26-1543

PAYROLL

TANDY®

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To take advantage of these services, you must do three things:

(1) Send in the postage-paid software registration card included in this manual immediately. (Postage must be affixed in Canada.)

(2) If you change your address, you must send us a change of address card (enclosed), listing your old address exactly as it is currently on file with us.

(3) As we furnish updates or "patches", and you update your software, you must keep an accurate record of the current version numbers on the logs below. (The version number will be furnished with each update.)

Keep this card in your manual at all times, and refer to the current version numbers when requesting information or help from us. Thank you.

APPLICATIONS SOFTWARE VERSION LOG			OP. SYSTEM VERSION LOG

Read Carefully

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Software Registration Card

Cat. No. 2 6 0 1 5 4 3

Version 02.00.00

Name ______________________

Company ______________________

Address ______________________

City ______________ Phone (   ) ___ - _____

State ______________ Zip ______________

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Address ______________________________

City ______________________ Phone (   ) ____ - ______

State ______________________ Zip ______________

Change of address

NEW ADDRESS

Name ______________________________

Company ______________________________

Address ______________________________

City ______________________ Phone (   ) ____ - ______

State ______________________ Zip ______________

OLD ADDRESS

Name ______________________________

Company ______________________________

Address ______________________________

City ______________________ Phone (   ) ____ - ______

State ______________________ Zip ______________

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PLACE
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Software Registration
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Fort Worth, Texas 76113-9965

Payroll, Cat. No. 26-1543

Important Note to Model III Owners

This package contains the Model 4 Payroll diskettes. Model III diskettes are available from Radio Shack at no additional cost. To get your Model III Payroll diskettes for use with either floppy systems or hard disk, order catalog number 700-2242 from your local Radio Shack store or dealer.

875-9429

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12/84

PAYROLL

Radio Shack®
A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

10 9 8 7 6 5 4 3

HOW TO USE THIS MANUAL

This manual is both a learning aid and a reference tool. It is divided into several sections that give you a thorough knowledge of Payroll. Some sections are for those just starting out with Payroll, and others are for those who are familiar with the package.

If you have never used Payroll, we suggest that you read the Introduction first. Then back up your diskettes, following the instructions in Appendix A. The Sample Session steps you through some of Payroll's basic features to help you learn how to use the package. The Conversion section helps you set up Payroll. When you are ready to enter your own data, read the Summary of Tasks and Reference Sections. Once you are experienced in running Payroll, you can use these two sections almost exclusively and the other sections when you need special help.

About the Sections

Introduction — lists Payroll's features, maximum capacities, and required equipment, discusses other Model 4 accounting packages you can use with Payroll, and discusses making copies of your diskettes.

Sample Session — presents step-by-step examples to help you become comfortable with running Payroll.

Conversion — discusses how to transfer your present payroll system to Model 4 Payroll.

Summary of Tasks — lists the tasks that must be performed each day, week, and month to maintain accurate Payroll information on the Model 4.

Reference — explains each aspect and function of Payroll in detail.

Appendices — include detailed instructions on creating backups, solutions for common problems and error messages, a glossary of specialized terms used throughout the manual, and sample copies of each form and report Payroll produces.

An index to the manual follows the appendices.

Conventions Used in This Manual

When instructed to "enter" information, type the information on the computer keyboard, and then press the (ENTER) key.

Information displayed on the screen is printed in rust.

IMPORTANT NOTE TO PAYROLL MANAGERS

Throughout this manual, references appear noting that "history" totals may not be changed after Payroll has been processed once. These history totals appear in G/L ACCOUNT MAINTENANCE, TAX CODES AND TABLES, EARNINGS AND DEDUCTIONS, and EMPLOYEE HISTORY.

You may change history totals if absolutely necessary by using (SHIFT) (→) at the ANY CHANGES? (Y/N) prompts in each of the above menu selections, excluding EMPLOYEE HISTORY. To change EMPLOYEE HISTORY totals, press (SHIFT) (→) at the ENTER SELECTION prompt.

We suggest that you remove this page from the manual and keep it separate so that only you have access to this information. Allowing indiscriminate changes to history totals may result in out-of-balance ledgers.

Table of Contents

BENEFITS AND FEATURES

Payroll provides a complete payroll system for your small business. It keeps track of earnings, deductions, and taxes for each of your employees, as well as all employer contributions such as FICA, FUI, SUI, and many more. Payroll lets you manage with ease and assurance the usually tedious and confusing job of paying employees.

Payroll offers these features:

- Lets you customize your system in accordance with local, state, and federal tax laws
- Handles payroll tasks for up to three states at the same time
- Lets you define tax code entries that handle all state and most local tax laws, including such taxes as state disability insurance
- Tax table definition avoids duplicate entries for states that use the same tables for different tax codes
- Earning/Deduction types allow for changing amounts for each employee, either taxed or exempt
- Lets you define employee categories for Fair Labor Standards Act and Equal Employment Opportunity Commission reporting
- Keeps historical records by current period, quarter, and year for all employee earning and deductions, plus all employer liabilities
- Lets you design up to 5 different reports with up to 108 different information items on each report
- Prints special reports during critical processes to provide a complete audit trail

- Runs as a stand-alone package or can integrate with Model 4 General Ledger to speed posting and assure accuracy of your books

- Optional condensed printing for DMP series printers

SOFTWARE INTERFACING

You can use Payroll by itself or with the General Ledger package of the Model 4 COBOL Accounting System. When these two packages are used together, the transactions you enter while running Payroll are automatically posted to General Ledger. For specific information on integrating Payroll and General Ledger, see "Interfacing Packages," in the Conversion section.

To satisfy all your accounting needs, check with your local Radio Shack store or Computer Center for the other packages that complete the Model 4 COBOL Accounting System.

APPLICATION CAPACITIES

Payroll can process a maximum of:

- 80 employees, each having up to 9 earnings categories and 9 deductions categories
- Three states in which employees work, each state having separate withholding taxes and employer taxes
- One check per employee per pay period
- 20 tax codes
- 20 tax tables, each having up to 18 lines
- 15 earnings categories
- 15 deductions categories
- 50 ledger accounts if not integrated with Model 4 COBOL General Ledger, or any percentage you choose of approximately 100 total accounts if integrated with General Ledger

Note: These capacities (with the exception of the number of states in which employees work and number of checks per employee per pay period) will increase with the addition of a hard disk.

EQUIPMENT

To use Payroll as a stand-alone system, you need:

- A TRS-80 Model 4 with 64K memory and two disk drives, or
- A TRS-80 Model 4 with 64K memory, one disk drive, and a hard disk unit
- A Tandy printer capable of printing at least 80 columns with an appropriate printer cable.

To use Payroll with the General Ledger package, you need an additional 40-track disk drive or a hard disk unit.

Optional equipment includes:

- A Tandy printer capable of printing 132 columns with an appropriate printer cable or an 80-column printer capable of printing 132 columns in condensed print mode with an appropriate printer cable.

BEFORE YOU START

Four diskettes are supplied with your Payroll package: one setup diskette, one processing diskette, one data diskette, and one diskette containing sample data. Before you run Payroll for the first time, make "backups" (copies) of these diskettes. Never run Payroll with the original diskettes — use them only for making working copies. Run Payroll with the working copies. Store the originals in a safe place, away from dust, magnetic fields, or anything else that might damage them. For specific instructions on backing up diskettes and suggestions on building a "library" of backups, see Appendix A, "Backup Procedures."

HOW TO USE THE SAMPLE SESSION

This section is designed to help you become more familiar and at ease with Payroll.

A safe and easy way to try out Payroll is to step through "Running Payroll," using backups of the setup, processing, and sample data diskettes. Your sample data diskette contains all the information needed to process the payroll for a fictitious company, AAA Hardware. The session lasts approximately one hour.

If you want to experiment further after you complete "Running Payroll," continue using the backups. This lets you try every feature of Payroll without affecting your company's actual records.

Special Note for DMP Series Printer Owners

If you are using a DMP series printer capable of condensed printing to print reports, you should complete a preliminary step before you use the Sample Session so that your sample reports can be printed on 80-column paper.

Turn on your computer system and your printer. Insert a backup of the setup diskette into Drive 0 and a backup of the sample data diskette into Drive 1. Press the reset button. Type **03/31/83** (ENTER) to answer the date question, and press (ENTER) in response to the time prompt. When TRSDOS Ready appears, type **PRS4** (ENTER).

In a few moments, the System Setup/Maintenance Menu is displayed. Press (1) for COMPANY INFORMATION. The Company Information screen is displayed. At the ENTER SELECTION line, press (C) to change information.

AAA Hardware's company information is displayed. Press (ENTER) until the cursor is at the CONDENSED PRINT ON REPORTS? Y/N line. Answer this question by pressing (Y). Press (ENTER) twice to bypass the next two questions.

COMPANY INFORMATION CHANGED appears at the bottom of the screen, and the cursor returns to ENTER SELECTION. Press F1 to display the System Setup/Maintenance Menu. At this menu, press F1 again. TRSDOS Ready is displayed.

Your reports now print on 80-column paper. You may proceed with the Sample Session. It is not necessary to press the reset button or answer the date and time questions again.

RUNNING PAYROLL

Turn on the computer as instructed in your Model 4 Owner's Manual. Insert a backup of the setup diskette into Drive Ø and a backup of the sample data diskette into Drive 1. Press the reset button.

Type **Ø3/31/83** (ENTER) when you are asked for the date. Press (ENTER) to answer the time question.

When TRSDOS Ready appears, type **PRS4** (ENTER) . Your screen shows:

```
                P A Y R O L L
   S Y S T E M   S E T U P / M A I N T E N A N C E

         1.  COMPANY INFORMATION
         2.  G/L ACCOUNT MAINTENANCE
         3.  SYSTEM DEFINITION
         4.  TAX CODES AND TABLES
         5.  EARNINGS AND DEDUCTIONS
         6.  EMPLOYEE CATEGORIES
         7.  REPORT FORMATTER
         8.  EMPLOYEE MAINTENANCE
         9.  EMPLOYEE HISTORY




         ENTER SELECTION.._
```

Looking at Employee Records

AAA Hardware has hired a new employee, Ed Butler. You need to add Ed to your file of employees, but first you should look at a few employee records to see the type of information you need to enter. At the System Setup/Maintenance Menu, press (8) for EMPLOYEE

MAINTENANCE. Your screen shows:

```
              E M P L O Y E E   M A I N T E N A N C E

         EMPL. ID #..          SOC. SEC. #..
         NAME........

---------------------------------------------------------------------






       ENTER SELECTION.._  (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

Before you add Ed to the file, look at the other employee records you have. Press (I) to inquire about employees. The cursor moves to EMPL. ID #.

EMPL. ID #

Four employees are already on file. To see the first employee record, type **Ø1** (ENTER). The screen shows:

```
INQUIRE       E M P L O Y E E   M A I N T E N A N C E

         EMPL. ID #..Ø1        SOC. SEC. #..555-1Ø-1124
         NAME........JOHNSON, HAROLD FRANCIS

------------------ D E M O G R A P H I C S ---------------------

         ADDRESS.........254 SUGARTREE LANE
         CITY-STATE-ZIP..SWEETWATER         -GA-99999
         PHONE NUMBER....555-555-6545

         BIRTH DATE......Ø9/Ø8/54     HIRE DATE....Ø8/12/78
         LAST REVIEW.....Ø2/15/82     LAST RAISE...Ø7/15/81
         TERM. DATE......  /  /      JOB POSITION.1

         MARITAL STATUS..S  (S/M)     SEX (M/F)....M
         ETHNIC RACE.....1            W/COMP CLASS.1
         WORK CITY.......MACON        WORK STATE...GA


                  DISPLAY NEXT SCREEN?(Y/N)
```

DISPLAY NEXT SCREEN? (Y/N)

Each employee record has three sections: the demographic screen (which is displayed now), a pay status screen, and an earnings/deductions screen. To see the rest of Harold Johnson's record, press (Y) .

The pay status section of his record is displayed. Notice that it lists all taxes to which he is subject, along with the number of exemptions and dependents he claims. Press (Y) again to see the final section of his record.

This sections shows you Harold Johnson's earnings, deductions, and dollar amounts for his salary, his credit union deduction, and his health insurance deduction.

DISPLAY NEXT RECORD? Y/N

Notice that the prompt at the bottom of the screen has changed. You have reached the end of Harold Johnson's record and may now review the next employee record. Press (Y) to see the record for Kimberly Harrison.

Kimberly's employee identification number is Ø2. There are four employees on file, Ø1-Ø4. At the DISPLAY NEXT SCREEN? and DISPLAY NEXT RECORD? prompts, press (Y) until you reach the earnings/deductions screen of Raoul Lagueruela's record. At the DISPLAY NEXT RECORD? prompt, press (N).

The screen clears, and the cursor returns to the ENTER SELECTION prompt at the bottom of the screen. Press (F1), and the System Setup/Maintenance Menu is displayed.

Reviewing Employee Categories

Before you add Ed Butler to the Employee File, you can see where some of the information in his record originates.

The System Setup/Maintenance Menu should be displayed. At this menu, press (6) for EMPLOYEE CATEGORIES. Next, press (I) to see all categories that are set up. Your screen shows:

```
                    E M P L O Y E E   C A T E G O R I E S

      --------------------- JOB POSITION --------------------
                  1. MANAGERS           6. CRAFT (SK)
                  2. PROFESSION         7. OPERATIVES
                  3. TECHNICIAN         8. LABORERS
                  4. SALES              9. SERVICE
                  5. CLERICAL

      --------------------- ETHNIC RACE ---------------------
                  1. WHITE              4. ASIAN
                  2. BLACK              5. AMER.INDIA
                  3. HISPANIC

      --------------------- WORKERS COMP ---------------------
                            1. W   1.25Ø
                            2. H    .225
                            3.
                            4.
                            5.

         ENTER SELECTION.._ (C=CHANGE, I=INQUIRE)
```

The first section of the screen shows you the several positions that employees might hold in the company. In an employee record, these positions are referred to by their identifying numbers. For example, an employee in a clerical position has the number "5" in the POSITION category on the record.

The second section describes the ethnic races to which employees belong. Like positions, ethnic races are identified by their numbers in an employee record.

The third section of the screen shows the workers compensation categories to which employees might belong. These categories are for an estimation of AAA Hardware's workers compensation liability.

Look at the first category. The "W" means that Category 1 is based on "W"ages earned and is estimated at the rate of 1.25% of an employee's wages.

The second category is based on "H"ours worked and is estimated at the rate of .225 multiplied by the number of hours worked by an employee.

Workers compensation categories are also identified by their numbers in an employee record.

Each of these categories is used in adding employees to the Employee File. Now that you've seen them, press (F1) to return to the System Setup/Maintenance Menu.

Adding an Employee to the File

You are ready to add Ed Butler to your files. Ed is single and lives at 2608 Hollow Glen Drive in Macon, Georgia 45092. His phone number is 617-425-6713, and he was born on May 31, 1956. AAA Hardware hired him on March 22, 1983 for a professional position at its home office in Macon.

Press (8) for EMPLOYEE MAINTENANCE. A blank employee record appears. Press (A) to add an employee to the file.

EMPL. ID #

Since there are already four employees on file, Ed is the fifth. For Ed's identification number, type **05** (ENTER). The computer creates a record for him and displays:

```
ADD          E M P L O Y E E   M A I N T E N A N C E

          EMPL. ID #..Ø5          SOC. SEC. #..
          NAME........

----------------- D E M O G R A P H I C S --------------------

          ADDRESS.........
          CITY-STATE-ZIP..
          PHONE NUMBER....

          BIRTH DATE......  / /       HIRE DATE....  / /
          LAST REVIEW.....  / /       LAST RAISE...  / Ø
          TERM. DATE......  / /       JOB POSITION.

          MARITAL STATUS..  (S/M)     SEX (M/F)....
          ETHNIC RACE.....            W/COMP CLASS.
          WORK CITY.......            WORK STATE...
```

As you fill in the information needed, the cursor moves from one "field" to another on the screen. Below are the prompts and responses for the demographic section of Ed's employee record.

Prompt:	Response:
SOC. SEC. #	**449-81-3741** (ENTER)
NAME	**BUTLER, EDWARD O.** (ENTER)
ADDRESS	**2608 HOLLOW GLEN DR.** (ENTER)
CITY-STATE-ZIP	**MACON** (ENTER) **GA** (ENTER) **45092** (ENTER)
PHONE NUMBER	**617-425-6713** (ENTER)
BIRTH DATE	**053156** (ENTER) (no slashes between month, day, and year)
HIRE DATE	**032283** (ENTER)
LAST REVIEW	(ENTER) (There have been no performance reviews for Ed yet.)
LAST RAISE	(ENTER) (Ed has received no raises because he is a new employee.)
TERM. DATE	(ENTER) (He has not terminated employment.)
JOB POSITION	(Ed Butler is a professional, #2 in the list of Job Positions on the Employee Categories screen.)
MARITAL STATUS	(S) (for Single)
SEX (M/F)	(M) (for Male)
ETHNIC RACE	(1) (Ed is white, #1 in the list of Ethnic Races on the Employee Categories screen.)

W/COMP CLASS — **1** (Ed falls under the first workers compensation category on the Employee Categories screen.)

WORK CITY — **MACON** **ENTER**

WORK STATE — **GA** **ENTER**

After you press **ENTER**, the screen changes to display:

```
  ADD          E M P L O Y E E   M A I N T E N A N C E

          EMPL. ID #..Ø5          SOC. SEC. #..449-81-3741
          NAME........BUTLER, EDWARD O.

--------------------- P A Y   S T A T U S ----------------------

     STATUS (A/I)..    TIPS (Y/N)..     PAY FREQUENCY..ØØØ

             FEDERAL    STATE      CITY         EIC
TAX CODE..
#-EXEMP...   ØØ                                 ******
#-DEPND...   ******                             ******
$-ADJUST..   ******                             ******
$-CRDEIT..   ******                             ******
%-CREDIT..   ******                             ******
EXTRA TAX.                                      ******

     EXEMPT FROM  FICA..   FUI..   SUI..   OTHER..
```

This section of the record is for recording Ed's tax information. The cursor is at the line for STATUS.

STATUS (A/I)

Ed is on the active payroll, so press **A**.

TIPS (Y/N)

Press **N** to show that Ed does not receive tips as part of his wages.

PAY FREQUENCY

Ed is a salaried employee and is paid once per month, or 12 times per year. You should enter the number of times per year that an employee is paid, so type **12** **ENTER**.

TAX CODE

The cursor moves to the line for tax codes, in the FEDERAL column. Several tax codes have been set up for you. The federal tax code for single persons is called FDS. Type **FDS** (ENTER) to show that Ed's federal income tax is calculated using this tax code.

#-EXEMP

Ed claims only one exemption, himself. Type **1** (ENTER).

EXTRA TAX

This prompt lets you enter a dollar amount to be deducted from an employee's wages in addition to the federal tax withheld. Ed does not want extra tax withheld, so press (ENTER) to skip this space.

Notice that the rest of the categories in the FEDERAL column contain asterisks. These categories do not apply to federal taxes. For example, there is no dollar adjustment to taxable wages for determining federal tax table income, so the $-ADJUST line is not available for entering data.

TAX CODE

The cursor moves back to the tax code line, but now it is in the STATE column. State tax information is entered here. The tax code for single persons paying Georgia's state income tax is called GAS. Type **GAS** (ENTER) to show that Ed's state income tax is calculated using this tax code.

#-EXEMP

Type **1** (ENTER) to claim one exemption to state income tax.

#-DEPND

Since Ed is single, he has no dependents to claim. Press (ENTER) to skip this line.

$-ADJUST

At this prompt, you can enter a dollar amount to subtract from an employee's wages for determining tax table income. Press (ENTER) to skip this line.

$-CREDIT

Ed could also receive a state tax credit. If he did, you would enter the dollar amount to subtract from his calculated state tax as a credit. However, he does not receive state tax credit of any kind, so press (ENTER).

%-CREDIT

Likewise, a tax credit could be figured on a percentage basis, but since Ed receives no state tax credit, press (ENTER).

EXTRA TAX

Ed wants an extra $12.50 per paycheck withheld for state income tax. At this line, type **12.50** (ENTER). If this had been an even dollar amount, such as $10.00, you could have typed **10** (ENTER) — you do not have to enter decimal points for even dollar amounts.

TAX CODE

The cursor moves back to the TAX CODE line, but now it is under the CITY column. Macon has no city income tax, so press (ENTER) to skip this line. Since there is no city tax, the cursor skips the rest of the lines in the CITY column.

The cursor moves to the EIC (Earned Income Credit) column. Ed has not filed for advanced Earned Income Credit, so press (ENTER).

The bottom of the screen shows various taxes and wage deductions from which Ed might be exempt. Each of these has a "default" of N for Not Exempt. If you press (ENTER) instead of (N) or (Y), Payroll automatically assumes an N answer.

FICA

Press (ENTER) to show that Ed is not exempt from FICA tax.

FUI

Press (ENTER), since Ed is not exempt from federal unemployment insurance tax.

SUI

Press (ENTER) to show that Ed is not exempt from state unemployment insurance tax.

One category, OTHER, is left. "Other" taxes are state taxes such as supplemental disability insurance. Georgia has no other taxes, so the cursor skips this space.

The information you just entered is recorded in Ed's employee record, and the screen changes to display:

```
ADD        E M P L O Y E E   M A I N T E N A N C E

        EMPL. ID #..Ø5         SOC. SEC. #..449-81-3741
        NAME........BUTLER, EDWARD O.

------- E A R N I N G S -------------- D E D U C T I O N S ----

1. _                          1.   FEDERAL WITHHOLDING TAX
2.                            2.   STATE WITHHOLDING TAX
3.                            3.   FICA WITHHOLDING TAX
4.                            4.
5.                            5.
6.                            6.
7.                            7.
8.                            8.
9.                            9.



              ENTER E/D CODE
```

Several "codes" for earnings and deductions have been set up for you:

Earnings	Deductions
BN — Bonus Plan	CR — Credit Union
HR — Hourly Wages	IN — Health Insurance
OT — Overtime Wages	UN — Union Dues
SK — Sick Pay	
SL — Salaried Wages	
VC — Vacation Pay	

This part of the employee record lets you enter earnings and deductions that apply to an employee. Notice that the three deductions on the screen are deductions that apply to every employee of the company. They appear on every employee record. You only need to add earnings and deductions that may or may not apply to a particular employee.

ENTER E/D CODE

The cursor is at the first line of the EARNINGS column. You need to enter the earnings Ed collects. On the first line, type **SL** (ENTER). This is the code for salaried wages.

ENTER FIXED AMOUNT

Salaried wages are fixed amounts. Ed's salary is $1,833.00 per month (each time he is paid), so type **1833** (ENTER).

ENTER FREQUENCY CYCLE

A frequency cycle tells Payroll that you want to apply an earning or deduction a specified number of times per year. Ed's salary is applied to his earnings each time he is paid. The code set up for applying an earning each time an employee is paid is "1." Type **1** (ENTER).

Now the cursor moves to the second line in the EARNINGS column. Enter one more earning for Ed. The information you need follows.

E/D CODE = BN (Bonus Plan)
FREQUENCY CYCLE = 4 (once per year)

Press (ENTER) until the cursor moves to the fourth line in the DEDUCTIONS column. Other than federal and state income tax and FICA, Ed is a member of the company's credit union and group health insurance plan. You need to enter these two deductions to his employee record. The information is the same type as Earnings information, using similar prompts. The information you need follows.

CREDIT UNION	HEALTH INSURANCE
E/D CODE = CR	E/D CODE = IN
PERCENTAGE = 10	AMOUNT = $25.50
FREQUENCY CYCLE = 1	MAX LIMIT = $500.00
	FREQUENCY CYCLE = 2 (once per month)

When you have entered the two deductions, the cursor should be on Line 6 in the DEDUCTIONS column. You have finished adding Ed Butler's employee record to the file. Press F2 to store the record.

The bottom of the screen displays RECORD ADDED. Next, the screen clears, and you are ready to add another employee record. Since Ed is the only new employee, press F1 to exit the Add function.

The cursor returns to the bottom of the screen. Your options are once again displayed. Leave the employee file and return to the System Setup/Maintenance Menu by pressing F1 again.

Printing a List of Employees

The rest of the work you do in this part of the Sample Session is from the Processing diskette. Press F1 at the System Setup/Maintenance Menu to exit the setup portion of Payroll. When TRSDOS Ready appears, remove the setup diskette from Drive 0. Insert a backup of the processing diskette into Drive 0, and type **PR4** ENTER. Your screen shows:

```
         P A Y R O L L
        M A I N   M E N U

   1.  PAYROLL PROCESSING

   2.  PAYROLL REPORTS

   3.  PERIOD SUMMARY




   ENTER SELECTION.._
```

Press (2) for PAYROLL REPORTS. The screen displays:

```
P A Y R O L L   R E P O R T S

1.  USER DEFINED REPORTS
2.  EMPLOYEE REPORTS
3.  TIME CARD WORKSHEET
4.  CROSS CLASSIFICATION
5.  G/L DISTRIBUTION




ENTER SELECTION.._
```

An employee mailing list can be printed from the User Defined Reports. Reports printed using this selection were set up during System Setup/Maintenance. We have formatted two reports for you.

Press (1). The screen displays this message:

R E P O R T   G E N E R A T O R

REPORT NUMBER......

REPORT NUMBER

The Employee Mailing List is Report #1. Type **1** (ENTER).

PRINTER READY? (Y/N)

This prompt should appear at the bottom of the screen. The name of the report, EMPLOYEE MAIL, should appear just beneath the REPORT NUMBER prompt.

To print the employee list, make sure that your printer is properly connected, on-line, and loaded with 132-column paper. Press (Y), and the list of employees prints.

If you cannot get the printer ready, press (N). The Payroll Reports Menu appears. Check the connections and make sure that you are ready to print the report. Press (1) for USER DEFINED REPORTS, and follow the instructions again.

Once the report has printed, the Payroll Reports Menu appears.

Processing a Payroll

Printing a Time Card Worksheet

The first step in processing a payroll is to plan what you'll enter into the computer. Printing a time card worksheet helps you do your planning and work more efficiently. To print the worksheet, press (3) at the Payroll Reports Menu.

After the screen shows that Payroll is reading valid earning/deduction codes, your screen displays:

```
            T I M E   C A R D   W O R K S H E E T

      ENTER PAY FREQUENCIES OF EMPLOYEES TO BE PAID
                1. _   2.   Ø 3.   Ø 4.   Ø 5.   Ø
      ENTER E/D FREQUENCIES TO BE USED
                1. Ø   2. Ø   3. Ø   4. Ø   5. Ø
```

Pay frequencies are defined in Employee Maintenance. You added Ed Butler to your employee file earlier and gave him a pay frequency of "12." (He is paid 12 times per year.) You should enter the pay frequency for employees to be paid this pay period.

Assume that it is the end of the month. You have employees who are paid once per month and also some who are paid once each two weeks. In the first blank for pay frequencies, type **12** (ENTER). The cursor moves to the second blank. Here, type **26** (ENTER) (for employees paid every other week).

When the cursor moves to the third blank, press (ENTER), since you want to pay only monthly and biweekly pay frequencies.

E/D frequencies are code numbers you assign to tell Payroll how often each earning or deduction for each employee should be processed. You assigned frequency codes for Ed's salary, bonus plan, credit union, and health insurance.

You want to apply earnings and deductions that have a frequency cycle code of "1" (for AAA Hardware, the code number meaning "every time a payroll is processed") and "2" (AAA Hardware's code for "once per month"). In the first blank, type **1** (ENTER). In the second blank, type **2** (ENTER).

At the third blank, press (ENTER), since you have finished entering earnings/deductions frequency codes.

ANY CHANGES? (Y/N)

This prompt appears at the bottom of the screen. Look over the screen and make sure that you have entered the frequency codes correctly. If there are errors, press (Y), and correct them.

If everything looks correct, press (N).

PRINTER READY? (Y/N)

This prompt appears at the bottom of the screen. To print the Time Card Worksheet, make sure that your printer is properly connected, on-line, and loaded with 132-column paper. Press (Y), and the worksheet prints.

If you cannot get the printer ready, press (N). The Payroll Reports Menu appears. Check the connections and make sure that you are ready to print the worksheet. Press (3) for TIME CARD WORKSHEET, and follow the instructions again.

Once the worksheet has printed, the Payroll Reports Menu appears. Press (F1) to return to the Payroll Main Menu.

Look over the worksheet. Payroll has found and printed every employee with a pay frequency of 12 or 26 and an earning or deduction having a frequency code of 1 and 2. The worksheet shows you the date, the company name (AAA Hardware), and the pay and earnings/deductions frequencies you specified.

Next, employees are listed in order of employee identification number. The first employee on the list should be Harold Francis Johnson. Beside his name, all earnings with frequency codes of 1 and 2 that apply to him are listed. Only one earning should appear: SALRY. Blanks are supplied for you to fill in either the number of hours worked or the amount of the SALRY earning.

Deductions appear beneath earnings. The deductions listed for Harold Johnson should be FEDTX, STTAX, FICA, CREDT, and INSUR. Blanks are also supplied for you to fill in amounts for these deductions.

Take each employee separately, and fill in the information by hand for each earning and deduction. To get you started, Harold Johnson's worksheet is taken step-by-step:

The first blank you need to fill in is the PAY PERIOD ENDING DATE. Assume that it is March 31, 1983, and write 03/31/83 in this blank.

The next blank you see is for a SALRY AMOUNT. Write 0 in this blank. Harold Johnson worked 80 hours in the past two weeks, so write 80.00 in the SALRY HOURS blank. When you enter this into the computer, you pay Mr. Johnson his normal salary for two weeks.

Deductions are next. Payroll automatically calculates the amounts to deduct from wages for federal tax, state tax, FICA, credit union, and health insurance. Write 0 in each of these blanks.

Continue writing the following information on the time card worksheet:

Harrison, Kimberly Ann:

PAY PERIOD ENDING DATE — 03/31/83
HOURS — AMOUNT = 0
HOURS = 80.00
OVRTM — AMOUNT = 0
HOURS = 0
HRVAC — AMOUNT = 0
HOURS = 0
FEDTX — AMOUNT = 0
STTAX — AMOUNT = 0
FICA — AMOUNT = 0
INSUR — AMOUNT = 0

Barclay, Eva L.:

PAY PERIOD ENDING DATE — 03/31/83
SALRY — AMOUNT = 0
HOURS = 160.00
FEDTX — AMOUNT = 0
STTAX — AMOUNT = 0
FICA — AMOUNT = 0
CREDT — AMOUNT = 0
INSUR — AMOUNT = 0

Lagueruela, Raoul Ramone:

PAY PERIOD ENDING DATE — 03/31/83
HOURS — AMOUNT = 0
HOURS = 40.00
OVRTM — AMOUNT = 0
HOURS = 2.50
HRVAC — AMOUNT = 0
HOURS = 40.00
HRSCK — AMOUNT = 0
HOURS = 0
FEDTX — AMOUNT = 0
STTAX — AMOUNT = 0
FICA — AMOUNT = 0
INSUR — AMOUNT = 0
UNION — AMOUNT = 10.00

Butler, Edward O.:

PAY PERIOD ENDING DATE — 03/31/83
SALRY — AMOUNT = 386.56
HOURS = 32.00
FEDTX — AMOUNT = 0
STTAX — AMOUNT = 0
FICA — AMOUNT = 0
CREDT — AMOUNT = 0
INSUR — AMOUNT = 0

When the time card worksheet has been completed, it should look similar to the sample on the next page. If your filled in numbers do not match the ones on the sample, correct your worksheet, then continue with the next part of the Sample Session.

```
          DATE:03/31/83                        AAA HARDWARE COMPANY                                 PAGE: 1
                                               PAYROLL
                                               TIME CARD WORKSHEET
             PAY FREQUENCIES:  12,026,000,000,000                          E/D FREQUENCIES: 1,2,0,0,0

     EMPL.         EMPLOYEE                                 E A R N I N G S   A N D   D E D U C T I O N S
      ID.            NAME

     01   JOHNSON, HAROLD FRANCIS         EARNINGS  SALRY

                                           AMOUNT   ..Ø...
          PAY PERIOD ENDING DATE Ø3/31/83  HOURS    8Ø.ØØ

                                          DEDUCTIONS FEDTX    STTAX    FICA     CREDT    INSUR

                                           AMOUNT   ..Ø...   ..Ø...   ..Ø...   ..Ø...   ..Ø...
-----------------------------------------------------------------------------------------------------------------

     02   HARRISON, KIMBERLY ANN          EARNINGS  HOURS    OVRTM    HRVAC

                                           AMOUNT   ..Ø...   ..Ø...   ..Ø...
          PAY PERIOD ENDING DATE Ø3/31/83  HOURS    8Ø.ØØ.   ..Ø...   ..Ø...

                                          DEDUCTIONS FEDTX    STTAX    FICA     INSUR

                                           AMOUNT   ..Ø...   ..Ø...   ..Ø...   ..Ø..
-----------------------------------------------------------------------------------------------------------------

     03   BARCLAY, EVA L.                 EARNINGS  SALRY

                                           AMOUNT   ..Ø...
          PAY PERIOD ENDING DATEØ3/31/83   HOURS    16Ø.ØØ

                                          DEDUCTIONS FEDTX    STTAX    FICA     CREDT    INSUR

                                           AMOUNT   ..Ø...   ..Ø...   ..Ø...   ..Ø...   ..Ø...
-----------------------------------------------------------------------------------------------------------------

     04   LAGUERUELA, RAOUL RAMONE        EARNINGS  HOURS    OVRTM    HRVAC    HRSCK

                                           AMOUNT   ..Ø...   ..Ø...   ..Ø...   ..Ø...
          PAY PERIOD ENDING DATE Ø3/31/83  HOURS    4Ø.ØØ    2.5Ø     4Ø.ØØ    ..Ø...

                                          DEDUCTIONS FEDTX    STTAX    FICA     INSUR    UNION

                                           AMOUNT   ..Ø...   ...Ø..   ..Ø...   ..Ø...   1Ø.ØØ
-----------------------------------------------------------------------------------------------------------------

     05   BUTLER, EDWARD O.               EARNINGS  SALRY

                                           AMOUNT   386.56
          PAY PERIOD ENDING DATEØ3/31/83   HOURS    32.ØØ

                                          DEDUCTIONS FEDTX    STTAX    FICA     CREDT    INSUR

                                           AMOUNT   ...Ø..   ...Ø..   ..Ø...   ..Ø...   ..Ø...
-----------------------------------------------------------------------------------------------------------------

     **********  END OF REPORT
```

Time Card Entry

Press (1) for PAYROLL PROCESSING at the Main Menu. Your screen displays the Payroll Processing Menu. Since you have filled out a time card worksheet, you now need to enter the information you collected into the computer for processing. Press (1) for TIME CARD ENTRY. Your screen shows:

```
            T I M E   C A R D   E N T R Y

MANUAL OR AUTO TIME CARD ENTRY? (A/M)..._

ENTER PAY FREQUENCIES OF EMPLOYEES TO BE PAID
         1.     2.     3.     4.     5.

ENTER E/D FREQUENCIES TO BE USED
         1.     2.     3.     4.     5.
```

MANUAL OR AUTO TIME CARD ENTRY? (A/M)

The screen looks similar to the one you saw for time card worksheets. This first question lets you decide whether you want Payroll to automatically find the employees to be paid this period or you want to go through the employee file manually, choosing employees you want to pay. For the Sample Session, press (A) for Automatic mode.

ENTER PAY FREQUENCIES OF EMPLOYEES TO BE PAID

You want to pay employees who are usually paid once per month and once every two weeks, so type **12** (ENTER), then **26** (ENTER), and press (ENTER) once more.

ENTER E/D FREQUENCIES TO BE USED

Type **1** (ENTER), then **2** (ENTER), and press (ENTER) again, since you want to use only the earnings and deductions with frequency codes of 1 and 2.

ANY CHANGES (Y/N)

Look over the screen. The only pay frequencies appearing should be 12 and 26, and the only E/D frequencies displayed should be 1 and 2. If numbers other than "Ø" appear in the other blanks, press (Y), and correct the screen.

When the entries are correct, press (N). The screen displays:

```
                    T I M E   C A R D   E N T R Y

EMPL. ID #..Ø1  EMPL. NAME..JOHNSON, HAROLD FRANCIS

              PAY PERIOD ENDING DATE Ø3/31/83

------- E A R N I N G S --------------- D E D U C T I O N S ----

Ø1. SALRY                        1Ø. FEDTX
Ø2. BONUS N/A                    11. STTAX
Ø3.                              12. FICA
Ø4.                              13. CREDT
Ø5.                              14. INSUR
Ø6.                              15.
Ø7.                              16.
Ø8.                              17.
Ø9.                              18.

