

Pay-Net Online

Chapter 1

EMPLOYEE

1.1 Employee Search

You can search for an employee by filtering for certain information. You can create an on-screen view of employee lists based on specified criteria. You can also navigate directly to an employee tab to review and make changes.



<Figure 1.1.A>

The following criteria can be used to filter your employee list:

Sort You can list the employees in a specific order. By default, all employees will be in alphabetical order. The list of preset sorts includes employee ID, department, social security number, and employee status.

Filter Used in conjunction with the Sort function, the Filter allows you to select a specific group of employees. For instance, in Sort, you can select 'Name.' In Filter, you can limit the employee list to only 'Active Employees'. The returned list of employees will be all active employees in alphabetical order. All Filters are customizable.

Cost Center You can limit your employee list to include only the employees in a given cost center, based on your selections in the Branch and Department dropdown lists (level of department structure). Keep in mind, a company can have five levels of cost center structure and each would be selectable here.

Name You can search a company's listing of employees for a specific name(s) by typing the full or portion of the name. Your employee list will then reflect anyone meeting your search term.

Emp ID You may search your company's listing of employees for a specific employee identification number by typing it in the Emp ID field. Any employee whose ID contains your search term will be displayed in the search results.

To apply any filtering/sorting criteria, click SEARCH. To make these search settings available for Employee Data, Human Resources, or Payroll screens, click SAVE SETTINGS. Click CLEAR FILTERS to revert the employee list back to the initial alphabetical listing. Click any part of an employee's information in the search results pane to open that employee's screen. There, you can maintain that data in their master file record (Employee Data).

1.2 Personal

The Personal tab contains Information, Demographics, Emergency, Compliance and Change History sub-screens.

1.2.1 Information

The Information tab displays a sectioned listing of all basic employee information and pertinent payroll components.



<Figure 1.2.A>

While reviewing the page, sections can be expanded or collapsed by clicking the arrow-box button next to each section's header. You can collapse/expand all sections by clicking Collapse/Expand All. If you need to make changes to an employee, you can open that information by clicking the arrow-circle button next to the section's header.

1.2.2 Demographics

The Demographics section displays basic employee information, such as name, address and contact information. You can also view the employee's status and five customizable fields that you can store information in.

Other than standard fields, the Demographics section includes these additional fields:

SSN Missing Select this check box to save and pay an employee in the system without having their social security number on file. Keep in mind, when using this selection tax returns and other reporting documents will be incorrect.

Rehire Date When rehiring an employee, click the Rehire Date link to walk through the rehiring process. A series of questions will appear during the rehiring process. The employee will then be reported to the new hire reporting agency for the respective state.

Length of Service Displays the timeframe since the employee was hired This amount is automatically calculated based on any entered hire date or rehire date. You can elect whether the amount of time displays in years, months or days in the dropdown menu.

1.2.3 Emergency

You can record the appropriate person(s) that should be contacted in case of an emergency for the selected employee. The 'Name', 'Relationship' and 'Home Phone' fields are required to save the contact.

1.2.4 Compliance

You can record information regarding an employee's eligibility to work and their employee type. You can set up five user-defined check boxes on the HR Setup page that can be added to the Compliance section.

Work Authorization Any appropriate document numbers and dates regarding an employee's legal working status can be recorded here.

Tax Form Info The 'Tax Form' field can only be changed if the employee has not already been paid in the system. A warning message appears once the employee has been paid that the form cannot be changed. Any person being paid that results in two different tax form types will need to be entered in the system as two separate employee IDs. The other checkboxes in this section are all indicators listed on the tax form(s) of the employee and should be marked accordingly.

I9 Verification As part of the hiring process, an I9 is required for each new employee to verify employment eligibility. While the form can be kept by you, the application does allow for the storage of information pertaining to the form and when it was completed. This information, such as 'Expiration Date' can be linked into a report for an easier way to make sure all employees are verified.

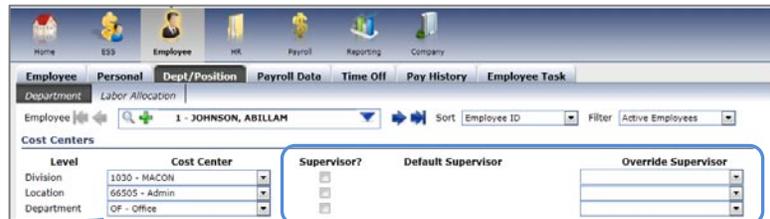
SSN Verification An integral part of the new hire process is to verify that a SSN provided is valid. You can enter any notes and dates as to when and how the validation occurred.

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1.3 Department/Position

The Department/Position area of the Employee Module contains all labor costing components and employee-based supervisor setup. When labor distribution is needed, it is dependent on an employee's cost center setup and the use of allocation in payroll, all of which are located here.

