



Payroll User Guide

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A Day's Work Is Worth Two

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OVERVIEW

The DMS Payroll/Labor System is designed to satisfy the payroll requirements of all businesses with weekly, bi-weekly, semi-monthly, or monthly pay schedules. The system is capable of maintaining more than one company, each with its own pay schedules, checks, reports, and General Ledger input. Features include computation of hourly wages, salaries, taxes, miscellaneous earnings adjustments, direct deposit, and maintenance of quarterly and year-to-date amounts. There is a wide range of standard reports included in the system and other reports which are optional. It is also possible to have customized reports developed.

An Employee Master file is established and maintained which contains essential payroll information for each employee. This data includes personal information (name, address, social security number) and earnings information (pay rate, work status, adjustment amounts), as well as accumulators for quarterly and year-to-date information. Additions or changes are made to the file in any pay period before Payroll Processing begins. Terminated employees are kept on file until the end of the year for processing quarterly and end-of-year reports, including W2 forms.

Production of the payroll is accomplished by combining the Employee Master file information with the current pay period earnings information. Earnings information is entered into the system as time cards, pay adjustments, and extra check requests. By assigning jobs and phases to the hours worked by employees, the hours may be divided among several jobs. Separate time cards are entered for each job and phase combination. Vacation, sick, and holiday hours are entered and accumulated by employee. Up to nine hourly differential rates may be used to adjust an employee's earnings for working various shifts or jobs. Regular and overtime hours and pay are reported separately. If applicable, tips are recorded through pay exception records and are accumulated for quarter and year-to-date.

Payroll processing includes the following:

- Computation of gross wages by multiplying hours times the hourly pay rate, or the fixed amount for salaried employees. Overtime hourly earnings may be calculated at the regular rate, time and a half, or double time.

- Reported tips are accumulated separately from gross wages and are not included in an employee's net pay check amount. However, for tax purposes, the tips are included in the employee's gross wages.

- Computation of local, state, and federal taxes, FICA, and wage garnishments.

- Adjustments to gross or net pay.

- Application of 99 optional, taxable or non-taxable adjustments per company, 15 per employee. Each adjustment may be specified as a percent of gross pay or as an hourly rate. Each adjustment



may or may not have a year-to-date upper limit. Any of the adjustments may be setup as 'wash' adjustments for infrequent adjustments.

Updating of sick and vacation hours expended to date.

Updating of quarter-to-date and year-to-date FICA, local, state and federal taxes withheld, tips, sick pay, gross wages paid, and gross wages paid subject to FICA.

Check reconciliation records are generated for each pay check written, if the DMS Check Reconciliation System is installed.

The 99 adjustment amounts, rates and/or percents are grouped into 5 categories. The purpose and description of each adjustment is determined by the user company. Any of the categories may be selected for withholding during a given pay period. The amount or percent and the upper limit (if used) for each adjustment is entered into each individual employee's master file record as applicable to that employee. The year-to-date total of each applicable adjustment is also maintained in the employee's master record. Non-taxable (ex. 401K plan) adjustments are made to gross wages before taxes and/or FICA have been withheld. Taxable adjustments are deducted after all taxes and FICA have been withheld. Adjustments setup as 'wash' adjustments, if chosen, the period amounts entered for the adjustment are 'washed' from the employee's master record immediately after the adjustment has been made. However, the period amount is accumulated on a year-to-date basis. Employee bonuses would be a suitable 'wash' adjustment.

Void and manual check information is entered into the system whenever a manual check has been written or an original paycheck must be voided. Void check information is pulled from the history file if available. The check amounts are used to adjust the employee's year-to-date amounts and, optionally, the quarter-to-date amounts.

Reports produced during Payroll Processing include edit and error listings for verification purposes, registers for payroll and miscellaneous adjustments, checks and check register, a year- to-date report, plus other optional reports.

At the end of each quarter, the state unemployment insurance reports are be produced for all states for which the company withheld taxes. There are FUI and SUI reports as well as Workmen's Compensation reports produced. The quarterly accumulators in the Employee Master file are read and zeroed out in preparation for the next quarter.

End-of-year W2 forms are produced using the year-to-date accumulators. During end-of-year processing, these accumulators are zeroed out, vacation and sick hours for each employee can be brought forward or zeroed out, and terminated employees are removed from the Employee Master file.



The user may assign each employee a company, division, location, and skill code. The hours worked by an employee may be assigned a job, phase, and sub-phase. Using all of these codes, labor distribution and analysis reports can be produced by the labor feature of the DMS Payroll/Labor System. Detail and summary reports enable the user to examine the hours and dollar amounts expended for labor within each division-location (worked or assigned) and by job, phase, and sub-phase. Labor adjustments can be entered to adjust the labor distribution.

For users with the DMS General Ledger System, payroll and labor entries are prepared during Payroll Processing. This eliminates manually extracting the necessary information and preparing it for input to the G/L system.

The DMS Payroll/Labor System Processing is controlled through seven menus. These menus are designed for each of operation and include:

- Main Menu
- Master File Menu
- Data Entry Menu
- Processing Menu
- Reports/Inquiry Menu
- Back-Up Menu

This user guide is designed to include all information needed to operate these menus and best utilize the system. The installation is explained step-by-step. The menus, menu items, and display screens are explained with valid entries for the information requested. Formats are provided for dollar and time entries to show where the system places the decimal points. The dollar signs and decimal points are not entered by the operator, only the digits are required. Sample reports are shown and discussed for all reports produced by the system. Finally, processing schedules are provided for Pay Period, Payroll Processing, End-of-Quarter, and End-of-Year.



NOTES



How to Use This Manual

This users' guide is designed to include all information needed to operate the DMS Payroll/Labor System. The guide is organized into nine sections:

- | | |
|-----------------|---|
| 1) Overview | This section provides a general explanation of how the system operates and can be used as an orientation to the Payroll System. |
| 2) Installation | This section explains the installation steps in detail. The Initial Master File Setup steps are described, as well as the steps necessary to install the library. |
| Conversion | This section explains the steps in detail for converting from version 4.0. |
| 3-7) Menus | <p>These five sections describe each menu option on the five menus. Included is a short narrative of each menu option, followed by detailed information describing each data field keyed into the system. The five menus in this section include:</p> <ul style="list-style-type: none">Master File Menu (MENU PR001)Data Entry Menu (MENU PR002)Processing Menu (MENU PR003)Reports/Inquiry Menu (MENU PR004)Back-up Menu (MENU PR005) |
| 8) Reports | This section describes each report produced by the system. Report contents, print sequence, and special notes are given. |
| 9) Processing | This section describes the processing steps necessary to operate the system. Pay Period, Payroll, End-of-Quarter, and End-of-Year are described along with the actual messages which display on the screen and required responses to operator prompts. |



NOTES



INSTALLATION

Installing the DMS Payroll/Labor System will be divided into two sections - Library Build, and Master File Entry. Each step within each section is described.

Insert the library diskette or tape cartridge containing the source, object, and procedures - label P99LIB. The P/L system requires approximately 18 megabytes of disk storage.

KEY: RSTLIB P99LIB DEV(?)
CHGCURLIB P99LIB
CALL P99INIT
GO PR001



Enter & Proof Master Files

Menu: PR001 # 2

After the P/R files have been built in option 1, this option is used to enter the Master File data. The Payroll Master File Menu (MENU PR001) is displayed. Detailed instructions on each option are given in the Master File Menu section.

Enter the Master files in the following order:

1. Control file
2. Company file
3. Adjustment file
4. Employee Master file
5. FUI/SUI control file
6. Workmen's Comp file
7. Payroll G/L Table file
8. Labor G/L Table file

After the Employee Master file has been entered and updated, the Year-to-date Register, Quarter-to-Date Register, and Year-to-Date Adjustment Register should be printed to verify the correct opening balances.



New Installation Instructions

1. After the initial Master File Set Up, the records into each file. Go to the Payroll Master File Menu (GO PR001). Detailed instructions for each menu option are given in the Payroll Master File Menu section of this user guide. The correct order for Master File Entry is:
 - A. Select CONTROL FILE, option 9 on MENU PR001. Enter the data for the Control file.
 - B. Select COMPANY FILE, option 1 on MENU PR001. Enter the data for each company code which will be used.
 - C. Select ADJUSTMENT FILE, option 2 on MENU PR001. Enter the data for each adjustment per company.
 - D. Select EMPLOYEE MASTER, option 3 on MENU PR001. Enter the data for each employee. If you are installing this system during a calendar year, year-to-date and quarter-to-date earnings and withholdings should be entered. Also, terminated employees should be entered in order to produce a W2 form.
 - E. Select PAYROLL G/L TABLE, option 4 on MENU PR001. Enter the General Ledger payroll expense account numbers for each payroll 'key word' per company. Multiple account numbers can be entered for 'key words' by specifying the division and/or location.
 - F. Select LABOR G/L TABLE, option 5 on MENU PR001. Enter the General Ledger account numbers for gross pay distribution by company/division/job number.
 - G. Select FUI/SUI CONTROL, option 6 on MENU PR001. Enter the FUI/SUI Control information for federal, state, and local unemployment insurance deductions.
 - H. Select WORKMEN'S COMP, option 7 on MENU PR001. Enter the Workmen's Compensation class codes, rates, and wage limits required for each company.
 - I. Select TAX TABLE, option 8 on MENU PR001. Enter local tax information as required. If the Tax Table was restored from diskette during File Initialization, all federal and state tax information should be present. If not, enter the federal, state, and local tax information as required.



- J. Print the proof lists for the Master Files which have been built using the following menu options on MENU PR001:

COMPANY FILE - # 11
ADJUSTMENT FILE - # 12
EMPLOYEE MASTER - # 13
PAYROLL G/L TABLE - # 14
LABOR G/L TABLE - # 15
FUI/SUI CONTROL - # 16
WORKMEN'S COMP - # 17
TAX TABLE - # 18

Check the proof lists CAREFULLY for errors. Return to the appropriate menu option to correct any key entry errors. The DMS Payroll System uses the master file data to produce paychecks, tax withholding, adjustments to pay amounts, and to print payroll reports and required government forms. Therefore, all master file information must be free of errors.

- K. Select BACK-UP ALL P/R FILES, option 2 on MENU PR005, to back-up all the Master Files.
2. After all of the Master File information has been entered, select option 3 print the Earnings Input Form, Year-to-Date Register, and Quarter-to-Date Register (if YTD and QTD figures were entered for employees. Go to The Payroll Reports/Inquiry Menu (GO PR004).
- A. Select EARNINGS INPUT FORM, option 1 on MENU PR004. This form is a work sheet that provides spaces to write in employee hours worked, payroll exceptions, and labor adjustments. The input form is printed by company/pay schedule/division- location/employee number. All active employees entered in the Employee Master file are included. If any employee is missing select option 3 on MENU PR001 and enter the employee data.
- B. Select YEAR-TO-DATE REGISTER, option 3 on MENU PR004 if year- to-date figures were entered for employees. Check the report thoroughly to ensure that the figures are correct. If errors are noted, correct them through EMPLOYEE MASTER maintenance (option 3, MENU PR001).
- C. Select QUARTER-TO-DATE REGISTER, option 4 on MENU PR004 if quarter-to-date figures were entered for employees. Check the report thoroughly to ensure that the figures are correct. If errors are noted, correct them through EMPLOYEE MASTER main- tenance (option 3, MENU PR001).
3. When all master files have been entered and proofed select the option to display the Payroll Main Menu. Begin normal payroll processing by selecting option 2 to display the Payroll Data Entry Menu. See the Payroll Data Entry Menu section of this guide for instructions on Payroll Transaction Entry.



NOTES



Conversion Instructions

Conversions from DMS Payroll/Labor System/36, Version 4.0 up to DMS Payroll/Labor System, AS/400 Version 5.0 consist of backing-up the Version 4.0 files and library, building the Version 5.0 library, and converting the 4.0 files to the 5.0 file formats.

1. Select option 3 on MENU PR005, Back-up Library, to back-up the 4.0 Payroll/Labor library.
2. Select option 2 on MENU PR005, Back-up All P/L Files, to back-up all current Payroll/Labor files. Label this back-up as the final back-up of Payroll/Labor Version 4.0 data files.

3. Delete the DMS Payroll/Labor library, Version 4.0 from disk.
Sign on to any other library and key:

DLTLIB P99LIB

4. Restore the new DMS Payroll/Labor library, version 5.0.
Insert the appropriate media into the drive and key:

RSTLIB P99LIB DEV(?)

4a. If there is a Custom Change to be applied to the new Payroll/ Labor Library, follow the instructions to apply it.

- 4b. restore the DMS Payroll/Labor conversion library. Insert the appropriate media and key:

RSTLIB P99CVT DEV(?)

5. Convert the files for version 5.0 by signing onto MENU PRMENU,
library name - P99LIB. Key in the following command:

CHGCURLIB P99CVT
PRCV36

6. Back-up the newly converted P/L files before continuing.
7. Review the menu options and the Processing Schedules to familiarize yourself with the new DMS Payroll/Labor System. Help Text is included for each menu, menu option, and key entry screen. To view the Help Text simply press the HELP key when menus or key entry screens are displayed on the CRT.



Signing On to the P/L Library

In order to use the Payroll Library, the Library list must contain the application library named P99LIB as the current library and the files library named P99FILES as a user library. This may be accomplished in one of two ways:

1. At Sign On...

The following entries are required:

USER	
PASSWORD	
PROGRAM/PROCEDURE	PRLIBL (Adds P99FILES to Library List)
MENU	PRMENU (Signs on to the main P/R Menu)
CURRENT LIBRARY	P99LIB (Establishes P99LIB as the current library)

2. At any other time...

Enter the following:

CHGCURLIB P99LIB (Establishes P99LIB as the current library)

CALL PRLIBL (Adds P99FILES to the Library list)

GO PRMENU (Signs on to the the main P/R Library)



Payroll Main Menu: PRMENU

```
***** PAYROLL MAIN MENU *****
*
*
*          1. MASTER FILE MENU
*
*          2. DATA ENTRY MENU
*
*          3. PROCESSING MENU
*
*          4. REPORTS/INQUIRY MENU
*
*          5. BACK-UP MENU
*
*          6. RETURN TO MAIN MENU
*
*          7. SIGN OFF
*
***** VERSION 5.0 ***** COPYRIGHT 1992 - DMS, INC. *****
```

There are six menus used in the DMS Payroll/Labor System for processing. This menu is used as directory to go to the other six menus, to return to the Main System Cross-Application Menu, and to SIGN OFF the terminal.

1. MASTER FILE MENU - MENU PR001 is displayed.
This menu is used to enter, update, and list all of the Payroll/ Labor Master files.
2. DATA ENTRY MENU - MENU PR002 is displayed.
This menu is used to enter and edit Payroll/Labor transactions, Void/Manual checks, and Recurring Transactions, process the Void/ Manual Checks, and Generate Recurring Transactions.
3. PROCESSING MENU - MENU PR003 is displayed.
This menu is used for Payroll Processing, which includes Payroll Production (paychecks, reports, and G/L input), address labels, quarterly report and reset, W2 processing, and End-of-Year Processing.
4. REPORTS/INQUIRY MENU - MENU PR004 is displayed.
This menu is used for production of on-demand reports and inquiries.
5. BACK-UP MENU - MENU PR005 is displayed.
This menu is used to back-up and restore the Payroll/Labor files. The Library can also be saved on this menu.
6. RETURN TO MAIN MENU - MENU MAIN is displayed.
This is the Cross Application Menu contained in Library CRSLIB which is the directory for the other DMS application packages.
7. SIGN OFF - The system SIGN ON screen is displayed.



```
***** PAYROLL MASTER FILE MENU *****
*
*      MAINTENANCE...                PROOF LISTS...
*  1. COMPANY FILE                  11. COMPANY FILE
*  2. ADJUSTMENT FILE              12. ADJUSTMENT FILE
*  3. EMPLOYEE MASTER              13. EMPLOYEE MASTER
*  4. PAYROLL G/L TABLE           14. PAYROLL G/L TABLE
*  5. LABOR G/L TABLE            15. LABOR G/L TABLE
*  6. FUI/SUI CONTROL             16. FUI/SUI CONTROL
*  7. WORKMEN'S COMP              17. WORKMEN'S COMP
*  8. TAX TABLE                  18. TAX TABLE
*  9. CONTROL FILE
*
*                                20. MAIN P/R MENU
*                                22. DATA ENTRY MENU
*                                23. PROCESSING MENU
*                                24. REPORTS/INQUIRY MENU
*
***** DMS. INC. *****
```

None of the options on this menu can be run if any of the following are ACTIVE:

MENU PR005 # 1 RESTORE ALL P/R FILES
MENU PR005 # 2 BACK-UP ALL P/R FILES



NOTES



Maintenance Options

Company File

Menu PR001 # 1

The information for the companies used in the Payroll/Labor system are entered and updated using this option. Processing may be selected for all companies or for specific companies.

For each company the name and address, check code, and rate differentials to adjust specific hourly rates are entered here.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1	EDIT/CALCULATION PHASE
MENU PR003 # 2	PRINT PAYROLL REPORTS
MENU PR003 # 3	PRINT CHECKS/REGISTER
MENU PR003 # 4	UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

COMPANY CODE: 2 characters. Required. Enter the company code to be added or updated.

Screen 1 Function Keys:

ROLL	Pages through the company file.
ENTER	Continues to the next screen if a company code is entered.
F3	END. Ends the job. MENU PR001 is displayed.

Screen 2 Entry Fields:

COMPANY NAME: 30 characters. Required.

ADDRESS LINES: 30 characters for each line. If there is only one line, use Line 1.

CITY/STATE/ZIP: 15 characters for city, 2 character postal code for state, and 9 characters for zip code. The USA 9 digit zip codes print with the dash.

CHECK CODE: 1 character. Required. Identifies the payroll check forms used for this company. The check code must be entered to print paychecks (option 3 on MENU PR003). The check code is also used to create the FORMS ID for this company's paychecks.

ZERO/NET 1 character each. Determines the treatment of



**VACATION AND
SICK:**

vacation and sick hours allotted and used in each
Employee Master record during the End-of-year Reset.
'Z' - Allotted and used are both zeroed out.
'N' - Allotted hours = allotted minus used.
Used hours are zeroed.
' ' - Allotted and used remain as is.

RECEIVER ID: 10 characters. Required for direct deposit.
RECEIVER NAME: 23 characters. Required for direct deposit.
ORIGINATOR ID: 10 characters. Required for direct deposit.
ORIGINATOR NAME: 23 characters. Required for direct deposit.
COMP ID: 10 characters. Required for direct deposit. The direct deposit
company identification number.
BANK ID: 8 digits. The direct deposit originating bank id number.

Screen 2 Function Keys:

ENTER Updates the file and continues to the next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 3 Entry Fields:

RATE DIFFERENTIALS: Up to nine rate differentials can be applied to employee hourly
rates. They are used by entering the appropriate rate differential
number in the employee time records for applicable hours.

RATE: 4 digits each. Format 9.999.

R/D: 1 character each.
'R' - Rate is a percent hourly increase.
'D' - Rate is a dollar hourly increase.

Examples:

For an hourly RATE increase of 7.5%, enter '1075'.
For an hourly DOLLAR increase of \$.75, enter '0750'.

DELETE (D): 1 character. Deletes this record from the file.



Screen 3 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.



NOTES



Adjustment File

MENU PR001 # 2

The purpose of the Adjustment File is to set-up the miscellaneous adjustments used by each company. Information includes the adjustment description, the adjustment type (addition, deduction, or non-cash), the schedule code, and the block on the W2 in which to print it. It also includes defaults which are used when adding employee adjustments for the calculation type (fixed amount, rate, percent of gross, etc.), and the taxability codes by wage category (FICA taxable, federal taxable, etc.)

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 #14 PRINT W2'S
MENU PR003 #15 BUILD W2 DSKT FILE

Screen 1 Entry Fields:

CO: 2 characters. Required. Company code.

ADJ#: 2 digits. Required. Enter the adjustment number to be added or updated.

Screen 1 Function Keys:

ROLL Pages through the adjustment file.
ENTER Continues to the next screen if a company/adjustment number is entered.
F3 END. Ends the job. MENU PR001 is displayed.

Screen 2 Entry Fields:

DESCRIPTION: 30 characters. Required. Adjustment description.
SHORT DESC: 10 characters. Required. Used for screen displays.
ADJ TYPE CODE: 1 character. Required. Adjustment type.
'A' - Addition to gross/net pay.
'D' - Deduction from gross/net pay.
'N' - Non-cash adjustment. Used for items which must be reported (and/or taxed) but amount has no effect on pay; e.g. use of an automobile.
'C' - Cash adjustment used for items which must be reported (and/or taxed) and are included in gross and net pay; e.g. dependent care.
CALC TYPE CODE: 1 character. Required, but used as a default only when entering an Employee Adjustment record.
'F' - Fixed amount. The actual amount entered is used as the adjustment amount.



