

Payroll Manager

2M Data Systems

Reference Manual

Last Updated June 2022

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Main Menu



The main menu lists all of the available functions across the top, in the menu. Several of the menu items have sub-menus when selected. Down the left-hand side are short-cut buttons for the functions used most often. The “calendar” icon in the upper-left corner is used to change the payroll calendar year that will be used in several of the functions.

To select a function, simply click the desired menu item or short-cut button. To exit Payroll Manager, click the Exit button, File – Exit, or press the Esc key.

Menu Selections

- File – Select Yr Select the calendar year in which to work - defaults to the current year.
- File - Exit Exit the Payroll Manager program.
- Employees Information for each employee is viewed, entered and edited in this window.
- ISEE ISEE data for each employee. Has routines to enter, export, or import the ISEE data.
- History View past pay checks for each employee. History can be kept for as far back as desired.
- Leave Leave may be posted to all employees at once, or individually, one at a time. If a substitute teacher was paid to cover the absence, the substitute may be paid at the same time as the leave is entered.

- Pay Checks** Employees' paychecks are created here. Pay check lists, payroll totals, paychecks, and direct-deposit notices are also printed from this window. Direct-deposit and the pre-note transmittal are also created from here.
- Reports** This menu item has several sub-menu items to print various payroll reports. Most of the reports may be printed to the screen or to the printer. Many reports can include each employee's information or just totals and/or sub-totals.
- Reports – Benefits**
Print the benefits reports. These reports show each employee and the amount of the benefits received. One report is organized by benefit – employee name. The other report is organized by benefit – pay code – employee name. There is also an option to print just the totals, which doesn't list the employees.
- Reports – Trial Balance**
Print the trial balance report. This report shows each employee and year-to-date (or some other period) amounts for FICA, Medicare, federal, state, and retirement withholding, and FICA, Medicare, federal, and gross earnings.
- Reports – Check Register**
Print the payroll check register report. This report shows a list of all paychecks and/or deduction checks that have printed for a specific date range. The “full” check register report shows more information for each paycheck.
- Reports – Deductions**
Print the deduction report. This report shows each employee and how much was deducted for each deduction over a specific date range. This report can be printed for pay checks that have been created but not yet printed.
- Reports – Gross Pay by Location/Pay Code**
This report shows each employee's gross pay grouped by pay code or by location and pay code.
- Reports – Pay/Benefits by Month**
A report that shows the total cost to the school of wages and benefits. Sub-totaled by month or by date range
- Reports – Quarterly**
This report is used for reporting quarterly and unemployment wages. A file may also be created for reporting electronically.
- Reports – Contract Balances**
Each employee with contract pay will be listed with his/her contract amount, contract paid amount, and remaining contract balance amount.
- Reports – Bank Reconciliation**
The bank reconciliation function is in the Budget Manager Program. This function is used to create a file with the paychecks and deduction checks so they can be imported into the Budget Manager Program's bank reconciliation function. This is especially useful if the payroll checks are from the same bank account as the accounts payable checks. A list of checks is printed as the file is being created.
- Reports – Insurance Provider**
This function is mainly used to create two files, Employee.txt, and Benefits.txt. The layout of these files is determined by American Fidelity, but can be used with other companies as well. Keep in mind that these files potentially contain personal employee data, including name, address, social security number, birth date, etc. They must be kept secure. This is generally used to administer a flexible spending program.
- Reports - OT Pay by Pay Code**
This reports all over-time paid during a specific date range, by pay code, and by individual

employee, if requested.

Reports - Average Hours/Month

Lists all employees with hourly pay for the specified months. Shows total hours, total pay, average hours, and average pay.

Reports – Bureau of Labor

There are actually three reports in this category, all designed by the Bureau of Labor. The Multiple Worksite Report lists each location, with the number of employees and total FICA earnings in each location, by month and year. The Gender/Faculty Report prints total employees, total female employees, and total faculty/teachers. The OEWS (Occupational Employment & Wage Statistics) Report prints each pay code, hourly wages, annual salary, employee count, and location for all employees.

Reports - Website Report

Prints a list of employees, gross pay by date, city, state, and zip code. This information can be exported to a csv file for publishing on a website.

Reports - Open Records Act

This report lists information for each employee, as required by the open records act.

Reports - Federal Survey

This report separates employee pay for elementary/secondary education, and pay for other services. It also attempts to separate full and part-time employee information.

Reports - W2/W3 Forms

Print the employee W2 forms and W3 totals form for state and federal reporting.

Reports - ACA Forms

Prints required forms for the Affordable Care Act (Obamacare).

Reports - ACA File for ETC

Creates a file of employee medical insurance information to send to ETC for them to report ACA information to the federal government.

Retirement

Print the retirement report and/or build the transmittal for sending to the state retirement system. Also used to post retirement adjustments for previous cycles.

Auto-Transfer

Transfer payroll totals and benefits to the Budget Manager program. Automatically post payroll totals to the general ledger, and send the benefits to accounts payable for printing the checks to vendors. Each payroll benefit is paired with each pay code and may be transferred to any budget account, vendor account, and department code specified. You can scroll through every combination of benefit code and pay code to view the budget account, vendor, and department code that has been assigned to each.

Other Functions

Several functions are listed as sub-menu items. These are important, but less used functions.

Other Functions – Pay Codes

View, add, edit, delete, and print pay codes. These are pay areas used to pay employees. If the total payroll amount is to be transferred to the Budget Manager general ledger, the budget accounts, vendor, and department code are all specified here. See “Auto-Transfer” above.

Other Functions – Deduction Codes

View, add, edit, delete, and print deduction codes. These deductions are withheld from the specified employees' paychecks. A check may be printed to the vendor of the service or the amount may be transferred to Budget Manager to post to the general ledger or print an accounts payable check.

Other Functions – Benefit Codes

View, add, edit, delete, and print benefit codes. These benefits are paid in behalf of the

specified employees. Benefit amounts are transferred to the Budget Manager, so checks may be printed to the vendors supplying the benefit. See "Auto-Transfer" above.

Other Functions – Job Descriptions

View, add, edit, delete, and print job description codes. Each employee can be assigned one or more job descriptions to indicate his/her responsibilities. These are mainly used to print the employee's contract.

Other Functions – Extra Pay

View, add, edit, delete, and print extra pay codes. These codes are used to specify special assignments that an employee may have. These are mainly used to print the employee's contract.

Other Functions – Zip Codes

View, add, edit, delete, and print zip codes. Zip codes are tied to a city and state so that when working with employees only the zip code must be entered. The city and state will be found from the zip code. The zip code, city, and state are all displayed in the employee window.

Other Functions – Locations

View, add, edit, delete, and print location codes. Location codes may be used to separate employees into buildings, areas, or other physical or logical groups. Pay checks are printed in location order, so they will be physically grouped by building, area, or other group.

Other Functions – Deduction Checks

This function is used to manage deduction checks. The deduction checks are printed from the Pay Checks function, but may be maintained here. All checks printed to a specific deduction may be viewed here. Any check may be edited, deleted, or voided.

Other Functions – Salary Schedules/Projections

Use this function to create salary schedules and/or project how much a salary increase will cost the school.

Other Functions - Salary Ladders/Projections

Use this function to create salary ladders and/or project how much a salary increase will cost the school.

Other Functions – Change Budget Vendor Codes

Use this function to change budget vendor codes in all payroll areas. This function should rarely be needed, but if a vendor code gets changed in budget manager, but not in payroll, use this function to change it.

Other Functions - Time Clock Plus/Frontline

These are functions created to export employee pay code information to Time Clock Plus and Frontline.

Other Functions - Email List

This function builds a csv file with employee email addresses in it. It is mainly used to email pdf direct deposit notices to employees automatically.

Other Functions - Load/Print Tax Tables

Federal and State income tax tables can be printed or modified using this function.

Other Functions - Manage Database

Several functions are available to export data, import data, create new (empty) data tables, or copy a database.

Other Functions - Clear Registry

This function clears the registry of all printer and font settings, form positions and sizes, and a small amount of other setting information.

Options

Options are used to set default behavior of their related functions. Some options can save time or can set initial function windows to the values used most often. Passwords, the name of the Budget database (or location of the Budget Manager data files), default values, etc. are selected in options. See the individual options descriptions in this manual for more details.

Employees

Employees

Add Edit Delete Print Modify Codes/Amts Change Contract Dates Clear 3rd Party/Em Leave Renumber Employees Main Menu Help

Payroll #: 001010 Location: 0101 ELEMENTARY SCHOOL Soc Sec No: 123-12-1234 Job Code: 1 Terminated

First Name: John Hm Phone: 208-555-1234
 Middle: Q Cell Phone: 208-555-4321
 Last Name: Doe Birth Date: 01/01/86
 Address 1: PO Box 1234 Hire Date: 08/01/11
 Address 2: 1234 Cherry Blossom Lane Rehire Date: 00/00/00
 Zip-City,St: 83202 - Pocatello, ID Last Paid: 03/25/22
 Email: John.Doe@gmail.com Gender: F M

	FICA	MDCR	Federal	State	Gross
YTD Earn:	0.00	0.00	0.00	0.00	0.00
YTD WH:	0.00	0.00	0.00	0.00	0.00
1st Qtr:	0.00	0.00	0.00	0.00	0.00
2nd Qtr:	0.00	0.00	0.00	0.00	0.00
3rd Qtr:	0.00	0.00	0.00	0.00	0.00
4th Qtr:	0.00	0.00	0.00	0.00	0.00

Pay | Deductions | Benefits | Jobs/Extra Pay | Tax Info/Notes | Retire/Misc/Work History | Direct Deposit/Leave | ACA Info | ACA Covered

Pay Codes

Contract	Type	Code - Description	Rate	Contract Amt	Contract Pd	Contract Bal	Mo's	Beg Date		
1.	<input checked="" type="checkbox"/>	Salary	0002 Elementary Teachers-Salary	4333.33	52000.00	0.00	52000.00	12	08/01/21	Calc Rate
2.	<input type="checkbox"/>									Calc Rate
3.	<input type="checkbox"/>									Calc Rate
4.	<input type="checkbox"/>									Calc Rate
5.	<input type="checkbox"/>									Calc Rate
6.	<input type="checkbox"/>									Calc Rate
7.	<input type="checkbox"/>									Calc Rate
8.	<input type="checkbox"/>									Calc Rate
9.	<input type="checkbox"/>									Calc Rate
10.	<input type="checkbox"/>									Calc Rate

Find by Soc Sec No: Sort by: Loc-Pyrl# Save Cancel Exit

Main Window

All employees are listed in a box on the left side of the screen. Select an employee by clicking, pressing the up/down arrows, or by entering as much of the employee's name as needed in the edit box just above the list of names. As an employee's name is selected in the list, his/her payroll information will be displayed on the right. An employee can be located by social security number by entering it in the appropriate edit box at the bottom left. The "Sort by" button sorts the list of employees by name or location-payroll number. The Save and Cancel buttons are used when adding or editing an employee's information.

All information for an employee may be edited, except the year-to-date and quarter earnings amounts in the upper right. These amounts are from history and cover the selected year shown in the status bar at the bottom of the main menu window. To change the year, exit to the main menu and click the "calendar" icon in the upper left.

Since there is more information for an employee than will fit on the screen, there are "tabs" in the center of the screen. Select a tab to see more information for an employee.

Field Descriptions

Payroll # A unique number used with the location code to identify an employee. In most cases the payroll numbers should be assigned so that employees in the same location will be in alphabetical order, by last name.

Location Employee's are grouped by location. The location can be a physical building or logical group. Pay checks are printed in location-payroll# order, so they are grouped together by location. Locations should be assigned accordingly.

Social Security Number

Employee's social security number. It is important to verify that the social security number is correct. The social security administration has a place on their website where you can verify social security numbers for validity.

Job Code The job code is totally defined by the user. Use the two digit job code to group employees into common job categories. For example, use one job code for elementary teachers. Another job code for secondary teachers. A third job code for administrators, etc. Many reports can be printed for a single or group of job codes. Leave can be automatically posted to employees by job code. Salary projections can be done by job code, etc.

Terminated Check this box if the employee no longer works for the school. When this box is checked, the employee will no longer appear in the employee list in Pay Checks. If an employee has a paycheck that has not been printed, and he/she is marked as terminated, the paycheck will be deleted. If the employee has a paycheck that has been printed, the paycheck will be left as is, and the employee will continue to appear in the Pay Check employee list, until the check is moved to history or deleted.

First Name, Initial, and Last Name

Employee's first and last name and middle initial. If the employee uses a middle name, add it as part of the first name and leave the initial blank.

Address 1 and Address 2

Employee's address. If the employee's address is long, or has two parts, use both address lines.

City, State, Zip Employee's city, state and zip code. Select the zip code from the drop-down list. Enter the 4 digit zip code extension in the box to the left.

Home and Cell Phone

Employee's home and/or cell phone number.

Birth Date Employee's date of birth. If this date is left blank, the program will issue a warning message when the "Save" button is clicked.

Hire Date Date employee was hired.

Rehire Date Date employee was re-hired.

Last Paid Date of employee's last paycheck. This date is updated automatically when an employee's (printed) check is moved to history.

Pay Codes

Contract This line of pay is for a contract amount. If this box is checked, the "contract" fields to the right will be enabled to enter the contract amount, months, and beginning date. Contract pay will pay up to the contract amount, but no more. Multiple contract pay lines must have unique pay codes. Non-contract pay lines can have duplicate pay codes.

Type Type of pay for this line. Choices are salary, hourly, salary-substitute teacher, hourly-substitute teacher (substitutes are not subject to retirement deduction), reimburse, tuition reimburse, salary-limited benefits, hourly-limited benefits, salary-unused sick leave, and hourly-unused sick leave. If an employee is not "retirement eligible", the retirement deduction will not be applied even if the pay type indicates that it is subject to retirement.

Code-Description

The pay code that this employee is paid from. Pay codes are self defined – see the Pay Codes section of this manual. Examples of pay codes are elementary teacher, secondary teacher, substitute teacher, principal, business manager, bus driver, etc.

Rate If the pay type is salary, this is the amount the employee will receive each pay period. If the pay type is hourly, this is the amount the employee will be paid for each hour of service during the pay period.

Contract Amount For contract pay lines, this is the total amount of the contract.

- Contract Paid** For contract pay lines, this is the total amount of the contract already paid. This amount is from history. This amount cannot be modified.
- Contract Balance** The remaining amount of the contract to be paid. This amount cannot be modified.
- Contract Months** The number of months the contract will be paid. This number is mainly used to calculate a new pay rate for starting a new contract period.
- Begin Date** The date that the contract begins. This is used to start paying the contract amount once this date is reached. It is also used to determine where in history (by date) to begin adding up contract pay to calculate the “contract paid” amount.
- Calc Rate** This button divides the contract amount by the contract months and stores the result as the rate. It is a quick way to calculate the monthly pay rate.

Deductions

Deductions (employee paid)						
	Period	dDpst	Code - Description	Amount	Limit	Yr to Date
1.	0	N	9500 PUBLIC EMPLOYEE RETI	222.53	99999.99	1127.59
2.	0	N	5200 STANDARD LIFE INSURA	3.00	99999.99	15.00
3.	0	N	9960 A F A CAN&HOSP. INS	47.60	99999.99	238.00
4.	0	N	5120 A F A DISABILITY INS	38.00	99999.99	190.00
5.	0	N	5800 PRESTON ED. FOUNDATI	2.00	99999.99	10.00
6.						

- Period** The pay period in which the deduction should be withheld. A period “0” indicates that the deduction should be withheld every pay period. A period “9” indicates that the deduction should never be withheld. If an employee has a deduction that is discontinued, don't remove the deduction, just change the period to “9”. This will keep the deduction tied to the employee for printing on the paycheck stub and, if required, the employee's W2 at the end of the year.
If the period code is in the range 2 through 8, the deduction will only be withheld if the pay period entered when starting the “Pay Checks” function, matches the deduction's pay period.
- dDpst** Direct deposit is “N” for no direct deposit or 1-4 for the direct deposit line to use for this deduction. See Options - Direct Deposit for information on the direct deposit line.
- Code-Description** The deduction to be withheld for this employee. Deduction codes are self defined – see the Deduction Codes section of this manual. Examples of deduction codes are retirement, medical insurance, dental insurance, etc. Some deductions are before taxes and some are after taxes. This is defined by the deduction code.
- Amount** Amount to be withheld from the employee's paycheck, if the deduction is a fixed amount. If the deduction is a percentage of gross pay, this amount will be from the prior paycheck, but will not necessarily be the amount withheld from the employee's next paycheck. Percentage deductions are calculated when the paycheck is created in “Pay Checks”.
- Limit** The maximum amount to be withheld from the employee's paycheck for the calendar year. Once this limit has been reached the deduction will no longer be withheld. The limit defaults to 99999.99.
- Year to Date** The amount withheld during the calendar year for this deduction. This amount is printed on the paycheck stub, and if required, on the employee's W2.

Benefits

Benefits (employer paid)					
	Period	dDpst	Code - Description	Amount	Yr to Date
1.	0	N	7400 EMPLOYER FICA	200.24	1014.86
2.	0	N	7450 EMPLOYER M/CARE	46.83	237.35
3.	0	N	7500 EMPLOYER PERSI	370.99	1879.86
4.	0	N	7550 RET SICK LEAVE	41.29	209.23
5.	0	N	7200 STANDARD LIFE INSURA	9.50	47.50
6.	0	N	7010 BLUE CROSS INSURANCE	581.60	2908.00
7.					

Period The pay period in which the benefit should be paid. A period “0” indicates that the benefit should be paid every pay period. A period “9” indicates that the benefit should never be paid. If an employee has a benefit that is discontinued, don't remove the benefit, just change the period to “9”. This will keep the benefit tied to the employee for printing on the paycheck stub and, if required, the employee's W2 at the end of the year.

If the period code is in the range 2 through 8, the benefit will only be paid if the pay period entered when starting the “Pay Checks” function, matches the benefit's pay period.

dDpst Direct deposit is “N” for no direct deposit or 1-4 for the direct deposit line to use for this benefit. See Options - Direct Deposit for information on the direct deposit line.

Code-Description

The benefit to be paid for this employee. Benefit codes are self defined – see the Benefit Codes section of this manual. Examples of benefit codes are FICA, Medicare, retirement, medical insurance, dental insurance, etc.

Amount Amount to be paid for the employee, if the benefit is a fixed amount. If the benefit is a percentage of pay, this amount will be from the prior paycheck, but will not necessarily be the amount paid for the employee for next paycheck. Percentage benefit amounts are calculated when the paycheck is created in “Pay Checks”.

Year to Date The amount paid during the calendar year for this benefit. This amount is printed on the paycheck stub.

Job Descriptions/Extra Pay

Job Descriptions		Extra Pay Assignments	
		Code - Description	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Job descriptions and extra pay assignments (also called “special assignments”) are used to print employee contracts. The extra pay amounts can also be moved to a pay line automatically. See Other Functions – Salary Schedules/Projections – Store Salary/Contract. These codes, with corresponding descriptions, are

set up elsewhere (see Other Functions – Job Descriptions/Extra Pay). The extra-pay assignment amounts can be set up with the code (fixed) or entered here in the employee window (not fixed).

Tax Information

Tax Information		Fringe Benefits		Notes
		Description	Amount	
Fed Marital St:	Married	1.	0.00	<div style="border: 1px solid black; height: 200px; width: 100%;"></div> <p>(600 chars max - Press Ctrl-Enter for new line.)</p>
State Marital St:	Single	2.	0.00	
<input type="checkbox"/> W4 is 2020 or later		Third Party Sick Pay:	0.00	
<input type="checkbox"/> Two Jobs (tax tables)		Emergency Paid Sick Leave (EPSLA):	0.00	
Federal Exemptions:	3	Emergency Family Leave (EFMLEA):	0.00	
State Exemptions:	0	Pay Frequency:	0	
Dependent Credit:	0.00			
Other Income:	0.00			
Other Deductions:	0.00			
Additional Fed WH:	0.00			
Additional State WH:	0.00			
FICA Exempt:	<input type="checkbox"/>			
MDCR Exempt:	<input type="checkbox"/>			
Unemployment Exempt:	<input type="checkbox"/>			

Marital Status Select either Married, Single, Head of Household (federal only) based on the information provided by the employee. There is a separate Marital Status field for federal and state. Marital Status is used to calculate federal and state income taxes. Head of Household will be treated the same as Married, if “W4 is 2020 or later” is NOT checked.

W4 is 2020 or later If an employee has filed a 2020 or later W4, check this box. The other fields on the W4 are below. Federal Exemptions will be ignored if this box is checked.

Two Jobs This field is from the W4, step 2(c). The employee will indicate whether or not this should be selected. This field is only used if the “W4 is 2020 or later” box is checked. If this box is checked, a different set of tax tables will be used to calculate the federal income tax.

Federal Exemptions The number of federal exemption allowances claimed by the employee. If an employee wants no federal income tax withheld from his/her check, set this value to “99”. The higher the value, the less tax withheld. This field is not used if the “W4 is 2020 or later” box is checked.

State Exemptions The number of state exemption allowances claimed by the employee. If an employee wants more or less state income tax withheld, change this value. The higher the value, the less tax withheld. Note that Idaho state now calls these “Idaho Child Tax Credits”.

Dependent Credit This amount is from the W4, step 3. The employee will provide this amount. This field is only used if the “W4 is 2020 or later” box is checked.

Other Income From W4, step 4(a). The employee will provide this amount. This field is only used if the “W4 is 2020 or later” box is checked.

Other Deductions From W4, step 4(b). The employee will provide this amount. This field is only used if the “W4 is 2020 or later” box is checked.

Additional Federal Withholding If an employee wants an additional fixed amount of federal income tax withheld each pay

period, enter the amount here. This amount will be withheld in addition to the amount calculated from the tax rate schedule.

Additional State Withholding

If an employee wants an additional fixed amount of state income tax withheld each pay period, enter the amount here. This amount will be withheld in addition to the amount calculated from the tax rate schedule.

FICA Exempt Checking this box, will exempt an employee from FICA withholding. The employee will NOT appear on the 941 report.

MDCR Exempt Checking this box, will exempt an employee from Medicare withholding.

Unemployment Exempt

Checking this box will cause an employee to NOT be included in the quarterly unemployment report.

Fringe Benefits The fringe benefits descriptions and amounts are printed on the employee's W2. An example would be a school owned cell phone provided to an employee for personal use. The description and value of the use of the cell phone should be entered here. The employee will be taxed on this amount.

Third Party Sick Pay

Enter amounts here that should be printed on the employee's W2 form. This is for non-taxable, third party sick pay, usually from an insurance company.

Emergency Paid Sick Leave (EPSLA)

Emergency Family Leave (EFMLEA)

These fields provide a way to report emergency sick leave paid to an employee. These were a temporary COVID-19 provision, and were used for 2020 and 2021 W2 reporting. Hopefully they will not be needed again. They will removed as soon as it becomes clear that they will not be required again.

Pay Frequency Reserved for future use.

Retirement/Misc/Classified Work History Information

Retirement Information		Misc Information		Classified Work History				
<input checked="" type="checkbox"/> Retirement eligible	<input type="checkbox"/> Working retired	FTE:	1.00	Work Description	Days	\$/Hr	Hr/Day	Amt Total
<input type="checkbox"/> Audit Employee	<input checked="" type="checkbox"/> 4 day work week	Contract Days:	0.0	1. JR HIGH SPEC ED	150	8.50	7.45	9,498.75
<input type="checkbox"/> Exclude from retire	<input type="checkbox"/> Rprt in Cycle 2	Extended Days:	0.0	2.				
Employment Type:	R-Regular	Base Salary:	0.00	3.				
Class of Service:	1- Classified	Salary Sch - Col:	0	4.				
Contract %:	100.0	Step:	0					
Hrs per Day Convert:	0.00	Finger Printed:	<input type="checkbox"/>					
Mand Remit Invc#:		Certification:						
Status Chng Reason:								
Status Chng Date:		<input type="checkbox"/> Waived Health Insurance						
		Effective Date:	00/00/00					

Retirement eligible

This employee is eligible for retirement and will be included in the retirement report and transmittal.

Audit Employee

This employee is not eligible for retirement, but will be included in the retirement

report and transmittal as an “audit” employee.

Exclude from retire

A check in this box will cause an employee, retirement eligible or not, to not appear in the retirement report or transmittal.

Working retired An employee that has retired but has come back or continued to work.

4 day work week This employee works only 4 days per week

Rprt in Cycle 2 Include this employee when printing the retirement report or building the retirement transmittal for “cycle 2”. This employee will not be included in the “regular cycle”.

Employment Type

Select the type of employment for this employee. This is reported to PERSI.

Class of Service Select the class of service for this employee. This is reported to PERSI.

Contract % Enter the employee’s contract percentage. This is reported to PERSI.

Hrs per Day Convert

If sick leave is tracked in hours, enter the conversion factor to convert hours to days for reporting the unused sick leave rate. Leave at zero if sick leave is tracked in days.

Mand Remit Invc#

If the employee has a mandatory remittance (buy-back) deducted from his/her check, this field contains the invoice number provided by PERSI.

Status Change Reason

If an employee’s retirement status changes, select the reason for the change from this listbox. A date will also need to be entered.

Status Chng Date

Enter the effective date of the employee’s retirement status change.

FTE Full-time equivalent. Enter 1.00 for a full-time employee, 0.50 for a ½ time employee, etc.

Contract Days The number of days the employee is under contract. This value may be printed on the employee’s contract and is also used to calculate the retirement sick leave rate, if the employee is retirement eligible.

Extended Contract Days

Contract days assigned to the employee beyond the normal contract. The value may be printed on the employee’s contract.

Base Salary The employee’s base salary. This value can be printed on the employee’s contract. It can be assigned a value from a salary schedule. It can also be divided by a given value (usually 12) and stored as the pay rate on the first pay line. (See Other Functions – Salary Schedules/Projections – Store Salary/Contract.)

Salary Schedule Column and Step

If the employee’s salary is determined from a salary schedule, these values indicate where on the salary schedule this employee’s salary is to come from. The Salary Schedule step can be incremented (but not past the last step of a salary schedule column) automatically. (See Other Functions – Salary Schedules/Projections – Inc/Dec Step.)

Finger Printed This employee has been finger-printed as a condition of employment.

Certifications Information about an employee’s certification(s). This is for information only and is not used elsewhere in the payroll software. Certification can be printed on the employee’s contract.

Waived Health Insurance

This field is used by the routines that print the affordable care act (ACA) forms to indicate that this employee has waived health insurance coverage.

Effective Date The begin date of the health insurance waiver.

Classified Work History is used as a reference to keep track of work performed by classified employees.

Work Description A description of the work performed.

Days The number of days worked.

\$/Hr Pay rate in dollars per hour.

Hr/Day Hours worked per day.

Amt Total This is calculated automatically from the three previous fields.

Direct-Deposit/Leave

Direct Deposit					Leave			
Salary:						Balance	Maximum Units	
<input checked="" type="checkbox"/> Enable Direct Deposit <input type="checkbox"/> Pre-Notification <input type="checkbox"/> Print to pdf file					Sick:	77.50	9999.99	Days ▾
Routing #	Account #	Type	Amount	Vacation:	0.00	9999.99	Days ▾	
1. 123456780	123456789321	Checking ▾	0.00	Personal	2.00	9999.99	Days ▾	
2.		▾		Worker Comp	0.00	9999.99	Days ▾	
3.		▾		Bereavement	0.00	9999.99	Days ▾	
4.		▾		Military	0.00	9999.99	Days ▾	
(Enter a zero amt to deposit remaining net pay)					Professional	0.00	9999.99	Days ▾
Deduct/Bnft: <input type="checkbox"/> Pre-Notification					Unexcused	0.00	9999.99	Days ▾
Routing #	Account #	Type		Time Sheet	0.00	9999.99	Days ▾	
1. 123456780	987654123	Savings ▾		Jury Duty	0.00	9999.99	Days ▾	
2.		▾						
3.		▾						
4.		▾						
					Hours/Day:	8.00		

Enable Direct-Deposit

Check this box if the employee's pay is to be sent electronically to his/her financial institution. If direct-deposit is checked the employee will not get a regular paycheck, but will receive either a voided check or a direct-deposit notice with his/her earnings, deductions, and benefits information. An employee can choose to direct-deposit a portion of his/her net pay and receive a check for the remainder. In this case a direct-deposit notice will not be printed for the employee. The employee will receive a printed paycheck, which will show the amount(s) of the direct-deposit(s).

Pre-Notification Some financial institutions require a pre-notification to be sent to them at least ten days prior to an employee starting direct-deposit for the first time. This is so the routing and account numbers can be checked for validity. If your financial institution has this requirement, check this box when the employee's direct-deposit information is initially entered. It can be cleared automatically, once the pre-notification file has been created and transmitted to your financial institution. (See Pay Checks – Print – Reports/Checks – Clear Employee Pre-Notes.)

Routing Number The routing number of the employee's financial institution where the deposit will be made. A good way to get routing and account numbers from employees is to request a void check or deposit slip from them.

- Account Number** The account number at the employee's financial institution where the deposit will be made.
- Type** Account type, checking or savings where the deposit is to be made.
- Amount** The amount to deposit to this account. If the amount is entered as 0.00, the employee's remaining net pay will be deposited to this account. If the employee has pay deposited to more than one account, and his/her remaining net pay is to be deposited to one of the accounts, it must be listed last. In other words, if more than one account is listed for an employee and one of the amounts is to be entered as 0.00, make sure it comes last in the list.
- Deduct/Benefit** These fields are used for a direct deposit of employee deduction and/or benefit amounts. A possible use of this is for an HSA account. Enter up to four routing numbers, account numbers, and account types for direct deposit of deduction and/or benefit amounts.
- Leave Units** Up to 10 types of user defined leave can be tracked for each employee. The balance, maximum amount, and the units can be specified for each leave type. Leave can be tracked in hours or days. The leave balances can be printed on the paycheck or direct-deposit notice stub. The maximum amount is the greatest leave balance allowed for the leave type
- Hours/Day** If the employee's leave must be converted from hours to days, this is the conversion factor.

ACA Info

Use this screen to manually enter information for printing the affordable care act (ACA) forms. The software will attempt to determine all of this information automatically, but if it is unable to do so, the information must be entered manually here.

ACA Covered

ACA Covered Individuals (1st line is employee)		(Employer sponsored self-insured coverage)			Months of Coverage											
First Name	Last Name	Soc Sec No	Birth Dt	All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the health insurance coverage type is "self-insured", all covered individuals must be listed on this screen. This is used to print the affordable care act (ACA) forms. The "Add Emp" button will automatically add the employee to the list. His/her dependents must be added beneath.

Add/Chng/Del Codes/Amts

Add/Chng/Del Codes/Amts

Code Group

Pay Codes
 Deduct Codes
 Benefit Codes

What to do

Add a Code & Amt
 Change a Code or Amt
 Delete a Code & Amt

Job Code

Job Code: (leave blank for all)

Current Code

Curr Code:

Any Amount

Curr Amount:

Curr Period:

New Code

New Code:

Leave Amt Unchanged

New Amount:

New Period:

Printer:

Font: Size:

Orientation: Don't Print

Use this function to add, change, or delete pay, deduction, or benefit codes or amounts. Select the code type to operate on pay, deduction, or benefit. Select which operation to perform, add, change, or delete a code and/or amount. Select the “current code”, “current amount”, and “current period” (except when adding). Select the “new code”, “new amount”, and “new period” (except when deleting). Click the “Add Pay Code” button (caption will change to describe the selected operation).

Change Contract Dates

Change Contract Dates

Date Range

Curr Contract Date:

New Contract Date:

Job Code

Job Code: (leave blank for all)

Printer:

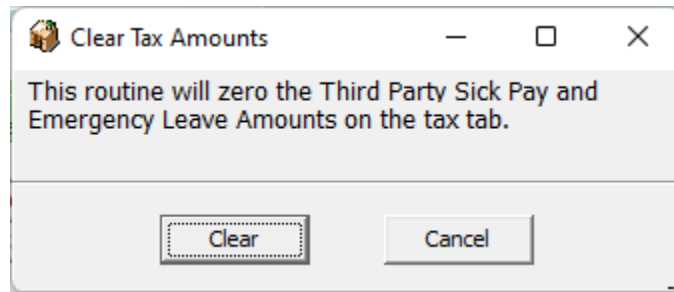
Font: Size:

Orientation: Don't Print

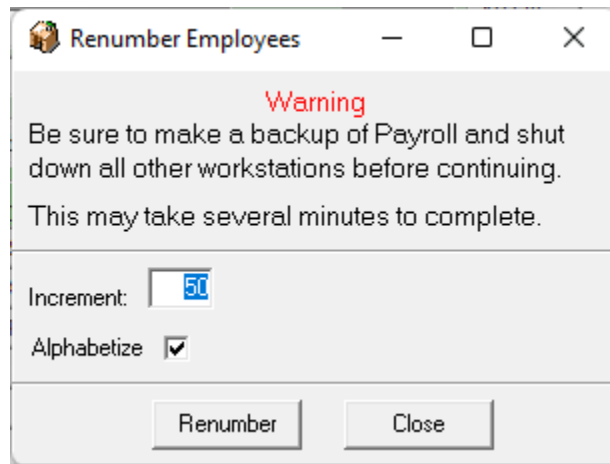
This function is used to change contract dates from one value to another. This is helpful at the beginning of a new school year to automatically update all teachers contract dates to the new year. A contract date will only be changed if the current contract date matches the “Curr Contract Date”, it will be changed to the “New Contract Date”. This can be done for a single job code or for all job codes.

Clear 3rd Party/Emergency Leave

Clear the three fields in the “Tax Info” tab for 3rd Party Pay and Emergency Leave (EPSLA/EFMLEA).



