an Employee Information file, where it can then be changed, when necessary, to suit the individual employee. When a Payroll Entry is created, the information in the Employee Information file gets carried into the Payroll Entry. The Payroll Entry can be modified where necessary to accurately reflect the employee's information for that particular pay period.

The Payroll Defaults file is the lowest default level. It contains default ledger account information (Account Number and Department). The ledger accounts specified at the System Defaults level will be applied to any payroll created where ledger accounts are not overridden at a higher level.



The default system is organized so that you can enter information common to most employees in only one place in order to save yourself the time and effort involved in entering *and maintaining* that information for every employee.

For example, say your company has 500 employees. Your Medical Insurance deduction is the same for all employees. You could define that same rate in each of the 500 employees' records. If the rate should change, you will have to enter the change in each employee record—500 changes! If you want to take advantage of the system defaults, set up the Medicare rate at the system level

(that is, in the Deduction Codes file) then in the employee records, leave the rate for that deduction null. If the Medicare rate changes, simply enter the new amount in the Deduction Codes file—once.

The default hierarchy can be a very powerful tool. When used correctly it can save time and make data entry and transaction processing much easier. Take the time to plan your strategy and understand your needs BEFORE you set up your defaults.

Employee Maintenance

Once the Income, Deduction, and Obligation Codes have been entered into their reference files, you can set up the Employee Information files. Each employee has his or her own Employee Information file which is identified by a unique Employee ID Code.

An Employee Information file actually consists of five connected screens: the Employee Information Main screen, the Extended Information screen, and Income, Deduction, and Obligation Detail screens into which you enter the codes representing the income, deduction, and obligation schedules that are to be used when a Payroll Entry is created.

If you have set up Employee Types, you will enter the Employee Type code, which will cause the system to automatically enter all the Income, Deduction, and Obligation codes and defaults defined for that Employee Type into the employee's file. Doing this will save you from having to repeatedly enter this information.

Standard employee maintenance transactions are performed using the Update Employee Information option. When a new employee is hired, add the employee into the system by adding a new Employee Information file. Terminate an employee by entering the employee's last day into the Term field of the Employee Information file. Then cut the final paycheck, if necessary, using the Update Payroll Entries option. If an employee goes on an unpaid leave of absence, set the value in the Hold Pay field to Y. That will prevent the Create Automatic Payroll option from creating a check for that employee. When the employee returns from leave, set the Hold Pay flag back to N.

The Last Pay field in the Employee Information file represents the last date on which the employee was paid. The Create Automatic Payroll option uses this date, together with the employee's pay period, to determine whether an employee is due to be paid. When you run Create Automatic Payroll, or create a payroll check manually, the Last Pay field is automatically updated.

When you create a bonus or expense check, you can prevent the Last Pay field from being updated by answering Y to the Bonus Check? prompt, so that the employee will still be paid at the next regular run of Create Automatic Payroll.

You can easily change employee pay rates with the Change Rates option on the Payroll Utilities submenu (4-h-a). You can change rates of an income, deduction, or obligation code by either a percentage or a flat rate. You can update rates for one employee, a group of employees, all employees, an employee type, or a department.

The quarter-to-date and year-to-date accruals are system-maintained and cannot be modified. The Print Accruals Edit List option on the Payroll Utilities submenu (4-h-b) can be used to print a copy of the accrual information. Use the Restore Employee Accrual option (4-h-c) to verify that the information in the accruals is accurate. The program will compare all of the values in the activity tables with the values in the employee information files. If there are any discrepancies, the values in the employee information files will be updated.

Processing Payroll

At each pay period, you will need to process payroll. All of the options used for processing payroll are found on the Payroll Checks menu. Most of the time you will create standard payroll entries, using Create Automatic Payroll. Sometimes, however, standard payroll entries are not appropriate, so you will want to create payroll entries manually.

Creating Standard Payroll Entries

The order of the steps in processing a standard payroll are as follows:

First, if you are using Timecards to enter income information, update the timecards. Use the Update Timecards option (1-b).

Then run your payroll using the Create Automatic Payroll option (1-a). Create Automatic Payroll generates a Payroll Entry for each employee due to be paid at this time (according to the date last paid, and the employee's pay period). A Payroll Entry consists of all of the income, deduction, and obligation information for the employee for this pay period.

If there are current Timecards for the employee (those that have a Start Date before the End of Period date on the Payroll Entry), the system will create a Payroll Entry using the income information from the employee's Timecard and the deduction and obligation information from the employee's information file. If no time card exists, the system will take all the information from the Employee Information file. Once a time card is used to create a Payroll Entry, it will not be used again.

After Payroll Entries have been created, modify the information in the Payroll Entries where necessary using Update Payroll Entries (1-d). For example, you may need to modify a Payroll Entry to include an employee's bonus or commission, or to reflect sick or vacation time used.

Next, you must print an Edit List to review the information in the Payroll Entries. Use one of the options on the Print Payroll Entries submenu. You can print out a Detailed Edit List or an Exceptions Report. If any of the information is incorrect, correct the information using the Update Payroll Entries option (1-d). Print out an Edit List for the Payroll Entries that were changed

and review the information again. Continue the process until you are satisfied that all the information is correct. Once the information in all Payroll Entries is correct, you are ready to print the paychecks.

Print paychecks using the Print Payroll Checks option (1-f). Once a check is printed, the Print Checks flag in the Payroll Entry is set to N, so that you cannot accidentally create a duplicate payroll check.

After the checks have been printed, you can post entries to the General Ledger and the Payroll Activity Tables. Use the Post Payroll Entries option (1-h). The posting process removes the posted entries from the payroll entries file. The following diagram illustrates the payroll process:

Creating Manual Payroll

In cases where you do not want to create a standard payroll run, you will want to create your Payroll Entries manually. Instances where it would not be appropriate to use automatic payroll would be expense checks, bonus checks, or where the employee has been terminated and will receive his or her final check before the end of the regular pay period.

Create a manual Payroll Entry by using the Add command in the Update Payroll Entries option (1-d). Run and review an edit list, print the checks, and post, following the same steps as in Creating Automatic Payroll.

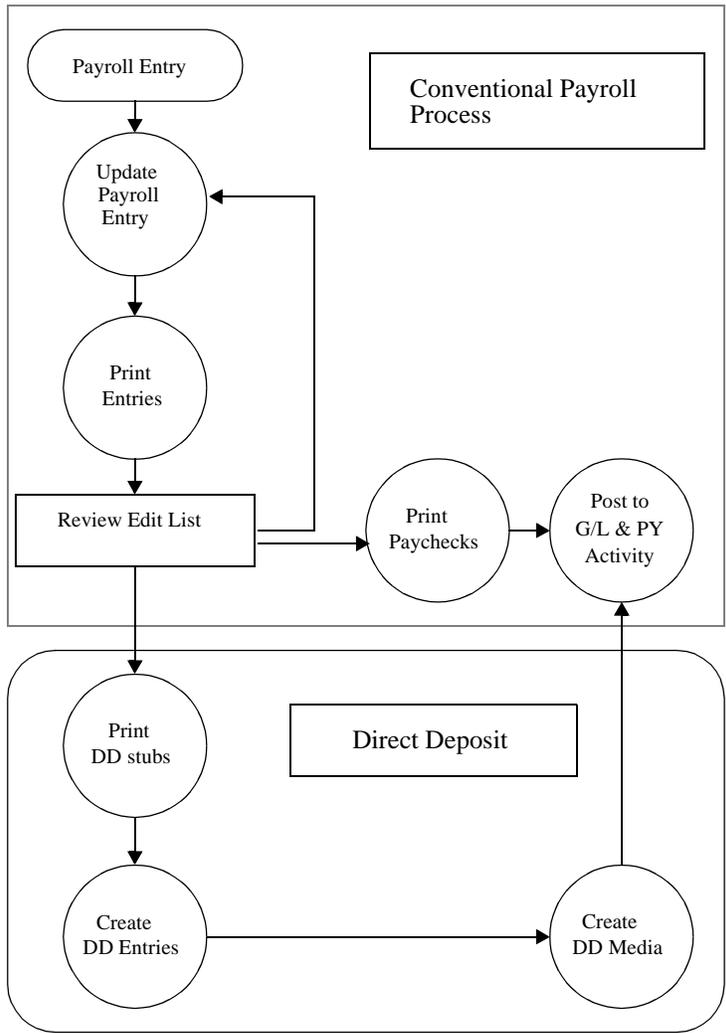
Direct Deposit

The process of creating Direct Deposit paychecks is essentially the same as that for creating traditional (non-direct deposit) checks. In addition to the steps above for creating automatic or manual entries, three additional steps are necessary. (First, make sure the Direct Deposit information is correct in the employee's record.) Instead of printing paychecks, print non-negotiable check forms with the Print Payroll Checks option (1-f). The program automatically prints the words "Non-Negotiable" on the signature line of a check form. You may also want to use pre-printed non-negotiable forms.

Then run Create Direct Deposit Entries (1-g-a), which assembles all of the necessary direct deposit information into the correct format and stores the information in a temporary holding file. Finally, run Create Direct Deposit Media (1-g-b), which transfers the information from the temporary holding file onto the disk which you then deliver to your bank for processing.

Post the Payroll Entries as you would with traditional payroll checks. Since posting removes the Payroll Entries from the Payroll Entries file, be sure your Direct Deposit is correct before posting, because you will not be able to recreate the Payroll Entries once they have been posted.

The Direct Deposit process is illustrated in the following diagram:



Posting

After you have run payroll and printed the paychecks, use the Post Payroll Entries option to post and to update the records. The following is a list of the effects of posting:

Information updated in the Employee Information file:

- Last Pay Date;
- Accrual Information;
- Last Applied Date for deductions;
- Quarter-to-Date information for income, deductions, obligations;
- Year-to-Date information for income, deductions, obligations.

Information updated in the Payroll Activity Table:

- Each row of the payroll detail gets posted to this table. The check amount posts one row, and then each of the detail rows (income, deduction, obligations) posts here;
- Original Journal (always PY);
- Document Number (used to join to transaction table);
- Type (check/income/deduction/obligation);
- Code (income/deduction/obligation code or "CHECK");
- Amount (amount of the income/deduction/obligation code or check amount);
- Number (used to calculate the amount; applies to income only);
- Hours (only applies to Income Codes);
- Rate;
- Account Number;
- Department Code.

Information updated in the Payroll Transaction Table:

- Original Journal (always PY);
- Document Number (used to join to Transaction Table);
- Check Number;
- Pay Date;
- End-of-Period Date.

Information updated in the Base Files Transaction Table:

- Original Journal (PY);
- Document Number (used to join to payroll activity/transaction tables);
- Posting Number (one posting number per posting run);
- Posting Date (date of posting);
- Document Date (payroll date);
- Reference Code (employee code);
- Document Description (Payroll Entry, Void of Document: #).

In addition to the above, if the Post to G/L field in the Payroll Defaults file is set to Y: the following information is updated:

Information updated in the G/L Activity Table:

- Each row of the payroll detail gets posted to this table. The Check amount posts one row, and then each of the detail rows (income, deduction, obligation) posts here;
- Original Journal (PY);
- Document Number (same as PY Tables, Base files, G/L transaction table);
- Account Number (of check, income/deduction/obligation code);
- Department (of check, income/deduction/obligation code);
- Amount (of check, income/deduction/obligation code);
- Credit/Debit (based on what type of account it is and amount).

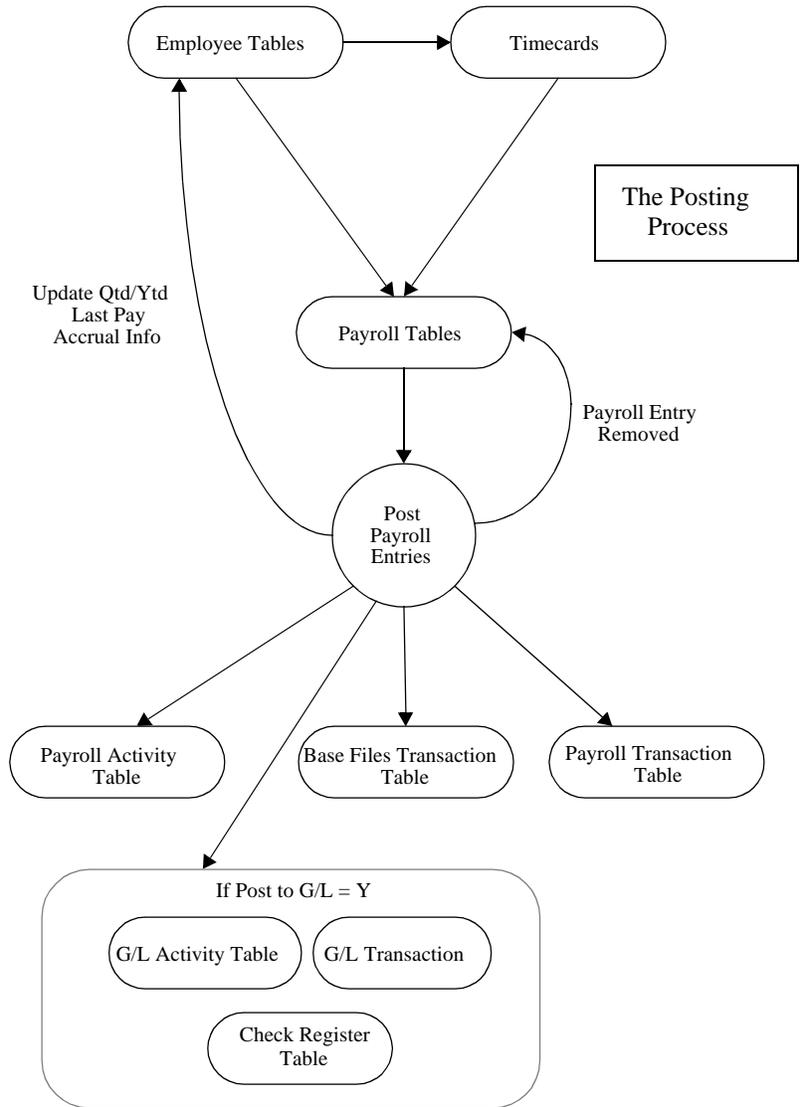
Information updated in the G/L Transaction Table:

- Original Journal (PY);
- Document Number (same as payroll tables, Base files transaction tables);
- Accounting Period (based on Payroll Date);
- Accounting Year (based on Payroll Date);
- Status (status of the Posting—see documentation for G/L).

Posting to Base Files check register Table:

- Original Journal (PY);
- Document Number (could join it to all other tables);
- Account Number (checking account number—Payroll Entry);
- Department (department of the Payroll Entry);
- Check Number;

- Amount (amount of check or void);
- Debit/Credit (depending on whether it is a check or a void);
- Reconciled (N inserted during posting);
- Check voided (N inserted during posting).



Income, Deductions, and Obligations

To better understand payroll transactions, you will need a basic understanding of the three underlying components of any payroll entry: income, deductions, and employer obligations. Together, these three components form the basic structure of all payroll entries.

Income

Income is any source of wages or reimbursement owed or paid to an employee. Examples of income include simple hourly wages, salaried wages, expense reimbursements, pre-paid income, commissions, fringe benefits, and salary advances. All types of income consist of three parts: the income **rate**, the **number** (e.g. hours, pieces, etc...), and the **hours** (if any) actually worked for the income.

The first two elements, Rate and the Number (also known as the "multiplier"), are multiplied together to get the income dollar amount:

$$\text{Rate} \times \text{Number} = \text{Income}$$

The third element, Hours, is used to calculate an income based on the number of hours worked. In an hourly wage type of income, the Number and the Hours worked will, by definition, be the same. For example, an employee might earn \$10.00 per hour worked. If the employee worked 40 hours, the income would be equal to Rate times Hours, where Rate is \$10.00 and Hours equals 40. Number and Hours are both equal to 40. In hourly wage cases,

$$\text{Number} = \text{Hours}$$

therefore

$$\text{Rate} \times \text{Hours} = \text{Income}$$

However, income rates that are based on an hourly figure but NOT BASED ON THE NUMBER OF HOURS ACTUALLY WORKED, may have different Number and Hours figures. For example, sick leave may be paid at a given

rate per hour of sick leave used, but no hours are actually worked for the sick pay. Specifically: sick leave may be paid at a Rate of \$7.50 per hour of sick leave used, and the number of sick leave hours used might be 16. The hours worked for this income will be zero. The Rate (\$7.50) and the Number (16) will be multiplied together to get sick pay income of \$120.00:

$$\$7.50 \times 16 = \$120.00$$

Number and Hours must be tracked separately, because the Quarterly Wage and Hour Report requires that you report the number of hours actually worked by your employees.

Deductions

A deduction is any amount that reduces the amount actually paid to an employee. Examples of deductions include federal and state income tax, Social Security, Medicare, union dues, repayment of a payroll advance, pension plan contributions, payroll error adjustments, and charitable donations. A deduction may be a flat amount, a percentage based on gross or taxable income or some other base, or based on a tax table.

The final payroll check amount is equal to the sum of all the income for a pay period minus the sum of all the deductions for the period.

The myriad of deduction possibilities make deductions the most complex part of payroll. However, the Payroll system makes ample provisions for handling deductions simply and efficiently.

Obligations

An obligation is an amount which an employer must pay as a result of the employer/employee relationship. Obligations do not appear on the employee's paycheck, so they are often overlooked as being part of the payroll process. However, obligations are as much a payroll expense as are wages.

Examples of employer obligations are FUTA, health insurance premiums, and the employer's matching Social Security (FICA) and Medicare liability.

Obligations are distinct from deductions, although some liabilities have both a deduction and an obligation component such as FICA, Medicare, 401(k) contributions, and charitable donations, where both the employee and the employer contribute money.

For example, the employer must withhold the employee's FICA amount from the employee's paycheck and then pay that money to the government on a quarterly basis. But the employer must also pay a matching amount for FICA on the employee's behalf. The first is a deduction; the second is an obligation.

Other obligations are the sole responsibility of the employer—such as FUTA, worker's compensation and certain health insurance premiums. Deductions are amounts that are deducted from the employee's income. Obligations are owed by the employer on the employee's behalf, but do not directly affect the employee's wages.

These three elements—income, deductions, and obligations—together with the date of the payroll and the employee to be paid, combine to create a unique payroll entry.

3

Setting Up Payroll

Setting up the payroll system involves creating codes to represent the various income, deduction, obligation, and accrual schedules that will be used throughout the system. It also involves defining Employee Types if you will be using them.

If you will be using Direct Deposit, you will also need to enter Direct Deposit information and complete a successful prenotification.