	<p>'P' - Percent of gross pay. The percent entered is multiplied by the gross pay to compute the adjustment amount.</p> <p>'R' - Rate adjustment. Regular hours are multiplied by the rate entered to calculate the adjustment amount.</p>
SCHEDULE CODE:	<p>1 character. Required. Adjustments are applied to employee pay amounts based upon the schedule codes selected in the EDIT/CALCULATION PHASE. There are 5 schedule codes which may be used, 'A' - 'E'. For example, Schedule 'A' may be used to code adjustments to be taken on the 1st payroll run of each month, whereas, Schedule 'B' may be used for adjustments to be taken on every payroll run.</p>
ZERO AT EOY:	<p>1 character. Required. Determines the calculations applied to the period adjustment amount, the adjustment limit, and the year-to-date adjustment amount during the 'END-OF-YEAR RESET'.</p> <p>Y' - The year-to-date adjustment amount taken for each employee is zeroed out. The period adjustment amount and limit remain is.</p> <p>'N' - If the year-to-date adjustment amount is not equal to the adjustment limit; the year-to-date adjustment amount taken, the adjustment limit and the period adjustment amount remain as is.</p> <p>If the year-to-date adjustment amount is equal to the adjustment limit; the year-to-date amount taken, the adjustment limit, and the period amount are all reset to zero.</p>
ZERO AFTER PR:	<p>1 character. Required as follows:</p> <p>'Y' - The period adjustment amount is reset after each payroll run.</p> <p>'N' - The period adjustment amount remains as is.</p>
W2 PRINT BLOCK#:	<p>2 digits. Determines in which block on the W2 the adjustment will print.</p>
W2 BLOCK 17 CODE:	<p>1 character. If this adjustment is to print in block 17 on the W2, the associated code must also be supplied.</p>
INCLUDE IN W2 BLOCK 10:	<p>1 character. Required as follows:</p> <p>'Y' - The Y-T-D adjustment amount is to be include in W2 block 10 (Wages, Tips, Other Compensation).</p> <p>'N' - The Y-T-D adjustment amount is not to be included in W2 block 10.</p>
W2 BLOCK 18 DESC:	<p>5 character. Required if '18' is entered into W2 Print Block #. Brief description which will print beside the Y-T-D adjustment amount in W2 block 18.</p>
DELETE (D):	<p>1 character. Deletes this record from the file.</p>



Screen 2 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.

Screen 3 Entry Fields:

DEFAULTS FOR TAXABLE-	The following are used as defaults only when entering employee adjustments to determine taxability for the wage categories below: 'Y' - The adjustment is taxable. 'N' - The adjustment is non-taxable.
FICA:	Taxable for FICA withholding.
FEDERAL:	Taxable for federal tax withholding.
FUI:	Taxable for federal unemployment tax.
STATE:	Taxable for state tax withholding.
LOCAL:	Taxable for local tax withholding.
SUI:	Taxable for state unemployment tax.

Screen 3 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.



Employee Master

Menu: PR001 # 3

The Employee Master file contains essential payroll information for each employee. This data includes personnel information (name, address, social security number) and payroll information (pay rate, pay schedule, work status, adjustment amounts). New employees are added and existing employee information is changed through this option. Individual employees within a company can be paid on different pay schedules. If an existing employee is to be updated, the employee may be found using the Name Search feature. When finished a proof list showing before and after information on changes and a Employee Change Listing on changes and additions is produced.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

COMPANY: 2 characters. Required. The company code must exist in the Company file.

EMPLOYEE#: 9 digits. Required. The employee number.

Screen 1 Function Keys:

ENTER Continues to the next screen if an employee number is entered.
F3 END. Ends the job. MENU PR001 is displayed.
F6 NAME SEARCH. Executes the Employee Name Search.

Screen 2 Entry Fields:

NAME: 17 characters for last name. Required.
10 characters for first name. Required. 1 character for middle initial.

ADDRESS LINES: 30 characters for each line. If there is only one line, use line 1.

CITY/STATE/ZIP: 14 characters for city, 2 character postal code for state, and 9 characters for zip code.

HOME PHONE#: 10 digits.

SOC SEC#: 9 digits. Required. Employee social security number.

DIVISION: 2 characters. All reports provide totals by division/location.



LOCATION:	1 character.
SKILL:	2 characters. If Workmen's Compensation Reporting is used, the skill code is used to obtain the workmen's comp classification.
SEX:	1 character. Required as follows: 'F' - Female. 'M' - Male.
MARITAL:	1 character. Required as follows: 'M' - Married. 'S' - Single.
BIRTHDATE:	6 digits. Format MMDDYY
EMPL STAT:	1 character. Required as follows: 'A' - Active. 'T' - Terminated. DO NOT terminate an employee until the pay period following the last pay- check. Purged from file at END-OF-YEAR RESET.
PAY CLASS:	1 character. Required as follows: '1' - Employee is exempt from overtime pay. '2' - Straight time for all overtime hours worked. '3' - Time and a half for all overtime hours worked. 'S' - Employee is paid a fixed salary amount, regardless of the hours worked.
PAY SCHED:	1 character. Required as follows: 'W' - Weekly. 'B' - Biweekly. 'S' - Semi-monthly. 'M' - Monthly.
EMPL DATE:	6 digits. Required. Format MMDDYY. Date of employment.
TERM DATE:	6 digits. Format MMDDYY. Date of termination.
HRLY RATE:	5 digits for hourly employees. Format 99.999. 7 digits for salaried employees. Format 99,999.99. Hourly rate or salary amount. Required. The PAY CLASS determines if an employee is hourly or salaried.
EFF DATE:	4 digits. Format MMY. Effective date for hourly rate.
PREV HRLY:	Same format as HRLY RATE. Previous hourly rate.
EFF DATE:	4 digits. Format MMY. Effective date for previous hourly rate.
WORK STAT:	1 character. Required as follows: 'F' - Full-time.



'P' - Part-time.

WORK CODE: 1 digit. Required as follows:
'1' - 40 hour work week.
'2' - 37.5 hour work week.
'3' - 35 hour work week.

VAC RATE: 7 digits. Format 999.9999. Vacation accrual rate per pay period.

VAC ALLOT: 5 digits. Format 999.99. Total vacation hours allotted.

VAC USED: 5 digits. Format 999.99. Total vacation hours used. Updated during payroll processing.

SICK RATE: 7 digits. Format 999.9999. Sick accrual rate per pay period.

SICK ALLOT: 5 digits. Format 999.99. Total sick hours allotted.

SICK USED: 5 digits. Format 999.99. Total sick hours used. Updated during payroll processing.

Screen 2 Function Keys:

ENTER Updates the file and continues to next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 3 Entry Fields:

PENS PLAN: 1 character. 'Y' - Employee is enrolled in a pension plan.

FICA CODE: 1 character. 'N' - FICA tax is not withheld.

FED STATUS: 1 character. Required. Federal tax withholding status.
'M' - Married.
'S' - Single.

FEDL EXEM: 2 digits. Number of federal income tax exemptions.
'99' - Only ADDL FEDL amount is withheld.

ADDL FEDL: 7 digits. Format 9,999,999. Additional dollar amount to be withheld for federal income tax each pay period.

EMPL STATE: 2 characters. Required. State in which the employee works. May differ from state of residence or tax state. Used for SUI and Workmen's Comp.

TAX STATE: 2 characters. Required. State to which the employee pays taxes. May differ from the state of residence or employment.



ST STATUS:	1 character. Required. The state withholding status. Valid codes are determined by the state of tax. 'H' - Head of household. 'J' - Married, filing jointly. 'M' - Married. 'S' - Single. 'K' - Married, filing jointly, both spouses working - used in GEORGIA only. 'O' - Zero exemptions, used in some states.
STA EXEM:	2 digits. Number of state income tax exemptions. '99' - Only ADDL STATE amount is withheld.
ADDL STATE:	7 digits. Format 9,999,999. Addition dollar amount withheld for state income tax each pay period.
LOCL CD (1-4):	3 characters each. Up to local tax codes may be used.
MISC CD (1-4):	2 characters each. Up to 4 miscellaneous codes, may be entered for informational purposes only.
DIRECT DEPOSIT BANK#:	8 digits. The bank transit number used for direct deposit of the employee's net pay.
ACCOUNT#:	17 characters. The employee's bank account number used for direct deposit.
DIRECT DEPOSIT PRE-NOTIFY:	1 character. Required for direct deposit. 'Y' - The next payroll run direct deposit is a prenotification to the bank for this employee. 'N' - It is not a pre-notification.
ACCT TYPE:	1 character. Required for direct deposit. 'C' - Checking account. 'S' - Savings account.
GARN DUE:	7 digits. Format 99,999.99. Garnishment amount still due. The system automatically calculates and deducts the period amount if greater than zero.
GARN PAID:	7 digits. Format 99,999.99. Garnishment amount paid to date. Updated with the period amount calculated.

Screen 3 Function Keys:

ENTER	Updates the file and continues to next screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



Screen 4 Entry Fields:

ADJ#: 2 digits. Enter the number of the adjustment to be added or updated. Must be a valid adjustment in the Adjustment file.

Screen 4 Function Keys:

ROLL Pages through the employee's adjustments.
ENTER Continues to the next screen if a valid adjustment number is entered.

F3 END. Ends the adjustment maintenance. Continues to the next screen.

F12 PREVIOUS. Returns to the previous screen.

Screen 5 Entry Fields:

ADJ STATUS: 1 character. Required. Adjustment status.
'A' - Active adjustment. Only 15 active allowed.
'I' - In-active adjustment.

CALC TYPE: 1 character. Required. Calculation type. Defaults from the Adjustment file, but can be changed for the employee.
'F' - Fixed amount. The actual amount entered is used as the adjustment amount.
'P' - Percent of gross pay. The percent entered is multiplied by the gross pay to compute the adjustment amount.
'R' - Rate adjustment. Regular hours are multiplied by the rate entered to calculate the adjustment amount.
'N' - Non-cash adjustment. These are used for items which must be reported (and/or taxed) but the adjustment does not effect the employee's pay.
'C' - Cash adjustment. Used for items which must be reported (and/or taxed) and are included in gross and net pay; e.g. dependent care.

PRD AMOUNT: 7 digits. Format 99,999.99. Period adjustment.
Enter the amount, percent, or rate adjustment to be adjusted from the employee's pay when the adjustment schedule is selected during Payroll Processing.
Examples:
Fixed amount - \$52.50 - Enter as '0005250'.
Percent of gross pay - 5% - Enter as '0000500'.
Rate adjustment - \$.50 - Enter as '0000050'.

ADJ LIMIT: 7 digits. Format 99,999.99. Adjustment limit.
When the year-to-date adjustment amount taken is equal to the limit, the adjustment amount is no longer made to the employee's pay.



YTD AMOUNT:	7 digits. Format 99,999.99. Year-to-date adjustment taken. Updated during Payroll Processing.
QTD AMOUNT:	7 digits. Format 99,999.99. Quarter-to-date taken.
DIRECT DEPOSIT BANK#:	8 digits. The bank transit number used for direct deposit of this employee's adjustment amount.
ACCOUNT#:	17 characters. The employee's bank account number used for direct deposit.
PRE-NOTIFY:	1 character. Required for direct deposit. 'Y' - The next payroll run direct deposit is a prenotification to the bank for this employee. 'N' - It is not a pre-notification.
ACCT TYPE:	1 character. Required for direct deposit. 'C' - Checking account. 'S' - Savings account.
TAXABLE FOR:	The following default from the Adjustment file and are used to determine the taxability of the adjustment for the wage categories below: 'Y' - The adjustment is taxable. 'N' - The adjustment is non-taxable.
FICA:	Taxable for FICA withholding.
FEDERAL:	Taxable for federal tax withholding.
FUI:	Taxable for federal unemployment tax.
STATE xx:	Taxable for state tax withholding.
LOCAL xxx:	Taxable for local tax withholdings.
SUI:	Taxable for state unemployment tax.

Screen 5 Function Keys:

ENTER	Updates the file and returns to the previous screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.



Screen 6 Entry Fields:

GROSS:	9 digits. Format 9,999,999.99. YTD and QTD gross wages.
FICA:	9 digits. Format 9,999,999.99. YTD and QTD FICA tax withheld.
GROSS SUBJ TO:	9 digits. Format 9,999,999.99. YTD and QTD gross wages subject to FICA. (Does not stop at limit).
FEDERAL:	9 digits. Format 9,999,999.99. YTD and QTD federal income tax withheld.
GROSS SUBJ TO:	9 digits. Format 9,999,999.99. YTD and QTD gross wages subject to federal income tax.
FUI:	9 digits. Format 9,999,999.99. YTD and QTD gross wages subject to federal unemployment tax.
TIPS:	9 digits. Format 9,999,999.99. YTD and QTD reported tips.

Screen 6 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.

Screen 7 Entry Fields:

TAX STATE:	2 characters. Tax state code.
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Screen 7 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.

Screen 8 Entry Fields:

STATE:	9 digits. Format 9,999,999.99. YTD and QTD state income tax withheld.
GROSS SUBJ TO:	9 digits. Format 9,999,999.99. YTD and QTD gross wages subject to state income tax.



Screen 8 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.

Screen 9 Entry Fields:

ST:	2 characters. State code.
LOCAL:	3 characters. Local tax code.

Screen 9 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.

Screen 10 Entry Fields:

LOCAL xxx:	7 digits each. Format 99,999.99. YTD and QTD local taxes withheld.
GROSS SUBJ TO:	9 digits. Format 9,999,999.99. YTD and QTD gross wages subject to local taxes.

Screen 10 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.

Screen 11 Entry Fields:

EMPL STATE:	2 characters. Employment state code.
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Screen 11 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.

Screen 12 Entry Fields:

SUI:	9 digits. Format 9,999,999.99. YTD and QTD gross wages subject to state unemployment.
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Screen 12 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to previous screen. The file is not updated.



Employee Name Search

Menu: PR001 # 3

Screen 1 Entry Fields:

COMPANY CODE:	2 characters. Required.
EMPLOYEE LAST NAME:	10 characters. Required. From 1-10 characters of the employee last name may be entered. All employees for the selected company with last names beginning with the entered characters are displayed.

Screen 1 Function Keys:

ENTER	Continues to the next screen if a company and search name is entered.
F3	END. Ends the job. Returns to the previous screen of the calling program.

Screen 2 Display Fields:

LINE:	Line number used to select employee.
CO:	Company code.
EMPLOYEE#:	Employee number.
EMPLOYEE NAME:	Last name, first name, and middle initial.
SOC SEC#:	Employee's social security number.
DIV:	Employee's assigned division/location.

Screen 2 Entry Fields:

LINE TO SELECT:	2 digits. Required. Enter the line number of the desired employee.
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Screen 2 Function Keys:

ROLL	Pages through the employee file.
ENTER	Returns to the calling program with the selected employee number.
F3	SEARCH. Returns to previous screen for entry of a different search name.



Payroll G/L Table

Menu: PR001 # 4

The Payroll G/L Table supplies General Ledger debit and credit account numbers for the distribution of the following payroll expenses: net pay; FICA expense and payable; federal, state, and local taxes; miscellaneous adjustments; garnishments; and gross pay (if labor is not processed). If labor is processed, gross pay distribution accounts are supplied from the Labor G/L Table. Each General Ledger account is identified by a valid key word and company code. Divisions and locations can also be used for more precise identification of the accounts.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 # 3 PRINT CHECKS/REGISTER
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

CO: 2 characters. Required. Company code.

DIV: 2 characters. Division assigned.

LOC: 1 character. Location assigned.

If the General Ledger accounts are the same for all divisions and/or locations, leave the DIVISION and/or LOCATION blank.

KEY WORD: 4 characters. Required as follows:
'NET ' - Net pay.
'GROS' - Gross pay expense - DO NOT use this key word if Labor is processed.
'FIC1' - Employer FICA expense.
'FIC2' - Employer/employee FICA payable.
'FIT ' - Federal tax.
'STAT' - State tax. All state taxes are distributed to same G/L account.

'STxx' - Individual State tax. 'xx' is the 2 character state code. State taxes are distributed to G/L accounts by the employees' TAX STATE.

'MAnn' - Miscellaneous adjustments. 'nn' is the 2 digit adjustment code. 01 to 99 are valid adjustment numbers.

'GARN' - Garnishment.

'LOCL' - Local tax. All local taxes are distributed to the same G/L account.



'Lxxx' - Individual local tax. 'xxx' is the 3 character local tax code. Local taxes are distributed to G/L accounts by the employees' local tax codes.

Screen 1 Function Keys:

ROLL	Pages through the Payroll G/L table file.
ENTER	Continues to the next screen.
F3	END. Ends the job. MENU PR001 is displayed.

Screen 2 Entry Fields:

DEBIT ACCOUNT#:	13 digits. (*) Enter the General Ledger account number to be debited for the key word, as appropriate.
CREDIT ACCOUNT#:	13 digits. (*) Enter the General Ledger account number to be credited by the key word, as appropriate.
DELETE (D):	1 character. Deletes this record from the file.
	(*) Void checks the debit and credit accounts are reversed.

Screen 2 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



NOTES



Labor G/L Table

MENU PR001 # 5

The Labor G/L Table supplies General Ledger gross pay distribution account numbers by company/division/job worked if Labor is processed. General Ledger account numbers are supplied by company/division/job number from P/R Transactions (time records, labor adjustments, payroll exceptions, and extra checks). A Labor G/L Table entry can be entered with a zero job number to supply a default G/L account number for P/R Transactions without a job number entered.

This menu option cannot be run if any of the following is ACTIVE:

MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

CO:	2 characters. Required. Company code.
DIV:	2 characters. Required. Division.
JOB#:	5 digits. Job number used in payroll transactions. A job number of all zeroes can be set-up to distribute payroll transactions with no job number entered.

Screen 1 Function Keys:

ROLL	Pages through the Labor G/L Table file.
ENTER	Continues to the next screen if a company/division is entered.
F3	END. Ends the job. MENU PR001 is displayed.

Screen 2 Entry Fields:

G/L ACCOUNT#:	13 digits. Required. (*) General Ledger account number to be debited. (*) Negative labor adjustment transactions automatically credit the account entered.
DELETE (D):	1 character. Deletes this record from the file.

Screen 2 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



FUI/SUI Control

Menu: PR001 # 6

The FUI/SUI Control Table contains federal and state identification numbers and information required for quarterly reporting and yearly W2 reporting.

The table information is entered and changed for all companies using this menu option.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 #11 PRINT QUARTERLY REPORT
MENU PR003 #14 PRINT W2'S
MENU PR003 #15 BUILD W2 MAGNETIC MEDIA FILE

Screen 1 Entry Fields:

CO: 2 characters. Required. Company code.

TYP: 1 character. Required as follows:
'F' - Federal information.
'S' - State information.

ST: 2 characters. Required for State entry. State code.

Screen 1 Function Keys:

ROLL Pages through the FUI/SUI Control file.
ENTER Continues to next screen determined by the TYPE entered.
F3 END. Ends the job. MENU PR001 displayed.

Screen 2 Entry Fields:

'F' - FEDERAL INFORMATION.

FEDERAL I.D.#: 30 characters. Required. The company's federal identification number.

FUI TAXABLE LIMIT: 7 digits. Required. Format 99,999.99. The yearly gross wage limit subject to federal unemployment tax.

FUI PERCENT: 5 digits. Required. Format 99.999.

INCLUDE SICK PAY: 1 character. Required as follows:
'Y' - Sick pay is included in taxable wages.
'N' - Sick pay is not included in taxable wages.

PENSION PLAN: 1 character. Required as follows:



'Y' - Employee pension plan is offered.
'N' - Employee pension plan is not offered.

DEFERRED COMP: 1 character. Required as follows:
'Y' - Deferred compensation plan provided.
'N' - Deferred compensation plan not provided.

DELETE (D): 1 character. Deletes this record from file.

Screen 2 Function Keys:

ENTER Updates the file and returns to 1st screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 3 Entry Fields:

'S' - STATE INFORMATION.

STATE I.D.#: 30 characters. Required. The company's state identification number.

SUI TAXABLE LIMIT: 7 digits. Required. Format 99,999.99. The yearly gross wage limit subject to the state's unemployment tax.

SUI PERCENT: 5 digits. Required. Format 99.999.

INCLUDE SICK PAY: 1 character. Required as follows:
'Y' - Sick pay is included in taxable wages.
'N' - Sick pay is not included in taxable wages.

DELETE (D): 1 character. Deletes this record from the file.

Screen 3 Function Keys:

ENTER Updates the file and returns to the 1st screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.



NOTES



Workmen's Comp

Menu: PR001 # 7

The skill codes entered in the Employee Master records or in the time records (if labor is processed) are used to report Workmen's Compensation. The entries in the table relate the two character skill codes to the state workmen's compensation class codes with a description and rate for each code.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR004 # 5 WORKMEN'S COMP REPORT

Screen 1 Entry Fields:

CO:	2 characters. Required. Company code.
ST:	2 characters. Required. State code.
SKIL:	2 characters. Required. Skill code.

Screen 1 Function Keys:

ROLL	Pages through the Workmen's Comp file.
ENTER	Continues to the next screen.
F3	End. Ends the job. MENU PR001 is displayed.

