

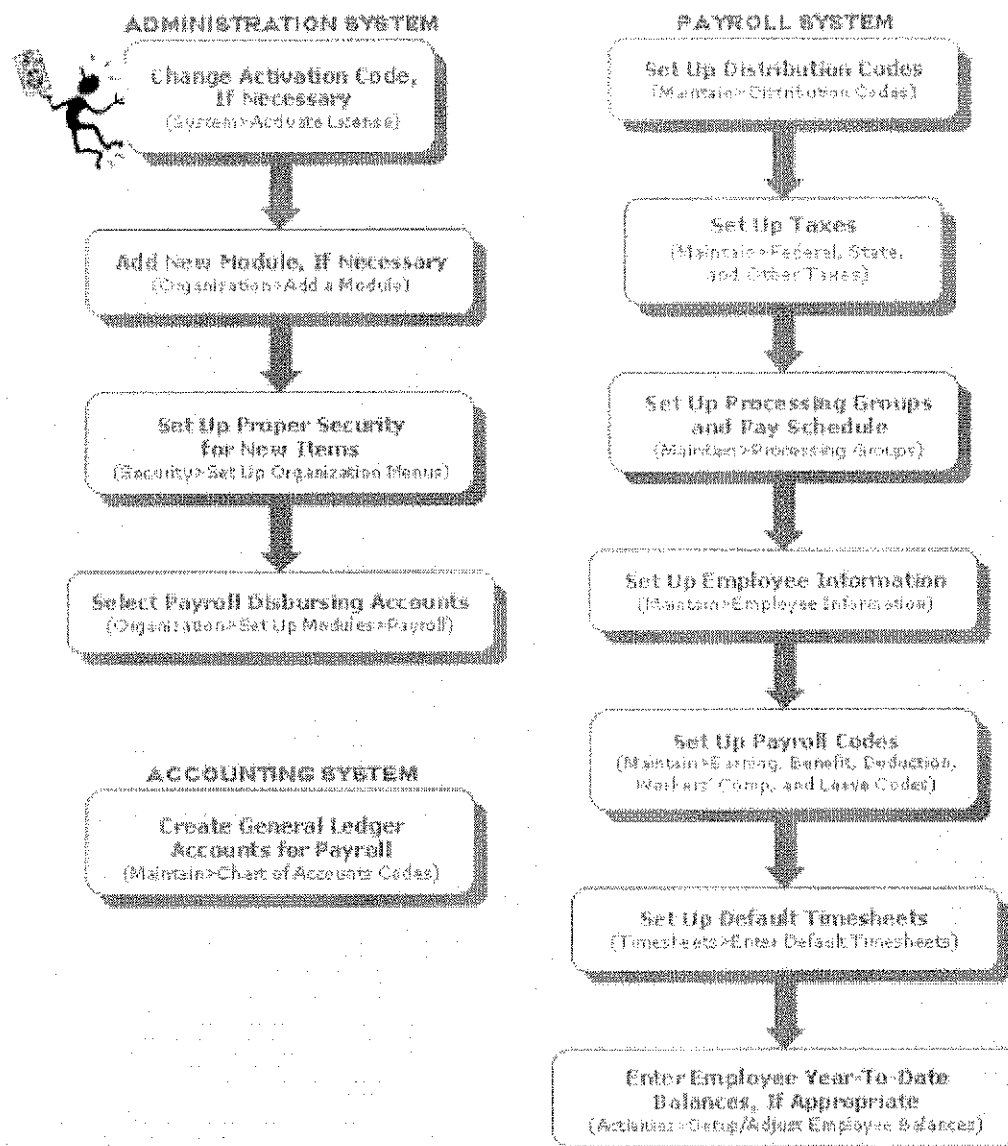
Payroll with Abila MIP Fund Accounting Diocese of La Crosse Training

October 2014

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There are several steps before your payroll system can process correctly. You can always refer to the help Checklists for a review:



Set Up in Administration

In order to use the payroll module you need to set up your disbursing fund if you have one, cash account and accrual account if you wish to accrue your payroll. The cash account should be a general ledger cash type, if you have an accrual account, this is typically an APO or OL general ledger type. You may or may not have a disbursing Fund. If you have a disbursing Fund, you will also need to fill in a Due From: Due To: account. **Note:** you can only disburse payroll from one Cash account at a time.

Disbursing Accounts	
Cash:	1105
Checking - Operational	
Accrual:	2205
Accrued Salaries	
Fund:	
Interfund Accounts	
Due From:	
Due To:	
Fraud Prevention Options	
<input type="checkbox"/> Lock Employee ID and User ID Association	
<input checked="" type="checkbox"/> Enable Deactivation of User ID Upon Employee Termination	
<input checked="" type="checkbox"/> Warn Upon Employee Termination Linked User ID Deactivation	
<input type="checkbox"/> Hide Earning code Rates and Amounts During Timesheet Processing	

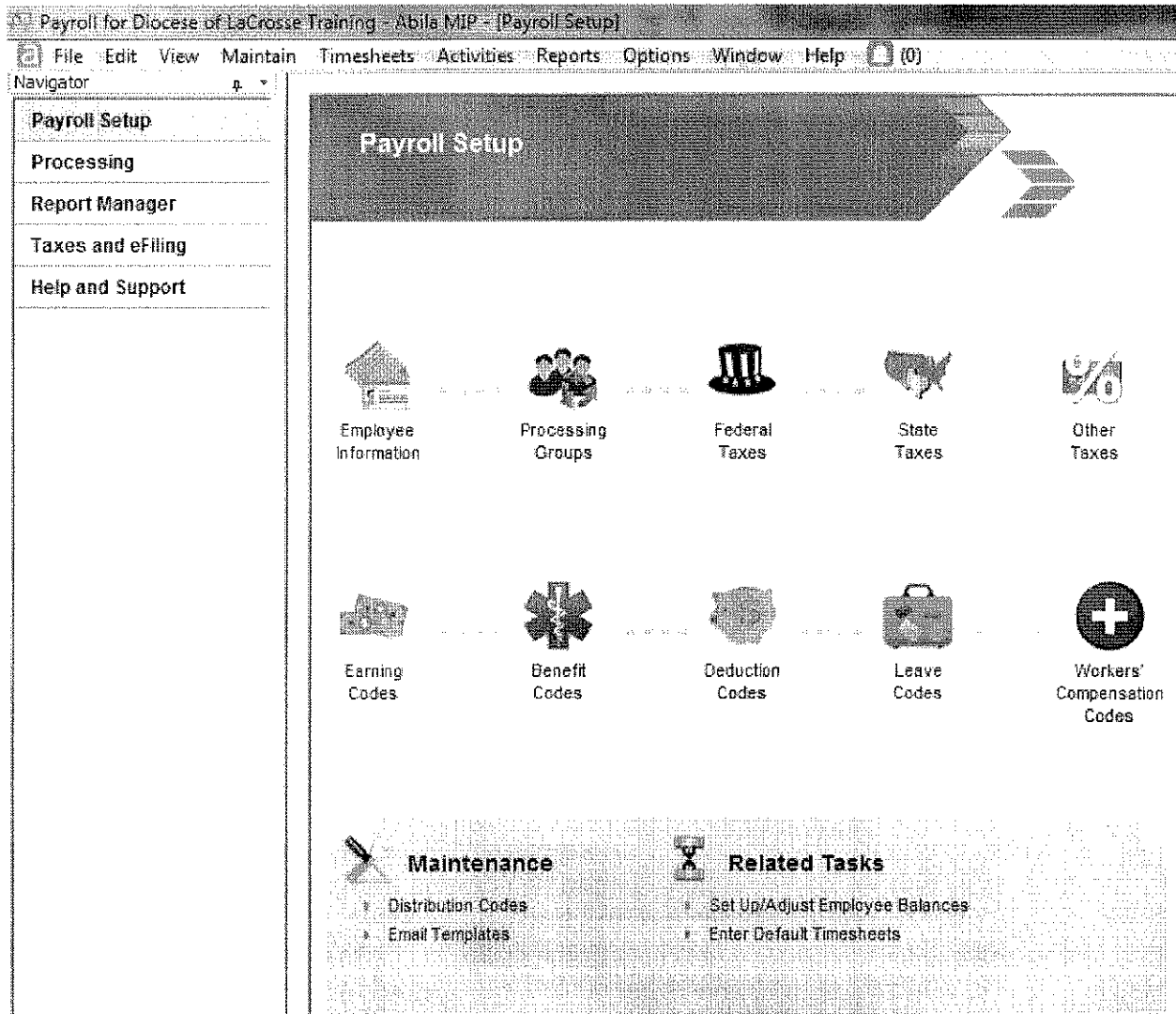
New with version 14.6 are some anti-fraud options. Select these options as a fraud preventative: to display User ID association with an Employee ID; change the User ID status to Inactive upon employment termination; display a warning message before automatically revoking privileges in the system, once an employee has been terminated.

- Lock Employee ID and User ID Association: Select this check box to change the User ID field on the Payroll>Maintain>Employee Information form to be display only after a User ID is selected and the form is saved.
- Enable Deactivation of User ID Upon Employee Termination: Select this check box to enable the system to change the associated system User ID status to Inactive, upon employment termination. The association between the Employee ID and system User ID is set up on the Payroll>Maintain>Employee Information form. The system User ID is set up using Administration>Security>Maintain Users. It is recommended to use unique User IDs, otherwise, if the User ID is shared and one of the associated Employee IDs is terminated, the User ID will be set to Inactive and the remaining Users will be locked out of the system as well.
 - Warn Upon Employee Termination Linked User ID Deactivation: Select this check box to display a warning message, when that Employee ID is

changed to Terminated, about the Employee ID and system User ID association. The Enable Deactivation of User ID Upon Employee Termination check box must be selected in order for this option to be available.

Set up in Payroll

There are several steps in payroll to establish a functioning payroll system.



Processing Groups



Processing
Groups

Start with setting up your processing groups. Processing groups are used to group employees with the same pay cycle and pay date. After you set up the processing groups, you will assign employees to a specific group. You must have a minimum of one. If you process payrolls on a different cycle (Weekly, Bi-Weekly, Semi-Monthly, Monthly) or pay on a different date, you will need to create a new processing group. You may create a unique processing group if it would make processing easier. There are three statuses that can be assigned to codes:

- **A** – Active.
- **I** – Inactive. Inactive codes can still be used for processing, but the application will pop up a warning box that you are about to use an inactive code. You may still choose to do so.
- **D** – Discontinued. Codes flagged discontinued cannot be used.

Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.

Group Pay Schedule									
Code:	new <input type="button" value="v"/>								
Status:	A <input type="button" value="v"/>								
Title:	new group								
Pay Cycle:	<input type="button" value="v"/>								
<table border="1"><thead><tr><th>Code</th><th>Description</th></tr></thead><tbody><tr><td>S</td><td>Semi-monthly</td></tr><tr><td>B</td><td>Bi-weekly</td></tr><tr><td>W</td><td>Weekly</td></tr></tbody></table>		Code	Description	S	Semi-monthly	B	Bi-weekly	W	Weekly
Code	Description								
S	Semi-monthly								
B	Bi-weekly								
W	Weekly								

You will then need to define the first pay date of the new year, and the corresponding pay cycle. The application will then calculate the rest of the year based on your settings. You may modify this information as long as that payroll has not been processed.

Group Pay Schedule

Year: 2015 First Pay Date: 1/5/2015 First Pay Period End Date: 12/31/2014

Pay Dates

Pay Period	Pay Date	Pay Period Begin Date	Pay Period End Date	SUTA Weeks
1	1/5/2015	12/1/2014	12/31/2014	4
2	2/5/2015	1/1/2015	1/31/2015	4
3	3/5/2015	2/1/2015	2/28/2015	5
4	4/5/2015	3/1/2015	3/31/2015	4
5	5/5/2015	4/1/2015	4/30/2015	4
6	6/5/2015	5/1/2015	5/31/2015	5
7	7/5/2015	6/1/2015	6/30/2015	4
8	8/5/2015	7/1/2015	7/31/2015	4
9	9/5/2015	8/1/2015	8/31/2015	5
10	10/5/2015	9/1/2015	9/30/2015	4
11	11/5/2015	10/1/2015	10/31/2015	4
12	12/5/2015	11/1/2015	11/30/2015	5

Federal Taxes



Federal Taxes

Set up the general ledger codes for the various federal taxes. The GL code may not be a sub-ledger type of account; i.e. AP or AR.

