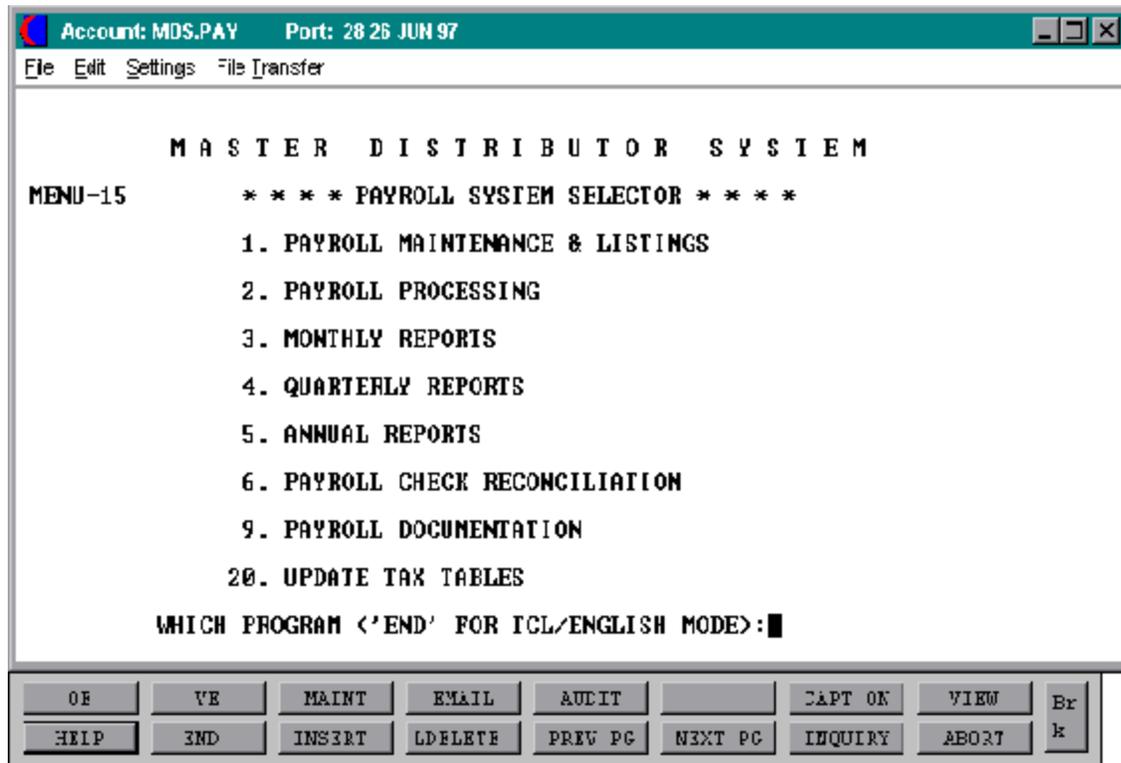


## PAYROLL DOCUMENTATION INTRODUCTION



## PAYROLL INTRODUCTION

The MDS payroll module is designed to perform all necessary payroll functions, such as the calculation of pay and deductions, full labor distribution reporting (including automatic postings to the general ledger), and all required governmental employee wage reporting.

In addition, the system maintains an employee personnel data base from which various analytical reports can be derived.

### PAYROLL CALCULATION

The significant features of the payroll calculation module are:

1. Ability to pay employees on an hourly or salaried basis.
2. Ability to enter salary increases in advance of their taking affect. Historical salary increases are maintained on Employee record.
3. Pay cycles may be weekly, bi-weekly, semi-monthly or monthly.
4. Standard non-taxable pay (such as for expense allowances) may be loaded on the employee record, to be automatically added to employee's net pay.
5. Automatic calculation of payroll taxes - all tax calculations are table based and parameter driven. In addition to the deduction on the employee pay, reports are provided to indicate employer liability:
  - A. Federal
  - B. State
  - C. City
  - D. State and federal unemployment
  - E. FICA

## PAYROLL INTRODUCTION

### PAYROLL CALCULATION (Continued)

6. Automatic miscellaneous deductions from pay:
  - A. Advances
  - B. Garnishments
  - C. Medical insurance
  - D. Union Dues
  - E. Non taxable adjustments to pay
  - F. Bond purchase and reporting
  - G. 401K

Miscellaneous deductions can be coded to be deducted on every pay period or on specific periods. The specific deductions are user defined.

The deduction data may be stored in the miscellaneous deduction record, if the amount or rate applies to all employees (such as hospitalization or garnishment). In addition, an override amount may be stored in the employee record, together with a beginning and ending date. A deduction balance may also be stored in the employee records and be reduced automatically until the amount reaches zero. This is useful in the recovery of advances.

Deductions may be based on:

- A. Percent of gross pay
  - B. Percent of net pay
  - C. Standard amount
  - D. Amount per hour worked
7. Workers' compensation reporting and liability reporting.
  8. Bonus payroll capabilities - with adjusted withholding on large payments (such as salesman commission payments).
  9. Handling of prepaid and void checks.
  10. Overtime and shift differential calculation and reporting.
  11. Payroll may be processed simultaneously for multiple accounting periods and calendar years.

## PAYROLL INTRODUCTION

### PAYROLL REPORTING

1. Current hours edit list (for hourly employees)
2. Payroll register
3. Payroll register summary by department/company
4. Check register (summary and detail)
5. Labor distribution reporting
6. Check printing
7. Check reconciliation
8. Quarterly employee earnings records
9. 941's (for state purposes)
10. Annual employee earning records
11. W2's forms and tape
12. Employee earnings inquiry - detail and summary

### PERSONNEL REPORTING

Examples of some of the reports available from the personnel data base include:

1. Employee roster
2. Pension plan reporting
3. Review date report
4. Vacation report (accrued versus taken)

## FILE MAINTENANCE PROCEDURES OVERVIEW

The file maintenance programs are designed to allow for the addition, deletion, and maintenance of records within each file. All programs provide the following functions:

1. Addition - to add new records to the file
2. Deletion - delete the record from the file (assuming the deletion criteria are met--such as in the case of an employee that they are no earnings for the current calendar year).
3. Change - to edit any of the data in the file with the exception of ID.

All programs begin by prompting for the record's id number on line 1.

### CASE 1 - ENTERING A NEW RECORD

Enter the new record's ID.

If the number has already been assigned to an existing employee record, that record's data will be displayed on the screen and the program will ask, "IS THIS THE CORRECT EMPLOYEE ? <Y/N>:" Since the record retrieved is not what is desired, enter 'N'. The program will reset the screen and re-prompt for the id number. Assign a different number to the new record and enter this number. Repeat this process until an unused number is secured.

When an unused number is entered, the program will ask:

**NOT ON FILE. IS THIS A NEW ITEM? (Y/CR) ?**

Options:

1. To ADD the item to the file, enter "Y" for yes. The program will sequentially prompt each data entry field on the screen. When all of the data has been entered, the program will skip to edit mode (SEE BELOW).
2. To reject the ID number and not add it to the file, enter return. The program will reset and start over at line 1.

## FILE MAINTENANCE PROCEDURES OVERVIEW

### CASE 2 - EDIT (OR CHANGE) AN EXISTING RECORD

Enter the record's ID number. The program will retrieve and display the record's data. The program will immediately skip to edit mode.

Edit mode - a program is in edit mode when the bottom line of the screen asks, "ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT: In response to this prompt the following options can be used:

1. To EDIT a data line, enter the line number of the data line. The program will prompt for the line's new data.

The entry of an \* will delete the current contents of that attribute and will set the field to null as long as the information is not required, such as employee social security number.

To retain the current contents of the field (after you have selected it for change) just press CR.

2. To accept the screen's data as displayed, enter 0 or "END".

If '0' or 'END' is entered and the program has another screen of data entries, the program will continue to that screen. If all screens have been completed, the program will write the record to the file, reset screen 1, and prompt for the next record's id number.

3. To abort the entry, enter "ABORT". This will not file any changes you have made, and return the record to the state it was in before the edit.
4. To delete the entry, type 'DELETE'. If the record's data meets the deletion requirements for the particular file in question the record will be deleted from the file. If it does not, the program will reject the deletion entry and re-prompts: "ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

Following the basic rules above, all of the file maintenance programs can easily be run. For specific descriptions of each data field of each record see the file maintenance field parameter documentation.

## FILE MAINTENANCE PROCEDURES OVERVIEW

### AUDIT TRAIL OF MAINTENANCE TRANSACTIONS

Every time a record is created, deleted, or changed by any of the maintenance programs, a record is written out to the status-log file. This file includes a “BEFORE” and “AFTER” picture of any data that was changed during maintenance. Thus, a complete audit trail of all changes to any master file is always available. The status-log listing should be printed on a regular basis both to maintain an audit trail and to clear the Status-Log file, which can become quite large.

Note that the Status-Log file is used only for maintenance of the system’s master files. While other procedures (order maintenance, or inventory adjustments, for example) may also provide transaction log listings, other audit files are used.

## GETTING STARTED ON PAYROLL

Even if MDS (Master Distribution System) is not being used, various files must be setup on MDS. The file maintenance and general ledger sections have the specific instructions.

### 1. **COMPANY**

The company name and address, etc must be setup before any payroll entry.

### 2. **CHART OF ACCOUNTS**

At least one general ledger number must be setup for posting at end of month. If you are using different general ledgers for each department or tax code, each must be set up. If multiple companies will be used, the accounts must be set up for each company.

### 3. **BANK**

Any banks used for payroll disbursements must be established.

For detailed instructions on the following, please refer to the corresponding section in payroll documentation.

### 4. **PAYROLL DEPARTMENT**

If multiple departments will be used, each department should be set up with the description and general ledger numbers.

### 5. **UNION CODE**

If union codes will be used, they must be set up prior to employee maintenance.

### 6. **MISCELLANEOUS DEDUCTIONS**

Any deductions other than tax deductions should be entered with the general ledger number, cycle and type.

### 7. **WORKMANS COMPENSATION**

Any Workmans Compensation records should be established before employee entry.

## GETTING STARTED ON PAYROLL

### 8. **PAY COMPANY**

The company information should be set up for each company using payroll.

### 9. **TAX TABLES**

The general ledger numbers should be entered for all tax tables and companies that will be used.

### 10. **SHIFT DIFFERENTIAL**

If multiple shifts are run, this information must be input.

### 11. **EMPLOYEE MAINTENANCE**

Each employee can now be setup with their corresponding departments, deductions, etc. If it is a new employee, use new employee and set up both the Master and Detail records.

### 12. **MID-YEAR START-UP**

If you are starting payroll anytime other than the beginning of the year, the quarterly employee information should be entered so year-end W2's and annual reports can be generated. This can be done through hand check entry. Enter the information quarterly with the check number as the last check issued for that employee during that quarter. After each quarter is entered the payroll register, payroll check update and end of month will be run to update the files. After all the history information is entered, normal payroll processing can begin.

## **PAYROLL RELATED MAINTENANCE & LISTINGS**

This section enables the user to set up and maintain the Master and Detail files used in payroll processing such as Employees, Department, Pay Company, and Tax Tables.

## PAYROLL EMPLOYEE MAINTENANCE SELECTOR

```

Account: MDS.PAY Port: 28 26 JUN 97
File Edit Settings File Transfer
MENU-15.1 PAYROLL RELATED MAINTENANCE & LISTINGS
-----
MAINT LIST
-----
1. 21. ALPHA EMPLOYEE LISTING
NEW EMPLOYEE MASTER FILE
22. EMPLOYEE MASTER FILE
23. EMPLOYEE PAYROLL DATA (EMPLOYEE DETAIL)

4. 24. COMPANY TAX TABLE FILE
5. 25. DEPARTMENT MASTER FILE
6. 26. MISCELLANEOUS DEDUCTION MASTER FILE
7. 27. UNION MASTER FILE
8. 28. WORKERS COMPENSATION TABLE FILE
9. 29. FEDERAL / STATE / LOCAL TAX TABLE FILE
9A. 29A. SHIFT DIFFERENTIAL FILE

10. EMPLOYEE EARNINGS INQUIRY--CRT
41. --PRINT

42. VACATION & SICK TIME ACCRUAL REPORT
11. UPDATE EMPLOYEE EARNINGS HISTORY FILE
WHICH PROGRAM <CR TO RETURN TO PAYROLL MENU>:█
    
```

OR	VE	MAINT	EMAIL	AUDIT	CAPT DN	VIEW	Br
HELP	END	INSERT	IDELETE	PREV PG	NEXT PG	INQUIRY	k

**NEW EMPLOYEE MASTER MAINTENANCE**

PROGRAM NAME	PR EMP.MAST.MAINT	
	PR EMP.DET.MAINT	
	PR PAYROLL-MAINT	
	PR VALDPAY	
SELECTION	MENU-15.1	
SELECTION NUMBER	1	
FILES ACCESSED	EMP.MAST	DICT EMP.MAST
	EMP.DET	DICT EMP.DET
	ALPHA.DET	DICT STATUS-LOG
	PAY.COMPANY	DICT CUST.MAST
	CONTROL	
	SCREEN	
	PARAMETER	
	STATUS-LOG	

**OVERVIEW**

New employee master maintenance allows for the entry of necessary information in order to create a record for new employees.

## NEW EMPLOYEE MASTER MAINTENANCE

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**PAYROLL EMPLOYEE MAINTENANCE SELECTOR**

-----

1. NEW EMPLOYEE MASTER MAINTENANCE
2. EMPLOYEE MASTER MAINTENANCE
3. EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)

ENTER SELECTION# OR <END> █

PAYROLL-MAINT

OR	VE	MAINT	EMAIL	AUDIT	CAPT DE	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	k

### EMPLOYEE MASTER MAINTENANCE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
00	1	EMPLOYEE #:	AN	5	Employee ID or number
<p>In addition to the employee number, as entered by the operator, the system will generate a 6 digit 'internal' number. This internal number is used to store data for this employee in an efficient way, the operator will never have to refer to this 'internal' number. The employee will be referenced by the 'external' employee number. The match and length of the employee number is established in company maintenance.</p>					
01	3	LAST NAME:	AN	15	Last name
02	4	FIRST NAME:	AN	15	First name
03	5	ADDRESS-1:	AN	25	Address 1
04	6	ADDRESS-2:	AN	25	Address 2
05	7	CITY:	AN	20	City of residence
06	8	STATE:	AN	2	2 Alpha - state code
<p>This field is required and is validated against a state code table. For non-US addresses, use state code 'FF'.</p>					
07	9	ZIP CODE:	N	5	Zip code
08	12	SOCIAL SECURITY#:	N	11	Social security number input as NNN-NN-NNNN
09	10	TELEPHONE #:	AN	12	Telephone number input as NNN-NNN-NNNN
10	13	STATUS:	AN	1	Pay status

A = Active  
T = Terminate  
D = Disabled

## EMPLOYEE MASTER MAINTENANCE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
<p>(T) terminated employee's will be changed by the system to an (I) inactive status after the printing of all year END reports and purge. At that point, they may be deleted. Payroll is generated only for (A) active employees.</p>					
11	11	BIRTH DATE:	AN	8	Birth date - input as MM/DD/YY
12	13	MARITAL STATUS:	AN	1	<p>Marital status</p> <p>M = Married S = Single</p> <p>This field is used for personnel and hospitalization purposes, and not for payroll tax calculations.</p>
13	14	NO. DEPENDENTS:	AN	2	<p>Number of dependents</p> <p>Number of dependents for personnel purposes. This field is not used for tax calculations.</p>
14	15	SEX:	AN	1	<p>Sex</p> <p>M = Male F = Female</p>
15	16	EEO CODE:	AN	5	<p>EEO code</p> <p>Minority group, if any, to which this employee may belong.</p>

---

**EMPLOYEE MASTER MAINTENANCE**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
16	48	JOB CLASSIFICATION:	AN	4	Job classification validated to Job.Title file
17	18	START DATE:	AN	8	Start date input as MM/DD/YY
18	19	TERMINATION DATE:	AN	8	Termination date input as MM/DD/YY
19	20	DATE REHIRED:	AN	8	Rehired date input as MM/DD/YY
20	24	DISABILITY DATE:	AN	8	Disability date input as MM/DD/YY
21	25	PENSION:	AN	1	Pension code  Entry indicates the employee is covered by a qualified pension plan.
22	26	IRA#:	AN	13	IRA#
23	27	SAVINGS ACCT #:	AN	13	Savings#
24	22	ALTERNATE EMP #:	AN	4	Alternate employee #

If an employee moves to a different tax jurisdiction during a calendar year, separate wage reporting is required for each state. A new employee number should be set up and cross referenced to the old. The system checks the alternate employee number, so that the FICA maximum tax is not exceeded.

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

---

**EMPLOYEE MASTER MAINTENANCE**

---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
------	------	--------	------	------	-------------

---

ACCEPT - enter '0' to accept all information.

NOTE: If the entry is for a new employee you can delete the employee. If the employee is (A)ctive , it cannot be deleted. If the employee is (T)erminated, you can delete the record AFTER end of year has been processed. Only (I)nactive employees can be deleted.

## NEW EMPLOYEE MASTER MAINTENANCE

Account: MDS.PAY    Port: 28 26 JUN 97
\_ □ ×

File Edit Settings File Transfer

**EMPLOYEE MASTER FILE MAINTENANCE**

```

EMPLOYEE#: 00000
1.LAST NAME:
2.FIRST NAME:
3.ADDRESS-1:
4.ADDRESS-2:
5.CITY:
6.STATE:
7.ZIP CODE:
8.SOCIAL SECURITY#:
9.TELEPHONE#:
10.STATUS:      <A/T/D>
11.BIRTH DATE:
12.MARITAL STATUS:  <M/S>
13.NO. DEPENDENTS:
14.SEX:         <M/F>
15.EEO CODE:
16.JOB CLASSIFICATION:
17.START DATE:
18.TERMINATION DATE:
19.DATE REHIRED:
20.DISABILITY DATE:
21.PENSION:
22.IRA#:
23.SAVINGS ACCT#:
24.ALTERNATE EMP#:
                
```

OR	VE	MAINT	EMAIL	AUDIT	CAPT DE	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	k

---

**EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
<b>PAYROLL INFORMATION</b>					
00	0	COMPANY #:	N	2	Company number
<p>If you are entering a new employee, employee name and number will be shown, and you will be prompted with, 'NOT ON FILE. IS THIS A NEW ITEM (Y/CR)?, if this new employee.</p> <p>Y - will prompt you with Dept# CR - will return to Co#</p> <p>If you are doing maintenance to an existing employee, you will enter the company number and employee number. All the information will then be displayed for correction.</p>					
01	1	DEPARTMENT:	N	3	Employee's department number
Validated to payroll Dept.Mast.					
02	3	PAY CYCLE:	AN	1	Pay cycle
(W/B/S/M)					
W = Weekly - use annual salary as base					
B = Biweekly- use annual salary as base					
S= Semi-monthly- use annual salary as base					
M= Monthly - use annual rate					
03	4	PAY TYPE:	N	2	Pay type
S= Salaried use annual salary as base					
H = Hourly use hourly rate as base					

## EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
04	6	REG WORK HRS:	N	7	Standard work hours  This field is used with salaried employees to determine the hourly rate when hourly entry is performed.
05	5	SHIFT:	N	2	Work shift
06	9	EIC:	AN	4	EIC code  This is used if the employee is eligible to receive the earned income credit.
07	7	UNION CODE:	AN	1	Union code  Validated to Union Master file.
08	8	WORKERS COMP CODE:	AN	4	Workmans compensation code  Workers compensation category which employee is assigned to.  Validated to Work.Comp file.
09	47	SICK HOURS:	N	4	Accumulation of sick hours  Maintenance of sick hours balance field in the Employee Master file.  A = Additive - hours to add O = Override - hours to override

## EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
10	49	VACATION HOURS:	N	4	Vacation hours  Maintains the vacation similar to sick hours.
11		ANNUAL SALARY:	N	8	Annual salary  This field is used to pay salaried workers types. The payroll calculation program divides the annual salary by the number of pay periods to determine the amount to be paid each cycle.  W = Weekly (divided by 52) B = Bi-weekly (divided by 26) S = Semi-monthly (divided by 24) M = Monthly (divided by 12)  Provision is made to input the new rate and the date it is to take effect.
		10 CURRENT			
		13 NEW RATE			
		13 EFFECTIVE DATE			
12		ANNUAL NONTAX AMT:	N	8	Annual non-taxable amount  The amount of nontaxable pay (EX. Expense allowance) to be paid to the employee on an annual basis. Override capability is provided. This is an annual amount.
		11 CURRENT			
		14 NEW RATE			
		18 EFFECTIVE DATE			

## EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
13		HOURLY RATE:	N	8	Hourly rate The base hourly rate an employee is paid. Provision is available to pre-enter a new hourly rate with it's effective date. This field is used only with hourly employees type (H).
		12 CURRENT			
		15 NEWRATE			
		18 EFFECTIVE DATE			

## TAX INFORMATION

To input information regarding the tax liability of the employee.

14		CODE:	AN	4	Tax codes
		25 STATE			Defines the state and city withholding schedules to be used. (EX)
		26 CITY			
		76 CITY-2			
		STATE:			NYS - N.Y. STATE NJET - N.J. EMERG. TRANS NJSA - N.J. STATE TAX
		CITY:			NYCR - N.Y.C RESIDENT NYCN - N.Y.C. NON RESIDENT
					The deduction tables are stored in the tax file. Validation is the Tax.Table file.
15	27	MARITAL STATUS:	AN	1	Marital status
					Defines whether federal withholding should be based on married or single table.

## EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
					(M/S) FEDERAL This marital status is used for tax calculation.  M - Married S = Single
16		EXEMPTIONS CLAIMED:	N	2	Exemption  Number of exemptions claimed for each tax category. These exemptions are used for tax calculations calculations.
		28 FEDERAL			
		29 STATE			
		30 CITY			
		66 CITY-2			
17		ADD'L WITHHOLDING:	N	7	Additional withholding.  Amount of additional tax the employee wishes to have withheld during tax calculation.
		31 FEDERAL			
		32 STATE			
		33 CITY			
		67 CITY-2			
18		OVERRIDE DEDUCTION AMT:	N	7	Tax override amount  If this field is input, it overrides the normal calculation of tax deduction amounts. Care must be taken since the override amount must correspond to the pay cycle. (EX weekly, monthly, etc). If inputed, these amounts, rather than the table calculated amounts are used.
		34 FEDERAL			
		35 STATE			
		36 CITY			
		68 CITY-2			



---

**EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
19		BONDS:	N	7	These fields guide the system in deducting the correct amount for the savings bond deduction program.
40		AMOUNT	N	7	Bond deduction amount.
41		BALANCE	N	7	Bond deduction accumulated balance.
42		WEEK	N	4	Bond cycle.  0 = Every pay period 1-5 = Pay period of the month
					If the deduction is to be taken the first and third period, then '13' should be entered.
43		DENOMINATION	N	7	Denomination of bond to be purchased.
44		EFFECTIVE DATE	AN	8	Bond effective date.  If left blank, then 'immediately'.
45		EXPIRATION DATE	AN	8	Bond expiration date.  If left blank then no expiration date.
20		MISCELLANEOUS DEDUCTIONS			This describes the miscellaneous deductions to be subtracted from the employees' pay.

---

**EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
50	CODE		AN	4	Miscellaneous deduction code. EX: GAR = garnishment HSS = hospitalization single
					The remaining information need not be inputted if the amounts stored in the Miscded record are applicable to this employee. Up to 9 deductions can be entered, for each employee, but the code can only be entered once for each employee. For example, an employee cannot have 2 GAR (garnishment) deductions.
51	TYPE		AN	2	Miscellaneous deduction payment method.  A = specific dollar amount PG = percent of gross pay PN = percent of net pay AH = dollar amount per hour worked
52	AMOUNT		N	7	Miscellaneous deduction amt.  Depending on the type code, may be an amount, a percent, or an amount per hour. May be negative.
53	BALANCE		N	7	Miscellaneous deduction balance.

Remaining amount to be deducted and is automatically reduced each time a deduction is taken, if the reduce balance flag is set in the Miscded file this is used for a recovered amount, for ex. Garnishment advance, etc. If the reduce balance amount is set to null then the amount will be taken from the miscellaneous deduction record. If the deduction is no longer needed, the balance should be set to 0 and the amount should be set to 0.

---

**EMPLOYEE PAYROLL DATA MAINTENANCE (EMPLOYEE DETAIL)**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
54	WEEK		N	4	Miscellaneous deduction cycle.  0 = every pay period 1-5 = specific pay period 13 = first and third pay period
55	EFFECTIVE DATE		AN	8	Miscellaneous deduction effective date.  If no date is input deduction will begin in next cycle.
56	EXPIRATION DATE		AN	8	Miscellaneous deduction expiration date.

If there is no expiration date, then leave blank. If no expiration is input, the deduction will continue until removed from the record.

**ENTER LINE# (1-28) TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

An active or terminated employee cannot be deleted. Terminated employees can be deleted after end of year has changed their status to (I)inactive. To remove a deduction from an employee's record input an '\*' at that prompt.



**COMPANY TAX TABLE FILE**

PROGRAM NAME	PR PAY.COMPANY-MAINT
	PR VALDPAY1
SELECTION	MENU-15.1
SELECTION	4
FILES ACCESSED	PAY.COMPANY
	COMPANY
	PARAMETER
	SCREEN
	STATUS-LOG
	DICT PAY.COMPANY
	DICT STATUS-LOG

**OVERVIEW**

Company Tax Table file allows for the entry of general ledger and deduction rate information pertaining to each company.

### COMPANY TAX TABLE FILE

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

COMPANY TAX TABLE FILE MAINTENANCE

CO# : █

G/L CODE

- 1.FEDERAL WITHHOLDING:
- 2.FICA WITHHOLDING:
- 4.EARNED INC CREDIT ACCOUNT:
- 5.FEDERAL UNEMPLOYMENT:
- 7.WORKER'S COMPENSATION:
- 8.SAVINGS BOND:
- 9.EMPLOYEE FORMAT:
- 10.EMPLOYEE MATCH:
- 11.EMPLOYEE FICA RATE:
- 12.EMPLOYER FICA RATE:
- 13.FICA MAXIMUM:
- 14.FUI RATE:
- 15.FUI MAXIMUM:
- 16.DEFAULT BANK#:
- 17.FEDERAL TAX ID:
- 18.EMPLOYEE FICA RATE (HI):
- 19.EMPLOYER FICA RATE (HI):
- 20.FICA MAXIMUM (HI):
- 21.EMPLOYER 401K RATE:
- 22.EMPLOYER 401K MAX %:
- 23.EMPLOYER 401K MAX \$:
- 24.EMPLOYEE 401K RATE:
- 25.EMPLOYEE 401K MAX \$:

OE	VE	MAINT	EMAIL	AUDIT		CAPT DE	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

---

**COMPANY TAX TABLE FILE**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
01	11	FEDERAL WITHHOLDING:	N	16	Federal withholding tax G/L#
02	12	FICA WITHHOLDING:	N	16	FICA withholding tax G/L#
04	14	EARNED INC. CREDIT ACCOUNT:	N	16	Earned income credit GL#
05	15	FEDERAL UNEMPLOYMENT:	N	16	Federal unemployment insurance G/L#
07	17	WORKER'S COMPENSATION:	N	16	Workmans compensation GL#
08	18	SAVINGS BONDS:	N	16	Savings bond G/L#
09	8	EMPLOYEE FORMAT:	N	8	Employee format EX. 99ABCDEF = NNAAAAAA
10	9	EMPLOYEE MATCH:	N	8	Employee match EX. 2N6A
11	24	EMPLOYEE FICA RATE:	N	7	Employee FICA rate, percent
12	25	EMPLOYER FICA RATE:	N	7	Employer FICA rate, percent
13	26	FICA MAXIMUM:	N	10	FICA maximum
14	27	FUI RATE:	N	7	FUI percent
15	28	FUI MAXIMUM:	N	10	FUI maximum
16	5	DEFAULT BANK#:	N	3	Default bank number normally used for payroll validation to Bank file.
17	3	FEDERAL TAX ID	N	11	Federal tax id
18	37	EMPLOYEE FICA RATE (HI):	N	7	Employee FICA percent - 2 (Hospital ins.)

---

**COMPANY TAX TABLE FILE**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
19	38	EMPLOYER FICA RATE (HI):	N	7	Employer FICA percent - 2 (Hospital ins.)
21	34	EMPLOYER 401K RATE	N	7	Employer's 410K rate
22	36	EMPLOYER 401K MAX %	N	7	Maximum employer 401K %
23	35	EMPLOYER 401K MAX \$	N	7	Maximum employer 401K dollar Per calendar year.
24	32	EMPLOYEE 401K RATE	N	7	Employee 401K rate
25	33	EMPLOYEE 401 MAX\$	N	7	Maximum amount employee can contribute each calendar year

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

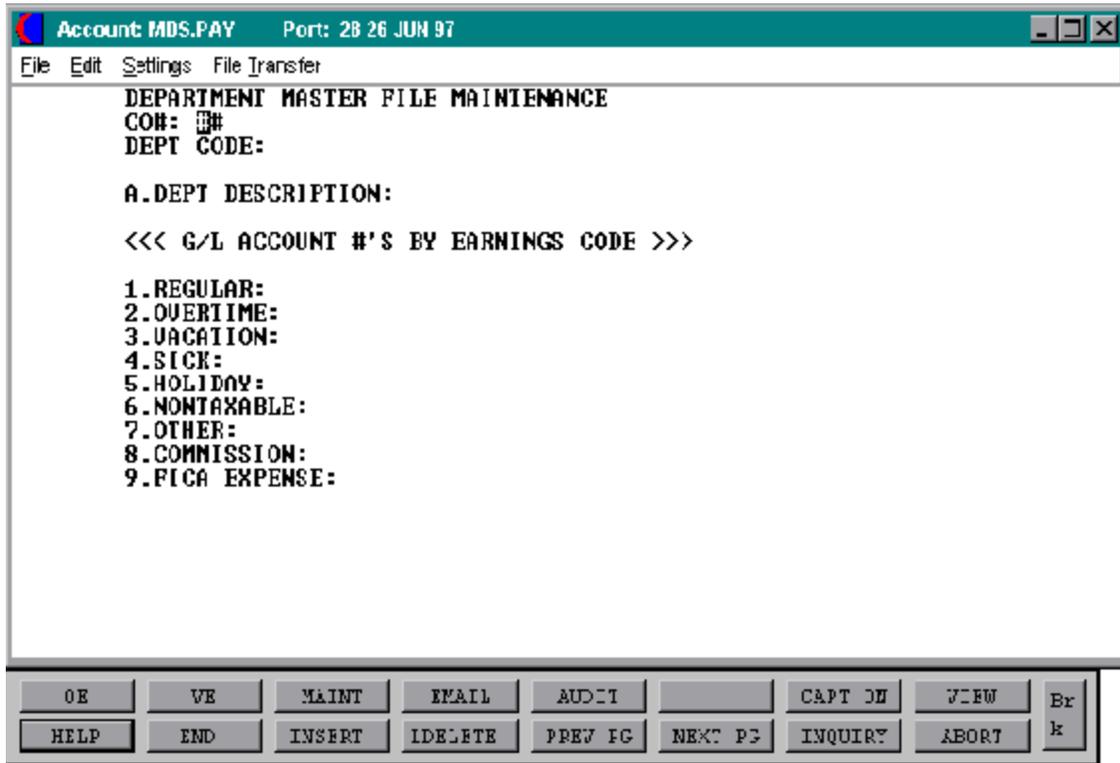
**DEPARTMENT MASTER FILE**

PROGRAM NAME	PR PAY.DEPT-MAINT
	PR VALDPAY
SELECTION	MENU-15.1
SELECTION NUMBER	5
FILES ACCESSED	PAY.DEPT
	PARAMETER
	SCREEN
	STATUS-LOG
	DICT PAY.DEPT
	DICT STATUS-LOG

**OVERVIEW**

The Department Master file is used to store payroll general ledger numbers by department and company codes.

### DEPARTMENT MASTER FILE



## DEPARTMENT MASTER FILE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0		CO#:	N	2	Company number
0		DEPT CODE:	N	3	Department number
<p>If not on file, program will prompt: 'not of file. Is this a new code (Y/CR)</p> <p>CR = Will return to DEPT Code. Y = Will prompt for the following:</p>					
	1	A.DEPT DESCRIPTION:	AN	30	Department description
01	3	REGULAR:	N	16	Regular payroll expense GL#
02	4	OVERTIME:	N	16	Overtime payroll expense GL#
03	5	VACATION:	N	16	Vacation payroll expense GL#
04	6	SICK:	N	16	Sick payroll expense GL#
05	7	HOLIDAY:	N	16	Holiday payroll expense GL#
06	8	NONTAXABLE:	N	16	Non-taxable payroll expense GL#
07	9	OTHER:	N	16	Other payroll expense GL#
08	10	COMMISSION:	N	16	Commission payroll expense GL#
09	11	FICA EXPENSE:	N	16	FICA expense GL#

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

**MISCELLANEOUS DEDUCTION MASTER FILE**

PROGRAM NAME	PR DEDUCTION-MAINT
	PR VALDPAY
SELECTION	MENU-15.1
SELECTION NUMBER	6
FILES ACCESSED	MISCDED
	PARAMETER
	SCREEN
	STATUS-LOG
	DICT MISCDED
	DICT STATUS-LOG

**OVERVIEW**

Miscellaneous Deduction Masterfile allows for the set up of deductions where the rates are the same for all employee's or specific deductions set up in the Employee's file.

### MISCELLANEOUS DEDUCTION MASTER FILE

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**DEDUCTION MASTER FILE MAINTENANCE**

CON: 0#  
DEDUCTION CODE:

1.DESCRPTION:  
2.HEADING DESCRIPTION:  
3.G/L# CODE:  
4.TYPE:  
5.RATE:  
6.CYCLE:  
7.REDUCE BALANCE FLAG:  
8.FED EXEMPT (Y/N):  
9.FICA EXEMPT (Y/N):  
10.STATE EXEMPT (Y/N):  
11.SUI EXEMPT (Y/N):  
12.CITY EXEMPT (Y/N):  
13.CITY2 EXEMPT (Y/N):  
14.REIMBURSE DED(Y/N):

OE	VE	MAINT	EMAIL	AUDIT		CAPT DE	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

---

**MISCELLANEOUS DEDUCTION MASTER FILE**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0		CO#:	N	2	Company number
0		DEDUCTION CODE:	N	4	Deduction code
<p>If not on file, program will prompt with: 'NOT ON FILE. IS THIS A NEW ITEM (Y/CR) ?</p> <p>CR - returns to the deduction code prompt. Y - will prompt for the following:</p>					
01	1	DESCRIPTION:	AN	25	Deduction description
02	2	HEADER DESCRIPTION:	AN	8	Header description for payroll checks etc.
03	4	G/L # CODE:	N	16	General ledger account number
04	5	TYPE:	AN	2	Miscellaneous deduction type
<p>A = Specific dollar amount PG = Percent of gross pay PN = Percent of net pay AH = dollar amount per hour worked</p>					
05	6	RATE	AN	9	Deduction amount
<p>Depending on the type code, it may be an amount, a percent, or an amount per hour.</p>					
06	7	CYCLE	AN	5	Miscellaneous deduction cycle
<p>0 = Each pay period 1-5 = Week of month</p>					

---

**MISCELLANEOUS DEDUCTION MASTER FILE**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
07	8	REDUCE BALANCE FLAG:			Reduce balance in Emp.Det file  Y = Yes N = No
08	9	FED EXEMPT (Y/N):	AN	1	Exempt from federal taxes
09	10	FICA EXEMPT (Y/N):	AN	1	FICA tax exempt
10	11	STATE EXEMPT (Y/N):	AN	1	Exempt from state taxes
11	12	SUI EXEMPT (Y/N):	AN	1	Exempt from SUI taxes
12	13	CITY EXEMPT (Y/N):	AN	1	Exempt from city taxes
13	14	CITY2 EXEMPT (Y/N):	AN	1	Exempt from city2 taxes
14	15	REIMBURSE DED (Y/N):	AN	1	Reimbursable deduction

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

### MISCELLANEOUS DEDUCTION MAINTENANCE

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**DEDUCTION MASTER FILE MAINTENANCE**

CON: 0#  
DEDUCTION CODE:

- 1.DESCRPTION:
- 2.HEADING DESCRIPTION:
- 3.G/L# CODE:
- 4.TYPE:
- 5.RATE:
- 6.CYCLE:
- 7.REDUCE BALANCE FLAG:
- 8.FED EXEMPT (Y/N):
- 9.FICA EXEMPT (Y/N):
- 10.STATE EXEMPT (Y/N):
- 11.SUI EXEMPT (Y/N):
- 12.CITY EXEMPT (Y/N):
- 13.CITY2 EXEMPT (Y/N):
- 14.REIMBURSE DED(Y/N):

OE	VE	MAINT	EMAIL	AUDIT		CAPT DE	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**UNION MASTER FILE**

PROGRAM	PR UNION-MAINT
	PR VALDPAY
SELECTION	MENU-15.1
SELECTION NAME	7
FILES ACCESSED	UNION
	PARAMETER
	SCREEN
	STATUS-LOG
	DICT UNION
	DICT STATUS-LOG

**OVERVIEW**

Union Master file allows for the set up of union deductions for the employee's of the company.

# UNION MASTER FILE

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**UNION MASTER FILE MAINTENANCE**

COM#: 0#  
UNION CODE:

1.UNION NAME:  
2.UNION CONTACT:  
3.G/L# CODE:  
4.TYPE:  
5.RATE:  
6.CYCLE:

OE	VE	MAINT	EMAIL	AUDIT		CAPT DE	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

## UNION MASTER FILE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0		CO#:	N	2	Company number
0		UNION CODE:	N	5	Union code
<p>If not on file, program will prompt with: 'NOT ON FILE. IS THIS A NEW ITEM (Y/CR) ?</p> <p>CR - returns to the union code prompt. Y - will prompt for the following:</p>					
01	1	UNION NAME:	AN	25	Union name
02	2	UNION CONTRACT:	AN	25	Union contract
03	4	G/L# CODE:	N	16	Union deduction GL #
04	5	TYPE:	AN	2	Union due payment type
<p>A = Specific dollar amount PG = Percent of gross pay PN = Percent of net pay AH = Dollar amount per hour worked</p>					
05	6	RATE:	AN	9	Contribution rate
<p>Depending on the type code, it may be an amount, a percent, or an amount per hour.</p>					
06	7	CYCLE:	N	5	Union dues cycle
<p>0 = Each pay period 1-5 = Week of month</p>					

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

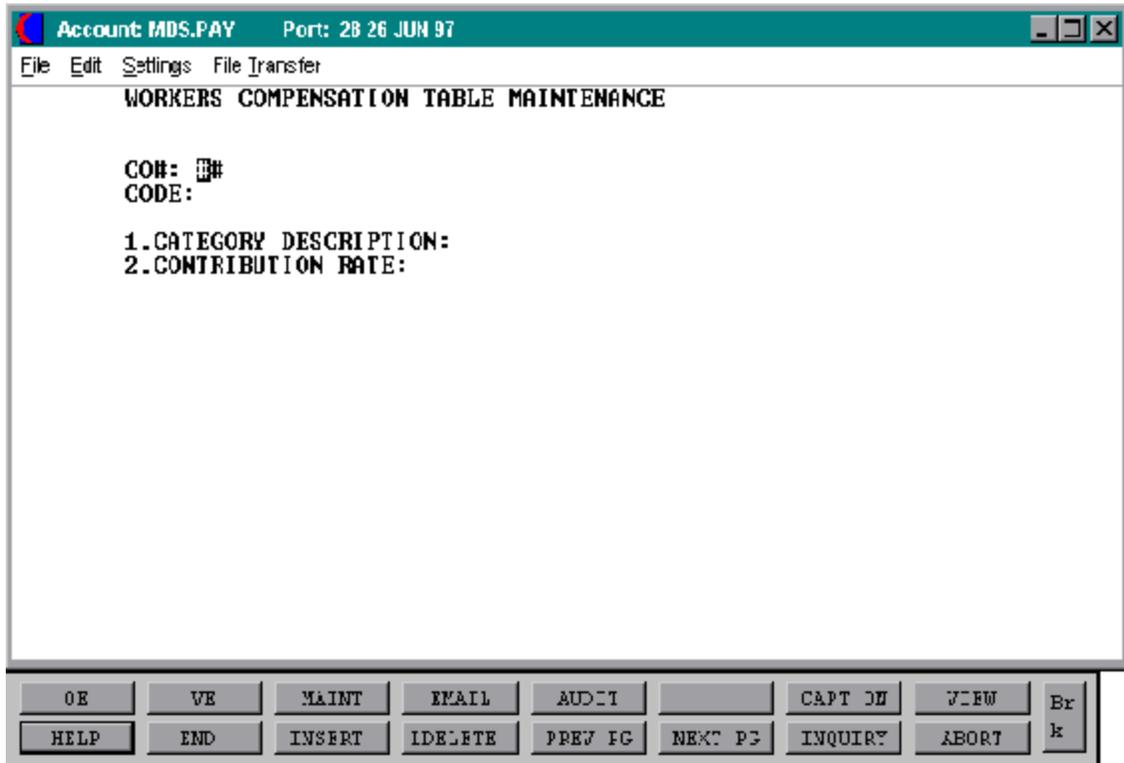
**WORKERS COMPENSATION TABLE FILE**

PROGRAM NAME	PR WORK.COMP-MAINT
	PR VALDPAY
SELECTION	MENU-15.1
SELECTION NUMBER	8
FILES ACCESSED	WORK.COMP
	PARAMETER
	SCREEN
	STATUS-LOG
	DICT WORK.COMP
	DICT STATUS-LOG

**OVERVIEW**

Workers Compensation Table file allows for the set up of compensation by the employer contribution rate.

# WORKERS COMPENSATION TABLE FILE



---

**WORKERS COMPENSATION TABLE FILE**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0		CO#:	N	2	Company number
0		CODE:	N	4	Workman's comp. code
<p>If not on file will prompt: NOT ON FILE. IS THIS A NEW ITEM (Y/N)?</p> <p>CR - Returns to 'CODE'</p> <p>Y - Will prompt for:</p>					
01	1	CATEGORY DESCRIPTION:	AN	25	Workman's comp position
02	2	CONTRIBUTION RATE:	N	8	Workman's comp contribution rate (MR4).

This rate is applied to the gross payroll less overtime premium (if any) to determine the contribution amount.

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

**FEDERAL/STATE/LOCAL TAX TABLE FILE**

PROGRAM	PR TAXM
	PR VALDPAY1
SELECTION	MENU-15.1
SELECTION NUMBER	9
FILES ACCESSED	COMPANY
	TAX.TABLE
	CADF
	CA
	SCREEN
	CONTROL
	PARAMETER

**OVERVIEW**

The Federal/State/Local Tax Table file allows for the entry of data needed to compute withholding and/or disability deduction amounts.

This program maintains the tax jurisdiction master file. You have the ability to add, change or delete any tax jurisdictions. You must take caution in deletion, for there may be employee records with tax jurisdictions assigned to them. If this does occur, the payroll calculation will abort, and these employees will receive no pay.

Each tax table has a tax table type (1-7). Only type 1-7 can be used. If a tax jurisdiction does not fall into any one of the tax types, programming modifications are required.

