Pay-Net Online

Application User Manual

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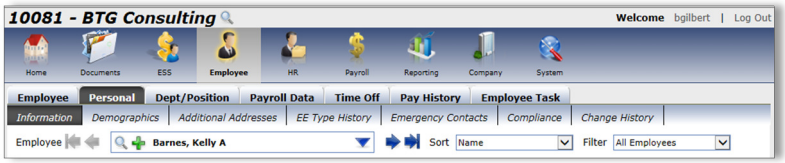
Introduction

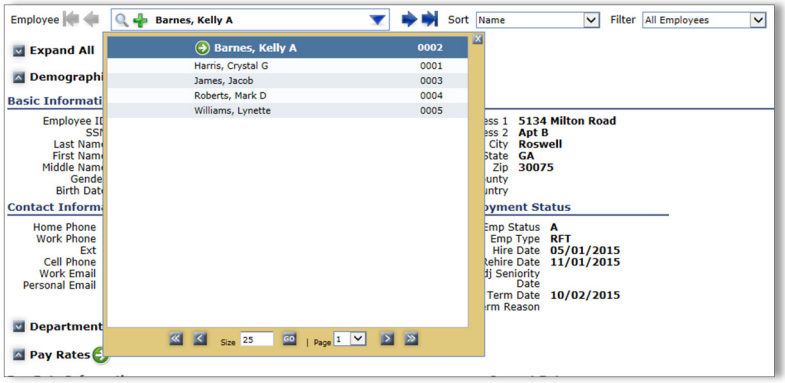
Navigation

Navigating through system is accomplished through the use of icons along the top of the screen for each module accessible to the user login (based on security rights and service elections). Each module and category is often made up of many data screens to be populated. This is seen in the folder bars located in Employee, HR, and Reporting. The screen being displayed will be shown in charcoal gray in the folder lines.



<Figure I.A>

Along the top row of all employee screens, including payroll, are navigational arrows that move backwards (left-facing arrows) and forwards (right-facing arrows) through the list of employees. By clicking on the down arrow to the right of the employee's name, a list of employees will pop up to select from. The page size can be increased to show up to 100 employees at a time in the list. Directional arrows and a Page pull-down menu allow for moving through the list. Employees may also be sorted and filtered using the pull-down menus in the upper right corner of the screen.



<Figure I.B>

You may also click into the name box and begin typing any part of an employee's name to search for them in the selected company. *If sorting by other methods such as ID, the ID can be keyed as a searchable item.*

<Figure I.C>

Company Selection

To access other companies in the system (if permitted through security), click on the Company ID and Name at the top of the screen, or the magnifying glass, to show a pull-down menu containing available companies. You may either select the company from the listing or begin typing the company's name or ID in the search box.

<Figure I.D>

Icons

The application employs several custom icons, buttons and headers that must be utilized to make use of the system. Listed below are the icons located throughout the application.

System Alert :
Notifies the user of a potential issue

Document Attachment :
Opens the chosen document on the Documents/Forms tab in the Home Module

Delete :
For deleting entries

Time Off Link :
Takes user to Time Off screen (from the Employee Search function in Employee Data)

Delete :
Deletes line item in pay entry grid

Warning :
Used in Payroll – Audit; signifies the batch has been approved and closed for further entry

Information Alert :
Notifies the user of a potential issue

Step :
Signifies a link on the Payroll – Start screen; also an upcoming step in the payroll process that is awaiting another step's completion

System Alert :
Provides information about the screen

Step/Include :
Signifies a step in the payroll process ***OR*** is used to select a line item to be included in a calculation

Add :
For adding additional entries

Go/Refresh :
Causes information to update on the screen (on the PTO History screen)

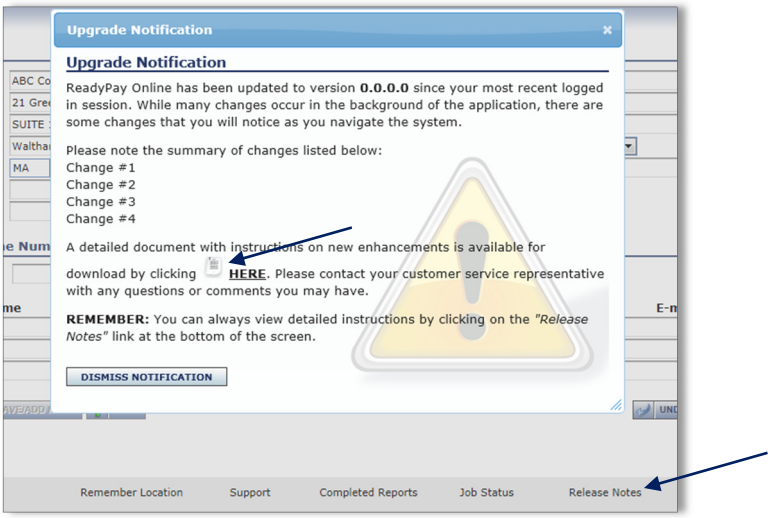
Search :
Takes user to Employee Search ***OR*** displays EE data in Payroll - Batch Entry

Link/Step :
Takes user to screen or link specified in the description next to the button

	Refresh : Updates the screen ***OR*** refreshes payroll verification tests		**Add/Include** : For adding additional entries ***OR*** to show an entry is already included (on Manual Check screen)
	Save : Saves entries		**Done/Included** : Signifies a step in the payroll process is complete ***OR*** shows the item being included in a calculation
	View : Opens the chosen entry for display on the screen		**Remove/Block** : For removing entries ***OR*** blocking a tax code (on Manual Check screen)
	Document : Opens the chosen document		**Run (Preview) Report** : Processes selected report; in the Reporting Module, it runs the report based on the Output Format option set up by the user
	Edit : Opens an entry for editing/updating		**Save** : Saves entries made on page
	Document : Opens the chosen document		**Save/Add New** : Saves entries made on page and opens another line for further coding
	Run : Opens Report Properties on a report (in Reporting Module)		**Add** : Opens a new line entry on the page for further coding
	Pay Rates Link : Takes user to Pay Rates screen (from the Employee Search function in Employee Data)		**Undo** : Reverts a page back to its last saved entries
	Add New Paycheck/Pay History Link : Adds a second check to an employee on the Payroll – Batch Entry screen ***OR*** takes user to Check History screen (from the Employee Search function in Employee Data)		**Delete** : Removes an entry from a page

System Upgrades

A user accessing the application for the first time after an upgrade will see a pop-up alert box notifying them of the upgrade. The alert will display major changes and will have a link to see full Release Notes. Clients can dismiss the alert notification by pressing DISMISS NOTIFICATION. The Release Notes option in the lower right-hand corner of the screen will display a library of historical Release Notes.



<Figure I.E>

Auto Log Out

Should a user be idle in the application for 20 minutes, they will automatically be logged out and will need to re-enter their login information to gain access to the system.

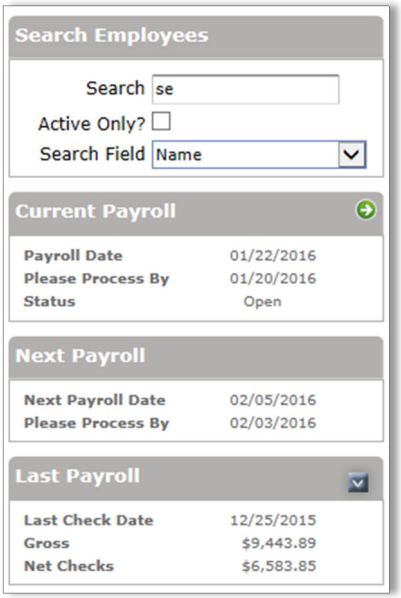
Remember Location

As a default, the Home page will be displayed when entering the system. To have the application remember the last screen a user was on and go back to that screen with the next log in, click on the Remember Location link at the bottom of the screen.

Home

Down the left-hand side of the page are four boxes, three of which provide details regarding the check dates to be processed in the future or totals for the most recent payroll process.

The fourth box, Search Employees, is used as a quick tool to find an employee in the system. The search function searches across all companies a user can access and is not specific to the company displayed at the top of the application. The company ID of the employees found by searching will appear in the listing first. Begin by entering part of an employee's name you are searching for in the field and a listing will appear. You may mark the Active Only? box to show just that type of employee. Selecting a different Search Fields allows you to search via other values on the employees.



<Figure 1.A>

Notifications

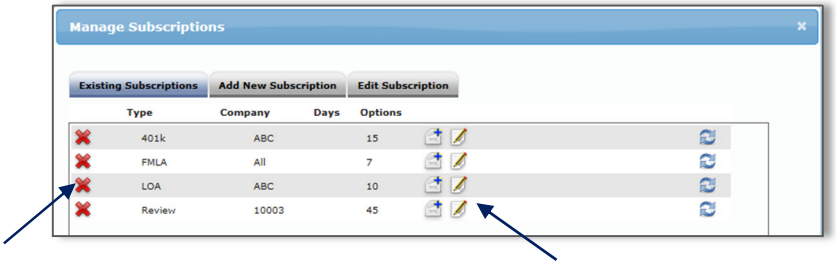
The Notifications area allows users to set up alerts of upcoming dates for various topics, such as birthdays or license expirations. Notifications are a preference and would need to be set up by each user, if interested. The icon that appears on the Home screen is a shortcut to the Notifications tab in the module.

Manage Subscriptions

To set up or update notification settings, access the Notifications page and select Manage Subscriptions in the upper left-hand corner.

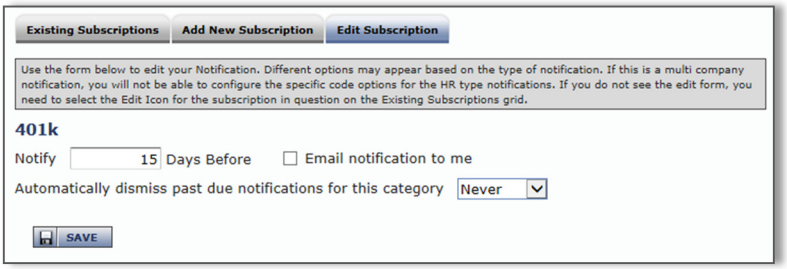
Existing/Edit Subscriptions

Listed will be any notifications already established. A subscription can be stopped by clicking the Delete button.



<Figure 1.B>

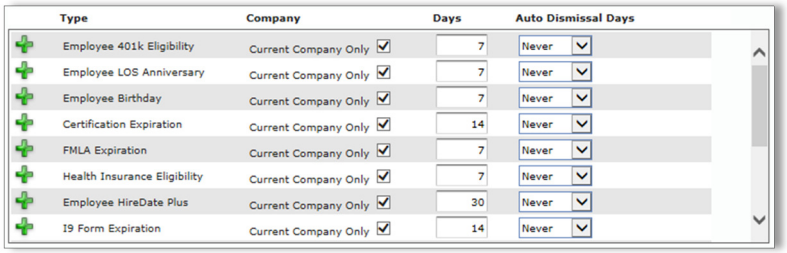
Click the Edit button to change the number of days prior to the event to be notified, whether to receive an email with the notification, or to set up auto-dismissal of any notifications received. Click SAVE when done.



<Figure 1.C>

Add New Subscription

Also found under Manage Subscriptions, additional notifications can be set up. After marking whether the notification should be for the currently selected company only, the number of days prior to the date of the event to be notified, and auto dismissal option, click the Add button and the subscription will be added.



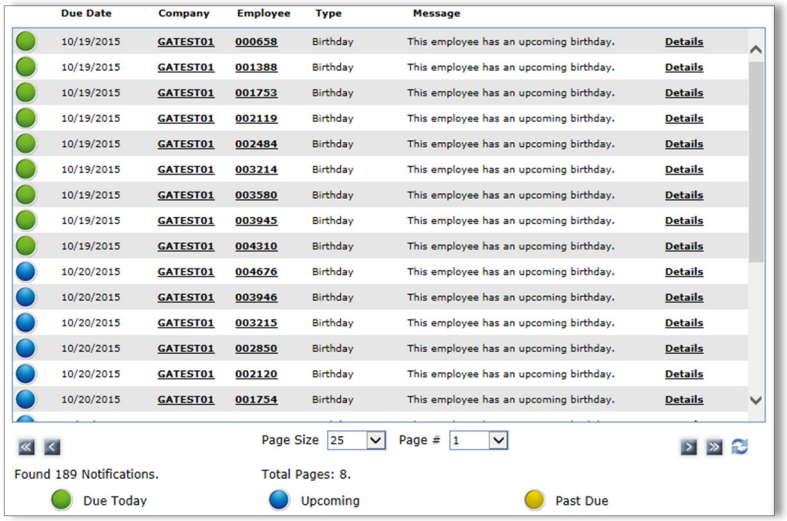
<Figure 1.D>

Notifications Listing

As notifications become due, the Notifications icon on the Home screen will display the number of notifications to be reviewed.

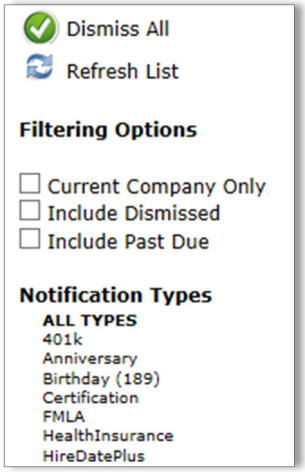
<Figure 1.E>

On the Notifications screen, displayed will be the listing of notification to review. By clicking on Details on any line item, you will be provided further information about the instance. To dismiss a notification, click in the colored circle to the left of the Due Date on any line. A key to what the different colors mean is located at the bottom of the screen.



<Figure 1.F>

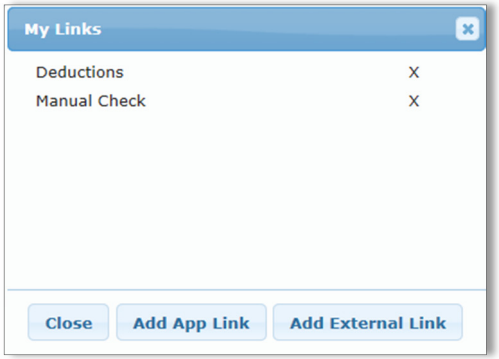
On the left-hand side of the listing, you will be able to Dismiss All notifications, Refresh List to update the instances, and choose Filtering Options to update the listing of notifications to just those you would like to see. Clicking a specific Notification Type will display just those instances.



<Figure 1.G>

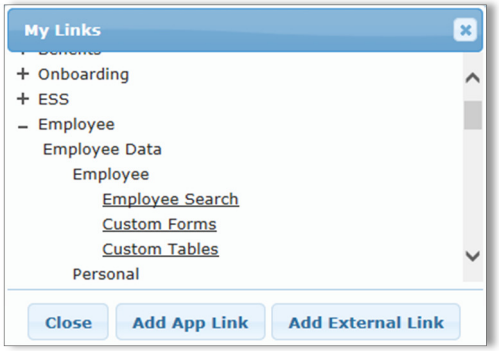
My Links

Links to the most used areas of the system or to other websites used in conjunction with payroll can be added by clicking on the My Links icon on the Home screen. Existing links will appear in the pop-up box and can be selected by clicking on the link name. Links can be removed by clicking on the Delete option to the right of the link name. To add a new link, choose the type of link to set up by clicking the appropriate button in the pop-up box.



<Figure 1.H>

For App Links (pages in the system), expand a system module by clicking the + next to the module name which will then show a listing of tabs for that section. Click on any underlined screen to add it to My Links.



<Figure 1.I>

For an external website, enter a description (Title) for the widget display and then the URL. Click **ADD** LINK when done.

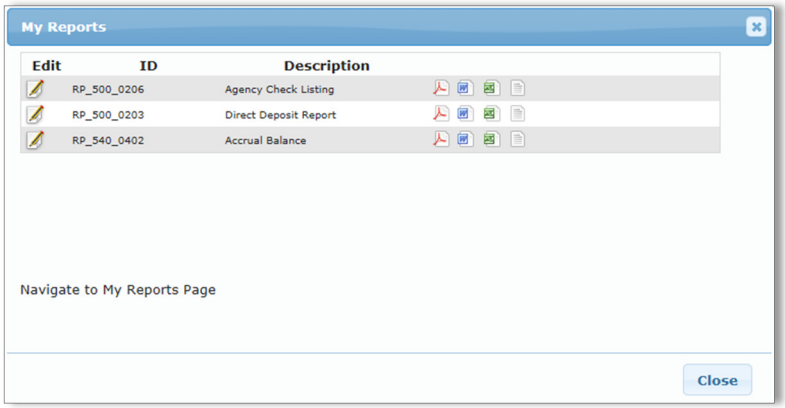
Employee Icons

In the center column of icons on the Home screen will be three links for performing tasks in the Employee module. Hire Employee will take you to the Add New Employee screen while the Term and

Change Employee options will take you to the Employee Search screen to select and update the applicable employee.

My Reports

Reports saved to the My Reports page in the Reports Module will be displayed in a box when clicking the My Reports Icon. To change the properties of a displayed report, click the Edit button to the left of the report's ID. To run a report as-is, click on the icon for the expected output type (pdf, Word, Excel, or text).



