

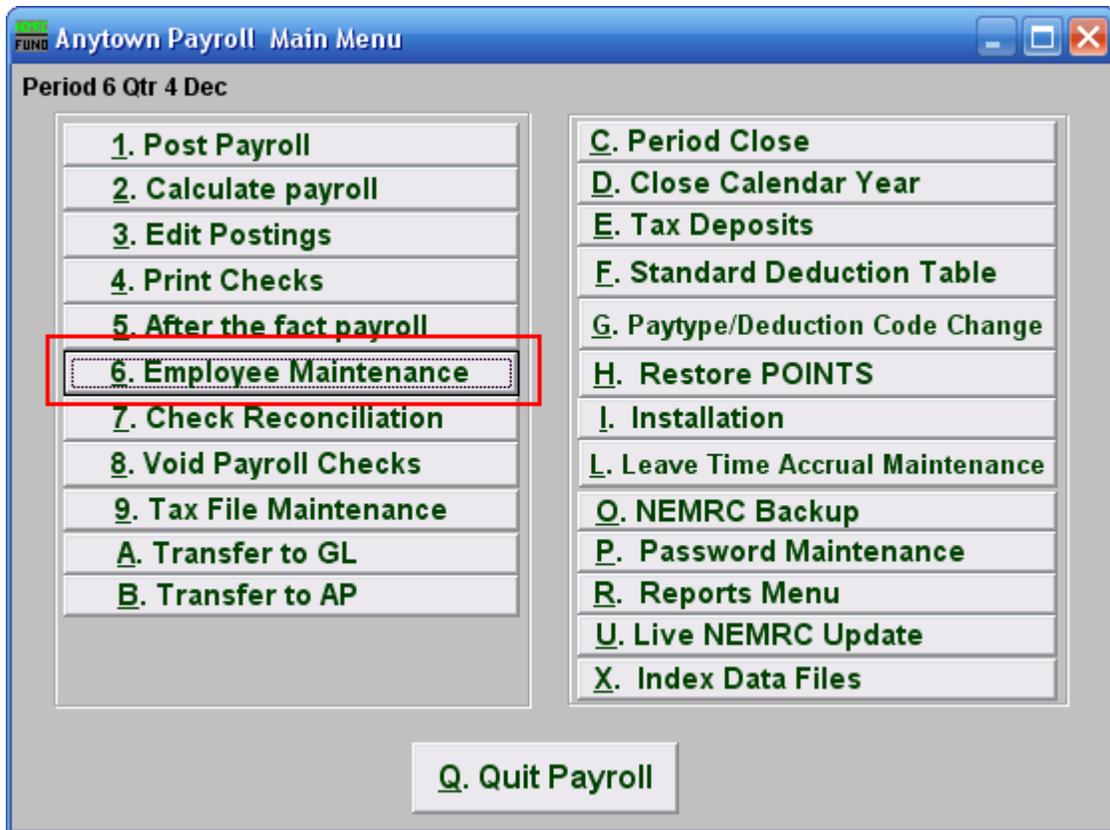
Payroll

6. Employee Maintenance

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Click on “6. Employee Maintenance” from the Main Menu and the following window will appear:

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Employee Maintenance

- 1. Employee #:** Type in an existing Employee Number.
- 2. Find:** Click “Find” to find an Employee from a list of Employees. For additional help with finding Employees, refer to PR GENERAL EMPLOYEE LOOKUPS.
- 3. Add:** Click “Add” to create a new Employee.

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Creating a New Employee

If you chose “Add” the following window will appear:



Employee Numbers should be created in a consistent manner. Many reporting and processing options may be run based on Employee Number. While you may enter an alphanumeric code, an alpha code, based on name, will most readily generate reports in alphabetical order.

- 1. Employee Number to Add:** The Employee Number may be up to nine characters (alpha and/or numeric).
- 2. OK:** Click “OK” after you have entered the new Employee Number. This will bring up the “Personal” tab where you may begin to edit this Employee.
- 3. Cancel:** Click “Cancel” to return to the previous screen.