Screen 2 Entry Fields:

CLAS:	4 digits. Required. State workmen's compensation class code.
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Screen 2 Function Keys:

ENTER	Continues to the next screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 3 Entry Fields:

CLASS DESC:	25 characters. Required. Class code description.
RATE PER \$100:	4 digits. Format 9.999. Rate per \$100 of gross earnings subject to taxation.
MAXIMUM WAGES:	5 digits. Format 99,999. Maximum taxable wages per employee for this class code.



DELETE (D): 1 character. Deletes the record from the file.

Screen 3 Function Keys:

ENTER Updates the file and returns to 1st screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.



Tax Table

Menu: PR001 # 8

This menu option allows the addition, deletion, and updating of federal, state, and local Tax Table entries. Payroll taxes are withheld based upon the Tax Table entries. Federal tax table entries are accessed by record type and marital status. State tax table entries are accessed by record type, state code, and marital status. Local tax table entries are accessed by record type, local code, and state code. When adding or changing federal and state entries, be sure to include each marital status affected.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE

Screen 1 Entry Fields:

RECORD TYPE: 1 character. Required as follows:
'F' - Federal tax.
'S' - State tax.
'L' - Local tax.

Screen 1 Function Keys:

ENTER Continues to next screen if record type entered.
F3 END. Ends the job. MENU PR001 is displayed.

Screen 2 Display Fields:

RECORD TYPE: The record type is displayed from 1st screen.

Screen 2 Entry Fields:

MARITAL STATUS: 1 character. Required as follows:
'M' - Married.
'S' - Single.
'H' - Head of household.
'J' - Married, filing jointly.
'K' - Married, filing jointly, both spouses working.
'O' - Zero, used in some states.

Screen 2 Function Keys:

ENTER Updates the file and continues to next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.



Screen 3 - 11 Display Fields:

RECORD TYPE:	All record types.
STATE CODE:	Record type 'S'.
MARITAL STATUS:	Record types 'F' and 'S'.
LOCAL CODE:	Record type 'L'.

Screen 3 Entry Fields:

STATE CODE:	2 characters. Required for record type 'L'. State abbreviation for the local code.
DESCRIPTION:	16 characters. Required. Description of tax table entry.
MINIMUM TAX PAYABLE:	7 digits. Format 99,999.99. Record type 'S'. Annualized minimum tax amount. If the calculated tax is less than this amount, the value entered here is used as the tax amount. If it does not apply leave blank.
GROSS TAXABLE MINIMUM:	7 digits. Format 99,999.99. Minimum annual taxable gross limit. If the annual taxable gross is less than this limit before any deductions are taken, no taxes are deducted. If it does not apply, leave blank.
MAXIMUM DEDUCTION AMT:	5 digits. Format 999.99. Record type 'L'. Maximum annual amount that may be deducted for local tax or for state disability insurance.
TAX CALC METHOD:	1 digit. Determines how the table of limits is used to calculate tax. Required as follows for all record types. '1' - The adjusted taxable gross is the base for tax. The adjusted taxable gross is compared to the limits in the tax bracket table. Each tax bracket limit is the dollar increment between the tax bracket limits. The corresponding percent is multiplied by the taxable gross increment to calculate the tax for that bracket. The tax amount is the sum of the tax from each bracket up to a portion of the highest bracket of the adjusted taxable gross. '2' - The annualized amount of FIT withheld is the base for the tax. The FIT withheld is compared to the tax bracket table until the tax bracket limit is equal to or greater than the FIT amount. The percent corresponding to the highest bracket reached is multiplied by the FIT amount; the result being the tax amount. '3' - The adjusted taxable gross is the base for tax. The adjusted taxable gross is compared to the tax bracket table until the tax bracket limit is equal to or greater than the adjusted taxable gross.



The percent corresponding to the highest bracket reached is multiplied by the FIT amount withheld, the result being the tax amount.

'4' - The adjusted taxable gross is the base for tax. The adjusted taxable gross is compared to the tax bracket table until the tax bracket limit is equal to or greater than the adjusted taxable gross. The percent corresponding to the highest bracket reached is multiplied by the adjusted taxable gross, the result being the tax amount.

TAX CALC METHOD:
(CONTINUED) '5' - The adjusted taxable gross is the base for tax. The adjusted taxable gross is compared to the tax bracket limit amounts. At present Puerto Rico is the only state to use this method.

TAX SURCHARGE %: 3 digits. Format 99.9. The percent of adjusted taxable gross is used to calculate additional tax.

EFFECTIVE DATE: 6 digits. Format MMDDYY. The effective date of the last tax change. Not required.

DELETE (D): 1 character. Deletes this record from the file.

Screen 3 Function Keys:

ENTER Updates the file and continues to the next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 4 Entry Fields:

STD DEDUCTIONS: 1 character. Required as follows;
'Y' - Standard deduction amount is withheld from the taxable gross prior to tax calculation.
'N' - Standard deduction amount is not withheld prior to tax calculation. If 'N' entered skip to 'DEDUCT FIT AFTER'.

DEDUCT FIT
FIRST: 1 character.
'Y' - FIT is deducted before the standard deduction.
'N' - FIT is not deducted before the standard deduction.

STD DEDUCTION %: 3 digits. Format 99.9. Standard deduction percent. Required if STD DEDUCTIONS is 'Y' and ADDL DEDUCTION AMT is not used.

STD DEDUCTION
MIN 1: 7 digits. Format 99,999.99. If used, the calculated deduction amount is compared to the minimum amount. If the calculated amount is less than the minimum entered, the minimum amount is used.



STD DEDUCTION
MAX 1:

7 digits. Format 99,999.99. (*) If used, the calculated standard deduction amount is compared to the maximum entered. If the calculated amount is greater than the maximum, the maximum amount is used.

(*) If STD DEDUCTION MIN 1 is used and no maximum is required, enter 9999999 for STD DEDUCTION MAX 1.

STD DEDUCTION
MIN 2:

7 digits. Format 99,999.99. If used, the calculated deduction amount is compared to the minimum amount. If the calculated amount is less than the minimum entered, the minimum amount is used.

STD DEDUCTION
MAX 2:

7 digits. Format 99,999.99. (*) If used, the calculated standard deduction amount is compared to the maximum entered. If the calculated amount is greater than the maximum, the maximum amount is used.

(*) If STD DEDUCTION MIN 2 is used and no maximum is required, enter 9999999 for STD DEDUCTION MAX 2.

ADDL DEDUCTION
AMT:

7 digits. Format 99,999.99. Additional deduction amount. Required if STD DEDUCTIONS is 'Y' and STD DEDUCTION % is blank.

DEDUCT FIT
AFTER:

1 character. Required as follows:
'Y' - FIT is deducted after the standard deduction, if standard deduction is used.
'N' - FIT is not deducted. If 'N' entered skip to DEDUCT FICA.

MAXIMUM FIT AMT:

7 digits. Format 99,999.99. The maximum dollar amount of FIT which can be deducted.

FIT DEDUCTION %:
DEDUCT FICA:

5 digits. Format 99.999. The percent of FIT to be deducted.
1 character. Required as follows:
'Y' - FICA is deducted from the taxable gross before tax calculation.
'N' - FICA is not deducted from the taxable gross before tax calculation.

MAXIMUM FICA
AMT:

7 digits. Format 99,999.99. The maximum limit of FICA to be deducted before tax calculation. If there is no maximum, enter 9999999.

Screen 4 Function Keys:

ENTER
F12

Updates the file continues to next screen.
PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 5 Entry Fields:

PERSONAL
EXEMPTIONS:

1 character. Required as follows:
'Y' - Personal exemptions are used in tax calculation. 10 exemption amounts can be entered.
'N' - Personal exemptions are not used in tax calculation. Exemption amounts can not be entered.



Screen 5 Function Keys:

ENTER	Updates the file and continues to next screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 6 Entry Fields:

EXEMPTION:	7 digits each. Format 99,999.99. Enter the dollar amount of each number of exemptions up to 10. If more than 10 exemptions are claimed, the program takes the difference between the tenth amount and ninth amount, multiplies the difference by the number of exemptions over 10, and adds the result to the tenth amount.
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Screen 6 Function Keys:

ENTER	Updates the file and continues to next screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 7 Entry Fields:

TAX BRACKET LIMIT:	9 digits. Format 9,999,999.99. Annualized amounts. Up to 25 tax brackets may be entered. The first amount is required and the last limit or increment should be all 9's (999999999). Enter the amounts for each TAX CALC as follows: METHOD #1 - Enter increments between the limits of taxable gross brackets. METHOD #2 - Enter the upper limits of the FIT brackets. METHOD #3 , #4, #5 - Enter the upper limits of taxable gross brackets.
TAX BRACKET PERCENT:	5 digits. Format 99.999. Percent of tax to be withheld for each tax bracket. For ZERO percent, leave blank.

Screen 7 Function Keys:

ENTER	Updates the file and continues to next screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



Screen 8 Entry Fields:

TAX CREDITS: 1 character. Required as follows:
'Y' - Deductions are to taken from calculated tax.
Up to 10 amounts may be entered.
'N' - Deductions are not taken from calculated tax.
Amounts cannot be entered.

Screen 8 Function Keys:

ENTER Updates the file and continues to next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 9 Entry Fields:

TAX CREDIT: 7 digits each. Format 99,999.99. Dollar amount of each number of credits up to 10. If more than 10 credits are claimed, the program takes the the difference between the tenth and ninth amount, multiplies the difference by the number of credits over 10, and adds the result to the tenth amount.

Screen 9 Function Keys:

ENTER Updates the file and continues to next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 10 Entry Fields:

Oklahoma state tax.

TAX GROSS 1 character. Required as follows:
'Y' - Method 1 is used to calculate the taxable gross pay.
'N' - Method 1 is not used to calculate the taxable gross pay.

Screen 10 Function Keys:

ENTER Updates the file continues to next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.



Screen 11 Entry Fields:

WITHHOLDING BASE LIMIT:	7 digits. Format 99,999.99. Maximum taxable gross amount to be used as a withholding base.
% OF WITHHOLDING BASE:	5 digits. Format 99.999. Percent of the withholding base to be used as taxable gross.
TAXABLE GROSS ADJ:	7 digits. Format 99,999.99. Plus or minus dollar amount to be used to adjust the taxable gross pay.
% OF GROSS OVER LIMIT:	5 digits. Format 99.999. Tax rate percent for the excess gross pay over the withholding limit.

Screen 11 Function Keys:

ENTER	Updates the file continues to next screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



Control File

Menu: PR001 # 9

System control information is entered and updated using this option. The data defines if the system is to process labor; if the DMS General Ledger System is installed; if the Payroll checks are to be reconciled (requires DMS Check Reconciliation System); what the current FICA limit, FICA rate, and Minimum wage is; and what magnetic media you will use to file W2's.

This menu option cannot be run if the following is ACTIVE:

MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

PROCESS LABOR?:	1 character. Required as follows: 'Y' - Labor transactions are generated and the division, job, phase, sub-phase, and skill code can be entered during P/R Transaction Entry. 'N' - Labor transactions are not generated.
G/L INSTALLED?:	1 character. Required as follows: 'Y' - The DMS General Ledger System is installed. General Ledger transactions are generated. 'N' - The General Ledger System is not installed.
RECONCILE CHECKS?:	1 character. Required as follows: 'Y' - DMS Check Reconciliation is installed. Check Reconciliation transactions are automatically generated. 'N' - DMS Check Reconciliation is not installed.
DIRECT DEPOSIT:	1 character. Required. 'Y' - Generate direct deposit transmission file. 'N' - Do not generate direct deposit file.
FICA LIMIT 1:	9 digits. Format 9,999,999.99. Required. The maximum wage limit subject to the OASDI portion of FICA.
FICA RATE 1:	5 digits. Format 99.999. Required. The rate for the OASDI portion of FICA.
FICA LIMIT 2:	9 digits. Format 9,999,999.99. Required. The maximum wages subject to the medicare portion of FICA.
FICA RATE 2:	5 digits. Format 99.999. Required. The rate for the medicare portion of FICA.
MINIMUM WAGE:	3 digits. Format 9.99. Required.



MAGNETIC MEDIA: 1 character. The media for filing W2's. Required as follows:
' ' - Not filing W2's magnetically.
'D' - Filing W2's on diskette(s).
'T' - Filing W2's on tape.

TAPE DENSITY: 4 digits. Required for Magnetic Media Code 'T'
The density of the tape used to file W2's.

Screen 1 Function Keys:

ENTER Updates the file and ends the job if there are no errors.
F3 END. The job ends. MENU PR001 is displayed.



NOTES



Proof List

Company File

MENU PR001 #11

The information in the P/R Company file is printed using this option. The data included for each company is the company code, name and address, check code, zero/net vacation code, zero/net sick code, direct deposit information, and the rate differentials.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 2 PRINT PAYROLL REPORTS
- MENU PR003 # 3 PRINT CHECKS/REGISTER
- MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Adjustment Table

Menu: PR001 #12

This menu option prints the Adjustment File information for each company. This includes the adjustment description, type, calculation type, schedule code, W2 print codes, and the taxability codes by wage category.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 2 PRINT PAYROLL REPORTS
- MENU PR003 #11 PRINT QUARTERLY REPORT
- MENU PR003 #14 PRINT W2'S



Employee Master

Menu: PR001 #13

This menu option lists all employees for all companies in the Employee Master file. All personnel and earnings information is shown except for the year-to-date and quarter-to-date earnings and withholding amounts. Employees are listed in employee number sequence within each company.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 # 3 PRINT CHECKS/REGISTER
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

SELECT ALL COMPANIES? (Y/N): 1 character. Required as follows.
'Y' - All companies are selected.
'N' - The company codes are displayed for desired selection.

Screen 1 Function Keys:

ENTER Continues to process the menu option.

Screen 2 Entry Fields:

COMPANY: 2 characters. Displayed.
SELECT (Y/N): 'Y' - The company is selected.
'N' - The company is not selected.

Screen 2 Function Keys:

ENTER Continues to display the remaining company codes for selection.
F3 END. Ends the selection. The menu option is processed with the selected companies.



Payroll G/L Table

Menu: PR001 #14

A proof list is produced which contains the Payroll G/L Table entries for each company, division, and location combination. Table entries contain keyword codes and their corresponding G/L account numbers.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Labor G/L Table

Menu: PR001 #15

For companies using the Labor System, this option produces a proof list of Labor G/L Table entries. Each entry relates a division and job from the employee's earnings to the General Ledger account number to be debited.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



FUI/SUI Control

Menu: PR001 #16

A list of Control Table entries containing federal and state tax identification numbers is produced using this option. Information required for quarterly reports and yearly W2 forms is also included. This table information is listed for all companies in the Payroll System.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 #11 PRINT QUARTERLY REPORT
MENU PR003 #14 PRINT W2'S
MENU PR003 #15 BUILD W2 DSKT FILE



Workmen's Comp

Menu: PR001 #17

The entries in the Workmen's Comp file are listed using this option. The information printed is the company code, state, skill, class code and description, rate, and maximum wages.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR004 # 6 WORKMEN'S COMP REPORT
MENU PR004 # 8 LABOR REPORTS



Tax Table

Menu: PR001 #18

This menu option prints a one page proof of each Tax Table in the Tax Table file. Federal, state, and local tax tables contained in the file are printed. You may select to print all records in the file or only records that have had changes applied.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



NOTES



DATA ENTRY MENU: PR002

```
***** PAYROLL DATA ENTRY MENU *****
*
*
* 1. ENTER P/R TRANSACTIONS          11. PRINT TRANSACTION EDIT      *
*
* 2. ENTER VOID/MANUAL CHECKS        12. VOID/MANUAL CHECK PROOF      *
*
*                                     13. VOID/MANUAL CHECK UPDATE      *
*
* 4. ENTER RECURRING TIMECARDS      14. RECURRING TIMECARD LIST      *
*
*                                     15. GENERATE RECURRING TRANS      *
*
*                                     20. MAIN P/R MENU              *
*                                     21. MASTER FILE MENU          *
*                                     23. PROCESSING MENU            *
*                                     24. REPORTS/INQUIRY MENU        *
*
***** DMS, INC. *****
```

The Data Entry Menu is used to enter Payroll Transactions, Void/ Manual Checks, and Recurring Transactions; to print the Transaction Edit, Void/Manual Check Proof, and the Recurring Transaction List; to update the Employee Master file with and process Void/Manual Checks; and to generate Recurring Timecard Transactions.

None of the options on this menu may be run if any of the following are ACTIVE:

MENU PR005 # 1 RESTORE ALL P/R FILES
MENU PR005 # 2 BACK-UP ALL P/R FILES



NOTES



Enter P/R Transactions

MENU PR002 # 1

Current pay period information is entered for the next Payroll Processing. All transactions are entered or changed by company/record number and transaction type. Hours worked, exception and labor adjustment amounts are entered by transaction line number. Up to 99 sequence lines can be entered for time records, payroll exceptions, and labor adjustments. Sequence lines are not entered for extra checks. A P/R Transaction must exist for each hourly or salaried employee to receive a pay check.

This menu option may not be run if any of the following are ACTIVE:

MENU PR002 # 11 PRINT TRANSACTION EDIT
MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 # 3 PRINT CHECKS/REGISTER

Screen 1 Entry Fields:

PAY PERIOD:	6 digits. Format MMDDYY. Transaction pay period date.
COMPANY CODE:	2 characters. Required.
EMPLOYEE NO.:	9 digits. Required. If the employee number is not known, the Employee Name Search can be used to locate the employee by last name.
TRANSACTION TYPE:	1 character. Required. The format of the next screen is determined by the transaction type. Valid transaction types are as follows: 'T' - Time record. 'L' - Labor adjustment. 'E' - Payroll exception. 'X' - Extra check.

Screen 1 Function Keys:

ENTER	Continues to the next screen.
F2	UPD MODE. Changes to UPDATE mode.
F3	END. Ends the job. Menu PR002 is displayed.
F6	NAME SEARCH. Executes the Employee Name Search.

Screen 2 Entry Fields:

COMPANY CODE:	2 characters. Required.
RECORD NUMBER:	4 digits. Enter the record number of the transaction to change.



Screen 2 Function Keys:

ENTER	Displays the appropriate screen of the selected transaction to change.
F1	ADD. Changes to ADD mode for new transaction entry.
F3	END. The job ends. MENU PR002 is displayed.

Screen 3 Entry Fields:

PAY PERIOD:	Displays pay period date of selected transaction. Can be changed.
EMPLOYEE NO.:	Displays employee number of selected transaction. Can be changed.

Screen 3 Function Keys:

ENTER	Continues to the detail line entry.
F12	PREVIOUS. Returns to the previous screen.



Time Records

Screen 4 Display Fields: 'T' - Time record.

RECORD NUMBER:	Transaction record number.
PAY PERIOD:	Transaction pay period.
COMPANY CODE:	Company code.
EMPLOYEE #:	Employee number and name.
TRANS TOTALS:	Transaction totals for regular, overtime, double time, and leave hours are accumulated and displayed as lines are added, changed, or deleted.

Up to 5 transaction lines are displayed at a time. New lines are added and existing lines are updated at the BOTTOM of the screen.

Screen 4 Entry Fields:

SEQ:	2 digits. Required. Transaction line sequence number. Automatically supplied in ADD Mode.
DIV:	3 characters. (*) The division/location worked. Supplied from the Employee Master file. Can be changed.
JOB:	5 digits. (*) Job number.
PHSE:	4 characters. (*) Job phase.
SPHS:	4 characters. (*) Job sub-phase.
SK:	2 characters. (*) Skill code. Supplied from the Employee Master file. Can be changed.
	(*) These fields are skipped if labor is not being processed.
REG:	5 digits. Format 999.99. Regular hours worked.
O/T:	5 digits. Format 999.99. Overtime hours worked. These hours are paid at one and a half times the employee's hourly rate for pay class '3'.
DBL:	5 digits. Format 999.99. Double time hours worked. These hours are paid at twice the employee's hourly rate for pay class '3'.
LVE:	5 digits. Format 999.99. Leave hours worked.
LT:	1 character. Required if LVE hours are entered: 'V' - Vacation. 'S' - Sick. 'H' - Holiday.



RD: 1 digit. Rate differential code. If a rate differential is to be applied to the hours, enter the number of that rate from the Payroll Company file.

RATE: 5 digits. Format 99.999. Overrides the hourly rate in the Employee Master file record.

DEL (D): 1 character. Deletes this transaction line.

Screen 4 Function Keys:

ROLL	Pages through the transaction lines.
ENTER	Adds/updates the file and returns to the previous screen.
F2	UPD. Changes to UPDATE mode to change existing transaction lines.
F3	END. Ends line item entry for this transaction.
F12	PREVIOUS. Returns to the previous screen. The file is not updated.



Labor Adjustments

Screen 4 Display Fields: 'L' - Labor adjustment.

