

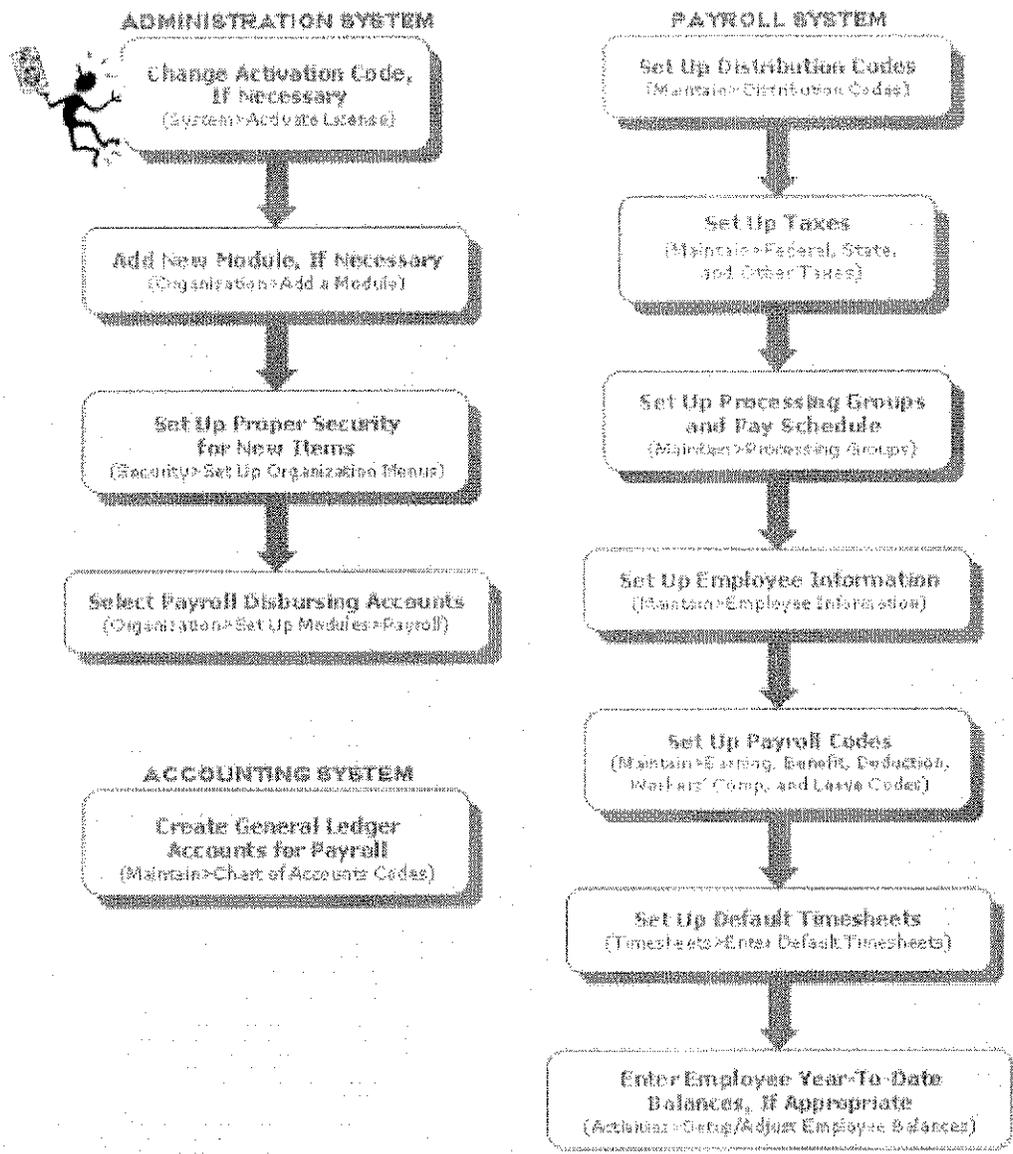
Payroll with Abila MIP Fund Accounting Diocese of La Crosse Training