This chapter covers:

- n Setting up Income, Deduction, and Obligation Codes, and Employee Types;
- n Tax Tables;
- n Using and setting up Accrual Codes;
- n The payroll default structure; and
- n Setting up for Direct Deposit.

Income Codes

You will set up your Income Codes reference file to contain codes representing all of the various rates of pay used throughout the Payroll system. Income codes are used to identify all income processed by the Payroll system and to provide default income data to facilitate data entry.

Each Income Code has data describing how that income schedule is to be applied as well as defaults for Rate, Hours, Ledger Accounts and Department numbers. The values specified in the Income Codes reference file will be used to calculate Payroll Entries unless they are overridden for individual employees or individual Payroll Entries.

The Income Codes form:

Action:	Add	Update	Delete	Find	Browse	Nxt	Prv	Options	Quit
Create a new document									
----- Income Codes -----									
Income Code:									
Description:									
Income Type:					Non-qualified?				
----- Defaults for Manual Entry -----									
Default Rate:					Default Hours:				
Default Number:					Low Amount:				
Default Expense Account:					High Amount:				
Department:									

(No Documents Selected)									

1. To Add an Income Code, select Update Income Codes from the Setup Payroll menu (4-d).
2. Execute the Add command.

3. In the Income Code field, enter a unique code to identify this income schedule.

You may use up to six characters.

4. In the Description field, enter a description of this Income schedule.

You may use up to 30 characters.

5. In the Income Type field, enter an income type code to describe the income.

The options are listed along the bottom of your screen. The possible options are:

- H - Hourly: income for which the number of hours paid equals the number of hours worked.
- N - Non-hourly: all taxable income that is not hourly.
- E - Expense: used to indicate any income for which no deductions should be applied.
- A - Advance: also income for which no deductions are taken. Usually used for issuing pay advances on the employee's normal paycheck.
- F - Non-FICA: income that is included in the gross wages amount for deduction and tax calculations, but which is specifically exempt from FICA.
- U - Non-FUTA: income that is included in the gross wages amount for obligation and tax calculations but is specifically exempt from FUTA.
- B - Non-FICA/FUTA: income which is included in the gross wages amount for deduction, obligation, and tax calculations, but which is exempt from both FICA and FUTA taxes.

For more information about these income types, see "Income Types" in the Appendix.

6. In the Non-qualified field, enter Y if this income source represents a distribution from a non-qualified plan.

This is used to properly create W-2 information.

7. In the Default Rate field, enter the rate to be used as a default with this Income Code.

This figure represents the rate to be used whenever this income code is applied unless a different rate is indicated specifically in the Employee Information file or Employee Type file, or is overridden in the Payroll Entry.

8. In the Default Number field, enter the default hours/units to pay with this income code.

Together with the Income rate, this number is used to calculate the income amount on payroll entries.

If the basis for income is hours worked the number in this field should represent the number of hours usually worked for this income. When the entry in the Income Types field is set to H (hourly) the number in this field is automatically carried over into the Hours field.

For a salary income, set the number in this field to 1.00 if the entry in the Rate field equals the salary for the pay period. For other types of income, this field should represent hours compensated but not worked (for example, sick pay). For a more in-depth discussion, see "Income, Deductions, and Obligations" on page 2-20.

Unless a different number of units is indicated specifically in the Employee Information file, this default value will be used when payroll entries and time cards are created.

9. In the Default Hours field, enter the default number of hours usually worked for this income.

Unless a value is specifically entered in the Employee Information file, this default value is used when payroll entries are created.

10. In the Low Amount field, enter an optional low amount for this income. In the High Amount field, enter an optional high amount for this income.

These are optional fields and are used to flag amounts during a payroll that fall above or below a certain level. They will be flagged on the Exceptions Report version of the Payroll Edit list.

11. In the Default Expense Account field, enter the expense account to be used for this code.

If no value is entered in this field, the default reverts to the value in the Payroll Expense field in the Income Code file for the corresponding code. If no account is defined in the Income Codes file, the default reverts to the Payroll Expense account defined in the Payroll Defaults file.

Upon entry of a valid code, the Ledger account name is displayed. Zoom is available in this field.

12. In the Department field, enter the department code associated with the ledger account specified in the Default Expense Account field.

Zoom is available.

To print out a hard copy of the information contained in the Income Codes reference file, choose Print Income Codes from the Print Payroll Codes submenu (4-g-b). For more information on this submenu, see "Printing Payroll Codes" on page 3-17. See also "Printing Reports" in Section 2 of *Learning Fitrix*.

Deduction Codes

You will set up your Deduction Codes reference file to contain codes representing all of the deductions used throughout the payroll system. Deduction codes are used to identify deductions for all payroll entries, to provide default data to facilitate data entry, and to indicate the wage base to use to calculate and apply the deduction.

In some cases, you may want to use a Tax Table rather than a rate to calculate a deduction. To do this, associate the Deduction with a Tax Table by using the same code for each, and leave the Rate field blank in the Deduction Code. Because the deduction rate is blank, the system will look up the corresponding Tax Table whenever that Deduction Code is used.

The Deduction Codes form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
=====
----- Deduction Codes -----
Deduction Code:
Description:
Deduction Type:      Tax Jurisdiction:
Tax Status:          EIN Number:
----- Defaults for Manual Entry -----
Rate:                Limit:
Frequency:           High Amount:
Low Amount:
Liability Account:
Department:
=====
(No Documents Selected)

```

1. To add a Deduction Code, select Update Deduction Codes from the Setup Payroll menu.
2. Execute the Add command.

3. In the Deduction Code field, enter a unique code to identify this deduction schedule.

If the Deduction Code on this form is the same as a Tax Table Code and the Rate field contains no value, the system will use the tax table rates to calculate the amount of the deduction. For more information on Tax Table Codes, see "Tax Tables" on page 3-19.

You may use up to six characters in this field.

4. In the Description field, enter a description for this Deduction Code.

You may use up to 30 characters in this field.

5. The Deduction Type code dictates the basis for the deduction. Enter one of the following codes to define the method or wage base on which the deduction is based.

The options appear at the bottom of the screen.

- **G** - Gross: The deduction rate or tax table calculation should be based on the gross wages amount.
- **T** - Taxable: The deduction rate or tax table calculation should be based on the taxable wages amount.
- **H** - Hours: The deduction rate applies to the total number of hours worked.
- **N** - Flat Rate: The amount in the Rate field is the amount of the deduction taken.
- **U** - The deduction rate applies to the FUTA wages amount.
- **F** - The deduction rate applies to the FICA wages amount.

6. In the Tax Status field, enter the wage base reduced by the deduction.

The entry in this field indicates how the deduction affects taxable wages.

To accommodate the various kinds of deductions, you can specify whether a deduction should reduce the taxable wage amount, the FICA taxable wages, the FUTA taxable wages, any two, all three, or none at all. All deductions that reduce the taxable wages are calculated before other deductions. Any other deduction can be based on a particular wage base.

The available options for the Tax Status field are:

- **F** - FICA Wages: The deduction reduces the FICA amount by the amount of the deduction.
- **T** - Taxable Wages: The deduction reduces the taxable wage base.
- **U** - FUTA Wages: The deduction reduces the FUTA amount by the amount of the deduction.
- **A** - All: The deduction reduces the standard income tax, FUTA amount, and the FICA amount.
- **N** - None: The deduction does not reduce wage amounts subject to tax.
- **B** - FICA and Taxable Wages: The deduction reduces only FICA and taxable wages amounts.
- **C** - FUTA and Taxable Wages: The deduction reduces only FUTA and taxable wages amounts.
- **D** - FICA and FUTA Wages: The deduction reduces only the FICA and the FUTA wages amounts.

7. If this deduction is a state tax deduction, enter the State EIN Number in the EIN field.

8. In the Rate field, enter the rate to be associated with this deduction schedule.

If the amounts of this deduction are to be determined from a Tax Table, leave this field blank. For example, if your Federal Tax amounts are determined from the 1992 Federal Tax Table, leave the Rate field blank and the system will automatically refer to the tax table when applying this deduction (provided you use the same code for both the Deduction and the Tax Table). For more information on tax tables, see "Tax Tables" on page 3-19.

The system reads any amount less than 1 as a percentage. Amounts greater than 1 are considered a flat amount. Therefore, if the rate is a percentage, enter it in decimal form. For example, enter 5 1/2% as .055. If the rate is a flat deduction, enter the flat dollar rate. One hundred fifty dollars is entered as 150.00.

9. In the Limit field, enter the limit for this deduction schedule.

If you enter an amount into the Limit field, the automatic payroll creation process will apply this type of deduction only until that limit is reached. For example, if an employee received a cash advance of \$500.00 and is repaying it in \$50 increments, the Limit field should contain 500.00.

Remember that the proper value to enter in this field is not the wage limit upon which the deduction is based; rather, the value should be equal to the maximum amount of money to be deducted for this deduction type. For example, the maximum amount of FICA to be deducted from an employee's annual wages is based on an income base of \$53,400, and calculated at a rate of 6.2%. However, the *maximum amount of FICA to be deducted* is \$3310.81 ($\$53,400 \times 6.2\% = \3310.81). So the amount you would enter in the Limit field is \$3310.81.

The default limit amount may be overridden at the employee level, but may not be changed while updating payroll entries.

If this field is left blank, no annual limit will be applied with this deduction schedule.

10. In the Frequency field, enter the code representing how often the deduction should be applied.

The options appear at the bottom of the screen. The available options are:

- **A** - Always: Apply this deduction each pay period.
- **M** - Monthly: Apply this deduction to the first pay period of each month.
- **Q** - Quarterly: Apply this deduction to the first pay period of each quarter.
- **Y** - Yearly: Apply this deduction to the first pay period of each year.
- **N** - Never: Never automatically apply this deduction.

If the Frequency code is M, Q, or Y, the automatic payroll process will not apply the deduction if this type of deduction has already been taken once in the current Month, Quarter, or Year. The N (Never) value is used for deduction codes that are only used in manual entries.

11. In the Low Amount field, enter the optional low amount for this deduction. In the High Amount field, enter the optional high amount for this deduction.

These are optional fields and are used to flag amounts during a payroll that fall above or below a certain level.

12. In the Liability Account field, enter the account number for the ledger account to which deduction amounts should be disbursed when checks are posted.

The account on this form is used only if no other account is specified in the Employee Information file or the Payroll Entries file.

13. In the Department field, enter the Code for the department that corresponds to the ledger account entered in the Liability Account field.

Zoom is available in this field.

To print out a hard copy of the information contained in the Deduction Codes reference file, choose Print Deduction Codes from the Print Payroll Codes submenu (4-g-c). For more information on this submenu, see "Printing Payroll Codes" on page 3-17. See also "Printing Reports" in Section 2 of *Learning Business*.

Obligation Codes

You will set up your Obligation Codes reference file to contain codes representing all of the employer obligations used throughout the payroll system. Obligation codes are used to identify employer obligations for all payroll entries processed by the payroll system, to provide default data to facilitate data entry, and to indicate the wage base to which the obligation should be applied.

Obligation codes set default figures for such things as rate and limit of employer's FUTA (Federal Unemployment Tax) and FICA (Federal Insurance Contributions Act) obligation.

The Employer Obligation Codes form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
=====
----- Employer Obligation Codes -----
Obligation Code:
Description:
Obligation Type:
----- Defaults for Manual Entry -----
Default Rate:
Default Limit:
Default Expense Account:
Department:
Default Liability Account:
Department:
=====
(No Documents Selected)

```

1. To add an Obligation Code, select Update Obligations Codes from the Setup Payroll menu (4-f).
2. Execute the Add command.
3. In the Obligation Code field, enter a unique code to identify this obligation schedule.

You may use up to six characters to identify this schedule.

4. In the Description field, enter a description of this obligation schedule.

You may use up to 30 characters.

5. In the Obligation Type field, enter the code which represents how this obligation is to be applied.

The options appear at the bottom of your screen. The available options are:

- **G** - Gross: The obligation rate applies to the gross wages amount.
- **T** - Taxable: The obligation rate applies to the taxable wages amount.
- **H** - Hours: The obligation rate applies to the total number of hours worked.
- **N** - None (flat rate): The obligation rate is a flat rate.
- **U** - FUTA: The obligation rate applies to the FUTA wages amount.
- **F** - FICA: The obligation rate applies to the FICA wages amount.

6. In the Default Rate field, enter the rate to be used with this obligation schedule.

The system reads any amount less than 1 as a percentage. Amounts greater than 1 are considered a flat amount. Therefore, if the rate is a percentage, enter it in decimal form. For example, enter 5 1/2% as .055. If the rate is a flat deduction, enter the flat dollar rate. One hundred fifty dollars is entered as 150.00.

7. In the Default Limit field, enter the limit to be applied to this obligation schedule.

This entry establishes a maximum annual amount for this obligation. Once this limit is reached for a given employee, the automatic payroll creation process no longer applies the obligation to that employee's wages.

8. In the Default Expense Account field, enter the account number for the Expense Account to which the obligations will post.

Zoom is available in this field.

9. In the Department field, enter the code for the department that corresponds to the ledger account entered in the Expense Account field.

Zoom is available in this field.

10. In the Default Liability Account, enter the account number for the ledger liability account to which obligations will post.

Zoom is available in this field.

11. In the Department field, enter the code for the department that corresponds to the ledger account entered in the Liability Account field.

Zoom is available in this field.

To print out a hard copy of the information contained in the Obligation Codes reference file, choose Print Obligation Codes from the Print Payroll Codes submenu (4-g-d). For more information on this submenu, see "Printing Payroll Codes" on page 3-17. See also "Printing Reports" in Section 2 of *Learning Fitrix*.

Accrual Codes

Payroll gives you a flexible, user-defined system for automating the accrual of sick and vacation hours. You can establish and use as many unique accrual methods as you need. Each employee can be assigned two accrual codes; usually the two codes are used for sick leave and vacation pay accrual.

Accrual Codes represent a specific method of accruing hours of sick or vacation leave earned by employees. The accrual method is based on four factors:

- the units for accrual (Method),
- the rate at which time is accrued (Rate),
- the frequency at which the rate is applied (Frequency), and
- the interval of time (if any) that must pass before accrual of sick leave or vacation time begins (Lapse).

The use of Accrual Codes is not mandatory, though many hours of employee record maintenance will be saved by using them.

Set up and maintain Accrual Codes with the Update Accrual Codes option of the Setup Payroll Menu (4-c).

The Accrual Reference Information form:

Action:	Add	Update	Delete	Find	Browse	Nxt	Prv	Options	Quit
Create a new document									

----- Accrual Reference Info -----									
Accrual Code:									
Description:									
Method: H - Hours, P - Periods									
Rate:									
Frequency:									
Lapse:									

(No Documents Selected)									

1. To add an Accrual Code, choose Update Accrual Codes from the Setup Payroll menu (4-c).

2. Execute the Add command.

3. In the Accrual Code field, enter a unique code to identify the new accrual method.

You may use up to six characters.

4. In the Description field, enter a description of this accrual method.

You may use a maximum of 30 alphanumeric characters.

5. In the Method field, enter H or P as the basis of accrual.

The combination of Method, rate, and frequency determines the number of sick/vacation leave hours that will accrue for the accrual method. The Method determines what the basis of accrual will be. Use H if hours are the basis of the accrual rate; use P if periods are the basis of the accrual rate.

For example, you might want to accrue sick leave at the rate of one hour for every 40 hours worked. In that case the Method would be Hourly, the rate would be one and the frequency would be 40. A second example: employees are paid twice a month, and you want to accrue sick leave at the rate of one day of leave (8 hours) for every month worked. In that case the Method would be Period, the rate would be 8, and the frequency would be 2 (because there are 2 pay periods per month).

The values entered into the Rate and Frequency fields (below) depend on the Method chosen. For example, a rate of 2 may be appropriate for an accrual method based on periods, but not for one based on hours—that would mean accruing 2 hours of vacation for each hour worked.

6. In the Rate field, enter the rate at which leave should accrue.

This value represents the number of leave hours that will accrue for every hour that the employee works (if the value in the Method field is H) or for every period (if the value in the Method field is P).

7. In the Frequency field, enter the frequency with which leave should accrue.

Your company's policy may be that leave will accrue *less* frequently than every hour or every period. For example, your company policy may be to accrue 8 hours of leave for every *two* months worked. If the Method is P, and if your pay period is Monthly, the Frequency would be 2. If your pay period is Semi-monthly, the Frequency would be 4.

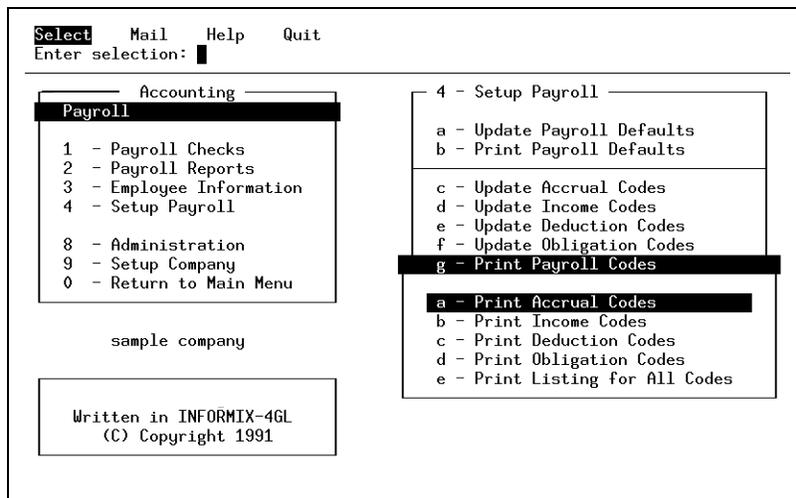
8. In the Lapse field, enter the number of pay periods or hours that must elapse before the leave will begin to accrue.

For example, assume your company policy is that an employee does not begin to accrue sick and vacation leave until he or she has completed 90 days of employment. By specifying a value for Lapse, you can control for this.

Printing Payroll Codes

The Payroll Codes—Income Codes, Deduction Codes, Obligation, and Accrual Codes—can all be printed from the Print Payroll Codes submenu on the Setup Payroll menu.

The Print Payroll Codes submenu:



The menu contains the following options:

- Print Accrual Codes,
- Print Income Codes,
- Print Deduction Codes,
- Print Obligation Codes, and
- Print Listing for all Codes.