RECORD NUMBER:	Transaction record number.
PAY PERIOD:	Transaction pay period.
COMPANY CODE:	Company code.
EMPLOYEE #:	Employee number and name.
TRANS TOTALS:	Transaction totals for regular, overtime, and double time hours and amounts are accumulated and displayed as lines are added, changed, or deleted.

Up to 5 transaction lines are displayed at a time. New lines are added and existing lines are updated the BOTTOM of the screen.

Screen 4 Entry Fields:

SEQ:	2 digits. Required. Transaction line sequence number. Automatically supplied in ADD Mode.
DIV:	3 characters. The division/location of the job to be adjusted. Supplied from the Employee Master file. Can be changed.
JOB:	5 digits. Job number to be adjusted.
PHSE:	4 characters. Job phase to be adjusted.
SPHS:	4 characters. Job sub-phase to be adjusted.
SK:	2 characters. Skill code. If workmen's compensation codes are assigned by job, enter the code.
REG HRS:	5 digits. Format 999.99-. Regular hours to be adjusted.
O/T HRS:	5 digits. Format 999.99-. Overtime hours to be adjusted.
DBL HRS:	5 digits. Format 999.99-. Double time hours to be adjusted.
REG AMNT:	9 digits. (*) Format 9,999,999.99-. Regular amount to be adjusted.
O/T AMNT:	9 digits. (*) Format 9,999,999.99-. Overtime amount to be adjusted.
DBL AMNT:	9 digits. (*) Format 9,999,999.99-. Double time amount to be adjusted.



(*) The system automatically extends the amounts if the hours are entered and the amounts are not. Enter the amounts only if there has been a pay rate change since the labor transactions were processed.

(*) The system calculates the regular, overtime, and double time amount if the AMNT is left blank and the hours are entered. If the employee,s hourly rate has changed, manually calculate and enter in the amount based upon the previous hourly rate.

DEL (D): 1 character. Deletes this transaction line.

Screen 4 Function Keys:

ROLL	Pages through the transaction lines.
ENTER	Adds/updates the file and returns to the previous screen.
F2	UPD. Changes to UPDATE mode to change existing transaction lines.
F3	END. Ends line item entry for this transaction.
F12	PREVIOUS. Returns to the previous screen. The file is not updated.



Payroll Exceptions

Screen 4 Display Fields: 'E' - Payroll exception

RECORD NUMBER:	Transaction record number.
PAY PERIOD:	Transaction pay period.
COMPANY CODE:	Company code.
EMPLOYEE #:	Employee number and name.
TRANS TOTALS:	Transaction totals for exception amounts are accumulated and displayed as lines are added, changed, or deleted.

Up to 5 sequence lines are displayed at a time. New lines are added and existing lines are updated at the BOTTOM of the screen.

Screen 4 Entry Fields:

SEQ:	2 digits. Required. Transaction line sequence number. Automatically supplied in ADD Mode.
DIV:	3 characters. (*) The division/location worked. Supplied from the Employee Master file. Can be changed.
JOB:	5 digits. (*) Job number.
PHSE:	4 characters. (*) Job phase.
SPHS:	4 characters. (*) Job sub-phase.
SK:	2 characters. (*) Skill code. Supplied from the Employee Master file. Can be changed.

(*) These fields are skipped if labor is not being processed.

AMOUNT:	9 digits. Format 9,999,999.99. The amount to be added (+) to or subtracted (-) from the employee's earnings.
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TYP:	1 character. Required as follows: 'G' - Gross exception for taxable amounts. 'N' - Net exception for non-taxable amounts. Net exceptions require the entry of a General Ledger account number affected by the transaction 'T' - Reported tips. Tips are added to the gross wages for tax calculation purposes only. The tip amount is not included in net pay. Reported tips are accumulated for the quarter and year for W2 reporting purposes.
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G/L ACCOUNT#:	13 digits. Required if TYP = 'N'. The General
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Ledger account number affected by the exception.

DEL (D): 1 character. Deletes this transaction line.

Screen 4 Function Keys:

ROLL	Pages through the transaction lines.
ENTER	Adds/updates the file and returns to the previous screen.
F2	UPD. Changes to UPDATE mode to change existing transaction lines.
F3	END. Ends line item entry for this transaction.
F12	PREVIOUS. Returns to the previous screen. The file is not updated.

Screen 5 Entry Fields:

SEQ: 2 digits. Enter the number of the line to change.

Screen 5 Function Keys:

ROLL	Pages through the transaction lines.
ENTER	Continues to the next screen if a valid line number is entered.
F1	ADD MODE. Changes to ADD mode.
F3	END. Ends line item entry for this transaction.



Extra Checks

Screen 6 Display Fields: 'X' - Extra check.

RECORD NUMBER: Transaction record number.
PAY PERIOD: Transaction pay period.
COMPANY CODE: Company code.
EMPLOYEE #: Employee number and name.

Screen 6 Entry Fields:

DIV: 3 characters. (*) The division/location worked.
Supplied from the Employee Master file. Can be changed.

JOB: 5 digits. (*) Job number.

PHSE: 4 characters. (*) Job phase.

SPHS: 4 characters. (*) Job sub-phase.

SK: 2 characters. (*) Skill code. If workmen's compensation codes
are assigned by job, enter the code.

(*) If labor not being processed these fields are skipped.

REGULAR HRS: 5 digits. Format 999.99. Regular hours worked, as needed.

REGULAR AMOUNT: 9 digits. Format 9,999,999.99. Regular amount to be paid. If the
amount to be paid is different from the employee's normal
extended rate, enter the regular amount.

OVERTIME HRS: 5 digits. Format 999.99. Overtime hours worked, as needed.

OVERTIME AMOUNT: 9 digits. Format 9,999,999.99. Overtime amount to be paid. If
the amount to be paid is different from the employee's extended
pay rate, enter the total overtime amount.

DOUBLE HOURS: 5 digits. Format 999.99. Double time hours worked, as needed.

DOUBLE AMOUNT: 9 digits. Format 9,999,999.99. Double time amount to be paid. If
the amount to be paid is different from the employee's extended
pay rate, enter the total double time amount.

LEAVE HRS: 5 digits. Format 999.99. Leave hours used, as needed.

LEAVE AMOUNT: 9 digits. Format 9,999,999.99. Leave amount to be paid. If the
amount to be paid is different from the employee's extended pay
rate, enter the total leave amount.



TYP:	1 character. Required as follows if leave hours or amount is entered: 'H' - Holiday leave. 'S' - Sick leave. 'V' - Vacation leave.
FEDERAL PCT:	3 digits. Format .999. (*) An alternate federal income tax rate can be entered. Using '999' causes no federal taxes to be withheld.
FEDERAL AMNT:	9 digits. Format 9,999,999.99. (*) An alternate federal tax amount can be entered, if the federal percent is not used.
STATE PCT:	3 digits. Format .999. (*) An alternate state income tax rate can be entered. Using '999' causes no state taxes to be withheld.
STATE AMNT:	9 digits. Format 9,999,999.99. (*) An alternate state tax amount can be entered, if the state percent is not used.
LOCAL PCT:	3 digits. Format .999. (*) Alternate local tax rates can be entered, if local codes are displayed Using '999' causes no local taxes to be withheld.
LOCAL AMNT:	7 digits. Format 99,999.99. (*) Alternate local tax amounts can be entered, if the percents are not used. (*) If percent and amount are both blank, normal taxes are withheld.
MISC ADJS (Y):	Miscellaneous adjustments 1-15 displayed. If any miscellaneous adjustments are to be applied to the extra check enter a 'Y' under the proper number.
GRN:	1 character. 'Y' - Withhold garnishment amount. ' ' - Do not withhold garnishment amount.
DEL (D):	1 character. Deletes this record from the file.

Screen 6 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



NOTES



Enter Void/Manual Checks

Menu: PR002 # 2

Void and manual checks are entered, changed, or deleted through this option as needed to adjust quarter-to-date and/or year-to-date gross wages, withholdings, and leave hours and amounts in the Employee Master file. If the void/manual is from a previous quarter, a code can be entered to prevent the updating of quarter-to-date amounts. If Labor is processed, an adjustment transaction must be entered through Enter P/R Transactions to adjust the labor distribution affected by void and manual checks.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 #12 VOID/MANUAL CHECK PROOF
MENU PR002 #13 VOID/MANUAL CHECK UPDATE
MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

COMPANY CODE: 2 characters. Required.

RECORD NUMBER: Required in UPDATE mode. Enter the record number to be changed. Automatically assigned in ADD mode.

Screen 1 Function Keys:

ENTER Continues to the next screen.
F1 ADD MODE. Changes to add mode to allow entry of a new transaction.
F2 UPD MODE. Changes to update mode to allow update of an existing transaction.
F3 END. Ends the job. MENU PR002 is displayed.

Screen 2 Entry Fields:

CHECK TYPE: 1 character. Required as follows:
'V' - Void check. Reverses the amounts entered from the Employee Master file.
'M' - Manual check. Adds the amounts entered to the Employee Master file.

EMPLOYEE NO.: 9 digits. Required.

Screen 2 Function Keys:

ENTER Continues to the next screen.
F12 PREVIOUS. Returns to the previous screen.



Screen 3 Entry Fields:

REG HOURS:	5 digits. Format 999.99. Regular hours.
REG AMOUNT:	9 digits. Format 9,999,999.99. Regular dollar amount.
O/T HOURS:	5 digits. Format 999.99. Overtime hours.
O/T AMOUNT:	9 digits. Format 9,999,999.99. Overtime dollar amount.
DBL HOURS:	5 digits. Format 999.99. Double time hours.
DBL AMOUNT:	9 digits. Format 9,999,999.99. Double time dollar amount.
VAC USD/ALLOT:	5 digits each. Format 999.99. Vacation hours used and allotted.
VAC AMOUNT:	9 digits. Format 9,999,999.99. Vacation used dollar amount.
SIC USD/ALLOT:	5 digits each. Format 999.99. Sick hours used and allotted.
SIC AMOUNT:	9 digits. Format 9,999,999.99. Sick used dollar amount.
GROSS EARNINGS:	9 digits. Format 9,999,999.99. Gross earnings from the void/manual check.
TIP AMOUNT:	7 digits. Format 99,999.99. Reported tip amount.
FICA:	9 digits. Format 9,999,999.99. The FICA amount withheld.
FEDERAL TAX:	9 digits. Format 9,999,999.99. The federal tax amount withheld.
STATE xx:	9 digits. Format 9,999,999.99. The state tax amount withheld.
LOCAL xxx:	7 digits each. Format 99,999.99. Up to 4 local tax amounts withheld.

Screen 3 Function Keys:

ENTER	Continues to the next screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.

Screen 4 Entry Fields:

MISC ADJUSTS (CODES):	2 digits each. Up to 15 active miscellaneous adjustments are displayed from the Employee Adjustment file. These may be changed as long as the adjustment exists for the employee.
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(AMOUNTS):	7 digits each. Enter any adjustments next to the code that were taken on the void/manual check.
GARNISHMENT:	7 digits. Format 99,999.99. Garnishment amount.
NET ADJUST:	9 digits. Format 9,999,999.99. The net adjustment amount can be positive or negative.
G/L ACCOUNT#:	13 digits. The General Ledger net exception account number.
NET PAY:	7 digits. Format 99,999.99. The net pay amount. Must be equal to the gross wages plus or minus tax amounts, miscellaneous adjustment amounts, and the net adjust amount.
CHECK DATE:	6 digits. Format MMDDYY. Required. Enter the check date of the void or manual check.
CHECK NUMBER:	5 digits. Required. Enter the void or manual check number.
NO QTR UPD:	1 character. 'X' - No update of quarter-to-date amounts. Only year-to-date amounts are updated in the Employee Master file. ' ' - Year-to-date and quarter-to-date amounts are updated in the Employee Master file.
DELETE (D):	1 character. Deletes this transaction from the file.

Screen 4 Function Keys:

ENTER	Updates the file and returns to 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



Enter Recurring Timecards

Menu: PR002 # 4

Recurring timecards can be setup by company/employee number and can be generated to reduce the entry of P/R Transactions for each pay period. Up to 99 sequence lines can be entered for each employee. The sequence lines contain division-location, skill code, regular hours per pay period or job, an optional rate differential, and an optional hourly rate override. If labor is processed the job, phase, and sub-phase can be entered as needed.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 #14 RECURRING TIMECARD LIST
MENU PR002 #15 GENERATE RECURRING TRANS

Screen 1 Entry Fields:

COMPANY CODE: 2 characters. Required.

EMPLOYEE NO.: 9 digits. Required. If the employee number is not known, the Employee Name Search can be used to locate the employee by last name.

Screen 1 Function Keys:

ENTER Continues to the next screen.
F3 END. Ends the job. Menu PR002 is displayed.
F6 NAME SEARCH. Executes the Employee Name Search.

Screen 2 Display Fields:

COMPANY CODE: Company code.

EMPLOYEE #: Employee number and name.

TRANS TOTAL: A transaction total for regular hours is accumulated and displayed as lines are added, changed, or deleted.

Up to 5 transaction lines are displayed at a time. New lines are added and existing lines are updated at the BOTTOM of the screen.

Screen 2 Entry Fields:

SEQ: 2 digits. Required. Transaction line sequence number. Automatically supplied in ADD Mode.

DIV: 3 characters. (*) The division/location worked. Supplied from the Employee Master file. Can be changed.



JOB: 5 digits. (*) Job number.

PHSE: 4 characters. (*) Job phase.

SPHS: 4 characters. (*) Job sub-phase.

SK: 2 characters. (*) Skill code. Supplied from the Employee Master file. Can be changed.

(*) These fields are skipped if labor is not being processed.

REG: 5 digits. Format 999.99. Regular hours worked.

RD: 1 digit. Rate differential code. If a rate differential is to be applied to the hours, enter the number of that rate from the Payroll Company file.

RATE: 5 digits. Format 99.999. Overrides the hourly rate in the Employee Master file record.

DEL (D): 1 character. Deletes this transaction line.

Screen 2 Function Keys:

ROLL Pages through the transaction lines.

ENTER Adds/updates the file and returns to the previous screen.

F2 UPD. Changes to UPDATE mode to change existing transaction lines.

F3 END. Ends line item entry for this employee.

F12 PREVIOUS. Returns to the previous screen. The file is not updated.

Screen 3 Entry Fields:

SEQ: 2 digits. Enter the number of the line to change.

Screen 3 Function Keys:

ROLL Pages through the transaction lines.

ENTER Continues to the next screen if a valid line number is entered.

F1 ADD MODE. Changes to ADD mode.

F3 END. Ends line item entry for this employee.



Print Transaction Edit

Menu: PR002 #11

This option prints the P/R Transaction Edit report. All P/R Transactions in the Payroll Transaction file are included on the report. A separate edit is printed for Labor Adjustment Transactions. The edits are printed in company/pay period date/pay schedule/division-location/employee name/employee number sequence. This option can be run as often as desired during a pay period to check for errors. Correct all errors through option 1 on MENU PR002.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 # 1 ENTER P/R TRANSACTIONS
MENU PR003 # 1 EDIT/CALCULATION PHASE



Void/Manual Check Proof

Menu: PR002 #12

This option prints the Void/Manual Check Proof which edits all void and manual checks that have not updated the Employee Master file. The report is printed in company/employee number/record number sequence and lists the current figures from the Employee Master file; the void/manual check figures; and the resulting Employee Master figures. If multiple void and/or manual checks are entered for an employee, the proof shows a 'running total' of the effect each check has on the Employee Master file.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 #13 VOID/MANUAL CHECK UPDATE
MENU PR003 # 1 EDIT/CALCULATION PHASE



Void/Manual Check Update

Menu: PR002 #13

This option updates the Employee Master and history files with any entered void and/or manual checks and prints a report of the check data with net change totals for each company and overall. Checks that do not update the Employee Master file are noted with an explanation. If any QTD amounts are negative, but the YTD figures remain positive as a result of the check, only the YTD figures are updated. This option also prints a Void/Manual Payroll Register and generates G/L and Check Rec transactions if necessary. This option should be run prior to Payroll Processing for the period.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 # 2 ENTER VOID/MANUAL CHECKS
MENU PR002 #12 VOID/MANUAL CHECKS PROOF
MENU PR003 # 1 EDIT/CALCULATION PHASE

Screen 1 Display Fields:

COMP: Company codes for all companies are displayed.
Enter company codes for Payroll Production processing at the bottom of the screen. The entered data is displayed after entry.

Screen 1 Entry Fields:

COMP: 2 characters. Enter the company code to be processed.

Screen 1 Function Keys:

ENTER Continues to process the company select.
ROLL Pages through the company file.
F3 END. Ends the job. Continues to process company select.

Screen 2 Display Fields:

COMP: Company code.

Screen 2 Entry Fields:

PERIOD END DATE: 6 digits. Format MMDDYY. Required.
The pay period end date. This date prints on reports.

PAY SCHEDULES Enter a 'Y' under each pay schedule code to be



(W,B,S,M):

processed. Earnings are calculated for employees with matching pay schedules and Pay Period Transaction(s). Multiple pay schedules can be processed at the same time. At least one pay schedule must be selected.

DEL (D):

1 character. Deletes this company select record.

Screen 2 Function Keys:

ENTER
F12

Ads/updates the control record to the Company Select file.
PREVIOUS. Returns to the previous screen. The file is not updated.



Recurring Timecard List

Menu: PR002 #14

This option prints a proof list of the Recurring Timecard file.
The list prints in company/pay schedule/employee sequence.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 # 4 ENTER RECURRING TIMECARDS
MENU PR002 #15 GENERATE RECURRING TRANS



Generate Recurring Trans

Menu: PR002 #15

This option generates P/R Transactions from the Recurring Timecard file. A screen is displayed for the selection of company code(s), pay period end date(s), and pay schedule(s) to be processed. Use option 11, 'PRINT TRANSACTION EDIT', to determine the record number of the transactions generated. These generated transactions can be changed as needed for the current pay period through option 1 on MENU PR002.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 # 1 ENTER P/R TRANSACTIONS
MENU PR002 # 2 ENTER RECURRING TIMECARDS
MENU PR002 #11 PRINT TRANSACTION EDIT
MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Display Fields:

COMP: Company codes for all companies are displayed.
Enter company codes for Payroll Production processing at the bottom of the screen. The entered data is displayed after entry.

Screen 1 Entry Fields:

COMP: 2 characters. Enter the company code to be processed.

Screen 1 Function Keys:

ENTER Continues to process the company select.
ROLL Pages through the company file.
F3 END. Ends the job. Continues to process company select.

Screen 2 Display Fields:

COMP: Company code.

Screen 2 Entry Fields:

PERIOD END DATE: 6 digits. Format MMDDYY. Required.
The pay period end date. This date prints on reports.

PAY SCHEDULES Enter a 'Y' under each pay schedule code to be



(W,B,S,M):

processed. Earnings are calculated for employees with matching pay schedules and Pay Period Transaction(s). Multiple pay schedules can be processed at the same time. At least one pay schedule must be selected.

DEL (D):

1 character. Deletes this company select record.

Screen 2 Function Keys:

ENTER
F12

Ads/updates the control record to the Company Select file.
PREVIOUS. Returns to the previous screen. The file is not updated.



Notes



PROCESSING MENU: PR003

```
***** PAYROLL PROCESSING MENU *****
*
*
* 1. EDIT/CALCULATION PHASE          11. PRINT QUARTERLY REPORT      *
* 2. PRINT PAYROLL REPORTS          12. END-OF-QUARTER RESET      *
* 3. PRINT CHECKS/REGISTER          13. PRINT W2 PROOF LIST       *
* 4. UPDATE EMPLOYEE MASTER          14. PRINT W2'S               *
*   AND BACK-UP                     15. BUILD W2 MAGNETIC MEDIA FILE *
*
* 6. PRINT ADDRESS LABELS           16. END-OF-YEAR RESET        *
*
* 8. PURGE EARNINGS HISTORY          20. MAIN P/R MENU            *
* 9. PURGE LABOR HISTORY             21. MASTER FILE MENU         *
*
*                                   22. DATA ENTRY MENU           *
*                                   24. REPORTS/INQUIRY MENU        *
*
***** DMS, INC. *****
```

This menu is used for Payroll Processing, which includes Payroll Production (paychecks, reports, and G/L input), address labels, quarterly reporting and reset, W2 processing, and End-of-Year processing.

None of the options on this menu can be run if any of the following are ACTIVE:

MENU PR005 # 1 RESTORE ALL P/R FILES
MENU PR005 # 2 BACK-UP ALL P/R FILES



NOTES



Edit/Calculation Phase

Menu: PR003 # 1

This option must be selected to begin the Payroll Production Cycle. The Pay Period Earnings file created in this option is used by the next 3 options in the Payroll Production Cycle. A prompt is displayed for the selection of the companies to be processed, the pay period end date, the G/L fiscal period, the pay schedules to be processed, and the adjustment schedules to be used. The Time Card Exception List is printed displaying warning messages and errors. The Payroll Register is also printed in company/division-location/employee sequence showing gross wages, taxes, net exceptions, miscellaneous adjustments, and net earnings. This option may be run as many times as necessary prior to updating.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR002 # 1 ENTER P/R TRANSACTIONS

Screen 1 Display Fields:

CO: Company codes for all companies are displayed. Enter the company codes to select for payroll processing at the bottom of the screen. The entered data is displayed after each selection.