Re-number Employees



Re-number employees payroll number. If the “Alphabetize” box is checked, the employee payroll numbers will be renumbered and the employees will be numbered in alphabetical order.

cannot be printed to the screen.

The Deduct/Benefit/Pay Codes Report allows a list of employees to be printed that have a common set of deductions, benefits, and/or pay codes. Only employees having one (or more) of these codes are included in the report. In the Ranges section, enter the desired combination of deduction, benefits, and/or pay codes. Up to six of each type can be entered at one time. This report can be printed to the screen.

The Earnings/Annuities/Flex Report lists all employees with FICA, Medicare, federal, and gross earnings and the total of all annuity (before income tax) deductions and all flex reserve/cafeteria plan (section 125, before FICA & Medicare withholding and before income tax) deductions.

The Direct-Deposit Report lists all employees using direct-deposit, their routing and account numbers, and amounts. A zero amt indicates that the remaining balance of net pay is to be direct-deposited.

The Build Merge File report type doesn't actually print a report, but is used to build a file containing employee information, so that it can be used by a word processor as a "merge" file or imported into a spreadsheet. Once the "build" button is clicked, the name of the "merge" file can be entered, and the type of employee information to be included in the file can be selected. The "merge" file is a comma separated value (CSV) file.

The Employee Pay Code List shows all employees that are paid from one of the selected pay codes, with the rate of pay.

Retire Status Change Code List shows all employees that have a retirement status change code, and the effective date of the change.

Ranges

Beg/End Loc-Pyrl#

Enter the beginning and ending location-payroll numbers of employees you want to include in the report. This option is valid when printing in name or location-payroll number order.

Beg/End Name The beginning and ending employee names you want to include in the report. This option is only valid when printing in name order.

Job Codes If these codes are left blank, employees with any job code are included in the report. If one or more of these codes have data in them, only employees with matching job codes will be included in the report.

Pay, Deduction, Benefit Codes

These codes are only used for the "Deduct/Benefit/Pay Codes report. Only employees with a matching code, or codes, will be included in the report.

Printer

This section is for selecting the printer, font, font size, and paper orientation (portrait or landscape) for printing. We suggest the "Arial" font as a clean, sans-serif font that is easy to read. Generally, the font size should be set to as large a value as possible and still be able to print all information on the line. If the font size selected is too large, some of the information will not be printed. It will be off the side of the page. If the font size must be very small in order for all of the information to print, consider using the "Arial Narrow" font and a larger font size, or try selecting "landscape" as the paper orientation.

The Set button is used to save the printer and font settings without actually printing anything. When a report is printed, the printer and font settings are automatically saved.

The "Print to Screen" check box is used to print the report to the screen instead of the printer. Most reports can be printed to the screen.

Merge File

When report type "Build Merge File" is selected, a window will open to allow selection of the desired data to be written to the .csv file and the path/name of the file. The following table shows the field names that will be written for each box checked.

First Name	fName
Middle Initial	mName
Last Name	lName
Address	Add1, Add2, City, St, Zip
Phone	HmPhon, cPhon
Soc Sec #	SocSec
Unq ID #	UnqldNo
Dates	bDate, hDate, lpDate
Job Code	JobCd
Salary Sch Col/Step	Sscol, Ssstep
Base Salary	Salry, dSalry, sSalry
Extra Pay Amt	Spec, sSpec
Base + Extra Pay	SalSpec, dSalSpec, sSalSpec
Contract Days	cDays, cExtDays, FTE
Certifications	Cert, Cert2, Cert3
Gender	Gender
Job Descriptions	jDesc1, jDesc2, jDesc3, jDesc4, jDesc5, jDesc6, jDesc7, jDesc8
Extra Pay Descs & Amts	sAsgn1, sAmt1, ssAmt1, dsAmt1, ...sAsgn6, sAmt6, ssAmt6, dsAmt6
Loc-Pyrl#	PyrlNo
Pay Codes/Desc	Dept1, nDept1, aDept1, ...Dept10, nDept10, aDept10
Deduct Code/Desc	Ded1, nDed1, aDed1, ...Ded14, nDed14, aDed14
Benefit Codes/Desc	Bnft1, nBnft1, aBnft1, ...Bnft12, nBnft12, aBnft12
Work History	wrkHistDesc1, wrkHistDays1, wrkHistPerHr1, wrkHistHrsDay1, wrkHistTotl1...
Email Address	EmailAddr

Supp Contract This option causes each employee with extra pay to be written to the .csv file once for each line of extra pay. This allows a contract to be printed for each individual extra pay item.

Divide By Enter the number to divide into the amounts above (usually the number of pay periods per year). The amount fields listed above that begin with "d" have been divided by this value.

ISEE Data

Main Window

ISEE Data is provided to satisfy the staff reporting requirements for the state of Idaho. This data has been in constant flux over the past year, so some of the fields may not be current. Refer to the Idaho State Department of Education's website for the latest description.

All employees are listed in a box on the left side of the screen. Select an employee by clicking, pressing the up/down arrows, or by entering as much of the employee's name as needed in the edit box just above the list of names. As an employee's name is selected in the list, his/her ISEE data will be displayed on the right. An employee can be located by social security number or by unique ID number by entering it in the appropriate edit box at the bottom left. The "Sort by" button sorts the list of employees by name or location-payroll number. The Save and Cancel buttons are used when adding or editing an employee's ISEE data.

All ISEE information for an employee may be edited, except the data in the upper, light-green area. This data is modified in Employees.

Since there is more ISEE information for an employee than will fit on the screen, there are "tabs" in the center of the screen. Select a tab to see more information for an employee.

ISEE Tabs

The ISEE information has been added to support state department of education (SDE) staff reporting requirements. The individual fields will not be described here. There are detailed descriptions of each field, and it's possible values, on the SDE's website.

ID#/Race
 EDUID: 000000000
 Hispanic/Latino
 Not Hispanic/Latino
 Check all that apply:
 Asian
 Indian
 Black
 Islander
 White
 2nd Language: None

Education/Degrees
 Certified Initial Cert Year: 0000 Status: Active Term Date: 00/00/00 Term Code: None
 Para Pro: No Initial Cert State: None

	Degree	State	Institution	Major	Minor	Year
High:	None	None	None	None	None	0000
Add 1:	None	None	None	None	None	0000
Add 2:	None	None	None	None	None	0000
Add 3:	None	None	None	None	None	0000
Add 4:	None	None	None	None	None	0000

 Addl Credits: 0.0 Transcript Yr: 0000 School ID: 0000
 Para-Professional: Min Cr State: None Min Cr Institution: None Min Credits Date: 00/00/00
 Diploma: None Exam Date: 00/00/00 Scores: 0 Praxis Out of State

Contracts/Experience/Extra-Pay

	Contract 1	Contract 2	Contract 3	Non-Certified	Extra Pay Code	Amt	Years Experience
Cntrct Type:	Cont Teacher	None	None	None	None	0	In state K-12: 24.0
Base Salary:	60577	0	0	0	None	0	Out of state K-12: 0.0
Days:	188	0	0	0	None	0	Private K-12: 0.0
Hours:	0	0	0	0	None	0	In state high-ed: 0.0
FTE:	1.00	0.00	0.00	0.00	None	0	Out of state hi-ed: 0.0
Fund Src 1:	General Fund	None	None	None			Yrs in District: 9.0
% Source 1:	1.0	0.0	0.0	0.0			
Fund Src 2:	None	None	None	None			
% Source 2:	0.0	0.0	0.0	0.0			
Fund Src 3:	None	None	None	None			
% Source 3:	0.0	0.0	0.0	0.0			
Fund Src 4:	None	None	None	None			
% Source 4:	0.0	0.0	0.0	0.0			

Demographic Notes
00

Staff Assignments

Ctrct	Period	Assignment Code	Teach Role	FTE	Sect ID	Sect Alias	School ID	Beg Date	End Date	Rate	Hrs	Wks	Notes
1	1075...	None	None	0.000	05			00/00/00	99/99/99	0.00	0.0	0	0888
1	6361...	None	None	0.000	11			00/00/00	99/99/99	0.00	0.0	0	0888
1	6301...	None	None	0.000	35			00/00/00	99/99/99	0.00	0.0	0	0888
1	6341...	None	None	0.000	41			00/00/00	99/99/99	0.00	0.0	0	0888
1	6321...	None	None	0.000	61			00/00/00	99/99/99	0.00	0.0	0	0888
1	7181...	None	None	0.000	63			00/00/00	99/99/99	0.00	0.0	0	0888

The individual school id numbers are used with the corresponding assignment. If the school id number is left all zeros, the “base” school id number from the ISEE Demog-1 tab will be used for reporting to the SDE.

ISEE Functions

There are several functions to work with the ISEE data. Staff Demographics and Assignments can be

imported and/or exported. Education unique ID numbers can be imported and/or exported. The default race can be set for all employees, and the old IBEDS data can be imported.

These functions are fairly self-explanatory and won't be explained in detail here. Several of these functions require the SDE assigned district number to be entered in Options – General. The routine to import education unique ID numbers requires the employee location-payroll numbers to be present in the local staff ID column.

History

The screenshot shows the 'Payroll History' application window. On the left is a list of employees, with 'DOE, JOHN Q' selected. The main area displays details for this employee, including Name, Loc-Pyrl#, Check #, and Date. Below this are tabs for 'Check Amts', 'Pay', 'Deductions', and 'Benefits'. The 'Check Amts' tab is active, showing a table of earnings and withholdings. To the right, a 'YTD Gross Pay' table shows gross pay for 2011, 2010, 2009, and 2008. At the bottom, there are buttons for 'Calc All', 'Calc Dedct', 'Calc Wh', 'Calc Brfts', 'Save', 'Cancel', and 'Exit'.

Check Amounts		YTD Gross Pay		
	Earnings	Withholding		
Gross:	3421.45		2011 Gross	0.00
FICA:	3421.45	143.70	2010 Gross	3,421.45
MDCR:	3421.45	49.61	2009 Gross	0.00
Federal:	3421.45	297.38	2008 Gross	0.00
State:	3421.45	149.00		
Net:	2781.76			

YTD Gross Pay	
Year	Gross Pay
2011	0.00
2010	3,421.45
2009	0.00
2008	0.00

Main Window

History is very important in the Payroll Manager. All totals are calculated by adding up history entries for each employee for the specified date range. If there is an error in history, the year-to-date and quarter totals for an employee will be incorrect. History can be kept for several years, if desired.

A list of all employees is displayed in the left-most column. Select an employee to view his/her history. Click the up/down arrows (or press the Page Up or Page Down keys) to scroll through the employee's history. While scrolling through an employee's history, watch the upper right-hand corner to see the date and check number (if a check was printed). Click on the tabs to see more information about the employee's paycheck. A check can also be found by number, if entered in the Check # field in the bottom-left.

"Adjustments" may be made in the history file to correct a problem on an employee's paycheck. If an adjustment is made, be sure to enter a comment as to what the adjustment is for. As an example, suppose an amount was to be withheld from an employee's paycheck for retirement, but was forgotten. To make sure the employee gets credit for the contribution, make a history entry for this employee with the proper amount in the deductions area. The retirement report and transmittal will now show the amount as being withheld. The school can then pay the amount or ask the employee for the amount. If the school paid for the forgotten deduction, in the next pay period, withhold the amount twice. Another history entry can be made to subtract half of the deduction so that the retirement report and transmittal will show just one deduction for this pay period as well. Don't forget to enter comments explaining why the entries were made.

The last four years of gross pay for the employee are displayed for reference. We recommend you keep at least four years of history on your system.

Buttons

These buttons are used to automatically calculate some of the check amounts. Check amounts don't have to be calculated, they may all be entered manually. They may also be calculated automatically, and then one or more of them can be changed manually. These "calculation buttons" are optional and are generally used to find amounts that are a percentage of gross pay.

- Calc All Calculate the tax withholding, deduction, and benefit amounts based on the pay amounts that have been entered.
- Calc Deduct Calculate just the deduction amounts, based on the other information entered.
- Calc Wh Calculate just the tax withholding amounts, based on the other information entered.
- Calc Bnfts Calculates just the benefit amounts, based on the other information entered.
- Save Save entries or changes made.
- Cancel Discard this entry or changes.

Check Amounts

- Earnings The earnings amounts for this paycheck.
- Withholding The tax withholding for this paycheck.
- Direct-Deposit Amount
 The amount of this paycheck that was deposited electronically.
- Comments Any pertinent comments that relate to this history record. This is generally used for "adjustments" made through the history file.

Pay Codes

Pay Codes										
Ln	Contract	Category	Type	Code - Description	Rate	Reg Hr	OT Rt	OT Hrs	Amount	
1.	<input type="checkbox"/>	Regular	Salary	0090 ADMINISTRATION	4235.00	0.00	1.5	0.00	4235.00	
2.	<input type="checkbox"/>									
3.	<input type="checkbox"/>									
4.	<input type="checkbox"/>									
5.	<input type="checkbox"/>									
6.	<input type="checkbox"/>									
7.	<input type="checkbox"/>									
8.	<input type="checkbox"/>									
9.	<input type="checkbox"/>									
10.	<input type="checkbox"/>									
11.	<input type="checkbox"/>									
12.	<input type="checkbox"/>									
Gross Pay:										4235.00

The pay codes fields are identical to the ones on the employees window. See the employees section for detailed information. Enter or edit pay codes for the employee in this window. The gross pay will be calculated automatically.

Deductions

Deductions (employee paid)					
Code - Description		Amount	Code - Description		Amount
1.	9500 RETIREMENT	263.84	10.		
2.			11.		
3.			12.		
4.			13.		
5.			14.		
6.			15.		
7.			16.		
8.			17.		
9.			18.		

The deductions window is identical to the one in the employee window. See the employees section for detailed information. Enter or edit deductions for the employee in this window.

Benefits

Benefits (employer paid)					
Code - Description		Amount	Code - Description		Amount
1.	7400 FICA - EMP. SHARE	262.57	7.		
2.	7450 M/CARE - EMP. SHARE	61.41	8.		
3.	7500 PERSI - EMP. SHARE	440.02	9.		
4.	7550 RET. SICK LEAVE	49.13	10.		
5.			11.		
6.			12.		

The benefits window is identical to the one in the employee window. See the employees section for detailed information. Enter or edit benefits for the employee in this window.

Printer

This section is for selecting the printer, font, font size, and paper orientation (portrait or landscape) for printing. We suggest the “Arial” font as a clean, sans-serif font that is easy to read. Generally, the font size should be set to as large a value as possible and still be able to print all information on the line. If the font size selected is too large, some of the information will not be printed, it will be off the side of the page. If the font size must be very small in order for all of the information to print, consider using the “Arial Narrow” font and a larger font size, or try selecting “landscape” as the paper orientation.

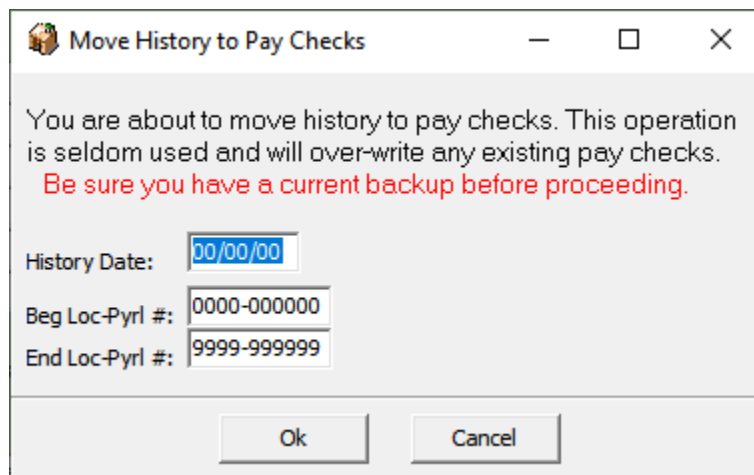
The Set button is used to save the printer and font settings without actually printing anything. When a report is printed, the printer and font settings are saved automatically.

The “Print to Screen” check box is used to print the report to the screen instead of the printer. Most reports can be printed to the screen.

Move To Pay Checks

This function is used to move history back to Pay Checks. This is a rarely used function, but some functions can only be performed, and reports printed, from the Pay Checks menu, such as building the direct-deposit transmittal, and printing the payroll totals report.

The following window will be displayed:

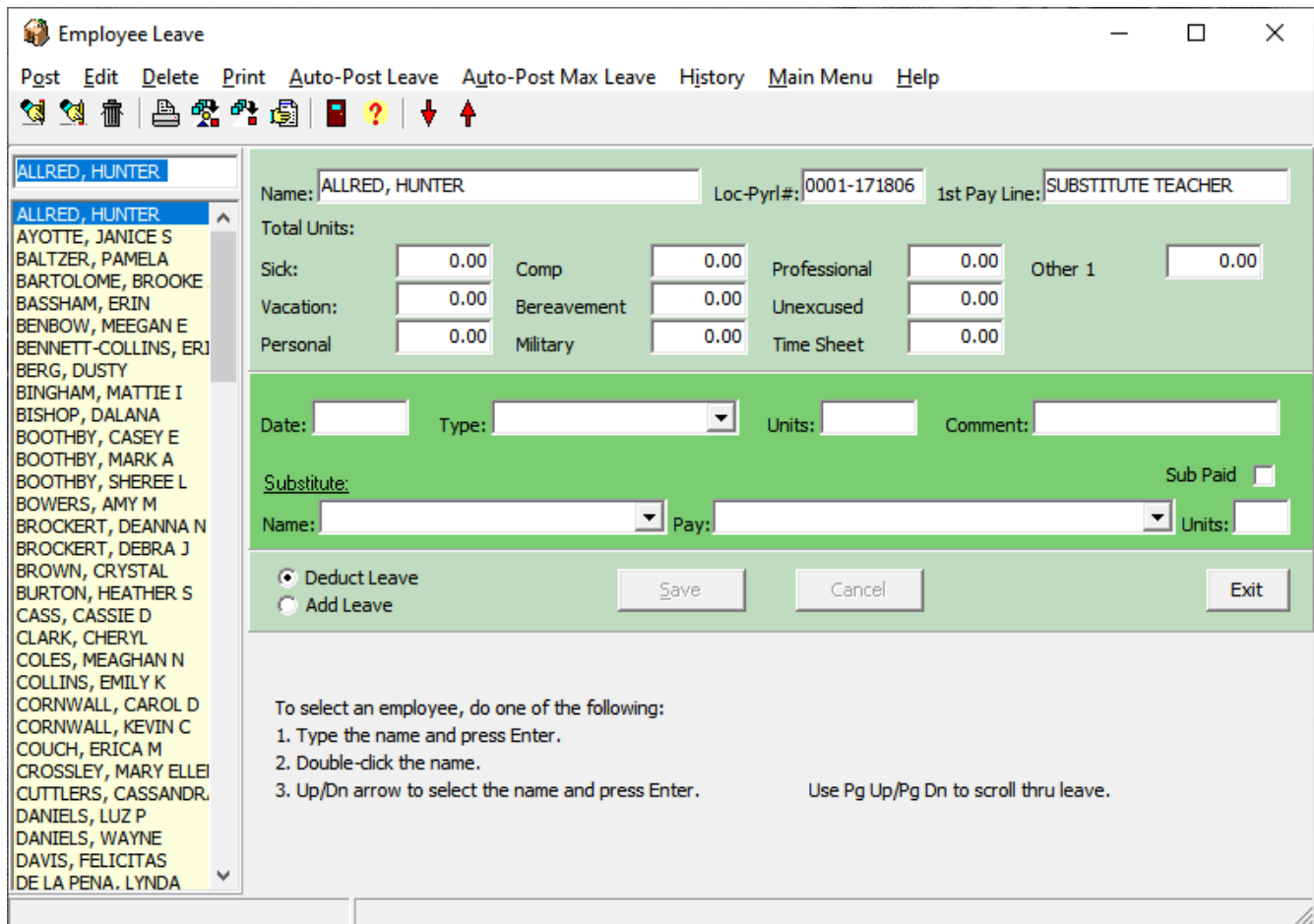


The screenshot shows a dialog box titled "Move History to Pay Checks". The text inside reads: "You are about to move history to pay checks. This operation is seldom used and will over-write any existing pay checks. Be sure you have a current backup before proceeding." Below the text are three input fields: "History Date:" with a date field containing "00/00/00", "Beg Loc-Pyrl #:" with a field containing "0000-000000", and "End Loc-Pyrl #:" with a field containing "9999-999999". At the bottom are "Ok" and "Cancel" buttons.

Enter the date of the checks, and location-payroll number range that is to be moved to pay checks. If a paycheck already exists for one of these employees, it will be overwritten by the one being moved from history.

Not all of the paycheck information is saved in history, namely the deduction and benefit period codes. When history is moved to pay checks, the period codes for deductions and benefits are read from the employee record. If any of these period codes have been changed since the pay check was printed, the paycheck moved from history may not accurately represent the original paycheck.

Leave



Main Window

Use the leave routine to post leave for individual employees, or to “auto-post” leave for all or a group of employees, identified by job code. If desired, as a teacher's leave is posted, a substitute teacher can be paid at the same time. In Pay Checks – Auto-Pay – Substitutes, the substitutes pay checks can be generated automatically from entries in leave. Leave can also be edited or deleted from this screen.

Ten types of leave are accumulated. Sick and vacation leave are fixed. All other leave types are self-defined in Options - Pay Checks.

In the bottom left corner, select “Deduct Leave” or “Add Leave”.

Leave may be kept in days or hours. Go to Employees – Leave tab to select days or hours. (Note that if sick leave is in hours, the Options – Retirement window also needs to know how many leave units are in one day so sick leave days can be calculated for the retirement transmittal. If you keep leave in days, enter 1 for both employee types, otherwise enter the number of leave units in one day, such as 8, for eight hours per day.)

Click the up/down arrows or press the Page Up/Page Dn keys to see more leave history for the selected employee.

Field Descriptions

Total Units	This line displays the total leave units in all ten categories. These values will change as leave is added or subtracted.
Date	The date of the leave.
Type	Leave type. Select the type of leave to add or subtract.
Units	The number of leave units (days or hours) to be added or subtracted.
Comment	Optional – Reason for or circumstances of leave.

Substitute

Name	If the person taking leave has a substitute that must be paid to take his/her place, select the name of the substitute here.
Pay	Select the pay code that the substitute will be paid from.
Units	The number of units (days or hours) to pay the employee.
Sub Paid	When the routine in Pay Checks – Auto-Pay – Substitutes is executed, this box will be checked. This is used to make sure a substitute isn't paid twice.

Print

include in the report. This option is valid when printing in name or location-payroll number order.

Beg/End Name The beginning and ending employee names you want to include in the report. This option is only valid when printing in name order.

Beg/End Date The date range of leave postings that will be included in the report.

Printer

This section is for selecting the printer, font, font size, and paper orientation (portrait or landscape) for printing. We suggest the “Arial” font as a clean, sans-serif font that is easy to read. Generally, the font size should be set to as large a value as possible and still be able to print all information on the line. If the font size selected is too large, some of the information will not be printed. It will be off the side of the page. If the font size must be very small in order for all of the information to print, consider using the “Arial Narrow” font and a larger font size, or try selecting “landscape” as the paper orientation.

The Set button is used to save the printer and font settings without actually printing anything. When a report is printed, the printer and font settings are automatically saved.

The “Print to Screen” check box is used to print the report to the screen instead of the printer. Most reports can be printed to the screen.

Auto-Post Leave

Auto-Post Leave

Add, subtract, or zero leave amounts automatically for the selected group of employees

Add Leave

Subtract Leave

Zero Leave (No leave entry - zero accrued amt)

Load from csv file - ReadySub

Load from csv file - TCP

Job Code: (leave blank for all job codes)

Leave Date:

Leave Type:

Leave Units:

Comment:

Beg Hire Date:

End Hire Date:

Filename:

This routine is used to automatically add (or subtract) leave from a group of employees all at one time. Note that the “maximum” leave amount in the employee window will not be exceeded, even if an attempt is made to post more leave than the “maximum” amount.

Add Leave Check this box (default) to add leave to the employees.

Subtract Leave Check this box to subtract leave from employees.

Zero Leave This selection will zero the leave type for the selected employees.

Load from csv file - ReadySub

This option allows leave to be posted, and substitutes to be paid from a csv file. The csv file must be of the format: date (mm/dd/yyyy), employee location-payroll number, leave units in hours, leave type (1-10 corresponding to the leave types in Options - Pay Checks), substitute location-payroll number (optional), substitute's units worked, substitute's pay code.

Load from csv file - TCP

This option allows leave to be posted, and substitutes to be paid from a csv file. The csv file must be of the format: employee location-payroll number, leave type, accrued leave balance (new balance), hours over, manual, note, leave date (mm/dd/yyyy), leave hours.

Job Code	Enter the job code of the employees that should have leave applied. Leave blank for all employees.
Leave Date	The date given to each leave posting.
Leave Type	The type of leave to post.
Leave Units	The number of leave units to post.
Comment	A comment may be added to each leave posting as a reminder of why it was posted.
Beg Hire Date	Only post leave for employees hired on or after this date.
End Hire Date	Only post leave for employees hired on or before this date.
Filename	The path/filename of the csv file containing the leave/substitute data

Click the "Add Leave" button to post the leave to all specified employees. Click the "Cancel" button to exit the auto-post leave routine without posting any leave. or when finished posting.

Auto Post Max Leave

Auto-Post Max Leave

Post maximum leave amounts automatically to the selected group of employees

Job Code: (leave blank for all job codes)

Leave Type: Sick

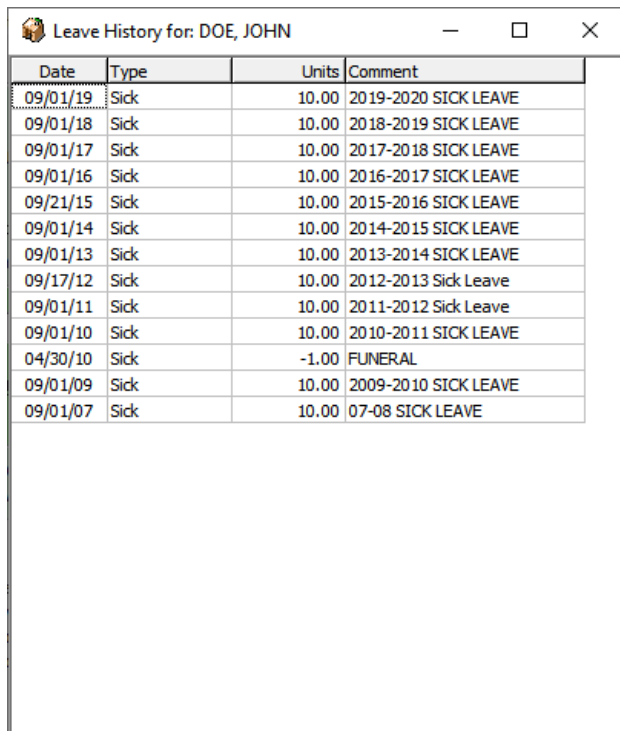
Max Lv Units:

Post Max Leave Cancel

This routine is used to automatically set the maximum leave amounts for a group of employees by job code.

Job Code	Job Code of employees for whom maximum leave amounts should be set.
Leave Type	The leave type that should be set.
Max Lv Units	The maximum leave amount to set.

History



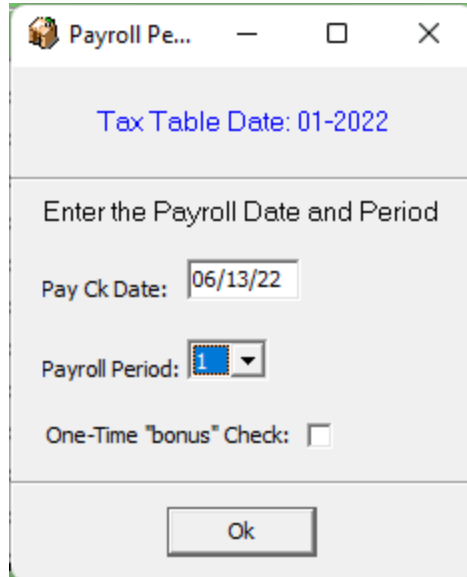
The screenshot shows a window titled "Leave History for: DOE, JOHN" with a table containing 14 rows of leave records. The table has four columns: Date, Type, Units, and Comment. The records are sorted by date in descending order.

Date	Type	Units	Comment
09/01/19	Sick	10.00	2019-2020 SICK LEAVE
09/01/18	Sick	10.00	2018-2019 SICK LEAVE
09/01/17	Sick	10.00	2017-2018 SICK LEAVE
09/01/16	Sick	10.00	2016-2017 SICK LEAVE
09/21/15	Sick	10.00	2015-2016 SICK LEAVE
09/01/14	Sick	10.00	2014-2015 SICK LEAVE
09/01/13	Sick	10.00	2013-2014 SICK LEAVE
09/17/12	Sick	10.00	2012-2013 Sick Leave
09/01/11	Sick	10.00	2011-2012 Sick Leave
09/01/10	Sick	10.00	2010-2011 SICK LEAVE
04/30/10	Sick	-1.00	FUNERAL
09/01/09	Sick	10.00	2009-2010 SICK LEAVE
09/01/07	Sick	10.00	07-08 SICK LEAVE

The history menu selection displays all leave history for the selected employee.

Pay Checks

When you first click on the Pay Checks menu item, the following window appears:



Payroll Pe... — □ ×

Tax Table Date: 01-2022

Enter the Payroll Date and Period

Pay Ck Date: 06/13/22

Payroll Period: 1 ▾

One-Time "bonus" Check:

Ok

Initial Pay Check Information

The first line of this window shows the date of the tax rate schedules which are currently loaded.

In the Pay Ck Date, enter the date the paychecks (and/or direct-deposit notices) will be printed. This date will be remembered until the actual calendar date has past. This date will also be the default when the paychecks (and/or direct-deposit notices) are printed.

The Payroll Period is used when there are deductions and/or benefits that are not applied to every paycheck. Deductions and benefits have a period code. If the deduction and/or benefit period code is "0", or if the period code matches the payroll period entered here, the deduction and/or benefit will be applied to this paycheck.

One-Time "bonus" Check indicates that this payroll run is to be a "bonus" run. Bonus checks are not subject to all of the deductions and benefits that a regular payroll check would be. See the Deduction Codes and Benefit Codes sections of this manual to see how to specify which deductions and benefits will be applied to a bonus paycheck.

Click Ok when the above information has been entered.

Main Window

Pay Checks

Start Pay Mode Edit Delete Print Auto-Pay Move to History Main Menu Help

Employee Check

DOE, JOHN

Name: DOE, JOHN Loc-Pyrl#: 0001-000780 Check #: 000000 Date: 10/24/19 Printed

Pay Deductions Benefits Tax Info

Pay Codes										
Cntrct	Category	Type	Code - Description	Rate	Reg Hr	OT Rt	OT Hrs	Amount	Contract Bal	
1.	Regular	Hourly	0020 CLASSIFIED STAFF - ELEMENTAR	18.40	140.00	1.5	0.00	2576.00		
2.	Regular	Hourly	0030 SUBSTITUTE TEACHER	18.40	0.00	1.5	0.00	0.00		
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.									(One-Time Pay Codes)	
				Total:	140.00					

Direct Deposit

	FICA	MDCR	Federal	State	Gross:	Net Pay:
Withholding:	159.71	37.35	232.82	75.00	2,576.00	1,886.68
Earnings:	2,576.00	2,576.00	2,391.56	2,391.56		

Edit Tax Save

Exit Cancel

Check Date: 10/24/19

Paychecks are created, edited, and printed, deduction checks and reports printed, and direct-deposit files are created from this window. By scrolling down through the employee list, you can see the information for each employee. Messages are displayed on the toolbar to indicate that the “bonus” check mode is set, or that the employee has a pay check or not. At the bottom of the window the earnings and withholding amounts are displayed. If the employee is on direct-deposit, that will also display near the bottom of the window.

Note that changes made to an employee's pay on this screen will be saved in the employee's record as soon as the “Save” button is clicked. If the “Cancel” button is clicked, no changes are saved.

The Edit Tax button is used to manually change the federal and/or state withholding. These values are calculated automatically whenever anything on the paycheck is changed, so federal and/or state withholding values must be changed very last, just before the paycheck is saved.

After the paycheck (or direct-deposit notice) has been printed, the check #, date, and “Printed” check box are displayed with the correct values.

The order of operations is usually:

- Make sure last pay period's checks have been moved to history, so there are no paychecks displayed.
- Auto-pay – Salaried will automatically create a paycheck for all salaried employees.
- Auto-pay – Substitutes will automatically create a paycheck for all substitutes that have been entered through the leave routine. If you don't post substitute pay through the leave routine, skip this step.
- Start Pay Mode puts the program into a mode to manually create paychecks for hourly employees. (It works for salaried employees also.) Click Start Pay Mode, then select the employee you want to pay by pressing Enter or by double-clicking his/her name in the list on the left. Enter the hours and click Save. Select the next employee to pay by entering his/her name and pressing Enter or by double-clicking on his/her name in the list on the left. When you are finished paying employees, click End Pay Mode.
- Print – Reports/Checks can be used to print a list of paychecks. This report may be used to double-check all employees' paychecks.
- Print – Reports/Checks is then selected to print paychecks.

- g) If not using direct-deposit skip to step j.
- h) Print – Reports/Checks to print direct-deposit notices.
- i) Print – Reports/Checks to create a direct-deposit transmittal.
- j) Print – Reports/Checks to print paycheck totals.
- k) Wait for at least one week, or until you are sure there are no changes required to the payroll, then select Move to History, and move the paychecks to history.