1.3.1 Department



<Figure 1.3.A>

Each level of cost center for the client is displayed. You can then tie the “home” code to each cost center level using the drop down menus.

The use of all supervisor-related items in the Cost Center area pertains to manager approvals on the Employee Self Service (ESS) application.

Transfers

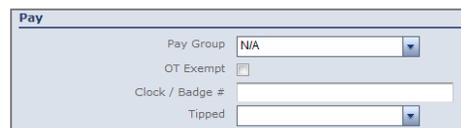
You can enter a reason for changing an employee's “home” center code(s). This is a manual field that does not change automatically; it allows you to record a reason why a change was made. There is only room here for one transaction; tracking multiple changes can be made using the Events sub-tab in the Human Resources Module.



<Figure 1.3.B>

Position

While the ‘Job’ and ‘Officer’ options are customizable by employee, the ‘Position’, ‘Supervisor’, and ‘EEOC Class’ fields are all set up by creating codes from the drop down options in HR Setup in the Company Administration Module. Making proper ‘EEOC Class’ and ‘Work Comp’ elections will allow for the accurate creation of reports with the payroll processing (EEOC and Work Comp reports). See [Figure 1.3.B](#)



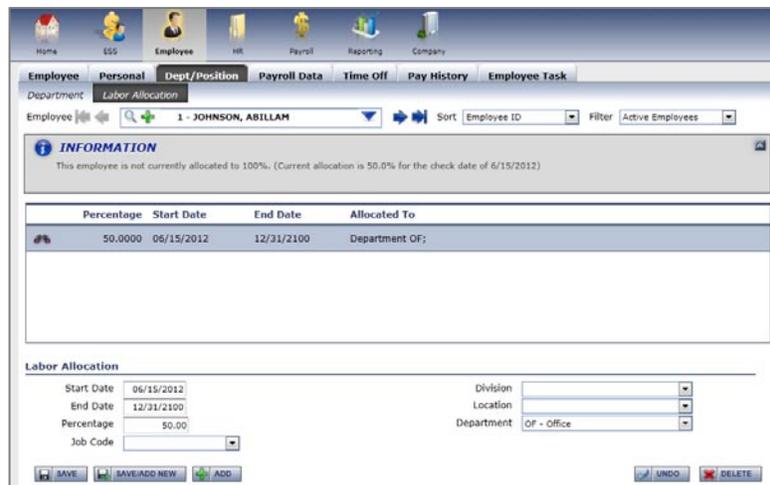
<Figure 1.3.C>

Pay You can use the 'Pay Group' drop down as a filter option when sorting employee paychecks and reports. 'Pay Group' option codes are set up through the HR Setup area of the Company Administration Module. The 'OT Exempt' and 'Tipped' fields are only used for reporting purposes and do not affect the outcome of payroll. The 'Clock/Bade #' field is used for storing unique employee identifiers that are different than the Pay-Net Online employee ID number. Often times, these numbers are used with third party time and attendance systems for the purpose of importing time into Pay-Net Online. See Figure 1.3.C

Union Affiliation Used for reporting purposes, options for the drop down field should be maintained through the HR Setup area of the Company Administration Module.

1.3.2 Labor Allocation

There are two unique ways of entering job allocations or distributions into the system.



<Figure 1.3.D>

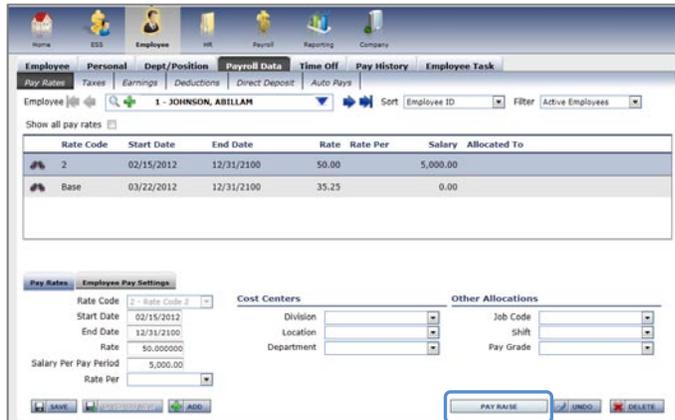
If the specified employee is repetitively split amongst the same cost centers or jobs on a recurring basis, the percentages of time worked in the various cost centers should be added to the Labor Allocation section. See Figure 1.3.D

If the specified employee constantly changes cost centers or jobs, you should enter the allocations directly into payroll entry.

1.4 Payroll Data

The Payroll Data tab contains the employee's main paycheck calculation data. Changes to the screens in this area directly affects the outcome of the specified employee's paychecks.