Federal Employee FICA Taxes Employer FICA Taxes FUTA Taxes Distribution

Tax Account	Code	Title
FIT Withholding Liability	2105	Federal Income Tax Payable
Social Security Expense	5020	Payroll Taxes
Social Security Liability	2110	FICA Payable
Medicare Expense	5020	Payroll Taxes
Medicare Liability	2115	Medicare Payable
Federal Unemployment Expense	5040	Unemployment Insurance
Federal Unemployment Liability	2110	FICA Payable

Employee FICA Taxes Tab – This tab captures the employee's federal withholding information for Social Security and Medicare. The application will default to the current federal values. Use the Calculation Method current if mid-year rate changes occur that are not retroactive. Use Year-to-Date to perform an all-in-one catch up. This option will adjust the employee's next payroll check to ensure year-to-date withholding is accurate to the point in time when the check is calculated.

Federal | Employee FICA Taxes | Employer FICA Taxes | FUTA Taxes | Distribution |

Social Security Tax

☐ Override Official Values

2014 Official Values 2013 Official Values

Maximum Annual Subject Wages: \$117,000.00 \$117,000.00 \$113,700.00

Percent of Wages: 006.2000% 006.2000% 006.2000%

Calculation Method: Y

Medicare Tax

2014 Official Values 2013 Official Values

Maximum Annual Subject Wages: No Limit No Limit No Limit

Percent of Wages 001.4500% 001.4500% 001.4500%

Employer FICA Taxes Tab – This tab captures similar information as the Employee FICA Taxes Tab, but on the part of the Employer.

Federal | Employee FICA Taxes | Employer FICA Taxes | FUTA Taxes | Distribution |

Social Security Tax

☐ Override Official Values

2014 Official Values 2013 Official Values

Maximum Annual Subject Wages: \$117,000.00 \$117,000.00 \$113,700.00

Percent of Wages: 006.2000% 006.2000% 006.2000%

Calculation Method: Y

Medicare Tax

2014 Official Values 2013 Official Values

Maximum Annual Subject Wages: No Limit No Limit No Limit

Percent of Wages: 001.4500% 001.4500% 001.4500%

Distribution Tab – Settings on this tab direct how to distribute the federal tax expense.

- Follow Earnings on Timesheet – This method directs the employer's portion of the federal taxes to be distributed to the same account codes as the distribution designated on the employee's timesheet.
- Follow Earnings Used to Calculate the Tax – Use this method to direct the employer's portion of the federal taxes to be distributed to the same account codes as the employee's earnings used to calculate the tax.

- Use Distribution code –This method specifies an exact distribution of the federal taxes that is different than the employee's earnings distribution. The distribution code used must be an existing code.

State Taxes



State
Taxes

State Tab – Each state will need to be set up separately. You can set up as many states as you need.

State	Tax	Distribution
Code:	WI	Wisconsin
State Withholding		
<input checked="" type="checkbox"/> State Withholding Tax	Tax Account ID: 589791	
State Unemployment		
<input checked="" type="checkbox"/> State Unemployment Tax	Tax Account ID: 589791	
Calculation Method:	Y	

Tax Tab – Depending on the state rules, you may need to define State Withholding and/or State Unemployment.

State	Tax	Distribution
State Withholding Tax		
Liability Account:	2120	State Income Tax Payable
State Unemployment Tax		
<input checked="" type="checkbox"/> Employer	<input type="checkbox"/> Employee	
Maximum Annual Subject Wages:	\$9,000.00	\$0.00
Percent of Wages:	002.5000	000.0000
Liability Account:	2120	State Income Tax Payable
Expense Account:	589791	Payroll Taxes
Federal Unemployment Tax		
<input checked="" type="checkbox"/> Override Default Credit Rate	FUTA Credit Rate:	004.5000%

Distribution Tab –The choices here follow the Federal choices.

Each state's withholding tables do not have to be maintained; these are built into the application as is the federal tax tables. Once the state has been activated, the tables are automatically accessed. The state is now available for entry onto the employee's information.

Other Taxes



Other
Taxes

This tab is used only if there are local taxes, such as a county tax or city tax. You may also use this tab to set up State Disability Insurance (SDI) and Temporary Disability Insurance (TDI) withholding and expensing formulas. You will specify whether these taxes are employer or employee paid. **Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.**

Tax Code | Employee Taxes | Employer Taxes | Distribution |

Tax Code:	LocalTax	Status:	A
Title:	Example Local		
Aatrix® Tax Type	Local Tax		
Employer Tax ID:	45-45896		
Applicable Taxes	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Employer		

Depending on how the local tax is calculated, you will need to set up and maintain the codes. **The Diocese has no local taxes.**

Payroll for Diocese of La Crosse Training - Admin MIP - Local Tax (Adding)

File Edit View Maintain Timesheets Activities Reports Options Window Help (0)

Navigator

Processing

Report Manager

Taxes and eFiling

Help and Support

Tax Code: Employee Taxes | Employer Taxes | Distribution |

Calculation Basis

☒ Taxable Earnings ☐ Federal Withholding ☐ State Withholding

Liability Account: 2175 Miscellaneous W/H

Calculation Type: PERCENT

Employee Rate Table

Base Tax	Calculation Type
	Annual Tiered Tax with Cap Option
	Base Tax per Period with Minimum Wage Threshold
	Percent of Annual Wages with Cap Option
	Percent of Wages with Pay Cycle Cap Option

Distribution Codes

Distribution codes allow you to determine the funds and other account segments where you would like the transaction amounts to go. These need to be set up ahead of time, as they are required for any earnings. Distribution codes may be designated as Accounting only (A), Payroll only (P), or both Accounting and Payroll (B). Distribution codes capture all accounting segments EXCEPT the General Ledger code. Distribution codes can be set up to distribute amounts according to percentages, hours or amounts. Use Amount to distribute your payroll expenses by the same dollar amount each time. A distribution code can contain an amount, as well as a percentage or hour distribution in the same code. The amount will distribute first, then the remaining expenses by the hours or percentages. **Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.**



Maintenance

- Distribution Codes
- Email Templates

Code*	Description*	Status	Apply To
AHS-Ad Asst	AHS Administrative Assistant	A	Payroll Only
AHS-Athl Dir	WRAOS Athletic Director	A	Payroll Only
AHS-CompApp	AHS - Computer Applications	A	Payroll Only
AHS-Guidance	AHS Guidance	A	Payroll Only
AHS-LangArts	AHS - Language Arts	A	Payroll Only
AHS-Math	AHS - Math	A	Payroll Only
AHS-Pottery	AHS - Pottery	A	Payroll Only
AHS-Princ	AHS-Principal	A	Payroll Only
AHS-Religion	AHS - Religion	A	Payroll Only
AHS-Science	AHS - Science	A	Payroll Only
AHS-SHAide	AHS - Study Hall Aide	A	Payroll Only
AHS-SocStud	AHS - Social Studies	A	Payroll Only

Copy
Name into
Character

employee
default time sheet
• assign new
updated code

Employee Information



Employee Information

You now can enter your employee information, tab by tab. The application uses this information in calculations throughout the payroll process. Several fields are required. If you have your settings to highlight required fields, you will know which fields must be filled in for the application to accept adding the employee. **Remember when creating the ID, you should not use any spaces or special characters; only alphabets and numbers.**

Employee Tab – Only the ID, Status, First Name, Last Name and Social Security Number are required. Although a hire date is not required when you enter an employee's information, a hire date is required to produce a SUTA report for the employee.

Employee	Address	Job and Pay	Direct Deposit	Federal Tax	State Tax	Other Taxes	W-2	Email	Notes
Employee ID:	paalaniMaile			Status:	A				
First, MI, Last Name:	Maile			Pa'alani					
Social Security Number:	578-66-6811			<input type="checkbox"/> I-9 on File	Citizenship:				
Marital Status:		Gender:		Ethnicity:					
Work Telephone:	() - Ext			User ID:					
Dates									
Hired:	9/15/2014			Action:					
Last Day Worked:				Terminated:					
Birth Date:	11/4/1978								

*hire date
is used for
calculations*

Address Tab – Notice on this tab I can keep track of an emergency contact. Do not use punctuation in the address fields to conform to IRS regulations for Electronic Media data transfers.

** notes tab enter actual
hire date
= release
date*

Employee	Address	Job and Pay	Direct Deposit	Federal Tax	State Tax	Other Taxes	W-2	Email	N
Employee Residence									
Address:	771 W 17th Avenue								
City, State, ZIP:	Arkdale			WI	54613				
Voice:	(000)608-5647 Ext791			Fax:	() - Ext				
Email:									
Emergency Contact									
Name:									
Voice:	() - Ext								
Relationship:									
Email:									

Job and Pay Tab – The processing group is required, as is the pay rate. This could be entered either as a Salary per Pay Cycle or Hourly rate. If you enter the Salary per Pay Cycle, the application will calculate the Equivalent Hourly Rate. The Equivalent Hourly Rate is calculated by taking the salaried amount multiplied by the pay cycle to result in an annual amount. The annual amount is divided by 2080 hours in a year, resulting in the hourly equivalent. Also notice the Direct Deposit flag. The Direct Deposit flag must be clicked on before the direct deposit tab is activated.

Employee | Address | Job and Pay | Direct Deposit | Federal Tax | State Tax | Other Taxes | W-2 | Email | N

Processing Group: new new group

Class: Childcare Position: Childcare

Employee Type: Military Status:

Driver's License Number: State: Expiration: Class:

Pay Rate

☒ Salaried ☐ Hourly

Salary per Pay Cycle: \$2,000.00 Hourly Rate: 0.0000

Equivalent Hourly Rate for Calculations: 11.5385

☒ Direct Deposit

Direct Deposit Tab – This is where you enter information regarding an employee's pay distribution. You can have as many distributions as needed, but the percentage distributions should total 100%. This represents where the remainder of the check will go. Type 32 is a savings account, type 22 is a checking account. You must have the Direct Deposit module installed for this tab to be available. The application will distribute amounts first, then any percentage distributions. You may use the *Lists>Employee Bank Information* report to print this information.

Employee | Address | Job and Pay | Direct Deposit | Federal Tax | State Tax | Other Taxes | W-2 | Email |

Banking Information

	Bank Routing Number	Account Number	%	Amount	Type
▶	124578965	2332	000.0000	25.00	32
	124578965	23568	100.0000	0.00	22
*			000.0000		

Federal Tax Tab – This tab would be filled out based on the employee's W-4 statement. If the employee is exempt from FIT withholding but needs a W-2, select 99 Withholding Allowances.

Employee	Address	Job and Pay	Direct Deposit	Federal Tax	State Tax	Other Taxes	W-2	Email	Notes
----------	---------	-------------	----------------	-------------	-----------	-------------	-----	-------	-------

Marital Status

☒ Single/Head of Household
 ☐ Married
 ☐ Nonresident Alien Single/Head of Household
 ☐ Nonresident Alien Married

Number of Withholding Allowances: 1

Additional Withholding: \$0.00

State Tax Tab – You will need to choose the appropriate state for this employee, and fill out the appropriate information. Again, if an employee is exempt from state tax withholding but requires a W-2, select 99 Withholding Allowances.