<Figure 1.J>

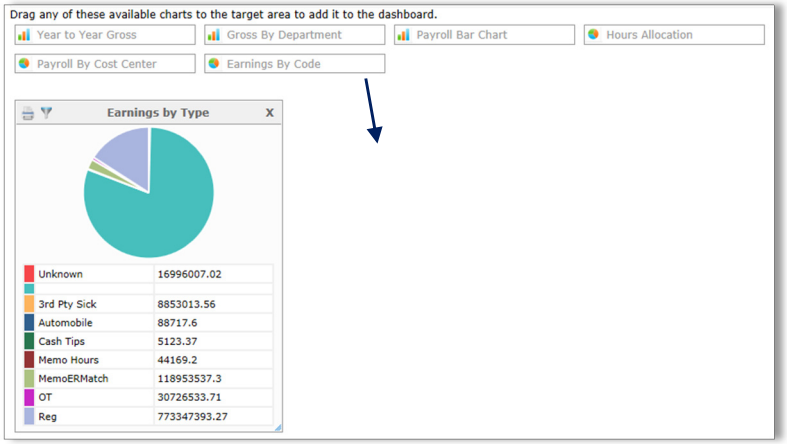
You may click Navigate to My Reports Page if you wish to delete a report from the listing.

Dashboards

Both the Payroll and HR dashboards provide metrics by reviewing the information entered and processed in the system. To begin, on either dashboard, you will first need to add a template. Multiple templates can be created if you wish to see certain views of information paired together and shown separate from other details.

<Figure 1.K>

Once a template is established, you may drag any of the available charts with your mouse to an open area in the selected template on the screen.



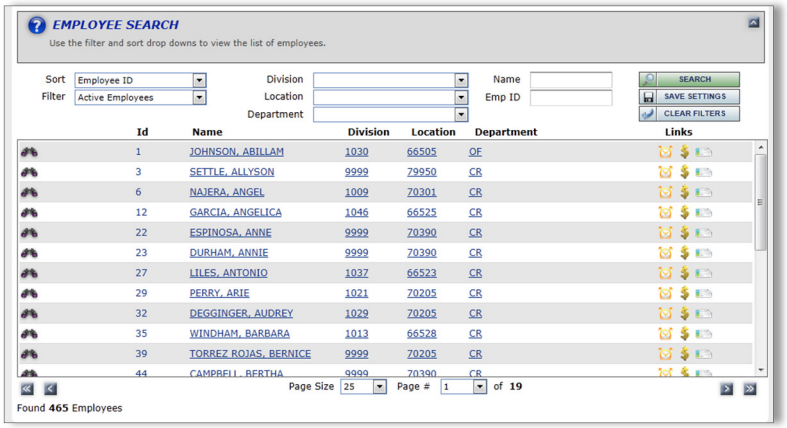
<Figure 1.L>

Each chart can be filtered to show certain information, printed, or removed from the template by using the icons at the top of the chart box.

Employee Module

Employee Search

You may search for an employee by filtering for certain information or 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 2.A>

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

Field Name	Information
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.

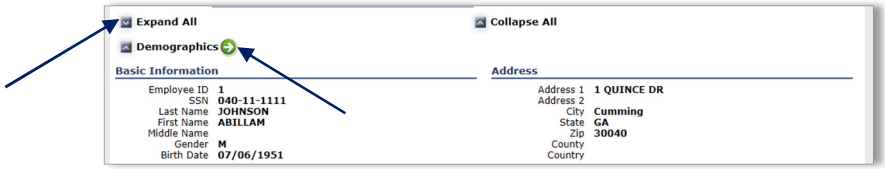
*To apply any filtering/sorting criteria, click **SEARCH**. To make these search settings available forl Employee Data, Human Resources, or Payroll screens, click **SAVE SETTINGS**. Click **CLEAR FILTERS** to revert the employee list back to the initial alphabetical listing. Click any part of an employee's 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).*

Personal

The Personal area contains Information, Demographics, Emergency Contacts, Compliance and Change History tabs.

Information

The Information tab displays a sectioned listing of all basic employee information and pertinent payroll components. The screen is intended to be used for reviewing employee record data and information on the screen is read-only.



<Figure 2.B>

While reviewing the page, sections can be expanded or collapsed by clicking the grey expand/collapse button next to each section's header. You can collapse or expand all sections by clicking the buttons next to Collapse or Expand All at the top of the page. If changes need to be made to information shown on the screen, you may click the Link button next to the header of the section containing the information and you will be taken to the editable screen to make your changes.

Demographics

The Demographics tab contains several sections of basic employee information, such as name, address and contact information. Also found on the screen is the employee's status and type, foreign address information, and if set up on the company level, five customizable fields to store information.

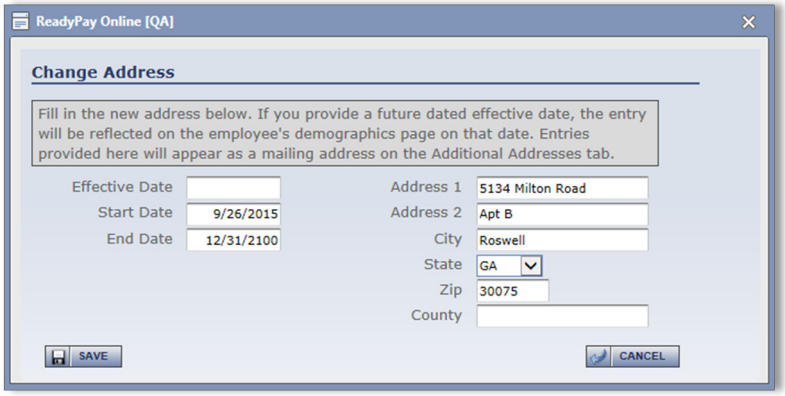
Other than standard fields, the Demographics page includes these additional fields:

Field Name	Information
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. Based on your selection the employee

	may 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.
Employee Menu	This field allows for notes about the employee to be entered. This information will appear in the Memo folder at the top of Employee Payroll Entry for the applicable employee. By marking the check box for 'Pop up in Pay Entry' a pop-up box will be automatically displayed on the Payroll Entry screen with the Memo information. In order to key into the payroll grid, you would need to close the pop-up.

Change Address Option

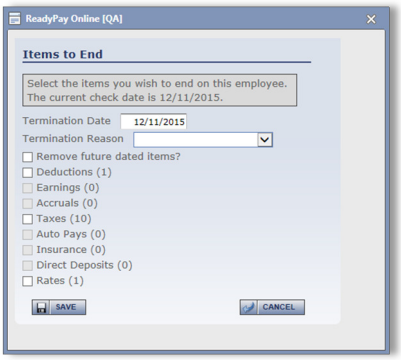
In the Address section of the screen you will find a blue link to Change Address. By accessing this feature, you will be able to make an address change with an effective date – typically a date in the future. By setting the date range the address will be valid for (by entering a Start and End Date) you will begin building address history so that you may report on addresses at different points in time through the Advanced Report Writer in the Reporting module of the application.



<Figure 2.C>

Termination Options

Based on your company's setup, you may be presented with a termination wizard when changing the Employee Status field to terminated. This wizard will prompt you to enter the Date and Reason for termination and allow you to end existing employee record details or remove those that will begin in the future. The wizard is intended to be used to help ensure rehired employees in the future do not have checks processed with outdated information.



<Figure 2.D>

Additional Addresses

Employees may have a mailing address that differs from their residential address. Depending on the address loaded in the Demographics screen, you may add the secondary address to the tab. If an address change was done using the Change Address option on the Demographics screen (for future-dated address changes) those would be listed on the screen as well with the applicable Start and End Dates.

EE Type History

Used in conjunction with the application's ACA services, the screen will display any changes to the selected employee's Employee Status made on the Demographics page. The page was designed to quickly find changes to the status for purposes of establishing or offering health coverage.

Emergency Contacts

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.*

Compliance

Record information regarding an employee's eligibility to work and their employee type. You may create up to five user-defined check boxes in HR Setup that will be added to the bottom of the Compliance tab for tracking information that may otherwise not have a place in the system to be recorded. Information on the screen is broken up into several topics for entering and updating information on the employee record.

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. By entering a Date Verified, the SSN of the employee will be blocked from change on the Demographics tab.

Misc Tax/Health Insurance (HI) Fields

If not using eligibility rules for automatic insurance coverage, the HI (health insurance) Eligibility Date may be used to track and report those individuals approaching their offer start date. The field also can be tied into Notifications in the Home module. *The Benefit Class Code is used in some benefit integrations and is otherwise not necessary.*

Disability Status

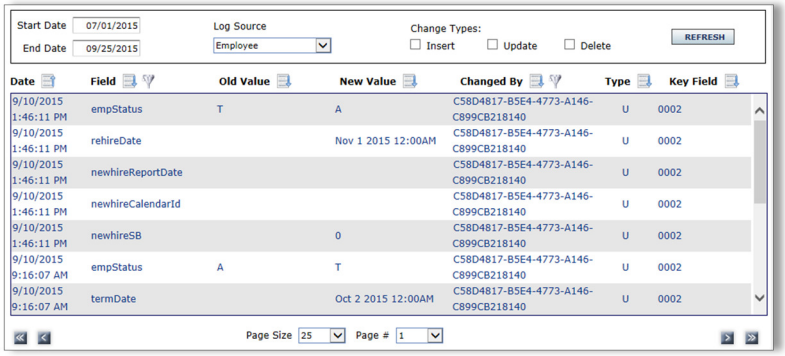
You can record the employee's 'Status Code', 'Disclosure Date', and any notes relating to the employee's disability status for purposes of tracking and reporting the information.

Veteran Status

Information recorded in this section may be used in completing the VET100 reporting or for collecting veteran information in for other reportable means.

Change History

An audit trail of all changes to the employee's record, outside of payroll and pay history, can be obtained on the screen using filtering methods to choose both the timeframe for changes and the type of changes to be viewed at one time. After making filter selections, click ***REFRESH*** to update the listing.



<Figure 2.E>

Filtering options include:

Field Name	Information
Start Date	Enter the date changes in the audit trail should begin.
End Date	Enter the last date of changes to be included in the audit trail.
Log Source	Select the tab or selection of data to be included in the listing of changes. For basic employee changes for Demographics, Dept/Position, Compliance, etc., leave the default option 'Employee'.
Insert	Mark the box to display new items being added to the screen (only when an item cane be made inactive or be deleted).
Update	Mark the box to only show fields whose contents have been updated.
Delete	Mark the box to show items that were deleting (using the Delete button; changing a field's contents to nothing does not constitute a deletion, but a change).

*It is not necessary to manually select any of the three checkboxes if you wish to see all three types of changes. Simply click **REFRESH** after choose the Start and End Dates and Log Source.*

Dept/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.

Department

<Figure 2.F>

The upper portion of the screen relates to the cost centers, or organization structure, built for your company. Here, tie the “home” cost center code as it relates to each organization level using the pull-down menus. The use of all supervisor-related in the items is tied to setting up employee change approvals in 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.

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 in the Company module for each company. 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).

Pay

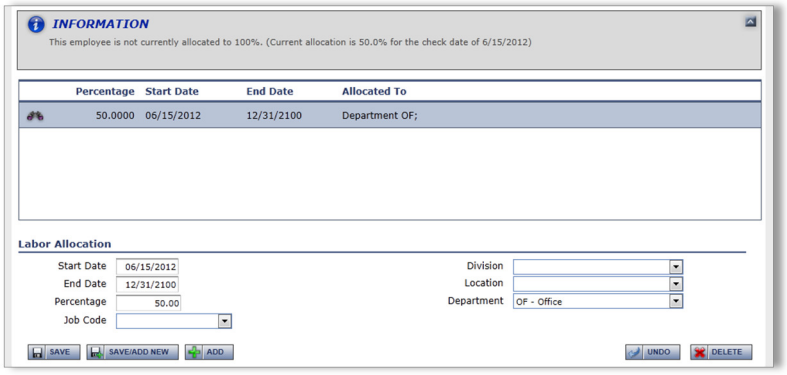
You can use the ‘Pay Group’ drop down as a filter option when sorting employee paychecks and reports. ‘Pay Group’ option codes are set up through the HR Setup area of the Company Administration Module. The ‘OT Exempt’ and ‘Tipped’ fields are only used for reporting purposes and do not affect the outcome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

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.

Labor Allocation

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



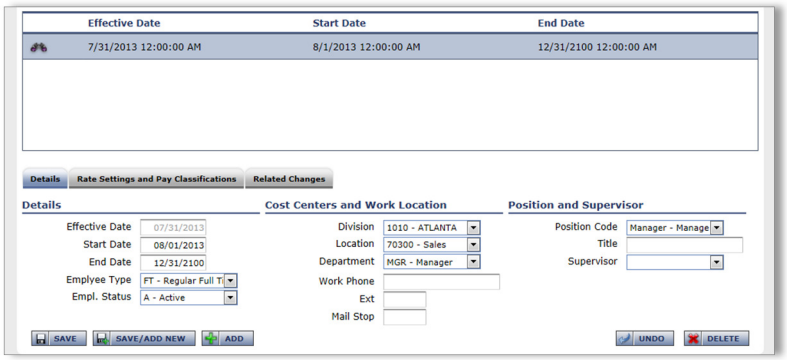
<Figure 2.G>

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.

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

Position History

The Position History screen makes it possible to enter future-dated changes to an employee's position by accessing fields from the Department tab and Employee | Payroll Data | Pay Rates tab.



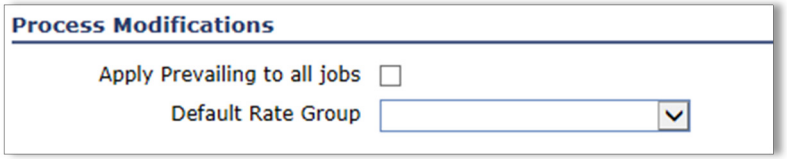
<Figure 2.H>

Begin by clicking the ***ADD*** button and making changes or adding information to any applicable fields. You'll then be able to set the Effective Date that you would like the system to pick up the changes on. You may delete a request for change prior to the Effective Date at any time. To see what changes have been requested and processed, you may go to the Related Changes sub-tab.

Prevailing Wage

Overriding the company prevailing wage setup may be necessary on individual employees or if your company has apprentices paid prevailing rates on non-certified jobs. *The screen will only appear if the Prevailing Wage service has been added to the company as part of the setup.*

Process Modifications

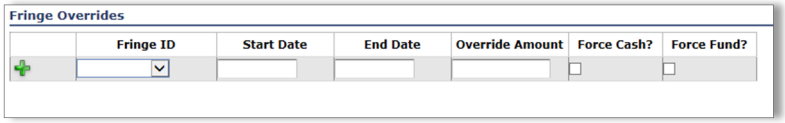


<Figure 2.I>

Field Name	Information
Apply Prevailing to all Jobs	Mark the box to calculate prevailing rates on all jobs – allows the employee to receive the rate group on any job (with the appropriate earning code and begin date).
Default Rate Group	When the box above is marked, select the rate group default for the employee. If all jobs is not marked on the company setup, it is necessary to choose a default here. A Rate Group chosen here supersedes the code on the company level.

Fringe Modifications

Modifications made here allow override modifications in the company-level fringe distribution setup. Many scenarios for overriding can be accomplished here.



<Figure 2.J>

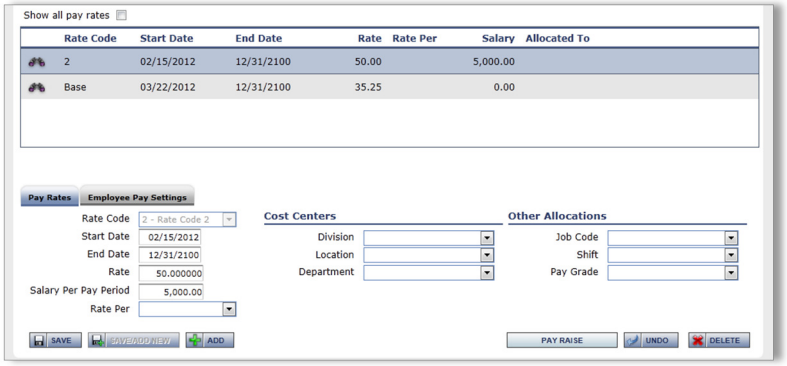
Field Name	Information
Fringe ID	Select the ID of the company Fringe setup to override.
Start Date	Enter the beginning of the period the override should be active.
End Date	Enter the last date of the period the override should be active.
Override Amount	Enter the specific dollar amount that overrides the company fringe setup (ex. employers providing health insurance).
Force Cash?	Mark the box to have the calculated or specified amount be paid to the employee.
Force Fund?	Mark the box to have the calculated or specified amount be paid into a fund on the employee's behalf.

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. Each screen will have a check box above the data grid to see historical data.

Pay Rates

Employees with just one rate have a default Rate Code of 'Base' in the system but some employees may be set up with multiple rates by clicking the ***ADD*** button and adding new entries.



<Figure 2.K>

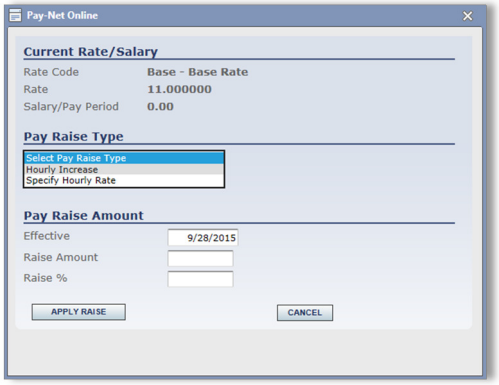
When setting up the details of the rate, several options are available:

Field Name	Information
Rate Code	When adding an additional rate, select the identifying code for the rate. When performing raises, make sure the correct Rate Code is selected before beginning the raise process (see below section).
Start Date	Enter the beginning of the period the rate should be active.
End Date	Enter the last date of the period the rate should be active.
Rate	Enter the hourly amount of the rate. *This may be entered in conjunction with a Salary Per Pay Period to be used when a salaried employee gets paid for non-worked hours like holiday or vacation separate from the actual salary being paid.*
Salary Per Pay Period	Enter the salary to be paid each pay period.
Rate Per	If the Rate is per hour, leave blank. Otherwise select the unit of measurement the Rate ties to.