1.4.1 Pay Rates



<Figure 1.4.A>

Employees with just one rate have a Rate Code of 'Base.' Enter a 'Start Date' or 'End Date' to make the rate applicable for the specified date range. You may enter an hourly 'Rate' or per period 'Salary' or both (for use when an employee gets paid for holiday, vacation or sick time and their salary should be reduced accordingly).

You can tie the specified rate to a Cost Center, Job or Shift Code, or Pay Grade so the employee's correct rate will be chosen when one of those allocations is selected in payroll entry. The only caveat to this is that you can only have one active entry for each 'Rate Code'. See Figure 1.4.A

Rates can be tied directly to cost centers on the company level so all employees working within the cost center get paid the same rate. The employee Pay Rates section then acts as an override to that information. Rates entered directly into payroll entry either manually or via import override all others.



<Figure 1.4.B>

To maintain rate history in the system, click Pay Raise to create a new rate line based on an entered effective date. You must select the type of pay change from a default list. See Figure 1.4.B

1.4.2 Taxes

Changes to tax setups usually occur when big life events happen such as marriage or the birth of a child. Once you have added an employee to the application, all changes would be made in the Taxes section.



<Figure 1.4.C>

The 'Home City/State' is populated using the employee's address from their Demographics section. The 'Work State' can be changed should the need arise by using the drop down field. After making any changes, click SAVE WORK STATE. Should an employee move to another state, click CHANGE STATE to change all the applicable coding in two easy steps. See Figure 1.4.C

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<Figure 1.4.D>

Type or select the effective date of the change. Select the state that the employee moved to. If they will be working in the new state as well, select the 'Change Work State' check box. Click NEXT. See Figure 1.4.D

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<Figure 1.4.E>

Clear the tax check boxes that are no longer application. Select the appropriate check boxes listed under the new state that now applies to this employee. See Figure 1.4.E

Tax Code	Description	Filing Status	Exemptions	Tax Information	Is Active		
Federal Taxes							
		FITW	Federal Income Tax	S	1	Additional Amount: 10.00;	Yes
		FUTA	Fed Unemployment	N/A	0		Yes
		MED	Medicare	N/A	0		Yes
		MED-R	Medicare - Employer	N/A	0		Yes
		SS	OASDI	N/A	0		Yes
		SS-R	OASDI - Employer	N/A	0		Yes
State Taxes							
		GA	Georgia SITW	S	0		Yes
State Unemployment Taxes							
		GAASST	GA Admin. Asmt	N/A	0		Yes
		GASUI	Georgia SUI	N/A	0		Yes

<Figure 1.4.F>

<Figure 1.4.G>

To change the properties of an existing tax code, such as number of exemptions or additional amounts, click EDIT next to the applicable tax code. The tax code properties box appears. Click SAVE after making your changes. Detailed information regarding the tax statuses available in the 'Filing Status' appears in the window. Type the amount an employee wants to have as additional withholding in the 'Override Amount' field. Any additional percentage should be entered in the 'Override Percentage' field. Select the 'Override Tax Calculation' check box if the employee is exempt from the withholding.

ADD FEDERAL TAX ADD STATE TAX ADD STATE UNEMPLOYMENT ADD LOCAL TAX

<Figure 1.4.H>

To add any type of tax code, click the button for the type of tax you want to add. The Code Properties window appears.

1.4.3 Earnings

Earning	Description	Rate	Amount	Comments
G	Auto Allowance	0.00	200.00	

Earning	Dates	Limits
Code: G	Start Date: 06/15/2012	Goal: 0.00
Calc Code: Flat	End Date: 12/31/2100	Paid: 0.00
Amount: 200.00	Last Paid:	Min: 0.00
Rate: 0.00	Agency & Other:	Max: 0.00
Rate Code:	Agency:	Annual Max: 0.00
Frequency: M1 - Monthly FOM	Misc Info:	Units: 0.00

<Figure 1.4.1>

Select the earning code from the drop down field or select the appropriate existing entry. If you do not see an appropriate code listed, it can be added in Company Administration page. The 'Calc Code' defines a pre-determined method for calculating the earning. These methods contain ways to limit the earning amount or to take into account other codes or hours for the calculation. The 'Amount' field is the amount you want to pay the employee, if it is a flat amount and no 'Calc Code' is used (other than 'Flat'). If a 'Calc Code' is used, the 'Rate' field should be used. A 'Frequency' can be entered should the earning be paid on a schedule other than every payroll.

Dates Type a 'Start Date' or 'End Date' to make the rate applicable for the specified date range only. The date '12/31/2100' is the default reference for forever and can be changed as needed.

