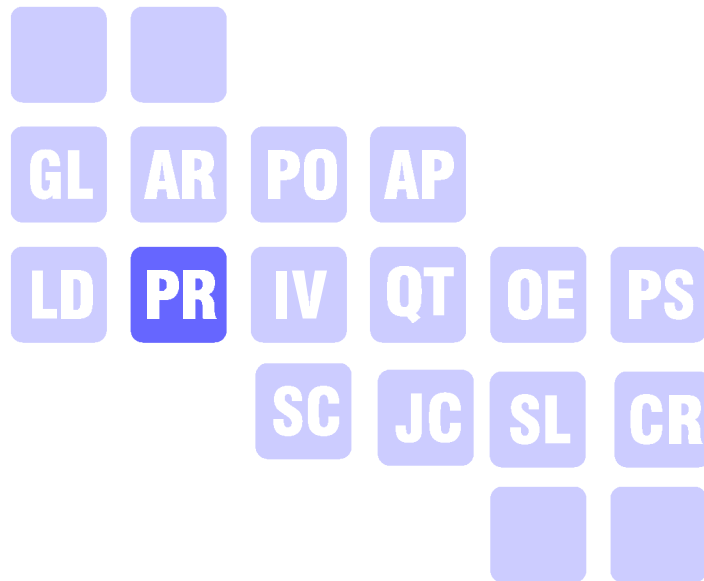




Section 7

PAYROLL



"Quality Business Software Since 1976"

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PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Payroll module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
TEXT	This bold typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <i>bold italic</i> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

CHAPTER ONE INTRODUCTION

WHAT CAN IT DO FOR ME

The Payroll system will save you time. There are savings in several areas:

- Organizing the data for the government forms takes forever (and it is getting worse). Our system gives you the information to know your liabilities, and meet those liabilities on time and without penalty. It reports on wages, misc. earnings (e.g. Cafeteria Plans, tips), income tax withheld, deductions (e.g. 401K, ect.), unemployment, IRA contributions, and workman's compensation. It prints your quarterly 941 report, as well as federal and state unemployment wage and contribution reports. It prints W-2's at the end of year.
- If you have more than just a few employees, it will take less time to calculate the payroll with the computer than by doing it manually. It is always faster to use the computer if you are using the system to automatically calculate cafeteria plan wage reductions; or 401K, IRA, or misc. deductions.
- If some of your employees are paid by the hour, you can use our time clock feature to have them "punch in/out" on the computer terminal. This time clock data is automatically summarized and passed into the employee's paychecks.
- No more hand written checks. Time is too valuable to waste it manually writing checks.
- If you are audited or there is a dispute with an employee, the check history database can be used to easily verify every check written to an employee.
- Because the Payroll system interfaces to both the General Ledger and the Check Reconciliation systems, it takes no time to pass information to those systems. This eliminates double work and also eliminates the possibility of entry errors.

The Payroll system can provide a valuable service to your employees. With the direct deposit feature, both you and your employees are happier as neither of you will have to mess with checks.

The Payroll system will keep you current with government mandated requirements, like submitting W-2's on magnetic media. Currently this is only required if you have 250 or more employees, but those requirements will be changed to include smaller employers.

FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. Payroll System allows a company to prepare its periodic payroll for hourly, salaried, and commissioned employees while accumulating the necessary information for tax reporting. It generates the monthly, quarterly, and annual returns to be filed with local, state, and federal governments. It also prepares employees' W-2's and maintains an up-to-date information reference for each employee. The Payroll System includes tables for federal withholding and FICA as well as withholdings for all fifty states and up to twenty localities from pre-computed or user-generated tables. The system will automatically produce payroll checks or direct deposits.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

The Payroll System is designed to interface with the Starr Computer Systems Inc. General Ledger System. This feature provides automatic monthly journal entries to the General Ledger. The Payroll System also has an optional link to Labor Distribution for automatic entry into the payroll accounts from a time sheet.

An optional Time Clock feature is provided, which lets hourly employees punch in/out directly into the computer via the terminal screen. Using this feature means the employee hours are already known by the system, via the computer time clock.

Particular features of the Starr Computer Systems Payroll System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- User changeable tax tables and limits for all tax deductions. Allows for all 50 states, and up to 20 localities from pre-computed or user-generated tables.
- Regular, as well as three additional user-defined hourly earnings. Also eight user-defined non-hourly (misc.) earnings.
- Supports tip misc earnings (computes taxes on tips but doesn't count tips as earnings). Includes "Allocated tip form 8027" and reports tips on the W-2 report and W-2 floppy.
- FICA, federal, state, and local deductions, as well as twenty additional user-defined deductions. The user-defined deductions can be set up to be taken out every period, every other period, etc.
- Ability to take deductions either before or after tax calculations, as allowed by "cafeteria plans" or "401K" rules.

- Handles salaried, hourly, and commission employees; pay periods can be weekly, bi-weekly, semi-monthly, or monthly.
- Maintains a complete record for each employee.
- Automatically posts to the General Ledger based upon user definable accounts.
- Automatically writes Check History records from checks
- Automatically writes Check Reconciliation transactions from checks
- Automatic time card entry. Optionally can receive information from the time clock programs.
- Optionally can receive information from the time sheet entry (Labor Distribution) programs.
- Prints pay check with check protection and detailed check stub. Uses the same check for A/P.
- Supports direct deposit.
- Tracks sick and vacation earned and used.
- General reports include: “Employee file & deductions”, “Direct deposit employees”, “Sick & vacation”, “Checks”, “Check register (short form)”, “Check register (long form)”, “Check deductions”, and “Direct deposit register”.
- Monthly reports include: “Month to date summary”, “Monthly wages”, “monthly unemployment”, “Monthly IRA”, “Monthly workman’s compensation”, and “Post to G/L” audit trail.
- Quarterly reports include: “941 report”, “Federal unemployment contribution”, “State withholding liability”, “State quarterly wage schedule”, “State unemployment wages”, and “State unemployment contribution”.
- End of year reports include: “Generate W-2 floppy” and “Print W-2’s”.
- Magnetic Media W-2 Reporting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Payroll System maintains a record on each employee in your company, storing such information as name and address, Social Security number, deductions, pay type, pay period; and a month, quarter, and year to date record of each employee's pay and deductions. The system uses these records to calculate the payroll, including all deductions for each employee, print checks, and print reports and government forms.

The pay check records can optionally be loaded with hours and pay by the Labor Distribution system. Alternately, they can optionally be loaded with hours by the Time Clock system.

Four types of information files are pooled to calculate the payroll and prepare reports:

- The Payroll Control file, which tells the Payroll System which General Ledger accounts it's various entries should be posted to. It is created and maintained by the "Control file maintenance" program.
- The Tax Information file, which contains tables for federal, state, and local taxes. It also contains the General Ledger accounts for the state and local entities. It is created and maintained by the "Tax file maintenance" program.
- The Employee Master file, which includes the employees' pay rate, type of pay, number of exemptions, and so forth. It is created and maintained by the "Employee file maintenance" program.
- The Employee Deduction file, which (optionally) defines adjustments, up to eight misc. earnings, and up to twenty misc. deductions for each employee. It is created and maintained by the "Deduction file maintenance" program.

Each pay period the following five programs are run:

- The "Calculate paychecks" program to compute the gross and net pay for each employee.
- If you have direct deposit employees, the "Generate direct deposit" program is run to generate a direct deposit file to be electronically submitted to the bank.
- A "Direct deposit register" program is run to print a "check stub" from the paycheck record for each direct deposit employee.
- The "Print checks" program to prepare the checks and stubs.

A Paycheck History subsystem optionally creates a complete check history record for each check written.

A Check Reconciliation subsystem optionally creates a check reconciliation record for each check written.

- The “Check register” program should then be run to obtain a detail report for that pay period. Running this program after printing the payroll checks will print the register showing the check number of the actual check given to the employee.

You could run the check register program twice; first, before writing the checks to preview the totals, and secondly, after printing the checks to record the check numbers.

The “Employee file & deductions” report may also be run at this time to get a full audit of the monthly-to-date activity.

There are three end of period menus:

- The “End of month” menu contains the programs to print the monthly reports, creates the monthly General Ledger transactions, and clears the monthly fields in the Employee master records.
- The “End of quarter” menu contains the programs to print the quarterly reports and clear the quarterly fields in the employee master records.
- The “End of year” menu contains the programs to generate W-2 floppy disks, print paper W-2’s, and clear the year to date fields in the employee master records.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Payroll System contains sixty-five programs which collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control File Maintenance**

This program allows the user to set up and maintain the Payroll Control file parameters.

- **Weekly Period Maintenance**

This program allows the user to set up and maintain the weekly period dates, which are used by the Time Clock system to compute overtime.

- **Workman’s Compensation Maintenance**

This program allows the user to set up and maintain the workman’s compensation codes and rates.

- **Federal Tax File Maintenance**

This program allows the user to set up tax files for federal withholdings. Also contains other federal tax parameters.

- **State/Local Tax File Maintenance**

This program allows the user to set up tax files for state and local tax withholdings. Also contains other state/local tax parameters. Also contains General Ledger accounts for the taxing entities.

- **Employee Master File Maintenance**

This program maintains employee master records. The record includes the following employee information: employee key, name, address, phone, social security number, marital status, tax exemptions, pay period, pay type, pay rate, default expense account, dates, and current monthly, quarterly, and yearly earnings and withholdings.

- **Deduction File Maintenance**

This program is used to maintain employee misc. earnings/deduction records, for those employees who have adjustments and/or misc. earnings/deductions. Includes ability to specify how often to take out each earning/deduction; e.g. every period, every other period, etc. Can take out an amount, an amount per hour, or a percentage. Can take deductions either before or after taxes.

- **Paycheck File Maintenance**

This program is used to maintain employee paycheck records. Can be used to calculate paychecks, but is generally used to make corrections to paychecks after the “Calculate paychecks” program is run.

- **Calculate Paychecks**

This program calculates the paycheck for each employee. This can optionally be done automatically without additional information from the operator. In manual mode, information, such as hours worked or commission earned must be entered for each employee. This program may also be used to issue manual checks to one or several employees, or pay extra items such as bonuses.

- **Generate Direct Deposit**

This program generate a direct deposit file from the paycheck records; the direct deposit file can then be electronically submitted to the bank. It also optionally writes Check History and Check Reconciliation records.

- **Post Current Payroll**

This program adds the current paycheck information to the month, quarter, and year-to-date fields within the employee master file. Also verifies that the previous paycheck was posted, paycheck written, etc.

- **Employee Adjustments**

This program makes manual adjustments to the month, quarter, and year-to-date fields of an employee master record. Options are provided for how to adjust the fields and which fields to adjust.

- **Set Deduction Counter**

This program sets the deduction counter for a specific deduction. It is used to for deductions that are taken on an irregular basis (do not occur on a regular frequency).

- **P/R interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. The Employee Master file can be imported/exported.

- **Employee File & Deductions Report**

This program is used to print the contents of the employee file, and any corresponding deduction information. All employees or specific employees may be listed showing only personal or all information. Additionally, only totals may be generated.

- **Employee comments report**

Prints employee comments (free form comments associated with Employee Master records).

- **Direct Deposit Employees Report**

This program is used to print those employees who use paycheck direct deposit.

- **Sick & Vacation Report**

Prints sick and vacation earned and used for each employee.

- **Print Pay Checks**

This program will print pay checks for all employees or for individual employees. Both pre-

printed and computer assigned check numbers may be used for extra security. A check stub is included showing a breakdown of earnings and deductions, including year to date totals.

- **Direct Deposit Register**

This program prints a "check stub" from the paycheck record for each direct deposit employee.

- **Check Register Report (Short Form)**

This program prints an abbreviated check register, printing a single line for each check. This program may optionally be run before the check printing program is run to provide a "preview" of the earnings and withholding data before the checks are actually printed.

- **Check Register Report (Long Form)**

This program prints out a complete register showing all items that appear on each employees' check, including the check number. This program may optionally be run before the check printing program is run to provide a "preview" of the earnings and withholding data before the checks are actually printed.

- **Check Deductions Report**

This program prints paycheck deductions by deduction/employee. Prints detail by employee and totals for each deduction.

- **MTD Summary Report**

This program prints monthly earnings and deductions by employee. Also prints a month, quarter, year-to-date totals page.

- **MTD Wages Report**

This program prints monthly wages, workman's compensation, and federal, state, and local withholding by employee. Also prints a month, quarter, year-to-date totals page.

- **MTD Wage analysis report**

This program prints both positive and negative wages (wage reductions) for each employee. It also prints net wages, net deductions and net pay.

- **MTD miscellaneous earnings/deductions report**

This program prints miscellaneous earnings and then miscellaneous deductions for each em-

ployee, with sub-totals for each type of earning/deduction.

- **MTD Unemployment Report**

This program prints gross wages, federal, state, and local wages unemployment wages by employee; also totals by taxing entity. Also prints a month, quarter, year-to-date totals page.

- **MTD IRA Report**

This program prints gross wages, employee and employer IRA amount by employee; also grand totals. Also prints a month, quarter, year-to-date totals page.

- **MTD Workman's Compensation Report**

This program prints gross wages and workman's compensation amount by employee; also totals by state/workman's comp code. Also prints a month, quarter, year-to-date totals page.

- **MTD Post to G/L**

This program prints an audit trail of monthly G/L transactions to be posted to the General Ledger. Also prints a month, quarter, year-to-date totals page. This program also has an option to post these transactions to the General Ledger.

- **Clear MTD Totals**

This program clears the month-to-date totals in the employee master records.

- **QTD Federal 941 Report**

This program prints the Federal 941 report and Schedule B (report of tax liability). Also prints a month, quarter, year-to-date totals page.

- **QTD Federal Unemployment Wages Report**

This program prints federal quarterly wages and unemployment wages by employee, with totals for each state. Also prints a month, quarter, year-to-date totals page.

- **QTD Federal Unemployment Contribution Report**

This program prints federal quarterly unemployment wages and contribution due. Also prints a month, quarter, year-to-date totals page.

- **QTD State Withholding Liability Report**

This program prints state quarterly income tax liability by state. Also prints a month, quarter, year-to-date totals page.

- **QTD Wage Schedule Report**

This program prints quarterly wages by employee in a format acceptable for keypunching by the state. It is generally used as a supplemental unemployment report.

- **QTD State Unemployment Wages Report**

This program prints state quarterly wages and unemployment wages by employee, with totals for each state. Also prints a month, quarter, year-to-date totals page.

- **QTD State Unemployment Contribution Report**

This program prints state quarterly unemployment wages, contribution due, and covered worker totals; by state. Also prints a month, quarter, year-to-date totals page.

- **Clear QTD Totals**

This program clears the quarter-to-date totals in the employee master records.

- **YTD Allocated Tips Form 8027**

Computes allocated tips for Form 8027 using the “allocation based on hours worked” method. This report is then used when printing W2’s or generating a W2 floppy; these programs open up a window and ask you to input the allocated tips amount for each employee.

- **YTD Generate W-2 Floppy**

Generates floppy disk file(s) of W-2 data for the Social Security Administration. Beginning with tax year 1987, employers with 250 or more W-2 Copy A forms to file must file those forms on magnetic media.

- **YTD W-2 Report**

This program processes the year-to-date fields and prints W-2 forms. Single W-2's may be printed when an employee leaves the company. This program also removes inactive employee records from the system.

- **Clear YTD Totals**

This program clears the year-to-date totals in the employee master records.

- **Punch/Print Time Card**

This program is used to enter time cards (punch the time clock). The date and time is automatically supplied by the system. Time cards may also be displayed or printed.

- **Time Clock Inquiry**

This program is used to display time clock records for a specified employee to the terminal screen.

- **Time Clock Summary Report**

A complete listing of the Time Clock File is produced by this program. Can be printed for a specific date range.

- **Generate Time Clock Payroll**

Loads paycheck records with the total hours represented by time clock entries for a specified date range. Prints an audit trail of "paid" time clock entries, and marks time clock entries as "paid".

- **Time Clock File Maintenance**

This program maintains employee time clock records. Only usable by the system operator.

- **Purge Time Clock**

This program purges time clock records for a specified date range.

