Payroll

Passport Business Solutions ™

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Table of Contents

Understanding Payroll

This chapter contains the following topics:

PRODUCT DESCRIPTION

The Passport Business Solutions Payroll module provides the following features:

- Has employee maintenance and lists.
- Handles both hourly and salaried employees on daily, weekly, bi-weekly, semi-monthly, monthly, and quarterly pay frequencies.
- Can provide multiple pay rates per employee.
- Prints a payroll worksheet to assist in gathering payroll input information.
- Allows entering and editing of time-worked information, with an edit list.
- Data Import Manager allows mapping the CSV format output from your time clock software into a format directly readable by payroll's time worked function. Interfaces to TimeClick software specifically allowing data to be imported with no re-entry processing. See timeclick.com.
- Handles a wide variety of special deductions and earnings, including Regular and Roth 401(k) plans and direct deposits.
- Handles supplemental earnings and can pay commissions specifically.
- Multiple deductions can be included for each check, either permanently or temporarily.
- Automatically calculates standard payroll for salaried employees.
- Tracks employee vacation and sick time.
- Prints payroll checks and full accounting posting reports plus three other registers – a Time Worked register, a Deductions and Earnings register and Payroll Register which is a detailed breakdown of the calculations and results from Gross Wages to Net Pay with Deductions and Earnings detailed.
- Vacation and bonus checks can be processed and printed separately in the same run as regular paychecks or printed separately and in advance.
- Checks can be voided at the end of the pay run or later.
- Produces a direct deposit ACH file and prints a Mailer with a direct deposit register. Direct deposits can be made to multiple employee financial institutions and bank accounts.
- Can e-mail a pay advice PDF form to each employee as a notification about their printed check or generated direct deposit.
- Allows reports to be stored on disk to save computer time. You may print or view them later at your convenience.
- Can be interfaced automatically to Check Reconciliation to reconcile the checkbook for the payments made to employees.
- Allows entering, editing, and posting of handwritten checks and adjustments, with an edit list and register.

- Multiple distributions can be entered for each employee. Prints a report showing all payroll distributions to general ledger.
- Prints a union deductions report, a Workers' Compensation hours report and 401 (k) contributions report.
- Reporting functions are provide each providing detailed or summary views of the payroll year's transactions to date: Check register, Employee payroll history, Employee Gross Hours and Wages, Employee leave report (Sick, Holiday accumulations and uses).
- Prints a standard quarterly report and a year-end Federally required W-2/W-3 information report and forms. Electronic efile reporting of W-2 information is also available.
- The system runs on a 5 quarter basis which allows for running payrolls into a new year while doing the validation work prior to submitting year-end reports and closing the year.
- Quarterly reports can be printed in customized formats.
- The employee quarterly data can be exported and merged with a 941 PDF file and a 941 Schedule B PDF file. A 941 report can also be printed.
- State quarterly unemployment insurance reports and annual withholding reports can be made on electronic media.
- Handles Pennsylvania specific state income tax tracking and reporting.
- Handles 1099 non-employees with year-end compliance reporting.
- Social security numbers and employee bank account numbers can be masked on screens, reports, posting registers and encrypted within the data storage.
- To help reduce fraud and to control the distribution of funds, a Positive Pay export file format can be set up. A pay run produces a "certification file" which you submit to the paying bank.
- Can be interfaced to General Ledger for both fixed and variable distributions to a multi-segment General Ledger account number.
- When interfaced to Job Cost, employee costs are translated into labor costs and applied to Jobs/Sub-jobs by category.
- Checks and direct deposit pay can be interfaced with Check Reconciliation. A bank reconciliation can be done on a regular basis.
- A Food Service Payroll feature is available for handling restaurant employees who work multiple job types with multiple rates.
- Can be interfaced with Canadian Payroll. For setup information see the C/R Control information chapter and the *Get Distributions* section of the G/L Distributions chapter.
- Includes password protection.
- Has field by field Help built into the software for both graphical and character screens.

Affordable Care Act

Passport provides a means of entering, tracking and reporting Affordable Care Act (ACA) information that is called *PBS ACA Management and Reporting*.

In order to use the Affordable Care Act features and functions in PBS, you must have a PBS license specific to ACA. If you do not, this chapter does not apply to you. To acquire a license, contact your PBS provider.

The Affordable Care Act (ACA) for short, officially called the Patient Protection and Affordable Care Act (PPACA), and sometimes referred to as ObamaCare, reforms the health insurance industry and the American health care system as a whole. The law contains provisions that give Americans more rights and protections and expand access to affordable quality health care to tens of millions of uninsured.

The Affordable Care Act includes a variety of provisions that reform the insurance market and encourage small businesses to offer health insurance. Depending on whether you are an employer with fewer than 50 full-time equivalent employees, 50 to 99 employees, 100 to 249 employees, or an employer with 250 or more employees, different requirements of the Affordable Care Act may apply to you.

The PBS ACA provides the entry of employee ACA data which can be printed on the 1094-C *Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns* form, 1095-C *Employer-Provided Health Insurance Offer and Coverage* forms as well as generated in an ACA magnetic media E-file.

See the Affordable Care Act chapter for more information. Also see the Affordable Care Act Glossary.

Control Information

Easily maintainable controls allows you to set various functions that tailor this module to your business. These controls determine factors such as:

- whether distribution to General Ledger accounts is done automatically or manually. If it is done manually, you must enter GL account numbers
- pay factors for overtime and special pay
- the number of hours in your pay periods
- whether meals and tips are to be used for restaurants
- the SUI reporting method
- the check direct deposit mailer form types you choose to use and what gets printed on the form
- when licensed for the PBS Affordable Care Act the settings for ACA.

Deductions/Earnings Codes

The Deductions/Earnings Codes contain the voluntary deductions and miscellaneous earnings that you define in the system. You can define as many as you like. These deductions and earnings may be assigned to any employee permanently or during a check run.

The Deductions/Earnings Report can be printed on request.

Tax Tables

You can easily maintain tables of federal, state, and city withholding amounts, earned income credits, employer and employee social security and medicare taxes, and FUI and SUI percentages and maximums. Workers' compensation premium calculation information is also included and easily maintainable. The Tax Tables List can be printed on request.

Employees

Besides the usual name, address, social security number, pay frequency and rates, taxable status and control information, and year-to-date figures, the employee record contains hire/review information and available vacation and sick hours for control.

Each employee can be assigned any of the three fixed deductions (union dues, loan repayment, and wage garnishment), plus up to nine deductions/earnings which you define. The union deduction, as well as any other deduction you define, can be a fixed amount, a rate per hour, or a percentage of gross wages.

You can assign a frequency code to each employee's deduction/earning to indicate how often it is to be deducted or paid to that employee.

You can print an employee list by employee number or name on request.

Payroll Transactions

In the *Time worked* selection, you can automatically generate standard payroll transactions (entries) for employees whose pay is being automatically distributed (not designated for manual distribution) to G/L accounts, and is not complicated by overtime, special pay, or temporary deductions or earnings.

You can also enter individual payroll transactions (which you must do for employees designated for manual distribution), or edit any existing payroll transactions, including the ones automatically generated. With the individual payroll transaction, you can enter up to six one-time temporary deductions or earnings. (Meals and tips are entered this way.)

You can process hourly and salaried employees together or separately.

The module also handles supplemental pay such as bonuses or commissions.

A Payroll Attendance Worksheet can be printed to aid in preparing time entries before you actually enter the information.

You can print an edit list for corrections before you go on to the next selection, *Calculate payroll*.

Vacation Pay

You can enter up to four weeks of advance vacation pay. (A separate check is printed for each week.) Any attempt to over-pay vacation or sick pay, or to pay a terminated employee, results in a warning message.

Remaining vacation time can be printed on the check stub.

Payroll Calculation

After you have entered and edited all time information, you tell the software to automatically calculate gross pay, taxes and any voluntary deductions. The software calculates federal, state, and city withholding taxes and accommodates multiple state and multiple city payrolls.

You can choose to have taxes calculated on fixed amounts specified for the employee, rather than using standard calculations. (Options must be used in *Employees (Enter)* to indicate this.)

You can use daily, weekly, biweekly, semi-monthly, monthly, quarterly, and miscellaneous pay frequencies.

Payroll and Deductions Registers

After the payroll is calculated, the Payroll Register and Deductions Register are automatically printed. These show full detail of all pay, taxes and deductions for each employee.

The current pay period's gross pay, social security, medicare, federal, state, and city taxes, net pay, and any voluntary deductions are summarized for the current period and year-to-date. The report also shows employer liability totals for workers' compensation, social security, medicare, and federal and state unemployment.

Check Printing

You can print payroll checks at any time after the payroll has been calculated. The starting check number is entered at the beginning of the printing procedure.

Provisions are included for restarting check printing from any specified check and, if necessary, to recover from a printer jam. All or specific checks can be voided if desired. After printing checks, a Payroll Check Register is automatically printed, showing each check number, payee name, and amount.

Direct Deposit

If you are using direct deposit for your employees' pay, a direct deposit register is printed at the end of each pay run. This shows you the amount that will be transferred to the employee account(s).

There are two types of direct deposit in Payroll: Electronic payment and Report only.

The *Electronic payment* method has these features:

> Using the PBS Payroll ACH Direct Deposit add-on feature during a check run your system will print mailer forms and create a direct deposit ACH file which may be transferred to your bank.
>
> A Pre-Notification feature provides a means of verifying an employee's bank account information before you start directly depositing the employee's pay.
>
> For setting up electronic payment direct deposit, read the Implement Positive Pay and Direct Deposit appendix.

Report only provides a printed form of the amounts that must be deposited directly.

Check Reconciliation

The Check Reconciliation (C/R) module can be integrated with any or all of the Passport Business Solutions Accounts Payable, Accounts Receivable, and Payroll packages. Per the setup in C/R *Control information* there are two types of interfaces:

- You may transfer the net pay automatically to C/R during check and adjustment posting in Payroll.
- You can transfer information from these packages by pulling the data into C/R in a batch using *Transfer checks/deposits* on the C/R menu.

Using C/R, you can reconcile checkbooks periodically with bank statements and produce a reconciliation report, a checkbook, and a checking account activity report.

Both check and direct deposit payments are sent into C/R. Depending on your C/R Control information setup, direct deposit payments may be marked as reconciled during posting. When using this method the posting date is used.

Adjustments

Entering and posting of transactions for hand-written payroll checks and adjustments are provided. Handwritten checks can be entered or computer-written checks reversed, and adjustments can be made to employees' quarter-to-date and year-to-date totals or to G/L distributions. A Payroll Adjustments Edit List is provided as an aid to doing these actions.

When adjustments are posted, a Payroll Adjustments Register is automatically printed.

Payroll History Report

You can print a Payroll History Report on request, showing the earnings, taxes, and total voluntary deductions for each check for each employee within the specified range of pay period dates or check dates. A second report showing employer expenses for these checks can also be printed.

QTD/YTD time worked report

You can print a QTD/YTD (Quarter-to-date/Year-to-date) Time Worked Report at any time to show regular, overtime, special, holiday, vacation, and sick hours. Vacation, holiday, and sick pay are also shown. Information for each employee, quarter-to-date, and year-to-date totals are included. (Refer to the Employee Reports chapter.)

Union deductions Report

You can print a Union Deductions Report on request, showing each applicable employees' hours, rates of pay, and amount deducted within the selected time period. (Refer to the Employee Reports chapter.)

Workers' compensation premium Report

You can print two versions of the report showing estimated Workers' Compensation premiums and Workers pay. (Refer to the Workers' Compensation Reports section from the *Employee Reports*

chapter.)

401(k) contributions Report

You can print a report of 401(k) contributions. Both elective and non-elective contributions are shown. The report can be printed with check detail or summarized by employee. The report can be printed in either check date or pay period data order. (Refer to the Employee Reports chapter.)

Tax Reports

You can print a Quarterly Payroll Report, a Year-End Payroll Report, W-2 forms, W-3 form, 1099 forms (for non-employees), and a 1099 Information Report.

Additionally, you can report Federal W-2 information, 1099-MISC information, state quarterly unemployment insurance reports, and state annual employee withholding tax reports electronically.

Interface to General Ledger

The software automatically records the distributions to various GL accounts for all payroll activity. You can print a Payroll Distribution to GL Report on request. You would normally do this at the end of each accounting period.

You can either automatically interface this module to General Ledger or use it as a stand-alone product.

Password Protection

Passwords are required to access PBS. A password is a unique code you assign to each individual using the Passport Business Solutions software. Each potential user must first enter a valid password before being allowed to use a protected function.

File Utilities

One of the file utility function is to provide the capacity to recover corrupted data files. Another function is to export the data for conversion to a new PBS version. See the PBS Administration documentation for instructions on using the file utilities.

ODBC

(pronounced as separate letters) ODBC is short for **O**pen **D**ata**B**ase **C**onnectivity. ODBC is a *pipe* that connects data from Passport Business Solutions files to popular ODBC compliant spreadsheet and reporting applications like Microsoft™ Excel, Access and Crystal reports. ODBC is a separately licensed software and installation which requires a separate purchase. XDBC™ is the product that allows PBS to interface with your data via ODBC. ODBC only works with the Vision install of PBS.

Printers

In Windows you can easily select any one of more of the most popular printers. Additionally, instructions are given to allow you to interface the software to other printers.

Acrobat PDF and HTML file generation provides two ways to save and view reports. You may also send some forms to a PDF file, but checks are not included.

KEY WORDS AND CONCEPTS

To understand how to use Passport's Passport Business Solutions Payroll, you should understand some key concepts and words that are used in this module. Major concepts in Payroll are identified in alphabetical order below.

Accounting

Accounting is the function that provides quantitative information about your company through the collection, categorization, and presentation of financial records.

ACH

See ACH or Automated Clearing House

Alphanumeric

When the manual refers to alphanumeric, it means letters of the alphabet, numerals (numbers), special symbols (*,&,$,etc.) or any combination of all three kinds. In contrast, numeric (or digits), means only numbers.

Adjustment

An adjustment is a transaction that changes existing payroll information, or it can be an entry to record a payroll check you write by hand, as opposed to a check printed by the PBS Payroll system. When entering an adjustment, you must supply all the numbers (gross wages, taxes, deductions, etc.). The PBS Payroll system does not calculate these numbers.

ACH or Automated Clearing House

The ACH Network is a highly reliable and efficient nationwide batch-oriented electronic funds transfer system governed by the NACHA OPERATING RULES that provide for the inter-bank clearing of electronic payments for participating depository financial institutions. The Federal Reserve and Electronic Payments Network act as ACH Operators, central-clearing facilities through which financial institutions transmit or receive ACH entries.

NACHA (National Clearing House Association) is The Electronic Payments Association, out of Herndon, VA, that develops electronic solutions to improve the payment system. For more information on NACHA go to their web site at www.nacha.org.

Audit Trail

A path of accounting information that can be followed either forward or backward. A piece of accounting information usually comes from somewhere, or is going somewhere. Part of this information for example, a document number is used to track where it came from, or where it is going. The path made by tracking this information is the audit trail. PBS posting reports and journals are considered audit trail reports. Purging reports are also considered as an audit trail.

Displaying a report on screen will not satisfy an audit trail requirement because the displayed report goes away. Printing to a printer or disk are the best options.

Check Reconciliation

Reconciliation means bringing into agreement. When reconciliation is applied to checkbooks, it means balancing your checkbook, or, bringing into agreement the balance of your checkbook and the balance shown on your bank statement.

Comma-delimited

A type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems are able to import comma-delimited data.

When data is represented in comma-delimited format it is also referred to as ***c**omma-**s**eparated **v**alues*, abbreviated csv.

Data pulled from a database or files and represented in comma-delimited format looks something like the following:

```
Adams, Jane, 42, Chicago, Illinois
Doe, James, 32, San Francisco, California
Jones, Samuel, 18, Dallas, Texas
Smith, Marlene, 64, Trenton, New Jersey
```

In the example above the columns are Last name, First name, Age, City and State. Each column value is separated by a comma from the next column's value and each row starts a new line.

Fields may or may not be enclosed with double quotes depending on whether the field itself contains special characters (including spaces and commas).

Comma separate values (CSV)

See Comma-delimited

Cost Center

A cost center is a part of your company (for instance, a department or a regional office) for which sales and/or expenses (and sometimes costs) can be calculated separately from the total sales and expenses of the whole company.

Cost centers also apply to sales. A typical use for tracking sales by cost center is for a company which has several sales offices. By making each sales office a cost center, you can separately track the sales performance of each office.

Refer to the *Account Number Format* section of the *Company information* chapter in the *PBS Administration* documentation for complete information on Cost Centers.

Data Organization

Most of the information you enter into your computer is stored on the disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data), and to be able to process data logically, data must be organized in some predictable way. The Passport Business Solutions accounting software organizes your data for you automatically as it stores it on the disk.

There are five terms you should understand about the way the data is organized:

Character

A character is any letter, number, or other symbol you can type on your computer keyboard.

Field/Column

A field is one or more characters representing a single piece of data. For example, a name, a date, and a dollar amount are all fields. In SQL a field is often referred to as a column.

Record/Row

A record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the customer record. In SQL a record is often referred to as a row.

Entry

A record in a data file is often referred to as an entry.

Data file/Table

A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data). A file is referred to as a table when using SQL.

The Employee File in Payroll is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one employee.

Each file is kept separately from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to file in this User Manual mean data file unless specifically stated otherwise.)

DDP

This means Direct Deposit Processing, Direct Deposit Payroll or Direct Deposit Protocol. For Payroll ACH Direct Deposit we use Direct Deposit Payroll. See Direct Deposit below.

Deduction or DED

A deduction is an amount taken from the wages of an employee by the employer. However, unlike a tax, a deduction is not normally paid to a government agency. Deductions are typically made for voluntary activities such as savings plans, medical insurance, car allowances, etc.

The frequency of a deduction is how often the deduction is taken. For example, a deduction taken every week has a weekly frequency. A deduction taken only once a month has a monthly frequency.

Direct Deposit

Instead of receiving a paycheck, an employee can choose to have the pay deposited directly into their bank account(s). Alternatively, the employee can choose to have only a portion of the paycheck deposited directly, and receive the balance as an actual check. As a proof of payment a direct deposit mailer can be supplied to the employee.

Distribution

As used in the PBS Payroll, distribution means either:

- The act of allocating amounts (such as wages) to GL accounts
- An amount allocated to a GL account.

For example, when you pay an employee, you enter (or the computer calculates) information about how much to pay, what taxes to withhold, what deductions to make, etc.

In addition, you distribute (allocate) the amount of the wages to one of your GL expense accounts for salaries or hourly wages, and to your cash account. The Payroll module collects all distributions to GL accounts, and will either print a report summarizing these distributions or will automatically transfer them to the General Ledger module when appropriate (if you use it).

FWT

Short for Federal Withholding Tax. It is sometimes referred to as Federal Income Tax Withheld. It is the amount withheld from an income and submitted by the payer to the IRS as an advance payment of the taxpayer's federal income tax.

401(k) Plans

A 401(k) plan is a deferred compensation arrangement in accordance with IRS Code Section 401(k), whereby an employee can elect to have the employer contribute an amount to the plan on the employee's behalf. There is a yearly maximum on the amount an employee can elect to defer. This maximum is subject to annual adjustments for inflation. Employees over 50 can elect to contribute an additional amount to the 401(k) plan.

PBS enables an employer to deduct amounts from employee's pay for both regular 401(k) and Roth 401(k) plans. A regular 401(k) plan is a *before tax payroll deduction* while the Roth 401(k) plan option is an *after tax deduction*. The former defers income tax until retirement when withdrawals from the plan are subject to income tax while the Roth plan withdrawals are not subject to income tax (including the capital gain portion.)

In addition to elective contributions (described above), employers can provide matching (non elective) contributions. These contributions are not subject to taxation.

Additionally, employees can choose to make additional, voluntary contributions to the plan. Such contributions are after-tax deductions and are subject to all applicable taxes.

For more official and up-to-date information search for 401(k) on the http://www.irs.gov/ site.

Function

As used here, function means one or more programs that accomplish a specific task.

Each selection on a menu for a The Passport Business Solutions module is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you select.

General Ledger

When your company makes sales and receives payments, this activity affects not only accounts receivable, but also the area of accounting called general ledger.

General ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here, general means pertaining to many areas. general ledger is often abbreviated G/L or GL.

Ledger means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called ledgers.)

General Ledger Account

A general ledger account is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called telephone expenses under which you categorized your telephone bills. General ledger account is often abbreviated GL account.

Typically, an independent business has a hundred or more GL accounts. In the Passport Business Solutions accounting packages, each time any financial activity occurs in any area of accounting, the dollar amount is recorded under the appropriate GL account numbers, defined by the user.

Refer to the *Account Number Format* section of the *Company information* chapter in the PBS Administration documentation for complete information on General Ledger Account Numbers.

Graphical Mode and Character Mode

Graphical mode refers to the modern and more recently developed data entry, report and posting screens. Character mode refers to the classic data entry, report and posting style screens which was originally developed in the 1980's.

Here is an example of a graphical mode screen:

Here is an example of the same screen in character mode:

```
Employees (Enter)                                    XYZ Company E533
 * 1. Emp no
   2. Emp name
      First                                Middle
   3. Street 1
      Street 2
   4. City
   5. State
   6. Zip code
       Country
        County
   7. Phone #
   8. Soc sec #
   9. Birth date
  10. Marital status
  11. Hire date
  12. Last raise
  13. Review date
  14. Terminate date
  15. Work Comp class
  16. Home department
<F1>= next employee, <SF1>= prev employee, <Enter>= look up by name
```

Graphical screens may be preferred by some users while character screens may be preferred by others. Each PBS user can have their own default mode. Your login determines which your default mode and this default can be changed at any time.

Graphical mode has some advantages over character mode where character mode has some advantages over graphical. Test both to find the mode that works best for you.

While on a PBS screen that supports both character and graphical mode you may toggle back and forth from one mode to the other. For example if you are defaulted to using character mode you may switch to graphical mode by selecting <Sft+F10>. You may toggle back to character mode using the same <Sft+F10>.

Almost all screens are available in character mode. The exceptions are noted in the documentation. Many, but not all screens are available in graphical mode.

Grayed out

This pertains to graphical mode screens, as opposed to character mode (classic look).

Grayed out is a user interface element that displays with a light shade of gray, instead of black, to indicate that it cannot currently be operated or selected by the user.

Check boxes and check box labels are black when adding or editing a record. When viewing them they are grayed out.

Menu selections that are unique to certain graphical mode screens could be grayed out depending on the user's permission or even the module control settings.

Help

Help refers to descriptions of functions which appear on your screen by pressing a designated key; <F8> in Character mode and <Ctl+F1> in Graphical mode. The Help text gives you a quick reference to the highlights of the function you are running. See the note in Look-ups

Integrated

When a set of accounting packages is integrated, any information generated in one area that is needed in another area is automatically supplied to that other area. You do not have to enter the information twice.

Passport accounting software is fully integrated. When Payroll is used with other Passport Business Solutions packages, any information recorded in those other packages which the Payroll module should know about can be automatically transferred to the Payroll module.

Initialize

This is to set the value or put in something into the starting condition. After installing a new PBS system, the Payroll files and tables are in the initial state of no data. You must enter data to make the system operational.

There are utilities to initialize the Payroll files and tables. These utilities remove all existing data. This could be necessary under certain conditions. See your administrator for help with this function when it becomes necessary.

Look-ups

There are two kinds of lookups: Data Lookup and Date Lookups.

Data Lookup

Look-ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data on file. In graphical mode you may also click on the lookup button.

For instance, when entering a time worked distribution you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Note	For character mode screens, depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key and clicking on a date lookup calendar button. In Windows Character mode access the date lookup via the <F7> key. For Linux telnet mode there is no date lookup.

MICR

Magnetic ink character recognition (MICR) is a character-recognition technology used mainly by the banking industry to ease the processing and clearance of checks and other documents. The MICR encoding, called the MICR line, is at the bottom of checks and typically includes bank code, bank account number, check number, and may have other miscellaneous information.

Multi-Company

Multi-Company refers to the capability to do accounting functions for multiple companies with the same set of software.

Payroll

Payroll defines the wages you pay as an employer to your employees. Payroll is often abbreviated PR.

Payroll Taxes

Payroll taxes are those amounts related to payroll wages that are paid to government agencies. Commonly, four payroll taxes are paid to the federal (U.S.) government: social security tax, medicare tax, personal income tax (federal withholding), and federal unemployment insurance (FUI).

Many states and local governments also assess payroll taxes: additional personal income tax (state withholding), state unemployment insurance (SUI), etc.

The employer and employee typically each pay part of the required social security and medicare taxes, with the employees' portion being withheld from their pay checks. The employer usually pays the entire FUI and SUI amounts.

Post

To post means to take transactions from a temporary set of data and move them to a permanent location (where other transactions probably already exist). For example, Payroll time transactions are initially entered into the temporary Time Transactions. After the transactions have been entered and edited (pay calculated and checks printed), they are posted to the permanent payroll history.

Often, during transaction posting, other data is also updated. For example, in Payroll, when checks are posted, the year-to-date income, tax and other withholding figures in Employees are also updated.

Pre-Notification

This is a Direct Deposit ACH verification test conducted with your processing bank to verify the accuracy of the employee receiving bank's routing/transit number and bank account number.

Processing Bank

Processing Bank is the direct deposit bank that will process payments in the ACH file. In most cases, this is your bank. However, if your bank were sending the ACH file to a Federal Reserve for processing it would be the Federal Reserve Bank. This information becomes the **Immediate Destination** in the CTL *Banks* setup and gets written to the direct deposit ACH file.

See ACH or Automated Clearing House

Receiving Bank

Receiving Bank is every unique bank that is used by employees entered in the payroll system for direct deposit ACH processing. The routing information is set up in Ctl *Banks*.

There can and often will be multiple bank account numbers entered in *Employees* for each receiving bank.

See ACH or Automated Clearing House

Spool

SPOOL is an acronym meaning Save Printer Output Off-Line. Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

PCL

Printer Command Language

Printer command language, also know as PCL, was developed by Hewlett-Packard in the mid 1980's for ink jet printers.

Many PBS forms provide an alignment when using a Company information laser printer. This alignment is done using PCL codes. PBS works with printers that use either PCL 3, 4, 5 and 6 standard. Most PBS payroll check and direct deposit mailer types are affected by this. However, the graphical check and mailer do not use the PCL alignment.

Supplemental Benefit

A supplemental benefit is an amount contributed by the employer to a fund from which employees generally have a right to benefits only upon layoff and after meeting eligibility requirements. Supplemental benefit funds are used to augment state unemployment insurance. In the Payroll system, supplemental benefits are calculated and reported only. No G/L distributions are made as a result of these calculations.

Supplemental Earning

Supplemental earning is a special category of earning (such as a commission or bonus) that is usually taxed at the supplemental rate specified in federal and state tables.

Transactions

As used in accounting, transaction means a business event involving money and goods or services. For example, a transaction occurs each time you fill your gas tank: you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events which have already taken place, in the Passport Business Solutions software the word transaction means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the accounting area called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable. The records of quantities of goods received or sold are transactions from the accounting area called inventory control.

Workers' Compensation

Workers' compensation is insurance which provides for payment to an employee in the event of certain kinds of on-the-job injuries. The premiums for such insurance are normally paid by the employer to a state or private agency. A few states require that the employee pay part of the workers' compensation premium.

Affordable Care Act Glossary

The following words and definitions relate to the Affordable Care Act. For the use an setup of the Affordable Care Act in PBS, see the Affordable Care Act chapter.

Some of the words in this glossary refer to rules and regulations as of 2015. These rules may change at any time. Be sure to research the latest information on the IRS.gov and healthcare.gov web sites to verify.

1094-C

Form sent to IRS by 2/28 or 3/31 if electronic. Details coverage offered, month by month, for the year. One form per company serves as a transmittal document.

1095-C

Form sent to an employee by any Insurer who has covered them for any month.

ACA Licensing

- Licensed Company—This is a Passport Affordable Care Act Management Software licensed user. They are the first company listed and responsible for the license and PUP. The Licensed Company will also be an EIN Reporting Company (see below).
- EIN Reporting Company—This is the PBS company assigned to report on behalf of all PBS companies under a single EIN. There will be one such entity for each Essentials and Corporate license. By definition, Enterprise licenses will have more than one. It is at this level that entities are ranked by size (FT count or total count) for Aggregate ALE Group Members (1094-C, Part 4). In the event an employee works for more than one of these EIN level employers, each EIN will report (1095-C) on behalf of the employee for the months where the bulk of the hours were served. For months where the EIN is not the primary employer, the 1095-C will be coded as “not employed”. If an EIN Reporting Company was never the primary employer for any month of a year, it will not issue a 1095-C for the employee.
- Employee Reporting Company—In cases where an EIN Reporting Company has multiple PBS companies with the same EIN, this is the manually selected company that will report for an employee paid from multiple PBS companies. The Employee Reporting Company number is stored in each Employee ACA record and prevents duplication of 1095-Cs and employee counts.

Actuarial Value

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

Actuarial Value is defined as the proportion of covered medical expenses an insurance policy is expected to pay on average for a standard population, as compared to the percentage the insured is expected to pay via deductibles, co-insurance, co payments and other out-of-pocket expenses. An Actuarial Value of 100% means the plan would pay all medical expenses (not including premiums).

Adjusted Gross Income (AGI)

Total income minus specific deductions.

Administrative Period

Following the Standard Measurement period, this is when the analysis is done to determine the employee's full-time / part-time status and enroll eligible employees in coverage.

It is no more than 3 months. It is only 1 month if the Measurement Period was 12 months (13 month combined maximum).

Affordable

Single coverage (not spouse or dependents) < 9.5% of household Adjusted Gross Income. Percentage is subject to change each year.

Affordable Insurance Exchange, Health Insurance Marketplace, the Marketplace

Individual employees of ALEs who purchase from these sources are eligible for a Premium Tax Credit and the ALE is subject to the Employer Shared Responsibility payment.

ALE

Applicable Large Employer

An ALE is an employer or group with 50 or more combined Full-Time (FT) and Full-Time Equivalent (FTE) employees.

Cadillac Plan

Cadillac Plan starts in 2018. This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

Excessive and a luxury because it is pre-tax, essentially making it government subsidized and theoretically more likely to be used/abused. Subject to a 40% excise tax if it costs more than $10,200 a year for single coverage and $27,500 for family coverage, including both employee and employer contributions.

Chevron Doctrine

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

Decided the standards for the intent of the legislation would be used, rather than IRS interpretation.

Code Series 1. Indicator Codes for Employee Offer and Coverage (form 1095-C, line 14)

Code Series 1 classifies type of coverage (if any). This code is to be entered for each month it was offered. If the entry is the same for all 12 months, the 1095-C will automatically fill in the single box Annabelle "All 12 Months". Acceptable inputs range from 1A to 1I.

Code Series 2. Section 4980H Safe Harbor Codes (form 1095-C, line 16)

Code Series 2 classifies Employee's work and health coverage enrollment status as well as Safe Harbor method.

Dependents

For the purposes of the ACA (specifically form 1095-C, line 14), a spouse is referred to specifically as spouse, and is not counted as a dependent.

Employer Mandate (Employer Shared Responsibility Mandate)

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

Employers required to offer coverage at least 95% of their FT employees or pay a fee.

Family and Medical Leave Act (FMLA)

Used for illness (self of qualifying family member), pregnancy or new child birth, Other (Uniformed Services Employment and Reemployment Rights Act (USERRA) - Military, Jury, etc). Employees on FMLA leave are entitled to continue health care coverage as long as they continue to pay the premiums.

Federal Poverty Level Safe Harbor

This method calculates "affordability" of self-only MEC as the annual percentage (for 2017 it is 9.69%) of the 48-state Federal Poverty Level (2017 FPL is $11,880).

Federal Poverty Line

48 State standard, which for 2017 is $11,880. 9.69% is $1151.17 per year, or $95.93 per month.

Full-Time (FT)

Currently 30+ hours/week, 130+/month but may be redefined in the ACA Control section as ACA standards dictate. Measured monthly or on look-back (3-12 month evaluation). Owners, family members of the owners, partners, and certain shareholders can be exempt from this calculation.

Full-Time Equivalent (FTE)

Total of Part-Time employee hours /120 = FTE. If FT + FTE > 50, then the company is an ALE.

Groups

Groups are ACA permitted collections of employees with similar "reasonable criteria". Safe Harbor and Measurement Period methods may be differentiated along these Groups.

Hour of Service

Defined as an hour for which an employee is paid or entitled to payment for the performance of duties for the employer, and each hour an employee is paid or entitled to payment when no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, or leave of absence. Volunteer or Federal Work Study Program (and substantially similar State program) hours are not included. Hours worked outside the US are not included.

Initial Measurement Period (IMP)

New employees whose hours are unpredictable, such as seasonal or variable hour, will have their status determined by looking over a period of time called an “initial measurement period,” which can be 3-12 months. If the new employee was determined to be full-time during the Initial Measurement Period, but part-time in the following Standard Measurement Period, the employee would cease to be eligible for healthcare insurance at the end of the following Initial Stability Period. Conversely, if the new employee was determined to be part-time during the Initial Measurement Period, but full-time during the Standard Measurement Period, the employee would become eligible for healthcare insurance from the following Standard Stability Period.

Look Back Method

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

For future FT evaluation (in a Stability Period) based on an employee's hours of service in a previous period (the Measurement Period). This is only used for determining and computing liability for an Employer Shared Responsibility payment, not for determining whether an employer is an ALE.

MEC

Minimal Essential Coverage

Lower threshold than Minimum Value. Employers can face penalties if they don't offer MEC to at least 95% of their FT employees, but to avoid all Employer Mandate Penalties, ALEs must offer coverage that meets MEC, Minimum Value, and is affordable.

Minimum Value

Meets ACA requirement of providing at least 60% of the actuarial value of the total allowed cost of benefits.

Monthly Measurement Method

Employees who work 130 or more hours per month are considered full-time.

Qualifying Offer

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

Meets minimum value for all calendar months during the calendar year for eligible employees who were FT and self-only coverage is less than 9.69% of the Federal Poverty Line (on a per month basis), and includes an offer of MEC to the spouse and dependents.

Rate Safe Harbor

This method calculates "affordability" of self-only MEC as the annual percentage (for 2015 it is 9.5%) of an employee's Hourly Rate, multiplied by 130 hours per month, multiplied by 12 months per year.

Rule of Parity

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

If an employee works some amount of time and is them gone and rehired after a greater length of time, the employer has the option to classify them as a rehire and restart the initial measurement period.

Safe Harbor

Employers may choose from 3 methods to determine household income, which is the base of the affordability calculation; W-2 box 1 wages (yearly), rate of pay(pay period), or Federal Poverty Level (FPL). Standards are to be used uniformly among Groups with commonalities, as designated by the company. For example: Ohio non-union employees.

Seasonal Employees

Work 120 days or less during a calendar year and are exempt from FTE calculation. Marked as exemption code *SEA*. See the IRS regulations to understand the rules for determining seasonal employees.

Shared Responsibility

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

Part of the ACA's Title I. Subtitle F: The federal government, state governments, insurers, employers and individuals are given shared responsibility to reform and improve the availability, quality and affordability of health insurance coverage in the United States.

Shared Responsibility Payment (Individual)

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

The Individual Shared Responsibility Payment is the fee for not having Minimum Essential Coverage. The payment for 2015 is $325 per adult and $162.50 per child (up to $975 for a family); or 2% of your household income above the tax return filing threshold for your filing status, whichever is greater. You'll pay 1/12 of the total fee for each full month a family member went without coverage or an exemption.

Sledgehammer Penalty

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

An applicable large employer who fails to offer full-time employees minimum essential coverage during a given month will be subject to the penalty if one of their full-time employees enrolls in one of the exchanges in the state and receives a premium tax subsidy. For the year, it's $2,260 per full-time employee (minus 30 employees). The penalty is per employee even if just one full-time employee enrolls in the exchange and receives a subsidy.

Stability Period

Based on the hours the employee worked in the preceding Standard Measurement Period, this is a "hold" Interval where an employee's full-time / part-time (FT/PT) status is locked in. This must be between 3 and 12 months and at least as long as the corresponding Measurement Period.

Standard Measurement Period (SMP)

An employer determines each on-going employee's full-time or part-time status by looking back at the hours worked during the *standard measurement period* (a defined time period between 3 and 12 consecutive calendar months, as chosen by the employer.)

The employer has the flexibility to determine the months in which the standard measurement period starts and ends, provided that the determination must be made on a uniform and consistent basis for all employees in the same category.

If the employer determines that an employee averaged at least 30 hours per week during the Standard Measurement Period, the employer treats the employee as Full-time for the subsequent Stability Period. Regardless of the employee's number of hours of service during the Stability Period, the status is retained during the Stability Period.

Tackhammer Penalty

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

If you offer coverage you may still have a penalty if one of your full-time employees enrolls in the exchange and receives a subsidy. This happens if you offered coverage but it is either unaffordable or doesn't provide minimum value. For the year it's $3,390 – but only for those who enrolled in the exchange and received that subsidy. It is a bigger per-incident penalty, but smaller penalty in the aggregate. No tackhammer penalty will be assessed if the minimum essential coverage is offered and it is affordable and provides minimum value—and none of the 5 percent excluded enrolled in the exchange and received a subsidy.

Wage Safe Harbor

This method calculates *affordability* of self-only MEC as the annual percentage (currently in 2015 9.5%) of an employee's box 1, W-2 Wages.

Waiting Period

This phrase is not used anywhere in our documentation. It may be useful when researching the regulations for Affordable Care Act.

A *waiting period* is any period of time that must pass before coverage becomes effective for a new employee or dependent who otherwise meets plan eligibility requirements. The ACA requires an employer to offer an eligible employee coverage that is effective by the 91st calendar day, including weekends and holidays. If an employee takes longer than 90 days to accept the offered coverage, the employer is not in violation of the 90-day limit.

Upgrading from Earlier Versions

The functions and instructions to enable you to upgrade from an earlier version of this same Passport Business Solutions or RealWorld classic module are included on the PBS disk or installation download. The EZ Convert Utility provides a fast way to convert multiple companies all in one step. If you have SQL you may use the database-inplace installation which retains the original database and partially utilizes EZ convert.

Keep in mind that if there are any third-party products that have modified the original files per year-end updates or custom programs, the data may not upgrade with the expected results. This may require the manual entry of some data.

When using SQL there is also a database in-place upgrade option.

Getting Started

This chapter contains the following topics:

PREPARING TO USE PAYROLL

Before getting started, ensure that the Payroll software is installed on your computer. Refer to the *PBS Administration* documentation to install the Payroll module before proceeding.

You may want to familiarize yourself with the main features of this module by reading the Understanding Payroll chapter in this documentation.

Consult Your Accountant

You should consult with your accountant before using the Passport Business Solutions software. Your accountant should be familiar with your accounting software, and can advise you on converting from your existing Payroll system.

Payroll data

Before you use the Payroll module you enter data about your current payroll.

There are six different data groups, files in standard vision or tables in SQL, that you enter (if necessary, refer to the Data Organization section in the Understanding Payroll chapter), before you use the module on a regular basis. A brief explanation of those files and tables follows.

Company Information

This data contains basic information about your company (or each of your companies, if you are using multiple companies). Here you specify information such as your company's name and address and whether or not you use sub accounts and cost centers.

Valid G/L Accounts

The number and description (from your G/L Chart of Accounts) for each G/L account used in Payroll activity must be entered in here. This includes your wage, tax, and deduction accounts and any other cash (checking) accounts that you use in payroll. If you are using Cost centers or Sub accounts you must enter these before you can enter the Valid G/L accounts.

Cash Accounts

This contains a list of all your cash accounts, including those used by the PBS Accounts Receivable, Accounts Payable, Check Reconciliation, and Payroll. These accounts must also exist in Valid G/L Accounts and should be in the General Ledger Chart of accounts.

PR Control Information

This contains controls that defines how you use your company payroll. This information changes or controls some of the features of the Payroll programs. For example, part of control information determines whether you want to manually distribute wages to G/L accounts when you make payroll entries.

Tax Codes

This allows you to maintain your own tax tables for federal, state, and local (if any) taxes and related payments. The functions for maintaining these tables are easy to use, but do require that you supply the correct numbers. You may want to get help from your accountant in setting up your tax tables.

Deduction Codes

With deduction codes, you define all the voluntary deductions and miscellaneous earnings (other than salary and wages) that you use. You assign a code to each deduction or earning. For example, you might assign the code MI to your medical insurance deduction, or XB for a Christmas bonus (a miscellaneous earning). You also enter the Workers' Compensation classification codes.

Employees

This contains a record for each of your employees. Each employee record contains information such as the employee's name, address, social security number, salary or hourly rate, number of withholding exemptions, recurring deductions, year-to-date earnings and taxes withheld, and stores other YTD information.

SETTING UP PAYROLL

In order to have a working system you must enter data in PBS and Payroll. Then you may do the steps to go from setup mode to regular mode. After that you are ready to start using Payroll.

Enter the System and Payroll Data

Follow the steps below to set up the Passport Business Solutions Payroll and enter employees:

Step	Description
1	Study the General Features of Passport Business Solutions in the *System User*documentation.
2	Start Payroll according to the instructions in the Using Payroll chapter.
3	The company controls are set up for you as part of the installation procedure. Use *Company information* to modify company data to be appropriate for your company (refer to the *Company Information* chapter in the *PBS Administration* documentation).
4	If you are using cost centers or sub accounts enter them in the CTL menu selection *Cost centers / Sub accounts*. Enter your valid G/L accounts, using *Valid G/L accounts*. Valid G/L Accounts is used by Payroll to ensure that every G/L account entered into the system is a valid account (refer to the *Valid G/L Accounts* chapter of the *System User* documentation). If you are also using General Ledger, you can enter your *Chart of Accounts* first. There are two methods of setting up the *Valid G/L accounts* from the Chart of accounts: 1. Use *Setup valid G/L accounts* within G/L to transfer accounts to the Valid G/L Accounts. 2. In the G/L *Control information*, check the field *Update Valid G/L accounts when adding /changing G/L accounts*. When you add, change or delete an account using Chart of accounts, the Valid G/L account is added, changed or deleted at the same time.
5	Enter your cash accounts, using *Cash accounts* under the CTL menu. The PBS software allows you to use an unlimited number of cash accounts. These must also have been entered in Valid G/L Accounts (refer to the *Cash Accounts* chapter of the *System User* documentation).
6	Enter Payroll controls using *Control information*. The settings in Payroll Control information controls how Payroll is used by your company. For example, you specify whether or not you want your company name printed

Step	Description
	on paychecks, etc. Be sure to set the field *PR is in setup mode* field to checked or Y. The Go from Setup to Regular Mode section below explains how to go from setup mode to regular mode.
7	Enter codes for deductions and earnings, using *Deductions/Earnings*. Deduction and earning codes define deductions and earnings that affect an employee's wages. Codes for all possible employee deductions and earnings (except wages and withholding taxes) should be entered. Examples of deductions are insurance, charitable donations, and savings bonds, as well as 401(k) deductions. Earnings include entertainment allowances, travel subsidies, commissions, meals, tips, bonuses, etc. (refer to the Deductions and Earnings chapter).
8	Enter the federal and appropriate state and city tax tables, using *Tax tables*. All companies require the federal tax code, and some companies may require tax codes for several states and cities (refer to the Tax Tables chapter).
9	If you plan on using direct deposit or positive pay, read the Implement Positive Pay and Direct Deposit appendix in this documentation for a list of steps to set up these features.
10	Enter each employee, using *Employees* (refer to the Employees chapter).

Note	Do not enter employee year-to-date totals on the last screen of Employees These totals must be set by entering and posting transactions as described in the next steps.

Note	There are three check types that you may use with Payroll. If you are printing checks, as opposed to generating direct deposit, you must order check stock in order to print pay checks. Call you forms provider for instructions and samples. Forms are available through Trainor Printing. If you are generating direct deposit you may print the pay information on plain paper or on forms paper intended for direct deposit.

Go from Setup to Regular Mode

Follow the steps below to have your payroll system from setup mode to regular mode:

Step	Description
1	Verify that Payroll is in setup mode by selecting Control Information and then viewing the *PR is in setup mode* field. For the next two steps, it is critical that this field is checked (or set to Y in character mode), indicating that Payroll is in

Step	Description
	setup mode.
2	For each employee, enter an adjustment transaction (using Adjustments) for each quarter that has already been processed for the calendar year. When entering the transactions, you see SETUP MODE at the top right of the screen. You will not be asked for *G/L distributions* for these transactions, because you are in setup mode and are entering information to initialize Payroll's files, not for the purpose of creating distributions to the General Ledger.
3	For each employee, enter an adjustment transaction (using Adjustments) for the current quarter that summarizes all payroll checks already cut for the employee in the current quarter, up to but not including the first payroll check that will actually be cut using the Passport Business Solutions Payroll. When entering the transactions, you see SETUP MODE at the top right of the screen. You are not asked for *G/L distributions* for these transactions, because you are in setup mode and are entering information to initialize Payroll's files, not for the purpose of creating distributions to the General Ledger.
4	Print an edit list for the adjustments, verify your data entry, and then post the adjustments.
5	If you have set *Allow protected changes* to checked or Y in *Company information*, you can now set PR is in setup mode to unchecked or N using *Control information*. (Refer to the Overriding Protected Changes section in the *Use of Function Keys, Tool Bar and Windows* chapter of the *System User* documentation for a description of how to make protected changes).
6	If you have set Allow protected changes ? to unchecked or N in *Company information*, you must first set this field to checked or Y and then set *PR is in setup mode* to unchecked or N in *Control information*. (Refer to the *Overriding Protected Changes* section in the *Use of Function Keys, Tool Bar and Windows* chapter of the *System User* documentation for a description of how to make protected changes). After you set *PR is in setup mode* to unchecked or N, go back to *Company information* and set *Allow protected changes* to unchecked or N, so that protected changes will not be allowed during your normal use of the software.

If you want to print customized quarterly reports, enter quarterly report formats using *Quarterly report formats*.

Note	Predefined quarterly report formats are available. Refer to the Quarterly Report Formats chapter in this documentation.

Start Using Payroll

Begin using the Passport Business Solutions Payroll module on a regular basis. From this point on, enter all payroll activity through this module. You may refer to section below and the Guide to Periodic Operations chapter.

REGULAR USE OF PAYROLL

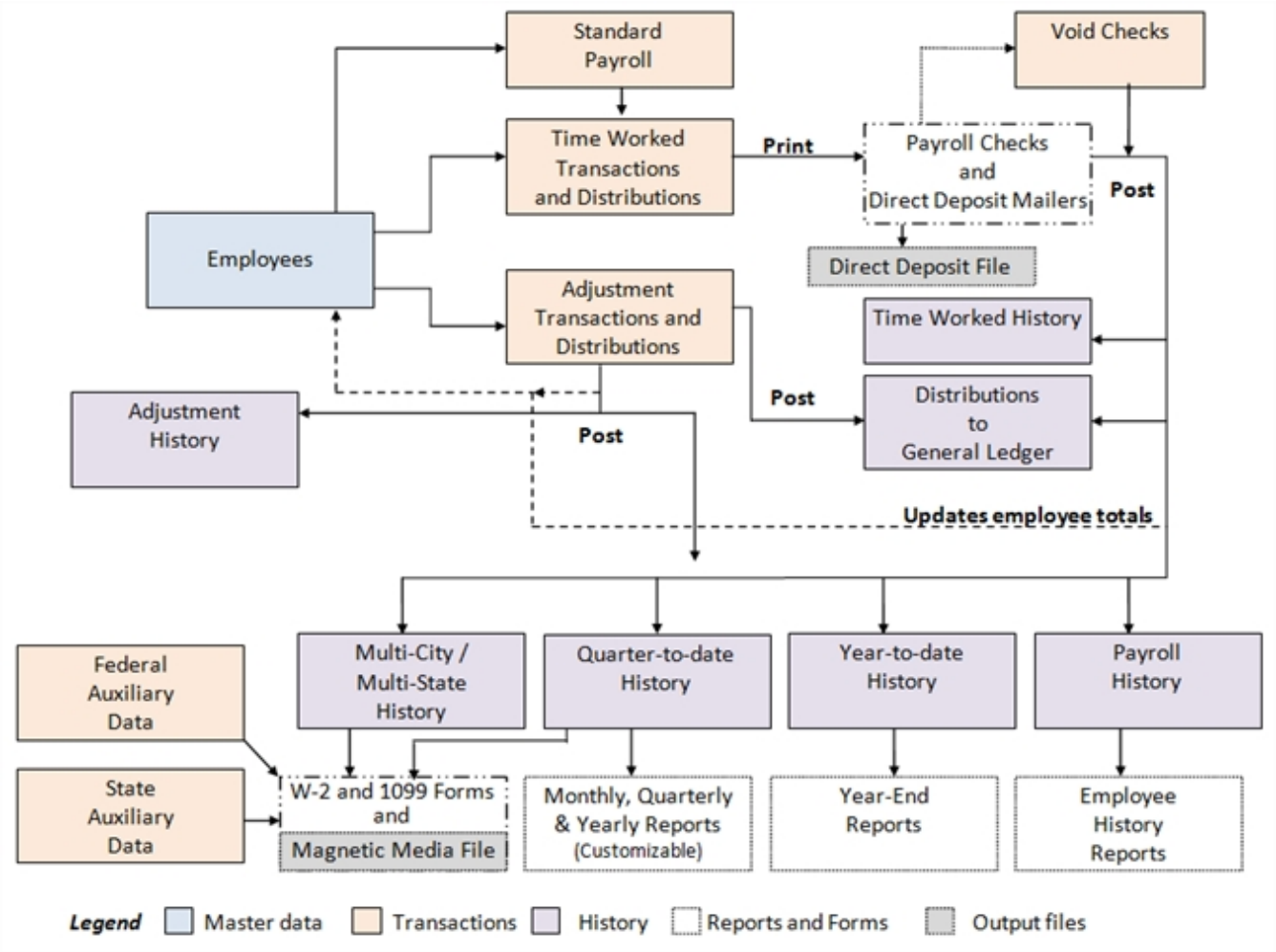
When you have finished building your data as above, you are ready to use Payroll on a regular basis. The remaining chapters in this manual show you how to:

- Process payroll transactions and adjustments
- Calculate payroll, print payroll checks or print direct deposit mailers
- Print the various reports
- Enter quarterly report formats
- Define extended data fields for employer and employees
- Enter electronic media formats
- Close the calendar year
- Print reports from disk

The appendices contain material which is used only for particular states or which is referenced from within several different chapters.

Payroll Flowchart

This chart illustrates the flow of data within the Payroll module.



Some lines are dotted because when they intersect with a solid line they do not interface.

Some of the data can come from other sources. For example, when entering a time transaction job data is tied to the Job Cost module when Job Cost is interfaced. When entering an employee, data may be needed from the tax table, deductions/earnings and direct deposit accounts.

ELECTRONIC MEDIA REPORTING

If you will be reporting either state unemployment insurance information or state annual withholding information electronically, enter formats for these reports, using *Magnetic media formats*.

Prior to doing this, you should obtain the specifications for such reporting from your state taxing agency. Study these specifications to determine whether any additional employer or employee data is needed that is not already stored in the Payroll system.

Your state may require you to report whether an employee is an officer of the company.

Some states require that an employee's name be reported in distinct segments of First name, Middle initial or name, and Last name. You may want to define these as additional fields for an employee.

The States of Pennsylvania and Illinois require reporting monthly.

A complete list of employer and employee fields available for magnetic media reporting is provided in the State Magnetic Media Report Fields appendix.

If you need to include additional data fields, define them as employer or employee extended fields, using *Define extended fields*, and then enter the data for them, using Control Information for extended employer fields and Employees for extended employee fields.

Once this is done, all the data fields you need for building your report formats are available for selection during entry of the report format.

SUPPORT AND TRAINING

If you have problems with this software module, contact your dealer or authorized consultant.

For the name and location of a Passport dealer or an authorized consultant near you, contact Passport Software Inc. at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900

You can contact your own dealer for training; however, if your dealer does not offer training, call Passport at 1-800-969-7900.

Using Payroll

This chapter contains the following topics:

About This Documentation

This documentation provides the information needed to learn and use the Passport Business Solutions Payroll.

Organization

The next chapter is a Guide to Periodic Operations. It explains how you use Payroll to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters provide instructions on entering basic information to set up your module according to your needs and to prepare you for daily operation.

Next are the chapters that you use most frequently. They describe how to use Payroll on a daily basis.

The last few chapters describe selections which you use periodically, including such selections as printing quarterly payroll reports.

Additional information, such as defining multiple companies, passwords, advanced features, and data recovery utilities, can be obtained from the *PBS Administration* documentation.

How to Use This Documentation

Each chapter of this documentation provides instructions on how to use a particular selection of your software.

The instructions include many examples. In fact, you can go through the documentation and enter the examples shown in each chapter. This will demonstrate the capabilities of your new software.

If you enter the examples, you will want to initialize the data before you begin entering your actual business information. When you initialize your data, you mean to clear out all the information you have entered for that file. After initialization, you restart with this chapter and enter your actual business information. Initialization is described in the *PBS Administration* documentation.

Help and LookUps

You can press <F8> at any time for on-line help about a task or selection you are currently using.

In many fields you can press <F8> to access a LookUp window for data lookup. This lists all valid entries for the field. Instead of keying in the entry you want, you simply select it from among those displayed.

To display Help on a Field that has a LookUp, press the <F8> twice.

STARTING PAYROLL

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your supplier.

For Windows

Start->Programs->Passport Business Solutions->PBS

For Linux

Ensure you are logged in as a user authorized to use PBS software. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace *"/usr/pbs"* with the name of your PBS top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (refer to *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Your Initials

You are prompted to enter your initials.

Password

You will be prompted to enter your password. A user may reset his or her password during login to PBS. For security, the characters you type will not display on the screen.

For the set up of passwords, refer to *PBS Users* chapter in the *PBS Administration* documentation.

Menus

A *menu* is a list of things from which something can be selected.

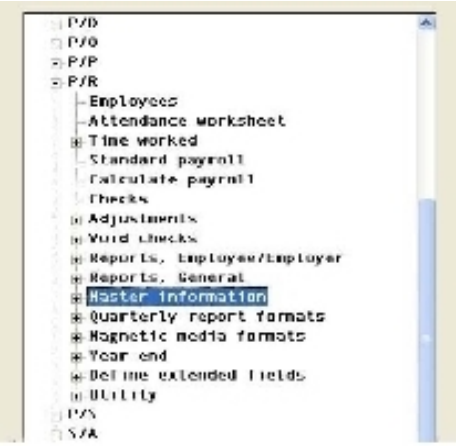
Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows and Thin-Client versions of Passport Business Solutions can have three different menu types. They are the Tree-view, Windows and Menu-bar types. As the menu type setting is in *Company information*, you may have a different menu type per company.

The SCO Open Server and Linux versions only use the Menu-bar.

Tree-View Menu

The following is the Tree-view menu.



The "+" corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the "-" closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

Menu-Bar

To navigate the Menu-bar vertically within a module you have two choices.

You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item.

If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter

To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager (Ctl) may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To select one of the functions, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

Data Security

Social security numbers and bank account numbers are encrypted in files and tables in which they are contained. This is optional. See the PR Control information Use encryption mask for details. This section only applies if you choose to encrypt the numbers.

For social security numbers and bank account numbers data security also includes:

- All Payroll reports and registers that include Social Security numbers or bank account numbers. Only the last four digits of the number will print. The other digits print as asterisks. If dashes have been entered, they print or display as dashes.
- On the Employees (Enter) screen, only the last four digits of the Social Security number will display, unless when the Social Security number field is being entered or edited, the entire number can be seen.
- For the employees direct deposit bank account numbers, only the last four digits of the bank account number will display, unless the bank account number field is being entered or edited, the full number can be seen. The entry is the same when using either the *Electronic payment* or *Report only*direct deposit methods.
- For a *Report only* direct deposit check run, only the last 4 digits of both the social security number and employee bank account number are written to the Direct Deposit Register.

The full social security number is written to year-end forms and electronic reporting files. The full bank account number is written to the *Electronic payment* direct deposit file. Please take proper precautions to ensure that these documents and files are secure.

Exiting Payroll

To exit PBS, press <Esc> from the main menu. To exit a submenu, press <Esc> to return to a main menu. In Windows you can also exit the main or submenu by clicking on the exit button.

Exit PBS before shutting down your computer.

It is recommended that you exit PBS whenever there are long periods of time you are not entering. editing or processing data. Always exit PBS at the end of the day.

Never turn off your computer with PBS open. Exit PBS first.

Guide to Periodic Operations

This chapter contains the following topics:

PAYROLL CHECKLISTS

The following checklists are provided as examples of how you might use Payroll to perform various daily, weekly, and other periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

DAILY OPERATIONS CHECKLIST

Use the following guidelines for performing daily and periodic Payroll tasks:

Each Day	Each Day as Needed
	Enter new deduction/earning codes using Deductions and Earnings.
	Enter new tax tables using Tax Tables.
	Enter new employees using Employees. If you are using the Affordable Care Act features, you may create the employee ACA records as well.
	Change deduction and earning codes and other employee data for existing employees using *Employees*.
	Print labels for employees using *Print employee labels*.
	Print a list of your employees using *Print by employee #* or *Print by employee name*.
	Print payroll history information for selected employees using *Payroll history*. Refer to the Payroll History chapter for a full description of the different types of information that can be printed.
	Enter and post adjustments to employees' pay using Adjustments. This selection can be used to log handwritten checks into Payroll, to correct previously printed payroll checks, and to make adjustments to quarter-to-date and year-to-date figures. You can also adjust distributions to G/L accounts using this selection.
	Print the following employee reports using *Employee reports*: - Union Deductions Report - QTD/YTD Time Worked Report (by State) - QTD/YTD Time Worked Report (by City)

Each Day	Each Day as Needed
Print an attendance worksheet using the Attendance Worksheet.	
Fill in this worksheet for each employee.	
Generate standard payroll entries for employees who do not require manual distribution of their pay to specific G/L accounts using Standard Payroll.	
Change these entries, as needed, per the Attendance Worksheet, using Time Worked.	
Enter time transactions for employees receiving pay for work in more than one city or state, or who require manual distribution of their pay to specific G/L accounts using *Time worked*. Use the information for each employee contained on the Attendance Worksheet. If you are using Job Cost, distribute time worked on jobs to both G/L accounts and specific cost items of jobs. This information will be transferred to Job Details when Payroll transactions are posted. Refer to the *Get Costs* chapter in the Job Cost User documentation for more information.	
Print the Time Worked Edit List and verify your entries.	
Use Calculate Payroll to calculate the employees' earnings, deductions, and withholding taxes.	
Print payroll checks using Checks.	
Use *Void checks* to void an individual check or a group of checks. For more information read the Voiding and Purging Checks chapter.	
If using the Payroll ACH direct deposit, following the printing of direct deposit mailers, send the ACH file to your bank. For setup of ACH direct deposit see the Implement Positive Pay and Direct Deposit appendix.	

QUARTERLY OPERATIONS CHECKLIST

Use the following guidelines for performing quarterly Payroll tasks:

Each Quarter	Each Quarter, as Needed
Print Quarterly Reports, using *Quarterly payroll*. These reports can be printed either in a standard format or using a customized format entered using Quarterly Report Formats. Alternatively, if you are required to make a quarterly report electronically, use Quarterly Reports on Magnetic Media to create the required disk file after specifying its layout using *Magnetic media formats*. You can view this file with *Magnetic media report list*.	
	If you keep history, use *Purge payroll transactions* to purge old checks. You may elect to not keep more than 99 payroll cycles in history, but do not purge more recently than the oldest uncashed check (or you will not be able to void it). You may read about purging checks in Purging Payroll Transactions

CALENDAR YEAR OPERATIONS CHECKLIST

Use the following guidelines for performing annual Payroll tasks:

Each Calendar Year	Each Calendar Year, as Needed
Study the Year-End Payroll chapter prior to performing year-end payroll actions.	
Print the year-end payroll report, using *Year-end payroll*.	
If applicable, use *Print 1099 information* menu selection, as described in Printing 1099 Information to obtain a list of employees for whom 1099s must be printed.	
If applicable, print 1099 forms for non-employees using *Print 1099 forms*. Alternatively, if you are required to submit 1099 forms electronically, use *Magnetic 1099 forms* to create the required disk file. You can view this file with *Magnetic media report list*.	
Enter W-2 form data, using *Enter W-2 form information*.	
Use *Print W-2 information* to print the W-2 information entered for each employee in the previous step. Verify that this information is correct, and make any needed changes using *Enter W-2 form information*.	
In preperation of year-end processing enter/update Jurisdiction information. Print W-2 forms and a W-4, using *Print W-2/W-3 forms*. Alternatively, if you are required to submit to the Federal government W-2 forms electronically use *Magnetic W-2 forms* to create the required electronic file.	
If you are required to submit annual state withholding tax reports electronically, use Annual Reports (Magnetic Media) to create the required disk file. You can view this file with *Magnetic media report list*.	

Each Calendar Year	Each Calendar Year, as Needed
	Print Affordable Care Act reports, forms and generate Affordable Care Act magnetic media. See the Affordable Care Act chapter.
Make a backup of your Payroll files and keep the backup in a safe place for as long as required by the various tax authorities. Refer to the *Backing Up Your Data* chapter in the *PBS Administration* documentation for more information on backing up your data.	
Close payroll for the calendar year, using Close a Year. You can also purge terminated employees and zero out employee totals amounts using this option, when you choose to do so.	
[Optional] Print and purge employee history for the year just closed, using *Payroll history*.	

Control Information

This chapter contains the following topics:

CUSTOMIZING PAYROLL WITH CONTROL INFORMATION

You use the *Control information* selection to set up the Payroll module for your business requirements. The information you enter here will control various operations throughout this module.

The control fields for Affordable Care Act determine how the ACA information is tracked and reported.

Several tabs are needed to contain all the information required. None of the information is saved until the last tab is entered.

Like other selections, *Control information* can be used to enter a new record (add mode), or alter an existing one (change mode).

Data entered here updates two files/tables. The general Payroll control data is entered on the General, Options and Direct deposit tabs and is stored in PRCTLF (Payroll Control information). The data entered on the three Affordable Care Act tabs are stored in ACACTL (Affordable Care Act Control information).

Add and Change

- Be aware that you will normally use add mode only upon initial setup of your company and you will not be asked to enter another record.
- In change mode, some fields are protected against change. This feature is described in the *System User* documentation. Only a PBS administrative user can access and overwrite protected fields.
- The Affordable Care Act controls require separate records for each tax year. When closing a payroll year, a record for the next year is created.

Select

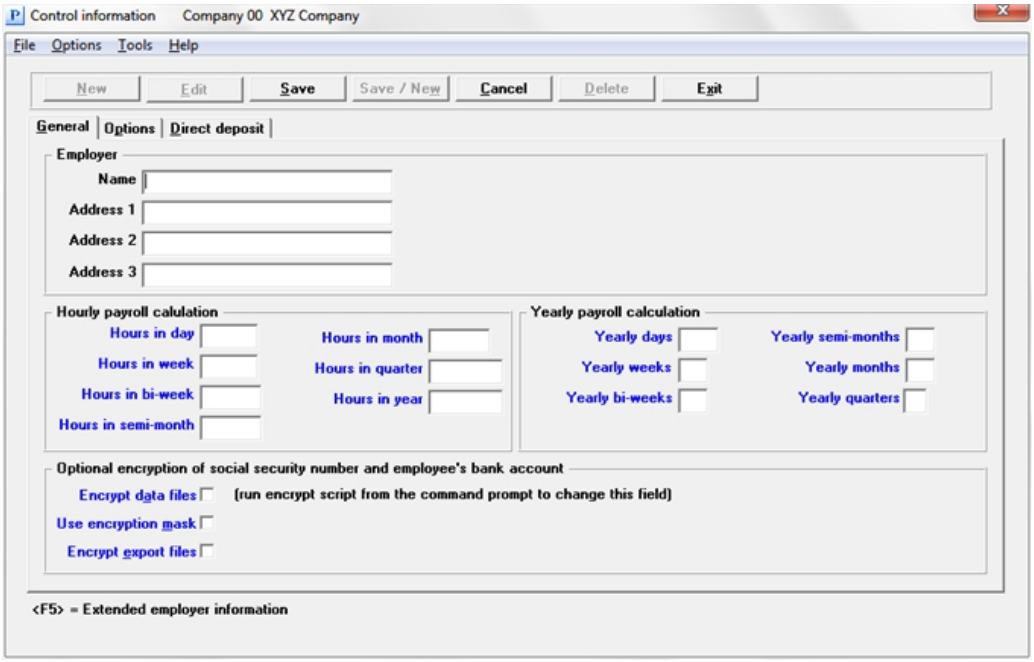
Control information from the *Master information* menu.

Three tabs are required for entering control information. In character mode 4 screens are needed. All the fields on the fourth character mode screen are on the second graphical mode tab.

Control Information First Tab / Screen

If you cancel your entry by pressing <Esc>, before you have entered all the fields for all the screens, none of your entries are accepted.

Using graphical mode, the window along with the first tab displays as follows:



In character mode, the first screen displays as follows:

```
Control information                          XYZ Company

                 1. Employer name
                 2. Address-1
                 3. Address-2
                 4. Address-3

                 5. Hours in day
                 6. Hours in week
                 7. Hours in bi-week
                 8. Hours in semi-mon
                 9. Hours in month
                10. Hours in quarter
                11. Hours in year

                12. Yearly days
                13. Yearly weeks
                14. Yearly bi-weeks
                15. Yearly semi-mons
                16. Yearly months
                17. Yearly quarters
```

Employer

Enter the employer name and address information:

Name

Enter the employer name. This name (and the address entered below) will be printed on the year-end W-2 forms, the Quarterly Payroll Report and the 941 report and PDF output.

Format	25 characters
Example	Type XYZ Company

Address 1

Enter the first line of the employer's address. This address is used for the 941 report and PDF output.

Format	25 characters
Example	Type Southern California Div.

Address 2

Enter the second line of the employer's address. This address is used for the 941 report and PDF output and you must enter the City, State and Zip on this line.

Format	25 characters
Example	Type F

Address 3

Enter the third line of the employer's address. This address is NOT used for the 941 PDF output.

Format	25 characters
Example	Type Los Angeles, CA 90010

Hourly payroll calculation

These fields are used as the standard payroll hours worked. The number of hours match the pay frequency assigned to the employee. There is a possible exception for hourly employees. See the Standard regular hours field in *Employees*.

Hours in day

This amount is used in payroll calculations.

Options

Enter the number of hours in your standard work day, or use the option:

<F2>	For 8.00 hours

Format	99.99
Example	Press <F2>

Hours in week

Options

Enter the number of hours in your standard work week, or use the option:

<F2>	For 5 times the number of Hours in day field

Format	99.99
Example	Press <F2>

Hours in bi-week

Options

Enter the number of hours in your standard bi-weekly pay period, or use the option:

<F2>	For two times the Hours in week field

Format	999.99
Example	Press <F2>

Hours in semi-month

Options

Enter the number of hours in your standard semi-monthly pay period, or use the option:

<F2>	For Hours in week, multiplied by 52 and divided by 24

Format	999.99
Example	Press <F2>

Hours in month

Options

Enter the number of hours in your standard work month, or use the option:

<F2>	For hours in week, multiplied by 52 and divided by 12

Format	999.99
Example	Press <F2>

Hours in quarter

Options

Enter the number of hours in a work quarter, or use the option:

<F2>	For 13 times the Hours in week

Format	9999.99
Example	Press <F2>

Hours in year

Options

Enter the number of hours in a work year, or use the option:

<F2>	For 52 times the Hours in week

Format	9999.99
Example	Press <F2>

Yearly Payroll Calculation

Yearly days

This information is used to calculate payroll taxes based on IRS and state annual withholding tax tables.

Options

Enter the number of work days in a year, or use the option:

<F2>	For 260

Format	9999
Example	Press <F2>

Yearly weeks

Options

Enter the number of work weeks per year or use the option:

<F2>	For 52

Format	99
Example	Press <F2>

Yearly bi-weeks

Enter the number of bi-weekly periods per year used to figure withholding tax, or use the option:

<F2>	For 26

Format	99
Example	Press <F2>

Options

Yearly semi-months

Enter the number of semi-monthly periods per year used to figure withholding tax, or use the option:

<F2>	For 24

Format	99
Example	Press <F2>

Yearly months

Options

Enter the number of months per year used to figure withholding tax, or use the option:

<F2>	For 12

Format	99
Example	Press <F2>

Yearly quarters

Options

Enter the number of quarters per year used to figure withholding tax, or use the option:

<F2>	For 4

Format	9
Example	Press <F2>

FLSA annual salary threshold

Enter the *FLSA annual salary threshold* amount.

The DOL Overtime rule is no longer in affect. However, you may use the feature to control your employees wages.

To facilitates the Department or Labor Overtime Rule covered under the Fair Labor Standards Act, warnings in the PBS Payroll software are now being provided when the software calculates that compliance may not be met for salaried employees. As they are only warnings, there are no restrictions in the software as to how much you want to pay your salaried employees. To read more about The Overtime Rule, go to https://www.dol.gov and search for The Overtime Rule.

Software warnings occur in the following functions:

Employees (Enter)

For a salaried employee that appears to be under the threshold, on a graphical screen, the label Non-exempt salaried displays to the right of the Salary amount.

On a character screen, next to the *Emp type* field, the label (Non-exempt) displays.

This indicates that the employee is not exempt from the threshold, even though it may appears that his yearly salary will be under the threshold.

Time worked (Enter) and Calculate payroll

A warning occurs when entering a Time worked transaction if a salaried employee has an Overtime rate of zero and overtime hours are entered.

From that point on, how the system functions depends on the setting for the Distribute wages field. If distributions are entered manually a distribution with an overtime rate of zero cannot be saved. However, if distributions are generated automatically, a zero rate per hour is accepted. With a zero rate per hour the following message prints on the Payroll Register during calculate:

Non-exempt salaried employee missing overtime rate !!!

Employee gross hours and wages

This report indicates when an employee had worked overtime hours but received no pay for those hours. This would only occur if you are not distributing wages for the employee. When this is the case the following message prints on the report:

Non-exempt salaried employee missing overtime rate !!!

Using these warnings you may investigate, using PBS reports, to determine if the employee has received or is expected to receive an adequate salary per The Overtime Rule.

Optional encryption of social security number and employee's bank account

Encrypt data files

This field cannot be changed on this Control information screen. If you are a PBS administrative user, you can run a utility that will either encrypt or decrypt the social security numbers and bank account numbers fields in the appropriate Payroll files/tables. In Windows use the batch *ENCRYPT.BAT*. In Linux run the script *encrypt*. For more information see Running the Encryption Utility.

If this is a new install, immediately after running EZ Convert or entering any new data, the fields start as encrypted.

Normally you will want to leave the fields encrypted. However if you are using XDBC (ODBC tool) to view the data you may need to have the unencrypted Social Security number or Bank Account numbers fields. See Encryption Files and Fields for a list of data effected.

Use encryption mask

Specify whether or not to mask social security numbers and bank account numbers when printing reports, checks and direct deposit mailers. This field also determines if the social security number is viewable from the entry screen in Employees (Enter). If you do not want the social security number to print on checks and mailers, also see the Incl. Soc sec # on check field.

Check the box to mask the numbers for printing and viewing. Leave the box unchecked to print and view full social security numbers and bank account numbers.

Some reports, forms and file outputs never have masked numbers. These include quarterly reports, quarterly and yearly mag media file generation, year-end W-2 forms including mag media and year-end 1099 forms including mag media.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> for the default of unchecked

Encrypt export files

Specify whether or not to encrypt social security numbers and bank account numbers when generating an export using the standard or extended data utilities.

Check the box to encrypt the fields. Leave the box unchecked to not encrypt.

The restore program will interpret the fields being restored to determine the encrypted state. Whether or not they are encrypted and no matter how this field is set, it will restore the data properly.

See Encryption Files and Fields for a list of data effected.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> for the default of checked

Encryption Files and Fields

The Payroll files and fields that are effected by encryption include:

File / Table	Description	Fields
EMPFIL	Employees	Social Security number and bank account number
EMPDDA	Employee direct deposit accounts	Up to 15 Bank account numbers
KHISFL	PR history	Social Security number
KHISFL	PR history	Up to 15 Bank account numbers
TIMTRX	Time transactions	Social Security number
TIMTRX	Time transactions	Up to 15 Bank account numbers
MANTRX	Adjustment transactions	Social Security number
VDMTRX	Void PR checks main	Social Security number
CNGEMP	Employee change logs	Social Security number
TIMHIS	Time transaction history	Social Security number
TIMHIS	Time transaction history	Up to 15 Bank account numbers
MANHIS	Adjustment transaction history	Social Security number

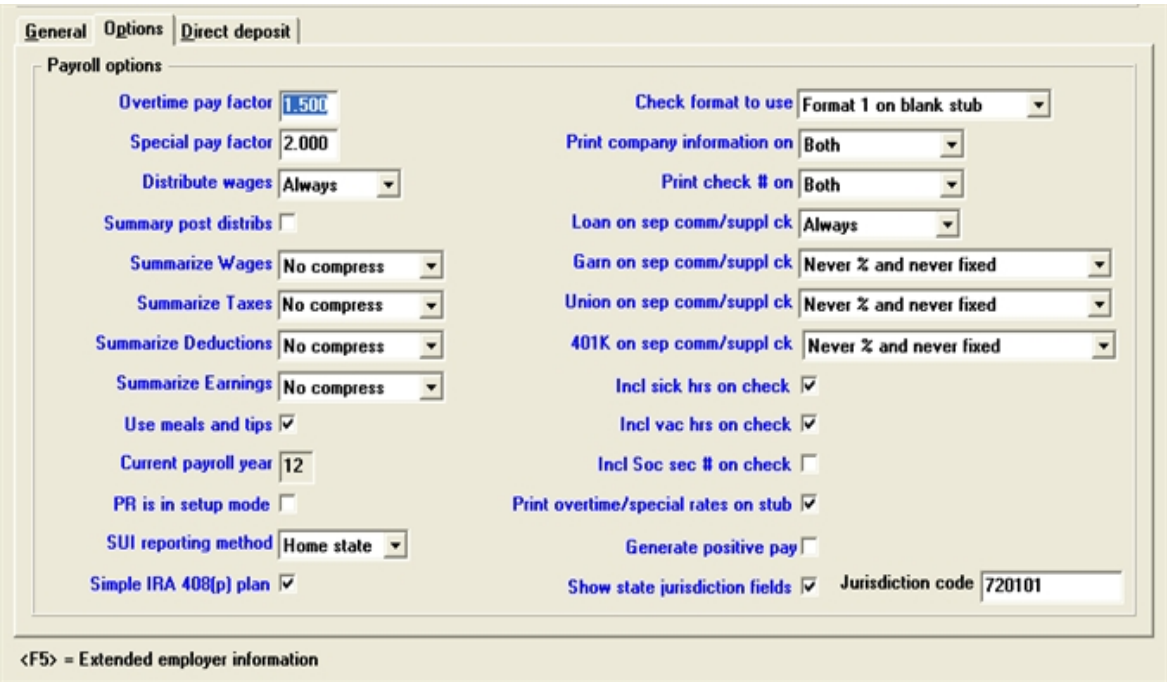
The bank accounts number fields that can be entered and posted depends on the direct deposit Method selected. If it is *Report only* only one of two bank account numbers may be entered in the employee record. If it is *Electronic payment* up to 15 bank account numbers may be entered in a Employee direct deposit accounts record. Where and how these accounts are posted to history also depends on the method selected. See the PBS Field Definition Guide for more file and field details.

Make any needed changes. In change mode, you can also press <F5> for extended employer information.

Press <Enter> for the second screen or tab.

Control Information Second Tab / Screen

Using graphical mode, the second tab displays as follows:



In character mode the second screen displays as follows:

```
Control information                              XYZ Company

                18. Overtime pay factor          1.50
                19. Special pay factor           2.00
                20. Distribute wages ?           A
                21. Summary post distribs ?      N
                22. Summarize Wages              N
                23. Summarize Taxes              N
                24. Summarize Deductions         N
                25. Summarize Earnings           N
                26. Use meals & tips ?           Y
                27. Check format to use          4
                28. Print comp info on           Both
                29. Print check # on             Both
                30. Current payroll year         12
                31. PR is in setup mode ?        N




N = never distribute  A = always distribute  S = selectively distribute
```

Payroll Options

Enter the following information:

Overtime pay factor

Enter the overtime pay factor. This factor is the number by which the employee's regular pay rate is multiplied to compute his overtime pay rate.

When the employee overtime pay rate is requested in the *Employees* function, you can default to the employee's regular pay rate times the overtime pay factor entered here.

Format	9.999
Example	Type 1.5

Special pay factor

Enter the special pay factor. This factor is the number by which the employee's regular pay rate is multiplied to compute his or her first special pay rate.

When the employee's first special pay rate is requested in the *Employees* function, you can default to the employee's regular pay rate times the special pay factor entered here.

Format	9.999
Example	Type 2

Distribute wages

Options

Enter the selection as follows:

Character	Graphical	Description
N	Never	Never distribute
A	Always	Always distribute
S	Selectively	Selectively distribute

The capability of distributing payroll amounts to G/L accounts remains part of the Payroll module, no matter what your answer is to this question.

Your answer here controls whether or not manual (versus automatic) distributions to G/L accounts are made for an employee's regular pay.

If you answer Never (never distribute), all employee wages for regular hours or salary, overtime hours, and special hours will be distributed automatically (in the Standard Payroll function) to the G/L account specified for each employee in *Employees*.

If you answer Always (always distribute), you will be asked, when making entries in the Time worked Distribution of Wages function and the Adjustments Manual Distributions to General Ledger

function, for the G/L accounts where employee regular pay, overtime pay, and special pay get distributed.

If you answer Selectively (selectively distribute), you will be asked to enter manual G/L distributions only for employees specifically designated for manual distribution in *Employees*.

Format	Drop down list
Example	Select Selectively

Summary post distribs

Select the <Space bar> to check the box or press <Enter> for unchecked.

If you leave it unchecked, one distribution is made to each appropriate G/L account for each check that is printed during the Checks function.

If you check the box, only one summary distribution is made as above to each appropriate G/L account, no matter how many checks are printed using that account.

If unchecked is selected, selections Summarize wages, Summarize taxes and Summarize deductions must be set to unchecked.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for the default of unchecked

Summarize wages

Answering Date compress or Period compress for selections Summarize wages, Summarize taxes, Summarize deductions and Summarize earnings enable the payroll user to keep detailed distribution information for reports and voiding checks, but will not allow unsummarized, personal, payroll information to be transferred to the General Ledger.

Answer *Date compress*, *Period compress*, or *No compress*. In character mode enter D, P or N.

Note	If you answer Date compress for Summarize wages, Summarize taxes, Summarize deductions and Summarize earnings, wages are summarized by date when transferred to General Ledger. If you answer Period compress, wages are summarized by period. If you answer No compress, wages are not summarized.

Format	Drop down list with the three options listed above.
Example	Select Date compress

Summarize taxes

Answer Date compress, Period compress or No compress. In character mode enter D, P or N

Format	Drop down list with the three options list above.
Example	Type Date compress

Summarize deductions

Answer Date compress, Period compress or No compress. In character mode enter D, P or N

Format	Drop down list with the three options list above.
Example	Type Date compress

Summarize earnings

Answer Date compress, Period compress or No compress. In character mode enter D, P or N

Format	Drop down list with the three options list above.
Example	Type Date compress

Use meals & tips

Check the box for Yes or uncheck it for No. The default is unchecked.

Meals

Restaurants and businesses with a cafeteria may want to check the box if employees get free meals as part of their compensation. Taxes must be paid on employer-supplied meals, just as if the value of the meals were paid as wages. These taxes include both the employee and employer share of FICA.

Tips

Tips must be reported by the employee to the employer, so that taxes on tips can be deducted from the wages the employee receives, and the employer can report the employee's total compensation on the W-2 form at the end of the year.

When an employee receives tips and is being paid less than minimum wage, the difference between the wage and the minimum wage is called the tip credit according to the Fair Labor Standards Act. Employer FICA, FUI and SUI contributions are calculated using reported tips, as opposed to the former practice of using tip credit.

Format	Check box, checked is yes and unchecked is no
Example	Press the <Space bar> to check the box

Current payroll year

Enter the current year for which payroll checks are being printed. This field will be updated automatically to the new year when you run *Close a year* from the Payroll *Year-end* menu.

After you have started calculating payroll, printing and posting payroll payments you should never change this date.

Format	99
Example	Type 15

PR is in setup mode

When first installing Payroll, answer Yes with a check mark. After you have completed setting up Payroll, set this field to No by leaving it unchecked.

This field is provided so that you can enter information into Payroll regarding the amounts you have paid to each employee this calendar year prior to installing the software. For moving out of setup mode refer to the Go from Setup to Regular Mode in the *Getting Started* chapter.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> for the default of unchecked

Check format to use

Options

Specify the check format. The choices are:

Character	Graphical	Format Description
1	Format 1	Format 1
4	Format 1 on blank stub	Format 1 on blank stub, same as A/P blank sub.
9	Graphical form	Use for a *Windows only* printer type. Do not select this unless you are running PBS on Windows and Thin client. This option must *not* be used with Linux telnet mode.

For a graphical check example see Graphical Check Form in the *Form and Report Examples* appendix.

When you are using electronic direct deposit you must enter the direct deposit form mailer type on the Direct mailer form field. When you are using *Report only* a check using one of the 3 above types is printed for each payment and following that a Direct Deposit Register prints that lists all the direct deposit amounts.

There are three main types of printers that PBS will work with. These are *Windows printer*, *Company information* laser printer and *Company information* dot matrix printer. The next two sections describe how each printer type does or does not work with each format.

Format 1 and Format 1 on blank stub and Printers

When using a *Company information* laser printer the check prints between 2 stubs. When using a dot matrix printer one stub prints with the check.

Windows printer is not a workable method of printing checks with *Format 1* and *Format 1 on blank stub* form types. It is recommended that you using a Company information laser printer or dot matrix printer. When using a *Company information* laser printer setup, your printer must respond to PCL codes when doing an alignment.

If you use Accounts Payable as well as Payroll, the same blank stub check forms can be used for A/P and PR — the stubs are not preprinted and appropriate captions are printed by each. Refer to the A/P user documentation for details on setting up checks.

For these types of checks, **you must use a laser printer with PCL 5 compatibility**. This is set up as a *Company information* printer. If you do not have the correct printer type, you must purchase a NEW laser printer that is PCL 5 compatible. Alternatively you may use a graphical form, which does not have this restriction.

Graphical form and Printers

The Graphical form has one stub and the check prints at the bottom of the page. Because there is only one stub that is 2 thirds of the page, it prints more information and the layout is clearer than the other types. The alignment is less critical because most of the information is printed on a nearly blank form. The MICR encoding is required by banks and must be pre-printed.

You must use *Windows printer* if you select the graphical form. Any You may not use a *Company information* printer and you may not use a dot matrix pin feed printer. You may not use this selection on a Linux system unless you have Thin client.

Please order your checks through your favorite forms supplier. The graphical form and other form types are available through Trainer Printing and Promotions at 847-296-2900. Because of the additional information available on the stub and the easy alignment, the graphical check is recommended when you reorder.

Format	Drop down list
Example	Select Format 1 on blank stub

Incl. YTD hours on check

This field is only available for entry if you selected the graphical check in the *Check format to use* field.

Check this box to print the year-to-date amounts for Regular hours, Overtime hours, Special hours and Total hours on the graphical check. This information will print in the upper left box under the vacation hours remaining and the sick hours remaining.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for the default of unchecked

Print company information on

The company name as entered in *Company information* can be printed on the check. The name, address and phone entered in *Company information* can be printed on the stub. Your choices are:

Character	Graphical	Description
S	Stub	Prints the company name, address and phone number on the seventh line of the stub in compressed format. Depending on your check stub design, there may not be enough space on the stub if you are using *Format 1*. For best results select *Format 1 on blank stub* and use a *Company information* laser printer. See Check format to use. If you have a dot matrix printer, the *Company information* Epson type printer will print the line in compressed mode if your printer accepts the PCL codes.
C	Check	Prints the company name on the check.
B	Both	Prints both the company name, address and phone on the stub and the company name on the check. See stub description for check format and printer type to use.
N	None	No company information is printed.

Format	Graphical: Drop down list using one the choices from the table above Character: Select a letter from the table above.
Example	Select None

Print check # on

The check number can be printed on the check, on the stub, or on both. Enter *Check*, *Stub*, or *Both* check and stub.

Format	Drop down list, with choices of Stub, Check or Both
Example	Select Both

Print overtime/special rates on stub

Specify whether or not to print pay rates on the employee's payroll check and direct deposit mailer stubs.

Check the box to print regular, overtime and special rates on the stub. When this field is checked, the rates and the remainder of the data on the line will print in compressed mode. See Check format to use and Direct mailer form.

When this field is not checked only the regular rate will print for hourly employees and no rates will print for salaried employees.

Also, when this field is checked:

- The regular rate and overtime rate will always print even if no hours are entered for those rates.
- The special pay rate is zero when no special rate transaction has been entered for the employee.
- If there is more than one special rate transaction entered per employee it will print the average of the special rates used for the employee's special rate transactions.
- When an employee is being paid a salary then the regular rate is calculated based on the employee's pay frequency. The matching pay frequency number of hours, entered in one of the Control information Hourly payroll calculation fields is used. The number of hours is saved in Time worked during entry of a transaction. During printing it is divided into the salary to get the rate per hour. The overtime and special rates are based on the rates in the employee record.
- If it is a salaried employee and the Pay salary ? field in *Time worked* is not checked (set to N in character mode) the regular, overtime and special pay rates are all based on the employee record.

Format	Graphical: Check box, checked is yes and unchecked is no Character: Enter Y or N
Example	Select <Enter> for the default of unchecked

Generate positive pay

Specify whether or not to generate a positive pay file during a check run.

For more information on positive pay, see the appendix Implement Positive Pay and Direct Deposit.

Check the box to generate a positive pay file during a check run.

Leave the box unchecked to not use the positive pay feature.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> for the default of unchecked

An employee setup for generating the full net amount to a direct deposit ACH file will not have a record generated in the positive pay file. If the employee is being paid partially through ACH and partially by check the check net amount will be generated in the positive pay file.

Show state jurisdiction fields

Specify whether or not to display and enter state jurisdictions fields and to be able to run state monthly and quarterly reports.

Check the box to use the state jurisdiction reporting. Leave the box unchecked to not use it. If you check this field the next field, Jurisdiction code, can be entered.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> for the default of unchecked

Jurisdiction code

The employer code is entered here. It becomes the default when entering jurisdiction information in Employees. If you do not want a default, leave this field blank.

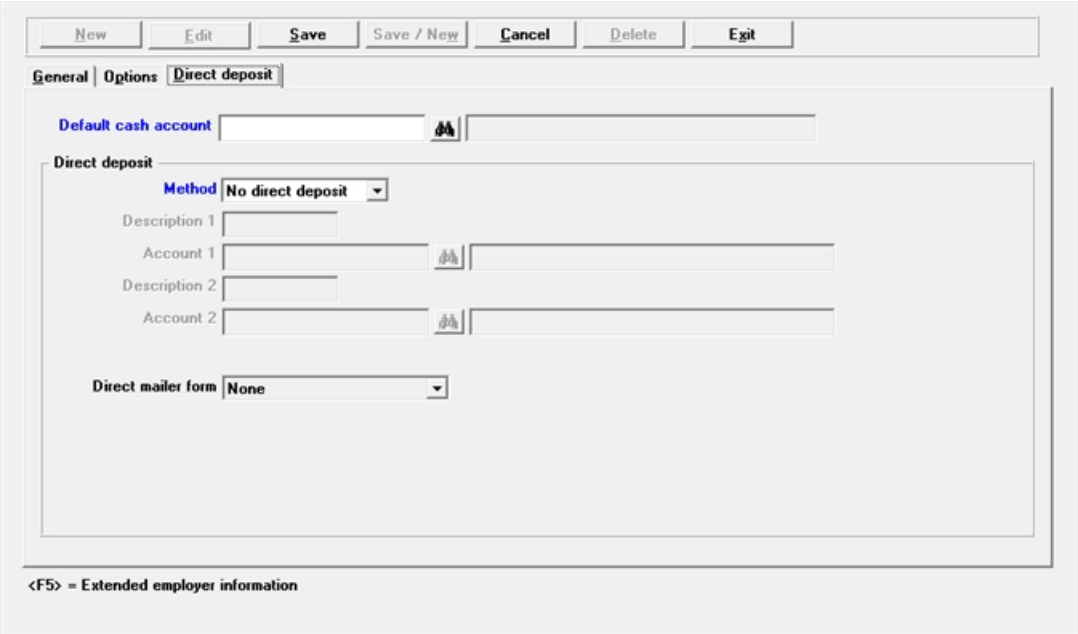
Format	11 characters
Example	Type 72101

Make any needed changes. In change mode, you can also press <F5> for extended employer information, provided that these fields have been defined.

Press <Enter> for the next tab.

Direct Deposit Third Tab / Screen

The third tab displays as follows:



In character mode, the third screen displays as follows:

Enter the following information:

Default cash acct

Enter the usual cash account from which payroll checks are issued. It must be in Ctl *Cash accounts*.

Format	Your standard account number format, as defined in *Company information*
Example	Enter account # 1000-000

Direct Deposit Settings

There are different sets of options depending on what you select for the Direct Deposit method.

Method

Enter *No direct deposit* if direct deposits are not to be used and skip to the next tab.

Enter *Report only* if only a report is to be printed for employees who are directly deposited pay.

Enter *Electronic payment* for payments via direct deposit ACH file generation.

See ACH or Automated Clearing House

Format	Drop down list
Example	Select Report only

Direct Deposit Setup by Method

- If you selected the direct deposit ACH payroll method of *Electronic payment* enter fields Description 1, Account 1 and Direct mailer form.

  With the *Electronic payment* method you must set up at least one entry in CTL *Banks* for your company's bank and one for each bank where the employees funds are deposited. In *Employees* you must set up field Direct Deposit. When checks are run, an ACH file is created which you send to your bank. For more information on Electronic direct deposit, see the Payroll documentation appendix Implement Positive Pay and Direct Deposit.
- If you selected *Report only* enter Description 1, Account 1, Description 2, Account 2 and None for Direct mailer form.

  Direct deposits are allowed for one or two financial institutions by writing checks to the institutions and providing the information about each employee's deposit, using the Direct Deposit Register form printed during check posting. You must set up the Direct Deposit field in *Employees* for each person who will have their funds deposited directly.
- If you select *No direct deposit* the other fields on this tab cannot be entered.

Description 1

Enter the description code for the bank which will process the direct deposit records.

This description will display when entering direct deposit employee information.

Format	Ten characters
Example	Type DD Bank

Account 1

When posting payroll checks for employees using direct deposit, this General Ledger account will be credited for the amount directly deposited.

A full discussion on using this account appears in the Checks chapter.

If using Check Reconcilation you must set up the matching checking account as well.

Format	Your standard account number format, as defined in *Company information*
Example	Type 1010-000

This account is not on file - would you like to add it ?

If you entered an account number that is not one of the Valid G/L accounts you will get this message. Select Yes if you want to add the account to the Valid G/L accounts or select No to re-enter the account number.

Format	Yes/No window
Example	Select No

If you elect to add the account you must enter an account description.

If you have Check Reconciliation for your company, you will be asked to add the checking account and the bank name. This message displays:

Direct Deposit Account must be set up in Check Rec

This account is not in Check Rec - would you like to add it?

If you select Yes you will be asked to enter the bank name.

Description 2

This field can only be entered if you are using the *Report only* method of direct deposit.

Enter the description which is to appear on the check stub to identify the amount which has been directly deposited for the employee in institution two.

Format	Ten characters
Example	Press <Enter>

Account 2

This field can only be entered if you are using the *Report only* method of direct deposit.

When posting payroll checks for employees using direct deposit, this General Ledger account will be credited for the amount directly deposited.

A full discussion on using this account appears in the Checks chapter.

Format	Your standard account number format, as defined in *Company information*
Example	Type 1010-000

This account is not on file - would you like to add it ?

If you entered an account number that is not one of the Valid G/L accounts you will get the above message. Select Yes if you want to add the account to the Valid G/L accounts or select No to re-enter the account number.

Format	Yes/No window
Example	Select No

Direct mailer form

This field does is not for selecting a check format, but for selecting a format to print direct deposit payment information. The direct deposit formats are similar to checks with a few differences, depending on the type of printer used. For selecting a check format, see Check format to use.

This field must be entered with a value other than None if you are using the *Electronic payment* direct deposit Method. If you are using *Report only* enter None as *Report only* prints one fixed form related to the check format. If you are not using direct deposit select None.

The format options are:

Character	Graphical	Description	Number of Dot matrix lines	Bottom stub
2	DDP Fmt 1	Direct deposit check format 1. The alignment will work with a *Company information* laser printer. The top stub and check are similar to check format *Format 1*. The bottom stub prints the employee bank account deposit information. See Check format to use.	N/A	Prints bank account information
5	DDP fmt 1 on blank form	Direct deposit check format 1 on blank stub. The alignment will work with a *Company information* laser printer. The top stub and check are similar to check format *Format 1 on blank form*. The bottom stub prints the employee's bank account information.	N/A	Prints bank account information
6	Direct mailer on blank form	Similar to *DDP fmt 1 on blank form*, but with no bank account information. Both stubs are similar to check format *Format 1 on blank form*, but the middle "check"	N/A	Like top stub

Character	Graphical	Description	Number of Dot matrix lines	Bottom stub
		section is shorter.		
7	Matrix mailer carbon	Intended for a dot matrix printer using a preprinted stub and a form with carbon copies. It will print 1 employee per form. It is 5.5" tall.	33	N/A
8	Matrix mailer double	Intended for a dot matrix printer using a preprinted stub. It prints one stub per mailer. This type will print the same employee twice and then print the next employee. It is 5.5" tall.	33	N/A
9	Matrix mailer 7"	Intended for a dot matrix printer only, this layout is similar to check *Format 1*. It prints one stub per mailer. It prints the same employee twice before printing the next employee.	42	N/A
G	Graphical mailer	This option requires using *Windows printer*only. You may not use a *Company information* printer. This option must not be used with Linux telnet mode.	N/A	N/A
(Blank)	None	No form will print during a direct deposit payment run. If you are using the *Electronic payment* method, you should NOT select this option. Use this option for the *Report only* method.	N/A	N/A

What Printer Type to Use

There are three main types of printers that PBS will work with. These include *Windows printer*, *Company information* laser printer and *Company information* dot matrix printer. A *Company information* laser printer is the type that responds to PCL codes (for a flexible alignment). The information below describes which printer types work best with which forms.

The Graphical form is intended for *Windows printer* only. The Graphical form has one stub and the payment information prints on the bottom 1/3 of the page. Because there is only one stub that is 2 thirds of the page, it has more room for additional payment and deduction information, The layout is easier to understand than the other types. The alignment is not critical because all of the information is printed on a blank form. You may use a pre-printed form if you like, but it is not required. The

graphical form mailer and other form types are available through Trainer Printing and Promotions at 847-296-2900.

For the formats other than Graphical form, depending on the printer model, selecting *Windows printer* will not work for these reasons:

- *Windows printer* limits the printing area on a page vs. a *Company information* laser printer. *Windows printer* usually provides a smaller print area.
- Many printers have differences in the potential printable area on a page. You may find that a form prints fine on one printer but the next printer it does not. When you need to change printers this will become evident. When printing to a *Company information* laser printer this problem will not show up as often.
- The alignment for *Windows printer* is very limited and for *Windows only* printers, will not work at all.

When printing to a laser printer, some of the forms print both an upper stub, check and lower stub. *DDP Fmt 1*, *DDP fmt 1 on blank form* and *Direct mailer on blank form* are intended for a *Company information* laser printer. *DDP fmt 1 on blank* and *Direct mailer on blank form* forms may be printed on plain paper using a *Company information* printer. For *DDP Fmt 1* and *DDP fmt 1 on blank form* the upper stub prints the check payment information, deductions, earnings and totals similar to the checks stubs. The bottom stub prints a list of the bank accounts and an amount to be deposited to each account.

Most of the mailer formats can be used on a dot matrix printer (pin feed), however the *Matrix mailer carbon*, *Matrix mailer double* and *Matrix mailer 7"* are intended only for matrix printers. When printing to a matrix printer through a *Company information* printer and the Type 6 Epson printer is selected, it prints the upper stub and check only. The bank account information will not print as per *DDP Fmt 1* and *DDP fmt 1 blank form*. You may experiment with other printer types as needed. NEVER print the graphical mailer on a dot matrix printer.

Format	Drop down list with the options listed above
Example	Select <Enter>

Incl. YTD hours on mailer

This field is only available for entry if you selected the graphical mailer in the *Direct mailer form* field.

Check this box to print the year-to-date amounts for Regular hours, Overtime hours, Special hours and Total hours on the graphical mailer. This information will print in the upper left box under the vacation hours remaining and the sick hours remaining.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for the default of unchecked

Press <F5> for extended employer information, or press <Enter> to move to screen four.

Control Information Fourth Screen

This screen only displays in character mode.

The fourth screen displays as follows:

```
Control information                                XYZ Company

 40. SUI reporting method          [ ]
 41. Loan on sep comm/suppl ck ?
 42. Garn on sep comm/suppl ck ?
 43. Union on sep comm/suppl ck?
 44. 401K on sep comm/suppl ck ?
 45. SIMPLE IRA 408(p) plan ?
 46. Incl. sick hrs on check ?
 47. Incl. vac  hrs on check ?
 48. Incl. Soc sec # on check ?

H = Home state   W = Work state
```

Enter the following information:

SUI reporting method

Enter the State Unemployment Insurance (SUI) reporting method used.

Select *Home state* if the SUI is to be computed based on the home state. The first state you enter in *Employees* for the State tax code field is considered the home state. No matter what state you enter in *Time worked*, the SUI is calculated on the home state.

Select *Work state* if SUI is to be computed based on the state in which the employee worked. The work state is determined by the state that is entered in *Time worked*. The work state and home state can be one and the same.

Format	Drop down list
Example	Select Home state

Deductions for Separate Checks

You may or may not want separate checks to receive the same deductions that regular checks do.

Options

The next four fields let you decide how to handle four different types of deductions (loans, garnishment, union, and 401(K).

Always % and always fixed	Take this deduction on separate checks (commission or supplemental earning), regardless of the frequency of this deduction as set up in the *Employee* entry.
Never % and never fixed	Do not take this deduction on separate checks.
Always % and fixed with same frequency	If this deduction is set up in the *Employee* entry as a percentage, separate checks always take this deduction. If this deduction is set up in the *Employee* entry as a fixed amount, separate checks take this deduction only when the frequency of this deduction matches either: The frequency of the pay run (in the case of a supplemental earning check) The commission pay frequency of the pay run (in the case of a commission check).

Loan on sep comm/suppl ck

Enter a one-letter code whether or not to take loan deductions on separate checks (commission or supplemental earning).

Options

Because this deduction is always a fixed amount and never a percentage, your selection displays as:

Always	Take fixed loan deductions on separate commission checks regardless of the frequency of loan deductions set up in the employee record.
Never	No loan deductions on separate commission checks.
With same frequency	With same frequency Take fixed loan deductions on separate commission checks for employees whose loan deduction frequency matches the commission pay frequency for the pay run.

Format	Drop down list
Example	Select `Never`

Garn on sep comm/suppl ck

Enter a one-letter code whether or not to take percentage and fixed garnish deductions on separate checks (commission or supplemental earning).

Always % and always fixed	Take percentage and fixed garnish deductions on separate commission checks regardless of the garnish deduction frequency set up in the employee record.
Never % and never fixed	No garnish deductions on separate commission.
Always % and fixed with same frequency	Take percentage garnish deductions on ALL separate commission checks. Take fixed garnish deductions only for employees whose frequency for garnish deductions match the frequency for commission pay.

Format	Drop down list
Example	Select Never % and never fixed

Union on sep comm/suppl ck

Enter a one-letter code whether or not to take union deductions on separate checks (commission or supplemental earning), under the following circumstances:

Always % and always fixed	Take union deductions, both percentage and fixed, on separate commission checks regardless of the frequency of union deductions set up in the employee record.
Never % and never fixed	No union deductions on separate commission checks.
Always % and fixed with same frequency	Take percentage union deductions on ALL separate commission checks. Take fixed union deductions only for employees whose frequency for union deductions match the frequency for commission pay.

Format	Drop down list
Example	Select Never % and never fixed

401K on sep comm/suppl ck

Enter a code whether or not to take 401(k) deductions on separate checks (commission or supplemental earning).

Always % and always fixed	Take 401(k) deductions, both percentage and fixed, on separate commission checks regardless of the frequency of 401(k) deductions set up in the employee record.
Never % and never fixed	No 401(k) deductions on separate commission checks.
Always % and fixed with same frequency	Take percentage 401(k) deductions on ALL separate commission checks. Take fixed 401(k) deductions only for employees whose frequency for 401(k) deductions match the frequency for commission pay.

For more on the 401(k) setup, see the 401(k) Elective deferral Code section in the *Deductions/Earnings* chapter. Also see 401(k) Plans

Format	Drop down list
Example	Select Never % and never fixes

Simple IRA 408(p) plan

A SIMPLE IRA is an employer sponsored retirement savings incentive plan that requires matching contributions from the employer.

If this box is checked, the 401(k) fields will be used to store salary reductions and matching contributions under the SIMPLE retirement plan. Headers will still display as 401(k) — not 408(p).

A 408(p) or SIMPLE IRA plan is considered both a pension plan and deferred compensation. Salary reductions and matching contributions will not be included in any deferred compensation totals in sub-total W-2s, W-3 totals, or when reporting electronically.

This field has no affect on how the 401(k) or 408(p) amounts are calculated and accumulated throughout the year. However, at year-end reporting time, in W-2s Box 12, a code S (for SIMPLE plan) will display before the total instead of the D which displays for a 401(k).

You should consult your accountant before setting up a 408(p) plan using PBS Software. Your accountant should be familiar with your software and can advise you on the correct way of setting it up.

Format	Check box, checked is yes and unchecked is no
Example	Select the <Space bar> to check the box

Sick/Vacation Hours and SS# On Check

Incl. sick hrs on check

Specify whether or not to print employee's available sick hours on check.

When printing sick hours on a check, they are calculated by adding the sick hours due saved in *Employees*, the calculated sick hours are accumulated based on sick accumulation setup in *Employees* and any addition or subtraction of sick hours as entered in time worked.

Check the box to print sick hours on check.

Uncheck the box to exclude sick hours from printing on check.

Format	Check box
Example	Select <Enter> for the default of unchecked

Incl. vac hrs on check

Specify whether or not to print employee's available vacation hours on check.

When printing vacation hours on a check, they are calculated by adding the vacation hours due as saved in *Employees*, the calculated vacation hours are accumulated based on vacation accumulation setup in *Employees* and any addition or subtraction of vacation hours as entered in time worked.

Check the box to print vacation hours on check.

Uncheck the box to exclude vacation hours from printing on check.

Format	Check box
Example	Select <Enter> for the default of unchecked

Note	If the employee is at the maximum sick or vacation hours allowed as defined in the employee Vacation and Sick setup fields (69 and 70 in character mode) an accumulation of additional sick time is not allowed when printing a check. Therefore no additional accumulated time will print on the check stub, only the maximum amount.

Incl. Soc sec # on check

Specify whether or not to print the employee's Social Security number on the check stub.

Check the box to print the Social Security number on the check stub. If check this box and you select to mask the social security number based on the Use encryption mask field only the last 4 digits will fully print. The other digits will print as asterisks.

Uncheck the box to exclude the Social Security number from printing on the check stub.

Format	Check box
Example	Select <Enter> for the default of unchecked

Note	For security reasons the employees social security number can be masked on Payroll reports by printing only the last 4 digits of the number. The first five digits are printed as asterisks. The Employees (Enter) program can mask the display of the social security number. Only during entry will you see the full number. See the Use encryption mask field.

Press <F5> for extended employer information (described next), or press <Enter> to return to the module menu after accepting your changes on this screen and the preceding screens of this selection.

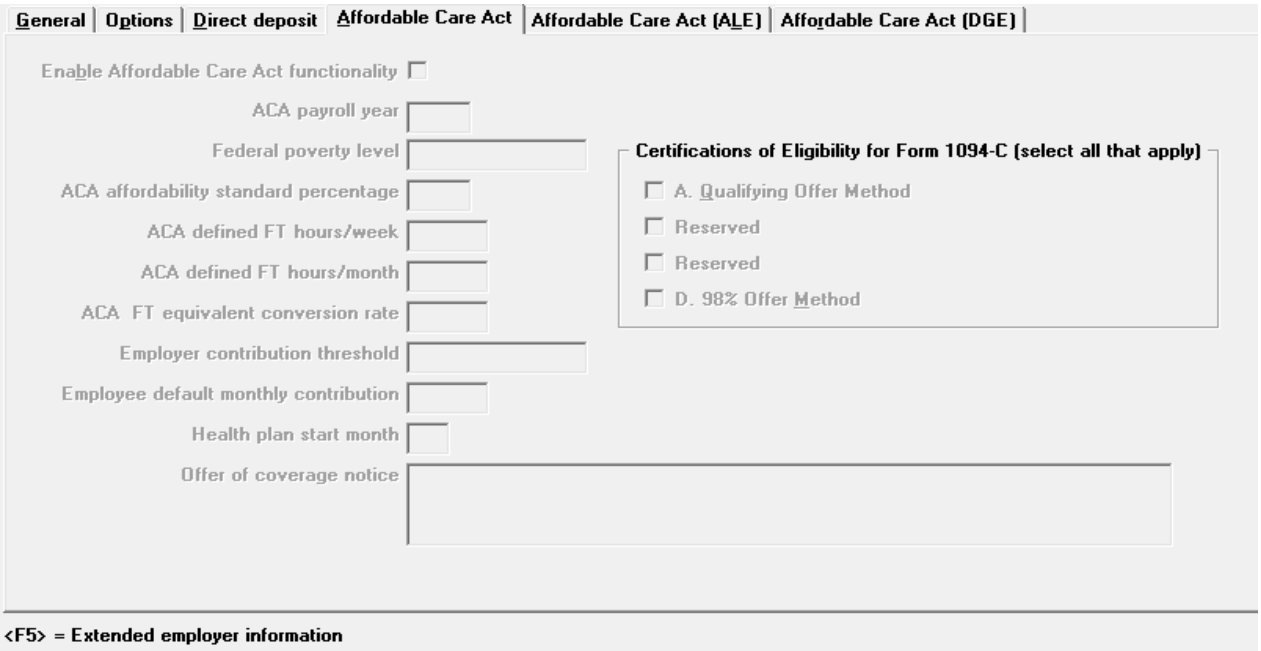
Affordable Care Act Tab / Screen

You must be licensed by Passport in order to use the PBS Affordable Care Act (ACA software). Contact your PBS provider for instructions on getting a license. For more information on the licensing levels and ACA features, see Introduction to the Affordable Care Act in the *Affordable Care Act* chapter.

Before entering information on this tab, consult with your accountant.

Values for certain fields may change from year to year. Because of this, in order to retain settings for each year, a separate control record must be entered for each payroll year when ACA is being used.

The tab looks similar to this:



Character Mode

```
Control information                                XYZ Company

 54. Enable ACA functionality ?      Yes
 55. ACA payroll year                2016
 56. Federal poverty level
 57. ACA affordability standard %
 58. ACA defined FT hours/week
 59. ACA defined FT hours/month
 60. FT equiv. conversion rate
 61. Employer contrib. threshold
 62. Qualifying Offer Method ?
 63. Reserved
 64. Section 4980H Trans Relief ?
 65. 98% Offer Method ?
 66. Employee monthly contrib.
 67. Health plan start month
 68. Offer of coverage notice


<F1> = next year ACA control record, <SF1> = previous year ACA control record
Field number to change ?  54
```

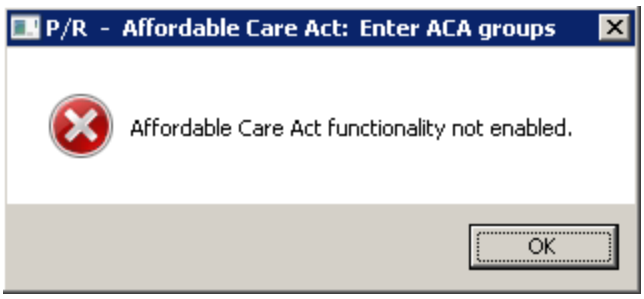
Enter the following fields:

Enable Affordable Care Act functionality

Select the check box to activate the program. Leave it unchecked to disable the *Affordable Care Act* (ACA) features and functionality. In order to use these features, you must have a license enabled for Affordable Care Act for this company.

Format	Graphical mode: Check box where checked is yes and unchecked is no Character mode: Y= Yes and N = No
Example	This field cannot be accessed due to the lack of an ACA license for this company.

If you are licensed for the ACA features, but you have not checked this box, you will get the following message when accessing any menu selection under the Affordable Care Act menu:



ACA payroll year

Enter the ACA payroll year.

PBS Payroll can store Affordable Care Act data for multiple years. To allow for changes in control settings due to regulation changes from year to year, an ACA payroll control record must be entered for each year.

You must wait until the system date has reached January of the new year to enter an ACA Control information record for that payroll year.

You cannot add or modify an ACA Control information record for a previous payroll year. This is because past years are closed after the reporting has been submitted to the IRS. Modifying the ACA Control information data for a previous year would lose the integrity of the ACA reporting audit trail.

Federal poverty level

Enter the Federal Poverty Level amount which is the base of a Safe Harbor calculation method to determine the affordability of self-only Minimum Essential Coverage health insurance.

This amount may change due to economic fluctuations or revisions to the ACA regulations. The most recent update defaults to the amount intended for the current year. However, if the regulations change, you may enter a different amount. To verify the current Federal Poverty Level, refer to healthcare.gov and consult with your accountant.

ACA Affordability standard percentage

Enter the percentage of income which meets the government standard of *affordability*.

This percentage may change due to economic fluctuations or revisions to the ACA rules. The most recent update will default the amount intended for the current year. However, if the regulations change, you may enter a different percentage. To verify the percentage is correct, consult with your accountant annually to determine the correct percentage. For the current setting see irs.gov and search for percentage.

ACA defined FT hours/week

Enter the number of hours per week, per ACA regulations, that determines full-time status.

This amount is used for certain ACA reports including the Safe Harbor comparison report.

To determine an employees full-time status, this amount is defined by the ACA regulations as 30 hours per week. To monitor changes to the law and for updating this field, refer to this irs.gov section on the Identification of Full Time Employees.

ACA defined FT hours/month

Enter the number of hours per month, per the ACA regulations, that determines full-time status.

This amount is used to for certain ACA reports including the Safe Harbor comparison report.

To determine an employees full-time status, this is defined by the ACA as 130 hours per month. To monitor changes to the law, refer to this irs.gov section on the Identification of Full Time Employees.

ACA FT equivalent conversion rate

This is the rate the IRS uses to calculate Full Time Equivalent (FTE) employees from the pool of Part Time hours. The calculation is:

Total PT hours ÷ Entered rate = number of FTE

It is used to determine if a business is an Applicable Large Employer (ALE) and also to establish FTE counts for section 4980H Transition Relief indicators.

Employer contribution threshold

You may enter any dollar amount or select <F2> for *Unlimited*.

The amount entered here affects the last column in the Insurance Report, Coverage penalty?, which prints as Yes or No. This amount / setting helps you determine if paying a penalty for some employees is more cost effective than paying the full insurance premium. *Yes* printed on the report, for those employees, means you may consider paying a penalty instead of their premium.

Here are some examples:

- A setting of <F2> = *Unlimited* translates to any employer contribution being acceptable no matter how large. In this case, the last column in the Insurance Report, Coverage penalty?, would always print as *No*.

- Entering zero would flag every employee to *Yes*; requiring an employer contribution for each in order for coverage to remain affordable.
- Entering $10,000 would flag those employees who require a employer contribution greater than that amount.

Employee default monthly contribution

Enter the default amount. This amount will be used when entering an ACA group. If the ACA group does not have a default, this amount will be used when entering an employee ACA record. If you entered a Monthly contribution amount for the ACA *Control information*, you may select <F2> to accept that amount when entering a group or employee ACA record.

Health plan start month

Enter the number of the month when your insurance health plan starts. You may choose from 01 = January, 02 = February, 03 = March, 04 = April, 05 = May, 06 = June, 07 = July, 08 = August, 09 = September, 10 = October, 11 = November and 12 = December.

A health plan start month can also be entered for each ACA group. The default for the group is used from here and each employee ACA info. The month entered here prints on Part II of the 1095-C form, however, if the ACA group has a start month it takes precedence over this entry. If there is an entry on the employee ACA info record, it takes precedence over the Control information and the ACA group defaults.

Offer of coverage notice

If you are using the graphical check or graphical direct deposit mailer you may print a reminder on the stub that insurance has been offered to the employee. You may enter your own reminder, use the default or leave it blank. If blank, the reminder does not print on the check stub.

The reminder will only print if the employee has an ACA information record for the current year and the Insurance offered field is checked.

See the Check format to use and Direct mailer form fields. Due to lack of stub space on the other check and mailer form types, the offer reminder cannot be printed for those.

Format	Four lines of 60 characters

Certifications of Eligibility for Form 1094-C (select all that apply)

These codes are for direct population of Form 1094-C, Line 22. Check the boxes for all that apply.

A. Qualifying Offer Method

If this box is not checked you cannot enter a Series 1 Code of 1A in the employee ACA record Monthly offer of coverage code field. If this box is checked you may enter a Series 1 Code of 1A in the employee ACA record. There are no restrictions on other Series 1 Codes.

If you have existing employee ACA records with a Series 1 code of 1A, you will not be allowed to uncheck this field. First, you must alter the employee ACA info entries by changing each Series 1 code

to a value other than 1A and then change this field. Run the *Print employees ACA info* report to determine the current Series 1 Code values.

B. Reserved

For 2016 and beyond this field is no longer used and is reserved for future use.

C. Reserved

For 2017 and beyond this field is no longer used and is reserved for future use.

D. 98% Offer Method

For more information and assistance on choosing the 1094-C setting that applies to your company, refer to the irs.gov *Instructions for Forms 1094-C and 1095-C*.

Format	Check the boxes for the 1094-C eligibility fields that apply

Affordable Care Act (ALE) Tab / Screen

ALE

ALE is short for Applicable Large Employer. An ALE, as defined in U.S Code Section 4980H (Shared responsibility for employers regarding health coverage), is an employer with an average of 50 or more full-time employees plus full-time equivalents for the calendar year prior to the reporting year. Companies under common ownership or control are combined to determine whether they meet the threshold of 50 full-time equivalent employees. Employers will determine each year if they are considered an applicable large employer subject to the employer shared responsibility rules.

The fields on this tab are used for printing on the 1094-C (fields 1-8), 1095-C (fields 7-13) and they are used to generate the ACA magnetic media E-file.

This tab looks similar to this:

General | Options | Direct deposit | Affordable Care Act | Affordable Care Act (ALE) | Affordable Care Act (DGE)

Name of ALE Member (Employer)
Name of ALE Member (cont.) (E-filing only)
Employer ID (EIN)
Address type US address
Street address
Street address (cont.) (E-filing only)
City or town State or province Postal code
Country code/name /
1094-C contact first name
1094-C contact middle name (E-filing only)
1094-C contact last name
1094-C contact phone number
1095-C contact phone number
Self-insured employer

Character mode:

```
Control information                          XYZ Company

 *** Information to submit on Forms 1094-C & 1095-C ***
 69. Name of ALE Member (Employer) (2nd line for e-filing only)

 70. Employer ID (EIN)
 71. ALE address type
 72. Street address (line 1)
 73. Street address (line 2)
 74. City or town
 75. State or province
 76. Postal code
 77. Country code/name
 78. 1094-C contact first name
 79. 1094-C contact middle name
 80. 1094-C contact last name
 81. 1094-C contact phone#
 82. 1095-C contact phone#
 83. Self-insured employer ?
```

Enter the following fields:

Name of ALE Member (Employer)

Enter the name of the ALE. It is important that you enter your full legal business name. THIS IS THE NAME AS IT WILL BE USED ON FORMS OR MAGNETIC MEDIA E-FILE SUBMITTED TO THE IRS. If this is not correct, the submission may be rejected.

You may enter up to 50 characters. Keep in mind that:

- The full 50 characters is only intended for the ACA magnetic electronic file.
- Limit what you enter here when printing the 1094-C and 1095-C forms. Portrait forms, which limits you to 25 characters, has even less room per field than landscape forms.
- To verify that the data looks okay, do a *Validate 1095-C/1094-C info* printing before you print the final forms.

Format	50 characters
Example	Type ABC Company

Name of ALE Member (cont.)

Enter the additional name information of the ALE. This field is for magnetic media E-filing only. This field will not print on the 1094-C or 1095-C forms.

Format	75 characters
Example	Select <Enter>

Employer ID (EIN)

Enter the ALE EIN number. Enter a legal nine-digit number.

Format	999999999

Address type

Select either US address or Foreign address. In character mode select F = Foreign address or U = U.S. address.

When US address is selected the *State or province* field allows the entry of 2 characters. When a Foreign address the *State or province* field is 23 characters long.

Street address

Enter the street address of the ALE. This is the number and street or P.O. Box number.

Format	35 characters
Example	Type 800 East North Ave

Street address (cont.)

Enter the additional street address of the ALE which will only be used when generating a magnetic media E-file.

Format	35 characters
Example	Select <Enter>

City or town

Enter the ALE's city or town.

Format	22 characters
Example	Type Chicago

State or province

If this is a US address enter the ALE's 2 character state code. If this is a foreign address this field allows an entry of up to 23 characters.

Format	2 characters, converted to uppercase if US address 23 characters if this is a Foreign address
Example	Type IL

Postal code

Enter the ALE's zip code or postal code.

Format	15 characters, converted to uppercase
Example	Type 60000

Country code/name

Enter the 2 digit country code and the country name. The country code for USA is “US”.

1094-C contact first name

Enter the first name of the person to be contacted by the IRS concerning the submitted data on the ACA 1094-C and 1095-C forms or magnetic media electronic file. The first name is combined with the contact last name on the printed forms.

Format	27 characters
Example	Type Susan

1094-C contact middle name

Enter the middle name of the contact person. The middle name is only used when generating magnetic media E-filing. For the 1094-C and 1095-C forms the middle name is not printed.

Format	27 characters
Example	Type M

1094-C contact last name

Enter the last name of the contact person.

Format	27 characters
Example	Type Levine

1094-C contact phone number

Enter the contact's telephone number, including area code, to be printed with the 1094-C and generated in the magnetic media E-file.

Format	15 characters
Example	Type 847-555-1212

1095-C contact phone number

Enter the contact's telephone number, including area code, to be printed with the 1095-C and generated in the magnetic media E-file.

Format	15 characters
Example	Type 847-555-2121

Self-insured employer

Check this box if you are a self-insured employer.

After checking this box you may access the Covered Individuals Entry screen under the *Enter employee ACA info* menu selection. Covered Individuals will print on Part III of the 1095-C form and will be generated in the magnetic media E-file.

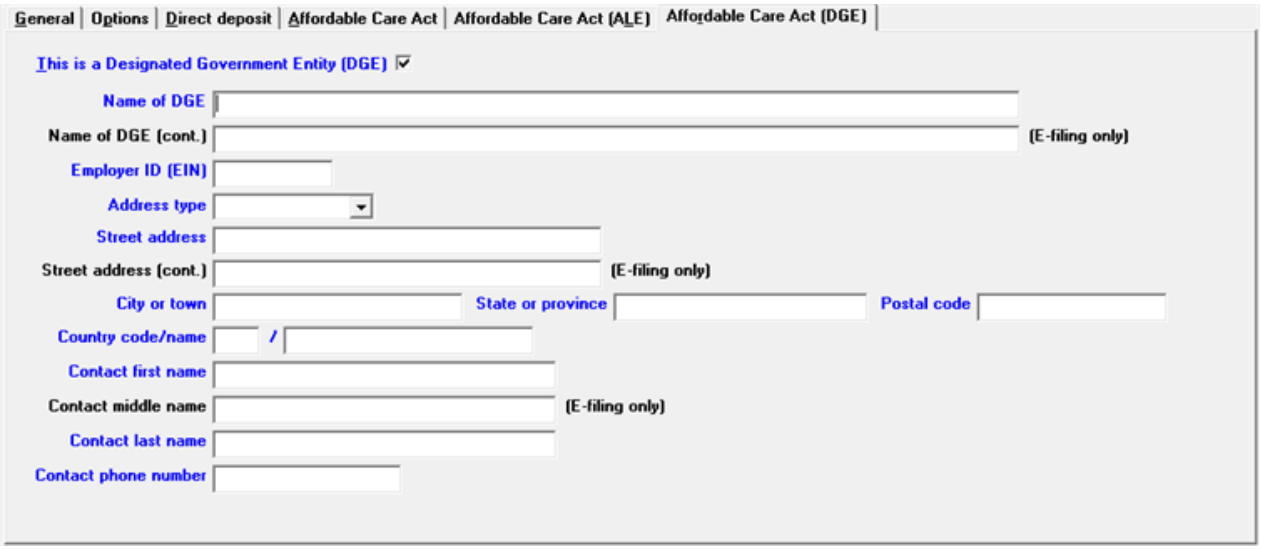
Affordable Care Act (DGE) Tab / Screen

DGE

A Designated Government Entity or DGE is a person or persons that are part of or related to the Governmental Unit that is the ALE Member and that is appropriately designated for purposes of these reporting requirements. In the case of a Governmental Unit that has delegated some or all of its reporting responsibilities to a DGE with respect to some or all of its employees, one Authoritative Transmittal must still be filed for that Governmental Unit reporting aggregate employer-level data for all employees of the Governmental Unit (including those for whom the Governmental Unit has delegated its reporting responsibilities).

The information entered here prints on fields 9 through 16 of the 1094-C *Transmittal of Employer/Provided Health Insurance Offer and Coverage Information Returns*. In order to print this form, you must be licensed for the PBS Affordable Care Act features. See Introduction to the Affordable Care Act

This tab looks similar to this:



Character Mode

```
Control information                                XYZ Company

 84. Are you a Designated Government Entity (DGE) ? Yes
 85. Name of DGE (2nd line for e-filing only)

 86. Employer ID (EIN)
 87. DGE address type
 88. Street address (line 1)
 89. Street address (line 2)
 90. City or town
 91. State or province
 92. Postal code
 93. Country code/name
 94. 1094-C contact first name
 95. 1094-C contact middle name
 96. Contact last name
 97. Contact phone#


Field number to change ?  84
```

Enter the following fields:

This is a Designated Government Entity (DGE)

Check this box if this is a Designated Government Entity. Otherwise, leave it unchecked.

After checking the box the remaining fields on the screen can be entered.

Name of DGE

Enter the name of the DGE. It prints in box 9 of the 1094-C form and is written to the magnetic media E-file.

Format	67 characters
Example	Type DEF Company

Name of DGE (cont.)

Enter the additional name of the DGE. This name will only be generated in the magnetic media E-file. It will not print on the 1094-C form.

Format	67 characters
Example	Select <Enter>

Employer ID (EIN)

Enter the DGE EIN number. Enter a legal nine-digit number.

It prints in box 10 of the 1094-C form and is written to the magnetic media E-file.

Format	999999999

Address type

Select either *US address* or *Foreign address*. Using character mode enter U = US address or F = Foreign address.

When US address is selected, the State or province field allows the entry of 2 characters. When a Foreign address type, the *State or province* field is 23 characters long.

Street address

Enter the street address of the DGE. This is the number and street or P.O. Box number.

Format	25 characters
Example	Type 800 East North Ave

Street address (cont.)

Enter the additional address information of the DGE. This address will only be generated in the magnetic media E-file. It will not print on the 1094-C form.

Format	25 characters
Example	Select <Enter>

City or town

Enter the DGE's city or town. It is printed on the ACA 1094-C form box 12 and magnetic media electronic E-file.

Format	22 characters
Example	Type Chicago

State or province

If this is a US address enter the DGE's state code. If this is a foreign address the field allows an entry of up to 23 characters. Otherwise it is 2 characters for entry of a state code.

Format	2 characters, converted to uppercase if *US address* type 23 characters if this is a *Foreign address* type
Example	Type IL

Postal code

Enter the DGE's zip code or postal code. It is printed on the ACA 1094-C form box 14 and magnetic media electronic E-file.

Format	15 characters, converted to uppercase
Example	Type 60000

Country code/name

If this is a *Foreign address* type, enter the 2 digit country code and country name. The code for USA is "US".

Contact first name

Enter the first name of the person to be contacted by the IRS concerning the submitted data on the ACA 1094-C form box 15 and magnetic media electronic E-file. The first name is combined with the contact last name on the printed forms. The first name is combined with the contact last name in the printed 1094-C form box 15.

Format	27 characters
Example	Type Susan

Contact middle name

Enter the middle name of the contact person. The middle name is only used when generating magnetic media E-filing. For the 1094-C form the middle name is not printed.

Format	27 characters
Example	Type M

Contact last name

Enter the last name of the contact person. It is printed on the ACA 1094-C form box 15 and magnetic media electronic E-file.

Format	27 characters
Example	Type Levine

Contact phone number

Enter the contact's telephone number including area code. It is printed on the ACA 1094-C form box 16 and magnetic media electronic E-file.

Format	15 characters
Example	Type 847-555-2222

FOOD SERVICE TAB

The Payroll Food Service tab may not display on your system. The programs for Food Service Payroll require a separate installation. The documentation for this tab can be found in the Control Information Fields fields section of the *Payroll Food Service* chapter.

EXTENDED EMPLOYER FIELDS

Use extended fields to store additional employer data for use in making state quarterly and annual reports.

For example, in many states the department of revenue uses one employer identification number and the department of labor uses a different number. With this feature you can enter both.

Before you enter employer extended fields, they must be defined using *Define extended fields*. You are allowed to define up to 36 employer extended fields. (Similar fields can also be defined for each employee. These are described in the Extended Employee Information section of the *Employees* chapter.) Also see the Define Extended Fields chapter.

You can access extended employer data fields by pressing <F5> (at any of the tabs).

What and how much you can enter in an extended field depends upon how you have defined it. An extended field can be either a character field (such as a name), or a numeric field (such as number of employees or salary), or a date field.

Whatever the type of the field, you can enter information up to the size specified when the field was defined.

Options

Extended fields are displayed sequentially down the screen in a window. To enter or change a field, first use the <Up> and <Down> keys to get to it.

Graphical Mode

To edit a field, select the enter key or click on it. A box will display at the bottom of the window where you can make your entry.

You have the following button options:

Button	Keyboard	Description
Edit	Alt +e	To edit fields that were previously entered.
Exit	Alt +x	If no field changes or new entries were made you will be returned to the last Control information tab. If you made any changes, a *Cancel Entry?* message will display. If you select Yes any changes will be abandoned. If you select No you will return to the last field you edited.
Cancel	Alt +c	Discard what was entered or changed.

Character Mode

If there are more than 18 fields, press <PgDn> and <PgUp> to see all the fields. When done with entry or changes, press <Esc> and choose one of the file options as follows:

File	Save what was entered / changed (like pressing <Enter> at *Field number to change ?* in other selections)
Save & continue	Save what was entered / changed, but leave the information on the screen for continued editing
Abandon changes	Discard what was entered / changed (like pressing <Esc> at *Field number to change ?* in other selections)
Delete	Delete the entire comment (like <F3> in other selections). You will be asked to confirm the deletion with an *OK to delete?* message.

RUNNING THE ENCRYPTION UTILITY

Use this utility to encrypt or unencrypt social security numbers and bank account numbers stored in payroll. It will also encrypt or unencrypt PBS user passwords.

Running this utility will alter the fields in one of two ways. It will either decrypt the data if *already* encrypted or encrypt the data if *not yet* encrypted. Running this utility will also change the *Control information* Encrypt data files field, letting you know which was run last and how it is set now.

The utility does this:

- Exports the data to the ENCRYPT folder
- Restores the data (either encrypted or unencrypted)
- For security purposes it deletes the exported data files and ENCRYPT folder after the restore

Before you run the utility verify that all users, including yourself, are not in PBS.

Logging into the utility requires that you be a PBS administrative user.

From the top-level PBS run ENCRYPT.BAT or for Linux/unix run the encrypt script. If someone else is in PBS you will not be able to run the utility.

After entering your user name and password the following screen displays:

```
PBS Privacy Encryption Utility
Passport Business Solutions (tm)

                  Company to process
                1. Employee file ......... (EMPFIL)
                2. Employee direct deposit (EMPDDA)
                3. PR history file ....... (KHISFL)
                4. Time trans file ....... (TIMTRX)
                5. Adjustment trans file . (MANTRX)
                6. Void PR check main file (VDMTRX)
                7. Employee chng log file  (CNGEMP)
                8. Time trans history file (TIMHIS)
                9. Manual trans hist file  (MANHIS)
               10. User file ........... (SYUSRFIL)
            The first run of ENCRYPT.BAT sets internal
            flags that require users to change their
            password after the Restore function.
            The 'Use passwords' flag is set to 'Yes'
            in every Company file processed.
                     Export        Restore     Delete export
                     Encrypt PR data files
          Please enter device for export file

<F5> = "All"
```

Company to process

If you are using multiple companies you must enter the company to process or select <F5> for all companies.

Encrypt PR data files

Enter Y to encrypt the data. The will set the PR *Control information* field of Encrypt data files to checked (Y in character).

Enter N to decrypt the data. The will set the PR *Control information* field of Encrypt data files to unchecked (N in character).

Please enter device for export file

Enter the drive letter where the top-level PBS is installed.

Any change ?

Enter Y to make changes to N to continue.

This screen displays:

```
PBS Privacy Encryption Utility                                          00
Passport Business Solutions (tm)                        XYZ Company Apollo 1



     This function will now initialize the data file used in production.
     Its contents will be fully replaced with data from the export file.
     Please make sure you want to do this.



Are you sure ?
```

Are you sure ?

Select Y to continue or N to return and re-enter your choices.

After you enter Y and select the Enter key it will take some time to finish the process. Please be patient.

The data is exported and restored. During the export the data is put in an ENCRYPT folder. If the folder is not there the program creates it. If the folder is there the program warns you that the data in the folder will be deleted. At the end of the restore the program removes this folder and contents.

When the program is finished it displays this message:

Please review log file: ENCRYP*01*.LOG

Restore completed <Esc> = return to file menu

The number of the log file name will advance each time you run the utility and if a log already exists. You may select the Esc key twice to finish.

The log file is in the top-level PBS. It is a text file. Viewing the log will tell you which files / tables were changed, the number of records changed for each and the result. If any files / tables were empty, which means they did not require a change, the log will tell you that as well.

The program does not contain any employee data or passwords. It does not contain system user information either which contains encrypted passwords. That data is only in the files.

Deductions and Earnings

This chapter contains the following topics:

Introduction to Deductions and Earnings

The *Deductions/Earnings* selection enables you to enter the codes that affect an employee's wages.

Wages, withholding taxes, loan repayments, garnish amounts, and union dues, are all handled elsewhere. Everything else that is added to or subtracted from an employee's paycheck must first have its code defined here.

Deductions

These include insurance, 401(k) deductions, charitable donations, savings bonds, etc.

Earnings

These include entertainment allowances, travel subsidies, commissions, meals, tips, bonuses, etc.

Workers' Compensation Class

Even though this is neither an earning nor a deduction, special codes for it must still be entered here.

Cafeteria Plan

There is a style of benefit plan under IRS Section 125 that is commonly referred to as Cafeteria Plan.

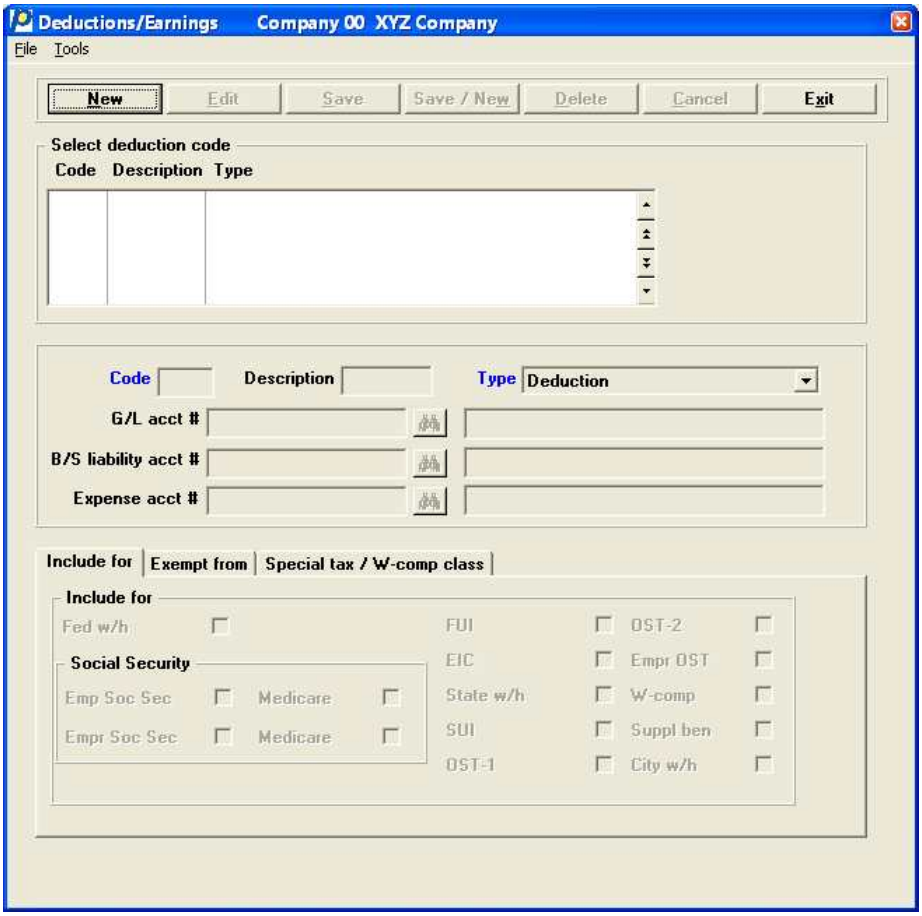
The interpretation of the IRS regulation is outside the scope of this documentation. This is because the taxability of benefits and company policy related to amounts of benefits may vary from employee to employee.

However, the Earning Code tab documented in this chapter includes a field regarding whether or not to add benefits to an employee's wages.

Select

Deductions/Earnings from the *Master information* menu.

The following screen displays:



Deductions and Earnings List Box

The list box displays up to 6 existing deductions and earnings at a time. You may sort the deductions and earnings by the deductions and earnings code in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a deduction or earning, start typing a deduction or earning code. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a deduction or earning. The <F1> and <SF1> keys function the same as the up/down arrow keys.

The deductions and earnings that display in the list box are available for changes or deletion. The fields for the selected deduction or earning display in the lower part of the screen. The tab that displays depends on the type selected.

When a deduction or earning is found, you may select the <Enter> key or Edit button to start editing.

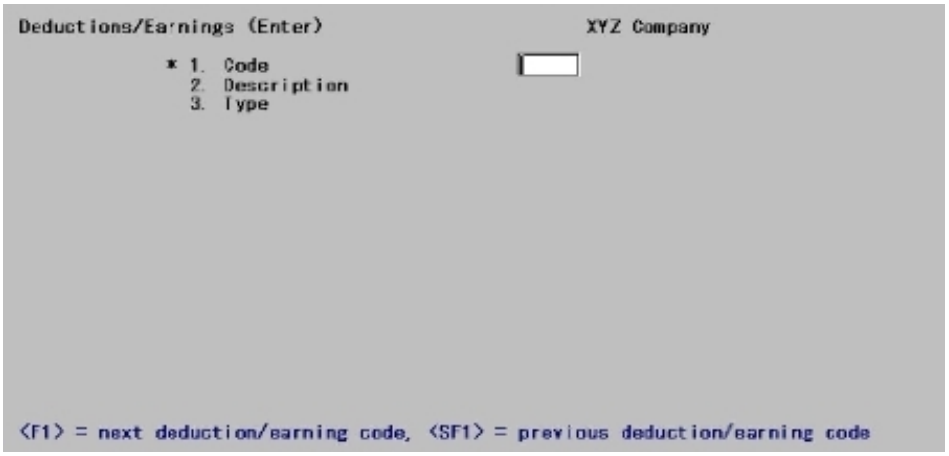
Deductions and Earnings Buttons

You may select a button for adding, editing, or deleting a deduction or earning:

Button	Keyboard	Description
New	Alt+n	To enter a new deduction or earning.
Delete	Alt+d	To delete the deduction or earning selected in the list box.
Edit	Alt+e	To edit the deduction or earning selected in the list box.
Save	Alt+s	To save a new deduction or earning or changes to an edited deduction or earning.
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing a deduction or earning.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character Mode

In character mode, the following screen displays:



ENTERING DEDUCTIONS/EARNINGS

This screen lets you work with both new and existing entries.

Enter the following information:

Code

Each deduction/earning code must be unique. You cannot use the same code for both a deduction and an earning.

For example, you could assign codes as follows:

D1, D2, D3, etc.	for deductions
B1, B2, B3, etc.	for before-tax deductions
E1, E2, E3, etc.	for earnings
M1, M2, etc.	for meals
T1, T2, etc.	for tips
S1, S2, S3, etc.	for supplemental earnings

Options

Enter the code of a new or existing entry. To locate an existing entry, you can use one of the options:

<F1>	For the next code
<SF1>	For the previous code

Format	Three characters
Example	Type D1

Description

Enter a description. This description prints on the payroll check stubs and payroll reports to identify the deduction or earning.

Format	Seven characters
Example	Type Charity

Note	Only the first three letters of the description will print on the payroll check stub to identify the deduction or earning.

Type

Options

Enter the code type as follows:

Deduction	Deduction from employee net pay after tax calculations. Read Deduction Code for more information.
Before tax ded	Deduction from employee gross pay before tax calculations. Read Before tax deduction Codefor more information
Earning	Earnings (such as commissions) added to employee pay that may or may not be taxable, as defined. Read Earning Code for more information.
W-comp class	Workers' compensation classification (for employer contributions). Read Workers' compensation Code for more information.
Supplemental earn	Supplemental earning (such as a bonus) that is added to the employee's pay. If taxed, supplemental earnings are taxed at a flat percentage rate specified in the federal, state, and city tax table records. If the rate in the tax code record is set to zero, supplemental earnings are added to the regular earnings and the sum is taxed at the regular rate. Read Supplemental earning Code for more information.
401(k) elective deferral	Regular and Roth 401(k) elective deferral of employee's salary. Read 401(k) Elective deferral Code for more information.
Employer matching contribution	401(k) employer matching contribution. Read Employer matching contribution Code for more information.
Special tax	Special tax, such as SUI or workers' compensation, where part of these taxes come out of the employee's pay. Read Special tax Code for more information

If meals and tips are used

Options

The *Control information* Use meals & tips field determines whether this feature is used:

Meals	The value of meals given to an employee (a type of earning). Read Meals Code for more information.
Tips	Tips received by the employee and reported to the employer. Read Tips Code for more information.

Meals and tips are given special tax handling according to appropriate regulations and are not added to or subtracted from employee net pay by the Payroll module.

Depending on the deduction/earning type, additional fields display on the screen. Each type of code is described in a separate section below.

Format	Drop down list
Example	Select `Deduction`

Options

You can change any field except the Code and Type fields. For an existing entry, you can also use one of the options:

<F1>	For the next code
<SF1>	For the previous code
<F3>	To delete this entry. Do this only if you are sure that this code is no longer used for any employee.

Deduction Code

For a Deduction code type, only one additional field is required:

G/L acct

This is the liability account for this deduction. Enter the cost center numbers and then the main and sub account numbers. The account number must be a valid G/L account.

Note	If you use cost centers, enter the cost center (which can consist of one or two segments).

The null cost center can be entered for either segment by pressing <Enter>. This displays as zeroes or blanks depending on how the cost center segment has been defined in *Company information*.

Options

You can specify that the cost center will be picked up from the corresponding segment of the employee's wage account. If you use two cost center segments, you can do this for both segments or only for the second one.

<F5>	To specify that the cost center from the employee's wage account is used during posting. All ~ (tildes) display for cost center and varies by employee displays for account description.

Note	If you use two cost center segments in your account number, you can enter <F5> in either segment. If pressed in the first segment, both segments of the employee's wage account are used.

Format	Your standard account number format as defined in *Company information*
Example	Enter account 2040-000

The completed screen displays as follows:

```
Deductions/Earnings (Enter)                    XYZ Company

          * 1. Code                      D1
            2. Description               Charity
            3. Type                      Deduction
            4. G/L acct #                2040-000
                                         Charity deduct payable

Make changes, <F1> = next d/e code, <SF1> = previous d/e code, <F3> = delete
Field number to change ?
```

Earning Code

Next, enter the information for the earning code that displays on the following screen. Enter the Code and Description fields as they appear below, and select *Earning* for the Type field.

```
Deductions/Earnings (Enter)                    XYZ Company

          * 1. Code                      FC1
            2. Description               whatev
            3. Type                      Earning
            4. G/L acct #                6010-000
                                         Bonus pay expense
            5. Exempt from fed w/h ?     N
            6. Exempt from emp Soc Sec ?     Medicare ?
            7. Exempt from empr Soc Sec?     Medicare ?
            8. Exempt from FUI ?
            9. Exempt from EIC ?
           10. Exempt from state w/h ?
           11. Exempt from SUI ?
           12. Exempt from OST-1 ?
           13. Exempt from OST-2 ?
           14. Exempt from empr OST ?
           15. Exempt from w-comp ?
           16. Exempt from suppl ben ?
           17. Exempt from city w/h ?
           18. Benefits incl in wages ?
```

Enter the information as follows:

G/L acct

Options

This account number is for the expense account for this earning.

<F5>	For varies by employee.

Format	Your standard account number format as defined in *Company information*
Example	Enter account # 6010-100

Exemptions from Taxes

The *Exempt from* fields are used to control the calculation of various types of taxes. A check mark answer indicates that this deduction is exempt from normal inclusion in the wage base on which the tax type (FWT, FICA, FUI, etc.) is calculated. In each case, the only allowable entry is checked or unchecked, and the default value is unchecked.

Exempt from

Fed w/h

This controls exemption from federal withholding tax calculations.

Format	Check box, checked is yes it is exempt and unchecked is no it is not exempt
Example	Press <Enter> for the default of unchecked

Emp Soc Sec

This controls exemption from the employee social security tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

Medicare

This controls exemption from the employee medicare tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

Empr Soc Sec

This controls exemption from the employer social security tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

Medicare

This controls exemption from the employer medicare tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

FUI

This controls exemption from the employer federal unemployment insurance (FUI) contribution calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

EIC

The fields for the EIC table can no longer be entered in the Federal tab table.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

State w/h

This controls exemption from state withholding tax (SWT) calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

SUI

This controls exemption from employer state unemployment insurance (SUI) contribution calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

OST-1

This controls exemption from the *employee* OST-1 state tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

OST-2

This controls exemption from *employee* OST-2 state tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

empr OST

This controls exemption from *employer* OST state tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

W-comp

This controls exemption from workers' compensation premium calculations. (This field is used only for states in which these premiums are calculated based on wages.)

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

Suppl ben

Some states require an employer to contribute a percentage of employee wages to supplemental benefits. (Refer to the Supplemental Benefit definition in the Understanding Payroll chapter.) Check the box if this earning is not to be included in the calculation of the employer's supplemental benefits amount. (This field is used only for those states which require supplemental benefits.)

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

City w/h

This controls exemption from city withholding tax calculations.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked

Benefits incl in wages

This field designates how the earnings code will be applied in regards to non cash benefits and what will print on the W-2.

Select *Included* if the benefit is non cash wages and are to be printed in Box 14 of the W-2.

Select *Dependent care included* if the non cash dependent care benefits are to be added to the amount in box 10 on the employee W-2 form. If the dependent care amount is not over the limit you may also an additional amount to box 10 under *Enter W-2 information*. You may read about Entering W-2 Information in the *Year-end Payroll* chapter.

Select *Not included* if the benefits are cash wages.

Format	Drop down list with the three choices explained above
Example	Select Not included

The screen now displays as follows:

```
Deductions/Earnings (Enter)                          XYZ Company

          * 1. Code                          FC1
            2. Description                   whatev
            3. Type                          Earning
            4. G/L acct #                    6010-000
                                             Bonus pay expense
            5. Exempt from fed w/h ?         N
            6. Exempt from emp Soc Sec ?        Medicare ?
            7. Exempt from empr Soc Sec?        Medicare ?
            8. Exempt from FUI ?
            9. Exempt from EIC ?
           10. Exempt from state w/h ?
           11. Exempt from SUI ?
           12. Exempt from OST-1 ?
           13. Exempt from OST-2 ?
           14. Exempt from empr OST ?
           15. Exempt from w-comp ?
           16. Exempt from suppl ben ?
           17. Exempt from city w/h ?
           18. Benefits incl in wages ?
```

Further examples

In order to have data to be used in future examples in this documentation, enter the earnings codes type shown in the following screens.

```
Deductions/Earnings (Enter)                          XYZ Company

          * 1. Code                          EC2
            2. Description                   commisn
            3. Type                          Earning
            4. G/L acct #                    6010-000
                                             Bonus pay expense
            5. Exempt from fed w/h ?         N
            6. Exempt from emp Soc Sec ? N      Medicare ?  N
            7. Exempt from empr Soc Sec? N      Medicare ?  N
            8. Exempt from FUI ?             N
            9. Exempt from EIC ?             N
           10. Exempt from state w/h ?       N
           11. Exempt from SUI ?             N
           12. Exempt from OST-1 ?           N
           13. Exempt from OST-2 ?           N
           14. Exempt from empr OST ?        N
           15. Exempt from w-comp ?          N
           16. Exempt from suppl ben ?       N
           17. Exempt from city w/h ?        N
           18. Benefits incl in wages ?      N

Field number to change ?
```

```
Deductions/Earnings (Enter)                          XYZ Company

          * 1.  Code                          EB1
            2.  Description                   Bonus
            3.  Type                          Earning
            4.  G/L acct #                    6010-100
                                              Bonus expense
            5.  Exempt from fed w/h ?         N
            6.  Exempt from emp Soc Sec ?     N   Medicare ?  N
            7.  Exempt from empr Soc Sec?     N   Medicare ?  N
            8.  Exempt from FUI ?             N
            9.  Exempt from EIC ?             N
           10.  Exempt from state w/h ?       N
           11.  Exempt from SUI ?             N
           12.  Exempt from OST-1 ?           N
           13.  Exempt from OST-2 ?           N
           14.  Exempt from empr OST ?        N
           15.  Exempt from w-comp ?          N
           16.  Exempt from suppl ben ?       N
           17.  Exempt from city w/h ?        N
           18.  Benefits incl in wages ?      N

Field number to change ?
```

```
Deductions/Earnings (Enter)                          XYZ Company

          * 1.  Code                          EB2
            2.  Description                   bonus
            3.  Type                          Earning
            4.  G/L acct #                    6010-200
                                              Bonus expense
            5.  Exempt from fed w/h ?         N
            6.  Exempt from emp Soc Sec ?     N   Medicare ?  N
            7.  Exempt from empr Soc Sec?     N   Medicare ?  N
            8.  Exempt from FUI ?             N
            9.  Exempt from EIC ?             N
           10.  Exempt from state w/h ?       N
           11.  Exempt from SUI ?             N
           12.  Exempt from OST-1 ?           N
           13.  Exempt from OST-2 ?           N
           14.  Exempt from empr OST ?        N
           15.  Exempt from w-comp ?          N
           16.  Exempt from suppl ben ?       N
           17.  Exempt from city w/h ?        N
           18.  Benefits incl in wages ?      N

Field number to change ?
```

```
Deductions/Earnings (Enter)                          XYZ Company

          * 1.  Code                          ET1
            2.  Description                   Travel
            3.  Type                          Earning
            4.  G/L acct #                    6050-100
                                              Travel expense
            5.  Exempt from fed w/h ?         Y
            6.  Exempt from emp Soc Sec ?     Y   Medicare ?  Y
            7.  Exempt from empr Soc Sec?     Y   Medicare ?  Y
            8.  Exempt from FUI ?             Y
            9.  Exempt from EIC ?             Y
           10.  Exempt from state w/h ?       Y
           11.  Exempt from SUI ?             Y
           12.  Exempt from OST-1 ?           Y
           13.  Exempt from OST-2 ?           Y
           14.  Exempt from empr OST ?        Y
           15.  Exempt from w-comp ?          Y
           16.  Exempt from suppl ben ?       Y
           17.  Exempt from city w/h ?        Y
           18.  Benefits incl in wages ?      N

Field number to change ?
```

```
Deductions/Earnings (Enter)                          XYZ Company

            * 1. Code                          ET2
              2. Description                   Travel
              3. Type                          Earning
              4. G/L acct #                    6050-200
                                               Travel expense
              5. Exempt from fed w/h ?         Y
              6. Exempt from emp Soc Sec ? Y   Medicare ?  Y
              7. Exempt from empr Soc Sec? Y   Medicare ?  Y
              8. Exempt from FUI ?             Y
              9. Exempt from EIC ?             Y
             10. Exempt from state w/h ?       Y
             11. Exempt from SUI ?             Y
             12. Exempt from OST-1 ?           Y
             13. Exempt from OST-2 ?           Y
             14. Exempt from empr OST ?        Y
             15. Exempt from w-comp ?          Y
             16. Exempt from suppl ben ?       Y
             17. Exempt from city w/h ?        Y
             18. Benefits incl in wages ?      N

Field number to change ?
```

Note	For non-cash taxable benefits, (that may or may not be part of a Cafeteria plan) enter the amount of the benefit as an earning with *Benefits included in wage ?* checked. This will include this benefit in the employee's Federal Withholding Tax (fwt) gross and will add it to the W-2 box amount. At the same time, the employee can set up a deduction with a matching amount, preventing the benefit from being paid out in cash.

Before tax deduction Code

Next, enter the information for a Before tax deduction code. Enter the Code and Description fields as they appear below, and select Before tax deduction for the type field.

The rest of the fields display:

```
Deductions/Earnings (Enter)                          XYZ Company

            * 1. Code                          ET2
              2. Description                   Travel
              3. Type                          Earning
              4. G/L acct #                    6050-200
                                               Travel expense
              5. Exempt from fed w/h ?         Y
              6. Exempt from emp Soc Sec ? Y   Medicare ?  Y
              7. Exempt from empr Soc Sec? Y   Medicare ?  Y
              8. Exempt from FUI ?             Y
              9. Exempt from EIC ?             Y
             10. Exempt from state w/h ?       Y
             11. Exempt from SUI ?             Y
             12. Exempt from OST-1 ?           Y
             13. Exempt from OST-2 ?           Y
             14. Exempt from empr OST ?        Y
             15. Exempt from w-comp ?          Y
             16. Exempt from suppl ben ?       Y
             17. Exempt from city w/h ?        Y
             18. Benefits incl in wages ?      N

Field number to change ?
```

Enter the information in fields as follows:

G/L acct #

Options

This account number is for the liability account for this deduction.

<F5>	For varies by employee.

Format	Your standard account number format as defined in *Company information*
Example	Enter account # 2020-000

Inclusions In Taxable Base

The following *Include for* fields are used to control calculation of taxes in the various categories (FWT, FICA, FUI, etc.).

"Before tax" deductions are normally exempt from inclusion in the taxable wage base. The answer to the *Include for* fields for "before tax" deductions indicates whether the "before tax" deduction is included in the taxable base.

Include for

Fed w/h
Emp Soc Sec
Empr Soc Sec
FUI
EIC
State w/h
SUI
OST-1
OST-2
Empr OST
W-comp
Suppl ben
City w/h

In each case, answer Y to include this deduction in the corresponding tax calculations. The meaning of each field has been described in the previous section.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked in each case

401(k) Elective deferral Code

PBS enables an employer to deduct amounts from employee's pay for both Traditional/Regular 401 (k) and Roth 401(k) plans. A regular 401(k) plan is a "before tax payroll deduction" while the Roth 401 (k) plan option is an "after tax deduction". The former defers income tax until retirement when

withdrawals from the plan are subject to income tax while the Roth plan withdrawals are not subject to income tax (including the capital gain portion.) Also see 401(k) Plans

Enter the information for the 401(k) elective deferral code. Enter the Code and Description fields as they appear below, and select 401(k) elective deferral for the Type field. If you want to deduct 401(k) amounts from an employee, you must assign this code to the employee and enter the other 401(k) related fields.

Note	The 401(k) traditional and Roth amounts are printed on checks and direct deposit mailers. The check and mailer types are assigned in Payroll Control Information. Here is how the amounts are printed on checks and mailers: • For all check and mailer form types, except the graphical check and mailer, the first three characters of the code *Description* field are printed as the label just to the left of the amount, in the Voluntary Deductions section. If both a Roth amount and a traditional amounts are being deducted, the amounts are combined in the output and printed as one amount. If there is no description entered on the code the program prints 401. • When it is a graphical check or mailer it prints ROTH when it a Roth amount or 401(k) when it is a traditional 401(k) amount. If both Roth and traditional 401(k) are being used it prints them as separate lines and separate amounts.

Note	This code can be entered only into the 401(k) code field on the Employees screen. See Employee 401(k) in the *Employees* chapter.

When providing a 401(k) option, you need to determine how deductions are handled on separate checks (commission or supplemental earning). See 401K on sep comm/suppl ck in the *Control information* chapter.

The yearly deductible amount is limited by the sum of the normal 401(k) maximum plus the catch-up maximum as specified in the *Federal Tax Table*. See the *Max 401k deferral* field in the Federal Tax Code section of Tax Tables chapter for more information.

Reporting of 401(k) amounts may be done using the *401(k) contributions* report. See the 401(k) Contributions Report section in the *Employee Reports* chapter. The Regular and Roth fields may also be specified and reported using the quarterly and annual reports.

The rest of the fields display:

```
Deductions/Earnings (Enter)                          XYZ Company

* 1. Code                          4K
  2. Description                   401(k)
  3. Type                          401(k) elective deferral          Roth opt ? Yes
  4. G/L acct #

  5. Include for fed w/h ?
  6. Include for emp Soc Sec ?      Medicare ?
  7. Include for empr Soc Sec?      Medicare ?
  8. Include for FUI ?
  9. Include for EIC ?
 10. Include for state w/h ?
 11. Include for SUI ?
 12. Include for OST-1 ?
 13. Include for OST-2 ?
 14. Include for empr OST ?
 15. Include for w-comp ?
 16. Include for suppl ben ?
 17. Include for city w/h ?
```

Enter the information as follows:

Roth opt

Specify whether or not to allow entry of Roth 401(k) deduction type and amount for employees. If unchecked, those fields cannot be entered. If checked, you may enter the Roth related fields for the employee.

This field does not determine that the employee is going to have a Roth option, only that the fields can be entered. Once entered on the employee record, the deductions are taken on a check run.

Format	Graphical: Check box, checked is yes and unchecked is no Character: Enter Y or N
Example	Select <Enter> for the default of unchecked

G/L acct

Options

This account number is for the liability account for the 401(k) deduction.

<F5>	For varies by employee.

Format	Your standard account number format as defined in *Company information*
Example	Enter account # 2170-100

Include for

Fed w/h
Emp Soc Sec
Empr Soc Sec
FUI
EIC
State w/h
SUI
OST-1
OST-2
Empr OST
W-comp
Suppl ben
City w/h

These *Include for* questions are used to control calculation of taxes in the various categories (FWT, FICA, FUI, etc.). They only control the regular 401(k). The Roth 401(k) deduction is not effected by these settings because it is an after tax deduction.

In each case, check the box to include this traditional 401(k) amount in the calculation of this tax or leave it unchecked to not include the amount.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked in each case

Employer matching contribution Code

An employer matching contribution is a non-elective contribution to a 401(k) plan by an employer on behalf of the employee.

It is called a matching contribution because an employer often contributes an amount related to the elective deferral. For example, an employer might contribute 50 cents for every dollar of elective deferral deducted from the employee's pay.

Enter the Code and Description fields as they appear below, and select Employer matching for the Type field.

Note	This code can be entered into the 401(k) empr code field only in the Employee screen.

The rest of the fields display:

```
Deductions/Earnings (Enter)                    XYZ Company

          * 1. Code                      C2
            2. Description               M-contr
            3. Type                      Employer matching contribution
            4. B/S liability acct #      [      ]

            5. Expense acct #

<F5> = varies by sub account
```

Enter the following information:

B/S liability acct #

Options

This account number is for the balance sheet account for this employer matching contribution. This account is credited for the appropriate amount when a payroll check is printed and posted for an employee for whom you provide a matching contribution to the 401(k) plan.

<F5>	For varies by employee.

Format	Your standard account number format as defined in *Company information*
Example	Enter account # 2175-100

Expense acct #

Options

This account number is for the expense account for this employer matching contribution.

<F5>	For varies by employee.

Format	Your standard account number format as defined in *Company information*
Example	Enter account # 6060-999

Supplemental earning Code

Next, enter the information for the supplemental earning code. Enter the Code and Description fields as they appear below, and select *Supplemental earn* for the Type field. The rest of the fields display:

```
Deductions/Earnings (Enter)                    XYZ Company

          * 1. Code                      C2
            2. Description               W-contr
            3. Type                      Employer matching contribution
            4. B/S liability acct #      [      ]

            5. Expense acct #

<F5> = varies by sub account
```

Enter the information as follows:

G/L acct #

Options

This account number is for the expense account for this supplemental earning.

<F5>	For varies by employee.

Format	Your standard account number format as defined in *Company information*
Example	Enter account # 6070-999

Exempt from

Fed w/h
Emp Soc Sec
Empr Soc Sec
FUI
EIC
State w/h
SUI
OST-1
OST-2
Empr OST
W-comp
Suppl ben
City w/h

The *Exempt from* questions are used to control the calculation of various types of taxes. A check box answer indicates that this supplemental earning is exempt from normal inclusion in the wage base on which the tax type (FWT, FICA, FUI, etc.) is calculated.

In each case, check the box to include this 401(k) amount in the calculation of this tax.

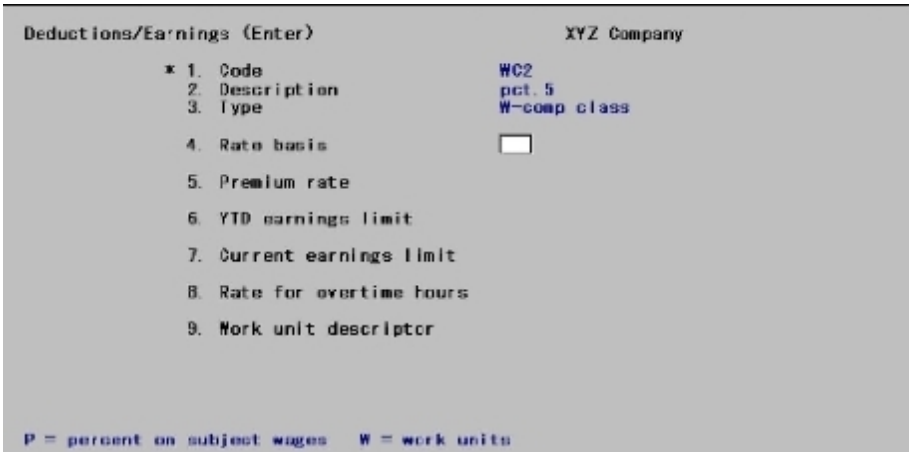
Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for unchecked in each case

Workers' compensation Code

Next you will enter the information for the workers' compensation code.