October 2014

Training Topics:

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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 |

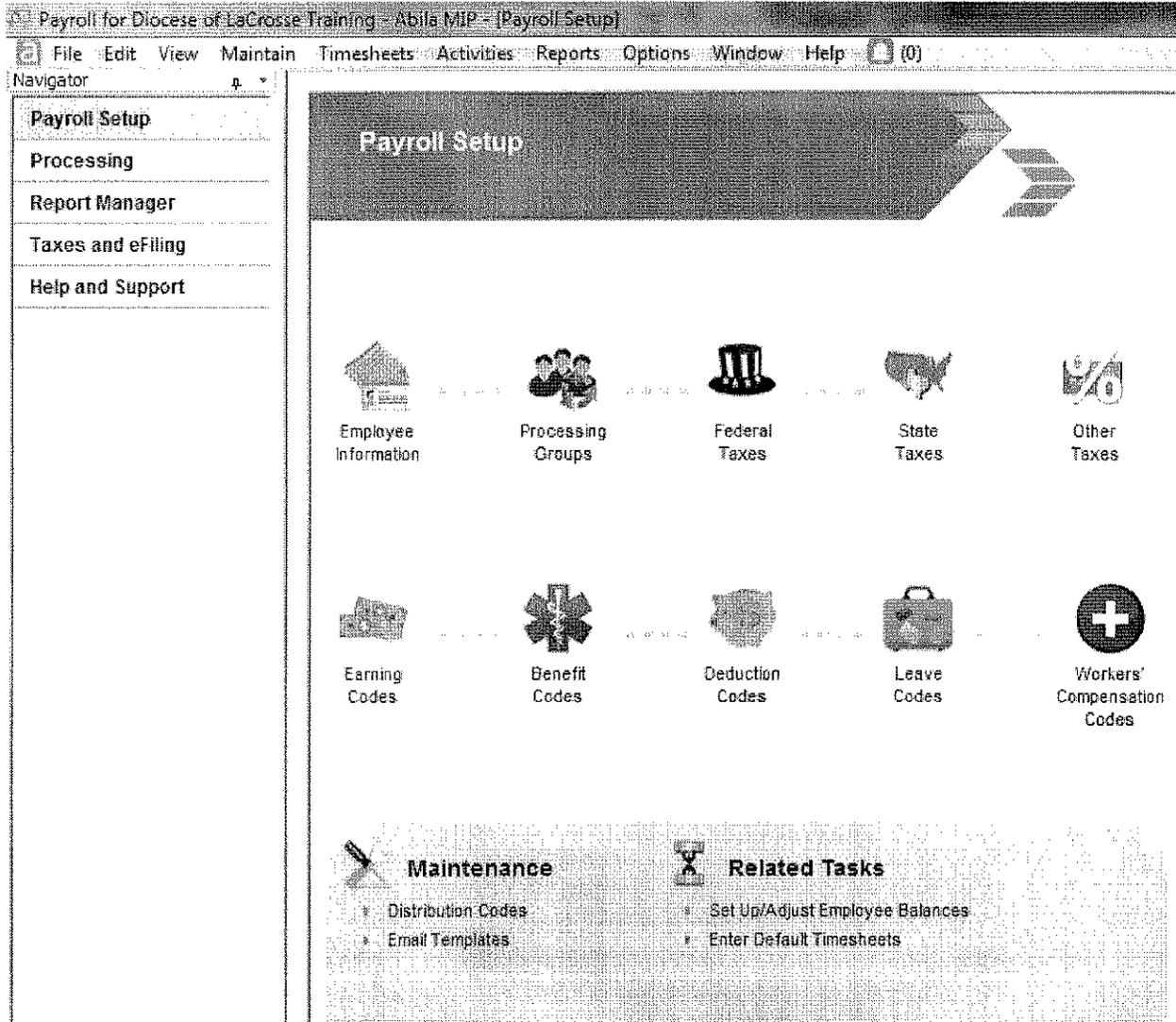
New with version 14.6 are some anti-fraud options. Select these options as a fraud preventative: to display User ID association with an Employee ID; change the User ID status to Inactive upon employment termination; display a warning message before automatically revoking privileges in the system, once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