Pay Codes

The pay code fields are explained in detail in the Employee section of this manual. The last two lines of pay are “one-time” pay. They are not saved in the employee's record, but can be used for a one-time pay amount.

Deductions

Deductions (employee paid)							
Period	dDpst	Code - Description	Amount	Period	dDpst	Code - Description	Amount
1.	0	9500 PERSI RETIREMENT	184.44	10.			
2.				11.			
3.				12.			
4.				13.			
5.				14.			
6.				15.			
7.				16.			
8.				17.			
9.				18.			

(15-18 are one-time deductions)

The deduction code fields are explained in detail in the Employee section of this manual. The last four lines of deductions are for “one-time” deductions. They are not saved in the employee's record, but can be used for a one-time deduction amount.

Benefits

Benefits (employer paid)							
Period	dDpst	Code - Description	Amount	Period	dDpst	Code - Description	Amount
1.	0	N	7400 FICA - EMP. SHARE	159.71	7.		
2.	0	N	7450 M/CARE - EMP. SHARE	37.35	8.		
3.	0	N	7500 PERSI - EMP. SHARE	307.57	9.		
4.	0	N	7550 RET. SICK LEAVE	29.88	10.		
5.				11.			
6.				12.			

The benefit code fields are explained in detail in the Employee section of this manual.

Tax Info

The screenshot shows a 'Tax Information' form with a green background. It contains the following fields and values:

- Fed Marital St: Married (dropdown)
- State Marital St: Married (dropdown)
- W4 is 2020 or later
- Two Jobs (tax tables)
- Federal Exemptions: 2
- State Exemptions: 1
- Dependent Credit: 0.00
- Other Income: 0.00
- Other Deductions: 0.00
- Additional Fed WH: 0.00
- Additional State WH: 0.00

The Tax Information tab allows changes to federal and state marital status, federal and state exemptions, and additional federal and state withholding. These fields are mainly used to do “what if” comparisons for employees. If an employee wants to know what difference increasing or decreasing his/her exemptions or other tax amounts, will make in net pay, those can be tested here. The withholding amounts and net pay amount will be recalculated automatically when these numbers are changed.

Menu Selections

- Start Pay Mode** Start the mode to pay hourly employees. Once in “pay mode”, an employee can be selected for paying by entering his/her name and pressing Enter or by double-clicking his/her name. This menu selection changes to “End Pay Mode” once it is selected. When all desired employees have been paid, click “End Pay Mode” to exit the “pay mode”.
- Edit** Edit the pay check currently on the screen.
- Delete** Delete the pay check on the screen or delete all paychecks. A warning will be issued before any paychecks are deleted.
- Print**

Print Pay Checks/Report

Check/Report Type

- Check List
- Pay Checks
- Bld Drct-Dpst Transmittal
- Check Totals
- Deduction Checks
- Bld Drct-Dpst Prenotes
- Unpaid Employees
- Direct-Dpst Notices
- Clear Employee Prenotes
- History Check Stub
- pdf DD Notices
- Bld Ded/Bnft Drct-Dpst
- Clr Ded/Bnft Prenote
- Bld Ded/Bnft Prenotes

Ranges

Beg Check #: 016814
 Ck/Rprt Date: 10/24/19
 Beg Loc-Pyrl#: 0000-000000
 End Loc-Pyrl#: 9999-999999
 Beg Deduct Code: 0000
 End Deduct Code: A004

Void Ded Cks of the same date
 New page/location
 Reprint pay cks/drct-dpst notices
 Include checks not printed
 Print name and address only
 Include terminated

Print Order

Loc-Pyrl #
 Name

Deduction Checks

Include Pay Checks
 Include History
 Hstry Beg Date: 10/01/19
 Hstry End Date: 10/31/19

Direct-Deposit

Entry Date: 10/24/19
 Batch #: 1

Direct-Deposit Path: _____ Filename: _____

Printer:
 HP LaserJet 1200 Series PCL 5
 Font: Arial Narrow Size: 11
 Orientation: Portrait Subst font size: 7
 Print to Screen
 Tray: Automatically Select Double Sided

Print List
Close

Fourteen types of reports/checks are available from the print menu.

Check List Print a list of paychecks with totals. This report is generally printed before the pay checks (or direct-deposit notices) are printed to double-check the amounts.

Check Totals Print a report showing all payroll totals. This report is usually printed after the paychecks (or direct-deposit notices) are printed to show the total payroll amounts. This report can be printed before printing the paychecks (or direct-deposit notices), by checking "Include checks not printed", to check the total payroll amounts.

Unpaid Employees

This report is a list of employees that do not have a paycheck. This assists in locating employees that should be paid that haven't been.

History Check Stub

Print a check stub for a pay check that has been moved to History. This is generally used to reprint a lost check stub

Pay Checks

Print the paychecks. The print positions are set in Options – Pay Checks.

Deduction Checks

Print the deduction checks. The print positions are the same as for the paychecks. To delete or void deduction checks after they have been printed, see Other Functions – Deduction Checks.

Direct-Deposit Notices

Print the direct-deposit notices. This option will only be available if in Options – Pay Checks, the “Print direct-deposit notices” option is checked.

pdf Direct-Deposit Notices

Print the direct-deposit notices to pdf files. This is done so that the notices can be emailed to employees.

Clear Ded/Bnft Prenote

Clear (uncheck) the prenote box for deduction/benefit direct deposits.

Build Direct-Deposit Transmittal

This selection is used to build the direct-deposit transmittal to send to the financial institution handling the direct-deposit. A list of employees on direct-deposit will print as the transmittal is being created. The path and filename of the direct-deposit transmittal can be specified on this window and in Options – Direct-Deposit.

Build Direct-Deposit Prenotes

Build the prenote file to send to the financial institution handling the direct-deposit. Most financial institutions require new employees (employees just starting on direct-deposit) to be transmitted ten days prior to the actual payroll deposit. This file is used to check the validity of the employee's name, account number(s), etc. Once this file has been accepted by the financial institution, use the next selection to clear all employees' “Pre-Notification” check box.

Clear Employee Prenotes

After the pre-notification has been sent to the financial institution, use this selection to clear the “Pre-Notification” check box for all employees. As long as this box is checked, an employee isn't actually on direct-deposit and will still receive a printed paycheck.

Build Deduct/Benefit Direct-Deposit Transmittal

This selection is used to build the deduction/benefit direct-deposit transmittal to send to the financial institution handling the direct-deposit. A list of employees with deductions or benefits to direct-deposit will print as the transmittal is being created. The path and filename of the direct-deposit transmittal can be specified on this window and in Options – Direct-Deposit.

Build Deduct/Benefit Direct-Deposit Prenotes

Build the deduction/benefit prenote file to send to the financial institution handling the direct-deposit. Most financial institutions require new direct-deposit accounts to be transmitted ten days prior to the actual payroll deposit. This file is used to check the validity of the employee's name, account number(s), etc. Once this file has been accepted by the financial institution, use the next selection to clear all deduction/benefit “Pre-Notification” check box.

Auto-Pay

Automatically pay all salaried employees. Or automatically pay all substitutes whose pay has been entered through the leave routine. Hourly pay can also be imported from a Time Clock Plus or Frontline company export csv file.

Move to History

Move the pay checks to the history file. This must be done before starting the next payroll period, but should not be done as long as there is a chance of a change being needed in the current payroll. History is very important to the Payroll Manager program, since all totals are calculated from history.

Benefits Report

Options

By Benefit-Name

By Benefit-Pay Code

By Pay Code-Benefit

Print Totals Only

Start Each on New Pg

Include Pay Checks not Printed

Beg Date: 06/01/22

End Date: 06/30/22

Beg Benefit Code: 0000

End Benefit Code: 9999

Beg Pay Code: 0000

End Pay Code: 9999

Printer: Microsoft Print to PDF

Font: Arial Size: 10

Orientation: Portrait Set Print to Screen Print to csv file

Tray: Automatically Select Double Sided

Print Close

The benefits report is really two different reports. The “By Benefit-Name” report prints each benefit with a list of employees that received the benefit with the amount. The “By Benefit-Pay Code” report prints each benefit, then each pay code with a list of employees that received the benefit and are paid from the pay code, with the benefit amount. The “By Pay Code-Benefit” report prints the same report as the “By Benefit-Pay Code” but the list of employees are grouped by pay code first and benefit code second. All three reports can be printed to the screen or to a csv file.

Print Totals Only

Prints the same report(s) as above but does not print the individual employees, just the totals for each benefit or each benefit and pay codes within the benefit.

Start Each on New Pg

Start each benefit code (or pay code) on a new page.

Include Pay Checks not Printed

Allows this report to be printed before the pay checks (or direct-deposit notices) are printed.

Beg/End Date The range of pay check dates to include in the report. The benefit report(s) can be printed

for any range of dates currently in history and/or the paychecks.

Beg/End Benefit Code

Print only benefits whose codes fall within the given range.

Beg/End Pay Code

Print only pay code that fall within the given range.

Trial Balance Report

Trial Balance Report

Print Order
 Name
 Loc-Pyrl#

Ranges
Report Date: 06/13/22
Beg Date: 01/01/22
End Date: 12/31/22
Beg Loc-Pyrl#: 0000-000000
End Loc-Pyrl#: 9999-999999
Job Code:
 Skip Zero Balances
 Print Retire Bnft
Blank Lines Between: 0

Printer:
HP LaserJet 1200 Series PCL 5
Font: Arial Size: 7
Orientation: Portrait Print to Screen
 Print to csv File
Tray: Automatically Select Double Sided

The trial balance report lists employees earnings and some withholding information for the date range entered. The date range is generally from January 1 of the current year to December 31 of the current year, but it can be any range desired. The totals of the trial balance report from the previous pay period, plus the payroll check totals, should equal the totals of the current trial balance report.

Print Order The report can be printed in name order (alphabetical) or in location-payroll number order. The default order is set in Options – Reports, but can be changed here.

Report Date The date to print at the top of the report. It defaults to the current date.

Beg/End Date The range of pay check dates to include in the trial balance report.

Beg/End Loc-Pyrl #

This location-payroll number range allows only a portion of the employees to be included in the report.

Job Code Only employees with the given job code to be included in the report. If this field is left blank, all employees will be included.

Blank Lines Between

Leave one or more blank lines between employees for making notes.

Register Report

Check Register

Print Order

Check #
 Name
 Loc-Pyrl#
 Date

Options

Abbr Register
 Full Register
 Bank 'Positive Pay'
 Include Payroll Cks
 Include Deduct Cks
 Paper cks frame, lname

Ranges

Report Date: 06/13/22
 Beg Date: 06/01/22
 End Date: 06/30/22
 Beg Loc-Pyrl#: 0000-000000
 End Loc-Pyrl#: 9999-999999
 Job Code:
 Blank Lines Between: 0

Printer:
 Fax
 Font: Arial Size: 9
 Orientation: Portrait
 Print to Screen
 Print to csv file (Abbr only)
 Tray: Default Double Sided

The payroll check register report has two formats, abbreviated and full. The default report(s) to print and the default print order can be set in Options – Reports, but can be changed here. The full register prints more information about each employee and what they were paid for. The abbreviated register is just a list of check numbers, dates, employee and deduction vendor names, and amounts. It is a much shorter report than the full register report. Only the abbreviated check register can be printed to the screen. The bank ‘positive pay’ register is used to create a csv file that can be uploaded to a bank. The bank will only process checks that appear in the file. This is used to prevent check fraud.

- Print Order The print order can be check number, name (alphabetical), or location-payroll number order. Set the default in Options – Reports
- Report Date The date printed in the heading of the report.
- Beg/End Date The range of pay check dates to be included in the report.
- Beg/End Loc-Pyrl #
 The location-payroll number range of employees to include in the report.
- Job Code The group of employees to be included in the report. Leave this field blank to include all employees.

Paper cks fname, lname

This option prints the employee name as firstname lastname for paper checks. This was a precursor to the 'bank positive pay' register.

Blank Lines Between

Blank lines to be left between employees to make notes.

Deduction Report

Options

Print Date: 10/24/19

Beg Date: 10/01/19

End Date: 10/31/19

Beg Ded Code: 0000

End Ded Code: 9999 (A004 to include taxes)

Print by Loc-Pay Code

Print Totals Only

Print SSNs

Start Each on New Pg

Include Pay Checks not Printed

Copies: 1

Printer:

Printer: PrimoPDF

Font: Arial Size: 9

Orientation: Portrait Print to Screen

Print to csv file

Tray: Automatically Select Double Sided

The deduction report lists all deductions and each employee that had the deduction taken from his/her paycheck and the amount. A total is printed for each deduction. This report can be printed either before or after the paychecks (or direct-deposit notices) have been printed.

Print Date The date to be printed in the report heading.

Beg/End Date The pay check date range to be included in the report.

Beg/End Ded Code

The range of deductions to include in the report. By default, the FICA (A001), MDCR (A002), Federal (A003) and State (A004) Withholding deductions will not be included. If these deductions should be included in the report, change the End Ded Code to A004.

Print by Loc-Pay Code

Groups the deductions by location and further, by pay codes within each location.

Print Totals Only Eliminates the employees from the report. Prints just the totals for each deduction.

Print SSNs This option allows employees social security numbers to be included in the report. Use this option only when absolutely necessary, to avoid possible identity theft.

Start Each on New Page

Print each deduction's information on a separate page.

Include Pay Checks not Printed

This options allows this report to be printed before the pay checks (or direct-deposit notices) have been printed.

Gross Pay by Loc/Pay Code Report

The screenshot shows a dialog box titled "Gross Pay by Pay ...". It has two main sections: "Options" and "Printer".

Options:

- Print Date: 10/24/19
- Beg Date: 10/01/19
- End Date: 10/31/19
- Beg Loc-Pyrl#: 0000-000000
- End Loc-Pyrl#: 9999-999999
- Beg Pay Code: 0000
- End Pay Code: 9999
- Print Location Totals
- Print Totals Only

Printer:

- Printer: PrimoPDF
- Font: Arial, Size: 9
- Orientation: Portrait
- Print to Screen
- Print to csv File
- Tray: Automatically Select
- Double Sided

Buttons: Print, Close

This report prints employees' gross pay amounts grouped by pay code or by location and pay code. Each employee is listed with his/her gross pay amount. Sub-totals print after each pay code and/or location code. If print totals only is checked, the employees do not print on the report.

Print Date The date that prints in the report header.

Beg/End Date The beginning and ending check dates to include in the report. This report can cover a single pay period to an entire year, or even multiple years, if the history is available.

Beg/End Location-Payroll #
The beginning and ending location-payroll numbers of employees to include in the report.

Print Location Totals
The report will ordinarily group employees by pay codes. If this option is checked, the report will group employees by location and by pay codes.

Pay/Benefits by Month

Gross Pay/Benefits

Options

Print Date: 06/13/22

Beg Date: 06/01/22

End Date: 06/30/22

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Pay Code: Limit Bnfts to Fund:
(Blank for all pay) (Blank for all funds)

Print by Month

Print Totals Only

Printer: Fax

Font: Arial Size: 9

Orientation: Portrait Print to Screen

Print to csv file

Tray: Default Double Sided

This report prints each employee and his/her gross pay and benefits by pay code. Only the benefits that correspond to the pay code entered will be included. The gross pay and benefit amounts can be printed by month, over the pay check date range entered, or just as one lump sum amount. This report can be printed to the screen.

Print Date The date printed in the report header.

Beg/End Date The pay check date range to include.

Beg/End Loc-Pyrl#

The range of employees that will be included in the report.

Pay Code The pay code to print. Or leave this blank for all pay codes.

Limit Bnfts to Fund

If a fund number is entered in this field, only benefits that are paid from that fund will be included in the report. If this field is left blank, benefits will be included based on the amount paid to the pay code entered.

Print by Month Print the gross pay and benefit amounts by month.

Print Totals Only Print only the totals. Don't print the employee lines.

Quarterly Report

Quarterly Report

Report Type

Print

Create Electronic File

Create New Hire File

941a

Unemployment

State Insurance Fund

Print Order

Name

Loc-Pyrl#

Ranges

Report Date: 06/13/22

Quarter: 2nd (Apr - Jun) Year: 2022

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Qtr ending Month/Yr (MMYY): 0622

Electronic Filename: W2REPORT.csv

New Hire Filename: Newhire.txt

Beg Hire Date: 06/13/22

End Hire Date: 06/13/22

Printer: HP LaserJet 1200 Series PCL 5

Font: Arial Size: 9

Orientation: Portrait Print to Screen

Tray: Automatically Select Double Sided

Print Close

Print the Quarterly Reports. The 941a report is generally used for reporting the quarterly wages. Choose which wage amounts to report, and the default print order, in Options – Reports. The State Insurance Fund Report always uses gross wages as the report amount, regardless of what is entered in Options. This report can be printed to the screen. The New Hire File includes all employees whose hire date falls within the Beg Hire Date and End Hire Date. This file is generated using the Idaho Dept of Labor specifications.

Print Print the report.

Create Electronic File

Create the file to electronically transmit the quarterly report.

Print Order	Order in which the report should print. Set the default in Options – Reports.
Report Date	Date to print in the report header.
Quarter	Select the quarter that is to be printed.
Year	The year will default to the current year, which is usually correct. If a report is to be printed for a quarter in a prior year, use this field to select the year.
Beg/End Loc-Pyrl #	The beginning and ending location-payroll# . This sets the range of employees to include in the report.
Qtr Ending	The month and year for the electronic or magnetic/optical media report.
Filename	The name of the file that will receive the electronic or magnetic/optical media information. If the file exists, it will be deleted before being written to. If the file doesn't exist, it will be created. It will be located in the payroll folder.

Contract Balances Report

Contract Balances

Print Order

- Bdgt Acct #
- Name
- Loc-Pyrl#
- Pay Code

Options

Report Date: 10/24/19

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Print Employee Total

Include Terminated

Bdgt Acct# Digits for Sub-Total: 0

Printer: PrimoPDF

Font: Arial Size: 9

Orientation: Portrait Print to Screen Print to csv File

Tray: Automatically Select Double Sided

Print Close

The contract balances report lists each employee being paid from a contract, the contract amount, the contract amount paid, and the contract balance amount. The default print order can be set in Options – Reports. This report can be printed to the screen.

Print Order The report can be printed in several different ways, by budget acct#, by name (alphabetical), by location-payroll number, or by pay code. If printed in location-payroll number order, a sub-total will print for each location. If printed in pay code order, a sub-total will print for each pay code.

Report Date This date prints in the report header.

Beg/End Loc-Pyrl#

Use these to set the range of employees to include in the report.

Print Employee Total

If an employee has more than one pay line with a contract amount, contract amounts will be combined and printed on just one line.

Include Terminated

Include terminated employees in the report.

Bdgt Acct Digits for Sub-Total

If the report is printed in budget account number order, a sub-total can be printed when the first "x" digits change, where "x" is the number entered in this field. For example, if 3 is entered, a sub-total will be printed when any of the first 3 digits change.

Bank Reconciliation Report

Build payroll checks bank reconciliation file

Options

Report Date: 06/13/22

Beg Date: 06/01/22

End Date: 06/30/22

Bank Code: 1

Filename: PRCkFile.dat

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Printer: HP LaserJet 1200 Series PCL 5

Font: Arial Size: 10

Orientation: Portrait Print to Screen

Tray: Automatically Select Double Sided

Build Close

The bank reconciliation report prints a list of payroll checks in the date range entered. The main purpose of this routine is to build a file with all of the payroll checks (including deduction checks) for transferring to the bank reconciliation routine in the Budget Manager Program. To get the payroll checks into the Budget Manager's Bank Reconciliation program, two steps are required: 1st, execute this routine to build the payroll check file; 2nd, in the Budget Manager's Bank Reconciliation program, select Add Cks – Payroll Cks. This will add the payroll checks to the bank reconciliation window. If the payroll checks are printed from the same bank account as the accounts payable checks, use bank code 1 for paychecks. If the payroll checks are printed from a different bank account than the accounts payable checks, use bank code 5 for the paychecks. The default payroll checks bank code is set in Options – Pay Checks. This routine must know the path to the Budget Manager's data folder, which is entered on this screen. The path will be save in the registry, so it will only need to be entered once. This report can be printed to the screen.

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------|
| Report Date | Date printed in the report header. |
| Beg/End Date | The beginning and ending payroll check dates that should be included in the report and the bank reconciliation transfer file. |
| Bank Code | The bank code to be used for payroll checks. The default is read from Options – Pay Checks. |
| Filename | The path and name of the bank reconciliation transfer file to be created. The default for |

both the Payroll Manager and the Budget Manager is "PRCkFile.dat". The path entered in front of the filename and is the path to the Budget Manager data folder.

Beg/End Loc-Pyrl#

Beginning and ending location-payroll numbers for employees whose pay checks are to be included in the report and bank reconciliation transfer file. It is rare to not include all employees.

Insurance Provider Report

Insurance Provide... - □ ×

Caution: The files you are about to build contain employees social security numbers and, if selected, birth and/or hire dates. Handle them in a secure manner to prevent identity theft.

Options

Report Date: 06/13/22

Include Birth Date

Include Hire Date

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Include Exclude these job codes
(Leave blank for all job codes)

txt files csv files

Path to Files:
(files: Employee.csv & Benefits.csv)

Printer: HP LaserJet 1200 Series PCL 5

Font: Arial Size: 9

Orientation: Portrait Print to Screen

Tray: Automatically Select Double Sided

The Insurance Provider Report was designed by American Fidelity Assurance Company. It can also be used by other insurance companies providing cafeteria plan (flex reserve) plans for employees. The report simply lists all employees that are included in the information files that are created. There are two files created, "Employee.txt" and "Benefits.txt". The employee information file contains employee names, addresses, **social security numbers**, and optionally, **birth dates**. It also contains information about which deductions and benefits an employee is using. The benefits information file contains the social security number and benefit information for each employee and each benefit. **These files contain private information about your employees. Be sure to handle them in a secure way to prevent identity theft.** This report can be printed to the screen.

Report Date The date printed in the report header.

Include Birth Date

Include the employees' birth dates in the file. This is optional and should only be checked if the insurance provider requires it.

Include Hire Date

Include the employees' hire dates in the file. This is optional and should only be checked if required by the insurance provider.

Beg/End Loc-Pyrl#

Enter the range of employees to be included in the files to the insurance provider.

Path to Files

The files will always be named "Employee.txt" and "Benefits.txt", but where they are stored can be entered in this field. If this field is left blank, they will be stored in the same folder as the payroll data files.

Overtime Pay by Pay Code Report

Overtime Pay by P... - □ ×

Options

Print Date: 10/24/19

Beg Date: 10/01/19

End Date: 10/31/19

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Beg Pay Code: 0000

End Pay Code: 9999

Print Totals Only

Printer: PrimoPDF

Font: Arial Size: 9

Orientation: Portrait Print to Screen

Tray: Automatically Select Double Sided

Print Close

This report is designed to find and print all overtime pay for all hourly employees. It can be useful if audited by the state unemployment office.

Print Date Date to print in the report heading.

Beg/End Date Date range for which overtime pay is to be printed.

Beg/End Loc-Pyrl#

The range of employees to include in the report.

Beg/End Pay Code

The range of pay codes to be included in the report.

Print Totals Only Print just the totals for each pay code. If unchecked, each employee's data will be printed.

Average Hours/Month Report

Average Hours

Options

Print Date: 06/13/22

Beg Date: 06/01/22

End Date: 06/30/22

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Name Order Loc-Pyrl# Order

Printer:
HP LaserJet 1200 Series PCL 5

Font: Arial Size: 8

Orientation: Portrait Print to Screen Print to csv File

Tray: Automatically Select Double Sided

Print Close

This report prints employee names, pay codes, total hours, total pay, average hours and average pay for the month(s) entered in the Beg/End Date range.

Bureau of Labor Report

Bureau of Labor Re...

Options

Multiple Worksite Report

Gender/Faculty Report

OEWS Report

Report Date: 06/13/22

Beg Pay Ck Date: 06/01/22

End Pay Ck Date: 06/30/22

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Print Averages

Faculty/teachers are identified by Retire - Certified

Printer:

HP LaserJet 1200 Series PCL 5

Font: Arial Size: 9

Orientation: Portrait Print to Screen

Print to csv File

Tray: Automatically Select Double Sided

Print Close

There are three reports available, all designed by the Bureau of Labor.

Multiple Worksite Report lists each location, with the number of employees and total FICA earnings in each location, by month and year.

Gender/Faculty Report prints total employees, total female employees, and total faculty/teachers.

OEWS (Occupational Employment & Wage Statistics) Report prints each pay code, hourly wages, annual salary, employee count, and location for all employees.

Website Report

Website Report

Ranges

Report Date: 06/13/22

Beg Date: 01/01/22

End Date: 06/30/22

Options

Print City/State

Print Ck Number

Sort By:

Check Number

Check Date

Name

Printer:

HP LaserJet 1200 Series PCL 5

Font: Arial Size: 9

Orientation: Portrait Set

Print to Screen

Print to csv File

Tray: Automatically Select

Double Sided

Print Close

This report is designed to print or create a csv file with all employees' pay information, by paycheck. It may be required to publish employee pay on the school website. If so, this routine can generate a csv file or a pdf file (by using a pdf printer).

Report Date	Date to print in the report heading.
Beg/End Date	Date range for which paychecks are to be printed.
Print City/State	Uncheck this box to exclude employees' city and state from the report.
Print Ck Number	Uncheck this box to exclude the paycheck number from the report.
Sort By	Report lines will be sorted in the selected order.

Open Records Act Report

Open Records Act

Create a csv file containing the 'Open Records Act' information.

Print Options

Beg Pay Ck Date: 01/01/19

End Pay Ck Date: 12/31/19

Printer:
HP LaserJet 1200 Series PCL 5

Font: Arial Size: 8

Orientation: Portrait Set Print to Screen Print to csv File

Tray: Automatically Select Double Sided

Print Close

This report is designed to print or create a csv file with all employees' information required by the Open Records Act.

Report Date Date to print in the report heading.

Beg/End Pay Ck Date

 Date range for the employee paychecks to be included in the report.

Federal Survey Report

This report is designed to print or create a csv file with all employees' information required by the Federal Survey. The federal survey splits employee compensation into "Education" and "Other" categories, and also separate full time and part time employees.

Pay Codes The upper section is to select pay codes used to pay employees directly involved in educating students. The lower section is to select pay codes used to pay employees not directly involved in educating students.

Salary-Full Time Minimum salary amount to be considered full time.

Hours-Full Time Minimum hours worked to be considered full time.

Print Details Print each employee, salary, and full/part time. Otherwise only print the totals.

Beg/End Pay Ck Date

Date range for the employee paychecks to be included in the report.

ACA Forms/Report

Print ACA Forms

Forms or Electronic

- Print Alignment Form
- Print Verify Report
- Print 1095 Forms
- Print 1094 Form
- Create Electronic Report File

Options

- Print in SSN Order (vs name order)
- Print 1095 Continuation Page
- Print Only 4 digits of SSN

Report Yr: 2019 (Last, first)

Beg Name:

End Name:

Beg Loc: 0000 Beg Date: 01/01/19

End Loc: 9999 End Date: 12/31/19

Soc Sec #: (use to print a single form)

Electronic Report Path-Filename:

Printer:
HP LaserJet 1200 Series PCL 5

Font: Arial Size: 10

Orientation: Landscape Print to screen

Tray: Automatically Select Double Sided

This routine prints the ACA forms. An attempt is made to determine the ACA information from employees' history. An employee's ACA information can also be entered manually in Employees - ACA tabs.

Retirement

Retirement [Window Title Bar]

Retirement eligible
 Audit employee
 Cycle 2
 Working retired
 4 day work week

Name: Loc-Pyrl#:

Employment Type: Status Chng Reason:

Class of Service: Status Chng Date:

Hrs/Day Convert:

Earn Type	Pay Type	Hours	Rate	Comp	Employee Contrib	Employer Contrib	Sick Leave	Employee Choice	Employer Choice
N	H	140.00	18.40	2,576.00	184.44	307.57	29.88		

Loan Repayment:
 Mandatory Remittance:
 Invoice #:

Accum Comp:
 Pay Per:
 Sick Leave: Days
 Sick Lv Rate: Per Day

B/R	Beg Cyd	End Cyd	Rec Type	Earn T	Pay T	Hours	Comp/Rate	Empr Cont	Emplr Cont	Sick Lv

Back
 TM-Regul:
 Norm:
 Salar:

Curr Cycle Pay Ck Date:
 End:

Prev Cycle Pay Ck Date:
 End:

Main Window

The retirement window is designed for the Public Employees Retirement System of Idaho (PERSI). Most of the information at the top of the window is read directly from the employee window. The amounts in the center of the window are calculated from the paycheck and history information for the employee. The adjustments are stored by cycle date and are generally used to make adjustments to a previous retirement cycle's amounts. The beginning and ending dates for the current and previous cycles are found from the current date and the first cycle date, and cycle frequency, entered in Options – Retirement. These dates should represent the beginning and ending paycheck dates for the past two payroll periods. When the PERSI transmittal is built, the beginning and ending cycle dates can be entered for PERSI, if different from the dates in this window. (If the PERSI cycle dates are different from the pay check dates, select Options – Retirement and check the “Allow transmittal cycle date change” option.) The only retirement amounts that are stored are the adjustments and they can be deleted at the end of each calendar year. All other amounts are calculated “on-the-fly” from the paychecks and history information.

Field Descriptions

Retirement Eligible

	This employee is eligible for retirement benefits.
Audit Employee	Employee is not retirement eligible, but is included in the PERSI transmittal as an audit employee.
Cycle 2	Employees may be reported in two different groups, each with different beg/end cycle dates.
	Working retired This box is checked for employees that have retired under PERSI and have been rehired. This field is read from the employee window.
	4 Day Week Employee works only 4 days per week.
Employment Type	The type of employment for this employee. This field is read from the employee record.
	Class of Service The type of work this employee performs, usually classified or certified. This field is read from the employee record.
Hrs/Day Convert	If sick leave is tracked in hours, this value is used to convert to days for calculating the sick leave rate. If this value is zero, the conversion factor is taken from the Options - Retirement screen. This field is read from the employee record.
Status Change Reason	This is the status change code for employees who are changing their PERSI status.
Status Change Date	The effective date for the status change.
	Loan Repayment If the employee has borrowed from his/her PERSI account, this field is used to show the repayment amounts.
Mandatory Remittance	Often referred to as a "buy-back", this amount is contributed by an employee to the PERSI system. This amount must always be associated with an invoice number. The invoice number is read from the employee window.
Accumulated Compensation	The employee's gross pay amount so far this calendar year.
	Pay Periods The number of pay periods so far this year (calendar). This number is found by counting the number of checks in pay checks and history for this employee during the current calendar year.
Sick Leave	The number of sick leave days accumulated by the employee. If sick leave is kept in hours, the program must be told how many hours convert to 1 day. The conversion factor from hours (units) to days is entered in Options – Retirement.
Sick Leave Rate	The sick leave rate is reported to PERSI and is calculated as follows: ((Accumulated Gross Pay / Pay Periods so far this Year) * Pay Periods per Year) / Employee Contract Days.
Adjustments	Adjustments can be made for errors in previous payroll cycles. Enter the cycle begin/end dates and other information about pay and PERSI deductions/benefits.
Curr Beg/End Cycle Pay Check Dates	This date range represents the check dates for the current retirement cycle. These dates are used to locate and calculate the current amounts shown in this window.
Prev Beg/End Cycle Pay Check Dates	This date range represents the check dates for the previous retirement cycle. These dates are used to determine when an employee is no longer retirement eligible. If an employee is detected as having been retirement eligible last pay period, but not this period, his/her status change code and date will be requested when creating the PERSI transmittal file.

Print

Retirement Report

Print Order

Name

Loc-Pyrl#

Ranges

Cycle 2

Print employee-totals

Report Date: 10/24/19

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Beg Cycle Date: 10/01/19

End Cycle Date: 10/31/19

Beg Pay Ck Date: 10/01/19

End Pay Ck Date: 10/31/19

Printer:

PrimoPDF

Font: Arial Size: 8

Orientation: Portrait Print to Screen

Tray: Automatically Select Double Sided

Print Close

The retirement report lists all eligible employees showing subject pay, retirement deductions, and retirement benefits. A totals page is printed at the end. A list of non-eligible (audit) employees is then printed with a totals page. PERSI has been charged by the legislature with tracking non-eligible employees as well as retirement eligible employees. This report can be printed to the screen.

Print Order The report can be printed in name (alphabetical) or location-payroll number order.

Cycle 2 Print the cycle 2 employees. Otherwise, print the employees not on cycle 2

Print Employee Totals
Print the totals for each employee.

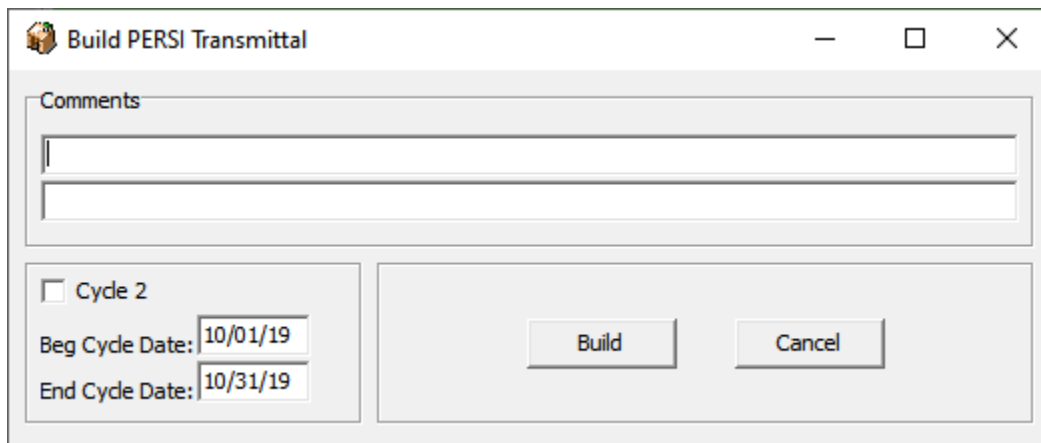
Report Date The date printed in the report heading.

