



## How Use The Employee Memo Field

Situation: Did you ever wish that you had some way to remind yourself during payroll entry that some type of special consideration was necessary for a particular employee? Do you clutter your monitor with “sticky” notes to remind yourself?

If this is the case, M3 can help remind you of any special situations by using the Employee Memo Field!! This document will describe how to setup the Employee Memo and where it appears on the screen during Payentry.

- (1) On the Employee Master > Miscellaneous tab, there is a field called “Memo” and there is a check box titled “Show In Pay Entry”. Any information can be entered into the “Memo” field, and if the box “Show in Pay Entry” is checked, the memo will appear on the pay entry screen! Here’s a sample on an employee:

The screenshot shows the M3 Employee Master Miscellaneous tab for Mary Doe. The interface includes a navigation bar at the top with various tabs like 401(k), Accruals, Auto Pays, Deductions, Demographics, Dependents, Dir Dep, Education, Emergency, Events, Fringe, Information, Insurance, Labor Allocation, Miscellaneous, Pay History, Picture, Prev Empl, Rates/Reviews, Skills, Status/Position, and Taxes. A 'Help' link is also present. The main content area is titled '- Doe, Mary (2)'. It contains several sections: 'Phone/Mail' with fields for Work Phone, Ext., Mail Stop, and Email Address; 'Clock/Badge #' field; 'Memo' field with a checked 'Show in Pay Entry' checkbox, containing the text 'On Mary's check for 11/03/03, remember to reduce her pay by 6.0 hours'; 'Tax Form Information' with a dropdown for 'W2' and checkboxes for Retirement Plan and Statutory; 'Miscellaneous' with checkboxes for Deceased, Deferred Comp, and Seasonal; 'Employment Eligibility' with fields for I-9 Verified, I-9 Reverify, Citizenship, Visa Type, and Visa Expiration; 'Union Affiliation' with fields for Union, Date, and checkboxes for Initiation Fees Collected and Collect Union Dues; and 'Supervisor' with fields for Id and Name.

- (2) This is the appearance of the Payentry screen after the Memo field has been entered. Notice that the Memo field appears under the “Employee Memo” section, and it will appear with RED lettering:

Batch Closed Sample Time Off Accrual (9995) 12/19/2003-W Mary Doe (2) Help

Mary Doe (2) Rate Code Rate Salary Accrual Hours Employee Memo  
 Social Security # 456-78-4563 Base 12.00 Sick-Hrly 4.3333 On Mary's check for 11/03/03,  
 Department: 000001 Vac-Hrly 26.6667 remember to reduce her pay  
 Freq: W Status: A Type: RFT by 6.0 hours

Pay 1 |  
 Check Number 0 Pay 40.00 Hours Pay Type Reg Override... Delete Check X

Code	Description	Hours	Rate	Amount
ERE	Regular Pay	40.00	0.00	0.00
EOT	Overtime	0.00	0.00	0.00
ERE	Regular Pay	0.00	0.00	0.00
EOT	Overtime	0.00	0.00	0.00
ERE	Regular Pay	0.00	0.00	0.00
EOT	Overtime	0.00	0.00	0.00
E0D	Double Time	0.00	0.00	0.00
E0V	Vacation	0.00	0.00	0.00
E0S	Sick Pay	0.00	0.00	0.00
		0.00	0.00	0.00

Hours: 40.00 Gross: 480.00 Taxes: 109.12 Deductions: 0.00 Net Pay: 370.88

Earnings	Hours	Amount	Deductions	Amount	Taxes	Taxable	Amount
RE-Regular Pay	40.00	480.00	(No Deductions)		MED	480.00	6.96
	40.00	480.00			SS	480.00	29.76
					FITW	480.00	57.58
					CA	480.00	10.50
					CASDI-E	480.00	4.32
							109.12

Direct Deposit Transit Account Amount Employer Taxable

We hope that this information will help you with your payroll process by making things easier for you.