Title: new group

Pay Cycle:

| Code | Description |
|------|-------------|
| S | Semimonthly |
| B | Biweekly |
| 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 | | | |
| <input type="checkbox"/> 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 | | | |
| <input type="checkbox"/> 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: | |
| 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: | | 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

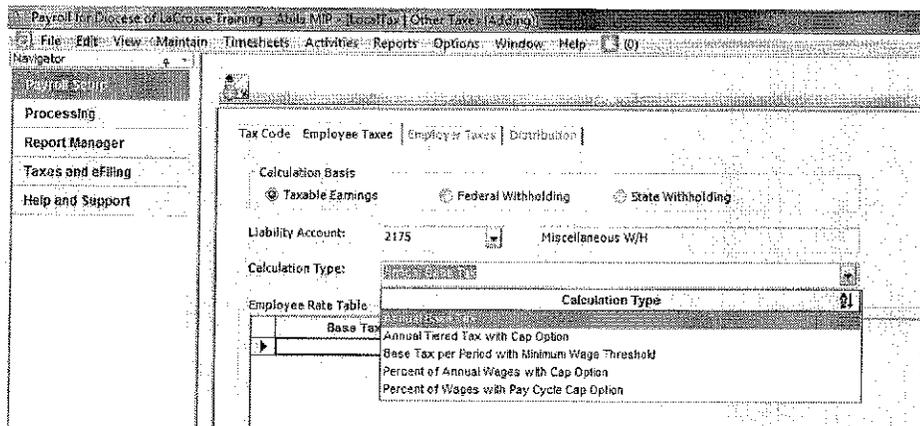
Aatrix® Tax Type: Local Tax

Employer Tax ID: 45-45896

Applicable Taxes

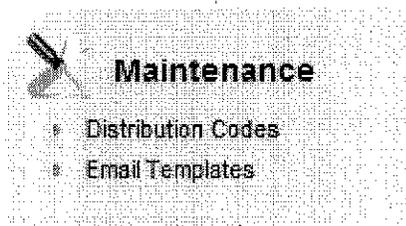
Employee Employer

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



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.**



*copy
name into
character*

| Code* | Description* | Status | Apply To |
|--------------|------------------------------|--------|--------------|
| AHS-Ad Asst | AHS Administrative Assistant | A | Payroll Only |
| AHS-Athl Dir | WRACS 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-Pottary | 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 |

*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 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 | N

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.

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's name changed 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 - AHS/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 |
| WO | 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 PA.*

| 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 Percentage: 800.0000
 Fixed Hourly Amount Amount: \$0.0000
 Fixed Amount Maximum per Year: \$999,999.99
 Amount on Timesheet Maximum Percentage: 001.0000
 Percentage on Timesheet

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... |
| SIADH | A | Substitute - H... |
| SNCC | A | Substitute - H... |
| SHD | A | Substitute - H... |
| SLT | A | Substitute - L... |
| SOF | I | Sport Officials |
| SP | A | Stipend - Ext. |
| SR | A | Salary - Refgi. |
| STPD | A | Stipend |
| STPDR | 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 |
| HAFFD1 | 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 |
| HSA | HSA Plan - Savings Acct | A | 2130 | 12 | Amount on Timesheet |
| HSAF | HSA Plan - Family | A | 2130 | 0 | Fixed Amount |
| HSA S | 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:

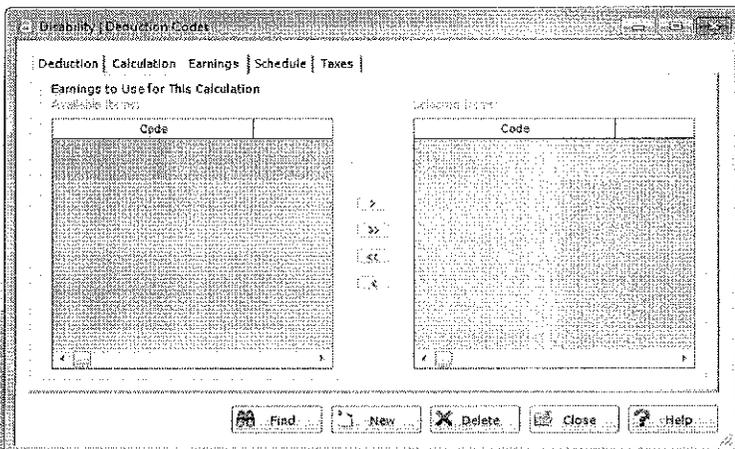
Amount:

Maximum per Year:

Maximum Percentage:

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.**

Configure 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 | 100.000000000 | 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: Status:

Title:

Maximum Annual Accrual (Hours):

Maximum Accrual Balance (Hours):

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.

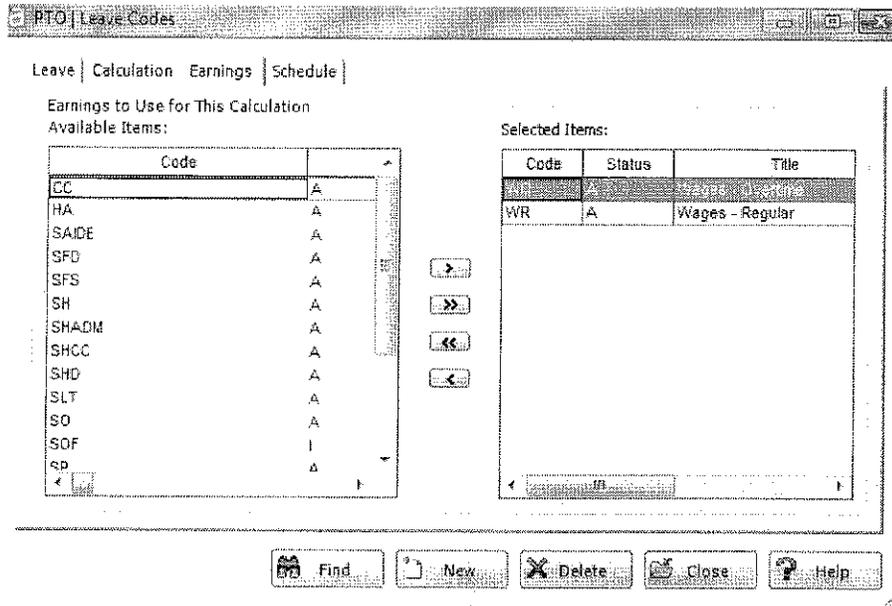
Leave Calculation | Earnings | Schedule

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.



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 |

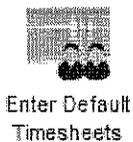
Distribution of Employer's Workers' Compensation Expense Should

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.

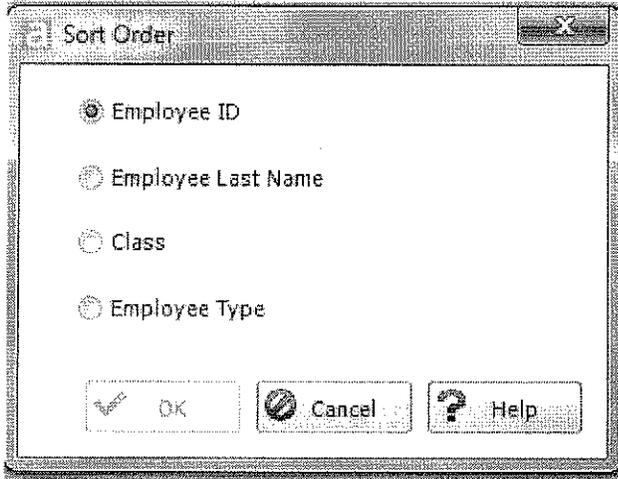
Timesheet Buttons



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 | 4.9100 |
| * | | | | | | | |