Beg/End Loc-Pyrl#
The range of employees to be included in the report.

Beg/End Cycle Date
The beg/end cycle dates that should be printed in the report heading.

Beg/End Pay Ck Date
The range of **check** dates that should be included in the report.

Build Transmittal



The screenshot shows a window titled "Build PERSI Transmittal". It contains a "Comments" section with two empty text input lines. Below the comments is a checkbox labeled "Cycle 2". Underneath the checkbox are two date input fields: "Beg Cycle Date" with the value "10/01/19" and "End Cycle Date" with the value "10/31/19". At the bottom right of the window are two buttons: "Build" and "Cancel".

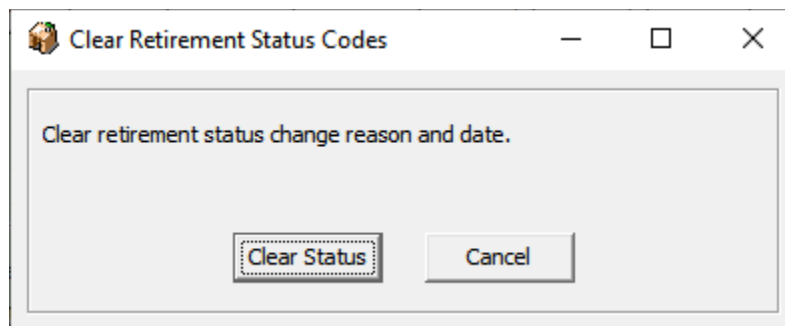
Comments Enter any comments for PERSI in these two lines.

Cycle 2 When checked, build the transmittal for cycle 2 employees.

Beg/End Cycle Dates

This date range is copied from the main retirement window. In some cases, the cycle dates reported to PERSI will be different from the paycheck dates. If the cycle dates reported to PERSI are different from the check date range, change them here before building the PERSI transmittal.

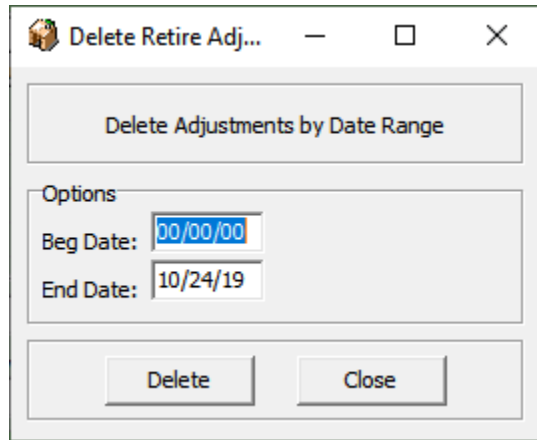
Clear Status Codes



The screenshot shows a window titled "Clear Retirement Status Codes". It contains a single text input field with the placeholder text "Clear retirement status change reason and date.". Below the field are two buttons: "Clear Status" and "Cancel".

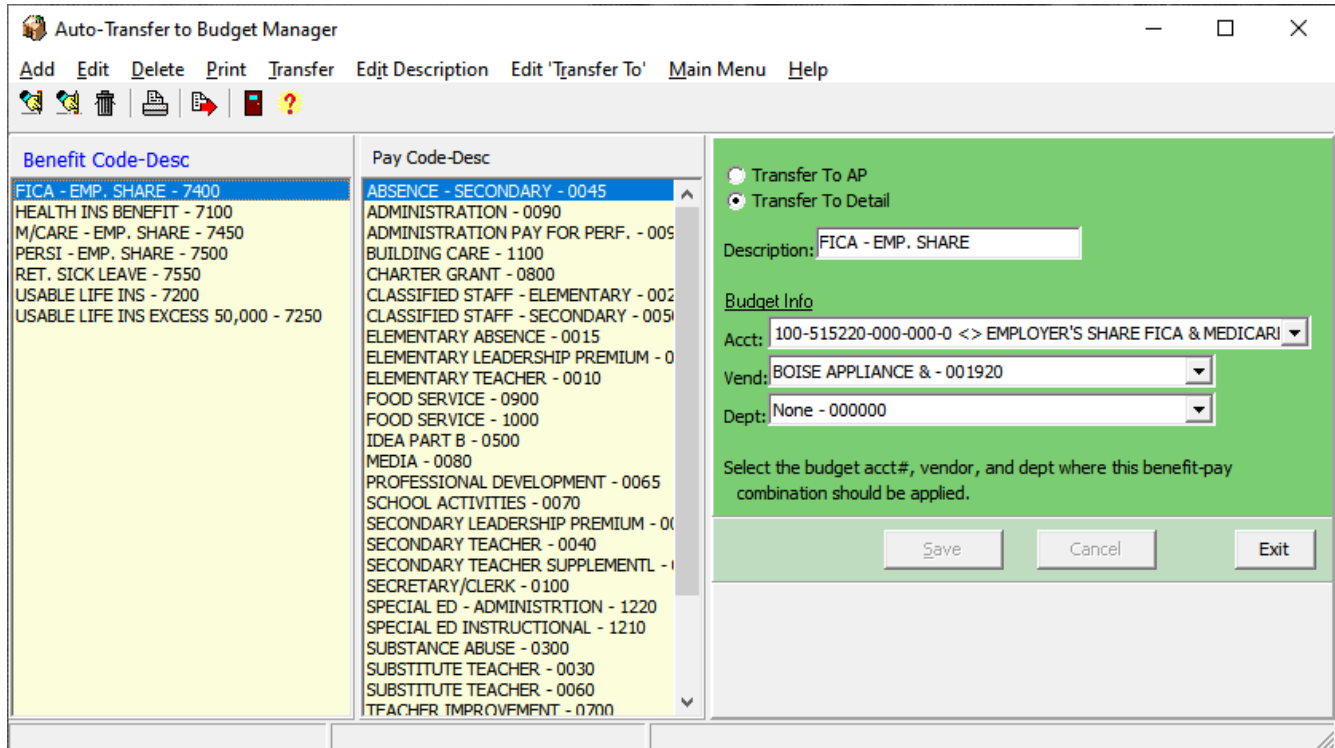
This option will automatically clear the "Status Change Codes" and the corresponding "Status Change Date" in the employee window for all employees whose retirement status changed this pay period.

Delete Adjustments



This option is generally used just once per year to delete any retirement adjustments that have been made during the prior year. The begin/end dates give the date range of adjustments that should be removed.

Auto Transfer



Auto Transfer is used to transfer total gross pay, benefit, and deduction amounts to Budget Manager, and to specify which accounts and vendors, benefits will be transferred to. Each pay code is paired with each benefit code to allow transfer to different budget accounts, vendors, and department codes in Budget Manager. This window is used to select the budget account, vendor, and department code where the benefit amounts will be posted in Budget Manager. The transfer can also be made to either detail records (general ledger) or to accounts payable, so checks can be printed for the benefit amounts.

The Tab key can be used to move between the benefits list to the pay codes list and back. Select a benefit + pay code combination to add, edit, or delete the transfer information for that combination. The up and down arrows can be used to move up and down the lists.

Field Descriptions

Transfer To AP/Transfer To Detail

Select to transfer the benefit amount to accounts payable or detail records (general ledger).

Description The description that will be transferred with the benefit amount. This description will be printed on the check stub and stored in Budget Manager.

Acct The budget account number this benefit amount should be transferred to.

Vend The budget vendor this benefit amount should be transferred to.

Dept The budget department this benefit amount should be transferred to.

Add

Single Entry Enter the budget transfer information for a single benefit – pay code combination. Click Save when finished.

Benefit Code If adding a new benefit code, this routine can assist in adding the benefit code to all

existing pay codes for auto-transfer. The following window will appear:

Add Benefit to Auto-Transfer

Instructions
You are about to create auto-transfer entries for a single benefit. Entries will be made for the benefit, combined with each existing pay code.

The account mask is used to automatically enter the budget acct# for each of the entries. Enter the digits that differ from the pay code (salary) acct#.

For example: A salary acct# 100-512110-000 combined with a mask acct# ###-###220-### produces acct# 100-512220-000. If the acct# formed this way is invalid, the salary acct# will be used instead. Be sure to check all entries when finished.

Options

Benefit to Add: FICA - EMP. SHARE - 7400

Sample Pay Code Acct#: 100-512110-000-000-0

Benefit Code Acct# Mask: ###-#####-###-###-#

Bdgt Vendor for Auto-Transfer: NCS PEARSON INC. - 000020

Bdgt Dept for Auto-Transfer: None - 000000

Transfer to Accounts Payable
 Transfer to Detail Records

Auto-Transfer Description:

Overwrite Existing Auto-Transfer Entries for this Benefit

Add Benefit Close

Select the new benefit code that needs to be added to auto-transfer. Enter the account “mask” that will be applied to the salary budget account number. Note that the “mask” may not be valid for all benefit/pay code combinations and some entries may need to be “edited” after this routine finishes. The account “mask” in this example will replace the salary budget account digits “115” with the benefit budget account digits “220”. In the example shown above, the salary budget account 100-512115-000-000-0 will be changed to 100-512220-000-000-0 for the benefit auto-transfer entry. A salary budget code of 100-515110-000-000-0 would be changed to 100-515220-000-000-0 for the benefit auto-transfer entry. If the budget code formed this way, by using the “mask” is an invalid account the salary budget account number will be used instead.

After this routine finishes, it is a good idea to scroll through all auto-transfer entries for the new benefit code and double-check the budget account numbers.

Pay Code

If adding a new pay code, this routine can assist in adding the pay code to all existing benefit codes. The following window will appear and allow you to select the pay code that has been added (add the pay code in Other Functions – Pay Codes). Select where the benefit amounts are to be transferred, accounts payable or detail records. (Benefits are generally transferred to accounts payable so a check can be printed to the provider of the benefit.) Check “Overwrite existing ...” if there are already some entries for this pay code, but they should be replaced.

Add Pay Code to Auto-Transfer

Instructions
 You are about to create auto-transfer entries for a single pay code. Entries will be made for the pay code, combined with each existing benefit.
 You will be prompted to enter the information for each entry.

Options
 Pay Code to Add: **ABSENCE - SECONDARY - 0045**

Transfer to Accounts Payable
 Transfer to Detail Records
 Overwrite Existing Auto-Transfer Entries for this Pay Code

When “Add” is clicked, the following window will appear, once for each benefit code that will be tied to this pay code for auto-transfer.

Add Pay Code to Auto-Transfer

Pay Code - Benefit
 Pay Code: **ABSENCE - SECONDARY** **0045**
 Benefit Cd: **HEALTH INS BENEFIT** **7100**

Options
 Transfer to Accounts Payable
 Transfer to Detail Records

Bdgt Acct for Auto-Transfer: **100-515240-000-000-0 <> SECONDARY HEALTH INS.**
 Bdgt Vendor for Auto-Transfer: **AMY, DIXIE - 000740**
 Bdgt Dept for Auto-Transfer: **None - 000000**
 Auto-Transfer Description: **BLUE CROSS INS**

The selected pay code and the current benefit code (this window will display once for each existing benefit code) will be displayed at the top, indicating the benefit/pay code combination about to be added to auto-transfer. Select the budget account number, vendor, and dept code to which this benefit amount should be applied. Create a short description for accounts payable or detail records in budget manager. Click Add to add the benefit/pay code or click Skip to skip over this benefit/pay code combination.

Repeat this process for each benefit code, until finished.

Print

Auto-Transfer Rep... — □ ×

Report Type

Auto-Transfer List

Missing Codes List

Range

Beg Benefit Code: 0000

End Benefit Code: 9999

Printer:

HP LaserJet 1200 Series PCL 5

Font: Arial Size: 8

Orientation: Portrait Print to Screen

Tray: Automatically Select Double Sided

Print Close

Two different reports can be printed, a list of auto-transfer information, and a list of benefit + pay code combinations which do not have entries for auto-transfer. If the amounts actually transferred to Budget Manager do not match the total gross pay and/or total benefit amounts, the usual cause is a benefit-pay code pair that does not have any auto-transfer information. The missing codes list will show any benefit-pay code pairs without auto-transfer information.

A beginning and ending benefit code range can be entered.

Transfer

Auto-Xfer to Budg...

What to transfer

- Gross Payroll
- Benefit Totals
- Selected Deductions

Date Range

Beg Date: 10/01/19

End Date: 10/31/19

Options

- Transfer Gross Payroll to Detail Records
- Transfer Gross Payroll to Accts Payable

Budget Date: 10/25/19

Budget Mo-Yr: 10-2019

Sub-Totl Digits: 0

Print Report Only (No Transfer)

Printer: HP LaserJet 1200 Series PCL 5

Font: Arial Narrow Size: 8

Orientation: Portrait Print to screen (One at a time)

Tray: Automatically Select Double Sided

This routine transfers gross payroll, benefit totals, and any deductions flagged for transfer, to Budget Manager. Any combination or all of these amounts can be transferred, by selecting them in the “What to transfer” area at the top of this window. If “Print Report Only” and just one type of transfer is selected, the report can be printed to the screen.

Beg/End Date The transfer amounts will be calculated from pay checks (from pay checks or history) that have been printed within this date range.

Transfer Gross Payroll to Detail Records or Accounts Payable

The payroll totals can be transferred to Budget Detail Records or Budget Accounts Payable. If transferred to accounts payable, a check will be printed for the total.

Budget Date The date to be used when transferred to Budget.

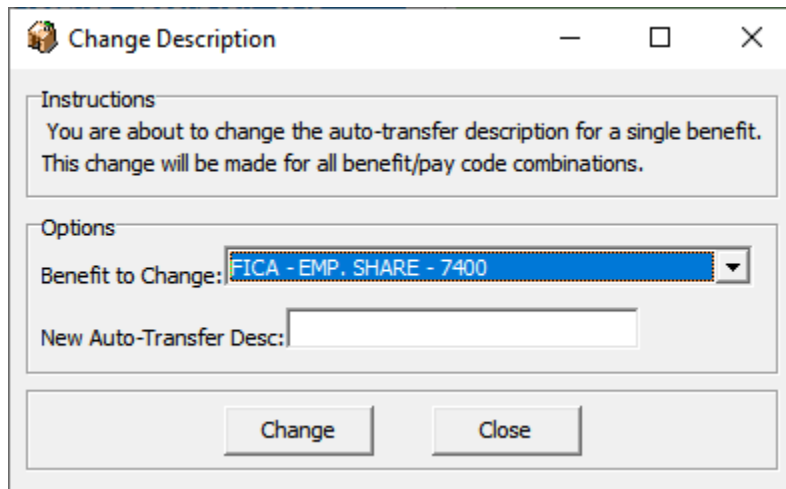
Budget Mo-Yr The mo-yr to be used when transferred to Budget.

Sub-Totl Digits The report will print sub-totals when the budget account number changes within the number of digits entered here.

Print Report Only (No Transfer)

The amounts and totals that will be transferred can be printed without actually transferring anything. This can be run to check the amounts for accuracy.

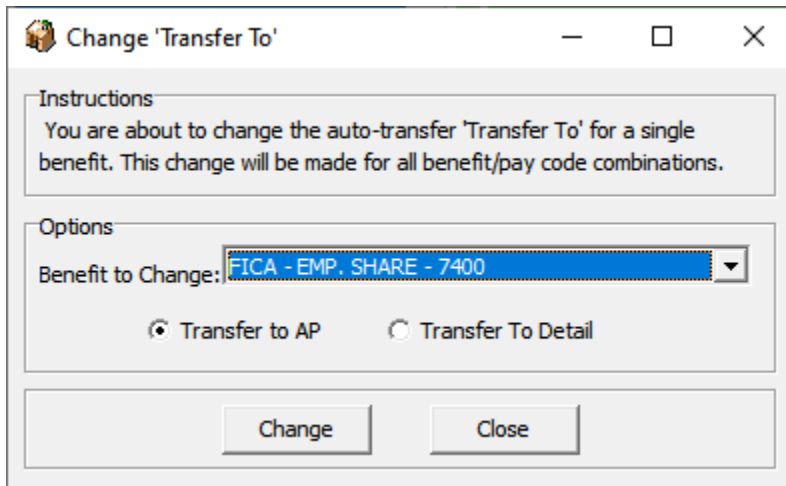
Edit Descriptions



The 'Change Description' dialog box features a title bar with a globe icon, a minus sign, a maximize button, and a close button. It contains an 'Instructions' section with the text: 'You are about to change the auto-transfer description for a single benefit. This change will be made for all benefit/pay code combinations.' Below this is an 'Options' section with a 'Benefit to Change:' dropdown menu showing 'FICA - EMP. SHARE - 7400' and a 'New Auto-Transfer Desc:' text input field. At the bottom are 'Change' and 'Close' buttons.

This function allows changing the description for all of the auto-transfer entries for a single benefit code. Select the benefit code to be changed and the new description for each auto-transfer entry for this benefit code. The descriptions are how the benefit is recognized once it has been transferred to Budget Manager.

Edit Transfer To



The 'Change Transfer To' dialog box features a title bar with a globe icon, a minus sign, a maximize button, and a close button. It contains an 'Instructions' section with the text: 'You are about to change the auto-transfer 'Transfer To' for a single benefit. This change will be made for all benefit/pay code combinations.' Below this is an 'Options' section with a 'Benefit to Change:' dropdown menu showing 'FICA - EMP. SHARE - 7400' and two radio buttons: 'Transfer to AP' (selected) and 'Transfer To Detail'. At the bottom are 'Change' and 'Close' buttons.

This routine will change the 'transfer to' option for all entries for the benefit selected. This allows automatically changing where the benefit amounts will be transferred to, AP (accounts payable) or Detail (Records-Journal Entry).

Pay Codes

Pay Codes

Add Edit Delete Print Main Menu Help

ABSENCE - SECONDARY

Code: 0045 Desc: ABSENCE - SECONDARY

Bdgt Acct: 100-515110-000-000-0 <> SECONDARY TEACHER SALARIES

Bdgt Vend: ***JOURNAL ENTRIES**** - 000040

Bdgt Dept: None - 000000

(Enter the acct #, vendor #, and dept # to which this salary amount should be applied)

Save Cancel Exit

ABSENCE - SECONDARY - 0045
ADMINISTRATION - 0090
ADMINISTRATION PAY FOR PERF. - 0095
BUILDING CARE - 1100
CHARTER GRANT - 0800
CLASSIFIED STAFF - ELEMENTARY - 0020
CLASSIFIED STAFF - SECONDARY - 0050
ELEMENTARY ABSENCE - 0015
ELEMENTARY LEADERSHIP PREMIUM - 0025
ELEMENTARY TEACHER - 0010
FOOD SERVICE - 0900
FOOD SERVICE - 1000
IDEA PART B - 0500
MEDIA - 0080
PROFESSIONAL DEVELOPMENT - 0065
SCHOOL ACTIVITIES - 0070
SECONDARY LEADERSHIP PREMIUM - 0055
SECONDARY TEACHER - 0040
SECONDARY TEACHER SUPPLEMENTL - 0043
SECRETARY/CLERK - 0100
SPECIAL ED - ADMINISTRATION - 1220
SPECIAL ED INSTRUCTIONAL - 1210
SUBSTANCE ABUSE - 0300
SUBSTITUTE TEACHER - 0030
SUBSTITUTE TEACHER - 0060
TEACHER IMPROVEMENT - 0700
TECHNOLOGY - CERTIFIED - 0110
TECHNOLOGY - CLASSIFIED - 0111
TECHNOLOGY GRANT - 0200
TITLE I - 0400
TITLE VI - 0600

Pay Codes are used to determine what budget account employees will be paid from. When the auto-transfer is performed, the budget account number, vendor number, and department code come from this window. Pay Codes must be set up before employees can be paid.

Field Descriptions

Code	A four digit number used to uniquely identify the pay type.
Desc	The description of the pay type.
Bdgt Acct	The budget account number that this salary will be credited to when the auto-transfer is performed.
Bdgt Vend	The budget vendor that this salary should be tied to when the auto-transfer is performed. Often, a special vendor such as "Payroll Transfer" will be created for this transfer.
Bdgt Dept	The budget department code that this salary should be tied to when the auto-transfer is performed. This can also be 'none', if department codes are not used.

Deduction Codes

The screenshot shows a software window titled "Deduction Codes" with a menu bar (Add, Edit, Delete, Print, Main Menu, Help) and a toolbar. The main area is split into a list on the left and a form on the right. The list on the left shows a selection of deduction codes, with "BLUE CROSS DEPENDENT PREM. - 9920" highlighted. The form on the right is for editing this code.

Code: 9920 **Desc:** BLUE CROSS DEPENDENT PREM.

Deduction Type: Fixed Amt

Before/After Taxes: Before FICA/MDCR & Inc Tax Dedu

W2 Code: Section 125 Plan

Combine With Ded: None

Dependent Care Apply to bonus ck ACA Health Insurance

Print Check

Provider Name: BLUE CROSS OF IDAHO

Address 1: PO BOX 6948

Address 2: BOISE, ID 83707-0948

Address 3:

Send to Budget (Select acct#, vendor #, and dept# to which deduction amt should be applied)

Transfer to Detail Transfer to AP

Bdgt Acct:

Contra Acct:

Bdgt Vend:

Bdgt Dept:

ACA Offer Code: None

ACA Low Cost	Req Mo	End Mo	Type
0.00	1	12	None
0.00	1	12	None

Buttons: Save, Cancel, Exit

Deduction codes are used to withhold amounts from employees' paychecks. The deduction type determines how the deduction is to be handled. Deductions can be taken either before or after income taxes or before or after FICA and Medicare taxes. A "W2 Code" type can be specified to indicate how the deduction amount is to be reported on the employees' W2. This deduction can be combined with another deduction so that only one check is printed for them both. A check can be printed or the deduction amount can be transferred to Budget Manager, or neither.

If a check is to be printed for the deduction, the name and address to print on the deduction check is specified here.

If the deduction amount is to be transferred to Budget Manager, when the auto-transfer is performed, the budget account numbers vendor number, and department code come from this window.

Field Descriptions

- Code** A four digit number used to uniquely identify the deduction.
- Desc** The description of the deduction.

Deduction Type Identify the type of deduction.

Before/After Taxes

Specifies whether this deduction should be taken either before or after Federal and State income taxes. It may also be taken either before or after FICA and Medicare taxes.

W2 Code Determines how the deduction is to be reported on employees' W2s.

Combine With Deduction

This deduction can be combined with another deduction. Select the other deduction from this field.

Dependent Care Check this box if the deduction should be reported as dependent care on the W2s.

Apply to Bonus Check

Check this box if this deduction is to be taken when "bonus" pay checks are created.

ACA Health Insurance

Check this box to indicate that the deduction is for medical insurance that must be reported as part of the affordable care act (ACA).

Rate Table

Deductions that are a percentage of pay can be taken on a graduated basis, or can be taken up to a specific maximum amount of pay by specifying the amount of pay. Enter the maximum amount of pay and the rate that corresponds with that amount. For example, suppose the first \$20,000.00 of an employee's pay is to have a deduction of 1%, but over \$20,000.01 the deduction is to be 0.5%. Enter the first maximum amount as \$20,000.00 and the first rate as 1.00. Enter the second maximum amount as \$999,999.99 and the second rate as 0.50.

Print Check

Check this box if a check is to be printed to the provider of this deduction. If this box is checked the "Send to Budget" checkbox cannot be checked at the same time.

Provider Name The name to print on the deduction check.

Address 1-3 The address to print on the deduction check.

Send To Budget Check this box if the amount for this deduction is to be transferred to Budget Manager. (See the Auto-Transfer section of this manual.) If this box is checked, the "Print Check" box cannot be checked at the same time.

Bdgt Acct The budget account number that this deduction amount will be credited to when the auto-transfer is performed.

Contra Acct The budget contra-account number that this deduction amount will be debited to when the auto-transfer is performed.

Bdgt Vend The budget vendor that this deduction amount should be tied to when the auto-transfer is performed.

Bdgt Dept The budget department code that this deduction amount should be tied to when the auto-transfer is performed.

Transfer to Detail/AP

The deduction amount can be transferred to detail records (general ledger), or to accounts payable, so a check can be printed for the total amount.

ACA Offer Code What type of coverage is offered. This will usually be "1A".

ACA Low Cost Lowest cost of employee only coverage.

Beg Mo Beginning month of coverage.

End Mo Ending month of coverage.

Type Fully-insured or self-insured.

There are two of each of these fields so that if the cost or type of coverage changed during the year, you can specify the months when each type of coverage was provided under this deduction code.

Benefit Codes

Benefit Codes

Code: 7400 Desc: FICA - EMP. SHARE

Type: %-Employers Share FICA

Rate Table for % Benefits

	Max Pay	Rate (%)
1.	113700.00	6.2000
2.	999999.00	0.0000
3.	0.00	0.0000

Bdgt Vend: BOISE APPLIANCE & - 001920
(Enter the vendor that provides this benefit)

ACA Health Insurance

ACA Offer Codes: None

Req Mo	End Mo	Type
1	12	None
1	12	None

Buttons: Save, Cancel, Exit

Benefit codes are used for employer provided benefits. The benefit type determines how the benefit is to be calculated. Benefit amounts are transferred to Budget Manager. (See the Auto-Transfer section of this manual.)

Field Descriptions

Code A four digit number used to uniquely identify the benefit.

Desc The description of the benefit.

Deduction Type Identify the type of benefit, so it can be calculated correctly.

Apply to Bonus Check

Check this box if the benefit is to be paid when “bonus” paychecks are created.

Apply to limited benefit pay

This report prints a list of benefit codes, descriptions, etc. The list can be in code number or description (alphabetical) order. This report can be printed to the screen.

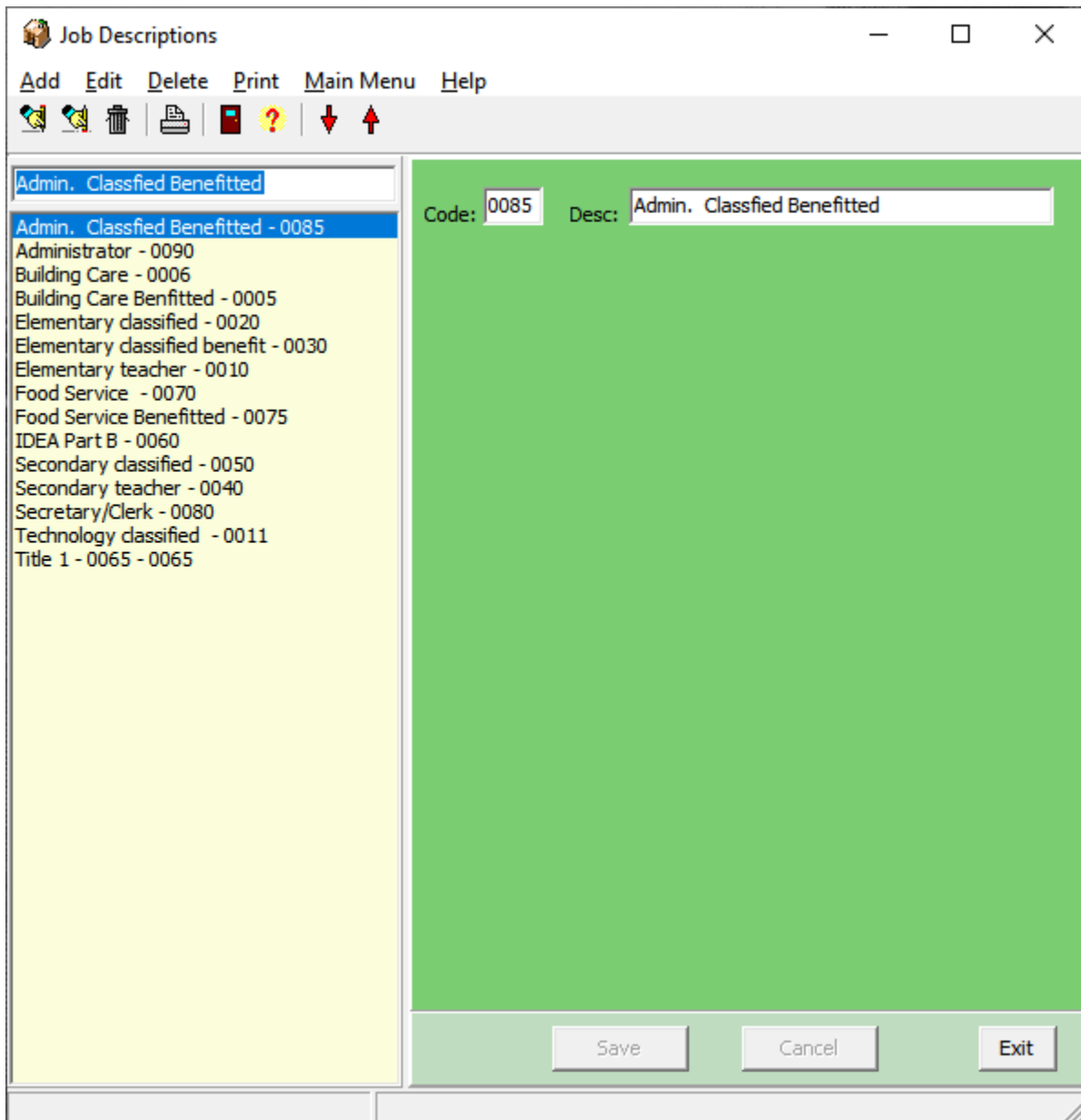
Beg/End Code The beginning and ending benefit codes to be printed.

Beg/End Desc The beginning and ending benefit code description to be printed. These fields are only available when printing in description (alphabetical) order.

Print Max Pay/Rates

 Include the maximum pay/rates table as part of the report.

Job Descriptions



Job descriptions are mainly used to print teachers contracts. Each employee can have up to eight job descriptions. These can be exported to a "mail-merge" file, along with other pertinent information for the employee, to print the employee's contract.

The job descriptions are very simple, they consist of a unique, four digit code and a description.

A list of job descriptions can be printed to a printer or the screen.

Extra Pay (Special Assignments)

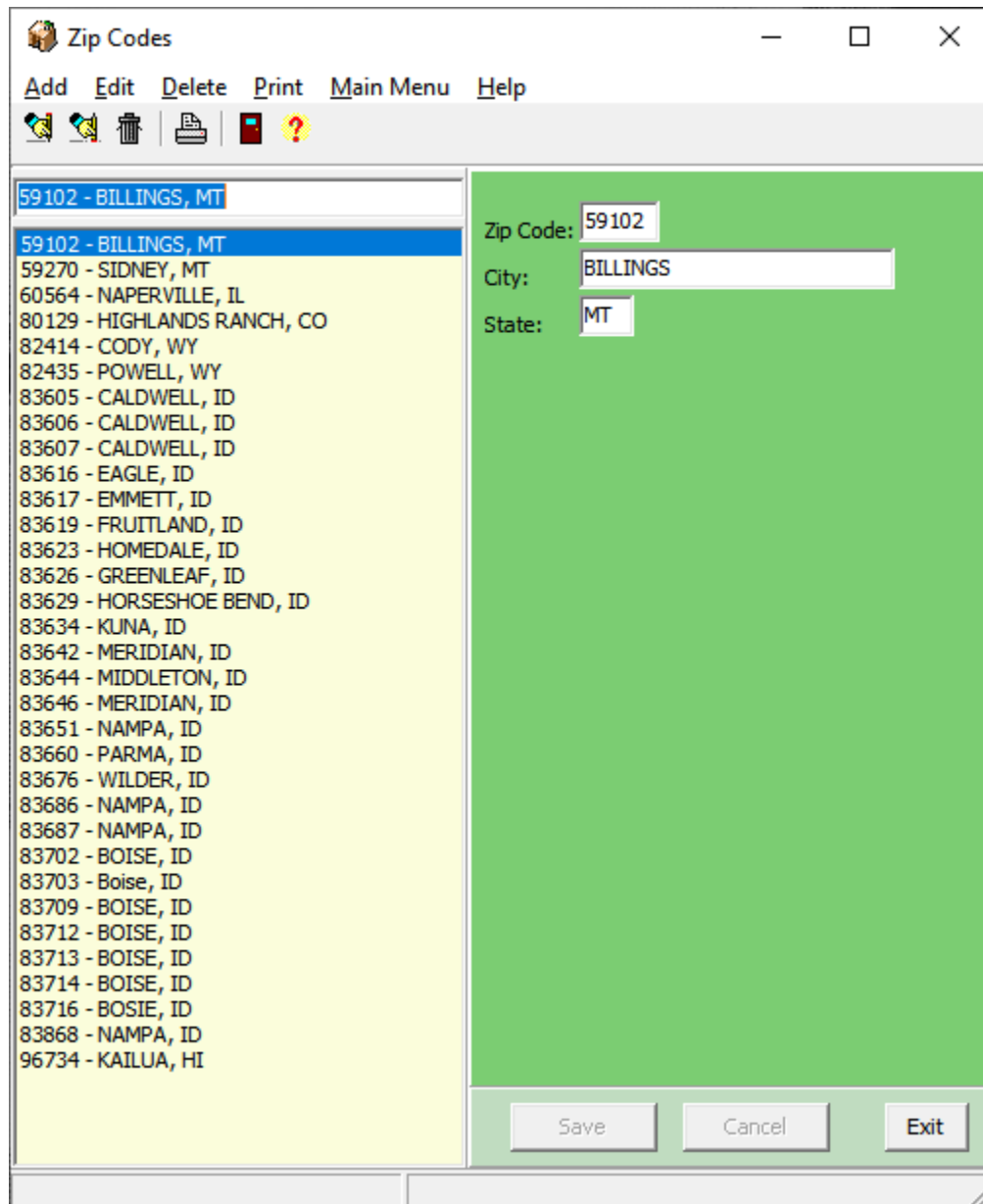
The screenshot shows the 'Extra Pay' application window. The title bar reads 'Extra Pay'. The menu bar contains 'Add', 'Edit', 'Delete', 'Print', 'Main Menu', and 'Help'. The toolbar includes icons for adding, editing, deleting, printing, and navigating. The main area is split into a list on the left and a form on the right. The list shows 'Professional Dev. Stipend' selected, with 'Professional Dev. Stipend - 0001' and 'SDE ETL PROJECT GRANT - 0002' below it. The form on the right has 'Code: 0001' and 'Desc: Professional Dev. Stipend'. Below that is 'Amount: 0.00' and a 'Fixed' checkbox which is unchecked. At the bottom are 'Save', 'Cancel', and 'Exit' buttons.