      E/D NUMBER......      EXCEPTION AMOUNT..
```

The cursor is at PAY PERIOD ENDING DATE.

PAY PERIOD ENDING DATE

The date shown should be Ø3/31/83. If it is not, type **Ø33183** (ENTER). If the date is correct, press (ENTER).

The cursor moves to the first line in the EARNINGS column, and the bottom of the screen displays ENTER NUMBER OF HOURS. Refer to the time card worksheet you filled out. Harold Johnson should be paid for 8Ø hours, so type **8Ø** (ENTER) at this space.

The only other earning listed is the BONUS PLAN. Notice that N/A appears beside it — it is not applicable to Harold Johnson, because you are not paying bonuses this pay period.

The deductions listed are automatically calculated by Payroll. You should have Øs on the time card worksheet for these categories. They do not require an entry here.

The cursor moves to E/D NUMBER. You'll see how this works in a few minutes. For now, press (ENTER) (as the instruction at the bottom of the screen suggests).

ANY CHANGES? (Y/N)

The SALRY line in the EARNINGS column should look like this:

Ø1. SALRY 8Ø.ØØ

If it does not, press (Y) and correct your entry. When it is correct, press (N) for No changes. RECORD ADDED appears, and the time card for Kim Harrison is displayed.

Follow the time card worksheet for entering this employee's time card into the computer. Press (ENTER) if the pay period ending date is Ø3/31/83.

HOURS

Type **8Ø.ØØ** (ENTER) at this blank. She should be paid for 8Ø hours (two weeks work).

OVRTM

Press (ENTER) at this line. She worked no overtime in the past two weeks.

HRVAC

Press (ENTER) at this line for no vacation pay.

All deductions are automatically calculated for you. Press (ENTER) for no exceptions to the standard earnings and deductions at the E/D NUMBER prompt.

ANY CHANGES? (Y/N)

Press (N) when the information is correctly entered.

Next is Eva Barclay's time card. Press (ENTER) to keep the Ø3/31/83 ending date.

SALRY

Eva is a salaried employee who is paid once per month, so she should be paid for 160 hours. Type **160** (ENTER).

The other earnings and deductions either do not apply to Eva or are calculated for you. Press (ENTER) at the E/D NUMBER prompt.

ANY CHANGES? (Y/N)

Press (N) when the entry is correct.

Raoul Lagueruela's is the next time card to appear. Press (ENTER) for the pay period ending date. Raoul's time is a bit different. He worked 40 hours, worked 2 hours and 30 minutes overtime, and took a week of his vacation. This information is entered as follows:

HOURS

Type **40** (ENTER) for the number of hours.

OVRTM

Type **2.5** (ENTER) to show 2 hours 30 minutes (.50 of one hour) overtime.

HRVAC

Type **40** (ENTER) to show 40 hours of vacation time taken.

HRSCK

Raoul has not taken any sick leave, so press (ENTER) to leave this line blank.

UNION

Raoul pays $10.00 per month in union dues, so type **10** (ENTER) to deduct $10.00 from his wages for dues owed this month.

Press (ENTER) to bypass the E/D NUMBER prompt and show no exceptions to the standard earnings and deductions.

ANY CHANGES? (Y/N)

Again, check to make sure that the information has been entered correctly. Then, press (N) to display the next time card.

The last time card entry is for your new employee, Ed Butler. Press (ENTER) at the PAY PERIOD ENDING DATE prompt if the date is correct.

SALRY

Ed has only been with AAA Hardware long enough to work 32 hours this month. He should not receive a full month's salary; however, Payroll automatically calculates the entire amount of a "fixed amount" earning. You'll see how this is taken care of in a minute. Right now, type **32** (ENTER) at this line to show that he has only worked 32 hours so far.

E/D NUMBER

The cursor skips to this prompt, and the message at the bottom of the screen tells you to PRESS ENTER IF NO EXCEPTION AMOUNTS. Since Ed should not be paid for a full month, you need to change his salary amount for this pay period. Type **01** (ENTER) (for Line 01).

EXCEPTION AMOUNT

For the length of time he has worked for the company, Ed should be paid $386.56 for his time so far. Type **386.56** (ENTER). Note what happens to the screen: the SALRY line changes to show the exception amount, and an E appears to let you know that the line contains an exception. Ed's normal pay calculation is overridden when an exception exists for an earning or deduction.

The cursor returns to the E/D NUMBER prompt. Press (ENTER), since there are no more exceptions to standard earnings and deductions.

ANY CHANGES? (Y/N)

Press (N) when the screen shows the exception amount to Ed's salary.

A Blank time card appears. This is the Manual mode of Time Card Entry. You can add another employee's time card to the open file if you like. For this session, press (F1). The Payroll Processing Menu is displayed.

Printing the Time Card Register

Just to make sure that you have entered everything correctly, you should print a Time Card Register. This register should be identical to the worksheet you filled out before you started entering time cards into the computer.

Press (2) at the Payroll Processing Menu for TIME CARD REGISTER. Your screen shows that it is reading valid earnings/deductions codes, and next asks:

PRINTER READY? (Y/N)

Make sure that your printer is loaded with 132-column paper, that everything is properly connected, and that the printer is on-line. Press (Y) to print your register.

If you cannot get the printer ready, press (N). The Payroll Processing Menu appears. Do not print the Time Card Register before your printer is ready.

After the register prints, the Payroll Processing Menu is displayed. Look at the register. It should contain the same entries you have in your Time Card Worksheet. If it does not, you should return to Time Card Entry and correct any errors. After corrections are made, print another Time Card Register.

If the register shows the same numbers as the worksheet, continue with the Sample Session.

You can see the Time Card Register in Appendix D.

Calculating a Payroll

Now you'll calculate paychecks for the employees whose time cards you just entered. Press (3) for PAYROLL CALCULATION at the Payroll Processing Menu. After the screen shows that Payroll is reading valid earnings/deductions codes, a new prompt appears at the bottom of the screen:

CONTINUE? (Y/N)

> Now that you have a matching Time Card Worksheet and Time Card Register, you can calculate payroll for your employees. Press (Y). Make sure that your printer is ready to print before you calculate payroll. If you cannot get your

printer ready, press N. Never calculate payroll unless your printer is ready; otherwise, calculations may not be completed.

ENTER CHECK DATE:

The displayed date should be 03/31/83. If it is not, type **033183**. If the date is correct, press ENTER. This tells Payroll what date to print on checks when you finally print them.

The screen tells you that Payroll is processing employees and lists their ID numbers as it calculates them. This process takes a few minutes.

PRESS ENTER TO PRINT REGISTER

When all paychecks have been calculated, you should print an Earnings Register. This register shows all checks and earnings on file. You can see the Earnings Register for this pay period in Appendix D. Press ENTER after you check your printer to make sure that it is ready. (You can leave 132-column paper in the printer, although the register requires only 80-column paper.)

Once the register has printed, the Payroll Processing Menu is displayed.

Printing Checks

Now that you have calculated Payroll and seen an Earnings Register, you can print paychecks. Press 6 at the Payroll Processing Menu for CHECK PRINT. Several prompts appear on the screen:

CONTINUE? (Y/N)

Press Y to start preparations for printing checks.

PRINTER READY? (Y/N)

Since this is a sample session, you do not have to use actual pre-printed checks. You can continue using the type of paper currently in your printer. Make sure that the printer is properly connected and on-line, and press Y to continue.

If you cannot get your printer ready, press (N), and return to the Payroll Processing Menu. Do not try to print checks if your printer is not working properly.

PRINT ALIGNMENT CHECK?

Since you are not using actual checks, you do not need to print an alignment check. When you actually use the CHECK PRINT option, you should print an alignment check. This makes sure that information prints in the correct place on your checks.

Press (N) to skip printing an alignment check.

STARTING CHECK ID

Check identification numbers are shown on the register. To start printing checks from the first check I.D. number listed on the register, press (ENTER).

ENDING CHECK ID

Press (ENTER) to print through the last check I.D. number listed on the register.

ENTER CHECK STUB MESSAGE

You can print a short message of up to 20 characters on each check if you like, but for the sample session, press (ENTER) to skip this line.

PREPRINTED CHECK #.

Assume that the first check loaded in the printer has the number 1052 printed on it as its check number. Type **1052** (ENTER).

ANY CHANGES? (Y/N)

Press (N) to start printing checks. The screen shows the check I.D. number of the check that is printing. Five checks should print. When the checks have finished printing, the Payroll Processing Menu is displayed.

You can see Harold Johnson's check in Appendix D.

When you actually use Payroll, you might want to print another Earnings Register at this point. If you printed one after printing checks, it would show pre-printed check numbers as well as all earnings information. For this session, you will not print an Earnings Register.

You have paid your employees, but you are not finished with your payroll processing. Next, you will update records and prepare for the next pay period.

Updating Files

Press (7) for PAYROLL UPDATE at the Payroll Processing Menu. Your screen shows:

```
                 P A Y R O L L   U P D A T E

                     EMPLOYEE RECORD.....
                     EARN/DED RECORD.....
                     TAX RECORD.........
                     G/L RECORD.........
```

The screen also lets you know that Payroll is READING various records in preparation for updating them. After records have been read, the bottom of the screen shows:

```
ALL CHECKS/TIMECARDS WILL BE DELETED
          CONTINUE?(Y/N)
```

CONTINUE?(Y/N)

> First, make sure that your printer is properly connected, on-line, and loaded with paper at least 80-columns wide. If you cannot get the printer ready, press (N) to return to the Payroll Processing Menu. Do not try to update records unless your printer is working properly.

After you check your printer, press (Y). All five timecards you entered are deleted from Payroll, as well as the five checks that printed.

POSTING DATE 03/31/83

The posting date should be March 31, 1983. If it is not, type **033183** (ENTER). If the date is correct, press (ENTER).

ANY CHANGES?

Press (N) for No changes. Payroll begins updating records, showing you the type and number of record it is updating. When it is finished, the next prompt appears.

PRESS ENTER FOR G/L RECAP

Press (ENTER), and a report prints, showing you account numbers, descriptions, and debit and credit amounts of all your ledger accounts. You can see the G/L Recap for this pay period in Appendix D.

After the report prints, the Payroll Processing Menu is displayed. Press (F1) to return to the Main Menu.

Closing a Pay Period

After you process a payroll, you need to close out the period and print a few reports for reference. To begin closing this pay period, press (3) for PERIOD SUMMARY at the Main Menu. Your screen displays another menu for summary operations.

Printing an Employee Tax Summary

The first step in closing a period is to print reference reports. At the Period Summary Menu, press (1) to print the Employee Tax Summary. This report lists all information needed for employee W-2 forms. Payroll asks several questions:

PRINTER READY? (Y/N)

Make sure that your printer is properly connected, on-line, and loaded with at least 80-column paper. If you cannot get the printer ready, press N to return to the Period Summary Menu.

Press Y when your printer is ready.

BEGINNING EMPLOYEE

You want to print a report listing all employees. Pressing ENTER tells Payroll to start with the first employee I.D. number. Press ENTER.

ENDING EMPLOYEE

Press ENTER to tell Payroll to print through the last employee I.D. number on file.

The report prints, and the Period Summary Menu appears when printing is complete. You can see the Employee Tax Summary for this pay period in Appendix D.

Printing an Employer Tax Summary

Next, you'll print an Employer Tax Summary, showing all of AAA Hardware's payroll activity for this pay period. Press 2 for EMPLOYER TAX SUMMARY at the Period Summary Menu.

The only question you are asked is whether your printer is ready. Make sure that the printer is properly connected, on-line, and loaded with paper. If you cannot get the printer ready, press N to return to the Period Summary Menu.

Press Y when the printer is ready, and the summary report prints. You return to the Period Summary Menu when the report is completed. To see the Employer Tax Summary for this pay period, refer to Appendix D.

Printing a Payroll Performance Report

The next step in closing a period is printing a Payroll Performance Report. This report lists current, quarterly, and yearly totals of earnings for each employee and grand totals of all earnings. Press 3 at the Period Summary Menu.

The screen first displays that Payroll is READING VALID EARNINGS and shows which earnings records are being read.

Next, you are asked whether your printer is ready. Make sure that the printer is properly connected, on-line, and loaded with paper. If you cannot get the printer ready, press (N) to return to the Period Summary Menu.

Press (Y), and the report begins printing. After the report is completed, the Period Summary Menu appears.

See Appendix D for this period's Payroll Performance Report.

Closing the Pay Period

All of your work for the pay period ending March 31, 1983, is done. Reports have been printed, and you can now close the period. Since March 31 also ends the first quarter of AAA Hardware's fiscal year, you'll close not only this period but also this quarter.

Press (4) for PERIOD CLOSING at the Period Summary Menu. Your screen shows that PERIOD TOTALS WILL BE ZEROED and asks if you want to continue. Press (Y).

PERIOD TO BE CLOSED? (CURRENT,QUARTER,YEAR)

> You do not have to close the pay period and quarter separately. Type **Q** (ENTER) for Quarter, and the quarter and current pay period are closed.

ARE YOU SURE

> Payroll gives you a final chance to change your mind about closing a period. Press (Y) for Yes to continue closing the period and quarter.

The screen displays:

```
                  P E R I O D   C L O S I N G
                       For QUARTER Period
              UPDATING EMPLOYEE RECORD.....
                       EARN/DED RECORD.....
                       TAX RECORD..........
                       G/L RECORD..........
```

As Payroll ends the current period and quarter, it displays the name or number of the record it is updating. Once all records are updated, totals in the employee, earning/deduction, tax, and general ledger files are zeroed, and the Period Summary Menu is displayed. Return to the Main Menu by pressing (F1).

You have now added an employee, processed a payroll, and closed a pay period and quarter. If you want to experiment with other Payroll options, continue using your backups of the Setup, Processing, and Sample Data diskettes. You can use the Summary of Tasks and Reference sections to help you try out Payroll on your own.

We suggest that you practice setting up your state tax codes (if your state collects taxes) using the Sample Data diskette. This way, you can see how Payroll calculates taxes for your state and correct any discrepancies between the information you enter and your state's tax formulas. For help in setting up complicated tax codes, see Appendix E.

When you are ready to start your company's actual payroll system, use new backups of the Setup, Processing, and Data diskettes. Do not try to use the same diskettes you have been using in the Sample Session.

HOW TO USE THE CONVERSION SECTION

This section explains how to change from your present payroll system to Model 4 Payroll. Follow the instructions exactly. Setting up Payroll improperly can lead to an inoperative or inaccurate system. Take your time.

The Conversion section is divided into three main parts:

1. Decision-Making — Outlines the various decisions you need to make before you begin entering information into the computer.

2. Conversion Procedures — Gives step-by-step instructions for the setup procedure. Follow these instructions very carefully. Details are provided to help you check the information you enter.

3. Interfacing Packages — Provides valuable tips and shows you the steps necessary for interfacing Payroll with General Ledger.

Forms are provided at the end of this section to help you gather and organize your information. A complete guide to setup procedures can be found in the Reference section.

CONVERSION DECISION-MAKING

The following information outlines the decisions you must make before converting from your present payroll system to the computerized Payroll system.

Date of Conversion

The date of conversion is the date you begin using Payroll. It must be a date that begins a pay period. Use your previous method of record-keeping to record all transactions that occur before the date of conversion. After Payroll is set up, record information using both Payroll and your previous system for a short time. This verifies the accuracy of your records and helps keep potential problems to a minimum as you become familiar with Payroll.

When deciding the date of conversion, allow plenty of time to organize records and set up Payroll. A good way to select the date of conversion is to estimate the date you expect to complete all the necessary tasks, add one week, and choose the first day of the pay period following that date as the date of conversion. Remember to keep using your manual system as well as Payroll until you are sure that Payroll is performing exactly as you want.

Interfacing

You can enhance Payroll by using it in conjunction with the Model 4 General Ledger package. Interfacing these two systems lets you post payroll transactions directly to General Ledger. You can start out using Payroll as a "stand-alone" system and later convert to "interfacing" with General Ledger, but you can **never** convert from interfacing to stand-alone. Keep in mind that if you later decide to interface with the General Ledger package, the account numbers you set up in Payroll must match those that have been set up in General Ledger.

If you decide to interface Payroll with General Ledger, you need a third disk drive (or a hard disk unit) and the General Ledger package (Cat. No. 26-1540). Instructions for interfacing can be found later in this section, in "Interfacing Packages."

G/L Account Maintenance

CAUTION: Do not use this feature when Payroll is interfaced with the General Ledger package.

If you are not using Payroll with the General Ledger package, you must define accounts for Payroll's internal ledger. One account is required in the Payroll system, your net Payroll account. You must define this account, but you may also define up to 49 optional accounts, according to your business needs. Work with your accountant to evaluate your present accounts and decide if you need more.

Account numbers and descriptions must be assigned to all required and optional accounts. A form is provided at the end of this section to help you assign account numbers.

Keep in mind that if you intend to interface Payroll with General Ledger at a later date, the account numbers in Payroll must match those that have been set up in General Ledger.

Earnings and Deductions

You may define up to 30 total earnings/deductions for your company's payroll. Ten of these may be classified as "other" earnings — those taxable but not directly payable to an employee.

Each earning/deduction should be assigned to one of the following categories:

- earning
- deduction
- tip
- supplemental earning
- other earning

Each earning/deduction will be calculated according to one of the following methods:

- a percentage of an employee's gross wages
- a fixed amount
- an hourly rate
- an amount input at the time that time cards are figured

The part of this section entitled "Conversion Procedures" contains the steps necessary for setting up earnings/deductions.

Custom Reports

You have the option of creating up to five custom reports, depending upon your business needs. You might want to create a report such as an employee mailing list that includes names, addresses, home phone numbers, social security numbers, and active/inactive status information. Each report lists any employee information you choose from 45 categories, such as employee name or total FICA withheld for the current year.

You may choose the order in which you want any custom report's information listed. You can make the information list in order of the states in which employees work, employee I.D. numbers, or employee names.

The layout of each report is entirely your choice. A detailed explanation of creating custom reports is found in the Reference Section. A sample report layout is reviewed in "Converting to Payroll," in the Sample Session.

Employee Maintenance

Before you set up employee records, you should decide upon the types of earnings and deductions that apply to your employees and assign a "frequency cycle code" to these earnings/deductions.

A frequency cycle code is a number from 1 through 9, specifying that an earning or deduction should be applied to a specific employee at "x" frequency. The code numbers do not, in themselves, represent the actual number of times per year that an earning or deduction is applied. Rather, they merely serve as labels for any frequency value you want to use.

The values you assign to frequency cycle codes are not entered in the computer. You should keep a written list of the code values as a reminder. Frequency cycle codes should be planned carefully. A form is provided at the end of this section to help you keep track of the values you assign to each frequency cycle code.

Following is an example of frequency cycle codes as decided upon by a nonexistent company. The codes will be used in an example involving a fictitious employee, Ed Butler.

Frequency Cycle Code	Earned or Deducted How Often
1	each time payroll is calculated
2	every other time payroll is calculated
3	once per month
4	once per year
5	twice per year
6	once per quarter (four times per year)

Ed Butler earns a salary and is eligible for the employee bonus plan. He also carries group health insurance and is a member of the employee credit union. You could assign frequency cycle codes to his earnings and deductions like this:

Earning/ Deduction	Frequency Cycle Code
Salary	1 (each time he is paid)
Bonus Plan	4 (once per year)
Health Insurance	3 (once per month)
Credit Union	6 (once per quarter)

CONVERSION PROCEDURES

The next few pages explain, in step-by-step order, the procedures for completing conversion forms, entering Payroll setup information into the computer, and checking your information to be sure that it has been correctly entered. To make sure that conversion from your present payroll system to Payroll is smooth, follow the instructions in this section carefully. Make sure that you have copies of all completed conversion forms for reference.

Completing Conversion Forms

Make copies of the conversion forms provided at the end of this section. After completing the forms, you may use them for reference as you enter information in Payroll.

1. List your company information on Conversion Form #1.

2. List all required and optional account numbers and descriptions on Conversion Form #2.

3. List your federal tax information on Conversion Form #3.

4. List your state tax information on Conversion Form #4.

5. List all taxes withheld for the current pay period, quarter, and year on Conversion Form #5.

6. List all tax table information on Conversion Form #6.

7. List all tax code information on Conversion Form #7.

8. Define all earnings/deductions on Conversion Form #8.

9. List all job positions, ethnic races, and workers compensation categories on Conversion Form #9.

10. List all frequency cycle codes on Conversion Form #10.

11. List all demographic, pay status, and earnings/deductions information for each employee on Conversion Form #11.

12. List dollar amounts of earnings/deductions of each employee for the current pay period, quarter, and year on Conversion Form #12.

Entering Information

Note: Use your conversion forms throughout these procedures. They contain every item necessary for setting up Payroll.

1. Insert a backup of your Payroll Setup/Maintenance diskette into Drive 0 and a backup of your Payroll data diskette into Drive 1. Press the reset button, and enter the date and time. Type **PRS4** (ENTER) at TRSDOS Ready.

2. Select option 1, COMPANY INFORMATION, from the System Setup/Maintenance Menu. Press (C). Enter your company information as instructed in the Reference Section, using Conversion Form #1. Press (F1) until the System Setup/Maintenance Menu appears.

3. If you are using Payroll as a stand-alone system, select option 2, G/L ACCOUNT MAINTENANCE, from the System Setup/Maintenance Menu. (If Payroll is interfaced with General Ledger, this option is not available for your use.) Press (A). Enter account numbers, descriptions, and current, quarterly, and yearly totals as instructed in the Reference Section, using Conversion Form #2. Press (F1) until the System Setup/Maintenance Menu appears.

4. Select option 3, SYSTEM DEFINITION, from the System Setup/Maintenance Menu. Press (C). Enter federal system information as instructed in the Reference Section, using Conversion Form #3. Enter up to three states' system information as instructed in the Reference Section, using Conversion Form #4. Enter current, quarterly, and yearly withholding totals as instructed in the Reference Section,

using Conversion Form #5. Press F1 until the System Setup/Maintenance Menu appears.

5. Select option 4, TAX CODES AND TABLES, from the System Setup/Maintenance Menu. Select option 1, TAX TABLE DEFINITION, from the Tax Codes and Tables Menu. Press A. Define tax codes as instructed in the Reference Section, using Conversion Form #6. Press F1 until the Tax Codes and Tables Menu appears. Select option 2, TAX CODE DEFINITION, from the Tax Codes and Tables Menu. Press A. Define tax codes as instructed in the Reference Section, using Conversion Form #7. Press F1 until the System Setup/Maintenance Menu appears.

6. Select option 5, EARNINGS AND DEDUCTIONS, from the System Setup/Maintenance Menu. Press A. Define all your company's earnings and deductions as instructed in the Reference Section, using Conversion Form #8. Press F1 until the System Setup/Maintenance Menu appears.

7. Select option 6, EMPLOYEE CATEGORIES, from the System Setup/Maintenance Menu. Press C. Define job positions, ethnic categories, and workers compensation categories as instructed in the Reference Section, using Conversion Form #9. Press F1 until the System Setup/Maintenance Menu appears.

8. Select option 8, EMPLOYEE MAINTENANCE, from the System Setup/Maintenance Menu. Press A. Enter demographic, pay status, and earnings/deductions information for each of the company's employees as instructed in the Reference Section, using Conversion Form #s 10, 11-A, 11-B, and 11-C. Press F1 until the System Setup/Maintenance Menu appears.

9. Select option 9, EMPLOYEE HISTORY, from the System Setup/Maintenance Menu. Press C. Enter current, quarterly, and yearly earning/deduction history totals for each of the company's employees as instructed in the Reference Section, using Conversion Form #12. Press F1 until the System Setup/Maintenance Menu appears.

10. (optional) Select option 7, REPORT FORMATTER, from the System Setup/Maintenance Menu. Press A. Define any custom reports you need as instructed in the Reference Section. Press F1 until the System Setup/Maintenance Menu appears.

Checking Entered Information

1. Select option 1, COMPANY INFORMATION, from the System Setup/Maintenance Menu. Press (I). Compare Conversion Form #1 to the information on the screen. Make sure that all information matches. Press (F1) until the System Setup/Maintenance Menu appears.

2. If you are using Payroll as a stand-alone system, select option 2, G/L ACCOUNT MAINTENANCE, from the System Setup/Maintenance Menu. (If Payroll is interfaced with General Ledger, this option is not available for your use.) Press (I). Inquire about all defined accounts as instructed in the Reference Section, comparing each account number, description, and current, quarterly, and yearly totals with Conversion Form #2. Press (F1) until the System Setup/Maintenance Menu appears.

3. Select option 3, SYSTEM DEFINITION, from the System Setup/Maintenance Menu. Press (I). Inquire about federal and state system information as well as current, quarterly, and yearly withholding totals as instructed in the Reference Section. Compare this information with Conversion Form #s 3, 4, and 5. Press (F1) until the System Setup/Maintenance Menu appears.

4. Select option 4, TAX CODES AND TABLES, from the System Setup/Maintenance Menu. Select option 1, TAX TABLE DEFINITION, from the Tax Codes and Tables Menu. Press (I). Inquire about each tax table you defined as instructed in the Reference Section. Compare each tax table to Conversion Form #6. Press (F1) until the Tax Codes and Tables Menu appears.

5. Select option 2, TAX CODE DEFINITION, from the Tax Codes and Tables Menu. Press (I). Inquire about each tax code you defined as instructed in the Reference Section. Compare each tax code to Conversion Form #7. Press (F1) until the System Setup/Maintenance Menu appears.

6. Select option 5, EARNINGS AND DEDUCTIONS, from the System Setup/Maintenance Menu. Press (I). Inquire about each earning/deduction you defined as instructed in the

Reference Section. Compare each earning/deduction to Conversion Form #8. Press (F1) until the System Setup/Maintenance Menu appears.

7. Select option 6, EMPLOYEE CATEGORIES, from the System Setup/Maintenance Menu. Press (I). Compare job position, ethnic race, and workers compensation information with Conversion Form #9. Press (F1) until the System Setup/Maintenance Menu appears.

8. Select option 8, EMPLOYEE MAINTENANCE, from the System Setup/Maintenance Menu. Press (I). Inquire about demographic, pay status, and earning/deduction information for each defined employee as instructed in the Reference Section. Compare each employee record to Conversion Form #s 11-A, 11-B, and 11-C. Press (F1) until the System Setup/Maintenance Menu appears.

9. Select option 9, EMPLOYEE HISTORY, from the System Setup/Maintenance Menu. Press (I). Inquire about current, quarterly, and yearly earning/deduction history totals for each defined employee as instructed in the Reference Section. Compare each record to Conversion Form #12. Press (F1) until the System Setup/Maintenance Menu appears.

10. (optional) Select option 7, REPORT FORMATTER, from the System Setup/Maintenance Menu. Press (P). Print a hardcopy of each custom report's format to make sure that information is listed the way you want. Press (F1) until TRSDOS Ready appears.

11. At this point, make a backup of your Payroll Setup/Maintenance diskette and data diskette. Store the backups in a safe place. In case of system failure, you can use the backups.

Conversion Period

You may now start using Payroll. During at least the first pay period, continue using your previous payroll system. At the end of the pay period, all Payroll information and reports should match the figures in your previous system. If they do not, locate and correct the errors, whether they are in your old system or in Payroll.

You can continue using your previous payroll system until figures for several consecutive pay periods match. Keep using the old system until you feel comfortable with Payroll, and switch over to using the computer whenever you wish. By using your old system and Payroll concurrently for a time, you preserve the integrity of your records while learning the Payroll system.

INTERFACING PACKAGES

Payroll is designed to operate as a "stand alone" system (by itself) or as an interface to the General Ledger package. Interfacing means that Payroll will automatically transfer the amounts for each account used in Payroll to the General Ledger files.

If you decide to run Payroll without General Ledger, be sure you answer N to INTERFACE WITH GENERAL LEDGER? in the Company Information screen of System Setup/Maintenance. Then you should define your own accounts to be used with Payroll.

Instructions for Interfacing

If you choose to interface Payroll with General Ledger after you have used Payroll as a stand-alone system, run General Ledger independently, until you are sure that both packages are running smoothly and accurately. You may choose to set up Payroll as an interfaced system from the outset. To interface, follow these instructions:

1. Set up General Ledger completely. See your General Ledger manual for instructions.

2. If you are setting up Payroll for the first time, after General Ledger is set up, answer Y to INTERFACE WITH GENERAL LEDGER? in the Company Information screen of Payroll. If you have been running Payroll, proceed with Step 3.

3. Using your Payroll Processing diskette and Data diskette, print a G/L Distribution Report. This report lists all the accounts you have defined. Make sure that any account in Payroll has an identical account in General Ledger. If some of your Payroll accounts are not defined in General Ledger, run General Ledger and define those accounts.

4. Once all your accounts have been defined in General Ledger, insert your Payroll Setup diskette into Drive 0, your Payroll Data diskette into Drive 1, and your General Ledger Data diskette into Drive 2.

5. At TRSDOS Ready, type **UPGRADE** (ENTER). In a few moments, a message appears at the bottom of the screen:

   UPGRADE TO INTERFACE SYSTEM MAY NOT BE REVERSED
   ARE YOU SURE? (Y/N)

   If you do not want to upgrade to an interfaced system right now, press (N) to return to TRSDOS Ready. To start interfacing your system with General Ledger, press (Y).

   Your screen shows:

   P A Y R O L L

   I N T E R F A C E U P G R A D E

CODE	DESCRIPTION	ACCT. #	DESCRIPTION

   Also shown is your first earning/deduction identification code, its description, a note showing it as either a debit (DR) or credit (CR), and the account number to which it is debited or credited in Payroll.

6. The cursor is at the four-digit main account number. If you want to post the earning/deduction to this account number in General Ledger, press (ENTER). The cursor moves to the two-digit sub-account number. To keep this sub-account number, press (ENTER) again. A description of the account in General Ledger appears, and the bottom of the screen displays:

   ACCOUNT CORRECT? Y/N

   Press (Y) to change the Payroll account to the General Ledger account shown.

   If the account shown is not correct, press (N). The cursor returns to the main account number. You can change the account to which you want this earning/deduction posted.

Type the new main account number and press (ENTER), then type the new sub-account number and press (ENTER).

When the correct General Ledger account is displayed, press (Y) to change the Payroll account.

7. If an earning code was defined as the type, "Other," its debit account number is displayed first. Change its debit account, and its credit account number should be displayed next. Remember that all earnings defined as "Other" post to both debit and credit accounts.

8. After all earning/deduction codes are changed, tax codes are displayed for changing, and finally, system records are displayed. Continue changing accounts until all records have been changed over to General Ledger.

When the Upgrade program has finished, UPGRADE COMPLETE is displayed, after which TRSDOS Ready appears.

We suggest that you change all your Payroll accounts to General Ledger in one sitting. However, if you must stop in the middle of the Upgrade program, press (F1) to exit the program and return to TRSDOS Ready. When you run Upgrade again, you start from the beginning. Any accounts you changed to General Ledger are displayed with their new account numbers before more Payroll accounts are displayed for changing. You cannot run Payroll again until the upgrade operations are completed. After finishing the upgrade operation, you can use Payroll with the General Ledger package.

Notes on Interfacing

Be sure that the General Ledger Data diskette is always in Drive 2 when you use Payroll, so that totals can properly post to the correct accounts.

You can never return to using Payroll as a stand-alone system once it has been interfaced with General Ledger.

CONVERSION FORMS

The following pages contain conversion forms to help you gather information needed for setting up Payroll properly. On the back of each form is a list of definitions clarifying the information required on the form and the entry to be made in the Payroll system. Gather and record your information carefully to ensure accuracy.

Conversion Form #1
Company Information

(System Setup/Maintenance option 1)

Company Name: ______________________________

Street Address: ______________________________

City, State, Zip: ______________________________

Condense Print on Reports? (Yes/No) ______________

Print Check Numbers on Checks? (Yes/No) ______________

Print Company Name and Address on Checks? (Yes/No) ________

Interface with General Ledger? (Yes/No) ______________

Conversion Form #1 Definitions

Company Name (up to 30 characters) — Your company's name as you want it to appear on reports and/or paychecks.

Street Address (up to 30 characters) — The street address of your company's location.

City, State, Zip (up to 20 characters for City; two-character state abbreviation; up to 10 characters for Zip) — The city, state, and zip code of your company's location.

Condense Print on Reports — You may choose to condense 132-column reports to fit onto paper formatted for 80 columns if you are using a DMP series printer.

Print Check Numbers on Checks — You may choose to have Payroll print check numbers on checks or use check numbers already printed on your checks.

Print Company Name and Address on Checks — You may choose to have Payroll print your company's name and address on paychecks or use your own pre-printed checks.

Interface with General Ledger — You may choose to use Payroll in conjunction with the General Ledger package or as a stand-alone system.

Conversion Form #2
G/L Account Maintenance

NOTE: This Form for use only if you are using Payroll as a stand-alone system.

Account Number	Description of Account	Total Amount Posted for Current:		
		Pay Period	Quarter	Year
	Net Payroll Account			

Conversion Form #2 Definitions

Account Number (four or six digits: xxxx or xxxx-xx) — A number assigned to all required and optional payroll accounts.

Description of Account (up to 25 characters) — A description of the type of account being defined.

Total Amount Posted for Current Pay Period (seven digits before decimal; two digits after decimal) — The dollar amount posted to the account being defined for the current pay period.

Total Amount Posted for Current Quarter (seven digits before decimal; two digits after decimal) — The dollar amount posted to the account being defined for the current quarter.

Total Amount Posted for Current Year (seven digits before decimal; two digits after decimal) — The dollar amount posted to the account being defined for the current year.

Conversion Form #3
Federal System Definition

(System Setup/Maintenance Menu option 3)

Net Payroll Account Number: ______________________________

Company Federal Tax I.D. Number: __________________________

Federal Minimum Wage Limit: ______________________________

FICA Deduction % Rate per Employee: _____________________ %
    To Maximum Amount of: $____________________________
    Credit Account Number: ______________________________

FICA Company Contribution % Rate per Employee: __________ %
    To Maximum Amount of: $____________________________
    Credit Account Number: ______________________________
    Debit Account Number: _______________________________

FUI Company Contribution % Rate per Employee: ___________ %
    To Maximum Amount of: $____________________________
    Credit Account Number: ______________________________
    Debit Account Number: _______________________________

Supplemental Earning Deduction % Rate per Employee: _______ %

Conversion Form #3 Definitions

Net Payroll Account Number (four or six digits) — The ledger account number you will use as your net payroll account.

Company Federal Tax I.D. Number (up to 20 characters) — Your company's identification number for paying federal tax.

Federal Minimum Wage Limit — The current federal minimum wage.

FICA Deduction % Rate per Employee — The percentage of each employee's earnings that should be withheld for FICA.
- **To Maximum Amount Of** — The maximum dollar amount allowed as the FICA employee withholding.
- **Credit Account Number** — The account number to which employee FICA withholding should be credited.

FICA Company Contribution % Rate per Employee — The percentage (per employee) of earnings that should be contributed to FICA by your company.
- **To Maximum Amount Of** — The maximum dollar amount (per employee) of your company's FICA contribution.
- **Credit Account Number** — The account number to which your company's FICA contribution should be credited.
- **Debit Account Number** — The account number to which your company's FICA contribution should be debited.

FUI Company Contribution % Rate per Employee — The percentage (per employee) of earnings that should be contributed by your company to FUI.
- **To Maximum Amount Of** — The maximum dollar amount (per employee) of your company's FUI contribution.
- **Credit Account Number** — The account number to which your company's FUI contribution should be credited.
- **Debit Account Number** — The account number to which your company's FUI contribution should be debited.

Supplemental Earning Deduction % Rate per Employee — The federal rate at which employee earnings are taxed for supplemental earnings.

Conversion Form #4
State System Definition

(System Setup/Maintenance Menu option 3)

Note: Complete a copy of this form for each state in which employees of your company work.

State Identification Code: ______________________________

Company State Tax I.D. #: ______________________________

SUI Company Contribution % Rate per Employee: __________ %
To Maximum Amount of : $______________________________
Credit Account Number: ______________________________
Debit Account Number: ______________________________

Supplemental Earning Deduction % Rate per Employee (if calculated at different rate than state income tax): ______ %

Company Other State Tax Liability % Rate: ______________ %
Figured on Basis of Hours or Wages (H/W): ______________
Other State Tax Deduction Rate per Employee: __________ %
Credit Account Number: ______________________________
To Maximum Amount of: $______________________________

Conversion Form #4 Definitions

State Identification Code (two characters) — The identification code you wish to assign to a state in which employees work.

Company State Tax I.D. # (up to 20 characters) — Your company's identification number for paying state taxes.

SUI Company Contribution % Rate per Employee — The percentage (per employee) of earnings that should be contributed by your company to SUI.

To Maximum Amount Of — The maximum dollar amount (per employee) of your company's SUI contribution.

Credit Account Number — The account number to which your company's SUI contribution should be credited.

Debit Account Number — The account number to which your company's SUI contribution should be debited.

Supplemental Earning Deduction % Rate per Employee (for use only if supplemental earnings are taxed at a rate different than state income tax) — The state percentage at which employee earnings are taxed for supplemental earnings.

Company Other State Tax Liability Rate (for use only if Other earnings are taxed by this state) — The percentage (per employee) or hourly rate of your company's total liability for Other earnings.

Figured on Basis of Hours or Wages — The basis upon which state taxes on Other earnings are figured. Mark H for hours worked or W for wages earned.

Other State Tax Deduction % Rate per Employee (for use only if this state allows your company to withhold a portion of its Other tax liability from employee wages) — The percentage (per employee) or hourly rate, if the basis is hourly, of earnings withheld by your company for its Other state tax liability.

Credit Account Number — The account number to which employee Other state tax withholdings should be credited.

To Maximum Amount Of — The maximum dollar amount (per employee) that your company may withhold from employees for its Other state tax liability.

Conversion Form #5
Current, Quarter, and Year Withholding Totals

(System Setup/Maintenance Menu option 3)

Tax	Total $ Amount Withheld for Current:		
	Pay Period	Quarter	Year
Employee FICA			
Company FICA			
Company FUI			
Company SUI #1			
Employee State Other Tax #1			
Company SUI #2			
Employee State Other Tax #2			
Company SUI #3			
Employee State Other Tax #3			

Conversion Form #5 Definitions

Employee FICA — The total current, quarterly, and yearly dollar amounts of all earnings withheld from employees for FICA.

Company FICA — The total current, quarterly, and yearly dollar amounts of your company's FICA contribution.

Company FUI — The total current, quarterly, and yearly dollar amounts of your company's FUI contribution.

Company SUI #1 — The total current, quarterly, and yearly dollar amounts of your company's SUI contribution for one state in which your company has employees.

Employee State Other Tax #1 — The total current, quarterly, and yearly dollar amounts withheld from employee earnings for state Other taxes in one state in which your company has employees.

Company SUI #2 — The total current, quarterly, and yearly dollar amounts of your company's SUI contribution for a second state in which your company has employees (if applicable).

Employee State Other Tax #2 — The total current, quarterly, and yearly dollar amounts withheld from employee earnings for state Other taxes in a second state in which your company has employees (if applicable).

Company SUI #3 — The total current, quarterly, and yearly dollar amounts of your company's SUI contribution for a third state in which your company has employees (if applicable).

Employee State Other Tax #3 — The total current, quarterly, and yearly dollar amounts withheld from employee earnings for state Other taxes in a third state in which your company has employees (if applicable).

Conversion Form #6
Tax Table

(System Setup/Maintenance Menu option 4; Tax Code and Table Menu option 1)

Note: Complete a copy of this form for each tax table you use.

Tax Table Identification Code: ______________________________

Description of Tax Table: ______________________________

Line	Tax in $	Tax in %	On Earnings Over
1			0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Conversion Form #6 Definitions

Tax Table Identification Code (three characters) — A code by which you want to identify this tax table. If this is a state tax table, we suggest that you use the two-letter state abbreviation as the first two characters of the code.

Description of Tax Table (up to 2Ø characters) — A description of this tax table.

Lines 1-18 — Up to 18 different pay levels may be defined for this tax table.

Tax in $ — The dollar amount that should be added to any tax at a certain pay level.

Tax in % — The percentage of tax table income to be added to Tax in $.

On Earnings Over — The dollar amount that tax table income must exceed to be calculated at a certain pay level. Note that Ø is fixed in Pay Level 1's On Earnings Over column. You cannot change this number.

Conversion Form #7
Tax Code Definition

(System Setup/Maintenance Menu option 4; Tax Codes and Tables Menu option 2)

Note: Complete a copy of this form for each tax code you use. For help with complicated tax codes, see Appendix F, "Tax Code Formatting."

Tax Code I.D.: ____________________

Description: ____________________

Post to Account Number: ____________________

Type of Tax: (check one) ___ Federal ___ State ___ City ___ EIC

Calculation Based on: (check one) ___% OF Gross Wages

___% of Federal W/H Tax

$ Value Deductible for Each Exemption: $____________________

$ Value Deductible for Each Dependent: $____________________

Tax Table Used by This Tax Code: ____________________

If based on % of gross wages, complete this section of the form.

% of Gross Wages to be Taxed: ____________________ %

Up To Maximum $ Amount of: $____________________

% Applied to Gross Wages Exceeding Max Amount: ________ %

% of Federal W/H Tax Deductible from Gross Wages: ____________ %

Up To Maximum $ Amount of: $____________________

% of FICA Deductible from Gross Wages: ____________________ %

Up To Maximum $ Amount of: $____________________

Standard Deduction $ Amount Allowed: $____________________

Standard Deduction % of Gross Wages Allowed: ____________ %

On Gross Wages Less Than: $____________________

And On Gross Wages More Than: $____________________

% of State Tax Deductible from Gross Wages: ____________ %

Up To Maximum $ Amount of: $____________________

For all tax codes, complete this section of the form.

Total $ Amount Withheld from Employees Under This Tax Code for:

Current Pay Period: $____________________

Current Quarter: $____________________

Current Year: $____________________

Conversion Form #7
Definitions

Tax Code I.D. (three characters) — A code by which you wish to identify this tax table. If this is a state tax code, we suggest that the first two characters be the state's two-letter abbreviation.

Description (up to 20 characters) — A description of this tax code.

Post to Account Number (four or six digits) — The account number to which this tax should be posted.

Type of Tax — Specify the type of tax that this is: federal, state, city, or Earned Income Credit.

Calculation of Tax Based On — Specify whether this tax is based upon a percentage of gross wages earned or a percentage of federal income tax withheld.

$ Value Deductible for Each Exemption — The dollar amount deductible from this tax per exemption.

$ Value Deductible for Each Dependent — The dollar amount deductible from this tax per dependent.

Tax Table Used by This Tax Code (three characters) — The identification code of the tax table to which this tax code should refer for calculation.

If this tax is calculated based upon a percentage of gross wages earned, read the following section of definitions.

% of Gross Wages to Be Taxed — The percentage of gross wages to be taxed.

Up to Maximum Amount Of — The maximum dollar amount of wages taxable.

% Applied to Gross Wages Exceeding Maximum Amount — The percentage rate at which gross wages exceeding the maximum amount should be taxed.

% of Federal W/H Tax Deductible from Gross Wages — The percentage of federal withholding tax that is exempt from this tax.

Up to Maximum Amount Of — The maximum dollar amount of federal withholding tax exempt from this tax.

% of FICA Deductible from Gross Wages — The percentage of FICA employee withholding that is exempt from this tax.

Up to Maximum Amount Of — The maximum dollar amount of FICA employee withholding that is exempt from this tax.

Standard Deduction $ Amount Allowed — If applicable, the dollar amount allowed as a standard deduction from taxable wages.

Standard Deduction % of Gross Wages Allowed — If applicable, the percentage of gross wages allowed as a standard deduction from taxable wages.

On Gross Wages Less Than — The maximum dollar amount of gross wages to which this standard deduction percentage applies.

And On Gross Wages More Than — The minimum dollar amount of gross wages to which this standard deduction percentage applies.

% of State Tax Deductible from Gross Wages — If this is a city tax, specify the percentage of state tax (if any) exempt from this tax.

Up to Maximum $ Amount Of — The maximum dollar amount of gross wages to which this state tax deduction percentage applies.

For all tax codes, read the following section of definitions:

Total $ Amount Withheld From Employees Under This Tax Code For:

Current Pay Period — The total dollar amount withheld from all employees under this tax code for the current pay period.

Current Quarter — The total dollar amount withheld from all employees under this tax code for the current quarter.

Current Year — The total dollar amount withheld from all employees under this tax code for the current year.

Conversion Form #8
Earning/Deduction Definition

(System Setup/Maintenance Menu option 5)

Note: Complete one copy of this form for each earning and deduction your company uses.

Identification Code: ______________________________
Description: ______________________________
Abbreviated Description: ______________________________
Type (check one) __ Earning __ Deduction __ Tip
__ Supplemental Earning __ Other Earning
Post to Account Number: ______________
If Type is Other Earning,
Credit Account Number: ______________
Debit Account Number: ______________

Type of Tax	If Earning, Exempt?		If Deduction, Taken	
	Yes	No	Before	After
Federal Income Tax				
FICA				
FUI				
State Income Tax				
SUI				
City Income Tax				
Other State Tax				
Workers Compensation				

Calculated on Basis of: (check one)
__ Percentage of Gross Income
__ Fixed Amount
__ Hours Worked
__ $ Amount Manually Entered into Computer

Maximum $ Limit on this Earning/Deduction? __ Yes __ No

Total $ Amount Earned/Deducted for Current:		
Pay Period	Quarter	Year

Conversion Form #8
Definitions

Identification Code (two characters) — A code by which you wish to identify this earning/deduction.

Description (up to 15 characters) — A full description of this earning/deduction.

Abbreviated Description (five characters) — An abbreviated description of this earning/deduction.

Type — Specify the type as either an earning, deduction, tip, supplemental earning, or other earning.

Post to Account Number — The account number to which this earning/deduction should be debited or credited.

If Type is "Other Earning," Credit Account Number — The account number to which this Other earning should be credited.

Debit Account Number — The account number to which this Other earning should be debited.

If Earning, Exempt — Check the Yes or No column to specify whether this earning is exempt from federal income tax, FICA, FUI, state income tax, SUI, city income tax, Other state tax, or workers compensation withholding.

If Deduction, Taken — Check the Before or After column to specify whether this deduction is taken before or after federal income tax, FICA, FUI, state income tax, SUI, city income tax, Other state tax, or workers compensation withholdings are figured.

Calculated on Basis Of — Specify the basis upon which this earning/deduction is calculated: a percentage of gross income, a fixed amount, a number of hours worked, or a dollar amount to be entered in the computer when time cards are figured.

Maximum $ Limit on This Earning/Deduction — Check Yes or No to specify whether or not there is a maximum dollar amount on this earning/deduction.

Total $ Amount Earned/Deducted for Current:

Pay Period — The total dollar amount earned by or deducted from all employees for the current pay period.

Quarter — The total dollar amount earned by or deducted from all employees for the current quarter.

Year — The total dollar amount earned by or deducted from all employees for the current year.

Conversion Form #9
Employee Categories

(System Setup/Maintenance Menu option 6)

Job Positions
1.
2.
3.
4.
5.
6.
7.
8.
9.

Ethnic Races
1.
2.
3.
4.
5.

Workers Compensation Categories			
Based on Hours or Wages	Rate (% OR $)	Max Limit	Limit Type
1.			
2.			
3.			
4.			
5.			

Conversion Form #9
Definitions

Job Positions (up to 10 characters) — Describe up to nine different job positions held by employees of your company.

Ethnic Races (up to 10 characters) — Describe up to five different ethnic groups of which your company's employees are members.

Workers Compensation Categories — Define up to five rates at which your company's workers compensation liability is estimated by providing the following information:

Based on Hours or Wages — Note H if the rate calculation is based upon hours worked or W if the rate calculation is based upon a percentage of gross wages earned.

Rate (% or $) — If the rate is based upon hours worked, note the dollar amount per unit at which the liability is calculated. If the rate is based upon a percentage of gross wages, note the percentage per dollar at which the liability is calculated.

Maximum Limit — If there is a limit placed on earnings subject to workers compensation premiums, note the maximum yearly limit of hours or wages to be applied to workers compensation insurance.

Limit Type — Note C if the limit is Current. A current limit applies to one pay period. Subject wages are determined by the current earnings for any given employee or the current limit — whichever is lowest. Note Y if the limit is Yearly. This type of limit specifies that wages for any employee are subject to workers compensation premiums until the yearly earnings reach the maximum limit.

Conversion Form #10
Frequency Cycle Codes

Frequency Cycle Code	Earned or Deducted How Often?
1	
2	
3	
4	
5	
6	
7	
8	
9	

Conversion Form #10 Definitions

Earned or Deducted How Often — Note the meaning you wish to assign to frequency cycle codes 1-9. Remember that these numbers' meanings are never entered in the computer, so this form should be kept as a reference.

Conversion Form #11
Employee Maintenance

(System Setup/Maintenance Menu option 8)

Note: Complete all three parts of this form for each employee on your payroll for the current year, including all inactive and terminated employees.

This form is in three parts: 11-A, 11-B, and 11-C. Form 11-A is for noting demographic information, such as address, marital status, and similar data. For 11-B deals with the pay status of employees, and Form 11-C notes earnings/deductions data for employees.

11-A: Demographic Data

Employee I.D. #:_______________ Social Security #:_______________

Employee Name:____

Address:____

City-State-Zip:____

Phone Number:____

Birth Date:_______________ Hire Date:_______________

Last Review Date:__________ Last Raise Date:__________

Termination Date:__________ Job Position (1-9):__________

Marital Status (S/M):________ Sex (M/F):_______________

Ethnic Race (1-5):__________ Workers Comp Class (1-5):____

Work City:_______________ Work State:_______________

Conversion Form #11-A Definitions

Employee I.D. # (two alphanumeric characters) — Your company's identification code for this employee.

Social Security # — This employee's social security number.

Employee Name (up to 30 characters) — The employee's name. List last name first, first name, then middle name or initial.

Address (up to 25 characters) — The street address of this employee's residence.

City-State-Zip — This employee's city of residence (up to 20 characters); state of residence (two characters); and zip code (up to 10 digits).

Phone Number (up to 12 digits) — This employee's home telephone number, including the area code and any necessary hyphens.

Birth Date (six digits) — The month, day, and year of this employee's birth. Use two digits each for the month, day, and year in this and all dates.

Hire Date (six digits) — The month, day, and year on which this employee was hired.

Last Review Date (six digits) — The month, day, and year on which this employee was last reviewed for performance.

Last Raise Date (six digits) — The month, day, and year on which this employee last received a raise in salary.

Termination Date (six digits) — The month, day, and year on which this employee terminated employment by your company.

Job Position (1-9) (one digit) — The position in which this employee works. The number you specify should correspond to one of the positions you defined on Conversion Form #9.

Marital Status (S/M) (one character) — Specify S if this employee is single, divorced, or widowed. Specify M if this employee is married or separated.

Sex (M/F) (one character) — Specify M if this employee is male or F if this employee is female.

Ethnic Race (1-5) (one digit) — The ethnic group of which this employee is a member. The number you specify should correspond to one of the ethnic races you defined on Conversion Form #9.

Workers Comp Class (1-5) (one digit) — This employee's workers compensation classification. The number you specify should correspond to one of the workers compensation categories you defined on Conversion Form #9.

Work City (up to 10 characters) — The city in which this employee works.

Work State (two characters) — The abbreviation for the state in which this employee works.

11-B: Pay Status Data

Is this employee active or inactive?________________________

Does this employee receive tips?___________________________

How many times per year is this employee paid?______________

	Federal	State	City	EIC
Tax Code				
# of Exemptions				
# of Dependents				
$ Adjustment for Determining Tax Table Income				
$ Amount of Tax Credit				
% Rate of Tax Credit				
Extra $ Withheld for This Tax				

Exempt From	Yes	No
FICA		
FUI		
SUI		
Other State Tax		

Conversion Form #11-B Definitions

Is This Employee Active or Inactive (one character) — Specify A if this employee is on the active payroll or I is this employee is inactive (such as terminated or on a leave of absence).

Does the Employee Receive Tips (one character) — Specify Y is this employee receives and reports tips or N if this employee receives no tips.

How Many Times Per Year is This Employee Paid (up to three digits) — Specify the number of times per year that this employee's pay is calculated.

Tax Code (three characters) — Specify the tax codes — federal, state, city, and/or Earned Income Credit — that apply to this employee. Use the I.D. codes you defined on Conversion Form #7.

# of Exemptions (up to two digits) — The number of exemptions claimed by this employee for federal, state, and/or city taxes.

# of Dependents (up to two digits) — The number of dependents claimed by this employee for state and/or city taxes.

$ Adjustment for Determining Tax Table Income — The dollar amount to be added to or subtracted from this employee's taxable wages for determining tax table income.

$ Amount of Tax Credit — The dollar amount to subtract from this employee's calculated state and/or city tax for tax credit.

% Rate of Tax Credit — The percentage rate of tax credit (in addition to or instead of the $ Amount of Tax Credit) to be subtracted from this employee's calculated state and/or city tax.

Extra $ Withheld For This Tax — The dollar amount of any extra money this employee wishes deducted from wages for state and/or city tax withholding per pay period.

Exempt From — Specify whether or not this employee's wages are exempt from FICA, FUI, SUI, or Other state tax withholding.

11-C: Earnings and Deductions Data

Earnings

I.D. Code	Amount, Percentage, or Hourly Rate	Maximum $ Limit	Frequency Cycle Code

Deductions

I.D. Code	Amount, Percentage, or Hourly Rate	Maximum $ Limit	Frequency Cycle Code

Conversion Form #11-C Definitions

Earnings (Up to nine earnings may be specified for this employee.)

I.D. Code (two characters) — An identification code for any earning that applies to this employee. The code you specify should correspond to one of those you defined on Conversion Form #8.

Amount, Percentage, or Hourly Rate — Depending upon the way the earning is calculated, specify either the fixed dollar amount, the percentage of wages, or the hourly rate at which this earning is calculated.

Maximum $ Limit — If the earning has a maximum limit, specify the limit's dollar amount.

Frequency Cycle Code (one digit) — Note the code, 1-9, of the frequency at which the earning is applied to this employee. Refer to Conversion Form #10 for the meanings you assigned to frequency cycle codes.

Deductions (Up to nine deductions may be specified for this employee.)

I.D. Code (two characters) — A code for any deduction that applies to this employee. The code you specify should correspond to one of those you defined on Conversion Form #8.

Amount, Percentage, or Hourly Rate — Depending upon the way the deduction is calculated, specify either the fixed dollar amount, the percentage of wages, or the hourly rate at which this deduction is calculated.

Maximum $ Limit — If the deduction has a maximum limit, specify the limit's dollar amount.

Frequency Cycle Code (one digit) — Note the code, 1-9, of the frequency at which the deduction is applied to this employee. Refer to Conversion Form #10 for the meanings you assigned to frequency cycle codes.

Conversion Form #12
Employee History

(System Setup/Maintenance Menu option 9)

Note: Complete this form for the current pay period, quarter, and year for each employee in your payroll system.

Is This History Current, Quarter, or Year?________________

Employee I.D. #:__________________________

Total Amount Earned or Deducted in this Period/Quarter/Year for:

Earning #1 I.D.__________ $______ Number of Hours:____
Earning #2 I.D.__________ $______ Number of Hours:____
Earning #3 I.D.__________ $______ Number of Hours:____
Earning #4 I.D.__________ $______ Number of Hours:____
Earning #5 I.D.__________ $______ Number of Hours:____
Earning #6 I.D.__________ $______ Number of Hours:____
Earning #7 I.D.__________ $______ Number of Hours:____
Earning #8 I.D.__________ $______ Number of Hours:____
Earning #9 I.D.__________ $______ Number of Hours:____

Deduction #1 I.D.__________ $______
Deduction #2 I.D.__________ $______
Deduction #3 I.D.__________ $______
Deduction #4 I.D.__________ $______
Deduction #5 I.D.__________ $______
Deduction #6 I.D.__________ $______
Deduction #7 I.D.__________ $______
Deduction #8 I.D.__________ $______
Deduction #9 I.D.__________ $______

Wages Subject to Federal Tax: $__________
Wages Subject to State Tax: $__________
Wages Subject to City Tax: $__________
Wages Subject to FICA: $__________
Wages upon Which Company FICA Contribution is Based: $______
Number of Hours:____________________
Wages Subject to FUI: $__________
Wages Subject to SUI: $__________
Wages upon Which Company Workers Compensation is Based: $____
Wages Subject to State Other Tax: $________________
Number of Hours:____________________

Conversion Form #12 Definitions

Is This History Current, Quarter, or Year — Specify whether the earning/deduction history you are completing for this employee is for the current pay period, quarter, or year.

Employee I.D. # (two characters) — Your company's identification number for this employee.

Total Amount Earned or Deducted in This Period/Quarter/Year — Circle the type of history you are completing.

Earning #x I.D. — Note the identification codes of all applicable earnings for this employee.
- **$** — Note the dollar amount earned by this employee for each particular earning you list.
- **Number of Hours** — Note the total number of hours worked by this employee for each particular earning you list.

Deduction #x I.D. — Note the identification codes of all applicable deductions for this employee.
- **$** — Note the dollar amount deducted from this employee's wages for each particular deduction you list.

Wages Subject to Federal Tax — The total dollar amount of this employee's wages (in the period, quarter, or year you are completing) taxable by the federal government.

Wages Subject to State Tax — The total dollar amount of this employee's wages (in the period, quarter, or year you are completing) taxable by the state.

Wages Subject to City Tax — The total dollar amount of this employee's wages (in the period, quarter, or year you are completing) taxable by the city.

Wages Subject to FICA — The total dollar amount of this employee's wages (in the period, quarter, or year you are completing) subject to FICA withholding.

Wages Upon Which Company FICA Contribution is Based — The total dollar amount of this employee's wages (in the period, quarter, or year you are completing) upon which your company's FICA contribution is based.

Wages Subject to FUI — The total dollar amount of this employee's wages (in the period, quarter, or year you are completing) subject to FUI withholding.

Wages Subject to SUI — The total dollar amount of this employee's wages (in the period, quarter, or year you are completing) subject to SUI withholding.

Wages Upon Which Company Workers Comp Liability is Based — Note either the total number of hours or the total dollar amount of this employee's wages (in the period, quarter, or year you are completing) used in calculating your company's workers compensation liability.

Wages Subject to State Other Tax — Note either the number of hours or the total dollar amount of this employee's wages (in the period, quarter, or year you are completing) subject to state Other tax withholding.

ABOUT THIS SECTION

One of the most important things you can do to help incorporate your Payroll package into your business successfully is to develop a schedule of routine procedures. This schedule will ensure that all necessary procedures are performed in a timely manner.

The procedures outlined in this section are for tasks that are performed on demand, at the end of a pay period, at the end of a quarter, and at the end of a year. These procedures may be very similar to the ones you now perform; however, one significant difference is the computer, which relieves you of the drudgery of manually maintaining a payroll system and provides you with prompt, reliable information.

Each task in an outlined procedure is identified, and step-by-step instructions for completing the task are given. You may adapt these steps to fit your business needs, but remember that following a set of routine procedures assists you in getting the most from your Payroll system.

ON DEMAND TASKS

Finding or Changing Company Information

1. Using a backup of the Setup/Maintenance diskette, select COMPANY INFORMATION from the System Setup/Maintenance Menu. You may change your company's name, address, and city-state-zip. You may also change your condensed print option, the option of printing check numbers on paychecks, and the option of printing the company's name and address on paychecks. If you have interfaced Payroll with General Ledger, you cannot revert to using Payroll as a stand-alone system.

2. If you like, you may review the last date on which transactions were posted to either Payroll's internal ledger or General Ledger (if you are interfaced), the number of employees you currently have in the system, the number of time card entries stored since the last update, the number of earnings and deductions currently defined, the number of tax codes currently defined, and the number of internal ledger accounts defined in Payroll (if you are not interfaced with General Ledger).

Changing or Reviewing Federal and State System Information and History Totals

1. Select SYSTEM DEFINITION from the System Setup/Maintenance Menu, and select either C to change information or I to review information. The first screen that appears shows federal information set up for Payroll functions. You may change or review your net payroll account number; your company's federal tax identification number;

the federal minimum wage limit; percentage rates, maximum limits, and account numbers for employee FICA deductions, employer FICA contributions, and employer FUI contributions; and federal tax rates for supplemental earnings.

2. Press Y at the DISPLAY NEXT SCREEN prompt to change or review state system information, or press N and then F1 to return to the System Setup/Maintenance Menu. For any defined state, you may change or review the state's abbreviation; your company's state tax identification number; your state unemployment insurance rate; and the percentage rate for supplemental earnings (if calculated at a rate different than normal state income tax). You may also change the employer percentage rate, basis on which calculated, employee withholding percentage rate, account number, and maximum amount of Other state taxes.

3. Press Y at the DISPLAY NEXT SCREEN prompt to change or review history totals of employee FICA withholdings, employer FICA contributions, employer FUI contributions, total SUI contributions (employer and employee), and Other state tax withholdings. Press N and then F1 to return to the System Setup/Maintenance Menu.

Adding, Changing, Deleting, or Reviewing Tax Tables

1. To add, change, delete, or review a tax table, select TAX CODES AND TABLES from the System Setup/Maintenance Menu. From the Tax Codes and Tables Menu, select TAX TABLE DEFINITION.

2. Add the new tax table by pressing A. Press F2 when definition is complete. Press F1 three times to return to the System Setup/Maintenance Menu.

3. Change an existing tax table by pressing C and typing over old tax table information. Press F2 when changes are complete. Press F1 three times to return to the System Setup/Maintenance Menu.

4. Delete an existing tax table by pressing D at the ENTER SELECTION prompt. A tax table may not be deleted if it is currently being used by any tax code in the system. Delete the tax table, and press F1 three times to return to the System Setup/Maintenance Menu.

5. Review a tax table by pressing I. You may review any tax table's information. Press F1 three times to return to the System Setup/Maintenance Menu.

Adding, Changing, Deleting, or Reviewing Tax Codes

1. To add, change, delete, or review a tax code, select TAX CODES AND TABLES from the System Setup/Maintenance Menu. At the Tax Codes and Tables Menu, select TAX CODE DEFINITION.

2. Add a new tax code by pressing A. Add the new tax code. Press F1 three times to return to the System Setup/Maintenance Menu.

3. To change an existing tax code, press C, and enter the identification code of the tax code you wish to change. Type over old tax code information until necessary changes have been made. Press F1 three times to return to the System Setup/Maintenance Menu.

4. To delete a tax code, press D, and enter the identification code of the tax code you wish to delete. Answer Y to DELETE THIS RECORD?, and the tax code is automatically deleted from the system. Press F1 three times to return to the System Setup/Maintenance Menu.

5. To inquire about a tax code, press I, and enter the identification code of the tax code you wish to query. You may also review a history of the tax code, showing amounts withheld under the tax code for the current period, quarter, and year. After reviewing a tax code, press F1 twice to return to the System Setup/Maintenance Menu.

Adding a New Employee to the Payroll

1. A new employee may be added to the system at any time, not just at the end of a pay period. Start by selecting (8), EMPLOYEE MAINTENANCE, at the System Setup/Maintenance Menu.

2. Press (A) to add an employee. Fill in the necessary information — demographic, pay status, and earning/deduction assignments. When all information is complete, the employee's record is stored. Press (F1) to return to the System Setup/Maintenance Menu.

Changing Employee Information

1. Any type of employee information may be changed, but not if the employee currently has an active time card (a time card in the midst of processing). Wait until after a pay period is closed to change employee information.

2. Select (8), EMPLOYEE INFORMATION, from the System Setup/Maintenance Menu. Press (C) to change employee information, and enter the identification number of the employee whose record you wish to change.

3. When the employee's record is displayed, make any necessary corrections to the three parts of the employee record. If a particular section of a record needs no change, press (F2) to move to the next section.

4. When all parts of the record are corrected, press (F1) twice to return to the System Setup/Maintenance Menu.

Terminating an Employee

1. An employee may be terminated only if he has no active time card. Start by selecting (8), EMPLOYEE MAINTENANCE, at the System Setup/Maintenance Menu.

2. Press (C) to change the employee's record, and enter the appropriate employee identification number. In the demographics section of the record, enter a termination date. Move to the pay status section of the screen, and change the status from active to inactive.

3. No changes are required in the earnings/deductions section of the record, so press (F2) at this point. The employee's record is changed. Press (F1) twice to return to the System Setup/Maintenance Menu.

Deleting an Employee

1. Employees may be deleted only after the pay year is closed and all system balances are 0. Terminated employees must remain on the payroll during the year to maintain a correct audit trail.

2. Select (8), EMPLOYEE MAINTENANCE, from the System Setup/Maintenance Menu. Press (D) to delete an employee record.

3. Enter the employee's identification number. When the record appears, answer DELETE THIS RECORD? with (Y). The record is deleted. Press (F1) twice to return to the System Setup/Maintenance Menu.

Printing an Advance Check

1. For any of several reasons, you may have to print a check to pay an employee at a time other than when normal paychecks are issued. To do this, select 1, PAYROLL PROCESSING, at the Payroll Main Menu.

2. Select 1, TIME CARD ENTRY, from the Payroll Processing Menu.

3. When the Time Card Entry screen appears, press M for Manual Time Card Entry. At ENTER E/D FREQUENCIES TO BE USED, specify the frequency cycle codes applicable for any earnings/deductions on the handwritten check. Answer N to ANY CHANGES when the E/D frequencies are correct.

4. When the Time Card Entry screen appears, press A to add a time card to the system. Enter the appropriate employee identification number. Next, enter the pay period ending date and numbers of hours or dollar amounts for each earning or deduction that should be on the time card.

5. Enter any exception amounts, and when everything is correct, answer the ANY CHANGES? question with N. Press F1 until the Payroll Processing Menu appears.

6. Select 3, PAYROLL CALCULATION, from the Payroll Processing Menu. Press Y to answer CONTINUE?, and enter the date you wish to appear on the check.

7. Print an Earnings Register by pressing ENTER after the time card has been calculated. After the Earnings Register prints, the Payroll Processing Menu returns to the screen.

8. Select 6, CHECK PRINT, from the Payroll Processing Menu. Make sure that your printer is loaded with checks and ready to print, and answer Y to CONTINUE?. Press Y to answer the PRINTER READY? question. You may or may not wish to print an alignment check.

9. Answer the remaining questions appropriately, and the advance check prints, after which the Payroll Processing Menu is displayed.

10. Press (7) at the Payroll Processing Menu to update your records and post the advance check to the ledger. Answer the prompts appropriately, and press (ENTER) after updating is completed to print a G/L Posting Recap.

11. After the recap prints, the Payroll Processing Menu is displayed. Press (F1) to return to the Main Menu.

Entering Handwritten Checks

1. If you have issued handwritten checks during a pay period for any purposes, you should make sure that those checks are properly entered into the system during the normal end-of-period payroll processing. First, select option (1), PAYROLL PROCESSING, from the Main Menu.

2. Go through the normal steps for processing a payroll: time card entry, printing an earnings register, calculating payroll, and printing checks.

3. Before you update Payroll and post to the ledger, select option (4), MANUAL CHECK ENTRY, from the Payroll Processing Menu.

4. Press (A) to add any manual checks (checks not generated by payroll processing). Using the stubs of any handwritten checks, complete the information requested for each check.

5. When all manual checks have been entered, press (F1) twice to display the Payroll Processing Menu.

6. Next, select (7) at the Payroll Processing Menu. Update your files, and print a G/L Posting Recap.

7. Next, close your pay period and any other periods that may need closing.

Formatting and Printing a List of Employees

1. To print a list of all company employees, active and inactive, use the Payroll Setup diskette, and choose option (7), REPORT FORMATTER, from the System Setup/Maintenance Menu.

2. Press (A) to add a report format to Payroll. Assign the report a number, 1-5, and a name. Next, decide and specify whether you want the report to list employees in order of the state in which they work, their employee identification numbers, or employee last names.

3. Follow the instructions in the Reference Section for formatting reports. For an employee list, you might want to show employee names, identification numbers, addresses, telephone numbers, social security numbers, and active or inactive status. The information you list and its location on the report are strictly your decisions.

4. Press (F1), then press (P) to print the report format. Specify the number of the report format you wish, and make sure that your printer is loaded with the appropriate paper and is ready to print. Answer the PRINTER READY? question with (Y), and the report format prints.

5. Make any necessary revisions to the report format, and print it. When you are satisfied with the layout of the report, press (F1) to return to the System Setup/Maintenance Menu.

6. Exit the system, and replace the Setup diskette with the Processing diskette. When the Main Menu is displayed, press (2) for PAYROLL REPORTS. At the Payroll Reports Menu, press (2) for USER DEFINED REPORTS.

7. Enter the number of the report formatted as an employee list, and make sure that your printer is loaded with paper and ready to print. Answer PRINTER READY? with (Y). Your employee report lists, after which the Payroll Reports Menu is displayed. Press (F1) to return to the Main Menu.

Printing Mailing or Time Card Labels

1. You may print mailing labels or labels for use on time cards at any time during a pay period. At the Payroll Main Menu, press (2) for PAYROLL REPORTS. At the Payroll Reports Menu, press (2) for EMPLOYEE REPORTS.

2. Select option (1), MAILING LABELS. Make sure that your printer is ready to print and loaded with one-up labels, then answer the PRINTER READY? question with (Y). You may print an alignment label if you wish.

3. Enter the date you wish to appear on the labels, and printing begins. After printing is completed, the Employee Reports selections are displayed. Press (F1) twice to return to the Main Menu.

Finding Information for EEOC Reporting

1. For help in completing any EEOC reports you may be required to file, press (2) at the Main Menu for PAYROLL REPORTS. At the Payroll Reports Menu, select option (4), CROSS CLASSIFICATION. (This report may be printed at any time.)

2. Make sure that your printer is ready to print and loaded with paper. Press (Y) to answer the PRINTER READY? question. The report prints, showing the number of male, female, and ethnic groups assigned to all job classifications.

3. When the report is printed, the Payroll Reports Menu is displayed. Press (F1) to return to the Main Menu.

Finding the Ledger Distribution of Payroll Accounts

1. You may find the distribution of payroll accounts to the general ledger by printing a G/L Distribution Report. This report includes the total payroll expense for a given pay period, and may be printed only if you are using Payroll as a stand-alone system. Although you may print this report at any time, we suggest that you print it after updating Payroll and before closing a pay period.

2. At the Main Menu, press (2) for PAYROLL REPORTS. At the Payroll Reports Menu, select option (5), G/L DISTRIBUTION.

3. Make sure that your printer is ready to print and loaded with paper. Answer the PRINTER READY? question with (Y), and the report prints, showing the amounts posted to each account you have defined. When the report is complete, the Payroll Reports Menu is displayed. Press (F1) to return to the Main Menu.

Finding the Total Workers Compensation Units Worked

1. To find the actual estimation of your company's workers compensation liability for the current pay period, quarter, and year, print an Employer Tax Summary. This report should be printed after you update Payroll and before you close a period.

2. At the Main Menu, select option (3), PERIOD SUMMARY. At the Period Summary Menu, press (2) for EMPLOYER TAX SUMMARY.

3. Make sure that your printer is loaded with paper and ready to print. Next, answer the PRINTER READY? question with (Y). The report prints, and the Period Summary Menu is displayed. The information you need is in the last section of the report.

4. Press (F1) to return to the Main Menu.

Finding Information for Completing 940 Forms

1. The information you need for completing your company's 940 form is contained in the Employer Tax Summary. This report should be printed after you update Payroll and before you close a period.

2. At the Main Menu, select option (3), PERIOD SUMMARY. At the Period Summary Menu, press (2) for EMPLOYER TAX SUMMARY.

3. Make sure that your printer is loaded with paper and ready to print. Next, answer the PRINTER READY? question with (Y). The report prints, and the Period Summary Menu is displayed.

4. Press (F1) to return to the Main Menu.

Finding the Total Hours Worked by an Employee

1. You can see the number of hours worked for the current pay period, quarter, and year by each employee of your company by printing a Payroll Performance Report. Print this report after you update Payroll and before you close a period.

2. Press (3) at the Main Menu for PERIOD SUMMARY. At the Period Summary Menu, press (3) for PAYROLL PERFORMANCE.

3. Make sure that your printer is loaded with paper and ready to print, then answer (Y) to PRINTER READY?. The report prints, including totals of all hours worked by all employees for the current pay period, quarter, and year. Next, the Period Summary Menu is displayed. Press (F1) to return to the Main Menu.

END-OF-PERIOD TASKS

1. Complete all on-demand tasks desired.

2. Print a Time Card Worksheet (Processing diskette, Main Menu option 2, Reports Menu option 3).

3. Complete the Time Card Worksheet. (See "Printing a Time Card Worksheet," in the Sample Session.)

4. Enter worksheet information into the computer (Processing diskette, Main Menu option 1, Processing Menu option 1).

5. Check your work by printing a Time Card Register (Processing diskette, Main Menu option 1, Processing Menu option 2). Compare your worksheet with the register. If the entries do not match, correct any errors by returning to Step 4.

6. Back up diskettes, including the General Ledger data diskette if you are interfaced with General Ledger. Label these diskettes "Pre-Calculation." (See Appendix A, "Backup Procedures.")

7. Calculate payroll and print an Earnings Register (Processing diskette, Main Menu option 1, Processing Menu option 3).

8. Enter any manual checks issued during the pay period (Processing diskette, Main Menu option 1, Processing Menu option 4).

9. Print another Earnings Register. This register shows all manual check entries in addition to items previously listed (Processing diskette, Main Menu option 1, Processing Menu option 5).

10. Print paychecks (Processing diskette, Main Menu option 1, Processing Menu option 6).

11. Make sure that all checks are for the correct amount, and print a final Earnings Register, which now shows check

numbers, manual check entries, and all previously listed items (Processing diskette, Main Menu option 1, Processing Menu option 5).

12. Back up diskettes, including the General Ledger data diskette if you are interfaced with General Ledger. Label these diskettes "Pre-Update." (See Appendix A, "Backup Procedures.")

13. Update records (post transactions), and print a G/L Recap (Processing diskette, Main Menu option 1, Processing Menu option 7).

14. Print any user-defined reports desired (Processing diskette, Main Menu option 2, Reports Menu option 1).

15. Print mailing/time card labels if desired, and print an Earning Deduction List (Processing diskette, Main Menu option 2, Reports Menu option 2, Employee Reports Menu options 1 or 2 as appropriate).

16. Print a Cross-Classification Report, if desired (Processing diskette, Main Menu option 2, Reports Menu option 4).

17. Print and retain a G/L Distribution Report if you are using Payroll as a stand-alone system (Processing diskette, Main Menu option 2, Reports Menu option 5).

18. Print and retain an Employee Tax Summary (Processing diskette, Main Menu option 3, Period Summary Menu option 1).

19. Print and retain an Employer Tax Summary (Processing diskette, Main Menu option 3, Period Summary Menu option 2).

20. Print and retain a Payroll Performance Report (Processing diskette, Main Menu option 3, Period Summary Menu option 3).

21. Back up diskettes, including the General Ledger data diskette if you are interfaced with General Ledger. Label these diskettes with the number of the pay period just ending. (See Appendix A, "Backup Procedures.")

22. Close the pay period. (Processing diskette, Main Menu option 3, Period Summary Menu option 4).

END-OF-QUARTER PROCEDURES

1. Complete any on-demand procedures desired.

2. Complete all end-of-period procedures through Step 20.

3. Make two sets of backups, including the General Ledger data diskette if you are interfaced with General Ledger. Label one set with the number of the pay period ending, and label the other set with the number of the quarter ending, plus the year. (See Appendix A, "Backup Procedures.")

4. Close the quarter. Closing the quarter automatically closes the current pay period as well (Processing diskette, Main Menu option 3, Period Summary Menu option 4).

END-OF-YEAR PROCEDURES

1. Complete all on-demand procedures desired.

2. Complete all end-of-quarter procedures through Step 3.

3. Close the year. Closing the year automaticaly closes the current pay period and quarter as well (Processing diskette, Main Menu option 3, Period Summary Menu option 4).

4. Back up diskettes, including the General Ledger data diskette if you are interfaced with General Ledger. Label these diskettes with the year. (See Appendix A, "Backup Procedures.")

OVERVIEW

Loading Payroll

Setting Up

To set up the Payroll system or add/change information, insert a backup of your Payroll setup diskette into Drive 0 and a backup of your Payroll data diskette into Drive 1. Press the computer's reset button, and type the date and time, pressing (ENTER) after each entry. When TRSDOS Ready appears, type **PRS4** (ENTER).

The System Setup/Maintenance Menu is displayed. To make a selection, press the number key corresponding to the selection you want.

Note: The numbers that appear on the screen when you start up the computer (VV.rr.pp) represent the version number. This number indicates how many and what type of revisions have been made to the program. Refer to it when requesting information or help from Radio Shack. Do not be concerned if the number on the screen is not identical to the one in the manual.

Regular Use

To run Payroll on a daily basis, insert a backup of the Payroll Processing diskette into Drive 0 and a backup of the Payroll data diskette into Drive 1. Press the reset button, and type the date and time, pressing (ENTER) after each entry. When TRSDOS Ready appears, type **PR4** (ENTER).

The Payroll Processing Menu is displayed. To make a selection, press the number key corresponding to the selection you want.

Exiting Payroll

When you finish using Payroll each day, exit the system by pressing (F1) at each display, until `TRSDOS Ready` appears. Remove all diskettes from the disk drives, turn off the computer system, and turn off any other connected equipment such as printers or disk drives.

Correcting Errors

To correct an error in an entry screen before all data for the screen has been entered, use the (↑), (↓), (→), and (←) keys to position the cursor over the error. Type the correct character(s). Move the cursor to the space after the last character in the corrected entry, and press (ENTER).

To correct an error in an entry screen after it has been completed and stored, display the screen by making a menu selection. When the screen appears, use the (C) (for Change) or (D) (for Delete) options at the bottom of the screen. Press (ENTER) or use the arrow keys until the cursor appears at the line needing correction. Type the correct entry, and press (ENTER). Store your changes either by pressing (ENTER) until the cursor has moved through all entry lines or by pressing (F2) after your corrections are made.

If you make an incorrect selection, press (F1) until the menu is displayed, and make the correct selection.

To erase all entered data on a screen before the screen is completed, press (F1). After the screen is completed, use the Change ((C)) or Delete ((D)) options at the bottom of the screen. When you use the Change option, simply go through the screen, erasing all characters in each entry line with the space bar.

Record Storage

Records are stored in alphanumeric order with blank spaces taking precedence, followed by numbers, and finally letters in alphabetical order.

As an example, suppose that three tax tables are stored in the Payroll system: 1NY, NMM, and _OK. The order in which these records are stored is: _OK, 1NY, and NMM.

Employee identification numbers should be defined as 01, 02, 03, and so forth rather than 1, 2, and 3. This assures that the records are stored in the order you intended when you set them up.

Printing Forms and Reports

Before you print any reports or forms, you are asked if the printer is ready. If you answer Y for Yes but the printer is not ready, the computer stops processing and waits until the printer is ready. To avoid this, always check the connections and make sure that the printer is loaded with paper and on-line.

If you cannot get your printer ready, press N. You are returned to the screen from which you made the selection for printing.

SYSTEM SETUP/MAINTENANCE MENU

Use

Use the System Setup/Maintenance Menu to set up all information necessary for Payroll to be run and to make any necessary additions or changes throughout the payroll year.

Instructions

To display the System Setup/Maintenance Menu after turning on the computer, follow the instructions under "Loading Payroll, Setting Up," in the Overview of this section. The screen shows:

```
                    P A Y R O L L
        S Y S T E M   S E T U P / M A I N T E N A N C E

              1.  COMPANY INFORMATION
              2.  G/L ACCOUNT MAINTENANCE
              3.  SYSTEM DEFINITION
              4.  TAX CODES AND TABLES
              5.  EARNINGS AND DEDUCTIONS
              6.  EMPLOYEE CATEGORIES
              7.  REPORT FORMATTER
              8.  EMPLOYEE MAINTENANCE
              9.  EMPLOYEE HISTORY




              ENTER SELECTION.._
```

1. ENTER SELECTION

   To set up Payroll, press the number key corresponding to the selection you want.

   To return to TRSDOS Ready, press F1.

COMPANY INFORMATION

Use

Use this option to:

- Record your company's name and address
- Define whether or not you are using condensed printing for reports
- Define whether or not you want Payroll to print check numbers and/or your company's name and address on paychecks
- Define whether you are using Payroll as a stand-alone system or integrating it with Model 4 General Ledger
- Find the date of the last posting to your general ledger
- Find the number of current employees on file
- Find the number of current records in time card entry since the last update
- Find the number of checks calculated since the last update
- Find the number of Earnings and Deductions on file
- Find the number of tax codes on file
- Find the number of accounts in your internal ledger if you are using Payroll as a stand-alone system
- Examine or change any company information already on file

Notes

Any data displayed below INTERFACE TO GENERAL LEDGER? Y/N cannot be changed. It is calculated by Payroll and is for informational purposes only.

CAUTION: After you answer the INTERFACE WITH GENERAL LEDGER? question, you may not change the answer. A special program may be run if you wish to change from non-interfacing to interfacing with Model 4 General Ledger. See "Interfacing Packages," in the Conversion Section. You may never change from an interfaced system to a stand-alone system.

Instructions

Press (1) for COMPANY INFORMATION at the System Setup/Maintenance Menu. Your screen shows:

```
                C O M P A N Y   I N F O R M A T I O N

COMPANY INFORMATION:
    NAME...........
    ADDRESS........
    CITY-STATE-ZIP..                      - -

    CONDENSE PRINT ON REPORTS? Y/N...
    PRINT CHECK NUMBERS? Y/N.........
    PRINT COMPANY NAME ON CHECK? Y/N.
    INTERFACE TO GENERAL LEDGER? Y/N.

              ----------SYSTEM STATUS----------

    LAST POSTING TO GENERAL LEDGER...  / /
    CURRENT EMPLOYEES....
    TIME CARD ENTRIES....
    CHECKS...............
    EARNINGS/DEDUCTIONS..
    TAX CODES............
    G/L ACCOUNTS.........

    ENTER SELECTION.._ (C=CHANGE, I=INQUIRE)
```

1. ENTER SELECTION

   To enter company information or change company information previously entered, press (C).

To display, without changing, information previously entered, press (I).

To return to the System Setup/Maintenance Menu, press (F1).

2. NAME

Enter your company's name as you want it to appear on all checks and reports using up to 30 characters.

3. ADDRESS

Enter your company's street address using up to 30 characters.

4. CITY-STATE-ZIP

Enter the city using up to 20 characters. Type the two-letter state abbreviation, and enter the zip code using up to nine characters.

5. CONDENSED PRINT ON REPORTS? Y/N

If you are using a DMP series printer and wish to condense printing to make reports fit on 80-column paper, press (Y). If you are using any other type of printer, press (N).

6. PRINT CHECK NUMBERS? Y/N

Press (Y) if you want Payroll to print a check number on each paycheck it prints. If you are using prenumbered checks, press (N).

7. PRINT COMPANY NAME ON CHECKS? Y/N

Press (Y) if you want your company's name and address to be printed on paychecks. If you use preprinted, personalized checks, press (N).

If you are changing existing company information, COMPANY INFORMATION CHANGED appears at the bottom of the screen, and the cursor returns to ENTER SELECTION.

If you are adding information for the first time, continue with Step 8.

8. INTERFACE TO GENERAL LEDGER? Y/N

Press (Y) if you are using Payroll in conjunction with Model 4 General Ledger. If you are using Payroll as a stand-alone system, press (N).

After you answer this question, COMPANY INFORMATION CHANGED is displayed at the bottom of the screen.

LAST POSTING TO GENERAL LEDGER

Displays the last date on which transactions were posted to either Payroll's internal ledger or Model 4 General Ledger. If you are using Payroll with Model 4 General Ledger, this date should match the LAST POSTING DATE - PR date in General Ledger Company Information.

CURRENT EMPLOYEES

Displays the current number of employees being stored.

TIME CARD ENTRIES

Displays the number of records being stored in time card entry since the last update.

CHECKS

Displays the number of calculated checks being stored in payroll calculation since the last update.

EARNINGS/DEDUCTIONS

Displays the current number of earnings and deductions being stored in the Earnings/Deductions file.

TAX CODES

Displays the current number of tax codes being stored.

G/L ACCOUNTS

Displays the current number of accounts being stored in Payroll's internal general ledger. G/L ACCOUNTS is used only if you are using Payroll as a stand-alone system.

G/L ACCOUNT MAINTENANCE

Use

Use the G/L ACCOUNT MAINTENANCE option to:

- Record account information when you set up Payroll's internal general ledger
- Record current, quarterly, and yearly balances for accounts when you set up Payroll's internal general ledger
- Change account information
- Delete accounts
- Add accounts
- Inquire about account information

Notes

This option is available only if you answered (N) to INTERFACE WITH GENERAL LEDGER? in the Company Information entry screen.

Current, quarterly, and yearly totals may be entered only if Payroll has not actually been run. After you run Payroll, these totals cannot be changed. They are maintained by the system and are for informational purposes only.

You can delete an account only if it has a zero balance and is not currently being used in Payroll.

Instructions

Press (2) for G/L ACCOUNT MAINTENANCE at the System Setup/Maintenance Menu. Your screen shows:

```
                    G / L   A C C O U N T   M A I N T E N A N C E

                        G/L ACCOUNT.........    -

                        DESCRIPTION.........

                        TOTALS:
                         CURRENT...
                         QUARTER...
                         YEAR......



              ENTER SELECTION.._  (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)
```

1. ENTER SELECTION

   Press (A) to add an account.

   Press (C) to change account information.

   Press (D) to delete an account.

   Press (I) to display, without changing, account information.

   Press (F1) to return to the System Setup/Maintenance Menu.

2. G/L ACCOUNT

   To add or change an account, enter up to six numbers for the general ledger account number.

   To delete an account, enter the account number, and go to Step 8.

   To display information about an account, enter the account number, and go to Step 9.

3. DESCRIPTION

   Enter up to 25 characters for a description of the account.

4. CURRENT

   Enter the current period's balance to be recorded in the internal ledger.

5. QUARTER

   Enter the current quarter's balance to be recorded in the internal ledger.

6. YEAR

   Enter the current year's balance to be recorded in the internal ledger.

7. ANY CHANGES? (Y/N)

   Press (Y) if you need to change any information on the screen, and make your corrections. If no corrections are needed, press (N).

   If you are adding accounts, RECORD ADDED is displayed at the bottom of the screen, and the cursor returns to G/L ACCOUNT. Return to Step 2 to continue adding accounts. Press (F1) to quit adding accounts.

   If you are changing account information, RECORD CHANGED is displayed at the bottom of the screen, and the cursor returns to G/L ACCOUNT. Return to Step 2 to continue changing account information. Press (F1) to quit changing account information.

8. DELETE THIS RECORD? Y/N

   To delete the account, press (Y). RECORD DELETED is displayed at the bottom of the screen, and the cursor returns to G/L ACCOUNT. Return to Step 2 to continue deleting accounts. Press (F1) to quit deleting accounts.

9. DISPLAY NEXT RECORD? Y/N

Press (Y) to display the next account's information. When there are no more accounts to display, the cursor returns to ENTER SELECTION.

Press (N) to quit inquiring about account information.

SYSTEM DEFINITION

Use

Use the SYSTEM DEFINITION option to record, change, or review:

- The ledger account number for your net payroll account
- Your federal and state tax identification numbers and your federal minimum wage limit
- The percentage rates, maximum limits, and ledger account numbers of employee FICA deductions, employer FICA contributions, and employer FUI contributions
- The federal and state tax rates for supplemental earnings
- The states in which employees are paid
- The percentage rate, maximum limit, and ledger account numbers for employer SUI contributions
- Other state tax rates (such as disability insurance), their bases of calculations, and their allowed withholding rates

Notes

SYSTEM DEFINITION consists of three screens: the first is for entering or reviewing federal information, the second is for entering or reviewing state information, and the third is for entering or reviewing current, quarterly, and yearly totals.

Federal Information

Instructions

Press (3) for SYSTEM DEFINITION at the System Setup/Maintenance Menu. Your screen shows:

```
                    SYSTEM DEFINITION

    NET PAYROLL ACCOUNT.    -
    FED. TAX ID.........
    FED. MIN. WAGE......

    FICA EMPLOYEE RATE..
        MAX. AMOUNT.....
        CREDIT ACCOUNT..    -

    FICA EMPLOYER RATE..
        MAX. AMOUNT.....
        CREDIT ACCOUNT..    -
        DEBIT ACCOUNT...    -

    FED UNEMP INS RATE..
        MAX. AMOUNT.....
        CREDIT ACCOUNT..    -
        DEBIT ACCOUNT...    -

    SUPP EARN TAX RATE..

ENTER SELECTION.._ (C=CHANGE, I=INQUIRE)
```

1. ENTER SELECTION

   Press (C) to enter federal tax information or change federal tax information previously entered.

   Press (I) to inquire about federal information previously entered, and skip to Step 17.

   Press (F1) to return to the System Setup/Maintenance Menu.

2. NET PAYROLL ACCOUNT

   Enter the ledger account number you wish to use for your net payroll account. This number is usually a cash account. The account description is displayed next to the account number.

3. FED. TAX ID

   Enter up to 20 characters for your federal tax identification number.

4. FED. MIN. WAGE

   Enter the current federal minimum wage limit.

5. FICA EMPLOYEE RATE

   Enter the percentage rate of each employee's earnings to be deducted for FICA.

6. MAX. AMOUNT

   Enter the maximum dollar amount allowed as FICA employee deduction. This amount is the maximum wage limit multiplied by the FICA rate.

7. CREDIT ACCOUNT

   Enter the ledger account number to which employee FICA deductions are credited.

8. FICA EMPLOYER RATE

   Enter the percentage rate per employee for your company's contribution to FICA.

9. MAX. AMOUNT

   Enter the maximum dollar amount per employee of your company's FICA contribution. This amount is the maximum wage limit multiplied by the FICA rate.

10. CREDIT ACCOUNT

    Enter the ledger account number to which the FICA employer contribution is credited. (The account to be credited is usually a payable account.)

11. DEBIT ACCOUNT

    Enter the ledger account number to which the FICA employer contribution is debited. (The account to be debited is usually an expense account.)

12. FED UNEMP INS RATE

    Enter the percentage rate of your company's contribution to federal unemployment insurance.

13. MAX. AMOUNT

    Enter the maximum dollar amount per employee of your company's federal unemployment insurance contribution.

14. CREDIT ACCOUNT

    Enter the ledger account number to which the employer FUI contribution is credited (usually a payable account).

15. DEBIT ACCOUNT

    Enter the ledger account number to which the employer FUI contribution is debited (usually an expense account).

16. SUPP EARN TAX RATE

    Enter the federal percentage rate at which employee earnings are taxed for supplemental earnings. Supplemental earnings may be taxed at a different rate than the normal federal withholding tax. This deduction is automatically posted to a federal withholding tax account.

    After you enter this rate, the State Information screen is displayed.

17. DISPLAY NEXT SCREEN? Y/N

    Press (Y) if you wish to inquire about your state system definitions. If you do not want to see this information, press (N). The cursor returns to ENTER SELECTION.

State Information

Notes

You may define information for up to three states. Only those states you specify in this entry screen are valid in later Payroll operations.

There are no debit and credit accounts to which you should post your company's "other tax" liability, unless you withhold wages from employees for these taxes. This type of activity is usually considered an accounts payable function and is only estimated for your company's liability.

Instructions

After you enter the federal supplemental earnings tax rate, your screen shows:

```
                              SYSTEM DEFINITION
                     STATE # 1          STATE # 2          STATE # 3
                     ---------          ---------          ---------
STATE TAX CODE
TAX ID NUMBER

ST UNEM INS RTE
    MAX. AMOUNT
    CREDIT ACCT

    DEBIT ACCT

SUPP EARN RATE
OTHER TAX:
   TOTAL RATE
   BASIS (H/W)
   EMPLOYEE RTE
   CREDIT ACCT

   MAX. AMOUNT
```

If you are inquiring about state system definitions, the bottom of the screen shows DISPLAY NEXT SCREEN Y/N.

Press (F1) to return to the federal system definition screen.

1. STATE TAX CODE1

   Enter the two-letter abbreviation for the state. This abbreviation is used later in employee records.

2. TAX ID NUMBER

   Enter your company's state tax identification number in 20 or fewer characters.

3. ST UNEMP INS RATE

   Enter the percentage rate per employee of your company's state unemployment insurance contribution.

4. MAXIMUM AMOUNT

   Enter the maximum dollar amount per employee of your company's state unemployment insurance contribution.

5. CREDIT ACCOUNT

   Enter the ledger account number to which your company's state unemployment insurance contribution is credited.

6. DEBIT ACCOUNT

   Enter the ledger account number to which your company's state unemployment insurance contribution is debited.

7. SUPP EARN TAX RATE

   If the state has a method different from normal state income tax for supplemental earnings, enter the percentage rate of that tax. The tax is posted to the state tax general ledger account.

   If the state has no alternative method for figuring supplemental earnings taxes, press (ENTER). The cursor returns to the first entry line.

8. OTHER TAX:
   TOTAL RATE

If the state has a tax on earnings such as a supplemental disability insurance, enter the percentage rate of the total liability.

If the state does not have such a tax, press ENTER. The cursor returns to the first entry line. Go to Step 13.

9. BASIS (H/W)

Enter the basis on which other taxes are figured, either **H** for hours worked or **W** for wages earned.

10. EMPLOYEE RATE

If the state allows your company to withhold a portion of its "other tax" liability from employee wages, enter the rate per employee at which the liability is withheld.

11. CREDIT ACCOUNT

Enter the ledger account number to which employee "other tax" withholdings are credited.

12. MAXIMUM AMOUNT

Enter the maximum amount of "other" tax withholding from employees' wages. If there is no maximum amount, press ENTER to bypass this prompt.

13. STATE TAX CODE2

If your company pays employees in more than one state, enter the second state's two-letter abbreviation. Go to Step 2.

If your company pays employees in only one state, press ENTER.

14. STATE TAX CODE3

If your company pays employees in more than two states, enter the third state's two-letter abbreviation. Go to Step 2.

If your company pays employees in only one or two states, press ENTER.

15. ANY CHANGES? (Y/N)

If you are adding or changing definitions, press (Y) to change any federal and/or state system definitions. The federal system definition screen is displayed. See "Federal Information" for instructions on entering federal system information.

Press (N) if no changes are necessary. The federal system definition screen is displayed.

16. DISPLAY NEXT SCREEN? Y/N

If you are inquiring about your system definitions, press (Y) to see the current, quarter, and year totals for FICA employee withholdings, FICA employer contributions, your company's FUI and SUI contributions, and other state tax employer contributions. If you do not wish to see these totals, press (N) to return to the federal definition screen.

Current, Quarter, and Year Totals

Notes

You cannot change current, quarter, and year totals after Payroll has been processed once.

After you enter state system definitions, the screen displays:

```
                SYSTEM DEFINITION

            CURRENT      QUARTER      YEAR

EMPLY FICA      .00          .00          .00
EMPLR FICA      .00          .00          .00
FED UNEMP       .00          .00          .00
```

If you have state information defined, these two lines also appear for each state you defined, along with each state's two-letter abbreviation:

```
STATE UNEM       .00        .00        .00
OST DEDUCT       .00        .00        .00
```

If you are inquiring about current, quarter, and year totals, the bottom of the screen shows DISPLAY NEXT SCREEN? Y/N. See Step 7.

Press (F1) to return to the federal system definition screen.

1. EMPLY FICA

   Enter the total dollar amount of all FICA employee withholdings collected so far for the current pay period, the current quarter, and the current year.

2. EMPLR FICA

   Enter the total dollar amount of all FICA contributions made by your company so far for the current pay period, the current quarter, and the current year.

3. FED UNEMP

   Enter the total dollar amount of all federal unemployment insurance contributions made by your company so far for the current pay period, the current quarter, and the current year.

   If you did not define any state information, ANY CHANGES? (Y/N) appers at the bottom of the screen. Go to Step 6.

   If state information was defined, continue with Step 4.

4. STATE UNEM

   Enter the total dollar amount of all state unemployment insurance contributions made by your company for the current pay period, the current quarter, and the current year.

5. OST DEDUCT

   Enter the total dollar amount of all "other" state tax deducted from employees by your company so far for the current pay period, the current quarter, and the current year.

6. ANY CHANGES? (Y/N)

   Press (Y) if you need to change current, quarterly, or yearly totals, and make the appropriate changes. If no changes are necessary, press (N). The screen automatically displays the federal system definition screen.

7. DISPLAY NEXT SCREEN? Y/N

   If you are inquiring about current, quarter, and year totals, press either (Y) or (N) to return to the federal system definition screen.

TAX CODES AND TABLES MENU

Use

Use the Tax Codes and Tables Menu to:

- Define, change, delete, or inquire about any tax tables used in your payroll system.
- Define, change, delete, or inquire about each tax to be deducted from an employee's pay.

Instructions

Press (4) for TAX CODES AND TABLES at the System Setup/Maintenance Menu. Your screen shows:

```
                TAX CODES AND TABLES

            1.  TAX TABLE DEFINITION

            2.  TAX CODE DEFINITION




            ENTER SELECTION.. _
```

1. ENTER SELECTION

   Press (1) to define tax tables.

   Press (2) to define tax codes.

   Press (F1) to return to the System Setup/Maintenance Menu.

Tax Tables

Notes

You may use the same tax table for more than one tax code since many states use the same table for all taxes but may use different methods of calculation to figure tax table income.

A tax table may not be deleted if it is currently being used by a tax code.

The first amount in the OVER $ column is fixed at 0 and may not be changed.

V REFERENCE

Instructions

Press (1) for TAX TABLE DEFINITION at the Tax Codes and Tables Menu. Your screen shows:

```
                    TAX TABLE DEFINITION
        TAX TABLE CODE..     DESCRIPTION..
           $-AMT              %-AMT                   OVER $
-----------------------------------------------------------------
       1
       2
       3
       4
       5
       6
       7
       8
       9
      10
      11
      12
      13
      14
      15
      16
      17
      18
    ENTER SELECTION.._  (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

1. ENTER SELECTION

   Press (A) to add a tax table.

   Press (C) to change an existing tax table.

   Press (D) to delete an existing tax table.

   Press (I) to display, without changing, an existing tax table.

   Press (F1) to return to the Tax Tables and Codes Menu.

2. TAX TABLE CODE

   If you are adding or changing a tax table, enter the three-character code by which this tax table is identified.

   If you are deleting an existing tax table, enter the three-character code of the tax table you wish to delete, and skip to Step 7.

   If you are inquiring about an existing tax table, enter the tax table's three-character code. Skip to Step 8.

3. DESCRIPTION

   Enter a description of the tax table using no more than 20 characters.

4. $-AMT

   Enter the dollar amount to be added to any tax at this pay level.

5. %-AMT

   Enter the percentage of tax table income to be added to $-AMT.

6. OVER $

   Enter the dollar amount that the tax table income must exceed to be calculated at this pay level.

   The cursor moves to the next line. If you have more pay levels to define, go to Step 4.

   If you have no more pay levels to define for this tax table, press (F2) to store the table. RECORD ADDED appears at the bottom of the screen, and a blank tax table appears. To define another tax table, go to Step 2. If there are no more tax tables to define, press (F1). The cursor returns to ENTER SELECTION.

   If you are changing an existing tax table, RECORD CHANGED appears at the bottom of the screen. A blank tax table then appears. If you wish to change another tax table, enter the three-character code for the tax table.

   Press (F1) if you do not wish to change another tax table. The cursor returns to ENTER SELECTION.

7. DELETE THIS RECORD? Y/N

   This message appears at the bottom of the screen if you are deleting an existing tax table. Press (Y) to delete the tax table. Press (N) to keep the tax table.

   If you press (Y), RECORD DELETED appears at the bottom of the screen. The cursor returns to TAX TABLE CODE. To delete another tax table, enter the three-character code for the tax table you wish to delete. If you do not wish to delete another tax table, press (F1).

If you press (N), the cursor returns to TAX TABLE CODE. To choose another tax table for deletion, enter the three-character code for that tax table. To quit deleting tax tables, press (F1).

8. DISPLAY NEXT RECORD? Y/N

   This message appers at the bottom of the screen if you are inquiring about an existing tax table. Press (Y) to inquire about the next tax table. If there are no more tax tables to display, the cursor returns to ENTER SELECTION.

   Press (N) to quit inquiring about tax tables. The cursor returns to ENTER SELECTION.

Tax Codes

Instructions

Press (2) for TAX CODE DEFINITION at the Tax Codes and Tables Menu. Your screen shows:

```
                TAX CODE DEFINITION
TAX CODE..        DESCRIPTION..
G/L ACCOUNT.........     -
TYPE (F/S/C/E)..   BASIS (W=WAGES,T=FED.TAX)..
EXEMPTION AMOUNT....

TAX TABLE CODE......




                CURRENT...
                QUARTER...
                YEAR......


       ENTER SELECTION.._   (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

1. ENTER SELECTION

   Press (A) to add a tax code.

   Press (C) to change an existing tax code.

   Press (D) to delete an existing tax code.

   Press (I) to display, without changing, an existing tax code.

   Press (F1) to return to the Tax Tables and Codes Menu.

2. TAX CODE

   If you are adding or changing a tax code, enter a three-character abbreviation by which this tax code is identified. If this is a state tax code, we suggest that it begin with the two-letter state abbreviation you defined in System Definition.

   If you are deleting an existing tax code, enter the three-character abbreviation by which the tax code is identified. Skip to Step 27.

   If you are inquiring about an existing tax code, enter the three-character abbreviation by which the tax code is identified. Skip to Step 28.

3. DESCRIPTION

   Enter up to 20 characters for a description of this tax.

4. G/L ACCOUNT

   Enter the general ledger account number to which this tax is posted. A description of the account appears beside the number you enter.

5. TYPE (F/S/C/E)

   Press (F) if this is a federal tax, (S) if it is a state tax, (C) if it is a city tax, or (E) if the tax is an earned income credit.

   If you choose (F), skip to Step 7. Otherwise, continue with Step 6.

6. BASIS (W=WAGES,T=FED.TAX)

Enter (W) if the tax is calculated on a percentage of gross wages, or enter (T) if the tax is calculated on a percentage of Federal Withholding Tax.

If you choose (T), go directly to Step 7. If you choose (W), the screen changes to display:

```
                TAX CODE DEFINITION
TAX CODE..        DESCRIPTION..
G/L ACCOUNT.........
TYPE (F/S/C/E)..    BASIS (W=WAGES,T=FED.TAX)..
EXEMPTION AMOUNT....
DEPENDENT AMOUNT....
TAX TABLE CODE......
% OF GROSS TAXABLE..          MAX AMOUNT..
TAX % OVER MAXIMUM..
% FED W/H DEDUCT....          MAX AMOUNT..
% FICA DEDUCT.......          MAX AMOUNT..
STD DEDUCT AMOUNT...          PERCENTAGE..
    MAX. AMOUNT.....          MIN. AMOUNT..
% STATE TAX DEDUCT..          MAX AMOUNT..

          CURRENT...
          QUARTER...
          YEAR......


ENTER SELECTION.._    (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

7. EXEMPTION AMOUNT

Enter the dollar amount deductible per exemption for this tax. If this is a federal tax (F), skip to Step 9.

8. DEPENDENT AMOUNT

Enter the dollar amount deductible per dependent for this tax, or press (ENTER) for 0.

9. TAX TABLE CODE

Enter the three-character code of the tax table to which this tax code should refer for calculation. If the code you enter refers to a tax table you have not yet defined, the bottom of the screen displays RECORD NOT FOUND, then ADD A NEW TABLE? Y/N. To define a tax table, press (Y). For instructions on defining a tax table, see "Tax Tables." After you define the new tax table, you are returned to the TAX CODE DEFINITION screen automatically.

Press (N) if you do not wish to define a new tax table. The cursor returns to TAX TABLE CODE. Enter the correct tax table code.

If you pressed (T) for the basis of calculation (Federal Tax Withholding), the screen changes to display the TAX CODE, DESCRIPTION, G/L ACCOUNT, TYPE, and BASIS, plus:

```
CURRENT....        .00+
QUARTER....        .00
YEAR..........     .00
```

Proceed with Step 24. If you pressed (W) for the basis of calculation, continue with Step 10.

10. % OF GROSS TAXABLE

Enter the percentage rate at which gross wages are taxed up to the maximum amount entered in Step 11. Press (ENTER) for 100%.

11. MAX AMOUNT

Enter the maximum dollar amount of gross wages taxable at the percentage you entered in Step 10.

If there is no maximum amount, press (ENTER), and skip to Step 13.

12. TAX % OVER MAXIMUM

Enter the percentage rate at which gross wages over the maximum limit (entered in Step 11) are taxed.

13. % FED W/H DEDUCT

Enter the percentage of federal withholding tax that is exempt from this tax, up to a maximum amount entered in Step 14, or press (ENTER) to bypass this question.

14. MAX AMOUNT

Enter the maximum dollar amount of federal withholding tax exempt from this tax, or press (ENTER) to bypass this question.

15. % FICA DEDUCT

Enter the percentage of employee FICA deduction that is exempt from this tax, up to a maximum amount entered in Step 16, or press (ENTER) to bypass this question.

16. MAX AMOUNT

Enter the maximum dollar amount of FICA deduction exempt from this tax, or press (ENTER) to bypass this question.

17. STD DEDUCT AMOUNT

If this tax has a standard deduction amount allowable, enter the dollar amount allowed as a deduction. If there is no standard deduction allowance, press (ENTER) to bypass the question.

18. PERCENTAGE

If this tax allows a percentage of gross wages as a standard deduction amount, enter the percentage allowed. Press (ENTER) to bypass the question if it is not applicable.

19. MAX. AMOUNT

Enter the maximum dollar amount of gross wages to which the standard deduction percentage (entered in Step 18) applies, or press (ENTER) to bypass the question.

20. MIN. AMOUNT

Enter the minimum dollar amount of gross wages to which the standard deduction percentage (entered in Step 18) applies, or press (ENTER) to bypass the question.

21. % STATE TAX DEDUCT

If this is a city tax, enter the percentage of state tax (if any) that is exempt from this tax, up to a maximum limit. To bypass the question, press (ENTER).

22. MAX AMOUNT

Enter the maximum dollar amount of gross wages to which the state tax deduction percentage (entered in Step 21) applies. To bypass the question, press (ENTER). If you are adding a tax code, proceed to Step 24.

23. ANY CHANGES? (Y/N)

If you are changing a tax code, press (Y) if you need to correct any information. Press (N) if the information is correct. RECORD CHANGED appears, and the changed tax code is stored, after which the TAX CODE DEFINITION screen reappears. Enter another tax code identification for changing, or press (F1) to quit changing tax codes.

24. CURRENT

The screen changes to display the TAX CODE, DESCRIPTION, G/L ACCOUNT, TYPE, and BASIS, plus:

```
CURRENT....          .00+
QUARTER....          .00
YEAR..........       .00
```

Enter the total dollar amount withheld from employees under this tax code for the current pay period.

25. QUARTER

Enter the total dollar amount withheld from employees under this tax code for the current quarter.

26. YEAR

Enter the total dollar amount withheld from employees under this tax code for the current year.

If you are adding a tax code, RECORD ADDED appears at the bottom of the screen. To define another tax code, go to Step 2. To quit adding tax codes, press (F1).

27. DELETE THIS RECORD? Y/N

Press (Y) to delete an existing tax code. RECORD DELETED appears at the bottom of the screen. To delete another tax code, enter the three-letter abbreviation of the tax code you wish to delete. To quit deleting tax codes, press (F1).

Press (N) if you do not wish to delete this tax code. To delete a different tax code, enter the three-letter abbreviation of the tax code you wish to delete. To quit deleting tax codes, press (F1).

28. DISPLAY NEXT RECORD? Y/N

Press (Y) to inquire about the next tax code record. The next tax code is displayed. If there are no more tax codes to display, the cursor returns to ENTER SELECTION.

Press (N) to quit inquiring about tax codes. The cursor returns to ENTER SELECTION.

EARNINGS AND DEDUCTIONS

Use

Use this option to:

- Record or change each Earning and/or Deduction applicable to any employee, excluding any taxes previously defined
- Record or change the ledger account numbers to which each Earning and Deduction is posted
- Record or change the basis upon which the Earnings and Deductions are calculated (hourly, fixed amount, percentage of gross wages, or amounts entered in time cards)
- Define the taxes from which an Earning is exempt
- Define whether a Deduction is taken before or after taxes are applied
- Delete an Earning or Deduction
- Display, without changing, an Earning or Deduction and its information

Notes

You may enter up to 30 Earning/Deduction codes, of which up to 10 may be "Other" Earning and Deduction types.

Earnings and Deductions may not be changed or deleted if they are currently being used in employee records. (See "Employee Maintenance," in this section, for an explanation of how earnings and deductions are used in employee records.)

"Other" Earnings are earnings that are taxable, yet not directly payable, to an employee. An example of Other Earnings is a stock purchase plan in which the company and the employee contribute to an employee's account for the purpose of buying company stock. The company's contribution is taxable income, yet the employee never receives direct payment of this income.

Instructions

Press (5) for EARNINGS AND DEDUCTIONS at the System Setup/Maintenance Menu. Your screen shows:

```
                    E A R N I N G S   A N D   D E D U C T I O N S

                    E/D CODE...........
                    DESCRIPTION.........
                    ABBREVIATION........
                    TYPE (E/D/T/S/O)....


            EXEMPTIONS:
                    FEDERAL TAX....        CALCULATIONS:
                    FICA...........        PCT/FIXED/HR/INP(P/F/H/I)..
                    FED UNEMP......        MAXIMUM $ LIMIT? (Y/N).....
                    STATE TAX......
                    STATE UNEMP....         TOTALS:
                    CITY TAX.......           CURRENT..
                    OTHER TAX......           QUARTER..
                    WORKERS/COMP...           YEAR.....


                ENTER SELECTION.._ (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

1. ENTER SELECTION

   Press (A) to add an Earning or Deduction.

   Press (C) to change an existing Earning or Deduction.

   Press (D) to delete an existing Earning or Deduction.

   Press (I) to display, without changing, an Earning or Deduction and its information.

2. E/D CODE

   If you are adding or changing an Earning or Deduction, enter a two-character code by which the Earning or Deduction will be identified. This code is later used in employee records.

   If you are deleting an Earning or Deduction, enter its identification code, and skip to Step 21.

   If you are inquiring about an Earning or Deduction, enter its identification code, and skip to Step 22.

3. DESCRIPTION

   Use up to 15 characters to enter a description of the Earning/Deduction.

4. ABBREVIATION

   Enter a five-character abbreviated description of the Earning/Deduction which will be displayed later with each employee using this Earning/Deduction.

5. TYPE (E/D/T/S/O)

   There are five types of Earnings and Deductions:

   Press E to define this record as an Earning.

   Press D to define this record as a Deduction.

   Press T to define this record as Tips or Meals.

   Press S to define this record as a Supplemental Earning. Supplemental Earnings are taxed at the Supplemental Earnings rate defined in System Definition.

   Press O to define this record as Other Earnings.

6. G/L ACCOUNT

   This prompt appears after you specify the type of record. Enter the ledger account to which this Earning/Deduction should be posted. Earnings are debits, and Deductions are credits. If you chose Other Earnings (O) as the TYPE, enter both a credit and debit account number.

7. EXEMPT: FEDERAL TAX

If you defined this record as an Earning, press (Y) if it is exempt from federal tax or (N) if it is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before federal tax withholding is figured, or press (N) or (ENTER) to signify that it is deducted after federal tax withholding is figured.

8. FICA

If you defined this record as an Earning, press (Y) if it is exempt from FICA or (N) if it is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before FICA is figured, or press (N) or (ENTER) to signify that it is deducted after FICA is figured.

9. FED UNEMP

If you defined this record as an Earning, press (Y) if it is exempt from federal unemployment insurance or (N) if it is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before FUI is figured, or press (N) or (ENTER) to signify that it is deducted after FUI is figured.

10. STATE TAX

If you defined this record as an Earning, press (Y) if it is exempt from state tax or (N) it if is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before state tax withholding is figured, or press (N) or (ENTER) to signify that it is deducted after state tax withholding is figured.

11. STATE UNEMP

If you defined this record as an Earning, press (Y) if it is exempt from state unemployment insurance or (N) if it is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before SUI is figured, or press (N) or (ENTER) to signify that it is deducted after SUI is figured.

12. CITY TAX

If you defined this record as an Earning, press (Y) if it is exempt from city tax or (N) if it is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before city tax withholding is figured, or press (N) or (ENTER) to signify that it is deducted after city tax withholding is figured.

13. OTHER TAX

If you defined this record as an Earning, press (Y) if it is exempt from other tax or (N) if it is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before "other" tax is figured, or press (N) or (ENTER) to signify that it is deducted after "other" tax is figured.

14. WORKERS/COMP

If you defined this record as an Earning, press (Y) if it is exempt from workers compensation or (N) if it is not exempt.

If you defined the record as a Deduction, press (Y) to signify that it is deducted from wages before worker compensation is figured, or press (N) or (ENTER) to signify that it is deducted after worker compensation is figured.

15. CALCULATIONS:
PCT/FIXED/HR/INP(P/F/H/I)

Press (P) if this Earning/Deduction is calculated on a percentage of the employee's gross income.

Press (F) if the Earning/Deduction is calculated on a fixed amount.

Press (H) if the Earning/Deduction is calculated on an hourly basis.

Press (I) if the Earning/Deduction is calculated on a dollar amount you enter when figuring time cards.

16. MAXIMUM $ LIMIT? (Y/N)

Press (Y) if the Earning/Deduction has a maximum dollar limit, or press (N) if there is no maximum limit.

17. TOTALS
CURRENT

If you are adding an Earning or Deduction, enter the total dollar amount that has been earned or deducted for this code for the current pay period.

If you are changing or inquiring about the Earning or Deduction, the screen displays the amount earned or deducted for this code for the current pay period. You may not change this amount once you have processed a payroll.

18. QUARTER

If you are adding an Earning or Deduction, enter the total dollar amount that has been earned or deducted for this code for the current quarter.

If you are changing or inquiring about the Earning or Deduction, the screen displays the amount earned or deducted for this code for the current quarter. You may not change this amount once you have processed a payroll.

19. YEAR

If you are adding an Earning or Deduction, enter the total dollar amount that has been earned or deducted for this code for the current year.

If you are changing or inquiring about the Earning or Deduction, the screen displays the amount earned or deducted for this code for the current year. You may not change this amount once you have processed a payroll.

20. ANY CHANGES? (Y/N)

If you need to make changes to any information, press (Y) and make your changes. If no changes are necessary, press (N).

If you are adding an Earning or Deduction, RECORD ADDED appears at the bottom of the screen. To define another Earning/Deduction, go to Step 2. To quit adding Earnings and Deductions, press (F1). The cursor returns to ENTER SELECTION.

If you are changing an existing Earning/Deduction, RECORD CHANGED appears at the bottom of the screen. To change another Earning/Deduction, enter the two-character code for the record you wish to change. Press (F1) to quit changing Earnings and Deductions. The cursor returns to ENTER SELECTION.

21. DELETE THIS RECORD? Y/N

Press (Y) to delete an Earning/Deduction. RECORD DELETED appears at the bottom of the screen. To delete another Earning/Deduction, enter the two-character code for the record you wish to change.

Press (F1) to quit deleting Earnings and Deductions.

22. DISPLAY NEXT RECORD?

To inquire about the next Earning/Deduction record, press (Y). The next record is displayed. If there are no more Earnings and Deductions to display, the cursor returns to ENTER SELECTION.

To quit inquiring about Earnings and Deductions, press (N). The cursor returns to ENTER SELECTION.

EMPLOYEE CATEGORIES

Use

Use the EMPLOYEE CATEGORIES option to:

- Define, change, or display job categories into which your company's employees may fall
- Define, change, or display ethnic race categories of your company's employees for reporting purposes
- Define, change, or display workers compensation categories and rates of withholding, as well as the bases of the rates, either hours worked or a percentage of gross wages

Notes

The JOB POSITION and ETHNIC RACE categories are used as a cross reference of employee position and race, which is required for EEOC reporting.

V REFERENCE

Instructions

Press (6) for EMPLOYEE CATEGORIES at the System Setup/Maintenance Menu. Your screen shows:

```
                    E M P L O Y E E   C A T E G O R I E S

 -------------------- JOB POSITION --------------------
             1.               6.
             2.               7.
             3.               8.
             4.               9.
             5.

