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Overview

Package Overview

How To Use This Manual

When most people receive a new product, they want to use it right away. Unfortunately, this is not quite possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **Payroll** package.

If you are not familiar with the basic operation of your Personal Computer (PC), then please read your PC's DOS Manual. Before loading this system, you should be able to turn on your computer, start or boot DOS, scan diskette file directories, format diskettes, and copy files between diskettes.

The first few sections of this manual are intended to introduce the user to the **Payroll (PR)** system and help get you started. The latter sections are for reference when the user has specific questions about each of the **Payroll** applications. These applications are described later in this section under **PR Menu Bar Selections and Definitions**.

It is highly recommended that the user first read the **System Manager** manual. The **Package Overview** section of this manual gives an overview of the **Payroll** package. The **General Operator Instructions** in the **System Manager** manual explains how to enter and edit data and the use of special keys on the keyboard. The **Startup** section gives step-by-step instructions on how to load the programs, create the data files, and enter the initial data. The **Processing Procedures** section gives direction in daily, period and year ending procedures.

The user should then scan each of the **PR** sections to understand how each of the **PR** applications work. A very basic description of each of these applications is also contained under the heading **PR Menu Bar Selections and Definitions** that is part of this **Package Overview**.

Data Load sheets are included in the manual under many of the applications. These sheets may be used to manually fill out the data that must be entered at the computer. They also may be helpful in easing data entry.

Sample screens and reports are also included under each of the appropriate **PR** applications. These are a guide to show the user the type of screens and reports that may be obtained from the system.

A General Explanation Of Payroll

You will benefit by having some understanding of the basic terms and concepts that will be used throughout the rest of this manual. Even if you have already had a great deal of experience with **Payroll** packages, reading through this general discussion of **Payroll** will help you get an idea of how this package has put the basic accounting principles to use.

Pr Menu Bar Selections And Definitions

There are many **Payroll** functions, which can be performed by this **PR** package.

Maintenance

Employee File

Maintains information about the employees; earning rates, tax information, deductions, period-to-date, quarter-to-date and year-to-date totals of earnings, taxes and deductions.

Employee Code Tax File

Maintains a file or record of additional State and City tax codes that apply to each employee and prints a list of tax codes.

Account File

Maintains a reference file or record of Payroll accounts, which will be posted to the **General Ledger**. Prints a list of accounts.

Deduction/Earning Code File

Maintains a file or record of the special deductions and earnings that can apply to an employee's pay. Prints a list of these special earnings and deductions.

State/City Tax Code File

Maintains information related to City/State withholding and other taxes. Prints a list of these taxes.

Job Code File

Keeps a file or record containing jobs that can be used to keep track of budgets, contract amounts, and expenses. Prints a list of job-related information.

W-2 Information File

Provides for the entry of all necessary additional income and withholding information that is not maintained during normal payroll processing functions but must be reported on standard W-2 forms. This application allows the user to generate the (SSA) copy "A" information required by the Social Security Administration on magnetic media.

L And I Code File

Maintains a file or record of codes that calculate labor and industry premiums required by several states for employees and employer. Prints a list of these codes.

L And I Code History File

Allows the user to add, maintain, or delete labor and industry code records in the Codes History File. These records are usually created when the **Post Payroll Checks** application is run.

Shift Code File

Maintains a file or record of codes that calculate differentials in pay due to a variance in hourly rate for the shift worked. Prints a list of these codes.

Inquiry

Employee File Inquiry

Enables you to examine, but not change, the information and notes that were previously entered in the **Employee File Maintenance** application.

Processing

Time Transaction Processing

Generates and/or allows for the entry of the time and pay transactions that will result in employees being paid.

Calculate Payroll

Actually performs the payroll calculations.

Print Payroll Checks

Automatically prints the checks for employees.

Post Payroll Checks

Posts the earnings, taxes, and deductions to appropriate PTD, QTD, and YTD information and **G/L** accounts.

Manual Transaction Processing

Allows for entry of data about manual, voided checks, non-standard transactions, and adjustments of **Payroll** data.

Post Manual Transactions

Posts manual transactions to the appropriate accounts.

Check Reconciliation

Allows for the entry of data to inform the system which checks have been paid.

Clear Employee Totals

Clears period-to-date, quarter-to-date, and year-to-date totals, as requested in the **Employee** file.

Print/Create W-2 Forms

Provides for the reporting of annual information on gross pay, taxes paid, and other federally required information.

Reports

Employee Audit Trail Report

Enables you to track changes made to sensitive payroll data entered into the change mode of the **Employee File**.

PR Distribution to G/L Report

Allows the user to print a report showing the distribution to **G/L** accounts.

Payroll History Reports

Prints four reports showing information on employees' pay history, deduction/earnings history, labor and industry premium history, and shift differential history.

Employees Reports

Prints reports detailing union deductions, overtime and sick pay, non-employee compensation, worker's compensation, and (for restaurants) reports of meals to employees.

Quarterly Payroll Report

Prints the required information to fill out the 941A **Quarterly Payroll Report**, detailing what employees have earned in the quarter.

Reconciliation Report

Print a report of payroll checks that were paid and those that have not yet been paid.

Job Distribution Report

Prints a report showing how different job expenses are allocated to various **General Ledger** accounts.

Job Analysis Report

Allows you to print a report that will show all **PR** expense, **A/P** expense, and **A/R** billed against a job, and compares these to budgeted job figures.

Util setup

Payroll Setup

Allows you to tailor the **Payroll** package to your specific payroll requirements.

Print Spooled Reports

Allows you to print or display a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times.

Some Payroll Concepts And Terms

A few accounting terms should be defined here for those who may not have much background in accounting.

First, we will define some general accounting terms as necessary background, then proceed to some terms and concepts that are specific to the **Payroll** system.

Accounting is the keeping of financial records of a business concern. An **account** is one category or group of records that is kept. For example, all records of business carried on with a particular customer comprise that customer's account.

The terms **debit** and **credit** are frequently used in connection with accounts. **Debit** (abbreviated DR) can be an item of debit as recorded in an account. It is a type of entry in an account. **Credit** (abbreviated CR) is another type of entry in an account.

The term **transaction** is an instance of doing business or an exchange.

The word **transaction** is abbreviated as **TRX**.

When transactions are entered into the computer to record them, they are usually entered into a temporary Transaction File. The transactions in the Transaction File can be changed or deleted easily. After the correctness of the transactions has been verified, they may be **posted** to become part of more permanent data files, similar to the way that, in bookkeeping, transactions are posted from a **journal** (book of daily transactions) to a **ledger** (a final book of accounts).

The **general ledger** is a collection of accounts into which all financial transactions are distributed after being classified. The **G/L** account number serves to identify three integrated parts of each account. These include a **main account number**, **profit center number**, and **department number**. Each part may incorporate as many as eight alphanumeric characters. But the **TOTAL** number cannot exceed fifteen (15). This includes any combination of the three parts equaling a **TOTAL** of fifteen characters or less. The format of the account number is defined by the user via the **Company Setup** application in the **Util_setup** pull down window from the **Elliott** Main menu bar.

The basic concept of Payroll is one of flow and exchange. An **employee** works for an **employer**. In exchange, the employee receives pay or wages. There may be **bonuses** (a reward for good service or exceptional production) and/or **commissions** (a way of rewarding sales people for the volume of sales they generate).

Employees are usually categorized as **salaried** or **hourly**. The salaried worker is usually paid a fixed fee for a period of work: a week, two weeks, half a month, a month, a quarter (of a year). In addition, the salaried employee may receive bonuses and sales commissions.

The hourly worker does not necessarily get the same fixed wage per week. The hourly worker's pay is determined by the number of hours worked times a **regular** rate of pay. For hours over a certain limit (for example, 40 hours per week) the hourly worker may get a higher **overtime** rate of pay. For working on Sundays or holidays, the employee may receive a **special**, higher rate of pay. An employee may also receive a high rate of pay for working a different shift.

Employees in restaurants may receive meals and tips as part of their compensation. In the **Elliott Payroll** system, data about the various types of employee compensation salary, hourly pay, overtime, special pay, holiday pay, sick pay, bonuses, and commissions are kept on file in a record for the employee. This file of records containing employee data is known as the Employee File and is a vital part of the **Payroll** system.

Unfortunately, in the opinion of the employee, the employee does not get to keep all the wages earned. There are also taxes to be taken out of the employee's pay: federal, state and city taxes.

Federal Withholding Tax (FWT) is taken from an employee's pay in amounts that depend on the level of earnings, marital status, and the number of **exemptions** claimed.

Federal Insurance Contribution Act (FICA) taxes, also known as the Social Security taxes and Medicare, are based on fixed percentages of the employee's pay, up to a maximum limit of earnings that can be taxed for each. The employer contributes to FICA a share that is, in most instances, equal to the employee's share.

The employer is also responsible for paying **Federal Unemployment Insurance** referred to in the **Payroll** system as **FUI** tax, but also referred to by the IRS and others as **Federal Unemployment Tax Act (FUTA)**. In states where there is a **State Unemployment Insurance** program, the Federal Unemployment Insurance tax is reduced to a smaller percentage in view of amounts being paid to the state.

State taxes include **State Withholding Tax (SWT)**, the **State Unemployment Insurance (SUI)**, and various other state taxes, for example, **State Disability Insurance (SDI)** in many states. Also, many cities have a **City Withholding Tax (CWT)**.

In addition to taxes, the employee may have a number of non-governmental deductions taken from his pay.

Such deductions may include contributions to pension plans or other savings accounts, purchase of savings bonds, union dues deduction, medical insurance premiums, loan repayments, and **garnishments** (legal liens upon a portion of an employee's pay to satisfy some debt).

The general flow of the **Payroll** system is to maintain data files of employee data, tax data, deductions data, allow transactions to be entered that will result in payroll transactions, calculate pay, and print pay checks, update or make current the data files and produce various periodic, quarterly, and end of year reports.

Accounting Considerations

General Ledger Account Distributions

The **PR Account File Maintenance** application is used to enter all **General Ledger** accounts used by the package. The **Employee File**, **Payroll Setup**, **State/City Tax Code File**, and **Deduction/Earning Code File** applications further define the use of these accounts by the package. You should look at the screen formats of these applications for reference in the following discussion.

When checks are printed and posted, automatic credits and debits are created in the **Payroll** Distribution File for the accounts entered in the above-mentioned applications.

Net Pay

What was actually paid to the employee is a credit to the cash checking account in **Payroll Setup**.

Total Wages

A debit is made to the wage account of the Employee in the Employee File. This debit is for the regular, overtime, special pay, and supplemental pay. Vacation, holiday and sick pay expenses are debited to the **General Ledger** accounts in the following way: the main account number is the main account number of **Payroll Setup**; the sub-account is the sub-account of the employee's wage of the Employee File. If the main account number for any one of these is 9's, then the employee's wage account will be used in its entirety.

Any additional earnings (using earnings codes from the Deduction/Earnings Code File) paid to the employee are debits to the account corresponding to the earning codes used (except for meals and tips, if the employer is a restaurant). If the sub-account number for this account is all 9's, then the actual sub-account used will be the sub-account of the employee's wage account mentioned above. These earnings may be temporary earnings (entered in the **Time Transaction Processing** application) or permanent (entered in the Employee File). The codes and their accounts are contained in the Deduction/Earnings Code File and are entered through the maintenance application for this file. Any EIC pay to the employee becomes a debit to the EIC advance account of **Payroll Setup**.

This covers the expenses for regular, overtime, special, vacation, holiday, and sick pay as well as temporary or permanent taxable or non-taxable earnings and supplemental pay. This is Total Wages earned.

Deductions

Deductions from this amount (total wages earned) are posted as credits to the **Payroll** Distribution File. These are temporary or permanent deductions, which are credited in a similar manner to the earnings explained above. They may include liabilities such as a fixed savings account amount or one-time deductions such as fines or penalties. Credits are also posted for Federal withholding (FWT), State withholding (SWT), City withholding (CWT) and other state tax (OST - e.g., state disability insurance).

The accounts are entered in **Payroll Setup** and in the **State/City Tax Code File Maintenance** application. These liabilities (credits) are counter-balanced against the total earnings of the employee.

Union liabilities are credited to the employee's union liability account (of the Employee File) and counter-balanced against total wages earned.

Savings bond deductions, loans, and garnishes are credited against the account in **Payroll Setup** and counter-balanced against total wages earned.

Social Security for the employee is credited to the Employee Social Security Liability account in **Payroll Setup**. This is the amount actually withheld from the employee's check for Social Security and counter-balanced against the total wages for the employee.

Employer Social Security is credited to the employer Social Security liability account in **Payroll Setup**. This is the employer's payable contribution to Social Security. The expense is recognized immediately by debiting the employer Social Security expense account in **Payroll Setup** plus the profit center of the employee's wage account (explained above). Thus, profit center accountability may be traced for the employer's Social Security expenses. If the expense account main number is zero, the automatic posting for employer Social Security will not take place.

Medicare for the employee is credited to the Employee Medicare Liability account in **Payroll Setup**. This is the amount actually withheld from the employee's check for Medicare and counter-balanced against the total wages for the employee.

Employer Medicare is credited to the employer Medicare liability account of **Payroll Setup**. This is the employer's payable contribution to Medicare. The expense is recognized immediately by debiting the employer Medicare expense account of **Payroll Setup** plus the profit center of the employee's wage account (explained above). Thus, profit center accountability may be traced for the employer's Medicare expenses. If the expense account main number is zero, the automatic posting for employer Medicare will not take place.

Federal Unemployment Insurance contributions are handled in a manner similar to employer Social Security and Medicare with the liability being credited to the FUI liability account in **Payroll Setup** and the debit posted to the main account for FUI expense in **Payroll Setup** plus the profit center of the employee's wage account. Again, no automatic posting will take place if the expense account number is zero.

State unemployment contributions (SUI) are credited to the state unemployment insurance liability account of the **State/City Tax Code File** application. Expenses are recognized automatically by debiting the main account of the SUI expense account of the **State/City Tax Code** file application plus the profit center of the employee's wage account. No automatic posting will take place if the SUI expense account is zero.

Any Worker's Compensation Premium calculated as due on the employee's wages or hours are credited to the Worker's Compensation liability account of the **State/City Tax Code File** application.

Premium expense is debited to the account made up of the main Worker's Compensation expense account of **State/City Tax Code File**, plus the profit center of the employee's wage account. No automatic posting of the Worker's Compensation Premium will be done if the Worker's Compensation expense account is zero.

Tips, Meals, and Allowances

Tips, meals, and allowances are not directly accounted for by the package as far as distribution to **General Ledger**. Indirectly, they affect the way certain tax calculations are performed.

Sample Distribution For One Check

The following accounts should help to show how the distribution to **General Ledger** is performed:

The following accounts or partial accounts are entered in **Payroll Setup**.

Vacation Pay	05130
Holiday Pay	05150
Sick Pay	05140
Employer FICA Expense Main Account	05510
FUI Expense Main Account	05512
FUI Liability Account	02300-10000-00000
Employer FICA Liability Account	02145-10000-00000
Employee FICA Liability Account	02140-10000-00000
FWT Liability Account	02130-10000-00000
Savings Bond Liability Account	02210-10000-00000
Loan Repayment Account	02220-10000-00000
Garnish	02230-10000-00000
Checking Account	01010-10000-00000
Accrual Account	

The employee's accounts entered through screens 1 and 2 of the **Employee File** are:

Wage Account	05000-10000-00000
Union Liability Account	02200-10000-00000

The **State and City Tax Code** file contains a state and city code with the following accounts:

SWT Liability Account	02175-10000-00000
SUI Liability Account	02310-10000-00000
SUI Expense Main Account	05514

OST Liability Account	02170-10000-00000
CWT Liability Account	02160-10000-00000
Worker's Comp Liability Account	02140-10000-00000
Worker's Comp Expense Main Account	05516

There are two accounts, 05633-10000-00000, Shift Differential which is a taxable earning and 05630-10000-00000, Travel & Subsistence which is a non-taxable Earning, entered in the **Deduction/Earning Code File** application. For an employee who was paid \$560.00 the following transactions occurred.

Account No.	Description	Debit	Credit
01010-10000-00000	Checking Account		\$560.00
05000-10000-00000	Employee's Wage Account	\$650.00	
05130-10000-00000	Vacation Pay Account	25.00	
05140-10000-00000	Sick Pay Account	25.00	
05150-10000-00000	Holiday Sick Pay	25.00	
05633-10000-00000	Shift Deferential	10.00	
05630-10000-00000	Travel & Subsistence	10.00	
02200-10000-00000	Union Liability Account		5.00
02210-10000-00000	Savings Bond Liability		10.00
02230-10000-00000	Garish		20.00
02220-10000-00000	Loan Repayment Account		30.00
02130-10000-00000	FWT Liability		60.00
02175-10000-00000	SWT Liability		20.00
02160-10000-00000	CWT Liability		12.00
02140-10000-00000	Employee FICA Liability		15.00
02145-10000-00000	Employer FICA Liability		15.00
05510-10000-00000	Employer FICA Expense	15.00	
02300-10000-00000	FUI Liability Account		9.00
05512-10000-00000	FUI Expense	5.00	
02310-10000-00000	SUI Liability Account		8.00
05514-10000-00000	SUI Expense Account	4.00	
02170-10000-00000	OST Liability Account		5.00
02140-10000-00000	WC Liability Account		3.00
05516-10000-00000	WC Expense Account	3.00	
Total		\$772.00	\$772.00

These are a sample of accounting entries that would automatically be created after a normal payroll check has been printed and posted for the employee. Should corrections need to be made at the payroll level you may use the **Manual Transaction Processing** application to reverse an incorrect amount or enter checks not in the normal payroll run. Later, when the employer wishes to pay off certain liabilities, he may do so by using the **Accounts Payable** package through a prepaid voucher or he may directly enter the transaction through the **General Ledger**.

State And City Tax Calculations

The following is a description of how the fields in the Employee record, State and City Tax Code record, State and City Tax Code Table record, along with the employee's current payroll data are used to calculate the employee's state and city withholding tax. The discussion below applies equally well to both the state and city calculations, though only **state** is mentioned. Any differences between state and city calculations are specifically indicated. It is assumed for simplicity that there are no supplemental earnings. If there were, and there were not other types of pay recorded for the employee on the current payroll run, then the supplemental earnings tax percent of State and City Tax Code would be used to calculate the tax if this percent were not zero. In all other cases, supplemental pay is added to all other types of pay, and tax is calculated on the total as described below.

1. If the employee has 99 as the number of SWT exemptions (field 27, screen 1 of **Employee File Maintenance**), then the SWT is simply equal to the value of the added SWT field on the Employee record (field 41, screen 1 of **Employee File Maintenance**).
2. If the employee has 98 as the number of SWT exemptions, then the SWT is computed by applying the value of the added SWT field as a percent to the employee's calculated taxable gross pay (this includes all wages and earnings except non-taxable earnings).
3. If the number of SWT exemptions is neither 98 nor 99, the calculation proceeds using the state tax tables. If the state table ID on the Employee record is blank (field 26, screen 1 of **Employee File Maintenance**), proceed to step 15. SWT a fixed amount only.
4. The taxable gross pay is annualized by multiplying it by the number of pay periods in a year for this employee. This is computed from the yearly periods entered on screen 1 of **Payroll Setup**.
5. The calculation method (field 3, screen 3 of **State and City Tax Code File Maintenance**, can be P = Percent of FWT or S = Percent of SWT, for the city tax calculation), go to step 12.
6. The standard deduction percent of gross pay (field 6, screen 3 of **State and City Tax Code File Maintenance**) is multiplied by the taxable gross pay to give the first trial value for the standard deduction amount.

This is then reduced by the adjustment to the standard deduction (field 7, screen 3), and the result is compared to the minimum standard deduction amount (field 8, screen 3). If the calculated standard deduction is less than the minimum, then it is set equal to the minimum. The resulting value is then compared to the maximum standard deduction amount (field 9, screen 3), and if it is greater, it is then set equal to the maximum. The result is the final value of the standard deduction amount for the year, i.e. annualized.

7. The taxable gross pay is reduced by the standard deduction amount, giving the adjusted taxable gross pay.
8. If a number has been entered for the SWT number of exemptions on the Employee record (field 27, screen 1 of **Employee File Maintenance**, rather than a dollar amount, this number is multiplied by the value of one yearly withholding allowance (field 10, screen 3 of **State and City Tax Code File Maintenance**), and the result is subtracted from the adjusted taxable gross pay. If a dollar amount was entered for the SWT dollar exemptions on the employee record, then this dollar amount is subtracted directly from the adjusted taxable gross pay. The result is the new value of the adjusted taxable gross pay.
9. If the answer to the **Ded for Fica W/H?** question is **Y** (field 5, screen 3 of **State and City Tax Code File Maintenance**), and then the annualized value of the FICA tax withheld (already calculated earlier in

the program) is subtracted from the adjusted taxable gross pay obtained in step 8.

10. The percent of FWT to deduct (field 4, screen 3 of **State and City Tax Code File Maintenance**), is then multiplied by the annualized value of the FWT (already calculated earlier in the program), and the result is subtracted from the adjusted taxable gross pay from step 9).
11. It is at this point that the actual state tax table, itself, is used. The adjusted taxable gross pay, as obtained in step 10, is compared to the Over amounts in the tax table, starting from the **last** non-zero table entry (which should have the highest dollar amount).

When the first Over amount is found that is **less** than the adjusted taxable gross pay, the excess is calculated by subtracting the Over amount from the adjusted taxable gross. This excess is then multiplied by the Plus-% value for that table line, and the result is added to the Tax-Amt field for the table line. This is the preliminary annualized State Withholding Tax amount. Now go to step 13.

12. If the calculation basis is a percent of Federal Withholding, the state tax table is accessed without any preliminary reductions of the employee's taxable gross pay. The employee's annualized taxable gross pay is compared to the Over amounts in the tax table, starting from the last non-zero table entry (which should have the highest dollar amount). When the first over amount is found that is less than the annualized taxable gross pay, then the Plus-% for that table line is multiplied by the annualized FWT to get the annualized State Withholding Tax amount. (If the calculation basis is a percent of SWT - in calculating CWT - then SWT is used above, instead of FWT.)
13. If there is a non-zero value for the state tax credit on the employee record (field 28, screen 1 of **Employee File**), then this amount is subtracted from the annualized SWT of step 12. Otherwise, if the SWT Number of Exemptions field on the employee record is a number and not a dollar amount, this number is multiplied by the Credit Per Exemption field (field 11, screen 3 of **State and City Tax Code File**), and the result is subtracted from the annualized SWT of step 12.
14. The SWT of step 3 is now **de-annualized** by dividing it by the number of pay periods in the year for this employee.
15. The added SWT amount from the employee record is now added to the period's SWT amount in step 14. This is the final value of the employee's SWT for the current pay period.

Examples:

This section will give some examples of how these tables, along with the associated fields in the Employee record, are used to calculate the state withholding tax amount.

I - Example 1: **CALIFORNIA - MARRIED**

The tax table information should be entered as follows (remember that it is the **annual** table that should always be used):

1. Table ID	M
2. Description	California - Married
3. Calculation Method	D Directly On Earnings
4. % of FWT to Deduct	.00
5. Ded for FICA W/H ?	N

6. STD DED % of Grs Pay	.000
7. Adjustment to STD Ded	.00
8. Min STD Ded Amt	1,710.00
9. Max STD Ded Amt	3,420.00
10. Yearly W/H Allowance	1,000.00
11. Credit per Exemption	.00
12. Max Wages for STD Deduction	.00
13. Max FWT to Deduct	.00

OVER	TAX-AMT	PLUS-%
1. -0-	.00	1.00
2. 7,000	70.00	2.00
3. 12,000	174.00	3.00
4. 17,420	330.00	4.00
5. 22,740	593.00	5.00
6. 28,000	806.00	6.00
7. 33,240	1,120.00	7.00
8. 38,440	1,484.00	8.00
9. 43,700	1,905.00	9.00
10. 48,940	2,377.00	10.00
11. 54,160	2,899.00	11.00
12. 0	.00	.00
13. 0	.00	.00
14. 0	.00	.00
15. 0	.00	.00
16. 0	.00	.00

The fields on the Employee record involved with the state withholding tax are:

- i) St Table ID
- ii) SWT No Exm
SWT \$ Exm (these are just one field)
- iii) St Tax Cr

If the employee is married and his yearly gross income is less than \$11,280.00, enter 99 deductions for the State Tax Number of exemptions, since his income is below the income stated in the Low Income Exemption Table. This will result in no state withholding tax being taken.

If the employee's yearly salary is above \$11,280.00, enter **M** for the State Tax Table. For the State Tax Number of Exemptions, enter the number of **additional** withholding allowances claimed for itemized deductions on Form DE-4, W-4, or W-4A.

For the State Tax Credit, enter the figure in the Tax Credit Table that corresponds to the number of **allowances** entered on the DE-4, W-4, or W-4A form.

Whenever the employee submits a new DE-4, W-4, or W-4A form, the number of exemptions and Tax Credit fields must be changed, accordingly.

II - Example 2 - **CALIFORNIA**

STATE TAX CODE: CA CALIFORNIA	
1. Table ID	1
2. Description	10% Table
3. Calculation Method	P = Percent of FWT
4. % of FWT to Deduct	.00
5. Ded for FICA W/H ?	N
6. STD Ded % of Grs Pay	.000
7. Adjustment to STD Ded	.00
8. Min STD Ded Amt	.00
9. Max STD Ded Amt	.00
10. Yearly W/H Allowance	.00
11. Credit per Exemption	.00
12. Max Wages for STD Deduction	.00
13. Max FWT to Deduct	.00

OVER	TAX-AMT	PLUS-%
1. 0	.00	10.00
2. 0	.00	.00
3. 0	.00	.00
4. 0	.00	.00
5. 0	.00	.00
6. 0	.00	.00
7. 0	.00	.00
8. 0	.00	.00
9. 0	.00	.00
10. 0	.00	.00
11. 0	.00	.00
12. 0	.00	.00
13. 0	.00	.00
14. 0	.00	.00
15. 0	.00	.00
16. 0	.00	.00

The employee must elect the 10% or 20% table within five days of employment. Assuming the employee has elected the 10% table; enter 1 for the State Table code. Enter 0 for both the State Number of Exemptions and the State Tax Credit.

It is strongly advised that you consult your accountant or state income tax officials to help in deciding which deduction parameters need to be set up in-order to achieve the correct payroll deductions for each particular state. Some states do not require that a state withholding tax be computed on wages earned, for these states; simply enter a blank for the State Table code, by pressing **RETURN**.

It may be possible that a state's withholding tax calculation will not fit into the **Elliott** state tax calculation scheme supplied with this package. If you wish to operate this package in those states, you may need to have the state withholding tax calculation portion of the Calculate program modified.

Multiple state and city tax codes may be assigned to each employee by using the **Employee Tax Code File Maintenance** application.

Vacation And Sick Hour Accrual

Vacation and sick hours due to an employee may be accrued on a pay period by pay-period basis by using the accrual codes defined on **Payroll Setup**. Six different codes are provided for vacation accrual and four for sick accrual. If no code is entered for vacation accrual in **Employee File Maintenance**, then vacation hours due will not be accrued for the employee and must be entered manually. Similarly for sick accrual in **Employee File Maintenance**. Otherwise, whenever a payroll check for a manual payroll

transaction is posted, vacation and sick hours due for the employee will be accrued based on the codes specified for the employee.

It is always a certain number of hours that are accrued, based on hours, days, weeks or months worked, as defined in **Payroll Setup**. If the accrual time period is per hours, then the hourly accrual rate will be applied to the total number of regular, overtime, special, vacation, sick and holiday hours reported for the employee for the pay period (no maximum is applied). If a salaried employee is accrued on this hourly basis, then only hours reported for the employee will be used for accrual. If a salaried employee is paid his salary for a pay period, then it is automatically considered that his regular hours for the pay period are equal to the regular hours recorded for him on his Employee record.

Any manual payroll transaction with a positive number in the Weeks Worked field of **Manual Transaction Processing** will be subject to vacation and sick hour accrual, on the same basis as a usual payroll time transaction.

If the accrual time period is per day, the number of hours in a day (recorded in **Payroll Setup**) will be used in conjunction with the total hours reported (regular, overtime, special, vacation, holiday and sick), entered for the payroll time transaction or manual payroll transaction, to determine the number of days worked, and the accrual rate will be applied to this number of days.

If the accrual time period is per week, then the number of weeks worked entered for the payroll time transaction or manual payroll transaction will be used. Each advance vacation week paid will be considered as exactly one week, for accrual purposes.

If the accrual time period is per month, then there is a special way that the user must signify that the current pay period is one for which the monthly vacation and sick hours are to be accrued. In the **Calculate Payroll** application, the screen on which the user specified the frequencies of permanent deductions/earnings to be taken must contain an M, for monthly, among the frequencies for the current pay period. Advance vacation weeks will be ignored for this type of accrual. For a manual payroll transaction, the Number of Weeks Worked field will be used to determine the whole number of months worked to be used as the basis for accrual.

Each accrual code has a maximum value associated with it. Once an employee's accrued hours due reaches this maximum, no more hours will be accrued until the employee actually takes some of these hours (which increases the Hours Used field and decreases the Hours Due field), or the Hours Due fields are fully or partially cleared (as described below). Note that vacation or sick hours will begin accruing again for an employee; as soon as the Payroll Check Posting program detects that the number of hours **due** is below the maximum (**not** the sum of the hours due and the hours already taken).

The user has various options in clearing the accrued vacation or sick hours due if the employee has not used them by the end of the year. The last three fields on the fourth screen of **Payroll Setup** apply to this. If vacation or sick hours due are not allowed to fully carry over from one year to the next, you must use **Payroll Setup**. Set the maximum number of vacation and sick hours due which may be carried from one year to the next.

Every employee on file will be subject to these maximum carry-over values. (Enter 9999 to indicate no maximum.) This screen determines **when** the vacation maximum value will be applied. (The sick maximum value is always applied at calendar year end.) It may be applied uniformly to all employees at the end of the calendar year (in which case, the calculation and resetting of the Hours Due fields will be done by the **Clear Employee Totals** application, when run at the end of the year), or it may be applied on the anniversary of the individual employee's hire date in the Employee File, in which case, the calculation and resetting will be done on an employee-by-employee basis.

Worker's Compensation

The accounting necessary for worker's compensation varies from state to state. Enough flexibility has been used here to adequately handle most states' requirements. However, it is possible that for your state some modification of the program may have to be done. The basic data concerning a state's worker's compensation calculation and reporting requirements is entered using the **State/City Tax Code File** application. The premium may be calculated by one of two methods (field 1 of screen 2 of the **State/City Tax Code File**), as an hourly rate for all hours the employee works (regular, overtime and special), or as a non-taxable earnings, meals, or tips.

A rate is entered on each Employee's record in **Employee File Maintenance**. This rate is either a number of dollars and cents per hours, or a percentage of wages, depending on the calculation method. When payroll checks are being posted in the **Print Payroll Checks** application, the premium due for each employee is calculated, based on this rate and the employee's total wages or hours, and this amount is posted as an expense and as a liability to the Payroll Distribution File (the **G/L** accounts used are described in the preceding section, **General Ledger Account Distributions**).

A maximum cutoff is allowed for the wages or hours subject to the worker's compensation premium of **State/City Tax Code File**. This maximum is only applied if an individual employee is flagged as using it on the Employee record in the Employee File. This maximum cutoff is often called an **Executive Exemption**, so the employee must be flagged as an executive in order to get it. There are two other pieces of data needed by the payroll check posting logic in order to determine exactly when this maximum cutoff will be applied. One is the accumulation period for worker's compensation (which may also be thought of as the reporting period). This is entered in the **State/City Tax Code File** application, and may be by period (e.g. monthly), by quarter, by calendar year or by anniversary year. By period means that the premium is calculated on an employee's period-to-date (PTD) wages or hours, which is usually monthly. (This should not be confused with the employee's pay period, to which it does not necessarily correspond.) Reporting is also done by period (e.g. monthly). By quarter means that the premium is calculated on the employee's quarterly wages or hours and is reported quarterly. By calendar year means that the premium is calculated on the employee's wages or hours for the period starting January 1 and ending December 31, and reported as of December 31. By anniversary year means that the premium is calculated based on the employee's wages or hours accrued, starting on the first day that the worker's compensation insurance policy is put into effect (which may be any day within the year), and ending the day before the same day in the following calendar year. In this case, the anniversary date is entered in **State/City Tax Code File**. The second piece of data needed in determining when to apply the maximum cut off value is the accumulated worker's compensation wages or hours, appearing in the Employee File. Amounts are accumulated automatically in this field when payroll checks and manual payroll transactions are posted. This field is cleared based on the accumulation period. For Period, Quarter, and Calendar Year accumulation periods, the field is cleared by the **Clear Employee Totals** application, when this is run to clear period-to-date, quarter-to-date, and year-to-date totals, respectively. For the anniversary year accumulation period, the user must clear the Accumulation field as an option of the Print Worker's Compensation Report function of the **Print Employee Reports** application. A safeguard is built into the package for this case. If the last pay period date is before the anniversary date, then the user will not be allowed to print payroll checks for the current period until the Worker's Compensation Report has been printed for this state and the corresponding accumulation fields have been cleared.

The Worker's Compensation Report should be printed at least at the end of each accumulation period, before the accumulated totals are cleared. This report shows the total premium due for all employees in that state, grouped by the Worker's Compensation code in the Employee File, with subtotals by code. The final premium due is computed by using the Experience Modifier in the State/City Tax Code File, which is a percentage assigned to the employer by the insuring institution based on the employer's claims experience in the past (initially this should be 100.00%).

Multiple Workers' Compensation codes may be assigned to each employee by using the **Employee Tax Code File Maintenance** application.

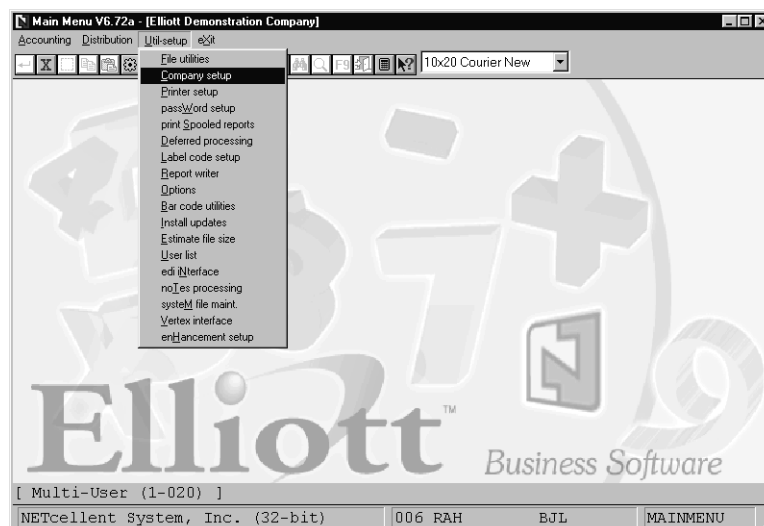
Startup

Application Overview

Before proceeding with this section, you must have already created all directories and loaded the **Elliott** Programs. This is a fairly automated process. For further instructions, please refer to the installation section of the **System Manager** manual.

Run Instructions

To begin using Payroll, you must make P/R is turned on in Company Setup.



Company Setup

Select **Company Setup** application. Refer to the **Main Menu Util_Setup Window** section of the **System Manager** manual for the **Application Overview** and **Run Instructions** for **Company Setup**.

Setup Procedure

In order to begin using the **Payroll** system, the following steps must be completed after creating the data files.

1. The **PR** control data must be entered through the **PR Setup** application in the **Util_setup** window.
2. Enter **PR Account File** application.
3. Enter the data for the following applications in any order:
 - **State/City Tax Code File**
 - **Deduction/Earning Code File**
 - **Job Code File**
 - **L And I Code File**
 - **Shift Code File**
4. After the above applications are entered, then enter the employee data through **Employee File Maintenance**.
5. After the employee data has been entered, the information for employees requiring multiple state or city withholding may be entered via the **Employee Tax Code File Maintenance** application.

The above steps will load the system with the necessary information to process future transactions.

The application sections in this manual may be used to obtain specific information on each application.
The file load sheets contained in each of these sections may assist in accumulating and loading data.

Processing Procedures

Daily Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

- ☐ **Step 1** Enter time transactions
 - Select **Time Transaction Processing - Add** application
- ☐ **Step 2** Verify transaction entry
 - Select **Time Transaction Processing - Alpha_List** application
- ☐ **Step 3** *(optional)* Process payroll

Note: This step will only be performed if the employee's pay frequency is daily

- Perform steps 5-10 of Weekly Processing Checklist

Weekly Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

- ☐ **Step 1** Enter time transactions (if not entered on a daily basis) OR proceed to step 3
 - Select **Time Transaction Processing - Add** application
- ☐ **Step 2** Verify transaction entry
 - Select **Time Transaction Processing - Alpha_List** application
- ☐ **Step 3** Generate payroll transaction records
 - Select **Time Transaction Processing - Generate** application
- ☐ **Step 4** Verify generated transactions
 - Select **Time Transaction Processing - Alpha_List** application
- ☐ **Step 5** Calculate payroll information
 - Select **Calculate Payroll - Calculate** application
 - Verify accuracy by reviewing the registers
- ☐ **Step 6** Print payroll checks
 - Select **Print Payroll Checks - Print** application
 - Verify accuracy of checks
- ☐ **Step 7** Post check information
 - Select **Post Payroll Checks - Post** application
 - Print and save all payroll registers
- ☐ **Step 8** *(optional)* Enter information for checks processed manually
 - Select **Manual Transaction Processing - Add** application
- ☐ **Step 9** *(optional)* Verify accuracy of manual transactions

- Select **Manual Transaction Processing - List** application
- ☐ **Step 10 (optional)** Post manually entered transactions
 - Select **Post Manual Transactions - Post** application
- ☐ **Step 11 (optional)** Print employee reports
 - Select **Employee Reports - Print Union Deduction Report** application
 - Select **Employee Reports - Print Overtime and Sick Pay Report** application
 - Select **Employee Reports - Print Non-Employee Compensation Report** application
 - Select **Employee Reports - Print Worker's Compensation Report** application
 - Select **Employee Reports - Print Meals Report** application

Period End Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

- ☐ **Step 1** Perform Weekly Processing Checklist
- ☐ **Step 2** Verify distributions
 - Select **PR Distribution to G/L Report** application

Note: If you are using **Elliott's General Ledger** package, do not select the purge option. Perform the purge option during the **Interface From Other Packages** application in **General Ledger**.
- ☐ **Step 3 (optional)** Print payroll history reports
 - Select **Payroll History Reports - Print Payroll Check History Report** application
 - Select **Payroll History Reports - Print Ded/earn History Report** application
 - Select **Payroll History Reports - Print L and I History Report** application
 - Select **Payroll History Reports - Print Shift History Report** application
- ☐ **Step 4 (optional)** Perform check reconciliation

Note: This step is only allowed if the flag in **PR Setup** to reconcile checks is "Y" (yes).

 - Select **Check Reconciliation - Select** application
- ☐ **Step 5 (optional)** Print Job reports

Note: These applications are only allowed if the flag in **PR Setup** to use job numbers is "Y" (yes).

 - Select **Job Distribution Report - Print** application
 - Select **Job Analysis Report - Print** application
- ☐ **Step 6** Perform a backup
 - Make a period end backup of your ENTIRE Elliott system to keep for auditing purposes. Label and date this backup "**Period** ____/____/____ **End Backup**"
- ☐ **Step 7** Clear the period-to-date accumulators
 - Select **Clear Employee Totals - Clear** application. Set Period-To-Date flag to "Y"

Quarterly Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

- ☐ **Step 1** Perform Period End Processing Checklist
- ☐ **Step 2** Print Quarterly Report
 - Select **Quarterly Payroll Report - Print** application
- ☐ **Step 3** Clear employee accumulators
 - Select **Clear Employee Totals** application. Set Period-To-Date flag (if not already done) to "Y", and the Quarter-To-Date flag to "Y".

Year End Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

- ☐ **Step 1** Perform Quarterly Processing Checklist
- ☐ **Step 2** Perform a backup
 - Make a final year-end backup and keep for auditing purposes. Label this backup "**Final Year 20__ End Backup**"
- ☐ **Step 3** *(optional at this time; see **W2 Processing Considerations** below)*
Perform W2 processing
 - Select **Print/Create W-2 Forms - Print** application. This will print the employee's W2's, and provide a paper copy for the Social Security Administration (SSA).
 - Select **Print/Create W-2 Forms - Create** application. This will create the SSA Copy "A" information required on magnetic media for those employers that have obtained approval to file in this manner.

- ☐ **Step 4** Clear employee accumulators

Note: If the W2 forms were not processed at this time, **it is imperative that the backup required in step 2 above be done prior to performing this step!**

- Select **Clear Employee Totals** application. Set the Year-To-Date flag to "Y".

- ☐ **Step 5** Perform a backup

- Make a beginning of the year backup and label it "**Beginning Of The Year 19____ Backup**"

W2 Processing Considerations

Quite often, employers will wish to continue processing payroll transactions into the next year prior to processing their W2 forms. This is possible with the **Elliott Payroll** module. Perform steps 1, 2, 4, and 5 of the Year-End Processing Checklist, taking all necessary precautions to ensure the backup required in step 2 is valid.

To process W2 forms after clearing the year-to-date accumulators, the following steps must be performed. **No activity can take place in any Elliott module while these steps are being performed!**

- ☐ **Step 1** Make a backup of the entire data directory being processed
 - Save and label this backup "**Current Elliott Data Files**" for use in step 5 below
- ☐ **Step 2** Restore the backup from step 2 (labeled "**Final Year 20____ End Backup**") of the Year-End Processing Checklist
- ☐ **Step 3** Perform W2 processing
 - Select **Print/Create W-2 Forms - Print** application. This will print the employee's W2's, and provide a paper copy for the Social Security Administration (SSA).
 - Select **Print/Create W-2 Forms - Create** application. This will create the SSA Copy "A" information required on magnetic media for those employers that have obtained approval to file in this manner.
- ☐ **Step 4** Verify the accuracy of the W2's and re-print if necessary.
- ☐ **Step 5** Restore the backup labeled "**Current Elliott Data Files**" from step 1 above (W2 Processing Considerations)
- ☐ **Step 6** Normal processing may now be resumed

PR Main Menu

Application Overview

This application presents the menu bar of **Payroll**. The menu bar consists of six pull down windows.

The user should move the cursor or press the capital letter of the application he wishes to run. After the application has been run to completion, the **PR** menu bar will display once again and allow entry of another application.

The **Maintenance** window contains applications to maintain the **PR** package.

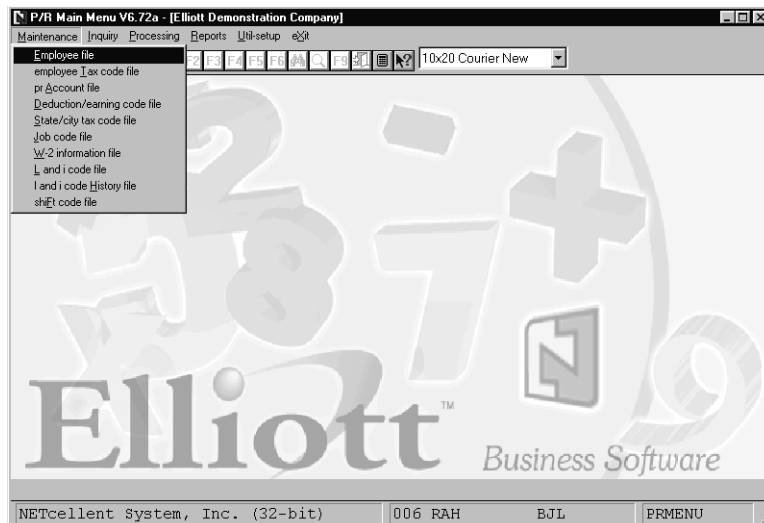
The **Inquiry** window allows you to view employee file information without the ability to change any fields.

The **Processing** window is where most all of your activity will take place. Entering transactions and posting/updating this information to other files.

The **Reports** window presents a wide selection of management and analysis reports that will assist you in making company decisions.

The **Util_setup** window accesses files that need to be set up in order to tailor the software to meet your company's needs.

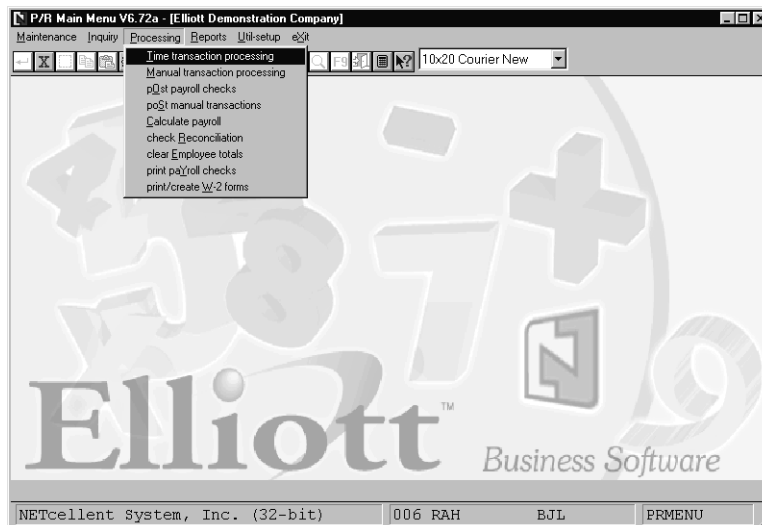
After the application has been run to completion, the **PR** menu bar will display once again and allow entry of another application.



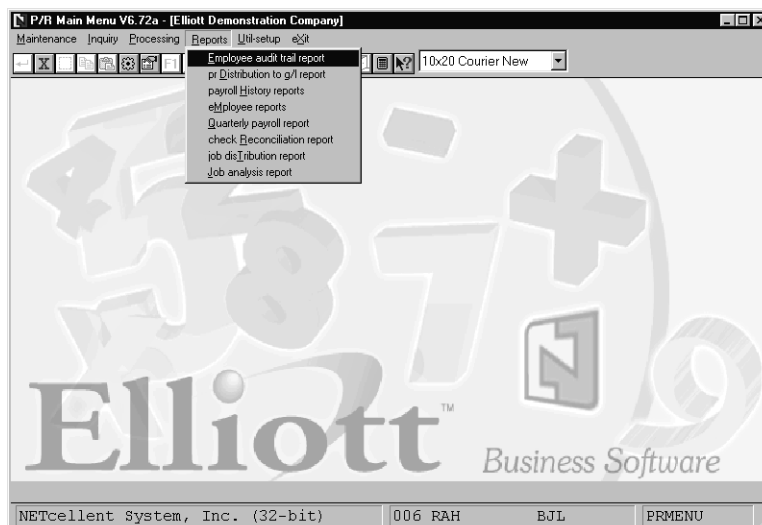
PR Maintenance Pull Down Window



PR Inquiry Pull Down Window



PR Processing Pull Down Window



PR Reports Pull Down Window



PR Util setup Pull Down Window

Maintenance

Employee File Maintenance

Application Overview

The **Employee File Maintenance** application is used to maintain the basic data connected with all your employees. There are essentially three types of data stored in the Employee File, corresponding to the four entry screens in this application:

- data identifying and defining the employee, such as employee number, name, address, birth date, pay rates, federal, state and city tax calculation information, etc.
- data on the employee's regular deductions.
- the accumulated period-to-date, quarter-to-date and year-to-date hours and dollar amounts for the employee.

Wage Account

The **General Ledger** account number entered for the employee's wage account is the default account for all wage distributions that the user does not distribute manually (on the distribution screen of **Time Transaction Processing** or **Manual Transaction Processing**). This wage account will be used specifically in the following cases:

- If the **Payroll Setup** indicates that wages are never distributed;
- If the individual employee is flagged for no distribution (field 52 on the first screen in entry field descriptions of this section).
- As the default account for all types of pay (except vacation, holiday and sick pay), on the distribution screen of the **Time Transaction Processing** and **Manual Transaction Processing** applications, when the user presses the return key;
- As the default account for vacation, holiday, and sick pay if the respective accounts have been entered as all 9's in Payroll Setup.
- Whenever an expense account is specified (in **Payroll Setup**, the State/City Tax Code File or the Deduction/Earning Code File), which is only the first portion (main account number) of the account number, the second and third portions (profit center, and department number) are taken from the second and third portions of the wage account respectively. (Note that if the **G/L** account number format is such that the profit center and/or department numbers are not used, as specified in the **Company** file, then the current remark does not apply.)

State and City Withholding Tax Data

This **Payroll** package uses a generally utilized scheme for calculating state and city withholding taxes. Most of the data defining these tax calculations is kept on the State/City Tax Code File. However, there are several pieces of information concerning these calculations that are stored directly in the Employee

and the Employee Tax Code Files. The data in these three files, State/City Tax Code File, the Employee File and the Employee Tax Code File, are used by the **Calculate Payroll** application to determine the employee's withholding tax.

Worker's Compensation

The calculation method and parameters for worker's compensation are defined on a state-by-state basis in the State/City Tax Code File. All of the worker's compensation data specific to each employee is included in the Employee File and the Employee Tax Code File. During the posting of payroll checks, and the posting of manual payroll transactions, the data in these three files, State/City Tax Code File, the Employee File and the Employee Tax Code File, is used to calculate each employee's eligible wages or hours, which is accumulated into the Worker's Compensation Accumulation field in the Employee record. The worker's compensation premium due is also calculated at this time, for each employee, and is posted to the Payroll Distribution File (if the Worker's Compensation Expense Account in the State/City Tax Code File is not zero).

For states, which demand both an employee and employer worker's compensation liability, refer to the sections of this manual detailing the capabilities of the labor and industry code method of withholding and reporting.

NOTE: If additional state tax codes are used then the worker's compensation accumulation for these codes are in the Employee Tax Code File. Manual payroll transaction processing does not use the tax codes in the Employee Tax Code File.

Employee Notes

By selecting **Notes** from the **Employee File Maintenance** menu bar, you can define any additional requirements for each employee record on file. The benefit of this feature is apparent when you need special information that isn't present in any other file maintenance application. The **Notes** function displays a window that enables entry of the employee's number. You can enter up to 5 lines 30 characters each of additional comments plus one date and 1 amount field. This option must be entered in the **PR Setup** in the **Util_setup** pull down window before you can access this application.

Numeric List

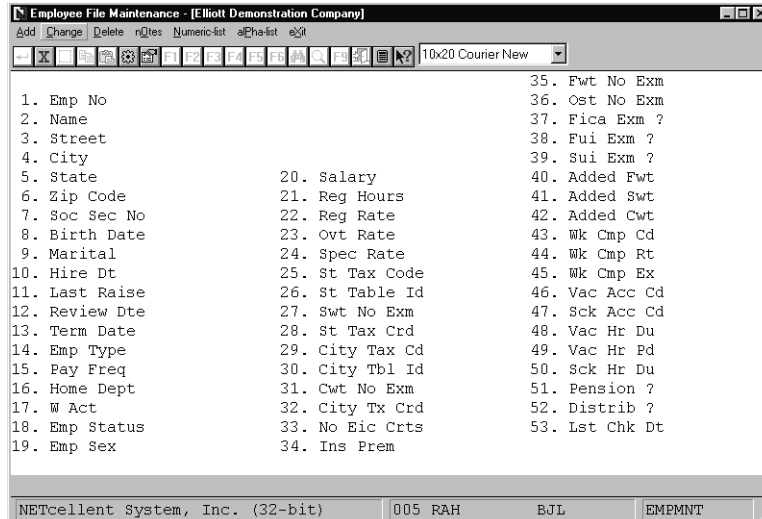
You may print a listing of the employee-by-employee number order with the employee comment lines.

Alpha List

You may print a listing of the employee file by employee name order.