FEDERAL/STATE/LOCAL TAX TABLE FILE

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

CO#: 01 TAX TABLE MAINTENANCE

TAX TABLE: 1.TAX TABLE TYPE:

A.DESCRPTION:  
 2.DIAB-SUI %: 6.MIN DED ALL: 10.MAX GROSS:  
 3.MAX-SUI-TAX: 7.MAX DED ALL: 11.1ST CREDIT:  
 4.MAX-SUI-DED: 8.ALL %: 12.DEP LIMIT:  
 5.DEP ALLOW: 9.MIN GROSS: 13.2ND CREDIT:  
 14.SUI LIABIL. ACCT: 15.STATE/CTY ACCT:  
 16.STATE TAX ID: 17.SUI EXPE. ACCT:  
 18.EMPLOYER SUI %: 19.EMPLR MAX-SUI-TAX:

\*\*\*\*\* T A X T A B L E \*\*\*\*\*

20.	BASE	FIX/EXC PERCENT	28.	BASE	FIX/EXC PERCENT
21.			29.		
22.			30.		
23.			31.		
24.			32.		
25.			33.		
26.			34.		
27.			35.		

ENTER TAX TABLE CODE OR END: ###

OR	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ΔEORT	k

---

**FEDERAL/STATE/LOCAL TAX TABLE FILE**


---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0		ENTER COMPANY CODE OR END:	N	2	Company code
0		ENTER TAX TABLE CODE OR END:	N	4	Tax table code
<p>If this is a new code the program will prompt: ' IS THIS A NEW TAX TABLE (Y/RTN) ? '</p> <p>RTN - will prompt with 'enter tax table code. Y - will prompt you with the following:</p> <p>If this code is already on file, the information will be displayed.</p>					
37		DESCRIPTION:	AN	40	State description
01	1	TAX TABLE TYPE:	N	2	Tax table type
02	2	DIAB-SUI %:	N	6	Disability state unemploy- ment insurance percentage
03	3	MAX-SUI-TAX:	N	9	Maximum state unemploy- ment insurance tax
04	4	MAX-SUI-DED:	N	9	Maximum state unemploy- ment insurance deduction rate
05	5	DEP.ALLOW:	N	8	Dependent allowance rate
06	6	MIN.DED.ALL:	N	8	Minimum deduction allowance
07	7	MAX.DED.ALL:	N	8	Maximum deduction allowance
08	8	ALL%:	N	6	Allowance percentage
09	9	MIN.GROSS:	N	9	Minimum gross

## FEDERAL/STATE/LOCAL TAX TABLE FILE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
10	10	MAX.GROSS:	N	9	Maximum gross
11	11	1ST CREDIT:	N	9	First credit
12	12	DEP LIMIT:	N	2	Dependent limit
13	13	2ND CREDIT:	N	9	Second credit
14	14	SUI LIABIL. ACCT:	N	16	State unemployment liability insurance general ledger number.
15	15	STATE/CTY ACCT:	N	16	State tax general ledger number.
16	16	STATE TAX ID:	N	15	State tax identification number.
17	17	SUI EXPE. ACCT:	N	16	SUI state unemployment expense general ledger number (Employer expense).
18	18	EMPLOYER SUI %:	N	8	Employer state unemployment percentage.
19	19	EMPLR MAX-SUI-TAX: unemployment tax for year.	N	9	Maximum employer state

(LINES 20-35)

		BASE	N	9	Base usual salary base for this bracket.
		FIX/EXC	N	8	Fixed/excess Fixed amount of tax for this bracket.

## FEDERAL/STATE/LOCAL TAX TABLE FILE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
		PERCENT	N	6	Tax percent for salary above base for this bracket.

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

## TAX TABLE TYPES

### PAYROLL TAX TYPE DESCRIPTION

#### PAYROLL CALCULATION

ALL Tax Table records are set up in the percentage/exact calculation method. Each tax bracket is entered with the base as beginning salary for the tax bracket. The FIX/EXC is the tax amount for the base, and the percent is used to calculate the tax over the base amount.

All dollar fields are stored in annual amounts except the maximum SUI deduction field, which is stored in a weekly amount. At this time, only New York State is using the maximum SUI deduction field.

Also, at this time there are only nine (01-09) tax types the payroll system recognizes. Do not add any or change any of the existing types without The Systems House, Inc.'s approval. Any changes that have been delivered from TSH will be in the Hold.Tax.Table file.

#### A. TAX TYPE - 01

Ex. = Georgia, North Carolina and Virginia State Tax.

1. Calculate annual salary.
2. Calculate dependent deduction amount. (Number of dependents x dependent allowance)
3. Calculate taxable gross. (Annual salary - dependent deduction amount)
4. Reduce taxable gross by maximum deduction allowance. (Taxable gross - maximum deduction allowance)
5. Find appropriate fixed amount using taxable gross in the base amounts bracket.
6. Calculate over amount. [(Taxable gross - base amount) x percent]
7. Calculate tax dollars. (Fixed amount + over amount) divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this pay record.
8. Result is the tax dollar amount for this tax table record.

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****B. TAX TYPE - 02**

Ex. = New York City Nonresident Tax

1. Calculate annual salary.
2. Calculate dependent deduction amount. (Number of dependents x dependent allowance)
3. Calculate taxable gross. (Annual salary - dependent deduction amount)
4. Compare taxable gross to minimum gross. If taxable gross is less, then there is no tax.
5. Find appropriate exclusion amount using taxable gross in the base amounts bracket.
6. Reduce taxable gross by exclusion amount. (Taxable gross - exclusion amount)
7. Calculate tax dollars. (Taxable gross x percent) divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this pay record.
8. Result is the tax dollar amount for this tax table record.

**C. TAX TYPE - 03**

Ex. = California State Tax

1. Calculate annual salary.
2. Compare number of dependents to dependent limit.
  - a. If number of dependents < dependent limit and annual salary  $\leq$  minimum gross, then there is no tax.
  - b. If number of dependents  $\geq$  dependent limit and annual salary  $\leq$  maximum gross, then there is no tax.

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****C. TAX TYPE - 03 (Continued)**

3. Set taxable gross equal to annual salary. (Taxable gross = annual salary)
4. Compare number of dependents to dependent limit again.
  - a. If number of dependents < dependent limit, subtract minimum d education allowance from taxable gross.
  - b. If number of dependents >/= dependent limit, subtract maximum allowance from taxable gross.
5. Find appropriate fixed amount using taxable gross in the base amounts bracket.
6. Calculate over amount. [(Taxable gross - base amount) x percent]
7. Calculate and subtract credit by comparing number of dependents to dependent limit.
  - a. If number of dependents < dependent limit, then credit equals number of dependents x 1st dependent credit.
  - b. If number of dependents >/= dependent limit, then credit equals dependent limit x 1st dependent credit plus (number of dependents - dependent limit) x 2nd dependent credit.
8. Calculate tax dollars. (Fixed amount + over amount - credit) divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this Pay record.
9. Result is the tax dollar amount for this Tax Table record.

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****D. TAX TYPE - 04**

Ex. = City of Yonkers Resident

1. Calculate annual salary.
2. Calculate dependent deduction amount. (Number of dependents x dependent allowance)
3. Calculate taxable gross. (Annual salary - dependent deduction amount)
4. Reduce taxable gross by maximum deduction allowance. (Taxable gross - maximum deduction allowance)
5. Find appropriate fixed amount using taxable gross in the base amounts bracket.
6. Calculate over amount. [(Taxable gross - base amount) x percent]
7. Use SUI percent field to multiply a final percent for tax dollars. [(Fixed amount + over amount) x SUI percent] divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this Pay record.
8. Result is the tax dollar amount for this Tax Table record.

**E. TAX TYPE - 05**

Ex. = Wisconsin State Tax

1. Calculate annual salary.
2. Compare annual salary to minimum gross. If annual salary < minimum gross, then taxable gross = annual salary - maximum deduction allowance. Go to step (6).
3. Compare annual salary to maximum gross. If annual salary >/= maximum gross, then set taxable gross = annual salary and go to step (6).

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****E. TAX TYPE - 05 (Continued)**

4. Set taxable gross equal to annual salary. (Taxable gross = annual salary)
5. Calculate allowance deduction.
  - a. Allowance deduction = all deduction percent x (annual salary - minimum gross).
  - b. Allowance deduction = maximum deduction allowed - allowance deduction (from step a).
  - c. Taxable gross = taxable gross - allowance deduction.
6. Find appropriate fixed amount using taxable gross in the base amounts bracket.
7. Calculate over amount. [(Taxable gross - base amount) x percent]
8. Calculate credit. (Credit = number of dependents x 1st dependent credit)
9. Calculate tax dollars. (Fixed amount + over amount - credit) divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this Pay record.
10. Result is the tax dollar amount for this Tax tTble record.

**F. TAX TYPE - 06**

Ex. = Massachusetts State Tax

1. Calculate annual salary.
2. Get FICA tax amount from current pay record.
3. Calculate FICA difference (if any). Difference = maximum deduction allowance - (FICA tax this record + FICA tax for the year).

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****F. TAX TYPE - 06 (Continued)**

4. Check if difference is negative. If difference  $\leq 0$ , then FICA tax this record = FICA tax this record + difference.
5. Calculate taxable gross. (Taxable gross = annual salary - FICA tax this record)
6. Calculate dependent deduction amount.
  - a. If number of dependents  $> 0$ , then dependent deduction amount = (number of dependents x dependent allowance) + 1st dependent credit.
  - b. If number of dependents  $\leq 0$ , then dependent deduction amount = 0.
7. Reduce taxable gross. (Taxable gross = taxable gross - dependent deduction amount)
8. Find appropriate fixed amount using taxable gross in the base amounts bracket.
9. Calculate over amount. [(Taxable gross - base amount) x percent]
10. Calculate tax dollars. (Fixed amount + over amount) divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this Pay record.
11. Result is the tax dollar amount for this Tax Table record.

**G. TAX TYPE - 07**

Ex. = Alabama State Tax

1. Calculate annual salary.
2. Calculate allowance deduction.

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****G. TAX TYPE - 07 (Continued)**

- a. Allowance deduction = all deduction percent x annual salary.
- b. If allowance deduction > maximum deduction allowed, set allowance deduction = maximum deduction allowed.
3. Set taxable gross equal to annual salary. (Taxable gross = annual salary)
4. Subtract allowance deduction from taxable gross. (Taxable gross = taxable gross - allowance deduction)
5. Calculate annual federal withholding tax. [Annual federal = fed withholding (this check) x factor (number of weeks to calculate for annual)]
6. Subtract annual federal withholding tax from taxable gross. (Taxable gross = taxable gross - annual federal withholding tax)
7. Reduce taxable gross by first dependent credit.
  - a. If number of dependents = 0, there is no reduction. Go to step 8.
  - b. Taxable gross = taxable gross- first dependent credit.
8. Calculate dependent deduction amount. (Number of dependents x dependent allowance)
9. Subtract dependent deduction amount from taxable gross. (Taxable gross = taxable gross - dependent deduction amount)
10. Loop through base amounts bracket to calculate tax dollars amount, a portion of the taxable gross at a time until all of the appropriate tax dollars have been calculated. Accumulate tax dollars through the loop using the base amounts bracket x the percent.
11. Calculate tax dollars. (Accumulated tax dollars) divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this Pay record.
12. Result is the tax dollar amount for this Tax Table record.

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****H. TAX TYPE - 08**

Ex. = Arkansas State Tax

1. Calculate annual salary.
2. Calculate allowance deductions.
  - a. Allowance deduction = all deduction percent x annual salary.
  - b. If number of dependents  $\leq 0$  then there is no allowance. Allowance deduction = 0.
  - c. If number of dependents = 1 and if minimum deduction allowance < allowance deduction then allowance deduction = minimum deduction allowance.
  - d. If number of dependents > 1 and if maximum deduction allowance < allowance deduction then allowance deduction = maximum deduction allowance.
3. Set taxable gross equal to annual salary. (Taxable gross = annual salary)
4. Subtract allowance deduction from taxable gross. (Taxable gross = taxable gross - allowance deduction)
5. Find appropriate fixed amount using taxable gross in the base amounts bracket.
6. Calculate over amount. [(Taxable gross - base amount) x percent]
7. Calculate credit amount. Number of dependents x 1<sup>st</sup> dependent credit amount.
8. Calculate dependent deduction amount. Number of dependents x dependent allowance.

**TAX TABLE TYPES****PAYROLL TAX TYPE DESCRIPTION****PAYROLL CALCULATION (Continued)****H. TAX TYPE - 08 (Continued)**

9. Calculate tax dollars. (Fixed amount + over amount - credit - dependent deduction) divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for the Pay period.
10. Result is the tax dollar amount for this Tax Table record.

**I TAX TYPE - 09**

Ex. = Puerto Rico

1. Calculate annual salary.
2. Calculate dependent deduction amount. (Number of dependents x dependent allowance)
3. Calculate taxable gross. (Annual salary - dependent deduction amount)
4. Reduce taxable gross by maximum deduction allowance. (Taxable gross - maximum deduction allowance)
5. Using maximum gross field for personal exemption amount reduce taxable gross by maximum gross field. (Taxable gross - maximum gross field)
6. Find appropriate fixed amount using taxable gross in the base amounts bracket.
7. Calculate tax dollars. [(Taxable gross x percent) - fixed amount] divided by 52 to determine 1 week's amount. Then, multiply by number of weeks for this Pay period.
8. Result is the tax dollar amount for the Tax Table record.

**SHIFT DIFFERENTIAL**

PROGRAM NAME	PR PSHIFT-MAINT
SELECTION	MENU-15.1
SELECTION NUMBER	9A
FILES ACCESSED	PSHIFT STATUS-LOG PARAMETER SCREEN DICT PSHIFT DICT STATUS-LOG

**OVERVIEW**

This program is used to setup and maintain all shifts and the differential associated with the shift

# SHIFT DIFFERENTIAL

The screenshot shows a terminal window with a title bar that reads "Account: MDS.PAY Port: 28 26 JUN 97". Below the title bar is a menu bar with "File", "Edit", "Settings", and "File Transfer". The main area of the terminal displays the text "SHIFT DIFFERENTIAL MAINTENANCE" followed by "CO#:" and "SHIFT CODE:" with a cursor. Below these are two numbered options: "1.SHIFT DESCRIPTION:" and "2.SHIFT DIFF. RATE:". At the bottom of the terminal is a control panel with two rows of buttons: "OR", "VE", "MAINT", "EMAIL", "AUDIT", "CAPT DN", "VIEW", "Br" in the first row; and "HELP", "END", "INSERT", "LDELETE", "PREV PG", "NEXT PG", "INQUIRE", "ABORT", "k" in the second row.

**SHIFT DIFFERENTIAL**

The following information must be input on the header screen to initiate the inquiry.

---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
00	0	CO#:	N	2	Company number
00	0	SHIFT CODE:	N	2	Shift code
01	1	SHIFT DESCRIPTION:	A	25	Description of shift
02	2	SHIFT DIFF. RATE:	N	7	Shift differential

---

**ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

CHANGE - enter line number and make corrections.

DELETE - enter 'DELETE' to delete all information.

ACCEPT - enter '0' to accept all information.

**EMPLOYEE EARNINGS DETAIL INQUIRY**

PROK NAME	PR.P PPAY.HIST-INQ
PROGRAM NAME	PR PAY.HIST-INQ
SELECTION	MENU-15.1
SELECTION NUMBER	10
FILES ACCESSES	PRCHECK.HIST
	EMP.MAST
	ALPHA.EMP
	EMP.QTD
	SCREEN
	PARAMETER

**OVERVIEW**

This program is used to provide a detailed inquiry of the earnings history on an employee/check basis.

### EMPLOYEE EARNINGS DETAIL INQUIRY

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**PAYROLL HISTORY INQUIRY**  
-----

1. COMPANY#                    ##  
2. EMPLOYEE#  
3. BANK#  
4. CALENDAR YEAR  
5. QUARTER <1-4> OR <ALL>

OR   VE   MAINT   EMAIL   AUDIT   CAPT DE   VIEW   Br  
HELP   END   INSERT   LDELETE   PREV PG   NEXT PG   INQUIRY   ABORT   k

### EMPLOYEE EARNINGS DETAIL INQUIRY

The following information must be input on the header screen to initiate the inquiry.

---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
------	------	--------	------	------	-------------

---

#### PAYROLL HISTORY INQUIRIES

---

1. **DETAIL INQUIRY**
2. **SHORT INQUIRY**

**ENTER SELECTION# OR <CR> TO RETURN:**

01		COMPANY#	N	2	Company number
02		EMPLOYEE #	AN	8	Employee number

The next prompt is:

**'IS THIS THE CORRECT EMPLOYEE (N/CR)**

N - will display the next employee number for that internal number, or if no more, it will prompt for 'EMPLOYEE#'

CR - will prompt you with the following:

03		BANK#	N	3	Bank number
04		CALENDAR YEAR	N	2	Calendar year. Input as YY.
05		QUARTER (1-4) OR (ALL)	N	1	Specific quarter or 'ALL'.

**HIT RETURN TO SEE CHECKS FOR NEXT QUARTER OR END**

'RETURN' will display the checks for the next quarter. 'END' will return to the payroll history inquiry menu

**HIT RETURN TO BEGIN NEW INQUIRY OR END**

'RETURN' will begin a new inquiry. 'END' will return to the payroll history inquiry menu.

### PAYROLL DETAIL HISTORY INQUIRY

Account: MDS.PAY    Port: 28 26 JUN 97

File Edit Settings File Transfer

\* \* \* PAYROLL DETAIL HISTORY INQUIRY \* \* \*      QUARTER: FIRST

CO#: 01 THE SYSTEMS HOUSE      DEPT#: 001 TEST DEPT  
 EMPLOYEE#: 10001      SERICO, MARY  
 CHECK#: 222529      CHECK DATE: 02/15/97

	REGULAR	O/T	D/I	SICK	HOLIDAY	UAC	MISC	OTHER		
HOURS>	40.00	5.00								
EARNINGS>	865.38	162.26								
TOT GROSS	NON TAX	FWHT	FICA	STATE	CITY	SUID	TOI	DEDT	NEI	PAY
1027.64		126.97	78.61	19.09		11.56		236.23		791.41

CHECK#:      CHECK DATE:

	REGULAR	O/T	D/I	SICK	HOLIDAY	UAC	MISC	OTHER		
HOURS>										
EARNINGS>										
TOT GROSS	NON TAX	FWHT	FICA	STATE	CITY	SUID	TOI	DEDT	NEI	PAY

CHECK#:      CHECK DATE:

	REGULAR	O/T	D/I	SICK	HOLIDAY	UAC	MISC	OTHER		
HOURS>										
EARNINGS>										
TOT GROSS	NON TAX	FWHT	FICA	STATE	CITY	SUID	TOI	DEDT	NEI	PAY

HIT RETURN TO SEE CHECKS FOR NEXT QUARTER OR <END> █

OR	VE	MAINT	EMAIL	AUDIT		CAPT DN	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**EMPLOYEE EARNINGS SHORT INQUIRY**

PROK NAME	PR.P PPAY.HIST-INQ
PROGRAM NAME	PR PAY.HIST.SHORT-INQ
SELECTION	MENU-15.1
SELECTION NUMBER	10
FILES ACCESSED	PRCHECK.HIST
	EMP.MAST
	ALPHA.EMP
	EMP.QTD
	SCREEN
	PARAMETER

**OVERVIEW**

The employee earnings inquiry is used to provide a concise inquiry of the earnings history on an employee/check basis.

## EMPLOYEE EARNINGS SHORT INQUIRY

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**PAYROLL HISTORY INQUIRY**  
-----

1. COMPANY#                    ##  
2. EMPLOYEE#  
3. BANK#  
4. CALENDAR YEAR  
5. QUARTER <1-4> OR <ALL>

OR   VE   MAINT   3MAIL   AUDIT   CAPT DN   VIEW   Br  
HELP   END   INSERT   LDELETE   PREV PG   NEXT PG   INQUIRY   ABORT   k

### EMPLOYEE EARNINGS SHORT INQUIRY

The following information must be input on the header screen to initiate the inquiry.

---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
------	------	--------	------	------	-------------

---

#### PAYROLL HISTORY INQUIRIES

---

1. **DETAIL INQUIRY**
2. **SHORT INQUIRY**

**ENTER SELECTION# OR <CR> TO RETURN:**

01		COMPANY#	N	2	Company number
02		EMPLOYEE #	AN	8	Employee number

The next prompt is:

**'IS THIS THE CORRECT EMPLOYEE (N/CR)'**

N - will display the next employee number for that internal number, or if no more, it will prompt for EMPLOYEE#'

CR - will prompt you with the following

03		BANK #	N	3	Bank number
04		CALENDAR YEAR	N	2	Calendar year input as YY
05		QUARTER (1-4) OR 'ALL'	N	1	Specific quarter or 'ALL'

**HIT 'RETURN' TO SEE CHECKS FOR NEXT QUARTER OR 'END'.**

'RETURN' will display the checks for the next quarter. 'END' will return to the payroll history inquiry menu.

The second prompt is:

**HIT 'RETURN' TO BEGIN NEW INQUIRY OR 'END'**

'RETURN' will begin a new inquiry. 'END' will return to the payroll history inquiry menu.

EMPLOYEE EARNINGS SHORT INQUIRY

---

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
------	------	--------	------	------	-------------

---

The next prompt is:

**HIT 'RETURN' TO SEE CHECKS FOR NEXT QUARTER OR 'END'.**

'RETURN' will display the checks for the next quarter. 'END' will return to the payroll history inquiry menu.

The second prompt is:

**HIT 'RETURN' TO BEGIN NEW INQUIRY OR 'END'**

'RETURN' will begin a new inquiry. 'END' will return to the payroll history inquiry menu.

### EMPLOYEE EARNINGS SHORT INQUIRY

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

\*\*\* PAYROLL HISTORY INQUIRY \*\*\*

CO#: 01 THE SYSTEMS HOUSE      DEPT#: 001 TEST DEPT      QUARTER: FIRST  
 EMPLOYEE#: 10001      SERICO, MARY

CHECK#	DATE PERIOD	FWHT	FICA	STATE	CITY	SUID	TOT DEDT	NET PAY
TOT GROSS	NON TAX							
222529	02/15/97	9702						
1027.64		126.97	78.61	19.09		11.56	236.23	791.41

HIT RETURN TO SEE CHECKS FOR NEXT QUARTER OR <END> █

OR VE MAINT EMAIL AUDIT CAPT ON VIEW

Br

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY AEORC

k

**UPDATE EMPLOYEE EARNINGS HISTORY FILE**

PROK NAME	PR.P PPAY.INCREASE
PROGRAM NAME	PR PAY.INCREASE
SELECTION	MENU 15.1
SELECTION NUMBER	11
FILES ACCESSED	EMP.DET
	EMP.MAST

**OVERVIEW**

This program will update the Employee Detail file with salary changes, rate changes and non-tax amount changes.