Extra Pay (special assignments) are mainly used to print teachers contracts, and to automatically enter pay line amounts for employees. The salary projections routine can use extra pay amounts to predict future costs to the school. Each employee can have up to six extra pay lines. These can be exported to a “mail-merge” file, along with other pertinent information for the employee, to print the employee's contract.

The extra pay codes are very simple, they consist of a unique, four digit code, a description, an amount, and a fixed/variable flag. Fixed means that the amount entered here is to be used for all employee with this extra pay. Variable (Fixed not checked) means that each employee may have a different amount for this extra pay.

A list of extra pay items can be printed to a printer or the screen.

Zip Codes

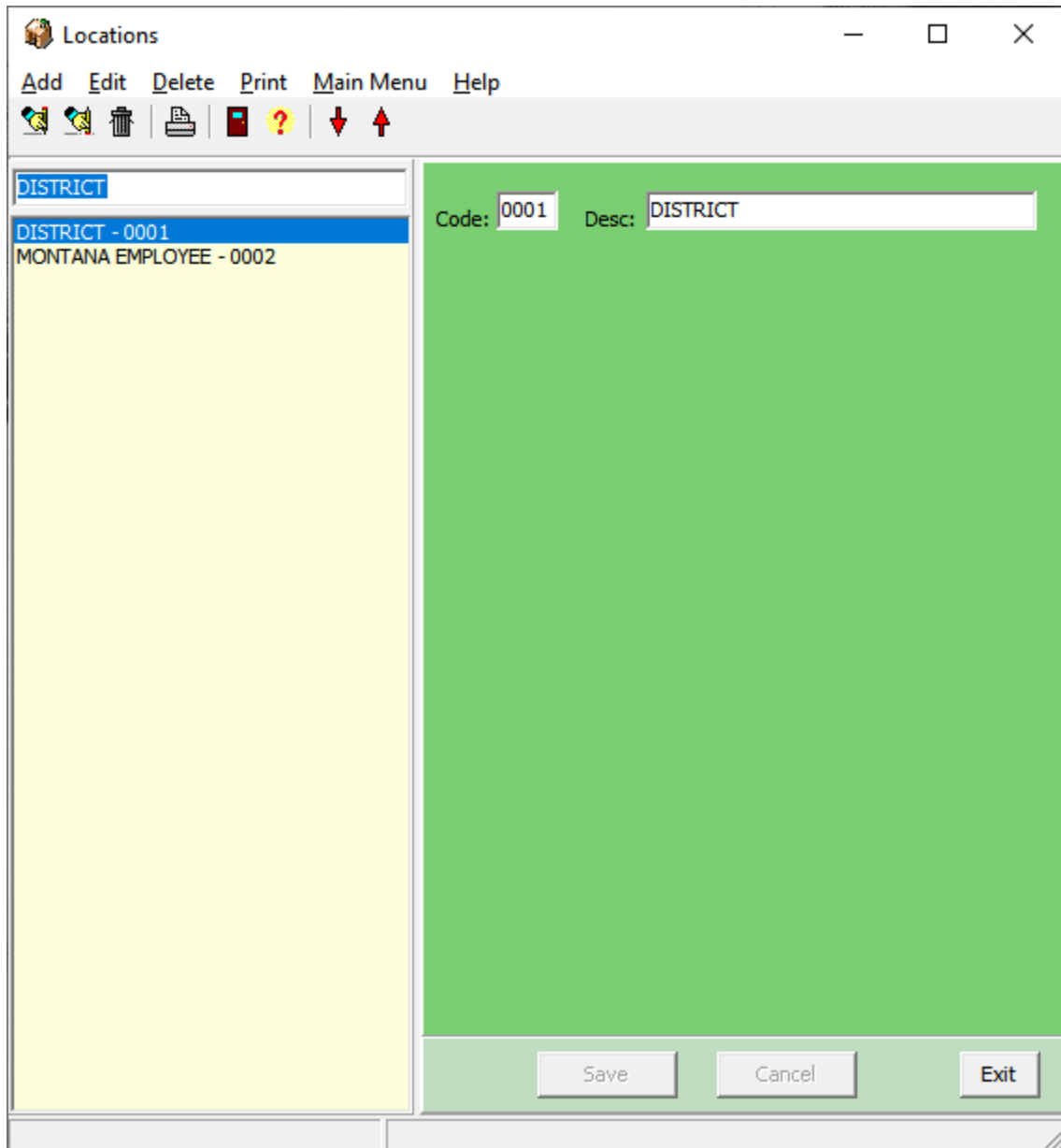


The zip codes are entered in this separate window so that when working with employees, only the zip code needs to be entered. The city and state do not need to be retyped for each employee, they will be found automatically from the zip code.

Zip codes are very simple. They consist of the five digit zip code, the city, and the state.

A list of zip codes can be printed to the screen or printer.

Location Codes



Location codes are generally used to separate employees into groups. Pay checks can be printed in location-payroll number order, so they are separated into building locations. The location codes can also be used for grouping employees in other ways, besides location.

Location codes are very simple. They consist of a unique code and a description.

Location codes can be printed to the screen or a printer.

Deduction Checks

Deduction Checks

Edit Delete Void Main Menu Help

BLUE CROSS DEPENDENT PREM.

BLUE CROSS DEPENDENT PREM. - 9920
CANCER AFA - AFTER TAX - 9935
CHILD SUPPORT SERVICES - 5600
DISABILITY LTD/AFA AFTER TAX - 9560
HEALTH FSA ADMIN FEE - 9955
MONTANA STATE WITHHOLDING - 5655
PERSI CHOICE - 9550
PERSI RETIREMENT - 9500
SECTION 125 ACCIDENT AFA - 9940
SECTION 125 CANCER AFA - 9930
SECTON 125 HEALTH FSA - 9950
VALIC - 5210

Desc: BLUE CROSS DEPENDENT PREM. Code: 9920

Date: 10/24/19
Check#: 016813
Amount: 5207.70

(Pg Down = Next check - Pg Up = Prev check)

Save Cancel

Check#: 016813 Exit

Deductions checks are printed from the Pay Checks - Print window. This window is used to edit, delete, or void deduction checks that have been printed from the Pay Checks - Print window. A list of deduction checks can be printed from the Reports – Check Register window.

Salary Schedules/Projections

Step/Col	Col: 1	Col: 2	Col: 3	Col: 4	Col: 5
Step: 0	31750.00	31750.00	31750.00	31750.00	31750.00
Step: 1	31750.00	31750.00	31750.00	31750.00	31750.00
Step: 2	31750.00	31750.00	31750.00	31750.00	31997.00
Step: 3	31750.00	31750.00	31750.00	31997.00	33277.00
Step: 4	31750.00	31750.00	31997.00	33277.00	34608.00
Step: 5	31750.00	31997.00	33277.00	34608.00	35992.00
Step: 6	31997.00	33277.00	34608.00	35992.00	37432.00
Step: 7	33277.00	34608.00	35992.00	37432.00	38929.00
Step: 8	34608.00	35992.00	37432.00	38929.00	40486.00
Step: 9	35992.00	37432.00	38929.00	40486.00	42106.00
Step: 10	37432.00	38929.00	40486.00	42106.00	43790.00
Step: 11	38929.00	40486.00	42106.00	43790.00	45542.00
Step: 12	40486.00	42106.00	43790.00	45542.00	47363.00
Step: 13	42106.00	43790.00	45542.00	47363.00	49257.00

This routine is used to automatically or manually build salary schedules, project salary costs, automatically increment employees salary schedule step, automatically set employees base salary amounts for printing contracts, and automatically change employees pay to begin a new contract year. Up to 99 different salary schedules can exist at one time.

The salary schedule displayed initially is the last (by number) salary schedule found in the payroll folder. If there are no salary schedules, this window will initially be filled with zero amounts.

Select Schedule Select the salary schedule number to display in the window. Most menu selections work with the currently displayed salary schedule. The selection is made from a drop-down list of all salary schedules available.

Create Schedule Create a new salary schedule. The following window appears:

Field Descriptions

- Source** Auto-Generated creates the salary schedule automatically from information entered in this window. All amounts will be calculated from the given values.
 Manual creates an empty salary schedule where amounts can be added using an “edit” after it has been created.
 From Text File creates the salary schedule from a text file. The file must contain only the amounts for the steps and columns, with no column or step labels. The amounts should be separated by a tab character. Any unused steps should have zeros entered in them.
- Sal Sch#** The number of the salary schedule to create (01 – 99). If a salary schedule with this number already exists, a warning will be displayed.
- Columns** The number of columns in the salary schedule that is being created. A maximum of 12 columns can be selected.
- Steps in column** Enter the number of steps in each column.
- Class (col-across)**
 Select either an additive or progressive method, and the percentage increase or amount of increase from one column to the next. An additive schedule bases the percentage increase in all columns on the base salary. A progressive schedule bases the percentage increase in each column on the previous columns value. A progressive schedule will increase more quickly than an additive schedule.
- Step (down)** Select either an additive or progressive method, and the percentage increase or amount of increase from one step to the next. An additive schedule bases the percentage increase

in all steps on the base salary. A progressive schedule bases the percentage increase in each step on the previous steps value. A progressive schedule will increase more quickly than an additive schedule.

Base Salary The base (step 0, column 0) salary for the schedule.

Round to nearest dollar

Round all values in the salary schedule to the nearest dollar. If this box is not checked, all values will be rounded to the nearest penny.

Edit Schedule Edit the amounts of the currently displayed salary schedule.

Delete Schedule Delete the salary schedule on the screen.

Print

The screenshot shows a dialog box titled "Print Salary Sched...". It contains several sections for configuring the print job. The "Report" section has two radio buttons: "Salary Schedule:" (selected) and "Employee Col/Step". The "Print Order" section has three radio buttons: "By Col and Step" (selected), "Name", and "Loc-Pyrl#". The "Options" section includes a "Salary Sch:" dropdown menu with "01" selected, and four empty "Job Codes" input boxes. The "Printer:" section features a printer selection dropdown (HP LaserJet 1200 Series PCL 5), "Font:" (Arial) and "Size:" (10) dropdowns, "Orientation:" (Portrait) dropdown with a "Set" button, and a "Print to Screen" checkbox. The "Tray:" section includes a tray selection dropdown (Automatically Select) and a "Double Sided" checkbox. At the bottom are "Print" and "Close" buttons.

Two reports are available for printing, a salary schedule, or a list of employees with their current salary schedule column and step information.

If the salary schedule option is chosen, the salary schedule number can be selected. The default will be the salary schedule currently displayed to the screen. This report can not be printed to the screen.

If the employee salary schedule column and step report is selected, the print order and job codes areas become available. If the job codes are all left blank, all employees will be included. If any job codes are entered, only employees with matching job codes will be included. This report can be printed to the screen.

Salary Projections

This routine is used to project salary costs to the school. The following window will appear:

The salaries of employees are projected by job code. Each job code can have its own salary schedule, percentage increase, and/or fixed amount increase. Up to four different job codes can be projected at one time. It isn't usually done, but the possible increase types, salary schedules, percentage increase, and fixed amount increase, can be used in any combination. If the new salary is to be multiplied by the employee full time equivalent (FTE), go to Options – General, and check “Use FTE in salary projections”. This report can be printed to the screen.

Field Descriptions

- Job Code Enter the job code for the desired group of employees.
- Salary Sch The salary schedule number for this group of employees. Select one of the available salary schedule numbers or “None” if this group of employees is not paid from a salary schedule.
- % Increase The percentage increase for this group of employees. This value is usually left at 0.000 if a salary schedule is being used.
- Amt Increase The fixed amount of increase for this group of employees. This value is usually left at 0.00 if a salary schedule is being used.

Increment Employee Step

Increment the employees' salary schedule step before retrieving his/her salary from the selected salary schedule (if any). This does not permanently change the employees' salary schedule step. The salary schedule step will not be incremented if the employee is in the last step of the corresponding column.

Use Pay Amt What amount should be used as the employees' current pay, the base salary, or all contract salary amounts. The current pay is used to compare with the new salary from the salary schedule.

Disperse By This option allows the current and new salary amounts to be printed as a combined amount by the first pay line or separated by all pay lines that have contract amounts.

Sort By The salary projection report will be printed in this order, with sub-totals. This makes it possible to see the total current and new salaries by budget account number, pay code, or location-payroll number.

Bdgt Acct Sort Digits

Which digits in the budget account number should be used for sorting the salary projection report. This allows sorting by fund, by object code, etc.

Change Step Increment or decrement employees salary schedule step. This routine is used to automatically increment employees step on the salary schedule. If "Save New Step" is checked, the new step will be saved, but can be reversed by decrementing the step. Note that the step increment will not occur if the new step will be past the last step in the salary schedule column. Note that the step decrement will not occur if the new step will be less than 0 or 1 depending on the beginning step set in Options – General.

The following window will be displayed:

The step can be incremented (increased by one) or decremented (decreased by one). If "Save New Step" is checked, the new step will be saved in the employee's record. Employees with up to four different job codes

can be changed all at once. A salary schedule must be included with each job code, so the step won't be incremented past the last step in the salary schedule column. A report showing the new salary schedule step will be printed. If there were any problems found during the increment or decrement, a warning will be printed in the last column of the report. This report can be printed to the screen.

Store Contract/Salary

This routine is used to move new salary amounts to the employees' "Base Salary", "Contract Amount", and/or pay line amount. It is advisable to make a backup of payroll data files before performing these operations. The following window will appear:

Field Descriptions

Amount to Store All of these options are performed by job code. There are four options:

Store New Salary Amt as Employee Base Salary - This is usually the starting point to automatically change employees' salaries. This option moves the new salary amounts to the employee's "Base Salary". The base salary can then be printed on a contract and/or moved to contract or pay line amounts. The amount moved to the base salary is the same as the new (or "projected") salary. The new salary amount can come from a salary schedule, a percentage increase from the current salary, a fixed amount increase from the current salary, or any combination of the three.

Store Employee Base Salary as Contract Amt – This option will move the employees' base salary amount to a pay line's contract amount. This will become the new contract amount for this employee. The pay line can be specified, and extra-pay amounts can be added to the base salary to become the contract amount. The beginning contract date and number of contract months are also specified.

Store Partial Contract Amt as Pay Rate – Divide the contract amount by either the number of contract months or a divisor entered below, to the pay rate of one of the pay lines.

Store Partial Base Salary Amt as Pay Rate – Divide the base salary amount by the given value and store as the pay rate on one of the pay lines.

Base Salary as Contract

These options are used when storing the base salary as a pay line contract amount. The pay line # specifies which contract amount to store. Add extra-pay amounts to contract will add the base salary and any extra-pay amounts together, then store the sum to the contract amount line selected. Contract begin date specifies the date that the contract amount begins. Contract months specifies the length of the contract.

Partial Contract or Base Salary Amt as Pay Rate

These options are used when storing a part of the base salary or contract amount as a pay line rate amount. The pay line # specifies which line to store and/or which contract amount to use. Subtract contract paid amount indicates that the amount of the contract already paid should be subtracted from the contract amount before it is used to generate the pay line rate amount. This is generally used when salary negotiations have not been completed until after the contract begin date. The divide contract amount by contract months option can be used when storing a partial contract amount to the pay line rate amount. It is the default, but can be unchecked and a fixed divisor entered. The divide contract or base salary amount by this value before storing it as the pay rate on the selected pay line.

Employee Groups

All of the above actions are performed by the user defined job code assigned to each employee. The employee groups allow up to four different job codes to be effected at the same time. The salary schedule, percentage increase, and amount increase are only enabled when a job code is entered and when the "Store New Salary Amt as Employee Salary" option is selected. Usually these values will be the same as those used when "projecting salary increases".

Salary Ladder/Projections

Step/Col	Curr Base	Prop Base
Step: 0	36400.00	39550.00
Step: 1	36600.00	39800.00
Step: 2	36800.00	42500.00
Step: 3	37400.00	42953.00
Step: 4	39328.00	43409.00
Step: 5	41537.00	46915.00
Step: 6	43430.00	48978.00
Step: 7	45503.00	49950.00
Step: 8	47610.00	51000.00
Step: 9	49466.00	51750.00
Step: 10	49830.00	52500.00
Step: 11	49912.00	53250.00
Step: 12	51786.00	54000.00
Step: 13	52170.00	54750.00
Step: 14	54065.00	55500.00
Step: 15	54470.00	57475.00
Step: 16	56622.00	57475.00

Buttons: Save, Cancel, Exit

Sal Ldr # = 01

This routine is used to automatically or manually build salary ladders, project salary costs, automatically set employees base salary amounts for printing contracts, and automatically change employees' pay to begin a new contract year. Up to 99 different salary ladders can exist at one time.

The salary ladder displayed initially is the last (by number) salary ladder found in the payroll folder. If there are no salary ladders, this window will initially be filled with zero amounts.

Select Ladder Select the salary ladder number to display in the window. Most menu selections work with the currently displayed salary ladder. The selection is made from a drop-down list of all salary ladders available.

Create Ladder Create a new salary ladder. The following window appears:

Create Salary Ladder

Source:

- Manual
- From Text File

Text Filename (.txt):

Options:

Salary Ladder #: 01

Steps: 17

Buttons: Create, Cancel

Field Descriptions

Source	Manual creates an empty salary ladder where amounts can be added using an “edit” after it has been created. From Text File creates the salary ladder from a text file. The file must contain only the amounts for the steps and columns, with no column or step labels. The amounts should be separated by a tab character.
Sal Ladder#	The number of the salary ladder to create (01 – 99). If a salary ladder with this number already exists, a warning will be displayed.
Steps	Enter the number of steps in the two columns.
Edit Ladder	Edit the amounts of the currently displayed salary ladder.
Delete Ladder	Delete the salary ladder on the screen.
Print	

The screenshot shows a dialog box titled "Print Salary Ladder". It has a standard Windows window header with minimize, maximize, and close buttons. The dialog is divided into several sections:

- Report:** Two radio buttons. "Salary Ladder" is selected, and "Employee Salaries" is unselected.
- Print Order:** Three radio buttons. "By Step" is selected, "Name" is unselected, and "Loc-Pyrl#" is unselected.
- Options:** A "Salary Ladder:" dropdown menu is set to "01". Below it are four "Job Codes:" input fields, all of which are empty.
- Printer:** A dropdown menu showing "HP LaserJet 1200 Series PCL 5".
- Font:** A dropdown menu showing "Arial".
- Size:** A dropdown menu showing "10".
- Orientation:** A dropdown menu showing "Portrait", a "Set" button, and a "Print to Screen" checkbox which is unselected.
- Tray:** A dropdown menu showing "Automatically Select" and a "Double Sided" checkbox which is unselected.

At the bottom of the dialog are two buttons: "Print" and "Close".

Two reports are available for printing, a salary ladder, or a list of employees with their current salary ladder step and base salary amounts information.

If the salary ladder option is chosen, the salary ladder number can be selected. The default will be the salary ladder currently displayed to the screen. This report can not be printed to the screen.

If the employee salaries report is selected, the print order and job codes areas become available. If the job codes are all left blank, all employees will be included. If any job codes are entered, only employees with matching job codes will be included. This report can be printed to the screen.

Salary Projections

This routine is used to project salary costs to the school. The following window will appear:

The salaries of employees are projected by job code. Each job code can have its own salary ladder, percentage increase, and/or fixed amount increase. Up to four different job codes can be projected at one time. It isn't usually done, but the possible increase types, salary ladder, percentage increase, and fixed amount increase, can be used in any combination. If the new salary is to be multiplied by the employee full time equivalent (FTE), go to Options – General, and check “Use FTE in salary projections”. This report can be printed to the screen.

Field Descriptions

- Job Code** Enter the job code for the desired group of employees.
- Salary Ladder** The salary ladder number for this group of employees. Select one of the available salary ladder numbers or “None” if this group of employees is not paid from a salary ladder.
- % Increase** The percentage increase for this group of employees. This value is usually left at 0.000 if a salary ladder is being used.
- Amt Increase** The fixed amount of increase for this group of employees. This value is usually left at 0.00 if a salary ladder is being used.

Increment Employee Step

Increment the employees' salary ladder step before retrieving his/her salary from the selected salary ladder (if any). This does not permanently change the employees' salary

ladder step. The salary ladder step will not be incremented if the employee is in the last step of the column.

Use Pay Amt What amount should be used as the employees' current pay, the base salary, or all contract salary amounts. The current pay is used to compare with the new salary from the salary ladder.

Disperse By This option allows the current and new salary amounts to be printed as a combined amount by the first pay line or separated by all pay lines that have contract amounts.

Sort By The salary projection report will be printed in this order, with sub-totals. This makes it possible to see total current and new salaries by budget account number, pay code, or location-payroll number.

Bdgt Acct Sort Digits

Which digits in the budget account number should be used for sorting the salary projection report. This allows sorting by fund, by object code, etc.

Store Contract/Salary

This routine is used to move new salary amounts to the employees' "Base Salary", "Contract Amount", and/or pay line amount. It is advisable to make a backup of payroll data files before performing these operations. The following window will appear:

Store Salary/Contract Amts

Amount to Store

- Store New Salary Amt as Employee Base Salary
- Store Employee Base Salary as Contract Amt
- Store Partial Contract Amt as Pay Rate
- Store Partial Base Salary Amt as Pay Rate

Base Salary as Contract

Store To Pay Line#: 1

Add Extra-Pay Amounts to Contract

Contract Beg Date: 11/04/19

Contract Months: 12

Partial Contract or Base Salary Amt as Pay Rate

Store To Pay Line#: 1

Subtract Contract Paid Amt

Divide Contract Amt by Contract Months

Divide Contract or Base Salary Amt By: 12

Printer:

HP LaserJet 1200 Series PCL 5

Font: Arial Size: 9

Orientation: Portrait Don't Print

Tray: Automatically Select Double Sided

Employee Group #1

Job Code: []

Salary Ladder: 01

% Increase: 0.000

Amt Increase: 0.00

Employee Group #2

Job Code: []

Salary Ladder: None

% Increase: 0.000

Amt Increase: 0.00

Employee Group #3

Job Code: []

Salary Ladder: None

% Increase: 0.000

Amt Increase: 0.00

Employee Group #4

Job Code: []

Salary Ladder: None

% Increase: 0.000

Amt Increase: 0.00

Store Base Salary Close

Field Descriptions

Amount to Store All of these options are performed by job code. There are four options:

Store New Salary Amt as Employee Base Salary - This is usually the starting point to automatically change employees' salaries. This option moves the new salary amounts to the employee's "Base Salary". The base salary can then be printed on a contract and/or moved to contract or pay line amounts. The amount moved to the base salary is the same as the new (or "projected") salary. The new salary amount can come from a salary ladder, a percentage increase from the current salary, a fixed amount increase from the current salary, or any combination of the three.

Store Employee Base Salary as Contract Amt – This option will move the employees' base salary amount to a pay line's contract amount. This will become the new contract amount for this employee. The pay line can be specified, and extra-pay amounts can be added to the base salary to become the contract amount. The beginning contract date and number of contract months are also specified.

Store Partial Contract Amt as Pay Rate – Divide the contract amount by either the number of contract months or a divisor entered below, to the pay rate of one of the pay lines.

Store Partial Base Salary Amt as Pay Rate – Divide the base salary amount by the given value and store as the pay rate on one of the pay lines.

Base Salary as Contract

These options are used when storing the base salary as a pay line contract amount. The pay line # specifies which contract amount to store. Add extra-pay amounts to contract will add the base salary and any extra-pay amounts together, then store the sum to the contract amount line selected. Contract begin date specifies the date that the contract amount begins. Contract months specifies the length of the contract.

Partial Contract or Base Salary Amt as Pay Rate

These options are used when storing a part of the base salary or contract amount as a pay line rate amount. The pay line # specifies which line to store and/or which contract amount to use. Subtract contract paid amount indicates that the amount of the contract already paid should be subtracted from the contract amount before it is used to generate the pay line rate amount. This is generally used when salary negotiations have not been completed until after the contract beginning date. The divide contract amount by contract months option can be used when storing a partial contract amount to the pay line rate amount. It is the default, but can be unchecked and a fixed divisor entered. The divide contract or base salary amount by this value before storing it as the pay rate on the selected pay line.

Employee Groups

All of the above actions are performed by the user defined job code assigned to each employee. The employee groups allow up to four different job codes to be effected at the same time. The salary ladder, percentage increase, and amount increase are only enabled when a job code is entered and when the "Store New Salary Amt as Employee Salary" option is selected. Usually these values will be the same as those used when "projecting salary increases".

Print W2 Forms

Print W2s

Forms or Electronic

- Print Alignment Form
- Print W2 Forms
- Print W3 Form
- Create Electronic Report File
- Create csv W2 File

Options

Print in SSN Order (vs name order)

Print Totals

Report Yr: Rprt State:

State ID#:
(Last, first)

Beg Name:

End Name:

Beg Loc: Beg Date:

End Loc: End Date:

Soc Sec #: (use to print a single W2)

Electronic Report Path-Filename:

Printer:

Font: Size:

Orientation:

Tray:

This routine is used to print W2/W3 forms and/or to create the electronic W2 report file. Two different types of W2 forms are currently supported, 2-up, and 4-up (horizontal). The 2-up forms are generally used to send to the Federal and State government. The 4-up (horizontal) forms are generally used to give to employees. The Safeguard Company (or other companies) can supply the W2/W3 forms. W2/W3 forms may be printed as many times as needed. All W2 totals are calculated from payroll history. If there are errors in an employee's history, there will be errors on the employee's W2 form.

Print Alignment Form

Print a single W2 page with numbers in given fields so that the alignment can be adjusted in Options – W2 Forms. Prints a W3 form on a second page.

Print W2 Forms Print the actual W2 forms for all or a range of employees. We recommend that the “print alignment form” routine be used to check the form alignment before printing the actual W2

forms.

Print W3 Form Print the W3 form. This form can be printed as many times as needed.

Create Electronic Report File

This routine is used to create a file to report W2s electronically. The file should normally be named "W2Report", and is used to send W2 information to Federal and State governments electronically.

Create csv W2 File

Create a csv file with all of the employees' W2 information in it. This can be uploaded to a 3rd party vendor to import and host a "portal" where employees can login and view or print their own W2s.

Field Descriptions

Print in SSN Order

If this box is checked the W2 forms will be printed in social security number order. The default is to print in name (alphabetical) order.

Print Totals Check this box to print totals for all W2 forms printed. This is useful in filling out the W3 form, if required. Do NOT send the W2 totals form to Federal and State governments.

Report Year Enter the tax year for which the W2s are being printed.

Beg/End Name Enter the beginning and ending employee names that are to be printed. If the "Print in SSN Order" box is checked, this will become the beginning and ending employee social security numbers to be printed. Usually, these fields can be left at their defaults.

Beg/End Loc Beginning and ending location numbers for employees whose W2 forms are to be printed.

Social Security# If a social security number is entered here, the program will print a W2 for just this employee. This is useful when reprinting a W2 for just a single (or a few) employees.

Electronic Report Path-Filename

The name and location (path) of the electronic W2 reporting file that will be generated. The name of this file will usually be "W2Report". If no path (location) information is entered, the file will be created in the payroll folder.

Change Budget Vendor Codes

Change Vendor Numbers

Warning: Make a backup of payroll before using this routine.

Vendor Numbers

Curr Vendor #:

New Vendor #:

Files to Change

- Auto-Transfer
- Pay Codes
- Deduction Codes
- Benefit Codes

Change Close

Use the Change Budget Vendor Codes routine to change a vendor number in all payroll data files. This is useful if a vendor number gets changed in budget manager, but not in payroll manager. This should happen rarely, if ever. It could also be used to change from an old vendor to a new vendor, as in the case of a new health insurance provider, or something similar.

Curr Vendor# The vendor code that is currently in the payroll data files, that is to be changed.

New Vendor# The new vendor code to replace the current vendor code.

Files to Change Mark the payroll files where the vendor code is to be changed. This will usually be all of them.

Time Clock Plus/Frontline

Gross Pay/Benefits

Options

Print Date: 06/13/22

Beg Date: 06/01/22

End Date: 06/30/22

Beg Loc-Pyrl#: 0000-000000

End Loc-Pyrl#: 9999-999999

Pay Code: Limit Brfts to Fund:
(Blank for all pay) (Blank for all funds)

Print by Month

Print Totals Only

Printer: Fax

Font: Arial Size: 9

Orientation: Portrait Print to Screen

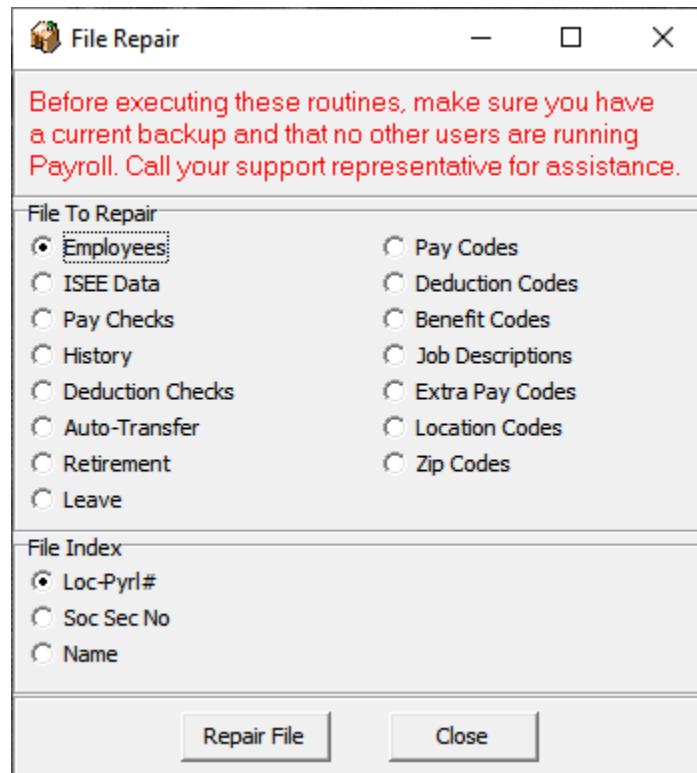
Tray: Default Print to csv file

Double Sided

Use this routine to export to a csv file, the data required by Time Clock Plus or Frontline. This file will typically be uploaded to the vendor's website to initially set up employee's data and other information required to use this third party software.

File Repair

(isam version only)



The file repair routines are used in the rare case when a file becomes corrupted. Unless you are quite knowledgeable of computers, we recommend you call your support representative before executing any of these routines. Be sure to make a backup of all payroll data files before using these routines.

Each routine will make a copy of the file being repaired in the form: filename.bak where filename is the name of the original file being repaired. Only one copy of the the “.bak” file will be kept. If the repair utility is run a second time on the same data file, the existing “.bak” file will be overwritten.

These routines use lots of computer resources. Your computer may appear to “lock up” while these routines are running. Be patient and give it some time. Usually it will return to this menu screen, where you can repair another file, or click “Close” to exit the routine.

File To Repair Select which file should be repaired. Only one can be repaired at one time.

File Index Select the index that should be used to read through the damaged data file. These options will change, depending on which file is selected for repair. Usually, the default will be the best choice.

Options

General

Budget DB Name: Budget

Pyrl and Bdgt use same pswd List pay, deduct, and bnfts in code order
 Hide Terminated Employees Change employee addr in bdgt vendors
 Use FTE in Salary Projections Space fill alpha vendor #s
 Disable Duplex/Print Tray

Beg Salary Schedule Step: 0

SDE District #: 999

Leave Subs Max Warn Amt: 101.00

Abbr Name: Group Role: PyrlMstr

Master: Password: Retype: Disable all but master login

Read Only: Password: Retype:

	Beg Loc	End Loc
ISEE Only: Password: Retype:	0000	9999
Leave Only: Password: Retype:	0116	0116
Leave Only: Password: Retype:	0201	0201
Leave Only: Password: Retype:	0401	0401

Print Save Cancel

Budget DB Name

The Budget database name. Several payroll routines tie to budget manager data files, such as auto-transfer, and everything involved in transferring data to budget manager.

Pyrl and Bdgt use same pswd

If the Postgres login name and password are the same for both Payroll and Budget Manager, check this box. When logging into Payroll, the login to Budget will happen automatically. If this box isn't checked two logins are required, one for Payroll Manager and another for Budget Manager.

Hide Terminated Employees

Check this box to hide (not display) employees that have been terminated. Declutters the employee list. Uncheck this box to see all employees.

Use FTE in Salary Projections

Use each employee's FTE (full-time equivalent) value when projecting salary increases. The regular salary amount will be multiplied by the employee's FTE value, if this option is checked.