Run Instructions

Select **Employee File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



1. Emp No	20. Salary	35. Fwt No Exm
2. Name	21. Reg Hours	36. Ost No Exm
3. Street	22. Reg Rate	37. Fica Exm ?
4. City	23. Ovt Rate	38. Fui Exm ?
5. State	24. Spec Rate	39. Sui Exm ?
6. Zip Code	25. St Tax Code	40. Added Fwt
7. Soc Sec No	26. St Table Id	41. Added Swt
8. Birth Date	27. Swt No Exm	42. Added Cwt
9. Marital	28. St Tax Crd	43. Wk Cmp Cd
10. Hire Dt	29. City Tax Cd	44. Wk Cmp Rt
11. Last Raise	30. City Tbl Id	45. Wk Cmp Ex
12. Review Dte	31. Cwt No Exm	46. Vac Acc Cd
13. Term Date	32. City Tx Crd	47. Sck Acc Cd
14. Emp Type	33. No Eic Crts	48. Vac Hr Du
15. Pay Freq	34. Ins Prem	49. Vac Hr Pd
16. Home Dept		50. Sck Hr Du
17. W Act		51. Pension ?
18. Emp Status		52. Distrib ?
19. Emp Sex		53. Lst Chk Dt

Employee File Maintenance Entry Screen

The following options are available:

- * Select the desired mode from the **Employee File** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

Name	Type and Description
1. Emp No	<p>4 numeric digits (9999).</p> <p>The employee number may not be zero. This is the key used throughout the package when referencing a specific employee.</p> <p>In change or delete mode only, press the F7 key for employee search by number or</p>

Name	Type and Description
	press the F8 key for employee search by name.
2. Name	<p>28 alphanumeric characters.</p> <p>The employee name may be entered in the format First, Middle, Last or Last, First, Middle. If the latter format is used, the check printing program and the W-2 forms program will print the name in the format First, Middle, Last anyway, provided that there is a comma after the last name and before the first. But if the former format is used, the Alphabetical Employee printout will print in alphabetical order by the first name, not last. For this reason the latter format is recommended.</p>
3. Street	28 alphanumeric characters.
4. City	20 alphanumeric characters.
5. State	<p>2 alphanumeric characters.</p> <p>This should be the usual postal code for the employee's state. It is recommended that this also be used for the State Tax code in field 23 below.</p>
6. Zip Cd	10 alphanumeric characters.
7. Soc Sec No	<p>9 numeric digits (999-99-9999).</p> <p>Enter the social security number as digits only. The system will insert the hyphens in the appropriate places.</p> <p>The social security number may not be all zeros. If the employee currently has no social security number, enter a dummy number, such as all 9's, and change this as soon as the employee receives a valid number.</p>
8. Birth Dt	A date in the standard date format.
9. Marital	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>S = Single M = Married H = Head-of-Household</p> <p>This field determines which Federal Tax Table to use in calculating Federal Withholding Tax during the Calculate Payroll application. See Calculate Payroll application for details.</p>
10. Hire Dt	<p>A date in the standard date format.</p> <p>This is the date that the employee was originally hired.</p>
11. Lst Raise	<p>A date in the standard date format.</p> <p>This is the date of the employee's last raise.</p>
12. Review Dt	<p>A date in the standard date format.</p> <p>This is the date of the employee's last review.</p>
13. Term Dt	<p>A date in the standard date format.</p> <p>The package will consider the employee terminated if and only if this date is</p>

	non-zero.
14. Emp Type	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>H = Hourly S = Salaried N = Non-Employee</p> <p>An hourly employee is always paid at an hourly rate. The regular pay for a salaried employee is taken to be his salary.</p>
Emp Type (continued)	<p>If the employee is marked as a non-employee, the package will not allow a regular payroll transaction to be entered for him or her. Remuneration for a non-employee may only be entered through the Manual Transaction Processing application. The package will not print a check for this individual and no taxes will be calculated for him or her. The Non-Employee Compensation Report may be printed on request showing all remuneration paid year-to-date for all non-employees.</p>
15. Pay Freq	<p>1 alphabetic character.</p> <p>The Payroll package will handle the following pay frequencies:</p> <p>D = Daily (also called Miscellaneous by the IRS) W = Weekly B = Bi-weekly S = Semi-monthly M = Monthly Q = Quarterly</p> <p>During the Time Transaction Processing application you will be asked for which employee pay frequencies you wish to enter transactions. You may request any combination of the allowed frequencies at this time.</p>
16. Home Dept	<p>4 alphanumeric characters.</p> <p>The employee's home department number must be entered. It cannot be blank. It is used as a key in various payroll reports to give a breakdown of wages and deductions, etc. by department. Changes to the department number are not allowed if time transactions are on file for the employee.</p>
17. W Acct	<p>An account number in the standard account number format.</p> <p>The employee's wage account number must have previously been entered via the PR Account File Maintenance application. It cannot be all zeros. It is used as a default account number by the Time Transaction Processing application and the Manual Transaction Processing application when distributing pay for an employee. The second and third portions or subaccount number of this wage account will be used for the subaccount number whenever an expense account number is specified from any of the control files.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p>

18. Emp Stat	<p>1 alphabetic character.</p> <p>Valid entries are:</p> <p>A = Active I = Inactive H = Hold</p> <p>During time entry, the system will check the status of the employee. If this field is I or H, a message will be displayed on the screen and the question "Pay this employee? Y or N will be asked.</p> <p>The system also only allows "A" status employees to have a time record automatically created during the Generate Standard Payroll application.</p>
19. Emp Sex	<p>1 alphabetic character.</p> <p>This is a reference field only.</p> <p>M = Male F = Female</p>
20. Salary	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>If the employee is not type S (salaried), this field will be bypassed. Otherwise, the employee's regular hourly rate is calculated and using this, the overtime-hourly rate and special hourly rate are calculated. The salary amount should be the salary for the employee's pay frequency.</p>
21. Reg Hrs	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is the number of hours in this employee's regular pay period. It defaults to the number of hours in the period as specified on Payroll Setup, but may be overridden by a manual entry (if the employee is part-time, for example).</p>
22. Reg Rate	<p>6 numeric digits with 3 decimal places (999.999).</p> <p>This will need to be the hourly rate for the employee. If the employee is salaried, the regular hourly rate will default to the employee's salary divided by the number of regular hours for the employee.</p>
23. Ovt Rate	<p>6 numeric digits with 3 decimal places (999.999).</p> <p>The employee's overtime hourly rate will default to the regular hourly rate times the overtime factor as given in Payroll Setup.</p>
24. Spec Rate	<p>6 numeric digits with 3 decimal places (999.999).</p> <p>The employee's special hourly rate defaults to the regular hourly rate times the special pay factor as given in Payroll Setup.</p>
25. St Tax Cd	<p>2 alphanumeric characters.</p> <p>The State Tax code must have already been entered via the State/City Tax Code File application.</p> <p>Press The F7 key to search for code.</p>
26. St Table	<p>1 alphabetic character.</p>

	<p>This identifies the particular table for the State Tax code in 25 above that is used for this employee. It must already have been entered via the State/City Tax Code File application. Leave this blank if you will not use a table to calculate SWT for the employee.</p> <p>You will be prompted by the system as to the available tax tables on file for this state tax code.</p>
27. Swt Exm	<p>2 numeric digits with no decimal places (99), or 7 numeric digits with 2 decimal places (99,999.99).</p> <p>The screen description changes, by pressing the F1 key, to SWT \$ EXM, and back again by pressing the F1 key a second time. You may enter either the number of exemptions for SWT for this employee when the SWT NO EXM description is displayed, or the flat dollar amount of the annual exemption, when the SWT \$ EXM appears.</p> <p>This allows flexibility in calculating the state withholding tax for various states. See the Package Overview section entitled State and City Tax Calculations for more information.</p>
Swt Exm (continued)	<p>Values of 98 or 99 in this field have a special significance, in connection with the Added Withholding Tax fields for the employee. If the number of exemptions is entered as 98, no withholding calculations will be done, but the added tax amounts will be treated as percentages, and the amount of tax withheld will be equal to the added tax amount (percent) times the employee's taxable gross pay. (This applies to city and federal withholding also.) If the number of exemptions entered is 99, then the SWT will be equal to the added SWT field. (field 41, screen 1)</p>
28. St Tx Crd	<p>7 numeric digits with 2 decimal places (99,999.99).</p> <p>There are two ways of calculating any state tax credit allowed for an employee. One is to multiply the state tax credit figure on the State Tax Code Table record by the employee's SWT number of exemptions. If that is the way you wish to do it, do not enter anything in this field. Otherwise, you may enter the exact amount of this employee's (annual) state tax credit here.</p>
29. City Tx Cd	<p>2 alphanumeric characters.</p> <p>The City Tax code must have already been entered via the State/City Tax Code File application.</p> <p>Press The F7 key to search for code.</p>
30. Cty Table	<p>1 alphanumeric character.</p> <p>This is the counterpart of field 29 above, for the city. This Table ID must already have been entered via the State/City Tax Code File application. Leave this blank if you will not use a table to calculate city withholding tax for this employee.</p> <p>You will be prompted by the system as to the available tax tables on file for this state tax code.</p>
31. Cwt Exm	<p>2 numeric digits with no decimal places (99), or 7 numeric digits with 2 decimal places (99,999.99).</p> <p>This is the counterpart of field 27 above, for the city. See the description for field 27.</p>

32. Cty Tx Crd	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>This is the counterpart of field 28 above, for the city. See the description of field 28.</p>
33. No Eic Crts	<p>1 numeric digit (9).</p> <p>The number of EIC certificates (W-5 forms) may be only 0, 1 or 2, depending upon whether the employee alone has filed a W-5 form, or both he and his spouse have filed them (or none were filed). This number is used in the payroll calculation to determine what, if any, earned income credit should be paid to the employee. One certificate means that the employee is single or married and the spouse has not filed a certificate. Two means the employee is married and both spouses have filed a certificate.</p> <p>This number is used in conjunction with the EIC tables previously entered via Payroll Setup application.</p>
34. Ins Prem	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>The premium for term insurance in excess of \$50,000 given to the employee by the employer. The term insurance premium entered here prints in the appropriate box on the year-end W-2 form, and will be included in the wages, tips, and other compensation on that form.</p>
35. Fwt Exm	<p>2 numeric digits (99).</p> <p>This is the number of exemptions claimed by the employee on his W-4 form. The values 98 and 99 have special significance as described for field 27 above.</p>
36. Ost Exm	<p>2 numeric digits (99).</p> <p>This is the number of exemptions claimed by the employee for other state tax. The Payroll package as received from NETcellent System, Incorporated performs no calculations using this field. If it is required by the employee's OST state calculation method, coding modifications must be made.</p>
37. Fica Exm?	<p>Y or N.</p> <p>Defaults to N.</p> <p>If the employee is marked as exempt from FICA, the payroll tax calculation will withhold no FICA for the employee, nor will any employer FICA liability be calculated for this employee.</p>
38. Fui Exm ?	<p>Y or N.</p> <p>Defaults to N.</p> <p>FUI and SUI liability are shown on the Quarterly Payroll Report and the PR Distribution to G/L Report. The percentage and cut-off values for Federal are given in Payroll Setup, while for State they are given on the State/City Tax Code record that corresponds to the Employee's State Tax code.</p> <p>If an employee is exempt from either of these, the employer's FUI and SUI liability for this employee will be zero.</p>
39. Sui Exm ?	<p>Y or N.</p> <p>Defaults to N.</p>

	See the comments for field 38 above.
40. Add Fwt	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>The added withholding tax amount will be added to the calculated withholding tax amounts by the payroll calculation program, to arrive at the final amount of tax to be withheld for the employee.</p> <p>The added withholding tax amount has a special significance if the corresponding number of exemptions for that tax is either 98 or 99. See the comments for field 27 above.</p>
41. Add Swt	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>See the comments for field 40 above.</p>
42. Add Cwt	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>See the comments for field 40 above.</p>
43. Wk Cmp Cd	<p>5 alphanumeric characters.</p> <p>This is the worker's compensation code for this employee. The system will track the worker's compensation expense for a group of employees if you associate the same code for them.</p>
44. Wk Cmp Rt	<p>6 numeric digits with 4 decimal places (99.9999).</p> <p>This is the rate at which the worker's compensation premium is calculated for this employee. It will be an amount per hour (for all hours worked) or a percent of wages (for all taxable wages received), depending on the Worker's Compensation Calculation Method recorded on the State Tax Code record for this employee's state.</p>
45. Wk Cmp Ex	<p>Y or N.</p> <p>Defaults to N.</p> <p>Ex stands for executive. This field indicates whether or not this employee's wages (or hours) are subject to the maximum amount field recorded on the State Tax Code record for this employee's state. (See the Package Overview section entitled Worker's Compensation for more information on this.)</p>
46. Vac Ac Cd	<p>1 alphabetic character.</p> <p>Valid values are: A, B, C, D, E, F.</p> <p>This is the Vacation Hours Accrual code for the employee. It must correspond to one of the codes recorded on Payroll Setup. If this field is left blank, no accruing of vacation hours will be done for this employee, and any desired vacation hours due must be entered manually.</p>
47. Sck Ac Cd	<p>1 alphabetic character.</p> <p>Valid values are: A, B, C, D.</p> <p>This is the Sick Hours Accrual Code, which must correspond to one of the codes recorded in Payroll Setup.</p>

Sck Ac Cd (continued)	As for the Vacation Accrual code above, if this field is left blank, no sick hours will be automatically accrued for this employee.
48. Vac Hr Du	5 numeric digits with 2 decimal places (999.99). This is the number of vacation hours currently due to this employee, not including any hours that have already been taken.
49. Vac Hr Pd	5 numeric digits with 2 decimal places (999.99). This is the number of vacation hours that have already been taken by this employee for the current calendar year only.
50. Sck Hr Du	5 numeric digits with 2 decimal places (999.99). This is the number of sick hours currently due to this employee, not including any sick hours already taken.
51. Pension ?	Y or N. Defaults to N. Whether or not the employee is part of a pension plan is indicated in the appropriate box on the year-end W-2 form, according to the response to this question.
52. Distrib ?	Y, N or S. If you have indicated N (never distribute) as the response to the Distribute Pay? question in the Payroll Setup application, this field will automatically default to N . If, however, your response to the Distribute Pay? question was A (always distribute) or S (selectively distribute), you may enter either a Y , N or S to distribute with Shift code) in this field. Y = Pay distribution to G/L N = No pay distribution to G/L S = Pay distributed to G/L with shift differential
Distrib ? (continued)	For more information on shift differential, refer to the Shift Code File Maintenance section of this manual. Note: In the Generate Standard Payroll function, in the Time Transaction Processing submenu, a standard payroll transaction will only be generated for those employees that have an N response in this field when the Payroll Setup Distribute flag is set to S (selectively distribute). Payroll transactions for employees that use detailed distribution to General Ledger must be entered individually.
53. Lst Ck Dt	This is the last date that a payroll check was issued to this employee. This field will be updated automatically during the Post Payroll Checks application.
54. Tip Cr ?	Y or N. Defaults to N. This indicates whether or not the employee is eligible for tip credit. Note: A response to this question is only requested if the employer has been indicated as a restaurant in Payroll Setup . If the employer is not a restaurant, this field will not be displayed.

Second Screen

Name	Type and Description
1. Savings Bond Ded	6 numeric digits with 2 decimal places (9,999.99). This is the savings bond deduction, if any, taken for this employee.
2. Frequency	1 alphabetic character. Valid values are: D = Daily W = Weekly B = Bi-Weekly M = Monthly S = Semi-Monthly Q = Quarterly
Frequency (continued)	The frequency for taking of the deductions, or adding in a permanent earning, must be one of the valid pay frequencies. The default is the employee's regular pay frequency (field 15 on screen 1). If the deduction/earning frequency is specified as more frequent than the employee's pay frequency, the deduction/earning will still only be taken when the employee is paid. So, effectively, the deduction/earning frequency cannot really be more frequent than the employee's pay frequency. Note that if the amount for a particular deduction is skipped (or entered as zero), then the other screen items related to that deduction will be bypassed during entry.
3. Bond Size	6 numeric digits with 2 decimal places (9,999.99). The savings bond size should not be the face value of the bond, but its purchase price. If, during a particular payroll run, the savings bond deduction when added to the savings bond balance held becomes equal to or greater than the savings bond size, the Savings Bond Register (which is printed automatically after payroll checks are printed) will show a bond is due for this employee, and the savings bond balance held will be reduced by the savings bond size when the payroll check is posted.
4. Balance	6 numeric digits with 2 decimal places and an optional minus sign (9,999.99-). This is the balance already accumulated by the employee for purchase of a savings bond.
5. Union Deduction	6 numeric digits with 3 decimal places (999.999) or 2 decimal places (9,999.99). There are three types of union deductions allowed by the Payroll package: 1. a dollar amount per hour of work reported (for regular hours, overtime hours and special hours; 2. a percentage of gross wages (regular pay + overtime pay + Special pay); or, 3. a fixed amount per pay period.

Union Deduction (continued)	<p>On entry, the program first expects the per hour amount to be entered. To enter the percentage type union deduction, press the F1 key once. To enter the fixed type, press the F1 key again. If the F1 key is pressed a third time, the program again expects the per hour amount to be entered, and so on.</p> <p>The format for entry is 99.999 for the amount per hour and percentage types, but changes to 999.999 for the fixed amount type.</p>
6. Frequency	<p>1 alphabetic character.</p> <p>See the comments for field 2 above.</p>
7. Union Account No	<p>An account number in the standard account number format.</p> <p>The Union Deduction General Ledger account must already have been entered into the PR Account File through the G/L Account File Maintenance application.</p> <p>A Union Deductions Report is available on request via the Employee Reports application, which summarizes union deductions by union deduction G/L account number.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p>
8. Loan Deduction	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>Enter the amount of the loan deduction, or press RETURN to skip this field.</p>
9. Frequency	<p>1 alphabetic character.</p> <p>See the comments for field 2 above.</p>
10. Balance Due	<p>7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-).</p> <p>The loan balance due and the garnish balance due are automatically adjusted for any loan or garnish deductions taken, by both the Print Payroll Checks application and the Manual Transaction Processing application.</p>
11. Garnish Ded	<p>6 numeric digits with 2 decimal places (9,999.99) or 3 decimal places (999.999)</p> <p>The garnish deduction to be taken can be a fixed amount or a percent of gross pay or net pay. To have the deductions be a percentage, press the F1 key when the cursor is positioned for entry of the garnish deductions amount. You may press the F1 key again to return to entry of a fixed amount for the garnish.</p> <p>By answering Garnish By % Of Net Pay? Payroll Setup file "Y", the percentage deduction will be taken from net pay.</p>
12. Frequency	<p>1 alphabetic character.</p> <p>See the comments for field 2 above.</p>
13. Balance Due	<p>7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-).</p> <p>See the comment for field 10 above.</p>

Fields 14-37

Eight additional deductions or earnings (or combination of both) may be entered for each employee. The Deduction/Earning code entered must correspond to a deduction or earning that has already been entered into the **Deduction/Earning Code** file through the **Deduction/Earning Code** file application.

These deductions and earnings are considered as permanent in that they will automatically be taken or given in each applicable pay period (according to the deduction/earning frequency) either by a fixed amount entered as deduction/earning amount, or as a percentage of regular wages for earnings or as a percentage of gross wages for deductions. Any deduction or earning amount or percentage that varies from pay period to pay period should be entered using the Temporary Deduction/Earnings fields provided by the **Time Transaction Processing** application.

Enter the code, and if this code exists on the **Deduction/Earning Code** file, its description will be automatically displayed.

For a restaurant, a **T** (tips) or **M** (meals) type earning may not be entered as one of these permanent earnings. Both must be entered as Temporary earnings during the **Time Transaction Processing** application.

Name	Type and Description
14, 17, 20, 23, 26, 29, 32, 35 D/E Code 1 - 8	2 alphabetic characters. This is the deduction/earning code and must already exist as a valid code on the Deduction/Earning Code file. Pressing the F7 key will allow you to do a search for the Deduction/Earning codes on file.
15, 18, 21, 24, 27, 30, 33, 36 Amount	6 numeric digits with 2 decimal places (9,999.99) or 3 decimal places (999.999). This is the amount of the deduction/earning to be taken, or the percentage deduction/earning to be taken. Pressing the F1 key will allow the entry of the percentage of gross pay.
16, 19, 22, 25, 28, 31, 34, 37 Frequency	1 alphabetic character. See the comments for field 2 above.

Third Screen

All Period-to-Date (Ptd) and Quarter-to-Date (Qtd) fields appearing on the third entry screen for the employee are automatically updated by the payroll check posting program, and the manual payroll transactions posting program. These fields may be cleared to zero at the end of a month or quarter, by running the **Clear Employee Totals** application and selecting which fields you wish to clear (Ptd, Qtd or Ytd).

Once these fields have been initially entered, change mode of this application will not allow you to change them (except by pressing the **F6** key if the change protected fields flag in **Payroll Setup** is **Y**). This is considered to be the sensitive payroll data and the **Payroll** package provides a full audit trail of changes to these fields during its normal operation, via various registers. If a change is made in change mode of this application, there will be a record written to the if the Employee Audit Trail flag is set to **Y** in Payroll Setup.

If this flag is set to **N** then there will be no audit trail of that change.

It is therefore recommended that once the employee data is entered and verified to be correct, the **F6** key feature allowing changes to these fields should be disabled by changing the change protected fields flag to **N**. Changes may then be entered via the **Manual Transaction Processing** application.

Gross wages include all regular, overtime, special, holiday, sick, vacation, temporary and permanent earnings, both taxable and non-taxable.

Note: Upon the initial set up of an employee, the **F10** key will default all of these values to zero.

Name	Type and Description
1. Ptd Rg Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of regular hours worked for the period.
2. Ptd Ot Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of overtime hours worked for the period.
3. Ptd Sp Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of special hours worked for the period.
4. Ptd Sk Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of sick hours taken for the period.
5. Ptd Sk Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of sick pay paid for the period.
6. Ptd Ot Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total over time wages paid for the period.
7. Ptd Excess Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total excess pay paid by the employer to meet federal minimum wage requirements for the period. Note: A response to this question is only requested if the employer has been indicated as a restaurant in Payroll Setup . If the employer is not a restaurant, this field is bypassed.
8. Qtd Gross	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total wages plus earnings paid for the quarter so far.
9. Qtd Ot Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total overtime wages paid for the quarter.
10. Qtd Fica Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total taxable FICA wages paid for the quarter.
11. Qtd Fwt Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-).

Name	Type and Description
	This is the taxable wages for federal withholding taxes for the quarter.
12. Qtd Swt Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for state withholding taxes for the quarter.
13. Qtd Cwt Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for city withholding taxes for the quarter.
14. Qtd Fui Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for federal unemployment taxes for the quarter.
15. Qtd Sui Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for state unemployment taxes for the quarter.
16. Qtd Ost Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for other state tax withholding taxes for the quarter.
17. Qtd Fica	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of FICA withheld for the quarter to date.
18. Qtd Fwt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of federal tax withheld for the quarter to date.
19. Qtd Eic	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of all earned income credit payments made to the employee for the quarter to date.
20. Qtd Swt	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of regular state tax withheld for the quarter to date.
21. Qtd Ost	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of other state tax withheld for the quarter to date.
22. Qtd Cwt	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of city tax withheld for the quarter to date.
23. Qtd Rg Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of regular hours worked for the quarter to date.
24. Qtd Ot Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of overtime hours worked for the quarter to date.
25. Qtd Sp Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of special hours worked for the quarter to date.
26. Qtd Sk Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-).

	This is the number of sick hours taken for the quarter to date.
27. Qtd Sk Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of sick pay paid to the employee for the quarter to date.
28. Qtd Wk Wrk	4 numeric digits with 2 decimal places and an optional minus sign (99.99-). This is the number of weeks worked for the quarter to date.
29. Qtd Emplr Fica	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of the employer taxable gross pay for FICA taxes for the quarter to date.

Fields 30-33

The screen items for quarter-to-date meals, tips and tip credit will only be displayed if the employer is a restaurant (as indicated in **Payroll Setup**).

Name	Type and Description
30. Qtd Meals	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the value of all meals given to the employee for the quarter to date.
31. Qtd Tips	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the value of all tips reported for the employee for the quarter to date.
32. Qtd Tp Cr	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of all tip credit to the employee for the quarter to date.
33. Qtd Excess Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total excess pay paid by the employer to meet federal minimum wage requirements for the quarter to date.

Fourth Screen

All Year-To-Date (Ytd) fields appearing on the fourth entry screen for the employee are automatically updated by the payroll check posting program and the manual payroll transactions posting program. These fields may be cleared to zero at the end of the year, by running the **Clear Employee Totals** application and selecting which fields you wish to clear (Ptd, Qtd, or Ytd).

The only possible exception to this is the Worker's Compensation Accumulation field. If the accumulation period indicated on the State Tax Code record is **A** for anniversary year, this field may only be cleared after the last Worker's Compensation Report before the anniversary date is printed. This is done at the same time that the Worker's Compensation Report is printed.

Note: Upon the initial set up of an employee, the **F10** key will default all of these values to zero.

Name	Type and Description
1. Ytd Gross	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the total wages plus earnings paid for the year to date.
2. Ytd Ot Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total overtime wages paid for the year to date.
3. Ytd Fica Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the total taxable FICA wages paid for the year to date.
4. Ytd Fwt Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for federal withholding taxes for the year to date.
5. Ytd Swt Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for state withholding taxes for the year to date.
6. Ytd Cwt Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for city withholding taxes for the year to date.
7. Ytd Fui Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for federal unemployment taxes for the year to date.
8. Ytd Sui Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for state unemployment taxes for the year to date.
9. Ytd Ost Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for other state tax withholding taxes for the year to date.
10. Ytd Fica	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of FICA withheld for the year to date.
11. Ytd Fwt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of federal tax withheld for the year to date.
12. Ytd Eic	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of all earned income credits paid to the employee for the year to date.
13. Ytd Swt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of regular state tax withheld for the year to date.
14. Ytd Ost	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of other state tax withheld for the year to date.
15. Ytd Cwt	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99).

	This is the amount of city tax withheld for the year to date.
16. Ytd Rg Hrs	6 numeric digits with 2 decimal places and an optional minus sign (9,999.99-). This is the number of regular hours worked for the year to date.
17. Ytd Ot Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of overtime hours worked for the year to date.
18. Ytd Sp Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of special hours worked for the year to date.
19. Ytd Sk Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of sick hours taken for the year to date.
20. Ytd Sk Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of sick pay paid for the year to date.
21. Ytd Wk Wrk	4 numeric digits with 2 decimal places and an optional minus sign (99.99). This is the number of weeks worked for the year to date.
22. Ytd Sv Bnd	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of savings bond deduction taken for the year to date.
23. Ytd Union	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of union deduction taken for the year to date.
24. Ytd Loan	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of loan deduction taken for the year to date.
25. Ytd Garn	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of garnish deduction taken for the year to date.
26.- 33. Ytd D/E-1 to Ytd D/E-8	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). Each of these fields is the total amount of the corresponding permanent deduction or earning defined by fields 14-37 on the second screen. Note that the accumulation is done on a corresponding basis. That is, deduction/earning 1 is accumulated into the Ytd D/E1 field, etc. If one of these deductions or earnings is changed during the course of the year, the new deduction or earning will accumulate into the same Year-to-Date field as the old one. Therefore, if you change such a deduction or earning, you should record manually the accumulated value for the old deduction and then manually set the Accumulation field to zero.

Fields 34-36

The temporary Year-to-Date Deductions and Earnings fields include all temporary amounts entered during the **Time Transaction Processing** and **Manual Transaction Processing** applications.

If the employer is a restaurant, meals and reported tips will not be included in these amounts. Even though they may be entered as temporary earnings, they will be included only in the Year-to-Date fields specifically designated for them.

Name	Type and Description
34. Ytd T/D	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the accumulated amount of all temporary deductions taken for the year to date.
35. Ytd T/Te	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of all temporary taxable earnings paid for the year to date.
36. Ytd T/Nte	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of all temporary non-taxable earnings paid for the year to date.
37. Wc Accum	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the accumulated eligible wages or hours for calculating the worker's compensation premium due for the employee. The length of time for accumulation is also defined in the State Tax Code record. It represents hours or wages, depending on the calculation method indicated for workers compensation on the State Tax Code record for the employee's state. See the Package Overview section entitled Worker's Compensation for more details on this.
38. Ytd Emplr Fica	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the amount of the employer taxable gross pay for FICA taxes for the year to date.

Fields 39-42

The screen items for year-to-date meals, tips and tip credit will only be displayed if the employer is a restaurant (as indicated in **Payroll Setup**).

Name	Type and Description
39. Ytd Meals	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the value of all meals given to the employee for the year to date.
40. Ytd Tips	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the value of all tips reported for the employee for the year to date.
41. Ytd Tp Cr	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of all tip credit credited to the employee
42. Ytd Excess Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-).

Name	Type and Description
	This is the total excess pay paid by the employer to meet federal minimum wage requirements for the year to date.

Employee Notes

Name	Type and Description
Employee No	4 alphanumeric digits (9999) Enter the employee number that notes will be added to. Press the F7 key to search by employee name or F8 to search by employee number.
Note 1-5	5 lines of 30 alphanumeric characters. You may enter up to 5 lines of notes. Each can be up to 30 alphanumeric characters for every line that was defined in PR Setup .
Date	A date in the standard date format. Enter the date relative to this employee note entry that was defined in PR Setup .
Amount	9 numeric digits with 2 decimal places. Enter an amount relative to this employee note entry that was defined in PR Setup .

Numeric List

Name	Type and Description
Starting Employee No	4 numeric characters. Enter the starting employee number to specify a range of employees to print on the report. If you press RETURN for the entry of the starting employee number the field will default to All employees, and the entry of the ending employee number will be skipped.
Ending Employee No	4 numeric characters. If you press RETURN for the entry of the ending employee number the field will default to the same value as entered for the starting employee number.
Summary/Detail?	S or D Enter S for summary or D or a detail listing.
Include Terminated Employees?	Y or N . Defaults to N . If terminated employees are selected to be printed, a total is kept and the termination

Name	Type and Description
	date is included on the list.

Alphabetical List

Name	Type and Description
Starting Employee Name	28 alphanumeric characters. The starting and ending employee name fields will take into account upper and lower case letters in the name and will print names containing lower case letters after ones with all upper case. Press RETURN to default to All employees.
Ending Employee Name	28 alphanumeric characters. Press RETURN to default to the same as the starting employee name. See the comments for the previous field.
Summary/Detail?	S or D. Enter S for a summary or D to indicate a detailed listing. This field defaults to D .
Include Terminated Employee?	Y or N. Defaults to N . If terminated employees are selected to be printed, a total is kept and the termination date is included on the list.

Date Filled Out _____ by _____ ADD CHANGE DELETE
PAGE 2 of 9

EMPLOYEE FILE MAINTENANCE LOAD SHEET

** SCREEN 1 cont'd **

23.	Ovt Rate	_____ . _____
24.	Spec Rate	_____ . _____
25.	St Tx Cd	__
26.	St Table	__
27.	Swt Exm	__
	Swt Exm Amt	__ , _____ . _____
28.	St Tx Crd	__ , _____ . _____
29.	Cty Tx Crd	__
30.	Cty Table	__
31.	Cwt Exm	__
	Cwt Exm Amt	__ , _____ . _____
32.	Cty Tx Crd	__ , _____ . _____
33.	No Eic Crt	__ 0, 1, or 2
34.	Ins Prem	__ , _____ . _____
35.	Fwt Exm	__
36.	Ost Exm	__
37.	Fica Exm?	__ Y = Yes, N = No
38.	Fui Exempt ?	__ Y = Yes, N = No
39.	Sui Exempt?	__ Y = Yes, N = No
40.	Add Fwt	__ , _____ . _____
41.	Add Swt	__ , _____ . _____
42.	Add Cwt	_____ . _____
43.	Wk Cmp Cd	_____

Date Filled Out _____ by _____ ADD CHANGE DELETE
PAGE 3 of 9

EMPLOYEE FILE MAINTENANCE LOAD SHEET

** SCREEN 1 cont'd **

44. Wk Cmp Rt _ _ . _ _ _ _
45. Wk Cmp Ex _ Y = Yes, N = No
46. Vac Ac Cd _
47. Sck Ac Code _
48. Vac Hr Du _ _ _ . _ _
49. Vac Hr Pd _ _ _ . _ _
50. Sck Hr Du _ _ _ . _ _
51. Pension? _ Y = Yes, N = No
52. Distrib? _ Y = Yes, N = No
53. Last Ck Dt _ _ / _ _ / _ _
54. Tip Cr? _ Y = Yes, N = No

Employee File Maintenance 53

EMPLOYEE FILE MAINTENANCE LOAD SHEET

Date Filled Out _____ by _____ ADD CHANGE DELETE
Page 5 of 9

** SCREEN 2 cont'd **

20.	D/E Code-3	--
21.	Amount	- / - - - . - -
	Percentage	- - - . - - -
22.	Frequency	-
23.	D/E Code-4	--
	Percentage	- - - . - - -
25.	Frequency	-
26.	D/E Code-5	--
27.	Amount	- / - - - . - -
	Percentage	- - - . - - -
28.	Frequency	-
29.	D/E Code-6	--
30.	Amount	- / - - - . - -
	Percentage	- - - . - - -
31.	Frequency	-
32.	D/E Code-7	--
33.	Amount	- / - - - . - -
	Percentage	- - - . - - -
34.	Frequency	-
35.	D/E Code-8	--
36.	Amount	- / - - - . - -
	Percentage	- - - . - - -
37.	Frequency	-

Date Filled Out _____ by _____ ADD CHANGE DELETE
Page 6 of 9

EMPLOYEE FILE MAINTENANCE LOAD SHEET

** SCREEN 3 **

1. Ptd Rg Hrs	--- . --
2. Ptd Ot Hrs	--- . --
3. Ptd Sp Hrs	--- . --
4. Ptd Sk Hrs	--- . --
5. Ptd Sk Pay	-- / --- . --
6. Ptd Ot Pay	-- / --- . --
7. Ptd Excess Pay	--- / --- . --
8. Qtd Gross	--- / --- . --
9. Qtd Ot	--- / --- . --
10. Qtd Fica Tx Gross	--- / --- . --
11. Qtd Fwt Tx Grs	--- / --- . --
12. Qtd Swt Tx Grs	--- / --- . --
13. Qtd Cwt Tx Grs	--- / --- . --
14. Qtd Fui Tx Grs	--- / --- . --
15. Qtd Sui Tx Grs	--- / --- . --
16. Qtd Ost Tx Grs	--- / --- . --
17. Qtd Fica	-- / --- . --
18. Qtd Fwt	--- / --- . --
19. Qtd Eic	-- / --- . --
20. Qtd Swt	-- / --- . --
21. Qtd Ost	-- / --- . --
22. Qtd Cwt	-- / --- . --
23. Qtd Rg Hrs	--- . --

Date Filled Out _____ by _____ ADD CHANGE DELETE
Page 7 of 9

EMPLOYEE FILE MAINTENANCE LOAD SHEET

** SCREEN 3 cont'd **

24. Qtd Ot Hrs	___ . __
25. Qtd Sp Hrs	___ . __
26. Qtd Sk Hrs	___ . __
27. Qtd Sk Pay	___ / ___ . __
28. Qtd Wk Worked	___ . __
29. Qtd Emplr Fica	___ / ___ . __
30. Qtd Meals	___ / ___ . __
31. Qtd Tips	___ / ___ . __
32. Qtd Tp Cr	___ / ___ . __
33. Qtd Excess Pay	___ / ___ . __

Date Filled Out _____ by _____ ADD CHANGE DELETE
Page 8 of 9

EMPLOYEE FILE MAINTENANCE LOAD SHEET

** SCREEN 4 **

1. Ytd Gross Wages	- / - - - / - - - . - -
2. Ytd Ot Pay	- - - / - - - . - -
3. Ytd Fica Tx Gross	- / - - - / - - - . - -
4. Ytd Fwt Tx Gross	- / - - - / - - - . - -
5. Ytd Swt Tx Gross	- / - - - / - - - . - -
6. Ytd Cwt Tx Gross	- / - - - / - - - . - -
7. Ytd Fui Tx Gross	- / - - - / - - - . - -
8. Ytd Sui Tx Gross	- / - - - / - - - . - -
9. Ytd Ost Tx Gross	- / - - - / - - - . - -
10. Ytd Fica	- - / - - - . - -
11. Ytd Fwt	- - - / - - - . - -
12. Ytd Eic	- - / - - - . - -
13. Ytd Swt	- - - / - - - . - -
14. Ytd Ost	- - / - - - . - -
15. Ytd Cwt	- - / - - - . - -
16. Ytd Rg Hrs	- / - - - . - -
17. Ytd Ot Hrs	- - - . - -
18. Ytd Sp Hrs	- - - . - -
19. Ytd Sk Hrs	- - - . - -
20. Ytd Sk Hrs	- - / - - - . - -
21. Ytd Wk Wrk	- - . - -
22. Ytd Sv Bnd	- - / - - - . - -
23. Ytd Union	- - / - - - . - -

Date Filled Out _____ by _____ ADD CHANGE DELETE
Page 9 of 9

EMPLOYEE FILE MAINTENANCE LOAD SHEET

** SCREEN 4 cont'd **

24. Ytd Loan	__ / __ . __
25. Ytd Garnish	__ / __ . __
26. Ytd D/E Code-1	__ / __ . __
27. Ytd D/E Code-2	__ / __ . __
28. Ytd D/E Code-3	__ / __ . __
29. Ytd D/E Code-4	__ / __ . __
30. Ytd D/E Code-5	__ / __ . __
31. Ytd D/E Code-6	__ / __ . __
32. Ytd D/E Code-7	__ / __ . __
33. Ytd D/E Code-8	__ / __ . __
34. Ytd T/D	__ / __ . __
35. Ytd T/Te	__ / __ . __
36. Ytd T/Nte	__ / __ . __
37. Wc Accum	__ / __ . __
38. Ytd Emplr Fica	__ / __ / __ . __
39. Ytd Meals	__ / __ . __
40. Ytd Tips	__ / __ . __
41. Ytd Tp Cr	__ / __ . __
42. Ytd Excess Pay	__ / __ . __

Employee File Maintenance - (Elliott Demonstration Company)

Add Change Delete Fields Numericist ePrint eSoft

10x20 Courier New

*1. Emp No
2. Name
3. Street
4. City
5. State
6. Zip Cd
7. Soc Sec No
8. Birth Dt
9. Marital
10. Hire Dt
11. Lst Raise
12. Review Dt
13. Term Dt
14. Emp Type
15. Pay Freq
16. Home Dept
17. W Act
18. Emp Stat
19. Emp Sex
35. Fwt Exm
36. Ost Exm
37. Fica Exm?
38. Fui Exm ?
39. Sui Exm ?

Employee Search By Number

Employee No

Emp-No	Employee Name
0001	Jones, James S.
0002	Smith, Sally
0003	Salary, Fred F.
0004	Meddles, Shari B
0005	Cook, Brad M
0100	Cooney, Jerry III
0200	Jones, Allen II
0300	Smith, Sally

Up, Dn, PgDn, PgUp, RETURN To Select

33. No Eic Crt
34. Ins Prem
33. Lst Ck Dt

F7 = Search For Employee By Number F8 = Search For Employee By Name

NETcellent System, Inc. (32-bit) 005 RAH BJL EMPMNT

Employee File Maintenance (Employee Search By Number)

Employee File Maintenance - (Elliott Demonstration Company)

Add Change Delete Fields Numericist ePrint eSoft

10x20 Courier New

*1. Emp No	1	35. Fwt Exm	1
2. Name	Jones, James S.	36. Ost Exm	0
3. Street	123 Ohio Street	37. Fica Exm?	N
4. City	Columbus	38. Fui Exm ?	N
5. State	OH	39. Sui Exm ?	N
6. Zip Cd	43215-8910	40. Add Fwt	0.00
7. Soc Sec No	989-03-9231	41. Add Swt	0.00
8. Birth Dt	07/22/53	42. Add Cwt	0.00
9. Marital	S	43. Wk Cmp Cd	OH01
10. Hire Dt	05/01/82	44. Wk Cmp Rt	0.0500
11. Lst Raise	01/01/92	45. Wk Cmp Ex	N
12. Review Dt	01/01/92	46. Vac Ac Cd	A
13. Term Dt	/ /	47. Sck Ac Cd	A
14. Emp Type	H	48. Vac Hr Du	12.80
15. Pay Freq	W	49. Vac Hr Pd	0.00
16. Home Dept	A	50. Sck Hr Du	16.00
17. W Act	05025-00000-00000	51. Pension ?	N
18. Emp Stat	A	52. Distrib ?	Y
19. Emp Sex	M	53. Lst Ck Dt	04/30/92
20. Salary			
21. Reg Hrs	40.00		
22. Reg Rate	8.250		
23. Ovt Rate	12.375		
24. Spec Rate	16.500		
25. St Tx Cd	OH		
26. St Table	1		
27. SExm	1		
28. St Tx Crd	0.00		
29. Cty Tx Cd	CL		
30. Cty Table	1		
31. CExm	1		
32. Cty Tx Crd	0.00		
33. No Eic Crt	0		
34. Ins Prem	0.00		

Field Number ?

NETcellent System, Inc. (32-bit) 005 RAH BJL EMPMNT

Employee File Maintenance (Screen #1)

Employee File Maintenance - [Elliott Demonstration Company]

Emp: 1 Jones, James S.

1. Savings Bond Ded	25.00	20. D/E Code-3	CU Crunion
2. Frequency	W	21. Amount	10.00 Amt
3. Bond Size	187.50	22. Frequency	W
4. Balance	113.00	23. D/E Code-4	C1 Carallw
5. Union Deduction	0.50 Per Hr	24. Amount	25.00 Amt
6. Frequency	W	25. Frequency	W
7. Union Account No	02200-00000-00000	26. D/E Code-5	UW Unitdwy
8. Loan Deduction	10.00	27. Amount	1.00 Amt
9. Frequency	W	28. Frequency	W
10. Balance Due	720.00	29. D/E Code-6	
11. Garnish Ded	5.000 %	30. Amount	0.00
12. Frequency	W	31. Frequency	
13. Balance Due	2,059.40	32. D/E Code-7	
14. D/E Code-1	D2 Shftdif	33. Amount	0.00
15. Amount	2.000 %	34. Frequency	
16. Frequency	W	35. D/E Code-8	
17. D/E Code-2	BC Bluecrs	36. Amount	0.00
18. Amount	5.00 Amt	37. Frequency	
19. Frequency	W		

Field Number ?

NETcellent System, Inc. (32-bit) 005 RAH BJL EMPMNT

Employee File Maintenance (Screen #2)

Employee File Maintenance - [Elliott Demonstration Company]

Emp: 1 Jones, James S.

1. Ptd Rg Hrs	80.00	21. Qtd Ost	0.00
2. Ptd Ot Hrs	0.00	22. Qtd Cwt	14.42
3. Ptd Sp Hrs	0.00	23. Qtd Rg Hrs	120.00
4. Ptd Sk Hrs	0.00	24. Qtd Ot Hrs	0.00
5. Ptd Sk Pay	0.00	25. Qtd Sp Hrs	0.00
6. Ptd Ot Pay	0.00	26. Qtd Sk Hrs	0.00
7. Not Used		27. Qtd Sk Pay	0.00
8. Qtd Gross	1,023.20	28. Qtd Wk Wrk	2.00
9. Qtd Ot Pay	0.00	29. Qtd Emplr Fica	1,071.20
10. Qtd Fica Tx Grs	1,071.20		
11. Qtd Fwt Tx Grs	1,071.20		
12. Qtd Swt Tx Grs	1,071.20		
13. Qtd Cwt Tx Grs	1,071.20		
14. Qtd Fui Tx Grs	1,071.20		
15. Qtd Sui Tx Grs	1,071.20		
16. Qtd Ost Tx Grs	0.00		
17. Qtd Fica	81.94		
18. Qtd Fwt	140.53		
19. Qtd Eic	0.00		
20. Qtd Swt	15.68		

Change Not Allowed Press "Return" To Continue

NETcellent System, Inc. (32-bit) 005 RAH BJL EMPMNT

Employee File Maintenance (Screen #3)

Employee File Maintenance - [Elliott Demonstration Company]

Change Not Allowed Press "Return" To Continue

1. Ytd Gross	2,369.60	22. Ytd Sv Bnd	150.00
2. Ytd Ot Pay	0.00	23. Ytd Union	120.00
3. Ytd Fica Tx Grs	2,513.60	24. Ytd Loan	60.00
4. Ytd Fwt Tx Grs	2,513.60	25. Ytd Garn	62.60
5. Ytd Swt Tx Grs	2,513.60	26. Ytd D/E1	39.60
6. Ytd Cwt Tx Grs	2,513.60	27. Ytd D/E2	30.00
7. Ytd Fui Tx Grs	2,513.60	28. Ytd D/E3	60.00
8. Ytd Sui Tx Grs	2,513.60	29. Ytd D/E4	150.00
9. Ytd Ost Tx Grs	0.00	30. Ytd D/E5	6.00
10. Ytd Fica	192.29	31. Ytd D/E6	0.00
11. Ytd Fwt	322.05	32. Ytd D/E7	0.00
12. Ytd Eic	0.00	33. Ytd D/E8	0.00
13. Ytd Swt	47.04	34. Ytd T/D	0.00
14. Ytd Ost	0.00	35. Ytd T/Te	0.00
15. Ytd Cwt	43.26	36. Ytd T/Nte	0.00
16. Ytd Rg Hrs	280.00	37. Wc Accum	710.60
17. Ytd Ot Hrs	0.00	38. Ytd Emplr Fica	2,513.60
18. Ytd Sp Hrs	0.00		
19. Ytd Sk Hrs	0.00		
20. Ytd Sk Pay	0.00		
21. Ytd Wk Wrk	6.00		

NETcellent System, Inc. (32-bit) 005 RAH BJJ EMPMNT

Employee File Maintenance (Screen #4)

Employee File Maintenance - [Elliott Demonstration Company]

35. Fwt No Exm

Any Change ?

1. Emp No	29. City Tax Cd	49. vac Hr Pd
2. Name	30. City Tbl Id	50. Sck Hr Du
3. Street	31. Cwt No Exm	51. Pension ?
4. City	32. City Tx Crd	52. Distrib ?
5. State	33. No Eic Crts	53. Lst Chk Dt
6. Zip Code	34. Ins Prem	
7. Soc Sec No		
8. Birth Date		
9. Marital		
10. Hire Dt		
11. Last Raise		
12. Review Dte		
13. Term Date		
14. Emp Type		
15. Pay Freq		
16. Home Dept		
17. W Act		
18. Emp Status		
19. Emp Sex		

Employee Notes

Employee No 1 Jones, James S.

Title Systems Analyst

Education Masters

Prof Org Prof. Eng., APICS

Awards DCC - Special Achievement

Spouses Nm Single






Sch Vaca 07/04/89

Sch Vac Da 5.00


NETcellent System, Inc. (32-bit) 005 RAH BJJ EMPMNT

Employee Notes

Employee File Maintenance - [Elliott Demonstration Company]

Add Remove Delete Files Numeric List      10x20 Courier New

1. Emp No	35. Fwt No Exm
2. Name	36. Ost No Exm
3. Street	37. Fica Exm ?
4. City	38. Fui Exm ?
5. State	39. Sui Exm ?
6. Zip Code	40. Added Fwt
7. Soc Sec No	41. Added Swt
8. Birth Date	42. Added Cwt
9. Marital	43. Wk Cmp Cd
10. Hire Dt	44. Wk Cmp Rt
11. Last Raise	45. Wk Cmp Ex
12. Review Dte	46. Vac Acc Cd
13. Term Date	47. Sck Acc Cd
14. Emp Type	48. Vac Hr Du
15. Pay Freq	49. Vac Hr Pd
16. Home Dept	50. Sck Hr Du
17. W Act	51. Pension ?
18. Emp Status	52. Distrib ?
19. Emp Sex	53. Lst Chk Dt

Numeric Employee List 

Starting Employee No All

Ending Employee No

Summary/Detail ? D

Include Terminated Employees ? N

Any Change ? ☒

31. Cwt No Exm

32. City Tx Crd






33. No Eic Crts

34. Ins Prem


NETcellent System, Inc. (32-bit) 005 RAH BJJ EMPMNT

Numeric Employee List

Employee File Maintenance - [Elliott Demonstration Company]

Add Remove Delete Files Numeric List      10x20 Courier New

1. Emp No	35. Fwt No Exm
2. Name	36. Ost No Exm
3. Street	37. Fica Exm ?
4. City	38. Fui Exm ?
5. State	
6. Zip Code	
7. Soc Sec N	
8. Birth Dat	
9. Marital	
10. Hire Dt	
11. Last Rais	
12. Review Dt	
13. Term Date	
14. Emp Type	
15. Pay Freq	
16. Home Dept	
17. W Act	
18. Emp Status	
19. Emp Sex	

Alphabetic Employee List 

Starting Employee Name All

Ending Employee Name

Summary/Detail ? D

Include Terminated Employees ? N

Any Change ? ☒

31. Cwt No Exm

32. City Tx Crd

33. No Eic Crts

34. Ins Prem

51. Pension ?

52. Distrib ?

53. Lst Chk Dt

NETcellent System, Inc. (32-bit) 005 RAH BJJ EMPMNT

Alphabetic Employee List

EMPLOYEE FILE PRINT-OUT

For All Employees

Marital Status: S = Single M = Married H = Head Of Household Employee Status: A = Active I = Inactive H = Hold
 Employee Types: H = Hourly S = Salary N = Non-Employee Employee Sex: M = Male F = Female
 Pay/Deduct Freq: D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly
 Terminated Employees Not Included

Employee: 1 Jones, James S.
 123 Ohio Street
 Columbus OH 43215-8910 Sex: M Status: A

Soc Sec No	989-03-9231	Savings Bond Ded	25.00	Ptd Rg Hrs	80.00	Ytd Gross	2,369.60
Birth Date	07/22/53	Frequency	W	Ptd Ot Hrs	.00	Ytd Emp Fica	2,513.60
Marital	S	Bond Size	187.50	Ptd Sp Hrs	.00	Ytd Ot Pay	.00
		Balance	113.00	Ptd Sk Hrs	.00	Ytd Tx Cwt	2,513.60
Hire Date	05/01/82	Union Deduction	.500 /Hr	Ptd Sk Pay	.00	Ytd Tx Swt	2,513.60
Last Check	04/30/92	Frequency	W	Ptd Ot Pay	.00	Ytd Tx Fica	2,513.60
Last Raise	01/01/92	Union Account No	02200-00000-00000	Qtd Gross	1,023.20	Ytd Tx Ost	.00
Review Dte	01/01/92			Qtd Emp Fica	1,071.20	Ytd Tx Fui	2,513.60
Term Date				Qtd Ot Pay	.00	Ytd Tx Sui	2,513.60
Emp Type	H	Loan Deduction	10.00	Qtd Tx Cwt	1,071.20	Ytd Fica	192.29
Pay Freq	W	Frequency	W	Qtd Tx Swt	1,071.20	Ytd Fwt	322.05
Home Dept	A	Balance Due	720.00	Qtd Tx Fica	1,071.20	Ytd Eic	.00
Wage Acct	05025-00000-00000	Garnish Ded	5.000 %	Qtd Tx Fwt	1,071.20	Ytd Swt	47.04
Salary		Frequency	W	Qtd Tx Ost	.00	Ytd Ost	.00

ALPHABETICAL EMPLOYEE LIST

Ranges: All Employees
 Terminated Employees Not Included

Emp No	Name	Street	City	St Zip	Soc-Sec-No	Emp Type	Pay Freq
400	Bill SaintClaire	5601 All Saints Lane	Charlotte	NC 28226	282-26-7045	H	B
5	Cook, Brad M	778 Sandrige Ave.	Los Angeles	CA 43329-9921	008-39-3931	H	W
100	Cooney, Jerry III	143 Appleton Ave.	Westmont	OH 43333	332-12-2345	H	W
200	Jones, Allen II	W. Peach Ave.	Norfolk	VA 23456	333-02-0101	H	W
1	Jones, James S.	123 Ohio Street	Columbus	OH 43215-8910	989-03-9231	H	W
4	Meddles, Shari B	221 Rolling Hills Drive	Los Angeles	CA 43329-9910	673-09-2882	H	W
3	Salary, Fred F.	98 Buckeye Street	Columbus	OH 43215-9912	555-44-5252	S	W
2	Smith, Sally	123 Third Street	Columbus	OH 43214-9211	323-46-7373	H	W
300	Smith, Sally	100 E. Benchmark Pl.	Morrow	OH 45445	435-54-3435	H	W

Employee Tax Code File Maintenance

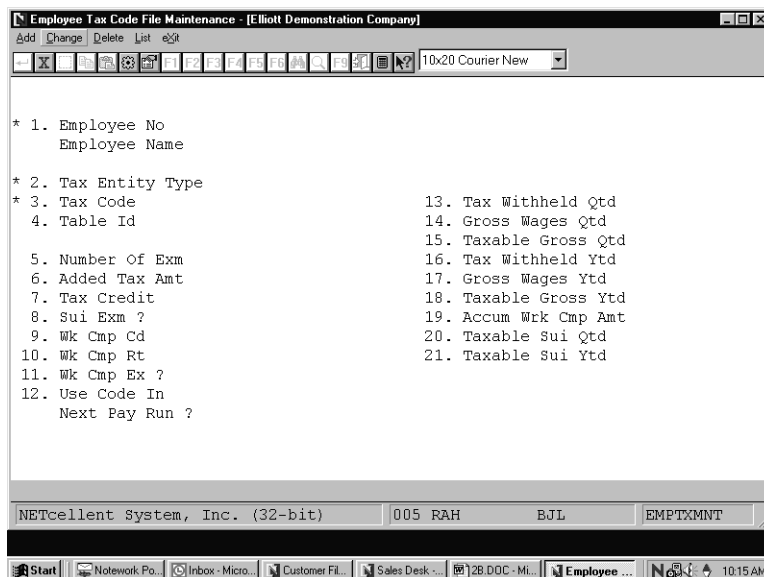
Application Overview

Employee Tax Code File Maintenance application allows the user to maintain additional state or city tax codes per employee. These tax codes are in addition to the default state and city tax codes in the **Employee** file. The state or city withholding tax amount will be calculated the same as the default tax codes in the **Employee** file. The tax code calculation applies to all the hours worked or the entire salary in the pay period. The tax code may be active or inactive for each pay period.

NOTE: This application needs only to be used if multiple state or city withholding tax amounts must be calculated for the employee.