**OPERATING INSTRUCTIONS****UPDATE EMPLOYEE EARNINGS HISTORY FILE  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER EFFECTIVE DATE FOR PAY INCREASE OR  
HIT (RTN) FOR TODAY'S DATE:**

Input the date as MM/DD/YY, or 'RETURN' for today's date. If 'END' is entered, the program will return to the payroll maintenance menu.

The second prompt is:

**IS THIS DATE OK? (Y/N)**

'N' will return to the 'DATE' prompt. 'Y' will complete the update spool the report, and return to the menu.

**ALPHA EMPLOYEE LISTING**

PROK NAME	PR.P ALPHA.EMP-LIST
SELECTION	MENU 15.1
SELECTION NUMBER	21
FILES ACCESSED	ALPHA.EMP

**OVERVIEW**

This program will print a listing of all employees either by employee number or social security number.

**OPERATING INSTRUCTIONS****ALPHA EMPLOYEE LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**DO YOU WANT LISTING BY EMPLOYEE # OR SOCIAL SECURITY # (E/S)**

If 'E' is entered, the listing will print by 'employee number'. If 'S' is entered, the listing will print by 'social security number'.

The program will then print the report, and return you to the menu.

## ALPHA EMPLOYEE LISTING

DATE: 07 JUN 1999

\*\*\* ALPHA EMPLOYEE LISTING (BY EMPLOYEE NUMBER)\*\*\*

PAGE 1

<u>EMPLOYEE #</u>	<u>EMPLOYEE NAME</u>	<u>INTERNAL #</u>
0001	PARKER, CAROL	100001
0002	STEVENS, MARK	100002
0003	BARRET, RICHARD	100003
0004	SIMMONS, PETER	100004
0005	LEWIS, LOREN	100005

ALPHA EMPLOYEE LISTING

DATE: 07 JUN 1999

\*\*\* ALPHA EMPLOYEE LISTING (BY SOCIAL SECURITY NUMBER)\*\*\*

PAGE 1

<u>SOCIAL SECURITY #</u>	<u>EMPLOYEE #</u>	<u>EMPLOYEE NAME</u>	<u>INTERNAL #</u>
065-16-78451		PARKER, CAROL	100001
069-47-8523		STEVENS, MARK	100002
054-67-7129		BARRET, RICHARD	100003
147-45-8741		SIMMONS, PETER	100004
134-17-7452		LEWIS, LOREN	100005

**EMPLOYEE MASTER FILE LISTING**

PROK NAME	PR.P EMP.MAST-LIST
SELECTION	MENU-15.1
SELECTION NUMBER	22
FILES ACCESSED	EMP.MAST

**OVERVIEW**

The Employee Master file is a listing of all employees, by employee number, and their personal data.

**OPERATING INSTRUCTIONS**

**EMPLOYEE MASTER FILE LISTING**  
**HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

EMPLOYEE MASTER FILE LISTING

DATE: 07 JUN 1999

EMPLOYEE MASTER LISTING

<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ADDRESS</u>	<u>SOCIAL SEC#</u>	<u>TELEPHONE</u>
0001 PARKER, CAROL	135 BROWNE AVE STATEN ISLAND NY 10314	065-16-78451	212-455-1212
0002 STEVENS, MARK	39 PRESCOTT AVE. MONROE NY 10950	069-47-8523	914-783-7845
0003 BARRET, RICHARD	28 PARSONS TERRACE WEST ORANGE NJ 07012	054-67-7129	201-874-1258
0004 SIMMONS, PETER	220 SOUTH AVE. RUTHERFORD NJ 07070	147-45-8741	201-269-7845
0005 LEWIS, LOREN	1074 SCHOOL STREET CHESTER NY 10918	134-17-7452	914-469-2202

**EMPLOYEE PAYROLL DATA (EMPLOYEE DETAIL)**

PROK NAME	PR.P EMP.DET-LIST
PROGRAM	PR EMP.DET-LIST
SELECTION	MENU-15.1
SELECTION NUMBER	23
FILES ACCESSED	EMP.DET
	EMP.MAST

**OVERVIEW**

This program will print a listing of all employees, by employee number, containing all relevant payroll data.

**OPERATING INSTRUCTIONS****EMPLOYEE DETAIL FILE LISTING****HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER (2N) OR 'A' FOR ALL**

Enter the two (2) digit company number, or 'A' for all companies. If 'END' is entered, the program will return to the menu.

The program will spool the report and return to the menu.

EMPLOYEE PAYROLL DATA (EMPLOYEE DETAIL)

DATE: 06 JUN 1999

EMPLOYEE DETAIL LISTING

PAGE: 1

<u>EMP</u>	NAME	EMPLOYEE ADDRESS	SOC SEC#	TELEPHONE#	BIRTH	S S X #D EEO	JOB	START
0001	PARKER, CAROL	135 BROWNE AVE STATEN ISLAND NY 10314	065-16-78451	212-455-1212	02/21/65	A M F 5	PRES	03/02/79
0002	STEVENS, MARK	39 PRESCOTT AVE. MONROE NY 10950	069-47-8523	914-783-7845	03/27/66	A M M 5	VICE	03/15/79
0003	BARRET, RICHARD	28 PARSONS TERRACE WEST ORANGE NJ 07012	054-67-7129	201-874-1258	08/18/71	A M M 5	CON	05/18/80
0004	SIMMONS, PETER	220 SOUTH AVE. RUTHERFORD NJ 07070	147-45-8741	201-269-7845	01/22/42	A M M 5	SAL	07/15/83
0005	LEWIS, LOREN	1074 SCHOOL STREET CHESTER NY 10918	134-17-7452	914-469-2202	04/23/52	A M F 5	SAL	09/10/83

**COMPANY TAX TABLE FILE**

PROK NAME	PR.P PAY.COMPANY-LIST
PROGRAM NAME	PR PAY.COMPANY-LIST
SELECTION	MENU-15.1
SELECTION NUMBER	24
FILES ACCESSED	PAY.COMPANY

**OVERVIEW**

This program will print a listing of general ledger numbers and deduction rate information by company.

**OPERATING INSTRUCTIONS****COMPANY TAX TABLE FILE LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY TAX TABLE FILE**

COMPANY TAX TABLE FILE LISTING

**DEPARTMENT MASTER FILE**

PROK NAME	PR.P PAY.DEPT-LIST
SELECTION	MENU-15.1
SELECTION NUMBER	25
FILES ACCESSED	PAY.DEPT

**OVERVIEW**

This program prints a listing of payroll general ledger distribution accounts by company, department, and pay category.

**OPERATING INSTRUCTIONS****DEPARTMENT MASTER FILE LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**DEPARTMENT MASTER FILE**

DEPARTMENT MASTER FILE LISTING

**MISCELLANEOUS DEDUCTION MASTER FILE**

PROK NAME	PR.P DEDUCTION-LIST
SELECTION	MENU-15.1
SELECTION NUMBER	26
FILES ACCESSED	MISCDED

**OVERVIEW**

This program will print a listing of all miscellaneous deductions and the deduction parameters by company and deduction code.

**OPERATING INSTRUCTIONS**

**MISCELLANEOUS DEDUCTION MASTER FILE LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**MISCELLANEOUS DEDUCTION MASTER FILE**

MISCELLANEOUS DEDUCTION MASTER FILE LISTING

**UNION MASTER FILE**

PROK NAME	PR.P UNION-LIST
SELECTION	MENU-15.1
SELECTION NAME	27
FILES ACCESSED	UNION

**OVERVIEW**

This program will print a listing of all union deductions and deduction parameters by company and union code numbers.

**OPERATING INSTRUCTIONS**

**UNION MASTER FILE LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**UNION MASTER FILE**

**UNION MASTER FILE LISTING**

**WORKERS COMPENSATION TABLE FILE**

PROK NAME	PR.P WORK.COMP-LIST
SELECTION	MENU-15.1
SELECTION NUMBER	28
FILES ACCESSED	WORK.COMP

**OVERVIEW**

This program will print a listing of workman compensation codes and corresponding employer contribution rates by company and compensation code.

**OPERATING INSTRUCTIONS****WORKERS COMPENSATION TABLE LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**WORKERS COMPENSATION TABLE FILE**

**WORKERS COMPENSATION TABLE LISTING**

**FEDERAL/STATE/LOCAL TAX TABLE FILE**

PROK NAME	PR.P PTAXL
PROGRAM NAME	PRTAXL
SELECTION	MENU-15.1
SELECTION NUMBER	29
FILES ACCESSED	COMPANY
	TAX.TABLE

**OVERVIEW**

This program will print a listing of the Tax Table file. This file contains an entry for each taxing jurisdiction for which the employer deducts payroll tax. Included in the file is all relevant payroll data such as the tax rates, deductions and exemption amounts and codes to guide the program in the tax calculation.

**OPERATING INSTRUCTIONS****TAX TABLE LISTING  
HIT 'RTN' TO CONTINUE OR END**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END' TO END**

Enter the two (2) digit company number, or 'A' for all companies. If 'END' is entered, the program will return to the payroll maintenance menu.

The second prompt is:

**DO YOU WANT A LISTING OF THE TAX TABLES OR TAX CODES (T/C)?**

If 'C' is entered, the listing will be of the tax codes. If 'T' is entered, the listing will be tax tables.

**IS THIS A SELECTIVE RUN (Y/N) ?**

If 'N' is entered, the report will be generated. If 'Y' is entered the program will prompt:

**ENTER BEGINNING TAX TABLE CODE**

Enter beginning tax table code.

**FEDERAL/STATE/LOCAL TAX TABLE FILE**

**OPERATING INSTRUCTIONS (Continued)**

**ENTER ENDING TAX TABLE CODE**

Enter ending tax table code.

**WORKERS COMPENSATION TABLE FILE**

**TAX TABLE LISTING**

**WORKERS COMPENSATION TABLE FILE**

**TAX CODE LISTING**

**SHIFT DIFFERENTIAL LISTING**

PROK NAME	PR.P PSHIFT-LIST
SELECTION	MENU-15.1
SELECTION NUMBER	29A
FILES ACCESSED	PSHIFT

**OVERVIEW**

This program prints a listing of all shift differentials.

**OPERATING INSTRUCTIONS**

**SHIFT DIFFERENTIAL LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**SHIFT DIFFERENTIAL LISTING**

SHIFT DIFFERENTIAL LISTING

**EMPLOYEE EARNINGS INQUIRY - PRINT**

PROK NAME	PR.P PPAY.HIST-RPT
PROGRAM NAME	PR PAY.HIST-RPT
SELECTION	MENU-15.1
SELECTION NUMBER	41
FILES ACCESSED	EMP.MAST
	EMP.DET

**OVERVIEW**

The program will print a listing of each employee's earnings history by company number and department number.

**OPERATING INSTRUCTIONS****PAYROLL HISTORY REPORT****HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY#**

Enter a two (2) digit company number. IF 'END' is entered, the program will return to the menu.

**ENTER SPECIFIC EMPLOYEE# OR <A>**

Enter a specific employee number or 'A' for all employees.

**ENTER BEGINNING FISCAL PERIOD****ENTER ENDING FISCAL PERIOD**

Enter the fiscal periods as YYMM the program will then print the report and return to the menu.

**EMPLOYEE EARNINGS INQUIRY - PRINT**

**PAYROLL HISTORY REPORT**

**VACATION AND SICK TIME ACCRUAL REPORT**

PROK NAME	PR.P VAC.SICK-RPT
PROGRAM NAME	PR VAC.SICK-RPT
SELECTION	MENU-15.1
SELECTION NUMBER	42
FILES ACCESSED	EMP.YTD
	EMP.MAST
	EMP.DET

**OVERVIEW**

This program will print the status of each employee's vacation and sick time by company, employee and department number.

**OPERATING INSTRUCTIONS****VACATION & SICK TIME ACCRUAL REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER CALENDAR YEAR**

Enter the 2 digit calendar year.

**VACATION AND SICK TIME ACCRUAL REPORT**

VACATION AND SICK TIME ACCRUAL REPORT

**VACATION AND SICK TIME ACCRUAL REPORT**

**PAYROLL PROCESSING SELECTOR**

**MENU-15.2**

**SCREEN NUMBER 1**

## PAYROLL PROCESSING

This section enables the user to process the payroll, produce the necessary registers and checks, and update the Payroll files.

The payroll system has two (2) methods of employee payments.

1. Salaried employees

In this method, all eligible salaried employees are selected, and a pay record is generated for each. The employee is automatically paid his standard salary amount. Any changes can be entered using the second program below.

2. Hourly employees

While this program is designed to be used primarily for hourly employees, it may also be used to enter or adjust the pay for salaried employees as well. Regular, overtime, sick, holiday and vacation hours may be entered using this program. A supplemental check (issue greater than or equal to two) can be entered using this program as well.

## PAYROLL PROCESSING

### NECESSARY STEPS TO RUN PAYROLL

#### COMPANIES THAT PAY EMPLOYEES BY SALARY:

- # 1 - Payroll Worksheet (OPTIONAL)
- # 2 - Salaried Employees Automatic Batch Entry
- # 3 - Payroll Entry/correction (BEFORE TAXES IF NECESSARY)
  
- # 4 - Payroll Proof Listing (BEFORE TAXES) Or:
- # 5 - Short Hour Proof Listing
  
- # 6 - Payroll Processing (TAX AND DEDUCTION CALCULATION)
- # 7 - Payroll Correction & Handcheck Entry (AFTER TAXES IF NECESSARY)
  
- # 8 - Payroll Proof Register (AFTER TAXES) Or:
- # 9 - Payroll Short Version
  
- #10 - Payroll Check Print
  
- #11 - Detail Payroll Register Or:
- #12 - Summary Payroll Register
  
- #13 - Payroll Update
  
- #14 - Check Reversal (VOID)
  
- #15. - Payroll Check Re-Print (IF NEEDED)

You can only void a check if the update has been completed. After the check has been voided, you must then run #11 or #12 detail or summary payroll register and then repeat #13 - the payroll update process, you can then run the payroll process for the employee(s) whose checks have been reversed.

**PAYROLL PROCESSING****COMPANIES THAT PAY EMPLOYEES BY THE HOUR:**

# 1 - Payroll Worksheet (OPTIONAL)

# 3 - Payroll Entry/correction (BEFORE TAXES)

# 4 - Payroll Proof Listing (BEFORE TAXES) Or:

# 5 - Short Hour Proof Listing

# 6 - Payroll Processing (TAX AND DEDUCTION CALCULATIONS)

# 7 - Payroll Correction & Handcheck Entry (AFTER TAXES IF NECESSARY)

# 8 - Payroll Proof Register (AFTER TAXES) Or:

# 9 - Payroll Short Version

#10 - Payroll Check Print

#11 - Detail Payroll Register Or:

#12 - Summary Payroll Register

#13 - Payroll Update

#14 - Check Reversal (VOID)

#15. - Payroll Check Re-Print (IF NEEDED)

You can only void a check if the update has been completed. After the check has been voided, you must then run #11 or #12 detail or summary payroll register and then repeat #13 - the payroll update process, you can then run the payroll process for the employee(s) whose checks have been reversed.

## PAYROLL PROCESSING

### HANDCHECK ENTRIES

This method is used to record manually written checks.

NOTE: This program does not calculate taxes or deductions, and therefore, all deductions taken on the manual check, must be entered.

# 7 - Payroll Correction & Handcheck Entry (AFTER TAXES)

# 8 - Payroll Proof Listing (AFTER TAXES) Or:

# 9 - Payroll Short Version

#11 - Detail Payroll Register Or:

#12 - Summary Check Register

#13 - Payroll Update

#14 - Check Reversal (VOID)

You can only void a check if the update has been completed. After the check has been voided, you must then run #11 or #12 detail or summary payroll register and then repeat #13 - the payroll update process, you can then run the payroll process for the employee(s) whose checks have been reversed.

## PAYROLL PROCESSING MENU

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

MENU-15.2 PAYROLL PROCESSING

-----

1. PAYROLL WORKSHEET
2. SALARIED EMPLOYEES AUTOMATIC BATCH ENTRY
3. PAYROLL ENTRY/CORRECTION <BEFORE TAXES>
4. PAYROLL PROOF LISTING <BEFORE TAXES>
5. SHORT HOUR PROOF LISTING
  
6. PAYROLL PROCESSING <TAX AND DEDUCTION CALCULATION>
7. PAYROLL CORRECTION & HANDCHECK ENTRY <AFTER TAXES>
8. PAYROLL PROOF REGISTER <AFTER TAXES>
9. SHORT VERSION
10. PAYROLL CHECK PRINT
11. DETAIL PAYROLL REGISTER
12. SUMMARY CHECK REGISTER
- 12A. 401K DETAIL REPORT
  
13. PAYROLL UPDATE
14. CHECK REVERSAL <VOID>
  
15. PAYROLL CHECK RE-PRINT

WHICH PROGRAM <CR TO RETURN TO PAYROLL MENU>:█

OR	VE	MAINT	3MAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**PAYROLL WORKSHEET**

PROK NAME	PR.P PWS
PROGRAM NAME	PR WS
SELECTION	MENU-15.2
SELECTION NUMBER	1
FILES ACCESSED	EMP.MAST
	EMP.DET
	COMPANY

**OVERVIEW**

This program provides a worksheet to be used to assemble the payroll information for all employees. The report prints all employees by company and department.

**OPERATING INSTRUCTIONS****WEEKLY PAYROLL WORKSHEET  
ENTER 'RTN' TO CONTINUE OR END**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER (2N) 'A' FOR ALL OR 'END' TO END**

Enter a two (2) digit company number, or 'A' for all companies. If 'END' is entered, the program will return to the payroll processing menu.

**IS THIS A SELECTIVE RUN (Y/N) ?**

If 'N' for 'NO' is entered, the worksheet will sort and print the report for all active employees of the specific company entered or all companies. If 'Y' for 'YES' is entered, the third prompt is issued:

**ENTER PAY CYCLE (W/B/S/M) OR 'END' TO END**

W = Weekly  
B = Bi-weekly  
S = Semi-monthly  
M = Monthly

The worksheet will then print, and return to the menu. If 'END' is entered at this point, the program will immediately return to the menu.

**PAYROLL WORKSHEET**

WEEKLY PAYROLL WORKSHEET

DATE 06/07/90

**SALARIED EMPLOYEES AUTOMATIC BATCH ENTRY**

PROK NAME	PR.P PS.PAY.INPUT	
PROGRAM NAME	PR S.PAY.INPUT	
SELECTION	MENU-15.2	
SELECTION NUMBER	2	
FILES ACCESSED	COMPANY	PAYREG
	PAY.COMPANY	MPAYREG
	ALPHA.EMP	SCREEN
	EMP.DET	
	EMP.YTD	
	EMP.MAST	
	PARAMETER	
	BANK	

**OVERVIEW**

This program is used to provide a simplified method of paying salaried employees. Salary is determined by the annual amount divided by the number of pay periods. For example, a salaried employee with an annual payroll of \$24,000, and being paid semi-monthly will be paid \$1,000. ( $24,000/24 = 1000$ )

The select is based on:

- one company or all
- hourly, salary, or both
- one department, a series of departments, or all departments
- specific employees may be excluded
- pay cycle

Based upon the input, the Emp.Det file is selected with the following two additional criteria:

- employee status is 'A' (ACTIVE)
- pay type is 'S' (SALARIED)

**OPERATING INSTRUCTIONS**

**SALARIED EMPLOYEES AUTOMATIC BATCH ENTRY  
ENTER 'RTN' TO CONTINUE OR END**

Hit 'RETURN' to continue or 'End' to return to the menu.

**SALARIED EMPLOYEES AUTOMATIC BATCH ENTRY****OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY NUMBER (2N). OR 'END' TO END**

Enter the 2 digit company number or 'END' to return to the menu.

**ENTER PAY CYCLE (W,B,S,M) OR 'END' TO END**

W = Weekly	52
B = Biweekly	26
S = Semi-monthly	24
M = Monthly	12

**DO YOU WANT TO SELECT SPECIFIC DEPARTMENTS (Y/N) ?**

If you select specific departments, the next prompt is:

**ENTER SERIES OF DEPARTMENTS ONE AFTER ANOTHER  
HIT <RETURN> AFTER EACH DEPARTMENT NUMBER  
ENTER 'END' AFTER LAST DEPARTMENT TO GO ON TO THE NEXT STEP**

**ENTER DEPARTMENT NUMBER (3N) OR 'END'**

If you want specific departments, enter each department and return. If you want all departments, enter 'END'.

**DO YOU WANT TO SELECTIVELY NOT PAY ANY EMPLOYEES (Y/N):**

If you select 'Y' to selectively not pay any employees, the next prompt is:

**ENTER EMPLOYEE NUMBER OR 'END'**

Enter employee number or 'END' to end.

**SALARIED EMPLOYEES AUTOMATIC BATCH ENTRY**

LINE	ATT	PROMPT	TYPE	SIZE	DESCRIPTION
-----					
<b>*** PAYROLL INPUT BATCH HEADER SCREEN ***</b>					
01		BANK#:	N	3	Bank number
					Bank number for disbursements
02		FISCAL PERIOD:	N	4	Fiscal period.
					Input as YY/MM to post to general ledger.
03		PAY PERIOD DATE:	N	6	Pay date
					Input as MM/DD/YY last date of pay period.
04		PAY PERIOD (1-5):	N	1	Pay period
					Pay period of the month.
05		HOLIDAY HOURS:	N	4	Holiday hours amount
06		DAYS WORKED:	N	2	Number of days worked
07		WEEKS WORKED:	N	1	Number of weeks worked

**ENTER LINE NUMBER TO CHANGE, '0' TO ACCEPT HEADER INFORMATION OR 'END' TO END OUT OF PAYROLL PROCEDURE**

CHANGE - Enter line number and make corrections.