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

The screenshot shows a software interface for payroll processing. On the left is a 'Navigator' menu with options: Payroll Setup, Processing (highlighted), Report Manager, Taxes and eFiling, and Help and Support. The main area features a 'Processing' workflow diagram with the following steps: Enter Default Timesheets, Calculate Payroll, Review/Modify Calculated Payroll, Enter Regular/Supplemental Timesheets, Print/Email Checks and Vouchers, Create/Send Direct Deposit File, Enter Manual Checks, Distribute Labor, and Transfer to Accounting. A callout box notes: 'To recalculate, go to Review/Modify, click Find and select All to delete.' At the bottom, there are sections for 'Maintenance' (Employees, Email Templates) and 'Related Tasks' (Set Up/Adjust Employee Balances, Void Checks, Undo Transfer to Accounting, Spoil Checks, Forms Designer). A note states: 'Once checks/vouchers are printed/mailed, the Payroll process is committed.'

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



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.

The screenshot shows a window titled "Review/Modify Calculated Payroll" with a tabbed interface. The "Summary" tab is active, displaying a table with the following data:

| 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 | 644.73 | 293.26 |
| Leave Net Change | 0.0000 | 0.00 | 0.00 |

Below the table, the summary statistics are: Total Hours: 0.0000, Gross Pay: 762.29. At the bottom of the window are buttons for Find, New, Delete, Close, and 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/mailed, 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 PAALMA, 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 |
|------|----------|
| | |

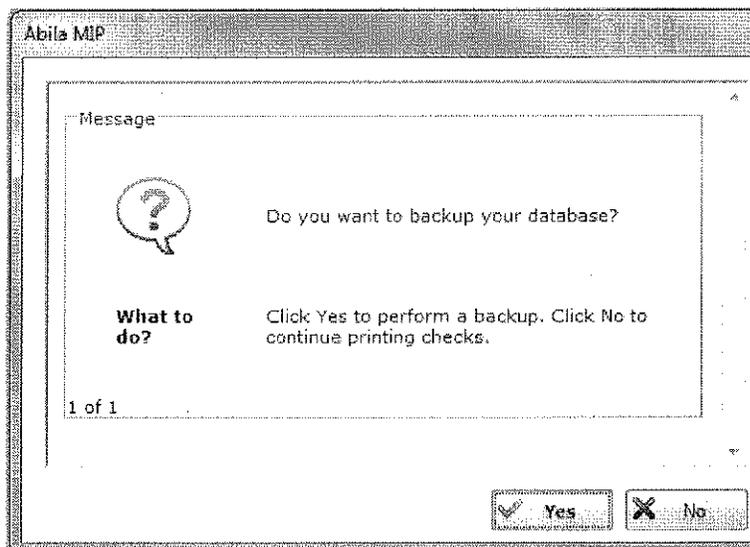
Selected Items:

| Code | Pay Date |
|-------|-----------|
| WRACS | 8/29/2014 |

> >> <<< <

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.



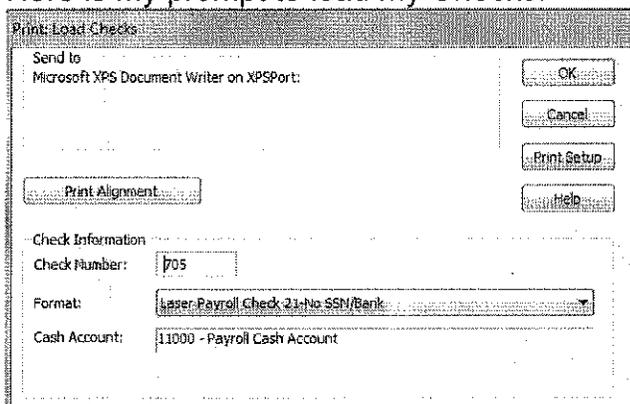
The document date is the date to be printed on the check. This date must have the same year as the calculation; therefore you cannot calculate payroll for 12/31/2014 and print checks with a date in the year 2015.