Run Instructions

Select **Employee Tax Code File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



Employee Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

* 1. Employee No
Employee Name

* 2. Tax Entity Type

* 3. Tax Code

4. Table Id

5. Number Of Exm

6. Added Tax Amt

7. Tax Credit

8. Sui Exm ?

9. Wk Cmp Cd

10. Wk Cmp Rt

11. Wk Cmp Ex ?

12. Use Code In
Next Pay Run ?

13. Tax Withheld Qtd

14. Gross Wages Qtd

15. Taxable Gross Qtd

16. Tax Withheld Ytd

17. Gross Wages Ytd

18. Taxable Gross Ytd

19. Accum Wrk Cmp Amt

20. Taxable Sui Qtd

21. Taxable Sui Ytd

NETcellent System, Inc. (32-bit) 005 RAH BJL EMPTXMNT

Start Notework Po... Inbox - Micro... Customer Fil... Sales Desk - 28.DOC - Mi... Employee ... 10:15 AM

Employee Tax Code File Maintenance Entry Screen

The following options are available:

- * Select the desired mode from the **Employee Tax Code File** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Employee No	<p>4 numeric digits (9999).</p> <p>Enter the employee number.</p> <p>In add, change, and delete mode, press the F7 key for employee search by number or press the F8 key for employee search by name.</p>
Employee Name	<p>28 alphanumeric characters.</p> <p>This field will display automatically when a valid employee number is found. Employee name will display again as described in field 1 above.</p>
2. Tax Entity Type	<p>1 alphanumeric character.</p> <p>Valid values are:</p> <p>S = State C = City</p> <p>This field cannot be left blank.</p>
3. Tax Code	<p>2 alphanumeric characters.</p> <p>The state or city tax code must have already been entered via the State/City Tax Code File application.</p> <p>The tax code entered here cannot match the tax code entered in the Employee File application for city or state.</p>
Tax Code (continued)	<p>In add mode, press the F7 key for tax code search. If field 2 above is S for state, only valid states will be displayed. If field 2 above is C, only valid cities will be displayed.</p> <p>Press the F1 key to search for next employee tax record on file.</p>
4. Table Id	<p>1 alphanumeric character.</p> <p>This is the counterpart of field 4 above for the tax code. This table ID must have already been entered via the State/City Tax Code File application. Leave this blank if you will not use a table to calculate withholding tax for this employee.</p> <p>You will be prompted by the system as to the available tax tables on file for this tax code.</p>
5. Number Of Exm	<p>2 numeric digits with no decimal places (99), or 7 numeric digits with 2 decimal places (99,999.99).</p> <p>The screen description changes by pressing the F1 key to \$ Of Exemption and back again by pressing the F1 key a second time. You may enter either the number of exemptions for this employee when the Number Of Exm is displayed, or the flat dollar amount of the annual exemption when the \$ Of Exemption appears. This allows flexibility in calculating the withholding tax for various states and cities. See the Package Overview section entitled State and City Tax Calculations for more information.</p>

	<p>Values of 98 or 99 in this field have a special significance, in connection with the added withholding tax field for the employee. If the number of exemptions is entered as 98, no withholding calculations will be done, but the added tax amounts will be treated as percentages, and the amount of tax withheld will be equal to the added tax amount (percent) times the employee taxable gross pay. If the number of exemptions entered is 99, then the withholding tax will be equal to the added withholding tax field.</p>
6. Added Tax Amt	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>See the comments for field 5 above.</p>
7. Tax Credit	<p>7 numeric digits with 2 decimal places (99999.99).</p> <p>If you do not wish to use the tax tables, you may enter the exact amount of the employee's (annual) tax credit. If you choose to use the tax tables, leave this field blank.</p>
8. Sui Exm ?	<p>Y or N.</p> <p>Defaults to N.</p> <p>SUI liability is shown on the Quarterly Payroll Report and the PR Distribution to G/L Report. The percentage and maximum values for the state are given on the State/City Tax Code Record that corresponds to the Employee's State Tax Code.</p> <p>If an employee is exempt from SUI, the employer's SUI liability for this employee will be zero.</p>
9. Wk Cmp Cd	<p>5 alphanumeric characters.</p> <p>This is the workers compensation code for this employee. The system will track the workers compensation expense for a group of employees if you associate the same code for them.</p>
10. Wk Cmp Rt	<p>6 numeric digits with 4 decimal places (99.9999).</p> <p>This is the rate at which the workers compensation premium is calculated for this employee. It will be an amount per hour (for all hours worked) or a percent of wages (for all taxable wages received), depending on the workers compensation calculation method recorded on the state tax code record for this employee's state.</p>
11. Wrk Cmp Ex ?	<p>Y or N.</p> <p>Defaults to N.</p> <p>Ex stands for executive. This field indicates whether or not the employee's wages (or hours) are subject to the maximum amount field recorded on the state tax code record for this employee's state.</p>

12. Use Code In Next Pay Run ?	<p>Y or N.</p> <p>Defaults to N.</p> <p>The tax code may be activated or deactivated for each pay period by changing this flag. Answer Y to activate the tax code or answer N to deactivate the tax code.</p> <p>NOTE: The tax code cannot be deleted if the tax code has been used in a pay period calculation. The tax can only be deleted after W-2 Forms have been run and the employee totals cleared.</p>
13. Tax Withheld Qtd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the amount of regular state tax withheld for the quarter to date. This is the total wages for city or state.</p>
14. Gross Wages Qtd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the total wages plus earnings paid for the quarter so far. This is the total wages for city or state.</p>
15. Taxable Gross Qtd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the taxable wages for state withholding taxes for the quarter. This is the total wages for city or state.</p>
16. Tax Withheld Ytd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the amount of regular state tax withheld for the year to date. This is the total wages for city or state.</p>
17. Gross Wages Ytd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the total wages plus earnings paid for the year to date. This is the total wages for city or state.</p>
18. Taxable Gross Ytd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the taxable wages for state withholding taxes for the year to date. This is the total wages for city or state.</p>
19. Accum Wrk Cmp Amt	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the accumulated eligible wages or hours for calculating the worker's compensation premium due for the employee. The length of time for accumulation is also defined in the State Tax Code record. It represents hours or wages, depending on the calculation method indicated for workers compensation on the State Tax Code record for the employee's state.</p> <p>See the Package Overview section entitled Worker's Compensation for more details on this. This is the total wages for the state.</p>
20. Taxable Sui Qtd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the taxable wages for state unemployment taxes for the quarter.</p>
21. Taxable Sui Ytd	<p>8 numeric digits with 2 decimal places (99,9999.99).</p> <p>This is the taxable wages for state unemployment taxes for the year to date.</p>

Date Filled Out _____ by _____ ADD CHANGE DELETE
Page 1 of 2

EMPLOYEE STATE TAX CODE FILE MAINTENANCE LOAD SHEET

1. Employee No _ _ _ _ _
2. Tax Entity Type _ S = State C = City
3. Tax Code _ _
4. Table ID _ _ _ _
5. Number Of Exm _ _ or \$ of Exemption _ , _ _ _ , _ _ _ . _ _
6. Added Tax Amt _ , _ _ _ . _ _
7. Tax Credit _ _ , _ _ _ . _ _
8. Sui Exm _ Y = Yes N = No
9. Wk Cm Pcd _ _ _ _ _
10. Wk Cmp Rt _ _ . _ _ _ _
11. Workers Cmp Ex? _ Y = Yes N = No
12. Use Code In Next Pay Run ?
 _ Y = Yes N = No
13. Tax Withheld Qtd _ _ , _ _ _ . _ _
14. Gross Wages Qtd _ _ , _ _ _ . _ _
15. Taxable Gross Qtd _ _ , _ _ _ . _ _
16. Tax Withheld Ytd _ _ , _ _ _ . _ _
17. Gross Wages Ytd _ _ , _ _ _ . _ _
18. Taxable Gross Ytd _ _ , _ _ _ . _ _
19. Accum Wrk Cmp Amt _ _ , _ _ _ . _ _
20. Taxable Sui Qtd _ _ , _ _ _ . _ _
21. Taxable Sui Ytd _ _ , _ _ _ . _ _

Date Filled Out _____ by _____ ADD CHANGE DELETE
Page 1 of 2

EMPLOYEE CITY TAX CODE FILE MAINTENANCE LOAD SHEET

1. Employee No _ _ _ _
2. Tax Entity Type _ S = State C = City
3. Tax Code _ _
4. Table ID _ _ _
5. Number Of Exm _ _ or \$ of Exemption _ , _ _ _ , _ _ _ . _ _
6. Added Tax Amt _ , _ _ _ . _ _
7. Tax Credit _ _ , _ _ _ . _ _
8. Sui Exm _ Y = Yes N = No
9. Wk Cm Pcd _ _ _ _ _
10. Wk Cmp Rt _ _ . _ _ _ _
11. Workers Cmp Ex? _ Y = Yes N = No
12. Use Code In Next Pay Run ?
 _ Y = Yes N = No
13. Tax Withheld Qtd _ _ , _ _ _ . _ _
14. Gross Wages Qtd _ _ , _ _ _ . _ _

Employee Tax Code File Maintenance (State)

Employee Tax Code File Maintenance (City)

Employee Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List

10x20 Courier New

* 1. Employee No
Employee Name

* 2. Tax Entity Type

* 3. Tax Code

* 4. Table Id

5. Number Of Exm

6. Added Tax Amt

7. Tax Credit

8. Sui Exm ?

9. Wk Cmp Cd

10. Wk Cmp Rt

11. Wk Cmp Ex ?

12. Use Code In

Next Pay Run ?

Employee Tax List

Starting Employee No All

Ending Employee No

Any Change ? N

19. ACCUM Wk Cmp Amt

20. Taxable Sui Qtd

21. Taxable Sui Ytd

NETcellent System, Inc. (32-bit) 005 RAH BJJ EMPTXMNT

Employee Tax List

EMPLOYEE TAX CODE LIST										
Emp#	Code	Ent	Id	Add-Wt	Wages-Qtd	Wc-Cd	Active?	Wc-Rt	Tx-Withld-Qtd	Tx-Gross-Qtd
Employee Name	Exempt			Tax-Cr	Wages-Ytd	Sui-Ex	Wc-Accum	Wc-Ex	Tx-Withld-Ytd	Tx-Gross-Ytd
1	CO	C	0	.00	.00		N	.0000	.00	.00
Jones, James S.				.00	.00		.00		.00	.00
	LA	C	1	.00	.00		N	.0000	.00	.00
			0	.00	.00		.00		.00	.00
	CA	S	1	.00	.00	N	N	.0000	.00	.00
			0	.00	.00		.00	N	.00	.00
2	LA	C	1	.00	.00		N	.0000	.00	.00
Smith, Sally			0	.00	.00		.00		.00	.00
	CA	S	1	.00	.00	N	N	.0000	.00	.00
			0	.00	.00		.00	N	.00	.00

2 Employees Printed

PR Account File Maintenance

Application Overview

Of all the accounts in **General Ledger**, only some will be affected by **Payroll**. They are:

- One or more cash accounts
- One or more wage accounts
- Deductions, withholding expense and liability accounts.
- Payroll tax expense accounts along with other types of earning accounts.

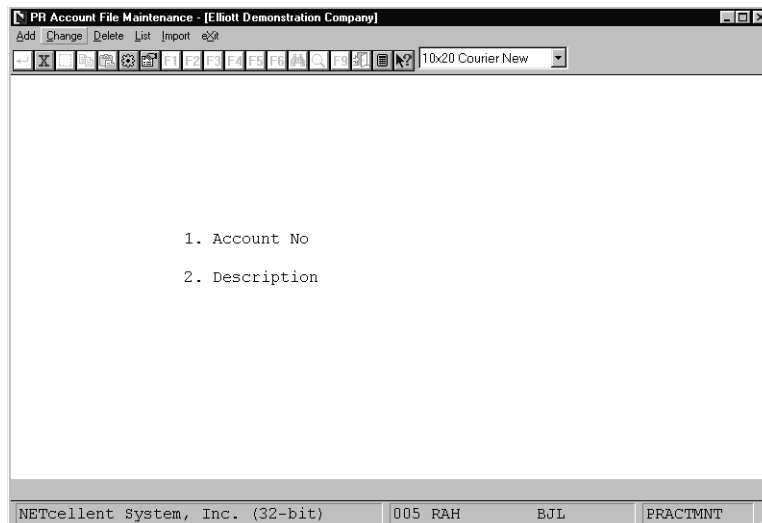
The **PR Account File** stores the numbers of all the accounts that will be directly affected by **Payroll**. A description for each account is also stored. When an account number is entered from within the **Payroll** package, it is checked against this file. If the account number is not found, the entry is invalid, and the operator must enter a different number. If the account number is found, the description is displayed on the screen so he can see if this is the intended account. This greatly reduces the number of operator entry errors that occur on account numbers.

The account number format is variable and dependent on how many levels are defined in the **Company Setup** application. As previously discussed in Package **Overview**, the account number format can incorporate up to three integrated levels for each account. These include a **main account number**, **profit center number**, and **department number**. Each may include as many as eight alphanumeric characters. But the **TOTAL** number cannot exceed fifteen (15). For more complete information of how to set up your account number format see the **Application Overview** section of **Company Setup**.

The **Import PR Accounts from G/L** application will allow a range of accounts from the **G/L Account File** to be imported into the **Payroll Account File**. This selection appears only if the **Elliott General Ledger** package is installed.

Run Instructions

Select **PR Account File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



1. Account No

2. Description

NETcellent System, Inc. (32-bit) 005 RAH BJL PRACTMNT

PR Account File Maintenance Entry Screen

The following options are available:

- * Select the desired mode from the **PR Account File** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Account No	An account number in the standard account number format. Enter the account number from G/L. In the change or delete modes, pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.
2. Description	30 alphanumeric characters. Enter a description of the account number, which will make it clear to the operator at

Name	Type and Description
	a glance whether or not he has entered the correct number.

List

Name	Type and Description
Starting Account No	<p>An account number in the standard account number format.</p> <p>Enter the beginning of the range of accounts, which you wish to have listed.</p> <p>This field defaults to All.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p>
Ending Account No	<p>An account number in the standard account number format.</p> <p>Enter the end of the range of accounts, which you wish to have listed.</p> <p>This field defaults to the starting account number to facilitate listing a single account number.</p>

Import PR Accounts from G/L

Name	Type and Description
1. Starting Account No	<p>An account number in the standard account number format.</p> <p>This question and the next one (ending account number) allow you to specify a range of account to be imported from the G/L Account File.</p> <p>If you press RETURN for the entry of the starting account number, the field will default to All accounts, and the entry of the ending account number will be skipped.</p>
2. Ending Account No	<p>An account number in the standard account number format.</p> <p>If you press RETURN for the entry of the ending account number, the field will default to the same value as entered for the starting account number.</p>

Date filled out _____ by _____		ADD	CHANGE	DELETE
PR VALID G/L ACCOUNT FILE MAINTENANCE LOAD SHEET				
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
1. Account #	_____ - _____ - _____			
2. Description	_____			
Date Entered _____ by _____ Date Verified _____ by _____				

PR Account File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Import e5t

10x20 Courier New

* 1. Account No 02100-00000-00000

2. Description Accrued Salaries and Wages

Field Number ?

NETcellent System, Inc. (32-bit) 005 RAH BJL PRACTMNT

PR Account File Maintenance

PR Account File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Import e5t

10x20 Courier New

PR Account File List

1. A Starting Account No All

2. D Ending Account No

Any Change ? N

PR Account File List

PR Account File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Import Exit

10x20 Courier New

1. Starting Account No All

2. Ending Account No

Field Number ?

NETcellent System, Inc. (32-bit) 005 RAH BJL PRACTMNT

PR Account File Maintenance Import Screen

PAYROLL ACCOUNT FILE LIST

Range: All Accounts

Account-No	Description
01010-00000-00000	Cash in Bank - Account #1
01010-10000-00000	Cash in Bank - Account #1
02060-00000-00000	Accrued Expenses
02060-10000-00000	Accrued Expenses
02100-00000-00000	Accrued Salaries and Wages
02100-10000-00000	Accrued Salaries and Wages
02120-00000-00000	Accrued Vacation and Sick Pay
02120-10000-00000	Accrued Vacation and Sick Pay
02130-00000-00000	Federal Withholding Taxes
02130-10000-00000	Federal Withholding Taxes
02135-00000-00000	Earned Income Credit
02135-10000-00000	Earned Income Credit
02140-00000-00000	Employee FICA Liability
02140-10000-00000	Employee FICA Liability
02145-00000-00000	Employer FICA Liability
02145-10000-00000	Employer FICA Liability
02150-00000-00000	Accrued Liabilities
02150-10000-00000	Accrued Liabilities
02160-00000-00000	City Withholding Liability
02160-10000-00000	City Withholding Liability
02170-00000-00000	State Withholding Liability

Deduction/Earning Code File Maintenance

Application Overview

The **Deduction/Earning Code File** maintains the file, which contains the deduction, and earnings codes you wish to use.

This file should contain all possible employee pay deductions and earnings other than wages, savings bond deductions, loan repayments, garnish payments, union payments, and withholding taxes. Each deduction or earning must be assigned a unique two-character code and a corresponding **General Ledger** account number (except for meals and allowances). Each code must have a maximum amount that will be taken or added to the employee's wages. If there is no maximum deduction or earning then enter **0** for this amount.

All of the tax calculations are computed individually on each Deduction/Earning code. Each Deduction/Earning code is established to be either exempt **Y** or **N** (if it's a earning) or included **Y** or **N** (if it's a deduction) for the calculation of various types of taxes. These **Y** or **N** controls will determine the exact taxable base for each type (FWT, FICA, FUI, SUI, etc.) of payroll tax. When a deduction code is entered, will be prompted with "Is This a Before Tax Deduction". If you answer **Y** to this question then you will need to fill in the correct **Y** or **N** answer for each type of withholding tax. If the answer is **N**, then all of the withholding tax computations should be flagged as **N**.

For example:

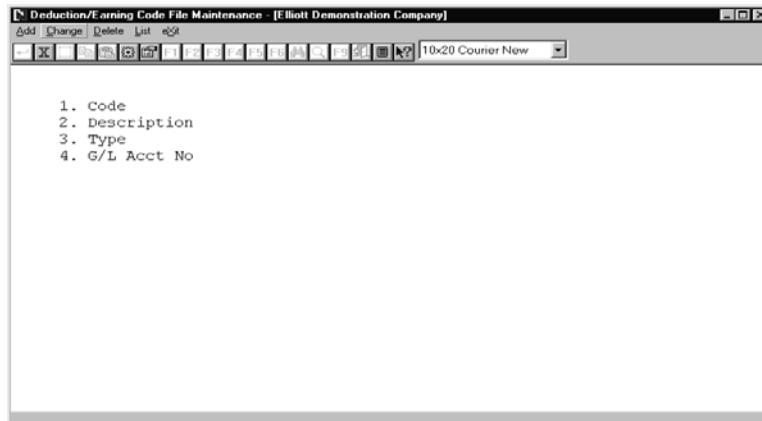
A before tax deduction code for a pension plan may be included for the computation of FWT (to reduce the taxable base of FWT) but not for FICA, FUI, and others. Likewise, after tax deduction code for a United Way contribution would not be included (the tax base would not be reduced) for any withholding tax computation. It is advisable that you consult with your accountant or tax adviser to help in determining how each of your Deduction/Earning codes should affect the tax computation on each specific type of payroll tax.

Certain deductions are regularly taken: weekly, monthly, etc. These deductions may be entered directly onto the **Employee File**. The computer will take these deductions automatically each specified pay period. Regular deductions often include insurance, etc. Regular periodic deductions for union, savings bonds, employer loans, and garnish payments do not need a deduction code since these are handled separately in the **Employee File**. However, such deductions taken randomly would require their own deduction code.

Other deductions or earnings occur intermittently or differ in dollar amounts from period to period. These irregular or temporary deductions/earnings are entered when the employee's time is entered in the **Time Transaction Processing** application. A temporary deduction/earning will be included in the employee's pay for that pay period only. Common temporary deductions or earnings include such things as uniform allowances, breakage fees, petty cash advances, supper allowances, etc.

Run Instructions

Select **Deduction/Earning Code File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



Deduction/Earning Code File Entry Screen

The following options are available:

- * Select the desired mode from the **Deduction/Earning Code File** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Code	<p>2 alphanumeric characters.</p> <p>Each type of deduction/earning used in the Payroll package must be given a unique two-character code. It is helpful to separate deductions and earnings types by recognizable codes.</p> <p>e.g. A1, A2 for allowances</p> <p>D1, D2, D3 for deductions</p> <p>E1, E2, E3 for earnings</p> <p>M1, M2 for meals</p>

Name	Type and Description
	<p>T1, T2 for tips</p> <p>In change and delete mode, press the F7 key to search for code.</p>
2. Description	<p>7 alphanumeric characters.</p> <p>This description appears on the screen when the Deduction/Earning code is entered. It also appears on the check stub.</p>
3. Type	<p>1 alphabetic character.</p> <p>The Deduction/Earning Code File type may be one of five values (one of three for non-restaurants).</p> <p>These values are:</p> <p>A - Taxable earning added to the employee's taxable gross wages but not added to net pay.</p> <p>D - Deduction from either the employees net pay or as a reduction of each tax withholding basis.</p>
Type (continued)	<p>E - Earnings either added or not added to the employee's taxable gross wages.</p> <p>R - Employee reimbursement.</p> <p>For restaurants:</p> <p>M - The taxable value of meals given the employee.</p> <p>T - Tips received by the employee reported to the employer or tips paid to the employee by the employer.</p> <p>Meals (M) and Tips (T) are given special tax handling in accordance with federal regulations and are not added to or subtracted from net pay.</p> <p>However, tips may be added to net pay if the Add Tips To Net Pay question is Y.</p>
4. G/L Acct No	<p>An account number in the standard account number format.</p> <p>This is the General Ledger account, which corresponds to the liability/expense of the deduction/earning. The General Ledger account may be entered only for earnings or deductions; not for allowances or meals, as they do not affect the transfer of funds in payroll other than to influence the magnitude of withholding liabilities.</p> <p>In add mode, for allowances and meals, the General Ledger account field will be skipped entirely.</p> <p>Note: For tips this account number will be used only if the Add Tips To Net Pay question is Y.</p> <p>If the profit center and department account numbers of an earning is all 9's, then upon posting of the earning to the Payroll Distribution file, the main account from the number entered here will be used, along with the profit center and department from the employee's wage account. This can only be done for earnings E.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing</p>

Name	Type and Description
	the F8 key will allow you to search for an account by description.

If the **Type** (field #3) is **A, E, M, or T** then the following fields apply:

Name	Type and Description
5. Emp Exempt From Fica ?	Y or N. Answer Y if this earning is exempt from employee FICA contribution calculations. The default value is N.
6. Emplr Exempt From Fica ?	Y or N. Answer Y if the employers FICA contribution is exempt from this earning, from the employer FICA contribution calculation. The Default value is N.
7. Exempt From Fwt ?	Y or N. Answer Y if the employee FWT calculation is not to include this earning. The default value is N.
8. Exempt From Fui ?	Y or N. Answer Y if the employer FUI tax calculation is not to include this earning. The default value is N.
9. Exempt From Swt ?	Y or N. Answer Y if the employee State Withholding Tax is not to include this earning. The default value is N.
10. Exempt From Cwt?	Y or N. Answer Y if this earning is not to be included in the employee City Withholding Tax. The default value is N.
11. Exempt From Ost ?	Y or N. Answer Y if this earning is not to be included in any Other State Tax for the employee. The default value is N.
12. Exempt From Sui ?	Y or N. Answer Y if this earning is exempt from the employer State Unemployment Insurance calculation. The default value is N.
13. Exempt From Eic ?	Y or N. Answer Y if the earning is not to be included in the employee EIC calculation. The default value is N.
14. Exempt From W.C. ?	Y or N. Answer Y if the earning is not to be included in the employer Workers Compensation calculation. The default value is N.

If the **Type** (field #3) is an **A** or **E** the following fields apply:

Name	Type and Description
15. Maximum Amount	7 numeric digits with 2 decimal places (99,999.99). Enter the maximum amount of the earnings that should be paid to the employee. If their is no maximum then this field should be left blank. The default value is 0.00 .
16. Max Per Period or Year	Y or P. If you select P the maximum amount is payment per pay period. If you select Y the maximum amount is per year. The default value is Y.

If the **Type** (field #3) is a **T**, then the following field applies.

Name	Type and Description
15. Add Tips To Net Pay	Y or N. Answer Y if the tips are to be added to the employee's net pay. Also if the answer to this question is Y a G/L distribution record will be created for the tip amount added to net pay. The default value is N .

If the **Type** (field #3) is a **D** then the following fields apply.

Name	Type and Description
5. Include For Emp Fica?	Y or N. Answer this Y if the deduction should reduce the taxable base for the Employee calculation of FICA. The default value is N .
6. Include For Emplr Fica?	Y or N. Answer this Y if the deduction should reduce the taxable base for the employer share of FICA. The default value is N .
7. Include For Fwt ?	Y or N. Answer this Y if the deduction should reduce the employee federal tax withheld base for the tax-withheld computation. The default value is N .
8. Include for Fui ?	Y or N. Answer Y if the deduction should reduce the taxable base for the federal unemployment insurance.
9. Include For Swt ?	Y or N. Answer Y if the deduction should reduce the taxable base for the employee state tax withheld.

10. Include For Cwt?	<p>Y or N.</p> <p>Answer this Y if the deduction should reduce the employee City Withholding Tax base. The default value is N.</p>
11. Include For Ost?	<p>Y or N.</p> <p>Answer this Y if the deduction should reduce any Other State Tax to the employee. The default value is N.</p>
12. Include For Sui ?	<p>Y or N.</p> <p>Answer this Y if the State Unemployment Tax base is to be reduced by the deduction. The default value is N.</p>
13. Include For Eic ?	<p>Y or N.</p> <p>Answer this Y if the employee EIC base is to be reduced by the deduction. The Default value is N.</p>
14. Include For W.C. ?	<p>Y or N.</p> <p>Answer Y if the employer Worker's Compensation Tax base should not include the deduction. The default value is N.</p>
15. Maximum Amount	<p>7 numeric digits, with 2 decimal places (99,999.99).</p> <p>Enter the maximum amount of the earning or deduction an employee can take. If their is no maximum then this field should be zero. The default value is zero.</p>
16. Max Per Period or Year	<p>Y or P.</p> <p>If you select P the maximum amount is for payment period, or if you select Y the maximum amount is for year.</p> <p>The default value is Y.</p>

Date filled out _____ by _____ ADD CHANGE DELETE

DEDUCTION/EARNING CODE FILE MAINTENANCE LOAD SHEET

1. Code --
2. Description -----
3. Type _ D = Deduction E = Earning
 A = Allowance M = Meals T = Tips
4. G/L Account # ----- - ----- - -----
5. Include For Emp FICA _
6. Include For Emplor FICA _
7. Include For FWT _
8. Include For FUI _
9. Include For SWT _
10. Include For CWT _
11. Include For OST _
12. Include For SUI _
13. Include For EIC _
14. Include For W.C. _
15. Maximum Amount __ , ____ , __
 or
 Add Tips To Net Pay _
16. Max Per Period or Year _ (Y = Year, P = Per Period)

Date Entered _____ By _____ Date Verified _____ by _____

Deduction/Earning Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List exit

10x20 Courier New

```

* 1. Code          BC
* 2. Description    Bluecrs
* 3. Type          D
  4. G/L Acct No    02250-00000-00000 Blue Cross Premiums Payable

  5. Include For Emp Fica ?    N
  6. Include For Emplr Fica ?  N
  7. Include For Fwt ?        N
  8. Include For Fui ?        N
  9. Include For Swt ?        N
 10. Include For Cwt ?        N
 11. Include For Ost ?        N
 12. Include For Sui ?        N
 13. Include For Eic ?        N
 14. Include For W.C. ?       N
 15. Maximum Amount          0.00
 16. Max Per Period Or Year   Y
    
```

Deduction/Earning Code File Maintenance

DEDUCTION AND EARNING CODES LIST

Deduction/Earning Types: D=Deduction A=Earning (NOT Added To Net) E=Earning (Added To Gross) M=Meal S T=Tips

Code	Description	Type	Account-No	Account Description	Maximum Amt	Taxable Flags
------	-------------	------	------------	---------------------	-------------	---------------

99	insure	D	00025-02345-00000			
----	--------	---	-------------------	--	--	--

				Include For Emp Fica ?	Y	
				Include For Emplr Fica ?	Y	
				Include For Fwt ?	Y	
				Include For Fui ?	Y	
				Include For Swt ?	Y	
				Include For Cwt ?	Y	
				Include For Ost ?	Y	
				Include For Sui ?	Y	
				Include For Eic ?	Y	
				Include For W.C. ?	Y	
				Max Per Period Or Year ?	Y	

BC	Bluecrs	D	02250-00000-00000	Blue Cross Premiums Payable		
----	---------	---	-------------------	-----------------------------	--	--

				Include For Emp Fica ?	N	
				Include For Emplr Fica ?	N	
				Include For Fwt ?	N	
				Include For Fui ?	N	

State/City Tax Code File Maintenance

Application Overview

State/City Tax Code File application allows the user to enter all information connected with the State and City Tax codes so that state withholding, city withholding, and other state tax costs can be calculated automatically for each employee during the **Calculate Payroll** application. The user also defines the **General Ledger** account numbers used for automatically posting withheld tax amounts to the proper **General Ledger** accounts, as well as all data concerning worker's compensation premiums, on a state-by-state basis.

First Screen

The first screen appears differently for a State Tax code than for a City Tax code. Only the first seven fields appear if the entry is for a City Tax code. In this case, the tax liability account is for CWT. For a state code, the tax liability account is for SWT. Also, there are entries for State Unemployment Insurance (SUI) and other state tax (OST). (**NOTE:** In California, as in some other states, this state tax is SDI [State Disability Insurance]).

Second Screen

The second screen only appears for a state code and defines the data necessary to calculate the worker's compensation premium, as may be shown on the Worker's Compensation Report (accessible from the **Employee Reports** application). Since worker's compensation regulations vary from state to state, the scheme used here is a fairly general one, which should handle most state's requirements. However, it is conceivable that some minor programming modifications may be necessary to handle particular states. See the section of the **Package Overview** entitled **Worker's Compensation** for complete details of how worker's compensation is handled.

The labor and industry code section in this manual should also be considered as an alternative to the general approach used in this section.

Third And Fourth Screens

These screens appear for both a state code and city code. They are used to define a method and a table for calculating state withholding tax or city withholding tax for a given State or City Tax code.

Any particular State or City Tax code may have up to 36 different tables associated with it (limited only by the range of values that can be entered for the one-character Table Id). In practice, no state or city will have more than three such tables in order to cover all possible situations.

Screen 3 defines the method of calculation for the entered Table ID, as well as several parameters needed for this calculation.

Screen 4 defines a single, annual, table for this Table Id. The table has the same format as the Federal Withholding Tables entered in **Payroll Setup**, except that it allows for 16 entries in the table instead of 8. It is an annual table, just as in the federal case, and is obtained from the latest State Tax Circular or City Tax Circular for that state or city.

The calculation methods available through the scheme used here are very flexible and should adequately handle all states and cities, with very few exceptions. For examples of how to use these tables for various states, as well as more details on the calculation method used see the **Package Overview** section entitled **State and City Tax Calculations**.

Run Instructions

Select **State/City Tax Code File** from the pull down **PR Maintenance** window. The following screen will then be displayed:

State/City Tax Code File Maintenance - (Elliott Demonstration Company)

Add Change Delete List Exit

10x20 Courier New

* 1. State Or City ?
* 2. Tax Code

3. Description
4. Tax Rpt Id No
5. Tax Liab Acct
6. Supp Earn W/H %
7. Tax Ot/Spec Wage
As Suppl Earn ?
8. Pre Def Tbl
9. Sui Percent
10. Sui Maximum
11. Sui Exp Acct
12. Sui Liab Acct
13. Ost Percent
14. Ost Maximum \$
15. Ost Liab Acct
16. Ost Max Per Pay
17. Minimum Wage
18. L And I Code

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State/City Tax Code File Entry Screen

The following options are available:

- Select the desired mode from the **State/City Tax Code File** menu bar
- Enter the data requested on the screen
- The worker's compensation screen is only displayed for a State Tax code. Also, in add mode, when you are at the point of entering the separate tax tables for the state or city, you will be allowed to enter as many tables as you wish, until the **ESC** or **F10** key is pressed in response to the Table ID field.
- In change and delete modes, the tables will be displayed one after another until all tables have been displayed or until you press the **ESC** or **F10** key for the Table ID.
- The delete mode works somewhat differently than the delete mode on a standard file, since each table is contained in a separate record. After you enter the first two fields on the first screen, the entire first screen entries for that State or City code will be displayed. If this is the code you want, you will be asked OK To Delete This Code?. If you answer **Y**, then all data associated with this tax code will be deleted, including all tax tables currently on file. If you answer **N**, you will then be asked, Do You Wish To Delete A Table For This Code? If you answer **Y**, then the tables for this code will be displayed in order and you will be asked for each: OK To Delete This Table? Answer this question **Y** or **N** as desired.
- When **List** option is selected, the program will print a list of all codes that are on file, including all tables. There is no selection screen for this function.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

Name	Type and Description
1. State Or City?	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>S = State C = City</p>
2. Tax Code	<p>2 alphanumeric characters.</p> <p>For a state, this should correspond to the usual postal code for the state (though this is not required).</p> <p>For a city, it should be some two-character abbreviation of the city name.</p> <p>Press the F7 key to search for tax code.</p>
3. Description	<p>30 alphanumeric characters.</p> <p>This would be the full state or city name.</p>
4. Tax Rpt Id No	<p>15 alphanumeric characters.</p> <p>This is the number assigned to the employer by the state or city for purposes of identification on remittances and tax returns.</p>
5. Tax Liab Acct	<p>An account number in the standard account number format.</p> <p>This account is the state (SWT) or city (CWT) taxes payable account to which posting of the amount withheld occurs.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.</p>
6. Suppl Earn W/H %	<p>5 numeric digits with 3 decimal places (99.999).</p> <p>Some states and cities allow an alternative method of calculating withholding tax on supplemental earnings (such as bonuses, commissions, etc.), which is a flat percentage of the supplemental earnings amount. If this is the case, enter the percent here. If zero is entered, then all supplemental earnings will be taxed in the same way as regular wages.</p>
7. Tax Ot/Spec Wage As Suppl Earn?	<p>Y or N.</p> <p>If your state requires that Ot and special pay, without regular pay, be taxed by the supplemental pay percentage, answer Yes to this question. If answered Yes and there is no regular pay, the supplemental, overtime, and special pay will be added together and the flat percentage rate will be taken.</p>

NOTE: Fields 8 through 17 are requested for state codes only.

Name	Type and Description
8. Sui Percent	<p>5 numeric digits with 3 decimal places (99.999).</p> <p>This is the State Unemployment Insurance (SUI) percent of taxable wages that the employer is required to pay. It is not withheld from the employee's salary.</p>
9. Sui Maximum \$	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>This is the maximum amount of places of an employee's wages to which the percent in 7 above applies.</p>
10. Sui Exp Acct	<p>An account number in the standard account number format.</p> <p>This should be the main account number for the SUI expense account. When payroll checks are posted, the SUI amount for each employee is calculated and this amount is posted as a debit to an expense account and as a credit to a liability account. The expense account number is obtained by using this SUI main account number and using the subaccount number from the for the SUI expense and using the subaccount number of the employee's wage account, which has been defined in the Employee File.</p> <p>If you do not wish this automatic posting to occur, then leave this field blank.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.</p>
11. Sui Liab Acct	<p>An account number in the standard account number format.</p> <p>This is the liability account that counterbalances the expense account of the previous field. If no entry was made for field 9 above, then this field will be skipped.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.</p>
12. Ost Percent	<p>5 numeric digits with 3 decimal places (99.999).</p> <p>Enter the current percent of taxable gross pay that is required to be withheld from the employee for other state tax, if any. (An example of this would be State Disability Insurance.)</p>
13. Ost Maximum \$	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>This is the maximum amount of an employee's taxable wages to which the percent in 11 above applies.</p>
14. Ost Liab Acct	<p>An account number in the standard account number format.</p> <p>This is the liability account to which all amounts withheld for OST are posted automatically, during the posting of payroll checks or manual payroll transactions.</p>

14. Ost Liab Acct (continued)	Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.
15. Ost Max Per Pay	6 numeric digits with 3 decimal places (999.999). This is the maximum that can be deducted from the employee's pay in a given period. If your state does not have a maximum limit, leave the field blank.
16. Minimum Wage	5 numeric digits with 3 decimal places (99.999). This field is used for information purposes only and applies only to states. It is not necessarily the same as the federal minimum wage that is stored in Payroll Setup .
17. L and I Code	6 alphanumeric characters. Enter the Labor and Industry code to be used during calculation of this state tax. If your state does not use L and I codes, leave the field blank.

Second Screen

This screen is only displayed for state codes and applies solely to worker's compensation for the state.

Name	Type and Description
1. Calculation Method	1 alphabetic character. Valid values are: H = Hourly Rates P = Percent of Wages This is the method by which the worker's compensation premium is calculated on an employee-by-employee basis. Each employee record contains a rate field for worker's compensation. If the current field is H , this rate represents a certain number of dollars per hour (or part) worked. If the current field is P , this rate represents a percentage of the employee's taxable earnings.
2. Anniversary Date	A date in the standard date format. This is the anniversary, or start date, of the Worker's Compensation Insurance policy for this state.
3. Maximum Amount	8 numeric digits with 2 decimal places (999,999.99). Some states only require that the worker's compensation premium be paid on an individual employee's wages or hours up to a maximum. If this is the case, enter the maximum wages or hours here. NOTE: Each employee must be specified individually as being eligible or subject to this amount cut-off. If an employee is not so specified, then the premium will be calculated on all wages or hours anyway. You specify whether or not an employee is eligible for this maximum cut-off in field 43 on screen 1 of the Employee File application. NOTE: The period covered by this maximum amount is the same as the accumulation period defined in the next field.

4. Accumulation Period	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>P = Period (as defined in this package-usually a month) Q = Quarter Y = Calendar Year A = Anniversary Year</p> <p>The wages or hours subject to worker's compensation will be accumulated for each employee in an accumulator in the Employee File. The current field specifies when and how this accumulator is to be cleared. If this field is P, Q or Y, then the accumulator will be cleared whenever the Clear PTD Totals, Clear QTD Totals, or Clear YTD Totals applications (respectively) are run. If this field is A, then the user will be allowed to clear the accumulator when the Worker's Compensation Report is printed, but only if the current date is on or after the anniversary date, (which is defined in field 2) and only if the date the accumulators were last cleared was before the anniversary date in the current year.</p>
4. Accumulation Period (continued)	<p>The Worker's Compensation Report calculates the premium based on the accumulated wages or hours in the Employee File application.</p>
5. Experience Modifier	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is a state-assigned number and represents a percentage to multiply the calculated worker compensation premium by, based on past experience of claims by employees, in order to get the final value of the premium due. This defaults to 100% on initial entry.</p>
6. Expense Account	<p>Up to 5 alphanumeric characters.</p> <p>This field has the same significance as the SUI Expense Account. This should be the main account number for the Worker's Compensation expense account.</p> <p>If it is blank, no automatic posting of the worker's compensation premium will be done during payroll check posting. Otherwise, the calculated premium amounts will automatically be posted to the G/L Distribution file.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.</p>
7. Liability Account	<p>An account number in the standard account number format.</p> <p>This is the credit (liability) account corresponding to the debit (expense) account in the previous field.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.</p>
8. Calculate On Reg/Base/All Pay	<p>1 alphabetic character.</p> <p>This field determines if the tax code calculation will be based on regular pay, all pay at the base rate, or all pay.</p> <p>Valid entries are:</p> <p>B = All Pay Using Base Rate R = Regular Pay Only A = All Pay(Default)</p>

Third Screen

This is one of the two screens required to fully define one tax calculation method (or table) for a city or for a state. Withholding taxes are calculated on annual wages, so all amounts entered here should be the annual amounts allowed.

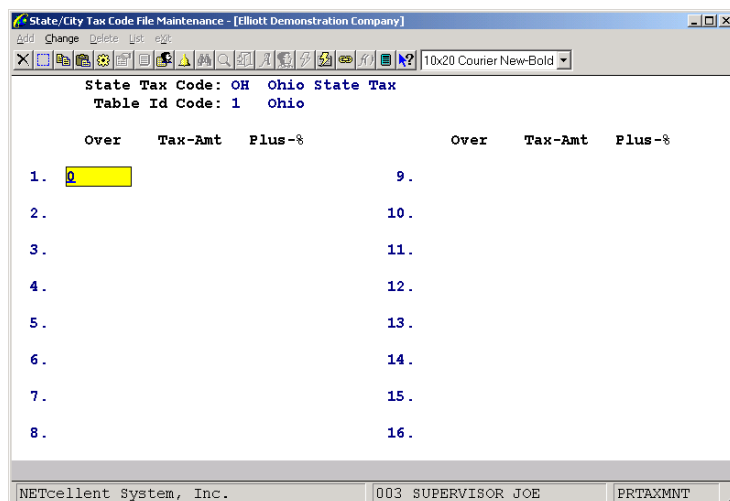
Name	Type and Description
1. Table Id	<p>1 alphanumeric character.</p> <p>This defines the particular table within the state or city. The appropriate Table ID is entered into each employee's record so that the Calculate Payroll application knows which table it must use for each employee.</p>
2. Description	<p>30 alphanumeric characters.</p> <p>This is simply a description of the table or method, such as: Ohio-Head-Of-Household.</p>
3. Calculation Method	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>D = Directly on Earnings P = Percentage of FWT S = Percentage of SWT (applies only to city codes) O = Other (applies to Oklahoma state only)</p> <p>Directly on earnings means that the employee's taxable gross pay is used in conjunction with the state or city tables and percents to calculate the state withholding tax amount. The Percentage of Federal Withholding means the state or city withholding tax amount is a percentage of the federal withholding tax amount, and likewise for Percentage of State Withholding.</p> <p>If you have selected O (other) for calculation method (see State Tax Code: Ok Oklahoma State Tax Table) to load screen 3 and 4 information and ignore the following instructions for screens 3 and 4.</p> <p>When you enter the state or city withholding table on the next screen, the percents will be taken on either taxable earnings or on federal withholding tax or on state withholding tax, depending on your response here.</p>
4. % of Fwt to Deduct	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>If the state or city allows you to adjust an employee's gross pay by a percent of the employee's federal withholding tax, enter the percent here. It may be 100.00%.</p>
5. Ded for Fica W/H ?	<p>Y or N.</p> <p>If the state or city allows you to adjust an employee's gross pay by the amount of FICA withheld, answer Y. Otherwise, answer N.</p>
6. Std Ded % Grs Pay	<p>6 numeric digits with 3 decimal places (999.999).</p> <p>If the state or city allows a standard adjustment to taxable gross pay prior to the calculation of the tax amount, and if this adjustment is computed as a percent of taxable gross pay, enter this percentage here. Note that this field has three decimal</p>

	places.
7. Adjustment to Std Ded	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>After the percent in field 6 above is applied to the gross pay, this is the annual amount (if any) to subtract from this calculated amount to get the final standard (annual) deduction.</p>
8. Min Std Ded Amt	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>If you entered a standard adjustment percent in field 6, and if the state or city furthermore specifies a minimum adjustment amount, enter that amount here. This must be the annualized amount in cases where there is a choice of amounts, depending on the length of the pay period.</p> <p>If, during the calculation of the employee's taxable gross pay, the program determines that the adjustment to gross pay resulting from the standard percent is less than this minimum amount, then this minimum standard deduction amount will be used instead.</p>
9. Max Std Ded Amt	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>Same as for field 8 above, except this is the maximum adjustment amount the state or city will allow. Again, it must be the annual value.</p>
9. Max Std Ded Amt (continued)	NOTE: If your state or city uses a fixed adjustment amount, then enter this amount for both the minimum and the maximum.
10. Yearly W/H Allowance	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>This is the value of a single withholding exemption. If the employee record has a dollar amount for the Exemptions for SWT or CWT (rather than a number), it is this dollar amount that is used for the allowance, as is, and the number in the current field of this state or city table is ignored.</p>
11. Credit Per Exemption	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>After the annual SWT or CWT has been calculated using the above field, and the table in the next screen, this field is multiplied by the number of exemptions for SWT or CWT as specified on the employee record, and the result is subtracted from the annual tax to arrive at the final annual withholding tax value. If a dollar amount rather than a number was entered for the SWT or CWT exemptions on the employee record, or a non-zero tax credit amount was entered there, then this field is ignored.</p>
12. Max Wages For Std Deduction	<p>4 numeric digits (9,999).</p> <p>*This applies to Oklahoma state only.</p>
13. Max Fwt To Deduct	<p>7 numeric digits with 2 decimal places (99,999.99).</p> <p>If your state permits deduction of Federal Taxes from annual wages, the amount entered here will be the maximum amount of Federal Tax to be deducted from your employees annual wages prior to state withholding tax calculations. For example, if a given employee has annual wages of \$15,000.00 and the Federal Withholding Tax is \$1500.00, then his annual base pay would be \$13,500.00.. (ie 15,000.00-1500=13,500.00).</p>

Fourth Screen

This is the actual table used to calculate the withholding tax, after the employee's annual taxable wages have been calculated. It is in the same format as the tables used to calculate federal withholding tax on the **Payroll Setup**, but has 16 lines instead of 7 lines. The significance of each value entered is the same as that for the corresponding values on the federal tables.

The first field of the first line should always be zero. If the table uses less than 16 lines, enter zero for all values on all unused lines.



	Over	Tax-Amt	Plus-%		Over	Tax-Amt	Plus-%
1.	0			9.			
2.				10.			
3.				11.			
4.				12.			
5.				13.			
6.				14.			
7.				15.			
8.				16.			

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Date filled out _____ by _____ ADD CHANGE DELETE
Page 1 of 4

STATE/CITY TAX CODES FILE MAINTENANCE LOAD SHEET

1. State or City _ S = State C = City
2. Tax Code _ _
3. Description
 _ _ _ _ _
4. Tax ID Number _ _ _ _ _
5. Tax Liability Acct _ _ _ _ _ - _ _ _ _ _
6. Supplemental Earn
 W/H % _ _ . _ _ _
7. Tax Ot/Spec Wage
 As Suppl Earn ? _
8. SUI Percent _ _ . _ _ _
9. SUI Max Dollars _ _ _ , _ _ _ . _ _
10. SUI Expense Acct _ _ _ _ _
11. SUI Liability Acct _ _ _ _ _ - _ _ _ _ _
12. Other State Tax % _ _ . _ _ _
13. Other State Tax
 Max Dollars _ _ _ , _ _ _ . _ _
14. Other State Tax
 Liability Acct _ _ _ _ _ - _ _ _ _ _
15. OST Maximum Per Pay _ _ . _ _ _
16. Minimum Wage _ _ . _ _ _
17. L and I Code _ _ _ _ _

Date filled out _____ by _____ ADD CHANGE DELETE
Page 2 of 4

STATE/CITY TAX CODES FILE MAINTENANCE LOAD SHEET
WORKER'S COMPENSATION DATA

1. Calculation Method _ H = Hourly P = Percent of Wages
2. Anniversary Date _ _ / _ _ / _ _
3. Maximum Amount _ _ _ , _ _ _ . _ _
4. Accumulation Period _ P = Period (Monthly) Q = Quarterly
 Y = Calendar Year A = Anniversary Year
5. Experience Modifier _ _ _ . _ _
6. Expense Account _ _ _ _ _ _ _ _
7. Liability Account _ _ _ _ _ _ _ - _ _ _ _ _ _ _ - _ _ _ _ _ _ _
8. Calculate On
Reg/Base/All Pay _

Date filled out _____ by _____ ADD CHANGE DELETE
Page 3 of 4

STATE/CITY TAX CODES FILE MAINTENANCE LOAD SHEET
TABLE SCREEN I

1. Table ID _____

2. Description _____

3. Calculation Method _____ D = Directly on Earnings
P = Percent of FWT S = Percent of SWT

4. % of FWT to Deduct _____ . _____

5. Deduction for FICA W/H? _____ Y or N

6. Standard Deduction % of Gross Pay _____ . _____

7. Adjustment to Standard Deduction _____ . _____

8. Minimum Standard Deduction Amount _____ . _____

9. Maximum Standard Deduction Amount _____ . _____

10. Yearly W/H Allowance _____ . _____

11. Credit Per Exemption _____ . _____

12. Maximum Wages for STD Deduction _____

13. Maximum FWT to Deduction _____ , _____ . _____

Date filled out _____ by _____ ADD CHANGE DELETE
Page 4 of 4

STATE/CITY TAX CODES FILE MAINTENANCE LOAD SHEET
TABLE SCREEN II

	OVER	TAX AMOUNT	PERCENT OF EXCESS
1.	___ / ___	___ / ___ . ___	___ . ___
2.	___ / ___	___ / ___ . ___	___ . ___
3.	___ / ___	___ / ___ . ___	___ . ___
4.	___ / ___	___ / ___ . ___	___ . ___
5.	___ / ___	___ / ___ . ___	___ . ___
6.	___ / ___	___ / ___ . ___	___ . ___
7.	___ / ___	___ / ___ . ___	___ . ___
8.	___ / ___	___ / ___ . ___	___ . ___
9.	___ / ___	___ / ___ . ___	___ . ___
10.	___ / ___	___ / ___ . ___	___ . ___
11.	___ / ___	___ / ___ . ___	___ . ___
12.	___ / ___	___ / ___ . ___	___ . ___
13.	___ / ___	___ / ___ . ___	___ . ___
14.	___ / ___	___ / ___ . ___	___ . ___
15.	___ / ___	___ / ___ . ___	___ . ___
16.	___ / ___	___ / ___ . ___	___ . ___

Date entered _____ by _____ Date verified _____ by _____

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete Print Exit

10x20 Courier New

* 1. State Or City ? S
* 2. Tax Code CA

3. Description California
4. Tax Rpt Id No 12345
5. Tax Liab Acct 02170-00000-00000 State Withholding Liability
6. Supp Earn W/H % 0.000
7. Tax Ot/Spec Wage
As Suppl Earn ? N
8. Pre Def Tbl
9. Sui Percent 0.0000
10. Sui Maximum 8,000.00
11. Sui Exp Acct 05514
12. Sui Liab Acct 02140-10000-00000 Employee FICA Liability
13. Ost Percent 0.000
14. Ost Maximum \$ 0.00
15. Ost Liab Acct
16. Ost Max Per Pay 0.000
17. Minimum Wage 3.350
18. L And I Code 4101 Printing/Lithography/Engraving

Field Number ?

State/City Tax Code File (State- Screen #1)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete Print Exit

10x20 Courier New

State Tax Code: CA California

** Worker's Compensation Data **

1. Calculation Method P Percent Of Wages
2. Anniversary Date
3. Maximum Amount 0.00
4. Accumulation Period Q Quarter
5. Experience Modifier 100.00
6. Expense Account 05518
7. Liability Account 02185-00000-00000 Employer L and I Liability
8. Calculate On A
Reg/Base/All Pay

Field Number ?

NETcellent System, Inc. (32-bit) 004 RAH BJJ PRTAXMNT

State/City Tax Code File (State- Screen #2)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete Print Exit

10x20 Courier New

State Tax Code: CA California

* 1. Table Id 1
2. Description California
3. Calculation Method D Directly On Earnings
4. % Of Fwt To Deduct 0.00
5. Ded For Fica W/H ? N
6. Std Ded % Of Grs Pay 0.000
7. Adjustment To Std Ded 0.00
8. Min Std Ded Amt 0.00
9. Max Std Ded Amt 0.00
10. Yearly W/H Allowance 650.00
11. Credit Per Exemption 0.00
12. Max Wages For Std Deduction 0.00
13. Max Fwt To Deduct 0

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJJ PRTAXMNT

State/City Tax Code File (State-State Screen #3)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete Print Exit

10x20 Courier New

State Tax Code: CA California
Table Id Code: 1 California

Over	Tax-Amt	Plus-%	Over	Tax-Amt	Plus-%
1. 0	0.00	0.000	9. 0	0.00	0.000
2. 0	0.00	0.000	10. 0	0.00	0.000
3. 0	0.00	0.000	11. 0	0.00	0.000
4. 0	0.00	0.000	12. 0	0.00	0.000
5. 0	0.00	0.000	13. 0	0.00	0.000
6. 0	0.00	0.000	14. 0	0.00	0.000
7. 0	0.00	0.000	15. 0	0.00	0.000
8. 0	0.00	0.000	16. 0	0.00	0.000

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJJ PRTAXMNT

State/City Tax Code File (State-State Screen #4)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

State Tax Code: CA California

* 1. Table Id

2. Description

3. Calculation Method

4. % Of Fwt To Deduct

5. Ded For Fica W/H ?

6. Std Ded % Of Grs Pay

7. Adjustment To Std Ded

8. Min Std Ded Amt

9. Max Std Ded Amt

10. Yearly W/H Allowance

11. Credit Per Exemption

12. Max Wages For Std Deduction

13. Max Fwt To Deduct

Enter New Table Or Press "F12" To End

NETcellent System, Inc. (32-bit) 001 RAH BJL PRTAXMNT

State/City Tax Code File (State-Screen # 5)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

* 1. State Or City ? C

* 2. Tax Code LA

3. Description LA City Tax

4. Tax Rpt Id No 123666

5. Tax Liab Acct 02160-10000-00000 City Withholding Liability

6. Supp Earn W/H % 0.000

7. Tax Ot/Spec Wage

As Suppl Earn ? N

8. Pre Def Tbl

1

1

1

1

1

1

1

1

1

1

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJL PRTAXMNT

State/City Tax Code File (City-Screen # 1)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

City Tax Code: LA LA City Tax

* 1. Table Id 1
2. Description LA
3. Calculation Method D Directly On Earnings
4. % Of Fwt To Deduct 0.00
5. Ded For Fica W/H ? N
6. Std Ded % Of Grs Pay 0.000
7. Adjustment To Std Ded 0.00
8. Min Std Ded Amt 0.00
9. Max Std Ded Amt 0.00
10. Yearly W/H Allowance 0.00
11. Credit Per Exemption 0.00
12. Max Wages For Std Deduction 0.00
13. Max Fwt To Deduct 0

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJJ PRTAXMNT

State/City Tax Code File (City-Screen # 3)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

State Tax Code: LA LA City Tax
Table Id Code: 1 LA

	Over	Tax-Amt	Plus-%		Over	Tax-Amt	Plus-%
1.	0	0.00	2.000	9.	0	0.00	0.000
2.	0	0.00	0.000	10.	0	0.00	0.000
3.	0	0.00	0.000	11.	0	0.00	0.000
4.	0	0.00	0.000	12.	0	0.00	0.000
5.	0	0.00	0.000	13.	0	0.00	0.000
6.	0	0.00	0.000	14.	0	0.00	0.000
7.	0	0.00	0.000	15.	0	0.00	0.000
8.	0	0.00	0.000	16.	0	0.00	0.000

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJJ PRTAXMNT

State/City Tax Code File (City-Screen # 4)

State/City Tax Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

City Tax Code: LA LA City Tax

* 1. Table Id
 2. Description
 3. Calculation Method
 4. % Of Fwt To Deduct
 5. Ded For Fica W/H ?
 6. Std Ded % Of Grs Pay
 7. Adjustment To Std Ded
 8. Min Std Ded Amt
 9. Max Std Ded Amt
 10. Yearly W/H Allowance
 11. Credit Per Exemption
 12. Max Wages For Std Deduction
 13. Max Fwt To Deduct

Enter New Table Or Press "F12" To End

NETcellent System, Inc. (32-bit) 001 RAH BJJ PRTAXMNT

State/City Tax Code File (City-Screen #5)

STATE / CITY TAX CODES FILE PRINT - OUT

** City Tax Codes **

City Tax Code: CL Columbus

Tax Rpt Id No 123444
 Tax Liab Acct 02160-00000-00000 City Withholding Liability
 Supp Earn W/H % .00 Tax Ot/Spec As Supp? N

City Tax Code: CL	Description	Columbus	OVER	TAX-AMT	PLUS-%
Table Id: 1	Calculation Basis	D Directly On Earnings			
	% Of Fwt To Deduct	.00	0	.00	2.000
	Ded For Fica W/H?	N	0	.00	.000
	Std Ded % Of Grs Pay	.000	0	.00	.000
	Adjustment To Std Ded	.00	0	.00	.000
	Min Std Ded Amt	.00	0	.00	.000
	Max Std Ded Amt	.00	0	.00	.000
	Yearly W/H Allowance	.00	0	.00	.000
	Credit Per Exemption	.00	0	.00	.000
	Max Wages For Std Deduction	.00	0	.00	.000
	Max Fwt To Deduct	0	0	.00	.000
			0	.00	.000
			0	.00	.000
			0	.00	.000
			0	.00	.000

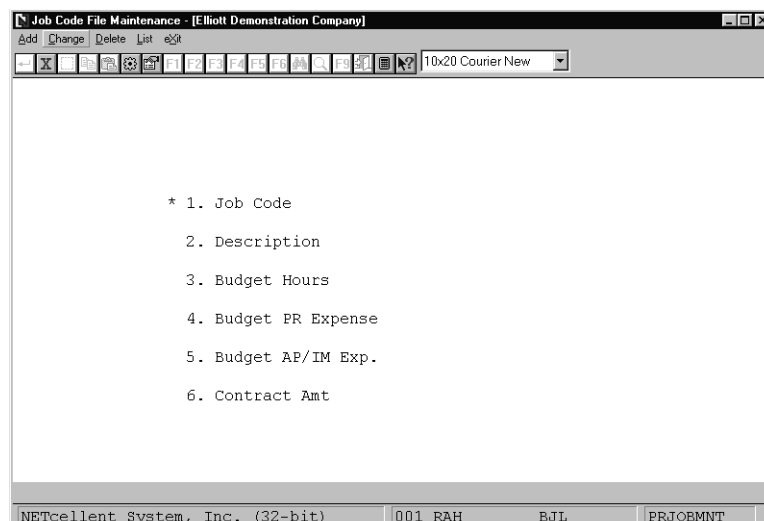
Job Code File Maintenance

Application Overview

A job is a particular project or activity for which you are recording, tracking budgets, expenses and billings. This file is used to keep track of all of the valid job numbers being used and their associated budgets. When new **PR** transactions are entered into the system, the expense amounts can be distributed among any of the jobs, which have been entered into this file.