Note	A workers' compensation code can be entered in the Work Comp class fields only in the employee record.

Enter the Code and Description fields as they appear below, and select *W-comp class* for the Type field. The rest of the fields display:



Enter the information as follows:

Rate basis

Select *Percent of subject wages* to calculate the premium amount as a percent of wages. Select *Work units* to calculate the premium amount as a fixed amount per work unit. Your answer here determines the requirements for the next fields.

Format	Drop down list with the choices explained above
Example	Type Percent of subject wages

Refer to the Use of Work Units appendix for more information

Premium rate

If the rate basis entered above is a percent of wages, enter a percent here. If the rate basis is a fixed amount per work unit, enter that amount. This rate is used for reporting purposes only, so you can estimate your workers' compensation liability. No G/L distributions are automatically created for

workers' compensation, but your approximate liability for each pay period is calculated so you can manually make the necessary G/L entries.

Format	9999.99999
Example	Type 5

YTD Earnings limit

If the rate basis is a *Percent of subject wages* and there is a YTD maximum amount on which the percent is allowed, enter that amount here. Press <Enter> to default to zero if there is no limit. This option is not applicable for a rate basis of type *Work units*.

Format	999999.99
Example	Press <Enter>

Current earnings limit

If the rate basis is a *Percent of subject wages* and there is a current pay period maximum amount on which the percent is allowed, enter that amount here. Press <Enter> to default to zero if there is no limit. This option is not applicable for a rate basis of type *Work units*.

Format	999999.99
Example	Press <Enter>

Rate for overtime hours

This option is applicable if the rate basis is a *Percent of subject wages*.

You can use the employee's regular rate or his overtime rate to calculate workers' compensation for overtime hours.

Press <Enter> to default employee's regular rate, or select employee's overtime rate.

Format	Drop down list, either Regular or Overtime. The default is Regular.
Example	Press <Enter>

Work unit descriptor

If the rate basis is a fixed amount per *Work unit*, enter a brief description of what the work unit is (e.g. DAYS). This work unit descriptor prints alongside the number of work units when workers' compensation information displays or prints.

Format	Four characters
Example	Not enterable, because the rate basis is for a percentage.

After these fields are entered, the following screen displays:

An example

In order to have data to be used in future examples in this manual, enter another code for workers' compensation as shown below:

```
Deductions/Earnings (Enter)                    XYZ Company

          * 1. Code                      WC3
            2. Description               Weeks
            3. Type                      W-comp class

            4. Rate basis                Work units

            5. Premium rate              2.00

            6. YTD earnings limit        (Not applicable)

            7. Current earnings limit    (Not applicable)

            8. Rate for overtime hours   (Not applicable)

            9. Work unit descriptor      WEEK

Field number to change ?
```

Note	The Payroll package does not post workers' compensation expenses and liability entries to the G/L accounts. The package tells you what liabilities were incurred during a particular pay period so you can post the entries manually.

Special tax Code

This type is for a special tax such as SUI, workers' compensation, etc., where part of these taxes come out of the *employee's* pay. Enter the Code and Description fields as they appear below, and select *Special tax* for the Type field. The rest of the fields display:

```
Deductions/Earnings (Enter)                    XYZ Company

          * 1. Code                      SP1
            2. Description               SP1
            3. Type                      Special tax
            4. G/L acct #                2060-000
                                         Worker's compensation payable

            5. Rate basis                Percent on subject wages

            6. Rate                      .50

            7. YTD earnings limit        .00

            8. Current earnings limit    .00

            9. Work unit descriptor      (Not applicable)

           10. Type of earnings          FWT gross

Make changes, <F1> = next d/e code, <SF1> = previous d/e code, <F3> = delete
Field number to change ?
```

G/L acct#

Options

This account number is for the liability account for this special tax. It is used for accumulating distributions from the employee's pay for this tax. If you use cost centers, refer to the previous note under a Deduction type.

<F5>	For varies by employee.

Format	Your standard account number format as defined in *Company information*
Example	Enter account # 2060-000

Rate basis

Enter *Percent of subject wages* to calculate the amount as a percent of wages. Select *Work units* to calculate the amount as a fixed amount per work unit.

If you are using a fixed amount per work unit, refer to the Use of Work Units appendix.

Your answer here determines the requirements for the next fields.

Format	Drop down list
Example	Select Percent of subject wages

Rate

If the rate basis entered above is a percent of wages, enter a percent here. If the rate basis is a fixed amount per work unit, enter that amount.

Format	9999.99999
Example	Type .5

YTD earnings limit

If the rate basis is a *Percent of wages* type and there is a YTD maximum amount on which the percent is allowed, enter that amount here.

If the rate basis above is *Work units*, this field cannot be entered.

Press <Enter> to default to zero if there is no limit.

Format	999999.99
Example	Press <Enter>

Current earnings limit *or*

Current deduction limit

If the rate basis is a *Percent of wages* type, this field displays as *Current earnings limit*. If there is a current pay period maximum amount on which the percent is allowed, enter that amount here.

Press <Enter> to default to zero if there is no limit.

If the rate basis is *Work units*, this field displays as *Current deduction limit*. This is the maximum dollar amount that the deduction can be in a pay period.

Format	999999.99
Example	Press <Enter>

Work unit descriptor

If the rate basis is a fixed amount per *Work unit*, enter a brief description of what the work unit is (e.g. DAYS). This work unit descriptor prints beside the number of work units when special tax information displays or prints.

Format	Four characters
Example	*(Not applicable)* displays, because the rate basis is for a percentage.

Type of earnings

If the rate basis is a fixed amount per *Work unit*, this field cannot be entered.

Options

Otherwise, select the type of already calculated gross amount of wages that the percent of wages is taken on. Available choices are:

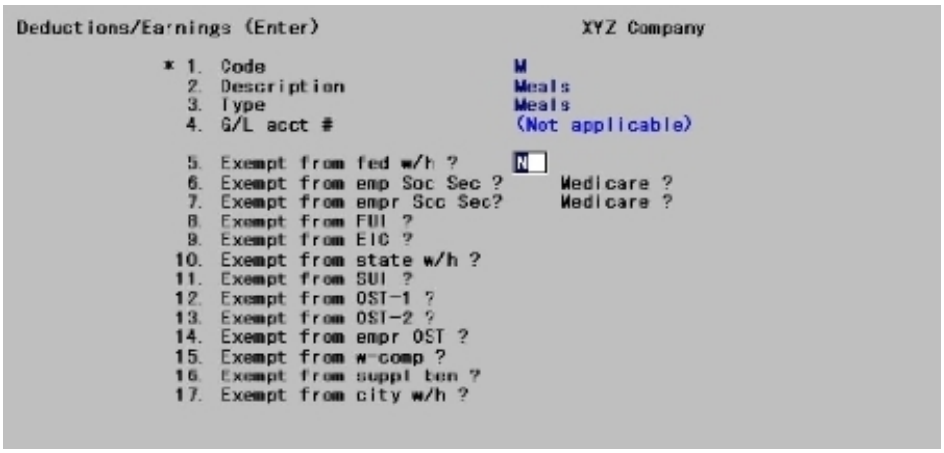
Selection	Description
FWT gross	FWT gross
Fed unemp gross	Federal unemployment insurance gross
State unemp gross	State unemployment insurance gross
Work comp gross	Workers' compensation gross
Emp soc sec gross	Employee social security gross
Emp medicare gross	Employee medicare gross
Empr soc sec gross	Employer social security gross
Empr medicare gross	Employer medicare gross

Format	Drop down list with one of the choices above.
Example	Select FWT gross

Meals Code

The code for meals is used to show only the value of meals received on the employee's check stubs and in the employee's earnings history. This is because any expenses related to meals are part of the overall expenses of operating the restaurant or cafeteria.

Enter the Code and Description fields as they appear below, and select *Meals* for the Type field. The rest of the fields display:



Note that the G/L account number field cannot be entered.

From the company's viewpoint, there are no relevant journal entries at this point because the company is reporting additional income that the employee received and spent, but which is not a part of his paycheck. Taxes can be assessed on this income, but the tax amounts are withheld from other income on the paycheck.

(Reimbursement of an employee for a work-related meals expense should be handled using an earnings code. In this case, cash changes hands and the proper expense account is debited.)

Exempt from

Fed w/h
Emp Soc Sec
Empr Soc Sec
FUI
EIC
State w/h
SUI
OST-1
OST-2
Empr OST
W-comp
Suppl ben
City w/h

The *Exempt* check boxes are used to control the calculation of various types of taxes. A checked box indicates that this work-related income is exempt from normal inclusion in the wage base on which the tax type (FWT, FICA, FUI, etc.) is calculated.

In each case, check the box to include the cost of the meals as part of the employee's income for purposes of calculating this tax.

Format	Check box, checked is yes and unchecked is no. The default in each case is unchecked.
Example	Press <Enter> for unchecked in each case

Tips Code

The tips code is designed to handle reported tips only. For this reason, a G/L account number does not apply. The company is recording only on the employee's check stub and in the employee's earnings history the value of tips that the employee reported as received from customers. The money does not go through the company, so company accounts are not affected.

Enter the Code and Description fields as they appear below, and select *Tips* for the Type field. The rest of the fields display:

```
Deductions/Earnings (Enter)                          XYZ Company

          * 1. Code                          T2
            2. Description                   Tips
            3. Type                          Tips
            4. G/L acct #                    (Not applicable)

            5. Exempt from fed w/h ?         N
            6. Exempt from emp Soc Sec ?        Medicare ?
            7. Exempt from empr Soc Sec?        Medicare ?
            8. Exempt from FUI ?
            9. Exempt from EIC ?
           10. Exempt from state w/h ?
           11. Exempt from SUI ?
           12. Exempt from OST-1 ?
           13. Exempt from OST-2 ?
           14. Exempt from empr OST ?
           15. Exempt from w-comp ?
           16. Exempt from suppl ben ?
           17. Exempt from city w/h ?
```

Note that the G/L account number field cannot be entered.

Normally, the employee pays taxes on reported tips. But when taxes are withheld, they must be deducted from other income for the pay period.

For companies where tips are pooled and disbursed on paychecks or where the tips are included in the cost of a banquet, using the tips code is not enough. In these or similar cases (where the cash is actually disbursed by the company), an earnings code must be used so that appropriate journal entries are generated.

Exempt from

Fed w/h
Emp Soc Sec
Empr Soc Sec
FUI
EIC
State w/h
SUI
OST-1
OST-2
Empr OST
W-comp
Suppl ben
City w/h

The *Exempt ?* questions in the following fields (#5 through 17) are used to control the calculation of various types of taxes. A Y answer indicates that tips are exempt from normal inclusion in the wage base on which the tax type (FWT, FICA, FUI, etc.) is calculated.

In each case, answer Y to include tips as part of the employee's income for purposes of calculating this tax.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for the default of unchecked in each case

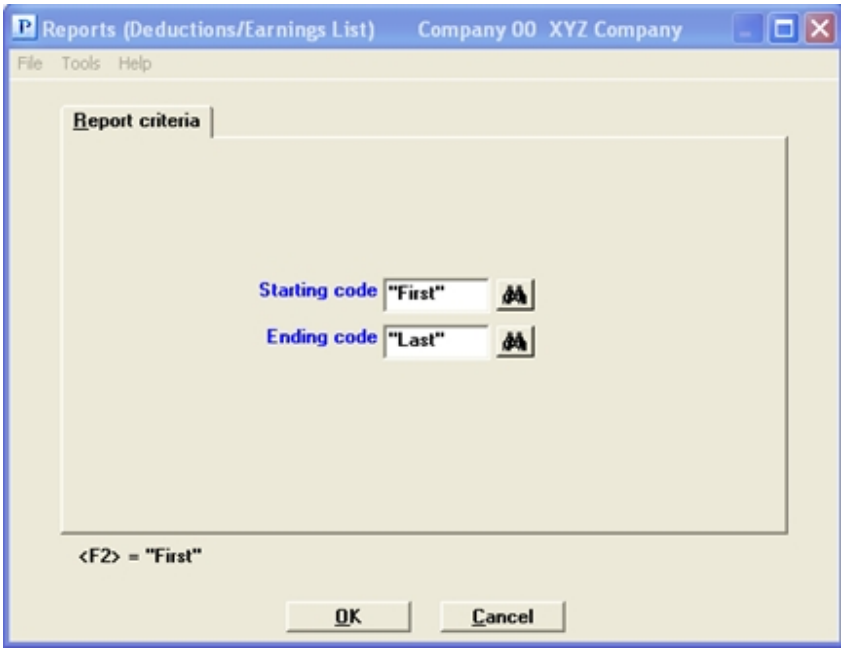
Printing List of Deductions/Earnings

Select

Reports, Employee/Employer from the *Reports, General* menu.

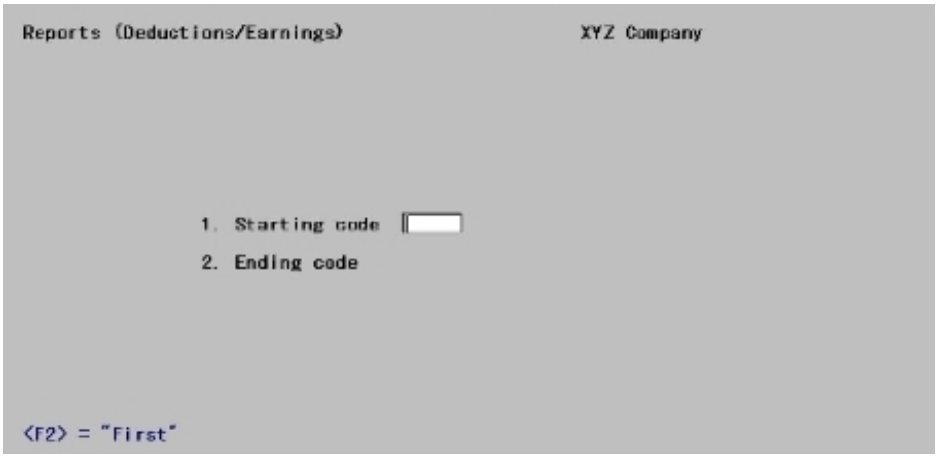
Graphical Mode

A screen displays to enter which deductions/earnings codes to print.



Character Mode

A screen displays to enter which deductions/earnings codes to print.



Starting code *and*

Ending code

Specify the range of deductions/earnings codes to print. The codes specified must already exist. Follow the screen instructions.

Format	Three characters
Example	Press <F2> at each field to enter the defaults shown below.

To print a single code, enter that code in the Starting code field and press <Enter> to skip the Ending code field.

OK or Cancel

Select OK and a screen showing the printer selections displays. Make the appropriate selection and the report prints.

Tax Tables

This chapter contains the following topics:

SETTING UP PAYROLL CALCULATIONS

The *Tax Tables* selection enables you to define how the payroll software calculates federal, state, and city (or local) taxes.

You can define a federal tax code and one or more state codes, as well as one or more city (or local) codes.

You must enter the federal tax code and at least one state tax code. The payroll calculation functions assume that the federal tax code is defined and, since employee entry forces you to enter a state code, you must have entered at least one state tax code before entering employee information.

You can enter as many state and city (or local) tax codes as you require.

Such tax codes must be defined for each company whose payrolls you run using Passport Business Solutions Payroll.

The tax codes you enter here interact with other information contained in employee records during payroll calculation, which results in your being able to handle a wide variety of individual tax requirements on an employee-by-employee basis.

Since state tax requirements are quite volatile, there may be some tax situations that you cannot handle by simply entering an appropriate tax code record.

You may yet be able to handle such a situation by entering a type X deduction code, described in the *Deductions/Earnings* chapter, and then using it as a permanent deduction for the employees affected by it.

Note	**Tax Payables** Tax amounts due are accumulated in Payroll but they are not paid to the taxing entity. If you are using PBS Accounts Payable, you may make a Non-A/P entry specifying the appropriate cash account and distributing the full amount to this liability account.

ACCOUNT NUMBERS

When you set up your Tax Table entries, you will need to enter G/L account numbers in order to accumulate payroll tax expenses and liabilities. You can enter these numbers using your standard full account number format, as defined in *Company Information*. Or, you can also track tax expenses and liabilities by specifying a variable cost center (or sub account), if your account number structure includes cost centers (or sub accounts).

To set up a variable cost center (or sub account) in the tax account number field, press <F5> at the cost center (or sub account) position. Enter the main account number in the standard manner. When a check is posted, the cost center (or sub account) from the employee's wage account will automatically be used. (Every employee has a wage account entered in the *Employees* selection.)

The variable account function works similarly for cost centers or sub accounts. As a simple example of the variable account function, assume that the account number structure consists of main and sub accounts. A wage account for an employee is 6010-100 (main-sub).

Assume also that the Federal tax liability main account number is 2100. You wish to vary the Federal tax liability account by the individual employee's sub account. When you set up the Federal tax table, press <F5> at the sub account entry position of field *5. Tax liab acct #*. The sub account field will then display on the screen as *2100- ~~~* Sub Accts vary w/employee *.* This sets up the variable account function so that when you post Payroll checks, the accounting distribution for the tax liability will be posted to account 2100-100 for this employee. If another employee's wage account is 6010-200, the distribution for this employee would post to account 2100-200.

If you are using cost centers, and your cost center has two segments, you can press <F5> in either segment. Pressing it in the first segment makes both segments variable. Pressing it in the second segment makes only the second segment variable. There is no way to make the first segment variable without making the second variable also.

Some account fields allow an <SF5> option as well as <F5>. What this does is make the entire account number variable; that is, the whole account number is picked up at posting time from the employee's wage account.

Federal and State Tax Code Fields

The Federal tax code account fields affected by this are summarized below:

Character field number	Federal tax table field name
5.	Tax liab acct #
17.	Empr soc sec exp acct
18.	Empr soc sec liab acct
19.	Emp soc sec liab acct
23.	Empr medicare exp acct
24.	Empr medicare liab acct
25.	Emp medicare liab acct
28.	FUI expense account #
29.	FUI liability account #
31.	Vacation pay exp acct # (Allows <SF5>)
32.	Holiday pay exp acct # (Allows <SF5>)
33.	Sick pay exp acct # (Allows <SF5>)
35.	Loan repayment acct #
36.	Garnish liability acct
	State tax table field name
5.	Tax liab acct #
29.	SUI expense account #
30.	SUI liability account #
34.	Emp OST-1 liability acct #
38.	Emp OST-2 liability acct #
41.	Empr OST liab acct #
42.	Empr OST expense acct #

City Tax Code Fields

The affected City tax code account field is:

5.	Tax liab acct #

Maximum wages

There is frequently a ceiling on the dollar wages subject to a particular tax. In each such case, a field called *xxxx* max wages is provided so you can specify this ceiling (where *xxxx* is the name of the tax).

When no such ceiling applies, the maximum is infinite. To be correct arithmetically, a value such as 9999999.99 should be entered here.

To simplify matters PBS adopts the convention that a zero maximum is to be interpreted as infinity. Thus if no maximum applies, you need only press <Enter>. No maximum will display on the screen.

Select

Tax tables from the *Master information* menu.

The following screen displays in character mode:

```
Tax tables (Enter)                                  XYZ Company

        * 1. Tax authority
        * 2. Tax code

          3. Description
          4. Tax rpt ID #
          5. Tax liab acct #
          6. Suppl earn w/h %
          7. Minimum wage

        Define exemptions:

          8. Regular pay ?
          9. Overtime pay ?
         10. Special pay ?
         11. Holiday pay ?
         12. Sick pay ?
         13. Vacation pay ?

<F1> = next tax code, <SF1> = previous tax code
F = federal  S = state  C = city
```

From this screen you can work with both new and existing tax codes. If a tax code has already been entered for the tax authority and code you specify, that tax code will appear and be available for changes or deletion.

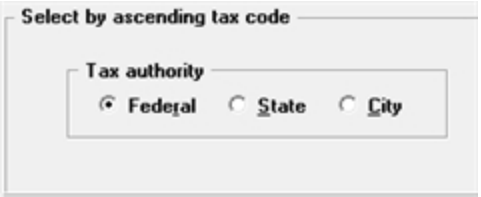
Note	Examples for most fields are provided. These examples may not accurately reflect the actual amounts and settings as required by the IRS, the SSA or your state. Please see the appropriate documentation from each taxing jurisdiction before you enter these fields.

ENTERING TAX TABLES

Enter the following information:

Tax authority

You must first enter the taxing authority. Using graphical you have the following choices.



The various tabs are enterable depending on the type of authority selected as indicated in this table:

Tab	Federal	State	City
General	Yes	Yes	Yes
Federal SS/Medc	Yes	No	No
Federal accounts	Yes	No	No
Federal w/h	Yes	No	No
State/City information	No	Yes	Yes
State SUI/OST	No	Yes	No
State/City w/h	No	Yes	Yes

List Box

Depending on which tax authority is selected (see Tax authority field below), either one federal record or potentially multiple city or state records will display in the list box. The records may be sorted by tax code, either ascending or descending.

Buttons

You may click on a button or enter the keyboard equivalent for adding, editing, deleting or canceling a tax table entry:

Button	Keyboard	Description
New	Alt+n	To enter a new tax table.
Delete	Alt+d	To remove a tax table. You may also use the <F3> key.

Button	Keyboard	Description
Edit	Alt+e	To edit the tax table selected in the list box.
Save	Alt+s	To save a tax table or changes to an existing table.
Save/New	Alt+w	This button is not active on this screen.
Cancel	Alt+c	To cancel adding or editing a tax table.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Options

Using character, enter F for federal, S for state, or C for city to designate the tax authority for this code, or use one of the options:

F1>	To display the next code
SF1>	To display the previous code

Format	Graphical: Radio buttons Character: One letter, either F, S, or C
Example	Select the Federal button or type F

For state and city codes, you must also enter the Tax code field in addition to the tax authority.

FEDERAL TAX CODE

For the federal tax authority, the following tab displays:

Graphical

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/OST | State/City w/h

Tax code information

Tax code

Description

Tax report ID #

Tax liability acct

Suppl earn w/h % .00

Minimum wage .00

Define exemptions

		Employee		Employer		
	Fed w/h	Soc-sec	Medicare	Soc-sec	Medicare	FUI
Regular pay						
Overtime pay						
Special pay						
Holiday pay						
Sick pay						
Vacation pay						

Character

```
Tax tables (Enter)                                XYZ Company

      * 1. Tax authority      Federal
      * 2. Tax code           (Not applicable)

        3. Description
        4. Tax rpt ID #
        5. Tax liab acct #
        6. Suppl earn w/h %
        7. Minimum wage
                                  ----Employee---- ----Employer----
      Define exemptions:      Fed-w/h Soc-sec Medicare Soc-sec Medicare FUI EIC

        8. Regular pay ?
        9. Overtime pay ?
       10. Special pay ?
       11. Holiday pay ?
       12. Sick pay ?
       13. Vacation pay ?
```

Continue entering information as follows:

Tax code

You do not have to enter this field since there is only one federal tax code. State and city tax codes will be described later in this chapter.

Description

Enter a description of the tax code. The first nine characters print on W-2 forms. For state or city, this name of the state or city is typically entered in this field.

Format	25 characters
Example	Type `Federal tax code`

Tax report ID

Enter your federally assigned employer identification number.

Although 15 characters are allowed in this field, you should enter your taxpayer identification number correctly formatted, starting with the first character position of the field.

Your federal taxpayer identification number is in the format of an employer identification number (99-9999999) or in the format of a social security number (999-99-9999).

Format	15 characters
Example	Type `95-1135917`

Tax liability acct

Options

Enter the number of the G/L account to which withholding taxes payable are posted

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `2100-000`

Suppl earn w/h %

You can specify that an employee is to receive supplemental earnings by entering a temporary earning code of type S in *Time worked*. Such earnings will be taxed at the flat percentage rate that you enter here.

Alternatively, you can have such earnings taxed at the regular rate by specifying a zero percent here. In this case supplemental earnings are added to regular earnings and then the sum is taxed at the rates contained in the federal tax rate table as described later in this chapter.

Enter the flat percentage rate at which supplemental earnings should be taxed.

Format	99.99
Example	Type `20`

Minimum wage

Enter the minimum wage here.

Format	99.999
Example	Type `7.25`

Define exemptions

Next, you specify which types of pay are exempt from the various federal taxes.

The pay types are regular, overtime, special, holiday, sick, and vacation. Salary is considered regular pay here.

Earnings codes are not included since you can specify, for each earnings code entered in *Deductions/Earnings*, whether it is exempt or not for each of the federal taxes shown below.

The federal taxes are:

- Fed-w/h (Federal withholding tax)
- Employee Soc-sec
- Employee Medicare

These are taxes deducted out of an employee's pay check.

- Employer Soc-sec
- Employer Medicare
- FUI (Federal unemployment insurance, also known as FUTA, Federal Unemployment Tax Act)

These are taxes paid by an employer. An employee is not responsible for these taxes.

Use the following table to define exemptions for the federal tax authority:

	Employee			Employer		
	Federal w/h	Social Security	Medicare	Social Security	Medicare	FUI
Regular pay	X	X	X	X	X	X
Overtime pay	X	X	X	X	X	X
Special pay	X	X	X	X	X	X
Holiday pay	X	X	X	X	X	X

	Employee			Employer		
	Federal w/h	Social Security	Medicare	Social Security	Medicare	FUI
Sick pay	X	X	X	X	X	X
Vacation pay	X	X	X	X	X	X

In place of each X, check the box or leave it unchecked (enter a Y or an N for character) to specify whether the pay type is exempt from inclusion in the wage base on which that deduction type is calculated. Check the box if the pay type is exempt from that particular tax deduction or contribution. The default is always N.

For example, the first check box as if in response to the question: *Is regular pay exempt from federal withholding?*. After you enter the first field, the cursor moves one column right, and you enter each field in turn. The cursor then drops to the first column of the next row and continues to move to the right after each answer. Fill the entire table this way.

In character change mode, you can change any one row independently of the others, but you must enter each column of the row. When adding a record, the cursor moves successively through all the rows and columns.

The row descriptions for state and city are the same as for federal, but the column headings vary for each tax authority. The federal column headings are shown above. State and city column headings will be described in a later section of this chapter.

Format	Graphical: Check box where checked is exempt and unchecked is taxed Character: One character for each exemption, either Y or N. In add mode, you can press <Enter> for N.
Example	Enter N for each field.

Character Mode

Field number to change ?

Options

Make any desired changes. In change mode, you can also use one of the options:

<F1>	To display the next code
<SF1>	To display the previous code
<F3>	To delete this tax code. Do this only when the code is no longer assigned to any employee

Press <Enter> to view the second tab:

Graphical

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/QST | State/City w/h

Federal social security

Employer social security percent .00

Employee social security percent .00

Maximum social security wages .00 (No maximum)

Employer social security expense account

Employer social security liability account

Employee social security liability account

Federal medicare

Employer medicare percent .00

Employee medicare percent .00

Maximum medicare wages .00 (No maximum)

Employer medicare expense account

Employer medicare liability account

Employee medicare liability account

Character

```
Tax tables (Enter)                                XYZ Company

 14. Employer soc sec pct
 15. Employee soc sec pct
 16. Maximum soc sec wages

 17. Empr soc sec exp acct
 18. Empr soc sec liab acct
 19. Emp soc sec liab acct

 20. Employer medicare pct
 21. Employee medicare pct
 22. Maximum medicare wages

 23. Empr medicare exp acct
 24. Empr medicare liab acct
 25. Emp medicare liab acct
```

Note	Examples for this screen may relate to past tax years. For the correct values for the current year, consult with your accountant. Refer also to IRS Circular E, which is also known as publication 15.

Enter the following information:

Employer social security percent

Enter the employer's share (percent) of social security tax.

Format	99.99
Example	Type `6.2`

Employee social security percent

Enter the employee's share (percent) of social security tax.

Format	99.99
Example	Type `4.2`

Maximum social security wages

Options

Enter the current maximum amount of wages subject to Social Security.

<Enter>	For no maximum

Format	99999.99
Example	Type `106800`

Note	**WARNING:** The value you enter in field 16 is used as a maximum cutoff amount when calculating social security and for creating Printed W-2 forms and Electronic W-2's. If you process W-2's after your first check run for the next year, this value **must** represent the correct value of the year for which you are processing W-2 Forms. You may not have any employees that reach the maximum before you process your W-2's, but if necessary, change to the new maximum before your check run. Then change it back to the previous year maximum just before the processing of W-2's. Change it back to the current year amount after processing W-2's.

Employer social security expense account

Options

Enter the number of the expense account that accumulates employer social security tax expenses.

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Type `6100` and press <F5>

Employer social security liability account

Options

Enter the number of the account that accumulates the employer portion of social security tax liability.

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Type `2120` and press <F5>

Employee social security liability account

Options

Enter the number of the account that accumulates the amount of the social security tax withheld from employee pay.

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `2120-000`

Employer medicare percent

Enter the employer's share (percent) of medicare tax.

Format	99.99
Example	Type `1.45`

Note	In PBS 12.02.01 PSI has implemented the Additional Medicare Tax which goes into effect January 1, 2013. The Additional Medicare Tax applies to individuals' wages, other compensation, and self-employment income over certain thresholds; employers are responsible for withholding the tax on wages and other compensation in certain circumstances. Payroll runs using this check date so after January 1, 2013 will be affected by the programming changes when the employee qualifies. There are no Payroll settings to change for calculating the Additional Medicare Tax.

Employee medicare percent

Enter the employee's share (percent) of medicare tax.

Format	99.99
Example	Type `1.45`

Maximum medicare wages

Options

Enter the maximum amount of wages subject to medicare taxes. This amount may change every year.

An Addtional Medicare Tax of 0.9 % is deducted if the maximum medicare wages threshold is exceeded. This Additional Medicare Tax percentage is built into the calculation program. There is no entry field required.

<Enter>	For no maximum

Format	99999.99
Example	Press <Enter>

Employer medicare expense account

Options

Enter the number of the expense account that accumulates employer medicare tax expenses.

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Type `6100` and press <Enter>

Employer medicare liability account

Options

Enter the number of the account that accumulates the employer portion of medicare tax liability.

<F5>	For variable cost center. Refer to the Account Numbers section.

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `2121-000`

Employee medicare liability account

Options

Enter the number of the account that accumulates the amount of the medicare tax withheld from employee pay.

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `2121-000`

Make any desired changes. Press <Enter> to view the third tab.

Graphical

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/QST | State/City w/h

Federal unemployment % .00

Federal unemployment max wages .00 (No maximum)

FUI expense account

FUI liability account

Max 401(k) deferral .00 (No maximum)

Max 401(k) catchup deferral .00 (No maximum)

Vacation pay expense account

Holiday pay expense account

Sick pay expense account

Loan repayment account

Garnish liability account

Character

```
Tax tables (Enter)                                  XYZ Company

 26. Federal unemployment %
 27. Federal unemp max wages

 28. FUI expense account #
 29. FUI liability account #

 30. Max 401(k) deferral                                  Catchup 401(k)

 31. Vacation pay exp acct #
 32. Holiday pay exp acct #
 33. Sick pay exp acct #

 34. EIC advance acct #

 35. Loan repayment acct #
 36. Garnish liability acct
```

Federal unemployment %

In PBS Payroll this employer tax is known as Federal Unemployment Insurance and is abbreviated to FUI. You may know it as FUTA, which is an abbreviation for Federal Unemployment Tax Act.

Enter the employer's share (percent) of social security tax.

Format	99.99
Example	Type 6.0

Federal unemployment max wages

Options

Enter the maximum annual wage on which unemployment tax can be assessed.

<Enter>	For no maximum

Format	99999.99
Example	Type 7000

FUI expense account

Options

Enter the number of the expense account that accumulates federal unemployment insurance contributions.

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Type 6110 and press <F5>

FUI liability account

Options

Enter the number of the account that accumulates the amount of the FUI contribution calculated by the software.

<F5>	For variable cost center. Refer to the Account Numbers section

Format	Your standard account number format, as defined in *Company information*
Example	Enter account 2130-000

Max 401(k) deferral

A 401(k) plan allows an employee to defer income by having the employer make contributions on behalf of the employee. These contributions are specified as type K codes in Deductions/Earnings. See 401(k) Elective deferral Code in the *Deductions/Earnings* chapter. Such contributions are called elective deferrals. This field applies to regular and Roth 401(k) types. Also see 401(k) Plans

Once you have defined the type K codes, you then enter the actual Regular and Roth 401(k) deduction amounts in each employee's record as a permanent deduction, but only if an employee has elected to take these deferrals.

One of the limitations of a 401(k) deferred compensation plan is that there is an annual limitation on elective deferrals. This maximum is the lesser of any plan-specified maximum or the Federal 401(k) for the current year.

Enter the maximum allowed by your plan or the Federal 401(k) maximum for the current year or press <Enter> to specify no maximum.

Format	99999.99
Example	Type 17000

After you enter the maximum 401(k) deferral amount the software will prompt you to enter a maximum amount for the 401(k) Catchup provision.

Max 401(k) catchup deferral

If applicable, enter the Catchup maximum deferral amount or press <Enter> to specify no maximum. This amount is the additional amount allowed for 401(k) catchup.

Format	99999.99
Example	Type 5500

If you have an employee that uses the Catchup feature, you will need to setup the employee to use the new Catchup 'C' code in their 401(k). For more information, please refer to setup details about Employee 401(k) in the *Employees* chapter.

Vacation pay expense account

Options

Enter the main account number of the expense account to use for vacation pay.

<F5>	For variable cost center
<SF5>	To make the entire account number vary by employee

Format	Your standard account number format, as defined in *Company information*
Example	Type 6020 and press <F5>

Holiday pay expense account

Options

Enter the number of the expense account for holiday pay.

<F5>	For variable cost center
<SF5>	To make the entire account number vary by employee

Format	Your standard account number format, as defined in *Company information*
Example	Type `6030` add press <F5>

Sick pay expense account

Options

Enter the number of the expense account for sick pay.

<F5>	For variable cost center
<SF5>	To make the entire account number vary by employee

For these options, refer to the Account Numbers section.

Format	Your standard account number format, as defined in *Company information*
Example	Press <SF5>

Loan repayment account

Options

Enter the number of the account that accumulates the value of the loan repayments deducted from employee pay.

<F5>	For variable cost center. Refer to the Account Numbers section.

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `1110-000`

Garnish liability account

Options

Enter the number of the account that accumulates the value of garnishment deductions.

<F5>	For variable cost center. Refer to the Account Numbers section.

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `2030-000`

Make any desired changes. Click on the next tab or using character press <Enter> from the last field to view the fourth screen:

Graphical Mode

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/QST | State/City w/h

Federal withholding allowance amount 0

Single withholding table

$ amount	% amt	On amt over
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0

Married withholding table

$ amount	% amt	On amt over
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0
.00	.00	0

Character Mode

```
Tax tables (Enter)                                  XYZ Company

 37. Fed w/h allowance amt  [          ]

 -----------Single-w/h-table-----------    ----------Married-w/h-table-----------
     $-amt          %-amt    on-amt-over       $-amt          %-amt    on-amt-over

 38.                                        46.
 39.                                        47.
 40.                                        48.
 41.                                        49.
 42.                                        50.
 43.                                        51.
 44.                                        52.
 45.                                        53.
```

Federal withholding allowance amount

The withholding allowance amount is the amount by which gross pay is reduced for each exemption (e.g. for spouse and dependent children) the employee claims. Enter the dollar amount of the annual federal withholding allowance.

Format	99999.99
Example	Type 2050

Tax Tables

Single withholding table

Married withholding table

The rest of the fields on this screen are filled out using information contained in the Department of the Treasury, Internal Revenue Service "Circular E, Employer's Tax Guide." This is also known as publication 15. This information may be available at this address: http://www.irs.gov/publications/p15/index.html. The IRS may change this information at any time. Please revisit the IRS web site often for any updates.

Use the values from the "ANNUAL Payroll Period" table for the percentage method of withholding.

Each of the tables is structured to allow entering a tax amount in dollars ($-amount) plus a percent of income (%-amt) where the income exceeds a minimum level (On-amt-over).

Make any changes and select Save (press <Enter> in character) to complete entry of federal tax code information for Payroll.

STATE TAX CODES

Explanations of fields which are the same for state tax codes as for federal are not repeated in this section.

Graphical Mode

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/OST | State/City w/h

Tax code information

Tax code

Description

Tax report ID #

Tax liability acct

Suppl earn w/h % .00

Minimum wage .00

Define exemptions

	State w/h	SUI	OST-1	OST-2	Empr OST	W-comp	Suppl ben
Regular pay							
Overtime pay							
Special pay							
Holiday pay							
Sick pay							
Vacation pay							

Character Mode

```
Tax tables (Enter)                                XYZ Company

      * 1. Tax authority      State
      * 2. Tax code

        3. Description
        4. Tax rpt ID #
        5. Tax liab acct #
        6. Suppl earn w/h %
        7. Minimum wage
                                          -----OST-----
      Define exemptions:   State-w/h   SUI   1   2  Empr   W/comp Suppl-ben

        8. Regular pay ?
        9. Overtime pay ?
       10. Special pay ?
       11. Holiday pay ?
       12. Sick pay ?
       13. Vacation pay ?
```

Tax authority

This identifies whether the taxing authority is the federal government, the state, or a city.

Format	One letter, either F, S, or C
Example	Type S

Tax code

A two-character code should uniquely identify a city or state: NY can be used for both New York State and New York City. However, NY should not represent any other city or any other state. This is particularly important if city taxes are to be paid to state authorities.

The program does not validate that the first two characters correspond to a valid U.S. postal abbreviation, but you should ensure that they do. Otherwise you will not be able to report information for that state on the year-end W-2 forms.

For state and city codes, the code is in two parts. First, enter the state or city and then enter the table code.

Format	Two characters (for state), one character (for the table)
Example	Type CA and type S

Do you wish to copy this code from another state code ?

If this is a new entry, you are asked this question. Answer Y to use an existing table as a model for this new table.

This feature can be very useful if you are entering several codes for the same state or city, since the first and second screens are usually the same (only the third screen is different, usually married instead of single).

Format	One letter, either Y or N
Example	Type N

Enter the code to be copied from

If you answer Y, enter the table you will use as a model. This must already be on file.

Format	Two characters (for state or city), one character (for the table)
Example	Does not appear because you are not copying in this example)

Description
Tax report ID
Tax liability acct
Suppl earn w/h %

Format	Refer to the information previously provided about these fields.

Minimum wage

The state minimum wage is used for calculating the state tip credit for an employee.

There are also two special state minimum wages, 0 and 99.99. The 0 signifies that the state tip credit will be 0. The 99.99 signifies that the state tip credit will be the sum of all reported tips for the employee.

Format	99.999
Example	Type 4.25

Define exemptions

Specify which types of pay are exempt from the various state taxes. Exemptions are entered for state tax codes in the same way as already described for the federal tax. See Define exemptions for federal. The rows are the same but the columns are different.

Define state exemptions:

			Exemptions				
	State w/h	SUI	OST 1	OST 2	Empr OST	Wkrs' Comp	Suppl Ben
Regular pay ?	X	X	X	X	X	X	X
Overtime pay ?	X	X	X	X	X	X	X
Special pay ?	X	X	X	X	X	X	X
Holiday pay ?	X	X	X	X	X	X	X
Sick pay ?	X	X	X	X	X	X	X
Vacation pay ?	X	X	X	X	X	X	X

State-w/h, OST-1, OST-2

State withholding tax (State-w/h), other state tax #1 (OST-1), and other state tax #2 (OST-2) are all employee taxes and are deducted from employees' paychecks.

When a type of pay is exempt from one of these taxes, this means that the gross wages on which the amount of the tax is calculated does not include the pay types that are exempt.

SUI, Empr OST, W-comp, Suppl ben

State unemployment insurance (SUI), employer other state tax (Empr OST), workers' compensation (W-comp), and supplemental benefits (Suppl ben) are all employer contributions within this section, rather than being employee deductions.

When a type of pay is exempt from one of these contributions, this means that the gross wages on which the amount of the contribution is calculated does not include the pay types that are exempt.

Format	One character for each exemption, either Y or N. In add mode, you can press <Enter> for N.
Example	Enter N for each field.

When finished, click on the State/City information tab.

Character Mode

Field number to change ?

Options

Make any desired changes. In change mode, you can also use one of the options:

<F1>	To display the next code
<SF1>	To display the previous code
<F3>	To delete this tax code. Do this only when the code is no longer assigned to any employee.

Press <Enter> to view the second tab:

Graphical Mode

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/QST | State/City w/h

Calculation basis	Ladder steps on earnings	
Gross wage cut-off amount	.00	(No cut-off amount)
Base gross percent	0	
Percent of FWT to adjust	.00	
Maximum FWT adjustment	.00	(No maximum)
Percent of soc sec to adjust	.00	
Max soc sec adjustment	.00	(No maximum)
Percent of medicare to adjust	.00	
Max medicare adjustment	.00	(No maximum)
Standard adj percent of gross pay	.00	
Minimum standard adjustment	.00	
Maximum standard adjustment	.00	(No maximum)
Additional-adj percent of gross pay	.00	
Additional-adj exemption value	.00	
Additional-adj base deduction	.00	

Character Mode

```
Tax tables (Enter)                                  XYZ Company
                 14. Calculation basis
                 15. Gross wage cut-off amt
                 16. Base gross percent

                 17. Percent of FWT to adjust
                 18. Maximum FWT adjustment

                 19. Pct of soc sec to adjust
                     Max soc sec adjustment

                 20. Pct of medicare to adjust
                     Max medicare adjustment

                 21. Std adj pct of gross pay
                 22. Minimum standard adj
                 23. Maximum standard adj

                 24. Addnl-adj pct of gross pay
                 25. Addnl-adj exemption value
                 26. Addnl-adj base deduction
D=directly on earnings  P=pct of federal tax  L=ladder steps on earnings
```

Calculation basis

Options

When you enter the state withholding tax table, the tax to withhold is based on either earnings or federal withholding tax, depending on your answer here:

Character	Graphical	Description
L	Ladder steps on earnings	For a state tax is calculated directly on the basis of earnings in ladder steps. (The state of Iowa uses this method.)
D	Directly on earnings	For a state tax is calculated based directly on earnings
P	Pct of federal tax	For a state tax calculated as a percentage of the employee's federal withholding tax amount

Format	Graphical: Drop down list Character: One letter from the list above
Example	Type D, since the tax in California is assessed directly upon earnings

Note	Refer to the State Withholding Tax Calculations appendix for SWT calculations.

Gross wage cut-off amount

Some states impose income tax only on a portion of an employee's income up to a cut-off amount. You enter the annual cut-off amount here. If your state does not specify a cut-off, press <Enter> to skip this field, in which case no cut-off is applied to the employee's income.

The result from this cutoff calculation is used as input to the calculation specified by the next field.

This field is applicable only if the state tax calculation is based on earnings.

Note	Only the portion of income in excess of the cut-off is taxed at the Added SWT percentage rate in the Employee record when that employee field is specified as a percentage. Added SWT in *Employees* can also be specified as an amount or as a surcharge percent. In these cases the excess portion of income above the cut-off amount is not used for computing Added SWT. Refer to the State Withholding Tax Calculations appendix for additional information.

Enter the gross wage cut-off amount or just press <Enter> for no cut-off amount.

Format	99999999.99
Example	Press <Enter>

Base gross percent

This is the percentage of pay subject to state withholding tax. First, the cut-off amount calculation is applied as described above for the Gross wage cut-off amount field. Then the result of that calculation is used with the percentage entered here to get the base amount for calculation of state withholding tax. If this field is zero, no tax is computed.

If your state does not specify use of a percent of pay, set this field to 100 to use the full amount of the result from the Gross wage cut-off amount field calculation for computing state withholding tax.

This field is applicable only if the state tax calculation is based on earnings.

Note	Further adjustments to the taxable pay amount may occur depending upon how you enter the following fields. Refer to the State Withholding Tax Calculations appendix for additional information about SWT calculations.

Options

Enter the percent of pay to be used for SWT calculation or use the option:

<F2>	To use 100 percent

Format	999
Example	Press <F2> for 100%

Percent of FWT to adjust

This field and the next field are used for computing an adjustment to gross pay for federal income tax withheld.

Enter the percentage of FWT by which to adjust the gross pay or press <Enter> if there is no adjustment.

This field is applicable only if the state tax calculation is based on earnings.

Format	999.99
Example	Press <Enter>

Maximum FWT adjustment

This field allows you to specify a maximum amount by which gross pay can be adjusted for FWT.

If the FWT adjustment is greater than the maximum entered here, this maximum amount is used as the FWT adjustment.

Options

This field is applicable only if the state tax calculation is based on earnings.

<Enter>	For no maximum

Format	999999.99
Example	Press <Enter>

Percent of soc sec to adjust

This field is similar to the Percent of FWT to adjust field above, except it allows you to adjust for social security tax withheld instead of FWT.

This field is applicable only if the state tax calculation is based on earnings.

Format	999.99
Example	Press <Enter>

Max soc sec adjustment

This field is similar to the Maximum FWT adjustment field above, except it allows you to specify the maximum adjustment for social security instead of the maximum adjustment for FWT.

Options

This field is applicable only if the state tax calculation is based on earnings.

<Enter>	For no maximum

Format	999999.99
Example	Press <Enter>

Percent of medicare to adjust

This field is similar to the Percent of FWT to adjust field above, except it allows you to adjust for medicare tax withheld instead of FWT.

This field is applicable only if the state tax calculation is based on earnings.

Format	999.99
Example	Press <Enter>

Max medicare adjustment

This field is similar to the Maximum FWT adjustment field above, except it allows you to specify the maximum adjustment for medicare instead of the maximum adjustment for FWT.

Options

This field is applicable only if the state tax calculation is based on earnings.

<Enter>	For no maximum

Format	999999.99
Example	Press <Enter>

Standard adj percent of gross pay

Some states allow you to adjust an employee's income down by a standard percentage before calculating SWT. This field allows you to specify that percentage. In addition to the standard percentage some states specify that this adjustment be no less than a minimum amount and/or no greater than a maximum amount. The next two fields allow you to specify these minimum and maximum amounts for this adjustment.

This field is applicable only if the state tax calculation is based on earnings.

Options

Enter the standard adjustment percentage or just press

<Enter>	For no adjustment of gross pay

Format	999.999-
Example	Press <Enter>

Minimum standard adjustment

As described above for the Standard adj percent of gross pay field, you specify the minimum standard adjustment amount by entering that amount here.

This field is applicable only if the state tax calculation is based on earnings.

Enter the minimum standard adjustment or just press <Enter> for no minimum adjustment.

Format	999999.99
Example	Press <Enter>

Maximum standard adjustment

As described above, for the Standard adj percent of gross pay field, specify the maximum standard adjustment amount by entering that amount here.

Options

This field is applicable only if the state tax calculation is based on earnings.

<Enter>	For no maximum

Format	999999.99
Example	Press <Enter>

Additional-adj pct of gross pay

This field and the next two fields are primarily for use by Oklahoma employers. The State of Oklahoma allows a second adjustment to an employee's gross income before computing SWT. The adjustment percentage entered here is applied to an employee's gross income after subtracting two amounts:

The first amount subtracted is an amount calculated by multiplying the exemption value (Additional-adj exemption value field below) by the number of SWT exemptions.

The second amount subtracted is the base deduction entered at the Additional-adj base deduction field.

The percentage entered for this field is applied to an employee's gross income after subtracting the two amounts described above. When the result of the subtractions is zero or negative, this additional adjustment is set to zero.

Enter the additional adjustment percentage or just press <Enter> for no adjustment percentage.

Format	999.999
Example	Press <Enter>

Additional-adj exemption value

This field is used in conjunction with the Additional-adj pct of gross pay field above. Refer to the description for that field for an explanation of how this field is used.

Note	If Additional-adj_pct_of_gross_pay field is zero, any value entered here is ignored when SWT is calculated.

Enter the additional adjustment exemption value or just press <Enter> for no exemption value.

Format	999999.99
Example	Press <Enter>

Additional-adj base deduction

This field is used in conjunction with the Additional-adj pct of gross pay field above. Refer to the description for that field for an explanation of how this field is used.

Note	If the Additional-adj_pct_of_gross_pay field is zero, any value entered here is ignored when SWT is calculated

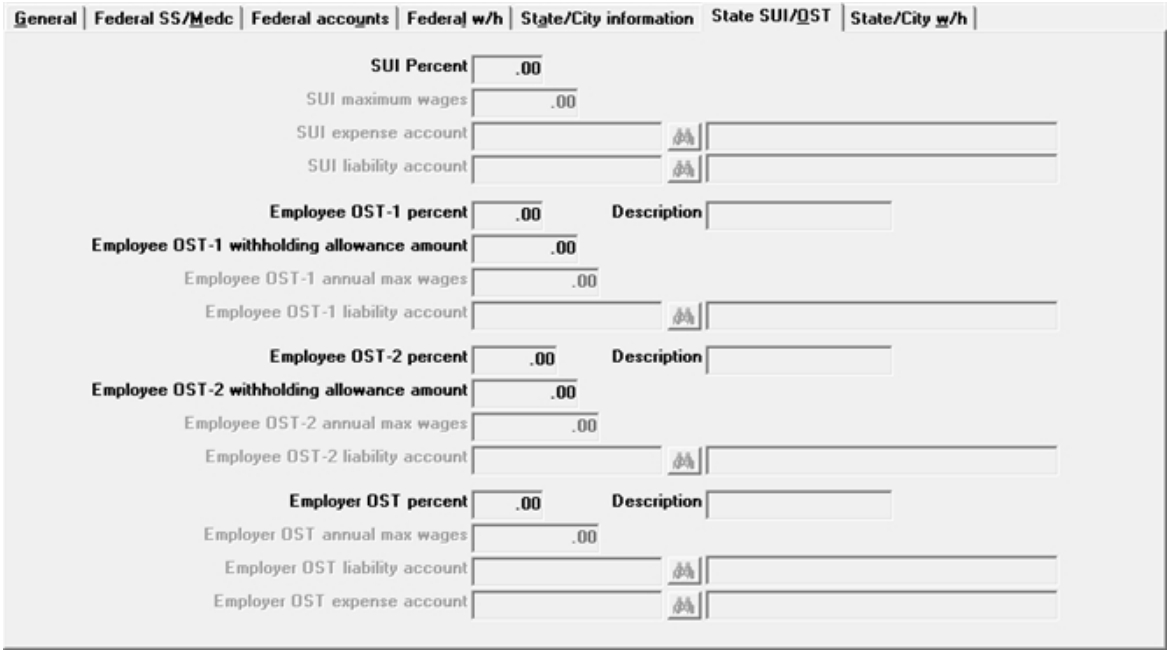
Enter the base deduction or just press <Enter> for no base deduction.

Format	999999.99
Example	Press <Enter>

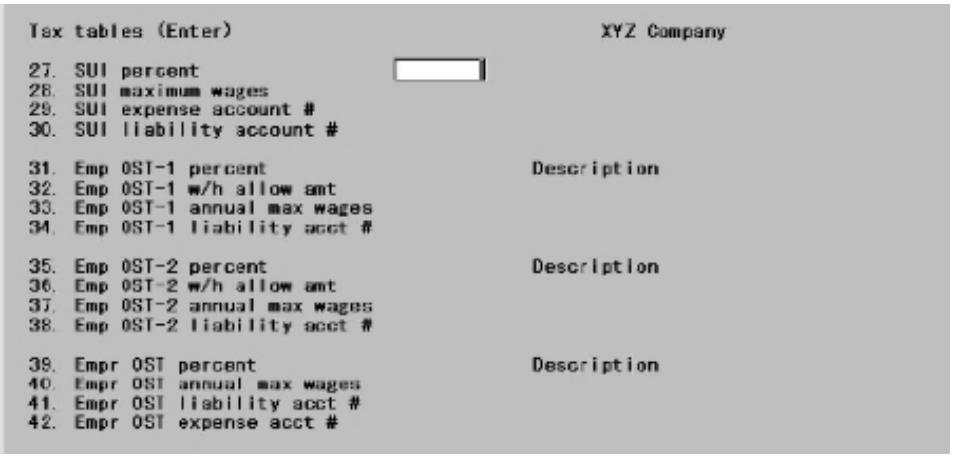
Make any desired changes. In character there are no option keys apply at this point.

Click on the *State SUI/OST* tab or press <Enter> from the last field on the *State/City information* tab to view the tab:

Graphical Mode



Character Mode



SUI percent

This field and the next three relate to State Unemployment Insurance. In general, each state has an unemployment insurance program which employers must contribute to. SUI is usually calculated as a percent of employee income, subject to a maximum above which income is not taxed.

A few states may also have more than one unemployment insurance pool and require that the amounts for each pool be calculated separately. Fields #39 through 42 are provided for this situation.

The rate at which SUI is calculated and the maximum wage amount are set by the state government. Generally, there is a rate for new employers. Once an employer has been in business for a length of time specified by the state, this rate is changed to an experience rate which is generally lower than the new employee rate. Consult with your accountant or state government for the right rate to use.

In some states an employee may also be required to contribute to SUI, in which case use Fields #31 through 34 and 35 through 38 as needed.

Enter the appropriate rate at which you are being charged for state unemployment insurance.

Format	9.9999
Example	Type 3.4

SUI maximum wages

You use this field to specify the maximum annual wage subject to SUI. This maximum is for each employee.

For example, if an employee earns $26,000 per year and this field is set to $7,000, only the first $7,000 of an employee's income is taxed. At a rate of 3.4%, the maximum annual tax is $238. If the employee is paid weekly, the employer is charged at the rate of 3.4% on $500, (i.e., $17.00 weekly) until the employee has earned $7,000 for the year.

Note	For employees taxable by more than one state, if the SUI reporting method field of Control information is set to Work state then each state's SUI maximum is applied separately to the employee's wages reported to that state.

Options

Enter the maximum dollar amount on which SUI is to be calculated for each employee.

<Enter>	For no maximum

Format	99999.99
Example	Type 7000

SUI expense account

Options

This account is used to accumulate the expense of SUI tax.

<F5>	For variable cost center.

Format Your standard account number format, as defined in *Company information*

Example	Type `6120` and press <F5>

SUI liability account

This account is used to accumulate the amount of SUI tax you owe the state government.

Periodically you must pay the amount accumulated to the state government. Consult with your accountant or your state government for how often this must be done. Use a manual check drawn on a cash account defined in your PBS system to make the payment.

Options

If you are not using Passport Business Solutions (PBS) Accounts Payable but you are using PBS General Ledger, enter this check as a general journal entry showing a credit to the appropriate cash account and a debit to this liability account

<F5>	For variable cost center

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `2150-000`

Employee OST-1 percent

This field and the following three fields relate to the first employee other state tax. These fields are provided to handle various tax situations other than SWT and SUI.

One example of this is California State Disability Insurance. Another example is the need for computing tax for another state in the case where an employee lives in one state but works in another state.

This tax is calculated by applying the percentage entered for this field to an employee's income up to the maximum specified in Employee OST-1 annual max wages field.

This calculation is done after deducting any allowance amount as specified by Employee OST-1 withholding allowance amount field.

If you do not need to calculate other state tax for your employees, press <Enter> to set this percent to zero.

Enter the appropriate percent for your situation.

Format	99.9999
Example	Type `.9`

Note	You can report the OST taxes on an employee's W-2 form in box 14. Refer to the Edit States section of the *Year-end* chapter. After entry of a non-zero percent, you can enter up to a 15-character description for this other state tax, which is used to identify the tax amount when reporting it in box 14 on the employee's W-2 form.

Description

If you have entered a non-zero amount for this other state tax, enter a description to correspond:

Format	15 characters
Example	Type `CASDI`

Employee OST-1 withholding allowance amount

This field allows you to specify the value of one withholding allowance for OST-1. This value is multiplied by the number of withholding exemptions for OST-1 and the result is deducted from the employee's wages.

Enter the value of one withholding exemption or just press <Enter> for zero

Format	999999.99
Example	Press <Enter>

Employee OST-1 annual max wages

or

Employee OST-1 weekly max wages

This field specifies the taxable wage base for OST-1 after any withholding allowance amount has been deducted.

Options

Initially this allows entry of an annual maximum gross wage amount, but the option lets you change to a weekly pay period maximum **deducted** amount.

Note	When this field is a weekly maximum tax, its amount is adjusted to the employee's pay period at the time that the tax is calculated. For example, if the weekly maximum tax is $25 but an employee's pay period is bi-weekly, the actual maximum tax used on each of this employee's bi-weekly paychecks is $50. For employees taxable by more than one state, the work state's OST-1 maximum is applied to the employee's wages reported to all states.

<F2>	To toggle between entering annual gross wage and weekly deducted amounts.
<Enter>	For no maximum

Format	99999999.99
Example	Type 25149

Employee OST-1 liability account

Options

This account is used to accumulate the amount of OST-1 tax you owe the state government.

<F5>	For variable cost center

Format	Your standard account number format, as defined in *Company information*
Example	Enter account `2160-000`

Employee OST-2 percent

This field and the following three fields relate to the second employee other state tax. These fields are provided to handle various tax situations other than SWT, SUI, and OST-1.

Entries for this field and the next three fields are handled in the same way as for the OST-1 fields above.

Like OST-1, when you enter a percent, you can also enter a 15-character description for this OST-2 tax.

Enter the appropriate percent for your situation.

Format	99.9999
Example	Press <Enter>

Description

If you have entered a non-zero amount for this other state tax, enter a description to correspond:

Format	15 characters
Example	(This field is skipped because you entered zero for percent)

Employee OST-2 withholding allowance amount

Enter the value of one withholding exemption for OST-2 or press <Enter> for zero.

Format	999999.99
Example	(This field is skipped because you entered zero for the Employee OST-2 percent field.)

Employee OST-2 annual max wages

or

Employee OST-2 weekly max wages

Enter the annual wage maximum If no maximum applies, press <Enter> to set this field to zero.

Note	When this field is a weekly maximum tax, its amount is adjusted to the employee's pay period at the time that the tax is calculated. For example, if the weekly maximum tax is $25 but an employee's pay period is bi-weekly, the actual maximum tax used on each of this employee's bi-weekly paychecks is $50. For employees taxable by more than one state, the work state's OST-2 maximum is applied to the employee's wages reported to all states.

Options

Initially this allows entry of an annual maximum gross wage amount, but the option lets you change to a weekly pay period maximum **deducted** amount.

<F2>	To toggle between entering annual gross wage and weekly deducted amounts.
<Enter>	For no maximum

Format	99999999.99
Example	(This field is skipped because you entered zero for the Employee OST-2 percent field.)

Employee OST-2 liability account

Options

Enter the appropriate account number.

<F5>	For variable cost center

Format	Your standard account number format, as defined in *Company information*
Example	(This field is skipped because you entered zero for the Employee OST-2 percent field.)

Employer OST percent

The previous eight fields allowed two additional state taxes to be defined, OST-1 & OST-2. These taxes are deducted out of an employee's pay check and are referred to as employee paid.

In addition, this field and the next three fields allow you to define an additional state tax which is employer paid.

Like OST-1 and OST-2, when you enter a percent, you can also enter a 15-character description for this Empr-OST tax.

Enter the appropriate percent for your situation followed by a description.

Format	99.9999
Example	Press <Enter>

Description

If you have entered a non-zero amount for this other state tax, enter a description to correspond:

Format	15 characters
Example	(This field is skipped because you entered zero for percent)

Employer OST annual max wages *or*

Employer OST weekly max wages

Entry for this field is handled in the same way as for the annual maximum fields for OST-1 & OST-2 above.

Enter the annual wage maximum. If no maximum applies, press <Enter> to set this field to zero.

Options

Initially this allows entry of an annual maximum, but the option lets you change to a weekly maximum.

<F2>	To toggle between entering annual and weekly amounts.
<Enter>	For no maximum

Format	99999999.99
Example	(This field is skipped because you entered zero for the Employer OST percent field.)

Note	For employers taxable by more than one state, the work state's employer OST maximum is applied to the wages reported to all states.

Employer OST liability account

Options

Enter the appropriate account number.

<F5>	For variable cost center

Format	Your standard account number format, as defined in *Company information*
Example	(This field is skipped because you entered zero for the Employer OST percent field.)

Employer OST expense account

Options

Since this tax is employer-paid, you must enter an expense account in addition to the liability account.

<F5>	For variable cost center

Format	Your standard account number format, as defined in *Company information*
Example	(This field is skipped because you entered zero for the Employer OST percent field.)

Make any desired changes. Press <Enter> to view the fourth and final tab for state tax codes:

Graphical Mode

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/QST | State/City w/h

State tax code information

Supplemental benefit percent .00

Supplemental benefit max wages .00 (No maximum)

Base weekly wage for Qtr Report .00

State withholding allowance amt .00

Include CWT in SWT for reporting

Round SWT after calculation

City tax code information

City withholding allowance amt

State to include CWT

State withholding table

$ amount	% amt	On amt over	$ amount	% amt	On amt over
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0

Character Mode

```
Tax tables (Enter)                                  XYZ Company

                 43. Suppl benefit percent      .00
                 44. Suppl benefit max wages    .00  (No maximum)
                 45. Base wkly wg for Qtr Rpt   .00
                 46. State w/h allowance amt    1,000.00
                 47. Include CWT in SWT for reporting ?
                 48. Round SWT after calculation ?
-------------------------------State w/h table-------------------------------
    $-amt          %-amt     On-amt-over      $-amt          %-amt     On-amt-over
49. .00            .00       0            57. .00            .00       0
50. .00            .00       0            58. .00            .00       0
51. .00            .00       0            59. .00            .00       0
52. .00            .00       0            60. .00            .00       0
53. .00            .00       0            61. .00            .00       0
54. .00            .00       0            62. .00            .00       0
55. .00            .00       0            63. .00            .00       0
56. .00            .00       0

Field number to change ?
```

Supplemental benefit percent

If your state requires an employer contribution for supplemental benefits, enter the percent of employee pay that must be contributed by the employer. This is an employer expense, not an employee withholding.

The Payroll package reports the supplemental benefit amount that the employer is required to contribute, but it will not create the G/L distributions for expense and liability. These G/L entries must be made manually, based upon the reported supplemental benefit amount.

Format	99.99
Example	Press <Enter> since supplemental benefits are not applicable to California.

Supplemental benefit max wages

Options

Enter the maximum dollar amount of the employee's annual wage on which this employer contribution is calculated.

Note	For employees taxable by more than one state, the work state's supplemental benefits maximum is applied to the employee's wages reported to all states.

<Enter>	For no maximum

Format	99999999.99
Example	Press <Enter>

Base weekly wage for Qtr Report

If your state requires a base weekly wage for the Quarterly Payroll Report, enter the amount here. Otherwise, press <Enter> to skip this field.

Format	99999.99
Example	Press <Enter>

State withholding allowance amt

Enter the value of a single withholding exemption. This amount is applicable only if the state tax is calculated based on earnings.

In the *Employees* selection, you can specify both an exemption amount and a number of exemptions.

The total withholding exemption for an employee is: Number of exemptions times the withholding allowance exemption amount. This computation method applies to:

- Federal withholding tax (FWT)
- State withholding tax (SWT)
- Other state tax #1 (OST-1)
- Other state tax #2 (OST-2)
- City withholding tax (CWT)

Note that, for employer OST (Empr-OST), there is only an exemption amount, which you define in Employees.

Format	99999.99
Example	Type 1000

Include CWT in SWT for reporting

Setting this flag to Y will allow you to connect specific cities to a state when city tax tables are entered. The year-to-date CWT for these cities will be added to the year-to-date SWT for reporting purposes.

If CWT is to be included in SWT, all the tax code records for a particular state (for example, California single, California married, and California head of household) should have this flag set the same: Y. Not doing so may produce unexpected amounts. In the City Tax Code section, for the State to include CWT field, be sure to enter the two character representation for the state — this will link the fields.

New York State currently requires that taxes withheld for New York City and Yonkers be included in the state's Total tax withheld field on annual, quarter-to-date forms or electronic reports.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. There is no default.
Example	Type Y

Round SWT after calculation

Currently, Missouri requires dollar rounding the SWT amount withheld from employees. It this tax table is for Missouri residents (or residents of another state that requires rounding), answer Y.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> for the default.

State withholding table

On this screen, enter the annual state withholding table from your state's Tax Guide for Employers.

The requirements for this screen are the same as those for the Federal withholding tables discussed earlier in the documentation. See Tax Tables

If the table you enter does not require all 15 fields, press <Enter> for each unused field to advance to the bottom of the table.

Format	99999999.99- (for dollar amount) 99.99- (for percent) 99999999- (for "on amount over")

Make any desired changes. In graphical select Save to write the record. Select Cancel to not retain the new record or changes to the record.

Using character, no option keys apply at this point. Press <Enter> from *Field number to change ?* to conclude processing this tax code. The screen clears for the next tax code.

Note	If the state calculation basis had been P (percent of federal withholding), you would have entered the percent to be applied against the federal withholding amount, rather than against the income amount.

CITY TAX CODES

The third type of tax code is the city code for city withholding tax. The information requirements for this code are similar to those for a state code, although there are fewer fields.

These codes, although here called city codes, would also be used for any municipal taxing authority such a county, borough, etc.

For a city tax code, there are only three entry tabs, whereas for a state tax code there are four tabs. The second tab for a city tax code is identical to the second tab for a state tax code.

Tax authority

See Tax authority

The first tab for this code displays as follows:

Graphical Mode

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/QST | State/City w/h

Tax code information

Tax code

Description

Tax report ID #

Tax liability acct

Suppl earn w/h % .00

Minimum wage .00

Define exemptions

City w/h

Regular pay

Overtime pay

Special pay

Holiday pay

Sick pay

Vacation pay

Character Mode

```
Tax tables (Enter)                                  XYZ Company

      * 1. Tax authority      City
      * 2. Tax code

        3. Description
        4. Tax rpt ID #
        5. Tax liab acct #
        6. Suppl earn w/h %
        7. Minimum wage

      Define exemptions:     City-w/h

        8. Regular pay ?
        9. Overtime pay ?
       10. Special pay ?
       11. Holiday pay ?
       12. Sick pay ?
       13. Vacation pay ?
```

Fields which are the same for city tax codes as for state are not explained again in this section.

Tax code

Format	Two characters (for city), one character (for the table)
Example	Type DT and type 1

Do you wish to copy this code from another city code ?

City codes can be copied as state codes can.

Description
Tax report ID
Tax liability acct
Suppl earn w/h %

Format	Refer to previous sections for descriptions of these fields.

Minimum wage

Refer to previous sections for descriptions of this field.

Format	99.999
Example	Press <Enter>

Define exemptions

Specify which types of pay is exempt from city tax. Exemptions are entered for city tax codes in the same way as already described for the federal tax. The rows are the same but there is only one column.

The table for city tax is as follows:

Define exemptions:

	City-w/h
Regular pay	X
Overtime pay	X
Special pay ?	X
Holiday pay ?	X
Sick pay ?	X
Vacation pay ?	X

Format	Graphical: Check boxes where checked indicate the tax is exempt and unchecked it will be taxed. The default is unchecked Character: One character for each exemption, either Y or N. In add mode, you can press <Enter> for N
Example	Enter N for each field

Character Mode

Field number to change ?

Options

Make any desired changes. In change mode, you can also use one of the options:

<F1>	To display the next code
<SF1>	To display the previous code
<F3>	To delete this tax code. Do this only when the code is no longer assigned to any employee.

Click on State/City information or press <Enter> from the last field to view the second tab:

Graphical Mode

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/QST | State/City w/h

Calculation basis	Ladder steps on earnings	
Gross wage cut-off amount	.00	(No cut-off amount)
Base gross percent	0	
Percent of FWT to adjust	.00	
Maximum FWT adjustment	.00	(No maximum)
Percent of soc sec to adjust	.00	
Max soc sec adjustment	.00	(No maximum)
Percent of medicare to adjust	.00	
Max medicare adjustment	.00	(No maximum)
Standard adj percent of gross pay	.00	
Minimum standard adjustment	.00	
Maximum standard adjustment	.00	(No maximum)
Additional-adj percent of gross pay	.00	
Additional-adj exemption value	.00	
Additional-adj base deduction	.00	

Character Mode

```
Tax tables (Enter)                          XYZ Company
                14. Calculation basis       Directly on earnings
                15. Gross wage cut-off amt  .00  (No cut-off amount)
                16. Base gross percent      100

                17. Percent of FWT to adjust  .00
                18. Maximum FWT adjustment    .00  (No maximum)

                19. Pct of soc sec to adjust  .00
                    Max soc sec adjustment    .00  (No maximum)

                20. Pct of medicare to adjust .00
                    Max medicare adjustment   .00  (No maximum)

                21. Std adj pct of gross pay  .00
                22. Minimum standard adj      .00
                23. Maximum standard adj      .00  (No maximum)

                24. Addnl-adj pct of gross pay .00
                25. Addnl-adj exemption value  .00
                26. Addnl-adj base deduction   .00

Field number to change ?
```

Calculation basis *through* Additional-adj base deduction

City withholding tax for this tab is calculated basically the same as state withholding tax.

Format	The fields are identical to those for Fields #14-26 of state tax codes. Those descriptions will not be repeated here.
Example	Enter the information shown on the screen above

Make any desired changes. Click on the next tab or press enter at the last field to go to the *State/City w/h* tab. For character, press <Enter> at *Field number to change ?* for the last screen:

Graphical Mode

General | Federal SS/Medc | Federal accounts | Federal w/h | State/City information | State SUI/DST | State/City w/h

State tax code information

Supplemental benefit percent
Supplemental benefit max wages
Base weekly wage for Qtr Report
State withholding allowance amt
Include CWT in SWT for reporting
Round SWT after calculation

City tax code information

City withholding allowance amt .00
State to include CWT (None)

City withholding table

$ amount	% amt	On amt over	$ amount	% amt	On amt over
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0

Character Mode

```
Tax tables (Enter)                                  XYZ Company
                27. City w/h allowance amt
                28. State to include CWT
                -------------City-w/h-table--------------
                     $-amt            %-amt       On-amt-over
                29.
                30.
                31.
                32.
                33.
                34.
                35.
                36.
                37.
                38.
                39.
                40.
                41.
                42.
                43.
```

Here, too, the requirements are generally the same as those for states, except that you enter city withholding figures instead of state figures.

City withholding allowance amt

Enter the city withholding allowance amount in the same way as the state withholding allowance amount was entered in the State withholding allowance amt field of the State tables.

Format	99999.99
Example	Type 600

State to include CWT

This field is unique to city tax tables. If you want a specific city's year-to-date CWT to be added to the state's SWT for reporting purposes, enter two characters representing the state. The state entered must already have been entered in *Master information* (*Tax tables*).

If CWT is to be reported with SWT, all the tax code records for a particular city (for example, Fresno single, Fresno married, and Fresno head of household) should have this entry set the same, such as CA. Not doing so may produce unexpected amounts. In the State Tax Codes section, for the Include CWT in SWT for reporting field, be sure to check the box (enter the flag Y) — this will link the fields.

For example, New York State requires taxes withheld for New York City or Yonkers be included in the state's Total tax withheld field on the annual, quarter-to-date forms or electronic reports.

Format	Two-character state code
Example	Press <Enter> to leave blank

City withholding table

These fields are entered in the same way as the corresponding state withholding table. See the State withholding table and federal Tax Tables.

There is a difference here from the state table using calculation P. If you are using calculation basis P for percent, you enter the percent of state withholding tax to take, not the percent of the federal withholding tax.

Format	99999999.99- (for dollar amount) 99.99- (for percent) 99999999- (for on amount over)

Example Enter the Detroit withholding table as it appears on the screen above.

Make any desired changes. Click on Save (press <Enter> at *Field number to change ?* in character) to conclude processing of this tax code.

PRINTING TAX TABLES LIST

The Federal and all State and City tax tables print.

Select

Select *Tax tables* from the *Reports* menu.

Select a printer. You may also select to view the report with html or PDF.

Click on Select to print the report or Cancel to return to the menu without printing.

Employees

This chapter contains the following topics:

WORKING WITH EMPLOYEE RECORDS

The *Employees* selection enables you to enter employees, print employee lists or employee labels, or print changes made to employee information.

Each employee record contains fields for employee number, name, address, department, employee type, pay frequency, pay rate, deductions, earnings, assigned state and city tax codes with special exceptions, 401(k) settings, direct deposit setup, year-to-date totals and more .

Note	You must follow specific formatting rules for employee names to ensure proper alignment on Form W-2, proper recording in the electronic W-2 (magnetic media) file, printing of the Affordable Care Act 1095-C and ACA magnetic media.

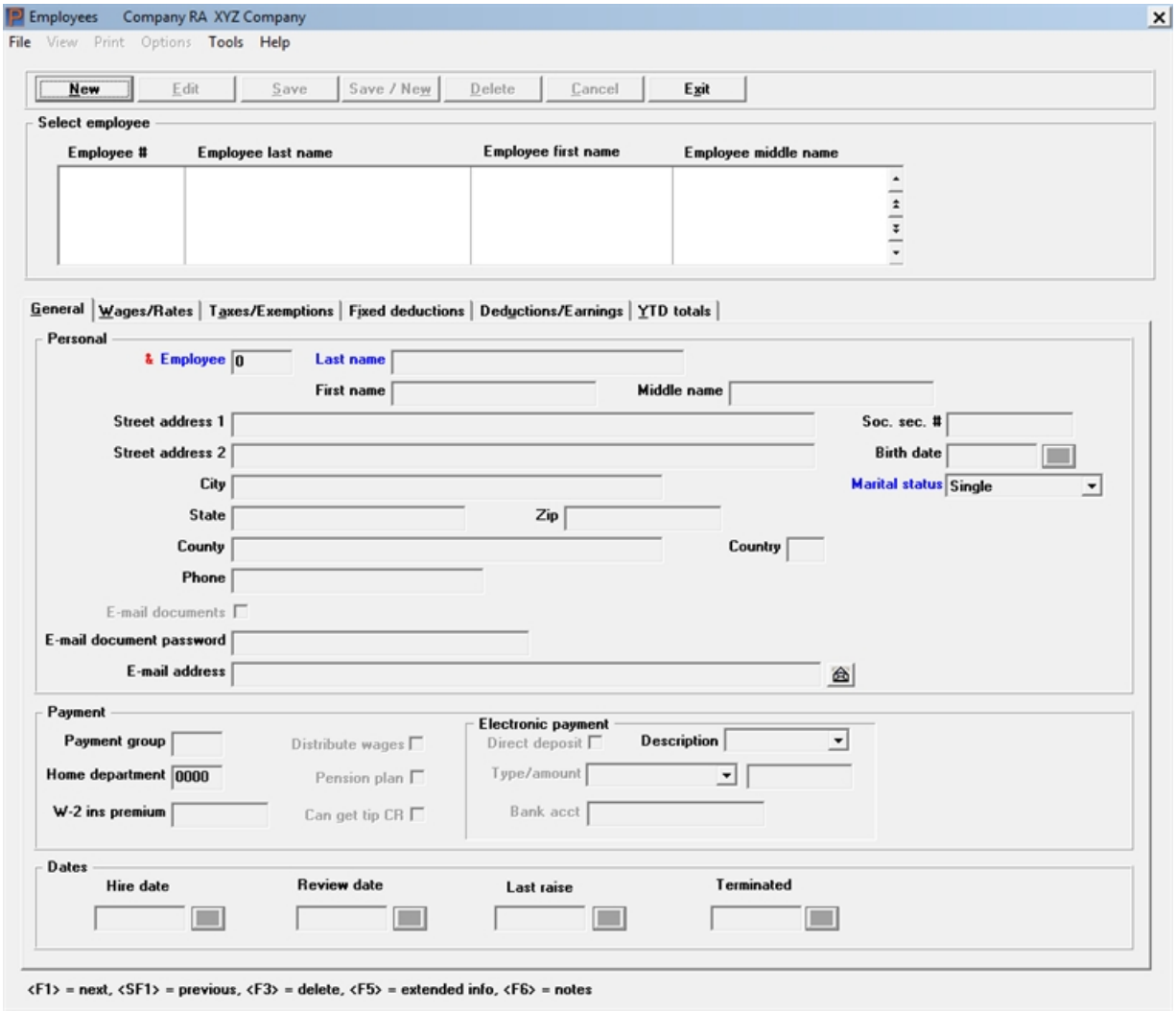
Entering Basic Information for Employees

Select

Employees from the PR menu.

Graphical Screen

The following screen displays:



In the screen above, no employees have been entered.

Employees List Box

The list box displays up to 6 existing employees at a time. You may sort the employees by employee number or name both in ascending or descending order. Only columns with red labels may be

sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate an employee, start typing an employee number or name, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an employee. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Employees that display in the list box are available for changes or deletion. The fields for the selected employee display in the lower part of the screen.

When an employee is found, you may select the <Enter> key or Edit button to start editing.

Employee Buttons

You may select a button or keyboard equivalent for adding, editing, or deleting an employee. Here is a list of the functions for each button:

Button	Keyboard	Description
New	Alt+n	To enter a new employee.
Delete	Alt+d	To delete the employee selected in the list box, You may also select the <F3> key.
Edit	Alt+e	To edit the employee selected in the list box.
Save	Alt+s	To save a new employee or changes to an edited employee.
Save/New	Alt+w	To save the new/edited employee and then start entering another employee.
Cancel	Alt+c	To cancel adding or editing an employee.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

The menu at the top of the screen have various selections. The File, Tools, View and Help options are standard on every screen. The Print and Options menus have selections unique to this screen. These are described below.

Print Menu

The following table provides links for more information about each selection:

Print menu selection	Link to more information
Employee by employee number	Printing by Employee Number
Employees by name	Printing by Employee Name
Multi-city/State list	Printing Multi-City Multi-State Information

Options Menu

The following table provides links for more information about each selection:

Options menu selection	Link to more information
Direct deposits	Direct Deposit
Multi-city/State	Multi-city multi-state information
Extended information	Extended Employee Information
Employee notes	Employee Notes
State jurisdiction info	See the Employees (Enter) section from the Pennsylvania Act-32 appendix

Character Mode Screen

In character mode the following screen displays:

```
Employees (Enter)                                    XYZ Company E533
* 1. Emp no
  2. Emp name
     First                                Middle
  3. Street 1
     Street 2
  4. City
  5. State
  6. Zip code
      Country
       County
  7. Phone #
  8. Soc sec #
  9. Birth date
 10. Marital status
 11. Hire date
 12. Last raise
 13. Review date
 14. Terminate date
 15. Work Comp class
 16. Home department
<F1>= next employee, <SF1>= prev employee, <Enter>= look up by name
```

The second employee screen looks like this:

```
Employees (Enter)                                    XYZ Company E533
                                                 Employee: 1      1__
 17. Emp type                                   29. Sick hours due
 18. Pay frequency                                  Sick hours paid
 19. Salary                                     30. Pension plan ?
 20. Wage account #                             31. Distrib wages ?
 21. Regular rate                               32. W-2 ins premium
 22. Overtime rate                              33. Can get tip CR ?
 23. Special rate1
     Special W-Comp1
     Spec description1
 24. Special rate2
     Special W-Comp2
     Spec description2
 25. Special rate3
     Special W-Comp3
     Spec description3
 26. Payment group
 27. Vac hours due
 28. Vac hours paid

H = hourly   S = salary   N = non-employee
```

Use this screen to work with both new and existing employees.

Options

You have the following options on the character mode screen:

<F1>	For the next employee on file, in employee number sequence
<SF1>	For the previous employee on file
Blank	To look up the employee by name

If an employee has already been entered for the employee number you enter (or select by function key) that employee displays, the cursor is positioned at *Field number to change ?*, and you can change or delete that entry.

If you enter an employee number that is not already on file, the cursor progresses through all the fields in sequence so you can enter information about this new employee.

General Tab

This is the first of six tabs required for each employee. Enter the information on this tab as follows:

Personal

Employee number

This employee number is used throughout Payroll to identify the employee.

Enter the employee number. You may enter any number between 1 and 999999.

Format	Numeric, 999999
Example	Type 1

Employee name sequence

Options

If you choose to look up the employee by name, enter the name of the employee (or the first few characters of the name). Upper / lower case is significant.

<F1>	For the next employee on file, in employee name
<SF1>	For the previous employee on file
Blank	To return to looking up the employee by number

Format	25 characters
Example	(not used in this example)

Do not change the pay frequency of an employee who has a payroll entry (time worked transaction) on file. If you do, the payroll is calculated with the employee's original pay frequency. If you want to use a new pay frequency, delete the payroll entry, change the pay frequency, and then re-enter the payroll time worked transaction.

Entries on the last tab or fourth screen (showing year-to-date amounts) are protected from change. For protected changes, refer to the *System Manager* documentation. YTD information is updated automatically by the software so it is recommended that you do not change these fields.

Name and Address Field Notes

The name and address fields are longer in v12.05 and later versions of PBS, compared to v12.04 and earlier. Many functions, but not all, take advantage of this increased length as explained here:

- Screens

The field entry for employee's names and addresses have been expanded for both graphical and character modes.

Most graphical screens take advantage of displaying the increased employee name length. Most character screens do not.

- Checks

All the check and direct deposit forms take advantage of the increased name and address lengths.

Format 1 and format 4 print the name and address in either compressed (smaller font) or non-compressed format (normal font), depending on the length of the name and address fields. If any name and address field is more than 25 characters, the program prints the complete name and address in compressed format.

The graphical check and direct deposit mailer will always print in the same font used for the rest of the form.

- Direct Deposit ACH file

The employee name in the ACH file is restricted to a maximum of 24 characters. This is a standard that cannot be changed. The name is truncated when it is more than 24 characters.

- Reports and Posting Journals

Most reports and posting journals do not use the longer length name and address fields. However, when a print program screen provides the employee name as a entry field, the name field has been expanded.

- Year-end Processing

W-2 Forms

For printing W-2s you must use a laser printer or dot matrix printer that is PCL 5 compatible.

When entering a new employee use the name as shown on your employee's social security card (first name, middle initial, last name). You may enter a full middle name, however, only the first letter of the middle name prints on the W-2 form.

It is recommended that you use the standard two letter designation for the State field. Anything longer than that will be truncated.

For separate parts of a compound last name with either a hyphen or a blank, do not join them into a single word. Include all parts of a compound name. For example, for the name "John R Smith-Jones," enter "Smith-Jones" or "Smith Jones" in the last name field.

The printing of two W-2 forms types are provided. How the employee name and address fields print depends on the form type you choose:

- **Single W-2 Form** (2 per page). When the names and addresses are a longer length, the font prints in compressed mode to allow the longer data to fit on the form. The name and address fields print compressed when any of the following occur:

  The employee's first name with a middle initial is 17 or more characters.

  The employee's last name is 20 or more characters.

  Either address field is 41 or more characters.

  The city field is 26 or more characters.
- **Double Laser** (4 per page). The double laser form, which is already compressed, will allow printing the full name, address, city, state and zip fields.

W-2 magnetic media (electronic file)

When generating W-2 magnetic media (electronic file), there are specific maximum field lengths for each employee name, address 1, address 2, city, state and zip code field. This table explains the maximums allowed in the magnetic media file compared to what is provided in PBS Payroll:

Field	Employees maximum length	Magnetic media maximum length
Last name	30	20
Suffix	Not available	4
First name	20	15
Middle name	20	15
Street address 1	60	22
Street address 2	60	22
City	35	22

Field	Employees maximum length	Magnetic media maximum length
State	23	2
Zip	15	5
Zip code extension	Included in Zip field	4
County	45	Not available
Country	3	2

Last name

Enter the employee's last name. The last name is a required field. For more information on printing checks and year-end processing see the Name and Address Field Notes.

Format	30 characters
Example	Type `Palmer`

Note	A comma is not allowed when entering either the first, middle or last name.

First name

Enter the employee's first name. A first name is required for W-2 processing. For more information on printing checks and year-end processing see the Name and Address Field Notes.

Format	20 characters
Example	Type `Edward`

Middle name

Enter the employee's middle name or middle initial.

Format	20 characters
Example	Type `Wayne`

Street address 1

Enter the employee's street address 1. It is used for printing checks and will print on some reports.

In regards to reporting, this field is required for printing W2s and generating the W-2 electronic magnetic media. The federal magnetic media instructions states this: *Enter the employee's delivery address (Street or Post Office box)*.

For more information on printing checks and year-end processing see the Name and Address Field Notes.

Format	60 characters
Example	Type `715 Orange Tree Terrace`

Street address 2

Enter the employee's street address 2.

For more information on printing checks and year-end processing see the Name and Address Field Notes.

Format	60 characters
Example	Type `# 404`

City

Enter the name of the employee's city.

This field is required for printing W2s and generating magnetic media.

For more information on printing checks and year-end processing see the Name and Address Field Notes.

Format	35 characters
Example	Type `Orchard City`

State

Enter the standard postal code to identify the employee's state.

This field is required for printing W2s and generating magnetic media. Only 2 characters are allowed for W2 processing. For more information on printing checks and year-end processing see the Name and Address Field Notes.

Format	23 characters
Example	Type CA for California.

Zip code

Enter the employee's zip code.

This field is required for printing W2s and generating magnetic media. For more information on printing checks and year-end processing see the Name and Address Field Notes.

Format	15 characters
Example	Type 90701

County

Enter the employee's county. This field does not print on employee checks and W-2 forms.

If your employee is from Indiana and you submit a magnetic W-2 efile for the state, you must enter the county that matches the employees address. It must be spelled correctly and not abbreviated. If the county is not entered or entered incorrectly, when you attempt to generate mag media for the state of Indiana, a message displays and a report prints that indicates the problem.

Format	45 characters
Example	Select Enter

Country

Enter the employee's country. This field is not printed on checks and is not used for year-end processing.

Format	3 characters
Example	Select Enter

Phone

Enter the employee's phone number. This field is optional.

Format	25 characters
Example	Type 987-773-8892

Emailing Setup for Pay Advices and Offers of Coverage

You may email two kinds of information for each employee:

1. A Pay advice.

   A Pay advice is a PDF file that contains the employee's check (or mailer) and stub information. Select here for a Pay Advice Form example.

   Pay Advice PDF files are created during a pay run from the Checks menu selection. Each PDF file is emailed to the matching employee. This is explained in the PDF File Pay Advices section of the Checks chapter.

2. An Offer of coverage.

   You must be licensed for the Affordable Care Act to produce an Offer of coverage.

The *Generate offer of coverage* program allows you to send via email, to each eligible employee, a notice that insurance is available.

System Email Setup

See the System Email Setup section of the *Pay Advice* appendix.

Employee Email Setup

See the Employee Email Setup section of the *Pay Advice* appendix.

E-mail documents

If you are emailing a Pay Advice PDF file to the employee, press the <Space bar> to check this box. If not, accept the default of unchecked.

Using character mode, this field is located on the last screen.

Format	Check box, checked is Yes and unchecked is No
Example	Select the Enter key to leave it uncheck.

E-mail document password

When the *E-mail documents* field is checked, you must enter a password.

Enter the password that is written to the Pay Advice file. After receiving the email, the employee will have to enter their password in order to view the attached pay advice PDF document.

You may enter any password you want; even one with just one character. In order to keep the process secure, it is recommended that a complex password be used that contains upper and lower case letters, numbers and symbols. A password does not have to be simple to be memorable. You may have the employee devise their own password. The important point is to provide a password that only the intended employee knows and it is not easy to figure out. If you want a simple password, the last four digits of the employee's Social Security number may be used.

All pay advice PDF files are written to the PDFFIL\PAYADVICE folder located under the top-level PBS. As some or all of your employees may have access to this folder, using a complex password is recommended to keep the data secure. You may delete or move the PDF files. If you do, you should run the *Refresh PDF master* file utility, found under CTL *PDF form file processing*, to remove the records pointing to these files from the PDF Master PDFMST file.

The password is not used with an offer of coverage. It will be used with future Affordable Care Act functions.

Using character mode, this field is located on the last screen.

Format	30 characters
Example	Not used in this example.

E-mail address

Enter the employee's e-mail address. When the *E-mail documents* field is checked, you must enter an E-mail address.

When the E-mail documents field is checked, this address is used to send an email to the employee with an attached PDF Pay Advice file or an offer of coverage.

Using character mode, this field is located on the last screen.

Passport recommends that you verify the employee's email address before you start emailng forms. To verify the employee's email address:

- In graphical mode you may click on the email button next to the email address field. This will open your system default email program.
- In character mode, while on the screen with the email address click on the Generate an email button or select Ctl+E. This will open your system default email program.

Format	128 characters. Using character mode there are two lines; 64 characters for each line. Use all 64 characters on the first line before using the second line. There must not be any spaces in the email address.
Example	Not used in this example.

Soc. sec.

Enter the employee's social security number. You must also enter the hyphens for it to appear in the correct format. Following entry or change, when the cursor is no longer on the field only the last 4 digits of the number displays. This field is required for printing W2s and generating magnetic media.

Based on the Use encryption mask field in *Control information*, Social Security numbers can be partially masked with asterisks with only the last four digits displaying. When this field is masked you may still see the full number by editing the field. Masking also controls the printing of the Social Security number on reports.

Format	12 characters
Example	Type 415-59-6091

The first three digits of the social security number must be valid. If the number is not valid a message displays indicating *SSN is invalid, check the 1st 3 digits*. In addition, certain social security numbers are considered invalid by the Social Security Administration. For more information, see https://secure.ssa.gov/poms.nsf/lnx/0110201035. To find out that a number is valid, go to The Social Security Number Verification Service site at https://www.ssa.gov/employer/ssnv.htm.

If you enter a social security number that is already in a history record, the program will display this warning: *Social security exists in history file*.

Birth date

Enter the employee's birth date. This field is optional.

Options

You have the following option:

<F4>	In graphical mode, to select a date from the calendar lookup
<F7>	To access the date lookup in character mode. Click on the down arrow to open the calendar

Format	MMDDYY
Example	Type 10189

Marital status

Options

Enter the employee's marital status. You may select one of the following:

Character mode	Graphical Mode
S	Single
M	Married
H	Head of Household

This field determines which federal tax table is used when payroll taxes are calculated.

Note	Head of Household employees have their federal withholding taxes computed from the table for single employees.

Format	One option from the drop down list
Example	Select Married

Payment

Payment group

You can assign employees to different payment groups. For example, all employees paid out of the same cash account can be assigned to the same payment group. Later, in Checks printing you can restrict the employees being paid to only those in a specific payment group.

Entering a payment group is optional. You can leave it blank.

Format	Three characters. Lower case is converted to upper case.
Example	Type ENG

Home department

Enter the employee's home department number. This field is optional.

The home department number is used in various payroll reports to give a breakdown of wages and deductions by department. You should not change an employee's home department number if the employee has a payroll entry on file.

The word department as used here has no connection with the cost center of your account number format. The default name of the cost center (or of one segment of it, if there are two) is indeed department, but the system does not validate whatever you enter here against Cost Centers.

Format	9999
Example	Type 247

W-2 ins premium

If you purchase group term life insurance for an employee and the coverage of this insurance exceeds an IRS specified limit enter the cost (premium) of the coverage in excess of the limit. This cost should be computed from a table provided by the IRS.

Although this cost is considered taxable wages paid to the employee, it is not subject to withholding for income tax purposes.

The amount entered here will be added to FWT gross and FICA gross on the employer's W-2 when it is printed or reported electronically. Refer to the Cost of group term ins above $50,000 (W-2 box 12C) field in the *Year-end* chapter.

If your state requires that you include the insurance premium to be added to the SWT gross, create an adjustment so that it adds the amount to the employees SWT gross. Then it will be reported on the W-2.

Format	999999.99
Example	Type 5000 to enter $5000.00 as the term insurance premium.

Distribute wages

Check the box if this employee's pay is distributed manually to G/L accounts. Otherwise, leave it unchecked.

The default appearing in this field depends upon what you answered to the question *Distribute wages* in *Control information*:

- If you answered Never distribute, this field defaults to unchecked.

- If you answered Always distribute, this field defaults to checked.
- If you answered Selectively distribute, there is no default

You can override the default if there is one.

In the Standard Payroll selection, entries are generated only for employees whose pay is not manually distributed.

If you answered Selectively distribute to Distribute wagesin Control information, a standard payroll entry is generated only if this field is unchecked.

Note	If you interface with Job Cost, you must check the box for all employees whose wages are to be distributed to jobs.

Format	Check box, checked is Yes and unchecked is No
Example	Select <Enter> to signify that this employee's pay is automatically distributed to the wage account on the employee's record.

Pension plan

Does this employee participate in a pension plan? Press the<Space bar> to check the box or press <Enter> to default to unchecked.

This information is required to correctly print the W-2 Form.

Format	Check box, checked is Yes and unchecked is No
Example	Selected the <Space bar> to check it

Can get tip CR

Are tip credits applicable to this employee? Select the space bar to get tip credit or press <Enter> to default no, does not get tip credit.

This field is allowed only if PR *Control information* specifies that meals and tips are used in the Payroll package. Otherwise, it is automatically skipped.

Tip credits are used for an employee who is being paid less than minimum wage and receives tips.

The tip credit is the difference between the employee's wage and the minimum wage.

If an employee works at different hourly wages, only the hourly wages that are below the minimum wage are used to calculate the tip credit.

Refer to the IRS Circular E booklet and the Federal Wage and Hour - Equal Pay law for more information on tips and tip credits.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

Dates

Hire date

Enter the date the employee was hired. This field is optional. The entry of a hire date is recommended if you are using magnetic media electronic W-2 reporting.

If PR *Control information* has the Enable Affordable Care Act functionality field checked, you must enter a hire date.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
<F7>	To access the date lookup in character mode. Click on the down arrow to open the calendar

Format	MMDDYY
Example	Type 70619

Review date

Enter the date the employee's performance and pay are next scheduled for review. This field is optional

Options

You have the following option:

<F7>	To access the date lookup in character mode. Click on the down arrow to open the calendar
<F4>	To select a date from the calendar lookup

Format	MMDDYY
Example	Type 80519

Last raise

Enter the date of the employee's last pay raise. This field is optional.

Options

You have the following option:

<F7>	To access the date lookup in character mode. Click on the down arrow to open the calendar
<F4>	To select a date from the calendar lookup

Format	MMDDYY
Example	Type 101519

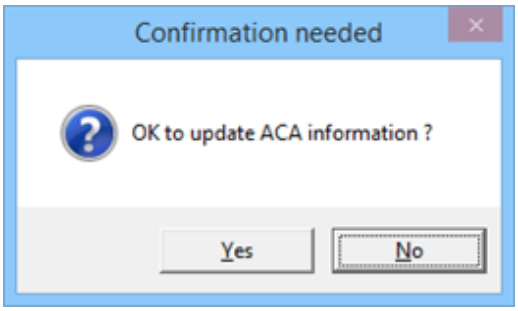
Terminated

Enter the employee's termination date. This field applies only for a terminated employee for whom payroll records are kept until both the Year-End Payroll and the Close a Year selections are run. When Close a year is run, there is an option to purge terminated employees. However, if the employee has at least one ACA record, the employee record will not be purged at year-end closing time.

Press <Enter> to skip this field if the employee is still working for the company.

Affordable Care Act Termination Question

If you are enabled to use the Affordable Care Act features and this employee has an ACA record, you will be asked this question:



If you select Yes and if there is data entered for the four sets of *Employee ACA info* month fields (ACA FT/PT status, Monthly offer of coverage codes, Employee contribution and Coverage/safe harbor codes) that match the current fiscal year, this data will be removed from the employee ACA information starting the month after the termination date.

You may print a check for the employee even after they stop working due to unused vacation time, if insurance is still being paid or other reasons, you may want to enter a termination date after you stop printing the last check for the employee.

If you select No, the employee's ACA information will not be affected.

Options

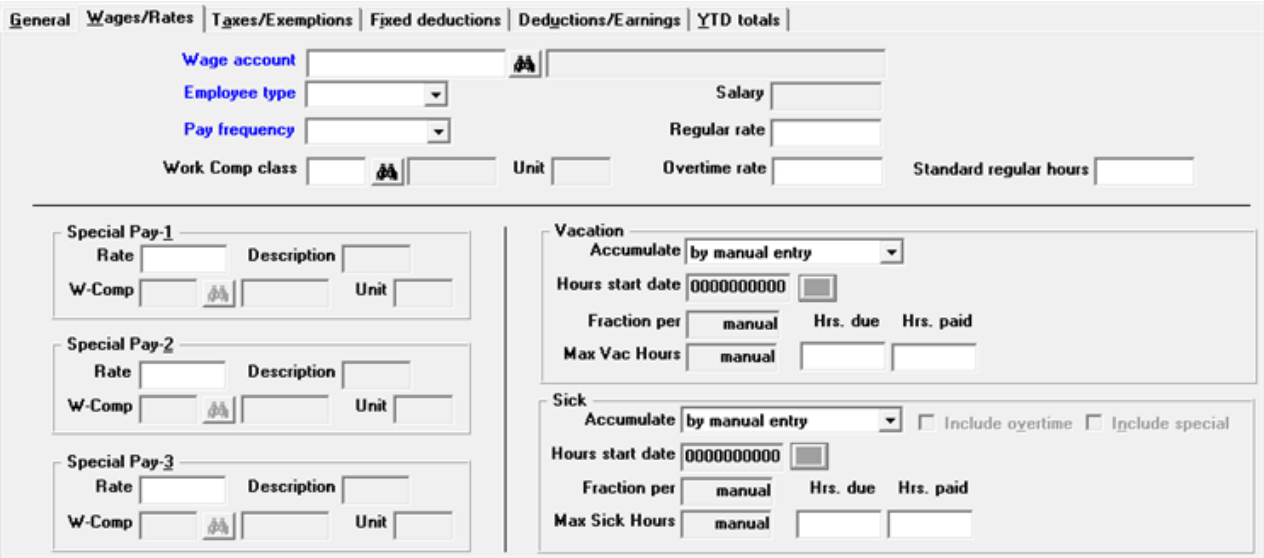
You have the following option:

<F7>	To access the date lookup in character mode. Click on the down arrow to open the calendar
<F4>	To select a date from the calendar lookup

Format	MMDDYY
Example	Press <Enter>

Wages/Rates

The Wages/Rates tab has the following fields:



Wage account

Enter the number of this employee's wage account.

The number entered here is used as a default when entering information in Time Worked and Adjustments for pay being distributed to various accounts.

In other contexts, the cost center (or one segment of it) assigned here can be used in combination with main and subaccount in the Tax Tables selection to create a composite account number for payroll deductions.

Assigning employee wages to a cost center causes these expenses to be distributed to that same cost center.

Format	Your standard account number format, as defined in *Company information*
Example	Enter account 6000-000

Employee type

Options

Specify the employee type. The three choices are:

Character	Graphical
H	Hourly
S	Salary
N	Non-Employee

An hourly employee is paid at an hourly rate. A salaried employee is paid an amount that depends on the employee's salary and pay frequency (Refer to the Pay frequency field).

Non-employees can also be considered vendors and paid through the Accounts Payable package. Both PBS Payroll and Accounts Payable can produce 1099-MISC reports for non-employees and specified vendors. Accounts Payable is more flexible as it provides tracking of multiple 1099 MISC types. Payroll only tracks non-employees. If both Accounts Payable and Payroll are used for the same EIN company, you may prefer to use Accounts Payable to produce your 1099-MISC forms. Do not use both modules.

Using character mode (Non-exempt) may display to the right of word *Salary*. For an explanation of Non-exempt, see the DOL Overtime Rule. The DOL Overtime rule is no longer in affect. However, you may use the feature to control your employees wages.

Format	One option from the drop list box
Example	Select `Salary`

Pay frequency

Options

Enter the pay frequency code for this employee. The choices are:

Daily (also called Miscellaneous by the IRS)

Weekly

Bi-Weekly

Semi-Monthly

Monthly

Quarterly

Withholding tax is calculated according to the employee's pay frequency.

Note	Do not change the pay frequency of an employee who has a payroll entry on file. If you do, the payroll still calculates the employee's original pay frequency. If you want to use a new pay frequency, delete the payroll entry, change the pay frequency and re-enter the payroll entry.

Format	Use the Arrow keys to select one option from the drop list box
Example	Select `Bi-weekly`

Work Comp class

Enter the deduction/earning code for the workers' compensation classification that applies to this employee.

This field is optional, but if present it must be an existing code in the *Deductions/Earnings* menu selection. Go to Workers' compensation Code section in the *Deductions and Earnings* chapter for information on entering a new code.

This function checks the *Rate basis* of the code you entered in Deductions/Earnings. If the *Rate basis* is *Percent on subject wages* the description displays, however, the Unit field is blank. If the *Rate basis* is *Work units* both the description and Unit fields allow an entry.

An entry in the Work Comp class field is required in order for the Workers' compensation Pay report to print data when grouping by Workers' compensation code. For more information on the Premium and Pay reports, see Workers' Compensation Reports in the *Employee Reports* chapter.

Format	Three characters
Example	Type `WC1`

Salary

Enter the employee's salary.

If the employee is not salaried, this field is automatically skipped.

If the employee is a Salary type, after you enter the salary amount, the amounts for regular rate, overtime rate, and special rate are automatically calculated and displayed, based on the pay frequency specified and the number of hours in the pay period.

DOL Overtime Rule

The DOL Overtime rule is no longer in affect. However, you may use the feature to control your employees wages.

To facilitate the Department or Labor Overtime Rule, covered under the Fair Labor Standards Act, warnings in the PBS Payroll software are provided when the software calculates that compliance may not be met for salaried employees. As they are only warnings, there are no restrictions in the

software as to how much you want to pay your salaried employees. If the employee's salary is under the yearly threshold, the words Non-exempt salaried display to the right of the Salary field. In character mode (Non-exempt) displays to the right of word *Salary* of the Emp type field. The *FLSA annual salary threshold* field in *Control information* determines the salary threshold. Warnings occur in other Payroll functions. For information on the functions that have these warnings, see the FLSA annual salary threshold field.

Format	99999999.99
Example	Type 1900

Regular rate

If the employee type entered in the Employee type field was H (hourly), or N (non-employee), enter the regular hourly pay rate for this employee.

If the employee type entered is S (salaried), the regular rate is calculated as the salary entered in the Salary field, divided by the number of hours in the employee's pay period.

(The pay frequency that defines the pay period was entered in Pay frequency field. The number of hours in the pay period was entered in the PR Control Information.)

Options

Enter the employee's regular rate or use the option:

<F2>	For the calculated rate shown (where applicable)

Overtime rate

If the Employee type entered is salaried, the overtime rate is automatically calculated and is equal to the Regular rate, times the Overtime pay factor specified in the *Control Information*.

If the Employee type is entered is Hourly or Non-employee, you can press <F2> to have the overtime rate calculated from the regular rate times the Overtime pay factor field entered in *Control information*.

Options

Enter the employee's overtime rate, or use the option:

<F2>	For the calculated rate shown (where applicable)

Format	99999.999
Example	Press <F2> to accept the calculated overtime rate.

Standard regular hours

This field cannot be entered for salaried employees.

If the Employee type is Hourly you can enter a standard number of hours regardless of the Pay frequency. This amount can be used in two ways:

- When standard payroll is run, the hours entered here become the Time worked Regular hours. If this field is left blank the Standard payroll program will create a Time worked record using the matching Pay frequency hours as entered in *Control information* as described with each Hourly payroll calculation field.
- When entering a new time worked regular pay record, if the employee has an amount other than zero in this field, there is an option to use these Standard regular hours. See the Regular field in the *Time Worked* chapter.

Format	9999.99
Example	Press <F2> to accept the calculated overtime rate.

Special Pay

Special pay 1

An employee can receive different pay for various work or different pay for various shifts. An employee can have up to three default special pay rates.

Options

Enter the employee's special rate, or use the option:

<F2>	For the calculated rate shown. This is the Regular rate multiplied by the special pay factor, specified in the Special pay factor field, in PR *Control information*.

Format	99999.999
Example	Press <F2> to accept the calculated rate.

Description 1

This field is skipped if the Rate is zero.

Enter a literal to identify the special rate, for *Example* ADMIN, WHRHS, DLVRY for administration, warehouse, and delivery, SHFT1, SHFT2, SHFT3 for shift 1, shift 2 and shift 3 or DOUBL for double rate.

Format	Five characters
Example	Type `ADMIN`

W-Comp

This field is skipped if the special rate is zero.

Each special pay rate is assigned a Workmans' compensation classification Refer to the Work Comp class field in this chapter, if you need additional information on Work Comp class.

This field is optional, but if present it must be an existing code in the *Deductions/Earnings* selection.

Format	Three characters
Example	Type WC2

Special pay 2

Description

W-Comp

The second special rate is entered the same as the first, except that no default rate is calculated and the <F2> option is not available.

Format	Refer to the Special pay 1 field
Example	Press <Enter> to default to zero

Special pay 3

Description

W-Comp

The third special rate is entered the same as the first, except that no default rate is calculated and the <F2> option is not available.

Format	Refer to the Special pay 1 field
Example	Press <Enter> to default to zero

Vacation and Sick Time

Accrued vacation and sick time is based on employee type, frequency and company policy. Employee type, salary or hourly, narrows your choice when selecting the accumulation frequency. Company policy will determine how many weeks, days or hours of vacation/sick time can be accrued and when the accrual starts.

When you set up the *Fraction per* take the total hours to be accrued for the year and divide by the number of paychecks in a pay frequency or the number of paid hours in a year if using hourly. If time periods were selected then divide the annual hours to be accrued by the number of periods in the year.

If paying hourly regardless of frequency and accruing on the basis of hours worked, the hours to be accrued will be based on company policy and not just the standard 2080 hours per year. The system will take the fraction entered and multiply it by hours worked per the pay period. For sick time, hours worked and optionally overtime and special pay hours can be paid as the base. Holiday hours is

never used for sick time. For vacation time, this is hours worked, *not* holiday hours vacation or sick hours paid as the base. The distinction is important because your first calculation could be based on the standard hours per year of 2080. If company policy allows two weeks per year and in a subsequent year an employee is paid for seven holidays, ten sick days and two weeks vacation he would only accrue 71.69 hours of vacation because the employee only worked 1864 hours. The 1864 hours is the standard year less holiday, sick and vacation time paid.

Salaried employees are a little more straightforward in the calculation. Hours to be accrued annually divided by paychecks in a pay frequency yields the number to be used in *fraction per*. For example: three weeks of vacation to be accrued, 120 hours divided by 26 for a bi-weekly employee, would be 4.6154 hours per pay period regardless of any holiday, vacation or sick time paid.

Vacation

Accumulate

Enter the rate by which the employee will accrue vacation time during each pay period.

The options are:

Character	Graphical
P	per pay frequency
H	per hour worked
M	per month worked
Q	per quarter worked
T	per third-of-year worked
S	per half year worked
X	by manual entry *
Y	per year worked

* If the *by manual entry* type is selected:

- The *Hours start date*, *Fraction per* and *Max vac hours* fields cannot be entered.
- You will have to update the Hrs. due (Vacation) time manually or enter vacation hours due in time worked.

Format	Character mode: Enter a letter from the list above Graphical mode: Use arrow keys to select an option from the drop down list
Example	Select Per pay frequency

Hours start date

Enter the date on which to start accruing vacation hours for this employee.

If you enter a number of hours to be accrued in Time Worked or *Adjustments*, when the pay period ending date is before the date entered here, you are warned that vacation hours should not be accrued for this employee.

This date will change or not change according to these rules:

- When using a pay frequency of either per pay period, per hour worked or by manual entry, this field is only changed by manual entry.
- If the pay frequency is either per month worked, per quarter worked, per third of a year worked, per half year worked or per year worked, this date is updated according to the frequency period when posting a check for this employee if the current *Hours start date* is less than the *Pay period ending date*.

  For example, if the frequency is *per month worked* and the *Pay period ending date* is 10/15/19 and the *Hours start date* is 09/20/19 the program will change this date to 10/20/19 during posting and the vacation hours are accumulated. If the *Hours start date* is after 10/15/19 the vacation hours will not be accumulated and this date will not be updated.

Format	MMDDYY
Example	Type `10119`

Fraction per

This field automatically displays the accumulate frequency method selected above, (for example, Fraction per hour or Fraction per six mo).

Enter the accrual rate.

Format	999.99999
Example	Type `.03846`

Max vac hours

Options

Enter the maximum number of vacation hours which the employee is allowed to accrue, or use the option:

<F2>	For Unlimited vacation hours

Format	999.999
Example	Type `80`

Hrs. due (Vacation)

When setting up your Payroll system for the first time, you would normally set this field to zero for each employee entered. Also enter zero here for each new employee added.

Enter the fields for accruing vacation time. Using character mode these fields are on the fifth screen.

Then when entering adjustments to set up your reporting from Payroll History, note the vacation time due and paid for each employee, and this field and the Hours paid will be updated automatically.

After setup, you can review these fields for each employee and make any adjustments needed.

Format	999.999-
Example	Type 35

Hrs. paid (Vacation)

This field contains the number of vacation hours paid so far this year to this employee. It is automatically updated when vacation hours are paid to the employee, either through Time Worked or Adjustments.

The only time you would enter this field is when you first install the Payroll system (in the middle of a year) or when you enter a manual correction to this field. You can press <Enter> to default to zero.

Format	999.999-
Example	Press <Enter>

Sick

Accumulate

Options

Enter the rate by which the employee will accrue time during each pay period.

If the manual entry type is selected the Sick hrs start date, Fraction per and Max sick fields can not be entered.

The options are:

Character	Graphical
P	per pay frequency
H	per hour worked
M	per month worked
Q	per quarter worked
T	per third-of-year worked
S	per half year worked
X	by manual entry *
Y	per year worked

* When manual entry is selected, you will have to update the Hrs due (Sick) field manually or enter sick hours in time worked.

Format	Use arrow keys to select an option from the Drop down list
Example	Select Per pay frequency

For all accumulate frequencies you may accrue sick time for regular hours. For the *per hour worked* frequency you may also accrue sick time with overtime and special pay hours. In character mode, after entering H for per hour worked, the following window displays:

```
Worked hours definition
Included Worked hours A

R = Regular only
O = Regular & Overtime
S = Regular & Special
A = Regular, Overtime & Special
```

Enter R to accrue sick time on Regular pay hours only. Enter O to accrue sick time on Regular and Overtime hours. Enter S to accrue sick time on Regular and Special hours. Enter A to accrue sick time on Regular, Overtime and Special hours.

Using graphical mode, if you select *per hour worked* for the *Accumulate* field, you may enter the following fields:

Include overtime

This field is only available if you select *per hour worked* for the *Accumulate* field.

Check this box if you want to include overtime hours in the calculation when accruing sick hours.

Include special

This field is only available if you select *per hour worked* for the *Accumulate* field.

Check this box if you want to include special pay hours in the calculation when accruing sick hours.

Hours start date

Enter the date on which to start accruing sick hours for this employee.

If you enter a number of hours to be accrued in *Time worked* or *Adjustments* when the pay period ending date is before the date entered here, you are warned that sick hours should not be accrued for this employee.

This date will not change or change according to these rules:

- When using a pay frequency of either per pay period, per hour worked or by manual entry, this field is only changed by manual entry.
- If the pay frequency is either per month worked, per quarter worked, per third of a year worked, per half year worked or per year worked, this date is updated according to the frequency period when posting a check for this employee if the current *Hours start date* is less than the *Pay period ending date*.

  For example, if the frequency is *per month worked* and the *Pay period ending date* is 10/15/19 and the *Hours start date* is 09/20/19 the program will change this date to 10/20/19 during posting and the vacation hours are accumulated. If the *Hours start date* is after 10/15/19 the sick hours will not be accumulated and this date will not be updated.

Format	MMDDYY
Example	Type `10119`

Fraction per

This field automatically displays the accumulate frequency method selected above, (for example, Fract per hour or Fract per six mo).

Enter the accrual rate.

Format	9999.99999
Example	Type `.03846`

Max sick hours

Options

Enter the maximum number of sick hours which the employee is allowed to accrue or use the option:

<F2>	For Unlimited sick hours

Format	999.999
Example	Press <F2>

Hrs due (Sick)

When setting up your Payroll system for the first time, you would normally set this field to zero for each employee entered. Also enter zero here for each new employee added.

Enter the fields for accruing sick time. Using character mode these fields are on the fifth screen.

When sick hours are taken by the employee, the amount in this field is reduced when you enter the hours taken using Time Worked or Adjustments.

Then when entering *Adjustments* to set up your Payroll History, note the sick time paid and due for each employee, and this field will be updated automatically.

After setup, you can review this field for each employee and make any adjustments needed.

Format	9999.999-
Example	Type 30

Hrs. paid (Sick)

This field contains the number of sick hours paid so far this year to this employee. It is automatically updated when sick hours are paid to the employee through Time Worked.

The only time you would enter this field is when you first install the package (in the middle of a year) or when you enter a manual correction to this field. You can press <Enter> to default to zero.

Format	9999.999-
Example	Press <Enter>

Options

You can also enter one of the following from the Options menu:

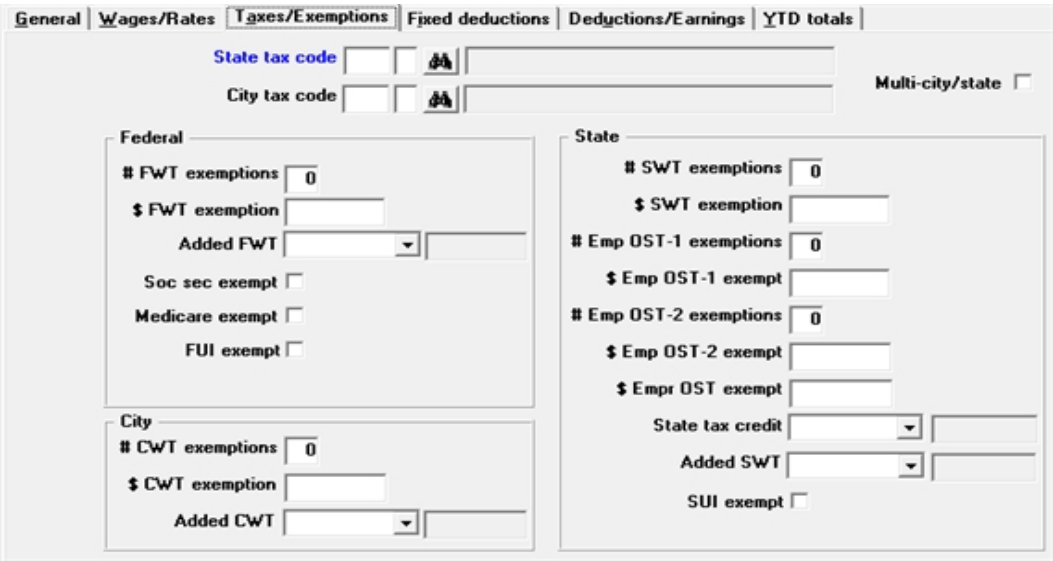
Extended information	To enter extended information
Employee notes	To enter notes
Multi-city/state detail	To enter multi-city / state detail. In order for this selection to be available, on the Taxes/Exemptions tab you must have indicated that this employee will be taxed by multiple states or cities.
Direct deposits	To enter direct deposits. In order for this selection to be available, on the General tab you must have indicated that this employee will be paid via direct deposit and in Control information you must indicate that this system is using and Electronic payment direct deposit type.

If you press <Enter> with this field blank the next tab displays.

Taxes/Exemptions

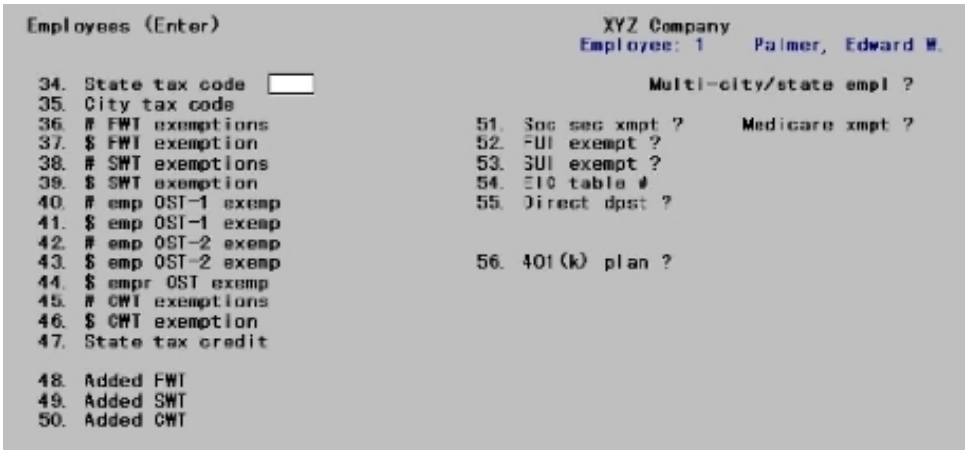
Graphical Mode

This tab provides fields for entry of the taxes and exemptions:



Character Mode

The third screen lets you enter state and city tax information for employees.



State tax code

You must have at least one state tax code entry or you cannot complete the entry of the employee. See the State Tax Codes section in the *Tax Tables* chapter.

Enter the state tax code that applies to this employee. This field is entered in two parts, just as in the *Tax tables* selection, and must already be on file in that selection.

Format	Two characters (for the state) One character (for the table)
Example	Type CA and then type M

Multi-city/state

If this employee is subject to taxation by more than one state and/or by more than one city, check the box here. For instance, this might happen to employees who live in one state but work in another.

Home state and work state designations relate to the field SUI reporting method as defined in the SUI reporting method field in Control information. The first state you enter in the State tax code field is considered the home state. The work state is determined by what state is entered in the State field in *Time worked*.

Further particulars can then be entered for this employee.

Format	Check box , either checked for Yes or unchecked for No.
Example	Select Enter for the default of unchecked

City tax code

Enter the city tax code that applies to this employee, similarly to the state tax code. If a city code is not used, skip this field by pressing <Enter>.

Format	Two characters (for the city) One character (for the table)
Example	Press <Enter>

Entering Exemptions

The following fields allow you to enter the number of exemptions claimed by the employee and an additional dollar amount.

The number of exemptions is multiplied by the annual withholding allowance you entered in the federal, state, or city tax table. Then the dollar amount of the exemption (entered here) is added to give the total allowance.

By entering both fields, complicated state and city tax situations can be handled. For most states or cities you have to enter only one of these.

Currently, federal withholding requires the number of exemptions only.

When entering the number of exemptions, up to two digits are allowed. If you enter 99 exemptions, this means that the withholding tax calculations are not to be made.

When an employee has 99 exemptions, the only tax that is withheld is that specified as an added tax amount. Refer to the discussion of added withholding tax following in the State tax credit field.

Federal exemptions

FWT Exemptions

Enter the number of federal withholding tax (FWT) exemptions claimed by this employee, or press <Enter> to default to zero.

Format	99
Example	Type 4

$ FWT Exemption

Enter an additional dollar amount, if needed.

Format	99999.99-
Example	Press <Enter> to skip this field.

Added FWT

An additional amount may be withheld from the paycheck, at the employee's request, over and above the calculated amount of the tax.

There are three ways of entering this information.

- As a percent of the taxable gross pay that is to be added. The caption displayed is percent.
- As a flat dollar amount. The caption displayed is amount. It is treated as the amount of additional tax withheld per pay period. You can enter up to 7 figures including 2 decimal places.
- As a surcharge. The percent of the calculated tax is added to the calculated tax to arrive at a final tax amount. The caption displayed is surcharge %.

If 99 exemptions were entered for a particular withholding type, no tax will be withheld per pay period, other than what is specified for its corresponding added tax amount here. Refer to the Entering Exemptions section for more information.

For example, if there are 99 exemptions for federal withholding, all that is withheld per pay period is the added FWT amount in dollars entered here.

Enter the additional federal tax to be withheld.

Format	99999.99 (amount) 99.99 (percent and surcharge %)
Example	Press <Enter> to default to zero

Options

<Arrows>	To select one of the three methods of data entry described above

Soc sec exempt

Is this employee exempt from paying social security taxes? If you check the box, the payroll calculation does not withhold social security tax for the employee, nor is any employer social security liability calculated for this employee.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter> for the default of No

Medicare exempt

Is this employee exempt from paying medicare taxes? If you check the box, the payroll calculation does not withhold medicare tax for the employee, nor is any employer medicare liability calculated for this employee.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter> for the default of unchecked

FUI exempt

Is this employee exempt from the federal unemployment insurance (FUI) tax usually paid by the employer? If you check the box, the employer's FUI tax liability for this employee is zero.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter> for the default of unchecked

Primary state exemptions

SWT Exemptions

Enter the number of state withholding tax (SWT) exemptions claimed by this employee, or press <Enter> to default to zero.

Format	99
Example	Press <Enter>

$ SWT Exemption

Enter an additional dollar amount, if needed.

Format	99999.99-
Example	Type 2580

Other state Exemptions

The following five fields are used to enter exemptions for OST (other state tax). Refer to the discussion of the types of OST provided for in PBS Payroll at the beginning of the Deductions and Earnings chapter.

Emp OST-1 Exemptions

Enter the number of exemptions for employee OST-1.

Format	99
Example	Press <Enter>

$ Emp OST-1 exemp

Enter an additional dollar amount, if needed.

Format	99999.99-
Example	Press <Enter>

Emp OST-2 exemptions

Enter the number of exemptions for employee OST-2.

Format	99
Example	Press <Enter>

$ Emp OST-2 exemp

Enter an additional dollar amount, if needed.

Format	99999.99-
Example	Press <Enter>

$ Empr OST exemp

If there is an exemption amount for employer OST enter the amount of the exemption here.

Format	99999.99-
Example	Press <Enter>

Added SWT

An additional amount may be withheld from the paycheck, at the employee's request, over and above the calculated amount of the tax.

There are three ways of entering this information.

- As a percent of the taxable gross pay that is to be added. The caption displayed is percent.
- As a flat dollar amount. The caption displayed is amount. It is treated as the amount of additional tax withheld per pay period. You can enter up to 7 figures including 2 decimal places.
- As a surcharge. The percent of the calculated tax is added to the calculated tax to arrive at a final tax amount. The caption displayed is surcharge %.

Enter the additional state tax to be withheld.

Format	99999.99 (amount) 99.99 (percent and surcharge %)
Example	Press <Enter> to default to zero

Options

<Arrows>	To move between the three methods of data entry described above

If the employee's state tax code specifies a gross wage cut-off amount, this percent is calculated on only the taxable gross pay over the cut-off amount.

Note	A negative amount or percent reduces the tax amount.

State tax credit

Enter the annual dollar amount of the tax credit for which this employee is eligible, or use the option:

Character	Graphical	Description
<F2>	<Arrows>	To toggle between entering an annual amount for the credit or a percentage rate used to calculate the tax credit.

If a percent is entered, the amount of the credit calculated and deducted before Added SWT field is added into the tax amount.

Format	99999.99- (annual amount) 999.99- (percentage rate)
Example	Type 64

A tax credit is an amount that is deducted from the calculated tax. Added SWT field is added into the tax amount after the credit is taken.

Not all states allow for a tax credit, so you don't need to enter an amount here if it is not applicable to your state.

SUI Exempt

Is this employee exempt from the state unemployment tax normally paid by the employer? If you check the box, there is no SUI tax liability calculated for this employee.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter> for the default of unchecked

City Exemptions

The following fields are used to enter exemptions for city tax.

CWT Exemptions

Enter the number of exemptions that apply for city withholding tax (CWT) or press <Enter> to default to zero.

Format	99
Example	Press <Enter>

$ CWT Exemption

Enter the annual dollar amount of the city withholding tax exemption or press <Enter> to default to zero.

Format	99999.99-
Example	Press <Enter>

Added CWT

An additional amount may be withheld from the paycheck, at the employee's request, over and above the calculated amount of the tax.

There are three ways of entering this information.

- As a percent of the taxable gross pay that is to be added. The caption displayed is percent.
- As a flat dollar amount. The caption displayed is amount. It is treated as the amount of additional tax withheld per pay period. You can enter up to 7 figures including 2 decimal places.
- As a surcharge. The percent of the calculated tax is added to the calculated tax to arrive at a final tax amount. The caption displayed is surcharge %.

Enter the additional city tax to be withheld.

If the employee's city tax code specifies a gross wage cut-off amount, this percent is calculated on only the taxable gross pay under the cut-off amount.

Format	99999.99 (amount) 99.99 (percent and surcharge %)
Example	Press <Enter> to default to zero.

Options

<Arrows>	To select one of the three methods additional amounts to be withheld as described above

Direct Deposit

The Direct deposit field is not available for entry if you opted for no direct deposit in Payroll *Control information*. It is available if either the **Report Only Method** or **Electronic Payment Method** has been specified.

The order in which you enter the fields and number of direct deposit fields will vary depending on if you selected the Electronic Payment Method or the Report Only Method.

Format	Check box, checked indicates the employee is paid via direct deposit and unchecked employee is not being paid via direct deposit
Example	Select <Space bar> for `Check mark`

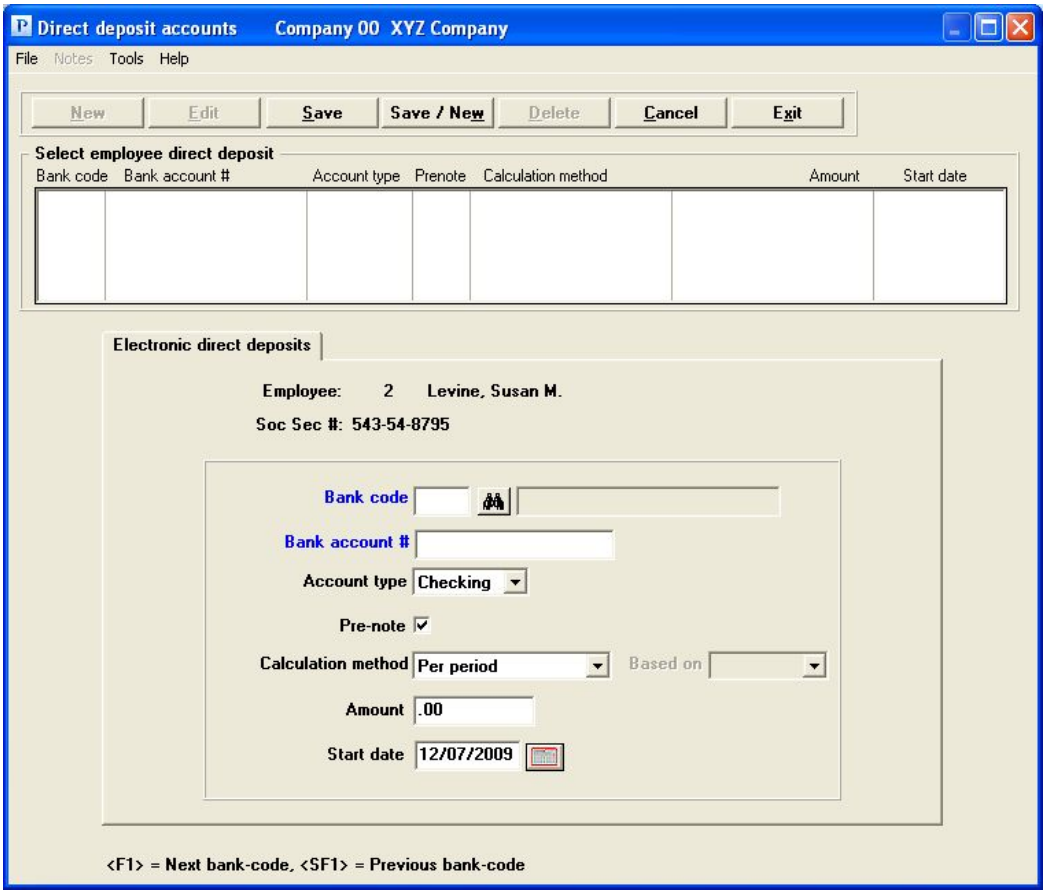
Electronic Payment Method

These options are only available if you selected **Electronic payment** method.

See Character mode if that applies.

Graphical Mode

If you selected Checked the box, you may enter the direct deposit accounts. To enter the accounts select *Direct deposits* from the *Options* menu. A screen displays that looks like the following:



If you have not entered any accounts, the screen will display like above.

If you have entered some accounts, they display in the list box at the top of the screen. The details for the first account displays in the fields below.

You may enter up to 15 bank accounts per employee.

In the list box you have the following options to locate an existing employee:

<F1> or <Down arrow>	For the next account on file
<SF1> or <Up arrow>	For the previous account on file
<Page Down>	For the next group of accounts
<Page Up>	For the previous group of accounts
<End>	For last account
<Home>	For first account

You may select a button for editing, deleting or adding a new account:

New	To enter a new account
Delete	To delete the account selected in the list box
Edit	To edit the account selected in the list box
Save	To save a new account or changes to an edited account
Save/New	Same as Save button plus the New button
Cancel	To cancel adding or editing an account
Exit	To exit the screen. You may also use the <Esc> key

Character mode

In character mode you must select field 55. Then a screen like the following displays:

```
Direct deposit accounts                          XYZ Company
Employee # 1              Name Palmer, Edward W.          Soc sec # 415-59-6091

    Bank    Bank name         Bank account #   Acct Pre- Calc Ded amt/   Start
    Code                                       Type Note Meth Percent    Date

 1.
 2.
 3.
 4.
 5.
 6.
 7.
 8.
 9.
10.
11.
12.
13.
14.
15.
  <F1> = Next bank-code, <SF1> = Prev bank-code, <Esc> = finish
Field number to change ?  1
```

The second line displays the employee number, name and social security number. These fields are display-only and are not editable.

You may enter up to 15 bank accounts per employee.

If you are entering direct deposit accounts for the first time for this employee, the cursor will be on the **Bank code** field when this screen displays. If bank accounts have previously been entered for this employee the cursor will be at **Field number to change ?**.

You may also enter notes for each employee's group of bank accounts.

Enter the following **Electronic payment** Direct Deposit fields:

Bank code

If you are using the **Electronic payment** method, you may then enter this field. The bank code is where the bank information has been entered. This record includes the bank name and routing

number.

Options

You can also use one of the following options:

<F1>	For the next bank code on file.
<SF1>	For the previous bank code on file.
<F3>	To delete this bank account line. This option is only available if you have entered the bank account previously.

Format	4 characters
Example	MNH

Bank name

This is a display-only field that displays the Bank code name.

Bank account

Enter the employee's bank account number. This will appear on the Direct Deposit Register and will be written to the ACH file.

Format	17 characters
Example	999999999

Account type

The account type field designates the type of banking account. Select Checking or Savings.

The account type is written in the Direct Deposit ACH file.

Format	Drop list
Example	Savings

Pre-note

This is the Pre-notification field and is used to determine if the employee bank account has a pre-notification or normal status. Check the box (yes) for pre-notification status or leave it unchecked (no) for normal Direct Deposit ACH status.

A Pre-notification status means that checks will be written normally, and when the ACH file is generated it will include the employee bank account with a zero dollar amount to deposit along with the bank routing number and bank account information. This file is sent to your bank to verify the employee’s bank routing number and bank account. Once this verification is done, the bank will

notify you and you can then remove the Pre-notification status. Following the removal of the pre-notification status, when payroll checks are run, the ACH file will be generated with the designated payment amount as per a normal Direct Deposit check run.

Format	Check box, checked means Yes and unchecked is No
Example	<Space bar> for check mark

Note	The initial setup of direct deposit, or any subsequent changes to the fields on this screen, initiates a pre-notification setting for the employee bank account. Overriding is not recommended. When you have pre-notification records for any employee you can either print checks with pre-notification records as part of the ACH file or you can run the Pre-note ACH File and Report PBS Payroll utility. This special utility is intended for reporting pre-notification employee bank accounts only. It also provides a feature that allows you to change the status of employee bank accounts from pre-notification to normal.

Calculation method

This is the calculation method for the account.

Options

There are four options for this field.

Per hour	As a rate per hour
Percent	As a percentage of the gross or net. See Based on field below
Pay period	As a flat dollar amount per pay period
Balance of check	For the balance of the check

Format	Drop down list with the options from above
Example	Balance of check

What you enter in this field relates to amounts entered in the next field.

The bank accounts on this screen are automatically sorted by the calculation method number. However, the new sorting will not display until you exit this screen and return to view the data later.

You are only allowed to enter one **Balance of the check** type per employee.

Based on

If you are not using a percentage Calculation method for this account you will not be able to enter this field.

If you are using a percentage, enter the percentage type. The percentage type can either be based on the Gross pay or the Net pay for the employee accounts.

Format	Drop down list with the options from above
Example	Not used in this example

Amount

Enter the amount to be directly deposited. If the balance of the paycheck is selected on the previous field you can not enter this field and a check is printed for $0.00. This check is marked as Void. The check is printed so that you can give the stub to the employee.

If you change the Calculation method field any amount previously entered in this field will be deleted.

Format	9999999.99 (for dollar amount) 99.99 (for percent) 99999.99 (for rate)
Example	Press <F2>

Start date

Enter the date when the ACH direct deposit process is started for this employee's bank account.

This field is used when you run the Pre-note ACH File and Report utility. You can automatically update the pre-notification status from pre-note to normal based on the date entered in the utility **Cut-off date** field. If this date is before the cut-off date, the status is changed.

Format	MMDDYY
Example	Type 70607

Note	If you are using PBS Check Reconciliation, during the transfer of checks, direct deposit net pay amounts are transferred as a direct deposit ACH type and not a check type. There is a transaction number, rather than check number, associated with the ACH direct deposit payment. The transaction number is incremented based on an entry for the corresponding Cash account.

Report Only Method

Description

The following options are available if you selected the Report only method for direct deposit in Payroll *Control information*.

(1 or 2 Options)	The available options depend on the entry in Direct Deposit Settings direct deposit description fields. Enter the first option to deposit all or part of this employee's pay. (The second option is only available if you have entered more than one direct deposit account with description in *Control information*)

Format	Drop down list
Example	Does not happen with this example

Type/amount

Enter the amount to be directly deposited. There are four ways of doing so:

per period	As a flat dollar amount per pay period
percent	As a percent of the gross
per hour	As a rate per hour
Balance of check	For the balance of the net check

Initially the per period method is assumed.

If *Balance of check* is used, a check is printed for $0.00. This check is marked as Void. The check is printed so that you can give the stub to the employee.

If you are using PBS Check Reconciliation, the void check is transferred to Check Reconciliation along with other payroll checks when you run *Transfer checks/deposits* in the Check Reconciliation module.

Format	99999.99 (for dollar amount) 99.99 (for percent) 99999.99 (for rate)
Example	Press <F2>

Bank acct

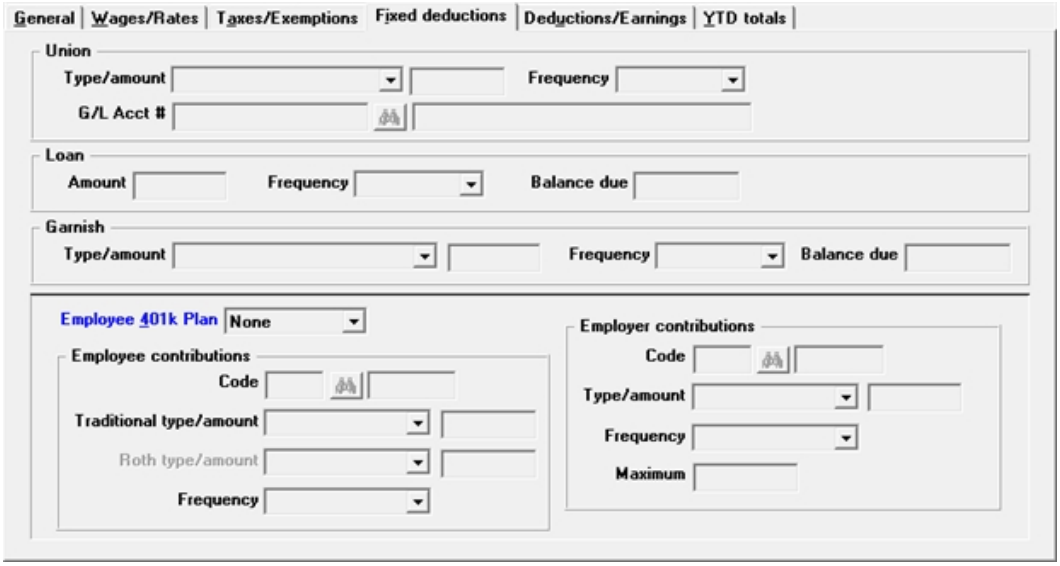
This field displays only if direct deposit has been specified in *Control information* as the report only method. A bank account number cannot be entered if you have unchecked the Direct Deposit field.

Otherwise, enter the employee's bank account number. This will appear on the Direct Deposit Register.

Format	17 characters if Electronic payment direct deposit method and 20 if Report only.
Example	999999999

Fixed Deductions

This tab provides fields for the fixed deductions entries:



Deduction Frequencies

Each of the deductions below requires a frequency. You can enter any valid pay frequency. The default is the pay frequency already specified for this employee. If the frequency of a deduction or earning entered on this screen is specified as more frequent than the employee's pay frequency, the deduction or earning is applied to the employee's pay only when the employee is paid.

Here's an illustration of deduction frequencies. Company ABC Inc. has employees in each of the pay frequency categories (D = Daily, W = Weekly, B = Bi-monthly, S = Semi-monthly, M = Monthly, Q = Quarterly). March 1st is the beginning of the current quarter.

The following table gives an example of how ABC Inc. uses the frequencies to process deductions for each of their pay periods. Monthly employees are paid on the first day of the month and semi-monthly employees are paid on the first and fifteenth day of each month. Weekly and bi-weekly employees are paid on Mondays.

Pay Period Ending Dates	Applicable Deduction/ Earning Frequencies
November 1, 2019	D, W, B, S, M, Q
November 8, 2019	D, W
November 15, 2019	D, W, B, S
November 22, 2019	D, W

Pay Period Ending Dates	Applicable Deduction/ Earning Frequencies
November 29, 2019	D, W, B
December 1, 2019	D, S, M
December 6, 2019	D, W
December 13, 2019	D, W, B
December 15, 2019	D, S
December 20, 2019	D, W
December 27, 2019	D, W, B
January 1, 2020	D, S, M

Union

When Calculate payroll is run a union deduction is taken regardless of whether other permanent deductions and earnings frequencies are selected. A union deduction is taken regardless of whether the pay is from regular, special, vacation or holiday hours.

Type/amount

For the *Type* field select either (blank), per period, percent or hour.

Format	Drop down list, select 1 or three options or leave it blank
Example	Press <Enter> to default to blank

For the *amount* field, enter the amount of deduction for union dues paid by this employee.

Format	9999.999 fixed amount per pay period 99.999 percentage of gross wages (regular pay, plus overtime pay, plus special pay) 9999.999 dollar amount per hour of work reported (for regular hours, vacation hours, overtime hours, and special hours)
Example	Not enterable in this example.

Frequency

If a union deduction is not entered, this field is skipped. These are the valid pay frequencies:

Daily

Weekly

Bi-Weekly

Semi-Monthly

Monthly

Quarterly

Enter a pay frequency or use the option:

<Enter>	To use the employee's pay frequency specified in Pay frequency field.

Format	Drop down list
Example	Not enterable in this example.

Union G/L account

If no union deduction was entered, this field is skipped. Otherwise, enter the number of the G/L account that union deductions are posted.

Format	Your standard account number format, as defined in *Company information*
Example	Not enterable in this example.

Loan

Amount

Enter the amount deducted for repayment of a loan. The loan may be owed to the employer, or the employer may be collecting it for a credit union affiliated with the company.

You can press <Enter> to default to zero.

Format	99999.99
Example	Press <Enter>

Frequency

If no loan deduction is entered, this field is skipped.

The frequency must be one of the valid pay frequencies:

Daily, Weekly, Bi-weekly, Semi-monthly, Monthly, or Quarterly.

Options

Enter the pay frequency or use the option:

<Enter>	To use the pay frequency specified for this employee in the Pay frequency Field.

Format	Drop down list
Example	Press <Enter>

Balance due

If no loan deduction is entered, this field is skipped and set to zero.

Enter the balance due on the loan.

When a loan deduction is made from the employee's pay, either through the *Time worked* or the *Adjustments* selection, the balance due is automatically adjusted by the amount of the deduction.

Format	999999.99-

If a zero balance due is entered, you are asked, *Balance due is $0.0 — is this OK?*. Respond Y to confirm, or N if this is an error.

Garnish

Type/amount

For the *Type* field select either (blank), per period, percent of gross, or percent of net.

Format	Drop down list, select 1 of three options or leave it blank
Example	Press <Enter> to default to blank

For the *amount* field, enter the amount of any garnishment deduction from the employee's pay.

Format	9999.999 fixed amount per pay period 99.99 percentage of gross pay 99.99 percentage of net pay after taxes
Example	Not enterable in this example.

Frequency

If the amount entered for garnish deduction was zero, this field is skipped.

This is the frequency at which the garnish deduction is taken. The frequency entered consists of one letter and must be one of the valid pay frequencies for the Payroll package:

Daily, Weekly, Bi-weekly, Semi-monthly, Monthly, or Quarterly.

Enter the frequency or use the option:

<Enter>	To use the employee's pay frequency specified in the Pay frequency field.

Format	Drop down list
Example	Since no garnish type was selected for this employee, this field is skipped.

Balance due

If the garnish deduction was entered as zero, this field is skipped. Otherwise, enter the balance due for which the employee's pay is being garnished.

The balance due is automatically adjusted whenever a garnish deduction is made through either the *Time worked* selection or the *Adjustments* selection.

Format	999999.99
Example	Since no garnish type was selected for this employee, this field is skipped.

If a zero balance due is entered, you are asked, *Balance due is $0.0 — is this OK?*. Respond Y to confirm, or N if this is an error.

If there is a zero balance due, no garnishment is deducted from the employee's pay when calculating time worked; even if you entered a type, amount and frequency.

Employee 401(k)

The following fields and options enable an employer to deduct amounts from employee's pay for both regular 401(k) and Roth 401(k) plans. A regular 401(k) plan is a "before tax payroll deduction" while the Roth 401(k) plan option is an "after tax deduction". The former defers income tax until retirement when withdrawals from the plan are subject to income tax while the Roth plan withdrawals are not subject to income tax (including the capital gain portion). Also see 401(k) Plans

Reporting of 401(k) amounts may be done using the *401(k) contributions* report. See 401(k) Contributions Report section in the *Employee Reports* chapter. The Regular and Roth fields may also be specified and reported using the quarterly and annual reports.

Employee 401(k) plan

The entry you make in this field defines the employee's 401(k) status.

Options

Enter one of the following options:

Catch up plan	If the employee participates in a 401(k) plan and the employee is eligible for the 401(k) Catch Up provision
Yes	If the employee participates in a 401(k) plan but is NOT eligible for the 401(k) Catch Up provision
None	If the employee does not participate in a 401(k) plan at all

This extended amount will be limited by the sum of the normal 401(k) maximum plus the catch-up maximum as specified in the *Federal Tax Table*. See the *Max 401k deferral* field in the Federal Tax Code section of Tax Tables chapter for more information.

Format	One option above from the Drop down list
Example	Select None

Code

This field cannot be entered if you selected *None* for the *Employee 401k plan* field.

Otherwise, enter the code for the employee's contribution to this plan. This must have already been defined as a Type K entry (employee elective deferral code) in the Deductions and Earnings selection. See the 401(k) Elective deferral Code section of the *Deductions/Earnings* chapter.

The Deductions and Earnings chapter also explains how the traditional and Roth amounts are printed on checks and mailers.

Format	Three characters
Example	Since None was selected for the *Employee 401k Plan* type field, this field cannot be entered

Traditional type/amount

This field cannot be entered if you selected *None* for the *Employee 401k plan* field.

For the *Type* field select either (blank), per period, percent, or per hour.

If the employer is also contributing, enter the same type for both the Traditional and employer *Type* fields.

per period	As a flat dollar amount per pay period
percent	As a percent of the gross
per hour	As a rate per hour

In character mode use the <F1> key to cycle through the options of *per prd*, *percent* and *per hr*. The per period type is defaulted.

Format	Drop down list, select 1 or three options or leave it blank Character mode: Select the <F1> key to cycle through the options.
Example	Since None was selected for the *Employee 401k Plan* type field, this field cannot be entered

After selecting a type, you must enter the amount.

Format	99999.99 (for dollar amount) 99.99 (for percent) 99999.99 (for rate)
Example	Since no 401(k) type was selected for this employee, this field is skipped.

Roth type/amount

This field cannot be entered if you selected *None* for the *Employee 401k plan* field. Also, it cannot be entered if you did not check the *Roth opt* field for the selected *Employee 401k plan*.

For the *Type* field select either (blank), per period, percent, or per hour.

per period	As a flat dollar amount per pay period
percent	As a percent of the gross
per hour	As a rate per hour

In character mode use the <F1> key to cycle through the options of *per prd*, *percent* and *per hr*. The per period type is defaulted.

Format	Drop down list, select one of three options or leave it blank
Example	Since None was selected for the *Employee 401k Plan* type field, this field cannot be entered

After selecting a type, you must enter the amount.

Format	99999.99 (for dollar amount) 99.99 (for percent) 99999.99 (for rate)
Example	Since no Roth 401(k) type was selected for this employee, this field is skipped.

Note	The 401(k) deduction (both the Employee's deduction and Employer's co-pay) will be deducted when one of the pay frequencies selected during *Calculate* payroll matches the frequency of the employee's 401(k) contribution, specified in the next field. The 401 (k) frequency can be different from the employee's pay frequency; for example, the employee could be paid semi-monthly but the 401(k) could be taken out only monthly.

Frequency

This field cannot be entered if you selected None for the Employee 401(k) plan field.

Options

Otherwise, enter how often the accumulated 401(k) deduction is applied to this employee's pay. It must be one of the Payroll package's valid pay frequencies:

Daily, Weekly, Bi-weekly, Semi-monthly, Monthly, or Quarterly.

<Enter>	For the employee's pay frequency specified in the Pay frequency field

Format	Drop down list
Example	Since None was selected for the *Employee 401k Plan* type field, this field cannot be entered

Employer contributions

Code

This field cannot be entered if you unchecked the Employee 401(k) plan field.

Otherwise, if the employer provides a matching contribution to the 401(k) plan enter the code for the employer's portion of this plan. This must have already been defined as a *Employer matching contribution* deduction type in the Deductions and Earnings selection.

If no matching contribution is provided press <Enter>.

Format	Three characters
Example	Since None was selected for the *Employee 401k Plan* type field, this field cannot be entered

Type/amount

This field cannot be entered if you selected None for the Employee 401(k) plan field.

Otherwise, enter the employer's contribution. The mode of entry (amount, percent, or rate) must be the same for the employer as for the *Traditional* employee type, although the actual numeric values may be different for each.

Format	Drop down list, select one of the three options or leave it blank
Example	Since None was selected for the *Employee 401k Plan* type field, this field cannot be entered

In character mode use the <F1> key to cycle through the options of *per prd*, *percent* and *per hr*. The per period type is defaulted.

After selecting a type, you must enter the amount.

Format	99999.99 (for dollar amount) 99.99 (for percent) 99999.99 (for rate)
Example	Since no employer 401(k) type was selected for this employee, this field is skipped.

Maximum

This field cannot be entered if you selected None for the Employee 401(k) plan field.

Otherwise, enter the maximum annual amount for this employee of employer matching contribution to the 401(k) plan.

The employer maximum annual amount of contribution is based on IRS rules and regulations. Consult your tax guides to determine the maximum employer contribution.

Format	99999.99
Example	Since no employer 401(k) type was selected for this employee, this field is skipped.

Frequency

This field cannot be entered if you selected None for the Employee 401(k) plan field.

Otherwise, it is set automatically and is the same as the employee's 401(k) deduction frequency.

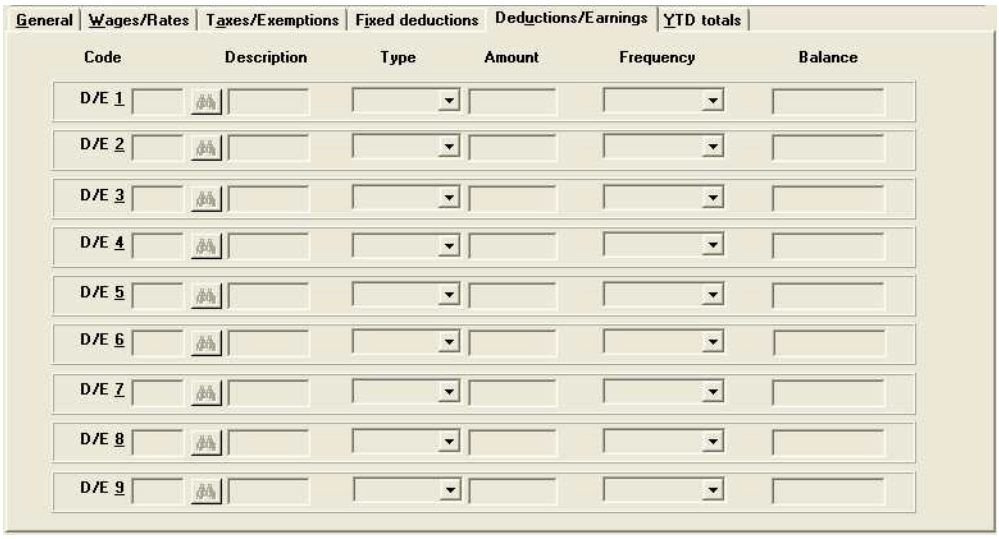
Options

You can also enter one of the following from the Options menu:

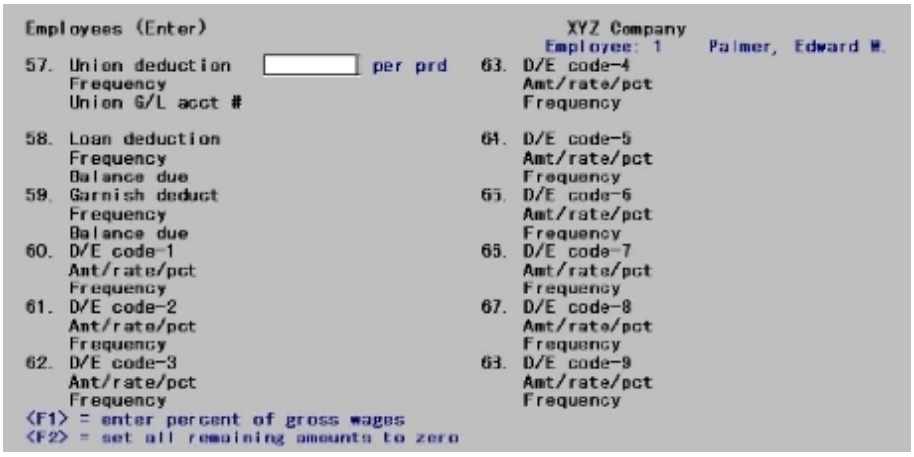
Extended information	To enter extended information
Employee notes	To enter notes
Multi-city/state detail	To enter multi-city / state detail. In order for this selection to be available, on the Taxes/Exemptions tab you must have indicated that this employee will be taxed by multiple states or cities.
Direct deposits	To enter direct deposits. In order for this selection to be available, on the General tab you must have indicated that this employee will be paid via direct deposit and in Control information you must indicate that this is an Electronic payment direct deposit type.

Deductions/Earnings

On this tab you enter the employee fixed deductions:



The third character screen lets you enter employee fixed and variable deductions/earnings.



Deductions/Earnings

The fields on this tab consist of nine groups of fields. Each group specifies a type of deduction or earning that is applied regularly to the employee's pay, the amount of the deduction or earning, and the frequency with which it is applied.

D/E 1 through 9

Enter the first deduction/earning code (D/E) for this employee. The code entered must exist in Deduction Codes. After you enter the code, the description of that D/E code from Deduction Codes displays.

If you press <Enter> for the D/E code, this field is skipped, the amount/rate/percent field is set to zero, and the frequency field is skipped.

The D/E codes entered here are for permanent deductions or earnings (deductions or earnings that are applied every pay period according to the deductions/earnings frequency entered).

D/E codes for meals, tips, supplemental earnings, or worker's compensation are not allowed here. The only codes allowed are type D for deductions, B for before-tax deductions, E for earnings, and X for special tax deductions.

Very irregular earnings or deductions should be entered using the *Time worked* selection.

Format	Three characters
Example	Type D1

Type/Amount

If this is a Type X deduction, the amount of the deduction is calculated automatically by *Calculate payroll* (based upon the rate or percent for that deduction), so this field is skipped.

Options

Otherwise, enter the dollar amount of the deduction, or use the option:

<F1>	In character mode, to toggle between taking the deduction as a fixed amount per pay period (the initial setting), as a percentage of the employee's taxable gross pay for the pay period, or as a rate per hour

Type field

Format	Drop down list with the choices of per period, percent and per hour
Example	Select per period

Amount field

Format	99999.99 fixed amount per period 99.99 percentage of gross pay 9999.999 rate per hour
Example	Type 10 to enter $10.00 as the deduction amount.

Frequency

Options

If <Enter> is pressed for D/E Code-1, this field is skipped. For type X deductions, the frequency is automatically set to the employee's pay frequency. Otherwise, enter the frequency with which the deduction/earning is applied to this employee's pay. It must be one of the Payroll package's valid pay frequencies: Daily, Weekly, Bi-weekly, Semi-monthly, Monthly, or Quarterly.

Format	Drop down list with the choices listed in the paragraph above. The default is the same as in the employee's pay frequency field
Example	Press <Enter>

Balance

Options

Enter the balance due or use the option:

<F2>	For Unlimited

Format	999999.99-
Example	Press <F2> Skip fields D/E 2 through D/E 9

If a zero balance due is entered, you are asked, *Balance due is $0.0 — is this OK?*. Respond Y to confirm, or N if this is an error.

D/E 8 through D/E 9

D/E 8 and 9 are reserved by the system for direct deposit and 401(k) plans respectively. If either of these features have been chosen for this employee, the corresponding field displays as Read-only field.

Note	Never enter or calculate deduction amounts that are greater than the amount of an employee's check. The system cannot calculate taxes on negative amounts.

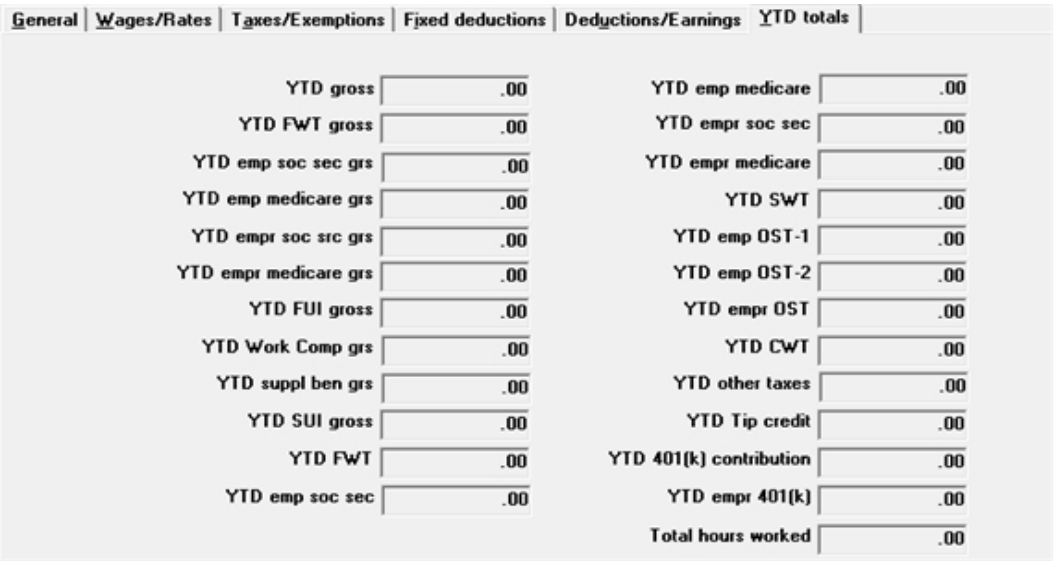
Options

You can also use one of the selections from the Options menu:

Extended information	To enter extended information
Employee notes	To enter notes
Multi-city/state detail	To enter multi-city / state detail. In order for this selection to be available, on the Taxes/Exemptions tab you must have indicated that this employee will be taxed by multiple states or cities.
Direct deposits	To enter direct deposits. In order for this selection to be available, on the General tab you must have indicated that this employee will be paid via direct deposit and in Control information you must indicate that this is an Electronic payment direct deposit type.

Year-To-Date Totals

The final tab displays as follows:



The final character screen displays as follows:

```
Employees (Enter)                                   XYZ Company
                                  Employee: 2131   Jones_Michael_

69. Vac accumulate code     X                 70. Sick accumulate code
    Vac hrs start date      (None)                Sick hrs start date  (None)
    Fract per               Manual                Fract per            Manual
    Max vac hrs             Manual                Max sick hrs         Manual
------------------------ Employee Year-to-date Totals -------------------------
71. YTD gross                 Accumulate frequencies                  icare
72. YTD FWT gross           P = per pay freq                          c sec
73. YTD emp soc sec grs     H = per hour worked                       dicare
74. YTD emp medicare gr     M = per month worked
75. YTD empr soc sec gr     Q = per quarter worked                    -1
76. YTD empr medicare g     T = per third-of-year worked              -2
77. YTD FUI gross           S = per half-year worked                  T
78. YTD Work Comp grs       X = manual entry
79. YTD suppl ben grs       Y = per year worked                       axes
80. YTD SUI gross                                                     dit
81. YTD FWT                                   93. YTD 401(k) contrib
                                              94. YTD empr 401(k)
82. YTD emp soc sec           95. Total hours worked
Enter an accummulation accrual code
```

This screen contains year-to-date (YTD) figures for earnings, deductions, withholding, etc.

Normally, a new employee would start off with zeros in all these fields. Also, at the beginning of a new calendar year, you normally set all YTD fields to zero through the Year-End Payroll selection.

These fields are protected from change when in change mode. For the meaning of this term, refer to the *System User documentation*. In add mode, the YTD figures can be entered — not for the benefit of new employees, but for convenience when initially installing PBS Payroll.

When payroll checks and adjustments are posted, the YTD fields in Employees are automatically updated.

These YTD fields are used to control cutoffs on the payroll calculations, and to print on the Payroll Register and check stub.

The quarter-to-date and year-to-date history information used to print the Quarterly Payroll Report and Year-End Payroll Report is maintained in a separate data sets and is updated only when adjustments or printed checks are posted.

If you install this package in mid-year, initially set these Employee's fields to zero. Adjustments should then be entered and posted for each employee's quarterly totals, in order to create accurate quarter-to-date and year-to-date history information.

YTD gross

Options

Enter the year-to-date gross wages, or use the option:

<F2>	To set all fields on the screen to zero, and move the cursor to *Field number to change ?*

Format	99999999.99-
Example	Press <F2> to set all fields to zero.

YTD FWT gross

Enter the year-to-date gross wages on which federal withholding tax was deducted.

Format	99999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD emp soc sec grs

Enter the year-to-date gross wages on which the employee portion of social security was calculated. The amount should not exceed the maximum social security wages entered in the Maximum social security wages field of *Tax tables* for federal taxes.

Format	9999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD emp medicare grs

Enter the year-to-date gross wages on which the employee portion of medicare was calculated. The amount should not exceed the federal tax field 22. Maximum medicare wages entered in *Tax tables*.

Format	9999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD empr soc sec grs

Enter the year-to-date gross wages on which the employer portion of social security was calculated. The amount should not exceed the maximum social security wages.

Format	9999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD empr medicare grs

Enter the year-to-date gross wages on which the employer portion of medicare was calculated. The amount should not exceed the maximum medicare wages.