To print a copy of the information contained in any of the Codes reference files:

1. Select a print option from the Print Payroll Codes submenu.

2. Choose a print option from the ring menu.

The option determines where the report will print. You may print the report on paper, print it to the screen, or print it to a file. You may also schedule the report to print at another time, or to print in the background. That is, the terminal will be free to run other operations while the report is running.

3. When the report has finished running, return to the main menu.

For more information on printing reports, see "Printing Reports" in Section 2 of *Learning Business*.

Tax Tables

Tax Tables are records that contain the various rates and withholding amounts for each type of tax. The withholding procedures for most states will require you to add tax tables to properly calculate state withholding.

The file contains one record for federal income tax, with tax rates for each level of income, length of pay period, and marital status. In this way, the records simulate the percentage method tax tables such as those of the Employer's Tax Guide from the Internal Revenue Service. The current Federal Tax Table is included with the module.

The Tax Tables form:

```

Action: Add Update Delete Find Browse Nxt Prv Tab Options Quit
Create a new document
----- Tax Table -----
Tax Year:
Tax Table Code:
----- Withholding Allowance Amounts -----
Weekly: Quarterly:
Bi-weekly: Semi-Annually:
Semi-Monthly: Annually:
Monthly: Daily/Misc.:
----- Rates -----
Pay Period Marital Over Amount Base Amount Tax Rate
-----
(No Documents Selected)
    
```

1. To add a tax table, select Update Tax Tables from the Setup Payroll menu (4-i).
2. Choose Add from the ring menu.
3. In the Tax Year field, enter the year if this tax table is associated with a year.
4. In the Tax Table Code field, enter the identification code for the tax table.

If a deduction code will be using this Tax Table, enter the *Deduction Code* in this field. Zoom is available. When you enter a valid Deduction Code in this field, the system will retrieve the description for the Deduction Code and enter it beside the Tax Table Code field.

You may want to enter a tax table that is not currently being used. For example, you may want to enter next year's Federal Income Tax table today. To do this, enter next year in the Tax Year field, and enter the proper Deduction Code in the Tax Table Code field.

Any Deduction code must have been previously set up using the Update Deduction Codes option (4-e).

The Withholding Allowance Amounts section stores the amount of one withholding allowance for each type of pay period. If an Employee Information record contains a deduction code with a tax-table entry, the payroll creation process multiplies the number of withholding allowances in the Allwncs (Allowances) field of the Employee record by the appropriate pay period withholding amount in the Tax Table record and subtracts the result from the gross income to calculate taxable income.

For example, if the 1992 federal income tax withholding allowance for an employee paid twice a month is \$95.83, and if the Allwncs field of an Employee Information file record contained a 3, then the payroll creation process would subtract \$287.49 (95.83×3) from the gross income before using the data of the Rates section to calculate the tax deduction.

- 5. In the Weekly field, enter the withholding allowance amount for a weekly pay period.**
- 6. In the Bi-weekly field, enter the withholding allowance amount for a bi-weekly pay period.**
- 7. In the Semi-Monthly field, enter the withholding allowance amount for a semi-monthly pay period.**
- 8. In the Monthly field, enter the withholding allowance amount for a monthly pay period.**
- 9. In the Quarterly field, enter the withholding allowance amount for a quarterly pay period.**

10. In the Semi-Annually field, enter the withholding allowance amount for a semi-annual pay period.

11. In the Annually field, enter the withholding allowance amount for an annual pay period.

12. In the Daily/Misc. field, enter the withholding allowance amount for a daily or non-constant pay period.

The fields in the detail section of the form (Rates) are arranged into columns and rows. Field names appear at the top of each column, and the information shown in a given row represents the information from a specific table in IRS Circular E, Tables for Percentage Method of Withholding.

For example, Table 1, for employees paid weekly is as follows:

Tables for Percentage Method of Withholding
(For Wages Paid After February 1992)

TABLE 1—If the Payroll Period With Respect to an Employee is Weekly

(a) SINGLE person—including head of household:				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to be withheld shall be:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to be withheld shall be:	
Not over \$47		0		Not over \$115		0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$47	—\$438	15%	—\$47	\$115	—\$760	15%	—\$115
\$438	—\$913	\$58.65 plus 28%	—\$438	\$760	—\$1,513	\$96.75 plus 28%	—\$760
\$913	\$191.65 plus 31%	—\$913	\$1,513	\$307.59 plus 31%	—\$1,513

The information from the table would be entered into Rates section of the tax table as follows:

		Rates		
Pay Period	Marital	Over Amount	Base Amount	Tax Rate
W	S	47.00	0.00	0.15000000
W	S	438.00	58.65	0.28000000
W	M	115.00	0.00	0.15000000
W	M	760.00	96.75	0.28000000

The rows are sorted by the system in order of Pay Period (by length of period), then Marital status (first Single, then Married), and then in ascending order of Over Amount. When a new row is added, it is automatically sorted by the system when the changes are stored.

The appropriate tax table figures are applied to the wages according to the following formula:

$$(((\text{Adjusted Wages} - \text{Over Amount}) \times \text{Tax Rate}) + \text{Base Amount})$$

13. In the Pay Period field, enter the pay period code for this Tax Table entry.

The possible entries appear at the bottom of the screen. The available codes are:

- **W** - Weekly: paid once a week
- **B** - Bi-Weekly: paid once every two weeks
- **S** - Semi-Monthly: paid twice a month
- **M** - Monthly: paid once a month
- **Q** - Quarterly: paid four times a year
- **A** - Annually: paid once a year
- **H** - Semi-Annually: paid twice a year
- **D** - Daily: paid every day

14. In the Marital field, enter the marital status code for this tax table entry.

Use S for Single, M for Married, or H for Head of Household. These options appear at the bottom of the screen.

15. In the Over Amount field, enter the Over Amount for this tax table entry.

The Over Amount column contains the minimum amount of taxable income needed to apply a given rate. From the group of Rate detail lines that contain the correct pay period and marital status for the employee, the payroll creation process selects the rate with the highest Over Amount value that is less than the taxable income amount.

For example, for the 1992 FEDTAX deduction for an employee who is single, paid weekly, and has taxable income of \$700.00, the payroll creation process would apply the Tax Rate of .28 and the Base Amount of 58.65.

This is because among the lines with W in the Pay Period column and S in the Marital column, the second line contains the highest Over Amount (438.00) that is not over \$700.00.

16. In the Base Amount field, enter the base amount for this tax table entry.

The percentage in the Tax Rate column of the selected line is multiplied by the taxable income, and this amount is then added to the Base Amount to get the total deduction. Using the \$700.00 example from above, the deduction would be \$132.01. This is the result of:

$$((700.00 - 438) \times 0.28) + 58.65$$

or, in terms of the fields used:

$$(((\text{Adjusted Wages} - \text{Over Amount}) \times \text{Tax Rate}) + \text{Base Amount})$$

Printing Tax Tables

A hardcopy version of the information in the Tax Tables files can be printed with the Print Tax Tables option on the Setup Payroll menu. (4-j).

- 1. To print a copy of the information contained in the Tax Table file, select Print Tax Tables from the Setup Payroll menu.**
- 2. Choose a print option from the ring menu.**

The option determines where the report will print.

For more information on printing, see "Printing Reports" in Section 2 of *Learning Business*.

Employee Types

Employee Types provide a means of grouping together employees with similar income, deduction, and obligation information to facilitate data-entry, employee setup, and reporting. Employee types can be thought of as a "template" for setting up employees. The template stores all necessary information for setting up employees, such as federal allowances, sick pay codes, vacation pay codes, accrual information, income codes, deduction codes and obligation codes. If your company has several employees who share some basic information then using employee types is the easiest way to set them up.

Using employee types also facilitates reporting because you can break down reports by employee types.

Employee Types are updated and maintained with the Update Employee Types option on the Setup Payroll menu (4-k).

The Employee Types form:

Action: Add Update Delete Find Browse Nxt Prv Options Quit		
Create a new document		

Employee Types		

Employee Type Code:		
Description:		
Cash Account:		
Dept:		

Special Income Deduction Codes		

State Tax Deduction Code:	Sick Accrual Code:	
Local Tax Code:	Vacation Accrual Code:	
Sick Leave Income Code:	Sick Allowed:	
Vacation Income Code:	Vacation Allowed:	

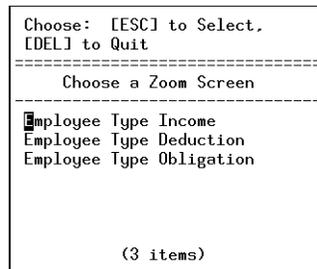
Employee Status		

Pay Period:	Full Time?	Hold Pay?

(No Documents Selected)		

Employee types files are made up of a Main Screen and three detail screens. The Main Screen contains basic information on the employee type. The three detail screens contain income, deduction, and obligation information. Access

the detail screens from the Employee Types main screen with the Zoom command ([CTRL]-[z]) and choose the appropriate screen from the Picker Window that appears:



Adding an Employee Type

1. Choose Update Employee Types from the Setup Payroll menu (4-k).
2. Choose the Add command from the ring menu.
3. Enter a unique code (up to six characters) to identify this Employee Type.
4. Enter a description (up to 30 characters) for this Employee Type.
5. In the Cash Account field, enter the cash account to which payroll will post.

Zoom is available in this field. Once you enter a valid account number, the system will retrieve the ledger account description and display it next to the Cash Account field.

6. In the Dept field, enter the code for the department that corresponds to the account entered in the Cash Account field.

Zoom is available in this field.

7. In the State Tax Deduction Code field, enter the deduction code for state tax withholding.

Zoom is available in this field.

- 8. In the Sick Accrual Code field, enter the accrual code for accumulating sick leave time.**

Zoom is available in this field.

- 9. In the Local Tax Code field, enter the deduction code for local tax withholding.**

Zoom is available in this field.

- 10. In the Vacation Accrual Code field, enter the accrual code for accumulating vacation time.**

Zoom is available in this field.

- 11. In the Sick Leave Income Code field, enter the income code used for sick pay.**

Zoom is available in this field.

- 12. In the Sick Allowed field, enter the number of hours of sick leave allowed per year.**

- 13. In the Vacation Income Code field, enter the income code used for vacation pay.**

Zoom is available in this field.

- 14. In the Vacation Allowed field, enter the number of vacation hours allowed per year.**

- 15. In the Pay Period field, enter the pay period for this employee type.**

The possible entries appear across the bottom of the screen.

- 16. In the Full Time field, enter Y if this employee type is full time.**

Enter N if this employee type is part time.

You can modify that information for the employee by pressing [TAB] to access the detail section of the form.

3. Add Low Exception and High Exception information, if necessary.

These fields are used to flag amounts during payroll that fall above or below the specified level.

4. Modify the Information in the Account Number and Department field if necessary.

5. Store your additions to this form. You return to the Employee Types main screen.

Access the Picker Window again and select Employee Type Deduction.

The Deduction Codes and Rates Detail form

```
Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[W]
=====
-----Deduction Codes and Rate Detail -----
Type:
Deduction Code -----Rate-----Limit-----Frequency-----
█

-----
Deduction Code   Low Exception   High Exception   Acct No.   Dept.
-----
Enter a Deduction Code.
```

- 1. Enter the Deduction Code or Codes that you want to be applied to employees with this employee type.**

Zoom is available to help you select the proper Deduction Codes. You may enter up to 30 Deduction Codes for each employee type. When you enter a Deduction code, the Rate, Limit, and Frequency are automatically retrieved by the system from the Deduction Codes reference file and displayed on the form.

- 2. While your cursor is in a field in a Deduction Code row, additional information for that Deduction Code will be displayed in the detail (bottom) section of the form.**

You can modify that information for the employee by pressing [TAB] to access the detail section of the form.

- 3. Add Low Exception and High Exception information, if necessary.**

These fields are used to flag amounts during payroll that fall above or below the specified amount.

- 4. Modify the information in the Account Number and Department field if necessary.**

- 5. Store this form. You return to the Employee Types main screen.**

Access the Picker Window again and select Employee Type Obligation.

- 5. When you have finished adding all of the Employee Type Codes, store your additions.**

Printing Employee Types

You can print a copy of all the information in the Employee Types reference file.

- 1. To print a copy of the information in the Employee Types reference file select Print Employee Types from the Setup Payroll menu (4-1).**
- 2. Choose a print option from the ring menu.**

The option you choose determines where the report will print.

For more information on printing, see "Printing Reports" in Section 2 of *Learning Business*.

Payroll Defaults

This form is divided into four different sections.

In the Payroll Defaults section you will enter your employer ID numbers that will appear on paychecks and on reports for Federal and State agencies.

Also in this section is the Post to General Ledger field where you tell the system whether or not to post payroll transactions to the General Ledger.

The Codes for Reporting Section provides you with a place to identify to the system the names of the codes you have applied to certain types of income, obligations, and deductions. Once the system has been told the name of the code, it can gather information for creating the reports you will run after each payroll, at quarter end, and at year end. For more information on reports, see Chapter 5, "Payroll Reports."

In the Account Numbers and Direct Deposit Information section you will enter default information for posting. When payroll entries are created, the system uses the accounts from the payroll code detail lines in the Employee Information file. If any of these lines do not contain an account number, the account is retrieved from the appropriate payroll codes file. If the account number is still missing when the Post Payroll Entries option is run, the system uses the account from the Payroll Defaults file. For more information on the payroll module's default structure, see "Payroll Defaults" on page 2-6.

This section is also where you enter employer information that will be used during direct deposit transactions.

The Magnetic Media Reporting section contains information for transferring payroll information to diskette for direct deposit and for transferring W-2 income and tax data from the Payroll system onto a diskette or tape for the IRS. For more information on preparing for direct deposit, refer to "Setting Up for Direct Deposit" on page 3-37.

The Payroll Defaults form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
=====
----- Payroll Defaults -----
IRS Employer Identification Number: 12-3456789
State Employer Identification Number: 21-890017000
Post to General Ledger: Y
----- Codes for Reporting -----
Federal Tax Deduction: FEDTAX      F.U.T.A. Obligation: FUTA
F.I.C.A. Deduction: FICA           F.I.C.A. Obligation: FICA
Medicare Deduction: MEDICR        Medicare Obligation: MEDICR
State Tax Deduction: STATAX        E.I.C. Income:
Local Tax Deduction: LOCTAX
----- Account Numbers and Direct Deposit Information -----
Payroll Expense: 610000000 Payroll Liability: 220000000 Cash: 102000000
Company DFI:                Company Check Digit:      Offset Debit: N
Company Bank:                Bank Acct:
----- Magnetic Media Reporting -----
Holding File Name: /tmp/mmedia
Media Creation Command: doscp /tmp/mmedia /dev/fd096ds15
=====
(1 of 1)

```

1. To enter information in the Payroll Defaults file, select Update Payroll Defaults from the Setup Payroll menu (4-a).

Since there can only be one Payroll Defaults file, all options other than Update and Quit have been disabled.

2. Choose Update from the ring menu.

Since there is only one Defaults form, all other functions have been disabled.

3. In the IRS Employer Identification Number field, enter your company's identification number (EIN).

4. In the State Employer Identification Number field, enter your company's default state identification number.

5. In the Post to General Ledger field, enter Y or N.

If General Ledger is installed and set up on your system, an entry of Y causes payroll activity to post to the General Ledger. An entry of N is used if General Ledger is not installed on your system or when you want to prevent posting to the General Ledger.

You might want to set the flag to N while you make aggregate postings from prior quarters during midyear setup. This allows you to produce correct reports without affecting ledger information in the General Ledger. Once you are finished with midyear setup, reset the flag to Y. Also set this field to N when you are preparing your Direct Deposit Prenotification, (see "Setting Up for Direct Deposit" on page 3-37).

Codes for Reporting Section

The entries in this section of the form tell the system the name of the code you are using for various purposes. This enables the system to prepare the necessary reports.

- 6. In the F.I.C.A. Deduction field, enter the Deduction Code for Social Security deductions.**
- 7. In the Medicare Deduction field, enter the Deduction Code for employee Medicare deductions.**
- 8. In the State Tax Deduction field, enter the Deduction Code for state income tax deductions.**
- 9. In the Local Tax Deduction field, enter the Deduction Code for local income tax deductions.**
- 10. In the F.U.T.A. Obligation field, enter the Obligation Code for federal unemployment amounts owed by the employer.**
- 11. In the F.I.C.A. Obligation field, enter the Obligation Code for the employer's portion of Social Security.**
- 12. In the Medicare Obligation field, enter the Obligation Code for the employer's portion of Medicare.**
- 13. In the E.I.C. Income field, enter the Income Code for Earned Income Credits.**

Account Numbers and Direct Deposit Information Section

14. In the Payroll Expense field, enter the default account number for the ledger account to which payroll expense will post.

This account number will be used for posting if no account number exists at a higher level.

15. In the Payroll Liability field, enter the default account number for the ledger account to which payroll liability will post.

This account number will be used for posting if no account number exists at a higher level.

16. In the Cash field, enter the default account number of your payroll cash account.

This account number will be used for posting if no account number exists at a higher level.

17. In the Company DFI field, enter your company's bank account routing number.

For more information on this field, see "Setting Up Employees' Records" on page 3-39.

18. In the Company Check Digit field, enter your company's check digit.

For more information on this field, see "Setting Up Employees' Records" on page 3-39.

19. In the Offset Debit field, enter Y or N.

Enter Y if you want the direct deposit amount to be offset with a debit automatically.

20. In the Company Bank field, enter the name of your company's bank.

21. In the Bank Acct field, enter your company's bank account number.

Magnetic Media Reporting Section

- 22. In the Holding File Name field, enter the name of a temporary file in which information should be stored before it is copied to diskette.**

An example might be `/tmp/mmedia`

- 23. In the Media Creation Command field, enter the operating system command used to transfer the information from the holding file to the DOS-formatted disk.**

An example of the command might be:

```
doscp /tmp/mmedia /dev/fd096ds15
```

Printing Payroll Defaults

After you have updated Payroll Defaults you should print the modified data and store the report as a permanent record of the default data.

- 1. To print a copy of the Payroll Defaults reference file, choose Print Payroll Defaults from the Setup Payroll menu (4-b).**
- 2. Choose a print option from the ring menu.**

The option will determine where your report will print.

Setting Up for Direct Deposit

Payroll direct deposit format is designed to the standards of the National Automated Clearing House Association (NACHA).

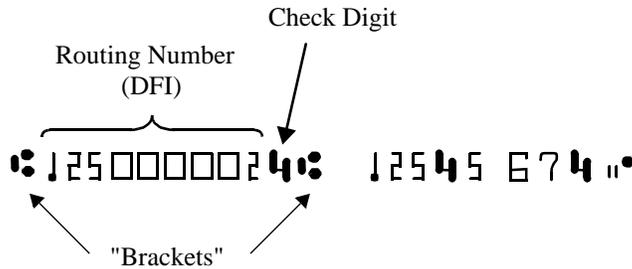
In order to begin using the Direct Deposit feature for your payroll transactions, you will need to do the following preliminary and setup procedures. Once these setup procedures are complete you can begin the prenotification procedure.

Preliminary Information

- o Check for a DOS Shell on your UNIX operating System. If your UNIX system does not have a DOS Shell, contact your qualified Reseller.
- o Contact your company bank (that is, the bank where your payroll cash account is located) for the following information:
 - o Whether or not the bank processes Direct Deposit transactions;
 - o What special arrangements need to be made for processing Direct Deposit with that bank;
 - o Where to send the disks that will contain the payroll information, or how to transmit the information by modem;
 - o A list of all banking holidays for the current year.
- o You will probably be required to provide the bank with the name of the individual within your company who will be responsible for processing Direct Deposit transactions.
- o Familiarize yourself with where to find the DFI and check digit on a check or deposit slip.

The DFI (also called the Routing Number or Transit Number) and the check digit are located at the bottom of a check or deposit slip. Together the DFI and check digit make up the "bracketed" group of numbers in Optical Computer Digits (or MICR encoding) at the bottom

of a check. The first eight digits constitute the Routing Number. The ninth digit is the check digit. The check digit is in fact the result of a formula applied to the digits of the routing number.



Setting Up Company Information

1. Enter all of the bank holidays in the Update Banking Holidays form on the Run Direct Deposit submenu (1-g-c).
2. Enter the following information in the Account Numbers and Direct Deposit Information section on the Payroll Defaults form (4-a).
 - Your company's bank DFI (routing number);
 - Your company's bank check digit;
 - Whether or not you want an offsetting Direct Deposit debit to be applied automatically when media is created;
 - Your company's bank;
 - Your company's bank account number.
3. Enter the Holding File Name.

The holding file is where the direct deposit information will be stored after it has been created, before it gets transferred to disk or transferred to the bank by modem. An example of a Holding File Name might be:

`/tmp/mmedia`

4. Enter the Media Creation command.

This is the command that transfers the direct deposit information from the holding file to the diskette. An example of the media creation command for a high density floppy drive would be:

```
doscp /tmp/mmedia /dev/fd096ds15
```

Although some institutions will accept data in UNIX format, most banks require information to be in DOS format rather than UNIX. Even the Federal Government requires files to be in DOS format. Therefore, Payroll gives you the ability to assemble your direct deposit data in a format all NACHA institutions will accept.

Setting Up Employees' Records

1. Collect void checks or deposit slips from all employees who want to participate in Direct Deposit.

2. Enter the following information in the Extended Employee Information form for each employee who will be participating in Direct Deposit:

- Enter the employee's bank (DFI) check routing number,
- Enter the employee's check digit,
- Employee's bank account number,
- Keep the Y/N flag set to N until a successful prenotification has been completed.

Prenotification

You are required to run through a prenotification for each employee at least 10 (preferably 20) days prior to the first live direct deposit transaction. You can do the prenotification for all your direct deposit employees on one disk.

Prenotification is the process by which you notify your bank and your employees' banks that you intend to use Direct Deposit and that you are authorized to make deposits into your employees' bank accounts. The prenotification disk is identical to a real or "live" Direct Deposit transaction except

that the dollar amounts are zero. The process for creating a prenotification disk is the same as creating a "live" disk, with the additional step that you must zero out all of the dollar amounts.

The prenotification disk gives the banks the opportunity to validate the routing number, check digit, and account numbers and notify you if any of the information contained on the disk is incorrect or insufficient before real funds are transmitted.

NACHA rules require that AT LEAST 10 DAYS (preferably 20 days) elapse between the effective date of the prenotification and the first "live" entry.

- 1. Create a manual Payroll Entry for each employee that will participate in direct deposit (see "Creating Manual Payroll Entries" on page 5-12), and do the following:**
 - On the Income Detail form, change the values in all the Rate fields to 0 (zero).
 - On the Deduction Detail form, change the values in all the Deduction fields to 0 (zero).
 - On the Obligation Detail form, change the values in all the Obligation fields to 0 (zero).
 - Set the value in the Direct Deposit field to Y. The Direct Deposit field is found on the Additional Payroll Information form. This field will only accept a Y value if the employee has been set up for Direct Deposit in the Employee information file.
- 2. Run an edit list with the Print Payroll Entries option on the Payroll Checks form. Choose either Print Exceptions Report or Print Detailed Edit List from the submenu.**
- 3. Verify that the income, deduction, and obligation amounts are zero.**
- 4. Print the Direct Deposit checks with the Print Payroll Checks option. Be sure to set the Direct Deposit Checks flag to Y.**

5. Run Create Direct Deposit Entries from the Run Direct Deposit submenu (1-g-a).

The Direct Deposit flag on each of the payroll entries will automatically be set to N to prevent multiple entries from being created.

6. Run the Create Direct Deposit Media command to create the prenotification disk (1-g-b).

7. Deliver the disk to the bank for results.

8. Delete all of the Payroll Entries that have been zeroed out.

This prevents the entries from being posted.

9. Once the bank determines that the prenotification disk is good, and at least 10 days have passed since the effective entry of the prenotification, you are ready to go "live" with Direct Deposit (for those employees whose accounts successfully pre-noted).

For more information on creating a "live" Direct Deposit disk, see "Using Direct Deposit" on page 5-27.

You must follow the same prenotification procedure for *each employee* who decides to use Direct Deposit *after* your successful company prenotification (in other words, new employees, or employees who initially chose to opt out of Direct Deposit). The only entry that needs to be included in the supplemental prenotification is that of the new employee(s).

There are two important points about Direct Deposit worth noting at this point:

First, not everyone in your company needs to use direct deposit. You can have a portion of your employees using Direct Deposit and the rest receiving traditional paychecks.

Second, you may enter all of the relevant Direct Deposit information—even have a successful prenotification—and continue to use traditional paychecks. You may even choose not to go "live" with direct deposit. The existence of direct deposit information will not affect your payroll processing.

4

Maintaining Employee Information

Every employee in your company will have his or her own Employee Information file. When setting up employees initially or when adding newly-hired employees to the system, enter a new Employee Information form for each employee.

Most maintenance issues will involve changing, adding, or deleting information from an employee's information file. These tasks will use the Update Employee Information option on the Employee Information menu.

This chapter covers:

- n Entering employee information into the system;
- n Setting up the system midyear;
- n Changing employee pay rates;
- n Terminating an employee;
- n Maintaining on-line employee notes; and
- n Verifying employee quarterly and year-to-date information.

Adding Employees

Whether you are setting up the system for the first time, or adding a newly-hired employee, you will need to add an Employee Information file for each employee. If you are entering employee information as part of your system setup and you are setting up in the middle of your fiscal year, you will need to follow some additional steps. For more information, see "Midyear Setup" on page 4-15.

Each employee information file is actually made up of a main screen and four detail screens. The main screen is what you see when you select Update Employee Information, and when you select an employee file with Find or Browse. The main screen shows basic employee information such as the employee's name, position, department, and address. You access the detail screens from the employee information main screen by using the Zoom Command. When you press [CTRL]-[z], a Picker Window will appear from which you may select any of the detail screens.

The first detail screen shows extended employee information, such as the number of state and federal withholdings claimed, marital status, sick and vacation days accrued, and so forth. The three remaining screens show all of the income, deduction, and obligation codes that have been set up for the employee.

The Employee Information form:

Action: Add Update Delete Find Browse Nxt Prv Options Quit		
Create a new document		
=====		
Employee Information -----		
Employee ID Code:		
Social Security #:		
Employee Type:		
Job Code:		
Title:		
Payroll Account:		
Dept:		

Last Name:	First Name:	MI:
Address:		

City:	State:	Zip Code:
Phone:		
Birthdate:		

(No Documents Selected)		

The Employee Information main screen is organized into two sections. The top section of the form contains the employee's company-related information (employee ID code, job code, job title, and so forth). The bottom portion of the form contains the employee's personal information (name, address, phone number, and so forth).

Adding a New Employee

To add a new employee to your system:

- 1. Choose Update Employee Information from the Employee Information Menu (3-a).**
- 2. Choose Add from the ring menu.**
- 3. In the Employee ID Code field, enter a unique code to identify the new employee.**
- 4. In the Social Security # field, enter the employee's Social Security Number.**

The form automatically inserts dashes and places the numbers in the appropriate format.

- 5. If you are using Employee Types, enter the appropriate code in the Employee Type field.**

Zoom is available to help you select a proper code for this field.

Upon entry of an Employee Type code, the system will fill in many of the fields, based on the information in the Employee Type reference file. As you fill in the rest of the form, you can override any of the information that was filled in from the Employee Type reference file by simply entering different information in that field. You can accept information that has been filled in by pressing [ENTER] in that field.

The use of Employee Types is optional. However, using them takes advantage of the default structure and gives you flexibility to use Type as a selection criteria when running reports.

- 6. In the Job Code field, enter the code for this employee's job.**

Job codes can be used as a classification category to help sort employees during payroll processing and reports.

7. In the Title field, enter the employee's title.

8. In the Payroll Account field, enter the account number for the ledger account that payroll should be drawn from.

When you enter a valid code, the account description will be filled in automatically by the system. The description field is read only and cannot be modified. Zoom is available in this field.

9. In the Dept field, enter the department number that corresponds to the account entered in the Payroll Account field.

When you enter a valid code, the department description will be filled in automatically by the system. The description field is read only and cannot be modified. Zoom is available in this field.

10. In the Last Name field, enter the employee's last name.

You may use up to 12 characters in this field.

11. Enter the employee's first name.

You may use up to 12 characters in this field.

12. In the MI field, enter the employee's middle initial.

13. In the Address field, enter the employee's street address.

This field has two lines. You can use the second line for apartment number, route, P.O. Box number, and so forth.

14. Enter the employee's city.

15. Enter the employee's state.

Use the two-letter abbreviation for the state.

16. Enter the Zip Code in the appropriate fields.

There is room for the nine-digit Zip + Four code.

17. Enter the employee's phone number.

This field accepts up to 14 characters.

18. Enter the employee's birthdate.

Use the mm/dd/yy format.

19. Move to the Extended Employee Information form.

Use the Zoom command ([CTRL]-[z]) to access the Picker Window. Select Extended Information from the Picker Window.

The Extended Employee Information form

The Extended Employee Information form contains information such as the number of allowances claimed by the employee, the date hired, date last paid, sick and vacation days accrued, as well as direct deposit information.

To access the Extended Information screen, use the Zoom command from the Employee Information main screen and choose Extended Information from the Picker Window. Employee information in the header part of the form will be entered automatically and is display only.

The Extended Employee Information form:

Add: [ESC] to Store, [DEL] to Cancel, [TAB] Next Window		Help: [CTRL]-[w]	
Enter changes into form			

Extended Employee Information			
Employee ID Code:		Social Security #:	
Employee Type:			
Last Name:		First Name:	MI:

Fed. Allwncs: █	Pay Period:	Full Time?	Hired:
State Allwncs:	Marital:	Hold Pay?	Term.:
State Tax Code:	Local Tax Code:	Last Pay:	
Sick Leave Income Code:	Sick Accrued:	Used:	
Vacation Income Code:	Vac. Accrued:	Used:	
Sick Accrual:	Contr.	Vac. Accrual:	Contr.
Direct Deposit:	DFI:		
Check Digit:	Bank Account Number:		

Enter the number of federal withholding allowances for this employee.			

- 1. In the Fed Allownces field, enter the number of Federal Allowances claimed by this employee.**

This information can be found on the W-4 form which is completed by the employee on the first day of employment.

- 2. In the Pay Period field, enter the frequency with which this employee will be paid.**

The options appear at the bottom of the screen when your cursor is in this field. They are W (weekly), B (bi-weekly), S (semi-monthly), M (monthly), Q (quarterly), A (annually), D (daily), and H (semi-annually).

- 3. In the Full Time field, enter Y if the employee is full time, N if the employee is part time.**

- 4. In the Hired field, enter the date the employee began or will begin work.**

- 5. In the State Allownces field, enter the number of State Allowances claimed by this employee.**

If this field is left blank, the state withholding will use federal allowances, unless your state has no income tax, in which case, this field will not be used.

- 6. In the Marital field, enter the employee's marital status.**

Enter M for married, S for single, H for head of household. (The head of household option is for state income tax purposes.)

If an employee is married, but wishes to withhold at the single rate, enter S in this field.

- 7. In the Hold Pay field, enter Y if you want to prevent a payroll entry from being created automatically for this employee.**

The default value for this field is N, indicating that pay should not be held for the employee and that an automatic payroll entry should be created. Also, if you leave this field blank, pay will not be held.

This field is useful if an employee is on a leave of absence without pay. You can prevent payroll entries from being generated for the employee by setting this field to Y.

8. In the Term. field, enter the last date for which the employee is eligible for pay.

In most cases this field will be used only when an employee is terminated. (For more information on terminating an employee see "Terminating Employees" on page 4-18.)

However, there are other instances for entering a date in this field. For example, if an employee moves from one state to another, but remains with your company, close out the employee's entry by entering the last date in the old state in the Term. field. Then set up a new Employee Information file with a new Employee Code for the employee. This will ensure that state and local taxes for the employee are reported consistently.

9. In the State Tax Code field, enter the code for the state tax to be used for this employee.

10. In the Local Tax Code field, enter the code for the local tax to be used for this employee.

11. The Last Pay field holds the last date on which the employee was paid.

If you are adding employees during Payroll setup, enter the date on which the employee was last paid. This date will be used by the system to determine whether the employee will be eligible for an automatic payroll entry.

If you are adding a newly-hired employee to the system, leave this field blank.

In either case, the entry in this field will automatically be updated by the system when you post a payroll entry for this employee.

12. In the Sick Leave Income Code field, enter the code that represents the sick leave income that the employee will use.

Sick leave Income Codes are maintained through the Update Income Codes option on the Setup Payroll menu (4-j).

Zoom is available to assist you in selecting a valid code.

13. In the Sick Accrued field, the system stores the amount of sick leave that has accrued.

If you are entering employees during system setup, enter the number of hours that the employee has accrued from your previous system.

14. The (Sick Leave) Used field stores the number of sick leave hours this employee used during this pay period.

If you are setting up the system, enter the number of hours carried over from the previous system.

15. In the Vacation Income Code field, enter the code that represents the method of vacation payment that will apply to this employee.

Vacation Income codes are maintained through the Update Income Codes option on the Setup Payroll menu (4-d).

Zoom is available to help you enter a code in this field.

16. The Vac. Accrued field stores the number of Vacation leave hours accrued by this employee.

If you are setting up the system, enter the number of vacation leave hours for this employee carried over from your previous system.

17. The (Vacation) Used field stores the number of vacation leave hours used by this employee during this pay period.

If you are setting up your system, enter the number of vacation leave hours used by this employee carried over from the previous system.

18. In the Sick Accrual field, enter the Sick Leave Accrual Code that will be used by this employee.

Zoom is available to help you enter a code in this field.

19. The Cntr. field stores the number of pay periods or hours accumulated toward the accrual of sick leave hours.

The value in this field indicates the number of posted periods (or hours, depending on the accrual method) that have been accumulated toward the next accrual of sick leave hours.

If the accrual method specifies a Lapse period before accrual begins, the Counter field accumulates posted pay periods or hours until the number specified for the Lapse is reached.

If you are setting up the system, enter the carryover number of periods accumulated on your previous system.

20. In the Vac. Accrual field, enter the Vacation Accrual Code that will be used by this employee.

Zoom is available to help you enter a code in this field.

21. The Cntr. field stores the number of pay periods or hours accumulated toward the accrual of vacation leave hours.

The value in this field indicates the number of posted periods (or hours, depending on the accrual method specified in the accrual code) that have been accumulated toward the next accrual of vacation leave hours.

If the accrual method specifies a Lapse period before accrual begins, the Counter field accumulates posted pay periods or hours until the number specified for the Lapse is reached.

If you are setting up the system, enter the carryover number of periods accumulated from your previous system.

22. In the Direct Deposit field, enter Y or N.

Enter Y (yes) if the employee uses direct deposit; enter N (no) if the employee does not use direct deposit.

This value should not be set to Y until a successful prenotification has been obtained for the employee. (For more information on Direct Deposit and Prenotification, see "Setting Up for Direct Deposit" on page 3-37.)

23. In the DFI field, enter the DFI destination for the employee's bank.

This is the Routing Number for the employee's direct deposit checks. Use this field if the employee uses or may use direct deposit. Even if the employee is not currently using direct deposit, you may fill in this field and set the Direct Deposit flag to N; normal payroll will not be affected. If the employee will not be using direct deposit, leave this field blank.

For information on where to find the routing number, see "Preliminary Information" on page 3-37.

24. In the Check Digit field, enter the check digit for the employee's bank account.

This is another identifying number for direct deposit checks. Use this field if the employee uses or may use direct deposit. Even if the employee is not currently using direct deposit, you may fill in this field and set the Direct Deposit flag to N; normal payroll will not be affected. If the employee will not be using direct deposit, leave this field blank.

For information on where to find the employee's check digit, see "Preliminary Information" on page 3-37.

25. In the Bank Account Number field, enter the employee's bank account number.

Use this field if the employee uses or may use direct deposit. Even if the employee is not currently using direct deposit, you may fill in this field and set the Direct Deposit flag to N; normal payroll will not be affected. If the employee will not be using direct deposit, leave this field blank.

26. Store your changes to this form. You will return to the Employee Information main screen.

Income Codes and Rates Detail form

Detail information on income codes and rates pertaining to this employee can be viewed and modified on the Income Codes and Rates Detail form. To access this screen, use the Zoom command from the Employee Information main screen, and choose Employee Income from the Picker Window. Employee Information will automatically appear in the top section of the form; this information is display-only.

If you have entered a code in the Employee Type field, the income information from that employee type will automatically be entered into the Income Codes and Rates Detail form. That information can be modified in the employee information form as necessary.

The Income Codes and Rates Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[w]
=====
-----Income Codes and Rate Detail -----(Zoom)=====
Employee ID Code:                                         Social Security #:
Employee Type:
Last Name:                First Name:                MI:
Income-----Rate-----Number-----Amount-----Hours--
█
-----
Income Code      Low Exception  High Exception  Acct No.   Dept.
Quarter 1      Quarter 2      Quarter 3      Quarter 4  Year-to-Date
-----
Enter an income code.
    
```

1. In the Income column, enter an income code for each type of income that this employee will be receiving.

When you enter an Income Code, the Rate and Number will be retrieved from the Income Codes reference file.