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

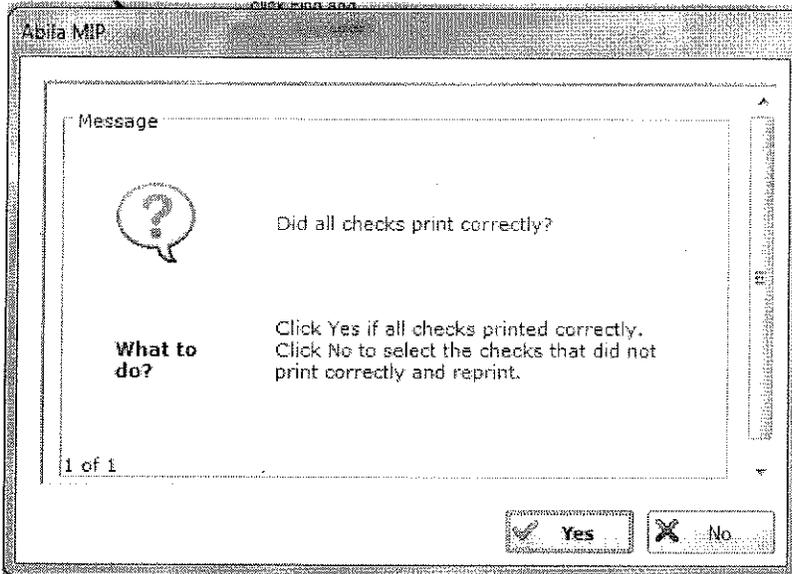
- Employee Class
- Employee ID
- Employee Last Name
- Processing Group

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.

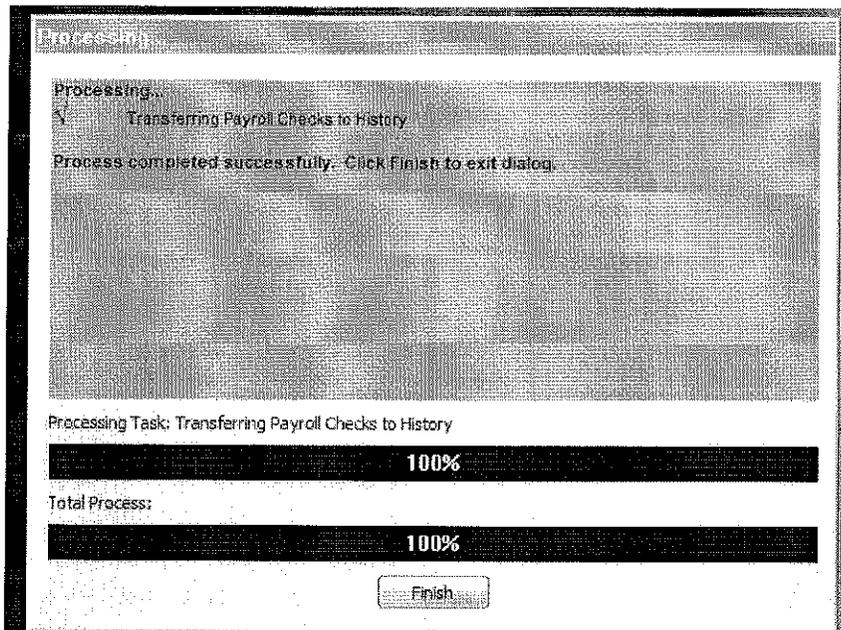
Here is my prompt to load my Checks.



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 screenshot shows a dialog box titled "Email: Load Vouchers". It has a "Send to" field and an "SMTP Recipients" field. There are three buttons: "OK", "Cancel", and "Help". Below these fields is a "Voucher Information" section with a "Voucher Number" field containing "1234", a "Format" dropdown menu set to "Laser Payroll Voucher", and a "Cash Account" field containing "11000 - Payroll Cash Account".