ACCEPT - Enter '0' to accept all information.

END - Enter 'END' to end out of payroll procedure.

### SALARIED EMPLOYEES AUTOMATIC BATCH ENTRY

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

CO# : 01 \*\*\* PAYROLL INPUT BATCH HEADER SCREEN \*\*\*

1.BANK#: 100

2.FISCAL PERIOD:

3.PAY PERIOD DATE:

4.PAY PERIOD (1-5):

5.HOLIDAY HOURS:

6.DAYS WORKED:

7.WEEKS WORKED:

OR VE MAINT 3MAIL AUDIT CAPT DN VIEW Br

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT k

**PAYROLL ENTRY/CORRECTION (BEFORE TAXES)**

PROK NAME	PR.P PHS.PAY.INPUT	
PROGRAM NAME	PR HS.PAY.INPUT	
SELECTION	MENU-15.2	
SELECTION NUMBER	3	
FILES ACCESSED	COMPANY	SCREEN
	PAY.COMPANY	BANK
	ALPHA.EMP	PARAMETER
	EMP.DET	
	EMP.MAST	
	EMP.YTD	
	PAYREG	
	MPAYREG	

**OVERVIEW**

This program is used to enter the pay date of any employees for which the automatic program cannot be used, such as those paid on an hourly basis. It can also be used to correct a salaried employee pay calculation before the tax calculation is run.

**OPERATING INSTRUCTIONS****PAYROLL ENTRY/CORRECTION (BEFORE TAXES)  
HOURLY/SALARIED EMPLOYEES  
ENTER 'RTN' TO CONTINUE OR END**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER (2N) OR 'END' TO END**

Enter the 2 digit company number or 'END' to return to the menu.

**ENTER PAY CYCLE (W,B,S,M) OR 'END' TO END**

W = Weekly  
B = Bi-weekly  
S = Semi-weekly  
M = Monthly

**PAYROLL ENTRY/CORRECTION (BEFORE TAXES)****OPERATING INSTRUCTIONS (Continued)****DO YOU WANT TO (S)ORT EMPLOYEES OR (E)NTER SPECIFIC NUMBERS (S/E)**

If 'S' is entered, the program will proceed to select the active employees that meet your selection criteria within the program sequentially display them. If 'E' is entered the program will prompt for specific employee numbers, and you will enter each employee you wish to pay or correct.

**DO YOU WANT HOURLY, SALARIED, OR ALL EMPLOYEES (H/S/A) ?**

If 'H' is entered, the program will select the hourly employees. If 'S' is entered, it will select the salaried employees. If 'A' is entered, it will select all employees. Only active employee will be selected.

**DO YOU WANT TO SELECT SPECIFIC DEPARTMENTS (Y/N) ?**

IF 'Y' YES is entered, the program will prompt with:

**ENTER SERIES OF DEPARTMENTS ONE AFTER ANOTHER  
HIT RETURN AFTER EACH DEPARTMENT NUMBER  
ENTER 'END' AFTER LAST DEPARTMENT TO GO ON TO NEXT STEP**

**ENTER DEPARTMENT NUMBER (3N) OR 'END'**

Enter department number or 'END' to end.

If you want specific departments enter each department and return. If you want all departments enter 'END'.

**DO YOU WANT TO SELECTIVELY NOT PAY ANY EMPLOYEES (Y/N) ?**

If 'Y' is entered, you will be prompted with:

**ENTER EMPLOYEE NUMBER OR 'END'**

If 'END' is entered, the program will return to the payroll input batch header screen.

**PAYROLL ENTRY/CORRECTION (BEFORE TAXES)**

LINE	ATT	PROMPT	TYPE	SIZE	DESCRIPTION
01		BANK#:	N	3	Bank number Bank number for disbursements
02		FISCAL PERIOD:	N	4	Fiscal period. Input as YY/MM to post to general ledger.
03		PAY PERIOD DATE:	N	6	Pay date Input as MM/DD/YY last date of pay period.
04		PAY PERIOD (1-5):	N	1	Pay period Pay period of the month.
05		HOLIDAY HOURS:	N	4	Holiday hours amount
06		DAYS WORKED:	N	2	Number of days worked
07		WEEKS WORKED:	N	1	Number of weeks worked

**ENTER LINE NUMBER TO CHANGE, '0' TO ACCEPT HEADER INFORMATION OR 'END' TO END OUT OF PAYROLL PROCEDURE**

CHANGE - Enter line number and make corrections.

ACCEPT - Enter '0' to accept all information.

END - Enter 'END' to end out of payroll procedure.

## PAYROLL INPUT BATCH HEADER SCREEN

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

CO#: 01 \*\*\* PAYROLL INPUT BATCH HEADER SCREEN \*\*\*

1.BANK#: 100

2.FISCAL PERIOD:

3.PAY PERIOD DATE:

4.PAY PERIOD <1-5>:

5.HOLIDAY HOURS:

6.DAYS WORKED:

7.WEEKS WORKED:

OR VE MAINT EMAIL AUDIT CAPT DN VIEW Br

HELP END INSERT DELETE PREV PG NEXT PG INQUIRY ABORT k

### PAYROLL EARNINGS INPUT/CORRECTION (BEFORE TAXES)

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

PAYROLL EARNINGS INPUT / CORRECTION (BEFORE TAXES)

CO#: 01 THE SYSTEMS HOUSE DEPT#:  
EMP#: 1.RATE/SALARY:  
NAME: 2.DAYS WORKED:  
ISSUE: FISC MO: 3.WEEKS WORKED:  
CYCLE: PAY DATE: 4.BANK#:  
TYPE: PAY PERIOD#:

HOURS EARNINGS

10.REG:  
11.O/T:  
12.D/T:  
13.SICK:  
14.HOLI:  
15.UAC:  
16.MISC:  
17.OTHER:  
18.COMM:  
TOTAL:  
19.NON-TX:  
TOTAL PAY:

ENTER EMPLOYEE NUMBER OR 'END' #####

OR	VE	MAINT	3MAIL	AUDIT		CAPT ON	VIEW	Er
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

### PAYROLL EARNINGS INPUT/CORRECTION (BEFORE TAXES)

The employee information such as name and salary will display. If the rate or salary is changed, the earnings will also change.

The regular hours will also be displayed. The operator can change the number of hours worked or the earnings. All of the hourly inputs or earnings can be adjusted.

Any adjustments made are only on a one time basis. If the change is permanent, employee maintenance will need to be performed to effect the change.

LINE	ATT	PROMPT	TYPE	SIZE	DESCRIPTION
10		REG:	N	6	Regular hours worked this pay period.
11		O/T:	N	6	Overtime hours worked this pay period.
12		D/T:	N	6	Double time hours worked this pay period.
13		SICK	N	6	Sick hours for this pay period.
14		HOLIDAY	N	6	Holiday hours worked for this pay period.
15		VACATION	N	6	Vacation hours for this pay period.
16		MISC	N	6	Miscellaneous hours for this pay period.
17		OTHER	N	9	Other hours for this pay period.
18		COMM	N	9	Commission for this pay period.
19		NON-TAX	N	9	Non-tax for this pay period.

**PAYROLL EARNINGS INPUT/CORRECTION****OPERATING INSTRUCTIONS**

If 'S' was entered to sort the employees, you will be prompted:

**ENTER <RTN> FOR NEXT SEQUENTIAL EMPLOYEE NUMBER OR 'END':**

If 'RETURN' is entered, the program will display the next sequential employee number and payroll information.

**DO YOU WANT TO PAY THIS EMPLOYEE? (Y/<RTN>):**

If you hit 'RETURN' you will be re-prompted for next sequential employee number. If 'END' is entered, the program provides the opportunity to enter specific employee numbers.

If 'E' was entered for entry of specific employees, you will be prompted:

**ENTER EMPLOYEE NUMBER OR 'END'**

If 'END' is entered, the program will return to the menu. If an employee number is entered, the employee name will be displayed for verification and the program will prompt:

**OK? (RTN/N)**

**ENTER LINE NUMBER TO CHANGE, '0' TO ACCEPT CHECK INFORMATION OR 'DELETE' TO DELETE THIS CHECK ISSUE**

CHANGE - enter line number and make corrections.

ACCEPT - enter '0' to accept check information.

DELETE - enter 'DELETE' to delete the check issued.

**DO YOU WANT TO ENTER ANOTHER CHECK FOR THIS EMPLOYEE ?  
(Y/RTN)**

RETURN - prompts with enter 'RETURN' for next sequential employee number or 'END'.

Y - YES prompts with enter line number to change, '0' to accept check information, or 'DELETE' to delete check issued.

**PAYROLL PROOF LISTING (BEFORE TAXES)**

PROK NAME	PR.P PBT.PAY-REG
PROGRAM NAME	PR BT.PAY-REG
SELECTION	MENU-15.2
SELECTION NUMBER	4
FILES ACCESSED	PAYREG
	EMP.MAST
	EMP.DET

**OVERVIEW**

This program will data print a detailed proof listing of the payroll entered.

Selectivity is provided for:

- One company or all
- A specific fiscal pay period
- A range of departments or all

**OPERATING INSTRUCTIONS****PAYROLL INPUT PROOF LISTING (BEFORE TAXES)****HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER OR 'A' FOR ALL:**

Enter a the 2 digit company number or 'A' for all companies.

**ENTER FISCAL PERIOD:**

Enter fiscal period.

**DO YOU WANT A RANGE OF DEPARTMENTS OR ALL (R/A):**

If you enter 'R' for range, you will be prompted:

**ENTER BEGINNING DEPARTMENT**  
**ENTER ENDING DEPARTMENT**

**PAYROLL INPUT PROOF LISTING**

**SHORT HOUR PROOF LISTING**

PROGRAM NAME	PR.P PBT.PAY-REG.S
SELECTION	MENU-15.2
SELECTION NUMBER	5
FILES ACCESSED	PAYREG

**OVERVIEW**

This program is a summary listing of hours and earnings of employees by company and department.

Selectivity by company is provided.

**OPERATING INSTRUCTIONS**

**PAYROLL HOUR PROOF LISTING - - BEFORE TAXES**  
**ENTER COMPANY NUMBER OR 'A' FOR ALL:**

**PAYROLL HOUR PROOF LISTING**

**PAYROLL PROCESSING (TAX & DEDUCTION CALCULATION)**

PROK NAME	PR.P PPAYCALC.UPD
PROGRAM NAME	PR PAYCALC
SELECTION	MENU-15.2
SELECTION NUMBER	6
FILES ACCESSED	COMPANY
	EMP.DET
	EMP.MAST
	EMP.YTD
	MISCDDED
	PAY.COMPANY
	PAYREG
	TAX.TABLE
	UNION

**OVERVIEW**

This program computes all taxes and deductions and stores the data in the Payreg file. The actual update to the employee files (among others) occurs in the update that can only be run after the printing of the checks.

On hourly employees, the hours are multiplied by the hourly rate to arrive at the pay amounts. Overtime hours are first multiplied by 1.5 or 2.0, as appropriate.

The program selects all records in the Payreg file with a status code of 'O'. After taxes and deductions are computed, the status code is changed by this program to 'T'. After the printing of checks, the status is changed to 'P', and finally after the update the status is changed to 'U'. Voided checks will be found coded with 'V'.

Selectivity is provided as follows:

- One company or all
- Specific pay cycle to be selected

W = Weekly  
B = Bi-weekly  
S = Semi-monthly  
M = Monthly

## **PAYROLL PROCESSING (TAX & DEDUCTION CALCULATION)**

### **TAX DEDUCTIONS**

#### **FEDERAL INCOME TAX**

Taxable pay is gross pay less the tax sheltered deductions. There are two types of federal withholding tax:

- FWTM (MARRIED)
- FWTS (SINGLE)

The federal tax is computed based upon the tax table.

#### **FICA TAX**

This tax is computed on gross earnings less sick earnings. The taxable FICA is multiplied by the FICA percent in the company master record of the company file. Once the FICA tax goes beyond the annual limit, the portion of tax over is added back.

#### **STATE UNEMPLOYMENT OR DISABILITY INSURANCE**

The state record specified in the state tax jurisdiction field of the employer master record is accessed. This record contains the SUID tax percent, and the weekly annual deduction limit. The SUID percent is multiplied by the taxable gross which therefore leaves the deduction amount. The lesser of the two is the deduction amount. This is then added to the year-to-date SUID, and if it is over the annual limit, this excess amount is deducted from the deduction amount.

#### **STATE TAX**

If there is a state tax jurisdiction in the employee detail file, the tax record is accessed for the state. The dependents are taken from the state dependent field in the Employee Detail file. The tax routines are run depending on the tax table type in the Jurisdiction record.

## **PAYROLL PROCESSING (TAX & DEDUCTION CALCULATION)**

### **CITY TAX**

Provision is made in the Employee Detail record for two separate city taxing municipalities. This would be used in the case of where the employee works in one jurisdiction, who taxes gross pay, and where he lives in another which also taxes pay. This occurs in New York State for all Yonkers residents who work in New York City. Similarly, it can be used to handle parish or local taxes prevalent in the southern United States.

Special logic was required to handle NYC resident and non-resident tax which required TSH to hard code logic in this program. NYC added a surcharge which depending on gross income is either 5% or 10% of the computed tax amount. This hard coded logic should not affect any other tax calculation.

If there is a city tax jurisdiction coded in the employee detail file, the corresponding tax record in the tax file is accessed. Dependents are taken from the city dependent field in the employee detail file. The tax routine is run depending on the tax table type in the Jurisdiction record.

### **MISCELLANEOUS DEDUCTIONS**

Any miscellaneous deductions coded on the employee detail file, or input using the payroll input program, such as advances, garnishments, bonds, union dues, etc., are computed in this program, and deducted from net pay.

After all of the 401K deductions are taken, the program checks for a negative net pay situation. If negative, then the voluntary deductions are added back one at a time until net pay is once again positive.

### **UPDATE**

The Payreg file is updated, and the status in the Payreg file is changed to 'T'. If there is ever a need to rerun the tax and deduction calculation program the indicators have to be reset in the Payreg file. However, that is the only file that needs to be adjusted, since the payroll files are not updated until the distribution update is done.

**PAYROLL PROCESSING (TAX & DEDUCTION CALCULATION)****TAX AND PAY NOTE**

The convention followed throughout the system is to always use the annual tax tables, and to interpolate the actual pay period so that the correct deduction amounts are arrived at. For example, if pay is monthly the pay amount is multiplied by 12 before comparing to the tax table.

Similarly, different computation routines are used for hourly and salary employees. In the case of hourly, the hourly rate is multiplied by the hours worked (adjusted by 1.5 or 2.0 for overtime) to arrive at gross pay. In the case of salaried employees, however, to insure proper rounding, the annual pay amount is divided by the appropriate divisor (i.e. Monthly 12, Weekly 52, etc), and the input hours are ignored .

**OPERATING INSTRUCTIONS****PAYROLL PROCESSING (TAX & DEDUCTION CALCULATION)  
ENTER 'RTN' TO CONTINUE OR END**

Enter 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END' TO END**

Enter the 2 digit company number, 'A' for all companies or 'END' to return to the menu.

**ENTER PAY CYCLE (W/B/S/M) OR 'END' TO END**

W = Weekly  
B = Bi-weekly  
S = Semi-monthly  
M = Monthly

## PAYROLL CORRECTION & HANDCHECK ENTRY (AFTER TAXES)

PROK NAME	PR.P PHS.PAY.CORR	
PROGRAM NAME	PR HS.PAY.CORR	
SELECTION	MENU-15.2	
SELECTION NUMBER	7	
FILES ACCESSED	COMPANY	EMP.YTD
	MPAYREG	PRCHECK
	PAY.COMPANY	EMP.MAST
	SCREEN	UNION
	ALPHA.EMP	PAYREG
	BANK	TAX.TABLE
	EMP.DET	PARAMETER
	MISCDED	

### OVERVIEW

This program provides the ability to adjust a specific pay issue, enter handcheck data and void a check payment before check print.

OR

If the record already exists on the Payreg file, the operator may delete the issue, and the status is changed to 'D'. The program insures that the only items that may be affected by the adjustment program are on the Payreg file with a status code of 'T'. If the status code is 'O', the payroll entry program may be used, and/or the tax calculation program must be run first.

In any other case than a deletion, the deduction override flag is set to 'Y', but the status code is not changed.

If a handcheck is entered, the status is set to 'H', and the handcheck flag is set. The initial prompt is for one company or all.

\*\*\*\*\* Please note that if you make a manual correction or do a handcheck, only the FICA tax and FICA taxable are recalculated. All other taxes are not recalculated. \*\*\*\*\*

### OPERATING INSTRUCTIONS

**PAYROLL CORRECTION (AFTER TAXES)  
HOURLY/SALARIED EMPLOYEES  
ENTER 'RTN' TO CONTINUE OR END**

Enter 'RETURN' to continue or 'END' to return to the menu.

**PAYROLL CORRECTION & HANDCHECK ENTRY (AFTER TAXES)****OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY NUMBER (2N) OR 'END' TO END.**

Enter the 2 digit company number or 'END' to return to the menu.

LINE	ATT	PROMPT	TYPE	SIZE	DESCRIPTION
01		BANK#:	N	3	Bank number Bank number for disbursements
02		FISCAL PERIOD:	N	4	Fiscal period. Input as YY/MM to post to general ledger.
03		PAY PERIOD DATE:	N	6	Pay date Input as MM/DD/YY last date of pay period.
04		PAY PERIOD (1-5):	N	1	Pay period Pay period of the month.
05		HOLIDAY HOURS:	N	4	Holiday hours amount
06		DAYS WORKED:	N	2	Number of days worked
07		WEEKS WORKED:	N	1	Number of weeks worked

**ENTER LINE NUMBER TO CHANGE, '0' TO ACCEPT HEADER INFORMATION OR 'END' TO END OUT OF PAYROLL PROCEDURE**

CHANGE - Enter line number and make corrections.

ACCEPT - Enter '0' to accept all information.

END - Enter 'END' to end out of payroll procedure.

**PAYROLL CORRECTION & HANDCHECK ENTRY (AFTER TAXES)****OPERATING INSTRUCTIONS (Continued)****ENTER EMPLOYEE NUMBER OR 'END'**

Enter employee number or end.

OK? (RTN/N):

The initial prompt is for an employee number. Once validated the next prompt is:

**ENTER ISSUE # (1-99) or 'END'**

If any existing issue is being maintained, enter that issue number (usually 1). If this is a new issue, such as a supplemental check or handcheck, then the operator must select an unused issue number (try 2, then 3, etc.)

You then have the option to:

**ENTER LINE NUMBER TO CHANGE, '0' TO ACCEPT CHECK INFORMATION  
'W' TO WIPE OUT CHANGES OR 'DELETE' TO DELETE THIS CHECK ISSUE**

CHANGE - Enter line number and make corrections.

ACCEPT - Enter '0' to accept check information.

WIPEOUT - Enter 'W' to wipeout changes.

DELETE - Enter 'DELETE' to delete this check issue. No check will be printed.

### PAYROLL CORRECTION & HANDCHECK ENTRY (AFTER TAXES)

Account MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

CO# : 01 \*\*\* PAYROLL INPUT BATCH HEADER SCREEN \*\*\*

1.BANK#: 000

2.FISCAL PERIOD:

3.PAY PERIOD DATE:

4.PAY PERIOD (1-5):

5.HOLIDAY HOURS:

6.DAYS WORKED:

7.WEEKS WORKED:

OR	VE	MAINT	3MAIL	AUDIT		CAPT DN	VIEW	Er
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k



**PAYROLL PROOF REGISTER (AFTER TAXES)**

PROK NAME	PR.P PAT.PAY-REG
PROGRAM NAME	PR AT.PAY-REG
SELECTION	MENU-15.2
SELECTION NUMBER	8
FILES ACCESSED	PAYREG
	EMP.MAST
	EMP.DET

**OVERVIEW**

This program will provide a detailed payroll register by company, department and employee. It prints both pay, tax and deduction details by employee, as well as summaries and recaps by department, and company.

Selectivity is provided on the following :

- One company or all
- Specific fiscal pay period (entered as YYMM)
- A range of departments or all

**OPERATING INSTRUCTIONS****PAYROLL INPUT PROOF LISTING (AFTER TAXES)  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER OR 'A' FOR ALL**

Enter the 2 digit company number or 'A' for all companies.

**ENTER FISCAL PERIOD:**

Enter fiscal period.

**DO YOU WANT TO ENTER A RANGE OF DEPARTMENTS OR ALL <R/A>**

**PAYROLL PROOF REGISTER (AFTER TAXES)**

**OPERATING INSTRUCTIONS (Continued)**

If you enter 'R' for range of departments, you will be prompted:

**ENTER BEGINNING DEPARTMENT:**

**ENTER ENDING DEPARTMENT:**

**PAYROLL PROOF REGISTER**

DATE: 07 JUN 1990

PAYROLL INPUT PROOF LISTING

PAGE: 1

**PAYROLL SHORT VERSION**

PROGRAM NAME	PR.P PAT-REG.S
SELECTION	MENU-15.2
SELECTION NUMBER	9
FILES ACCESSED	PAYREG

**OVERVIEW**

This program prints a summary listing of the breakdown of payroll, tax and deduction amounts of each employee. The sequence is by company number and department. Only records that have tax calculated, checks printed or voided will print.

Selectivity is provided by company.

\*\*\*\*\* Please note that you may also run this report after you have printed your checks. The register will then display the same information with the assigned check numbers.

**OPERATING INSTRUCTIONS****SUMMARY PAYROLL REGISTER AFTER DEDUCTIONS  
ENTER COMPANY NUMBER OR 'A' FOR ALL:**

Enter the 2 digit company number or 'A' for all companies.