Employee	Address	Job and Pay	Direct Deposit	Federal Tax	State Tax	Other Taxes	W-2	Email
----------	---------	-------------	----------------	-------------	-----------	-------------	-----	-------

State Unemployment Tax

State: WI Wisconsin

State Withholding Tax

State: WI Wisconsin

Additional Withholding: \$0.00

Marital Status: S

Withholding Exemptions: 0

Allowances for Deductions: 0

Deductions: 0

Credits: 0

Spouse SSN:

Other Taxes Tab – The Diocese has no other taxes.

W-2 Tab – The most common choice on this tab is Retirement Plan. Choosing this option would report in Box 13 on the W-2. You do have the option of contracting with Aatrix to issue electronic W-2 statements to employees.

Employee | Address | Job and Pay | Direct Deposit | Federal Tax | State Tax | Other Taxes | W-2 | En

☐ Medicare Qualified Government Employee

Box 13 Items

☐ Statutory Employee

☒ Retirement Plan

☐ Third-Party Sick Pay

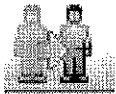
Electronic Employee W-2

☐ Issue employee W-2 electronically using Aatrix®

Email:

We are now ready to set up our specific payroll codes. These codes will be entered onto employee's default timesheets.

Renaming an Employee



If you need to change the Employee ID of an employee, start with a new employee and client on the Renaming an Employee icon. A pop up will appear. Choose the current employee ID you would like to change, then fill in the required information.

Rename Employee ID

Current Employee ID: paalaniMaile Pa'alani, Maile

New Employee ID: JonesMaile

Comments: Employee renamed from paalaniMaile to JonesMaile

OK Cancel Help

After you accept this operation, all history for this employee will ^{now} not attach to the new employee ID.

Earning Codes



Earning
Codes

Earning codes consist of salaries, stipends, expense reimbursements. Codes are calculated in a variety of ways, depending on the code. Salary and hourly codes are typically calculated using the Employee Pay Rate. **Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.**

Code*	Title*	Status	Expen...	Track Labor Hours	W-2 Box ...	Calculation Method
CC	Choice Costs	A	5005	<input checked="" type="checkbox"/>	0	Employee Pay Rate
HA	Housing Allowance - Religious	A	5055	<input checked="" type="checkbox"/>	0	Employee Pay Rate
SAIDE	Substitute - AIDS/AMS Aide	A	5005	<input checked="" type="checkbox"/>	0	Fixed Hourly Amount
SFD	Substitute - Full Day	A	5005	<input checked="" type="checkbox"/>	0	Fixed Amount
SFS	Substitute - Food Service	A	5005	<input checked="" type="checkbox"/>	0	Fixed Hourly Amount
SH	Substitute - Hourly	A	5005	<input checked="" type="checkbox"/>	0	Rate on Timesheet
SHADM	Substitute - Hourly Admin Assistant	A	5005	<input checked="" type="checkbox"/>	0	Fixed Hourly Amount
SHCC	Substitute - Hourly Child Care	A	5005	<input checked="" type="checkbox"/>	0	Fixed Hourly Amount
SHD	Substitute - Half Day	A	5005	<input checked="" type="checkbox"/>	0	Fixed Amount
SLT	Substitute - Long Term, Full Day	A	5005	<input checked="" type="checkbox"/>	0	Fixed Amount
SO	Salary - Others	A	5005	<input checked="" type="checkbox"/>	0	Employee Pay Rate
SOF	Sport Officials	I	5055	<input checked="" type="checkbox"/>	0	Amount on Timesheet
SP	Stipend - Athletics	A	5015	<input checked="" type="checkbox"/>	0	Amount on Timesheet
SPI	Stipend - Instructional	A	5015	<input checked="" type="checkbox"/>	0	Amount on Timesheet
SR	Salary - Religious	A	5010	<input checked="" type="checkbox"/>	0	Employee Pay Rate
ST	Salary - Teachers	A	5005	<input checked="" type="checkbox"/>	0	Employee Pay Rate
STPD	Stipend	A	5005	<input checked="" type="checkbox"/>	0	Amount on Timesheet
STPDH	Stipend - Events	A	5005	<input checked="" type="checkbox"/>	0	Fixed Hourly Amount
W/O	Wages - Overtime	A	5005	<input checked="" type="checkbox"/>	0	Rate Multiplier
WR	Wages - Regular	A	5005	<input checked="" type="checkbox"/>	0	Employee Pay Rate

Example code

Earning Tab – This is where we name our earning and assign the expense code.

Track Labor Hours – Select this check box to track the employee labor hours entered on a timesheet, and be able to run reports as to how those hours were distributed.

Contribute to Net Pay Only – Select this check box to process employee reimbursement and advances through regular payroll processing. These earning codes will calculate without the amount being subject to taxes and fringe benefits. The only method of calculation available for this option is *Amount on Timesheet*. The taxes tab is disabled.

W-2 Information – Some earnings require special reporting for W-2 purposes. Use these fields to report earnings for box numbers 7, 8, 10, 11, 12 or 14. Box 12 requires a corresponding Box Code. If you have earnings that need to report in boxes 1-6, 16, 17, 18 and 19, select the check boxes on the Taxes tab and leave the W-2 Box Number box on this tab blank.

Earnings Versus Benefit – Earnings are amounts paid to employees that increase net pay, and ordinarily would be subject to taxation. Benefits are amounts paid to a third party on behalf of an employee, and do not increase net pay. They may however be defined as taxable income. This may include life insurance for an employee that exceeds the federally allowed maximum.

Earning | Calculation | Schedule | Taxes

Code: CC Status: A

Title: Choice Costs

Expense Account: 5005 Salaries & Wages - Lay

☒ Track Labor Hours ☐ Contribute to Net Pay Only

W-2 Information

Box Number: Box Code:

Calculation Tab – There are several options to calculating an earning:

- **Employee Pay Rate** – This method reads the pay rate assigned to the employee on their maintain menu, under the *Job and Pay Tab*. If an employee is salaried, the employee's salary per pay cycle is the earning amount. If the employee is hourly, the earning amount is the employee's hourly rate multiplied by the hours on the timesheet for that Earning Code.
- **Rate Multiplier** – This method is frequently used for overtime, where the pay rate would be a multiple of the employee's normal pay rate. If you choose this option, you must fill in the rate multiplier.
- **Fixed Hourly Amount** – This method uses the specified amount in the box multiplied by the number of hours specified on the employee timesheet. This fixed amount would be substituted for the employee pay rate. You must fill in the fixed hourly amount box. This amount will apply to all employees with this code.
- **Fixed Amount** – This method is a flat rate calculation, and might be used for a stipend. You must enter the fixed amount in the box. This method applies to all employees.
- **Amount on Timesheet** - This option allows for fixed amounts to be customized to each employee at timesheet time.
- **Rate on Timesheet** – This method allows the definition of both the number of hours and the hourly rate on the timesheet. The rate on the timesheet is substituted for the employee pay rate.

Earning Calculation Schedule Taxes

Calculation Method

☒ Employee Pay Rate Rate:

☐ Rate Multiplier Amount:

☐ Fixed Hourly Amount

☐ Fixed Amount

☐ Amount on Timesheet

☐ Rate on Timesheet

Note: Entering 5.0% equals a Timesheet Rate of .05.

Schedule Tab – Here is where you determine when to calculate the chosen earning code, and whether it is available for both regular and supplemental timesheets. The frequencies depend on the pay cycle:

- **Monthly** – Always, or Never
- **SemiMonthly** – Always, 1st payroll of the month, 2nd payroll of the month, Never
- **BiWeekly** – Always, 1st payroll of the month, 2nd payroll of the month, 1st two payrolls of the month, Never
- **Weekly** – Always, 1st four payrolls of the month, 1st payroll of the month, 2nd payroll of the month, 3rd payroll of the month, 4th payroll of the month, 1st and 3rd payroll of the month, 2nd and 4th payroll of the month, Never

Earning Calculation Schedule Taxes

Frequency

Pay Cycle	Regular Payroll	Supplemental Payroll
Monthly	A	A
SemiMonthly	A	A
BiWeekly	A	A
Weekly	A	A

Taxes Tab – This is where you specify which taxes apply to this earning code. Since earnings are typically taxable, the application defaults to all tax types selected. If the organization is not subject to Federal Unemployment, this check box should be unchecked.

Earning Calculation Schedule Taxes

Subject to the following Federal Taxes

☒ FIT ☒ Social Security ☒ Medicare

☐ FUTA

Subject to the following State Taxes

☒ SWT ☒ SUTA

Subject to the following Other Taxes

☐ Employee Paid (LWT) ☐ Employer Paid (LER)

Benefit Codes



Benefit
Codes

Benefits represent employer contributions on behalf of the employee. Benefits are typically paid to a third party, and do not increase net pay. Benefits are an expense and a liability for the employer. **Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.**

*review
stubs pt.*

Code*	Title*	Sta.	Expense ...	Liability Account	W2 Box ...	Calculation Method
403B(Base)	403(b) Employer Base Contribution	A	5025	2145	0	Percentage On Timesheet
403B(BC)	403(b) Employer Base Contribution Corre	A	5025	2145	0	Amount on Timesheet
403B(CU)	403(b) Employer Catch Up Contribution	A	5025	2145	0	Percentage On Timesheet
403B(Match)	403(b) Employer Matching Contribution	A	5025	2145	0	Percentage On Timesheet
Dental	Dental Insurance (Single)	A	5035	2135	0	Fixed Amount
Dental (F)	Dental Insurance (Family)	A	5035	2135	0	Fixed Amount
HAFD1	Admin Health Insurance Family Deductibl	A	5030	2130	0	Fixed Amount
HAFD2	Admin Health Insurance Deductible \$500	A	5030	2130	0	Fixed Amount
HAFD3	Admin Health Insurance	I	5030	2130	0	Fixed Amount
HASD1	Admin Health Insurance Single \$1,000 De	A	5030	2130	0	Fixed Amount
HC	Health Insurance - Chaplain	A	5030	2130	0	Fixed Amount
HFD1	Health Insurance Family Deductible \$1,000	A	5030	2130	0	Fixed Amount
HFD1(M)	Health Insurance Family Deductible \$1,000	I	5030	2130	0	Fixed Amount
HFD2	Health Insurance Family Deductible \$500	A	5030	2130	0	Fixed Amount
HSAF	HSA Plan - Family	A	5030	2130	0	Fixed Amount
HSAS	HSA Plan - Single	A	5030	2130	0	Fixed Amount
HSD1	Health Insurance Single Deductible \$1,000	A	5030	2130	0	Fixed Amount
HSD2	Health Insurance Single Deductible \$500	A	5030	2130	0	Fixed Amount
Life	DOL Life Insurance	A	5070	2150	0	Fixed Amount
ORP	DOL Old Retirement Plan	A	5025	2225	0	Percentage On Timesheet

Example Code

Benefit Tab – Here is where you name the code and define where you would like the liability and expense to record. You may choose to show the value of this benefit on employee check stubs so employees can see the investment the organization is making. Some benefits require specific W-2 reporting. See the list in the Earnings Code setup discussion.

Benefit | Calculation | Earnings | Schedule | Taxes | Distribution |

Code: 403B(Base) Status: A

Title: 403(b) Employer Base Contribution

Expense Account: 5025 Retirement

Liability Account: 2145 403(b) Payable

☒ Show Code on Check Stub

W-2 Information

Box Number: Box Code:

Calculation Tab – Here is where you tell the application how to calculate the benefit. Depending on the option selected, the Earnings tab may or may not be activated.

- **Fixed Percentage of Earnings** – This method takes the earning amount and multiplies the amount by the percentage indicated in the Percentage box. When you use this method, you must determine the earnings on the Earnings tab against which to perform the calculation.
- **Fixed Hourly Amount** – See the Earnings Code option. **Note:** When this option is used for a benefit code, the benefit will vary with the number of hours.
- **Fixed Amount** – See the Earnings Code option.
- **Amount on Timesheet** – Similar to the Earnings Code option.
- **Percentage on Timesheet** – The application will take the earning amount specified on the individual employees' timesheet and multiply the earnings by the specified amount. The percentage can vary by employee. When using this option, the earnings affected must be defined on the Earnings tab.
- **Maximum per Year** – If you need to limit the benefit deduction to a maximum amount, use this field to do so.
- **Maximum Percentage** – If you need to limit the benefit percentage calculation to a maximum amount, use this field to do so.