Screen 1 Entry Fields:

CO: 2 characters. Required. Enter the company code to be processed.

Screen 1 Function Keys:

ROLL	Pages through the company file.
ENTER	Continues to the next screen if a company code is entered.
F3	END. Ends the job. Continues to process the selected companies.

Screen 2 Entry Fields:

PERIOD END DATE: 6 digits. Format MMDDYY. Required. The pay period ending date.

G/L FIS PERIOD: 2 digits. Required. The General Ledger fiscal period to which the pay period amounts are to be posted.

DIRECT DEPOSIT: 1 character. Required as follows:
'Y' - Generate direct deposit transmission file.
'N' - Do not generate direct deposit transmission. Choose this option if you have not met the required deadline to submit the file to the bank even if you normally use the direct deposit feature.

PAY SCHEDULES



WEEKLY: Enter a 'Y' next to each pay schedule to be processed.
BI-WEEKLY: Earnings are calculated for employees
SEMI-MNTH: with matching pay schedules and pay period trans-
MONTHLY: actions. Multiple pay schedules can be processed at the same
time. At least one pay schedule must be selected.

ADJ SCHEDULES
(A,B,C,D,E): Enter a 'Y' under each adjustment schedule to be selected for
each corresponding pay schedule. Any adjustments with
matching schedule codes are used to calculate pay.

DELETE (D): 1 character. Deletes the company select record.

Screen 2 Function Keys:

ENTER Updates the file and returns to the 1st screen.
F12 PREVIOUS. Returns to the previous screen. The file is not
updated.



Print Payroll Reports

Menu: PR003 # 2

This option prints the pay period reports from the Period Earnings file created in option 1 on MENU PR003. The Payroll Report Selection Screen is displayed from which the reports can be selected. The reports that can be selected are: Hours Worked Summary, Misc. Adjustment Register, Y-T-D Adjustment Register, Year-to-Date Register, State and Local Tax Register, Employee Leave Register, Hourly Rate Summary, Employee Change List, and Earnings Input Form.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR001 # 2 EMPLOYEE MASTER (Maintenance)
- MENU PR002 # 1 ENTER P/R TRANSACTIONS
- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 3 UPDATE EMPLOYEE MASTER AND BACK-UP



Print Checks/Register

Menu: PR003 # 3

This option prints paychecks for the selected check codes from the Period Earnings file created in the 'EDIT/CALCULATION PHASE'. If direct deposit is in use, a file, 'DIRDEP', is first created which may be backed-up to tape or downloaded to a PC for diskette back-up or direct transmission. A report is also produced in this process. A prompt screen is displayed to select each check code and to enter the beginning check number and date to print on the checks. After all checks are printed, the Payroll Check Register is produced.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR001 # 1 COMPANY FILE (Maintenance)
MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

PRINT COMPANY NAME AND ADDRESS?:	1 character. Required as follows: 'Y' - Prints the company name and address on the check. 'N' - Does not print the company name and address.
PRINT HOURLY RATES ON CHECKS?	1 character. Required as follows. 'Y' - Hourly rates are printed on the check stubs. 'N' - Hourly rates are not printed on the check stubs.
ENTER SELECTED CHECK CODE:	1 character. Required as follows. Prints paychecks for all Pay Period Earnings file records with a matching check code.
ENTER BEGINNING CHECK NUMBER:	5 digits. Required. Enter the beginning check number. The system increments the check number automatically.
ENTER DATE TO PRINT ON CHECKS:	6 digits. Format MMDDYY. This date prints on the checks. If no date is entered, no date prints on the checks.

Screen 1 Function Keys:

ENTER	Continues to process the menu option.
-------	---------------------------------------



Update Employee Master and Back-up

Menu: PR003 # 4

This is the final phase in the Payroll Production Cycle. Select this option after options 1, 2, and 3 and all paychecks for the selected companies have been printed before selecting this option. Prompts are displayed to back-up all Payroll and Labor (if labor is processed) files. The current pay period amounts are updated to the quarter-to-date and year-to-date fields in the Employee Master files. The Payroll G/L Journal and if labor is processed the Labor Journal are printed. The Period Earnings file records are added to the Earnings History file and then deleted.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 # 3 PRINT CHECKS/REGISTER



Print Address Labels

Menu: PR003 # 6

This option prints standard 4-up 15/16" by 3" address labels for all active employees in Employee Master file. The labels are printed with the employee number, name, and address.

This menu option cannot be run if the following is ACTIVE:

MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Purge Earnings History

Menu: PR003 # 8

This option purges the Earnings History file for the selected company codes. The Purge Selection Screen is displayed for the entry of the companies and effective date. The Earnings History file is backed-up to diskette prior to the purge. All Earnings History records with a check date less than or equal to the entered date for the selected companies are purged.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

SELECT ALL COMPANIES?	1 character. Required as follows: 'Y' - All companies are selected. 'N' - The company codes are displayed for desired selection.
ENTER PERIOD ENDING DATE:	6 digits. Required. Format MMDDYY. The date up to and including that Earnings History records are purged from file.

Screen 1 Function Keys:

ENTER	Continues to process the menu option.
-------	---------------------------------------

Screen 2 Entry Fields:

COMPANY:	2 characters. Displayed.
SELECT (Y/N):	'Y' - The company is selected. 'N' - The company is not selected.
END DATE:	6 digits. Required. Format MMDDYY. Defaults from the first screen. Determines up to this effective date which Earnings History records are purged from file.

Screen 2 Function Keys:

Enter	Continues to display the remaining company codes for selection.
F3	END. Ends the selection. The menu option is processed with the selected companies.



Purge Labor History

Menu: PR003 # 9

This option is used to purge outdated labor transactions from the Labor History file. All transactions, for selected companies only, with a pay period date less than or equal to the entered pay period ending date are purged from the file. If the Labor History file is disk resident, prompts are given to back-up the file prior to the purge. This back-up ensures that the purged labor transactions can be recovered at a later date if necessary.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR004 # 8 LABOR REPORTS

Screen 1 Entry Fields:

SELECT ALL COMPANIES?	1 character. Required as follows: 'Y' - All companies are selected. 'N' - The company codes are displayed for desired selection.
ENTER PERIOD ENDING DATE:	6 digits. Required. Format MMDDYY. The date up to and including that labor records are purged from history file.

Screen 1 Function Keys:

ENTER	Continues to process the menu option.
-------	---------------------------------------

Screen 2 Entry Fields:

COMPANY:	2 characters. Displayed.
SELECT (Y/N):	'Y' - The company is selected. 'N' - The company is not selected.
END DATE:	6 digits. Required. Format MMDDYY. Defaults from the first screen. Determines up to this effective date which Labor History records are purged from file.

Screen 2 Function Keys:

Enter	Continues to display the remaining company codes for selection.
F3	END. Ends the selection. The menu option is processed with the selected companies.



Print Quarterly Report

Menu: PR003 #11

This option is selected at the end of the quarter to produce a report to assist in quarterly state reporting. Run this option prior to the End-of-Quarter reset. Seperate reports are printed on 9 1/2 X 11 paper for each state within company code. A prompt is given to enter the quarter end date.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR004 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP
MENU PR004 #12 END-OF-QUARTER RESET
MENU PR004 #16 END-OF-YEAR RESET

Screen 1 Entry Fields:

SELECT ALL COMPANIES? 1 character. Required as follows:

'Y' - All companies are selected.

'N' - The company codes are displayed for desired selection.

ENTER QUARTER END
DATE:

16 digits. Required. Format MMDDYY.

The date up to and including that Earnings
History records are purged from file.

Screen 1 Function Keys:

ENTER Continues to process the menu option.

Screen 2 Entry Fields:

COMPANY: 2 characters. Displayed.

SELECT (Y/N): 'Y' - The company is selected.

'N' - The company is not selected.

END DATE: 6 digits. Required. Format MMDDYY. Defaults from the first screen. Determines up to this effective date which Earnings History records are purged from file.

Screen 2 Function Keys:

Enter Continues to display the remaining company codes for selection.

F3 END. Ends the selection. The menu option is processed with the selected companies.



End-of-Quarter Reset

Menu: PR003 #12

This menu option zeros out the quarter-to-date amounts in the Employee Master files. Select this option after the quarterly reports have been printed. A prompt is displayed asking if this is last quarter of the year. If it is, the option is cancelled as the amounts will be zeroed out during 'END-OF-YEAR RESET'. If it is not, the payroll files are backed-up onto diskette prior to the reset of the quarter-to-date amounts.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP
MENU PR003 #11 PRINT QUARTERLY REPORT
MENU PR003 #16 END-OF-YEAR RESET



Print W2 Proof List

Menu: PR003 #13

This option prints a proof list of W2 information in company/ tax state/social security sequence for all employees with year-to-date gross wages. The FUI/SUI Control file should be checked prior to running the W2 proof list to make sure all information is correct. Check this proof list carefully prior to printing the W2's.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 #14 PRINT W2'S
- MENU PR003 #15 BUILD W2 MAGNETIC MEDIA FILE
- MENU PR003 #16 END-OF-YEAR RESET



Print W2s

Menu: PR003 #14

This option prints W2 forms in company/tax state/social security sequence for all employees with year-to-date gross wages. The W2 proof list should be checked prior to running the W2's to make sure all information is correct. The form used is two wide mailer.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 #15 BUILD W2 MAGNETIC MEDIA FILE
MENU PR003 #16 END-OF-YEAR RESET



NOTES



Build W2 Magnetic Media File

Menu: PR003 #15

This menu option must be selected for each company that is required to file W2's on magnetic media. A screen is displayed to enter the company transmitter information. A prompt is given to insert appropriate media for the back-up of the data file, 'W2REPORT'. A report is also printed with the same information that is included on the W2 magnetic media file. This option should be run before selecting 'END-OF-YEAR RESET', option #16.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR001 # 1 COMPANY FILE (Maintenance)
MENU PR001 # 2 EMPLOYEE MASTER (Maintenance)
MENU PR001 # 5 FUI/SUI CONTROL (Maintenance)
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

COMPANY CODE: 2 characters. Required. Select company code if diskette W2 required.

Screen 1 Function Keys:

ENTER Continues to next screen.
F3 END. Continues with processing with selected company(s).

Screen 2 Display Fields:

COMPANY CODE: Company code selected.

Screen 2 Entry Fields:

COMPANY NAME: Displays company name from Company file. Any changes will affect transmitter file only.

STREET ADDRESS: Displays address from Company file. Any changes will affect transmitter file only.

CITY/STATE/ZIP: Displays city, state, and zip from Company file.
Any changes will affect transmitter file only.

FEDERAL EIN: Displays Federal I.D.# from FUI/SUI control file.
Any changes will affect transmitter file only.

REPORT YEAR: 4 digits. Required as follows. Enter tax reporting year.



Screen 2 Function Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



End-of-Year Reset

Menu: PR003 #16

This option resets the year-to-date and quarter-to-date earnings and withholding amounts to zero. Miscellaneous adjustments are either zeroed or left alone according to the options entered in the Miscellaneous Adjustment file. Sick and vacation hours used and allotted are zeroed, netted, or remain as is depending on the options entered in the Company file. Any employees who were terminated during the year are purged and are printed on the Employee Terminated Proof List. The payroll files are backed-up to appropriate media at the beginning of this option so that W2 processing may occur at a later date.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 #14 PRINT W2'S

MENU PR003 #15 BUILD W2 MAGNETIC MEDIA FILE



REPORTS/INQUIRY MENU: PR004

```
***** PAYROLL REPORTS/INQUIRY MENU *****
*
*
* 1. EARNINGS INPUT FORM                      11. EMPLOYEE MASTER INQUIRY
* 2. HOURLY RATE SUMMARY                      *
* 3. YEAR-TO-DATE REGISTER                    *
* 4. QUARTER-TO-DATE REGISTER                 *
* 5. QUARTER-TO-DATE ADJUSTMENT REGISTER      *
* 6. WORKMEN'S COMP REPORT                    *
*
* 8. LABOR REPORTS                            *
*
*                                           20. MAIN P/R MENU
*                                           21. MASTER FILE MENU
*                                           22. DATA ENTRY MENU
*                                           23. PROCESSING MENU
*
***** DMS, INC. *****
```

This menu is used produce on-demand reports and for Employee Master Inquiry. There are other options to go to the other menus in the system. The options include the most recent updated data.

None of the options on this menu can be run if any of the following are ACTIVE:

MENU PR005 # 1 RESTORE ALL P/R FILES
MENU PR005 # 2 BACK-UP ALL P/R FILES



NOTES



Earnings Input Form

Menu: PR004 # 1

This option prints the Earnings Input Form if not selected during payroll report processing. This form is intended to serve as an aid in entering employee hours worked for time card transactions for the next pay period.

All active employees are listed alphabetically within company/pay schedule with input lines to enter job numbers and hours worked, payroll exceptions, and labor adjustments.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 2 PRINT PAYROLL REPORTS
- MENU PR003 # 3 PRINTS CHECKS/REGISTER
- MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Hourly Rate Summary

Menu: PR004 # 2

This option prints the Hourly Rate Summary which shows the average hourly rate per skill code. The report prints in company/division/location/skill code/employee sequence.

The following detail is printed for each employee: hours per week, hourly rate, monthly salary, annual salary, current rate date, previous rate and date, and employment date. The average hourly rate is calculated for each skill code.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 2 PRINT PAYROLL REPORTS
- MENU PR003 # 3 PRINT CHECKS/REGISTER
- MENU PR004 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Year-to-Date Register

Menu: PR004 # 3

This option can be run at any time to produce the Year-to-Date Register.

The year-to-date wages and taxes are reported for each employee. Totals are provided for each division-location, company, and overall. An option is given to print the gross wages subject to each withholding category.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 2 PRINT PAYROLL REPORTS
- MENU PR003 # 3 PRINT CHECKS/REGISTER
- MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Quarter-to-Date Register

Menu: PR004 # 4

This option can be run at any time to produce the Quarter-to-Date Register.

The quarter-to-date wages and taxes are reported for each employee. Totals are provided for each division-location, company, and overall. An option is given to print the gross wages subject to each withholding category.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 2 PRINT PAYROLL REPORTS
- MENU PR003 # 3 PRINT CHECKS/REGISTER
- MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Workmen's Comp Report

Menu: PR004 # 6

This option prints the Workmen's Compensation Report based upon Earnings History file records with pay period dates within the entered date range for selected companies.

The report prints in company/state/workmen's compensation class/ assigned skill code/employee sequence. The workmen's compensation premium total is calculated on all hours worked for the entered date range.

This menu option cannot be run if any of the following are ACTIVE:

- MENU PR003 # 1 EDIT/CALCULATION PHASE
- MENU PR003 # 2 PRINT PAYROLL REPORTS
- MENU PR003 # 3 PRINT CHECKS/REGISTER
- MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP



Labor Reports

Menu: PR004 # 8

This option prints the labor reports from the labor history file. All labor transactions with a pay period date within the entered date range for all or selected companies are included. The Labor Reports Selection Screen is displayed from which the following reports can be selected: Employee Labor Summary, Labor Distribution Summary, Weekly Labor Summary, Division/Job Summary and Workmen's Comp Report.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 # 3 PRINT CHECKS/REGISTER
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

SELECT ALL COMPANIES? 1 character. Required as follows:

'Y' - All companies are selected.

'N' - The company codes are displayed for desired selection.

ENTER PERIOD BEGIN
DATE:

6 digits. Required. Format MMDDYY.

The beginning period date to select records from Labor History file.

ENTER PERIOD ENDING
DATE:

6 digits. Required. Format MMDDYY.

The ending period date to select records from Labor History file.

Screen 1 Function Keys:

ENTER

Continues to process the menu option.

Screen 2 Entry Fields:

COMPANY:

2 characters. Displayed.

SELECT (Y/N):

'Y' - The company is selected.

'N' - The company is not selected.

BEG DATE:

6 digits. Required. Format MMDDYY. Defaults from the first screen. Determines the effective beginning date to select labor records.

END DATE:

6 digits. Required. Format MMDDYY. Defaults from the first screen. Determines the effective ending date to select labor records.



Screen 2 Function Keys:

ENTER	Continues to display the remaining company codes for selection.
F3	END. Ends the selection. The menu option is processed with the selected companies.



Employee Master Inquiry

Menu: PR004 #11

The Employee Master Inquiry displays employee master file information by entering the company code and employee number or using the Employee Name Search to locate the employee by name. All personal and payroll information for the employee is shown. Year-to-date and quarter-to-date figures include the company's last payroll run.

This menu option cannot be run if any of the following are ACTIVE:

MENU PR003 # 1 EDIT/CALCULATION PHASE
MENU PR003 # 2 PRINT PAYROLL REPORTS
MENU PR003 # 3 PRINT CHECKS/REGISTER
MENU PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Screen 1 Entry Fields:

COMPANY: 2 characters. Required. Enter company code of employee you wish to select.

EMPLOYEE#: 9 digits. Required. Enter the employee number to be selected. Use the field exit key or the field + key to exit. Leading zeros will be filled in automatically.

Screen 1 Function Keys:

ENTER Continues to next screen if no errors detected.
F3 END. The job ends. MENU PR004 is displayed.
F6 NAME SEARCH. Displays Employee Name Search screens.

Screen 2 Display Fields:

COMPANY: Company code.

EMPLOYEE#: Employee number.

NAME: Employee's name.

ADDRESS LINES 1&2: Employee's street address.

CITY/STATE/ZIP: Employee's city, state, and zip.

HOME PHONE#: Employee's telephone number.

SOC SECURITY#: Employee's social security number.

DIVISION: Division assigned.

LOCATION: Location assigned. This is the sub-category of the division. Some reports will provide totals by location.



SKILL: Skill code. Relates employee skill to the Workmen's Compensation Class code. Some labor reports provide totals by this code.

SEX: 'F' - Female.
'M' - Male.

MARITAL: Employee marital status. Not used for determining federal or state withholdings.
'M' - Married.
'S' - Single.

BIRTHDATE: Employees birthdate. MM/DD/YY
EMPL STAT: Employee status.
'A' - Active.
'T' - Terminated.

PAY CLASS: '1' - Employee is exempt from overtime pay.
'2' - Straight time for all overtime hours worked.
'3' - Time and a half for all overtime hours worked.
'S' - Employee is paid a fixed salary rate, regardless of the number of hours worked.

PAY SCHED: Pay schedule code for this employee's paychecks.
'W' - Weekly.
'B' - Biweekly.
'S' - Semi-monthly.
'M' - Monthly.

WORK STAT: Work status.
'F' - Full-time.
'P' - Part-time.

WORK CODE: Code for normal work week hours.
'1' - 40 hour week.
'2' - 37.5 hour week.
'3' - 35 hour week.

WORK COMP: Workmen's compensation code.
EMPL DATE: Date of employment.
HRLY RATE: For pay class '1', '2', or '3' this is hourly rate in format 99.999. For pay class 'S' this is the dollar amount earned each pay period in format 99,999.

PREV HRLY: The previous hourly pay rate.
TERM DATE: Termination date, if employee is terminated.
EFF DATE: The effective month and year for the current pay rate.
EFF DATE: The effective date of the previous hourly pay rate.
VAC RATE: The rate to accumulate vacation per pay period.
VAC ALLOT: Total hours allotted for vacation time.
VAC USED: Total hours of vacation time used.
SICK RATE: The rate to accumulate sick leave per pay period.
SICK ALLOT: Total hours allotted for sick time.
SICK USED: Total hours of sick time used.

Screen 2 Function Keys:

ENTER Continues to the next screen.



F12

PREVIOUS. Returns to 1st screen.

Screen 3 Display Fields:

COMPANY CODE:	Company code of selected employee.
NAME (L,F,M):	Employee name.
EMPLOYEE#:	Employee number.
PENS PLAN:	Does this employee have a pension plan.
FICA CODE:	'F' - No FICA tax is withheld. blank - FICA tax is withheld.
FED STATUS:	Federal tax withholding status. 'M' - Married. 'S' - Single.
FEDL EXEM:	Number of exemptions for federal income tax. If '99' no taxes are withheld.
ADDL FEDL:	Additional federal tax amount per pay period.
TAX STATE:	State to which the employee pays state income tax. This may differ from the state of residence.
ST STATUS:	State tax withholding status. 'H' - Head of household. 'J' - Married, filing jointly. 'M' - Married. 'S' - Single. 'K' - Married, filing jointly, both spouses working - used in GEORGIA only. 'O' - Zero exemptions, used in some states.
STA EXEM:	Number of exemptions for state income tax. If '99' no state tax withheld.
ADDL STATE:	Additional state tax amount per pay period.
LOCL CD 1-4:	Local tax codes.
MISC CD 1-4:	Miscellaneous codes.
DIR DEPOSIT	
BANK #:	Direct deposit bank number.
ACCOUNT #:	Direct deposit account number.
PRE-NOTIFY:	'Y' - This is a prenotification for direct deposit.
ACCOUNT TYPE:	'C' - This transaction will be deposited in the employee's checking account. 'S' - This transaction will be deposited in the employee's savings account.
GARN DUE:	Garnishment amount still due.
GARN PAID:	Total garnishment amount paid to date.