Run Instructions

Select **Job Code File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



Job Code File Maintenance Entry Screen

The following options are available:

- * Select the desired mode from the **Job Code File** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Job Code	<p>6 alphanumeric characters.</p> <p>Enter the code that you would like to assign to the job being entered.</p> <p>In change and delete mode, press the F7 key to search for job.</p>
2. Description	<p>30 alphanumeric characters.</p> <p>Enter a description of the job, which will make it clear to the operator at a glance whether or not he has entered the correct code.</p>
3. Budget Hours	<p>8 numeric digits with 2 decimal place and optional minus sign (999,999.99-).</p> <p>Enter the number of hours that are budgeted for this job.</p>
4. Budget PR Expense	<p>11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-).</p> <p>Enter the amount of Payroll expenses that are budgeted for this job.</p>
5. Budget AP Expense	<p>11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-).</p> <p>Enter the amount of Accounts Payable expenses that are budgeted for this job.</p>
6. Contract Amount	<p>11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-).</p> <p>Enter the total contract amount for this job.</p>

Date filled out _____ by _____ ADD CHANGE DELETE

JOB CODE FILE MAINTENANCE LOAD SHEET

1. Job Code	_____
2. Description	_____
3. Budget Hours	____, ____ . ____
4. Budget PR Expense	____, ____ , ____ . ____
5. Budget AP Expense	____, ____ , ____ . ____
6. Contract Amount	____, ____ , ____ . ____
1. Job Code	_____
2. Description	_____
3. Budget Hours	____, ____ . ____
4. Budget PR Expense	____, ____ , ____ . ____
5. Budget AP Expense	____, ____ , ____ . ____
6. Contract Amount	____, ____ , ____ . ____
1. Job Code	_____
2. Description	_____
3. Budget Hours	____, ____ . ____
4. Budget PR Expense	____, ____ , ____ . ____
5. Budget AP Expense	____, ____ , ____ . ____
6. Contract Amount	____, ____ , ____ . ____
1. Job Code	_____
2. Description	_____

Job Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Edit

10x20 Courier New

* 1. Job Code CPU-SX

2. Description Personal Computer 386/SX

3. Budget Hours 50.00

4. Budget PR Expense 1,300.00

5. Budget AP/IM Exp. 1,200.00

6. Contract Amt 2,200.00

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJL PRJOBMNT

Job Code File Maintenance

J O B C O D E L I S T					
Job #	Description	Budgeted Hours	Budgeted PR Expenses	Budgeted AP Expenses	Contract Amount
CHEM	Outside Process	1,000.00	5,000.00	5,000.00	10,000.00
CPU-SX	Personal Computer 386/SX	50.00	1,300.00	1,200.00	2,200.00
METL-A	Metal Parts and Finishes	40.00	40.00	40.00	40.00
PC-10A	Production Order (PC-10A)	.00	.00	.00	.00
PC-386	PC-386 Personnel Computer	.00	.00	.00	.00
PC100	Personal Computer (PC100)	.00	.00	.00	.00
6 Job Codes On File		1,090.00	6,340.00	6,240.00	12,240.00

W-2 Information File Maintenance

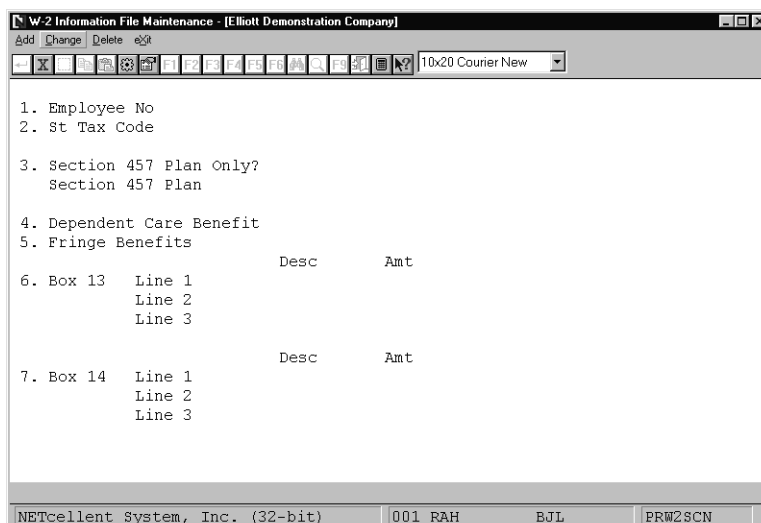
Application Overview

The **W-2 Information File Maintenance** application should be run at the end of the year.

This application allows the user to control what amounts are printed in Boxes 7, 14, 15, 16, 17 and 18 on the W-2 Form for each employee. Box 7 is used if you have answered the restaurant flag in **PR Setup** as Y.

Run Instructions

Select **W-2 Information File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



W-2 Information File Maintenance Entry Screen

The following options are available:

- * Select the desired mode from the **W-2 Information File** menu bar
- * Enter the data requested on the screen To return to the menu bar, press the **ESC** or **F10** key.
To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Employee No	<p>4 numeric digits (9999).</p> <p>The employee number cannot be zero.</p> <p>The employee's name will be displayed to the right of this field.</p> <p>In add, change and delete mode, press the F7 key for employee search by number or press the F8 key for employee search by name.</p>
2. St Tax Code	<p>2 alphanumeric characters.</p> <p>This state tax code must be on the employee's record or the employee's multi state tax record to be valid. This field cannot be left blank.</p> <p>Pressing the F1 key will display the valid state tax codes one at a time.</p>
3. Section 457 Plan Only ?	<p>Y or N.</p> <p>Answer whether or not the distribution to your employee was solely from a section 457 plan or also from a non-section 457 plan.</p>
Section 457 Plan	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>Enter the amount of the distribution from a section 457 plan.</p>
Non-Section 457 Plan	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>Enter the amount of the distribution from a non-section 457 Plan. This field will only appear if field #3 is set to N.</p>
4. Dependent Care Benefit	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>Enter the total amount of dependent care benefits under section 129 paid or incurred by you for your employee including any amount in excess of the \$5000 exclusion. This information will print in Box 15 on the W-2 Form.</p>
5. Fringe Benefits	<p>7 numeric digits with 2 decimal places (99,999.99).</p> <p>Enter the dollar amount of fringe benefits received by the employee for the year. This field will default to the total amount of "Allowance" type permanent deduction/earning codes. This information will print in Box 16 on the W-2 Form.</p>
6. Box 17 Line 1 Line 2 Line 3	<p>1 alphanumeric character.</p> <p>The valid descriptions are:</p> <ul style="list-style-type: none"> A - Uncollected social security tax on tips B - Uncollected Medicare tax on tips C - Cost of group-term life insurance coverage over \$50,000 D - Section 401(k) contributions E - Section 403(b) contributions F - Section 408(k)(6) contributions G - Section 457 contributions H - Section 501(c) contributions J - Sick pay not includible as income K - Tax on excess golden parachute payments

	<p>L - Nontaxable part of employee business expense reimbursements rates</p> <p>M - Uncollected social security tax on cost of group-term life insurance over \$50,000 (former employers only)</p> <p>N - Uncollected Medicare tax on cost of group-term life insurance coverage over \$50,000 (former employers only)</p> <p>The amounts for codes B and D will be automatically calculated and displayed to the screen.</p>
Desc	<p>1 alphanumeric character.</p> <p>3 description fields.</p>
Amt	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>3 amount fields.</p>
7. Box 18 Line 1 Line 2 Line 3	<p>5 alphanumeric characters.</p> <p>Enter the description and amount for each of the three lines. This box is for any other information you wish to provide to your employee or any information that may be required by an individual state, such as OST. Amounts for OST will be automatically calculated and displayed to the screen.</p>
Desc	<p>5 alphanumeric character.</p> <p>3 description fields.</p>
Amt	<p>7 numeric digits with 2 decimal places (99,999.99).</p> <p>3 amount fields.</p>
8. Allocated Tips	<p>7 numeric digits with 2 decimal places (99,999.99).</p> <p>Enter the dollar amount of the tips to be allocated to this employee.</p> <p>A response to this question will only be requested if the employer has been indicated as a restaurant in Payroll Setup. If the employer is not a restaurant, this field will not be displayed. This information will print in Box 7 on the W-2 Form.</p> <p>NOTE: A maximum of three entries are supported for W-2 box 17 and 18. If your organization requires more than three entries for these boxes you must issue a type written W-2 form for the additional entries to the employee. Also, if you are entering information for a secondary state, you will be allowed to enter information for box 18 only.</p>

W-2 Information File Maintenance - [Elliott Demonstration Company]

Add Change Delete Exit

10x20 Courier New

1. Employee No	100	Cooney, Jerry III	
2. St Tax Code	OH		
3. Section 457 Plan Only?	N		
Section 457 Plan	5.00		
Non Section 457 Plan	0.00		
4. Dependent Care Benefit	0.00		
5. Fringe Benefits	0.00		
6. Box 13		Desc	Amt
Line 1	A		5.00
Line 2	B		5.00
Line 3	C		5.00
7. Box 14		Desc	Amt
Line 1	D		5.00
Line 2	E		5.00
Line 3	F		5.00

Field Number ?

NETcellent System, Inc. (32-bit) | 001 RAH | BJL | PRW2SCN

W-2 Information File Maintenance

L and I Code File Maintenance

Application Overview

The **L And I Code File Maintenance** application allows the user to enter information connected with Labor and Industry Codes. L and I codes are used by some states as a form of employee contributed worker's compensation. The information entered in the application will determine how the employee and employer L and I premiums are calculated.

Since regulations vary from state to state, the application allows the user to enter such information as:

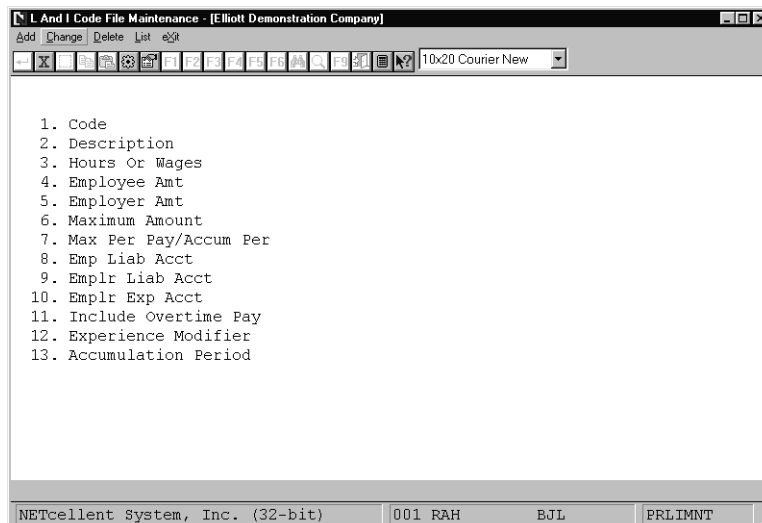
- if premiums are calculated on hours worked or wages earned
- maximum limits on taxable hours/wages
- if overtime/special pay is included in the premium calculation

The user may also enter **G/L** accounts to record employee and employer liabilities and expenses.

The application provides a list function, which will print out all Labor and Industry codes on file, along with all pertinent information about them.

Run Instructions

Select **L And I Code File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



1. Code
2. Description
3. Hours Or Wages
4. Employee Amt
5. Employer Amt
6. Maximum Amount
7. Max Per Pay/Accum Per
8. Emp Liab Acct
9. Emplr Liab Acct
10. Emplr Exp Acct
11. Include Overtime Pay
12. Experience Modifier
13. Accumulation Period

NETcellent System, Inc. (32-bit) 001 RAH BJL PRLIMNT

L And I Code File Maintenance Entry Screen

The following options are available:

- * Select the desired mode from the **L And I Code File** menu bar.
- * Enter the data requested on the screen.

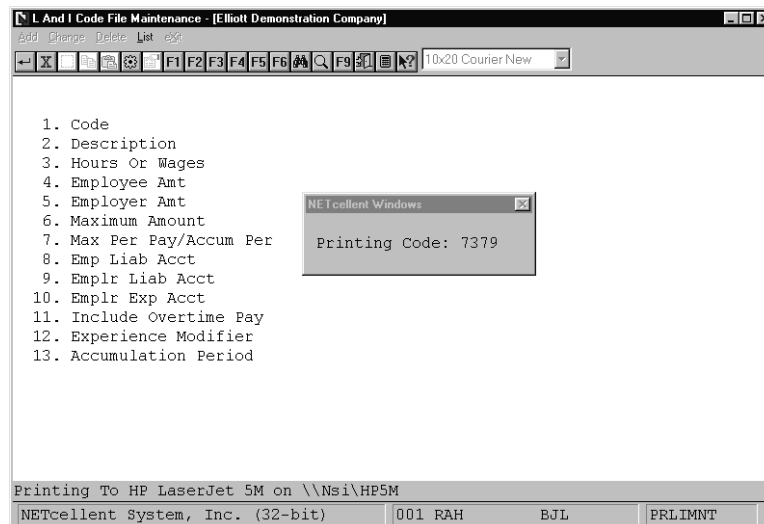
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Code	<p>6 alphanumeric characters.</p> <p>Enter the code, which will represent this Labor, and Industry payroll deduction code. If an employee is flagged for payroll distributions and has multiple employee tax codes on file, the Time Transaction Processing application will prompt the user to enter an L and I code.</p> <p>In change and delete modes, press the F7 key to search for existing L and I codes.</p> <p>During Time Transaction Processing, the default L and I code from the employee's home state will be used as the default.</p>
2. Description	<p>30 alphanumeric characters.</p> <p>Enter a description for this L and I code. This could be the state for which the code applies or a description of the type of work done for this code.</p>
3. Hours Or Wages	<p>1 alphabetic character.</p> <p>This field determines whether an employee's L and I premium is based on hours worked or wages earned.</p> <p>Valid values are:</p> <p>H = Hours Worked W = Gross Wages</p> <p>The value entered in the field will effect how field #11 appears.</p>
4. Employee Amt	<p>8 numeric digits with 5 decimal places and an optional minus sign (999.99999-).</p> <p>Enter the rate at which the employee's L and I premium will be calculated. If field #3 contains an H, this will be the amount per hour. If field #3 contains a W, this will be a percent of all taxable wages earned as determined by field #11.</p> <p>Default is zero.</p>
5. Employer Amt	<p>8 numeric digits with 5 decimal places and an optional minus sign (999.99999-).</p> <p>Enter the rate at which the employer's L and I premium will be calculated. If field #3 contains an H, this will be the amount per hour. If field #3 contains a W, this will be a percent of all taxable wages earned as determined by field #11.</p>

Name	Type and Description
	Default is zero.
6. Maximum Amount	<p>7 numeric digits with 2 decimal places (99999.99).</p> <p>Some states only require that the L and I premium be paid on an individual employee's wages or hours up to a maximum. If this is the case, enter the maximum hours or wages here. This field is not applicable for distributed employees.</p> <p>Note: The period covered by this maximum amount is determined by the value entered in the following field.</p>
7. Max Per Pay/Accum Per	<p>1 alphabetic character.</p> <p>Enter P to have the maximum amount entered in the previous field be per pay period. Enter A to have the maximum amount be per the accumulation period entered in field #13.</p>
8. Emp Liab Acct	<p>An account number in the standard account number format.</p> <p>This is the liability account where all amounts withheld for employee L and I premiums are posted automatically during the posting of payroll checks or manual payroll transactions.</p> <p>Press the F7 key to search for accounts by number or press the F8 key to search for accounts by description.</p>
9. Emplr Liab Acct	<p>An account number in the standard account number format.</p> <p>This is the liability account where all amounts withheld for employer L and I premiums are posted automatically during the posting of payroll checks or manual payroll transactions.</p> <p>Press the F7 key to search for accounts by number or press the F8 key to search by description.</p>
10. Emplr Exp Acct	<p>An account number in the standard account number format.</p> <p>This is the expense account that counterbalances the liabilities account entered in the previous field.</p> <p>Press the F7 key to search for accounts by number or press the F8 key to search by description.</p>
11. Include Overtime Pay	<p>1 alphabetic character.</p> <p>This field controls whether or not overtime and special hours or pay are used in calculating the premiums for this L and I code. If L and I premiums are being calculated on hours worked (see field #3), this field will display as Include Overtime Hours.</p> <p>Valid entries for this case are as follows:</p> <p>R = Regular Hours Only A = All Hours</p> <p>If L and I premiums are being calculated on gross wages (see field #3), this field will display as Include Overtime Pay.</p>

Name	Type and Description
	<p>Valid entries for this case are as follows:</p> <p>B = All Pay Using The Base Rate R = Regular Pay Only A = All Pay</p>
12. Experience Modifier	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is a state-assigned number and represents a percentage by which to multiply the calculated premium. The modifier is based on past experience of claims by employees. It defaults to 100% on initial entry.</p>
13. Accumulation Period	<p>1 alphabetic character.</p> <p>This field controls the length of the period for which L and I wages or hours will be accumulated.</p> <p>Enter Q to accumulate L and I totals on a quarterly basis. Enter A to accumulate L and I on an annual basis.</p> <p>If premiums are being calculated on hours worked, L and I may also be accumulated by pay period. If field #3 contains an H, a P may be entered here to accumulate by pay period.</p>



L And I Code File Maintenance

Maintenance



LABOR AND INDUSTRY CODES LIST

Code	Description	Hr-Or-Wages Include-Ovt Max-Yr/Pay	Emp-Amount Emplr-Amount Max-Amount	Emp-Liab-Account Emplr-Liab-Account Emplr-Exp-Account	Exp-Mod Accum-Per
4101	Printing/Lithography/Engraving	H A	.29530 .08855	02180-00000-00000 Employee Liability Account 02185-00000-00000 Employer Liability Account 05518-00000-00000 Employer Exempt Account	100.00 Q
5474	Painting Waged To 16.99/Hr	W B	.00000 15.31000	02180-10000-00000 *** Account Not On File *** 02185-10000-00000 *** Account Not On File *** 05518-10000-00000 *** Account Not On File ***	102.00 A
5482	Painting Wages Paid From 17.00	W R	.00000 13.09000	02180-10000-00000 *** Account Not On File *** 02185-10000-00000 *** Account Not On File *** 05518-10000-00000 *** Account Not On File ***	102.00 A
7379	New Jersey SUI/Disability	W A Y	.62500 .50000 14,400.00	02180-00000-00000 Employee Liability Account 02185-00000-00000 Employer Liability Account 05518-00000-00000 Employer Exempt Account	100.00 Q

4 Codes On File

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L And I Code History File Maintenance

Application Overview

The **L And I Code History File Maintenance** application allows the user to maintain Labor and Industry code records in the Codes History File. The application will be used most often to make corrections to existing L and I code history records created by the **Post Time Transactions** and **Post Manual Transactions** applications.

The user will be required to enter four fields of information:

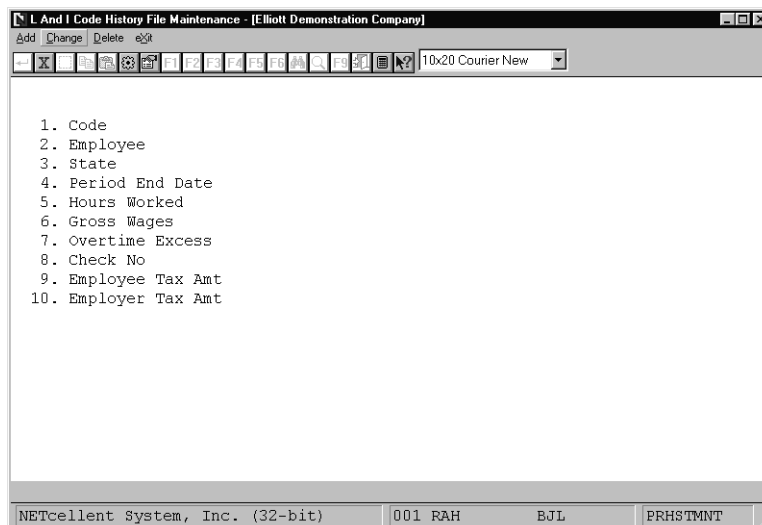
- an L and I code
- an employee number
- a state code
- a pay period ending date

If a record that exactly matches the entered information already exists in the Codes History File, the user may only change or delete that record. If not, the user may add a new record containing that information.

Data contained in the Codes History File may be printed out on the **L And I History Reports** located in the **Payroll History Reports** application.

Run Instructions

Select **L And I Code History File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



L And I Code File Maintenance

The following options are available:

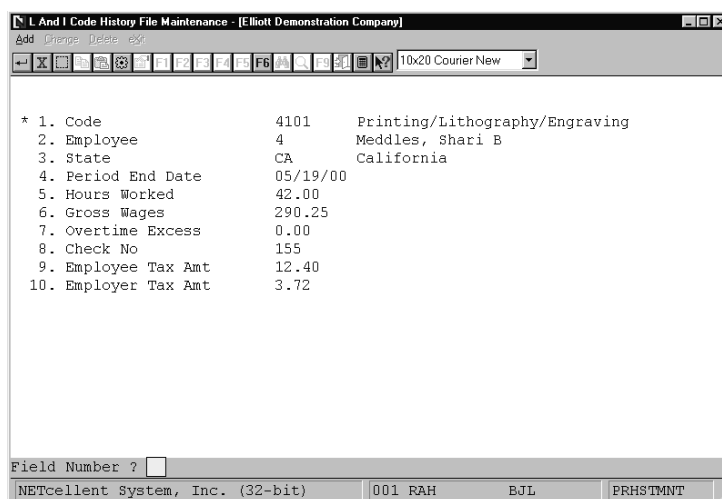
- * Select the desired mode from the **L And I Code History File** menu bar.
- * Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Code	<p>6 alphanumeric characters.</p> <p>Enter the L and I code for which a history record needs to be added, changed or deleted. This code must have already been entered through the L And I Code Maintenance application. The code's description will automatically display.</p> <p>Press the F7 key to search for L and I codes.</p>
2. Employee	<p>4 numeric digits (9999).</p> <p>Enter the number of the employee for whom the L and I record is being kept. The employee's name will automatically display.</p> <p>Press the F7 key to search for employees by number or press the F8 key to search for employees by name.</p>
3. State	<p>2 alphanumeric characters.</p> <p>Enter the state code for which the record is being kept. The state code must have been previously entered in the City/State Tax Code File Maintenance application. The state name will automatically display.</p> <p>Press the F7 key to search for state codes.</p>
4. Period End Date	<p>A date in the standard date format.</p> <p>Enter the ending date of the pay period for which the record is being kept. After this field is entered, the application will search the History Codes File for a record that matches the information entered here in fields 1 through 4.</p> <p>In add mode, if a matching record is already on file, a message will display and the cursor will return to the first field. In change and delete modes, if no matching record is found, the message will display and the cursor will return to the first field.</p> <p>Defaults to the current date.</p>
5. Hours Worked	<p>5 numeric digits with 2 decimal places and an optional minus sign (999.99-).</p> <p>This is the number of hours worked by the employee during the pay period.</p>
6. Gross Wages	<p>8 numeric digits with 2 decimal places and an optional minus sign (999999.99-).</p> <p>This field is the employee's gross wages for the pay period.</p>

Name	Type and Description
7. Overtime Excess	8 numeric digits with 2 decimal places and an optional minus sign (999999.99-). This field is the amount of any excess or overtime wages earned during the pay period.
8. Check No	6 numeric digits (999999). This field is the check number of the employee's paycheck for the pay period.
9. Employee Tax Amt	8 numeric digits with 2 decimal places and an optional minus sign (999999.99-). This field is the amount of the employee's L and I premium for the pay period.
10. Employer Tax Amt	8 numeric digits with 2 decimal places and an optional minus sign (999999.99-). This field is the amount of the employer's L and I premium for the pay period.



* 1. Code 4101 Printing/Lithography/Engraving
 2. Employee 4 Meddles, Shari B
 3. State CA California
 4. Period End Date 05/19/00
 5. Hours Worked 42.00
 6. Gross Wages 290.25
 7. Overtime Excess 0.00
 8. Check No 155
 9. Employee Tax Amt 12.40
 10. Employer Tax Amt 3.72

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJJ PRHSTMNT

L And I Code History File Maintenance

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Shift Code File Maintenance

Application Overview

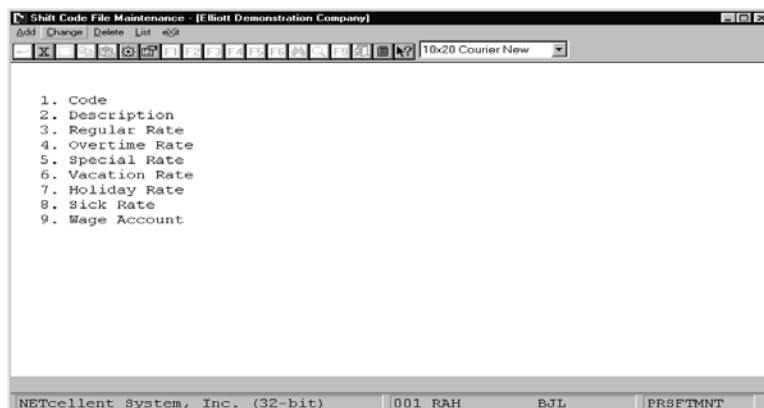
The **Shift Code File Maintenance** application allows the user to create and maintain codes for calculating pay differentials between shifts.

If an hourly employee is flagged for shift differential distributions in the Employee File, the user will have the option of entering a shift code on the distribution screens of the **Time Transaction Processing** and **Manual Transaction Processing** applications. If a code is entered, the hours worked will be multiplied by the rates entered in this application for that code to calculate the shift differential. The results will be recorded in the wage account also entered in this application.

After checks have been printed and transactions are posted, the shift differentials may be printed on the **Shift History Report** located in the **Payroll History Reports** application.

Run Instructions

Select **Shift Code File** from the pull down **PR Maintenance** window. The following screen will then be displayed:



Shift Code File Maintenance Entry Screen

The following options are available:

- * Select the desired mode from the **Shift Code File** menu bar.
- * Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Code	<p>3 alphanumeric characters.</p> <p>Enter a shift code that will be used to track a pay differential in shifts.</p> <p>In change and delete modes, press the F7 key to search for shift codes.</p>
2. Description	<p>30 alphanumeric characters.</p> <p>Enter a description of the shift code that will make it clear to the user which shift it is representing.</p>
3. Regular Amt Rate	<p>7 numeric digits with 4 decimal places and an optional minus sign (999.9999-).</p> <p>Enter the rate that will be multiplied by the employee's regular hours to calculate the shift pay differential. For example, if an employee worked 30 regular hours during the pay period and this field was set to 1.5, the shift amount would be calculated as \$45.</p> <p>Defaults to zero.</p>
4. Overtime Rate	<p>7 numeric digits with 4 decimal places and an optional minus sign (999.9999-).</p> <p>Enter the rate that will be multiplied by the employee's overtime hours to calculate the shift pay differential.</p> <p>Defaults to zero.</p>
5. Special Rate	<p>7 numeric digits with 4 decimal places and an optional minus sign (999.9999-).</p> <p>Enter the rate that will be multiplied by employee's special hours to calculate the shift pay differential.</p> <p>Defaults to zero.</p>
6. Vacation Rate	<p>7 numeric digits with 4 decimal places and an optional minus sign (999.9999-).</p> <p>Enter the rate that will be multiplied by employee's vacation hours to calculate the shift pay differential.</p> <p>Defaults to zero.</p>
7. Holiday Rate	<p>7 numeric digits with 4 decimal places and an optional minus sign (999.9999-).</p> <p>Enter the rate that will be multiplied by the employee's holiday hours to calculate the shift pay differential.</p> <p>Defaults to zero.</p>
8. Sick Rate	<p>7 numeric digits with 4 decimal places and an optional minus sign (999.9999-).</p> <p>Enter the rate that will be multiplied by employee's sick hours to calculate the shift pay differential.</p> <p>Defaults to zero.</p>

Name	Type and Description
9. Wage Account	An account number in the standard account number format. Enter the wage account to be used for recording shift differential amounts.

Shift Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

```

* 1. Code                2
  2. Description          Second Shift
  3. Regular Rate         1.0000
  4. Overtime Rate        1.5000
  5. Special Rate         2.0000
  6. Vacation Rate        0.0000
  7. Holiday Rate         0.0000
  8. Sick Rate            0.0000
  9. Wage Account         05633-00000-00000 Shift Differential
  
```

Field Number ?