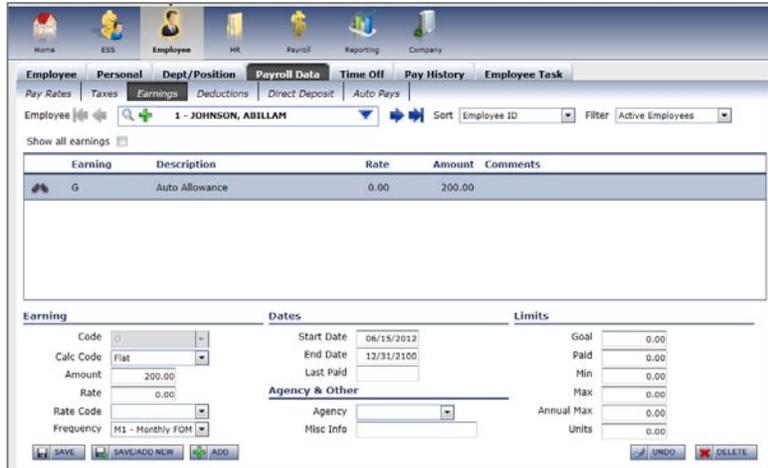
Agency & Other To tie the earning to a third-party/agency check, set up the agency information in the Company Administration Module. Once there, you may attach the agency check code to the employee for inclusion on the check. The 'Misc Info' field is where any unique identifier, such as account or case number, can be populated for printing on the agency check stub.

Limits You can set any maximums to the earning. When entering a 'Goal', keep in mind that each payroll the earning is paid, the 'Paid' field increases. When 'Goal' and 'Paid' match, the earning will stop being paid.

Primary uses for this screen are for the tracking of employer-paid benefits, payable auto allowances, and for the per-period calculation of Group Term Life (GTL).

1.4.4 Deductions

Select the deduction code from the drop down field or select the appropriate existing entry. Should company-level rates or calculations be set up and need to be used, select 'Use Co. Defined Rate/Calc' check box. 'Priority' sets the order in which the selected employee's deductions should be taken. This may be necessary when dealing with multiple garnishments, support orders or for employees who have more money withheld than what they have as net pay. Type the actual deduction in the 'Rate/Amount' field. The 'Calc Code' defines a pre-determined method for calculating the deduction. These methods contain ways to limit the deduction amount or to take into account other codes or hours for the calculation. You can enter a 'Frequency' if the deduction needs to be taken on a schedule other than every payroll.



<Figure 1.4.J>

Dates Type a 'Start Date' or 'End Date' if the rate is only applicable for the specified date range. The date '12/31/2100' is a default reference for forever and can be changed as needed. Each time a deduction is taken from the employee's pay, the 'Last Taken' field automatically updates.

Limits You can set any maximums to the earning. When entering a 'Goal', keep in mind that each payroll the earning is paid, the 'Paid' field increases. When 'Goal' and 'Paid' match, the earning stops being paid.

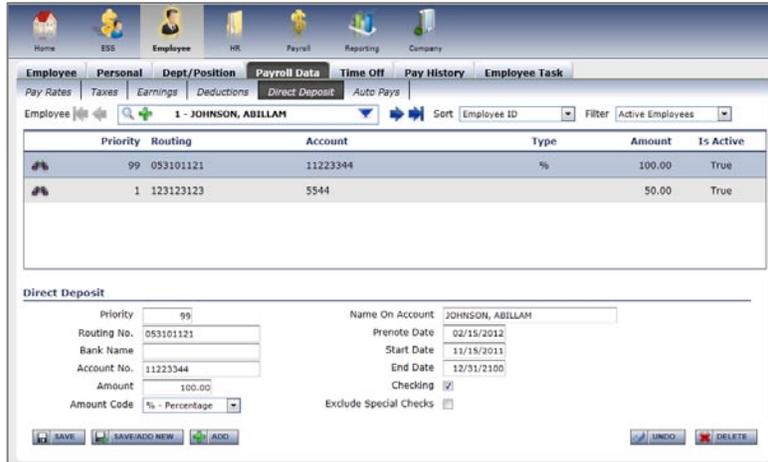
Agency To tie the earning to a third-party/agency check, set up the agency information in the Company Administration Module. Once there, you may attach the agency check code to the employee for inclusion on the check. Whatever you type in the 'Misc Info' field, such as a unique identifier, account or case number, prints on the agency check stub.

ACH You may enter ACH account information to send the deduction amount to the entered bank account. You can set up the deduction code being used in the Company Administration Module to allow for the employee deduction to be paid via ACH. A primary use of this function is to deposit HSA funds appropriately.

1.4.5 Direct Deposit

Click ADD or select an existing entry to update. The 'Priority' is a critical piece should the employee elect to have funds deposited into more than one account. The higher the number entered, the later the deposit is made. For employees with a deposit of their net pay (or remainder of net not deposited into another account) it is recommended '99' be used. For additional deposits, begin with the smallest amount to be deposited and use '1' as the priority. The next amount would then be priority '2' and so on.