- **Check History File Maintenance**

This program maintains employee check history records.

- **Check History Inquiry**

This program is used to display check history records for a specified employee to the terminal screen.

- **Check History Report (Short Form)**

This program prints an abbreviated check history report, printing a single line for each check.

- **Check History Report (Long Form)**

This program prints out all check history report register showing all items that appear on each employees' check, including the check number.

- **Adjust Employee Master Totals**

This program adjusts the Employee Master MTD, QTD, and YTD totals from the Check History records for a date range, and prints a totals report.

- **Purge Check History**

This program purges check history records for a specified date range.

CHAPTER TWO PROCEDURES

LOADING INITIAL DATA

The following procedure is used to load your initial data, when first starting to use the Payroll system.

To initial load your data:

1. Set up the Payroll Control file.
2. Set up the Tax Table file. Do the Federal record, and the state/local records for each taxing entity you will be reporting to.
3. Add the Employee Master records.

If tracking sick and vacation, load the starting values for sick and vacation earned and used.

The best time to start using the Payroll system is at the start of a new year. Then all the month, quarter, and year to date fields are zero, and do not need to be loaded.

The next best time to start using the Payroll system is at the start of a quarter. Then the month and quarter fields are zero, and you only need to load the year to date fields.

The next best time to start using the Payroll system is at the start of a month. Then the month fields are zero, and you only need to load the quarter and year to date fields.

If you want to start using the Payroll system in the middle of a month, you will have to load the month, quarter, and year to date fields.

4. Add Deduction records for those employees having miscellaneous earnings or deductions.



You should *not* add Employee Paycheck records for new employees. This will be done for you automatically, when "Calculate paychecks" is run.

CALCULATE PAYCHECKS PROCEDURES

The following procedures should be run for each period you want to pay (although you can process several periods at once by specifying each period to process).

1. Run the "Calculate paychecks" program for each period you want to process.
2. Run the "Print check register (long form)" program and examine the data that will be printed on each employee's check or direct deposit. You must enter blank for the beginning and ending check dates for the register to print before checks are printed.
3. Run the "Print checks" program. Actual payroll checks with a detail check stub are generated by this program. This program also optionally writes corresponding Check History and Check Reconciliation records.
4. If you have direct deposit employees, run the "Generate direct deposit" program to generate a batch file. Then optionally generate Check History and Check Reconciliation records for the batch.
5. If you have direct deposit employees, run the "Direct deposit register" program to create "check stubs" for those employees.
6. Run the "Print check register (long form)" program again and note that check numbers/direct deposit trace numbers have been inserted for each employee. This report should be generated after every payroll and placed in a manual file for backup records.
7. If you have direct deposit employees, run the "Generate direct deposit" program to generate a report and transmittal file. Then send the transmittal file to the Automated Clearing House bank via modem.
8. Run the "Post current payroll" program. This program should be run after the checks are printed and reviewed. It will update the month, quarter, and year to date fields in the employee master. If an error was made on a check run, the old check can be voided and a new check can easily be generated for that employee as long as the "Post current payroll" program has not been run; see "Special procedures".

This program also clears the check date, check number, and sick and vacation used from the paychecks, in preparation for a new payroll run.

END OF MONTH PROCEDURES

This procedure is performed after the period procedures for the last period of the month have been completed.



Make sure that the "Post current payroll" program has been run for all pay periods. If you are not sure then rerun the "Post current payroll" program selecting all pay periods (it is OK to rerun, as "Post current payroll" **will not** double post).

1. Run the end of month reports via the "End of month" menu. Verify that the reports are correct.
2. Run the "Post to G/L" program, and take the "Print reports" option.
3. After you have reviewed the "Post to G/L" reports, take the "Post totals to G/L" option **without leaving this program**. This will automatically transfer the Payroll journal entries which were computed in the previous step to the G/L. If you exit this program before posting to G/L you will have to run the "Print reports" option again, so that the program can re-compute the G/L totals
4. Although not required, you may want to run the "Print employee file" program to print all the information in the employee records.
5. Run the "Clear MTD totals" program. This will reset the month to date totals to zero, ready to start accumulating a new month's data.

END OF QUARTER PROCEDURES

This procedure is performed after the period procedures for the last month in the quarter have been completed.



Make sure that the "Post current payroll" program and the end of month programs have been run.

1. Run the end of quarter reports via the "End of quarter" menu. Verify that the reports are correct.
2. Although not required, you may want to run the "Print employee file" program to print all the information in the employee records.
3. Run the "Clear QTD totals" program. This will reset the quarter to date totals to zero, ready to start accumulating a new quarter's data.

END OF YEAR PROCEDURES

This procedure is performed after the quarter procedures for the last quarter in the year have been completed.



Make sure that the "Post current payroll" program, the end of month programs, and the end of quarter programs have been run.



It's a good idea to back up your data to disk at this point. See the System User's Guide documentation for help on backing up to disk.

1. Run the "Print W-2's" program for all employees. Verify that the W-2's are correct.
2. Run the "Generate W-2 floppy" if you are required to submit W-2's on magnetic media.

Although not required, you may want to run the "Print employee file" program to print all the information in the employee records.

3. Run the "Clear YTD totals" program. This will reset the year to date totals to zero, ready to start accumulating a new year's data. Optionally, inactive employees can be automatically deleted by this program.

SPECIAL NOTE AT END OF YEAR

Starr Accounting accumulates month, quarter, and year to date data in each Employee Master record when you run the "Post current payroll" program. This means that you cannot post payroll for the new year until the month, quarter, and year to date totals are cleared for the old year. You can calculate and print *one* payroll for each period before clearing the old month, quarter, and year to date values, but you must *not* post the new values until the old values are cleared.

SICK & VACATION PROCESSING

Starr Accounting tracks sick and vacation earned and used for each employee. There are sick and vacation fields in both the paycheck record and the employee record. There is a report to track sick and vacation earned and used.

When the "Post current payroll" program is run, the sick and vacation earned and used values in the paycheck are added to the corresponding fields in the employee record; then the paycheck sick and vacation used fields are cleared.

When the "Clear YTD totals" program is run, the sick and vacation earned fields are set to "earned minus used", and the sick and vacation used fields are cleared.

There are two methods of managing sick and vacation:

1. Manually load earned into the Employee Master file
 - a) Key the amounts earned into each employee master record at the start of a year or the employee's anniversary date, whichever is appropriate for your business.
 - b) When the employee uses some sick or vacation, key in the amount used in their paycheck.
2. Accumulate earned with each paycheck
 - a) Start the accumulation by keying in the amount earned in the employee's paycheck. This amount will automatically accumulate with each successive paycheck.
 - b) When the employee uses some sick or vacation, key in the amount used in their paycheck.

CHAPTER THREE PROGRAMS

CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define various parameters about the Payroll system.

The Control file contains the descriptions for the eleven user-defined earnings, and the twenty user-defined misc. deductions. It defines to which General Ledger accounts the various entries will be posted.

The Payroll system does not verify that the G/L accounts exist within the G/L Master file, and will create G/L transactions based on the accounts defined in this Control file. Be sure that you enter valid General Ledger accounts.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Record number

The control file record number.

2. Custom option

Used to control custom P/R features. No custom options are currently defined.

Enter the sum of the features to turn on multiple features.

3. Use time clock

When "Yes", paycheck hours will be assumed to be already in the paycheck records when "Calculate payroll" is run. It is your responsibility to run the "Generate time clock payroll" program to pass the hours.

When "No", paycheck hours are set by one of the other methods.

4. Rounding minutes

Used by the Time Clock system to round the time clock minutes to hours (e.g. enter 15 to round to the nearest quarter hour).

If this field is zero, then rounding will be in one minute increments.

5. Use labor distribution

When "Yes", paycheck hours will be assumed to be already in the paycheck records when "Calculate payroll" is run. It is your responsibility to run the "Generate labor payroll" program to pass the hours.

When "No", paycheck hours are set by one of the other methods.

6. Write history

When "Yes", will write Check History records when the "Print checks" program is run.

7. Write C/R

When "Yes", will write Check Reconciliation records when the "Print checks" program is run.

8. Accumulate sick as

Indicates whether sick time is accumulated as "hours" or "hours*rate"

9. Accumulate vacation as

Indicates whether vacation time is accumulated as "hours" or "hours*rate"

10. Net pay (cash) account

Your company's G/L account from which Payroll checks will be written. Must be a valid account number.

11. Employee FICA account

- Your company's G/L account for FICA tax withheld from employee's checks. Must be a valid account number.
12. Federal withholding account
- Your company's G/L account for Federal tax withheld from employee's checks. Must be a valid account number.
13. Employer FICA expense account
- Your company's G/L account for company share of FICA tax. Must be a valid account number.
14. Direct deposit batch number
- The current direct deposit batch number. Automatically maintained by the system; incremented by one every time "Generate direct deposit" is run.
15. Direct deposit trace number
- The current direct deposit trace number. Automatically maintained by the system; incremented by one every time a direct deposit detail record is added.
16. Direct deposit bank number
- Your bank's routing number (the bank containing your payroll account).
17. Direct deposit account number
- Your account number (your payroll account).
18. ACH routing number
- The Automated Clearing House routing number (the bank clearing the direct deposits).
19. ACH name
- The Automated Clearing House name (the bank clearing the direct deposits).
20. Other earnings description(x)
- An other earnings description for an hourly earning.
21. Other earnings multiplier(x)

An other earnings multiplier. When an employee record is accessed, the employee regular rate is defined. This regular rate is multiplied by the earnings multiplier to compute the other earnings rate. For example, the double time multiplier would be 2.0.

22. Misc. earnings description(x)

A misc. earnings description for a non-hourly earning.

23. Misc. earnings account(x)

When the field contains a G/L account number, the misc. earnings for all employees will be posted to this account.

When the field contains "SALARY", this means to use the salary wage expense account for each employee; this account is stored in each employee's Employee Master record. This option only applies if you are using the stand-alone Payroll system (without the Labor Distribution system).

When the field contains "%WAGES", this means to pro-rate in the same percentage as the Labor Distribution wages expense for this employee during the month. This option only applies if you are using the Labor Distribution system in conjunction with the Payroll system.

When the field contains "TIPS" this means tip earnings; no G/L account is entered for tip earnings, as these are not reported to the General Ledger. The Payroll system will compute taxes on tips but not count tips as earnings.

24. Misc. earnings hour(x)

Starr Accounting supports IRA's that have both a misc. earnings (the company's portion) and a misc. deduction (the employee's portion). The earnings may be allowed on an hourly basic up to a maximum number of hours for the payroll period; if there is a maximum number of hours, it is specified here.

25. Misc. earnings percentage(x)

Starr Accounting supports IRA's that have both a misc. earnings (the company's portion) and a misc. deduction (the employee's portion). The earnings may be allowed on a percentage of gross wages up to a maximum percentage; if there is a maximum percentage, it is specified here.

26. Misc. deductions description(x)

A misc. deductions description. This field may be used for any miscellaneous deduction such as insurance, uniforms, or credit unions.

When the field contains "401K DED", this means that this is a 401K deduction. The calculated checks program will compute taxes according to current 401K laws; see the deduction file on-line help files for more information.

When the field contains "401K LOA", this means that this is the repayment of a 401K loan.

27. Misc. deduction account(x)

Your company's G/L account corresponding to the deduction description (above). If entered, must be a valid account number.

28. Misc. deduction hour(x)

Starr Accounting supports IRA's that have both a misc. earnings (the company's portion) and a misc. deduction (the employee's portion). The deduction may be allowed on an hourly basis up to a maximum number of hours for the payroll period; if there is a maximum number of hours, it is specified here.

29. Misc. deduction percentage(x)

Starr Accounting supports IRA's that have both a misc. earnings (the company's portion) and a misc. deduction (the employee's portion). The deduction may be allowed on a percentage of gross wages up to a maximum percentage; if there is a maximum percentage, it is specified here.

WEEKLY PERIOD FILE MAINTENANCE

This program is run during system creation and is used to define the weekly periods for your company. Even though you may not pay weekly, Federal law requires that overtime be computed on a weekly schedule (e.g. Sunday through Saturday).

The "Generate time clock payroll" program uses the weekly period file to determine overtime hours.

To handle periods that can "wrap around" the end of a calendar year, sixty weeks are defined. Function keys are provided to increase/decrease the week/year.

You should *never* need to key more than two dates when using this program. To set up a year:

1. Enter the period one start and stop dates.

2. Increase the year. This will compute and fill in all sixty date ranges.
3. Decrease the year. This will compute and fill in the sixty date ranges starting with period one dates you originally specified.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Record number
The control file record number.
2. Period(x) start date
The date corresponding to the start of the work week.
3. Period(x) end date
The date corresponding to the end of the work week.

WORKMAN'S COMPENSATION FILE MAINTENANCE

This program is run during system creation and is used to define the workman's compensation codes and rates for your company. The workman's compensation code for each employee is stored in their employee master record; the corresponding code and rate is obtained from the workman's comp file. Up to sixty workman's comp codes/rates can be defined.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Record number
The control file record number.
2. Workman's comp code(x)
The workman's compensation code.
3. Workman's comp rate(x)
The workman's compensation rate, entered as a decimal fraction.

FEDERAL TAX FILE MAINTENANCE

This program is used to set up and maintain the tax files for federal withholding.



The Payroll system must have this federal information in order to calculate withholding and unemployment liabilities. It is *imperative* that the tax files be kept current for the liabilities to be computed correctly.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The Federal Tax record consists of a set of general parameters, the single tax table, and the married tax table.

1. Record number
2. Federal ID
Your company's federal assigned ID number. 9 digits, no hyphens or pound sign. Default is spaces.
3. FICA Percentage

- The current FICA percentage used to figure deductions from employee pay.
4. FICA maximum
- The dollar limit of annual gross salary up to which an employee FICA deduction is made.
5. Medicare percentage
- The current Medicare percentage used to figure deductions from employee pay.
6. Medicare maximum
- The dollar limit of annual gross salary up to which an employee Medicare deduction is made.
7. Federal exemption allowance
- The dollar amount per dependent deducted from each employee's annual pay before calculating income tax withholding.
8. Federal unemployment limit
- The dollar value representing the limit of individual annual gross pay upon which federal unemployment must be paid.
9. Federal unemployment contribution rate
- The federal unemployment contribution rate, entered as a decimal fraction.
10. 401K maximum
- The maximum annual 401K deduction allowed.
11. Standard workday
- The number of hours per day to be used in calculating hourly employees' daily overtime pay. If your state does not pay daily overtime, leave this field at "24".
12. Standard workweek
- The number of hours per week to be used in calculating hourly employees' pay. Usually 40.

The two federal tax tables must be set up even if they contain identical information. The tables are structured containing twelve lines, each with three fields. The three fields are:

1. Minimum of range

The dollar amount of the minimum for which this line in the table applies.

2. Amount of tax

The dollar amount of the tax to charge for this range in the table.

3. Percentage over minimum

The percentage to multiply the excess over the minimum of range. This figure is then added to the amount of tax to yield total tax. Note: enter percentage to the tenth of a percent (e.g. 15% would be entered as 15., 20.6% would be entered as 20.6). For example if a table entry normally contained:

Over	But not over	Amount to withhold	of excess over
\$24,100	\$50,325	\$3228.75 plus 28%	\$24,100

then the Payroll system tax table entries would be:

24100, 3228.75, and 28.

Any lines not used should contain zeros. When progressing through an existing table and the current line does not need to be changed, enter a "return" to retain the old values for that line.

Line one normally defines the no tax due range, and represents the "Not over \$xxxx.....0" line in the Circular E Annual Table. In this case, the line one entries would be 0, 0, and 0.

STATE/LOCAL TAX FILE MAINTENANCE

This program is used to set up and maintain the tax files for state and local withholding.



The Payroll system must have this state and local information in order to calculate withholding and unemployment liabilities. It is *imperative* that the tax files be kept current for the liabilities to be computed correctly.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

The state and local tax records are handled identically by the system. The state codes are assigned record numbers 1 through 52. The first fifty state codes are pre-assigned according to the following list, and may not be changed, as the state codes are used to control state formula execution (if used). Local codes may be assigned using any record number between 53 and 72. No more than 20 local codes may be used by this system.