NETcellent System, Inc. (32-bit) 001 RAH BJL PRSFTMNT

Shift Code File Maintenance

```

          S H I F T   D I F F E R E N T I A L   C O D E S   L I S T
Shift      Reg-Amt   Ovt-Amt   Spc-Amt   Vac-Amt   Hol-Amt   Sick-Amt
Code      Shift-Account      Description
2         Second Shift
          1.0000    1.5000    2.0000    .0000    .0000    .0000
          05633-00000-00000 Shift Differential

1 Codes On File
  
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Inquiry

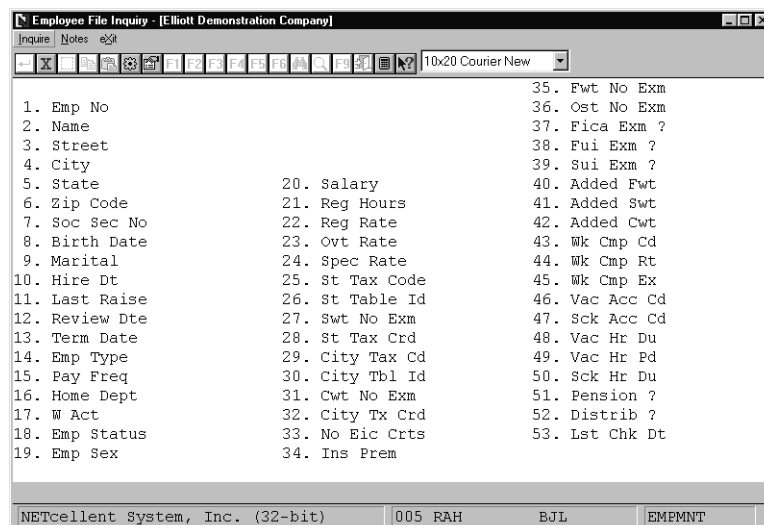
Employee File Inquiry

Application Overview

The **Employee File Inquiry** application enables you to examine the information, and notes that were previously entered into the **Employee File**. This is an inquiry only function.

Run Instructions

Select **Employee File** from the pull down **PR Inquiry** window. The following screen will then be displayed:



1. Emp No		35. Fwt No Exm
2. Name		36. Ost No Exm
3. Street		37. Fica Exm ?
4. City		38. Fui Exm ?
5. State		39. Sui Exm ?
6. Zip Code	20. Salary	40. Added Fwt
7. Soc Sec No	21. Reg Hours	41. Added Swt
8. Birth Date	22. Reg Rate	42. Added Cwt
9. Marital	23. Ovt Rate	43. Wk Cmp Cd
10. Hire Dt	24. Spec Rate	44. Wk Cmp Rt
11. Last Raise	25. St Tax Code	45. Wk Cmp Ex
12. Review Dte	26. St Table Id	46. Vac Acc Cd
13. Term Date	27. Swt No Exm	47. Sck Acc Cd
14. Emp Type	28. St Tax Crd	48. Vac Hr Du
15. Pay Freq	29. City Tax Cd	49. Vac Hr Pd
16. Home Dept	30. City Tbl Id	50. Sck Hr Du
17. W Act	31. Cwt No Exm	51. Pension ?
18. Emp Status	32. City Tx Crd	52. Distrib ?
19. Emp Sex	33. No Eic Crts	53. Lst Chk Dt
	34. Ins Prem	

NETcellent System, Inc. (32-bit) 005 RAH BJL EMPMNT

Employee File Inquiry Entry Screen

The following option is available:

- * View, without the ability to change, basic employee information such as address, Social Security number, tax codes, PTD and YTD figures and notes.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

This application provides an **Inquiry** function only. If you want to add, change or delete any of these fields, use **Employee File Maintenance** in the **Maintenance** pull down window.

Name	Type and Description
1. Emp No	4 numeric digits (9999). The employee number may not be zero. This is the key used throughout the package when referencing a specific employee.
2. Name	28 alphanumeric characters. The employee name is displayed in the format First, Middle, Last or Last, First, Middle.
3. Street	28 alphanumeric characters.
4. City	20 alphanumeric characters.
5. State	2 alphanumeric characters. This displays the usual postal code for the employee's state.
6. Zip Code	10 alphanumeric characters.
7. Soc Sec No	9 numeric digits (999-99-9999). Displays the employee's Social Security Number.
8. Birth Date	A date in the standard date format. Displays the employee's date of birth.
9. Marital	1 alphabetic character. Valid values are: S = Single M = Married H = Head-of-Household This field determines which Federal Tax Table is used in calculating Federal Withholding Tax during the Calculate Payroll application. See Calculate Payroll application for details.
10. Hire Dt	A date in the standard date format.
11. Last Raise	A date in the standard date format. This is the date of the employee's last raise.
12. Review Dte	A date in the standard date format.
13. Term Date	A date in the standard date format. The package will consider the employee terminated if and only if this date is

Name	Type and Description
	non-zero.
14. Emp Type	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>H = Hourly S = Salaried N = Non-Employee</p> <p>An hourly employee is always paid at an hourly rate. The regular pay for a salaried employee is taken to be his salary. If the employee is marked as a non-employee, the package will not allow a regular payroll transaction to be entered for him or her.</p>
15. Pay Freq	<p>1 alphabetic character.</p> <p>One of the following frequencies is displayed.</p> <p>D = Daily (also called Miscellaneous by the IRS) W = Weekly B = Bi-weekly S = Semi-monthly M = Monthly Q = Quarterly</p>
16. Home Dept	<p>4 alphanumeric characters.</p> <p>Displays the employee's home department number. This information is used as a key in various payroll reports to give a breakdown of wages and deductions, etc. by department. Changes to the department number are not allowed if time transactions are on file for the employee.</p>
17. W Acct	<p>An account number in the standard account number format.</p> <p>Displays the employee's wage account number. This is entered via the P/R Account File application. This is used as a default account number by the Time Transaction Processing application and the Manual Transaction Processing application when distributing pay for an employee. The second and third portions or subaccount numbers of this wage account is used as the subaccount number whenever an expense account number is specified from any of the control files.</p>
18. Emp Stat	<p>1 alphabetic character.</p> <p>Displays one of the following entries.</p> <p>A = Active I = Inactive H = Hold</p> <p>During time entry, the system checks the status of the employee.</p>
19. Emp Sex	<p>1 alphabetic character.</p> <p>This is a reference field only.</p> <p>M = Male F = Female</p>

Name	Type and Description
20. Salary	<p>8 numeric digits with 2 decimal places (999,999.99).</p> <p>If the employee is not type S (salaried), this field will be empty. Otherwise, the employee's regular hourly rate is calculated providing a basis for the overtime and special hourly rate calculations. The salary amount should be the salary for the employee's pay frequency.</p>
21. Reg Hrs	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is the number of hours in this employee's regular pay period. It defaults to the number of hours in the period as specified on Payroll Setup, but may be overridden by a manual entry (if the employee is part-time, for example).</p>
22. Reg Rate	<p>6 numeric digits with 3 decimal places (999.999).</p> <p>This field displays the hourly rate for the employee. If the employee is salaried, the regular hourly rate will default to the employee's salary divided by the number of regular hours for the employee.</p>
23. Ovt Rate	<p>6 numeric digits with 3 decimal places (999.999).</p> <p>Displays the employee's overtime-hourly rate. It references the regular hourly rate times the overtime factor as given in Payroll Setup.</p>
24. Spec Rate	<p>6 numeric digits with 3 decimal places (999.999).</p> <p>Displays the employee's special hourly rate. It references the regular hourly rate times the special pay factor as given in Payroll Setup.</p>
25. St Tax Code	<p>2 alphanumeric characters.</p> <p>This field displays the State Tax code entered via the State/City Tax Code File application.</p>
26. St Table	<p>1 alphabetic character.</p> <p>This identifies the particular table for the State Tax code in 25 above that is used for this employee. It must already have been entered via the State/City Tax Code File application.</p>
27. Swt Exm	<p>2 numeric digits with no decimal places (99), or 7 numeric digits with 2 decimal places (99,999.99).</p> <p>This field displays either the number of exemptions for SWT for this employee when the SWT No Exm description is displayed, or the flat dollar amount of the annual exemption, when the Swt \$ EXM appears. This allows flexibility in calculating the state withholding tax for various states. See the Package Overview section entitled State and City Tax Calculations for more information.</p> <p>Values of 98 or 99 in this field have a special significance, in connection with the Added Withholding Tax fields for the employee. If the number of exemptions is entered as 98, no withholding calculations will be done, but the added tax amounts will be treated as percentages, and the amount of tax withheld will be equal to the added tax amount (percent) times the employee's taxable gross pay. (This applies to city and federal withholding also.) If the number of exemptions entered is 99, then the SWT will be equal to the added SWT field. (field 41, screen 1)</p>
28. St Tx Crd	<p>7 numeric digits with 2 decimal places (99,999.99).</p>

Name	Type and Description
	Displays the exact amount of this employee's (annual) state tax credit here.
29. City Tx Cd	2 alphanumeric characters. Displays the City Tax code applicable for this employee.
30. City Table	1 alphanumeric character. This is the counterpart of field 29 above, for the city. It displays the City Table ID applicable for this employee.
31. Cwt Exm	2 numeric digits with no decimal places (99), or 7 numeric digits with 2 decimal places (99,999.99). This is the counterpart of field 27 above, for the city. See the description for field 27.
32. City Tx Crd	6 numeric digits with 2 decimal places (9,999.99). This is the counterpart of field 28 above, for the city. See the description of field 28.
33. No Eic Crts	1 numeric digit (9). The number of EIC certificates (W-5 forms) may be only 0, 1 or 2, depending upon whether the employee alone has filed a W-5 form, or both he and his spouse have filed them (or none were filed). This number is used in the payroll calculation to determine what, if any, earned income credit should be paid to the employee. One certificate means that the employee is single or married and the spouse has not filed a certificate. Two means the employee is married and both spouses have filed a certificate. This number is used in conjunction with the EIC tables previously entered via the Payroll Setup application.
34. Ins Prem	6 numeric digits with 2 decimal places (9,999.99). The premium for term insurance in excess of \$50,000 given to the employee by the employer. The term insurance premium displayed here prints in the appropriate box on the year-end W-2 form, and will be included in the wages, tips, and other compensation on that form.
35. Fwt No Exm	2 numeric digits (99). This is the number of exemptions claimed by the employee on his W-4 form. The values 98 and 99 have special significance as described for field 27 above.
36. Ost No Exm	2 numeric digits (99). This is the number of exemptions claimed by the employee for other state tax. The Payroll package as received from NETcellent System, Incorporated performs no calculations using this field. If it is required by the employee's OST state calculation method, coding modifications must be made.
37. Fica Exm ?	Y or N. If the employee is marked as exempt from FICA, the payroll tax calculation will withhold no FICA for the employee, nor will any employer FICA liability be calculated for this employee.

Name	Type and Description
38. Fui Exm ?	<p>Y or N.</p> <p>Defaults to N.</p> <p>FUI and SUI liability are shown on the Quarterly Payroll Report and the PR Distribution to G/L Report. The percentage and cut-off values for Federal are given in Payroll Setup, while for State they are given on the State/City Tax Code record that corresponds to the Employee's State Tax code.</p> <p>If an employee is exempt from either of these, the employer's FUI and SUI liability for this employee will be zero.</p>
39. Sui Exm ?	<p>Y or N.</p> <p>Defaults to N.</p> <p>See the comments for field 38 above.</p>
40. Added Fwt	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>The added withholding tax amount will be added to the calculated withholding tax amounts by the payroll calculation program, to arrive at the final amount of tax to be withheld for the employee.</p> <p>The added withholding tax amount has a special significance if the corresponding number of exemptions for that tax is either 98 or 99. See the comments for field 27 above.</p>
41. Added Swt	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>See the comments for field 40 above.</p>
42. Added Cwt	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>See the comments for field 40 above.</p>
43. Wrk Cmp Cd	<p>5 alphanumeric characters.</p> <p>This is the Worker's compensation code for this employee. The system will track the worker's compensation expense for a group of employees if you associate the same code for them.</p>
44. Wrk Cmp Rt	<p>6 numeric digits with 4 decimal places (99.9999).</p> <p>This is the rate at which the worker's compensation premium is calculated for this employee. It will be an amount per hour (for all hours worked) or a percent of wages (for all taxable wages received), depending on the Worker's Compensation Calculation Method recorded on the State Tax Code record for this employee's state.</p>
45. Wrk Cmp Ex	<p>Y or N.</p> <p>Ex stands for executive. This field indicates whether or not this employee's wages (or hours) are subject to the maximum Amount field recorded on the State Tax Code record for this employee's state. (See the Package Overview section entitled Worker's Compensation for more information on this.)</p>
46. Vac Ac Cd	<p>1 alphabetic character.</p>

Name	Type and Description
	<p>Valid values are: A, B, C, D, E, F.</p> <p>This is the Vacation Hours Accrual code for the employee. It must correspond to one of the codes recorded in Payroll Setup. If this field is left blank, no accruing of vacation hours will be done for this employee, and any desired vacation hours due must be entered manually.</p>
47. Sck Ac Cd	<p>1 alphabetic character.</p> <p>Valid values are: A, B, C, D.</p> <p>This is the Sick Hours Accrual Code, which must correspond to one of the codes recorded in Payroll Setup. As for the Vacation Accrual code above, if this field is left blank, no sick hours will be automatically accrued for this employee.</p>
48. Vac Hr Du	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is the number of vacation hours currently due to this employee, not including any hours that have already been taken.</p>
49. Vac Hr Pd	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is the number of vacation hours that have already been taken by this employee for the current calendar year only.</p>
50. Sck Hr Du	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is the number of sick hours currently due to this employee, not including any sick hours already taken.</p>
51. Pension ?	<p>Y or N.</p> <p>Whether or not the employee is part of a pension plan is indicated in the appropriate box on the year-end W-2 form, according to the response to this question.</p>
52. Distrib	<p>Y, N or S.</p> <p>If you have indicated N (never distribute) as the response to the Distribute Pay? question in the Payroll Setup application, this field will automatically default to N. If, however, your response to the Distribute Pay? question was A (always distribute) or S (selectively distribute), you may enter either a Y, N or S to distribute with Shift code) in this field.</p> <p>Y = Pay distribution to G/L N = No pay distribution to G/L S = Pay distributed to G/L with shift differential</p>
Distrib (continued)	<p>For more information on shift differential, refer to the Shift Code File Maintenance section of this manual.</p> <p>Note: In the Generate Standard Payroll function, in the Time Transaction Processing submenu, a standard payroll transaction will only be generated for those employees that have an N response in this field when the Payroll Setup Distribute flag is set to S (selectively distribute). Payroll transactions for employees that use detailed distribution to General Ledger must be entered individually.</p>
53. Lst Ck Dt	<p>This is the last date that a payroll check was issued to this employee. This field will be updated automatically during the Post Payroll Checks application.</p>

54. Tip Cr ?	<p>Y or N.</p> <p>Defaults to N.</p> <p>This indicates whether or not the employee is eligible for tip credit.</p> <p>Note: A response to this question is only requested if the employer has been indicated as a restaurant in Payroll Setup. If the employer is not a restaurant, this field will not be displayed.</p>
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Second Screen

Name	Type and Description
1. Savings Bond Ded	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>This is the savings bond deduction, if any, taken for this employee.</p>
2. Frequency	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>D = Daily W = Weekly B = Bi-Weekly M = Monthly S = Semi-Monthly Q = Quarterly</p>
Frequency (continued)	<p>The frequency for taking of the deductions, or adding in a permanent earning, must be one of the valid pay frequencies. The default is the employee's regular pay frequency (field 15 on screen 1).</p> <p>If the deduction/earning frequency is specified as more frequent than the employee's pay frequency, the deduction/earning will still only be taken when the employee is paid. So, effectively, the deduction/earning frequency cannot really be more frequent than the employee's pay frequency.</p> <p>Note that if the amount for a particular deduction is skipped (or entered as zero), then the other screen items related to that deduction will be bypassed during entry.</p>
3. Bond Size	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>The savings bond size should not be the face value of the bond, but its purchase price. If, during a particular payroll run, the savings bond deduction when added to the savings bond balance held becomes equal to or greater than the savings bond size, the Savings Bond Register (which is printed automatically after payroll checks are printed) will show a bond is due for this employee, and the savings bond balance held will be reduced by the savings bond size when the payroll check is posted.</p>
4. Balance	<p>6 numeric digits with 2 decimal places and an optional minus sign (9,999.99-).</p> <p>This is the balance already accumulated by the employee for purchase of a savings bond.</p>
5. Union Deduction	<p>6 numeric digits with 3 decimal places (999.999) or 2 decimal places (9,999.99).</p>

Name	Type and Description
	<p>There are three types of union deductions allowed by the Payroll package:</p> <ol style="list-style-type: none"> 1. a dollar amount per hour of work reported (for regular hours, overtime hours and special hours); 2. a percentage of gross wages (regular pay + overtime pay + Special pay); or, 3. a fixed amount per pay period.
6. Frequency	<p>1 alphabetic character.</p> <p>See the comments for field 2 above.</p>
7. Union Account No	<p>An account number in the standard account number format.</p> <p>The Union Deduction General Ledger account must already have been entered into the G/L Account File through the PR Account File application.</p> <p>A Union Deductions Report is available on request via the Employee Report application, which summarizes union deductions by union deduction G/L account number.</p>
8. Loan Deduction	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>This field displays the amount of the loan deduction.</p>
9. Frequency	<p>1 alphabetic character.</p> <p>See the comments for field 2 above.</p>
10. Balance Due	<p>7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-).</p> <p>The loan balance due and the garnish balance due are automatically adjusted for any loan or garnish deductions taken, by both the Print Payroll Checks application and the Manual Transaction Processing applications.</p>
11. Garnish Ded	<p>6 numeric digits with 2 decimal places (9,999.99) or 3 decimal places (999.999).</p> <p>This field displays a garnish deduction as a fixed amount or a percent of gross pay or net pay.</p>
12. Frequency	<p>1 alphabetic character.</p> <p>See the comments for field 2 above.</p>
13. Balance Due	<p>7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-).</p> <p>See the comment for field 10 above.</p>

Fields 14-37

Name	Type and Description
14, 17, 20, 23, 26, 29, 32, 35 D/E Code 1 - 8	2 alphabetic characters. This is the deduction/earning code and must already exist as a valid code on the Deduction/Earning Code File .
15, 18, 21, 24, 27, 30, 33, 36 Amount	6 numeric digits with 2 decimal places (9,999.99) or 3 decimal places (999.999). This is the amount of the deduction/earning to be taken, or the percentage deduction/earning to be taken.
16, 19, 22, 25, 28, 31, 34, 37 Frequency	1 alphabetic character. See the comments for field 2 above.

Third Screen

Name	Type and Description
1. Ptd Rg Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of regular hours worked for the period.
2. Ptd Ot Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of overtime hours worked for the period.
3. Ptd Sp Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of special hours worked for the period.
4. Ptd Sk Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of sick hours taken for the period.
5. Ptd Sk Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of sick pay paid for the period.
6. Ptd Ot Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total over time wages paid for the period.
7. Ptd Excess Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total excess pay paid by the employer to meet federal minimum wage requirements for the period.
8. Qtd Gross	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total wages plus earnings paid for the quarter so far.

9. Qtd Ot Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total overtime wages paid for the quarter.
10. Qtd Fica Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total taxable FICA wages paid for the quarter.
11. Qtd Fwt Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for federal withholding taxes for the quarter.
12. Qtd Swt Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for state withholding taxes for the quarter.
13. Qtd Cwt Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for city withholding taxes for the quarter.
14. Qtd Fui Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for federal unemployment taxes for the quarter.
15. Qtd Sui Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for state unemployment taxes for the quarter.
16. Qtd Ost Tx Grs	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the taxable wages for other state tax withholding taxes for the quarter.
17. Qtd Fica	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of FICA withheld for the quarter to date.
18. Qtd Fwt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of federal tax withheld for the quarter to date.
19. Qtd Eic	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of all earned income credit payments made to the employee for the quarter to date.
20. Qtd Swt	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of regular state tax withheld for the quarter to date.
21. Qtd Ost	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of other state tax withheld for the quarter to date.
22. Qtd Cwt	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of city tax withheld for the quarter to date.
23. Qtd Rg Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of regular hours worked for the quarter to date.
24. Qtd Ot Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-).

	This is the number of overtime hours worked for the quarter to date.
25. Qtd Sp Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of special hours worked for the quarter to date.
26. Qtd Sk Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of sick hours taken for the quarter to date.
27. Qtd Sk Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of sick pay paid to the employee for the quarter to date.
28. Qtd Wk Wrk	4 numeric digits with 2 decimal places and an optional minus sign (99.99-). This is the number of weeks worked for the quarter to date.
29. Qtd Emplr Fica	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of the employer taxable gross pay for FICA taxes for the quarter to date.

Fields 30-33

The screen items for quarter-to-date meals, tips and tip credit will only be displayed if the employer is a restaurant (as indicated in **Payroll Setup**).

Name	Type and Description
30. Qtd Meals	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the value of all meals given to the employee for the quarter to date.
31. Qtd Tips	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the value of all tips reported for the employee for the quarter to date.
32. Qtd Tp Cr	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of all tip credit to the employee for the quarter to date.
33. Qtd Excess Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the total excess pay paid by the employer to meet federal minimum wage requirements for the quarter to date.

Fourth Screen

Name	Type and Description
1. Ytd Gross	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the total wages plus earnings paid for the year to date.
2. Ytd Ot Pay	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-).

Name	Type and Description
	This is the total overtime wages paid for the year to date.
3. Ytd Fica Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the total taxable FICA wages paid for the year to date.
4. Ytd Fwt Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for federal withholding taxes for the year to date.
5. Ytd Swt Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for state withholding taxes for the year to date.
6. Ytd Cwt Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for city withholding taxes for the year to date.
7. Ytd Fui Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for federal unemployment taxes for the year to date.
8. Ytd Sui Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for state unemployment taxes for the year to date.
9. Ytd Ost Tx Grs	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the taxable wages for other state tax withholding taxes for the year to date.
10. Ytd Fica	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of FICA withheld for the year to date.
11. Ytd Fwt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of federal tax withheld for the year to date.
12. Ytd Eic	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of all earned income credits paid to the employee for the year-to-date.
13. Ytd Swt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the amount of regular state tax withheld for the year to date.
14. Ytd Ost	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of other state tax withheld for the year-to-date.
15. Ytd Cwt	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of city tax withheld for the year to date.
16. Ytd Rg Hrs	6 numeric digits with 2 decimal places and an optional minus sign (9,999.99-). This is the number of regular hours worked for the year to date.

17. Ytd Ot Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of overtime hours worked for the year to date.
18. Ytd Sp Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of special hours worked for the year to date.
19. Ytd Sk Hrs	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the number of sick hours taken for the year to date.
20. Ytd Sk Pay	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of sick pay paid for the year to date.
21. Ytd Wk Wrk	4 numeric digits with 2 decimal places and an optional minus sign (99.99). This is the number of weeks worked for the year to date.
22. Ytd Sv Bnd	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of savings bond deduction taken for the year to date.
23. Ytd Union	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of union deduction taken for the year to date.
24. Ytd Loan	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of loan deduction taken for the year to date.
25. Ytd Garn	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of garnish deduction taken for the year to date.
26. - 33. Ytd D/E-1 Ytd D/E-8	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-).
Ytd D/E-1 Ytd D/E-8 (continued)	Each of these fields is the total amount of the corresponding permanent deduction or earning defined by fields 14-37 on the second screen. Note that the accumulation is done on a corresponding basis. That is, deduction/earning 1 is accumulated into the YTD D/E1 field, etc. If one of these deductions or earnings is changed during the course of the year, the new deduction or earning will accumulate into the same Year-to-Date field as the old one. Therefore, if you change such a deduction or earning, you should record manually the accumulated value for the old deduction and then manually set the accumulation field to zero.

Fields 34-36

The temporary Year-to-Date Deductions and Earnings fields include all temporary amounts entered during the **Time Transaction Processing** and **Manual Transaction Processing** applications.

If the employer is a restaurant, meals and reported tips will not be included in these amounts. Even though they may be entered as temporary earnings, they will be included only in the Year-to-Date fields specifically designated for them.

Name	Type and Description
34. Ytd T/D	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the accumulated amount of all temporary deductions taken for the year to date.
35. Ytd T/Te	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of all temporary taxable earnings paid for the year to date.
36. Ytd T/Nte	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the total amount of all temporary non-taxable earnings paid for the year to date.
37. Wc Accum	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the accumulated eligible wages or hours for calculating the worker's compensation premium due for the employee. The length of time for accumulation is also defined in the State Tax Code record. It represents hours or wages, depending on the calculation method indicated for workers compensation on the State Tax Code record for the employee's state. See the Package Overview section entitled Worker's Compensation for more details on this.
38. Ytd Emplr Fica	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the amount of the employer taxable gross pay for FICA taxes for the year to date.

Fields 39-42

The screen items for year-to-date meals, tips and tip credit will only be displayed if the employer is a restaurant (as indicated in **Payroll Setup**).

Name	Type and Description
39. Ytd Meals	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the value of all meals given to the employee for the year to date.
40. Ytd Tips	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). This is the value of all tips reported for the employee for the year to date.
41. Ytd Tp Cr	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-).

	This is the amount of all tip credit credited to the employee
42. Ytd Excess Pay	<p>8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-).</p> <p>This is the total excess pay paid by the employer to meet federal minimum wage requirements for the year to date.</p>

Employee Notes

Name	Type and Description
Employee No	<p>4 alphanumeric digits (9999).</p> <p>Enter the employee number that is the subject of your inquiry. Press the F7 key to search by employee name or F8 to search by employee number.</p>
Note	<p>5 lines of 30 alphanumeric characters.</p> <p>These fields display notes that were previously entered into the Employee File.</p>
Date	<p>A date in the standard date format.</p> <p>Displays the date relative to this employee note entry.</p>
Amount	<p>9 numeric digits with 2 decimal places.</p> <p>Displays the amount relative to this employee note entry.</p>

Employee File Inquiry - [Elliott Demonstration Company]

Inquire 1005-85

10x20 Courier New

*1. Emp No	1	35. Fwt Exm	1
2. Name	Jones, James S.	36. Ost Exm	0
3. Street	123 Ohio Street	37. Fica Exm?	N
4. City	Columbus	38. Fui Exm ?	N
5. State	OH	39. Sui Exm ?	N
6. Zip Cd	43215-8910	40. Add Fwt	0.00
7. Soc Sec No	989-03-9231	41. Add Swt	0.00
8. Birth Dt	07/22/53	42. Add Cwt	0.00
9. Marital	S	43. Wk Cmp Cd	OH01
10. Hire Dt	05/01/82	44. Wk Cmp Rt	0.0500
11. Lst Raise	01/01/92	45. Wk Cmp Ex	N
12. Review Dt	01/01/92	46. Vac Ac Cd	A
13. Term Dt	/ /	47. Sck Ac Cd	A
14. Emp Type	H	48. Vac Hr Du	12.80
15. Pay Freq	W	49. Vac Hr Pd	0.00
16. Home Dept	A	50. Sck Hr Du	16.00
17. W Act 05025-00000-00000		51. Pension ?	N
18. Emp Stat	A	52. Distrib ?	Y
19. Emp Sex	M	53. Lst Ck Dt	04/30/92
20. Salary			
21. Reg Hrs	40.00		
22. Reg Rate	8.250		
23. Ovt Rate	12.375		
24. Spec Rate	16.500		
25. St Tx Cd	OH		
26. St Table	1		
27. SExm	1		
28. St Tx Crd	0.00		
29. Cty Tx Cd	CL		
30. Cty Table	1		
31. CExm	1		
32. Cty Tx Crd	0.00		
33. No Eic Crt	0		
34. Ins Prem	0.00		

Do You Wish To Display Next Screen ? ☒

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Employee File Inquiry (Screen # 1)

Employee File Inquiry - [Elliott Demonstration Company]

Inquire 1005-85

10x20 Courier New

Emp: 1 Jones, James S.

1. Savings Bond Ded	25.00	20. D/E Code-3	CU Crunion
2. Frequency	W	21. Amount	10.00 Amt
3. Bond Size	187.50	22. Frequency	W
4. Balance	113.00	23. D/E Code-4	C1 Carallw
5. Union Deduction	0.50 Per Hr	24. Amount	25.00 Amt
6. Frequency	W	25. Frequency	W
7. Union Account No	02200-00000-00000	26. D/E Code-5	UW Unitdwy
8. Loan Deduction	10.00	27. Amount	1.00 Amt
9. Frequency	W	28. Frequency	W
10. Balance Due	720.00	29. D/E Code-6	
11. Garnish Ded	5.000 %	30. Amount	0.00
12. Frequency	W	31. Frequency	
13. Balance Due	2,059.40	32. D/E Code-7	
14. D/E Code-1	D2 Shftdif	33. Amount	0.00
15. Amount	2.000 %	34. Frequency	
16. Frequency	W	35. D/E Code-8	
17. D/E Code-2	BC Bluecrs	36. Amount	0.00
18. Amount	5.00 Amt	37. Frequency	
19. Frequency	W		

Inquiry Only Access - No Changes Allowed Press "Return" To Continue ☐

Employee File Inquiry (Screen #2)

Employee File Inquiry - [Elliott Demonstration Company]

Inquire *Notes* *Help*

10x20 Courier New

Emp: 1 Jones, James S.

1. Ptd Rg Hrs	80.00
2. Ptd Ot Hrs	0.00
3. Ptd Sp Hrs	0.00
4. Ptd Sk Hrs	0.00
5. Ptd Sk Pay	0.00
6. Ptd Ot Pay	0.00
7. Not Used	
8. Qtd Gross	1,023.20
9. Qtd Ot Pay	0.00
10. Qtd Fica Tx Grs	1,071.20
11. Qtd Fwt Tx Grs	1,071.20
12. Qtd Swt Tx Grs	1,071.20
13. Qtd Cwt Tx Grs	1,071.20
14. Qtd Fui Tx Grs	1,071.20
15. Qtd Sui Tx Grs	1,071.20
16. Qtd Ost Tx Grs	0.00
17. Qtd Fica	81.94
18. Qtd Fwt	140.53
19. Qtd Eic	0.00
20. Qtd Swt	15.68
21. Qtd Ost	0.00
22. Qtd Cwt	14.42
23. Qtd Rg Hrs	120.00
24. Qtd Ot Hrs	0.00
25. Qtd Sp Hrs	0.00
26. Qtd Sk Hrs	0.00
27. Qtd Sk Pay	0.00
28. Qtd Wk Wrk	2.00
29. Qtd Emplr Fica	1,071.20

Inquiry Only Access - No Changes Allowed Press "Return" To Continue

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Employee File Inquiry (Screen # 3)

Employee File Inquiry - [Elliott Demonstration Company]

Inquire *Notes* *Help*

10x20 Courier New

1. Ytd Gross	2,369.60	22. Ytd Sv Bnd	150.00
2. Ytd Ot Pay	0.00	23. Ytd Union	120.00
3. Ytd Fica Tx Grs	2,513.60	24. Ytd Loan	60.00
4. Ytd Fwt Tx Grs	2,513.60	25. Ytd Garn	62.60
5. Ytd Swt Tx Grs	2,513.60	26. Ytd D/E1	39.60
6. Ytd Cwt Tx Grs	2,513.60	27. Ytd D/E2	30.00
7. Ytd Fui Tx Grs	2,513.60	28. Ytd D/E3	60.00
8. Ytd Sui Tx Grs	2,513.60	29. Ytd D/E4	150.00
9. Ytd Ost Tx Grs	0.00	30. Ytd D/E5	6.00
10. Ytd Fica	192.29	31. Ytd D/E6	0.00
11. Ytd Fwt	322.05	32. Ytd D/E7	0.00
12. Ytd Eic	0.00	33. Ytd D/E8	0.00
13. Ytd Swt	47.04	34. Ytd T/D	0.00
14. Ytd Ost	0.00	35. Ytd T/Te	0.00
15. Ytd Cwt	43.26	36. Ytd T/Nte	0.00
16. Ytd Rg Hrs	280.00	37. Wc Accum	710.60
17. Ytd Ot Hrs	0.00	38. Ytd Emplr Fica	2,513.60
18. Ytd Sp Hrs	0.00		
19. Ytd Sk Hrs	0.00		
20. Ytd Sk Pay	0.00		
21. Ytd Wk Wrk	6.00		

Inquiry Only Access - No Changes Allowed Press "Return" To Continue

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Employee File Inquiry (Screen # 4)

Employee File Inquiry - [Elliott Demonstration Company]

Inquire Notes

35. Fwt No Exm

1. Emp No	Employee No 1	
2. Name	Jones, James S.	
3. Street		
4. City		
5. State	Title Systems Analyst	
6. Zip Code	Education Masters	
7. Soc Sec No	Prof Org Prof. Eng., APICS	
8. Birth Date	Awards DCC - Special Achievement	
9. Marital	Spouses Nm Single	
10. Hire Dt	Sch Vaca 07/04/89	
11. Last Raise	Sch Vac Da 5.00	
12. Review Dte		
13. Term Date	Inquiry Only - Change Not Allowed Press Return	
14. Emp Type	29. City Tax Cd	49. vac Hr Pd
15. Pay Freq	30. City Tbl Id	50. Sck Hr Du
16. Home Dept	31. Cwt No Exm	51. Pension ?
17. W Act	32. City Tx Crd	52. Distrib ?
18. Emp Status	33. No Eic Crts	53. Lst Chk Dt
19. Emp Sex	34. Ins Prem	

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Employee Notes

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Processing

Time Transaction Processing

Application Overview

Time Transaction Processing will utilize an employee's regular hours or salary; overtime, special hours, vacation, holiday and sick hours; supplemental income; temporary deductions and earnings; number of advanced vacation weeks; and number of weeks worked to generate a transaction that represents how much the employee will get paid on his check. Once entered, transactions may be displayed for inquiry, changed or deleted from the file. An edit list showing transactions in order by employee number within department may be printed. A worksheet listing employees due for payment, for selected pay frequencies, may be printed. The user may also generate time transactions automatically for employees whose pay is not normally distributed in detail to different wage accounts.

1. **ADD** provides for the entry of employee time transactions and, if needed, distributions.
2. **CHANGE** provides for the modification of time transactions and distributions.
3. **DELETE** provides for the deletion of time transactions and distributions.
4. **NUM_LIST** prints out a numerical list of the time transactions and distributions on file. The numerical listing is printed automatically by employee number within their respective home department number. Distributions will only be printed if **Payroll Setup** indicates **A** (always) or **S** (selectively) distribute wages.
5. **ALPHA_LIST** prints out an alphabetical list of the time transactions and distributions on file. The listing is printed automatically by employee name within their respective home department number. Distributions will only be printed if **Payroll Setup** indicates **A** (always) or **S** (selectively) distribute wages.
6. **PRINT WORKSHEET** prints out a worksheet of employees by employee number, employee name, or employee number within department number.
7. **GENERATE** creates time transactions for employees whose pay is not manually distributed to **G/L** accounts and their employee status is **A** for active.
8. **LABELS** will print labels for employee time cards which will include pay period ending date, employee name, employee number, the employee's department, and a place for the employee's signature.

Add, Change, and Delete

In change mode, answering **Y** to the Right Trx? question will allow change for the transaction. If the transaction has associated distributions and no changes have been made to the salary, regular hours, overtime hours, special hours, supplemental pay, vacation hours, sick hours, or holiday hours, then the question Do You Wish To Change Distributions? will be asked.

When distributing pay, the operator may enter multiple transactions for the same account and job. This relieves the operator of the responsibility for manually calculating in advance the totals for each combination of account and job.

All entries are made on the top distribution line. When complete, the entry rolls down to the second line. Exit from distribution entry is not allowed until all amounts have been fully distributed, or the entire entry of the **Time Transaction** is aborted and deleted!

The operator may review previous entries at any time by pressing the **F1** key while positioned for entry of the distribution type. Doing this the first time (after at least one entry has been made) will locate and display the first distribution entered and allow the amount to be changed. Entering zero for the amount deletes the distribution. Pressing the **F1** key again will display the next distribution on file and so forth. Users may find it helpful to differentiate wage accounts by profit center designation and make each payroll expense department a separate profit center. Thus, when employees work in other than their home departments, the wage accounts to which the employee's hours or salary are distributed would be for those departments. Only in this manner can departmental payroll expenses be accurately determined. The **PR Distribution to G/L Report** can be used to evaluate these expenses prior to the availability of financial statements for the period.

If an employee is flagged for shift differential distributions in the Employee File, the user will have the option of entering a shift code during entry of distributions. This code will calculate differences in pay rates between shifts. For more information on shift codes, refer to the **Shift Code File Maintenance** section of this manual.

If your state uses Labor and Industry codes for calculating employee contributions to worker's compensation, the user may enter an L and I code following each distribution. This code will calculate the employee and employer L and I premiums for the distribution based on information entered in the **L And I Code File Maintenance** application. For more information, refer to that section of this manual.

For restaurants, reported tips must be entered as temporary earnings. Tip credits are defined, for purposes of this **Payroll** package, as the allowable amounts permitted the employer as a credit against the reported tips. This credit is used to meet the federal minimum wage requirement. The allowable tip credit will be the lesser; of the maximum percentage of the federal minimum wage (this percentage is kept in **Payroll Setup**) times the hours worked, or reported tips.

If the employee does not meet the federal minimum wage requirement the calculate program will automatically generate the excess pay needed for the employee to meet federal minimum wage requirements. A warning message will appear on the payroll register which indicates the calculated excess pay.

Restaurants, in some states, may utilize a portion of the employee's reported tips to meet minimum wage. For that portion so utilized, the employer must contribute FICA and may have to contribute unemployment tax as well. The amount utilized must not exceed the state-determined maximum allowable tip credit and must also not exceed the amount of tips that the employee reported.

Quarter-to-date and year-to-date tips, tip credits, and excess pay are stored in the employee file.

Print Attendance Entry Worksheet

The **Payroll Attendance Entry Worksheet** is designed to assist payroll personnel with the preparation of the payroll. It provides a list of employees for selected pay frequencies with room on the report for calculations and the entry of final amounts.

Generate Standard Payroll

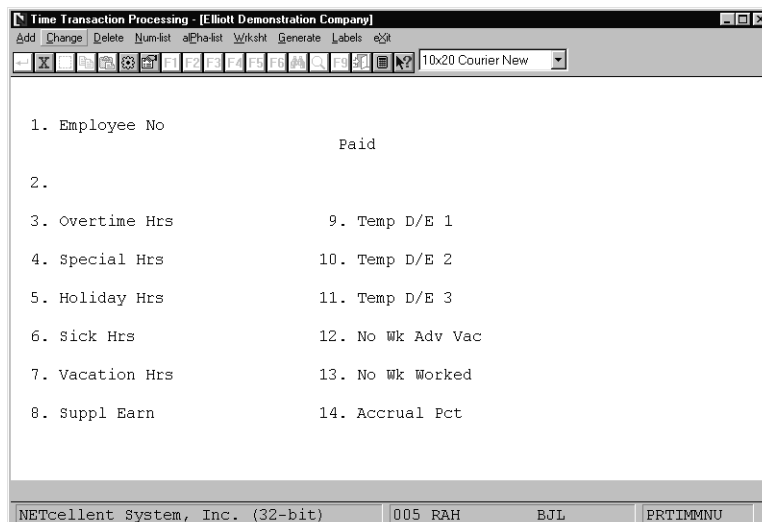
This program generates standard time transactions, which may be edited like any others. If wage account distribution has been selected as Always (in the **Payroll Setup** application) or if there are existing transactions on file then this program cannot be run.

NOTE: Commissions, bonuses, etc. may be paid to an employee by entering an amount in the Supplemental Earnings field on the **Time Transaction Processing** screen. If any other type of pay is included on the same Time Transaction record, then all pay for this time transaction will be taxed in the usual way. However, if the time transaction contains only supplemental earnings, then a separate tax rate (specified in **Payroll Setup** for Federal, and the **State/City Tax Code File** for states and cities) can be used for the supplemental earning. If the Tax OT/SPEC Wage As Suppl Earn? question is answered **Y** and there is only supplemental, overtime, or special pay or any combination of the three without regular pay, the separate tax rate for state will be used to calculate taxes.

No matter what the employee's regular pay frequency is, the number entered in the Number of Weeks Advance Vacation field always refers to a full week of vacation. To give advance vacation pay corresponding to a time period other than a week, you must calculate number of hours and enter it in the Vacation Hours field. This vacation pay will then not appear on a separate check (as does an advance vacation week).

Run Instructions

Select **Time Transaction Processing** from the pull down **PR Processing** window. The following screen will then be displayed:



1. Employee No	Paid
2.	
3. Overtime Hrs	9. Temp D/E 1
4. Special Hrs	10. Temp D/E 2
5. Holiday Hrs	11. Temp D/E 3
6. Sick Hrs	12. No Wk Adv Vac
7. Vacation Hrs	13. No Wk Worked
8. Suppl Earn	14. Accrual Pct

Time Transaction Processing Entry Screen

The following options are available:

- * Select the desired mode from the **Time Transaction Processing** menu bar
- * Enter the data requested on the screen
- * In **Time Transaction** add mode you must first enter the pay period ending date, select which frequencies are applicable for this pay period and enter the number of holiday hours (if any) to take for this pay period. The pay period ending date will remain on file in the **PR Setup** until the checks have been printed and posted. You may end at this point by pressing the **ESC** or **F10** key for the pay period ending date.
- * The distribution of hours and salary will be processed on either of the following conditions: (a) in **PR Setup**, Distribute Pay To **G/L** is **A** (always distribute); (b) in **PR Setup**, Distribute Pay To **G/L** is **S** (selectively distribute), and in the employee's record Distribute is **Y** or **S**. Job number distribution will also be allowed if selected as an option in **PR Setup**. After entering the individual employee information on the screen, the distributions for the hours will be processed on a separate screen. When the total amount of hours or percentage of salary and supplemental pay remaining to distribute are equal to zero then press the **ESC** or **F10** key when the cursor is positioned for entry of the distribution type.
- * In **Time Transaction** add mode, pressing the **F1** key when the cursor is positioned for entry of the employee number will bring up the next hourly or salaried (non-terminated) employee on file within the range of frequencies entered.
- * In **Time Transaction** change or delete mode, pressing the **F1** key when the cursor is positioned for entry of the employee number will bring up the next transaction on file in sequential order. Only one transaction is allowed per employee. Changes are allowed to all fields except the employee number.
- * To **Generate** time transactions, enter the pay period starting and ending dates and select the pay frequencies applicable for this pay period. The pay period dates will remain on file in **Payroll Setup** until payroll checks have been printed and posted. Enter the number of holiday hours to be taken on every employee's time transaction.
- * If **Payroll Setup** has selective (**S**) distribution selected, then the employees on file who have not been selected for distribution and are eligible will be processed. Otherwise, if no distribution has been selected in **Payroll Setup**, all eligible employees on file will be processed. An eligible employee is one who is either hourly or salary on the **Employee File**, not terminated, is an "A" status, and has a pay frequency matching one of the pay frequencies entered.
- * **NOTE:** If there are no employees on file for the selected pay frequencies then an error message is displayed and re-entry of the requested data is permitted.

After the requested data is entered, the question **Are You Sure?** is asked and a response is needed in order to continue processing.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Preliminary Screen of Add Mode

Name	Type	Description
Pay Period Starting Date	A date in the standard date format.	If the pay period starting date is currently on file and transactions have already been entered, then that date will be displayed. Otherwise, the date defaults to the system date.
Pay Period Ending Date	A date in the standard date format.	If the pay period ending date is currently on file and transactions are already on file then that date will be displayed. Otherwise, the date defaults to the system date.
Paying Employees With Pay Frequencies	Up to 6 entries of one alphabetic character each.	<p>Valid entries are:</p> <p>D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly</p> <p>These are the frequencies you wish to allow for this particular data entry run.</p> <p>The entry defaults to All frequencies if the RETURN key is pressed while positioned for entry of the first frequency. Pressing the RETURN key in subsequent fields terminates the entry of frequencies. If an error is made you may blank out the line by pressing the ESC key and then re-enter the data.</p>
Holiday Hours This Period	5 numeric digits, with two decimal places (999.99).	If the pay period includes a holiday, you may enter the number of holiday hours to automatically apply to each employee's time transaction during this entry session. This will be the default value for each employee, and may be manually overridden if desired.

First Screen

Name	Type	Description
1. Employee No	4 numeric digits (9999).	<p>The Employee Number entered must be that of a valid employee. (Non-employees must be paid through Manual Trx Processing or from Accounts Payable.)</p> <p>Terminated employees, employees with "I" or "H" types, and employees with a pay frequency different from those entered may be selected but you will first be warned of their status.</p> <p>Pressing the F1 key while positioned for entry of the employee number in add mode will cause the program to automatically select the next eligible employee. By utilizing this feature you can very quickly locate every non-terminated employee whose pay frequency matches one of those entered.</p>
Employee No (continued)		<p>Pressing the F1 key while positioned for entry of the employee number in change or delete mode will cause the program to bring up the next transaction on file. The transactions are in order by employee number within department number and will be displayed in this manner.</p> <p>Press the F7 key for employee search by name or press the F8 key for employee search by number.</p>
Pay Salary ?	<p>1 alphabetic character or 5 numeric digits, with 2 decimal places (999.99).</p> <p>Y or N, F1, F2</p>	<p>Salaried employees may be paid their standard salary (the default) or, by answering N to the Pay Salary? question, paid for hours worked. For hourly employees you need only enter the hours worked.</p> <p>By pressing the F1 key while positioned for entry of the answer to the Pay Salary? question, the answer will default to Y and the employee's number of weeks worked will default to the number</p>

Name	Type	Description
		of weeks in the period of his pay frequency.
Pay Salary ? (continued)		<p>By pressing the F1 key for entry of regular hours, the employee's regular hours are used as the default and the number of weeks worked defaults to the number of weeks in the employee's pay frequency. The remaining fields are cleared in either of the two cases.</p> <p>If a number of holiday hours was entered on the preliminary screen, these hours will also be automatically inserted, and the adjust salary flag (see next page) will be set to Y for a salaried employee. For an hourly employee, the holiday hours will automatically be subtracted from his regular hours.</p> <p>Pressing the F2 key for entry to either the Pay Salary? question of Regular Hours will clear the transaction fields and the cursor will be positioned for entry of supplemental earnings, eliminating the need to step through each of the intermediate entries.</p>
2. Pay Salary (continued)		<p>By pressing the RETURN key in response to the Pay Salary? question, the answer defaults to Y.</p> <p>The F1 or F2 key default is not used to pay an employee's salary, the question Adjust For Vac, Sick and Hol? will be asked (for salaried employees only). If the employee has vacation, sick or holiday hours for this pay period (as entered later on the screen), his salary will be automatically adjusted for these hours, based on his regular rate of pay. When his pay is distributed (either automatically or manually on the next screen), the amount of salary to be distributed will be reduced by the amount of vacation; sick and/or holiday pay to be paid to him.</p>

Name	Type	Description
		<p>This allows distribution to be done simply, without the user having to calculate manually what the regular portion of the employee's salary is for his pay period.</p> <p>If this question is answer N, then any vacation, sick or holiday pay will be added to the salary entered.</p> <p>The default is Y for this question.</p>
3. Overtime Hrs	5 numeric digits, with 2 decimal places (999.99).	If paid separately and the Tax OT/SPEC Wage As Suppl Earn? question is answered Y , this will be taxed at the flat percentage rate entered for supplemental earnings in the State/City Tax Code File .
4. Special Hrs	5 numeric digits, with 2 decimal places (999.99).	See comments for field three above.
5. Holiday Hrs	5 numeric digits, with 2 decimal places (999.99).	This will automatically default to any value that was entered on the preliminary screen to ADD mode.
6. Sick Hrs	5 numeric digits, with 2 decimal places (999.99).	If the sick hours entered here are greater than the sick hours due as recorded on the employee record, a warning message will be displayed.
7. Vacation Hrs	5 numeric digits, with 2 decimal places (999.99).	If the hours entered here are greater than the vacation hours due as recorded on the employee record, a warning message will be displayed.
8. Suppl Earn	7 numeric digits, with 2 decimal places (99,999.99).	Supplemental Earnings are any non-periodic earnings such as bonuses or unusual commissions. Refer to government literature for more information about what distinguishes supplemental earnings from standard earnings.
8. Suppl Earn (continued)		Supplemental earnings may be paid separately or on the same check with the employee's regular earnings. If paid separately, they will be taxed at the flat percentage rate entered for supplemental earnings in Payroll Setup , and the State/City Tax Code File .

Fields 9, 10 and 11

These are one-time deductions and earnings. An employee's reported tips, and meals given the employee would customarily be entered here because the amount of tips or meals would vary from week to week. Any other deduction or earning that occurs non-periodically or for varying amounts would qualify as a temporary deduction/earning.

The code entered must be defined in the **Deduction/Earning Code** file application. The code's description will display beside the code to allow operator verification of the entry. Pressing the **ESC** key while positioned for entry of the amount will clear the line and allow re-entry of the code.

Name	Type	Description
9, 10, 11. Temp D/E 1, 2 and 3	2 alphanumeric characters.	<p>This is the deduction/earning code, which must already be defined on the Deduction/Earning Code file.</p> <p>Press the F7 key to search for code.</p> <p>6 numeric digits, with 2 decimal places (9,999.99). This is the amount of temporary deduction or earning.</p> <p>Before tax deductions or allowances may not be used as a temporary deduction or earning. These codes must be used as permanent employee deductions or earnings.</p>
12. No Wk Adv Vac	1 numeric digit (9).	<p>This is the number of full weeks of advanced vacation pay to give to the employee, in addition to his regular pay.</p> <p>The number of hours in a week is taken from the value in Payroll Setup. Each full vacation week paid to the employee will appear on a separate check.</p> <p>If the advance vacation weeks plus the vacation hours, on this time transaction, exceed the vacation hours due to this employee, a warning message is displayed.</p>
13. No Wk Worked	4 numeric digits, with 2 decimal places (99.99).	<p>Enter the number of weeks for which the employee is being paid. For example, if the employee is paid weekly, the correct entry would be 1; if paid monthly the correct entry would be 4.33. This</p>

Name	Type	Description
		field is calculated automatically when the F1 key default is taken for entry #2 or when the RETURN key is pressed when the cursor is positioned for entry of this field. Data entered here is for reporting purposes only.
14. Accrual Pct	5 numeric digits with 2 decimal places (999.99).	<p>Enter the percent of the employee's pay to be accrued for the current financial period. The remainder will be accrued for the following period. For example, if the pay period runs Monday through Friday and the month ends on Tuesday, 40% would be accrued to the current month and 60% would be accrued to next month.</p> <p>Defaults to 100% if no previous transactions have been entered. Otherwise, defaults to the previously entered percent.</p>

Distribution Screen

Name	Type	Description
Type	1 alphabetic character.	<p>The types defined in a menu on the screen are:</p> <p>R = Regular Hours S = Salary O = Overtime Hours X = Special Hours V = Vacation Hours H = Holiday Hours K = Sick Hours P = Supplemental Pay</p>
Account	An account number in the standard account number format.	<p>The account entered here must be a valid account as via G/L Account File Maintenance. The default value for this account is the employee's wage account, for regular, overtime and special hours, and salary and supplemental pay. For vacation, holiday and sick hours, the account number is obtained by combining the main account number specified in Payroll Setup, with the subaccount of the employee's wage account. The default account is always dis-</p>

Name	Type	Description
		<p>played automatically and may be overridden manually.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.</p>
Job-No	6 alphanumeric characters.	<p>Any job number entered must be on the Job file. Job numbers can only be entered if the use of job numbers has been selected in Payroll Setup. The job number will not be requested if job numbers are not being used in this Payroll package.</p> <p>Press the F7 key to search for Job.</p>
Shop-#	6 alphanumeric characters.	<p>This field and the next one will only appear if PR Setup is set to use job numbers and the Job Costing package is in use.</p> <p>If the distribution is assigned a job number, the user has the option to enter a shop order number to associate the distribution with a specific shop order. This allows for more accurate tracking of payroll expenses. The shop order number entered must be on file in Job Costing under the job number entered in the previous field.</p>