Type the 'Routing Number' or transmit number is next and the 'Bank Name' field is automatically populated should it be stored in the application. The 'Bank Name' field is not and can be left blank. When entering the 'Account No' include any leading zeroes as provided by the banking institution. The 'Amount' is the amount going to the account and works in conjunction with the 'Amount Code' which dictates whether the amount is a flat amount or percentage. For net pay to an account, you would enter '100.00' as the 'Amount' and '%' as the 'Amount Code'.



<Figure 1.4.K>

If the funds are to be deposited into an account that belongs to someone other than the actual employee, type the owner of the account in the 'Name On Account' field. This typically occurs when someone elects to deposit into a spouse's or child's account. The 'Prenote Date' is typically controlled by the service bureau and is directly related to company-level defaults.

** You may be able to override the prenoting of the deposit by typing a date in the 'Prenote Date' field, but please check with your service representative first. **

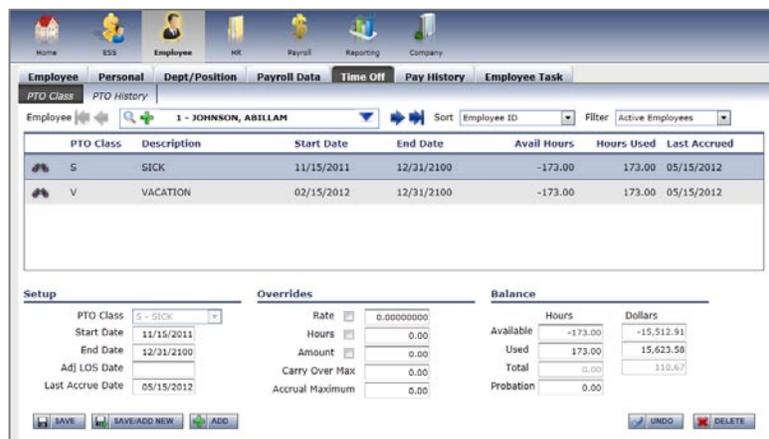
Type a 'Start Date' or 'End Date' to make the direct deposit applicable for a specified date range. The date '12/31/2100' is the default reference for forever and can be changed as needed. If the account the funds are being deposited into is a checking account, select the 'Checking' check box. If the check box is cleared, the deposit will be marked as a savings account and may cause the deposit not to go through if this was done in error.

1.5 Time Off

Accrual benefit balances and employee-specific overrides to company-level policy setup can be found in the Time Off tab.

1.5.1 PTO Class

Click ADD to attach a policy to the employee or select an existing entry to update. The first election is 'PTO Class' which is the policy the employee is eligible for. Type a 'Start Date' or 'End Date' if the direct deposit is only applicable for the specified date range. The date '12/31/2100' is a default reference for forever and can be changed as needed. The 'Adj LOS Date' allows you to enter a date other than the employee's hire date for the look-back of seniority in factoring the rate of accrual. This is usually used for rehired employees or for new employees who may be given a special factor as part of their employment contract. The 'Last Accrue Date' automatically populates after each payroll processing.



<Figure 1.5.A>

Overrides Type any variances to a policy specific to the employee. This can be an override of the accrual 'Rate'; the override of the number of 'Hours' for an hourly accrual; or the maximum 'Amount' that can be accumulated for policies accruing by dollars. The 'Carry Over Max' determines the number of hours the employee can "port over" from one year to the next. The 'Accrual Maximum' is used to set the balance an employee can accumulate up to as a policy cap that is different from the company policy.

Balance You can view all balance information including hours used and time available. Any manual changes to balances can be made directly in the field(s) and then saved.

** The dollar value of accruals is based on the hours (used or available) multiplied by their current pay rate and is calculated during payroll processing. **

1.5.2 PTO History

You can choose any policy attached to the employee in the PTO History tab. You can view the hours that were earned for each check date within an entered date range. Specific check dates can then be included together for totals at the bottom of the screen.

1.6 Pay History

You can view paycheck totals, views, and copies. W2 and 1099 forms can also be found here.

1.6.1 Check History

Incl?	Print	Check Date	Check Type	Hours	Gross	Dir Dep	Net Pay	Check #	Voucher	Cl'd	Weeks
<input type="checkbox"/>		05/15/2012	Reg	161.00	14446.87	7198.92	7198.92		1012	No	1.000000
<input type="checkbox"/>		02/15/2012	Reg	12.00	1176.71	0.00	374.84			No	1.000000

Totals	Hours:	173.00	Gross:	15623.58	Net Pay:	7198.92	Net Checks:	374.84
	Direct Deposits:	7198.92	Deductions:	14446.04	Taxes:	6603.78	Weeks Worked:	2.00

Earnings		Hours	Amount
O1	Regular	50.00	4453.50
O2	Overtime	2.00	259.01
B	Bonus	0.00	10.00
T	Tips	121.00	10643.07
Totals		173.00	15623.58