Format	9999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD FUI gross

Enter the year-to-date gross wages on which the employer's contribution to federal unemployment insurance was calculated. The amount should not exceed the federal unemployment maximum wages entered in the Federal unemployment max wages field of *Tax tables* for federal taxes.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD Work Comp grs

Enter the year-to-date gross wages on which the employer's contribution to workers' compensation was calculated.

Format	99999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD suppl ben grs

Enter the year-to-date gross wages on which supplemental benefit contributions are calculated. The amount should not exceed the supplemental benefit maximum wages entered in the Supplemental benefit max wages field of *Tax tables* for state taxes.

Format	99999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD SUI gross

Enter the year-to-date gross wages on which the employer's contribution to state unemployment insurance was calculated. The amount should not exceed the SUI maximum wages entered in the Supplemental benefit max wages field of *Tax tables* for state taxes.

If you have specified Work state for SUI reporting method in *Control information*, the default value displayed in the YTD SUI gross field includes the employee's SUI amount for only the state previously entered in the State tax code field.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD FWT

Enter the year-to-date federal withholding tax.

Format	99999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD emp soc sec

Enter the year-to-date employee social security taxes withheld. The amount should not exceed the YTD maximum.

Format	99999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD emp medicare

Enter the year-to-date employee medicare taxes withheld. The amount should not exceed the YTD maximum.

Format	99999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD empr soc sec

Enter the year-to-date employer social security taxes. The amount should not exceed the YTD maximum.

Format	99999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD empr medicare

Enter the year-to-date employer medicare taxes. The amount should not exceed the YTD maximum.

Format	99999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

Note	The following five fields, year-to-date SWT through CWT, are cumulative of all states regardless of whether the SUI_reporting_method field of *Control information* is set to Home state or Work state.

YTD SWT

Enter the year-to-date state withholding tax.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD emp OST-1

Enter the year-to-date other state tax 1 withheld.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD emp OST-2

Enter the year-to-date other state tax 2 withheld.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD empr OST

Enter the year-to-date employer portion of other state tax.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD CWT

Enter the year-to-date city withholding tax.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD other taxes

Enter year-to-date other taxes.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD tip credit

If the control information field sets *Use meals and tips* to N, N/A will display.

Enter year-to-date tip credit.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD 401(k) deferral

If the control info field for 401k is set to N, N/A will display.

Enter year-to-date 401(k) elective deferrals.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

YTD empr 401(k)

If the control info field for 401k is set to N, N/A will display.

Enter year-to-date employer 401(k) matching contributions.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

Total hours worked

Enter the total number of hours worked since joining the company. This is the only field on the screen that is not year-to-date. It accumulates from one year to the next, unless you choose to set it to zero at year end using an option in the *Close a year* selection.

Format	999999.99-
Example	(automatically set to zero by the <F2> at the YTD gross field)

You can also use one of the selections from the Options menu:

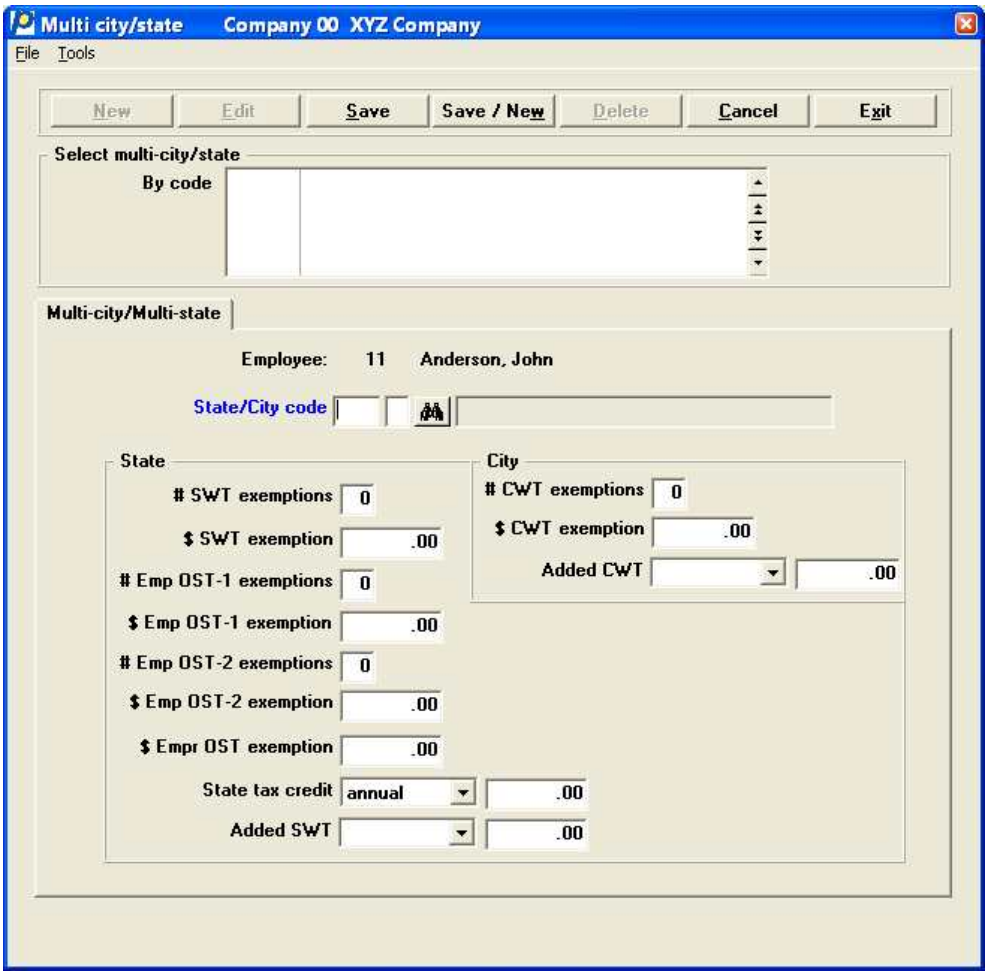
Extended information	To enter extended information
Employee notes	To enter notes
Multi-city/state detail	To enter multi-city / state detail. In order for this selection to be available, on the Taxes/Exemptions tab you must have indicated that this employee will be taxed by multiple states or cities.
Direct deposits	To enter direct deposits. In order for this selection to be available, on the General tab you must have indicated that this employee will be paid via direct deposit and in Control information you must indicate that this is an Electronic payment direct deposit type.

MULTI-CITY MULTI-STATE INFORMATION

There is little consistency in how different states and cities calculate their withholding taxes. To allow for these inconsistencies, an employee who works in many states may need many multi-city multi-state withholding information records.

If an employee is working in cities or states (referred to as work cities and work states) that have withholding requirements different from the employee's home city or home state, you may need to create multi-city multi-state records for each work city or work state in order to calculate the employee's withholding correctly. This is in addition to setting up the work city or work state withholding information using the Tax Tables.

If you select *multi-city multi-state information*, the following screen displays:



The fields on this screen correspond to Fields on the Taxes/Exemptions tab.

In character mode the following screen displays:

```
Employees (Enter)                                XYZ Company
Employee: 1      Palmer, Edward W.

        1. State/City tax code

        2. # SWT exemptions
        3. $ SWT exemption
        4. # emp OST-1 exemp
        5. $ emp OST-1 exemp
        6. # emp OST-2 exemp
        7. $ emp OST-2 exemp
        8. $ empr OST exemp
        9. # CWT exemptions
       10. $ CWT exemption
       11. State tax credit

       12. Added SWT
       13. Added CWT
<F1> = next record, <SF1> = previous record
```

You can work with new or existing tax code records. Enter the following information:

State/City code

Options

Enter the work city or work state tax code that applies to this employee. This field is entered in two parts, just as in the *Tax tables* selection.

<F1>	For the next multi-city multi-state entry for this employee
<SF1>	For the previous entry

Format	Two characters (for the state or city) One character (for the table)
Example	Type `MI` and then type `A`

If a state tax code is entered, you will not be allowed to enter information or make changes to the # CWT Exemptions, $ CWT Exemption and Added CWT fields. If a city tax code is entered, you will be allowed to enter information and make changes only to the CWT fields.

SWT exemptions

Enter the number of work state withholding tax (SWT) exemptions claimed by this employee, or press <Enter> to default to zero.

Format	99
Example	Press <Enter>

$ SWT exemption

Enter an additional dollar amount allowed by work state, if needed.

Format	99999.99-
Example	Type 2200

OST Exemptions

The following 5 fields are used to enter exemptions for OST (other state tax). Refer to the discussion of the types of OST provided for in PBS Payroll at the beginning of the Deductions and Earnings chapter.

Emp OST-1 exemptions

Enter the number of work state exemptions for employee OST-1, or press <Enter> to default to zero.

Format	99
Example	Press <Enter>

$ emp OST-1 exemption

Enter a work state additional dollar amount if needed.

Format	99999.99-
Example	Press <Enter>

emp OST-2 exemptions

Enter the number of work state exemptions for employee OST-2, or press <Enter> to default to zero.

Format	99
Example	Press <Enter>

$ emp OST-2 exemption

Enter a work state additional dollar amount if needed.

Format	99999.99-
Example	Press <Enter>

$ empr OST exemption

If there is a work state exemption amount for the employer OST enter the amount of the exemption here, otherwise press <Enter>.

Format	99999.99-
Example	Press <Enter>

State tax credit

Options

Enter the annual dollar amount of the work state tax credit for which this employee is eligible, or use the option:

<Arrows>	To select an annual amount for the credit, a percentage rate used to calculate the tax credit or a surcharge percentage. If a percent is entered, the amount of the credit calculated and deducted before Added SWT is added into the tax amount. The default is amount

Format	99999.99- (annual amount) 999.99- (percentage rate)
Example	Type 64

A tax credit is an amount that is deducted from the calculated tax. Added SWT is added into the tax amount after the credit is taken.

Not all states allow a tax credit, so you don't need to enter an amount here if it is not applicable to this work state.

Added SWT

Options

Enter the additional state tax to be withheld.

<Arrows>	To select one of the three methods of data entry described in the Additional amount to be withheld section

If the employee's state tax code specifies a gross wage cut-off amount, this percent is calculated only on the taxable gross pay over the cut-off amount.

Note	A negative amount or percent reduces the tax amount.

Format	99999.99 (amount) 99.99 (percent and surcharge %)
Example	Press <F2> and then type 5 to specify a bi-weekly increase in state withholding of $5.00.

CWT exemptions

Enter the number of exemptions that apply for work city withholding tax (CWT) or press <Enter> to default to zero.

Format	99
Example	Press <Enter>

$ CWT exemption

Enter the annual dollar amount of the work city withholding tax exemption or press <Enter> to default to zero.

Format	99999.99-
Example	Press <Enter>

Added CWT

Options

Enter the additional city tax to be withheld.

<F2>	To toggle between the three methods of data entry described in the Additional amount to be withheld section

If the employee's city tax code specifies a gross wage cut-off amount, this percent is calculated only on the taxable gross pay under the cut-off amount.

Format	99999.99 (amount) 99.99 (percent and surcharge%)
Example	Press <Enter> to default to zero.

Options

Make any needed changes, or use one of the following options:

<F1>	For the next multi-city multi-state entry for this employee
<SF1>	For the previous entry
<F3>	To delete this entry for this employee (available only if this is an existing entry)

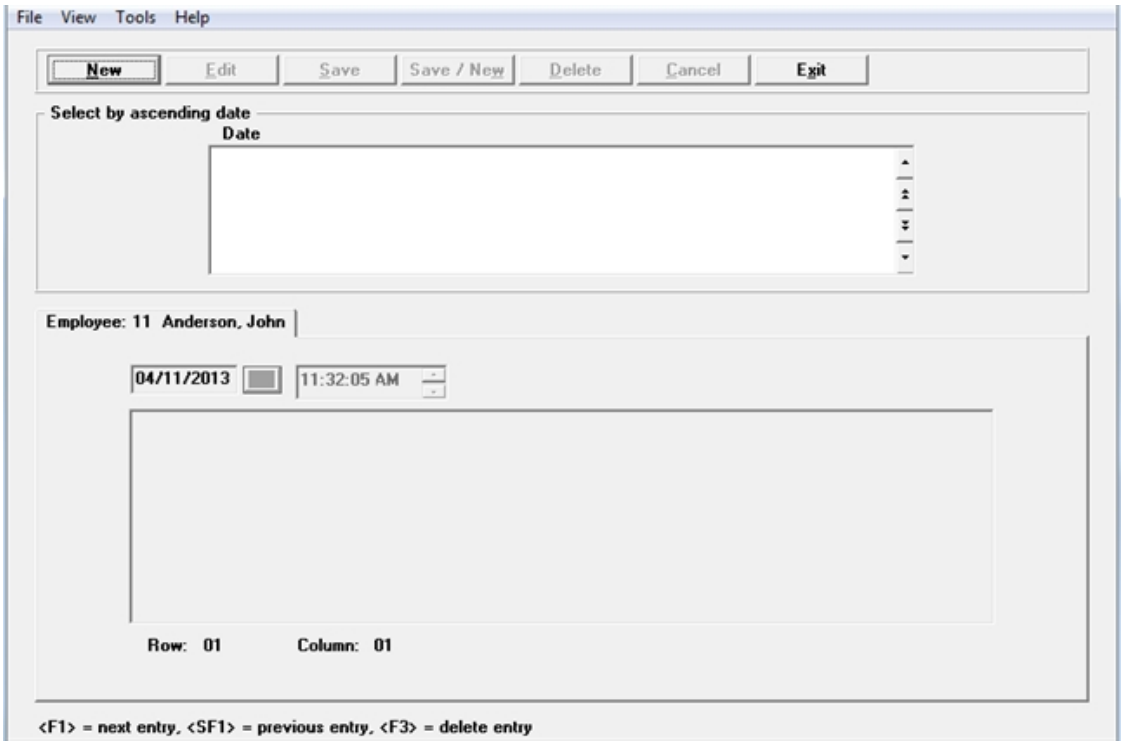
Press <Enter> to accept this screen and return to the screen you came from (one of the four primary screens for this employee).

EMPLOYEE NOTES

You can enter notes about this employee. Each note is given a date/time stamp so that you can browse through the notes in time sequence later. Although notes can be entered from each of an employee's tabs, be aware that the note is attached to the employee and not to the tab — you will see the same note[s] for an employee regardless of which tab you happen to be on when you choose to look at notes.

Graphical Mode

The following screen displays:



Existing notes display in the list box. To browse through existing notes, use the up and down keys arrow keys.

Select *New* to enter a note. Select *Edit* to change an existing note. Select *Save* when you are done adding or editing a note.

The Notes entry shows three fields:

Date

Use this field to change the date. Today's date is always the default on a new entry.

Time

Use this selection to change the time of a note. The time on your workstation is always the default on a new entry.

Text entry box

When you select to enter a *New* note or edit an existing note, the cursor is positioned for you to enter the first line of the text of the note.

This selection use the PBS text editing function. You enter text in much the same way as most word processing programs, using <Enter>, <Up>, <Down>, <Left>, <Right>, or <Delete>. When you are finished entering text, press <Esc> and follow the screen instructions.

Format	Ten lines of 77 characters each
Example	(Does not occur in this example)

Character Mode

If you select to use notes, the following window displays:

Text entry

Select Text entry to create a new note.

File options

When you select *File options*, you have these choices:

Save	Save what was entered/changed.
Save / New	Save what was entered/changed and start a new note.
Cancel	The program will ask if you want to "Cancel entry ?". Select Yes to cancel or No to continue editing.
Exit	If you are not editing a note the program will exit. If you are editing a note the program will ask if you want to "Cancel entry ?". Select Yes to cancel or No to continue editing.

When you are through using notes, press <Esc>.

EXTENDED EMPLOYEE INFORMATION

Use extended employee information to store additional data about your employees.

- This is often needed for state quarterly and annual electronic reporting. For example, some states require separate fields for an employee's first name, middle initial, and surname.
- You can also use these fields for any purpose your Personnel Department may desire. For instance, to record the name of the employee's supervisor, his nationality, his job title, his military service status, his score on the most recent employee review, his education level, alternate address, alternate phone numbers, family member names, insurance number, etc.

Before you enter employee extended fields, they must be defined using *Define extended fields*. You are allowed to define up to 36 employee extended fields. See Define Extended Fields in the *Define Extended Fields* chapter.

What and how much you can enter in an extended field depends on how you have defined it. An extended field can be either a character field (such as a name), a numeric field (such as number of employees or salary), or a date field.

Whatever the type of the field, you can enter information up to the size specified when the field was defined. An appropriate prompt will appear if one has been defined, as will a default value for the field.

Options

Extended fields are displayed sequentially down the screen in a window. To enter or change a field, first use the <Up> and <Down> keys to get to it.

Graphical Mode

To edit a field, select the enter key or click on it. A box will display at the bottom of the window where you can make your entry.

You have the following button options:

Button	Keyboard	Description
Save	Alt +e	To save what was entered or changed on a field.
Exit	Alt +x	If no field changes or new entries were made you will be returned to the last screen. If you made any changes, a *Cancel Entry?* message will display. If you select Yes any changes will be abandoned. If you select No you will return to the last field you edited.
Cancel	Alt +c	Discard what was entered/changed.

Character Mode

If there are more than 18 fields, use <PgDn> and <PgUp> to see all the fields. When done with entry or changes, press <Esc> and choose one of the file options as follows:

File	Save what was entered/changed, clear the screen, and get ready for another note. (Like pressing <Enter> at *Field number to change ?* in other selections.)
Save & continue	Save what was entered/changed, but leave the information on the screen to continue to work.
Abandon changes	Discard what was entered/changed.(Like pressing <Esc> at *Field number to change* ? in other selections.)
Delete	Delete the entire comment (Like Delete in other selections.) You will be asked to confirm the deletion with an *OK to delete ?* message.

Format	As defined for each field in the *Define extended fields* selection
Example	No examples are given because no extended fields will be defined until the *Define Extended Fields* chapter has been reached.

When you are finished entering notes for an employee, press <Esc>.

STATE JURISDICTION INFORMATION

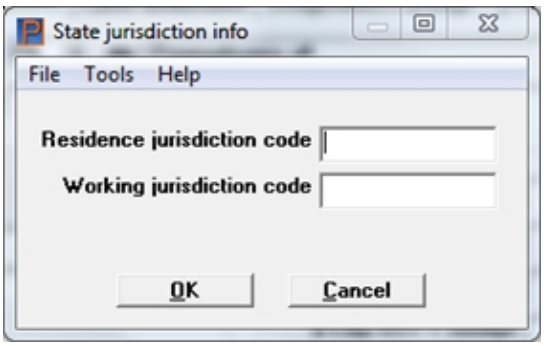
Jurisdiction information is used for Pennsylvania Act 32.

For setup, use and full explanation of jurisdictions, see the Pennsylvania Act-32 appendix.

Entries are located on a window accessed via the <Shift+F5> key combination. In graphical mode you may also select it from the Options menu. In character mode you may only access it from the second screen.

In graphical mode you must select to edit the employee first before you can enter these fields.

Enter the state jurisdiction information on the following window:



Residence jurisdiction code

Enter the Employee Residence jurisdiction code.

Working jurisdiction code

Enter the Employee Work jurisdiction code.

OK or Cancel

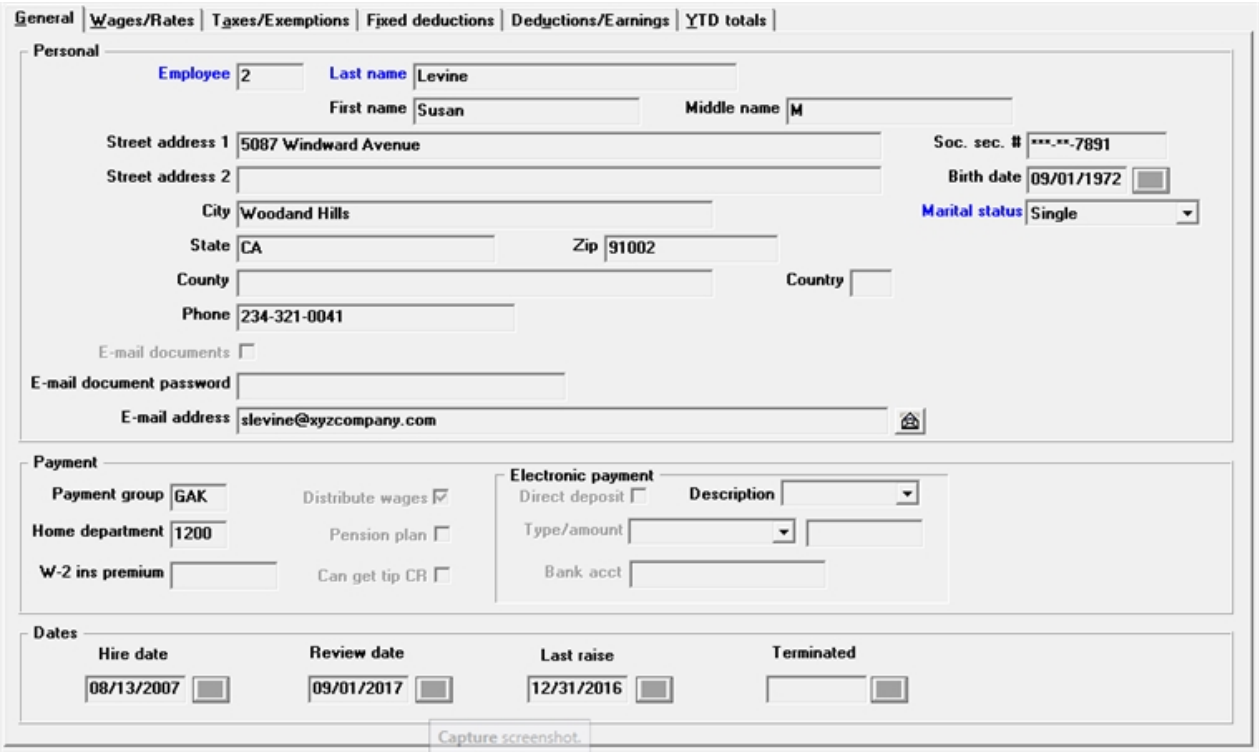
Select OK to save your entry or Cancel to remove the changes.

EXAMPLE EMPLOYEES

Different examples of employee information are provided in the screen shot examples below. Use these examples to practice the entry of employee information and to understand the different examples.

Enter the next employee as follows:

Susan Levine is an hourly employee, paid bi-weekly at a regular hourly rate of 8.00, and has three deductions made from her paycheck each pay period: to pay union dues, repay a loan, and donate to a charitable cause. Here are some screen examples:



General | Wages/Rates | Taxes/Exemptions | Fixed deductions | Deductions/Earnings | YTD totals

Wage account: 6000-200 — Salaries and wages expense
Employee type: Hourly — Salary:
Pay frequency: Bi-weekly — Regular rate: 16.000
Work Comp class: WC — Regular — Unit: — Overtime rate: 24.000 — Standard regular hours:

Special Pay-1
Rate: — Description:
W-Comp: — Unit:

Special Pay-2
Rate: — Description:
W-Comp: — Unit:

Special Pay-3
Rate: — Description:
W-Comp: — Unit:

Vacation
Accumulate: per pay freq
Hours start date: 12/01/2016
Fraction per: 2.962 — Hrs. due: — Hrs. paid:
Max Vac Hours: 80.00

Sick
Accumulate: per pay freq — Include overtime — Include special
Hours start date: 12/01/2016
Fraction per: 1.481 — Hrs. due: — Hrs. paid:
Max Sick Hours: 40.00

General | Wages/Rates | Taxes/Exemptions | Fixed deductions | Deductions/Earnings | YTD totals

State tax code: CA — M — CA married, <2 allowances
City tax code:
Multi-city/state

Federal
FWT exemptions: 2
$ FWT exemption: .00
Added FWT: .00
Soc sec exempt
Medicare exempt
FUI exempt

City
CWT exemptions: 0
$ CWT exemption: .00
Added CWT: .00

State
SWT exemptions: 0
$ SWT exemption: 2580.00
# Emp OST-1 exemptions: 0
$ Emp OST-1 exempt: .00
# Emp OST-2 exemptions: 0
$ Emp OST-2 exempt: .00
$ Empr OST exempt: .00
State tax credit: annual — 64.00
Added SWT: .00
SUI exempt

General | Wages/Rates | Taxes/Exemptions | Fixed deductions | Deductions/Earnings | YTD totals

Union
Type/amount: dollar amount | 2.030 | Frequency: Weekly
G/L Acct #: 2050-000 | Union dues deduct payable

Loan
Amount: 15.00 | Frequency: Bi-weekly | Balance due: 90.00

Garnish
Type/amount | Frequency | Balance due

Employee 401k Plan: None | Frequency

Employee contributions
Code
Traditional type/amount
Roth type/amount

Employer contributions
Code
Type/amount
Maximum

General | Wages/Rates | Taxes/Exemptions | Fixed deductions | Deductions/Earnings | YTD totals

	Code	Description	Type	Amount	Frequency	Balance
D/E 1	D1	Charity	per period	5.00	Bi-weekly	Unlimited
D/E 2						
D/E 3						
D/E 4						
D/E 5						
D/E 6						
D/E 7						
D/E 8						
D/E 9						

Employee number 3 is actually a non-employee (Select Non-employee in the Employee type field), an independent contractor who has been included in Employees for administrative convenience.

You can produce a 1099 Information report that assists in the preparation of an IRS Form 1099-MISC at the end of the year. Also, on screen 1, note that she is paid semi-monthly and is assigned to department 247 because she consults primarily on special projects with the staff of that department.

She is paid at the regular hourly rate of $25.00. On screen 2 you need to enter the State tax code field and press <Enter> for the Federal, State and City fields. On screen 3, you can press <F2> at the first field to enter zero for all of those fields. On screen 4, press <Enter> at fields 69 and 70 and then press <F2> to enter zeros in the remaining fields.

Example	Enter another employee as shown here:

Mr. Wilson, a sales rep, receives a salary of $1,000.00 on a semi-monthly basis. Additionally, he receives sales commissions and bonuses which are entered in the *Time worked* selection.

He is in department 325, has 4 withholding exemptions, belongs to the pension plan, and his pay is manually distributed to G/L accounts.

Wilson has amounts deducted from his paycheck to repay a loan, to donate to charity, and to make contributions to the pension plan.

```
Employees (Enter)                                   XYZ Company
* 1. Emp no      4
  2. Emp name    Wilson, Arnold J.            21. Regular rate        11.538
  3. Street #    517 Harrowsmith Road         22. Overtime rate       17.307
  4. City        Glendale                     23. Special rate1       23.076
  5. State       CA                               Special W-Comp1
  6. Zip code    91055                            Spec description1
  7. Phone #     987-734-8468                 24. Special rate2        .00
  8. Soc sec #         456-78-9123                Special W-Comp2
  9. Birth date        3/21/61                    Spec description2
 10. Marital status    Married                  25. Special rate3        .00
 11. Hire date         1/03/89                    Special W-Comp3
 12. Last raise        3/21/98                    Spec description3
 13. Review date       3/21/99                  26. Payment group        SLS
 14. Terminate date                             27. Vac hours due        51.848
 15. Emp type          Salary                   28. Vac hours paid       .00
 16. Pay frequency     Semi-monthly             29. Sick hours due       64.00
 17. Work Comp class   WC1 Truck                30. Pension plan ?       Y
 18. Home department   2200                     31. Distrib wages ?      Y
 19. Salary            1,000.00                 32. W-2 irs premium      5.00
 20. Wage account #    6000-100                 33. Can get tip CR ?     N
<F1>= nxt employee, <SF1>= prev employee, <F3>= delete employee, <SF7>= more
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                                 Employee: 4    Wilson, Arnold J.

 34. State tax code  CA-W  CA married, <2 allowances  Multi-city/state empl ? N
 35. City tax code
 36. # FWT exemptions   4                 51. Soc sec xmpt ?  N  Medicare xmpt ? N
 37. $ FWT exemption    .00               52. FUI exempt ?    N
 38. # SWT exemptions   0                 53. SUI exempt ?    N
 39. $ SWT exemption    4,580.00          54. EIC table #     0
 40. # emp OST-1 exemp  0                 55. Direct dpst ?   N
 41. $ emp OST-1 exemp  .00
 42. # emp OST-2 exemp  0
 43. $ emp OST-2 exemp  .00               56. 401(k) plan ?   Y
 44. $ empr OST exemp   .00                   401(k) code      4K1  401(K)
 45. # CWT exemptions   0                     Amt/rate/pct     5.00      percent
 46. $ CWT exemption    .00                   Frequency        Semi-monthly
 47. State tax credit   84.00                 Empr code        C1   W-401K
     (annual amount)                          Amt/rate/pct     .50       percent
 48. Added FWT  20.00     percent             Empr max         1,200.00
 49. Added SWT  .00                           Frequency        Semi-monthly
 50. Added CWT  .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                                 Employee: 4    Wilson, Arnold J.
57. Union deduction    .00                    63. D/E code-4
    Frequency                                     Amt/rate/pct   .00
    Union G/L acct #                              Frequency

58. Loan deduction     100.00                 64. D/E code-5
    Frequency          Semi-monthly               Amt/rate/pct   .00
    Balance due        775.00                     Frequency
59. Garnish deduct     .00                    65. D/E code-6
    Frequency                                     Amt/rate/pct   .00
    Balance due                                   Frequency
60. D/E code-1         B1    b1               66. D/E code-7
    Amt/rate/pct       25.00      per prd         Amt/rate/pct   .00
    Frequency          Semi-monthly               Frequency
61. D/E code-2                                67. D/E code-8
    Amt/rate/pct       .00                        Amt/rate/pct   .00
    Frequency                                     Frequency
62. D/E code-3                                68. D/E code-9     (Not available)
    Amt/rate/pct       .00                        Amt/rate/pct   .00
    Frequency                                     Frequency
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                                 Employee: 4    Wilson, Arnold J.

69. Vac accumulate code    P pay freq       70. Sick accumulate code P
    Vac hrs start date     9/01/98              Sick hrs start date  9/01/98
    Fract per              1.48100              Fract per            1.48100
    Max vac hrs            80.00                Max sick hrs         80.00
------------------------ Employee Year-to-date Totals ------------------------
71. YTD gross              .00                  94. YTD emp medicare      .00
72. YTD FWT gross          .00                  95. YTD empr soc sec      .00
73. YTD emp soc sec grs    .00                  96. YTD empr medicare     .00
74. YTD emp medicare grs   .00                  97. YTD SWT               .00
75. YTD empr soc sec grs   .00                  98. YTD emp OST-1         .00
76. YTD empr medicare grs  .00                  99. YTD emp OST-2         .00
77. YTD FUI gross          .00                  90. YTD empr OST          .00
78. YTD Work Comp grs      .00                  91. YTD CWT               .00
79. YTD suppl ben grs      .00                  92. YTD other taxes       .00
80. YTD SUI gross          .00                  93. YTD tip credit        (N/A)
81. YTD FWT                .00                  94. YTD 401(k) deferral   .00
82. YTD EIC                .00                  95. YTD empr 401(k)       .00
83. YTD emp soc sec        .00                  96. Total hours worked    .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

Example	Enter employee number 5 as follows:

Employee number 5, Wilkenson, receives a salary of $1,200.00 semi-monthly, and in addition receives sales commissions and bonuses, which are entered during the *Time worked* selection.

Wilkenson pays $75.00 semi-monthly on a loan, and he contributes $30.00 each pay period to the pension plan.

Also, on screen 3, note that Wilkenson receives a type of non-taxable earning called TRAVEL. This is a regular semi-monthly advance of $200.00 towards his travel expenses. Payment for additional travel expenses during a particular pay period can be made through the *Time worked* selection. Adjustments for overpayment can be made through the *Adjustments* selection.

```
Employees (Enter)                                   XYZ Company
* 1. Emp no      5
  2. Emp name    Wilkenson, William B.          21. Regular rate          13.846
  3. Street #    7050 N Ardmore Terrace         22. Overtime rate         20.769
  4. City        Mill Valley                    23. Special rate1         27.692
  5. State       CA                                 Special W-Comp1
  6. Zip code    94000                              Spec description1
  7. Phone #     308-733-6455                   24. Special rate2          .00
  8. Soc sec #          567-89-1234                 Special W-Comp2
  9. Birth date         7/05/60                     Spec description2
 10. Marital status     Married                25. Special rate3          .00
 11. Hire date          9/23/90                     Special W-Comp3
 12. Last raise         10/01/98                    Spec description3
 13. Review date        7/05/99                26. Payment group         ENG
 14. Terminate date                            27. Vac hours due         10.00
 15. Emp type           Salary                 28. Vac hours paid        .00
 16. Pay frequency      Semi-monthly           29. Sick hours due        40.00
 17. Work Comp class    WC1 Truck              30. Pension plan ?        Y
 18. Home department    2200                   31. Distrib wages ?       Y
 19. Salary             1,200.00               32. W-2 irs premium       5.00
 20. Wage account #     6000-200               33. Can get tip CR ?      N
<F1>= nxt employee, <SF1>= prev employee, <F3>= delete employee, <SF7>= more
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                          Employee: 5    Wilkenson, William B.

 34. State tax code  CA-2  CA married, >1 allowance   Multi-city/state empl ? N
 35. City tax code
 36. # FWT exemptions    0                51. Soc sec xmpt ?  N  Medicare xmpt ? N
 37. $ FWT exemption     .00              52. FUI exempt ?    N
 38. # SWT exemptions    0                53. SUI exempt ?    N
 39. $ SWT exemption     1,290.00         54. EIC table #     0
 40. # emp OST-1 exemp   0                55. Direct dpst ?   N
 41. $ emp OST-1 exemp   .00
 42. # emp OST-2 exemp   0
 43. $ emp OST-2 exemp   .00              56. 401(k) plan ?   Y
 44. $ empr OST exemp    .00                  401(k) code      4K1  401(K)
 45. # CWT exemptions    0                    Amt/rate/pct     30.00      per prd
 46. $ CWT exemption     .00                  Frequency        Semi-monthly
 47. State tax credit    32.00                Empr code
     (annual amount)                          Amt/rate/pct     .00
 48. Added FWT   10.00      amount            Empr max
 49. Added SWT   .00                          Frequency
 50. Added CWT   .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                          Employee: 5    Wilkenson, William B.
 57. Union deduction    .00                  63. D/E code-4
     Frequency                                   Amt/rate/pct  .00
     Union G/L acct #                            Frequency

 58. Loan deduction     75.00                64. D/E code-5
     Frequency          Semi-monthly            Amt/rate/pct  .00
     Balance due        1,650.00                Frequency
 59. Garnish deduct     .00                  65. D/E code-6
     Frequency          Semi-monthly            Amt/rate/pct  .00
     Balance due        1,400.00                Frequency
 60. D/E code-1         ET1  Travel          66. D/E code-7
     Amt/rate/pct       200.00     per prd      Amt/rate/pct  .00
     Frequency          Semi-monthly            Frequency
 61. D/E code-2                              67. D/E code-8
     Amt/rate/pct       .00                     Amt/rate/pct  .00
     Frequency                                   Frequency
 62. D/E code-3                              68. D/E code-9    (Not available)
     Amt/rate/pct       .00                     Amt/rate/pct  .00
     Frequency                                   Frequency
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                          Employee: 5    Wilkenson, William B.

69. Vac accumulate code    P pay freq       70. Sick accumulate code P pay freq
    Vac hrs start date     1/01/99              Sick hrs start date  1/01/99
    Fract per              5.00                 Fract per            1.66600
    Max vac hrs            Unlimited            Max sick hrs         40.00
------------------------- Employee Year-to-date Totals -------------------------
71. YTD gross              .00              34. YTD emp medicare      .00
72. YTD FWT gross          .00              35. YTD empr soc sec      .00
73. YTD emp soc sec grs    .00              36. YTD empr medicare     .00
74. YTD emp medicare grs   .00              37. YTD SWT               .00
75. YTD empr soc sec grs   .00              38. YTD emp OST-1         .00
76. YTD empr medicare grs  .00              39. YTD emp OST-2         .00
77. YTD FUI gross          .00              30. YTD empr OST          .00
78. YTD Work Comp grs      .00              31. YTD CWT               .00
79. YTD suppl ben grs      .00              32. YTD other taxes       .00
80. YTD SUI gross          .00              33. YTD tip credit        (N/A)
81. YTD FWT                .00              34. YTD 401(k) deferral   .00
82. YTD EIC                .00              35. YTD empr 401(k)       .00
83. YTD emp soc sec        .00              36. Total hours worked    .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

Example	Enter employee number 6 as shown below.

Katherine Delaney is an hourly employee, paid bi-weekly at a regular hourly rate of $4.00. She is a part-time employee who works 20 hours a week and is eligible for earned income credit. She claimed 1 certificate for advance payment of earned income credit

```
Employees (Enter)                                   XYZ Company
* 1. Emp no      6
  2. Emp name    Delaney, Katherine A.          21. Regular rate        10.00
  3. Street #    7551 E. 52nd St. Apt.45        22. Overtime rate       14.00
  4. City        Los Angeles                    23. Special rate1       18.00
  5. State       CA                                 Special W-Comp1
  6. Zip code    90324                              Spec description1
  7. Phone #     987-255-5678                   24. Special rate2        .00
  8. Soc sec #          678-91-2345                 Special W-Comp2
  9. Birth date         6/10/63                     Spec description2
 10. Marital status     Head of household      25. Special rate3        .00
 11. Hire date          10/15/94                    Special W-Comp3
 12. Last raise                                     Spec description3
 13. Review date        6/10/99                26. Payment group        GAK
 14. Terminate date                            27. Vac hours due        16.848
 15. Emp type           Hourly                 28. Vac hours paid       .00
 16. Pay frequency      Bi-weekly              29. Sick hours due       13.848
 17. Work Comp class    WC  Desk               30. Pension plan ?       N
 18. Home department    1200                   31. Distrib wages ?      N
 19. Salary             (N/A)                  32. W-2 ins premium      .00
 20. Wage account #     6000-100               33. Can get tip CR ?     N
<F5>= extended info, <F6>= notes, <F7>= multi-city/state info, <SF7>= more
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                          Employee: 6    Delaney, Katherine A.

 34. State tax code  CA-H  California head of househ  Multi-city/state empl ? N
 35. City tax code
 36. # FWT exemptions    2              51. Soc sec xmpt ?  N  Medicare xmpt ? N
 37. $ FWT exemption     .00            52. FUI exempt ?    N
 38. # SWT exemptions    0              53. SUI exempt ?    N
 39. $ SWT exemption     1,250.00       54. EIC table #     1
 40. # emp OST-1 exemp   0              55. Direct dpst ?   N
 41. $ emp OST-1 exemp   .00
 42. # emp OST-2 exemp   0
 43. $ emp OST-2 exemp   .00            56. 401(k) plan ?   N
 44. $ empr OST exemp    .00
 45. # CWT exemptions    0
 46. $ CWT exemption     .00
 47. State tax credit    32.00
     (annual amount)
 48. Added FWT   .00
 49. Added SWT   .00
 50. Added CWT   .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                          Employee: 6    Delaney, Katherine A.
 57. Union deduction    .00                 63. D/E code-4
     Frequency                                  Amt/rate/pct   .00
     Union G/L acct #                           Frequency

 58. Loan deduction     .00                 64. D/E code-5
     Frequency                                  Amt/rate/pct   .00
     Balance due                                Frequency
 59. Garnish deduct     .00                 65. D/E code-6
     Frequency                                  Amt/rate/pct   .00
     Balance due                                Frequency
 60. D/E code-1                             66. D/E code-7
     Amt/rate/pct       .00                     Amt/rate/pct   .00
     Frequency                                  Frequency
 61. D/E code-2                             67. D/E code-8
     Amt/rate/pct       .00                     Amt/rate/pct   .00
     Frequency                                  Frequency
 62. D/E code-3                             68. D/E code-9
     Amt/rate/pct       .00                     Amt/rate/pct   .00
     Frequency                                  Frequency
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                          Employee: 6    Delaney, Katherine A.

 69. Vac accumulate code    P pay freq      70. Sick accumulate code P pay freq
     Vac hrs start date     1/01/99             Sick hrs start date  1/01/99
     Fract per              1.48100             Fract per            1.48100
     Max vac hrs            80.00               Max sick hrs         40.00
------------------------ Employee Year-to-date Totals ------------------------
 71. YTD gross              .00             34. YTD emp medicare      .00
 72. YTD FWT gross          .00             35. YTD empr soc sec      .00
 73. YTD emp soc sec grs    .00             36. YTD empr medicare     .00
 74. YTD emp medicare grs   .00             37. YTD SWT               .00
 75. YTD empr soc sec grs   .00             38. YTD emp OST-1         .00
 76. YTD empr medicare grs  .00             39. YTD emp OST-2         .00
 77. YTD FUI gross          .00             40. YTD empr OST          .00
 78. YTD Work Comp grs      .00             41. YTD CWT               .00
 79. YTD suppl ben grs      .00             42. YTD other taxes       .00
 80. YTD SUI gross          .00             43. YTD tip credit        (N/A)
 81. YTD FWT                .00             44. YTD 401(k) deferral   (N/A)
 82. YTD EIC                .00             45. YTD empr 401(k)       (N/A)
 83. YTD emp soc sec        .00             46. Total hours worked    .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

Example	Enter employee number 7 as shown below.

Peter G. Holmes is an hourly employee, paid bi-weekly. His regular rate of $4.50 is below the minimum wage, but is augmented by tips and meals.

```
Employees (Enter)                                   XYZ Company
* 1. Emp no      7
  2. Emp name    Holmes, Peter G.                21. Regular rate          4.50
  3. Street #    1156 N. Yinton Apt 197          22. Overtime rate         6.75
  4. City        Los Angeles                     23. Special rate1         9.00
  5. State       CA                                  Special W-Comp1
  6. Zip code    90115                               Spec description1
  7. Phone #     987-255-8102                    24. Special rate2         .00
  8. Soc sec #          266-25-7708                  Special W-Comp2
  9. Birth date         11/18/65                     Spec description2
 10. Marital status     Single                  25. Special rate3         .00
 11. Hire date          10/04/93                     Special W-Comp3
 12. Last raise         11/30/98                     Spec description3
 13. Review date        11/18/99                26. Payment group         GAK
 14. Terminate date                             27. Vac hours due         23.696
 15. Emp type           Hourly                  28. Vac hours paid        .00
 16. Pay frequency      Bi-weekly               29. Sick hours due        40.00
 17. Work Comp class    WC1 Truck               30. Pension plan ?        N
 18. Home department    2200                    31. Distrib wages ?       N
 19. Salary             (N/A)                   32. W-2 ins premium       .00
 20. Wage account #     6000-100                33. Can get tip CR ?      Y
<F1>= nxt employee, <SF1>= prev employee, <F3>= delete employee, <SF7>= more
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                                 Employee: 7    Holmes, Peter G.

 34. State tax code  CA-S  California, Single          Multi-city/state empl ? N
 35. City tax code
 36. # FWT exemptions    1                  51. Soc sec xmpt ?  N  Medicare xmpt ? N
 37. $ FWT exemption     .00                52. FUI exempt ?    N
 38. # SWT exemptions    0                  53. SUI exempt ?    N
 39. $ SWT exemption     1,290.00           54. EIC table #     0
 40. # emp OST-1 exemp   0                  55. Direct dpst ?   N
 41. $ emp OST-1 exemp   .00
 42. # emp OST-2 exemp   0
 43. $ emp OST-2 exemp   .00                56. 401(k) plan ?   N
 44. $ empr OST exemp    .00
 45. # CWT exemptions    0
 46. $ CWT exemption     .00
 47. State tax credit    32.00
     (annual amount)
 48. Added FWT   .00
 49. Added SWT   .00
 50. Added CWT   .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                                 Employee: 7    Holmes, Peter G.
57. Union deduction    5.00       per prd    63. D/E code-4
    Frequency          Bi-weekly                  Amt/rate/pct   .00
    Union G/L acct #   2050-000                   Frequency
      Union dues deduct payable
58. Loan deduction     .00                    64. D/E code-5
    Frequency                                     Amt/rate/pct   .00
    Balance due                                   Frequency
59. Garnish deduct     .00                    65. D/E code-6
    Frequency                                     Amt/rate/pct   .00
    Balance due                                   Frequency
60. D/E code-1                                65. D/E code-7
    Amt/rate/pct       .00                        Amt/rate/pct   .00
    Frequency                                     Frequency
61. D/E code-2                                67. D/E code-8
    Amt/rate/pct       .00                        Amt/rate/pct   .00
    Frequency                                     Frequency
62. D/E code-3                                68. D/E code-9
    Amt/rate/pct       .00                        Amt/rate/pct   .00
    Frequency                                     Frequency
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

```
Employees (Enter)                                   XYZ Company
                                                    Employee: 7    Holmes, Peter G.

69. Vac accumulate code    X Manual        70. Sick accumulate code X Manual
    Vac hrs start date     (None)              Sick hrs start date  (None)
    Fract per              Manual              Fract per            Manual
    Max vac hrs            Manual              Max sick hrs         Manual
------------------------ Employee Year-to-date Totals ------------------------
71. YTD gross                .00             84. YTD emp medicare      .00
72. YTD FWT gross            .00             85. YTD empr soc sec      .00
73. YTD emp soc sec grs      .00             86. YTD empr medicare     .00
74. YTD emp medicare grs     .00             87. YTD SWT               .00
75. YTD empr soc sec grs     .00             88. YTD emp OST-1         .00
76. YTD empr medicare grs    .00             89. YTD emp OST-2         .00
77. YTD FUI gross            .00             90. YTD empr OST          .00
78. YTD Work Comp grs        .00             91. YTD CWT               .00
79. YTD suppl ben grs        .00             92. YTD other taxes       .00
80. YTD SUI gross            .00             93. YTD tip credit        .00
81. YTD FWT                  .00             94. YTD 401(k) deferral   (N/A)
82. YTD EIC                  .00             95. YTD empr 401(k)       (N/A)
83. YTD emp soc sec          .00             96. Total hours worked    .00
<F5> = extended info, <F6> = notes, <F7> = multi-city/state detail
Field number to change ?
```

Example	So that you can see a sample Change Log (described later), change employee # 1's street address. Enter a new address of 715 Lemon Grove Crescent.

PRINTING BY EMPLOYEE NUMBER

Employees can be printed in number sequence or name sequence. This selection gives the former. The next selection describes the latter.

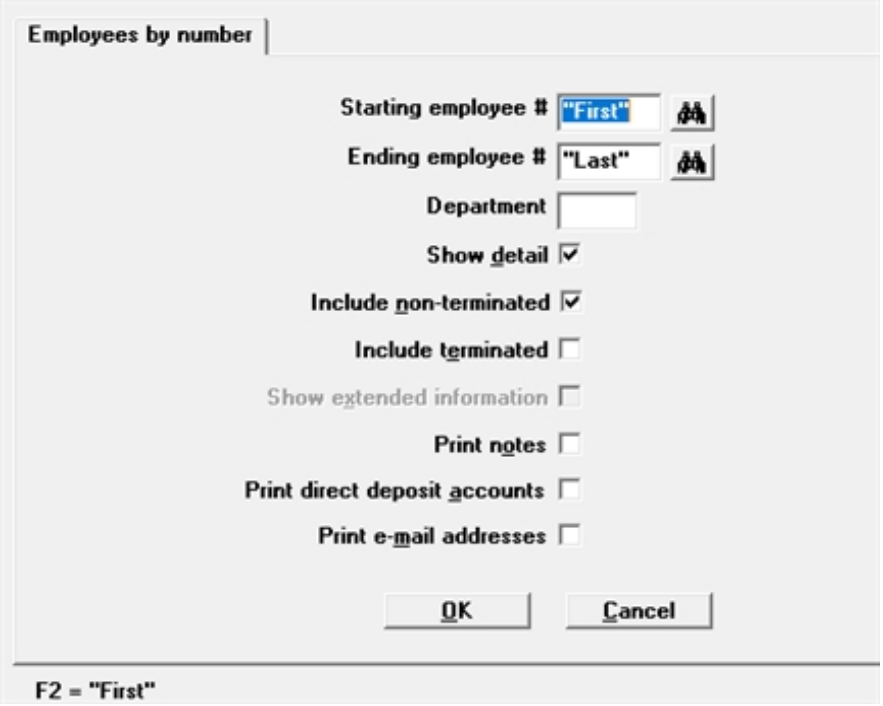
For security purposes only the last 4 digits print of the social security number print on the report. The first five digits are replaced with asterisks.

See a Employees by Employee # example in the *Form and Report Examples* appendix.

Select

Employees by employee # from the *Reports, Employee/Employer* menu. You may also select this report while in *Employees* from the *Print* menu.

The following tab displays:



In character mode the following screen displays:

```
Reports (Employees by employee #)                    XYZ Company

                    1. Starting employee #
                    2. Ending employee #
                    3. Department
                    4. Show detail ?
                    5. Include non-terminated ?
                    6. Include terminated ?
                    7. Show extended information ?
                    8. Print notes ?
                    9. Print direct deposit accts?
                   10. Print e-mail addresses ?
<F2> = "First"
```

Enter the following information:

Starting employee

Ending employee

Enter the range of employee numbers to print in the report.

Format	999999 at each field
Example	Press <F2> at each field for a range of *First* to *Last*.

Department

Options

Enter the number of the department to print employees for, or use one of the options:

<F5>	To print employees for All departments
<Enter>	For the null department (blank if department is defined as alphanumeric, zero if defined as numeric)

Format	Four characters
Example	Press <F5>

Show detail

Press <Enter> to show details on the report, or select the space bar to remove the check mark to show only a summary.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

Include non-terminated

Press <Enter> to include non-terminated employees on the report or type N to exclude them.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

Include terminated

Check the box to include terminated employees on the report or press <Enter> to exclude them.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

Show extended information

If showing detail, this field is not applicable. If showing summary, check the box to show extended information, leave it unchecked to not show it.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

Print notes

Check the box if you want to print employee notes or press <Enter> to not print notes.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

Print direct deposit accounts

Check the box if you want to print employee direct deposit bank accounts or press <Enter> to not print the accounts.

Format	Check box, checked is Yes and unchecked is No. The default is unchecked.
Example	Press <Enter>

Print e-mail addresses

Check the box if you want to print the employees email address as well as email documents and email document password. These fields will print under the employee number, name and address fields.

The program does not print the password. It will either print Yes if there is a password or No if a password has not been entered.

Format	Check box, checked is Yes and unchecked is No. The default is unchecked.
Example	Press <Enter>

OK or Cancel

Press <Enter> or Click on OK to print the report.

PRINTING BY EMPLOYEE NAME

Employees can be printed in number sequence or name sequence. This selection gives the latter. Number sequence has already been described in the previous section.

Name sequence prints the social security number, employee name, street, city state zip, employee type and pay frequency. There are options to print extended information and employee notes.

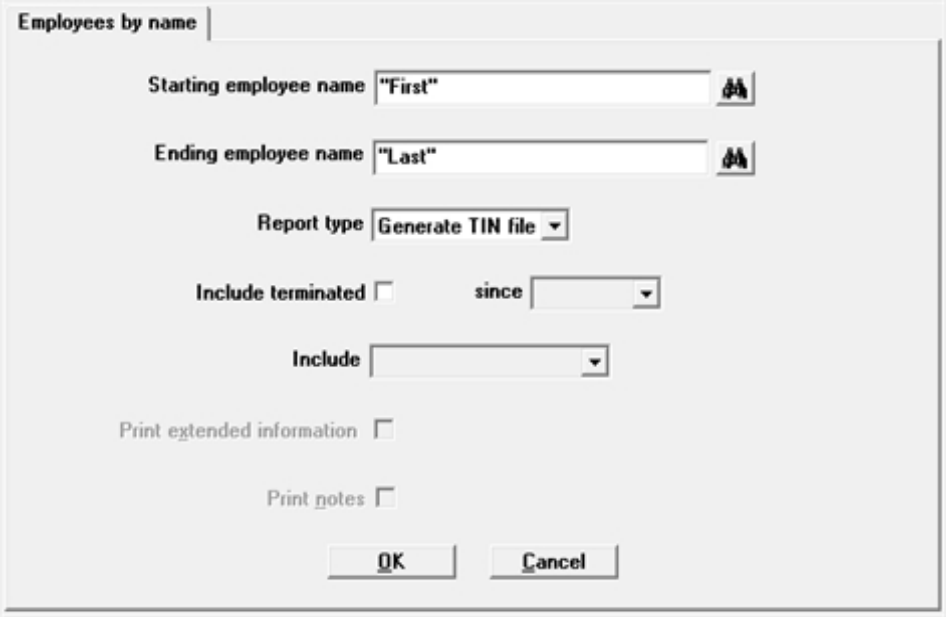
This report also has an option to export TIN data to a text file. A TIN is a Taxpayer Identification Number. In this case, the TINs being tested are social security numbers. The file output includes the type (2 = Social Security Number) indicator, the Social Security number and the employee's last name with the fields separated by semi-colons. When selecting this option, the program will also print a report that includes the employee number, name and social security number.

For security purposes, your Control information may be set to only print the last 4 digits print of the social security number print on the report. The first five digits are replaced with asterisks.

Select

Employees by employee name from the *Reports, Employee/Employer* menu of the PR menu. You may also select this report while in *Employees* from the *Print* menu.

The following screen displays:



In character mode, the following screen displays:

```
Reports (Employees by employee name)              XYZ Company

                    1. Starting employee name

                    2. Ending employee name

                    3. Report type ?

                    4. Include terminated
                       employees ?

                    5. Print phone # or
                       employee information ?

                    6. Print extended information ?

                    7. Print notes ?


<F2>="First"
```

Enter the following information:

Starting employee name

Ending employee name

Enter the range of employee names to print on the list. Follow the screen instructions.

The names you enter do not have to be actual employees' names, so long as they define the desired range.

Format	70 characters at each field
Example	Press <F2> at each field for a range of *"First"* through *"Last"*

Report type

You may select either *Standard* or *Generate TIN file* export.

The *Generate TIN file* option will be available if the user has permission to access *Employees (Enter)*. When the user does not have access to *Employees (Enter)* this field is defaulted to *Standard* and cannot be changed.

Selecting prints a report. Selecting *Generate TIN file* prints a report and generates a file. You will be asked where to save the file.

Format	Drop down list, Standard is the default
Example	Select Standard

Include terminated

If you checked the box (yes), terminated employees in Employees are included on the list, as long as they fall within the defined alphabetic range. You can press <Enter> to default to unchecked.

Format	Check box, checked is Yes and unchecked is No. The default is unchecked.
Example	Type <Enter> for the default

If terminated employees are included in the list, the total number of terminated employees and the termination dates are printed.

since

This field cannot be entered if you did not select *Generate TIN file* for the *Report type* field and you did not check the *Include terminated* field.

Enter the current or prior year since which you want to include terminated employees or use the option:

<F5>	To include terminated employees for "All" years

Format	CCYY. For graphical mode you may use the drop down list. The current payroll year is the default
Example	This field is not available because you did not check the *Include terminated* field.

Include

Enter either employee *Phone number* or *Employee information*.

Format	Drop down list, Employee information is the default
Example	Select `Phone number`

Print extended information

Select the space bar (check the box) to print extended information, or <Enter> to not print it.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

Print notes

Answer Y if you want to print employee notes.

Format	Check box, checked is Yes and unchecked is No
Example	Press <Enter>

OK or Cancel

Press <Enter> or click on OK to print the report. Select Cancel to not print and return to the menu.

If you selected the *Standard* Report type, a list of printers display. The software differentiates between upper and lower case letters. Names containing lower case letters are printed after names containing all upper case letters.

If you selected the *Generate TIN file* Report type, a file save window displays where you can accept the default location and default file name or you may select a different location and report name.

Select the Save button to generate the file. After that, you will be asked to print the TIN report. You may cancel printing the report and only generate the file. Here is an example of the default file name:

Comp00TINMatch2019102515271565.txt

The parts of the file name indicate: *Comp00* is the PBS Company ID number, *TINMATCH* is the purpose, *20191025* = year month day and *15271565* is the time the file was generated.

Using Linux telnet, the program saves the file in the top-level PBS directory.

PRINTING EMPLOYEE LABELS

Use this selection to print employee labels.

The labels printed by this function must be continuous form paper with standard pin-feed holes on the sides (or laser label sheets for laser printing). There must be exactly one inch vertically from the top of one label to the top of the next label.

Labels can be either one-across (one label wide) or two-across (two labels side-by-side). 3-1/2 X 15/16 labels are recommended. If two-across labels are used, the best results are obtained when there is a 1/10 space between 3-1/2 X 15/16 labels.

4 X 1 butt cut labels can also be used. Butt cut labels have no space between labels.

For a laser printer, you can use any one of the following label sizes:

- 4 inches wide by 1 inch high (20 per page)
- 4 inches wide by 1-1/3 inches high (14 per page)
- 4 inches wide by 1-1/2 inches high (14 per page)

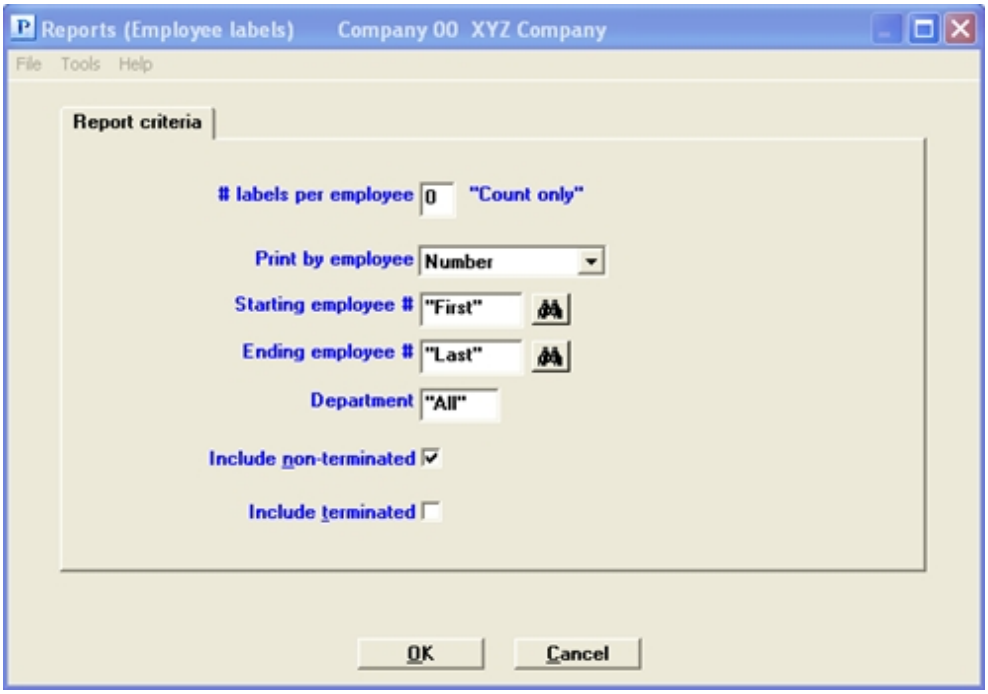
When printing employee labels on a laser printer, you are asked to choose one of these labels sizes.

Select

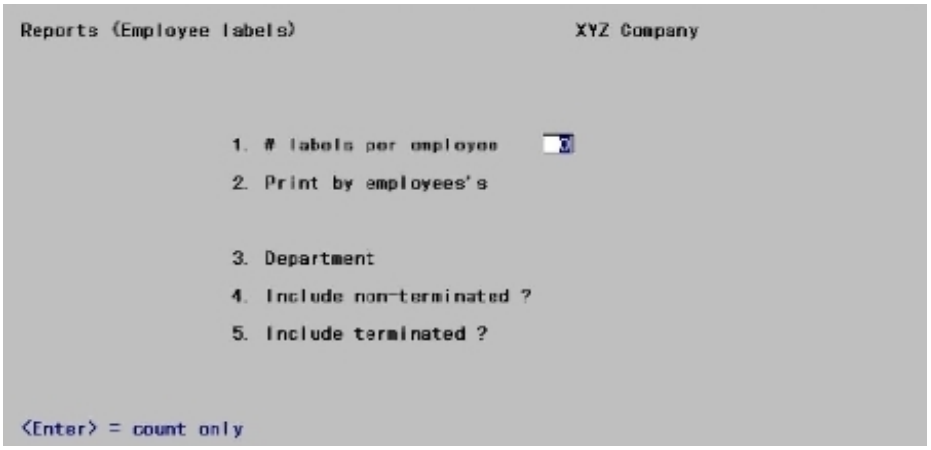
Employee labels from the *Reports, Employee/Employer* menu.

Graphical Mode

The following screen displays:



Character Mode



labels per employee

Options

Enter the number of labels to print for this employee or use the option:

<Enter>	To get a count of labels without actually printing them

Format	9
Example	Press <Enter>

Print by employee

Enter either 1 for by employee name or 2 for by employee number.

Format	9
Example	Type 2

Starting employee number *and*

Ending employee number

Enter the range of employee numbers for this label printing.

Format	999999 at each field
Example	Press <F2> at each field for a range of *First* through *Last*

Starting employee name *and*

Ending employee name

Enter the range of employee names for this label printing.

Format	70 characters at each field
Example	Press <F2> at each field for a range of *First* through *Last*

Department

Options

Enter the department for which you want these employee labels printed or use the option. Follow the screen instructions.

<F5>	To print employees for "All" departments
<Enter>	For the null department (blank if department is defined as alphanumeric, zero if defined as numeric)

Format	9999
Example	Press <F5>

Include non-terminated

Answer Y if you want to include non-terminated employees.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked Character: One letter, either Y or N. The default is Y
Example	Leave it checked or type Y

Include terminated

Answer Y if you want to include terminated employees.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Leave it unchecked or type N

OK or Cancel

After making any needed changes, select OK or press <Enter> to print the labels (or to obtain a count, if that is what you requested in # labels per employee field).

Graphical Mode

Mount labels

There are 2 fields on the mount labels window.

Labels per employee

You may choose to print the labels. Enter the number of labels to print.

Please mount labels on the printer, and check this box when done

Mount labels on the printer and then check the box.

OK or Cancel

Select OK to continue or Cancel to return to the previous screen. If you select, OK you may choose a printer.

Laser Margins

On this window enter the number of columns of labels to print when asked (1 for one-across, 2 for two-across labels). Select OK to continue or Cancel to return to the *Mount labels* screen.

The program will only respond to a laser printer alignment. It does not respond to a Windows printer alignment.

Print alignment

Next, *Print alignment ?* displays. The default is No to not print an alignment. If you choose, select Yes to cause X's to be printed on the first row of labels.

If you printed an alignment, the *Print alignment ?* window displays again. If the X's just printed are properly aligned, select No and label printing begins. If they are not properly aligned, either adjust the labels in the printer or if a laser printer, change the top margin or left margin alignment and select Yes again. Repeat this procedure until the labels are properly aligned. (Remember, you can interrupt printing by pressing <F1>.)

The *Print employee labels* screen redisplays for entry of another range of employee labels to print. If you are done printing labels, select Cancel and the *Mount regular paper* window displays.

Mount regular paper

On this window the following message displays:

If you mounted labels on the printer replace them now with regular paper, and check this box when done.

Check the box and select OK to return to the menu.

Character Mode

Mount labels on the printer and then type `DONE`. Choose a printer. Enter the number of columns of labels to print when asked (1 for one-across, 2 for two-across labels). *Any change ?* displays after this question, to allow you to change your answer.

Next, *Print label alignment ?* displays. Answer Y to cause X's to be printed on the first row of labels.

Print label alignment ? displays again. If the X's just printed are properly aligned, answer N and label printing begins. If they are not properly aligned, adjust the labels in the printer and answer Y again. Repeat this procedure until the labels are properly aligned. (Remember, you can interrupt printing by pressing <F1>.)

The *Print employee labels* screen redisplays for entry of another range of employee labels to print. You can press <Esc> to return to the menu.

PRINTING MULTI-CITY MULTI-STATE INFORMATION

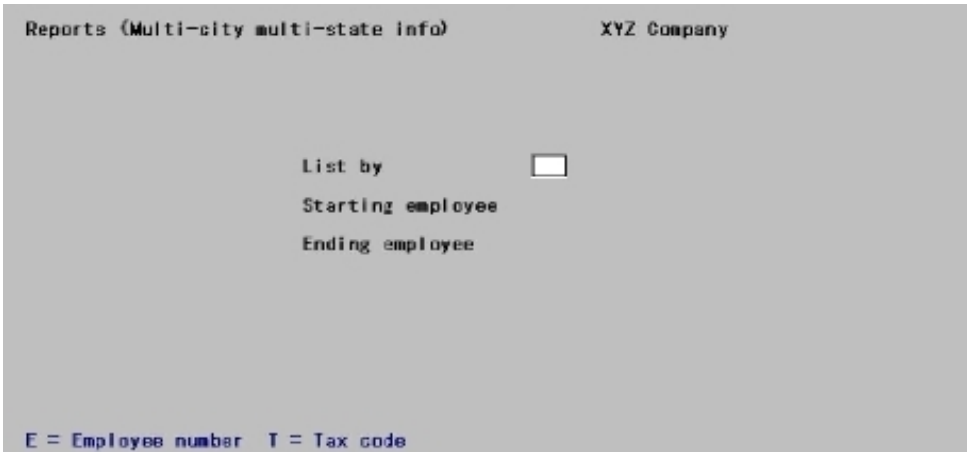
This report lists employees with tax obligations to more than one city or more than one state.

Select

Multi-city and multi-state info from the *Reports, Employee/Employer* menu.

The following screen displays:

In character mode the following screen displays:



Enter the following information:

List by

Enter either Employee number or Tax code.

Format	Drop list, either Employee number or Tax code
Example	Select Employee number

Depending on what you select above, either fields for Starting and Ending employee will display or Starting and Ending tax code.

Starting employee *and*

Ending employee

Enter the range of employee numbers to print in the report.

Format	999999 at each field
Example	Press <F2> at each field for a range of *Starting* through *Ending* employee

Starting tax code *and*

Ending tax code

If you selected to print by tax code in the List by field, enter the range of tax codes to print on the report.

After selecting state or city, enter the desired tax code. Any input is accepted; however, only a valid tax code already defined in the *Tax tables* selection is meaningful. See the Tax Tables chapter. Only tax codes that have been assigned to an employee that has a multi-city or multi-state setup will print. You can also use the option:

<F2>	For "First" and "Last" codes respectively

Format	Two characters (for state or city) One character (for the individual tax table within that state or city)
Example	(Not used in this example.)

OK or Cancel

Select the <Enter> key or click on OK to print the report. Select <Esc> or click on Cancel to not print.

When selecting the print a list of printers will display. Select a printer.

PRINTING AN EMPLOYEE CHANGE LOG

The Change Log shows any changes or deletions to Employees. It also prints the initials of the user who made the changes and the date these changes were made.

If use of change logs has been specified in *Company information*, you are allowed to print the Employee Change Log.

For security purposes only the last 4 digits print of the social security number print on the report. The first five digits are replaced with asterisks.

Select

Employee change log from the *Reports, Employee/Employer* menu.

Purge change log

Select Yes (enter Y) if you want change log to be cleared, or select No (enter N) if you want the change log information to remain on file.

Using graphical mode the default is unchecked. There is no default in character mode.

Example	Press <Enter> or N to not purge the change log.

Cut-off date

This field is only available if you checked the box for the *Purge change log* field.

Enter the cut-off date to the last change date you want to purge or use the option:

<F2>	For the system date (today's date

Starting date

Ending date

These fields are only available if you did not check the box in the *Purge change log* field.

Enter the range of change dates to include on the report or use the option:

<F2>	For "Earliest" and "Latest" dates respectively

OK or Cancel

If decided to purge you selected OK, a menu displays for you to select where to print the Change Log. (You do not have the option of displaying the report, Create HTML or PDF, since purging the Change Log is an Audit Trail function.)

If you decide to print a range only you may select any printer.

Select Cancel to return to the menu.

PRE-NOTE ACH FILE AND REPORT

This option is only available if you are using the direct deposit Electronic payment method as set in the PR *Control information*.

There are two possible statuses for an ACH employee; Pre-Notification and Normal.

- A Pre-Notification means that you are notifying the bank that there are new employees or changes to existing employee's bank account information when using ACH payments. This gives your bank time to verify the routing and bank account numbers before you do your next check run.
- A Normal status means that the account has gone through the pre-notification process with your bank and it is now OK to make a payment to the employee via ACH electronic processing.

This utility is used to create an ACH file of Pre-Notification employee bank accounts or to update an employee bank account Pre-notification status from Pre-note to normal.

You can also report Pre-notification bank accounts using the *Checks* function. You are not required to use this utility to report Pre-notification bank accounts. The advantage of using this utility is you do not have to wait to print checks to report the Pre-note accounts to your bank. However, you should give your bank people ample time to verify the pre-notification accounts, and update the status to normal before you do your next check run. Otherwise you will report the same Pre-note accounts a second time during the next check run.

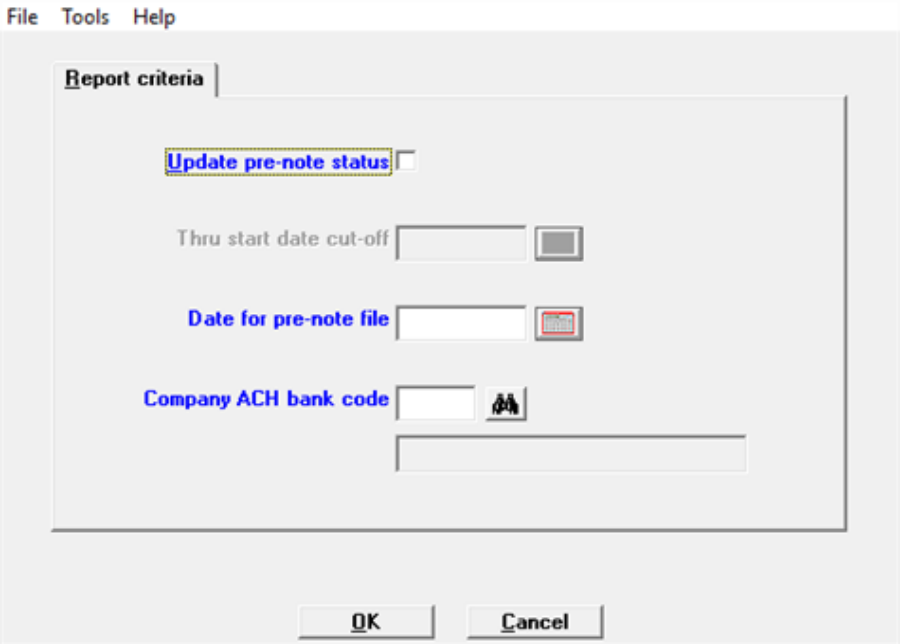
The ACH file created using this process will only contain Pre-notification records. The name of the file will be the same as when creating a check run ACH file. See Appendix F *Implement ACH Direct Deposit* for more information on the ACH file and where it is created on the system.

Select

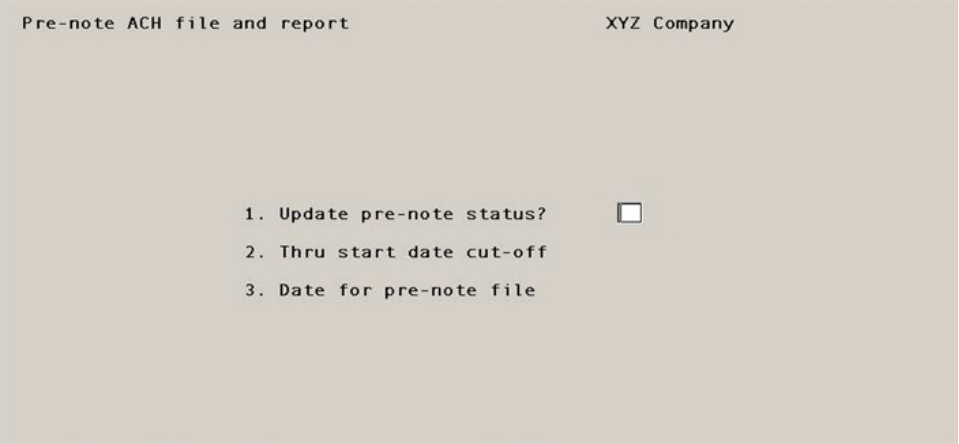
Pre-note ACH file and report from the *Utilities* menu.

You will see a screen like the following:

Graphical Mode



Character Mode



Enter the following fields:

Update pre-note status

Enter Y if you want to update the status of the pre-note employee bank accounts from Pre-notification to Normal status. Enter N if you are generating a Pre-note ACH file.

Format	1 letter, either Y or N
Example	Enter N

If you enter N for the this field, the next field is skipped and cannot be entered.

Thru start date cut-off

Enter the cut-off date.

This field relates directly to the start date entered for the employee bank account on *Employees* Direct deposit field. If the date you enter here is on or after the bank account start date then the status will be updated to Normal. If it is before the start date then the bank account start date will not be effected.

Format	MMDDYY
Example	Type 10117

Date for pre-note file

This is the date written to the ACH file for the pre-notification accounts.

Enter the date to be used for the employee pre-notification ACH records.

Format	MMDDYY
Example	Type 30218

Company ACH bank code

Enter the bank account code for which you are reporting. The bank information will be written to the ACH file.

Format	4 characters
Example	Enter 1

OK or Cancel

Make any changes or select Enter to generate the ACH file or update the bank account records.

Time Worked

This chapter contains the following topics:

RECORDING THE TIME WORKED

Use this selection to enter records of time worked by your employees. When you have finished entering time worked, use *Calculate payroll* to calculate the check amounts for each of your employees.

With this selection you can:

- Print a payroll attendance worksheet (*Attendance worksheet*). This lists employees eligible for pay this pay period, with spaces for writing down the information to enter in the computer. This worksheet helps you organize and prepare your payroll information.
- Enter or edit individual payroll entries (*Enter*).
- Generate payroll entries (*Standard payroll*) automatically for many employees at once.

  This optional feature is useful when pay is routinely distributed to G/L accounts and when overtime, special pay, and temporary deductions / earnings are not a consideration.

  Even when such complications are present, it is often more efficient to first run all the employees through *Standard payroll*. You may use *Enter* to fine-tune the exceptions.
- Print an edit list of payroll entries (*Edit list*) to verify that all the payroll entries (from both *Enter* and *Standard payroll*) are correct.

At this point you are ready to run Calculate Payroll and Checks.

Select

Attendance worksheet from the PR menu.

Note	If you answered *Always* manually distribute to the *Distribute wages* question in *Control information*, the *Standard payroll* cannot be accessed.

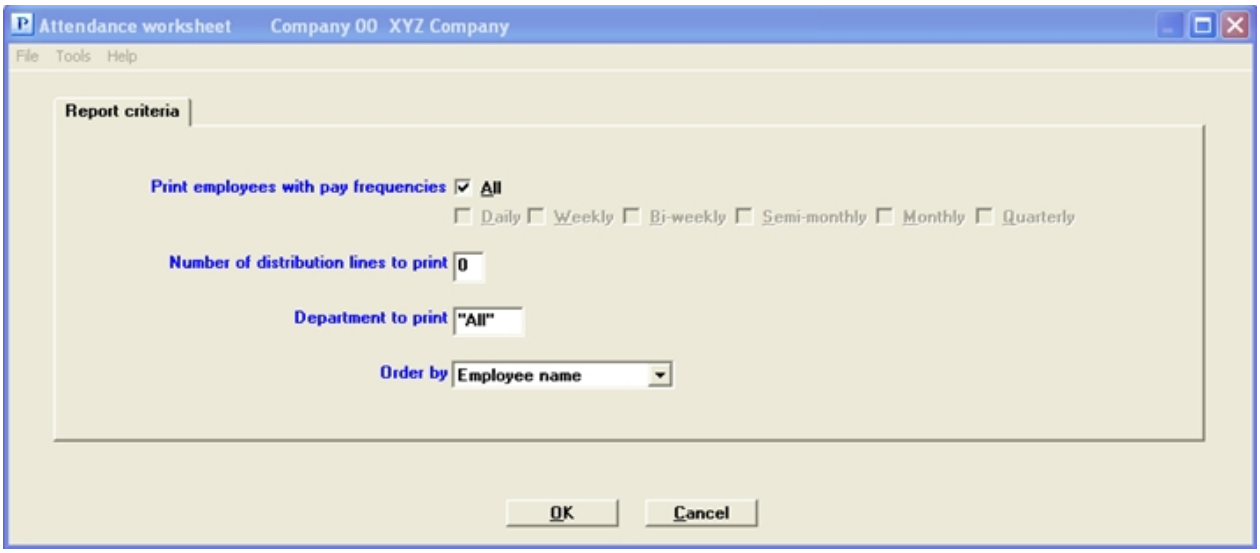
ATTENDANCE WORKSHEET

The Payroll Attendance Worksheet lists employees, with a line next to each employee where you can note payroll information. This includes hours worked, temporary deductions and earnings, and details concerning G/L distributions.

Printing this is not a requirement, but some users find it convenient to print a worksheet each pay cycle, hand-write the coming payroll data on it and use that as a guide when doing the *Enter* selection.

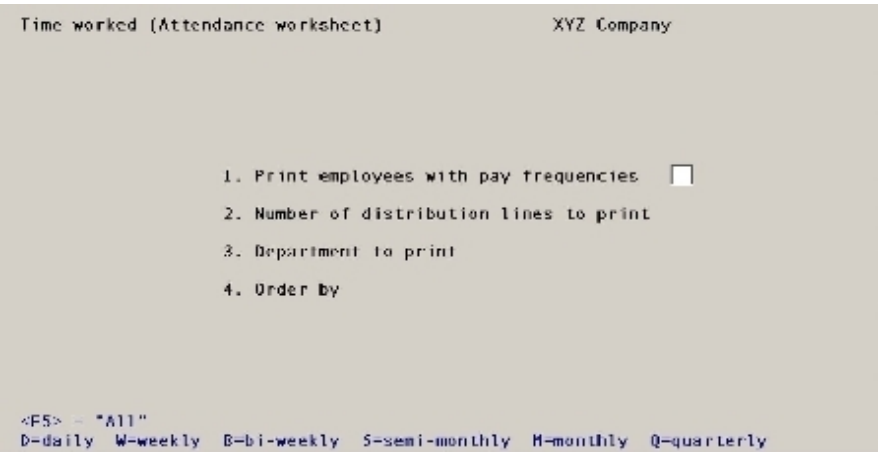
Graphical Mode

The following screen displays:



Character Mode

The following screen displays:



Enter the information as follows:

Print employees with pay frequencies

Options

Enter the pay frequencies of the employees you want to appear on the report. Valid frequencies are:

Character	Graphical
D	Daily
S	Semi-monthly
W	Weekly
M	Monthly
B	Bi-weekly
Q	Quarterly

<F5>	In character mode, for "All" pay frequencies

Format	Graphical: Up to 7 check boxes. One check box for "All". If "All" is not checked, the individual frequencies may be selected. The default is "All" Character: Up to six frequency codes, each consisting of a single letter selected from the list above. The first blank terminates data entry.
Example	Graphical: Check Bi-weekly and check Semi-monthly Character: Type B, type S and press <Enter> again.

Number of distribution lines to print

A number of lines are provided for distribution of an employee's hours or salary to various G/L accounts. Enter a number up to 9, to specify how many lines to print for noting distribution information.

Format	9
Example	Type 3

Department to print

When you enter an employee's record, you enter a 4-digit department number for the employee. Then at this field you can select an employee department for which to print an attendance worksheet.

Options

Enter a specific department or use the option:

<F5>	For All departments

Format	9999, In graphical mode the default is "All"
Example	Press <F5>

Order by

Options

Specify the order in which to print the employees on the worksheet:

Character	Graphical	Description
1	Employee #	Employee number
2	Employee name	Employee name
3	Employee # within dept	Employee number within department (only available if printing "All" departments)

Format	Graphical mode: Drop down list Character mode: 9
Example	Select Employee # or type 1

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the worksheet.

STANDARD PAYROLL

This selection generates standard payroll entries for employees who do not have their pay manually distributed. This feature is optional. If used, you should run this first then adjust individual entries as needed (for example, to add overtime) using *Enter*.

If any payroll time entries are already on file, *Standard payroll* cannot be run, and the program displays a message advising you of the existing time entries. You can either delete the entries, or use *Calculate payroll* and *Checks* to post the existing entries before coming back to use *Standard payroll*.

Note	When you enter the Distribute wages field in *Control information* for the payroll system you can specify how salary and wages are distributed. You have three choices:

- **Never distribute**: General ledger distributions are never entered for employee time entries.
- **Always distribute**: General ledger distributions for employee time entries must always be entered.
- **Selectively distribute**: Whether general ledger entries are entered depends upon the answer to the Distribute wages in the *Employees* record. When the field is checked (Yes), general ledger distributions must be entered for the employee. If not checked (No), general ledger distributions are never entered for the employee.

Standard payroll never creates time entries for non-employees. Non-employees (contractors, etc.) can indeed be paid, but only using *Enter*.

When you specify *Never distribute*, you can generate time entries for all employees, both hourly and salaried, regardless of how the employee's *Distribute wages* question has been answered.

When you specify *Always distribute*, you cannot generate time entries using *Standard payroll* for any employee.

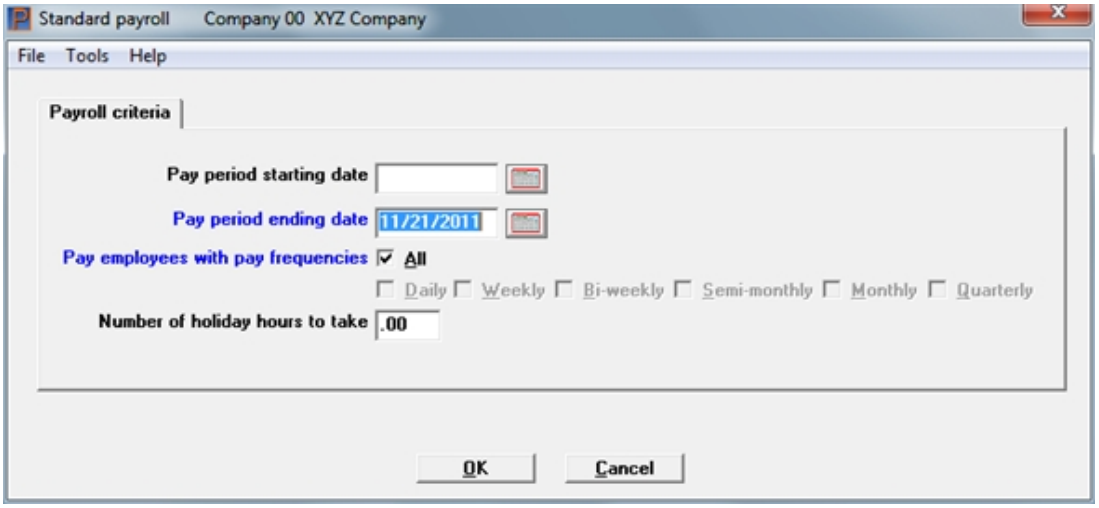
When you specify *Selectively distribute*, time entries are generated only for employees whose *Distribute wages ?* question has been answered No.

Normally the number of hours worked for an hourly employee is determined by the assigned Pay frequency and the matching Hours in *Control information*. If you entered an amount in the employees Standard regular hours, that number will be used as the regular hours regardless of the pay frequency.

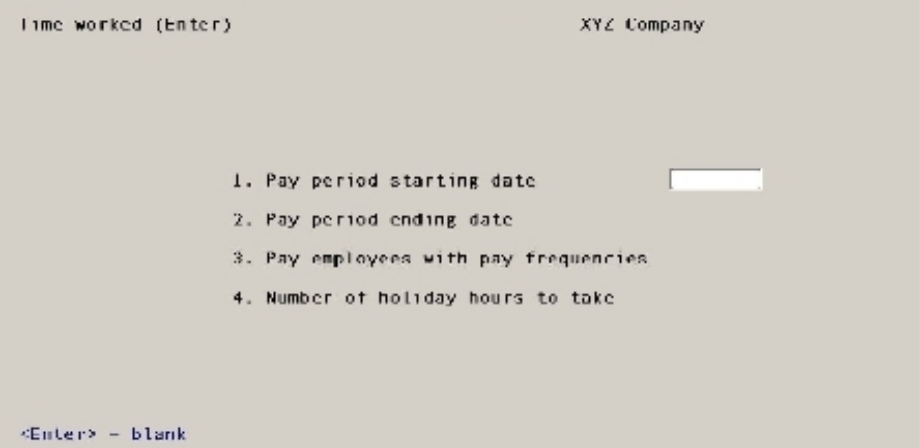
Select

Standard payroll from the PR menu.

The following screen displays:



In character mode the following screen displays:



Pay period starting date

If your state requires a pay period starting date, as well as an ending date, enter the starting date here. Otherwise, press <Enter> to skip this field.

Even if you specify a starting date here, you are not forced to use that date for each employee in this payroll run. The date merely becomes available as a default.

If you generate entries for several pay frequencies, the starting date can apply to only one of them, so you need to change this date for the applicable payroll entries.

Options

You have the following option:

<F4>	To select a date from the calendar lookup

Format	MMDDYY
Example	Press <Enter> to leave blank

Pay period ending date

This is the ending date of the pay period for which standard payroll entries are to be generated. This field is required.

Options

You have the following option:

<F4>	To select a date from the calendar lookup

Format	MMDDYY The system date is displayed as the default
Example	Type `110119`

Pay employees with pay frequencies

You may select all frequencies. The All check box is defaulted as checked. If you uncheck it, you may select the individual frequency options.

Options

Check the boxes of the pay frequencies of the employees for which standard payroll entries are to be generated. Valid frequencies are:

Character	Graphical
D	Daily
S	Semi-Monthly
W	Weekly
M	Monthly
B	Bi-Weekly
Q	Quarterly

Format	Check boxes, one for each pay frequency listed above and one for All.
Example	Select <Enter> to take the default of All

Number of holiday hours to take

If you want every entry to include the same amount of holiday hours, enter that amount here. For hourly employees, the amount of regular hours are reduced by the amount of holiday hours entered here. You can press <Enter> for zero.

For a salaried employee, the holiday hours are considered a part of the employee's regular salary.

Format	99.99
Example	Press <Enter>

Make any needed changes.

OK or Cancel

If continuing, click on the OK button. There will be a period of processing while entries are generated for each selected employee. If you do not want to process standard payroll, select the Cancel button and you are returned to the main menu.

Standard payroll entries are generated for all employees who:

- Are not terminated, and
- Have one of the specified pay frequencies, and
- Do not have their pay manually distributed to G/L accounts.

Generated entries can be printed on the Time worked Edit list, and they can be changed or deleted through *Enter*.

ENTERING TIME WORKED

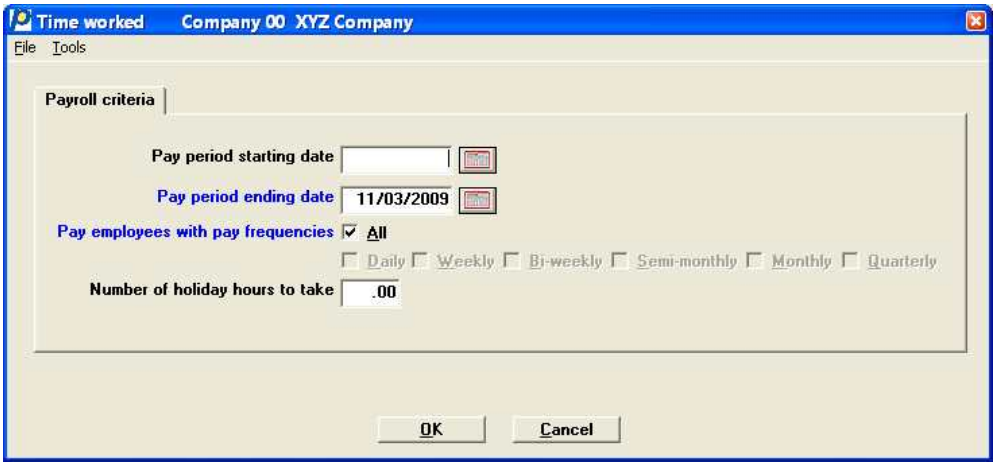
Use this function to enter, change, or delete time transactions. Time transactions can either be entered with this selection or generated automatically with *Standard payroll* (or both), and transactions created by either method can be changed, deleted, or merely viewed by using this selection.

Enter lets you specify additional information for a time transaction such as overtime, holiday, sick, and vacation hours, as well as temporary deductions and earnings.

You can also specify that an employee is paid up to 4 weeks of vacation pay.

Select

Enter from the *Time worked* menu. A screen like the following displays:



In character mode the following screen displays:

```
Time worked (Enter)                          XYZ Company



                1. Pay period starting date
                2. Pay period ending date
                3. Pay employees with pay frequencies
                4. Number of holiday hours to take



<Enter> = blank
```

This selection works in two stages. First you select the frequencies of the employees you intend to pay in the next payroll run. A second screen then displays so you process all the employees who have that frequency.

- You can rapidly bypass employees who need no change.
- Conversely, you can select employees who do not match the selected frequency.

When done processing those employees, you can return to the first screen to select a different frequency.

Suppose you intend to pay all your monthly and weekly employees in the next pay run, and only those employees. There are two ways of doing this:

- You can state in the first screen that you want to look at all the monthly and weekly employees. On the second screen, page through each employee in turn, skipping the ones that require no change.
- You can process all the monthly employees first and return to the first screen and repeat the process for all the weekly employees. This is convenient if the kind of special handling required for monthly employees tends to be consistently different from that required for weekly employees.

Pay period starting date

If your state requires a pay period starting date, as well as an ending date, enter the starting date here. Otherwise, press <Enter> to skip this field.

If you are adding entries for several pay frequencies, the starting date applies to only one of them. For other frequencies, you need to manually set the pay period starting date.

Options

You have the following option:

<F4>	To select a date from the calendar lookup

Format	MMDDYY
Example	Press <Enter>

Pay period ending date

This is the ending date of the pay period for which these payroll time entries are being created.

The date you enter remains on file until the current entries have been posted.

If there are no entries on file, the current date is displayed. If entries are already on file, the pay period ending date that was entered for them is displayed.

Options

Enter a date or use the options:

<Enter>	For the displayed date
<F4>	To select a date from the calendar lookup

Format	MMDDYY
Example	Press <Enter> to accept the date that was entered during *Standard payroll*

Pay employees with pay frequencies

Select the pay frequencies of the employees. The All check box is defaulted as checked. If you uncheck it, you may select the individual frequency options.

Options

Check the boxes of the pay frequencies of the employees for which time worked payroll entries are to be generated. Valid frequencies are:

Character	Graphical
D	Daily
S	Semi-Monthly
W	Weekly
M	Monthly
B	Bi-Weekly
Q	Quarterly

Format	Check boxes, one for each pay frequency listed above and one for All.
Example	Select `Bi-Weekly`, select `Semi-Monthly` and press <Enter> again.

Number of holiday hours to take

The number of hours you enter here determines the default number of holiday hours when entering each time transaction. When entering time transactions, you can default the transaction to its typical values. When you do this, holiday hours for the transaction are set to the value you enter here.

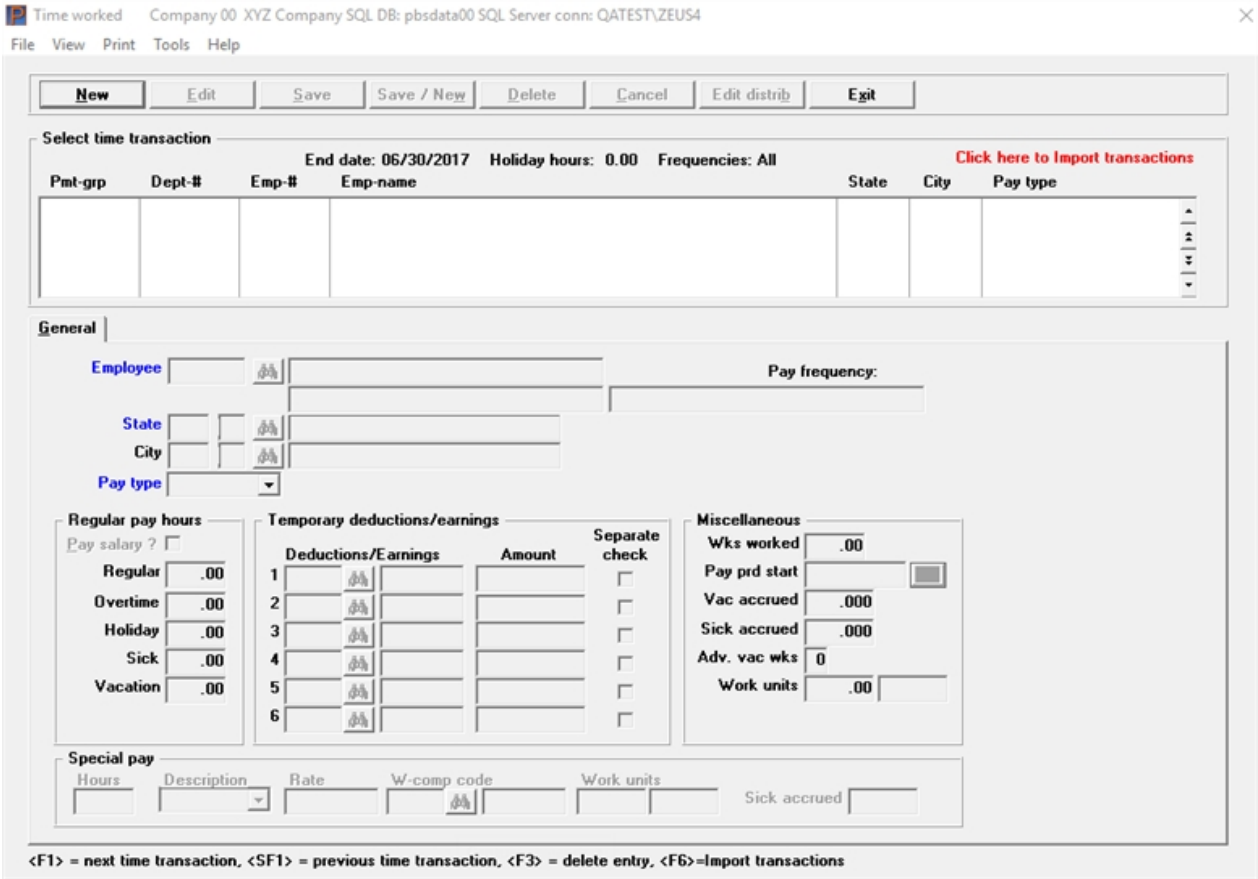
For a salaried employee, the holiday hours are considered a part of the employee's regular salary.

Format	99.99
Example	Press <Enter>

Make any needed changes, press <Enter> or the OK button to continue. If you do not want to enter time worked records, select the Cancel button.

Graphical Mode

In graphical mode the following screen displays:



From this screen you can work with both new and existing payroll entries.

TimeClick Import

TimeClick is an employee time card software. You must have TimeClick installed and functioning before you can use this feature. For information on obtaining TimeClick, call Passport.

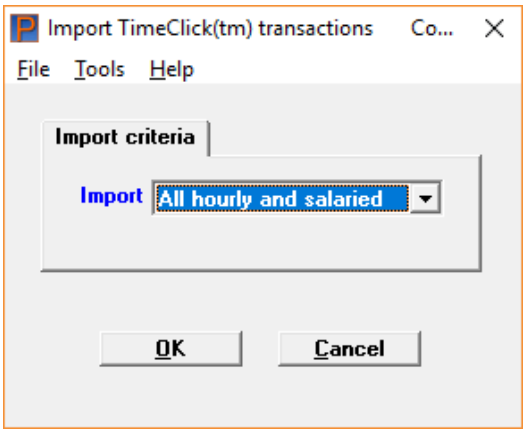
The **Click here to import transactions** phrase on the screen functions just like a button. When you click anywhere on those words data will be imported from a file exported from TimeClick.

In order for you to import data there must not be any existing transactions displaying.

A file exported from TimeClick named TCExtract.csv must exist in the diwrk folder.

- If the TCExtract.csv file is not there a web page displays that gives you more information about the TimeClick time clock software and other business solutions from Passport.

- If the TimeClick TCExtract.csv exported file exists the following screen displays:



1. A drop-list will allow you to choose to import and process either **All hourly and salaried**, **Hourly employees only** or **Salaried employees only**. The program works differently for salaried vs. hourly employees:

   For *Salaried employees* Time transactions and distributions (as needed) are created even if the file does not contain their records. If the TCExtract.csv contains hours for an employee, those hours will be recorded in the time history file but the employee will be paid their standard salary regardless of the total. If there is no TCExtract.csv record for a particular employee, the program will generate a Time Entry record using the default number of hours for full-time.

   For *Hourly employees* Time transactions and distributions (as needed) are created if a record exists in the work file and if the record passes validation.

   Select OK to continue.
2. This csv file is opened, all the records are read and loaded in a work file.
3. A Payroll program is called to process this work file.
4. The employee number, employee last name and first name are verified against Payroll Employees. The Payroll account number from Employees is confirmed to exist. Any error found is reported in a log and the record is skipped.
5. If import errors are found, you are informed and asked to print the error report. Review the error report as needed and select **Continue** or **Abort**.
6. The TCExtract.csv file is backed up as SC_Hours_Import_date_time.csv and the original TCExtract.csv file is closed and deleted. If something goes wrong with the import you may rename the SC_Hours_Import_date_time.csv back to TCExtract.csv and run the import again.
7. The Time worked list box is updated to show what was imported.

   That completes the import process. It is recommended that you print an edit list to verify the imported data. You may edit, delete or add time worked records as needed.

   When you are done you are ready to calculate and run checks.

Payroll Entries List Box

The list box displays up to 6 existing payroll entries at a time. You may sort the payroll entries by payment group, department or employee number all in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a payroll entry, start typing a payment group, department or employee number, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an entry. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Payroll entries that display in the list box are available for changes or deletion. The fields for the selected payroll entry display in the lower part of the screen.

When a payroll entry is found, you may select the <Enter> key or Edit button to start editing.

Payroll Entries Buttons

You may click on a button or enter the keyboard equivalent for adding, editing, deleting or canceling a payroll entry:

Button	Keyboard	Description
New	Alt+n	For a new payroll entry.
Delete	Alt+d	To delete the payroll entry selected in the list box. You may also use the <F3> key.
Edit	Alt+e	To edit the payroll entry selected in the list box.
Save	Alt+s	To save a new payroll entry or changes to an edited payroll entry.
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing a time worked entry.
Edit distrib	Alt+b	To edit the distributions for the selected payroll entry. See the Distribution of Wages section for more information.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character

In character mode the following screen displays:

```
Time worked (Enter)                                    XYZ Company
End date: 6/30/17    Holiday hrs: .00     Freq: "All"
 * 1. Employee #
 * 2. State                      11. Temp D/E 1
 * 3. City                       12. Temp D/E 2
 * 4. Pay type                   13. Temp D/E 3
   5.                            14. Temp D/E 4
   6. Overtime hrs               15. Temp D/E 5
   7. Special hrs                16. Temp D/E 6
   8. Holiday hrs                17. Wks worked            Pay prd start
   9. Sick hrs                   18. Vac accrued            20. Adv vac wks
  10. Vacation hrs               19. Sick accrued           21. Work units
      State:                            City:

<F1>=next entry, <SF1>=prev entry, <F2>=next empl, <SF2>=prev empl
<F6>=Import transactions
```

From this screen you can work with both new and existing payroll entries. If an existing entry is selected (either by explicit data entry or by using the option keys), its data displays on the screen and the cursor is positioned at *Field number to change ?* to allow change or deletion. If a new entry is selected, the cursor moves to the next field to allow data entry.

Entering General Information

There can be more than one entry for a single employee (for different states, cities, or frequencies). These may or may not print on the same check. Note also that all the entries on file at any one time are all destined for the next payroll — you cannot have entries for more than one payroll run present at the same time.

Employee

Options

Enter the number of an existing employee (including non-employees, generally contractors), or use one of the options:

<F1>	For the next existing entry
<SF1>	For the prior entry
<F2>	For the next employee, in employee number sequence, whose pay frequency matches one of those you specified on the first screen (except terminated employees and non-employees).
<SF2>	For the prior matching employee.
<F6>	Import transactions from TimeClick. TimeClick is an employee time card software. This function is not currently active. For more information on TimeClick, see timeclick.com.

Exception conditions

- If you enter the number of an employee whose pay frequency does not match one of the pay frequencies entered on the first screen, you see *Wrong Frequency - Pay Anyway ?*
- If the employee you enter has been terminated, you see *Employee Terminated - Pay Anyway ?*

In either case, answer Yes or No.

Format	999999
Example	Type 4

State

If this is a multi-city/state employee (so designated in the Multi-city/state check box field of the selection *Employees*), enter the State Tax Code. This must already have been defined for this employee (either as his primary state or as one of the other states to which he is liable for taxes). The code entered for the primary state is the default and displays if you press <Enter>.

Otherwise, this field is filled automatically from the *Employees* entry for this employee.

Format	Two letters (state) One character (tax table)
Example	(displayed automatically in this example)

City

If this is a multi-city/state employee (so designated in the Multi-city/state check box field of the selection *Employees*), enter the City Tax Code. This must already have been defined for this employee (either as his primary city or as one of the other municipalities to which he is liable for taxes). The code entered for the primary city is the default and displays if you press <Enter>.

Otherwise, this field is filled automatically from the *Employees* entry for this employee.

Format	Two letters (city) One character (tax table)
Example	(displayed automatically in this example)

Pay type

Enter Regular or Special 1-9 for special. Special pay types enable you to enter multiple pay rates and/or worker's compensation codes for an employee in the same pay period. For example, an employee can receive a set rate per hour plus a shift differential. In this case, you can set a special rate in the employee record equal to the regular hourly rate plus the differential percentage. Or, you may have an employee who performs maintenance, as well as administrative duties. In this case, you could set up a special pay rate based on worker's compensation deduction codes.

You cannot enter regular pay and special pay on the same screen. If you select Regular pay, the special pay fields cannot be entered. If you select pay type Special 1-9 (special pay), the cursor skips over the fields in Regular pay hours, Temporary deductions/earnings and Miscellaneous boxes. Once you enter a special pay code, you must enter the Special hrs. field and a data selection window displays, displaying special pay codes. Refer to the Special Pay Codes section below for more information.

Format	One digit. The default is 0.
Example	Press <Enter>

Report jurisdiction code

This field may not be accessible on your system. For a setup that allows access, see the Pennsylvania Act-32 appendix.

Enter the working jurisdiction code. For more information on entering this field, see the Time Worked (Enter) section from the *Pennsylvania Act-32* appendix.

Pay salary ?

Options

If the employee type, as recorded in *Employees*, is salaried, the *Pay Salary ?* field can be entered. If the employee type is Hourly, only the *Regular* field can be entered.

<F1>	Defaults all fields to their typical values: For a salaried employee, *Pay salary ?* is set to Y, otherwise *Regular hours* is set according to the employee pay frequency. *Holiday hours* are set to the amount entered on the first screen. *Vac accrued* and *Sick accrued* are set to the amounts in the Employee record. *Wks worked* is set to the number for the employee's pay frequency. *Pay prd start* is set to the date entered on the first screen.

Check the box to pay this employee his regular salary for this pay period. Leave it unchecked to treat this employee as an hourly employee for purposes of this payroll only.

If paying a salaried employee by hours, you can press <F1> to use the calculated hours, based on the employee's pay frequency. If you want to pay a salaried employee holiday hours in addition to his salary, answer N to enter regular hours and then enter holiday hours at the Holiday field.

For a salaried employee, who worked overtime hours with a zero per hour amount, see the Overtime field.

Format	Check box, checked is yes and unchecked is no
Example	Press <Enter> for the default of unchecked

Regular

If the employee type, as recorded in *Employees*, is salaried, the *Pay Salary ?* field can be entered. If the employee type is Hourly, only the *Regular* field can be entered.

Options

For hourly employees and for salaried employees being paid hourly for this particular pay period, enter the number of regular hours worked.

<F1>	Default all fields to their typical values as described for Pay salary ?
<F2>	To clear all other fields and position the cursor at the first temporary D/E field for entering a single supplemental earning. This enables you to rapidly enter a single supplemental earning.
<SF1>	Same as <F1> above, except, if the employee has an amount other than zero in the Standard regular hours field, this option is available and that hours amount is used instead.

Format	99,999.99
Example	(does not occur in this example because employee is being paid a salary)

Note	Rather than enter zero hours which results in a check amount of zero, you should delete the time worked entry instead. If there are automatic deductions, when calculating the net amount will be a negative. Payroll does not allow a negative net.

Overtime

Enter the number of overtime hours for this pay period.

Format	999.99
Example	Press <Enter> for zero

The overtime rate can be printed on the stub. See the Print overtime/special rates on stub field in the *Control information* chapter.

If you enter overtime hours and the employee has a zero rate for overtime hours, a *Non-exempt salaried employee missing overtime rate !!!* warning may display. For more specific information see the FLSA annual salary threshold field in the *Control information* chapter.

Holiday

Options

Enter the number of holiday hours in this pay period, or use the option:

<F2>	For the number of holiday hours from the first screen, provided this was non-zero

Format	999.99
Example	Press <Enter> for zero

For a salaried employee, the holiday hours entered here are considered a part of the salary.

If you want to pay a salaried employee holiday hours in addition to his salary, uncheck the *Pay salary* field and pay regular hours for the salaried employee, enter the holiday hours here.

Sick

Enter the number of sick hours used in the pay period. (The amount of sick hours due is held in *Employees*.)

Format	999.99
Example	Press <Enter>

For a salaried employee, sick hours are treated the same as holiday hours. Refer to Holiday above.

```
Hours available = 999.99-.
Change current entry ?
```

Select Yes to change, or select the default of No to accept.

This displays only when the number of hours entered exceeds the number of hours due. Pressing <F2> overrides the limit.

Vacation

Enter the number of vacation hours taken during this pay period.

Format	999.99
Example	Type 8 to enter 8.00 hours of vacation.

For a salaried employee, vacation hours are treated the same as holiday hours. Refer to Holiday above.

```
Hours available = 999.99-. Press <Enter> to change, <F2> to
accept
```

This displays only when the number of hours entered exceeds the number of hours due. Pressing <F2> overrides the limit.

Temporary Deductions/Earnings 1 through 6

In these fields, enter the Deductions/ Earnings code for temporary deductions or earnings.

Any deduction or earning that does not occur every pay period, or that occurs in varying amounts, qualifies as temporary. For instance:

- If you are a restaurant, meals and employee-reported tips are temporary earnings (they vary from one pay period to the next).
- If you dock an employee's pay for losing a tool, this is a temporary deduction.

In either case, a code for the earning or deduction must previously have been set up in the Deductions and Earnings selection.

If you want to pay supplemental earnings, you can do so here by using a type S earning code for supplemental earnings. If the time worked record results in no gross wages you will not be able to enter a supplemental earning as a separate check.

Enter the appropriate deduction/earning code, or leave blank to not use this field. The formats are the same for all six fields, but examples will be given only for the first. Copy the examples for the remaining fields from the screen appearing below.

Format	Three characters
Example	Type `EC1`

The description *Comissn* displays.

Amount

Enter the dollar amount, or press <Esc> to clear the amount and return to the code field.

Format	999,999.99 - Earnings and Supplemental Earnings types 99,999.99 - All deduction types
Example	Type `125` to enter the amount as $125.00.

Note	Never enter or calculate deduction amounts that are greater than the amount of a check. The system cannot calculate taxes on negative amounts.

Separate check

This applies only to earnings, not to deductions.

- **Supplemental earnings**: Multiple separate checks are allowed for supplemental earnings codes. Deductions for loans, garnishments, or union fees will be taken based on the flags in PR *Control information*.

  If the time worked record results in no gross wages you will not be able to select to print the supplemental earnings on a separate check.

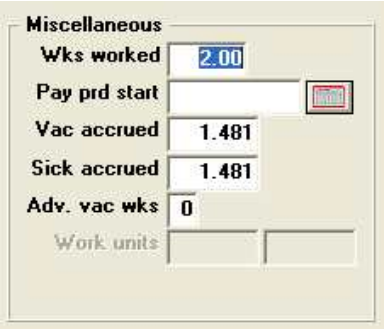
- **Non-supplemental earnings**: Only one type of non-supplemental earnings (commissions) is eligible for separate checks. Furthermore:

  If this is a multi-city/state employee, the check is taxed only for the employee's primary state and city.

  No deductions will be taken for loans, garnishments, or union fees.

Format	Graphical: Check box, checked is yes and unchecked is no Character: Enter Y or N
Example	Select the <Enter> key for the default of unchecked

Note	If you are using ACH direct deposit and if you select to print a separate check, the program will generate a physical check and not include either the supplemental earnings and non-supplemental earnings amount as part of the direct deposit.



Miscellaneous

Wks worked

Options

Enter the number of weeks worked in this pay period, or use the option:

<F2>	To use the number of weeks in the employee's pay period as specified in the Yearly Payroll Calculation section of PR *Control information*

Format	99.99
Example	Press <F2> to use the number of weeks in a semi-monthly pay period (2.16).

Pay prd start

Options

Enter a date or use one of the following:

<F1>	New Records: use the pay period starting date from the initial screen. Existing Records: use the date previously entered in this record.
<Enter>	To skip this field

Format	MMDDYY
Example	Press <Enter> to skip the pay period start date.

Vac accrued

Use this field to accrue vacation time for the employee.

Options

Enter the number of vacation hours to accrue or use the option:

<F2>	To accrue the vacation hours using the method specified in the employee's record.

Format	999.999
Example	Press <F2>

```
Vac hours start accruing mm/dd/yy. Press <Enter> to accept, <F2>
to change
```

This displays only if the employee is not due to accrue vacation time yet (i.e., the pay period ending date for this transaction is before the employee's vacation hours due date). Press <F2> to change the entry or <Enter> to override the limit.

Sick accrued

Use this field to accrue sick time for the employee.

Options

Enter the number of sick hours to accrue or use the option:

<F2>	To accrue the sick hours using the method specified in *Employees*

Format	999.999
Example	Press <F2>

The following message displays only if the employee is not due to accrue sick time yet (i.e., the pay period ending date for this transaction is before the employee's sick hours due date):

```
Sick hours start accruing mm/dd/yy. Press <Enter> to accept,
<F2> to change
```

Press <F2> to change the entry or <Enter> to override the limit.

Adv. vac wks

Enter the number of weeks of advance vacation pay (up to 4 weeks) to pay the employee. You can press <Enter> to leave this field blank.

If the number of weeks of advance vacation pay, plus the number of vacation hours entered in the Vacation field, is more than the vacation hours due as entered in *Employees*, a message displays as in the Sick accrued field above and is handled in the same way.

Four weeks of advance vacation pay is the maximum that can be paid at a time to an employee. A separate check is printed for each week of advance vacation pay. Any vacation hours entered above in Vacation field are part of the employee's regular paycheck.

Format	One digit
Example	Press <Enter>

Work units

Companies in states which base workers' compensation premiums upon the number of work units (such as employee-weeks, employee-days, etc.) must enter here the number of work units that pertain to the employee being paid.

In addition to this, if a special tax code based upon work units has been specified in the employee's record, you must enter the number of work units for the special tax amount calculated.

If the employee does not have a workers' compensation code specified or does not have a special tax deduction based upon work units specified, this field cannot be entered.

If applicable, the work unit description for this employee displays to the right of the field. Total work units for the pay period are reported on the Payroll Register along with the calculated premium amount.

Enter the number of work units for the employee. If the work unit is employee-days and the employee is being paid bi-weekly, you would enter 10 work units (unless the employee took days off during the period).

For information on the work units setup see Using Work Units in the *Use of Work Units* appendix. Also see the Workers' compensation Code section of the Deductions/Earnings chapter to understand how to setup a code that uses work units.

Note	The work units entered here are only for the non-special pay. Special pay has it's own work units and workman's compensation classification.

Format	999.99
Example	The work unit description, Week, is displayed to the right of the field.

Saving Time Worked

If you must enter distributions manually, see Distribution of Wages.

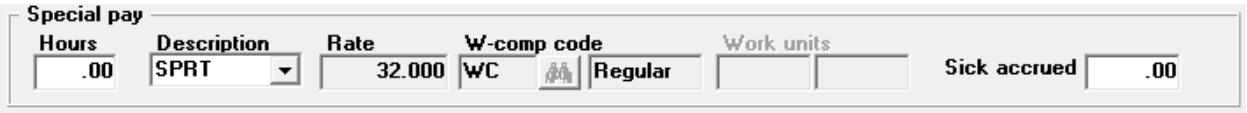
A warning will occur when entering a Time worked transaction if a salaried employee has an Overtime rate of zero and overtime hours are entered. The warning is:

Non-exempt salaried employee missing overtime rate !!!

The minimum salary is determined by the FLSA annual salary threshold field in *Control information*.

Special Pay Codes

Here is example of the time worked *Special pay* fields:



You may use default special pay codes from *Employees (Enter)* or you may enter a special pay code manually. Here is more information about both:

- Up to three default pay codes for each employee come from your entry in *Employees*. Read more about the employees Special Pay fields. One of these default special pay codes may be selected once a special pay transaction is started and the special pay hours have been entered for the employee.
- You can also designate other special pay codes (up to 9) by entering a unique description in the special pay *Description* field. Here are the steps:

  1. Enter the hours and then enter a five-character description of the special pay code.

  2. Enter a numeric rate (99,999.999 format) for this employee.

  3. Enter a worker's compensation code for this employee. The Workers' compensation Code is set up in the Deductions/Earnings table. If the worker's compensation code entered uses a rate basis of Work units, enter the number of work units for this employee. The work unit set up in the Deductions/Earnings Table (hrs. day, wk.) will appear.

  4. If the employee is set up to accrue sick time for special pay hours you may enter the *Sick accrued* field. The Sick accrued field is can be entered when the *Include special* field is checked in *Employees (Enter)*.

A special pay rate can be printed on the stub. See the Print overtime/special rates on stub field in the *Control information* chapter.

Here are some additional instructions for the Hours and Sick accrued fields:

Hours

Enter the number of special hours.

Format	999.99
Example	Press <Enter> for zero

Sick accrued

This field is only available if the *Include special* field is checked in *Employees (Enter)*.

Use this field to accrue sick time for the employee special pay hours.

Options

Enter the number of sick hours to accrue or use the option:

<F2>	To accrue the sick hours using the method specified in *Employees (Enter)*

Format	999.999
Example	Press <F2>

Character Mode

Make any needed changes.

Options

For an existing entry, you can also use the option:

<F3>	To delete this entry

Distribution of Wages

What happens when you press <Enter> depends upon whether this is a new entry or an existing entry, and also upon whether this employee's pay is distributed manually or automatically. That in turn depends upon what you have answered to the fields Distribute wages in *Employees* and Distribute wages in *Control information*.

- If wages are distributed manually:

  In add mode, the distribution screen displays automatically.

  In change mode:

  If you have changed any of the amounts to be distributed (for instance, the number of regular hours), the distribution screen displays automatically.

  Otherwise, you are asked *Do you wish to change distributions ?*. Answer N to terminate this entry, or Y to view (and possibly change) the distribution screen.

- If wages are distributed automatically the distribution screen occurs in neither add mode nor change mode. That is the advantage of automatic distribution. Pressing <Enter> terminates this entry and positions you for the next.

There are two formats for the distribution screen, one for use when the PBS Job Cost is interfaced and one for use when it is not.

- The former screen allows (but does not require) that some or all of an employee's pay be allocated to one or more cost items of one or more jobs. Otherwise the two screens function identically.
- Distribution to jobs is never automatic, so an employee's wages cannot be distributed to a job unless manual distribution has been specified for that employee.
- Each screen will be discussed separately below.

In this example the employee is designated to have his pay manually distributed, so a distribution screen displays. This example assumes that Job Cost is not interfaced.

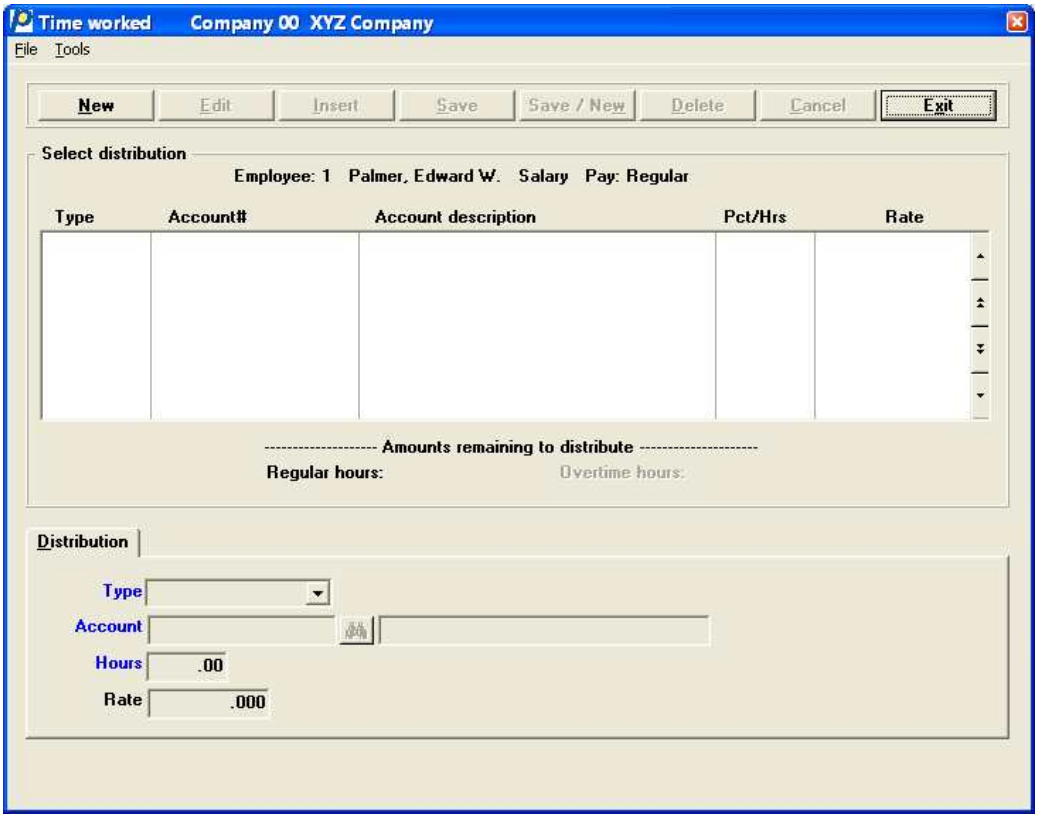
Distributions and Jobs information Print on graphical Check and Mailer

Distributions are printed on the graphical check and direct deposit mailer stub. Additionally, when interfaced to Job cost, the job number, description and rate are printed for each job.

If Job Cost is Not Used

Graphical Mode

The distribution screen without Job Cost is:



In the screen above, no distributions have been entered.

You may enter an unlimited number of distributions.

Distribution List Box

The list box displays several existing distributions at a time.

To locate an distribution, you may also use the up/down arrows, Page up, Page down, Home and End keys.

Distributions that display in the list box are available for changes or deletion. The fields for the selected distribution display in the lower part of the screen.

When an distribution is found, you may select the <Enter> key or Edit button to start editing.

Distribution Buttons

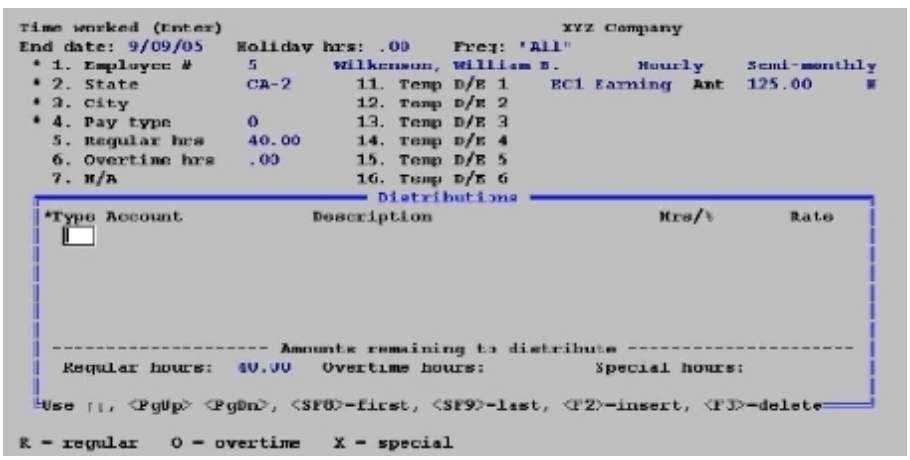
You may select a button for editing, deleting or adding a new distribution:

Button	Keyboard	Description
New	Alt+n	To enter a new distribution.
Edit	Alt+e	To edit the distribution selected in the list box.

Button	Keyboard	Description
Insert	Alt+i	To insert a distribution between two other existing distributions.
Save	Alt+s	To save a new distribution or changes to an edited distribution.
Save/New	Alt+w	Same as Save button plus the New button.
Delete	Alt+d	To delete the distribution selected in the list box. You may also use the <F3> key to delete.
Cancel	Alt+c	To cancel adding or editing a distribution
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Character Mode

The character distribution screen without Job Cost is:



The distribution screen consists of an unlimited number of rows, divided into columns identifying what kind of pay you are distributing, what account you are distributing it to, and how much of it goes to each account.

- If this is a new entry, the cursor is initially positioned at the first row. As you enter each new line, the cursor proceeds to the next. When you reach the bottom of the window, you remain there — lines previously entered scroll upwards and out of sight (but are not lost).
- If this is an existing entry, the row you are currently on is highlighted.

  You can select the row you want by pressing <Up>, <Down>, <PgUp>, <PgDn>, <Home>, and <End>.

  You can add a new row at the existing location by pressing <F2>. The remaining rows will scroll down by one line.

You can delete the existing row with <F3>.

Distribution Tab

You can have more than one entry for the same account. This lets you enter different distributions for overtime pay at varying rates.

Entries are not required to be in any particular sequence. For instance, you could distribute half the regular hours, all the overtime hours and finally the other half of the regular hours.

A running total shows the amount of each type of pay remaining to be distributed. The possible types depend on whether the employee is salaried or not.

Enter the distribution information as follows:

Type

Options

Enter one of the following values for the type of distribution. Note that hourly employees includes salaried employees who are paid hourly. The options for hourly employees are:

Regular

Overtime

Special

The options for salaried employees are:

Salary

Overtime

Special

To exit from distributions, press <Esc>. If you do this while any pay (of any type) remains undistributed, you will see, *Amount remaining to distribute — do you wish to delete the entire entry ?*. If you answer Yes, you will have to re-enter the entire entry, not merely its distributions.

Format	Drop down list with one option from the list above
Example	Select `Salary` to indicate that the distribution entered is for the salary amount.

Account

This is the G/L account to which the number of hours, or the percentage of salary specified on this line, is distributed.

Options

Enter the G/L account number, or use one of the options:

<F1>	Next valid G/L account
<SF1>	Previous valid G/L account
<F7>	Wage account number for this employee in *Employees*

Format	Your standard account number format, as defined in *Company information*
Example	Press <F7>

Hrs/%

Sometimes pay is distributed by allocating a percentage of each type of pay to different accounts, and sometimes by allocating the actual number of hours. In no case is the dollar amount entered directly.

- If the employee is specified as hourly, enter the number of hours distributed to the account you entered on this distribution line.
- If the employee is salaried, enter the percent of the salary (or the number of hours, if being paid on an hourly basis) distributed to the account entered on this line.
- Overtime and special hours are distributed on an hourly basis, even for a salaried employee.

An employee's pay for holiday hours, sick hours, and vacation hours is always computed using the regular rate. These pay amounts are distributed to accounts specified in the federal tax code record.

For hourly paid employees, pay for regular hours is distributed as described above in addition to holiday pay, sick pay, and vacation pay.

For salaried employees (when being paid salary and not hourly), holiday pay, sick pay, and vacation pay are first deducted from their salary. Distribution percentages are then applied to the salary remaining.

Options

Enter the hours or percent, or use the option:

<F2>	For the hours/percent remaining to distribute for this pay type

Format	999.99- (hours) 999.99 (percentage)
Example	Press <F2> to distribute the entire salary to the default account.

Note	Before entering hours, remember to convert minutes to hundredths of hours. For example, convert 3 hr 45 min to 3.75 hr.

Rate

If you entered hours in the previous field, enter the rate of pay. This will be multiplied by the hours to determine the dollar amount of this distribution.

Options

You can also use the option:

<F2>	For the employee's hourly rate (regular, overtime, or special, depending on type) from *Employees*

For salaried employees, the Rate column is skipped.

Format	99,999.999
Example	(This field is skipped.)

Further examples

Example	Press <Esc> at the Type field. Press <F2> to select the next employee and enter his information as it displays on the screen on the next page.

Although Employee # 5 is salaried, he is being paid hourly.

To bring Regular hours to the screen, select to **not** *Pay salary ?* and enter the number of hours. Enter 24 for the Sick hours field you see *Hours available = 9.99*. Press <F2> at this point and 24 is accepted. Complete the fields.

Enter the distribution as shown below by following the steps below:

Step	Description
1	Press <Enter> to select Regular for Type.
2	Enter the account number as shown.
3	Press <F2> to use the Hrs/% displayed.
4	Press <F2> to use the Rate displayed.

The distributions window now displays as:

```
Distributions
*Type Account          Description                    Hrs/%      Rate
 R    6000-200         Salaries and wages expense     40.00     25.000
 [ ]

-------------------- Amounts remaining to distribute ---------------------
 Regular hours:          Overtime hours:          Special hours:

Use [↑↓], <PgUp> <PgDn>, <SF8>-first, <SF9>-last, <F2>-insert, <F3>-delete
```

Display the next employee and enter her information, including distributions, as follows:

Example	Press <Esc> at the next distribution. Press <F2> to bring up the final employee.

Enter the information as follows:

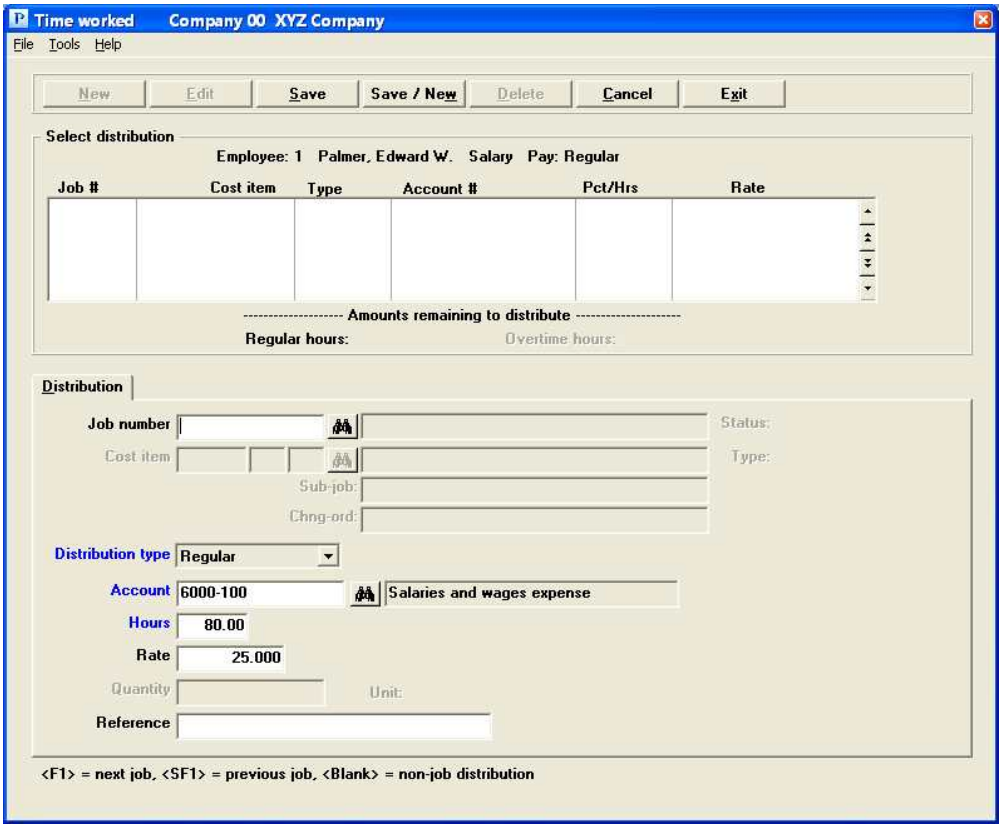
```
Time worked (Enter)                                  XYZ Company
End date: 11/01/04  Holiday hrs: .00    Freq: B S
 * 1. Employee #     6       Delaney, Katherine A.        Hourly    Bi-weekly
 * 2. State          CA-H       11. Temp D/E 1
 * 3. City                      12. Temp D/E 2
 * 4. Pay type       O          13. Temp D/E 3
   5. Regular hrs    80.00      14. Temp D/E 4
   6. Overtime hrs   .00        15. Temp D/E 5
   7. N/A                       16. Temp D/E 6
   8. Holiday hrs    .00        17. Wks worked     2.00   Pay prd start
   9. Sick hrs       .00        18. Vac accrued    1.481    20. Adv vac wks  0
  10. Vacation hrs   .00        19. Sick accrued   1.481    21. Work units (N/A)
      State: California head of househ City:

Make changes, <F3> = delete entry
Field number to change ?
```

If Job Cost is Used

The distribution screen, when interfaced to J/C, is shown below.

The purpose of distributing wages to jobs is to automatically transfer the cost of the labor into the Job Cost system. You do not have to enter the same information twice.



Job Cost Distributions List Box

The list box displays up to 6 existing distributions at a time. You may sort the distributions by job number in ascending or descending order. Only columns with red labels may be sorted. Click the field label or arrow to the right of the column name to change the sort or use the View menu options.

To locate a distribution, start typing the job number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a distribution.

Distributions that display in the list box are available for changes or deletion. The fields for the selected distribution display in the lower part of the screen.

When a distribution is found, you may select the <Enter> key or Edit button to start editing.

Job Cost Distribution Buttons

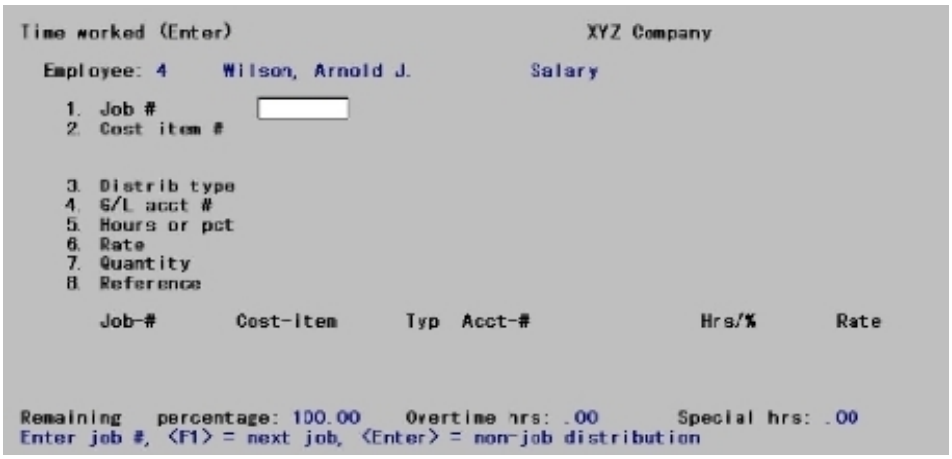
You may select a button for editing, deleting or adding a new distribution:

Button	Keyboard	Description
New	Alt+n	To enter a new distribution.
Delete	Alt+d	To delete the distribution selected in the list box. You may also use the <F3> key to delete.

Button	Keyboard	Description
Edit	Alt+e	To edit the distribution selected in the list box.
Save	Alt+s	To save a new distribution or changes to an edited distribution.
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing a distribution.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character Mode

If you are in character mode, the following screen displays:



There can be an unlimited number of distributions for each entry. These appear as a table occupying the bottom portion of the screen. Each row represents one distribution. The columns identify what kind of pay you are distributing, what account or job you are distributing it to, and how much of it goes to each job or account.

- The table contains only the three most recent entries. The others are still on file, they are just not visible.
- You do not enter information directly into this table. Instead, your entries in the Fields #1 through 8 are displayed in the table as they are entered.
- The table is initially empty and fills from the top as you make new entries.

  If this is a new entry, each new distribution is entered by filling in Fields #1 through 8 and ratifying the result at Field number to change ?. This adds one new row to the table.

If this is an existing entry, you can either add new rows as above, or you can press <F1> to view the next existing distribution. Once you have done this you can change or delete this existing distribution, or simply confirm that it is correct by pressing <Enter> at Field number to change ?. It is important to realize that if you do not press <F1> for any existing distribution, that distribution is still there and continues to contribute to the total already distributed — even though the system has not shown it to you. Therefore, when changing existing distributions you should press <F1> until no more existing distributions remain to be processed.

General Information

You can have more than one entry for the same job, cost item, or account. This lets you enter different distributions for overtime pay at varying rates.

You can have entries for more than one job. Also, some distributions can be to jobs and some not.

Entries are not required to be in any particular sequence. For instance, you could distribute half the regular hours, all the overtime hours and finally the other half of the regular hours.

A running total at the bottom shows the amount of each type of pay remaining to be distributed. The possible types depend on whether the employee is salaried or not.

Distribution Tab Fields

Enter the distribution information as follows:

Job number

If you are distributing this employee's wages to a job, enter the job number here. The job must be on file and it must be active. The description of the job is displayed automatically.

For a new entry

Options

Enter the job number, or use one of the options:

<F1>	For the next active job on file
<Enter>	To enter a non-job distribution. The cursor then moves to the Account field
<Esc>	To exit from distributions

If you attempt to exit while any pay (of any type) remains undistributed, you will be informed, Distribution is not complete \ Sure you want to abort this entry ?. If you answer Y, you will have to re-enter the entire entry, not merely its distributions.

Format	Seven characters. The last job number entered (if any) displays as the default.
Example	(Does not occur in this example because not using Job Cost)

For an existing entry

Options

You can access a distribution by entering its key fields (#1 through 4), or by using this option:

<F1>	For the next distribution on file for this entry
<SF1>	For the previous distribution on file

If you enter the key fields for a distribution, the program searches for one that matches what you entered. If one matches, you can change any field except the key fields.

Cost item

This is the number of the cost item that this distribution is applied to.

The cost item must be on file for the job, and it must be a labor cost item. The description of the cost item displays automatically.

Options

Enter the cost item number, or use the option:

<F1>	For the next labor cost item for the job

Format	Seven characters (category 999 (sub-job; not present in all cases) 999 (change order; not present in all cases)
Example	(Does not occur in this example)

Distribution type

Enter one of the following types of distributions. Note that hourly employees includes salaried employees who are paid hourly.

The options for hourly employees are:

Regular

Overtime

Special

The options for salaried employees are:

Salary

Overtime

Special

Format	One letter from the list above. The default is the first pay type which is not yet completely distributed.
Example	(Does not occur in this example)

Account

Enter the number of the G/L account to which the number of hours or the percent of salary is to be distributed.

Options

Enter the account number, or use the option:

<F1>	To use the account for the cost item (if the distribution is for a job) To use the account for this employee in *Employees* (if the distribution is not for a job)

Format	Your standard account number format, as defined in *Company information*
Example	(Does not occur in this example)

Hours or pct

Sometimes pay is distributed by allocating a percentage of each type of pay to different accounts, and sometimes by allocating the actual number of hours. In no case is the dollar amount entered directly.

- If the employee is specified as hourly, enter the number of hours distributed to the account you entered on this distribution line.
- If the employee is salaried, enter the percent of the salary (or the number of hours, if being paid on an hourly basis) distributed to the account entered on this line.
- Overtime and special hours are distributed on an hourly basis, even for a salaried employee.

An employee's pay for holiday hours, sick hours, and vacation hours is always computed using the regular rate. These pay amounts are distributed to accounts specified in the federal tax code record.

For hourly paid employees, pay for regular hours is distributed as described above in addition to holiday pay, sick pay, and vacation pay.

For salaried employees (when being paid salary and not hourly), holiday pay, sick pay, and vacation pay are first deducted from their salary. Distribution percentages are then applied to the salary remaining.

Options

Enter the hours or percent, or use the option:

<F2>	For the hours/percent remaining to distribute for this pay type

Zero entry is permitted only when changing an existing distribution, and only for the purpose of deleting it. The distribution remains visible in the table, but the Hours or pct column displays as Deleted.

Format	999.99- (hours) 999.99 (percentage)
Example	(Does not occur in this example)

Note	Before entering hours, remember to convert minutes to hundredths of hours. For example, convert 3 hr 45 min to 3.75 hr.

Rate

If you entered hours in the previous field, enter the rate of pay that is multiplied by those hours to determine the dollar amount of this distribution.

Options

Enter the rate of pay or use the option:

<F2>	For the employee's hourly rate (regular, overtime, as entered in *Employees*)

For salaried employees, the Rate column is skipped.

Format	99,999.999
Example	(Does not occur in this example)

Quantity

If this is a distribution to a job, and there is a unit connected with this cost item such as SQYD (square yards), CUFT (cubic feet), etc., enter the quantity of these units that was accomplished for this distribution. Even when quantity is entered, hours or percent must be entered as well.

If there is no unit connected with the cost item, or this is not a distribution for a job, this field is skipped.

Format	99,999,999.9-
Example	(Does not occur in this example)

Reference

If this is a distribution for a job, you can enter any reference or comment you want to make.

This field is skipped if the distribution is not for a job.

Format	25 characters. The default is the same value as the previous distribution for this entry (there is no default for the first distribution).
Example	(Does not occur in this example)

Options

Make any needed changes. Press <Esc> to cancel this distribution (it will not be added to the table displayed). Press <Enter> to accept the distribution, add it to the table displayed, and allow entry of a new distribution. You can also use either of the following options. If you do, the current entry is accepted and added to the table before the next / previous distribution is displayed.

<F1>	For the next distribution on file for this entry
<SF1>	For the previous distribution on file

Note	In Character mode note the absence of <F3> for deletions. Delete individual distributions by entering zero hours or percent.

PRINTING TIME WORKED EDIT LIST

Select

Edit list from the *Time worked* menu.

In Graphical mode, while on the time worked screen you may also select *Edit list* from the *Print* menu.

A list of available printers will display. Select a printer from this list. You may also print a file to disk for viewing or printing later or display it as HTML or a PDF.

DATA IMPORT

Data Import Manager allows you to import data that originated in an external application.

Data Import Manager allows you to match the layout of the file being imported by entering import mapping specifications. The fields may be mapped in any order. The file being imported may be a fixed length file or csv file format. For information on setting up and using data import see the *Data Import* Manager documentation.

Data Import Manager is licensed separately and may not be available on your system.

Select

Data import from the *Time worked* menu.

Use this menu selection to import csv or fixed length time worked transactions into time worked along with the matching distributions.

View Time History

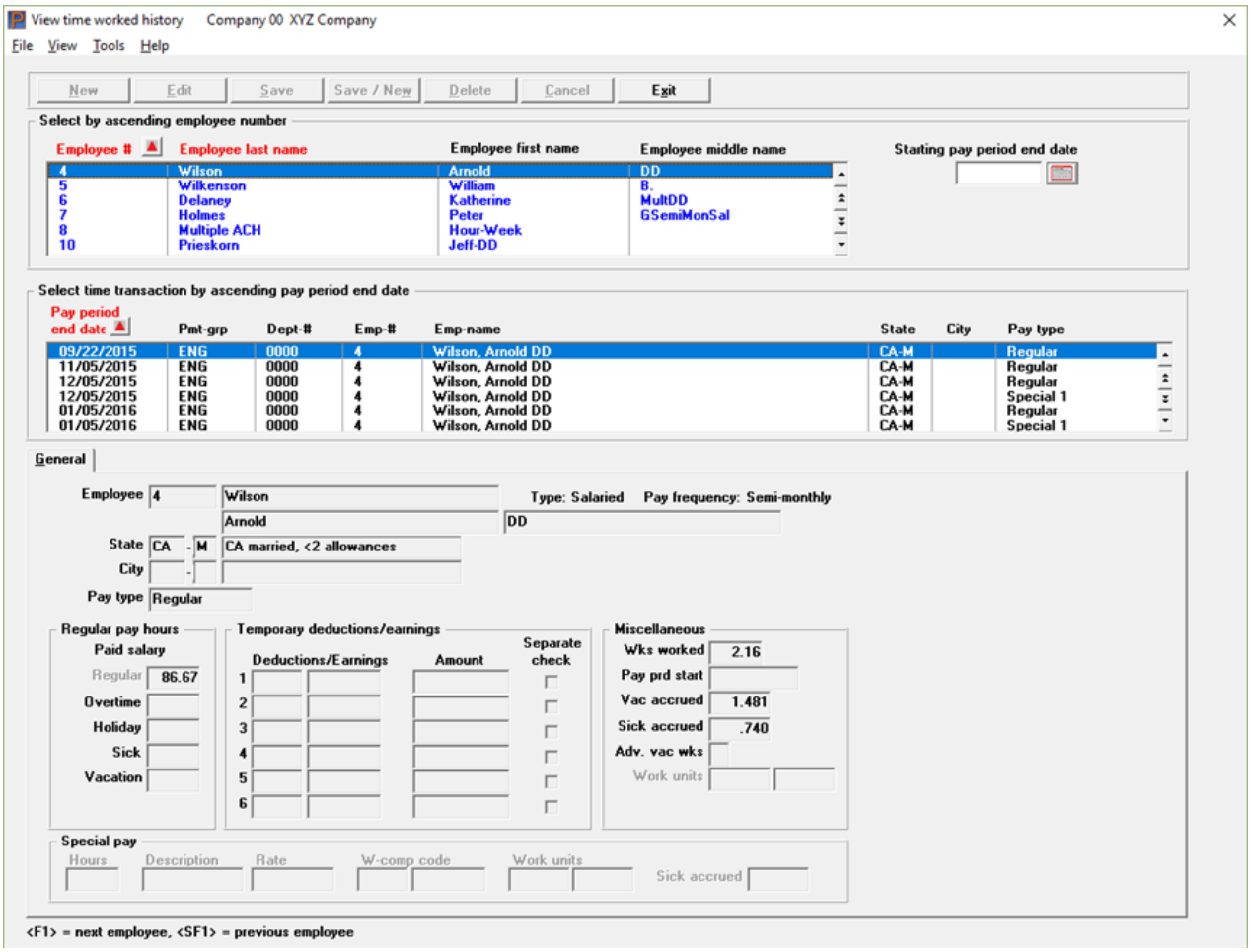
This screen allows you to view time history data.

The data that displays on this screen is from time worked history (TIMHIS). It becomes available after you print and post checks and direct deposit. This screen is only available in graphical mode only.

Note	View time worked history only shows what was posted after a pay run. It does not display posted voids or adjustments.

Select

Data import from the *Time worked* menu.



Enter the following field:

Starting pay period end date

Enter the stating pay period end for the selected employee. The time worked history records that display are after the pay period end date.

TIME WORKED HISTORY REPORT

Use this report to print time worked history by pay period end date or by employee number.

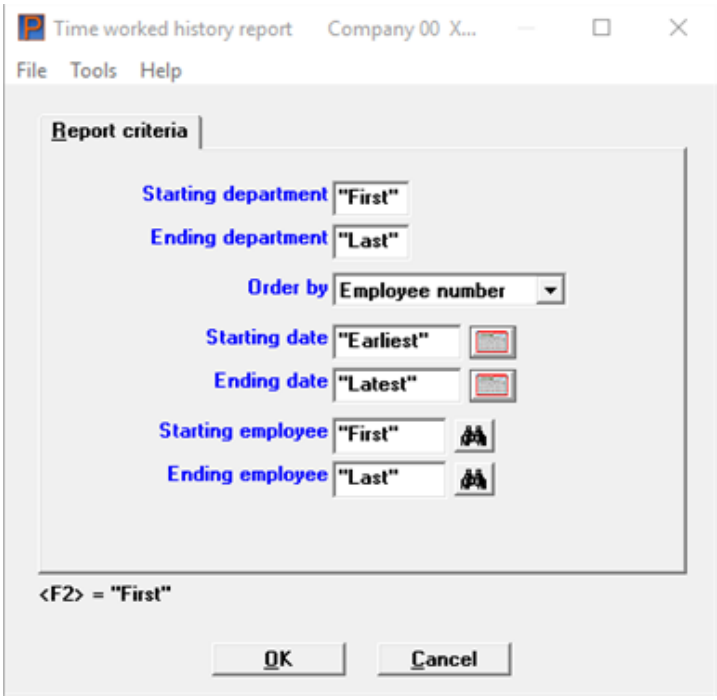
The data for this report is from time worked history (TIMHIS). The data is available after printing and posting checks and direct deposit transactions.

Note	The time worked history report only reflects what was posted after a pay run. It does not print posted voids or adjustments.

See a Time Worked History report example in the *Report and Form Examples* appendix.

Select

Time worked history from the *Reports, Employee/Employer* menu.



Enter the following fields:

Starting department # *and*

Ending department #

Options

Enter the range of department numbers to include in the Time worked history report, or use the option:

<F2>	"First" starting department or "Last" ending department number

Format	9999 at each field
Example	Press <F2>

Order by

You may print in order by the following:

Character	Graphical	Description
E	Employee number	Print by employee number
D	Pay period end date	Print by pay period end date

The default is by employee number.

Starting date

Enter the starting pay period end date for the range of time history records you wish to include in this report or use the option:

<F2>	For "Earliest"

Format	MMDDYY
Example	Press <F2> for the "Earliest" pay period end date you wish to print

Ending date

Enter the ending pay period end date for the range of time history records you wish to include in this report or use one of the options:

<F2>	For "Latest"
<Enter>	Using character mode, for the same date as the starting date

Format	MMDDYY
Example	Press <F2> for the Latest pay period end date you wish to print

Starting employee

Enter the employee number of the first employee you wish to print on this report or use the option:

<F2>	For "First" employee

Format	999999
Example	Press <F2> for the "First" employee

Ending employee

Enter the number of the last employee you wish to print on this report or use one of the options:

<F2>	For "Last" employee
<Enter>	Using character mode, for the same employee number as the starting employee

Format	999999
Example	Press <F2> for the "Last" employee

OK or Cancel

Make any desired changes. Select OK to print the report. Select Cancel to not print the report and return to the menu.

Using character mode press <Enter> to select a printer and print the report.

Calculate Payroll

This chapter contains the following topics:

CALCULATING EARNINGS, DEDUCTIONS, AND TAXES

You use the *Calculate payroll* selection to calculate the employees' earnings, deductions, and withholding taxes, and to prepare for printing payroll checks in the *Checks* selection.

Payroll is calculated for the current pay period and for up to four weeks of advance vacation pay. The advance vacation checks are calculated on the basis of a normal working week's pay at the regular hourly rate, even if the employee is usually salaried or is usually paid at a frequency other than weekly.

After payroll calculations are made, the Time Worked Register, Payroll Register, and Deductions Register are printed. These registers detail the time entries, what is paid to the employees, and what is withheld or deducted from the employee's pay.

Calculate and Year-end

You can print and post checks for time transactions in the new year before reporting W-2s and, as necessary, 1099 forms for the year just ended. You can also enter time transactions and print checks and post them up to the end of the 1st quarter in the new year.

For example, supposing the year just ended is 2015 and the new year is 2016. In this case, *Control information* specifies that the current payroll year is 2015. Transactions dated in 2015 can be entered and posted. Transactions dated in the first quarter of 2016 can be entered and posted. Transactions dated before 2015 or after the first quarter of 2016, (i.e. after March 31st), cannot be entered and posted.

When *Close a year* is run using this example, the quarterly data for 2014 and the year-to-date data for 2014 are purged, and any data already posted for the first quarter of 2015 is made available for reporting. The current payroll year in the Control information is updated to 15 from 14.

PAYROLL CALCULATIONS

In *Employees*, one of the items you enter for an employee is how often that employee is paid. This is referred to as the employee's pay frequency. If you specify that an employee is paid weekly then that employee's pay frequency is Weekly. When you specify bi-weekly, (once every two weeks), the pay frequency is bi-weekly, etc.

The valid pay frequencies are:

- Daily
- Weekly
- Bi-weekly
- Semi-monthly
- Monthly
- Quarterly

In addition to specifying the regular, overtime, and special rates of pay for an employee, you can also specify up to 9 deduction or earning codes. These codes can be entered in any combination, or as all deduction codes, or as all earning codes. These codes are referred to as permanent deduction/earning codes, since they are stored with the employee record and can be used over and over again. Up to 6 temporary deduction and earning codes can be entered for each time transaction, but are not saved for use in the next payroll run.

When you enter permanent codes into the employee record, you also specify how often such a code is invoked. For example, a Weekly paid employee can also earn a fixed additional amount that is paid every two weeks. This additional earning is described as a Bi-weekly earning. Similarly, the employee can have a monthly deduction to a savings plan. This deduction is described as a Monthly deduction. Therefore, permanent deduction and earnings codes are categorized by frequency of invocation. Their frequency of invocation can be different, employee to employee.

Note	If you use the multi-city and multi-state capability, fixed earnings, fixed 401k amounts, and fixed before tax deductions will be prorated for state and city tax calculations.

When you select *Time worked*, you enter the pay frequencies for the employees for whom you are entering transactions. This enables you to limit the employees you are paying to just those who are paid at the selected pay frequencies. For example, by specifying that you are entering transactions for employees paid Weekly, the software warns you if you select an employee who is not paid Weekly. Entering time transactions does not invoke permanent deductions or earnings.

After you have completed entry of all time transactions for a payroll run, you must calculate the paycheck for each time transaction. This is done by selecting and running this selection, *Calculate payroll*. Before this selection can begin calculating, it must be told which categories of permanent

deductions or earnings to invoke for that calculation run. You use the next screen to enter your selections.

Note	If you make changes to the time worked entries, employee's settings, tax tables and deductions/earnings settings after you calculate and before you print checks and you want these changes to be included with the current check run, you must run calculate payroll again.

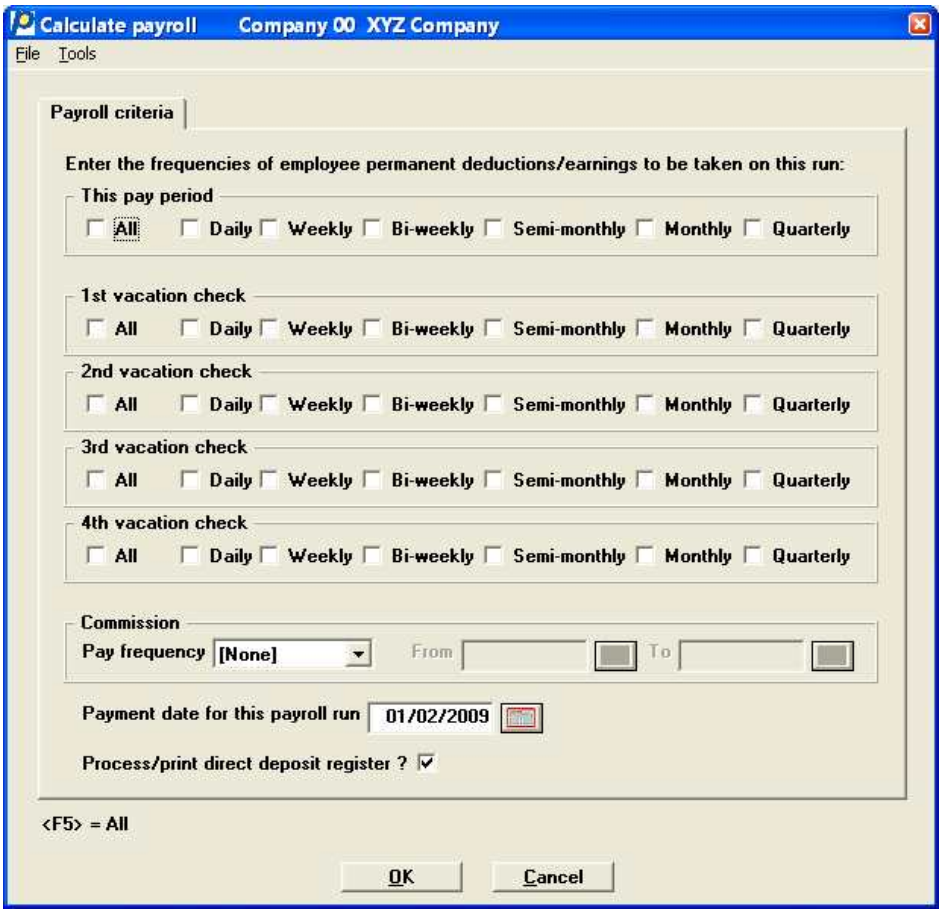
If you are using direct deposit, there is a field that determines if direct deposit processing is being done for the check run following this calculate.

Select

Calculate payroll from the PR menu.

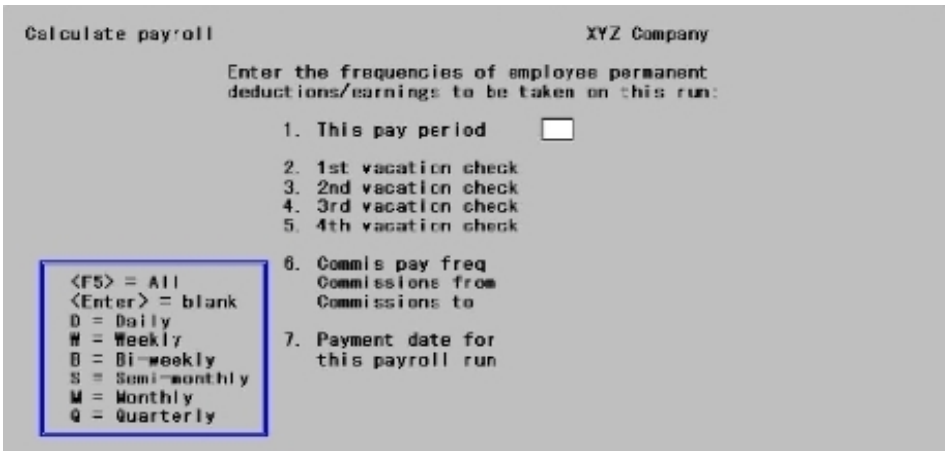
Graphical Mode

The following screen displays:



Character Mode

In character mode the following screen displays:



Enter the frequencies of the employee permanent deductions/earnings to be taken on this run:

Enter the frequencies of permanent deductions/earnings applied in this payroll calculation for each of 5 checks. These 5 checks are for the current pay period (called THIS PAY PERIOD on the screen), and up to 4 weeks of vacation paid in advance. (For further information, refer to the description and example given for deduction/earning frequencies in *Employees*.)

This pay period

These are the frequencies of permanent deductions and earnings that are to be applied to the payments for the current pay period. You can enter up to 6 pay frequencies.

Options

Character	Graphical
D	Daily
W	Weekly
B	Bi-Weekly
S	Semi-Monthly
M	Monthly
Q	Quarterly

Enter the frequencies, or use one of the options at the first frequency field:

<F5>	For All frequencies
Down Arrow	To skip this set of fields without specifying any frequencies. No permanent deduction/earning codes are taken on this run.

Format	Up to six frequencies with a check box for each, selected from the list above.
Example	Select Weekly and then Bi-Weekly and finally Semi-Monthly, to include weekly, biweekly, and semi-monthly deductions and earnings on the payroll checks for the current pay period.

Any Loan, Union or Garnishment deductions will be taken regardless of your setting for this field.

1st vacation check
2nd vacation check
3rd vacation check, *and*
4th vacation check

Options

Enter the frequencies of permanent deductions and earnings that are applied on the vacation check for the first week of vacation, the second week, etc. These are entered in the same way as the previous field.

<F5>	For All frequencies
Down Arrow	To skip this field without specifying any frequencies.

Format	In each field, 6 frequencies of a check box each
Example	Select Weekly deductions/earnings on the payroll checks for the first vacation week. Press <Enter> at each of the remaining fields to indicate that employees will not get deductions from their paychecks on the second and subsequent weeks of their vacations.

Commission pay frequency

This is the frequency for commission payments. Enter the frequencies, as displayed in the pop-up selection window: *Daily*, *Weekly*, *Bi-weekly*, *Semi-monthly*, *Monthly*, and *Quarterly*, or press <Enter> to skip the field.

If <Enter> is pressed (skips field), and separate check commissions are set up through the *Time work* selection, this process, *Calculate payroll* will terminate and return to the Calculate Payroll parameters screen.

Format	Check box
Example	Select `Monthly`

Commissions From and Commissions To

From

To

The commission date range is used to smooth tax withholding for an employee. For example, a weekly employee who receives a regular salary of $100 and receives commissions of $400 on the last check of the month, would have withholding based on a weekly salary of $500. A truer estimate of the weekly salary would be $200. Using $200 instead of $500 for tax estimation is “smoothing” since it removes sharp weekly swings for withholding amounts.

Enter the starting pay period date and ending pay period date for commissions, respectively.

Format	MMDDYY at each field. A default date displays in each field (the calculated beginning and ending date of the current week, month, or whatever other frequency you have chosen)
Example	Enter 110119 for the beginning date Enter 113019 for the ending date

Note	Employees who have additional tax deductions set up in their employee record will have the additional tax deductions withheld on the separate commission check. If an employee has a fixed additional tax deduction that starts after the Commissions from date or is terminated before the Commissions to date, too little tax may be withheld. This would not be the case with percentage additional tax deductions.

Payment date for this payroll run

This is the check date for all the payroll checks being calculated in this run.

The payment date must be specified here and not when printing checks for the reason described below.

PBS Payroll allows you to continue calculating, printing, and posting checks beyond the end of a year into the first quarter of the next year.

Many taxes have limits based upon how much an employee has earned in one year. For example, in 2011, social security taxes are levied on the first $106,800 of income. Income above that limit is not taxed for social security. The Payroll software tracks earnings for the next year separately from the current year, so that the correct amount of tax is withheld from an employee’s paycheck. This also applies to certain employer taxes such as FUI and SUI.

Therefore, when calculating a payroll check, the software needs to know whether the check is paid in the current payroll year or the next one, so that the right pay records are used for tax calculations, such as described above.

Enter the check date to be used for this payroll run.

Options

You have the following option:

<F4>	To select a date from the calendar lookup

Format	MMDDYY
Example	Type 80519

Direct Deposit Processing

Process direct dep. for this run ?

or

Process/print direct deposit register ?

This field cannot be entered if you if you selected to not use Payroll ACH **Electronic** direct deposit or **Report only** direct deposit in the Payroll *Control information*. In order for this field to have an effect, you must have at least one employee setup to accept direct deposit, entered time worked for that employee and the employee's bank account is not in a pre-notification status.

If you check this box, the direct deposit amounts will be processed during the check run:

- For ACH **Electronic** direct deposit payments, on a check run this means the direct deposit amounts will be processed, mailers will be printed, the ACH file will be generated and the direct deposit register is printed.
- For **Report only**, direct deposit amounts are processed, void checks are printed and the direct deposit register form is printed.

For either case, if not checked, the full pay amount will print on the checks only, regardless of an existing direct deposit setup.