Op-#	4 numeric digits.	<p>If a job number and a shop order number have been entered, the user must enter an operation number that is on file in Job Costing under the previously entered job and shop order numbers. If these conditions are not met, a message will display and the cursor will return to the Shop-# field.</p>
Hrs-Or-%	5 numeric digits, with 2 decimal places and optional minus sign (999.99-).	<p>This will be a percent for a salary type or supplemental pay type distribution. Otherwise, it will be hours. Pressing the F1 key will default the amount to the total amount remaining to be distributed for that distribution type. Enter a zero amount in Change mode to delete the</p>

Name	Type	Description
		particular distribution.
Shift Differential	3 alphanumeric characters.	<p>This field will appear on a pop-up window only if the employee is flagged for shift differential distributions in the Employee File.</p> <p>Enter a valid shift code to calculate a shift differential for the employee. If no shift differential needs to be calculated, leave the field blank.</p> <p>Press the F7 key to search for shift codes.</p>
Rate	6 digits, with 3 decimal places (999.999).	<p>This entry is only requested for hour type distributions (not for salary or supplemental pay).</p> <p>Pressing the F1 key defaults to the employee's regular rate, for regular, holiday, vacation and sick hours; to the employee's overtime rate, for overtime hours; and to the employee's special rate, for special hours.</p>
L And I Code	6 alphanumeric characters.	<p>If the employee is flagged as distributed in the Employee File, and the employee's home state has a L and I code on file, you will be prompted to enter an L and I code.</p> <p>Enter a valid labor and industry code to calculate employee and employer premiums for this distribution. If no L and I premium needs to be calculated, leave the field blank.</p> <p>L and I codes are not supported for any secondary states the employee has in the Employee Tax Code File.</p> <p>Press the F7 key to search for L and I codes.</p>

Worksheet

Name	Type	Description
Print Employees With Pay Frequencies	Up to 6 entries of 1 alphabetic character each.	<p>Valid entries are:</p> <p>D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly</p> <p>The entry defaults to All frequencies if the RETURN key is pressed while positioned for entry of the first frequency. Pressing the RETURN key in subsequent fields terminates the entry of frequencies. If an error is made you may blank out the line by pressing the ESC key then re-enter the data.</p>
Number Of Distribution Lines To Print	1 numeric digit.	If Payroll Setup allows account distribution you will be asked to enter the number of distribution lines to print. This refers to the number of blank lines you wish printed on the worksheet to allow for entry of distribution data. See the Time Entry Worksheet Report Format for an example at the end of this section.
Print Pay Rates For Employee Types ?	1 alphabetic character.	<p>Valid entries are:</p> <p>H = Hourly/Non S = Salary B = Both Hourly/Non & Salary N = None</p> <p>Defaults to N.</p>

Generate

Name	Type	Description
Pay Period Ending Date	A date in the standard date format.	If the pay period ending date is currently on file then the date will be displayed.
Paying Employees With Pay Frequencies	Up to 6 entries of 1 alphabetic character.	These are the frequencies you wish to allow for this particular run.

Name	Type	Description
		<p>When generating a standard payroll, only employees with frequencies that match those entered will have payroll transactions created.</p> <p>The entry defaults to All frequencies if the RETURN key is pressed while positioned for entry of the first frequency. Pressing the RETURN key in subsequent fields terminates the entry of frequencies. If an error is made you may blank out the line by pressing the ESC key then re-entering the data.</p>
Holiday Hours this Period	5 numeric digits, with 2 decimal places (999.99).	<p>This is the number of holiday hours (if any) to record on each generated time transaction.</p> <p>If this is non-zero, then any salaried employee who has a time transaction generated during this run will automatically have the Adjust Salary flag set to Y.</p>

Labels

Name	Type	Description
1. Starting Employee No	4 numeric digits (9999).	Defaults to all employees by pressing the RETURN key.
2. Ending Employee No	4 numeric digits (9999).	Defaults to the starting employee number by pressing RETURN .
3. Pay Period Ending	A date in the standard date format.	Defaults to the current pay period end date.

Time Transaction Processing - [Elliott Demonstration Company]

Add Change Delete Run Print Refresh Work Generate Load Exit

10x20 Courier New

1. Employee No	Paid
2.	
3. Overtime Hrs	Pay Period Starting Date 05/22/92
4. Special Hrs	Pay Period Ending Date 05/28/92
5. Holiday Hrs	Paying Employees With Pay Frequencies All
6. Sick Hrs	Holiday Hours This Period 0.00
7. Vacation Hrs	Any Change ? N
8. Suppl Earn	13. No Wk Worked
	14. Accrual Pct

NETcellent System, Inc. (32-bit) 005 RAH BJL PRTIMMNU

Time Transaction Processing

Time Transaction Processing - [Elliott Demonstration Company]

Add Change Delete Run Print Refresh Work Generate Load Exit

10x20 Courier New

Time Entry And Editing Change

*1. Employee No	1	Jones, James S.
		Hourly Paid
2. Regular Hrs	40.00	
3. Overtime Hrs	0.00	9. Temp D/E 1
4. Special Hrs	0.00	10. Temp D/E 2
5. Holiday Hrs	0.00	11. Temp D/E 3
6. Sick Hrs	0.00	12. No Wk Adv Vac
7. Vacation Hrs	0.00	13. No Wk Worked 1.00
8. Suppl Earn	0.00	14. Accrual Pct 0.00

Field Number ?

Time Transaction Processing

Time Transaction Processing - [Elliott Demonstration Company]

ADD Change Delete Update Shift Work Generate Load Exit

11x20 Courier New

Employee: 1 Jones, James S.

** Distributions **

Type	Account	Job-No	Hr-Or-%	Rate
* R	05025-00000-00000	Salary & Wage D/L Fa CPU-SX	40.00	8.250

Type	Amount-Entered	Amount-Remaining
Regular: R	40.00	40.00
Overtime: O	0.00	0.00
Special: X	0.00	0.00
Vacation: V	0.00	0.00
Holiday: H	0.00	0.00
Sick: K	0.00	0.00

Any Change ? ☐

NETcellent System, Inc. (32-bit) 005 RAH BJJ PRTIMMNU

Time Transaction Processing (Distribution)

Time Transaction Processing - [Elliott Demonstration Company]

ADD Change Delete Update Shift Work Generate Load Exit

11x20 Courier New

Please Select

NETcellent Window Systems Module V6.X.058

Print Employees With Pay Frequencies: All

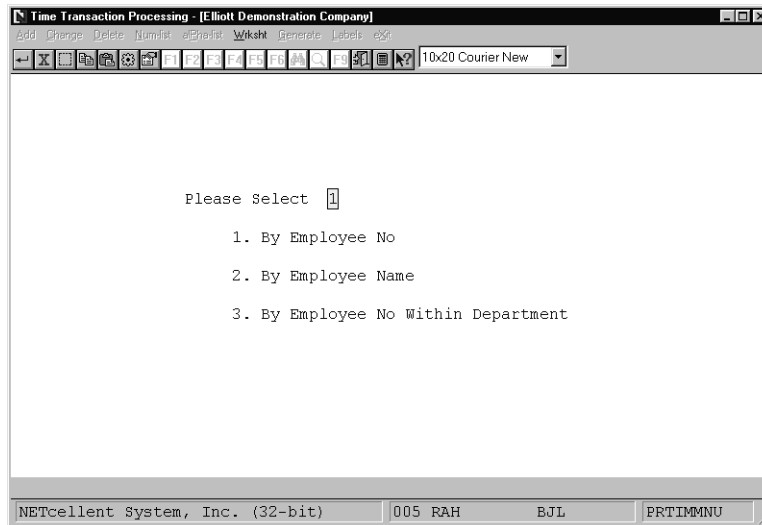
Number Of Distribution Lines To Print 0

Print Pay Rates For Employee Types ? B

Any Change ? ☐

NETcellent System, Inc. (32-bit) 005 RAH BJJ PRTIMMNU

Time Transaction Processing (Worksheet)



Time Transaction Processing Worksheet

Time Transaction Processing - [Elliott Demonstration Company]

Add Change Delete Numlist of Hours Wkst Generate Labels d51

10x20 Courier New

1. Employee No

Paid

2.

3. Overtime Hrs

4. Special Hrs

5. Holiday Hrs

6. Sick Hrs

7. Vacation Hrs

8. Suppl Earn

14. Accrual Pct

Time Sheet Labels

Starting Employee No All

Ending Employee No

Pay Period Ending 05/28/92

Include Inactive Employees? N

Any Change ? N

NETcellent System, Inc. (32-bit) 005 RAH BJL PRTIMMNU

Time Sheet Labels (Screen # 1)

Time Transaction Processing - [Elliott Demonstration Company]

Add Change Delete Numlist of Hours Wkst Generate Labels d51

10x20 Courier New

1. Employee No

Paid

2.

3. Overtime Hrs

4. Special Hrs

5. Holiday Hrs

6. Sick Hrs

7. Vacation Hrs

8. Suppl Earn

14. Accrual Pct

Time Sheet Labels

NETcellent Windows System

Please Mount Forms On Printer
(Type "Done" When Ready)

DONE

Include Inactive Employees? N

Any Change ? N

NETcellent System, Inc. (32-bit) 005 RAH BJL PRTIMMNU

Time Sheet Labels (Screen # 2)

Time Transaction Processing - [Elliott Demonstration Company]

Add Change Delete Numlist ePrint Wkst Generate Labels eXt

10x20 Counter New

1. Employee No Paid

2.

3. Overtime Hrs

4. Special Hrs

5. Holiday Hrs

6. Sick Hrs

7. Vacation Hrs

8. Suppl Earn 14. Accrual Pct

Time Sheet Labels

Start: NETcellent Windows

End: Print Alignment ? N

Pay Period Ending 05/28/92

Include Inactive Employees? N

Any Change ? N

005 RAH BJJ PRTIMMNU

Time Sheet Labels

PAYROLL TIME EDIT LIST

For The Pay Period Ending 10/06/89

Employee Types: H = Hourly S = Salary
 Pay Frequencies: D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly
 Distribution Types: S = Salary % R = Regular Hours O = Overtime Hours X = Special Hours
 P = Supp Pay H = Holiday Hours V = Vacation Hours S = Sick Hours

Dept No	Emp No	Name	Soc-Sec-No	Type	Wage-Acct	Salary Freq	Supp-Earn	Regular Overtime	Special Holiday	Sick Vac	Temp-Ded/Earn	Vac Wks	Wks Wrk	Adjust Sal?
A	1	Jones, James S.	989-03-9231	H	05025-00000-00000	W	.00	40.00	.00	.00			1.00	
Distribution: Type R Account-No 05025-00000-00000 Salary & Wage D/L Fabrication Hrs-% 40.00 Rate 8.250 Job-No SCHOOL School Desks for District														
	3	Salary, Fred F.	555-44-5252	S	05025-00000-00000	W	800.40	.00	.00	.00			1.00	Y
Distribution: Type S Account-No 05025-00000-00000 Salary & Wage D/L Fabrication Hrs-% 100.00 Rate Job-No ARMY U.S. Army - Custom Tables														
2 Entries								Department Totals:		40.00	.00	.00		
1 Hourly										.00	.00			
1 Salary										.00	.00			
B	2	Smith, Sally	323-46-7373	H	05030-00000-00000	W	.00	30.00	.00	.00			1.00	
Distribution: Type R Account-No 05030-00000-00000 Salary & Wage D/L Machine Shop Hrs-% 30.00 Rate 6.500 Job-No														

For The Pay Period Ending 10/06/89

Employee Types: H = Hourly S = Salary
Pay Frequencies: D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly
Distribution Types: S = Salary % R = Regular Hours O = Overtime Hours X = Special Hours
P = Supp Pay H = Holiday Hours V = Vacation Hours S = Sick Hours

PAYROLL ATTENDANCE ENTRY WORKSHEET

Worksheet In Order By Employee No
For The Pay Period Ending

Employee Types: H = Hourly S = Salary N = Non-Employee
Pay Frequencies: D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly

[illegible]

Pay Period: 10/06/89
Employee#: 0001 Dept: A
Name: Jones, James S.
Signed: _____

Pay Period: 10/06/89
Employee#: 0002 Dept: B
Name: Smith, Sally
Signed: _____

Pay Period: 10/06/89
Employee#: 0003 Dept: A
Name: Salary, Fred F.
Signed: _____

Pay Period: 10/06/89
Employee#: 0004 Dept: B
Name: Meddles, Shari B
Signed: _____

Pay Period: 10/06/89
Employee#: 0005 Dept: B
Name: Cook, Brad M
Signed: _____

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Manual Transaction Processing

Application Overview

Manual Transaction Processing is used to add, change, delete, and print an edit list of manual payroll transactions. It should be used to enter any payroll transactions (handwritten checks, adjustments to previous payroll checks or historical figures kept on the Employee's record, or adjustments to **General Ledger** distributions or job distributions) that take place outside of the normal payroll processing run (via the **Time Transaction Processing** application). A minimum of validation is done on the data entered here, since it is assumed in general that the manual transaction has already taken place.

Non-Employees

All compensation for employees of employee type **N** (non-employee) must be entered through this application. Suitable earnings codes should be entered onto the **Deduction/Earning Code File** to cover compensation for non-employees, and this compensation should be entered in one of the Other D/E fields on the **Manual Transaction Processing** screen.

The **Payroll** package prevents a non-employee from being paid as a part of the normal payroll run.

Tax deductions and voluntary payroll deductions are not meaningful for a non-employee, and even though they will be stored on the non-employee's Employee record if entered in this application, they will generally not appear on any tax or deductions reports within the package.

G/L Distribution

The second screen of this application, the distributions screen, will appear if **Payroll Setup** Distribute Pay To G/L? question is answered **A**, or if it is answered **S** and the Employee's record contains a **Y** or **S** in the Distrib? field (denoting detailed distribution to **G/L**).

If detailed distribution has not been requested, the regular, overtime and special pay amounts entered here will be automatically distributed to the employee's Wage account as entered on the Employee record. Vacation, holiday and sick pay amounts will be distributed to Default accounts made up of the Expense account in **Payroll Setup**, as the main account, and the profit center account of the employee's Wage account.

If the employee has been marked for detailed distribution to **G/L**, the operator will be required to distribute all of the following amounts to selected **G/L** Distribution accounts before being allowed to terminate the screen:

Regular Hours	Regular Pay
Overtime Hours	Overtime Pay
Special Hours	Special Pay
Vacation Hours	Vacation Pay
Holiday Hours	Holiday Pay
Sick Hours	Sick Pay

If the employee is salaried and the regular hours are zero, the program assumes the employee was paid a salary, and distributes it on the basis of the percentage of salary, to 100 percent.

The basic reason that the hours must be distributed as well as the dollar amounts is the tracking of hours worked on specified jobs. If job number usage is not selected when setting up the **Payroll** package (while entering **Payroll Setup**), the operator will still be required to distribute the hours before leaving the second screen.

The hours and dollar amounts may be distributed independently. That is, the dollar amount entered for a particular distribution is not constrained to be equal to the hours times the rate entered. This is to allow the **Manual Transaction Processing** application sufficient flexibility to handle any kind of adjustments the user may wish to make to the permanent **Payroll** files.

Even if no pay or hours have been entered on the first screen, if the employee is marked for detailed distribution to **General Ledger**, the program will proceed to the second screen anyway. In this way, adjustments to **General Ledger** distributions or distribution to jobs can be made without affecting the employee's payroll figures.

If an employee is flagged for shift differential distributions in the Employee File, the user will have the option of entering a shift code during entry of distributions. This code will calculate differences in pay rates between shifts. For more information on shift codes, refer to the **Shift Code File Maintenance** section of this manual.

If your state uses Labor and Industry codes for calculating employee contributions to worker's compensation, the user may enter an L and I code following each distribution. This code will calculate the employee and employer L and I premiums for the distribution based on information entered in the **L And I Code File Maintenance** application. For more information, refer to that section of this manual.

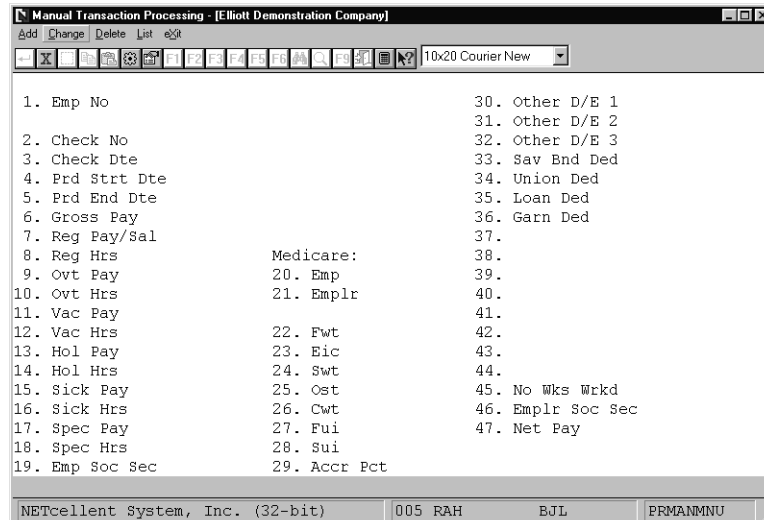
To display or change distributions entered, the user can press the **F1** key when positioned for entry of the distribution type. Pressing of the **F1** key will cause the first distribution to be found and displayed and the Any Change? question to be asked. Answer **Y** to change or delete the distribution. To delete the distribution press the **RETURN** key when the cursor is positioned for entry of the hours or percent.

If you press the **F1** key for the type and answer **N** to Any Change? the distribution will roll down on the screen. Pressing the **F1** key again will then pull up the next distribution on file. In this way you can display or change all the distributions on file.

In change mode, you can also change a distribution by entering its type, account number, and job. Then the first distribution matching the type, account number, and job will have its hour, rate and amount displayed and the Right Distribution? question will be asked. If you answer **Y**, you can then change the distribution. If you answer **N** the next distribution with that type, account number and job is displayed. If there are no more distributions which match, the question No More Distributions - Do You Wish To Add? is asked. Then you can add a new distribution.

Run Instructions

Select **Manual Transaction Processing** from the pull down **PR Pro**



1. Emp No		30. Other D/E 1
2. Check No		31. Other D/E 2
3. Check Dte		32. Other D/E 3
4. Prd Strt Dte		33. Sav Bnd Ded
5. Prd End Dte		34. Union Ded
6. Gross Pay		35. Loan Ded
7. Reg Pay/Sal		36. Garn Ded
8. Reg Hrs	Medicare:	37.
9. Ovt Pay	20. Emp	38.
10. Ovt Hrs	21. Emplr	39.
11. Vac Pay		40.
12. Vac Hrs	22. Fwt	41.
13. Hol Pay	23. Eic	42.
14. Hol Hrs	24. Swt	43.
15. Sick Pay	25. Ost	44.
16. Sick Hrs	26. Cwt	45. No Wks Wrkd
17. Spec Pay	27. Fui	46. Emplr Soc Sec
18. Spec Hrs	28. Sui	47. Net Pay
19. Emp Soc Sec	29. Accr Pct	

Manual Transaction Processing Entry Screen

The following options are available:

- * Select the desired mode from the **Manual Transaction Processing** menu bar
- * In the add and change modes of operation, the second screen (Distribution screen) will only appear if **Payroll Setup** Distribute Pay To G/L? question is answered **A** or if it is answered **S** and the employee has been flagged for detailed **General Ledger** distribution (by having a **Y** or **S** answer to the Distrib? question on the Employee record).
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

Name	Type	Description
1. Emp No	4 numeric digits (9999).	<p>The employee must exist on the Employee File. After the employee number is entered, the employee record is read and the employee name and employee type are automatically displayed. If adding a transaction for an employee who is terminated (if a termination date was entered in the Employee File) the Employee Terminated - Add Anyway? question appears.</p> <p>Press the F7 key for employee search by number or press the F8 key for employee search by name.</p>
2. Check No	6 numeric digits (999999).	<p>Not all manual transactions entered will be for manually written checks. For adjustment type transactions with no net pay involved, enter a control number here, such as 99999. There will be no conflict within the package if the employee has an actual check with the same number as this control number.</p>
3. Check Dte	A date in the standard date format.	<p>Defaults to the system date.</p> <p>If there is no real check associated with this transaction, enter the transaction date you wish to use for posting to the General Ledger and then default the next date (4) below to this date.</p>
4. Prd Strt Dte	A date in the standard date format.	<p>Defaults to the check date above.</p> <p>The pay period starting date defaults to the check date. It is used for accounting purposes, and is a key for the Payroll History Reports and for posting to the General Ledger Distribution File.</p>
5. Prd End Dte	A date in the standard date format.	<p>Defaults to the check date above.</p>

Name	Type	Description
		The pay period ending date defaults to the check date. It is used for accounting purposes, and is a key for the Payroll History Reports and for posting to the General Ledger Distribution File.
6. Gross Pay	8 numeric digits, with 2 decimal places and optional minus sign (999,999.99-).	<p>This is the total gross pay associated with this manual transaction.</p> <p>The program verifies that the gross pay is equal to the sum of its component parts before allowing the user to exit from the Field Number? question. The gross pay must be equal to the sum of:</p> <p>Regular Pay or Salary + Overtime Pay + Vacation Pay + Holiday Pay + Sick Pay + Special Pay + all Other or Permanent Earnings (excluding meals and reported tips, for a restaurant).</p>
7. Reg Pay/Sal	8 numeric digits, with 2 decimal places and optional minus sign (999,999.99-).	The Regular Pay or Salary field would include supplemental wages for the employee.
8. Reg Hrs	5 numeric digits, with 2 decimal places and optional minus sign (999.99-).	
9. Ovt Pay	7 numeric digits, with 2 decimal places and optional minus sign (99,999.99-).	
10. Ovt Hrs	5 numeric digits, with 2 decimal places and optional minus sign (999.99-).	
11. Vac Pay	7 numeric digits, with 2 decimal places and optional minus sign (99,999.99-).	
12. Vac Hrs	5 numeric digits, with 2 decimal places and optional minus sign (999.99-).	The vacation hours entered here are not validated against the vacation hours due kept on the employee's record.
13. Hol Pay	7 numeric digits, with 2 decimal places and optional minus sign (99,999.99-).	
14. Hol Hrs	5 numeric digits, with 2 decimal places and optional minus sign	

Name	Type	Description
	(999.99-)	
15. Sick Pay	7 numeric digits, with 2 decimal places and optional minus sign (99,999.99-).	
16. Sick Hrs	5 numeric digits, with 2 decimal places and optional minus sign (999.99-).	
17. Spec Pay	7 numeric digits, with 2 decimal places and optional minus sign (99,999.99-).	
18. Spec Hrs	5 numeric digits, with 2 decimal places and optional minus sign (999.99-).	
19. Emp Soc Sec	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is the employee's portion of Social Security for this manual transactions.
Medicare: Fields 20 and 21		
20. Emp	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is the employee's portion of Medicare for this manual transaction.
21. Emplr	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is the employer's portion of Medicare for this manual transaction.
22. Fwt	7 numeric digits, with 2 decimal places and optional minus sign (99,999.99-).	This is Federal Withholding Tax.
23. Eic	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is the Earned Income Credit associated with this manual transaction.
24. Swt	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is state withholding tax.
25. Ost	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is other state tax.
26. Cwt	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is city withholding tax.
27. Fui	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	
28. Sui	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	

Name	Type	Description
29. Accr Pct	5 numeric digits with 2 decimal places (999.99).	<p>Enter the percent of the employee's pay to be accrued for the current financial period. The remainder will be accrued for the following period.</p> <p>For example, if the pay period runs Monday through Friday and the month ends on Tuesday, 40% would be accrued to the current month and 60% would be accrued to next month.</p> <p>Defaults to 100% if no previous transactions have been entered, otherwise defaults to the previously entered percent.</p>

Fields 30, 31, 32

For the other deduction/earnings, enter the Deduction/Earning code first, as a two-character alphanumeric field. The program will verify that this code is on the **Deduction/ Earning Code File**. You will then be allowed to enter the amount of the deduction or earning.

Name	Type	Description
30. Other D/E 1	2 alphanumeric characters.	Pressing the F7 key will allow a search for the Deduction/Earning Codes on file.
31. Other D/E 2	2 alphanumeric characters.	Pressing the F7 key will allow a search for the Deduction/Earning Codes on file.
32. Other D/E 3	2 alphanumeric characters.	Pressing the F7 key will allow a search for the Deduction/Earning Codes on file.
33. Sav Bnd Ded	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is the savings bond deduction.
34. Union Ded	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	The union deduction will only be allowed if the employee has a valid union deduction account on his employee record.
35. Loan Ded	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This field enables you to specify a loan deduction.
36. Garn Ded	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This field enables you to specify a garnishment deduction.

Fields 37-44

As soon as the user enters the employee number (screen item #1), the Employee's record will be read from the **Employee File** and the descriptions of his permanent deductions and earnings will be displayed automatically. The program will only allow entry of an amount if the screen item shows a valid deduction or earning. If there is no permanent deduction/earning corresponding to the screen item, the program automatically displays *NO D/E* for the deduction/earning description.

Name	Type	Description
37-44. Permanent Deduction Amount	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	
45. No Wks Wrkd	4 numeric digits, with 2 decimal places and optional minus sign (99.99-).	This is the number of weeks worked associated with this manual transaction.
46. Emplr Soc Sec	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	This is the employer portion of SOC SEC for this manual transaction. If SOC SEC was entered in field 8 above, this does not mean that the employer's portion of FICA will be automatically calculated. You must enter this figure here if you wish it to be posted to the proper files.
47. Net Pay	8 numeric digits, with 2 decimal places and optional minus sign (999,999.99-).	The program verifies that the net pay is correct before allowing the user to exit from Any Change? mode. The net pay must be equal to: Gross Pay - Employee Social Security-Employee Medicare - FWT - SWT - OST - CWT - Sav Bond Deductions - Union Deductions - Loan Deductions - Garnish Deductions - All Permanent and Other Deductions + EIC
48. Tip Cr	6 numeric digits, with 2 decimal places and optional minus sign (999,999.99-).	Tip credits should be entered only if the employer is a restaurant and it is applicable for this transaction.
49. Excess Pay	6 numeric digits, with 2 decimal places and optional minus sign (9,999.99-).	Excess pay will only be entered if the employee's hourly wage plus tips is below the federal minimum wage requirement.

Second Screen

Name	Type	Description
Typ	1 alphabetic character.	<p>The choices for distribution type are:</p> <p>R = Regular S = Salary O = Overtime X = Special V = Vacation H = Holiday K = Sick</p> <p>Pressing the RETURN key defaults to the last distribution type entered. The valid distribution types for this transaction will display at the bottom of the screen.</p>
Account	An account number in the standard account number format.	As soon as the General Ledger account number is entered, the record corresponding to it is read from the G/L Account file, and the account description is automatically displayed.
Account (continued)		<p>The account number must already exist on the G/L Account file.</p> <p>The account number defaults to the Wage account number on the employee record, if the F1 key is pressed.</p> <p>Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for an account by description.</p>
Job-No	6 alphanumeric characters.	<p>The Job number screen header will not appear if the employer does not use job numbers, as indicated in Payroll Setup.</p> <p>If the employer does use job numbers, then entry of the job number to assign this distribution to will be requested. If you do not wish to assign it to a job, press RETURN. If you enter a job number, the program checks to see that the job exists on the Job Code File.</p>

Name	Type	Description
		Press the F7 key to search for jobs.
Shop-#	6 alphanumeric characters.	This field and the next one will only appear if PR Setup is set to use job numbers and the Job Costing package is in use. If the distribution is assigned a job number, the user has the option to enter a shop order number to associate the distribution with a specific shop order. This allows for more accurate tracking of payroll expenses. The shop order number entered must be on file in Job Costing under the job number entered in the previous field.
Op-#	4 numeric digits.	If a job number and a shop order number have been entered, the user must enter an operation that is on file in Job Costing under the previously entered job and shop order numbers. If these conditions are not met, a message will display and the cursor will return to the Shop-# field.
Hours	5 numeric digits, with 2 decimal places and optional minus sign (999.99-).	The hours or percent to distribute can be the total hours entered on the first screen or varying amounts to different accounts.
Hours (continued)		<p>A percentage is entered when distributing salary starting at 100% and payment being made for the 100% to one account or broken up to varying ones.</p> <p>The default will always be the number of hours or percent remaining for the type of distribution selected. Since holiday hours are not entered on the first screen, this will be a percent for holiday pay.</p>
Shift Differential	3 alphanumeric characters.	<p>This field will appear on a pop-up window only if the employee is flagged for shift differential distributions in the Employee File.</p> <p>Enter a valid shift code to calculate a shift differential for the employee. If no shift differential needs to be calculated, leave the</p>

Name	Type	Description
		field blank. Press the F7 key to search for shift codes.
Rate	6 numeric digits, with 3 decimal places and optional minus sign (999.999-).	The hourly rate will default to the value on the Employee record if the F1 key is pressed.
Rate (continued)		For a regular distribution it will default to the regular rate, for an overtime distribution to the overtime rate, and for a special distribution to the special rate. For a holiday distribution, no rate will be requested. For a vacation or sick distribution, the F1 key will default the rate to the employee's regular rate.
Amount	7 numeric digits, with 2 decimal places and optional minus sign (99,999.99-).	The amount distributed will default on pressing the F1 key to the hours distributed times the rate entered.
L And I Code	6 alphanumeric characters.	If the employee is flagged as distributed in the Employee File, and the employee's home state has an L and I code on file, you will be prompted to enter an L and I code. Enter a valid Labor and Industry code to calculate employee and employer premiums for this distribution. If no L and I premium needs to be calculated, leave the field blank. L and I codes are not supported for any secondary states the employee has in the Employee Tax Code File. Press the F7 key to search for L and I codes.

Manual Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

1. Emp No 1	Jones, James S.	30. Other D/E 1
2. Check No	142	31. Other D/E 2
3. Check Dte	04/30/92	32. Other D/E 3
4. Prd Strt Dte	04/24/92	33. Sav Bnd Ded 0.00
5. Prd End Dte	04/30/92	34. Union Ded 0.00
6. Gross Pay	350.00	35. Loan Ded 0.00
7. Reg Pay/Sal	350.00	36. Garn Ded 0.00
8. Reg Hrs	40.00	37. Shftdif 0.00
9. Ovt Pay	0.00	38. Bluecrs 0.00
10. Ovt Hrs	0.00	39. Crunion 0.00
11. Vac Pay	0.00	40. Carallw 0.00
12. Vac Hrs	0.00	41. Unitdwy 0.00
13. Hol Pay	0.00	42. *No D/E*
14. Hol Hrs	0.00	43. *No D/E*
15. Sick Pay	0.00	44. *No D/E*
16. Sick Hrs	0.00	45. No Wks Wrkd 1.00
17. Spec Pay	0.00	46. Emplr Soc Sec 21.70
18. Spec Hrs	0.00	47. Net Pay 273.22
19. Emp Soc Sec	21.70	
20. Emp	5.08	
21. Emplr	5.08	
22. Fwt	50.00	
23. Eic	0.00	
24. Swt	0.00	
25. Ost	0.00	
26. Cwt	0.00	
27. Fui	0.00	
28. Sui	0.00	
29. Accru Pct	0.00	

Field Number ?

NETcellent System, Inc. (32-bit) 005 RAH BJJ PRMANMNU

Manual Transaction Processing

Manual Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

Emp No: 1 Jones, James S.
Hourly

-----Distribution-----

Typ Account	Job-No	Hours	Rate	Amount
Salary & Wage D/L Fabrication				
*R 05025-00000-00000		40.00	8.250	350.00

Reg Hrs Remaining: 0.00	Reg Pay Remaining: 0.00
Ovt Hrs Remaining: 0.00	Ovt Pay Remaining: 0.00
Spec Hrs Remaining: 0.00	Spec Pay Remaining: 0.00
Vac Hrs Remaining: 0.00	Vac Pay Remaining: 0.00
Hol Hrs Remaining: 0.00	Hol Pay Remaining: 0.00
Sick Hrs Remaining: 0.00	Sick Pay Remaining: 0.00

Any Change ?

NETcellent System, Inc. (32-bit) 005 RAH BJJ PRMANMNU

Manual Transaction Processing (Distribution)

MANUAL PAYROLL TRX EDIT LIST

Employee Types: H = Hourly S = Salaried N = Non-Employee
 Distribution Types: R = Regular S = Salary O = Overtime X = Special V = Vacation H = Holiday K = Sick
 Checks Posted By Check Date
 Journal Number:

Emp#	Name	Type	Check#	Chk-Date	Ppd-Date	Gross-Pay	Reg-Pay/Sal	Ovtm-Pay	Vac-Pay	Hol-Pay	Hol-Hrs
1	Jones, James S.	H	142	04/30/89	04/30/89	350.00	350.00				
Sick-Pay Spec-Pay											
				Reg-Hrs	Ovt-Hrs	Vac-Hrs	Sck-Hrs	Spc-Hrs	Soc-Sec Medicare	Fwt	Eic
				40.00	.00			.00	21.70	50.00	
									5.08		.00
Cwt	Sav-Bnd	Union	Loan	Garnish	Shftdif	Bluecrs	Crunion	Carallw	Unitdwy	Wks-Wrk	Net-Pay
										.00	273.22
											Empr-Soc-Sec
											Empr-Medic
											21.70
											5.08
Emp#	Name	Type	Check#	Chk-Date	Ppd-Date	Gross-Pay	Reg-Pay/Sal	Ovtm-Pay	Vac-Pay	Hol-Pay	Hol-Hrs
2	Smith, Sally	H	143	04/30/89	04/30/89	350.00	350.00				
Sick-Pay Spec-Pay											
				Reg-Hrs	Ovt-Hrs	Vac-Hrs	Sck-Hrs	Spc-Hrs	Soc-Sec Medicare	Fwt	Eic
				40.00	.00			.00	21.70	50.00	
									5.08		.00
Cwt	Sav-Bnd	Union	Loan	Garnish	Shftdif	Bluecrs	Crunion	Blueshl	Supalow	Wks-Wrk	Net-Pay
										1.00	273.22
											Empr-Soc-Sec
											Empr-Medic
											21.70
											5.08
				Pension		Carallw					

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Post Payroll Checks

Application Overview

The **Post Payroll Checks** application transfers employee payroll transactions into the **Employee File** and additional Distribution files.

After checks are approved, the payroll data for the printed checks is posted via the **Post Payroll Checks** application in the **Processing** window to the **Employee** file, the **Payroll Distribution** file, the **Deduction/Earning History** file, and the **Payroll History** file; also the **Job History** file and/or **Check Reconciliation** file if the appropriate options were selected for the **Payroll** package in **Payroll Setup**. These postings can be done by pay period end date or by check date.

Payroll distributions to the **General Ledger** are posted as follows:

For distributed employees, the distributions are posted as entered in **Time Transaction Processing**, including the distribution of vacation, holiday, sick, and supplemental pay. Otherwise, the payroll expense is distributed to each Employee's Wage account as specified in the Employee's Master file record; vacation pay is distributed to the Vacation Expense account specified in **Payroll Setup** for each employee's profit center determined by the subaccount number, if any, of the Employee's Wage account. If the Vacation Pay account is specified as all nines in **Payroll Setup**, vacation pay is posted to the Wage account. Holiday pay and sick pay are similarly posted to the appropriate Expense account for the employee's profit center or to the Wage account if the Holiday/Sick accounts in **Payroll Setup** are all nines.

Earned Income Credit is posted to the EIC Advance account specified in **Payroll Setup**. EIC is treated as an advance against federal tax withheld and may be shown in the section of the balance sheet that pertains to tax liabilities, although the EIC Advance account is a Debit account.

The employer's FICA contribution is posted simultaneously to the Employer FICA Expense account for the employee's profit center and to the Employer's FICA Liability account as specified in **Payroll Setup** (unless these accounts are zero).

All federal withholding deductions are posted to the appropriate liabilities accounts specified in **Payroll Setup**.

FUI, SUI and Worker's Compensation liability for each check are calculated and the amount of liability is posted to the correct accounts, which have been defined in **Payroll Setup** and **State/City Tax Code File** (unless these accounts are zero). The amount will also be counterbalanced to the Expense account in **Payroll Setup** with the profit center determined by the Wage account on the Employee file (unless the expense account is zero).

All state and city withholding deductions are posted to the appropriate liability accounts as specified for each employer's State and City Tax codes. All Labor/Industry state withholding deductions are posted to the appropriate liability and expense accounts as specified for each Labor and Industry code.

Savings bond, loan repayment and garnish deductions are posted to the appropriate accounts specified in **Payroll Setup**. Union deductions are posted to the Union account specified in the Employee file. Temporary and permanent deductions are posted to the accounts specified in the **Deduction/Earning Code** file.

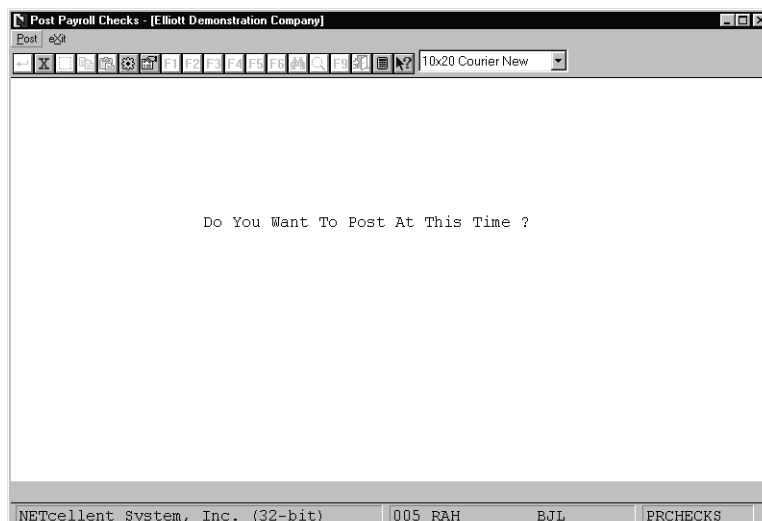
Net pay is posted to the Checking account specified in **Payroll Setup**.

The Savings Bond Register shows how the bond balance will be updated on the Employee file after subtracting the value of full bond purchases specified.

If no employee wage accrual account number has been entered in **PR Setup** or if it has been entered as all zeros, the user has the option of posting as of the check date or the pay period ending date. If an accrual account number has been entered in **PR Setup**, posting will be done according to the accrual percentages entered in the **Time Transaction Processing** application.

Run Instrutions

Select **Post Payroll Checks** from the pull down **PR Processing** window. The following screen will then be displayed:



Post Payroll Checks Entry Screen

The following options are available:

- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type	Description
Do You Want To Post At This Time?	Y or N	Enter Y to post payroll checks or N to decline.
Post Check To G/L With Which Date?	1 alphabetic character.	<p>This field will only appear if no accrual account number has been entered in PR Setup, or if it has been entered as all zeros.</p> <p>Valid entries are:</p> <p>P = Pay Period End Date C = Check Date</p>



Post Payroll Checks - [Elliott Demonstration Company]

Post

Do You Want To Post At This Time ? Y

NETcellent System, Inc. (32-bit) 005 RAH BJL PRCHECKS

PAYROLL SAVINGS BOND REGISTER

For The Pay Period Ending 10/06/89

Check Types: R = Regular V = Vacation

Empl	Name	Soc-Sec-No	Check No	Check Type	Balance In	This Period	Net Balance	Bond Size	No-Bonds Due	Value Bonds	Balance Out
1	Jones, James S.	989-03-9231	139	R	113.00	25.00	138.00	187.50			138.00
1 Checks With Savings Bond Deductions This Period					Totals:	25.00			0	.00	138.00
							Balance Out For All Employees On File:			138.00	

PAYROLL CHECK REGISTER

For The Pay Period Ending 10/06/89

Check Types: R = Regular V = Vacation

Checks Posted By Pay Period Ending Date

Journal Number:

Check No	Check Date	Check Type	Check Amount	Empl No	Name
139	09/30/89	R	166.20	1	James S. Jones
140	09/30/89	R	324.49	3	Fred F. Salary
141	09/30/89	R	17.15	2	Sally Smith
142	09/30/89	R	204.25	4	Shari B Meddles
143	09/30/89	R	138.90	5	Brad M Cook
5 Checks Total:			850.99		
5 Regular					
0 Vacation					

Post Manual Transactions

Application Overview

The **Post Manual Transactions** application automatically updates your employee's payroll record and **General Ledger** files with the following conditions.

1. The manual transaction amounts are posted to the Employee record.

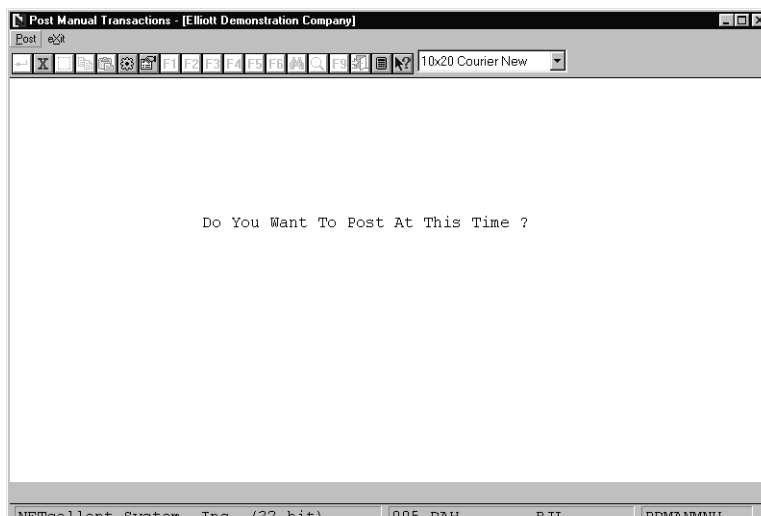
Any vacation or sick hours entered for the employee are subtracted from his vacation or sick hours due, and vacation hours are added to this vacation hours paid amount. If the Number of Weeks Worked field is non-zero, then vacation and sick hours are accrued on the basis of the number of regular hours or weeks worked entered.
2. The Manual transactions are posted to the **Payroll History** file.
3. If check reconciliation has been included in the package, any manual payroll transaction for which the net pay amount is greater than zero is posted to the **Payroll Check Reconciliation** file.
4. All distributions (including automatic distributions mentioned above) are posted to the **Payroll Distribution** file.
5. If the use of job numbers has been included in the package, all distributions made to job numbers are posted to the **Job History** file.

NOTE: Employer FICA liability and worker's compensation are posted to the Employee file, if applicable, but a Worker's Compensation Premiums due are not posted. These have to be entered manually via the **General Ledger** package, or entered as amounts to a liability and an expense account in two balancing distributions for the check. The latter method would keep the Worker's Compensation Premium posting accountable by check within payroll but requires you to do detailed distribution of pay for the transaction.

If no employee wage accrual account number has been entered in **PR Setup** or if it has been entered as all zeros, the user has the option of posting as of the check date or the pay period ending date. If an accrual account number has been entered in **PR Setup**, posting will be done according to the accrual percentages entered in the **Manual Transaction Processing** application.

Run Instructions

Select **Post Manual Transactions** from the pull down **PR Processing** window. The following screen will then be displayed:



Post Manual Transactions Entry Screen

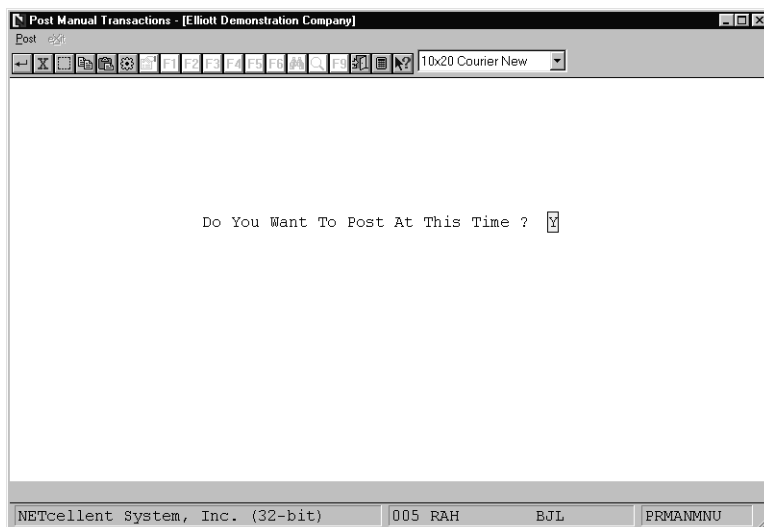
The following options are available:

- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type	Description
Do You Want To Post At This Time?	Y or N.	Enter Y to post manual transactions or N decline.
Post Check To G/L With Which Date?	1 alphabetic character.	This field will only appear if no accrual account number has been entered in PR Setup , or if it has been entered as all zeros. Valid entries are: P = Pay Period End Date C = Check Date



Post Manual Transactions

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Calculate Payroll

Application Overview

Calculate Payroll application should be run after the **Time Transaction Processing** application is complete to calculate payroll earnings, deductions, and withholding taxes as a necessary preparation for printing payroll checks. This application prints the Payroll Time Register, Payroll Register and Deductions Register.

General

Each period's pay calculation includes deductions or earnings specified on the **Employee File** record if and only if the frequency of the deduction or earning specified on the **Employee File** matches one of the Frequency codes entered for the pay period involved (i.e. current, or advance vacation).

The **Payroll** package will generate additional checks (one for each advanced vacation week) for employees for which advanced vacation pay was specified.

The advanced vacation checks are calculated on the basis of a normal working week's pay at regular hourly rate even if the employee is usually salaried or is usually paid at a frequency other than weekly.

Supplemental Wage Payments

Supplemental wage payments are entered in **Time Transaction Processing**. This payment method can be used when an employer or employee wishes to have the tax on something such as a bonus etc. calculated by the Federal withholding tax supplemental earning percentage method. This method is mentioned in Circular E of the Employer's Tax Guide. This publication says one can withhold tax from supplemental wage payments at a flat percent rate times the supplemental wage payment if the supplemental payment does not accompany the employee's regular pay. The percentage is obtained from **Payroll Setup** for the federal tax; and if the state or city allows a similar sort of method there is a field in the **State and City Tax Code** file for state or city supplemental wage withholding percent. If any of these percentages are zero, then the particular withholding tax is calculated in the usual way.

Temporary Deductions or Earnings

Up to three temporary deductions or earnings can be entered in the **Time Transaction Processing** application. The temporary deduction or earning code must be on file in the **Deduction/Earnings Code** file. These can be either earnings type (**E**), meals (**M**), tips (**T**) or deductions (**D**). In the case of earnings, these would always be added to an employee's check. A deduction is subtracted from the check if there is enough pay remaining for the deduction, or some portion of it, to be taken. If the deduction cannot be taken fully, then the portion that was taken is reported. If the deduction entered cannot be taken at all, then zero is shown for the amount taken for that temporary deduction.

Calculating Salary

If you wish to pay an employee salary, answer **Y** to the pay salary question in **Time Transaction Processing**. The salary amount is taken from the **Employee** file. If the Time Transaction record for a salaried employee includes any holiday, vacation or sick hours, and the Adjust Salary flag is set to **Y**, then the actual salary amount is computed by first calculating the holiday, vacation and sick pay for the employee, and then subtracting these from the employee's regular salary. This field is zero for vacation checks for a salaried employee, since the employee is paid based on the number of hours in a week at the employee's regular rate and not based on his salary.

Calculating Regular Pay

This pay is calculated in one of two manners. For employees whose pay is not distributed, the pay is equal to the regular hours times the employee's regular hourly rate. For distributed employees the regular pay is calculated at the rate that was entered in the individual wage distributions during **Time Transaction Processing**, times the number of hours entered for that distribution. If no rate is entered during **Time Transaction Processing**, then the system will take the rate that is on file in the **Employee** file. The regular pay would be the total of all regular distributions entered for the employee. This would be done for hourly employees only.

Calculating Overtime Pay

This pay is calculated in one of two manners. For employees whose pay is not distributed it is equal to the overtime hours times the employee's overtime hourly rate. For distributed employees the pay is calculated as the total of all overtime pay distributions for an employee. Each distribution is calculated at the rate for the distribution times the distribution hours.

Calculating Special Pay

This pay is equal to the special hours entered times the employee special hourly rate in the case of employees whose pay is not distributed to **General Ledger** accounts.

For distributed employees the pay is the total of all special pay distributions for that employee, computed in the same way as overtime pay, described above.

Holiday, Vacation and Sick Pay

These are calculated in the same way as overtime pay, except that for non-distributed employees, the employee's regular hourly rate is used.

Calculating EIC Pay

This pay is calculated based on the EIC tables entered in **Payroll Setup**. If the Employee record shows 1 EIC certificate, the EIC Single Table is used; if it shows 2 certificates, the EIC Married Table is used. See IRS Circular E for the exact way in which these tables are used.

Calculating Total Deductions

This is the total of Savings Bond, Loan, Union, Garnish and all temporary (entered in **Time Transaction Processing**) or permanent (from Employee's record) deductions. This figure will contain the actual amount that was taken from the check. This is mentioned because an employee might receive zero net pay and still have more deductions left to be taken, but not actually taken.

Total Meals

This is the total of all temporary earnings entered through **Time Transaction Processing**, for meals (type **M**).

Calculating Tip Credits

The employee must be tip credit eligible and paid by the hour, and the company must be a restaurant. The tip credits are computed if the employee worked below federal minimum wage during the work period. This holds true for regular pay, overtime pay, and special pay. Tip credits are computed for both distributed and non-distributed employees. The computation is done as follows: tip credits equal the federal minimum wage (this comes from **Payroll Setup**) minus the regular, overtime or special rate (if these rates were below federal minimum wage) multiplied by the number of hours worked at the substandard rate, up to the reported tips of the employee or the maximum allowable percentage of the Federal minimum wage. This is the tip credit upon which the employer must pay FICA. Tip credit will not be computed for vacation pay, sick pay, or holiday pay.

Calculation of Excess Pay

Excess pay will be calculated as the difference between; the employee's hourly wage plus reported tips and the federal minimum wage. The computed excess pay will be reported on the payroll register, and included as gross taxable wages for both the employer and employee. The operator may go back to **Time Transaction Processing** and change the hourly rate, or the excess pay will be tracked in it's own accumulator.

Reported Tips

These are all of the temporary earnings entered in the **Time Transaction Processing** application, which are listed on the **Deductions/Earning Code** file as tips (type **T**).

Calculating Total Gross Pay

This is the total of all salary, regular, overtime, special, vacation, holiday, sick, excess and supplemental pay and earnings (temporary or permanent employee earnings) that are paid to the employee. It does not include meals or tips.

Calculating Taxable Gross Pay for Federal Withholdings

This is total gross pay minus earnings exempt from FWT plus any deductions that are not included in the FWT calculation. Both are established as being included or exempt from FWT in the **Deduction/Earning Code** file.

Calculating Total FICA Payable

This is the employee's amount of social security that should be paid. Currently this amount is equal to a percentage times the employee's taxable wages which includes meals, tips, earnings not exempt from FICA for the employee, and deductions not included in FICA for the employee. It is the amount that should be paid. (The employee's net pay may not be enough to take the computed amount of FICA from his check so this amount shows what should have been taken.) If sick pay is exempt from FICA, then this amount is deducted from taxable gross before the calculation is done.

The percentage and maximum wages are computed from the figures entered onto **Payroll Setup**. If the employee is exempt from FICA, then this amount is zero.

Calculating Actual FICA

This is the amount of FICA actually taken from the employee's check. It is computed as explained above for FICA Payable.

Calculating Federal Withholding Tax

This is the amount of federal withholding tax taken from an employee's check. This can be computed in one of three ways, or a combination of these three.

- A. The employee wishes to have a fixed amount withheld from his check. This is done if the Employee record contains **99** for the employee's federal withholding tax exemptions (entered in the **Employee File Maintenance** application) and there is an amount in the employee's added federal withholding tax field (also entered in the **Employee File Maintenance** application).

This added amount is withheld from the employee's check. If there is no added amount, then no FWT is taken.

- B. The employee wishes to have a percentage of his income withheld. This is done if the Employee record contains **98** for the federal withholding exemptions and there is an amount (percent) in the employee's added federal withholding amount field. The taxable amount for the employee (taxable gross plus meals and tips) is multiplied by this percentage.
- C. The employee wishes to have his pay withheld by the federal government's annual withholding tax table method. In this case, the tables entered onto **Payroll Setup** will be used.

Calculating State Withholding Tax

State withholding tax may be calculated in the same way as methods **A** and **B** described above for Federal withholding, or the table method may be used. A full explanation of the use of the state and city tables is given in the **Application Overview** section entitled **State and City Tax Calculation**.

Calculating Other State Tax Payable

The method used for OST withholding is similar to the method for withholding FICA. That is, a percentage (entered on the **State/City Tax Code File**) for the Employee's State Tax code is multiplied by the taxable wages for the employee (including tips, meals, and supplemental pay). The resulting amount can be taken up to a maximum dollar limit (also given in the **State/City Tax Code File**). This method may not be correct for all states, in which case there would need to be a modification to the CALCULATE program. The amount derived is the amount that should be taken from the check if there is enough pay remaining.

Calculating Actual Other State Tax

This is computed in the same manner as for other state tax payable. This is the amount that is actually withheld from the employee's pay.

Calculating City Withholding Tax

This is computed in one of three ways, identical to those used for calculating state withholding tax. See the **Application Overview** section entitled **State and City Tax Calculations** for full details.

Calculating Savings Bond Deductions

This is deducted from an employee's pay if the frequency of the savings bond deduction matches one of the frequencies that was entered by the user at the beginning of the application.

Once again, the amount actually deducted depends upon the original amount to deduct (in the Employee record) and the amount of pay remaining in the check being processed.

Union Deductions

The union deductions can be taken by one of three methods.

Method A: A fixed amount is deducted from the wage for each regular, overtime or special hour worked. The frequency on the Employee record must match one of the frequencies entered by the user at the beginning of this application.

Method B: A percentage of all-regular, overtime pay and special pay is deducted.

Method C: A fixed amount is deducted from the employee's pay.

Loan Deductions

This is based on the amount of loan deduction given on the Employee record.

The deduction is taken until the amount reaches the limit given on the Employee record. Once again the frequency of the deduction given in the Employee record must match one of the frequencies that the user entered for this run.

Garnish Deduction

The garnish deduction is taken as a fixed amount or as a percentage of total gross pay or net pay. By answering Yes to the Garnish By % Of Net Pay? question in **Payroll Setup**, the deductions will be taken from net pay. This amount is deducted up to the limit specified in the Employee record.

Calculating Permanent Employee Deductions

A permanent deduction is taken (as specified on the Employee record) if its frequency matches one of the deduction frequencies entered for his run. Only the amount of the deduction actually taken is recorded on the employee's Time Transaction record (in the case where there is not enough net pay to cover all deductions).

Calculating Net Pay

This is the amount that is actually paid to an employee after salary/ regular pay, overtime pay, special pay, vacation pay, sick pay, holiday pay, EIC pay, taxable earnings, supplemental pay, non-taxable earnings have been computed and FICA, federal withholding tax, state withholding tax, city withholding tax, other state tax, union, loan, garnish, savings bond, temporary deductions and permanent deductions have been taken from the check. It is zero when there are more deductions than there are earnings or pay.

Calculating Employer FICA

This amount is calculated in a way similar to the method used for calculating the employee FICA. A percentage of taxable gross pay is taken up to a maximum amount. If sick pay is exempt from FICA, it is deducted from the taxable gross pay. The employer does not pay FICA on the employee's tips, or deductions or earnings that may be exempted or excluded from employer FICA. If the employee has tip credit, then the tip credit amount is added to taxable gross in computing employer FICA. The employer also pays FICA on meals, if any.

When Deductions Exceed the Amount of the Check

A warning will be printed on the Payroll Register and/or Deduction Register for the checks where this situation occurs.

When a Calculated Result Exceeds the Capabilities of the Package

In some rare instances a computed result may exceed the capabilities of the package. If this happens the field that holds the amount that exceeded the limit will have all nines in it. The transaction will be ignored and no check will be printed for this transaction, nor will any vacation checks be printed. One need not worry much about this occurring. For example, if the

employee's hours worked were 99 in one week, and his hourly rate were 99.00 dollars an hour, his regular pay would exceed the limits of this package. Totals on the Registers are unpredictable in this case.

The Order of the Calculations

First, all Vacation records that might exist from a previous run are deleted. Then new Vacation records are created for any regular transactions for the current period in which the employee was advanced from one to four vacation weeks.

Then the gross pay and earnings are calculated. The employee may be salaried in which case the pay is his regular salary amount. For distributed employees, all of the regular, overtime, special, vacation, holiday and sick pay distributions are used. The regular, overtime, special, vacation, holiday and sick pay are calculated from the distributions. If the company is a restaurant and this employee is hourly and is eligible for tip credit then the tip credit is computed if the pay rates are below the federal minimum wage.

Non-distributed pay is calculated for regular pay, overtime pay and special pay by multiplying the hours entered times the appropriate rate.

Temporary earnings (tips, meals, taxable or non-taxable earnings) are now calculated.

Permanent earnings are then calculated as appropriate. These can be taxable or non-taxable earnings.

Gross pay is calculated.

Taxable gross pays are calculated next.

The amount that the employee will be liable for paying taxes on (including meals and tips) is computed next.

EIC pay is now computed, if the employee is eligible for it. This amount is added to the gross pay and stored in a work field.

The deductions for taxes now are computed. FICA comes first. This is computed for both the employee and employer. OST is then calculated for the employee.

In general, each deduction is subtracted from the amount remaining to be paid in the check until (possibly) the amount remaining in the check is less than the deduction. In this case, the deduction to be taken is made equal to the amount remaining to be paid and the resulting amount remaining to be paid becomes zero.