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The “Personal” tab

Once you’ve chosen or created the Employee you wish to edit, the “Personal” tab will appear:

The screenshot shows the 'Employee Maintenance' window with the 'Personal' tab selected. The form contains the following fields and options:

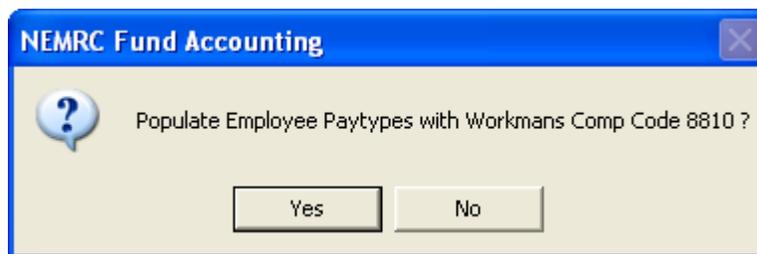
- Employee # AAAAAA, Find, Add
- Status: Active, Inactive, Terminated
- Personal tab selected
- Address: Two text fields (6)
- City, State, Zip: Three text fields (7, 8, 9)
- Phone: Text field (10)
- SSN: Text field (11)
- Gender: Female, Male
- Department: Text field (13)
- Code: Text field (14)
- Work. Comp: Dropdown menu (15)
- Title: Text field (16)
- Birth Date: Text field (17)
- Hire Date: Text field (11/07/2007) (18)
- Term Date: Text field (19)
- Paytype: Hourly, Salary, Time Card
- Annual/Contract Amount: Text field (21)
- FTE: Text field (22)
- Cycles: Weekly, Bi-Weekly, Semi-Monthly, Monthly, Quarterly, Yearly
- Regular Hours: Text field (25)
- Regular Rate: Text field (26)
- Electronic Check: (27)
- Health Care Uninsured Employee: (28)
- Buttons: Save and Close Employee, Cancel, Delete, Change EE Number

Enter the information required in each field.

- 1. Active/Inactive/Terminated:** When adding an Employee, status will default to active.
- 2. Last Name:** Enter Employee’s last name, as it appears on their Social Security card.
- 3. First Name:** Enter Employee’s first name, as it appears on their Social Security card.
- 4. MI:** Enter Employee’s middle initial, as it appears on their Social Security card.
- 5. Ext:** Enter Employee’s suffix (Jr., Sr., III, etc. – optional).
- 6. Address:** Enter Employee’s address. Two fields are provided to allow for both a street address and a PO Box, or other information, as applicable.
- 7. City, State, Zip:** In the first field (7), enter the Employee’s city of residence

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- 8. City, State, Zip:** In the second field (8), enter the Employee's state or country (if foreign). This is a 2-letter abbreviation for state or up to ten characters for a foreign country.
- 9. City, State, Zip:** In the third field (9), enter the Employee's Zip Code (up to nine digits).
- 10. Phone:** Enter Employee's phone number (including dashes, if desired).
- 11. SSN:** Enter Employee's social security number.
- 12. Gender:** Click on the appropriate gender to select it.
- 13. Department:** This is optional. You may enter up to three characters (numeric) in the Department field. Using a Department code will allow you to group Employees and process payroll (post, calculate, print checks) in batches. Many payroll reports may also be run by Department.
- 14. Code:** This is optional. You may enter up to six characters (alpha and/or numeric) in the Code field. Using Code will allow you to group Employees when running the Wage Summary Report.
- 15. Work. Comp:** Click the drop down arrow and select from the most commonly used workers' compensation codes among municipalities. After selecting a code, the following message box will appear:



Click "Yes" to have the selected code populate the W. Comp Code field on the "Paytypes" tab. If you click "No" the W. Comp Code field in the "Paytypes" tab will not be affected. While reporting capabilities are in development, the Workers' Compensation field is currently available for information only.

- 16. Title:** Enter an Employee's job title.
- 17. Birth Date:** Enter an Employee's birth date (xx/xx/xxxx).
- 18. Hire Date:** This field will default to the current date. You may change this date if needed. (xx/xx/xxxx).
- 19. Term Date:** Enter a termination date, if applicable.

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- 20. Hourly/Salary/Time Card:** Click on the basis which this Employee's wages will be determined.
- 21. Annual Contract Amount:** This is optional. For salaried Employees, entering an Annual Contract Amount will automatically generate Regular Hours (based on a 40-hour week) and Regular Rate (Annual Contract Amount/Regular Hours). This information may be changed if necessary. For hourly Employees, the Annual Contract Amount field is available for information only, and doesn't affect anything.
- 22. FTE:** Full Time Equivalent value for this Employee. This is used for both educational institutions and for VT Catamount Health reporting.
- 23. Pay Cycles:** Click to select the frequency at which this Employee will be paid (weekly, biweekly, etc.).
- 24. Cycles:** The number of pay cycles/pay periods will be determined automatically, based upon the frequency you selected. This may be changed manually.
- 25. Regular Hours:** For hourly Employees, enter the number of standard hours the Employee is expected to work during a pay cycle (not to include overtime). This information will appear in the payroll posting process. Salaried Employees will default to a 40-hour week and regular hours will be based on the pay cycle selected, although this information may be changed manually.
- 26. Regular Rate:** For hourly Employees, enter hourly rate. For salaried Employees, enter gross wages per pay period (if you have entered an Annual Contract Amount for a salaried Employee, Regular Rate will be calculated automatically).
- 27. Electronic Check:** If the Employee is paid via direct deposit, the Electronic Check field must be checked and a deduction must be established (100% net deduction). Refer to the "Deductions" tab.
- 28. Health Care Uninsured Employee:** Check this box if an Employee is not covered by any form of health insurance. This will be used as part of the VT Catamount Health reporting.