Screen 3 Function Keys:

ENTER	Continues to the next screen.
F12	PREVIOUS. Returns to previous screen.

Screen 4 Display Fields:

ADJ#:	Adjustment number.
DESCRIPTION:	Adjustment descriptions are displayed from the Adjustment file.
STC:	'A' - Active 'I' - Inactive.



TYP: 'F' - Fixed amount adjustment.
'P' - Percent of gross pay adjustment.
'R' - Rate adjustment.
'N' - Non-cash adjustment.
'C' - Cash adjustment.

AMOUNT: If the AMOUNT is entered, that amount is the period adjustment applied to the employee's pay amount when the adjustment schedule is selected. If zero the adjustment does not apply to employee.

Screen 4 Entry Fields:

ADJ#: Adjustment number to be displayed.

Screen 4 Function Keys:

ENTER Continues to the next screen.
ROLL-PAGE Pages through the adjustment file.
F3 END. Continues to the next screen.
F12 PREVIOUS. Returns to previous screen.

Screen 5 Display Fields:

LIMIT: If entered, the adjustment is not applied if the Y-T-D amount is equal to or greater than the LIMIT.

Y-T-D AMOUNT: The year-to-date adjustment amount.

Q-T-D AMOUNT: The quarter-to-date adjustment amount.

DIR DEPOSIT

BANK#: Direct deposit bank number.
ACCOUNT#: Direct deposit account number.
PRE-NOTIFY: 'Y' - This is a pre-notify adjustment.
' ' - This is not a pre-notify adjustment.

TAXABLE FOR
FICA:

'Y' - This adjustment is FICA taxable.
'N' - This adjustment is FICA tax exempt.
'Y' - This adjustment is Federal taxable.
'N' - This adjustment is Federal tax exempt.

FUI:

'Y' - This adjustment is FUI taxable.
'N' - This adjustment is FUI tax exempt.

STATE:

'Y' - This adjustment is State taxable.
'N' - This adjustment is State tax exempt.

LOCAL (1-4):

'Y' - This adjustment is Local taxable.
'N' - This adjustment is Local tax exempt.

SUI:

'Y' - This adjustment is SUI taxable.
'N' - This adjustment is SUI tax exempt.

Screen 5 Function Keys:

ENTER Continues to the next screen.



F12 PREVIOUS. Returns to previous screen.

Screen 6 Display Fields:

GROSS: Year-to-date and quarter-to-date gross wages.

FICA: YTD and QTD FICA tax withheld.

GROSS SUBJ TO: YTD and QTD gross wages subject to FICA tax.

FEDERAL: YTD and QTD Federal income tax withheld.

GROSS SUBJ TO: YTD and QTD gross subject to Federal income tax.

FUI: YTD and QTD gross subject to Federal unemployment income tax.

TIPS: YTD and QTD reported tips.

Screen 6 Function Keys:

ENTER Continues to the next screen.

F12 PREVIOUS. Returns to previous screen.

Screen 7 Display Fields:

TAX STATE: Tax state code.

STATE TAX: Year-to-date and quarter-to-date state income tax withheld.

GROSS SUBJ TO: YTD and QTD gross subject to state income tax.

Screen 7 Function Keys:

ENTER Continues to the next screen.

ROLL-PAGE Pages through the state income tax screens.

F3 END. Continues to the next screen.

F12 PREVIOUS. Returns to previous screen.

Screen 8 Display Fields:

ST: State code.

LOCAL: Local tax codes.

YTD AND QTD LOCAL: YTD and QTD local tax withheld.

GROSS SUBJ TO: YTD and QTD gross subject to local tax.

Screen 8 Function Keys:

ENTER Continues to the next screen.

ROLL-PAGE Pages through the local income tax screens.

F3 END. Continues to the next screen.

F12 PREVIOUS. Returns to previous screen.



Screen 9 Display Fields:

EMPL STATE: State which is to be paid unemployment tax.

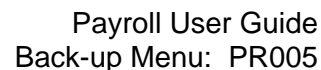
YTD AND QTD YTD and QTD gross subject to state unemployment
GROSS SUBJ TO: tax.

Screen 9 Function Keys:

ENTER Returns to 1st screen.
ROLL-PAGE Pages through the SUI tax screens.
F3 END. Continues to the next screen.
F12 PREVIOUS. Returns to previous screen.



Notes

[illegible]

None of these menu options can be run while any other Payroll/Labor menu option is ACTIVE.



NOTES



Restore all P/R Files

Menu: PR005 # 1

All files on the appropriate media are restored to disk.

All P/R and Labor files are deleted from disk prior to the restore of the files.

Do not select this option unless a back-up for Payroll/Labor files is available.

This menu option cannot be run if any other option is ACTIVE.



Back-up All P/R

Menu: PR005 # 2

All Payroll/Labor disk files (files library P99FILES) are backed-up to diskette.

It is recommended that the files be backed-up on a regular basis.

This menu option cannot be run if any other option is ACTIVE.



Back-up Library

Menu: PR005 # 3

This option backs-up the Payroll/Labor System Library, (P99LIB), onto appropriate media.

This menu option cannot be run if any other option is ACTIVE.



NOTES



REPORT DESCRIPTIONS

The Payroll/Labor System produces a set of standard reports. They are designed to provide necessary detail and total information.

A user company may choose to produce all of the standard reports, some of the standard reports, modify standard reports or design new reports. Any reports which are modified or added to the system should be recorded.

Each standard report is presented with an explanation of purpose of the report and fields and lines within the report.



NOTES



Employee F/M List

Menu Options:

PR001 # 3 EMPLOYEE MASTER (Maintenance)

Report Sequence:

Company/employee number
Page break on company

Report Contents:

EMPLOYEE#	Employee number
NAME	Employee name
FIELD CHANGE	Contains the field name of any changed fields.
ORIGINAL VALUE	The original value of the field
NEW \$ VALUE	The new dollar value
NEW NON \$ VALUE	The new non-dollar value

Totals Provided:

Net change dollar amounts for each company
Net change dollar amounts overall



Employee Master Listing

Menu Options:

PR001 # 3 EMPLOYEE MASTER (Maintenance)
PR001 #13 EMPLOYEE MASTER (Proof List)

Report Sequence:

Company/employee number
Page break on company

Report Contents:

All personal, wage, hire, and tax information for each employee is listed.

Option 3 on MENU PR001, 'EMPLOYEE MASTER MAINTENANCE', lists only changed or added employees.

Option 13 on menu PR001, 'EMPLOYEE MASTER FILE', lists all employees.

No quarter-to-date and year-to-date earnings figures are printed.



Company File Proof List

Menu Options:

PR001 #11 COMPANY FILE

Report Sequence:

Company code

Report Contents:

COMP	Company code
NAME/ADDRESS	Company name and address
CHK CODE	Check code
Z/N VAC	Zero/net allotted and used vacation hours
Z/N SCK	Zero/net allotted and used sick hours
D/D RECEIVER ID/NAME	Direct deposit receiver identification and name
D/D ORIGINATOR ID/NAME	Direct deposit originator identification and name
DIR DEP COMP ID	Direct deposit company identification number
DIR DEP BANK ID	Direct deposit originating bank identification number
RATE DIFF (1-9)	Rate differential rates/dollars
R/D	Rate differential type
	'R' - Rate
	'D' - Dollar amount



Adjustment File Listing

Menu Options:

PR001 #12 ADJUSTMENT FILE

Report Sequence:

Company/adj#

Report Contents:

ADJ#	Adjustment number
DESCRIPTION	Adjustment description
SHORT DESC	Description used for screen displays
ADJ TYPE	'A' - Addition to gross/net pay 'D' - Deduction from gross/net pay 'N' - Non-cash adjustment
CLC TYPE	'F' - Fixed amount 'P' - Percent of gross pay 'R' - Rate adjustments
SCH COD	Adjustment schedule
ZER EOY	End-of-Year zero code
ZER AFT	After payroll run zero code
W2 BL#	Which box on the W2 the adjustment will print.
W2 B17	Associated code if adjustment is to print in box 17.
W2 B10	'Y' - Adjustment amount is to be included in box 10 of W2 'N' - Adjustment amount is not to be included in box 10 of W2
W2 B18	Description to print in Box 18 of W2
TAXABLE DEFAULT CODES:	Defaults for adjustments to determine taxability for the following categories, FICA, FEDERAL, STATE, LOCAL, FUI, AND SUI. 'Y' - Adjustment is taxable 'N' - Adjustment is non-taxable



Payroll G/L Table List

Menu Options:

PR001 #13 PAYROLL G/L TABLE

Report Sequence:

Company/division-location/keyword

Report Contents:

COMP	Company code
DIV	Division - location
KEYWORD	Keywords may include:
	NET - Net pay
	GROS - Gross pay expense. Use only if Labor is not processed.
	FIC1 - Employer FICA expense
	FIC2 - Employer/employee FICA payable
	STXX - State tax. 'XX' is the state code
	MA99 - Miscellaneous Adjustment.
	99 is the adjustment number, 01-99.
	GARN - Garnishment
	LNNN - Local taxes. NNN is the local tax code.
DR ACCOUNT#	G/L debit account number, as applicable to the key word.
CR ACCOUNT#	G/L credit account number as applicable to the key word.



Labor G/L Table List

Menu Options:

PR001 #14 LABOR G/L TABLE

Report Sequence:

Company/division/time card job number

Report Contents:

COMP	Company code
DIV	Division
JOB#	Job number from P/R Transactions
G/L ACCOUNT#	The G/L account to be debited with the gross distribution for the job number.



FUI/SUI Control Table List

Menu Options:

PR001 #15 FUI/SUI CONTROL

Report Sequence:

Company/federal ID number

Report Contents:

The Federal Listing contains:

COMP	Company code
FEDERAL ID NUMBER	
TAXABLE LIMIT	
PERCENT	FUI tax percent
INCLUDE SICK PAY	'Y' - Yes. 'N' - No.
PENSION PLAN	'Y' - Yes. 'N' - No.
DEFERRED COMP	'Y' - Deferred compensation plan provided. 'N' - Deferred compensation plan not provided.

The State Listing contains:

COMP	Company code
STATE	
STATE ID NUMBER	
TAXABLE LIMIT	
PERCENT	SUI tax percent
INCLUDE SICK PAY	'Y' - Yes. 'N' - No.



Workmen's Comp Table Proof List

Menu Options:

PR001 #16 WORKMEN'S COMP

Report Sequence:

Company/state/skill/class

Report contents:

COMPANY CODE
STATE CODE
CLASS
DESCRIPTION
RATE PER \$100
MAXIMUM TAXABLE WAGES



Payroll Tax Table Proof List

Menu Options:

PR001 #18 TAX TABLE

Report Sequence:

Record type/state or local code/marital status

Report Contents:

RECORD TYPE
LOCAL CODE
STATE CODE
MARITAL STATUS
DESCRIPTION
TAX CALCULATION METHOD
MIN TAX PAYABLE Minimum tax payable
GROSS TXBL MIN Gross taxable minimum
TAX SURCHG % Tax surcharge percent
STANDARD DEDUCTION
FIT DEDUCTION
FICA DEDUCTION
PERSONAL EXEMPTIONS
TAX BRACKET TABLE
TAXABLE GROSS METHOD 1
TAXABLE GROSS METHOD 2
TAX CREDITS

Special Notes:

1. For a description of the use of parameters in tax calculations refer to the 'TAX TABLE MAINTENANCE' section of this manual.
2. The Tax Table Proof List may be printed for all tax table records or for only those changed through 'TAX TABLE MAINTENANCE', option 8 on MENU PR001.



Payroll Transaction Edit

Menu Options:

PR002 #11 PRINT TRANSACTION EDIT

Report Sequence:

Company/division-location/employee number

Report Contents:

EMPLOYEE#	Employee number
NAME	Employee name
DIV	Division-location worked
JOB	Time card job number, if any
PHSE	Time card phase, if any
SPHS	Time card sub-phase, if any
SK	Time card skill code, if any
RD/RATE	Rate differential codes. The codes indicate a percent or dollar adjustment to the employee's hourly pay rate for these hours.
REG HRS	Regular hours worked
O/T HRS	Overtime hours worked
DBL HRS	Double time hours worked
LEAVE	
HRS TYPE	HRS - Number of hours TYPE - Leave type 'H' - Holiday 'S' - Sick 'V' - Vacation
TYPE	Transaction types. The four types of P/R Transactions are: TMCD - Time card LADJ - Labor adjustment PEXC - Payroll exception EXTA - Extra check request
EXCPT/EXTRA AMOUNT TYP	Payroll exception and/or extra check amounts and type. Types can be: 'GRS' - Gross exception 'NET' - Net exception 'TIP' - Reported tips Negative exception amounts are subtracted from the employee's pay, positive amounts are added.
EXTRA ADJUSTS/GRN	Extra check adjustment amounts,
EXTRA TAXES	garnishment amount, and extra tax amounts.
EXTRA GARN	Garnishment paid (on extra check)
RECNO	Record number of the transaction.

See next page for totals and special notes.



Totals Provided:

Division-location
Pay period
Company
Overall

Special notes:

1. Errors must be corrected through option 1 on MENU PR001 to ensure an accurate Payroll.



Void/Manual Check Proof List

Menu Options:

PR002 #12 VOID/MANUAL CHECK PROOF

Report Sequence:

Company/employee number
Page break on company

Report Contents:

EMPLOYEE#	Employee number
EMPLOYEE NAME	
CHECK NUMBER	
CHECK DATE	
CHECK CODE	
TYPE	Check type - VOID - all check amounts entered are reversed from the Employee Master record. MANUAL - all check amounts are added to the Employee Master record.
FIELD NAME	All Employee Master record field names to be affected by the check amounts are listed. The year-to-date and quarter-to-date amounts for the following fields are both listed: GROSS, GROSS SUBJECT TO FICA, GROSS SUBJECT TO FEDL, GROSS SUBJECT TO STAT, GROSS SUBJECT TO FUI AND SUI, FICA, FEDERAL TAX, STATE TAX, LOCAL TAX (if applicable). Miscellaneous adjustments, vacation and sick leave, garnishments, and exceptions are listed as entered in the Void/manual Check.
ORIGINAL VALUE	Original amounts in the Employee Master record for all field names listed.
CHECK AMOUNT	Void/manual check amount for each field name listed.
NEW VALUE	New Employee Master values for the field names listed. '***' - Denotes negative results. Negative QTD results and positive YTD results = only YTD amounts are updated. Negative YTD results - No update is allowed the check is bypassed.
REC#	Record number

See next page for totals and special notes.



Totals Provided:

Company Net Change Totals
Overall Net Change Totals
Year-to-date and quarter-to-date net changes for:
GROSS EARNINGS
GROSS SUBJECT TO FICA
GROSS SUBJECT TO FEDERAL
GROSS SUBJECT TO STATE TAX
TIPS
FICA WITHHOLDINGS
FEDERAL WITHHOLDINGS
STATE WITHHOLDINGS

Special Notes:

1. The record number at the far right of the report identifies each void and manual check entry if corrections are needed.
2. Error messages should be examined closely. A voided check which creates negative year-to-date balances will not update the Employee Master file. If negative quarter-to-date balances but positive year-to-date balances will result, only the year-to-date figures are updated.
3. If labor is processed, a Labor Adjustment Transaction should be entered in the P/R Transaction file for each void and manual check.



Void/Manual Check Update

Menu Options:

PR002 #13 VOID/MANUAL CHECK UPDATE

Report Sequence:

Company/social security number
Page break on company

Report Contents:

EMPLOYEE#	Employee number
EMPLOYEE NAME	
CHECK NUMBER	
CHECK DATE	
CHECK CODE	
TYPE	Check type - VOID - all check amounts entered are reversed from the Employee Master record. MANUAL - all check amounts are added to the Employee Master record.
FIELD NAME	All Employee Master record field names to be affected by the check amounts are listed. The year-to-date and quarter-to-date amounts for the following fields are both listed: GROSS, GROSS SUBJECT TO FICA, GROSS SUBJECT TO FEDL, GROSS SUBJECT TO STAT, GROSS SUBJECT TO FUI AND SUI, FICA, FEDERAL TAX, STATE TAX, LOCAL TAX (if applicable). Miscellaneous adjustments, vacation and sick leave, garnishments, and exceptions are listed as entered in the Void/manual Check.
ORIGINAL VALUE	Original amounts in the Employee Master record for all field names listed.
CHECK AMOUNT	Void/manual check amount for each field name listed.
NEW VALUE	New Employee Master values for the field names listed. '****' - Denotes negative results. Negative QTD results and positive YTD results = only YTD amounts are updated. Negative YTD results - No update is allowed the check is bypassed.
REC#	Record number

See next page for totals and special notes.



Totals Provided:

Company Net Change Totals
Overall Net Change Totals
Year-to-date and quarter-to-date net changes for:
GROSS EARNINGS
GROSS SUBJECT TO FICA
GROSS SUBJECT TO FEDERAL
GROSS SUBJECT TO STATE TAX
TIPS
FICA WITHHOLDINGS
FEDERAL WITHHOLDINGS
STATE WITHHOLDINGS

Special Notes:

1. Any checks with warning messages contain errors that prevented them from updating the Employee Master file.



Recurring Timecard List

Menu Options:

PR002 #14 RECURRING TIMECARD LIST

Report Sequence:

Company/pay schedule/division-location/employee number

Report Contents:

EMPLOYEE#	Employee number
NAME	Employee name
DIV	Division-location
JOB	Job number
PHSE	Job phase
SPHS	Job sub-phase
SK	Skill code
RD	Rate differential codes. The codes indicate a percent adjustment in the employee's hourly pay rate for these hours.
HRS	Regular hours for this employee/job
SEQ#	Sequence number.

Totals Provided:

Division-location
Company
Overall

Special Notes:

1. Errors must be corrected (through option 1 on MENU PR002) after selecting 'GENERATE RECURRING TIME CARDS'.
2. Permanent changes should be made through option 4 on MENU PR002.



Paymaster File Load Statistics

Menu Options:

PR003 # 1 EDIT/CALCULATION PHASE

Report Sequence:

Company
Page break on company

Report Contents:

PAYROLL FOR PAY PERIOD ENDING	Company name Entered by the operator. The phrase 'NOT SELECTED FOR PROCESSING' prints here for companies not included in this payroll run.
G/L FISCAL PERIOD	General Ledger fiscal period to which the payroll is posted.
DIRECT DEPOSIT	'Y' - Generate direct deposit transmission file. 'N' - No direct deposit transmission file generated.
PAY SCHEDULES	Pay schedules selected: Weekly, bi-weekly, semi-monthly, and/or monthly.
MISC ADJUSTMENTS	Miscellaneous adjustment schedules selected for this payroll run. The description of each adjustment in the selected schedules also print.
RATE DIFFERENTIALS	All differential rates are listed from the Company file.
ACTIVE	The number of active employees in this company.
FULL TIME	The number of full time employees.
PART TIME	The number of part time employees.
OTHER	The number of other employees.
TERMINATED	The number of terminated employees in this company.
TOTAL YTD GROSS	Total year-to-date gross earnings from the Employee Master file. This figure should match the Year-to-Date Register gross earnings from the last payroll run.

Special Notes:

1. This report will be printed for all companies, whether or not they were selected for processing.
2. The year-to-date gross can be compared to the last payroll ending figures. Any difference should be accounted for:
 - Void/manual checks updated since last payroll?
 - Current Employee Master file on disk?Any difference not accounted for should be resolved before continuing with this payroll.



Time Card Exception List

Menu Options:

PR003 # 1 EDIT/CALCULATION PHASE

Report Sequence:

Company/division-location/employee number
Page break on company

Report Contents:

DIVISION-LOCATION CODES

EMPLOYEE NUMBER

EMPLOYEE NAME

EMPLOYEE STATUS

A - Active

F - Full time

P - Part time

ERROR STATEMENTS

Detectable errors in P/R Transactions include:

ILLEGAL OVERTIME

NO TIME CARD FOR AN ACTIVE EMPLOYEE

TIME CARD FOR A TERMINATED EMPLOYEE

REGULAR HOURS GREATER THAN THE

NORMAL WORK WEEK

REGULAR HOURS LESS THAN THE

NORMAL WORK WEEK

TOTAL HOURS WORKED

The total hours worked are printed if different than the normal work week.



Labor Exception List

Menu Options:

PR003 # 1 EDIT/CALCULATION PHASE

Report Sequence:

Company/social security number
Page break on company

Report Contents:

DIVISION-LOCATION
SOCIAL SECURITY NUMBER
UNMATCHED RECORDS

Totals Provided:

Number of time cards per company
Number of pay exceptions per company
Number of labor adjustments per company

Special Notes:

1. All time cards, labor adjustments, payroll exceptions, and extra check requests for the pay period are matched to employees in the Employee Master file and prepared for labor report processing.