Pre-assigned state codes:

1. Alaska
2. Alabama
3. Arizona
4. Arkansas
5. California
6. Colorado
7. Connecticut
8. Delaware
9. Florida
10. Georgia
11. Hawaii
12. Idaho
13. Illinois
14. Indiana
15. Iowa
16. Kansas
17. Kentucky

18. Louisiana
19. Maine
20. Maryland
21. Massachusetts
22. Michigan
23. Minnesota
24. Mississippi
25. Missouri
26. Montana
27. Nebraska
28. Nevada
29. New Hampshire
30. New Jersey
31. New Mexico
32. New York
33. North Carolina
34. North Dakota
35. Ohio
36. Oklahoma
37. Oregon
38. Pennsylvania
39. Rhode Island
40. South Carolina

41. South Dakota
42. Tennessee
43. Texas
44. Utah
45. Vermont
46. Virginia
47. Washington
48. West Virginia
49. Wisconsin
50. Wyoming

Each state and local tax record consists of a set of general information fields, a single tax table, a married tax table and a head of household tax table. Some states and localities use a percentage method to calculate tax and therefore will not require setting up tax tables. Where tables are used both single and married must be filled in even if the information contained is identical.

For states that require tables other than "married", "single" and "head of household" there are several steps which can be used to obtain accurate deductions in the Payroll system. Another state record can be created using one of the local records; this record can contain the other table. Please recall that the system will treat it as a new state; some of the state reports will need to be manually added to provide correct reporting for the state.

Record Fields

1. Record number
2. State or locality name

The name of the state or locality.

3. State or local ID

The state or local identification number assigned to the company (if any). 9 digit maximum, no hyphens or spaces.

4. Unemployment limits

The dollar limit of unemployment for this state.

5. State unemployment contribution rate

The state unemployment contribution rate, entered as a decimal fraction.

6. Earnings(x)

Some states count Cafeteria Plan deductions towards unemployment, and other states do not count it. Starr Accounting *always* includes the eight misc. earnings toward unemployment. It then adds the absolute value of the misc. earnings(x) if "Earnings(x)" is "Yes". Please recall that cafeteria plans are a reduction of earnings (i.e. cafeteria plan misc. earnings(x) will be negative). Thus adding the absolute value of the cafeteria earnings will mean that the cafeteria earnings is counted towards unemployment.

For example: a person earning \$1000.00 who has a \$100.00 cafeteria deduction will have a gross of \$900.00, since the cafeteria deduction is a negative misc. earnings. If their state counts cafeteria towards unemployment, their "Earnings(x)" field will be "Yes". Wages subject to unemployment will be \$1000.00 ($\$900.00 + \100.00).

7. Withholding tax (Yes, No, Formula)

An indicator of whether or not this state or local government has a withholding tax. Some states or localities require only unemployment information; in that case set this field to "No".

Option "Formula" means there is a withholding tax, and there is a formula. The formula is optional, and is executed only if option "Formula" is set. It is executed after normal state processing (i.e. option "Yes" processing is done first). This allows for formulas that do not actually compute withholding, but merely make adjustments to state withholding, when set to "Yes".

8. Withholding G/L account

The G/L account for state/local withholding. Must be a valid G/L account, if employees in this state/locality.

9. Withholding method (Table, Percent)

Is a table used in the calculations of the tax or is a percentage used.

10. Percent for withholding

If a percentage is used this field contains the numeric value of that percentage, entered as a decimal fraction.

11. Percentage base (Gross, Tax)

Is the tax calculated using the employees gross pay or some other tax such as Federal Tax withheld, as the base?

12. Gross maximum

If computing withholding as a percentage of gross income, this percentage may only be taken up to a maximum gross wage. If there is a maximum gross wage for percentage calculation enter the maximum wage here otherwise enter zero.

13. Tax base (Federal, State)

If this tax is based on a tax and is a local government record, then is a state or federal tax used as a base?

14. Standard deduction method (Percent, Amount)

If there is a standard deduction, is it calculated using a fixed dollar amount or a percentage of base.

15. Take standard deduction (Before, After)

Is the standard deduction (if used) taken before or after the tax is calculated?

16. Single standard deduction

The fixed amount or percentage used to calculate the standard deduction for single persons (if any).

17. Married standard deduction

The fixed amount or percentage used to calculate the standard deduction for married persons (if any).

18. Minimum standard deduction

A dollar amount that the standard deduction may not be less than (zero if not used).

19. Maximum standard deduction

A dollar amount that the standard deduction may not be greater than (zero if not used).

-
20. Personal exemptions
The number of personal exemptions allowed, usually “1”.
21. Single personal exemption
The annual dollar amount of a personal exemption for single persons (if used).
22. Married personal exemption
The annual dollar amount of a personal exemption for married persons (if used).
23. Subtract (Yes, No)
Do you subtract 1 for single and 2 for married from the number of exemptions claimed before multiplying by the allowance per dependent?
24. Exemptions per dependent
The annual dollar value to be multiplied by the number of exemptions claimed.
25. Take exemptions (Before, After)
Deduct the exemption allowance before or after the tax is calculated?
26. Deduct FICA (Yes, No)
Should the amount of FICA withholding be deducted?
27. FICA maximum
The maximum annual FICA deduction. If zero, it won't deduct FICA. . If there is no state maximum then put in a large maximum that would guarantee that all your employees would get the deduction.
28. Deduct FICA (Before, After)
If FICA is deducted should it be taken out before or after tax is calculated?
29. Deduct Federal (Yes, No)
Should the amount of Federal withholding be deducted?
-

30. Federal maximum

The maximum annual Federal deduction. If zero, it won't deduct Federal. If there is no state maximum then put in a large maximum that would guarantee that all your employees would get the deduction.

31. Deduct Federal (Before, After)

If Federal is deducted should it be taken out before or after tax is calculated?

The three state tax tables must be set up even if they contain identical information. The tables are structured containing twelve lines, each with three fields. The four fields are:

1. Minimum of range

The dollar amount of the minimum for which this line in the table applies.

2. Amount of tax

The dollar amount of the tax to charge for this range in the table.

3. Percentage over minimum

The percentage to multiply the excess over the minimum of range. This figure is then added to the amount of tax to yield total tax. Note: enter percentage to the tenth of a percent (e.g. 15% would be entered as 15., 20.6% would be entered as 20.6). For example if a table entry normally contained:

Over	But not over	Amount to withhold	of excess over
\$24,100	\$50,325	\$3228.75 plus 28%	\$24,100

then the Payroll system tax table entries would be:

24100, 3228.75, and 28.

Credit amount

The annual credit amount. The credit is taken *after* the state/local tax is computed. The credit is a flat annual amount, not related to the number of state exemptions.

Any lines not used should contain zeros. When progressing through an existing table and the current line does not need to be changed, enter a "return" to retain the old values for that line.

Line one normally defines the no tax due range, and represents the "Not over \$xxxx.....0" line in the state/local annual table. In this case, the line one entries would be "0", "0", "0", and "0".

EMPLOYEE FILE MAINTENANCE

This program is used to maintain employee master records. It contains both name, address, and dollar information. Both personal and payroll data may be entered. If employees with existing payroll records are being entered into the system at a time other than the beginning of the year, then you will need to bring the Payroll system up to date by entering the month, quarter, and year-to-date data.

Employee comments can be entered from this program using the "Update comments" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

When an employee leaves the company his activity status should be changed to "I" (for Inactive), and his date terminated entered. This will remove that employee from system processing, but all information in his record is retained in the system until the end of year when W-2 forms are printed (see "Special procedures").

The Employee file is the foundation of the Payroll system along with the Deductions and Tax files. The proper creation of these files is mandatory in order to generate an accurate payroll.

Each Employee record handles two types of information:

1. Personal

This includes all personal payroll data for each individual employee for calculating taxes, printing of forms, and reporting to government agencies.

2. Dollar

These fields include all dollar values in relation to each individual employee for all types of earnings and deductions.

Employee comments can be entered from this program using the "Update comments" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Personal Record Fields:

1. Employee key

Employees can be stored in alphabetical order if employee's initials are used in reverse order as the employee code. Example: employee John W. Smith would have a key of SJW.

2. Pay rate

The employee pay rate. For hourly employees this field contains the rate per hour (e.g. 9.875), for salaried employees this field contains the salary per pay period, for draw & commission employees this field contains the draw per pay period.

3. Bill rate

The employee hourly billing rate.

4. Name

The employee name as it will appear on checks and government forms.

Names can be entered as "last name; first name" optionally with one or more spaces after the semicolon. (e.g. "Dr. Bill Smith" could be entered as "Smith; Dr. Bill"). Do not put a semicolon in the name except to separate last and first name. The print checks and print W-2's programs will search for the semicolon, and then flip the name to read "first name last name".

5. Address line one

6. Address line two

7. City

8. State

9. Zip code

Maximum of 10 characters.

10. Phone number

Employee's phone number.

11. Social security number

The employee's social security number, separated with hyphens.

12. Activity status (Active, Inactive)

The employee active/inactive status.

13. Pay period (Weekly, Biweekly, Semimonthly, Monthly)

Employee pay period.

14. Pay type (Hourly, Exception, Salaried, Draw)

Employee pay type. Pay is calculated for each type as follows:

a) Hourly

The system will automatically calculate the payroll for hourly employees using the standard number of hours as defined in the federal record of the Tax file.

b) Hourly by exception

Hourly by exception means that the employee is paid on an hourly basis but the number of hours worked changes from week to week. The system will automatically calculate the payroll for hourly by exception using any hours that may have been loaded by the Time Clock or Labor Distribution systems. Then the employee paycheck will automatically be displayed on screen for possible changes to the number of hours worked, as well as any other changes. Then the payroll will be recalculated and redisplayed, etc.

c) Salaried

The system will automatically calculate the payroll for salaried employees using the pay rate as defined in their Employee file record.

d) Draw & commission

Draw & commission means that the employee is paid on a salary basis (the draw) but the commission changes from pay period to pay period. The system will automatically calculate the payroll for draw & commission employees using the pay rate as defined in their Employee File record as the draw. Then the record will automatically be displayed on screen for possible changes to the commission, as well as any other changes. Then the payroll will be recalculated and re displayed, etc.

15. Batch processing

Enter "Yes" for automatic batch processing, else enter "No".

When "Yes", the calculate payroll process is fully automatic. The employee is given default income and deductions, the computed paycheck is not displayed on the screen, and there is no opportunity to update any paycheck data during calculations. However, the paycheck data can be reviewed via the paycheck register. Re-computing individual employees can make corrections.

16. Federal exemption

The number of exemptions claimed for federal withholding.

17. State exemption

The number of exemptions claimed for state withholding.

18. Local exemption

The number of exemptions claimed for local withholding.

19. Marital status (Married, Single)

The employee marital status.

20. State code

Enter a numeric code between 1 and 52 that represents the state in which the employee pays state withholding tax or in which the employer must pay unemployment insurance for the employee. If either withholding or unemployment must be calculated, then enter zero in this field. A valid tax record must exist for the code assigned.

21. Local code

Enter a numeric code between 53 and 72 that represents the city or county in which the employee pays withholding tax. If no withholding must be calculated, then enter zero in this field. A valid tax record must exist for the code assigned.

22. Workman's comp code

Enter the employee's workman's compensation code. Must correspond to a valid workman's compensation entry in the "Workman's Comp" control file. If not subject to workman's compensation, then enter zero in this field.

23. Sick earned

- Sick hours/pay earned. This field is automatically updated by the system, when the "Post current payroll" program is run.
24. Sick used
- Sick hours/pay used. This field is automatically updated by the system, when the "Post current payroll" program is run.
25. Vacation earned
- Vacation hours/pay earned. This field is automatically updated by the system, when the "Post current payroll" program is run.
26. Vacation used
- Vacation hours/pay used. This field is automatically updated by the system, when the "Post current payroll" program is run.
27. Salary account
- The employee G/L salary expense account.
- When Labor Distribution is implemented, the "Post to G/L" program obtains salary expense account numbers from L/D transactions.
28. Birth date
- The employee's birth date, in MMDDYY format.
29. Date employed
- The employee's hire date, in MMDDYY format.
30. Date terminated
- The employee's termination date (if applicable), in MMDDYY format.
31. Direct deposit?
- Enter "Yes" if this is a direct deposit employee, else enter "No".
32. Direct deposit bank number
- The employee's bank routing number.

33. Direct deposit account number

The employee's checking/saving account number at the direct deposit bank number.

34. Direct deposit code

The employee's transaction code number. Identifies whether the deposit account number is checking or savings. Also used for creating prenotification records (a zero dollar transaction used to verify the employee's bank number and account number).

Dollar Record Fields

The dollar fields consist of three groups of fields; month to date, quarter to date, and year to date. The fields are:

1. Regular earnings

The dollar value of salary, draw, or regular hours earnings.

2. Other time earnings (1)

The dollar amount of earnings at "regular" times "other time multiplier (1)" rate. Multiplier is stored in the P/R Control file.

3. Other time earnings (2)

The dollar amount of earnings at "regular" times "other time multiplier (2)" rate. Multiplier is stored in the P/R Control file.

4. Other time earnings (3)

The dollar amount of earnings at "regular" times "other time multiplier (3)" rate. Multiplier is stored in the P/R Control file.

5. Miscellaneous earnings(x)

The dollar value of miscellaneous income as defined in the P/R Control file.

6. FICA/Med deduction

The dollar value of FICA+Medicare deduction withheld from the employee's check.

7. Federal deduction

The dollar amount of federal income tax deduction withheld from the employee's check.

8. State deductions

The dollar amount of state income tax deductions (if any) withheld from the employee's check.

9. Local deductions

The dollar amount of city or county income tax deductions (if any) withheld from the employee's check.

10. Miscellaneous deductions (x)

The dollar value of the misc. deductions as defined in the P/R Control file.

DEDUCTION FILE MAINTENANCE

This program is used to maintain employee deduction records. *Note*: only employees who have adjustments, misc. earnings, or misc. deductions should have a deduction record. Deduction records that do not have a corresponding employee record will be automatically purged by the calculate payroll pre-processing program.

Misc. earnings/deductions will be taken during the "Calculate paychecks" program if "Yes" is answered to the "Default misc." question. The misc. earning/deduction will be taken if the (non zero) earning/deduction frequency equals the earnings/deduction counter.

For misc. earnings: the salary adjustment will be made before taxes are computed.

For deductions: the deduction will be taken before taxes (from gross) if the "When" indicator is "Before"; the deduction will be taken after taxes (from net) if the "When" indicator is "After".

When initially creating these records, set the deduction frequency equal to the deduction counter, if you want the deduction to be taken on the first paycheck generated for this employee.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

The record fields are:

1. Deduction key

The key to identify the deduction record. Must match an existing employee key for the deduction to occur.

2. Federal adjustment

Dollar withholding adjustment. Federal withholding is computed normally, then this dollar amount is added to the federal withholding.

3. State adjustment

Dollar withholding adjustment. State withholding is computed normally, then this dollar amount is added to the state withholding.

4. Local adjustment

Dollar withholding adjustment. Local withholding is computed normally, then this dollar amount is added to the local withholding.

5. Earnings/deduction description (x)

6. Earnings/deduction frequency (x)

The frequency (in periods) that this earning/deduction is to be taken. Zero means no earning/deduction. One means take earning/deduction every period. Two means take earning/deduction every other period, three means every third period, etc.

7. Earnings/deduction counter (x)

The earnings/deduction counter is maintained automatically by the system, and would only be entered manually if starting the payroll in mid-year, or if the earning/deduction is to be taken on the first pay check.

It works as follows:

When the "Calculate paychecks" programs are run, the misc. earning/deduction is taken if the (non zero) earning/deduction frequency equals the earning/deduction counter.

When the "Post current payroll" program is run, the following steps occur when the pay-check is posted:

- a) If the earning/deduction frequency is non-zero, the earning/deduction counter is incremented by one.
- b) If the new earning/deduction counter value exceeds the earning/deduction frequency value, then the earning/deduction counter is set to one.