 -------------------- ETHNIC RACE ---------------------
             1.               4.
             2.               5.
             3.

 -------------------- WORKERS COMP --------------------
                        1.
                        2.
                        3.
                        4.
                        5.

    ENTER SELECTION.._ (C=CHANGE, I=INQUIRE)
```

1. ENTER SELECTION

   Press (C) to add or change an employee category.

   Press (I) to display, without changing, existing employee categories.

   Press (F1) to return to the System Setup/Maintenance Menu.

2. JOB POSITION

   Use up to 10 characters to enter a job category into which an employee will fall. Up to nine different job positions may be defined. Press (ENTER) to bypass a category.

3. ETHNIC RACE

   Use up to 10 characters to enter an employee's ethnic race category. Up to five different race categories may be defined. Press (ENTER) to bypass a category.

4. WORKERS COMP

The bottom of the screen displays:

ENTER BASIS(Hours or Wages), RATE, MAX LIMIT AND LIMIT TYPE

Up to five different workers compensation rates may be defined. These rates are strictly an estimation of your company's workers compensation liability and are not posted to any ledger account.

Type **H** (ENTER) if the rate is based on hours worked, and enter the dollar rate per unit at which the liability is calculated. If there is a maximum total limit for the year on earnings subject to workers compensation premiums, enter the limit. Type **C** (ENTER) if the maximum limit is a current one — that is, if the limit applies to one pay period. By setting a current limit, subject wages are determined by the current earnings for a given employee or the current limit, whichever is lowest. Type **Y** (ENTER) if the maximum limit is yearly, specifying that wages for a given employee are subject to premiums until those earnings reach the yearly limit.

Press (W) if the rate is based on a percentage of gross wages, and enter the percentage rate per dollar at which the liability is calculated. If there is a maximum limit on earnings subject to workers compensation premiums, enter the total limit for the year. Type **C** (ENTER) if the maximum limit is a current one, applying to one pay period. By setting a current limit, subject wages are determined by the current earnings for a given employee or the current limit, whichever is lowest. Type **Y** (ENTER) if the maximum limit is yearly, specifying that wages for a given employee are subject to premiums until those earnings reach the yearly limit.

5. ANY CHANGES? (Y/N)

Press (Y) if any information needs correction. Use (↑) or (↓) to return to the area needing correction, and enter the proper information. If no changes are needed, press (N).

RECORD ADDED or RECORD CHANGED appears at the bottom of the screen, and the cursor returns to ENTER SELECTION.

REPORT FORMATTER

Use

Use the REPORT FORMATTER option to:

- Define, change, delete, display, or print formats for up to five different payroll reports based on information in employee records

Notes

When printing a report format, make sure that your printer is loaded with the correct width of paper for the format you are printing.

If you plan to use an 80-column printer for printing formatted reports, do not enter headings or information past the * at the 73 marker on the screen.

Instructions

Press (7) for REPORT FORMATTER at the System Setup/Maintenance Menu. Your screen shows:

```
                R E P O R T   F O R M A T T E R

     REPORT NO..   REPORT NAME..                  LIST BY..
   .........1.........2.........3.........4.........5.........6


   .........1.........2.........3.........4.........5.........6

   1.                  7.                   13.
   2.                  8.                   14.
   3.                  9.                   15.
   4.                  1Ø.                  16.
   5.                  11.                  17.
   6.                  12.                  18.

       FILE..              DATA NUMBER..        POSITION..


   ENTER SELECTION.._  (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE,P=PRINT)
```

The rows of dots and numbers signify column positions you will use in setting up the position of data on a report. Each dot represents one column, with 1 representing the 1Øth column position, 2 representing the 2Øth column position, and so on.

1. ENTER SELECTION

   Press (A) to define a report format.

   Press (C) to change an existing report format.

   Press (D) to delete an existing report format.

   Press (I) to display, without changing, an existing report format.

   Press (P) to print an existing report format.

2. REPORT NO.

   If you are adding or changing a report format, enter an identifying number, 1-5, for this report format.

If you are deleting an existing report format, enter the identifying number of the format you wish to delete, and skip to Step 9.

If you are inquiring about a report format, enter the identifying number of the format you wish to display, and skip to Step 10.

To print a report format, enter the identifying number of the format you wish to print, and skip to Step 11.

3. REPORT NAME

   Use up to 15 characters to give the report a name. This name appears at the top of each page of the report when you actually use it.

   An additional line appears toward the center of the screen:

   1= STATE WORKED, 2=EMPL. ID., 3=EMPL. NAME

4. LIST BY

   Type **1** (ENTER) to list the report information in order of the states in which employees work.

   Type **2** (ENTER) to list the report information in order of employee identification numbers.

   Type **3** (ENTER) to list the report information in order of employee names.

5. Use up to 120 characters to enter a heading line. This line can contain several category headings, spaced throughout the 120 character line. If you reach the edge of the screen before you finish typing the heading line, the heading line changes to display:

   ```
   .........7..*.........8.........9........10........11........12
   .........7..*.........8.........9........10........11........12
   ```

   Continue typing the heading line, pressing (ENTER) when the line is completed.

6. FILE

A new line appears toward the center of the screen:

1=DEMOGRAPHIC, 2=STATUS, 3=CURR. HIST, 4=QRTR. HIST, 5=YEAR HIST.

Type **1** **ENTER** to display 18 possible DEMOGRAPHIC items available for use on the report and the number of character spaces each item uses when the report is printed:

1. NAME	30	7. SOC. SEC.#	12	13. WORK STATE	02
2. ADDRESS	25	8. BIRTH DATE	08	14. WORK CITY	10
3. CITY (RES)	20	9. HIRE DATE	08	15. W/COMP CDE	01
4. STATE (RES)	02	10. REVIEW DTE	08	16. ETHNIC CDE	01
5. ZIP CODE	10	11. RAISE DATE	08	17. JOB POSIT	01
6. TELEPHONE	12	12. TERM. DATE	08	18. SEX	01

Type **2** **ENTER** to display 18 possible STATUS items available for use on the report and the number of character spaces each item uses when the report is printed:

1. FED TAX CD	03	7. ST $ ADJST	10	13. # CTY DEPN	02
2. # FED EXEM	02	8. ST $ CREDT	07	14. CTY $ ADJS	10
3. EXTRA FED	07	9. ST % CREDT	07	15. CTY $ CRDT	07
4. ST TAX CDE	03	10. EXTRA ST.	07	16. CTY % CRDT	07
5. # ST EXEMP	02	11. CTY TAX CD	03	17. EXTRA CITY	07
6. # ST DEPND	02	12. # CTY EXEM	02	18. E.I.C. CDE	03

Type **3** **ENTER** to display nine possible CURRENT HISTORY items (shown below) available for use on the report and the number of character spaces each item uses when the report is printed.

Type **4** **ENTER** to display nine possible QUARTER HISTORY items (shown below) available for use on the report.

Type **5** **ENTER** to display nine possible YEAR HISTORY items (shown below) available for use on the report.

1. EMPLY FICA	10	7. SUI WAGES	10
2. COMP FICA	10	8. OTHER W/H	10
3. FED GROSS	13	9. W/COMP W/H	10
4. ST. GROSS	13		
5. CITY GROSS	13		
6. FUI WAGES	10		

7. DATA NUMBER

This prompt appears at the bottom of the screen, beneath the available data items. From the list of available items, enter the number for the item you wish to use on the report. You may use up to 15 items on one report.

To delete an item from a report, type its data number. Its position on the report is displayed. Enter **0** for the new position, and the item is deleted from the report format.

8. POSITION

Enter the column number at which you want the data selected in Step 7 to appear on the report. Use the dots and numbers at the top of the screen as a scale for determining the column numbers.

The description of the item you choose appears below the scale, with asterisks to fill in the number of characters required for the item. You must leave at least one space after the end of an item before positioning another item next to it. For example, if a data item ends at position 36, the next available column position is 38.

After you enter a position, the cursor returns to DATA NUMBER. To enter more items to appear on the report, return to Step 7.

To quit entering data items from the file you selected in Step 6, press **F2**. The cursor returns to FILE. To choose more information to print on the report, return to Step 6.

To end formatting of this report, press **F2**.

If you are adding a report, the report format is stored, and the bottom of the screen displays REPORT ADDED.

If you are changing a report, the changed format is stored, and the bottom of the screen displays REPORT CHANGED.

The cursor returns to REPORT NO. To format or change another report, return to Step 2. To quit formatting reports, press **F1**.

9. DELETE THIS REPORT? Y/N

The screen displays the report format you specified. To delete this report format, press (Y). To cancel deletion of the report, press (N). The cursor returns to REPORT NO.

To continue deleting report formats, go to Step 2. To quit deleting report formats, press (F1).

10. DISPLAY NEXT REPORT? Y/N

The screen displays the report format you specified. To view the next report format, press (Y). When there are no more report formats to display, END OF REPORTS is displayed at the bottom of the screen, and the cursor returns to ENTER SELECTION.

To quit inquiring about report formats, press (N). The cursor returns to ENTER SELECTION.

11. PRINTER READY? (Y/N)

To print the report format you specified, make sure that your printer is properly connected and on line. Press (Y) to begin printing. When printing is complete, the cursor returns to REPORT NO. To print another report format, go to Step 2. To quit printing report formats, press (F1).

If you decide not to print this report format, press (N). The cursor returns to REPORT NO. To print another report format, go to Step 2. Press (F1) to quit printing formats.

EMPLOYEE MAINTENANCE

Use

Use the Employee Maintenance option to:

- Record each employee's name, I.D. number, and Social Security number
- Record demographic, pay status, and Earning/Deductions information for each employee
- Change, delete, or examine any employee information already on file

Notes

EMPLOYEE MAINTENANCE consists of four entry screens: one for entering employee names, identification numbers, and social security numbers, one for entering demographic information, one for entering an employee's pay status information, and one for entering an employee's Earnings/Deduction information.

When you assign employee I.D. numbers, employee numbers 1-9 should be entered as 01-09 to assure that records are stored in the correct order for inquiry. You may enter up to 80 employee records.

When you are inquiring about employee records, the DISPLAY NEXT SCREEN? and DISPLAY NEXT RECORD? questions appear at the bottom of the screen in each of the three sections of the record (Demographics, Pay Status, and Earnings/Deductions). Follow the instructions below in Steps 4 and 5 each time you see either of these questions.

You may not change or delete employees if they have "active" time cards (time cards created during the processing of a payroll). See "Time Card Entry," in this section, for an explanation of active time cards.

Instructions

Press (8) for EMPLOYEE MAINTENANCE at the System Setup/Maintenance Menu. Your screen shows:

```
                E M P L O Y E E   M A I N T E N A N C E

          EMPL. ID #..            SOC. SEC. #..
          NAME.......
   ----------------------------------------------------------------







      ENTER SELECTION.._ (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

1. ENTER SELECTION

   Press (A) to add an employee record to the file.

   Press (C) to change information about an employee already on file.

   Press (D) to delete an employee's record.

   Press (I) to display, without changing, information about an employee.

   Press (F1) to return to the System Setup/Maintenance Menu.

2. EMPL. ID #

   If you are adding or changing an employee record, enter the employee's company I.D. number, using two characters. The center of the screen displays VERIFYING EMPLOYEE RECORD, after which the demographics section of the employee record is displayed. Go to the next section, entitled "Demographics."

If you are deleting an employee record, enter the employee I.D. number. The center of the screen displays VERIFYING EMPLOYEE RECORD, after which the demographics section of the employee record is displayed. Continue with Step 3.

If you are inquiring about an employee record, enter the employee I.D. number. The center of the screen displays VERIFYING EMPLOYEE RECORD, after which the demographics section of the employee record is displayed. Go to Step 4.

3. DELETE THIS RECORD? Y/N

   Press (Y) to delete all information about this employee. RECORD DELETED appears at the bottom of the screen, and the cursor returns to EMPL. ID #.

   Press (N) if you do not want to delete this employee's record. The screen clears, and the cursor returns to EMPL. ID #.

   To delete more employee records, return to Step 2. Press (F1) to quit deleting employee records.

4. DISPLAY NEXT SCREEN? (Y/N)

   Press (Y) to display the next section of this employee record.

   Press (N) if you do not wish to see the next section of this employee record, and continue with Step 5.

5. DISPLAY NEXT RECORD? Y/N

   Press (Y) to examine the next employee record. The next employee record appears. When there are no more employee records to be displayed, END OF RECORDS appears at the bottom of the screen. The screen then clears, and the cursor returns to ENTER SELECTION.

   Press (N) if you do not want to examine the next employee record. The cursor returns to ENTER SELECTION.

Demographics

Use

Use the Demographics section of the screen to:

- Record the social security number and name of an employee
- Record various demographic information about an employee, such as address; phone number; birth date; dates concerning hiring, review, raise, and termination; and other information
- Display, without changing, any demographic information already on file for an employee

Instructions

After you enter an employee I.D. number, these lines are added to the center of the screen:

```
---------- D E M O G R A P H I C S ----------
ADDRESS............................
CITY-STATE-ZIP.................                    - -
PHONE NUMBER................
BIRTH DATE........................ /  /     HIRE DATE..................... /  /
LAST REVIEW..................... /  /     LAST RAISE................... /  /
TERM. DATE........................ /  /     JOB POSITION................
MARITAL STATUS..............(S/M)     SEX (M/F)........................
ETHNIC RACE.....................        W/COMP CLASS.............
WORK CITY.........................      WORK STATE.................
```

Press (F1) to return to ENTER SELECTION.

1. SOC. SEC. #

   Enter the employee's social security number, including hyphens.

2. NAME

   Enter the employee's name, using up to 30 characters. Type the last name, a comma, a space, the first name, a space, and the middle name or initial. Press ENTER.

   Entering names in this order sets up customized reports (defined in the Report Formatter option) alphabetically by last name (if you specified the report to print in order of employee name). This technique also assures that employee names print in the correct order (first name, middle initial, last name) on paychecks.

3. ADDRESS

   Enter the employee's street address using up to 25 characters.

4. CITY-STATE-ZIP

   Enter the employee's city of residence using up to 20 characters. Next, enter a two-letter state abbreviation. Finally, enter the employee's zip code using up to 10 characters.

5. PHONE NUMBER

   Use up to 12 characters to enter the employee's home phone number, including the area code and any hyphens in the number.

6. BIRTH DATE

   Enter the employee's birth date using two characters each for the month, day, and year.

7. HIRE DATE

   Enter the date on which the employee was hired.

8. LAST REVIEW

   Enter the date on which the employee was last reviewed for job performance.

9. LAST RAISE

   Enter the date on which the employee last received a salary raise.

10. TERM. DATE

   Enter the date upon which the employee terminated employment. If the employee has not terminated, press (ENTER) to skip this line.

11. JOB POSITION

   Press a number key, 1-9, for the job position of this employee. Job positions were defined earlier, using the Employee Categories selection. See "Employee Categories," in this section, for an explanation of job positions.

12. MARITAL STATUS (S/M)

   Press (S) if the employee is single, separated, divorced, or widowed. Press (M) if the employee is married.

13. SEX (M/F)

   Press (M) if the employee is male or (F) if the employee is female.

14. ETHNIC RACE

   Press a number key, 1-5, for the ethnic race of this employee. Ethnic races were defined earlier, using the Employee Categories selection. See "Employee Categories," in this section, for an explanation of ethnic race categories.

15. W/COMP CLASS

   Press a number key, 1-5, for the workers compensation classification of this employee. Workers compensation categories were defined earlier, using the Employee Categories selection. See "Employee Categories," in this section, for an explanation of workers compensation categories.

16. WORK CITY

Enter the city in which the employee works using up to 10 characters.

17. WORK STATE

Enter a two-letter abbreviation for the state in which the employee works. This abbreviation must be identical to one of the three codes you defined in System Definition. Blank spaces are not accepted.

If you are adding or changing an employee record, continue with the next section, "Pay Status."

Pay Status

Use

Use the Pay Status screen to:

- Record an employee as active or inactive on the payroll
- Record whether the employee receives and reports tips
- Record the frequency at which the employee is paid
- Record tax information, such as the tax code under which the employee's taxes are calculated, the number of exemptions and dependents claimed, any adjustments to taxes deducted from the employee's wages, and any exemptions from FICA, FUI, SUI, or other taxes
- Display, without changing, any pay status information already on file for an employee

Instructions

After you complete the Demographics information for an employee, the center section of the screen changes to display:

```
------------------------------- P A Y   S T A T U S -------------------------------
   STATUS (A/I).    TIPS (Y/N)..      PAY FREQUENCY..000
                    FEDERAL      STATE      CITY      EIC
TAX CODE.........
#-EXEMP..........   00                                ******
#-DEPND..........   ******                            ******
$-ADJUST.........   ******                            ******
$-CREDIT.........   ******                            ******
%-CREDIT.........   ******                            ******
EXTRA TAX........                                     ******
  EXEMPT FROM   FICA..   FUI..   SUI..   OTHER..
```

Press (F1) if you wish to return to the Demographics section of the employee record.

1. STATUS (A/I)

   Press (A) if this employee is on the active payroll. Press (I) if the employee is inactive (such as terminated or on leave of absence).

2. TIPS (Y/N)

   Press (Y) if the employee receives and reports tips, or press (N) or (ENTER) if the employee does not receive tips.

3. PAY FREQUENCY

   Enter the number of times per year that the employee is paid.

4. TAX CODE (under FEDERAL column)

   Enter the three-character federal tax code for this employee. Federal tax codes were defined earlier, using the Tax Codes and Tables option. Press (ENTER) if this employee does not pay federal withholding tax, and go to Step 7.

5. #-EXEMP

   Enter the number of exemptions claimed by this employee for federal tax withholding using either one or two characters.

6. EXTRA TAX

   Enter the dollar amount of any extra money the employee wishes to have deducted from wages for federal withholding. If the employee does not want extra money withheld, press (ENTER) to bypass this line.

7. TAX CODE (under STATE column)

   Enter the three-character state tax code applicable to this employee. State tax codes were defined earlier, using the Tax Codes and Tables option.

   Press (ENTER) if there is no state tax. Go to Step 14.

8. #-EXEMP

   Enter the number of exemptions claimed by this employee for state tax withholding.

9. #-DEPND

   Enter the number of dependents if this state uses a different calculation rate for dependents. Otherwise, press (ENTER) to bypass this line.

10. $-ADJUST

    Enter the dollar amount to add to or subtract from this employee's taxable wages for determining tax table income, or press (ENTER) to bypass this line. If you enter an amount to subtract from an employee's income, enter the amount plus a minus sign ((−)).

11. $-CREDIT

    Enter the dollar amount to subtract from this employee's calculated state tax for tax credit. Press (ENTER) to bypass this line.

12. %-CREDIT

This line lets you enter a further tax adjustment after $-CREDIT has been subtracted from the calculated state tax or in place of $-CREDIT. Enter the percentage rate of tax credit to be subtracted from the calculated state tax. Press (ENTER) to bypass this line.

13. EXTRA TAX

Enter the dollar amount of any extra money the employee wishes to have deducted from wages for state withholding per pay period. If the employee does not want extra money withheld, press (ENTER) to bypass this line.

14. TAX CODE (under CITY column)

Enter the three-character city tax code for this employee. City tax codes were defined earlier, using the Tax Codes and Tables option.

Press (ENTER) if there is no city tax. Go to Step 21.

15. #-EXEMP

Enter the number of exemptions claimed by this employee for city tax withholding.

16. #-DEPND

Enter the number of dependents if this city uses a different calculation rate for dependents. Otherwise, press (ENTER) to bypass this line.

17. $-ADJUST

Enter the dollar amount to subtract from this employee's taxable wages for determining tax table income, or press (ENTER) to bypass this line.

18. $-CREDIT

Enter the dollar amount to subtract from this employee's calculated city tax for tax credit, or press (ENTER) to bypass this line.

19. %-CREDIT

This line allows you to enter a further tax adjustment after $-CREDIT has been subtracted from the calculated city tax. Enter the percentage rate of tax credit to be subtracted from the calculated city tax. Press (ENTER) if you wish to bypass this line.

20. EXTRA TAX

Enter the dollar amount of any extra money the employee wishes to have deducted from wages for city withholding. If the employee does not want extra money withheld, press (ENTER) to bypass this line.

21. TAX CODE (under EIC column)

Enter the EIC code if this employee has filed for advanced earned income credit. EIC codes were defined earlier, using the Tax Codes and Tables option.

If the employee has not filed for advanced earned income credit, press (ENTER) to bypass this line.

22. EXEMPT FROM FICA

Press (Y) if this employee is exempt from FICA. Press (N) or (ENTER) if the employee is not exempt.

23. FUI

Press (Y) if this employee is exempt from federal unemployment insurance. Press (N) or (ENTER) if the employee is not exempt.

24. SUI

Press (Y) if this employee is exempt from state unemployment insurance. Press (N) or (ENTER) if the employee is not exempt.

25. OTHER

Press (Y) if this employee is exempt from other state tax. Press (N) or (ENTER) if the employee is not exempt.

Continue with the next section, "Earnings/Deductions."

Earnings/ Deductions

Use

Use the Earnings/Deductions section of the employee record to:

- Record or change Earnings and Deductions for an employee
- Display, without changing, any Earnings and Deductions already on file for an employee

Notes

Any taxes you entered in the Pay Status section of the employee record are shown on the screen as Deductions. You may not change them in this section — return to the Pay Status section to change any tax information in an employee record.

You may delete an Earning/Deduction category from an employee record (by using the space bar) only if it has not been used during the payroll year. If the category has been used, the rate may be changed, but the category cannot be deleted.

If an Earning or Deduction that you apply to an employee is defined as an "input" type (an earning or deduction whose dollar amount is entered during payroll calculation), enter only the Earning/Deduction code and frequency cycle. Remaining information is entered during normal payroll processing in time card entry.

When you enter the frequency cycle for an Earning/Deduction, only the frequency you specify is used both in time card entry and in actual payroll calculation.

If you set up an employee Earning as a "percentage" type, Payroll considers all earnings defined before the percentage entry as valid wages. Any percentage-type earnings should be positioned as the last Earning entry on the screen.

Instructions

After you complete the Pay Status section of the employee record, the center section of the screen changes to display:

```
---- E A R N I N G S ------ D E D U C T I O N S ---
1.                          1.
2.                          2.
3.                          3.
4.                          4.
5.                          5.
6.                          6.
7.                          7.
8.                          8.
9.                          9.

                 ENTER E/D CODE
```

Also displayed are all taxes you entered in the Pay Status section of the employee record.

Press F1 if you wish to return to the Pay Status section of the employee record.

1. ENTER E/D CODE

   The cursor is at Line 1 in the EARNINGS column. Enter a two-character Earnings code that applies to this employee. Earnings were defined earlier, using the Earnings and Deductions option.

2. ENTER AMOUNT
   ENTER PERCENTAGE
   ENTER HOURLY RATE

   The bottom of the screen displays one of the above messages, depending upon the Earnings code you entered in Step 1.

   Enter the correct amount or percentage.

3. ENTER MAXIMUM LIMIT

   This message appears at the bottom of the screen only if the earning you specified has a maximum limit. If the earning has a maximum limit, enter its dollar amount.

4. ENTER FREQUENCY CYCLE

   A frequency cycle is assigned a code, 1-9, to specify that this earning is applied to an employee "x" times per year.

   Enter the frequency cycle, 1-9, as determined during conversion, to specify that this employee will have this particular earning applied "x" times per year.

   For instance, if this earning is an employee bonus, to be given the employee once per year, and you decided that the frequency cycle code of "4" should mean "once per year," enter **4** in this line.

   After you enter a frequency cycle, continue entering any earnings by returning to Step 1. You may enter up to nine earnings for each employee. If you do not use all nine available lines for Earnings, press **ENTER** until the cursor moves to the DEDUCTIONS column.

5. ENTER E/D CODE

   The cursor is at the first available line in the DEDUCTIONS column. Enter a two-character deduction code that applies to this employee, other than the deductions already displayed. Deduction codes were defined earlier, using the Earnings and Deductions option.

6. ENTER AMOUNT
ENTER PERCENTAGE
ENTER HOURLY RATE

One of the above messages is displayed at the bottom of the screen, depending upon the deduction code you entered in Step 5.

Enter the correct amount or percentage.

7. ENTER MAXIMUM LIMIT

This message appears at the bottom of the screen only if the deduction you specified has a maximum limit. If the deduction has a maximum limit, enter its dollar amount.

8. ENTER FREQUENCY CYCLE

This message appears at the bottom of the screen. A frequency cycle is applied to deductions as well as to earnings to specify that the deduction is taken "x" times per year.

Enter a frequency cycle code, 1-9, as determined during conversion, to specify that this employee will have this particular deduction applied "x" times per year.

For instance, if this deduction is an employee contribution to a charity, to be applied once per month, and you decided that the frequency cycle code of "2" means "once per month," enter **2** in this line.

When all earnings and deductions are added or changed, the bottom of the screen shows RECORD ADDED or RECORD CHANGED. To add or change more records, return to Step 2 in the introductory instructions for "Employee Maintenance."

EMPLOYEE HISTORY

Use

Use the EMPLOYEE HISTORY option to:

- Record or change all amounts earned or deducted in each Earning/Deduction category during the current pay period, current quarter, or current year, for each employee
- Display, without changing, historical Earning/Deduction amounts for each employee

Notes

EMPLOYEE HISTORY consists of three screens: one for entering current Earning/Deduction amounts for an employee, one for entering quarterly Earning/Deduction amounts, and one for entering yearly Earning/Deduction amounts.

When you are inquiring about historical information, the DISPLAY NEXT SCREEN? and DISPLAY NEXT RECORD? questions appear at the bottom of the screen in each of the three sections of the record (Current History, Quarter History, and Year History). Follow the instructions below in Steps 3 and 4 each time you see either of these questions.

Historical information cannot be changed once a payroll has been processed.

V REFERENCE

Instructions

Press (9) for EMPLOYEE HISTORY at the System Setup/Maintenance Menu. Your screen shows:

```
                E M P L O Y E E   H I S T O R Y
        EMPL. ID #..          SOC. SEC. #..
        NAME.......
    -----------------------------------------------------------------





      ENTER SELECTION.._  (C=CHANGE, I=INQUIRE)
```

1. ENTER SELECTION

   Press (C) to record or change historical Earning/Deduction information for an employee.

   Press (I) to display, without changing, historical Earning/Deduction information.

   Press (F1) to return to the System Setup/Maintenance Menu.

2. EMPL. ID #

   If you are recording or changing historical information, enter the two-character employee I.D. number. VERIFYING EMPLOYEE RECORD appears along with the name and social security number of the employee, after which the Current History section of the record is displayed. See the next section, "Current History."

   If you are inquiring about historical information, enter the two-character employee I.D. number. VERIFYING EMPLOYEE RECORD appears with the employee's name and social security number, after which the Current History section of the record is displayed.

3. DISPLAY NEXT SCREEN? (Y/N)

   Press (Y) to see the next section of the historical record.

   Press (N) if you do not wish to see the next section of the record. Continue with Step 4.

4. DISPLAY NEXT RECORD? Y/N

   Press (Y) to examine the historical information in the next employee record. The Current History section of the next record appears. When there are no more historical records to be displayed, END OF RECORDS appears at the bottom of the screen. The screen then clears, and the cursor returns to ENTER SELECTION.

   Press (N) if you do not wish to see the next record. The cursor returns to ENTER SELECTION.

Current History

Use

Use the Current History section of the record to:

- Change or review Earning/Deduction amounts in the current pay period for an employee

Instructions

After you enter an employee I.D. number, these lines are added to the center of the screen:

```
------------------------- C U R R E N T   H I S T O R Y -------------------------
EARNING #1                  DEDUCTION #1    FEDWG
EARNING #2                  DEDUCTION #2    STWG
EARNING #3                  DEDUCTION #3    CTYWG
EARNING #4                  DEDUCTION #4    FICAW
EARNING #5                  DEDUCTION #5    CFICA
EARNING #6                  DEDUCTION #6    FUIWG
EARNING #7                  DEDUCTION #7    SUIWG
EARNING #8                  DEDUCTION #8    WCOMP
EARNING #9                  DEDUCTION #9    OTHER

                   ENTER TOTAL DOLLARS
```

Press F1 if you wish to clear the screen and return the cursor to ENTER SELECTION.

The above screen shows EARNING #1, DEDUCTION #1, EARNING #2, and so on. The actual titles you should see are the Earnings and Deductions you applied to this employee when you used the Employee Maintenance option.

FEDWG is the amount of wages taxable by the federal government.

STWG is the amount of wages taxable by the state.

CTYWG is the amount of wages taxable by the city.

FICAW is the amount of wages subject to FICA deduction for this employee.

CFICA is the amount of wages for this employee upon which your company's FICA contribution is based.

FUIWG is the amount of wages subject to Federal Unemployment Insurance for this employee.

SUIWG is the amount of wages subject to State Unemployment Insurance for this employee.

WCOMP is the number of hours or amount of wages for this employee upon which your company's workers compensation liability is calculated.

OTHER is the number of hours or amount of wages subject to other state taxes for this employee.

1. ENTER TOTAL DOLLARS

   For each Earning/Deduction displayed, enter the total dollar amount earned or deducted for this employee for the current pay period. Press (ENTER) to bypass a line if it requires no changes. If there is no entry for a line, pressing (ENTER) tells the system to record 0 for the amount in that line.

2. ENTER TOTAL HOURS

   This message appears each time you enter an amount for an Earning displayed. If you want to enter a specific number of hours, type the number of hours worked and press (ENTER). Entering hours is used in situations such as workers compensation categories based upon the number of hours worked.

   After you enter an amount for OTHER (or bypass the line), the Quarter History section of the record is displayed. Go to the next section, "Quarter History."

Quarter History

Use

Use the Quarter History section of the record to:

- Change or review Earning/Deduction amounts in the current quarter for an employee

Instructions

After you enter an amount in the OTHER line of the Current History section of the record, the center section of the screen changes to display:

```
---------QUARTER HISTORY----------
EARNING #1               DEDUCTION #1    FEDWG
EARNING #2               DEDUCTION #2    STWG
EARNING #3               DEDUCTION #3    CTYWG
EARNING #4               DEDUCTION #4    FICAW
EARNING #5               DEDUCTION #5    CFICA
EARNING #6               DEDUCTION #6    FUIWG
EARNING #7               DEDUCTION #7    SUIWG
EARNING #8               DEDUCTION #8    WCOMP
EARNING #9               DEDUCTION #9    OTHER

                ENTER TOTAL DOLLARS
```

Press F1 if you wish to return to the Current History section of the record.

The above screen shows EARNING #1, DEDUCTION #1, EARNING #2, and so on. The actual titles you should see are the Earnings and Deductions you applied to this employee when you used the Employee Maintenance option.

FEDWG is the amount of wages taxable by the federal government.

STWG is the amount of wages taxable by the state.

CTYWG is the amount of wages taxable by the city.

FICAW is the amount of wages subject to FICA deduction for this employee.

CFICA is the amount of wages for this employee upon which your company's FICA contribution is based.

FUIWG is the amount of wages subject to Federal Unemployment Insurance for this employee.

SUIWG is the amount of wages subject to State Unemployment Insurance for this employee.

WCOMP is the number of hours or amount of wages for this employee upon which your company's workers compensation liability is calculated.

OTHER is the number of hours or amount of wages subject to other state taxes for this employee.

1. ENTER TOTAL DOLLARS

   For each Earning/Deduction displayed, enter the total dollar amount earned or deducted for this employee during the current quarter. Press (ENTER) to bypass a line if it requires no changes. If there is no entry for a line, pressing (ENTER) tells the system to record 0 for the amount in that line.

2. ENTER TOTAL HOURS

   This message appears each time you enter an amount for an Earning. If you want to enter a specific number of hours, type the number of hours worked and press (ENTER). Entering hours is used in situations such as workers compensation categories based upon the number of hours worked.

   After you enter an amount for OTHER (or bypass the line), the Year History section of the record is displayed. Go to the next section, "Year History."

Year History

Use

Use the Year History section of the record to:

- Change or review Earning/Deduction amounts in the current year for an employee

Instructions

After you enter an amount in the OTHER line of the Quarter History section of the record, the center section of the screen changes to display:

```
----------  YEAR  HISTORY  ----------
EARNING #1              DEDUCTION #1    FEDWG
EARNING #2              DEDUCTION #2    STWG
EARNING #3              DEDUCTION #3    CTYWG
EARNING #4              DEDUCTION #4    FICAW
EARNING #5              DEDUCTION #5    CFICA
EARNING #6              DEDUCTION #6    FUIWG
EARNING #7              DEDUCTION #7    SUIWG
EARNING #8              DEDUCTION #8    WCOMP
EARNING #9              DEDUCTION #9    OTHER

                ENTER TOTAL DOLLARS
```

Press F1 if you wish to return to the Quarter History section of the record.

The above screen shows EARNING #1, DEDUCTION #1, EARNING #2, and so on. The actual titles you should see are the Earnings and Deductions you applied to this employee when you used the Employee Maintenance option.

FEDWG is the amount of wages taxable by the federal government.

STWG is the amount of wages taxable by the state.

CTYWG is the amount of wages taxable by the city.

FICAW is the amount of wages subject to FICA deduction for this employee.

CFICA is the amount of wages for this employee upon which your company's FICA contribution is based.

FUIWG is the amount of wages subject to Federal Unemployment Insurance for this employee.

SUIWG is the amount of wages subject to State Unemployment Insurance for this employee.

WCOMP is the number of hours or amount of wages for this employee upon which your company's workers compensation liability is calculated.

OTHER is the number of hours or amount of wages subject to other state taxes for this employee.

1. ENTER TOTAL DOLLARS

   For each Earning/Deduction displayed, enter the total dollar amount earned or deducted for this employee during the current year. Press ENTER to bypass a line if it requires no changes. If there is no entry for a line, pressing ENTER tells the system to record 0 for the amount in that line.

2. ENTER TOTAL HOURS

   This message appears each time you enter an amount for an Earning displayed. If you want to enter a specific number of hours, type the number of hours worked and press ENTER. Entering hours is used in situations such as workers compensation categories based upon the number of hours worked.