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The “W4” tab

Click on the “W4” tab, and the following window will appear:

1 Federal **2 State** **Local**

Filing Status

Married Married
 Single Single
 Head of Household Head of Household

Allowances **3 0** **4 0**

Additional amt withheld per pay **5 0** **6 0**

Code **7** **8** **9**

VTDET reporting status Hourly Salary

10

11 w2 Pension Box **12** w2 Statutory Employee Box

13 This employee is fully and unconditionally exempt from the following taxes (check all that apply)

Federal FUTA SickSDI SickMEDI
 FICA Local SickFUTA
 State SUTA SickSUTA
 SDI SickFICA Medicare

14 Life Insurance coverage provided by employer ,000

Save and Close Employee **Cancel** **Delete** **Change EE Number**

Each Employee must complete and sign an IRS Form W-4. The following data should be entered in the W4 screen, based on information provided by the Employee in the Form W-4.

- 1. Filing Status (Federal):** Click on the option that indicates the Employee’s federal filing status. Filing status is used to determine tax filling requirements. For further information, refer to www.irs.gov, [Publication 501].
- 2. Filing Status (State):** Click on the option that indicates the Employee’s state filing status. For further information regarding Vermont filing status, refer to www.state.vt.us/tax. For other states, please refer to the applicable state tax website. Reference Form W-4VT? Vermont filing status is often the same as Federal, with some exceptions, such as filing status for civil unions.
- 3. Allowances (Federal):** Enter the number of federal allowances/exemptions claimed by Employee. Allowances will be used to determine federal income tax withholdings. For further information, refer to www.irs.gov and/or form W-4.

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4. Allowance (State): Enter the number of state allowances/exemptions claimed by Employee. Allowances will be used to determine state income tax withholdings. For further information, refer to www.state.vt.us/tax.
5. **Additional amt withheld per pay (Federal):** Enter the additional amount to be withheld for federal income tax, as claimed by Employee. For further information, refer to www.irs.gov and/or form W-4.
6. **Additional amt withheld per pay (State):** Enter additional amount to be withheld for state income tax, as claimed by Employee. For further information, refer to www.state.vt.us/tax.
7. **Code (State):** In the first State Code field, enter the 2-letter abbreviation for the Employee's state of residence. This information will be used to determine which state tax table to use for payroll calculations.
8. **Code (State):** The second State Code field may be used for tax routines specific to certain states. Enter data as applicable.
9. **Code (Local):** In the Local Code field, enter the user-defined local tax code, if applicable. This code may be linked to a tax table for site-specific payroll calculation purposes.
10. **VTDET reporting status:** This is for Vermont sites only. This field will initially default to the reporting status entered in the "Personal" tab. This information is used for reporting to the Vermont Department of Employment and Training (prcus35).
11. **W2 Pension Box:** Check this box if the Employee is contributing to any retirement system. This includes qualified plans to report in box 12 of the W-2 and non-qualified plans that can be reported in box 14 of the W-2.
12. **W2 Statutory Employee Box:** Some workers are deemed to be Employees by statute, although this is generally not the case with new municipal Employees. For further information, refer to www.irs.gov.
13. **This Employee is fully and unconditionally exempt from the following taxes:** Proceed with **CAUTION** when establishing tax exemptions in the "W4" tab. Checking these boxes will prevent withholding and reporting for associated wages. Reporting and deduction options are also available by Paytype. **Exemptions entered in the "W4" tab will override entries made in the "Paytype" tab.**
14. **Life Insurance coverage provided by employer:** Enter the value of life insurance provided to the Employee. This information will be used, if applicable, for W-2 reporting purposes.