Benefit Calculation | Earnings | Schedule | Taxes | Distribution |

Calculation Method

- ☐ Fixed Percentage of Earnings
- ☐ Fixed Hourly Amount
- ☐ Fixed Amount
- ☐ Amount on Timesheet
- ☒ Percentage on Timesheet

Percentage: 800.0000

Amount: \$0.0000

Maximum per Year: \$999,999.99

Maximum Percentage: 001.0000

Note: Entering 5.0% equals a Timesheet Rate of .05.

Earnings Tab – Use this tab to define which earnings will be used in any of the percentage options, as well as Fixed Hourly Amount. Earnings tagged as “Contribute to Net Pay Only” are not included.

Benefit Calculation | Earnings | Schedule | Taxes | Distribution |

Earnings to Use for This Calculation

Available Items:

Code	Status	Title
CC	A	Choke-Casla
HA	A	Housing Allow.
SAIDE	A	Substitute - A...
SFD	A	Substitute - F...
SFS	A	Substitute - F...
SI	A	Substitute - H...
SHADI	A	Substitute - H...
SHCC	A	Substitute - H...
SHD	A	Substitute - H...
SLT	A	Substitute - L...
SOF	I	Sport Officials
SP	A	Stipend - Adv.
SR	A	Salary - Refgi...
STPD	A	Stipend
STPDH	A	Stipend - Eve...

Selected Items:

Code	Status	Title
SP	A	Stipend - Athletics
ST	A	Salary - Teachers
WD	A	Wages - Overtime
WR	A	Wages - Regular

Buttons: Find, New, Delete, Close, Help

Schedule Tab – Same as the Earning Code options.

Taxes Tab – Use this tab to define the taxability of the benefit. Ordinarily, benefit contributions do not affect taxes, so the default is for all taxes to be unselected. If this benefit does have tax consequences, select the appropriate check box.

Benefit | Calculation | Earnings | Schedule | Taxes | Distribution |

Increase Taxable Earnings for the following Federal Taxes

☐ FIT

☐ Social Security

☐ Medicare

☐ FUTA

Increase Taxable Earnings for the following State Taxes

☐ SWT

☐ SUTA

Increase Taxable Earnings for the following Other Taxes

☐ Employee Paid (LWT)

☐ Employer Paid (LER)

Distribution Tab – Use this tab to tell the application how to distribute the benefit expense.

Benefit | Calculation | Earnings | Schedule | Taxes | Distribution |

Distribution of Benefit Expense Should

☐ Follow Earnings on Timesheet

Distribution Code to Use if no Earnings Exist

☒ Follow Earnings Used to Calculate the Benefit

☐ Use Distribution Code

Deduction Codes



Deduction Codes

Deductions represent employee contributions on behalf of themselves, so they only represent a liability for the employer. The employer withholds these amounts to be paid to another entity on behalf of the employee. Deductions reduce net pay. **Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.**

Code*	Title*	Status	Liability Account	W-2 Box Number	Calculation Method
405B	405(b) Employee Withholding (2%)	A	2145	12	Percentage On Timesheet
405B(+)	405(b) Employee Withholding (>2%)	A	2145	12	Percentage On Timesheet
Child	Child Support Withholding	A	2180	0	Amount on Timesheet
Dental	Dental Insurance (Single)	A	2135	0	Fixed Amount
Dental (F)	Dental Insurance (Family)	A	2135	0	Fixed Amount
Disability	Disability Insurance Withholding	A	2140	0	Amount on Timesheet
Flex	Flex Spending Withholding (Medical)	A	2125	0	Amount on Timesheet
Flex (Child)	Flex Spending Withholding (Childcare)	A	2125	10	Amount on Timesheet
Garn	Garnishment Withholding	A	2180	0	Percentage On Timesheet
HAFD1	Admin Health Insurance Family Deductibl	A	2130	0	Fixed Amount
HFD1	Health Insurance Family Deductible \$1,000	A	2130	0	Fixed Amount
HFD2	Health Insurance Family Deductible \$500	A	2130	0	Fixed Amount
HSAA	HSA Plan - Savings Acct	A	2130	12	Amount on Timesheet
HSAF	HSA Plan - Family	A	2130	0	Fixed Amount
HSAS	HSA Plan - Single	A	2130	0	Fixed Amount
HSD1	Health Insurance Single Deductible \$1,000	A	2130	0	Fixed Amount
HSD2	Health Insurance Single Deductible \$500	A	2130	0	Fixed Amount
Life	Life Insurance Withholding	A	2150	0	Amount on Timesheet
MetLife	MetLife Insurance Withholding	A	2160	0	Amount on Timesheet
Misc	Miscellaneous Withholding	A	2180	0	Amount on Timesheet
RF	Royal Fund Withholding	A	2175	0	Amount on Timesheet
TSA	TSA Employee Withholding	A	2170	12	Amount on Timesheet
TUI	Tuition Withholding	A	2165	0	Amount on Timesheet

Example Code

Deduction Tab – Define the code name and title, and the liability account. There may also be required W-2 Box reporting.

Deduction | Calculation | Earnings | Schedule | Taxes |

Code: Status:

Title:

Liability Account:

W-2 Information

Box Number: Box Code:

Calculation Tab – The calculation options for deductions are the same as for Benefits.

Deduction | Calculation | Earnings | Schedule | Taxes

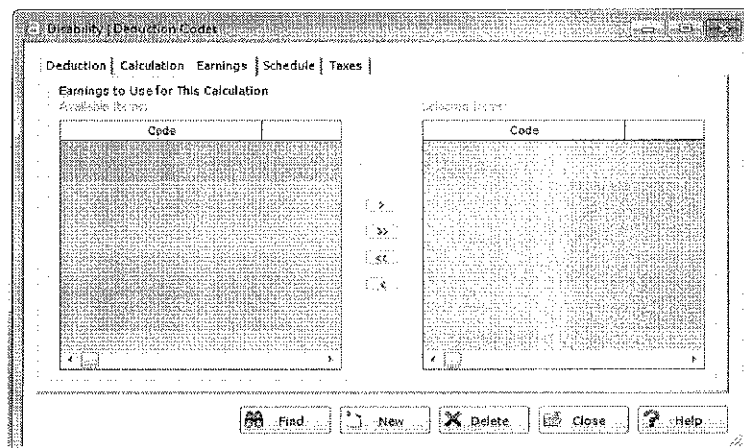
Calculation Method

- ☐ Fixed Percentage of Earnings
- ☐ Fixed Hourly Amount
- ☐ Fixed Amount
- ☒ Amount on Timesheet
- ☐ Percentage on Timesheet

Percentage: 000.0000
 Amount: \$0.0000
 Maximum per Year: \$999,999.99
 Maximum Percentage: 000.0000

Note: Entering 5.0% equals a Timesheet Rate of .05.

Earnings Tab



Schedule Tab – Same as Earnings and Benefits.

Taxes Tab – *Read this tab carefully.* Usually deductions are subject to taxes, so by default none of the boxes are selected. Contrary to the Benefits taxes Tab, this tab reads "DECREASE Taxable Earnings...." So, if a deduction is Pre-Tax, you will need to SELECT the appropriate box.

Deduction | Calculation | Earnings | Schedule | Taxes

Decrease Taxable Earnings for the following Federal Taxes

- ☐ FIT
- ☐ Social Security
- ☐ Medicare
- ☐ FUTA

Decrease Taxable Earnings for the following State Taxes

- ☐ SWT
- ☐ SUTA

Decrease Taxable Earnings for the following Other Taxes

- ☐ Employee Paid (LWT)
- ☐ Employer Paid (LER)

Leave Codes



Leave
Codes

accumulate in hrs - not \$/s

Leave is valued in hours, not dollars. Leave can automatically be accrued each pay period. The schedule tab determines when to calculate leave. Leave does not affect net pay, nor does it create an accounting entry. If you would like to value leave in dollars, you will need to create an EARNING code. **Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.**

Available Items

Code*	Title*	Status	Maximum Annual Accrual	Maximum Accrual Balance Hours	Calculation Method
Funeral	Funeral Leave	A	24.000000000	0.000000000	Amount on Timesheet
Holidays	Paid Holidays	A	56.000000000	0.000000000	Amount on Timesheet
Personal	Personal Days	A	2.000000000	0.000000000	Amount on Timesheet
PTO	Paid Time Off (SL Hourly)	A	120.000000000	80.000000000	Fixed Percentage of Hours Worked
Sick (Admin)	Sick Leave (Admin)	A	12.000000000	120.000000000	Amount on Timesheet
Sick (Fac)	Sick Leave (Faculty)	A	10.000000000	80.000000000	Amount on Timesheet
Vacation	Vacation	A	120.000000000	160.000000000	Amount on Timesheet

Example Code

Leave Tab – Define the leave code, its status, title and if applicable, if there are any limits to accruing that leave type.

- **Maximum Annual Accrual (Hours)** – This represents the maximum an employee may accrue in one calendar year. If there is not annual limit, use a large number such as 9999.99
- **Maximum Accrual Balance (Hours)** – This amount represents the total number of hours an employee may accrue for this leave type. When leave is calculated, the total leave balance must not be more than the Maximum Accrual Balance allowed. If it is, the leave accrual is reduced to this Maximum amount. If the employee balance drops below this amount, then the employee may accrue up to this amount again with the next accrual period. If there is not maximum, enter a large amount such as 999.99.

Leave | Calculation | Earnings | Schedule |

Code:	<input type="text" value="PTO"/>	Status:	<input type="text" value="A"/>
Title:	<input type="text" value="Paid Time Off (SL Hourly)"/>		
Maximum Annual Accrual (Hours):	<input type="text" value="120.0000"/>		
Maximum Accrual Balance (Hours):	<input type="text" value="80.0000"/>		

Calculation Tab – There are a variety of ways to define how leave is accrued:

- Fixed Number of Hours – This method will increase an employee's leave balance by this amount every accrual period, unless they have hit a maximum.
- Fixed Percentage of Hours Worked – The application calculates leave on a fixed rate per hour worked. The earnings code affected must be defined on the Earnings tab. Use the Percentage box to define the percentage to use in the calculation. You may specify to maximum number of hours to use for the leave calculation.
- Amount on Timesheet – Use this method to define a unique amount of leave to accrue per employee at timesheet time.
- Percentage on Timesheet – This method allows the application to use the percentage on the timesheet unique to each employee in the leave calculation. You must define the earnings on the Earnings tab on which to apply the calculation.

Leave Calculation | Earnings | Schedule

Calculation Method

<input type="radio"/> Fixed Number of Hours	Hours:	<input type="text" value="0.0000"/>
<input checked="" type="radio"/> Fixed Percentage of Hours Worked	Percentage:	<input type="text" value="005.0000"/>
<input type="radio"/> Amount on Timesheet	Maximum Subject Hours per Pay Period:	<input type="text" value="999.9900"/>
<input type="radio"/> Percentage on Timesheet	Maximum Percentage:	<input type="text" value="000.0000"/>

Note: Entering 5.0% equals a Timesheet Rate of .05.

Earnings Tab – Use this tab to define the affected earnings for any of the percentage options. Earning codes with a “Contribute to Net Pay Only” designation are not included.

PTO Leave Codes

Leave | Calculation | Earnings | Schedule

Earnings to Use for This Calculation

Available Items:

Code	
CC	A
HA	A
SAIDE	A
SFD	A
SFS	A
SH	A
SHADM	A
SHCC	A
SHD	A
SLT	A
SO	A
SOF	I
SP	A

Selected Items:

Code	Status	Title
WR	A	Wages - Regular

Find New Delete Close Help

Schedule Tab – Same as Earnings, Benefits, and Deductions.