Deductions		Amount
A	Advance	100.00
DI	Dental Insurance	15.04
G1	Garnishment	1150.00
G2	Garnishment 2	181.00
Totals		1446.04

Employee Taxes		Taxable	Amount
FITW	Federal Income Tax	15608.54	4795.01
GA	Georgia SITW	15608.54	923.89
MED	Medicare	15608.54	226.32
SE	CASDI	15608.54	633.36
Totals			6603.78

Employer Taxes		Taxable	Capped
FUTA	Fed Unemployment	15608.54	7000.00
GAADT	GA Admin. Amt	15608.54	8500.00
GAOUI	Georgia OUI	15608.54	8500.00
MED-R	Medicare - Employer	15608.54	15608.54
SS-R	CASDI - Employer	15608.54	15608.54

<Figure 1.6.A>

By checking one or more checks in the 'Incl?' column, your selection(s) will total at the bottom of the screen. You may also select a full year's worth of history by using the 'Select Year' drop down menu or a specific quarter of that year by also marking 'Q1', 'Q2', 'Q3', or 'Q4'(see blue arrows in Figure 1.6.A). A check stub can be printed by clicking the printer button next to the appropriate date.

To print a report for the period totals as selected, click the printer icon next to the year/quarter buttons to view a Compensation Detail Report (see orange arrow in Figure 1.6.A).

1.6.2 W-2 / 1099s

** This area is still being developed. **

1.7 Employee Task

You can add new employees, contractors, manual payments, and delete employees.

1.7.1 Add Employee

MODIFY NEW EMPLOYEE WIZARD OPTIONS

<Figure 1.7.A>

Include?	Field	Field Caption	Required?	Default Value
<input type="checkbox"/>	HomePhone	Home Phone	<input type="checkbox"/>	
<input type="checkbox"/>	WorkPhone	Work Phone	<input type="checkbox"/>	
<input type="checkbox"/>	WorkPhoneExt	Work Phone Ext	<input type="checkbox"/>	
<input type="checkbox"/>	EmailAddress	Email Address	<input type="checkbox"/>	
<input type="checkbox"/>	PersonalEmail	Personal Email	<input type="checkbox"/>	
Section: Personal Information				
<input type="checkbox"/>	Ethnicity	Ethnicity	<input type="checkbox"/>	
<input type="checkbox"/>	MaritalStatus	Marital Status	<input type="checkbox"/>	

Prior to adding new employees, you can add additional fields to the new employee wizard screens. Click 'Modify New Employee Wizard Options' to begin this process. See Figure 1.7.A

When choosing to include fields, be sure to select the 'Include?' check box for that item. You can make a field 'Required?' so that the field(s) must be populated in order to save the employee. You can also enter default values for a field that will automatically be filled when entering a new employee.

To begin adding the employee to the application, choose whether the employee is a W2, 1099M, or 1099R type.

By choosing one of the 1099 options, the system automatically sets the entity up with no tax codes. This prevents withholding of taxes from being accomplished in payroll.

W2 1099M 1099R

<Figure 1.7.B>

While reviewing the page, sections can be expanded or collapsed by clicking the arrow-box button next to each section's header. You can collapse and expand all sections by selecting the appropriate option at the top of the screen. If you click START OVER or RESET FORM at any time prior to saving the employee, all data will be lost and you are returned to the employee type (W2, 1099M, 1099R) screen.

While the fields described in the succeeding sections can all be populated during the employee's initial entry into the application, only a few are required as a system default. Those are the 'Employee ID', 'SSN', 'Last Name', 'First Name', cost center(s), and tax 'Status' and 'Exemptions'.

Basic Information

The 'Employee ID' can be changed to any alpha-numeric ID up to six characters in length. The number that automatically appears is the next number after the highest number that has been used prior for the employees in the company. While you should enter a 'SSN' in the system for proper tax filings, you do

have the ability to add the employee without one. To do so, be sure to select the 'Missing?' check box. Take note that not correcting this later may result in tax filing issues and notices.

The screenshot shows a form titled "Department and Status". It contains several input fields: "Branch" and "Department" are dropdown menus; "Hire Date" is a text box containing "07/12/2011"; "Emp Status" and "Emp Type" are dropdown menus; "Rehire Date" and "Adj. Seniority Date" are text boxes.

<Figure 1.7.C>

Department and Status

Each level of cost center elected by the client will be listed. "Home" or default codes for each level should then be attached to the employee using the available drop down menu(es). The 'Emp Status' field determines whether the employee is to be paid in payroll entry (if they are made Active). The 'Emp Type' is a field that is fully customizable by the users of the company. The employee type options are set up in the HR Setup area of the Company Administration Module. While adding a new employee to the system, the 'Rehire Date' may not be necessary as you can rehire them from the Demographics screen (if they have been paid before in this application). By entering an 'Adj. Seniority Date' the system will use the date entered for instances where the employee's tenure is in question (i.e. Seniority levels in accruals).