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The “Paytypes” tab

Click on the “Paytypes” tab, and the following window will appear:

The screenshot shows the 'Employee Maintenance' window for employee HOBBCAL (HOBBS, CALVIN). The 'Paytypes' tab is selected, displaying a table with the following data:

Type	Description	Rate	Auto	Qty	Account
H1	FIREMAN-FT	12.2700	Y	100.0000	515-11-4100-10.01
H4	MISC	12.2700	N	0.0000	515-11-4100-10.01
HP	HOLIDAY PAY	12.2700	N	0.0000	515-11-4100-77.00
O2	TRAINING PAY	0.0000	N	0.0000	515-11-4100-10.02
OT	FIRE-OVERTIME	0.0000	N	14.7800	515-11-4100-10.01
SP	SICK PAY	0.0000	N	0.0000	515-11-4100-76.00
VP	VACATION PAY	0.0000	N	0.0000	515-11-4100-77.00

At the bottom of the window, the 'Rate Distribution' is 0.00%. Buttons for 'Add', 'Change', 'Delete', 'Print', and 'Copy' are visible. The bottom of the window has buttons for 'Save and Close Employee', 'Cancel', 'Delete', and 'Change EE Number'.

- 1. Type:** This column will show the paytype codes that have been assigned to this Employee.
- 2. Description:** This column will show the paytype descriptions that have been assigned to each code for this Employee.
- 3. Rate:** This column will show the pay rate that has been assigned for each pay code when it is defined as a flat calculation.
- 4. Auto:** This column will show a 'Y' if the pay code should automatically appear when posting this Employee during a pay period.
- 5. Qty:** This column will show the percentage amount that has been assigned for each pay code when it is defined as a rate calculation.
- 6. Account:** This column will show the related account assigned to the pay code when payroll is linked to the general ledger.

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- 7. Selector:** While a type is selected, you may click “Change” or “Delete.”
- 8. Add:** Click “Add” to create a new Paytype. The following screen below will appear.
- 9. Change:** Click “Change” to edit the selected Paytype. (The Edit Paytypes screen found later in this document will appear.)
- 10. Delete:** Click “Delete” to delete the selected Paytype.
- 11. Print:** Click this button to print. Refer to the “Print Paytypes” section below for additional information.
- 12. Copy:** Click this button to copy Paytypes from another Employee to this one. Refer to the “Copy Paytypes” section below for additional information.

Add a Paytype

The screenshot shows a dialog box titled "Add a Paytype" with a "FUND" label in the top left corner. The dialog contains a grid of radio buttons for selecting a paytype. The first column lists the paytype categories: Gross, Hourly (selected), Overtime, Other, Leave, Reimbursement, and Fringe Benefit. The second column lists numbers 1 through 10, A, and B. The third column lists letters C through M. The fourth column lists letters N through X. The fifth column lists letters Y and Z. At the bottom of the dialog, there are two buttons: "3 OK" and "4 Cancel".

- 1.** This is the type of Paytype.
- 2.** The number/letter value to be assigned to this Paytype. The numbers/letters available will differ depending on which Paytype is chosen.
- 3. OK:** Click “OK” to create this Paytype, the following screen will appear.
- 4. Cancel:** Click “Cancel” to return to the previous screen.

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Change Paytypes:

The screenshot shows the 'Employee Maintenance' window for employee HOBBCAL. The 'Paytypes' tab is active, showing details for paytype H1 (FIREMAN-FT). The interface includes fields for description, tax withholding options, wage reporting options, and fringe inclusion options. A summary table at the bottom shows the following values:

20	MTD	QTD	YTD	FTD	LTD
	0.00	0.00	0.00	0.00	17595.18

1. **Paytype:** New salaried Employees, as designated in the “Personal” tab, will first appear with a G1 (gross/salary) Paytype. New hourly Employees will first appear with a H1 (hourly) Paytype.
2. **Description:** Enter a user defined description of the Paytype, up to 22 characters.
3. **Withhold what taxes?:** Click to check or uncheck the boxes. A Checked box means that those taxes are to be withheld for this Employee, for this Paytype.
4. **Report what wages?:** Click to check or uncheck the boxes. A Checked box means that those wages will be reported for this Employee, for this Paytype.
5. **Include in base of fringes:** Indicate which fringes should be calculated against this paytype. This only impacts fringe calculations based on a percentage calculation.
6. **Fill with All:** Clicking on this will populate the field with all values possible.