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 or you can tie a specified rate to a Cost Center, Job or Shift Code, or Pay Grade on the Pay Rates tab as an override to the company-level setup. The employee's correct rate will be chosen when an allocation is selected in payroll entry. The only caveat to this is that you can only have one active entry for each Rate Code.

Raises and Rate History

To maintain rate history in the system, select an existing Rate Code and click Pay Raise to create a new instance of that Rate Code. A pop-up box will appear to guide you through the raise process.



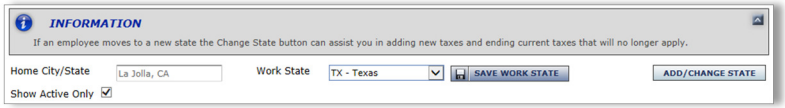
<Figure 2.L>

First, you will need to select the Raise Type based on the information you have about the new rate. You can either enter in the amount of the rate/salary or you may enter the actual raise increase in either amount or percentage format.

You will then specify the Effective date, or the date the rate should begin. A check date falling on or after that date will use the new rate. Then enter either the new rate or salary or the increase amount or percentage and click ***APPLY RAISE*** after confirming the details of the transaction. You will need to click ***SAVE*** on the Pay Rates screen to process the raise fully.

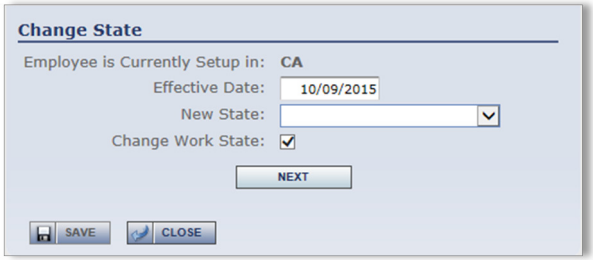
Taxes

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.



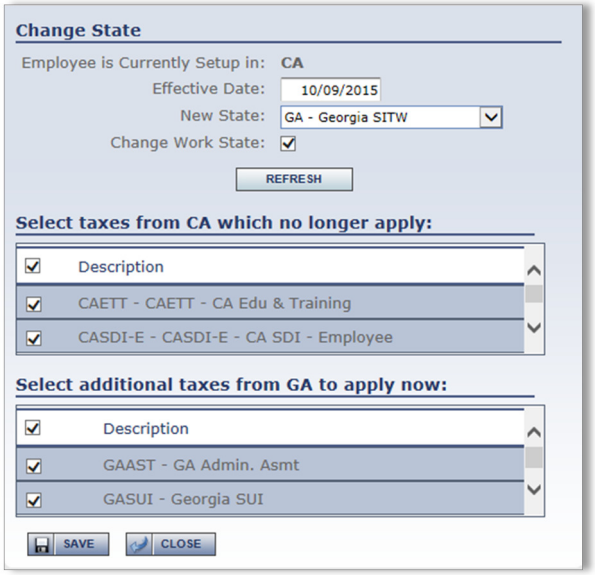
<Figure 2.M>

The 'Home City/State' is populated using the employee's address from their Demographics section. The Work Stat can be changed when applicable by using the pull-down menu. After making a changes, click ***SAVE WORK STATE***. Should an employee move to another state, click ***CHANGE STATE*** to update all applicable coding.



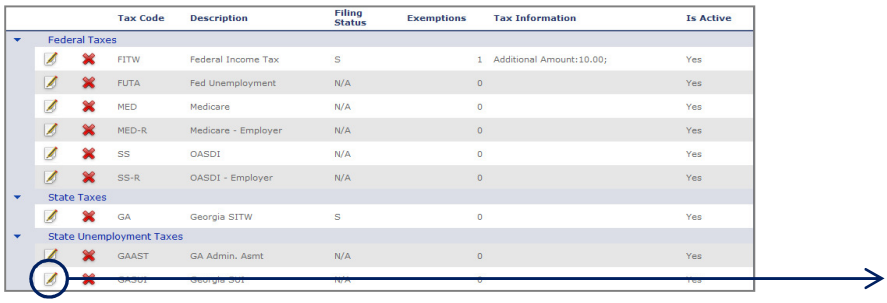
<Figure 2.N>

First, enter the effective date of the change and select the state the employee is moving to. If they will be working in the new state as well, mark the 'Change Work State' box and click ***NEXT***.

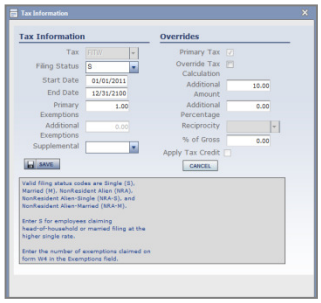


<Figure 2.O>

In the next screen a list of tax codes being ended and those being applied will appear. Click ***SAVE*** once confirmed. If you are only changing the withholding state of the employee, clear all boxes as they will be for unemployment and related taxes, and then click ***SAVE***.



<Figure 2.P>



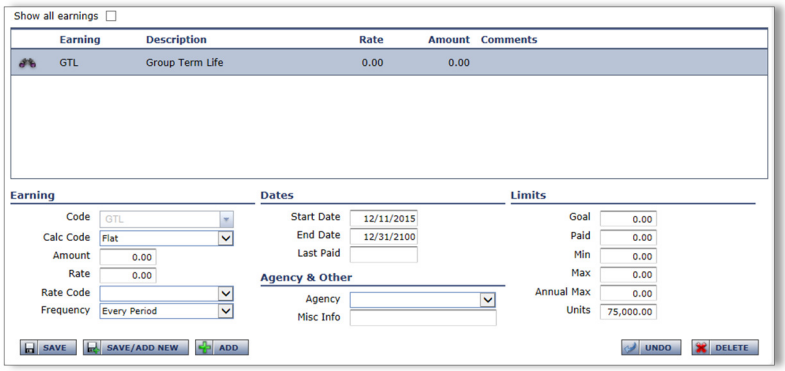
<Figure 2.Q>

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' field 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.

<Figure 2.R>

To add a new tax code to the employee, or if you have placed an End Date on a code and wish to add another instance, click the button for the type of tax you want to add at the bottom of the screen. The Code Properties window appears.

To update an earning on the screen, simply click the VIEW icon to select the item and update the applicable details. Then click ***SAVE***. To stop an earning from recurring further, place an end date on the code rather than simply deleting the item.



<Figure 2.S>

To add a new Earning to the screen, first, click ***ADD*** and select the appropriate Code from the available pull-down menu. Then fill in the details in the additional fields:

Field Name	Information
Calc Code	When an earning is not simply a flat amount or to account for limits, select the calculation method to be used for the earning.
Amount	Enter the flat dollar amount of the earning to be paid.
Rate	For use when a Calc Code is selected, enter the rate to be used in calculating the earning.
Rate Code	Choose a Rate Code to pull when calculating the earning based on the employee's rates setup.
Frequency	If the earning will not recur each pay period, select the frequency at which it should be paid/tracked.

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.

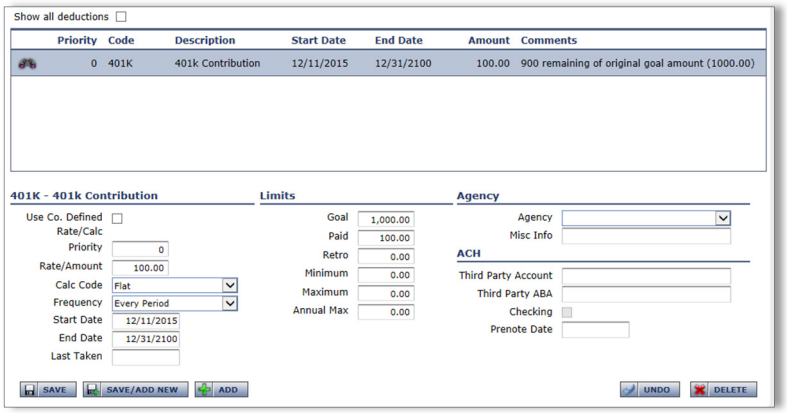
Limits

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. 'Units' are primarily used for the calculation of per pay group term life taxable wages to be added to the employee's check for tax purposes by entering the total coverage amount.

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).

Deductions

To update a deduction on the screen, simply click the VIEW icon to select the item and update the applicable details. Then click ***SAVE***. To stop a deduction from recurring further, place an end date on the code rather than simply deleting the item.



<Figure 2.T>

To add a new deduction to the screen, first, click ***ADD*** and select the appropriate Code from the available pull-down menu in the box that appears. Fill in any applicable details in the fields provided:

Field Name	Information
Use Co. Defined Rate/Calc	Mark the box to use the company-level defined Rate or Calc Code as default.
Priority	Enter the order in which the deduction is taken. *Typically used when an employee may not make enough to satisfy all deductions.*
Rate/Amount	Enter the flat amount of the deduction or the rate used in conjunction with the Calc Code selected to calculate the deduction amount.
Calc Code	When a deduction is not simply a flat amount or to account for limits, select the calculation method to be used for the deduction.
Frequency	If the deduction will not recur each pay period, select the frequency at which it should be deducted/tracked.
Start Date	Enter the beginning of the period the deduction should be active.
End Date	Enter the last date of the period the deduction should be active.

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.

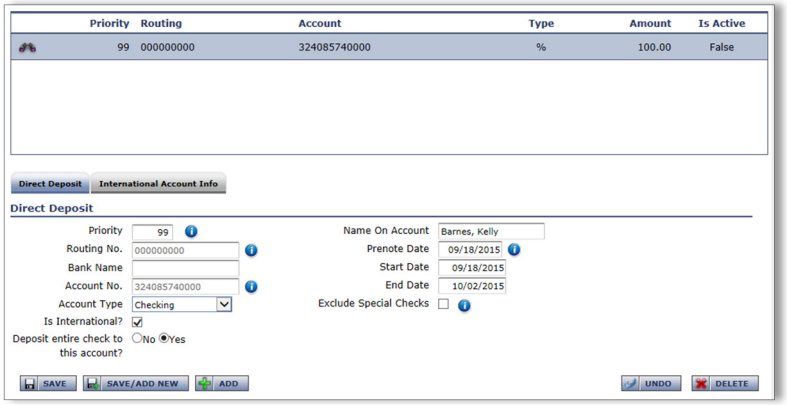
ACH

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.

If the available fields for a deduction are grayed out and cannot be changed, the deduction has either been set with overrides on the company-level deduction setup or the deduction has been built into an insurance plan (the deduction would be labeled with 'Insurance Plan' and the plan name if this were the case).

Direct Deposit

Click **ADD** or select an existing entry to update. The 'Priority' is a critical piece if the employee elects to have funds deposited into more than one account. It builds in a sequence for calculating the amounts to be deposited - the higher the number entered, the later the deposit is made. For employees with a deposit of their entire 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. The system will attempt to prioritize the direct deposits using this methodology but you should always review the setup prior to saving.



<Figure 2.U>

Other fields will need to be completed for the direct deposit entry to calculate properly:

Field Name	Information
Routing No.	Enter the transit/routing number provided.
Bank Name	*Field will automatically populate with the bank's name based on the Routing No. field if the routing number is built into the system. It is okay to leave blank as the field is not editable.*
Account No.	Enter the account number as provided. *Be sure to load any applicable leading zeroes. The information will need to be confirmed by entering it into the second Account No. field.*

Account Type	Select whether the deposit is to a 'Checking' or 'Savings' account.
Is International?	Mark the box if the funds will be deposited into a foreign bank account. *Account information would need to be loaded into the International Account Info sub-tab.*
Deposit entire check to this account?	Select yes to send the net amount (or amount remaining after other deposits) to the account. *Choosing 'No' will open additional fields to express the amount to go to the account.*
Name on Account	Enter the name of the owner of the bank account if other than the employee.
Prenote Date	Check with your customer service representative if prenoting is in place for your company. If it is, you may override the prenote process by entering a date at least 30 days prior to the current date.
Start Date	Enter the beginning of the period the account should be active.
End Date	Enter the last date of the period the account should be active.
Exclude Special Checks	Mark the box to block the direct deposit from occurring when an alternate check type is selected in payroll and is marked as a special payment.

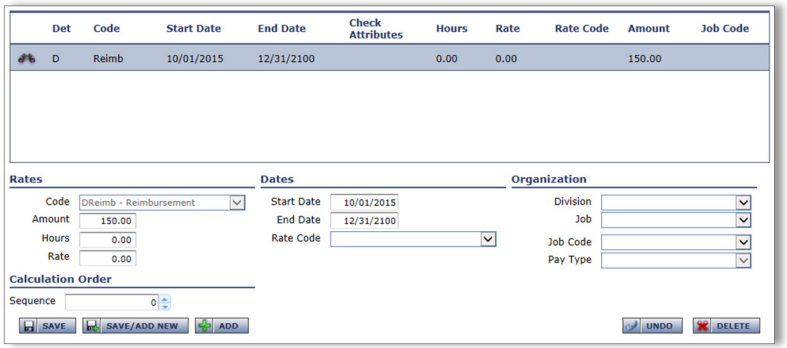
You may scroll over the blue info icons for more information about the fields they appear next to.

International Account Info

Should the account being added be a foreign bank account, additional information would need to be entered into the International Account Info sub-tab. The 'Foreign Account ID Type', 'Foreign Account Identifier (Routing)', and 'Foreign Bank Name' would all need to be populated based on the information provided by the employee.

Auto Pays

Entries made to automatically pay an employee occur each pay period and cannot be based on any other frequency. This does not auto pay an employee's salary or default hours as that is handled on the Pay Rates tab. Entries made on the screen will occur in payroll whether the employee is getting paid anything or not.



<Figure 2.V>

To add a new Auto Pay, enter:

Field Name	Information
Code	Select the deduction (usually add to net deduction) or earning code to auto pay.
Amount	Enter a flat amount to be paid.
Hours	If applicable, enter the number of hours to be auto paid.
Rate	If applicable, enter a rate of pay to be used (with an earning code).
Sequence	Set the place in order the item should be auto paid.

Dates

Type a 'Start Date' or 'End Date' if the earning or deduction 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. You may choose a 'Rate Code' from the employee's Pay Rates screen for calculating the auto pay amount when 'Hours' are configured.

Organization

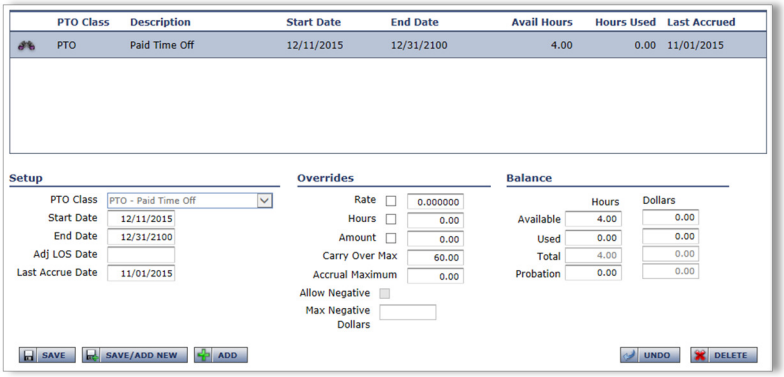
For allocation and reporting purposes, any earning or deduction being auto-paid may be tied to a cost center, Job Code, or Pay Type.

Time Off

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

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 2.W>

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. 'Allow Negative' may be marked to allow the employee to have a negative available balance for the policy. 'Max Negative Dollars' can be turned on so long as the company policy doesn't restrict an employee from going negative.

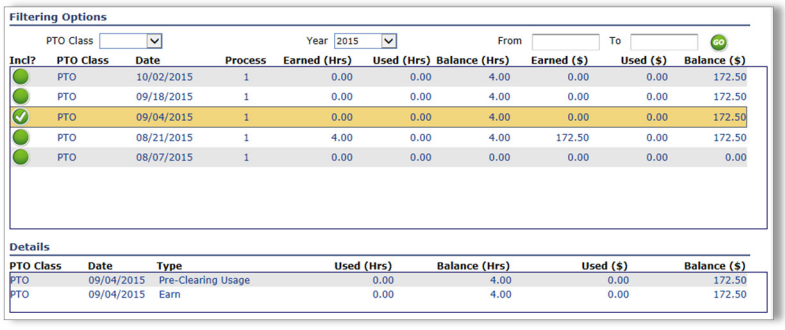
Balance

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.

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.



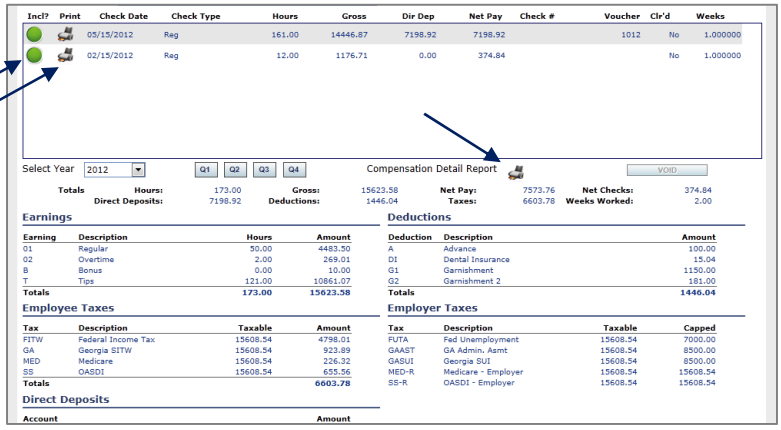
<Figure 2.X>

Pay History

In this area, you can view detailed paycheck history and pull copies of check stubs. Checks may be voided from the area, and employee W2 and 1099 copies may also be found here.