While your cursor is in a field in an Income Code row, additional information for that income code will be displayed in the detail (bottom) section of the form. You can modify that information for the employee by pressing [TAB] to access the detail section of the form.

Quarterly and Year-to-Date totals for the employee for the Income code will also be displayed at the bottom of the form. This information is display-only.

The fields in the Income Codes columns are discussed in more detail in "Income Codes" on page 3-2.

Deduction Codes and Rates Detail form

Detail information on deduction codes and rates pertaining to this employee can be viewed and modified on the Deduction Codes and Rates Detail form. To access this screen, use the Zoom command from the Employee Information main screen, and choose Employee Deduction from the Picker Window. Employee Information will automatically appear in the top section of the form; this information is display-only.

If you have entered a code in the Employee Type field, the deduction information from that employee type will automatically be entered into the Deduction Codes and Rates Detail form. That information can be modified in the employee information form as necessary.

The Deduction Codes and Rates Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[W]
=====
-----Deduction Codes and Rate Detail-----
Employee ID Code:                                         Social Security #:
Employee Type:
Last Name:                                               First Name:       MI:
Deduction-----Rate-----Limit-----Applied-----Freq.-----
█

-----
Deduction Code   Low Exception   High Exception   Acct No.   Dept.
      Quarter 1     Quarter 2     Quarter 3     Quarter 4   Year-to-Date
-----
Enter a Deduction Code.

```

1. In the Deduction field, enter a code for each deduction type that will affect this employee.

When you enter a Deduction Code, the Rate, Limit and Frequency will be retrieved from the Deduction Codes reference file.

The date appearing in the Applied field is updated each time a payroll entry using this Deduction Code is posted.

While your cursor is in a field in a Deduction Code row, additional information for that deduction code will be displayed in the detail (bottom) section of the form. You can modify that information for the employee by pressing [TAB] to access the detail section of the form.

Quarterly and Year-to-Date totals for the employee for the Deduction code will also be displayed at the bottom of the form. This information is display-only.

The fields in the Deduction Codes columns are discussed in detail in "Deduction Codes" on page 3-6.

Obligation Codes and Rates Detail form

Detail information on obligation codes and rates pertaining to this employee can be viewed and modified on the Obligation Codes and Rates Detail form. To access this screen, use the Zoom command from the Employee Information main screen, and choose Employee Obligation from the Picker Window. Employee Information will automatically appear in the top section of the form; this information is display-only.

If you have entered a code in the Employee Type field, the obligation information from that employee type will automatically be entered into the Obligation Codes and Rates Detail form. That information can be modified in the employee information form as necessary.

The Obligation Codes and Rates Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[w]
=====
Obligation Codes and Rate Detail
-----
Employee ID Code:          Social Security #:
Employee Type:
Last Name:                First Name:                MI:
Obligations  -----Rate-----Limit-----
█

-----
Obligation   Expense Acct  Dept.   Liability Acct  Dept.
Quarter 1    Quarter 2    Quarter 3    Quarter 4    Year-to-Date
-----
Enter an employer payment obligation code.
    
```

- In the Obligations field, enter a code for each obligation type that will be generated by this employee.**

When you enter an Obligation Code, the Rate and Limit will be retrieved from the Obligation Codes reference file.

While your cursor is in a field in a Obligation Code row, detail information for that obligation code will be displayed in the detail (bottom) section of the form. You can modify that information for the employee by pressing [TAB] to access the detail section of the form.

Quarterly and Year-to-Date totals for the employee for the Obligation code will also be displayed at the bottom of the form. This information is display-only.

The fields in the Obligation Codes columns are discussed in detail in "Obligation Codes" on page 3-11.

Printing Employee Information

The Print Employee Information option gives you four choices for viewing or printing out employee information: Summary by Name, Summary by Code, Detail by Name, and Detail by Code.

The Summary forms of the report show the employee's name, job title, Social Security Number, date of hire, and telephone number.

The Detail reports contain, in addition to the Summary information, the employee's Income, Deduction and Obligation codes, payroll parameters such as Pay Period, number of allowances and marital status, and the applicable Accrual Codes and accrual statistics.

Midyear Setup

If you are setting up your system in the middle of your fiscal year, you will need to take some additional steps while entering data into the Employee Information Files. These additional steps will accurately transfer all of your payroll information from your old system, and ensure that your reports, as well as the accrued information in employees' quarterly and year-to-date buckets, will be correct.

Payroll data is quarter sensitive. That is, it is important to keep payroll data in the quarter in which it belongs. This will ensure that your accruals and your reports are accurate.

Briefly, the steps are as follows:

1. First, set the Post to G/L flag in the Payroll Defaults file to N.
2. Get the aggregate quarterly figures from your old system.
3. For every employee, create a manual payroll entry using the Update Payroll Entries option. Use the end-of-quarter date for the payroll date.
4. Set Print Check to N. Enter a fictitious check number, like 0000.
5. Run Post Payroll Entries. This updates the Employee Information files.
6. Repeat these steps until the payroll information for each quarter has been entered.

7. Finally, set Post to G/L back to Y.

In more detail, the steps are as follows:

- 1. In the Payroll Defaults form, set the Post to G/L flag to N (no).**

This will allow you to run the Post option without actually affecting your Chart of Accounts. (You don't want to duplicate the information that is already in your Chart of Accounts.)

- 2. From your previous system, gather the aggregate quarterly data for each employee for each income type, obligation type and deduction type.**

Make sure you have the information for each quarter of the current fiscal year. If you are presently in the middle of a quarter, get the quarter-to-date information for that quarter, too.

- 3. Create a manual payroll entry for each employee by using the Update Payroll Entries option (1-d).**

- 4. In the Payroll Date and Ending Date fields, enter the ending date of the quarter you are working on.**

You will probably get an error message, saying this date is outside the normal range. This is normal, since you are entering data from outside a normal payroll date. Simply press [ENTER] to continue.

- 5. Set the value in the Print Checks field to N. Enter a "dummy" check number in the Check Number field.**

This check number will be posted. You will want to assign a number such as 0000 which does not correspond to an actual check number.

- 6. Enter the First Quarter data into each Payroll Entry for each Income, Deduction, and Obligation code.**

Enter the aggregate number of hours (or units) worked by that employee.

For more information on how to create a Payroll Entry manually, see "Creating Manual Payroll Entries" on page 5-12.

7. Print an edit list with the Print Payroll Entries option.

Be sure to carefully review the edit list for accuracy.

8. Post the Payroll entries. Use the Post Payroll Entries option (1-h).

Since the Post to G/L flag is set to N (no) the data will not post to your general ledger. However, it will update the employee buckets for that quarter, and it will ensure the accuracy of your reports.

The updated accruals will appear in the Employee Information file.

9. Repeat steps 3 through 8 for each quarter, including the quarter-to-date information for the current quarter.

10. Set the Post to G/L flag in the Payroll Defaults file to Y.

Terminating Employees

To terminate an employee, use the Update Employee Information option. Enter the termination date in the Term date field.

- 1. Choose the Update Employee Information option from the Employee Information menu (3-a).**
- 2. Use the Find command to locate the record for the employee who is being terminated.**
- 3. Choose Update from the ring menu.**
- 4. Access the Extended Employee Information Screen by using the Zoom Command and selecting Extended Information from the picker window.**
- 5. In the Term. field, enter the last day this employee will work.**

An automatic payroll entry will still be generated for this employee if the date of termination is after the end of the next pay period. If you do not want an automatic payroll entry to be generated, set the Hold Pay field to Y.

If the employee's last day worked is not the end of a pay period, you will need to create a manual payroll entry to pay the employee for time worked between the end of the previous pay period and the last day of employment. For information on creating payroll checks manually, see "Creating Manual Payroll Entries" on page 5-12.

Relocating to a New State

If an employee relocates to different sites within your company, and the sites are in different states, you must follow the procedures for terminating an employee, then set up a new employee record for the employee using a different Employee Code. Be sure that the social security number remains the same.

In this way, the W-2 form will show the proper state tax and state wages information.

Deducting an Additional Flat Rate for Federal Income Tax

Occasionally, employees will ask to have an additional amount of Federal Income Taxes withheld. You may easily accommodate these employees by simply adding a second Federal Tax deduction code to the Employee's Deduction Codes and Rates Detail form. In the first Federal Tax deduction row, leave the rate field blank. This will cause the system to refer to the Federal Income Tax Table to determine the amount for the deduction. On the second Federal Tax deduction, enter the additional amount to be withheld in the Rate field. The system will deduct this amount automatically, without referring to the tax table. Both amounts will be reflected in your reports.

Below is an example of the Deduction Codes section of a Deduction Codes and Rates Detail form, reflecting an additional amount to be withheld. In the example, \$10.00 will be withheld at every pay period (Frequency = Always).

Deduction-----	Rate-----	Limit-----	Applied----	Freq.-----
FEDTAX				A
FEDTAX	10.00000000			A

Changing Compensation for Employees

You will frequently need to change compensation rates for your employees. You will need to do this when one or more employees get a raise, or when deduction or obligation information changes.

Changing Rates

Payroll gives you the ability to change employee compensation quickly and easily. You can change income, deduction, or obligation rates for one employee, a whole department, an employee type, all full time employees, all part time employees, or any combination of factors.

Note

Do not use this approach to change generic codes like FUTA, FICA, Medicare, etc. Any code whose rate is the same for all employees should be updated in the appropriate system defaults file. The consequence of using this program is to pull the rate down to the employee level, making all future maintenance painstaking.

To change rates, use the Change Employee Rates option on the Payroll Utilities sub-menu (4-h-a).

1. Choose one of the print options from the ring menu.

This will determine where to print the report that will be generated after changing rates.

2. A prompt will appear, asking whether you want to change an income rate, a deduction rate, or an obligation rate.

Enter I, D, or O.

3. Enter the Code for the rate you want to change.

4. Another prompt will appear asking you to enter the rate of change.

You may enter a negative amount if the rate is to decrease. A negative rate change for a deduction means less money will be deducted from the employee's check.

5. Another prompt will appear asking if this amount is a percentage or a flat rate.

Enter P or F.

6. Finally, a selection criteria screen will appear. Enter the selection information for the employees whose rates you want to change.

For more information on how to use the selection criteria form, refer to "Using Search Criteria to Find a Document" in Section 2 of *Learning Fitrix*.

7. The rates will be changed and a report will be generated.

Changing Employee Types

You can also change rates for an employee by changing the employee's Employee Type.

After payrolls have been run for the employee, changing the employee type replaces information such as Pay Period, Hold Pay, Accruals, Sick Code, and so on with the values set up for the new type specified. Income, Deduction, and Obligation Codes that are new are appended to the employee record.

To change an employee's type, choose Update Employee Information from the Employee Information menu (3-a).

1. Use the Find command to select the employee information form for the employee whose type you wish to update.

2. Choose Update.

3. Move to the Employee Type field, and select the new Employee Type for this employee.

Zoom is available to help you select the new Employee Type.

Employee History

The Update Employee History option enables you to store information for individual employees in your company. Use the Employee History form to store notes on your employees, such as performance reviews, a summary of an employee's experience, recognition for outstanding contributions, and so on. The Employee History report sorts this information according to Employee Code and organizes the employee history notes chronologically for each employee.

The Employee History Notes form:

The screenshot shows a software interface for the Employee History form. At the top, there is a menu bar with the following options: Action: Add Update Delete Find Browse Nxt Prv Tab Options Quit. Below the menu bar, there is a sub-header "Employee History". The form contains two input fields: "Employee:" followed by a hyphen "-" and "Date:". Below these fields is a large text area labeled "History Notes:". At the bottom of the form, there is a status message "(No Documents Selected)".

Entering Employee History Notes

1. Choose Update Employee History from the Employee Information Menu (3-c).
2. Use the Add command to add new notes for an employee. If you want to update an existing note, use Find and Update.
3. Enter the Employee Code for the employee you want to enter notes about.

Zoom is available to assist you in selecting the proper code. The system automatically retrieves the name of the employee whose code you select.

4. Move to the detail section of the screen by pressing [TAB].

5. Enter your notes.

This section stores free-form text which you may enter, modify, or delete like other text.

Remember to press [ENTER] at the end of each line. The text does not wrap automatically.

6. Press [ESC] to store the note.

Printing Employee History

You can print a copy of the information contained in an Employee History form.

1. Select Print Employee History Notes from the Employee Information menu (3-d).

2. Choose a print option from the ring menu.

For more information, see "Printing Reports" in Section 2 of *Learning Business*.

Bonus and Expense Checks

You will occasionally need to print out checks that are not part of a regular payroll run. This is likely to occur when you need to print bonus or expense checks.

To print a check that is not part of a regular payroll run, simply create the check manually using the Update Payroll Entries options. For more information on printing a check manually, see "Creating Manual Payroll Entries" on page 5-12.

When you cut a payroll or expense check that is not part of a regular payroll run, be sure to set the Bonus Check field (in the Extended Information form of the Payroll Entry) to Y. By doing this you tell the system that this check should not update the Last Pay field in the employee information file. This way, cutting a bonus or expense check in the middle of a pay period will not upset the employee's regular pay cycle. If the value in the Bonus Check field is N, the next Automatic Payroll will exclude this employee.

You must also decide whether or not the bonus or expense check should update the employee's vacation or sick leave accrual. When you run a manual payroll entry, these values default to N, but you may change them to Y if you want this check to update the employee's accruals.

Continue with the steps for creating a payroll entry manually.

You can also use the Create Automatic Payroll option to print bonus or expense checks. You might choose to do this if you have a large number of checks to write. Simply answer Y to the Create Bonus Checks prompt. When you write checks in this manner, the system ignores the last Pay field in the employment record and will create checks regardless of whether or not the employee is due to be paid. The bonus checks will not update the Last Pay date in the employee records.

Verifying Employee Information (Restoring Employee Buckets)

From time to time you may wish to verify that the values in employees' quarterly and year-to-date accruals are accurate. To verify the values, use the Print Accruals Edit List and Restore Employee Accruals options on the Payroll Utilities submenu.

The program gathers all activity for the year specified and compares the values in the activity tables against the quarter-to-date accruals (buckets) in the employee detail tables. If there is a difference, the value from the posted activity will replace the amount in the bucket. If there are duplicate codes in the employee detail, the program will put all of the quarter-to-date and year-to-date information into the first occurrence of the code and will assign zero quarter-to-date and year-to-date figures for all other occurrences of the code.

Unlike all the other edit lists in the Payroll module, it is not necessary to run the accruals edit list prior to running the accruals posting program. The Edit List does not update the employee buckets; it is purely informational.

To restore the employee buckets, select Restore Employee Accruals from the Payroll Utilities submenu (4-h-c).

1. Choose one of the print options from the ring menu.

The print option you choose will determine where the posting report will print.

2. At the prompt, enter any date that falls within the year whose accruals you wish to verify.

3. Enter your selection criteria in the Selection Criteria form.

For more information on using selection criteria, see "Using Search Criteria to Find a Document" in Section 2 of *Learning Business*.

5

Processing Payroll Transactions

Most of the work you will be doing with the payroll module will be processing payroll transactions. In this chapter you will learn how to use the Payroll Checks menu.

This chapter covers:

- n Creating regular payroll;
- n Using Timecards;
- n Creating payroll manually;
- n Printing a payroll edit list;
- n Direct deposit; and
- n Correcting payroll mistakes.

Payroll Check Processing

Every pay period, you will want to run Create Automatic Payroll to create payroll entries. This option creates payroll entries for both salaried and hourly employee types; however, for employees who are paid on an hourly basis, you may also want to use the Timecards feature.

In most cases you will want to let the Payroll system automatically generate payroll entries; you can then make the necessary adjustments to those payroll entries to reflect sick or vacation time used, bonuses, and so forth.

In some cases, however, you will not want to use the Automatic Payroll feature. In those cases, you will manually create individual payroll entries.

Summary of the Payroll Process

Fitrix Payroll provides the capability of automatically generating online payroll checks. After automatically creating online payroll entries, you print an edit list to verify that the entries are correct. Any necessary modifications or deletions can be made to the online entries before the payroll checks are printed.

The use of time cards is optional. Using the Update Timecards option on the Payroll Checks menu (1-b), you can enter timecards for some or all of your employees. Setting up a time card for an employee makes sense in certain circumstances: when the employee is paid on an hourly basis; when an employee's hourly wage varies with each pay period; or when you want to track hours worked on different jobs. You can set up as many timecards per period as you like. For more information on using timecards, see "Timecards" on page 5-7.

You can limit Automatic Payroll to generate entries for employees who have timecards only, or for both timecard and non-timecard employees. When you run Create Automatic Payroll, the system first looks to see if there is an unused timecard set up for a particular employee. If there is, the information on the timecard will be used. After a timecard is used by the Payroll programs to automatically generate an entry, that timecard is flagged as having been used and will not be used again by the program.

If no timecard exists, the Employee file is used to determine the income, deduction, and obligation codes to use with this employee's Payroll Entry. The rate can come from the Employee file (if specified there), the Employee Type (if this employee uses a type that specifies a rate), or from the module defaults.

Next, verify that the payroll entries are correct. The Print Payroll Entries option prints an edit list that enables you to check for accuracy. Make any necessary changes with the Update Payroll Entries. If you make any changes, print another edit list for the modified entries. If you answer N to the field "Print Entire List" at the bottom of the Selection Criteria form, only those entries which you have modified will be printed.

After you have verified the accuracy of the information, print the payroll checks on your company's check forms. Use the Print Payroll Checks option.

If you are using direct deposit, print out the non-negotiable check forms. Run Create Direct Deposit Entries to assemble the data. Then run Create Direct Deposit Media to transfer the data onto a DOS-formatted disk.

The next step is to post payroll checks. The posting process posts debits and credits to the Payroll Activity file. If the General Ledger module is installed, debits and credits are also posted to your General Ledger Activity file. To update ledger account balances to reflect the amounts in the G/L Activity file, you must post to the ledger through an option in the G/L module. Posting also updates employee records (in the Employee Information file) with information pertaining to the latest payroll run.

The following is a summary of the steps necessary to create payroll checks automatically:

1. Update Timecards (1-b): enter Timecards for employees (optional).
2. Print Timecards (1-c): print edit list; verify data-entry accuracy.
3. Create Automatic Payroll (1-a): automatically create online checks.
4. Print Payroll Entries (1-e): print an edit list; make sure checks are correct.
5. Update Payroll Entries(1-d): make any necessary modifications to online checks.
6. Print Payroll Entries(1- e): print edit list again, if necessary; verify accuracy of data entry.
7. Print Payroll Checks (1-f): print payroll checks; print Direct Deposit checks.