The federal withholding is taken next, then state withholding, and then city withholding.

Now, other non-tax deductions are taken, i.e., garnish, loan, union, temporary deductions, permanent employee deductions, savings bond deductions. The total deductions actually taken are now arrived at.

The net pay is now set equal to the amount remaining to be paid.

The Payroll Time Register

This is exactly the same as the Payroll Time Edit List (described in the **Time Transaction Processing** application), except that it is meant to be used as the final audit trail document for this payroll run.

Payroll Register

This is a report of all the pay calculated for an employee as well as all federal, state, and city taxes withheld. All temporary and permanent earnings are listed after the pay and taxes have been printed. Tip credit is also shown. Totals are given for each department and a grand total for the company. Year-to-date figures represent the year-to-date employee totals including the current transactions.

Department totals print on a separate page. The department totals list the total checks, regular checks and vacation checks. The total of all the standard pay and taxes for the department is printed out. The Year-to-Date-In field is the total for all employees for the department regardless of whether they were paid on this run or not. Department totals for tip credits are printed. Next, all the temporary or permanent earnings taken for employees in the department are shown. Finally, the employer's FICA liability is shown.

NOTE: The payroll register is not printed for departments that have zero checks to be printed. These department totals are included in the company totals for the pay run.

Payroll Deductions Register

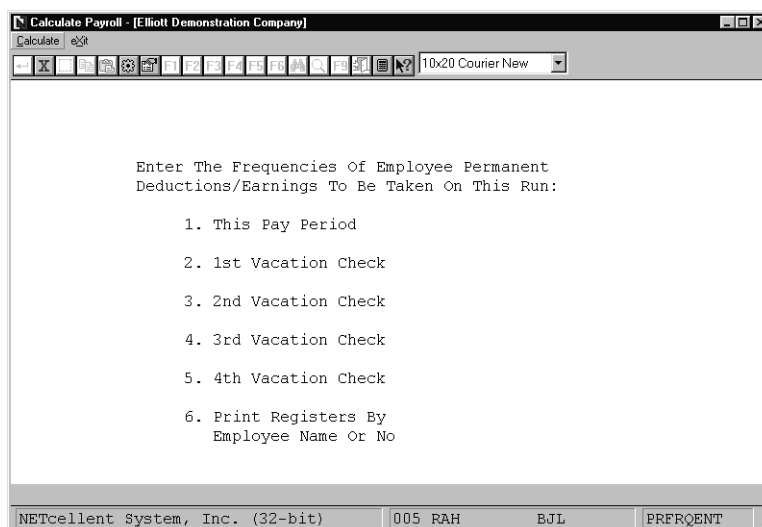
This is a report of all savings bonds, union, loan, garnish and temporary and permanent employee deductions that were taken. These are the amounts that were actually taken. If a deduction could not be taken, it is shown with a zero in the amount field.

Department totals give a simple breakdown of the total savings bonds, loan, union, garnish and temporary and permanent deductions taken, along with the **General Ledger** accounts that these deductions are attributed to. A description of the **General Ledger** account is also printed.

NOTE: This report will not print if the employee has no savings bond, union, loan, garnish, permanent or temporary deductions.

Run Instructions

Select **Calculate Payroll** from the pull down **PR Processing** window. The following screen will then be displayed:



Calculate Payroll Entry Screen

The following options are available:

- * Enter the Frequency codes for the deduction/earnings to be included for the current payroll period as well as those frequencies to be included in each of up to four additional advance vacation periods. Pressing the **F1** key defaults each pay period's deductions/earnings to **All**. The deduction/earnings referred to are the employee's permanent deduction/earnings (entered in the **Employee File** application).
- * If changes are made to the employee, deduction/earning or time data after this application is run; the **Calculate Payroll** application must be rerun.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type	Description
1-5 Deduction/Earning Frequencies	For each line, up to six entries of one alphabetic character each.	Valid values are: D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly

Name	Type	Description
6. Print Registers By Employee Name Or No	1 alphanumeric character.	Enter A to print the payroll registers alphabetically by employee name. Enter N to print the registers in employee number order. Defaults to N .

NOTE: This **Payroll** package permits the payment of the current payroll check for the pay period used in the **Time Transaction Processing**, and for up to four advanced vacation pay checks. Each advanced vacation check has its permanent employee deduction/earnings taken based on the frequencies entered for that advanced vacation week. Up to six different frequency codes can be specified for each period's calculations or **All** codes can be specified by in the first frequency field for one of the periods, then no permanent deductions or earnings will be taken.

Each period's pay calculation includes deductions and earnings specified on the Employee's file if the frequency for the deduction or earning matches one of the frequencies entered here.

Pressing the **RETURN** key in a Frequency Entry field terminates entry of Deduction/Earning frequencies for that period. The **ESC** key pressed in the first field of a line will start the entry over again. The **ESC** key pressed in any other field but the first will start any line over.

The screenshot shows a window titled "Calculate Payroll - [Elliott Demonstration Company]". Inside, there is a list of frequencies to enter for employee permanent deductions/earnings. The list includes: 1. This Pay Period, 2. 1st Vacation Check, 3. 2nd Vacation Check, 4. 3rd Vacation Check, 5. 4th Vacation Check, and 6. Print Registers By N Employee Name Or No. At the bottom, there is a "Field Number ?" field and a status bar with "NETcellent System, Inc. (32-bit)", "005 RAH", "BJL", and "PRFRQENT".

Field Number ?
1. This Pay Period
2. 1st Vacation Check
3. 2nd Vacation Check
4. 3rd Vacation Check
5. 4th Vacation Check
6. Print Registers By N Employee Name Or No

NETcellent System, Inc. (32-bit) | 005 RAH | BJL | PRFRQENT

Calculate Payroll

PAYROLL TIME REGISTER

For The Pay Period Ending 10/06/89

Employee Types: H = Hourly S = Salary
 Pay Frequencies: D = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly Q = Quarterly
 Distribution Types: S = Salary % R = Regular Hours O = Overtime Hours X = Special Hours
 P = Supp Pay H = Holiday Hours V = Vacation Hours S = Sick Hours

Dept No	Emp No	Name	Soc-Sec-No	Type	Wage-Acct	Freq	Salary Supp-Earn	Regular Overtime	Special Holiday	Sick Vac	Temp-Ded/Earn	Vac Wks	Wks Wrk	Adjust Sal?
A	1	Jones, James S.	989-03-9231	H	05025-00000-00000	W	.00	40.00	.00	.00			1.00	
Distribution: Type R Account-No 05025-00000-00000 Salary & Wage D/L Fabrication Hrs-% 40.00 Rate 8.250 Job-No SCHOOL School Desks for District														
	3	Salary, Fred F.	555-44-5252	S	05025-00000-00000	W	800.40	.00	.00	.00			1.00	Y
Distribution: Type S Account-No 05025-00000-00000 Salary & Wage D/L Fabrication Hrs-% 100.00 Rate ARMY U.S. Army - Custom Tables														
2 Entries Department Totals: 40.00 .00 .00														
1 Hourly .00 .00														
1 Salary .00 .00														
B	5	Cook, Brad M	008-39-3931	H	05010-00000-00000	W	.00	40.00	.00	.00			1.00	
008-39-3931 H 05010-00000-00000 W .00 .00 .00 .00														

PAYROLL REGISTER

For Department: A
 For The Pay Period Ending 10/06/89 Check Types: R = Regular V = Vacation
 Frequencies Used On This Run: This Pay Period: All
 Vacation Check 1: All Vacation Check 2: All Vacation Check 3: All Vacation Check 4: All

Dept Name	Emp#	Emp-Tp	Ck-Tp	Salary Wks-Wrk Sup-Pay	Reg-Pay Ovt-Pay Vac-Pay	Hol-Pay Sick-Pay Spec-Pay	Ytd-Gross Gross Medicare	Ytd-Fica Txbl-Fica Soc-Sec	Ytd-Fwt Txbl-Fwt Fwt	Ytd-Swt Txbl-Swt Swt	Ytd-Ost Txbl-Ost Ost	Ytd-Cwt Txbl-Cwt Cwt	Oth-Ded Net-Pay
A	1	Hourly	R	.00	330.00	.00	2,706.20	219.88	366.33	54.88	.00	50.47	83.48
Jones, James S.				1.00	.00	.00	336.60	360.60	360.60	360.60	.00	360.60	166.20
	989-03-9231			.00	.00	.00	5.23	22.36	44.28	7.84	.00	7.21	
Other Earnings				6.60	Shftdif Added To Gross								
				25.00	Carallw N/Added To Net								
	3	Salary	R	800.40	.00	.00	4,602.00	340.55	864.76	192.20	.00	104.05	222.04
Salary, Fred F.				1.00	.00	.00	820.40	790.40	708.36	790.40	.00	790.40	324.49
	555-44-5252			.00	.00	.00	11.46	49.00	154.16	38.44	.00	20.81	
Other Earnings				20.00	Trv&Sub Added To Gross								
Dept Name	Emp#	Emp-Tp	Ck-Tp	Salary Wks-Wrk Sup-Pay	Reg-Pay Ovt-Pay Vac-Pay	Hol-Pay Sick-Pay Spec-Pay	Ytd-Gross Gross Medicare	Ytd-Fica Txbl-Fica Soc-Sec	Ytd-Fwt Txbl-Fwt Fwt	Ytd-Swt Txbl-Swt Swt	Ytd-Ost Txbl-Ost Ost	Ytd-Cwt Txbl-Cwt Cwt	Oth-Ded Net-Pay
For Department: A													
2 Checks To Be Printed				2 Regular				0 Vacation					

DEDUCTIONS REGISTER

For Department: A
For The Pay Period Ending 10/06/89 Check Types: R = Regular V = Vacation
Frequencies Used On This Run: This Pay Period: All
Vacation Check 1: All Vacation Check 2: All Vacation Check 3: All Vacation Check 4: All

Empl Name	No	Soc-Sec-No	Emp-Type	Chk-Type	Sav-Bd	Loan	-----Other Deductions-----										Total
					Union	Garnsh	D/E-1/7	D/E-2/8	D/E-3	D/E-4	D/E-5	D/E-6	Td/E-1	Td/E-2	Td/E-3	Deductions	
1 Jones, James S.					25.00	10.00			5.00	10.00		1.00					83.48
989-03-9231 Hourly			R		20.00	12.48			Bluecrs	Crunion		Unitdwy					
3 Salary, Fred F.					.00	.00	40.00	40.00	50.00	82.04	10.00						222.04
555-44-5252 Salary			R		.00	.00	Bluecrs	Blueshl	Crunion	Pension	Unitdwy						

For Department: A
For The Pay Period Ending 10/06/89 Check Types: R = Regular V = Vacation

2 Checks	Totals:	G/L Acct-No	Description
Saving Bnd	25.00	02210-10000-00000	Savings Bond Deduction Payable
Loan	10.00	02220-10000-00000	Loan Repayment Liability
Garnish	12.48	02230-10000-00000	Garnished Wages Payable
Union	20.00	02200-00000-00000	Union Dues Payable
Bluecrs	45.00	02250-00000-00000	Blue Cross Premiums Payable
Blueshl	40.00	02255-00000-00000	Blue Shields Premiums Payable
Crunion	60.00	02270-00000-00000	Employee Credit Union Payments
Pension	82.04	02260-00000-00000	Company Pension Deduction Liab
Unitdwy	11.00	02240-00000-00000	United Way Deduction Payable

Check Reconciliation

Application Overview

Periodically, the bank will send a statement showing all checks, which have been paid out of your checking account as well as all deposits and charges, made. The canceled checks will be included with the statement. Each of these statements must be reconciled, that is you must ensure that there are no discrepancies between your records and the bank's records concerning the account.

Check Reconciliation application allows you to select the employee checks to be reconciled.

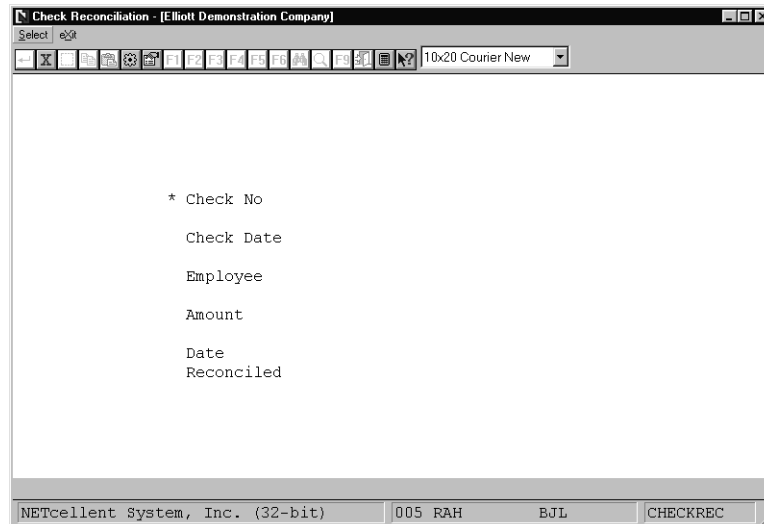
The **Reconciliation** file can be purged to save disk space, or the information can be retained on file for future reference.

The following is one procedure to use in reconciling checks:

1. Select the Select **Check Reconciliation** function from the **Processing** pull down window.
2. Enter the number of the first check on the stack or you may use the **F1** key for the next check on file. The information on file for the check number entered will be displayed on the screen. Ensure that the employee and amount are correct; if not, make a note of it.
3. Enter the statement ending date on the screen where it says Date Reconciled. This field will default to the last date entered on subsequent entries.
4. Repeat step 4 until all checks have been entered. You can press the **F1** key when the cursor is positioned for entry of the check number to bring up the next check on file. This can save you some entry time.
5. You may run the **Reconciliation Report** application after the checks are entered to verify the reconciliation process.

Run Instructions

Select **Check Reconciliation** from the pull down **PR Processing** window. The following screen will then be displayed:



Check Reconciliation Entry Screen

The following options are available:

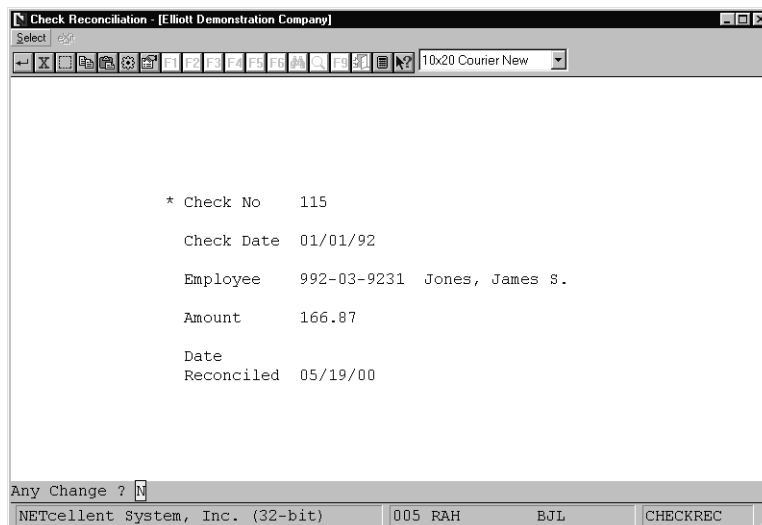
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type	Description
Check No	6 numeric digits (999999).	Enter the check number, which is printed, on the upper right-hand corner of all checks. Press the F1 key to pull up the next check on file. The check date, employee social security number, employee name and amount will all be displayed automatically.
Check Date	A date in the standard date	Date the check was issued.

Name	Type	Description
	format.	This is automatically displayed.
Employee	9 numeric digits.	An employee Social Security number in the standard format. This is automatically displayed.
Amount	8 numeric digits with 2 decimal places.	Amount of check issued. This is automatically displayed.
Date Reconciled	A date in the standard date format.	This is the date of reconciliation of this check. This field defaults to the last date entered on all entries after the first one.



Check Reconciliation - [Elliott Demonstration Company]

Select

10x20 Courier New

* Check No 115

Check Date 01/01/92

Employee 992-03-9231 Jones, James S.

Amount 166.87

Date Reconciled 05/19/00

Any Change ? N

NETcellent System, Inc. (32-bit) 005 RAH BJL CHECKREC

Check Reconciliation

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Clear Employee Totals

Application Overview

Clear Employee Totals allows period-to-date, quarter-to-date and year-to-date employee totals to be selectively reset to zero.

Clear Period-To-Date Totals

Should be run after the final pay period for that period. Obtaining an **Employee** file printout (from the **Employee File Maintenance** application) prior to this program will provide records for that period.

Clear Quarter-To-Date Totals

This should not be run until all quarterly tax forms have been printed. It should be run after the last pay period in the quarter and before the first pay period of the next quarter. A quarterly report for all states and an **Employee** file printout for the quarter should be obtained before this program is run.

Clearing the Quarter-to-Date fields will not affect the Year-to-Date or Period-to-Date fields, so Period-to-Date clearing would normally be selected when the Quarter-to-Date clearing is selected.

Clear Year-To-Date Totals

This should be run only once per year, after the last pay period of the year and before the first pay period of the new year. It should not be run until all yearly tax information is printed.

Clearing the Year-to-Date fields does not affect the Quarter-to-Date or Period-to-Date fields, so Quarter-to-Date and Period-to-Date clearing would normally be selected when Year-to-Date clearing is selected.

Worker's Compensation

The Worker's Compensation Accumulation field (on the fourth screen of **Employee File Maintenance**) will be cleared by one of the above clear options only if the Accumulation period, as specified in the **State/City Tax Code File** for worker's compensation, matches one of the three time periods of this application; i.e. **P** = Period, **Q** = Quarter, and **Y** = Year.

Run Instructions

Select **Clear Employee Totals** from the pull down **PR Processing** window. The following screen will then be displayed:

Clear Employee Totals - [Elliott Demonstration Company]

Clear 10x20 Courier New

Please Specify Which Totals To Clear

1. Period-To-Date ?

2. Quarter-To-Date ?

3. Year-To-Date ?

NETcellent System, Inc. (32-bit) 003 RAH BJL CLEAREMP

Clear Employee Totals Entry Screen

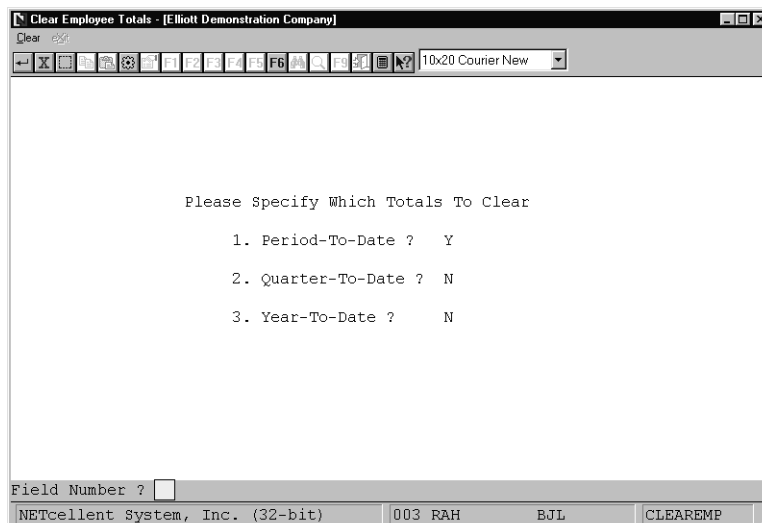
The following options are available:

- * Select the desired mode from the **Clear Employee Totals** menu bar
- * Enter the data requested on the screen
- * To end without clearing the totals, press the **ESC** or **F10** key while positioned for entry of the period-to-date selection.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type	Description
1. Period-To-Date?	Y or N.	Enter Y to specify period to date or N to decline. This field defaults to N.
2. Quarter-To-Date?	Y or N.	Enter Y to specify quarter to date or N to decline. This field defaults to N.
3. Year-To-Date?	Y or N.	Enter Y to specify year to date or N to decline. This field defaults to N.



Clear Employee Totals - [Elliott Demonstration Company]

Please Specify Which Totals To Clear

1. Period-To-Date ? Y

2. Quarter-To-Date ? N

3. Year-To-Date ? N

Field Number ?

NETcellent System, Inc. (32-bit) 003 RAH BJL CLEAREMP

Clear Employee Totals

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Print Payroll Checks

Application Overview

Print Payroll Checks should be run after the **Calculate Payroll** application to print the payroll checks. After the checks are printed, use the **Post Payroll Checks** application to update all permanent files.

If there are any states on the **State/City Tax Code** file that use the anniversary year as the accumulation period for worker's compensation; and the current pay period date is on or after the next anniversary date after the last time the worker's compensation accumulation fields were cleared (i.e. the latest anniversary year has just come to an end), then the user must first clear these accumulation fields (via the **Print Worker's Compensation Report** function of the **Employee Reports** application) before he will be allowed to run this application.

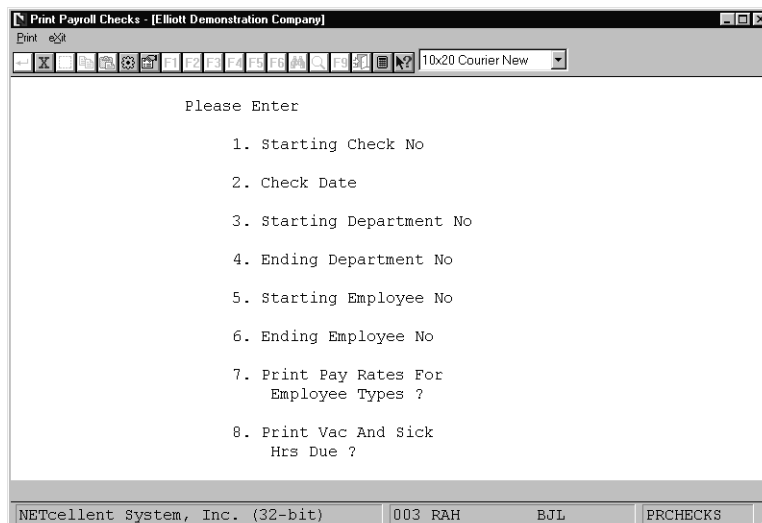
Supplemental Earnings will appear below the earnings boxes of the check stub. This amount has been added to gross pay during **Calculate Payroll**.

Calculated Earned Income Credit will appear at the bottom of the check stub and will be added to net pay. To the right of earned income credit, the total number of vacation days and sick days due are printed.

Payroll checks print by employee number within department.

Run Instructions

Select **Print Payroll Checks** from the pull down **PR Processing** window. The following screen will then be displayed:



Print Payroll Checks - (Elliott Demonstration Company)

Print e

Please Enter

1. Starting Check No
2. Check Date
3. Starting Department No
4. Ending Department No
5. Starting Employee No
6. Ending Employee No
7. Print Pay Rates For
Employee Types ?
8. Print Vac And Sick
Hrs Due ?

NETcellent System, Inc. (32-bit) 003 RAH BJL PRCHECKS

Print Payroll Checks Entry Screen

The following options are available:

- * Mount the checks on the printer and type **Done** when the checks are properly mounted.
- * After checks are mounted you are asked if you wish to print an alignment form. Type **Y** if you wish it to be printed. When alignment is correct, answer **N** to the alignment question.
- * Enter the starting check number, the check date, the starting and ending department and employee numbers of employees to be paid, and if you want the employee's hourly pay rate, sick hours due, and vacation hours due printed on the check. The check date defaults to the current system date. The starting department numbers defaults to **All** departments.
- * The starting and ending employee numbers may be entered only if checks are being printed for a single department.
- * After the screen entry is complete, checks will be printed and the question Are Payroll Checks Just Printed OK? will appear on the screen. If the checks printed are OK, answer **Y** and you will be asked for another range of employees to print. If the checks are not OK (due to a printer jam or other printer malfunction), answer **N** and the checks just printed will be considered void by the package. **Note:** If a large number of checks are printed and only a few are not OK - it is not necessary to void all checks. Answer **Y** to the Are Checks Just Printed OK? question and return to reprint checks only for those employees whose checks were not okay. In this case, the package will consider only the final checks for these employees as valid; all previous checks for these employees will be considered void by the package. Be sure to destroy any duplicated checks immediately so that employees do not receive more than one paycheck for the same period.
- * After check printing is complete press the **ESC** or **F10** key when the cursor is positioned for entry of the starting check number. If checks have been printed, and then you wish to post the checks to the appropriate files, use the **Post Payroll Checks** application in the **Processing** window.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type	Description
1. Starting Check No	6 numeric digits (999999).	This must be non-zero, and must correspond to the preprinted check number of the first check that will be printed.
2. Check Date	A date in the standard date format.	Defaults to current system date.
3. Starting Department No	4 alphanumeric characters.	Defaults to All departments by pressing the RETURN key. In this case, All employees are automatically selected.
4. Ending Department No	4 alphanumeric characters.	Defaults to the starting department number by pressing the RETURN key.
5. Starting Employee No	4 numeric digits (9999).	If only one department was selected, an entry for this field will

Name	Type	Description
		be requested. Otherwise no entry will be requested. Defaults to All by pressing the RETURN key.
6. Ending Employee No	4 numeric digits (9999).	Defaults to the starting employee number by pressing the RETURN key.
7. Print Pay Rates For Employee Types?	1 alphabetic character.	Valid entries are: H = Hourly/Non S = Salary B = Both Hourly/Non & Salary N = None Defaults to N . If print pay rates has been chosen, the regular, overtime, and special pay rates will be printed at the top of the employee's pay stub.
8. Print Vac And Sick Hours Due ?	Y or N .	Defaults to N . If Y is entered, the employee's vacation and sick hours will print on the last line of the pay stub.

Error Recovery Procedures

Checks Jam in Printer

You are printing checks starting at check number 2300. At check number 2400, the paper jams, and the printer starts printing one line on top of the other, making a dark black line across one check.

If you do not notice that this has happened and it runs to completion, you need not worry. If you do notice that it is happening, you can stop the printer and see if you can get the checks printing correctly again. Do not worry if additional checks get printed incorrectly when you are trying to realign the paper.

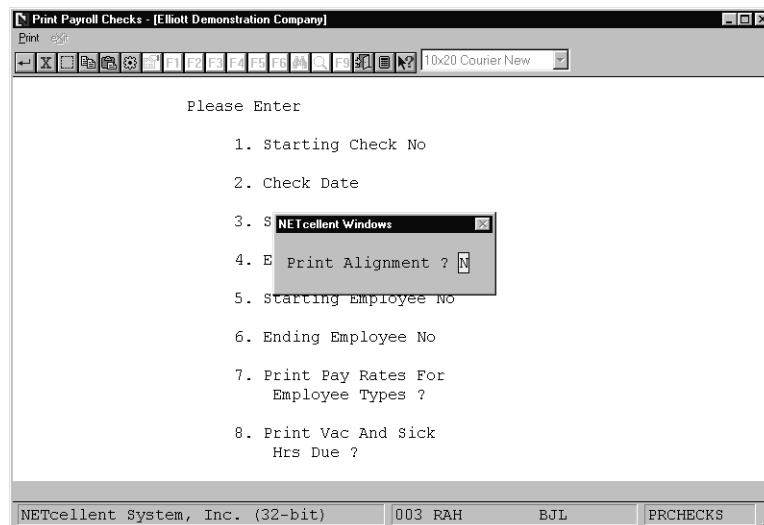
One way or another, if the program runs to completion and the question, Are The Checks Just Printed Ok? is asked, answer **Y** (if most of them were okay there is no point in clearing out all record of these good checks), then immediately reprint the checks for the range of employees whose checks were printed incorrectly.

Wrong Starting Check Number

The starting check number is entered incorrectly and this is not noticed until after the check run has started.












Let the program run to completion, and answer **N** to Are The Checks Just Printed Ok?. This will clear out all record of the checks having been written. You can use the checks that were printed if you put blank paper on the printer and run checks again, or you can just reprint all of the checks and destroy the originals.

One thing that you need to be careful of is that you do not end up with duplicate checks being given to an employee. When the computer prints two checks for the same employee in the same check run because you have decided to reprint a range of checks, it assumes that the first one is void and records it that way. (The check will appear on the check register as a void check), but you must make sure that the actual check is destroyed so that it will not be cashed. It is recommended that if you are ever required to do any reprinting of checks that you take a look at the check register afterwards and make sure to destroy the check forms shown as void.



Print Payroll Checks

Print Payroll Checks - [Elliott Demonstration Company]

Print            10x20 Courier New

Please Enter

1. Starting Check No 221
2. Check Date 05/28/92
3. Starting Department No All
4. Ending Department No
5. Starting Employee No All
6. Ending Employee No
7. Print Pay Rates For
Employee Types ? N
8. Print Vac And Sick
Hrs Due ? Y

Field Number ?

Print Payroll Checks (Printer Instructions)

4	673-09-2882	000139	09/30/89
			10/06/89
40.00			40.00
230.00			
	Shftdif		
	40.00		
	Bluecrs		
	5.40		
	16.74	1613.25	
	3.92	27.41	
	30.26	225.68	
	4.03	28.21	
	5.40	37.80	
	.00	.00	
			1890.00
270.00	60.35	5.40	65.75 204.25
			09/30/89
	Two Hundred Four And 25/100 Dollars		
			****204.25
	Shari B Meddles		
	990 Schorck Road		
	Columbus	OH 43329-9910	

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Print/Create W-2 Forms

Application Overview

Print/Create W-2 Forms application should be run at the end of the year. It provides all necessary income and withholding information on standard W-2 forms.

The program will also allow the user to generate the (SSA) copy "A" information required by the Social Security Administration on magnetic media. A file named W2REPORT will be created which can be copied to a diskette and sent to the SSA. For more information on magnetic media reporting please read the booklet provided by the SSA titled "**Diskette Reporting**" Submitting Annual W-2 Copy A Information to the Social Security Administration.

Even though the government does not require that a subtotal form be printed if less than 41 forms are printed, the program does print it.

If the printer runs out of forms while printing, put some plain paper on the printer and let it finish the run. Then go back and find the last subtotal form that was successfully printed and reprint all W-2 forms from that point on.

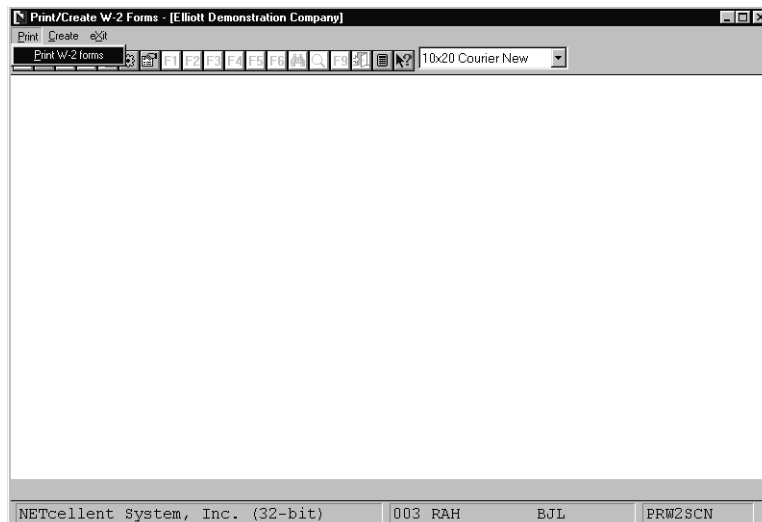
If you have used multiple state or city tax codes for an employee, the information for the second state and/or city will print on the first W-2 Form. Any additional state and/or city information will be printed for each tax code following the federal forms. The state or city W-2 Form contains only state or city tax information. The form does not contain any federal tax information.

The federal W-2 Form will contain the default employee state and city tax information.

A thorough understanding of the capabilities and purpose of the **W-2 Information File Maintenance** section of this manual is necessary prior to proceeding with **Year-End W-2 Processing**.

Run Instructions

Select **Print/Create W-2 Forms** from the pull down **P/R Processing** window. The following screen will then be displayed:



Print/Create W-2 Forms Entry Screen

The following options are available:

- * Select the desired mode from the **Print/Create W-2 Forms** menu bar
- * Enter the data requested on the screen
- * If you select Print W-2 Forms, you will be requested to: Please Mount W-2 Forms On Printer. Mount the forms on the printer. The forms we require come two pairs to a page with a page having the same dimensions as standard computer paper. The form must be mounted so that printing begins with the first pairs of forms on the page. (A subtotal form will be printed every 42nd form. The IRS requires that this form be at the bottom of the page. The program will comply with this requirement if the forms are mounted properly.) Type: DONE when this has been done.
- * Print as many alignment forms as necessary for the forms to be properly aligned. One full page of forms will print for each alignment; this is two pairs of W-2 forms.
- * If you select Create SSA Copy "A" W-2 File, you will need to answer a number of questions that will be reported to the SSA.
- * Enter the starting and ending employee numbers.
- * You may exit the program by pressing the **ESC** or **F10** key while positioned for entry of the starting employee number. The program returns to the **Payroll** menu.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Create SSA Copy "A" W-2 File

Name	Type	Description
Payment Year	4 alphanumeric characters.	This should be the year that the W-2 information is being reported to the SSA.
Employer Name	44 alphanumeric characters.	This should be the reporting companies name.
Employer Address	35 alphanumeric characters.	This should be the street address of the reporting company.
Employer City	20 alphanumeric characters.	Enter the reporting companies city.
Employer State	2 alphabetic characters.	Enter the 2 letter postal state code for the state.
Employer Zip Code	5 alphabetic characters.	Enter the zip code for the reporting company.
Employer Federal Id Number	9 alphanumeric characters.	Enter the reporting company's federal ID number. You will not need to enter the hyphens.
Employer 69 Number	9 alphanumeric characters.	Enter the numeric portion of the reporting company's 69 number only if the company is a section 218 state/local entity.
Coverage Group (Cg)	1 alphanumeric character.	Enter the CG number if the reporting company is a state/local section 218 entity.
Payroll Rec Unit (Pru)	3 alphanumeric characters.	Enter the PRU number if the reporting entity is a state/local section 218 reporting entity.
Establishment No (Erp)	4 alphanumeric characters.	Enter the ERP number of the reporting entity if the company has submitted to the SSA a plan of locations, industrial activities, etc..
Limitation of Liab Ind	1 alphabetic character.	The valid entry is L if the reporting entity is a section 218 state/local entity.
Type of Employment	2 alphabetic characters.	Enter the type of entity that is being reported to the SSA. The valid entries are: R = Regular A = Agriculture

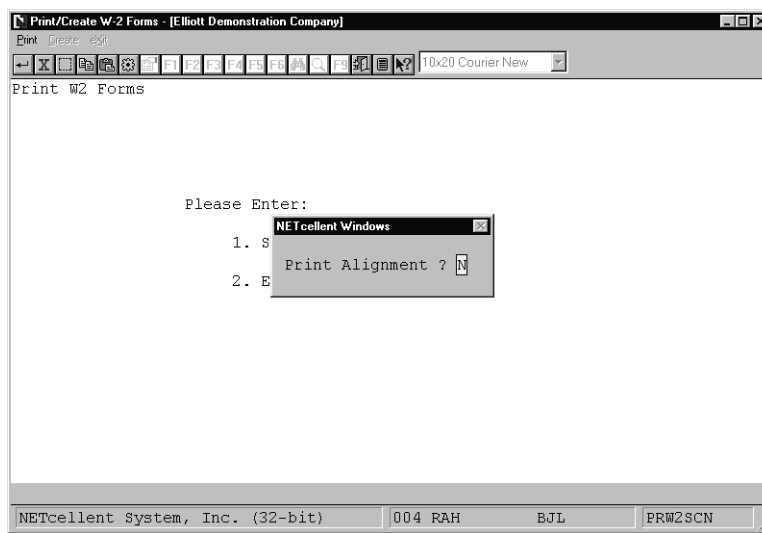
Name	Type	Description
		H = Household M = Military Q = Medicare Qualified Government Employment X = Railroad
Employee Name Code	1 alphabetic character.	The valid entries are: F = Employee First name first S = Employee Surname first Depending on how the names appear of the W-2 will determine how this field is set.
Computer Manufacture	8 alphanumeric characters.	Enter the name of the manufacture of the computer system that the copy "A" information is generated on. i.e. IBM, Compaq, ETC..

Print W-2 Forms

Name	Type	Description
1. Starting Employee No.	4 numeric digits (9999)	Enter the starting employee number in the range you want to print, or press RETURN to default to All employees.
2. Ending Employee No.	4 numeric digits (9999)	Enter the ending employee number in the range you want to print. If you entered RETURN above, this field will be skipped.



Create Year-End W-2 Forms



Create Year-End W-2 Forms

Print/Create W-2 Forms - [Elliott Demonstration Company]

Print W2 Forms

Please Enter:

1. Starting Employee No: All
2. Ending Employee No:

Field Number ?

NETcellent System Inc. (32-bit) 004 BAW RTL PDF25CM

Print/Create W-2 Forms

NETcellent Window Systems Module V6.X.050

This Application Will Create A File Called W2report For Reporting Annual W-2 Copy "A" Inform NETcellent Window Systems Module V6.X.050 (Min- Istrat Showin File. To Continue

OK

Print/Create W-2 Forms - [Elliott Demonstration Company]

Print Create

10x20 Courier New

Create W2 Forms

Please Enter:

Payment Year 2000
 Employer Name Netcellent System, Inc.
 Employer Address 3096 Temple Avenue
 Employer City Pomona
 Employer State CA
 Employer Zip Code 91766
 Employer Federal Id No 123456789

Coverage Group (Cg)
 Payroll Rec Unit (Pru)
 Establishment No (Erp)

Type Of Employment R
 Employee Name Code F
 Computer Manufacturer IBM

Any Change ? ☒

NETcellent System, Inc. (32-bit) 004 RAH BJL PRW2SCN

Emp# 1				Emp# 1			
Elliott Demo Company	12345678901			Elliott Demo Company			X
3096 Temple Ave.	11111111111	989-03-9231		3096 Temple Ave			
Pomona, CA 91766		X		Pomona, CA 91766			
	322.05	2513.60			322.05	2513.60	
				12345678901	11111111111	192.29	2513.60
192.29	2513.60			989-03-9231	12345		
				James S. Jones			150.00
James S. Jones			150.00	123 Ohio Street			
123 Ohio Street				Columbus			
Columbus	OH				OH		
	43215-8910	D	6.00		43215-8910	D	6.00

W - 2 C O P Y " A " F I L E R E P O R T

Emp#	Fica-Wages Dep Care	Fica-Tips Ben	Fwt-Wages 457 Dist	Fica Not 457 Dist	E-I-C	Fwt	Alloc-Tip	Insurance	Pen	Def Comp	Deferred Comp-Amt	Fringe Benefit
1	2,513.60	.00	.00	2,513.60	192.29	.00	322.05	.00	.00	N	Y	6.00
2	.00	.00	.00	1,472.00	26.77	227.89	50.00	.00	.00	N	Y	180.00
3	3,661.60	.00	.00	3,341.44	280.09	.00	710.60	.00	.00	N	Y	360.16
4	1,620.00	.00	.00	1,720.00	123.93	.00	195.42	.00	100.00	N	N	.00
5	1,065.00	.00	.00	1,065.00	81.47	.00	112.14	.00	.00	N	Y	15.00
Sub Totals For	5 Employees:											
	8,860.20	.00	.00	10,112.04	704.55	227.89	1,390.21	.00	100.00			561.16
				.00	.00							222.00
Grand Totals For	5 Employees:											
	8,860.20	.00	.00	10,112.04	704.55	227.89	1,390.21	.00	100.00			561.16
				.00	.00							222.00

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Reports

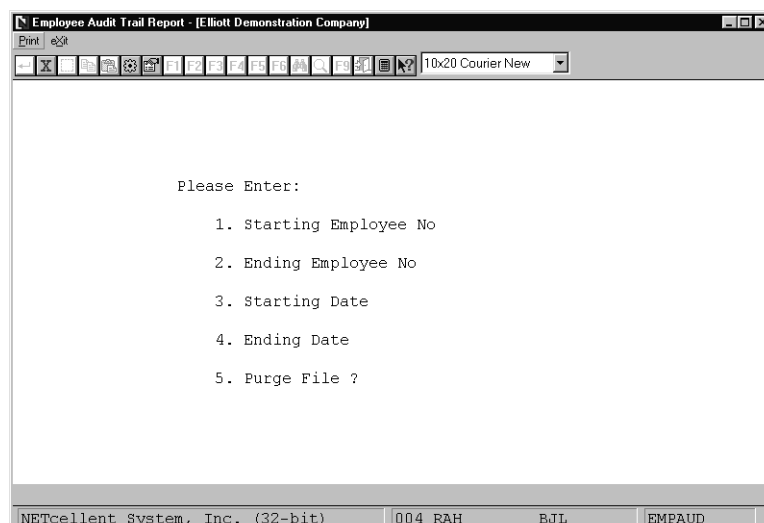
Employee Audit Trail Report

Application Overview

The **Employee Audit Trail Report** application enables you to track changes made to sensitive payroll data entered into the change mode of the **Employee File**. In order to obtain an audit trail report, the **PR Setup** file flag must be set to **Y**. If this Flag is set to **N** then there will be no audit trail of changes.

Run Instructions

Select **Employee Audit Trail Report** from the pull down **PR Reports** window. The following screen will then be displayed:



Employee Audit Trail Report Entry Screen

The following options are available:

- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Employee No	<p>4 numeric characters.</p> <p>Enter the starting employee number to specify a range of employees to print on the report.</p> <p>If you press RETURN for the entry of the Starting Employee No., the field will default to All employees, and the entry of the Ending Employee No. will be skipped.</p>
2. Ending Employee No	<p>4 numeric characters.</p> <p>If you press RETURN for the entry of the Ending Employee No. the field will default to the same value as entered for the Starting Employee No.</p>
3. Starting Date	<p>A date in the standard date format.</p> <p>Enter the beginning date of the period for which you want to print the report.</p> <p>If you press RETURN for the entry of the Starting Date, the field will default to All and the entry of the Ending Date will be skipped.</p>
4. Ending Date	<p>A date in the standard date format.</p> <p>If you press RETURN for the entry of the Ending Date the field will default to the same value as entered for the Starting Date.</p>
5. Purge File ?	<p>Y or N.</p> <p>The default value is N.</p>

Employee Audit Trail Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

1. Starting Employee No All

2. Ending Employee No

3. Starting Date All

4. Ending Date

5. Purge File ? N

Field Number ?

NETcellent System, Inc. (32-bit) 004 RAH BJL EMPAUD

Print Employee Audit Trail Report

EMPLOYEE AUDIT TRAIL PRINT - OUT

For All Employees
For All Dates
Action Codes: A = Add B = Before Change C = After Change D = Delete

Purge - No

1. 0004 05/29/92 13:52:22 B	28.	1.	28.	17.	126.93	1.	2,739.00	28.
2. Meddles, Shari B	29. LA	2.	29.	18.	201.23	2.	162.00	29.
3. 990 Schorck Road	30. 1	3.	30.	19.		3.	2,739.00	30.
4. Los Angeles	31. 2	4.	31.	20.	30.45	4.	2,739.00	31.
5. CA	32.	5.	32.	21.		5.	2,739.00	32.
6. 43329-9910	33.	6.	33.	22.	33.19	6.	2,739.00	33.
7. 673-09-2882	34. 100.00	7.	34.	23.	200.00	7.	2,739.00	34.
8. 01/01/55	35.	8.	34.	24.	16.00	8.	2,739.00	35.
9. M	36.	9.	35.	25.	2.00	9.		36.
10. 01/01/84	37. N	10.	36.	26.		10.	209.55	37.
11. 01/01/92	38. N	11.	37.	27.		11.	332.55	38.
12. 01/01/92	39. N	12.	1.	28.	160.00	12.		2,739.00
13.	40.	13.	2.	29.	16.00	13.		
14. H	41.	14. BC Bluecrs	3.	2.00	1,659.00	14.	46.57	
15. W	42.	15. 2.000 %	4.			15.	54.79	
16. B	43. CA01	16. W 2	5.			16.	360.00	
17. 05010-00000-00000	44. .0100	17. D2 Shftdif	6.	162.00		17.	16.00	
18. A	45. N	18. 40.00 \$	7.			18.	2.00	
19. F	46.	19. W 1	8.	1,659.00		19.		
20.	47.	20.	9.	162.00		20.		
21. 40.00	48.	21.	10.	1,659.00		21.	9.00	

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PR Distribution To G/L Report

Application Overview

The **PR Distribution to G/L** application produces a report of the **General Ledger** entries generated by the **Payroll** package during a specified period and optionally purges the **Distribution** file for the period specified.

The report may be obtained in detail or in summary.

Detailed Report

Each distribution of regular, overtime, special, vacation, holiday, sick and supplemental pay made during payroll transaction processing or manual payroll transaction processing, is shown by account number, as well as all amounts automatically posted for taxes, deductions, additional earnings and cash. The account numbers for these automatic postings are obtained from the **Employee** file (wage account and union deductions account), **Deduction/Earning Code** file, **State/City Tax Code** file, and **Payroll Setup**.

Employee, check number, check date and amount distributed are shown for each transaction.

Account totals and grand totals are printed.

Summary Report

Total distribution per day per Distribution account is printed. Account totals and grand totals are printed.

Period Starting and Ending Date

All distributions entered for transactions on or after the period starting date and on or before the period ending date will be printed. Transactions with dates later than the period ending date are not printed or purged but are kept on file. The period ending date is associated with the response to check date or period end date response when the check posting procedure was performed.

Interfacing to the General Ledger

Manual Entry

Obtain a Distribution Report with a period ending date the last day of the accounting period (or the period to be posted).

You can make a summary entry of each Distribution account to the **General Ledger**. However, if transactions exist which have dates in previous periods, they must be manually separated and entered with a date within that accounting period. This is to ensure that financial statements run for previous periods are correct.

After the correct **Distribution** report is obtained, purge the **Distribution** file. This will clear all transactions shown on the report from the file. Purging will not affect transactions on file dated after the period ending date.

Automatic Interface

The automatic interface is run from the **General Ledger** package. Do not purge the **Distribution** file if the interface will be run. Once you are ready to interface the **Payroll** package with the **General Ledger** package, you will run **General Ledger** and select the appropriate application. You have the option of purging the file during the interface or purging it later from the **Payroll** package.

A distribution report may be obtained at any time. However, it cannot be rerun if a purge has been done for that period.

Run Instructions

Select **PR Distribution To G/L** from the pull down **PR Reports** window. The following screen will then be displayed:

PR Distribution To G/L Report - [Elliott Demonstration Company]

Print e

10x20 Courier New

Please Enter:

1. Print Report ?
2. Purge File ?
3. Period Starting Date
4. Period Ending Date
5. Detail Or Summary ?

NETcellent System, Inc. (32-bit) 004 RAH BJL PRDSTSCN

PR Distribution To G/L Report Entry Screen

The following options are available:

- * Select the desired mode from the **PR Distribution To G/L** menu bar
- * Enter the data requested on the screen
- * When there are no more changes to this screen, the print program is started up as a background task and you are immediately prompted for another report selection.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Print Report?	Y or N. Defaults to Y.
2. Purge File?	Y or N. Defaults to N.
3. Period Starting Date	A date in the standard date format. Enter the starting date of the period for which you wish to print the report.
4. Period Ending Date	A date in the standard date format. Defaults to the period starting date. Distributions dated after the date entered here will not be printed or purged.
5. Detail or Summary?	1 alphabetic character. Valid values are: D = Detail S = Summary Defaults to D. The detail report shows full detail of every distribution from every check. The summary summarizes onto one figure per account per day.

PR Distribution To G/L Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

1. Print Report ?	Y
2. Purge File ?	N
3. Period Starting Date	Earliest
4. Period Ending Date	05/23/00
5. Detail Or Summary ?	D

Field Number ?

NETcellent System, Inc. (32-bit) 004 RAH BJJ PRDSTSCN

Distribution To G/L Report (Detail)

PR Distribution To G/L Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

1. Print Report ?	Y
2. Purge File ?	N
3. Period Starting Date	Earliest
4. Period Ending Date	05/23/00
5. Detail Or Summary ?	S

Field Number ?

NETcellent System, Inc. (32-bit) 004 RAH BJJ PRDSTSCN

Distribution To G/L Report (Summary)

PAYROLL DISTRIBUTION TO GENERAL LEDGER REPORT

Printed For All Transactions On File In Detail

Account No	Description	Check Date	Check No	Empl No	Journal Source	Amount Distributed
01010-00000-00000	Cash in Bank - Account #1	01/01/92	115	1	PRIN	166.87 CR
		01/01/92	116	3	PRIN	306.95 CR
		01/01/92	117	2	PRIN	37.08 CR
		01/01/92	118	4	PRIN	203.83 CR
		01/01/92	119	5	PRIN	137.22 CR
		01/16/92	120	1	PRIN	166.87 CR
		01/16/92	121	3	PRIN	306.95 CR
		01/16/92	122	2	PRIN	37.08 CR
		01/16/92	123	4	PRIN	203.83 CR
		01/16/92	124	5	PRIN	137.22 CR
		01/31/92	125	1	PRIN	166.87 CR
		01/31/92	126	3	PRIN	306.95 CR
		01/31/92	127	2	PRIN	37.08 CR
		01/31/92	128	4	PRIN	203.83 CR
		01/31/92	129	5	PRIN	137.22 CR
		02/15/92	130	1	PRIN	166.87 CR
		02/15/92	131	3	PRIN	306.95 CR
		02/15/92	132	2	PRIN	37.08 CR
		02/15/92	133	4	PRIN	203.83 CR
		02/15/92	134	5	PRIN	137.22 CR

PAYROLL DISTRIBUTION TO GENERAL LEDGER SUMMARY

Printed For All Transactions On File In Summary

Account No	Description	Check Date	Amount Distributed
01010-00000-00000	Cash in Bank - Account #1	01/01/92	851.95 CR
		01/16/92	851.95 CR
		01/31/92	851.95 CR
		02/15/92	851.95 CR
		04/15/92	545.00 CR
	Account Total:		3,952.80 CR
01010-10000-00000	Cash in Bank - Account #1	04/30/92	1,046.44 CR
		05/10/92	469.66 CR
		05/17/92	453.85 CR
		05/24/92	454.41 CR
		05/28/92	897.07 CR
	Account Total:		3,321.43 CR
02130-00000-00000	Federal Withholding Taxes	01/01/92	274.81 CR
		01/16/92	274.81 CR
		01/31/92	274.81 CR
		02/15/92	274.81 CR

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Payroll History Reports

Application Overview

The **Payroll History Reports** application prints four history reports. They provide historical information on a wide range of data generated during **Post Time Transaction** and **Post Manual Transaction**. Each report offers the user the option to purge the data file from which the report is printed. When purging the files, be very certain all ranges have been entered correctly. Once the purging is complete, the data is no longer available.

Payroll Check History Report

The **Payroll** Check History Report shows all computer generated payroll checks and manual transactions for a range of employees and for a range of pay period dates.

It shows the detail of all payroll transactions that have taken place within a specified period, for a specified range of employees. Payroll transactions include regular payroll checks, advanced vacation checks and manual payroll transactions.

The starting and ending dates refer to the range of pay period ending dates and not check dates. The **Payroll** History File is keyed by pay period ending date rather than check date.

All voluntary deductions are lumped together under the single "Deductions" heading. Likewise, all employee allowances are lumped together under the heading "Allowances" For a restaurant; meals and reported tips are included together under the Heading Tips-Meals.

Deduction/Earning History Report

The Deduction/Earning History Report shows all deductions and earnings taken on computer generated payroll checks and manual transactions for a range of employees, for a range of pay period dates, and for a range of D/E codes.

The starting and ending dates refer to the range of pay period ending dates and not check dates. The **Payroll** Deduction/Earning History File is keyed by pay period ending date rather than check date.

L And I History Report

The **L And I History Report** shows all Labor and Industry Code payments for ranges of pay period dates, employees, L and I codes, and/or states. The user may define one or more of these ranges to define what data the report will print. The report may be organized by L and I code, by employee, or by state.

Note: The data file may not be purged if the report is printed by employee or state.

For each check, the report prints the check number, pay period ending date, hours worked, gross wages, and employee and employer L and I premium amounts.

Shift History Report

The **Shift History Report** prints by shift code the shift differentials calculated for each employee. The report can be printed for a range of pay period ending dates, employee's and/or shift codes. For each shift code, the report prints the check number, pay period ending date, shift type, hours worked, and calculated shift amount for each employee.

Run Instructions

Select **Payroll History Reports** from the pull down **PR Reports** window. The following screen will then be displayed:

Payroll History Reports - [Elliott Demonstration Company]

Print [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [Esc] [Enter] [Tab] [Shift] [Ctrl] [Alt] [Cmd] [Win] [Menu] [Print] [Copy] [Paste] [Find] [Help] [10x20 Courier New]

Payroll check history report
Ded/Earn history report
L and I history reports
Shift history report

Please Enter:

1. Print Report ? ☒ Y

2. Purge File ? ☐ N

3. Starting Date

4. Ending Date

5. Starting Employee

6. Ending Employee

NETcellent System, Inc. (32-bit) 004 RAH BJL PRHISTSC

Print Payroll History Report Entry Screen

The following options are available:

- * Select the desired mode from the **Payroll History Reports** menu bar
- * Select the **Payroll Check History Report**, **Ded/Earn History Report**, **L And I History Report** or **Shift History Report**.
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Payroll Check History Report

Name	Type and Description
1. Print Report ?	Y or N. Defaults to Y.
2. Purge File ?	Y or N. Defaults to N. Be certain the file is to be purged before answering YES to the Purge File? question. Once the file is purged, the designated data is deleted from the file.
3. Starting Date	A date in the standard date format. Defaults to All dates by pressing the RETURN key.
4. Ending Date	A date in the standard date format. Defaults to the starting date.
5. Starting Employee	4 numeric digits (9999). Defaults to All employees by pressing the RETURN key.
6. Ending Employee	4 numeric digits (9999). Defaults to the starting employee number.

Deduction/Earning History Report

Name	Type and Description
1. Print Report ?	Y or N. Defaults to Y.
2. Purge File ?	Y or N. Defaults to N. Be certain the file is to be purged before answering YES to the Purge File? question. Once the file is purged, the designated data is deleted from the file.

3. Starting Date	A date in the standard date format. Defaults to All dates by pressing the RETURN key.
4. Ending Date	A date in the standard date format. Defaults to the starting date.
5. Starting Employee	4 numeric digits (9999). Defaults to All employees by pressing the RETURN key.
6. Ending Employee	4 numeric digits. Defaults to the starting employee number.
7. Starting Code	2 alphanumeric characters. Defaults to All codes by pressing the RETURN key.
8. Ending Code	2 alphanumeric characters. Defaults to the starting code.

L And I History Report By L And I Code

Name	Type and Description
1. Print Report ?	Y or N. Defaults to Y.
2. Purge File ?	Y or N. Defaults to N. Be certain the file is to be purged before answering YES to the Purge File? question. Once the file is purged, the designated data is deleted from the file.
3. Starting Date	A date in the standard date format. Defaults to All dates by pressing the RETURN key.
4. Ending Date	A date in the standard date format. Defaults to the starting date.
5. Starting Employee	4 numeric digits (9999). Defaults to All employees by pressing the RETURN key.
6. Ending Employee	4 numeric digits.

	Defaults to the starting employee number.
7. Starting Code	2 alphanumeric characters. Defaults to All codes by pressing the RETURN key.
8. Ending Code	2 alphanumeric characters. Defaults to the starting code.
9. Starting State	2 alphanumeric characters. Defaults to All states by pressing the RETURN key.
10. Ending State	2 alphanumeric characters. Defaults to the starting state.



















L And I History Report By Employee Or By State

Name	Type and Description
1. Starting Date	A date in the standard date format. Defaults to All dates by pressing the RETURN key.
2. Ending Date	A date in the standard date format. Defaults to the starting date.
3. Starting Employee	4 numeric digits (9999). Defaults to All employees by pressing the RETURN key.
4. Ending Employee	4 numeric digits. Defaults to the starting employee number.
5. Starting Code	2 alphanumeric characters. Defaults to All codes by pressing the RETURN key.
6. Ending Code	2 alphanumeric characters. Defaults to the starting code.
7. Starting State	2 alphanumeric characters. Defaults to All states by pressing the RETURN key.
8. Ending State	2 alphanumeric characters. Defaults to the starting state.

Shift History Report

Name	Type and Description
1. Print Report ?	Y or N. Defaults to Y.
2. Purge File ?	Y or N. Defaults to N. Be certain the file is to be purged before answering YES to the Purge File? question. Once the file is purged, the designated data is deleted from the file.
3. Starting Date	A date in the standard date format. Defaults to All dates by pressing the RETURN key.
4. Ending Date	A date in the standard date format. Defaults to the starting date.
5. Starting Employee	4 numeric digits (9999). Defaults to All employees by pressing the RETURN key.
6. Ending Employee	4 numeric digits. Defaults to the starting employee number.
7. Starting Code	2 alphanumeric characters. Defaults to All codes by pressing the RETURN key.
8. Ending Code	2 alphanumeric characters. Defaults to the starting code.

Payroll History Reports - [Elliott Demonstration Company]

Print                   10x20 Courier New

Payroll Check History Report

Please Enter:

1. Print Report ? Y

2. Purge File ? N

3. Starting Date 04/01/00

4. Ending Date 04/30/00

5. Starting Employee All



















6. Ending Employee

Field Number ?

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Print Payroll Check History Report

Payroll History Reports - [Elliott Demonstration Company]

Print                   10x20 Courier New

Ded/Earn History Report

Please Enter:

1. Print Report ? Y

2. Purge File ? N

3. Starting Date All

4. Ending Date

5. Starting Employee All

6. Ending Employee

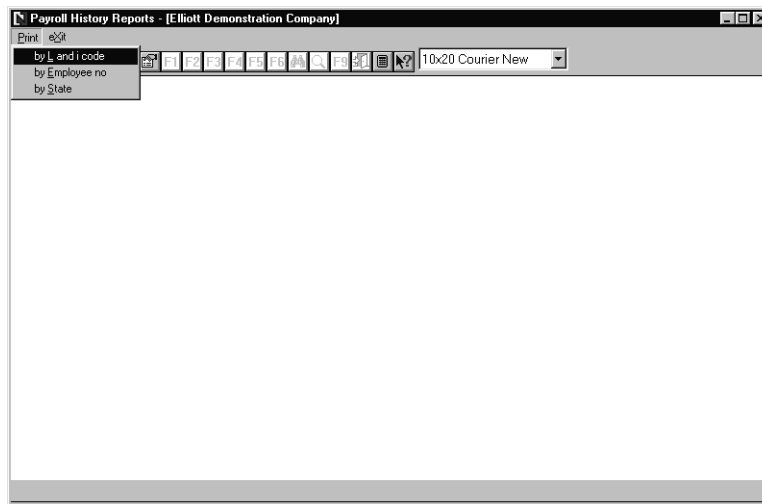
7. Starting Code All

8. Ending Code

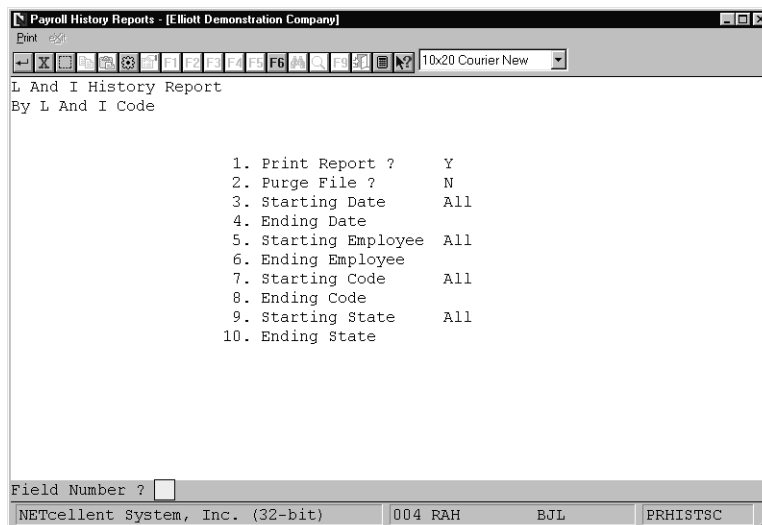
Field Number ?

NETcellent System, Inc. (32-bit) 004 RAH BJL PRHISTSC

Print Deduction/Earning History Report





L And I Code Menu



L And I History Report By L And I Code

Payroll History Reports - [Elliott Demonstration Company]

Print 

 10x20 Courier New

L And I History Report
By Employee


1. Starting Date	All
2. Ending Date	
3. Starting Employee	All
4. Ending Employee	
5. Starting Code	All
6. Ending Code	
7. Starting State	All
8. Ending State	


Field Number ?

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L And I History Report By Employee

Payroll History Reports - [Elliott Demonstration Company]

Print 

 10x20 Courier New

L And I History Report
By State

1. Starting Date	All
2. Ending Date	
3. Starting Employee	All
4. Ending Employee	
5. Starting Code	All
6. Ending Code	
7. Starting State	All
8. Ending State	

Field Number ?

NETcellent System, Inc. (32-bit) 004 RAH BJJ PRHISTSC

L And I History Report By State

PAYROLL HISTORY REPORT

For The Period 04/01/92 To 04/30/92 Transaction Types: P = Payroll Check V = Adv Vacation Check M = Manual Transaction
For All Employees

Empl No	Name	Soc-Sec-No	Strt-Date	End-Date	Trx Typ	Check No	Gross Fwt-Gross	Soc-Sec Medicare	Fwt Swt	Ost Cwt	Deductions Allowances Tips-Meals	Eic Net-Pay Tip-Cr	Wks Wrk
1	Jones, James S.	989-03-9231	04/09/92	04/15/92	P	135	336.60	22.36	44.28	.00	83.48	166.20	1.00
						04/15/92	360.60	5.23	7.84	7.21	25.00		
			04/24/92	04/30/92	M	142	350.00	21.70	50.00	.00	.00	273.22	.00
						04/30/92	350.00	5.08	.00	.00	.00		
					M	142	350.00	21.70	50.00	.00	.00	273.22	1.00
						04/30/92	350.00	5.08	.00	.00	.00	273.22	
					Totals:	3 Checks	1,036.60	65.76	144.28	.00	83.48	712.64	2.00
							1,060.60	15.39	7.84	7.21	25.00		
2	Smith, Sally				P	136	215.00	.00	.00	.00	213.23	22.85	1.00

DEDUCTION/EARNING HISTORY REPORT

For The Period 04/01/92 To 04/30/92 Transaction Types: P=Permanent D/E T=Temporary D/e
For All Employees
For All D/E Codes
Deduction/Earning Types: D=Deduction A=Allowance (Not Added To Net) E=Earning (Added To Gross) M=Meals T=Tips

D/E Code	Description	D/E Type	Empl No	Empl Name	Pay-Prd-Date	Check Date	Check No	Trx Type	Amount
BC	Bluecrs	D	1	Jones, James S.	04/15/92	04/15/92	135	P	5.00CR
					04/30/92	04/30/92	139	P	5.00CR
								Empl D/E Code Total:	10.00CR
			2	Smith, Sally	04/03/92	04/30/92	140	P	10.00CR
					04/15/92	04/15/92	136	P	10.00CR
								Empl D/E Code Total:	20.00CR
			4	Meddles, Shari B	04/15/92	04/15/92	137	P	4.60CR
					04/30/92	04/30/92	141	P	5.40CR
								Empl D/E Code Total:	10.00CR
			5	Cook, Brad M	04/15/92	04/15/92	138	P	3.60CR
					04/30/92	04/30/92	142	P	3.60CR

LABOR AND INDUSTRY HISTORY REPORT

By L And I Code For All Employees		For All Periods		For All States				
L-And-I Code	Description	Emp-No State	Name Soc-Sec-No	End-Date Check-No	Hours Worked	Gross-Wages Ovt-Excess	Employee Tax-Amount	Employer Tax-Amount
4101	Printing/Lithography/Engraving	4	Meddles, Shari B CA 673-09-2882	05/07/92 151	50.00	378.00 .00	14.76	4.43
				05/14/92 153	46.00	330.75 .00	13.58	4.07
				05/21/92 155	42.00	290.25 .00	12.40	3.72
				05/28/92 224	43.00	333.75 .00	12.70	3.81
Totals For Employee: 4					181.00	1,332.75 .00	53.44	16.03
		5	Cook, Brad M CA 008-39-3931	05/07/92 152	44.00	253.00 .00	12.99	3.89
				05/14/92	47.00	277.75	13.88	4.16

LABOR AND INDUSTRY HISTORY REPORT

By Employee No For All Employees		For All Periods		For All States					
Emp-No	Name Soc-Sec-No	L-And-I Code	State Check-No	Period End-Date	Hours Worked	Gross-Wages	Ovt-Excess	Emp-Tax-Amt	Empr-Tax-Amt
4	Meddles, Shari B 673-09-2882	4101	CA 151	05/07/92	50.00	378.00	.00	14.76	4.43
			CA 153	05/14/92	46.00	330.75	.00	13.58	4.07
			CA 155	05/21/92	42.00	290.25	.00	12.40	3.72
			CA 224	05/28/92	43.00	333.75	.00	12.70	3.81
			CA 152	05/07/92	44.00	253.00	.00	12.99	3.89
			CA 154	05/14/92	47.00	277.75	.00	13.88	4.16
			CA	05/21/92	51.00	319.00	.00	15.06	4.52

LABOR AND INDUSTRY HISTORY REPORT

By State For All States		For All Periods For All Employees		For All Codes				
State	Description	L-And-I Code	Employee-No Employee-Name Soc-Sec-No	End-Date Check-No	Hours Worked	Gross-Wages Ovt-Excess	Employee Tax-Amount	Employer Tax-Amount
CA	California	4101	4 Meddles, Shari B 673-09-2882	05/07/92 151	50.00	378.00 .00	14.76	4.43
			4 Meddles, Shari B 673-09-2882	05/14/92 153	46.00	330.75 .00	13.58	4.07
			4 Meddles, Shari B 673-09-2882	05/21/92 155	42.00	290.25 .00	12.40	3.72
			4 Meddles, Shari B 673-09-2882	05/28/92 224	43.00	333.75 .00	12.70	3.81
			5 Cook, Brad M	05/07/92 152	44.00	253.00 .00	12.99	3.89

SHIFT HISTORY REPORT

For All Periods For All Employees		For All Codes						
Shift Code	Description	Emp Name No Soc-Sec-No	End-Date	Sft-Type	Check Number	Hours Worked	Shift Amount	
2	Second Shift	4 Meddles, Shari B 673-09-2882	05/07/92	Overtime	151	8.00	12.00	
			05/07/92	Regular	151	40.00	40.00	
			05/07/92	Special	151	2.00	4.00	
			05/14/92	Overtime	153	6.00	9.00	
			05/14/92	Regular	153	40.00	40.00	
			05/21/92	Overtime	155	2.00	3.00	
			05/21/92	Regular	155	40.00	40.00	
			05/28/92	Overtime	224	3.00	4.50	
			05/28/92	Regular	224	40.00	40.00	
Totals For Employee:		4						
						181.00	192.50	

Employee Reports

Application Overview

Employee Reports application allows access to the following functions:

- Union Deductions Report
- Overtime and Sick Pay Report
- Non-Employee Compensation Report
- Worker's Compensation Report
- Meals Report

The Meals Report is accessible only if **Payroll Setup** identifies the user as a restaurant.

Union Deductions Report

This report itemizes union deductions by employee for a selected union (or all unions), within a selected range of pay periods. The report prints employees in social security number order for the convenience of union administrators.

The report details hours worked, gross pay, the amount of the deduction and the method of calculation used to arrive at the deduction. The report may be utilized internally by payroll personnel and may also be submitted to the unions along with remittance of the amount deducted.

This report uses data in the **Payroll History** file. Data for certain periods will no longer be available once the **Payroll History** file has been purged for those periods.

This report uses data in the **Employee** file for the type of union deduction taken. If the type of deduction is changed after the data is put on the **Payroll History** file, then only the current deduction method (i.e., per hour, per pay period, or percentage) will be printed.

Employees deleted from the **Employee** file but not purged from the **Payroll History** file will not be printed.

Overtime and Sick Pay Report

This report shows the overtime hours and sick hours and pay for each employee by department with month-to-date, quarter-to-date and year-to-date totals and averages.

This report will also show the total number of vacation hours due to an employee and the number of vacation hours that have been paid to the employee.

Non-Employee Compensation Report

This report would customarily be run at the end of the year prior to the preparation of Non-Employee Compensation Forms (Form 1099). It provides information requested on these forms such as recipient's name and address, identifying number (Social Security Number) and year-to-date gross pay.

Worker's Compensation Report

This is a report showing all wages or hours accumulated for all employees, for worker's compensation reporting purposes. Each state starts on a new page if all states are selected. The type of data shown here is somewhat dependent on the worker's compensation data recorded on the State Tax Code record for the particular state.

Employees are shown in order by social security number within the Worker's Compensation code. The premium due for each employee is shown, along with the subtotal for each Worker's Compensation code.