Check History

Every check processed in the system for the employee will be available for viewing using the provided filtering and selection options. Accessing the screen will initially display checks for the current year.

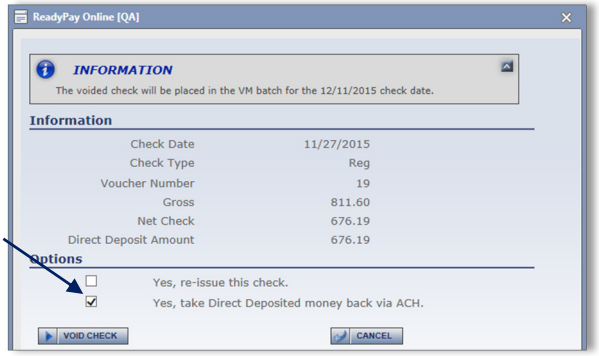


<Figure 2.Y>

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'. A check stub can be printed by clicking the printer button next to the applicable date. To print a report for the period totals as selected, click the printer icon below the historical grid to run a Compensation Detail Report.

Voiding a Check

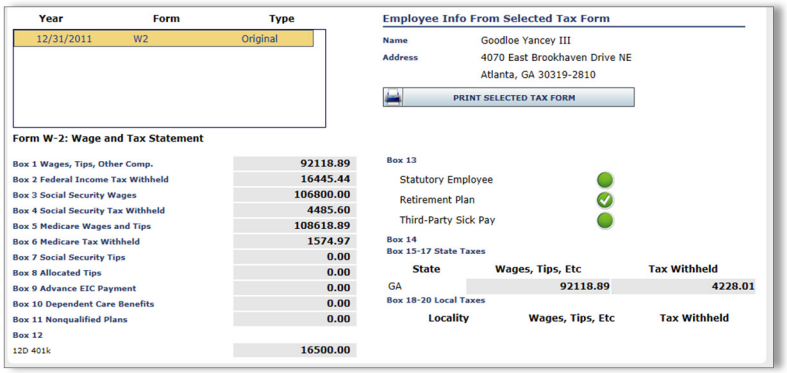
Checks processed in error or those that may have been lost and need to be reissued may be voided individually on the screen. Choose the check to be voided by clicking the green circle on the applicable line, and click the **VOID** button. In the dialogue box that appears, you will be provided an option to re-issue the check. If the check was originally paid via direct deposit, you will have an option for how to handle the deposited money. Click VOID CHECK when done. The void and any re-issued checks will appear in the check date currently set in the Payroll module in a batch named 'VM'.



<Figure 2.Z>

W-2/1099s

Employers providing W2/1099 access online to their employees through Self Service will also see the employee's W2s and 1099s published here. Each box from the form along with the applicable amounts for each box will be displayed. Click **PRINT SELECTED TAX FORM** to see and print a PDF version of the selected form.



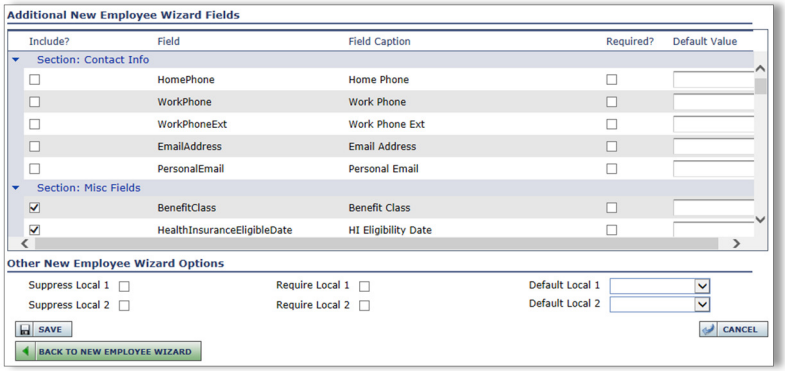
<Figure 2.AA>

Employee Task

In this section of the module, you can add new employees and contractors, calculate and print manual payments, and delete employees.

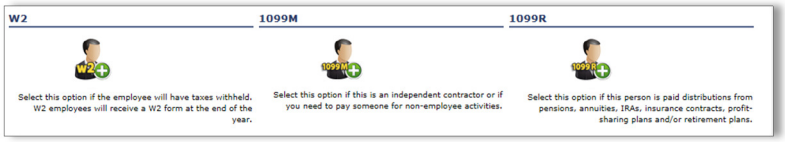
Add Employee

Prior to adding new employees, review the new employee wizard and determine if there are additional pieces of data that should be entered when adding an employee. Click **MODIFY NEW EMPLOYEE WIZARD** to see the fields that can be made available.



<Figure 2.AB>

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. Click **SAVE** when done.



<Figure 2.AC>

To begin adding a new hire to the application, choose whether the worker is a W2, 1099M, or 1099R type. By choosing one of the 1099 options, the system automatically sets the new hire with no tax codes. This prevents withholding of taxes from being accomplished in payroll.

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.

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(s). 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).

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 ReadyPay Online from an external time and attendance solution. The unique employee identifier in both systems may differ therefore causing the need for ID mapping.

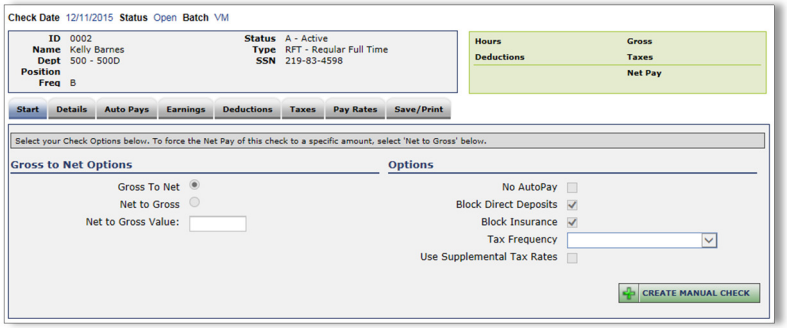
Taxes

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 any local tax codes are applied when necessary.

Manual Check

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**.

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 for proper printing capabilities.



<Figure 2.AD>

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

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.

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, Taxes, Rates

Each tab displays recurring components set up in the Employee Data Module. To include an item in the check calculation, click the green-circle button next to the item. Each item details (Calc Code, Amount, etc.) can be edited through the Edit function.

A key for each type of button marking will appear at the bottom of each screen.

<Figure 2.AE>

Note that clicking a green-circle on a tax code actually blocks the tax and should only be used in certain instances. Rates are for informational use only.

Viewing and Saving the 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 will appear with the details of the manual check calculation.

<Figure 2.AF>

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:

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**.

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**.

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.

Delete Employee

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.

Human Resources

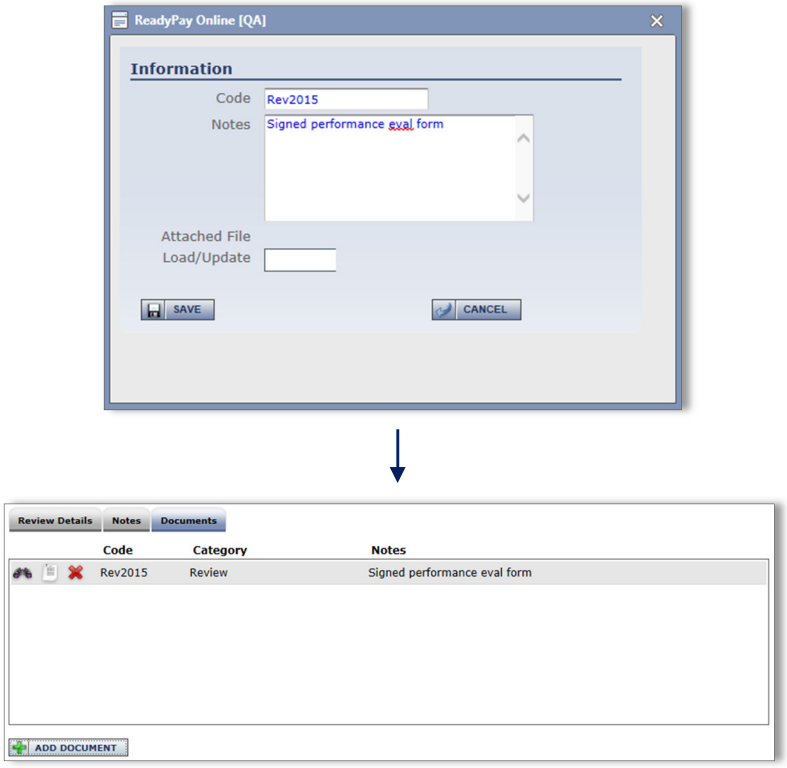
Introduction

The module requires the setup of HR Codes in the Company Admin > HR Setup section of the system. These user defined codes allow for the proper storage of information in the way the system was intended.

DOCUMENT STORAGE

Located in most of the tabs of the Human Resources Module is the access to store documents. The attachment can be coded with a unique short description and then Notes entered as to what the document contains. Next, browse for the document on the computer accessing the site by clicking the Select button. Then SAVE to begin the importing of the document. Once the document is fully uploaded, it will appear in the documents window where you can view, edit, or delete it.

Supported document types are: pdf, xls, doc, txt, pps, csv, tsv, jpeg, bmp, tif, gif, png.

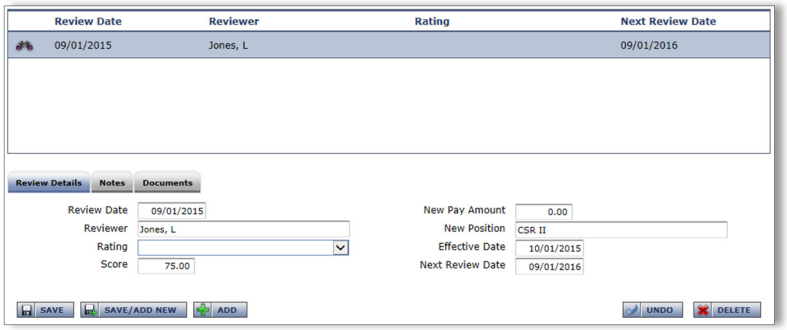


<Figure 3.A>

Performance/Reviews

Reviews

The Reviews tab stores information regarding performance appraisals and offers several reportable fields to store data. The Review Details portion of the screen stores key information like when the review occurred, who gave the review, how the employee scored, when the next review should occur, and any new rate or position information. The Notes portion allows for the storage of comments made by the reviewer and the employee.



<Figure 3.B>

Warnings

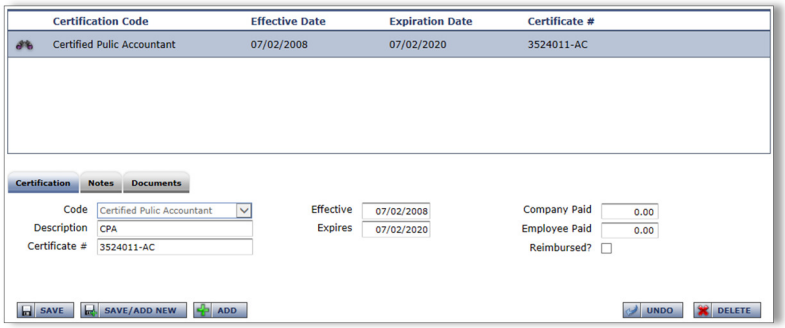
The Warnings tab stores information regarding employee disciplinary write-ups and offers several reportable fields to store data. The Warning portion of the screen sets the type or warning the employee received, a brief description of the event, the date the issue occurred and when it will be followed up. The person issuing the warning can also be tracked as well as the type of action taken and if the warning was written, the confirmation that it was signed by the employee.

<Figure 3.C>

License/Training

Certification

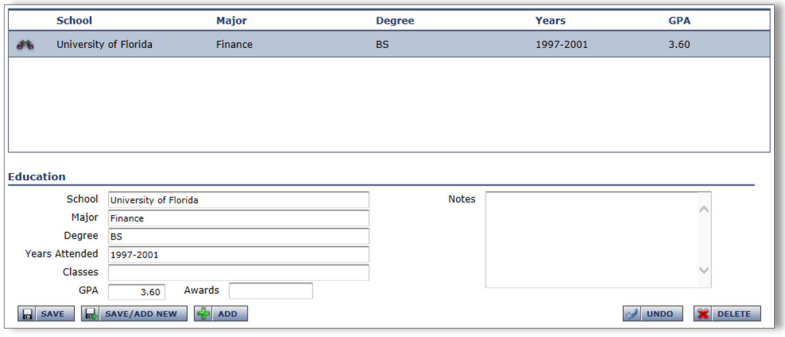
The Certification tab stores information regarding accreditations the employee has earned and offers several reportable fields to store data. The Certification portion of the screen stores key information like the type of certification, a brief description, the unique identifier of the award, when it was earned and when it will expire. Also tracked is if the certification was paid for by the employer or employee. The Notes portion allows for the storage of comments about the certification.



<Figure 3.D>

Education

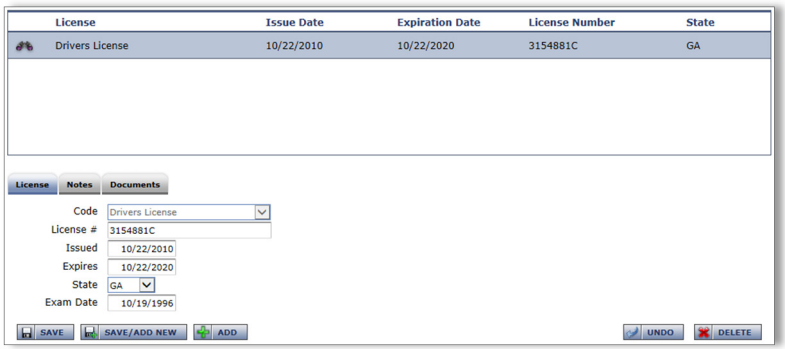
The Education tab stores information regarding higher learning the employee has completed and offers several reportable fields to store data. The screen stores key information such as the School attended, the course of study and to what level the employee completed their studies. There are also fields for the dates of attendance, GPA, and any additional commendations. The Notes portion allows for the storage of comments about the education.



<Figure 3.E>

License

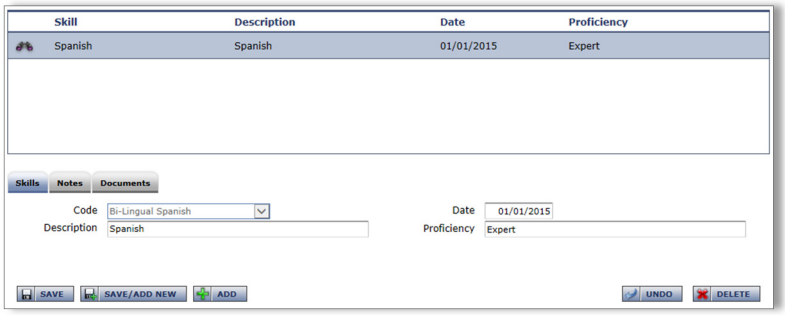
The License tab stores information regarding licenses the employee has earned and offers several reportable fields to store data. The License portion of the screen stores key information like the type of license, the unique identifier of the license, when it was issued and will expire, the State of issuance and when the employee took the Exam to earn the license. The Notes portion allows for the storage of comments about the license.



<Figure 3.F>

Skills

The Skills tab stores information regarding talents the employee has and offers several reportable fields to store data. The screen stores key information such as the type of skill the employee has exhibited, a brief description, the date the skill was mastered and details regarding the Proficiency shown while displaying the skill.

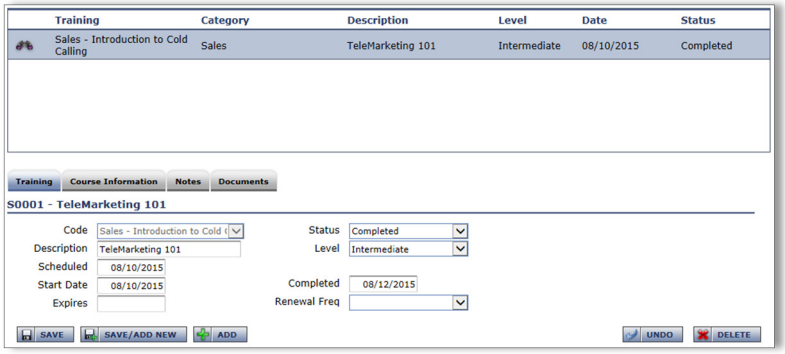


<Figure 3.G>

Training

The Training tab stores information regarding courses the employee has completed and offers several reportable fields to store data. Trainings attended by the employee can be broken into categories and a pull-down menu is available at the top of the screen to select the appropriate category (Sales, Service, etc.).

Training
The first sub-tab on the screen stores key information about the course, a brief description, the Scheduled training date, when the course started and when the materials will expire. Also found is the status of the employee's completion, level at which they have been taught, the actual date of completion by the employee and how often the employee should attend the session.



<Figure 3.H>

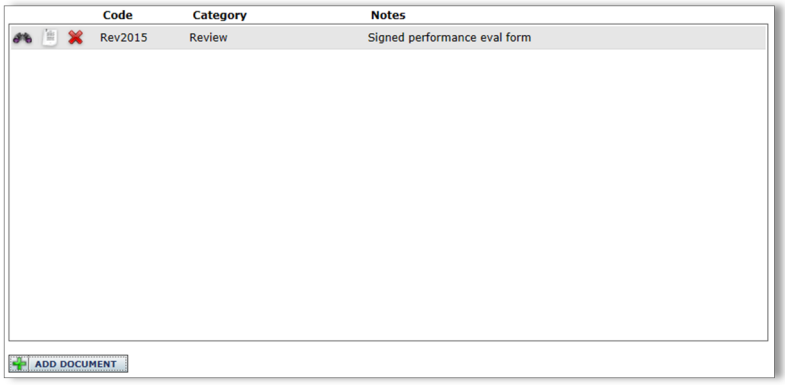
Course Information
The area stores information regarding the Instructor name, whether or not a Certificate was issued, how many Hours the employee attended, the Score received, and how much the employee and employer paid for the course.