PAYROLL SHORT REGISTER

DATE : 07 JUN 1990

\*\*\*\*\* PAYROLL CHECK REGISTER \*\*\*\*\*

**PAYROLL CHECK PRINT**

PROK NAME	PR.P PCHECK-PRINT-TSH
PROGRAM NAME	PR CHECK-PRINT-TSH
SELECTION	MENU-15.2
SELECTION NUMBER	10
FILES ACCESSED	PAYREG
	EMP.MAST
	EMP.YTD
	BANK

**OVERVIEW**

This program prints the actual payroll checks.

**OPERATING INSTRUCTIONS****PAYROLL CHECK PRINT PROGRAM  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER:**

Enter the 2 digit company number.

**BANK NUMBER:**

Enter 3 digit bank number.

**PAY CYCLE: (W,B,S,M)**

W = Weekly  
B = Bi-weekly  
S = Semi-monthly  
M = Monthly

**PAY DATE:**

Enter the pay date.

**CHECK DATE:**

Enter check date or (RTN) for today's date.

## PAYROLL CHECK PRINT

### TWO FORMATS OF CHECK PRINT ARE AVAILABLE:

1. Designed to run on the accounts payable check form.
2. Designed to run on a separate payroll check form.

If you do not input the correct company, bank, cycle and pay date, the checks will not print. You should then check all input information for correct company etc. and rerun the payroll check print. The standard payroll check print program writes the checks to a hold file for alignment and spooling.

**PAYROLL CHECKS - TYPE #1**

EMPLOYEE#: 0001

CHECK NO : 020017

PAYDATE : 01/01/90

**PAYROLL CHECKS - TYPE #2**

**DETAIL PAYROLL REGISTER**

PROK NAME	PR.P PDET.PAY-REG
PROGRAM NAME	PR DET.PAY-REG
SELECTION	MENU-15.2
SELECTION NUMBER	11
FILES ACCESSED	PAYREG
	EMP.MAST
	EMP.DET

**OVERVIEW**

This program supplies a detailed analysis of payroll data including full gross pay, tax and deduction information. Check numbers appear on this report, since checks have already been run before this report can be printed. The sequence of the report is by company, department and employee.

Selection by company and by department is provided. The program prompts for the appropriate fiscal period, and then proceeds to select all entries in the Payreg file with a status code of 'P' for printed, or 'H' for handchecks.

**OPERATING INSTRUCTIONS****PAYROLL DETAIL REGISTER  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**DO YOU WANT TO ENTER A RANGE OF DEPARTMENTS OR ALL (R/A):**

If you enter 'R' for range of departments, you will be prompted:

**ENTER BEGINNING DEPARTMENT:  
ENTER ENDING DEPARTMENT:****ENTER FISCAL PERIOD:**

Enter fiscal period.

**DETAIL PAYROLL REGISTER**

DATE: 07 JAN 1990

\*\* DETAIL PAYROLL REGISTER \*\*

DATE: 07 JAN 1990  
FISCAL PERIOD: 9001

\*\* DETAIL PAYROLL REGISTER \*\*

DATE: 07 JAN 1990  
PAGE: 4

\*\* DETAIL PAYROLL REGISTER \*\*

FISCAL PERIOD: 9001

**SUMMARY CHECK REGISTER**

PROK NAME	PR.P PSUM.CHK-REG
SELECTION	MENU-15.2
SELECTION NUMBER	12
FILES ACCESSED	PAYREG

**OVERVIEW**

This program provides a concise listing of payroll data including gross pay, tax and deduction information. Check numbers appear on this report, since checks have already been run before this report can be printed. The sequence of the report is by company, department and employee.

Selection by company and by department is provided. The program prompts for the appropriate fiscal period, and then proceeds to select all entries in the Payreg file with a status code of 'P' for printed or 'H' for handchecks with assigned check numbers of employees by company and bank number.

**OPERATING INSTRUCTIONS****SUMMARY PAYROLL CHECK REGISTER  
ENTER COMPANY NUMBER OR 'A' FOR ALL:**

Enter 2 digit company number or 'A' for all companies.

**ENTER FISCAL MONTH (YYMM) OR 'END':**

Enter fiscal month or 'END' to return to the menu.

**SUMMARY CHECK REGISTER**

DATE : 07 FEB 1990  
PAGE 1

\*\*\*\*\* PAYROLL CHECK REGISTER \*\*\*\*\*

DATE : 07 JAN 1990  
PAGE: 1

\*\*\*\*\* PAYROLL CHECK REGISTER \*\*\*\*\*

**401K DETAIL REPORT**

PROK NAME	PR.P PD401K.RPT
SELECTION	MENU-15.2
SELECTION NUMBER	12A
FILES ACCESSED	PAYREG

**OVERVIEW**

This prok lists all 401K deductions taken during the current payroll period. The report can be run by a specific company or all.

The deduction code must be '401' for the deduction to appear on the report.

**OPERATING INSTRUCTIONS****PAYROLL 401K REPORT****HIT RETURN TO CONTINUE OR <END>:**

Hit return to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter 2 digit company number or 'A' for all companies.

DATE: 07 JAN 1990

PAYROLL 401K REPORT

PAGE: 1

**PAYROLL UPDATE**

The 2 digit NAME	PR.P PPAY.DIST.UPD	
PROGRAM NAME	PR PAY.DIST.UPD	
SELECTION	MENU-15.2	
SELECTION NUMBER	13	
FILES ACCESSED	EMP.DET	PAYREG
	EMP.MAST	MPAYREG
	EMP.QTD	PRCHECK
	EMP.YTD	PRCHECK.HIST
	MISCDED	BANK

**OVERVIEW**

This program updates all payroll data files from the information now stored in the Payreg file. The program selects all records in the Payreg file with a status of 'P' (checks printed) and 'V' (voided).

Selection by company and payroll type is provided.

This update does not produce any reports.

**OPERATING INSTRUCTIONS**

**UPDATE PAY RECORDS TO  
(MONTHLY, QUARTERLY AND YEARLY FILES)  
ENTER 'RTN' TO CONTINUE OR END**

Enter 'RETURN' to continue or 'END' to return to the menu.

**ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END' TO END**

Enter 2 digit company number, 'A' for all companies or 'END' to end.

**ENTER PAY CYCLE (W,B,S,M), 'A' FOR ALL OR 'END' TO END**

Enter pay cycle, 'A' for all cycles or 'END' to end.

**CHECK REVERSAL (VOID)**

PROGRAM NAME	PR PAY.CHREV	
SELECTION	MENU-15.2	
SELECTION NUMBER	14	
FILES ACCESSED	EMP.MAST	COMPANY
	MPAYREG	BANK
	PAY.COMPANY	PRCHECK
	OPERATOR	PRCHECK.HIST
	PAYREG	

**OVERVIEW**

This program enables the user to void a check which has already been printed and updated. The program verifies that the check entry is in a status of 'U' on the Payreg or Mpayreg file. Once a check is voided, its status is changed to 'V'. It will then be picked up on the next running of the update process, at which time the update reversals in all data files are actually performed. Until the update is run, the check has not really been voided.

**OPERATING INSTRUCTIONS****COMP#:**

Enter the 2 digit company number.

**BANK:**

Enter the 3 digit bank number.

**CHECK#:**

Enter the 6 digit check number. The check number is validated to the Payreg or Mpayreg file, once found, the program asks:

**IS THIS THE CORRECT CHECK AND DO YOU WANT TO CONTINUE (Y/N)?**

If 'Y\*\*\*' is entered, the check number will be voided. If 'N' is entered, the program will return to the check number prompt.

\*\*\*\*\* A VOID can only be done after you have printed the checks, and an update has been performed. \*\*\*\*\* After you have done any voids, you must be sure to run the update again.

**PAYROLL CHECK RE-PRINT**

PROK NAME	PCHECK-REPRINT
PROGRAM NAME	PR CHECK-REPRINT
SELECTION	MENU-15.2
SELECTION NUMBER	15
FILES ACCESSED	PAYREG
	EMP.MAST
	EMP.YTD
	BANK

**OVERVIEW**

This program enables the user to reprint one or more checks, in the event that the originals are lost or destroyed. Since the check number is retrieved from the Payreg or Mpayreg record, and is not changed, this program cannot be used if the user's checks are pre-numbered. (I.e., the check numbers will not match)

**OPERATING INSTRUCTIONS****PAYROLL CHECK RE-PRINT PROGRAM  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER:**

Enter a 2 digit company number.

**STARTING CHECK#:**

Enter the 6 digit check number.

**ENDING CHECK#:**

Enter the 6 digit check number.

**PAY DATE:**

NOTE: This is not the check date.

# MONTHLY REPORTS

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**MENU-15.3      MONTHLY REPORTS**

-----

- 1. MONTHLY DISTRIBUTION REGISTER
- 1A. ---- SHORT VERSION
- 2. MONTHLY PAYROLL CHECK REGISTER
- 2A. MONTHLY VACATION REPORT
- 3. MONTHLY DEDUCTION RECAP
- 3A. MONTHLY 401K DETAIL REPORT
- 4. MONTHLY TAX RECAP
- 5. MONTHLY OVERTIME AND DOUBLE TIME REPORT
- 6. MONTHLY UNION DUES REPORT
- \*7. MONTHLY BOND REGISTER
- 8. MONTHLY DISTRIBUTION UPDATE
- 9. GENERAL LEDGER DETAIL REPORT INQUIRY
  
- 10. PURGE UPDATED ITEMS FROM <MPAYREG> FILE

WHICH PROGRAM <CR TO RETURN TO PAYROLL MENU>:█

OR	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**MONTHLY DISTRIBUTION REGISTER**

PROK NAME	PR.P PM.DIST-REG
PROGRAM NAME	PR M.DIST-REG
SELECTION	MENU-15.3
SELECTION NUMBER	1
FILES ACCESSED	MPAYREG
	EMP.MAST
	EMP.DET

**OVERVIEW**

This program is the monthly analogue of the detailed payroll register. It contains a detailed analysis of payroll data including full gross pay, tax and deduction information.

The sequence of the report is by company, department and employee.

Selection by company and by range of departments is provided. The program prompts for the appropriate fiscal period, and then proceeds to select all entries in the Mpayreg file.

**OPERATING INSTRUCTIONS****MONTHLY DISTRIBUTION REGISTER  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'Return to continue or 'END' to return to the menu.

**DO YOU WANT TO ENTER A RANGE OF DEPARTMENTS OR ALL <R/A>:**

If you enter 'R' for range of departments, you will be prompted:

**ENTER BEGINNING DEPARTMENT:  
ENTER ENDING DEPARTMENT:**

Enter beginning and ending department.

**ENTER FISCAL PERIOD:**

Enter fiscal period (YYMM).

**MONTHLY DISTRIBUTION REGISTER**

MONTHLY DISTRIBUTION REGISTER

**\*\* MONTHLY DISTRIBUTION REGISTER \*\***

FISCAL PERIOD: 9001

---

## MONTHLY DISTRIBUTION SHORT VERSION

PROK NAME	PR.P PM.PAY-REG.S
SELECTION	MENU-15.3
SELECTION NUMBER	1A
FILES ACCESSED	MPAYREG

### OVERVIEW

This program is the monthly analogue of the daily summary check register, printing from the Mpayreg file rather than from the Payreg file. The program provides a concise listing of payroll data including gross pay, tax and deduction information.

The sequence of the report is by company, department and employee.

Selection by company is provided. The program prompts for the appropriate fiscal period, and then proceeds to select all entries in the Mpayreg file.

### OPERATING INSTRUCTIONS

#### **MONTHLY SUMMARY PAYROLL REGISTER AFTER DEDUCTIONS ENTER COMPANY NUMBER OR 'A' FOR ALL:**

Enter 2 digit company number or 'A' for all companies.

#### **ENTER FISCAL PERIOD:**

Enter fiscal period.

**MONTHLY DISTRIBUTION CHECK REGISTER (SHORT)**

**MONTHLY PAYROLL CHECK REGISTER**

**MONTHLY PAYROLL CHECK REGISTER**

PROK NAME	PR.P PMSUM.CHK-REG
SELECTION	MENU-15.3
SELECTION NUMBER	2
FILES ACCESSED	MPAYREG

**OVERVIEW**

This program prints a check register, by company and bank number of the basic payroll check date and the assigned check number. It is designed to be used as the basic check register used for bank reconciliation purposes.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS****MONTHLY SUMMARY PAYROLL CHECK REGISTER  
ENTER COMPANY NUMBER OR 'A' FOR ALL**

Enter 2 digit company number or 'A' for all companies.

**ENTER FISCAL MONTH (YYMM) OR 'END'**

Enter fiscal month or 'END' to end.

**MONTHLY PAYROLL CHECK REGISTER**

MONTHLY PAYROLL CHECK REGISTER

**MONTHLY VACATION REPORT**

PROK NAME	PR.P PMVAC-RPT
SELECTION	MENU-15.3
SELECTION NUMBER	2A
FILES ACCESSED	MPAYREG

**OVERVIEW**

This program provides a listing by company, department and check number, of any vacation pay issued this period.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS****MONTHLY VACATION REPORT****ENTER COMPANY NUMBER OR 'A' FOR ALL:**

Enter 2 digit company number or 'A' for all companies.

**ENTER FISCAL PERIOD:**

Enter fiscal period.

**MONTHLY VACATION REPORT**

DATE : 07 FEB 1990

\*\*\*\*\* MONTHLY VACATION REPORT \*\*\*\*\*

**MONTHLY DEDUCTION RECAP**

PROK NAME	PR.P MDEDUCT-RECAP
SELECTION	MENU-15.3
SELECTION NUMBER	3
FILES ACCESSED	MPAYREG

**OVERVIEW**

This program provides a listing by company number, of miscellaneous deductions taken this fiscal period.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS****MONTHLY MISCELLANEOUS DEDUCTION RECAP  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER FISCAL PERIOD:**

Enter fiscal period (YYMM).

**MONTHLY DEDUCTION RECAP**

DATE: 07 FEB 1990

MONTHLY DEDUCTION RECAP

PAGE: 1

**MONTHLY 401K DETAIL REPORT**

PROK NAME	PR.P PM401K.RPT
SELECTION	MENU-15.3
SELECTION NUMBER	3A
FILES ACCESSED	MPAYREG

**OVERVIEW**

This report provides a listing of all 401K deductions for a specific fiscal period. The deduction must be '401' for it to appear on the report.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS****MONTHLY PAYROLL 401K REPORT****ENTER COMPANY NUMBER OR 'A' FOR ALL:**

Enter 2 digit company number or 'A' for all companies.

**ENTER FISCAL MONTH (YYMM) OR 'END' TO END**

Enter fiscal month or 'END' to end.

**ENTER MONTH ENDING DATE (MM/DD/YY) OR 'END' TO END**

Enter month ending date or 'END' to end.

**MONTHLY 401K DETAIL REPORT**

DATE: 16 FEB 1990

\*\*\*\*\* MONTHLY PAYROLL 401K REPORT \*\*\*\*\*

**MONTHLY TAX RECAP**

PROK NAME	PR.P MTAX-RECAP
SELECTION	MENU-15.3
SELECTION NUMBER	4
FILES ACCESSED	MPAYREG

**OVERVIEW**

This program provides a listing by company, of state and local taxes deducted this fiscal period.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS**

**MONTHLY TAX RECAP (STATE, CITY & CITY 2)  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue ro 'END' to return to the menu.

**ENTER FISCAL PERIOD:**

Enter fiscal period (YYMM).

**MONTHLY TAX RECAP**

DATE: 07 FEB 1990

MONTHLY STATE TAX RECAP

DATE: 07 FEB 1990

MONTHLY CITY TAX RECAP  
FISCAL PERIOD: 9001

PAGE: 1

**MONTHLY OVERTIME AND DOUBLE TIME REPORT**

PROK NAME	PR.P MOT.DT-RPT
SELECTION	MENU-15.3
SELECTION NUMBER	5
FILES ACCESSED	MPAYREG

**OVERVIEW**

This program produces a listing by company and employee number of all hours and earnings. It provides a concise analysis of all overtime whether time and half or double time, both in terms of hours as well as dollars.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS****MONTHLY OVERTIME AND DOUBLE TIME REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER FISCAL PERIOD:**

Enter fiscal period (YYMM).

**MONTHLY OVERTIME AND DOUBLE TIME REPORT**

DATE: 07 FEB 1990  
REPORT

PAGE: 1

MONTHLY OVERTIME AND DOUBLETIME

**MONTHLY UNION DUES REPORT**

PROK NAME	PR.P PM.UNION-RPT
PROGRAM NAME	PR UNION-RPT
SELECTION	MENU-15.3
SELECTION NUMBER	6
FILES ACCESSED	MPAYREG
	EMP.MAST

**OVERVIEW**

This program provides a listing, by company number of all union dues deducted this fiscal period, in sequence by company and union code.

Selection by fiscal period is provided.

**OPERATING INSTRUCTIONS**

**MONTHLY UNION DUES REPORT**  
**HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**ENTER FISCAL PERIOD:**

Enter fiscal period (YYMM).

**MONTHLY UNION DUES REPORT**

DATE: 06 JUN 1990

MONTHLY UNION DUES REPORT

PAGE: 1

**MONTHLY DISTRIBUTION UPDATE**

PROK NAME PR.P PPAY.EOM.GLA.UPD  
PROGRAM NAME PR PAY.EOM.GLA.UPD  
PR PAY.COMP.UPD  
SELECTION MENU-15.3  
SELECTION NUMBER 8  
FILES ACCESSED PAY.COMPANY TAX.TABLE  
COMPANY GLA  
PAY.DEPT DICT GLA  
MPAYREG  
BANK  
PARAMETER  
MISCDED  
UNION

**OVERVIEW**

This program performs all required monthly (accounting period) updates to the payroll system.

The functions performed include:

- Preparation of the general ledger interface journal entry for all payroll, tax and deduction information.
- Clears the monthly transaction file Mpayreg
- Update the company record to indicate which fiscal period has been closed.

**OPERATING INSTRUCTIONS**

**MAKE SURE THAT YOU HAVE PRINTED OUT ALL YOUR MONTHLY REPORTS AND MAKE SURE THAT YOU HAVE A TAPE BACKUP OF PAYROLL ACCOUNT BEFORE CONTINUING**

**PAYROLL MONTHLY DISTRIBUTION UPDATE TO G/L  
ARE YOU SURE YOU WANT TO RUN THIS PROGRAM (Y/<RTN>)**

If 'RETURN' is entered, the program will return to the selector. Y\*\*\* is required to initiate the update. Selection is provided to allow update to one company or all.

**ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END' TO END**

Enter 2 digit company number, 'A' for all companies or 'END' to return to the menu.

**MONTHLY DISTRIBUTION UPDATE****OPERATING INSTRUCTIONS (Continued)****ENTER FISCAL MONTH TO BE UPDATED (YYMM) OR 'END' TO END**

Enter the fiscal month to be updated or 'END' to end.

**ENTER MONTH ENDING DATE (MM/DD/YY) OR 'END' TO END**

Enter month ending date or 'END' to end.

No reports are generated by this update, therefore, all reports should be run before the update is executed. The Mpayreg file is selected for the period you are closing, and used to update the general ledger activity file.

The general ledger numbers used for the update are found in the company, pay department, miscellaneous deduction, union master, and tax table files. The employer portion of FICA, etc. will also be posted to the general ledger activity file. The details of the posting can be seen in the general ledger report inquiry.

NOTE: A tape backup should be done prior to this update.

**GENERAL LEDGER DETAIL REPORT INQUIRY**

PROK NAME	PR.P MENU-3.9
SELECTION	MENU-15.3
SELECTION NUMBER	9
FILES ACCESSED	GLA

**OVERVIEW**

This program lists the general ledger interface journal entry generated by the payroll month end.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS**

**\*\*\* GENERAL LEDGER DETAIL REPORT INQUIRY (PAYROLL) \*\*\***

**ENTER <RTN> TO CONTINUE OR 'END':**

Enter 'RETURN' to continue or 'END' to return to the menu.

**ENTER FISCAL YEAR & MONTH NUMBER. OR 'END':**

Enter fiscal year & month or 'END' to end.

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':**

Enter 2 digit company number, 'A' for all companies or 'END' to end.

**PAYROLL SYSTEM DOCUMENTATION**

12 MAR 1990      \*\*\* GENERAL LEDGER DETAIL REPORT INQU  
IRY \*\*\*      PAGE: 1

12 MAR 1990      \*\*\* GENERAL LEDGER DETAIL REPORT INQU  
IRY \*\*\*      PAGE: 2

**PURGE ITEMS FROM (MPAYREG) FILE**

PROK NAME	PR.P PPURGE.MPAYREG
PROGRAM NAME	PR DEL.MPAYREG
SELECTION	MENU-15.3
SELECTION NUMBER	10
FILES ACCESSED	MPAYREG

**OVERVIEW**

This program will purge all Mpayreg records that have been updated to general ledger. All reports and general ledger update must be run before purge is run.

Selection by company and fiscal period is provided.

**OPERATING INSTRUCTIONS**

**MAKE SURE THAT YOU HAVE PRINTED OUT ALL YOUR MONTHLY REPORTS AND HAVE RUN PAYROLL MONTHLY DISTRIBUTION UPDATE TO G/L BEFORE CONTINUING**

**MONTHLY PURGE OF UPDATED ITEMS TO GLA  
ARE YOU SURE YOU WANT TO RUN THIS PROGRAM (Y/<RTN>)**

If 'RETURN' is entered, the program will return to the selector. Y\*\*\* is required to initiate the update. Selection is provided to allow update to one company or all.

**ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END' TO END**

Enter 2 digit company number, 'A' for all companies or 'END' to end.

**ENTER FISCAL MONTH TO BE PURGED (YYMM) OR 'END' TO END**

Enter fiscal month to be purged or 'END' to end.



**QUARTERLY PAYROLL RETURN INFORMATION**

PROK NAME	PR.P PQTR.RET-RPT
PROGRAM NAME	PR QTR.RET-RPT
SELECTION	MENU-15.4
SELECTION NUMBER	1
FILES ACCESSED	EMP.QTD
	EMP.MAST
	MISCDED

**OVERVIEW**

The payroll system is designed to allow information for a particular quarter to be printed on demand at any time, until the year has been closed. Similarly, the system has the ability to support multiple years (both calendar and fiscal) open simultaneously. In fact, there is no quarterly closing, rather the information is updated as a byproduct of the daily, and monthly procedures.