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- 7. Include in base of deductions:** Indicate which deductions should be taken against this paytype. This only impacts deductions calculations based on a percentage calculation.
- 8. Auto post for:** Clicking Auto Post will allow this paytype to be posted automatically for the pay periods indicated (0 for all).
- 9. Rate OR Flat:** Click “Rate” if this Employee is being paid at an hourly rate, or “Flat” if this Employee is being paid a salary rate.
- 10. Amount:**
If you chose “Rate,” then enter the number of standard hours (not including overtime) that this Employee is expected to be working each pay period. Hours may be changed at Posting.
If you chose “Flat,” then enter the rate as a percentage (50.0 = 50%, 100.0 = 100%) and that percentage will be applied to the Regular Rate reflected in the “Personal” tab.
- 11. Rate or Flat:** Select the option of determining the default posting amounts as a rate of the default regular hours/pay on the personal tab or a flat amount of hours/pay to post.
- 12. Include amount in FTD contract amounts:** Indicate whether wages should be included in the calculation of fiscal-to-date contract amounts.
- 13. Per Diem Units:** This defines the number of hours to report to VT Catamount Health when the paytype is use as a per diem rate. This is commonly found in educational institutions.
- 14. Job code:** Enter the default user defined job code when job costing is turned on.
- 15. Work Code:** Enter the default user defined work code when job costing is turned on.
- 16. W Comp Code:** Select the workers’ compensation code that most closely reflects the Employee’s responsibilities for this paytype. The drop-down menu allows you to select from the most commonly used workers’ compensation codes among municipalities. This field may be populated automatically, from the “Personal” tab, but may be overwritten here. While reporting capabilities are in development, the Workers’ Compensation field is currently available for information only.
- 17. Expense Account:** Enter the account number for the General Ledger expenditure account to which this Paytype will be posted.
- 18. FICA Expense:** Enter the account number for the General Ledger expenditure (NOT liability) account to which FICA will be posted.
- 19. MEDI Expense:** Enter the account number for the General Ledger expenditure (NOT liability) account to which Medi will be posted.

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- 20. Amount “to date”:** This shows the amount for this paytype distributed calendar year to date.
- 21. Back to List of Paytypes:** Click this to return the starting list of paytypes.

Payroll

Print Paytypes

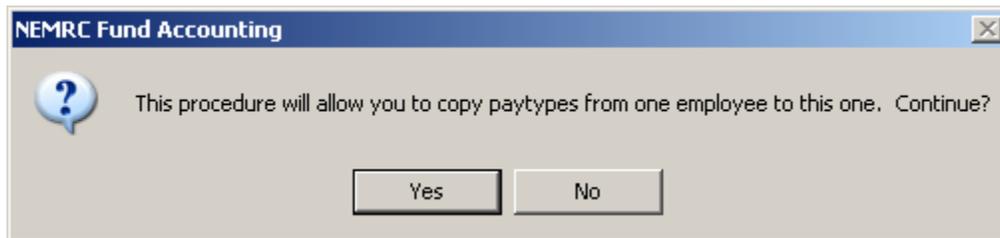
If you click “Print” from the Paytypes tab, the following window will appear:



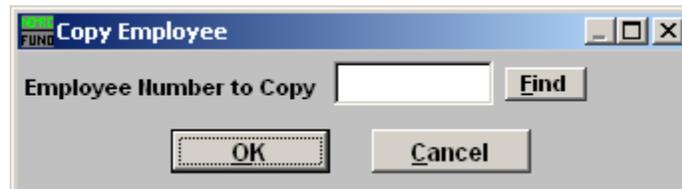
- 1. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 2. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 3. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 4. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the Paytypes tab.

Copy Paytypes

If you click “Copy” from the Paytypes tab, the following window will appear:



Click “Yes” to continue, or “No” to return to the Paytypes tab. If you click “Yes” the follow window will appear:



Enter the Employee Number who has the Paytypes you wish to copy, or click “Find” to select from the list. All Paytypes will be copied, and will appear in the Paytypes list.

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7. **Change:** Select a deduction from the table then click this button to edit the settings on that deduction for this Employee.
8. **Delete:** Select a deduction from the table then click this button to delete the deduction for this Employee. This option is only allowed if there has been no activity for the last two calendar years.
9. **Print:** Click this button to print. Refer to the “Print Deductions” section below for additional information.
10. **Copy:** Click this button to copy Paytypes from another Employee to this one. Refer to the “Copy Deductions” section below for additional information.

Add a Deduction

The screenshot shows a dialog box titled "Add a Deduction" with a "FUNDO" logo. It features a grid of radio buttons for selecting a deduction code. The codes are arranged in four columns: 1-9, A-B, C-M, and N-Z. The first radio button (code 1) is selected. A red box highlights the grid area. Below the grid are "OK" and "Cancel" buttons. A "Deduction" label is on the left side of the dialog.

1. Choose the number or letter to be used for this deduction. Be consistent. The best practice is to establish your own standards to assign deduction sequence numbers. The following is an example of organization:
Sequence codes 1 through 5 are all tax exempt like:
 1. Section 125 Health
 2. Section 125 Dental
 3. Section 125 Dependant Care
 4. Section 125 Disability when qualified.
 5. Available for an other tax exemptSequence codes 6 through 9 are all for tax deferred like:
 6. Municipal Retirement
 7. Teachers Retirement
 8. Annuity Deduction other
 9. Annuity Deduction other

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Sequence codes A through Z except for T are all taxable:

- A. Health Ins
- B. Dental Ins
- C. Disability
- D. Member Dues
- Y. Direct Deposit for a Flat Amount
- Z. Direct Deposit 100% of Net Pay

2. **OK:** Click “OK” to create this Deduction, the following screen will appear.
3. **Cancel:** Click “Cancel” to return to the previous screen.