Notes
Store any comments about the training course.

Documents

General Documents

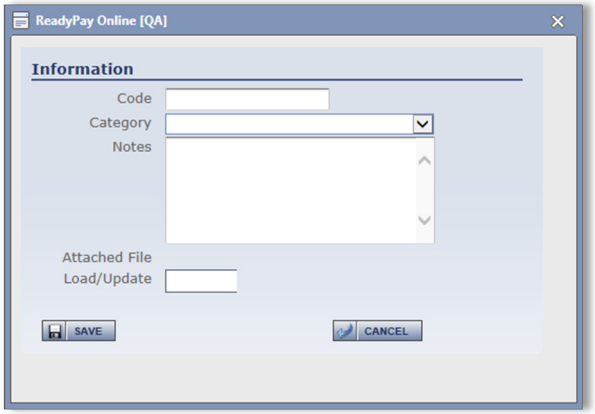
All documents attached through an HR screen can be found on the tab. Users may also upload other documents that may not fit into one of the HR tabs/categories.



<Figure 3.I>

To begin, click **ADD DOCUMENT** and add an identifying Code and Notes as to what the document contains. The Category field may be left blank or 'Other' selected if the document doesn't fit one of the

HR screens in the listing. Then, browse for the document by clicking in the Attached File Load/Update field. Click **SAVE** to begin the importing of the document. Once the document is fully uploaded, it will appear in the documents window where you can view, edit, or delete it.



<Figure 3.J>

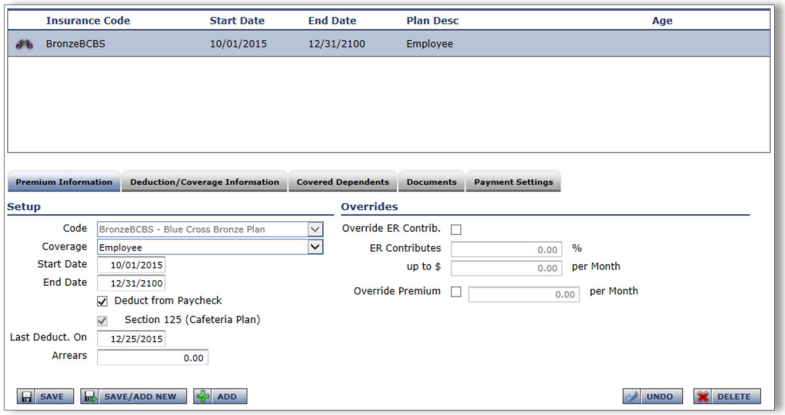
Benefits

Insurance

The Insurance sub-tab stores information about the employee's participation in an insurance/benefit offering and offers several reportable fields to store data. *The screen will automatically populate if using the Benefit Admin tab to offer benefits to employees.*

Premium Information

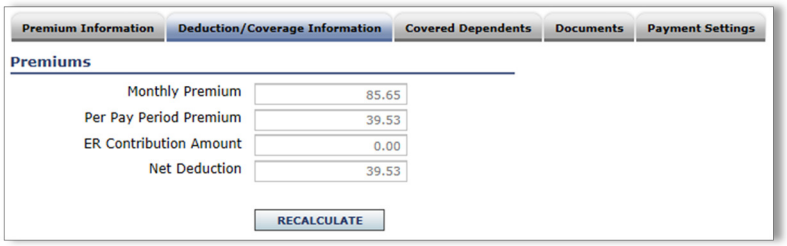
The policy to which the employee is participating populates the left-hand side of the screen except for the Start Date and End Date which should be entered appropriately. The policy information pulls from the HR Setup area of the application. The Overrides section on the right-hand side of the sub-tab allows for overriding the company policy specific to the selected employee. The employee and employer contributions, as well as the monthly plan premium, can be overridden.



<Figure 3.K>

Deduction/Coverage Information

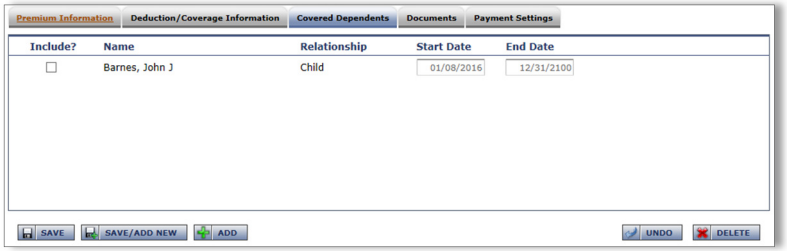
The sub-tab will display a breakdown of the premiums both the employee and employer would expect to be processed through payroll. The Per Pay Period Premium would also display on the employee's Deductions screen in the Employee module. The **RECALCULATE** option would be necessary to see changes in insurance premium information when a company policy change is made in between payroll processing dates.



<Figure 3.L>

Covered Dependents

The Covered Dependents sub-tab should be populated to ensure the proper calculation of employee and employer contributions based on additional people being covered by the policy. Those being covered should first be set up on the Dependents tab also found under the Benefits area and included here.



<Figure 3.M>

Documents

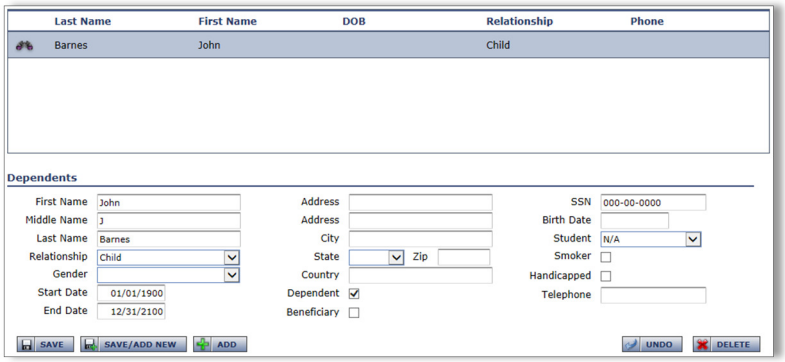
Any documents pertaining to the insurance plan coverage of the employee may be uploaded. Click **ADD** to begin and enter an identifying Code, Notes as to what the document is, and click into the Attached File Load/Update field to browse for the document.

Payment Settings

The amounts contributed by the employee and employer can be deposited into a bank account as payment for the premium. You may enter the Third Party Account and ABA (routing) number, mark if the account is a Checking account, and enter a Prenote Date if you wish to have the payment deposited with the first contribution (same function as prenoting a direct deposit – prenoting may be turned off for your company so the field becomes unnecessary).

Dependents

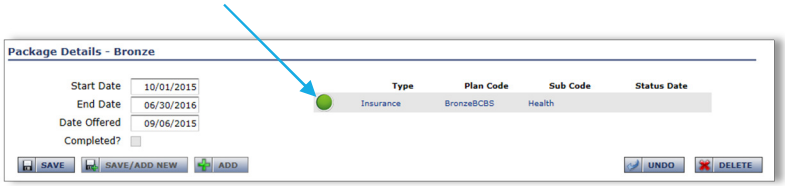
The Dependents sub-tab stores all demographic, contact, and relative information for family members of the employee. Beyond name and contact information, there are pre-set options for the relation of the person, Gender, SSN, Birth Date, Handicapped status, Beneficiary status, Dates of Dependency, and whether they smoke or not. The information stored here can be used solely for reporting or informational purposes but also can be utilized in setting up the Insurance sub-tab. For a Dependent to be used in insurance plan coverage, the Dependent box should be marked.



<Figure 3.N>

Benefit Admin

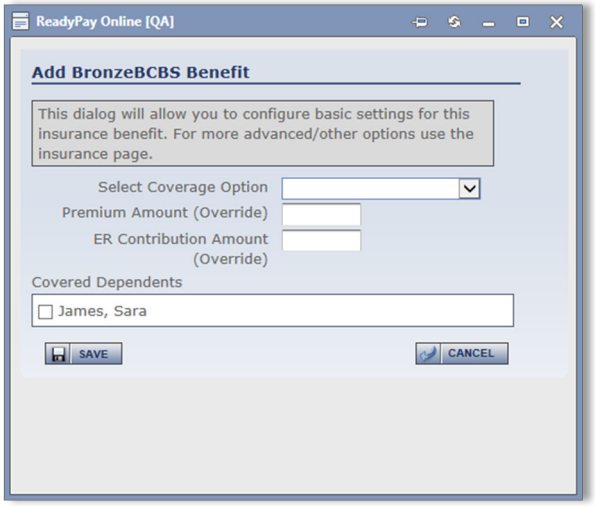
Each benefits package that is offered to an employee will show on the screen with the plan **Start** and **End Dates** and **Date Offered**. Once each option of the package has been accepted or declined, the **Completed?** box will be marked to signify there is nothing left to answer in the package. To accept or decline a package option, click the green circle next to the item. If an option has already been answered, the circle will have a checkmark in it.



<Figure 3.O>

When clicking on an option to accept or decline coverage, a dialogue box will appear. On Insurance Plans, you may enter:

Field Name	Information
Select Coverage Option	Select the participation level in the benefit or select that the employee has waived coverage.
Premium Amount (Override)	Select when an employee would become eligible for the benefit plan using this eligibility rule.
ER Contribution Amount (Override)	*Field not used for benefit admin.*
Covered Dependents	Select any dependents to be covered under the plan per the Coverage Option chosen.



<Figure 3.P>

On a standard Deduction or Earning offered, you may enter:

Field Name	Information
Calc Code	Select a calculation code if the amount of the deduction or earning is not a flat amount.
Rate/Amount	Enter a numeric value for the flat amount (or the rate used in conjunction with the *Calc Code* field) of the earnings or deduction
Goal Amount	Enter the numeric value of the limit that will stop the earning or deduction from affecting the employee's pay check.
Frequency	Select how often the earning or deduction should be included in the calculation of the employee's pay check (if not every pay).
Agency	Select a 'payable to' if the amount should be paid to a third party
Direct Deposit Info	Enter bank account information if the amount calculated for the code will be deposited for later use (ex. HSA)
Use Company Defined Rate/Calc	Mark if the deduction or earning code has the rate and calc code information defined at the company-level that should be used in this instance.

Once you have completed the details of the employee either accepting or declining the package, the **Current Status** will be updated accordingly and the **Status Date** will show the date of acceptance or denial. If a reason for denial was given, you may enter it in the **Decline Reason** field.

The acceptance of coverage of a package/plan will automatically update the Insurance, Deductions, and/or Earnings tabs of the employee for the agreed upon coverages/amounts.

ACA Coverage

The ACA Coverage tab details information that will appear in Part II of Form 1095-C provided to applicable employees at the end of each year. *This screen is optional and may not be shown unless the company has been set up for ACA service.*

You may select any tabulated year in the data grid at the top of the screen. Based on eligibility of benefits, the offering of coverage, and employee acceptance or denial of the benefits, each month will be displayed with the applicable Coverage and Safe Harbor Codes (illustrated in Tables I and II below). The Employee Cost will display the employee share of the lowest cost monthly premium for self-only coverage.

Table I - Coverage Codes
1A. Qualified Offer: Minimum Essential Coverage providing Minimum Value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% mainland single federal poverty line and Minimum Essential Coverage offered to spouse and dependent(s).
1B. Minimum Essential Coverage providing Minimum Value offered to employee only.
1C. Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essential Coverage offered to dependent(s) (not spouse).
1D. Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essential Coverage offered to spouse (not dependent(s)).
1E. Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essential Coverage offered to dependent(s) and spouse.
1F. Minimum Essential Coverage not providing Minimum Value offered to employee, or employee and spouse or dependent(s), or employee, spouse and dependents.
1G. Offer of coverage to employee who was not a full-time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.
1H. No offer of coverage (employee not offered any health coverage or employee offered coverage not providing Minimum Essential Coverage).
1I. Qualified Offer Transition Relief 2015: Employee (and spouse or dependents) received no offer of coverage, or received an offer of coverage that is not a Qualified Offer, or received a Qualified Offer for less than all 12 Months.

Table II - Safe Harbor Codes
2A. Employee not employed during the month.
2B. Employee not a full-time employee.
2C. Employee enrolled in coverage offered.
2D. Employee in a section 4980H(b) limited non assessment period.
2E. Multiemployer interim rule relief.
2F. Section 4980H affordability Form W-2 safe harbor.
2G. Section 4980H affordability federal poverty line safe harbor.
2H. Section 4980H affordability rate of pay safe harbor.
2I. Non-calendar year transition relief applies to this employee.

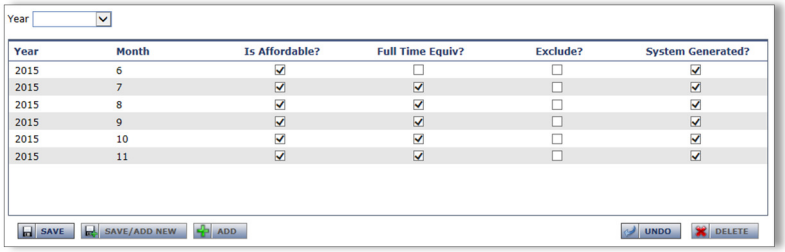
Covered Dependents

When an employee accepts coverage under a health plan and agrees to the premium(s) set forth for coverage of a spouse and/or children, the Covered Dependents sub-tab will display those covered family members. Editing can be done on the screen manually as necessary.

ACA Affordability

Once affordability has been recalculated based on the recalculation frequency established in the company default ACA setup, each year and month coverage was made available will show in the

table. *This screen is optional and may not be shown unless the company has been set up for ACA service.*



<Figure 3.Q>

Several columns with further information will show in the table that can be edited when applicable. To edit a specific month, the check box for **System Generated** would need to be removed.

Field Name	Information
Is Affordable?	Marked if based on the premiums of the health plans offered, affordable coverage requirements are met. *This may be based on age-banded premiums as defined in the insurance plan setup.*
Full Time Equiv?	Marked if the employee, based on employee type or calculation of hours worked per month, is an FTE
Exclude?	Mark if the employee should be excluded from the count of FTEs for any reason (ex. retired)
System Generated	Marked if the affordability was calculated by the system for that year and month; remove if setting the details of the line manually

401k Status

The 401k Status tab stores all census information that may be needed by a retirement plan administrator, such as the employee's Status of participation in the plan, Eligibility Date for contributing, deferral and company match info, and whether they are Highly Compensated and if they are the Owner or Related to Owner.

*** Information entered on the screen is for reporting purposed only and in no way affects paycheck calculation. ***

401k Funds

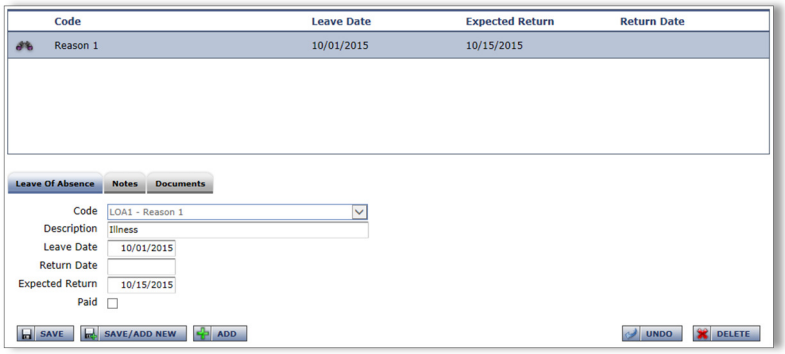
The 401k Funds screen stores fund allocations made by the employee when setting up their 401k plan and investment strategies of their funds.

*** Information entered on the screen is for reporting purposed only and in no way affects paycheck calculation. ***

Leave of Absence

LOA

The LOA (Leave of Absence) tab stores information regarding extended periods of absence by the employee and offers several reportable fields to store data. The Leave of Absence portion of the screen stores key information like the type of leave, brief description, when the leave started, when it ended, an Expected Return date, and if the leave was Paid. The Notes portion allows for the storage of further details of the leave.



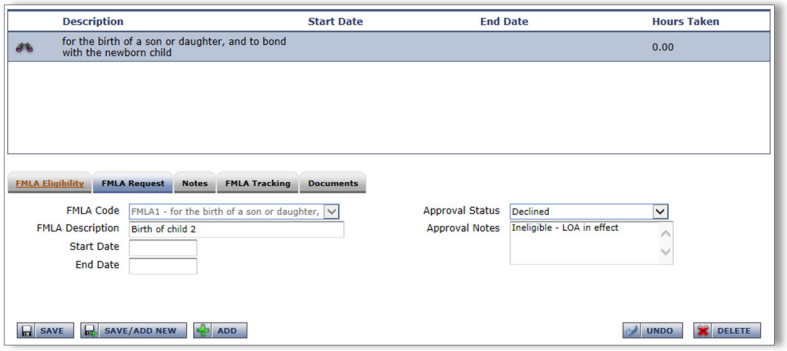
<Figure 3.R>

FMLA

The FMLA (Family Medical Leave Act) tab stores information regarding absence requests submitted by the employee for covered instances and offers several reportable fields to store data. When an FMLA request is received, click **ADD** and complete at least the FMLA Eligibility and FMLA Request sub-tabs.