Format	Check box, checked indicates yes and unchecked is no
Example	Select check box

The screen should now appear as follows:

Calculate payroll Company 00 XYZ Company

File Tools

Payroll criteria

Enter the frequencies of employee permanent deductions/earnings to be taken on this run:

This pay period
☐ All ☐ Daily ☑ Weekly ☑ Bi-weekly ☑ Semi-monthly ☐ Monthly ☐ Quarterly

1st vacation check
☐ All ☐ Daily ☑ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Quarterly

2nd vacation check
☐ All ☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Quarterly

3rd vacation check
☐ All ☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Quarterly

4th vacation check
☐ All ☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Quarterly

Commission
Pay frequency Monthly From 10/01/2009 To 10/31/2009

Payment date for this payroll run 12/02/2009

Process/print direct deposit register ? ☑

OK Cancel

In character mode the following screen displays:

```
Calculate payroll                                XYZ Company

                 Enter the frequencies of employee permanent
                 deductions/earnings to be taken on this run:

                      1. This pay period      W B S

                      2. 1st vacation check   W
                      3. 2nd vacation check   (blank)
                      4. 3rd vacation check   (blank)
                      5. 4th vacation check   (blank)

                      6. Commis pay freq      W
                         Commissions from     2/01/99
                         Commissions to       2/28/99

                      7. Payment date for
                         this payroll run     3/02/99


Field number to change ?
```

In graphical mode you may select Cancel to return to the menu and not process payroll. In character mode select the <Esc> key.

When you select OK in graphical mode or press <Enter> there will be a period of processing as the payroll is automatically calculated.

At the end of processing, three reports are printed. These are the Time Worked Register, Payroll Register, and Deductions Register. The Deductions Register shows voluntary deductions and does not print if no voluntary deductions were calculated during processing.

If you make changes to employee information, temporary or permanent deductions/earnings, or payroll time entries, you must run the *Calculate payroll* selection again before you print the payroll checks.

Note	Payroll has a multi-city, multi-state feature that calculates the taxes prorated on fixed earnings, fixed before tax deductions, and fixed 401(k) deductions. If an employee's wages are for more than one city or state, fixed earnings, before tax deductions, and fixed 401(k) deductions are prorated by the amount of wages for tax purposes.

Calculate Warnings

Warnings may print on the Time Worked Register or Payroll Register. Here is an explanation of a few of them:

Time Worked Register Warnings

You will be warned if an employee has exceeded the maximum vacation and sick hours. Here are the examples:

- Warning - Employee has exceeded maximum vacation hours Actual hours will be: .000
- Warning - Employee has exceeded maximum sick hours. Actual sick hours will be: .000

You are not required to do anything in either case. Notifying or compensating the employee is based on your company's policies. The check run will proceed without any problems. The sick or vacation accrued hours will not change for the employee during the run. If you are printing an accrued vacation and sick amounts on the check stub, these amounts will remain the same as the last check run.

Payroll Register Warnings

If the check amount exceeds the allowable maximums, the Payroll Register will print warnings. Here are two examples:

- The above check had one or more calculations which exceeded the allowable maximum
- The employee Medicare withholding on the above check exceeded the allowable maximum of $9,999.99

If you encounter these errors on the Payroll Register do not print the check. Fix the data by splitting the amount into multiple check runs. Run calculate again before you print checks.

You may also encounter this warning in the Payroll Register:

- If you enter overtime hours in time worked and the employee has a zero or no rate for overtime hours, a *Non-exempt salaried employee missing overtime rate !!!* warning may print. For more specific information on what this indicates, see the FLSA annual salary threshold field in *Control information*.

You are not required to fix the data. You may continue with the pay run.

Checks

This chapter contains the following topics:

PRODUCING CHECKS AND DIRECT DEPOSIT

Use the *Checks* selection to print payroll checks and direct deposit mailers after you run *Calculate payroll*. After the checks and mailers are printed, the Payroll Registers print.

The payroll check information is then posted to Payroll Distributions, Employees, Time Worked History, Payroll History, QTD History, YTD History, and YTD state and city History.

You can enter time transactions and print checks and post them up to the end of the 1st quarter in the new year.

For example, assuming the year just ended is 2014 and the new year is 2015. In this case, *Control information* specifies that the current payroll year is 2014. Transactions dated in 2014 can be entered and posted. Transactions dated in the first quarter of 2015 can also be entered and posted. Transactions dated before 2014 or after the first quarter of 2015, (i.e. after March 31st), cannot be entered and posted.

When *Close a year* is run using this example, the quarterly data for 2014 and the year-to-date data for 2014 are purged, and any data already posted for the first quarter of 2015 is made available for reporting. The current payroll year in the *Control information* is updated to 15 from 14.

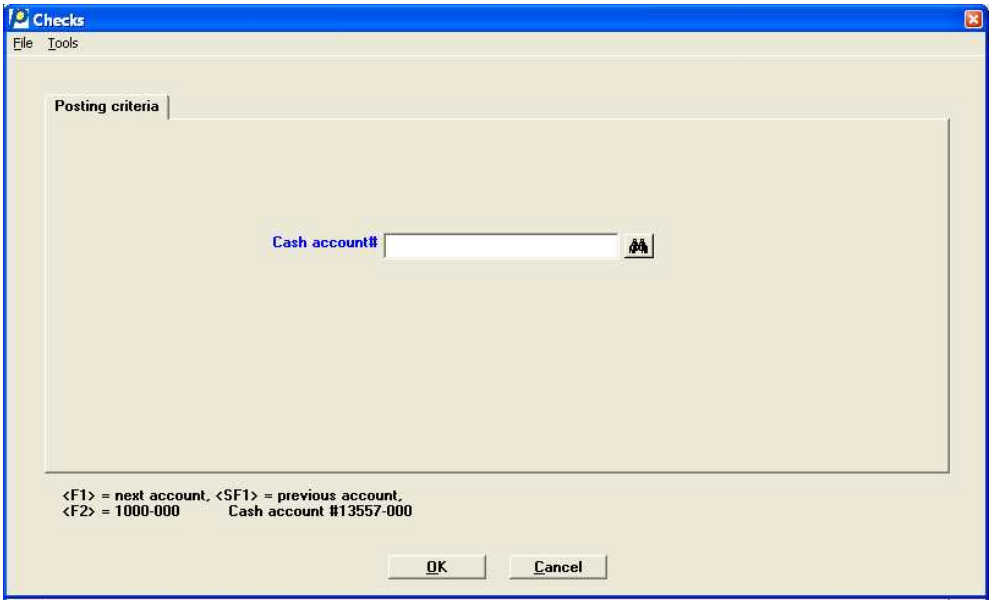
Select

Checks from the PR menu.

This message, "Error on employee *99999*, Remove time entry(ies) or recalculate payroll." is caused by either the employee with no gross pay or the time worked record was changed and a *Calculate payroll* was not done.

Cash Account

If you are using multiple cash accounts the following screen displays:



If you are using only one cash account, the first screen is skipped and the cash account in *Control information* is used automatically.

This screen determines the cash account used for printing checks. The account used for direct deposit is entered in PR *Control information*.

Options

Enter the cash account to use to pay the employees you select later. The account must already be in existence in CTL *Cash accounts*. You can use one of the options:

<F1>	For the next entry in *Cash accounts*. The <F1> and <SF1> options are not available if only one entry has been defined in *Cash accounts*.
<SF1>	For previous cash account
<F2>	For the default cash account in *Control information*

After you select the **Enter** key for the selected cash account, the check date format will display beneath the cash account name. The check date format is set up in *Cash accounts* under Ctl. The PBS System manual has more information on this set up.

Check and Direct Deposit Mailer Forms

Checks and ACH direct deposit mailer forms will print according to the format selected in PR *Control information*. There are several form types for checks and direct deposit. See the PR Control Information chapter for more information on the forms choices for each.

Checks will print first if any were calculated. The direct deposit mailers and ACH direct deposit file generation will run next.

Check Processing

Please mount check forms on printer

Mount the check forms on the printer with the perforation even with the top of the print head. (If you are using a laser printer, load the check forms in the printer's paper tray according to the instructions in the printer's user manual.)

If you use checks preprinted with check numbers, note the first serial number of the checks you have mounted. You use this to ensure the first and last check numbers are entered correctly.

The serial number is the number preprinted on the check, in contrast to the check number recorded in the software.

After mounting the check forms, you are asked to select a printer.

Company information laser alignment

Print alignment form?

If printing checks with a laser printer, you are first asked to enter Up/down adjustment and Left/right adjustment amounts to adjust the alignment of the laser printer. The values last entered for these amounts are shown. After entering new values or accepting the values shown, you are then asked *Print alignment form?*.

After the alignment is printed, you are asked *Print alignment form?*. (If printing checks with a laser printer, you are given the chance to adjust the alignment before printing another alignment form.)

With the graphical form you may print an alignment, however there is no way to adjust the alignment. For an example see Graphical Check Form.

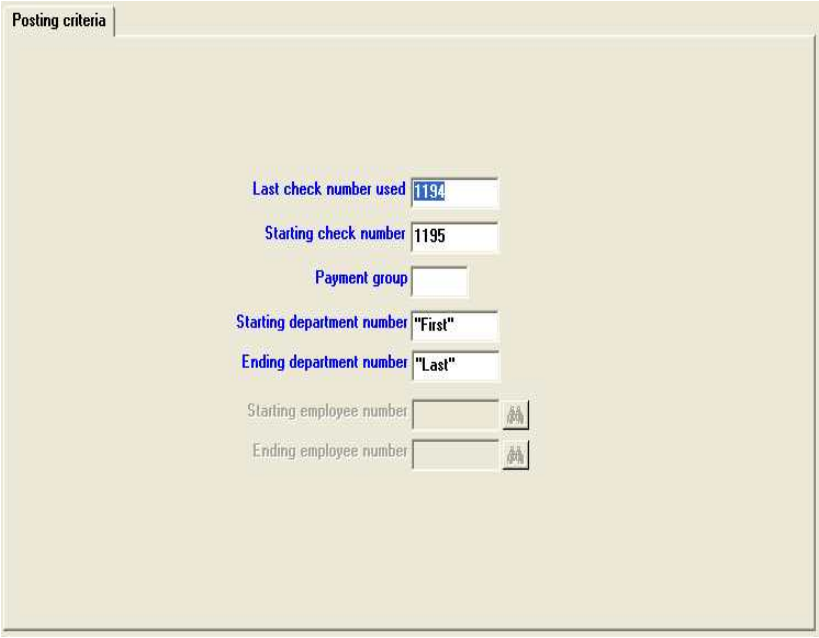
Enter number of copies to print

If you are printing checks with a laser printer, you are asked to enter the number of copies and the labels for each copy. (Leave the *Label for 1st part* field blank if you do not want to print a label on the original copy of the check.) If you print more than one copy, the second and subsequent copies have * VOID - NOT NEGOTIABLE * printed in the signature area of the check.

Using the graphical form you may only print one page per check.

When you are finished printing alignment forms, note the serial number of the first check which is actually printed.

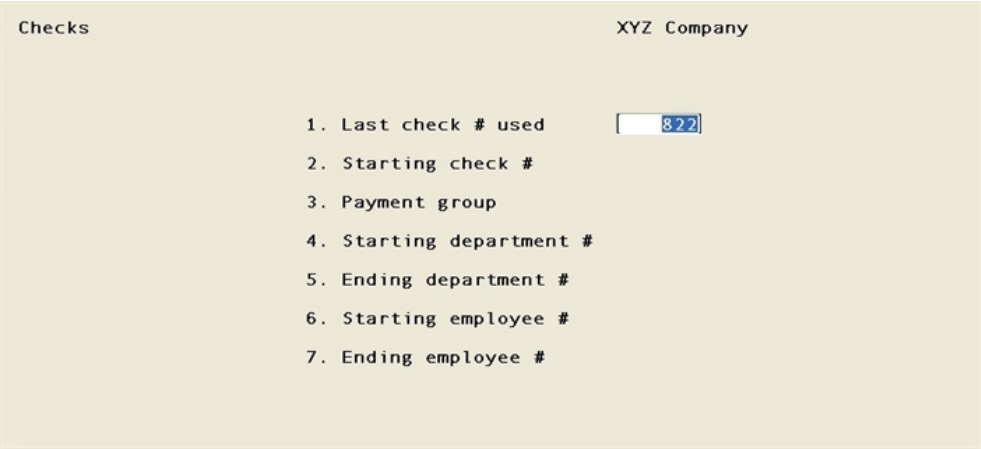
In graphical mode the following tab displays:



To avoid possible duplicate check numbers, the screen above and other check printing screens cannot be defaulted using MySet.

Character Mode

In character mode the following screen displays:



Enter the following fields:

Last check number used

Enter this field in order to account for any check forms which have been used for manual checks since the last time computer checks were cut.

The check number displayed on the screen for last check # used is obtained from Cash Accounts. Cash Accounts was updated with the highest check number used the last time you printed computer checks.

If this check number is one less than the serial number on the first check form originally mounted on the printer, press <Enter>. Otherwise, enter a number which is one less than the serial number of the first check form you placed in the printer (prior to printing any test alignments).

If you enter a check number instead of using the displayed number, checks numbered from one greater than the check number originally displayed, up to the check number you enter here, are logged on the check register as Not accounted for on this register.

For example, assume that the number originally displayed is 157. The first serial number on the checks you mount on the printer is 162. You then print two alignment forms. You would enter 161 for last check # used as this number is one less than the serial number of the first check form you placed in the printer prior to printing any test alignments. The check register would then show that checks 158-161 are unaccounted for on this register. (Checks numbered 162 and 163 will be marked as void when the procedure for Starting check # is followed, as described below.)

Format	999999 The default is the check number recorded as the last one used for that cash account.
Example	Press <Enter>

Starting check number

This field is entered to ensure that the check number printed by the computer on the check form corresponds to the serial number on the check form.

If the number displayed here corresponds to the serial number of the check form which is currently mounted on the printer, press <Enter>. Otherwise, enter the serial number of the check form which is currently mounted on the printer.

If the starting check # is not one greater than the last check # used, the computer logs all checks between these numbers as void on the check register. These correspond exactly to the check forms used for test alignment.

Continuing the example from above, if you enter 161 for the last check # used, the computer displays 162 as the starting check number. However, since 2 test alignments were printed, the serial number of the check form which is next to print is 164 (because the starting serial number was 162 and forms 162 and 163 were used for test alignments.) Thus, you would enter 164 for the starting check #. The computer logs checks 162 and 163 as VOID on the register.

Format	999999
Example	Press <Enter>

Payment group

When you enter employee information, you can specify a 3-character code for the payment group that the employee belongs.

Subsequently, when printing checks, you can selectively print checks by payment group by entering the appropriate 3-character code for the payment group here.

Options

If you want to pay only employees in a specific payment group, enter the payment group. Otherwise, use one of the options:

<Enter>	To print checks for only those employees who do not have a payment group
<F5>	For "All" payment groups

Format	Three characters
Example	Press <F5>

Starting department number

and

Ending department number

Options

Enter the range of departments for which you wish to print checks, or use the option:

<F2>	For the First (in Field #4) or Last (in Field #5) department for which checks are to be printed
<Enter>	For only one department

Format	9999 at each field
Example	Select <Enter> for the defaults at each field

Starting employee number

and

Ending employee number

If a range of departments, or All departments, has been specified then these fields are grayed out and not enterable in graphical and they display as *(Not applicable)* in character mode and these fields are skipped. It is assumed that if you ask for more than one department you want checks for all eligible employees of those departments.

Options

Otherwise, enter the range of employee numbers to be included, or use the option:

<F2>	For the First (in Field #6) or Last (in Field #7) employee for which checks are to be printed
Format	999999 at each field

Field number to change ?

This field only displays in character mode. Make any needed changes and then press <Enter>.

Verifications and Check Printing

A date message displays, and you are asked if the date is correct. Select <Enter> for **Yes**. If you select **No**, you must recalculate payroll to change the date.

If the check # range is incorrect (those that did not show on register) a message displays asking the user to OK this gap in the check run.

Windows Printer with a Graphical Check Form

The graphical form type may only be used with *Windows printer*. Selecting a *Company information* printer is not allowed. You may print an alignment, however there is no adjustment of the alignment available with graphical checks.

If you are licensed for the Affordable Care Act software, the Offer of coverage notice from *Control information*, will print on the employee's graphical check stub *Deductions box* if the employee has an Employee ACA record for the current year and the Insurance offered field is checked.

Distributions and Jobs information Print on graphical check

Distributions are printed on the graphical check stub. Additionally, when interfaced to Job cost the job number, description and rate are printed for each job.

Laser Printers with Checks

Follow the guidelines below when printing checks on a laser printer with a form designed for use with a *Company information* laser printer:

- When using a laser printer, you can save check form stock by printing the alignment on plain paper.

  After printing the alignment on plain paper, place the plain paper on top of one of the pre-printed check forms and mailers and hold them up to a bright light to verify the alignment.

  Make any adjustments necessary and continue printing alignments on plain paper until you have the correct alignment.

- Load the pre-printed check forms and mailers in the paper tray before answering N to *Print alignment ?*.
- Use the up/down and left/right adjustments for laser alignment to position the check and mailer information so that it exactly aligns with the pre-printed form.

  The pre-printed PBS check and mailers forms are produced according to very exact specifications, but the print position of laser printers may vary slightly from model to model or between manufacturers. These adjustment amounts allow you to compensate for the differences between laser printers so that your form information can be positioned correctly on the form.
- *Windows only* printers, such as LaserJets, InkJets and most multi-purpose printers/scanners/fax machines, do not support an adjustment feature. The adjustment amounts are ignored or respond poorly with these printers.
- Do not select a PDF printer for checks. The printing program was not designed for this.

Note	You may use the graphical form type with almost any *Windows printer*. Windows printer will not work for the other printing check types. A *Company information* laser printer is recommended for printing other check types. The printer must be PCL5 compatible. Do not use *Windows printer* to print to a dot matrix printer.

There will be a period of processing as checks are printed.

The payroll checks are printed in order by employee number within each department and by department number. After the checks are printed, you are asked if they are correct. This is a precaution in case printer failure destroys some checks.

When using the graphical form for hourly employees it always prints the overtime and special rates. For the other form types the overtime and a special rates may print on the stub. For the setting see the Print overtime/special rates on stub field in the *Control information* chapter.

Traditional and Roth 401(k) amounts deducted from the check are printed on the stub. If both traditional Roth are used by the same employee, depending on the type of form, the following occurs:

- For a graphical check form it prints the amounts for both types
- For all other check forms it combines the types

Void Checks during Check Run

If you respond that the checks are not correct, you are asked whether to void all checks or void selected checks.

If you choose to void any checks, you prevent any distributions for those checks. Follow the screen instructions.

If checks are reprinted, each check printed previously with the same department, employee number, check date, and check number is considered void by the package.

Checks voided here are not posted to Check Reconciliation. If you are not reusing the check numbers and you wish to track them, enter them as voids in Check Reconciliation using the *Load checkbook* utility. You must enter them as a check with a zero amount.

Posting

When the checks have been printed, you may be ready to post the transactions. For a description of the posting registers see Post Checks and Direct Deposit ACH Transactions. If you are also printing direct deposit mailers for the pay run go to the next section. Registers will print after that.

Direct Deposit Mailer and ACH File Processing

If you are using electronic payment direct deposit, the program will ask if you want to print the direct mailers. Select <Esc> to print the mailers.

Please mount mailer forms on printer

Mount the mailer forms on the printer with the perforation even with the top of the print head. (If you are using a laser printer, load the check forms in the printer's paper tray according to the instructions in the printer's user manual.)

After mounting the mailer forms, you are asked to select a printer.

Print alignment form ?

If printing checks with a laser printer, you are first asked to enter Up/down adjustment and Left/right adjustment amounts to adjust the alignment of the laser printer. The values last entered for these amounts are shown. After entering new values or accepting the values shown, you are then asked *Print alignment ?*.

After the alignment is printed, you are asked *Print alignment ?*. (If printing mailers with a laser printer, you are given the chance to adjust the alignment before printing another alignment form.)

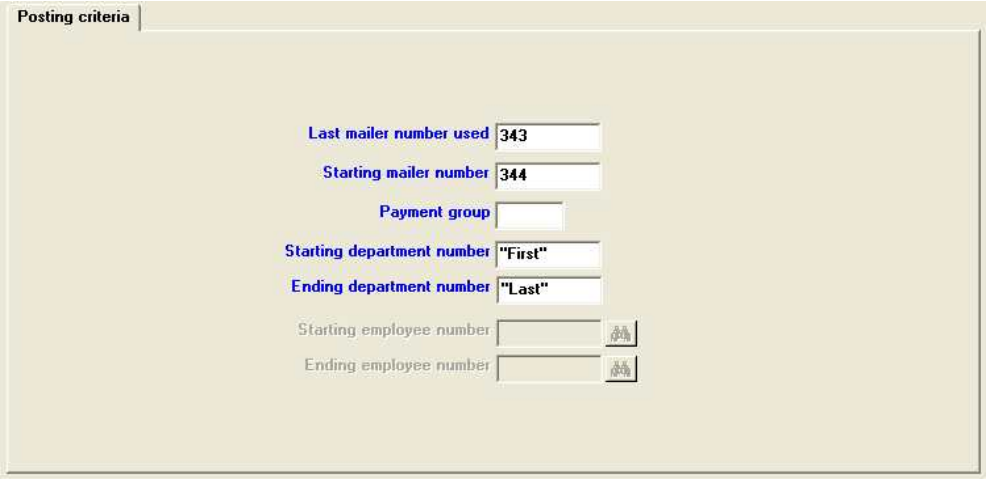
Using the graphical mailer form you may print an alignment. However, there is no way to adjust the printing.

Enter number of copies to print

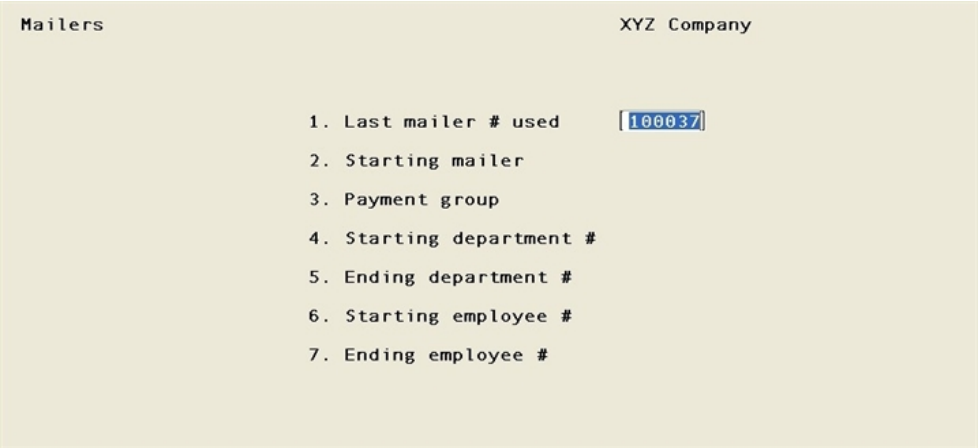
If you are printing mailers with a laser printer, you are asked to enter the number of copies and the labels for each copy. If you print more than one copy, the second and subsequent copies have * VOID - NOT NEGOTIABLE * printed in the signature area of the check.

Using a graphical mailer you may only print one page per direct deposit payment.

Enter the following direct deposit fields:



In character mode enter the following fields:



Enter the following information:

Last mailer number used

The Direct Deposit mailer number displayed is obtained from the **Last PR ACH #** field in *Cash accounts*. The Cash Accounts field was updated with the highest number used the last time you generated direct deposit ACH payments.

If you enter a transaction number instead of using the displayed number, ACH direct deposit transactions numbered from one greater than the number originally displayed, up to the transaction number you enter here, are logged on the ACH direct deposit register as Not accounted for on this register.

Format	999999 The default is the transaction number recorded as the last one used for that cash account.
Example	Press <Enter>

Starting mailer number

If the number displayed here corresponds to the next Direct Deposit ACH number in Cash Accounts. Press <Enter> to accept the default. Otherwise, enter the next mailer number.

If the starting mailer number is not one greater than the Last ACH # used, the computer logs all direct deposit numbers between these as void on the direct deposit register.

Format	999999
Example	Press <Enter>

Payment group

When you enter employee information, you can specify a 3-character code for the payment group that the employee belongs.

Subsequently, when generating ACH direct deposit, you can selectively make payments for a payment group by entering the appropriate 3-character code for the payment group here.

Options

If you want to pay only employees in a specific payment group, enter the payment group. Otherwise, use one of the options:

<Enter>	To print mailers for only those employees who do not have a payment group
<F5>	For All payment groups

Format	Three characters
Example	Press <F5>

Starting department number *and*

Ending department number

Options

Enter the range of departments for which you wish to generate ACH direct deposit mailers, or use the option:

<F2>	For the First or Last department for which mailers are to be printed
<Enter>	If you want only one department, press this in Ending department number field

Format	9999 at each field
Example	Press <F2> at each field

Starting employee number *and*

Ending employee number

If a range of departments, or All departments, has been specified then *(Not applicable)* displays here and these fields are skipped. It is assumed that if you ask for more than one department you want checks for all eligible employees of those departments.

Options

Otherwise, enter the range of employee numbers to be included, or use the option:

<F2>	For the First or Last employee for which Direct Deposit ACH payments and mailers are to be printed

Format	999999 at each field

If the transaction mailer # range is incorrect (those that did not show on register) a message displays asking the user to OK this transaction number gap in the mailer run.

Include company name on mailer

This field determines if you want to print your company name on the mailer. If you check this box the company prints on the "check" part of the mailer.

Format	Graphical: Check box. The default is unchecked Character: Enter Y or N
Example	Select None

Windows Printer with a Graphical Mailer Form

The graphical form type may only be used with *Windows printer*. Selecting a *Company information* printer is not allowed. You may print an alignment, however there is no adjustment of the alignment available with graphical mailers.

If you are licensed for the Affordable Care Act software, the Offer of coverage notice from *Control information*, will print on the employee's graphical mailer stub *Deductions box* if the employee has an Employee ACA record for the current year and the Insurance offered field is checked.

Distributions and Jobs information Print on graphical mailer

Distributions are printed on the graphical mailer stub. Additionally, when interfaced to Job cost, the job number, description and rate are printed for each job.

Using Laser Printers with other Mailer Forms

You may print mailers on plain paper. If you do then this does not apply to you.

Follow the guidelines below when printing checks or mailers on a laser printer with a form designed for use with a *Company information* printer:

- When using a laser printer, you can save mailer form stock (if you have any) by printing the alignment on plain paper.

  After printing the alignment on plain paper, place the plain paper on top of one of the pre-printed check forms and mailers and hold them up to a bright light to verify the alignment.

  Make any adjustments necessary and continue printing alignments on plain paper until you have the correct alignment.
- Load the pre-printed mailers in the paper tray before answering N to *Print alignment ?*.
- Use the up/down and left/right adjustments for laser alignment to position the check and mailer information so that it exactly aligns with the pre-printed form.

  The pre-printed PBS check and mailers forms are produced according to very exact specifications, but the print position of laser printers may vary slightly from model to model or between manufacturers. These adjustment amounts allow you to compensate for the differences between laser printers so that your form information can be positioned correctly on the form.
- *Windows only* printers, such as LaserJets, InkJets and most multi-purpose printers/scanners/fax machines, do not support an adjustment feature. The adjustment amounts are ignored or respond poorly with these printers.
- Do not select a PDF printer for printing mailers. The printing program was not designed for this.

Note	You may use the graphical form type with *Windows printer*. Windows printer will not work for the other printing check or mailer types. A *Company information* laser printer is recommended for printing other check types. The printer must be PCL5 compatible. Do not use *Windows printer* to print to a dot matrix printer.

There will be a period of processing as mailers are printed.

The payroll mailers are printed in order by employee number within each department and by department number. After the mailers are printed, you are asked if they are correct. This is a precaution in case printer failure destroys some mailers.

Overtime and special rates always print on a graphical mailer. For other mailer types and for hourly employees, the overtime and a special rates may print on the mailer. See the Print overtime/special rates on stub field in the *Control information* chapter.

Traditional and Roth 401(k) amounts deducted from the check are printed on the stub. If both traditional Roth are used by the same employee, depending on the type of form, the following occurs:

- For a graphical mailer it prints the amounts for both types
- For all other mailers it combines the types

Void Mailers

If you respond that the mailers are not correct, you are asked whether to void all mailers or void selected mailers. When you select to void one or more mailers, these payments will not be written to the ACH file.

If you choose to void any mailers, you prevent any distributions for those mailers. Follow the screen instructions.

If mailers are reprinted, each mailer printed previously with the same department, employee number, mailer date, and mailer number is considered void by the package.

Mailers voided here are not posted to Check Reconciliation. If you are not reusing the mailer numbers and you wish to track them in Check Reconciliation, you must enter them as a void using the *Load checkbook* utility. Enter it as an ACH payment type with a zero amount.

Posting Mailers

The ACH file is generated when the Payroll Direct Deposit Register prints.

Press Cancel or <Esc> = print check register and post distributions

When the mailers have been printed, you are ready to post the transactions. For a description of the register see Post Checks and Direct Deposit ACH Transactions.

Please mount regular paper on printer

Check the box or type DONE in character mode after you have mounted the regular paper.

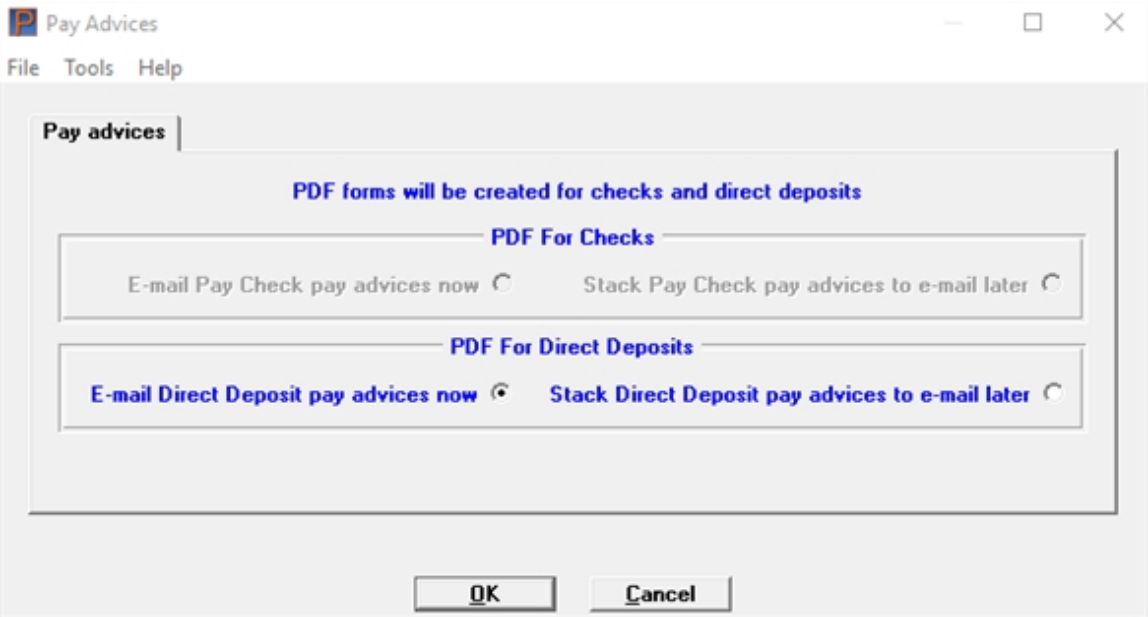
PDF File Pay Advices

For both checks and direct deposits, for each employee you have the option of generating PDF Pay Advice file and emailing this file to your employee. A Pay advice is a PDF form that contains the employee's check (or mailer) and stub information. Generating a Pay Advice PDF file is done during a pay run. Select here for a Pay Advice Form example. Emailing of a Pay Advice can be done during the check run or later using the *Email/view printed PDFs* features.

Certain fields must be entered and PBS emailing must be activated before you can generate pay advice PDF files and email them. For instructions, see the Emailing Setup for Pay Advices and Offers of Coverage section in the *Employees* chapter.

Processing Pay Advices

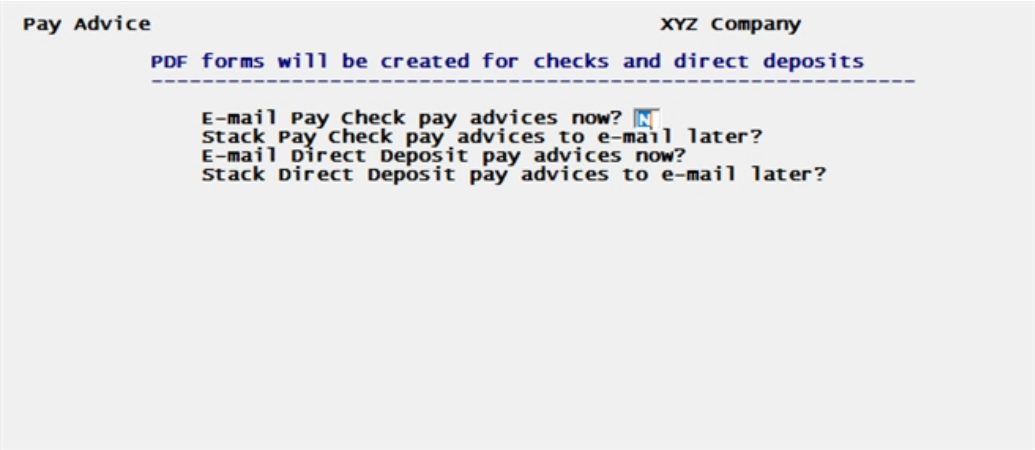
The Pay Advices window displays following the printing of checks and mailers:



If there are no checks or direct deposit pay advices available for emailing, the Pay Advices screen will not display. This will happen if the employees entered in time worked do not have the E-mail documents field selected. As in the case above, there are direct deposit pay advices available for stacking or emailing. However, in this pay run, there are no employees paid by check that will get a pay advice.

If emailing is not activated, a warning displays indicating this. You may still stack the pay advices for emailing later.

Character mode



If emailing is not activated, a warning displays indicating this. You may still stack the pay advices for emailing later.

PDF for Checks and for Direct Deposits

E-mail Check pay advices now or E-mail Direct Deposit pay advices now

Stack Pay Check pay advices to e-mail later or Stack Direct Deposit pay advices to e-mail later

The default is to E-mail pay advices now.

For both check and direct deposit Pay Advices you have the option of:

- Emailing them now. This generates the PDF files with the E-mail document password entered in Employees. Then the program automatically emails the PDF file to the employee's E-mail address.
- Generating the PDF files now with the password for each and later, using *Email/view printed PDFs* found on the CTL *PDF form file processing* menu, emailing the PDF files to the employees.

OK or Cancel

After selecting OK a Printer selection window displays. You must select a -PDF- printer.

After selecting the printer the program starts generating PDF files for each employee being paid who has an email address and has the Email documents field is checked.

E-mail now and Payroll User's Password

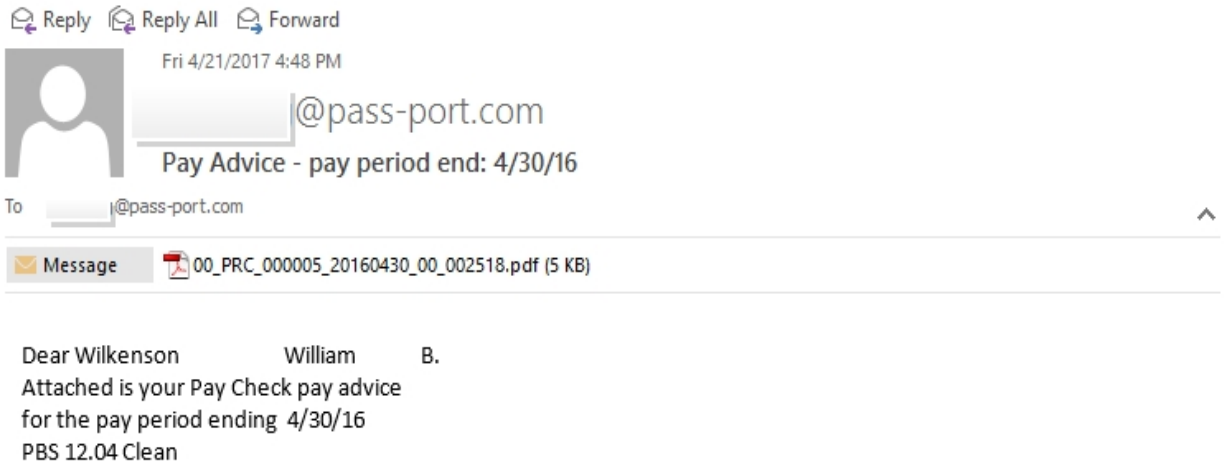
When you select E-mail now, the PDF files are generated. The last step for e-mailing now is to enter your e-mail password. This is the window for entering your password:

After entering your password the email program begins attaching, one at a time, each emaployee pay advice to an email and sends it.

If your e-mail is not working for any reason, such as entering an incorrect password or your email has stopped working, you will get an error message. You may have to cancel e-mailing when this happens. The error must be corrected in order to e-mail the next pay run. Also, once the error is corrected, you may still send the emails through PDF Form file processing.

Pay Advice Email and Form

The subject and body text for the Pay Advice is fixed and not changable when e-mailing directly from Payroll. The text that varies are the pay period end date and employee name. Here is a pay advice email as viewed in Outlook:



Pay Advice PDF File

All pay advice PDF files are written to the PDFFIL\PAYADVICE folder located under the top-level PBS. The e-mail password assigned to the employee is required to open that employee's pay advice file.

Here is an example of a file name:

```
00_PRC_000005_20170630_00_002590.pdf
```

The 00_ indicates the company ID 00. The PRC indicates that it is a Payroll Check type. When it is PRD that means it is a Direct Deposit type. The 000005 is employee number 5. The 20170630 is the period ending date and the 002590 is the check number.

Here is an example of the contents of a PDF pay advice that the employee receives as an attachment:

```
                                          XYZ Company
                                          1235 Main Street
                                          Suite 500
                                          Lake City, Florida 33526
                                          123-569-8971

                        Pay Advice

Employee:      4                      Pay Period Beginning: 04/01/16
                                         Pay Period Ending: 04/30/16
Name:     Wilson, Arnold David
                                              Check Number:    589
Address:  517 Harrowsmith Road                  Check Date: 04/30/16
          Glendale, CA 91055

          Social Security Number: ***-**-9123

          Taxable Marital Status: Married
          Exemptions/Allowances:  Federal:    0
                                  State:CA-M: 1
          Voluntary Withholding:  Federal:       35.00 Per Period
                                  State:CA-M:    35.00-Per Period
                                  City:   - :    35.00 Per Period

Earnings   Job-#   Rate   Hours     This Period          Year to date
-----------------------------------------------        ----------------
Regular            Salary              2,000.00
                -------------------------------
                   Gross Pay:          2,000.00               14,000.00

Deductions     Statutory
-----------------------------------------------
               Federal Income Tax        233.13-               1,643.16
               Social Security Tax       122.76-                 860.56
               Medicare Tax               28.71-                 201.26
               CA State Income Tax         1.42-                  12.94

               Other
               --------------------------------
               401(K)                      55.00-  *              330.00
               Deduct                      20.00-  *
               Deduct                      30.00-
               --------------------------------
                   Net Pay:            1,508.98
               ================================

               * Excluded from federal taxable wages
               Federal taxable wages this period:    1,925.00

 VAC REM:                9.189  Sick Hours Remaining:   14.457

Payments
-----------------------------------------------

ACH: Code  Bank Name                   Amount   Type Account #
     BNB   Bank of New Bankers        1,508.98  Chk  ***8713
```

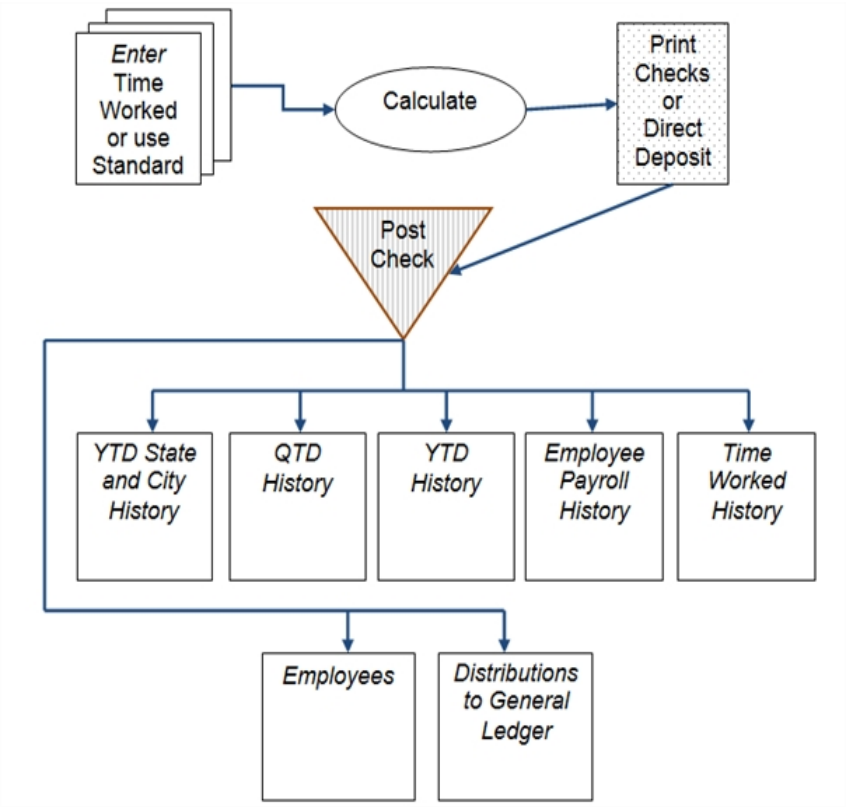
Post Checks and Direct Deposit ACH Transactions

During calculate payroll and check and ACH posting you will be prompted to print registers. The following is a description of each register and when it may be printed:

Register Name	When	Description
Time Worked Register	Calculate	This provides the employee details regarding salaries, vacation hours, sick hours, temporary deductions and wage account.
Payroll Register	Calculate	Provides the deductions and earnings totals by department.
Deductions Register	Calculate	Provides the union fees, loans, garnishments, and permanent deductions/earnings by employee.
Payroll Check Register	Posting	Provides the check and direct deposit amounts by employee.
Payroll Direct Deposit Register	Posting	Provides the direct deposit amounts by employee. Also provides the location of the direct deposit ACH file.

The Payroll Direct Deposit Register will only print if you are using the Payroll ACH Direct Deposit features.

The payroll payment information is then posted to Payroll Distributions, Time Worked History, Employees, Payroll History, QTD History, YTD History, and YTD State and City History. The following graph represents the files involved with a Payroll payment run from the entry of Time worked or use of Standard payroll to the posting.



Job Cost Interface When Posting

If Payroll is interfaced to the Job Cost package, distribution information is also posted to Job Details.

Interface to Check Reconciliation

The cash account used when printing checks or generating an ACH file must be setup as a checking account in Check Reconciliation in order to interface to Check Reconciliation.

Per the Check Reconciliation *Control information*, you may be setup to automatically post to the C/R Checkbook (CKBOOK). When you are automatically posting to Check Reconciliation, the Check Register will include this message:

```
Checks automatically transferred to Check Reconciliation
```

The Direct Deposit Register will indicate this:

```
Direct deposits automatically transferred to Check
Reconciliation
```

If you are not setup to automatically post, you must run the *Transfer checks\deposits* function on the C/R menu to pull the data into Check Reconciliation.

Regardless of automatic or Checks and direct deposits with a net amount of zero are pre-cleared with the payment date.

Time Transactions after Posting

After the payroll information is posted, Time Transactions are cleared of entries for all checks and direct deposit transactions that were correct. If some checks or transactions were not correct (and thus voided) but not reprinted, the entries remain on file.

Multi-city and Multi-state

If you use multi-city and multi-state capability, an employee will receive one check with the total amounts.

DIRECT DEPOSIT AND PAYROLL PROCESSING

Direct deposit is an option that is set up in Payroll Control Information. Your choices are, to not use it, to produce a *Report only* direct deposit or to use the *Electronic payment* method.

The direct deposit *Report only* method produces a form that shows the amounts that need to be directly deposited.

The *Electronic payment* direct deposit method produces a mailer form per employee and generates an electronic payment ACH file used for submitting to your bank. See Implement Positive Pay and Direct Deposit for more information on setting up the Electronic payment method.

Note	If you are using PBS Check Reconciliation checks are transferred to C/R with a *check number* and the ACH direct deposit amounts are transferred with a *transaction number*. The last check number used and the last transaction number used are set up in CTL *Cash accounts*.

Report only Direct Deposit Method

The *Report only* method uses one of two financial institutions. In Employees you can specify an account number for each employee who has a direct deposit amount deducted from the employee's paycheck.

When Payroll posts a check for which all or part of the check is directly deposited, the portion that is directly deposited is posted as a credit to the General Ledger account specified for this purpose in Control Information, rather than as a credit to the cash account selected when printing checks.

When check amounts are directly deposited, a register prints showing a summary of the deposit amounts by employee account number with the financial institution.

After check printing and posting is completed, you must notify your bank. Depending on the options your bank provides, there are at least two ways to do this:

- Write an A/P check for the total amount of the direct deposit to the financial institution. Send a copy of the register, as well as the check, to the financial institution, so that your employees' accounts can be correctly credited.
- You may be able to do this electronically by scanning the register and emailing it to you bank. Rather than write a check, on your bank's web site, you may be able to transfer the amount from one account to another. When you do a bank transfer you must either enter a manual check in A/P or enter G/L distributions if you do not have A/P.

The table below describes what to do with or without Accounts Payable and General Ledger. Find the row and column that corresponds to the packages you have, and follow those instructions.

	Direct deposits (report only)	
	No G/L	G/L
No A/P	Pay the direct deposit amount to the financial institution using a manual check. Do not record this check in your payroll system. Instead, record the check amount in your manual or other General Ledger system as a debit to the direct deposit account and a credit to the cash account from which the check was drawn.	Do the same as at left, but post the check into your PBS General Ledger by entering General Journal transactions.
A/P	Pay the direct deposit amount with a manual check and enter a Non-A/P check type voucher in your PBS Accounts Payable system for the amount of the check. For this voucher, enter the cash account from which the check was drawn and distribute the full amount to the direct deposit account.	Do the same as at left.

Electronic Payment Direct Deposit Method

The Electronic payment method of direct deposit allows you to offer direct deposit processing for your employees. It makes it easier for you because an ACH file is generated which you submit to your bank who directly deposits pay to your employees.

One processing bank is designated with the cash account, with the number of receiving (employee) banks being unlimited. The employees participating in direct deposit can choose up to fifteen bank accounts to multiple banks to deposit their pay. Once Payroll is setup for direct deposit, an ACH-formatted file for automated clearing is generated during a Payroll pay run to interface with the processing bank.

The steps to setup your system for Electronic payment direct deposit is documented in the Implement Positive Pay and Direct Deposit appendix.

Electronic payment Direct Deposit Accounting

When Payroll posts a check for which all or part of the check is directly deposited, the portion that is directly deposited is posted as a credit to the General Ledger account specified for this purpose in Payroll Control information Account 1 field, rather than as a credit to the cash account selected when printing checks.

When the pay amounts are written to the direct deposit ACH file a register prints showing a summary of the deposit amounts for each employee by bank account.

The table below describes what to do with or without General Ledger (G/L) and Accounts Payable (A/P). Find the row and column that corresponds to what you have, and follow those instructions.

	Direct deposits (electronic payment)	
	No G/L	G/L
No A/P	Distributions are stored in Payroll distributions.	There is nothing to do in G/L because the amounts are properly pulled into G/L when *Get distributions* for Payroll is run.
A/P	There is nothing to do in A/P because the amounts are properly pulled into G/L when Get distributions for Payroll is run.	Do the same as at left.

Voiding and Purging Checks

This chapter contains the following topics:

DEFINITION OF VOIDING AND PURGING CHECKS

Checks are said to be purged when old checks are removed from the file after the employee has cashed them. They are said to be voided when they are removed from the system because the employee has not cashed them at all (for instance, if a check was lost in the mail, or if the employee points out an error and requests a replacement).

Purging is a one-step process, and occurs as soon as you enter the transaction. Voiding is a two-stage process: transactions are first entered and then posted.

Purging Checks

As many as 999,999 pay cycles can be accumulated at any one time, so the only reason to purge checks is to free up disk space or improve performance. You should not however purge a pay cycle until you are confident that all checks in that cycle have been cashed or otherwise accounted for.

Voiding Checks

If you have set the Summary post distribs field checked in *Control information*, skip this selection.

This feature lets you void individual checks or ranges of checks at will. A separate selection is provided for each method, and each can be executed as often as needed until you are satisfied that all the void checks, and only those checks, have been correctly flagged. You can void a range of checks and then use the individual selection method to unvoid any checks that you do not want to void. You can then post void checks. A Payroll Voided Check Register will print.

Void checks is intended for checks written in the recent past. A check cannot be voided if:

- Any of the following have been purged:

  The check's Payroll distributions

  The check itself

- The year has been closed since the check was written.

  Note that if the year has not been closed a check can be voided even though W-2s have already been printed.

  When this happens it is your responsibility to rerun the W-2 process for that employee.

NO J/C DETAIL REC FOUND

This only applies if Payroll is interfaced to Job Costs per the J/C *Control information*. If Job Cost distributions have been purged or there never where any distributions because the payment was not assigned to a job, it will still allow you to purge the payment. However it will put NO J/C DETAIL REC FOUND in the reference. In this case the reference cannot be changed.

Voiding Direct Deposits

In general, this applies to both electronic payment direct deposit and report only direct deposit, unless otherwise indicated. For a description of both methods, see the Direct Deposit Settings section of the *Control Information* chapter.

A void checks posting will not reverse direct deposits if your bank has already sent the payments to the employee's accounts. Also, it will *not* write or update records in an ACH file when using electronic payment.

However, if you have not submitted the ACH file or direct deposit report to your bank or you have made a submission, but the bank is not going to make the payments to the employee's accounts, you may void existing direct deposit payment records. As you cannot void individual payments in an electronic payment ACH file, you must void ALL the direct deposit payments made after a check (direct deposit) run. Then you should either mark the ACH file in some manner by renaming it as voided, delete it if you don't retain copies, or any other method that will help prevent it from being mistakenly submitted to the bank.

An exception could occur, depending on your bank's policies, that you can specify your bank to not make a direct deposit payment to a particular employee, even if it is in the submitted ACH file. Then you may void that employee's payment. In this case, your copy of the ACH file will be inaccurate. It is not necessary to retain copies of submitted ACH files, but if you do, you may want to create a text file of the same name as the ACH file with a different extension with an explanation of what happened.

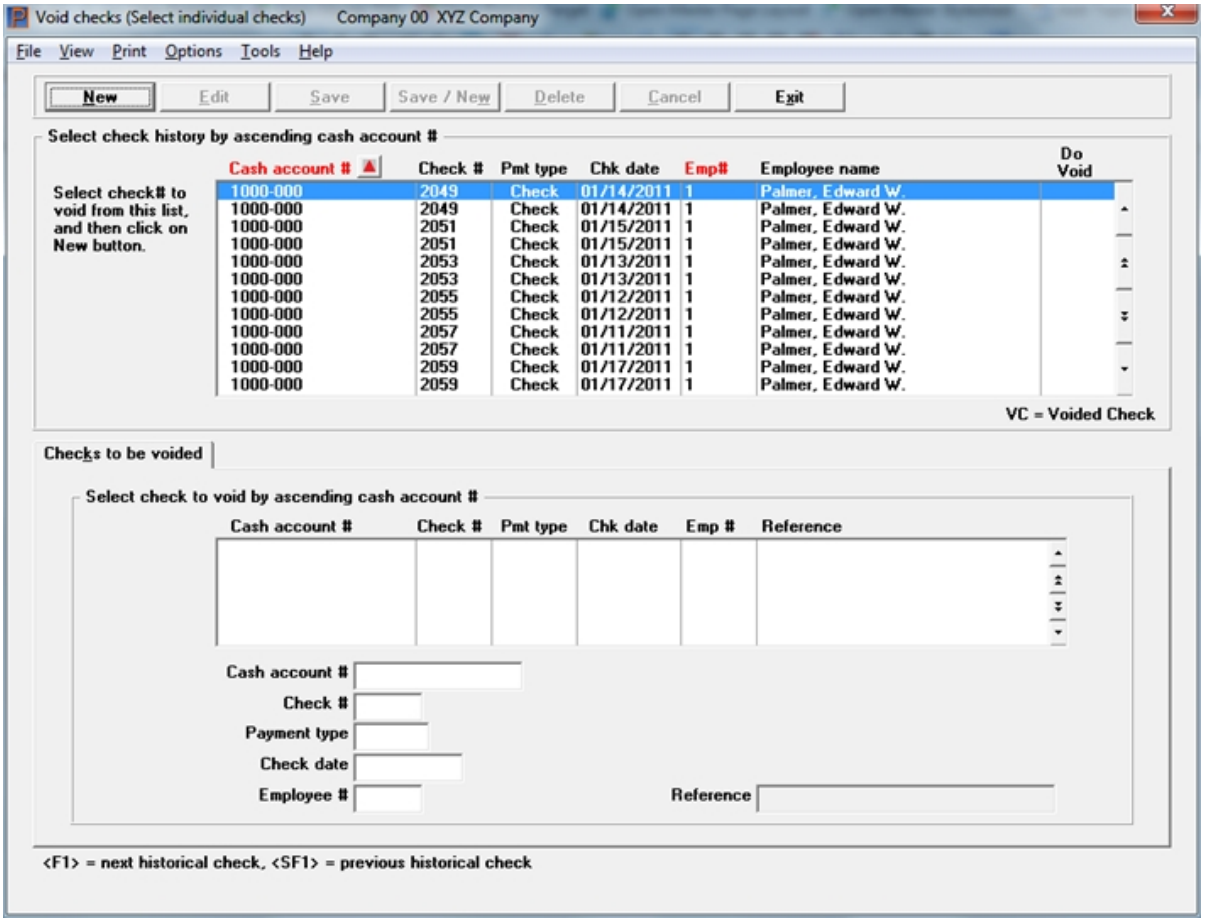
Select

Individual checks from the *Void checks* menu.

INDIVIDUAL SELECTION

If you choose *Select individual checks*, this is the screen that displays:

Graphical mode



Select the check # or ACH payment to void from the upper list box. Then click on the New button or enter <Alt+N> to select and indicate that the check is to be voided.

Void Checks List Boxes

This screen has 2 list boxes.

The upper list box displays up to 12 existing checks and ACH payments at a time. The records are from the Void Payroll Checks file/table (VDMTRX). You may sort the payments by cash account or employee number both in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a payment, start typing a cash account or employee number, depending on which sort field is selected. The default sort is employee number. You may also use the up/down arrows, Page up,

Page down, Home and End keys to locate an entry. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Payments that display in the upper list box are available for voiding. After selecting a check in the upper list box, click on the New button or enter <Alt+N> to indicate that the check is to be voided. Then it will display in the lower list box and you may edit the Reference field.

If you are using *Report only* direct deposit, the *Pmt type* column will indicate a check type because a check number was used. If you are using *Electronic payment* "ACH file" direct deposit, the payment type will indicate ACH payment. In either case, a warning displays letting you know that the payment was made via direct deposit.

Payments marked to be voided will have a Yes in the *Do void* column. Payments already voided will have a VC in the column.

Void Checks Buttons

You may click on a button or enter the keyboard equivalent for adding, editing, deleting or canceling a payroll entry:

Button	Keyboard	Description
New	Alt+n	With the focus on the upper list box, use to select a payment for voiding.
Delete	Alt+d	With the focus on the lower list box, use to remove a payment from voiding. You may also use the <F3> key. This button is not accessible by using the Tab key.
Edit	Alt+e	With the focus on the lower list box, use to edit the void check selection. This button is not accessible by using the Tab key.
Save	Alt+s	To save a new void check selection or changes to an void check.
Save/New	Alt+w	This button is not active on this screen.
Cancel	Alt+c	To cancel adding or editing a void payment.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Menu Selections

Many of the menu selections are the same for each screen. The sorting *View* selections are alternative ways to sort the data. The other selections that are unique to this screen include:

Main	Sub menu	Link to more information
Print	Edit list	Print Edit List
Print	Employee payroll history	Employee Payroll History Report
Options	Post	Posting Voided Checks

Check already cleared.

You will get this message if you are interfaced with Check Reconciliation and the check has been cleared via a bank statement reconciliation.

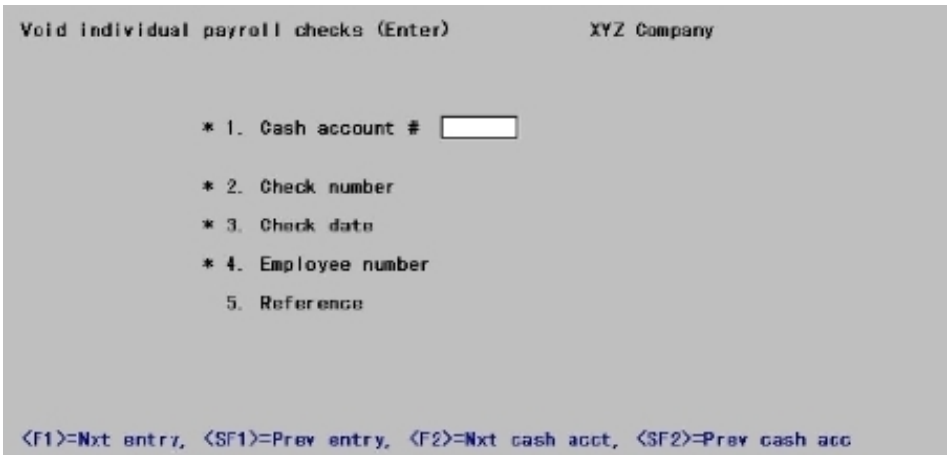
If you still feel this check must be voided, go to the Load checkbook utility in C/R and remove the cleared status first.

Reference

Enter whatever reference you want.

Format	25 characters
Example	Press <Enter>

Character Mode



From this screen you can work with both new and existing void check entries, whether these originated by the *Void individual payroll checks* selection or the *Void range of payroll checks* selection.

1. Cash account

Options

Enter the cash account number.

<F1>	For the next void check entry
<SF1>	For the previous entry
<F2>	For the next cash account
<SF2>	For the previous cash account

Format	Your standard account number format, as defined in *Control information*
Example	Enter account 1000-000

2. Check number

Enter the number of the check you want to void.

Format	999999
Example	Type 8025

3. Check date

Enter the date of the check that was written.

Format	MMDDYY
Example	Type 30219

4. Employee number

Enter the employee number

Format	999999
Example	Type 5

5. Reference

Enter whatever reference you want.

Format	25 characters
Example	Press <Enter>

Field number to change ?

Options

Make any needed changes and press <Enter>. You may also use one of the options:

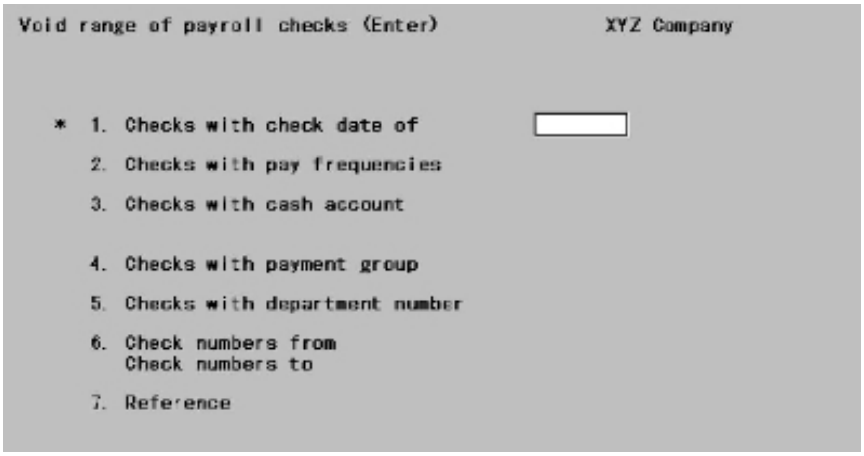
<F1>	For the next void check entry
<SF1>	For the previous entry
<F3>	To delete this entry (valid for existing entries only)

RANGE SELECTION

If you choose *Select a range of checks*, the following screen displays:

Graphical Mode

Character Mode



This selection lets you create new void check entries. Refer to the previous section for processing existing entries.

Note	Only checks that meet the requirements of all the fields below, except Reference, will be voided.

Checks with check date of

Enter the date the checks were written.

Format	MMDDYY
Example	Type 30219

Checks with pay frequencies

Options

Enter the pay frequency of the checks to be voided. You can specify:

Character	Graphical
D	Daily
W	Weekly
B	Bi-weekly
S	Semi-weekly
M	Monthly
Q	Quarterly
<F5>	<F5> = "All" frequencies

Format	Graphical: Check box, where checked is selected and unchecked is not selected Character: One letter from the list above
Example	Press <F5>

Cash account

Options

Enter the cash account of the checks you are voiding. This must be a valid entry in *Cash accounts*. You may use one of the following options:

<F1>	For the next cash account
<SF1>	For the previous cash account
<F5>	To void All checks regardless of cash account

Format	Your standard account number format, as defined in *Company information*
Example	Type 1000-000

Checks with payment group

Options

Enter the payment group code for checks you are voiding, or use the option:

<F5>	To void "All" checks regardless of payment group

Format	Three characters
Example	Press <F5>

Checks with department number

Options

Enter the department number for checks you are voiding, or use the option:

<F5>	To void "All" checks regardless of department number

Format	9999
Example	Press <F5>

Check numbers from

Check numbers to

Options

Enter the range of check numbers you are voiding, or use the option:

<F5>	To void All checks regardless of check number

Format	999999
Example	Type 8025 at each field

Reference

Enter whatever reference you want. Unlike the previous fields, this field is not used to select which checks to void. It will be used as the reference in the G/L transaction for each voided check.

Format	25 alphanumeric
Example	Press <Enter>

CR ERROR - CHECK CLEARED

You will get the above reference if you are interfaced with Check Reconciliation and the check has been cleared via a bank statement reconciliation.

If you still feel this check must be voided, go to the Load checkbook utility in C/R and remove the cleared status first. Using *Select individual checks* remove it from the list of voided checks and re-select it.

OK or Cancel

Make any needed changes. Click OK to select the range of payments to be voided or click Cancel to return to the menu without selecting any payments.

PRINTING AND POSTING VOIDED CHECKS

This section explains how to print a void check edit list and post voided checks.

Print Edit List

Select

Select *Edit list* from the *Void checks* menu.

The printer selection screen displays. Select a printer, Create HTML, Print to disk or Display on screen.

Posting Voided Checks

Select

Select *Post* from the *Void checks* menu.

The printer selection screen displays where you can select a printer or Print to disk.

Voided check information is posted to the Payroll Distribution file, the Employee file, the Payroll History file, the QTD History file, YTD History file, and the YTD state and city History file.

If Payroll is interfaced to the Job Cost package, distribution information is posted to the Job Detail file.

A Payroll Voided Checks Register is printed, and the entries on file in the *Void individual checks* selection are deleted.

Void Checks Interface to Check Reconciliation

Per the Check Reconciliation *Control information* you may be setup to either automatically post to C/R or manually pull the check void checks into C/R. The data is transferred to the C/R Check Book (CKBOOK).

When you are automatically posting to Check Reconciliation, the Voided Check Register will include this message:

```
*** Transferred to Check Reconciliation ***
```

If you are not setup to automatically post, you must run the *Transfer checks\deposits* function on the C/R menu to pull the data into Check Reconciliation.

Whether the system is auto-posting or you are transferring manually, the cash account used must be setup as a checking account in C/R in order to interface to C/R.

PURGING PAYROLL TRANSACTIONS

Use this selection to purge voided payroll transaction records.

When a check is written, information for that check is saved in case the check must be voided at a later date.

If you use ODBC or SQL for reporting, purged data is no longer accessible. However, once you are sure that the checks printed on a specific date will not have to be voided (that is, that they have cleared the bank) and you no longer need the data for reporting purposes, you may run *Purge payroll transactions*.

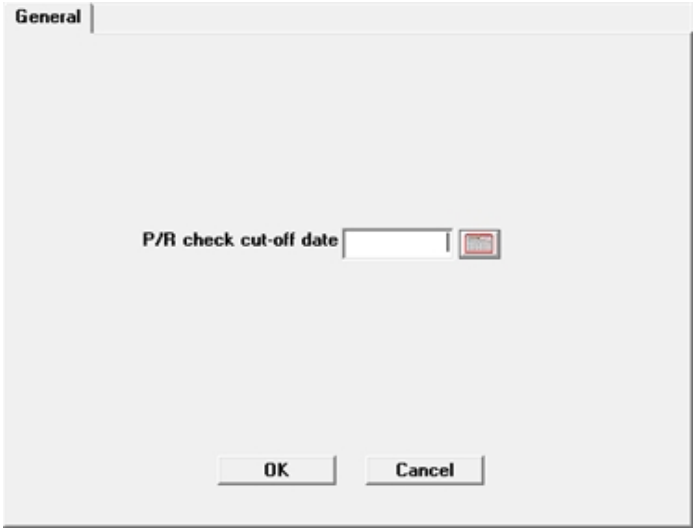
This function will purge records from the Void Payroll Checks (VDMTRX) file/table only. If you want to purge records from the Payroll history file/table (KHISFL), check the *Purge file* field when running the Employee Payroll History Report.

Select

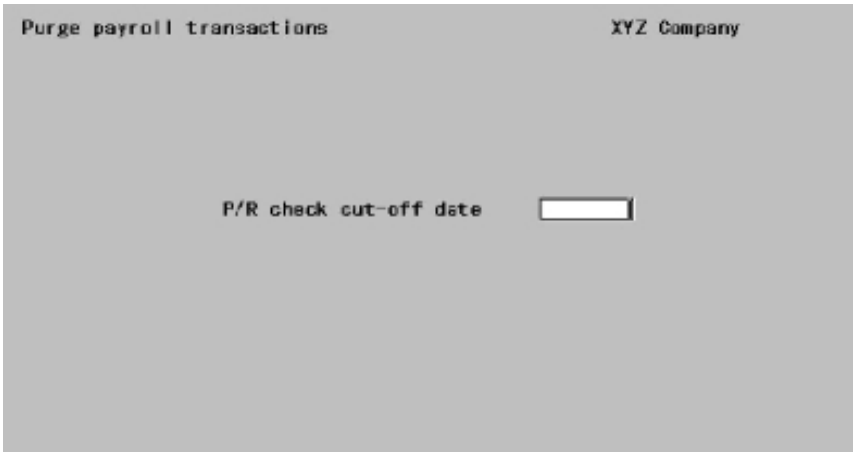
Purge payroll transactions from the *Utility* menu.

The following screen will appear:

Graphical Mode



Character Mode



P/R check cut-off date

This is the latest check date for which to purge saved check information. Enter the date or use the calendar to locate and return a date to the field.

Format	MMDDYY There is no default.
Example	Type 063019

OK or Cancel

Select OK to proceed with the purge. Select Cancel to return to the menu without purging.

Once information for a check is purged, you can no longer void that check using *Void checks*. Instead, you must key in a negative check and post it. If many checks need to be voided, this can be a

greater task than processing payroll; therefore, beware not to purge the saved check information until you are sure you will not need to void those checks.

Adjustments

This chapter contains the following topics:

ENTERING ADJUSTMENTS

You use the *Adjustments* selection to enter employee payroll adjustments, print an adjustment edit list, and post adjustments to other files or tables.

Adjustments include entries for hand-written checks, corrections to previously printed payroll checks, adjustments to quarter-to-date and year-to-date figures, and adjustments to distributions.

An adjustment does not result in a check generated by the computer, although an adjustment can be used after the fact to enter a hand-written check into the system.

Here are some examples of when and when not to use adjustments:

- You can use an adjustment to correct a computer-generated check after it has been printed and posted, so long as the amount of the check has not changed. This might be the case if a deduction had mistakenly been assigned to the wrong account.
- If you discover an error in a check before it is printed (by reviewing the edit list, for instance), do not use this selection to correct it. Instead use *Time worked* to correct the error before printing the check.
- You can use a single *Adjustments* entry to correct systematic errors to your payroll spread out over many checks — for instance, after having introduced a new deduction code two weeks ago you might only now discover that you have mistakenly assigned it the wrong account number.
- You can use adjustments to void or alter Direct Deposit payments, however there is no reversal or updated ACH file generated.
- You may use adjustments to correct a previously entered adjustment.

This function does not automatically calculate the various gross amounts, taxes, and voluntary deductions for a paycheck. Each of these items must be entered individually.

The software calculates default values for certain fields where possible. If you decide to accept a calculated default amount, you must be sure that it is the correct amount for the field.

One of the last fields to be entered is Net pay. The software uses this field to cross-check the arithmetic of the adjustment transaction. The software calculates its own value for net pay based on the amounts entered for pay, taxes, and voluntary deductions. If the entered net pay does not match the calculated net pay, the software will not let you end the entry until the entered amount matches the calculated net pay.

Adjustments, like the checks themselves, do not take effect immediately. They must be posted, and until posted they can be changed and deleted.

When Payroll is in setup mode, you are not asked to enter distributions. Once you have switched Payroll into its normal mode for day-to-day operations, you can then enter distributions for adjustment transactions. This allows you to enter previous payrolls without affected the General Ledger amounts. If you want the amounts to go the G/L, you should not be in setup mode.

The decision of whether to enter distributions depends on the setting of the Distribute wages flag in *Control information* and the setting of the corresponding Distribute wages flag for each employee. If you have entered distributions for an adjustment and later change regular hours or pay, overtime hours or pay, or special hours or pay, you must change the distributions until all the hours and pay are distributed.

Note	If you are using the Payroll module with the Passport Business Solutions Job Cost module, all employees whose wages are applied to jobs must have the Distribute wages (manually) question checked in *Employees*.

Year-end considerations

Even after printing W-2s and 10's, you are allowed to enter time transactions and to print and post checks. You can do this up to the end of the first quarter of the new year.

For example, assume the year just ended is 2020 and the new year is 2021. In this case, Control information specifies that the current payroll year is 2020. Transactions dated in 2020 can be entered and posted. Transactions dated in the first quarter of 2021 can also be entered and posted. Transactions dated before 2020 or after the first quarter of 2021, (i.e. after March 31st), cannot be entered and posted.

When *Close a year* is run using this example, the quarterly data for 2020 and the year-to-date data for 2020 are purged, and any data already posted for the first quarter of 2021 is made available for reporting. The current payroll year in the control information is updated to 21 from 20.

Select

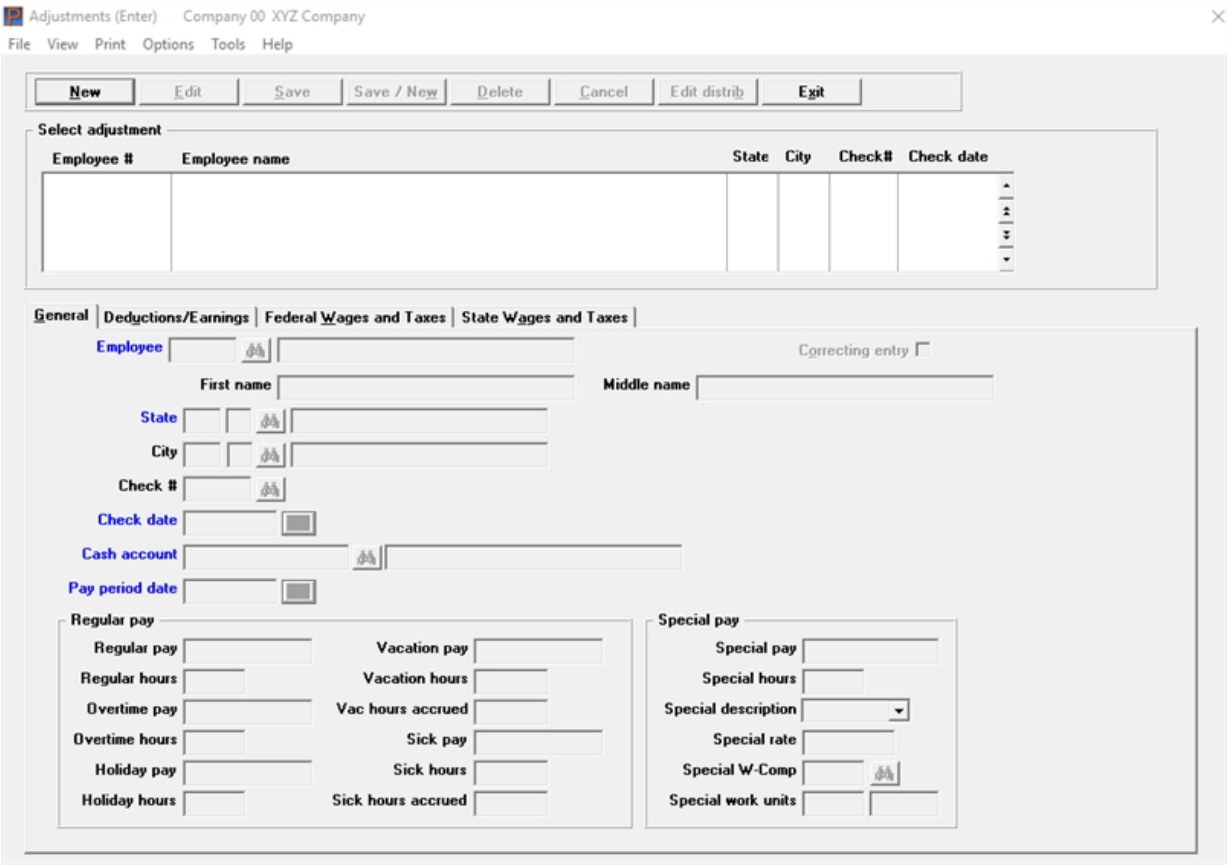
Enter from the *Adjustments* menu.

How to Enter Adjustments

Adjustment screens resemble *Time worked* screens.

Graphical Mode

The following screen displays:



The General tab displays first. You may select any tab.

Adjustments List Box

The list box displays up to 6 existing adjustments at a time. You may sort the adjustments by employee number in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate an adjustment, start typing the employee number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an adjustment. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Adjustments that display in the list box are available for changes or deletion. The fields for the selected adjustment display in the lower part of the screen.

When an adjustment is found, you may select the <Enter> key or Edit button to start editing.

Adjustment Buttons

You may click on a button or enter the keyboard equivalent for adding, editing, deleting or canceling a new adjustment:

Button	Keyboard	Description
New	Alt+n	To enter a new adjustment.
Delete	Alt+d	To delete the adjustment selected in the list box. You may also use the <F3> key.
Edit	Alt+e	To edit the adjustment selected in the list box.
Save	Alt+s	To save a new adjustment or changes to an edited adjustment.
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing an adjustment.
Edit Distrib	Alt+b	To edit the distributions for an existing adjustment. See the Manual Distributions to General Ledger section for more information on distributions.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Edit list and Post

From the menu selections, you have two options:

You may select Options > Post to post the adjustments.

You may select Print > Edit list to print a list of adjustments.

Character Mode

In character mode, the following screen displays.

```
Adjustments (Enter)                                    XYZ Company Apollo 1
     * 1. Employee #
     * 2. State                                         21. Oth D/E 1
     * 3. City                                          22. Oth D/E 2
       4. Rpt jur code                                  23. Oth D/E 3
       5. Check #                                       24. Oth D/E 4
       6. Check date                                    25. Oth D/E 5
       7. Cash account                                  26. Oth D/E 6
       8. Pay prd date                                  27. Union ded
       9. Regular pay                                   28. Loan ded
      10. Regular hr                                    29. Garn ded
      11. Overtime pay                                  30.
      12. Overtime hrs                                  31.
      13. Vacation pay                                  32.
      14. Vacation hrs                                  33.
      15. Holiday pay                                   34.
      16. Holiday hrs                                   35.
      17. Sick pay                                      36.
      18. Sick hrs                                      37.
      19. Special pay                                   38.
      20. Special hrs
<F1>=next entry, <SF1>=prev entry, <F2>=next employee, <SF2>=prev employee
```

From this screen you can work with both new and existing adjustments. If an adjustment has already been made for the employee you specify, it displays and is available for changes or deletion.

General

Enter the following information:

Employee

If the employee whose number you entered is terminated, you have the choice of entering the adjustment anyway.

Format	999999
Example	Type 5

After entering an employee number the matching employee name displays.

Follow the screen instructions to make any changes.

If the adjustment includes manual distributions, you are asked if you want to modify those. If so, at the distribution screen you can select existing distributions in order by pressing <F1>. You can enter new values for the hours, rate, and amount fields.

State

If this is a multi-city/state employee (so designated in Multi-city/state field of the selection *Employees*), enter the State Tax Code. This must already have been defined for this employee (either as his primary state or as one of the other states to which he is liable for taxes). The code entered for the primary state is the default and displays if you press <Enter>.

Otherwise, this field is filled automatically from the *Employees* entry for this employee.

Format	Two letters (state) One character (tax table)
Example	(displayed automatically in this example)

City

If this is a multi-city/state employee (so designated in Multi-city/state field of the menu selection *Employees*), enter the City Tax Code. This must already have been defined for this employee (either as his primary city or as one of the other municipalities to which he is liable for taxes). The code entered for the primary city is the default and displays if you press <Enter>.

Otherwise, this field is filled automatically from the *Employees* entry for this employee.

Format	Two letters (city) One character (tax table)
Example	(displayed automatically in this example)

Report jurisdiction code

This field may not be accessible on your system. For a setup that allows access, see the Pennsylvania Act-32 appendix.

Enter the working jurisdiction code.

Format	99999999999
Example	Can not be entered per the PR *Control information* setup

Check

You are not required to enter a check number, since not all adjustments involve checks. However, unless a check number is entered the net pay amount of this entry can only be zero.

If a check number is entered, it is assumed to be the number of a check which you hand-wrote to pay the adjustment and are now entering into the computer. There is no conflict in the Payroll module if the employee actually has an existing check with the same number. This feature allows you to hand-write a change to an existing check after printing it but before issuing it to the employee.

If you are connected with Check Reconciliation enter a unique check number every time. Never use the same check number for multiple employees with the same check date.

Options

For adjustments to amounts on file (e.g. QTD figures) or G/L distributions where no change in pay is involved, you can use a check number of 0. Alternatively, you can enter your own identification number.

<F1>	For the next entry for this employee
<SF1>	For the previous entry for this employee

Format	999999
Example	Type 112

Check date

This is the date used when recording this adjustment in Quarter-to-date History and Payroll Distribution to G/L.

For the first adjustment, the current date is the default and can be selected by pressing <Enter>. For subsequent adjustments in this session, the date of the adjustment becomes the default for the next.

Enter the date of the adjustment. If you have an entry in the Check # field, this date should be the date of the check.

Options

You may also use the option:

<F4>	To select a date using the calendar lookup

Format	MMDDYY
Example	Type 031519

Options

Cash account

Enter the cash account applicable for this adjustment. This must already have been defined in the *Cash accounts* selection of the System Manager module. You can use one of the options:

<F1>	For the next cash account on file. The <F1> and <SF1> options do not appear if only one cash account has been defined.
<SF1>	For the previous cash account on file
<F2>	For the default cash account in *Control information*

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>

Pay period date

Options

Enter the pay period ending date or use the option:

<Enter>	For the date entered for the check date
<F4>	To select a date from the date lookup

Format	MMDDYY
Example	Type 31419

Regular Pay

Regular pay

Enter the amount of regular pay or salary for this adjustment.

You cannot enter regular pay and special pay on the same screen. Special pay must be on its own adjustment.

Format	99999999.99-
Example	Type 2500

Regular hours

Enter the regular hours worked. You can press <Enter> to use zero.

Format	999.99-
Example	Type 40

If you enter a non-zero number here for a salaried employee, you can distribute to G/L accounts by hours instead of by percentages of salary. (Refer to the section for the third screen in this chapter.)

Overtime pay

Enter the overtime pay. You can press <Enter> to use zero.

Format	999999.99-
Example	Press <Enter>

Overtime hours

Enter the overtime hours worked.

Format	999.99-
Example	Press <Enter>

Holiday pay

Enter the amount of holiday pay.

Format	999999.99-
Example	Press <Enter>

Holiday hours

Enter the amount of holiday hours.

Format	999.99
Example	Press <Enter>

Vacation pay

Enter the amount of vacation pay.

Format	999999.99-
Example	Press <Enter>

Vacation hours

Enter the amount of vacation hours.

Vacation hours are checked against the amounts in Employees. A warning message displays if the hours entered here are greater than what the employee has available, but the hours are accepted.

Format	999.99-
Example	Press <Enter>

Vac hours accrued

Enter the amount of vacation time to accrue for this adjustment transaction or use the option:

<F2>	For the default accrual calculation from *Employees*

Format	999.999-
Example	Press <Enter>

Sick pay

Enter the amount of sick pay.

Format	999999.99-
Example	Press <Enter>

Sick hours

Enter the sick hours (hours of sick pay taken).

Sick pay hours are checked against the amounts in Employees. A warning message displays if the hours entered here are greater than what the employee has available, but the hours are accepted.

Format	999.99-
Example	Press <Enter>

Sick hours accrued

Enter the amount of sick time to accrue for this adjustment transaction or use the option:

<F2>	For the default accrual calculation from *Employees*

Format	999.999-
Example	Press <Enter>

Special Pay

Special pay

This is a calculated field, based on special hours (Field #19) as well as the special pay rate. Data cannot be entered/changed into this field.

Format	999999.99-
Example	Press <Enter>

Special hrs

Enter the number of hours worked at the special pay rate.

You cannot enter regular pay and special pay on the same screen.

Using character mode, when you press <Enter>, a data entry window will appear enabling you to select pre-defined special pay options (from the Employee Record), or to enter one on-the-fly using the *OTHER* option.

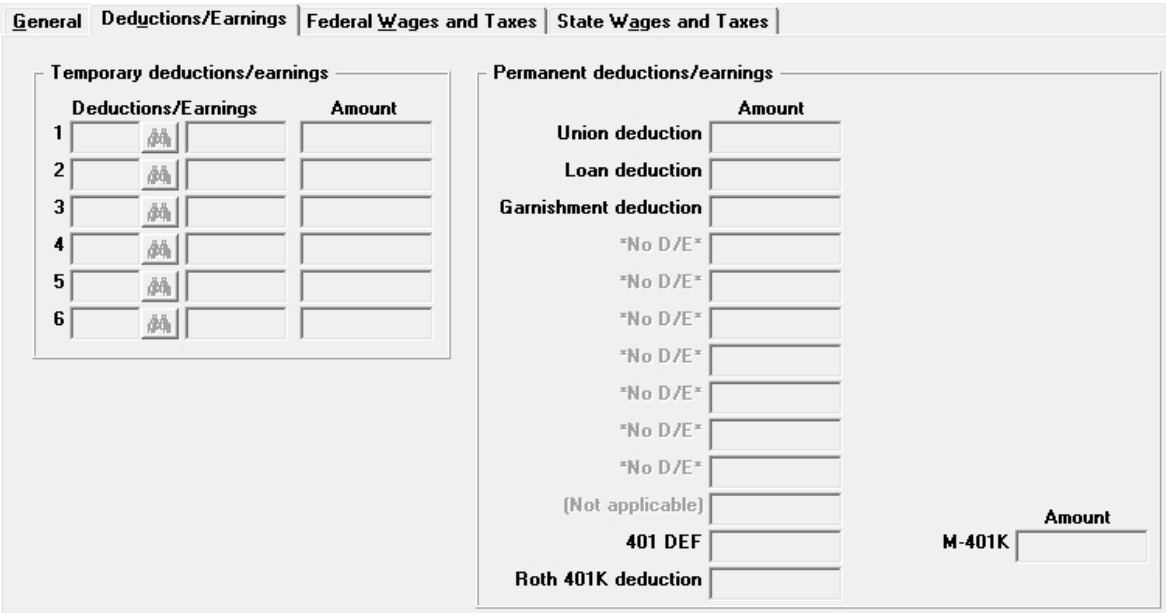
Using graphical mode, enter the **Special description** field. You may use the drop down list options. These are from the employee record. You may also enter any special pay description.

When you press <Enter>, the field Special pay will automatically be calculated for you.

Format	999.99-
Example	Press <Enter>

Deductions/Earnings

This is the Deductions/Earnings tab.



Temporary deductions/earnings

D/E 1 through D/E 6

These fields correspond to the temporary deduction/earning codes that you can enter for *Time worked* transactions.

In each field, enter the appropriate deduction/earning code, or leave it blank to not use this field. The code if entered must be a valid code already present in *Deduction/earnings*.

Format	Three characters
Example	Press <Enter> at each field to skip all of them

Amount

If you entered a code in the previous field, enter the dollar amount here. Note that this field (unlike the corresponding field in *Time worked*) may be negative because this is an adjustment.

Format	99999.99-
Example	(Does not appear in this example.)

Union deduction

Enter the amount of any union deduction. Entering any union deduction is permitted only if the employee's record in *Employees* contains a valid union deduction account number.

Format	999999.99-
Example	This field is skipped, since this employee does not have a union deduction or a union deduction account number.

Loan deduction

Enter the amount of any loan payment deducted from the employee's pay.

Format	999999.99-
Example	Press <Enter>

Garnishment deduction

Enter the amount of any garnish deduction taken from the employee's pay.

Format	999999.99-
Example	Press <Enter>

(permanent deductions/earnings)

In these nine fields, the program displays the descriptions of any permanent deductions/earnings for this employee in *Employees*. Any fields that are marked with *NO D/E* are skipped.

In each field that has a valid permanent deduction/earning taken from *Employees*, you can enter a deduction/earning amount.

When the deduction is a special tax (type X), the basis for the deduction displays at the bottom of the screen.

If the employee has direct deposit, the second to the last field can not be entered.

If the employee has a 401(k), the last field is not available for this purpose and is described separately below.

Format	999999.99- at each field
Example	For employee number 3, no permanent deduction/ earnings are entered in *Employees*. Fields #29 through 37 are marked *NO D/E* and skipped.

401k DEF *and*

M-401k and

Roth 401K deduction

If the employee does not have a 401(k) plan, this field is available for permanent deductions / earnings as described above.

Otherwise, enter the amounts for the employee's regular 401(k) contribution Roth 401(k) contribution and the employer's 401(k) contribution.

Format	999999.99-
Example	Press <Enter> through each field

Character Mode

Options

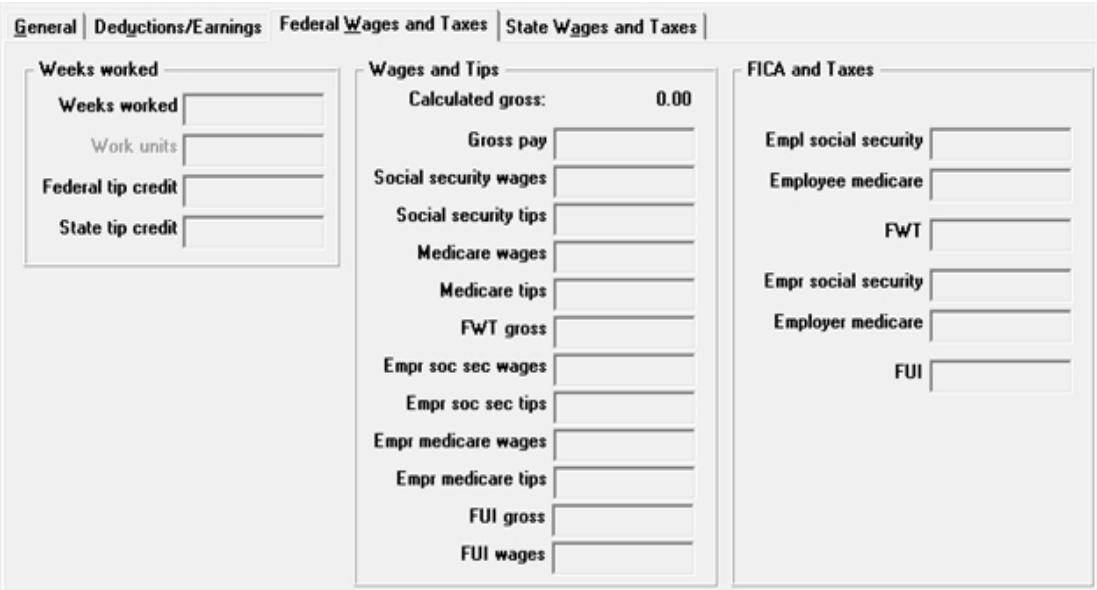
Make any needed changes and then press <Enter>. If this is an existing entry, you can also use the option:

<F3>	To delete this entry

If this is an existing entry, or if this is a new entry and you have reached this point by backing up from a later screen using the <F1> feature, the information already on file is displayed and the cursor is positioned at *Field number to change ?*. Otherwise the cursor is initially in the Wks worked field.

Federal Wages and Taxes

This is the Federal Wages and Taxes tab:



Enter the fields on this tab.

Weeks worked

Weeks worked

Enter the number of weeks worked by this employee.

Format	99.99-
Example	Type 2

39. Work units

In states where workers' compensation premiums are based on work units, or special tax (type X) deductions are based on work units, enter the number of work units applicable to this adjustment.

Format	999.99-
Example	(Not applicable) displays

Federal tip credit

Enter the amount of the federal tip credit.

Format	999.99-
Example	Press <Enter> for .00

State tip credit

Enter the amount of the state tip credit.

Format	999.99-
Example	Press <Enter> for .00

Wages and Tips

The fields in the *Wages and Tips* box enable you to specify the gross amounts for the various federal taxes calculated by the Payroll system.

The fields in the *Wages and Tips* box have default values calculated for them. For the default value, use the <F2> option on these fields.

The default value is calculated only if the applicable tax is defined.

The Calculated gross amount (calculated gross pay) is computed internally, based on your information for Regular pay, Overtime pay, Vacation pay, Holiday pay, Sick pay, Special pay, and any applicable permanent and temporary deductions and earnings.

Enter a gross amount for each tax category applicable to your situation. Consult with your accountant for advice on which taxes apply to your business.

Gross pay

Options

Enter the Gross pay amount, or use the option:

<F2>	For the amount displayed in Calculated gross

Format	99999999.99-
Example	Type 1200

Social security wages

This is the amount of wages paid subject to employee withholding for social security tax.

Options

Enter the employee's Soc sec wages amount or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Social security tips

This is the amount of tips subject to employee withholding for social security tax.

Options

Enter the employee's Soc sec tips amount or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Medicare wages

This is the amount of wages paid subject to employee withholding for medicare tax.

Options

Enter the employee's Medicare wages amount or use the option:

F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Medicare tips

This is the amount of tips subject to employee withholding for medicare tax.

Options

Enter the employee's Medicare tips amount or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

FWT gross

Options

Enter the FWT gross amount on which federal withholding tax was calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Empr soc sec wages

This is the amount of wages paid on which the employer's contribution for social security tax was calculated.

Options

Enter the employee's Empr soc sec wages amount or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Empr soc sec tips

This is the amount of tips on which the employer's contribution for social security tax was calculated.

Options

Enter the employee's Empr soc sec tips amount or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Empr medicare wages

This is the amount of wages paid on which the employer's contribution for medicare tax was calculated.

Options

Enter the employee's Empr medicare wages amount or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Empr medi tips

This is the amount of tips on which the employer's contribution for medicare tax was calculated.

Options

Enter the employee's Empr medicare tips amount or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

FUI gross

Options

Enter the FUI gross amount on which the employer's contribution to federal unemployment insurance was calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

FUI wages

FUI gross is the portion of wages paid up to the maximum wages on which FUI is calculated during the year. If an adjustment will take an employee over the FUI maximum, only the amount needed to bring the employee to the maximum should be entered.

For example, if an employee has earned $6,800 and an adjustment for $400 regular pay is entered, the amount to enter for FUI gross is $200, since the limit is $7,000 for FUI.

On the other hand, FUI wages should be set to $400, since this field accumulates the total wages paid subject to FUI regardless of any maximum wage limit for FUI.

Options

As in the field above, enter the wages amount on which the employer's contribution to federal unemployment insurance was calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Empl social security

Options

Enter the amount of social security taxes withheld from the employee's pay, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Employee medicare

Options

Enter the amount of medicare taxes withheld from the employee's pay, or use the option:

<F2>	For the calculated amount *

* If the amount for this field exceeds the allowable maximum amount of $9,999.99, the prompt will not display. You may enter an amount manually, however it cannot be more than $9,999.99. When your adjustment has a gross medicare amount that requires a calculated employee medicare amount to be more than $9,999.99, you should remove this adjustment and enter two or more adjustments to lower the employee medicare calculation to an amount that will fit in this field.

Format	9999.99-
Example	Press <Enter> for zero

FWT

Enter the federal withholding tax deducted from the employee's pay.

Format	99999999.99-
Example	Press <Enter> for zero

EIC

Enter the amount of earned income credit (EIC) advanced to the employee.

Format	999999.99-
Example	Press <Enter> for zero

Empr social security

Options

Enter the amount of social security taxes paid by the employer on the earnings of this employee, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Employer medicare

Options

Enter the amount of medicare taxes paid by the employer on the earnings of this employee, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

FUI

Options

Enter the employer's federal unemployment insurance (FUI) contribution for this adjustment, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Options

Make any needed changes, or use the option:

<F1>	To review the entries for the first screen

Press <Enter> to view the third adjustment screen:

```
Adjustments (Enter)                                XYZ Company Apollo 1
      Employee: 5        Wilkenson, William B.       Check #: 112

      Calculated gross:     1,000.00          Gross pay:     1,000.00

      62. Vac accrued
      63. Sick accrued
      64. SWT gross                           72. SWT
      65. OST-1 gross                         73. OST-1
      66. OST-2 gross                         74. OST-2
      67. CWT gross                           75. CWT

      68. SUI gross                           76. SUI
          SUI wages
      69. Empr OST gross                      77. Empr OST
      70. Supp ben gross                      78. Supp ben
      71. Work comp gross                     79. Work comp

                          80. Net pay

<F2> = 5.00
```

Fields 62 Vac accrued and 63 Sick accrued are mentioned earlier in this chapter.

State Wages and Taxes

General | Deductions/Earnings | Federal Wages and Taxes | State Wages and Taxes

State gross amounts

State withholding tax SWT gross

Other state tax OST-1 gross

Other state tax OST-2 gross

City withholding tax CWT gross

State unemployment ins SUI gross

State unemployment ins SUI wages

Employer other state tax OST gross

Supplemental benefits gross

Workers' compensation gross

State taxes

State withholding tax SWT

Other state tax OST-1

Other state tax OST-2

City withholding tax CWT

State unemployment insurance SUI

Employer other state tax OST

Supplemental benefits

Workers' compensation

Net pay .00

State and City gross amounts

The State and city fields (64 through 70 in character mode) allow you to specify the gross amounts for the various state and city taxes calculated by the Payroll system. These fields have default values calculated for them. For the default value, use the <F2> option on these fields. The default value is calculated only if the applicable tax is defined.

The Calculated gross amount (calculated gross pay) is computed internally, based on your information for Regular pay, Overtime pay, Vacation pay, Holiday pay, Sick pay, Special pay, and any applicable permanent and temporary deductions and earnings.

Enter a gross amount for each tax category applicable to your situation. Consult with your accountant for advice on which taxes apply to your business.

State withholding tax SWT gross

Options

Enter the SWT gross amount on which the state withholding tax was calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Other state tax OST-1 gross

Options

Enter the OST-1 gross amount on which the first other state withholding tax was calculated, or use the option.

<F2>	For the calculated amount

Format	99999999.99
Example	Press <Enter> for zero

Other state tax OST-2 gross

Options

Enter the OST-2 gross amount on which the second other state withholding tax was calculated, or use the option.

<F2>	For the calculated amount

Format	99999999.99
Example	Press <Enter> for zero

City withholding tax CWT gross

Options

Enter the CWT gross amount on which city withholding tax was calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

State unemployment ins SUI gross

Options

Enter the SUI gross amount on which the employer's contribution to state unemployment insurance was calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

State unemployment ins SUI wages

Options

As in the field above, enter the wages amount on which the employer's contribution to state unemployment insurance was calculated, or use the option:

<F2>	For the calculated gross

Format	99999999.99-
Example	Press <Enter> for zero

Note	The information regarding FUI above also applies to SUI gross and SUI wages entered in these two fields.

Employer other state tax OST gross

Options

Enter the Employer OST gross amount on which employer OST is calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Supplemental benefits gross

Options

Enter the Supplemental benefits gross amount on which supplemental benefit contributions are calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

Workers' compensation gross

Options

Enter the Workers' compensation gross amount on which the employer's contribution to workers' compensation is calculated, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Press <Enter> for zero

State taxes

State withholding tax SWT

Enter the amount of state withholding tax (SWT) deducted from the employee's pay.

Format	999999.99-
Example	Press <Enter> for zero

Other state tax OST-1

Options

Enter the amount of other state tax #1 (OST-1) deducted from the employee's pay, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Other state tax OST-2

Options

Enter the amount of other state tax #2 (OST-2) deducted from the employee's pay, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

City withholding tax CWT

Enter the amount of city withholding tax (CWT) deducted from the employee's pay.

Format	999999.99-
Example	Press <Enter> for zero

State unemployment insurance SUI

Options

Enter the employer's state unemployment insurance (SUI) contribution for this adjustment, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Employer other state tax OST

Options

Enter the amount of employer paid other state tax (Empr OST), or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Supplemental benefits

Options

Enter the amount of supplemental benefits for which the employer is liable as a result of this adjustment, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Workers' compensation

Options

Enter the amount of the workers' compensation premium for this adjustment, or use the option:

<F2>	For the calculated amount

Format	999999.99-
Example	Press <Enter> for zero

Net pay

Options

Enter the amount of net pay paid to this employee, or use the option:

<F2>	For the calculated amount

Format	99999999.99-
Example	Type 2500

Two conditions can prevent you from proceeding:

- The net pay is not zero, and yet no check number was given in the Check # field.
- The net pay as entered does not agree with that calculated.

In both cases, an error message will explain the problem, and you can back up to the previous screens to correct the error. It may help to see how the net pay is computed:

Net pay =	Regular Pay	
	+ Overtime Pay	- Union Deduction
	+ Special pay	- Loan Deduction
	+ Vacation Pay	- Garnish Deduction
	+ Holiday Pay	- Permanent Deductions
	+ Sick Pay	- Other Deductions
	+ Advance EIC paid	- Social security
	+ Permanent Earnings	- Medicare

	+ Other Earnings (not including Tips and Meals)	- FWT
		- SWT
		- OST #1
		- OST #2
		- CWT

Options

Make any needed changes, or use the option:

<F1>	To review the entries for the second screen

Press <Enter> to view the distribution screen.

MANUAL DISTRIBUTIONS TO GENERAL LEDGER

Adjustment transactions are distributed to General Ledger for regular hours and pay, overtime hours and pay, and special hours and pay.

The distribution screens in this selection are essentially the same as those for *Time worked*. The only significant difference is that *Adjustments* lets you manipulate the hours and the dollar amounts independently of one another (and requires both to balance before letting you exit the screen).

Whether or not you enter manual distributions to General Ledger is determined by how you have set up your Payroll system.

When setting up Payroll, the system should be put into setup mode by selecting a check mark (Yes) to the field PR is in setup mode in *Control information*. In this case, entry of manual distributions is always skipped, and posting of G/L distributions does not occur.

After setup, the system should be taken out of setup mode by un-checking the box to the above question.

Once this is done, manual distributions can be entered for an employee's payroll adjustments depending upon the answer to the field Distribute wages in *Control information*.

- If this field is answered Never, manual distributions are never entered.
- If this field is answered Always, manual distributions are always entered.
- If this field is answered Selectively, entry of distributions depends upon how the field Distribute wages is answered for an employee in the employee's record.

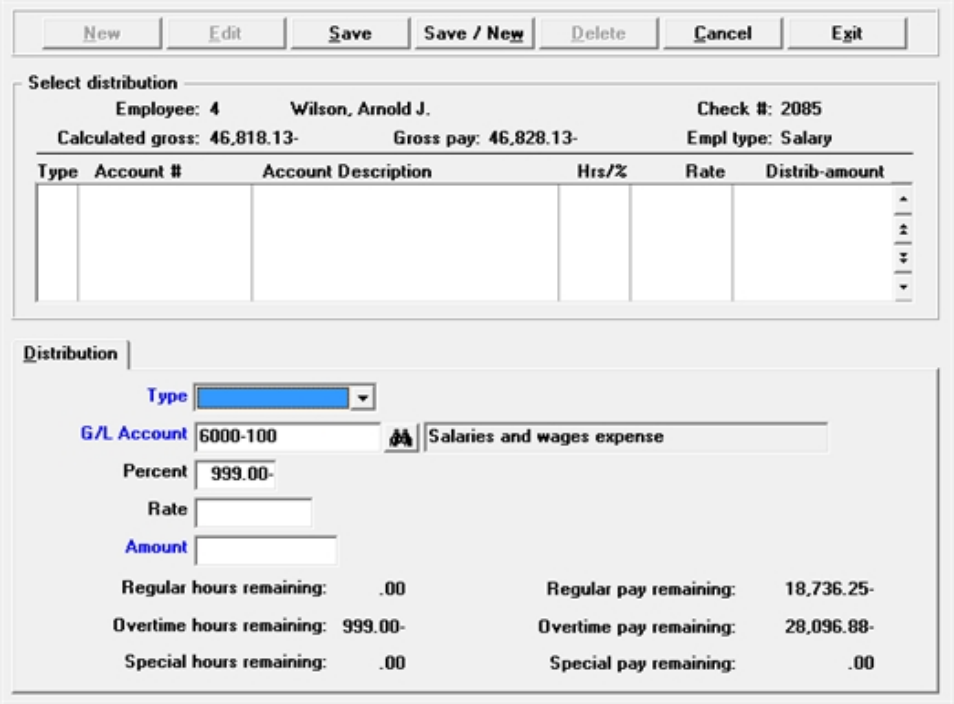
  If this question is unchecked for an employee, distributions are not entered for that employee.

  If this question is checked for an employee, distributions are entered for that employee.

Distributions can be entered for Job Cost only when manual distributions to General Ledger are being entered.

In the case of employee 5, the answer to the *Distribute wages* (manually) field in *Employees* is check marked (Yes), and you are not interfaced with Job Cost in this example, so the screen for entering G/L distributions is displayed, as follows:

Graphical Mode



Distribution List Box

The list box displays several existing distributions at a time.

To locate an distribution, you may also use the up/down arrows, Page up, Page down, Home and End keys.

Distributions that display in the list box are available for changes or deletion. The fields for the selected distribution display in the lower part of the screen.

When an distribution is found, you may select the <Enter> key or Edit button to start editing.

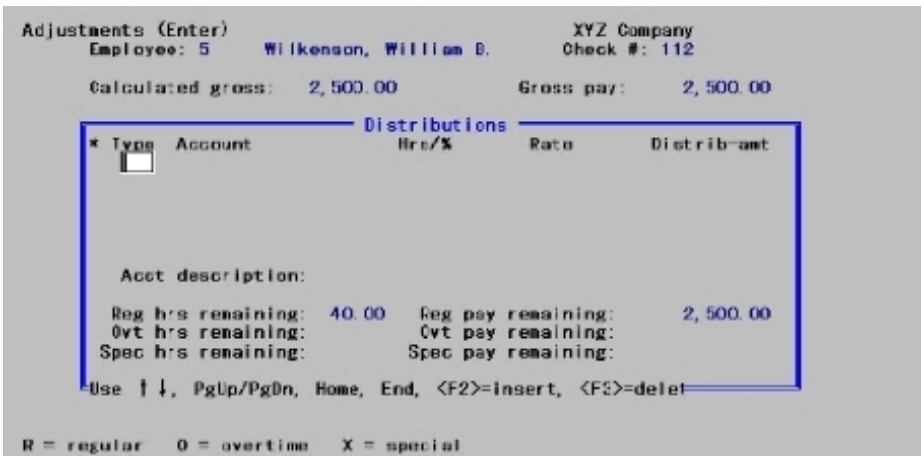
Distribution Buttons

You may select a button for editing, deleting or adding a new distribution:

Button	Keyboard	Description
New	Alt+n	To enter a new distribution.
Delete	Alt+d	To delete the distribution selected in the list box.
Edit	Alt+e	To edit the distribution selected in the list box.
Save	Alt+s	To save a new distribution or changes to an edited distribution.

Button	Keyboard	Description
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing an distribution.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character Mode



Enter the distribution information for this screen as follows:

Type

For a new distribution

This is the distribution type, which refers to the type of hours or pay being distributed on this line.

The choices displayed at the bottom of the screen are divided into two groups of employees:

- Hourly employees, or salaried employees with non-zero regular hours
- Salaried employees with regular hours that are not equal to zero

Options for hourly employees are:

R	Regular
O	Overtime
X	Special

Options for salaried employees are:

S	Salaried
O	Overtime
X	Special

Enter the distribution type or use the option:

<Enter>	For the type of the previous distribution entered

Example	Type R

For an existing distribution

Options

Enter the key fields *Type* and *Account* for the distribution you want to change, or use the option:

<F1>	To scan through existing distributions

Make any changes. You are not allowed to change the key fields.

Account

This is the number of the G/L account to which the number of hours or the percent of pay specified on this line is to be distributed.

Options

Enter the account number or use the option:

<F2>	For the wage account number for this employee in *Employees*

Example	Type 6000 and then type 200

Hours or %

Options

If the employee is specified as hourly in *Employees*, or is specified as salary but Regular hrs is non-zero, enter the number of hours to be distributed to the account entered on this distribution line. If the employee is salaried and Regular hrs is zero, enter the percent of the salary (regular pay) to be distributed to the account number entered on this line. Overtime and special hours are distributed on an hourly basis, even for a salaried employee.

<F2>	To distribute all of the remaining hours to this account

Format	999.99- (hours) 999.99 (percentage)
Example	Press <F2>

The Hours field for distribution types R, O, and X can be skipped if you are distributing only an amount, not hours. The rate and amount fields can be skipped if you are distributing only hours.

Rate

For a salaried employee, the Rate column is skipped.

This is the rate of pay that is multiplied by the Hours entered to determine the amount of this distribution.

Options

Enter the rate of pay or use the option:

<F2>	For the employee's hourly rate (regular, overtime, or special, as entered in *Employees*)

Format	99999.999-
Example	Press <F2> to use this employee's regular pay rate. (The regular rate is selected because R is entered as the TYPE on this distribution line.)

Amount

If the employee whose pay is being distributed is salaried, the Amount field is skipped for an S (salary) type distribution line.

Options

This is the amount of pay for this distribution line. For an hourly employee, enter the amount or use the option:

<F2>	To use an Amount equal to the number of hours times the rate.

For overtime (O) and special (X) distributions, the calculations are made in terms of the number of overtime or special hours times the appropriate rate (overtime or special).

The dollar amount entered for a particular distribution does not have to equal the hours times the rate entered. Hours and dollars can be distributed independently, providing extreme flexibility in making adjustments to quantities in various payroll files or tables.

Format	99999999.99-
Example	Type 2500

If you want to delete the distribution, press <Esc>. You can then re-enter the entire distribution line.

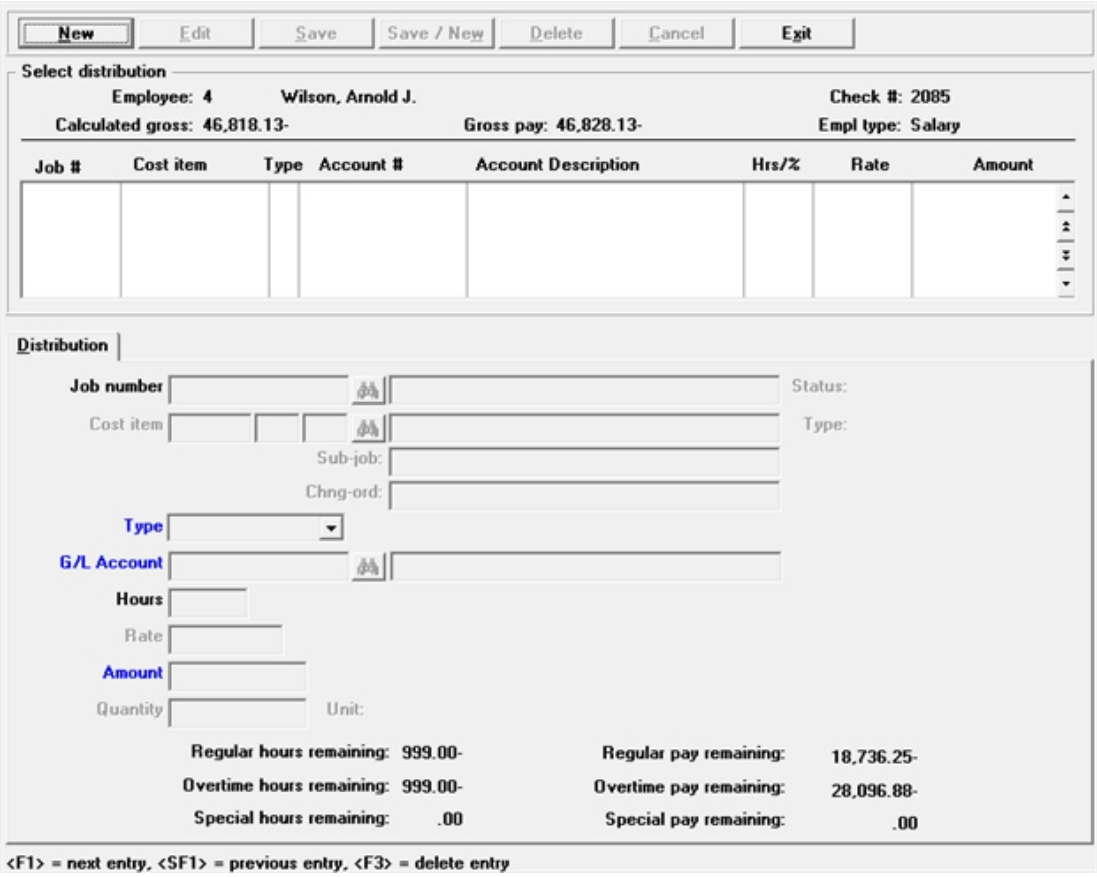
With all 48 hours of the regular hours distributed, the Reg hrs remaining at the bottom of the screen shows zero, so you can exit from the distribution of this adjustment.

If Job Cost is used

Note	If you are not using Job Cost, skip this section.

If you are interfacing to Job Cost in the previous case, the following screen displays for distribution to G/L accounts or jobs, rather than the previous distribution screen that was shown.

Graphical Mode



Job Cost Distributions List Box

The list box displays up to 6 existing distributions at a time. You may sort the distributions by job number in ascending or descending order. Only columns with red labels may be sorted. Click the field label or arrow to the right of the column name to change the sort or use the View menu options.

To locate a distribution, start typing the job number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a distribution.

Distributions that display in the list box are available for changes or deletion. The fields for the selected distribution display in the lower part of the screen.

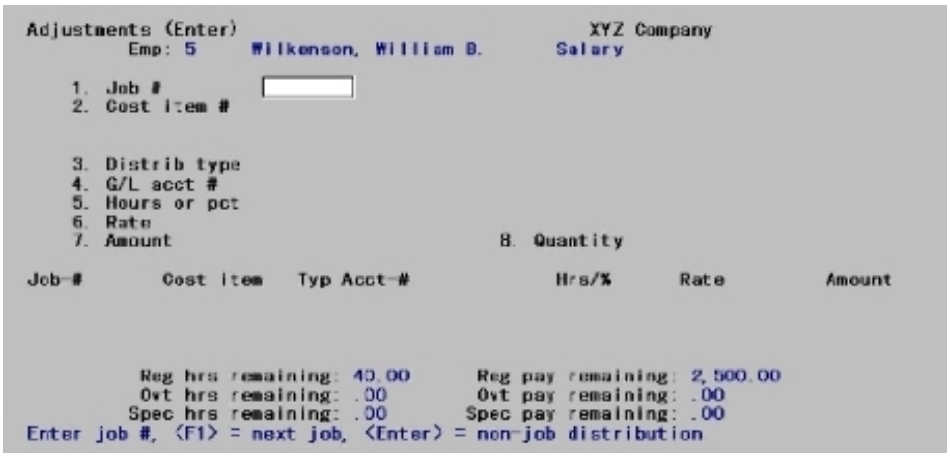
When a distribution is found, you may select the <Enter> key or Edit button to start editing.

Job Cost Distribution Buttons

You may select a button for editing, deleting or adding a new job cost distribution:

Button	Keyboard	Description
New	Alt+n	To enter a new distribution.
Delete	Alt+d	To delete the distribution selected in the list box.
Edit	Alt+e	To edit the distribution selected in the list box.
Save	Alt+s	To save a new distribution or changes to an edited distribution.
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing an distribution.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character Mode



Enter the distribution information as follows:

Job number

For a new distribution

If this distribution is for a job, this is the job number. The job must be on file and its status must be active. The job description and status display automatically upon entry of the job number.

Options

Enter the job number, or use one of the options:

<F1>	To scan through active jobs
Blank	For a non-job distribution. The cursor moves to the distribution Type field.

Format	Seven characters. The last job number entered (if any) displays as the default.
Example	(Does not occur in this example because not using Job Cost)

Cost Item

Options

Enter the cost item. This must be on file for the job, and it must be a labor type cost item. The cost item description is displayed automatically. You can use the option:

<F1>	To scan through labor cost items for the job

Format	Seven characters (category) 999 (sub-job; not present in all cases) 999 (change order; not present in all cases)
Example	(Does not occur in this example because not using Job Cost)

Type

This is the distribution type, which refers to the type of hours or pay being distributed on this line.

The choices displayed at the bottom of the screen are divided into two groups of employees:

- Hourly employees, or salaried employees with non-zero regular hours
- Salaried employees with regular hours that are not equal to zero

Options for hourly employees are:

Regular

Overtime

Special

Options for salaried employees are:

Salaried

Overtime

Special

Enter the distribution type or use the option:

<Enter>	For the last distribution type entered

Format	One option from the list above.
Example	(Does not occur in this example because not using Job Cost)

G/L Account

This is the number of the G/L account to which the number of hours or the percentage of pay is distributed.

Options

Enter the account number or use the option:

<F1>	For the cost account for the cost item (if for a job) For the wage account number for this employee in *Employees* (if not for a job)

Format	Your standard account number format, as defined in *Company information*
Example	(Does not occur in this example because not using Job Cost)

Hours or pct

If the employee is specified as hourly in *Employees*, or is specified as salary but Regular hrs is non-zero, enter the number of hours to be distributed.

If the employee is salaried and Regular hrs equal zero, enter the percent of the salary (regular pay) distributed.

Overtime and special hours are distributed on an hourly basis, even for a salaried employee.

Format	999.99-
Example	(Does not occur in this example because not using Job Cost)

Rate

For a salaried employee, the RATE field is skipped.

This is the rate of pay that is multiplied by the HOURS entered to determine the amount for this distribution.

Enter the rate of pay or use the option:

<F2>	For the employee's hourly rate (regular, overtime, or special, depending on the distribution Type for this distribution). The rate is obtained from *Employees*

Format	99999.999-
Example	(Does not occur in this example because not using Job Cost)

Amount

If the employee whose pay is being distributed is salaried, the Amount field is skipped for an Salary type distribution.

Options

This is the amount of pay for this distribution. For an hourly employee, enter the amount or use the option:

<F2>	For an amount equal to the number of hours times the rate

Format	99999999.99-
Example	(Does not occur in this example because not using Job Cost)

For overtime (O) and special (X) distributions, the calculations are made in terms of number of overtime or special hours, times the appropriate rate (overtime or special).

The dollar amount entered for a particular distribution does not have to equal the hours times the rate entered. Hours and dollars can be distributed independently, providing extreme flexibility in making adjustments to amounts and hours in various payroll files.

Quantity

If this is a distribution for a job and there is a unit (other than hours) associated with the cost item entered above, enter the quantity of this unit for this distribution.

Note	If this is not a distribution for a job or there is no unit associated with the cost item, this field is skipped.

Format	9999999.9-
Example	(Does not occur in this example because not using Job Cost)

Make any desired changes.

When you press <Enter>, the distribution is filed and displayed at the bottom of the screen, and the remaining hours and amounts displayed on the screen are updated as appropriate.

You can now enter another distribution for this adjustment.

You are not allowed to exit entering distributions until all amounts remaining as shown on the screen are zero.

PRINTING AND POSTING ADJUSTMENTS

The section below explains how to print an edit list of adjustments from the Reports menu, and how to post adjustments.

Printing Adjustments Edit Lists

Select

Edit list from the *Adjustments* menu, or *Adjustments edit list* from the *Reports* menu.

Also, from the *Adjustments (Enter)* screen you may select Print > Edit list.

Check the adjustments on the edit list to see if they are correct and to determine if they are ready for posting. Except for the title, the edit list has exactly the same format as the Payroll Adjustments Register.

Posting Adjustments

After you have examined the edit list and you are sure that the adjustments are correct, you can post them.

Select

Post from the *Adjustments* menu.

Also, from the *Adjustments (Enter)* screen you may select Options > Post.

All distributions are posted to Payroll Distributions.

Note	If any inapplicable adjustment was made (such as a CWT amount for an employee without an associated city tax code), the distribution is posted to an undefined account.

When the posting of distributions is complete, the adjustment amounts are posted to the employee's record in *Employees*.

Any vacation or sick hours entered for the employee are subtracted from his vacation or sick hours due, and vacation hours are added to his vacation hours paid amount in *Employees*.

Vacation and sick hours accrued are added to vacation and sick hours due.

The adjustments are also posted to *Adjustment History*, *Payroll History*, *Payroll QTD History*, *Payroll YTD History*, and *YTD State and City History*. If Job Cost is installed job details (costs) may also be updated.

Interface to Check Reconciliation

Per the Check Reconciliation *Control information* you may be setup to automatically post to the C/R Checkbook (CKBOOK). When automatically posting to Check Reconciliation, the Payroll Adjustments

Register includes this message:

```
*** Transferred to Check Reconciliation ***
```

If you are not setup to automatically post, you must run the *Transfer checks\deposits* function on the C/R menu to pull the payment information into Check Reconciliation.

Whether the system is auto-posting or you are transferring manually, the cash account used must be setup as a checking account in C/R in order to interface to C/R.

Whether using the auto transfer or manual transfer. net pay amounts of zero are automatically cleared with a clear date that matches the check date.

DIRECT DEPOSIT

When the ACH file is fully processed using the Direct Deposit system, the payment amount is in transit to the employee's account, or has already been deposited in the employee's account you have the following options:

- The net pay and taxes must be adjusted on the next payment run or
- The employee must reimburse the company for the amount deposited.

Assuming that the journal entries for the cash account and direct deposit account have been made for the total amount directly deposited, as described above, the amount reimbursed is entered as a General Journal transaction with a debit to the cash account and a credit to the direct deposit account. If A/R is in use, instead of using *General Journal*, enter a non-A/R cash receipt for the cash account, distributing the direct deposit amount to the direct deposit account.

Payroll History

This chapter contains the following topics:

PRINTING PAYROLL REPORTS

Use this selection to print the following reports:

- **Employee Payroll History Report**

  Use this report to show the history of payroll transactions and adjustments for employees who have received computer-printed, handwritten payroll checks or direct deposit pay. The report shows employee pay, earnings, taxes, and voluntary deductions.

- **Employer Payroll Expense Report**

  Use this report to show the history of payroll employer expenses for employees who have received computer-printed, hand-written payroll checks or direct deposit pay.

The selections for both of these reports are very similar. By entering the same date range and same employee range for both reports, the full data for the selected payroll transactions can be obtained.

Payroll history information can be optionally purged when printing Employee Payroll History.

EMPLOYEE PAYROLL HISTORY REPORT

The Employee Payroll History Report shows all payroll transactions and adjustments that have taken place within a specified period for a specified range of employee numbers.

Payroll transactions and adjustments include regular and special pay transactions, advanced vacation and separate vacation transactions, and adjustments.

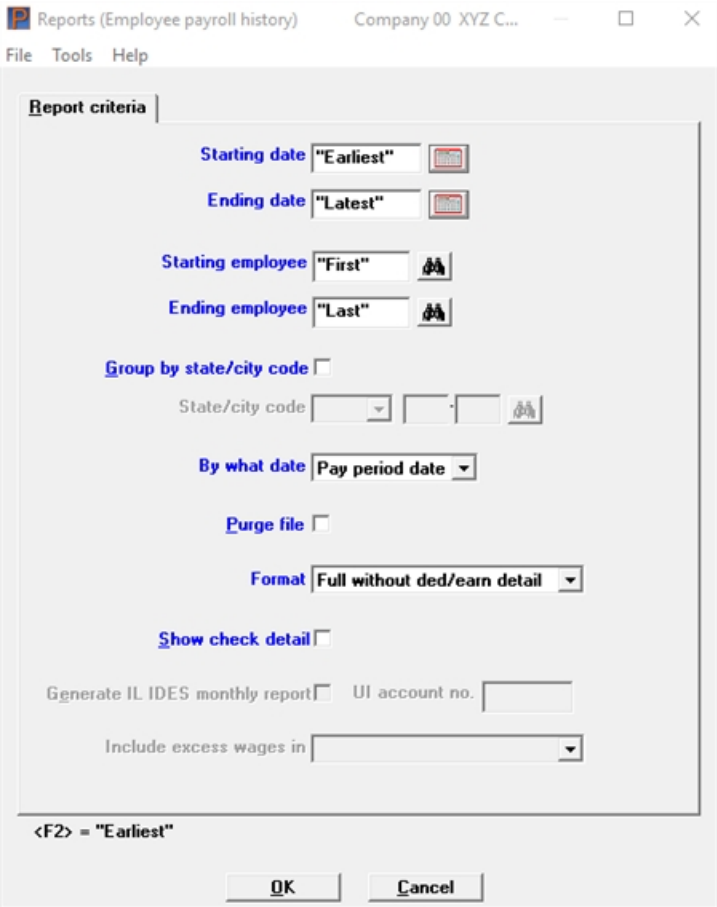
See a Employee Payroll History report example in the *Form and Report Examples* appendix.

Select

Employee payroll history from the *Reports, Employee/Employer* menu of the PR menu.

Graphical Mode

The following screen displays:



Character Mode

The following screen displays:

```
Reports (Employee payroll history)                XYZ Company


                    1. Starting date
                    2. Ending date

                    3. Starting employee
                    4. Ending employee

                    5. Group by state/city code ?
                    6. State/city code

                    7. By what date ?

                    8. Purge file ?

                    9. Format

                   10. Show check detail ?
<F2> = "Earliest"
```

Enter the following information:

Starting date *and*

Ending date

Options

Date refers to either pay period date or check date, as will be determined in the By what date field. Enter the range of dates desired, or use the option:

<F2>	For the Earliest (at *Starting date* field) or Latest (at *Ending date* field) date

Format	MMDDYY at each field
Example	Press <F2> at both fields

Starting employee *and*

Ending employee

Options

Enter the range of employees who have transactions or adjustments to include in the report, or use the option:

<F2>	For the First (at *Starting employee* field) or Last (at *Ending employee* field) employee, in employee number sequence

Format	999999 at each field
Example	Press <F2> at both fields

Group by state/city code

This field allows you to report payroll history by state or city code. Checking this box (entering Y) allows you to specify the state or city code at the next field. Leaving it unchecked (entering N) allows you to report payroll history by employee, no matter which states your employees worked in for the date range entered above.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	Type N

State/city code

If you unchecked (answered N) to the previous field, this field is skipped. Otherwise, select *State* (enter S) or *City* (enter C).

Format	Graphical: Drop down list: Select State or City Character: One letter, either S or C
Example	(Does not occur in this example because you entered N at the preceding field)

Options

After selecting state or city, enter the desired tax code. Any input is accepted; however, only a valid tax code already defined in the *Tax tables* selection is meaningful. See the Tax Tables chapter. You can also use the option:

<F5>	For All states or All cities

In the case of multi-city / multi-state employees, history will be selected for inclusion in the report without regard to whether the state or city is an employee's primary state / city or one of the alternates to which he may be liable for taxes.

Format	Two characters (for state or city) One character (for the individual tax table within that state or city)
Example	(These fields are skipped.)

By what date

You can have the report print in either *Pay period date* (P) order or *Check date* (C) order.

Format	Graphical: Drop down list, either Pay period date or Check date. The default is Pay period date Character: One letter, either P or C. The default is P
Example	Press <Enter>

Purge file

Check this box (enter Y) if you want to purge Payroll History of information for the range of dates and employee numbers that you have specified above.

Although purging is useful to prevent used disk space from growing indefinitely, great caution should be exercised not to purge information which you still need. In particular:

- There are two methods for moving data into Check Reconciliation: *batch transfer* and *automatic direct post*. The method used is determined by the set up in C/R *Control information*. As both relate to history data, they are explained here:

  When you batch transfer the net pay into C/R, Payroll History data is used to transfer your payroll checks and direct deposit transactions to your checkbook. When this is the case, do not purge pay transactions which you have not yet transferred. Refer to the *Transfer Checks/Deposits* chapter in the C/R User documentation.

  If you selected to post from Payroll automatically into Check Reconciliation, you may purge history at any time because the net pay data is already in C/R.

- If you use ODBC or SQL for reporting, purged data is no longer accessible.
- Do not purge if you answer Pay period date to the By what date field above. Some fields for the electronic report processing (for example, employees covered by unemployment insurance for month 1 through 3) use Employee History to check if an employee was employed at a specific period in time. If the records are deleted, this feature is not available.
- If commissions are paid by separate checks rather than the regular payroll, be sure not to purge the history until commissions have been paid for it. For example, if commissions earned October through December are to be paid on January 15, wait till then before purging those months.
- Payroll history data is used when printing the following reports: Check register history, Meals expense, Union deductions, Employee payroll expense, 401(k) contributions, Employee gross hours and wages and the Employee leave report. You should verify that you no longer need the data for these reports before you purge.
- The data is needed for the Illinois IDES reporting. This is explained later in this chapter.

Closing a payroll year removes data for the closed year for most Payroll files/tables. Payroll history is not removed.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Press <Enter>

Format

If you have checked the box (entered Y) to the Purge file field, this field is set to *Ded/earn detail (Full format)* (D) automatically so you will have a permanent record of what has been purged.

Options

Otherwise, choose one of three formats:

Character Mode	Graphical Mode	Description
B	Brief	Brief only.
F	Full without ded/earn detail	Full detail, without deductions and earnings detail (taxes and total deductions are shown).
D	Ded/earn detail (Full format)	Full detail, with deductions and earnings detail. Tax and deduction detail are shown, as are detail lines for the permanent and temporary deductions and for earnings taken via D/E codes.

Format	Graphical: Drop down list from the table above. The default is Full without ded/earn detail Character: One character from the table above. The default is F
Example	Press <Enter>

Show check detail

To see check detail for each employee appearing on the report, check this box (enter Y). To see a summary for each employee, without check detail, leave it unchecked (enter N).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Select <Enter> for the default

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the report.

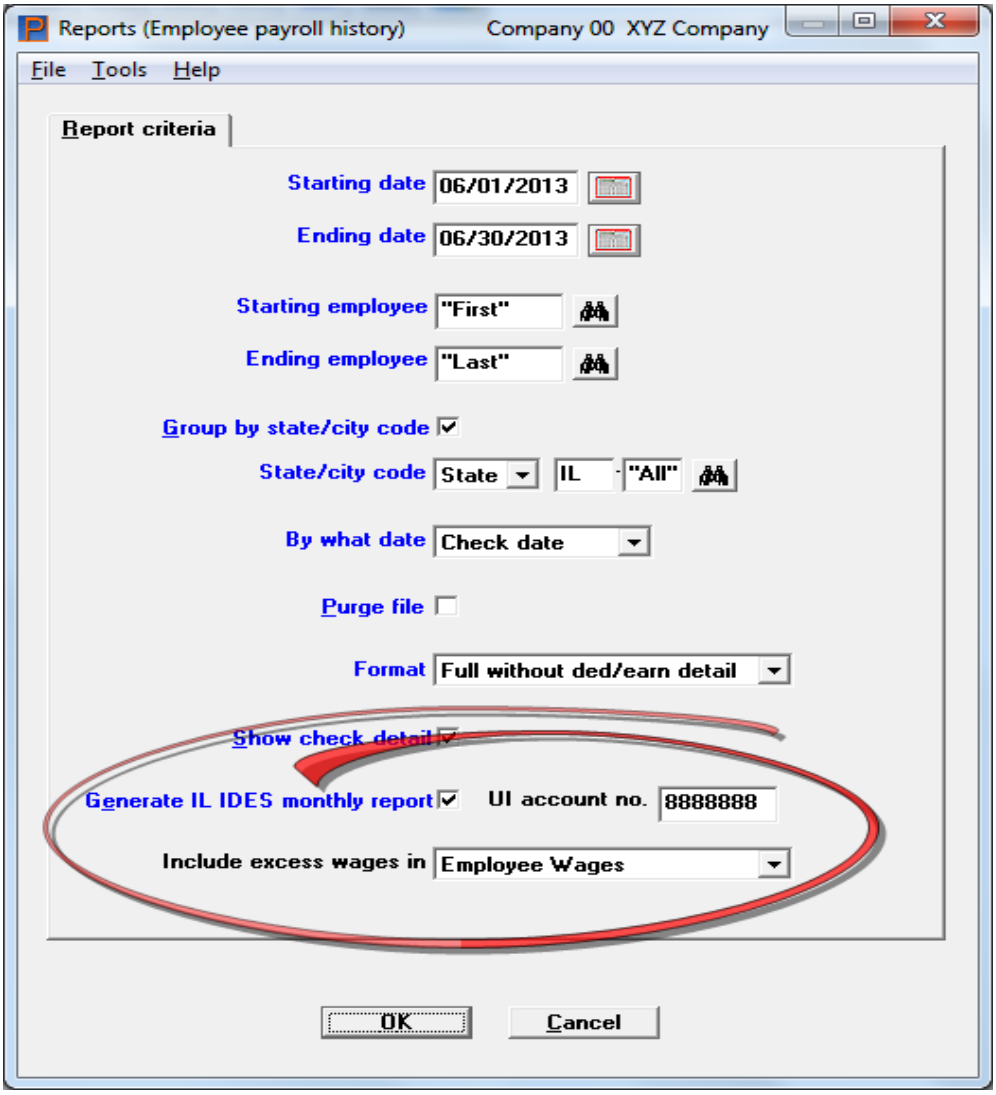
State of Illinois IDES Report

Based on State of Illinois reporting requirements, there are *Employee payroll history* report options that produces a csv output which complies with the Illinois Department of Employment Security (IDES) regulations. Most employers are not required to submit their contribution and wage reports electronically. Read the Illinois published regulations to verify if this applies to you. See www.ides.illinois.gov/

With the proper report settings, the *Employee payroll history* report will produce the required csv output. For an explanation of a csv file see Comma-delimited.

In order to access the fields for Illinois reporting you must print by state and enter the state code as IL.

Here is an example of the report screen criteria which will cause the csv output to be generated:



Use these report settings:

- Enter a starting and ending date range for the month you are reporting.
- Print “First” to “Last” employees.
- Select to Group by state/city code and enter "IL" as the state.
- Select to print by Check date.
- The format is not relevant, except that you will also print the report to screen, printer or disk. You may want to save a copy of the report for referencing later.
- There are three fields on the screen that are specific to the IDES reporting. They are only available if you grouped by state/city and entered “IL” as the state. Employees that reside in a state other than Illinois are not included on the report.

Here are the details about the fields related to IDES reporting:

Generate IL IDES monthly report

This field is only available for entry if you entered IL as the state code.

Check the box to generate a csv output of the Illinois IDES data. Leave it unchecked to print the report only.

UI account no.

Enter the Illinois unemployment insurance account number.

Include excess wages in

The choices are *Employee Wages* and *Employee Wages unallocated*. Excess wages are an employee's wages over a dollar amount a month (note that this amount may change). Review the State of Illinois IDES documentation to determine which option applies to you:

Employee Wages	This option reports all the wages of an employee for a month.
Employee Wages unallocated	This option puts the monthly excess wages in the employer record field called Excess wages.

Note	The Federal Tax ID report number is needed for the Illinois csv file and is taken from the Federal Tax Table.

Running the IDES Report

When running it with the correct report settings, it produces a comma separated (.csv) plain ASCII text file in the top-level PBS folder. It is named something like ILUIMonthWage062019_00.csv. The first six numeric characters in the name are the starting month and year of the period. The last two numeric characters increment each time the file is generated for a given month.

Note	The file contains sensitive data. Depending on who has access to the file, you may need to move it to a secure location as soon as possible after generating it.

Note	When generating the csv file on a Thin client system, it is produced in the top-level PBS folder and it is also copied to your local workstation in the folder where the Thin client runtime components are stored.

Note	The State of Illinois web site provides a means of testing the data in the file. We HIGHLY recommend that you run this test each time you submit your production file.

IDES Examples

The employer record (E) is first. Each employee record (S) follows.

This is a sample csv output with the *Employee Wages* option:

```
E,771234567,1234567,37000.00,0
S,Arnold,Wilson,666-00-9123,6000.00
S,Leslee,Jackson,666-00-2222,1000.00
S,Jason,Roberts,666-00-1111,29000.00
```

Here is an example of the same data using the *Employee Wages unallocated* option:

```
E,771234567,1234656,37000.00,14000.00
S,Arnold,Wilson,666-00-9123,6000.00
S,Leslee,Jackson,666-00-2222,1000.00
S,Jason,Roberts,666-00-1111,15000.00
```

The *Employee Wages* option has Jason Roberts with an income of $29,000. The *Employee Wages unallocated* option has his wages reported as $15,000 and the amount over $15,000 is included in the last employer field.

EMPLOYER PAYROLL EXPENSE REPORT

The Employer Payroll Expense Report shows employer expenses for all payroll transactions and adjustments that have taken place within a specified period for a specified range of employee numbers.

This report shows employer expenses such as social security, medicare, FUI, SUI, Employer OST (Other State Tax), etc.

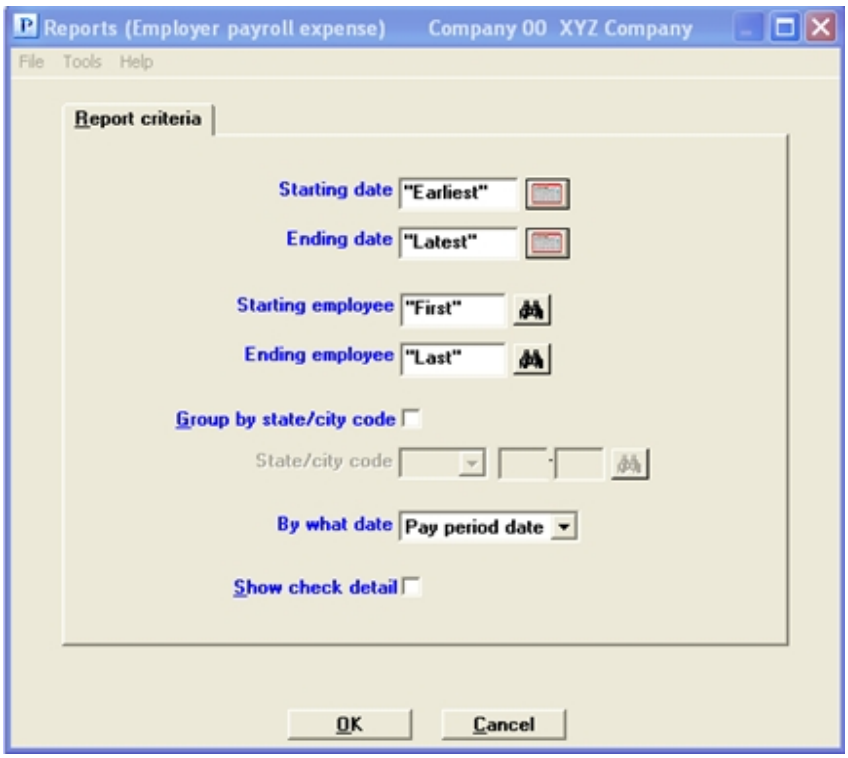
See a Employer Payroll Expense report example in the *Form and Report Examples* appendix.

Select

Employer payroll expense from the *Reports, Employee/Employer* menu.

Graphical Mode

A screen displays for you to enter the following information:



Character Mode

A screen displays for you to enter the following information:

```
Payroll history (Employer P/R expense report)     XYZ Company

                    1. Starting date
                    2. Ending date

                    3. Starting employee
                    4. Ending employee

                    5. Group by state/city code ?
                    6. State/city code

                    7. By what date ?

                    8. Show check detail ?

<F2> = "Earliest"
```

Starting date *and*

Ending date

Options

Date refers to either pay period date or check date, as will be determined in the By what date field. Enter the range of dates desired, or use the option:

<F2>	For the Earliest (at *Starting date* field) or Latest (at *Ending date* field) date

Format	MMDDYY at each field
Example	Press <F2> at both fields

Starting employee *and*

Ending employee

Options

Enter the range of employees who have transactions or adjustments to include in the report, or use the option:

<F2>	For the First (at *Starting employee* field) or Last (at *Ending employee* field) employee, in employee number sequence

Format	999999 at each field
Example	Press <F2> at both fields for a range from First to Last

Group by state/city code

This field allows you to report payroll history by state or city code. Checking this box (entering Y) allows you to specify the state or city code at the next field. Leaving it unchecked (entering N) allows you to report payroll history by employee, no matter which states your employees worked in for the date range entered above.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N
Example	Check this box or type Y

State/city code

If you answered N to the previous question, this field is skipped. Otherwise, select *State* or *City* or in character enter S or C.

Format	Graphical: Drop down list: Select State or City Character: One letter, either S or C
Example	Select State or type S

Options

After selecting state or city, enter the desired tax code. Any input is accepted; however, only a valid tax code already defined in the *Tax tables* selection is meaningful. You can also use the option:

<F5>	For All states or All cities

In the case of multi-city / multi-state employees, history will be selected for inclusion in the report without regard to whether the state or city is an employee's primary state / city or one of the alternates to which he may be liable for taxes.

Format	Two characters (S for state or C for city) One character (for the individual tax table within that state or city)
Examples	Type CA (for California) Type M (for married)

By what date

You can have the report print in either *Pay period date* (P) order or *Check date* (C) order.

Format	Graphical: Drop down list. The default is Pay period date Character: One letter, either P or C. The default is P
Example	Press <Enter>

Show check detail

To see check detail for each employee appearing on the report, check this box (enter Y). To see a summary for each employee, without check detail, leave it unchecked (N).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Select the <Space bar> to check the box or type `Y`

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the report.

EMPLOYEE LEAVE REPORT

The Employee Leave Report shows vacation and sick time that has been accrued and used within a specified period, for a specified range of employee numbers and arranged by specific departments.

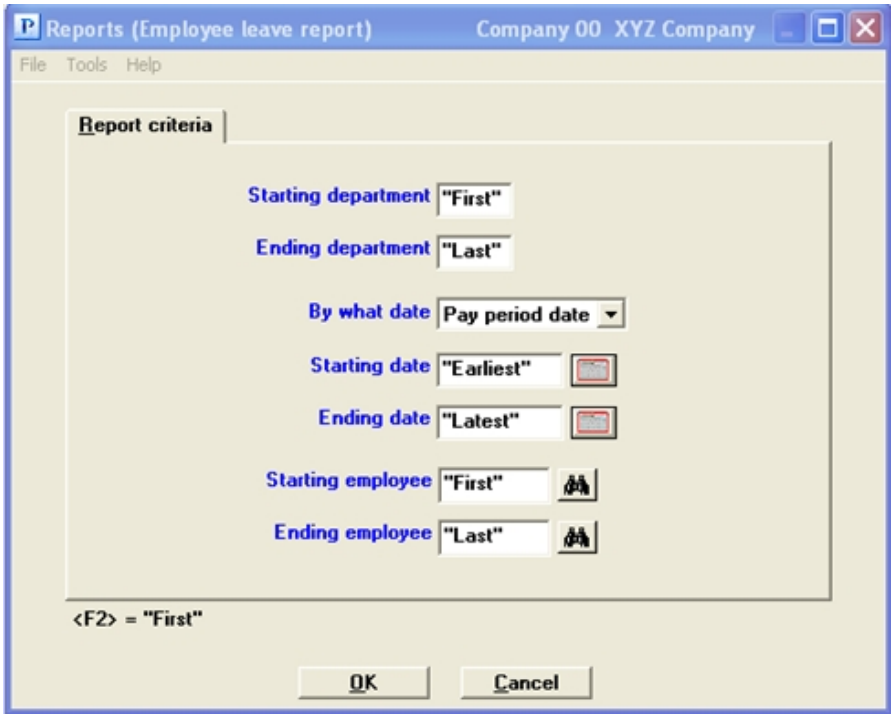
See a Employee Leave Report example in the *Form and Report Examples* appendix.

Select

Employee leave report from *Reports, Employee/Employer* selection of the PR menu.

Graphical Mode

The following screen displays:



Character Mode

The following screen displays:

```
Reports (Leave report)                          XYZ Company


                    1. Starting dept      [      ]
                    2. Ending dept

                    3. By what date ?
                    4. Starting date
                    5. Ending date

                    6. Starting employee
                    7. Ending employee




<F2> = "First"
```

Enter the following information:

Starting department *and*

Ending department

Options

Enter the range of departments that have vacation and sick time to include in the report, or use the option:

<F2>	For the “First” (at *Starting department* field) or “Last” (at *Ending department* field)

Format	9999 at each field
Example	Press <F2> at both fields

By what date

You can have the report print in either *Pay period date* (P) order or *Check date* (C) order.

Format	Graphical: Drop down list. The default is Pay period date Character: One letter, either P or C. The default is P
Example	Press <Enter>

Starting date *and*

Ending date

Options

Date refers to check date. Enter the range of dates desired, or use the option:

<F2>	For the “Earliest” (at *Starting date* field) or “Latest” (at *Ending date* field)

Format	MMDDYY at each field
Example	Press <F2> at both fields

Starting employee *and* Ending employee

Options

Enter the range of employees who have vacation or sick time to include in the report, or use the option:

<F2>	For the “First” (at *Starting employee* field) or “Last” (at *Ending employee* field) employee, in employee number sequence

Format	999999 at each field
Example	Press <F2> at both fields

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the report.

EMPLOYEE GROSS HOURS AND WAGES REPORT

The Gross Hours and Wages report for each employee shows regular pay hours, overtime pay hours, vacation pay hours, holiday hours sick pay hours and special pay hours by a specific date. It can group the data by state or city tax code.

You may either select to print check details or totals only.

Based on the Department or Labor Overtime Rule, covered under the Fair Labor Standards Act, this report indicates when an employee had worked overtime hours but received no pay for those hours. To read more about the rule and setting in Control information, see the FLSA annual salary threshold field. When overtime hours was entered and a zero rate per hour was used, the following message prints on the report:

> Non-exempt salaried employee missing overtime rate !!!

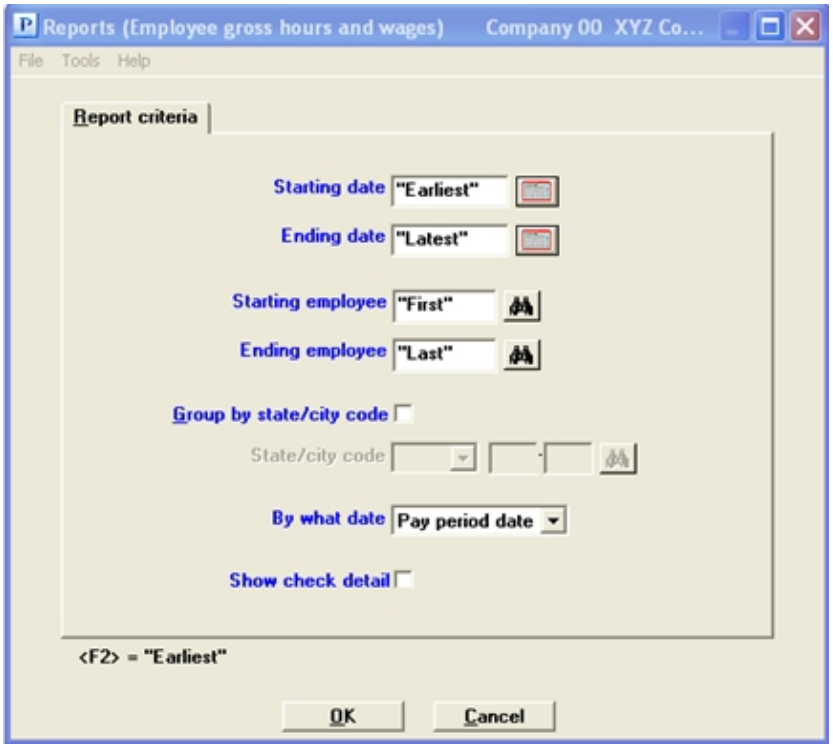
See a Employee Gross Hours and Wages with Check Details report example in the *Form and Report Examples* appendix.

Select

Employee gross hours and wages from the *Reports, Employee/Employer* menu.

Graphical Mode

The following screen displays:



Character Mode

The following screen displays:

```
Reports (Employee Gross Hours and Wages)          XYZ Company


                    1. Starting date                [        ]
                    2. Ending date

                    3. Starting employee
                    4. Ending employee

                    5. Group by state/city code ?
                    6. State/city code

                    7. By what date ?

                    8. Show check detail ?



<F2> = "Earliest"
```

Enter the following information:

Starting date *and*

Ending date

Options

Date refers to check date or pay period date depending on the setting for field 7. Enter the range of dates desired, or use the option:

<F2>	For the Earliest (at Starting date field) or Latest (at Ending date field)

Format	MMDDYY at each field
Example	Press <F2> at both fields

Starting employee *and*

Ending employee

Options

Enter the range of employees who have hours worked to include in the report, or use the option:

<F2>	For the First (at Starting employee field) or Last (at Ending employee field), in employee number sequence

Format	999999 at each field
Example	Press <F2> at both fields

Group by state/city code

This field allows you to report payroll hours worked by state or city code. Check this box (enter Y) allows you to specify the state or city code at the next field. Leaving it unchecked (entering N) allows you to report hours worked by employee, no matter which states your employees worked in for the date range entered above.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N
Example	Select the <Space bar> to check the box or type Y

State/city code

If you unchecked the box (answered N) to the previous question, this field is skipped. Otherwise, select *State* or *City* or enter S or C.

Format	Graphical: Drop down list: Select State or City Character: One letter, either S or C
Example	Select State or type S

Options

After selecting state or city, enter the desired tax code. Any input is accepted; however, only a valid tax code already defined in the *Tax tables* selection is meaningful. You can also use the option:

<F5>	For All states or All cities

In the case of multi-city / multi-state employees, history will be selected for inclusion in the report without regard to whether the state or city is an employee's primary state / city or one of the alternates to which he may be liable for taxes.

Format	Two characters (for the individual tax table within that state or city) One character
Examples	Type `CA` (for California) Type `M` (for Married)

By what date

You can have the report print in either *Pay period date* (P) order or *Check date* (C) order.

Format	Graphical: Drop down list. The default is Pay period date Character: One letter, either P or C. The default is P
Example	Press <Enter>

Show check detail

To see check detail for each employee appearing on the report, check the box (enter Y). To see a summary for each employee, without check detail, uncheck the box (enter N).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N.
Example	Type `Y`

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the report.

Select Cancel or <Esc> to return to the menu without printing the report.

MONTHLY LABOR SUMMARY

The Monthly Labor Summary report helps you analyze your need for tracking Affordable Care Act data.

For information on the Passport ACA Management Software features and functions, see the Affordable Care Act chapter.

The *Monthly labor summary* report is useful in these ways:

- When running "First" to "Last" employees for all departments, the *Monthly labor summary* helps determine the number of full-time equivalent (FTE) employees you have. If you are at or near 50 employees, this report helps you to decide whether or not you need to file ACA data.
- This report provides information that will help you fill out the employee ACA records.
- After the install of the Passport ACA Management Software, it can be run at any time during the year as a cross check for the ACA data already entered.
- The *Monthly labor summary* can be run at any time to help determine who are seasonal employees.

The entry screen has the criteria of employee number range, the fiscal year and department. There is an option to exclude salaried employees as they tend to be full-time. However, in order to know the total number of employees, you should include every employee in the report.

The report can be both printed and saved to disk as a CSV file.

The *Monthly labor summary* report uses the period end date to calculate an employee's work days. In order for the report to be accurate, the period ending dates must have been entered accurately in *Time worked*. Periods should not overlap and there should not be days that are unaccounted for between periods. You can verify your period ending dates by running the *Check register history* report. The *Monthly labor summary* report uses data from Time Worked history (TIMHIS) and Adjustment History (MANHIS).

Non-employees and employees that did not work during the entered fiscal year are excluded from the report.

The report will print the months each employee worked and how many hours per month each employee worked. The body has two rows of data:

- The first row includes the Employee #, Employee name, hire date, termination date, pay type and pay period.

- The second row includes the number of hours worked by employee for each month. For each month the report totals the regular, overtime, vacation, holiday, sick and special pay hours. If the employee has a pay period of weekly or bi-weekly, only the actual number of hours worked in a month is added to the total hours for the month. For example, if paid bi-weekly and the pay period starts Monday, November 30, 1015 and the employee works 80 hours in the bi-weekly period, 8 hours is included for the last day in November and 72 hours for the remaining hours in December.

The *Estimate of FT and equivalents* totals line adds the full-time employees plus full-time equivalent employees. It uses the data in the *ACA FT hours threshold* field (defaulted to 130) and FT equivalent conversion rate field (defaulted to 120). Every employee over 130 hours per month counts as one. For employees under 130 hours per month, the report adds all the remaining hours and divides by 120 to get the number of full-time equivalents.

For employees paid weekly (7 days) and bi-weekly (14 days), when the pay period crosses two months, a portion of the hours are allocated for each month. This is done by dividing the number of days in the pay period into the total hours worked. All days during the pay period, including weekends and any other days not worked, are counted as a work day regardless.

This report assumes that your monthly and bi-monthly pay periods start and end in the same month.

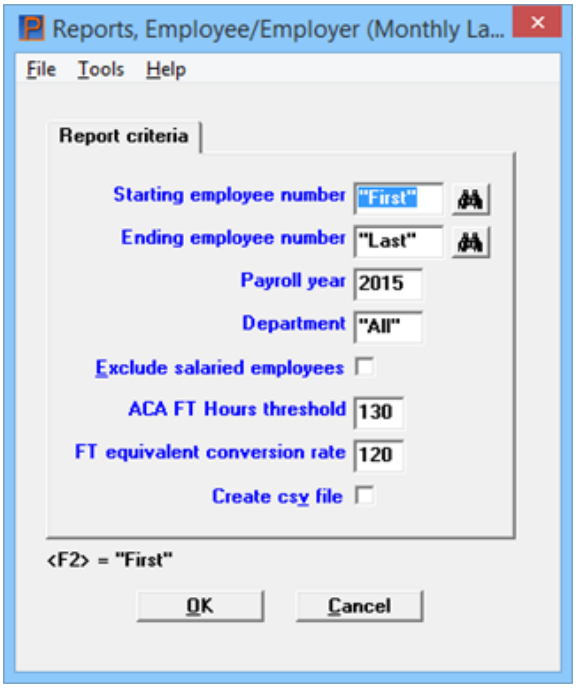
If you have the an employee that has hours and pay in multiple PBS companies, you will have to manually determine if the employee is full time by running the report in both companies and reviewing the data from both.

See an example of the Monthly Labor Summary in the *Report and Form Examples* appendix.

Select

Monthly labor summary from the *Reports, Employee/Employer* menu.

The following screen displays:



Character Mode

```
Reports, Employee/Employer (Monthly Labor Sum     XYZ Company

        1. Starting employee #
        2. Ending employee #
        3. Payroll year
        4. Department
        5. Exclude salaried employees ?
        6. ACA FT hours threshold
        7. FT equiv. conversion rate
        8. Create CSV file ?

<F2> = "First"
```

Enter the following fields:

Starting employee number *and* Ending employee number

Enter the range of employees who have hours worked to include in the report, or use the option:

<F2>	For the "First" (at *Starting employee number* field) or "Last" (at *Ending employee number* field), in employee number sequence

Format	999999 at each field
Example	Press <F2> at both fields

Payroll year

Enter the payroll year. The report prints data for all twelve months of the year.

Department

Any input is accepted; however, only a valid department already entered in the *Employees* selection is meaningful. You can also use the option:

<F5>	For "All" departments

Exclude salaried employees

Normally salaried employees are full-time. If you want to exclude salaried employees to determine how many hourly employees are full-time, do so by checking this box. Otherwise, leave the box unchecked.

ACA FT Hours threshold

The threshold, per the Affordable Care Act for 2015 is 130 hours in a month. Assuming the threshold has not changed use the default. Otherwise enter an hour per month threshold that matches the current regulations.

FT equivalent conversion rate

The full-time equivalent conversion rate, per the Affordable Care Act for 2015 is 120. Use the default rate, or if it changed, enter the rate that matches the current regulations.

Create CSV file

Check this box to generate a csv file output and prints the report. Leaving the box unchecked will only print the report.

Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create the Payroll csv output to have access to the folder where you store the file.

The file is named similar to this:

00_Montly_Labor_Summary_2019_20191104_14312628.CSV

In the example above, *00* is the company ID. *Montly_Labor_Summary* is the name of the report, *2019* is the tax year and *20191104_14312628* is the date and time it was created.

OK or Cancel

Select OK to display a list of printers and print the report or select Cancel to return to the menu without printing.

If you checked the box for creating a csv file you will be asked to select a location.

Employee Reports

This chapter contains the following topics:

PRINTING EMPLOYEE REPORTS

Use the *Employee/Employer Reports* selection to print the Check Register History Report, Union Deductions Report, QTD/YTD Time Worked Report (by State or City), Workers' Compensation Report, 401(K) Contributions Report, Employee Deductions/Earnings Report, Meals Expense Report and Form 941, Employer's Quarterly Federal Tax Return Form.

CHECK REGISTER HISTORY

This report will print a register of employee checks by employee number.

You may limit the report by cash account, date range, employee number range and check number range.

Pay information included on this report is the employee's number and name, the check type, check date, pay period date, the check gross, total tax amount taken from the check, total amount of deductions taken from the check, the employee's net pay and tips/meals amount.

A subtotal is printed for each employee showing total gross pay, total taxes, total deductions, and total tips/meals amount.

When you are using the direct deposit electronic payment method it prints a transaction number and direct deposit transactions are indicated by a "T" next to the transaction number. A payment to an employee can be split between a check and a direct deposit transaction. Split pay are indicated with an "*" next to the check number. There is no transaction number for a split payment.

Grand totals are printed for the range of checks printed on the report.

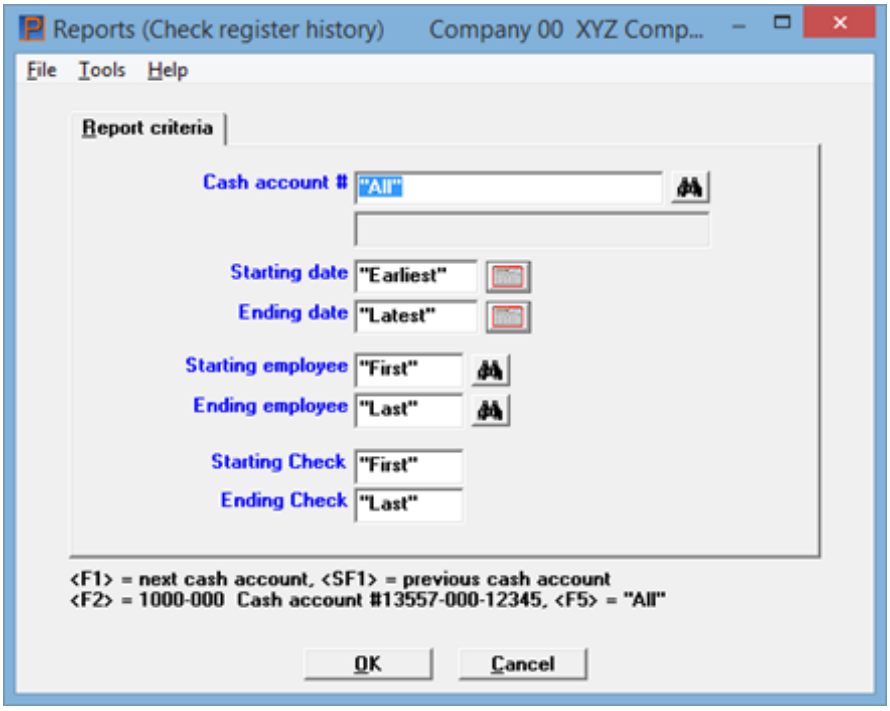
See a Payroll Register History report example in the *Form and Report Examples* appendix.

Select

Check register history from the *Reports, Employee/Employer* menu.

Graphical Mode

A screen similar to this will be displayed:



Character Mode

A screen similar to this will be displayed:

```
Reports (Check register)                          XYZ Company


                    1. Cash account #

                    2. Starting date
                    3. Ending date

                    4. Starting employee
                    5. Ending employee

                    6. Starting check
                    7. Ending check


<F1> = next cash account, <SF1> = previous cash account
<F2> = 1000-000  Cash account #13557-000-12345, <F5> = "All"
```

Enter the following information.

Cash account

Options

Enter the cash account you wish to print this report for or use one of the options.

<F1>	To scroll forward through the cash accounts
<SF1>	To scroll backward through the cash accounts
<F2>	To list the default cash account specified in *Control information*
<F5>	To include checks for all cash accounts

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2> for the default cash account

Starting date

Enter the starting check date for the range of checks you wish to include in this report or use the option.

<F2>	For Earliest

Format	MMDDYY
Example	Press <F2> for the Earliest check date you wish to print

Ending date

Enter the ending check date for the range of checks you wish to include in this report or use one of the options.

<F2>	For Latest
<Enter>	For the same date as the starting date

Format	MMDDYY
Example	Press <F2> for the Latest check date you wish to print

Starting employee

Enter the employee number of the first employee you wish to print on this report or use the option.

<F2>	For first employee

Format	999999
Example	Press <F2> for the First employee

Ending employee

Enter the number of the last employee you wish to print on this report or use one of the options.

<F2>	For last employee
<Enter>	For the same employee number as the starting employee

Format	999999
Example	Press <F2> for the Last employee

Starting check

Enter the check number of the first check or direct deposit transaction number you wish to print on this report or use the option:

<F2>	For first check or direct deposit transaction number

Format	999999
Example	Press <F2> for the First check

Ending check

Enter the number of the last check or direct deposit transaction number you wish to print on this report or use one of the options.

<F2>	For last check or direct deposit transaction number
<Enter>	For the same check number as the starting check

Format	999999
Example	Press <F2> for the Last check

OK or Cancel

Make any desired changes. Select OK to print the report.

Using character mode press <Enter> to print the report.

UNION DEDUCTIONS REPORT

This report shows union deductions by employee for a selected union deduction account number (or all union deduction account numbers), and for a selected pay period (or all pay periods). The report can be used internally by payroll personnel and can also be submitted to the unions, along with remittance of the amount deducted.

Note that this report uses information in Payroll History. Information for certain periods is no longer available if Payroll History is purged for those periods.