Payroll Register

Menu Options:

PR002 #13 VOID/MANUAL UPDATE
PR003 # 1 EDIT/CALCULATION PHASE

Report Sequence:

Company/division/location/employee number
Page break on company

Report Contents:

DIV	Division-location codes
EMPLOYEE#	Employee number
NAME	Employee name
GROSS	This figure includes payroll exceptions to gross earnings.
FICA	FICA withheld
FEDERAL	Federal tax withheld
STATE	State tax withheld
LOCAL	Local tax withheld
NET EXCEPT	Net amount of Payroll exceptions.
MISCELLANEOUS	Miscellaneous adjustment amounts:
NET EARNINGS	Paycheck amount for the employee after all deductions from gross earnings.

Totals provided:

Division-location
Company
Overall

Special notes:

1. One line is printed for each check to be written.
2. All void/manual checks updated are listed on a separate register for each company and totaled at the end of the report during the VOID/MANUAL UPDATE option.
3. In some cases, taxes and other deductions may cause an employee to have a negative net earnings figure. When this occurs, no check is written and the various pay period figures for that employee are not included in the cumulative totals. The miscellaneous adjustment amounts are not shown on the Miscellaneous Adjustment Register, and the quarter-to-date and year-to-date accumulators are not changed for that employee. If labor is processed, labor transactions are generated for negative check amounts.



Hours Worked Summary

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS

Report Sequence:

Company/division/location/employee name
Page break on company

Report Contents:

DIV	Division-location worked
EMPLOYEE#	Employee number
NAME	Employee name
.....HOURS WORKED.....	
REG	Regular hours worked
O/T	Overtime hours worked (includes double time hours worked)
VAC	Vacation hours used
SIC	Sick hours used
HOL	Holiday hours used
TOTAL HOURS	Total hours for this pay period
TIPS	Reported tip amount
GROSS EXCEPT	Exception earnings. Only payroll exceptions to gross pay are included on this report. Negative amounts are deductions, positive amounts are additions.
GROSS EARNINGS	Total gross (taxable) earnings. This includes extra check gross earnings for which hours worked were not entered.

Totals provided:

Division/location
Company
Overall



Miscellaneous Adjustment Register

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS

Report Sequence:

Company/division/location/employee number
Page break on company

Report Contents:

DIV	Division-location codes
EMPLOYEE#	Employee number
NAME	Employee name

Miscellaneous adjustment descriptions are printed from the Company file. Period adjustment amounts taken are printed for each employee.

GARNISH	Garnishment amount paid this period.
---------	--------------------------------------

Totals Provided:

Period adjustment amount for each employee
Division-location
Company
Overall

Special Notes:

1. Employees who do not have miscellaneous adjustments do not appear on the report.



Y-T-D Misc Adjustment Register

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS

Report Sequence:

Company/division/location/employee number
Page break on company

Report Contents:

DIV	Division-location codes
EMPLOYEE#	Employee number
NAME	Employee name

Miscellaneous adjustment descriptions are printed from the Company file. Year-to-date adjustment amounts are printed for each employee.

GARNISH	Garnishment amount paid to date.
---------	----------------------------------

Totals Provided:

Year-to-date adjustment amount for each employee
Division-location
Company
Overall



Year-to-Date Register

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS
PR004 # 3 YEAR-TO-DATE REGISTER

Report Sequence:

Company/division/location/employee name
Page break on company

Report Contents:

DIV	Division-location codes
EMPLOYEE#	Employee number
NAME	Employee name
GROSS	Year-to-date gross wages
ADJ GRS	Adjusted gross (optional)
FICA	Year-to-date FICA withheld
FEDERAL	Year-to-date federal taxes withheld
STATE	Year-to-date state taxes withheld
LOCAL	Year-to-date local taxes withheld
FICA WAGES	Year-to-date gross subject to FICA
TIPS	Year-to-date reported tips
GRS SUBJ	Gross subject to FICA, FEDERAL, STATE and LOCAL (optional).
EXMPT	Number of tax exemptions claimed
FD ST	FD - Federal exemptions claimed
	ST - State exemptions claimed
NP	Employees not paid during the current payroll run.
TM	Terminated employee code

Totals Provided:

Division-location
Company
Overall



State and Local Tax Register

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS

Report Sequence:

Company/division/location
Page break on company

Report Contents:

DIV	Division-location
.....STATE TAX.....	
TAX CODE	State abbreviations
CURRENT PERIOD	Current period taxes withheld by state
YEAR-TO-DATE	Year-to-date taxes withheld by state
.....LOCAL TAX.....	
TAX CODE	Local tax codes
CURRENT PERIOD	Current period taxes withheld by local tax code
YEAR-TO-DATE	Year-to-date local taxes withheld by local code

Totals provided:

Division-location (lump sums for state and local withholdings)
Company summary for each state and locality
Company (lump sums for state and local withholdings)
Overall (lump sums for state and local withholdings)



Employee Leave Register

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS

Report Sequence:

Company/division-location/employee name
Page break on company

Report Contents:

DIV	Division-location code
EMPLOYEE#	Employee number
NAME	Employee name
DATE EMPLOYED	
.....VACATION.....	
ALLOTTED	Vacation hours allotted
TAKEN	Vacation hours taken
BALANCE	Vacation hours balance
.....S I C K.....	
ALLOTTED	Sick hours allotted
TAKEN	Sick hours taken
BALANCE	Sick hours balance
WORK STATUS	Full - Full time Part - Part time
TERM	' ' - Active employee '--' - Terminated employee

Totals provided:

Outstanding vacation (leave) hours
Outstanding vacation (leave) amount



Hourly Rate Summary

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS
PR004 # 2 HOURLY RATE SUMMARY

Report Sequence:

Company/division-location/skill code/employee name
Page break on company

Report Contents:

DIV	Division-location
SKILL	Skill code assigned to the employee in the Employee Master file.
NAME	Employee name Work status 'F' - Full time 'P' - Part time
HOURS PER WK	Normal work hours per week.
HOURLY RATE	Hourly pay rate. (The rate for salaried employees is calculated by the system.)
MONTHLY SALARY	Monthly pay amount
ANNUAL SALARY	Annual pay amount
CUR RATE DATE	Date that the employee's current pay rate was established.
PREV - RATE	Employee's previous pay rate and the
RATE DATE	date it was established.
DATE EMPLOYED	
SKILL CODE HOURLY AVG	Calculated by adding all hourly pay rates and dividing by the number of employees within that skill code/division-location.



Earnings Input Form

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS
PR004 # 1 EARNINGS INPUT FORM

Report Sequence:

Company/pay schedule/division-location/employee name
Page break on division-location, pay schedule, and company

Report Contents:

EMPLOYEE NUMBER and NAME are supplied by the system.

Blank lines are provided for entry of the following pay period information:

DIV	Division/location worked. This may differ from the division/location assigned to the employee.
JOB	Job number for the hours worked.
PHSE	Job phase for the hours worked.
SPHS	Job sub-phase for the hours worked.
RD	Rate differential code. Must be a valid number from Company file.

.....HOURS.....

REG	Regular hours worked.
O/T	Overtime hours worked.
DBL	Double time hours worked.
LEAVE	Leave hours taken.
TYP	Leave type - 'H' - Holiday 'S' - Sick 'V' - Vacation

.....EXCEPTIONS.....

AMOUNT	Exception amount Positive amounts are added to gross earnings, net pay, or tips. Negative amounts are subtracted from gross earnings, net pay, or tips.
TYP	Exception type - 'G' - Gross. For taxable amounts. 'N' - Net. For non-taxable amounts. The General Ledger account affected by the NET exception MUST BE ENTERED. 'T' - Reported tip amount. The tip amount is not included in the net pay amount.

ACCT#	G/L account number affected by the exception.
-------	---

.....LABOR ADJUST.....



TYP

Labor adjustment type -
'+' - Positive adjustment.
'-' - Negative adjustment.

HRS

Hours to be added to or subtracted from the job.

AMOUNT

Amount to be added to or subtracted from the job. Leave blank for system calculation (hours x hourly rate). If the hourly rate has changed since the original labor was created, manually calculate the amount using the previous hourly rate.

Special notes:

1. Pay Period Transactions can be entered from the information written on the input forms.
2. Space is provided to enter division, pay schedule, and company totals. These totals are for reference only, they are not entered into the Payroll Transactions.



Employee Change List

Menu Options:

PR003 # 2 PRINT PAYROLL REPORTS

Report Sequence:

Company/employee number
Page break on company

Report Contents:

All personal, wage, hire, and tax information for employees that have been updated since the last payroll run are listed.

No quarter-to-date and year-to-date earnings figures are printed.



Direct Deposit Register

Menu Options:

PR003 # 3 PRINT CHECKS/REGISTER

Report Sequence:

Company/division/location/employee number Page break on company

Report Contents:

DIV	Division-location codes
EMPLOYEE#	Employee number
NAME	Employee name
DESCRIPTION	Description of direct deposit amount
BANK#	Bank transit number
ACCT NUMBER	Employee's bank account number
AMOUNT	Amount of direct deposit

Totals Provided:

Division-location
Company
Overall



Payroll Checks

Menu Options:

PR003 # 3 PRINT CHECKS/REGISTER

Report Sequence:

Company/division-location/employee name

Check stub contents:

COMPANY NAME and ADDRESS (optional)

PERIOD EARNINGS

Regular hours worked

Overtime hours worked

Vacation hours allotted and used

Sick hours allotted and used

Total period earnings

Hourly rate (optional)

Pay period date

Net pay

DEDUCTIONS

Miscellaneous adjustment descriptions and amounts

Net exception amount

YEAR-TO-DATE

Gross wages

Federal tax withheld

FICA tax withheld

State tax withheld

Local tax withheld

PERIOD WITHHELD

Federal tax

FICA tax

State tax

Local tax

EMPLOYEE NAME and NUMBER

Check Contents:

COMPANY NAME and ADDRESS (optional)

CHECK DATE

CHECK AMOUNT

CHECK AMOUNT literal description of amount

EMPLOYEE NAME and ADDRESS



Check Register

Menu Options:

PR003 # 3 PRINT CHECKS/REGISTER

Report Sequence:

Company/check number
Page break on company

Report Contents:

DIV	Division-location
EMPLOYEE#	Employee number
NAME	Employee name
CHECK #	Check number
AMOUNT	Check amount

Totals Provided:

Division-location
Company
Check code
Overall



Payroll G/L Journal

Menu Options:

PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Report Sequence:

Company/division-location/key word
Page break on company

Report Contents:

DIV	Division-location
KEY WORD	
DESCRIPTION	Key word description
DATE	Pay period date
AMOUNT	Transaction amount for key word
DR ACCOUNT#	General Ledger debit account number from Payroll G/L Table.
CR ACCOUNT#	General Ledger credit account number from Payroll G/L Table.

Special Notes:

1. The Payroll G/L Table, (option 3, MENU PR001), specifies which account numbers are debited or credited with the key word transaction amount.
2. Void and manual checks updated since the last payroll run are printed on a separate Payroll G/L Journal.
3. If the DMS General Ledger System is installed, one G/L Transaction is created for each key word line on the journal.



Labor G/L Journal

Menu Options:

PR003 # 4 UPDATE EMPLOYEE MASTER AND BACK-UP

Report Sequence:

Company/division-location/key word
Page break on company

Report Contents:

DIV	Division-location
JOB	Job number
DESCRIPTION	'GROSS DISTRIBUTION' is supplied.
DATE	Pay period date
AMOUNT	Gross wages for job
DR ACCOUNT#	General Ledger debit account number - from the Labor G/L Table.

Special Notes:

1. The Labor G/L Table (option 4 on MENU PR001) specifies which account number is to be debited with the gross wages for the division/job.
2. If the DMS General Ledger System is installed, one G/L Transaction is created for each job line on the journal.



Address Labels

Menu Options:

PR003 # 6 PRINT ADDRESS LABELS

Label Sequence:

Employee number

Label Contents:

EMPLOYEE NAME and NUMBER
EMPLOYEE ADDRESS



Quarterly State Insurance Report

Menu Options:

PR003 #11 PRINT QUARTERLY REPORT

Report Sequence:

Company/state/social security number
Page break on company/state

Report Contents:

COMPANY IDENTIFICATION NUMBER
COMPANY NAME AND ADDRESS
EMPLOYEE'S SOCIAL SECURITY NUMBER

All employees, active or terminated, who have paid taxes to the state are listed.

NAME OF EMPLOYEE
STATE TAXABLE WAGES
TOTAL WAGES

EXCEED STATE LIMIT The amount of wages that exceed the state limit.

Totals Provided:

Company/state

Special Notes:

1. Employees having exceeded the state taxable limit in a previous quarter are listed as having zero state taxable wages for this quarter.



Quarterly Federal Insurance Report

Menu Options:

PR003 #11 PRINT QUARTERLY REPORT

Report Sequence:

Company/social security number
Page break on company

Report Contents:

COMPANY IDENTIFICATION NUMBER

COMPANY NAME AND ADDRESS

EMPLOYEE'S SOCIAL SECURITY NUMBER

All employees, active or terminated, who have paid taxes to the federal are listed.

NAME OF EMPLOYEE

FEDERAL TAXABLE WAGES

TOTAL WAGES

EXCEED FEDERAL LIMIT The amount of wages that exceed the federal limit.

Totals Provided:

Company

Special Notes:

1. Employees having exceeded the federal taxable limit in a previous quarter are listed as having zero federal taxable wages for this quarter.



W2 Proof List

Menu Options:

PR003 #13 PRINT W2'S PROOF LIST

Report Sequence:

Company/state of tax/social security number

W2 List Contents:

COMPANY STATE ID NUMBER
COMPANY FEDERAL ID NUMBER
COMPANY NAME and ADDRESS
SOCIAL SECURITY NUMBER
YEAR-TO-DATE FIT
YEAR-TO-DATE GROSS
YEAR-TO-DATE FICA
EMPLOYEE NAME AND ADDRESS
YEAR-TO-DATE STATE INCOME TAX
YEAR-TO-DATE STATE GROSS
NAME OF STATE
YEAR-TO-DATE LOCAL INCOME TAX
YEAR-TO-DATE LOCAL GROSS
NAME OF LOCALITY

Special Notes:

1. If any additional boxes are to be used the information needs to be entered in the adjustment file MENU PR001, option 2.
2. Contents will vary based on the requirements for the current W2's.



W2 Forms

Menu Options:

PR003 #14 PRINT W2'S

Report Sequence:

Company/state of tax/social security number

W2 Contents:

COMPANY STATE ID NUMBER
COMPANY FEDERAL ID NUMBER
COMPANY NAME and ADDRESS
SOCIAL SECURITY NUMBER
YEAR-TO-DATE FIT
YEAR-TO-DATE GROSS
YEAR-TO-DATE FICA
EMPLOYEE NAME AND ADDRESS
YEAR-TO-DATE STATE INCOME TAX
YEAR-TO-DATE STATE GROSS
NAME OF STATE
YEAR-TO-DATE LOCAL INCOME TAX
YEAR-TO-DATE LOCAL GROSS
NAME OF LOCALITY

Special Notes:

1. W2 forms are produced for all active and inactive employees who worked during the year.
2. If any additional boxes are to be used the information needs to be entered in the adjustment file MENU PR001, option 2.
3. Information is formatted to print directly on federal W2 forms, which must be mounted on the printer.
4. Contents will vary based on the requirements for the current W2's.



Employee W2 Summary

Menu Options:

PR003 #15 BUILD W2 MAGNETIC MEDIA FILE

Report Sequence:

Company/social security number

Report contents:

REPORT YEAR
COMPANY FEDERAL ID NUMBER
COMPANY NAME and ADDRESS
SOCIAL SECURITY NUMBER
EMPLOYEE NAME AND ADDRESS
YEAR-TO-DATE FICA WAGES
YEAR-TO-DATE FICA TIPS
YEAR-TO-DATE FICA W/H
YEAR-TO-DATE ANNUAL WAGES
YEAR-TO-DATE FEDERAL W/H
NONQUALIFIED PLAN SEC 457
NONQUALIFIED PLAN NOT SEC 457
GROUP LIFE
UNCOLLECTED FICA TIPS
ADVANCE EARNED INCOME CREDIT
ALLOCATED TIPS
FRINGE BENEFITS
DEFERRED COMPENSATION
DEPENDENT CARE BENEFITS
PENSION PLAN CODE
DEFERRED COMPENSATION CODE

Special Notes:

1. W2 Summary Report prints for all active and inactive employees who worked during the year.
2. This option should not be taken unless you qualify to file magnetic media.



Employee Termination Proof List

Menu Options:

PR003 #16 END-OF-YEAR RESET

Report Sequence:

Company/division-location/employee number

Report Contents:

COMP	Company code
DIV	Division-location to which the employee was assigned.
EMPLOYEE#	Employee number
NAME	Employee name
TERM DATE	Date the employee was terminated.

Totals Provided:

Terminations overall
Active employees overall

Special Notes:

1. All employees listed on this report are purged from the Employee Master file.



Quarter-to-Date Register

Menu Options:

PR004 # 4 QUARTER-TO-DATE REGISTER

Report Sequence:

Company/division-location/employee name
Page break on company

Report Contents:

DIV	Division-location
EMPLOYEE#	Employee number
NAME	Employee name
GROSS	Quarter-to-date gross wages
ADJ GRS	Quarter-to-date adjusted gross(optional)
FICA	Quarter-to-date FICA withheld
FEDERAL	Quarter-to-date federal tax withheld
STATE	Quarter-to-date state tax withheld
LOCAL	Quarter-to-date local tax withheld
TIPS	Quarter-to-date reported tips
GRS SUBJ	Quarter-to-gross gross subject to FICA, FEDERAL, STATE, and LOCAL (optional)
EXMPT FD	Federal tax exemptions claimed
EXMPT ST	State tax exemptions claimed
NP	Employees not paid during the current payroll run.
TM	Terminated employees

Totals Provided:

Division-location
Company
Overall



Q-T-D Misc Adjustment Register

Menu Options:

PR004 # 5 QUARTER-TO-DATE ADJUSTMENT REGISTER

Report Sequence:

Company/division/location/employee number
Page break on company

Report Contents:

DIV
EMPLOYEE#
NAME

Division-location codes
Employee number
Employee name

Miscellaneous adjustment descriptions are printed from the Company file. Quarter-to-date adjustments amounts are printed for each employee.

GARNISH

Garnishment amount paid to date.

Totals Provided:

Quarter-to-date adjustment amount for each employee
Division-location
Company
Overall



Workmen's Compensation Report

Menu Options:

PR004 # 6 WORKMEN'S COMP REPORT
PR004 # 8 (If labor is processed, report #5
option 8, WORKMEN'S COMP REPORT.)

Report Sequence:

Company/state/class code/skill code/employee name
Page break on company/state

Report Contents:

CODE	Workmen's compensation class code
RATE	Class code tax rate
SKILL	Class code description
	Skill code assigned to employee.
EMPLOYEE#	Employee number
NAME	Employee name
.....H O U R S.....	
REG	Regular hours worked during the date range for the report. Includes sick, vacation, and holiday hours.
O/T	Overtime hours worked during the date range for the report (includes double time hours).
TOTAL	Total hours worked during the date range for the report.
.....\$ A M O U N T \$.....	
REG	Regular amount paid for hours worked.
O/T	Overtime amount paid for hours worked.
TOTAL	Total amount paid for hours worked.
SUBJ TOTAL	Total amount paid that is subject to Workmen's Compensation tax.
PREM TOTAL	Workmen's Compensation Premium.

See next page for totals and special notes.



Totals Provided:

Workmen's compensation code
State
Company
Overall

Special Notes:

1. The employee hours worked and amounts paid are supplied from the Earnings History file.
2. All employee hours worked are reported based upon the skill code assigned to the employee regardless of the skill code under which the hours were worked.
3. The Workmen's Comp Report that prints from the Labor Reports Menu bases the premium due on the actual skill code of the hours worked (not on the skill code assigned).



Employee Labor Summary

Menu Options:

PR004 # 8 EMPLOYEE LABOR SUMMARY

Report Sequence:

Company/division-location assigned/employee name and number/
pay period date/job/phase
Page break on company/division-location assigned

Report Contents:

JOB	Job number
PHSE	Job phase
DIV	Division-location worked
SKILL	Skill code of the employee as worked.
EMPLOYEE#	Employee number
NAME	Employee name
PAY PER ENDING	Pay period ending date
TYPE	Transaction types: TMCD - Time card EXTA - Extra check LADJ - Labor adjustment PEXC - Payroll exceptions to gross wages.

.....HOURS.....

REG	Regular hours worked
O/T	Overtime hours worked
TOTAL	Total hours worked

.....\$ AMOUNT \$.....

REG	Regular amount earned
O/T	Standard overtime amount earned
DBL	Double time amount earned
TOTAL	Total amount earned

Totals provided:

Division/location time card hours
Division/location hours & amounts
Division hours & amounts
Company hours & amounts
Overall hours & amounts

Special Notes:

1. The summary is printed from Labor History records with a pay period ending date within the entered date range only.
2. Negative numbers indicate a deduction from gross wages through a payroll exception transaction or labor adjustment.