Add or Edit Deduction Details

Employee Maintenance

Employee # ACESTR Find Add Last Name ACE First Name STROKER MI Ext

Active Inactive Terminated

Personal W4 Paytypes Deductions Accounts History Leave Misc TimeCard

Deduction Code 11 Standard Deduction Code 2 Desc 3 Plan 4

Subject to what Withholding? Federal State FICA MEDI 5
 Accumulate for what Wages? Federal State FICA MEDI 6

Deduction Status 7 Active Inactive

Deduction Type G,I,W,D or T G 8 G=Gross, N=Gross minus Taxes, W=Gross minus Fed and State, D=Net, T=Gross minus Plans

Frequency (One time, Pay period or lever) P 9 Deduction Periods 12345 10

Method (Rate or Flat) F 11 Base (Pay period or Hourly) P 12

Amount (for Rate:20=20%) 13 Maximum 14 YTD or FTD Y 15

Direct Deposit? N 16 Employee's Bank Account #? 17 Employee's Bank (ABA) 18

Miscellaneous Information? 19

Transfer to AP? Vendor 21 Find

Account to Credit » - - - - 22 « Find Missing Account

23	MTD	QTD	YTD	FTD	LTD

24 Back to List of Deductions

Save and Close Employee Cancel Delete Change EE Number

1. **Deduction Code:** Shows the deduction sequence code being worked on.
2. **Standard Deduction Code:** This allows selecting a link to a standard deduction table for default values to the balance of the fields on this screen. The standard table is maintained from the Main Menu.

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- 3. Desc:** Enter a description for this deduction if not linked to the standard table.
- 4. Plan:** If the deduction is tax deferred and is part of an IRS qualified plan then use the drop down to select the appropriate plan letter. The vendor/representative/CPA firm can help determine if it is qualified.
- 5. Subject to what withholding?:** Click to check or uncheck the boxes. A Checked box means that those taxes are to be withheld for this Employee, for this deduction.
- 6. Subject for what wages?:** Click to check or uncheck the boxes. A Checked box means that those wages will be reported for this Employee, for this deduction.
- 7. Deduction Status:** Click the option to make the deduction active or inactive.
- 8. Deduction Type:** Enter the appropriate code letter to define the calculation values to use.
 - “G” is the most common that deductions are calculated on all pay.
 - “D” is the next most common because of 100% of Net pay direct deposits.
 - “N” is for Gross pay minus all taxes (FWT, SWT, FICA, MEDI and Local.)
 - “W” is for Gross pay minus federal and state taxes (FWT & SWT.)
 - “T” is for Gross pay minus any deductions with qualified plans defined.
- 9. Frequency:** Enter the appropriate code letter to define posting rules.
 - “O” is used for a one time deduction that will be inactivated after used.
 - “P” is used to have the deduction post for pay periods define in #10.
 - “N” is used to turn off the deduction all together.
- 10. Deduction Periods:** Enter the periods to call for this deduction during posting. If pay cycles are as frequent as weekly then it is possible to have five pay periods. Values of 1 through 5 indicate to take this deduction in months with a fifth pay cycle in them.
- 11. Method:** Enter the appropriate code letter to define the method of calculation.
 - “F” is used for a flat constant amount to withhold.
 - “R” is used to calculate a percentage in combination with the deduction type field.
- 12. Base:** Enter the appropriate code letter to define the method of calculation.
 - ‘P’ is most common and does not consider the hours worked as a multiplier.
 - ‘H’ is used when a deduction calculation included the hours worked as a factor.
- 13. Amount:** Enter the flat amount in dollars or the percentage amount based on the method in item **11**.
- 14. Maximum:** Enter the maximum amount to withhold or leave zero if there is not one.

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- 15. YTD or FTD:** If there is a maximum then determine if this test is based on “Y” calendar year to date or “F” fiscal year to date.
- 16. Direct Deposit:** Enter “Y” if this deduction is to be processed as a direct deposit. Enter “N” if it is not.
- 17. Employee’s Bank Account #:** Enter the Employee’s bank account number if this is a direct deposit deduction.
- 18. Employee’s Bank (ABA):** Enter the ABA number for Employee’s bank. Maintain a list of ABA numbers used to simplify/cross check the ones provided by the Employee. Some financial institutes have a different ABA number for electronic activities.
- 19. Miscellaneous Information?:** Enter a “C” for checking and “S” for savings when a deduction is used for direct deduction. Otherwise this is user defined.
- 20. Transfer to AP:** Enter “Y” to transfer this deduction to accounts payable. If this is a direct deposit deduction processed electronically this should be “N.”
- 21. Vendor:** Enter the vendor code for this deduction if transferring to accounts payable.
- 22. Account to Credit:** Enter the reference account when linked to the general ledger. This is commonly a liability. This would be the cash account for direct deposit.
- 23. Amount “to date”:** These fields display the amounts withheld to date.