FMLA Eligibility
The first sub-tab will display details about the employee and if they have worked long enough (LOS), worked enough hours (Hours Worked) and if they are eligible (Eligible?). The 'Eligible?' box will be marked for anyone who has met the 12-month and 1,250 hours of service eligibility requirements. As part of the request, you may select an Ineligibility Reason from the pull-down menu when applicable. The standard 480 hours (12 weeks) available to an eligible employee will display on the right side of the sub-tab as FMLA Total Hours and broken down into Hours Taken and Available Hours to ensure the employee is only receiving time off they are eligible for. The FMLA Total Hours may be overridden by marking the box for Ov Total Hours.

FMLA Request
For each FMLA request received, even if the employee is ineligible, select the FMLA Code that matches the FMLA leave reason. The FMLA Description is an open field for further details. The Start and End Dates should be populated according to the time being requested, if eligible. Approval Status and Notes should be maintained for each FMLA instance.



<Figure 3.S>

Notes
This area is an open text field for entering or pasting in notes about the FMLA instance.

FMLA Tracking
Each event that occurs during the timeframe covering an FMLA instance can be tracked. Click the **ADD FMLA TRACKING EVENT** button to begin and fill out the applicable fields in the box that appears based on the information applicable to the event. This information is purely for reporting purposes only so completion of the fields should be based on the expected reporting results.

Table III – Events Tracking Options
Leave Request Received
Certificate of Health Care Provider Requested
Certificate of Health Care Provider Received
Response Due Date
Leave Request Response
Expected Return to work date
Actual Return to work date
Benefit Payment

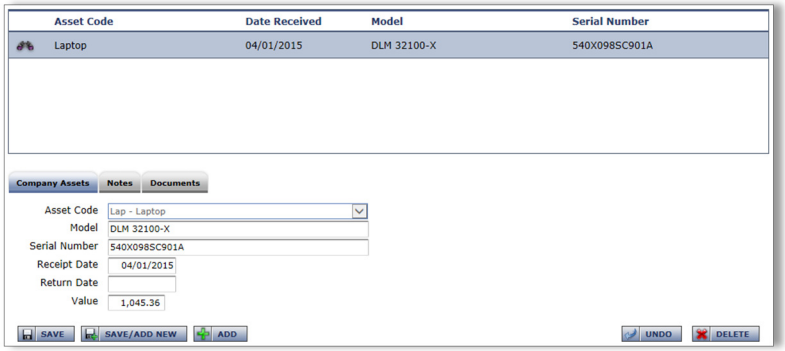
Documents
Any documents pertaining to the FMLA request/instance may be uploaded. Click **ADD** to begin and enter an identifying Code, Notes as to what the document is, and click into the Attached File Load/Update field to browse for the document.

Other

Company Assets

The Company Assets tab stores information about items issued to the employee as part of their employment, such as laptops or cell phones, and offers several reportable fields to store data.

Company Assets
The Company Assets portion of the screen stores key information like the item issued, Model, Serial Number, when it was issued/returned, and the value of the item.



<Figure 3.T>

Notes
Further details about the item can be stored here. This area is designed to log items for retrieval should the employee ever terminate/be terminated.

Documents
Any documents pertaining to property may be uploaded. Click **ADD** to begin and enter an identifying Code, Notes as to what the document is, and click into the Attached File Load/Update field to browse for the document.

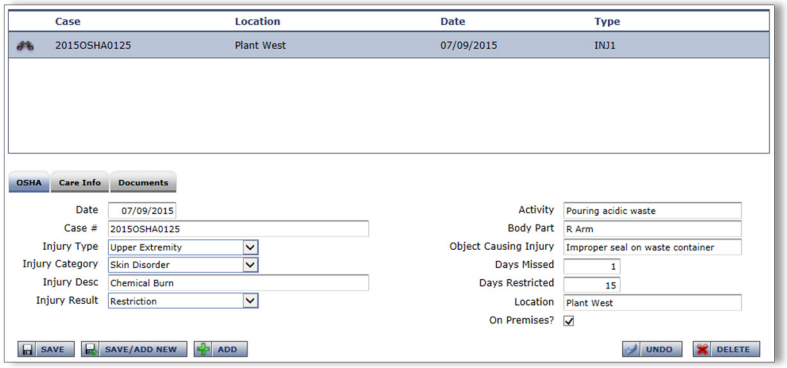
Prior Employer

The Prior Employer screen can store information regarding the employee's positions with previous employers. Included on the screen are fields to store employment dates, types of employment and prior pay data.

OSHA

The OSHA (Occupational Safety & Health Administration) page stores information regarding accidents or illnesses occurring on the job and offers several reportable fields to store data.

OSHA
The initial sub-tab stores key information about the injury or illness, like the type of accident, the date when it occurred, applicable Case #, type of injury, brief description, result of the accident, what the employee was performing to cause the injury, the area(s) of the body affected by the injury, the number of Days Missed or Restricted, and where it happened.



<Figure 3.U>

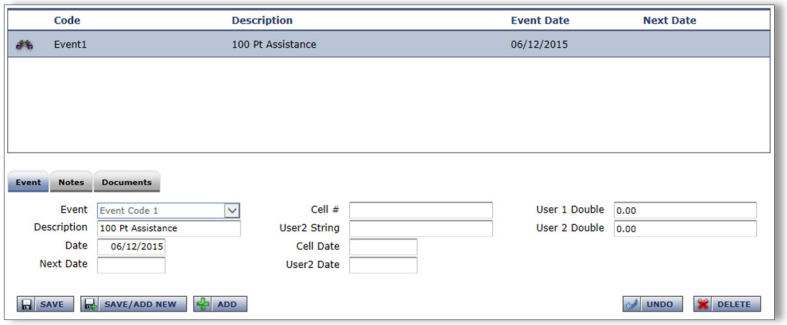
Care Info
The treating physician who treated the employee and, if applicable, the hospital where the employee was taken to be cared for may be entered.

Documents
Any documents pertaining to the illness or injury may be uploaded. Click **ADD** to begin and enter an identifying Code, Notes as to what the document is, and click into the Attached File Load/Update field to browse for the document.

Events

The Events screen stores information regarding any type of special events the employee participated in and offers several reportable fields to store data.

Event
The Event sub-tab stores details about the type of event, brief description, and date of the events occurrence. *Several fields on the screen may also be labeled differently to accommodate different details for the types of events being tracked. This re-labeling of fields can be done in the Company module under Human Resources Setup.*



<Figure 3.V>

Notes
Enter or paste further details about the event.

Documents
Any documents concerning the event may be uploaded and stored. Click **ADD** to begin and enter an identifying Code, Notes as to what the document is, and click into the Attached File Load/Update field to browse for the document.

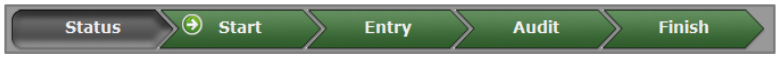
Notes

The Notes tab stores any type of information as notes for any data that cannot be housed in the application elsewhere. Notes may be broken into categories and a pull-down menu is available at the top of the screen to select the appropriate category. *Note types and categories must be set up by the service bureau.*

Payroll

Processing payroll in the system is performed through four steps; starting, entering, auditing, and submitting. These steps allow the user to design and use parameters for the scheduled check date, key or import data using multiple methods, check for accuracy, and submit for processing.

Each step of the process is clearly marked along the top of the module by a series of arrows. The color of a section will change from green to gray as steps are completed.



<Figure 4.A>

Status

The Status screen, or the landing screen in Payroll, allows the user to see what steps of the process have been completed by showing a check-marked green circle to the left of the step name. The step that should be completed next will show an arrow in a green circle.

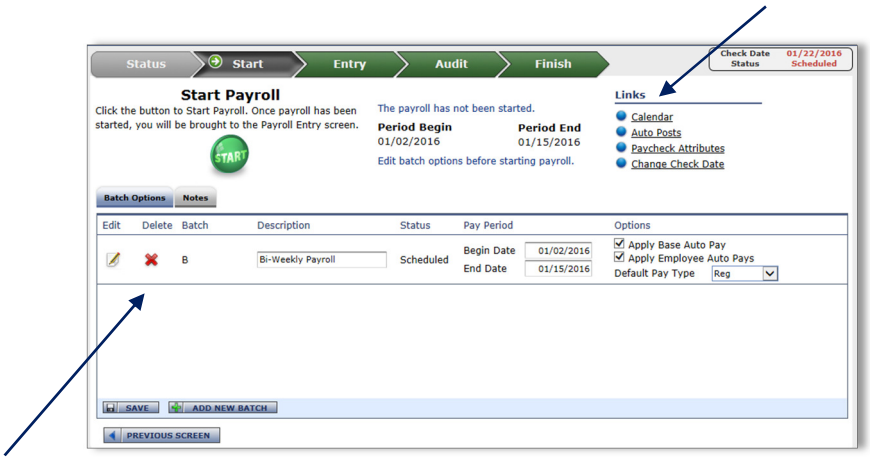
Check Date
Shown in the upper right-hand corner of the screen, you cannot change the set check date from this page (must go to Start). The status of the payroll will be shown below the check date (Scheduled, Open, Submitted).

Payroll Notes
Notes or reminders in this area must be entered by a service representative. This area typically contains notes about manual entries needing to be made in payroll or notes about changing imports or imported data.

Start

Prior to keying payroll, it is recommended that all parameters have been set up for the scheduled check date and/or checks.

Links to payroll batch parameters in company are provided for quick access to Auto Posts (sets up the default pay codes to appear on each employee payroll entry screen) and Paycheck Attributes (sets up different check types with unique parameters like overriding taxability and blocking specific earnings or deductions). Only after a payroll has been submitted and processed will the next scheduled check date update on the screen. To enter data into a future-dated check run, select the Change Check Date link and choose the date to be used.

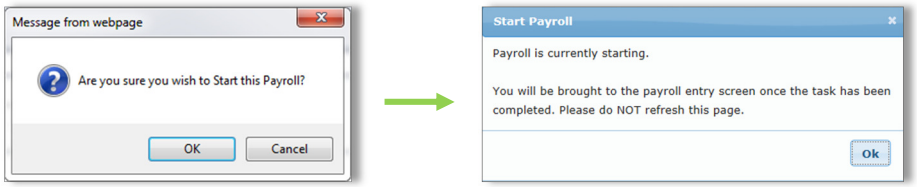


<Figure 4.B>

Each payroll batch that has been scheduled for the payroll will appear in the Batch Options sub-tab. The dates and parameters of each batch will appear to the right of the batch Description and can be updated as necessary. The Auto Pay options correlate to the setup of each employee's Pay Rates and Auto Pays screens, and would be marked if they should occur in the batch. Should the period Begin and End Dates be incorrect, it may be best to contact your service representative to update the Calendar Schedule to correct all dates moving forward.

Adding an additional payroll batch…
*By clicking on the button **ADD NEW BATCH** at the bottom of the screen, a box will pop up with all of the parameter options to set for the batch. This includes the option for Auto Pays, Check Type, and override batch dates.*

Once all batch options have been confirmed, click on the **START** button to proceed with the selected payroll. A window will pop up to confirm whether or not to start the payroll. Upon confirming, a status window will appear notifying the payroll is starting. Upon completion of the job, the screen will update to the Payroll Entry area.



<Figure 4.C>

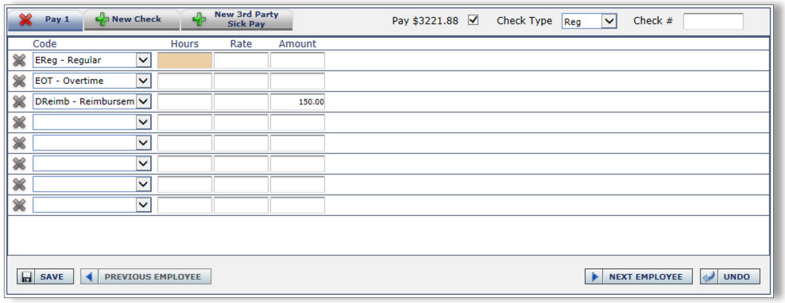
Entry

Being able to enter payroll efficiently and accurately is always at the forefront of any user's requirements of a payroll system. To balance different user perspectives, there are three main ways to enter payroll data into the application; by employee, by batch, and via time import.

From the main Entry menu, select the chosen method for entering payroll. At any time, you can move to the Audit step by clicking on any of audit function buttons in the lower right-hand corner of the screen or by clicking on the green Audit arrow at the top of the module.

Standard Payroll Entry

Default pay codes will appear in the pay grid based upon the setup of Auto Posts in Company Admin > Company Setup. Any additional codes needed for entry can be selected from an open or unused pull-down menu in the Code column. Hours or amounts should be keyed into the applicable lines of the grid. The Rate column is used for overriding so there is no need to enter a Rate if the employee's base rate is to be used. If the employee be set up for auto pay, a checkbox will be shown just above the amount column that will be check marked. Remove the mark to stop the auto pay.



<Figure 4.D>

To see calculated check information, click **SAVE** and a calculation of the check will be available just above the pay grid on the right-hand side of the screen. To see the complete calculation of the check, click Show Details in the green calculation area.

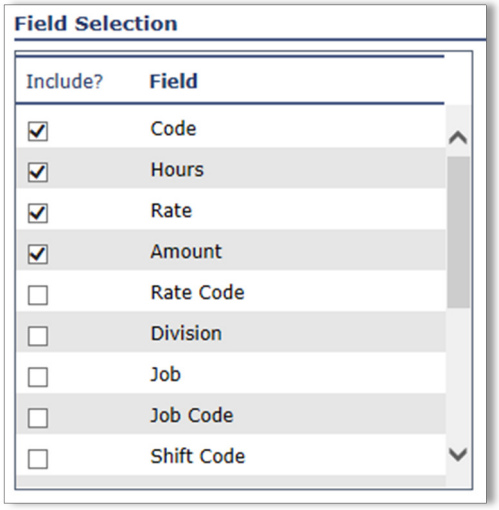
<Figure 4.E>

If you do not wish to see the calculated check information, you may click **PREVIOUS** or **NEXT EMPLOYEE** buttons as the bottom of the screen to be taken to either the previous or next employee based on your sorting method. The information entered into the pay grid will be saved automatically. As a shortcut, you may also click the '+' on the number pad of your computer keyboard which will save your entries and move you to the next person.

Deleting or Adding Checks
Click the delete ('X') button to remove a check at any time. To add a new or additional check, click the add ('+') button next to New Check.

Check Type and Check Number
The Check Type uses pre-set parameters from check attributes set in the Company module. A Check Number is not necessary as they are issued during processing.

Preferences
Located above the green calculation area, click to add additional columns to the payroll entry grid. In the screen that appears, select the appropriate fields that will be used for entering payroll data. This may used for coding department/labor allocations, selecting employee rate codes, or using other allocations in the pay grid. Columns added to the pay grid will appear in the order they are listed in the Field Selection options. Click **SAVE** and **BACK TO PAYROLL** when finished.



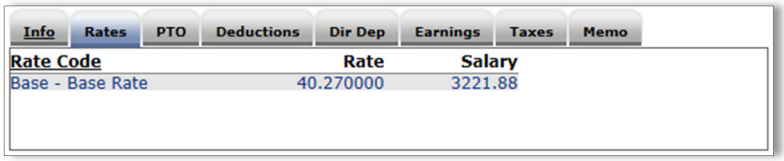
<Figure 4.F>

Override Options
To change the calculation of the employee's paycheck by blocking entries from the employee's record setup, click **OVERRIDE OPTIONS** to enter the paycheck attributes area. You may block items (direct deposits, deductions, earnings), change taxability by entering an override percentage\frequency, or alter the check stub of the check by placing a memo notification on it. It is recommended to choose 'This Paycheck Only' when saving as to not have the overrides affect all future check dates ('Employee Only' option).

<Figure 4.G>

Employee Record Views
Found at the top of the screen to the left of the green calculation area, by tab, are the components that affect payroll from the selected employee's master file. Shown are the Rates, PRO balances, Deductions, Direct Deposit accounts, recurring Earnings, Taxes setup, and Memos of the employee. Click on the underlined header of a tab to be taken to the Employee module screen that houses that information where you can add or make changes to the employee's setup. A **BACK TO PAYROLL**

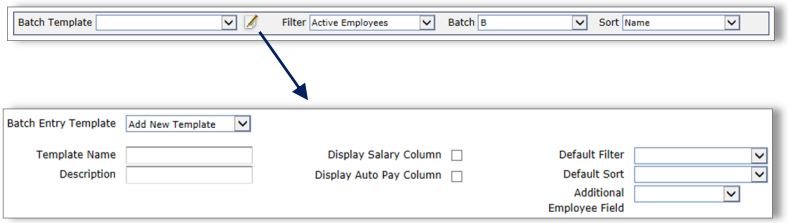
ENTRY button will appear at the top of any Employee module screen you navigate for quick access back to the payroll entry screen.



<Figure 4.H>

Batch Entry (Multiple Employees)

Upon entering Batch Entry for the first time, a template will need to be built. Click on the Edit button next to the Batch Entry Template pull-down menu to begin. You may also change your Sort and Filter at the top of the batch entry screen, as well as the batch you are working in, at any time.



<Figure 4.I>

Template Name/Description
While most companies will only have one unique group of employees to key, others may have them split, like shop office for example. Earning codes may differ so there may be a need for multiple batch types. Be descriptive in labeling to avoid confusion.

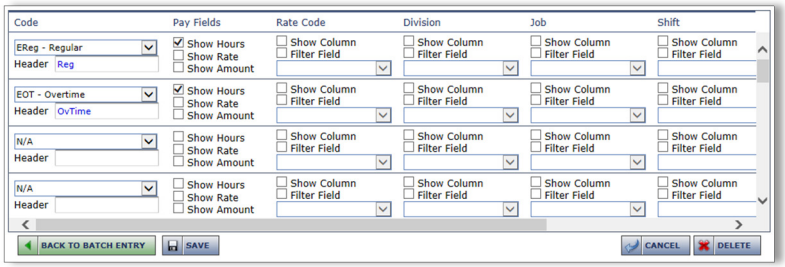
Display Salary/Auto Pay Column
To display each employee's base rate or salary for reference, mark the 'Display Salary Column' box. To be able to see and override, when applicable, the Auto Pay of an employee, mark the 'Display Auto Pay' column.