The period covered by this report depends on the accumulation period specified in the State Tax Code record. If the accumulation period is **P** for period (e.g. month), then every time the employee period-to-date totals are cleared, the accumulated worker's compensation hours or wages will also be cleared. In this case, the report should be printed every month, before the period-to-date totals are cleared. Accumulation periods of **Q** (quarter) and **Y** (calendar year) are handled similarly. If the accumulation period is **A**, for anniversary year, the situation is different. In this case, the Worker's Compensation Accumulation fields can only be cleared by this program.

The question, Clear Accum Amounts? will be asked if the current date is after the anniversary date and the program determines that the last time the fields were cleared was before the anniversary date (in the current calendar year). If the user answers **Y**, then the accumulation fields are cleared. See **Print Payroll Checks** application for some more data on this.

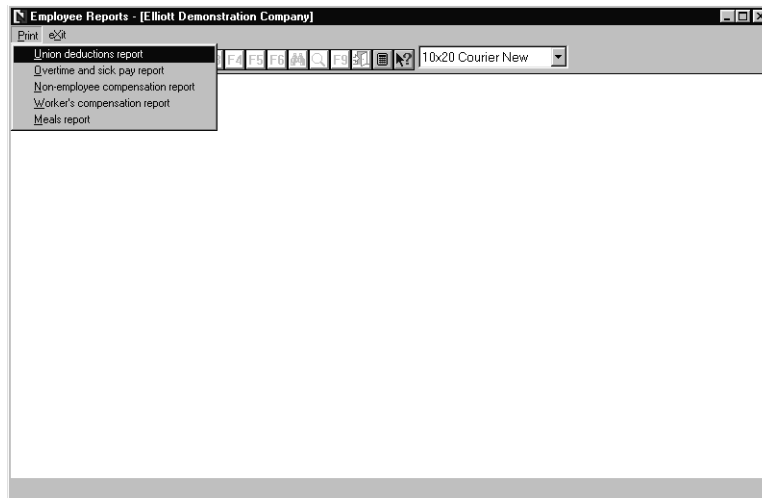
Meals Report

This report is designed to assist the user with posting meals expense to the general ledger. Since methods of posting meals expense vary significantly from one restaurant to another, this package requires that the user post the expense manually according to his own company's policy.

The Meals Report can be obtained for a single pay period or for several pay periods combined. The report may be generated for as great a range of periods as **Payroll History** data is available. With a listing of amounts by employee for the requested period, the appropriate journal entries can be made.

Run Instructions

Select **Employee Reports** from the pull down **PR Reports** window. The following screen will then be displayed:



Employee Reports Entry Screen

The following options are available:

- * Select the desired mode from the **Employee Reports** menu bar
- * Choose one of the following
- * Union Deduction Report, Overtime and Sick Pay Report, Non-Employee Compensation Report, Worker's Compensation Report, Meals Report -(Available to those companies identified as restaurants in **Payroll Setup**.)
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Union Deduction Report

Name	Type and Description
Union Account No	An account number in the standard account number format. Pressing the F1 key defaults to All accounts. The particular union is identified by its account number.
Pay Period Start Date	A date in the standard date format. This is the starting pay period date connected with all Payroll History file records that will be considered for this report. Defaults to All dates by pressing the RETURN key.
Pay Period End Date	A date in the standard date format. Defaults to the pay period start date.

Overtime And Sick Pay Report

Name	Type and Description
Starting Department	4 alphanumeric characters. Enter the starting department in the range you want to print, or press RETURN to Default to All departments.
Ending Department	4 alphanumeric characters. Enter the ending department in the range you want to print, or press RETURN to default to the starting department setting.

Worker's Compensation Report





































Name	Type and Description
State Tax Code	2 alphanumeric characters. The tax code must exist on the Payroll Tax Code file. Its description is automatically displayed. Defaults to All states.
Clear Accum Amounts ?	Y or N. This question is asked only if the accumulation method as indicated on the State Tax Code record for this (single) state is A for anniversary date, and the last date the amounts were cleared is before the anniversary date (this year) and the current date is after the anniversary date.

NOTE: Payroll checks may not be printed for a new payroll period if there is any state for which these accumulated amounts have not been properly cleared.

Meals Report

Name	Type and Description
Pay Period Start Date	A date in the standard date format. Enter the starting pay period date connected with the Payroll History file records that will be considered for this report. This field defaults to All dates.
Pay Period End Date	A date in the standard date format. Enter the pay period ending date in the range you want to print. This field defaults to the pay period start date.

Employee Reports - [Elliott Demonstration Company]

Print                                    

Employee Reports - [Elliott Demonstration Company]

Print: e88

- Union deductions report
- Overtime and sick pay report
- Non-employee compensation report**
- Worker's compensation report
- Meals report

10x20 Courier New

NETcellent System, Inc. (32-bit) 006 RAH BJL PRRP1MNU

Non-employee Compensation Report

Employee Reports - [Elliott Demonstration Company]

Print: e88

Workers Compensation Report

NETcellent Window Systems Module V6.X.058 (

State Tax Code All

Any Change ? N

NETcellent System, Inc. (32-bit) 006 RAH BJL PRRP1MNU

Worker's Compensation Report

Employee Reports - [Elliott Demonstration Company]

Print 10x20 Courier New

Meals Report

NETcellent Windows System

Pay Period Start Date All

Pay Period End Date

Any Change ? ☐

NETcellent System, Inc. (32-bit) 006 RAH BJJ PRRPTMNU

Print Meals Report

U N I O N D E D U C T I O N S R E P O R T

For Pay Periods All
For Union Account No 02200-00000-00000 Union Dues Payable

Soc-Sec-No	Name	-----Hours-----		Gross-Pay	Calc	Union
		Regular	Overtime	Special	Method	Deduction
323-46-7373	Smith, Sally	140.00	.00	.00	1,130.00	Per Hour 300.00
989-03-9231	Jones, James S.	160.00	.00	.00	1,373.20	Per Hour 40.00
Union Totals:		300.00	.00	.00	2,503.20	340.00

OVERTIME AND SICK PAY REPORT

For All Departments
Employee Types: H = Hourly

S = Salary N = Non-Employee

Dept No	Empl No	Name	Emp Typ	---Period-To-Date---			---Quarter-To-Date---			-----Year-To-Date-----			Vac	Due	Paid
				Ovrtim Hrs	Sick Hrs	Sick Pay	Ovrtim Hrs	Sick Hrs	Sick Pay	Ovrtim Hrs	Sick Hrs	Sick Pay			
100	100	Cooney, Jerry III	H	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	200	Jones, Allen II	H	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	300	Smith, Sally	H	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	400	Bill SaintClaire	H	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
4	Employees	Department Totals:		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		Department Averages:		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

NON-EMPLOYEE COMPENSATION REPORT

Emp-No	Name	Street-Address	St	Zip	Ytd-Gross
	Soc-Sec-No	City			
500	Rich, Lisa A. 291-56-2369	420 Lyonwood Dr. Caledonia	OH	43072-0485	1,152.12
1	Non-Employees				

WORKER'S COMPENSATION REPORT

State: CA California				Calculation Method: Percent Of Salary		Accumulation Period Quarterly	
				Anniversary Date: 00/00/00		Experience Modifier: 100.00	
				Maximum Wages: .00		Last Clear Date: 00/00/00	

Wk-Cmp Code	Soc-Sec-No	Empl No	Name	Rate	Exec Exm?	Eligible Wages	Premium Due
	323-46-7373	2	Smith, Sally	.0000	N	.00	.00
	989-03-9231	1	Jones, James S.	.0000	N	.00	.00
Totals This Code:						.00	.00
CA01	008-39-3931	5	Cook, Brad M	.0000	N	1,059.75	.00
CA01	673-09-2882	4	Meddles, Shari B	.0100	N	1,452.75	.15
Totals This Code:						2,512.50	.15
Totals This State:						2,512.50	.15
Times Experience Modifier:							X 100.00
-----							-----
Premium Due:							.15

MEALS REPORT

For Pay Periods All

Emp-No	Name	Amount
--------	------	--------

Quarterly Payroll Report

Application Overview

Quarterly Payroll Report application should be run immediately following the close of each quarter, and before any new transactions, either regular payroll or manual, have been entered for the next quarter. The program computes and prints Federal, State and City Withholding and Unemployment Insurance Liabilities for the preceding quarter. The information is needed for the 941 Forms.

The **Quarterly Payroll Report** can be printed for an individual state, or for ALL states on file.

If it is printed for ALL states, the report for each state begins at the top of a page. The federal information will print on the very last form.

FICA is calculated based on the cutoff limits provided in **Payroll Setup** for maximum FICA wages. The wages computed will be the quarter-to-date taxable wages paid to the employee, plus meals, plus any tip credit, minus any sick pay if this is exempt from FICA. If the FICA limit for the employer is exceeded for any employee then only the amount the employer should pay up to the maximum is shown.

For FUI tax liability the federal unemployment insurance maximum wage and percent is used. The liability is calculated similarly to FICA, except that sick pay is never exempted.

For SUI tax liability the **State and City Tax Codes** file is used for maximum wage and percent amounts. The calculation of the SUI liability is similar to that for FUI.

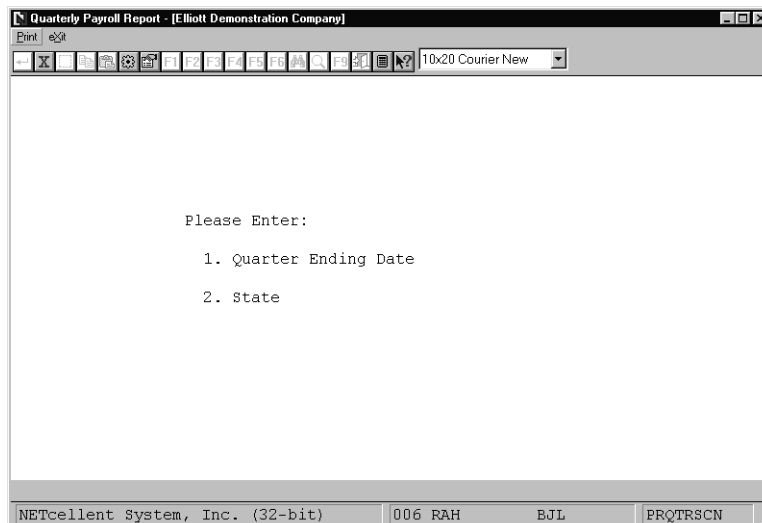
For OST the **State and City Tax Codes** file is used for the maximums for the employee liability; and the taxable wage is based on all amounts the employee received during the quarter, including tips and meals. Sick pay is never subtracted from the OST wages.

The city income tax withheld is the accumulation of all CWT for all employees within the state for which the report is printed. It is not broken down by particular city.

Non-employees do not appear on the report.

Run Instructions

Select **Quarterly Payroll Report** from the pull down **PR Reports** window. The following screen will then be displayed:



Quarterly Payroll Report Entry Screen

The following options are available:

- * Select the desired mode from the **Quarterly Payroll Report** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Quarter Ending Date	<p>A date in the standard date format.</p> <p>Defaults to the current system date.</p> <p>The date entered as the quarter ending date will print at the top of the report. However, this date will not affect any of the calculations done by the program.</p> <p>Pressing the F10 key as the entry for this field will terminate the application without any printing occurring. The program will return to the Payroll menu.</p>
State	2 alphanumeric characters.

Name	Type and Description
	The state must exist on the State and City Tax Codes file. Its description will be displayed automatically. Pressing the RETURN key defaults to All .

Quarterly Payroll Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

1. Quarter Ending Date 05/23/00

2. State All

Field Number ?

NETcellent System, Inc. (32-bit) 006 RAH BJL PRQTRSCN

Print Quarterly Payroll Report

QUARTERLY PAYROLL REPORT

For The Quarter Ending 05/31/92

FEDERAL ID: 12345678901
 STATE ID: 12345
 Company: Elliott Demo Company
 Address: 3096 Temple Ave.
 Pomona, California 91766

Name	Soc-Sec-No	Wks-Wrk	Gross-Pay	Qtd-Fwt	Qtd-Txb-Fwt	Employer Qtd-Soc-Sec Qtd-Medicare Qtd-Txb-Fica	Employee Qtd-Soc-Sec Qtd-Medicare Qtd-Txb-Fica	Qtd-Fui	Qtd-Sui	Qtd-Swt	Qtd-Txb-Swt	Qtd-Ost	Qtd-Txb-Ost	Qtd-Cwt	Qtd-Txb-Cwt
Brad M Cook	008-39-3931	6.00	1,429.75	154.33	1,414.75	87.71 20.51	87.72 20.51	87.71	1,414.75	24.18	1,414.75	.00	28.30	1,414.75	
Sally Smith	323-46-7373	5.00	1,345.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Shari B Meddles	673-09-2882	6.00	1,992.75	241.05	1,992.75	123.55 28.89	123.57 28.89	123.55	1,992.75	37.13	1,992.75	.00	39.87	1,992.75	
James S. Jones	989-03-9231	4.00	1,709.80	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Grand Totals			6,477.30	395.38	3,407.50	211.26 49.40	211.29 49.40	211.26	3,407.50	61.31	3,407.50	.00	68.17	3,407.50	
4 Employees															

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Check Reconciliation Report

Application Overview

The **Check Reconciliation Report** application provides a report of all outstanding checks as of a particular date. The report will also, optionally, print all checks, which were reconciled on a particular bank statement.

In order to generate these reports, you must answer "Y" to the Reconcile Checks field in **Payroll Setup**.

The following is one procedure to use in reconciling checks:

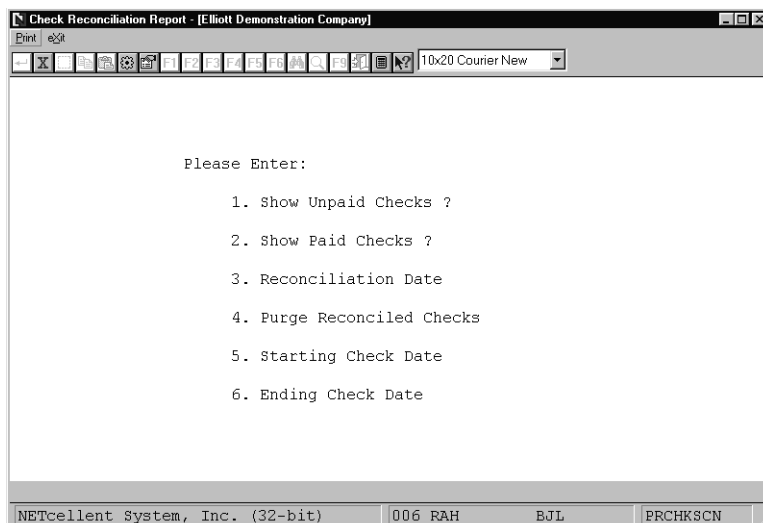
1. After all the checks are entered via **Check Reconciliation** in the **Processing** pull down window, you can print the **Check Reconciliation Report**.

Select the range of dates for which you wish to show checks (the ending date should be the same as the statement date), and select only unpaid checks.

2. This report displays all outstanding checks (those that the bank has not paid yet).
3. Find out what the checkbook total was for the account on the statement ending date. This total, plus the total outstanding checks shown on the report, minus any charges shown in the statement should equal the account ending balance shown on the statement.
4. If these amounts are not equal, then you must figure out why. First, compare the total of reconciled checks to the figure on the bank statement. If they do not match, find which check amount is incorrect. Make sure that the last statement was properly reconciled. Make sure that there are no arithmetic errors in the checkbook. Correct any errors found.
5. Enter the charges shown on the statement into the checkbook.
6. The statement is now reconciled.

Run Instructions

Select **Check Reconciliation Report** from the pull down **PR Reports** window. The following screen will then be displayed:



Check Reconciliation Report - [Elliott Demonstration Company]

Print Exit

10x20 Courier New

Please Enter:

1. Show Unpaid Checks ?
2. Show Paid Checks ?
3. Reconciliation Date
4. Purge Reconciled Checks
5. Starting Check Date
6. Ending Check Date

NETcellent System, Inc. (32-bit) 006 RAH BJL PRCHKSCN

Check Reconciliation Report Entry Screen

The following options are available:

- * Select the desired mode from the **Check Reconciliation Report** menu bar
- * Enter the data requested on the screen






































To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Show Unpaid Checks?	<p>Y or N.</p> <p>Enter Y if you wish to have checks, which have not been reconciled to appear on the report.</p> <p>The default is Y.</p>
2. Show Paid Checks?	<p>Y or N.</p> <p>Enter Y if you wish to have checks, which have already been reconciled to appear on the report.</p>

Name	Type and Description
	The default is Y .
3. Reconciliation Date	<p>A date in the standard date format.</p> <p>This field is not needed if the answer to Show Paid Checks? was N.</p> <p>Press the F1 key to show all reconciliation dates. If All is selected, then all reconciled checks will appear on the report.</p> <p>If a specific date is entered, then any reconciled checks on file with this reconciliation date will appear on the report.</p> <p>This field defaults to the current date.</p>
4. Purge Reconciled Checks	<p>Y or N.</p> <p>Enter Y if you wish to purge those reconciled checks, which appeared on the report. This will conserve disk space.</p> <p>Enter N if you do not want anything purged from the Check Reconciliation file.</p> <p>Normally, you do not want to purge reconciled checks until the bank statement is verified.</p> <p>The default is N.</p>
5. Starting Check Date	<p>A date in the standard date format.</p> <p>This is the starting date of the range of checks that will be printed on the report.</p> <p>The default is All dates.</p>
6. Ending Check Date	<p>A date in the standard date format.</p> <p>This is the ending date of the range of checks that will be printed on the report.</p> <p>The default is the starting check date.</p>

Check Reconciliation Report - [Elliott Demonstration Company]

Print                                     

Job Distribution Report

Application Overview

A job is a particular project or activity for which expenses are being tracked. When a payroll distribution is entered into the **Payroll** package, the wage expense amounts can be distributed among the appropriate jobs. These distributions are posted to the Job Distribution file and are printed out on this report.

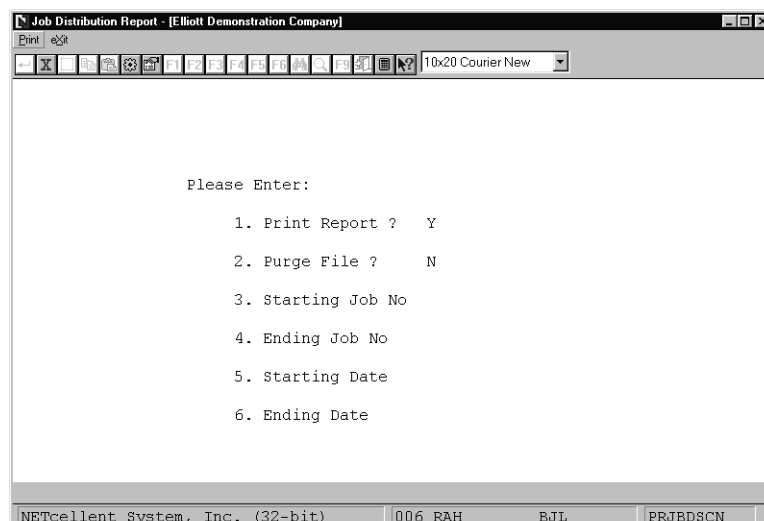
The report shows the total expenses incurred by each different job and further breaks down the wage expenses by the wage expense accounts, showing detail of the expense distributions.

If the **Print A/P Job Info?** flag is set to **Y** in **Payroll Setup**, and the **A/P** package is being used, **Accounts Payable** distributions will appear on the report. If the **Print A/R Job Info?** flag is set to **Y**, the same will be true of **Accounts Receivable** distributions.

The Job Distribution file may be purged when the report is printed, or the data may be retained on file for future reference at your option.

Run Instructions

Select **Job Distribution Report** from the pull down **PR Reports** window. The following screen will then be displayed:



The screenshot shows a window titled "Job Distribution Report - [Elliott Demonstration Company]". It has a menu bar with "Print" and "Exit", and a toolbar with various icons. The font is set to "10x20 Courier New". The main area contains the text "Please Enter:" followed by a list of prompts:

- 1. Print Report ? Y
- 2. Purge File ? N
- 3. Starting Job No
- 4. Ending Job No
- 5. Starting Date
- 6. Ending Date

The status bar at the bottom displays "NETcellent System, Inc. (32-bit) | 006 RAH BJJ PRJBDSCN |".

Job Distribution Report Entry Screen

The following options are available:

- * Select the desired mode from the **Job Distribution Report** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Print Report?	<p>Y or N.</p> <p>Enter Y to print the report.</p> <p>Enter N if you do not wish to have the report printed, so you can purge data without printing the report.</p> <p>The default is Y.</p>
2. Purge File?	<p>Y or N.</p> <p>Enter Y if you wish to have the Job Distribution file purged for the range printed to conserve disk space.</p> <p>Enter N if you wish to have all of the data in the Job Distribution file retained for future reference.</p> <p>The default is N.</p>
3. Starting Job No	<p>6 alphanumeric characters.</p> <p>Enter the first job to appear on the report.</p> <p>This field defaults to All.</p>
4. Ending Job No	<p>6 alphanumeric characters.</p> <p>Enter the last job to appear on the report.</p> <p>This field defaults to the starting job number to make it easy to print the report for a single job.</p>
5. Starting Date	<p>A date in the standard date format.</p> <p>Enter the beginning date of the period for which the report is to be printed.</p> <p>This field defaults to All.</p>
6. Ending Date	<p>A date in the standard date format.</p> <p>Enter the ending date of the period for which the report is to be printed.</p> <p>This field defaults to the starting date to make it easy to print the report for a single date.</p>

Job Distribution Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

1. Print Report ? Y

2. Purge File ? N

3. Starting Job No All

4. Ending Job No

5. Starting Date All

6. Ending Date

Field Number ?

006 RAH BJJ PRJBDSCN

Print Job Distribution Report

J O B D I S T R I B U T I O N R E P O R T

For All Periods

Note: Post Date For Payroll Transactions Is The Pay Period Ending Date

Job-No	Description	AP	Vendor	Vouch#	Invoice#	Inv-Date	P.O.-No	Item-No	Quantity	Distributed
Account-No	Description	PR	Employee	Check#		Post-Date	Rate	Hours		Amount
CPU-SX	Personal Computer 386/SX									
01100-00000-00000	Inventory - Raw Materials									
		AP	000700	Southern Electronics						
				500096	500096	02/18/92	00000600	CLOCK	15.000	188.10
				500096	500096	02/18/92	00000600	DATA-BUS	15.000	231.75
				500096	500096	02/18/92	00000600	MEMMGR	15.000	660.00
				500096	500096	02/18/92	00000600	VGA	15.000	3,450.00
				500096	500096	02/18/92	00000600	RAM-2MEG	15.000	750.00
				500096	500096	02/18/92	00000600	RAM-ADDRES	15.000	255.00
				500096	500096	02/18/92	00000600	RESET-CPU	15.000	517.50
				500096	500096	02/18/92	00000600	CPU-30MEG	15.000	25,500.00
								Account Total:		31,552.35
04230-00000-00000	Purchase Price Variance - R/M									
		AP	000700	Southern Electronics						

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Job Analysis Report

Application Overview

A job is a particular project or activity for which expenses are being tracked or sales are being billed to. When a payroll distribution is entered into the **Payroll** package, the payroll wage expense amount can be distributed among the appropriate jobs. These distributions are posted to the **Job History** file and are printed out on the **Job Analysis Report**.

The report shows the total **Accounts Payable** and **Payroll** expenses incurred by each different job, the total **Accounts Receivable** billed to each different job, and if the report is printed in detail format, it will further break down the expenses and sales by accounts, showing detail of the expense and sales distributions.

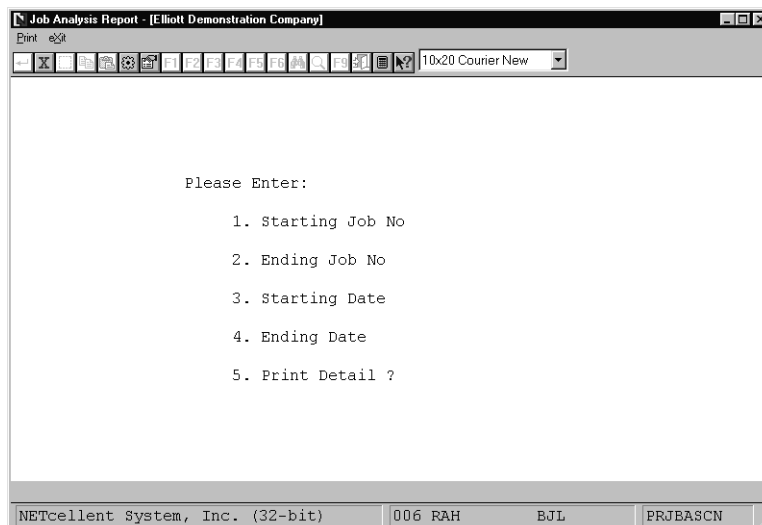
If the **Accounts Payable** or **Accounts Receivable** packages are being used, they will also contribute distributions to the report.

If the **Accounts Payable** or **Accounts Receivable** packages are in use, and the **Print A/P** or **A/R Job Info?** flags in **Payroll Setup** are set to **Y**, distributions from those packages will appear on the report.

Actual billings from **A/R** and Expenses from **A/P** and **PR** are accumulated on this report and compared against the budgets in the **Job Code** file.

Run Instructions

Select **Job Analysis Report** from the pull down **PR Reports** window. The following screen will then be displayed:



The screenshot shows a window titled "Job Analysis Report - [Elliott Demonstration Company]". It has a menu bar with "Print" and "Exit", and a toolbar with various icons. The main area contains the text "Please Enter:" followed by a numbered list: "1. Starting Job No", "2. Ending Job No", "3. Starting Date", "4. Ending Date", and "5. Print Detail ?". The status bar at the bottom displays "NETcellent System, Inc. (32-bit)", "006 RAH", "BJL", and "PRJBASCN".

Job Analysis Report Entry Screen

The following options are available:

- * Select the desired mode from the **Job Analysis Report** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Job No	6 alphanumeric characters. Enter the first job to appear on the report. This field defaults to All .
2. Ending Job No	6 alphanumeric characters. Enter the last job to appear on the report. This field defaults to the starting job number to make it easy to print the report for a single job.
3. Starting Date	A date in the standard date format. Enter the beginning date of the period for which the report is to be printed. This field defaults to the system date.
4. Ending Date	A date in the standard date format. Enter the ending date of the period for which the report is to be printed. This field defaults to the starting date to make it easy to print the report for a single date.
5. Print Detail ?	Y or N . Enter whether you want the report to print in detail format or not. If you answer N the report will print in summary format, and will not show detailed distributions. This field defaults to Y .

Job Analysis Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

1. Starting Job No All

2. Ending Job No

3. Starting Date All

4. Ending Date

5. Print Detail ? Y

Field Number ?

NETcellent System, Inc. (32-bit) 006 RAH BJJ PRJBASCN

Print Job Analysis Report

J O B A N A L Y S I S R E P O R T									
Job-No	Description	Description	Period	To		Job Totals			
Account-No	Employee No					Hours	PR Expense	AP Expense	Billed
Item No	Customer No	Hours	PR Expense	AP Expense	Billed				
CPU-SX	Personal Computer	386/SX							
05025-00000-00000	Salary & Wage D/L Fabrication								
0001		40.00	330.00			40.00	330.00		
01100-00000-00000	Inventory - Raw Materials								
	CLOCK			188.10				188.10	
	CPU-30MEG			25,500.00				25,500.00	
	DATA-BUS			231.75				231.75	
	MEMMGR			660.00				660.00	
	RAM-2MEG			750.00				750.00	
	RAM-ADDRES			255.00				255.00	
	RESET-CPU			517.50				517.50	
	VGA			3,450.00				3,450.00	
04230-00000-00000	Purchase Price Variance - R/M								
	CLOCK			175.56-				175.56-	
	CPU-30MEG			23,706.49-				23,706.49-	

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Utilities Setup

PR Setup

Application Overview

The **Payroll Setup** application allows you to enter data, which remains relatively constant throughout the **Payroll** package over an extended period of time. It also allows you to customize your **Payroll** package to some degree. This is the first **Payroll** application you should run after you have initialized (or converted) the **Payroll** data files and have set up the Company File.

The responses you provide here will affect processing in nearly all of the programs in the **Payroll** package, so consider them carefully.

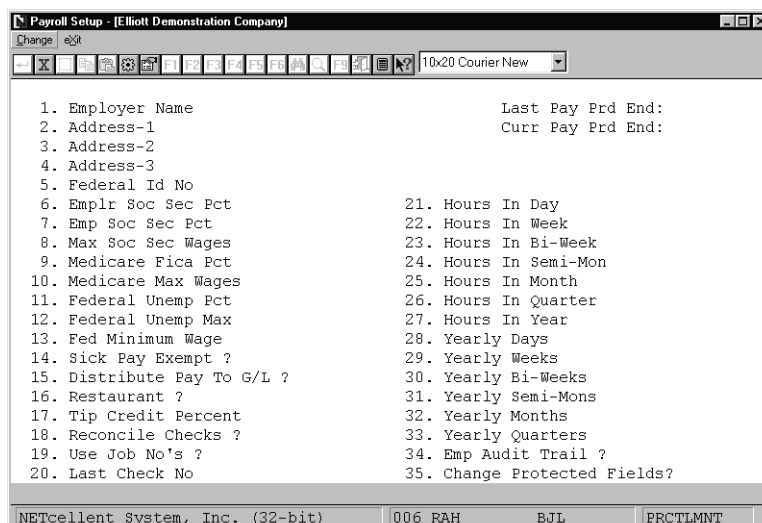
NOTE: As the various **General Ledger** account numbers are being entered, there is no validation done against the Account File. It is therefore very important that these account numbers be entered accurately.

The account numbers should also be entered via the **Account File Maintenance** application so that their descriptions will appear on distribution reports. If you desire to have profit center and departmental accountability revert to the employee's profit center and department for all or specific liabilities, the profit center and department portions of the liability accounts entered here should be entered as all 9s.

Once the **Payroll** package is in operation, if the answers to screen items 14, 16, 18, 19 on the first screen are changed from **Y** to **N**, or **N** to **Y**, the logic in the programs connected with these questions will automatically be deactivated or activated. No data already in existence in the package will be lost by changing the answers to these questions. However, if the Distribute Pay To G/L ? has its answer changed from **A** to **S** or from **N** to **S**, the distribution flag for each employee on file will have to be changed individually for all those employees for which you now want to do detailed **General Ledger** distribution.

Run Instructions

Select **PR Setup** from the pull down **PR Util_setup** window. The following screen will then be displayed:



Payroll Setup - (Elliott Demonstration Company)	
1. Employer Name	Last Pay Prd End:
2. Address-1	Curr Pay Prd End:
3. Address-2	
4. Address-3	
5. Federal Id No	
6. Emplr Soc Sec Pct	21. Hours In Day
7. Emp Soc Sec Pct	22. Hours In Week
8. Max Soc Sec Wages	23. Hours In Bi-Week
9. Medicare Fica Pct	24. Hours In Semi-Mon
10. Medicare Max Wages	25. Hours In Month
11. Federal Unemp Pct	26. Hours In Quarter
12. Federal Unemp Max	27. Hours In Year
13. Fed Minimum Wage	28. Yearly Days
14. Sick Pay Exempt ?	29. Yearly Weeks
15. Distribute Pay To G/L ?	30. Yearly Bi-Weeks
16. Restaurant ?	31. Yearly Semi-Mons
17. Tip Credit Percent	32. Yearly Months
18. Reconcile Checks ?	33. Yearly Quarters
19. Use Job No's ?	34. Emp Audit Trail ?
20. Last Check No	35. Change Protected Fields?

NETcellent System, Inc. (32-bit) | 006 RAH | BJL | PRCTLMNT

Payroll Setup Entry Screen

The following options are available:

- * Select the desired mode from the **PR Setup** menu bar
- * Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

Name	Type and Description
1. Employer Name	25 alphanumeric characters. This is the employer name that will appear on the Year-end W-2 and Quarterly Report forms, which are automatically printed by the Payroll program. The following address (2-4) is also used for the same purpose.
2. Address - 1	25 alphanumeric characters.
3. Address - 2	25 alphanumeric characters.
4. Address - 3	25 alphanumeric characters.
5. Federal Id No	11 alphanumeric characters. This is the employer's federal identification number that will appear on the Year-end W-2 forms and Quarterly Payroll report.
6. Emplr Soc Sec Pct	4 digits, with 2 decimal places (99.99). The employer and employee Social Security percents are subject to change by the federal government at the beginning of each year. Their current values can be found in the IRS Circular E - Employer's Tax Guide.
7. Empl Soc Sec Pct	4 digits, with 2 decimal places (99.99). See the description for item 6 above.
8. Max Soc Sec Wages	7 digits, with 2 decimal places (99,999.99). The maximum Social Security wages is the cut-off maximum limit of an individual employee's taxable gross wages upon which the Social Security deduction is calculated. This value can also be found in the current IRS Circular E. The maximum is the same for both the employer's Social Security and the employee's Social Security. However, if the employer is a restaurant, the employee's reported tips are included as a part of the gross wages for the employee Social Security, but not for the employer.

Max Soc Sec Wages (continued)	Meals are included in the taxable gross for both the employer and the employee for Social Security computation. Tip credits are included in the taxable gross for the employer for this calculation also.
9. Medicare Fica Pct	4 digits, with 2 decimal places (99.99). The Medicare percent is subject to change by the federal government at the beginning of each year. The current value can be found in the IRS Circular E- Employer's Tax Guide.
10. Medicare Max Wages	8 digits with 2 decimal places (999999.99). The maximum Medicare wages is the cut-off maximum limit of an individual employee's taxable gross wages upon which the Medicare deduction is calculated. This value can also be found in the current IRS Circular E.
11. Federal Unemp Pct	5 digits, with 3 decimal places (99.999). The federal unemployment (FUI) percent can also be found in IRS Circular E. It is used on the Quarterly Tax Report to calculate the employer's FUI liability. However, this may be reduced in some states that require State Unemployment Insurance (SUI) payments.
12. Federal Unemp Max	7 digits, with 2 decimal places (99,999.99). The federal unemployment (FUI) maximum wages are also found in IRS Circular E. It is the cut-off maximum limit of an individual employee's taxable gross wages upon which the employer's FUI liability is calculated.
13. Fed Minimum Wage	5 digits, with 3 decimal places (99.999). This is the federal minimum wage per hour set by federal law. The federal minimum wage is used to calculate tip credit for restaurants. The tip credit for an eligible employee would be the hours worked below the federal minimum wage times the difference between the wage paid and the federal minimum wage. There is no check made anywhere in the Payroll package to prevent paying an employee less than the minimum wage. Paying the proper wage to employees is the user's responsibility.
Fed Minimum Wage (continued)	However, if the restaurant question is answered Y and the employee is eligible for tip credit, a message will appear on the Payroll Register warning that the employee has not been paid the federal minimum wage. A change can be made through Payroll Time Transaction Processing , or the system will automatically post the required dollar amount to an excess pay field for the employee.
14. Sick Pay Exempt?	Y or N. Under special circumstances, compensation the employer gives, as sick pay is exempt from FICA taxation. If the answer to this question is Y, FICA will be calculated on taxable gross wages minus sick pay, for both the employer's and employee's share of FICA. All other tax calculations will include sick pay as part of taxable gross wages.
15. Distribute Pay To G/L?	1 alphabetic character. Valid responses are:

	<p>N = Never Distribute A = Always Distribute S = Selectively Distribute</p> <p>General Ledger distribution is always automatically included as a part of the Payroll package, no matter what the user responds to this question. It is the detailed distribution of an employee's wages to selected General Ledger accounts that is controlled by the response to this question. If the answer to this question is N (never distribute), all employees' wages for regular hours or salary, overtime hours, and special hours will be automatically distributed to the employee's wage account as given in the employee record.</p> <p>Vacation, holiday and sick hours will be distributed according to the expense accounts indicated in this Payroll Setup. If the answer to this question is A (always distribute), then in both the Payroll Time Transaction Processing application and Manual Trx Processing application, the operator will be requested to distribute the employee's regular pay or salary, supplemental pay, overtime pay, vacation pay, holiday pay, special pay and sick pay in detail to selected General Ledger accounts.</p>
Distribute Pay To G/L (continued)	If the answer to this question is S (selectively distribute), the operator will be requested to enter a detailed General Ledger distribution only for employees that have been flagged for distribution on the employee record (see the Employee File Maintenance application).
16. Restaurant?	<p>Y or N.</p> <p>If the employer is a restaurant, the Payroll package will perform the basic accounting functions necessary to handle an employee's reported tips and any meals provided by the employer, as well as tip credits. Meals in this case are always considered a part of the employee's taxable gross wages. Meals are not, however, automatically posted to a General Ledger account. Any such posting must be done manually in the General Ledger package. To aid the user in doing this, an Employee Meals Report is available as part of the Print Employee Reports application.</p> <p>Tip credits are calculated when an employee is flagged as eligible for tip credit in the employee record. When a payroll transaction is entered for an employee, if the employee's wages (hourly rate, plus reported tips) are less than what that employee would get if he were getting the federal minimum wage for the hours reported, the tip credit is calculated by subtracting the federal minimum wage from regular, overtime or special rate, plus reported tips (if these are below the federal minimum wage) and then multiplying this amount by the number of worked hours hours worked at the substandard rate. Tip credit is not computed for vacation pay, sick pay, or holiday pay.</p>
17. Tip Credit Percent	<p>5 digits, with 2 decimal places.</p> <p>The maximum allowable percentage of the federal minimum wage that the employer may use as the tip credit.</p>
18. Reconcile Checks?	<p>Y or N.</p> <p>If check reconciliation is selected, then all regular payroll checks and all manual checks (when the net pay is more than zero) will be automatically kept on file for later reconciliation using the Payroll Check Reconciliation application.</p>
19. Use Job No's?	<p>Y or N.</p> <p>The Payroll package allows for the detailed accounting of wages paid to employees by job number. In order to distribute an employee's wages to selected jobs, the employee must be flagged for detailed distribution of his wages to General Ledger.</p>

	<p>For such an employee (which may be all employees), when the operator is doing the detailed distribution of a regular payroll transaction, or of a manual payroll transaction, to General Ledger,</p> <p>he will also be requested to enter a job number to which this distribution applies. He may leave the Job Number field blank if he does not wish a particular distribution to be applied against a job.</p> <p>Tracking wage expense by job number in the Payroll package is distinct from tracking job expenses in the Job Costing package. Wage expense is fed into the Job Costing package via the Labor Performance package.</p> <p>The field may not be Y if the entry for field 15 is N.</p>
20. Last Check No	<p>6 numeric digits, no decimal places (999999).</p> <p>The last check number used is automatically updated during the Print Payroll Check application. Once check number 999999 is used, the next check number used will be 1.</p> <p>Note that check numbers entered in the Manual Transaction Processing application are not used to update this field.</p>

Fields 21 through 27

The number of hours in the various time periods are used in payroll calculations in several different programs. They should correspond exactly to the number of hours used by the employer as the basis for paying his employees. Their default values are as follows:

	<u>Default</u>
Hours in Day	8.00
Hours in Week	5 x Hours in Day
Hours in Bi-week	2 x Hours in Week
Hours in Semi-month	2.17 x Hours in Week
Hours in Month	4.33 x Hours in Week
Hours in Quarter	13 x Hours in Week
Hours in Year	52 x Hours in Week

Name	Type and Description
21. Hours in Day	<p>4 numeric digits, with 2 decimal places (99.99).</p> <p>Default is 8.00.</p>
22. Hours in Week	<p>4 numeric digits, with 2 decimal places (99.99).</p> <p>Default is 5 x Hours in Day.</p>
23. Hours in Bi-Week	<p>5 numeric digits, with 2 decimal places (999.99).</p> <p>Default is 2 x Hours in Week.</p>
24. Hours in Semi-Mon	<p>5 numeric digits, with 2 decimal places (999.99).</p> <p>Default is 2.17 x Hours in Week.</p>

Name	Type and Description
25. Hours in Month	5 numeric digits, with 2 decimal places (999.99). Default is 4.33 x Hours in Week.
26. Hours in Quarter	6 numeric digits, with 2 decimal places (9,999.99). Default is 13 x Hours in Week.
27. Hours in Year	6 numeric digits, with 2 decimal places (9,999.99). Default is 52 x Hours in Week.

Fields 28 through 33

The number of the various possible pay periods in a working year are used in tax calculations in order to annualize an employee's pay, so that the annual Federal Withholding Table can be used to calculate withholding tax, no matter what the employee's pay period is. The default values are as follows:

	<u>Default</u>
Yearly Days	260 (per IRS Circular E)
Yearly Weeks	52
Yearly Bi-weeks	26
Yearly Semi-months	24
Yearly Months	12
Yearly Quarters	4

Name	Type and Description
28. Yearly Days	3 numeric digits (999). Default is 260.
29. Yearly Weeks	2 numeric digits (99). Default is 52.
30. Yearly Bi-Weeks	2 numeric digits (99). Default is 26.
31. Yearly Semi-Mon	2 digits (99). Default is 24.
32. Yearly Months	2 digits (99). Default is 12.
33. Yearly Quarters	1 digit (9). Default is 4.
34. Emp Audit Trail ?	Y or N. Your answer here will determine whether or not changes to the Employee file will be

Name	Type and Description
	recorded for later audit.
35. Change Protected Fields ?	Y or N. Enter Y here if you want the ability to change F6 protected fields in the Payroll system. The default value is N.

Second Screen

Name	Type and Description
1. Overtime Pay Factor	4 numeric digits, with 3 decimal places (9.999). This value is used when entering employee's rates of pay in the Employee File Maintenance application. The overtime pay rate will default to the regular pay rate times this overtime pay factor. This rate can be manually overridden during Employee File Maintenance .
2. Special Pay Factor	4 numeric digits, with 3 decimal places (9.999). This field is used when entering the employee's rates of pay in the Employee File Maintenance application. The special pay rate will default to the regular pay rate times this special pay factor. This rate can be manually overridden during Employee File Maintenance .
3. Sup Pay Fwt Pc	4 numeric digits, with 2 decimal places (99.99). During the Time Transaction Processing application, supplemental wage payments may be entered (for such things as bonuses, commissions, etc.). The normal federal withholding tax calculations need not be done on such payments, if the time transactions contain only supplemental pay. Instead, FWT can be calculated as a flat percentage of the supplemental payment, given by this field. If this entry is zero, then supplemental earnings will have FWT calculated in the usual way.
Sup Pay Fwt Pct (continued)	Note: State taxing authorities also allow this flat percentage method of calculating withholding on supplemental wage payments. This is provided for in the state tax calculation routines (see the State/City Tax Codes Maintenance application).

Fields 4 Through 6

After checks are printed in the **Print Payroll Check** application, and when manual payroll transactions are being posted, if the user does not manually distribute these amounts, vacation pay, holiday pay and sick pay will be posted as a debit to the expense account whose main account number is the value entered in these fields, and whose profit center account number is the same as the profit center account number of the wage account entered for the particular employee in the employee record. If, however, any one of these expense accounts is entered as all nines, then all pay of this type (vacation or holiday or sick) will be distributed to **G/L** as a part of every employee's regular wages, to the employee's wage account.

Name	Type and Description
4. Vaca Pay Exp Act	Up to 8 alphanumeric characters. This is dependent on the format of G/L account number specified in the Company file.
5. Hol Pay Exp Act	Up to 8 alphanumeric characters. See description in Item 4 above.
6. Sick Pay Exp Act	Up to 8 alphanumeric characters. See description in Item 4 above.

Fields 7 Through 16 And 20 Through 21

If the profit center portion of these account numbers is entered as all nines, the profit center from the employee's wage account will be used when posting distributions to the **PR** Distribution File.

If the department portion of these account numbers is entered as all nines, the department from the employee's wage account will be used when posting distributions to the Distribution File.

Fields 7, 8 and 9

The employer's share of FICA and FUI payments are not deductions from the employee's pay. Therefore, to keep the **General Ledger** in balance, two accounts are provided for each of these: an expense account and a liability account. Only the main account number is entered for the expense accounts. The profit center account number and department account number is always the same as the profit center account number of the employee's wage account.

Note: The **Manual Transaction Processing** application posts the employer's share of FICA to the **General Ledger** but does not automatically post the FUI amounts. These amounts are posted in the normal check printing, but for checks entered in **Manual Transaction Processing**, amounts will have to be calculated as distributions or adjustments and entered manually into the **General Ledger** package.

If you wish no automatic posting of FUI or employer FICA to be made to the **General Ledger** during the Payroll check-printing run, but wish to do this manually over longer time intervals, then leave these fields (or either one) blank. If you do this, then you will not be requested to enter the corresponding liability account number (fields 9 and 10).

Name	Type and Description
7. Fui Expense Act	Up to 8 alphanumeric characters. This is dependent on the format of G/L account number specified in the Company file.
8. Empr Soc Sec Exp Act	Up to 8 alphanumeric characters. See description in Item 7 above.
9. Empr Medicare Exp Act	Up to 8 alphanumeric characters.

Name	Type and Description
	See description in Item 7 above.
10. Empr Medicare Liab Act	An account number in the standard account number format. This is the credit account that counter balances the debit (expense) account in field 9. If field 9 is blank, then this field will not be requested.
11. Emp Medicare Liab Act	An account number in the standard account number format.
12. Fui Liab Act	An account number in the standard account number format. This is the credit account that counter-balances the debit (expense) account in field 7. If field 7 is blank, then this field will not be requested.
13. Emplr Soc Sec Liab Act	An account number in the standard account number format. This is the credit account that counter-balances the debit (expense) account in field 8 above. If field 8 is blank, then this field will not be requested.

Fields 14, 15, 17, 18, 19

The employee's share of FICA, federal withholding tax and any amounts for savings bond deduction, loan repayment deduction and garnish deduction all come out of the employee's wages. The liability accounts entered here provide the counter-posting accounts to the various employee wage accounts.

Name	Type and Description
14. Emp Soc Sec Liab Act	An account number in the standard account number format.
15. Fwt Liab Act	An account number in the standard account number format.
16. Eic Advance Act	An account number in the standard account number format. Earned Income Credits (EIC) are posted to this account as a debit and to the checking (cash) account as a credit. EIC payments are a reduction in a liability instead of an expense so multiple profit center accounts are not allowed.
17. Sav Bond Liab Act	An account number in the standard account number format.
18. Loan Repayment Act	An account number in the standard account number format.
19. Garnish Liab Act	An account number in the standard account number format.
20. Check (Cash) Act	An account number in the standard account number format.
21. Accrual Act	An account number in the standard account number format. This is the account used to accrue the employer's liability for employee's wages. Distributions will be created for this account when prorating an employee's pay over two accounting periods. If no accrual account is entered or all zeros are entered, accrual distributions will not be generated by the Post Payroll Checks application.

Third Screen

This screen contains all the information needed to calculate Federal Withholding Tax and EIC payments during the payroll calculation run, based on each employee's marital status, FWT number of exemptions, and number of EIC certificates as recorded on the Employee record.

The table entered here should be the ANNUAL tables as found in IRS Circular E.

Name	Type and Description
1. Fed W/H Allowance	6 numeric digits, with 2 decimal places (9,999.99). This is the value of one withholding allowance for the year.

Single W/H Table

Name	Type and Description
Fields 2-8	The values are taken from the IRS Circular E.
Over	6 numeric digits. This is the over amount, and defines the lower limit of each tax bracket.
Tax-Amt	8 numeric digits, with 2 decimal places (999,999.99). This is the flat tax amount for the particular tax bracket, before any percentage of the excess of wages over the lower limit (the over amount) is taken.
Plus-%	4 numeric digits, with 2 decimal places (99.99). This is the percent to be taken on the excess of wages over the lower limit (over) amount, which is then added to the Tax-Amt to give the total tax.

Single EIC Table

Name	Type and Description
Fields 9-11	The values are taken from the IRS Circular E. The values entered here have the same significance as those described above for the Single W/H Table, except that the second amount (CR-Amt) is a credit rather than a tax (Tax-Amt). Also, note that the last entry for the Plus-% is negative (field 11).

Married W/H Table

Name	Type and Description
Fields 12-18	<p>The values are taken from the IRS Circular E.</p> <p>The values entered here have the same significance as those described above for the Single W/H Table.</p>

Married EIC Table

Name	Type and Description
Fields 19-21	<p>The values are taken from the IRS Circular E. The values have the same significance as those described above for the Single EIC Table.</p>

Fourth Screen

This screen is used to define the ways that vacation and sick hours may be accrued for your employees. Each employee is assigned a Vacation Accrual code and a Sick Pay Accrual code (on the Employee record). If an employee has a blank value for either of these codes, then no accrual will be done for that type of benefit (vacation or sick) and any desired values for vacation hours due or sick hours due for such an employee must be entered manually. Otherwise, whenever a payroll check or a manual payroll transaction is posted for an employee, vacation and sick hours are accrued to that employee based on these codes.

Vacation Hour and Sick Hour Accrual Codes

Fields 1-10

Name	Type and Description
Accrual Amount	<p>6 numeric digits, with 4 decimal places (99.9999).</p> <p>These are the number of fractional hours to accrue (add to) the Vacation Hours Due or Sick Hours Due field on the Employee record.</p>
Accrual Period	<p>3 alphabetic characters.</p> <p>Valid values are:</p> <p>HR = Per Hour DAY = Per Day WK = Per Week MON = Per Month</p> <p>This is the period of time the employee must work in order to get the accrued hours described in the previous field. For example, if the value here is DAY and the</p>

	employee works one week, which is 5 days, then he will accrue 5 times the hours specified in the Accrual Amount field of vacation or sick hours due to him.
Maximum Accrual	<p>4 numeric digits (9,999).</p> <p>This is the maximum value that the employee can have due at any particular time. If you do not set a maximum on sick or vacation hours accrued for your employees, then enter 9999 for this field.</p>
11. Max Vac Hours Carried Past Year-End	<p>3 numeric digits (999).</p> <p>This is the maximum number of vacation hours for any employee that can be carried forward from one year to the next. When the employee totals are cleared at the end of the year, by the Clear Employee Totals application, if an employee's vacation hours due are greater than this amount, it will be set equal to this amount, if field 13 below is C for calendar year.</p>
Max Vac Hours Carried Past Year-End (continued)	Otherwise, if field 13 below is H for Hire-Date Anniversary, the program that posts payroll checks will detect when this field needs to be used to set down the vacation hours due to the maximum allowable.
12. Max Sick Hours Carried Past Year-End	<p>3 numeric digits (999).</p> <p>This is the counterpart of the previous field, for accrued sick hours. However, this maximum is always applied at the end of the calendar year.</p>
13. Calndr Year-End or Hire-Date Year-End?	<p>1 alphabetic character.</p> <p>Valid values are:</p> <p>C = Calendar Year H = Hire-Date Year</p> <p>This field determines when the maximum in field 11 above will be applied. If this field is C, the Clear Employee Totals application run at year-end will set the accrued vacation hours due to no greater than the maximum. If this field is H, the Payroll Check Posting program will detect if this is the first pay period after the anniversary of the employee's hire date, and if so, it will apply the maximum amounts in field 11.</p>
14. Garnish By % Of Net Pay	<p>Y or N.</p> <p>Defaults to N.</p> <p>If garnishment percentage is taken from net pay, the calculation using the percentage entered at Garnish Ded (field 11 screen 2, Employee File Maintenance) will be performed after all other deductions have been taken out during Payroll Calculation.</p>
15. Validate Accounts From PR Or G/L?	<p>1 alphabetic character.</p> <p>Valid Values are:</p> <p>P = PR Account File G = G/L Account File</p> <p>Defaults to P.</p>

Employee Notes

Name	Type and Description
1. Employee Note Literal 1	10 alphanumeric characters. This field serves to label the first description line of the Notes field information. You may enter any expression that suits your needs.
2. Employee Note Literal 2	10 alphanumeric characters. This field serves to label the second description line of the Notes field information. You may enter any expression that suits your needs.
3. Employee Note Literal 3	10 alphanumeric characters. This field serves to label the third description line of the Notes field information. You may enter any expression that suits your needs.
4. Employee Note Literal 4	10 alphanumeric characters. This field serves to label the fourth description line of the Notes field information. You may enter any expression that suits your needs.
5. Employee Note Literal 5	10 alphanumeric characters. This field serves to label the fifth description line of the Notes field information. You may enter any expression that suits your needs.
6. Employee Date Literal	10 alphanumeric characters. This field serves to label the date line of the Notes field information. You may enter any expression that suits your needs.
7. Employee Amount Literal	10 alphanumeric characters. This field serves to label the amount line of the Notes field information. You may enter any expression that suits your needs.
8. Print A/R Job Info?	Y or N. If you answer Y , Job History file information generated from Accounts Receivable will be printed on the Job Analysis Report and Job Distribution Report. If you answer N , Job History file information generated from Accounts Receivable will not be printed on the Job Analysis Report.
9. Print A/P Job Info?	Y or N. If you answer Y , Job History file information generated from Accounts Payable will be printed on the Job Analysis and Job Distribution Reports. If you answer N , Job History file information generated from Accounts Payable will not be printed on the Job Analysis and Job Distribution Report.
10. Print Checks On Laser?	Y or N. Enter Y to print PR checks on laser forms. Enter N to print checks on standard (continuous) forms.

Payroll Setup - [Elliott Demonstration Company]

Change

10x20 Courier New

1. Employer Name	Netcellent System, Inc.	Last Pay Prd End:	05/21/92
2. Address-1	3096 Temple Avenue	Curr Pay Prd End:	05/28/92
3. Address-2			
4. Address-3	Pomona, California 91766		
5. Federal Id No			
6. Emplr Soc Sec Pct	6.20	21. Hours In Day	8.00
7. Emp Soc Sec Pct	6.20	22. Hours In Week	40.00
8. Max Soc Sec Wages	57,600.00	23. Hours In Bi-Week	80.00
9. Medicare Fica Pct	1.45	24. Hours In Semi-Mon	86.80
10. Medicare Max Wages	135,000.00	25. Hours In Month	173.20
11. Federal Unemp Pct	6.200	26. Hours In Quarter	520.00
12. Federal Unemp Max	7,000.00	27. Hours In Year	2,080.00
13. Fed Minimum Wage	4.250	28. Yearly Days	260
14. Sick Pay Exempt ?	N	29. Yearly Weeks	52
15. Distribute Pay To G/L ?	S	30. Yearly Bi-Weeks	26
16. Restaurant ?	N	31. Yearly Semi-Mons	24
17. Tip Credit Percent	0.00	32. Yearly Months	12
18. Reconcile Checks ?	Y	33. Yearly Quarters	4
19. Use Job No's ?	Y	34. Emp Audit Trail ?	Y
20. Last Check No	156	35. Change Protected Fields?	Y

Field Number ?

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Payroll Setup Screen 1

Payroll Setup - [Elliott Demonstration Company]

Change

10x20 Courier New

1. Overtime Pay Factor	1.500	12. Fui Liab Act	02300-10000-00000
2. Special Pay Factor	2.000	13. Empr Soc Sec Liab Act	02145-10000-00000
		14. Emp Soc Sec Liab Act	02140-10000-00000
		15. Fwt Liab Act	02130-10000-00000
3. Sup Pay Fwt Pct	20.00	16. Eic Advance Act	02135-10000-00000
		17. Sav Bond Liab Act	02210-10000-00000
4. Vaca Pay Exp Act	05130	18. Loan Repayment Act	02220-10000-00000
5. Hol Pay Exp Act	05150	19. Garnish Liab Act	02230-10000-00000
6. Sick Pay Exp Act	05140	20. Check (Cash) Act	01010-10000-00000
		21. Accrual Act	02155-10000-00000
7. Fui Expense Act	05512		
8. Empr Soc Sec Exp Act	05510		
9. Empr Medicare Exp Act	05510		
10. Empr Medicare Liab Act	02145-10000-00000		
11. Emp Medicare Liab Act	02140-10000-00000		

Field Number ?

NETcellent System, Inc. (32-bit) 006 RAH BJJ PRCTLMNT

Payroll Setup Screen 2

Payroll Setup - [Elliott Demonstration Company]

Change

10x20 Courier New

1. Fed W/H Allowance 2,350.00

-----Single-W/H-Table-----			-----Married-W/H-Table-----		
Over	Tax-Amt	Plus-%	Over	Tax-Amt	Plus-%
2. 2,525	0.00	15.00	12. 6,200	0.00	15.00
3. 23,450	3,138.75	28.00	13. 40,750	5,182.50	28.00
4. 48,975	10,285.75	31.00	14. 81,250	16,522.50	31.00
5. 0	0.00	0.00	15. 0	0.00	0.00
6. 0	0.00	0.00	16. 0	0.00	0.00
7. 0	0.00	0.00	17. 0	0.00	0.00
8. 0	0.00	0.00	18. 0	0.00	0.00

-----Single-Eic-Table-----			-----Married-Eic-Table-----		
Over	Cr-Amt	Plus-%	Over	Cr-Amt	Plus-%
9. 0	0.00	-18.50;	19. 0	1.85	-;.003
10. 77,500	14,340.00	-0.0;0	20. 750,071	70,000.00	-;.061
11. 220,001	43,400.13	-21.=00	21. 717	132.1=	0.000

Field Number ?

NETcellent System, Inc. (32-bit) 006 RAH BJJ PRCTLMNT

Payroll Setup Screen 3

Payroll Setup - [Elliott Demonstration Company]

Change

10x20 Courier New

** Vacation Hour Accrual Codes **

1. Code A:	0.0400	Hrs Per WK	To A Max Of 80	Hrs
2. Code B:	0.2400	Hrs Per DAY	To A Max Of 80	Hrs
3. Code C:	1.2000	Hrs Per WK	To A Max Of 80	Hrs
4. Code D:	5.0000	Hrs Per MON	To A Max Of 80	Hrs
5. Code E:	0.0800	Hrs Per WK	To A Max Of 160	Hrs
6. Code F:	10.0000	Hrs Per MON	To A Max Of 100	Hrs

** Sick Hour Accrual Codes **

7. Code A:	0.0500	Hrs Per HR	To A Max Of 80	Hrs
8. Code B:	0.2500	Hrs Per DAY	To A Max Of 80	Hrs
9. Code C:	1.5000	Hrs Per WK	To A Max Of 80	Hrs
10. Code D:	8.0000	Hrs Per MON	To A Max Of 80	Hrs

11. Max Vac Hours Carried Past Year-End	040
12. Max Sick Hours Carried Past Year-End	020
13. Calndr Year-End Or Hire-Date Year-End ?	H
14. Garnish By % Of Net Pay ?	Y
15. Validate Accounts From PR Or G/L ?	P

Field Number ?

NETcellent System, Inc. (32-bit) 006 RAH BJJ PRCTLMNT

Payroll Setup Screen 4

Payroll Setup - [Elliott Demonstration Company]

Change

10x20 Courier New

1. Employee Note Literal 1	Title
2. Employee Note Literal 2	Education
3. Employee Note Literal 3	Prof Org
4. Employee Note Literal 4	Awards
5. Employee Note Literal 5	Spouses Nm
6. Employee Date Literal	Sch Vaca
7. Employee Amount Literal	Sch Vac Da
8. Print A/R Job Info ?	Y
9. Print A/P Job Info ?	Y
10. Print Checks On Laser ?	N
11. Use Hrs Paid When	0
Determining Accrual Cap?	

Field Number ?

Enter (Enter) 006 RAH BJJL PRCTLMNT

Payroll Setup Screen 5

Print Spooled Reports

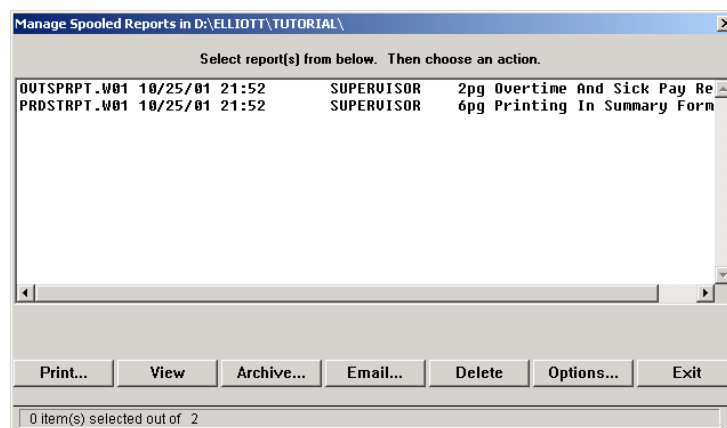
Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The **Print Spooled Reports** application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

When you are sure that a spooled report has been printed correctly, you should then use this application to delete it from the disk. If you neglected to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

Run Instructions

Select Print Spooled Reports from the pull down **P/R Util-Setup** menu. The following screen will display all reports you have spooled, (printed to disk).



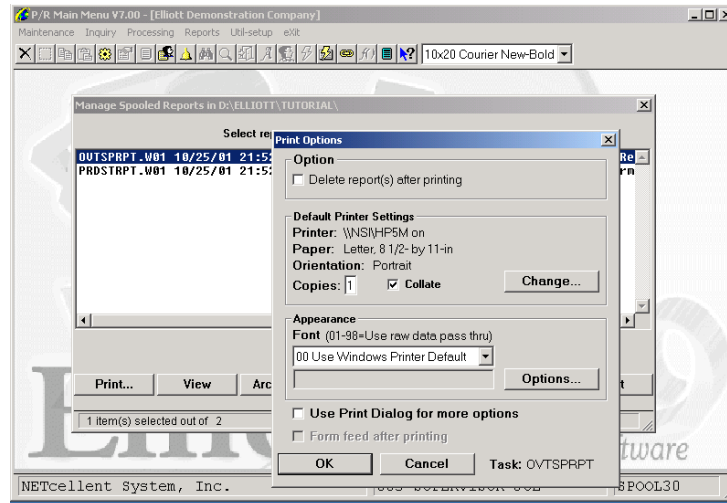
Print Spooled Reports Print Screen

The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report was started, and the station number from which the report was printed. If this selection is run from the G/L menu then only reports spooled to disk from P/R will be displayed.
- Select the desired mode from the lower **Print Spooled Reports** menu bar

Note: You can only select one report for viewing from this window
E-mail will take you to your default e-mail program

- Select Print takes you to the window shown below:



Option: Delete Reports after printing

Change: Change default printer
Specify number of copies and Collate

Options: Use Window Printer Default fonts or change to predefined font styles