Beg Salary Schedule Step

Select 0 or 1 as the beginning step in salary schedules that have or will be built using

Payroll Manager.

SDE District# The three digit "district number" assigned by the state department of education.

Abbr Name A short name for the school. Displays on the status bar at the bottom of the screen.

List pay, deduct, and bnfts in code order

Checking this box will cause the pay codes, deduction codes, and benefit codes to be displayed in code (numerical) order instead of description (alphabetical) order. This affects the majority of code "lists" in the program.

Change employee addr in bdgt vendors

If this box is checked, when an employee's address is changed in payroll, the budget manager vendor file will be searched for the employee and, if found, the address will be changed there as well. The employee is identified by his/her social security number. The search for the employee in the vendor file may take several seconds, depending on the number of vendors and the location of the vendor in the file.

Space fill alpha vendor numbers

If using alpha characters in vendor numbers, check this box to left fill unused character positions with spaces. If unchecked, left fill with zeros. There is a corresponding question in Budget Manager - Options. These two should be selected the same.

Disable Duplex/Print Tray

Checking this box disables selecting duplex printing or a print tray. If the program locks up or errors out when selecting duplex printing or a print tray, check this box to see if it fixes the problem. Let your support representative know.

Leave Subs Max Warn Amt

When posting employee leave with substitute pay, if the pay is more than this amount, a warning will display. It is a way to help prevent errors when posting leave.

Group Role

Enter the default group role. All new data tables will be created with this group role as the owner. That way, every member of the group will have access to the data table.

Passwords

A master password allow total access to all payroll files. A user with the master password can view, make changes, print reports, etc. from all payroll menus. A read only password allows a user to view all payroll information, print reports, etc., but no changes may be made to the payroll data. An ISEE only password allows a user to only access the ISEE data on the employee screen. The four Leave Only passwords have a beginning and ending location code associated with them. This allows posting leave to employees that have a location code that lies within the given range. A secretary in each building can be given access to post leave for the employees working in that building. The passwords must be entered twice. This helps eliminate typing errors from locking a valid user out of the Payroll Manager.

Pay Checks

Pay Checks

Pay Periods/Yr: 12
 Next Ck#: 058778

Enable Direct-Deposit
 Print Direct-Deposit Notices
 Enable pdf File DD Notices
 Set Pswd on pdf DD Notice

pdf Filename: Loc-Pyrl#

Truncate leading zeros
 Transfer Gross Pyrl to Detail Records
 Transfer Gross Pyrl to Accts Payable

Payroll Bank Code: 1

Print employer name on drct-dpst stub
 Print SSN (last 4 digits) on stub

Path for Drct-dpst pdf Files:

Print Leave

Type	Print	Time Clock Plus Bank Id#
Sick	<input checked="" type="checkbox"/>	0000
Vacation	<input checked="" type="checkbox"/>	0000
Personal	<input checked="" type="checkbox"/>	0000
Comp	<input type="checkbox"/>	0000
Bereavement	<input type="checkbox"/>	0000
Military	<input type="checkbox"/>	0000
Professional	<input type="checkbox"/>	0000
Unexcused	<input type="checkbox"/>	0000
Time Sheet	<input type="checkbox"/>	0000
Other 1	<input type="checkbox"/>	0000

Pay Ck/Dpst Notice Print Positions (In inches)

	Top	Left
Date:	0.92	5.00
Amount (\$):	0.92	6.90
Amt Written:	1.25	0.20
Name/Addr:	1.90	1.10
<input type="checkbox"/> Name Only:	0.00	0.00
<input checked="" type="checkbox"/> Signature:	1.75	5.40
Stub 1:	3.68	0.20
Stub 2:	7.18	
<input type="checkbox"/> Name on Back	0.00	0.00
<input type="checkbox"/> 2nd Name on B:	0.00	0.00
<input type="checkbox"/> Prnt Drct-Dpst:	0.00	0.00

Signature Path-Filename (.bmp):

Endose signature in a box

Buttons: Save, Cancel, Print

Pay Periods/Yr The number of payroll periods in a year. This is used to calculate taxes.

Next Ck# The number of the next payroll check/deduction check that is to be printed. This value can be changed on the Pay Check - Print window when the checks are actually printed.

Enable Direct-Deposit

Check this box if direct-deposit is to be used. This option can be enabled for “regular” paychecks, then disabled temporarily for printing “bonus” checks. If this box is unchecked, no direct-deposit options will be available.

Print Direct-Deposit Notices

Direct-Deposit notices are similar to paychecks, but are less expensive. If this box is checked, when paychecks are printed, employees having their total net pay direct-deposited will not have a pay check printed. A separate option, to print direct-deposit

notices will be used to print notices for employees using direct-deposit. There is also an option to print the employee's name and address on the back of the direct-deposit notice, so it can be mailed without an envelope, for even greater savings. Note that if an employee has only part of his/her net pay direct-deposited, he/she will still receive a printed pay check. The pay check will have the direct-deposit information printed on the stub.

Enable pdf Direct-Deposit Notices

This option allows direct-deposit notices to be printed to pdf files. These pdf files can then be manually or automatically emailed to employees.

Set Pswd on pdf DD Notice

Check this box to set a password on the pdf direct-deposit notice files. The password is the first 4 characters of the employee's last name (case sensitive) plus the last 4 digits of the employee's social security number.

pdf Filename Select what to use as the name of the pdf direct-deposit notice files. If they are to be emailed automatically, select Loc-Pyrl# (location-payroll number). If they are to be emailed manually, select Name. Another option is to use the unique id number assigned by the state. If this option is selected, make sure all employees using direct-deposit have a unique id number assigned (in ISEE).

Truncate Leading Zeros

If 'pdf Filename' is selected as Loc-Pyrl#, this option causes the program to truncate (suppress) leading zeros in the Location Code. This was added as a temporary fix to a problem created by an update in pdfMachine Merge (an application to automatically email the pdf direct deposit notices).

Transfer Payroll Totals to Detail Records/Accounts Payable

These options refer to the the Auto-Transfer routine. Usually, payroll totals are transferred directly to budget manager detail records (journal entries). They may be transferred to budget manager accounts payable, so that a check can be printed for the payroll totals.

Payroll Bank Code

This option refers to the bank reconciliation report/file that is created to move the paychecks/deduction checks to the budget manager bank reconciliation program. If the pay checks are printed from the same checking account as accounts payable checks, enter bank code "1". If paychecks are printed from a different checking account than accounts payable, enter bank code "5". This code identifies the bank account from which the pay checks are printed.

Print Employer Name on Direct-Deposit Stub

Check this box to print the employer's name on the first line of the direct-deposit stub. This is helpful if printing direct-deposit notices on plain paper.

Print SSN (last 4 digits) on Stub

This option will print the last four digits of the employee social security number on the paycheck stub. This is sometimes useful when employee's use their direct deposit stub for proof of employment.

Leave Enter the desired leave types. Select the leave balances that will be printed on the paycheck stub, if any. If interfacing with Time Clock Plus (a company that allows tracking hours worked online), enter the leave "Bank Id#" next to the leave.

Pay Check/Direct-Deposit Notice – Print Positions

These values determine where things will be printed on the paycheck body and stubs. All values are in inches and they are all referenced to the upper-left corner of the paper check form. The options that have a check box by them will only be printed if the box is checked. The "Name Only" option prints just the employee name in the specified position. The "2nd Name" is used to print the "Name on Back" twice. The "Print Drct-Dpst" option prints "Direct-Deposit" on the face of the direct-deposit notice. This is useful if direct-deposit

notices are printed on plain paper.

Signature Path/Filename

This is the location (path) and name of the bitmap (.bmp) file containing the electronic signature to be printed on the pay/deduction checks. The signature file can be stored on a CD and kept secure until needed. If an electronic signature is not used, leave this field blank.

Enclose Signature in a Box

If this option is checked, a box will be printed around the electronic signatures on the checks.

Reports

The screenshot shows the 'Report Options' dialog box with the following settings:

- Trial Balance:** Name Order, Loc-Pyrl# Order, Include in Batch
- Location/Pay Report:** Print Location Totals, Print Totals Only, Include in Batch
- Quarterly Report:** Name Order, Loc-Pyrl# Order. Name: SCHOOL DISTRICT 999, Addr: 123 CHERRY BLOSSOM LANE, City: CITY, ID: 83999, EIN: 826000999, EAN: 0008001999, Fed UC Wage Limit: 0.00, State UC Wage Limit: 0.00, State FIPS Code: 16 (Idaho = 16). Print FICA Earn, Print Total Earn, Print State UC Earn. Use: Gross Earn, Federal Earn, MDCR Earn. Electronic Filename: qtrpt.txt, 128 Byte Format, csv Format
- Check Register:** Check # Order, Name Order, Loc-Pyrl# Order, Abbreviated, Full, Include in Batch
- Deduction Report:** Print by Loc-Pay Code, Print Totals Only, Print SSN, Start Each on New Pg, Include in Batch
- Benefits Report:** By Benefit-Name, By Benefit-Pay Cd, Totals Only, Include In Batch
- Pay/Fund Report:** Print Fund Total
- Employee Leave:** Include in Batch

Buttons: Print, Save, Cancel

In general, the report options specify the default print order, and some of the report options. Most of these options can be changed when the report is actually printed. See the sections in this manual for each report for more information about the options. "Include in Batch" is used to print several reports with a single command.

Quarterly Report

Enter the employer information here. The EIN is the 9-digit Federal Employers Identification Number. (Enter it without the dash.) The Federal and State UC Wage Limits are both \$600.00 at the time of this writing, but may change in the future. The State FIPS Codes are specified by the federal government and can be found on the social security and IRS web pages. Specify which amount columns to print on the report and which amount to use for determining the quarter wages. Generally MDCR Earnings is a good choice, and shows the wages that are required to be reported. The quarterly report can also be reported electronically. The "Electronic Filename" specifies where the report will be located (path) and the name of the file. If no path is specified, the file will be created in the payroll folder.

Retirement

Retirement Options

Employer Code: S999

Employer Name: IDAHO SCHOOL DISTRICT 999

Employer Addr: 100 SOUTH 340 EAST

City, St, Zip: CITY ID 83999

Idaho Retirement

Cycle Frequency: Monthly

Starting Cycle Date: 01/01/00

The conversion factors below are only used if you track sick leave in hours. (See Options - Pay Checks.) Employee - Retire tab value will override these values.

Class 1 Employees - hours per day: 0.0
(This value is used to convert sick leave rate to hrs.)

Class 3 Employees - hours per day: 0.0
(This value is used to convert sick leave rate to hrs.)

Print Save Cancel

Employer Code Code assigned by PERSI. Preceded by 'S'.

Employer Name Name of school.

Employer Addr Address of school.

City, St, Zip City, state and zip code of school.

Reporting State ID

Cycle Frequency The pay frequency reported to PERSI.

Starting Cycle Date

This date is used to attempt to automatically determine the current and previous cycle begin and end dates on the retirement window. These dates are actually the pay check dates and may differ from the actual PERSI cycle dates.

Class 1/3 Employees – Hours per Day

Enter the value needed to convert sick leave units from hours to days for PERSI reporting. If sick leave is kept in hours, enter the number of hours in one day for each of the two classes of employees.

Direct-Deposit

Direct-Deposit Options

Salaries

Bank: US Bank - Singlepoint

Include Prenotes in Transfer

Use CR/LF

Use Blocking

Create Debit Entry

Use blank as EIN (or DFI) Prefix

Include SSN in Transmittal

Description

Account Name: IDAHO SCHOOL

Federal EIN: 826000999 Prefix: 1

Routing#: 123109999

Bank Account#: 15330239999

ACH ID#: 123103999

DFI ID#:

Imm Dest Name: US BANK

Imm Origin Name: IDAHO SCHOOL DIST 999

Reference Code:

File Path:

Special File Headers (if needed):

File Hdr 1:

File Hdr 2:

Deduct/Benefit

Bank: US Bank - Singlepoint

Include Prenotes in Transfer

Use CR/LF

Use Blocking

Create Debit Entry

Use blank as EIN (or DFI) Prefix

Include SSN in Transmittal

Description

Account Name: IDAHO SCHOOL

Federal EIN: 826000999 Prefix: 1

Routing#: 123109999

Acct# Ded-Bnft: 15330239999 - 15330239998

ACH ID#: 123103999

DFI ID#:

Imm Dest Name: US BANK

Imm Origin Name: IDAHO SCHOOL DIST 999

Reference Code:

File Path:

Special File Headers (if needed):

File Hdr 1:

File Hdr 2:

Print Save Cancel

The direct-deposit options screen is used to specify information about the school and the financial institution handling the direct-deposits. These options can vary considerably from one financial institution to another. There are two sets of options, one for paychecks and the other for direct-deposit of deduction and/or benefit amounts (such as HSA funds).

Most financial institutions require that new employees, or those just starting direct-deposit, be set in as a “pre-note” at least 10 days before the actual direct-deposit is to be made. This allows time to check the routing and account numbers for validity, and check that the account name matches the employee’s name.

Bank Select the financial institution that will be used for direct-deposit. If your financial institution isn’t listed, select “Other”.

Include Pre-Notes in Transfer

If the financial institution that you are using for direct-deposit, allows pre-notes to be included with the regular transmittal, check this box. Most financial institutions require pre-notes to be sent in a separate file.

Use CR/LF Add a “Carriage Return” (CR) and “Line Feed” (LF) (terms carried over from the old teletype days) at the end of each line of text in the file. Most financial institutions require a

CR/LF to be inserted at the end of each line. Some do not allow a CR/LF to be inserted at the end of each line.

Use Blocking Add “dummy” records to the end of the file to bring the total number of records to a multiple of 10. Some financial institutions require the transmittal file to be “filled” with dummy employee records so that the total number of records in the file is a multiple of 10.

Create Debit Entry

Create a debit entry in the transmittal file, to the school's account, for the total direct-deposit amount. This is required by most financial institutions. Some financial institutions assume that a debit entry is to be made to the school's account, and do not allow the debit record to be included in the transmittal file.

Use Blank as EIN Prefix

The NACHA specifications require a “1” as the prefix to the employer's ID number. Some financial institutions do not follow the specifications and require a space character as the prefix to the employer's ID number.

Account Name The school's name goes here.

Federal EIN The school's federal identification number. Enter the 9 digits without the dash.

Prefix The prefix to use before the Federal EIN. Most banks use “1”.

Routing # This is usually the routing number found on the school's checks MICR code. It is 9 digits long and usually has a colon (:) at both ends.

Bank Acct # This is usually the bank account number found on the school's checks MICR code. It follows the routing number. Be sure that you do not include the number of the check, which usually follows the account number.

ACH ID # Automated Clearing House ID Number - Usually the same as “Routing #” above. Some financial institutions do not process the direct-deposit themselves, but forward them to a federal reserve bank for processing. If this is the case, this number may be different than the “Routing #” above.

DFI ID # Destination Financial Institution ID Number – Usually left blank. Some financial institutions do not process the direct-deposits themselves, but forward them to a federal reserve bank for processing. If this is the case, this number will be provided.

Imm Dest Name Immediate Destination Name – Usually the name of the financial institution. If the financial institution does not process the direct-deposit themselves, this line may contain something similar to “Federal Reserve Bank of CA”.

Imm Origin Name

Immediate Origin Name – Usually the name of the school. If the financial institution does not process the direct-deposit themselves, this line may be the name of the financial institution.

Reference Code This field is usually left blank. A few financial institutions require their routing number to be entered here.

File Path This is the path or location, where the pre-note and direct-deposit transmittal files will be created. If this field is left blank, the files will be created in the payroll folder.

Special File Headers

Most financial institutions no longer use special file headers. Those who do will provide the necessary information to enter on one or both of these lines.

W2 Forms

Employer Info

Federal EIN: 826000999 (no dashes)
 State ID #: 000000029999 (Idaho: digits up to 1st dash)
 Employer Name: IDAHO SCHOOL DISTRICT 999
 Employer Addr: 100 WEST 264 NORTH
 City/State/Zip: CITY ID 83999
 Contact Name: BUSINESS MANAGER
 Contact Email: BUSMGR@IDAHOSCHOOL.ORG
 Contact Phone: 2085551212 (digits only)
 Contact Fax: 2085551213 (digits only)

Electronic W2s

Note: You must register with the Social Security Administration (SSA) and receive a User ID before filing your own W2s electronically.

I Want to File My Own Electronic W2s

User ID: [] (assigned by SSA)
 Submitter EIN: [] (no dashes)

Preferred Method of Contact:
 Email
 USPS

Options

Print in SSN Order (vs Name Order)
 Print Section 125 Plan
 Print Retirement
 Print Roth IRA
 State/local 501c
 State/local non-501c

Reporting State: ID Name Control: PRES
 Electronic Reporting Path-Filename (W2Report): W2REPORT

Form Type: 4-Up Laser

	4-Up	2-Up	W3
Left Margin:	0.15	0.00	0.00
Top Form 1:	0.20	0.00	0.00
Top Form 2:	2.94	0.00	
Top Form 3:	5.68		
Top Form 4:	8.48		

(margins are in inches)

Print Save Cancel

The W2 forms employer information, W2 form type, and form alignment values are entered in this window.

Federal EIN Employer's federal employer identification number. Enter the 9 digit value without the dash. This value is printed on the W2 forms and embedded in the electronic reporting file.

State ID # Employer's state identification number. In Idaho, enter the first five digits only. This value is printed on the W2 forms and embedded in the electronic reporting file.

Employer Name Employer's name.

Employer Addr Employer's address.

City/State/Zip Employer's city, state, and zip code.

Contact Name Employee responsible for reporting W2s to the SSA and State Tax Commission.

Contact Phone Contact employee's phone number.

Contact Fax Contact employee's fax number.

Print in SSN Order

If this box is checked, the employees will be processed in social security number order. The default is name (alphabetical) order. At the present time, the Social Security Administration (Federal Government) will accept them in either order. State requirements may vary.

Print Section 125 Plan

If this box is checked, any section 125 plan (flex reserve/cafeteria plan) deductions will be printed in box 14 "Other". This information is not required, but some employees (and tax preparers) prefer to see it on the W2 form.

- Print Retirement** If this box is checked, any mandatory retirement deduction amounts will be printed in box 14 "Other". This information is not required, but some employees (and tax preparers) prefer to see it on the W2 form.
- Reporting State** Enter the 2 digit abbreviation for the state in which the income is being reported.
- Name Control** Some states, including Idaho, assign a "name control" to each reporting entity. It is usually the first four characters of the school name, but it may vary. Contact the state tax commission to get the proper value for your school.
- Electronic Reporting Path-Filename**
Enter the path (location) and name of the file to contain the electronic W2 report information. The preferred filename is "W2Report". If no path is specified, the file will be created in the payroll folder.
- Form Type** Select the W2 form type, 2-Up or 4-Up. Your school may require both types of forms. Print one type, then change this selection, then print the second form type. Both form types can have their print positions (margins) set at the same time.
- Margins** Enter the values in inches of where the print should begin on each of the possible four W2 forms and the W3 form. You may need to experiment with these values to get them right for your particular printer. Use the "Align Form" option in the Print W2 Forms routine.
- Electronic W2s** If you would like to file your own W2s electronically, fill in these fields with the appropriate data. Be sure to register with the federal and/or state governments well in advance of the filing deadline. If you prefer, your support representative will file your W2s electronically for you.

ACA Forms

Employer Info

Federal EIN: 826000999 (no dashes)

Employer Name: IDAHO SCHOOL DISTRICT 999

Employer Addr: 100 SOUTH 241 EAST

City/State/Zip: CITY ID 83999

Country: US

Contact Name: Business Manager

Contact Email: busmgr@IdahoSchool.org

Contact Phone: 2085551212 (digits only)

Contact Fax: 2085551213 (digits only)

Electronic Reporting

Note: You must register with the IRS and receive a transmitter control code before filing your own forms electronically.

I Want to File My Own Electronic Forms

Transmitter Control Code: (assigned by IRS)

Options

Print in SSN Order (vs Name Order)

Electronic Reporting Path-Filename (1095-C.xml): 1095-C.xml

Form Type: 1094/95-C

	1094	1095
Left Margin:	0.00	0.00
Top Page 1:	0.00	0.00
Top Page 2:	0.00	0.00
Top Page 3:	0.00	(margins are in inches)

Plan Start Month: 1

Check 1094-C, Box A

Check 1094-C, Box D

Default ACA Offer Code: None

Default ACA Safe Hbr Code: None

Default \$/Hr: 9.75 (ETC report - part-time, no work hstry)

Print Save Cancel

The ACA forms employer information, ACA form type, and form print positions are entered in this window.

Federal EIN	Employer's federal employer identification number. Enter the 9 digit value without the dash. This value is printed on the W2 forms and embedded in the electronic reporting file.
Employer Name	Employer's name.
Employer Addr	Employer's address.
City/State/Zip	Employer's city, state, and zip code.
Country	Employer's country
Contact Name	Employee responsible for reporting W2s to the SSA and State Tax Commission.
Contact Phone	Contact employee's phone number.
Contact Fax	Contact employee's fax number.

Note: As of the date of this manual update, the electronic ACA forms have not been implemented. Electronic forms are required for employers with 250 or more forms. The "electronic" options are for possible future use.

Form Type	Select the type of form to be printed.
Print positions	Print positions are used to adjust where printing begins on the ACA forms. The numbers are in inches. Top is from the top of the form. Left is from the left side of the form. Select Reports - ACA Forms - Print Alignment Form to test these values.
Plan Start Month	Required field on the ACA forms.
Check 1094-C Box A	Select to print an "x" in the ACA form 1094-C Box A "Qualifying Offer Method"
Check 1094-C Box D	Select to print an "x" in the ACA form 1094-C Box D "98% Offer Method"
Default ACA Offer Code	If the program cannot determine what ACA offer code to use, from an employee's work history, this offer code will be used.
Default ACA Safe Harbour Code	If the program cannot determine what ACA safe harbour code to use, from an employee's work history, this safe harbour code will be used.
Default \$/hr	If the program cannot determine a part-time employee's pay in dollars per hour, this value will be used.

Load/Print Tax Tables

Tax Tables
— □ ×

Federal Tax Tables - Single

Earn Limit	Tax Amt	Tax %
4350.00	0.00	10.000
14625.00	1027.50	12.000
46125.00	4807.50	22.000
93425.00	15213.50	24.000
174400.00	34647.50	32.000
220300.00	49335.50	35.000
544250.00	162718.00	37.000

Federal Tax Tables - Married

Earn Limit	Tax Amt	Tax %
13000.00	0.00	10.000
33500.00	2055.00	12.000
96550.00	9615.00	22.000
191150.00	30427.00	24.000
353100.00	69295.00	32.000
444900.00	98671.00	35.000
660850.00	174253.50	37.000

Federal Tax Tables - Head of Hsehd

Earn Limit	Tax Amt	Tax %
10800.00	0.00	10.000
25460.00	1465.00	12.000
66700.00	6415.00	22.000
99850.00	13708.00	24.000
180850.00	33148.00	32.000
226750.00	47836.00	35.000
550700.00	161218.50	37.000

Multiple-Job Tables

Federal Tax Tables - Single

Earn Limit	Tax Amt	Tax %
6475.00	0.00	10.000
11613.00	513.75	12.000
27363.00	2403.75	22.000
51013.00	7606.75	24.000
91500.00	17323.75	32.000
114450.00	24667.75	35.000
276425.00	81359.00	37.000

Federal Tax Tables - Married

Earn Limit	Tax Amt	Tax %
12950.00	0.00	10.000
23225.00	1027.50	12.000
54725.00	4807.50	22.000
102025.00	15213.50	24.000
183000.00	34647.50	32.000
228900.00	49335.50	35.000
336875.00	87126.75	37.000

Federal Tax Tables - Head of Hsehd

Earn Limit	Tax Amt	Tax %
9700.00	0.00	10.000
17025.00	732.50	12.000
37650.00	3207.50	22.000
54225.00	6854.00	24.000
94725.00	16574.00	32.000
117675.00	23918.00	35.000
279650.00	80609.25	37.000

State Tax Tables - Single

Earn Limit	Tax Amt	Tax %
12550.00	0.00	1.000
14138.00	16.00	3.100
17313.00	114.00	4.500
18901.00	185.00	5.500
20489.00	272.00	6.500

State Tax Tables - Married

Earn Limit	Tax Amt	Tax %
25100.00	0.00	1.000
28276.00	32.00	3.100
34626.00	229.00	4.500
37802.00	372.00	5.500
40978.00	547.00	6.500

FICA/MDCR/Allowances

FICA Earning Limit:	147000.00
FICA WH Rate (%):	6.20
MDCR Earning Limit:	999999.99
MDCR WH Rate (%):	1.45
MDCR Addl Limit:	200000.00
MDCR Addl Rate (%):	0.90
Federal Allowance:	4300.00
State Allowance:	3154.00
Federal Single:	8600.00
Federal Married:	12900.00
State ID#:	0012
Table MM-YYYY:	01-2022

Printer: HP LaserJet 1200 Series PCL 5

Font: Arial **Size:** 10

Orientation: Portrait

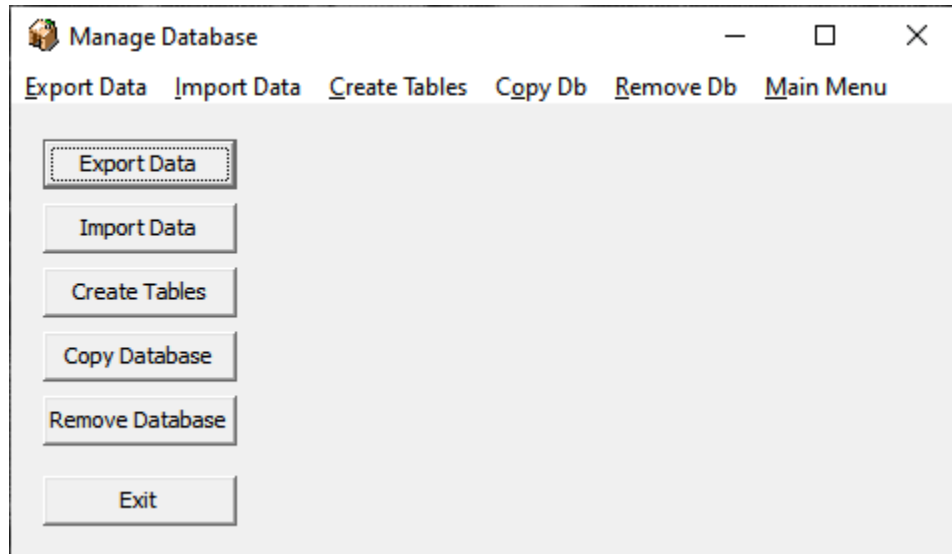
Save
Close

Print

This screen displays the state and federal income tax tables. Changes can be made on this screen, and when saved, will be used to calculate income tax withholding when paychecks are created. The FICA and Medicare limits and rates, and federal and state exemption allowances can also be changed on this screen.

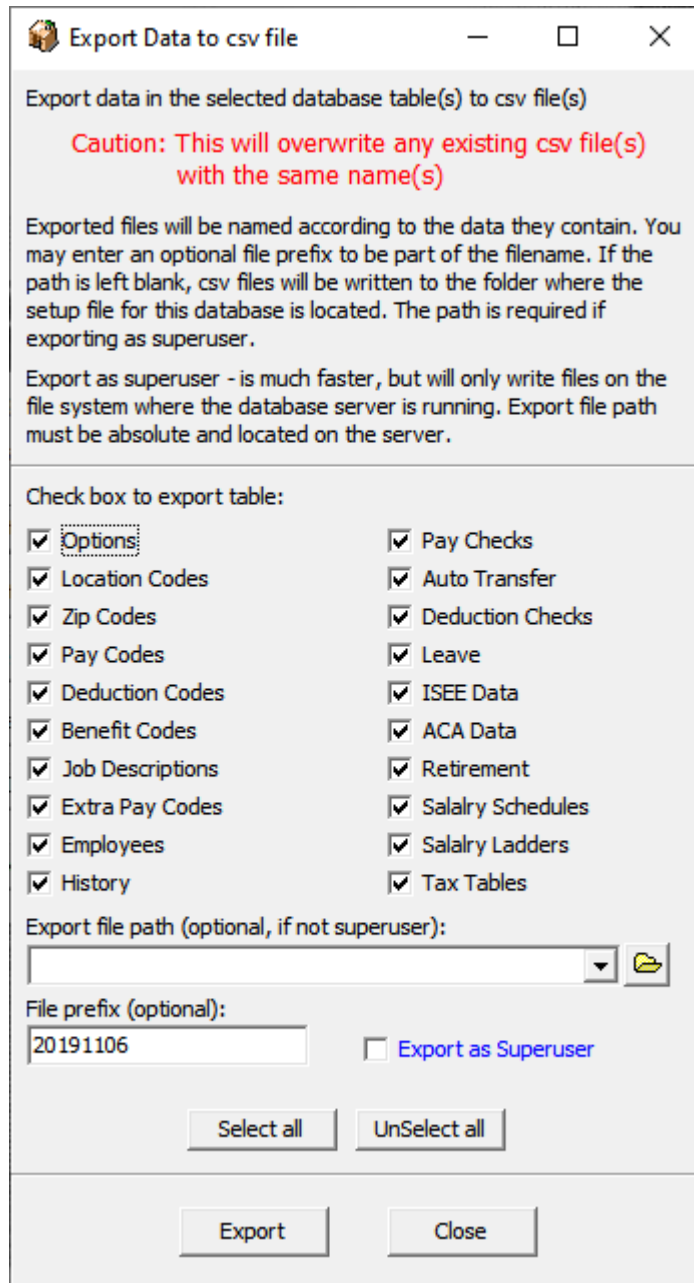
Manage Database

These functions are used to manage a database, such as creating tables, copying a database, removing a database, exporting data, and importing data. The following screen will display:



Export Data

This function "exports" a data table to a ".csv" file. The ".csv" file can then be imported to another database, or to the same database it was exported from (a backup/restore). It can also be opened using a spreadsheet. The following screen will display:



Table(s) to Export:

Check the box to the left of each table to be exported. Click “UnSelect all” to uncheck all boxes. Click “Select all” to check all boxes. Only the tables that have this box checked will be exported.

Export file path (optional, if not superuser):

The location where the tables will be exported. If exporting as superuser, this location must be on the server where PostgreSQL is running. If this field is left blank, the tables will be exported to the Payroll folder. The “browse” button (at the right end of the field) can be selected to graphically pick the folder (path) to export to.

File prefix (optional):

The prefix to prepend to the “.csv” filename(s). This will default to today’s date (YYYYMMDD). This is a convenient way to keep track of when these files were created.

Export as Superuser:

If logged in as the PostgreSQL superuser (postgres), check this box. Exporting as the

superuser is faster than exporting as a “normal” user, but other than that, the only difference is that the “Export path” must be on the server where PostgreSQL is running.

Select all: Check the box in front of all the table names. This selects all tables for exporting.

UnSelect all: Uncheck the box in front of all the table names. This un-selects all tables for exporting. In other words, no tables will be exported.

When all questions have been answered, select “Export” to copy the selected table’s contents to a “.csv” file. Close will close this window and return to the “Manage Database” screen.

Import Data

This function “imports” a “.csv” file to a data table. The following screen will display:

Import Data

Import data to the selected database table(s) from csv file(s)

Caution: This will delete any existing data in the selected table(s)

Import as superuser - is much faster, but will only read files on the file system where the database server is running. Import file path must be absolute and located on the server.

Group Role: PyrlMstr Import as Superuser

Check box to import table: csv filename and path

<input checked="" type="checkbox"/> Options		<input checked="" type="checkbox"/> Pay Checks	
<input checked="" type="checkbox"/> Location Codes		<input checked="" type="checkbox"/> Auto Transfer	
<input checked="" type="checkbox"/> Zip Codes		<input checked="" type="checkbox"/> Deduction Cks	
<input checked="" type="checkbox"/> Pay Codes		<input checked="" type="checkbox"/> Leave	
<input checked="" type="checkbox"/> Deduction Codes		<input checked="" type="checkbox"/> ISEE Data	
<input checked="" type="checkbox"/> Benefit Codes		<input checked="" type="checkbox"/> ACA Data	
<input checked="" type="checkbox"/> Job Descriptions		<input checked="" type="checkbox"/> Retirement	
<input checked="" type="checkbox"/> Extra Pay Codes		<input checked="" type="checkbox"/> Salary Schedules	<input type="checkbox"/> All
<input checked="" type="checkbox"/> Employees		<input checked="" type="checkbox"/> Salary Ladders	<input type="checkbox"/> All
<input checked="" type="checkbox"/> History		<input checked="" type="checkbox"/> Tax Tables	

Import file path (optional):

File prefix (optional):

Group Role The group that should “own” the tables that are imported. If a Postgres user is a member of this group, they will have access to the imported tables

Import as Superuser

If logged in as the PostgreSQL superuser (postgres), check this box. Importing as the superuser is faster than importing as a “normal” user, but other than that, the only difference is that the “Import path” must be on the server where PostgreSQL is running. Note that some tables have “dependencies” on other tables, and can be modified when the table they “depend” upon is imported. For example, if the Accounts table is imported, and some of the accounts that have been used in detail records do not exist in the imported table, any detail records with now non-existent accounts will be removed.

Table(s) to Import

Check the box to the left of each table to be imported. Click “UnSelect all” to uncheck all boxes. Click “Select all” to check all boxes. Only the tables that have this box checked will be imported. The “.csv” file path and filename may be entered directly, selected by clicking the “browse” button to the right of the file path/name, or by entering the “Import file path” and the “File prefix”, then click the “Display File Names” button to fill in the filename(s) automatically.