Workers' Compensation Codes



Workers'
Compensation
Codes

Workers' Compensation Tab – The application can accrue the Workers' Compensation liability over time. The appropriate WC category can be attached to individual employees. You can have as many WC codes as your business requires. If there is both an Employer and Employee portion, two codes must be set up. **Remember when naming the code, you should not use any spaces or special characters; only alphabets and numbers.**

Code:	admin	Status:	A
Title:	administrative staff		
Aatrix® Tax Type	Wisconsin		
Paid By			
<input checked="" type="radio"/> Employer		<input type="radio"/> Employee	
<input type="checkbox"/> Show Code on Check Stub			
Expense Account:	5045	Workmen's Comp Insurance	
Liability Account:	2230	Accrued Workmen's Compensation	

Calculation Tab – A typical way to calculate the WC liability is rate per \$100 earnings. You would need to include the rate, if you have an adjustment factor you can include that, or any Maximum Subject Earnings.

- **Rate per Hours Worked** – The application uses the hours associated with the specified earning codes and multiplies them by the rate specified. This amount is then multiplied by the Adjustment Factor if one is entered. Specify the applicable earnings on the Earnings tab.
- **Rate per Workers' Compensation Hours** – For this method to calculate you must specify a rate to multiply by the hours specified on the timesheet. The earnings tab will not be active for this option.
- **Rate per \$100 Earnings** – The application uses all the earnings specified on the Earnings tab and adds in the year-to-date Subject Earnings. This sum is compared to the maximum Subject Earnings on this tab. If the Maximum Subject Earnings amount is greater than the calculation, then the current period subject earnings are used to calculate the WC amount. If the Maximum Subject Earnings amount is less than this calculation, then the amount used to calculate the WC is the Maximum Subject Earnings less the year-to-date earnings. The resulting amount is divided by 100 to get the rate.

Distribution Tab – In order for the application to automatically allocate the WC costs, you need to choose a method of distribution. This is similar to the other codes.

Workers' Compensation | Calculation | Earnings | Distribution |

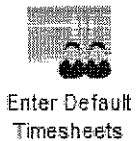
Distribution of Employer's Workers' Compensation Expense Should

☒ Follow Earnings on Timesheet

☐ Follow Earnings Used to Calculate the Workers' Compensation

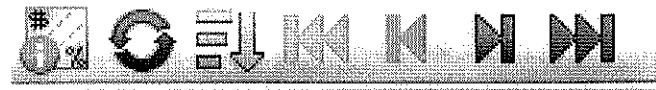
☐ Use Distribution Code

Default Timesheets



While not required, default timesheets are a time savings at payroll processing time. Each employee could have their unique combination of earnings, benefits, deductions, leave, and workers' compensation codes entered on the various tabs. These would then be recalled each time a regular timesheet is run to save time from having to enter all the codes each time.

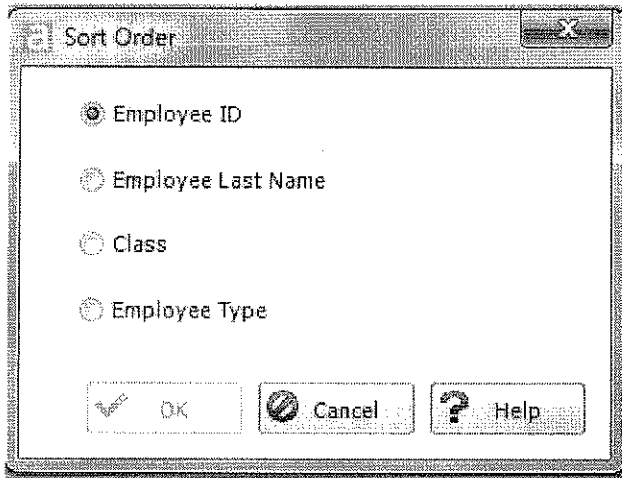
Timesheet Buttons



Explanation of buttons in order:

- **Distribution Information** – Use this button to view an existing distribution code, or to enter a new one.

- **Refresh Button** – Use this form to refresh the rates and amounts for an Employee ID, Processing Group, Employee Type, Class, Position, or Pay Type, or all employees. The code changes are reflected in the Default, Regular, or Supplemental Timesheets. The system quickly checks each Earning, Benefit, Deduction, Workers' Compensation, and Leave Code and refreshes the rates and amounts (if applicable) for the selected employees. Click OK to begin the refresh.
- **Sort Order** – Use this button to determine the order you would like the timesheets to appear.



- **Record Mover Buttons** – The next four buttons take you to the beginning of the list, goes back one record, forward one record, or to the end of the list.

Select Tab – Choose the appropriate employee ID. A timesheet reference is optional.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary |

Employee ID: paalaniMaile Pa'alani, Maile

Timesheet Reference:

Earnings Tab – Enter all the “usual” earnings this employee would use. It is possible to have the same earning code, with a different distribution code attached.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary |

	Code	Calculation Method	Hours	Rate	Amount	Distribution Code
▶	WR	ER	0.0000	10.5600	0.00	SL-Toddler
*						

Benefits Tab – Enter onto this tab the benefits the employer pays on behalf of this employee. It could be something that the employer pays for everyone, or a match by the employer for something the employee also contributes, such as health insurance or a retirement plan. Depending on the definition of the benefit, you will either enter a percentage or an amount, or one will already appear. You cannot overwrite any “grey” cells.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary

	Code	Calculation Method	Rate	Amount
	403B(Base)	PT	0.0100	0.00
	Life	FA	0.0000	3.00
	HSD1	FA	0.0000	220.00
*				

Deductions Tab – The Deduction tab includes any contribution the employee makes. This could be the employee contribution to health insurance, or any employee only contribution, such as a donation or garnishment. Depending on the definition of the deduction you will either enter a percentage or an amount, or one will already appear. You cannot overwrite any “grey” cells.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary

	Code	Calculation Method	Rate	Amount
	Dental	FA	0.0000	20.50
	RF	AT	0.0000	0.00
	HSD1	FA	0.0000	83.00
*				

Workers' Compensation Tab – Use this tab to assign appropriate WC codes to an employee. Depending on the code definition, you will either enter a percentage or an amount, or one will already appear. You cannot overwrite any “grey” cells.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary

	Code	Calculation Method	Rate	Hours
	admin	RE	0.04000	0.0000
*				

Leave Tab – Enter any leave plans this employee may have. You cannot change the accrual rate or ending balance here.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary

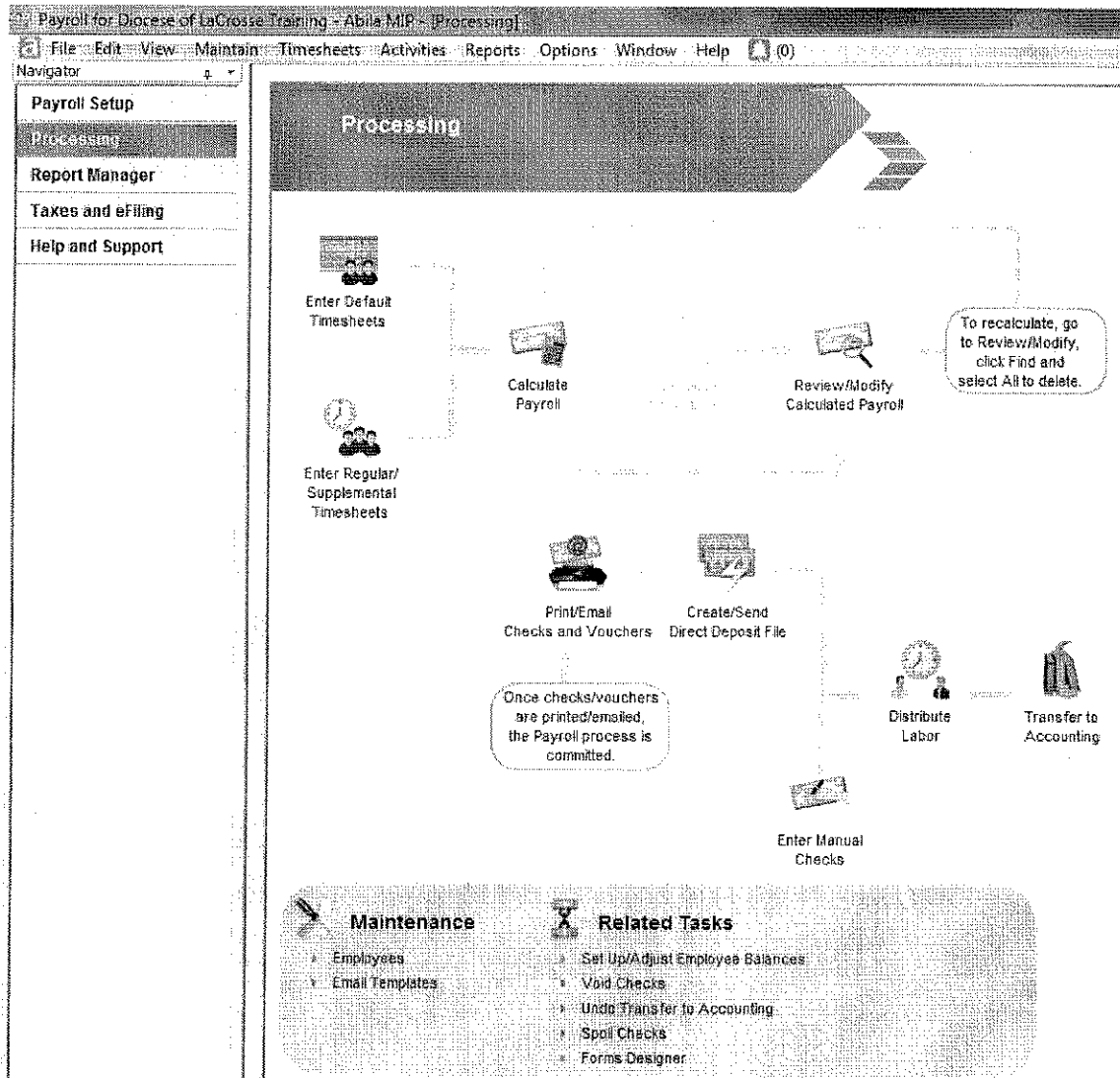
	Code	Calculation Method	Beginning Balance	Rate	Hours Accrued	Hours Taken	Ending Balance
	PTO	FP	4.9100	0.0	0.0000	0.0000	4.910
*							

Summary Tab – This tab provides a quick view for all the Default Timesheet settings for this employee.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary

Payroll Code	Code	Calculation Method	Hours	Rate	Amount	Distribution C
Earning	WR	ER	0.0000	10.56000	0.00	SL-Toddler
Benefit	403B(Base)	PT	0.0000	0.01000	0.00	
Benefit	Life	FA	0.0000	0.00000	3.00	
Benefit	HSD1	FA	0.0000	0.00000	220.00	
Deduction	Dental	FA	0.0000	0.00000	20.50	
Deduction	RF	AT	0.0000	0.00000	0.00	
Deduction	HSD1	FA	0.0000	0.00000	83.00	
Workers Comp	admin	RE	0.0000	0.04000	0.00	
Leave	PTD	FP	0.0000	0.00000	0.00	

Payroll Processing



Below is a quick outline of how to process a payroll, including reports to use to check your work.