   If you are entering or changing historical information, the bottom of the screen displays RECORD CHANGED after you enter an amount for OTHER (or bypass the line). The screen then clears, and the cursor returns to EMPL. ID #.

   To record or change historical information for another employee, type the employee's I.D. number, and return to the section entitled "Current History."

   Press F1 to quit recording or changing historical information for employees.

PAYROLL MAIN MENU

Use

Use the Main Menu to access all functions needed for your normal payroll processing and to run payroll reports for your company.

Instructions

To display the Main Menu after turning on the computer, follow the instructions under "Loading Payroll, Regular Use," in the Overview of this section. The screen shows:

```
                 P A Y R O L L
                M A I N   M E N U

             1.  PAYROLL PROCESSING

             2.  PAYROLL REPORTS

             3.  PERIOD SUMMARY



             ENTER SELECTION.._
```

1. ENTER SELECTION

   To run Payroll, press the number key corresponding to the selection you want.

   Press F1 if you wish to return to TRSDOS Ready.

PAYROLL PROCESSING MENU

Use

Use the Payroll Processing Menu to:

- Record an employee's actual hours and wages for this pay period
- Run a time card register, showing time card entries for all employees being paid this pay period
- Calculate the actual amount to pay each employee being paid this pay period
- Enter manual checks for any employee at any time
- Print an earnings register, showing the exact amount each employee is paid and the total amount of each employee's earnings and deductions
- Print paychecks
- Update all payroll records for posting to Payroll's internal ledger or to General Ledger if you are using an integrated system
- Print a posting recap of all entries for this pay period in the ledger

Notes

Before you begin payroll processing for a pay period, you should print a time card worksheet using the Payroll Reports Menu. After you complete the time card worksheet, use the Payroll Processing Menu to process payroll for your employees. For information on printing a worksheet, see "Time Card Worksheet."

V REFERENCE

The Payroll Processing Menu selections must be chosen in the order in which they appear on the screen when you process a payroll. Begin with the first selection, TIME CARD ENTRY, and use the selections in order, one by one, until you have completed the last selection, PAYROLL UPDATE.

Instructions

Press (1) for PAYROLL PROCESSING at the Main Menu. Your screen shows:

```
P A Y R O L L   P R O C E S S I N G

   1.  TIME CARD ENTRY
   2.  TIME CARD REGISTER
   3.  PAYROLL CALCULATION
   4.  MANUAL CHECK ENTRY
   5.  EARNINGS REGISTER
   6.  CHECK PRINT
   7.  PAYROLL UPDATE




   ENTER SELECTION.._
```

1. ENTER SELECTION

   Press (1) to record employee hours and wages for this pay period.

   Press (2) to print a register of all time card entries.

   Press (3) to calculate amounts to pay each employee.

   Press (4) to enter manual checks.

   Press (5) to print a register showing each employee's total earnings, deductions, and pay amount.

Press (6) to print paychecks.

Press (7) to update payroll records and post to the general ledger.

Press (F1) to return to the Main Menu.

Time Card Entry

Use

Use the Time Card Entry option to:

- Specify the employees to be paid, based upon the frequency rate you assigned each employee during System Setup/Maintenance

- Record, change, delete, or display all earnings and deductions for employees having hourly rates of pay or specified as "input" types during System Setup/Maintenance

Notes

If you have already created time cards, you may add to the list of pay and earning/deduction frequencies. However, you cannot change the frequencies you have already entered. To reset these frequencies, you should complete the existing pay cycle through PAYROLL UPDATE (option 7 on the Payroll Processing Menu) or choose the manual mode of Time Card Entry and delete all existing time cards.

You are not required to enter the number of hours worked for fixed amount earnings. However, if you enter no hours, your Payroll Performance Report will not accurately reflect the actual number of hours worked by employees with fixed amount salaries or other fixed amount earnings.

Instructions

Press (1) at the Payroll Processing Menu for TIME CARD ENTRY. Your screen shows:

READING VALID E/D CODES..

after which the following is displayed:

```
                T I M E   C A R D   E N T R Y

MANUAL OR AUTO TIME CARD ENTRY? (A/M)...

ENTER PAY FREQUENCIES OF EMPLOYEES TO BE PAID
        1.    2.    3.    4.    5.

ENTER E/D FREQUENCIES TO BE USED
        1.    2.    3.    4.    5.
```

1. MANUAL OR AUTO TIME CARD ENTRY? (A/M)

   Manual time card entry lets you display the time card for any employee and create, change, delete, or inquire about the employee's time card. Press (M) to activate the manual mode of Time Card Entry.

   Automatic time card entry makes Payroll search for and display time cards for employees to be paid this pay period. You can then enter appropriate information for the displayed employee's time card. Press (A) to activate the automatic mode of Time Card Entry.

   If you decide not to proceed with Time Card Entry, press (F1) to return to the Payroll Processing Menu.

2. ENTER PAY FREQUENCIES OF EMPLOYEES TO BE PAID

   This prompt lets you specify which employees are to be paid this period. You assigned each employee a pay frequency (the number of times per year the employee is paid) during System Setup/Maintenance. Type up to five different pay frequencies for processing this period, pressing (ENTER) after each entry. If you do not use all five available entry spaces, type **0** (ENTER) to move to the next line on the screen.

3. ENTER E/D FREQUENCIES TO BE USED

   This prompt lets you specify which earnings and deductions should apply to this period's processing. You assigned each employee's earnings and deductions certain frequency codes (representing the number of times per year the earning/deduction is applied) during Employee Maintenance in System Setup/Maintenance. Type up to five earning/deduction frequency codes for processing this period, pressing (ENTER) after each entry.

   If you do not use all five available spaces, type **0** (ENTER) to see the next prompt.

4. ANY CHANGES? (Y/N)

   If any changes are needed in either pay or earning/deduction frequencies, press (Y) and return to Step 2.

   Press (N) if no changes are needed.

Automatic Time Card Entry

Use

Use the automatic mode of Time Card Entry to:

- Make Payroll search for and display time cards for all employees with the pay frequencies you specified for processing this period

- Enter any time card information necessary for Payroll to correctly calculate amounts of earnings and deductions for each displayed time card

Instructions

If the first pay frequency you entered was not 0, you activated the automatic mode of Time Card Entry. After you press (N) at ANY CHANGES? (Y/N), the screen shows:

```
                    T I M E   C A R D   E N T R Y
     EMPL. ID #..    EMPL. NAME..
                  PAY PERIOD ENDING DATE    /  /
     ------- E A R N I N G S -------------- D E D U C T I O N S ----
     01.                          10.
     02.                          11.
     03.                          12.
     04.                          13.
     05.                          14.
     06.                          15.
     07.                          16.
     08.                          17.
     09.                          18.
          E/D NUMBER......    EXCEPTION AMOUNT..
```

Also displayed is the employee I.D. number and name of the first employee to be paid, as well as the date you entered when you turned on the computer. The earnings and deductions for this employee are listed on the screen. If an earning or deduction does not apply to a particular employee, N/A appears beside that earning/deduction.

1. PAY PERIOD ENDING DATE

   Type the date on which the pay period being processed ended. If all information on the screen is correct as is, press (F2) after typing the pay period ending date, and go to Step 3.

V REFERENCE

If an earning or deduction that requires entering the number of hours to be credited or deducted appears (an earning or deduction that was defined as an "hourly" or "input" type), press ENTER after typing the pay period ending date, and continue with Step 2.

2. ENTER NUMBER OF HOURS
ENTER DOLLAR AMOUNT

One of these prompts appears at the bottom of the screen, and the cursor moves to this employee's first earning/deduction needing completion. Enter the number of hours or dollars to be credited to or deducted from this employee's pay for this earning/deduction.

An earning or deduction defined as a "fixed amount" type needs neither the number of hours nor the dollar amount. Payroll automatically calculates fixed amount earnings/deductions. However, if you are keeping track of hours for other purposes, you may enter a number of hours for any earning.

The cursor moves to the next earning or deduction requiring an entry. Continue entering the number of hours or dollar amount for each earning or deduction. When no more entries are necessary, the cursor moves to the next prompt.

3. E/D NUMBER . . . . .

The bottom of the screen displays:

PRESS ENTER IF NO EXCEPTION AMOUNTS

You can override Payroll's normal calculation of any earning or deduction for this employee. If you wish to enter a specific dollar amount for an earning or deduction instead of having Payroll calculate the amount normally, enter the number of the line on which the exceptional earning or deduction appears. You cannot enter exceptions for earnings/deductions that have N/A displayed with them.

If there are no exceptions to normal payroll calculation of earnings and deductions for this employee, press ENTER, and go to Step 5.

4. EXCEPTION AMOUNT . .

The cursor moves to this prompt, and the bottom of the screen displays:

ENTER DOLLAR AMOUNT

Enter the dollar amount of the earning/deduction you specified as an exception. The amount appears beside the earning/deduction, with an E to note that it is an "exception." The exception amount you enter here applies only to this pay period.

To enter another earning/deduction exception, return to Step 3. Press (ENTER) to stop entering exceptions.

5. ANY CHANGES? (Y/N)

You can change entries on this employee's time card by pressing (Y) to answer this question. The cursor moves to the PAY PERIOD ENDING DATE line. Press (ENTER) to skip lines needing no changes. To change any information previously entered, type the new information over the old, and press (ENTER).

Exceptions are changed by entering the line number for the exceptional earning/deduction and then typing the new exception amount (or **0** to erase the exception).

If no changes are needed in this employee's time card entry, press (N). RECORD ADDED appears at the bottom of the screen, and the time card for the next employee to be paid appears. Return to Step 1 to continue entering time cards for employees.

After you have entered the necessary information for all employees to be paid this pay period, you enter the manual mode of Time Card Entry. See the following section for instructions on manual time card entry.

Manual Time Card Entry

Use

Use the manual mode of Time Card Entry to:

- Enter time cards for any employees who are not normally paid this pay period but who should receive a check for another reason
- Change information on an existing time card
- Delete an existing time card
- Display, but not change, an existing time card

Instructions

If the first pay frequency you entered was Ø or if you finish using the automatic mode of Time Card Entry, the manual mode is activated. Your screen shows:

```
                    T I M E   C A R D   E N T R Y
EMPL. ID #..    EMPL. NAME..
                PAY PERIOD ENDING DATE   / /
------- E A R N I N G S --------------- D E D U C T I O N S ----
Ø1.                         1Ø.
Ø2.                         11.
Ø3.                         12.
Ø4.                         13.
Ø5.                         14.
Ø6.                         15.
Ø7.                         16.
Ø8.                         17.
Ø9.                         18.
      E/D NUMBER......    EXCEPTION AMOUNT..

     ENTER SELECTION.._  (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

1. ENTER SELECTION

   Press (A) to create a new time card.

   Press (C) to change an existing time card.

   Press (D) to delete an existing time card.

   Press (I) to display, without changing, an existing time card.

   Press (F1) to return to the Payroll Processing Menu.

2. EMPL. ID #

   If you are adding or changing a time card, enter the identification number of the employee whose time card you want to create or change.

   The screen changes to display the employee's name and identification number, as well as the date you entered when you turned on the computer. The earnings and deductions for this employee are listed on the screen. If an earning or deduction does not apply to this employee, N/A appears beside that earning/deduction. Continue with Step 2.

   If you are deleting a time card, enter the employee identification number of the employee whose time card you want to delete, and go to Step 8.

   If you are inquiring about a time card, enter the employee identification number of the employee whose time card you want to display, and go to Step 9.

3. PAY PERIOD ENDING DATE

   Type the date on which the pay period being processed ended. If all information on the screen is correct as is, press (F2) after typing the pay period ending date, and go to Step 5.

   If an earning or deduction that requires entering the number of hours to be credited or deducted appears, press (ENTER) after typing the pay period ending date, and continue with Step 4.

4. ENTER NUMBER OF HOURS
   ENTER DOLLAR AMOUNT

   One of these prompts appears at the bottom of the screen, and the cursor moves to this employee's first earning/deduction needing completion. Enter the number of hours or dollars to be credited to or deducted from this employee's pay for this earning/deduction.

   An earning or deduction defined as a "fixed amount" type needs no entry for hours or dollar amount. Payroll automatically calculates fixed earnings/deductions. However, to keep track of hours for other purposes, you may enter a number of hours for any fixed earning.

   The cursor moves to the next earning or deduction needing an entry. Continue entering the number of hours or dollar amounts for each earning or deduction. When no more entries are necessary, the cursor moves to the next prompt.

5. E/D NUMBER

   The bottom of the screen displays:

   PRESS ENTER IF NO EXCEPTION AMOUNTS

   You can override Payroll's normal calculation of any earning or deduction for this employee. If you wish to enter a specific dollar amount for an earning or deduction instead of having Payroll calculate the amount normally, enter the number of the line on which the exceptional earning or deduction appears. You cannot enter an exception for an earning/deduction that has N/A displayed with it.

   If there are no exceptions to normal payroll calculation of earnings and deductions for this employee, press **ENTER**, and go to Step 7.

6. EXCEPTION AMOUNT . .

   The cursor moves to this prompt, and the bottom of the screen displays:

   ENTER DOLLAR AMOUNT

   Enter the dollar amount of the earning/deduction you specified as an exception. The amount appears beside the earning/deduction, with an E to note that it is an "exception." The exception amount you enter here applies only to this pay period.

To enter another earning/deduction exception, return to Step 5. Press ENTER to stop entering exceptions.

7. ANY CHANGES? (Y/N)

To change any entries on this employee's time card, press Y. The cursor moves to the PAY PERIOD ENDING DATE line. Press ENTER to skip lines needing no changes. To change any information already entered, type the new information over the old, and press ENTER.

Exceptions are changed by entering the line number for the exceptional earning/deduction and then typing the new exception amount (or **0** to erase the exception).

If the information on the screen is correct, press N. RECORD ADDED or RECORD CHANGED appears at the bottom of the screen, and the cursor returns to EMPL. ID #. Return to Step 2 to continue adding or changing time cards.

To quit adding or changing time cards, press F1.

8. DELETE THIS RECORD? Y/N

The time card of the employee you requested appears on the screen. Press Y to delete this time card. The time card is deleted, and the bottom of the screen displays RECORD DELETED, after which the screen is cleared. The cursor returns to EMPL. ID #.

If you do not wish to delete this time card, press N. The screen clears, and the cursor returns to EMPL. ID #.

To delete more time cards, go to Step 2. Press F1 to stop deleting time cards.

9. DISPLAY NEXT RECORD? Y/N

   The time card for the employee you requested is displayed. To display the next employee's time card, press Y, and go to Step 2.

   To quit displaying time cards, press N.

Time Card Register

Use

Use the Time Card Register option to:

- Print a register showing all entries you made in Time Card Entry
- Check your entries against the Time Card Worksheet you completed before using Time Card Entry

Notes

The Time Card Register shows only the entries you made in Time Card Entry, not calculated amounts of earnings and deductions. You should use it only to check the information in the computer against the information you filled in on the Time Card Worksheet.

If information on the Time Card Worksheet does not match information printed on the Time Card Register, return to Time Card Entry. Correct any discrepancies between the two, using the manual mode of Time Card Entry.

The Time Card Register requires that you use at least 132-column paper for printing or that you use the condensed printing option in System Setup/Maintenance.

A sample Time Card Register may be found in Appendix D.

Instructions

Press (2) at the Payroll Processing Menu for TIME CARD REGISTER. Your screen shows:

READING VALID E/D CODES . .

Next, the screen changes to display:

```
                T I M E   C A R D   R E G I S T E R




                     PRINTER READY?(Y/N) _
```

1. PRINTER READY? (Y/N)

   To print the Time Card Register, first make sure that your printer is properly connected to the computer and that it is on-line. The print head should align with the perforation at the top of the paper. Press (Y).

   The Time Card Register prints, after which the Payroll Processing Menu is displayed.

   Press (N) if your printer is not ready or if you do not want to print the Time Card Register. The Payroll Processing Menu is displayed.

To cancel printing in the midst of the Time Card Register, hold down F1 until printing stops. The screen shows:

```
PRINTING ABORTED
```

Next, the Payroll Processing Menu is displayed.

Payroll Calculation

Use

Use the Payroll Calculation option to:

- Calculate paychecks for each employee that has an active time card

- Print an Earnings Register showing the exact amount each employee is paid as well as all earning and deduction amounts for each employee

Notes

Be sure that you make backups of your Payroll data diskette (and General Ledger data diskette if you are interfaced) before you use this option.

Payroll Calculation should be used only after you are sure that all employees to be paid have existing time cards. Refer to "Time Card Entry" for information on creating time cards.

The Earnings Register that prints at the end of payroll calculations requires that you use at least 80-column paper in your printer.

A sample Earnings Register may be found in Appendix D.

Instructions

Press (3) at the Payroll Processing Menu for PAYROLL CALCULATION. Your screen shows:

```
PAYROLL CALCULATION




CONTINUE? (Y/N) _
```

1. CONTINUE? (Y/N)

   This prompt appears on the screen. Press (Y) to calculate payroll. Continue with Step 2.

   Press (N) if you do not want to calculate payroll. The Payroll Processing Menu is displayed.

2. ENTER CHECK DATE: XX/XX/XX

   XX/XX/XX represents the date you entered when you turned on the computer. Enter the date to appear on the printed checks.

   After you answer this question, the screen shows:

   PROCESSING EMPLOYEE ID . . .XX

   XX represents the employee identification number being processed. Payroll is calculating the amount of each employee's check for this pay period. Processing takes from 15 to 45 seconds per employee.

3. PRESS ENTER TO PRINT REGISTER

This message appears when Payroll has finished calculating employee checks. Make sure that your printer is properly connected and on-line. The print head should be aligned with the perforation on the paper.

When you are ready to print the Earnings Register, press (ENTER). The Earnings Register prints, after which the Payroll Processing Menu is displayed.

For more information on the Earnings Register, see the section of the manual entitled, "Earnings Register."

Manual Check Entry

Use

Use the Manual Check Entry option to:

- Update employee and company records for checks written by hand to an employee
- Change existing manual check entries
- Delete existing manual check entries
- Display, but not change, manual check entries and checks created during Payroll Calculation

Notes

If you enter manual checks and then calculate payroll before updating (posting), manual checks are deleted and are not posted. Make sure to update your records before you calculate payroll when manual checks are involved.

Instructions

Press (4) at the Payroll Processing Menu for MANUAL CHECK ENTRY. Your screen shows:

READING VALID E/D CODES . .

Next, the screen displays:

```
                M A N U A L   C H E C K   E N T R Y

          CK. ID #..    CK. DATE.. / /     PAY PERIOD.. / /

          EMP. ID #.        NAME..

           EARNINGS              DEDUCTIONS

      1.                                          GROSS PAY
      2.                                                $.00
      3.
      4.                                       TOTAL DEDUCTIONS
      5.                                                $.00
      6.
      7.                                           NET PAY
      8.                                                $.00
      9.

                       CHECK NUMBER..


          ENTER SELECTION.._  (A=ADD,C=CHANGE,D=DELETE,I=INQUIRE)
```

1. ENTER SELECTION

   Press (A) to add an entry of a handwritten check to your company's payroll records.

   Press (C) to change an existing entry of a handwritten check.

   Press (D) to delete an existing entry of a handwritten check.

   Press (I) to display, but not change, an existing entry of a handwritten check or a check created during Payroll Calculation.

   Press (F1) to return to the Payroll Processing Menu.

2. CK. ID #

   If you are adding a check, the system automatically displays the next check number available. Payroll keeps an accurate count of all checks and assigns numbers for each check issued. This number may be found on the Earnings Register.

If you are changing a manual check entry, enter the check number you wish to change. Continue with Step 3.

If you are deleting a manual check record, enter the check number you wish to delete. Go to Step 8.

If you are inquiring about a manual check record, enter the check number you wish to display. Go to Step 9.

3. CK. DATE

   Enter the date on which the check was issued.

4. PAY PERIOD

   Enter the ending date of the pay period in which the check belongs (the pay period to which it applies).

   If you are changing a check record, go to Step 6. If you are adding a check record, continue with Step 5.

5. EMP. ID #

   Enter the identification number of the employee to whom the check was written. The employee's name is then displayed, along with all earnings and deductions that apply to the employee.

6. ENTER NUMBER OF HOURS

   This prompt appears at the bottom of the screen, and the cursor moves to the first line in the EARNINGS column. Using the information from the check stub, enter the number of hours to be credited to this earning. If the earning does not apply to the check that was written, press **ENTER** to leave the number of hours blank.

7. ENTER DOLLAR AMOUNT

   After you enter the number of hours or press **ENTER** at the first earning, this prompt appears at the bottom of the screen.

Enter the dollar amount credited to the employee on the check for this earning.

If more earnings are displayed, the cursor appears beside them. Repeat Steps 6 and 7 for any remaining earnings.

After hours and amounts for all earnings have been entered, the cursor moves to the first line of the DEDUCTIONS column. Enter the dollar amount of the first deduction. If no money was withheld for this deduction on the check, press ENTER to leave it blank.

If other deductions are displayed, enter their dollar amounts. After all deduction amounts have been entered, Payroll automatically calculates and displays the GROSS PAY, TOTAL DEDUCTIONS, and NET PAY for the handwritten check.

8. CHECK NUMBER

Type the check number appearing on the manual check issued (up to five digits), and press ENTER.

9. ANY CHANGES? Y/N

Check the time card to make sure that all information is accurate. If corrections are needed, press Y, and make the necessary corrections. If no corrections are needed, press N.

RECORD ADDED appears at the lower left of the screen, after which the screen clears. The cursor returns to CK. ID #. To continue adding or changing manual check entries, return to Step 2.

Press F1 to quit adding or changing manual check entries.

10. DELETE THIS RECORD? Y/N

After you enter the CK. ID #, this prompt appears at the bottom of the screen, and the manual check entry for the specified check is displayed.

Press Y to delete this manual check entry. RECORD DELETED appears at the lower left of the screen, after which the screen clears and the cursor returns to CK. ID #. To delete more manual check entries, return to Step 2. Press F1 to quit deleting manual check entries.

Press (N) if you do not wish to delete this manual check entry. The screen clears, and the cursor returns to CK. ID #. To delete more manual check entries, return to Step 2. Press (F1) to quit deleting manual check entries.

11. DISPLAY NEXT RECORD? Y/N

After you enter the CK. ID #, this prompt appears at the bottom of the screen. The manual check entry for the specified check is displayed.

Press (Y) to display the next check entry. The entry for the next check is displayed. If there are no more check entries to display, END OF RECORDS appears at the bottom of the screen, and the cursor returns to ENTER SELECTION.

Press (N) if you do not wish to display the next check entry. The cursor returns to ENTER SELECTION.

Earnings Register

Use

Use the Earnings Register option to:

- Print a report showing all checks/earnings on file

Notes

The Earnings Register may be printed at any time. You should print an Earnings Register after you enter manual checks, after you print paychecks, or any time information listed on the register might have changed.

Reports are numbered consecutively; however, the Earnings Register you print for a pay period using this option has the same report number as the one printed in Payroll Calculation for the same pay period. This safeguards your reports from possible misuse or alteration.

The Earnings Register requires paper at least 80-columns wide for printing.

A sample Earnings Register may be found in Appendix D.

Instructions

Press (5) at the Payroll Processing Menu for EARNINGS REGISTER. Your screen shows:

```
                 E A R N I N G S   R E G I S T E R




                        CONTINUE? (Y/N) _
```

1. CONTINUE? (Y/N)

   Press (Y) to print the Earnings Register.

   Press (N) to return to the Payroll Processing Menu.

2. PRINTER READY? (Y/N)

   The screen displays READING VALID E/D CODES, after which this prompt appears at the bottom of the screen. To print the Earnings Register, make sure that your printer is properly connected and on-line. The print head should align with the perforation at the top of the paper. Then, press (Y). The Earnings Register prints, after which the Payroll Processing Menu is displayed.

Press (N) if the printer is not ready or if you do not wish to print the Earnings Register. The Payroll Processing Menu is displayed.

To cancel printing while the report is being printed, hold down (F1) until printing stops. The screen shows:

```
PRINTING ABORTED
```

Next, the Payroll Processing Menu is displayed.

Check Print

Use

Use the Check Print option to:

- Print payroll checks for your company's employees
- Reprint single checks or ranges of checks, if necessary

Notes

Review the Earnings Register to make sure that all information and amounts are correct before you print checks.

If, after you print checks, you discover a mistake, return to Time Card Entry and correct the error. Select Payroll Calculation again, and print another Earnings Register. Checks can then be reprinted. Print the Earnings Register one more time — it shows actual pre-printed check numbers as well as the other earnings information.

A sample paycheck may be found in Appendix D.

Instructions

Press (6) at the Payroll Processing Menu for CHECK PRINT. Your screen shows:

```
                P A Y R O L L   C H E C K   P R I N T




                      CONTINUE? (Y/N) _
```

1. CONTINUE? (Y/N)

   Press (Y) to begin preparation for printing checks.

   Press (N) to return to the Payroll Processing Menu.

2. PRINTER READY? (Y/N)

   This prompt appears after the screen displays READING VALID E/D CODES. To print payroll checks, make sure that the printer is loaded with pre-printed checks and is on-line and properly connected. Align the print head with the perforation on the paper. Then, press (Y).

If your printer is not ready or you do not want to print checks, press (N). The Payroll Processing Menu is displayed.

3. PRINT ALIGNMENT CHECK? (Y/N)

   Press (Y) to print a check for alignment purposes. The printer produces a "dummy" check and check stub filled with Xs and 9s. Make sure that all information is printed in the correct position on the check. If it is not, adjust the checks in the printer, and try again. You may print as many alignment checks as you need. When checks are aligned properly, press (N) to see the next prompt.

   If you do not want to print an alignment check, press (N) to see the next prompt.

4. STARTING CHECK ID

   The starting check identification number is shown on the Earnings Register. A check identification number is Payroll's identification number for checks, not the number shown on the first check you are about to print. Enter the first check identification number you wish printed, or press (ENTER) to start printing at the first check listed on the Earnings Register.

5. ENDING CHECK ID

   Enter the ending check identification number you wish printed, or press (ENTER) to print through the last check listed on the Earnings Register.

6. ENTER CHECK STUB MESSAGE

   Enter a message of up to 20 characters to print on each check. If you do not want a message printed on checks, press (ENTER) to skip this line.

7. PREPRINTED CHECK #

   Look at the number printed on the first check loaded in the printer (other than the alignment check), and enter that number when this prompt appears. You may use up to five numbers.

8. ANY CHANGES? (Y/N)

Look over the information you entered in Steps 4 through 7. If any changes are needed, press (Y) and return to Step 4.

Press (N) if the displayed information is correct.

PRINTING CHECK ID NUMBER . . XXX appears on the screen. (XXX represents Payroll's identification number of the check currently being printed.) Checks are then printed.

After all checks have printed, the Payroll Processing Menu is displayed.

Payroll Update

Use

Use the Payroll Update option to:

- Update the employee, company, and earnings/deductions files
- Update employee history information
- Calculate all company contributions
- Create general ledger entries and post payroll transactions to Payroll's ledger or Model 4 General Ledger (if you are interfacing Payroll with General Ledger)
- Print a ledger posting report after completing updates

Notes

CAUTION: Be sure that all checks have been printed before you use the Payroll Update option — the check/earning and time card files are deleted when update is completed.

Make sure you have made backups of your Payroll data diskette (and your General Ledger data diskette if you are interfaced) before using this option.

The G/L Recap requires that you use at least 80-column paper in your printer.

A sample G/L Recap may be found in Appendix D.

Instructions

Press (7) at the Payroll Processing Menu. Your screen shows:

```
                P A Y R O L L   U P D A T E

                    EMPLOYEE RECORD.....
                    EARN/DED RECORD.....
                    TAX RECORD..........
                    G/L RECORD..........
```

The screen also shows that Payroll is READING earnings/deductions records and tax records in preparation for updating them.

Next, the bottom of the screen displays:

ALL CHECKS/TIMECARDS WILL BE DELETED
CONTINUE? (Y/N)

1. CONTINUE? (Y/N)

   Press (Y) to continue with the update. All time card entries and checks are deleted from Payroll.

   Press (N) if you do not want to continue with the update. The Payroll Processing Menu appears.

2. POSTING DATE MM/DD/YY

   This prompt appears, with MM/DD/YY representing the date you entered when you turned the computer on. Enter another date, or press (ENTER) to keep this date.

3. BUSINESS PERIOD

   (This prompt appears only if Payroll is interfaced with General Ledger.) Enter the number of the current period or the next period in the General Ledger system (1-12). The current period is displayed.

4. ANY CHANGES?

   Press (Y) to change any information. Return to Step 2.

   If no changes are needed, press (N). The screen shows that Payroll is UPDATING employee records, earnings/deductions records, tax records, and general ledger records, displaying the record number being updated.

5. PRESS ENTER FOR G/L RECAP

   Make sure that your printer is loaded with paper, properly connected, and on-line. Align the print head to just beneath the perforation on the paper. Press (ENTER); a report showing account numbers, descriptions, debit amounts, and credit amounts of updated general ledger accounts is printed.

   Next, the Payroll Processing Menu is displayed.

PAYROLL REPORTS MENU

Use

Use the Payroll Reports Menu to:

- Print reports you defined with the Report Formatter option in System Setup/Maintenance
- Print mailing/time card labels for all employees
- Print a detail list of earnings/deductions organized by employee
- Print a blank time card worksheet for use in Time Card Entry
- Print a report showing employees categorized by sex, ethnic race, and position
- Print a report of account balances in current, quarterly, and yearly totals (for those who are using Payroll as a stand-alone system)

Instructions

Press (2) at the Main Menu. Your screen shows:

```
P A Y R O L L   R E P O R T S

1.  USER DEFINED REPORTS
2.  EMPLOYEE REPORTS
3.  TIME CARD WORKSHEET
4.  CROSS CLASSIFICATION
5.  G/L DISTRIBUTION




ENTER SELECTION.._
```

1. ENTER SELECTION

Press (1) to print a report defined with the Report Formatter.

Press (2) to print mailing labels and earning/deduction detail lists.

Press (3) to print a Time Card Worksheet.

Press (4) to print a Cross Classification report, showing the name, position, sex, and race of each employee.

Press (5) to print the G/L Distribution report.

Press (F1) to return to the Main Menu.

User Defined Reports

Use

Use the User Defined Reports option to:

- Print up to five different reports you defined using the Report Formatter option of the System Setup/Maintenance Menu

Notes

Before you print a user-defined report, make sure that your printer is loaded with the correct size paper for the report you choose.

When the report prints, the first column listed is the employee identification number. This column prints whether or not you defined it as part of your report format.

A sample user-defined report may be found in Appendix D.

Instructions

Press (1) at the Payroll Reports Menu for USER DEFINED REPORTS. Your screen shows:

```
                R E P O R T   G E N E R A T O R
                   REPORT NUMBER......._
```

Press (F1) to return to the Payroll Reports Menu.

1. REPORT NUMBER

   Enter the number, 1-5, of the user-defined report you wish to print.

2. PRINTER READY? (Y/N)

   This prompt appears at the bottom of the screen, and the name of the report you specified appears beneath the report number. Make sure that your printer in on-line and properly connected before pressing (Y) to print the report. After printing is completed, the Payroll Reports Menu is displayed.

   To cancel printing, hold down (F1) until printing stops. PRINTING ABORTED appears, after which the Payroll Reports Menu is displayed.

   Press (N) if you do not wish to print the report. The Payroll Reports Menu is displayed.

Employee Reports

Use

Use the Employee Reports option to:

- Produce mailing labels for all employees on file for use in correspondence or on time cards
- Print a detailed list of all employees with earnings and/or deductions you specify for listing

Notes

Mailing labels should be printed on standard-size "one-up" (one label across) tractor-feed labels. Consult your local Radio Shack or Computer Center for advice on purchasing labels.

Mailing labels show an employee's name, Social Security number, home address, city, state, and zip code.

The Earnings Deductions list requires using at least 80-column printer paper. The report lists an employee's identification number, name, and Social Security number. Also shown is any earning/deduction code number you specify, a description of that earning/deduction, the percentage rate, hourly rate, or amount applied to that earning/deduction for the pay period just processed, the maximum amount limit of that earning/deduction, and the frequency code of the earning/deduction.

Sample mailing labels and a sample Earnings Deductions list may be found in Appendix D.

Instructions

Press (2) for EMPLOYEE REPORTS at the Payroll Reports Menu. Your screen shows:

```
EMPLOYEE  REPORTS
  1. MAILING LABELS
  2. EARNING DEDUCTION LIST




  ENTER SELECTION.._
```

1. ENTER SELECTION

   Press (1) to print employee mailing labels.

   Press (2) to print an earning/deduction list.

   Press (F1) to return to the Payroll Reports Menu.

Employee Mailing Labels

Instructions

After you press (1) to print employee mailing labels, your screen shows:

```
                    E M P L O Y E E   M A I L   L I S T



                          PRINTER READY? (Y/N)
```

1. PRINTER READY? (Y/N)

   Make sure that your printer is properly connected and on-line before pressing (Y) to print mailing labels.

   If you do not wish to print mailing labels, press (N). The Employee Reports options return to the screen.

2. DO YOU WISH TO ALIGN LABELS? (Y/N)

   Press (Y) to print a sample mailing label for help in aligning your labels in the printer. You can print as many sample labels as you need for alignment. When alignment is correct, press (N). Mailing labels for all employees on file are printed, after which the Payroll Reports Menu is displayed.

   Press (N) if you do not wish to print an alignment label.

3. ENTER DATE FOR LABELS

   If you use labels on employee time cards, you can enter the pay period ending date here if you like. The date you entered when you turned on the computer is shown. If you wish this date to appear on labels, press (ENTER). To change the date, type a new date, and press (ENTER). Mailing labels begin printing immediately. When printing is completed, the Payroll Reports Menu is displayed.

   To cancel printing labels, hold down the (F1) key. PRINTING ABORTED appears, after which the display returns to the Employee Reports selections.

Earning Deduction List

Instructions

After you press (2) for EARNING DEDUCTION LIST, your screen shows:

```
EMPLOYEE EARN/DED LIST




PRINTER READY? (Y/N)
```

1. PRINTER READY? (Y/N)

   Make sure that your printer is properly connected and on-line before pressing (Y) to print the earning/deduction list.

   If you do not wish to print the list, press (N). The Employee Reports options return to the screen.

2. SPECIFY EARNING CODE (ENTER FOR ALL)

   To print a list detailing only those employees with a specific earning or deduction, enter the earning or deduction code you want at this prompt. To print a list detailing all defined earnings and deductions, press (ENTER).

3. ANY CHANGES (Y/N)

   This prompt appears at the bottom of the screen. If you want to change the earning/deduction code you chose to detail, press (Y), and return to Step 2.

   If no changes are necessary, press (N). The Earnings/Deductions List begins printing. After printing is complete, the Payroll Reports Menu is displayed.

   To cancel printing, hold down the (F1) key. PRINTING ABORTED appears, after which the Employee Report selections are displayed.

Time Card Worksheet

Use

Use the Time Card Worksheet option to:

- Print a blank worksheet that helps you compile all information necessary during Time Card Entry

Notes

The Time Card Worksheet is the same report as the Time Card Register, except that all spaces are blank. You should print the Time Card Worksheet before you start processing payroll for any pay period. Gather the information needed to complete the Time Card Worksheet, fill it in by hand, and refer to it during Time Card Entry. Your Time Card Register should look identical to the Time Card Worksheet when you finish Time Card Entry. This serves as a "double check" on time card work you perform.

The Time Card Worksheet requires that you use 132-column paper in your printer or activate the condensed print option in System Setup/Maintenance.

A sample Time Card Worksheet may be found in Appendix D.

Instructions

Press (3) for TIME CARD WORKSHEET at the Payroll Reports Menu. Your screen shows:

READING VALID E/D CODES . .

This message disappears, and the screen then displays:

```
                T I M E   C A R D   W O R K S H E E T

ENTER PAY FREQUENCIES OF EMPLOYEES TO BE PAID
         1.   Ø 2.   Ø 3.   Ø 4.   Ø 5.   Ø
ENTER E/D FREQUENCIES TO BE USED
         1. Ø   2. Ø   3. Ø   4. Ø   5. Ø
```

Press (F1) to return to the Payroll Reports Menu.

1. ENTER PAY FREQUENCIES OF EMPLOYEES TO BE PAID

   This prompt lets you specify which employees are to be paid this period so that the employee names print on the Time Card Worksheet. You assigned each employee a pay frequency (the number of times per year the employee is paid) during System Setup/Maintenance. Type up to five different pay frequencies of employees to appear on the Time Card Worksheet, pressing (ENTER) after each entry. If you do not use all five available entry spaces, type **0** (ENTER) to move to the next line on the screen.

2. ENTER E/D FREQUENCIES TO BE USED

   This prompt lets you specify which earnings and deductions should apply to this period's processing so that the correct earnings and deductions print on the Time Card Worksheet. You assigned each employee's earnings and deductions certain frequency cycle codes (representing the number of times per year the earning/deduction is applied) at Employee Maintenance in System Setup/Maintenance. Type up to five earning/deduction frequency codes to appear on the Time Card Worksheet, pressing (ENTER) after each entry.

   If you do not use all five available spaces, type **0** (ENTER) to see the next prompt.

3. ANY CHANGES? (Y/N)

   This prompt appears at the bottom of the screen. Press (Y) to change any pay or earning/deduction frequencies, and return to Step 2.

   Press (N) if all information is correct, and continue with Step 4.

4. PRINTER READY? (Y/N)

   This prompt appears at the bottom of the screen. Make sure that your printer is properly connected and on-line before pressing (Y) to print the Time Card Worksheet. After printing is completed, the Payroll Reports Menu appears on the screen.

To cancel printing, hold down the F1 key. PRINTING ABORTED appears, after which the Payroll Reports Menu is displayed.

Press N if you do not want to print the Time Card Worksheet. The Payroll Reports Menu is displayed.

Cross Classification

Use

Use the Cross Classification option to:

- Print a report showing the number of employees of each sex and ethnic category that are employed in any position you defined in System Setup/Maintenance

Notes

The Cross Classification report is provided for Equal Employment Opportunity Commission reporting requirements and requires that you use at least 80-column paper in your printer.

A sample Cross Classification report may be found in Appendix D.

V REFERENCE

Instructions

Press (4) for CROSS CLASSIFICATION at the Payroll Reports Menu. Your screen shows:

```
EMPLOYEE CROSS CLASSIFICATION




PRINTER READY?(Y/N) _
```

1. PRINTER READY? (Y/N)

   Press (Y) to print the report. After you press (Y), this line is displayed:

   TOTALING EMPLOYEES . .

   Also shown are identification numbers of the employees whom Payroll is processing for the report. Next, the report prints, after which the Payroll Reports Menu is displayed.

   Press (N) if you do not want to print the report. You return to the Payroll Reports Menu.

G/L Distribution

Use

Use the G/L Distribution option to:

- Print a report showing account numbers, descriptions of the accounts, and current, quarterly, and yearly totals posted to the accounts

Notes

The G/L Distribution report is available only if you are using Payroll as a stand-alone system. Use the report to find the totals for manual posting to your general ledger.

The G/L Distribution report requires that you use at least 80-column paper in your printer.

A sample G/L Distribution report may be found in Appendix D.

Instructions

Press (5) for G/L DISTRIBUTION at the Payroll Reports Menu. Your screen shows:

```
                GENERAL LEDGER DISTRIBUTION




                   PRINTER READY?(Y/N)
```

1. PRINTER READY? (Y/N)

   Press (Y) to print the report after making sure that your printer is properly connected and on-line. The report prints, and REPORT COMPLETE appears in the lower left corner of the screen. Next, the Payroll Reports Menu is displayed.

   Press (N) if you do not want to print the G/L Distribution report. You return to the Payroll Reports Menu.

PERIOD SUMMARY MENU

Use

Use the Period Summary Menu to:

- Print a summary of employee tax records
- Print a summary of your company's tax liabilities, withholdings, and earning/deduction totals
- Print a report that tracks hours worked by employees, including a company total
- Close a pay period, quarter, or year

Notes

We Recommend that you print summary and performance reports before you close a pay period.

Instructions

Press (3) at the Payroll Main Menu for PERIOD SUMMARY. Your screen shows:

```
P E R I O D   S U M M A R Y

1.  EMPLOYEE TAX SUMMARY
2.  EMPLOYER TAX SUMMARY
3.  PAYROLL PERFORMANCE
4.  PERIOD CLOSING




ENTER SELECTION.._
```

1. ENTER SELECTION

   Press (1) to print the Employee Tax Summary.

   Press (2) to print the Employer Tax Summary.

   Press (3) to print the Payroll Performance report.

   Press (4) to close a period.

   Press (F1) to return to the Payroll Main Menu.

Employee Tax Summary

Use

Use the EMPLOYEE TAX SUMMARY option to:

- Print a report listing any or all employees, their work cities and states, the earnings/deduction categories that apply to them with current, quarterly, and yearly totals, the net pay of employees, their taxable wages, and workers compensation estimates

Notes

At the end of the year, all information required by law to appear on a W-2 form is listed on this report. You can use it to transfer the information you need to W-2 forms for your employees.

The Employee Tax Summary requires that you use at least 80-column paper in your printer.

A sample Employee Tax Summary may be found in Appendix D.

Instructions

Press (1) at the Period Summary Menu. Your screen shows:

```
EMPLOYEE TAX SUMMARY




PRINTER READY?(Y/N) _
```

1. PRINTER READY? (Y/N)

   Press (Y) to print the summary after making sure that your printer is properly connected and on-line.

   Press (N) if you do not want to print the Employee Tax Summary. You return to the Period Summary Menu.

2. BEGINNING EMPLOYEE

   This prompt appears in the center of the screen. Enter the identification number of the first employee you want printed on the report, or press (ENTER) to start with the first defined employee.

3. ENDING EMPLOYEE

   Enter the identification number of the last employee you want printed on the report, or press (ENTER) to end with the last defined employee.

   The report prints, after which the Period Summary Menu is displayed.

To cancel printing, hold down the (F1) key. PRINTING ABORTED appears, after which the Period Summary Menu is displayed.

Employer Tax Summary

Use

Use the EMPLOYER TAX SUMMARY option to:

- Print a report summarizing all activity in the system to help you transfer the information you need to your payroll withholding tax forms

Notes

Although this report estimates your worker's compensation liability, it does not post any amounts to the general ledger, since this is a function of accounts payable.

The Employer Tax Summary requires the use of at least 80-column paper in your printer.

A sample of this two-page report may be found in Appendix D.

Instructions

Press (2) at the Period Summary Menu. Your screen shows:

```
EMPLOYER TAX SUMMARY



PRINTER READY?(Y/N) _
```

1. PRINTER READY? (Y/N)

   Press (Y) to print the summary, after making sure that your printer is properly connected and on-line.

   Press (N) if you do not wish to print the Employer Tax Summary. The Period Summary Menu is displayed.

   After the report is printed, you return to the Period Summary Menu.

Payroll Performance Report

Use

Use the PAYROLL PERFORMANCE option to:

- Print a report showing all current, quarterly, and yearly hours organized by employee and earnings code, and including company earnings codes and grand totals

Notes

The Payroll Performance report lists the necessary hours information required by the Fair Labor Standards Board and should be printed before a period is closed.

The report may also be used as an hours report, required by many unions.

This report requires the use of at least 80-column paper in your printer.

A sample of the Payroll Performance report may be found in Appendix D.

Instructions

Press (3) at the Period Summary Menu. Your screen shows:

READING VALID EARNINGS . . .

Next, the screen displays:

```
PAYROLL PERFORMANCE




PRINTER READY?(Y/N)_
```

1. PRINTER READY? (Y/N)

   Press (Y) to print the report after making sure that your printer is properly connected and on-line. The report prints, after which the Period Summary Menu is displayed.

   Press (N) if you do not wish to print the report. You are returned to the Period Summary Menu.

   To stop printing in the midst of the report, press (F1). PRINTING ABORTED appears, and you are returned to the Period Summary Menu.

Period Closing

Use

Use the PERIOD CLOSING option to:

- Close a pay period, quarter, or year by setting all totals in the employee, earning/deduction, and company records to zero

- Prepare for the next pay period

Notes

Closing a period is a decision you cannot reverse once it has been completed. Make sure you want to close a period before you select this option.

Before using the PERIOD CLOSING option, make sure you have printed all reports for this period and made the proper backups of your data diskette.

Instructions

Press (4) at the Period Summary Menu. Your screen shows:

```
                    P E R I O D   C L O S I N G









    PERIOD TOTALS WILL BE ZEROED
                    CONTINUE? (Y/N)
```

1. CONTINUE? (Y/N)

   Press (Y) to begin the closing process.

   Press (N) if you do not want to close a period. You are returned to the Period Summary Menu.

2. PERIOD TO BE CLOSED? (CURRENT,QUARTER,YEAR)

   Type **C** (ENTER) to close the current pay period.

   Type **Q** (ENTER) to close a payroll quarter.

   Type **Y** (ENTER) to close a payroll year.

   If you select **C**, only the current period totals are zeroed. If you select **Q**, the current and quarterly totals are zeroed. If you select **Y**, the current, quarterly, and yearly totals are zeroed.

3. ARE YOU SURE?

   Press (Y) after you make sure that you want to close the specified period.

   Press (N) if you do not want to close the period. You are returned to the Period Summary Menu.

   The screen changes to show:

```
                 P E R I O D   C L O S I N G
                      For XXXXXXX Period
             UPDATING EMPLOYEE RECORD.....xx
                      EARN/DED RECORD.....xx
                      TAX RECORD..........xx
                      G/L RECORD..........xx
```

The G/L RECORD line is not displayed if you are using Payroll in conjunction with Model 4 General Ledger.

XXXXXXX represents the period you specified in Step 2.

xx represents the record numbers and identification codes for the employee, earning/deduction, tax, and general ledger records being updated.

After updating is complete, the Period Summary Menu is displayed. You are now ready to begin work on a new pay period.

BACKUP PROCEDURES

Backing Up Program Diskettes

To back up your Payroll Setup diskette and your Payroll Processing diskette, use this procedure exactly:

1. Turn on your system as instructed in the *Introduction to Your Disk System* manual.

2. Insert a new, blank diskette in Drive 1, and close the drive door. If you prefer, you can reuse an old diskette instead of a new, blank diskette.

3. Insert either the Setup or Processing diskette in Drive 0, and close the drive door.

4. Press the reset button.

5. The screen shows:

   ```
   Date MM/DD/YY ?
   ```

   Enter the date. For example, for January 1, 1984, type **01/01/84** (ENTER).

6. When `TRSDOS Ready` appears, type **FORMAT :1 (Q=N)** (ENTER).

7. If you are reusing an old diskette, the following question may appear:

   ```
   Diskette contains data — Name=NAME
   Date=MM/DD/YY
   Are you sure you want to format it?
   ```

   If the question appears, type **Y** (ENTER).

8. When the formatting process is complete, the screen should show:

    Formatting complete

    TRSDOS Ready

   Type **BACKUP :0 TO :1** (ENTER).

9. After the copyright notice appears, the screen shows:

    Destination disk ID is different: Name= *NAME*
    Date= *MM/DD/YY*

   Are you sure you want to backup to it <Y,N>?

   Type **Y** (ENTER). When the backup is complete, the screen shows:

    Backup complete

    TRSDOS Ready

Check to see if the backup procedure was successful:

1. Remove the original diskette from Drive 0.

2. Take the backup diskette out of Drive 1. Place it in Drive 0, and close the drive door.

3. Press the reset button. If the screen shows TRSDOS Ready, your backup was successful.

When you remove the backup diskette from Drive 0, write the diskette name on the label, using a felt-tipped pen.

Backing Up Data Diskettes

To back up your Payroll Data diskette and Sample Payroll Data diskette, follow these steps exactly:

1. Insert a diskette containing TRSDOS in Drive Ø and close the drive door. (The Payroll Setup and Processing diskettes contain TRSDOS.)

2. Insert a new, blank diskette in Drive 1 and close the drive door. If you prefer, you can reuse an old diskette instead of using a new, blank diskette.

3. At TRSDOS Ready, type **FORMAT :1 (Q=N)** (ENTER).

4. If you are reusing an old diskette, the following question may appear:

   Diskette contains data — Name= *NAME*
   Date= *MM/DD/YY*
   Are you sure you want to format it?

   Type **Y** (ENTER).

5. When the formatting process is complete, the following message appears:

   Formatting complete

   TRSDOS Ready

6. Remove the formatted diskette from Drive 1. (This diskette will now be referred to as the "destination disk.") Type **BACKUP :1 TO :1** (ENTER).

7. When Insert SOURCE disk <ENTER> appears, insert the data diskette you wish to backup in Drive 1, and close the drive door. Press (ENTER).

8. When Insert DESTINATION disk <ENTER> appears, remove the source diskette from Drive 1. Insert the destination diskette in Drive 1, and press (ENTER).

9. The following message appears:

   Destination disk ID is different: Name= *NAME*
   Date= *MM/DD/YY*
   Are you sure you want to backup to it <Y,N>?

   Type **Y** (ENTER).

10. Continue to insert diskettes as prompted by the computer. When the backup procedure is complete, the following message appears:

    Backup complete

    TRSDOS Ready

    Write the diskette name on the label of the new backup diskette, using a felt-tipped pen.

Creating and Maintaining a Backup Library

When you use Payroll, you accumulate and store data on diskettes. Any damage or loss of this data due to equipment malfunctions, power failures, or misplacement of printed reports can cause serious problems.

To make sure that you can retrieve most of your data in case of a mishap, create and maintain a "backup library." A backup library is a group of diskettes containing all Payroll data entered (and General Ledger data if the two packages are interfaced). The following instructions explain one method of creating a backup library. You may find another method more suited to your needs, but it is essential that you have some kind of backup library to protect you from accidental data loss. Start your backup library the **first** day you enter information into Payroll.

1. At the end of each day that you enter data into Payroll, back up your data diskette. Label this backup with the day of the week on which it was made. For instance, back up all work done on Tuesday onto a diskette labeled "Tuesday."

After using Payroll for one week, back up onto the previous week's backup for each day. For example, on Monday of the second week, back up your working data diskette onto the diskette already labeled "Monday." By doing this, you always have a record of current data for one week.

2. Each time you prepare to calculate payroll, first make a separate backup of your data diskette. Label this diskette "Pre-Calculation." Reuse this diskette every time you calculate payroll. By keeping this diskette, you always have information accurate to just before pay is calculated for the current period.

3. Each time you prepare to update Payroll (post transactions), first make a separate backup of your data diskette. Label this diskette "Pre-Update." Reuse this diskette every time you update Payroll. By keeping this diskette, you always have data current to your last update. If data is lost during payroll processing, it is easy to recover.

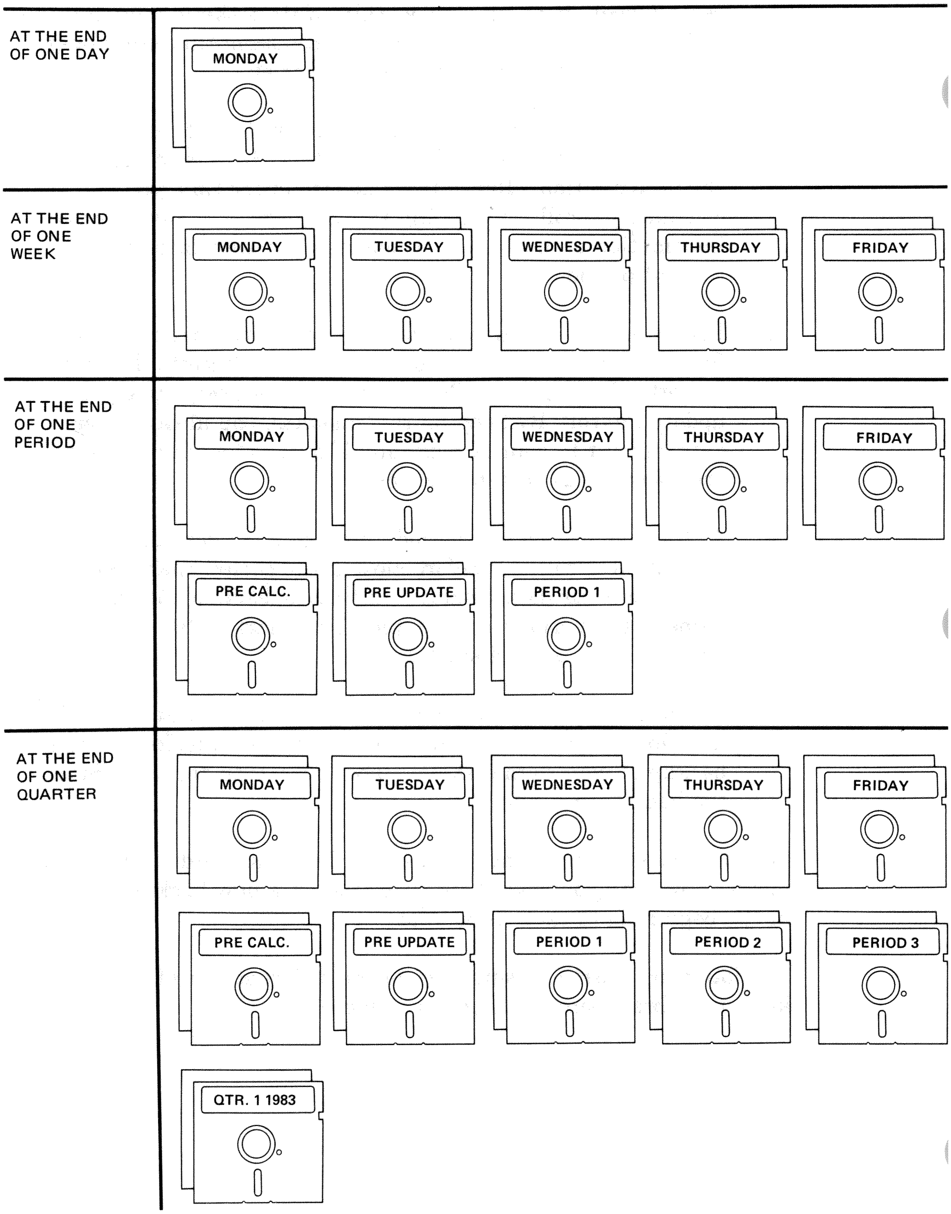
4. At the end of each pay period, quarter, and year, after updating Payroll and before closing the period, make one new backup of your data diskette. Label this backup with the name of the period (for example, "1st Quarter, 1983"), and store the backup in a safe place.

5. At the end of the fiscal year, after you have updated Payroll and closed the final period, quarter, and year, make one more backup of your data diskette, labeling it with the year. Store the backup in a safe place.

Save the backup library as long as your business needs dictate. No matter how long you save it, be sure to start a new backup library at the beginning of each fiscal year.

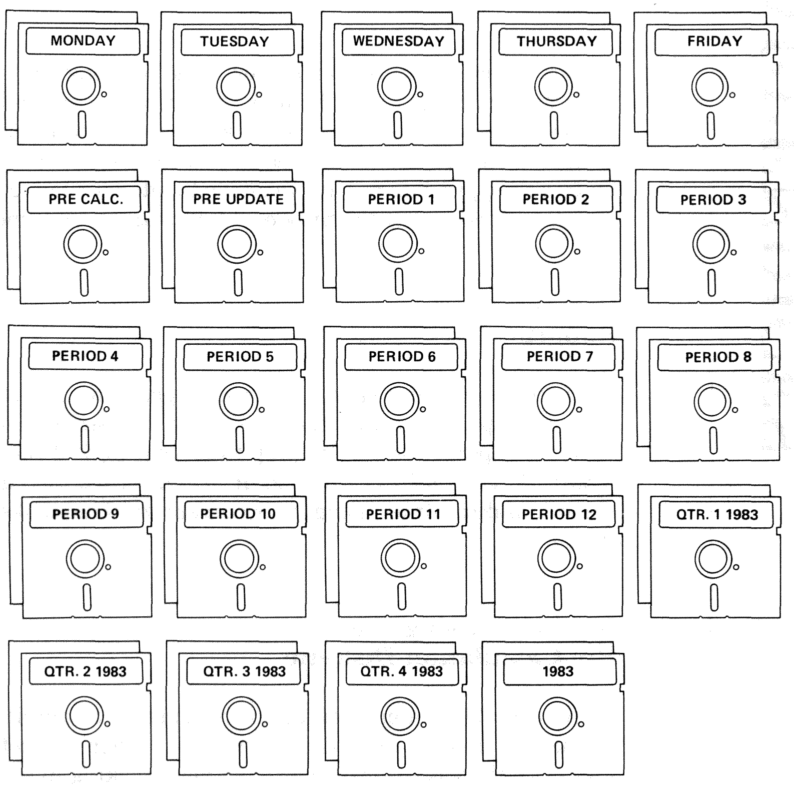
The following chart is a summary of the different sets of backups kept in a library similar to the example above.

BACKUP LIBRARY



BACKUP LIBRARY (CONTINUED)

AT THE END
OF ONE
YEAR



Recovering Lost Data

If your entered data is ever lost or if the working copy of your data diskette is damaged, use the diskettes in your backup library to recover the lost data. If you maintain your backup library as described earlier in this appendix, you can recover all data entered up to either just before pay was calculated, your last Payroll update, or the end of the previous day (whichever is most recent).

Reprinting Reports

If a report is misplaced, you can easily print the report again. In your backup library, find the backup for the period from which you need the report. Use this backup to print a copy of the missing report. When you have finished printing, return the backup to the library, and continue using your current working diskettes to run Payroll.

Recovery Using the Pre-Calculation Diskette

To recover all data entered up to the time that payroll was last calculated, make a copy of the "Pre-Calculation" diskette in your library. This diskette becomes your new working data diskette for day-to-day use.

Calculate your payroll again, and continue running Payroll normally.

Recovery Using the Pre-Update Diskette

To recover all data entered before the last update, make a copy of the "Pre-Update" diskette. (Also make a backup of the General Ledger "Pre-Posting" diskette if you are using Payroll with the General Ledger package.) This diskette becomes your new working data diskette for day-to-day use.

Update Payroll. Then, enter any information that has occurred since the update. You can now continue running Payroll normally.

Recovery Using the Previous Day's Diskette

To recover all data entered up to the end of the previous day, make a copy of yesterday's data diskette from the backup library. This diskette becomes your new working data diskette for day-to-day use.

Using the new working copy, enter any information occurring since the beginning of the day. You can now continue running Payroll normally.

B APPENDICES

IN CASE OF DIFFICULTY

If Payroll does not seem to be working properly, first make sure that your disk system is properly connected and turned on. Be certain that you turned on all peripheral devices before turning on the computer.

At times, an error message may appear on the screen. There are three types of error messages:

- TRSDOS errors, such as `**Error 33**`. Refer to your Model 4 Owner's Manual.
- Payroll errors, such as `RECORD NOT FOUND`. See "Payroll Error Messages," in this appendix.
- COBOL errors, such as `**ERROR 23 RECORD NOT FOUND ON FILE DATA/X**`. See "COBOL Error Messages," in this appendix.

Payroll Error Messages

In this section, error messages are in capital letters and are flush left. Possible causes are also flush left. Corresponding solutions are indented.

Error Messages General to All Payroll Functions

CONTROL MASTER NOT FOUND

The control record on the data diskette does not exist. The data diskette is probably faulty.

Use your backups.

RECORD NOT FOUND

The code you entered does not exist in the file.

Re-enter the correct code.

END OF RECORDS

When you are inquiring about records, the last record on file has been displayed. The cursor returns to the ENTER SELECTION line.

Select an option.

RECORD ALREADY EXISTS

You are trying to add a record with a code that is already on file.

Use a different code, or check to see if the record is already there.

Error Messages When Interfaced with General Ledger

GENERAL LEDGER DISK NOT FOUND PRESS ENTER TO CONTINUE

The General Ledger files cannot be found.

Make sure that the General Ledger diskette is in Drive 3, that the drive is properly connected, that it is turned on, and that the drive door is shut. If the error still occurs, use a backup of your General Ledger data diskette, and check for a bad disk drive.

INTERFACE DISALLOWED—LEDGER SYSTEM IS OUT OF BALANCE

The General Ledger system is out of balance.

Exit Payroll and correct the balance in General Ledger before continuing. If this does not solve the problem, use your backups.

THIS ACCOUNT IS NOT AVAILABLE

The account code selected is a valid account but may not be used because it is the Profit and Loss account or the Retained Earnings Account.

Choose another account code.

GENERAL LEDGER MUST BE SET UP FIRST

The General Ledger diskette is in place but has not been set up.

Exit Payroll and set up General Ledger before continuing.

System Setup/Maintenance Menu Error Messages

COMPANY INFORMATION MUST BE RUN FIRST

Selection #1 must be completed before any other selections are allowed.

Answer the INTERFACE question in Company Information before continuing.

THIS FUNCTION NOT AVAILABLE

The G/L Maintenance function is not available when you use Payroll in conjunction with the General Ledger package.

Choose another selection.

SYSTEM DEFINITION MUST BE SET UP FIRST

You cannot add employees until all required fields in System Definition are filled.

Choose System Definition, and see "Required Items," under "System Definition Error Messages."

NO EMPLOYEES ON FILE

History information may not be entered if no employees have been set up.

Choose selection #8 and add employee records before continuing.

G/L Maintenance Error Messages

CANNOT BE DELETED....CURRENTLY IN USE

The ledger code selected cannot be deleted from the system because it is used either in System Definition, Tax Code maintenance, or Earning/Deduction maintenance.

Find the place at which the code is used, and change it before returning to this selection.

System Definition Error Messages

STATE MAY NOT BE CHANGED WITH NON-ZERO BALANCES

Once a state has been defined, it may not be changed until all totals for the year have been zeroed.

Close the year using Period Closing, enter zeros for all history totals for that state, or enter a new state in one of the unused state spaces.

Required Items in System Definition:

Net Payroll Account
Federal Minimum Wage
FICA Employee Rate and valid Credit Account
FICA Employer Rate, valid Credit Account, and valid Debit Account
Federal Unemployment Insurance Rate, valid Credit Account, and valid Debit Account

Required Items for Each Valid State Code:

State Unemployment Insurance Rate, valid Credit Account, and valid Debit Account
Other Tax Rate and Basis
Other Tax Employee Rate and valid Credit Account

For each rate that is not 0, all items following it must be valid.

XX ELEMENTS NOT PROPERLY DEFINED

XX is a number that tells you how many required items have not been entered properly. Payroll will not let you process any information until the setup is complete.

Check the above list of required items to see what must be entered.

Tax Table and Code Definition Error Messages

TABLE IN USE—CANNOT BE DELETED

The table entered is still being used by one of the defined tax codes.

Make the tax code that uses this tax table access another table, and then delete the desired tax table.

TAX IN USE—CANNOT BE DELETED

A tax code may not be deleted if it has a balance or if it is currently being used in an employee record.

Zero the balance by either closing the year or zeroing the period fields. All employees using this tax code must also be changed before you delete the tax code.

MAXIMUM TAX RECORDS ADDED

The system is able to maintain a maximum of 20 tax records at one time.

Delete those tax codes not used before adding another tax code.

Earning/Deduction Definition Error Messages

RECORD MAY NOT BE CHANGED/DELETED WHILE IN USE

An earning/deduction currently being used in an employee record cannot be deleted or changed.

Go to Employee Maintenance, and change the Earning/Deduction code of each employee using the code you wish to delete or change.

RECORD HAS A BALANCE—CANNOT BE DELETED

An Earning/Deduction code cannot be deleted if it has a balance.

Zero the balance by either closing the year or zeroing the period fields.

MAXIMUM 1Ø OTHER EARNING TYPES ENTERED

You are allowed up to 1Ø Earnings defined as type "O." This message is displayed if you try to add another "O" earning.

Specify the earning as another type, or delete those type "O" earnings not being used.

MAXIMUM 3Ø RECORDS HAVE BEEN ENTERED

You tried to add an Earning/Deduction code when the maximum number has already been recorded.

Delete any Earning/Deduction codes not being used before adding the new code.

Report Formatter Error Messages

RECORD DOES NOT FIT IN THIS AREA

After a position is selected for a data element, Payroll checks to see if it fits or if any other elements occupy the space you defined for this element. The element will not fit in the position you specified.

Choose a different location for this data element, rearrange surrounding elements to make room for it, or choose a data element requiring a smaller number of characters for this location on the report.

REPORT HAS MAXIMUM 15 ELEMENTS ALLOWED

The maximum number of elements available for this report format has been reached.

Delete an unnecessary data element, or split this report into two separate reports.

Employee Maintenance Error Messages

STATE NOT DEFINED

The work state entered for this employee has not been defined in System Definition.

Choose a state that has been defined, or return to System Definition and add the desired state.

CANNOT DELETE EMPLOYEE WITH BALANCES

The employee that you are trying to delete has been paid this year.

Close the year to zero all yearly totals before you delete the employee record.

RECORD SELECTED IS INCORRECT TYPE

The record you selected is not correct for this field. For example, you might have selected a state tax for a federal tax code or an earning for a deduction.

Select the correct code in the correct slot.

NO ROOM AVAILABLE FOR THIS CODE

A tax or earning defined as type "O" has been selected with no more slots available on the deduction side of the employee record.

Do not use the code, or delete a deduction not being used.

PAYROLL ACTIVE-VALID SELECTIONS A/I

While time cards and/or checks exist on file, employee records may be displayed or added only. No record may be changed or deleted.

Complete the pay cycle by running payroll Update.

Required Items in Employee Records:

Employee Name
Valid Work State
Active or Inactive Status
Pay Frequency Between 1 and 366
Workers Compensation Classification (1-5)
Job Position (1-9)
Sex (M or F)
Ethnic Race (1-5)
FICA Exempt (Y or N)
FUI Exempt (Y or N)
SUI Exempt (Y or N)
Other Exempt (Y or N) (only if a work state has Other tax defined)

XX ELEMENTS NOT PROPERLY DEFINED

XX represents a number of required fields (shown above) that have not been properly entered.

Enter information in all the required fields.

MUST BE IN LAST, FIRST M.I. FORMAT

You have entered a name with more than one comma or with no comma.

Enter the name in the displayed format.

History Maintenance Error Messages

HISTORY TOTALS MAY NOT BE CHANGED

After a payroll cycle has been run for the first time, history totals may not be changed. This assures proper control of totals.

Enter the adjustment through Manual Check Entry.

Main Menu Error Messages

WRONG DATA DISK OR PAYROLL NOT SETUP

The proper data diskette for this payroll has not been found, or all the necessary fields have not been properly set up in System Setup/Maintenance.

> Check to see if the correct data diskette is in the drive with the drive door shut. If the error still occurs, go back to System Setup/Maintenance, and check the required fields in System Definition.

NO EMPLOYEES ON FILE

No employees have been added to the system. Processing may not take place until at least one employee is added.

> Add an employee, using the Setup diskette.

THIS FUNCTION NOT AVAILABLE

The general ledger distribution is not available to you if you are interfaced with Model 4 General Ledger.

> Choose another selection.

NO TIMECARDS ENTERED

Payroll calculation may not be run without first entering time cards for the employees to be paid.

> Enter time cards, using the Processing diskette.

NO CHECKS ENTERED

The Earnings Register, Check Print, and Payroll Update functions do not work if no checks are in the system.

> Enter checks by calculating payroll with time cards or by entering them as manual checks, using the Manual Check Entry function.

NO REPORTS FORMATTED

You tried to select the User-Defined Reports option without having a formatted report on file.

Format a report, using System Setup/Maintenance, then return to the User-Defined Report option on the Processing diskette.

Time Card Entry Error Messages

THIS EMPLOYEE IS INACTIVE

You tried to add a time card for an employee that has been specified as inactive in Employee Maintenance.

Using the Employee Maintenance option, change this employee from Inactive to Active, then add the time card.

NO TIMECARDS ENTERED

There are no time cards on file available for printing.

Add time cards using Time Card Entry, then print the register.

Payroll Calculation Error Messages

WARNING XX PREVIOUSLY ENTERED CHECKS WILL BE DELETED

XX indicates the number of checks currently on file. If you continue, all checks on file will be deleted, and new checks will be created from the time cards on file.

You may review the checks in question through the Inquire mode of Manual Check Entry.

If the checks on file are not valid, ignore this message and continue calculating payroll.

If the checks on file are valid, press (N) and discontinue this function. Perform a Payroll Update, and calculate payroll again.

Manual Check Entry Error Messages

THIS CHECK IS NOT A MANUAL CHECK

You tried to change or delete a check that was not created in Manual Check Entry.

You may change or delete only those checks created in Manual Check Entry.

AMOUNT ENTERED EXCEEDS MAXIMUM LIMIT

The amount entered for this particular earning, deduction, or tax has exceeded the maximum amount allowed, defined in System Setup/Maintenance.

After the message appears, the amount entered is changed to the maximum amount allowed.

THIS EMPLOYEE IS INACTIVE

You tried to add a manual check for an employee specified as Inactive.

Return to Employee Maintenance and change the employee's status from Inactive to Active before adding a manual check.

COBOL Error Messages

When the system encounters a serious problem, a COBOL error occurs. The following information and reference table will assist you in determining the cause of the problem and instruct you as to what action to take. The Reference Table is only a guideline. It does not include all causes and solutions but simply the most common. If you continue receiving the error code after taking corrective action, call your local Radio Shack Computer Center for assistance.

Some error conditions cannot be corrected, but methods to recover your data may be available. For your information, the most common recovery method is explained in this appendix:

- "Go To Backups" corrects approximately 80% of the errors encountered.

Error Messages

The system can no longer function when a serious problem is encountered. The system displays a COBOL error message, and the program returns to TRSDOS Ready. COBOL errors appear in various formats. This is the format in which they generally appear: `**ERROR (##) (description) ON FILE (file name)`, where:

(##)	indicates the error number
(description)	identifies the error
(file name)	identifies the file in which the error occurred

It is very important that you write down the exact message and any other information you see at the bottom of the screen. For example, the file name may be needed to restore the program. You should also note the exact circumstances that led to the error. This information may be helpful in determining the cause of the problem.

Errors may be caused by hardware, program, or procedural problems. The following pages explain procedures you may need to use to regain system operation. At the end of this explanation is a reference table, listing probable causes and solutions to error messages.

Hardware Problems?

Hardware problems are often difficult to detect and can cause unpredictable results. Solutions vary considerably, depending on the type of hardware problem you encounter. There are three classifications of hardware problems:

1. System — a malfunction of the computer itself, which requires repair by a qualified technician.

2. Media — a malfunction caused by a dirty, full, or defective disk (floppy diskette or hard disk).

3. Environmental — a malfunction possibly caused by one of the following conditions:

   a. storm
   b. brown out
   c. electrical surge
   d. diskette storage
   e. physical location of computer
   f. magnetic field in vicinity (something as simple as a magnetic paper clip holder next to a diskette)

Go To Backups

If the solution listed in the Reference Table is "go to backups," follow the instructions below:

1. Format a blank, new diskette. (See Appendix A for a description of the FORMAT procedure.) If your backup program and data are on separate diskettes, format two diskettes.

2. Make a copy of your most current backup diskettes, using the BACKUP command. (See Appendix A for a description of the BACKUP procedure.)

3. The copy(s) you made in Step 2 is your new working diskette (set). Label and date the new working diskette (set).

4. Use the new working diskette (set) to restart the system. Enter all information that was entered since the last time the backup diskette (set) was updated.

5. Proceed with full system operation using the new working diskette (set).

Note: We recommend that you update the backup diskette at the end of each day. Updating means to copy from a working diskette to the backup diskette, using the BACKUP command. For more information, see "Building a Backup Library" (in Appendix A).

If the backup program and data are on separate diskettes, be sure to update both disks. Updating the backups on a daily basis will save you lots of time and work. In the event of a COBOL error, you will only lose the data that was entered that day.

COBOL Error Reference Table

Ø7 DELETED TRSDOS COMMAND

Probable Cause/Solution

This program contains a minimal operating system which includes only BACKUP and FORMAT.

22 DUPLICATE WRITE

Probable Causes/Solutions

Program:

Some programs automatically generate ISAM keys when new records are added. This creates a multi-record situation that sometimes causes the program to inadvertently add a record to a file twice. The system does not allow this and generates an Error 22. Go to backups.

Procedural:

(a) Error 22 also results when the system has been exited improperly. Go to backups.

Note: Do not remove diskettes from drives or turn the system off unless TRSDOS Ready is displayed. Press the F1 key continuously to return to TRSDOS Ready, remove all diskettes from drives, then turn the system off.

(b) Error 22 may also appear as a result of Error 24. If you fail to go to backups after receiving an Error 24, an Error 22 occurs. You must follow the go to backups routine.

23 RECORD NOT FOUND

Probable Causes/Solutions

Program:

The program added a record to a file with an incorrect ISAM key and is trying to recall the record with the incorrect ISAM key. Go to backups.

Procedural:

Error 23 may also appear as a result of receiving an Error 24 and failing to go to backups. When a file has overflowed, there's a good chance that the "index" for the file is rendered useless. Even though the record is present in the file, the "pointer" in the index does not exist. Go to backups.

24 DISK IS FULL

Probable Cause/Solution

Hardware (Media):

There is no more room on the diskette. Some programs allow expansion on additional disk drives. Expanding to a hard disk unit increases the system's data storage capacity.

30 HARDWARE I/O ERROR

Probable Cause/Solution

Procedural:

Error 30 can occur if your diskette is write protected. Remove the piece of gummed foil on the diskette.

Hardware:

Generally related to disk controller, disk drive, memory, or media problems. Call a service technician. After the repair, go to backups.

94 FILE NOT FOUND

Probable Cause/Solution

Procedural:

(a) Wrong diskette mounted in the drive (most common). The program diskette must be in Drive 0, and the data diskette must be in Drive 1. Also, make sure both drive doors are closed. After making the appropriate adjustment, you may proceed with running the program.

(b) A program has been abnormally terminated without closing the file. The next program to access the file prompted Error 94. If no records were added or deleted prior to receiving Error 94, you may restart the program. If you added or deleted records prior to receiving the error, go to backups.

Note: If you restart the program and receive another error message, check out the remaining causes to see if you can pinpoint the problem. If not, go to backups.

Hardware (Environmental):

Check the environmental conditions. Correct the situation if possible, then go to backups.

Hardware (Media):

(a) Directory on diskette is bad. Go to backups.

(b) Diskette is bad. Indentations, tracks, scratches on the film surface, and wear around the disk core are some of the characteristics of a bad diskette. Go to backups.

Hardware (System):

You may have a bad disk controller, disk drive, or defective drive door. Have the system checked by a service technician. After repairs, go to backups.

Important Note: Hardware problems are very difficult to detect. If you continue to receive Error 94, let a service technician check out your system.

98 INDEX ERROR

Probable Causes/Solutions

Program:

Error 98 is a "catch all" error for any type of error associated with accessing the index of an ISAM file. The safest recovery in any case is to go to backups.

Hardware (Media):

(a) Bad diskette media (most common). You can confirm this cause by LISTing the file (TRSDOS command). If Error 4 or 5 is encountered, the diskette, disk drive, or disk controller is in error. The most common cause of Error 4 or 5 is dirty media (diskette problem). Go to backups, and, if you still receive Error 98, do another LISTing. If you encounter Error 4 or 5 again, the problem may be with your drive or disk controller. Clean drive or have repairs made, then go to backups.

(b) Disk related hardware failure can cause garbage in the ISAM index. Go to backups.

Procedural:

(a) If you remove a diskette from the drive during the process of adding or deleting, the index will be destroyed. Go to backups.

(b) Error 98 may also appear as a result of Error 24 (exceeding the data capacity). Go to backups.

99 UNKNOWN ERROR

Probable Causes/Solutions

Error 99 is a "catch all" error code that may result from an internal file handling problem or an environmental hardware condition. If you suspect a hardware problem, let a service technician make the repairs, then go to backups.

GLOSSARY

Backup — A duplicate copy of a diskette.

Backup Library — A set of backup program and data diskettes that contain all Payroll data entered. These diskettes may be used to retrieve data if an accident happens. A typical backup library consists of end-of-day, pre-updating, pre-calculation, end-of-period, end-of-quarter, and end-of-year diskettes.

CFICA (Company FICA) — The amount of employee wages upon which your company's FICA contribution is based.

City Tax — A tax on income imposed by a city and withheld from employee wages.

Company Information — A setup function used to define basic company information and options necessary to begin actual use of the Payroll package.

Conversion — The process of going from your current accounting system to the Model 4 computer accounting system.

Conversion Forms — The forms to be manually completed prior to entering and storing data on diskettes. Used to expedite the conversion process.

Credits — Decreases to asset accounts and increases to liability or owner's equity.

CTYWG (City Wages) — The amount of wages taxable by city.

Debits — Increases to asset accounts and decreases to liability or owner's equity.

Deductions — 1. Items deductible from gross income to arrive at adjusted gross income. 2. Items deductible from adjusted gross income to arrive at taxable income.

Demographics — Statistical information about an employee, including address, phone number, birth date, dates concerning hiring, review, raise and termination, job position, marital status, sex, ethnic race, workers compensation classification, and city and state in which an employee works.

Dependent Amount — The dollar amount deductible from gross wages per dependent for a specific tax.

Disability Insurance — A type of insurance that pays a compensation to an employee who cannot work due to a work-related injury.

Earnings — 1. Earned income. 2. Income accrued as a result of an employee participation program at a business.

E/D Code — Earning or deduction code. A two-character code by which the earning or deduction is identified in Payroll.

EEOC — Equal Employment Opportunity Commission

EIC (Earned Income Credit) — Money advance by an employer to an employee that the employee would normally receive at the end of the year from the federal government.

Employee Categories — Job categories into which your company's employees may fall.

Exemption — A dollar amount deductible from gross wages for personal exemption from a tax

Expenses — The outflow of resources or the incurring of a debt for goods and services used by an entity to earn revenues.

Federal Minimum Wage — The minimum dollar amount per hour at which an employee may be hired.

Federal Tax — Any tax imposed by the federal government.

Federal Tax Identification Number — A number by which the federal government identifies a business for tax-paying purposes

FEDWG (Federal Wages) — The amount of wages taxable by the federal government.

FICA (Federal Insurance Contribution Act) — A federal tax known more commonly as Social Security.

FICAW (FICA Wages) — The amount of wages subject to FICA taxation.

FLSA — Fair Labor Standards Act

Format — The process used by the computer to prepare a diskette for storing data. Each diskette used for data must be formatted first.

Frequency Cycle — A code (1-9) used by the program operator to specify that an earning/deduction is applied to an employee "x" times per year.

FUIWG (FUI Wages) — The amount of wages subject to Federal Unemployment Insurance taxation.

General Ledger — The collection of all asset, liability, and capital accounts that appear on the balance sheet.

Ledger — The book form in which monetary transactions of a business are performed.

Liability — Financial obligations of a business.

"Other" State Tax — Taxes levied by a state whose amounts are calculated differently than the standard state calculation method.

Standard Deduction Amount — The dollar amount allowed as a deduction if a state tax has a standard deduction amount allowable.

State Tax — A tax imposed on income and deducted from wages by a state.

STWG (State Wages) — The amount of wages taxable by a state.

SUI (State Unemployment Insurance) — A tax paid by an employer to a state for the purpose of distribution to unemployed citizens.

Supplemental Earnings Tax Rate — The federal percentage rate at which employee earnings are taxed for supplemental earnings.

Tax Code — 1. A three-character abbreviation by which a state tax code is identified. 2. An equation that calculates tax table income to which various taxes are applied.

Tax Table — A structured table or chart used to compute amounts of tax at various levels of taxable income.

Time Card Entry — A Payroll function that specifies employees to be paid as well as hours or amounts of earnings and deductions to be applied to employees for a specific pay period.

WCOMP (Workers Compensation Classification) — The number of hours or amount of wages for an employee upon which a business's workers compensation liability is estimated.

Withholding Rate — A percentage rate at which income is withheld from an employee for taxation purposes.

Workers Compensation — An insurance fund to which employees of a business and the business itself contribute for the purpose of paying employees not able to work due to work-related injury.

SAMPLE FORMS AND REPORTS

Time Card Register

This report shows the information you entered using the Time Card Entry selection and is used to make sure that your entries match the information you filled in on the Time Card Worksheet. The report shows the pay and earning/deduction frequencies you specified for the pay period, with information listed in order of employee identification number.

Information listed for each employee includes: employee identification number, employee name, pay period ending date, and amounts and/or number of hours for each earning/deduction applicable to the employee.

DATE:03/31/83 AAA HARDWARE COMPANY PAGE: 1

PAYROLL

TIME CARD REGISTER

PAY FREQUENCIES: 12,026,000,000,000 E/D FREQUENCIES: 1,2,0,0,0

EMPL. ID.	EMPLOYEE NAME	E A R N I N G S A N D D E D U C T I O N S					
01	JOHNSON, HAROLD FRANCIS	EARNINGS	SALRY				
		AMOUNT	.00				
	PAY PERIOD ENDING DATE 03/31/83	HOURS	80.00				
		DEDUCTIONS	FEDTX	STTAX	FICA	CREDT	INSUR
		AMOUNT	.00	.00	.00	.00	.00
02	HARRISON, KIMBERLY ANN	EARNINGS	HOURS	OVRTM	HRVAC		
		AMOUNT	.00	.00	.00		
	PAY PERIOD ENDING DATE 03/31/83	HOURS	80.00	.00	.00		
		DEDUCTIONS	FEDTX	STTAX	FICA	INSUR	
		AMOUNT	.00	.00	.00	.00	
03	BARCLAY, EVA L.	EARNINGS	SALRY				
		AMOUNT	.00				
	PAY PERIOD ENDING DATE 03/31/83	HOURS	160.00				
		DEDUCTIONS	FEDTX	STTAX	FICA	CREDT	INSUR
		AMOUNT	.00	.00	.00	.00	.00
04	LAGUERUELA, RAOUL RAMONE	EARNINGS	HOURS	OVRTM	HRVAC	HRSCK	
		AMOUNT	.00	.00	.00	.00	
	PAY PERIOD ENDING DATE 03/31/83	HOURS	40.00	2.50	40.00	.00	
		DEDUCTIONS	FEDTX	STTAX	FICA	INSUR	UNION
		AMOUNT	.00	.00	.00	.00	10.00
05	BUTLER, EDWARD O.	EARNINGS	SALRY				
		AMOUNT	386.56				
	PAY PERIOD ENDING DATE 03/31/83	HOURS	32.00				
		DEDUCTIONS	FEDTX	STTAX	FICA	CREDT	INSUR
		AMOUNT	.00	.00	.00	.00	.00

********** END OF REPORT

Earnings Register

This report lists the actual dollar amounts for earnings/deductions applied in a pay period. The Earnings Register may be printed at various times throughout payroll processing to show more information as processing progresses.

The top of the report shows pay and earning/deduction frequencies specified for the pay period, and information is listed in order of employee identification number.

Headings on the report are broken into two lines to show the positioning of information in each section of the report. For each employee, the following information is listed: Payroll's check identification number, date on which check is printed, employee identification number, employee name, description of each earning with amount earned, and description of each deduction with amount deducted. If the check was created through Manual Check Entry, an M appears to the left of the check identification number.

Total earned, total deducted, and net amount of check is listed at the end of each employee's information.