Labor Distribution Summary

Menu Options:

PR004 # 8 LABOR DISTRIBUTION SUMMARY

Report Sequence:

Company/division-location assigned/job number/phase/employee
Page break on company/division-location assigned

Report Contents:

JOB	Job number
PHSE	Phase
DIV	Division worked
SKILL	Skill code of hours worked
EMPLOYEE#	Employee number
NAME	Employee name
PAY PER ENDING	Pay period ending date
.....H O U R S.....	
REG	Regular hours worked
O/T	Overtime hours worked
TOTAL	Total hours worked
.....\$ A M O U N T \$.....	
REG	Regular amount earned
O/T	Standard overtime amount earned
DBL	Double time amount earned
TOTAL	Total amount earned

Totals Provided:

Job number
Division/location
Company
Overall

Special Notes:

1. The summary is printed from Labor History records with a pay period ending date within the entered date range only.
2. Negative numbers indicate a deduction from gross wages through a payroll exception transaction or labor adjustment.



Cumulative Weekly Labor Distribution

Menu Options:

PR004 # 8 WEEKLY LABOR DISTRIBUTION

Report Sequence:

Company/division-location worked/job number/phase/skill code/
employee name
Page break on company/division-location worked

Report Contents:

JOB	Job number
PHSE	Phase
SKILL	Skill code of hours worked
EMPLOYEE NAME	
DIV	Division assigned in Employee Master file
PAY PER ENDING	Pay period ending date

.....H O U R S.....	
REG	Regular hours worked
O/T	Overtime hours worked
TOTAL	Total hours worked

.....\$ A M O U N T \$.....	
REG	Regular amount earned
O/T	Standard overtime amount earned
DBL	Double time amount earned
TOTAL	Total amount earned

Totals Provided:

Skill code by job
Phase (if used)
Job
Division
Company

Special Notes:

1. The summary is printed from Labor History records with a pay period ending date within the entered date range only.



Division/Job Summary

Menu Options:

PR004 # 8 DIVISION/JOB SUMMARY

Report Sequence:

Company/division-location worked/job/phase
Page break on company/division-location worked

Report Contents:

JOB	Job number
PHSE	Phase
.....H O U R S.....	
REG	Regular hours worked
O/T	Overtime hours worked (includes double time hours)
.....\$ A M O U N T \$.....	
REG	Amount for regular hours worked
O/T	Amount for overtime hours worked
DBL	Amount for double time hours worked
TOTAL	Total amount

Totals Provided:

Job
Division worked
Company
Overall

Special Notes:

1. The summary is printed from Labor History records with a pay period ending date within the entered date range only.



PROCESSING SCHEDULES

Pay Period Processing

Pay Period Processing involves Master File Maintenance and P/R Transaction Entry and Edit. The Master files are updated as needed to provide accurate payroll figures for all employees. Void and manual checks are entered as written and should be updated prior to processing the next Payroll. P/R Transactions include time cards, payroll exceptions to gross and net pay, extra checks, and labor adjustments.

1. The Payroll master files do not normally need to be updated, however certain files may require some maintenance prior to processing the next Payroll.
 - (opt) A. Select option 2 on MENU PR001 to add new employees or to update existing employee information. Do not terminate an employee until the last paycheck has been issued for that employee.
 - (opt) B. Select option 3 and option 4 on MENU PR001 as needed to add or update General Ledger account numbers for payroll and labor input to General Ledger.
 - (opt) C. Select option 8 on MENU PR001 to enter any changes to federal, state, and/or local tax withholding laws.
 - (opt) D. If any other master file changes are required select the appropriate option on MENU PR001 to update the master files.
2. Void and manual checks should be entered and updated prior to processing the next Payroll. This ensures that tax withholdings are calculated correctly. Void checks should only be entered to reverse paychecks that have UPDATED the Employee Master file. Manual checks are entered to record manually written check amounts. If labor is processed, labor adjustment transactions must be entered in the P/R Transaction file to adjust the labor distribution affected by void and manual checks.
 - A. Select option 2 on MENU PR002 to enter void and/or manual checks.
 - B. Select option 12 on MENU PR002 to print the Void/Manual Check Proof. All void and manual checks for all companies are printed with current and resulting Employee Master figures. Correct any errors through option 2 on MENU PR002.
 - C. Select option 13 on MENU PR002 to update the Employee Master file, print payroll register, and generate general ledger transactions with the void and manual checks. If labor is processed, labor adjustments (transaction type 'L') should be entered in the next P/R Transaction file to adjust the gross distribution of the void and manual checks
3. P/R Transactions are used to create Earnings file records which in turn, are used to generate pay checks for active employees. There are 4 types of P/R Transactions that can be entered for employees as needed: time cards, payroll exceptions, extra checks, and labor adjustments (used if labor is processed).



Recurring time card transactions can be set up and generated as needed by company code and pay schedule, if desired.

- A. Generate Recurring Transactions, if used, through option 15 on the Data Entry Menu. A time card transaction is created and added to the P/R Transaction file for each Recurring Timecard for the selected company(ies) and pay schedule(s). A P/R Transaction file is built, if one is not on disk. The following prompt screen is displayed:

P99KCT	PAYROLL PROCESSING COMPANY SELECT									
	PERIOD	PAY SCHEDULES								
COMP	END DATE	W	B	S	M					
01										
02										
	PERIOD	PAY SCHEDULES								
COMP	END DATE	W	B	S	M	DEL				
..				
PRESS ENTER TO CONTINUE, ROLL-PAGE, F3-END										

All company(ies) in the Payroll Company file are displayed. To generate P/R Transactions, enter the company data at the bottom of the screen as follows:

COMP: Enter the company code.
PERIOD END DATE: Enter the period end date. Format MMDDYY Forced as the transaction date in all time cards created.
PAY SCHEDULES: Enter a 'Y' under each pay schedule code to be selected.

When all companies have been selected, press F3 to end the company selection.

One P/R Transaction (time card) is generated for each Recurring Timecard Entry for employees with a pay schedule matching the selected PAY SCHEDULES.

**** NOTE:** Duplicate time cards will be generated if this option is selected more than one time for the same company/pay schedule during the same pay period.

3. Payroll Transactions (continued)...

- B. If Recurring Timecards are not used, continue to step C. Print the Payroll Transaction Edit (option 11 on MENU PR002) to verify that all time cards were generated as required and that no duplicates exist. Check all transaction for accuracy. The RECORD# is used to update existing transactions. All



transactions in the P/R Transaction file are included on the edit. They are printed in company/pay schedule sequence.

- C. Select option 1 on MENU PR002, ENTER P/R TRANSACTIONS, to enter new transactions or to update existing transactions. If void/manual checks were updated for any company since the last payroll and if labor is processed, be sure to enter labor adjustments (transaction type 'L') along with the employees' time cards.
- A. P/R Transaction must exist for every employee that is to receive a paycheck during the next payroll.
- D. If any errors are on the Edit, return to step C to correct them. Re-run the Transaction Edit. When the transactions are error-free they can be used in Payroll Processing to produce employee pay checks.



NOTES



Payroll Processing

Payroll Processing refers to the production of employee pay checks and the update of the Employee Master file with the payroll figures. The Payroll Processing for the DMS Payroll System has been designed as a four step process. This allows ample opportunity to verify the accuracy of the payroll. In the event that any errors are noted during the first three steps; the processing can be stopped; the errors can be corrected; and the processing can be re-started with a minimum amount of time expended.

After Pay Period Processing is completed for a company or companies, Payroll Processing can begin. Each step in Payroll Processing is a separate option on the Payroll Processing Menu (MENU PR003) which should be selected in the following order:

1. Select option 1, EDIT/CALCULATION PHASE, on MENU PR003 to begin the Payroll Processing for one or more companies and pay schedules.

The Payroll Processing Company Select Screen is displayed:

```
P99KCS                PAYROLL PROCESSING COMPANY SELECT

      PERIOD  G/L DIR  PAY SCHS  W-ADJ  SCH  B-ADJ  SCH  S-ADJ  SCH  M-ADJ  SCH
CO END DATE PER DEP  W B S M   A B C D E A B C D E A D C D E A B C D E

01
02
..

CO
..
PRESS ENTER TO CONTINUE,  ROLL-PAGE,  F3-END
```

1. Edit/Calculation Phase (continued...)

After entry of company code the following screen is displayed:

```
P99KCS                PAYROLL PROCESSING COMPANY SELECT

      COMPANY CODE:      ..
      PERIOD END DATE:
      G/L FIS PERIOD:
      DIRECT DEPOSIT:

      PAY SCHEDULES:      ADJ SCHEDULES:
                          A B C D E

      WEEKLY:
      BI-WEEKLY:
      SEMI-MNTH:
      MONTHLY:

      DELETE (D):
```



PRESS ENTER TO CONTINUE, ROLL-PAGE, F3-END

1. Edit/Calculation Phase (continued...)

Select the company(ies) as described in the Payroll Processing Menu Section, Edit/Calculation Phase, MENU PR001 # 1. (The company selection information entered here is used in each of the Payroll Processing steps.) Processing continues as follows:

PLEASE CHECK THE LOAD STATISTICS
CAREFULLY TO ASSURE ALL COMPANIES
TO BE PROCESSED WERE SELECTED....

DO YOU WISH TO CONTINUE?.....(Y/N)

IF any errors are noted enter an 'N' to cancel the job and start over.

**** NOTE:** The TOTAL YTD GROSS figure can be compared to the company's total gross from the Year-to-Date Register from the previous payroll as a quick check of the Employee Master file figures. If the figures differ and no valid explanation is available, the Employee Master file on disk is probably not current.

IF the information is correct enter a 'Y' to continue. The processing continues as shown on the following page.

Continued on next page.

MENU PR003 is displayed when this option is completed.

Review the Time Card Exception List. Correct any invalid time card transactions through option 1 on MENU PR002, ENTER P/R TRANSACTIONS. It may be necessary to update certain Master files through the appropriate option on MENU PR001.

Review the PAYROLL REGISTER which prints from the Pay Period Earnings file created in this step. Employee period gross wages, withholdings, net exceptions, miscellaneous adjustments, and net earnings are printed from the Pay Period Earnings file.

Pay Period Earnings records with a negative net earnings amount are removed from the Pay Period Earnings file. The P/R Transaction file or Master file(s) should be corrected. If labor is processed, a labor transaction is created for earnings with negative net amount.

Earnings records with a zero net earnings amount remain in the file and update the Employee Master file in step 4. However, no pay check is written for those employees.

1. Edit/Calculation Phase (continued...)



If changes are necessary to the P/R Transaction file, Employee Master file, or any other master file, it is highly recommended that they are made before continuing Payroll Processing. If so, step 1 should be re-selected after the changes are made.

2. Select option 2, PRINT PAYROLL REPORTS, on MENU PR003 to print reports reflecting the Pay Period Earnings from this payroll.

P99RPTS	PAYROLL REPORT SELECTION
1. HOURS WORKED SUMMARY	- Y
2. MISC. ADJUSTMENT REGISTER	- Y
3. Y-T-D ADJUSTMENT REGISTER	- Y
4. YEAR-TO-DATE REGISTER	- Y
5. STATE & LOCAL TAX REGISTER	- Y
6. EMPLOYEE LEAVE REGISTER	- Y
7. HOURLY RATE SUMMARY	- Y
8. EARNINGS INPUT FORM	- Y
9. EMPLOYEE CHANGE LIST	- Y
RESPOND 'Y' OR 'N'	
PRESS ENTER TO CONTINUE, F3 TO CANCEL	

All reports with a 'Y' response are printed when ENTER is pressed on this screen. Change the response to 'N' if a report(s) is not required.

Y-T-D REGISTER requires a 'Y' or 'N' response whether or not to print gross subject to withholding.

Five of the reports require the Pay Period Earnings file data and can only be printed during Payroll Processing:

1. Hours Worked Summary
2. Misc. Adjustment Register
3. Y-T-D Adjustment Register
5. State and Local Tax Register
6. Employee Leave Register

Any one of the 9 reports may reflect errors not apparent prior to this point in Payroll Processing. If so, the P/R Transaction file or any of the Master files can be corrected through the appropriate Date Entry Menu or Master File Menu option. After changes are made, re-start Payroll Processing at step 1.



3. Select option 3, PRINT CHECKS/REGISTER, on MENU PR003 to print pay checks and the Check Register when the first 2 steps have been completed and the Pay Period Earnings are determined to be correct. This option is designed to allow re-printing of checks if necessary because of printer failure or some other unforeseen problem.

The checks are printed by check code (assigned in the Company file) and the check code is used as the last digit of Forms ID to identify the check forms to mount on the printer. The following screen and prompts are displayed:

3A. This screen is displayed for entry of check controls:

P99KCH	PAYROLL CHECK CONTROL ENTRY
PRINT COMPANY NAME AND ADDRESS?:	..
PRINT HOURLY RATES ON CHECKS?:	..
ENTER SELECTED CHECK CODE:	..
ENTER BEGINNING CHECK NUMBER:
ENTER DATE TO PRINT ON CHECKS:
PRESS ENTER TO CONTINUE	

Enter the payroll check controls as follows:

PRINT COMPANY NAME AND ADDRESS?

'Y' - Prints the company name and address on the check.

'N' - Does not print the company name and address.

PRINT HOURLY RATES ON CHECKS?

'Y' - Hourly rates are printed on the check stubs.

'N' - Hourly rates are not printed on the check stubs.

ENTER SELECTED CHECK CODE:

Prints paychecks for all Pay Period Earnings file records with a matching check code.

ENTER BEGINNING CHECK NUMBER:

Enter the beginning check number. This number prints on the Check Register and the checks (if not pre-printed). The system increments the check number automatically.

ENTER DATE TO PRINT ON CHECKS:

Enter the check date in format MMDDYY. This date prints on the checks. If no date is entered, no date prints on the checks.

3. Print Checks/Register (continued...)

3B. The following verification prompt is displayed:

PRINT COMPANY NAME/ADDRESS..Y
PRINT HOURLY RATES.....Y
SELECTED CHECK CODE.....A
BEGINNING CHECK NUMBER.....00358



DATE TO PRINT ON CHECKS..... *

PLEASE VERIFY THE CHECK INFORMATION
DO YOU WISH TO CONTINUE?.....(Y/N)

* An asterisk is displayed if a check date was not entered.
The date area on the check appears as: " / / ".

Respond to the prompt as follows:

'Y' Yes, continue to print the checks.
The checks are spooled out to the Spool File with a
Forms ID of 'PCKX', where X is the check code that identifies the check forms to be
mounted on the printer.

'N' - No, do not continue to print the checks.
The procedure is cancelled. MENU PR003 is displayed.
Re-select option 3 to enter the correct information.

3D. If 'Y' was entered, the procedure continues as follows:

When all checks for the entered check code have been written, a message is displayed
on the console to change the forms on the assigned printer. See Check Print Steps for
instructions.

HAVE ALL PAYROLL CHECKS FOR THIS
PAY PERIOD BEEN PRINTED?... (Y/N)

'N' - No. The Payroll Check Control Entry Screen is redisplayed for entry of the next
check code controls.

**Note: Be careful to select each check code one time only (except in a case where
pre-printed checks have jammed or misprinted and must be re-run).

'Y' - Yes. Be sure that all check codes have been selected and successfully printed
before responding with a 'Y'. Processing continues as shown on the next page.

3. Print Checks/Register (continued...)

The Check Register prints in company/check code/check number sequence.

Be sure that all the payroll checks for ALL companies selected for processing in step 1
(Edit/Calculation Phase) have been printed before continuing to step 4.



CHECK PRINT STEPS

1. Press the UPPER SHIFT and SYS REQ/ATTN keys and then ENTER to switch to the system request mode and enter a '6'. The following Forms Halt is displayed:

SYSTEM CONSOLE MESSAGE
LOAD FORM TYPE 'PCKX' DEVICE (?) - (H C G I R)

The X in the FORMS NUMBER is replaced with the check code that corresponds to the check forms to be mounted on the printer. Be sure that the correct check forms are mounted on the printer. BEFORE answering this message, mount the check forms on the printer. The checks should be mounted as close to the actual alignment (top of forms and right perforation) as possible.

2. AFTER check forms are mounted, respond to the Forms Halt with OPTION G.

Be sure to take the 'G' option. The system prints an 'X' on the upper left corner of the check. The alignment message in in step 3 is displayed.

3. Make any necessary adjustments in the alignment of the check forms BEFORE responding to the align forms message. Option 'R' will print the same line allowing alignment to be adjusted. The align forms message is re-displayed EVERY time a 'R' response is entered.

OPTION R - The SAME check line is printed on the check.
Adjust the forms if necessary.
The align forms message is re-displayed.

OPTION I - The checks are printed with no more messages.

If the checks jam in the printer and are pre-numbered, reprint them using the PREVIOUS steps, enter the check code control information with a new beginning check number. After all checks for the check code have been printed, continue as follows:

Press the F3 key return to the COMMAND display.

Follow these steps for each check code selected in option 3 on MENU PR003, PRINT/CHECKS REGISTER.

4. Select option 4, UPDATE EMPLOYEE MASTER AND BACK-UP, on MENU PR003 to complete Payroll Processing for the company(ies) selected in step 1. Be sure that all reports and payroll checks have been printed and approved for all company(ies) selected in step 1 before continuing with this step. The P/R Transactions and updated void/manual checks for the selected company(ies) are purged from the system during this step.

Insert the LEAST CURRENT Payroll Back-up media in the drive and answer the system messages. P99FILES library on disk is saved.



After the back-up(s) is(are) complete processing continues

All P/R transactions for companies selected for processing in step 1 are purged from the P/R Transaction file.



NOTES



End-of-Quarter Processing

End-of-Quarter Processing consists of printing the state unemployment insurance report and resetting the quarter-to-date gross wages and withholdings figures (in the Employee Master file) to zero.

1. Select option 11 on MENU PR003, PRINT QUARTERLY REPORT, to print the State Unemployment Insurance Report. Be sure that the last payroll of the quarter has been completed before selecting this option.

The following prompts are displayed:

```
SELECT ALL COMPANIES?... (Y/N)

ENTER QUARTER END DATE (MMDDYY)

IS THE ENTERED DATE CORRECT?... (Y/N)
```

The date that is entered prints on the report as the 'DATE QUARTER ENDED'.

Forms halts are displayed on the console to change to forms number '8X11' and to align the forms when the report is ready to be printed.

2. The Employee Master file should be reset at the end of the quarter. When all Payroll Processing has been completed for the quarter and all quarter-to-date reports have been printed, select option 12 on MENU PR003, 'END-OF-QUARTER RESET'. The quarter-to-date gross wages and withholdings for all active employees are reset to zero. The following messages are displayed:

```
IS THIS THE LAST QUARTER OF THE
YEAR?..... (Y/N)
```

'Y' - Yes. The option is cancelled. The quarter-to-date figures will be zeroed out during the End-of-Year Reset.

'N' - No. The quarter-to-date reset continues as shown on the next page.

The system prompts you to back-up the Payroll/Labor files prior to the reset.

Remove the appropriate media and label accordingly. Keep this media in a safe place for future reference.



NOTES



End-of-Year Processing

End-of-Year Processing consists of printing W2 Forms, creating a W2 diskette file (if required), and resetting the Employee Master file in preparation for the next year.

1. Select option 13 on MENU PR003, PRINT W2'S, to print the W2 forms for all employees with year-to-date earnings. Be sure that the last payroll of the year has been completed for each company before selecting this option. The W2 forms are printed in company/tax state/social security number sequence.

Forms halts are displayed on the console to change to forms number 'W2' and to align the forms when the W2 forms are ready to be printed.

2. For companies that are required to file tax information by magnetic media, select option 14 on Menu PR003, 'BUILD W2 MAGNETIC MEDIA FILE'. This option must be selected once for each company. After a company is selected, the following screen with all company data is displayed:

P99KW2	W2 TRANSMITTER ENTRY
COMPANY CODE:	..
COMPANY NAME:
STREET ADDRESS
CITY/STATE/ZIP:
FEDERAL EIN:
REPORT YEAR:
PRESS ENTER TO CONTINUE, F12 PREVIOUS	

After the report year is entered, press ENTER to continue, F12 to return to screen 1, or F3 to cancel the option.

3. BUILD W2 MAGNETIC MEDIA FILE (continued)..

Initialize the media to the proper density.

After media have initialized the system will prompt you to allow the disk file, W2REPORT, to be TRANSFERRED to the media:

Remove the media. Re-select this option for each company as needed.



4. The Employee Master file must be reset at the end of each year.
When all Payroll Processing has been completed for the year and all year-to-date reports have been printed (including W2 forms), select option 16 on MENU PR003, 'END-OF-YEAR RESET'. The year and quarter-to-date gross wages and withholdings for all active employees are reset to zero. All terminated employees are physically removed from the file.

The system will prompt you to back-up the Payroll/Labor files prior to the reset.

Remove the media and label accordingly. Keep this media in a safe place for future reference.