The screenshot shows a form titled "Pay Type" divided into three sections: "Pay Type", "Pay Details", and "Pay Group". "Pay Type" has radio buttons for "Hourly", "Salary", and "Other". "Pay Details" includes fields for "Pay Frequency" (M), "Average Hours" (0.00), "Hourly Rate" (0.000000), "Salary (Per Pay Period)" (0.00), "Auto Pay" (dropdown), and "Annual Salary". "Pay Group" includes fields for "Pay Group", "Pay Grade", "Clock/Badge #", "Tipped?" (dropdown), "OT Exempt?" (checkbox), and "Job Code" (dropdown).

<Figure 1.7.D>

Pay Rate Information

The Pay Types of 'Hourly', 'Salary', or 'Other' can be utilized to guide the user through adding the appropriate Pay Details info. By selecting 'Hourly', the 'Salary (Per Pay Period)' field would be grayed out as that is not an hourly object. You can skip this step, however. The 'Pay Frequency' is typically defaulted by the client's Calendar setup but should be marked appropriately as this affects not only the employee's taxation, but any batches in the Calendar that may tie frequency in (for companies with multiple batches for differing pay frequencies).

You can enter the 'Average Hours' an employee works. This would also be where the per-period hours to be tied to a salaried employee can be keyed when utilizing the 'Auto Pay' function of the system. Be sure to enter the appropriate 'Hourly Rate' and/or 'Salary (Per Pay Period)'. The 'Auto Pay' feature pays the employee either defined hours or their salary automatically when the payroll starts. This alleviates the user from having to pay employees manually each period.

The 'Pay Group' field indicates that the employee belongs to a filterable group of employees, thus creating a filter option for use in reports and sorting orders. All options in this section are for reporting purposes except for the 'Clock/Badge #'. This is typically used if the client is importing time into Pay-Net Online from an external time and attendance solution. The unique employee identifier in both systems may differ therefore causing the need for ID mapping.

Federal Withholding	State Withholding	Other
Tax Code: FITW	Tax Code: GA	Unemployment State: GA
Filing Status: S	Filing Status: S	Work State: GA
Exemptions: 0.00	Exemptions: 0.00	
Override? <input type="checkbox"/>	Override? <input type="checkbox"/>	
Additional \$: 0.00	Additional \$: 0.00	
Additional %: 0.000000	Additional %: 0.000000	

You will be able to add additional taxes on the summary page, once you have added this employee.

<Figure 1.7.E>

Taxes

Upon the hiring of an employee and after collecting applicable W4 and state tax forms, the elections requested by the employee should be entered in this area during the new hire system entry. In both the Federal and State Withholding sections, select the appropriate Tax Code. Then select the applicable 'Filing Status' as requested by the employee. Type the number of 'Exemptions' being claimed. If none, you may leave as is. If the employee is claiming to be exempt from the tax, select the 'Override?' check box. Should the employee request additional taxes to be withheld, type the amount in either the 'Additional \$' field or the 'Additional %' field. Ensure that the Other section is completed properly with the appropriate state(s).

1.7.2 Manual Check



<Figure 1.7.F>

The screenshot shows the 'MANUAL CHECK' interface. At the top, there are navigation tabs: Home, ESS, Employee, HR, Payroll, Reporting, and Company. Below these are sub-tabs: Employee, Personal, Dept/Position, Payroll Data, Time Off, Pay History, and Employee Task. The 'Employee Task' sub-tab is active, showing 'Add Employee', 'Manual Check', and 'Delete Employee' buttons. The main area displays 'MANUAL CHECK' with a welcome message and instructions. Below this, there's a section for 'Check Date: 09/15/2012' and 'Status: Open Batch VM'. Employee details include ID 1, Name ABILLAM JOHNSON, Dept 1030 - 66505 - OF, Position Freq W, Status A, Type FT, and SSN 040-11-1111. There are sections for 'Gross Taxes' and 'Net Pay Deductions'. At the bottom, there are tabs: Start, Details, Auto Pays, Earnings, Deductions, Taxes, Pay Rates, and Save / Print. The 'Start' tab is selected, showing 'Gross to Net Options' and 'Options' sections. A blue arrow points to the 'Start' tab.

The Manual Check section allows for entering checks written from outside the system or to calculate and print checks that fall outside a normal payroll. To begin, click CREATE MANUAL CHECK. See Figure 1.7.F

Please keep in mind that in order to print manual checks from your location, you will need to have appropriate check stock on hand. The Manual Checks service would need to be added by the service bureau.