```
DATE: 03/31/83              AAA HARDWARE COMPANY                        PAGE: 1
                            PAYROLL
                            EARNINGS REGISTER # **2
PAY FREQUENCIES:  12,026,000,000,000                   E/D FREQUENCIES: 1,2,0,0,0

CK. ID.    CK. NO.     CK. DATE        EMPL. ID.          EMPLOYEE NAME
            EARNINGS                   DEDUCTIONS                      NET

=============================================================================
  001                        03/31/83     01     HAROLD FRANCIS JOHNSON
       SALRY          565.00       FEDTX          74.23
       BONUS                       STTAX          12.97
                                   FICA           37.86
                                   CREDT          56.50
                                   INSUR          25.50


                =============            =============  PERIOD ENDING 03/31/83
       TOTALS         565.00                     207.06        ********357.94
=============================================================================
  002                        03/31/83     02     KIMBERLY ANN HARRISON
       HOURS          356.00       FEDTX          17.80
       OVRTM                       STTAX           3.12
       HRVAC                       FICA           23.85
                                   INSUR           4.40


                =============            =============  PERIOD ENDING 03/31/83
       TOTALS         356.00                      49.17        ********306.83
=============================================================================
  003                        03/31/83     03     EVA L. BARCLAY
       SALRY        2,500.00       FEDTX         509.42
       BONUS                       STTAX         115.17
                                   FICA          167.50
                                   CREDT         125.00
                                   INSUR          25.50


                =============            =============  PERIOD ENDING 03/31/83
       TOTALS       2,500.00                     942.59        ******1,557.41
=============================================================================
  004                        03/31/83     04     RAOUL RAMONE LAGUERUELA
       HOURS          320.00       FEDTX          98.85
       OVRTM           30.00       STTAX          24.12
       HRVAC          320.00       FICA           44.89
       HRSCK                       INSUR           4.40
                                   UNION          10.00


                =============            =============  PERIOD ENDING 03/31/83
       TOTALS         670.00                     182.26        ********487.74
```

```
DATE: 03/31/83              AAA HARDWARE COMPANY                         PAGE: 2
                            PAYROLL
                            EARNINGS REGISTER # **2
PAY FREQUENCIES:  12,026,000,000,000                     E/D FREQUENCIES: 1,2,0,0,0

CK. ID.     CK. NO.     CK. DATE        EMPL. ID.           EMPLOYEE NAME
             EARNINGS                   DEDUCTIONS                    NET

==============================================================================
 005                       03/31/83      05     EDWARD O. BUTLER
       SALRY         386.56     FEDTX          22.39
       BONUS                    STTAX          14.61
                                FICA           25.90
                                CREDT          38.66
                                INSUR          25.50


               =============             ============= PERIOD ENDING 03/31/83
       TOTALS        386.56                   127.06       *********259.50
==============================================================================
COMPANY TOTALS     4,477.56                 1,508.14       ******2,969.42

**********  END OF REPORT
```

Paycheck

The paycheck is in two sections: the check stub and the check itself. The stub shows the employee's name, identification number, and Social Security number; the pay period ending date and date of check; and Payroll's check identification number. All earnings are listed in one column with hours worked and/or amounts earned. The hours and amounts are totalled near the bottom of the stub. Deductions are listed similarly in another column. At the bottom of the stub, the gross pay and net pay amounts are shown.

The check shows the check number, date, amount of check, and the name and address of the employee to whom the check is made payable.

Also shown is a paycheck alignment mask to help you in aligning your checks.

Employee Name	ID.	SSN	Pay Period	Ck. Date	Ck. ID.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX	XXXXXXXXXXX	MM/DD/YY	MM/DD/YY	

EARNINGS / CREDITS				TAXES / DEDUCTIONS		
DESCRIPTION	HOURS	CURRENT	YEAR-TO-DATE	DESCRIPTION	CURRENT	YEAR-TO-DATE
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
XXXXXXXXXXXX	9999.99	99,999.99	9999,999.99	XXXXXXXXXXXX	99,999.99	999999.99
TOTALS	9999.99	99,999.99	9999,999.99		99,999.99	999999.99

	Gross Pay	Net Pay
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	$999,999.99	$999,999.99

STATEMENT OF EARNINGS AND DEDUCTIONS • DETACH AND RETAIN FOR YOUR RECORDS

CHECK NO.

PAY

NINE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED NINETY-NINE & 99/100 - - - DOLLARS

		DATE	AMOUNT
TO THE ORDER OF	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XX XXXXXXXXXX	MM/DD/YY	$999,999.99

Employee Name	ID.	SSN	Pay Period	Ck. Date	Ck. ID.
HAROLD FRANCIS JOHNSON	01	55-10-1124	03/31/83	03/31/83	001

EARNINGS / CREDITS				TAXES / DEDUCTIONS		
DESCRIPTION	HOURS	CURRENT	YEAR-TO-DATE	DESCRIPTION	CURRENT	YEAR-TO-DATE
SALARIED WAGE	80.00	565.00	565.00	FEDERAL TAX	74.23	74.23
BONUS PLAN				STATE TAX	12.97	12.97
				FICA	37.86	37.86
				CREDIT UNION	56.50	56.50
				INSURANCE	25.50	25.50
TOTALS	80.00	565.00	565.00		207.06	207.06

	Gross Pay	Net Pay
	$565.00	$357.94

STATEMENT OF EARNINGS AND DEDUCTIONS • DETACH AND RETAIN FOR YOUR RECORDS

CHECK NO.

PAY

THREE HUNDRED FIFTY-SEVEN & 94/100 - DOLLARS

		DATE	AMOUNT
TO THE ORDER OF	HAROLD FRANCIS JOHNSON 254 SUGARTREE LANE SWEETWATER GA 99999	03/31/83	$357.94

General Ledger Posting Recap

The General Ledger Posting Recap lists only accounts to which any amounts have been posted during a pay period and the amount debited or credited to each account.

The accounts are listed in order of their use by Payroll in posting. Total debit and credit amounts should balance at the end of the report.

```
DATE: 03/31/83            AAA HARDWARE COMPANY                      PAGE: 1
                          PAYROLL
                          GENERAL LEDGER POSTING RECAP

ACCT. #    LEDGER DESCRIPTION              DEBIT AMOUNT       CREDIT AMOUNT

2140       FED. WITHHOLDING PAYABLE                                  722.69
6110-30    OTHER EARNINGS EXPENSE                320.00
2180       CREDIT UNION PAYABLE                                      220.16
2150       STATE WITHHOLDING PAYABLE                                 169.99
6110-10    HOURLY WAGES EXPENSE                  706.00
2180-10    INSURANCE DEDUCTION PAYBL                                  85.30
6110-20    SALARY WAGES EXPENSE                3,451.56
2190       UNION DUES PAYABLE                                         10.00
1110       CASH                                                    2,969.42
2130       FICA PAYABLE                                              600.00
6120       EMPLOYER FICA EXPENSE                 300.00
6130       FUI EXPENSE                            35.82
2160       FUI PAYABLE                                                35.82
2170       SUI TAX PAYABLE                                           120.90
6140       SUI EXPENSE                           120.90
                                           ============        ============
           COMPANY TOTALS                      4,934.28            4,934.28

***** END OF REPORT
```

Employee Mailing List

This sample report is one defined using the Report Formatter selection. It shows the sequence in which information is listed — in this case, by employee last name.

The employee identification number, name, address, city, state, zip code, home telephone number, and Social Security number are listed for each employee on this report. Keep in mind that you may choose any employee information you wish to print on a user-defined report.

```
DATE: 03/31/83              AAA HARDWARE COMPANY                         PAGE: 1
  NAME SEQUENCE             PAYROLL
                            EMPLOYEE MAIL

EMP-ID        N A M E                  A D D R E S S           C I T Y       STATE  Z I P     P H O N E     SOC. SEC. #

  03   BARCLAY, EVA L.              7311 CORONET CIRCLE      MACON                 GA  99872     555-673-4228  543-21-0987
  05   BUTLER, EDWARD O.            2608 HOLLOW GLEN DR.     MACON                 GA  45092     617-425-6713  449-81-3741
  02   HARRISON, KIMBERLY ANN       5913-A FORREST           SWEETWATER            GA  99999     555-342-9000  437-22-1234
  01   JOHNSON, HAROLD FRANCIS      254 SUGARTREE LANE       SWEETWATER            GA  99999     555-555-6545  555-10-1124
  04   LAGUERUELA, RAOUL RAMONE     1147 BENNETT STREET NORTH MACON                GA  99875     555-788-5441  412-29-8753
**********  END OF REPORT
```

Employee Mailing Labels

Mailing labels show each specified employee's identification number, date (for use as time card labels), name, address, city, state, zip code, and Social Security number. "One up" or one-across labels are used for this function.

```
*********** N A M E ***********
***** A D D R E S S *****
****** C I T Y ***** ST *ZIP CODE*
*SOC.SEC.#  MM/DD/YY XX

HAROLD FRANCIS JOHNSON
254 SUGARTREE LANE
SWEETWATER             GA 99999
555-10-112  03/31/83 01

KIMBERLY ANN HARRISON
5913-A FORREST
SWEETWATER             GA 99999
437-22-123  03/31/83 02

EVA L. BARCLAY
7311 CORONET CIRCLE
MACON                  GA 99872
543-21-098  03/31/83 03

RAOUL RAMONE LAGUERUELA
1147 BENNETT STREET NORTH
MACON                  GA 99875
412-29-875  03/31/83 04
```

Employee Earning Deduction List

This report shows all defined earnings and deductions for each employee with the rates at which wages are earned or deductions are taken.

The headings are divided into two lines to show positioning of information on the report. Information is listed in order of employee identification number and consists of the following items: employee identification number, employee name and Social Security number, earning/deduction identification code, earning/deduction description, rate of earning or deduction (rate, percent, or amount), maximum amount of earning/deduction, and frequency code of earning/deduction.

```
DATE: 03/31/83              AAA HARDWARE COMPANY                       PAGE: 1
                            PAYROLL
                            EMPLOYEE E/D LIST

    EMP.ID.         EMPLOYEE NAME         SOC. SEC. NUM.
        E/D CODE    DESCRIPTION         PCT/RTE/AMT      MAX AMOUNT   FREQ.
------------------------------------------------------------------------------


     01      JOHNSON, HAROLD FRANCIS             555-10-1124
          SL      SALARIED WAGES         565.00             .00       1
          BN      BONUS PLAN                .00             .00       4
          CR      CREDIT UNION            10.00             .00       1
          IN      INSURANCE               25.50          500.00       2

     02      HARRISON, KIMBERLY ANN              437-22-1234
          HR      HOURLY EARNINGS         44.50             .00       1
          OT      OVERTIME WAGES          66.80             .00       1
          VC      VACATION PAY            44.50          356.00       1
          IN      INSURANCE                4.40          200.00       2

     03      BARCLAY, EVA L.                     543-21-0987
          SL      SALARIED WAGES       2,500.00             .00       1
          BN      BONUS PLAN                .00             .00       4
          CR      CREDIT UNION             5.00             .00       2
          IN      INSURANCE               25.50          500.00       2

     04      LAGUERUELA, RAOUL RAMONE            412-29-8753
          HR      HOURLY EARNINGS         80.00             .00       1
          OT      OVERTIME WAGES         120.00             .00       1
          VC      VACATION PAY            80.00          640.00       1
          SK      SICK PAY                80.00          320.00       1
          IN      INSURANCE                4.40          200.00       2
          UN      UNION DUES                .25          300.00       1

     05      BUTLER, EDWARD O.                   449-81-3741
          SL      SALARIED WAGES       1,833.00             .00       1
          BN      BONUS PLAN                .00             .00       4
          CR      CREDIT UNION            10.00             .00       1
          IN      INSURANCE               25.50          500.00       2
********** END OF REPORT
```

Time Card Worksheet

This form is a worksheet for you to fill in using actual employee time cards or other pay information. All employees specified to be paid in a pay period are listed in order of employee identification number.

For each employee, you should first fill in the pay period ending date. Earnings are listed separately from deductions, with blanks for filling in either the number of hours or dollar amount for each earning/deduction specified to be applied in the pay period.

Use the completed worksheet to help you enter information in Time Card Entry.

```
        DATE:03/31/83                     AAA HARDWARE COMPANY                            PAGE: 1
                                          PAYROLL
                                          TIME CARD WORKSHEET
           PAY FREQUENCIES:  12,026,000,000,000                        E/D FREQUENCIES: 1,2,0,0,0

EMPL.          EMPLOYEE                               E A R N I N G S   A N D   D E C U T I O N S
 ID.             NAME

01   JOHNSON, HAROLD FRANCIS          EARNINGS   SALRY

                                       AMOUNT   .......
     PAY PERIOD ENDING DATE   /  /     HOURS    .......

                                      DEDUCTIONS FEDTX    STTAX    FICA     CREDT    INSUR

                                       AMOUNT   .......  .......  .......  .......  .......
-------------------------------------------------------------------------------------------------------------------

02   HARRISON, KIMBERLY ANN           EARNINGS   HOURS    OVRTM    HRVAC

                                       AMOUNT   .......  .......  .......
     PAY PERIOD ENDING DATE   /  /     HOURS    .......  .......  .......

                                      DEDUCTIONS FEDTX    STTAX    FICA     INSUR

                                       AMOUNT   .......  .......  .......  .......
-------------------------------------------------------------------------------------------------------------------

03   BARCLAY, EVA L.                  EARNINGS   SALRY

                                       AMOUNT   .......
     PAY PERIOD ENDING DATE   /  /     HOURS    .......

                                      DEDUCTIONS FEDTX    STTAX    FICA     CREDT    INSUR

                                       AMOUNT   .......  .......  .......  .......  .......
-------------------------------------------------------------------------------------------------------------------

04   LAGUERUELA, RAOUL RAMONE         EARNINGS   HOURS    OVRTM    HRVAC    HRSCK

                                       AMOUNT   .......  .......  .......  .......
     PAY PERIOD ENDING DATE   /  /     HOURS    .......  .......  .......  .......

                                      DEDUCTIONS FEDTX    STTAX    FICA     INSUR    UNION

                                       AMOUNT   .......  .......  .......  .......  .......
-------------------------------------------------------------------------------------------------------------------

05   BUTLER, EDWARD O.                EARNINGS   SALRY

                                       AMOUNT   .......
     PAY PERIOD ENDING DATE   /  /     HOURS    .......

                                      DEDUCTIONS FEDTX    STTAX    FICA     CREDT    INSUR

                                       AMOUNT   .......  .......  .......  .......  .......
-------------------------------------------------------------------------------------------------------------------

**********  END OF REPORT
```

Employee Cross Classification

This report shows the number and type of employees in different job positions. Using the key at the end of the report, you see that white males are classified as "A," Asian females as "I," and so on. Columns A-J on the report represent the ethnic and sex categories defined in the keys.

To read the report, notice, for example, the box in Column G, in the row designated "Clerical." The number "1" appears, meaning that the company has one clerical employee who is a black female, according to the key.

The last column shows the total number of employees in each job category, and the last row shows the total number of employees of particular sexes or ethnic backgrounds.

DATE: 03/31/83 AAA HARDWARE COMPANY PAGE: 1

PAYROLL

EMPLOYEE CROSS CLASSIFICATION

POSITION VS. RACE	A	B	C	D	E	F	G	H	I	J	TOTALS
MANAGERS	1										1
PROFESSION	1					1					2
TECHNICIAN											
SALES											
CLERICAL							1				1
CRAFT (SK)											
OPERATIVES											
LABORERS											
SERVICE			1								1
TOTALS	2		1			1	1				5

	MALE	FEMALE
WHITE	A	F
BLACK	B	G
HISPANIC	C	H
ASIAN	D	I
AMER.INDIA	E	J

********** END OF REPORT

General Ledger Distribution

This report shows the total dollar amount posted to each defined account for the current pay period, quarter, and year. Account numbers, descriptions, and amounts posted are listed in order of account number.

```
DATE: 03/31/83          AAA HARDWARE COMPANY                         PAGE: 1
                        PAYROLL
                        GENERAL LEDGER DISTRIBUTION

                                             ------------ B A L A N C E ---------
ACCT. NO.  DESCRIPTION                          CURRENT      QUARTER       YEAR
-------------------------------------------------------------------------------
1110-      CASH                                2,969.42     2,969.42   2,969.42
2130-      FICA PAYABLE                          600.00       600.00     600.00
2140-      FED. WITHHOLDING PAYABLE              722.69       722.69     722.69
2150-      STATE WITHHOLDING PAYABLE             169.99       169.99     169.99
2160-      FUI PAYABLE                            35.82        35.82      35.82
2170-      SUI TAX PAYABLE                       120.90       120.90     120.90
2180-      CREDIT UNION PAYABLE                  220.16       220.16     220.16
2180-10    INSURANCE DEDUCTION PAYBL              85.30        85.30      85.30
2190-      UNION DUES PAYABLE                     10.00        10.00      10.00
6110-10    HOURLY WAGES EXPENSE                  706.00       706.00     706.00
6110-20    SALARY WAGES EXPENSE                3,451.56     3,451.56   3,451.56
6110-30    OTHER EARNINGS EXPENSE                320.00       320.00     320.00
6120-      EMPLOYER FICA EXPENSE                 300.00       300.00     300.00
6130-      FUI EXPENSE                            35.82        35.82      35.82
6140-      SUI EXPENSE                           120.90       120.90     120.90

**********  END OF REPORT
```

Employee Tax Summary

This report summarizes tax information for each employee. Each page of the report contains information for one employee.

The employee's identification number, name, work city and state, Social Security number, and status (active or inactive) are listed first. Next, the report is broken into four sections: earnings, deductions, taxable wages, and workers compensation wages.

Each earning for an employee is listed, along with the amount earned during the current pay period, quarter, and year. All amounts are then totalled.

Deductions are listed in the same way, with a net pay (total earnings minus total deductions) line appearing beneath the deductions section.

Taxable wages are listed next and include totals of all wages taxable by the federal government and any state or city tax authority.

Appearing last are wages upon which a company's workers compensation liability is based, along with the rate for figuring liability and the total estimated liability for the employee.

```
DATE: 03/31/83              AAA HARDWARE COMPANY                        PAGE: 1
                            PAYROLL
                            EMPLOYEE TAX SUMMARY
                            LAST UPDATED 03/31/83

 01  JOHNSON, HAROLD FRANCIS          ----------- B A L A N C E S -----------
 MACON      GA  555-10-1124   ACTIVE      CURRENT      QUARTER        YEAR
-------------------------------------------------------------------------------
     EARNINGS:
            SALARIED WAGES                 565.00       565.00       565.00
                                      ----------------------------------------
     TOTAL EARNINGS                        565.00       565.00       565.00

     DEDUCTIONS:
            FEDERAL INCOME TAX              74.23        74.23        74.23
            GEORGIA INCOME TAX              12.97        12.97        12.97
            EMPLOYEE FICA                   37.86        37.86        37.86
            CREDIT UNION                    56.50        56.50        56.50
            INSURANCE                       25.50        25.50        25.50
                                      ----------------------------------------
     TOTAL DEDUCTIONS                      207.06       207.06       207.06
                                      ========================================
     NET PAY                               357.94       357.94       357.94

     TAXABLE WAGES:
            FEDERAL TAXABLE                565.00       565.00       565.00
            EMPLOYEE FICA                  565.00       565.00       565.00
            EMPLOYER FICA                  565.00       565.00       565.00
            FED UNEMP INSUR                565.00       565.00       565.00
            STATE TAXABLE                  565.00       565.00       565.00
            STATE UNEMP INS                565.00       565.00       565.00


     WORKERS COMPENSATION:
            WAGES                          565.00       565.00       565.00
               X    .01250     (rate) ----------------------------------------
            ESTIMATED LIABILITY              7.06         7.06         7.06
```

Employer Tax Summary

This report lists amounts of earnings, deductions, taxes withheld, and employer contributions to taxes for the current pay period, quarter, and year. The report is broken into five sections: earnings, deductions, taxes withheld, employer taxes, and workers compensation.

In the earnings section, each earning's identification code and description is listed with the earning's current, quarter, and year amounts. All earning amounts are totalled at the end of the section. Deductions are listed and totalled in the same way.

Taxes withheld from employee wages are listed next with their amounts and totals. After this section, total deductions and taxes withheld are subtracted from total earnings to show the net payroll amount.

The next section of the report shows taxes to which the company contributes. Each employer tax and its current, quarter, and year total is listed. All employer tax contributions are then totalled at the end of the section.

The last section lists each workers compensation category with all wages subject to liability estimation. Also included is the actual estimation amount for each category. At the end of the section, total hours, wages, and estimated liabilities are listed.

DATE: 03/31/83 AAA HARDWARE COMPANY PAGE: 1

PAYROLL

EMPLOYER TAX SUMMARY

LAST UPDATED 03/31/83

CODE	DESCRIPTION	BALANCES CURRENT	BALANCES QUARTER	BALANCES YEAR
EARNINGS CATEGORIES:				
HR	HOURLY EARNINGS	676.00	676.00	676.00
OT	OVERTIME WAGES	30.00	30.00	30.00
SL	SALARIED WAGES	3,451.56	3,451.56	3,451.56
VC	VACATION PAY	320.00	320.00	320.00
**** TOTAL EARNINGS ****		4,477.56	4,477.56	4,477.56
DEDUCTIONS CATEGORIES:				
CR	CREDIT UNION	220.16	220.16	220.16
IN	INSURANCE	85.30	85.30	85.30
UN	UNION DUES	10.00	10.00	10.00
**** TOTAL DEDUCTIONS ****		315.46	315.46	315.46
TAXES WITHHELD:				
FDM	FEDERAL INCOME TAX	17.80	17.80	17.80
FDS	FEDERAL INCOME TAX	704.89	704.89	704.89
GAM	GEORGIA INCOME TAX	3.12	3.12	3.12
GAS	GEORGIA INCOME TAX	166.87	166.87	166.87
***	EMPLOYEE FICA WITHHELD	300.00	300.00	300.00
**** TOTAL TAXES WITHHELD ****		1,192.68	1,192.68	1,192.68
**** NET PAYROLL ****		2,969.42	2,969.42	2,969.42
EMPLOYER TAXES:				
	FICA (EMPLOYER CONTRIBUTION)	300.00	300.00	300.00
	FEDERAL UNEMPLOYMENT INSURANCE	35.82	35.82	35.82
GA	STATE UNEMPLOYMENT INSURANCE	120.90	120.90	120.90
TOTAL EMPLOYER TAX CONTRIBUTIONS		456.72	456.72	456.72
941 DEPOSIT CALCULATIONS				
	TOTAL FED TAX WITHHELD	722.69	722.69	722.69
	TOTAL F.I.C.A. TAX	600.00	600.00	600.00
TOTAL FEDERAL DEPOSIT		1,322.69	1,322.69	1,322.69

DATE: 03/31/83 AAA HARDWARE COMPANY PAGE: 2

PAYROLL

EMPLOYER TAX SUMMARY

LAST UPDATED 03/31/83

CODE	DESCRIPTION	BALANCES CURRENT	BALANCES QUARTER	BALANCES YEAR
WORKERS COMPENSATION:				
01	WORKERS COMP WAGES	3,451.56	3,451.56	3,451.56
	X .01250 (rate)			
	ESTIMATED LIABILITY	43.14	43.14	43.14
02	WORKERS COMP HOURS	122.50	122.50	122.50
	X .22500 (rate)			
	ESTIMATED LIABILITY	27.56	27.56	27.56
TOTAL W/COMP HOURS		122.50	122.50	122.50
TOTAL W/COMP WAGES		3,451.56	3,451.56	3,451.56
TOTAL ESTIMATED LIABILITY		70.70	70.70	70.70

********** END OF REPORT

Payroll Performance

This report, listed in order of employee identification number, shows the number of hours credited to each earning of each employee for the current pay period, quarter, and year. Each employee's total number of hours for all earnings is also shown. At the end of the report, all hours are listed in order of earnings and added together to produce a company total number of hours.

```
DATE: 03/31/83            AAA HARDWARE COMPANY                    PAGE: 1
                          PAYROLL
                          PAYROLL PERFORMANCE
                          LAST UPDATED 03/31/83

EMPL. ID.      EMPLOYEE NAME           -------------- H O U R S -----------
          EARNING DESCRIPTION              CURRENT      QUARTER        YEAR
---------------------------------------------------------------------------
  01           JOHNSON, HAROLD FRANCIS
       SALARIED WAGES                        80.00        80.00       80.00
                                       =========== =========== ===========
       EMPLOYEE TOTAL                        80.00        80.00       80.00
---------------------------------------------------------------------------
  02           HARRISON, KIMBERLY ANN
       HOURLY EARNINGS                       80.00        80.00       80.00
                                       =========== =========== ===========
       EMPLOYEE TOTAL                        80.00        80.00       80.00
---------------------------------------------------------------------------
  03           BARCLAY, EVA L.
       SALARIED WAGES                       160.00       160.00      160.00
                                       =========== =========== ===========
       EMPLOYEE TOTAL                       160.00       160.00      160.00
---------------------------------------------------------------------------
  04           LAGUERUELA, RAOUL RAMONE
       HOURLY EARNINGS                       40.00        40.00       40.00
       OVERTIME WAGES                         2.50         2.50        2.50
       VACATION PAY                          40.00        40.00       40.00
                                       =========== =========== ===========
       EMPLOYEE TOTAL                        82.50        82.50       82.50
---------------------------------------------------------------------------
  05           BUTLER, EDWARD O.
       SALARIED WAGES                        32.00        32.00       32.00
                                       =========== =========== ===========
       EMPLOYEE TOTAL                        32.00        32.00       32.00
---------------------------------------------------------------------------
  **           AAA HARDWARE COMPANY
       BONUS PLAN                              .00          .00         .00
       HOURLY EARNINGS                      120.00       120.00      120.00
       OVERTIME WAGES                         2.50         2.50        2.50
       SICK PAY                                .00          .00         .00
       SALARIED WAGES                       272.00       272.00      272.00
       VACATION PAY                          40.00        40.00       40.00
                                       =========== =========== ===========
       COMPANY TOTAL                        434.50       434.50      434.50

**********  END OF REPORT
```

TAX CODE FORMATTING

Payroll calculates city and state taxes in a manner that might look a bit different from the equations you've seen in your city and state tax codes. Read and study the following material to familiarize yourself with the way Payroll handles information necessary in defining tax codes.

When you have a thorough understanding of the explanations and have looked through the example, start defining your tax codes. If you like, ask your accountant for help in setting up city and state equations for entry into the computer.

Payroll uses the following equations to calculate tax. Use this list of abbreviations to help you read the equations.

GW:	Gross Wages
GTW:	Gross Taxable Wages (% GROSS TAXABLE up to MAX GROSS)
STD:	Standard Deduction (STD DEDUCT AMOUNT or STD PERCENTAGE of GW less than or equal to MAX AMT and greater than or equal to MIN AMT)
EXD:	Exemption Deduction (#-EXEMP × EXEMPTION AMOUNT)
DPD:	Dependent Deduction (#-DEPND × DEPENDENT AMOUNT)
FETD:	Federal Tax Deduction (% FED W/H DEDUCT up to MAX FED)
FITD:	FICA Tax Deduction (% FICA DEDUCT up to MAX FICA)
STTD:	State Tax Deduction (% STATE TAX DEDUCT up to MAX STATE)

TTI: Tax Table Income

The equations, in the order in which Payroll uses them, are:

1. TTI = GTW − EXD − DPD − STD − FETD − FITD − STTD − $ADJUSTMENT

2. TAX = $AMOUNT in TTI bracket + (% AMOUNT × (TTI − OVER AMOUNT)) − $CREDIT

3. Final Tax = TAX − (TAX × %CREDIT) + (% TAX over MAX × (GW − MAX GROSS))

Note: For definitions of % AMOUNT and OVER AMOUNT, see Conversion Form #6, "Tax Table Definition," in the Conversion section.

You can make your city and state tax equations fit the format Payroll uses by following these steps:

1. Write down your city or state equation that converts gross wages to tax table income.

2. Write down any equations that adjust a tax after it has been calculated from the tax table (such as credits).

3. Apply the equations you wrote down to the equations shown earlier.

You might have to derive the equation Payroll uses algebraically from your equations. The following example shows you how, using Minnesota's state tax.

Minnesota uses these equations in its tax code:

1. TAX TABLE INCOME = (GROSS WAGES − FED TAX) × .9072

2. TAX = TAX FROM TABLE − (68 × NUMBER OF EXEMPTIONS)

3. FINAL TAX = TAX × 1.084

To transfer the first Minnesota equation to a form usable by Payroll, change it to this form:

$$\text{TAX TABLE INCOME} = (.9072 \times \text{GW}) - (.9072 \times \text{FED TAX})$$

To transfer the second Minnesota equation to a form usable by Payroll:

> The 68 (dollars) must be a $CREDIT. (Multiply the number of exemptions for each employee by 68 and enter that number as the $CREDIT.)

To apply Minnesota's third equation to Payroll, change it to this form:

$$\text{FINAL TAX} = \text{TAX} - (.084 \times \text{TAX})$$

$(.084 \times \text{TAX})$ is derived from $(1 \times \text{TAX}) + (.084 \times \text{TAX})$. Therefore, %CREDIT = -8.4%.

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