8. Create Direct Deposit Entries (1-g-a): (if using Direct Deposit) to assemble Direct Deposit data.
9. Create Direct Deposit Media (1-g-b): (if using Direct Deposit), to transfer Direct Deposit data to disk.
10. Post Payroll Entries (1-h): post payroll entries.

Creating Automatic Payroll

- 1. To create a Payroll Entry automatically, choose Create Automatic Payroll from the Payroll Checks menu (1-a).**

- 2. Choose one of the Print options from the ring menu.**

A two-part Selection Criteria screen appears.

The first section contains general prompts for the payroll process; the second section allows you to select the employees for whom you wish to create paychecks.

- 3. In answer to the prompt "Process From Timecards Only?" answer Y for yes or N for no.**

You may create payroll for employees who use timecards only, or you may create payroll both for employees who use timecards and those who do not.

4. Enter the Payroll Date.

This is the date that will appear on the printed checks. It is also the date that will be used when posting the payroll check to the General Ledger.

The field defaults to the current system date. To accept the default, press [ENTER].

5. Enter the End of Period Date.

The date specified dictates whether an entry is created for employees. The system examines the pay period defined for each employee and checks the last paid date. If it is not yet time to pay the employee (according to the pay period information) no entry is created.

Enter a date that includes the last work day to be included in this payroll run.

The field defaults to the current system date. To accept the default, press [ENTER].

6. Answer the Prompt "Bonus Check?"

Enter Y for yes or N for no. Designating a check as a Bonus Check prevents the Last Pay Date field (in Employee Information) from incrementing.

Press [ESC] to store the Date/Timecard Selection Criteria.

7. Enter your selection criteria for employees to be paid.

For more information on using selection criteria, refer to "Using Search Criteria to Find a Document" in Section 2 of *Learning Fitrix*.

Payroll entries are generated and a report is printed. The report lists gross and net wages, deductions from the employee's gross wages, and employer obligations accrued at the time of payroll.

At this point you can modify the payroll information that has been generated (see below). You might do this to reflect sick or vacation time used, bonuses, commissions, or other information that is not reflected in the basic income, deduction, and obligation information that is set up in the employee information file.

Recording Sick or Vacation Time (Updating Payroll Entries)

After you have created payroll entries automatically, you will probably need to make adjustments to at least some of the Payroll Entries to record vacation time, sick leave, or other special income earned by your employees. To record these special incomes, choose Update Payroll Entries from the Payroll Checks menu (1-d).

- 1. Use the Find command to select the Payroll Entry for the employee whose entry you wish to update.**

The Payroll entry will contain payroll data based on the codes and defaults from the employee's information file.

- 2. Choose Update to modify the data in the Payroll Entry.**
- 3. Use the Zoom command to view the Picker Window, and choose Payroll Income Detail.**
- 4. Add the proper Income Code to reflect the sick, vacation, or other income that the employee has earned for this pay period.**
- 5. Modify the value in the Hours or Number field to reflect the hours of income earned.**
- 6. Modify the default values in the other Income Code fields, as necessary.**
- 7. Make modifications in the deductions or obligations information as necessary by choosing Payroll Deduction Detail or Payroll Obligation Detail from the Picker Window.**

The next step, regardless of whether or not you have made any changes to the information generated by Create Automatic Payroll, is to print an edit list with the Print Payroll Entries option. Review the information on the edit list to verify its accuracy.

Make any necessary changes with the Update Payroll Entries option. If any changes are made, rerun the edit list for the Payroll Entries that you modified.

After the verification process has been completed, you are ready to print payroll checks. For information on how to do that, see "Print Payroll Checks" on page 5-24.

Timecards

The Timecards feature allows you to easily track employees' hours. You can use timecards in several circumstances:

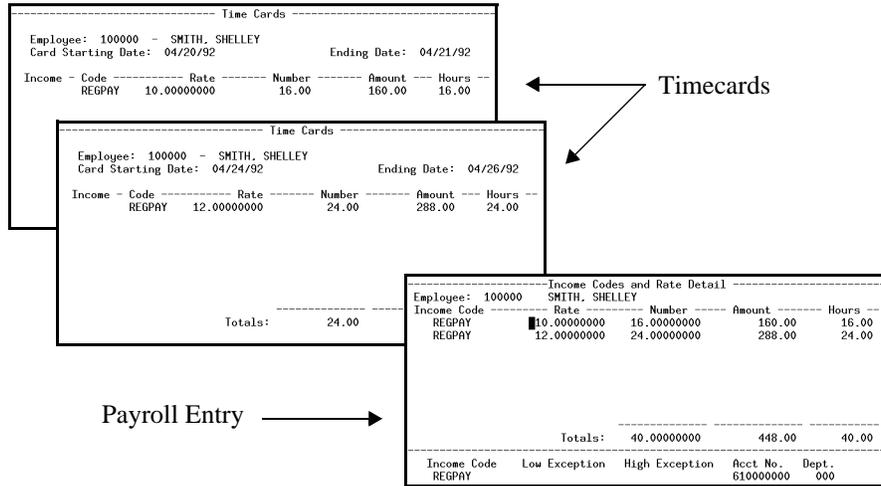
- for hourly employees,
- for employees whose wage varies with each pay period,
- for employees whose wages vary with different jobs,
- to track hours worked on different jobs.

The use of the Timecards feature is optional. If you use timecards, you can create payroll entries for only those employees for whom Timecards have been entered, or for both Timecard and non-timecard employees.

When you run Create Automatic Payroll, the system looks for Timecards for each employee. If a Timecard is found, the income information from that timecard is used, along with the deduction and obligation information from the Employee Information reference file, to create the payroll entry for the employee.

The system will condense multiple unused cards. All unused Timecards for an employee will be pulled into the Income Codes section of the Payroll Entry. You will want to use multiple timecards in certain circumstances. For example, your company is a temporary agency. One of your employees worked 16 hours for one company at a rate of \$10 per hour, and 24 hours for another company at a rate of \$12 an hour. Create two different timecards, each reflecting one job.

When Create Automatic Payroll is run, the income information will be pulled into the Payroll Entry, and the employee will be paid for both jobs, as shown in the following illustration:



Once a time card is used, it is flagged by the system and cannot be used again; however, it is not deleted from the system. If you want to delete old timecards from the system, use the Delete Old Activity option (see "Delete Old Activity" on page 6-15). You can create timecards for use in the future by entering the future date in the Card Starting Date field. You cannot, however, create a time card for an employee who has not been set up in the Employee Information reference file, or for an employee who has been deleted from the system.

The Timecards form:

```

Action: Add Update Delete Find Browse Nxt Prv Tab Options Quit
Create a new document
=====
Time Cards
=====
Employee:      -
Card Starting Date:      Ending Date:
Income - Code ----- Rate ----- Number ----- Amount --- Hours --
-----
Totals:
-----
(No Documents Selected)

```

Adding a Timecard

1. To add a timecard, choose Update Timecards from the Payroll Checks menu (1-b).
2. Execute the Add command.
3. In the Employee field, enter the code for the employee for whom you want to create a timecard.

Zoom is available in this field.

When you enter a valid employee code, the employee's name is automatically filled in by the system. The income information in the detail section of the form is also filled in. This information is retrieved from the employee's Income Information file.

The income information can be modified as needed.

4. Enter the Starting Date.

This date is used to determine if a Timecard should be used during automatic payroll creation. If the card starting date is the same as or earlier than the End of Period date you enter when you run Create Automatic Payroll, the Timecard will be used for that payroll creation.

This field defaults to the current system date.

5. Enter the Ending Date.

This date represents the last day covered by the hours entered on this Timecard. This field is used for your reference only and defaults to the current system date.

6. In the Income Code field, add an income code if necessary. Enter the code for the type of income to be paid.

Zoom is available in this field.

7. Modify the information in the Rate and Number field if necessary.

The entry in the Rate field will be multiplied by the entry in the Number field and the result is displayed in the Amount field. The Amount field is display only and cannot be modified.

If the Rate is an Hourly type, the amount entered in the Number field is automatically carried over into the Hours field.

8. In the Hours field, enter the number of hours actually worked for this type of income.

The value in this field defaults to the number of hours usually worked, as entered in the Employee's Income Information file.

9. The Totals: Number field displays the total number of work units paid on this Timecard.

This total is calculated automatically and no entry is allowed in this field.

Note

If income types other than income with hourly rates are included on this Timecard, this total will not accurately reflect the number of hours being paid.

10. The Totals: Amount field displays the total income indicated on this Timecard.

The total is calculated automatically and no entry is allowed in this field.

11. The Totals: Hours field displays the total number of hours paid on this Timecard.

The total is calculated automatically and no entry is allowed in this field.

Print Timecard Report

The Timecard report allows you to print all Timecards in the Timecard file. A Selection Criteria form allows you to designate which Timecards to include on the report. If the Selection Criteria form is left blank, only "current" Timecards are printed. "Current" refers to those Timecards that have not yet been used to generate a payroll check (using Create Payroll Checks). Alternately, you can print all Timecards stored in the Timecard file (old as well as current).

- 1. To print Timecards, select Print Timecards from the Payroll Checks menu (1-c).**
- 2. Choose one of the print options from the ring menu.**
- 3. Enter your selection into the Selection Criteria form.**

For more information, see "Printing Reports" in Section 2 of *Learning Fitrix*.

Creating Manual Payroll Entries

You will want to bypass the Create Automatic Payroll under certain circumstances (terminations, bonus checks, expense reimbursements, and so on). You create payroll entries manually with the Update Payroll Entries option.

You can have any number of unposted Payroll Entries per employee. A separate check will be printed for each Payroll Entry. You might use this feature to create a regular payroll check for an employee, and then create a separate bonus check. However, if there is an unposted Payroll Entry for an employee, Create Automatic Payroll will NOT create another Payroll Entry for that employee, even if the Last Pay and Pay Period data indicate that it should. Therefore, be sure to post your manual Payroll Entries before you run Create Automatic Payroll.

The Payroll Entries form:

Action:	Add	Update	Delete	Find	Browse	Nxt	Prv	Options	Quit
Create a new document									
=====									
----- Payroll Entry -----									
Payroll Date:							Last Pay:		
Ending Date:							Period:		
Employee Code:		-							
Cash Account:			Dept:				Print Check:		
Check Number:							Check Amount:		
-- Employee Income/Deductions --							----- Employer Obligations -----		
Gross Wages:									
Taxable Wages:									
Employee FICA:							FUTA Liability:		
Employee Medicare:							FICA Liability:		
Federal Income Tax:							Medicare Liability:		
State Income Tax:							Other Liabilities:		
Local Taxes:									-----
Other Deductions:							Total Liabilities:		

Net Wages:			Exp/Advn:				Hours Worked:		

(No Documents Selected)									

1. To create a check manually, choose Update Payroll Entries from the Payroll Checks Menu (1-d).
2. Execute the Add command.
3. In the Payroll Date field, enter the date on which the check is to be recorded as having been printed.

This date will determine which quarter in the employee record will be updated by the income, deductions, and obligations. This date is also used as the check date and all accounting postings to ledger accounts (recording this transaction) will use this date. It is important to select the correct accounting date so that your government tax liabilities will be recorded properly.

4. In the Ending Date, enter the ending date of the current pay period.

This date is used to determine whether to include deductions with special frequencies for the employee. This date also becomes the new Last Pay Date for the employee and the last applied date for deductions.

5. Enter the employee code for the employee.

When a valid employee code is entered, the employee's name is displayed to the right of the employee's code and several fields are automatically filled in. The information is retrieved from the Employee Information reference file and the Payroll Defaults reference file. Much of this information is display-only and cannot be modified on this screen.

6. In the Cash Account field, enter the account number of the ledger account that you want to draw the cash from.

Zoom is available in this field.

The Cash Account and Department fields are also filled in from the information in the reference files.

To accept the default entry, press [ENTER].

7. In the Dept field, enter the three-digit code for the department which corresponds to the account entered in the Cash Account field.

Zoom is available in this field.

8. In the Print Check field, enter Y or N.

This field defaults to Y. Press [ENTER] to accept the default value.

If you do not wish to print a check, set this field to N. For tracking and reporting purposes, and for setup, you must use a check number (see below) for the payroll entry even if the entry in this field is N. A "dummy" number such as 0000 can be used for such transactions. A check number is mandatory in order for the entry to post.

When checks are printed, this field is automatically set to N to prevent an accidental reprint of a payroll check. If you need to reprint the check for any reason, you can change the value back to Y. You will also need to reset the check number if you want a new number assigned. For information on reprinting checks, see "Reprinting Checks" on page 5-25.

When you write a check by hand (rather than using the Print Payroll Checks option), enter N in this field to suppress the automatic printing of the payroll check and enter the check number from the manual check in the Check Number field.

9. In the Check Number field, enter the number of the check you are printing.

If you want the check number to be generated automatically when the check is printed, leave this field blank. If you do not enter a check number, the system assigns a number when the check is printed. The number assigned during printing will then appear in this field.

10. The Check Amount field is display only; no entry is allowed.

The check amount is automatically calculated from net wages plus any expense reimbursements plus any pay advances.

The information in the remainder of the form is display only. The fields show the total amounts for the income, deduction, and employer obligation information that are in the detail screens.

The display-only fields show the following information:

1. Gross Wages: This field shows the total income minus any expense or advance income.
2. Taxable Wages: This field displays the amount of wages that are subject to Federal Income Tax withholding.
3. Employee FICA: This field shows the amount withheld from the employee's wages for Social Security.

4. **Employee Medicare:** This field shows the amount withheld for the Medicare portion of FICA.
5. **Federal Income Tax:** This field shows the amount withheld from the employee's wages for Federal Income Tax.
6. **State Income Tax:** This field shows the amount withheld from the employee's wages for State Income Tax.
7. **Local Taxes:** This field displays the amount withheld from the employee's wages for local taxes.
8. **Other Deductions:** This field displays the total of all deductions not included in the amounts above.
9. **FUTA Liability:** This field shows the employer liability incurred for this payroll entry for Unemployment Insurance.
10. **FICA Liability:** This field shows the FICA liability for Social Security incurred for this payroll entry apart from the amount withheld from the employee's wages.
11. **Medicare Liability:** This field shows the amount of the employer liability for the Medicare portion of FICA.
12. **Other Liabilities:** This field displays the total of all employer obligations not included in the amounts above.
13. **Total Liabilities:** This field displays the total of all employer obligations incurred as a result of this payroll entry.
14. **Net Wages:** This field displays the employee's net wages. The figure is the result of the employee's gross wages minus all deductions.
15. **Exp/Advn:** This field displays the total of all expense reimbursements (exp) and advance income (Advn) included as part of the payroll entry.
16. **Hours Worked:** This field shows the total number of hours actually on the job. The number is the total of the hours worked for all income codes.

To modify the information in the detail screens, use the *Zoom* command and select a detail screen from the Picker Window.

Additional Payroll Entry Information form

```
Update: [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                       [CTRL]-[w]
-----
Employee: COCHMD      COCHRANE, MICHAEL D
----- Additional Payroll Entry Information -----
                Accrue Sick: N
                Accrue Vacation: N
                Bonus Check: Y
                ----- Direct Deposit Information -----
                        Deposit: N
-----
Accrue Sick Hours with this Payroll Entry
```

1. Choose Payroll Information from the Picker Window.

2. In the Accrue Sick field, enter Y or N.

Enter Y to allow the accrual of sick leave for this payroll entry. Enter N to prevent the accrual of sick leave for this Payroll Entry, and this entry will have no effect on the sick leave accrual process. This field defaults to N when you create a manual Payroll Entry (and when you create a bonus check with Create Automatic Payroll).

3. In the Accrue Vacation field, enter Y or N.

Enter Y to allow the accrual of vacation leave for this payroll entry. Enter N to prevent the accrual of vacation leave for this payroll entry, and this entry will have no effect on the vacation leave accrual process. This field defaults to N when you create a manual Payroll Entry (and when you create a bonus check with Create Automatic Payroll).

4. In the Bonus Check field, enter Y or N.

Enter Y to prevent the system from updating the Last Pay Date field in the employee information file. You will want to do this if this check is a supplemental or additional check, and not part of a regular payroll run. Enter N if you want the printing of this check to update the Last Pay Date field. This field defaults to Y, as shown, when you create a manual Payroll Entry. For more information on this field, refer to "Bonus and Expense Checks" on page 4-24.

5. In the Direct Deposit field, enter Y or N.

Enter Y if this check is waiting for direct deposit; enter N if this check will not use the Direct Deposit feature. This field defaults to N when you create a manual Payroll Entry.

This field defaults to N based on two assumptions:

- 1) Since you are creating only a small number of checks, you probably do not want to have to go to the trouble of creating a direct deposit disk and delivering it to the bank. (If you are creating a large number of documents, use Create Automatic Payroll. See "Bonus and Expense Checks" on page 4-24).
- 2) In most instances of cutting non-regular checks, your employees need the checks immediately. Therefore you do not have the time to create the direct deposit disk and transmit it to the bank.

Remember, you can always override the default value where necessary.

6. Enter [ESC] to store your entries to this form. You will be returned to the Payroll Entries main screen.

Income Codes and Rate Detail form

```
Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[w]
=====
-----Income Codes and Rate Detail -----
Employee:
Income Code ----- Rate ----- Number ----- Amount ----- Hours --
█

Totals:                0.00000000          0.00          0.00
-----
Income Code  Low Exception  High Exception  Acct No.  Dept.
-----
Enter an income code.
```

1. Choose Payroll Income Detail from the Picker Window.
2. In the Income Code field, enter an additional Income Code, if necessary.

Zoom is available in this field.

Whenever a new income code is entered on a line, the default data from the Income file is loaded, erasing all previous data on that line.

3. Modify the information in the Rate field, if necessary.

The default information in this field is supplied from a Timecard, the Employee Information file, or the Income Code file. When you make a modification in this field, the system automatically recalculates the entry in the Amount field.

For more information on this field, see "Income Codes" on page 3-2.

4. Modify the information in the Number field, if necessary.

The default information in this field is supplied from a Timecard, the Employee Information file, or the Income Code file. When you make a modification in this field, the system automatically recalculates the entry in the Amount field. For more information see, "Income Codes" on page 3-2.

5. The Amount field is display-only.

For more information, see "Income Codes" on page 3-2.