Therefore all quarterly reports allow the user to specify, at run time, the calendar year and quarter to be printed.

This report is designed to be the source of information for the quarterly federal tax return (941). It therefore includes quarterly Gross, FICA, state and city tax, as well as deduction information. The sequence is by company and employee number.

Selection is provided by company in addition to the calendar year (YY) and calendar quarter (Q) capability.

**OPERATING INSTRUCTIONS****QUARTERLY PAYROLL RETURN REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter the 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the calendar year.

**QUARTERLY PAYROLL RETURN INFORMATION**

**OPERATING INSTRUCTIONS (Continued)**

**QUARTER:**

Enter the quarter.

**REPORT DATE:**

Enter the date of this report.

**QUARTERLY PAYROLL RETURNS REPORT**

DATE: 01/31/90  
YEAR: 90

FIRST QUARTER PAYROLL RETURN REPORT FOR  
PAGE: 1

PAGE 1 \*\*\*\*\* TAX LIABILITY FOR QUARTER 1 OF CALENDAR YEAR 90  
DATE 01/31/90

## QUARTERLY STATE TAX RETURN

PROK NAME	PR.P QTAX.RET-RPT
SELECTION	MENU-15.4
SELECTION NUMBER	2
FILES ACCESSED	EMP.QTD

### OVERVIEW

The payroll system is designed to allow information for a particular quarter to be printed on demand at any time, until the year has been closed. Similarly, the system has the ability to support multiple years (both calendar and fiscal) open simultaneously. In fact, there is no quarterly closing, rather the information is updated as a byproduct of the daily, and monthly procedures.

Therefore all quarterly reports allow the user to specify, at run time, the calendar year and quarter to be printed.

This report recaps all state and local tax deductions information, and is designed to be the source of information for any state and/or local tax remittance forms. The sequence is by company and employee number.

Selection is provided by company in addition to the calendar year (YY) and calendar quarter (Q) capability.

### OPERATING INSTRUCTIONS

#### **QUARTERLY TAX RETURN REPORT (STATE, CITY & CITY 2) HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

#### **COMPANY NUMBER OR <A>:**

Enter the 2 digit company number or 'A' for all companies.

#### **CALENDAR YEAR:**

Enter the calendar year.

**QUARTERLY STATE TAX RETURN**

**OPERATING INSTRUCTIONS (Continued)**

**QUARTER:**

Enter the quarter.

**REPORT DATE:**

Enter the date of this report.

**QUARTERLY CITY TAX RETURN REPORT**

DATE: 07 APR 1990  
PAGE: 1

QUARTERLY STATE TAX RETURN REPORT

**QUARTERLY STATE TAX RETURN REPORT**

DATE: 07 APR 1990

QUARTERLY CITY TAX RETURN REPORT

PAGE:

1

**QUARTERLY FEDERAL UNEMPLOYMENT INSURANCE REPORT**

PROK NAME	PR.P PQTR.FUI-RPT
PROGRAM NAME	PR QTR.FUI-RPT
SELECTION	MENU-15.4
SELECTION NUMBER	3
FILES ACCESSED	EMP.QTD
	EMP.MAST
	PAY.COMPANY
	EMP.YTD

**OVERVIEW**

This report provides all information necessary to determine total Federal Unemployment Insurance Liability, and to serve as the basis to the Form 940 remittance.

Selection by company and calendar quarter is provided.

**OPERATING INSTRUCTIONS****QUARTERLY PAYROLL FEDERAL UNEMPLOYMENT INSURANCE REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter the 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the calendar year.

**QUARTER:**

Enter the quarter.

**REPORT DATE:**

Enter the date of this report.

**QUARTERLY FEDERAL UNEMPLOYMENT INSURANCE REPORT**

DATE: 04/01/90

FIRST QUARTER FEDERAL UNEMPLOYMENT

INSURANCE REPORT FOR YEAR: 90

PAGE: 1

**QUARTERLY STATE UNEMPLOYMENT INSURANCE REPORT - (ALL STATES)**

PROK NAME	PR.P PQTR.SUI-RPT
PROGRAM NAME	PR QTR.SUI-RPT
SELECTION	MENU-15.4
SELECTION NUMBER	4
FILES ACCESSED	EMP.QTD
	EMP.MAST
	PAY.COMPANY
	TAX.TABLE

**OVERVIEW**

This report provides all the information necessary to determine total NY State Unemployment Insurance Liability, and to serve as the form to be submitted as part of the quarterly remittance.

Selection by company and calendar quarter is provided.

**OPERATING INSTRUCTIONS****QUARTERLY PAYROLL STATE UNEMPLOYMENT INSURANCE REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter the 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the calendar year.

**QUARTER:**

Enter the quarter.

**REPORT DATE:**

Enter the date of this report.

**QUARTERLY STATE UNEMPLOYMENT INSURANCE REPORT - (ALL STATES)**

DATE: 04/01/90  
INSURANCE REPORT FOR YEAR: 90

FIRST QUARTER STATE UNEMPLOYMENT  
PAGE: 1

DATE: 04/01/90  
INSURANCE REPORT FOR YEAR: 85

FIRST QUARTER STATE UNEMPLOYMENT  
PAGE: 1

**QUARTERLY PAYROLL DISABILITY REPORT - NEW YORK**

PROK NAME	PR.P PQTR.DISB-RPT
PROGRAM NAME	PR ATR.DISB-RPT
SELECTION	MENU-15.4
SELECTION NUMBER	5
FILES ACCESSED	EMP.QTD
	EMP.MAST

**OVERVIEW**

This report provided all the information necessary to determine State Disability Liability and to serve as the basis for the quarterly remittance.

Selection by company and calendar quarter is provided.

**OPERATING INSTRUCTIONS****QUARTERLY PAYROLL DISABILITY REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter the 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the calendar year.

**QUARTER:**

Enter the quarter.

**REPORT DATE:**

Enter the date of this report.

**QUARTERLY DISABILITY REPORT**

DATE: 04/01/90  
90 PAGE: 1

FIRST QUARTER DISABILITY REPORT FOR YEAR:

**QUARTERLY STATE WAGE REPORTING SYSTEM - NEW YORK STATE**

PROK NAME	PR.P PQTR.WAGE-RPT
SELECTION	MENU-15.4
SELECTION NUMBER	6
FILES ACCESSED	EMP.QTD

**OVERVIEW**

This report provides all the information necessary to appear on the NYS quarterly state tax remittance form. It is intended to serve as the form to be submitted as the quarterly remittance.

Selection by company and calendar quarter is provided.

**OPERATING INSTRUCTIONS****QUARTERLY WAGE REPORTING SYSTEM  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter the 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the calendar year.

**QUARTER:**

Enter the quarter.

**REPORT DATE:**

Enter the date of this report.

**QUARTERLY WAGE REPORTING SYSTEM - NEW YORK STATE**

DATE: 04/01/90  
90 PAGE: 1

FIRST QUARTER WAGE REPORTING SYSTEM FOR YEAR:

**QUARTERLY STATE WAGE REPORTING SYSTEM - NEW JERSEY**

PROK NAME	PR.P PQTR.WAGE-RPT.NJ
SELECTION	MENU-15.4
SELECTION NUMBER	6A
FILES ACCESSED	EMP.QTD

**OVERVIEW**

This report provides all the information necessary to appear on the NJ quarterly state tax remittance form. It is intended to serve as the form to be submitted as the quarterly remittance.

Selection by company and calendar quarter is provided.

**OPERATING INSTRUCTIONS****QUARTERLY WAGE REPORTING SYSTEM  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter the 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the calendar year.

**QUARTER:**

Enter the quarter.

**REPORT DATE:**

Enter the date of this report.

**QUARTERLY WAGE REPORTING SYSTEM - NEW JERSEY**

DATE: 04/01/90

FIRST QUARTER WAGE REPORTING SYSTEM FOR YEAR: 90

PAGE: 1

**QUARTERLY STATE WAGE REPORTING SYSTEM - NEW JERSEY (WR-30)**

PROK NAME	PR.P PWR-30.NJ
PROGRAM NAME	PR. WR-30.NJ
SELECTION	MENU-15.4
SELECTION NUMBER	6B
FILES ACCESSED	COMPANY
	EMP.MAST
	EMP.QTD
	PAY.COMPANY

**OVERVIEW**

This report provides all the information necessary to appear on the NJ WR-30 quarterly state tax form. It is intended to be submitted as a quarterly remittance.

**OPERATING INSTRUCTIONS****WR-30 N.J. QUARTERLY REPORT****ENTER COMPANY NUMBER OR 'A' FOR ALL**

Enter 2 digit company number or 'A' for all companies.

**ENTER PAYROLL YEAR**

Enter the payroll year.

**ENTER PAYROLL QUARTER**

Enter the payroll quarter.

**ENTER END-OF-QUARTER DATE**

Enter the end of quarter date.

**QUARTERLY STATE WAGE REPORTING SYSTEM - NEW JERSEY (WR-30)**

## **ANNUAL REPORTS**

This section enables the user to print various reports necessary to close the year.

MENU-15.5  
SCREEN NUMBER 1

**FRINGE BENEFIT INPUT/MAINTENANCE**

PROGRAM NAME	PR FRINGE.BENEFITS
SELECTION	MENU-15.5
SELECTION NUMBER	1
FILES ACCESSED	COMPANY
	PAY.COMPANY
	PARAMETER
	ALPHA.EMP
	EMP.YTD
	EMP.MAST
	SCREEN

**OVERVIEW**

This program allows maintenance or input of a fringe benefit amount to an Employees Year-to-Date record in a specific calendar year.

**OPERATING INSTRUCTIONS****COMPANY#:**

Enter 2 digit company number or 'END' to return to the menu.

**CALENDAR YEAR:**

Enter 2 digit year (i.e., 90) and press return to continue.

**EMPLOYEE#:**

Enter a valid employee number and press return to continue or 'END'.

Enter the fringe benefit amounts, or the fringe benefit amounts, if any, will be displayed and you will be prompted:

**IS THE FRINGE BENEFIT AMOUNT CORRECT? (RTN/N):**

If the amount is correct, hit return. If the amount is not correct enter 'N' and return, and you can then change the amount.

## **FRINGE BENEFIT MAINTENANCE SCREEN**

SCREEN NUMBER 15.5

**ANNUAL FRINGE BENEFIT RECAP REPORT**

PROK NAME	PR.P PFRINGE.RPT
SELECTION	MENU-15.5
SELECTION NUMBER	2
FILES ACCESSED	EMP.YTD

**OVERVIEW**

This report prints a listing of any employees that have fringe benefit amounts for a specific calendar year.

Selection is by company number or all specific calendar year.

**OPERATING INSTRUCTIONS****ANNUAL FRINGE BENEFIT RECAP REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter a 2 digit year.

**ANNUAL FRINGE BENEFITS RECAP REPORT**

DATE: 17 FEB 1990  
PAGE: 1

ANNUAL FRINGE BENEFIT RECAP REPORT

**W2 FORM SUI/DISABILITY PERCENT MAINTENANCE**

PROGRAM NAME	PR W2.TAX-MAINT
SELECTION	MENU-15.5
SELECTION NUMBER	3
FILES ACCESSED	COMPANY
	PAY.COMPANY
	TAX.TABLE
	SCREEN
	PARAMETER

**OVERVIEW**

This program allows maintenance to the W2 SUI and disability percent paid by the employee for a specific company and tax code.

**OPERATING INSTRUCTIONS****ENTER COMPANY CODE OR END:**

Enter a the 2 digit company code and press return.

**ENTER TAX TABLE CODE OR END:**

The percentages will be displayed and you will be prompted:

**ENTER LINE NUMBER TO CHANGE OR 0 TO ACCEPT:**

**W2 FORM PRINT SUI / DISABILITY PERCENT MAINTENANCE**

**PERCENT LIST**

PROK NAME	PR.P PW2.PCT.LIST
SELECTION	MENU-15.5
SELECTION NUMBER	4
FILES ACCESSED	TAX.TABLE

**OVERVIEW**

This report lists all tax tables with W2 SUI percentages or W2 disability percentages.

**OPERATING INSTRUCTIONS**

**W2 FORM SUI/DISABILITY PERCENT LISTING  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

DATE: 17 FEB 1990  
PAGE: 1

W2 FORM SUI / DISABILITY PERCENT LISTING

**ANNUAL W2 BACKUP REPORT**

PROK NAME	PR.P PW2.BACKUP-RPT
PROGRAM NAME	PR W2.BACKUP-RPT
SELECTION	MENU-15.5
SELECTION NUMBER	7
FILES ACCESSED	EMP.YTD
	EMP.MAST
	MISCDED

**OVERVIEW**

This program provided an annual summary of gross payroll and tax deductions by company and employee number.

It is designed to serve as a backup to the W2 forms.

Selection is provided by company and calendar year.

**OPERATING INSTRUCTIONS****W2 BACKUP REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter a 2 digit year.

**REPORT DATE:**

Enter the date of this report.

**ANNUAL W2 BACKUP REPORT**

DATE: 01/01/90

W2 BACKUP REPORT FOR YEAR: 90

PAGE: 1

## W2FORM.MENU \* \* \* W2 FORM PRINT MENU

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

FW2FORM.MENU \* \* \* W2 FORM PRINT MENU \* \* \*

1. W2 FORM PRINT <1 UP VERSION>
2. W2 FORM PRINT <2 UP VERSION - CARBONLESS BLACK PRINT>
3. W2 FORM PRINT <2 UP VERSION - SELF MAILER>

ENTER SELECTION# OR <CR> FOR PAYROLL MAIN SELECTOR :

OE	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**W2 PRINT (FORMS) - - - MENU**

PROK NAME	PR.P PW2FORM.MENU	
	PR.P PW2FORM.PRT	
	PR.P PW2FORM.PRT.2UP	
	PR.P PW2FORM.PRT.2UP.MAILER	
PROGRAM NAME	PR Q2FORM.PRT	
	PR W2 FORM.PRT	
	PR W2FORM.PRT.2UP	
	PR W2FORM.PRT.2UP.MAILER	
SELECTION	MENU-15.5	
SELECTION NUMBER	8	
FILES ACCESSED	PR	
	SCREEN-DOC	TAX.TABLE
	W2.MENU	DICT EMP.MAST
	EMP.YTD	
	EMP.MAST	
	PAY.COMPANY	
	COMPANY	
	MISCDED	

**OVERVIEW**

Selection is provided by company and calendar year. It should be noted that it is not necessary to print W2 forms before initiating input for the new calendar year.

It should be noted that once the W2 forms have been printed, all employees that previously had been listed as 'T', terminated, have now automatically been changed to 'I', inactive and may now be deleted from the employee files.

There are 3 different types of W2's that can be printed. The print program you select will depend on your W2 forms.

**OPERATING INSTRUCTIONS**

**\*\*\* W2 FORM PRINT MENU \*\*\***

- 1. W2 FORM PRINT (1 UP VERSION)**
- 2. W2 FORM PRINT (2 UP VERSION - CARBONLESS BLACK PRINT)**
- 3. W2 FORM PRINT (2 UP VERSION - SELF MAILER)**

**ENTER SELECTION# OR <CR> FOR PAYROLL MAIN SELECTOR:**

**W2 PRINT (FORMS) - - - MENU****OPERATING INSTRUCTIONS (Continued)**

After choosing one of the prints, you will be prompted:

**ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END' TO END**

Enter 2 digit company number, 'A' for all companies or 'END' to return to the menu.

**ENTER CALENDAR YEAR TO BE PRINTED (YY) OR 'END' TO END**

Enter calendar year or 'END' to end.

**W2 PRINT (FORMS)**

THE SYSTEMS HOUSE  
1033 ROUTE 46  
CLIFTON NJ  
07013.

THE SYSTEMS HOUSE	12-12345678	12-12345678	THE SYSTEMS HOUSE
12-12345678	12-12345678		
1033 ROUTE 46		1033 ROUTE 46	
CLIFTON NJ		CLIFTON NJ	
07013.		07013.	

**W2 TO TAPE OUTPUT**

PROK NAME	PR.P PW2.TO.TAPE
PROGRAM NAME	PR W2.TO. TAPE
SELECTION	MENU-15.5
SELECTION NUMBER	9
FILES ACCESSED	EMP.YTD
	EMP.MAST
	COMPANY
	PAY.COMPANY
	MISCDED

**OVERVIEW**

This program will generate a tape of all W2's in the format acceptable by the IRS. The tape will be written in ASCII, non labeled with 275 characters per record and 10 records per block.

**OPERATING INSTRUCTIONS****W2 TAPE OUTPUT****TAPE WILL BE WRITTEN OUT IN FOLLOWING FORMAT:**

- A. NON LABELED**
- B. ASCII**
- C. 275 CHARACTERS PER RECORD**
- D. 10 RECORD PER BLOCK**

**MOUNT TAPE AND HIT <RET> TO CONTINUE OR 'END'**

Place the tape on the tape drive and get it to the load position, then hit return.

**ENTER FULL CALENDAR YEAR OF PAYROLL (EX. 1988) OR 'END'**

The full year must be entered ex: 1990.

**ENTER CALENDAR YEAR OF PAYROLL (EX. 88) OR 'END'**

Only the last the 2 digits of the year should be entered ex: 88.

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END'**

Enter 2 digit company number, 'A' for all companies or 'END' to return to the menu.

**W2 TO TAPE OUTPUT****OPERATING INSTRUCTIONS (Continued)**

After the tape is finished the program will check the tape and prompt:

**DID THE TAPE CHECK OUT OKAY (Y/N)**

If you did not get an error (such as parity error) and the tape check was okay, enter 'Y'.

**YEAR END UPDATE AND PURGE**

PROK NAME	PR.P PPAY.EOY.UPD
PROGRAM NAME	PR DEL.EMP.QTD PR DEL.EMP.YTD PR DEL.PRCHECK.HIST PR EMP.STAT.CHG
SELECTION	MENU-15.5
SELECTION NUMBER	10
FILES ACCESSED	EMP.QTD EMP.YTD PRCHECK PRCHECK.HIST EMP.MAST EMP.DET

**OVERVIEW**

This program will purge all records pertaining to a calendar year now closed. Once this process has been run, employee W2 reports as well as any other quarterly or annual reports are no longer available.

All necessary reports and a tape backup should be run before the update is run.

The files purged include:

EMP.QTD  
EMP.YTD  
PRCHECK.HIST

**OPERATING INSTRUCTIONS**

**MAKE SURE THAT YOU HAVE PRINTED OUT ALL YEAR-END REPORTS  
AND  
MAKE SURE THAT YOU HAVE A TAPE BACKUP OF PAYROLL ACCOUNT  
BEFORE CONTINUING**

**PAYROLL YEAR-END UPDATE AND PURGE**

**ARE YOU SURE YOU WANT TO CONTINUE (Y/RTN/END)**

For the update to proceed the operator must respond 'Y\*\*\*'.

**YEAR END UPDATE AND PURGE****OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END' TO END**

Enter 2 digit company number, 'A' for all companies or 'END' to return to the menu.

**ENTER CALENDAR YEAR TO BE UPDATED AND PURGED (YY) OR 'END' TO END**

Enter calendar year or 'END' to end.

## **EMPLOYEE SUMMARY REPORTS**

This section contains a number of employee summary reports, all from the Prcheck.Hist file, which have been requested by various users.

## EMPLOYEE SUMMARY REPORTS

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**MENU-15.5.1**      **EMPLOYEE ANNUAL SUMMARY REPORTS**  
-----

1. REPORTS--BY EMPLOYEE CALENDAR BASIS
2.     --FOR A SPECIFIC EMPLOYEE
3. REPORTS--BY EMPLOYEE FISCAL BASIS
  
4. DETAIL LISTING--BY MONTH FOR A FISCAL YEAR
5. DETAIL LISTING--BY MONTH FOR A CALENDAR YEAR
  
6. EMPLOYEE SUMMARY EARNINGS--CALENDAR BASIS
7. EMPLOYEE SUMMARY EARNINGS--FISCAL BASIS
8. PERIOD SUMMARY EARNINGS --- CALENDAR BASIS
  
9. WORKMANS COMP SUMMARY
  
10. VACATION ACCRUAL REPORT
11. CLEAR VACATION/SICK AMOUNTS FOR A NEW YEAR

WHICH PROGRAM <CR TO RETURN TO PAYROLL MENU>:█

OE	VE	MAINT	EMAIL	AUDIT		CAPT DN	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**EMPLOYEE SUMMARY REPORTS****REPORTS - BY EMPLOYEE CALENDAR BASIS**

Lists all checks for all employees for an input calendar year.

**REPORTS - FOR A SPECIFIC EMPLOYEE**

Lists all checks for an input employee for a specific calendar year.

**REPORTS - BY EMPLOYEE FISCAL BASIS**

Lists all checks for all employees for an input fiscal year.

**DETAIL LISTING - BY MONTH FOR A FISCAL YEAR**

Lists all checks for all employees by fiscal period for an input fiscal year.

**DETAIL LISTING - BY MONTH FOR A CALENDAR YEAR**

Lists all checks for all employees by calendar period for an input fiscal year.

**EMPLOYEE SUMMARY EARNINGS - CALENDAR BASIS**

Summarizes all checks received by an employee for an input calendar year.

**EMPLOYEE SUMMARY EARNINGS - FISCAL BASIS**

Summarizes all checks received by an employee for an input calendar year.

**PERIOD SUMMARY EARNINGS - CALENDAR BASIS**

Summary by calendar period of earnings.

**WORKMANS COMP SUMMARY**

This report lists all employee compensation received in a specific time frame by check. The program allows the user to specify the beginning and ending period, which may not correspond to any fiscal or calendar period. The intention of this report is to provide information for a workmans compensation audit, where the audit period is arbitrary, and need not correspond to any calendar or fiscal basis.