Default Filter/Default Sort
To have employees of a specific type appear in the batch entry screen, choose the 'Default Filter'. To have the employees in the batch entry screen shown in a specific order, choose it in the 'Default Sort' pull-down menu. *Sorting can be chosen directly in the Batch Entry screen rather than through the template.*

Template Codes

The Code and Pay Fields columns work in conjunction so both should be used when setting up the default pay codes that will appear in the batch. Select a deduction or earning Code in the pull-down menu and enter a Header that best describes it. Then, use the Pay Fields area to dictate whether hours, rate, amount, or a combination of them will be keyed for that selected pay Code. *Most batch entry templates are simple key-in columns for earning codes only and this is the only area that would*

need to be set up. Be aware that setting up too many codes in the template may cause the need to scroll left-to-right in the entry screen to see them all.



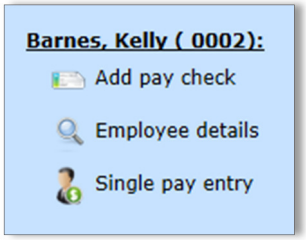
<Figure 4.J>

The remaining column setup allows for additional preferences for keying with each Code. This area allows for different rates, cost centers, workers comp codes, shifts, and dates to be added for keying. In each column, select whether to show the option by marking the first check box to Show. There is an option to Filter further based on the selection or set a specific Criteria (rate code, department code, etc.) to filter only to. For example, Client A uses three earning codes; Reg, Shift and Miles. Reg is to pick up the employee's base rate, Shift picks up Rate 2, and Miles Rate 3. In the Rate Code column, the 'Show Column' check box would be marked and the applicable rate code would be selected in the 'Criteria' pull-down menu. Be sure to SAVE the template when complete.

Next, key all payroll data into the grid, moving in any direction to go from line to line, and field by field. Clicking on the employee's name will pull up the employee's Information screen found in the Employee module.

<Figure 4.K>

By right-clicking on any line, a menu will appear for additional employee options. You will be able to add a pay check to the grid/batch, see the employee's payroll data setup from the Employee module, or toggle to the employee's Standard Payroll Entry screen to review the check calculation or perform overriding.



<Figure 4.L>

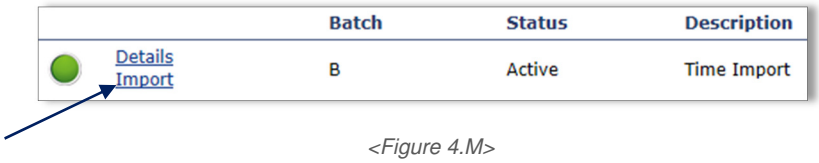
To change the number of employees appearing on a page, select another 'Page Size' at the bottom of the screen. Should there be more employees than can appear on one page (or based on your 'Page Size' selection), toggle to other pages using the 'Page Number' pull-down menu or directional arrows.

The page is self-saving when you move to another person either by clicking onto another line or when you use your up or down arrows on your keyboard. The details just entered will flash in red letting you know they were saved. *When you get to the last person on a grid page, you will not be able to use your down arrow to save/continue. You should either click on another line in the grid or click the* ***SAVE*** *button to ensure the entries made on the last person were saved.*

Time Imports

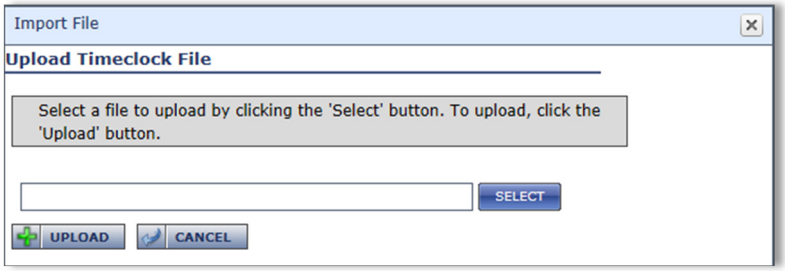
Located on the Entry main menu screen, you may import time and attendance files. *Your service team will need to add any new or additional time import configurations for importing files.*

To begin, be sure to save the time file from the time and attendance system to an accessible drive on the computer the import will be performed from. Click on the **TIME IMPORTS** button on the Entry main menu then Import (next to the appropriate batch if you have multiple options) on the screen that appears.



<Figure 4.M>

Next, click the Select button and browse to the saved file to be imported. Select the file and then click the **UPLOAD** button. The import job will begin running. The screen will refresh every ten seconds until the file import is complete.



<Figure 4.N>

Should a warning (yellow circle) or error (red circle) appear, click on Details to see what occurred. Correct any issue based on the information provided and either Re-Import or Delete and Import again. All imported information can be reviewed through either manual payroll entry area or by moving to the Audit step in the payroll process.

<Figure 4.O>

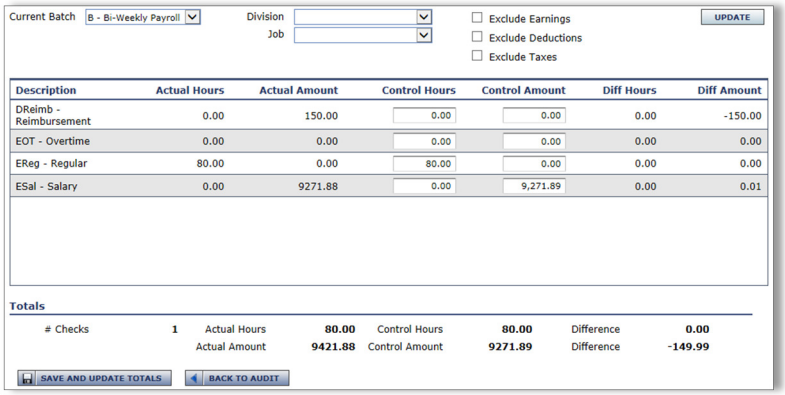
Audit

Reviewing all entered and import time can prevent erroneous entries or missed employees. The application will not all a payroll to be submitted unless it has been reviewed.

There are three audit functions that can be performed before you submit payroll; reviewing Batch Totals, running a Pre-Process Register, and Run Verification Tests.

Batch Totals

Key in the Control Hours or Amount (hours/amount by pay code from your input worksheets or import file) to balance to what the system is counting. Click SAVE AND UPDATE TOTALS to calculate the differences. If balanced, zeroes should be showing in the Diff Hours or Diff Amount columns. *This audit is not a mandatory step for running payroll.*

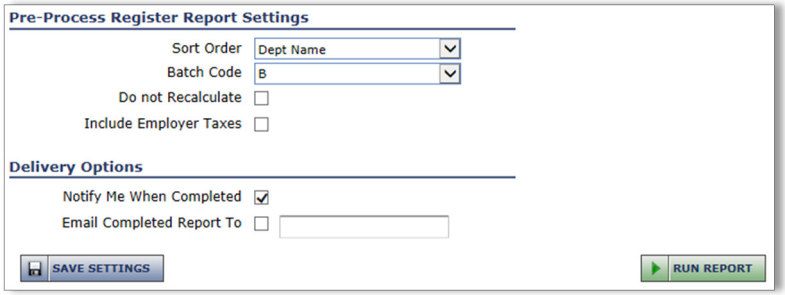


<Figure 4.P>

Pre-Process Register

Often times required by the service bureau, the Pre-Process Register helps to notice and correct errors by providing a register of all employees' checks in the chosen payroll batch.

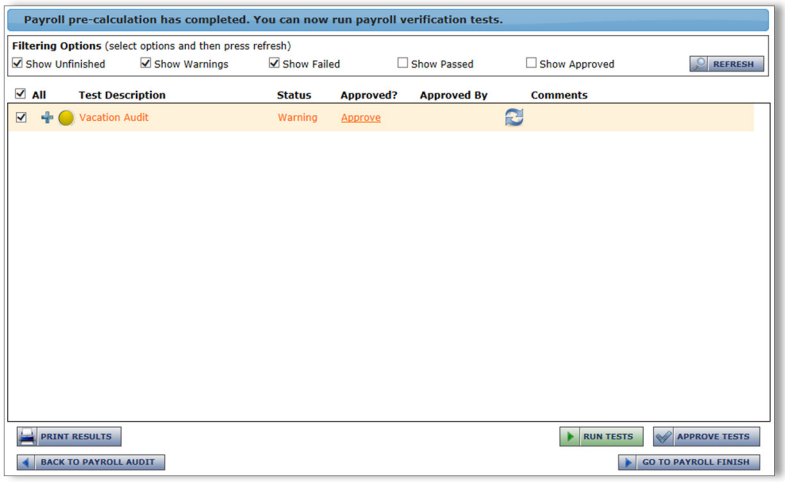
Click PRE-PROCESS REGISTER from the main Audit screen to begin. You will be presented options for running the report including which batch (if not all) that should be displayed on the report, the order in which the employees are to appear on the report (Sort Order), whether estimated employer tax liabilities should be shown (Include Employer Taxes), and if the report should be displayed on the screen (Notify Me When Completed) or emailed (Email Completed Report To) or both. Click **RUN REPORT** to process the request. *This may be a required Audit step by the service bureau.*



<Figure 4.Q>

Verification Tests

On the verifications screen, select which tests you wish to run by marking the checkbox on the left-hand side of the screen next to each test (or mark the checkbox above the tests labeled 'Select All' to run all tests). Then click the 'RUN TESTS' button at the bottom right of the screen. To filter the types of returned results, there are Filtering Options at the top of the screen.



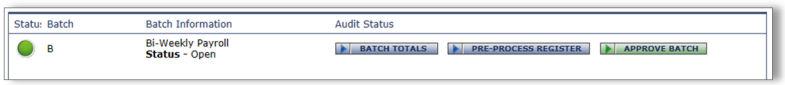
<Figure 4.R>

Tests that pass completely will be represented by a green circle next to the Test and will have a Status of 'Pass'. Those tests that found an issue but will not hold up payroll are marked by a yellow circle next to the Test and will have a Status of 'Warning'. Any verification marked by a red circle and a Status of 'Fail' will need to be reviewed, corrected, and the test re-run before payroll can be approved and submitted. To look at the warning or error details of a test, click on the plus sign next to the test to display the data. Once a test is complete, a test can be re-run by marking the checkbox on the left-hand side again and clicking the **RUN TESTS** button or by clicking the "two blue arrows" button to the right of the test to refresh. You may **PRINT RESULTS** if there are many changes you will need to make based on the results of the tests being run.

Once all tests are complete, you can click the **APPROVE TESTS** button at the bottom right of the screen to move forward. To approve test individually, click the Approve link in the Approved? column next to each test. *This may be a required Audit step by the service bureau.*

Approve Batch

Once all auditing is complete, click the **APPROVE BATCH** button next to each batch on the main Audit menu screen. This will close the batch(es), thus blocking any additional entries from being saved and affecting the payroll totals. Should changes need to be made after the approval click the same button will have changed to **RE-OPEN BATCH**. *Once a payroll is submitted, the re-open option will not be available.* The payroll batch will then be updated to an Open status for additional keying. The Audit process will need to be re-run when completed.

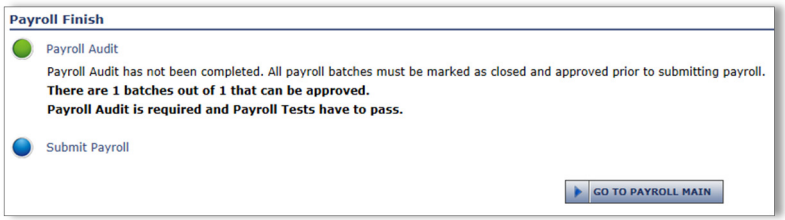


<Figure 4.S>

Finish

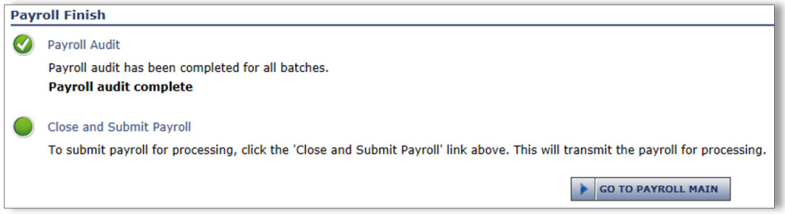
The final step in the payroll process is to close and submit your payroll to the service bureau, all handled in one short step.

If Verification Tests are required to be run and they have not been approved or if you have not approved every payroll batch on the Audit menu screen, a message will appear that the approval needs to be completed. The Submit Payroll icon will be blue.



<Figure 4.T>

If all auditing is complete, you should click on the green circle or Close and Submit Payroll.



<Figure 4.U>

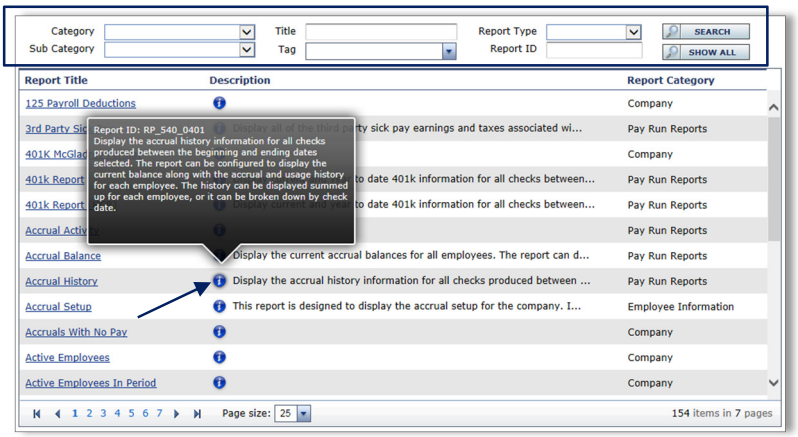
A window will pop up on the screen verifying just one last time that the payroll should be submitted. By pressing **OK**, the payroll will be queued for syncing and processing. At this point, changes cannot be made to the payroll. Clicking to submit sends your payroll information for immediate processing.

Once the payroll is processed, the Payroll Status screen will be updated by showing the next scheduled check date in the Calendar.

Reporting

Standard Reports

The Standard Reports section lists all reports provided by the service bureau including canned and custom reports written exclusively for the client.



<Figure 5.A>

To search for a report in the listing, you may choose one of three filtering options:

Field Name	Information
Category	Select the highest level of filtering. The system has pre-set codes built in for selecting from certain data types (Company Information, Employee Information, Internal Service Bureau Reports, Pay Run Reports, etc). Once the Category is selected the listed reports shown will only be of that type.
Sub Category	Choose a second level of filtering used in conjunction with a Category. An example would be to choose reports as a category and then the type of report to be run as the Sub Category (Pay Run Reports > Accruals).
Tags	Select a tag, or multiple tags, describing information found on the report you are searching for. While reports may have more than one tag as part of their identification, choosing one at a time will net the most results.

Next to each report name, a brief description will be displayed and a full description is available by placing your mouse cursor over the information bubble.

To find a specific report, you may also type in the Report ID, if known, or the Title. Enter a word that describes the report being searched for, such as ‘register’, and all reports with ‘register’ in their names

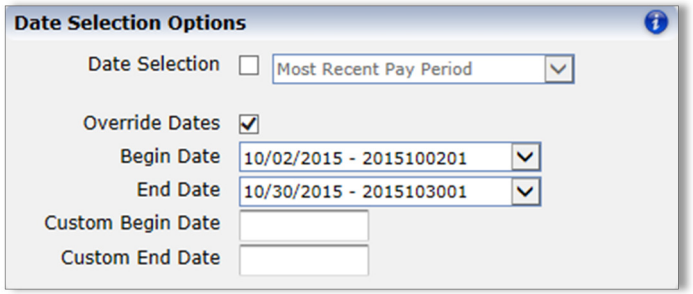
will be listed on the screen. Be sure after entering either a Report Category, Report ID, or Title to click the **SEARCH** button to update the list of reports.

The report listing that appears can be sorted by clicking on the header of each displayed column (Report Title, Description, Report Category). Filters can be removed and the listing changed back to a full list of reports by clicking on the **SHOW ALL** button.

Report Properties

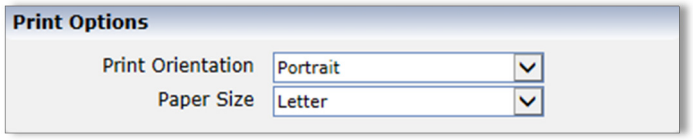
Parameters involving report dates, filters, sorting, and field changes are made available by clicking on the underlined Report Title from any reports listing in the module. Options will appear in several sections on the resulting report properties page.

Date Selection Options
As a default, reports are set to run for the 'Most Recent Pay Period' but other ranges of dates can be set through the Date Selection pull-down menu. The standard ranges that appear in the list may change based on the chosen report and the data it pulls. If the report is to be run using a non-standard date range or for one payroll in the past, mark the box for Override Dates and choose the check dates to pull into the report by choosing the Begin and End Dates (check dates). You may also enter Custom dates which will pull data for any check dates falling in the entered date range, often used if running a report for multiple companies at once.



<Figure 5.B>

Print Options
Most standard reports should be run in defaulted orientation to prevent loss of data on the report pages. Print Orientation works mostly for report writer reports, as does the second option in this area, Paper Size.