6. Modify the entry in the Hours field if necessary.

Enter the number of hours actually worked for the income being paid. The number of hours worked for an hourly income type is by definition always equal to the number of hours paid. Therefore, any entry that you make in the Number field is automatically carried over into the Hours field. For any other income type the value is loaded from either the Employee Information file or the default value for this income type.

7. Press [ESC] to store your changes to this form. You will automatically return to the Payroll Entries main screen.

Deduction Codes and Rates Detail form

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form          CTRL-[u] to Recalculate      [CTRL]-[w]
===== (Zoom) =====
-----Deduction Codes and Rate Detail -----
Employee:
Deduction Code -----Rate-----Amount-----
█

Total: -----
0.00
-----
Deduction Code  Low Exception  High Exception  Acct No.  Dept.
-----
Enter a Deduction Code.

```

1. Choose Payroll Deduction Detail from the Picker Window.

2. Add a Deduction Code if necessary.

When you enter a code, you must press [CTRL]-[u] to see the value in the Amount column. Zoom is available.

3. Modify the information in the Rate field for any of the deduction codes, if necessary.

If you want the deduction to be figured using a Tax Table, the Rate field should be left blank. If you specify an amount in the Rate field, the deduction will be calculated using that figure rather than a Tax Table. For more information, see "Deduction Codes" on page 3-6.

If you enter a flat amount (that is, an amount greater than 1) this figure will be carried over into the Amounts field after recalculation.

After changing the value in the Rate field, the Amount field becomes blank. Press [CTRL]-[u] to recalculate.

4. Modify the information in the Amount field for any of the deduction codes, if necessary.

You may change the amount in this field; however, the preferred method would be to enter a flat amount in the Rate field; the Amount will then be recalculated based on the new value in Rate.

5. Store your changes to this form by pressing [ESC]. You will automatically be returned to the Payroll Entries main screen.

The values in the Amount column will be recalculated when you store your changes by pressing [ESC]. To see the results of your changes without escaping out of the form, press [CTRL]-[u].

Obligations Codes and Rates Detail form

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form      CTRL-[u] to Recalculate      [CTRL]-[w]
===== (Zoom) =====
-----Obligation Codes and Rate Detail-----
Employee:
Obligations -----Rate-----Amount-----
█

Total: -----
                                0.00
-----
Obligation   Expense Acct Dept.   Liability Acct Dept.
-----
Enter an employer payment obligation code.
    
```

1. Choose Payroll Obligations Detail from the Picker window.

2. Add an Obligation Code if necessary.

When you enter a code, you must press [CTRL]-[u] to see the value in the Amount column. Zoom is available.

3. Modify the information in the Rate field for any of the Obligation Codes, if necessary.

If you enter a flat amount (that is, an amount greater than 1) this figure will be carried over into the Amounts field upon recalculation.

4. Modify the information in the Amount field for any of the obligation codes, if necessary.

You may change the amount in this field; however, the preferred method would be to enter a flat amount in the Rate field; the Amount will then be recalculated based on the new value in Rate.

5. Store your changes to this form by pressing [ESC]. You will automatically be returned to the Payroll Entries main screen.

The values in the Amount column will be recalculated when you store your changes by pressing [ESC]. To see the results of your changes without escaping out of the form, press [CTRL]-[u].

Print Payroll Entries Edit List

Before you can print your payroll checks you must first print the Payroll Entries Edit List. Use this list to verify the accuracy of the information that will appear on your printed payroll checks.

You have a choice between two different edit lists: an Exceptions Report and a Detailed Edit List.

The Exceptions Report shows only each employee's name, social security number, the date of pay and the gross deductions and amount of the check. It also shows any income, deduction, or obligation codes that exceed predefined high or low exception values which have been set up in the Employee Information file or the Income, Deduction, or Obligation file.

The detailed edit list shows all of the data in the Payroll Entry.

Once you have printed the edit list, review it carefully for accuracy. Make any necessary changes using the Update Payroll Entries option. If you change any information in the payroll entries you must run another Edit List for the Payroll Entries that you modified.

Print Payroll Checks

To print your Payroll checks, use the Print Payroll Checks Option on the Payroll Checks menu. Remember, before you can print checks, you must run Print Payroll Entries.

To Print Payroll Checks:

1. Choose Print Payroll Checks from the Payroll Checks menu.

2. A prompt will appear asking if you wish to print an alignment template.

This is to help you make sure your check forms are positioned correctly. If you need to check the alignment, enter Y.

The alignment template will print. This is a "dummy" check. If your form is positioned correctly, enter Y to the prompt "Form Positioned Correctly?" If not, adjust the form, enter N, and the template will print again. When you are satisfied that the form is positioned correctly, enter Y to the prompt.

If you do not need to check the alignment of your form, enter N.

3. The Payroll Checks Selection Criteria form will appear.

```
Payroll Checks                                     Modifiable Accounting
=====
Enter the required data and press [ESC] to save.
=====
Direct Deposit Checks? 
Starting Check No:
Payroll Cash Acct:
Enter (Y) if printing on non-negotiable direct deposit check forms.
=====
Output to: /u/tmp/ifax21057
```

4. In the Direct Deposit Checks field, enter N.

For information on printing non-negotiable Direct Deposit Check forms, see "Using Direct Deposit" on page 5-27.

- 5. In the Starting Check No field, enter the number that you want to appear on the first check that has not already been assigned a check number with the Update Payroll Entries menu option.**

The check number will increase by one for each subsequent check.

- 6. In the Payroll Cash Acct field, enter the ledger number of your payroll cash account.**

The account number you enter must correspond to a cash account indicated in at least one of the current payroll entries. Checks will be printed only for those entries using the cash account you enter in this field.

If you leave this field blank, it will default to the cash account defined in the Payroll Defaults file.

Zoom is available in this field.

- 7. Press [ESC] to begin printing the payroll checks.**

For information on ordering check forms, refer to "Payroll Forms" in the Appendix.

Reprinting Checks

Occasionally, you may need to reprint a check. You might need to reprint a check if a check got jammed in your printer or if you spilled coffee on a check. You may reprint a check that has not yet been posted by following these steps. If the check has already been posted, refer to "Voiding Documents" on page 5-32.

- 1. To reprint a check, choose Update Payroll Entries option on the Payroll Checks menu (1-d).**
- 2. In the Print Check field, reset the flag to Y.**

The flag will have been automatically reset to N when the original check was printed.

You may also change the check number at this time if you want to assign the new check a different number.

3. Run an Edit List with the Print Payroll Entries option.

Verify that the information contained in the edit list is accurate.

4. Print the new check with the Print Payroll Checks option.

Follow the steps under the previous section, Print Payroll Checks.

Using Direct Deposit

Before you can have a live direct deposit transaction, your system must be set up to process direct deposit, and you must have successfully completed a prenotification. For information on setup and prenotification, see "Setting Up for Direct Deposit" on page 3-38.

You can create your payroll entries and run and review the edit list along with your traditional (non-direct deposit) payroll, but you must print out your non-negotiable direct deposit check forms separately from your traditional checks.

In some cases, you may need to create your direct deposit several days in advance of your traditional paychecks to allow sufficient time to deliver the disk to your financial institution.

1. Create the Payroll Entries.

Run Create Automatic Payroll or create the payroll entries manually with the Update Payroll Entries option.

2. Print an Edit List with the Print Payroll Entries option.

Carefully review the information in the edit list. If there are any inaccuracies, correct the information with the Update Payroll Entries option.

If you change any information, you must print out another edit list.

3. Print the non-negotiable check forms for those using direct deposit.

Run the Print Checks option, answering Y to the Direct Deposit Checks prompt.

The words "Non-Negotiable" will be printed on the signature line of the form.

4. Run Create Direct Deposit Entries.

This process creates the entries that the bank will use to transfer funds from your company account to your employees' bank accounts and stores the information in a direct deposit table.

5. Create Direct Deposit Media.

This process transfers the information created in the previous step to a holding file with the name specified in the Holding File Name field of the Payroll Defaults form. It then transfers the information to your DOS formatted disk which you will deliver to the bank.

6. At the prompt, enter the settlement date.

This is the date on which the funds will actually be transferred. Be sure to specify a valid date (the system will remind you if you specify a holiday or a weekend) because your transaction will be rejected by the bank if you specify an invalid date.

7. Deliver the disk to your bank according to the bank's instructions.

8. Post the direct deposit entries with the Post Payroll Entries option.

You may post any time after creating the direct deposit disk. It is advisable that you do not post until after the deposit entries have been created in case you need to recreate the Direct Deposit Entries. Entries are removed by the posting process.

Post Payroll Entries

The Post Payroll Entries option is used to post the current Payroll Entries to the Payroll Activity file. It also posts to the G/L Activity file if the General Ledger module is installed and the Post to General Ledger flag in the Payroll Defaults file is set to Y.

Before you run this option you must first run an Edit List with one of the options on the Print Payroll Entries submenu (Print Exceptions Report (1-e-a) or Print Detailed Edit List (1-e-b)). In order to be posted, each Payroll Entry must have a check number and the entry in the Print Check field must be N. Therefore, you must print your payroll checks before you run the Post Payroll Entries option (1-h). For information on how to print your payroll checks, see "Print Payroll Checks" on page 5-24 and "Using Direct Deposit" on page 5-27.

The Print Payroll Entries option must always be run successfully before posting. Entries for which fatal errors were reported on the Print Payroll Entries report will not be posted. In addition, any entries that have been modified since the last time the Print Payroll Entries option was run will not be posted.

When the report runs, it will detect the same errors and warning conditions detected by Print Payroll Entries. In addition to those errors, it reports a fatal error for a document if no check number has been assigned or if the Payroll Entry Print Checks flag is Y.

When the entry is posted, all of the individual income, deduction, and obligations accruals (buckets) for the employee are updated. Also the date deductions were last taken are reset to the new End of Period date. Finally, the Last Paid date for the employee is reset to the End of Period date and depending on the Payroll Entry accrual flags, sick and vacation accruals are updated.

For information on correcting errors on posted checks, see "Correcting Errors After Posting" on page 5-32. Once a Payroll Entry has been posted, it is stored as payroll activity.

1. **Choose Post Payroll Entries from the Payroll Checks menu (1-h).**
2. **Choose one of the print options from the ring menu.**

A selection criteria form will appear.

```
Payroll Entry Posting                                     Modifiable Accounting
-----
ENTER SELECTION CRITERIA   Press [DEL] to Cancel or [ESC] to Select
-----
----- Selection Criteria for Payroll Posting Report -----
Cash Account: █
Enter the cash account you wish to run the report for.
-----
Output to: /u/tmp/ifx69413
```

3. **In the Cash Account field, enter the ledger number of your cash account.**

Only those entries using the cash account you enter in this field will be posted.

Zoom is available in this field.

4. **Press [ESC] to post.**

Print Payroll Check Journal

The Print Payroll Check Journal option prints a report of payroll checks that have been posted. You can specify any range of dates in the Selection Criteria form, and you will see the checks that were written between (and including) those dates. The report includes a list of all payroll checks grouped by Cash Account and Department and summaries of the deductions and employer obligations associated with those checks.

1. To print the Payroll Check journal, choose **Print Payroll Check Journal** from the **Payroll Checks** menu (1-i).
2. A selection criteria form will appear.

```
Payroll Check Journal                               Modifiable Accounting
-----
Enter Selection Criteria   Press [ESC] to Select: [DEL] to Cancel
-----
Start Date: █           End Date:
-----
Enter the beginning date you wish to select.
-----
Output to: /u/tmp/ifx27844
```

3. In the **Start Date** and **End Date** fields, enter the beginning and ending date for the period you wish to see.

All payroll checks within those dates, inclusive, will appear in the check journal. The Start and End Dates default to the current system date.

Correcting Errors After Posting

If you should discover an error in one or more payroll checks *after posting* has been completed, you can correct the mistake in one of two ways, depending on the type and extent of the error.

Remember, prior to posting you correct mistakes by modifying an incorrect Payroll Entry with the Update Payroll Entries option, and then reissuing the check.

Once the document or documents have been posted, however, you cannot correct an erroneous amount in that way. Instead, you must either void the document and then issue a new check, or reverse the effects of the error on subsequent payrolls. You can always use the voiding approach, but in cases where a large number of documents were affected by the error, or where the error spans several pay periods, you may find that you will save a great deal of time by simply reversing the effects of the error in a subsequent payroll.

Voiding Documents

If you have issued a single paycheck with an incorrect amount, or if you have issued a payroll check that should not have been issued, the simplest way to correct your error is to void the document, and to issue a new check if necessary.

You can post the voiding document to one of two periods: the period during which the original check was posted, or the current period. You may want to post the voiding document to the current period when the original posting was to a period that is now closed.

To void a posted document, use the options on the Payroll Checks menu: Void Posted Checks (1-j), Print Voided Checks (edit list) (1-k), and Post Voided Checks (1-l). Remember, voiding is only necessary when the incorrect checks have already been posted.

The Void Posted Checks option is used to specify the check or checks that you want to void. Identify a particular check with its document number which you can obtain from the Payroll Entry Posting report (produced by the Post Payroll Entries option). The Check Journal will also show the document number for any posted entry.

The Voided Checks form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
=====
----- Voided Checks -----
Payroll Document Number:
Void Document Date:
Reset Sick Accruals:
Reset Vacation Accruals:
----- Payroll Information -----
Employee:
Payroll Date:
Posting Date:
Posting No.:
Check Number:
-----
(No Documents Selected)
    
```

1. To void a posted check, choose the Void Posted Checks option from the Payroll Checks menu (1-j).
2. Choose Add from the ring menu.
3. Enter the document number of the check you want to void.

The system will fill in all of the fields on the screen. The Void Document Date field will default to the current system date. The Reset Sick Accruals and Reset Vacation Accruals fields will default to Y.

The system will also fill in the Payroll Information section of the form with the Employee Code and name of the employee who received the payroll check, the Payroll Date (the date that appeared on the check), the Posting Date (the date the posting was run), the Posting Number (the posting sequence number that identifies the payroll entry posting report), and the Check Number. This information is display-only and cannot be modified.

4. Change the values in the Reset Accruals fields if necessary.

In the Reset Accruals fields, a value of Y will cause the system to subtract the hours accrued for one paycheck. If the value is N, the accruals will not be reset.

5. In the Void Document Date field enter the date on which you want the voiding document to post.

If the entry in the Posting Date field shows a date that falls within a closed period, you may want to post the void to the current period. In that case, the entry in the Void Document Date field should remain the current system date. The system will allow you to post to a closed period if you choose to.

If the entry in the Posting Date field shows a date that falls within a period that is still open, you will want to post the void to that period. In that case, change the entry in the Void Document Date field to the date shown in the Payroll Date field or the Posting Date field.

6. Store this document.

If you create many voided checks, you may find it convenient to use Find or Browse to locate one or more specific voided checks.

Print Voided Checks Edit List

After adding, updating, or deleting a voided check you must print the Voided Payroll Checks Edit List. This report is virtually identical to the posting report produced by the Post Voided Checks option. Like most edit lists, it contains the information that will be posted when you run the posting process, and it gives you a chance to make sure the correct document numbers are entered prior to posting.

To print an edit list:

- 1. Choose the Print Voided Checks option from the Payroll Checks Menu (1-k).**
- 2. Select one of the print options from the ring menu and print the Voided Payroll Checks edit list.**
- 3. Review the Edit List for accuracy.**

Post Voided Checks

Prior to posting voided checks, you must have entered the voided checks and printed the Voided Checks Edit List.

If any changes were made to voided check documents after the edit list was printed, the edit list must be reprinted prior to posting. After posting, errors cannot be corrected except with an adjusting entry.

Posting a voided check reverses the effects of the original payroll check. Voiding adjusts employee accruals, adjusts the number of sick and vacation days used if necessary, and sets the Last Pay date to the most recent payroll not including the document being voided. It also updates the Payroll Activity file and the General Ledger Activity file.

The Voided Payroll Checks Posting report is generated by this process. It is virtually identical to the Voided Payroll Checks Edit List. The difference is that this posting report lists the Posting Sequence number. These posting reports should be saved; the sequence number allows you to verify that your files are complete. In addition, the posting process assigns a New Document Number that is used to identify each document.

To post voided checks:

- 1. Choose the Post Voided Checks option from the Payroll Checks Menu (1-1).**
- 2. Select one of the print options from the ring menu.**

Notice that the report is organized by New Document Number; this is the document number that uniquely identifies the voided check to the system. The effect of each voided check is broken down into payroll activity and general ledger activity. "Payroll activity" affects the Employee's records. "General ledger activity" has an impact on the general ledger account balances (provided General Ledger is installed).

- 3. Return to the Payroll Checks Menu.**

Correcting Prior Errors on Subsequent Payroll Checks

In those instances where the error affects a large number of documents, there is an alternative to voiding which may save you time: simply adjust the income, deduction or obligation code on the next payroll entry to correct for the mistake.

For example, say your company deducts \$45 per month for medical insurance for your employees. You have accidentally entered \$50 as the deduction amount in the MEDINS deduction code. You realize this mistake after one pay period. In the pay

period following the discovery of your mistake, correct the MEDINS deduction code so that it corrects for the mistake: for the following payroll it will be \$40 (the correct amount (\$45) minus \$5 to correct for the over-deduction).

This approach will work correctly in all cases, including income, deductions, and obligations. However, you should be aware that if the next payroll (that is, the one on which you are making the correction) falls in a different quarter than the payroll where the mistake or mistakes were made, your quarterly reports will reflect the inaccuracy. However, most reports allow you to make an adjustment in following quarters.

6

Reports and End of Year Activity

Reports are an important part of payroll processing. Fitrix Payroll makes reporting easy and accurate. Most reports will be run at regular intervals: after each payroll, at the end of each quarter, and at the end of the year. Some reports can be run at any time.

After you run your end-of-year reports, you will also need to reset your system to make it ready to begin a new fiscal year.

This chapter covers:

- n Periodic, quarterly, and annual reports;
- n End-of-year activity; and
- n Deleting old activity.

After Each Payroll

After you process payroll, you will want to print several reports so that you have a permanent record of the payroll transactions for that period. These reports do not need to be run only after payroll has been processed; you can also run them at any time to see reports for past periods.

Payroll Analysis

The Payroll Analysis Reports option (2-a) prints analyses of any type of payroll activity that you select. For example, you may generate a report to see the income activity for a certain group of employees, or to review the FICA amounts withheld for a selected department in a specified month.

The Summary version of the report prompts for a single date within the quarter you wish to report on; the Detail version prompts for a range of dates. Each version then gives a Selection Criteria form into which you enter additional parameters for the analysis, such as an Employee Type or a particular Income, Deduction, or Obligation code.

With no selection criteria, the report will show all checks for the specified time period, then each income code, deduction code, and obligation code. Listed under the entry for each code will be a listing for the employees who had payroll activity for that code. The Summary version of the form will display the quarter-to-date and year-to-date totals.

The Print Payroll Analysis submenu gives you two options for running payroll analysis reports. The summary version (Print Summary Analysis (2-a-a)) will list a quarter-to-date and year-to-date amount for each employee under each income, deduction, and obligation code; the detail version (Print Detail Analysis (2-a-b)) gives a listing for each employee under each income, deduction, and obligation code showing the date, the document number and the amount of the check.

Employee Recap

The Employee Recap Reports print analysis reports based upon employee activity. For example, you may generate a report to see the payroll activity for a certain group of employees or for a single employee for a specified month or

other time period. This report is organized by employee, rather than by payroll (income, deduction, or obligation) code. Within each employee listing, the activity for each code is shown.

The Print Employee Recap submenu is located on the Employee Information menu (3-e). It has two options: Print Summary Employee Recap (3-e-a), which lists quarter-to-date and year-to-date amounts for each payroll code, and Print Detail Employee Recap (3-e-b), which shows each document that was posted.

Posting Report

The Posting Report is automatically generated by the posting process (1-h), and shows all of the checks that were posted. For each check the report lists the document number assigned by the posting process, the employee's name, employee code, period ending date, payroll date, and number of hours worked by the employee. It then lists the amount for each income, deduction, and obligation type.

Payroll Check Journal

The Payroll Check Journal is located on the Payroll Checks menu (1-i) and prints a listing of all of the checks that have been posted for the specified time period. The Journal lists checks by number, and shows the document number, the employee name, the check date, and the amount of the check. It also shows the totals for each income, deduction, and obligation code for the period.

G/L Activity Report

The G/L Activity Reports (2-b) print the accounting activity for any specified date range. They cannot be run unless you have G/L installed on your system and are posting payroll activity to G/L. In order to post to G/L you must have the Post to G/L flag of the Payroll Defaults file set to Y. For more information, see "Payroll Defaults" on page 3-32.

The Print G/L Activity submenu gives you two options: Print Activity Summary (2-b-a) lists the debits and credits posted to each account and the total debits and credits. The Print Activity Detail (2-b-b) lists the individual payroll

document which was posted to each account. For each payroll document, the report shows the source (PY), document number, date, reference (employee code), description, and amount of the transaction.

All Payroll activity within the dates specified on the selection criteria form will appear on the report. The start and end date default to the current system date.

End of Quarter Reports

Fitrix Payroll makes it easy for you to run the reports required by the Federal Government. Most of these reports are required on a quarterly basis. Many can also be run annually for past periods.

Quarterly FUTA Report

This required report is used to report to the Federal Government on the amount of taxable wages that each employee has earned and the FUTA obligation that the employer has paid. It corresponds to Government form 940.

The FUTA Report submenu has two options: Print Annual FUTA Report (2-c-a) and Print Quarterly FUTA report (2-c-b).

At the prompt, enter any date in the year or quarter you want to report on.

The exempt wages listed on the quarterly form of the report correspond **ONLY** to those wages paid in the quarter for which the report is run. The same is true for both the wages and the listed FUTA tax. In addition to listing wages and the FUTA tax, the reports include the detail of all Exempt wages (for the quarter or for the year, depending on the report) so that all information necessary to assure the accuracy of the calculated FUTA tax is always available.

The report provides YTD wage totals for all employees and YTD wages over the FUTA wage ceiling on an employee-by-employee basis, and the FUTA tax paid for each employee. One can now take the grand-total of YTD Wages, subtract the sum of the Exempt Wages and multiply this against the applicable FUTA rate to calculate the amount of the Yearly FUTA tax. This is also the case for the Quarterly reports.

This report should be run prior to running the Begin a New Year option (see "Beginning a New Year" on page 6-15). The FUTA report gets its information from the employees' quarter-to-date and year-to-date values which are reset when you use Begin a New Year.

Quarterly 941 Report

The 941 Report (2-d) is a required report which lists the amount of Social Security wages, Medicare wages, Federal Income Tax withheld, Social Security withheld, Medicare withheld, and the company's tax liability.

In the Selection Criteria form, enter the Federal Tax Deposits made for the quarter and a date within the quarter for the report. If you enter no value for Federal Tax Deposits the amount will default to zero.

The Selection Criteria form:

```
Quarterly 941 Data Report                               Modifiable Accounting
-----
Enter the required data and press [ESC] to save.
-----
Federal Tax Deposits: █
Quarter Date:
-----
Enter the federal deposits made this quarter (as on form 941).
-----
Output to: /u/tmp/ifx14533
```

Quarterly Hour and Wage Report

This report (2-e) is used to print quarterly data recording hours worked and wages earned. The report is organized by employee, and lists the hours worked, the date of pay and the wages for each income code. This data is useful for completing state and local tax reports.

You are prompted for a date within the quarter on which to run the report. The value defaults to the current system date.

Payroll Wage History Report

The Payroll Wage History Report is located on the Employee Information menu (3-f).

This report recreates posted payroll entries. It gives the document number, payroll date, end-of-period date, check number, and all details about the check (check amount, income amounts, deduction amounts, obligation amounts). It also reports on year-to-date information as listed in the employee's year to date accruals (buckets).

End of Year Reports

Create Annual W-2 forms

Create Annual W-2 Forms (2-f) is used to assemble the W-2 file used to print the W-2 forms for employees. The create option assembles the W-2 file for the previous year only. For example, if you executed this option in 1992, it would assemble the W-2 file for 1991. This option always removes all existing W-2 forms from the W-2 file before creating the new W-2 forms.

This option also prints a listing of the information created. This listing should be reviewed for accuracy before printing the actual W-2 forms. If you need to supplement the W-2 information, use the Update W-2 Forms option (2-g).

Executing Zoom while in Add or Update mode brings up a picker containing options for choosing a valid Employee Code or for adding State and Local tax information.

Update W-2 forms

This option (2-g) prints the W-2 forms in the format of the forms received from the government. The W-2 form:

Action: <input checked="" type="checkbox"/> Add Update Delete Find Browse Nxt Prv Options Quit	
Create a new document	

Employee Code:	1 Control Number:
2 Employer's name, address & ZIP	6 Stat Dec Pen Leg 942 Sub Def Void
	7 Allocated Tips 8 Advance EIC
	9 Fed Tax Withheld. 10 Compensation
3 Federal EIN 4 State ID No.	11 SSec. Withheld 12 SSec. Wages
5 Soc Sec Number	13 SSec. Tips 14 Mdcare Wage/Tips
19 Employee's name, address & ZIP	15 Mdcare Withheld 16 Nonqual. Plans
	17 18
	22 Dp Care Ben. 23 Fringe Benefits

(No Documents Selected)	

The following is an explanation of the information in each field:

1. Ctrl Number

This ten-character field represents the control number that you give to this form. The control number is optional.

2. Employer's name, address & zip

This field is retrieved automatically from the Company file.

3. Federal EIN

This is the Employer Identification Number. It is retrieved automatically from the IRS Employer ID Number field on the Payroll Defaults file.

4. State ID No.

This is the state employer identification number. It is retrieved from the Payroll Defaults file.

5. Soc Sec Number

This is the employee's social security number and is retrieved from the Employee Information file.

6. Stat Dec Pen Leg 942 Sub Def Void

These fields correspond to line five of the W-2 form. These fields are not filled automatically by the Create Annual W-2 Forms option. You must manually enter an x in the applicable boxes. See your instructions for filling out W-2 forms.

The fields are the following:

Stat: Statutory Employee

Dec: Deceased

Pen: Pension Plan

Leg: Legal Representative

942: 942 Employee

Sub: Subtotal. An x in this field means that this form is a subtotal form. This is a protected field. Subtotal W-2 forms are automatically produced by the Print W-2 Forms option.

Def: Deferred Compensation

Void: Void this form. There is typically no need to void a form since you can change or delete a W-2 form before printing.

7. Allocated Tips

The Create Annual W-2 option does not insert an amount into this field. This amount must be entered from your records. See your instructions for filling out W-2 forms for more information.

8. Advance EIC

This field contains the total Advance Earned Income Credit payments made to the employee. The income code used for Advanced Earned Income Credit payments is determined by the EIC Income code entered in the Payroll Defaults file (see "Payroll Defaults" on page 3-32).

9. Fed Tax Wheld.

This field contains the total amount of federal tax withheld for the employee. The deduction code used for federal tax deductions is determined by the Federal Tax deduction filed in the Payroll Defaults file.

10. Compensation

This field contains the total amount of compensation to this employee. All income that does not have a type Advance or Expense is included in this total.

11. SSec. Withheld:

This field contains the total amount of Social Security deductions withheld from the employee's pay. The deduction code used for these deductions is determined by the FICA deduction code entered in the PY Defaults file.

12. SSec. Wages:

This amount is retrieved automatically from the Employee Information file during the Create Annual W-2 process. This amount is the total of all income minus any deductions that reduce the Social Security wage base. For more info on Deductions that reduce the SS wage base, see the discussion of Tax Status in "Deduction Codes" on page 3-6.

13. SSec. Tips:

Enter the Total amount of SS tips reported (if any).

14. Mdcare Wage/Tips:

This amount is the total of all income subject to the Medicare portion of deductions for FICA.

15. Mdcare Withheld:

This field contains the total amount of Medicare deductions withheld from the employee's pay.

16. Nonqual. plans:

This field is designated for the total amount for non-qualified benefit plans, if any.

17. (optional field)

For entry of amounts related to certain types of tips, deferred compensation, insurance coverage, and expense reimbursements, as described in the official W-2 instruction form.

18. Other

Used for amounts such as union dues, health insurance premiums deducted, moving expenses paid, or educational assistance payments.

19. Employee's name, address & Zip.

This is a display-only field. This address is retrieved automatically from the Employee Information file.

20. (used by IRS)

21. (used by IRS)

22. Dp care Ben.:

This field is designated for the total amount for dependent care benefits, if any.

23. Fringe Benefits:

The Create Annual W-2 Forms option fills this field with the total of all non-FICA type income.

Manually Updating W-2 Information

Update W-2 Forms allows you to add manual entries or make corrections to the information automatically produced by Create Annual W2 Forms.

You may need to update W-2s to add certain information about benefits not automatically tracked by Fitrix Payroll. This would include amounts related to tips, benefit plans such as 401(k), and dependent care benefits. You would also need to mark the Pension Plan or Deferred Compensation areas in box number 6 to report amounts that fall into these categories.

To update an employee's W-2 information, execute Add or Update and use Zoom from within the W-2 Forms window to bring up the following picker:

```
Choose: [ESC] to Select,
[DEL] to Quit
-----
          Choose a Zoom Screen
-----
Employee Code Zoom
State/Local Information
```

The Employee Code Zoom allows you to search for an existing W-2 entry.

Adding State and Local Tax Information

Although State and Local information is also gathered automatically by Create W2 Forms, you may update this information by choosing State/Local Information from the Zoom picker to bring up this screen:

```
Add: [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[W]
-----
Employee Code: COCHMD          Control number:
-----
24 State Tax 25 Wages          State and Local Tax Data -----
                26 Name      27 Local Tax 28 Wages      29 Name
                [REDACTED]
-----
Enter the total amount of state income tax withheld (if any).
```

Print W-2 Forms

This option (2-h) is used to print the information on the W-2 forms. The option automatically generates a subtotal W-2 form every 42nd form.

Print Magnetic Media Report

Use this option (2-i) if you are reporting to the IRS on magnetic media. The government requires this information to be in DOS format. In order to use this feature, you must have a DOS shell on your system.

This command assembles the necessary information and then writes the information to the file specified in the Holding File field in the Payroll Defaults file. This is only a temporary holding file. The information will be overwritten the next time you choose Print Magnetic Media report or Create Direct Deposit Entries.

The system then transfers the data to a DOS-formatted disk using the command specified in the Media Creating Command field of the Payroll defaults file. For more information on these fields, see "Payroll Defaults" on page 3-32.

Be sure you insert a formatted disk into your disk drive before you continue with this option.

Note

We strongly advise you to make a permanent backup of the contents of the holding file after creating magnetic media, so that this information can be accessed if needed in the future.

Beginning a New Year

At the beginning of a new fiscal year, you must reset the employee income, deduction, and obligation accruals to zero. To do this, choose the Begin a New Year option on the Payroll Reports menu (2-j). Run this option prior to running the first payroll of the new fiscal year. Be sure you run this option only once.

In addition to resetting all of the accruals back to zero, this option will generate a report, showing the previously-accrued amounts of each income, deduction, and obligation code for each employee.

Be sure to run your FUTA Reports before you run the Begin a New Year option. You may begin a new year before you create W-2 forms.

Begin a New Year does not automatically reset the sick and vacation leave accruals to zero, so these accruals will be carried over into the new year. If your company policy is to have these amounts reset to zero when you begin a new year, you must reset these values manually, or have the program modified by your qualified Fitrix Reseller.

Delete Old Activity

This option deletes payroll activity and time cards from the Payroll Activity File that have a date on or before the date you specify. You cannot delete activity or time cards for the current year. This safety feature prevents you from deleting the detail information needed for other reports in Fitrix Payroll.

Note

Do not use this option until after you have created W-2 forms. This option will delete the data used to create W-2 forms.

The Selection Criteria form:

Delete Old Payroll Activity	Modifiable Accounting
=====	
Enter the required data and press [ESC] to save.	
=====	
Delete payroll activity on and before: █ .	

Enter the date before which to delete old payroll activity.	
=====	
Output to: /u/tmp/ifx29161	

Appendix

Income Types

A-Advance

Advance type income is similar to expense type income in that no deductions are taken from income with this type. This advance type income can be used for issuing pay advances on the employee's normal paycheck. The advance can be recouped by setting up a deduction for future paychecks that pays off the advance.

B- FICA/FUTA Exempt

The FICA/FUTA exempt income type designates income included in the gross wages amount for deduction, obligation, and tax calculations but which is exempt from both FICA and FUTA taxes. Wages earned by students working for a private school, college, or university while enrolled and attending classes fall into this category.

E- Expense

The expense income type is used to indicate any income for which no deductions should be applied. In most instances this is an expense reimbursement, but this designation can be used for other kinds of payments that are not wages. For example, advance payments of Earned Income Credits could be categorized as expense type income since those wages are usually not subject to deductions or withholdings.

F- Non-FICA

The non-FICA income type code designates income that is included in the gross wages amount for deduction and tax calculations but which is specifically exempt from FICA. For example, under certain conditions the wages for disabled workers are exempt from FICA. By properly marking income codes that are exempt from FICA taxes, you can assure that the federal tax data is reported correctly.

H- Hourly

Hourly income is income for which the number of hours paid equals the number of hours worked. The number of hours worked for a non-hourly income type must come from a default value in the Payroll system or be entered manually each time that this income type is used.

N- Non-Hourly

Non-hourly income is all taxable income that is not hourly. For income codes that have a non-hourly income type, the number of hours actually worked for the income cannot be calculated automatically. The system relies on a value specified in the Default Hours field either on the Income Codes form or in the Employee Information file. Examples of non-hourly income are salaries, payment by piecework, or any income for which the number of hours worked does not correspond to the number of hours paid.

U- Non-FUTA

Income designated as non-FUTA type is included in the gross wages amount for obligation and tax calculations but is specifically exempt from FUTA. Income for federal employees who are members of uniformed services as well as Peace Corps volunteers are examples of this category. By properly marking income codes that are FUTA-exempt, you can assure that the data is reported correctly.

Payroll Forms

The standard Fitrix products have been designed to work in conjunction with forms manufactured by the DataPRINT company. The forms for checks, invoices, statements, and other special forms can be ordered through the DataPRINT company at 1-800-346-5316. Sample forms are also available.

It is likely that your programs have been modified by your consultant or your in-house data processing department. If this is the case, DataPRINT can design custom forms to your specification.

The forms and form numbers for continuous checks and forms are listed below. Laser printer checks and forms are also available.

Form Number	Form	Type
4GEN1	Invoice	Continuous Form
4GEN2	Statement	Continuous Form
4GEN3	Picking Ticket	Continuous Form
4GEN4	A/P Check	Continuous Form
4GEN5	Payroll Check	Continuous form
4GEN6	Invoice	Laser Form
4GEN7	Statement	Laser Form
4GEN8	Picking Ticket	Laser Form
4GEN9	A/P Check	Laser Check
4GEN10	Payroll Check	Laser Check
4GEN11	Purchase Order	Continuous Form
4GEN12	Purchase Order	Laser Form
DW2	Double Window	Envelopes
DW83	Double Window	Envelopes
4GEN-14	A/P Checks	Continuous Form
4GEN-19	A/P Checks	Laser Form

Conventions

Documentation Conventions

Conventions for documenting certain commands, keystroke combinations, and other types of information are introduced and discussed in detail in *Learning Fitrix*. For your convenience, several of the conventions used in this manual are outlined below.

When We Say:	It Means:
[CTRL]-[w]	hold down the control key and press w
use Zoom	use the Zoom feature, [CTRL]-[z]
(2-c-a)	the "path" to the option requires you to select menu 2 from the F/A menu, then option c, and then option a
Store this document	press [ESC] to store
Move from field to field on a form	press [ENTER] or use arrow keys
Move from section to section on a data-entry form	press [TAB]
Access Help	press [CTRL]-[w]
Execute Add command	select Add (or the specified command) from the ring menu
Print, redirect, or reschedule	select and execute the print option commands

Using Payroll Manuals

This manual, *Fitrix (FG) Payroll User Guide*, offers procedural instructions for setting up the module as well as for performing all payroll transactions. In addition, it demonstrates the steps required to generate the payroll reports. The *Fitrix Payroll User Guide* builds on your understanding of basic *Fitrix Business* commands and features introduced in the *Learning Fitrix* manual.

If You Want To:

Refer To:

Learn <i>FG</i> basics	Learning <i>FG</i> Business
Complete company setup	Learning <i>FG</i> Business
Complete ledger setup	Learning <i>FG</i> Business G/L User Guide
Set up Payroll system	Payroll User Guide
Create Payroll	Payroll User Guide
Enter, update, or delete employee information	Payroll User Guide
Print Payroll reports	Payroll User Guide
Understand specific data-entry fields	Payroll User Reference On-line Help Comments on screen
View sample Payroll reports	Payroll User Reference
Review accounting terms	Payroll User Reference
Review technical information	Accounting Technical Reference

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