Import file path (optional, if not superuser)

The location from which the tables will be imported. If importing as superuser, this location must be on the server where PostgreSQL is running. If this field is left blank, the tables will be imported from the Payroll folder. The “browse” button (at the right end of the field) can be selected to graphically pick the folder (path) to import from.

File prefix (optional)

The prefix to prepend to the “.csv” filename(s). If a date prefix was used when the tables were exported, enter the date here (usually YYYYMMDD).

Display File Names

If the “Import file path” and “File prefix” have been entered, this selection will combine the two and automatically enter the path and filename for all of the tables that are “checked”.

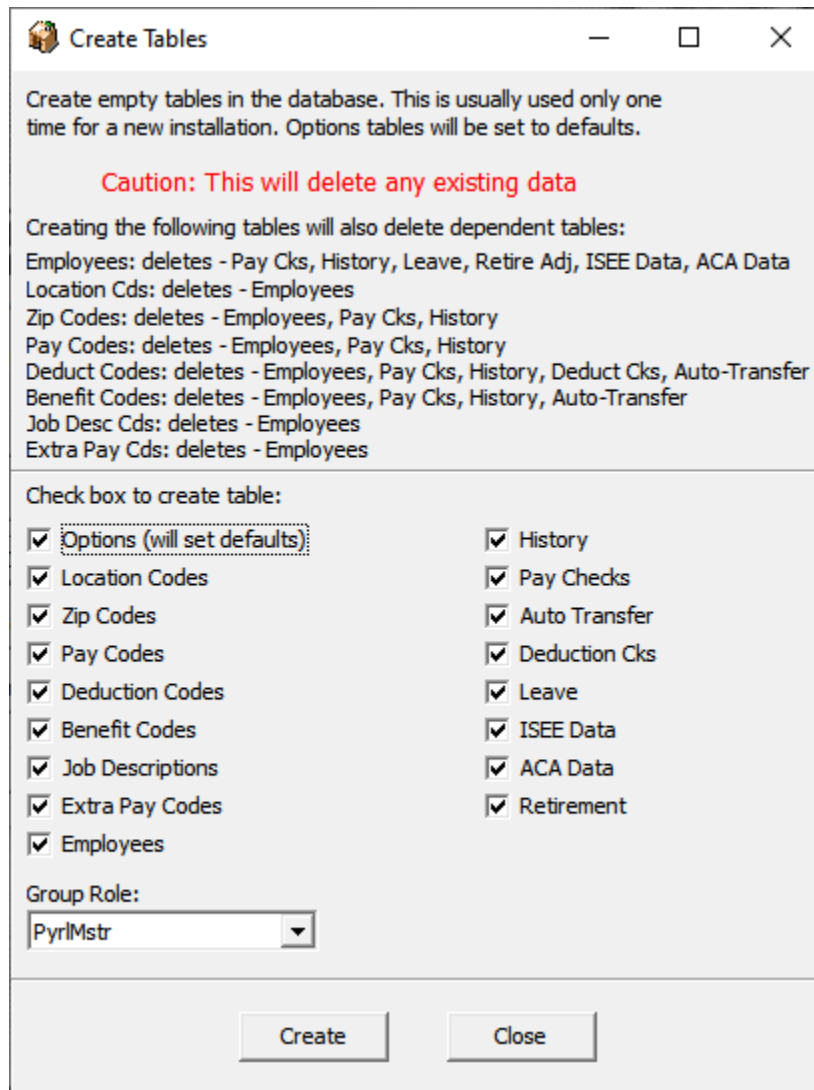
Select all Check the box in front of all the table names. This selects all tables for importing.

UnSelect all Uncheck the box in front of all the table names. This un-selects all tables for importing. In other words, no tables will be imported.

When all questions have been answered, select “Import” to copy the selected table’s contents from a “.csv” file. Close will close this window and return to the “Manage Database” screen.

Create Tables

This function create a data table, or a set of data tables so data can be inserted into them. No data can be stored in a table until it has been created. The following screen will display:



Table(s) to Create

Check the box to the left of each table to be created. Note that some tables are “dependent” on other tables. For example, each employee record contains pay codes, deduction codes, and benefit codes. If any of these three tables is created, all employee records will be removed, because they can not contain a non-existent pay code, deduction code or benefit code.

Group Role The group that should “own” the tables that are created. If a Postgres user is a member of this group, they will have access to the tables

When all questions have been answered, select “Create” the selected table(s). Close will close this window and return to the “Manage Database” screen.

Copy Database

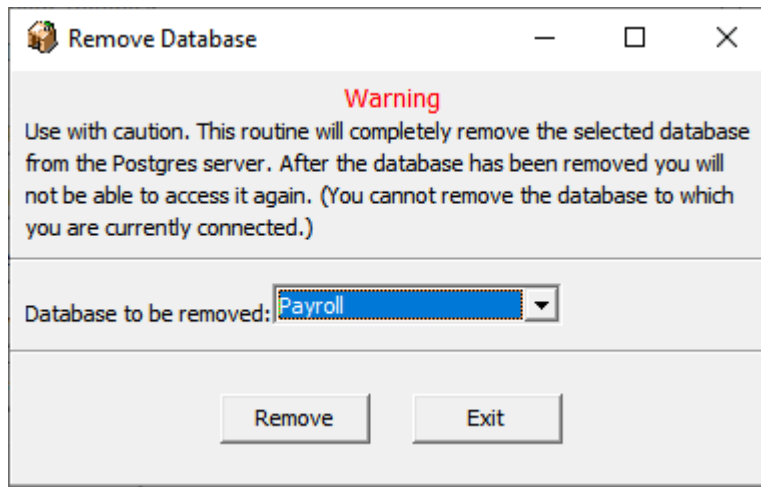
This function copies a database, or a set of data tables. The database to be copied from, should already be connected. This screen looks very similar to the Postgres login screen and will create a database to be copied to. The following screen will display:

- User: Postgres user login name.
- Password: Password for the above username.
- Database Name: The name of the database that will be created and copied to.
- Host Name: The name of the “host” (or server) where Postgres is running.
- Host Addr: The host IP address can be entered here, if the “host name” is unknown.
- Port #: The port on the “host” where Postgres is “listening” for connection requests.
- Group Role: The group that should “own” the database that is created. If a Postgres user is a member of this group, they will have access to the tables.

When these questions have been answered, select “Create/Connect” to create the database. When the new database is created (and connected), the “Copy Database” button will be enabled. Select this button to make a copy of the database. Cancel will close this window without creating and/or copying the database, and return to the “Manage Database” screen.

Remove Database

This function removes a database, or a set of data tables. The database to be removed, cannot be connected. This screen lists all databases that can be removed. The following screen will display:



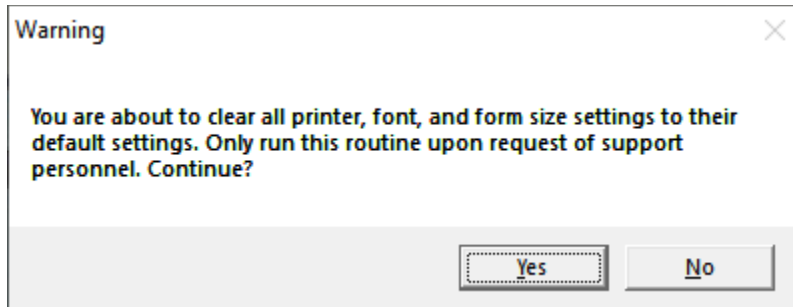
Database to be removed:

Select the database to be removed from the drop down list. Note that the currently connected database cannot be deleted.

When the database to be removed, has been selected, click "Remove" to delete the database. When the database has been deleted, it will no longer be accessible and the data will be gone. Multiple databases can be removed before leaving this window. Exit will close this window without removing a database, and return to the "Manage Database" screen.

Clear Registry

Many settings are stored in the registry on the workstation running the software. Things like printers, fonts, font sizes, and orientation are stored in the registry. The position and size of some program forms (screens) are also stored in the registry. This option will clear all registry items and set everything back to the defaults. When Clear Registry is selected, the following warning screen will appear:



Click "Yes" to clear the registry or "No" to not clear the registry and return to the main menu.

Suggested Steps to Run Payroll

(Contributed by Mr. Todd Perkes, Butte County School District #111, April 2009 - Edited by Lynn Manhart)

(Use at your own risk)

This set of instructions may be used as a starting point for developing your own personalized set of step-by-step instructions. Though it is impossible to cover all possible scenarios, these steps cover the basics of running a payroll.

Move to History

When everything is completed for the previous payroll period, move the information to History. I suggest that you wait until it is close to the current payroll period, so that if errors are found they are easier to fix. It is a **MUST** that the previous payroll checks be moved to history before the current payroll is started.

Go into the payroll program and select "Pay Checks" from top or side menu. The information in the payroll period box that comes up isn't relevant when moving paychecks to history - Click OK. In the menu, click "Move Checks to History". A box comes up with "Move Checks to History". You are about to move printed payroll checks to history - Click "Ok". The program scrolls through your employee list on the left side until "Move Complete" appears - Click "Ok". Now if you view employees paychecks or print a check register it will be blank. The checks have been moved to history.

If a payroll error has been made and you need to change YTD history amounts, from the main window, click on "History" from top or left side menu. Select the employee's name that needs to be changed, by clicking on it. A screen appears for that employee. Select the tab you desire, "Check Amts", "Pay", "Deductions", or "Benefits". You can select the paycheck (by date) which you want to modify by pressing the pg up or pg down key. If you want to make changes in history select and click "Edit", type the changes, then click "Save". The changes are made to history! **BE CAREFUL**, once you have transferred payroll and benefit totals to AP, and then make changes to payroll history, you will have to manually make the changes in the budget detail records and/or AP.

Enter Sick, Personal, Vacation, and Comp Leave

Collect all time sheets from the schools with leave and substitute teachers.

Select "Leave" from the top or side menu. Click on "Post". The default is to subtract from the employee's leave balances. Select from the drop down list: "Sick Leave", "Personal Leave", "Vacation Leave", or "Comp Leave". Enter days or hours used and click "Save". You must go through each of the "Sick Leave", "Personal Leave", "Vacation Leave", or "Comp Leave" that has been used by each employee before moving to the next employee. Be sure to save after each entry. Be sure to use the "Post" selection from the menu not "Edit". "Edit" is just for changes to leave that has been posted previously.

You can add hours or days by the same process but make sure you highlight the add button (lower-left corner) each time because it will default to subtract.

There is an additional way to add hours or days in the employee screen. Go to "Employees" from the main menu top or left side, click on the employee to select him/her. Click the "Direct Deposit/Leave" tab. Click "Edit". In the leave section you can enter an amount in any of the four leave "Accum" amounts. Click "Save". This will change the employee's leave amount(s), but will not create an entry in leave history.

Create Payroll Checks

Select "Pay Checks" from the main menu. Enter the date you want to issue the paychecks. Click "Ok". Click "Auto Pay" - "Salaried", which will create paychecks for all salaries employees. A message appears "Auto

Pay Complete". Click "Ok". Now all salaried employees will have a paycheck created. You can add hours or makes changes to the salaried employees in the next step. If you are still in "Pay Checks", select the first employee to be paid from the list on the side by either highlighting or typing the name, then press the Enter key. Click on the "Start Pay Mode" from the menu. Move from field to field through the employee's pay screen with the mouse, Enter key, or Tab key. Shift-Tab moves you backwards. When you have finished all entries in the individual sheet click "Save". Make sure the total agrees with what your payroll check should be. Scroll through the employee list with up or down arrow key or use mouse. To activate (pay) the individual employee, highlight the name and press enter or double click with the mouse. Enter each individual's pay amounts (hours) as explained above, be sure to "Save". As you scroll through the employees paychecks, if there is no need to change or add don't activate the check, just keep scrolling and checking the pay totals to see if they are right, but each time you want to change or edit you have to activate (by pressing Enter or double-clicking), make the changes, and then click "Save".

While you are still in the "Start Pay Mode" you can go back and forth between employees and make changes. Remember to activate before making changes by double clicking or pressing the Enter key and click "Save" after changes are made.

When you have finished creating the employees' paychecks, select "End Pay Mode" in the menu.

You can still edit employee paycheck information by going to "Pay Checks" from the main menu - select the employee name and click "Edit" in the menu. Change the pay check data and be sure to click "Save".

Checking Data Information

Before printing the paychecks, go to "Pay Checks", "Print"->"Reports/Checks". Mark the "Check List" radio button. Click "Print List". Look over the information and see if it all looks okay. You can go back and edit any employee's pay check information at this point with out any problems.

Before printing checks go to – "Reports" on main menu (across top) - "Deductions". Make sure the "Include Pay Checks not Printed" box is checked - Click "Print". Compare deductions with last month to see if there are any differences. If there are any differences, find out why. There can be differences, you just want to know why. If you don't check the "Include Pay Check not Printed" box, you will have a blank page because at this point the paychecks haven't been printed.

Using the same "Reports" menu selection as above, select "Benefits" - click "Print". The only benefit item I am real concerned with is the insurance, it should be the same as last month unless I have added or subtracted an employee benefit amount.

Print Pay Checks & Deduction Checks

From the menu top or side select "Pay Checks". From the menu line select "Print" – "Report/Checks". If you print paper checks, which I don't, mark the pay checks radio button, put the checks into the printer, make sure the beginning check number is correct, click "Print Pay Cks". If all your employees are on direct deposit, skip this step.

From the menu top or side select "Pay Checks" - "Print" - "Reports/Checks". Select the "Deduction Checks" radio button, put blank checks in the printer, make sure the starting check number is correct, then click "Print Ded Cks".

From the menu top or side select "Pay Checks" – If you do direct-deposit, which all my employees do, select the "Direct-Dpst Notices" radio button. This will print on plain paper (or direct-deposit notice forms) all pay check information that would be printed if you were printing regular paychecks. Click "Print DD Notice". I keep a copy in my files and send each employee a copy through inter school mail. After you have printed the direct deposit notices you can print the employee name and address on the reverse side for positioning in window envelopes or fold and mail. Put the direct-deposit notices that have printed back in the printer the opposite side down (the printed side is up on my printer). Check (click) the "Print name and address only" box - click (Print DD Notice). Let the paper cool and fan before printing the back side, so the pages don't stick while printing.

To position address on the back of direct deposit notices go to "Options" from main menu - "Pay Checks" -

“Name on back”, and enter the top and left margins in inches where you want it to print, then click “Save”.

Direct Deposit Transfer

Select “Pay Checks” from the main menu – “Print” - “Reports/Checks”. Select the “Bld Drct-Dpst Transmittal” radio button. Click “Build Transmittal”. After the transmittal file is built, a report will print with a list of employees who have a direct deposit. Compare this list with the payroll register to make sure it is correct. A file named “Transmit.dat” will have been created. Optional: Exit out of Payroll and go to “My Computer”. Double-click on the drive containing payroll. Double click to open the payroll folder. Look for the “Transmit.dat” file. Check to see if it is the correct file by date and time created.

If required by your financial institution, rename the file to whatever it needs to be - press Enter.

Transmit this file to your financial institution as required by them.

The direct deposit process usually must take place two days before pay is to be in employees' accounts. The release day is the day before. Make sure you consider weekends and holidays.

Print Payroll Totals

Print payroll totals after you have printed the payroll checks. Select “Pay Checks” from the main menu, top or left side - a box appears called “Payroll Period” - make sure that the correct date is in the “Pay Ck Date” box - click “Ok” - from the top line - select “Print” - “Reports/Checks” - select the “Check Totals” radio button - click “Print Totals”.

Print Location Department Report

Print location department report after you have printed payroll checks. From main menu top line - Select Reports – click “Gross Pay by Loc/Pay Code” - put a check mark in the box for “Print Location Totals” - click “Print”.

PERSI / Retirement

Select “Retirement” from the main menu - click “Print” – “Report” – click “Print” - the retirement report prints. Look at the report and make sure it agrees with the retirement deductions and retirement benefits. If everything is in agreement, proceed to create the “Transmittal Report”.

Select “Retirement” from the main menu. Select “Build Transmittal”. If there is a credit from PERSI enter it in the comment section (CR, Inv #, Employee name and \$ amount), all the information is on the PERSI credit letter. Click “Build” and wait for the “Build Complete” message - click “Ok”.

Exit out of payroll and execute whatever steps are needed on your system to encrypt and email the transmittal file to PERSI.

PERSI will send an acknowledgment of either acceptance or error. As soon as you get the ok, go to the Internet and send electronic payment.

Auto Transfer

This is where you transfer payroll totals and benefits to the Budget Manager program.

Select “Auto-transfer” from the main menu. Click “Transfer” - the “Gross Pay”, “Benefits Totals”, “Selected Deductions”, and the “Transfer Gross Payroll to Detail Records” will all be defaulted. – Click “Transfer”.

As the transfer is completed, a report will print, showing the amounts transferred.

Quarterly Report

You can print the current quarterly report either before or after the "Move to History".

Go to "Reports" from main menu - click "Quarterly" choose which quarter from the drop down list - there are three radio buttons for either 941a, unemployment, or state insurance fund - choose one. (Schools generally print just the 941a report.) Click "Print". You can print this report as many times as needed.

Bonus Checks

The bonus or “one-time” checks allow a one time amount to be paid to selected or all employees. Only the deductions and benefits that are marked to be applied to bonus checks will be applied to the employees checks.

If a bonus check payroll and a “normal” payroll are to both be run in the same month, it is usually easiest to do the bonus payroll first, then include the deductions and benefits from the bonus payroll with the deductions and benefits from the “normal” payroll. (PERSI prefers to receive just one transmittal per pay period.)

Before starting the bonus checks, go to Other Functions – Deduction Codes and make sure only the appropriate deductions will be applied to the bonus checks. The FICA, MDCR, Federal and State taxes will always be withheld from the bonus checks. Typically, only the taxes and PERSI deductions are withheld from bonus checks.

Code: 9500 Desc: RETIREMENT

Deduction Type: %Retirement Pay

Before/After Taxes: Before Income Tax Deduction

W2 Code: Retirement

Combine With Ded: None

Dependent Care Apply to bonus ck

Do the same in Options - Benefit Codes. They also have an “Apply to bonus ck” box. Make sure only the benefits that should be applied to bonus checks have the “Apply to bonus ck” box marked. Typically, only FICA, MDCR and the PERSI benefits will be applied to bonus checks.

When selecting Pay Checks from the main menu, check the One-Time “bonus” Check box. This puts the pay check program into bonus check mode. If the Pay Checks routine is closed and re-entered during the bonus check payroll, this box must be re-checked each time the routine is selected.

Payroll Pe... - [] [X]

Tax Table Date: 01-2019

Enter the Payroll Date and Period

Pay Ck Date: 11/06/19

Payroll Period: 1

One-Time "bonus" Check:

Ok

Before beginning any new payroll, bonus or “normal”, previous paychecks must be moved to history.

The last two pay lines in Pay Checks are used to enter “one time” pay, and they are the only two that will be recognized. The “regular” pay lines will still appear on the screen, but will not be used to calculate the gross pay for the check.

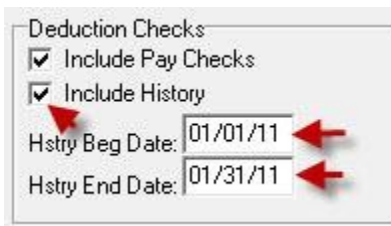
Pay Checks are now created just like a “normal” payroll. Of course, the two “Auto-Pay” routines can't be used, since bonus checks ignore the “regular” pay lines and the “Auto-Pay” routines only pay from these pay lines. Click “Start Pay Mode” and pay employees on the last two pay lines.

Print paychecks, direct-deposit notices, and any other reports that would normally be printed for a payroll. If the bonus checks are to be printed checks only, no direct-deposit, select Options – Pay Checks and uncheck the “Enable Direct-Deposit” box. (Be sure to go back and re-check this box before starting the next “normal” payroll.)

It is often convenient to combine the bonus check deductions, benefits, and PERSI transmittal with the “normal” payroll deductions, benefits, and PERSI transmittal. If you want to just print one set of deduction and benefit checks, and do one PERSI transmittal, that include both the bonus payroll and the “normal” payroll during the month, don't print the deduction checks, perform the auto-transfer, or create the PERSI transmittal for the bonus payroll at this time. Just skip these three steps.

Bonus payroll deductions, bnfts & PERSI combined with “normal” payroll

When the “normal” payroll is run (assuming it is done after the bonus payroll), if the bonus payroll deductions, benefits, and PERSI transmittal are to be combined with the “normal” payroll, run the bonus payroll first as described above. The “normal” payroll is done as usual, with the exception of the deduction checks. When the deduction checks are printed, the “Include History” check box must be checked so that the bonus checks deduction amounts will be included. Enter Beg/End Dates as required to make sure the bonus checks are within the range.



Deduction Checks

- Include Pay Checks
- Include History

Hstry Beg Date: 01/01/11

Hstry End Date: 01/31/11

The Auto-Transfer and PERSI transmittal are done as usual. Both of these functions use a beginning and ending date.

Bonus payroll deducts, bnfts & PERSI not combined with “normal” payroll

If the bonus payroll deduction and benefit checks, and PERSI transmittal are done separately from the “normal” payroll, be careful when performing the Auto-Transfer and creating the PERSI transmittal to set the proper date range to exclude the bonus payroll, so it won't be included twice.

Deduction & Benefit

Direct Deposit

In Postgres Payroll Manager version 8.17 (and higher), the ability has been added to direct deposit deduction and benefit amounts directly to an employee's bank account.

This change adds another set of codes to the Options – Direct Deposit record. Note that two bank accounts can be entered, one for deductions (Payroll – employee portion) and another for benefits (Budget/AP – employer portion). This is provided in case Payroll and Budget accounts payable checks are drawn from two different accounts. (The two accounts must be at the same bank.) If two different accounts are used, and the “Create debit entry” is selected, the direct deposits will be written to two different files. The file for the deductions will be prepended with “Ded-”, and the file for the benefits will be prepended with “Ben-”.

Implementation steps:

1. Select Options – Direct Deposit – make sure the bank information is correct for the deduction/benefit direct deposits.
2. Enter each employee's direct deposit information for deductions/benefits. This is on the same tab as the salary direct deposit information. Note that these entries are numbered 1 through 4. Deductions/benefits can be deposited to up to four different accounts. Check the “Prenote box” to generate a prenote file to send to your bank to check the employee routing/account numbers.
3. Edit each employee's deduction and/or benefit codes, that should be direct deposit, and select the index number of the direct deposit line (routing/account number) where the amount should be deposited. Note that the index value shows “N” where there is no direct deposit.
4. In Pay Checks – Print – Reports/Checks three new routines have been added. One routine is to create a prenote file with the deduction/benefit direct deposit routing and account numbers. Another is to clear the deduction/benefit prenote check boxes on the employee direct deposit screen. The third is to create the deduction/benefit direct deposit transmittal file. If you have been using direct deposit for salaries, these routines will be familiar to you. They work the same way as the salary direct deposit routines, but for deduction and/or benefit amounts.
5. In Auto-Transfer, a new routine has been added to change the ‘transfer to’ selection. If all employees with a specific benefit are now set for direct deposit, the ‘transfer to’ selection should be changed to “Detail (records)”. This is not required, because the software will automatically change the ‘transfer to’ selection to “Detail” for all benefit amounts that are set to direct deposit.

'pdf' Direct Deposit Notices

To use the 'pdf' direct deposit notice function, there is some set up that needs to be done first. Here are the steps to get things ready, and create and email the notices.

1. Options - Pay Checks - check the 'Enable pdf File DD Notices' box. Select what to use as the pdf filename. This will usually be 'loc-pyrl#', if 'mass emailing'. Select 'Name' if you will be emailing them manually. Enter a 'Path for Drct-dpst Files' so the program will know where to write the pdf notices generated. This should be a folder separate from (or inside of) your Payroll folder. When finished, click Save.

2. Employees - Edit each employee that wants to participate and add their email address and check the 'Print to pdf file' box on the 'Direct Deposit/Leave' tab. Click Save.

3. Pay Checks - After the pay checks have been created, and you are ready to print the direct deposit notices, select Print - Report/Checks - and at the top of the screen, select 'pdf DD Notices'. When ready, click the 'pdf DD Notice' button. All employees who have opted to receive their direct-deposit notice via email, will have a pdf file written to the folder specified in Options - Pay Checks. The name of the pdf file will be the employee's location-payroll number.

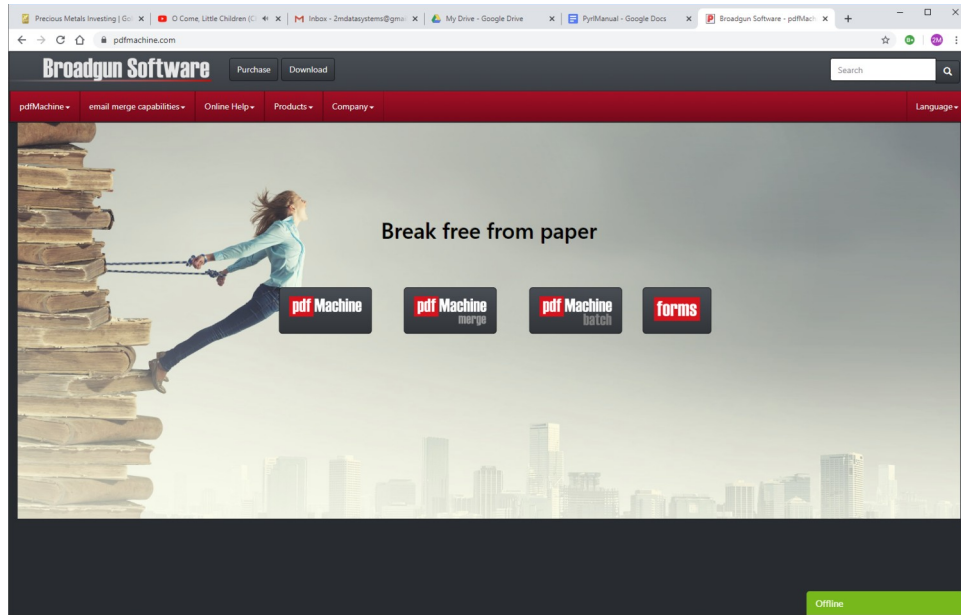
4. If you only have a few employees, and are not using a 'mass mail merge' program such as 'pdf Machine Merge', at this point you can just manually email the pdf files to each employee. You may want to print a list of employees so you can match the employee name and location-payroll number, so you know which direct deposit pdf notice to email to each employee.

5. If you are using a 'mass mail merge' program, such as 'pdf Machine Merge', the next step is to select Other Functions - Email List. Use this routine to create a 'csv' file with each employee's email address, name, and location-payroll number. You may want to write this file to the same folder that the direct deposit pdf notices were written to.

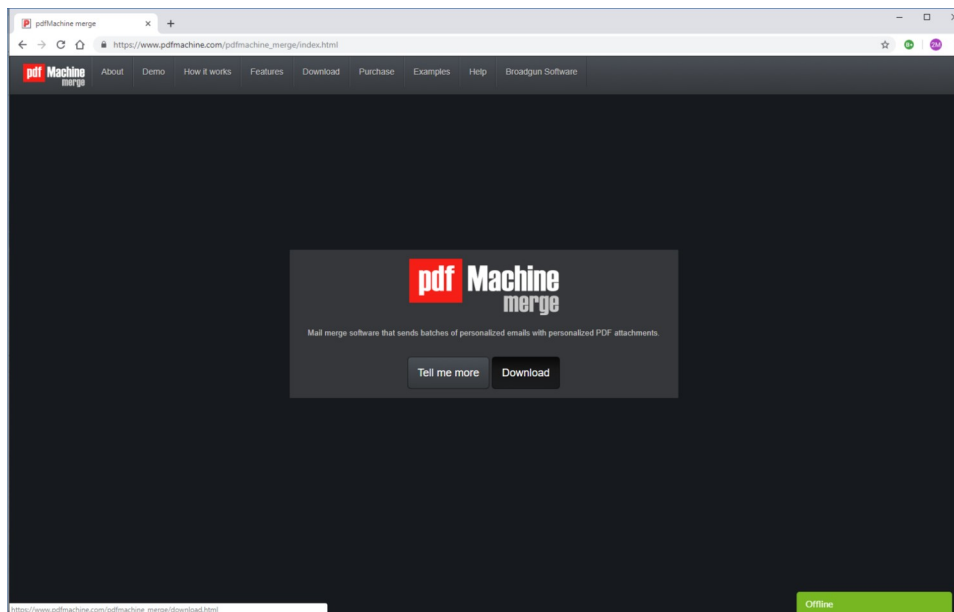
6. Use the 'mass mail merge' program you have chosen to automatically email all of the direct deposit pdf notices to participating employees. Details as to how to do this will vary, depending on the software product you have chosen.

Installing pdf Machine Merge

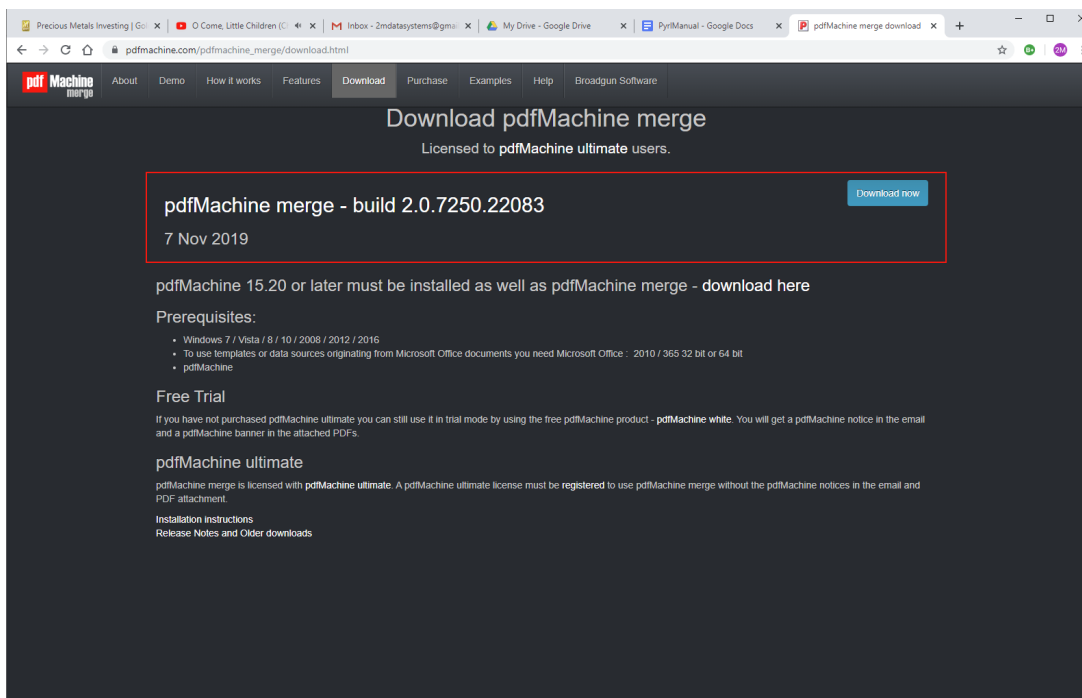
If you are using the 'pdf Machine Merge' software (www.pdfmachine.com), here are some basic instructions to install it. With later versions, the details may change, but will be similar:



Click "pdf machine merge".

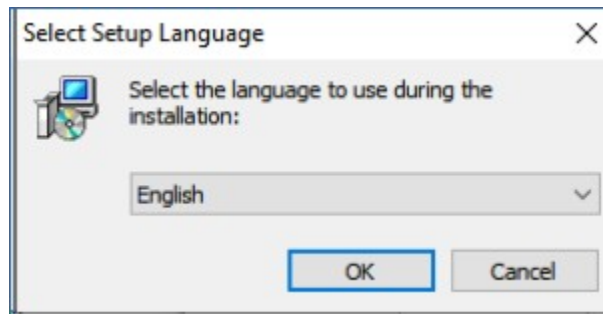


Click "Download".

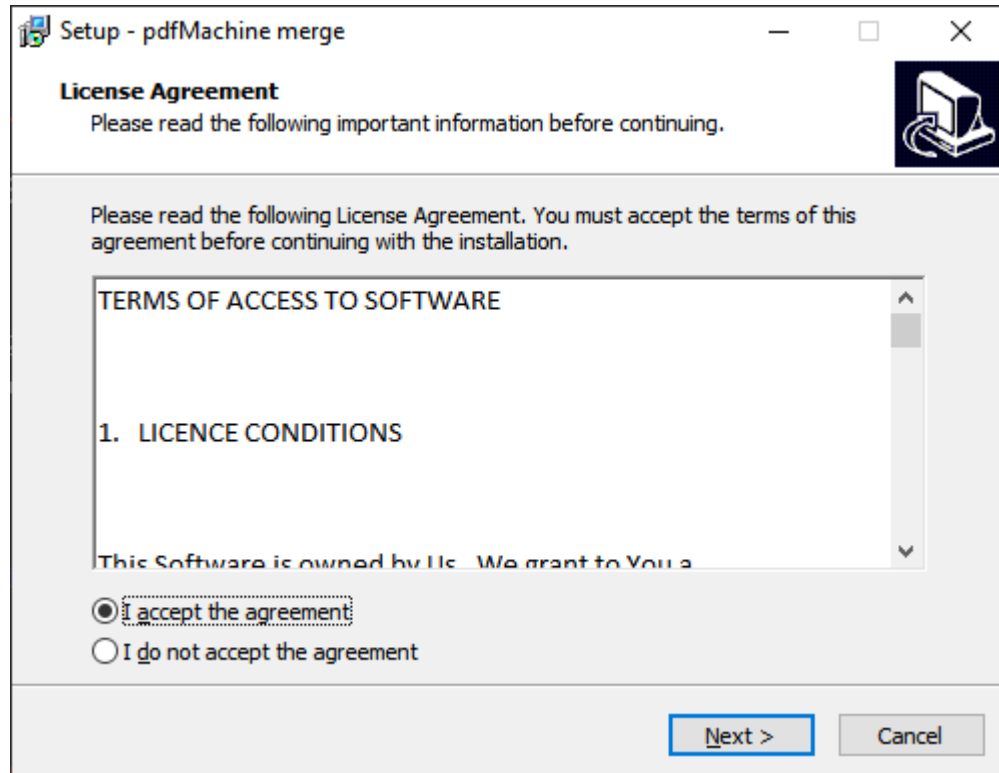


Click "Download now". Depending on which browser is in use, this may save the file in the "Downloads" folder, or it may give the option to "Run" the file directly. If the file is saved in the "Downloads" folder, open the folder and double-click (execute) the file pdfMachine_merge_setup.exe.