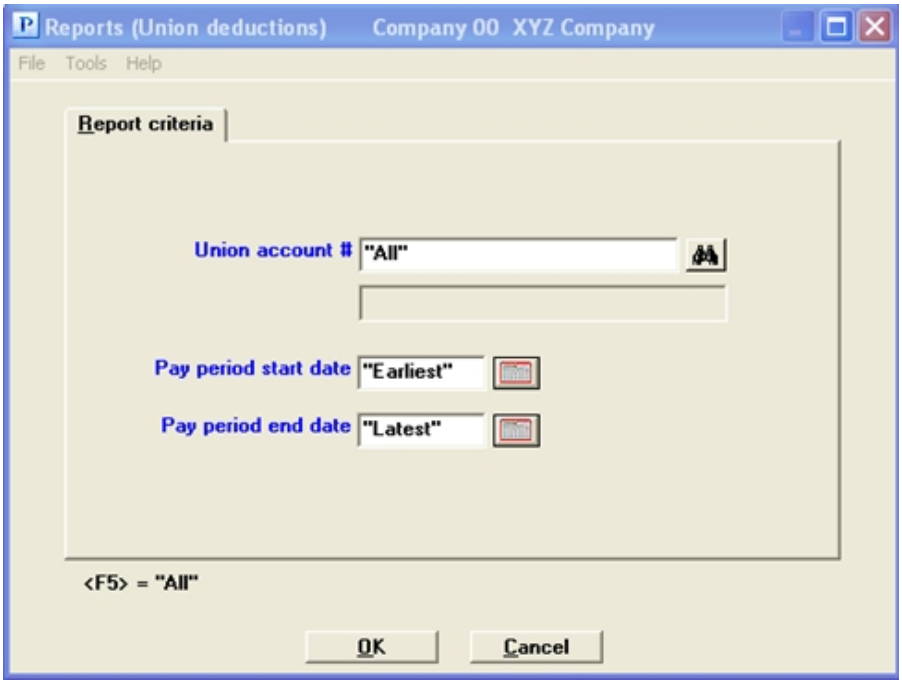
The Union Deductions Report includes the employee's social security number, employee name, hours worked (regular, overtime, and special), subject pay (pay subject to union deductions), the method used to calculate the union deduction (per hour deduction, percentage of gross pay, or fixed amount per pay period), and the amount of union deduction per employee. Union totals are printed on the report.

Only the last 4 digits print of the social security number print on the report. The first five digits are replaced with asterisks.

Select

Union deductions from the *Reports, Employee/Employer* menu.

Graphical Mode



Character Mode

```
Reports (Union deductions)                    XYZ Company



            Please Select:
                 1. Union account #
                 2. Pay period start date
                 3. Pay period end date



<F5> = "All"
```

Enter the following information:

Union account

Union account merely means one of the accounts entered in the Union deduction field of *Employees*.

Options

Enter the number of the account for which the Union Deductions report is produced, or use the option:

<F5>	For All union accounts

The description of the union account is displayed after you enter the account number.

Format	Your standard account number format, as defined in *Company information*
Example	Press <F5>

Pay period start date

Options

Enter the starting date of the first pay period for which the Union Deductions report is to be produced, or use the option:

<F2>	For Earliest

Format	MMDDYY
Example	Type 30119

Pay period end date

Options

Enter the ending date of the last pay period for which the Union Deductions Report is produced, or use the option:

<F2>	For Latest

Format	MMDDYY
Example	Type `31419`

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the report.

QTD/YTD Time Worked Report (by State)

This report shows the hours and pay for each employee, with quarter-to-date and year-to-date totals. Each type of hours (regular, overtime, special, sick, vacation, and holiday) and of pay (vacation, holiday, and sick) is shown separately. There is a separate entry for each employee, in sequence by employee number within department, with totals and averages for each department.

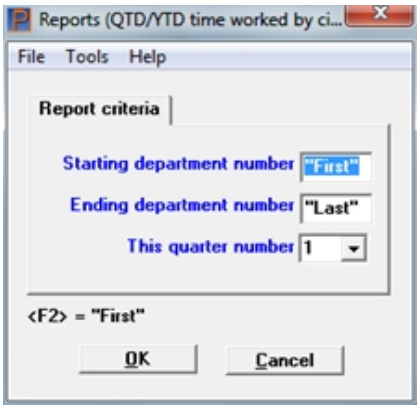
State is shown for each employee. This is the first two characters of the employee's state tax code. Multi-state information if any is not shown, nor are there any totals by state.

Select

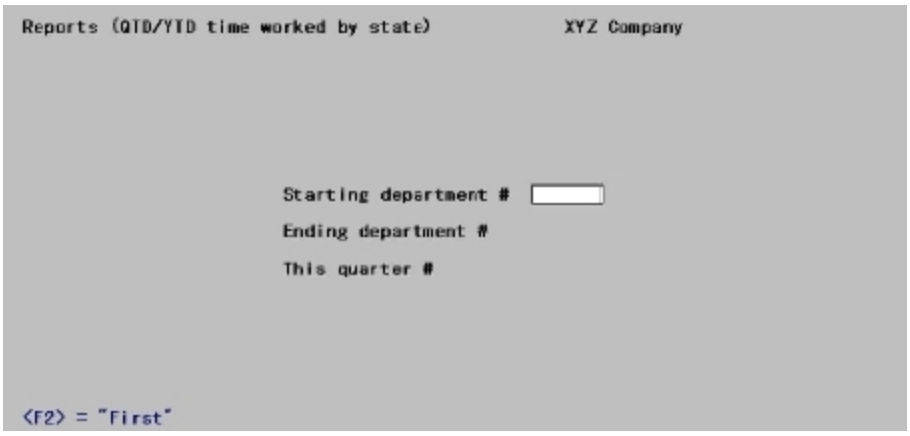
QTD/YTD time worked (by state) from the *Reports, General* menu.

The following screen displays:

Graphical Mode



Character Mode



Enter the following information:

Starting department # *and*

Ending department

Options

Enter the range of department numbers to include in the QTD / YTD Time Worked Report, or use the option:

<F2>	"First" starting department or "Last" ending department number

Format	9999 at each field
Example	Press <F2>

This quarter number

Enter the number of the quarter which the report is to be printed.

Format	One digit from 1 through 4
Example	Type 1

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Character Mode

Any change?

Answer Y to re-enter the screen, or N to print the report.

QTD/YTD Time Worked Report (by City)

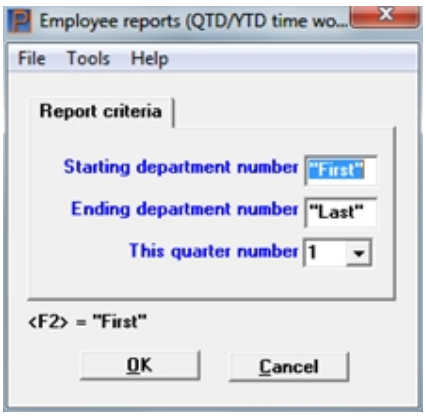
This report is identical to the preceding except that the city (the first two characters of the employee's city tax code) is shown for each employee in addition to the state.

Select

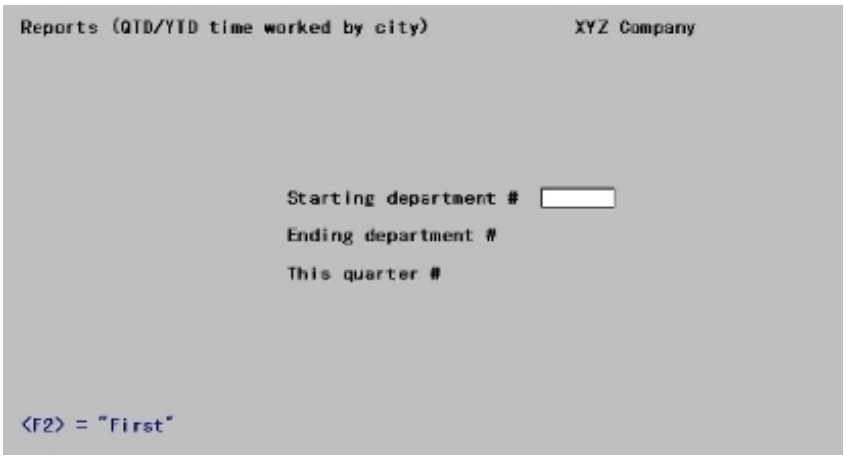
QTD/YTD time worked (by city) from the *Reports, General* menu.

The following screen displays:

Graphical Mode



Character Mode



Enter the following information:

Starting department # and

Ending department

Options

Enter the range of department numbers to include, or use the option:

<F2>	"First" starting department or "Last" ending department number

Format	9999 at each field
Example	Press <F2>

This quarter number

Enter the number of the quarter for which the report is to print.

Format	One digit from 1 through 4
Example	Type 1

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Character Mode

Any change?

Answer Y to re-enter the screen, or N to print the report.

WORKERS' COMPENSATION REPORTS

Use this selection to print either of the two Workers' Compensation report types; Premium or Pay.

Both types can be printed by either a range of pay period dates or check dates. They can also be printed by a range of employees using either employee number or employee name. Here are some of the differences:

- The Premium type shows the estimated workers' compensation premiums. The report is printed by workers' compensation code so that estimated premiums for one type of work are shown together. For security purposes only the last 4 digits print of the social security number print on the report. The first five digits are replaced with asterisks.
- The Pay type shows employee hours, pay, overtime hours, overtime base and overtime premium and special pay by quarter. It can be printed with or without check detail. It can be grouped by workers' compensation code or department. When entering specific dates it is restricted to a maximum of three years of data. The totals are grouped by quarter with a grand total for each year.

  When printing the Pay type report and when grouping by *Workers' compensation code*, in order for the employee's workers' compensation data to print, the *Work Comp class* field in *Employee's (Enter)* must have a value at the time the payment is calculated.

For both reports:

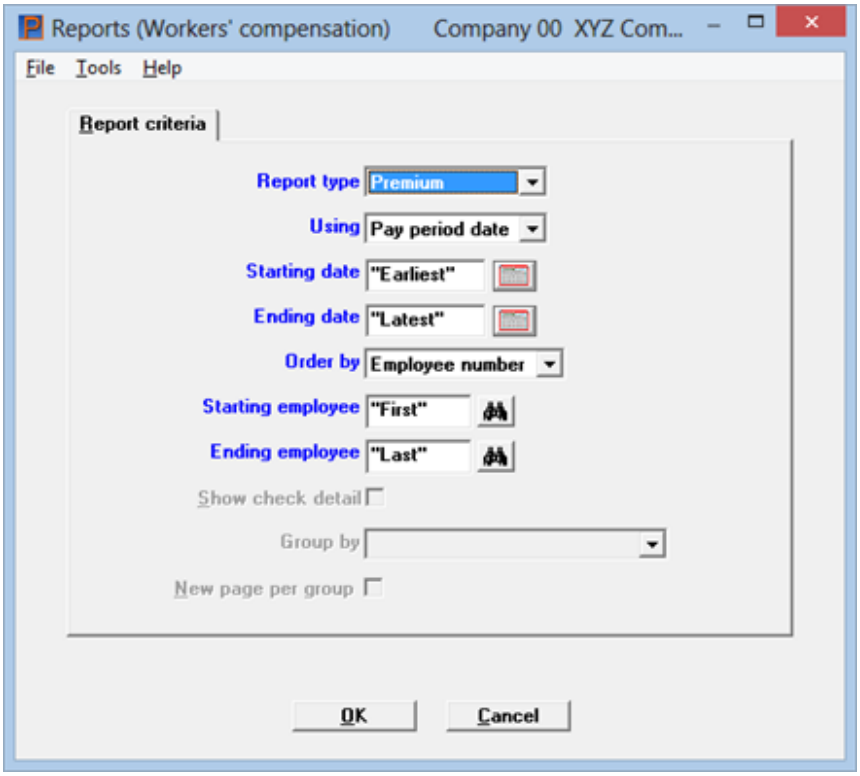
- Overtime pay hours are reported using the Regular rate.
- Special pay uses the special pay rate to determine the Workmans' comp pay.
- As a supplemental earning does not have a rate, when both regular hours and supplemental pay are on the same check, the average rate is calculated and added to the Regular rate. If only supplemental pay is on the check, no rate is reported. The premium is based on the Workman's comp gross.

Select

Workers' compensation from the *Reports, Employee/Employer* menu.

Graphical Mode

The premium report options display:



Character Mode

The following screen displays:

```
Reports (Workers' compensation)                    XYZ Company


                        1. Report type ?

                        2. Using
                        3. Starting date
                        4. Ending date

                        5. Order by ?
                        6. Starting employee
                        7. Ending employee




Enter 'P' for Premium or 'Y' for Pay
```

Enter the following information:

Report type

You must select a type:

Character	Graphical	Description
P	Premium	Print the premium report
Y	Pay	Print the pay report

See Workers' Compensation Reports for an explanation of both types.

The default is Premium in graphical mode.

Using

You may print the report by these date ranges:

Character	Graphical	Description
C	Check date	Print using check date range
P	Pay period date	Print using pay period date range

Format	Drop down list

Starting date *and*

Ending date

The range of dates is based on whether you selected Check date or Pay period date in the previous field.

Options

Enter the date range of the dates for which the Workers' Compensation Report is to print, or use the option:

<F2>	Premium report: For "Earliest" starting date or "Latest" ending date Pay report: For "Earliest" starting date or *for an ending date three years after the starting date*

Format	MMDDYY at each field
Example	Press <F2> at each field

Order by

You may print in order by the following:

Character	Graphical	Description
N	Employee number	Print by employee number
A	Employee name	Print by employee name

Using graphical mode the default is by employee number.

The following fields is are only available when printing the *Pay* report type.

Starting employee *and* Ending employee

Enter the range of employees that you want to include on the report. You may use the option:

<F2>	For "First" starting employee or "Last" ending employee

Format	By number: 6 digits By name: 70 characters

Show check detail

Check this box or enter Y to see worker's compensation for each check within the date range, by the date type (Pay period or Check) and by employee range. Leave it unchecked to see workers' compensation within the date range, by date type and employee range summarized by employee.

The default for graphical mode is unchecked and for character mode it is N.

Group by

You may group the pay report by the following:

Character	Graphical	Description
W	Workers' compensation code	Group by workers' compensation code
D	Department	Group by department

Using graphical mode the default is by Workers' compensation code.

New page per group

Check this box to start a new print page for each workers' compensation code or department, depending on what you selected in the *Group by* field. The pay report totals are printed by themselves on the last page.

Leave it unchecked to start each group immediately after printing the previous group. The totals start printing immediately after the last group.

Using character mode enter Y for a new page per group and N for not starting a new page per group.

OK or Cancel

Make any desired changes and then select either OK or press <Enter> to print the report. Select Cancel or press Esc to return to the menu without printing.

401(K) CONTRIBUTIONS REPORT

This report shows employee regular, Roth and employer contributions to 401(k) plans.

For security purposes only the last 4 digits print of the social security number print on the report. The first five digits are replaced with asterisks.

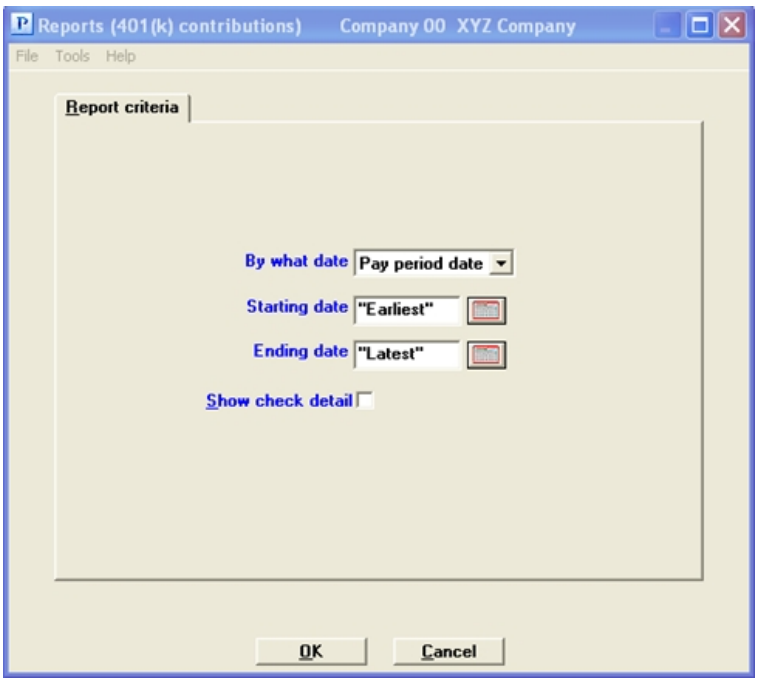
See a 401(k) Contributions report example, without check detail, in the *Form and Report Examples* appendix.

Select

401(k) contributions from the *Reports, Employee/Employer* menu.

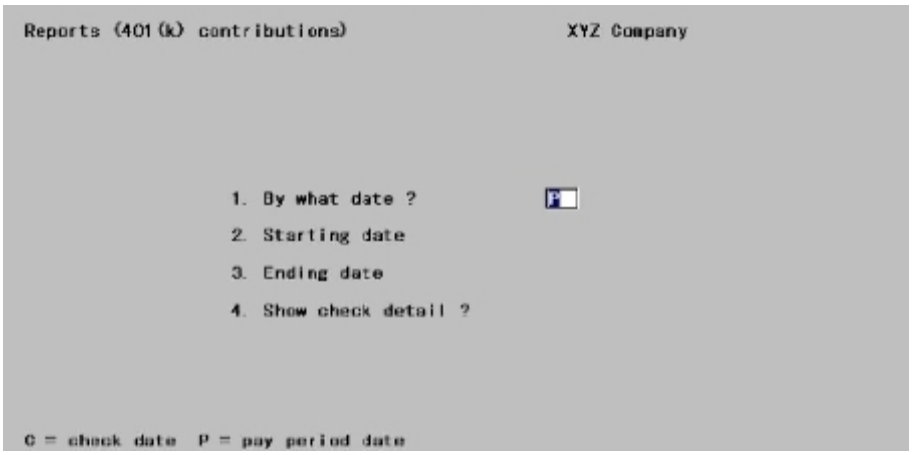
Graphical Mode

The following screen displays:



Character Mode

The following screen displays:



Enter the following information:

By what date

You can have the report print in either *Pay period date* (P) order or *Check date* (C) order. The starting and ending dates that you enter below refer to the type of date you choose here.

Format	Graphical: Drop down list, either Pay period date or Check date. The default is Pay period date Character: One letter, either P or C. The default is P.
Example	Press <Enter>

Starting date *and*

Ending date

Options

Enter the date range for which the 401(k) Contributions Report is to print, or use the option:

<F2>	For Earliest starting date or Latest ending date

Format	MMDDYY at each field
Example	Type `30119` as the starting date and `33119` as the ending date

Show check detail

Answer Y to see 401(k) contributions for each check within the date range and by the date type (Pay period or Check). Answer N to see 401(k) contributions within the date range and by date type summarized by employee.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N.
Example	Press <Enter>

OK or Cancel

Make any desired changes and then select OK or press <Enter> to print the report.

EMPLOYEE DEDUCTIONS/EARNINGS REPORT

This report shows total employee deductions and earnings for a specified pay period.

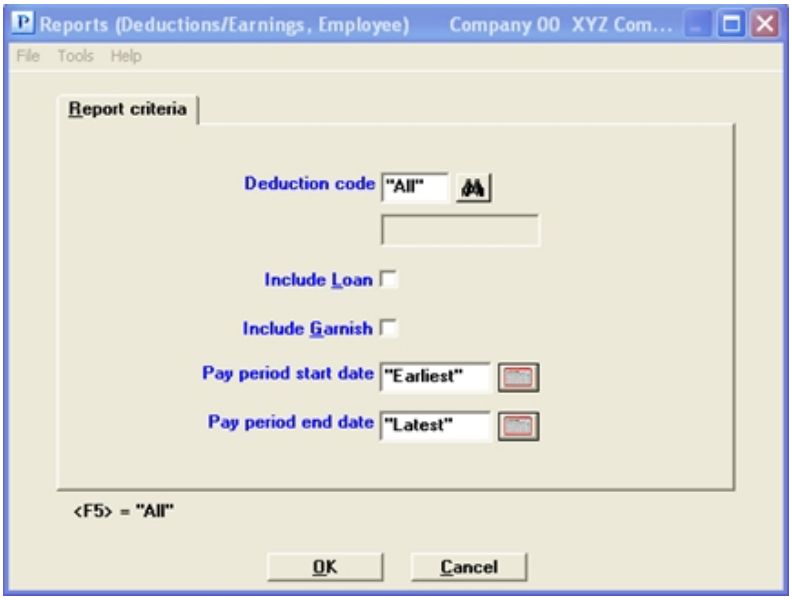
This report does not include deduction amounts for 401(k) and union.

Select

Deductions/Earnings, Employee from the *Reports, Employee/Employer* menu.

Graphical Mode

The following screen displays:



Character Mode

The following screen displays:

```
Employee reports (Employee Deductions/Earnings)   XYZ Company

                1. Deduction code
                2. Include Loan
                3. Include Garnish
                4. Pay period start date
                5. Pay period end date

<F5> = "All"
```

Enter the following information:

Deduction code

Options

Enter the deduction code. This must be on file in *Deductions / earnings*. You can also use the option:

<F5>	For All deduction codes

Format	Three characters
Example	Press <F5>

Include loan

Check the box for yes (Enter Y) or unchecked for no (N).

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N
Example	Type Y to include loans

Include garnish

Check the box for yes (enter Y) or leave it unchecked for no (N).

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N
Example	Type Y to include garnishments

Pay period start date *and*

Pay period end date

Options

Enter the range of pay period ending dates to be included in the report, or use the option:

<F2>	For the Earliest or Latest date

Format	MMDDYY at each field
Example	Enter a range of 10119 through 13119

OK or Cancel

Make any desired changes and then select OK or press <Enter> to print the report.

941 Prep. Report

This report helps you to prepare a 941 Quarterly Report and a 941 Schedule B. The 941 form is the Employer's Quarterly Federal Tax Return.

The instructions for filling out the 941 form are available online from IRS: http://www.irs.gov

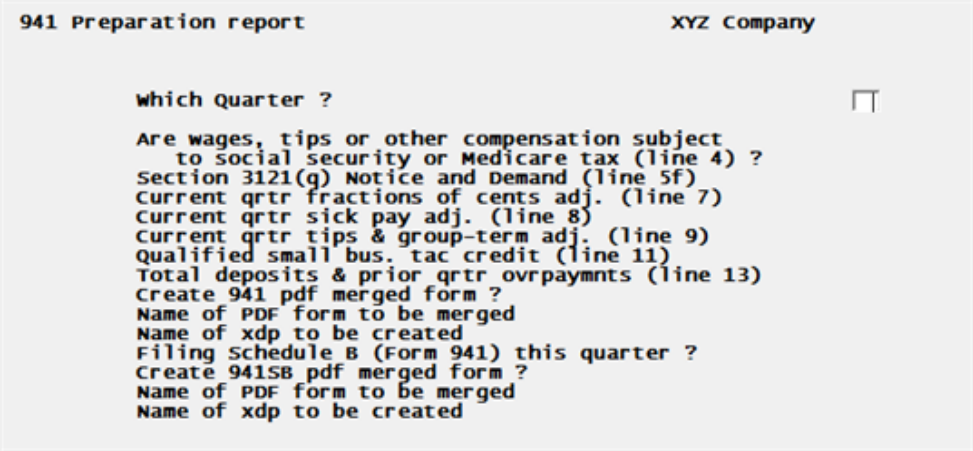
In addition to printing the report, there is an option to export XML data that can be opened into a PDF form of the 941 and 941 Schedule B.

The address that prints on the report and gets generated in the PDF merge file comes from Payroll *Control information*. In the case of the PDF merge file address line 3 is NOT used because the form only provides for 2 address lines. So, you should put city, state and zip in address line 2. See the address fields in Control Information.

Select

941 Prep. Report from the *Reports, General* menu.

This report allows you to prepare a 941 Quarterly report and 941 Schedule B. The design of this report is to reference the input fields from the report creation screen to the fields in the report and the 941 form.



Enter the following information:

Which Quarter ?

Enter the quarter of the year on which you are reporting. The year is the same as entered in PR *Control information*.

Are wages, tips and other compensation subject to social security or Medicare tax (line 4)

Normally you should accept the default of Y. If you only have contract employees who never have Social Security or Medicare withheld, and do not have Federal income tax withheld then enter N.

Section 3121(q) Notice and Demand (line 5f)

Note	See the IRS 941 instructions for how to enter this field and other fields up to the *Total deposits and prior qrtr ovrpayments* field.

Current qrtr fractions of cents adj. (line 7)

Current qrtr sick pay adj. (line 8)

Current qrtr tips and group term adj. (line 9)

Qualified small bus. tac credit (line11)

Total deposits and prior qrtr ovrpayments (line 13)

Create 941 PDF merged form ?

Enter Y to create a form that merges with a 941 PDF. It merges PDF data with an xml form of the 941 data. Not all data is merged into the PDF file. You must enter the remaining data in the PDF, as needed.

The location of the form is in the PDFFORMS folder located under the top-level PBS.

If you select N, the next two fields are skipped and you can only print the report.

Whether you select Y or N, you must print the report regardless.

Note	Each year the 941 form changes, even if the only change is the year at the top of the form. The PDF form, provided by PSI, was originally provided by IRS. Check with the IRS web site to verify that you have the latest version. Here is a location where the form may be found: http://www.irs.gov/uac/Forms,-Publications,-and-Other-Tax-Products If the form changes, the program printing this report will likely need to change as well. Look for an update from PBS.

Name of PDF form to be merged

This field is skipped if you selected N to Create 941 PDF merged form ?

This is the name of the 941 PDF file. It is recommended that you use the default of *f941*.

Name of xpd to be merged

This field is skipped if you selected N to Create 941 PDF merged form ?

This is the name of the xml file that contains the data to be merged into the PDF file.

You may use the default file name, which is *f941_data*. However, you may want to change the file name to reflect the company, year and quarter. You may enter up to 20 characters. Here is an example:

```
XYZCompany-2014-1
```

The file gets generated as the last step of printing this report. See Open the XDP File and Edit

Filing Schedule B (Form 941) this quarter ?

Selecting Y for this field prints a second page with the 941 Schedule B information. You may also export a second file of XML data. This may be used if you are a *Semiweekly Schedule Depositor*. See the Form 941 Schedule B IRS instructions to see if this applies to you.

Note	The data for Schedule B is printing from Payroll history. The data for the standard Form 941 report is from Quarter-to-date history. Due to rounding, the Quarter tax liability total on the Schedule B may not match line 10 on the Form 941. When this happens, this message displays on the screen: Form 941 Schedule B total liability for the quarter does not equal line 10 for Form 941. Also, near the bottom of Schedule B, you will see something like this printed: Form 941 Schedule B total liability for the quarter exceeds Form 941 line 10 by $0.02. The difference should be minor. To make them the same, you may enter the difference in Current_qrtr_fractions_of_cents_adj._(line_7) field. Also, see the IRS 941 instructions for entering this field.

Create 941sb PDF merged form ?

Enter Y to create a form that merges with a 941 Schedule B PDF file. It allows you to merges PDF data with an xml form of the 941 Schedule B data. You may have to enter additional data in the PDF.

The location of the form is in the PDFFORMS folder located under the top-level PBS.

If you select N, the next two fields are skipped and you can only print the 941 Schedule B report.

Whether you select Y or N, you must print the report regardless.

Name of PDF form to be merged

This field is skipped if you selected N to Create 941sb PDF merged form ?.

This is the name of the 941 Schedule B PDF file. It is recommended that you use the default of *f941sb*.

Name of xpd to be created

This field is skipped if you selected N to Create 941sb PDF merged form ?.

This is the name of the xml file that contains the 941 Schedule B data to be merged into the Schedule B PDF file.

You may use the default file name, which is *f941sb_data*. However, you may want to change the file name to reflect the company, year and quarter. You may enter up to 20 characters. Here is an example:

```
XYZCompany-2017-1sb
```

The file gets generated as the last step after printing the Schedule B report.

Any change ?

Enter Y to make changes or press <Enter> to accept the default of N to continue.

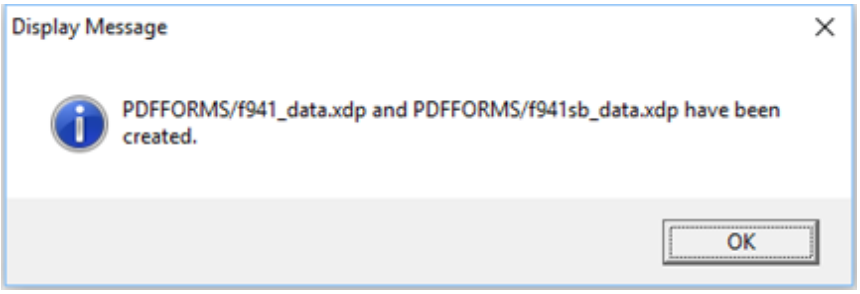
The Company address comes from Payroll *Control information*.

The Printer selection screen displays. Choose to send the *941 Preparation Report* to a Company information printer, Windows printer, Print to disk or Display on the screen.

If you selected to generate the XML outputs, they will be created by the program following the printing of the reports.

Open the XDP File and Edit

When the program finishes printing or displaying the report data, the xdp file is generated. A message displays letting you know that the file has been created and the name of the file. Here is an example when both files are created:



PDFFORMS folder

In order to open either xdp file, you must navigate to the PDFFORMS folder in the top-level PBS. The f941_data.xdp file and f941sb_data.xpd file are both located there. If you have a previous xdp file open from another quarter, close it before you open the new generated version. If you do not, you run the risk of merging data from 2 quarters.

Open either xdp file by double-clicking on it. Add data and edit data as needed. After editing the data, you may save the PDF file with a different name. It is recommended to enter a PDF file name to reflect the Name of the company, Year and Quarter . Here are two examples:

```
XYZCompany-2017-1.PDF
XYZCompany-2017-1sb.PDF
```

You should be using the latest version of Adobe Reader or Adobe Pro. Older versions may also work, but are not recommended as you could encounter error (older version) messages.

When opening the xdp data into the PDF form, the data may not display because of Acrobat security. Instead, this message displays: *Data from this site is blocked to avoid potential security risks. Click Options to receive this data if you trust this document*. If it does, select *Options* and select to *Trust this document always*.

On a Linux system, to open the file, copy or move it to a Windows workstation (with Acrobat installed).

Note	Before you submit to IRS, you must verify that the data on the form is correct. You must enter any additional required data that is missing on the form.

MEALS EXPENSE REPORT

This report is designed to help you in posting meals expenses to the general ledger. It shows meals expense, by employee, for either a selection of pay periods or for all pay periods. If meals and tips are not selected for use in *Control information*, skip this section.

Meal expenses may be taxable or not taxable, as specified in the meals type, earning code records. This report provides a concise summary of the meal expense amounts entered and posted for time transactions.

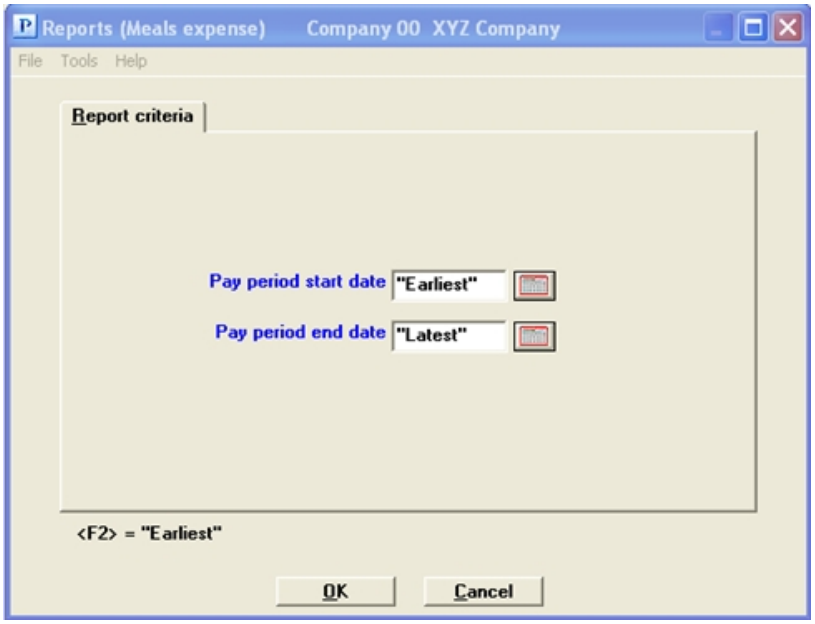
Depending on your company policy, meal expenses may or may not be reimbursed to each affected employee. If you do reimburse your employees for their meal expenses, you could use this report for this purpose by printing it after each run of payroll checks is posted.

Select

Meals expense from the *Reports, Employee/Employer* menu.

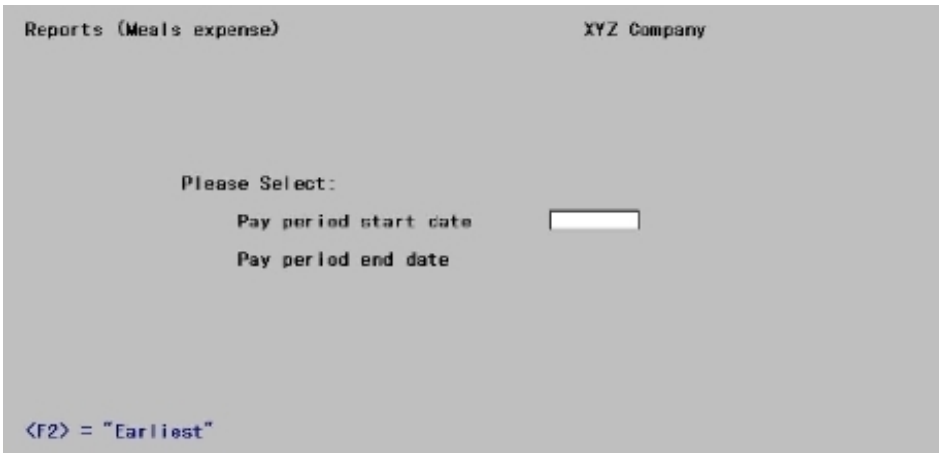
Graphical Mode

The following screen displays:



Character Mode

The following screen displays:



Enter the following information:

Pay period start date *and*

Pay period end date

Options

Enter the date range of pay periods for which the Meals Expense Report is to print, or use the option.

<F2>	For the Earliest starting date or Latest ending date

Format	MMDDYY at each field
Example	Type `70419` as the starting date and `71819` as the ending date

OK or Cancel

Make any desired changes and then select OK or press <Enter> to print the report.

Distributions to General Ledger

This chapter contains the following topics:

REPORTING DISTRIBUTIONS TO G/L

Use this selection to print a report of distributions to General Ledger and to purge PR Distributions to G/L.

After transactions (entries) are posted in *Time worked* and *Adjustments*, print this report to show the resulting distributions to the various accounts in your general ledger.

If you checked the box (entered Y) to Summary post distribs in *Control information*, you are not able to show detail.

If you are using direct deposit, direct deposit transactions are indicated by a letter T after the check number column.

See a Distributions to G/L report example in the *Form and Report Examples* appendix.

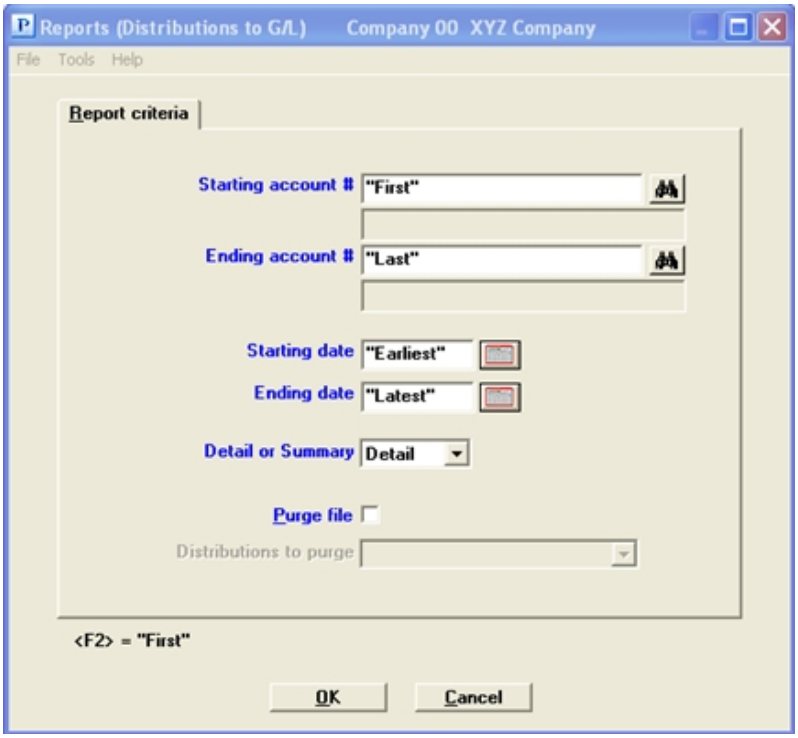
Select

Distributions to G/L from the *Reports, Employee/Employer* menu.

Printing the Distribution Report

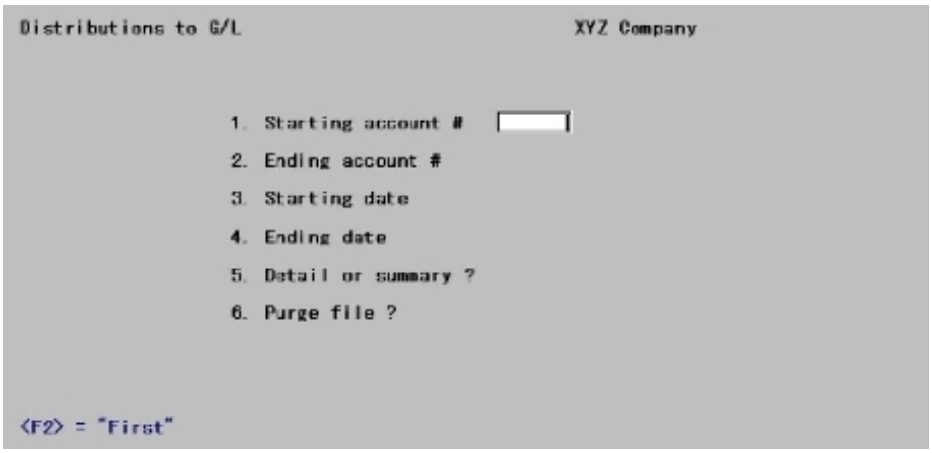
Graphical Mode

The following screen displays:



Character Mode

The following screen displays:



Enter the following information:

Starting account # *and*

Ending account

Options

Specify the range of account numbers to include, or use the option:

<F2>	For the First starting account or Last ending account

If you intend to purge (at Purge file field, described below), you must select *First* through *Last*.

Format:	Your standard account number format, as defined in *Company information*
Example:	Press <F2> at each field

Starting date *and*

Ending date

Options

Specify the range of dates for distributions to G/L, or use the option:

<F2>	For the Earliest or the Latest date

Format:	MMDDYY for each field
Example:	Type 30119 for the starting date and press <F2> for the ending date.

Detail or summary

You can print the report in full detail, showing every distribution made for every transaction posted, or print it in summary.

Select Detail (enter D) to print the detailed report or Summary (S) to print the summary report.

If you checked the box (entered Y) to Summary post distribs in *Control information*, no detail is available and only Summary is meaningful.

Format:	Graphical: Drop down list Character: One letter, either D or S
Example:	Select Detail (type D) to print the detailed report

Purge file

If you entered anything other than *First* through *Last* in the Starting and Ending accounts fields, this field cannot be entered. Purging only some accounts would put the PR Distributions to G/L out of

balance. This is true even if the General Ledger is not interfaced.

Check the box (enter Y) to purge the data after printing the report, or leave it unchecked (N) if you do not want the data to be purged.

In a multi-user environment, you should not purge distributions while another user is posting payroll checks or adjustments.

Note	If the distributions for a check are purged, you will not be able to void that check.

Format:	Graphical: Checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N.
Example:	Press <Enter> for the default

If G/L is not interfaced and you checked the box (answer Y), all information in PR Distributions to G/L within the date range is purged after the report is printed.

If G/L is interfaced and you checked the box (answer Y), the next field can be entered:

Distributions to purge

This field can only be entered if you are interfaced to the General Ledger module and if you have checked the box (answered Y) to the *Purge file* field.

Whether or not you are considered to be interfaced depends on whether both PR and G/L are installed on the same top-level directory. It does not depend on any field in *Company information* or in either module's *Control information*.

Select *all dist in range* (type 1) or *only interfaced dists in range* (type 2) to select which distributions to purge:

- If you select *all dist in range* (type 1), all distributions within the date range entered above are purged, even if they have already been interfaced to G/L.
- If you select *only interfaced dists in range* (type 2), only those distributions that are within the date range and which have already been interfaced to G/L are purged.

Format:	Graphical: Drop down list Character: One digit, either 1 or 2
Example:	Does not appear in this example because you unchecked (answered N) to the Purge file field

OK or Cancel

Make any needed changes. Select OK (press <Enter>) and a printer selection window displays. If you are not purging distributions you may print the report, view the report or create an html file.

When purging distributions it is considered an Audit Trail report and only printing options are provided. There are no options to view the data or create an HTML file.

If you selected to purge, there is a period of processing while the file is being purged.

If PBS General Ledger is *Not* Used

The PR Distributions to G/L Report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of an accounting period after all PR transactions have been entered and posted for the period.

Do a backup of your data and then print this report. All accounts should be printed. The date range should be from Earliest to the date which is the end of your accounting period. Specify that the data should be purged. By purging the distributions that are printed on the report, the only remaining distributions, if any, are for transactions that apply to the future accounting periods.

If a power failure (and computer crash) occurs while printing the report and purging, simply restore the backup and repeat the procedure.

You may want to print the report to disk or Create HTML. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report is needed. With Create HTML you will have to remember where you saved it. We recommend that you have a "standard" place to save the report file in order to find it more easily.

If PBS General Ledger *is* Used

PR Distributions to G/L contains debits and credits (created by PR transactions) that must be transferred to the Passport Business Solutions General Ledger.

The distributions are actually transferred by selecting *Get distributions* from the G/L menu, and then specifying that you want to get distributions from the PR module. Refer to the *Get Distributions* chapter in the G/L user manual.

Prior to running *Get distributions*, print the PR Distributions to G/L Report. All accounts should be printed. The date range should be from Earliest to the date which is the end of your accounting period. Do not specify to purge any data! If you purge distributions here in PR before transferring them to the G/L module, you have to enter these distributions again manually in the G/L module, using *General journal*. This defeats the purpose of the *Get distributions* selection.

The purpose of printing this report is to obtain an accurate list of the debits and credits that are transferred to G/L.

You may want to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report is needed.

After printing the report, back up your data and run *Get distributions*. When running this selection, specify to purge the distributions as they are copied to General Journal Transactions. If a power

failure (and computer crash) occur while running *Get distributions*, simply restore your backup and repeat the procedure.

When *Get distributions* is run, print a General Journal Entry Edit list and compare this report with the PR Distributions to G/L Report to verify that all debits and credits transferred. (The debits and credits are comparable only if you purged the distributions each period. If you have not purged PR Distributions to G/L in a previous period, the reports are not comparable.)

An alternative procedure follows:

Step	Description
1	Back up your data files.
2	Run *Get distributions*, specify not to purge distributions.
3	Run *Distributions to G/L*, specify the file to purge. Only interfaced distributions should be purged.
4	Print the General Journal Entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the PR Distributions to G/L Report, provided you followed this procedure each period. If you have not purged PR Distributions to G/L in a previous period, the reports are not comparable.

Note that if you specify not to purge distributions by *Get distributions*, and you run *Get distributions* again, you never transfer the same distribution from PR to G/L more than once, because *Get distributions* prevents this. Thus, if after step (2) in the alternate procedure above you discover additional PR transactions for the accounting period are not entered into the Passport Business Solutions PR, simply enter and post these transactions in PR, and repeat the alternate procedure starting with step (1).

PR Distribution Notes

In the detailed report, each distribution of regular, overtime, and special pay made during *Time worked* or *Adjustments* (as well as each amount automatically posted for taxes, deductions, additional earnings, and cash) is shown listed under the account to which the distribution is made.

The account numbers for automatic postings are obtained from *Employees*, Deduction Codes, and Tax Codes. The employee number, check number, check date and amount distributed are shown for each distribution. An account total is printed following each account, and a grand total is printed at the end of the report.

In the summary report, the total distribution per journal per distribution account is printed. An account total is printed following each account, and a grand total is printed at the end of the report.

All distributions within the date range and account number range are printed. Distributions outside the ranges are not printed or purged.

Quarterly Payroll

This chapter contains the following topics:

PRODUCING STANDARD OR CUSTOM REPORTS

Use this selection to print the standard quarterly payroll reports supplied with the Payroll system or optionally to print your own customized quarterly payroll reports.

Payroll is supplied with two customized payroll reports. The formats for these reports can be viewed and printed using *Quarterly report formats*.

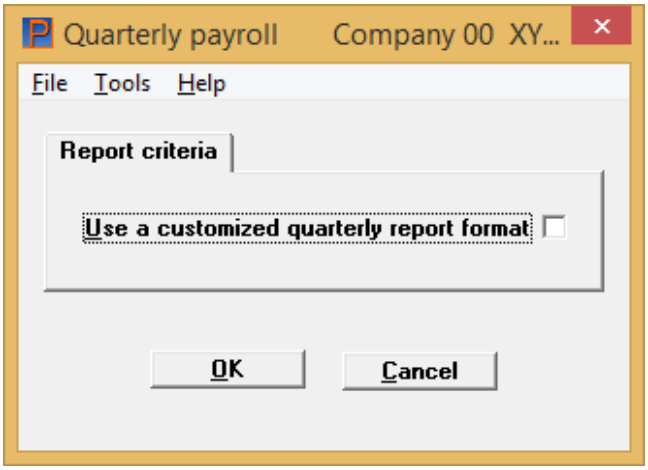
The standard quarterly payroll reports allow you to print a list of federal, state, and city taxes and unemployment insurance liabilities for any given quarter. There is also an option to print the SUI Expanded report.

See a Quarterly Payroll - Standard, standard example in the *Form and Report Examples* appendix.

Select

Quarterly payroll from the *Reports, General* menu.

Graphical Mode



Use a customized quarterly report format

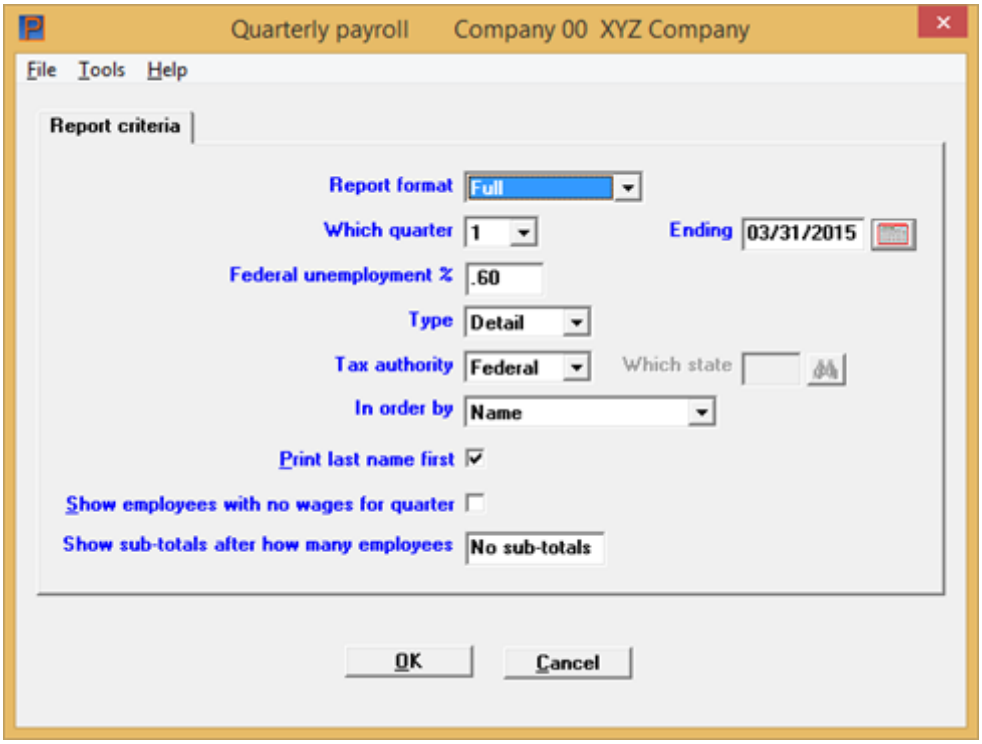
Check this box to print a report using one of your custom quarterly report formats. Leave it unchecked to print the standard quarterly payroll report.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: Y or N. There is no default
Example	Hit Enter to leave it unchecked

If you select to use a customized quarterly format see Using Customized Quarterly Report Formats.

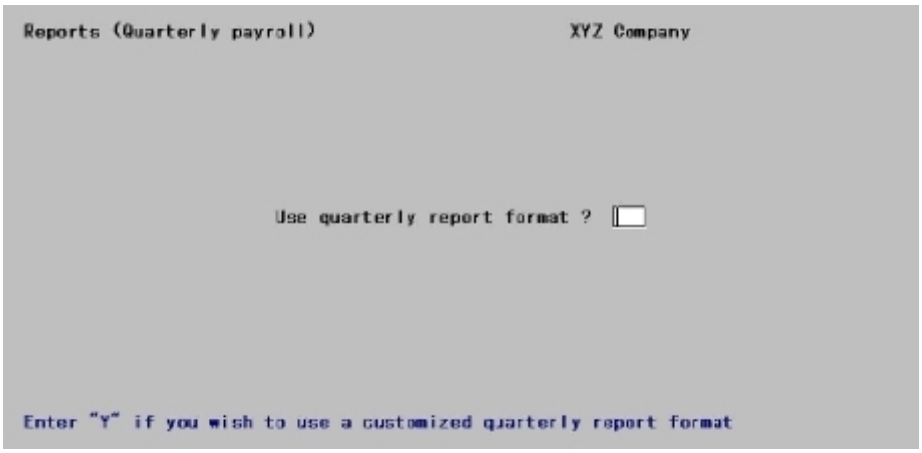
OK or Cancel

Select OK and if you left the box unchecked the following screen displays:



Go to the Report format field.

Character Mode



Answer Y to print a report using one of your custom quarterly report formats. Answer N to print the standard quarterly payroll report.

Format	One letter, either Y or N
Example	Type N

If you answered N, the following screen displays:

```
Quarterly payroll report                          XYZ Company


            1. Report format

            2. Which quarter                 Ending
                           Federal unemployment %
            3. Summary or detail

            4. Federal, state or city report

            5. In order by

            6. Print last name first ?

            7. Show employees with no wages for quarter ?

            8. Show sub-totals after how many employees ?

F = Full   B = Brief  S = SUI Expanded
```

Enter the following information:

Report format

Select Full or type F for a full format, select Brief or type B for a brief format or select SUI expanded or type S for a SUI expanded format.

Format	Graphical: Drop down list Character: One character
Example	Type F

The SUI expanded report is similar to the brief report except the Gross wages column becomes SUI wages, total SUI wages and wages over SUI max are added to the state SUI contribution section. The SUI totals are for the quarter, not the year-to-date totals.

However, if you are reporting the second through fourth quarter, the Wages over SUI Max total field is determined by adding up all quarters and then subtracting the previous quarters to get the total for the quarter being reported.

Which quarter

Enter the quarter for which the report is being printed.

Format	Graphical: Drop down list Character: One number from 1 through 4
Example	Type 1

Ending

In graphical mode this defaults to the date at then end of the quarter selected plus the current payroll year in Payroll *Control information*.

Enter the ending date corresponding to the quarter. The month and day portion of the date must be 3/31, 6/30, 9/30, or 12/31 for quarters 1 through 4 respectively. The year must be consistent with the Current payroll year field in Payroll *Control information.*

Format	MMDDYY
Example	Type 33119

Federal unemployment %

This field allows you to enter the federal unemployment percentage, thus affecting only the running of the report and eliminating the need to update of the Federal tax table *Federal unemployment %* field in order to calculate the correct percentage on the report. The percentage from the Federal tax table *Federal unemployment %* field is provided as a default.

Format	99.99
Example	Press <Enter> for the default from Federal Tax Table

Note	For the current tax year Federal employment percentage, see IRS Publication 15: Publication 15

Type

Options

If you selected Brief or SUI Expanded format in Field #1 Report format, this field displays as *Not applicable* and cannot be entered. Otherwise, your choices are:

Character	Graphical	Description
S	Summary	Summary format. Only the totals for each state and the federal totals are printed.
D	Detail	Detail format. Totals for each employee are printed in addition to the state and federal totals.

Format	Graphical: Drop down list Character: One letter, either S or D
Example	Type D

Tax authority

Options

If you selected Brief or SUI Expanded format on the first screen, or summary format in Field #3, this field displays as *Not applicable* and cannot be entered. Otherwise, select which taxes you wish to appear on the report:

Character	Graphical	Description
F	Federal	For federal information
S	State	For state information. You will be asked which state. In the case of multi-state employees, information for the selected state will be included regardless of whether that is the primary state or an alternate state for any particular employee.
C	City	For city information. You will not be asked to specify what city; the report can be printed only for all cities. In the case of multi-city employees, information for a city will be included regardless of whether that is the primary city or an alternate city for any particular employee.

Format	Graphical: Drop down list, the default is Federal Character: One letter from the list above
Example	Type S

Which state

This field displays only if you entered State in the preceding.

Enter the state whose information is to print. There must be one (or more) state entries in *Tax tables* whose tax code begins with this state abbreviation.

Format	Two characters.
Example	Type CA

In order by

If you selected Brief or SUI Expanded format in the *Report format* field, or summary format in the *Type* field, this field cannot be entered.

Otherwise, choose between:

Character	Graphical	Description
S	Social security number	To print the employees in social security number order.
N	Name	To print the employees in employee name order. If these have been entered (in *Employees*) with the personal name preceding the surname, the report will not be in surname order.

Format	Graphical: Drop down list Character: One letter from the list above
Example	Type N

Print last name first

If you selected Brief or SUI Expanded format in Field #1, or summary format in Field #3, this cannot be entered.

If you have entered your employees in surname first order in *Employees*, you can choose to print the name in the normal sequence (personal name and then surname) by answering N to this question. This controls only the print format, not the sequence of the report. The position of the comma determines the surname; thus, multi-word surnames (like “van Horn” or “de la Mare”) are accommodated.

If your employees are already in personal name first, surname last sequence, Field #6 cannot be used to reverse the sequence (because there is no way of knowing which is the surname).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked Character: One letter, either Y or N
Example	Type N

Show employees with no wages for quarter

If you selected summary format in the Type field, this field cannot be entered. Otherwise, if you have employees you have paid during the year, but with no wages for the quarter you are printing, you can choose whether or not to include them on the report.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N.
Example	Press <Enter>

Show subtotals after how many employees

If you selected Brief or SUI Expanded format in *Report format* field, or summary format in the *Type* field, this field cannot be entered.

Otherwise, enter how many employees you want printed before the report prints subtotals. Zero is interpreted as no subtotals.

Format	99
Example	Press <Enter>

Ok or Cancel

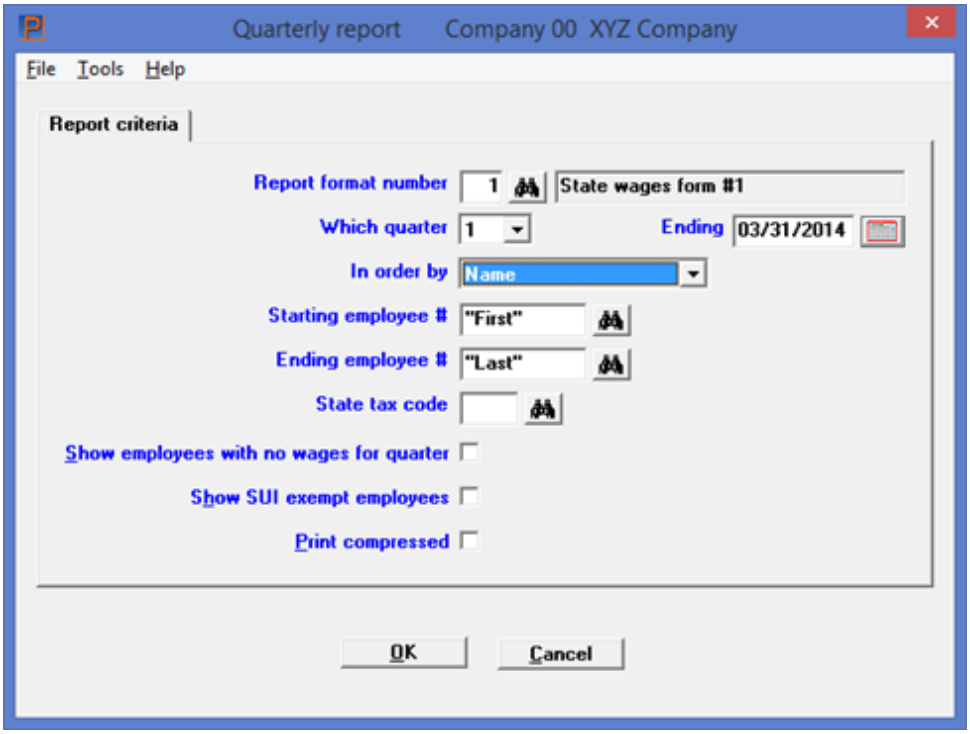
Make any needed changes. Press OK to print the report. Select a printer option.

Using character mode select Enter from *Field number to change ?*. Select a printer.

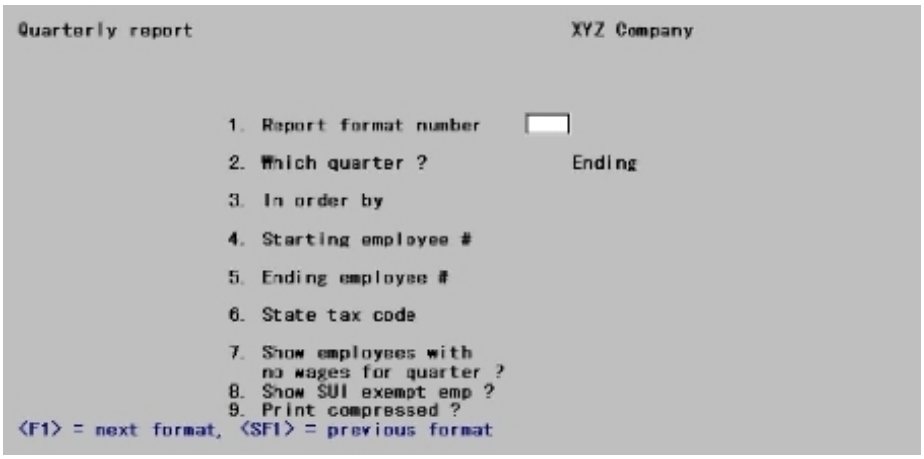
Using Customized Quarterly Report Formats

If you answer Y to use a customized quarterly report format, the following screen displays:

Graphical Mode



Graphical Mode



Enter the following information:

Report format number

Options

Enter the report format number to use for this report. This must previously have been entered and verified in *Quarterly report formats*. You can also use one of the options:

<F1>	For the next report format
<SF1>	For the previous report format
<F8> or click on the button	To select a report format from a lookup

Format	99
Example	(No example is given because customized formats will not be entered until a later chapter in this documentation)

Which quarter

Enter the quarter for which the report is being printed.

Format	Graphical: Drop down list, select 1, 2, 3 or 4 Character: One number from 1 through 4
Example	(No example is given)

Ending

In graphical mode this defaults to the date at then end of the quarter selected plus the current payroll year in *Control information*.

Enter the ending date corresponding to the quarter. The month and day portion of the date must be 3/31, 6/30, 9/30, or 12/31 for quarters 1 through 4 respectively. The year must be consistent with the Current payroll year field in *Control information.*

Format	MMDDYY
Example	(No example is given)

In order by

Your answer determines the order in which employee items are printed in the Employee area of the report.

Your choices are:

Character	Graphical	Description
S	Social security number	To print the employees in social security number order.
N	Name	To print the employees in employee name order. If these have been entered (in *Employees*) with the personal name preceding the surname, the report will not be in surname order.
E	Employee number	To print the employees in employee number order.

Format	One letter from the list above
Example	(No example is given)

Starting employee # *and*

Ending employee

Enter the range of employees to print in the Employee area of the report, or use the option:

Options

<F2>	For the "First" Starting employee or "Last" Ending employee

Format	999999
Example	(No example is given

State tax code

Enter the state whose information is to print. There must be one (or more) state entries in *Tax tables* whose tax code begins with this state abbreviation.

The employee wage figures printed on the quarterly report are obtained from your Quarter to Date History. The report will print the Quarter to Date wage information only for the state whose tax code you enter here.

Format	Two characters
Example	(No example is given)

Show employees with no wages for quarter

Check the box or enter Y if you want to include employees who earned no wages during this quarter (hired after the quarter ended, terminated before it began, or on unpaid leave).

A checked box means that such employees are included in addition to (not instead of) the employees who did earn wages.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.
Example	(No example is given)

Show SUI exempt employees

Check the box or enter Y if you want to print items for employees exempt from state unemployment insurance payments.

A checked box means that such employees are included in addition to (not instead of) the employees who are not exempt.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.
Example	(No example is given)

Print compressed

Check the box or enter Y if you want to print a compressed font (approximately 17 characters per inch, allowing 132 print columns to appear on 8¾” paper).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.
Example	(No example is given)

Ok or Cancel

Make any needed changes. Select OK to print the customized report.

PRINTING QUARTERLY REPORTS

If this report format is for pre-printed forms you are asked to mount the forms in your printer, given an opportunity to print a sample form to check alignment, and told to mount regular paper after printing is completed.

If you are using a laser printer, you can print multiple copies and can adjust the alignment of the printer on the screen. For details, refer to the *Starting PBS, Menus and Printing* chapter of the *PBS System* documentation.

The custom quarterly payroll report then prints. If you are using a laser printer and this report format is for pre-printed forms, you are asked to enter the number of copies and the labels for each copy before printing.)

After printing begins, you can press <F1> at any time to stop the printer.

Quarterly Reports on Magnetic Media

This chapter contains the following topic:

PRODUCING QUARTERLY REPORTS ON MAGNETIC MEDIA

Use this selection to produce quarterly reports to state agencies electronically.

These reports can be written directly to your hard disk or other media.

No provision exists for reporting city taxes electronically.

Note	While states rarely change rates during a quarter, if such a change is entered the actual State totals SUI may differ from the sum of the figures in calculated taxes. Enter a SUI change only after reports for the quarter are processed.

The report format selected must be verified prior to using it.

Select

Quarterly reports (Mag media) from the *Reports*, *general* menu.

The following screen displays:

Graphical Mode

Reports (Quarterly reports (Mag media)) Company 00 XYZ Company

File Tools Help

Report criteria | More criteria

Report format code

Report year 2011

Which quarter 1 Ending 03/31/2011

State tax code

Employer name XYZ COMPANY

Employer address P.O. BOX 400

Employer city

Employer state

Employer zip code

This is a foreign (not USA) address

<F1> = next report format, <SF1> = previous report format, <F5> = Report only

OK Cancel

Character Mode

```
Reports (Quarterly reports (Mag media))          XYZ Company

       1. Report format code

       2. Report year
       3. Which quarter

       4. State tax code

       5. Employer name
       6. Employer address
       7. Employer city
       8. Employer state
       9. Employer zip code

      10. Is this a foreign (not USA) address ?

<F1> = next report format, <SF1> = previous report format
```

Enter the information as follows:

Report format code

Options

Enter the format code for the report you want to make. The report must previously have been entered and verified in *Magnetic media formats*, and moreover must have been defined as a quarterly report (rather than an annual one). You can use one of the options:

<F1>	For the next quarterly report format
<SF1>	For the previous quarterly report format

Format	Two characters followed by 15 characters. The first two characters typically represent a state abbreviation.
Example	(No example is given as magnetic media format will not be entered until a later chapter in this documentation)

Report year

Enter the report year for the quarterly electronic report.

Format	9999 The default is the current payroll year from *Control information*
Example	(No example is given)

Which quarter

Enter the quarter number for the report: 1, 2, 3, or 4. The ending date is automatically displayed.

Format	One number from 1 to 4
Example	(No example is given)

State tax code

Enter the state whose information is to be reported. Any value can be entered, but no report will be produced unless this entry corresponds to the first two characters of the tax code for at least one state entry in *Tax tables*.

Format	Two characters
Example	(No example is given)

Employer name

Options

Enter the employer name to use in the report, or use the option:

<F2>	For the employer name from PR *Control information*

Format	44 characters
Example	(No example is given)

Employer address

Options

Enter the employer address to use in the report, or use the option:

<F2>	For the first employer address line from *Control information*

Format	35 characters
Example	(No example is given)

Employer city

Enter the employer's city to use in the report. This field is required.

Format	20 characters
Example	(No example is given)

Employer state

Enter the state postal abbreviation to use in the report. Unless this is left blank, it must be the standard Post Office abbreviation for a state or territory within the United States.

If a non-USA address is being entered, press <Enter> to skip this field. You will be asked to confirm that you wish this field left blank. Press <Enter> to confirm or <F2> to enter a valid state / territory abbreviation.

Format	Two letters
Example	(No example is given)

Employer zip code

Enter the employer's ZIP code to use in the report.

If a non-USA address is being entered, press <Enter> to skip this field, or enter a non-standard (foreign) postal code. You will be asked to confirm that this is what you wish to do. Press <Enter> to confirm or <F2> to enter a standard American zip code.

Format	Ten characters. Standard format is either 99999 or 99999-9999.
Example	(No example is given)

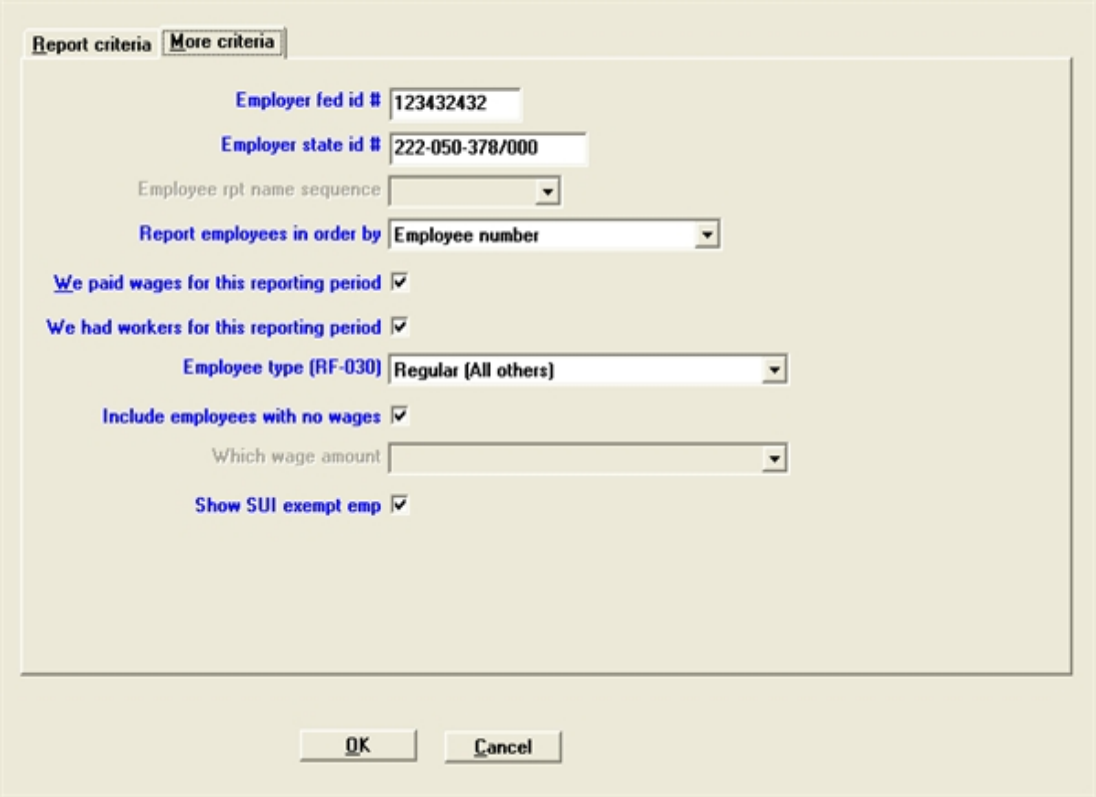
This is a foreign (not USA) address

Check the box or enter Y if the employer address entered is a foreign (non-USA) address. Leave it unchecked or enter N if the employer address entered is in the USA.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: One letter, either Y or N. The default is N (even when a foreign zip or state has been entered)
Example	(No example is given)

Use Tab or Enter key to bring up the next screen to enter more criteria:

Graphical Mode



Character Mode

```
Reports (Quarterly reports (Mag media))          XYZ Company

     11. Employer fed id #
     12. Employer state id #
     13. Employee rpt name sequence      (Not applicable)
     14. Report employees in order by

     15. Did you pay wages for
         this reporting period ?

     16. Did you have workers
         for this reporting period ?

     17. Employee type (RF-030)

     18. Include employees
         with no wages ?

     19. Show SUI exempt emp ?
```

Enter the information as follows.

Employer fed id

Options

Enter the employer's federal tax identification number, or use the option:

<F2>	For the tax ID number from the federal tax record(available only if the tax ID number in the federal tax record is entered as nine digits in one of the formats 99-9999999, 999-99-9999, or 999999999)

Format	999999999
Example	(No example is given)

Employer state id

Options

Enter the employer's state withholding tax identification number, or use the option:

<F2>	For the tax ID number from the state tax record (available only if Field #4 corresponds to at least one entry in *Tax tables*)

Format	15 characters
Example	Employee number

Employee rpt name sequence

This field is skipped unless the format you are using (as defined in *Magnetic media formats*) includes the field RF-031 Employee report name sequence.

Enter F to specify that employee names are reported with first name first, or enter L to specify that employee names are reported with last name first.

When you include employee names in an electronic report file, you can choose from a variety of formats. Some states require notification of how you are reporting employee names (either first name first or last name first). You use this parameter in conjunction with field RF-031 Employee report name sequence to provide this notification to your state.

Format	One letter, either F or L
Example	(No example is given)

Report employees in order by

Enter which employee field you want the report to be sorted by. Each field has a number, and these are listed in the State Magnetic Media Report Fields appendix.

Graphical Mode:

Format	Drop down list of choices. Default is Employee number.
Example	Employee number

Character Mode:

The format of a field number consists of a prefix EF or EX, followed by am arbitrary number. The prefix indicates whether this is a regular or extended field, respectively. All of these fields are in the *Employees* selection. Recall that extended fields are user-defined.

Employees are sorted on this field within the “Group ordered by field” specified in the report format’s *General appearance* screen.

Upon entry of a valid field number, its name displays alongside.

Options

To avoid looking up the appendix, you can use one of the following options. These let you select the three most popular fields directly, or to display a window from which you can select any field.

<F1>	To display a list of employee fields
<F3>	To display a list of employee extended fields
<F5>	To order employees by social security number
<F6>	To order employees by name
<Enter>	To order employees by employee number

If you choose to display a window of either the regular or the extended fields, all of the fields are displayed in a scrollable table, one column wide. The current field is highlighted. Use <Up>, <Down>, <PgUp>, <PgDn>, <Home>, and <End> to move to the desired field. Alternately, you can enter a field number directly. The table will scroll to that point. Either way, when you have selected the desired field press <Enter> to select it.

Format	Two characters (EF or EX) followed by 999
Example	(No example is given)

We paid wages for this reporting period

Check the box or enter Y if you paid wages for the reporting period. Uncheck the box or enter N if you did not pay wages for the reporting period.

Format	Graphical: Check box where checked is Yes and unchecked is No Character: either Y or N. The default is Y.
Example	(No example is given)

We had workers for this reporting period

Check the box or enter Y if you had workers for the reporting period. Uncheck the box or enter N if you did not have workers for the reporting period.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: either Y or N. The default is Y.
Example	(No example is given)

Employee type (RF-030)

Options

The Social Security Administration requires that you identify the type of employee you are reporting. Enter the employee type for the employees you are including in the report. Your choices are:

Character	Graphical
A	Agricultural
H	Household
M	Military
Q	Medicare-qualified government employee
X	Railroad
R	Regular (i.e., all others).

Format	Graphical: Drop down list of selections (see above) Default is Regular (All others) Character: One letter from the above list.
Example	(No example is given)

Include employees with no wages

Check the box or enter Y to include employees with no wages, or uncheck the box or enter N to exclude them.

Format	Graphical: Check box where checked is Yes and unchecked is No Character: One letter, either Y or N. The default is Y.
Example	(No example is given)

Which wage amount

This field displays only if you answered N to the preceding. Enter what type of wage it is whose absence prevents an employee from being included. Your choices are:

A	Gross wages
H	SWT gross
B	Soc. sec. wages (employee)
I	OST-1 gross (employee)
C	Medicare wages (employee)
J	OST-2 gross (employee)
D	FWT gross
K	OST gross (employer)
L	SUI gross (up to the maximum wage)
F	FUI gross (up to the maximum wage)
M	SUI total wages
G	FUI total wages

Format	One letter from the list above
Example	(No example is given)

Show SUI exempt emp

Check the box or enter Y if you want to print items for employees exempt from state unemployment insurance payments.

A checked box (Y) answer means that such employees are included in addition to (not instead of) the employees who are not exempt.

Format	Graphical: Check box where checked is Yes and unchecked is No Character: One letter, either Y or N. The default is N.
Example	(No example is given)

OK or Cancel

Select OK to generate the file or Cancel to return to the menu without reporting.

Graphical Mode

Make any changes needed. Press <Enter> to continue.

Location of Report File

On Windows-based systems, you are next asked for the disk drive on which to output the electronic report file. Enter the drive letter and press <Enter>.

On Thin client and Linux systems the report is written to the server (host) hard drive and you are not prompted for a drive letter.

A report file is created with the file name entered when the report format was defined. Refer to your state reporting guidelines for the media format required by your state.

Regardless of operating system, it is a good idea to have three copies of this file: one to send to the IRS, another as an archive, and a third for a working copy for reference in case the IRS has any questions.

Annual Reports (Magnetic Media)

This chapter contains the following topic:

PRODUCING ANNUAL REPORTS ON MAGNETIC MEDIA

Use this selection to produce annual reports to state agencies in an electronic file.

For reports by state jurisdiction see State Reports.

Note	Some state formats are provided as a year-end Formatted W-2 Wage Efile. Take a look at the State field to see if your state is included. If the format is provided you do not have to design a quarterly format for your state. Not all states require quarterly or annual electronic reports, but many states allow such reports without requiring them.

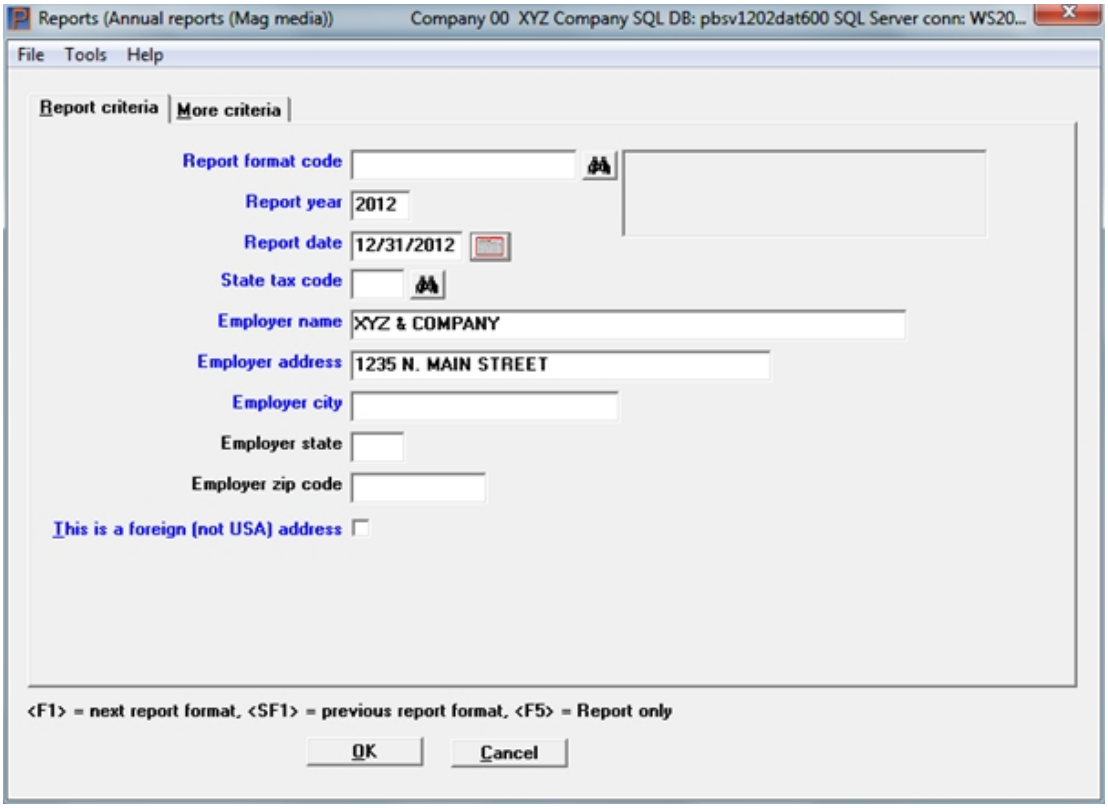
These reports can be written directly to your hard disk or other available media.

Select

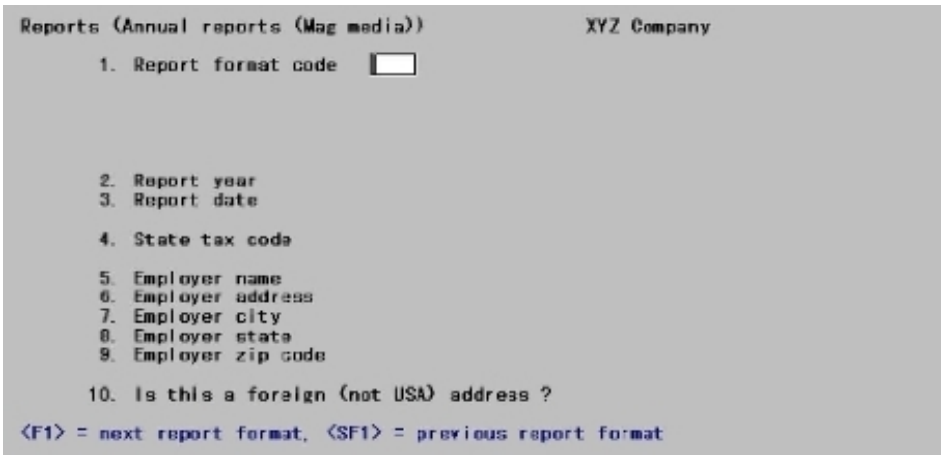
Annual reports (Mag media) from the *Reports, general* menu.

The following screen displays:

Graphical Mode



Character Mode



Enter the information as follows.

Report format code

Options

Enter the format code for the report you want to make. The report must previously have been entered and verified in *Magnetic media formats*, and moreover must have been defined as an annual report (rather than a quarterly one). See Magnetic Media Formats. You can use one of the options:

<F1>	For the next annual report format
<SF1>	For the previous annual report format

Format	Two characters followed by 15 characters. The first two characters typically represent a state abbreviation.
Example	(No example is given as magnetic media format will not be entered until a later chapter in this manual)

Report year

Enter the report year for the annual electronic report.

Format	9999 The default is the current payroll year from *Control information*
Example	(No example is given)

Report date

Enter the date for the report.

Format	MMDDYY The default is 12/31 of the report year.
Example	(No example is given)

State tax code

Enter the state code. Any value can be entered; however, only a state code already defined in *Tax tables* is meaningful.

Even when a state has more than one tax table defined, only the first portion of the tax code is entered. This is because all taxes for the state are included in this report, regardless of which table they were calculated from.

In the case of multi-state employees, taxes are included whether this is the employee's home state or an alternate state.

Format	Two characters
Example	(No example is given)

Employer name

Options

Enter the employer name to use in the report, or use the option:

<F2>	For the employer name from PR *Control information*

Format	44 characters
Example	(No example is given)

Employer address

Options

Enter the employer address to use in the report, or use the option:

<F2>	For the first employer address line from *Control information*

Format	35 characters
Example	(No example is given)

Employer city

Enter the employer's city to use in the report.

Format	20 characters
Example	(No example is given)

Employer state

Enter the state postal abbreviation to use in the report. Unless this is left blank, it must be the standard Post Office abbreviation for a state or territory within the United States.

If a non-USA address is being entered, press <Enter> to skip this field. You will be asked to confirm that you wish this field left blank. Press <Enter> to confirm or <F2> to enter a valid state / territory abbreviation.

Format	Two letters
Example	(No example is given)

Employer zip code

Enter the employer's ZIP code to use in the report.

If a non-USA address is being entered, press <Enter> to skip this field, or enter a non-standard (foreign) postal code. You will be asked to confirm that this is what you wish to do. Press <Enter> to confirm or <F2> to enter a standard American zip code.

Format	Ten characters. Standard format is either 99999 or 99999-9999.
Example	(No example is given)

This is a foreign (not USA) address

Answer Y if the employer address entered is a foreign (non-USA) address. Answer N if the employer address entered is in the USA.

Format	One letter, either Y or N. The default is N (even when a foreign zip or state has been entered)
Example	(No example is given)

OK or Cancel

Make any changes needed. Press <Enter> to continue with the next screen:

Graphical Mode

Report criteria | More criteria

Employer fed id # 771234567
Employer state id #
Employee rpt name sequence
Report employees in order by Employee number
We paid wages for this reporting period ☑
We had workers for this reporting period ☑
Employee type (RF-030) Regular (All others)
Include employees with no wages ☑
Which wage amount

Character Mode

```
Reports (Annual reports (Mag media))                XYZ Company

     11. Employer fed id #
     12. Employer state id #
     13. Employee rpt name sequence      (Not applicable)
     14. Report employees in order by

     15. Did you pay wages for
         this reporting period ?

     16. Did you have workers
         for this reporting period ?

     17. Employee type (RF-030)

     18. Include employees
         with no wages ?

<F2> = 480835418
```

Enter the information as follows:

Employer fed id

<F2>	For the tax ID number from the federal tax record (available only if the tax ID number in the federal tax record is entered as nine digits in one of the formats 99999999, 999-99-9999, or 999999999)

Format	999999999
Example	(No example is given)

Employer state id

Options

Enter the employer's state withholding tax identification number, or use the option:

<F2>	For the tax ID number from the state tax record (available only if Field #4 corresponds to at least one entry in *Tax tables*)

Format	15 characters
Example	(No example is given)

Employee rpt name sequence

This field is skipped unless the format you are using (as defined in *Magnetic media formats*) includes the field RF-031 Employee report name sequence.

Enter F to specify that employee names are reported with first name first, or enter L to specify that employee names are reported with last name first.

When you include employee names in an electronic report file, you can choose from a variety of formats. Some states require notification of how you are reporting employee names (either first name first or last name first). You use this parameter in conjunction with field RF-031 Employee report name sequence to provide this notification to your state.

Format	One letter, either F or L
Example	(No example is given)

Report employees in order by

Enter which employee field you want the report to be sorted by. Each field has a number.

Field numbers consist of two segments: a prefix EF or EX, followed by am arbitrary number. The prefix indicates whether this is a regular or extended field, respectively. All of these fields are in the *Employees* selection.

Employees are sorted on this field within the Group ordered by field specified in the report format's General Appearance screen.

Upon entry of a valid field number, its name displays alongside.

Regular fields are listed in the State Magnetic Media Report Fields appendix of this documentation. Extended fields are user-defined. You can view them via *Define extended fields*.

Options

To avoid looking up the field number, you can use one of the following options instead of entering a field number. These let you select the three most popular fields directly, or display a window from

which you can select any field.

<F1>	To display a list of employee fields
<Ctrl>+<F1>(DOS) or <F3> (Linux)	To display a list of employee extended fields
<F5>	To order employees by social security number
<F6>	To order employees by name
<Enter>	To order employees by employee number

When you enter the first segment of the field number as EF, instead of entering the second segment you can use the option:

<F1>	To display a list of employee fields

When you enter the first segment of the field number as EX, instead of entering the second segment you can use one of the options:

<Ctrl>+<F1>	(DOS/Networks/Window) To display a list of employee extended fields
<F3>	To display a list of employee extended fields

If you choose to display a window of either the regular or the extended fields, all of the fields are displayed in a scrollable table, one column wide. The current field is highlighted. Use <Up>, <Down>, <PgUp>, <PgDn>, <Home>, and <End> to move to the desired field. Alternately, you can press # to enter a field number directly. The table will scroll to that point. Either way, when you have selected the desired field press <Enter> to select it.

Format	Two characters, EF or EX (first segment) 999 (second segment)
Example	(No example is given)

We paid wages for this reporting period

Answer Y if you paid wages for the reporting period. Answer N if you did not pay wages for the reporting period.

Format	One letter, either Y or N. The default is Y.
Example	(No example is given)

We had workers for this reporting period

Answer Y if you had workers for the reporting period. Answer N if you did not have workers for the reporting period.

Format	One letter, either Y or N. The default is Y.
Example	(No example is given)

Employee type (RF-030)

Options

The Social Security Administration requires that you identify the type of employee you are reporting. Enter the employee type for the employees you are including in the report. Usually the type will be R. Your choices are:

A	Agricultural
H	Household
M	Military
Q	Medicare-qualified government employee
X	Railroad
R	Regular (i.e., all others).

Format	One letter from the list above
Example	(No example is given)

Include employees with no wages

Answer Y to include employees with no wages, or N to exclude them.

Format	One letter, either Y or N. The default is Y.
Example	(No example is given)

Which wage amount

Options

This field displays only if you answered N to the preceding. Enter what type of wage it is whose absence prevents an employee from being included. Your choices are:

A	Gross wages
H	SWT gross
B	Soc. sec. wages (employee)
I	OST-1 gross (employee)
C	Medicare wages (employee)
J	OST-2 gross (employee)
D	FWT gross
K	OST gross (employer)
L	SUI gross (up to the maximum wage)
F	FUI gross (up to the maximum wage)
M	SUI total wages
G	FUI total wages

Format	One letter from the list above
Example	(No example is given)

OK or Cancel

Make any changes needed or press <Enter> to continue.

Location of Report File

On Windows-based systems, you are next asked for the disk drive on which to output the electronic report file. Enter the drive letter and press <Enter>.

On Thin client and Linux systems the report is written to the server (host) hard drive and you are not prompted for a drive letter.

A report file is created with the file name entered when the report format was defined. Refer to your state reporting guidelines for the disk format required by your state.

Totals of the number of reported employees and other information will display following the creation of the report.

Regardless of operating system, it is a good idea to have three copies of this file: one to send to your state, another as an archive, and a third for a working copy for reference.

Magnetic Media Report List

This chapter contains the following topic:

PRINTING MAGNETIC MEDIA REPORTS

Use this selection to obtain a printed copy of the magnetic media report file produced with the *Quarterly reports (mag media)* or the *Annual reports (mag media)* selections.

You can also use this selection to obtain a printed copy of the Federal W-2 electronic report or the electronic 1099-MISC report. For year-end W-2 and 1099-MISC reporting see Year-End Payroll.

Select

Magnetic media report list from the *Reports*, *general* menu.

The following screen displays:

```
Reports (Magnetic media report list)              XYZ Company

        1. Report format code

           Report format description



        2. Disk drive
        3. Report file name
        4. Report file name extension

        5. Record size
        6. Record is followed by CR/LF

        7. Starting column
        8. Ending column

        9. Starting column for
           record identfier
<F1> = next report format, <SF1> = prev report format
```

Enter information as follows.

1. Report format code

Options

Enter the format code for the report you want to make. The report must previously have been entered and verified in *Magnetic media formats*. It can be either an annual or a quarterly format. You can use one of the options:

<F1>	For the next report format on file
<SF1>	For the previous report format
<Enter>	To print the Federal W-2 electronic report or electronic 1099-MISC report

Upon entry or selection of a valid format, its description displays alongside its code.

Format	Two characters followed by 15 characters. The first two characters typically represent a state abbreviation.
Example	(No example is given as magnetic media format will not be entered until a later chapter in this manual)

2. Disk drive

Enter the disk drive where the input file is located. No path is specified. The file is assumed to be on the current directory of the disk drive specified.

Format	One letter
Example	(No example is given)

3. Report file name *and*

4. Report file name extension

If you entered a report format code in Field #1, the report file name and extension are displayed automatically from the general appearance record of the report format. You can change these if desired (from *Field number to change ?*).

Otherwise, enter the file name and extension:

The Federal W-2 electronic report is W2REPORT. There is no extension.

The 1099-MISC electronic report is IRSTAX. There is no extension.

For year end W2 and 1099-MISC reporting see Year-End Payroll.

Format	Eight characters for the file name 3 characters for the extension
Example	(No example is given)

5. Record size

If you entered a report format code in Field #1, this field is displayed for you and cannot be changed. If you did not enter a report format code, enter the record size for the report file. (The record size for the Federal W-2 electronic report is 128, and for the electronic 1099-MISC report it is 420.)

Format	999
Example	(No example is given)

Note	Do not include carriage return and line feed characters at the end of each record as part of the record size.

6. Record is followed by CR/LF

If you entered a report format code in Field #1, this field is displayed for you and cannot be changed. If you did not enter a report format code, answer Y if the report file has carriage return and line feed characters after each record. Answer **N** if it doesn't.

Note	Neither the Federal W-2 electronic report nor the electronic 1099-MISC report have carriage return and line feed characters after their records.

Format	One letter, either Y or N
Example	(No example is given)

7. Starting column *and*

8. Ending column

If you entered a report format code in Field #1, these fields display as *Not applicable* and cannot be changed.

Options

Otherwise, enter the range of columns within the record which you want to print on the report. Column here refers to ordinal position within the record layout. For instance, if the record length is 207 characters you might find it convenient to print one report showing only positions 1-102, and a second report showing positions 103-207. You can use the option:

<F2>	For the First (at Field #7) or Last (at Field #8) column

The number of columns defined by these two fields cannot exceed 128 (whether you enter the columns explicitly or by using the option key). If you violate this rule, truncation will occur.

Format	999
Example	(No example is given)

9. Starting column for record identifier

Usually, each record in an electronic report has a record identifier, one to three characters long, that is used by the recipient of the report to process it. In order to show this identifier on the Magnetic Media Report List, the program needs to know the location of the record identifier.

Enter the starting column of the record identifier.

Format	999
Example	(No example is given)

columns

Enter the length of the record identifier.

Format	1, 2, or 3
Example	(No example is given)

Field number to change ?

Make any needed changes. Press <Enter> to print the report. You will be informed if a file with the specified name and extension is not present on the current directory of the specified file.

Year-End Payroll

This chapter contains the following topics:

PRODUCING YEAR-END PAYROLL

Run this selection at the end of the year to print the Year-End Payroll Report and handle your W-2, W-3 and 1099 processing.

Note	For those using the separate commission check feature: If you purge Payroll history at the end of the year (or at any time during the year) and if commissions are paid by separate checks other than the regular payroll, be sure not to purge the history for the periods that the commissions are drawn. For example, if you pay commissions on January 15 for commissions earned during October to December, do not purge October to December history until the January 15 payroll in processed.

For W-2 and W-3 Reporting

- Enter additional information, if applicable, for each employee for reporting on W-2 forms or in a formatted W-2 wage file. See Entering W-2 Information.
- Print a list of employee additional information. See Printing W-2 Information.
- Print W-2 forms on preprinted, continuous or laser forms, or output them to a file for submission as a formatted wage file.
- A W-3 form may also be printed. If you prefer to enter it manually the information for the W-3 is provided on the last screen.
- W-2s are provided to your employees and along with a W-3, are sent to the Social Security Administration.

For 1099-MISC forms

- If you have the Accounts Payable module and you are using the same EIN there, you should enter your non-employees as vendors in Accounts Payable, enter the Year-end - 1099 MISC information and print your 1099s, along with your other Accounts Payable vendors. Accounts Payable will also print a for 1096 - Annual Summary and Transmittal of U.S. Information Returns. You may also file electronically in Accounts Payable.
- If you do not have Accounts Payable or if that module has a different EIN and you have non-employees you may want to process 1099 reporting in Payroll. Do the following:

  Enter additional information, if applicable, for each non-employee reporting 1099 information.

  Print the 1099 Information report for non-employees.

  Print 1099-MISC forms on preprinted, continuous or laser forms, or output them to a magnetic E-file.

  For paper 1099-MISC forms, fill out form 1096 manually and submit that with your paper 1099-MISC forms to the IRS.

Note	At year-end, you should produce Federal W-2 Wage and Tax Reports, as well as any 1099-MISC Reports, for the year just ended, as soon as possible. The software allows you to continue to process current payroll time transactions and any adjustments until March 31st of the new year. The software does not allow you to process any checks dated later than this, unless you first close the year for payroll. Payroll history and quarterly figures are accumulated for checks processed for the new year dated before March 31st.

PRINTING A YEAR-END PAYROLL REPORT

This selection prints the Year-End Payroll Report, that is used to verify the information that is printed on the W-2 forms. You may also run this report to get the year's wage and landholding quarterly and year to date totals by employee.

If an employee has a term insurance premium, the report shows the dollar amount that is added to the employee's FWT gross, Social Security gross, and Medicare gross when printing W-2 forms.

If the employee has elected to make deductions to both the regular and Roth 401(k), they are accumulated in the one field on the report.

Additional information for W-2 reporting can be entered via the *Enter W-2 information* menu selection sound under the *Year-end* menu. This information is not included on this report. Use the *Print W-2 information* menu selection for that data.

See a Year-end Payroll report example in the *Form and Report Examples* appendix.

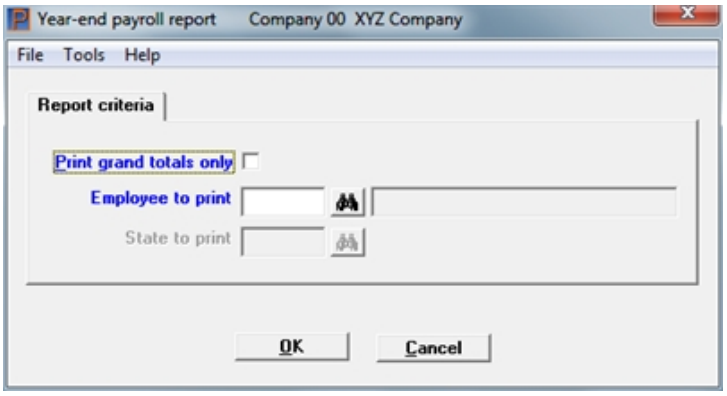
Non-employees and regular employees with no wages for the year will not print on the report. Non-employees should receive a Form 1099 based on the report covered in the Printing 1099 Information section.

Select

Year-end payroll from the *Reports, General* menu.

The following screen displays:

Graphical Mode



Character Mode

```
Year-end payroll report                    XYZ Company


                Print grand totals only ?  N
                Employee to print
                State to print
```

Print grand totals only

Leave the box unchecked or use the default of N to print a Year-End Payroll Report for "All" or to select only one employee, If "All" employees is selected an accumulation is reported for employee grand totals.

Check this box or enter Y to print only the latter. The *Employee to print* and *State to print* fields cannot be entered which means that all employees and states will be included in the grand totals.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Press <Enter>

Employee to print

This field is automatically selected and set to "All" and cannot be changed if you checked the box or entered Y to the first field.

Options

Otherwise, enter the employee number for this report, or use the option:

<F5>	For "All" employees

Format	999999
Example	Press <F5>

State to print

This field is automatically set:

- to "All" if you checked the box or entered Y to the *Print grand totals only* field.
- to un-enterable if you specified an individual employee in the preceding field.

In both cases this field is not entered and cannot be changed.

Options

Otherwise, enter the code of the state for which you want to print a report, or use the option:

<F5>	For "All" states

If the state tax code is not in *Tax tables*, an error message displays.

Format	Two characters
Example	Press <F5>

OK or Cancel

Select OK to print the report or Cancel to not print and return to the menu.

Character Mode

Any change ?

Answer Y to re-enter the screen, or N to print the report.

ENTERING W-2 INFORMATION

The Passport Business Solutions Payroll module automates the majority of your reporting needs as an employer by accumulating wage and tax amounts for each employee as you pay them their weekly, monthly or otherwise payroll checks throughout the year. To enable you to effectively use the payroll system for W-2 reporting, this function allows you to record additional employee information in a temporary file or table so that it is available to the W-2 reporting functions.

Some of the information entered on these screens also print on the W-3 form.

Reporting Requirements

There are several different tax authorities to whom taxes are due and with whom you as an employer are expected to file various reports on a periodic basis.

The primary tax reports you are expected to file are annual wage and tax statements to employees, known more familiarly as W-2s. The PBS Payroll module also allows you to pay non-employee compensation which is generally reportable on form 1099-MISC.

Although, as described above, much of the information you must report is accumulated for you, the full requirements of W-2 reporting go beyond the scope of the day-to-day operations of the payroll system.

Fields applicable for your Site

Many of these fields may not be applicable to your situation. In this case just press <Enter> for the field to set it to zero. In fact, after reviewing this screen and the next one, which can be used for state and federal information, if none of the fields are applicable to your reporting needs then you do not need to use this function at all. In this case all the information you are required to report has been accumulated for you within the main body of the PBS Payroll system.

The graphical mode screens are laid out much differently than the character mode screens. Because of this, there is a section for each mode. Graphical mode is first. Use this link for Character Mode.

Graphical Mode

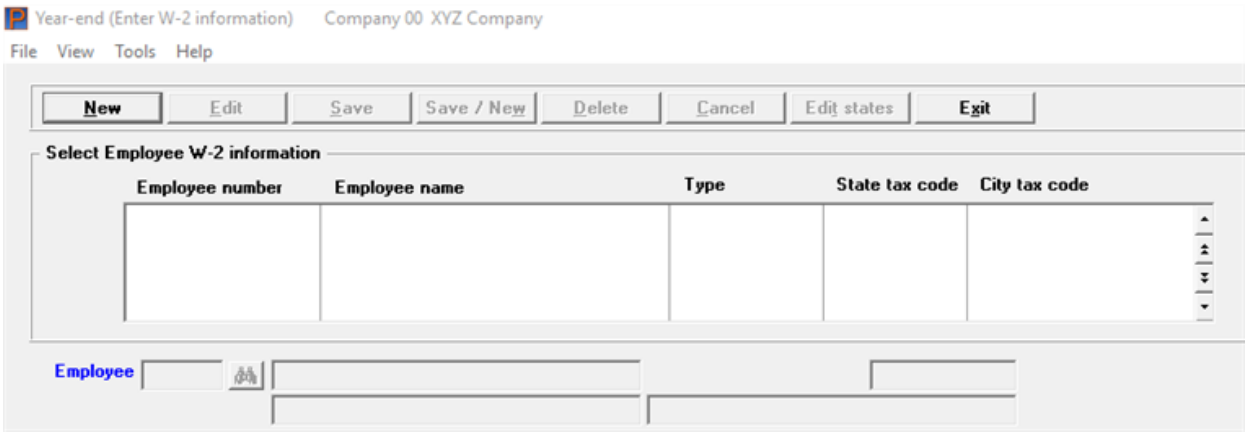
The tabs contains information entry fields that correspond to the W-2 form by box number. Refer to the IRS instructions for filling out W-2 forms for information on each of these fields. The IRS instructions refer to these fields by referencing the W-2 box number. Each field on the screen is followed by the corresponding W-2 box number.

State information is entered on a separate screen.

Select

Enter W-2 information from the *Year-end* menu.

The first screen, without the tabs, is similar to the following:



From this screen you can work with both new and existing W-2 information records. If one has already been entered for the employee number you specify, it displays and is available for changes or deletion.

List Box

The list box displays up to 6 existing W-2 information entries at a time. You may sort the W-2 information entries by employee number in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a W-2 information entry, start typing an employee number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an entry. The <F1> and <SF1> keys function the same as the up/down arrow keys.

W-2 information entries that display in the list box are available for changes or deletion. The fields for the selected W-2 information entry display on the tabs.

When an entry is found, you may select the <Enter> key or Edit button to start editing.

W-2 Information Buttons

You may click on a button or enter the keyboard equivalent for adding, editing, deleting or canceling a W-2 information entry:

Button	Keyboard	Description
New	Alt+n	For a new W-2 information entry.
Delete	Alt+d	To delete the W-2 information entry selected in the list box. You may also use the <F3> key.
Edit	Alt+e	To edit the W-2 information entry selected in the list box.
Save	Alt+s	To save a new W-2 information entry or changes to an edited payroll entry.

Button	Keyboard	Description
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing a W-2 information entry.
Edit states	Alt+t	To edit the W-2 state information. See Edit States.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Enter the following information:

Employee

For a new W-2 information record

Options

Enter the number of the employee for whom to enter W-2 information or use one of the options:

<F1>	For next employee, in employee number sequence
<SF1>	For previous employee
Blank	To look up employees by name

If you choose to enter by name, the cursor moves to the name field and lets you enter an employee name (or just the leading characters of one). Upper / lower case is significant. Your options at this point become:

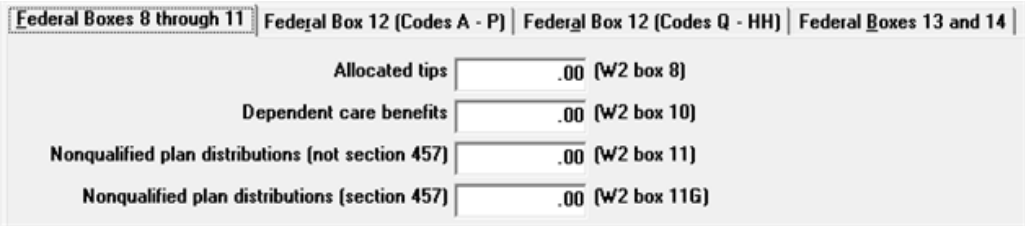
<F1>	For next employee, in employee name sequence
<SF1>	For previous employee
Blank	To return to looking up employees by number

The employee entered must exist in *Employees* and must also have been paid at least one check during the year.

W-2 forms cannot be printed for non-employees. If you enter the number of a non-employee, an error message displays.

Format	999999
Example	Type 1

Federal Boxes 8 through 11 Tab



Allocated tips (W2 box 8)

This field is required for tipped employees of certain food and beverage establishments above a certain size. Refer to the appropriate IRS publication for information on calculating this amount for each of your tipped employees. Enter the dollar amount.

Format	999999999.99
Example	Press <Enter>

Dependent care benefits (W-2 box 10)

When you enter a new record for the employee the calculated Dependent Care Benefits amount displays. You may use this field to change the Dependent Care Benefits amount.

The calculated Dependent Care Benefits are entered as earnings/deductions and are posted to the payroll history after printing checks. If needed, enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Nonqualified plan distributions (not section 457) (W2 box 11)

This field is for reporting distributions from non-qualified plans that are not section 457 plans. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999 999.99
Example	Press <Enter>

Nonqualified plan distributions (section 457) (W2 box 11G)

This field is for reporting distributions from non-qualified plans that are section 457 plans. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Federal Box 12 (Codes A - P) Tab

Federal Boxes 8 through 11 | Federal Box 12 (Codes A - P) | Federal Box 12 (Codes Q - HH) | Federal Boxes 13 and 14

Uncollected Social Security tax on tips	.00	(W2 box 12A)	Section 501(c)(18)(D) contributions	.00	(W2 box 12H)
Uncollected Medicare tax on tips	.00	(W2 box 12B)	Sick pay not included as income	.00	(W2 box 12J)
Cost of group term ins above $50,000	.00	(W2 box 12C)	Tax on excess golden parachute payments	.00	(W2 box 12K)
Sect. 401(k) or 408 (p) contributions	275.00	(W2 box 12D or 12S)	Nontaxable business expense reimbursements	.00	(W2 box 12L)
Section 403(b) contributions	.00	(W2 box 12E)	Uncollected Soc Sec tax on cost of term ins	.00	(W2 box 12M)
Section 408(k)(6) contributions	.00	(W2 box 12F)	Uncoll Medicare tax on cost of term ins	.00	(W2 box 12N)
Section 457 contributions	.00	(W2 box 12G)	Excludable moving expense reimbursements	.00	(W2 box 12P)

Uncoll social security tax on tips (W2 box 12A)

If you could not collect all the social security tax due on an employee's tips out of their paychecks, report this amount here. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Uncollected Medicare tax on tips (W2 box 12B)

If you could not collect all the Medicare tax due on an employee's tips out of their paychecks, report this amount here. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Cost of group term ins above $50,000 (W-2 box 12C)

This field shows the value contained in the employee's record for the employee W-2 ins premium field. The value displayed here can be changed by editing that field in *Employees*.

If your state requires that you include the insurance premium to be included with the SWT gross, create an adjustment so that it adds the amount to the employees SWT gross. Then it will be reported on the W-2.

Section 401(k) or 408(p) contributions (W-2 box 12D or 12S)

This field shows the value of elective deferrals for the employee. Elective deferrals are calculated amounts and are posted to payroll history after printing checks. These can be for either a 401(k) or a 408(p) plan, depending on your answer to the question Simple IRA 408(p) plan in *Control information*.

Section 403(b) contributions (W2 box 12E)

This field is for reporting employee contributions to a deferred compensation plan according to section 403(b) of the IRS code. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Section 408(k)(6) contributions (W2 box 12F)

This field is for reporting employee contributions to a deferred compensation plan according to section 408(k)(6) of the IRS code. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Section 457 contributions (W2 box 12G)

This field is for reporting employee contributions to a deferred compensation plan according to section 457 of the IRS code. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Section 501(c)(18)(d) contributions (W2 box 12H)

This field is for reporting employee contributions to a deferred compensation plan according to section 501(c)(18)(D) of the IRS code. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Sick pay not included as income (W2 box 12J)

When an employee contributes to a sick pay plan and then receives sick pay, such sick pay is not included as income. Report this in this box. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Tax on excess golden parachute payments (W2 box 12K)

This field applies only for employees who have received excess golden parachute payments. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Nontaxable business expense reimbursements (W2 box 12L)

This field applies to employees who receive reimbursement for business expenses. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Uncollected Soc Sec tax on cost of term ins (W2 box 12M)

Use this field to report uncollected Social Security tax on the cost of group-term life insurance coverage, generally above $50,000, which you provided to your former employees, including retirees. Follow the IRS W-2 instructions. Enter the dollar amount.

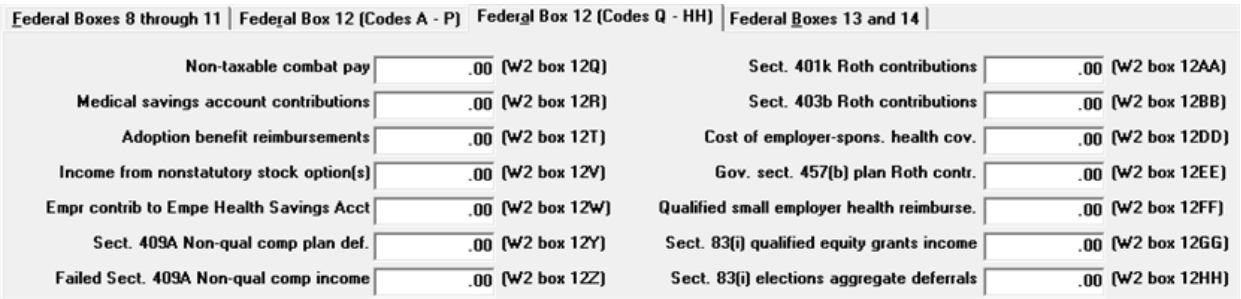
Format	9999999.99
Example	Press <Enter>

Uncoll Medicare tax on cost of term ins (W2 box 12N)

Use this field to report uncollected Medicare tax on the cost of group-term life insurance coverage, generally above $50,000, that you provided to former employees, including retirees. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Federal Box 12 (Codes Q- HH) Tab



Excludable moving expense reimbursements (W2 box 12P)

This field applies to employees who receive moving expenses that are excludable from income. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Non-taxable combat pay (W-2 box 12Q)

Enter the non-taxable combat pay. The amount of your non-taxable combat pay will be shown on the Form W-2, in box 14, with Code Q.

Format	9999999.99
Example	Press <Enter>

Medical savings account contributions (W2 box 12R)

This field applies to employees entitled to exclude income deposited in a medical savings account. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Adoption benefit reimbursements (W2 box 12T)

This field applies to employees entitled to exclude certain adoption expenses from income. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Income from nonstatutory stock option(s) (W2 box 12V)

This field applies to income from exercise of nonstatutory stock options. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Empr contrib to Empe Health Savings Acct (W2 box 12W)

This field applies to the employer contributions made to the employee Health Savings Account. Follow the IRS W-2 instructions. Enter the dollar amount.

Format	9999999.99
Example	Press <Enter>

Sect. 409A Non-qual comp plan def. (W-2 box 12Y)

Enter the non-qualified compensation deferral amount.

Format	9999999.99
Example	Press <Enter>

Failed Sect. 409A Non-qual comp income (W-2 box 12Z)

Enter the income under a nonqualified deferred compensation plan that fails to satisfy section 409A.

Format	9999999.99
Example	Press <Enter>

Sect. 401k Roth contributions (W-2 box 12AA)

Enter the Roth contributions income.

Before editing this field, the amount displays as zero. When checks have been written which include Roth 401(k) deferral amounts, the Quarter-to-Date History stores this information. When you edit this field the deferral amount from the Quarter-to-Date History defaults to the amount in history.

If needed, you may override the default amount by entering a different amount. You may use the *401(k) contributions report*, found under *Reports, Employee/Employer*, to determine the amount of Roth contributions accumulated throughout the year.

Whether you use the default or enter a new amount, whatever is in this field will print on the W-2 form. If you do not enter a W-2 record, the default amount will print on the W-2 regardless.

Format	9999999.99
Example	Press <Enter>

Designated Roth contributions are a type of contribution that can be accepted by new or existing 401 (k) or 403(b) plans. This feature is permitted under a Code section added by the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), effective for years beginning on or after January 1, 2006. If a plan adopts this feature, employees can designate some or all of their elective contributions as designated Roth contributions, (which are included in gross income) rather than traditional, pre-tax elective contributions. So, starting in 2006, elective contributions come in two types: traditional, pre-tax elective contributions (elective contributions are also referred to as elective deferrals) and designated Roth contributions.

Sect. 403b Roth contributions (W-2 box 12BB)

Enter the Roth contributions salary reduction amount.

Format	9999999.99
Example	Press <Enter>

See above for an explanation of Roth contributions.

Cost of employer-spons. health cov. (W-2 box 12DD)

Enter the cost of the employer sponsored health coverage.

Format	9999999.99
Example	Press <Enter>

Gov. sect. 457(b) plan Roth contr. (W-2 box 12EE)

Enter the amount of the 457(b) plan Roth contributions. An organization that can establish this plan is a state or local government or a tax-exempt organization under IRC 501(c). For more information search on the www.irs.gov web site.

Format	9999999.99
Example	Press <Enter>

Qualified small employer health reimburse. (W-2 box 12FF)

This code reports the total amount of permitted benefits under a qualified small employer health reimbursement arrangement (QSEHRA). These QSEHRAs allow eligible employers to pay or reimburse medical care expenses of eligible employees after the employees provide proof of coverage. The maximum reimbursement for an eligible employee under a QSEHRA is $4,950 ($10,000 if it also provides reimbursements for family members), before indexing for inflation. These amounts are for 2017 and can change yearly. For more information, see the 21st Century Cures Act, Public Law 114–255, Division C, Section 18001. Also, for more information search on the www.irs.gov web site.

Format	9999999.99
Example	Press <Enter>

Sect. 83(i) qualified equity grants income (W-2 box 12GG)

Correct Income from Qualified Equity Grants Under Section 83(i).

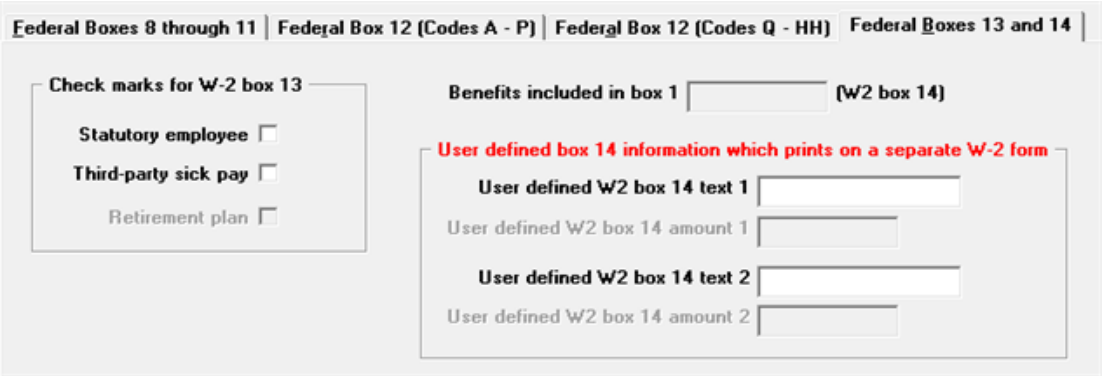
Format	9999999.99
Example	Press <Enter>

Sect. 83(i) elections aggregate deferrals (W-2 box 12HH)

Correct Aggregate Deferrals Under Section 83(i) Elections as of the Close of the Calendar Year.

Format	9999999.99
Example	Press <Enter>

Federal Boxes 13 and 14



Check marks for W-2 box 13

This lets you set check marks for some of the items in Box 13 of the W-2 form, which contains the following check boxes:

Statutory employee

Check this box if there are earnings subject to Social Security tax and medicare tax but not Federal income tax. See IRS publications 15 and 15-A for details about Statutory employees.

Third-party sick pay

Check this box if you are a third-party sick pay payer filing a W-2 for an insured's employee.

Retirement plan

This field is automatically set for an employee that was an active participant in a retirement plan throughout the year, except nonqualified plans or 457 plans during the year.

Note	Your response to "Third-party sick pay" here only affects the Form W-2 for this employee. Your response here also supersedes your response to "Third-party sick payer" in the *Print W-2 and W-3 forms* selection and to "Third-party sick payer" in the *Magnetic W-2 forms* selection. See Printing W-2 and W-3 Forms and Formatted W-2 Wage Efile for additional information.

Benefits included in box 1 (W-2 box 14)

This field shows the total of benefits provided to the employee that have been reported as part of the box 1 amount for wages, tips, and other compensation. Benefits included in box 1 are entered as earnings / deductions and are posted to the payroll history after printing checks.

User defined box 14 information that prints on a separate W-2 form

User defined W2 box 14 text 1

Box 14 is available for any amounts that you track manually outside of the payroll system (for instance, charitable contributions or pension plan contributions). If you choose to do this, enter a

description here of what amount you are entering. The amount and its description will be printed in box 14 of the W-2 form.

Format	15 characters

User defined W2 box 14 amount 1

If *User defined W2 box 14 text 1* is not entered, the cursor skips this field and it is left blank. Otherwise, enter the amount of whatever you have described in *User defined W2 box 14 text 1*. You may enter zero.

Format	9999999.99

User defined W2 box 14 text 2

Box 14 is available for any amounts that you track manually outside of the payroll system (for instance, charitable contributions or pension plan contributions). If you choose to do this, enter a description here of what amount you are entering. The amount and its description will be printed in box 14 of the W-2 form.

Format	15 characters

User defined W2 box 14 amount 2

If *User defined W2 box 14 text 2* is not entered, the cursor skips this field and it is left blank. Otherwise, enter the amount of whatever you have described in *User defined W2 box 14 text 2*. You may enter zero.

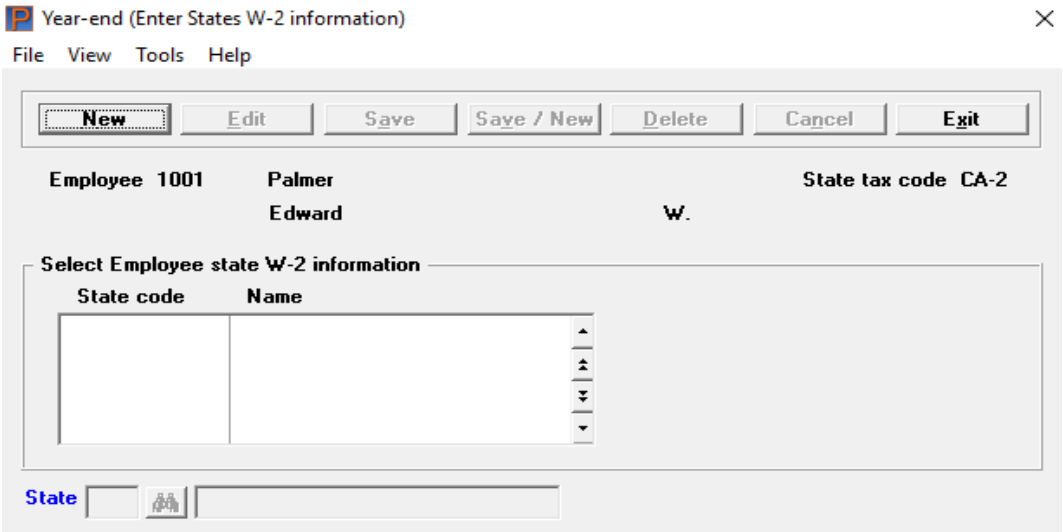
Format	9999999.99

Edit States

This screen is viewed by answering Yes to the question, *Enter/change state W-2 reporting information ?* or clicking on the *Edit states* button. It allows you to report additional information in box 14 and enter text for the state in box 15 for this employee.

There can be multiple records for an employee — one for each state.

Here is the top of the screen:



State

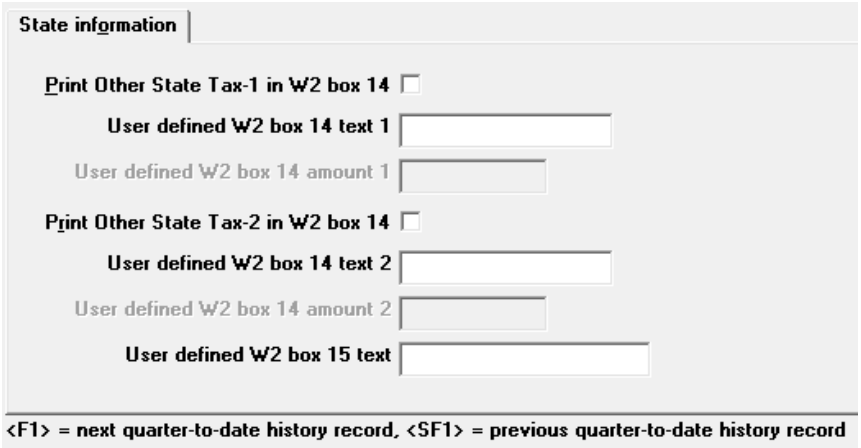
Enter the abbreviation of the state for which you wish to enter additional information. Alternatively, you may click on the binoculars icon to find the state via a lookup or select the <F8> key to also invoke the lookup.

A state can be entered only when there exists quarter-to-date information for that state and that employee. If a state tax table has been assigned to an employee in the *Employees* selection, but no history has yet accumulated for that state, you will not be able to enter it here.

For all states use the *State information* tab.

Format	2 characters

State information tab



Print State Tax-1 in W2 box 14

Many states impose income tax on employees. This can be reported on the employee's W-2 form. In addition to income tax, some states impose additional taxes or other taxes which sometimes must be reported. If this is the case for the selected employee, checking this box will cause the "other state tax 1" to be printed in box 14 of the W-2 form.

Otherwise, specify whether you want to print the first other state tax in this box.

Format	Check box, checked is yes and unchecked is no. The default is unchecked

User defined W2 box 14 text 1

If the *Print State Tax-1 in W2 box 14* field is checked, this field cannot be entered.

Otherwise, Box 14 is available for any amounts that you track manually outside of the payroll system (for instance, charitable contributions or pension plan contributions). If you choose to do this, enter a description here of what amount you are entering. The amount and its description will be printed in box 14 of the W-2 form.

Format	15 characters

User defined W2 box 14 amount 1

If the *Print State Tax-1 in W2 box 14* field is checked, this field cannot be entered.

If the *User defined W2 box 14 text 1* field is not entered, the cursor skips this field and it is left blank. Otherwise, enter the amount of whatever you have described in *User defined W2 box 14 text 1* field. You may enter zero.

Format	9999999.99

Print State Tax-2 in W2 box 14

Many states impose income tax on employees. This can be reported on the employee's W-2 form. In addition to income tax, some states impose additional taxes or other taxes which sometimes must be reported. If this is the case for the selected employee, answering Y to this question will cause the "other state tax 2" to be printed in box 14 of the W-2 form.

Otherwise, specify whether you want to print the second other state tax in this box.

Format	Check box where checked is yes and unchecked is no. The default is unchecked

User defined W2 box 14 text 2

If the *Print State Tax-2 in W2 box 14* field is checked, this field cannot be entered.

Otherwise, the remainder of Box 14 is available for any amounts that you track manually outside of the payroll system (for instance, charitable contributions or pension plan contributions). If you

choose to do this, enter a description here of what amount you are entering. The amount and its description will be printed in box 14 of the W-2 form.

It is not necessary that the same information be entered in the same field for each employee. For example, an employee who commutes from out of state might have his other state tax entered in the top portion of Box 14 while his charitable contributions appeared lower down in the same box. An employee who resides in-state would have only a charitable contribution, which you might want to place at the top of Box 14. Alternately, you might wish for the sake of consistency to enter charitable contributions in this field in both cases.

Format	15 characters

User defined W2 box 14 amount 2

If the *Print State Tax-2 in W2 box 14* field is checked, this field cannot be entered.

If the *User defined W2 box 14 text 2* field is not entered, the cursor skips this field and it is left blank. Otherwise, enter the amount of whatever you have described in the *User defined W2 box 14 text 2* field. You can enter zero.

Format	9999999.99

User defined W2 box 15 text

This field is optional. It is provided so that you can enter text on the second line in box 15 of the W-2 form. This field prints on the second line of box 15 along with the calculated state tax wages, tips, etc. The first line of box 15 contains the accumulated state information with amounts and when used, the accumulated local tax information with amounts.

New Jersey

In previous PBS versions, for the state of New Jersey for printing three OSTs, the solution was to enter three sets of texts that print in box 20 and with corresponding amounts that print in box 19 on the W-2. This function has been reverted back to the way the system originally worked. It is now recommended that the available OST fields in the state tax tables be used for two New Jersey OSTs. For tracking the third OST enter a city tax code. The two OSTs will print in box 14 while the city tax (OST) will print in box 19 and 20.

Character Mode

W-2 First Screen

The first screen contains information entry fields that correspond to the W-2 form by box number. Refer to the IRS instructions for filling out W-2 forms for information on each of these fields. The IRS instructions refer to these fields by referencing the W-2 box number. Each field on the screen is followed by the corresponding W-2 box number.

W-2 Second Screen

The second allows you to report amounts for both state and federal box 14 and states text for box 15 for of the W-2 form. This box is provided for anything additional you want to report that is not covered elsewhere on the form.

A typical use for this would be the reporting of an additional state tax that your employees are required to pay but which may vary from state to state. In many cases there is no such tax and so you would not have to report anything in box 14.

Additional Federal information can be entered in 2 ways. One as the user defined fields as part of state information or two as additional Federal information that prints on a separate W-2.

If you need to run this function, start as follows:

Select

Enter W-2 information from the *Year-end* menu.

The first screen similar to the following appears:

```
Year-end ** ENTER FEDERAL REPORTING INFO **        XYZ Company
    * 1. Employee #
      2. Allocated tips                                  (W2 box 8)
      3. Nonqual plan dists (not section 457)            (W2 box 11)
      4. Nonqual plan dists (section 457)                (W2 box 11G)
      5. Uncoll Social Security tax on tips              (W2 box 12A)
      6. Uncollected Medicare tax on tips                (W2 box 12B)
      7. Section 403(b) contributions                    (W2 box 12E)
      8. Section 408(k)(6) contributions                 (W2 box 12F)
      9. Section 457 contributions                       (W2 box 12G)
     10. Section 501(c)(18)(D) contributions             (W2 box 12H)
     11. Sick pay not included as income                 (W2 box 12J)
     12. Tax on excess golden parachute pmts             (W2 box 12K)
     13. Nontaxable business exp. reimbursements         (W2 box 12L)
     14. Uncoll Soc Sec tax on cost of term ins          (W2 box 12M)
     15. Uncoll Medicare tax on cost of term ins         (W2 box 12N)
     16. Excludable moving expense reimbursements        (W2 box 12P)
     17. Medical savings account contributions           (W2 box 12R)
     18. Adoption benefit reimbursements                 (W2 box 12T)
     19. Income from nonstatutory stock option(s)        (W2 box 12V)
     20. Empr contrib to Empe Health Savings Acct        (W2 box 12W)
<F1>=next W2, <SF1>=prev W2, <F2>=next emp, <SF2>=prev emp, <ENTER>=by name
```

Federal Reporting

From this screen you can work with both new and existing W-2 information records. If one has already been entered for the employee number you specify, it displays and is available for changes or deletion.

Enter the following information:

*** 1. Employee #**

For a new W-2 information record

Options

Enter the number of the employee for whom to enter W-2 information or use one of the options:

<F2>	For next employee, in employee number sequence
<SF2>	For previous employee
Blank	To look up employees by name

If you choose to enter by name, the cursor moves to the name field and lets you enter an employee name (or just the leading characters of one). Upper / lower case is significant. Your options at this point become:

<F2>	For next employee, in employee name sequence
<SF2>	For previous employee
Blank	To return to looking up employees by number

The employee entered must exist in *Employees* and must also have been paid at least one check during the year.

W-2 forms cannot be printed for non-employees. If you enter the number of a non-employee, an error message displays.

For an existing W-2 information record

Options

Enter the employee number whose W-2 information you want to change or delete, or use the option:

<F1>	For next entry
<SF1>	For previous entry

Format	999999
Example	Type 1

2. Allocated tips (W2 box 8)

This field is required for tipped employees of certain food and beverage establishments above a certain size. Refer to the appropriate IRS publication for information on calculating this amount for each of your tipped employees.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	999999999.99
Example	Press <Enter>

3. Nonqual plan dists (not section 457) (W2 box 11)

This field is for reporting distributions from non-qualified plans that are not section 457 plans. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999 999.99
Example	Press <Enter>

4. Nonqual plan dists (section 457) (W2 box 11G)

This field is for reporting distributions from non-qualified plans that are section 457 plans. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

5. Uncoll social security tax on tips (W2 box 12A)

If you could not collect all the social security tax due on an employee's tips out of their paychecks, report this amount here. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

6. Uncollected Medicare tax on tips (W2 box 12B)

If you could not collect all the Medicare tax due on an employee's tips out of their paychecks, report this amount here. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

7. Section 403(b) contributions (W2 box 12E)

This field is for reporting employee contributions to a deferred compensation plan according to section 403(b) of the IRS code. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

8. Section 408(k)(6) contributions (W2 box 12F)

This field is for reporting employee contributions to a deferred compensation plan according to section 408(k)(6) of the IRS code. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

9. Section 457 contributions (W2 box 12G)

This field is for reporting employee contributions to a deferred compensation plan according to section 457 of the IRS code. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

10. Section 501(c)(18)(d) contributions (W2 box 12H)

This field is for reporting employee contributions to a deferred compensation plan according to section 501(c)(18)(D) of the IRS code. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

11. Sick pay not included as income (W2 box 12J)

When an employee contributes to a sick pay plan and then receives sick pay, such sick pay is not included as income. Report this in this box. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

12. Tax on excess Golden Parachute Pmts (W2 box 12K)

This field applies only for employees who have received excess golden parachute payments. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

13. Nontaxable business exp. reimbursements (W2 box 12L)

This field applies to employees who receive reimbursement for business expenses. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

14. Uncoll Soc Sec tax on cost of term ins (W2 box 12M)

Use this field to report uncollected Social Security tax on the cost of group-term life insurance coverage, generally above $50,000, which you provided to your former employees, including retirees. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

15. Uncoll Medicare tax on cost of term ins (W2 box 12N)

Use this field to report uncollected Medicare tax on the cost of group-term life insurance coverage, generally above $50,000, that you provided to former employees, including retirees. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

16. Excludable moving expense reimbursements (W2 box 12P)

This field applies to employees who receive moving expenses that are excludable from income. Follow the IRS W-2 instructions.

Options

Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

17. Medical Savings account contributions (W2 box 12R)

Options

This field applies to employees entitled to exclude income deposited in a medical savings account. Follow the IRS W-2 instructions. Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

18. Adoption benefit reimbursements (W2 box 12T)

Options

This field applies to employees entitled to exclude certain adoption expenses from income. Follow the IRS W-2 instructions. Enter the dollar amount or use the option:

<F2>	To set this field and all remaining fields to zero

Format	9999999.99
Example	Press <Enter>

19. Income from nonstatutory stock option(s) (W2 box 12V)

This field applies to income from exercise of nonstatutory stock options. Follow the IRS W-2 instructions. Enter the dollar amount or use the option:

Format	9999999.99
Example	Press <Enter>

20. Empr contrib to Empe Health Savings Acct (W2 box 12W)

This field applies to the employer contributions made to the employee Health Savings Account. Follow the IRS W-2 instructions. Enter the dollar amount or use the option:

Format	9999999.99
Example	Press <Enter>

Field number to change ?

If this is a new entry, the Check Marks for W-2 box 13 window (described in the next section) displays at this point. Only after you have entered this window are you positioned at *Field number to change ?*.

If this is an existing entry, you are positioned at *Field number to change ?* first, and can view the window if desired.

Options

In both cases, make any needed changes, or use one of the options:

<F1>	For the next W-2 entry
<SF1>	For the previous W-2 entry
<F3>	To delete this entry
<F6>	To view W-2 box 13
<F7>	To enter W-2 box 10, box 12Q, 12Y and AA through EE. Also to view computed box 12 C, 12D, and box 14
<Enter> and Y	To enter/change state box 14, state box 15 text and Federal return box 14.

The <F1>, <SF1>, and <F6> options are available only if this is an existing entry.

The <F6> and <F7> options are discussed in separate sections below. They cause a window to appear for viewing and changing additional information about this entry.

Press <Enter>. You are asked:

Enter/change state W-2 and Fed box 14 reporting information ?

If you need to report additional state information in box 14 and text in box 15 of the W-2 form for this employee, answer Y. Also select Y to add additional box 14 Federal information. To terminate this entry and proceed to another employee, answer N. See State and Federal User-Defined Reporting

Check Marks for W-2 box 13

These fields display automatically after entering a new employee year-end record. When changing information they can be viewed by pressing <F6>. This lets you set check marks for some of the items in Box 13 of the W-2 form, which contains the following check boxes:

Statutory employee	Enter Y if there are earnings subject to Social Security tax and medicare tax but not Federal income tax. See IRS publications 15 and 15-A for details about Statutory employees.
Third-party sick pay	Y if you are a third-party sick pay payer filing a W-2 for an insured's employee.
Retirement plan	This field is display-only and cannot be changed here. It is automatically set for an employee that was an active participant in a retirement plan throughout the year, except nonqualified plans or 457 plans during the year.

All of these items are initially set to N, meaning do not check the box. To check a box, move the highlight to the box item by pressing <Up> or <Down> and then pressing <F1>. To remove a check, press <F1> again on that box item.

Note	Your response to "Third-party sick pay" here only affects the Form W-2 for this employee. Your response here also supersedes your response to "8. Third-party sick payer ?" in the *Print W-2 and W-3 forms* selection and to "13. Third-party sick payer ?" in the *Magnetic W-2 forms* selection. See Printing W-2 and W-3 Forms and Formatted W-2 Wage Efile for additional information.

When you are done setting the optional items, press <Esc> to clear the window.

W-2 Box 10, 12, & 14 Fields

These fields can be accessed by pressing <F7>.

```
W-2 computed fields (*) and additional entry fields
Dependent care benefits                        0.00*  (W2 box 10)
Benefits included in box 1                     0.00*  (W2 box 14)
Cost of group term ins above $50,000           0.00*  (W2 box 12C)
Sect. 401(k) or 408 (p) contributions          0.00*  (W2 box 12D or 12S)
Non-taxable combat pay                         0.00   (W2 box 12Q)
Sect. 409A Non-qual comp plan def.             0.00   (W2 box 12Y)
Failed Sect. 409A Non-qual comp income         0.00   (W2 box 12Z)
Sect. 401k Roth contributions                  0.00   (W2 box 12AA)
Sect. 403b Roth contributions                  0.00   (W2 box 12BB)
Cost of employer-spons. health cov.            0.00   (W2 box 12DD)
Gov. sect. 457(b) plan Roth contr.             0.00   (W2 box 12EE)
Qualified small emplr health ben.              0.00   (W2 box 12FF)
Sect. 83(i) qual. equity grants income         0.00   (W2 box 12GG)
Sect. 83(i) elect. aggregate deferrals         0.00   (W2 box 12HH)
```

Several of the fields must be entered manually while the others are computed fields for your information only. The computed fields have asterisks to the right of the amounts.

To access and enter the additional dependent care benefits select <F7>.

To enter W-2 box 10, box 12Q, 12Y and AA through HH fields select <SF7>.

<F7>	To enter additional Dependent Care Benefits
<SF7>	To enter amounts for Boxes Q, Y, Z, AA, BB, DD, EE, FF, GG and HH
<Esc>	Exit window

Dependent care benefits (W-2 box 10)

Box 10 is made up of two fields. The first field is accessed by entering <F7> and it allows you add additional Dependent Care Benefits to the computed amount. The computed amount field shows amounts paid for dependent care for an employee above a certain limit and this field cannot be changed. Dependent care benefits are entered as earnings/deductions and are posted to the payroll history after printing checks.

Format	9999999.99
Example	Press <Enter>

Any change ?

Select Y to re-enter the amount or N to accept the amount entered.

Benefits included in box 1 (W-2 box 14)

This field shows the total of benefits provided to the employee that have been reported as part of the box 1 amount for wages, tips, and other compensation. Benefits included in box 1 are entered as earnings/deductions and are posted to the payroll history after printing checks.

Cost of group term ins above $50,000 (W-2 box 12C)

This field shows the value contained in the employee's record for the employee W-2 ins premium field. The value displayed here can be changed by editing that field in *Employees*.

If your state requires that you include the insurance premium to be included with the SWT gross, create an adjustment so that it adds the amount to the employees SWT gross. Then it will be reported on the W-2.

Section 401(k) or 408(p) contributions (W-2 box 12D or 12S)

This field shows the value of elective deferrals for the employee. Elective deferrals are calculated amounts and are posted to payroll history after printing checks. These can be for either a 401(k) or a 408(p) plan, depending on your answer to the question Simple IRA 408(p) plan in *Control information*.

Non-taxable combat pay (W-2 box 12Q)

Enter the non-taxable combat pay. The amount of your non-taxable combat pay will be shown on the Form W-2, in box 14, with Code Q.

Format	9999999.99
Example	Press <Enter>

Sect. 409A Non-qual comp plan deferral (W-2 box 12Y)

Enter the non-qualified compensation deferral amount.

Format	9999999.99
Example	Press <Enter>

Failed Sect. 409A Non-qual comp income (W-2 box 12Z)

Enter the income under a nonqualified deferred compensation plan that fails to satisfy section 409A.

Format	9999999.99
Example	Press <Enter>

Sect. 401k Roth contributions (W-2 box 12AA)

Enter the Roth contributions income.

When entering a new record, the default amount from history displays. As checks are written which include Roth 401(k) deferral amounts, the Quarter-to-Date History stores this information.

If needed, you may override the default amount by entering a different amount. You may use the *401(k) contributions report*, found under *Reports, Employee/Employer*, to determine the amount of Roth contributions accumulated throughout the year.

Whether you use the default or enter a new amount, whatever is in this field will print on the W-2 form. If you do not enter a W-2 record, the default amount will print on the W-2 regardless.

Format	9999999.99
Example	Press <Enter>

Designated Roth contributions are a type of contribution that can be accepted by new or existing 401 (k) or 403(b) plans. This feature is permitted under a Code section added by the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), effective for years beginning on or after January 1, 2006. If a plan adopts this feature, employees can designate some or all of their elective contributions as designated Roth contributions, (which are included in gross income) rather than traditional, pre-tax elective contributions. So, starting in 2006, elective contributions come in two types: traditional,

pre-tax elective contributions (elective contributions are also referred to as elective deferrals) and designated Roth contributions.

Sect. 403b Roth contributions (W-2 box 12BB)

Enter the 403b Roth contributions salary reduction amount.

Format	9999999.99
Example	Press <Enter>

See above for an explanation of Roth contributions.

Cost of employer-spons. health cov. (W-2 box 12DD)

Enter the cost of the employer sponsored health coverage.

Format	9999999.99
Example	Press <Enter>

Gov. sect. 457(b) plan Roth contr. (W-2 box 12EE)

Enter the amount of the 457(b) plan Roth contributions. An organization that can establish this plan is a state or local government or a tax-exempt organization under IRC 501(c). For more information search on the www.irs.gov web site.

Format	9999999.99
Example	Press <Enter>

Qualified small emplr health ben. (W-2 box 12FF)

This code reports the total amount of permitted benefits under a qualified small employer health reimbursement arrangement (QSEHRA). These QSEHRAs allow eligible employers to pay or reimburse medical care expenses of eligible employees after the employees provide proof of coverage. The maximum reimbursement for an eligible employee under a QSEHRA is $4,950 ($10,000 if it also provides reimbursements for family members), before indexing for inflation. These amounts are for 2017 and can change yearly. For more information, see the 21st Century Cures Act, Public Law 114–255, Division C, Section 18001. Also, for more information search on the www.irs.gov web site.

Sect. 83(i) qual. equity (W-2 box 12FF) (W-2 box 12GG)

Correct Income from Qualified Equity Grants Under Section 83(i).

Format	9999999.99
Example	Press <Enter>

Sect. 83(i) elect. aggregate deferrals (W-2 box 12HH)

Correct Aggregate Deferrals Under Section 83(i) Elections as of the Close of the Calendar Year.

Format	9999999.99
Example	Press <Enter>

Any change ?

Select Y to re-enter the amount or N to accept the amount entered.

State and Federal User-Defined Reporting

This screen is viewed by answering Y to the question, *Enter / change state W-2 and Fed box 14 reporting information ?*. It allows you to report additional information in box 14 and enter text for the state in box 15 for this employee.

Note	***Entering State and Federal Data*** When you specify a state code in field 1, the data you enter in user-defined text fields 3 & 6 and amount 4 & 7 can be used for ANY box 14 reporting - even data for Federal reporting. You should use these fields before entering additional box 14 Federal information. Also keep in mind that when you leave field one blank to enter additional Federal information, that an another W-2 prints in which many fields are blank. The additional Federal information you enter and what is printed is intended primarily as information for the employee.

There can be multiple records for an employee — one for each state and one for federal information. The following screen displays:

```
Year-end ** ENTER STATE/USER DEFINED INFO **      XYZ Company

                Employee #: 1     Palmer, Edward W.
            * 1. State code
              2. Print OST-1 in W2 box 14 ?
              3. User defined W2 box 14 text 1
              4. User defined W2 box 14 amount 1
              5. Print OST-2 in W2 box 14 ?
              6. User defined W2 box 14 text 2
              7. User defined W2 box 14 amount 2
              8. User defined W2 box 15 text
<F1>=Nxt state rec, <SF1>=Prev state rec, <F2>=Nxt QTD rec, <SF2>=Prev QTD rec
```

From this screen you can work with both new and existing entries.

1. State code

Enter the abbreviation of the state for which you wish to enter additional information.

A state can be entered only when there exists quarter-to-date information for that state and that employee. If a state tax table has been assigned to an employee in the *Employees* selection, but no history has yet accumulated for that state, you will not be able to enter it here.

Options

You may also use one of the options:

<F1>	For the next existing entry (federal or state) for this employee
<SF1>	For the previous existing entry for this employee
<F2>	For the next state for which QTD information exists for this employee (whether or not this corresponds to an existing entry for this employee in this selection)
<SF2>	For the previous state for which there is QTD information
<Enter>	For additional federal information. Note that when data is entered this way, an additional W-2 will print.

Format	Two characters

2. Print OST-1 in W2 box 14 ?

If Field #1 is blank, this field displays as *Not applicable* because what you are entering is Federal information.

Many states impose income tax on employees. This can be reported on the employee's W-2 form. In addition to income tax, some states impose additional taxes or other taxes which sometimes must be reported. If this is the case for the selected employee, answering Y to this question will cause the "other state tax 1" to be printed in box 14 of the W-2 form.

Otherwise, specify whether you want to print the first other state tax in this box.

Format	One letter, either Y or N

3. User defined W2 box 14 text 1

If Field #2 is Y, this field displays as *Not applicable*.

Otherwise, Box 14 is available for any amounts that you track manually outside of the payroll system (for instance, charitable contributions or pension plan contributions). If you choose to do this, enter a description here of what amount you are entering. The amount and its description will be printed in box 14 of the W-2 form.

Format	15 characters

4. User defined W2 box 14 amount 1

If Field #2 is Y, this field displays as *Not applicable*.

If Field #3 is not entered, the cursor skips this field and it is left blank. Otherwise, enter the amount of whatever you have described in Field #3. You may enter zero.

Format	9999999.99

5. Print OST-2 in W2 box 14 ?

If Field #1 is blank, this field displays as *Not applicable* because what you are entering is Federal information.

Many states impose income tax on employees. This can be reported on the employee's W-2 form. In addition to income tax, some states impose additional taxes or other taxes which sometimes must be reported. If this is the case for the selected employee, answering Y to this question will cause the "other state tax 2" to be printed in box 14 of the W-2 form.

Otherwise, specify whether you want to print the second other state tax in this box.

Format	One letter, either Y or N

6. User defined W2 box 14 text 2

If Field #5 is Y, this field displays as *Not applicable*.

Otherwise, the remainder of Box 14 is available for any amounts that you track manually outside of the payroll system (for instance, charitable contributions or pension plan contributions). If you choose to do this, enter a description here of what amount you are entering. The amount and its description will be printed in box 14 of the W-2 form.

It is not necessary that the same information be entered in the same field for each employee. For example, an employee who commutes from out of state might have his other state tax entered in the top portion of Box 14 while his charitable contributions appeared lower down in the same box. An employee who resides in-state would have only a charitable contribution, which you might want to place at the top of Box 14. Alternately, you might wish for the sake of consistency to enter charitable contributions in Field #6 in both cases.

Format	15 characters

7. User defined W2 box 14 amount 2

If Field #2 is Y, this field displays as *Not applicable*.

If Field #6 is not entered, the cursor skips this field and it is left blank. Otherwise, enter the amount of whatever you have described in Field #6. You can enter zero.

Format	9999999.99

8. User defined W2 box 15 text

If Field #1 is blank, this field displays as *Not applicable* because what you are entering is Federal information.

This field is optional. It is provided so that you can enter text on the second line in box 15 of the W-2 form. This field prints on the second line of box 15 along with the calculated state tax wages, tips, etc. The first line of box 15 contains the accumulated state information with amounts and when used, the accumulated local tax information with amounts.

Note	New Jersey requires the state employer registration number on New Jersey W-2. This number can be entered in this field.

Options

Except for the first entry of the session, you can also use the option:

<F2>	For the same text as the previous entry
Format	18 characters

Field number to change ?

Options

Make any needed changes. Press <Enter> to process another new or existing entry for this employee. For an existing entry, you can also use one of the options:

<F1>	For the next existing entry (federal or state) for this employee
<SF1>	For the previous existing entry for this employee
<F3>	To delete this entry

Tracking New Jersey OST Taxes

In previous PBS versions, for the state of New Jersey and printing three OSTs, the solutions was to enter three sets of texts to print in box 20 and with corresponding amounts that print in box 19 on the W-2. This function has been reverted back to the way the system originally worked. It is now recommended that the available OST fields in the state tax tables be used for two New Jersey OSTs. For tracking the third OST enter a city tax code. The two OSTs will print in box 14 while the city tax (OST) will print in box 19 and 20.

PRINTING W-2 INFORMATION

This selection prints the information you entered in *Enter W-2 information*.

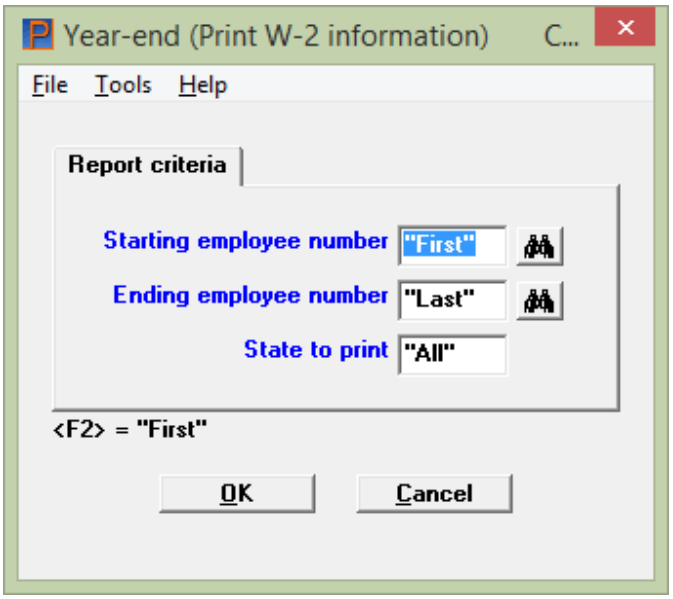
This report does not print all the employee's year-end W-2 information and it may not print all the employees that have accumulated data for reporting. For more employee year-end payroll information you may also run the *Year-end payroll* report found under the *Reports, General* menu selection. You may also print W-2s to plain paper to see what will be reported.

Select

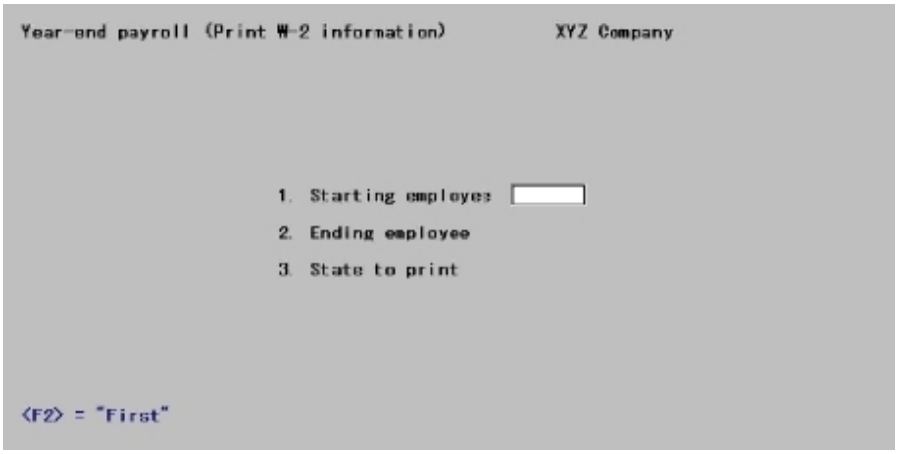
Print W-2 information from the *Year-end* menu.

The following screen displays:

Graphical Mode



Character Mode



Starting employee number *and*

Ending employee number

Options

Enter the range of employee numbers for whom to print W-2 form information, or use the option:

<F2>	For the "First" (at Starting employee number) or "Last" (at Ending employee number)

Format	999999 at each field

State to print

Options

Enter the code for the state to print, or use one of the options:

<F5>	To print information for All states
Blank	For none (i.e., to print federal information with no state information)

Format	Two characters

If you checked the box in *Control information* to the fieldSimple IRA 408(p) plan :

- In W-2s Box 12, a code S (for SIMPLE plan) will display before the total, instead of D for 401(k).

OK or Cancel

Select OK to display a printer selector window or cancel to return to the menu without printing.

Using character mode you may do the following:

Field number to change ?

Make any needed changes. Press <Enter> to print the report.

PRINTING W-2 AND W-3 FORMS

This selection prints W-2 and W-3 physical forms.

For producing W-2s data in a formatted W-2 wage file (magnetic media), refer to the Formatted W-2 Wage Efile section.

If you inputted additional information for each employee it is recommended that you run and review *Print W-2 information*, described in Printing W-2 Information, before proceeding. You may also want to print and review the *Year-end payroll* report. See Printing a Year-End Payroll Report.

Make sure the Maximum Social Security wages and other amounts are set for the tax year that you are printing W-2s. This is done in the tax tables. See Tax Tables. When finished printing set the amounts to the next tax year.

Note	Refer to the Name and Address Field Notes in the *Employees* chapter for information on entering employee names and addresses.

Many laser printers by default are set to 66 lines. The program should automatically set the printer to 60 lines, however if it does not you must set it yourself by changing the printer settings.

When printing W2s and a W3, you must use a PCL 5 compliant laser printer as set up in *Company information*, rather than a Windows printer. When printing W2s to a dot matrix printer it also must be PCL 5 compliant. PCL 5 compliant printers are required for long name and addresses to print compressed.

When printing a W-3:

- Select a range of employees that includes all the employees that are illegible for a W-2. If you leave any employees out of the W-3 printing their amounts will not be part of the W-3 totals.
- A W-3 can print the Employer's contact person, Employer's telephone number, Employer's fax number and Employer's email address as entered in the Jurisdictions 'RA' record. Enter that information before you proceed. For instructions see Jurisdictions.
- If you have employees from more than one state, Box 15 will print an X.

If Pennsylvania's Act 32 applies to your company, see the W-2 Forms Printing section of the *Pennsylvania Act-32* appendix.

Data Errors

The Social Security Administration will reject a printed W-2 if any of the following data conditions exist:

- Medicare wages and tips are less than the sum of social security wages and social security tips
- Social security tax is greater than zero; social security wages and social security tips are equal to zero
- Medicare tax is greater than zero; Medicare wages and tips are equal to zero

The W-2 printing program checks to see if any of the above conditions exist. If it finds any of these conditions for an employee, that employee is reported on a W-2 Exception Report. This enables you to enter and post an adjustment to handle any Medicare and social security incorrect data conditions.

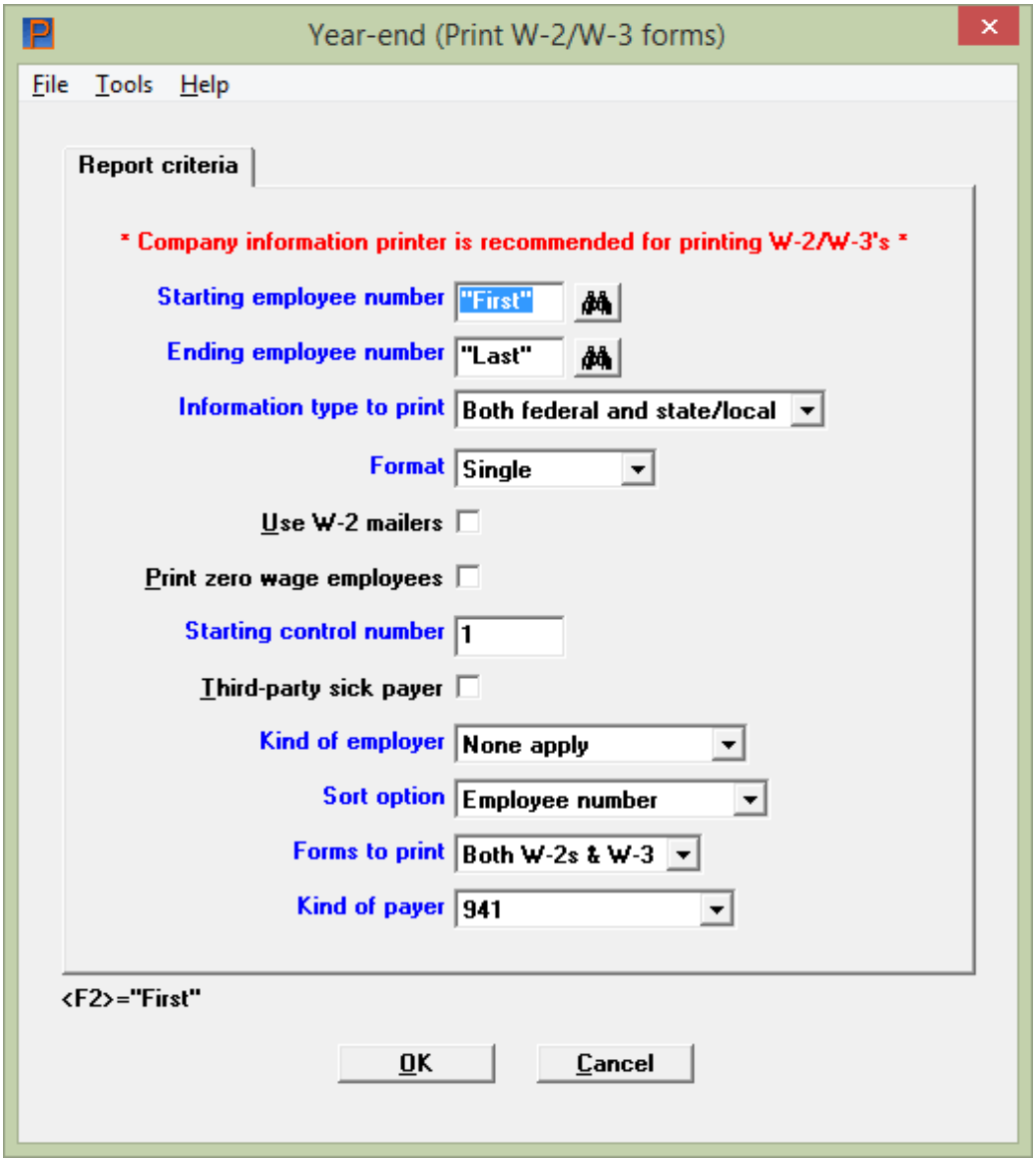
The program will only print W-2s for employees who do *not* have an incorrect data condition . You may also print a W-3 even if one or more of your employees have incorrect data. However, the program will *not* add any employee's that have incorrect amounts into the W-3 totals. You must first enter and post an adjustment to correct the data. Then you can print the employee's W-2 and print a W-3 that includes totals for all reportable employees.

Select

Print W-2/W3 forms from the *Year-end* menu.

The following screen displays:

Graphical Mode



Character Mode

```
Year-end (Print W-2/W-3 forms)                        XYZ Company
     * Company information printer is recommended for printing W-2/W-3's *

                    1. Starting employee #          |       :
                    2. Ending employee #

                    3. Information type to print
                    4. Single, double, or dbl laser
                    5. Are you using W-2 mailers ?

                    6. Print zero wage employees ?

                    7. Starting control number

                    8. Third-party sick payer?
                    9. Kind of employer ?

                   10. Sort option
                   11. Forms to print ?


<F2>="First"
```

Starting employee number

Ending employee number

Options

Enter the range of employee numbers for whom to print W-2 forms, or use the option:

<F2>	For the First (at Starting employee number) or Last (at Ending employee number)
Format	999999 at each field

In order to print the total amounts on a W-3 all the employees must be selected in the above range.

Information type to print

Options

The IRS has designed the W-2 form so that you can report both Federal and state & local information at the same time. In order to offer maximum flexibility, this function allows you to choose which type of information to print on your W-2 forms:

F	Federal only
S	State/local only
B	Both federal and state/local

If you have employees who work in more than one state during the year, the accumulated totals for these employees are stored by state in Quarter-to-date History by employee number. When W-2s are printed, the federal totals are summed and printed on one W-2 form while the state amounts are printed one-state-to-a-form. You have these options:

- You can choose to print only federal totals, in which case no state information prints. You can then print state information in a second run.
- If all your employees worked only in one state for the year, print both federal and state information.
- When you select to print State and local information the Federal information will not print on a W-3 or on the totals screen.

Format	Graphical mode: Drop down list. The default is *Both federal and state/local* Character mode: One letter from the list above. There is no default.

Format

This field allows you to indicate the format of the W-2 forms you are printing.

Options

Enter one of the character or graphical mode options below:

Character	Graphical	Description
S	Single	To print on single-width W-2 forms. The single-width can be used for either single (80 column) continuous feed (dot matrix) W-2 forms or single laser W-2 forms. It prints 2 W-2s per page. If the employee's address can print either a compressed (small) or non-compressed font (large): The non-compressed font prints for short names and addresses. When the names and addresses are a longer length, the font prints in compressed mode to allow the longer data to fit on the form. The name and address fields print compressed when any of the following occur: –The employee's first name with a middle initial is 17 or more characters. –The employee's last name is 20 or more characters. –Either address field is 41 or more characters. –The city field is 26 or more characters.
L	Double laser	To print double-laser W-2 forms. The double-laser format prints four copies of an employee's W-2 on a single portrait page. Be aware that if you choose this format, the IRS requires submission of W-2 data on another format such as a formatted wage file or a single width printer form for a laser or dot matrix pin-feed printer. This form always prints with a compressed font.

Format	Graphical mode: Drop down list from the list above. The default is *Single* Character mode: One letter from the list above. The default is S.

The font size changes for some fields so do not select a *Windows only* printer. You must print to a *Company information* laser printer or continuous feed printer. If you are using a continuous feed printer, you must set up the *Company information* printer type like Epson because it responds to font size changes when printing.

Use W-2 mailers

This field is only available if you selected the Single format for the *Format* field above.

Mailer forms are designed for printing on a continuous feed dot matrix printer only. If you are printing to a laser printer do not select to use W-2 mailers.

Check this box if you are printing your W-2 reports on W-2 mailer type forms. Leave it unchecked if you are printing your W-2 reports on the non-mailer type of form.

W-2 mailers enable you to print W-2 reports that are ready for mailing to your employees. In order to do this, the W-2 report is printed with a ¾- inch margin. The result is the data prints ¾- inch further to the right which aligns with the mailer forms.

Note	Some W-2 mailer forms do not have an additional ¾- inch of margin. In this case, enter N for this field. If you are not printing W-2 mailers and Y is entered in this field, the W-2 will print with all information shifted to the right.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked. Character mode: One letter, either Y or N. The default is N

Print zero wage employees

Check the box to also print W-2 forms for employees who did not receive any FWT or SWT wages during the year. To exclude them, leave it unchecked.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked. Character mode: One letter, either Y or N. The default is N.

Starting control number

Box (d) of the W-2 form is an identification box. The number printed here identifies the paper W-2 form so that if the IRS has questions about a particular W-2 form it can easily be identified by its control number.

You should start at 1. If you do subsequent printings for more employees note the last number from the previous W-2 printing and start with the next W-2 run with the next number.

Format	9999999 Zero is not allowed.

Third-party sick payer

Check this box if you are a third-party sick payer printing W-2 forms for an insured's employees.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked. Character mode: One letter, either Y or N. The default is N

If you check this box , Third-party sick pay in W-2 form box 13 will be marked on the W-2 forms unless superseded by an entry in *W-2 information* for an employee.

If you leave it unchecked, Third-party sick pay in W-2 form box 13 will not be marked on the W-2 forms unless superseded by an entry in *W-2 information* for an employee.

If you check this box you will not be able to print a W-3. This is because PBS Payroll may not have information for printing W-3 boxes 13 *For third-party sick pay use only* and 14 *Income tax withheld by payer of third-party sick pay*.

Kind of employer

Enter the option that applies to you. This option displays on the last screen and prints on the W-3 form, if you choose to print a W-3. It does NOT print on the W-2 forms. You must select one of the following:

N	None apply	This is the default. Use N if none of the other check boxes on the W-3 apply to you.
F	Federal govt	Enter F if you are a Federal government entity or instrumentality.
S	State/local non-501c	Enter S if you are a state or local government or instrumentality that is not a tax-exempt section 501(c) organization.
T	501c non-govt	Enter T if you are a non-governmental tax-exempt section 501 (c) organization.
Y	State/local 501c	Enter Y if you are a dual status state or local government or instrumentality that is also a tax-exempt section 501(c) organization.