1. Enter Regular or Supplemental Timesheets (Timesheets>Enter Regular/Supplemental Timesheets).
 - o Enter regular timesheets if an employee's payroll information varies from payroll to payroll, or if an employee's default timesheet information needs to be changed for a particular payroll.
 - o Enter supplemental timesheets to give employees off-schedule or other non-standard payments, or there is a voided check and payroll needs to be reprocessed.
2. Print and review timesheets for accuracy (Reports>Processing>Quick Timesheets).
3. Calculate payroll (Activities>Calculate Payroll). If there are any problems with the calculation, the system displays an error message indicating the specific problems encountered during the calculation process.
4. Review and/or edit calculated payroll (Activities>Review/Modify Calculated Payroll). To view a printout of the calculated payroll register, use the Reports>Processing>Quick Calculated Check Register form. This supplies a register of calculated-but not printed-payroll checks and vouchers. **Note:** During the check printing process, all payroll history files are updated, and the calculated payroll and regular/supplemental timesheets are deleted. Therefore, it is a good idea to make a backup of the organization data files (using File>Backup) before proceeding with the check printing process.
5. Print the payroll checks and direct deposit vouchers and email the vouchers (Activities>Print/Email Checks and Vouchers). Remember that a payroll cannot be edited after confirming that the checks have been printed correctly.
6. Print the payroll's check or voucher register for review and filing (Reports>History>Quick Check/Transaction Register).
7. If appropriate for the organization, create a Direct Deposit File (Reports>Processing>Voucher Register). Print the direct deposit report, and/or export the direct deposit information to the appropriate file format (using an *.ACH file application).

If the Direct Deposit module is installed, refer to the Processing Direct Deposit checklist for more information about creating and sending a Direct Deposit File to a financial institution.

8. Enter information about payroll checks that were neither calculated nor printed by the system (Activities>Enter Manual Checks).
9. Print the Pre-Transfer Register (Activities>Transfer to Accounting>Pre-Transfer button). It creates the transfer data to be used in the Reports>Processing>Pre-Transfer Register. **Note:** If using accruals, we recommend creating two pre-transfer reports-one prior to entering the accrual and a second one after entering the accruals (Activities>Transfer to Accounting). After comparing these reports, transfer the data to the Accounting system. Printing, reviewing, and filing these two reports will provide comparative information about the accrual.

10. Transfer the payroll data to the Accounting system (Activities>Transfer to Accounting). **Note** that this process creates unposted transactions in Accounting.
11. Post transactions in the Accounting system (Activities>Manage Sessions>Post Transactions). To edit checks, use the Transactions>Edit System Generated Checks>Payroll System Checks, Payroll Manual Checks, or Payroll Void Checks forms in the Accounting system. Select the batch of checks on the Session form, and then change the check information or transaction entry line items on the Transaction Entry form.
12. If necessary, undo a previously transferred payroll in the event that a correction needs to be made (Activities>Undo Transfer to Accounting).
Note: The Undo Accounting Transfer form designates the selected payroll as transferable; it does not change Employee History or other payroll records, nor does it affect the entry originally transferred to Accounting.

Regular Timesheets



Enter Regular/
Supplemental
Timesheets

Enter a regular timesheet for employees who do not have default timesheets, or you may enter a regular timesheet to change an employee's default timesheet just for one particular payroll. Items entered on the default timesheet will automatically appear on a regular timesheet. For Regular and Supplemental payrolls, only active employees are available for selection.

The Select tab is the only tab that is different when you first start processing a regular timesheet.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary

Processing Group: WRACS

Timesheet Type: R

Pay Date: 9/15/2014 Pay Period Begin Date: 9/1/2014 Pay Period End Date: 9/15/2014

Employee ID: Albrecht, Frances J

SUTA Weeks: 2

Timesheet Reference:

All the other tabs will look like the default timesheet tabs. You would make changes to these tabs for just this pay period. Making changes at regular timesheet time does not change the default timesheet. Next pay period, the settings in the default timesheet would return.

Supplemental Timesheets



Enter Regular/
Supplemental
Timesheets

Entering a supplemental timesheet starts with the same form as a regular timesheet except for the Timesheet Type is now S for Supplemental. Use this timesheet when you need to give employees off-schedule or other non-standard payments. This might include a separate bonus check, or a replacement check after a voided check. Items entered on the default timesheet will automatically appear on a supplemental timesheet. You can use any date to process a supplemental timesheet.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Leave | Summary |

Processing Group: new

Timesheet Type: S

Pay Date: 9/15/2014 Pay Period Begin Date: 9/1/2014 Pay Period End Date: 9/15/2014

Employee ID: paalaniMaile Pa'alani, Maile

SUTA Weeks: 0

Timesheet Reference:

Once again you would go tab by tab and delete all entries that did not apply to this supplemental payroll.

Calculate Payroll



Calculate
Payroll

You can choose to process either a Regular or Supplemental payroll. You also have the option of using a default timesheet if no Regular or Supplemental timesheet is available. The Pay Date range defaults to 14 days prior to the current system date and 14 days after the current system date. You may change this range. Only processing groups that have a pay date that is within the Pay Dates will display for processing. Choose the payroll(s) you would like to calculate by moving the item from the Available Items on the left to the Selected Items on the right, then click calculate.

Calculate Payroll

Payroll Type: ☒ Regular ☐ Supplemental

Pay Date: From: 9/2/2014 Through: 10/2/2014

☒ Use Default Timesheet When No Other Timesheet Type is Entered for the Pay Date

Processing Groups Available Items:

Code	Pay Date
WRACS	9/30/2014


Selected Items:

Code	Pay Date
WRACS	9/15/2014

Buttons: Calculate Cancel Help

Abila MIP

Message

 Payroll calculation has begun.

Processing a Regular payroll for processing group CaseWkr for pay period 9/15/2014
Payroll calculation is complete.

Review/Modify Calculated Payroll



Use this form to make changes to pay that was calculated for the specified employee. Changes may be made to a calculated payroll only until the checks are printed for the specified pay date and processing groups. Total Hours and Gross Pay are displayed at the bottom of each tab and reflect the entries made on the Earnings tab.

Use this tab to view data from all other tabs. The Summary table contains totals from the rest of the form's tabs (Earnings, Benefits, Deductions, Workers' Compensation, Taxes, and Leave). Furthermore, the table calculates the net pay and total employer amount for the selected employee. The system automatically recalculates these totals each time a new Employee ID is selected. These amounts also recalculate if you move from any other tab to this one. **Note** that the Summary table is for viewing only; edits must be made on the subsequent tabs.

Note that the changes made to an employee's calculated pay will in no way affect their payroll set up. In other words, changes made are only for the payroll being modified.

Review/Modify Calculated Payroll

Select | Earnings | Benefits | Deductions | Workers' Compensation | Taxes | Leave

Employee ID: [REDACTED]

Summary

Item	Hours	Employee Amount	Employer Amount
Earnings	0.0000	762.29	0.00
Benefits	0.0000	0.00	242.67
Deductions	0.0000	118.75	0.00
Workers' Compensation	0.0000	0.00	0.00
Taxes	0.0000	89.41	50.39
Net Pay/Total Employer Amount	0.0000	554.13	293.26
Leave Net Change	0.0000	0.00	0.00

Total Hours: 0.0000
Gross Pay: 762.29

Find New Delete Close Help

If you need to delete a calculated payroll for a specific employee, select the Employee's ID, then click the Delete button.

- Employees cannot be added to this form, instead use the Maintain>Employee Information form to add employees.
- If you have changed the amounts of any earnings, benefits, or deductions that are used in the calculation of any federal, state, or other withholding taxes, or workers' compensation, the related tax, benefits, deductions, workers' compensation, and/or leave amounts can be incorrect. Furthermore, be aware that any changes made to earnings can affect benefits, deductions, workers' compensation, and leave.

- When you click Save, the system asks you if you want to recalculate.
 - Select "Yes" to automatically recalculate any federal, state, or other withholding taxes and related taxable subject earnings.
 - Select "No" to save without recalculating. Therefore, you must manually adjust taxes, workers' compensation, benefits, deductions, leave, and any related subject earnings, for any such changes you make. Or, you can delete the affected employee's calculated payroll, perform the edits in the employee's Regular or Supplemental Timesheet, (Timesheets>Enter Regular/Supplemental Timesheets), and then recalculate payroll.
- When performing an all-in-one catch up, due to the Employee's Social Security Tax Percent of Wages increased after the first pay date of the year has occurred. If you made the appropriate changes using the Maintain>Federal Taxes>Employee FICA Taxes tab, the system adjusts the employee's payroll check to ensure year-to-date withholding and expense accruals are accurate to the point in time when the check is calculated. A zero net earnings amount is possible due to prior under withholding.

Print Checks and Vouchers



Once checks/vouchers are printed/emailed, the Payroll process is committed.

Once your payroll is calculated, it is time to print your checks and/or vouchers. The application prints live checks first then prompts you before printing the direct deposit vouchers. Do not attempt to print more than 50 processing groups at once.

Print/Email Checks and Vouchers (In Use By ADMIN at PAAL/AS 20-14-14)

Document Date: 9/15/2014 ☒ Print Pay Period Date(s) on Stub

Print Order: Employee Last N ☐ Override Direct Deposit and Print Checks for All Employees

Processing Groups Available Items:

Code	Pay Date
WRACS	8/23/2014

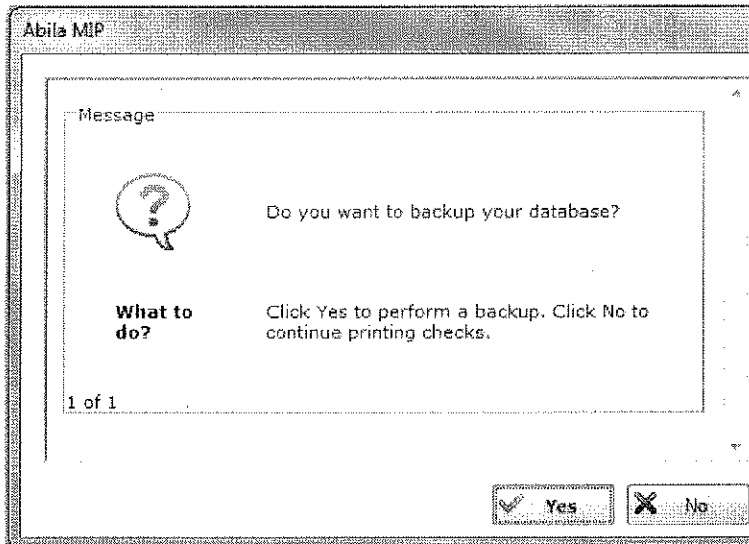
Selected Items:

Code	Pay Date
WRACS	8/23/2014

Navigation buttons: > >> <<< <

Buttons: OK Cancel Help

Note: Once you print the checks and vouchers, the timesheets disappear, the payroll is committed and the payroll history is updated. It is best practice to make a backup of your database before check printing. The application will prompt you to do so. If you would like to keep a copy of the timesheets, use the Quick Timesheets report.



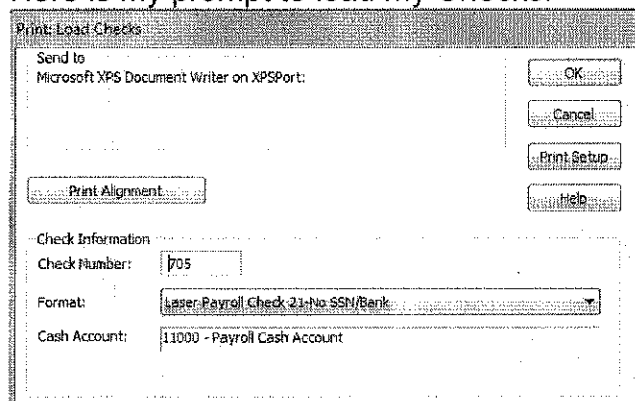
The document date is the date to be printed on the check. This date must have the same year as the calculation; therefore you cannot calculate payroll for 12/31/2014 and print checks with a date in the year 2015.