MTD = Month to Date
QTD = Quarter to Date
YTD = Calendar Year to Date
FTD = Fiscal Year to Date
- 24. Back to List of Deductions:** Click this button to return to the deduction list for this Employee.

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Print Deductions

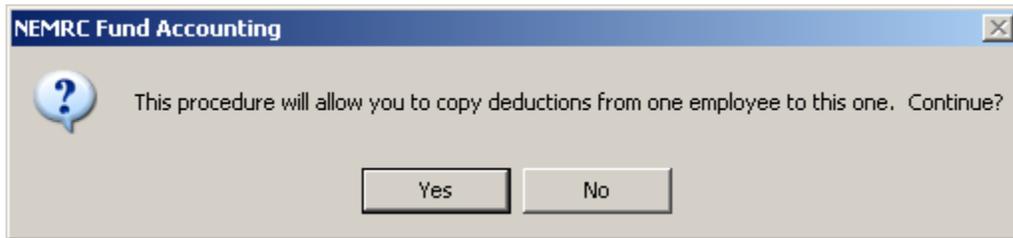
If you click “Print” from the Deductions tab, the following window will appear:



- 1. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 2. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 3. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 4. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the Paytypes tab.

Copy Deductions

If you click “Copy” from the Deductions tab, the following window will appear:



Click “Yes” to continue, or “No” to return to the Paytypes tab. If you click “Yes” the following window will appear:



Enter the Employee Number who has the Paytypes you wish to copy or click “Find” to select from the list. All Paytypes will be copied, and will appear in the Paytypes list.

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The “Accounts” tab

Click on the “Accounts” tab, and the following window will appear:

Employee Maintenance

Employee # ACESTR Find Add Last Name ACE First Name STROKER MI Ext

Active Inactive Terminated

Personal W4 Paytypes Deductions Accounts History Leave Misc TimeCard

Net (Checking) Account » 515-00-0001-00.00 1 « Find Cash-CHITT 1-70-0537-5

Tax Expense Account » 515-10-3800-15.00 2 « Find FICA

Save and Close Employee Cancel Delete Change EE Number

- 1. Net (Checking) Account:** Enter the reference account for net pay to post when linked to the General Ledger.
- 2. Tax Expense Account:** Enter the default tax expense account for this Employee to use when adding paytypes.

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The “History” tab

Click on the “History” tab, and the following window will appear:

Personal	W4	Paytypes	Deductions	Accounts	History	Leave	Misc	TimeCard
1	2							
Gross	0.00	0.00	0.00	0.00	0.00			
Contract				0.00				
Net	0.00	0.00	0.00	0.00	0.00			
Hours	0.00	0.00	0.00	0.00	0.00			
Taxable Wages	0.00	0.00	0.00	0.00	0.00			
State Wages	0.00	0.00	0.00	0.00	0.00			
FICA Wages	0.00	0.00	0.00	0.00	0.00			
MEDI Wages	0.00	0.00	0.00	0.00	0.00			
Taxable Fringe	0.00	0.00	0.00	0.00	0.00			
Federal Plans	0.00	0.00	0.00	0.00	0.00			
FWT	0.00	0.00	0.00	0.00	0.00			
FICA	0.00	0.00	0.00	0.00	0.00			
MEDI	0.00	0.00	0.00	0.00	0.00			
SWT	0.00	0.00	0.00	0.00	0.00			
SDI	0.00	0.00	0.00	0.00	0.00			
Local	0.00	0.00	0.00	0.00	0.00			
SUTA	0.00	0.00	0.00	0.00	0.00			
Emplr FICA	0.00	0.00	0.00	0.00	0.00			
Emplr MEDI	0.00	0.00	0.00	0.00	0.00			
Emplr FUTA	0.00	0.00	0.00	0.00	0.00			

Changing any figures will create some mismatch reports for this employee! 3

Last Year W-2 Other Boxes 4

Box 7 : Social security tips 0.00
Box 8 : Allocated tips 0.00
Box 9 : Advance EIC 0.00
Box 10: Dependent care benefits 0.00
Box 11: Nonqualified plans 0.00
Box 20: Local wages and tips 0.00
Box 12: Moving Expenses (P) 0.00
Box 12: Employer HSA (W) 0.00

Third party sick pay information 5

Total third party sick pay 0.00
Total third party taxable sick pay 0.00
Federal withholding 0.00
Employee FICA 0.00
Employee MEDI 0.00

1. This column shows the labels for the values in #2.
2. These are the amounts “to date” as well as the total amount from last year.
3. Make sure to read this notice.
4. **Last Year W-2 Other boxes:** Values entered here will appear in W-2 processing and reporting.
5. **Third party sick pay information:** Values entered here will appear in W-2 processing and reporting.