Format	Graphical mode: Drop down list from the list above. The default is None apply Character mode: One letter, either N, F, S, T or Y. The default is N

Sort option

Select the order in which you want the W-2s to print. If you are printing a W-3 form only the sort order is not relevant. For printing W-2s enter one of the options below:

E	Employee number	To print the W-2s in employee number order
N	Employee name	To print the W-2s in employee name order
S	Social security number	To print the W-2s in employee social security number order

Format	Graphical mode: Drop down list. The default is Employee number Character mode: One letter from the list above.

Forms to print

Select the form types to print. Enter one of the options below:

B	Both W-2s & W-3	To print Both W-2s and a W-3
2	W-2s only	To print W-2s only. If you select to print W-2s only you will still be offered an option to print a W-3 from the totals screen
3	W-3 only	To print a W-3 only

Format	Graphical mode: Drop down list. The default is Both W-2s & W-3 Character mode: One letter or number from the list above.

If you select to print a W-3 and your employees work in multiple states an X is printed on the W-3 Box 15 State.

Kind of payer

This field is not available if you entered Y for the *Third-party sick payer?* field.

Enter the option that applies to your company. if you choose to print a W-3, an X is printed in the kind of payer Box b on the W-3 form.

Refer to the IRS regulations for a description of the options for this field: www.irs.gov/pub/irs-pdf/iw2w3.pdf

These are the options:

1	941	941 is the default
M	Military	Military
3	943	943
4	944	944
C	CT-1	CT-1
H	Hshld. emp.	Household employee
G	Medicare govt. emp.	Medicare government employee

Format	Graphical mode: Drop down list. Character mode: One character, either 1, M, 3, 4, C, H or G.

OK or Cancel

Select OK to display a printer selection window to print the forms. Select Cancel to return to the menu without printing.

Field number to change ?

In character mode make any needed changes. Press <Enter> to print the forms.

W-2/W-3 Forms Printing Notes

- You must print single W-2s and a W-3 to a printer setup in *Company information*. It must be a PCL 5 compliant laser printer or dot matrix printer. Long name and address fields will print on the W-2 forms in a compressed font. The double laser form only prints in compressed format.
- If you are using a laser printer, load the report forms in the printer's paper tray according to the instructions in the printer's user manual. The program should set your laser printer to print 60 lines. If not, set it to 60 lines and when you have finished printing W-2s, you may have to set it back to 66 lines.
- You will likely be asked to select a printer. If it is a laser printer you are allowed to print one or more alignment forms. With a laser printer you can fine-tune the horizontal and vertical alignment via screen entries. You can economize on the expensive forms by using plain paper for the alignments. Sandwich the result to a W-2 form and hold up to a bright light.
- If you are using a laser printer for single-width W-2 forms, before printing you will be asked to enter the number of copies.
- You will be asked to mount the forms before, and to un-mount them after, printing occurs. In each case you must confirm this by clicking on the field (or typing DONE in character mode).
- After entering additional federal information for an employee, the boxes with Federal amounts will be blank on the form when printing state information.

- When printing state information, there can be 2 lines printed. The state wages with tips and income tax amounts print on the upper line of box 15, 16 and 17 and the additional box 15 text, if entered, prints on the lower line. See 8. User defined W2 box 15 text.
- When you select to print state only W-2s, if you select to print a W-3 only the state information will print on the W-3.
- If you are using a continuous feed dot matrix printer, mount the W-2 forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the forms. If there are two W-2 forms on each page, the first actual W-2 form printed should be the first one on the page. Therefore print sufficient alignment forms so that the first actual W-2 report printed appears on the first form of a page.

W-2s and Year End

The information used for printing W-2 forms is available until *Close a year* is run, at which time the information is purged from the payroll system. You do not have to close the year until you are ready to enter payroll for the first check run in April (after March 31st).

W-2 Grand Totals for a W-3

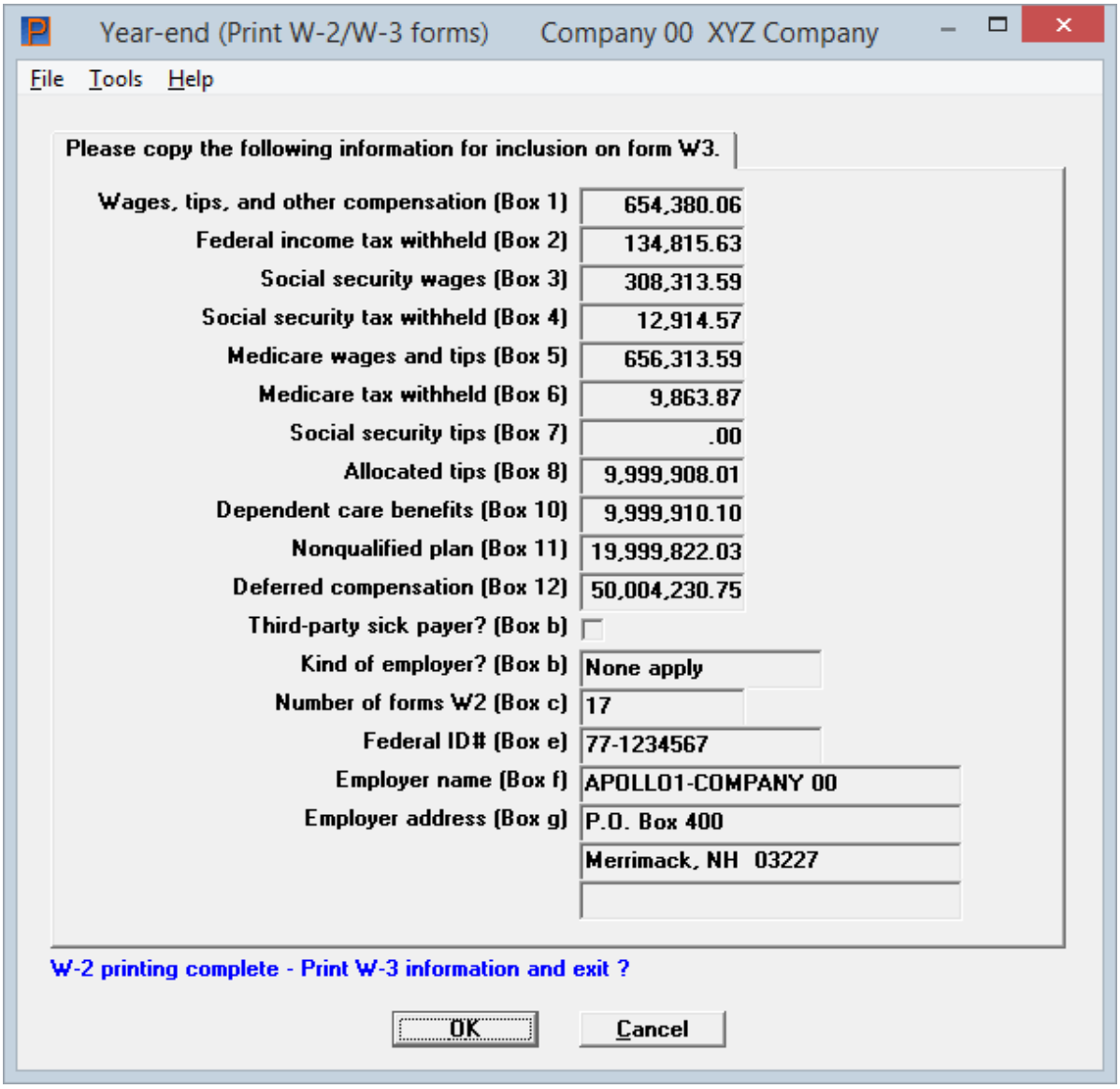
When you file paper W-2 forms, you must also file a W-3 that summarizes the information on the W-2s.

A totals screen displays when the W-2s have finished printing. If you printed a W-3 the information on this screen will match the data on the form.

You may select <Ctrl+P> to print this screen in Windows. Using Linux you may select <Ctrl + F10> to print this screen. You may choose to use this information as an aid in filling out your W-3 form manually.

Print W-3 information and exit ?

If you selected to print W-2s only in the Forms to print field, you are offered an option to print a W-3 from the grand totals screen as seen here:



If you selected to print State information only, the Federal totals will not display and will not print on a W-3.

OK or Cancel

Select OK to print a W-3 or enter N or the Esc key to exit without printing a W-3.

```
Year-end (Print W-2/W-3 forms)                          XYZ Company
    Please copy the following information for inclusion on form W3.

    Wages, tips, and other compensation (Box 1)   114,675.32
    Federal income tax withheld         (Box 2)   41,500.78
    Social security wages               (Box 3)   114,675.32
    Social security tax withheld        (Box 4)   6,668.10
    Medicare wages and tips             (Box 5)   114,675.32
    Medicare tax withheld               (Box 6)   1,559.48
    Social security tips                (Box 7)   .00
    Allocated tips                      (Box 8)   .00
    Dependent care benefits             (Box 10   .00
    Nonqualified plan                   (Box 11)  .00
    Deferred compensation               (Box 12)  .00
    Third-party sick payer?             (Box b)   N
    Kind of employer?                   (Box b)   None apply
    Number of forms W2                  (Box c)   2
    Federal ID#                         (Box e)   77-1234567
    Employer name                       (Box f)   XYZ COMPANY
    Employer address                    (Box g)   P.O. Box 400
                                                  Merrimack, NH  03227

W-2 printing complete - Print W-3 information and exit ?
```

If you selected to print State information only, the Federal totals will not display and will not print on a W-3.

Enter Y to print a W-3 or enter N or the Esc key to exit without printing a W-3.

FORMATTED W-2 WAGE EFILE

This selection writes W-2 information to an efile on your hard disk. It must be run in order to electronically submit a formatted wage efile to the Social Security Administration.

You may also run this selection for creating an efile for certain states.

Getting Ready to File

You must apply for online filing through the Social Security Business Services Online. Go to https://www.ssa.gov/bso/bsowelcome.htm for registration instructions. Following registration and after generating an efile with PBS you will need to run AccuWage to test the file. Go to socialsecurity.gov/employer/accuwage/ for this process. Be sure to run the test for the current reporting tax year.

If you inputted additional information for each employee it is recommended that you run and review *Print W-2 information*, described in Printing W-2 Information, before proceeding. It is also recommended that you review this year's pay and tax data by printing the *Year-end payroll* report. See Printing a Year-End Payroll Report.

Verify that the employee name and address fields are entered properly. See the Name and Address Field Notes in the *Employees* chapter.

You must first enter Jurisdiction 'RA' and 'RE' information before you run this selection. See the Jurisdictions chapter.

In the federal tax table, verify that the Maximum social security wages is set to the amount for the tax year that you are processing W-2s. After you are finished with year-end reporting set the amounts to the next tax year before printing the next check run. If the maximum was not set properly throughout the reporting year and you have at least one employee that reached the maximum, you will have to enter and post an adjustment for each employee that reached the maximum to make the amounts accurate. Testing the wage efile using AccuWage will find the difference.

Federal reporting is the primary function of this program. However, the generation of an efile has been provided for reporting to a few states. Contact your state for instructions on how to submit an efile. If a format has not been provided for your state you may also use Magnetic Media Formats to design your own state efile format.

The format for this file could change from year-to-year. Be sure to install the latest year-end update from Passport before running this program. If an update is not available for your version, you must upgrade to the latest version.

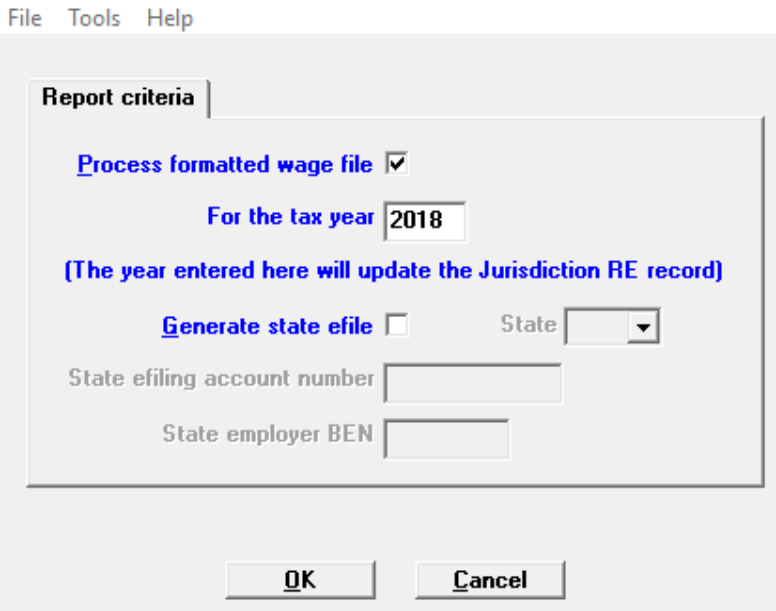
Creating a Formatted Efile

When running this program an efile that is generated in the *Electronic_Media* folder under the top-level PBS. There are folders under that folder for each tax year.

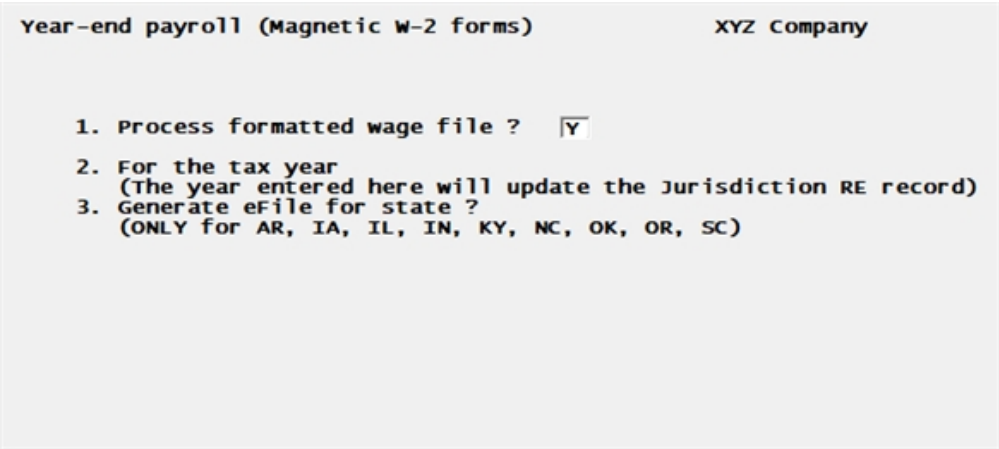
Select

Magnetic W-2 forms from the *Year-end* menu.

The following screen displays:



Character mode



Process electronic wage file

Check the box if you want to process your formatted wage file or uncheck it if you do not.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is checked Character mode: One letter, either Y or N. The default is Y

For the tax year

The default year that displays is from the*Jurisdictions* 'RE' record *Tax year* field. Enter the tax year or accept the default. If you change the year, the program will write the change to *Jurisdictions* 'RE' record *Tax year* field.

The year entered should match the year in Payroll *Control information*. NEVER manually change the year in PR *Control information*. That will happen when you close the payroll year. If you find that the PR *Control information* year is not correct, contact your PBS provider for help.

Format	CCYY (year)

Generate state efile

Check this box to generate a state efile for either Arkansas, Iowa, Illinois, Indiana, Kentucky, North Carolina, Oklahoma, Oregon, Pennsylvania or South Carolina. The next field provides the available state choice.

Leave it unchecked to produce a Federal magnetic media efile.

Format	One of the two character states listed in the field below.

State

Enter the state for the efile. There are different record types in an efile. An RS record is state employee records. The federal efile does not have RS records. A state efile does have RS records and depending on the state, may have an RV state totals record.

Depending on the state regulations, specific data may be required. In some cases the file will only include employees that worked at the selected state. When running a efile for a state, the required data is generated. Contact your state for their efiling requirements.

This is a list of available states with screen data entry requirements and efile name:

Abbreviation	State	Data Entry Requirements	File Name
AR	Arkansas	State of Arkansas ID 11 digit number.	W2REPORTxx.TXT
IA	Iowa	Employer account number and Iowa Business Efile Number (BEN).	W2REPORTxxIA
IL	Illinois	No entry requirement.	W2REPORTxxIL
IN	Indiana	Indian Employer Taxpayer ID and Indiana employer TID. The entry of the County is required in the employee record. Exact spelling of the county is important.	
KY	Kentucky	Employer account number.	W2REPORTxxKY
NC	North Carolina	State employer account number.	W2REPORTxxNC
OK	Oklahoma	Oklahoma withholding (WTH) account number.	W2REPORTxxOK
OR	Oregon	State employer withholding account #.	W2REPORTxxOR
PA	Pennsylvania	PA employer account number.	W2REPORTxxPA
SC	South Carolina	State employer account number.	W2REPORTxxSC_99

The xx in the file names represent the company ID. The 99 in the South Carolina file name represents the year.

XX employer account number, State of AR ID number, OK WTH account number or PA employer account number

The name of this field depends on the state being reported. Some examples are provided above. The XX in the XX employer account number name represents the state you selected. The other two field names are specific for Arkansas and Oklahoma. The state of Illinois does not require an entry in this field.

If your state requires an account number enter it here. This number is written to the appropriate places into the efile.

Format	Up to 15 digits or characters. The exact number depends on the state.

IA employer BEN

This is a *Business efile Number* for the state of Iowa. Enter the BEN here. This 12 digit number is written to the efile in the RS and RV records.

Format	12 digits

OK or Cancel

Make any needed change. Press <Enter> to create your formatted W-2 wage file. The Passport Business Solutions Printer selection screen displays next.

Select a printer destination for the *Mag W-2 Summary/Exception Report*. The data is check and if it is correct the efile is generated.

If there is a problem with the data the efile will not be generated. When the an Exception report prints you must read the report and correct the errors and run this process again. See Data Errors below.

While Processing Occurs

W-2 records are written to an efile on your disk.

Data Errors

Data errors can be found by the PBS Payroll program and the Social Security's Accuwage online program.

PBS Program Error Detection

If the program finds errors, the W2REPORTxx file is not produced. All errors must be corrected and this process must be run again before the program produces a file. A Magnetic W-2 Exception Report will provide the errors found.

The Social Security Administration will reject an electronic efile report if certain data conditions exist. The program checks the social security number, state code, and zip code for each employee. The program also checks to see if any of the following conditions exist:

- Medicare wages and tips are less than the sum of social security wages and social security tips
- Social security tax is greater than zero; social security wages and social security tips are equal to zero
- Medicare tax is greater than zero; Medicare wages and tips are equal to zero

If the program finds any of the conditions above for an employee, that employee is reported on an exception report. This enables you to get the social security number, state code, or zip code for each employee who appears on this report quickly corrected. It will also allow you to enter an adjustment to handle any of the Medicare and social security inaccurate amount conditions.

AccuWage Online Program

After running this selection and before submitting the file, process the file using the AccuWage online program, provided by the Social Security Administration. Go to socialsecurity.gov/employer/accuwage/ for instructions. Be sure to run the test for the current reporting tax year.

When Processing is Complete

If no errors were encountered during processing a summary screen shows information on who submitted the file, who the employer is, and totals for the amounts reported. The Magnetic W-2 Exception Report is produced with no errors reported and a summary of the data.

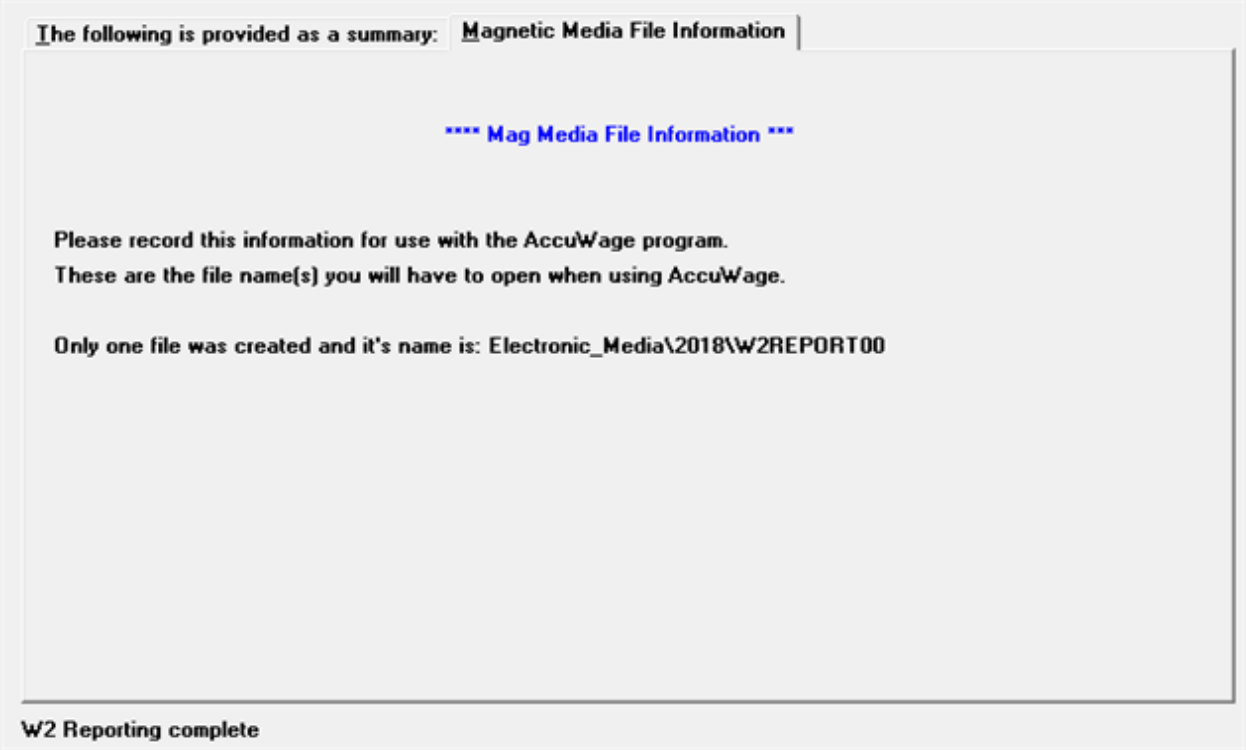
The following is provided as a summary: | Magnetic Media File Information

Submitter name	ANDERSON JOHNSON AND BEAN		
Address	200 EAST ERIE STREET		
	CHICAGO	IL	60606
Employer name	XYZ COMPANY		
Identification number	480835418		

Number of forms W-2	2	Other totals:	
Social security wages	2,899.99	Allocated tips	.00
Social security tips	.00	Depend care benefit	.00
Wages, tips, etc.	2,449.99	Non-qualified plan	.00
Federal income tax	329.67	Deferred compensation	450.00
Social security tax withheld	179.18		
Medicare wages and tips	2,899.99		
Medicare tax withheld	41.91		
3rd party withheld	.00		

W2 Reporting complete

Another second tab provides the name of the file that was created. Using character mode this displays on a separate screen. Here is the graphical mode tab:



OK or Cancel

Select OK or Cancel to create the W2REPORTxx file. Using character mode press <Esc> to exit this screen. You must do this before you may access the efile.

Efile Location and Name

Here is an explanation of the file location and name:

W2REPORTxx	Under the top-level PBS find the *Electronic_Media* folder. Under that you will find folders named for some fiscal years. The efile is in the folder name of the year being reported. For example, when reporting for the year 2020 the folder name 2020. The W2REPORT part of the file name is the same for each PBS company. The xx part of the file name matches the company ID from which the output was run. If you created an efile for a state, the state initials will be part of the end of the file name. Example W2REPORTxxIL

Submitting to the Social Security Administration

The Social Security Administration offers Business Services Online for businesses and employees. When filing electronically you can send the complete file as is. However, before submitting, you must obtain a Transmitter Control Code in order to file. You apply for the code with a Form 4419 from the

IRS. Refer to https://www.ssa.gov/bso/bsowelcome.htm page for additional information on submitting your formatted W-2 efile and when it is due. Locate and read the instructions on submitting a *formatted wage file*.Filing requirements may change at any time. We recommend that you contact the Social Security Administration for the up-to-date requirements prior to submitting your formatted W-2 wage efile.

AccuWage Online Efile Testing

The Social Security Business Services Online provides a online program called AccuWage to test the efile. Check your wage reporting data with hee AccuWage online program, provided by the Social Security Administration. Go to socialsecurity.gov/employer/accuwage/ for instructions. Be sure to run the test for the current reporting tax year. If your file is large, you may need to compress the data to a zip file before uploading. If your file is large, you may need to compress the data to a zip file before uploading.

Filing to States

See the information from your state on how to register to submit the file. This information should be available online. Do not submit the file that was generated for the Federal reporting to your state as it will be missing specific information.

Resetting the Tax Deductions

When you have completed the year-end tax filing, set the Maximum Social Security wages and other tax percentages for the tax year that you are writing checks. This is done in the tax tables. See Tax Tables.

Security

The W2REPORTxx file contains:

- sensitive wage information about each employee.
- social security numbers which could be used for identity theft.

For this reason You may should move the file to a secure location.

ENTERING 1099 INFORMATION

This option allows you to enter 1099 information for each non-employee.

A non-employee is an employee in the sense that there is an entry for him in the *Employees* selection, but this entry's Employee type code is N in character mode and Non-employee in graphical mode. Often these people are contractors or consultants whom you have chosen to pay through the Payroll system as a matter of convenience (instead of treating them as vendors, or cutting purchase orders for their services). Although non-employees are responsible for their own taxes, to prevent tax evasion the federal government requires you to report all such employees (above a certain earnings threshold, which may vary from year to year).

If you have no such employees, you can skip this section.

To enable you to effectively use the payroll system for 1099 reporting, this function allows you to record additional non-employee information in a temporary file so that it is available to the 1099 reporting functions.

The entry screen contains information entry fields that correspond to the 1099 form. Refer to the Federal reporting instructions for filling out W-2 forms for information on each of these fields. The instructions refer to these fields by referencing the 1099 box number. Each field on the screen is followed by the corresponding 1099 box number.

Include 1099 Payroll Non-employees with Accounts Payable

This only applies if you have the Accounts Payable module installed. It also only applies if the vendors in Accounts Payable and non-employees in Payroll are paid by the same company using the same EIN number. If you are interested in adding Accounts Payable to your system, contact your PBS provider.

As the Accounts Payable module provides complete reporting for all 1099 MISC types, including the printing of 1099 MISC forms, the 1096 form and generating 1099 MISC magnetic media, you may want to add the Payroll non-employees to Accounts Payable and generate your year-end reporting there. To do this, you may enter your Payroll non-employees info A/P *Vendors (Enter)* and use *1099-MISC reporting info* to enter override *Non-employee compensation* amounts for each non-employee. This data will be included when generating the 1099 year-end reporting in Accounts Payable. The data will be summarized properly on the 1096 form and in the 1099 magnetic media electronic file.

If you need to run this function, start as follows:

Select

Enter 1099 information from the *Year-end* menu.

A screen similar to the following appears:

```
Year-end ** ENTER 1099 REPORTING INFO **          XYZ Company
 * 1. Non employee #

   2. Section 409A Non-qual comp
      plan deferrals (box 15a)
   3. Section 409A Non-qual comp
      plan income (box 15b)

<F1>=next 1099, <SF1>=prev 1099, <F2>=next emp, <SF2>=prev emp, <ENTER>=by name
```

1099 Reporting

From this screen you can work with both new and existing 1099 information records. If one has already been entered for the non-employee number you specify, it displays and is available for changes or deletion.

Enter the following information.

*** 1. Non-Employee #**

For a new 1099 information record

Options

Enter the number of the non-employee for whom to enter 1099 information or use one of the options:

<F2>	For next non-employee, in employee number sequence
<SF2>	For previous non-employee
Blank	To look up non-employee by name

If you choose to enter by name, the cursor moves to the name field and lets you enter a non-employee name (or just the leading characters of one). Upper / lower case is significant. Your options at this point become:

<F2>	For next non-employee, in employee name sequence
<SF2>	For previous non-employee
Blank	To return to looking up non-employee by number

The non-employee entered must exist in *Employees* and must also have been paid at least one check during the year.

The 1099 forms cannot be printed for regular salaried or hourly employees. If you enter the number of a regular employee, an error message displays.

For an existing 1099 information record

Options

Enter the non-employee number whose 1099 information you want to change or delete, or use the option:

<F1>	For next entry
<SF1>	For previous entry

Format	999999
Example	Type 1

2. Section 409A Non-qual comp plan deferral (box 15A)

This field is for reporting the section 409A non-qualified compensation plan deferral amount.

Enter the dollar amount.

Format	999999999.99
Example	Press <Enter>

Refer to the IRS publications on reporting 1099s for more information.

3. Section 409A Non-qual comp plan income (box 15B)

This field is for reporting the section 409A non-qualified compensation plan income amount. For more information see the previous field and refer to IRS publications on reporting 1099 information.

Enter the dollar amount.

Format	9999 999.99
Example	Press <Enter>

Field number to change ?

Options

Enter the field number for which you want to change a field or use one of the options:

<F3>	To delete the entry (this is only available if the selection had previous been saved.
<Enter>	To save a new record, save the changes or retain the existing record.

PRINTING 1099 INFORMATION

This option prints 1099 information for each non-employee.

If you have no entries in *Employees* with the employee type non-employee, skip this section.

If you have Accounts Payable, for a non-employee reporting alternative, see Include 1099 Payroll Non-employees with Accounts Payable.

We recommend that you run this selection and review the resulting report before producing 1099s, either as physical 1099 forms or before filing electronically.

Select

Print 1099 information from the *Year-end* menu.

Starting employee and

Ending employee

Options

Enter the range of employee numbers for whom to print 1099 information, or use the option:

<F2>	For the First or Last employee number
Format	9999 at each field

Minimum 1099 reportable amount required

Enter the threshold amount for annual non-employee gross earnings. You are required to include on the 1099 report all non-employees who earned more than this threshold.

All non-employees are included on the report, even those below the threshold. The ones below the threshold are marked with asterisks so you can review them. They will not be included in the 1099 forms themselves (either on paper or when filing electronically).

Format	99999999.99
Example	Type 60

Any change ?

Answer Y to re-enter the screen, or N to print the 1099 Information Report.

PRINTING 1099 FORMS

If you have no entries in *Employees* with the employee type non-employee, skip this section.

The Print 1099 Information section explains non-employees. We recommend that you run that selection, and review the resulting report, before running this one.

If you have Accounts Payable, for a reporting alternative, see Include 1099 Payroll Non-employees with Accounts Payable.

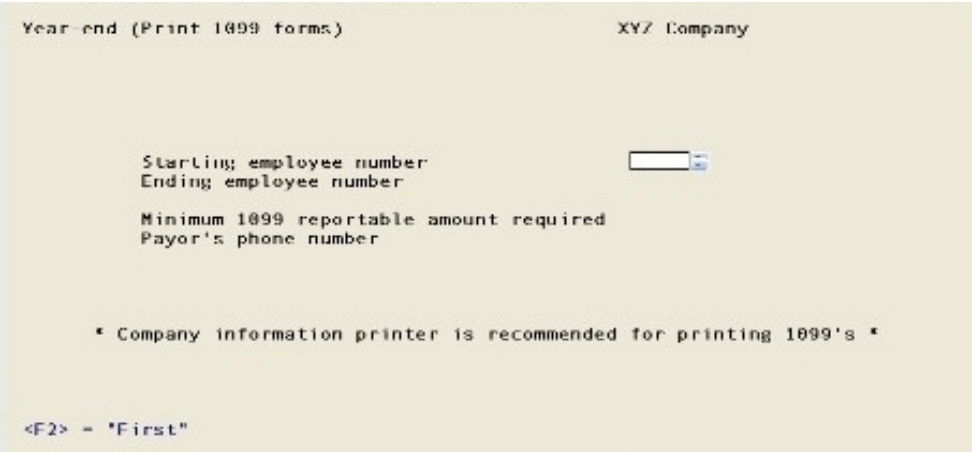
1099s , like W-2s, can be printed either as paper documents or generated as a file to be submitted electronically. This section deals only with paper 1099 forms. The next section describes generating an electronic file.

When printing 1099s you must use a PCL 5 compliant laser printer as set up in Company information, rather than a Windows printer. when printing 1099s to a dot matrix printer it also must be PCL 5 compliant. Both of these are required for long name and addresses to print compressed.

Select

Print 1099 forms from the *Year-end* menu.

A screen displays for you to enter the following:



Starting employee and

Ending employee

Options

Enter the range of non-employee numbers for whom to print 1099 form information, or use the option:

<F2>	For First (at Starting employee) or Last (at Ending employee) employee number
Format	9999 at each field

Minimum 1099 reportable amount required

Options

You are required to print the 1099 forms for all non-employees who earned more than this threshold. Enter the threshold amount for annual gross non-employee earnings or use the option:

<F2>	For the default of $600

Format	99999999.99
Example	Select <F2> for default

If no valid non-employees have a dollar amount in the "YTD Gross" field of at least the minimum reportable amount, you see "No valid non- employees on file".

Payor's phone number

Enter a phone number where the IRS can reach you.

Format	15 characters. The default is your corporate phone number from *Company information.*

Any change ?

Answer Y to re-enter the screen, or N to print the forms.

If there are no non-employees who meet the threshold amount, nothing is printed and you are told No valid non-employees on file.

It is recommended that you select a *Company information* printer when printing 1099s.

When using a continuous feed printer, mount the 1099 forms on the printer, aligning the perforation at the top of the forms with the print head. It is important to start the actual forms from the top of the page, and to do the printing with a carbon-based black ink ribbon. The IRS requires this for their forms scanner. Adjust the printing pressure according to the thickness of the forms.

When printing 1099s you must use a PCL 5 compliant laser printer as set up in Company information, rather than a Windows printer. when printing 1099s to a dot matrix printer it also must be PCL 5 compliant. Both of these are required for long name and addresses to print compressed.

If you are printing to a laser printer you may print an alignment. Follow the screen instructions and print enough alignment forms to bring the paper forms to the top of a page. If you are using a laser printer, each alignment form is automatically ejected from the printer.

When the alignment is correct, and the next form to print is also the first form on the page, answer N to the alignment question and the 1099 forms print.

After the forms are printed, a summary information screen displays to show the grand totals. You can print this by using <Ctl+P> in Windows and <Ctl+F10> in Linux.

ELECTRONIC 1099 FORMS

Use this section for submitting your 1099 data electronically.

If you have no entries in *Employees* with the employee type non-employee, skip this section.

If you have Accounts Payable, for a reporting alternative, see Include 1099 Payroll Non-employees with Accounts Payable.

Contact IRS for a Transmitter Control Code before submitting your magnetic media 1099-MISC file electronically.

Year-End Operating System File Differences

Magnetic media is handled a little differently for Windows vs. Linux.

Electronic 1099 Forms on Windows

1099-MISC reports are written to a disk file named IRSTAXxx (no extension), with the xx representing your PBS Company ID. You are asked for the disk drive letter of the disk to which the IRSTAXxx file is written. As social security numbers are likely to be in this file, to avoid identity theft, it is highly recommended that you store the file in a secure location.

We strongly recommend that you make three copies of this file: one to send to the IRS, another as an archive, and the third for a working copy for reference should the IRS have questions about your 1099-MISC reports.

Do not report 1099-MISC forms electronically using both Payroll and Accounts Payable unless separate and distinct taxpayer identification numbers are used, one for Payroll and a different one for Accounts Payable.

Electronic 1099 Forms on Linux

1099-MISC reports are written automatically to your hard disk to the current directory. You are asked for the disk drive as described above only when you are running Windows.

We strongly recommend that you make three copies of this file: one to send to the IRS, another as an archive, and the third for a working copy for reference should the IRS have questions about your 1099-MISC reports.

Do not report 1099-MISC forms electronically using both Payroll and Accounts Payable unless separate and distinct taxpayer identification numbers are used, one for Payroll and a different one for Accounts Payable.

Enter 1099 Magnetic Media Forms

Select

Magnetic 1099 forms from the *Year-end* menu of the Payroll menu.

The following screen displays:

```
Year-end (Magnetic 1099 forms)                    XYZ Company


                1. Enter 4 digit payment year
                2. Taxpayer identification #
                3. Transmitter control code

                4. Company name
                5. Address
                6. City
                7. State
                8. Zip code
                9. Contact Name
               10. Contact Phone Number
               11. Contact Email Address

               12. Minimum 1099 reportable amount required
```

Enter the information as follows:

1. Enter 4 digits of payment year

Enter the year for which 1099 forms are being produced.

Format	9999

2. Taxpayer identification

Options

Enter the ID number of the taxpayer, or use the option:

<F2>	For the ID number in the Federal entry of *Tax tables* (provided its format is valid)
Format	999999999

3. Transmitter control code

Enter your company's control code. This field is required. The code is supplied to you by the IRS.

Format	Five characters. All five must be present (no spaces allowed)

4. Company name

Options

Enter the company's name. This field is required. You may use the option:

<F2>	For the company display name in *Company information*
Format	40 characters

5. Address

Options

Enter the company's address. This field is required.

Format	40 characters

6. City

Enter the company's city. This field is required.

Format	25 characters

7. State

Enter the employer state. This is required, and must be a valid U.S. Post Office abbreviation for a state or territory. Canadian provincial abbreviations or other foreign designation are not accepted.

Format	Two characters

8. Zip code

Enter the company's zip code. Canadian or other foreign postal codes are not permitted. It may be in two segments.

Format	99999 in the first segment. This segment is required, and all five digits must be entered. 9999 in the second segment. This segment is optional, but if present all four digits must be entered.

9. Contact name

Enter the contact name.

Format	Up to 40 characters

10. Contact phone number

Enter the contact phone number.

The phone number is four separate fields. They include area code, exchange, number and extension.

Format	Area code - three digits Exchange - three digits Number - four digits Extension - five optional digits. The extension is optional

11. Contact email address

Enter the senders email address. This field is optional, but recommended if there is one available.

Format	Up to 50 characters

12. Minimum 1099 reportable amount required

You are required to create 1099 magnetic media for all non-employees who earned more than this threshold. Enter the threshold amount for annual gross non-employee earnings or use the option:

<F2>	For the default of $600

Format	99999999.99
Example	Select <F2> for default

Field number to change ?

Make any needed changes. Press <Enter> to create the file.

Processing Magnetic 1099s

You are asked for the printer on which the Magnetic 1099 Exception Report is to be printed. This is an audit trail report and may not be directed to the monitor, but may be spooled to disk.

The 1099-MISC forms are then written to the disk drive selected. The screen displays the number of the payee whose 1099-MISC form is being written out.

While Processing Is Occurring

As 1099 forms are written to disk, the program checks the taxpayer identification number (TIN), state code, and zip code for each payee getting a 1099. If the program finds an error, the information for that payee is reported on an exception report. This enables you to get the TIN, state code, or zip code for each payee who appears on this report quickly corrected.

If the program finds any errors, the IRSTAXxx file containing your 1099 reports is not produced. All errors must be corrected before the program produces this file.

Magnetic 1099s Completed Processing

Under Windows

If you selected a hard disk, enter DONE at this point.

Using a Unix or Linux Server

You will *not* be asked for a drive letter when creating the file.

For all operating systems

After IRSTAXxx has been created, a summary information screen displays to show the grand totals. The same information prints on the exception report.

This screen may be printed in Windows by selecting <Ctl+P> and then select a *Windows printer*.

In Linux select <Shift+F10> to print the screen to the first printer entered in *Company information*.

As social security numbers are likely to be in this file, to avoid identity theft, it is highly recommended that you store the file in a secure location.

Close a Year

This chapter contains the following topic:

Closing Out a Year

This selection is used to clear (i.e., to set to zero) the following:

- Year-to-date (YTD) totals in *Employees*
- Quarter-to-date (QTD) and year-to-date totals in QTD and YTD History
- You may optionally purge terminated employees

The new year quarter-to-date (QTD) amounts for the first quarter, as well as the new year-to-date (YTD) amounts, are maintained separately from the old year figures. This is so you can continue to enter payroll transactions, and to print and post checks, during the transition period after the old year has ended but before all its year-end reports have been printed.

Once all year-end tax reports have been printed and the electronic reporting has been generated, you should run this selection so that the old year figures are cleared out, and the new year figures are moved from their temporary storage to permanent storage for the new year. This selection also adds one to the current year in the *Control information*.

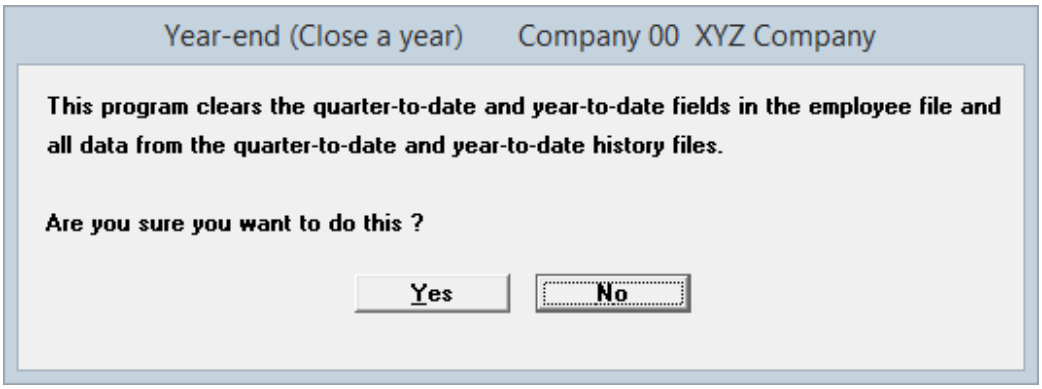
Close a year should not be run until all yearly tax information and reports are printed.

You must close the previous year before checks are written with April (or later) check and distribution dates.

If you are licensed for the Affordable Care Act software and you have records for the previous year, employee ACA records will be generated for the new year during the close. The ACA FT/PT status, Monthly offer of coverages codes, Employee contribution amount and Coverage/safe harbor codes will be copied for December of the previous year to all the months of the new year. If you have Covered individuals they will also be copied from the previous year. If the employee has a terminated date in the previous year, that employee will not be copied.

Select

Close a year from the *Year-end* menu.



Yes or No

Select Yes to close the year or No to not close the year and return to the menu.

Using character mode only, a second screen displays the following:

```
This program clears the QTD and YTD fields
in the employee file and all data from the
QTD and YTD history files.
```

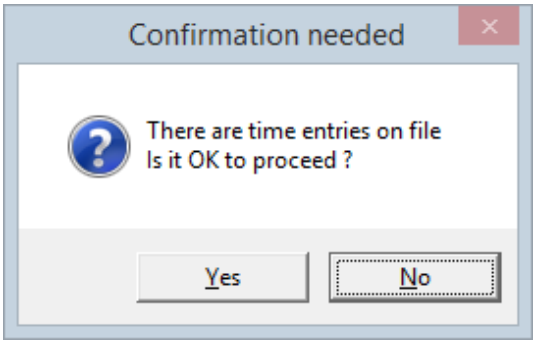
Are you sure you want to do this ?

Answer N to retreat to the main Payroll menu, or Y to proceed to the next screen.

Format	One letter, either Y or N. The default is N.

Unposted Entries Warning

There are time entries on file




```
There are time entries on file
Is it OK to proceed ? N
```

This screen displays only when unposted *Time worked* or *Adjustments* transactions (or both) are present. One of the messages is displayed:

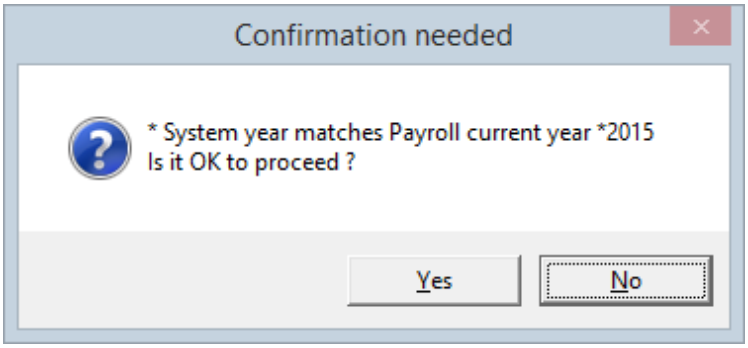
- There are time transactions
- There are manual transactions
- There are time and manual transactions

Closed Year Warning

You may not see this window.

*** System year matches Payroll current year 2099***

Is it OK to proceed ?




```
* System year matches Payroll current year *
    Is it OK to proceed ? N
```

If the year on your system is equal to the year in Payroll *Control information* you will get this message. When you see this message be absolutely certain you want to close the year. If you close a year prematurely you could lose important year-to-date data.

You would get this message if you are closing the year at the end of the calendar year (usually in late December). You are ready to close because you have printed all your W-2s and you have completed all your year-end processing before the end of the calendar year. when this happens it is okay to select Yes and continue. For any other situation you should select No to not close the year when you see the above message.

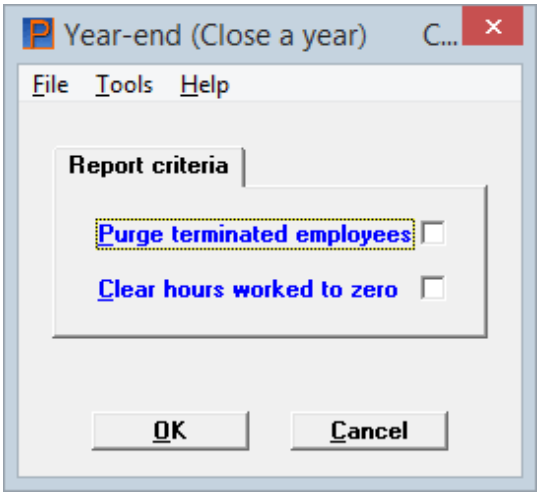
Is it OK to proceed ?

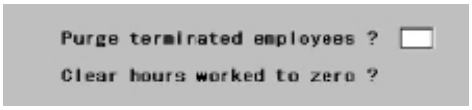
Select No to return to the main Payroll menu, or Yes to continue anyway.

Format	Graphical mode: Yes/No buttons. The default is No Character mode: One letter, either Y or N. The default is N

Purge terminated employees and Clear hours worked to zero

This screen displays every time and shows the following:





Purge terminated employees

Check the box to purge terminated employees from Payroll History. Individual employees (who have no history) can be deleted via the *Employees* selection, but a wholesale purge is possible only via this selection. This is because employees must remain at least until the W-2s are printed. If retired employees continue to receive benefits or pension, you may not want to purge them during their lifetimes (if only to ensure that the same employee number is not accidentally re-used for a new hire).

When the Affordable Care Act is being used, terminated employees will not be purged unless they do not have an employee ACA record. For those that do have an employee ACA record, You may remove the employee ACA record first and then go to Employees (Enter), find the employee and select the delete button (<F3< key). You may also want to purge history for the employee by running the employee history report and filtering for that employee only. Of course, employees that have payroll history for the current year cannot be removed.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked. Character mode: One letter, either Y or N

Clear hours worked to zero

If you want each employee's Hours worked field to indicate YTD hours, check the box. If what you want is each employee's lifetime hours, leave it unchecked.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked. Character mode: One letter, either Y or N

OK or Cancel

Select OK to close the year. There will be a period of processing. When done, press <Esc> to return to the main Payroll menu. Select Cancel to close the program, not close the year and return to the menu.

Any change ?

In character mode answer Y to re-enter the screen, or N to continue. There will be a period of processing. When done, press <Esc> to return to the main Payroll menu.

Quarterly Report Formats

This chapter contains the following topics:

DESIGNING YOUR OWN PAYROLL WAGE REPORTS

This selection allows you to design your own quarterly payroll wage reports. You can specify which employer and employee information fields to show on the report and the exact arrangement layout of that information on the report.

Many states require that employee wage information be listed on official pre-printed forms, that are available as continuous forms for use in your printer.

The general format for these pre-printed forms typically consists of a Header area in which employer information is printed, an Employee area in the middle area of the report, where a list of employees and their wages are printed, and a Totals area at the bottom of the page, where the wage totals are printed.

This selection can be used to design almost any quarterly payroll report that conforms to the general format described above.

Wage Report Definitions

First, here are definitions of some terms used in this chapter to describe the report formatting process.

The field location grid is a set of vertical and horizontal lines of numbers that you can print on your preprinted report form to aid in positioning information so that it matches up horizontally and vertically with the titles and lines already on the form.

The report layout worksheet is a set of numbered vertical and horizontal lines that you can print on a blank sheet of paper to create your report from scratch (layout is an alternate term used interchangeably for format).

In either case, the basic concept is:

Line or row

Number of print lines down from the top margin.

Column

Number of spaces to the right of the left print margin.

Location

Row and column of the printed information on the page.

Wage Report Format

The report format consists of three areas:

1. Header
2. Employee

3. Totals

Header

The Header area is the first part of the report and usually includes information pertaining to the overall report: employer's name and address, your tax rpt ID #, the quarter ending date, etc.

Employee

Middle part of the report where the employee wage information (employee name and social security number, employee gross pay, employee state withholding pay, etc.) is printed. Within the Employee area are employee items, which consist of wage information for one employee.

Totals

Bottom part of the report, which includes the totals for the report

CREATING YOUR OWN QUARTERLY REPORTS

The following gives you an overview of the steps involved in creating a report. Each of these steps is explained in detail in the following sections of this chapter.

First, if your report is printed on a preprinted report form, use the *Location grid* function to print a grid on top of the form so that you can see where the information is located on the form.

If the report is printed on plain paper, use the *Layout worksheet* function to print a layout worksheet on plain paper, and sketch the layout of your report on the worksheet.

Now that you have an idea of what your report looks like, use the *Quarterly report formats General appearance* function to describe the report's general appearance. Use this function to define the number of rows and columns on the form or paper, where the Employee area starts and ends, where the Totals area begins, etc.

Then use the *Header area* function to choose the fields that you want in the top portion of the report and position them where you want them to print.

Next, use the *Employee area* function to choose and position the fields for the employee wage information. Then use the *Totals area* function to choose and place the page and report totals for the report.

After you have selected and placed all of the fields for your report, use the *Verify* function to obtain a list of any problems such as overlapping fields that would prevent you from printing the report. If any problems are indicated in the *Verify* report, use the appropriate *Enter* function to correct them.

Then use the *Sample report* function to print a report sample. If you are using a preprinted form for the report, the sample shows you how your fields fit on the form so that you can make any adjustments needed.

Finally, use the *Format specifications* function to print a list of your report specifications that can be filed for later reference.

When you want to create another report, if it is similar to an existing one that you have already designed, you can use the *Copy* function to copy the existing one to the new report format. Then use the functions described above to tailor the new copied format rather than having to create it from scratch.

Location Grid

This chapter describes how to create a report in the same sequence as described above.

Select

Location grid from the *Quarterly report formats* menu.

```
Quarterly report formats (Location grid)          XYZ Company

                1. # of rows on the form (top to bottom)
                2. # of print columns (left to right)

Press <F2> for 66 rows
```

The field location grid is a tool to help you lay out your report properly when you are using a preprinted report form. When you print this grid on top of your report form, you see the exact rows and columns of every piece of report information. You can then specify the exact row and column for each piece of information when you use the *Enter* function described later in this chapter.

Note	Use the Quarterly Report Fields Appendix to aid you in laying out your fields on the location grid. This lists all of the fields available for printing, with the definition, length, and appearance of each.

Enter the information as follows:

1. # of rows on the form (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your report form.

Options

You can also use the option:

<F2>	For 66 rows, corresponding to regular 8¾” x 11” paper, 6 rows/inch, with no top or bottom margins

Format	99
Example	Press <F2> for 66

2. # of print columns (left to right)

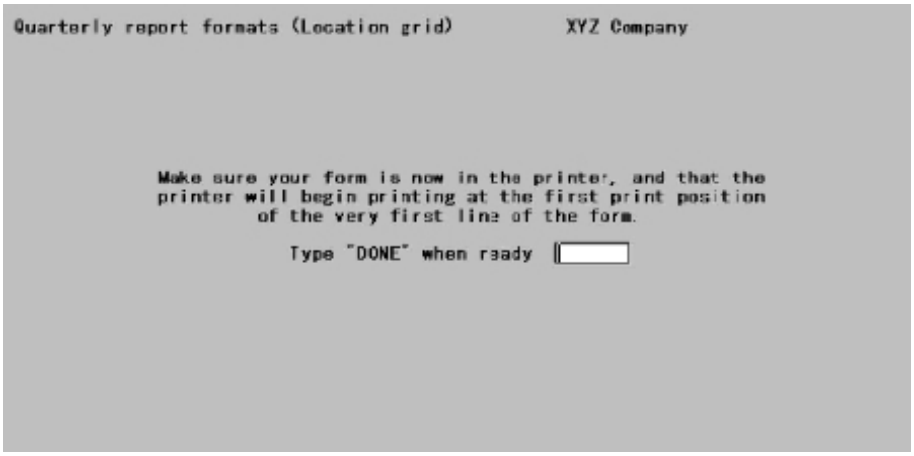
Options

Enter the number of print columns to appear across the page on the grid, up to 132, or use the option:

<F2>	For 80 columns, corresponding to regular 8¾ x 11” paper, ten characters/inch, with º” left and right margins

Format	999
Example	Press <F2> for 80

The following screen displays:



The printer should always be ready to print in location 1, 1 that is, row 1, column 1.

If you are using a laser printer, load the form in the printer’s paper tray according to the instructions in the printer’s user manual.

The grid prints.

After the grid prints, you are asked whether you want to print it again. If you answer Y, another grid prints; if N, you are asked to mount regular paper.

Note	Laser printers are unable to print on the first 1/6th inch at the top of a page and on the last 1/6th inch at the bottom of a page. Because of this physical limitation, the first row of a location grid is not printed on a laser printer. The last row is not printed when it falls within the last 1/6th inch of the page. For example, if you enter 66 for # of rows on the form and print on letter-size (8-1/2” x 11”) paper, row 1 and row 66 do not print.

Layout Worksheet

The layout worksheet is a tool to help you lay out your report on blank paper. The location grid is used to design a report for preprinted report forms. Whereas the location grid has rows and columns of numbers, the layout worksheet has rows of dotted lines on which you can fill in report information in the way you want it printed on blank paper.

Note	Use the Quarterly Report Fields Appendix to aid you in laying out your fields on the layout worksheet. This lists all of the fields available for printing, with the definition, length, and appearance of each.

You can print the layout worksheet on a preprinted form as well, if you prefer it over the location grid.

Select

Layout worksheet from the *Quarterly report formats* menu.

The following screen displays:

```
Quarterly report formats (Layout worksheet)        XYZ Company



            Please Select:
                 1. # of rows on the form (top to bottom)
                 2. # of print columns (left to right)



Press <F2> for 66 rows
```

Enter the information as follows:

1. # of rows on the form (top to bottom)

Options

Enter the number of rows to appear on the worksheet, or use the option:

<F2>	For 66 rows, corresponding to regular 8¾” x 11” paper, 6 rows/inch, with no top and bottom margins

Format	99
Example	Press <F2>

2. # of print columns (left to right)

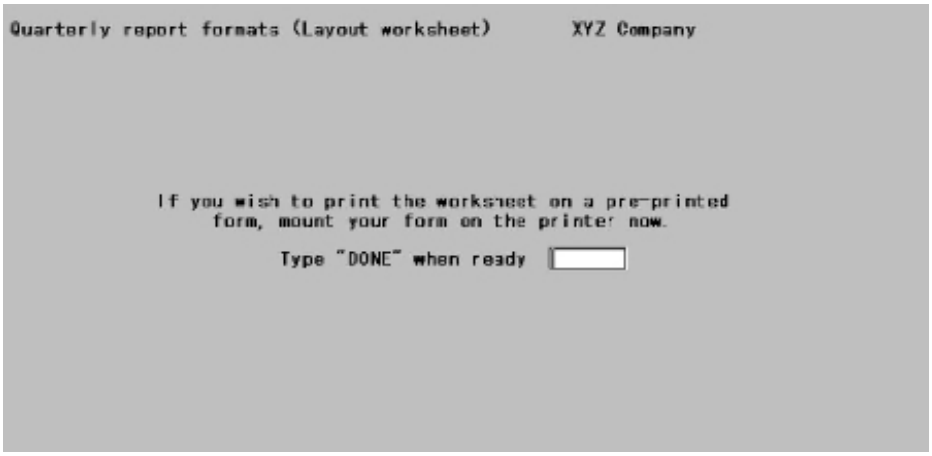
Options

Enter the number of columns to appear across the page on the worksheet, up to 132, or use the option:

<F2>	For 80 columns, corresponding to regular 8¾” x 11” paper, ten characters/inch, with º” left and right margins

Format	999
Example	Press <F2> for 80

The following screen displays:



The printer should always be ready to print in location 1, 1 row 1, column 1.

The worksheet then prints.

After the worksheet prints, you are asked whether you want to print it again. If you answer Y, another worksheet prints; if N, you are asked to mount regular paper.

Note	Laser printers are unable to print on the first 1/6th inch at the top of a page and on the last 1/6th inch at the bottom of a page. Because of this physical limitation, the first row of a layout worksheet is not printed on a laser printer. The last row does not print when it falls within the last 1/6th inch of the page. For example, if you enter 66 for # of rows on the form and print on letter-size (8¾” x 11”) paper, row 1 and row 66 do not print.

Entering a Report format

To enter a report format, the sequence of steps to follow is:

- Use *General appearance* to specify the general overall appearance of the Format length, width, etc.

- Use *Header area* to select which fields or text to print in the header area of the report, where they should print, and how they should look. Then use *Employee area* and *Totals area* similarly.
- Use *Verify* to check the format for errors. Make any corrections necessary.
- Use *Sample report* to confirm that the format is what you want.

Select

General appearance directly from the *Quarterly report formats* menu.

The following screen displays for you to either assign a number and description to the new format you are about to add or to retrieve an existing format to change.

```
Quarterly report formats (General appearance)     XYZ Company



            Please Select:
                 1. Format #
                 2. Description



<F1> = next format, <SF1> = previous format
```

1. Format

If you are adding a new format, enter a new number to identify it. If the format is not on file, you are asked to enter the description of the new format.

Options

If you want to change an existing format, enter its number or use the option:

<F1>	For next format
<SF1>	For previous format

Format	99
Example	Type 11

2. Description

For a new format, enter a description of it. For an existing format, the description displays automatically.

Format	25 characters
Example	Type `Example format`

Field number to change ?

Options

Make any needed changes. You can also use one of the following options:

<F1>	For next format
<SF1>	For previous format

Press <Enter> to continue.

Quarterly Report General Appearance

The following screen displays:

```
Quarterly report formats (General appearance)     XYZ Company

                Format number: 11  Example Format

            Please Select:

                 1. # of rows on the form (top to bottom)   0
                 2. # of print columns (left to right)

                 3. Print header data on first page only ?
                 4. Print all info in capital letters ?
                 5. Print a space between each character ?
                 6. First row # for employee item printing
                 7. Last row # for employee item printing
                 8. Maximum # of rows per employee item
                 9. Skip a row between employee items ?
                10. Split employee items between pages ?
                11. First row # for totals section
                12. Use pre-printed forms ?

Press <F2> for 66 rows
```

Enter the information as follows:

1. # of rows on the form (top to bottom)

Options

Enter the number of rows on the report form, or use the option:

<F2>	For 66 rows, corresponding to regular 8¾” x 11” paper at 6 rows per inch

Format	99
Example	Press <F2> for 66 rows

Note	If you wish to use a form with more than 66 rows on a laser printer, you must use Company information to set up an “Other” laser printer with the proper Job control codes. To print on legal size paper, you must use the appropriate Job control codes to set the text length to 84 rows. Refer to the *PBS Administration* documentation for an explanation of the codes used for job control.

2. # of print columns (left to right)

Options

Enter the number of columns on the report form, up to 132, or use the option:

<F2>	For 80 columns, corresponding to regular 8¾” x 11” paper, ten characters/inch, with º” left and right margins

Format	999
Example	Press <F2>

3. Print header data on first page only ?

Press <Enter> to print the header information on only the first page of the report. Answer N to print it at the top of every page of the report.

Format	One letter, either Y or N
Example	Type N

4. Print all info in capital letters ?

Some states require that all information be printed in capital letters on their quarterly report forms.

Answer Y if you want all information on the report to print as capital letters. Answer N if you want all information to print as you originally entered it. For instance, for an employee name entered as Jim Smith, this name would print as JIM SMITH if you answer Y, or Jim Smith if you answer N.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

Answer Y if you want a blank space to print between each character of information on the report. Answer N to print information without any extra spaces inserted between characters.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

5. Print a space between each letter?

Some states require a space between each letter so the agency can scan the form. Answer Y for spaces or N for no spaces.

Format	One letter, either Y or N
Example	Type N

6. First row # for employee item printing

Enter the row number that you want the first employee item to start printing from 3 to maximum rows on form minus 4. As an illustration, if you had specified in field 1 above that the number of rows on the form was 66, you could enter a number from 3 to 62, 66 minus 4.

Be sure to leave room for the header area and for any blank rows to separate the header area from the line items.

Format	99
Example	Type 18

7. Last row # for employee item printing

Enter the row number of the last row in the employee item area. Employee item information is not printed after this row number. This number must be larger than the row on which you want the first employee item to start printing entered above, but smaller than the maximum rows on the form minus 3. Continuing with the example, if you entered 18 for the first row number for employee item printing, you could enter a number from 19 to 63, 66 minus 3.

Be sure to leave room for the totals area and for any blank rows to separate the totals area from the employee items.

Format	99
Example	Type 61

8. Maximum # of rows per employee item

Enter the maximum number of rows to print per employee item, from 1 to 12. This number cannot be larger than the difference between the numbers entered for First row # for employee item printing and the Last row # for line item printing, plus 1.

For instance, if you were designing a very short form and had specified the first row for employee item printing to be 9 and the last row to be 17, the rows per employee item could not be larger than 9, 17 - 9 + 1 = 9.

Format	99
Example	Type 1

9. Skip a row between employee items ?

If the number of rows per employee item is 1, either answer Y to skip a row between line items, double-space them, or N to print them single-spaced.

If the number of rows per employee item is 2 or more, this is automatically set to Y and cannot be changed.

Format	One letter, either Y or N
Example	Enter N

10. Split employee items between pages ?

If the number of rows per line item is 2 or more, answer Y if you want to allow employee items to be split between pages. Or answer N to keep all information for an employee item on the same page. If

the number of rows per employee item is 1, *(Not applicable)* displays.

Format	One letter, either Y or N
Example	Automatically set to *(Not applicable)*

11. First row # for totals area

Enter the row number of the first row of the totals section. If it takes more than one page to print an employee, the totals area is usually left blank on all but the last page; however, the system is capable of printing page totals as well as report totals.

Options

You can also use the option:

<F1>	To float the totals after the last employee item printed (leaving two blank rows), instead of printing them on a specified line.

Floating totals are useful if your report is printed on plain paper. They are not useful for preprinted forms because the totals are required to print at a specific location on the form.

Format	99
Example	Enter 62

Floating totals and laser printers

Certain precaution are needed when floating totals are used in conjunction with a laser printer.

- The location of the multi-part label is part of the print process, not part of the report — it does not float. If you put the Laser multi-part label field at row 10 of the floating totals area, the label prints on the 10th row after the format's Last row # for employee item printing (Field #7 above). If you enter 55 in Field #7 put the Laser multi-part label field at row 10 of the floating totals area, the label prints on row 65 of each page (55 + 10= 65).
- When printing a report with floating totals, it is possible that a totals field may overlap the fixed location of the Laser multi-part label field. To avoid this, put the Laser multi-part label field on or near the last row of the floating totals area and locate it so that it does not print in the same columns as any other totals area fields.
- It is also possible to position the Laser multi-part label field so that its printed location, calculated as described above falls beyond the # of rows on the form. To avoid this, make sure that the row # of the Laser multi-part label field plus the last row # for item printing does not exceed the # of rows on the form.

12. Use preprinted forms ?

If this report format is used with preprinted forms, answer Y; otherwise, answer N. If you answer Y, you are prompted to mount preprinted forms on the printer when you use this format to print your report.

Format	One letter, either Y or N
Example	Type Y

Field number to change ?

The screen should now appear as:

```
Quarterly report formats (General appearance)     XYZ Company

                Format number: 11  Example Format

            Please Select:

                 1. # of rows on the form (top to bottom)  66
                 2. # of print columns (left to right)     80

                 3. Print header data on first page only ? N
                 4. Print all info in capital letters ?    N
                 5. Print a space between each character ? N
                 6. First row # for employee item printing 18
                 7. Last row # for employee item printing  61
                 8. Maximum # of rows per employee item    1
                 9. Skip a row between employee items ?    N
                10. Split employee items between pages ?   (Not applicable)
                11. First row # for totals section         62
                12. Use pre-printed forms ?                Y


Field number to change ?
```

Make any desired changes. Press <Enter> to return to the *Quarterly report formats Enter* menu.

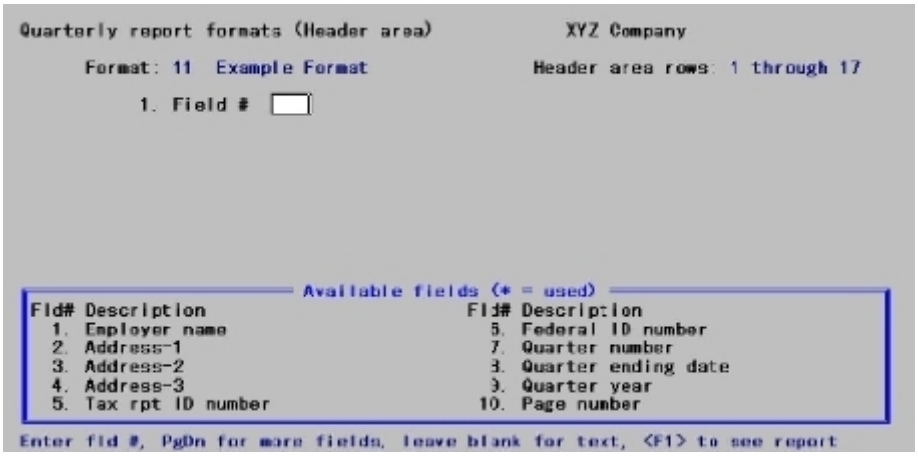
Quarterly Report Header Area

Here you choose which payroll information fields you want to print in the header area of your report.

You can also enter text to print in the header area of the report. When you select a field to print, you are not selecting the title of the field to print, only the actual information to print. For example, if the field is Employer name and the information in the field is XYZ Company, you are selecting to print XYZ Company, not the Employer name title. If you want to print a title on the report, you must specify a piece of text to print. This is explained in detail below.

Select

Header area from the *Quarterly report formats* menu.



At the bottom of this screen, a list displays showing the first ten fields available to you for printing in the header area of your report.

Refer to the Quarterly Report Fields Appendix for an explanation of each of these fields.

1. Field

Options

Enter the number of the field that you want to select for the report, or use one of the options:

<Enter>	To enter a piece of text
<F1>	To see a picture of your report
<PgDn>	To scan through ten more fields
<PgUp>	To return to the previous ten fields

There are approximately eighty fields in all, listed in the Appendix. Not every field is eligible for printing in the header area (some can appear only in the Employee area or in the Totals area). You are

shown only the ones that you can select. These are numbered consecutively. This means that the numbers you see associated with the fields on the screen are not generally the same numbers you see in the Appendix.

You can select any of the fields shown by entering the corresponding number, but only when it displays in the window. Any field which you have already selected displays with an asterisk next to it. This provides a convenient way of ensuring that you have included all the fields that you wish to.

Example	Review all fields by using <PgDn>, the use <PgUp> until you return to the first screen. Then enter 1 at *Field #* to select Employer name.

The following screen displays:

```
Quarterly report formats (Header area)          XYZ Company

     Format: 11  Example Format              Header area rows: 1 through 17

          1. Field #  1

          2. Row
          3. Column
          4. Length to print
             (maximum =  25)
          5. Justify

                        Available fields (* = used)
Fld# Description                          Fld# Description
  1. Employer name                          6. Federal ID number
  2. Address-1                              7. Quarter number
  3. Address-2                              8. Quarter ending date
  4. Address-3                              9. Quarter year
  5. Tax rpt ID number                     10. Page number

Enter row # from 1 through 17
```

This screen allows you to specify where to print the selected field, Employer name, and how you want it to look when it is printed.

The appearance of this screen below Row and Column depends on what type of field you have selected. A field is one of three types, depending on the type of information that it contains:

- Alphanumeric fields can contain any combination of letters, digits, and special symbols.
- Date fields contain only dates.
- Numeric fields contain only digits, along with any decimal points, minus signs or parentheses for negative numbers, and commas.

Alphanumeric fields

Because our example, Employer name, is an alphanumeric field, we shall discuss this type of field first.

All alphanumeric fields allow the same set of choices, as shown in the screen above. The maximum size of the field depends on the particular field chosen, and is shown in the Quarterly Report Fields Appendix. Enter the information for an alphanumeric field as follows:

2. Row

Specify the row where this field should print.

Format	99
Example	Type 7

3. Column

Specify the starting column in which to print this field.

Format	999
Example	Type 14

4. Length to print (maximum =)

Enter the number of characters you want to print in this field, up to the maximum number shown. The maximum number shown is the size of that field as it is stored in the software. You can choose to print all or part of the information in this field.

Format	99
Example	Press <Enter> to accept the default of 25

5. Justify

Here, justify means to adjust characters within the space allowed.

Example: This paragraph is left-justified since the group of characters is aligned with the left-hand margin. There are no blank spaces between the left-hand margin
and the first character.

Example: This paragraph is right-justified since the group of characters is aligned with the right-hand margin of the space; that is, there are no spaces between the right-hand margin and the last character.

Options

Your choices are:

L	To left justify
R	To right justify
N	For no justification; to print the information exactly as it is entered.

Format	One letter from the list above. The default is L
Example	Press <Enter>

Field number to change ?

Example	Now press <Enter> so that you are back at Field #, ready to select another field. Select *Page number* by entering 10.

The following screen displays:

```
Quarterly report formats (Header area)          XYZ Company

     Format: 11  Example Format              Header area rows: 1 through 17

          1. Field #  10                       Maximum: 999

          2. Row
          3. Column
          4. Number of integers
          5. Print lead zeros ?

                    Available fields (* = used)
Fld# Description                        Fld# Description
* 1. Employer name                        5. Federal ID number
  2. Address-1                            7. Quarter number
  3. Address-2                            8. Quarter ending date
  4. Address-3                            9. Quarter year
  5. Tax rpt ID number                   10. Page number

Enter row # from 1 through 17
```

Numeric Fields

If you select a numeric field that lacks decimals, such as *Page number*, the screen has the above appearance.

The choices for a numeric field depend on the characteristics of that particular field. For instance, its maximum length, whether negative numbers are allowed, does it have any decimal places, etc.

The Page number field has no decimal and it cannot contain commas, so the screen displays as above.

For our example, enter a Row of 7 and a Column of 74. After specifying the Row and Column, you specify the remainder of the information as follows:

4. Number of integers

Options

Enter the number of integers, digits to the left of the decimal point, you want to print in this field, up to the maximum shown above, or use the option:

<Enter>	To print the maximum

Example	Press <Enter> to accept the default of 3

Note	When printing Michigan Form MESC 1017, each employee wage amount must be printed so that the dollars figure is separated from the cents figure by a few blank spaces. To do this, you must use the SUI total wages field twice in the Employee area. First to specify the dollar (integer) figure, and second, to specify the cents (decimal) figure. To specify the dollar figure, select this field and enter a Column and Row that properly positions the dollar amount on the form, specify the Number of integers you want, and enter 0 for Decimals. To specify the cents amount, select this field again, enter Column and Row to properly position the cents amount on the form, and enter 0 for Number of integers.

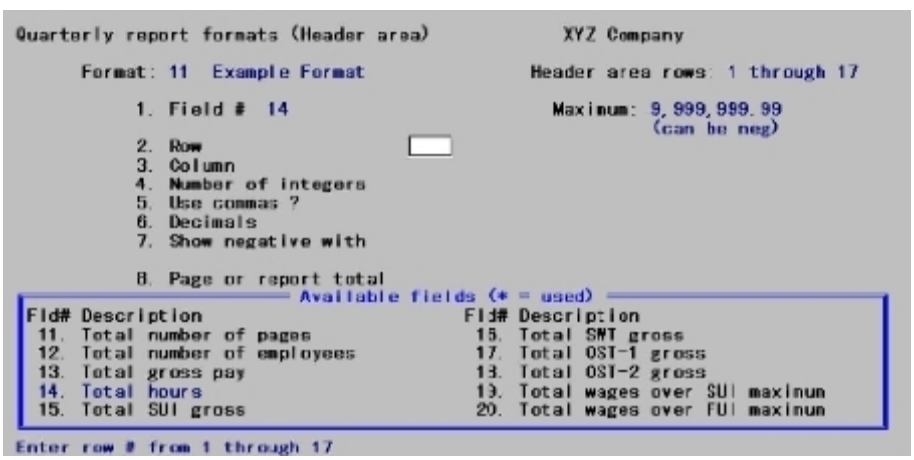
5. Print lead zeros ?

This field does not appear when you select a numeric field that contains a decimal.

Answer Y if you want to print lead zeros when they occur in this number; otherwise, answer N. For instance, if the Page number is 34 and you answer Y here, it prints as 034; if you answer N, it prints as 34.

Example	Type N

Type N. If the numeric field contains decimals, the screen offers several more choices. For example, if you select field #14, Total Hours, the screen displays as:



Since this is a numeric field having decimals, several more items appear on the screen. These fields are described below.

5. Use commas ?

This field displays as field # 5 when you select a numeric field that contains a decimal.

Answer Y to use commas when printing this field on a report.

6. Decimals

If this field has no places to the right of the decimal point, this choice does not appear.

Enter the number of decimal places you want to print, up to the maximum shown.

7. Show negative with

If this field cannot contain a negative value, this choice is not applicable.

Options

Enter either M, P or N:

M	show negative with a minus sign
P	show negative by enclosing number in parentheses.
N	not shown (prints same as positive number)

If P is chosen the question *Print where?* displays. Answer F for fixed or N for next to number.

Note	When printing Michigan Form MESC 1017, the not shown option is useful when printing each employee's SUI total wages amount in the Employee area. This field must be printed in two parts, the dollar amount and the cents amount. In order to do this, the field must be used twice to print the dollar amount separately from the decimal amount. In this case, the sign should be shown only for either the dollar amount or the cents amount so that the sign is printed only once.

on left or right ?

This question displays only if the answer to # 7 is M.

Options

Enter either L or R:

L	print negative sign to left of number, for example, -1234
R	print negative sign to right of number, for example, 1234-

Format	One letter from the list above
Example	L

8. Page or report total

This field displays only if you have selected a field that contains a total.

Although totals normally print at the end of a report, some states require totals to print in the Header area of a form. Enter P to print a page total, R to print a report total.

Format	One letter from the list above
Example	R

If you enter R, the following field displays:

Print on

Options

Enter either F, L, A:

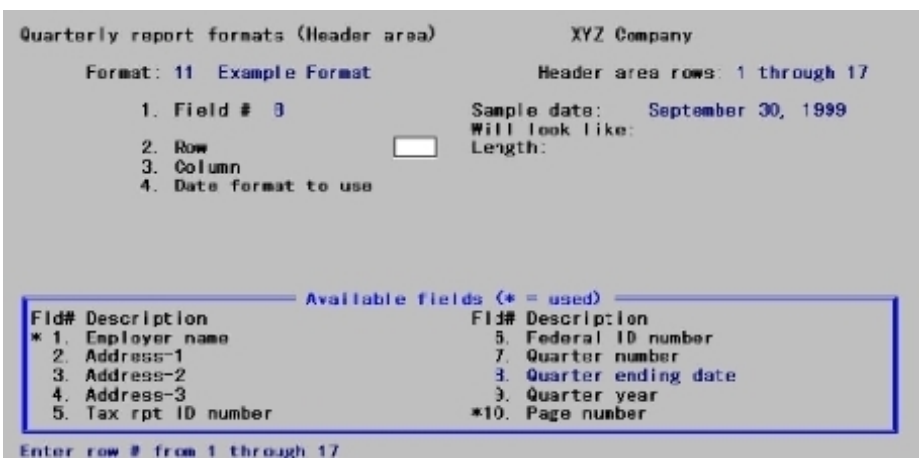
F	Print this total on first page of report only
L	Print this total on last page of report only
A	Print this total on all pages of the report

Format	One letter from the list above
Example	Type A

Field number to change ?

Example	Press <Enter> so that you are back at Field #, ready to select another field. Select *Quarter ending date* by entering 8.

The following screen displays:



Date Fields

If you select a date field, such as *Quarter ending date*, the screen displays as above.

For our example, Quarter ending date field, enter a Row of 7 and a Column of 56.

4. Date format to use

Options

Enter one of these choices for the date Format

1	MM/DD/YY
2	MM/DD
3	DD-MMM-YY
4	DD-MMM
5	Month fully spelled

When you make the choice, the right side of the screen shows how the date looks. The length of the field displays so you know how much room this field occupies on the report.

Example	Type 1

Field number to change ?

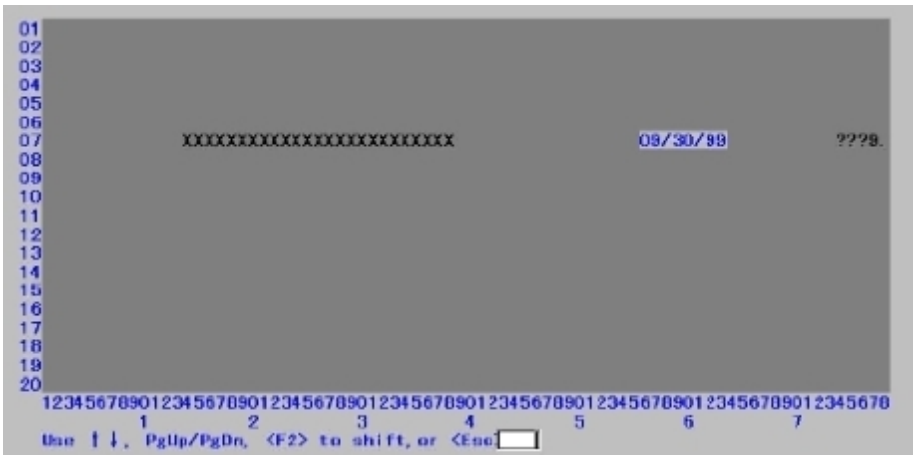
Press <Enter> to return to Field #

Viewing the Report

While entering the report specifications, you can press <F1> to see a picture of the report. This gives you an idea of the appearance of your report.

Example	Press <F1>

The following screen displays:



The width of the report is what you entered previously for # of print columns in *General appearance*. The number of lines is what you entered for # rows on the form.

X's appear to represent the alphanumeric fields that you have selected for the report, and occupy the length and locations you have selected. 9's appear for your numeric fields.

Dates are represented differently depending on the format you chose for the date. Question marks (?) appear where any of the fields overlap, in which case you need to change the position of a field.

Options

Text displays exactly as entered (entering text will be described below). Any location where you have not yet entered anything is left blank. Options for viewing the report are:

<Up> / <Down>	To scroll your report up and down by one row at a time. This is useful to bring a row to the bottom of the screen to be near the column numbers, where you can more easily judge a field's column position
<PgUp> / <PgDn>	To shift your view of the report up and down by a screen-full at a time. This is useful when your report size is larger than can be displayed on the screen.
<F2>	To shift your view to the right edge of the report. This is useful when your report size is wider than can be displayed on the screen. Press <F2> again to shift back to the left.
<Esc>	To leave this view report screen and return to the layout screen

Format	99 to enter a line number where you wish to begin viewing
Example	Press <Esc> to leave this screen and you are back at Field #, ready to select another field.

Inserting Text on the Report

This allows you to enter text and position it where you want it to print on each report. You can also use this option to print dashed lines or symbols on your reports.

The following explains how to define textual information to print on your report.

1. Field

Press <Enter> with this field blank. Text displays to indicate that you are working with text rather than fields.

2. Row

Enter the row that you want the text to print.

Format	99
Example	Type 12

3. Column

Enter the column that you want the text to begin printing.

Format	999
Example	Type `12`

A ruler appears with numbers starting at the column you just specified and extends up to 40 columns. The ruler stops at the right-hand edge of your report. If your report has at least 40 more columns to the right of the starting column for this text, the ruler is 40 columns long. Otherwise, it is shorter.

In the example above, the ruler starts at column 12, as specified, and extends for 40 columns to column 51.

4. Text

Enter the exact text you want to appear in that location.

Example	Type `Employer ID #`

5. Suppress ?

Answer Y if you want the text suppressed (not print) when some field, to be specified next, is zero or blank. This is useful when you wish to print a caption for a field only when that field is in fact present.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

Field

If you answered Y to *Suppress ?*, the available item fields display. Enter the number of the field that, when it is zero or blank, causes the text not to print.

If you have not selected this field to print on the report, you get a warning message. However, your choice is still accepted. Make a note to select the field later. The field you select here must also be selected to print on the report.

```
Quarterly report formats (Header area)            XYZ Company

      Format: 11  Example Format                Header area rows: 1 through 17

           1. Field #  Text

           2. Row          12
           3. Column       12
           4. Text         Employer ID#
                           23456789012345678901234567890123456789 01
                                  2         3         4         5
           5. Suppress ?   N

                          Available fields (* = used)
Fld# Description                        Fld# Description
* 1. Employer name                        5. Federal ID number
  2. Address-1                            7. Quarter number
  3. Address-2                          * 8. Quarter ending date
  4. Address-3                            9. Quarter year
  5. Tax rpt ID number                  *10. Page number

Field number to change ?                Press (F1) to view report
```

Press <F1> to see how your text displays on the report.

Now press <Enter> at *Field number to change ?* to return to Field #, ready to select another field.

Next, you learn how to delete text, and change its location or content.

Changing or Deleting Text

To delete a text, or change the location or wording of a text you have entered, get to the text screen by pressing <Enter> at the blank Field # field. The following screen displays:

```
Quarterly report formats (Header area)            XYZ Company

      Format: 11  Example Format                Header area rows: 1 through 17

           1. Field #  Text

           2. Row
           3. Column
           4. Text

           5. Suppress ?

                          Text previously entered
  Row  Column  Text                                   Suppress ?  Field-#
   12     12   Employer ID#                                 N

Enter row # from 1 through 17
```

A window shows information on the text already entered.

To delete a piece of text, enter its row and column number and press <F3> when prompted to do so.

To change the wording of the text, enter its row and column number, select Field #4, and enter the new wording. You can also change the *Suppress ?* information by selecting Field #5 and entering a new answer or new field number.

To change the row or column in which the text starts, enter its current row and column numbers. Then select Field #2 or 3 and enter the new row or column number.

Example	Press <Esc> at *Field number to change ?* to leave the text unchanged.

Next, you learn how to change the location and appearance of a field that you have previously selected to print on your report.

Modifying Fields

Sometimes you need to change the appearance or print location of a field that you have already selected to appear on your report. This section tells you how to change a field's appearance, change its location, delete it, or print it in additional locations on the report.

The first step is to select the field that you want to modify by entering its number in Field #.

Example	Type 1 to reselect the *Employer name* field

The following screen displays:

```
Quarterly report formats (Header area)            XYZ Company

      Format: 11  Example Format                Header area rows: 1 through 17

           1. Field #  1

           2. Row
           3. Column
           4. Length to print
              (maximum =  25)
           5. Justify
                                   Field usage
                 Field: Employer name                    (alphanumeric)
                        1. Row: 7                Column:  14
                        2. Row:                  Column:
                        3. Row:                  Column:
                        4. Row:                  Column:
Fld# Description
* 1. Employer nam
  2. Address-1
  3. Address-2                          * 3. Quarter ending date
  4. Address-3                            3. Quarter year
  5. Tax rpt ID number                  *10. Page number

Enter row # from 1 through 17
```

The field usage window shows how many times that you have used this particular field in your report and where you have used it. You can use each field up to four times. In this example, Employer name has been used only one time, in row 7, column 14.

The next step is to select which usage of the field you wish to modify by entering its row in Row and its column number in Column.

Example	Enter 7 for Row and enter 14 for Column.

From the *Field number to change ?* field you can select and change any of the information about this field.

Options

Enter a field number to change or use one of the options:

<F1>	To see a picture of the report (as described earlier in the chapter)
<F3>	To delete this particular usage of the field. (Any other usages will not be affected.)

Example	Enter 3 at *Field number to change ?* to enter a new Column. Enter 12 for Column so that the Employer name field now prints in column 12 of the report. Press <F1> if you want to see the change in location for Employer name.

After making changes press <Enter> at the *Field number to change ?* field and you return to Field #, ready to select another field.

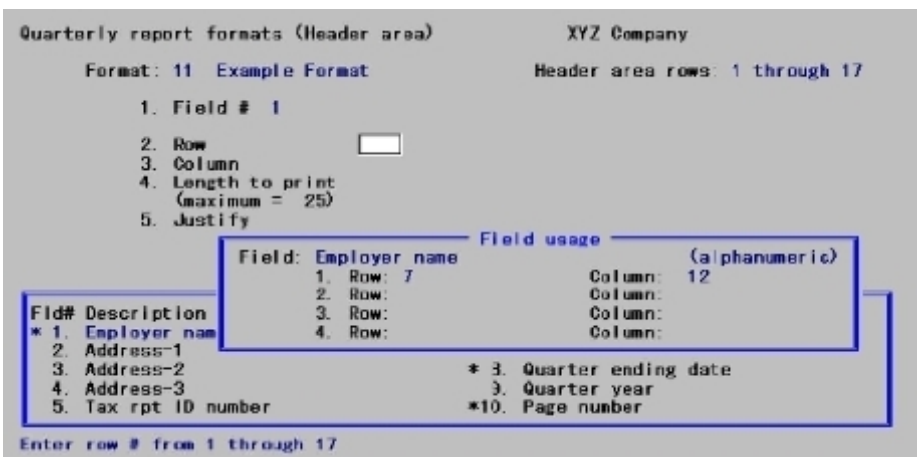
Printing a Field in More Than One Location

You can print any field in up to four different locations in the Header area.

To use a field again, enter its number in Field #.

Example	Enter 1 at Field # to use Employer name again.

The following screen displays:



The field usage window displays the row and column for any existing usages of this field. At this point, you can enter the row and column of an existing usage to modify it, or enter the row and column of a new usage. When you print your report, this field prints in all of the locations that you have specified.

Example	Press <Esc> to exit without entering another usage for Employer name.

Employee area

Adding, changing, or deleting Employee area fields and text is handled in exactly the same way as header area fields and text, except that the row refers to the relative row, not the absolute row. That is, employee area row 2 means the second row from the top of the employee area, not the second row from the top of the report form.

Select

Employee area from the *Quarterly report formats* menu.

The following screen displays:

```
Quarterly report formats (Employee area)          XYZ Company
                                            Employee area rows: 18 through 61
      Format: 11  Example Format                (1  rows per employee item)

          1. Field #

                          Available fields (* = used)
Fld# Description                          Fld# Description
  1. Social security number                 6. Employee 1st initial
  2. First 3 social security digits         7. Employee middle initial
  3. Middle 2 social security digits        8. Employee first name
  4. Last 4 social security digits          9. Employee last name
  5. Employee name                         10. Employee number
Enter fld #, PgDn for more fields, leave blank for text, <F1> to see report
```

Refer to the Quarterly Report Fields Appendix for an explanation of each of these fields.

There are six more windows of employee fields, which you can see by pressing <PgDn>.

Three fields which would normally print in the Header or Totals area are also included in the Employee area. This is because a few state forms require these fields in the body of the report. These are:

- Page number
- Total number of pages
- Quarter of year

These can be positioned in any column of the Employee area, but are printed only once per page, in the first row of the Employee area.

Totals Area

Adding, changing or deleting Totals area fields and text is handled in exactly the same way as Header area fields and texts, except as described below.

Entering a Row for Totals

If floating totals are selected in *General appearance* for First row # for totals section, when entering a Row for a totals field enter the relative number of the row within the totals area where you want the field to print. For instance, to print the field on the first total row, enter 1.

In the example you did not select floating totals so the message on floating totals does not appear and you enter the exact row number on the form (61, 62, 63, etc.) on which to print the totals field.

Non-total Fields in the Totals Area

There are numerous non-total type fields included for your selection in the Totals area. For instance, Employer name and address are included here and in the Header area. This allows your quarterly reports to meet the reporting requirements of a government agency whose forms have these fields in the Totals area.

Select

Totals area directly from the *Quarterly report formats* menu.

The following screen displays:

```
Quarterly report formats (Totals area)          XYZ Company
     Format: 11  Example Format              Totals area rows: 62 through 66
          1. Field #

                          Available fields (* = used)
Fld# Description                        Fld# Description
  1. Page number                          5. Total SUI gross
  2. Total number of pages                7. Total SWT gross
  3. Total number of employees            8. Total OST-1 gross
  4. Total gross pay                      9. Total OST-2 gross
  5. Total hours                         10. Total wages over SUI maximum
Enter fld #, PgDn for more fields, leave blank for text, <F1> to see report
```

Refer to the Quarterly Report Fields Appendix for an explanation of each of these fields.

There are seven more windows of totals fields, which you can see by pressing <PgDn>.

Totals information is entered exactly as is Header or Employees, except for one additional question:

8. Page or report total ?

Enter P if this total is to print at the foot of each page, or R if it is to print as a report total on the final page for each employee.

Format	One letter, either P or R
Example	Type P

Verify

Select

Verify from the *Quarterly report formats* menu.

The printer selection menu displays. After you select a printer the program immediately begins checking the report format for errors.

At the end of the verification, an error report prints. Some messages shown on the report are only warnings; these are identified by *WARNING ONLY *.

You must correct errors before you can use a report format.

You can either correct warnings or leave them as they are.

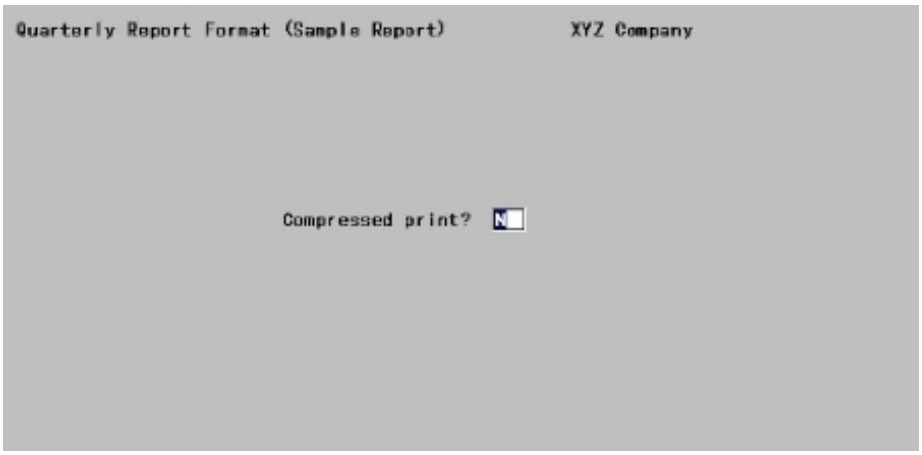
Sample Report

Select

Sample report from the *Quarterly report formats* menu.

Note	You must verify a format and correct any errors before you can print a sample report.

You will be instructed to mount report forms on the printer, and the following screen displays:



Compressed print ?

Answer Y if you want to print a compressed font (approximately 17 characters per inch, allowing 132 print columns to appear on 8¾" paper).

Format	One letter, either Y or N. The default is N.
Example	(No example is given)

Any change ?

Answer Y to re-enter the screen, or N to continue.

If you are using preprinted forms, a screen displays telling you to mount report forms on the printer. Mount these forms on the printer and type DONE. If you are printing the sample report on a laser printer, you are asked to enter Up/down adjustment and Left/right adjustment amounts to adjust the alignment of the laser printer. The values last entered for these amounts are shown. After entering new values or accepting the values shown, the sample report prints.

Use the up/down and left/right adjustments for laser alignment to position the sample report information so that it exactly aligns with the pre-printed form.

Pre-printed forms are produced according to very exact specifications, but the print position of laser printers may vary slightly from model to model or between manufacturers. These adjustment amounts allow you to compensate for the differences between laser printers so that your report information can be positioned correctly on the report form. (The early models of Hewlett-Packard laser printers, such as the LaserJet+, do not support this adjustment feature. The adjustment amounts are ignored by the original LaserJet printer, the LaserJet+ model, the LaserJet II model, and laser printers manufactured by others that are compatible only with these older Hewlett-Packard models.

You can press <F1> at any time to stop printing. After one sample report prints, you can print another or press <Esc> to exit. If you are using preprinted forms, replace these with plain paper and type DONE, finally press <Esc>.

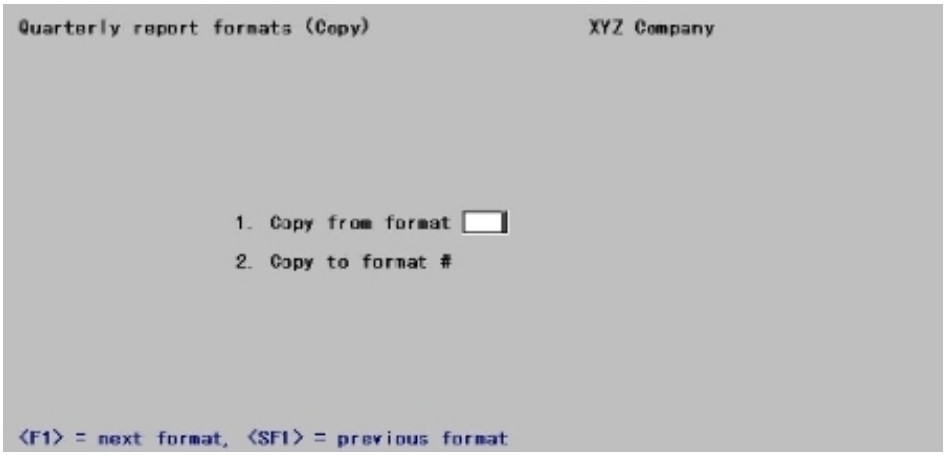
Copy Report Formats

If you have already created a report format that you want to keep, and you are going to add another similar format, use this option to copy the existing format. Then make changes to the copy.

Select

Copy directly from the *Quarterly report formats* menu.

The following screen displays:



Enter the information as follows:

1. Copy from format #

Options

Enter the number of the format you want to copy or use the option.

<F1>	For next format
<SF1>	For previous format

Format	99
Example	Type `11`

2. Copy to format

Enter the number you wish to assign to the new format. If you enter the number of a format already on file, you see an error message informing you of this and that you must delete the existing format first before you can use this format number.

Enter another format number that is not already used and enter a description of the new format.

Format	99 (format number) 25 characters (format description)
Example	Type `99` Type `Copy of format 11`

When the format is copied, press <Esc>.

Delete Report Formats

Use this option to delete report formats which you no longer want to keep.

Select

Delete from the *Quarterly report formats* menu.

Options

A screen displays for you to enter the format number of the format to delete. Enter the number or use the option:

<F1>	For next format
<SF1>	For previous format

To delete a format, answer Y when you are asked to confirm the deletion. Otherwise, press <Enter> to keep it.

If you answer Y, a message displays stating that the format has been deleted. Enter the number of another format to be deleted, or press <Esc>.

Format	99
Example	Type 99
	Answer Y to *OK to delete this format ?*

Format Specifications

Use this option to print a full list of the exact specifications that define one or more report formats. This is different from a sample report. A sample report shows what the report will look like. The format specification shows all the information you entered to obtain the report you want.

Select

Format specifications from the *Quarterly report formats* menu.

A screen displays for you to enter the starting and ending numbers of the formats that you wish to print specifications.

1. Starting format # *and*

2. Ending format #

Enter the range of the formats you want to print, or use the option:

<F2>	For the First (at Field #1) or Last (at Field #2) format on file

Format	99
Example	Press <F2> at both fields

Magnetic Media Formats

This chapter contains the following topics:

STATE MAGNETIC MEDIA REPORTING

This selection allows you to define state quarterly and annual electronic reports according to specifications provided by each state. Some states have mandatory electronic file reporting requirements for quarterly unemployment insurance reports and/or annual wage reports. If this is the case in your state, you need to use this selection to enter the formats for these reports.

Note	Some state formats are provided as a year-end Formatted W-2 Wage Efile. Take a look at the State field to see if your state is included. If the format is provided you do not have to design a quarterly format for your state. Not all states require quarterly or annual electronic reports, but many states allow such reports without requiring them.

Magnetic media formats is similar to, but more powerful than theQuarterly Report Formats.

- Both types of formats are mechanisms by which you define the structure and appearance of a report: a printed report in the first case, or a report stored on tape or disk in the second case.
- Once a format has been specified any number of reports can be printed from that format.
- Both quarterly and annual reports can be printed on paper or generated in an electronic file. However, some states require complicated formats that are supported for electronic files but not for printed reports.
- Electronic reports can, if desired, be printed out after being generated (using *Magnetic media report list*).
- A line on the printed report corresponds to a record in the electronic file. Whereas the printed report has only three kinds of lines (header, employee, or total) the electronic report allows several different kinds of detail records.

  Records can be grouped and sorted according to some field in the record. Each such group can be preceded by a group header record and/or followed by a group total record.

  Records can also be batched at arbitrary intervals (so many employees to a batch). Each such "batch" can be preceded by a header record (called an intermediate header record) and/or followed by an intermediate total record.

For details on the organization of a magnetic media E-file and word defintions see the State Magnetic Media Reports appendix.

General Formats

The general format for electronic report files typically consists of File Header records (in which employer information is reported), Employee detail records (used to report employees, their wages and other information, one record set per employee), and File total records. The different kinds of records (File header, Employee detail, File total) are called record classes.

Because this selection covers all states, record classes are provided as solutions to the problems presented by individual state rules and regulations.

Defining Magnetic Report Formats

The format for an electronic media report is defined by entering some general information about the report, using the *General appearance* option, and then entering specific layouts for each of the record classes included in the report, using the *Record formats* option. A record class can contain more than one record type. For example, many states base their formats on the Federal W-2 electronic report format, which uses three different record types for reporting employee detail. You would enter a record format for each of these record types. You can print a list of your report formats and their specifications using *Format specifications*.

Verifying Report Formats

After a report format is entered, it must be verified before it can be used. This is done with the *Verify* option. The *Sample report* option allows a sample electronic report file to be produced which can be viewed with a word processing program, text file viewer, or printed with the *Magnetic media report list* selection, which is accessed directly from the *Reports, general* main-menu selection.

The *Copy* option allows an existing format to be copied to a new one. This is useful when two report formats are almost the same and have only slight differences.

Use the *Delete* option to delete am electronic report format when it is no longer needed.

A format is sometimes called a layout.

For more information, refer to the State Magnetic Media Reports appendix.

GENERAL APPEARANCE

Use this option to:

- Create a new format.
- Assign a name and description to it.
- Define its general characteristics, such as the record length, what record classes are included in the report, and what the record types are for each included record class.

Select

General appearance from the *Magnetic media formats* menu.

The following screen displays:

```
Magnetic media formats (General appearance)        XYZ Company


      * 1. Report format code

        2. Report format description



        3. Annual or quarterly report
        4. Report file name
        5. Report file name extension

        6. Record length
        7. End each record with CR/LF ?
           (Carriage return/line feed)
           (If yes, 2 characters will
            be added to the record length)

<F1> = next mag media format, <SF1> = previous mag media format
```

From this screen you can work with new and existing formats. Enter the information as follows:

1. Report format code

Enter a code to identify this new or existing format. Each segment of the code is required. The first segment is intended to identify the state and the second segment to contain further identification such as the effective date or revision number. Neither segment is validated and any input is accepted.

Options

You can also use one of the options:

<F1>	For the next existing format
<SF1>	For the previous format

Format	Two characters (first segment) 15 characters (second segment)
Example	Type `XX` and then type `SAMPLE STATE`

2. Report format description

For a new format, enter up to four lines of description. For an existing format, the description displays automatically.

Format	Four lines of 30 characters each
Example	Type `Sample State` and then press <Enter> On line 2, type `Annual W-2 report` On line 3, type `Ref:` On line 4, press <Enter>

3. Annual or quarterly report *or* Report frequency

The field name changes based on the setting for Show state jurisdiction fields in *Control information*. If that field is checked this displays as *Report frequency*, otherwise it is *Annual or quarterly report*.

If the field label is Annual or quarterly, enter A if this format is for an annual report (used by *Annual reports (Mag media)*), or Q if it is for a quarterly report (used by *Quarterly reports (Mag media)*). These reports are found under the main menu *Reports, General*.

If the field label is Report frequency, you have two additional options. You may also select M for Monthly reports (used by *Monthly reports (Mag media)*) and S for State quarterly reports (used by *Quarterly reports (Mag media)*). These reports are found under the main menu selection *Reports, State*.

Reports created for any of the selections can be printed using *Magnetic media report list*.

Format	One letter, either A or Q If showing state jurisdiction fields, select one letter, either A, Q, M or S
Example	Type `A`

4. Report file name *and*

5. Report file name extension

Enter the appropriate file name and extension for the electronic report file. For example, the Federal W-2 magnetic media report uses the file name W2REPORT. The file name to use is given in the reporting specifications provided to you by your state agency. The extension is usually blank.

Format	Eight characters (for file name) Three characters (for extension)
Example	Type `W2REPORT` in Field #4 Press <Enter> in Field #5

6. Record length

Enter the record length for this electronic format file. All records output for the report have this length. The record length is given in the electronic reporting specifications provided to you by your state agency.

Record length does not include the optional CR/LF specified in the next field. If you answer Y to Field #7, the actual record length will be two characters longer than what you enter here. If you want a record length of 512 and you are select Y to field 7, enter 510 for the record length.

Format	999
Example	Type `128`

7. End each record with CR/LF ?

(Carriage return/Line feed)

Answer Y to append carriage return and line feed characters (in that sequence) to the end of each record in the report file. Answer N to not append. The electronic reporting specifications provided to you by your state agency specify whether this is to be done or not.

Format	One letter, either Y or N
Example	Type `Y`

Field number to change ?

Options

Make any desired changes. For an existing entry, you can use one of the options:

<F1>	For the next existing format
<SF1>	For the previous format

Press <Enter> for the next entry screen, which displays as follows:

```
Magnetic media formats (General appearance)        XYZ Company

        Report format code:        XY-STATE REPORT     (Quarterly)
        Report format description: State report


         8. Employee names are entered      (Not applicable)

        Does this report have:

         9. File header records ?
        10. Group header records ?
        11. Intermediate header records ?
        12. Employee records ?
        13. Intermediate total records ?
        14. Group total records ?
        15. File total records ?

        16. Group "ordered by" field
        17. Intermediate record frequency
```

Enter the following information:

8. Employee names are entered

This field is not used. This field was required for earlier versions of Payroll that included the full employee name in one field.

9. File header records ?
10. Group header records ?
11. Intermediate header records ?
12. Employee records ?
13. Intermediate total records ?
14. Group total records ?
15. File total records ?

These fields let you select which record classes to include for this format. Consult the specifications provided to you by your state agency for which record classes you need. Generally, those records which appear only once at the beginning of the report file are in the file header class. Those that appear for each employee are in the employee class. Those that appear only once at the end of the report file are in the file total class.

If your state requires employee records to be grouped by a field (for example, plant number) you may need to include either or both the group header class and the group total class.

If your state requires intermediate totals after a specified number of employees have been reported, you need to include the intermediate total class.

The software will allow you to respond N to each of these fields, but a report with no classes at all is not meaningful.

Answer Y to include a record class, or N to exclude it from the report.

Format	One letter for each field, either Y or N
Example	Include file header and total records. Include intermediate total records but exclude intermediate headers. Exclude group header records and group totals. Include employee detail records.

16. Group ordered by field

If you have entered N for both Field #10 and Field #14, groups are not used and the report is ordered in straight employee-number sequence. This field then displays as *Not applicable* and cannot be entered.

Otherwise, this field is required (the software will allow you to leave it blank, but the resulting format cannot be verified).

Enter the number of the field to be used in grouping employees. Field numbers consist of two segments: a prefix EF or EX, followed by am arbitrary number. The prefix indicates whether this is a regular or extended field, respectively. All of these fields are in the *Employees* selection.

Upon entry of a valid field number, its name displays alongside.

Regular fields are listed in the State Magnetic Media Report Fields appendix. Extended fields are user-defined. You can edit and view them via *Define extended fields*.

Options

To avoid looking up the field number, you can use one of the following options instead of entering a field number.

<F1>	To display a list of employee fields
<F2>	To display a list of employee extended fields

If you enter the first segment of the field number as EF, instead of entering the second segment you can use the option:

<F1>	To display a list of employee fields

If you enter the first segment of the field number as EX, instead of entering the second segment you can the option:

<F2>	To display a list of employee extended fields

If you choose to display a window of either the regular or the extended fields, all of the fields are displayed in a scrollable table, one column wide. The current field is highlighted. Use <Up>, <Down>, <PgUp>, <PgDn>, <Home>, and <End> to move to the desired field. Alternately, you can press # to enter a field number directly. The table will scroll to that point. Either way, when you have selected the desired field press <Enter> to select it.

Format	Two characters, EF or EX (first segment)999 (second segment)
Example	(Does not occur in this example)

17. Intermediate record frequency

If you have entered N for both Field #11 and Field #13, employees are not batched. This field then displays as *Not applicable* and cannot be entered.

Otherwise, this field is required (the software will allow you to leave it blank, but the resulting format cannot be verified). Enter how many employees there are in each batch.

If the number of employees is not an exact multiple of the frequency entered, one batch is necessarily a short batch. This is always the last batch on the file.

Format	999
Example	Type 41

Field number to change ?

Make any desired changes. Press <Enter> for the next entry screen:

```
Magnetic media formats (General appearance)        XYZ Company

      Report format code:         XY-SAMPLE STATE     (Annual)
      Report format description:  Sample State
                                  Annual W-2 report
      Record types in order of appearance in the report:

   18. File header
   19. Group header            (Not applicable)
   20. Intermediate header     (Not applicable)
   21. Employee
   22. Intermediate total
   23. Group total             (Not applicable)
   24. File total
```

Enter further information as follows:

18. File header
19. Group header
20. Intermediate header
21. Employee
22. Intermediate total
23. Group total
24. File total

These fields correspond respectively to Fields #9 through 15 on the previous screen. Record classes which are absent from this format (i.e., which were entered as N on the previous screen) appear as *Not applicable* on this screen and cannot be entered. Conversely, any record class which was entered as Y on the previous screen must have at least one record type defined for it on this screen.

The following fields allow up to ten record types to be named for each record class. The name for a record type can be up to three characters. These names are used as identifiers when adding record

formats. When an electronic report file contains several different records, they are identified by codes which appear in the same place in each record. Each record uses a different code. For example, one of the Federal W-2 reports uses the following record identifiers:

File headers	1A, 2A, 1B, 2B, 1E, 2E
Employee	1W, 2W, 3W, 1S, 2S
Intermediate totals	1I, 2I
File totals	1T, 2T, 1F

To make an electronic report format easy to use, use the record identifiers as specified in your state's electronic format as the names for the record types in the fields below.

Each record type you enter here must be subsequently be defined using the *Record formats* selection (otherwise the report format cannot be validated).

Record types should be entered in the order in which it is intended that they appear on the report. Two identically-named record types are not permitted within the same record class. This is legal (though not recommended) within different record classes. When it happens, each record type is distinct and must be defined separately.

Enter the names of the record types in each record class included in the electronic report format.

Format	Three characters for each record type Up to ten record types for each record class. When finished entering types for a record class, press <Enter> at the next empty type field to proceed to the next class.
Example	For Field 18, type `1A`, `1B`, `1E`, and then press <Enter> to go to Field #21 (Fields #19 and 20 are not applicable for this format). For Field #21, type `1W`, `1S`, and then press <Enter>. For Field #22, type `1I` and then press <Enter>. Field #23 is not applicable for this format. For Field #24, type `1T`, `1F`, and then press <Enter>.

Field number to change ?

Make any desired changes. Press <Enter> to complete the transaction.

RECORD FORMATS

Use this option to enter the formats for each record in the electronic report. First, you select which electronic report format to work with, and then you select the record class and record type whose format you want to enter or change.

Select

Record formats from the *Magnetic media formats* menu.

The following screen displays:

```
Magnetic media formats (Record formats)          XYZ Company


              Report format code


<F1> = next report format, <SF1> = previous report format
```

From this screen you can work only with existing formats. To create a new format, use the *General appearance* selection.

Enter the information as follows:

Report format code

Options

Enter the report format code you want to work with or use one of the options:

<F1>	For next format
<SF1>	For previous format

Format	Two characters followed by 15 characters
Example	Type `XX` and then type `SAMPLE STATE`

Upon selection of an existing format, the following screen displays:

```
Magnetic media formats (Record formats)            XYZ Company

       Report format code:         XX-SAMPLE STATE     (Annual)
       Report format description:  Sample State
                                   Annual W-2 Report

       Record types in order of appearance in the report:

    A) File header           1A   1B   1E
    B) Group header          (Not applicable)
    C) Intermediate header   (Not applicable)
    D) Employee              1W   1S
    E) Intermediate total    1I
    F) Group total           (Not applicable)
    G) File total            1T   1F

  * 1. Record class          [ ]
  * 2. Record type
    3. Record description

Enter A-G, <F1> = next record type, <SF1> = previous record type
```

For each record class (lettered A) through G) on the screen), the record types already specified for this format in *General appearance* are listed. It will be recalled that there can be up to ten for each class.

From this screen you can work with both new and existing record types for this report format, provided that they are among the record types listed in A) through G) of the screen itself. There is one exception: If the *General appearance* selection has been utilized to eliminate a record type from the format after that record type has been defined in *Record formats*, that record type is accessible even though it does not appear on this screen. The only thing you can do with it after it has been accessed is to delete it.

Enter the information as follows:

*** 1. Record class**

Options

Enter a record class A through G (as shown in the above screen), or use the option:

<F1>	For the next existing record format entry (of any class)
<SF1>	For the previous entry

Format	One letter from A to G
Example	Type A

*** 2. Record type**

Options

Enter the name of a record type for the class entered above, or use the option:

<F1>	For the next existing record format entry (of this class)
<SF1>	For the previous entry

Format	Three characters
Example	Type `1A`

3. Record description

Enter a description for this record format.

Format	30 characters
Example	Type `TRANSMITTER RECORD`

Field number to change ?

Options

Make any desired changes. For an existing entry, you can also use one of the options:

<F1>	For the next existing record format entry (of any class)
<SF1>	For the previous entry
<F3>	To delete this entry

Press <Enter> for the next entry screen:

```
Magnetic media formats (Record formats)           XYZ Company

  Format: XX-SAMPLE STATE     (Quarterly)  Record class: File header
  Desc:   Sample State                     Record type:  1A
          Annual W-2 Report                Desc: TRANSMITTER RECORD

Beg  End  Field                                Decimals Neg Rnd Just Fill Special
  1    1  EF-001 Text: 1                                          L           Y
  2    2  EF-001 Text: A                                          L           Y
  3    6  RF-020 Report year (20XX)

<F6> = edit special entries
Use ↑↓, <PgUp>, <PgDn>, <Home>, <End>, <F2> = insert, <F3> = delete
```

This is a scrollable screen containing a single row for each defined field in the record. Fields are in ascending sequence by their position. Fields cannot overlap each other, and the record length defined for this format in *General appearance* is the rightmost available location for any field. However, gaps may exist between fields. All fields are in straight ASCII format (you cannot define binary or packed-decimal fields).

Any field in either the employer or employee record (regular or extended) can be included in the record layout, as well as any predefined text.

Options

The current field is highlighted and can be changed. To move horizontally, press <Enter>. The cursor will move to the next field. Vertical movement is possible only when the cursor is in the leftmost column, in which case the options available are:

<Up>, <Down>	Move to the previous or next line on the screen. Scrolling occurs when the top or bottom border is reached.
<PgUp>, <Page Down>	Move to the previous or next screen.
<Home>, <End>	Move to the first or last screen.
<F2>	Insert a new line at the current location. The existing line and all following lines will scroll down, leaving a blank line for your insertion. To cancel the insertion, press <Esc>.
<F3>	Delete the current line (the remainder of the screen will scroll up to close the gap).
<F6>	Change special entries for a field (applies only to fields that have special entries. These will be defined later in this section).

Note that <Left> and <Right> are not active, and that <Up> and <Down> are active only when in the leftmost column. However, <Esc> is active in all columns — in the leftmost column it terminates screen entry and returns you to the previous screen, in any other column it cancels changes to this line and returns you to the leftmost column.

Enter information by column as follows:

Beg

Enter the beginning position of the field. This cannot exceed the record length and must be greater than the ending position of the preceding field if any.

Format	999
Example	Type 1

End

Enter the ending position in the field. This cannot exceed the record length, must be less than the beginning position of the next field if there is one, and must not be less than the beginning position of this field. The length of the field, as determined from its beginning and ending locations, cannot exceed fifty characters.

Be aware that it is permissible to define a receiving field smaller or larger than the defined size of the sending field. Truncation or padding will occur as required. Editing symbols (minus sign, decimal

point) do occupy space, and you must allow for them when defining the beginning and ending positions.

Format	999
Example	Type 1

Field

Specify a code identifying what employee or employer information you want to put into this field. Field numbers consist of two segments:

Options

A prefix, which is one of the following:

EF	Employee fields
EX	Extended employee fields
RF	Employer fields
RX	Extended employer fields
JA	RA jurisdiction fields
JE	RE jurisdiction fields

An arbitrary number identifying the field.

Upon entry of a valid field number, its name displays alongside.

Regular fields are listed in the State Magnetic Media Report Fields Appendix of this documentation. Extended fields are user-defined. You can view them via *Define extended fields*.

Options

To avoid looking up the field number, you can use one of the following options instead of entering a field number:

<F1>	To display a list of employee fields
<Ctrl>+<F1>	To display a list of employee extended fields
<F2>	To display a list of employer fields
<Ctrl>+<F2>	To display a list of employer extended fields
<Enter>	To include predefined constant text in the record layout. A window will appear to allow text entry.

If you choose to display a window of either the regular or the extended fields, all of the fields are displayed in a scrollable table, one column wide. The current field is highlighted. Use <Up>, <Down>, <PgUp>, <PgDn>, <Home>, and <End> to move to the desired field. Alternately, you can press # to enter a field number directly. The table will scroll to that point. Either way, when you have selected the desired field press <Enter> to select it.

Format	Two characters from the list above (first segment) 999 (second segment)
Example	Type `EF` and then type `1`

If you enter the first segment of the field number explicitly, the cursor moves to the second segment and the option key corresponding to the prefix entered remains available. For example, if you type EF the cursor moves to the second segment and the <F1> option (but only that option) remains available.

Decimals

Enter the number of decimal positions (digits to the right of the decimal point) to show in the report for a numeric field. The default is 2 decimals. Decimal positions are not entered for alphanumeric (character) fields or date fields.

Format	A number from 0 to 5
Example	(This field is skipped)

Note that the positions to the left of the decimal are not entered because they are implied. The number of digits to the right of the decimal are subtracted from the size of the receiving field as determined by its beginning and ending locations. Any positions required for editing symbols (decimal point, minus sign) are also subtracted. Whatever is left over is what you have available to receive the integer portion of the sending field. No warning is issued when this remainder is smaller than the defined size of the sending field (nor indeed when it is zero or even negative).

Neg

Options

If the field selected can be negative, make one of the following selections for showing the minus sign of a negative number:

Blank	do not show the minus sign
R	show the minus sign to the right of the number
L	show the minus sign to the left of the number

Generally, states do not allow negative money amounts to be reported.

Format	One character from the list above
Example	(This field is skipped)

Rnd

Options

If the Decimals field is set to anything greater than zero, this field determines when the decimals are rounded. Select Y to round the decimals to the nearest dollar amount. Otherwise, select N to not do any rounding.

In most cases you will set this to N, but Louisiana requires this option set to Y.

Format	Y = Yes and N = No
Example	This field is skipped

Just

If the field selected is alphanumeric, enter L to justify the contents of the field to the left, R to justify the contents of the field to the right, or N for no justification. Here is an example, assuming that the sending field is six characters long and its current value is "bbXYbb" (where *bb* represents spaces):

Receiving field		Result
Size	**Justified**	
6	N	bbXYbb
6	L	XYbbbb
6	R	bbbbXY
1	N	b
1	L	X
1	R	Y

Format	One character from the list above
Example	Type L

Fill

If the field selected is alphanumeric (character) and is justified to the right, enter S to fill the unused positions on the left with spaces (blanks), or Z to fill the unused positions on the left with zeros.

Format	One letter, either S or Z
Example	(This field is skipped)

Special

Special information is associated with certain fields. This information varies with the type of field, and cannot be represented in the simple row/column arrangement of this screen. When such information is present, a Y displays in this column. A special window displays to enter or change the data. Each of these windows is explained separately in the following sections.

If you want to change special entries for an existing line, you can use the <F6> option from the leftmost column. Alternately, you can press <Enter> repetitively until the Special column is reached, at which point the window will appear.

The special column can never be entered directly. A Y in this column does not imply that any (non blank) value has been specified for whatever special processing is available, nor is there any way you can change the Y to an N — the Y is merely there to inform you that a special window is in fact associated with this field type.

Entering Information in Special Entry Windows

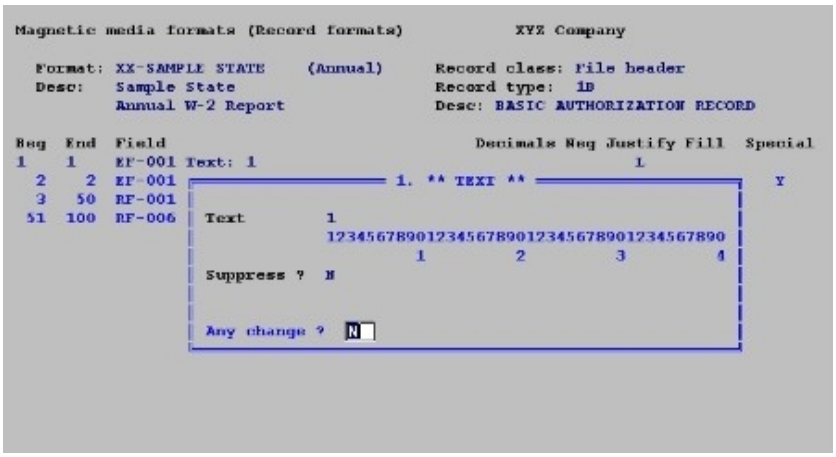
This section explains how to enter information in different types of special entry windows.

Special entry windows: Text

This special entry window is displayed for the following field:

- EF-001 Any ** TEXT ** field.

All text fields are numbered EF-001, but this is merely a convention and does not imply that they are all the same.



Text

Enter the text you want to appear in the electronic report in the position specified by Beg through End.

Format	A number of characters (up to 40) equal to the length of this field, as shown by the beginning and ending position
Example	Type 1

Suppress

Answer N if you want the text to always appear in the report. Answer Y if you want to sometimes suppress the text. This feature would be used if a text field was intended as a caption for an adjacent field, and you wanted the caption not to appear when that field was not present.

Field

This field displays only if the preceding field is Y.

Field number is selected exactly as described previously for the Field column on this screen, except that you cannot enter a text in here. It is not required that the field entered here be included elsewhere in this record layout (or anywhere else in this format).

Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: zip code/SSN

This special entry window displays for the following employee fields:

- EF-018. ZIP code (- + last four digits)
- EF-019. ZIP code (last four digits)
- EF-023. Social security # (nine digits)
- EF-024. Soc. sec. # (first three digits)
- EF-025. Soc. sec. # (middle two digits)
- EF-026. Soc. sec. # (last four digits)

Fill text

Enter the text to replace the field shown in the title of the window when that field is not numeric. You might for instance force non-numeric (e.g., Canadian) postal codes to be recorded as asterisks. Usually the replacement (fill) text is blank.

Format	A number of characters (up to 40) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

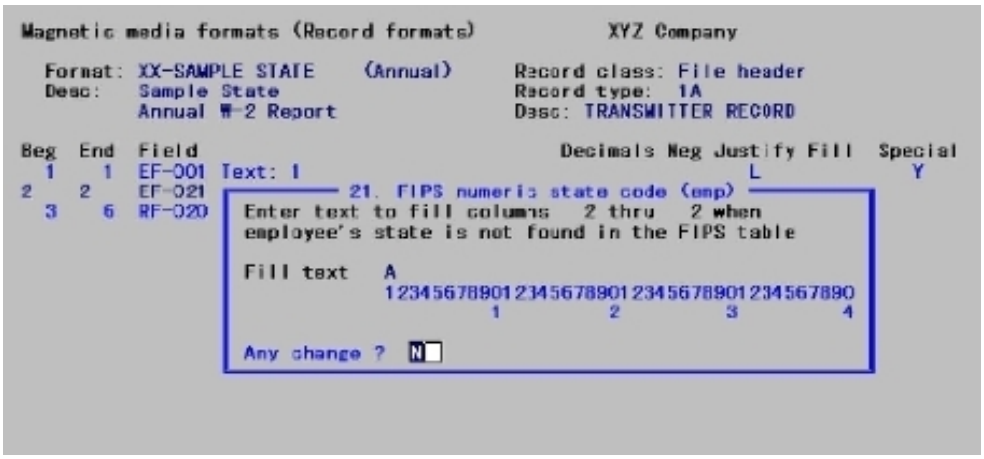
Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: FIPS numeric state code

This special entry window is displayed for the following fields:

- EF-021 FIPS numeric state code (emp)
- RF-032 FIPS numeric state code (empr)



The FIPS (Federal Information Processing Standard) state code is not stored in *Employees*. Instead the state/territory postal abbreviation is translated to a FIPS code as needed, using an internal table. The purpose of this window is to specify what substitute will be used when this translation fails (because of invalid state abbreviations in *Employees*, or because of new states admitted to the Union since the last Passport Business Solutions upgrade).

Fill text

Options

Enter the text to use when the state is not found in the table of FIPS numeric state codes, or use the option:

<F2>	To use the state's postal abbreviation as the fill text

Format	A number of characters (up to 40) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: hire/termination dates

This special entry window is displayed for the following fields:

- EF-027 Hire date (MMDDYY)
- EF-028 Hire date month (MM)
- EF-029 Hire date day (DD)
- EF-030 Hire date year (YY)
- EF-035 Termination date (MMDDYY)
- EF-036 Termination date month (MM)
- EF-037 Termination date day (DD)
- EF-038 Termination date year (YY)

Hire and termination dates are not required fields when entering an employee record. This special entry field allows you to specify the text to use when the hire or termination date has not been entered.

Fill text

Enter the text to replace the hire or termination date shown in the title of the window when that field has not been entered. Usually this replacement (fill) text is blank.

Format	A number of characters (up to 40) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: hire/termination dates this quarter

This special entry window displays for the following fields:

- EF-031 Hire date if this quarter
- EF-032 Hire date if this quarter (MM)
- EF-033 Hire date if this quarter (DD)
- EF-034 Hire date if this quarter (YY)
- EF-039 Termination date if this qtr
- EF-040 Term. date if this qtr (MM)
- EF-041 Term. date if this qtr (DD)
- EF-042 Term. date if this qtr (YY)

Hire and termination dates are not required fields when entering an employee record. Additionally, the hire and termination dates cannot be in the period covered by the electronic report. This special

entry field allows you to specify the text to use when the hire or termination date has not been entered or is not in the period covered by the report.

Fill text

Enter the text to replace the hire or termination date shown in the title of the window when that field has not been entered or is not covered by the period being reported. Usually this replacement (fill) text is blank.

Format	A number of characters (up to 40) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

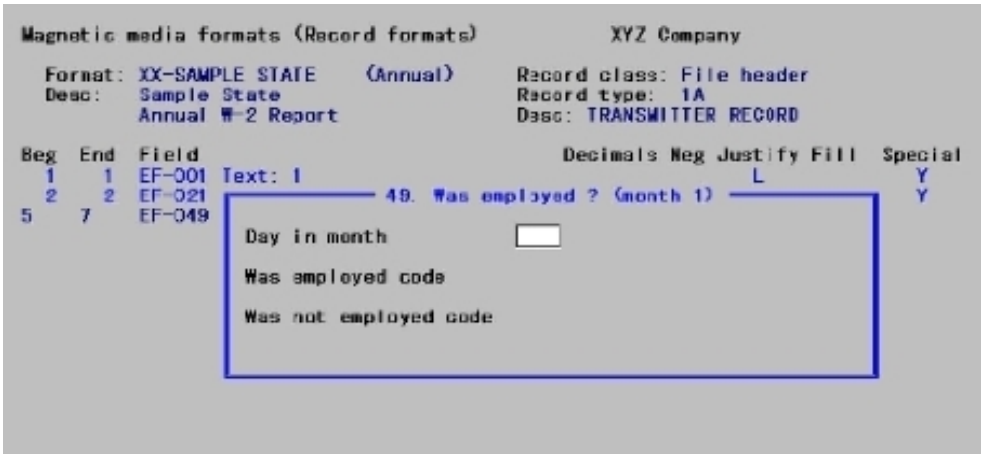
Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: was employed ?

This special entry window is displayed for the following fields:

- EF-049 Was employed ? (month 1)
- EF-050 Was employed ? (month 2)
- EF-051 Was employed ? (month 3)



Employee Fields #49, 50, & 51 are for use on quarterly reports. They relate respectively to the first, second, and third month of the quarter, and let you specify whether an employee was employed or paid wages for each month of the quarter.

Date in month

Enter the date in the month used as a criterion for determining whether an employee worked or was paid wages for the month.

Format	99
Example	(Does not occur in this example)

Was employed code

Enter the code specified by your state which indicates that an employee worked or was paid wages for the month.

Format	A number of characters (up to 20) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

Was not employed code

Enter the code specified by your state which indicates that an employee did not work and was not paid wages for the month.

Format	A number of characters (up to 20) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

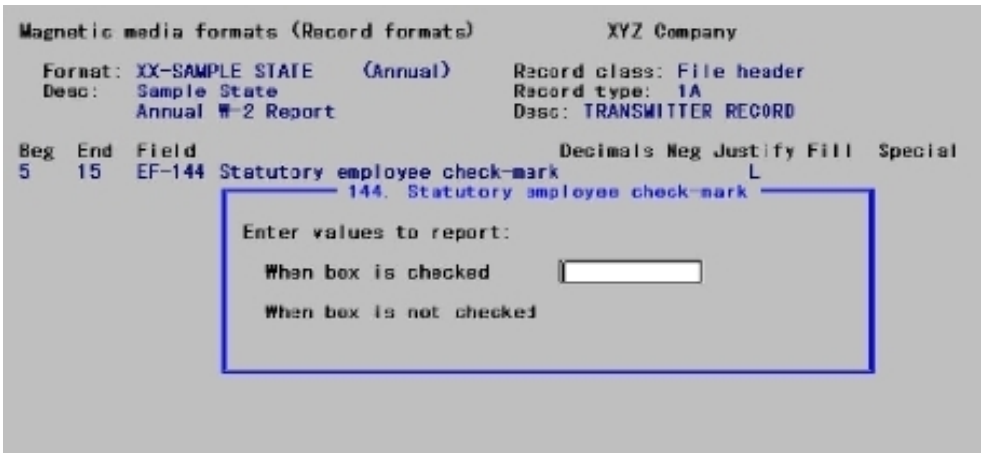
Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: W-2 box 6 check-marks

This special entry window is displayed for the following fields:

- EF-144 Statutory employee check-mark
- EF-145 Deceased employee check-mark
- EF-146 Pension plan check-mark
- EF-147 Legal rep. check-mark
- EF-148 942 employee check-mark
- EF-149 Deferred comp. check-mark



Employee Fields #144 - 149 are used to report the status of the check boxes on the Federal W-2 form (Box 6 check boxes). This special entry window is used to specify the values to report which indicate that a box has been checked or not checked.

When box is checked

Enter the code which indicates that the check-mark field shown in the window title is checked.

Format	A number of characters (up to 20) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

When box is not checked

Enter the code which indicates that the check-mark field shown in the window title is unchecked.

Format	A number of characters (up to 20) equal to the length of this field, as shown by the beginning and ending position
Example	(Does not occur in this example)

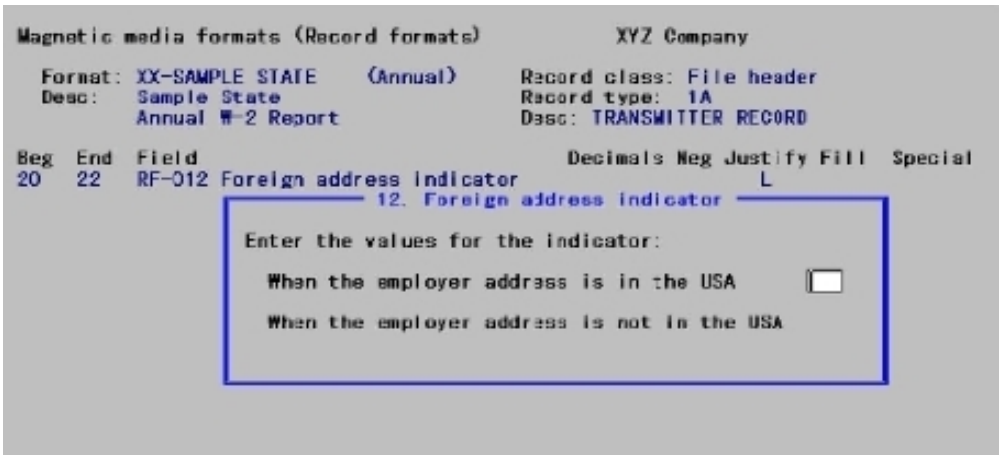
Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: foreign address indicator

This special entry window is displayed for the following field:

- RF-012 Foreign address indicator



It allows you to specify the values that indicate whether the employer's address is foreign or not. This field is used for the Federal W-2 electronic format and any state format that is based upon that format.

When employer address is in the USA

Enter the value which indicates that the employer's address is not foreign.

Format	One character
Example	(Does not occur in this example)

When employer address is not in the USA

Enter the value which indicates that the employer's address is foreign.

Format	One character
Example	(Does not occur in this example)

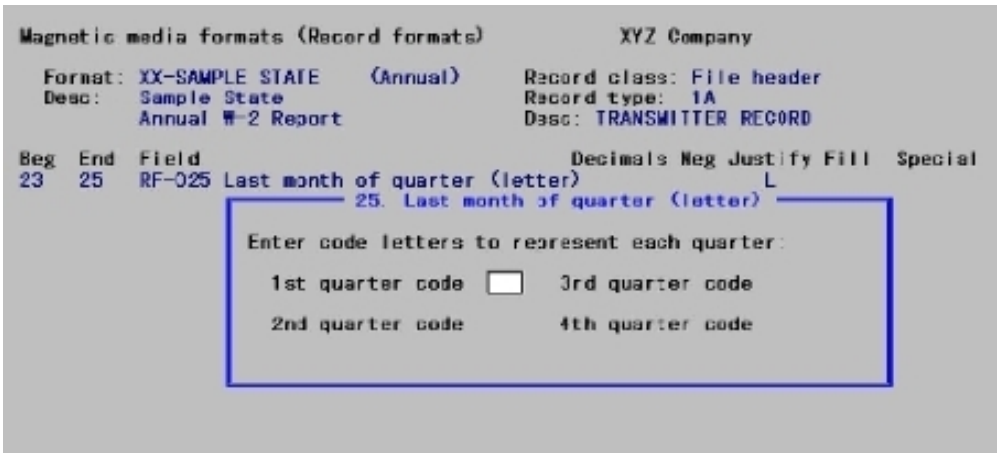
Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: quarter letters

This special entry window is displayed for the following field:

- RF-025 Last month of quarter (letter)



1st quarter code

Enter the letter which is used to represent the first quarter of the year.

Format	One character
Example	(Does not occur in this example)

2nd quarter code

Enter the letter which is used to represent the second quarter of the year.

Format	One character
Example	(Does not occur in this example)

3rd quarter code

Enter the letter which is used to represent the third quarter of the year.

Format	One character
Example	(Does not occur in this example)

4th quarter code

Enter the letter which is used to represent the fourth quarter of the year.

Format	One character
Example	(Does not occur in this example)

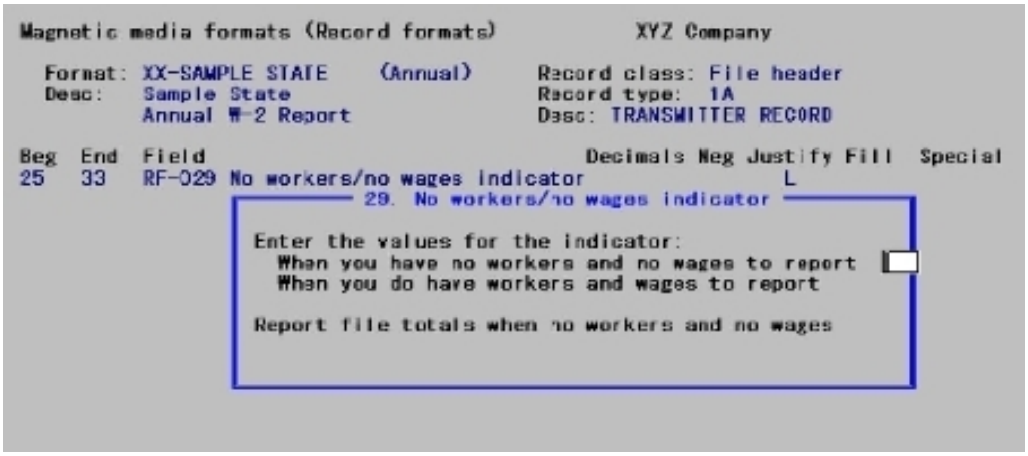
Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: no workers / no wages indicator

This special entry window is displayed for the following field:

- RF-029 No workers/no wages indicator



When making an electronic report (Quarterly or Annual), you are asked the following questions:

- Did you pay wages for this reporting period ?
- Did you have workers for this reporting period ?

If the answer to both of these questions is N, the first value entered in the window above is reported in the electronic report file. If the answer is Y to one or both of these questions, the second value entered in the window above is reported in the electronic report file.

When you have no workers or wages to report, no employee records, intermediate header or total records, or group header or total records are output. Additionally, you can specify to not output any file total records when you have no workers or wages to report by answering N for the third entry in the window above.

When you have no workers and no wages to report

Enter the code which indicates that you had no workers or wages for the reporting period.

Format	One character
Example	(Does not occur in this example)

When you do have workers or wages to report

Enter the code which indicates that you did have workers or wages for the reporting period.

Format	One character
Example	(Does not occur in this example)

Report file totals when no workers and no wages ?

Answer Y to report file totals when you have no workers and no wages for the reporting period.
Answer N to not report file totals when you have no workers and no wages for the reporting period.

Format	One letter, either Y or N
Example	(Does not occur in this example)

Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: extended date fields

This special entry window displays for:

- Any extended employee or employer date field.

Select date format to use for this extended field

Options

Select which date format to use for this field. Your choices are:

1	YYMMDD
4	YY (only)
2	MMDDYY
5	MM (only)
3	DDMMYY
6	DD (only)

Format	One digit from the list above
Example	(Does not occur in this example)

Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: employee report name sequence

This special entry window displays for the following field:

- RF-031 Employee report name sequence

Some electronic format specifications need to know how employee names are reported, either as First name first or as Last name first. This field allows this information to be reported.

Employee names are reported First name first

Enter the code which indicates that employee names are reported as First name first.

Format	One character
Example	(Does not occur in this example)

Employee names are reported Last name first

Enter the code which indicates that employee names are reported as Last name first.

Format	One character
Example	(Does not occur in this example)

Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

Special entry windows: total employees covered by UI

This special entry window is displayed for the following fields:

- RF-033 Tot emp covered by UI month 1
- RF-034 Tot emp covered by UI month 2
- RF-035 Tot emp covered by UI month 3

Employer Fields #33, 34, and 35 are on quarterly reports and are not meaningful if used on annual reports. They refer respectively to the first through third month of the quarter, and let you to specify whether an employee was employed or paid wages for each month of the quarter.

Day in month

Enter the day in the month used as a criterion for determining whether an employee worked or was paid wages for the month.

Format	99
Example	(Does not occur in this example)

Any change ?

Enter Y to re-enter the window, or Y to return to the main screen.

FORMAT SPECIFICATIONS

Use this option to print a full list of the exact specifications that define one or more electronic report formats. This is different from a sample report. A sample report shows what the report looks like. The format specification shows all the information you entered to get the report to look like that.

Select

Format specifications from the *Magnetic media formats* menu.

Enter the starting and ending codes for the report formats for which you want to print specifications.

Starting format code and

Ending format code

Enter the range of the formats you want to print. Follow the screen instructions.

Format	999
Example	Press <F2> at both fields for a range from first to last

VERIFY A FORMAT

Use this option to verify a format before using it.

Select

Verify from the *Magnetic media formats* menu.

A screen displays, allowing you to enter the format code for the electronic report you want to verify.

Options

Use the following options.

<F1>	For next format
<SF1>	For previous format

After you have selected the report format to verify, the printer selection menu displays. On selecting a printer, the program begins checking the report format for errors.

As the format is verified, the following screen displays counts of errors and warnings found.

An error report prints at the end of the verification process. Under the column Error/warning, error messages are identified with an E and warning messages with a W.

You must correct errors before you can use a report format.

You can either correct warnings or leave them as they are.

SAMPLE REPORT

Use this option to make a sample report from an electronic format.

Note	You must verify and correct any errors in a report format before you can output a sample report.

Select

Sample report from the *Magnetic media formats* menu.

A screen displays asking for the disk drive to which the sample report is to be written.

The sample report is written to this disk drive in its current directory. The file name of the sample report will be XXXXXXXX.SAM, where XXXXXXXX is the file name you entered in *General appearance* for the format.

After the sample report is finished, you are asked to remove the diskette from the drive. The only action you need to do is type DONE.

Because the sample report is a text file, you can look at it with a program that displays a text file or you can use the selection *Magnetic media report list* on the *Reports, general* menu, to print the file. See the Magnetic Media Report List chapter.

COPY FORMAT

If you have already created an electronic format that you want to keep, and you are going to add another similar format, use this option to copy the existing format. Then make changes to the copy.

Select

Copy from the *Magnetic media formats* menu.

A screen displays for you to enter the format code to copy from and the code to be assigned to the new format.

Enter the information as follows:

1. Copy from report format

Options

Enter the code of the format you want to copy from or use the option:

<F1>	For next electronic format
<SF1>	For previous electronic format

Format	Two characters followed by 15 characters
Example	Type `XX` and then type `SAMPLE STATE`

2. Copy to report format

Enter the code you want to assign to the new format. If you enter the code of a format already on file, you see an error message informing you of this and that you must delete the existing format first before you can use this format code.

Enter another format code that is not already used.

Format	Two characters followed by 15 characters
Example	Type `XX` and then type `SAMPLE STATE 1`

3. Format description

Enter up to four lines of description of 30 characters each for the new format.

Format	Four lines of 30 characters each
Example	Press <Enter> four times to accept the descriptions displayed

4. Annual or quarterly

Enter A to specify that the copy to format is for an annual report, or Q to specify that it is for a quarterly report.

Format	One character
Example	Type A

Field number to change ?

When the format has been copied, press <Esc>.

DELETE FORMAT

Use this option to delete electronic formats which you no longer want to keep.

Select

Delete, from the *Magnetic media formats* menu.

Options

A screen displays for you to enter the format code to delete. Enter the code or use the option:

<F1>	For next format
<SF1>	For previous format

To delete a format, answer Y when you are asked whether it is OK to delete it. Otherwise, press <Enter> to keep it.

If you answer Y, a message displays stating that the format has been deleted. Press <Enter> and then select the code of another format to delete, or press <Esc>.

Format	Two characters followed by 15 characters
Example	Type `XX` and then type `SAMPLE STATE 1`

Define Extended Fields

This chapter contains the following topics:

ADDING AND EXTENDING FIELDS

Use this selection to tailor Payroll for the types of information you require. This is useful when additional fields are required for quarterly or annual state electronic reports. Although this facility is provided primarily for electronic file reporting, you may also find this useful for storing additional information about employees.

For instance, one state requires you to identify in your quarterly unemployment insurance report those employees who are officers of the corporation. Another state requires separate fields for employee first name, middle initial, and last name. There are other instances of irregular data that are reported to states electronically.

It is important to distinguish between defining what kind of extended fields you want and what data you want to put into those fields:

- Extended fields for both employer and employees are defined in this selection.
- Employer-related extended data is entered via *Control information* menu selection, located under *Master information*. See Extended Employer Fields in the *Control information* chapter.
- Employee-related extended data is entered via *Employees*. Whatever extended fields you define are available for all employees. You cannot for instance define one set of fields for hourly employees and another for salaried employees. However, all extended fields are optional, so for each employee you need to enter only the fields that are meaningful for that employee. Se the Extended Employee Information section of the *Employees* chapter

Here is what you can specify for each extended field:

- Field number
- Field name
- Field type (alphanumeric, numeric, or date)
- Field size
- Default that automatically displays in this field and can be selected by <Enter> (like any other default)
- Prompt that displays at the bottom of the screen during entry of the field

ENTERING EXTENDED FIELDS

Extended fields are entered the same way for employees and for employers. You can define up to 36 extended fields for each. They are not numbered from 1 to 72. Each group is separately numbered from 1 to 36.

In order to make efficient use of space, a single extended field (if alphanumeric) is allowed to span *two* normal fields. This allows a single field to contain fifty (instead of twenty-five) characters. It does however impose certain restrictions, which can be illustrated by two examples:

- If extended field #3 is a double-length field, extended field #4 is not available. Extended field #5 is available, and can be either a normal or a double-length field.
- If extended field #11 and extended field #14 are both double-length fields, extended field #13 is available but can be only a normal-length field.

There is no requirement that double-length fields be either odd-numbered or even-numbered.

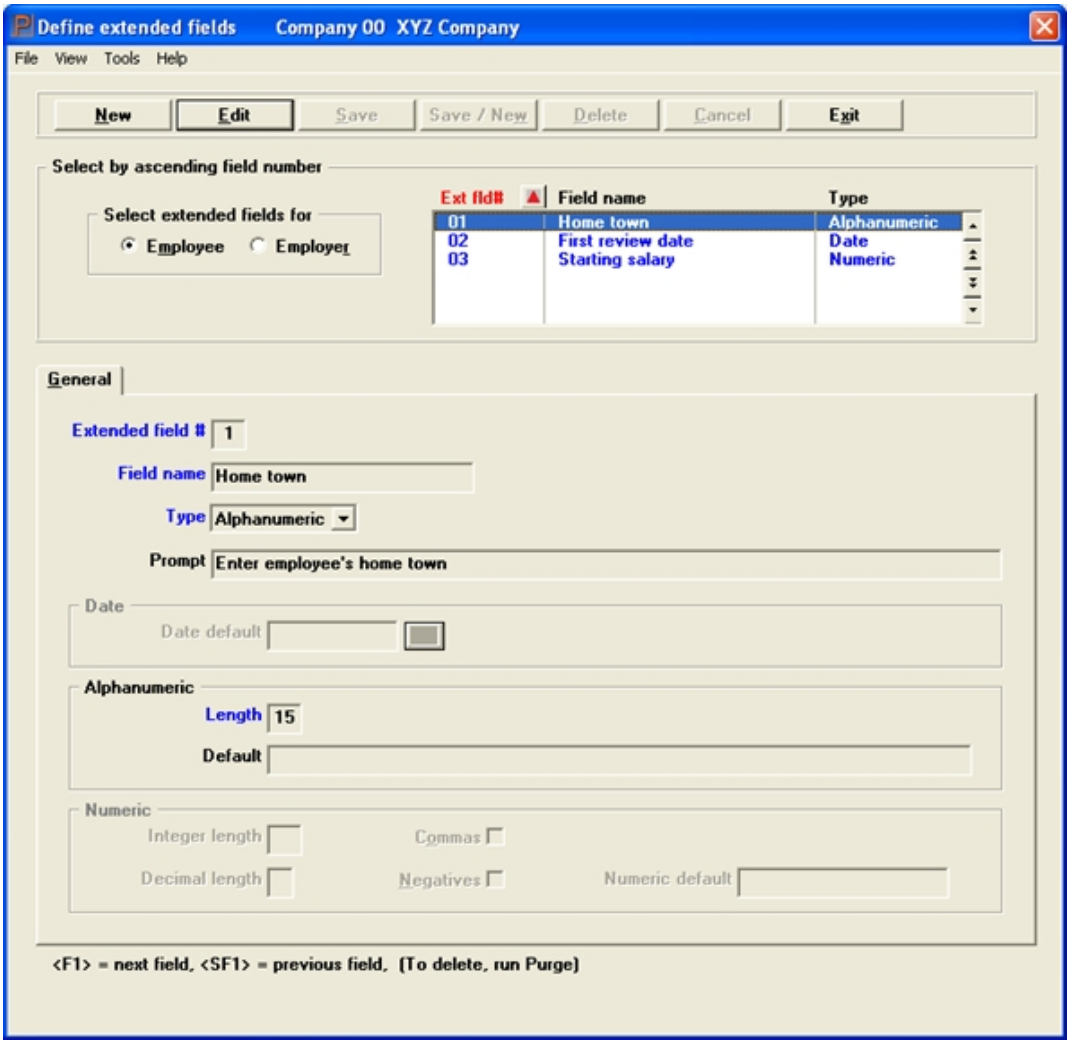
When a double-length field is purged, the space that is freed can be used either for another double-length field or for two normal fields. Or it can simply be left unused — fields are not required to be numbered consecutively. Gaps in the numbering sequence are not closed up when a field is purged. However, these gaps are not apparent to the operator who is using the *Employees* selection or the *Control information* selection, because the extended fields are identified only by their description, not their numbers. Undefined fields are not displayed.

Select

Enter from the *Define extended fields* menu.

The following screen displays:

Graphical Mode

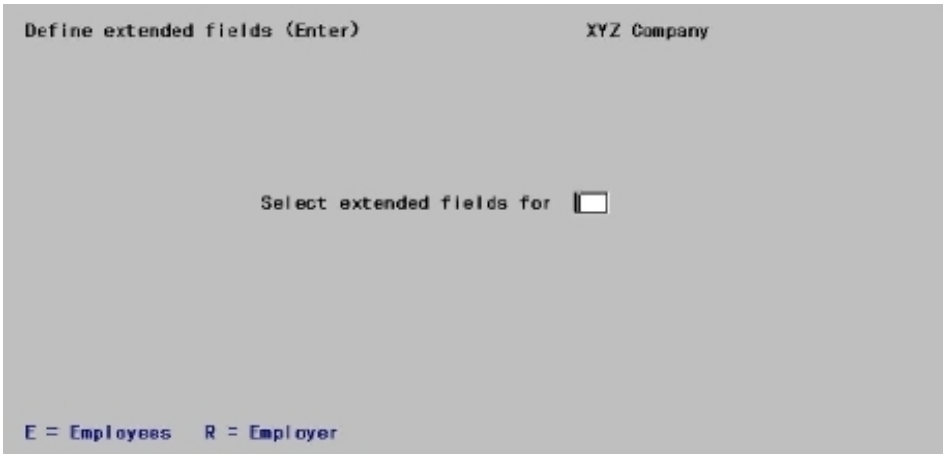


You may define with an employee or employer extended field on this screen.

Button	Keyboard	Description
New	Alt+n	To enter a new extended field definition.
Save	Alt +e	To edit what was entered or changed on a field.
Exit	Alt +x	If no field changes or new entries were made, you will be returned to the screen. If you made any changes, a *Cancel Entry?* message will display. If you select Yes, any changes will be abandoned. If you select No, you will return to the last field you edited.

Button	Keyboard	Description
Cancel	Alt +c	Discard what was entered or changed.

Character Mode



Using character mode two screens are required. You begin by specifying whether you want to work with employer fields or employee fields. You can then use the second screen to access as many extended fields as you wish (each screen represents a single extended field). Press <Esc> from the second screen to return to the first screen. Press <Esc> from the first screen to the main menu.

Enter the following information.

Select extended fields for

Enter E to work with employee extended fields, or R to work with employer extended fields.

Format	Graphical: radio buttons. Use your right and left arrow keys to select a button Character: One letter, either E or R
Example	Type R

Character Mode Only

Any change ?

Answer Y to re-enter the screen, or N to continue to the second screen.

The following screen displays:

```
Define extended fields (Enter)                    XYZ Company
                                                          * FOR EMPLOYER *

* 1. Ext field #
  2. Field name
  3. Type

<F1> = next field, <SF1> = previous field,  (To delete, run Purge)
```

From this screen you can work with both new and existing entries. Enter the following information:

Extended field

Options

Enter the number of the new or existing extended field you want to process. You can also use one of the options:

<F1>	For the next existing extended field definition (not the next number)
<SF1>	For the previous extended field

You cannot enter a number above 36, nor one that is already in use as the second half of a double-length field.

Format	99
Example	Type 1

Field name

Enter a descriptive name for this extended field. This name is used in screen displays and on reports to identify the information you enter for this extended field.

Format	20 characters
Example	Type `First name`

Type

Enter the type of information that you want to enter in this field: Alphanumeric, Numeric, or Date.

Format	Graphical: Drop down list Character: One letter, either A, N, or D.
Example	Type `A`

Prompt

Enter the prompting message for this extended field. This message displays at the bottom of the screen during data entry of this extended field. The message should describe what is to be entered for this extended field, and can include a brief list of allowable codes.

Format	60 characters. Prompts are optional and can be omitted.
Example	Type `Enter employee's first name`

Field Definitions

Depending on the type of field selected, the next set of fields allows you to define the characteristics of this extended field by entering one of more subfields. These are listed below. Which subfields are enterable depend upon what Type you entered.

On an existing entry, the only one of these subfields that you can change is the Default. Thus there is no possibility of leaving invalid data on file for an employee (or for the employer) when a field is changed (for instance, from alphabetic to numeric). If you need to remove a field definition and contents, see Purging Extended Fields.

Length

[Alphanumeric field only] Enter the number of characters you want to enter in this field.

Format	Any number from 1 to 50. An entry greater than 25 defines this as a double-length field (described in the introduction to this section).
Example	Type `25`

Note	PBS does not allow you to modify the field **Type** or **Definition Length** for an extended field once it has been entered. This is control feature that prevents you from modifying or deleting data that already has been entered that exists in the defined fields. You can remove a field and all entered data, if it exists, by using the purge function. Then you can re-enter the field.

Integer length

[Numeric field only] Enter the maximum number of integers (digits to the left of the decimal point) to allow in this field.

Format	Any number from 0 to 12.
Example	(This subfield does not appear in this example)

Decimal length

[Numeric field only] Enter the number of decimal places (digits to the right of the decimal point) to allow in this field

Format	Any number from 0 to 5
Example	(This subfield does not appear in this example)

Commas

[Numeric field only] Check the box or enter Y if commas are to appear in a number when it displays or prints. Commas appear at every third digit. For instance, a checked box or Y means that an entry of 1234 will display and print as 1,234; an unchecked box or N, as 1234.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	(This subfield does not appear in this example)

Negatives

[Numeric field only] Check the box or enter Y to allow negative number entry. If you leave it unchecked or enter N, negative numbers are not allowed.

Zero entry is always allowed.

Format	Graphical: check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	(This subfield does not appear in this example)

Date default *or* Default *or* Numeric default

[All types] Enter the default which you wish to appear in the field during data entry

When you are defining a new extended field, do not assume that the default is propagated into every occurrence of that employee (or into the single occurrence of the employer). It is still necessary to update each record individually; however, the operator can ratify the default merely by pressing <Enter>. Once a non-blank value has been entered into a field, that value (not the default) displays in that field the next time that employee or employer entry is viewed.

Options

[Date field only] You can use the option:

<F2>	During data entry the current system date displays as the default.

Format	Any text consistent with the defined format and length of the field (for instance, MMDDYY for a date). Defaults are optional and can be left blank.
Example	Press <Enter>

Click on the *Save* button or select Alt+s to save your entry or click on the *Cancel* button or Alt+c to cancel.

Character Mode

Field number to change ?

Options

Make any desired change. For an existing entry you can also use one of the options:

<F1>	For the next existing entry
<SF1>	For the previous existing entry

Note the absence of <F3>. To delete an extended field definition, use the *Purge* function described later in this chapter.

PRINTING AND PURGING EXTENDED FIELDS

This section explains how to print a list of extended fields, and how to purge them.

Printing a List of Extended Fields

Select

Extended field definitions from the *Reports, Employee/Employer* menu.

Only the printer selection screen displays because all extended fields, both employee and employer, are printed unconditionally.

Purging Extended Fields

Use this function to delete any extended field that you no longer need.

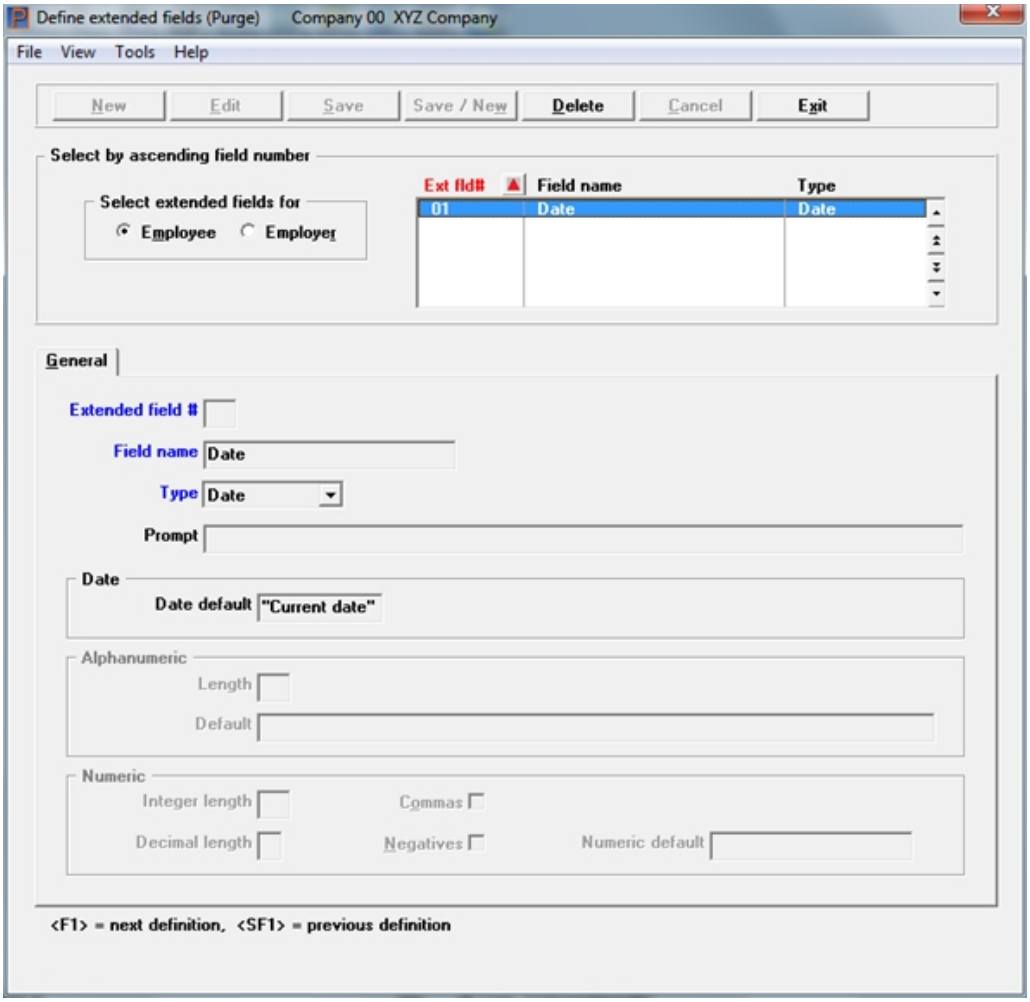
Purge does not imply that all extended fields are deleted. The selection is called purge rather than "delete" because it does not merely delete the definition of a field — it removes the contents of that field from each employee's record (or from the Control information record, in the case of employer data).

Select

Purge from the *Define extended fields* menu.

The following screen displays:

Graphical Mode



Button	Keyboard	Description
Delete	Alt+d	To purge an extended field definition including the data entered in the field.
Exit	Alt +x	To exit the program. You may also use the <Esc> key.
Cancel	Alt +c	Discard what was entered or changed.

No other buttons are active on this screen.

Character Mode

```
Define extended fields (Purge)                    XYZ Company


                    Select extended fields for


E = Employees     R = Employer
```

In character mode two screens are required: You begin by specifying whether you want to work with employer fields or employee fields. You can then use the second screen to access as many extended fields as you wish (each screen represents a single extended field). Press <Esc> from the second screen to return to the first screen. Press <Esc> from the first screen to the main menu.

Enter the following information:

Select extended fields for

Enter E to work with employer extended fields, or R to work with employer extended fields.

Format	Graphical: radio buttons. Use your right and left arrow keys to select a button Character: One letter, either E or R
Example	Type R

Any change ?

Answer Y to re-enter the screen, or N to continue to the second screen.

The following screen displays:

```
Define extended fields (Purge)                    XYZ Company
                                                          * FOR EMPLOYER *

* 1. Ext field #
  2. Field name
  3. Type

<F1> = next definition,  <SF1> = previous definition
```

From this screen you can work only with existing entries.

Enter the following information:

Extended field #

Options

Enter the number of the extended field to be purged, or use one of the options:

<F1>	For the next existing extended field
<SF1>	For the previous extended field

You cannot enter a number above 36, nor one that is already in use as the second half of a double-length field.

Be careful not to purge any field while there is any format still using that field in either *Magnetic media formats* or *Quarterly report formats*.

Format	99
Example	Type 1

Field name
Type
Prompt
Date, Alphanumeric and Numeric sub fields

These fields display for your information, and have the same meaning as the fields of the same name in the *Enter* screen. The cursor does not move to them and you cannot change these fields from this screen.

Graphical Mode

A message like the following will display:

Warning! All data for this extended information field will be removed. This function may take some time to complete. Are you sure you want to do this.

Select Yes to purge or No to keep the data and return to the previous screen.

Character Mode

Ok to purge ?

Options

Answer N to re-enter the screen, or Y to purge the extended field definition. There will be a period of processing as purging occurs. No purge report is printed. You can also use one of the options:

<F1>	For the next existing entry
<SF1>	For the previous existing entry

Jurisdictions

This chapter contains the following topics:

INTRODUCTION TO JURISDICTIONS

The *Jurisdictions* selection enables you to define data used for when processing a formatted W-2 wage file for submitting to the Social Security Administration. Here you define 'RA' Submitter information and 'RE' Employer's Information that will be part of the formatted W-2 wage file.

You may also enter additional contact information for printing on a W-3. See the 'RA' Contact name, Contact email/Internet, Contact phone number and Contact fax.

If you do not submit a formatted W-2 wage file via upload or print a W-3 form through PBS, you can ignore this chapter.

ENTERING 'RA' SUBMITTER INFORMATION

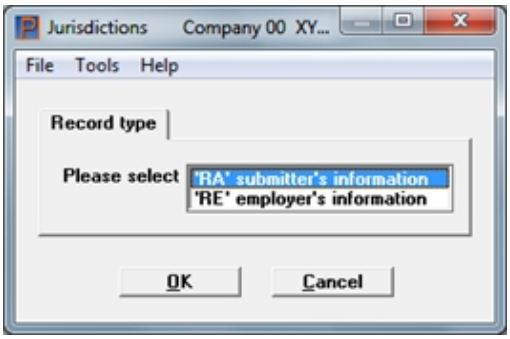
You enter two tabs. One is for 'RA' General information and the other is for 'RA' Details.In character mode you enter fields on two screens.