You may select the print order of your checks. Options include:

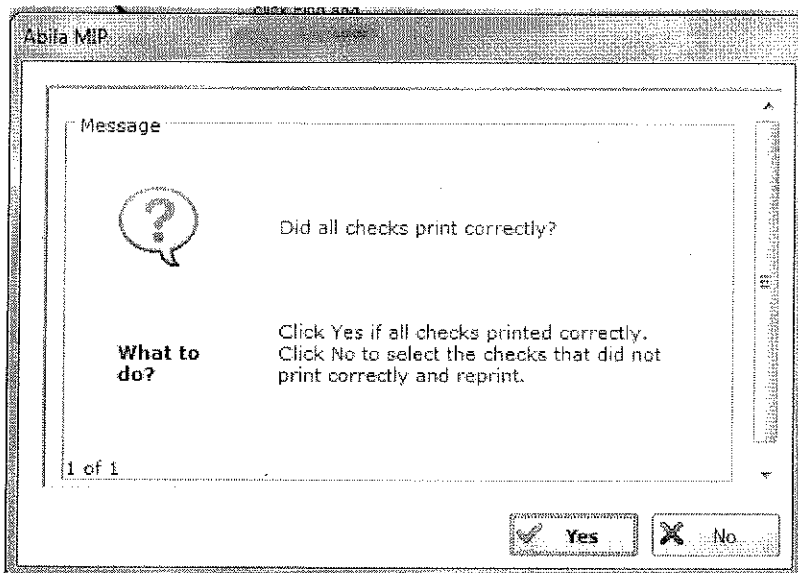
- Employee Class
- Employee ID
- Employee Last Name
- Processing Group

You can also choose the option to print the pay period on the check stub or to override and Direct Deposits and print live checks for everyone.

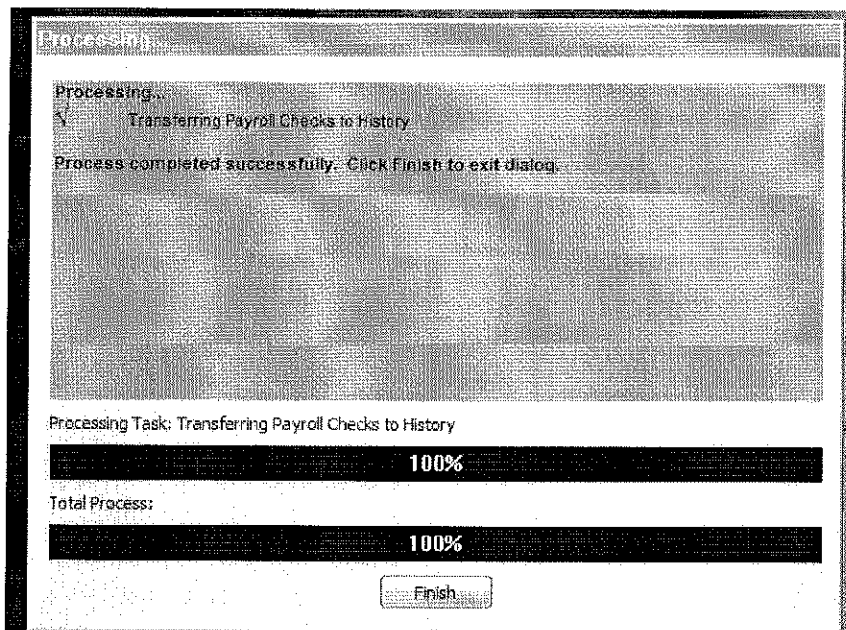
Here is my prompt to load my Checks.



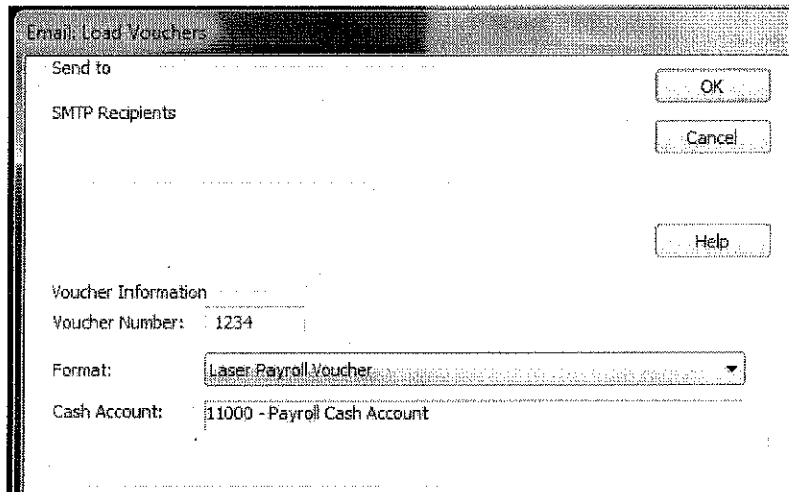
When my checks have printed, and I verify that they have printed correctly, I will respond yes, and my check history will update.



I could respond no, and have the opportunity to reprint the checks that may have printed on the wrong check number. I then get a message my history is updated.



Here is my prompt to load my Vouchers.



The dialog box is titled "Email Load Vouchers". It contains a "Send to" field, an "SMTP Recipients" field, and a "Voucher Information" section. The "Voucher Information" section includes a "Voucher Number" field with the value "1234", a "Format" dropdown menu with "Laser Payroll Voucher" selected, and a "Cash Account" field with the value "11000 - Payroll Cash Account". There are "OK", "Cancel", and "Help" buttons.

Email Load Vouchers

Send to

SMTP Recipients

Voucher Information

Voucher Number: 1234

Format: Laser Payroll Voucher

Cash Account: 11000 - Payroll Cash Account

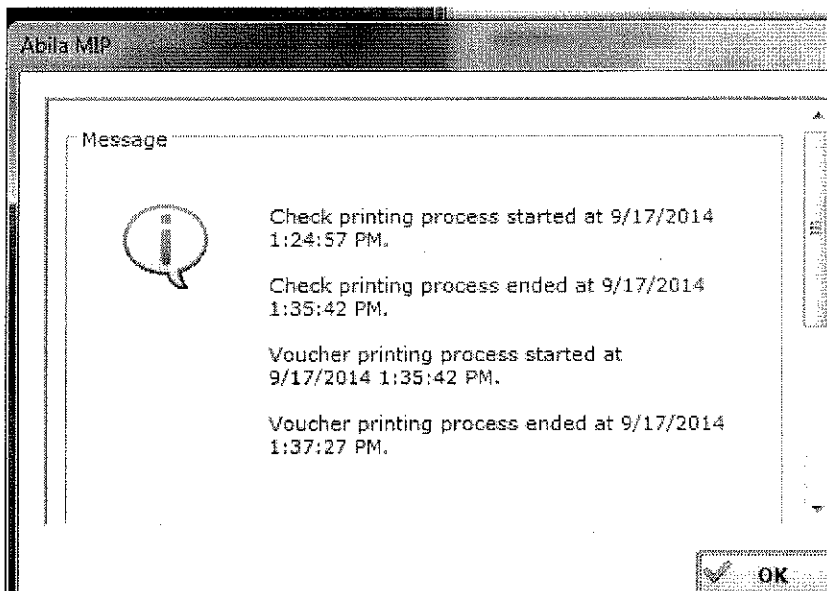
OK

Cancel

Help

The process repeats, just as for my live checks, with the voucher history being updated at the end of the process.

At the end of both check and voucher printing, I will get a status report regarding my printing process.



The dialog box is titled "Abila MIP" and contains a "Message" section. The message text is as follows:

Check printing process started at 9/17/2014 1:24:57 PM.

Check printing process ended at 9/17/2014 1:35:42 PM.

Voucher printing process started at 9/17/2014 1:35:42 PM.

Voucher printing process ended at 9/17/2014 1:37:27 PM.

There is an "OK" button with a checkmark icon.

Abila MIP

Message

Check printing process started at 9/17/2014 1:24:57 PM.

Check printing process ended at 9/17/2014 1:35:42 PM.

Voucher printing process started at 9/17/2014 1:35:42 PM.

Voucher printing process ended at 9/17/2014 1:37:27 PM.

OK

Create/Send Direct Deposit



Create/Send
Direct Deposit File

Only after both checks and Direct Deposit Vouchers are printed can you create the Direct Deposit ACH file. Remember to change the name of the ACH file. In my example, I have named it TestACH.txt. The default name for this file is ACH.txt.

Cash Account/Bank Name: 11000 Payroll Cash Account / Bank Name

Enter Settlement Date
Two Banking Days After File Date: 9/19/2014

Enter Path and File Name
C:\MIP SHARE\DDDeposit\TestACH.txt

Processing Groups

Code	Pay Date
Admin	9/19/2014

OK Cancel Help

Distribute Labor



Distribute
Labor

Use this feature to update the distribution of labor hours and labor earnings when changes to Earning Codes (using the Track Labor Hours check box on Maintain>Earning Codes) and/or Distribution Codes (changing percentage distribution on Maintain>Distribution Codes) occur after the payroll checks/vouchers (Activities>Print Checks/Vouchers) were printed and prior to the transfer of the payroll to accounting (Activities>Transfer to Accounting). The process deletes the existing labor hours/earnings distribution and replaces it with the new percentage distribution and/or applicability of "Track Labor Hours."

Transfer to Accounting



Transfer to
Accounting

The payroll is now ready to be transferred to Accounting and posted. You have an option to transfer the payroll in detail or in summary. Pre-transfer reports, which can only be printed before the payroll is transferred, show the entry that will be created in Accounting.

- **In Detail** – Transferring in detail creates a separate document for each check; therefore employee names will show in the accounting records.
- **In Summary** – Transferring in summary a single document is created for each payroll; therefore avoiding employee names in the accounting records.

It is possible to have the application “split” the transaction across months, and automatically create the accrual entries. I can choose the payroll I wish to accrue and determine the percentage I would like to go to each the check date and accrual date.

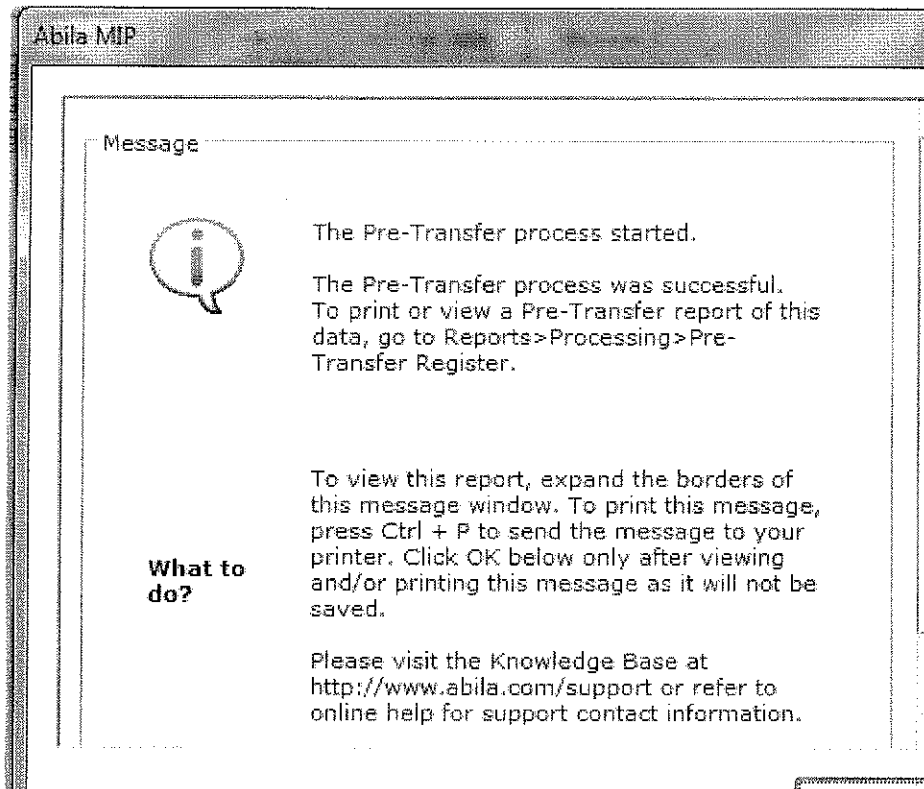
The screenshot shows a software window titled "Transfer to Accounting". It contains the following fields and controls:

- Session Information:**
 - Session ID: PR509152014
 - Session Date: 9/17/2014
 - Description: Transferred from Payroll
- Transfer Type:**
 - ☒ Detail
 - ☐ Summary
 - Document Number: (empty field)
- Table:**

	Group Code	Pay Date	Payroll Type	Check Date	Check %	Accrual Date	Accrual %
<input type="checkbox"/>	Clerk	9/12/2014	R	9/17/2014	100.0000		000.0000
<input type="checkbox"/>	Admin	9/15/2014	R	9/17/2014	100.0000		000.0000
<input checked="" type="checkbox"/>	CaseWkr	9/15/2014	R	9/17/2014	080.0000	8/31/2014	020.0000

At the bottom of the window, there are navigation buttons: "Pre-Transfer", "Transfer", "Close", and "Help". A status bar at the bottom left shows "Record 3".