The tabs located along the top of the Manual Check screen is used as a guide to correctly enter the check info

Start

Select whether you want to calculate the check from 'Gross to Net' or 'Net to Gross'. When choosing the latter, enter the 'Net to Gross Value' (for grossing up). Any employee set up with a salary auto-pay option will have a check box to select if the salary should be paid. 'Block Direct Deposit' is marked as a default and should be kept selected if the check has already been paid or if you will print the check at the end of the calculation. The 'Tax Frequency' allows the check to be calculated at a frequency other than the default frequency of the company. By selecting the 'Use Supplemental Tax Rates' check box, the Federal taxes at the supplemental tax rate is automatically calculated.

Details You can add the manual entries of all the payable items. Select the appropriate earning or deduction 'Code' and enter the applicable 'Hours', 'Rate', and/or 'Amount' that pertains to the code. A 'Rate' is not required unless the employee's 'Base' rate should be overridden. Click SAVE when complete.

Changes made by editing the rates/amounts on the succeeding tabs are saved into the employee's master file. Should any changes made by editing not need to be saved (if changes made are just to see a new calculation for the employee), click REVERT to prevent future checks from being incorrect.

Auto Pays, Earnings, Deductions, Pay Rates, Taxes Each of these tabs displays recurring components set up in the Employee Data Module. In each tab, appropriate components can be marked for inclusion in the check calculation by clicking in the green-circle button next to the item. All items can be edited through the Edit function. ** See note above on changes. **

Legends for each screen appear like the following: 

Viewing the check calculation

You can view a snapshot of the check totals for Gross, Taxes, Net Pay, and Deductions. To see a detailed view, click 'Show Details.' A new window appears with the data. In order for the calculation to occur, click SAVE.

Gross	200.00	Net Pay	164.16
Taxes	35.84	Deductions	0.00
			

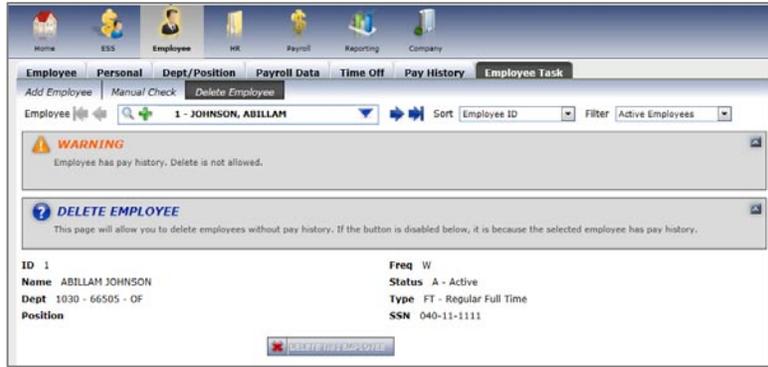
Gross/Net				Earnings			
Gross	200.00	Net Pay	164.16	Earning	Description	Hours	Amount
Totals				OT	Regular	18.00	200.00
				Totals		18.00	200.00
Employee Taxes				Employee Taxes			
Tax	Description	Taxable	Amount	Tax	Description	Taxable	Capped
FITW	Federal Income Tax	200.00	18.02	FUTA	Fed Unemployment	200.00	200.00
GA	Georgia FITW	200.00	5.49	GAAPT	GA Admin. Agent	200.00	200.00
MSD	Medicare	200.00	3.92	OSDIS	Georgia DIS	200.00	200.00
				MSD	Medicare - Employer	200.00	200.00
Totals			36.84	OSD	OSD - Employer	200.00	200.00
Deductions				Direct Deposits			
Deduction	Description	Amount		Amount		Amount	
Totals		0.00					

<Figure 1.7.G>

Save / Print Once the calculation of the manual check is correct, it may be saved for processing into the employee's pay history. Type the 'Period Begin' and 'Period End' if it should be anything other than the next payroll period dates. There are three ways to save the check:

- 1 **The check has been cut manually already...**
Select the client account as the 'Bank Account' and type the 'Check Number' from the manual check (or type '1'). By entering a check number, a new check will not print with the payroll. Click SAVE CHECK.
- 2 **The check needs to be cut with the next payroll...**
Leave the 'Bank Account' and 'Check Number' fields empty. By not entering a check number, a new check will print with the payroll. Click SAVE CHECK.
- 3 **The check needs to be cut immediately but processed with the next payroll...**
Select the client account as the 'Bank Account' and enter the 'Check Number' for the manual check. Click PRINT AND SAVE MANUAL CHECK. The check appears for printing.

1.7.3 Delete Employee



<Figure 1.7.H>

Employees who have not yet been paid can be removed by clicking DELETE EMPLOYEE on the Delete Employee section. On the screen for an employee who has been paid, the button is disabled. A warning message is visible if the employee cannot be deleted.