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 screenshot shows a dialog box titled "Abila MIP" with a "Message" section. It contains an information icon and the following text: "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.", and "Voucher printing process ended at 9/17/2014 1:37:27 PM.". There is an "OK" button with a checkmark icon at the bottom right.

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

| Available Items: | |
|------------------|----------|
| Code | Pay Date |
| | |

| Selected Items: | |
|-----------------|-----------|
| Code | Pay Date |
| Admin | 9/19/2014 |

Buttons: 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.

Transfer to Accounting

Session Information

Session ID: PR509152014 Session Date: 9/17/2014

Description: Transferred from Payroll

Transfer Type

Detail Summary

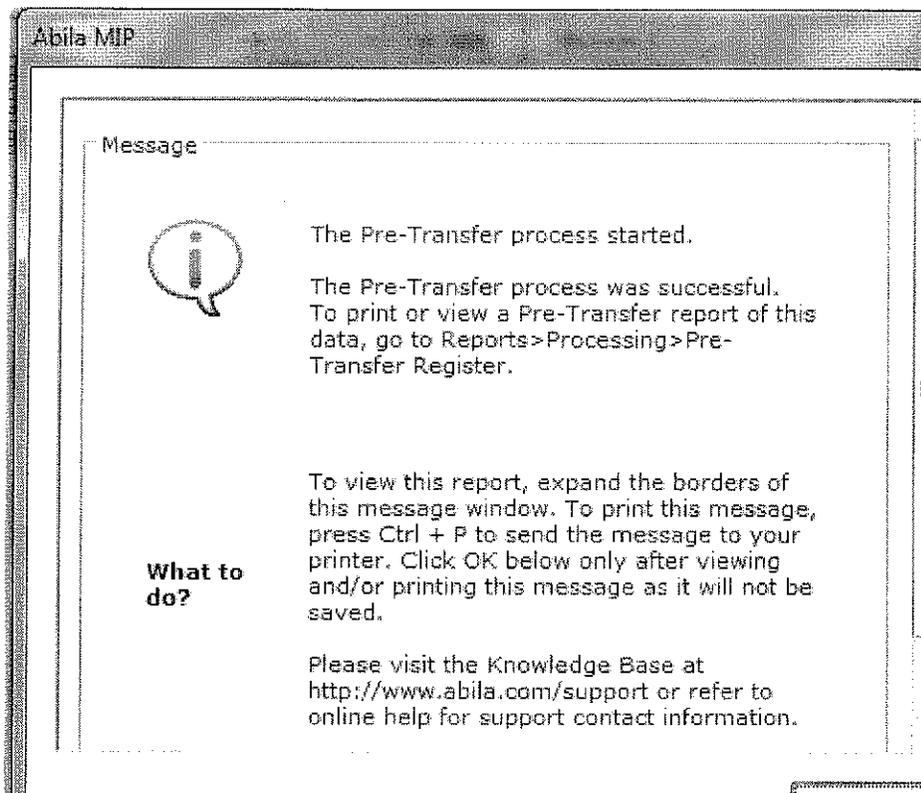
Document Number:

| | 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 | 000.0000 |

Record 3

Pre-Transfer Transfer Close Help

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 | Tran... 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 |
|---|----------|--------------|------------|---------------------------|---------------------------|------------------------|-----------------|-----------------|
| ▶ | FT | | 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.