8. Type (x)

This field determines the type of calculation performed by the "Amt" field. There are three possible cases:

- a) "Amount" means that the "Amt" field is a flat dollar amount.
- b) "Pcent" means that the "Amt" field is a percentage of wages. The earnings/deduction amount is internally computed as (earnings/deduction amount = wage * (earnings/deduction percentage / 100)). Wage means the sum of the four paycheck hourly/salary wages (wages not including the four misc. earnings defined in the deduction record).
- c) "Hour" means that the "Amt" field is an amount per hour worked. The earning/deduction amount is internally computed as (earning/deduction amount = hours worked * earnings/deduction per hour).

9. When (x)

This field is not used by the misc. earning adjustments, but is used by the misc. deductions fields. The misc. deduction indicator says when to take the misc. deduction during the calculation of a paycheck. There are two possible cases:

- a) "Before" means to compute FICA on the full wage, then reduce the wage by the deduction amount, then compute the other taxes on the reduced wage. This conforms to 401K rules, and can be used when an employee has elected to have a 401K amount deducted from their pay.
- b) "After" means to compute FICA, federal, state, and local taxes on the full wage amount, then take the deduction. This conforms to the rules for normal deductions like insurance, etc.

PAYCHECK FILE MAINTENANCE

This program is used to maintain employee paycheck records. It is normally used to make adjustments to existing paychecks, or to display paychecks. It can be used to calculate paychecks, but it is easier to use the "Calculate paychecks" program to generate paychecks.

If the P/R Control file "Use L/D" field is "Yes", the "Income", "Default Income", and the hours/earnings fields are skipped (the cursor will not go into these fields). It is invalid to make direct changes to these fields; otherwise the end-of-month "Post to G/L" report would be out of balance. If using L/D make a correction as follows: (1) add a new L/D transaction for the change, (2) run "Generate labor payroll", and (3) run "Paycheck file maintenance" in change mode.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions. The various conditions follow:

1. Status condition 1

This condition exists when the paycheck has been marked for pay by the "Calculate paychecks" program. This condition is cleared by the "Post current payroll" program.

2. Status condition 2

This condition exists when the paycheck has been posted to the corresponding Employee Master record by the "Post current payroll" program. This condition is cleared by the "Calculate paychecks" program.

Function key "F1" means "calculate the paycheck based on current values".

Function key "F2" displays the current paycheck flag value.

Record Fields

The record fields are:

1. Employee key

The employee key. Must match an existing employee master key.

2. Employee name

Display only field.

3. Pay period

- Display only field.
4. Pay type
Display only field.
 5. Pay rate
Display only field.
 6. Paid through
The check paid through date. Entered for after the fact payroll.
 7. Check date
The check date. Entered for after the fact payroll.
 8. Check number
The check number. Entered for after the fact payroll.
 9. Calculate income
Do you want income calculated for hourly, salaried, or draw employees? If you answer "Yes", income will be calculated based on the type of employee.

For example, suppose an hourly employee will get 30 hours pay. If you had already entered thirty hours for this employee and you answered "Yes", the 30 would be replaced by 40.
 10. Calculate misc. earnings/deductions
Do you want misc. earnings; or FICA, federal, state, and local deductions calculated? The earning/deduction will only be taken if the (non zero) earning/deduction frequency equals the earning/deduction counter for this employee. If you answer "Yes", manually entered deductions will not be overwritten for deductions that have a zero deduction frequency. Deductions will be taken either before or after taxes, depending on the deduction record "When" indicator.
 11. Regular hours
The regular hours worked by this employee during the current period (hourly employees only).

12. Other hours (1)
The hours at "regular" times "Other earn multiplier (1)" worked by this employee during the current period (hourly employees only).
13. Other hours (2)
The hours at "regular" times "Other earn multiplier (2)" worked by this employee during the current period (hourly employees only).
14. Other hours (3)
The hours at "regular" times "Other earn multiplier (3)" worked by this employee during the current period (hourly employees only).
15. Regular earnings
The dollar value of salary, draw, or regular hours earnings.
16. Other earnings (1)
The dollar amount of "regular" times "Other earn multiplier (1)" earnings.
17. Other earnings (2)
The dollar amount of "regular" times "Other earn multiplier (2)" earnings.
18. Other earnings (3)
The dollar amount of "regular" times "Other earn multiplier (3)" earnings.
19. Miscellaneous earnings (x)
The dollar value of miscellaneous earnings, as defined in the P/R Control file.
20. FICA/Medicare deduction
The dollar value of FICA and Medicare deduction withheld from the employee's check.
21. Federal deduction
The dollar amount of federal income tax deduction withheld from the employee's check.
22. State deduction

- The dollar amount of state income tax deduction withheld from the employee's check.
23. Local deduction
- The dollar amount of city or county income tax deduction withheld from the employee's check.
24. Miscellaneous deduction (x)
- The dollar value of the misc. deduction as defined in the P/R Control file.
25. Sick earned
- The sick hours/pay earned.
26. Sick used
- The sick hours/pay used. Sick and vacation used automatically post to misc earning 1-8 when you press shift-function key 1-8 from the sick/vacation used fields.
27. Vacation earned
- The vacation hours/pay earned.
28. Vacation used
- The vacation hours/pay used. Sick and vacation used automatically post to misc earning 1-8 when you press shift-function key 1-8 from the sick/vacation used fields.
29. Total hours
- Display only field.
30. Total earnings
- Display only field.
31. Total deductions
- Display only field.
32. Net check
- Display only field.

CALCULATE PAYCHECKS

This program calculates paychecks for each employee. On many employees this can be done automatically without additional information from the operator. Information, such as hours worked or commission earned, must be entered for other employees. This program may also be used to issue manual checks to one or several employees, or pay extra items such as bonuses.

Note: the system automatically fills in the paycheck fields; an item only needs to be changed when its value is different than the default or calculated value.

We recommend that you "calculate paychecks"/"print checks"/"post current payroll" for only one period at a time. However, you can calculate paychecks for several different periods, then combine those periods into a single "print checks"/"post current payroll" run.

An option exists to "clear paycheck flags" for a period. This option is only to be used when you accidentally "calculate paychecks" for the wrong period, and you need to "reverse" the "marked to pay" flag.

Operating Steps

The operating steps are:

1. Enter the employee option. Either all employees for a period, or individual employees for a period may be processed.
2. Enter the pay period option. Any one period, or all pay periods may be selected. Enter the paid through date for the period, in MMDDYY format. This date will appear on the check stub and is stored in the employee's master record.
3. If the program detects non-zero hours, earnings, or deductions in the paycheck records, a "Post these amounts" prompt will appear, together with the not posted totals (If both earnings and deductions are non-zero the "POST these amounts" will default to "Yes"; else it defaults to "No"). Not posted totals can be caused by one of two cases:
 - a) You have not posted the previous period's payroll. Answer the post question with "Yes" followed by EXECUTE, to go to the "Post current payroll" program to post the previous period's paychecks. Then return to the "Calculate paychecks" program to calculate the current periods paychecks.
 - b) You want to re-calculate one or more previously calculated paychecks. If just a few of many checks need to be changed, use the "Process individual employees" option. If all of the checks need to be changed, use the "Process all employees" option. In either case, answer the post question with "No" followed by

EXECUTE, to re-calculate the paychecks.

If want to re-calculate a few previously calculated paychecks, the *easiest* way is to run the "Paycheck file maintenance" program using change mode.

4. Process the employees. See the "Paycheck file maintenance" documentation for the fields, and how to process the records.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Function key "F1" means "calculate the paycheck based on current values".

GENERATE DIRECT DEPOSIT

This program generates direct deposit files from the paycheck records; the direct deposit "DAT" file can then be electronically submitted to the bank. It also optionally writes Check History and Check Reconciliation records.

When the "Calculate paychecks" program is run for a period, paycheck records are created for both paycheck and direct deposit employees. However, the "Print checks" program will not print checks for direct deposit employees (unless the direct deposit employee code number is set for "prenotify").

The bank will not accept a direct deposit for an employee unless the employees bank and account number have been checked *prior* to the direct deposit run. This requirement is referred to as "prenotification". When an employee's direct deposit code number is set to "prenotify", Starr Accounting creates a zero dollar detail transaction for that employee, so that the bank can verify the employee's bank and account numbers. After prenotification, the employee's direct deposit code number must be set to "deposit" before a direct deposit will occur for that employee. Normally, prenotification is done on the payroll period prior to when you want direct deposit to start for that employee.

The *first step* is to generate batch files "SCSBAK:PRDDEP.xxx (where xxx is a number in the range 000-999)". They can be reviewed by printing them on a printer. They also can be reviewed or edited with a text editor, like VUE or XED. A batch corresponds to a "Calculate paychecks" run. Although is common to have only one batch, you can generate several batches, combine them into a single file (see below), and transmit the combined file to the bank. The bank should charge you less if you send several batches into a single file.

To support batches from different companies being combined into the same transmittal file, the paycheck check number (direct deposit trace number) and check date (direct deposit posting date) are updated when the batch is generated

The *second step* is to "Generate history & C/R from paychecks".

The *third step* is to generate report file "SCSBAK:PRDDEP.LST". It can be reviewed by printing it on a printer. It also can be reviewed or edited with a text editor, like VUE or XED. It combines a set of batch files (a batch low to high number range) into a single file. You must run this step even if you only have a single batch.

The *fourth step* is to generate transmittal file "SCSBAK:PRDDEP.DAT" from the report file. This is the file that is transmitted to the bank. You must check with the bank regarding what communications software they require to accept your file.

Operating Steps

The "Generate batch file from paychecks" operating steps are:

1. The "Generate report file from batches" step (described later) will combine *all* batch files in the specified batch number range. If you enter an incorrect number batch number range, it could combine "old" batch files from earlier payroll runs. If you want to make sure that there are no old batch files, then use the "Erase all batch files" option before generating any new batch files.
2. Select the pay period. Any one or all pay periods may be selected.
3. Enter the direct deposit posting (check) date in MMDDYY format This is the date the deposit will be posted to the employee's account.
4. Enter the direct batch file number. If a single batch, take the default value of zero. If more than one batch, give the second batch the number "001", the third batch the number "002", etc.
5. Enter the file creation date in MMDDYY format.
6. Enter the file creation time in HH:MM format.
7. Enter the file ID modifier. Will be "1" unless this payroll has been transmitted more than once on the same date; then this will contain the number of transmittals.
8. Enter your bank's routing number (the bank containing your payroll account).
9. Enter your account number (your payroll account).

10. Enter the Automated Clearing House routing number (the bank clearing the direct deposit).
11. Enter the Automated Clearing House name (the bank clearing the direct deposit).
12. Enter your company name as it will appear on internal transactions.
13. Enter your company name as it will appear on your employee's bank statement
14. Enter your federal identification number.
15. Enter your company entry description as it will appear on internal transactions (e.g. "PAYROLL").
16. Enter the optional discretionary data as it will appear on internal transactions (e.g. "BATCH# 000"). This field may be left blank.
17. Enter EXECUTE to generate the batch file, or MENU to return to the menu. Perform these steps for each batch you want to create.

The "Generate history & C/R from paychecks" operating steps are:

1. Select the pay period to process.
2. Enter the "Write history" option. Enter "Yes" to create Check History records from the paychecks; else enter "No".
3. Enter the "Write C/R" option. Enter "Yes" to create Check Reconciliation records from the paychecks; else enter "No". The program will not write Check Reconciliation records (no matter how you answer this option) if the P/R Control file "Write C/R" option is "No".
4. Enter EXECUTE to generate the records, or MENU to return to the menu.

The "Generate report file from batches" operating steps are:

1. Select the batch number low to high range to process. All batch files within this number range will be combined into a single report file, and a new file control record will be created summing *all* of the batches. The program will use the file header from the *first* batch; thus the company name and federal ID# for all batches will correspond to that company defined in the first batch.

2. Enter EXECUTE to generate the report file, or MENU to return to the menu.

The "Generate transmittal file from report" operating steps are:

1. Enter the "Generate" option. Enter "Yes" to generate the transmittal file; else enter "No".
2. Enter EXECUTE to generate the transmittal file, or MENU to return to the menu.

POST CURRENT PAYROLL

This program posts the paychecks to the month, quarter, and year-to-date fields in the Employee Master file. It also posts the paycheck sick and vacation fields to the Employee Master file. The paycheck will be marked as posted (to eliminate the possibility of double posting), and the deduction counter will be incremented (if the employee has misc. earning/deductions). To keep the Employee Master totals correct, posts zero or negative checks.

When the "Print checks" program is run the check date and check number is stored in each paycheck record. The "Post current payroll" program clears the check date and check number in the paycheck record.

This program will stop before posting to an employee record if no check has been written. If the operator directs the program to post the paycheck then that paycheck will be posted, else that paycheck will be skipped.

Either all employees for a period, or individual employees for a period may be posted. If you enter RETURN after selecting the pay period, the program displays the totals to be posted before the actual posting occurs.

Operating Steps

The operating steps are:

1. Select the pay period. Any one or all pay periods may be selected. Enter RETURN after this field, so that the program will display the totals to be posted *before* actual posting occurs.
2. After the period is selected, the totals to be posted will be displayed, and you will be asked if it's OK to post. Press the MENU key if you do not want post.
3. Process the pay period. Each employee code and name will be displayed.

EMPLOYEE ADJUSTMENTS

This program adjusts the month, quarter, and year-to-date fields in the Employee Master file. The user fills in a "paycheck like" screen for an employee. Then those numbers can be added to, subtracted from, or can replace employee master dollar fields (any combination of month-to-date, quarter-to-date, or year-to-date fields).

Operating Steps

The operating steps are:

1. Select the employee to process.
2. Select the arithmetic option:
 - "Add" means add to the employee master fields.
 - "Subtract" means subtract from the employee master fields.
 - "Replace" means replace the employee master fields.
3. Enter the MTD option. Enter "Yes" to process employee month-to-date fields, else enter "No".
4. Enter the QTD option. Enter "Yes" to process employee quarter-to-date fields, else enter "No".
5. Enter the YTD option. Enter "Yes" to process employee year-to-date fields, else enter "No".

SET DEDUCTION COUNTER

This program sets the deduction counter for a specific deduction. It is used to generate deductions that are taken on an irregular basis (do not occur on a regular frequency). When you are ready for the "Calculate paychecks" program to take the deduction set the deduction counter to the known deduction frequency for this deduction; thus the "Calculate paychecks" program will take the deduction.

We recommend setting the deduction frequency to "99" for irregular deductions; as they would not be taken automatically for another "99" payroll periods. When you are ready to take the de-

duction, set the counter to "99". When you run "Post current payroll", the deduction counter will be automatically set back to "1".

Operating Steps

The operating steps are:

1. Select the deduction number to process.
2. Select the new deduction counter value for this deduction.

If the deduction frequency for this deduction is non-zero, the deduction counter will be set to this new value.

P/R INTERFACE

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. The Employee master can be imported/exported. The text data must be in ASCII, comma delimited format with each data element within quotes. Each text record must end with a carriage return line feed pair. See the on-line help for complete text file requirements.

When importing, the program always adds to the Master/Transaction database. Any errors are printed on an error report.

This program can be used to export data to a spreadsheet, manipulate the data in the spreadsheet, and then import the new data back in to the database. In this case, you would need to allocate a new empty database before importing to avoid duplicate database entries.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the Import/Export option.
6. Enter the database option. Currently, only the Employee Master file can be imported/exported.
7. Enter the ASCII comma deleted text file name. When exporting, the database output will be written to this file. When importing, text records will be read and then used to add new database records.

Report Fields

The error report fields are:

1. Error message
2. Database text fields

The text record fields are printed in quotes with a comma between the fields. This isn't the actual text record; the quotes and commas are added to the output to distinguish between the data elements.

EMPLOYEE FILE & DEDUCTIONS REPORT

A listing of the Employee Master file, and any corresponding deductions can be obtained by running this program. You may print the report for any one or all pay periods and for individual or all employees within the selected period.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the pay period. Either an individual period or all periods may be selected.
6. Enter the print option.
 - Enter "All" to print all information contained in the Employee Master file including month-to-date, quarter-to-date, and year-to-date information.
 - Enter "Personal" to print only the personal information contained in the Employee Master file.
 - Enter "Totals" to print totals only.
7. Select employee(s) within the period. Either individual or all employees within the period may be selected.
8. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.
9. Answer the "Print active" question. Enter "Yes" to print active employees, or "No" to skip active employees.