**VACATION ACCRUAL REPORT**

Another format of the vacation accrual report on menu-15.1

**EMPLOYEE SUMMARY REPORTS****CLEAR VACATION/SICK AMOUNTS FOR A NEW YEAR**

This program will clear the YTD accumulation of sick and/or vacation amounts taken during the calendar year. Normally this program is run at year end, but is designed so that it can be run independently.

**EMPLOYEE SUMMARY REPORTS**

REPORTS - BY EMPLOYEE CALENDAR BASIS

PAGE 1

PAYROLL LISTING BY EMPLOYEE -- CALENDAR BASIS

**EMPLOYEE SUMMARY REPORTS**

REPORTS - FOR A SPECIFIC EMPLOYEE

PAGE 1 PAYROLL LISTING BY EMPLOYEE -- CALENDAR BASIS DATE 01:29:32

**EMPLOYEE SUMMARY REPORTS**

REPORT - BY EMPLOYEE BASIS

DATE 01:35:20 17 FEB 1990

**EMPLOYEE SUMMARY REPORTS**

**DETAIL LISTING - BY MONTH FOR A FISCAL YEAR**

**DATE 01:35:20 17 FEB 1990**

**EMPLOYEE SUMMARY REPORTS**

DETAIL LISTING - BY MONTH FOR A CALENDAR YEAR

PAGE 1            PAYROLL LISTING BY FISCAL PERIOD--FOR A FISCAL YEAR

**EMPLOYEE SUMMARY REPORTS**

REPORTS BY MONTH CALENDAR BASIS

PAGE 1          PAYROLL LISTING BY FISCAL PERIOD--FOR A CALENDAR YEAR

**EMPLOYEE SUMMARY REPORTS**

**EMPLOYEE SUMMARY EARNINGS - CALENDAR BASIS**

PAGE 1

PAYROLL SUMMARY -- CALENDAR BASIS

DATE

**EMPLOYEE SUMMARY REPORTS**

**EMPLOYEE SUMMARY EARNINGS - FISCAL BASIS**

**PAGE 1  
FEB 1990**

**PAYROLL SUMMARY -- FISCAL BASIS**

**DATE 01:20:36 17**

**EMPLOYEE SUMMARY REPORTS**

**PERIOD SUMMARY EARNINGS - CALENDAR BASIS**

**EMPLOYEE SUMMARY REPORTS**

**WORKMANS COMPENSATION REPORT**

**PAGE 1  
COMPENSATION**

**PAYROLL LISTING BY EMPLOYEE -- FOR WORKMANS  
DATE 01:21:08 17 FEB 1990**

**EMPLOYEE SUMMARY REPORTS**

**VACATION ACCRUAL REPORT**

**PAGE 1  
1990**

**VACATION ACCRUAL REPORT**

**DATE 12:58:25 12 MAR**

**FEDERAL UNEMPLOYMENT INSURANCE SUMMARY**

PROK NAME	PR.P PANN.FUI-RPT
PROGRAM NAME	PR ANN.FUI-RPT
SELECTION	MENU-15.5
SELECTION NUMBER	12
FILES ACCESSED	EMP.YTD
	PAY.COMPANY
	EMP.MAST

**OVERVIEW**

This report prints the annual FUI amount paid and taxable FUI amounts by company.

**OPERATING INSTRUCTIONS****ANNUAL PAYROLL FEDERAL UNEMPLOYMENT INSURANCE REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the calendar year or 'END' to return to the menu.

**REPORT DATE:**

Enter the date of this report.

**FEDERAL UNEMPLOYMENT INSURANCE SUMMARY**

DATE: 12/31/89  
REPORT FOR YEAR: 89

ANNUAL FEDERAL UNEMPLOYMENT INSURANCE  
PAGE: 1

**FEDERAL UNEMPLOYMENT INSURANCE SUMMARY**

DATE: 12/31/89

REPORT FOR YEAR: 89

ANNUAL FEDERAL UNEMPLOYMENT INSURANCE

PAGE: 2

**ANNUAL 401K RECAP REPORT**

PROK NAME	PR.P P401K.RPT
SELECTION	MENU-15.5
SELECTION NUMBER	13
FILES ACCESSED	EMP.YTD

**OVERVIEW**

This report will list all employees with a 401K deduction for a specific year along with the amounts.

**OPERATING INSTRUCTIONS****ANNUAL 401K RECAP REPORT  
HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to continue or 'END' to return to the menu.

**COMPANY NUMBER OR <A>:**

Enter 2 digit company number or 'A' for all companies.

**CALENDAR YEAR:**

Enter the year for the report as (YY).

**ANNUAL 401K RECAP REPORT**

DATE: 17 FEB 1990

ANNUAL 401K RECAP REPORT

PAGE: 1

## **PAYROLL CHECK RECONCILIATION**

This section enables the user to enter and print the bank reconciliation.

## PAYROLL BANK RECONCILIATION

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

MENU-15.6      PAYROLL BANK RECONCILIATION  
-----

1. BANK RECONCILIATION ENTRY  
2. BANK RECONCILIATION LISTING

WHICH PROGRAM (CR TO RETURN TO PAYROLL MENU):

OE	V3	MAINT	EMAIL	AUDIT	CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	k

## BANK RECONCILIATION ENTRY

PROK NAME	PR.P PBANK-REC
PROGRAM NAME	PR BANK-REC
SELECTION	MENU-15.6
SELECTION NUMBER	1
FILES ACCESSED	PRCHECK EMP.MAST BANK COMPANY OPERATOR PARAMETER

### OVERVIEW

The programs in this module allow the customer to control outstanding and cleared checks through the various payroll bank accounts. It controls the check number and the amount the total dollars issued and allows entry of checks that have cleared the bank.

To simplify entry, the operator is asked for the range of checks to be cleared. In the input program, each check in the range is sequentially displayed, and the operator is prompted for the input of the 'CLEARED' information.

The input program provides both an entry and inquiry option, the inquiry being provided to allow the operator to determine the cleared status of a particular check. Once a check has been cleared and deleted from the Prcheck file, it is no longer available for inquiry and cannot be voided.

Several reports are available from the system to control the reconciliation.

1. Cleared Check Register
2. Outstanding Check List
3. Checks Outstanding over 90 Days

After the printing of the three (3) reports, the operator is asked whether or not to delete all cleared checks from the Prcheck file. If 'Y\*\*\*' is responded to this prompt, the entries are cleared from the file and the report cannot be rerun.

### CHECK RECONCILIATION ENTRY

Account: MDS.PAY Port: 28 26 JUN 97

File Edit Settings File Transfer

**PAYROLL CHECK RECONCILIATION**

COMP #: 01 THE SYSTEMS HOUSE

BANK #: 100 FIDELITY UNION TRUST

CHECK NUMBER: 222488

EMPLOY NUMBER: 100 JOAN VALEO

CHECK DATE: 02/14/92

CHECK AMOUNT: 1009.01

CHECK AMOUNT PAID:

CLEARED:

REMARKS:

HIT RETURN FOR NEXT CHECK █

OE	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**CHECK RECONCILIATION ENTRY**

This program enables the user to enter information against checks.

BANK REC.ENTRY FIELD		PARAMETERS FOR FILE PRCHECK		
LINE	ATTR PROMPT	TYPE	SIZE	DESCRIPTION

**BANK RECONCILIATION (PAYROLL)  
PRESS <RTN> TO CONTINUE OR 'END':**

Hit 'RETURN' to continue or 'END' to return to the menu.

	COMPANY NUMBER	N	2	Company number
	BANK NUMBER	N	3	Bank number
	STARTING CHECK-NO	N	6	Check number
	ENDING CHECK-NO	N	6	Check number

The program selects the specified checks, and then prompts for:

**ENTER 'M' FOR MAINTENANCE, 'I' FOR INQUIRY, OR 'END'**

If 'END' is entered, the program is terminated. If 'I' is entered, the necessary check information will be displayed. However, in this mode, changes are not allowed. 'M' initiates the maintenance mode. The checks will be displayed sequentially, and the operator will be allowed to enter check clearance information.

**CLEAR CHECK, CHANGE, SKIP ? (C/CH/RTN)**

C (CLEAR CHECK) will establish the check as cleared for the written amount. The 'check amount' is written to the 'check amount paid' field. The number one (1) is posted to the 'CLEARED' attribute, and remarks may be entered.

CH (CHANGE) will allow changes to:

check amount paid  
cleared indicator  
check amount cleared  
check remarks

RTN (RETURN) Skips the check, and displays the next item.

**BANK RECONCILIATION LISTING**

PROK NAME	PR.P PBANK-REC-REPORT
SELECTION	MENU-15.6
SELECTION NUMBER	2
FILES ACCESSED	PRCHECK

**OVERVIEW**

This program will produce the bank reconciliation listings, as well as update and delete the checks cleared through the bank.

**OPERATING INSTRUCTIONS****BANK RECONCILIATION REPORTS (PAYROLL)  
ENTER REPORT DATE (MM/DD/YY) or 'END'**

Input as MM/DD/YY. The report date is used for dating the reports only.

**ENTER FISCAL MONTH (YYMM) OR 'END'**

Input as YYMM. The program will select only those checks that were issued in a fiscal period earlier than or equal to the input fiscal period.

**ENTER 'L' FOR LISTING & UPDATE OR 'U' JUST FOR UPDATE**

If 'L' is entered, the listing will print and then the files will be updated. If 'U' is entered, the reports are bypassed, and only the files will be updated.

**C A U T I O N!! IF YOU ANSWER 'Y' TO THIS,  
YOU WILL REMOVE ALL CLEARED CHECKS FROM FILE!****DO YOU WANT TO UPDATE THE BANK RECONCILIATION FILE? (Y/N)**

Y\*\*\* will update the Bank Reconciliation file.

**BANK RECONCILIATION LISTING**

DATE: 01/31/90  
1

PAYROLL  
BANK RECONCILIATION

PAGE:



**BANK RECONCILIATION LISTING**

PAYROLL

BANK RECONCILIATION

DATE: 01/31/90  
PAGE: 1

**PAYROLL DOCUMENTATION**

PROK NAME	PR.P MENU-15.9
PROGRAM NAME	VARIOUS
SELECTION	MENU-15
SELECTION NUMBER	9
FILES ACCESSED	VARIOUS

**OVERVIEW**

The payroll documentation will allow you to print the payroll documentation. This will bring you to the documentation menu. Due to the amount of disk space required to store the documentation, it may or may not be set up on your account.

## **PAYROLL DOCUMENTATION**

MENU-15.9  
SCREEN NUMBER 1

**UPDATE TAX TABLES**

PROK NAME	PR.P PUPDATE.TAX.TABLE
PROGRAM NAME	PR UPDATE.TAX.TABLE
SELECTION	MENU-15
SELECTION NUMBER	20
FILES ACCESSED	TAX.TABLE
	PAY.COMPANY
	HOLD.TAX.TABLE

**OVERVIEW**

This program copies the tax rates and percentages from the hold tax table to the tax table.

**OPERATING INSTRUCTIONS****UPDATE TAX TABLES****ARE YOU SURE YOU WANT TO CONTINUE (Y/<RTN>/END)**

Enter Y\*\*\* to continue or 'END' to return to the menu.

## **PAYROLL FILE DESCRIPTION**

### **ALPHA.EMP**

Contains the alphanumeric employee 'NUMBER' which is used as the primary access method to obtain the Employee Master and Detail records. All employee numbers sharing the same acronym are stored in value marked attribute 1. The various input programs access these values sequentially until the correct employee is located.

The employee maintenance program automatically stores the external employee number as well as the employee's social security number in this file.

### **EMP.DET**

This file contains a record for each employee, for each company for which this employee has earnings. Thus if the same employee would be receiving income from two corporations, two records would be on file.

In this file earnings, tax and deduction information is stored.

### **EMP.MAST**

One Employee Master record is maintained for each of the client's employees. Generally this file contains all personnel data for that employee such as name and address, birth date, start date, marital status etc.

### **EMP.QTD**

This file stores quarterly earning information on each employee, and is the source of all quarterly reporting in the system. The file is organized by company, employee, calendar year and calendar quarter. This file is used to generate the quarterly reports.

### **401K.FILE**

This file contains information regarding each 401K deduction. The key to the file is company number, bank number and check number.

## **PAYROLL FILE DESCRIPTION**

### **CONTROL**

This file contains the specific programs and screens for employee master and detail maintenance and should not be changed without the prior consent of The Systems House.

### **BANK**

Used to define the various bank accounts used for each company. This file is set up on the MDS module and used by accounts payable, accounts receivable and payroll.

### **COMPANY**

This file hold pertinent information for each company as defined by the client. A maximum of 99 companies may be defined. The company name and address are also included in the file.

### **EMP.YTD**

This file stores annual earning information on each employee, and is the source of all annual reporting in the system including W2's. The file is organized by company, employee and calendar year.

### **HOLD.TAX.TABLE**

To simplify the updating of the Tax.Table file, the Hold.Tax.Table file is included. This file is a copy of the Tax.Table file without G/L numbers, and without company identification, it is used to periodically update the user's actual tax table file, as tax rates change.

### **JOB.TITLE**

The Job.Title file contains the various job classification codes used by the corporation. Within this file provision is made to store salary ranges and job descriptions.

It's use is optional, and must be enabled by the dealer.

## PAYROLL FILE DESCRIPTION

### **MISCDED**

The Miscded file contains one entry for each voluntary deduction used by the company. The system accommodates deductions where the rates are the same for all employee's, such as medical deductions, or where the actual amount to be deducted must be individually stored in the employee's file, such as child support.

Deductions may be:

1. A percent of gross pay
2. A percent of net pay
3. An absolute amount
4. Dollar amount per hour worked

A unique feature of the system is the ability to track in the employee's record the accumulated balance of the deduction, and to stop the deduction when the balance reached zero. This could be used to reduce an employee's loan balance by a fixed amount each pay period, and when the loan is fully paid off stop the deduction automatically.

### **MPAYREG**

The Monthly Payroll Register file is a cumulative transaction file of all payments made during the accounting period. It is the source of all monthly reporting and general ledger updates within the system and the month end closing removes the records that have been updated to the general ledger.

### **PAY.COMPANY**

The Pay Company file contains general ledger and deduction rate information pertaining to each client company.

This included:

1. Tax liability general ledger numbers
2. FICA, SUI, and FUI contribution rates and/or maximums
3. Format and match of the employee number
4. The next internal employee number

## PAYROLL FILE DESCRIPTION

### **PAY.DEPT**

The pay department file is used to store department designations and descriptions. In addition, the gross payroll general ledger numbers are stored here, by earnings category. The general ledger numbers stored will be used for the end of month update to general ledger.

### **PAYREG**

The Payroll Register file is a cumulative transaction file of all payments made during the current pay period. This file is cleared and copied to its monthly analog (Mpayreg) as part of the payroll update process. It is the source of all payroll register reporting within the system.

### **PR**

Payroll Program file.

### **PRCHECK**

This file is the payroll check bank reconciliation file. As checks are updated from the Payreg, they are written to this file, and are cleared as part of the bank reconciliation process.

### **STATUS-LOG**

This file contains a log of all changes made via file maintenance to any Payroll files.

### **PRCHECK.HIST**

The Payroll Register History file is a cumulative transaction file of all payments made during the calendar year. This file is cleared as part of the end of year closing procedure. It is used to provide a detailed earnings history on an employee/check basis.

### **SCREEN**

This file contains both the compiled and uncompiled screen images used in various programs.

## PAYROLL FILE DESCRIPTION

### **PR.P**

Payroll Proc file.

### **PSHIFT**

This is the Shift Differential file and contains shift description and shift differential information which is used in employee maintenance.

### **TAX.TABLE**

The Tax.Table file contains in tabular form, for each taxing authority, the data needed to compute the withholding and/or disability deduction amounts.

The tax liability general ledger numbers are stored in this record as well. Because general ledger numbers and disability rates may vary by company, this file is organized by company and taxing jurisdiction.

To simplify the updating of these tables, the Hold.Tax.Table file is included in the system. This file is a copy of the Tax.Table file without G/L numbers, and without company identification, to be used periodically to update the user's actual Tax Table file.

### **UNION**

The union deduction file contains one entry for each union serving the employee's of the company. Within this file the method of union dues taxation is defined for the payroll calculation.

### **WORK.COMP**

The Work.Comp file contains the workman's compensation classifications used by the company, as well as the employer contribution rate.

### **W2.TAPE**

This file is used for generation of W2 tape for the IRS.

**INDEX****ANNUAL INFORMATION**

- Annual Salary
- Annual Fringe Benefit Recap Report
- Annual W2 Backup Report
- Annual 401K Recap Report
- Fringe Benefit Input/Maintenance
- W2 Form SUI/Disability Percent Maintenance
- W2 Print (forms)
- W2 to Tape Output

**CALCULATIONS**

- Payroll Calculation

**CHECKS**

- Bank Reconciliation Entry
- Bank Reconciliation Listing
- Check Reversal
- Detail Payroll Register
- Monthly Payroll Check Register
- Payroll Check Print
- Payroll Check Re-print
- Payroll Corrections & Handcheck Entry
- Summary Check Register

**DEDUCTIONS**

- 401K,
- City tax
- Disability Insurance
- Employee FICA Rate
- Employer FICA Rate
- Federal Income Tax
- Federal Unemployment

**INDEX****DEDUCTIONS (Continued)**

- Federal Withholding
- FICA Maximum
- FICA Tax
- FICA Withholding
- FUI Maximum
- FUI Rate
- Holiday
- Miscellaneous Deductions
- Monthly Deduction Recap
- Overtime
- Sick
- State Unemployment
- Tax Deductions
- Tax Deductions & Calculation
- Union Codes
- Vacation
- Workmans Compensation

**FILES**

- Audit Trail of Maintenance Transactions
- Bank
- Chart of Accounts
- Company
- Department
- Employee Maintenance
- File Maintenance Procedure Overview
- Mid-Year Start-Up
- Miscellaneous Deductions
- Pay Company
- Pay Cycle
- Pay Period
- Pay Type
- Payroll Department
- Payroll File Description

**INDEX****FILES (Continued)**

- Shift Differential
- Tax Tables
- Union
- Vacation Hours
- Workmans Compensation

**INQUIRIES**

- Employee Earnings Detail Inquiry
- Employee Earnings Inquiry - Print
- Employee Earnings Short Inquiry,
- General Ledger Detail Inquiry
- Payroll Detail History Inquiry
- Payroll History Inquiry

**HISTORY**

- Clear Vacation/Sick Amounts for a New Year
- Employee Summary Earnings - Fiscal Basis
- Employee Summary Earnings - Calendar Basis
- Federal Unemployment Insurance Summary
- Period Summary Earnings - Calendar Basis
- Reports - by Employee Calendar Basis
- Reports - by Employee Calendar Basis - Selective
- Reports - by Employee Fiscal Basis
- Reports - by Month Fiscal Basis
- Reports - by Month Calendar Basis
- Vacation Accrual Report
- Workmans Compensation Report

**MAINTENANCE**

- Bank Reconciliation Entry
- Company Tax Table File
- Department Master File
- Employee Master File Maintenance
- Employee Payroll Data (Detail Screen)
- Fringe Benefit Input/Maintenance
- Miscellaneous Deduction Master File

**INDEX****MAINTENANCE (Continued)**

- Payroll Check Print
- Payroll Corrections & Handcheck Entry
- Payroll Entry/Correction (Before Taxes)
- Payroll Processing
- Payroll Processing (Tax & Deduction Calculation)
- Payroll Worksheet
- Salaried Employees Automatic Batch Entry
- State/Local Tax Table File
- Union Master File
- Update Employee Earnings History File
- Workmans Compensation Table File
- W2 Form SUI/Disability Percent Maintenance
- W2 to Tape Output

**QUARTERLY INFORMATION**

- Quarterly State Wage Reporting System - N.Y.S
- Quarterly Federal Unemployment Insurance Report
- Quarterly Payroll Disability Report
- Quarterly Payroll Return Information
- Quarterly State Tax Return
- Quarterly State Unemployment Insurance Report
- Quarterly State Wage Reporting System - N.Y.S
- Quarterly State Wage Reporting System - N.J

**REPORTS**

- 401K Detail Report
- Alpha Employee Listing
- Annual Fringe Benefit Recap Report
- Annual W2 Backup Report
- Company Tax Table

---

**INDEX****REPORTS (Continued)**

Department Master File  
Detail Payroll Register  
Employee Earnings Inquiry - Print  
Employee Master File Listing  
Employee Payroll Data (Employee Detail)  
Miscellaneous Deduction Master File  
Monthly Deduction Recap  
Monthly Distribution Report  
Monthly Overtime and Doubletime Report  
Monthly Payroll Check Register  
Monthly Short Version  
Monthly Tax Recap, 143  
Monthly Union Dues Report  
Monthly Vacation Report  
Monthly 401K Detail Report  
Payroll Proof Register (after taxes)  
Payroll Proof Listing (before taxes)  
Payroll Reporting  
Payroll Short Version  
Payroll Worksheet  
Percent List  
Shift Differential Listing  
Short hour Proof Listing  
State/Local Tax Table File  
Summary Check Register  
Union Master File  
Vacation and Sick Time Accrual Report  
Workmans Compensation Table File  
W2 Print (forms)

**TAX INFORMATION**

City tax  
Company Tax Table File  
Disability Insurance  
Federal Income Tax  
Monthly Tax Recap  
Payroll Tax Type Description

**INDEX****TAX INFORMATION (Continued)**

- State/Local Tax Table File
- State Unemployment
- Tax Codes
- Tax and Pay Note
- Update Tax Tables

**UNIONS**

- Monthly Union Dues Report
- Union Codes
- Union Master File

**UPDATES**

- Clear Vacation/Sick Amounts for a New Year
- Monthly Distribution Update
- Payroll Update
- Purge Items from (MPAYREG) File
- Update Employee Earnings History File
- Update Tax Tables

**401K,**

- Annual 401K Recap Report
- Monthly 401K Detail Report
- 401K Detail Report