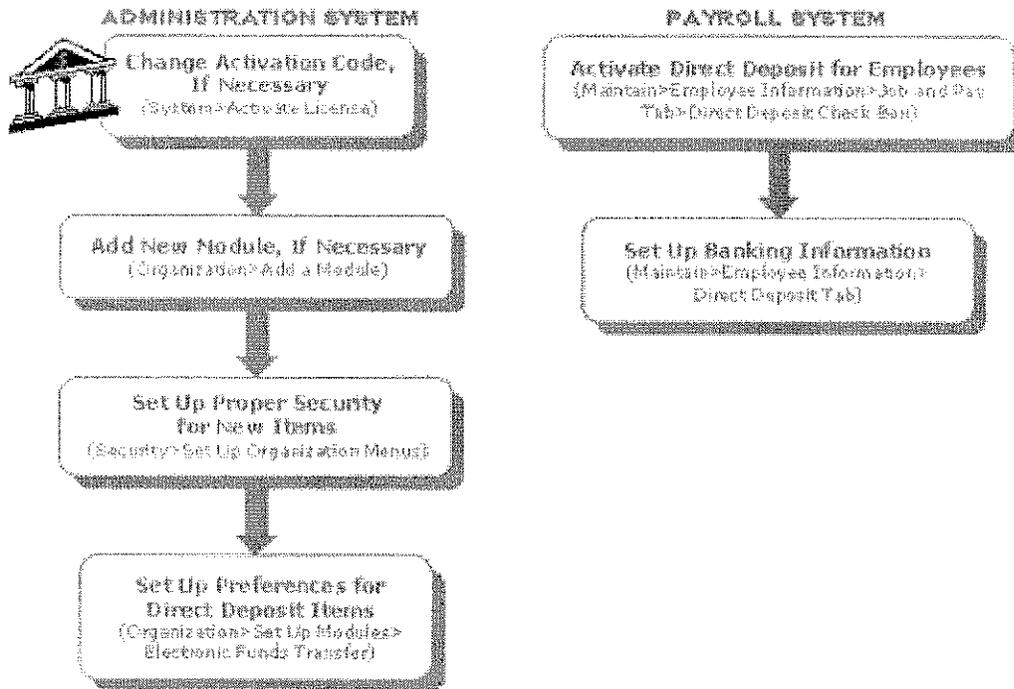
Select | Earnings | Benefits | Deductions | Workers' Compensation | Taxes | Leave |

| | Code | Title | Hours Accrued | Hours Taken |
|---|------|---------------|---------------|-------------|
| / | Sick | Sick Plan | | 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 - Abita 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

| | |
|---|--|
| <p> ACCOUNTS PAYABLE Setup default discount codes, transaction entry options, and system processing options from within this form.</p> | <p> FIXED ASSETS Setup standard asset depreciation information including frequency, asset types, and asset quick entry options that make transaction entry faster.</p> |
| <p> 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.</p> | <p> GRANT ADMINISTRATION Setup the designated Grant segment from within this form and activate the Abita Grant Management integration if that product is also owned.</p> |
| <p> 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.</p> | <p> INVENTORY CONTROL Set up the default information for the Inventory Control module.</p> |
| <p> 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.</p> | <p> MULTI-CURRENCY Enable foreign currency support for the system. This includes setting up exchange rates, and adding foreign currencies to the system. Additional settings for foreign currencies are also available for configuration.</p> |
| <p> ELECTRONIC REQUISITIONS Use this form to setup the last requisition number used, assignment of requisition number preferences, and requisition email options.</p> | <p> 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.</p> |
| <p> ENCUMBRANCES Create warnings when encumbrances are about to exceed their liquidation</p> | <p> PRIMARY BUDGET CONTROL Setup Primary Budget Version controls including segments to budget by, transaction posting options, segment substitution</p> |

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 |
|------------|------------------------|
| 1/1/2014 | New Years Day |
| 1/20/2014 | Martin Luther King Day |
| 2/17/2014 | Presidents Day |
| 5/26/2014 | Memorial Day |
| 7/4/2014 | Independence Day |
| 9/1/2014 | Labor Day |
| 10/13/2014 | Columbus Day |
| 11/11/2014 | Veterans Day |
| 11/27/2014 | Thanksgiving Day |
| 12/25/2014 | Christmas Day |
| * | |

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 |
|---|---------------------|---------------------|--------------|------------|--------------------------|-------------------------------------|
| ▶ | 321654987 | 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.