<Figure 5.C>

Record Filtering Options
As a default, reports are designed to pull all employees into the selected report. To filter the report to contain certain "like" data, choose a selection from the Filter 1 pull-down menu. The options will differ based on the report chosen and the data it pulls. In some cases, the filtering will be by department (see Figure 5.1.D). In the From and Thru pull-down menus, choose the range of values to pull into the

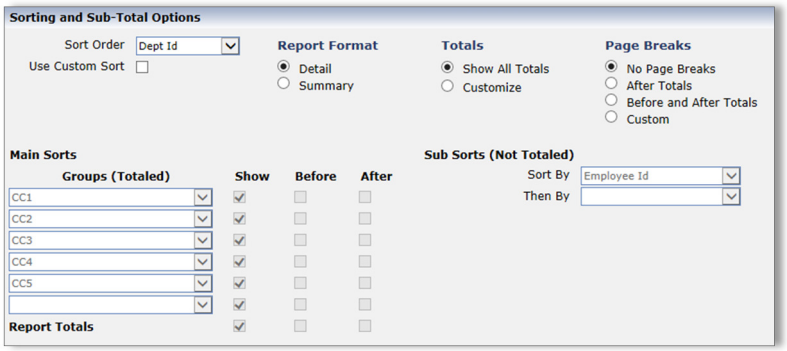
report. If there is an additional range to be included, the final pull-down can be changed to 'OR' if another range of the same filtering type is used or 'AND' if the Filter 2 will be for a different filtering type. *For example, say the report needs to contain a range of departments and only active employees. Filter 1 could be for the department, choose 'AND' for the combination, and then status as the Filter 2.*

<Figure 5.D>

Sorting and Sub-Total Options

The options that appear in the Sort Order pull-down menu will change based on the chosen report and the data it pulls. Most reports will allow sorting by at least Name or ID. When choosing to run a report containing detailed employee information, the Type you choose, 'Detail' or 'Summary', sets the report to either show all employee details or just provide totals. The combination of using a Sort Order based on organization structure and a Type of 'Summary' will provide totals by organizational structure. All reports with hours and amounts have a totals section at the end of the report. Additional options are available if standard options do not produce the report needed:

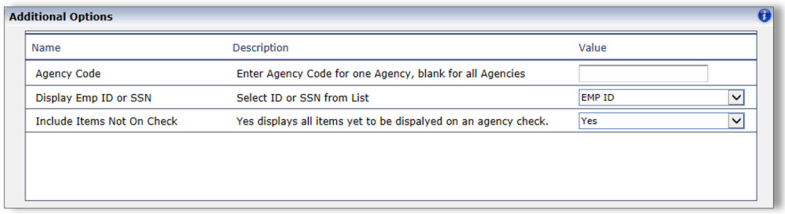
Field Name	Information
Use Custom Sort/Main Sort	Select Custom Sort to choose up to six layers of sorting Main Sorts as Groups which can then be customized in showing (or not showing) totals based on the chosen sort
Report Format	Select 'Detail' to display all line item details; 'Summary' will show report totals only unless sorts have been set up that will total such as cost centers
Totals	Select 'Show All Totals' to display totals sections after each group of the selected sorts; Customize allows for the selection of which sort Groups in the Main Sorts area should show totals based on marking the Show check boxes
Page Breaks	Mark the box to display new items being added to the screen (only when an item cane be made inactive or be deleted).
Sub Sorts	Select the order report information should appear in the selected sort Group *(ex. you may Group the report by CC2 but then want the information in alphabetical order)*



<Figure 5.E>

Additional Options

Differing from report to report, there may be options that can be changed on the report. There are three types of Value entries that exist in the system that can be found in this area: pull-down menus, check boxes, and entry fields. Read each report formula option and make a choice in the Value column if a change is needed on the report. It may take a few tries before the report populates exactly as needed. *This section will not appear if no options exist on the report that can be changed.*



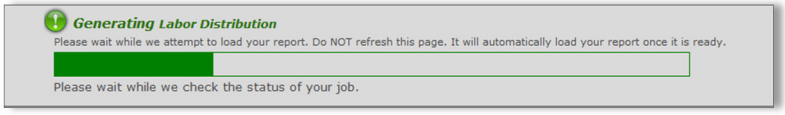
<Figure 5.F>

Output Options

Most reports in the system are designed for PDF format but other Output Format options exist to run a report in other useable formats. Reports containing many headers, columns and page breaks may be exported into other formats but the data may need to be "massaged" into a useable format for the user. Output Format options include comma separated, text, tab separated, Excel, and Word. As a default, the Notify Me When Completed check box is marked which means the report will pop up automatically in a separate window when completed. The other report retrieval method is to have it emailed by marking the box for Email Completed Report and entering a valid email address. If you have access to the Document Portal, you will also have the option of saving the report output in your My Reports area of the portal.

By utilizing one of the Save Options in the lower portion of the area, the report and its established properties can be saved for quick running at a later time. To save the report and settings as a company report in the Saved Company Reports sub-tab of Reporting, mark the check box for Remember Settings and enter the report title. This report will then be available for any user accessing the company. To save this report for the user's own use in the My Reports sub-tab of Reporting, mark the check box for Save to My Reports and enter the report title. Then click the SAVE SETTINGS button when complete.

From here, click the **RUN REPORT** button to run the report or **BACK TO REPORTS LIST** to set up properties/options for another report. Another tab in your browser will appear while the report runs to show progress. *If the report is large and taking a few minutes to run, you may click F5 on your keyboard to refresh the progress screen.*



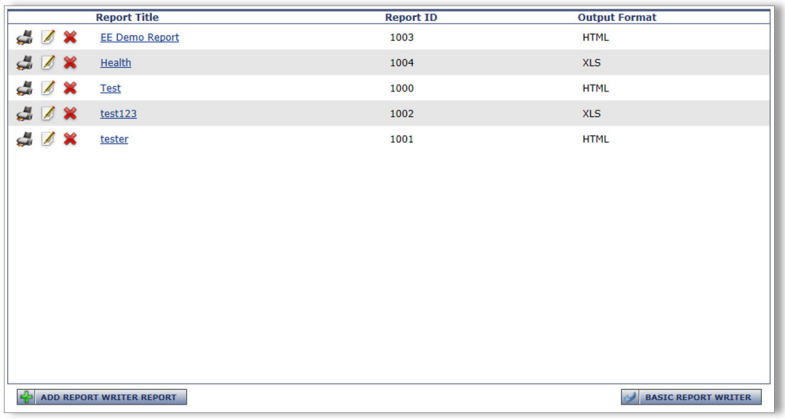
<Figure 5.G>

Report Writer

Users of the system can create their own custom reports through the Report Writer sub-tab. There are no limitations to the Output Format of this type of report.

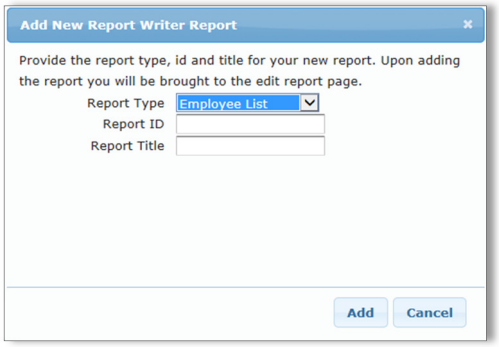
Basic Report Writer

From the main Report Writer screen, reports that are already built can be Run/Printed based on existing saved properties, Edited, and Deleted.



<Figure 5.H>

To add a new report to the listing, click the **ADD NEW REPORT WRITER REPORT** button at the bottom of the screen and populate the fields that appear in the pop-up box. The Report Type pull-down menu lists all of the screens that contain reportable information. Keep in mind report writer pulls by screen, not by payroll codes. *For example, the choice 'Employee Deductions' doesn't provide a list of deductions taken from an employee's paycheck but what deductions they have set up on their Deductions screen in the Employee Data area.* Next enter a unique identifier of the report as the Report ID and a brief description of the report in the Report Title field. Then click the **ADD** button to begin writing the report. The screen will then update with tabs to be populated for Fields, Sorts, Filters, and Companies. The page will provide a menu/tree on the left-hand side of the screen to begin adding fields to the report.



<Figure 5.I>

Fields

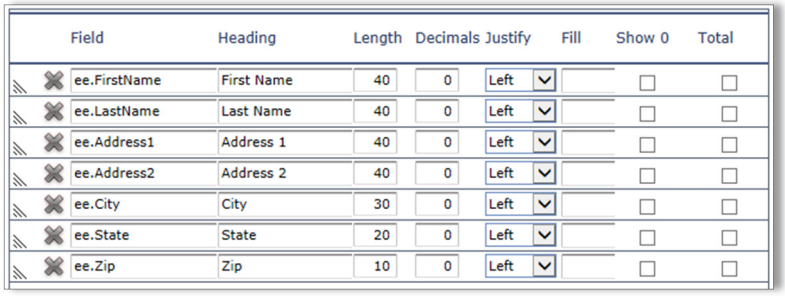
To begin adding fields to the report, open the appropriate LIST of fields in the tree under Available Fields. As the tree branches out, fields are grouped by type. Click on a field name to add it to the report. Fields may also be found using the search box above the field selection list. Enter any part of a field name to find the field and then select (click) it from the available list. Fields added to the report will appear bold in the list. Be sure to click the SAVE REPORT button when complete.

<Figure 5.J>

Once fields are added, there are several formatting options that can be changed.

Field Name	Information
Field	To delete a field from the list, click the Delete button (gray 'X'). The order in which columns will appear on the report can be altered using a drag-and-drop function. Click in the lower left corner of the line to highlight the field, and using your mouse, drag the field into the correct placement.
Heading	The system-designated header of each column is displayed for use on the top of reports in PDF format. To alter the header, simply change the wording. Be aware of the size of the field (Length) so the header isn't cut off on the report if the description is too long.
Length	Enter the number of characters of spacing to be utilized for the specified column on the report. It is often necessary to lower the number of characters displayed to fit more information on a report (less characters means more columns on a page). The Length doesn't affect CSV type reports but is used as a standard building mechanism for TXT files.
Decimals	For any column that will display a numeric value, the default for decimal places is 2 but can be updated here.
Justify	In cases where the value of the column doesn't take up the whole Length of the space, dictate whether the data moves to the left or right side of the column.
Fill	When the value of a column doesn't fill up the entire Length, the remaining space can be filled with the character entered. This is mostly used when creating TXT files.
Show 0	For any column that will display a numeric value, column will initially be blank for an employee with no value in the column. To show a '0' or '0.00' instead, mark the check box.
Total	For any column that will display a numeric value, the system will default to show a Total at the bottom of the column containing the numeric values. To turn the totaling off, unmark the check box.

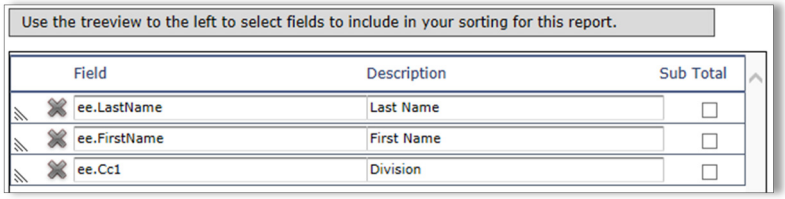
No Punctuation	This option removes any punctuation from the values in the specified column.
No Periods	This option removes any periods from the values in the specified column.
Overpunch	The Overpunch format replaces the last digit in the field with a character that is based on the last digit and whether the value is positive or negative in value.
Uppercase	Mark the check box to set all letters in the column capitalized.
Mutiplier	Enter a value that will be multiplied by the actual value of the chosen field to display a calculated amount on the report. This may be used to see wages multiplied by a rate to calculate employer taxes.
Row Total	Mark to have all amounts in the row totaled.



<Figure 5.K>

Sorts

Once all data fields have been added to the report, the order and groupings in which the information appears on the report can be set in the Sorts area. In most cases, it makes sense to sort the data on the report by one or more of the fields on the report but that isn't necessary. Using the same method for finding and placing fields on the report, add the sorting fields to grid.



<Figure 5.L>

For example, to sort a report in alphabetical order, select the 'Last Name' and 'First Name' fields from the EMPLOYEE LIST > Demographic Fields. To group data on the report into sections, mark the Sub Total check box. *Do not use Sub Total for name as it will cause a subtotal line for each unique name. This is usually used when grouping employees by department, status, or type.*

Be sure to click the **SAVE REPORT** button when complete.

Filters

While Sorts change the order in which information will be displayed on the report, the Filters area designates parameters for which data is allowed to be on the report or limited from it. Using the same method for finding and placing fields on the report, add the filtering options to grid. Next, select the

Comp (comparison) value that sets whether you want the field to equal, not equal, be greater than, less than, greater than or equal to, or less than or equal to the Value entered.

In the figure below, the report calls for active employees only. The Field to filter by is 'ee.empstatus' or the Employee Status, the Comp is '=', and the Value is 'Active' so the line reads that the employee status must be equal to 'Active' to be pulled into the report. The same thought process would be used to pull employees in only from a specific department, state, or other identifier. The Value field will always populate with the options built into the company.

<Figure 5.M>

Companies
If, based on security, you have access to multiple companies, you may select the companies you wish to pull data from into the report. Be sure to click the **SAVE REPORT** button when complete.

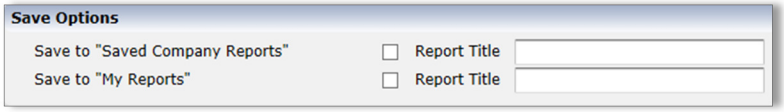
To run the report as-is with no new properties set up, simply click the **RUN REPORT** button. If this is a new report being written, the report will automatically run in PDF format. To update the report options such as date range or output format, click the **REPORTS LIST** button and go to the report's properties page.

A few helpful hints about writing reports…

- *The report writer doesn't pull distributed labor (labor allocations).*
- *Fields may be chosen from multiple Report Types by changing the type to open up a new field LIST (must SAVE REPORT first before changing). Only two Report Types should be chosen to pull fields from on a report.*

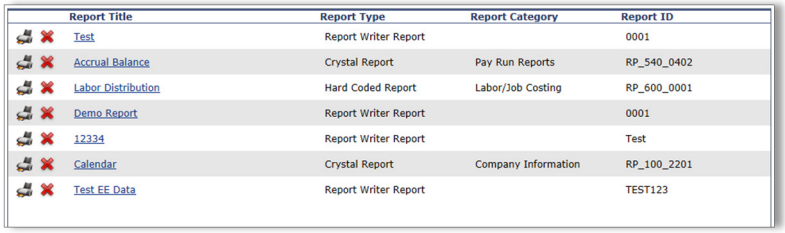
Saved Company Reports

A standard or custom report and the parameters set up by a user can be saved for future use by going to the report properties page. This option prevents a user from having to find and set up the report each time they would like to run it.



<Figure 5.N>

Reports shown on the screen are based on any user of the company saving reports. ***Saving a report to the Saved Company Reports area allows any user to access the saved report and make changes to it.*** Report Writer reports will also be displayed. From the listing, reports can be Run/Printed based on existing saved properties or Deleted from the list. Clicking the Report Title will open the report properties for parameter changes to be made.



	Report Title	Report Type	Report Category	Report ID
	Test	Report Writer Report		0001
	Accrual Balance	Crystal Report	Pay Run Reports	RP_540_0402
	Labor Distribution	Hard Coded Report	Labor/Job Costing	RP_600_0001
	Demo Report	Report Writer Report		0001
	12334	Report Writer Report		Test
	Calendar	Crystal Report	Company Information	RP_100_2201
	Test EE Data	Report Writer Report		TEST123

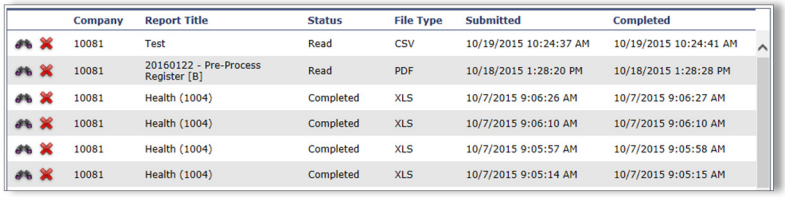
<Figure 5.O>

My Reports

Similar to Saved Company Reports, reports may be saved by a user with parameters set for future use but only accessible to be changed by that user. The user would select the Save to 'My Reports' option in the report properties page of the report. From the listing, reports can be Run/Printed based on existing saved properties or Deleted from the list. Clicking the Report Title will open the report properties for parameter changes to be made.

My Completed Reports

Each time a report is run, the user running the report will see the report output in the My Completed Reports area, whether it is pending or completed. Once completed, the output file are stored temporarily online and can be pulled up for viewing again. The VIEW button does not re-run the report; it provides a view of the report previously ran. If the report won't be needed any longer, it can be deleted by clicking the Delete button.



	Company	Report Title	Status	File Type	Submitted	Completed
	10081	Test	Read	CSV	10/19/2015 10:24:37 AM	10/19/2015 10:24:41 AM
	10081	20160122 - Pre-Process Register [B]	Read	PDF	10/18/2015 1:28:20 PM	10/18/2015 1:28:28 PM
	10081	Health (1004)	Completed	XLS	10/7/2015 9:06:26 AM	10/7/2015 9:06:27 AM
	10081	Health (1004)	Completed	XLS	10/7/2015 9:06:10 AM	10/7/2015 9:06:10 AM
	10081	Health (1004)	Completed	XLS	10/7/2015 9:05:57 AM	10/7/2015 9:05:58 AM
	10081	Health (1004)	Completed	XLS	10/7/2015 9:05:14 AM	10/7/2015 9:05:15 AM

<Figure 5.P>