Report Fields

See the "Employee file maintenance" documentation for the fields.

DIRECT DEPOSIT EMPLOYEES REPORT

This program prints those employees who use paycheck direct deposit. This information is obtained from the Employee Master file.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the pay period. Either an individual period or all periods may be selected.
6. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. Employee status
5. Pay period

6. Pay type
7. Hired date
8. Employee bank routing number
9. Employee account number
10. Direct deposit transaction code

SICK & VACATION REPORT

This program prints the sick and vacation earned and used for each employee. This information is obtained from the Employee Master file, and will not contain the latest paychecks, unless the "Post current payroll" program has been run for the latest paychecks.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the pay period. Either an individual period or all periods may be selected.

6. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. Employee status
5. Hire date
6. Sick earned
7. Sick used
8. Vacation earned
9. Vacation used

PRINT CHECKS

This program will print pay checks for all employees or for individual employees. Both pre-printed and computer assigned check numbers may be used for extra security. The check stub shows a breakdown of earnings and deductions, including year to date totals. The check portion has full name and address positioned for a window envelope, and check amount security protection.

Checks may be printed for any one of the pay periods or all of them at once, and for selected employees or all employees within the period at once. Checks can only be printed for employees whose paychecks have been "marked for pay" by the "Calculate paychecks (Setup)" program.

The report can be produced in either employee key or employee name order.

An option exists to automatically generate Check History records from the checks.

An option exists to automatically generate Check Reconciliation transactions from the checks, if the Check Reconciliation system is implemented.

After the checks are printed totals are displayed on the CRT screen, and you are asked if the checks are OK. If you answer "Yes", the Check History and Check Reconciliation records are created for all paid employees in the period.

The check stub lists detail earning/deduction detail on each check stub. If this information will not fit on the check stub the stub will say "***** See attached check stub detail *****", and the earning/deduction detail for that check will be written to a stub file. The stub file can be printed via an option in the "Print checks" program or later via the AMOS PRNT command. AMOS commands can be executed via the Starr Accounting "Execute an AMOS command" option on the utility menu. If a stub file is generated, the "Print checks" program will tell you the name of the stub file; if printing the stub file later be *sure* to write this file name down, as you will need the file name to print it later. The stub file should be printed on eighty column plain paper.

Operating Steps

The operating steps are:

1. Line up the checks on the printer by printing dummy forms.
2. Enter the process option. The "all employees" option will automatically process all employees for the period. The "individual employees" option will let you enter the specific employees in the period to process.
3. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

4. Prepare the printer by loading it with checks. Set the paper in the printer to the first line of a new page.
5. Enter the number of copies of the report desired. Default is 1.
6. Enter the run date in MMDDYY format. Default is the system date.
7. Enter the pay period. Either an individual period or all periods may be selected.

8. Enter the check date in MMDDYY format. This date will appear on the check and the stub.
9. Enter the number that you want to appear on the first check printed. This number will be incremented by one for each check printed.
10. Enter the "Write history" option. If you want this program to generate a Check History record from each check enter "Yes"; else enter "No".

If writing Check History, skips adding a Check History record if a record already exists for the employee/check date/check number. If a zero or negative check, writes a Check History record with a zero check number.

If you are re-printing individual checks after previously answering "Yes" to this question, either answer "No" or specify a check date different from the previous run. Otherwise the system will create duplicate Check History records for *all* paid employees for the period.

11. Enter the "Write C/R" option. If the Check Reconciliation system is implemented and you want this program to generate a C/R transaction from each check enter "Yes"; else enter "No".

If you are re-printing individual checks after previously answering "Yes" to this question, either answer "No" or specify a check date different from the previous run. Otherwise the system will create duplicate Check Reconciliation records for *all* paid employees for the period.

12. Enter "Yes" to have your printer do a form feed when exiting this program (you want to put regular paper/forms in this printer); else enter "No" (you want to leave checks in this printer).
13. After the checks print, enter the "Checks OK" option. If "Yes", the printer will do a form feed, ready for other types of reports. If "No" or MENU, the program will return to the print checks menu.

Report Fields

See the "Paycheck file maintenance" documentation for the fields.

DIRECT DEPOSIT REGISTER REPORT

This program prints a "check stub" from the paycheck record for each direct deposit employee, including direct deposit tracking number. This program skips prenotification employees. You may

print the register for any one or all pay periods, and for individual or all employees within the selected period.

Each employee prints on a separate page, as this register serves as a "check stub" for the direct deposit employees (they do not get an actual check or check stub).

Grand totals are accumulated and printed. Totals will only include those employees listed.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the pay period. Either an individual period or all periods may be selected.
6. Enter the check date range in MMDDYY format. Employees whose direct deposit (check) date matches this date will be processed.

Report Fields

See the "Paycheck file maintenance" documentation for the fields.

CHECK REGISTER (SHORT FORM) REPORT

This program prints out a one line check register per employee. You may print the register for any one or all pay periods, and for individual or all employees within the selected period.

Grand totals are accumulated and printed. Totals will only include those employees listed.

The check register may be run before printing pay checks to verify what information will be printed on the employees checks (enter a blank check date range). After printing the pay checks the register will show the actual check number printed on each employees pay check (enter the actual check date range).

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the pay period. Either an individual period or all periods may be selected.
6. Enter the check date range in MMDDYY format. Employees whose check date matches this date will be processed.



When printing a check register and the checks have not been printed yet, the paycheck records have a null check date and check number (the "Post current payroll" program cleared them). In this case enter a blank check date range and take the default check number range.

Report Fields

The report fields are:

1. Employee key
2. Employee name
3. Check number
4. Check date
5. Gross pay
6. FICA deduction
7. Federal deduction
8. State deduction
9. Local deduction
10. Other deductions

The sum of the twenty miscellaneous deductions.

11. Total deductions

The sum of all deductions.

12. Net pay
13. Flag

CHECK REGISTER (LONG FORM) REPORT

This program prints out a complete check register per employee, including check number. You may print the register for any one or all pay periods, and for individual or all employees within the selected period.

Grand totals are accumulated and printed. Totals will only include those employees listed.

The check register may be run before printing pay checks to verify what information will be printed on the employees checks (enter a blank check date range). After printing the pay checks the register will show the actual check number printed on each employees pay check (enter the actual check date range). This register should be saved and filed as a permanent record of checks written.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the pay period. Either an individual period or all periods may be selected.
6. Enter the check date range in MMDDYY format. Employees whose check date matches this date will be processed.



When printing a check register and the checks have not been printed yet, the paycheck records have a null check date and check number (the "Post current payroll" program cleared them). In this case enter a blank check date range and take the default check number range.

Report Fields

See the "Paycheck file maintenance" documentation for the fields.

If a direct deposit employee, the employee's bank number, account number, and transaction code are also printed.

CHECK DEDUCTIONS REPORT

This program prints paycheck deductions by deduction/employee. It prints detail by employee and totals for each deduction. Each new deduction starts on a new page. Also prints a grand total summary page.

The deductions are processed in alphabetic order. The employee detail can be produced in either employee key or employee name order.

This program skips inactive employees, since inactive employees do not have paycheck records.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.
6. Enter the pay period. Either an individual period or all periods may be selected.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. G/L salary account
5. Deduction dollar amount

MONTH TO DATE SUMMARY REPORT

This program prints monthly earnings and deductions by employee. Also prints a month, quarter, year-to-date totals page. This information is obtained from the Employee Master file, and will not contain the latest paychecks, unless the "Post current payroll" program has been run for the latest paychecks.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.



The program to gather data for the date range does not use these dates; data for the report is obtained from the employee master records. We merely ask for the dates so that they can be printed in the heading of the report.

6. Enter the pay period. Either an individual period or all periods may be selected.
7. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. G/L salary account
5. Hire date
6. Termination date
7. Employee income

Each of the twelve types of income.

8. Employee totals

Employee total income, total deductions, and total net.

9. Employee deductions

FICA, federal, state, local, and the twenty misc. deductions.

MONTHLY WAGES REPORT

This program prints monthly wages, workman's compensation, and federal, state, and local withholding by employee. Also prints a month, quarter, year-to-date totals page. This information is

obtained from the Employee Master file, and will not contain the latest paychecks, unless the "Post current payroll" program has been run for the latest paychecks.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.



The program to gather data for the date range does not use these dates; data for the report is obtained from the employee master records. We merely ask for the dates so that they can be printed in the heading of the report.

6. Enter the pay period. Either an individual period or all periods may be selected.
7. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.

Report Fields

The following fields are printed:

1. Employee key

2. Employee name
3. Social security number
4. G/L salary account
5. MTD wages
6. MTD workman's compensation
7. MTD federal withholding
8. MTD state withholding
9. MTD local withholding

MONTHLY WAGES ANALYSIS REPORT

This program prints both positive and negative wages (wage reductions) for each employee. It also prints net wages, net deductions, and net pay.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.



The program to gather data for the date range does not use these dates; data for the report is obtained from the employee master records. We merely ask for the dates so that they can be printed in the heading of the report.

6. Enter the pay period. Either an individual period or all periods may be selected.
7. Enter “Yes” to print inactive employees.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. G/L salary account
5. MTD wages
6. MTD deductions
7. Net Wages
8. Net Deductions
9. Net Pay

MONTHLY MISC EARNINGS/DEDUCTIONS REPORT

This program prints monthly misc. earnings/deductions with detail by employee for each misc. earning/deductions, and totals for each misc. earning/deductions. Also prints a month, quarter, year-to-date totals page.

The report is produced in misc. earnings/deductions description order, with employee detail in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.



The program to gather data for the date range does not use these dates; data for the report is obtained from the employee master records. We merely ask for the dates so that they can be printed in the heading of the report.

6. Enter the pay period. Either an individual period or all periods may be selected.

Report Fields

Each misc. earning/deduction starts on a new page. Totals are printed for each misc. earning/deduction. The following employee fields are printed for each misc. earning/deduction:

1. Employee key
2. Employee name
3. Social security number
4. Salary expense account
5. Misc. earnings/deduction amount

MONTHLY UNEMPLOYMENT REPORT

This program prints gross wages, federal, state, and local wages unemployment wages by employee; also totals by taxing entity. Also prints a month, quarter, year-to-date totals page. This information is obtained from the Employee Master file, and will not contain the latest paychecks, unless the "Post current payroll" program has been run for the latest paychecks.

Counts tips as wages for purposes of calculating unemployment.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.



The program to gather data for the date range does not use these dates; data for the report is obtained from the employee master records. We merely ask for the dates so that they can be printed in the heading of the report.

6. Enter the pay period. Either an individual period or all periods may be selected.
7. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. MTD wages
5. MTD FICA wages
6. MTD federal unemployment wages
7. MTD state unemployment wages
8. State name
9. MTD local unemployment wages
10. Locality name

MONTHLY IRA REPORT

This program prints gross wages, employee and employer IRA amount by employee; also grand totals. Also prints a month, quarter, year-to-date totals page. This information is obtained from the Employee Master file, and will not contain the latest paychecks, unless the "Post current payroll" program has been run for the latest paychecks.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.



The program to gather data for the date range does not use these dates; data for the report is obtained from the employee master records. We merely ask for the dates so that they can be printed in the heading of the report.

6. Enter the pay period. Either an individual period or all periods may be selected.
7. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.
8. Enter the P/R control file "other earnings description" for this IRA. This lets the program know which misc. earnings entry to process for your IRA, since the control file description entry "corresponds" to the employee master misc. earning entry.
9. Enter the P/R control file "other deduction description" for this IRA. This lets the program know which misc. deduction entry to process for your IRA, since the control file description entry "corresponds" to the employee master misc. deduction entry.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. G/L salary account
5. MTD wages

6. Employee portion of the IRA
7. Employer portion of the IRA
8. Employee termination date

MONTHLY WORKMAN'S COMPENSATION REPORT

This program prints gross wages and workman's compensation amount by employee; also totals by state/workman's comp code. Also prints a month, quarter, year-to-date totals page. This information is obtained from the Employee Master file, and will not contain the latest paychecks, unless the "Post current payroll" program has been run for the latest paychecks.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the paycheck date range to process. Enter dates in MMDDYY format.



The program to gather data for the date range does not use these dates; data for the report is obtained from the employee master records. We merely ask for the dates so that they can be printed in the heading of the report.

6. Enter the pay period. Either an individual period or all periods may be selected.
7. Answer the "Print inactive" question. Enter "Yes" to print inactive employees, or "No" to skip inactive employees.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. G/L salary account
5. MTD wages
6. Workman's compensation amount

POST TO G/L REPORT

This program prints an audit trail of monthly G/L transactions *to be* posted to the General Ledger. Also prints a month, quarter, year-to-date totals page. This program also has an option to *post* these transactions to the General Ledger. This information is obtained from the Employee Master file, and will not contain the latest paychecks, unless the "Post current payroll" program has been run for the latest paychecks.

The "Post totals to G/L" option must be run *after* the "Print reports" option *without* leaving the program. This is because the totals for the G/L are computed and temporarily stored when the reports are printed. If you leave the program these computed totals will be lost. However, they may be re-computed by again taking the "Print reports" option again.

If the Labor Distribution System (L/D) is not implemented, then the salary expense accounts (one-hundred accounts maximum) are obtained from the Employee Master records.

If the Labor Distribution System (L/D) is implemented, then the salary expense accounts (one-hundred accounts maximum) are obtained from the L/D Transaction File. Only transactions for the specified accounting period, that have been "paid" via the L/D Generate Payroll program will be processed. Please note that you must insure that the total salary in L/D Transactions balances

to the total salary in the Employee Master; otherwise the G/L Distribution report page will be out of balance.

Except for the salary expense accounts, G/L account numbers are obtained from the P/R Control file. The misc earnings accounts are obtained from the P/R Control file. State and local withholding accounts are obtained from the Tax Table file.

When posting to G/L via Labor Distribution and you have "%WAGES" earnings distributions, now prints the portion of "%WAGES" included in each salary expense account total. This new field is in parenthesis under each wage expense distribution.

When using the stand-alone payroll (without Labor Distribution) and you have "SALARY" earnings distributions, now will expense the misc. earning using the employee's salary account (stored in the employee's master record).

Operating Steps

The operating steps are:

1. Verify that the "Post current payroll" program has been run on all pay periods since the last time the "Calculate paychecks" program was run. If your not sure, then run the "Post current payroll" program selecting all pay periods (it will not hurt to re-post a record that is already posted).
2. Backup the current month's data. Prior to clearing the month to date data in the Employee Master file, that file should be backed up using the backup to disk procedures on the utility menu.
3. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

4. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
5. Enter the number of copies of the report desired. Default is 1.
6. Enter the run date in MMDDYY format. Default is the system date.

7. Enter the posted option. Enter "Yes" if you have run the "Post current payroll" program for all payroll periods; else enter "No".
8. Enter the end of month date in MMDDYY format. Default is system date. This date will also be used as the transaction date for General Ledger transactions.
9. Enter the accounting period. The generated G/L transactions will have this accounting period.
10. Print the report. Check the report and verify that it is correct. If not correct then do *not* continue with "Post to G/L" processing until the report is correct.
11. *Without leaving* the "Post to G/L" program, select the "Post totals G/L" option. G/L Transaction file records for the amounts described in the reports will be automatically generated.

Report Fields

This program prints a G/L transaction register. See the G/L "Transaction file report" documentation.

CLEAR MTD TOTALS

This program clears the month-to-date totals in the employee master records. The month-to-date totals must be cleared before the first paycheck run in a new month has been posted to the employee master records, via the "Post current payroll" program.

Operating Steps

The operating steps are:

1. Backup the current month's data. Prior to clearing the month to date data in the Employee Master file, that file should be backed up using the backup to disk procedures on the utility menu.
2. Clear the month-to-date totals. You will be asked to verify your selection before the fields will be cleared.

QTD FEDERAL 941 REPORT

This program prints the Federal 941 report and Schedule B report (report of tax liability). Also prints a month, quarter, year-to-date totals page. Skips inactive employees with no quarterly wages when counting active/inactive employees.

The Schedule B report data is obtained from the Check History file, based upon a specified date history date range.