Select

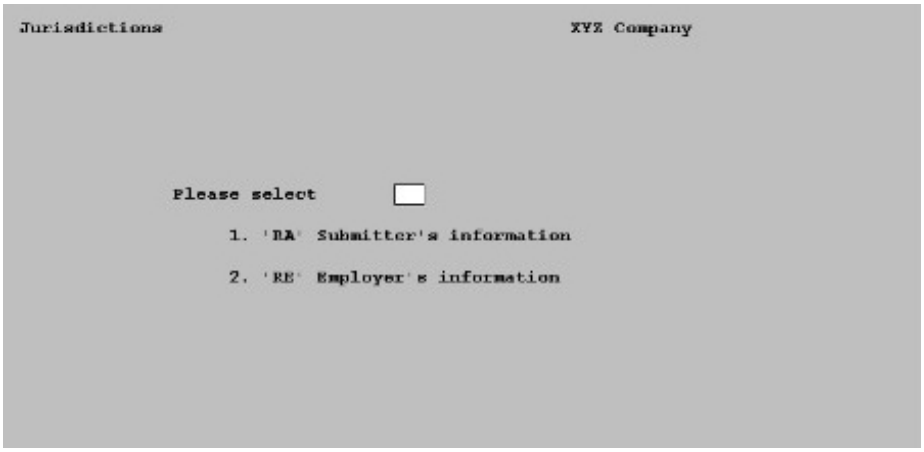
Jurisdictions from the *Master information* menu.

Graphical Mode

The following screen displays:



Character Mode



Enter the following information.

Please select

Either select *'RA' submitter's information* or *'RE' employer's information*. In character mode enter 1 to work with 'RA' Submitter's information or 2 to enter 'RE' employer's information. If you are entering jurisdictions for the first time you must select 'RA' submitter's information.

The fields for the 'RA' submitter's information are directly below. For the entry of RE fields, skip to the Entering 'RE' Employer's Information section.

Format	Graphical: Drop down list Character: One number, either 1 or 2
Example	Type 1

OK or Cancel

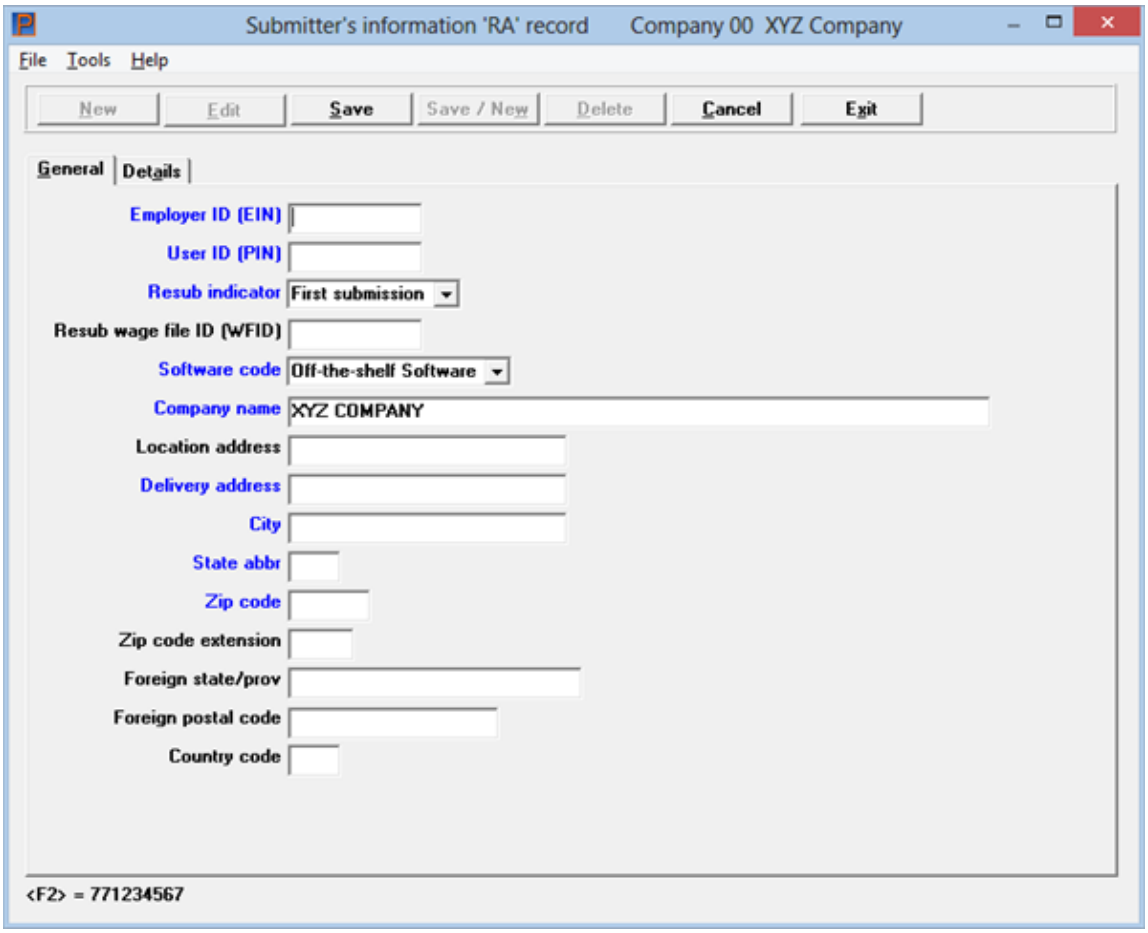
Select OK to access the jurisdiction or Cancel to return to the menu.

The 'RA' record must be entered first before you can enter the 'RE' record.

RA General Tab

Graphical Mode

The following screen displays:



All fields that have blue names are required.

Character Mode

```
Submitter's information 'RA' record                XYZ Company

  1. Employer ID (EIN)
  2. User ID (PIN)
  3. Resub indicator
  4. Resub Wage file ID (WFID)
  5. Software code
  6. Company name
  7. Location address
  8. Delivery address
  9. City
 10. State Abbr
 11. Zip code
 12. Zip code + 4
 13. Foreign state/prov
 14. Foreign postal code
 15. Country code


<F2> = 771234567
```

There is only one RA submitter record. You can either enter the full record the first time or edit the record.

Enter the following information:

Employer ID (EIN)

Options

Enter the submitter's EIN number. It should match the EIN on the external label or use the option.

<F2>	For the default EIN number from the Federal tax table Tax report ID # field.

You can only enter this field if the Employer ID Number [Tax Report ID number] field in the Federal Tax Code has been entered. Enter a legal nine-digit number.

Format	999999999
Example	Press <F2>

User ID (PIN)

Enter the User Identification Number (PIN) that was assigned to you by the Social Security Administration when you registered to submit your file.

Format	8 characters
Example	Type 12345678

Resub indicator

Select the default of First submission or enter 0 if this file is a new submission. Select Resubmitting or enter 1 if the file is being re-submitted.

Format	Graphical: Drop down list Character: One number, either 0 or 1.
Example	Type 0

Resub wage file ID (WFID)

If you re-submitting and you entered 1 in field 3, enter the Wage File Identification (WFID).

Format	6 characters
Example	Type `wage file identification number`

Software code

Select In-house program or enter 98 for a program you created “in-house” or use the default of Off-the-shelf Software or 99 for a program that is “off-the-shelf”. Normally this is Off-the-shelf.

Format	Graphical: Drop down list Character: 2 digits, either 98 or 99.
Example	Press <Enter> to use the default of 99.

Company name

Options

Enter the company name that should receive the annual filing instructions.

<F2>	To select the name entered in *Company information* display name field.

Format	50 characters
Example	Type XYZ Company

Location address

Enter the company's location address. This can be Attention:, Suite number, Room, etc.

Format	22 characters, converted to uppercase.
Example	Type Suite 200

Delivery address

Enter the company's address. This is the street address or P.O. Box number.

Format	22 characters, converted to uppercase.
Example	Type 8900 Oliver Street

City

Enter the company's city.

Format	22 characters, converted to uppercase.
Example	Type Chicago

State abbr

Enter the company's state code.

Format	2 characters, converted to uppercase.
Example	Type IL

Zip code

Enter the company's zip code.

Format	5 characters, converted to uppercase.
Example	Type 60000

Zip code extension

Enter the company's zip code + 4.

Format	4 characters, converted to uppercase.
Example	Type 0000

Foreign state/prov

Enter the company's foreign state or province if applicable.

Format	23 characters, converted to uppercase.
Example	Press <Enter>

Foreign postal code

Enter the company's foreign postal code.

Format	15 characters, converted to uppercase.
Example	Press <Enter>

Country code

Enter the country code or leave it blank.

Leave the field blank if one the following applies:

One of the 50 states of the U.S.A.

District of Columbia

A Military Post Offices (MPO)

AS for American Samoa

GU for Guam

MP for Northern Mariana Islands

PR for Pertain Rico

VI for Virgin Islands

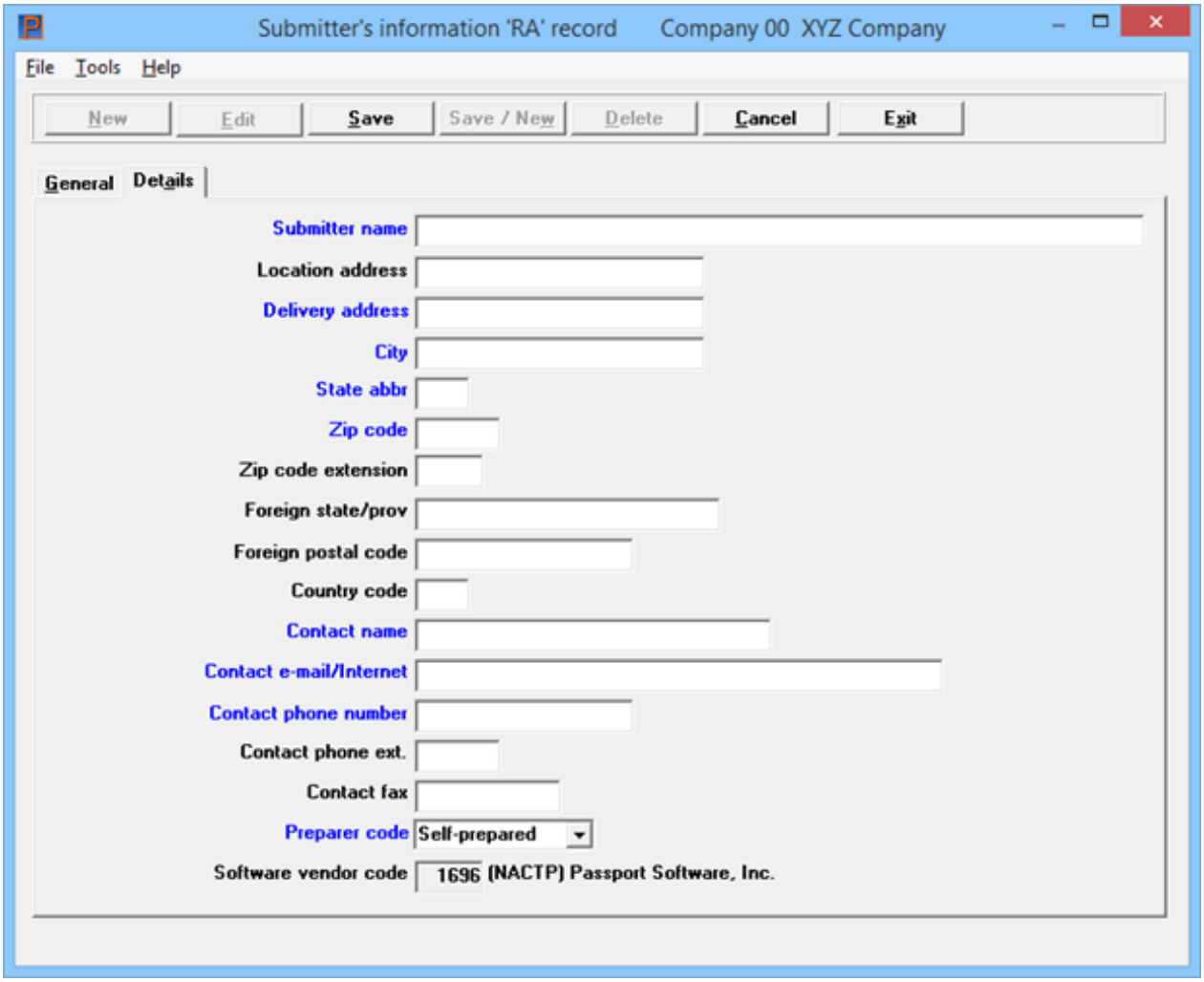
Otherwise, enter the applicable Country Code as stated in the Specifications for Filing Forms Electronically as published by the Social Security Administration.

Format	2 characters, converted to uppercase.
Example	Press <Enter> to leave it blank

Make any desired change or select the Enter key to go to the details tab. You will see a tab like the following.

RA Details Tab

Graphical Mode



All fields that have blue names are required.

Character Mode

```
Submitter's info 'RA' record continued..          XYZ Company

   16. Submitter name
   17. Location address
   18. Delivery address
   19. City
   20. State abbr
   21. Zip code
   22. Zip code + 4
   23. Foreign state/prov
   24. Foreign postal code
   25. Country code
   26. Contact name
   27. Contact phone number
   28. Contact phone ext.
   29. Contact email/Internet
   30. Contact fax
   31. Pref. method of problem notication
   32. Preparer code
```

Continue entering the fields for the 'RA' record. The following fields are the submitter information.

Submitter name

Enter the name of the organization that should be notified of data that cannot be processed.

Format	57 characters, converted to uppercase.
Example	Type XYZ Company

Location address

Enter the submitter's location address. This can be Attention:, Suite number, Room, etc.

This field is not required for submitting a formatted W-2 wage file.

Format	22 characters, converted to uppercase.
Example	Type Suite 200

Delivery address

Enter the submitter's address. This is the street or P.O. Box number.

Format	22 characters, converted to uppercase.
Example	Type 8900 Oliver Street

City

Enter the submitter’s city.

Format	22 characters, converted to uppercase.
Example	Type Chicago

State abbr

Enter the submitter's state code.

Format	2 characters, converted to uppercase.
Example	Type IL

Zip code

Enter the submitter's zip code.

Format	5 characters, converted to uppercase.
Example	Type 60000

Zip code extension

Enter the submitter's zip code + 4.

Format	4 characters, converted to uppercase.
Example	Type 0000

Foreign state/prov

Enter the submitter's foreign state or province if applicable. This field is not required for submitting a formatted W-2 wage file.

Format	23 characters, converted to uppercase.
Example	Press <Enter>

Foreign postal code

Enter the submitter’s foreign postal code. This field is not required for submitting a formatted W-2 wage file.

Format	15 characters, converted to uppercase.
Example	Press <Enter>

Country code

Enter the country code. This field is not required for submitting a formatted W-2 wage file.

Leave this field *blank* if one of the following applies:

One 50 states of the U.S.A.

District of Columbia

A Military Post Offices (MPO)

AS for American Samoa

GU for Guam

MP for Northern Mariana Islands

PR for Puerto Rico

VI for Virgin Islands

Otherwise, enter the applicable Country Code as stated in the Specifications for Filing Forms W-2 Electronically publication as published by the Social Security Administration. Go to SSA.gov for more information.

Format	2 characters, converted to uppercase.
Example	Press <Enter> to leave it blank.

Contact name

Enter the name of the person to be contacted by the SSA concerning the data in your submitted electronic file.

When printing a W-3 the program uses this field for the Employer's contact person.

Format	27 characters, converted to uppercase.
Example	Type Susan M. Levine

Contact email/Internet

Enter the contact's e-mail/Internet address.

When printing a W-3 it uses this field for the Employer's email address.

Format	40 characters
Example	Type slevine@xyzcompany.com

Contact phone number

Enter the contact's telephone number including area code.

When printing a W-3 the program uses this field for the Employer's telephone number.

Format	15 characters, converted to uppercase.
Example	Type 847-555-1212

Contact phone ext.

Enter the contact's telephone extension. This field is not required for submitting a formatted W-2 wage file.

Format	5 characters, converted to uppercase.
Example	Type 4000

Contact fax

Enter the contact's fax number including area code. Only enter numbers. Dashes, periods or alphanumeric characters are no allowed in the electronic magnetic media wage file.

When printing a W-3 it uses this field for the Employer's fax number.

Format	10 numbers
Example	Type 8475551212

Preparer code

Options

Enter one of the preparer codes that indicate who prepared this file or select the default option.

Character	Graphical
A	Accounting firm
L	Self-prepared (default)
S	Service bureau
P	Parent company
O	Other

Format	Graphical: Drop down list Character: 1 character, either A, L, S, P or O
Example	Press <Enter> for the default

Software vendor code

This is a display only field and indicates that Passport Software is the software vendor.

Save

To save your entry, click on Save or select Alt+S.

Note the absence of <F3> or access to a Delete button. You can not delete the ‘RA’ record, you can only change it.

ENTERING 'RE' EMPLOYER'S INFORMATION

This section explains how to enter the 'RE' employer's information fields. You must first enter the 'RA' record before you can enter the 'RE' record.

Two tabs are required. You begin by specifying whether you want to work with 'RE' General tab or 'RE' Details tab. You may then use the second screen to access. Press <Esc> from the second screen to return to the first screen. Press <Esc> from the first screen to the main menu.

For most states only one 'RE' record can be entered. For the state of Pennsylvania you may enter multiple jurisdictions. See Pennsylvania Act-32 appendix for more information.

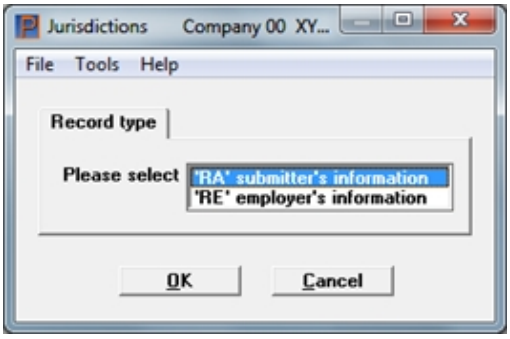
Select

Jurisdictions from the *Master information* menu.

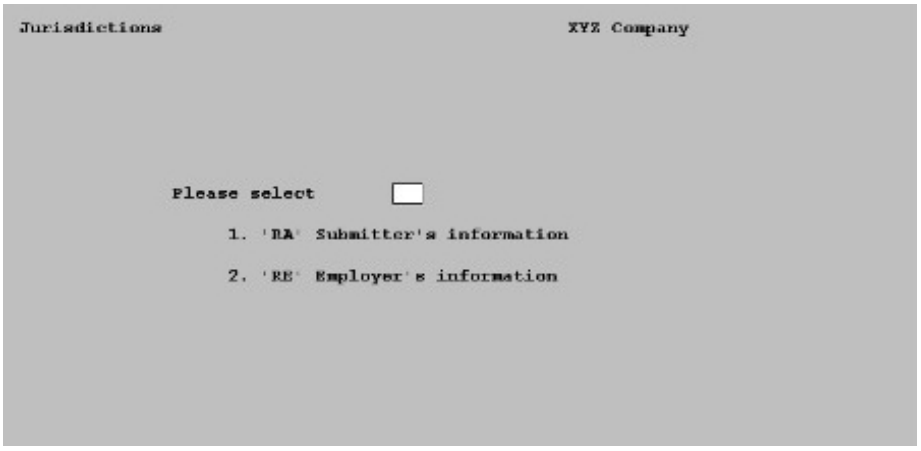
The following screen displays:

Graphical Mode

The following screen displays:



Character Mode



Enter the following information.

Please select

Select the jurisdiction type.

Select *'RE' employer's information*. In character mode enter 2 to work with 'RE' Employer's information.

Format	Graphical: Drop down list Character: One number, either 1 or 2
Example	Type 2

RE General Tab

The following screen displays:

Graphical Mode

All fields that have blue names are required.

RE Employer's Information List Box

The list box is only viewable if you are reporting for Pennsylvania when processing data for the PA Act-32. In this case multiple jurisdictions are required. For other states, only one 'RE' record is required and there is no list box.

The list box displays up to 6 existing jurisdictions at a time. You may sort the jurisdictions by the jurisdiction code in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a jurisdiction, start typing a jurisdiction code. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a jurisdiction. The <F1> and <SF1> keys function the same as the up/down arrow keys.

The jurisdictions that display in the list box are available for changes or deletion. The fields for the selected jurisdictions display in the tabs below.

When a jurisdiction is found, you may select the <Enter> key or Edit button to start editing.

Jurisdiction Buttons

You may select a button for adding, editing, or deleting a jurisdiction:

Button	Keyboard	Description
New	Alt+n	To enter a new jurisdiction.
Delete	Alt+d	To delete the jurisdiction selected in the list box.
Edit	Alt+e	To edit the jurisdiction selected in the list box.
Save	Alt+s	To save a new jurisdiction or changes to an edited jurisdiction.
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing a jurisdiction.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character Mode

```
Employer's information 'RE' record                XYZ Company

  1. Tax Year
  2. Agent Indicator Code
  3. Employer/Agent Empr (EIN)
  4. Agent for EIN
  5. Terminating business indicator
  6. Establishment number
  7. Other EIN
  8. Employer name
  9. Location address
 10. Delivery address
 11. City
 12. State abbr
 13. Zip code
 14. Zip code + 4
 15. Kind of employer
```

From this screen you can work only with existing entries.

Enter the following information:

Jurisdiction code

This field is not available if state jurisdictions are not being used.

Based on the Payroll *Control information* field Show state jurisdiction fields setting, you may be allowed to enter multiple jurisdictions. This is required for the state of Pennsylvania if you are reporting based on the PA Act-32. Otherwise you will only be able to enter a federal jurisdiction.

Enter the code for the state jurisdiction. To make it a federal jurisdiction use the option:

<F5>	For a Federal jurisdiction. After selecting <F5> it displays as **FEDERAL**

Format	11 characters, converted to uppercase.
Example	Select <F5>

Tax year

Enter the reporting year (four digits) for which the W-2 forms are being written. It should match the current tax year. Just before generating the electronic file via Year-end > Magnetic media, you will have a opportunity to change this.

Format	4 digits
Example	Type 2014

Agent indicator code

Options

Leave blank or enter one of the following if applicable.

Character	Graphical	Description
(blank)	None	No agent
1	2678 Agent	For a 2678 agent approved by IRS.
2	Common paymaster	For a Common paymaster. This is a corporation that pays an employee who works for two or more related corporations at the same time.
3	3504 Agent	3504 agent

Format	Graphical: Drop down from the list above Character: Blank or 1 number, either 1, 2 or 3.
Example	Press <Enter>

Employer/Agent Empr (EIN)

Options

Enter the EIN entered on the IRS Form 941 submitted to IRS. If you entered a code in the Agent indicator code field, position 7, enter your Agent EIN.

<F2>	For the default EIN number from the Federal tax table field *4. Tax rpt ID#*.

Format	9 digits
Example	Press <F2>

Agent for EIN

If you entered a 1 in the Agent indicator code field enter the Employer's EIN for which you are an Agent.

Format	9 digits
Example	Press <Enter>

Terminating business indicator

Options

Enter 1 if you have terminated your business during this tax year. Otherwise, enter 0 (zero) or press Enter to use the default.

0	For business currently active
1	For business terminated during this tax year

Format	1 number, either 0 or 1.
Example	Press <Enter> for the default

Establishment number

For multiple RE Records with the same EIN, you may use this field to designate store or factory locations or types of payroll. Enter any combination of blanks, numbers or letters.

Otherwise leave the field blank.

Format	4 characters
Example	Press <Enter>

Other EIN

For this tax year, if you submitted an IRS Form 941 or 943 to IRS or W-2 data to SSA, and you used an EIN different from the EIN in Field 3 Employer/Agent Employer Identification Number (EIN), enter the other EIN.

Otherwise leave the field blank.

This does not apply to Puerto Rico, Virgin Islands, American Samoa, Guam or Northern Mariana Islands employees.

Format	9 characters
Example	Press <Enter>

Employer name

Options

Enter the name associated with the EIN entered in positions 8-16 or use the option. This field is required.

<F2>	To select the name entered in *Company information* display name field.

Format	57 characters, converted to uppercase
Example	Type XYZ Company

Location address

Enter the employer's location address. This can be Attention:, Suite number, Room, etc. This field is optional.

Format	22 characters, converted to uppercase.
Example	Type Suite 200

Delivery address

Enter the employer's address. This is the street or P.O. Box number. This field is required.

Format	22 characters, converted to uppercase.
Example	Type 8900 Oliver Street

City

Enter the employer's city. This field is required.

Format	22 characters, converted to uppercase.
Example	Type Chicago

State abbr

Enter the employer's state. This is required, and must be a valid U.S. Post Office abbreviation for a state or territory.

If it is a Canadian province or other foreign designation, leave blank.

Format	2 characters, converted to uppercase.
Example	Type IL

Zip code

Enter the employer's zip code.

For a foreign address, leave blank.

Format	5 characters, converted to uppercase.
Example	Type 60000

Zip code extension

Enter the employer's four-digit extension of the zip code.

If not applicable, leave the field blank.

Format	4 characters, converted to uppercase.
Example	Type 0000

Kind of employer

Options

Enter the option that applies to you. The kind of employer gets written to a field in the formatted W2REPORT wage file. The options are:

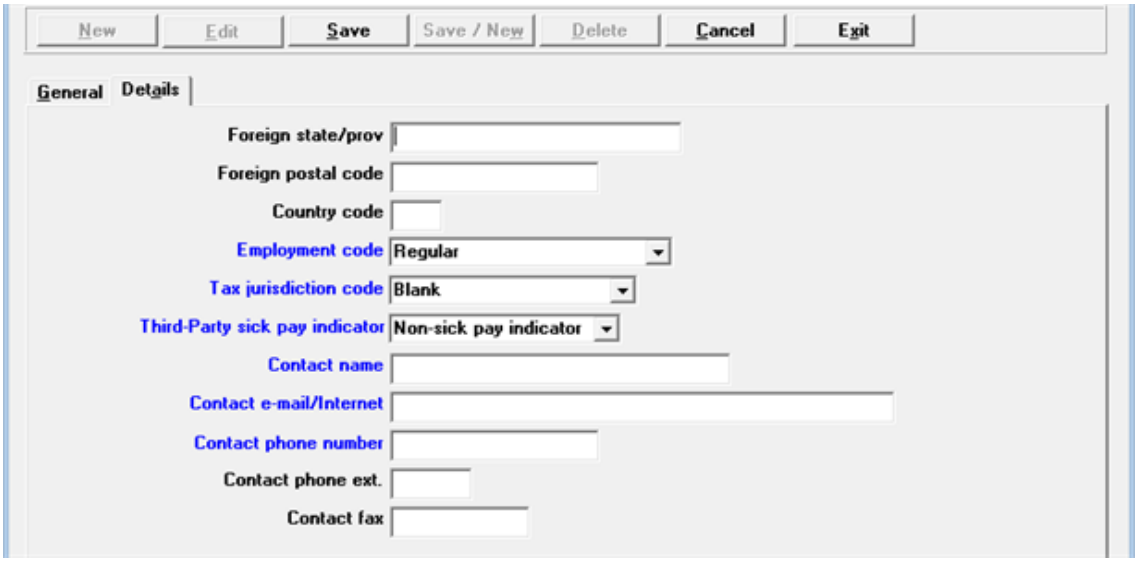
Character	Graphical	Description
N	None apply	This is the default. Use N if none of the check boxes on the W-3 apply to you. If you are not sure, use N, review the W-3 information and update this field later.
F	Federal govt	Enter F if you are a Federal government entity or instrumentality.
S	State/local non-501c	Enter S if you are a state or local government or instrumentality that is not a tax-exempt section 501(c) organization.
T	501c non-govt	Enter T if you are a non-governmental tax-exempt section 501(c) organization.
Y	State/local 501c	Enter Y if you are a dual status state or local government or instrumentality that is also a tax-exempt section 501(c) organization.

Format	Graphical: Drop down list. The default is None apply Character: One letter, either N, F, S, T or Y. The default is N
Example	Select <Enter> for the default

Make any desired change or select the Enter key to go to the next tab. The following Details tab displays.

RE Details Tab

Graphical Mode



All fields that have blue names are required.

Character Mode

The following screen displays.

```
Employer's info 'RE' record continued...          XYZ Company

   16. Foreign State/prov
   17. Foreign postal code
   18. Country code
   19. Employment code
   20. Tax jurisdiction code
   21. Third-Party sick pay indicator
   22. Contact name
   23. Contact phone number
   24. Contact phone ext.
   25. Contact email/Internet
   26. Contact fax
```

Continue entering the fields for the RE submitter information.

Foreign state/prov

If applicable, enter the employer's foreign state/province.

Otherwise leave the field blank.

Format	23 characters, converted to uppercase.
Example	Press <Enter>

Foreign postal code

If applicable, enter the employer's foreign postal code.

Otherwise, leave the field blank.

Format	15 characters, converted to uppercase.
Example	Press <Enter>

Country code

Enter the Employer’s country code.

Leave the field *blank* if one of the following applies:

One of the 50 states of the U.S.A.

District of Columbia

A Military Post Offices (MPO)

AS for American Samoa

GU for Guam

MP for Northern Mariana Islands

PR for Puerto Rico

VI for Virgin Islands

Otherwise, enter the applicable Country Code as stated Specifications for Filing Forms Electronically as published by the Social Security Administration. Search on the www.ssa.gov web site for the current publication.

Format	2 characters, converted to uppercase.
Example	Press <Enter> to leave it blank

Employment code

Options

Enter the appropriate code from one of the following options:

Character	Graphical
R	Regular
A	Agriculture
H	Household
F	944 filers
M	Military
Q	Medicare Qualified Gov Emp
X	Railroad

Format	Graphical: Drop down list. The default is Regular Character: 1 letter, either R, A, H, F, M,Q or X. The default is R.
Example	Select Regular or type R

Tax jurisdiction code

Enter the tax jurisdiction code. Leave the field blank or if applicable, enter one of the following:

Character	Graphical
(blank)	Blank
V	Virgin Islands
G	Guam
S	American Samoa
N	Northern Mariana Islands
P	Puerto Rico

Format	Graphical: Drop down list. The default is Blank Character: 1 character, converted to uppercase, either V, G, S, N or P.
Example	Press <Enter>

Third-party sick pay indicator

Options

Select <Enter> for the default of Non-sick pay indicator or select Sick pay indicator. In character, enter 1 if you are a third-party sick payer creating electronic W-2 form(s) for an insured's employee(s).

Character	Graphical
0	Non-sick pay indicator
1	Sick pay indicator

Format	Graphical: Drop down list. The default is Non-sick pay indicator Character: 1 letter, either 0 or 1.
Example	Press <Enter>

Contact name

Enter the name of the person to be contacted by the SSA concerning the data submitted in your electronic file.

Format	27 characters, converted to uppercase.
Example	Type Susan M. Levine

Contact email/Internet

Enter the contact's e-mail/Internet address.

Format	40 characters
Example	Type slevine@xyzcompany.com

Contact phone number

Enter the contact's telephone number including area code.

Format	15 characters, converted to uppercase.
Example	Type 847-555-1212

Contact phone ext.

Enter the contact's telephone extension.

Format	5 characters, converted to uppercase.
Example	Type 4000

Contact fax

Enter the contact's fax number including area code. Only enter numbers. Dashes, periods or alphanumeric characters are no allowed in the electronic magnetic media file.

Format	10 numbers
Example	Type 8475551212

Make any desired change.

Save

To save your entry, click on Save or select Alt+S.

When not using multiple state jurisdictions, note the absence of <F3> in character or access to the Delete button in graphical. You can not delete the ‘RA’ record, you can only change it.

Positive Pay File Forms

This chapter contains the following topics:

INTRODUCTION TO POSITIVE PAY FILE FORMS

This selection allows you to design a text file that may be used to send to your bank for positive pay following the printing of checks.

Before you start, read the appendix Implement Positive Pay and Direct Deposit for the steps needed to use this feature.

A form file can be used with stub header, stub lines and certain check fields. For a list of available fields see the Positive Pay Form Fields appendix.

Payroll comes with several predefined file forms for positive pay. These predefined forms are provided following a new PBS installation in Company 00. They are also available in export files and can be restored for additional companies. In the top-level PBS you will find PRFORMS.zip or prforms.tar. Extract this into the top-level PBS. It extracts PRFRMF00.EXP. You may restore it into company 00.

	MULTI-COMPANY NOTE
Note	If you are using multiple companies and are using a company-ID other than 00, copy the PRFRMF00.EXP file, and replace 00 with the company-ID that matches the other company. Restore the file using the Payroll file utilities (PRUTIL).

When you enter a bank, using the CTL *Banks* selection, you must specify a positive pay form ID to be used. The form must exist in the Form file. The bank is associated with a cash account. When you select *Checks* and select a cash account, the form associated with the cash account in the bank will be used.

For a list of the predefined forms use the *Reports, General* (*Positive pay forms*) selection.

If you decide to use a different form you can make a copy of an already existing form and modify the copy. You may also design your form from scratch.

An unlimited number of forms can be defined with this selection. We suggest that you first become familiar with the predefined forms provided.

FORM DEFINITIONS

Described below are definitions for certain terms used in this selection and in this chapter.

Each file consists of three information groups: Header, Check lines, and Totals.

Header

is the first line(s) of the file. There is usually one line per file. This may contains information about your company, your bank, your bank account number and more.

Check lines

are written under the header line. There will be as many check lines as there are checks printed. In other words there is one line per employee being paid on the check run.

Totals

are written usually as the last line of the file. The fields that are available are similar to the header fields. Normally payment amount totals are included in this record type.

ENTERING POSITIVE PAY FILE FORMS

An unlimited number of positive pay file forms can be defined with this selection. *Positive pay forms* allows you to select most of the fields from the employee and time transaction files.

Select

Positive pay forms from the *Master Information* menu.

The following screen displays:

```
Master information (Positive pay forms)          XYZ Company

              * 1. Form ID
                2. Description
                3. File type
                4. File format
                5. Width
                6. Include voided checks ?
                7. Void format:

<F1> = next form, <SF1> = prev form
```

On this screen you identify the positive pay form with an ID, type, and description, You also define its general appearance.

From this screen you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

1. Form ID

Options

Enter the ID for this form, or use the options:

<F1>	For next form
<SF1>	For previous form
<F2>	Display a representation of the file output as Xs for alphanumeric fields, 9s for numeric fields and overlapping fields as question marks. This option is only available after you have selected an existing form.
<F5>	To generate a test file. This option is only available after you have selected an existing form. In the file it represents Xs for alphanumeric fields, 9s for numeric fields and overlapping fields as question marks.
<F6>	To copy a file to a different name. This option is only available after you have selected an existing form.

Format	Up to five characters
Example	Type: NMH

2. Description

Enter the description of this form.

Format	Up to 30 characters
Example	Type: NMH Bank CSV Format

3. File type

Enter the character that designates the type of positive pay file that will be used. The types are listed below:

T	Text file. This is a fixed length text format.
C	CSV format. This indicates a Comma Separated Value format. It is also called Comma Delimited. There is a comma after every field and will open in most spreadsheet applications. For an explanation of a CSV format file, see Comma-delimited

Format	1 character, either T or C
Example	Type C

4. File format

This field determines if the positive pay file has line feeds only (LF) or both carriage returns and line feeds (CR/LF) at the end of each line. The choices are different depending on the operating system where PBS is installed.

The choices on a Windows system are 0 = *Operating system default - CR/LF DOS file* or 1 = *Line feed only Linux file*. On a Linux server the choices are *0 = Operating system default - line feed only UNIX/Linux file* and *1 = CR/LF DOS file*.

If you are unsure which file format to use, ask someone from your bank the format they prefer. If you are still unsure, select the operating system default and send a test ACH file to your bank using that choice. A representative from the bank will let you know if you need to try the other option.

0	For the system default. For a system installed on Windows this is: CR/LF DOS format For a system install on a Linux server: LF only in Linux
1	For a system installed on Windows, the choice will display as: Line feed only UNIX/Linux file. On a Linux server installed system this will display as CR/LF DOS file.

Format	One number, either 0 or 1
Example	Press <Enter> for the default

5. Width (max = 9,999)

This field will display as (Not applicable) if you selected a CSV form type.

Enter the number of columns that may be written to each record of the text file.

Format	Up to four digits
Example	(Not applicable) in this case

6. Include voided checks?

Consult with your bank contact person to determine if they want a list of the voided checks in the positive pay file. These are the options:

Y	To include voided checks
N	To not included voided checks

Format	One character, either Y or N, N is the default
Example	Type: Y

7. Void format

This field can not be entered if you selected N for field 6.

Select how you want the void check amounts to be written to the positive pay file.

1	Show void amount as zero
2	Show void as a negative amount
3	Show void as a positive amount

Format	One character, either 1, 2, or 3
Example	Type: 2

8. Omit header record ?

Consult with your bank contact person to determine if they want a header record in the positive pay file. These are the options:

Y	To remove the header record
N	To include the header record

Format	One character, either Y or N, N is the default
Example	Type: Y

Field number to change ?

Make changes as needed. If it is a new file format, after you select <Enter> the Field Definition Screen will display. For an existing form you are then asked the following:

View/change form layout ?

Answer Y if you wish to review or work with any of the fields to be printed on the form. Otherwise select N to remain on this screen with the cursor moving back to the Form ID field. The default is Y.

Format	One character, Y or N
Example	Press: <Enter>

Field Definition Screen

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as such:

```
Master information (Positive pay forms)          XYZ Company
Form ID: CSV   Positive Pay CSV Format

               1. Field group
               2. Line number
               3. Sequence number
               4. Field number

               5. Conditional print ?



H=Header, L=Check lines, T=Totals, <F1>=next, <SF1>=prev, <F2>=display
```

On this screen you determine each field to be written to the positive pay file. Many fields may be selected to be written to the file.

For each field, enter the information as follows:

1. Field group

Enter **H** if the field is part of the Header group, **L** for the Check lines group or **T** for the Totals.

H	For Header group
L	For Lines group
T	For Totals

Options

You may also use one of the options:

<F1>	For next field on file
<SF1>	For previous field on file
<F2>	To display the form as it appears so far (see the section titled *Displaying a Form* later in this chapter)

Format	One letter from above
Example	Type: H

2. Line number

Enter the line number on which this field is to be generated in the file, or press <F1> to the display the next field on file within this group.

Format	One digit, 1 through 9
Example	Type: 1

If this is a text file, field 3 will display as Column, and if it is a CSV file, it will display as sequence number.

3. Column

or

Sequence number

Options

Enter the sequence number or column in which to generate this field, or use the Option

<F1>	To display the next field past line one
<F2>	To insert a new line
<F3>	To delete the current line

Format	Up to three digits
Example	Type: 1

Your entry may not be greater than the width of the form.

At *4. Field number* field, the screen displays as follows:

```
Master information (Positive pay forms)          XYZ Company
Form ID: CSV   Positive Pay CSV Format

               1. Field group          Header
               2. Line number          1
               3. Sequence number      1
               4. Field number         [  0]

               5. Conditional print ?

                              Header Fields
Fld# Description          Fld# Description          Fld# Description
  1. Company report name   10. Transmission date
  2. Company display name
  3. Company address 1
  4. Company address 2
  5. Company address 3
  6. Company bank name
  7. Company bank acct #
  8. Company bank ABA #
  9. Company phone number
<F1> = next field on or after line 1 column 1
```

The window that displays at the bottom of this screen shows the 10 fields available for printing from the *Header* group.

If you specify a *Line* or *Totals* group, a window with different fields will display. The line group has more fields than will display in the window. To see the other fields press <PgDn>. To return to a previous window press <PgUp>.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

Refer to the Positive Pay Form Fields appendix D, for a description of each field from each group.

Continue entering the information as follows:

4. Field number

Options

Enter the number of the field that you wish to select, or use one of the options:

<F1>	To display the next field on file that is on or after this line number and column number.
<SF1>	To display a previous field. This will not display until a field has been selected through <F1>.
<Enter>	To enter a Literal (text) instead of a field number. Refer to Literal Fields section of this chapter.

Format	Up to three digits, however there are less than 99 fields per field group available
Example	Type: 1

See Alphanumeric, Numeric, Date, and Literal Fields.

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

Format	One character
Example	Type: N

If you answer Y, these additional fields appear:

When Field-# 999

When the field selection window appears enter the number of the field upon which printing is dependent. Use the <PgUp> and <PgDn> keys to view additional windows.

Format	Three characters

Enter the conditions that this field must meet when being generated.

is

First, enter one of the following abbreviations:

CONDITION	DESCRIPTION
EQ	equal to
NE	not equal to
GT	greater than
LT	less than
GE	greater than or equal to
LE	less than or equal to

(value)

Then enter the value that the dependent field must contain to complete the condition. Press <Enter> to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Format	25 characters (alpha) 999,999,999.99999 (numeric) MMDDYY (date)
Example	Not used in this case.

Fields With Multiple Conditions

If you need to write a field to the positive pay file when either one condition or another is met, define the field specifying the first condition as described above. Then redefine the field, using the same line number, column number and field number.

After entering the field number the following message displays:

This field is already defined.

Do you wish to define a duplicate ?

Answer Y to define the duplicate field and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control how the data is written to the file. The fields displayed depend on the type of field you selected in the 4. Field number field. There are four different types:

Alphanumeric Fields

These may contain any combination of letters, digits, and special symbols. See Alphanumeric Fields

Numeric Fields

They only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas. See Numeric Fields

Date Fields

These only contain dates. Check date fields may be formatted. See Date Fields

Literal Fields

These contain text that you type. Literal fields are defined by pressing <Enter> at *Field number*, rather than specifying a field number. See Literal Fields

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to be written to the file for this field, up to the maximum number shown, or press <Enter> for the maximum length of the field.

Format	Up to two digits

7. Justify

For Most Fields enter R to *right-justify* the field, or press <Enter> for no justification, to print the characters as entered.

If you specify right-justify, the characters will be aligned with the right-hand margin of the space for this field.

If it is the employee name field then you have the following justify options:

Option	Description
C	As printed as on the check
L	Left justify, first name last name
G	Left justify, last name first name
R	Right justify, first name last name
S	Right justify, last name first name
<Enter>	As on employee record (this is the default)

8. Print without ?

Field number 8 is only available as an alphanumeric field when you are entering the employee name field.

When it is an employee name field you have the following *Print without* options:

Option	Description
C	Commas
P	Periods
S	Spaces
A	All three, Commas, Periods and Spaces
N	Print all three

If the field has a Y it will act the same as if it has a C.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press <Enter> for the maximum shown.

Format	Up to two digits

7. Decimal digits

(If the field has no decimal places, *(Not applicable)* displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or press <Enter> for the maximum shown.

Format	One digit

You may enter 9 to float the decimal position. This means that if there are zeros after the decimal, the zeros do not display.

8. Show decimals ?

Answer Y to write decimals to the file.

Format	One letter, either Y or N.

9. Leading zeros ?

Answer Y to include any beginning zeros when printing this field.

Format	One letter, either Y or N.

10. Negatives ?

(If the field cannot be negative, *(Not applicable)* displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

R	Minus sign to the right of the number 99.99-
L	Minus sign to the left of the number, in a fixed position - 99.99
F	Minus sign to the left of the number, in a floating position -99.99

Format	One letter from the table above

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The Format field displays for each date field.

6. Format

For a date field, select the format to use when printing this field as follows:

1	MM/DD/YY (03/31/15)
2	MMM DD YY (Mar 31 15)
3	MMM DD (Mar 31)
4	DD-MMM-YY (31-Mar-15)
5	Month DD, YYYY (March 31, 2015)
6	MMDDCCYY (Display depends on separator value used)
7	DDMMCCYY (Display depends on separator value used)
8	CCYYMMDD (Display depends on separator value used)
9	MMDDYY

Format	One digit

Field 6, 7 and 8 require a separator value.

Separator

The value for this field will display as N/A (Not applicable) if you selected date field formats of 1, 2, 3, 4 or 5. For check formats 6, 7 or 8 select the separator value to print between the day, month and year:

1	None
2	Dash
3	Period
4	Space
5	Slash

Format	One digit, either 1, 2, 3, 4 or 5

Leading zeros ?

For formats 6 and 7 you must define whether a leading zero is needed for the month using format 6 and the day for format 7.

For example, without a leading zero the date could be 4092012. With a leading zero the date is 04092012. Notice that the first example is 7 digits long and does *not* start with a zero . The second is 8 digits long and does start with a zero.

Format	One letter, either Y or N.

When you complete entry the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following three fields display for each literal field:

6. Length (max = 80)

Enter the number of characters to be used when printing this field, up to the maximum shown, or press <Enter> for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

Format	Up to digits

7. Text

Enter the exact text to be printed, up to the length specified in field # 6.

Format	Up to 30 characters

Testing Forms

A test file can be generated.

To test your form file, at the first Forms screen press <F5>. A window displays where you must enter a bank. Enter your **Company ACH** bank type as defined in CTL *Banks*.

Then select <Enter> and the form file will be generated to the same path as defined in the bank record.

If you are on Windows or Thin client and you have selected to merge data with a form file, the form file will print with the test check form.

Copying Forms

You can rapidly produce a new positive pay form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first Forms screen

Display the existing check form that you wish to copy and press <F6>.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

After the copy process is complete you may change the new form as needed.

PRINTING A POSITIVE PAY FORMS LIST

This selection prints a report that lists the positive pay forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list you are shown general information. The field definitions for each form type may also be optionally printed.

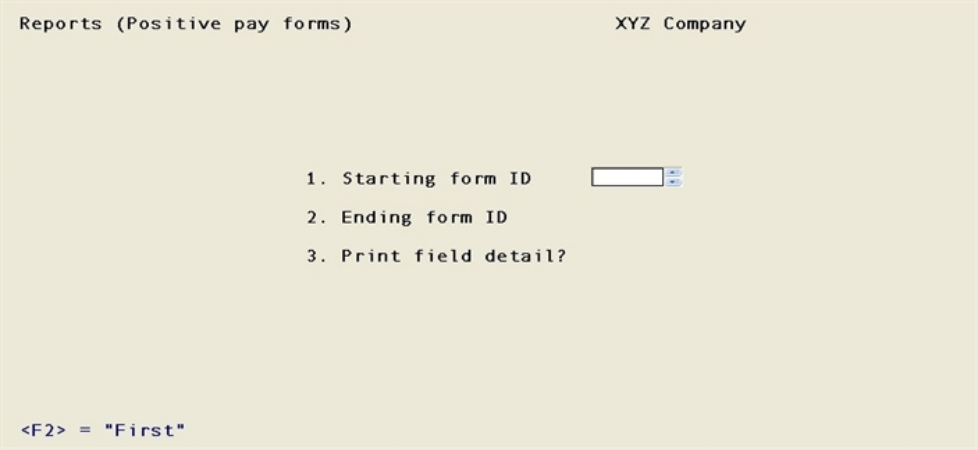
Select

Positive pay forms from the *Reports, General* menu.

This is the screen you see:

Graphical Mode

Character Mode



On the screen that appears, enter the following:

Starting form ID

Ending form ID

Enter the range of form IDs for which to print the list. Follow the screen instructions.

Options

You may also use the following option:

<F2>	For *"First"* and *"Last"* on the Starting and Ending form ID fields

Format	Up to five digits
Example	Press <F2> at both fields

Print field details

Check this box or use the default of Y to print the information defined for each field on a form. Unchecked the box or enter N to only print the general information about a form.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked Character: One letter either Y or N, the default is Y
Example	Press <Enter> to accept the default

OK or Cancel

Make any changes and then click OK to print the report or Cancel to return to the menu without printing.

Character Mode

Make any changes and the select <Enter> from *Field number to change* to print the report. Select <Esc> to return to the menu without printing.

State Reports

This chapter contains the following topic:

Producing Monthly and Quarterly State Reports

Use this selection to produce either monthly or quarterly reports to state agencies. You may either produce a printed report or an electric file on your hard disk.

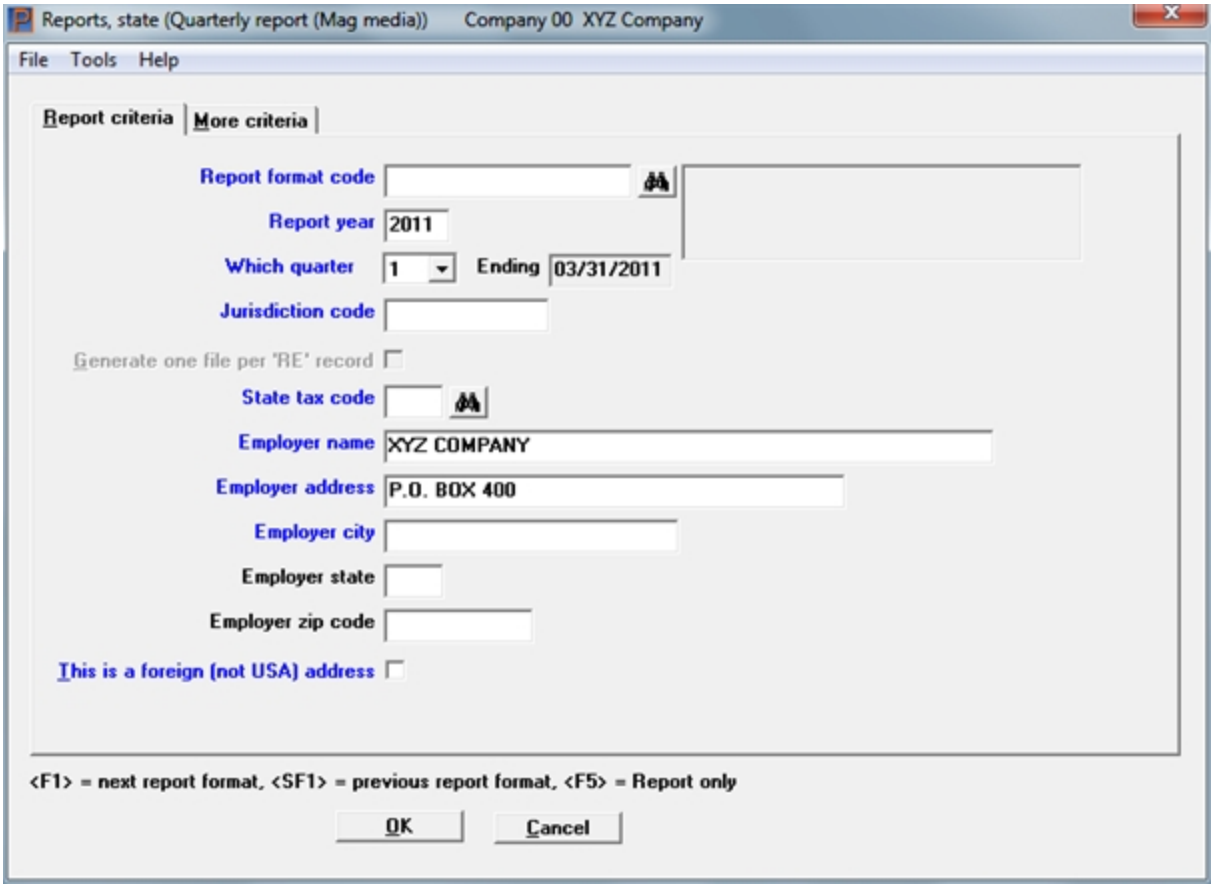
For other state reports, see Quarterly Payroll, Quarterly Reports on Magnetic Media and Annual Reports (Magnetic Media).

Select

Monthly reports (Mag media) or *Quarterly reports (Mag media)* from the *Reports, state* menu.

The following screen like the following displays:

Graphical Mode



Enter the fields for the Report criteria tab.

Character Mode

```
Reports, state (Quarterly report (Mag media))     XYZ Company

       1. Report format code

       2. Report year
       3. Which quarter
       4. Jurisdiction code

       5. State tax code
       6. Employer name
       7. Employer address
       8. Employer city
       9. Employer state
      10. Employer zip cod

      11. Is this a foreign (not USA) address ?

<F1> = next report format, <SF1> = previous report format, <F5> = Report only
```

Enter the information as follows.

Report format code

Options

Enter the format code for the report you want to make. The report must previously have been entered and verified in Magnetic Media Formats, and moreover must have been defined as a state monthly or state quarterly report.

You may use the option to print a report only. This is the list of options:

<F1>	For the next state report format on file
<SF1>	For the previous state report format
<F5>	Normally this selection is used for generating a magnetic media file You may want to use this function for printing a report only. When you do the report format code displays as "Report only" and the report name displays as (No magnetic media)

Format	Two characters followed by 15 characters. The first two characters typically represent a state abbreviation
Example	(No example is given as magnetic media format will not be entered until a later chapter in this manual)

Report year

Enter the report year for the annual electronic report.

Format	9999 The default is the current payroll year from *Control information*
Example	(No example is given)

Report date *or*

Which quarter

If this is a monthly report, enter the report date. Normally this will be the last day of the month.

If this is a quarterly report, enter the quarter. The options are 1 = 03/31/20(current fiscal year), 2 = 06/30/20(current fiscal year), 3 = 09/30/20(current fiscal year, and 4 = 12/31/20(current fiscal year).

Format	Monthly report: MMDDYY The default is 12/31 of the report year Quarterly report: Enter either 1, 2, 3 or 4
Example	(No example is given)

Jurisdiction code

Enter the employer jurisdiction code or selection the option:

<F5>	For all jurisdictions. If you select this option, you may also enter the Generate one file per 'RE' record field

Format	11 characters
Example	Type `72101`

Generate one file per 'RE' record

This field cannot be entered unless you specific <F5> for all jurisdictions in the Jurisdiction code field.

Check the box or enter Y if you want to generate a separate file for each 'RE' record in Jurisdictions. See Jurisdictions.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	(No example is given)

State tax code

Enter the state code. Any value can be entered; however, only a state code already defined in *Tax tables* is meaningful.

Even when a state has more than one tax table defined, only the first portion of the tax code is entered. This is because all taxes for the state are included in this report, regardless of which table they were calculated from.

Format	Two characters
Example	(No example is given)

Employer name

This default for the employer name comes from Payroll *Control information*.

Options

Enter the employer name to use in the report, or use the option:

<F2>	For the employer name from PR *Control information*

Format	44 characters
Example	(No example is given)

Employer address

This default for the employer address 1 comes from Payroll *Control information*.

Options

Enter the employer address to use in the report, or use the option:

<F2>	For the first employer address line from *Control information*

Format	35 characters
Example	(No example is given)

Employer city

Enter the employer's city to use in the report.

Format	20 characters
Example	(No example is given)

Employer state

Enter the state postal abbreviation to use in the report. Unless this is left blank, it must be the standard Post Office abbreviation for a state or territory within the United States.

If a non-USA address is being entered, press <Enter> to skip this field. You will be asked to confirm that you wish this field left blank. Press <Enter> to confirm or <F2> to enter a valid state / territory abbreviation.

Format	Two letters
Example	(No example is given)

Employer zip code

Enter the employer's ZIP code to use in the report.

If a non-USA address is being entered, press <Enter> to skip this field, or enter a non-standard (foreign) postal code. You will be asked to confirm that this is what you wish to do. Press <Enter> to confirm or <F2> to enter a standard American zip code.

Format	Ten characters. Standard format is either 99999 or 99999-9999.
Example	(No example is given)

This is a foreign (not USA) address

Check the box or enter Y if the employer address entered is a foreign (non-USA) address. Leave it unchecked or enter N if the employer address entered is in the USA.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. The default is N (even when a foreign zip or state has been entered)
Example	(No example is given)

OK or Cancel

Select OK to print or Cancel to return to the menu.

Review and enter the fields for the *More criteria* tab.

Graphical Mode

Report criteria | More criteria

Employer fed id # 771234567

Employer state id #

Employee rpt name sequence

Report employees in order by Employee number

Character Mode

Make any changes needed. Press <Enter> to continue with the next screen:

```
Reports, state (Quarterly report (Mag media))     XYZ Company

     12. Employer fed id #
     13. Employer state id #
     14. Employee rpt name sequence     (Not applicable)
     15. Report employees in order by

<F2> = 771234567
```

Enter the information as follows:

Employer fed id

<F2>	For the tax ID number from the federal tax record (available only if the tax ID number in the federal tax record is entered as nine digits in one of the formats 99999999, 999-99-9999, or 999999999)

Format	999999999
Example	(No example is given)

Employer state id

Options

Enter the employer's state withholding tax identification number, or use the option:

<F2>	For the tax ID number from the state tax record (available only if Field #4 corresponds to at least one entry in *Tax tables*)

Format	15 characters
Example	(No example is given)

Employee rpt name sequence

This field is skipped unless the format you are using (as defined in *Magnetic media formats*) includes the field RF-031 Employee report name sequence.

Enter F to specify that employee names are reported with first name first, or enter L to specify that employee names are reported with last name first.

When you include employee names in an electronic report file, you can choose from a variety of formats. Some states require notification of how you are reporting employee names (either first name first or last name first). You use this parameter in conjunction with field RF-031 Employee report name sequence to provide this notification to your state.

Format	One letter, either F or L
Example	(No example is given)

Report employees in order by

Enter which employee field you want the report to be sorted by. Each field has a number.

Field numbers consist of two segments: a prefix EF or EX, followed by am arbitrary number. The prefix indicates whether this is a regular or extended field, respectively. All of these fields are in the *Employees* selection.

Employees are sorted on this field within the Group ordered by field specified in the report format's *General appearance* screen.

Upon entry of a valid field number, its name displays alongside.

Regular fields are listed in the *State Magnetic Media Report Fields Appendix* of this manual. Extended fields are user-defined. You can view them via *Define extended fields*.

Options

To avoid looking up the field number, you can use one of the following options instead of entering a field number. These let you select the three most popular fields directly, or display a window from which you can select any field.

<F1>	To display a list of employee fields
<Ctrl>+<F1>(DOS) or <F3> (UNIX/ Linux)	To display a list of employee extended fields
<F5>	To order employees by social security number
<F6>	To order employees by name
<Enter>	To order employees by employee number

If you enter the first segment of the field number as EF, instead of entering the second segment you can use the option:

<F1>	To display a list of employee fields

If you enter the first segment of the field number as EX, instead of entering the second segment you can use one of the options:

<Ctrl> + <F1>	(DOS/Networks/Window) To display a list of employee extended fields
<F3>	To display a list of employee extended fields

If you choose to display a window of either the regular or the extended fields, all of the fields are displayed in a scrollable table, one column wide. The current field is highlighted. Use <Up>, <Down>, <PgUp>, <PgDn>, <Home>, and <End> to move to the desired field. Alternately, you can press # to enter a field number directly. The table will scroll to that point. Either way, when you have selected the desired field press <Enter> to select it.

Format	Two characters, EF or EX (first segment) 999 (second segment)
Example	(No example is given)

OK or Cancel

Select OK to print the report or generate the file. Select Cancel to report to the menu without generating the report.

Character Mode

Make any changes needed or press <Enter> to continue.

Location of Report File

On Windows-based systems, you are asked for the disk drive on which to output the electronic report file. Enter the drive letter and press <Enter>.

On Thin client, UNIX and Linux systems, the report is written to the server (host) hard drive. You are not prompted for a drive letter.

A report file is created with the file name entered when the report format was defined. Refer to your state reporting guidelines for the disk format required by your state.

Totals of the number of reported employees and other information will display following the creation of the report.

Regardless of operating system, it is a good idea to have three copies of this file: one to send to the your state, another as an archive, and a third for a working copy for reference.

Employee Payroll by Jurisdiction Report

This jurisdiction report provides a summary of the earnings and tax withheld for each employee by pay period or check date range.

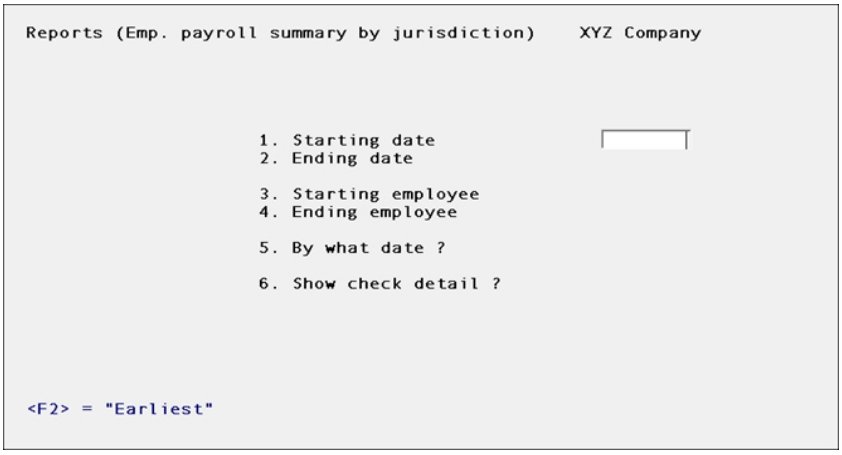
Select

Emp. payroll by jurisdiction from the *Reports, state* menu.

The following screen like the following displays:

Graphical Mode

Character Mode



Starting date

Ending date

Options

Date refers to either pay period date or check date, as will be determined in the By what date field. Enter the range of dates desired, or use the option:

<F2>	For the "Earliest" (at *Starting date* field) or "Latest" (at *Ending date* field) date

Format	MMDDYY at each field
Example	Press <F2> at both fields

Starting employee

Ending employee

Options

Enter the range of employees who have transactions or adjustments to include in the report, or use the option:

<F2>	For the "First" (at *Starting employee* field) or "Last" (at *Ending employee* field), in employee number sequence

Format	999999 at each field
Example	Press <F2> at both fields for a range from First to Last

By what date

You can have the report print in either *Pay period date* (P) order or *Check date* (C) order.

Format	Graphical: Drop down list. The default is Pay period date Character: One letter, either P or C. The default is P
Example	Press <Enter>

Show check detail

To see check detail for each employee appearing on the report, check this box (enter Y). To see a summary for each employee, without check detail, leave it unchecked (N).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Select the <Space bar> to check the box or type Y

One employee per page

This field is only accessible if you checked (entered Y) the *Show check detail* field.

Check the box or enter Y to see the employee payroll by jurisdiction report for each check within the date range and by the date type (Pay period or Check). Leave the box unchecked or enter N to see employee jurisdiction amounts within the date range and by date type summarized by employee.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N.
Example	Press <Enter>

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the report. Selecting Cancel returns the focus to the menu without printing the report.

Affordable Care Act

This chapter contains the following topic:

AFFORDABLE CARE ACT LICENSE

Passport's Affordable Care Act Management ACAMS (ACAMS) facilitating internal reporting and mandatory filings

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INTRODUCTION TO THE AFFORDABLE CARE ACT

Passport provides a means of entering, tracking and reporting Affordable Care Act (ACA) information.

Employers with 50 or more full time equivalent (FTE) employees must file their ACA information with the IRS. If this applies to your company the information in this chapter is relevant to you.

In order to the PBS ACA Management and Reporting features and functions, you must have a PBS license specific to ACA. Access to specific ACA features is controlled by your license. This is explained more fully in the license levels of PBS ACA Management and Reporting section below. If you do not have a license, this chapter does not apply to you. To acquire a license, contact your PBS provider about *PBS ACA Management and Reporting*. The license expires on December 31st. If you acquired an ACA license for the last reporting year, you must renew it before filing for this ACA reporting year.

The Affordable Care Act, ACA for short, is officially called the Patient Protection and Affordable Care Act (PPACA). Sometimes referred to as ObamaCare, ACA reforms the health insurance industry and the American health care system as a whole. The law contains provisions that give Americans more rights and protections and expand access to affordable quality health care to many uninsured employees.

The Affordable Care Act includes a variety of provisions that reform the insurance market and encourage small businesses to offer health insurance. Depending on whether you are an employer with fewer than 50 full time equivalent employees, 50 249 employees, or an employer with 250 or more employees, different requirements of the Affordable Care Act may apply to you.

If you are unsure of the number of your full time employees and full time equivalent employees, the Monthly Labor Summary report is provided to help you determine this. Run it for a Payroll year to get monthly totals.

To determine how the Affordable Care Act applies to your business, see https://www.irs.gov/Affordable-Care-Act/Employers. We highly encourage you to fully research and understand the ACA rules before you start using the PBS ACA features and functions. A misunderstanding of the rules could result in significant IRS penalties. If you have more than 50 full time plus full time equivalent employees you are required to enter ACA data and submit the 1095-C and 1094-C forms to the IRS. PBS Payroll, with the PBS ACA Management and Reporting features, can produce these forms. You may be required to submit ACA information via electronic media.

PBS ACA Management and Reporting is also designed to report data for self-insured companies.

There are four license levels of PBS ACA Management and Reporting

The PBS ACA Management and Reporting solution offers several levels of functionality based on the requirements of ACA for Applicable Large Employers (ALEs), which are the following:

1. ACA Essentials

   Company size of 50 to 249 full time employees.

Includes printing of 1094-C and 1095-C validation copies and management reports.

You may print the final 1095-C and 1094-C forms. Order your ACA forms from Trainor Business Forms at http://trainorprintingandpromotions.com/. You may also call 800.356.7925. Landscape forms allow more room than portrait forms for printing the *Name of ALE Member* field. You do not have to order Transmittal Form Page 3 (1094-C). This is only for companies with common ownership. Health Coverage Continuation form are only required for employees with more than 6 covered individuals.

This license can be used with multiple company IDs as long as each company has the same FEIN.

An employee can be paid in multiple companies, however, you must designate a reporting company.

2. ACA Corporate Edition

Company size of 250 or more full time employees.

Includes printing of 1094-C and 1095-C validation draft forms, 1095-C copies for employees and management reports.

Provides Magnetic Media electronic filing, including the test submission files required for the TCC application.

This license can be used with multiple company IDs as long as each company has the same FEIN.

An employee can be paid in multiple PBS companies, however, you must designate a reporting company.

3. ACA Enterprise Edition

Allows for an aggregated ALE group of multiple PBS company IDs. This provides for multiple companies with multiple FEINs under common ownership.

Includes printing of 1094-C and 1095-C validation draft forms, 1095-C copies for employees and management reports.

Provides 1094-C and 1095-C Magnetic Media electronic filing with the reporting of members of an aggregated ALE group, including the test submission files required for the TCC application.

Handles data consolidation for multiple EINs.

4. ACA for Accounting & Payroll Service Providers

For Accounting firms and Payroll Service Providers who assist clients with their accounting and end of year State and Federal reporting requirements.

Handles single or multi-company requirements, printing and electronic filing of 1094-C and 1095-C federal forms and includes management reports.

Note: You must license the applicable Essentials / Corporate / Enterprise Edition on a per client basis.

Note	If you were on a Payroll versions prior to v12.02 you do not have certain history files that were added in v12.02. This means that some reports will not have data unless you are looking at dates posted after the 12.03/12.04 update. Starting in 2016, This would only apply when the Health plan start month is 01 (January). • If the pre-v12.02 circumstances apply to you and you plan to claim Section 4980H Transition Relief A (50-99) or B (100+), Passport has a special import function to account for the absence of your Time Worked History data. Please contact Passport support for further instructions. • If the pre-v12.02 circumstances apply, you have an Enterprise License, and you have employee(s) who worked for multiple EINs, we have a special import function to account for the absence of your Time Worked History data. This is required to correctly consolidate multi-EIN reporting. Please contact Passport support for further instructions.

Affordable Care Act Set Up

If you are new to PBS Payroll, you must follow the Setting Up Payroll instructions in the *Getting Started* chapter. Once this is done and once you have an ACA license, you may start the ACA setup.

The steps for setting up and using PBS ACA Management and Reporting include:

- Enter the PR *Control information* fields that relate to ACA reporting. For an explanation of the fields, see the Affordable Care Act Tab / Screen, Affordable Care Act (ALE) Tab / Screen andAffordable Care Act (DGE) Tab / Screen in the *Control Information* chapter.
- You must have a hire date entered for each current employee and a termination date where appropriate. In the *Employees* chapter see the Hire date and Terminated fields. You must also enter a social security number for each employee to be included in the 1095-C reporting.
- Run the Monthly Labor Summary report to help you determine your number of full time plus full time equivalent employees. If you have 50 or more full time employees you must file the 1095-C and 1094-C forms. This report contains the number of hours worked by employee by month and the total number of full time employees by month for the chosen payroll year.
- Enter ACA groups, as explained in this chapter. You must have at least one ACA group entered
- Enter employee ACA information per the instructions in this chapter. Alternatively you may run the Generate employee ACA information utility. After running this utility, you may have to modify some or all of the employee ACA information records.
- If reporting for multiple company IDs, do the above steps for each company.
- Once the above steps are done you may run ACA reports to determine any adjustments to your data. See the ACA Reports section. Make data entry adjustments as needed.
- If emailing offers of coverage to your employees, see the Emailing Setup for Pay Advices and Offers of Coverage sectiion in the *Employees* chapter.

- You may now print the 1095-C and 1094-C draft forms to validate your data. To help in the data validation, you may submit a draft form to each employee along with a short explanation of what the data represents. Have each employee return their draft form with either corrections or an indication that the data is "ok".
- Once you are satisfied with the data, back up your PBS system and generate the final submissions.

  If you have the essentials license you may purchase the final forms from Trainor Business Forms at http://trainorprintingandpromotions.com/. You may also call 800.356.7925. Landscape forms allow more room than portrait forms for printing the Name of ALE Member and other fields. You do not have to order Transmittal Form Page 3 (1094-C). This is only for companies with common ownership. Health Coverage Continuation form are only required for employees with more than 6 covered individuals.
- For Corporate and Enterprise licenses you must apply for an ACA Transmitter Control code with the IRS in order to file your ACA information. For a complete list of steps see Procedures for 1095-C and 1094-C Electronic Filing. Alternatively, to help save you some time, Passport offers a service to submit and E-file on your behalf. Call Passport at 847-729-7900 and ask for more information on submitting an E-file.
- After you back up your PBS system which includes the Payroll (ACA) data, print your 1095-C and 1094-C forms and/or generate the ACA magnetic media from your licensed company and submit the information to the IRS. The form printing and magnetic media instructions are in this chapter. For E-file submission instructions see AIR (Affordable Care Act Information. Returns). In order to submit a magnetic media E-file you must register to use e-services. You may do this here: https://la1.www4.irs.gov/e-services/Registration/Reg_Online/Reg_RegisterUserForm

ENTER ACA GROUPS

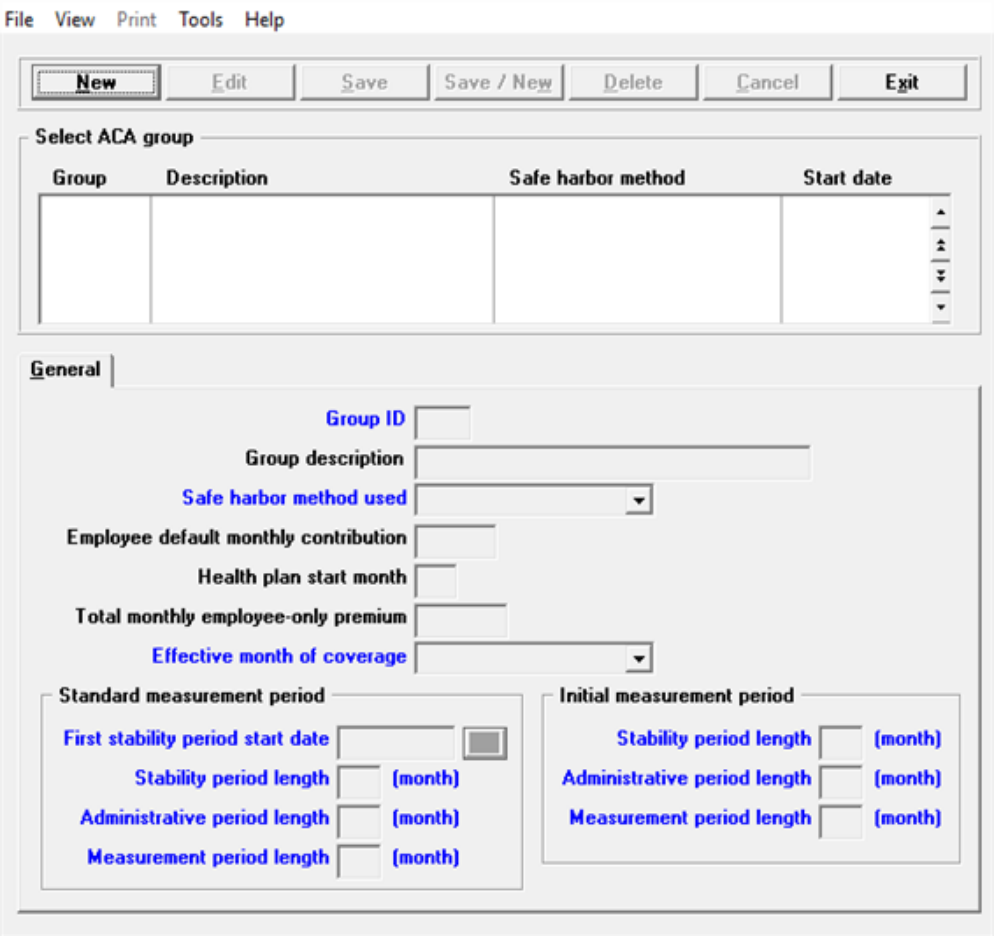
An Affordable Care Act (ACA) group is used to default a Safe Harbor method, define the Standard measurement period and define the Initial measurement period.

An ACA group is assigned to each employee ACA record. You must enter at least one ACA group before you can start entering employee ACA information.

Your company may choose to use a single group with the longest periods allowed by the ACA, which are the default group settings. However, you may find it advantageous to use multiple groups and your own schedules. The ACA rules permit this as long as the criteria are “reasonable"; such as employment type, geographic location, etc.

Select

Enter ACA groups from the *Affordable care act* menu. The following screen displays:



ACA Groups List Box

The list box displays up to 6 existing ACA groups at a time. You may sort the ACA groups by Group ID in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate an ACA group record, start typing the Group ID. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an ACA group record. The <F1> and <SF1> keys function the same as the up/down arrow keys.

ACA group records that display in the list box are available for changes or deletion. The fields for the selected ACA group record display in the lower part of the screen.

When an ACA group record is found, you may select the <Enter> key or Edit button to start editing.

ACA Group Buttons

You may select a button or keyboard equivalent for adding, editing, or deleting an ACA group. Here is a list of the functions for each button:

Button	Keyboard	Description
New	Alt+n	To enter a new ACA group.
Delete	Alt+d	To delete the ACA group selected in the list box, You may also select the <F3> key. You cannot delete an ACA group if it is being used in an ACA employee information record.
Edit	Alt+e	To edit the ACA group selected in the list box.
Save	Alt+s	To save a new employee ACA record or changes to an edited employee ACA record.
Save/New	Alt+w	To save the new / edited ACA group record and then start entering another ACA group.
Cancel	Alt+c	To cancel adding or editing an ACA group.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Menu

The menu at the top of the screen has various selections. The File, Tools, View and Help menu selections are standard on every screen. The Print menu selection is unique to this screen and has a sub-menu of Edit list. Selecting Edit list prints the ACA groups.

Character Mode

```
Affordable Care Act (ACA groups)                    XYZ Company

   * 1. Group ID
     2. Group description
     3. Safe harbor method used
     4. Employee monthly contrib.
     5. Health plan start month
     6. Total monthly employee-only premium
     7. 1st std. stability period start date
     8. Standard stability period length            (month)
     9. Standard administrative period length       (month)
    10. Standard measurement period length          (month)
    11. Initial stability period length             (month)
    12. Initial administrative period length        (month)
    13. Initial measurement period length           (month)
    14. Effective month of coverage

<F1> = next ACA group, <SF1> = previous ACA group
```

Enter the following fields:

Group ID

Enter the Group ID.

Format	8 characters

Group description

This field is not required, but allows you to enter a helpful text description of each Group. For example, “Ohio union employees”.

Safe Harbor method used

A Safe Harbor is an IRS approved method of calculating income and is used to ensure that health coverage is affordable. For each group, you will need to determine the affordability of insurance, based on employee *W-2 wages*, hourly *Rate of pay*, or *Federal poverty level*. If you change this value during the year and click Save, it will update all employee ACA records within that Group. Here is an explanation of the calculation of each:

W-2 wages	The employees income is based on Box 1 of their W-2. As you may not know the employees total wages until the end of the year, you will need to plan proactively to make sure the offered coverage corresponds to actual wages instead of mid-year projections. *
Rate of pay	This is the hourly rate times 130 hours per month, times 12 months. Actual hours worked are not factored in. If you cut the employee's wage you are not allowed to use this method. *
Federal poverty level	The default amount is set in the *Control information* Federal poverty level field. Depending on how much your employees make per year, you may pay more per employee using this method than if you use one of the other methods. *

* Affordability of each of these calculations is based on the *Control information* ACA Affordability standard percentage field. The more income, the more the employee can afford.

The percentage, monthly hours and poverty level amounts are entered in *Control information* as they are subject to change yearly.

See the IRS regulations for a full explanation of each method.

When the *Safe Harbor method* is changed for the current year, this causes the program to ripple through the employee ACA data and apply a correct matching 2F/2G/2H code.

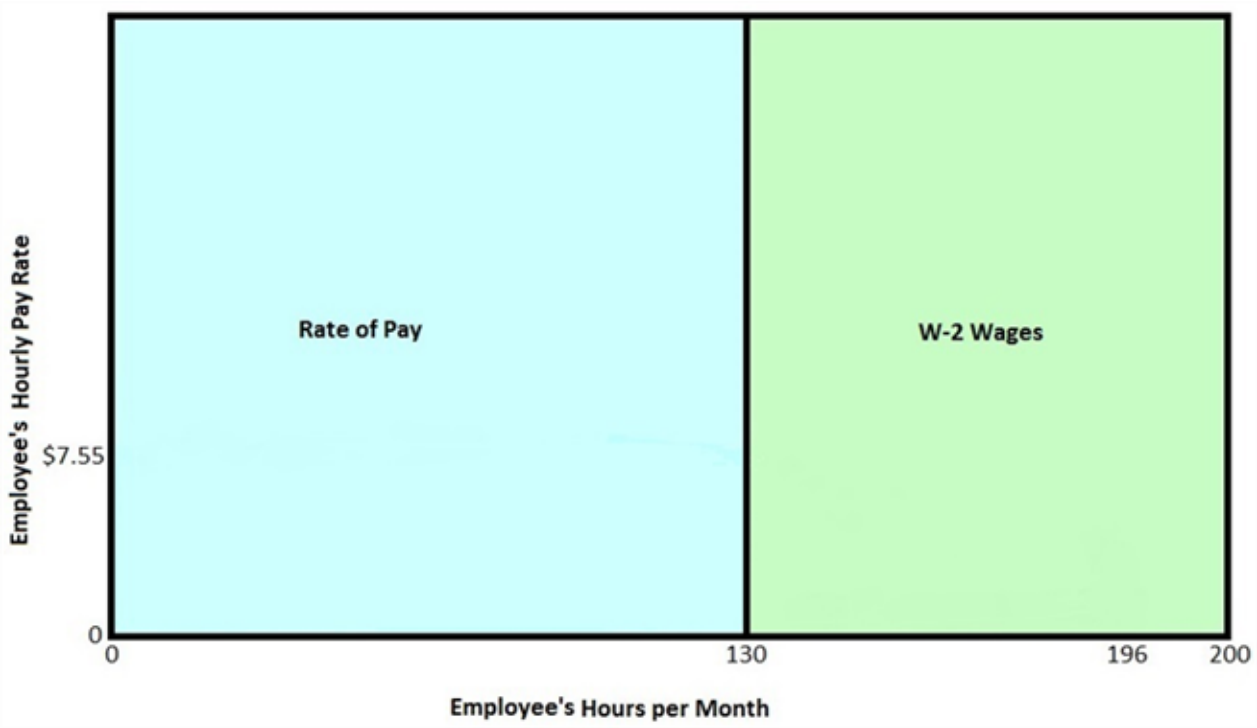
After running the ACA *Insurance report* and *Safe harbor comparison report*, based on the the report totals you may need to adjust this field.

Tips to Maximize Income by Safe Harbor Method

The Federal Poverty Level safe harbor, as set in the *Control information* Federal poverty level field, is virtually irrelevant since even minimum wage (where you can use the Rate of Pay safe harbor) is higher than that threshold in most states. If we ignore Federal Poverty Level, you are left with this question:

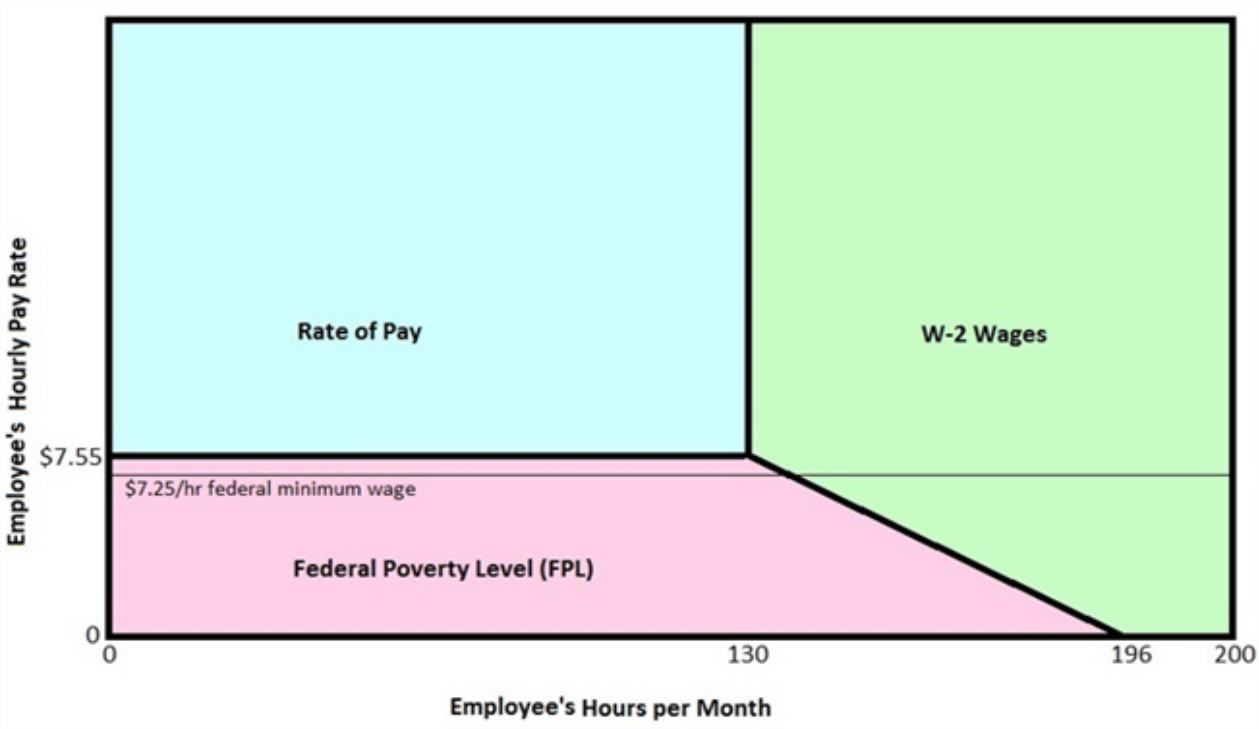
Do you expect the average hours of a full time employee Group to dip below 130 hours per month?

If your employees work 130+, use the *W-2 wages* safe harbor. If they work below 130, use *Rate of pay*. The graph below represents this:



As pictured below, there is a hourly wage window where it is possible for the *Federal poverty level* safe harbor to be advantageous, but that window is extremely narrow. For up to 21 states, the minimum

wage is between $7.25 and $7.55 per hour. For employees at that minimum pay level who also work less than 135.4 hours per month, the *Federal poverty level* safe harbor may benefit your company.



Employee default monthly contribution

Enter the contribution amount for minimum self-only coverage that can be used as the default when entering an employee's ACA record.

On the Insurance report this amount, if used for the employee ACA record, is compared to the employee's income to determine affordability.

Health plan start month

For this group, enter the month your insurance health plan starts. For example, for January enter 01, for November enter 10 and so on. This prints on Part II of the 1095-C form. If you change this value during the year and click Save, it will update all employee ACA records within that Group.

Total monthly insurance premium

Enter the premium amount offered for this group. This amount should not include any additional insurance amount paid for the employee's spouse and dependents. It is not a required field and is only used for analysis on the Insurance report. See Insurance Report.

Effective month of coverage

You may choose after the First full month, Second full month or Third full month when a new employee's coverage begins.

Following the hire date of a new employee, this is the month that insurance coverage starts. According to ACA rules it must begin no later than the end of three months, however, your policy may state that coverage starts sooner. You may enter the month after which coverage begins.

Standard measurement period (SMP)

An employee is measured in continuous cycles, starting with the first complete cycle after the employee's hire date.

First stability period start date

It is generally most convenient to begin your ACA Stability period on the first of the year, which typically coincides with insurance enrollment. You may select any month, but it must always begin on the first of the month.

Stability period length

The stability period must be between 3 and 12 months and at least as long as the measurement period.

Note	To keep the stability period in sync with the insurance enrollment date, it must be 12 months.

Administrative period length

The administrative period must be between 1 and 3 months, but the total combined length of the administrative period plus the measurement period cannot be greater than 13 months.

Measurement period length

The measurement period must be between 3 and 12 months, but no longer than the stability period. Additionally, the total combined length of the administrative period plus the measurement period cannot be greater than 13 months.

Initial measurement period (IMP)

A new employee begins an IMP the first day of the first complete month worked. The employee completes an entire cycle but commonly begin their first SMP before the IMP stability period ends. When that IMP stability period ends, the employee rolls into the concurrent SMP phase and measurements are counted from its initial start date.

To determine which employees are in the initial measurement period run the Initial Measurement Period Report.

If an employee is intended to be full time the IMP is not required. See regulations for clarification on when to offer insurance. Go to https://www.irs.gov/affordable-care-act/employers

Note	Longer periods require less maintenance and attention by the human resources staff.

Stability period length

The stability period must be between 3 and 12 months and at least as long as the measurement period.

Administrative period length

The administrative period must be between 1 and 3 months, but the total combined length of the administrative period plus the measurement period cannot be greater than 13 months.

Measurement period length

The measurement period must be between 3 and 12 months, but no longer than the stability period. Additionally, the total combined length of the administrative period plus the measurement period cannot be greater than 13 months.

GENERATE EMPLOYEE'S ACA INFORMATION

Use this utility to automatically generate employee ACA information for a specific payroll year.

You must enter at least one ACA group ID before you can run this utility.

This utility will generate employee ACA information, writing each record with a specific ACA group, insurance eligible status, insurance offered status, default coverage code, health plan start month and an employee code. As this utility writes the same data for all employees you will probably have to modify at least some of the employee ACA data after running it.

It will also generate data for the ACA FT/PT status, Monthly offer of coverage codes. Employee contribution and Coverage/safe harbor codes. However, it will not generate data before the hire date and after the terminated date, if either of these occur in the selected payroll year. The month after the terminated date the utility writes IH to the Monthly offer of coverage codes and 2A to the Coverage/safe harbor codes. Before you run this utility, make sure your employee's hire and termination dates are accurate for the selected year.

As it only generates new records, it will not overwrite existing employee ACA records for the entered payroll year. After you enter new employees, you may use this utility to add new employee ACA records.

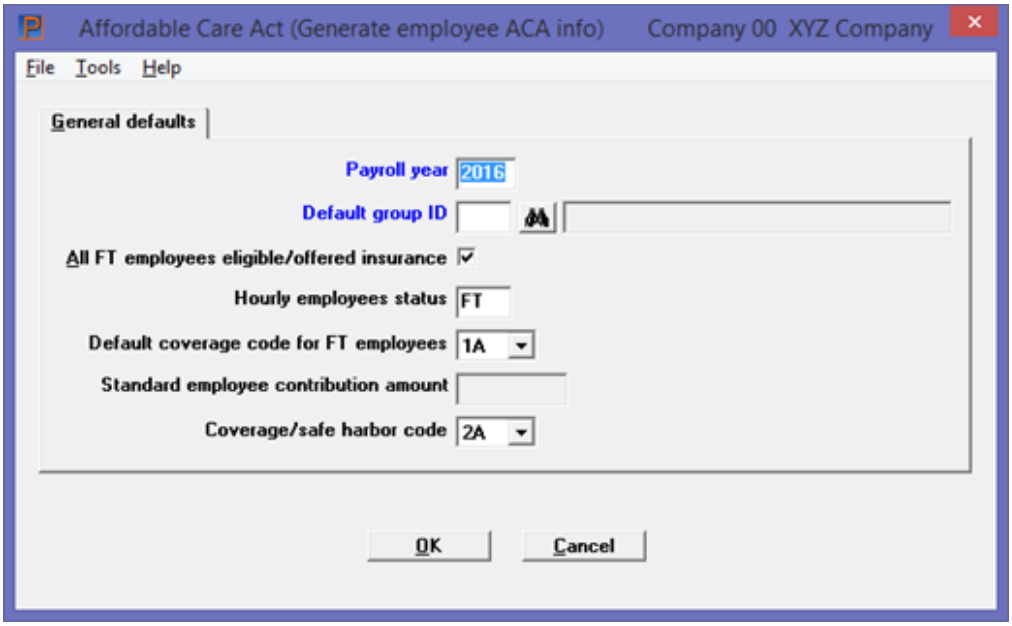
This utility only creates records for hourly or salaried employees. It will not create records for non-employees.

The utility will *not* generate employee ACA records for employees that:

- have a termination date in a prior year
- do not have a hire date

Select

Enter ACA groups from the *Affordable care act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Generate employee ACA info)  XYZ Company


   1. Payroll year                                  2015
   2. Default group ID
   3. All FT employees eligible/offered insurance ?
   4. Hourly employees status
   5. Default coverage code for FT employees
   6. Standard employee contribution amount
   7. Coverage/safe harbor code
```

Enter these fields:

Payroll year

Enter the Payroll year to which you want to generate employee ACA data. A *Control information* record must exist for the year. See ACA payroll year.

Default group ID

Enter the ACA group ID you want to use when generating the employee ACA records. If there is only one ACA group ID on file the program defaults to this.

All FT employees eligible/offered insurance

Check the box if you want both the employee eligible field and offered insurance field checked in each employee ACA record.

Hourly employees status

Enter either FT or PT.

Generate each employee ACA record with either a FT (full time) or PT (part time status. If the employee's hire date is mid-year, the months before the hire date will be left blank. If the termination date is mid-year, the months after the termination date will be left blank.

If you leave this field blank, all the months for all the employee ACA records generated will be blank.

Default coverage code for FT employees

Select from the drop down list the coverage code you wish to use for each employee. The code choices are 1A, 1B, 1C, 1D, 1E, 1F, 1G, 1I, 1J or 1K. If the employee's hire date is mid-year, the months before the hire date will be 1H. If the termination date is mid-year, the months after the termination date are written with 1H.

For an explanation of each code, see the Monthly offer of coverage code field.

Standard employee contribution amount

Enter the employee contribution amount that will be written to each month that the employee worked. If the employee's hire date is mid-year, the months before the hire date will be blank. If the termination date is mid-year, the months after the termination date will be left blank.

For more information see the Monthly employee contribution field.

Coverage/safe harbor code

Enter the coverage / safe harbor code that will be written to each month that the employee worked. If the employee's hire date is mid-year, the months before the hire date will be left 2A. If the termination date is mid-year, the months after the termination date are written with 2A.

For an explanation of the codes, see the Coverage/safe harbor codes field in ACA groups.

OK or Cancel

Select OK to generate the employee ACA records and print a report or Cancel to return to the menu without generating any records.

The Generate Employee ACA Information Report prints one line per employee. Each line prints with the employee number, name, department, employee type, hire date and termination date (if any). If a record is created the line also prints *Employee ACA record created*. However, if the employee ACA record already exists, the report prints *Employee ACA record already on file*.

ENTER EMPLOYEE'S ACA INFORMATION

Use this selection to enter data that is reported on the 1095-C *Employer-Provided Health Insurance Offer and Coverage* form and generated in the magnetic media E-file.

The employee ACA information record total is accumulated and prints the 1094-C *Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns* form.

You must have entered at least one ACA group before you can enter employee ACA information.

An employee must have an entered hire date before you can enter ACA information for that employee. If an employee is terminated and rehired in the same year, retain the original hire date and remove the terminated date.

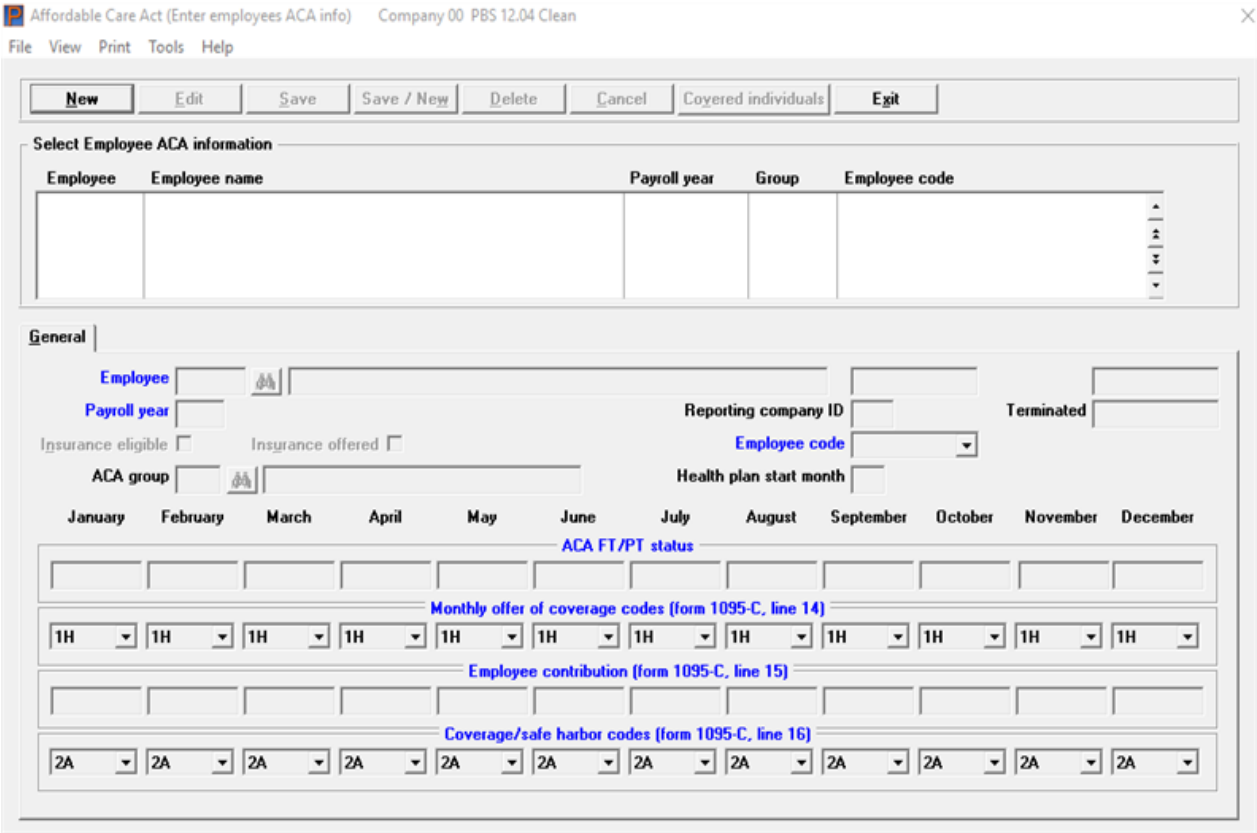
Verify that the employee has a valid social security number entered in *Employees*. If not, the employee will not be included when printing the 1095-C forms or when generating the magnetic media E-file.

If you have an Essentials or Corporate license, an employee can be paid in multiple companies, however, only one company is designated as the reporting company when printing the 1095-C forms or generating the magnetic media E-file. The social security number links an employee from one company to another.

In order to enter employee ACA information for a particular year, there must be a record in *Control information* that matches this year. See ACA payroll year.

Select

Enter employees ACA info from the *Affordable care act* menu. The following screen displays:



Employee ACA Information List Box

The list box displays up to 6 existing ACA records at a time. You may sort the ACA records by employee number, payroll year or group all in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate an employee ACA record, start typing an employee number, year or group, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an employee ACA record. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Employee ACA records that display in the list box are available for changes. The fields for the selected employee ACA record display in the lower part of the screen.

When an employee ACA record is found, you may select the <Enter> key or Edit button to start editing.

Employee ACA Information Buttons

You may select a button or keyboard equivalent for adding or editing an employee ACA record. Here is a list of the functions for each button:

Button	Keyboard	Description
New	Alt+n	To enter a new employee ACA record.
Delete	Alt+d	To maintain an audit trail of ACA records, deletion is not available. Change the employee ACA record from (FT) Full time to (PT) part time and their record will not be printed or generated in the ACA E-file.
Edit	Alt+e	To edit the employee ACA record selected in the list box.
Save	Alt+s	To save a new employee ACA record or changes to an edited employee ACA record.
Save/New	Alt+w	To save the new/edited employee ACA record and then start entering another employee ACA record.
Covered individuals	Alt+v	This button can only be accessed if your company is self-insured, per the Self-insured employer field in PR *Control information*. Click this button to access the Covered Individuals Entry screen.
Cancel	Alt+c	To cancel adding or editing an employee ACA record.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

The menu at the top of the screen has various selections. The File, Tools, View and Help options are standard on every screen. The Print menu has an Edit list selection, unique to this screen which will print the employee ACA records.

Character Mode

```
Affordable Care Act (Enter employees ACA info)    XYZ Company

 * 1. Employee #

 * 2. Payroll year
 * 3. ACA group
   4. Insurance eligible ?           offered ?
   5. Employee code
   6. Plan start month
                          Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
   7. ACA FT/PT status
   8. Offer of coverage codes
      (form 1095-C, line 14)
   9. Coverage/safe harbor codes
      (form 1095-C, line 16)
  10. Employee contribution (form 1095-C, line 15)
                 January   February      March      April        May       June

                    July     August  September    October   November   December

<F1>=next empl ACA, <SF1>=prev empl ACA, <F2>=next empl, <SF2>=prev empl
```

Using character mode, field 9 *Coverage/safe harbor codes* and field 10 *Employee contribution* are reversed as compared to graphical mode.

Enter the following fields:

Employee

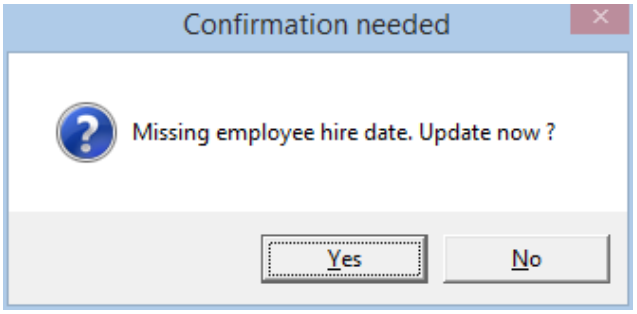
Enter the employee number. You may select the lookup to find the employee. You may also modify or add new employees by accessing the employees maintenance screen from the lookup when you select the Employees button.

After you enter the employee number the employee's hire date and termination date, if terminated, display. The Salaried or Hourly pay type also displays.

Using character mode you have the following options:

<F1>	For the next employee ACA record on file, in employee number sequence.
<SF1>	For the previous employee ACA record on file.
<F2>	For the next employee on file, in employee number sequence.
<SF2>	For the previous employee on file.
<F3>	To maintain an audit trail of ACA records, deletion is not available. Change the employee ACA record from (FT) Full time to (PT) part time and their record will not be printed or generated in the ACA E-file.

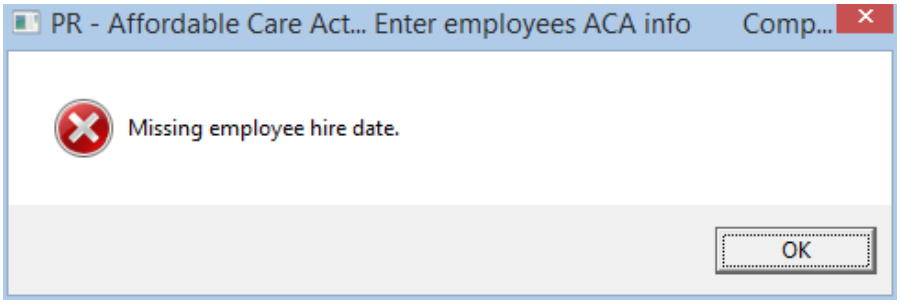
If the employee does not have a hire date and you have permission to access the *Employees* menu selection, you will see a message like this:



Select Yes and the *Employees* windows displays with the cursor on the *Hire date* field. You may enter a hire date. Enter a hire date and save the change. You may then proceed with the entry of an Employee ACA info record.

If you do not want to enter a hire date you can Cancel entry from the Employees window and return to the Enter employees ACA info screen where you will have to cancel the entry.

If you do not have permission to access the *Employees* menu selection you will see this message:



You must ask another PBS user, who has permission to access the *Employees* menu selection, to enter a hire date for the employee. Then you may enter the employee ACA record.

Linux Telnet Mode

When using PBS in Linux Telnet, if a hire date is missing, you must enter it using the *Employees* menu selection. Telnet does not allow opening a second window.

Payroll year

Enter the payroll year. This defaults to the current year. A *Control information* Affordable Care Act record must exist for the year. See ACA payroll year in *Control information*.

Reporting company ID

If an employee works in more than one company, has an employee record for each, and each company has the same EIN, enter the company number for reporting the ACA information. You must enter the number in each company.

Insurance eligible

This is the insurance eligibility status of the employee. The *ACA Insurance Report* and *Elig. and Ins. offerd. report* will use it to help you monitor ACA compliance for all employees.

Insurance offered

This is the current offered insurance status of the employee. The *ACA Insurance Report* and *Elig. and Ins. offerd. report* will use this setting to help you monitor ACA compliance for all employees.

The Offer of coverage notice from *Control information*, is printed on the employee's graphical check stub and graphical direct deposit mailer if the employee has an Employee ACA record for the current year and this Insurance offered field is checked.

Employee code

When counting and determining full time employees, the Affordable Care Act allows exemptions for company owners, shareholders, or Seasonal Employees. Select from the codes either Owner, Family, Shareholder, or Seasonal as appropriate. Use Regular for employees who do not fit into any of the above.

In character mode, enter either F = Family, H = Shareholder, O = Owner, R = Regular or S = Seasonal.

ACA Group

Choose an ACA group code as entered in the *Enter ACA groups* menu selection. If only one group has been entered this field defaults to that group.

If an ACA group description has been entered for the group, the description displays to the right of the code.

You have the following options:

<F1>	For the next ACA group file
<SF1>	For the previous ACA group

Health plan start month

Enter the health plan start month. Enter 01 through 09 or 10, 11 or 12. The numbers represent 01 = January, 02 = February, 03 = March, 04 = April, 05 = May, 06 = June, 07 = July, 08 = August, 09 = September, 10 = October, 11 = November and 12 = December.

ACA FT/PT status

Based on the ACA settings entered in the *Control information*, for each month, enter the employee as full time (FT), part time (PT) or leave *blank* for not employed. After completing one or more monthly entries, use the <F1> key to repeat that entry for each of the remaining months for the year.

If your company self-insures and a part time employee is covered, you must identify that employee as "FT" for one month of their Employee ACA record in order to trigger printing a 1095-C which provides the required Covered Individual information.

Note	Series 1 and 2 Codes Enter a code for every calendar month possible even if they were not employed at that time. Coverage codes only apply if coverage is offered every day of a month. If you offer coverage on the 2nd, it is not recorded until the following month. Likewise, if an employee terminates coverage before the last day of a month, there is no offer of coverage for that month. These codes are subject to change by the IRS at any time. For a more complete description and to confirm the accuracy of your entries, refer to the IRS website at https://www.irs.gov/instructions/i109495c/ar01.html

Monthly offer of coverage code

This determines an employee's coverage offer. Enter the Series 1 code of 1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, 1I, 1J or 1K. Below there is an explanation of each series 1 code. You should also refer to the IRS 1095-C instructions for Line 14 for any changes or additions to codes.

After completing one or more monthly entries, use the <F1> key to repeat that entry for each of the remaining months for the year.

The ACA regulations consider Dependents to be exclusive of Spouses.

Series 1 Codes. 1095-C line 14/Employee ACA record

- 1A. Qualifying Offer: Offer of affordable Minimal Essential Coverage providing Minimum Value to the full time (FT) employee and at least MEC offered to spouse and dependent(s).

  Important: Before you use Code 1A, note that it differs from 1B-1E. 1A applies when the ALE member meets the certification guidelines and checks box A on line 22 of the summary transmittal form (1094-C). Also, with the 1A certification, no contribution amount is entered on line 15. You may not use code 1A if the monthly employee contribution amount is greater than $93.18. As this amount may change from year to year, review the IRS documentation for confirmation.

  Code 1A may not be available on your system. See A. Qualifying Offer Method field in *Control information*.
- 1B. MEC providing minimum value offered to employee only.
- 1C. MEC providing minimum value offered to employee and at least MEC offered to dependent(s) (not spouse). You may use code 1C even for an employee who does not have dependents.
- 1D. MEC providing minimum value offered to employee and at least MEC offered to spouse (not dependent(s). You may use code 1D even for an employee who does not have a spouse.
- 1E. MEC providing minimum value offered to employee and at least MEC offered to dependent(s) and spouse. As noted above, this is the code you would use instead of 1A if you are reporting the cost of monthly coverage on line 15. You may use code 1E even for an employee who does not have a spouse or dependents.
- 1F. MEC NOT providing minimum value offered to employee or any combination of spouse or dependents.
- 1G. Offer of coverage to employee who was not a full time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.
- 1H. No offer or non-qualifying offer of coverage.
- 1I. Qualifying Offer Transition Relief was only used for 2015.
- 1J. Same as 1D except conditionally offered to the spouse.
- 1K. Same as 1K except conditionally offered to the spouse.

Note In character mode the next two groups of fields are reversed.

Monthly employee contribution

If you have entered a Coverage code of 1B, 1C, 1D, or 1E above, enter the employee's share for Monthly employee contribution (MEC) self-only coverage. All other coverage codes will preclude entries in this section. After completing one or more monthly entries, use the <F1> key to repeat that entry for each of the remaining months for the year.

You may use <F2> to use the default contribution amount from the Employee default monthly contribution field as entered in the ACA group which has been assigned to this employee. If the group has a contribution amount of zero, there is no default offered for this field.

Note	These do not correspond to actual paid amounts. These are only what an employee would theoretically pay for basic coverage (minimum essential coverage), which determine the Federal *affordability* standard. Employees may elect for increased and more expensive coverage.

Coverage/safe harbor codes

Enter the safe harbor Series 2 code from the list below. After completing one or more monthly entries, use the <F1> key to repeat that entry for each of the remaining months for the year.

To help you decide which code to enter, refer to the list below. These codes could be altered or added to by the IRS at any time, so also refer to the IRS 1095-C instructions for Line 16.

Note	Blank is an acceptable entry for line 16, but confirm that none of the others below apply.

Series 2 Codes. 1095-C line 16/Employee ACA record

- Blank is an acceptable entry for line 16, but confirm that none of the others below apply. This will print as blank on the 1095-C form.
- 2A. Employee not employed during any day of the month.
- 2B. Employee not a full time employee and did not enroll in MEC, if offered for the month. Enter code 2B also if the employee is a full time employee for the month and whose offer of coverage (or coverage if the employee was enrolled) ended before the last day of the month solely because the employee terminated employment during the month (so that the offer of coverage or coverage would have continued if the employee had not terminated employment during the month). Also use this code for January if the employee was offered health coverage no later than the first day of the first payroll period that begins in January.
- 2C. Employee enrolled in coverage offered. Enter code 2C for any month in which the employee enrolled in health coverage offered by the employer for each day of the month, regardless of whether any other code in Code Series 2 might also apply (for example, the code for a section 4980H affordability safe harbor).
- 2D. Employee in a section 4980H(b) Limited Non-Assessment Period. If an employee is in an Initial Measurement Period (IMP), enter code 2D, and not code 2B. For an employee in a section 4980H (b) Limited Non-Assessment Period for whom the employer is also eligible for the multi-employer interim rule relief for the month code 2E, enter code 2E and not code 2D.
- 2E. Multi-employer interim rule relief. Enter code 2E for any month for which the multi-employer interim guidance applies for that employee.

Note	**Codes 2F through 2H** Although employers may use the section 4980H affordability Safe harbors to determine affordability for purposes of the multi- employer interim guidance, an employer eligible for the relief provided in the multi-employer interim guidance for a month for an employee should enter code 2E (multi-employer interim rule relief), and not a code for the section 4980H affordability Safe harbors (codes 2F, 2G, or 2H). If an employer uses one of these harbors for an employee, it must be used for all months of the calendar year.

- 2F. Enter code 2F if the employer used the section 4980H Form W-2 (wage) safe harbor to determine affordability.
- 2G. Enter code 2G if the employer used the section 4980H federal poverty line safe harbor to determine affordability.
- 2H. Enter code 2H if the employer used the section 4980H rate of pay safe harbor to determine affordability.
- 2I. Non-calendar year transition relief applies to this employee. Enter code 2I if the non-calendar year transition relief for section 4980H(b) applies to this employee for the month. See the instructions later under Section 4980H Transition Relief and Section 4980H(b) Transition Relief for Employers with a Non-Calendar Year Plan.
- A blank Series 2 Code is a valid option in rare cases where nothing else applies.

Code Relationships

You may enter 1A for a full-time employee, only if you are using the Qualifying Offer Method (indicated in *Control information*).

Line 15 Contribution amounts are not reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for Federal Poverty Level, or 2H for Rate of Pay) which matches the Safe Harbor method used in the employee's Group.

You may use 1B for any month where qualifying coverage was offered to the employee only.

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

You may use 1C for any month where qualifying coverage was offered to the employee and dependent(s) but not a spouse.

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

You may use 1D for any month where qualifying coverage was offered to the employee and spouse (unconditional) but not a dependent(s).

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

You may use 1E for any month where qualifying coverage was offered to the employee, spouse (unconditional), and dependents.

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

Important Tip: For the ALE Member, if coverage is available to the spouse and dependent(s) of every full-time employee you may use code 1E instead of 1B/1C/1D for everyone who is offered insurance, even employees who are unmarried or without dependents.

Use 1F for any month where non-qualifying coverage was offered to the employee and any combination of spouse and dependents.

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

You may use 1G if the company is self-insured and the employee was offered coverage but was not FT for any month. 1G **must be All 12 Months or not at all**.

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

Use 1H if no offer of coverage was made.

Line 15 Contribution amounts are not reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

You may use 1J for any month where qualifying coverage was offered to the employee and conditionally to the spouse, but not to dependent(s).

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

You may use 1K for any month where qualifying coverage was offered to the employee and dependents and conditionally to the spouse.

Line 15 Contribution amounts are reported.

Line 16 code options are restricted to 2C (enrolled in coverage), 2E (multi-employer interim rule relief), or the waived coverage choice (2F for W-2, 2G for FPL, or 2H for Rate of Pay) which matches the Safe Harbor in the employee's Group.

Covered Individuals Entry

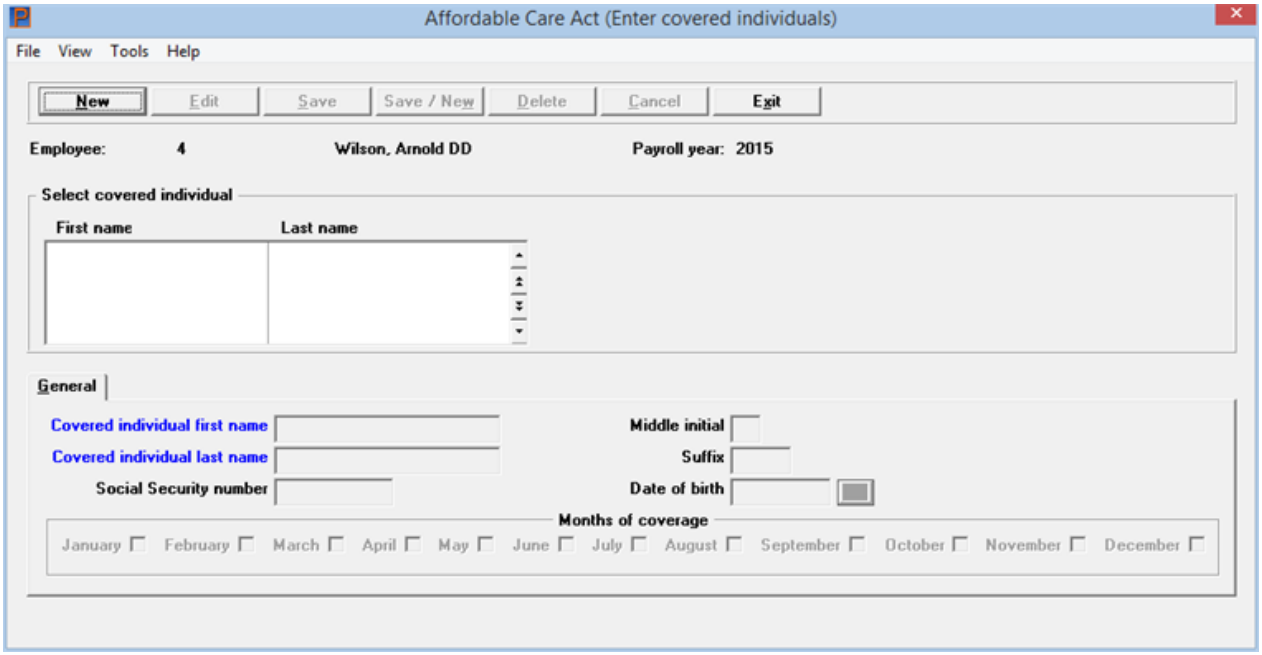
This screen should only be used if your company is self-insured. In order to access this screen, you must check the box for the Self-insured employer field in PR *Control information*.

Use this screen to enter the individuals, including the employee, that are covered under your companies self-insurance. Covered Individuals will print on Part III of the 1095-C form and depending on your license type, will be generated in the magnetic media E-file.

For self-insured companies the employee must be listed, along with their spouse/dependents, on the Covered Individuals section of the employee's ACA record. For the employee their Social Security number must be used. Their spouse/dependents must use their Social Security number OR Date of Birth.

In Graphical mode only, if no covered individual has been listed for an employee, the fields for First Name, Last Name, and SSN, along with Months of coverage corresponding to 2C entries on Line 16, will pre-fill. Simply clicking Save will add the employee to the list.

The following screen displays:



Covered Individuals List Box

The list box displays up to 6 existing covered individual records at a time. You may sort the covered individual records by first name, in ascending or descending order. Only columns with red labels may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

Covered individual records that display in the list box are available for changes or deletion. The fields for the selected covered individual record display in the lower part of the screen.

When a covered individual record is found, you may select the <Enter> key or Edit button to start editing.

Covered Individual Buttons

You may select a button or keyboard equivalent for adding, editing, or deleting a covered individual record. Here is a list of the functions for each button:

Button	Keyboard	Description
New	Alt+n	To enter a new covered individual record.
Delete	Alt+d	To delete the covered individual record selected in the list box, You may also select the <F3> key. The delete option will not be available in future releases.
Edit	Alt+e	To edit the covered individual record selected in the list box.
Save	Alt+s	To save a new covered individual record or changes to an edited covered individual record.
Save/New	Alt+w	To save the new/edited covered individual record and then start entering another covered individual record.
Cancel	Alt+c	To cancel adding or editing an covered individual.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character Mode

```
Affordable Care Act (Enter covered individuals)   XYZ Company
 Employee # 4        Wilson, Arnold DD                    Payroll year 2015
 1. Covered individual first name                         Middle initial
 2. Covered individual last name                          Suffix
 3. Social Security Number
 4. Date of birth
                          Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
   5. Months of coverage

<F1> = next covered individual, <SF1> = previous covered individual
```

Enter the following fields:

Covered individual first name

Enter the first name of the individual covered under the employee's insurance.

Middle initial

Enter the middle initial of the covered individual. This field is optional.

Covered individual last name

Enter the last name of the individual covered under the employee's insurance.

Suffix

Enter the suffix of the covered individual. This field is optional.

Social Security number

Enter the Social Security number of the covered individual.

You may leave this field blank. If you do, you must enter the date of birth.

Social Security numbers are prone to identity theft. Passport helps to secure this field by encrypting the number in the file and following the entry of the field, only displaying the last four digits of the number.

As this field is optional, to eliminate the risk, you may want to enter the date of birth rather than the social security number.

Date of birth

Enter the date of birth of the covered individual.

You may leave this field blank. If you do, you must enter the Social Security number.

Months of coverage

January February March April May June July August September October November December

Check the boxes of the months where the individual was covered. This normally corresponds to the same months the employee is covered. Select the <F1> key to select all the months. Use the <F2> key to not select or unselect all the months.

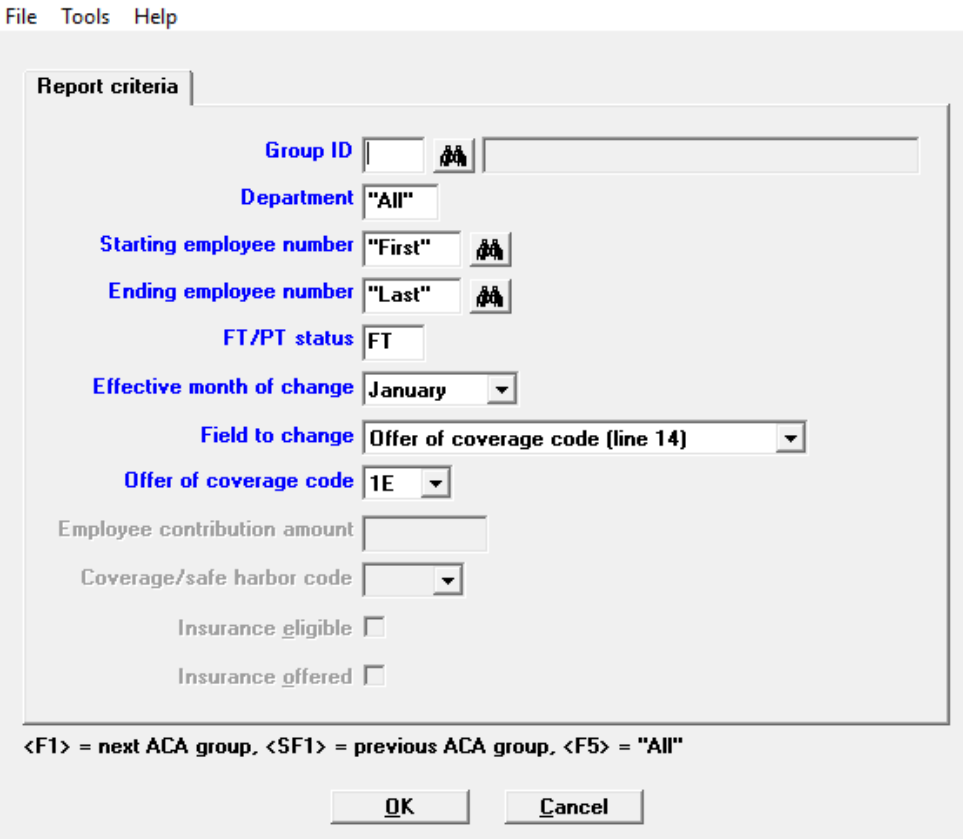
Mass Update Employee ACA Information

This program updates employee ACA data.

You can filter on Group, Department, Starting / Ending employee and FT or PT status. You also enter the selected month through the end of that year. For the employee ACA data, the program updates Lines 14, 15, 16, the Insurance Eligible field and the Insurance offered field. If using the self-insured option, the months of coverage are updated as well.

Select

Mass-update empl. ACA info from the *Affordable Care Act* menu.



Character Mode

```
Affordable Care Act (Mass-update empl. ACA info)  XYZ Company

      1. Group ID
      2. Department
      3. Starting employee #
      4. Ending employee #
      5. FT/PT status
      6. Effective month of change
      7. Field to change

<F1> = next ACA group, <SF1> = previous ACA group, <F5> = "All"
```

Enter the following fields:

Group ID

Enter the ACA group ID you want to use when generating the employee ACA records. If there is only one ACA group ID on file the program defaults to this. You may use one of the options:

<F1>	For the next ACA group
<SF1>	For the previous ACA group
<F5>	For "All" groups

Department

Any input is accepted; however, only a valid department already entered in the *Employees* selection is meaningful. You can also use the option:

<F5>	For "All" departments

Starting employee number

Enter the starting employee number.

You may use the option of <F2> for the "First" employee number or <F8> to find the employee via the lookup.

Ending employee number

Enter the ending employee number.

You may use the option of <F2> for the "Last" employee number or <F8> to find the employee via the lookup.

FT/PT status

Enter the status of either FT for full time or PT for part time.

Effective month of change

Select any month from January to December.

Field to change

Your choices are the following:

Character	Graphical
1	Offer of coverage code (line 14)
2	Employee contribution (line 15)
3	Coverage/safe harbor code (line 16)
4	Insurance eligible
5	Insurance offered

Offer of coverage code

This field is only available if you select *Offer of coverage code (line 14)* for the *Field to change* field. You may select either 1B, 1C, 1D, 1E, 1F, 1H, 1J or 1K.

Employee contribution amount

This field is only available if you select *Employee contribution (line 15)* for the *Field to change* field.

Enter the employee contribution amount.

Coverage/safe harbor code

This field is only available if you select *Coverage/safe harbor code (line 16)* for the *Field to change* field. You may select either 2C, 2E, 2F, 2G, 2H or blank.

Insurance eligible

This field is only available if you select *Insurance eligible* for the *Field to change* field. Check the box to update the employee ACA records with insurance eligible.

Insurance offered

This field is only available if you select *Insurance offered* for the *Field to change* field. Check the box to update the employee ACA records with insurance offered.

OK or Cancel

Select OK to update the employee ACA records and print a report or Cancel to return to the menu without generating any records.

The Mass-Update Employee ACA Information Report prints the employee number, name, department, employee type, hire date and termination date (if any) and the changed data. If a record is created the line also prints *Employee ACA record updated*.

ACA Reports

ACA reports are used to verify and validate your data before you print and submit the 1095-C and 1094-C forms or ACA magnetic media.

Print ACA groups

This report will list all ACA Groups you have entered, including their name, description, safe harbor method, original Stability Period starting date, and the length of each phase (measurement, administrative, stability) in the Standard measurement period and Initial measurement period cycles.

Select

Print ACA groups from the *Affordable Care Act* menu.

There is no limitation so all groups will print. You will be asked to select a printer.

Print Employee's ACA Information

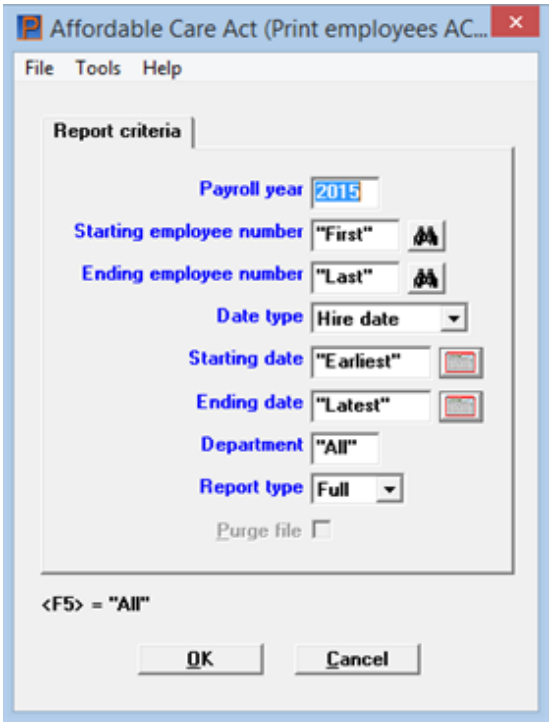
This report prints a list of a range of employees with their ACA information as entered via the *Enter employees ACA info* menu selection.

There is an option to purge the employee ACA data, however, the employee ACA data may only be purged three years after the *Payroll year* date.

If you are a self-insured company and the employee ACA records have associated Covered individual records, when selecting to print the full report type, they will print as well.

Select

Print employees ACA info from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Print employees ACA info     XYZ Company

                    1. Payroll year          2015
                    2. Starting employee #
                    3. Ending employee #
                    4. Date type
                    5. Starting date
                    6. Ending date
                    7. Department
                    8. Report type
                    9. Purge file ?
<F5> = "All"
```

Enter the following fields:

Payroll year

Enter the calendar year. You may use the option of <F5> for "All" years.

Starting employee number

Enter the starting employee number.

You may use the option of <F2> for the "First" employee number or <F8> to find the employee via the lookup.

Ending employee number

Enter the ending employee number.

You may use the option of <F2> for the "Last" employee number or <F8> to find the employee via the lookup.

Date type

Select the date type of *Hire date*, *Termination date*, *No hire date*, or *None*. In character mode enter either N = None, H = Hire date, M = No hire date or T = Termination.

All employees must have a hire date. An employee ACA record cannot be entered without one.

Selecting Termination date only includes those employees with a set termination date and within the date range selected. In other words, non-terminated employees are not included.

Starting date *and* Ending date

Enter the starting and ending date range.

Depending on what you selected in the *Date type* field, the date entered is either the starting hire date or starting termination date.

Selecting <F2> for "First" to "Last" is not recommended as it prints all employee records even if they do not have a hire date or termination date.

Department

Enter the department or select <F5> for "All" departments.

Report type

Select either *Full* or *Brief*. Full prints all the employee ACA information including data for each month. Brief prints one line per employee with no monthly information.

If you are a self-insured company and the employee ACA records have associated Covered individual records, selecting to print the full report prints the employee's Covered individual records as well.

Purge file

The employee ACA data may be purged three years after the *Payroll year* date. This field becomes active in 2017 and then you may purge data with a 2014 *Payroll year*. In 2018 you may purge 2015 data and so on.

If you are a self-insured company and the employee ACA records have associated Covered individual records, selecting to purge removes the employee's Covered individual records as well.

Refer to IRS Publication 5165 for the number of years that data should be retained. Until that time you may delete individual employee ACA records manually under *Employee ACA info*.

OK or Cancel

Select OK to display a list of printers and print the report. Select Cancel to return to the menu without printing a report.

If you selected to purge the data there is a period of processing while the data is being removed.

Multi-Company Employee Hours Consolidation

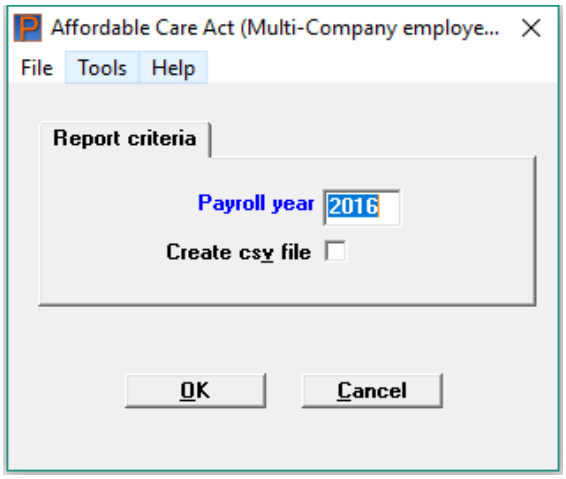
The Multi-Company Employee Hours Consolidation report has no function for single company users.

The Initial Measurement Period and Standard Measurement Period reports function according to ACA Group parameters at the company level. The Multi-Company Employee Hours Consolidation report is designed to help ensure that employees who work for more than one company are not overlooked when determining part-time/full-time status (per IRS guidelines on combining hours). This report functions independently of ACA Group settings and displays the per-company and combined total monthly hours for any employee who works for more than one company (based on a matching Social Security number).

The user must select a calendar year for this report. There is an option for a .CSV output which is helpful if you would like to create a custom average function encompassing your months of measurement.

Select

Mlt-comp Emp hours consol from the *Affordable Care Act* menu. The following screen displays:



Enter the following fields:

Payroll year

Enter the payroll year. The year defaults to the system year.

Create csv file

Check this box to generate a csv file output and print the report. Leaving the box unchecked will only print the report. Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create this Payroll csv output to have access to the folder where you store the file.

The file is named similar to this:

00_Employee_Hours_Consolidation_Report_2019_20191104_15012505.csv

In the example above, *00* is the company ID. *Employee_Hours_Consolidation_Report* is the name of the report, *2019* is the reporting year selected and *20191104_15012505* is the date and time it was created.

OK or Cancel

Select OK to display a list of printers or Cancel to return to the menu without printing.

If you checked the box for creating a csv file you will also be asked to select a location for the file. You may change the default file name to any name you like.

Insurance Report

The *Insurance report* provides employee / employer insurance contribution information and helps you determine:

- if your company contributions to health care plans are appropriate
- if paying a penalty for any employee is more cost effective than paying the employee's share of the insurance premium

This report defaults to the current year based on the system date. Also, the report uses employee ACA status information only for the month the report is run.

Only employees with an employee ACA record for the current year will print on this report. Employees that are terminated do not print on the report.

You may print all employees or only employees who have been offered coverage, full time, part time or both ACA statuses. You may print employee from a department or "All" departments. You may create a csv output file.

For each row, the report prints the employee number and employee name. It also prints the following columns:

Report column name	Description
ACA status	The status is either FT = full time, PT = part time or blank. The status that prints is determined by the month the report is run and what is entered in the employee ACA info FT/PT status field for that month. If the employee does not have a termination date and nothing was entered in the Employees ACA info FT/PT status field, this field will print as blank. A terminated employee will not print on the report. If the system year is greater than the payroll year, it uses the value for December of the payroll year.
Safe Harbor adj. gross income	It uses an employee's projected annual gross wages, per their Group-assigned Safe Harbor method, to print this amount. The projected gross is determined from the employee's Salary or, if hourly, the regular hourly rate calculated over a year.
Max. affordable	To print the maximum affordable employee insurance contribution column, it

Report column name	Description
Emp. contrib.	takes the Safe Harbor adjusted gross amount, multiplied by the ACA Affordability standard percentage, as entered in PR *Control information*.
Emp. share of MEC offered	This column is the projected annual cost of the Minimum Essential Coverage (MEC) offered, as entered in the employee ACA record *Employee contribution* monthly fields. If the amount changes for any month during the year, the highest monthly amount is used to calculate the annual value.
Minimum employer contrib.	This column prints the result of the *Cost of MEC offered* column amount minus the *maximum affordable employee insurance contribution* giving the minimum amount the employer is expected to pay
Total insurance premium	This column is the annual amount of the insurance premium taken from the Total monthly employee-only insurance premium in the employee's group.
Required Employer %	This takes the Maximum affordable Employee contribution divided by the Total insurance premium and displays the remainder as the percentage an employer must pay in order for each employee's coverage to remain affordable. 0% indicates that if necessary, an employee could afford the entire premium on their own. Example of use: Analyzing the highest percentages in this report will help you gauge the best levels for contributing to employee health plans. You may be currently paying 70% of insurance premiums, however, this report could tell you the highest required percentage is 57%. This means you could lower the company share from 70% to 60% and everyone's offer would remain affordable. Conversely, if the report reveals one employee's requirement to be 72%, you could either raise the company contribution for everyone to that percentage, give that individual employee a raise to bring the percentage below 70 or consider other alternatives.
Coverage penalty?	If the above minimum employer contribution amount is greater than the Employer contribution threshold amount, as entered in PR *Control information*, this column prints as *Yes*. Otherwise, it prints as *No*.

When *Coverage penalty?* column prints as *Yes*, you may consider paying the penalty vs. the employer's share of the insurance amount.

Notes on When to Run the Insurance report and Insurance Eligible/Offered report

The nature of the Insurance report and Insurance Eligible/Offered report has relevance at the time it is run, which is why you will not have data until you have 2016 Employee ACA records. Though there is little use for an analysis report such as this for a time period which has already passed.

The Initial Measurement Period (IMP) and Standard Measurement Period (SMP) reports by definition are rigidly set in the parameters of the Groups. The IMP always begins at the first full

month of any employee's tenure. For the SMP, you can have more than one cycle going on at the same time, so it always lists 3 parts:

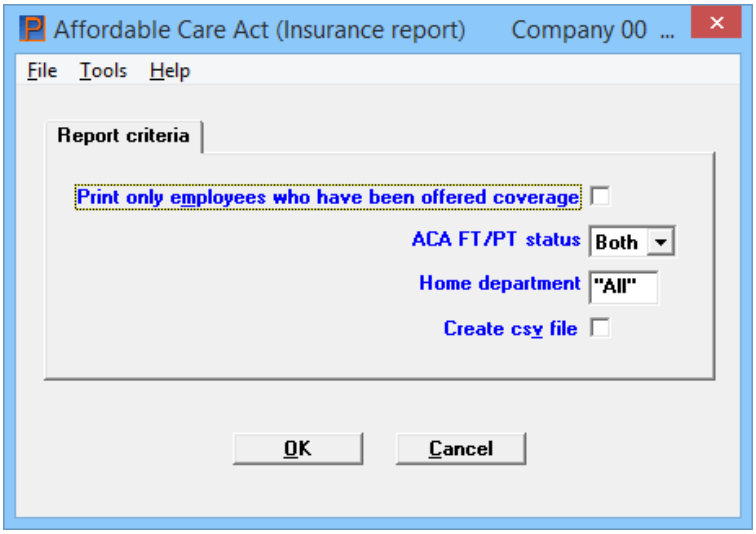
1. The Stability phase is the first section. For each Group, there is always 1 and only 1 Stability phase in progress.
2. The second section is the Administrative phase. This precedes the Stability and is set between 1 and 3 months in the Group. Most of the time there will not be an Administrative phase in progress, but when one IS in progress, that is when you look at the past data to determine who is part time (PT) and who is full time (FT).
3. The third section of the SMP is the Measurement phase. This is the first part of any cycle and depending on the Group settings, can last between 3 and 12 months. While this is in progress, the user still can view the projections and still has the opportunity to adjust schedules so that employees finish the Measurement on the desired side of the 130 hour/month threshold.

The SMP gives complete data for every active phase in progress. Meaning that even in the final month of a Stability Period, most users are looking at data from a cycle that began over 2 years earlier. The IMP is relevant only once in any employee's tenure. Each of these have built in projections when used during the Measurement phases, so there is nothing to discover by simulating a different date.

The Safe Harbor report does have value in being able to run it for a particular time. Ironically though, you may find that in practice, the W-2 Wages method is so superior as to make the Rate and Federal Poverty Level safe harbor methods virtually irrelevant.

Select

Insurance report from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Insurance report)            XYZ Company


    1. Print only employees who
       have been offered coverage ? N

    2. ACA FT/PT status

    3. Home department

    4. Create CSV file ?
```

Print only employees who have been offered coverage

This field allows you to filter for only employees who have been offered coverage. The program reads the Insurance offered field in employee ACA information to determine which employees have been offered coverage.

ACA FT/PT status

Select FT = full time, PT = part time or Both for both full time and part time employees.

Home department

Enter the department or <F5> for "All" departments.

Create csv file

Check this box to generate a csv file output and print the report. Leaving the box unchecked will only print the report. Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create this Payroll csv output to have access to the folder where you store the file.

The file is named similar to this:

00_ACA_Insurance_Report_20191104_15012505.CSV

In the example above, *00* is the company ID. *ACA_Insurance_Report* is the name of the report and *20191104_15012505* is the date and time it was created.

OK or Cancel

Select OK to display a list of printers or Cancel to return to the menu without printing.

If you checked the box for creating a csv file you will also be asked to select a location for the file. You may change the default file name to any name you like.

Generate offers of coverage

Generate Offers of Coverage is for non Graphical check/remittance users and non-payroll users from main menu item. If you are using the graphical check or direct deposit remittance the offer of coverage will print right on the employee's stub.

This program can:

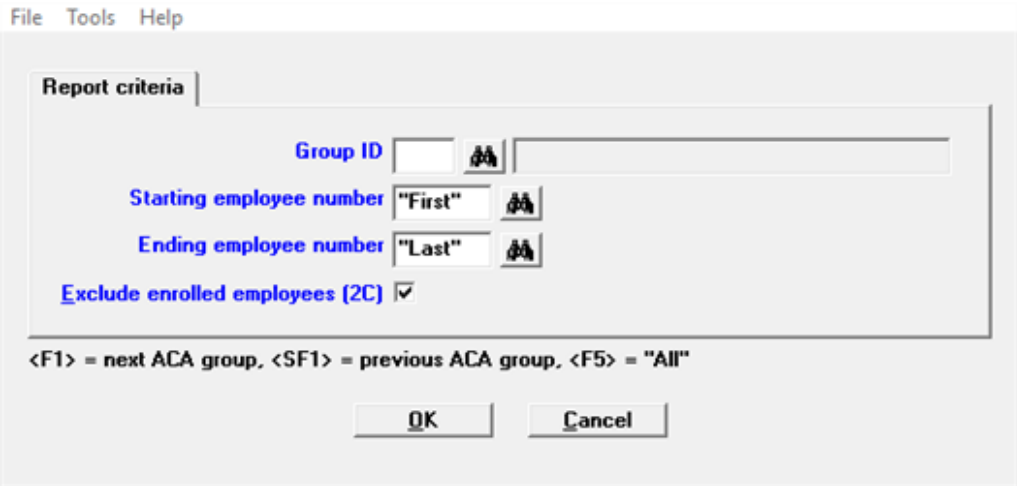
- Print a report of selected employees and includes an offer of coverage notice.
- Email to each employee an offer of coverage. Emailing depends on:

  The email setup. To setup emailing for the PBS system and for each employee, see Emailing Setup for Pay Advices and Offers of Coverage in the Employees chapter.

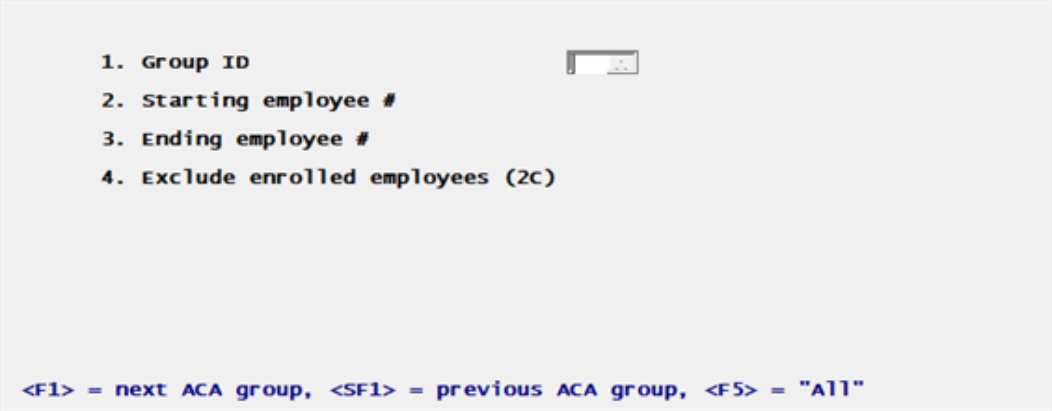
  The setup of the *Enter employees ACA info* record. The Insurance offered field must be checked. Designates that for line 16 covered has not been offered for the current month. This designates that for line 16 covered has not been offered for the current month.

Select

Generate offers of coverage from the *Affordable Care Act* menu. The following screen displays:



Character Mode



Enter the following fields:

Group ID

Enter the ACA group ID you want to use when generating the employee ACA records. If there is only one ACA group ID on file the program defaults to this. You may use one of the options:

<F1>	For the next ACA group
<SF1>	For the previous ACA group
<F5>	For "All" groups

Starting employee number

Enter the starting employee number.

You may use the option of <F2> for the "First" employee number or <F8> to find the employee via the lookup.

Endng employee number

Enter the ending employee number.

You may use the option of <F2> for the "Last" employee number or <F8> to find the employee via the lookup.

Exclude enrolled employees (2C)

Check this box to exclude any employees designated as having insurance coverage for the current month (Code 2C on Line 16 in *Enter employees ACA info*. Check this box to exclude any employees designated as having insurance coverage in Enter employees ACA info.

OK or Cancel

Select OK to display a list of printers or Cancel to return to the menu without printing.

If emailing is setup and there are employees in the selected group that are eligible to get an offer of coverage, the program will ask you to enter your email password. The employee will receive an email similar to below (the body text may be edited in PR Control information):

Subject: Offer of Coverage: 11/01/17

> Dear (employee name)
> ***You and any dependent(s) are eligible for Affordable Care
> Act health insurance. Please contact the HR department for
> more information or to enroll.***

ALE Calculation Report

The ALE (applicable large employers) Calculation report generates monthly counts of full time, plus the calculation of part time employees to get full time equivalents, to help determine the ACA full

time employee count.

You may already know that you have 50 or more full time employees and full time equivalent employees. When this is the case you may not need to run this report.

To get an accurate number of ACA defined full time employees, you must have ACA employee info records for each employee that worked throughout the year. The employee code must be set up accurately for each employee. See Employee code.

The employee codes of owner and shareholder are considered exempt. These are totaled in the *Number of Exempt Employees* column.

Only the part time employees with a regular and family employee code are totaled in the *Total Hours of PT Employees working less than 130 hrs* column.

Hours for seasonal employees are totaled in the *Total Hours of Exempt Seasonal* Employees column.

The *Number of ACA Defined Full Time Employees* column is the addition of these three columns:

Number of All Assigned Full Time Employees

Number of PT Employees Working at least 130 hours

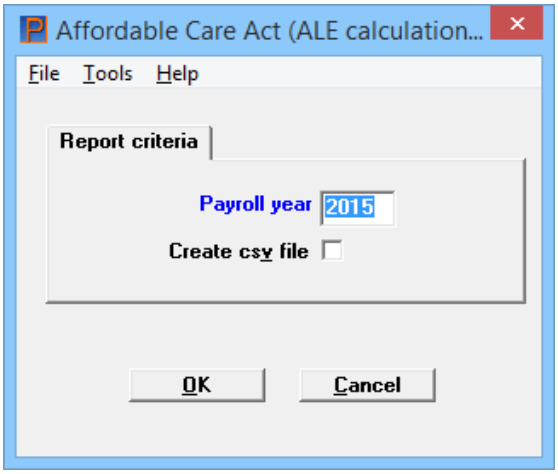
Number of FTEs from < 130 Hour PT Pool. This amount is rounded down

A monthly average is provided at the end of each column.

The Monthly Labor Summary report will also help you determine the number of full time and equivalent employees you have. Unlike the ALE calculation report, the Monthly labor summary report does not require you to enter employee ACA info first. Because of this the Monthly labor summary cannot take into account the employee codes or their exemptions.

Select

ALE calculation report from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (ALE calculation report)      XYZ Company

                    1. Payroll year        2019
                    2. Create CSV file ?
```

Enter the following fields:

Payroll year

Enter the payroll year. The year defaults to the system year.

Create csv file

Check this box to generate a csv file output and print the report. Leaving the box unchecked will only print the report. Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create the Payroll csv output to have access to the folder where you store the file.

The file is named similar to this:

00_ALE_Calculation_Report_2019_20191026_16331379.CSV

In the example above, *00* is the company ID. *ALE_Calculation_Report* is the name of the report, *2019* is the tax year and *20191026_16331379* is the date and time it was created.

OK or Cancel

Select OK to display a list of printers and print the report or Cancel to return to the menu without printing.

If you checked the box for creating a csv file, you will also be asked to select a location for the file. You may change the default file name to any name you like.

Eligibility and Insurance Offered Report

This list shows each employee's insurance eligibility and offer of insurance settings as entered via the *Enter employees ACA info* menu selection. You may select employees by their status of full time, part time or both.

This report defaults to printing data for the current *Control information* payroll year.

Employees will not print on the report if:

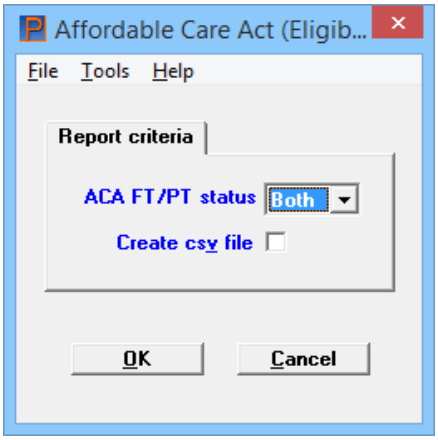
- they have a termination date
- they do not have an employee ACA information record for the current payroll year

For those employees who are eligible for insurance, but have not been offered insurance, you will need to take the appropriate action.

Also see Notes on When to Run the Insurance report and Insurance Eligible/Offered report.

Select

Elig. and Ins. offerd. report from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Elig. and Ins. offerd.)      XYZ Company

                    1. ACA FT/PT status
                    2. Create CSV file ?

F = FT, P = PT, B = Both
```

Enter the following fields:

ACA FT/PT status

Select FT = full time, PT = part time or Both for both full time and part time employees.

Create csv file

Check this box to generate a csv file output and print the report. Leaving the box unchecked will only print the report. Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create the Payroll csv output to have access to the folder where you store the file.

The file is named similar to this:

00_ACA_Eligible_Offers_Of_Insurance_Report_20191026_13404198.CSV

In the example above, *00* is the company ID. *ACA_Eligible_Offers_Of_Insurance_Report* is the name of the report and *20191026_13404198* is the date and time it was created.

OK or Cancel

Select OK to display a list of printers and print the report or Cancel to return to the menu without printing.

If you checked the box for creating a csv file you will also be asked to select a location for the file. You may change the default file name to any name you like.

Initial Measurement Period Report

This report generates a list of employees for a particular ACA group and tells you the if the initial measurement period for the employee is in the *measurement period*, *administrative period* or *stability period*.

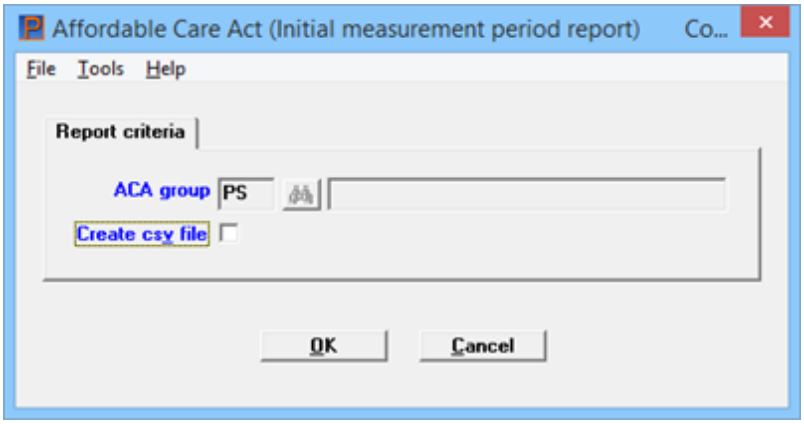
The initial measurement period is defined in the group record. See Initial measurement period (IMP).

This report helps you determine the phase of the initial measurement cycle for an employee. Based on the average number of hours an employee has worked so far, it helps determine if they are actually full time or part time. The last column indicates the employee's measured ACA full time / part time status which helps you decide on what to enter for the employee's ACA info. See ACA FT/PT status.

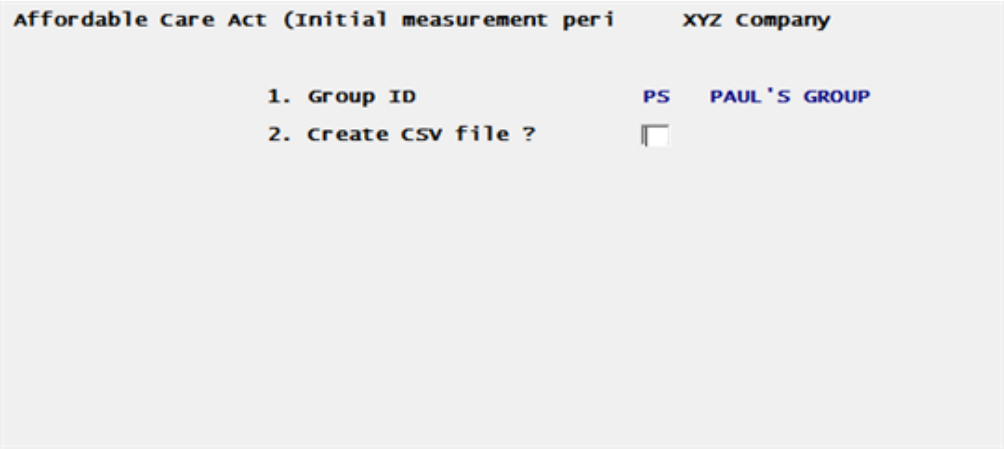
Employees

Select

Init. measurement prd. report from the *Affordable Care Act* menu. The following screen displays:



Character Mode



Enter the following fields:

ACA Group

Select an ACA group code as entered in the *Enter ACA groups menu* section. If there is only one entered group, this field defaults to this group.

If an ACA group description has been entered for the group, it displays to the right of the code.

If you have only one group it automatically fills in.

You have the following options:

<F1>	For the next ACA group file
<SF1>	For the previous ACA group

Create csv file

Check this box to generate a csv file output and print the report. Leaving the box unchecked will only print the report. Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using

Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create the Payroll csv output to have access to the folder where you store the file.

The file is named similar to this:

00_Initial_Measurement_Period_Report_12_20191026_13334094.CSV

In the example above, *00* is the company ID. *Initial_Measurement_Period_Report* is the name of the report, *_12_* is the ACA group ID, and *20191026_13334094* is the date and time it was created.

OK or Cancel

Select OK to display a list of printers and print the report or Cancel to return to the menu without printing.

If you checked the box for creating a csv file you will also be asked to select a location for the file. You may change the default file name to any name you like.

Standard Measurement Period Report

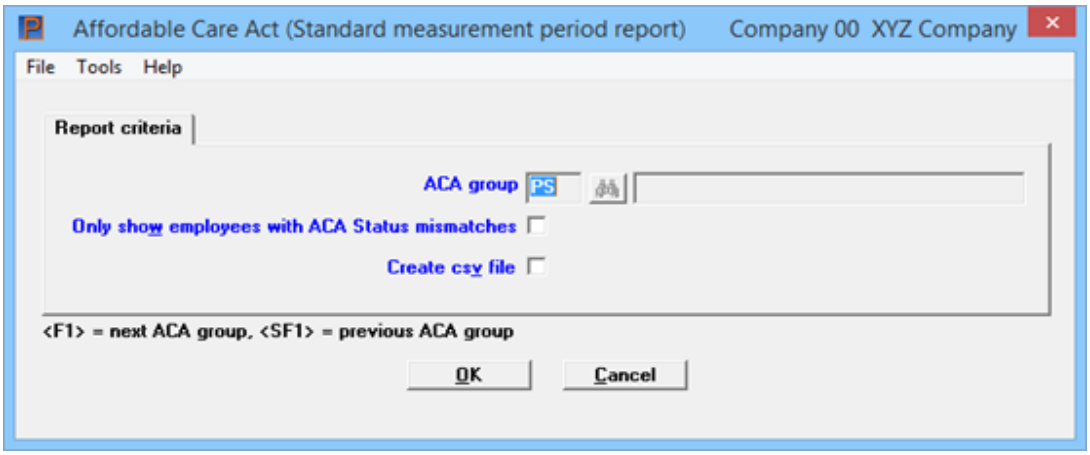
This report generates a list of employees based on the standard measurement period settings of a particular ACA group. The initial measurement period is defined in the group record. See Standard measurement period (SMP).

The average monthly hours is compared to the last month of their ACA status of the standard measurement period. Based on the average number of hours an employee worked during the standard measurement period, this report determines whether the employee is full time or part time. Based on the ACA status consistency column, you can set the employee ACA full time /part time status properly. See ACA FT/PT status.

In the *Reports and Form Examples* appendix, see a sample Standard Measurement Period Report.

Select

Std. measurement prd. report from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Standard measurement per      XYZ Company


                    1. Group ID                  PS   PAUL'S GROUP

                    2. Only show employees with
                       ACA status mismatches ?

                    3. Create CSV file ?
```

Enter the following fields:

ACA Group

Select an ACA group code as entered in the *Enter ACA groups* menu section. If an ACA group description has been entered for the group, it displays to the right of the code.

If there is only one entered group, the field defaults to this group.

You have the following options:

<F1>	For the next ACA group file
<SF1>	For the previous ACA group

Only show employees with ACA Status mismatches

Check this box to help identify those employees with an incorrect full time/part time status designation. Otherwise, leave it unchecked.

Create csv file

Check this box to generate a csv file output and print the report. Leaving the box unchecked will only print the report. Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create the Payroll csv output to have access to the folder where you store the file.

The file is named similar to this:

00_Standard_Measurement_Period_Report_A _20191022_15274633 .csv

In the example above, *00* is the company ID. *Standard_Measurement_Period_Report* is the name of the report, *_A* is ACA group and *20191022_15274633* is the date and time it was created.

OK or Cancel

Select *OK* to display a list of printers and print the report or *Cancel* to return to the menu without printing.

If you checked the box for creating a csv file, you will also be asked to select a location for the file. You may change the default file name to any name you like.

Safe Harbor Comparison Report

There are three Safe harbor methods which include W-2 wages, Rate of pay and Federal poverty level. The Sale Harbor comparison report helps you determine the Safe harbor method you assign to your employees. A column for each method is provided on the report.

There is a column for year-to-date wages. This is computed by accumulating the time history *total Federal withholding gross pay* field for each period falling within the year.

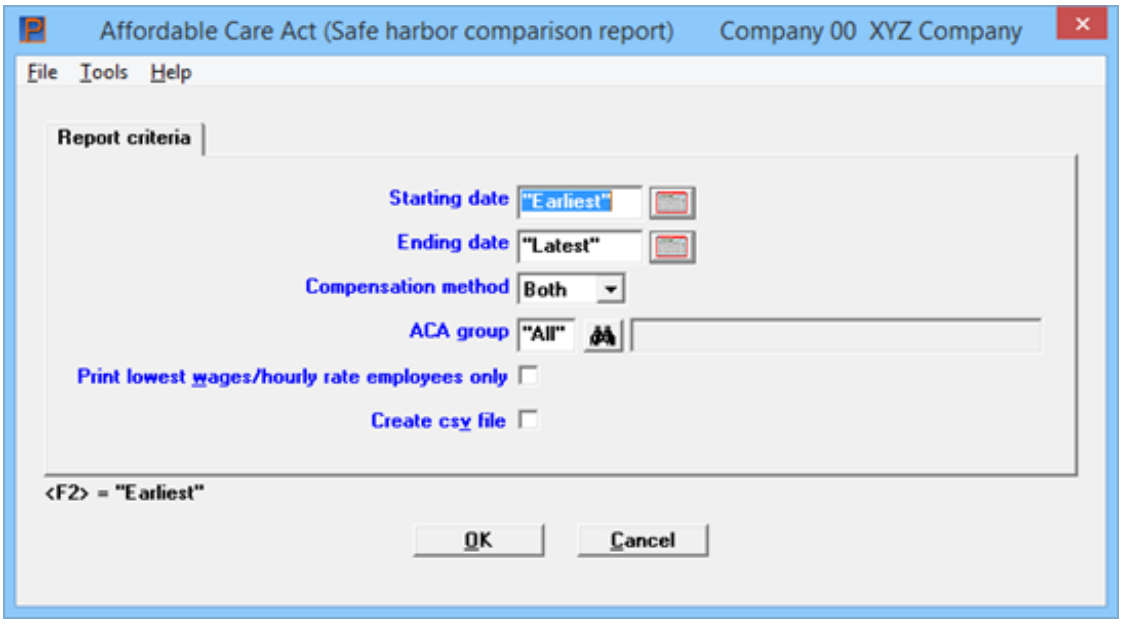
The Safe harbor method is determined by an entry in the ACA group. The ACA group gets assigned to the employee ACA information. See the instructions for the Safe Harbor method used field.

In order for employees to print on this report they must fit the following criteria:

- No termination date
- They must have an employee ACA record
- The employee must be insurance eligible per the employee ACA record
- They must have hours worked within the date range

Select

Safe harbor comparison report from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Safe harbor comparison rpt.) XYZ Company


    1. Starting date
    2. Ending date

    3. Compensation method

    4. ACA group

    5. Print lowest wages/hourly
       rate employees only ?

    6. Create CSV file ?



<F2> = "Earliest"
```

Enter the following fields:

Starting date *and* Ending date

This field filters on the period ending date from Time history (TIMHIS) and Adjustment history (MANHIS).

If the employee is paid weekly or bi-weekly a pay period can overlap two months. In this case the report only uses that part of the pay period in the date range entered.

To be most effective, you should enter a date range that contains the current fiscal year data and starting at the first of the month and ending on the last day of a month.

Compensation method

Enter Salary, Hourly or Both.

Using character mode enter S = Salary, H = Hourly or B = for both salary and hourly.

ACA group

Enter the ACA group or select the Lookup via <F8> to display a list of ACA groups and select a group from there.

If only one ACA group has been entered using *Enter ACA groups*, the program defaults to this group and cannot be changed.

You have the following options:

<F1>	For the next ACA group file
<SF1>	For the previous ACA group
<F5>	For "All" groups

Print lowest wages/hourly rate employees only

Checking this box will print the employee with the lowest hourly rate and the employee with the lowest average monthly wage. This could be the same employee. No matter how many months an employee works, it is calculated over a 12 month period.

Determining the lowest hourly rate and lowest average monthly wage employee helps you decide the Safe Harbor method you will assign to the ACA group, which gets assigned to your employee's ACA information.

Create csv file

Check this box to generate a csv file output and print the report. Leaving the box unchecked will only print the report. Running the report on a Windows or Thin client system generates a CSV file automatically and launches your default system program which opens the CSV file. Using Linux/UNIX telnet the program saves the CSV file to the ACACSV directory under the top-level PBS directory, however, the program does *not* automatically launch a system CSV program.

If you want to keep this data confidential, only allow users that can create the Payroll csv output to have access to the folder where you store this file.

It is named similar to this:

00_ACA_Safe_Harbor_Comparison_Report_PA_20191026_12035149.CSV

In the example above, *00* is the company ID. *ACA_Safe_Harbor_Comparison_Report* is the name of the report, *_PA_* is the ACA group ID, and *20191026_12035149* is the date and time it was created.

If you select "All" for the ACA group, that part of the file name is written as zz. Otherwise, it will print the actual ACA group ID.

OK or Cancel

Select *OK* to display a list of printers and print the report or *Cancel* to return to the menu without printing.

If you checked the box for creating a csv file, you will also be asked to select a location for the file. You may change the default file name to any name you like.

VALIDATE 1095-C/1094-C INFORMATION

Use this selection to print 1095-C/1094-C copies to check the validity of the Affordable Care Act data.

This function will allow you to print draft copies of the 1095-C forms. You may use this copy to validate the employee's data. You are encouraged to include a printed 1095-C form, along with a short explanation of the form to each employee and have them check their data, such as address and months worked. Have each employee return their form with corrections or an "ok" indication.

If there are any errors in the data a 1095-C Exception Report will be printed. When there are errors, the 1095-C forms will not print. You must first correct the data and run the report again. Here are some of the possible errors and how to correct the errors:

- *Full-Time employee with no wages*. If the employee did not receive any pay during the year, set the employee ACA record ACA FT/PT status fields to blank. Otherwise, enter Time worked and print checks for the employee for the year.
- *Missing social security number*. Using the *Employees* menu selection, enter the social security number in the employee record.
- *Invalid social security number*. Using the *Employees* menu selection, correct the social security number in the employee record.

Windows Printer

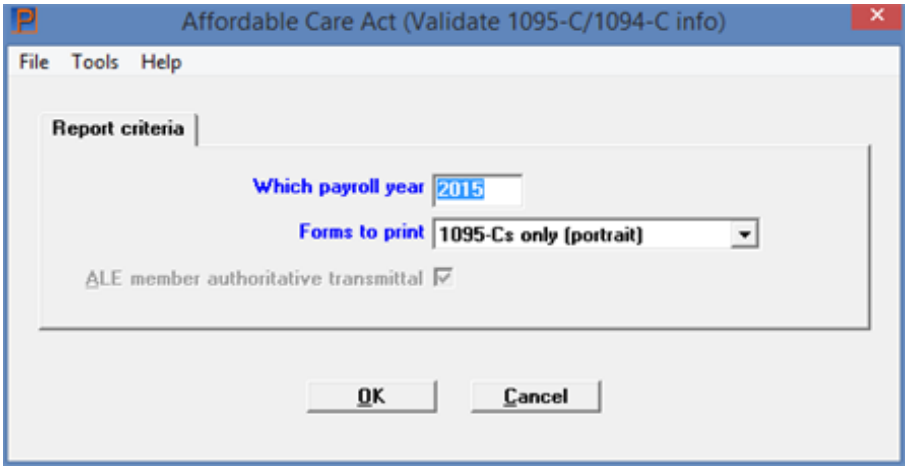
When selecting *Windows printer*, the program combines the data with jpg files that contain images of the 1095-C and 1094-C forms. In the middle of each page the image will contain the letters **Draft Only**. Do not use pre-printed forms with *Windows printer*.

Company information Printer

When using a *Company information* printer, the program prints the following with the data: DRAFT ONLY-DO NOT SUBMIT TO THE IRS. With a Company information printer, you must use pre-printed forms. You may purchase 1095-C and 1094-C forms from Trainor Business Forms – 847-296-2900.

Select

Print 1095-C/1094-C forms from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Validate 1095-C/1094-C info) XYZ Company

  1. Which payroll year ?                    2015
  2. Forms to print ?
  3. ALE member authoritative transmittal ?
```

Which payroll year

Enter the payroll year of the data to be reported.