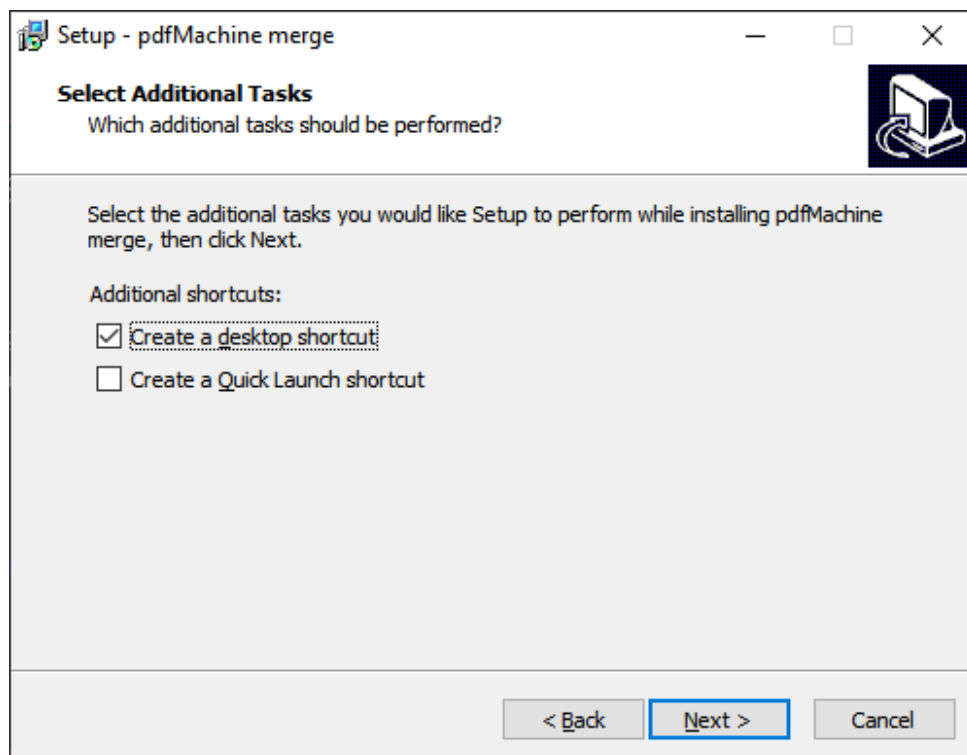
Windows will ask if this software should be allowed to make changes to the system. Click "Yes" to continue.



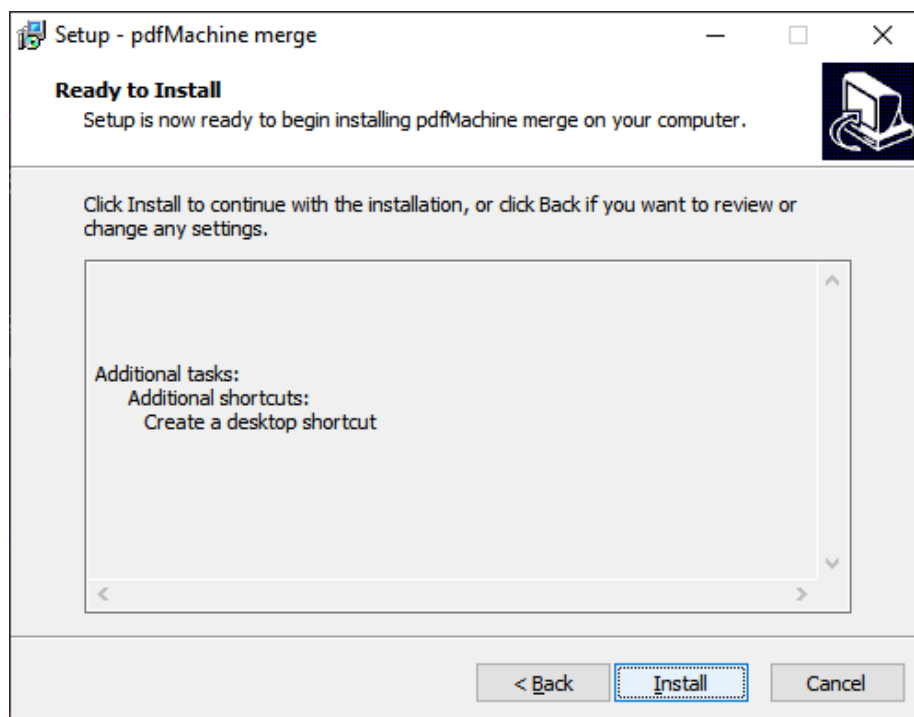
Click Ok.



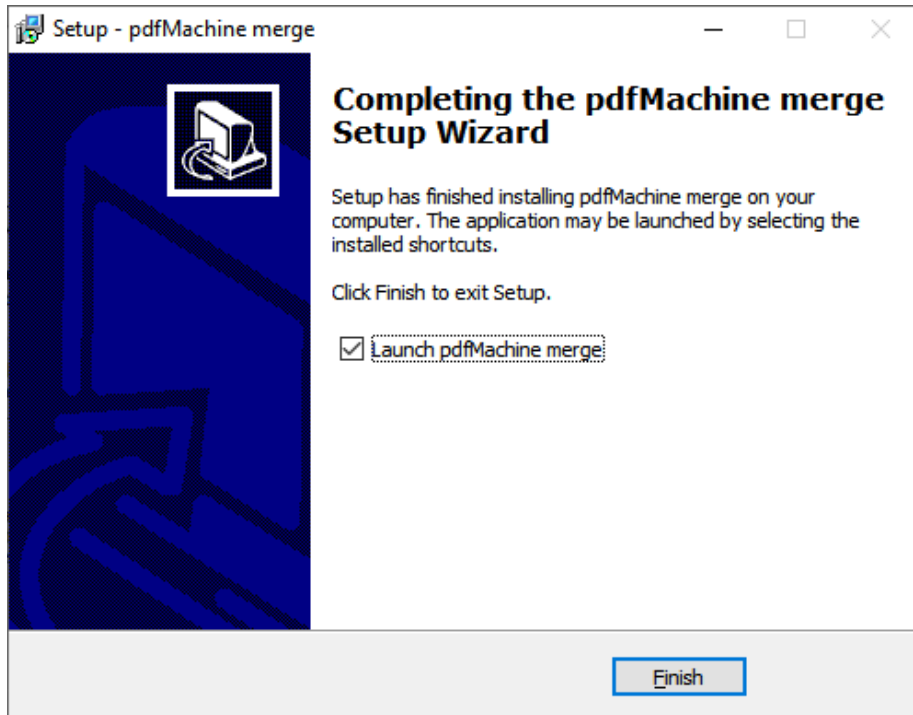
Select "I accept the agreement". Then click "Next".



Click "Next".

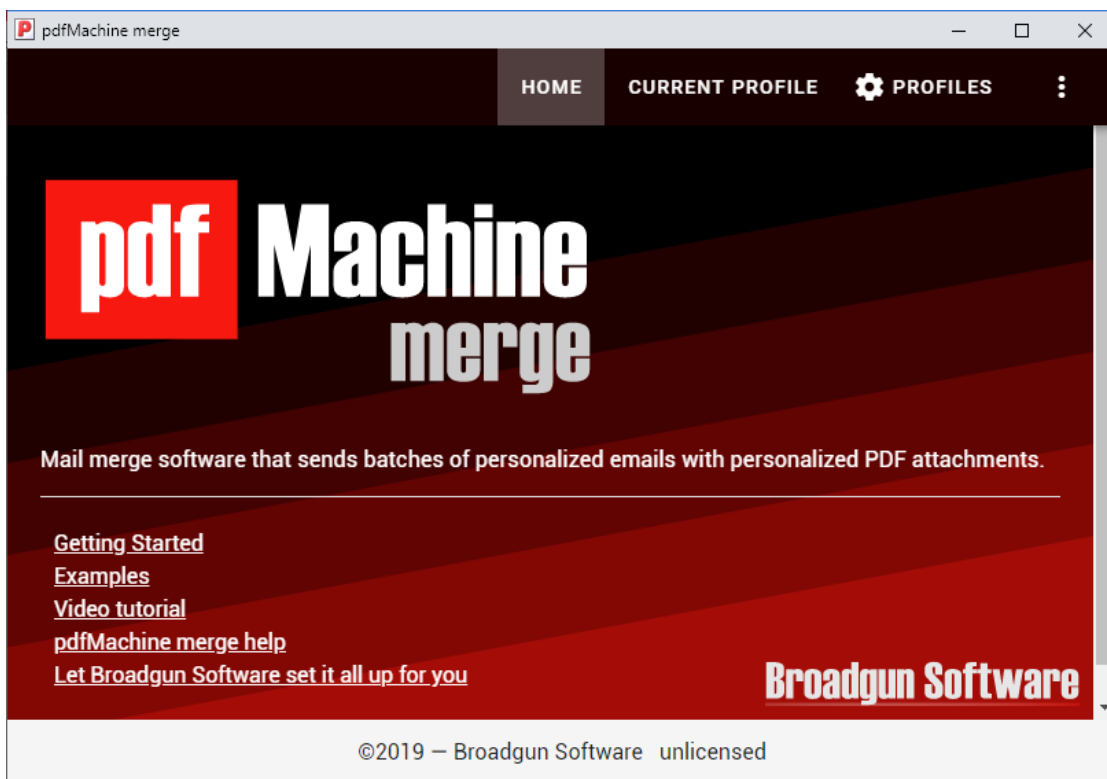


Click "Install".

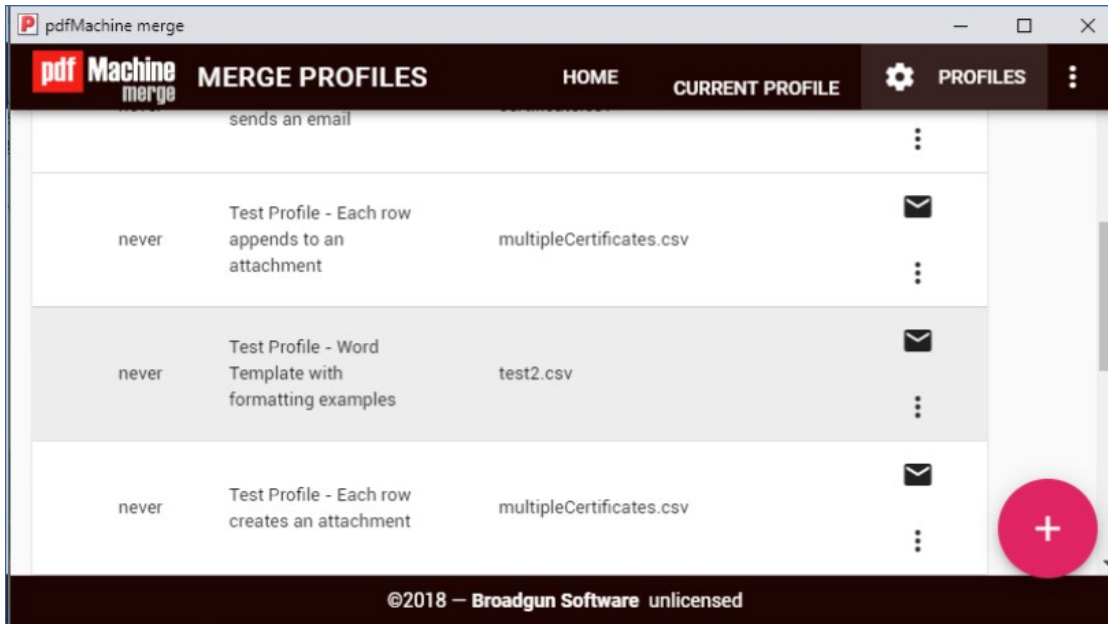


Click "Finish". Pdf Machine Merge will start.

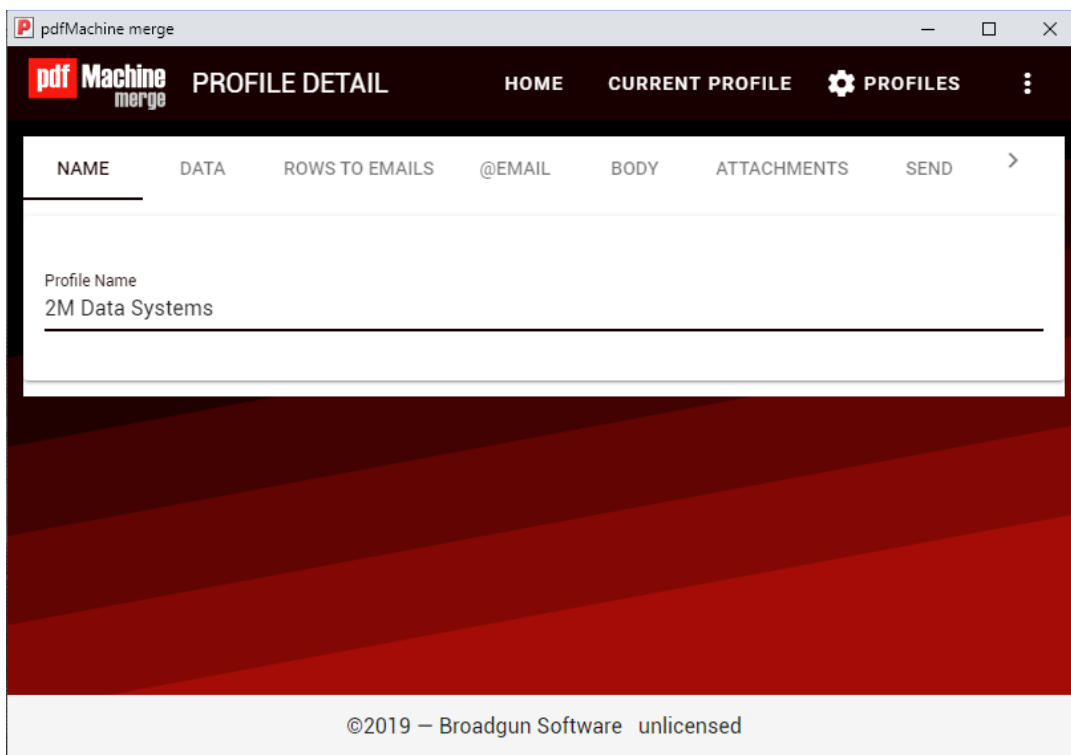
Setting up pdf Machine Merge



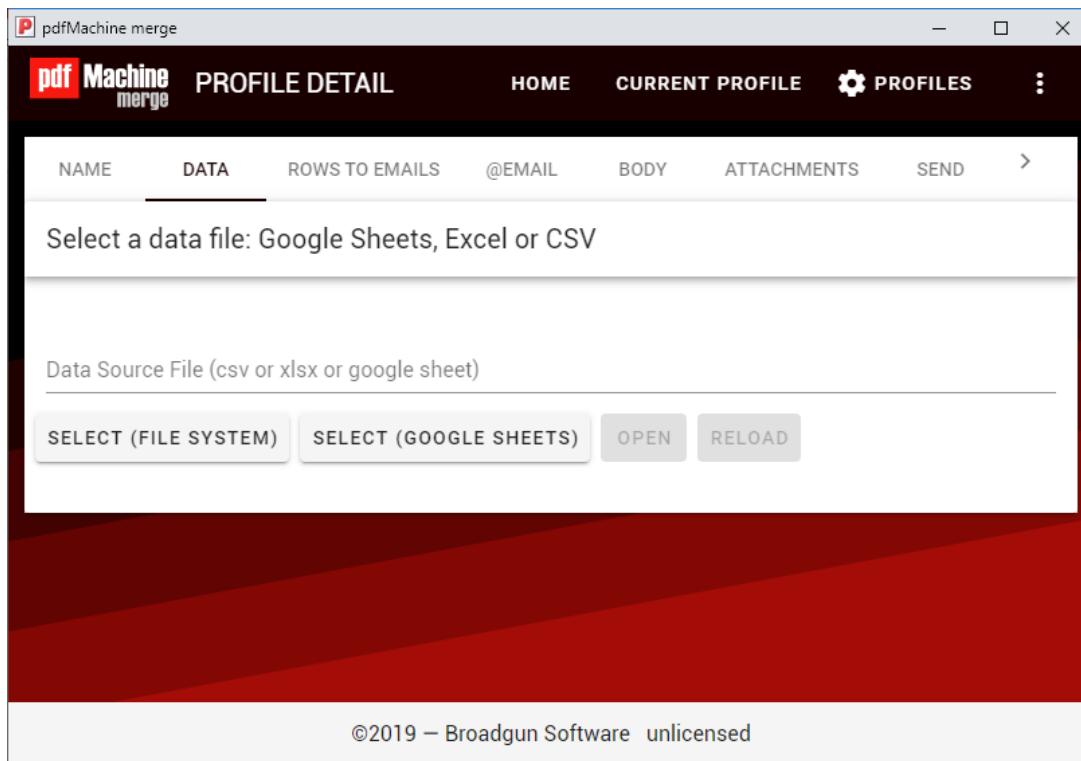
Click "Profiles".



Click the “+” (plus) symbol to add a new profile.

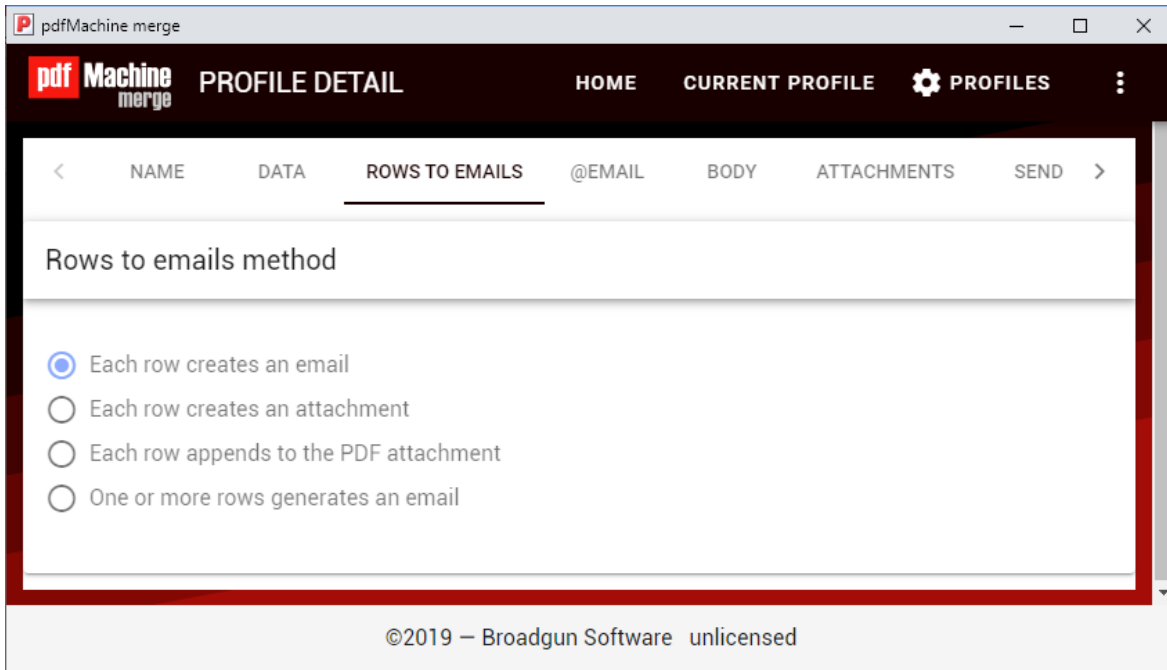


Enter a name for the profile, then click “Data”.



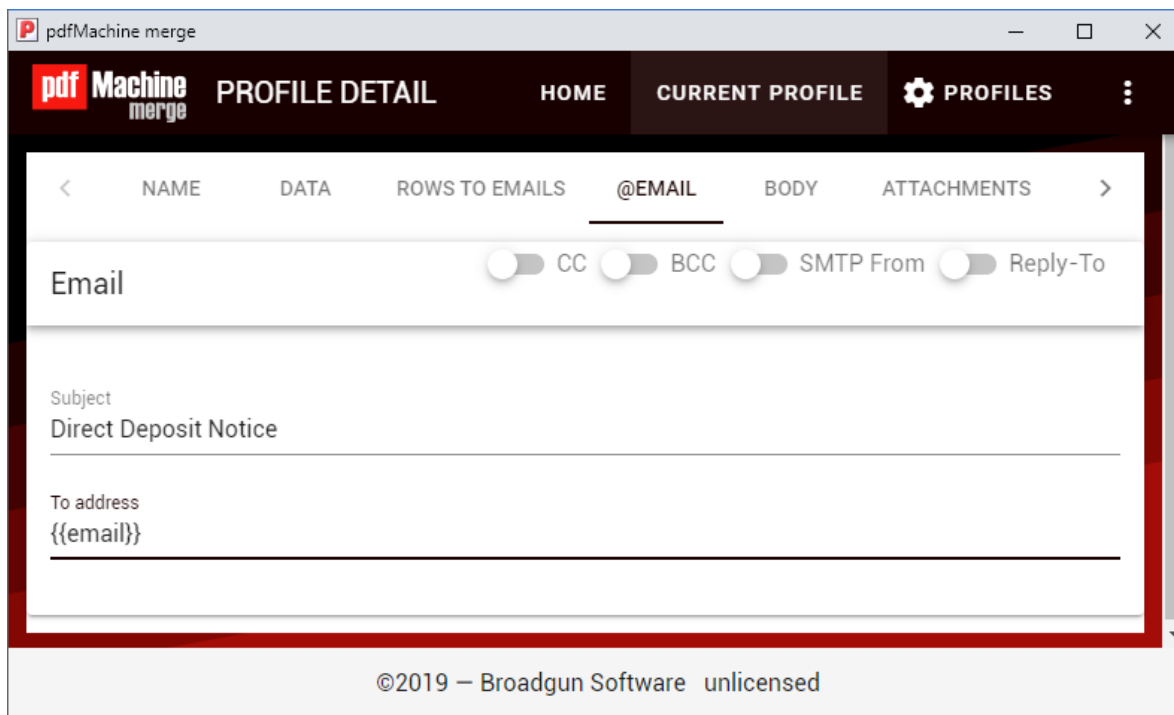
Click "Select (file system)" and locate the file that contains the employee email addresses.

Click "Rows to emails".



Select “Each row creates an email”.

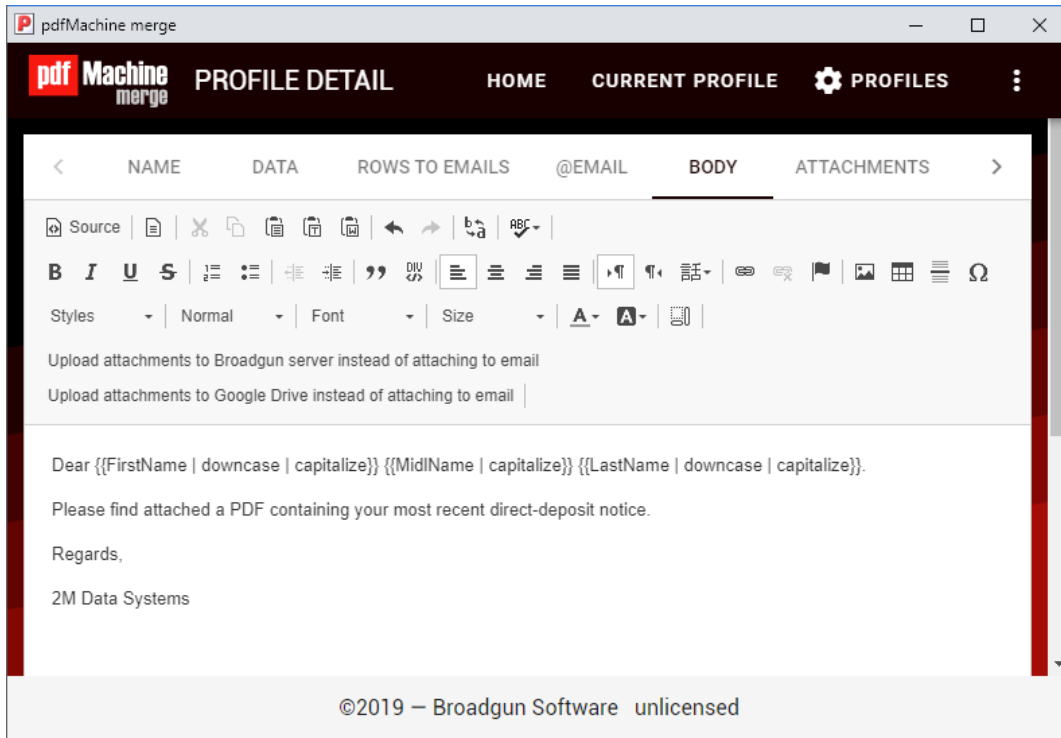
Click “@email”.



Enter a “subject” as it should appear on the emails generated by pdf machine merge. The “To address” should be entered as “{{Email}}”. Click “Body”.

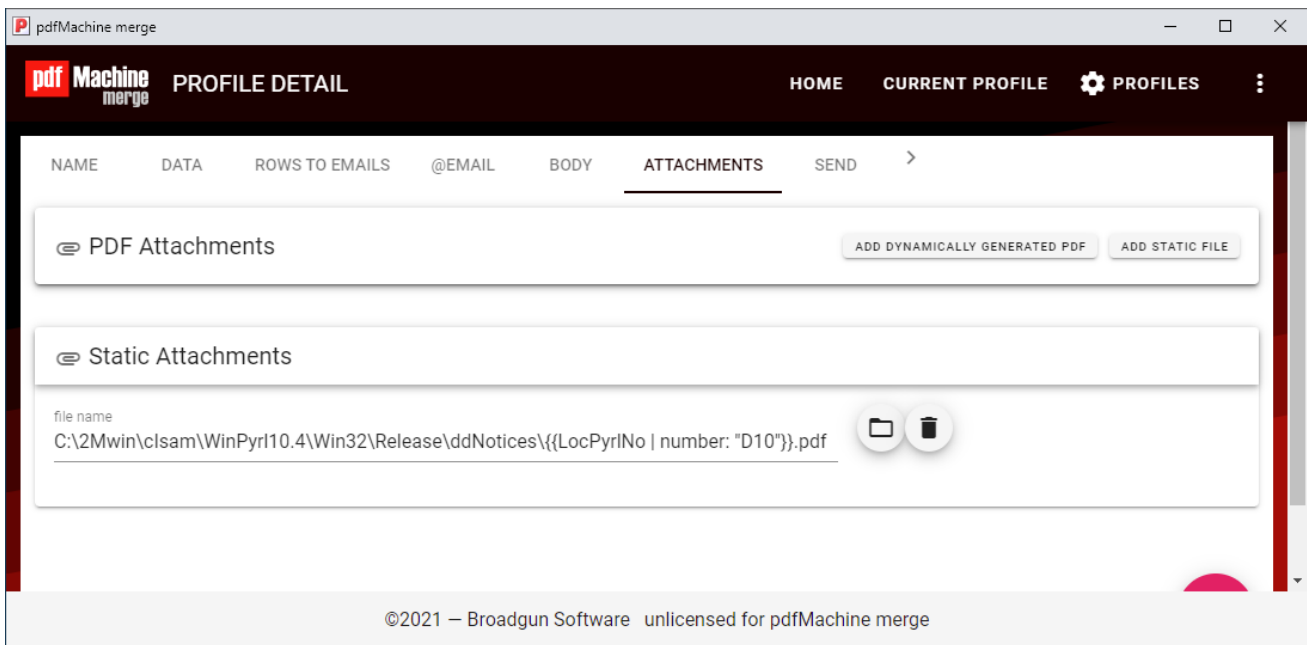
Note at the bottom of this screen are the “merge” fields which can be used to insert employee information into the body of the email.

In the ‘Body’, enter a ‘template’ for the body of the email. Here’s a sample:



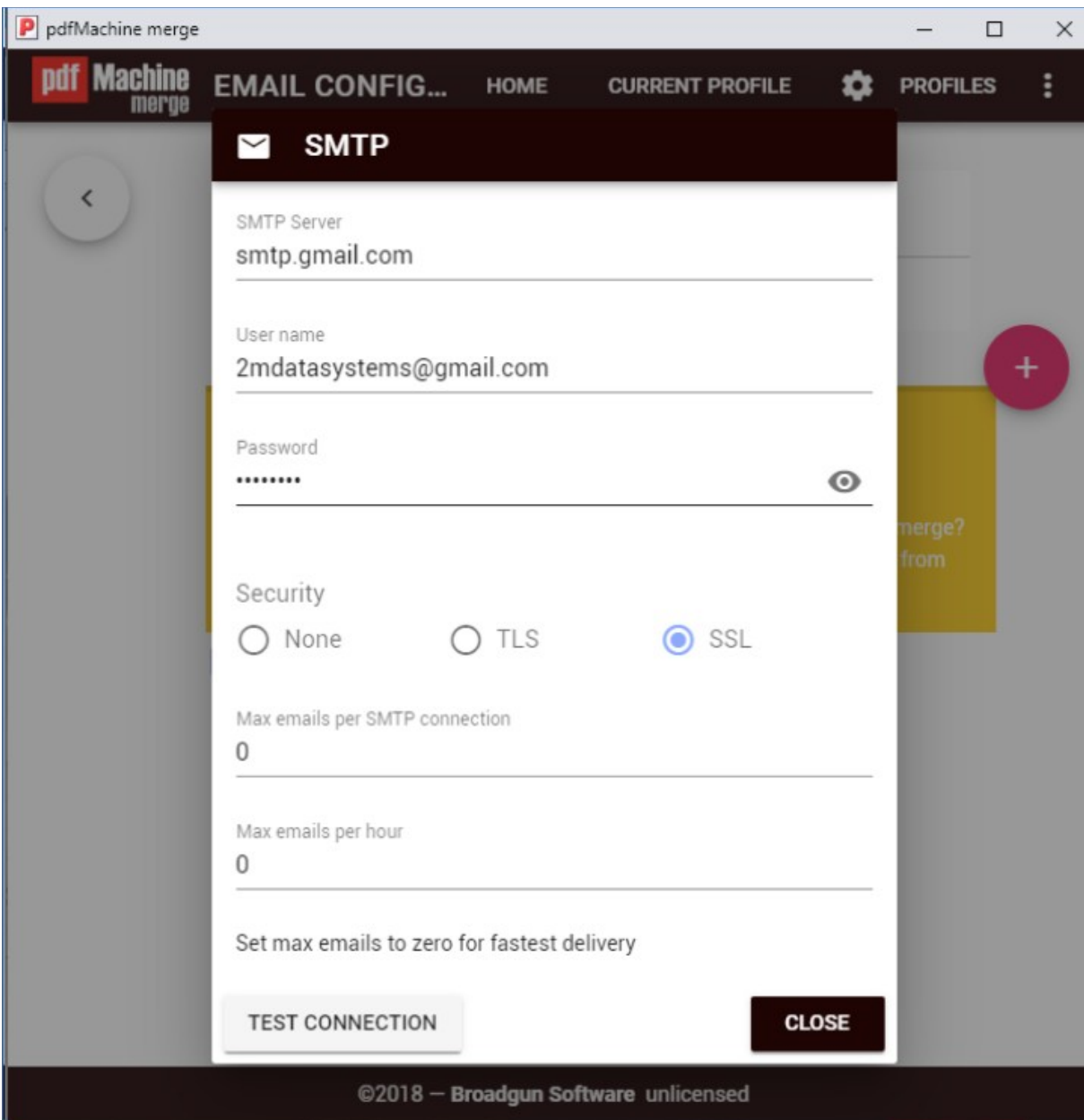
Note the 'FirstName', 'MidName', and 'LastName' from the Merge Field Names, or 'Data File'. In this example, the employee names were entered in uppercase, so two 'filters' were added. First to convert to lowercase (downcase) and then to capitalize the first letter (capitalize). These are for appearance only and are not required.

Click Attachments. Then click "Add Static File" to add a pdf attachment.



Enter the path to the pdf direct deposit notices. A quick way to do this is to click the folder icon, locate the files on the system, select one of the pdf direct deposit files, then click open. The path and filename will be entered automatically on the line above. Replace the employee's location-payroll number with "{{LocPyrIno | number: "D10"}}" as shown in the example above.

Click “Send”. Click “Email Config”.



Click the “+” (plus) symbol and enter the information for the email account that should be used to send direct deposit pdf files.

When the information has been entered, click “Test Connection” to make sure everything is working properly.

Click the “<” (back arrow) to back up to the “Send” window.

Select the email profile that you have created from the drop-down list.

Click “Start Sending Emails”.

To test the emails first, click “Test Mode Emailing”. You can then look at each of the emails and the attachment to make sure everything is working properly before actually sending them.