I can run my Pre-Transfer to make sure all my codes are valid, and that I will be successful in transferring my payroll to accounting. Then I can look at my pre-transfer report to see what the accounting entries will be.



Here is partial example report showing the accrued expense as of 8/31/2014 and the reversal of the accrual on the check date of 9/17/2014

NPS Training Organization Pre-Transfer Register									
Session ID	Session Date	Document Number	Document Description	Document Date	Effective Date	GL Code	Trans... Source	Debit	Credit
PRS09152014	9/17/2014	001	Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	9/17/2014	11000	PRS		2,379.29
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	8/31/2014	21001	PRS		475.89
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	9/17/2014	21001	PRS	475.89	
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	8/31/2014	21010	PRS		51.46
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	9/17/2014	21010	PRS		205.86
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	8/31/2014	21020	PRS		75.23
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	9/17/2014	21020	PRS		300.91
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	8/31/2014	21030	PRS		17.59
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	9/17/2014	21030	PRS		70.37
PRS09152014	9/17/2014		Group: CaseWkr; Pay Date: 9/15/2014	9/17/2014	8/31/2014	21040	PRS		36.40

When I am satisfied with my payroll entry, I will need to post my entry in Accounting.

Set Up/Adjust Employee Balances



Related Tasks

- ▶ Set Up/Adjust Employee Balances
- ▶ Void Checks
- ▶ Undo Transfer to Accounting
- ▶ Spoil Checks
- ▶ Forms Designer

Use this form to implement payroll at a time other than the beginning of the calendar year. You would enter each employee's information separately, tab by tab, for the period before implementation. Be careful of the effective date. Make sure it is for the end of the period for which you are making the entry. So, for instance, if I were implementing payroll as of September 1, I would make my entry effective August 31.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Taxes | Leave |

Employee ID: Adams Adams, Martha J
 Adjustment Number: 001 Effective Date: 8 /31/2014

Perhaps the most important tabs to fill out are the Taxes tab and the Leave tab. The Taxes tab must be filled in by Tax Type and in some cases, Jurisdiction.

Select | Earnings | Benefits | Deductions | Workers' Compensation | Taxes | Leave |

	Tax Type	Jurisdiction	SUTA Weeks	Employee Subject Earnings	Employer Subject Earnings	Gross Taxable Earnings	Employee Amount	Employer Amount
▶	FIT		0	0.00	0.00	0.00	0.00	0.00
	SS		0	0.00	0.00	0.00	0.00	0.00
	MC		0	0.00	0.00	0.00	0.00	0.00
	SWT	NM	0	0.00	0.00	0.00	0.00	0.00
	SUTA	NM	0	0.00	0.00	0.00	0.00	0.00
*								

The leave tab would be filled in for each leave type. This tab is also used at the end of the year to reflect carryover balances.

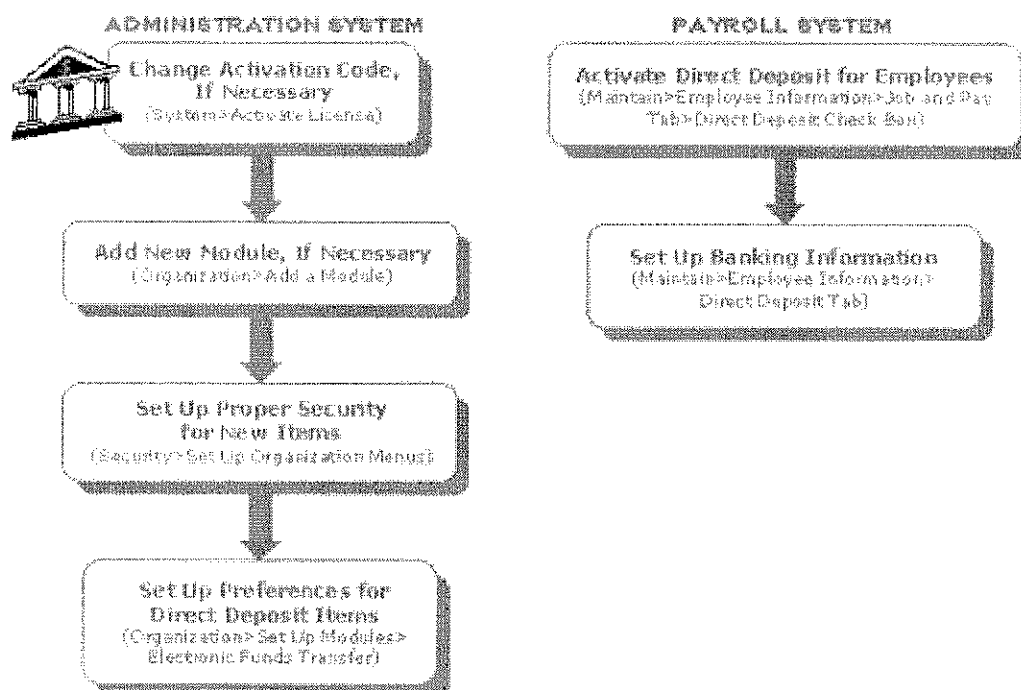
Select | Earnings | Benefits | Deductions | Workers' Compensation | Taxes | Leave |

	Code	Title	Hours Accrued	Hours Taken
/	Sick	Sick Plan	90.0000	0.0000
	Vac	Vacation Plan	90.0000	0.0000
*				

Direct Deposit Setup

The Direct Deposit module allows employees to choose how and where their direct deposits are posted—to a single account in a single bank, or to multiple accounts in multiple banks. Employees set the monetary amounts or percentages of their paychecks for deposit distribution.

The Payroll module must be installed in order to use the Direct Deposit module. Below is an illustration of the steps to setting up the module.



Once the module has been added to the system, you will need to do some set up the Electronic Fund Transfer information in Administration.


Administration for NPS Training Organization - Abila MIP - [Module Setup]

File Edit View System Security Organization Reports Options Window Help (0)


Navigator

- System Setup
- Module Setup**
- Security
- Maintenance
- Help and Support


Module Setup




ACCOUNTS PAYABLE
Setup default discount codes, transaction entry options, and system processing options from within this form.




FIXED ASSETS
Setup standard asset depreciation information including frequency, asset types, and asset quick entry options that make transaction entry faster.




ACCOUNTS RECEIVABLE
Setup default discount, distribution codes, prepayment defaults, and transaction entry options from within this form. Sales Order GL accounts, as well as document numbers and system options, may also be configured here.




GRANT ADMINISTRATION
Setup the designated Grant segment from within this form and activate the Abila Grant Management integration if that product is also owned.




BUDGET VERSIONS
Setup Budget Versions and choose to make them your primary or secondary budgets. Your primary budget version will likely be changed annually with each major budget cycle.




INVENTORY CONTROL
Set up the default information for the Inventory Control module.




ELECTRONIC FUNDS TRANSFER
Setup all required banking information necessary to transmit electronic payment files. Details such as banking holidays, routing details, connection preferences, and email setup are needed before the EFT for AP feature can be fully functional.




MULTI-CURRENCY
Provides foreign currency information, including integration with a multi-currency accounting system. It includes an additional record of a foreign currency rate, exchange rates, and other information needed to process foreign currency transactions.




ELECTRONIC REQUISITIONS
Use this form to setup the last requisition number used, assignment of requisition number preferences, and requisition email options.



PAYROLL
Use this form to specify disbursing and interfund account information for use within Payroll. Additional settings to show and hide timesheet processing options are also available for configuration.



ENCUMBRANCES
Create warnings when encumbrances are about to exceed their liquidation



PRIMARY BUDGET CONTROL
Setup Primary Budget Version controls including segments to budget by, transaction posting options, segment substitution

Bank Tab – Enter your banking information for the direct deposit account. You may need to get the Immediate Destination information from your bank.

Bank | Bank Holidays | Bank Information | Connection | Email

Bank Information (ACH)

Routing Number:

Bank Name:

Immediate Destination:

Bank Holidays Tab – You need to do this set up each year. Enter the year, and the application will default the Federal bank holidays. You may add others to represent other days your institution may be closed.

Bank | Bank Holidays | Bank Information | Connection | Email

Enter Bank Holidays

Year:

	Date	Description
<input checked="" type="checkbox"/>	1 / 1 / 2014	New Years Day
<input type="checkbox"/>	1 / 20 / 2014	Martin Luther King Day
<input type="checkbox"/>	2 / 17 / 2014	Presidents Day
<input type="checkbox"/>	5 / 26 / 2014	Memorial Day
<input type="checkbox"/>	7 / 4 / 2014	Independence Day
<input type="checkbox"/>	9 / 1 / 2014	Labor Day
<input type="checkbox"/>	10 / 13 / 2014	Columbus Day
<input type="checkbox"/>	11 / 11 / 2014	Veterans Day
<input type="checkbox"/>	11 / 27 / 2014	Thanksgiving Day
<input type="checkbox"/>	12 / 25 / 2014	Christmas Day
<input checked="" type="checkbox"/>	*	

Bank Information Tab – This is where you enter your banking information for your accounts.

- **Immediate Origin ID** – Enter the ID assigned by the Automated Clearing House (ACH) Operator (bank) for this account. **Note** that the ACH Operator supplies this information when signing up for electronic funds transfer. This field has a maximum length of 10 alpha and numeric characters. (The system defaults to the Federal Tax ID Number, which was entered using the Organization>Organization Information form.)

- **Company ID** – Enter your organization's ID number. The bank assigned this number when signing up for electronic funds transfer. (The system defaults to 1 + Federal Tax ID Number. The Federal Tax ID was entered using the Organization>Organization Information form.)
- **Bank Offset** – Select the check box to indicate that your bank requires mixed debit and credit records (200 file type), which include the debit records for the organization's account. If this box is not selected, the ACH.txt file will contain only the credit records (220 file type). Verify with your bank which selection to choose.
- **Disable Pre-note** – Selecting this box will prevent pre-notes for all employees. This is the default for all employees unless you have chosen not to send a pre-note for a particular employee on the Maintain>Employee Information>Direct Deposit tab in the Payroll system. This column is only available if the Direct Deposit module was added for the active organization.

Bank | Bank Holidays | Bank Information | Connection | Email |

	Bank Account Number	Immediate Origin ID	Cash Account	Company ID	Bank Offset	Disable Pre-note for Direct Deposit
▶	321854987	1744568484	11000	1744568484	<input type="checkbox"/>	<input type="checkbox"/>
	12345678	1744568484	11001	1744568484	<input type="checkbox"/>	<input type="checkbox"/>
*					<input type="checkbox"/>	<input type="checkbox"/>

Connection Tab – Use Other Connection: Select this check box if you are not using the connection portion shipped with the module. You need to use software supplied by your financial institution or by your operating system (for example, HyperTerminal).

Bank | Bank Holidays | Bank Information | Connection | Email |

☒ Use Other Connection

Connection Properties

Dial Out:

Phone Number: ()

Emulation:

Protocol:

Modem Settings

Modem:

Your Direct Deposit module is not available for use. See Payroll Setup and Payroll Processing for how to attach the appropriate information to employees and how to create the ACH file for transmission to your bank.