Operating Steps

The operating steps are:

1. Verify that the "Post current payroll" program has been run on all pay periods since the last time the "Calculate paychecks" program was run. Also verify that all end-of-month procedures have been done for the last month in the quarter.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the posted option. Enter "Yes" if you have run the "Post current payroll" program for all payroll periods and done the end-of-month procedures; else enter "No".
7. Enter the end of quarter date in MMDDYY format. Default is system date.
8. Enter the beginning check date for the first month in the quarter in MMDDYY format. Default is system date.
9. Enter the ending check date for the last month in the quarter in MMDDYY format. Default is system date.

10. Print the 941 reports. Check the reports and verify that they are correct. If they are not correct then do *not* continue with 941 processing until they are correct.

Report Fields

The following reports are printed:

1. 941

The 941 report, with item numbers on each field, corresponding to the item numbers on the 941 form.

2. Schedule B report

Schedule B is a report of tax liability for each day in the quarter, with daily, monthly, and grand totals. This data is obtained from the Check History file.

QTD FEDERAL UNEMPLOYMENT WAGES REPORT

This program prints federal quarterly wages and unemployment wages by employee, with totals for each state. Each state starts printing on a new page. Also prints a month, quarter, year-to-date totals page.

Counts tips as wages for purposes of calculating unemployment.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Verify that the "Post current payroll" program has been run on all pay periods since the last time the "Calculate paychecks" program was run. Also verify that all end-of-month procedures have been done for the last month in the quarter.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the report date in MMDDYY format. Default is the system date.
6. Enter the posted option. Enter "Yes" if you have run the "Post current payroll" program for all payroll periods and done the end-of-month procedures; else enter "No".
7. Enter the end of quarter date in MMDDYY format. Default is system date.

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. G/L salary expense account
5. QTD wages
6. QTD federal unemployment wages

QTD FEDERAL UNEMPLOYMENT CONTRIBUTION REPORT

This program prints federal quarterly unemployment wages and contribution due. Also prints a month, quarter, year-to-date totals page.

Counts tips as wages for purposes of calculating unemployment.

Operating Steps

The operating steps are:

1. Verify that the "Post current payroll" program has been run on all pay periods since the last time the "Calculate paychecks" program was run. Also verify that all end-of-month procedures have been done for the last month in the quarter.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the posted option. Enter "Yes" if you have run the "Post current payroll" program for all payroll periods and done the end-of-month procedures; else enter "No".
7. Enter the end of quarter date in MMDDYY format. Default is system date.

Report Fields

The following fields are printed:

1. Total wages paid
2. Exempt payments
The program does not compute this field.
3. Wages in excess of the unemployment limit
4. Taxable wages
5. Contribution due
6. Total payment due

QTD STATE WITHHOLDING LIABILITY REPORT

This program prints state quarterly income tax liability by state. Each state starts on a new page. Also prints a month, quarter, year-to-date totals page.

Operating Steps

The operating steps are:

1. Verify that the "Post current payroll" program has been run on all pay periods since the last time the "Calculate paychecks" program was run. Also verify that all end-of-month procedures have been done for the last month in the quarter.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the posted option. Enter "Yes" if you have run the "Post current payroll" program for all payroll periods and done the end-of-month procedures; else enter "No".
7. Enter the end of quarter date in MMDDYY format. Default is system date.

Report Fields

The following fields are printed:

1. Total wages subject to withholding
2. Total state income tax withheld

3. Adjustment for previous quarter

Not computed by the program.

4. Adjusted total

QUARTERLY WAGE SCHEDULE

This program prints quarterly wages in a format acceptable for keypunching by the state. Both page totals and grand totals are printed. It is generally used as a supplemental unemployment report.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 85 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the state code to process. Corresponds to the state code in the employee master records.
6. Enter the report heading.

Report Fields

The following fields are printed:

1. Social security number
2. Employee name
3. Employee wages

QTD STATE UNEMPLOYMENT WAGES REPORT

This program prints state quarterly wages and unemployment wages in two different formats. Both formats are printed by employee, with totals for each state. Each state starts printing on a new page. Also prints a month, quarter, year-to-date totals page.

Counts tips as wages for purposes of calculating unemployment.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

Verify that the "Post current payroll" program has been run on all pay periods since the last time the "Calculate paychecks" program was run. Also verify that all end-of-month procedures have been done for the last month in the quarter.

Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

Enter the number of copies of the report desired. Default is 1.

Enter the run date in MMDDYY format. Default is the system date.

Enter the posted option. Enter "Yes" if you have run the "Post current payroll" program for all payroll periods and done the end-of-month procedures; else enter "No".

Enter the end of quarter date in MMDDYY format. Default is system date.

Enter the report format.

Report formats:

Key first

Social Security Number first

Key First Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Social security number
4. G/L salary expense account
5. QTD wages
6. QTD state unemployment wages

Social Security Number First Report Fields

The following fields are printed:

1. Social security number
2. Employee name
3. QTD wages
4. QTD state unemployment wages

QTD STATE UNEMPLOYMENT CONTRIBUTION REPORT

This program prints state quarterly unemployment wages, contribution due, and covered worker totals; by state. Also prints a month, quarter, year-to-date totals page.

Counts tips as wages for purposes of calculating unemployment.



This program reads the Check History file to obtain the number of covered workers in each month in the quarter. Because of this, the date range for each month in the period must be specified.

Operating Steps


The operating steps are:

1. Verify that the "Post current payroll" program has been run on all pay periods since the last time the "Calculate paychecks" program was run. Also verify that all end-of-month procedures have been done for the last month in the quarter.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
3. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
4. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
5. Enter the number of copies of the report desired. Default is 1.
6. Enter the run date in MMDDYY format. Default is the system date.
7. Enter the posted option. Enter "Yes" if you have run the "Post current payroll" program for all payroll periods and done the end-of-month procedures; else enter "No".
8. Enter the end of quarter date in MMDDYY format. Default is system date.
9. Enter the date range for the first month in the quarter, in MMDDYY format.
10. Enter the date range for the second month in the quarter, in MMDDYY format.

11. Enter the date range for the third month in the quarter, in MMDDYY format.

Report Fields

The following fields are printed:

1. Number of covered workers
 - a)  Computed from the Check History file for the specified date ranges.
2. Total wages paid
3. Total misc. earning(x)
4. Total misc. earnings where earnings(x) in the state record is "Yes" (add back earnings(x) to wages to compute state unemployment).
5. Subtotal wages paid
6. Wages in excess of the unemployment limit
7. Taxable wages
8. Contribution due
9. Adjustments
10. Not computed by the program.
11. Total payment due

CLEAR QTD TOTALS

This program clears the quarter-to-date totals in the employee master records. The quarter-to-date totals must be cleared before the first paycheck run in a new quarter has been posted to the employee master records, via the "Post current payroll" program.

Operating Steps

Clear the quarter-to-date totals. You will be asked to verify your selection before the fields will be cleared.

YTD ALLOCATED TIPS FORM 8027 REPORT

This program computes allocated tips for Form 8027 using the “allocation based on hours worked” method. This report is then used when printing W2’s or generating a W2 floppy; these programs open up a window and ask you to input the allocated tips amount for each employee that has reported tips. This program uses both the Employee Master and Check History file to compute it’s data; you must have elected to write Check History for the entire year for this program to be accurate.

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Verify that the end-of-quarter procedures have been done for the last quarter in the year.
2. Select employee (s). Either individual or all employees may be selected.
3. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
4. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
5. Prepare the printer by loading it with W-2 forms. Set the paper in the printer to the first line of a new page.
6. Enter the number of copies of the report desired. Default is 1.
7. Enter the run date in MMDDYY format. Default is the system date.
8. Enter the posted option. Enter "Yes" if you have run the "Post current payroll", the end of month, and the end of quarter programs for all payroll periods; else enter "No".

9. Enter the check date range for the year. This program uses both the Employee Master and Check History file to compute it's data; you must have elected to write Check History for the entire year for this program to be accurate.
10. Enter the gross annual receipts from food or beverage operations.
11. Enter the tips allocation rate as a decimal fraction (e.g. enter 8% as “.08”).
12. Enter the days worked by all employees (to compute average tip hours per business day).

Report Fields

1. Employee key
2. Employee name
3. Hours worked
4. Reported tips
5. Allocated tips

YTD GENERATE W-2 FLOPPY

This program generates a floppy disk files of W-2 data for the Social Security Administration. Beginning with tax year 1987, employers with 250 or more W-2 Copy A forms to file must file those forms on magnetic media.

The specifications document is "Magnetic Tape Reporting", and is available from your local Social Security Administration office. It is "SSA Pub. No. 42-007, ICN 436680, October 1990 (or later)".

The magnetic tape files are "SCSBAK:PRFLOP.xxx", where xxx ranges from 001 to 999. It will be ASCII data, with a data record length of 128, followed by a carriage return-line feed in the end of each record; i.e. a total record length of 130. This means the data can be printed or edited with Vue or XED.

Before running this program, erase the previous year's tape files. This will avoid any confusion if there were more files generated the previous year.

Does not includes tips in FICA wages.

Record Fields

See the "Magnetic Tape Reporting" document for field details.

Operating Steps

The operating steps are:

1. Verify that the end-of-quarter procedures have been done for the last quarter in the year.
2. Check the tax table file to verify that the FICA limit is correct for the year being processed.
3. Enter the floppy parameters data.
4. One additional parameter we ask is the number of bytes your PC floppy disk holds. The program needs this information to determine how many floppy disks are needed to hold your data. Full on-line help is available for this field.
5. Generate the floppy files
6. Write to floppy disk
7. Write the floppy files to floppy disk with AlphaLAN, or some other ALPHA to PC interface program.

YTD PRINT W-2'S

This program processes the year-to-date fields and prints W-2 forms. Single W-2's may be printed when an employee leaves the company. This program also optionally removes inactive employee records from the system. An option exists to clear the year to date fields so that the next year's information may be accumulated.

Does not includes tips in FICA wages (box 3).

The report can be produced in either employee key or employee name order.

Operating Steps

The operating steps are:

1. Verify that the end-of-quarter procedures have been done for the last quarter in the year.
2. Check the Tax Table file to verify that the FICA limit is correct for the year being processed.
3. Select employee (s). Either individual or all employees may be selected.
4. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

5. Prepare the printer by loading it with W-2 forms. Set the paper in the printer to the first line of a new page.
6. Enter the number of copies of the report desired. Default is 1.
7. Enter the run date in MMDDYY format. Default is the system date.
8. Enter the posted option. Enter "Yes" if you have run the "Post current payroll", the end of month, and the end of quarter programs for all payroll periods; else enter "No".
9. Dependent care benefits; box ten (x).
10. Enter "Yes" if your YTD misc. earnings (x) is included in box ten. Else enter "No".
11. Nonqualified Plans; box eleven (x).
12. Enter "Yes" if your YTD misc. earnings (x) is included in box eleven. Else enter "No".
13. Benefits included in Box 1; box twelve (x).
14. Enter "Yes" if your YTD misc. earnings (x) is included in box twelve. Else enter "No".
15. Print the W-2's. Check the W-2's and verify that they are correct. If they are not correct then do *not* continue with end-of-year processing until correct.

16. After the checks print, enter the "W-2's OK" option. If "Yes", the printer will do a form feed, ready for other types of reports. If "No" or MENU, the program will return to the print W-2's menu.

Report Fields

The W-2's are preprinted in government standard two per page, one across W-2's, with subtotals every 42 forms, and sub and grand totals at the end.

CLEAR YTD TOTALS

This program clears the year-to-date totals in the employee master records. The year-to-date totals must be cleared before the first paycheck run in a new year has been posted to the employee master records, via the "Post current payroll" program.

Operating Steps

Clear the year-to-date totals. You will be asked to verify your selection before the fields will be cleared.

PUNCH/PRINT TIME CLOCK

This program is used to enter time cards (punch the time clock). The date and time is automatically supplied by the system. Time cards may also be displayed or printed.

Seconds are stored in the file, but are truncated in the computation of time (just like a manual time clock), since the plus and minus thirty second entries will average out. Computed hours are rounded by the P/R Control File rounding minutes field (e.g. will round to the nearest quarter hour if rounding minutes is fifteen).

This program reads the system date for every entry, to properly record the date for employees working past midnight. It also closes the files after every entry, so the time clock files can be backed up even when the program is run 24 hours a day.

Punch Operating Steps

For punching in or out. The operating steps are:

1. Enter employee key
2. Enter the employee key that has been assigned to you. Once entered, the employee name will appear to the right of the employee key. Press "MENU" key to return to the menu without punching in or out.
3. Once your employee key has been entered, the program will display the previous twelve entries for the employee in descending date and time order.
4. Enter status
5. Enter the time status. Enter "In" to punch in, else enter "Out" to punch out.
6. Press the "EXECUTE" key to record your log in/out. Enter "MENU" key to return to the menu, without logging in/out.

Print Operating Steps

For printing a time card for a specified date range, in an 80 column format. The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
2. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
3. Prepare the printer by loading it with 80 column forms. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter employee key
7. Enter the employee key that has been assigned to you. Once entered, the employee name will appear to the right of the employee key.
8. Press the "MENU" key to return to the menu.
9. Enter the first date to print, in MMDDYY format

10. Enter the last date to print, in MMDDYY format

Report Fields

The following fields are printed:

1. Employee key
2. Date
3. Time
4. Status
5. Hours
6. Minutes
7. Rounded hours
8. Rounded by the P/R Control file rounded minutes field.
9. Total hours
10. Accumulated hours for each in-out time. Will contain "* ERROR *" if two status "In's" or two status "Out's" exist in a row.

TIME CLOCK INQUIRY

This program is used to display the Employee Master information on the terminal screen, as well as all time clock transactions that are associated with this employee.

Transactions are displayed in date/time order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Employee Master Display Fields

The Employee Master fields are displayed at the top of the screen. The employee fields are:

1. Employee key
2. Name
3. Address
4. Status
5. Pay period
6. Hired date
7. Paid through date
8. Last check number
9. Termination date
10. Pay type
11. Pay rate
12. Bill rate

Time Clock Display Fields

The Time Clock fields are displayed on the bottom of the screen. The fields are:

1. Date
2. Time

3. Status
4. Flag

TIME CLOCK SUMMARY REPORT

This program produces a detailed listing of the Time Clock file. It should be printed for each pay period prior to generating payroll from the time cards, to verify that the data is correct.

Time cards for a specified time range are printed and summed. Either all employees, or individual employees may be processed. Provides an option to re-process already paid time cards; should a re-run be necessary.

The report is produced in employee key, date, time order.

Operating Steps

The operating steps are:

1. Select employee (s). Either individual or all employees may be selected.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
3. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
4. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
5. Enter the number of copies of the report desired. Default is 1.
6. Enter the report date in MMDDYY format. Default is the system date.
7. Enter the first date to process, in MMDDYY format.
8. Enter the last date to process, in MMDDYY format.
9. Enter the "Process paid" option. Enter "Yes" to process paid time clock records, or enter "No" to skip paid time clock records.

10. Enter the "Page break" option. Enter "Yes" to break to a new page between employees, or enter "No" to print continuous.

Report Fields

The following fields are printed:

1. Employee key
2. Date
3. Time
4. Status
5. Flag
6. Hours
7. Minutes
8. Rounded hours
9. Rounded by the P/R Control file rounded minutes field.
10. Total hours
11. Accumulated hours for each in-out time. Will contain "* ERROR *" if two status "'In's'" or two status "'Out's'" exist in a row.

GENERATE TIME CLOCK PAYROLL

This program loads paycheck records with the total hours represented by time clock entries for a specified date range. It prints an audit trail of "paid" time clock entries, and marks time clock entries as "paid".

Time cards for a specified time range are printed and summed. Either all employees, or individual employees may be processed. Provides an option to re-process already paid time cards; should a re-run be necessary.

The report is produced in employee key, date, time order.