Payroll

The “Leave” tab

Click on the “Leave” tab, and the following window will appear:

Employee Maintenance

Employee # ACESTR Find Add Last Name ACE First Name STROKER MI Ext

Active Inactive Terminated

Personal W4 Paytypes Deductions Accounts History Leave Misc TimeCard

Setup and Status					Activity Log			
1	2 Starts On	3 Accrual Type	4 Accrual Rate	5 Maximum	6 Maximum Based On	7 Accrued	8 Taken	9 Remaining
Sick	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
Vacation	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
Personal	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
SICK	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
HOL&VAC	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
FUNERAL	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
JURY	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
COMP HOL	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000
STD	12/31/1991	R	0.00000	0	<input checked="" type="radio"/> Accrued Time <input type="radio"/> Remaining Time	0.000	0.000	0.000

10 **Accrual Types**
R=Hours worked without overtime. (regular,sick,vacation etc)
W=Hours worked salary, hourly, overtime
M=Flat accrual during period close, accrual amt is the accrual rate.
B=Flat accrual during check processing, accrual amt is the accrual rate.

Accrual Types
O=Same as R but with overtime.
P=per pay period using regular hours from main screen.

Save and Close Employee Cancel Delete Change EE Number

1. This column labels the different types of leave time. The last six are user defined labels found in Installation set up on the Main Menu.
2. **Starts On:** Enter the starting date for each leave time to begin accrual according to your policies.
3. **Accrual Type:** Enter the appropriate letter code for the calculation method as defined in item 10.
4. **Accrual Rate:** Enter the rate in hours to accrue according to your policies.
5. **Maximum:** Enter the maximum number of hours allowed according to your policies.
6. **Maximum Based On:** The test for reaching the maximum is determined with this setting.

Payroll

- 7. Accrued:** This value is the amounts that have been accrued since the last reset according to your policy.
- 8. Taken:** This value is the amounts that have been used/taken since the last reset according to your policies.
- 9. Remaining:** This value is calculated from Accrued minus Taken.
- 10. Accrual Types:** The letter codes define the methods used to calculate with the accrual rate for additional benefit time.

Payroll

The “Misc” tab

Click on the “Misc” tab, and the following window will appear:

The screenshot shows a software window titled "Employee Maintenance". At the top, there is a header bar with the title and standard window controls. Below the header, there are input fields for "Employee #", "Last Name", and "First Name", with values "ACESTR", "ACE", and "STROKER" respectively. There are also "Find" and "Add" buttons. Below the input fields, there are radio buttons for "Active", "Inactive", and "Terminated", with "Active" selected. A tabbed interface is present with tabs for "Personal", "W4", "Paytypes", "Deductions", "Accounts", "History", "Leave", "Misc", and "TimeCard". The "Misc" tab is currently selected and highlighted with a dashed border. Inside the "Misc" tab, there is a red rectangular box highlighting three fields: "PT/FT", "address", and "Pay Scale", each followed by an empty text input box. Below the highlighted fields, there is a note: "Miscellaneous fields can be defined in the installation screen." At the bottom of the window, there are four buttons: "Save and Close Employee", "Cancel", "Delete", and "Change EE Number".

1. These fields may be defined in “I. Installation,” off the Main Menu, under the “General” tab. The capacity is ten fields of twenty characters.

Payroll

The “TimeCard” tab

Click on the “TimeCard” tab, and the following window will appear:

Rate Code 1	2 Pay Rate
	0.0000
	0.0000
	0.0000
	0.0000
	0.0000
	0.0000
	0.0000
	0.0000
	0.0000
	0.0000
	0.0000

- 1. Rate Code:** Enter 1 to 4 character values to represent the time card system.
- 2. Pay Rate:** Enter the pay rate for this Employee next to each rate code.
- 3. Save and Close Employee:** Click this button to save all changes and close the Employee record.
- 4. Cancel:** Click this button to not save any changes and close the Employee record.
- 5. Delete:** Click this button to delete this Employee record. This option is not available when there is any history value for the last two calendar years.
- 6. Change EE Number:** Click this button to change the Employee number. This is used when Employee numbers are also name related and an individuals name has changed.