Operating Steps

The operating steps are:

1. Make sure that the "Post current payroll" program has been run for the payroll periods represented by the time clock entries.
2. Select employee(s). Either individual or all employees may be selected.
3. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
4. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
5. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
6. Enter the number of copies of the report desired. Default is 1.
7. Enter the run date in MMDDYY format. Default is the system date.
8. Enter the first date to process, in MMDDYY format.
9. Enter the last date to process, in MMDDYY format.
10. Enter the "Process paid" option. Enter "Yes" to process paid time clock records, or enter "No" to skip paid time clock records.
11. Enter the "Page break" option. Enter "Yes" to break to a new page between employees, or enter "No" to print continuous.

Report Fields

The following fields are printed:

1. Employee key
2. Date

3. Time
4. Status
5. Flag
6. Hours
7. Minutes
8. Rounded hours
9. Rounded by the P/R Control file rounded minutes field.
10. Total hours
11. Accumulated hours for each in-out time. Will contain "* ERROR *" if two status "In's" or two status "Out's" in a row.

TIME CLOCK FILE MAINTENANCE

This program is used to maintain P/R time clock records. The system operator, to make corrections to existing time clock records, uses this program.

You must know the master password to access this program.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Each record contains a field called the record flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions.

Status condition 8 exists when the time clock record has been paid (passed to the corresponding paycheck record).

Record Fields

The record fields are:

1. Employee key

2. The employee record key. Once entered, the employee name will display to the right of the employee key.
3. Date
4. The date the employee worked, in MMDDYY format.
5. Time
6. The time in HHMMSS format (hours minutes seconds).
7. Status
8. The time status. Enter "In" to punch in, else enter "Out" to punch out.

PURGE P/R TIME CLOCK

This program purges time clock records from the Time Clock file, for a specified date range. An audit trail of purged records is produced.

This program is run from the "Purge Files" menu, which is accessed from the "System Management" menu.

The purge program can be run at any time, both mid-year and end-of-year. For a record to be purged, all of the following must be true:

1. Transaction date must be within the specified date range.
2. Must be paid (hours passed to the corresponding paycheck).

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to

- abort the report, or any other key to display the next screen.
2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
 3. Enter the number of copies of the report desired. Default is 1.
 4. Enter the run date in MMDDYY format. Default is the system date.
 5. Enter the date low to high range to process.
 6. Enter "Yes" to print an audit trail of deleted records; else enter "No".
 7. Enter "Yes" to purge open (not paid) records within the date range.

Report Fields

The following fields are printed:

1. Employee key
2. Date
3. Time
4. Status
5. Flag
6. Hours
7. Minutes
8. Rounded hours
9. Rounded by the P/R Control file rounded minutes field.
10. Total hours
11. Accumulated hours for each in-out time. Will contain "* ERROR *" if two status "'In's'" or two status "'Out's'" exist in a row.

CHECK HISTORY MAINTENANCE

This program is used to maintain P/R check history records. The system operator can use this program to make corrections to existing check history records. The "Print checks" program automatically creates check history records, so records are not normally added using this program. The Check History record contains a complete image of the paycheck so that the Employee Master MTD, QTY, and YTD totals can be adjusted by the Check History database.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change and delete passwords are required to change and delete records.

Record Fields

The record fields are:

1. Employee key
2. The employee record key. Once entered, the employee name will display to the right of the employee key.
3. Check date
4. The check date in MMDDYY format. Because it is part of an ISAM key, it is stored as a string in YYYYMMDD format.
5. Sequence number
6. The record sequence number. Automatically maintained by the system.
7. Paid through date
8. The check paid through date.
9. Julian date
10. The check date stored as a julian (binary) number.
11. Check number
The check number.
12. Paycheck fields

13. See "Paycheck File Maintenance" for a listing of these fields (starting with the "Regular hours" field).

CHECK HISTORY INQUIRY

This program is used to display the Employee Master information on the terminal screen, as well as all check history transactions that are associated with this employee.

Transactions are displayed in date order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Employee Master Display Fields

The Employee Master fields are displayed at the top of the screen. The employee fields are:

1. Employee key
2. Name
3. Address
4. Status
5. Pay period
6. Hired date
7. Paid through date
8. Last check number

9. Termination date
10. Pay type
11. Pay rate
12. Bill rate

Check History Display Fields

The Check History fields are displayed on the bottom of the screen. The fields are:

1. Check date
2. Check number
3. Check hours
4. Check gross
5. Check FICA/Medicare deduction
6. Check federal deduction
7. Check other deductions
8. Net check

CHECK HISTORY REPORT (SHORT FORM)

This program prints an abbreviated check history report, printing a single line for each check.

The report is produced in the following orders:

1. Employee, date, sequence order
2. Check number order

Operating Steps

The operating steps are:

1. Select employee(s). Either individual or all employees may be selected.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
3. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
4. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
5. Enter the number of copies of the report desired. Default is 1.
6. Enter the run date in MMDDYY format. Default is the system date.
7. Enter the check date range to process, in MMDDYY format.
8. Enter the employee key group to process, or "All" for all employees.
9. Enter the "Print detail" option. Enter "Yes" to print transaction detail; else enter "No".
10. Enter the "Print employee subtotals" option. Enter "Yes" to print employee subtotals; else enter "No".

Report Fields

The following fields are printed:

1. Employee key
2. Employee name
3. Check number
4. Check date
5. Gross wages
6. FICA deduction

7. Federal deduction
8. State deduction
9. Other deductions
The sum of all misc deductions.
10. Total deductions
11. Net check
12. Record flag

CHECK HISTORY REPORT (LONG FORM)

This program produces a detailed listing of the Check History file.

The report is produced in the following orders:

1. Employee, date, sequence order
2. Check number order

Operating Steps

The operating steps are:

1. Select employee(s). Either individual or all employees may be selected.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.

5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the check date range to process, in MMDDYY format.
7. Enter the employee key group to process, or "All" for all employees.
8. Enter the "Print detail" option. Enter "Yes" to print transaction detail; else enter "No".
9. Enter the "Print employee subtotals" option. Enter "Yes" to print employee subtotals; else enter "No".

Report Fields

The following fields are printed:

Employee fields:

1. Employee key
2. Employee name
3. Employee address
4. Employee city
5. Employee state
6. Employee zip
7. Employee phone
8. Employee social security number

Check history fields:

See the "Paycheck file maintenance" documentation for the fields.

CHECK HISTORY ADJUST EMPLOYEE MASTER TOTALS

This program adjusts the Employee Master MTD, QTD, and YTD totals from the Check History records for a date range, and prints a totals report. Of course, it can only be used if you have saved check history for the date range (the P/R Control file contains the "Write history" option).

Further, if you recalculate/reprint a check, you must insure that the associated check history record has also been updated to reflect the changes.

Either individual or all employees can be processed.

A grand totals report is printed.

Operating Steps

The operating steps are:

1. Select the employee to process.
2. Select the arithmetic option:
3. "Add" means add to the employee master fields.
4. "Subtract" means subtract from the employee master fields.
5. "Replace" means replace the employee master fields.
6. Enter the MTD option. Enter "Yes" to process employee month-to-date fields, else enter "No".
7. Enter the QTD option. Enter "Yes" to process employee quarter-to-date fields, else enter "No".
8. Enter the YTD option. Enter "Yes" to process employee year-to-date fields, else enter "No".

PURGE P/R CHECK HISTORY

This program purges check history records from the Check History file, for a specified date range. An audit trail of purged records is produced.

This program is run from the "Purge Files" menu, which is accessed from the "System Management" menu.

The purge program can be run at any time, both mid-year and end-of-year. For a record to be purged, the transaction date must be within the specified date range.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
2. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
3. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the date low to high range to process.
7. Enter "Yes" to print an audit trail of deleted records. Enter "No" to not print an audit trail of deleted records.
8. Enter "Yes" to purge open (not paid) records. Enter "No" otherwise.

Report Fields

The following fields are printed:

1. Check date
2. Check number
3. Check hours
4. Check gross
5. Check FICA/Medicare deduction
6. Check federal deduction
7. Check other deductions

8. Net check

CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).
See Chapter One for a complete listing of all the standard reports available.
Control file reports are not included in this section; see the control file documentation.

EMPLOYEE MASTER REPORT : PERIOD All : PRINT OPTION Personal : EMPLOYEE KEY ORDER

CSS SUSAN S. CARMELL MARITAL STAT = S DATE EMPLOY = 06/12/76 STATUS = A
 --RATES--- 8010 HASCALL STREET SSA# = 485-51-3433 FED EXEMPT = 1 DATE TERM = PAY PERIOD = W
 10.0000 ACCT = 50101 STATE EXEMPT = 1 STATE CODE = 27 PAY TYPE = E
 0.0000 OMAHA, NE 68127 BIRTH DATE = WC CODE = 1 - 1000 LOCAL CODE = 0 BATCH PROC = N
 MISC DED : INSUR DUES MISC FED ADJ = 0.00
 AMT/TYPE : 0.00A 0.00A 50.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A STATE ADJ = 0.00
 FREQ/WHEN: 0A 0A 1A 0A 0A 0A 0A 0A 0A 0A 0A LOCAL ADJ = 0.00
 MISC DED : DIR DEP =
 AMT/TYPE : 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A BANK# =
 FREQ/WHEN: 0A 0A 0A 0A 0A 0A 0A 0A 0A 0A 0A ACCT# =
 MISC EARN : MILEAGE CODE# =
 AMT/TYPE : 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A 0.00A SICK EARN = 0.00 VAC EARN = 0.00
 FREQ : 0 0 0 0 0 0 0 0 0 SICK USED = 0.00 VAC USED = 0.00

FRB RANDY B. FRICKS MARITAL STAT = S DATE EMPLOY = 08/19/79 STATUS = A
 --RATES--- 453 LUCKY STREET SSA# = 244-85-8854 FED EXEMPT = 0 DATE TERM = PAY PERIOD = W
 7.5000 ACCT = 50101 STATE EXEMPT = 0 STATE CODE = 27 PAY TYPE = E
 0.0000 OMAHA, NE 68150 BIRTH DATE = WC CODE = 1 - 1000 LOCAL CODE = 0 BATCH PROC = N
 MISC DED : INSUR DUES MISC FED ADJ = 0.00
 AMT/TYPE : 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 STATE ADJ = 0.00
 FREQ/WHEN: 0 0 0 0 0 0 0 0 0 0 0 LOCAL ADJ = 0.00
 MISC DED : DIR DEP =
 AMT/TYPE : 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 BANK# =
 FREQ/WHEN: 0 0 0 0 0 0 0 0 0 0 0 ACCT# =
 MISC EARN : MILEAGE CODE# =
 AMT/TYPE : 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 SICK EARN = 0.00 VAC EARN = 0.00
 FREQ : 0 0 0 0 0 0 0 0 0 SICK USED = 0.00 VAC USED = 0.00

TOTAL ACTIVE EMPLOYEES = 6
TOTAL INACTIVE EMPLOYEES = 0

6 records printed.

PAYROLL

SICK & VACATION REPORT : PERIOD All : EMPLOYEE KEY ORDER

EMP KEY	EMP NAME	SSA NO.	STATUS	HIRE DTE	SICK EARNED	SICK USED	VAC EARNED	VAC USED
CSS	SUSAN S. CARMELL	485-51-3433	A	06/12/76	0.00	0.00	0.00	0.00
FRB	RANDY B. FRICKS	244-85-8854	A	08/19/79	0.00	0.00	0.00	0.00
MPT	PRESTON T. MILLS	231-72-4343	A	05/02/74	0.00	0.00	0.00	0.00
SGT	GEORGE T. SHEFFIELD	445-54-3233	A	12/01/77	0.00	0.00	0.00	0.00
SJJ	JAMES J. STEVENS	357-53-6110	A	04/01/79	0.00	0.00	0.00	0.00
STS	THOMAS STOCKTON	225-98-5611	A	03/06/76	0.00	0.00	0.00	0.00

6 records printed.

CHECK REGISTER (SHORT FORM) : PERIOD All : CHECK DATES 07/12/96 - 07/12/96 : CHECK NUMBERS 0 - 99999999 : EMPLOYEE KEY ORDER

EMP KEY	EMP NAME	CHECK #	GROSS	FICA	FED	STATE	LOCAL	OTHER	TOT DED	NET	FLAG
CSS	SUSAN S. CARMELL	1	400.00	30.60	45.07	13.20	0.00	50.00	138.87	261.13	1
FRB	RANDY B. FRICKS	2	225.00	17.21	26.18	6.30	0.00	0.00	49.69	175.31	1
MPT	PRESTON T. MILLS	3	1000.00	76.50	62.03	21.18	0.00	20.00	179.71	820.29	1
SGT	GEORGE T. SHEFFIELD	4	900.00	68.85	47.03	19.67	0.00	18.00	153.55	746.45	1
SJJ	JAMES J. STEVENS	5	160.00	12.24	9.07	2.94	0.00	0.00	24.25	135.75	1
STS	THOMAS STOCKTON	6	1200.00	91.80	107.97	33.73	0.00	24.00	257.50	942.50	1

*** GRAND TOTALS ***

TOTAL EARN:	3885.00	HRS - REGULAR	90.00	EARN - REGULAR	3885.00	DED - FICA	297.20	0.00
		OVER	0.00	OVER	0.00	FEDERAL	297.35	0.00
TOTAL DED:	803.57	DOUBLE	0.00	DOUBLE	0.00	STATE	97.02	0.00
		HOLIDAY	0.00	HOLIDAY	0.00	LOCAL	0.00	0.00
NET CHECKS:	3081.43			MILEAGE	0.00	INSUR	62.00	0.00
					0.00	DUES	0.00	0.00
					0.00	MISC	50.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00

6 records printed.

CHECK REGISTER (LONG FORM) : PERIOD ALL : CHECK DATES 07/12/96 - 07/12/96 : CHECK NUMBERS 0 - 99999999 : EMPLOYEE KEY ORDER

CSS : SUSAN S. CARMELL : STATE = 27 : PERIOD = W : TYPE = E : BATCH = N : RATE = 10.0000 : FLAG = 1

TOTAL EARN:	400.00	HRS - REGULAR	40.00	EARN - REGULAR	400.00	DED - FICA	30.60	0.00
		OVER	0.00	OVER	0.00	FEDERAL	45.07	0.00
TOTAL DED:	138.87	DOUBLE	0.00	DOUBLE	0.00	STATE	13.20	0.00
		HOLIDAY	0.00	HOLIDAY	0.00	LOCAL	0.00	0.00
CHECK AMT:	261.13	SIC - EARN	0.00	MILEAGE	0.00	INSUR	0.00	0.00
		USED	0.00		0.00	DUES	0.00	0.00
CHECK NO:	1	VAC - EARN	0.00		0.00	MISC	50.00	0.00
		USED	0.00		0.00		0.00	0.00
PAID THRU:	07/12/96				0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00

FRB : RANDY B. FRICKS : STATE = 27 : PERIOD = W : TYPE = E : BATCH = N : RATE = 7.5000 : FLAG = 1

TOTAL EARN:	225.00	HRS - REGULAR	30.00	EARN - REGULAR	225.00	DED - FICA	17.21	0.00
		OVER	0.00	OVER	0.00	FEDERAL	26.18	0.00
TOTAL DED:	49.69	DOUBLE	0.00	DOUBLE	0.00	STATE	6.30	0.00
		HOLIDAY	0.00	HOLIDAY	0.00	LOCAL	0.00	0.00
CHECK AMT:	175.31	SIC - EARN	0.00	MILEAGE	0.00	INSUR	0.00	0.00
		USED	0.00		0.00	DUES	0.00	0.00
CHECK NO:	2	VAC - EARN	0.00		0.00	MISC	0.00	0.00
		USED	0.00		0.00		0.00	0.00
PAID THRU:	07/12/96				0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00

MPT : PRESTON T. MILLS : STATE = 27 : PERIOD = S : TYPE = S : BATCH = N : RATE = 1000.0000 : FLAG = 1

TOTAL EARN:	1000.00	HRS - REGULAR	0.00	EARN - REGULAR	1000.00	DED - FICA	76.50	0.00
		OVER	0.00	OVER	0.00	FEDERAL	62.03	0.00
TOTAL DED:	179.71	DOUBLE	0.00	DOUBLE	0.00	STATE	21.18	0.00
		HOLIDAY	0.00	HOLIDAY	0.00	LOCAL	0.00	0.00
CHECK AMT:	820.29	SIC - EARN	0.00	MILEAGE	0.00	INSUR	20.00	0.00
		USED	0.00		0.00	DUES	0.00	0.00
CHECK NO:	3	VAC - EARN	0.00		0.00	MISC	0.00	0.00
		USED	0.00		0.00		0.00	0.00
PAID THRU:	07/12/96				0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00

CHECK REGISTER (LONG FORM) : PERIOD All : CHECK DATES 07/12/96 - 07/12/96 : CHECK NUMBERS 0 - 99999999 : EMPLOYEE KEY ORDER

*** GRAND TOTALS ***

TOTAL EARN:	3885.00	HRS - REGULAR	90.00	EARN - REGULAR	3885.00	DED - FICA	297.20	0.00
		OVER	0.00	OVER	0.00	FEDERAL	297.35	0.00
TOTAL DED:	803.57	DOUBLE	0.00	DOUBLE	0.00	STATE	97.02	0.00
		HOLIDAY	0.00	HOLIDAY	0.00	LOCAL	0.00	0.00
NET CHECKS:	3081.43			MILEAGE	0.00	INSUR	62.00	0.00
					0.00	DUES	0.00	0.00
					0.00	MISC	50.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00
					0.00		0.00	0.00

6 records printed.

07/12/96 05:05:08

XYZ (SAMPLE) COMPANY

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PAYROLL

CHECK DEDUCTIONS : CHECK DATES 07/12/96 - 07/12/96 : PERIOD All : EMPLOYEE KEY ORDER
DEDUCTION INSUR

EMP KEY	EMP NAME	SSA#	ACCOUNT	DED-AMOUNT
MPT	PRESTON T. MILLS	231-72-4343	50102	20.00
SGT	GEORGE T. SHEFFIELD	445-54-3233	50102	18.00
STS	THOMAS STOCKTON	225-98-5611	50102	24.00
Totals for deduction INSUR				62.00

MONTH TO DATE SUMMARY : CHECK DATES 07/01/96 - 07/31/96 : PERIOD All : EMPLOYEE KEY ORDER

```

=====
EMP KEY: CSS      EMP NAME: SUSAN S. CARMELL      SSA#: 485-51-3433  ACCT: 50101      HIRE: 06/12/76  TERM:
                REGULAR    OVER    DOUBLE  HOLIDAY  MILEAGE
MTD INCOME.....: 2624.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
                FICA    FEDERAL  STATE    LOCAL    INSUR    DUES    MISC
MTD DEDUCTIONS.....: 168.40    358.38    76.05    0.00    0.00    0.00    100.00    0.00    0.00    0.00    0.00    0.00

MTD DEDUCTIONS.....: 0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
*TOTALS.....:      TOTAL EARNINGS= 2624.00    TOTAL DEDUCTIONS= 702.83    NET= 1921.17
=====

```

```

=====
EMP KEY: FRB      EMP NAME: RANDY B. FRICKS      SSA#: 244-85-8854  ACCT: 50101      HIRE: 08/19/79  TERM:
                REGULAR    OVER    DOUBLE  HOLIDAY  MILEAGE
MTD INCOME.....: 1727.48    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
                FICA    FEDERAL  STATE    LOCAL    INSUR    DUES    MISC
MTD DEDUCTIONS.....: 112.82    230.89    46.59    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00

MTD DEDUCTIONS.....: 0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
*TOTALS.....:      TOTAL EARNINGS= 1727.48    TOTAL DEDUCTIONS= 390.30    NET= 1337.18
=====

```

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=====
EMP KEY: MPT      EMP NAME: PRESTON T. MILLS      SSA#: 231-72-4343  ACCT: 50102      HIRE: 05/02/74  TERM:
                REGULAR    OVER    DOUBLE  HOLIDAY  MILEAGE
MTD INCOME.....: 4031.74    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
                FICA    FEDERAL  STATE    LOCAL    INSUR    DUES    MISC
MTD DEDUCTIONS.....: 287.00    393.42    88.81    0.00    40.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00

MTD DEDUCTIONS.....: 0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
*TOTALS.....:      TOTAL EARNINGS= 4031.74    TOTAL DEDUCTIONS= 809.23    NET= 3222.51
=====

```

```

=====
EMP KEY: SGT      EMP NAME: GEORGE T. SHEFFIELD      SSA#: 445-54-3233  ACCT: 50102      HIRE: 12/01/77  TERM:
                REGULAR    OVER    DOUBLE  HOLIDAY  MILEAGE
MTD INCOME.....: 3600.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
                FICA    FEDERAL  STATE    LOCAL    INSUR    DUES    MISC
MTD DEDUCTIONS.....: 258.30    321.84    77.47    0.00    36.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00

MTD DEDUCTIONS.....: 0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
*TOTALS.....:      TOTAL EARNINGS= 3600.00    TOTAL DEDUCTIONS= 693.61    NET= 2906.39
=====

```

```

=====
EMP KEY: SJJ      EMP NAME: JAMES J. STEVENS      SSA#: 357-53-6110  ACCT: 50101      HIRE: 04/01/79  TERM:
                REGULAR    OVER    DOUBLE  HOLIDAY  MILEAGE
MTD INCOME.....: 1760.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
                FICA    FEDERAL  STATE    LOCAL    INSUR    DUES    MISC
MTD DEDUCTIONS.....: 122.48    230.38    47.06    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00

MTD DEDUCTIONS.....: 0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
*TOTALS.....:      TOTAL EARNINGS= 1760.00    TOTAL DEDUCTIONS= 399.92    NET= 1360.08
=====

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PAYROLL

MONTH TO DATE SUMMARY : CHECK DATES 07/01/96 - 07/31/96 : PERIOD All : EMPLOYEE KEY ORDER

```

=====
EMP KEY: STS      EMP NAME: THOMAS STOCKTON      SSA#: 225-98-5611  ACCT: 50102      HIRE: 03/06/76  TERM:
=====
REGULAR      OVER      DOUBLE      HOLIDAY      MILEAGE
MTD INCOME.....: 6000.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00
      FICA      FEDERAL      STATE      LOCAL      INSUR      DUES      MISC
MTD DEDUCTIONS.....: 436.20      729.65      159.21      0.00      48.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00
MTD DEDUCTIONS.....: 0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00
*TOTALS.....:      TOTAL EARNINGS= 6000.00      TOTAL DEDUCTIONS= 1373.06      NET= 4626.94
=====

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XYZ (SAMPLE) COMPANY
PAYROLL

MONTHLY WAGES : CHECK DATES 07/01/96 - 07/31/96 : PERIOD All : EMPLOYEE KEY ORDER

EMP KEY	EMP NAME	SSA NO.	ACCOUNT	MTH-WAGES	WRK-COMP	FED-WTH	STATE-WTH	LOCAL-WTH
CSS	SUSAN S. CARMELL	485-51-3433	50101	2624.00	26.24	358.38	76.05	0.00
FRB	RANDY B. FRICKS	244-85-8854	50101	1727.48	17.28	230.89	46.59	0.00
MPT	PRESTON T. MILLS	231-72-4343	50102	4031.74	40.32	393.42	88.81	0.00
SGT	GEORGE T. SHEFFIELD	445-54-3233	50102	3600.00	36.00	321.84	77.47	0.00
SJJ	JAMES J. STEVENS	357-53-6110	50101	1760.00	17.60	230.38	47.06	0.00
STS	THOMAS STOCKTON	225-98-5611	50102	6000.00	60.00	729.65	159.21	0.00
*Grand totals				19743.22	197.44	2264.56	495.19	0.00

MONTHLY UNEMPLOYMENT : CHECK DATES 07/01/96 - 07/31/96 : PERIOD All : EMPLOYEE KEY ORDER : (EMPLOYEE TOTALS)

EMP KEY	EMP NAME	SSA#	MTH-WAGES	FICA-WAGE	FEDERAL UEMP-WAGE	STATE UEMP'WAGE	STATE NAME	LOCAL UEMP'WAGE	LOCAL NAME
CSS	SUSAN S. CARMELL	485-51-3433	2624.00	2624.00	2624.00	2624.00	NEBRASKA	0.00	
FRB	RANDY B. FRICKS	244-85-8854	1727.48	1727.48	1727.48	1727.48	NEBRASKA	0.00	
MPT	PRESTON T. MILLS	231-72-4343	4031.74	4031.74	4031.74	4031.74	NEBRASKA	0.00	
SGT	GEORGE T. SHEFFIELD	445-54-3233	3600.00	3600.00	3600.00	3600.00	NEBRASKA	0.00	
SJJ	JAMES J. STEVENS	357-53-6110	1760.00	1760.00	1760.00	1760.00	NEBRASKA	0.00	
STS	THOMAS STOCKTON	225-98-5611	6000.00	6000.00	6000.00	6000.00	NEBRASKA	0.00	
*Grand totals			19743.22	19743.22	19743.22	19743.22			

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XYZ (SAMPLE) COMPANY
PAYROLL

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MONTHLY UNEMPLOYMENT : CHECK DATES 07/01/96 - 07/31/96 : PERIOD All : EMPLOYEE KEY ORDER : (FEDERAL/STATE TOTALS)

WAGES SUBJECT TO UNEMPLOYMENT THIS MONTH

FEDERAL 19743.22
NEBRASKA 19743.22

PAYROLL

MONTHLY WORKMAN'S COMPENSATION : CHECK DATES 07/01/96 - 07/31/96 : PERIOD All : EMPLOYEE KEY ORDER
STATE NEBRASKA, WC CODE 27

EMP KEY	EMP NAME	SSA NO.	ACCOUNT	MTH-WAGES	WRK-COMP
CSS	SUSAN S. CARMELL	485-51-3433	50101	2624.00	26.24
FRB	RANDY B. FRICKS	244-85-8854	50101	1727.48	17.28
MPT	PRESTON T. MILLS	231-72-4343	50102	4031.74	40.32
SGT	GEORGE T. SHEFFIELD	445-54-3233	50102	3600.00	36.00
SJJ	JAMES J. STEVENS	357-53-6110	50101	1760.00	17.60
STS	THOMAS STOCKTON	225-98-5611	50102	6000.00	60.00
Totals for state NEBRASKA, WC code 1000				19743.22	197.44
*Grand totals				19743.22	197.44

PAYROLL

941 : : QUARTER ENDING 09/30/96 : (941 REPORT)
CHECK DATES 07/01/96 - 09/30/96

ITEM 2	TOTAL WAGES		19743.22
ITEM 3	AMOUNT OF INCOME TAX WITHHELD FROM WAGES		2237.56
ITEM 5	TOTAL OF INCOME TAX WITHHELD (IF NO ADJUSTMENTS)		2237.56
ITEM 6a	TAXABLE FICA WAGES PAID	19743.22	
	MULTIPLIED BY	.1240	
	EQUALS FICA TAX		2448.16
ITEM 6c	TAXABLE MEDICARE WAGES PAID	19743.22	
	MULTIPLIED BY	.0290	
	EQUALS MEDICARE TAX		572.55
ITEM 8	TOTAL FICA & MEDICARE TAXES		3020.71
ITEM 9	ADJUSTMENT (FRACTION ONLY)		0.00
ITEM 10	ADJUSTED TOTAL OF FICA TAXES		3020.71
ITEM 11	TOTAL TAXES (IF NO ADJUSTMENTS)		5258.27

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XYZ (SAMPLE) COMPANY

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PAYROLL

941 : : QUARTER ENDING 09/30/96 : (SCHEDULE B) (VIA CHECK HISTORY)
CHECK DATES 07/01/96 - 09/30/96

-----Date-----	-Liability--
07/12/96	891.75
**Month total	891.75
**Month total	0.00
***Grand total	891.75

XYZ (SAMPLE) COMPANY
PAYROLL

QTD FED UNEMPLOYMENT WAGES : QUARTER ENDING 09/30/96 : EMPLOYEE KEY ORDER
STATE NEBRASKA

EMP KEY	EMP NAME	SSA#	ACCOUNT	QTD-WAGES	UEMP-WAGES
CSS	SUSAN S. CARMELL	485-51-3433	50101	2624.00	2624.00
FRB	RANDY B. FRICKS	244-85-8854	50101	1727.48	1727.48
MPT	PRESTON T. MILLS	231-72-4343	50102	4031.74	4031.74
SGT	GEORGE T. SHEFFIELD	445-54-3233	50102	3600.00	3600.00
SJJ	JAMES J. STEVENS	357-53-6110	50101	1760.00	1760.00
STS	THOMAS STOCKTON	225-98-5611	50102	6000.00	6000.00
Totals for state NEBRASKA, 6 employees				19743.22	19743.22
*Grand totals, 6 employees				19743.22	19743.22

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XYZ (SAMPLE) COMPANY
PAYROLL

PAGE 1

QTD FED UNEMPLOYMENT CONTRIBUTION : QUARTER ENDING 09/30/96

TOTAL WAGES PAID.....	19743.22
EXEMPT PAYMENTS (SEE FORM).....	
LESS WAGES IN EXCESS OF 7000.00 ..	0.00
TAXABLE WAGES.....	19743.22
CONTRIBUTION DUE (AT 0.8000% RATE)...	157.95
TOTAL PAYMENT DUE.....	157.95

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XYZ (SAMPLE) COMPANY
PAYROLL

PAGE 1

QTD STATE WITHHOLDING LIABILITY : QUARTER ENDING 09/30/96
STATE NEBRASKA

TOTAL WAGES SUBJECT TO WITHHOLDING...	19743.22
TOTAL STATE INCOME TAX WITHHELD.....	495.19
ADJUSTMENT FOR PREVIOUS QUARTER.....	
ADJUSTED TOTAL.....	495.19

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QTD WAGE SCHEDULE

PAGE 1 of 1

SSA#	EMPLOYEE NAME	TOTAL WAGES
-----	-----	-----
485-51-3433	SUSAN S. CARMELL	2624.00
244-85-8854	RANDY B. FRICKS	1727.48
231-72-4343	PRESTON T. MILLS	4031.74
445-54-3233	GEORGE T. SHEFFIELD	3600.00
357-53-6110	JAMES J. STEVENS	1760.00
225-98-5611	THOMAS STOCKTON	6000.00
	TOTAL THIS PAGE	19743.22
	TOTAL ALL PAGES	19743.22

6 records printed.

XYZ (SAMPLE) COMPANY
PAYROLL

QTD STATE UNEMPLOYMENT WAGES : QUARTER ENDING 09/30/96 : EMPLOYEE KEY ORDER
STATE NEBRASKA

EMP KEY	EMP NAME	SSA#	ACCOUNT	QTD-WAGES	UEMP-WAGES
CSS	SUSAN S. CARMELL	485-51-3433	50101	2624.00	2624.00
FRB	RANDY B. FRICKS	244-85-8854	50101	1727.48	1727.48
MPT	PRESTON T. MILLS	231-72-4343	50102	4031.74	4031.74
SGT	GEORGE T. SHEFFIELD	445-54-3233	50102	3600.00	3600.00
SJJ	JAMES J. STEVENS	357-53-6110	50101	1760.00	1760.00
STS	THOMAS STOCKTON	225-98-5611	50102	6000.00	6000.00
Totals for state NEBRASKA, 6 employees				19743.22	19743.22
*Grand totals, 6 employees				19743.22	19743.22

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XYZ (SAMPLE) COMPANY
PAYROLL

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QTD STATE UNEMPLOYMENT CONTRIBUTION : QUARTER ENDING 09/30/96
CHECK DATES 07/01/96 - 07/31/96, 08/01/96 - 08/31/96, 09/01/96 - 09/30/96
STATE NEBRASKA

NUMBER OF COVERED WORKERS:.....	1ST MONTH: 6	2ND MONTH: 0	3RD MONTH: 0	(WORKERS COUNTS VIA CHECK HISTORY)
TOTAL WAGES PAID.....	19743.22			
SUBTOTAL.....	19743.22			
LESS WAGES IN EXCESS OF 7000.00 ..	0.00			
TAXABLE WAGES.....	19743.22			
CONTRIBUTION DUE (AT 0.1000% RATE)...	19.74			
ADJUSTMENTS (SEE FORM).....				
TOTAL PAYMENT DUE.....	19.74			

DOCUMENT HISTORY

PAYROLL USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/15/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release

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