Forms to print

You may select to print a 1094-C form and 1095-C forms as well as the 1095-C exception report. The 1095-C is available in landscape and portrait page orientation. The 1094-C is only available in landscape.

If there is any problem with the data, the exception report will print. See Fatal Errors and Warnings. Print the exception report, fix data problems as needed and then print the forms.

You must use a *Company information* laser printer. You have these options:

Character mode	Graphical mode	Description of forms printed
L	1095-Cs (landscape) & 1094-C	Prints the 1095-C landscape and the 1094-C
P	1095-Cs (portrait) & 1094-C	Prints the 1095-C portrait and the 1094-C
4	1094-C only	Prints the 1094-C only
5	1095-Cs only (landscape)	Prints the 1095-C landscape only
6	1095-Cs only (portrait)	Prints the 1095-C portrait only
E	1095-Cs exceptions only	Only prints the exception report *

* When the exception report prints you must correct the data before you can print the forms.

ALE member authoritative transmittal

This field cannot be entered.

OK or Cancel

Click on OK to select a printer for printing the forms or Cancel to not print and return to the menu.

When draft printing 1094-C/1095-C information to a *Windows printer* and you plan on distributing the forms to employees, be sure to select single sided printing only.

Fatal Errors and Warnings

If there are fatal errors no forms will print and only an exception report will print. In order to print forms you must correct the errors listed in the exception report.

There may also be warnings. You are not required to correct warnings, however, it is recommended that you look at the warnings before you print the forms. There may be some data you want to correct.

Here are some of the possible 1095-C errors and how to correct the errors:

- *"Missing employee record"* If there is an employee ACA record but the employee record is missing you will get this message. You must add the employee record.
- *Full-Time employee with no wages*. If the employee did not receive any pay during the year, set the employee ACA record ACA FT/PT status fields to blank. Otherwise, enter Time worked and print checks for the employee or enter Adjustments for the employee and post for the year.
- *Missing social security number*. Using the *Employees* menu selection, enter the social security number in the employee record. A missing social security number is only a warning if the employee has no employee ACA record. If there is an employee ACA record then it is a fatal error.
- *Invalid social security number*. Using the *Employees* menu selection, correct the social security number in the employee record.
- *Missing hired date*. Using the *Employees* menu selection, enter a hire in the employee record.

- *Wrong employee type*. This would only happen if the employee type has been changed to Non-employee.
- *Missing Plan start month*. Enter the plan start month in the employee ACA record.
- *Full-Time employee with no wages*. Alter the employee ACA record to match the employees work information. In this case make the employee Part time.
- *"Wrong code for Full-Time employee"*. You have entered either "OWN"er, "SHA"reholder OR "SEA"sonal on the employee ACA record and the employee is also entered as full time. Change the type to something acceptable.

Here are some 1094-C errors:

- *ACA Employer ID does not match Tax report ID #*. Enter a tax report ID that matches the Federal tax table and the ACA Control information record.
- *E-filing is required. Get appropriate license*. You have 250 or more employees and you require a different license.

REPORT 1095-C/1094-C INFORMATION

Use this selection to do the final processing for Affordable Care Act reporting to the IRS and print forms for your employees.

This menu selection prints or generates the final version that you provide to the IRS. If you are validating the accuracy of your data, use the *Validate 1095-C/1094-C info* menu selection.

This selection can be run after the calendar year is completed, in the new payroll year:

- For final reporting.
- To test the E-file with the IRS.

At any time during the year, you may also use this selection to get a 1095-C full time employee count.

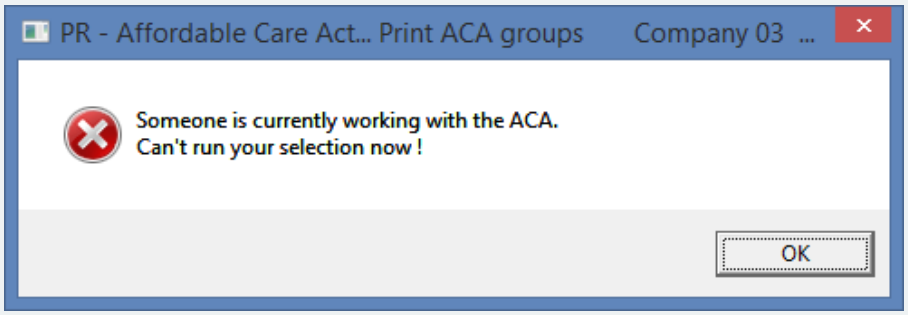
The functions that you are able to use here depend on your ACA license type:

- For ACA Essentials license users, the *Report 1095-C/1094-C info* menu selection allows you to print data on pre-printed 1095-C *Employer-Provided Health Insurance Offer and Coverage* forms and pre-printed 1094-C *Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns* forms.

  The 1095-C, 1094-C and other forms are available through Trainor Business Forms: 847-296-2900. Landscape 1095-C forms, required for IRS submission, allow more room than portrait forms for printing the Name of ALE Member field - legal company name. You do not have to order Transmittal Form Page 3 (1094-C). This is only for companies with common ownership. Health Coverage Continuation form are only required for employees with more than 6 covered individuals. Portrait forms are useful for sending copies to your employees. They are easily folded and mailable.
- If you have an ACA Corporate or ACA Enterprise license, the program will generate a magnetic E-file. It will also print 1095-C forms for your employees. The 1095-C forms are available through Trainor Business Forms: 847-296-2900.

Someone is currently working with the ACA.

Can't run your selection now !



Note

This program may need to access ACA data from multiple companies, so modifying ACA data in any company is prohibited. You may get the above message for either of these two conditions:

1. Accessing this menu selection locks any other user out of the other Affordable Care Act menu selections, even in other companies.

2. If you attempt to access this menu selection if any other user is accessing any ACA menu selection for any company, you will see the above message.

Many programs remain locked and do not allow entry when you leave this program is open. Exit to the menu when you are done.

1095-C/1094-C Forms

Essentials Licensees must use a *Company information* laser printer and pre-printed forms for the 1095-C. The 1095-C form is available to print in the page orientations of landscape and portrait. However, landscape allows the printing of up to 50 characters for the full legal ALE company name and portrait only allows 25 characters. Printing your full legal name is recommended. For that reason Landscape orientation is recommended. See Name of ALE Member (Employer) in *Control information*. The Landscape orientation of the 1095-C is required for submission to the IRS.

The company address used for printing the forms is from the *Control information Affordable Care Act (ALE)* tab. If you are a Designated Government Entity company, address and other information is used from the *Affordable Care Act (DGE)* tab.

Users with essentials Licensees will not need to order Transmittal Form Page 3 (1094-C). This is only for companies with common ownership.

Health Coverage Continuation forms are only required for self-insured companies and for employees with more than 6 covered dependents.

1095-C forms will *not* be printed for employees that:

- do not have an employee ACA record.
- have a ACA record but do not have at least one month designated as full time (FT).
- do not have a social security number or a social security number of 000-00-0000.

1095-C/1094-C Magnetic Media E-File

Most of the data generated to the E-file is from employee ACA info. However, the company address is from the *Control information Affordable Care Act (ALE)* tab. If you are a Designated Government Entity company, address and other information is used from the *Affordable Care Act (DGE)* tab. See the Affordable Care Act Tab / Screen and the other Affordable Care Act tabs.

1095-C records will *not* be generated for employees that:

- do not have an employee ACA record.
- have a ACA record but do not have at least one month designated as full time (FT).
- do not have a social security number or a social security number of 000-00-0000.

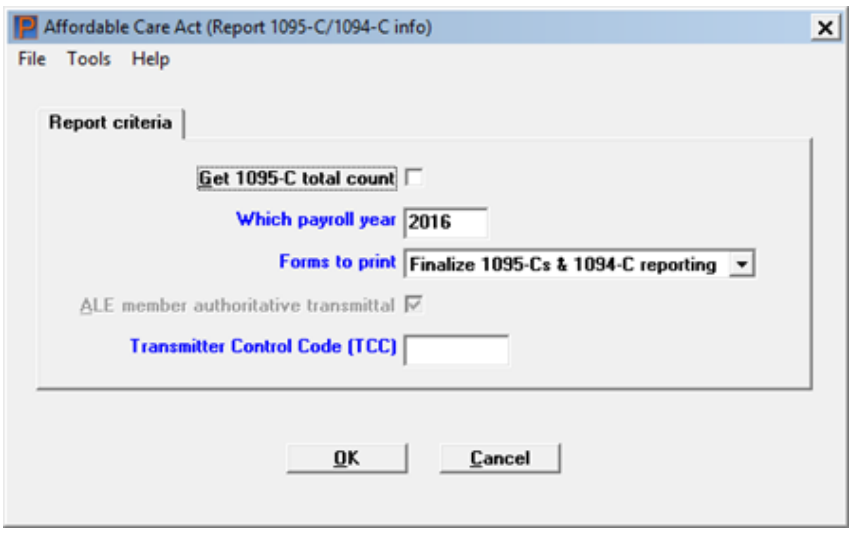
Back up your PBS System

Back up your data before you run this selection. Once the forms are printed for a particular year, you will not be able to print them again or create an E-file again. If your forms jam or do not print properly for any reason you must go to a backup to reprint. Be sure to do a complete backup of the PBS system. As regulations change from year-to-year, PBS programs will also change accordingly. Including everything in the PBS folder in your backup is recommended. If using SQL, backup your SQL database companies as well.

You have an option during the printing and E-file generation process to not finalize the ACA data, when you answer No to the question *Did the 1095-C forms just printed OK?*. If you answer no, you will be allowed to print the forms or generate the E-file again.

Select

Report 1095-C/1094-C info from the *Affordable Care Act* menu. The following screen displays:



Character Mode

```
Affordable Care Act (Report 1095-C/1094-C info)   XYZ Company

  1. Get 1095-C total count ?                N
  2. Which payroll year ?
  3. Forms to print ?
  4. ALE member authoritative transmittal ?
  5. Transmitter Control Code (TCC)
```

Enter the following fields:

Get 1095-C total count

You may select this field for calculating the number of 1095-C forms to order.

When this field is checked:

- The program displays a window which provides the total number of 1095-C full time employees.
- The 1095-C forms are not printed and nothing else is printed.

The full time employee count can only be done for the current open ACA year.

If you do not check this field, be prepared to mount your 1095-C and 1094-C forms on the printer.

Which payroll year

Enter the payroll year of the data to be reported on the forms.

Forms to print

You may select to process a 1094-C and 1095-Cs as well as the 1095-C exception report.

If there is any problem with the data, the exception report will print for each of the choices below . It is recommend that you print the exception report first, fix data problems if they exist and then print the forms.

To print the forms, you must use a *Company information* laser printer. You have these options:

Character	Graphical	Description
G	Generate submission test file	This option is only available if you have a Corporate or Enterprise license. In order to test the E-file with the IRS, select this option. There are two alternatives for a test file submission: • Submit yourself: The application and validation of the E-file has many steps and can be a multiple week process with the IRS. For a list of the steps, go to Procedures for 1095-C and 1094-C Electronic Filing. • Have Passport submit a file for you. To reduce the submission time, Passport offers a Proxy Submission Service. Per this service, Passport will file to the IRS on your behalf. Contact your PBS provider for fees and instructions.
F	Finalize 1095-Cs & 1094-C reporting	Depending on your license this will happen: • With the Corporate or Enterprise license one set of 1095-C forms are printed for each employee and the E-file is generated. • With an Essentials license, only forms are printed. You MUST have plenty of copies of each form ready. The program prints two sets of the 1095-C main form and 1095-C continuation sheet; one for each employee and a separate set for the IRS. It also prints the 1094-C page 1 and page 2 forms. ALL the above forms are printed in one run!
E	1095-Cs exceptions only	Only prints the exception report. If there are no exceptions a message displays "No exceptions found in this range". If exceptions are found the exception report prints. You must correct the data before you can print the forms or generate the E-file.

ALE member authoritative transmittal

This field cannot be entered.

Transmitter Control Code (TCC)

You must enter this field if you have an ACA Corporate or Enterprise license. If you have an Enterprise license you do not have to enter this field.

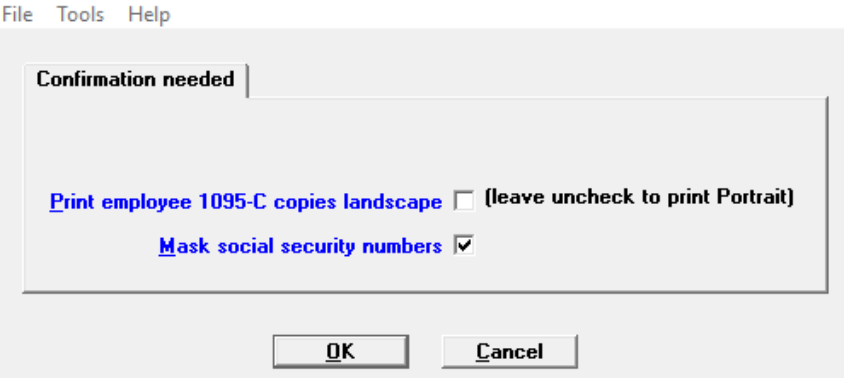
If you have a Corporate or Enterprise license which generates an Electronic file, enter the TCC that was assigned to you by IRS. If you do not have a TCC, see Procedures for 1095-C and 1094-C Electronic Filing.

OK or Cancel

Select Cancel and the program closes and your are returned to the menu.

Select OK and one of these will happen:

- If you selected to *Get 1095-C total count* a window displays with the total count.
- If you selected *1095-Cs exemptions only* the printer window displays if there are exceptions. If not exceptions a message display indicating this.
- If you selected to *Finalize 1095-Cs & 1094-C reporting* the following screen displays next:



Enter the confirmation fields.

Print employee 1095-C copies landscape

You can print 1095-C forms either in portrait or landscape. Check the box to print landscape. Leave it uncheck to print portrait. This defaults as unchecked.

Mask social security numbers

To mask the social security numbers check this box. Otherwise leave it unchecked to print the social security numbers on the 1095-C forms. This defaults and checked. Employee copies of the 1095-C will have masked Social Security Numbers. The default choice will mirror the Use encryption mask selection in Payroll *Control information*.

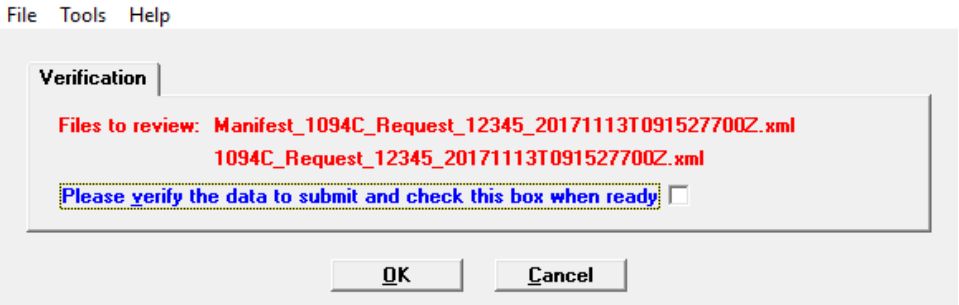
OK or Cancel

Select *Cancel* to return to the menu without printing.

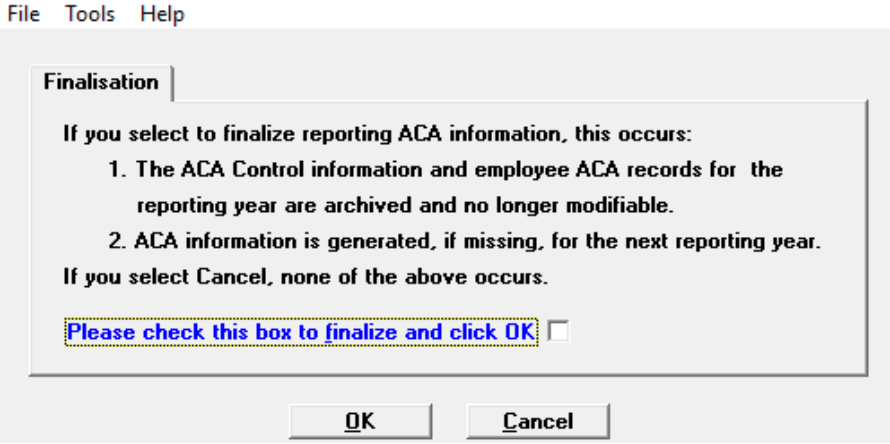
The sequence of the screens and prompts depend on the type of license you have. If you have an Essentials license go to Essentials License Screens and Prompts. If you have an Enterprise or Corporate license proceed here:

Enterprise and Corporate License Screens and Prompts

The program prompts for printing the employee copies of the 1095-C form and the 1095-C continuaton forms. When that completes this window displays:



Verify that the printing is correct and then proceed. The following screen displays:



IMPORTANT: When you check the box and select *OK* the current year's data is finalized and connot be changed. Before you do this, be certain that your forms and electronic files are okay and that none of the data needs to be changed again for this year.

If you do not check the box and select *Cancel* you may still change your data and the forms can be printed again for the current year.

Essentials License Screens and Prompts

Select *OK* to start the process of printing the 1095-C and 1094-C forms. Be prepared to mount the forms on the printer for each type. The forms will be printed in this order:

Employee's copy

1095-C forms

1095-C Continuation Sheets

Copies for the IRS

1095-C forms

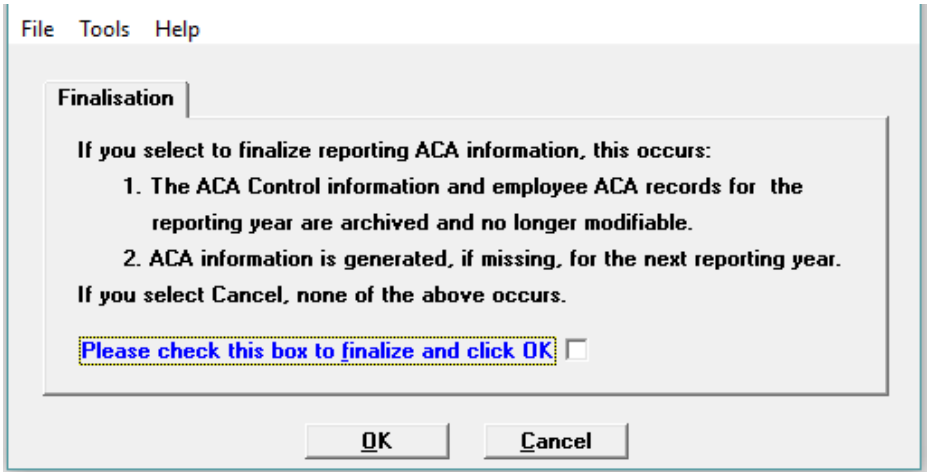
1095-C Continuation Sheets

1094-C forms

1094-C Page 1

1094-C Page 2

When the process of printing is done the finalization screen displays.



Character Mode

```
If you select to finalize reporting ACA information, this occurs:
    1. The ACA Control information and employee ACA records for
       the reporting year are archived and no longer modifiable.
    2. ACA information is generated, if missing, for the next
       reporting year.
If you select No, none of the above occurs.

Ok to finalize reporting ACA information ?
```

IMPORTANT: When you check the box and select OK the current year's data is finalized and connot be changed. Before you do this, be certain that your forms are okay, none of the data needs to be changed and printed again for this year.

If you do not check the box and select Cancel you may still change your data and the forms can be printed again for the current year.

1095-C Printing Errors

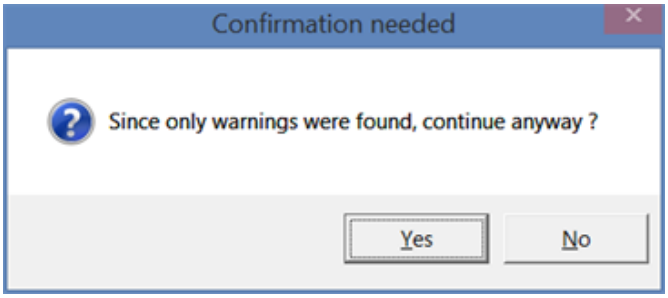
If you load the wrong forms or have a printer error, you now have the ability to print a single form

When you are prompted with the *Are _____ forms just printed OK?* window, click No. You will be able to enter the last correctly printed SSN and choose whether you want to print just one single form or the remainder of the run for that company and form type. You may also select <F5> to reprint the entire company and form run.

Errors and Warnings

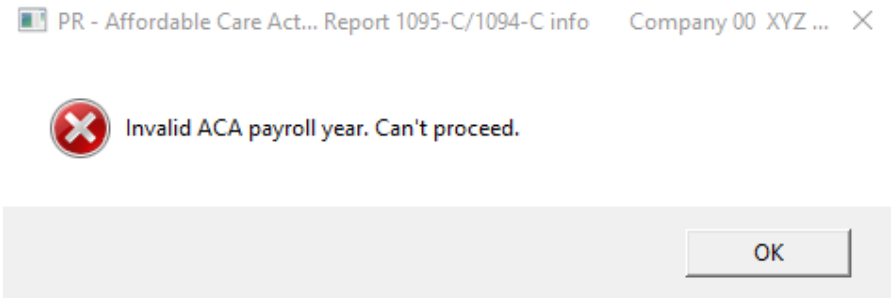
In the example above there are both errors and warnings. You may only have errors and no warnings. Regardless, if there are fatal errors the forms will not print or the electronic file will not be generated. Print the errors and warnings report. The errors must be corrected. Correcting the warnings is optional. See Fatal Errors and Warnings.

Warnings Only Message



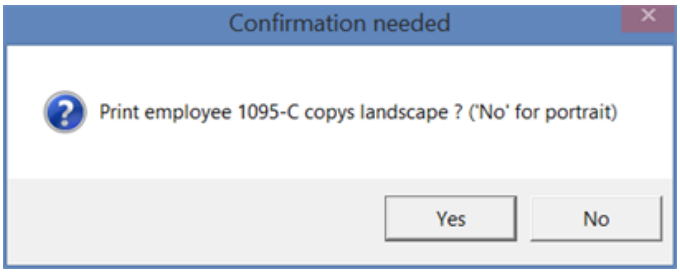
If you get the warnings were found message you may choose to ignore the warnings and continue. To continue select Yes. If you prefer to review the warnings before you continue select No.

Invalid ACA Payroll Year



The *Invalid ACA payroll year* message occurs when the current system date is in the same year as your ACA data year. Wait until after January 1 to report your 1095-C / 1094-C data.

Form Selection Type

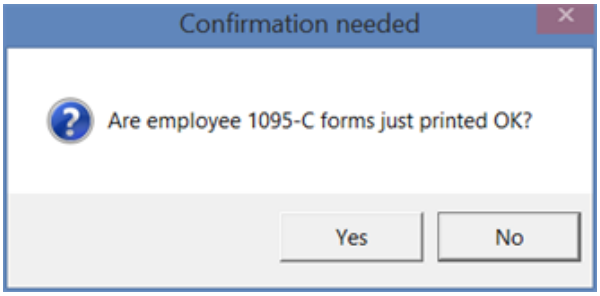


Select Yes to print 1095-Cs in landscape orientation. Select No to print in portrait orientation.

Select a *Company information* laser printer. Verify that the forms are mounted on the printer.

Print an alignment if needed.

Print Confirmation



If you select Yes, the ACA records are locked and cannot be reprinted (unless you go to a backup. If you select No, you may reprint the forms again.

If you are printing 1095-C forms only, note the total number of employees. Later, when you print the 1094-C form, verify that the same number of employees is being accounted for on the form.

From the totals screen, select OK or Cancel to return to the menu.

Generated ACA E-files

XML files are generated for E-filing. There is a manifest file and standard file. Both are needed for E-filing.

In the file names, the user's 5 character Transmitter Control Code appears the word "Request", followed by a timestamp. Here are examples:

1094C_Request_BB3WT_20160129T161327990Z.xml

Manifest_1094C_Request_BB3WT_2060129T161327990Z.xml

Both files start with the Passport Company ID and the reporting year. The remainder of the file name is what is recommended by the IRS.

PROCEDURES FOR 1095-C AND 1094-C ELECTRONIC FILING

Here are the steps:

1. If you have not already done so, to verify that your ACA data is correctly printed and thoroughly review your draft copies using the *Validate 1095-C/1094-C info* menu option.
2. The IRS documents the application procedures in https://www.irs.gov/e-file-providers/air/affordable-care-act-information-return-air-program. The entire process should take between 3 and 4 weeks.
3. All responsible Officials and Contacts (at least 2 of each) must register with IRS e-Services.
4. Submit the ACA Information Return Application to the IRS for Transmitter Control Code (TCC) with your Role as an Issuer if you are a Corporate licensee (single EIN) or both an Issuer and Transmitter if you are an Enterprise licensee. Select ISS-UI, not A2A.
5. Once you have a TCC, go to your licensed company in PBS>>P/R>>Affordable Care Act>>Report 1095-C/1094-C info. Under *Forms to print*, select *Generate submission test files* and enter your TCC.

   The Transmitter Control Code (TCC) field is protected. If you enter it correctly, just continue. If you entered an incorrect TCC and you need to correct it, go back to the field and use the <F2> key to Allow a protected change.

   The software will generate two XML files in your top level folder; **Manifest_1094C_Request**… and **1094C_Request**_... You may leave them in the top level folder or move them to a more convenient and more secure location on your Desktop or elsewhere.
6. Log in to the IRS.gov submission page.
7. On the right side you will see a box with a UI Channel Link header. Underneath the header are links to both the **AATS Testing** and **Production** environments. Select **Testing**.
8. Log in and upload your Manifest and Request test files.
9. Record the **ReceiptID**, which allows you to check on the approval status. Approval can take as little as 10 minutes, but during the filing season can be 48 hours or more.
10. When the automated check says "Accepted", you must call the IRS help line at 866-937-4130 to have them manually update your status from Testing to Production. If you look at your online TCC Application and it has been successfully updated, you will notice the designation has changed from "**T**" to "**P**".
11. Once you have received IRS approval, you are ready to submit your own files.
12. To set up a restore point, we highly recommend backing up your files before final printing.
13. Log in to your ACA licensed PBS company and go to P/R -> Affordable Care Act -> Report 1095-C/1094-C info. For field by field instructions see Report 1095-C/1094-C Information.
14. Under the *Forms to print* field, select *Finalize 1095-Cs & 1094-C reporting*. If you need to correct the TCC, you must go to that field and use the <F2> key.
15. The *Report 1095-C/1094-C info* menu selection will print employee copies on forms and then generate two XML files in your top level PBS folder. They will be named similarly to the test versions above, (example: **Manifest_1094C_Request**…, and **1094C_Request**…). They will be easier to find if

you sort the files by date modified. You may leave them in the top level folder or move them to a more convenient location on your Desktop or elsewhere.

16. Again, to guard against incorrect direct links, start at this IRS website page.
17. Navigate back to the UI Channel Link header on the right side. This time select the **Production** environment.
18. After logging in, choose <Submit Selected Organization>, <Submit Selected Version> (Right now there is only one choice), and <Upload ACA forms> to upload the Manifest and Request files.
19. Write down your **ReceiptID**. You will need this number to check the status or make corrections if they are required later.

Closing an Affordable Care Act Year

You may create a new year for the Affordable Care Act using two methods:

- Close the Payroll year. This will update the Affordable Care Act control by adding a new record and generate employee ACA records.
- You can do this manually before you close the Payroll year.

  Go to PR >> Master Information >> Control Information >> Affordable Care Act >> Edit. Change to the new year. Most information will default, but you can edit any other fields you like. "Save" and you're ready to generate or enter new year employee records. We recommend only adding records for new employees and allowing the software to generate the new year records for ongoing employees as normal, with the close of the previous ACA year.

ACA File and Initialization Utilities

There are multiple Payroll files/tables used in the reporting of Affordable Care Act reports and forms. However, there are four files that are used to store only Affordable Care Act data. These include:

Name	Description	Menu selection access
ACACTL	ACA control information	Master information -> Control information
ACAGRP	ACA groups	Affordable Care Act -> Enter ACA groups
EACACV	ACA covered individuals	Affordable Care Act -> Enter employees ACA info
EMPACA	Employee ACA information	Affordable Care Act -> Enter employees ACA info

There is a separate set of utilities for the ACA files. In the top level PBS run ACAUTIL.BAT. In Linux, run acautil.

If you have multiple companies, while on the company ID field, you have the option to enter <F5> for all companies.

These files are not exported or restored using the extended file utilities.

There is also a separate set of initialization utilities for the ACA files. In the top level PBS, run ACAINIT.BAT. In Linux, run acainit.

Food Service Payroll

This chapter contains the following topic:

INTRODUCTION TO FOOD SERVICE PAYROLL

Food Service Payroll is an add-on to the standard Passport Business Solutions (PBS) Payroll module that is designed especially for businesses in the food service, restaurant and hospitality industries. These features may be useful in other industries as well.

Food Service Payroll fulfills important industry-specific payroll needs for family style, sit down, and multi-location restaurants. The features include:

- Tracks and manages different job roles and rates, with up to 5 default job codes for employees who do different kinds of work at different pay rates during one pay period.
- Provides comprehensive tip management by tracking direct and indirect tips (tips paid by employer) for allocation, including employee sales for tip allocation, FICA tip tax credit reporting, and employer-collected tips for distribution on employee payroll.
- Prints paychecks by department or location and by employee name for easier multi-location payroll distribution.
- Includes an exceptions register that reports deduction and withholding exceptions due to insufficient net pay.
- Provides detailed management reports - including pay distribution by employee, job code, G/L account and more.
- Helps manage ACA requirements throughout the year in addition to Federal Forms 1095-C and 1094-C Year End Reporting.
- Interfaces with many restaurant front-end systems.

Fully integrated with PBS Payroll and Passport's ACA Management Software, Food Service Payroll makes it easier and more affordable for busy restaurant owners to:

- Accurately and efficiently process food service payrolls.
- Manage changing work duties and pay rates.
- Anticipate and control insurance obligations.

Food Service Payroll Instructions in This Chapter

The information in this chapter assumes that you already have the Food Service Payroll program additions installed on your system. If you do not, contact PBS for help.

After the updated Food Service Payroll programs have been added to your system, several Payroll screens and functions change or have been added to Payroll. These changes and additions are included in the following Payroll selections:

- Control information
- Deductions/Earnings
- Payroll Jobs

- Employees
- Time Worked
- Adjustments
- Time Worked Import and other Utilities
- Payroll Food Service Reports
- Quarterly Reporting

These updated and new features, functions and more are covered in this chapter.

CONTROL INFORMATION FIELDS

An additional tab is provided with Food Service Payroll. The Options tab has some field settings that directly affect Food Service Payroll

This section only has fields related to Food Service Payroll. The other fields for *Control information* are covered in the Control Information chapter.

Before entering *Control information* fields for Deduction/Earning codes used for time worked import, you may want enter these codes using the *Deductions/Earnings* selection. If they are not entered, you may edit *Control information* and add them later.

Before entering Employees enter job numbers in Payroll Jobs. If distribute by pay job is set to Always in *Control information*, you must enter Payroll job 1 in Employees.

The *Control information* fields affect the Payroll module. However, fields that generally affect Food Service Payroll are located on the *Options* and *Food Service* tabs.

Options tab fields

Distribute wages

Must be set to A = Always distribute or S = Selectively distribute in order to use the Payroll Jobs features of Food Service Payroll.

Use meals & tips

Check this box (Yes) in order to use the meals and tips features of Food Service Payroll. May be set as unchecked (No).

Food Service Control Information Tab

General | Options | Direct deposit | Affordable Care Act | Affordable Care Act (ALE) | Affordable Care Act (DGE) | Food Service

Dist by payroll job: Never

Inport wage rate source: Import file

Print YTD sales on check stub

Print YTD tips on check stub

Print hourly rates on check stub

Print sal emp hrs on check stub

Print checks by emp name

D/E Code-1 for tip import

D/E Code-2 for tip import

D/E Code-3 for tip import

<F5> = Extended employer information

Dist by payroll job

Enter *Always* if you want all regular, overtime, and special pay and hours, and salary pay to be distributed by payroll job and posted to the Payroll Job History file. If this field is set to Always there must be a valid payroll job in Payroll job 1 in Employees.

If the *Distribute wages* field is set to checked in Employees you will be required to enter a valid payroll job during entry in *Time worked*.

Enter *Selectively* if you want to selectively distribute pay by payroll job during entry in *Time worked*.

Select *Never* if you do not want to distribute by payroll job during entry in *Time worked*. This field defaults to Never if *Distribute wages* on the Options tab is set to *Never*.

Distribute by payroll job	A= Always	S = Selectively	N= Never
Distribute wages = A	Job	Job or G/L	G/L
Distribute wages = S			
Emp Distrib wages = Y	Job	Job or G/L	G/L
Emp Distrib wages = N	None	None	None
Distribute wages = N	N/A	N/A	None

Import wage rate source

Used only for Payroll Import. Select *Import file* (I) to use the wage rate in the import file, Job code file (J) to use the wage rate in the Payroll Jobs for the payroll job number in the import file, and

Employee file (E) to use the wage rate in *Employees*. You may leave this blank if you do not import payroll data.

Print YTD sales on check stub

Check this box (Yes) is you want to have YTD employee sales printed on the payroll check stub.

Print YTD tips on check stub

Check this box (Yes) if you want to have YTD reported tips printed on the payroll check stub.

Print hourly rates on check stub

Check this box (Yes) if you wish the program to print hourly rates on the check stub.

Print sal emp hrs on check stub

Check this box (Yes) if you wish the program to print regular, overtime, special, and holiday hours on the check stub. Sick (or PTO) and vacation hours always print, unless excluded elsewhere (Incl. sick hrs on check and Incl. vac hrs on check).

Print checks by emp name

Check this box (Yes) if you wish the program to print payroll registers and checks by employee name within department. Employee names should be entered last name first.

D/E Code-1 for time import

D/E Code-2 for time import

D/E Code-3 for time import

If using *Payroll Import* on the *Time worked* menu, entry in these fields is required. They must be codes for direct tips, indirect tips, and meals, in that order.

DEDUCTIONS/EARNINGS FIELDS

Tips earnings codes may be designated as Direct Tips or Indirect Tips.

In addition, Tips codes maybe designated as paid by employer. Tips Paid remain classified as Tips throughout the system, but are added to the net pay on payroll checks.

This section only has fields related to Food Service Payroll. The other fields for *Deductions/Earnings* tips are covered in the Tips Code section of the *Deductions and Earnings* chapter.

Type

Enter T for Tips.

(Direct or Indirect tips)

There is no screen label for this field. At the next prompt on the same line enter D for Direct Tips or I for Indirect Tips.

(Tips paid)

There is no screen label for this field. Also on the same line at the next prompt check the box (Yes) or uncheck it (No) for Paid (Paid indicates *tips paid*). Tips paid are reported tips that are paid on a payroll check. Answer N for reported tips received by the employee and reported to the employer.

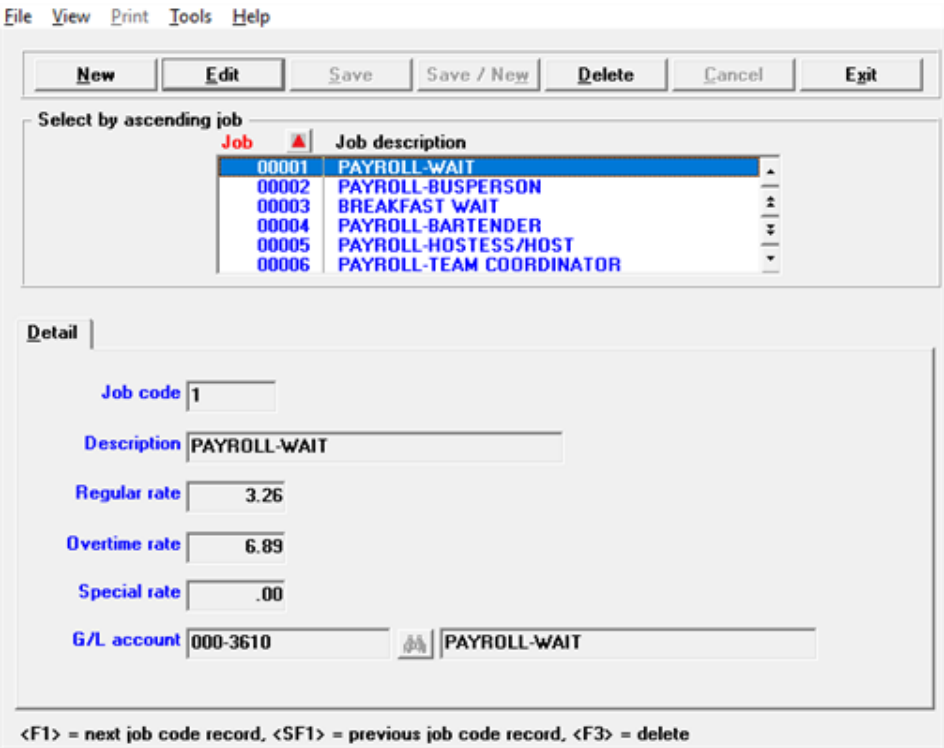
ENTRY OF PAYROLL JOBS

The Payroll Jobs contain the job numbers that you set up for the distribution of wages.

If you do not wish to use Payroll Jobs, do not enter any. If Payroll Jobs is empty, the software will handle distributions to G/L accounts in the usual manner. Each job number has hourly rates and a wage account. This feature provides automatic default pay rates and G/L distribution accounts. How Payroll Jobs are used depends upon certain control settings. You can define as many jobs as you like. Each job number has a description, regular, overtime, and special pay rates, and a G/L distribution account number.

Select

Payroll jobs from the *Master information* menu. The following graphical mode screen displays:



Enter the following fields:

Job number

Enter a number for this Payroll Job. It must be numeric. Press data look-up key to view window of payroll jobs.

Options

<F1>	For next payroll job
<SF1>	For the previous payroll job

Format	5 digits

Job description

Enter a description for this Payroll Job.

Format	30 characters

Regular rate

Enter the rate of pay for regular hours worked on this Payroll Job.

Format	99999.999

Overtime rate

Enter the rate of pay for overtime hours worked on this Payroll Job of use the option:

Options

<F1>	To use the overtime rate which is calculated by using the Regular rate, entered above. times the Overtime pay factor in *Control information*.

Format	99999.999

Special rate

Enter the rate of pay for special hours worked on this Payroll Job or use the option:

Options

<F1>	To use the special rate which is calculated by using the Regular rate, entered above, times the Special pay factor in *Control information*.

Format	5 digits

G/L acct number

Enter the general ledger account number for distribution of wages on this Payroll Job. Press data look-up key to view window of valid accounts.

Options

<F5>	Varies by sub account or varies by cost center, if applicable.

<F5> Varies by sub account or varies by cost center, if applicable.

EMPLOYEES FIELDS

This section explains how some employee fields affect how parts of the Food Service Payroll system function.

There are fields on the Wages/Rates tab several fields control Food Service functions. There is a Food Service for entering Jobs information and where sales and tip amounts are accumulated.

Also, several deduction/earning codes must be entered in Employees in order for certain functions to work properly.

Wages/Rates tab

Wage account

If using cost centers, the Cost Center 1 segment of this account number is used when an account number elsewhere, such as in Payroll jobs, Deductions/Earnings, or Tax tables has been entered as *cost cntrs vary w/employee*. If not using cost centers, but using sub-accounts, the Sub Account segment is used when *sub accts center vary w/employee*. This wage account is also used for undistributed pay amounts.

Regular rate

The rate entered here is used by the program for regular hours when a valid payroll job is not found. It is also used during Time worked (Payroll import) if *Import wage rate source* in *Control information* is set to *Employees* (E).

Overtime rate

The rate entered here is used by the program for overtime hours when a valid payroll job is not found. It is also used during Time worked (Payroll import) if *Import wage rate source* in *Control information* is set to *Employees* (E).

Special rate 1

The rate entered here is used by the program for special hours when a valid payroll job is not found. It is also used during Time worked (Import) if *Import wage rate source* in *Control information* is set to *Employees* (E).

Distribute wages

In order to distribute wages by payroll job you must check this box. However, you may optionally skip payroll jobs and distribute only by G/L account during Time worked (Enter) if *Dist by payroll job* is set to *Selectively* in *Control information*. As in the standard software, the setting of this field becomes irrelevant if *Distribute wages* in *Control information* is set to Always or Never.

Food Service tab

Select the Food Service tab to enter, view, or change payroll jobs, sales, and reported tips for this employee. This tab is only accessible if the *Control information* fields of either *Use meals & tips* is checked or *Dist by payroll job* Is either Always or Selectively.

Aux info in character mode

While the jobs information is entered on the Food Service tab in graphical mode, using character mode, press <SF5 to open a window to access Aux info window.

Jobs entry

Code

Up to five codes can be entered which are optional default Payroll Jobs to be selected during the entry of distributions in Time worked (Enter). After entering a code, the Payroll job description and rates are displayed from Payroll Jobs and may not be changed here.

If *Dist by payroll job* is set to Always in *Control information*, you will be required to enter a valid payroll job number in the first Jobs field.

Sales YTD, Sales next year, Reported tips YTD, and Reported tips next year

Sales YTD, Sales next year, Reported tips YTD and Reported tips next year are protected updated by the software during posting.

Regular rate

Enter the regular rate.

Deductions/Earnings tab

Code

Food Service Payroll allows entry of a meals type deduction code here. This is used to identify employees for whom an automatic calculation of meals is used during Payroll Import. It is recommended that you use an amount of zero and a frequency of daily, or some other frequency you do not normally use for other regular deductions. Field 47. Default meals rate in *Control information* is used to calculate the meals amount during import. You may also enter a meals code if you wish to record a fixed amount on a regular basis for the employee.

Tip-wage deduction/earning code

If you pay a tip-wage, enter the deduction/earning code, entered in Tip-wage ded/earn code in *Control information*, with an amount of zero in order to identify employees who are eligible. The payroll calculation program automatically calculates the tip-wage.

TIME WORKED DISTRIBUTIONS

If *Distribute by payroll job* is set as *Never* in *Control information*, the distribution screens will appear the same as standard Payroll, depending on whether Job Cost is used, the settings of Distribute wages in *Control Information* and Distribute wages in *Employees*. If Distribute by payroll job is Always or Selectively Payroll Jobs are used and the distribution screen changes. If Payroll Jobs are used, enter the distribution information as follows:

Pay job

For a new distribution

If you are distributing this employee's wages to a Payroll Job, enter a valid Payroll Job number here. The description of the job displays automatically. Enter the Payroll Job number or use one of the options:

Options

<F1>	To scan through the Payroll Jobs for this employee.
<F2>	To scan through the Payroll Jobs in Payroll Jobs.
<SF2>	To scan through the Payroll Jobs in the Payroll Job file in reverse order.
<F7>	To automatically use all defaults. There must be a valid Payroll Job in Payroll job I in Employees to use this feature and this is the only default Payroll Job. If distributing more than one type of pay, e.g. regular and overtime, you may use this feature repeatedly.
<Enter>	To skip this field and enter a non-Payroll Job distribution, i.e. distribute by G/L account only. This is allowed only if *Distribute by payroll job* is set to Selectively in *Control information*.

Format	5 digits

For an existing distribution

With character mode, you can access a distribution by entering its key fields: Payroll job #, Distribution type, and G/L account #. You may also one of these options:

Options

<F1>	To scan through the distributions on file.
<SF1>	To scan through the distributions on file in reverse order.

If you enter the key fields for a distribution, the program searches for one that matches what you entered. If one matches, you can change any field except the key fields.

Distribution type

Enter the type of distribution, as displayed across the bottom of the screen.

Hourly employees

R	Regular
O	Overtime
X	Special

Salaried employees

S	Salary
O	Overtime
X	Special

Format	1 character

Account

Enter the number of the G/L account to which the number of hours or percent of salary is to be distributed. Enter the account number, or use one of these options:

Option:

<F1>	To use the account for the Payroll Job, if the distribution is for a Payroll Job. If Cost Center or Sub Account vary w/employee for the Payroll Job, the Cost Center or Sub Account from the employee's wage account will be used. To use the wage account for this employee entered in Employees, if the distribution is not for a Payroll Job.

Hours *or* percentage

If the employee is hourly, this is the number of hours to be distributed to the account and Payroll Job entered above.

If the employee is salaried and Pay salary? is checked on the first screen of Time worked, enter the percent of the salary distributed to the account and job you entered. Overtime and special hours are distributed on an hourly basis, even for a salaried employee.

An employee's pay for holiday hours, sick hours, and vacation hours is always computed using the regular rate. These pay amounts are automatically distributed to accounts specified in the federal tax code record, not in Time worked. Amounts for Earnings Codes are also automatically distributed to the accounts specified in Deductions/Earnings.

If you wish to delete a distribution, change the hours or set to zero, Enter the hours or percent or use the option:

Options

<F2>	For the hours/percent remaining for the distribution type.

Format	999.99

Rate

If you entered hours in the previous field, enter the rate of pay that is multiplied by those hours to determine the dollar amount of this distribution. Enter the rate of pay or use the option:

Options

<F2>	When entering a new distribution, the hourly rate for the Payroll Job. When changing an existing distribution, the employee's hourly rate as entered in Employees.

Format	999.99

Reference

You may enter any reference or comment here.

Format	25 characters

When you are done with this distribution, it displays and you are prompted for the next distribution. You can enter more than one distribution for the same pay type and account number, and you may enter different distributions for special pay at varying rates.

ADJUSTMENT DISTRIBUTIONS

If at least one Payroll job exists, the distribution screen is different for Food Service Payroll than without it.

If there are no entered Payroll Jobs, the distribution screens will appear as in standard Payroll, depending on whether Job Cost is used. For the standard entry see Manual Distributions to General Ledger.

If Payroll Jobs are used, enter the distribution information as follows:

Pay job

For a new distribution. If you are distributing this employee's wages to a Payroll Job, enter the Payroll Job number here. The Payroll Job must be on file. The description of the job displays automatically. Enter the Payroll Job number or use one of the options:

Options

<F1>	To scan through the Payroll Jobs for this employee.
<F2>	To scan through the Payroll Jobs in the Payroll Job file.
<SF2>	To scan through the Payroll Jobs in the Payroll Job file in reverse order.
<Enter>	To enter a non-Payroll Job distribution, i.e. distribute by G/L account only.

Format	5 digits

For an existing distribution. You can access a distribution by entering its key fields: Payroll job #, Distribution type, and G/L acct #. You may also one of these options:

Options:

<F1>	To scan through the distributions on file.
<SF1>	To scan through the distributions on file in reverse order.

If you enter the key fields for a distribution, the program searches for one that matches what you entered. If one matches, you can change any field except the key fields.

Distrib type

Enter the type of distribution, as displayed across the bottom of the screen.

Hourly employees

R	Regular
O	Overtime
X	Special

Salaried employees

S	Salary
O	Overtime
X	Special

Format	1 character

G/L acct

Enter the number of the G/L account to which the number of hours or percent of salary is to be distributed. Enter the account number, or use one of these options:

Option:

<F1>	To use the account for the Payroll Job, if the distribution is for a Payroll Job. If Cost Center or Sub Account vary w/employee for the Payroll Job, the Cost Center or Sub Account from the employee's wage account will be used. To use the wage account for this employee in the Employees, if the distribution is not for a Payroll Job.

Format	999.99

Hours or pct

If the employee is hourly, this is the number of hours to be distributed to the account and Payroll Job entered above.

If the employee is salaried and Pay salary? is Y on the main screen of Time worked (Enter), enter the percent of the salary distributed to the account and job you entered. Overtime and special hours are distributed on an hourly basis, even for a salaried employee.

An employee's pay for holiday hours, sick hours, and vacation hours is always computed using the regular rate. These pay amounts are automatically distributed to accounts specified in the federal tax code record, not during Time worked (enter). Amounts for Earnings Codes are also automatically distributed to the accounts specified in Deductions/Earnings.

If you wish to delete a distribution, change the hours or pet to zero, Enter the hours or percent or use the option:

Options

<F1>	For the hours/percent remaining for the distribution type.
Format	999.99

Rate

If you entered hours in the previous field, enter the rate of pay that is multiplied by those hours to determine the dollar amount of this distribution. Enter the rate of pay or use the option:

Options

<F1>	When entering a new distribution, the hourly rate for the Payroll Job. When changing an existing distribution, the employee's hourly rate as entered in Employees.
Format	99999.999

Amount

This is the amount of pay for this distribution line. For an hourly employee, enter the amount or use the option:

Option:

<F1>	To use an amount equal to the number of hours times the rate for this distribution.
Format	99,999,999.99-

When you are done with this distribution, it displays at the bottom of the screen and you are prompted for the next distribution.

UTILITIES FOR FOOD SERVICE

Time Worked Import

This selection imports records from a pre-defined ASCII text file into Payroll Time Worked.

Select

Payroll import from the *Time worked* menu.

The following screen displays:

```
Import transactions



                Transactions will now be imported from
                the payroll import file to the time transaction
                file for processing in payroll.
                Be sure you wish to do this.


            Please enter drive letter for import file
```

The import files must be in a specific format, have a specific filename, and exist in either the Passport Business Solutions top-level directory or the current directory of a mapped drive. You may either enter a drive letter location ("device") for the file or press ENTER to default to the top-level directory. This import is designed to work with FoodService Payroll.

Import File Names

Payroll Import:

```
PRINTFxx.FLT
LMlNTFxx.FLT
```

where xx is Company-ID.

The program first attempts to open PRINTFxx.FLT. If it is unable to open that file it will then attempt to open LMlNTFxx.FLT. If both files are present, only PRINTFxx.FLT will be processed.

Numeric Fields

All numeric fields must be right justified with leading zeros. There should be no decimal characters, since the decimal place is implicitly assumed. Signed numeric fields must have a separate trailing sign (+ or -).

Example: If signed numeric with 2 decimals and length of 9

-355.68 is recorded as 00035568-

1.15 is recorded as 00000115+

Dates

Note that the date fields in the import file are in 6-digit format. This is not a fine since the import program converts these dates into the 8-digit format required for PBS Payroll. The full year is determined based on the Year 2000 cut-off in Company Information.

Import Time Worked - Data File Layout

This layout supports time transactions from Restaurant POS. Each line imports as a separate Time worked record.

This is a fixed length format for the LMINTFxx.FLT file. The xx in the file name indicates the PBS company ID. The layout is 193 columns long.

Columns Explanation

Beg pos means beginning column position in the file. *End pos* means ending column position. Length is the total number of columns it utilizes in the file.

In the *Data format* column:

- A field that starts with a 9 is a number only. All numbers are filled in on the left with zeros if the there are not enough digits for the entire field.
- The decimal place is implied with a V. For example, a V99 has 2 decimal places and V999 has 3 decimal places.
- An S represents a sign which can be either plus or minus.
- YYMMDD represents YY = Year, MM = Month and DD = Day.
- An X means that the field is alphabetical, not numeric only.

Record Structure: Payroll Time Worked Transactions					
Beg pos	End pos	Length	Field description	Data format	Sample data
1	2	3	Record type	X[2]	LM=Labor Manager
3	12	10	Employee number	9[10]	0123456789
13	19	6	Pay period start date	YYMMDD	941224
19	24	6	Pay period end date	YYMMDD	941231
25	29	5	Job class	9[5[	12345
30	30	1	Pay salary flag	X[1]	Y or N
31	37	7	Regular hours	9[4]V99S	123412+
38	44	7	Regular pay rate	9[3]V999S	12323+

Record Structure: Payroll Time Worked Transactions					
Beg pos	End pos	Length	Field description	Data format	Sample data
45	51	7	Overtime hours	9[4]v99S	123412+
52	58	7	Overtime pay rate	9[3]V999S	123123+
59	65	7	Special hours	9[4]V99S	123412+
66	72	7	Special pay rate	9[3]V999S	123123+
73	79	7	Holiday hours	9[4]V99S	123412+
80	86	7	Sick hours	9[4]V99S	123412+
87	93	7	Vacation hours	9[4]V99S	123412+
94	94	1	Advance vacation weeks	9[1]	0 to 4
95	101	7	Vacation hours accrued	9[3]V999S	123123+
102	108	7	Sick hours accrued	9[3]V999S	123123+
109	113	5	Weeks worked	9[2]V99S	1212+
114	119	6	Work units	9[3]V99S	12312+
120	128	9	Direct tips	9[6]V99S	12345612+
129	137	9	Sales	9[6]V99S	12345612+
138	146	9	Indirect tips	9[6]V99S	12345612+
147	155	9	Meals	9[6]V99S	12345612+
156	158	3	Temp D/E 1 code	X[3]	Valid PR D/E Code
159	167	9	Temp D/E 1 amount	9[6]V99S	12345612+
168	170	3	Temp D/E 2 code	X[3]	Valid PR D/E Code
171	179	9	Temp D/E 2 amount	9[6]V99S	12345612+
180	182	3	Temp D/E 3 code	X[3]	Valid PR D/E Code
183	191	9	Temp D/E 3 amount	9[6]V99S	12345612+
192	192	1	Carriage return *	9	D
193	193	1	Line feed *	9	A

* This is an end of line indicator. The Carriage return and Line feed will not be visible in some applications like Notepad. For some applications it may display as <CR><LF>.

Maintain Enhanced Fields

This utility allows you to change the Food Service fields in QTD History (QTDHIS) and Payroll History (KHISFL).

On the PR *Utility* menu select *Maintain enhanced fields*. The following screen displays:

```
Enhancement fields (PR hist)



                    *  Emp#
                    *  Pay prd date
                    *  Seq number
                    1. Tip-wage amt
                    2. Rptd tips direct
                    3. Rptd tips indirect
                    4. Sales

<F1> = next hist rec, <Shift>+<F1> = prev hist rec
```

You may scroll through the records using <F1> (forward order) and <SF1> (reverse order), making changes as appropriate.

Initializing Data Files

Use the PgDn key to display the next screen.

Payroll jobs contains Payroll Job codes and descriptions, along with their G/L accounts and hourly rates.

Payroll job history contains a history of payroll distributions by Payroll Job for each check posted. There is one record for each distribution in a time transaction. It is used to produce the Job Distribution Report and Job Distribution Report by Employee.

Deduction Exceptions Temp file. This temporary file contains payroll deductions exceptions and is created during payroll calculation.

Payroll File Utilities

To access the Payroll utilities, type prutil from the top-level PBS folder. to log in you must be a PBS administrative user.

Use the PgDn key to display the next screen.

Payroll jobs (PAYJOBxx)

This contains Payroll Job codes and descriptions, along with their G/L accounts and hourly rates.

Payroll job history (PRJIIISxx)

This Tile contains a history of payroll distributions by Payroll Job for each check posted. There is one record for each distribution in a time transaction. It is used to produce the Job Distribution Report and Job Distribution Report by Employee.

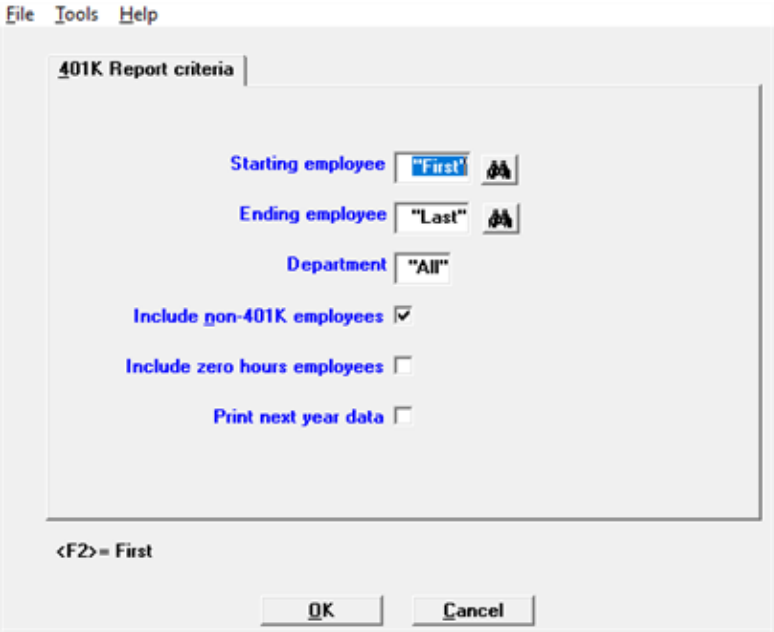
PAYROLL FOOD SERVICE REPORTS

The following reports are provided for Food Service.

401(k) Information

Select

401(k) information from the *Reports, Foodservice* menu.



Enter the following fields:

Starting employee

Enter the employee number of the first employee you wish to print on this report or use the option.

<F2>	For "First" employee

Format	999999
Example	Press <F2> for the "First" employee

Ending employee

Enter the number of the last employee you wish to print on this report or use one of the options.

<F2>	For "Last" employee
<Enter>	Character mode only. For the same employee number as the starting employee

Format	999999
Example	Press <F2> for the "Last" employee

Department

Options

Enter the department to include in the report, or use the option:

<F5>	For "All' departments

Format	9999
Example	Press <F5>

Include non-401k employees

Check this box to include employees who did not participate with 401(k) contributions.

Format	Graphical: Checked is yes and unchecked is no. The default is checked. Character: One letter, either Y or N. The default is Y.

Include zero hours employees

Check this box to include employees who have no hours worked.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N.

Print next year data

If you have posted time worked data in the first quarter of the next year, you may check this box to include those records with this report. If you do not have any posted employee data in the next year, you should not check this box.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N.

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Employees by Selected Date

Select

Employees by selected date from the *Reports, Foodservice* menu.

Enter the following fields:

Select date to use

You may print the report by these date ranges:

Character	Graphical	Description
B	Birth	Print by employee birth date
H	Hire	Print by employee hire date
L	Last raise	Print by employee last raise date
R	Review	Print by employee last review date
T	Terminated	Print by employee terminated date

Format	Drop down list

Starting date

Enter the starting check date for the range of checks you wish to include in this report or use the option.

<F2>	For "Earliest"

Format	MMDDYY
Example	Press <F2> for the "Earliest" check date you wish to print

Ending date

Enter the ending check date for the range of checks you wish to include in this report or use one of the options.

<F2>	For "Latest"
<Enter>	For the same date as the starting date

Format	MMDDYY
Example	Press <F2> for the "Latest" check date you wish to print

Starting depart and

Ending depart

Options

Enter the range of department numbers to include in the QTD / YTD Time Worked Report, or use the option:

<F2>	"First" starting department or "Last" ending department number

Format	9999 at each field
Example	Press <F2>

Month

Options

Enter a month 1 to 12 to include in the report, or use the option:

<F5>	For "All' months

Format	99
Example	Press <F5>

Include terminated

Check this box to include terminated employees on the report.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

Include soc sec#

Check this box to print the employee's social security number on the report.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

Include address

Check this box to print the employee's address on the report.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

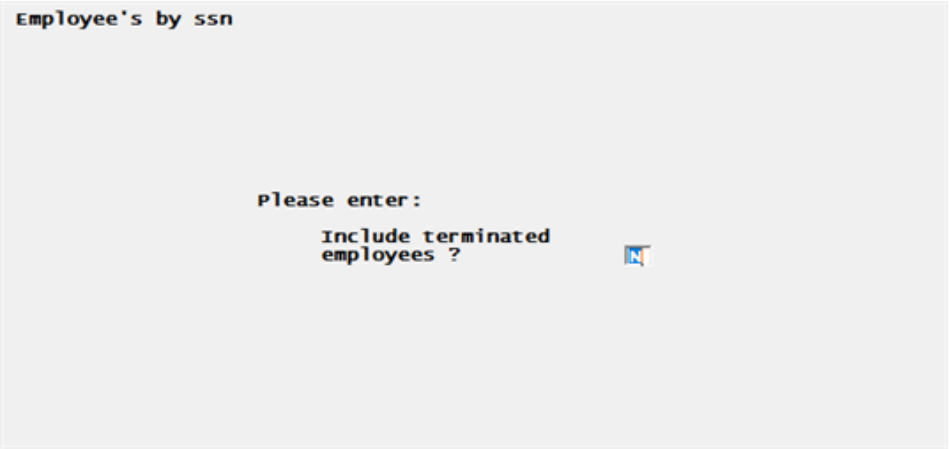
OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Employees by Social Security Number

Select

Employees by soc sec# from the *Reports, Foodservice* menu.



Enter the following fields:

Include terminated employees

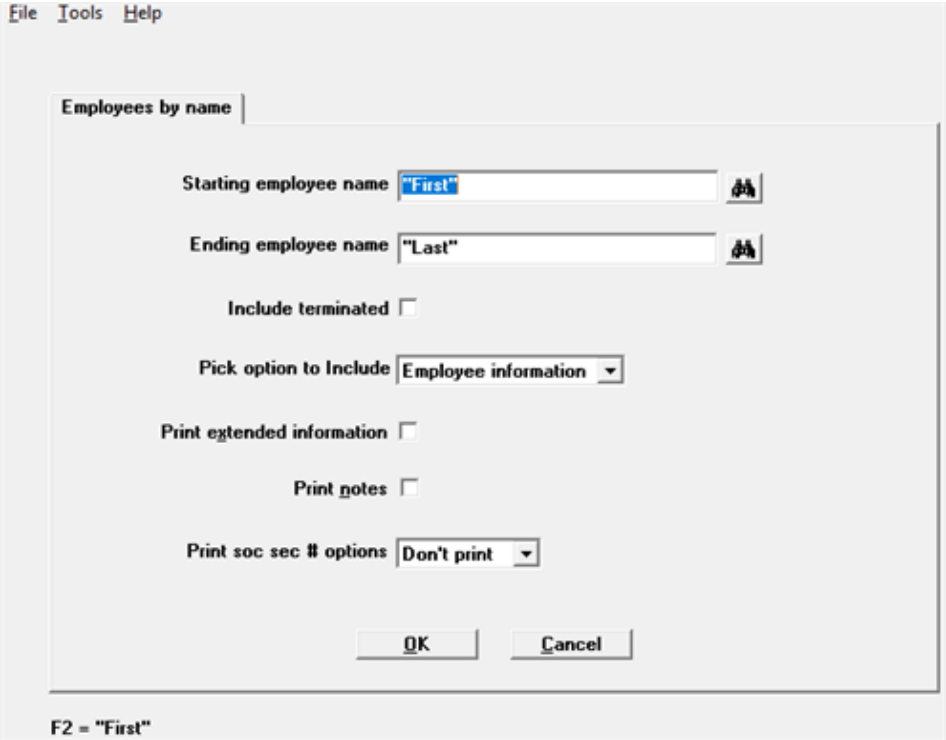
Enter Y to include terminated employees on the report. Otherwise select Enter for the default of N.

Format	One letter, either Y or N. The default is N.

Employees by Name (Enhanced)

Select

Employees by name (enhanced) from the *Reports, Foodservice* menu.



Enter the following information:

Starting employee name

Ending employee name

Enter the range of employee names to print on the list. Follow the screen instructions.

The names you enter do not have to be actual employees' names, so long as they define the desired range.

Format	25 characters at each field
Example	Press <F2> at each field for a range of *"First"* through *"Last"*

Include terminated

Check this box to include terminated employees on the report.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

Pick option to include

You may choose the following to be included on the report:

Character	Graphical	Description
P	Phone number	Employee phone number
E	Employee information	Employee information
A	Aux information	Employee auxiliary information
R	Hourly rates	Hourly pay rates

Format	Drop down list

Print extended information

Check this box to print extended information on the report.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

Print notes

Check this box to print employee notes on the report.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

Print soc sec # options

You may choose one of the following social security number options to be included on the report:

Character	Graphical	Description
N	Don't print	Do not print the social security number
M	Mask	Mask the social security number
Y	Print	Print the full social security number

Format	Drop down list

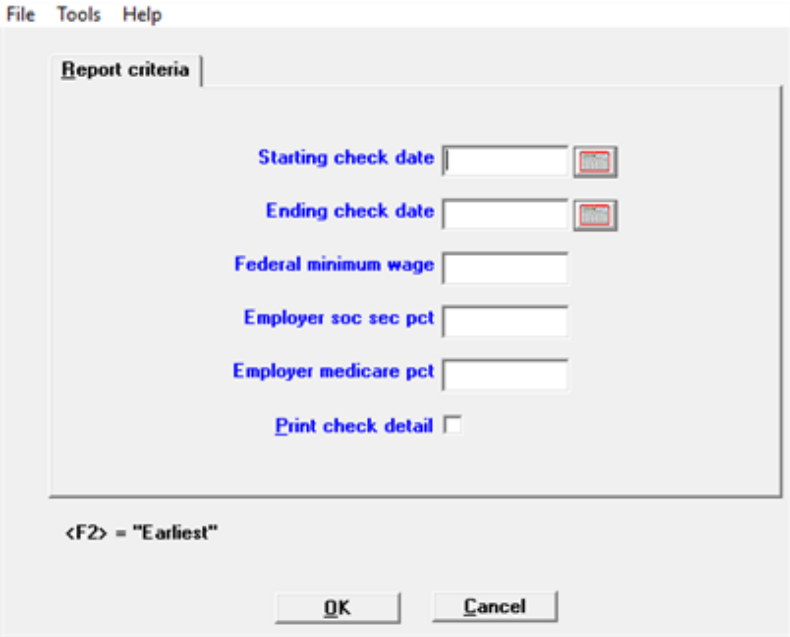
OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

FICA Income Tax Credit

Select

FICA income tax credit from the *Reports, Foodservice* menu.



Enter the following fields:

Starting check date

Enter the starting check date for the range of checks you wish to include in this report or use the option.

<F2>	For Earliest

Format	MMDDYY
Example	Press <F2> for the Earliest check date you wish to print

Ending check date

Enter the ending check date for the range of checks you wish to include in this report or use one of the options.

<F2>	For Latest
<Enter>	For the same date as the starting date

Format	MMDDYY
Example	Press <F2> for the Latest check date you wish to print

Federal minimum wage

Enter the amount of the federal minimum wage.

Employer soc sec pct

Employer medicare pct

Print check detail

Check this box to print check details on the report.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Job Distribution by Employee

Select

Job distribution by employee from the *Reports, Foodservice* menu.

Job Distributions by Job

Select

Job distribution by job from the *Reports, Foodservice* menu.

Starting date

Enter the starting check date for the range of checks you wish to include in this report or use the option.

<F2>	For Earliest

Format	MMDDYY
Example	Press <F2> for the Earliest date you wish to print

Ending date

Enter the ending check date for the range of checks you wish to include in this report or use one of the options.

<F2>	For Latest
<Enter>	For the same date as the starting date

Format	MMDDYY
Example	Press <F2> for the Latest date you wish to print

Job Distributions by Profit Center

Select

Job distribution by pft ctr from the *Reports, Foodservice* menu.

Starting date

Enter the starting date you wish to include in this report or use the option.

<F2>	For "Earliest"

Format	MMDDYY
Example	Press <F2> for the "Earliest" date you wish to print

Ending date

Enter the ending date you wish to include in this report or use the option:

<F2>	For "Latest"

Format	MMDDYY
Example	Press <F2> for the "Latest" date you wish to print

Profit center

Enter the profit center or use the option.

Starting job

Enter the starting job for the range you wish to include in this report or use the option.

<F2>	For "First"

Format	MMDDYY
Example	Press <F2> for the "First" job you wish to print

Ending job

Enter the ending job you wish to include in this report or use the option:

<F2>	For "Last"

Format	MMDDYY
Example	Press <F2> for the "Last" job you wish to print

Print

You may choose the following to be included on the report:

Character	Graphical	Description
H	Hours	Prints employee regular, overtime and special hours.
P	Pay	Prints employee's regular pay, overtime pay, special pay and salary pay.

Format	Drop down list

Print by department

Check this box to print the report by department.

Format	Graphical: Checked is yes and unchecked is no. The default is checked. Character: One letter, either Y or N. The default is Y.

Print by employee

Check this box to print the report by employee.

Format	Graphical: Checked is yes and unchecked is no. The default is checked. Character: One letter, either Y or N. The default is Y.

Print by main account

Check this box to print the report by main account.

Format	Graphical: Checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Payroll Jobs List

Select

Payroll jobs list from the *Reports, Foodservice* menu.

No selection criteria is required for running this report. All jobs are printed. Select a printer or display the list on screen.

Tip Allocation

Select

Tip allocation report from the *Reports, Foodservice* menu.

Starting date

Enter the starting date you wish to include in this report or use the option.

<F2>	For "Earliest"

Format	MMDDYY
Example	Press <F2> for the "Earliest" date you wish to print

Ending date

Enter the ending date you wish to include in this report or use the option:

<F2>	For "Latest"

Format	MMDDYY
Example	Press <F2> for the "Latest" date you wish to print

Order

You may choose the report in either order:

Character	Graphical	Description
A	Name	Prints the report in employee name order.
N	Number	Prints the report in employee number order.

Profit center

Enter the profit center or use the option.

Tip allocation percent

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Quarterly Report Fields

Header Fields

Total FWT Gross + Total Meals. This is the grand total of FWT Gross wages plus meals for all employees printed on your report.

Employee Fields

FWT Gross + Meals. This is FWT gross amount plus meals for all payroll checks posted for each employee for the quarter specified in your report.

Totals Fields

Total FWT Gross + Total Meals. This is the grand total of FWT Gross wages plus meals for all employees printed on your report.

Use of Work Units

This appendix contains the following topic:

USING WORK UNITS

A work unit can only be entered for an employee if the Workers' compensation Code, as assigned to the employee, is setup with a *Rate basis* of *Work units*.

While making payroll entries, an employee can have one work unit defined for him or her for regular and overtime pay and one for each special pay rate.

In general, the number of work units designated for this employee is multiplied by a rate, to produce either:

- The total amount of workers' compensation due for this employee for this pay period, paid by the employer, or
- The amount of one or more type X (special pay), special tax, deductions paid by the employee.

An employee can have up to six type X deductions. Of these worker's compensation codes and X deductions, all, some, or none can have their final dollar values based upon work units, multiplied by a rate which is individual to each code.

When more than one of these codes for an individual employee are based on work units, each such code used for that employee must use the same work unit.

The *Employees* selection does not allow different work units defined for the same employee. Therefore, when setting up deductions/earnings codes with a rate basis of work units, the above factors should be kept in mind.

State Withholding Tax Calculations

This appendix contains the following topic:

CALCULATING STATE WITHHOLDING TAX

This appendix explains the calculations for State Withholding Tax. There are three options for the Calculation basis field (see the Calculation basis field of Tax tables entry for state codes), from the state tax table:

- D = Directly on earnings
- L = Ladder steps on earnings
- P = Percent of Federal tax

This appendix explains these:

Calculation Basis "D" or "L"

If you enter D = *Directly on earnings* or L = *Ladder steps on earnings* as the calculation basis SWT is calculated in the following manner:

- **Added SWT:**

  If Added SWT calculation method is by percentage, this equals:

  (Supplemental Earnings x suppl earn w/h %) +

  ([SWT Gross Wages - gross wage cut-off amt] x

  employee added SWT %)

  with the restriction that [SWT Gross Wages - gross wage cut-off amt] may not be negative.

  If Added SWT calculation method is simply an amount, this equals:

  (Supplemental Earnings x suppl earn w/h %) + employee added SWT $

- **State W/H Tax (for the period):**

  ([Annual Tax from Table using Tax Table Income - State Cr $] ÷

  Yearly Pay Frequency Factor) + Added SWT

  If Added SWT calculation method is by surcharge percentage:

  Total State W/H tax = State W/H tax (for the period) + [State W/H tax (for the period) x employee Added SWT surcharge %]

- **Tax Table Income:**

  ([SWT Gross Work Amount - Adjustment for FWT - Adjustment for social security - Adjustment for medicare] x Yearly pay frequency factor) - Total exemption amount - Standard deduction - Additional deduction

- **State CR $:**

  If employee state cr $ is an amount, this equals:

  employee state cr $

If employee state cr $ is a percentage rate, this equals:

annual tax from table x employee state cr $ ÷ 100

- **SWT gross work amount:**

  SWT base work amount x base gross pct

- **Adjustment for FWT:**

  FWT w/h x pct of FWT to adjust [not to exceed max FWT adjustment]

- **Adjustment for social security:**

  Social security w/h x pct of social security to adjust [not to exceed max social security adjustment]

- **Adjustment for medicare:**

  Medicare w/h x pct of medicare to adjust [not to exceed max medicare adjustment]

- **Total exemption amount:**

  Employee exempt SWT $ + employee exempt SWT # x state w/h allowance amt

- **Standard deduction:**

  The larger of:

  min standard adjustment

  or

  (SWT base work amount x yearly pay frequency factor x standard adj pct of gross pay) [not to exceed max standard adjustment]

- **Additional deduction:**

  The larger of

  zero

  or

  additional adjustment percent x [SWT base work amount x yearly pay frequency factor - # employee SWT exempt x additional adjustment exemption value - additional adjustment base deduction]) ÷ 100

- **SWT base work amount:**

  SWT gross wages up to gross wage cut-off amt

Calculation Basis "P"

If you enter P = *Percent of Federal gross* as the calculation basis, SWT is calculated in the following manner:

- **Added SWT:**

  If added SWT calculation method is by percentage:

(supplemental earnings x suppl earn w/h %) + ([the larger of zero or{SWT gross wages - gross wage cut-off amt}] x employee added SWT %)

If Added SWT calculation method is simply an amount:

(supplemental earnings x suppl earn w/h %) + employee added SWT $

- **State w/h tax (for the period):**

  tax from table using tax table income + added SWT

  Note: tax from table is already for the period

  If added SWT calculation method is by surcharge percentage:

  total state w/h tax = state w/h tax (for the period) + [state w/h tax (for the period) x employee added SWT surcharge %

- **Tax table income:**

  FWT w/h

State Magnetic Media Reports

This appendix contains the following topics:

ORGANIZATION OF MAGNETIC MEDIA REPORTS

This appendix describes the general organization of state electronic reports.

You should have your state's electronic reporting specifications on hand when reading this appendix.

Note	Because the PBS Payroll module only handles a single employer's payroll, state electronic reporting does not handle reports for multiple employers. In other words, a report file contains information for one employer only.

DEFINITIONS

Definitions of terms related to electronic reports are provided below.

Magnetic Media Reporting

Magnetic media refers to the method of storing and transporting the file. Magnetic media is often refered to as E-filing. The Federal reporting is uploaded to a location via the Internet. Most states also allow you to upload your file, however some states may allow you submit your file via a specific media format.

Most employers are required to file two reports with their state agencies. One of these reports, made to the state Department of Labor, is done on a quarterly basis. The other, made to the state Department of Revenue, is done on an annual basis. This is the general rule. There may be exceptions to this where the report to the Department of Revenue is required every quarter. Some states, like Pennsylvania, requires a report monthly.

In the past, the Passport Business Solutions Payroll module could only produce these reports on paper forms. With the onset of federal electronic reporting for W-2 information, many states have provided specifications for the reporting of the above items by all employers above a certain size (meaning usually the number of employees).

In accordance with this, the Passport Business Solutions Payroll module allows electronic reporting for all state Departments of Revenue and Departments of Labor.

- The report that is made to a state's Department of Revenue is usually an annual wage report similar to the W-2 wage report made to the Social Security Administration.
- The report that is made to a state's Department of Labor is a quarterly report and is generally a list of employees showing their names, social security numbers and wages.

There are a variety of electronic report formats. Some states provide only one specification, i.e., report format, while others support several alternative formats. Many prefer that you file via the Internet. Contact your state to determine the method and media types they accept and prefer.

State magnetic media report

This is a report that is output to disk and which is eventually transmitted to a state Department of Revenue or Department of Labor.

These reports consist of a file containing either just one record type or more than one record type. All of these report files can be viewed as a multi-level organization of record types into one or more record classes. The terms, record class and record type, are defined next.

These reports are output according to formats that are entered using *Magnetic media formats*.

Record class

State electronic reports use a wide variety of formats, but all of them can be viewed in terms of one general scheme of organization.

This organization consists of record classes, each of which contain various record types. Up to ten record types may be entered for each record class. This allows all of the record types for each record class to be output in the sequence in which they have been entered in the general appearance record, see the section General Appearance, in the *Magnetic Media Formats* chapter. When a record class is processed, all of the record types defined for it are output and they are output in the sequence in which they have been entered as just described.

Record classes are processed in a fixed sequence as illustrated in the diagram on the next page.

There are seven record classes: *File headers*, *Group headers*, *Intermediate headers*, *Employee*, *Intermediate totals*, *Group totals*, and *File totals*. Each of these record classes is defined later.

Record type

In this context, a record type is an individual element of an electronic report file. Such a file can consist of one or more record types and each record type consists of one or more fields that are output together.

Magnetic Media Reports

This section gives a general description of how the Payroll module produces a state electronic file report.

An electronic file report consists of a series of records organized by record class in the following manner. Up to ten different records may be output for each record class. These are called record types. The general sequence and occurrences of record classes is shown in the following table:

File headers			
	Group headers		
		Intermediate headers	
			Employee
			Employee
		Intermediate totals	
		Intermediate headers	
			Employee
		Intermediate totals	
	Group totals		
	Group headers		
		Intermediate headers	
			Employee
		Intermediate totals	
		Intermediate headers	
			Employee
		Intermediate totals	
	Group totals		

File totals			

Each of the above lines is called a record class. The organization as shown above is the result of analyzing the electronic requirements of all states.

Each line in the table above represents one or more logical records within the file. As many as ten different records, each with its own layout, may be defined for each class. The different layouts are recognized by different record types. The record type is a code by which the state recognizes each record on the file. Typically this code is emitted into the same position of each record, usually at the beginning of the record layout.

- Be aware that the record type is not automatically emitted to the record. You have to define it (as text) along with all the other fields in that record.
- You must assign a name to each type of record so that the *programs* can recognize it on the different screens where it is referenced. The *state* recognizes the records by a certain code which it expects to find in certain positions of each record. **We strongly recommend that you make these two names be the same**. This is not however a requirement, and may not even be possible if the state's code is more than three characters long.

The following example illustrates the use of record types.

Many states base their formats on the Federal electronic format. In this case, employee information is reported in supplemental records. There are several supplemental records.

Record Classes Contents

The following items describe the kind of information each record class contains. The following descriptions contain examples only and are not intended to match any particular electronic file report format.

File headers

This record class is used for those records that appear once at the beginning of the file. Some states specify 1 record type while others specify more than 1. States that follow the Federal W-2 format have up to 6 record types in this class for diskette reporting, 1A, 2A, 1B, 2B, 1E, and 2E records.

Group headers

This record class is used when a state has specified that employee records are grouped by a field such as plant number. All employees for one group are reported together,. Then, all the employees for the next group, and so on.

This class allows reporting header or lead-in records at the beginning of each group.

Intermediate headers

Although this record class is included, it is not currently used by any state electronic file report specification. This record class corresponds to the intermediate totals record class in the same way that the group header class corresponds to the group totals record class.

Employee

This record class and examples of its record types have already been described above. It is used for reporting employee information. The records contained in this class are output for every employee being reported.

Intermediate totals

Intermediate totals are totals that are reported after a specified number of employees are reported. This is similar to paper unemployment insurance reports that sometimes have page totals.

For example, the Federal W-2 format specifies that intermediate totals are reported after each set of 41 employees are output. There are two record types for intermediate totals in the Federal W-2 diskette format; i.e., 1I, and 2I records.

Some states may have similar requirements.

Group totals

This record class allows reporting group totals. As with all other record classes, up to ten record types can be specified.

For example, as described above under Group headers, states can specify that employees be grouped by plant number, in which case plant totals could be reported with this record class.

File totals

This record class is used for reporting totals for all employees reported in the file, and also for records used to signify the end of the electronic file report.

There are 3 record types in the Federal W-2 format; i.e., 1T, 2T, and 1F records.

Using Record Classes And Types In Report Formats

An electronic report format specifies how an electronic file report is output.

In the Passport Business Solutions Payroll module, electronic report formats are entered using *Magnetic media formats*. From this selection, the two options, *General appearance* and *Record formats*, are the ones used to enter electronic report formats.

First, the general appearance of a format is entered. This includes specifying:

- which record classes are used by the format, and
- for each record class specified, names for each of the record types required.

Up to ten record types may be named for each record class. The order in which you enter the names determines the order in which records corresponding to these named record types will be output. Only records for named record types are emitted.

Using the example for the Employee record class above, two types of records must be reported for each employee, the 1S and 2S record. For this case, the record types could be named **1S** and **2S** and

would be the first and second record types in the employee record class. The third through tenth record types would not be used.

Now, having defined which record classes are used and the names of the record types included in those classes, the *Record formats* option is used to enter all the data fields and their beginning and ending positions for each record type given a name in the electronic report format. This option is designed so that data entry follows the electronic media specifications as provided by most states.

Both of these options, General Appearance and Record Formats, are explained further in the *Magnetic Media Formats* chapter.

Quarterly Report Fields

This appendix contains the following topics:

QUARTERLY REPORT FIELD SPECIFICATIONS

The purpose of this appendix is to describe all of the fields available to you for printing on the quarterly payroll reports that you design using the *Quarterly report formats* selection. You should become familiar with the *Quarterly report formats* (*Enter*) functions before using this appendix.

For fields used in the electronic file reports, refer to the State Magnetic Media Report Fields appendix.

The following pages list all of the fields available for printing on your custom quarterly reports. The list includes the size and format of all available fields, as well as their definitions—what they are, where they come from, what they look like.

This list of fields is useful when you are laying out your report format. Use it when you are designing your report, on a location grid or a layout worksheet, to determine the length and appearance of fields that you select to print.

AVAILABLE FIELDS LIST

This list has three sections:

- Header fields
- Employee area fields
- Totals fields

Format of Each Field

Each section provides the following information:

- Field number and name
- Longest Field Size
- Longest Form
- Field description

The following example shows the format each field in the appendix. The field number and name appear to the left of the page, with the longest field size and longest field appearing under the column heading. A field description follows the field and form information.

Field	Longest Field Size / Description	Longest Form
11. Gross pay	15	(99999999.99)

Field Number and Name

Field number and name means the number and name of the field as shown in the Available fields window in the *Header area*, *Employee area*, and *Totals area* functions. Gross pay, from *Employee area,* is shown above as an example of a field number and name.

Longest Field Size

Longest field size means the maximum number of columns that this field can occupy when printed on your report. Use this fact to determine whether or not you need to specify a shorter printed length for a field in order to fit it into the space provided on your form.

For instance, the Employer name field has a maximum length of 25 characters. It cannot occupy more than 25 characters when printed. When you select the Employer name field to print, using the *Header area* function, you can specify a length of less than 25 characters, but never more.

The longest field size for a numeric field, such as Gross pay, is determined by several factors:

- The maximum size of the number
- The use of commas in the number

- How to show a negative value for the number

The maximum size of Gross pay is 99999999.99. Using commas, it becomes 99,999,999.99, and using parentheses to show a negative value, it becomes (99,999,999.99). A count of all the digits, commas, and parentheses reveals that the longest field size possible for Gross pay is 15.

Longest Form

Longest form means the longest possible form that a numeric field can take when printed. It shows the appearance of the field when printed at its longest field size.

Longest form is not listed for alphanumeric fields because their printed form does not vary: their content is always printed, but the printed form of numeric and date fields vary according to your specifications.

When you select a *numeric* field to print, you have control over the use of commas, the number of digits printed to the left of the decimal (integers), the number of digits printed to the right of the decimal (decimals), and how to print a negative value for the field. The longest form for any numeric field is printed when you choose:

- The maximum # of integers for the field
- The maximum # of decimals, if it has decimals
- To use commas
- To print a negative value using parentheses, if the number can contain a negative value

For the example above, Gross pay, the longest form is depicted as (99,999,999.99).

If the longest form shown for a number lacks the parentheses, that indicates that the number cannot ever be negative. For instance, the longest form for Page number is depicted as 999, as it cannot be negative.

You can choose to print a date field in any one of five different forms. The longest form of a date field is printed when you choose to have the month fully spelled out, depicted as September 30, 1999, September is the longest name of all the months. This will not be shown in the list since it is always the same.

HEADER FIELDS

The fields listed below are available to you for printing in the Header area of your report.

Field number and name	Longest field size Description	Longest form
1. Employer name	25	
	This is your company name, as entered in the Employer name field in *Control information*.	
2. Address-1	25	
3. Address-2	25	
4. Address-3	25	
	This is your company's address, as entered in Address-1, Address-2, and Address-3 in *Control information.*	
5. Tax rpt ID number	15	
	This is the value that you entered for each tax code in the Tax rpt ID # field in *Tax tables, Enter*. When you print a report using this field, it prints the Tax rpt ID # for the tax code that you have selected for the report.	
6. Federal ID number	15	
	This is the Tax rpt ID # that you entered for the Federal authority in *Tax tables, Enter*.	
7. Quarter number	9	
	This prints the quarter number as entered for the Which quarter ? field in the *Quarterly payroll report* screen.	
8. Quarter ending date	18	
	This prints the quarter ending date as entered for the Ending field in the Quarterly payroll report screen.	
9. Quarter year	4	9999
	This is derived from the Quarter ending date. For instance, if you entered a quarter ending date of 3/31/97, the Quarter year would print 1997.	

Field number and name	Longest field size Description	Longest form
10. Page number	3	999
	This prints the current page number on each page of your report.	
11.Total # of pages	3	999
	This field prints the total number of pages on either the first, last or all pages of your report.	
12. Total # of employees	5	9999
	This is the total number of employees printed in the Employee area of the report.	
13. Total gross pay	16	(999999999.99)
	This prints the grand total of employee gross pay for all employees printed on your report.	
14. Total hours	10	(9999999.99)
	This is the grand total of regular, overtime and special hours for all employees printed on your report.	
15. Total SUI gross	16	(999999999.99)
	This prints the grand total of SUI gross amounts for all employees printed on your report.	
16. Total SWT gross	16	(999999999.99)
	This prints the grand total of SWT gross amounts for all employees printed on your report.	
17. Total OST-1 gross	16	(999999999.99)
	This prints the grand total of OST-1 gross amounts for all employees printed on your report.	
18. Total OST-2 gross	16	(999999999.99)
	This prints the grand total of OST-2 gross amounts for all employees printed on your report.	
19. Wages over SUI max.	16	(999999999.99)
	This prints the grand total of wages over SUI maximum for all employees printed on your report.	
20. Wages over FUI max.	16	(999999999.99)

Field number and name	Longest field size Description	Longest form
	This prints the grand total of wages over FUI maximum for all employees printed on your report.	
21. Base weeks	8	(999.99)
	This prints the grand total of base weeks for all employees printed on your report.	
22. Employer OST gross	16	(999999999.99)
	This prints the grand total of employer OST gross wages for all employees printed on your report.	
23. CWT gross	16	(999999999.99)
	This prints the grand total of CWT gross wages for all employees printed on your report.	
24. FWT gross	16	(999999999.99)
	This prints the grand total of FWT gross wages for all employees printed on your report.	
25. FUI gross	16	(999999999.99)
	This prints the grand total of FUI gross wages for all employees printed on your report.	
26. Suppl benefits gross	16	(999999999.99)
	This prints the grand total of supplemental benefits gross wages for all employees printed on your report.	
27. Base weekly wage		6999.99
	This prints the base weekly wage entered in *Tax tables* for this report's state tax code, selected when you run the report.	
28. Total reported tips	16	(999999999.99)
	This prints the grand total of reported tips for all employees printed on your report.	
29. Employee SS max. wages	10	999999.99
	This is the maximum employee annual wage amount upon which social security is assessed, for deduction of social security from the employee's wage. You entered this for the Maximum soc sec wages field in	

Field number and name	Longest field size Description	Longest form
	the federal tax table using the *Tax tables* function.	
30. Employee SS percent	5	99.99
	This is the percentage at which social security is deducted from an employee's wages, also from the federal tax table.	
31. Employee SS wages	6	(999999999.99)
	This prints the grand total of employee social security wages for all employees printed on your report.	
32. Total employee SS tips	16	(999999999.99)
	This prints the grand total of employee social security tips for all employees printed on your report.	
33. Total employee SS gross	16	(999999999.99)
	This prints the grand total of employee social security gross wages for all employees printed on your report.	
34. Total employee SS	16	(999999999.99)
	This prints the grand total of employee social security contributions for all employees printed on your report.	
35. Employee medicare max. wages	10	999999.99
	This is the maximum employee annual wage amount upon which medicare is assessed for deduction of medicare from the employee's wage. You entered this for the Maximum medicare wages field in the federal tax table using the *Tax tables* function.	
36. Emp medicare %	5	99.99
	This is the percentage at which medicare is deducted from an employee's wages, also from the federal tax table.	
37. Medicare wages	16	(999999999.99)

Field number and name	Longest field size Description	Longest form
	This prints the grand total of employee medicare wages for all employees printed on your report.	
38. Medicare tips	16	(999999999.99)
	This prints the grand total of employee medicare tips for all employees printed on your report.	
39. Medicare gross	16	(999999999.99)
	This prints the grand total of employee medicare gross wages for all employees printed on your report.	
40. Emp medicare	16	(999999999.99)
	This prints the grand total of employee medicare contributions for all employees printed on your report.	
41. Empr SS max. wages	10	999999.99
	This is the maximum employee annual wage amount upon which social security is assessed for payment of the employer's share of social security. You entered this for the Maximum soc sec wages field in the federal tax table using the *Tax tables* function. This field applies to both employee and employer.	
42. Empr SS %	5	99.99
	This is the percentage at which social security is calculated for the employer's share of social security, also from your federal tax table.	
43. Empr SS wages	16	(999999999.99)
	This prints the grand total of employer social security wages for all employees printed on your report.	
44. Employer SS tips	16	(999999999.99)
	This prints the grand total of employer social security tips for all employees printed on your report.	
45. Empr SS gross	16	(999999999.99)
	This prints the grand total of employer social security gross wages for all employees printed on	

Field number and name	Longest field size Description	Longest form
	your report.	
46. Empr SS	16	(999999999.99)
	This prints the grand total of employer social security contributions for all employees printed on your report.	
47. Empr medicare max. wages	10	999999.99
	This is the maximum employee annual wage amount upon which medicare is assessed for payment of the employer's share of medicare. You entered this for the Maximum medicare wages field in the federal tax table using the *Tax tables* function. This field applies to both employee and employer.	
48. Empr medicare percent	5	99.99
	This is the percentage at which medicare is calculated for the employer's share of medicare, also from your federal tax table.	
49. Empr medicare wages	16	(999999999.99)
	This prints the grand total of employer medicare wages for all employees printed on your report.	
50. Empr medicare tips	16	(999999999.99)
	This prints the grand total of employer medicare tips for all employees printed on your report.	
51. Empr medicare gross	16	(999999999.99)
	This prints the grand total of employer medicare gross wages for all employees printed on your report.	
52. Total emplr medicare	16	(999999999.99)
	This prints the grand total of employer medicare contributions for all employees printed on your report.	
53. FUI maximum wages	9	99999.99
	This is the maximum employee annual wage amount upon which FUI is assessed. You entered this for the	

Field number and name	Longest field size Description	Longest form
	Federal unemp max wages field in the federal tax table using the *Tax tables* function.	
54. FUI %	5	99.99
	This is the percentage at which FUI is calculated, also from your federal tax table.	
55. SUI maximum wages	9	99999.99
	This is the maximum employee annual wage amount upon which SUI is assessed. You entered this for the SUI maximum wages field in your state tax table using the *Tax tables* function.	
56. SUI percent	5	99.99
	This is the percentage at which SUI is calculated, also from your state tax table.	
57. Suppl benefits max. wages	10	999999.99
	This is the maximum employee annual wage amount upon which supplemental benefits are assessed. You entered this for the Suppl benefit max wages field in your state tax table using the *Tax tables* function.	
58. Suppl benefits %	5	99.99
	This is the percentage at which supplemental benefits amounts are calculated, also from your state tax table.	
59. System date	18	
	This date is obtained from your computer system at the time the report is printed.	
60. Dash line - 80 columns	80	
	This field prints a dashed line (-------) of 80 columns in length.	
61. Dash line - 132 columns	132	
	This field prints a dashed line (-------) of 132 columns in length.	
62. Total SUI total wages	16	(999999999.99)

Field number and name	Longest field size Description	Longest form
	This is the grand total of SUI total wages for all employees printed on your report.	
63. Total FUI total wages	16	(999999999.99)
	This is the grand total of FUI total wages for all employees printed on your report.	
64. YTD total SWT plus selected CWT	16	(999999999.99)
	This is the grand total of YTD SWT plus the YTD CWT for selected cities.	

EMPLOYEE FIELDS

These are the fields available to you for printing in the Employee area of your report.

Under most field names the Longest field size, the Longest form and field Description is provided. For some the Longest Form is not provided.

Longest field size	Longest form

1. Social security number

12

This is the social security number for each employee, exactly as entered for the Soc sec # field in *Employees (Enter)*.

2. First 3 social security digits

3

This is the first three digits of the social security number for an employee, exactly as entered for the Soc sec # field in *Employees (Enter)*.

3. Middle 2 social security digits

2

This is the middle two digits of the social security number for an employee, exactly as entered for the Soc sec # field in *Employees (Enter)*.

4. Last 4 social security digits

4

This is the last four digits of the social security number for an employee, exactly as entered for the Soc sec # field in *Employees (Enter)*.

5. Employee name

70

This is the employee's name, exactly as entered for the Employee name field in *Employees (Enter)*.

6. Employee 1st initial

1

This prints the first character of the employee's first name, provided that the name was entered in Last, First Middle initial format in the Employee name field in *Employees (Enter)*. For example, an employee name of James A. Smith would need to be entered as Smith, James A. Otherwise, it is uncertain which character of the employee name is printed.

7. Employee middle initial

1

This prints the middle initial of the employee's name, provided that the name was entered in Last, First Middle initial format in the Employee name field in *Employees (Enter)*.

8. Employee first name

20

This prints the employee's first name, provided that the name was entered in Last, First Middle initial format in the Employee name field in *Employees (Enter)*. Otherwise, it is uncertain which character of the employee name is printed.

9. Employee last name

30

This prints the employee's last name, provided that the name was entered in Last, First Middle initial format in the Employee name field in *Employees (Enter)*. Otherwise, it is uncertain which part of the employee name is printed.

10. Employee number

6	999999

This prints the contents of the Employee number field for an employee, exactly as entered in *Employees (Enter)*.

11. Gross pay

15	(99999999.99)

This prints this employee's gross pay for all payroll checks posted for each employee for the quarter specified on your report.

12. SWT gross

15	(99999999.99)

SWT gross is the amount of the employee's pay subject to state withholding. This prints the employee's SWT gross amount for all payroll checks posted for each employee for the quarter specified on your report.

13. SUI gross

15	(99999999.99)

SUI gross is the amount of the employee's pay subject to taxation for state unemployment insurance. This prints the employee's SUI gross amount for all payroll checks posted for each employee for the quarter specified on your report.

14. OST-1 gross

15	(99999999.99)

OST-1 gross is the amount of the employee's pay subject to other state tax 1, up to the maximum amount on which this tax is assessed. This prints the employee's OST-1 gross amount for all payroll checks posted for each employee for the quarter specified on your report.

15. OST-2 gross

15	(99999999.99)

OST-2 gross is the amount of the employee's pay subject to, other state tax 2, up to the maximum amount on which this tax is assessed. This prints the employee's OST-2 gross amount for all payroll checks posted for each employee for the quarter specified on your report.

16. FUI gross

15	(99999999.99)

FUI gross is the amount of the employee's pay subject to Federal unemployment insurance, up to the maximum amount on which this tax can be assessed. This prints the employee's FUI gross amount for all payroll checks posted for each employee for the quarter specified on your report.

17. FWT gross

15	(99999999.99)

FWT gross is the amount of the employee's pay subject to Federal withholding, up to the maximum amount on which this tax is assessed. This prints the employee's FWT gross amount for all payroll checks posted for each employee for the quarter specified on your report.

18. CWT gross

15	(99999999.99)

CWT gross is the amount of the employee's pay subject to city withholding, up to the maximum amount on which this tax is assessed. This prints the employee's CWT gross amount for all payroll checks posted for each employee for the quarter specified on your report.

19. Supp. benefits gross

15	(99999999.99)

Supplemental benefits gross is the amount of the employee's pay subject to an employer contribution of supplemental benefits, up to the maximum amount on which the supplemental benefit is assessed. This prints the employee's supplemental benefits gross amount for all payroll checks posted for each employee for the quarter specified on your report.

20. Employer OST gross

15	(99999999.99)

Employer OST gross is the amount of the employee's pay subject to an employer contribution of other state tax, up to the maximum amount on which the employer contribution is assessed. This prints the employer OST gross amount for all payroll checks posted for each employee for the quarter specified on your report.

21. Employer OST

12	(999999.99)

Employer OST is the amount of the employer's contribution of other state tax for an employee. This prints the employer OST amount for all payroll checks posted for each employee for the quarter specified on your report.

22. SUI

12	(999999.99)

SUI is the amount contributed by the employee for state unemployment insurance. This prints the employee SUI amount for all payroll checks posted for each employee for the quarter specified on your report.

23. SWT

12	(999999.99)

SWT is the amount contributed by the employee for state tax withholding. This prints the employee SWT amount for all payroll checks posted for each employee for the quarter specified on your report.

24. OST-1

12	(999999.99)

OST-1 is the amount contributed by the employee for other state tax 1. This prints the employee OST-1 amount for all payroll checks posted for each employee for the quarter specified on your report.

25. OST-2

12	(999999.99)

OST-2 is the amount contributed by the employee for other state tax 2. This prints the employee OST-2 amount for all payroll checks posted for each employee for the quarter specified on your report.

26. FWT

15	(99999999.99)

FWT is the amount contributed by the employee for Federal tax withholding. This prints the employee FWT amount for all payroll checks posted for each employee for the quarter specified on your report.

27. FUI

11	(99999.99)

FUI is the amount contributed by the employee for Federal unemployment insurance. This prints the employee FUI amount for all payroll checks posted for each employee for the quarter specified on your report.

28. CWT

12	(999999.99)

CWT is the amount contributed by the employee for city tax withholding. This prints the employee CWT amount for all payroll checks posted for each employee for the quarter specified on your report.

29. Reported tips

15	(99999999.99)

Reported tips is the amount of tips reported by the employee for a pay period. This prints the employee reported tips posted for all payroll checks for each employee for the quarter specified on your report.

30. Emp SS wages

15	(99999999.99)

Employee social security wages is the amount of the employee's wages subject to social security, up to the maximum amount of wages on which social security can be assessed. This prints the employee's social security wages for all payroll checks posted for each employee for the quarter specified on your report.

31. Emp SS tips

15	(99999999.99)

Employee social security tips is the amount of the employee's tips subject to social security, up to the maximum amount of tips on which social security can be assessed. This prints the employee's social security tips for all payroll checks posted for each employee for the quarter specified on your report.

32. Emp SS gross

15	(99999999.99)

Employee social security gross is the sum of the employee's social security wages and social security tips. This prints the employee's social security gross amount for all payroll checks posted for each employee for the quarter specified on your report.

33. Emp SS

11	(99999.99)

Employee social security is the amount contributed by the employee for social security. This prints the employee social security amount for all payroll checks posted for each employee for the quarter specified on your report.

34. Emp medicare wages

15	(99999999.99)

Employee medicare gross is the amount of the employee's wages subject to medicare, up to the maximum amount on which medicare can be assessed. This prints the employee's medicare wages amount for all payroll checks posted for each employee for the quarter specified on your report.

35. Emp medicare tips

15	(99999999.99)

Employee medicare tips is the amount of the employee's reported tips subject to medicare, up to the maximum amount of tips on which medicare can be assessed. This prints the employee's medicare tips for all payroll checks posted for each employee for the quarter specified on your report.

36. Emp medicare gross

15	(99999999.99)

Employee medicare gross is the amount of the employee's wages subject to medicare, up to the maximum amount on which medicare can be assessed, plus the employee's reported tips subject to medicare, up to the maximum amount of tips on which medicare can be assessed. This prints the employee's medicare gross amount for all payroll checks posted for each employee for the quarter specified on your report.

37. Emp medicare

11	(99999.99)

Employee medicare is the amount contributed by the employee for medicare. This prints the employee medicare amount for all payroll checks posted for each employee for the quarter specified on your report.

38. Empr SS wages

15	(99999999.99)

Employer social security wages is the amount of the employee's pay subject to an employer contribution of social security, up to the maximum amount on which the employer contribution can be assessed. This prints the employer social security wages amount for all payroll checks posted for each employee for the quarter specified on your report.

39. Empr SS tips

15	(99999999.99)

Employer social security tips is the amount of the employee's tips subject to an employer contribution of social security, up to the maximum amount on which the employer contribution can be assessed. This prints the employer social security tips amount for all payroll checks posted for each employee for the quarter specified on your report.

40. Empr SS gross

15	(99999999.99)

Employer social security gross is the sum of the employer social security wages and the employer social security tips. This prints the employer social security gross amount for all payroll checks posted for each employee for the quarter specified on your report.

41. Empr SS

11	(99999.99)

Employer social security is the amount contributed by the employer for an employee's social security. This prints the employer social security amount for all payroll checks posted for each employee for the quarter specified on your report.

42. Empr medicare wages

15	(99999999.99)

Employer medicare gross is the amount of the employee's pay subject to an employer contribution of medicare, up to the maximum amount on which the employer contribution can be assessed. This prints the employer medicare wages amount for all payroll checks posted for each employee for the quarter specified on your report.

43. Empr medicare tips

15	(99999999.99)

Employer medicare tips is the amount of the employee's tips subject to an employer contribution of medicare, up to the maximum amount on which the employer contribution can be assessed. This prints the employer medicare tips amount for all payroll checks posted for each employee for the quarter specified on your report.

44. Empr medicare gross

15	(99999999.99)

Employer medicare gross is the sum of the employer medicare wages and employer medicare tips. This prints the employer medicare gross amount for all payroll checks posted for each employee for the quarter specified on your report.

45. Empr medicare

11	(99999.99)

Employer medicare is the amount contributed by the employer for an employee's medicare. This prints the employer medicare amount for all payroll checks posted for each employee for the quarter specified on your report.

46. Empr 401(k) amount

15	(99999999.99)

Employer 401(k) is the amount contributed by the employer for an employee's 401(k) plan. This prints the employer 401(k) amount for all payroll checks posted for each employee for the quarter specified on your report.

47. Emp 401(k) deduction

15	(99999999.99)

Employee 401(k) deduction is the amount contributed by the employee for his/her 401(k) plan. This prints the employee 401(k) deduction amount for all payroll checks posted for each employee for the quarter specified on your report.

48. Supplemental benefits

12	(999999.99)

Supplemental benefits is the amount contributed by the employer for an employee's supplemental benefit. This prints the supplemental benefits amount for all payroll checks posted for each employee for the quarter specified on your report.

49. Earned income credit

11	(99999.99)

This is the earned income credit paid in advance to an employee, rather than claimed by the employee at the end of the year on his/her annual Federal tax return. This prints the earned income amount for all payroll checks posted for each employee for the quarter specified on your report.

50. Weeks worked

7	(999.99)

This is the number of weeks for which the employee has been paid for the quarter specified on your report.

51. Base weeks

7	(99.99)

This field only has meaning for states that specify a base weekly wage. Base weeks are kept for tax codes for which you have entered in *Tax tables* a Base wkly wg for Qtr Rpt of greater than zero. Base weeks is the total number of weeks in the quarter in which the employee received an average weekly wage, computed per pay period, that equals or exceeds the base weekly wage specified by that state.

52. Page

3	999

This prints the current page number on each page of your report. This field prints only once in the Employee area, in row 1, and in the column that you specify. It is included as an Employee area field because some states, e.g., Oregon, as of 1990, require it to print in the left margin of their employee wage reporting forms, adjacent to the first employee item.

53. Total # of pages

3	999

This field prints the total number of pages on each page of your report. This field prints only once in the Employee area, in row 1, and in the column that you specify. It is included as an Employee area

field because some states, e.g., Oregon, as of 1990, require it to print in the left margin of their employee wage reporting forms, adjacent to the first employee item.

54. Quarter year

4	9999

This is derived from the quarter ending date entered in the Ending field of the Quarterly payroll report screen. For instance, if you entered a quarter ending date of 3/31/97, the Quarter year would print 1997.

This field prints only once in the Employee area, in row 1, and in the column that you specify. It is included as an Employee area field because some states, e.g., North Carolina, as of 1990, require it to print in the left margin of their employee wage reporting forms, adjacent to the first employee item.

55. Total hours

12	(999999.99)

This is the total of regular, overtime, and special hours for which the employee has been paid for the quarter specified on your report.

56. Wages over FUI maximum

15	(99999999.99)

Wages over FUI maximum is the amount of an employees wages that exceed the maximum amount on which FUI can be assessed. This prints the wages over FUI maximum amount for all payroll checks posted for each employee for the quarter specified on your report.

57. Wages over SUI max

15	(99999999.99)

Wages over SUI maximum is the amount of an employees wages that exceed the maximum amount on which SUI can be assessed. This prints the wages over SUI maximum amount for all payroll checks posted for each employee for the quarter specified on your report.

58. Termination date

18

This prints the termination date for any employee for whom you have entered a Terminate date using the *Employees (Enter)* function.

59. Hire date

18

This prints the hire date for any employee for whom you have entered a Hire date using the *Employees (Enter)* function.

60. Hire date if this qtr

18

This prints the hire date for the employee that you entered in *Employees (Enter)* but only if the date falls within the quarter specified for the report.

61. Term date if this qtr

18

This prints the termination date for the employee that you entered in *Employees (Enter)* but only if the date falls within the quarter specified for the report.

62. Line number

7	9999999

This is a counter for the number of employee items printed. For example, for the first employee printed in the report, the value of 1 would be printed for this field, for the second employee printed it would be 2, and so on.

63. SUI total wages

15	(99999999.99)

This is the total of an employee's earnings for the reporting period that are subject to state unemployment insurance. The amount for this field does not cut off when the SUI maximum wage limit for the calendar year has been reached.

For example, if the annual SUI maximum wage is $16,000, and the employee is being paid $2,400 per month, the SUI wages would be $7,200 for the first quarter, $7,200 for the second quarter, $7,200 for the third quarter, and still $7,200 for the fourth quarter.

64. FUI total wages

15	(99999999.99)

This is the total of an employee's earnings for the reporting period which are subject to Federal unemployment insurance. The amount for this field does not cut off when the FUI maximum wage limit for the calendar year has been reached.

For example, if the annual FUI maximum wage is $7,000, and the employee is being paid $1,000 per month, FUI wages would be $3,000 for the first quarter, $3,000 for the second quarter, $3,000 for the third quarter, and still $3,000 for the fourth quarter.

65. YTD SWT plus selected CWT

15	(99999999.99)

The year-to-date SWT plus selected year-to-date CWT is the amount contributed by the employee for the state tax withholding plus the amount contributed by the employee for withholding for selected cities. The cities to be included are selected in the Tax table (Enter) screen.

New York State, as an example, requires that Yonkers and New York City withholding tax be added to the New York State withholding tax. The addition of these two cities is required for the Total tax withheld reported to New York State.

66. Employee Roth 401(k) deduction

15	(99999999.99)

Employee Roth 401(k) is the amount as elected by the employee for the employee's 401(k) plan. This prints the employee Roth 401(k) amount for all payroll checks posted for each employee for the quarter specified on your report.

TOTALS FIELDS

These are the fields available to you for printing in the Totals area of your report.

Field number and name are on the first line. Then Longest field name and longest form are next. The description is last. Some fields do not have a longest form.

Longest field size	Longest form

1. Page number

3	999

This prints the current page number on each page of your report.

2. Number of pages

3	999

This field prints the total number of pages on either the first, last or all pages of your report.

3. Number of employees

5	99 999

This is the total number of employees printed in the Employee area of the report.

4. Gross pay

16	(999999999.99)

This prints the grand total of employee gross pay for all employees printed on your report.

5. Total hours

14	(9999999.99)

This is the grand total of regular, overtime and special hours for all employees printed on your report.

6. Total SUI gross

16	(999999999.99)

This prints the grand total of SUI gross amounts for all employees printed on your report.

7. Total SWT gross

16	(999999999.99)

This prints the grand total of SWT gross amounts for all employees printed on your report.

8. Total OST-1 gross

16	(999999999.99)

This prints the grand total of OST-1 gross amounts for all employees printed on your report.

9. Total OST-2 gross

16	(999999999.99)

This prints the grand total of OST-2 gross amounts for all employees printed on your report.

10. Wages over SUI max.

16	(999999999.99)

This prints the grand total of wages over SUI maximum for all employees printed on your report.

11. Wages over FUI max.

16	(999999999.99)

This prints the grand total of wages over FUI maximum for all employees printed on your report.

12. Total base weeks

6	9999 99

This prints the grand total of base weeks for all employees printed on your report.

13. Total empr OST gross

16	(999999999.99)

This prints the grand total of employer OST gross wages for all employees printed on your report.

14. Total CWT gross

16	(999999999.99)

This prints the grand total of CWT gross wages for all employees printed on your report.

15. Total FWT gross

16	(999999999.99)

This prints the grand total of FWT gross wages for all employees printed on your report.

16. Total FUI gross

16	(999999999.99)

This prints the grand total of FUI gross wages for all employees printed on your report.

17. Suppl benefits gross

16	(999999999.99)

This prints the grand total of supplemental benefits gross wages for all employees printed on your report.

18. Total SWT

14	(9999999.99)

This prints the grand total of state tax withheld for all employees printed on your report.

19. Total OST-1

14	(9999999.99)

This prints the grand total of OST-1 for all employees printed on your report.

20. Total OST-2

14	(9999999.99)

This prints the grand total of OST-2 for all employees printed on your report.

21. Total empr OST

14	(9999999.99)

This prints the grand total of employer OST for all employees printed on your report.

22. Total SUI

14	(9999999.99)

This prints the grand total of SUI for all employees printed on your report.

23. Total suppl benefits

14	(9999999.99)

This prints the grand total of supplemental benefits for all employees printed on your report.

24. Total CWT

14	(9999999.99)

This prints the grand total of CWT for all employees printed on your report.

25. Total weeks worked

6	9999 99

This prints the grand total of weeks worked for all employees printed on your report.

26. Total reported tips

16	(999999999.99)

This prints the grand total of reported tips for all employees printed on your report.

27. Emp SS max.wages

10	9999999 999

This is the maximum employee annual wage amount upon which social security is assessed, for deduction of social security from the employee's wage. You entered this for the Maximum soc sec wages field in the Federal tax table using the *Tax tables* function.

28. Emp SS %

5	99 999

This is the percentage at which social security is deducted from an employee's wages, also from the Federal tax table.

29. Emp SS wages

16	(999999999.99)

This prints the grand total of employee social security wages for all employees printed on your report.

30. Emp SS tips

16	(999999999.99)

This prints the grand total of employee social security tips for all employees printed on your report.

31. Emp SS gross

16	(999999999.99)

This prints the grand total of employee social security gross for all employees printed on your report.

32. Emp SS

12	(999999.99)

This prints the grand total of employee social security contributions for all employees printed on your report.

33. Emp medicare max.wages

10 999999.99

This is the maximum employee annual wage amount upon which medicare is assessed, for deduction of medicare from the employee's wage. You entered this for the Maximum medicare wages field in the Federal tax table using the *Tax tables* function.

34. Emp medicare percent

5	99 999

This is the percentage at which medicare is deducted from an employee's wages, also from the Federal tax table.

35. Emp medicare wage

16	(999999999.99)

This prints the grand total of employee medicare wages for all employees printed on your report.

36. Emp medicare tips

16	(999999999.99)

This prints the grand total of employee medicare tips for all employees printed on your report.

37. Emp medicare gross

16	(999999999.99)

This prints the grand total of employee medicare gross wages for all employees printed on your report.

38. Emp medicare

12	(999999.99)

This prints the grand total of employee medicare contributions for all employees printed on your report.

39. Empr SS max wages

10	(999999.99)

This is the maximum employee annual wage amount upon which social security is assessed, for payment of the employer's share of social security. You entered this for the Maximum soc sec wages field in the Federal tax table using the *Tax tables* function.

40. Empr SS %

5	99 999

This is the percentage at which social security is calculated for the employer's share of social security, also from your Federal tax table.

41. Empr SS wages

16	(999999999.99)

This prints the grand total of employer social security wages for all employees printed on your report.

42. Empr SS tips

16	(999999999.99)

This prints the grand total of employer social security tips for all employees printed on your report.

43. Empr SS gross

16	(999999999.99)

This prints the grand total of employer social security gross for all employees printed on your report.

44. Empr SS

12	(999999.99)

This prints the grand total of employer social security for all employees printed on your report.

45. Empr medicare max. wages

10	(999999.99)

This is the maximum employee annual wage amount upon which medicare is assessed, for payment of the employer's share of medicare. You entered this for the Maximum medicare wages field in the Federal tax table using the *Tax tables* function.

46. Empr medicare %

5	99 999

This is the percentage at which medicare is calculated for the employer's share of medicare, also from your federal tax table.

47. Empr medicare wage

16	(999999999.99)

This prints the grand total of employer medicare wages for all employees printed on your report.

48. Empr medicare tips

16	(999999999.99)

This prints the grand total of employer medicare tips for all employees printed on your report.

49. Empr medicare gross

16	(999999999.99)

This prints the grand total of employer medicare gross for all employees printed on your report.

50.Empr medicare

12	(999999.99)

This prints the grand total of employer medicare contributions for all employees printed on your report.

51.Earned income credit

14	(9999999.99)

This prints the grand total of earned income credit for all employees printed on your report.

52. FWT

16	(999999999.99)

This prints the grand total of FWT for all employees printed on your report.

53. FUI

12	(999999.99)

This prints the grand total of FUI for all employees printed on your report.

54. Emp 401(k) ded.

16	(999999999.99)

This prints the grand total of employee 401(k) deductions for all employees printed on your report.

55. Empr 401(k) ded

16	(999999999.99)

This prints the grand total of employer 401(k) deductions for all employees printed on your report.

56. Base weekly wage

6	(999.99)

This prints the base weekly wage entered in *Tax tables* for this report's state tax code, selected when you run the report.

57. FUI maximum wages

9	(999999.99)

This is the maximum employee annual wage amount upon which FUI is assessed. You entered this for the Federal unemp max wages field in the Federal tax table using the *Tax tables* function.

58. FUI percent

5	99 999

This is the percentage at which FUI is calculated, also from your Federal tax table.

59. SUI max wages

9	(999999.99)

This is the maximum employee annual wage amount on which SUI is assessed. You entered this for the SUI maximum wages field in your state tax table using the *Tax tables* function.

60. SUI %

5	99 999

This is the percentage at which SUI is calculated, also from your state tax table.

61. Suppl benefit max wages

10	(999999.99)

This is the maximum employee annual wage amount on which supplemental benefits are assessed. You entered this for the Suppl benefit max wages field in your state tax table using the *Tax tables* function.

62. Suppl benefit %

5	99 999

This is the percentage at which supplemental benefits amounts are calculated, also from your state tax table.

63. System date

18

This date is obtained from your computer system at the time the report is printed.

64. Dashed line - 80 columns

80

This field prints a dashed line (-------)of 80 columns in length.

65. Dashed line - 132 columns

132

This field prints a dashed line (-------) of 132 columns in length.

66. Empr name

25

This is your company name, as entered in the Employer name field in *Control information*.

67. Address-1

25

68. Address-2

25

69. Address-3

25

This is your company's address, as entered in Address-1, Address-2, and Address-3 in *Control information*.

70. Tax rpt ID number

15

This is the value that you entered for each tax code in the Tax rpt ID # field in *Tax tables* (Enter). When you print a report using this field, it prints the Tax rpt ID # for the tax code that you have selected for the report.

71. Federal ID number

15

This is the Tax rpt ID # that you entered for the Federal authority in *Tax tables* (Enter).

72. Quarter number

1	9

This prints the quarter number as entered for the Which quarter ? field in the Quarterly payroll report screen.

73. Quarter ending date

18

This prints the quarter ending date as entered for the Ending field in the Quarterly payroll report screen.

74. Quarter year

4	9999

This is derived from the Quarter ending date. For instance, if you entered a quarter ending date of 3/31/97, the Quarter year would print 1997.

75. Laser multi-part label

25

This is the multi-part label that prints on each copy of a report when printing on a laser printer. When printing reports on a laser printer, you can choose to print from 1 to 9 copies of each report to produce multi-part forms. You are also asked to enter a different label for each copy of the report, such as Original copy on the first copy, File copy on the second copy, and so on. This field determines where these labels print.

76. Total SUI total wages

16	(999999999.99)

This is the grand total of SUI total wages for all employees printed on your report.

77. Total FUI total wages

16	(999999999.99)

This is the grand total of FUI total wages for all employees printed on your report.

78. YTD Total SWT plus selected CWT

16	(999999999.99)

This is the grand total of year-to-date SWT plus the year-to-date CWT for selected cities.

79. Total emp Roth 401(k) ded.

16	(999999999.99)

This prints the grand total of employee Roth 401(k) deductions for all employees printed on your report.

State Magnetic Media Report Fields

This appendix contains the following topics:

MAGNETIC MEDIA REPORT FIELDS

This appendix describes the fields available in state electronic file reports. They are entered using the *Magnetic media formats* selection (see Magnetic Media Formats chapter). You should become familiar with this selection and its options and with the State Magnetic Media Reports appendix before using this appendix.

For fields used in the *printed* reports, refer to the preceding appendix.

The following pages list all of the standard fields available for inclusion in your electronic file reports. The list includes the sizes and formats of all available fields, as well as their definitions. You can also define other fields using *Define extended fields*. See Define Extended Fields

Use this list when you are entering the formats for each of the records of a state electronic file report.

Available Fields List Headings

This list has two sections: Employee fields and Employer fields. Each section uses the same headings.

Field Headings Explained

This is an example of a field:

52. Gross wages

Type	Left	Right	Neg	Total	Special
N	8	2	Y	Y	Y

Field Number and Name

Field number and name, means the number and name of the field as shown in the field selection windows in the *Record format* entry option. Gross wages, from the Employee field list, is shown above as an example.

The row headings are described next.

Type

This is the type of data. A field can be Alphanumeric, Numeric or a Date. Depending on the type, the data in the columns have a few differences:

- A = Alphanumeric

  Alphanumeric data is character data. Such a field can consist of alphabetic characters, number characters and special characters such as #, $, %, (,) and others. The size of alphanumeric fields is given in the Left column.

- N = Numeric

  Numeric data can be an integer, a number without decimals, or a decimal number. The size of an integer is given in the Left column. A decimal number has a left length, that is the number of integers, and a right length, that is the number of decimals. These are noted in the Left and Right columns respectively. Usually, a decimal number can also be negative and if so, this is noted by Y in the Neg column.

  The total length of a decimal number is the sum of the numbers shown in the Left and Right columns, plus one if the number can be negative. No allowance is made for punctuation of integers or decimals, use of commas and the decimal point, because all amount fields in electronic file reports are reported without commas or decimal points. The integer number 1,234 is reported as 1234. The decimal number 1,234.56 is reported as 123456.

- D = Date

  Date fields are reported in the format MMDDYY. They are reported without any punctuation. Thus, the date 03/31/19 is written as 033119. Such date fields are always six characters wide.

Maximum Field Sizes

The PBS Payroll module knows about the maximum field sizes computed as described above. These maximum field sizes are the sizes of fields internal to the Payroll module. States are not aware of these internal maximum sizes when they issue their specifications for electronic file reporting. Thus, the internal size of a field and the space allocated for it in state agency specifications do not usually match.

Entering Fields in a Record Format

When a field is entered in a record format, the beginning and ending position for the field is entered, based on the state agency's specification. This defines the space into which the data for a field is transferred when reporting to the state agency. Because the internal size of a field does not match the space allocated for it per the state agency's specifications, there are rules by which the data for a field is transferred from its internal form to the space allocated for it. These rules are described below.

Left

The number in this column is either the complete length of an alphanumeric field, or the length of an integer, or the length of the integer portion of a decimal number. Whole date fields are always six characters in length.

Right

This column gives the length of the decimal portion of a decimal number.

Neg

This column notes whether or not a numeric field can be negative in the payroll database. If the entry in this column is blank, the field cannot be negative. If Y, the field can be negative.

Total

This column notes whether a field can be accumulated into total fields. For example, an electronic file report might contain the Gross wages field, which has Y in this column. When this field is specified in an Employee record, the employee's gross wages are reported. When this field is specified in an Intermediate header or total record, the intermediate total of employee gross wages is reported. Similarly, this field reports the group total for employee gross wages or the file total for employee gross wages when appearing in group, header or total, or file, header or total, records.

Note	The Right, Neg and Total columns do not apply to alphanumeric fields and dates.

Special

This column indicates whether or not special data entry applies to this field. An example of this is Text. This field allows constant values inserted into the electronic file report when the format is entered. Up to 40 characters of text can be entered for each instance of a text field in a report format. Each text field is entered as a special data entry.

REPORTING DATA FIELDS RULES

This section gives the rules for reporting the information for fields specified in an electronic file report format.

Report formats control what fields are to be reported and where they are to be reported.

The field lists that follow provide information which shows the actual sizes of fields as known by the Passport Business Solutions Payroll module.

The following definitions help in understanding the remainder of this appendix:

Data Field

A data field is the source field whose value can be transferred to a report field, defined next, by the electronic file reporting programs. The type, size and source of all data fields are known by the electronic file format entry and reporting programs. The information that is known for each data field is shown below in the field lists.

Report Field

When entered in report formats, the space allocated for a data field is defined by beginning and ending positions. This means that a data field's actual size can be smaller than the space allocated for it, the same or larger than the space allocated for it. The space allocated for a data field in a report format is called the report field. In addition to its space allocation, the report format also specifies additional information about the report field, such as the number of decimals to report.

The following rules are followed for loading a data field into its corresponding report field.

Alphanumeric Field

When specifying an alphanumeric field, its justification and fill requirements are also specified.

If the report field is left justified, the data field is transferred from the left, starting with the first non-blank character. If the data field is larger than the report field, after dropping leading spaces, the data is truncated on the right.

```
| XXX| is transferred as |XXX |
```

If the report field is right justified, the data field is transferred into the report field from the right, starting with the first non-blank character on the right. If the data field is larger than the space allocated for it, after dropping trailing spaces, it is truncated on the left. In this case, the report field is filled with spaces or zeros on the left as directed by the format.

```
|XXX | is transferred as | XXX|(space filled) or (000XXX)(zero
filled)
```

Numeric Field

A decimal number is transferred by aligning the decimal point of the data field to the decimal point of the report field.

The decimal point in the data field is determined by the Right length.

The decimal point in the report field is determined by the number of decimals, as specified during format entry.

In the *Record formats* option of the *Magnetic media formats* selection, a decimal field allows the number of Decimals entered. This is the number of decimals to show in the report.

For example, when 1234.56 in a data field is transferred to the report field 999999.999, the result is 001234.560.

The decimal point is shown for clarification in this example, but does not actually appear in the report field since numbers are reported without punctuation in an electronic report file.

An integer field is transferred in the same way as the integer portion of a decimal field.

For example, when 1234 in a data field is transferred to the report field 999999, the result is 001234.

Note	The integer part of a numeric data field is truncated on the left if it is too large for the integer part of the report field. The decimal part of a numeric data field is truncated on the right if it is too large for the decimal part of the report field.

Date Field

A date field is transferred in the same manner as an integer field.

The list of employee data fields begins next.

EMPLOYEE DATA FIELDS (TYPE EF)

1 **TEXT**

Type	Left	Right	Neg	Total	Special
A	40				Y

This field allows you to define the format of text for display in the report. The maximum length of text that can be entered is 40 characters or the space allocated for the field, whichever is smallest. The space allocated for a field is calculated from the Beg and End fields by: End - Beg + 1.

The text entered can be suppressed. This is done by answering Y to the suppress question and then specifying another field. The text is suppressed when the other field is blank or zero.

2 Hyphen

A	1				

This field is simply the hyphen character for use in punctuating an employee's social security number. Some states ask for the social security number to be reported with punctuation.

3 Fed record control

N	7				

This field starts at the value 1 for the first employee reported and increments by one for each successive employee reported. It is also incremented by one when a set of intermediate level records is reported, either headers or totals or both.

4 State record control

N	7				

This field starts at the value 1 for the first employee reported and increments by 1 for each successive employee reported. It is not incremented when a set of intermediate level records are reported. Refer to the previous field.

5 Employee number

N	6				

This is the employee's number from *Employees*.

6 Empl. name (as entered)

A	70				

This is the employee's name exactly as it is entered in the Employees first name, middle name and last name fields.

7 Empl. name (first mid last)

A	70				

This is the employee's name showing the first name first.

8 Employee name (last, first mid)

A	70				

This is the employee's name showing the last name first.

9 Employee first initial

A	1				

This is the initial of an employee's first name. It is one character.

10 Employee middle initial

A	1				

This is the middle initial of an employee's name as entered in the middle name field. It is one character.

11 Employee first name

A	25				

This is the first name of an employee from the name as entered in First name field in *Employees*.

12 Employee last name

A	30				

This is the last name of an employee from the name as entered in *Employees*.

13 Street address

A	120				

This is the employee's street address one and two as entered in *Employees*. Both address 1 and address 2 are combined and wirtten to one field.

14 City

A	45				

This is the employee's city as entered in *Employees*.

15 State

A	2				

This is the employee's state as entered in *Employees*.

16 ZIP code (as entered)

A	15				

This is the employee's zip code as entered in *Employees*.

17 ZIP code (First 5 digits)

A	5				

This is the first five characters of the employee's zip code as entered in *Employees*.

18 ZIP code ("--—" + last 4 digits)

A	5				Y

This field is the last four digits of the employee's zip code as entered in *Employees*. These four digits are then prefixed with a hyphen - giving -9999.

If the employee's zip code is entered as 99999-9999, or 999999999, or 9999999999, this field displays -9999 in the report.

Fill text can be defined for this report field, which is used when the last four digits of the employee's zip code are not all numeric. Usually, the fill text should be left blank.

19 ZIP code (Last 4 digits)

A	4				Y

This field is the same as the previous one except the last four digits of the employee's zip code are not prefixed with a hyphen.

20 ZIP code (Last 5)

A	5				

This is the last five characters of the employee's zip code as entered in *Employees*.

21 FIPS numeric state code (emp)

N	2				Y

FIPS is an abbreviation for Federal Information Processing Standard. Part of this standard assigns numeric codes to each state. This field is the standard numeric code for the employee's state, and is obtained by using the two-character state abbreviation in *Employees*. In the Passport Business Solutions Payroll module, these FIPS numeric codes are stored by state abbreviation.

Fill text can be entered for this field. When the employee's two-character state is not a valid postal abbreviation, the fill text is used for reporting this field.

22 Social security # (as entered)

A	12				

This is the employee's social security number as it is entered in *Employees*.

23 Social security # (9 digits)

A	9				Y

This field is the employee's social security number from Employees with any punctuation removed. For example, if entered as 999-99-9999, it is converted to 999999999. If it is entered as 999999999, it is treated as a valid social security number.

Fill text can be entered for this field, which is used when the result of the conversion is not numeric.

24 Soc. sec. # (1st 3 digits)

A	3				Y

This field is similar to field #23, except that the first three characters of an employee's social security number are reported.

Fill text can be entered for this field, which is used when this field is not numeric.

25 Soc. sec. # (Middle 2 digits)

A	2				Y

This field is similar to field #23, except that the middle two characters of an employee's social security number are reported.

Fill text can be entered for this field, which is used when this field is not numeric.

25 Soc. sec. # (Last 4 digits)

70	4				Y

This field is similar to field #23, except that the last four characters of an employee's social security number are reported.

Fill text can be entered for this field, which is used when this field is not numeric.

27 Hire date (MMDDYY)

D	6	Y

This is the date the employee was hired. It is reported in MMDDYY format as a six-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered. This allows reporting blanks for this field when a hire date has not been entered for the employee.

28 Hire date month (MM)

N	2	Y

This is the month of the employee's hire date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered. This allows reporting blanks for this field when a hire date has not been entered for the employee.

29 Hire date day (DD)

N	2	Y

This is the day of the employee's hire date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered. This allows reporting blanks for this field when a hire date has not been entered for the employee.

30 Hire date year (YY)

N	2	Y

This is the year of the employee's hire date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered. This allows reporting blanks for this field when a hire date has not been entered for the employee.

31 Hire date if this quarter

D	6	Y

This is the date the employee was hired. It is reported in MMDDYY format as a six-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered or is not in the quarter being reported.

This allows reporting blanks for this field when a hire date has not been entered or when the hire date is not in the quarter being reported.

32 Hire date if this quarter (MM)

N	2	Y

This is the month of the employee's hire date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered or is not in the quarter being reported. This allows reporting blanks for this field when a hire date has not been entered or when the hire date is not in the quarter being reported.

33 Hire date if this quarter (DD)

N	2	Y

This is the day of the employee's hire date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered or is not in the quarter being reported. This allows reporting blanks for this field when a hire date has not been entered or when the hire date is not in the quarter being reported.

34 Hire date if this quarter (YY)

N	2	Y

This is the year of the employee's hire date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the hire date has not been entered or is not in the quarter being reported. This allows reporting blanks for this field when a hire date has not been entered or when the hire date is not in the quarter being reported.

35 Termination date (MMDDYY)

D	6	Y

This is the date the employee was terminated. It is reported in MMDDYY format as a six-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered. This allows reporting blanks for this field when a termination date has not been entered for the employee.

36 Termination date month (MM)

N	2	Y

This is the month of the employee's termination date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered. This allows reporting blanks for this field when a termination date has not been entered for the employee.

37 Termination date day (DD)

N	2	Y

This is the day of the employee's termination date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered. This allows reporting blanks for this field when a termination date has not been entered for the employee.

38 Termination date year (YY)

N	2	Y

This is the year of the employee's termination date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered. This allows reporting blanks for this field when a termination date has not been entered for the employee.

39 Termination date if this qtr

D	6	Y

This is the date the employee was terminated. It is reported in MMDDYY format as a six-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered or is not in the quarter being reported. This allows reporting blanks for this field when a termination date has not been entered or when the termination date is not in the quarter being reported.

40 Term. date if this qtr (MM)

N	2	Y

This is the month of the employee's termination date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered or is not in the quarter being reported. This allows reporting blanks for this field when a termination date has not been entered or when the termination date is not in the quarter being reported.

41 Term. date if this qtr (DD)

N	2	Y

This is the day of the employee's termination date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered or is not in the quarter being reported. This allows reporting blanks for this field when a termination date has not been entered or when the termination date is not in the quarter being reported.

42 Term. date if this qtr (YY)

N	2	Y

This is the year of the employee's termination date. It is reported as a two-digit integer number.

Fill text can be entered for this field, which is used when the termination date has not been entered or is not in the quarter being reported. This allows reporting blanks for this field when a termination date has not been entered or when the termination date is not in the quarter being reported.

43 Department number

N	4

This is the employee's department number as entered in *Employees*.

44 FWT # exemptions

N	2

This is the number of exemptions being claimed by the employee for Federal withholding tax purposes.

45 SWT # exemptions

N	2

This is the number of exemptions being claimed by the employee for state withholding tax purposes.

46 OST-1 # exemptions

N	2

This is the number of exemptions being claimed by the employee for other state withholding tax #1 purposes.

47 OST-2 # exemptions

N	2

This is the number of exemptions being claimed by the employee for other state withholding tax #2 purposes.

48 CWT # exemptions

N	2

This is the number of exemptions being claimed by the employee for city withholding tax purposes.

49 Was employed ? (month 1)

A	1	Y

This field identifies whether an employee was employed or received wages during the first month of the quarter being reported.

When this field is entered, additional information must be specified. The additional information specified is:

- the date in the month
- the value to report if the employee was employed
- the value to report if the employee was not employed.
- The values to enter are contained in the specifications for electronic file reporting, as provided by the state agency requiring the report.

The date in the month is used to determine whether an employee was employed or received wages during the month. This is determined by checking whether the date in the month falls on or after the employee's hire date, and then checking whether a pay check was received by the employee with a pay period ending date that is on or after the date in the month.

50 Was employed ? (month 2)

A	1	Y

This field identifies whether an employee was employed or received wages during the second month of the quarter being reported. This field is similar to #49.

51 Was employed ? (month 3)

A	1	Y

This field identifies whether an employee was employed or received wages during the third month of the quarter being reported. This field is similar to #49.

52 Gross wages

N	8	2	Y	Y

This is the total of gross wages paid to an employee during the reporting period (either a quarter or the calendar year depending upon whether the report is quarterly or annual). This does not include non-cash earnings such as meal allowances .

53 Soc. sec. wages (emp amt)

N	8	2	Y	Y

This is the total of all earnings of an employee that are subject to the employee portion of social security tax. It does not include reported tips subject to social security tax.

54 Soc. sec. wages (empr amt)

N	8	2	Y	Y

This is the total of all earnings of an employee that are subject to the employer portion of social security tax. It does not include reported tips subject to social security tax.

55 SS wages & ins (emp amt)

N	8	2	Y	Y

This is the total of all earnings of an employee that are subject to the employee portion of social security tax. It also includes the term insurance premium for the employee. The term insurance premium is the cost of coverage in excess of $50,000. This cost is obtained from tables provided by the IRS. This field does not include reported tips subject to social security tax. The term insurance premium amount is obtained from the Employee record.

56 Soc. sec. tips (emp amt)

N	8	2	Y	Y

This is the total of tips reported by an employee that are subject to the employee portion of social security tax.

57 Soc. sec. tips (empr amt)

N	8	2	Y	Y

This is the total of tips reported by an employee that are subject to the employer portion of social security tax.

58 SS wages & tips (emp amt)

N	8	2	Y	Y

This is the sum of earnings and reported tips subject to the employee portion of social security tax. It does not include the employee’s term insurance premium.

59 SS wages & tips (empr amt)

N	8	2	Y	Y

This is the sum of earnings and reported tips subject to the employer portion of social security tax. It does not include the employee's term insurance premium.

60 SS wages tips & ins (emp amt)

N	8	2	Y	Y

This is the sum of earnings and reported tips subject to the employee portion of social security tax. It also includes the employee's term insurance premium.

61 Soc. sec. tax (emp amt)

N	5	2	Y	Y

This is the employee's portion of social security tax on earnings for the reporting period.

62 Soc. sec. tax (empr amt)

N	5	2	Y	Y

This is the employer's portion of social security tax on an employee's earnings for the reporting period.

63 Medcr wages (emp amt)

N	8	2	Y	Y

This is the total of all earnings of an employee that are subject to the employee portion of Medicare tax. It does not include reported tips subject to Medicare tax.

64 Medcr wages (empr amt)

N	8	2	Y	Y

This is the total of all earnings of an employee that are subject to the employer portion of Medicare tax. It does not include reported tips subject to Medicare tax.

65 Medc wages & ins. (emp amt)

N	8	2	Y	Y

This is the total of all earnings of an employee that are subject to the employee portion of Medicare tax. It also includes the term insurance premium for the employee. The term insurance premium is the cost of coverage in excess of $50,000. This cost is obtained from tables provided by the IRS. This

field does not include reported tips subject to Medicare tax. The term insurance premium amount is obtained from the Employee record.

66 Medcr tips (emp amt)

N	8	2	Y	Y

This is the total of tips reported by an employee that are subject to the employee portion of Medicare tax.

67 Medicare tips (emp amt)

N	8	2	Y	Y

This is the total of tips reported by an employee that are subject to the employer portion of Medicare tax.

68 Medc wages & tips (emp amt)

N	8	2	Y	Y

This is the sum of earnings and reported tips subject to the employee portion of Medicare tax. It does not include the employee's term insurance premium.

69 Medc wages & tips(emp amt)

N	8	2	Y	Y

This is the sum of earnings and reported tips subject to the employer portion of Medicare tax. It does not include the employee's term insurance premium.

70 Medc wages,tips,ins (emp amt)

N	8	2	Y	Y

This is the sum of earnings and reported tips subject to the employee portion of Medicare tax. It also includes the employee's term insurance premium.

71 Medicare tax (emp amt)

N	5	2	Y	Y

This is the employee's portion of Medicare tax on earnings for the reporting period.

72 Medicare tax (emp amt)

N	5	2	Y	Y

This is the employer's portion of Medicare tax on an employee's earnings for the reporting period.

73 FWT gross

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period subject to Federal withholding tax. This amount does not include term insurance premiums for coverage in excess of $50,000 (refer to the next field).

74 FWT gross + term. ins. prem.

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period which are subject to Federal withholding tax. This amount includes term insurance premiums for coverage in excess of $50,000 (refer to the previous field).

75 Federal income tax withheld

N	8	2	Y	Y

This is the Federal income tax withheld from an employee's earnings for the reporting period.

76 EIC gross

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period on which advance earned income credit payments have been calculated.

77 Earned income credit

N	6	2	Y	Y

This is the total of advance earned income credit paid to an employee for the reporting period.

78 FUI gross (to max.)

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period which are subject to Federal unemployment insurance. The amount for this field cuts off when the FUI maximum wage limit for the calendar year has been reached.

Thus, if the annual FUI maximum wage is $7,000 and the employee is being paid $1,000 per month, this field would be $3,000 for quarter 1, $3,000 for quarter 2, $1,000 for quarter 3, and 0 for quarter 4. When this field is used on an annual report, this field would have the value $7,000.

This field is the description of OST-2 entered in a state tax code record. OST-2 is other state tax 2. An employee can have two other state taxes. This field makes the description for the second one available for reporting.

79 FUI total wages

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period which are subject to Federal unemployment insurance. The amount for this field does not cut off when the FUI maximum wage limit for the calendar year has been reached.

Thus, if the annual FUI maximum wage is $7,000 and the employee is being paid $1,000 per month, this field would be $3,000 for quarter 1, $3,000 for quarter 2, $3,000 for quarter 3, and $3,000 for quarter 4. When this field is used on an annual report, this field would have the value $12,000.

80 FUI max. wages

N	5	2	Y	Y

This field is the annual maximum wage for Federal unemployment insurance calculations. Federal unemployment insurance is only calculated on an employee's income up to this amount.

81 FUI wages over max

N	8	2	Y	Y

This field is calculated by subtracting field #78 from field #79.

82 FUI tax

N	5	2	Y	Y

This is the employer's Federal unemployment insurance tax expense based upon an employee's earnings for the reporting period.

83 SWT gross

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period subject to state withholding tax.

84 YTD SWT gross

N	8	2	Y	Y

This is the year-to-date total of an employee's earnings subject to state withholding tax.

For example, if the employee's SWT gross was $3,000 for each quarter, this field would be $3,000 for quarter 1, $6,000 for quarter 2, $9,000 for quarter 3, and $12,000 for quarter 4.

For an annual report, this field and the previous one are the same.

85 State income tax withheld

N	6	2	Y	Y

This is the state income tax withheld from an employee's earnings for the reporting period.

86 OST-1 description (employee)

A 15

This field is the description of OST-1 entered in a state tax code record. OST-1 is other state tax 1 . An employee can have two other state taxes. This field makes the description for the first one available for reporting.

87 OST-1 gross (employee)

N	8	2	Y	Y

This field is the amount of the employee's pay subject to other state tax 1, up to the maximum amount on which this tax can be assessed.

88 Other state tax (1)

N	6	2	Y	Y

This field is the amount contributed by the employee for other state tax 1.

89 OST-2 description (employee)

A 15

This field is the description of OST-2 entered in a state tax code record. OST-2 is other state tax 2. An employee can have two other state taxes. this field makes the description for the second one available for reporting.

90 OST-2 gross (employee)

N	8	2	Y	Y

This field is the amount of the employee's pay subject to other state tax 2, up to the maximum amount on which this tax can be assessed.

91 Other state tax (2) (employee)

N	6	2	Y	Y

This field is the amount contributed by the employee for other state tax 2.

92 OST description (employer)

A	15

This field is the description of employer OST entered in a state tax code record. Employer OST is other state tax paid by the employer, not by the employee. This field makes the description of this employer tax available for reporting.

93 OST gross (employer)

N	8	2	6	6

This field is the amount of the employee's pay subject to employer other state tax, up to the maximum amount on which this tax can be assessed.

94 Other state tax (employer)

N	6	2	Y	Y

This field is the amount contributed by the employer for other state tax.

95 SUI gross (to max.)

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period which are subject to state unemployment insurance. The amount for this field cuts off when the SUI maximum wage limit for the calendar year has been reached.

Thus, if the annual SUI maximum wage is $16,000 and the employee is being paid $2,400 per month, this field would be $7,200 for quarter 1, $7,200 for quarter 2, $1,600 for quarter 3, and 0 for quarter 4. When this field is used on an annual report, this field would have the value $16,000.

96 YTD SUI gross

N	8	2	Y	Y

This is the year-to-date total, for the reporting period and all prior periods, of an employee's earnings that are subject to state unemployment insurance. The amount for this field cuts off when the SUI maximum wage limit for the calendar year has been reached.

Thus, if the annual SUI maximum wage is $16,000 and the employee is being paid $2,400 per month, this field would be $7,200 for quarter 1, $14,400 for quarter 2, $16,000 for quarter 3, and $16,000 for quarter 4. When this field is used on an annual report, this field would have the value $16,000.

97 SUI total wages

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period which are subject to state unemployment insurance. The amount for this field does not cut off when the SUI maximum wage limit for the calendar year has been reached.

Thus, if the annual SUI maximum wage is $16,000 and the employee is being paid $2,400 per month, this field would be $7,200 for quarter 1, $7,200 for quarter 2, $7,200 for quarter 3, and $7,200 for quarter 4. When this field is used on an annual report, this field would have the value $28,800.

98 YTD SUI total wages

N	8	2	Y	Y

This is the year-to-date total, for the reporting period and all prior periods, of an employee's earnings which are subject to state unemployment insurance. The amount for this field does not cut off when the SUI maximum wage limit for the calendar year has been reached.

Thus, if the annual SUI maximum wage is $16,000 and the employee is being paid $2,400 per month, this field would be $7,200 for quarter 1, $14,400 for quarter 2, $21,600 for quarter 3, and $28,800 for quarter 4. When this field is used on an annual report, this field would have the value $28,800.

99 SUI max. wages

N	5	2	Y

This field is the annual maximum wage for state unemployment insurance calculations. State unemployment insurance is only calculated on an employee's income up to this amount.

100 SUI wages over max

N	8	2	Y	Y

This field is calculated by subtracting field #95 from field #97.

101 YTD SUI wages over max

N	8	2	Y	Y

This field is calculated by subtracting field #96 from field #98.

102 SUI tax

N	5	2	Y	Y

This is the employer's state unemployment insurance tax expense based upon an employee's earnings for the reporting period.

103 Worker's comp. gross

N	8	2	Y	Y

This field is the total of an employee's earnings applicable to estimation of the worker's compensation premium.

104 Est. worker's comp. prem.

N	6	2	Y	Y

This field is the estimated worker's compensation premium for an employee.

105 Suppl. benefits gross

N	8	2	Y	Y

This field is the total of an employee's earnings applicable to calculation of supplemental benefits.

106 Suppl. benefits

N	6	2	Y	Y

This field is the calculated supplemental benefits for an employee.

107 CWT gross

N	8	2	Y	Y

This is the total of an employee's earnings for the reporting period which are subject to city withholding tax within the state selected for the report.

108 City inc. tax withheld

N	6	2	Y	Y

This is the city income tax withheld from an employee's earnings for the reporting period within the state selected for the report.

109 Reported tips

N	6	2	Y	Y

This field is the total of tips reported by an employee to the employer.

110 Federal tip credit

N	5	2	Y	Y

This field is the total Federal tip credit taken for an employee.

111 State tip credit

N	5	2	Y	Y

This field is the total state tip credit taken for an employee.

112 Regular hours

N	3	2	Y	Y

This field is the total of hours worked for which an employee was paid at the regular rate.

113 Overtime hours

N	3	2	Y	Y

This field is the total of hours worked for which an employee was paid at the overtime rate.

114 Special hours

N	3	2	Y	Y

This field is the total of hours worked for which an employee was paid at the special rate.

115 Total hours worked

N	5	2	Y	Y

This field is the sum of the previous three fields, i.e., #112, #113, & #114.

116 Sick hours

N	3	2	Y	Y

This field is the total of sick hours taken by an employee.

117 Sick pay (taxable)

N	6	2	Y	Y

This field is the amount an employee is paid for sick hours taken.

118 Vacation hours

N	3	2	Y	Y

This field is the total of vacation hours taken by an employee.

119 Vacation pay

N	6	2	Y	Y

This field is the amount an employee is paid for vacation hours taken.

120 Holiday hours

N	3	2	Y	Y

This field is the total of holiday hours taken by an employee.

121 Holiday pay

N	6	2	Y	Y

This field is the amount an employee is paid for holiday hours taken.

122 Weeks worked

N	3	2	Y	Y

This is the number of weeks for which the employee has been paid during the reporting period. The number of weeks is based upon payroll checks posted for the employee during the reporting period.

123 Base weeks worked

N	2	2	Y	Y

This field only has meaning for states which specify a base weekly wage. Base weeks are kept for tax codes for which you have entered (in *Tax tables*) a Base wkly wg for Qtr Rpt greater than zero. Base weeks is the total number of weeks in the reporting period in which the employee received an average weekly wage (computed per pay period) that equals or exceeds the base weekly wage specified by that state.

124 Base weekly wage

N	5	2	Y

This field is the base weekly wage entered in the tax table of the state selected for reporting.

125 Allocated tips

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. Allocated tips is a field required to be reported on Federal W-2 forms.

Note	The Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

126 Non-qual. plan dist (other)

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is Non-qualified plan distributions for plans that are not covered under section 457 of the Internal Revenue Service code. It is a field required to be reported on Federal W-2 forms.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

127 Non-qual. plan dist (sect 457)

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is Non-qualified plan distributions for plans that are covered under section 457 of the Internal Revenue Service code. It is a field required to be reported on Federal W-2 forms.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

128 Uncollected SS on tips

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. Uncollected social security tax on tips is a field required to be reported on Federal W-2 forms.

129 Uncollected medicare on tips

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. Uncollected Medicare tax on tips is a field required to be reported on Federal W-2 forms.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

130 401(k) deferral (employee)

N	8	2	Y	Y

This field is the total of elective contributions made by an employee to a 401(k) plan for the reporting period.

131 401(k) contribution (employer)

N	8	2	Y	Y

This field is the total of employer matching contributions made by an employer (on behalf of an employee) to a 401(k) plan for the reporting period.

132 Deferred comp 403(b)

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is required for reporting on Federal W-2 forms. It is an employee's deferred compensation under an arrangement covered by section 403(b) of the Internal Revenue Service code.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

133 Deferred comp 408(k)(6)

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is required for reporting on Federal W-2 forms. It is an employee's deferred compensation under an arrangement covered by section 408(k)(6) of the Internal Revenue Service code.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

134 Deferred comp 457

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is required for reporting on Federal W-2 forms. It is an employee's deferred compensation under an arrangement covered by section 457 of the Internal Revenue Service code.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

135 Deferred comp 501(c)(18)(D)

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is required for reporting on Federal W-2 forms. It is an employee's deferred compensation under an arrangement covered by section 501(c)(18)(D) of the Internal Revenue Service code.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

136 Deferred comp. total

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is the sum of an employee's deferred compensation plan contributions, i.e., fields #130, #132, #133, #134, and #135 above.

137 Non-taxable sick pay

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. Non-taxable sick pay is a field required to be reported on Federal W-2 forms.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

138 Tax on excess parachute pmts

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is a field required to be reported on Federal W-2 forms. This field is the excise tax on excess golden parachute payments.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

139 Business exp re-imbursements

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is a field required to be reported on Federal W-2 forms. This field is the non-taxable portion of business expense reimbursements when there was also a taxable portion (which should be included in FWT gross as an earning).

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

140 Uncoll. soc sec on term ins

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is a field required to be reported on Federal W-2 forms. This field is the uncollected social security tax on the cost of group term life insurance coverage in excess of $50,000 provided to former employees.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

141 Uncoll. Medicare on term ins

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is a field required to be reported on Federal W-2 forms. This field is the uncollected Medicare tax on the cost of group term life insurance coverage in excess of $50,000 provided to former employees.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

142 Dependent care benefits

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is a field required to be reported on Federal W-2 forms. This field is the cost of dependent care assistance provided to employees.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

143 Fringe benefits incl in box 10

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is a field required to be reported on Federal W-2 forms. This field is the total of taxable fringe benefits included in box 10. It should not include items reported elsewhere on the W-2 form.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

144 Statutory employee check-mark

A 1 Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is one of the check boxes on the W-2 form.

When this field is specified in a report format, two report values can be specified. One value is reported when the box is checked, and the other value is reported when it is not checked. This box can be checked (or not) using the *Enter W-2 information* option of the *Year-end* selection.

145 Deceased employee check-mark

A 1 Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is one of the check boxes on the W-2 form.

When this field is specified in a report format, two report values can be specified. One value is reported when the box is checked, and the other value is reported when it is not checked. This box can be checked (or not) using the *Enter W-2 information* option of the *Year-end* selection.

This field appears on Federal W-2 forms reported both on paper and in the electronic file. However, it is reported in the electronic file, not as a one-character value, but as an addition to the employee's name.

For example, if JOHN A. DOE is a deceased employee, this fact can be indicated in the Federal electronic W-2 report by JOHN A. DOE DECD .

To achieve this result, reduce the field width for an employee's name by five characters, and allocate the last four characters for this field. This allows at least 1 space between the employee's name and the DECD indicator. When entering this field, specify DECD as the value to report when this box is checked, and blanks for the value to report when this box is not checked.

146 Pension plan check-mark

A 1 Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is one of the check boxes on the W-2 form.

When this field is specified in a report format, two report values can be specified. One value is reported when the box is checked, and the other value is reported when it is not checked.

The box is checked or not automatically by the Passport Business Solutions Payroll module depending upon the settings of other fields.

If the employee's pension plan flag is Y in *Employees*, this box is checked. If the sum of deferred compensation for 401(k), 403(b), 408(k)(6), and 501(c)(18)(D) plan amounts is non-zero, this box is

checked. Otherwise, the box is not checked. (Note that section 457 deferred compensation amounts are not included.)

147 Legal rep. check-mark

A 1 Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is one of the check boxes on the W-2 form.

When this field is specified in a report format, two report values can be specified. One value is reported when the box is checked, and the other value is reported when it is not checked. This box can be checked (or not) using the *Enter W-2 information* option of the *Year-end* selection.

148 Hshld. emp check-mark

A 1 Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is one of the check boxes on the W-2 form.

When this field is specified in a report format, two report values can be specified. One value is reported when the box is checked, and the other value is reported when it is not checked. This box can be checked (or not) using the *Enter W-2 information* option of the *Year-end* selection.

149 Deferred comp. check-mark

A 1 Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. This field is one of the check boxes on the W-2 form.

When this field is specified in a report format two report values can be specified. One value is reported when the box is checked, and the other value is reported when it is not checked.

The box is checked or not automatically by the Passport Business Solutions Payroll module depending upon the settings of other fields.

If the sum of deferred compensation for 401(k), 403(b), 408(k)(6), 457, and 501(c)(18)(D) plan amounts is non-zero, this box is checked. Otherwise the box is not checked.

150 Term ins. prem (over 50,000)

N 4 2 Y Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is a field required to be reported on Federal W-2 forms. This field is the cost of group term life insurance coverage in excess of $50,000 provided to employees.

The Passport Business Solutions Payroll module does not calculate this field. It is entered as part of employee information.

151 Federal box 14 line 1

A	15

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14, two sets of fields can be reported. Each of these sets comprises a description field and an amount field. Both Federal and state additional information can be reported in this manner on W-2 forms, and the same information is available for inclusion in an electronic file report. This field is the description for the first Federal amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

152 Federal box 14 line 2

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14, two sets of fields can be reported. Each of these sets comprises a description field and an amount field. Both Federal and state additional information can be reported in this manner on W-2 forms, and the same information is available for inclusion in an electronic file report. This field is the first Federal amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

153 Federal box 14 line 3

A	15

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14, two sets of fields can be reported. Each of these sets comprises a description field and an amount field. Both Federal and state additional information can be reported in this manner on W-2

forms, and the same information is available for inclusion in an electronic file report. This field is the description for the second Federal amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

154 Federal box 14 line 4

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14, two sets of fields can be reported. Each of these sets comprises a description field and an amount field. Both Federal and state additional information can be reported in this manner on W-2 forms, and the same information is available for inclusion in an electronic file report. This field is the second Federal amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

155 State box 14 line 1

A	15

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14, two sets of fields can be reported. Each of these sets comprises a description field and an amount field. Both Federal and state additional information can be reported in this manner on W-2 forms, and the same information is available for inclusion in an electronic file report. This field is the description for the first state amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

156 State box 14 line 2

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14, two sets of fields can be reported. Each of these sets comprises a description field and an amount field. Both Federal and state additional information can be reported in this manner on W-2 forms, and the same information is available for inclusion in an electronic file report. This field is the first state amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

157 State box 14 line 3

A	15

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14, two sets of fields can be reported. Each of these sets comprises a description field and an amount field. Both Federal and state additional information can be reported in this manner on W-2 forms, and the same information is available for inclusion in an electronic file report. This field is the description for the second state amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

158 State box 14 line 4

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. It is an optional field for reporting on Federal W-2 forms. Box 14 of the W-2 form can be used to report any information an employer wishes to report to an employee. In box 14 two sets of fields can be reported. Each of these sets comprises a description field and an amount field.

Both Federal and state additional information can be reported in this manner on W-2 forms, and the same information is available for inclusion in an electronic file report. This field is the second state amount.

The Passport Business Solutions Payroll module does not calculate this field. It is entered using the Enter W-2 information option of the Year-end selection.

159 Uncoll. FICA on tips (emp)

N	7	2	Y	Y

This field is the sum of fields #128 and #129, i.e., it is the sum of uncollected social security and Medicare taxes on reported tips.

160 YTD state income tax withheld

N	6	2	Y	Y

This is the year-to-date total for state income tax that has been withheld from an employee's earnings.

For example, if the employee's SWT was $120 for each quarter, this field would be $120 for quarter 1, $240 for quarter 2, $360 for quarter 3, and $480 for quarter 4.

161 Employee name (last first mid)

A 25

This is the employee's name showing the last name first.

If an employee's name has been entered as John A. Doe, it will be reported as Doe John A.

If an employee's name has been entered as Doe, John A., it will be reported as Doe John A.

The report program knows which way employee names have been entered. In General appearance, the field, Employee names are entered, is used to specify whether employee names are first name first or last name first.

If the report format specifies first name first, all employee names should be entered as John A. Doe. If the format specifies last name first, all employee names should be entered as Doe, John A. These name formats should be adhered to so that employee first names, middle initials, and last names can be extracted correctly.

If these rules are not followed, unpredictable results may occur.

162 Excludable moving exp. reimb

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. The field is required to be reported on Federal W-2 forms. It represents the portion of reimbursed expenses excludable from income.

163 YTD SWT plus selected CWT

N	7	2	Y	Y

This field is included mainly for use on fourth quarter reports to New York State, although it can be used as a quarterly field. It represents the amount contributed by the employee for withholding for selected cities and the state being reported. An example would be adding Yonkers and New York City YTD withholding tax to the New York State YTD withholding tax to obtain the figure to print. The addition of these two cities is required for the Total tax withheld reported to New York State.

164 Medical savings contributions

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. The field is required to be reported on Federal W-2 forms. It represents medical savings excludable from income.

165 Adoption benefit reimbursement

N	7	2	Y	Y

This field is included mainly for use on annual reports, although it can be used as a quarterly field. The field is required to be reported on Federal W-2 forms. It represents adoption benefit expenses excludable from income.

166 Date of birth (MMDDYY)

D	6	Y

This is the employee's birth date. It is reported in MMDDYY format as a six-digit integer number.

167 Date of birth month (MM)

N	2	Y

This is the month of the employee's birth date. It is reported as a two-digit integer number.

168 Date of birth day (DD)

N	2	Y

This is the day of the employee's birth date. It is reported as a two-digit integer number.

169 Date of birth year (YY)

N	2	Y

This is the year of the employee's birth date. It is reported as a two-digit integer number

170 Social security tax + Med. tax (emp)

N	2	Y

Social Security and Medicare Taxes are added together.

171 Hire date Century (CC)

N	2	Y

Century hire date.

172 Hire date Cent. if this Q (CC)

N	2

Hire century date if this quarter.

173 Termination date century (CC)

N 2

Century termination date.

174 Term date Cent. if this Q (CC)

N 2

Termination century for this quarter only.

175 Date of birth Cent. (CC)

N 2

Century date of birth.

176 Residence jurisdiction code

N 11

This is the employee residence jurisdiction code.

EMPLOYER DATA FIELDS (TYPE RF)

1 Employer name

Type	Left	Right	Neg	Total	Special
A	25				

This is the employer name as entered in the Payroll *Control information*.

2 Employer address 1

A	25

This is the first address line for the employer as entered in Payroll *Control information*.

3 Employer address 2

A	25

This is the second address line for the employer as entered in Payroll *Control information*.

4 Employer address 3

A	25

This is the third address line for the employer as entered in Payroll *Control information*.

5 Empr name (entered)

A	44

This is the employer's name entered as a parameter when outputting the electronic file report - Employer name.

6 Empr address (entered)

A	35

This is the employer's address entered as a parameter when outputting the electronic file report - Employer address .

7 Empr city (entered)

A	20

This is the employer's city entered as a parameter when outputting the electronic file report - Employer city.

8 Empr state (entered)

A	2

This is the employer's state entered as a parameter when outputting the electronic file report - Employer state.

9 Empr ZIP code (entered)

A	10

This is the employer's ZIP code entered as a parameter when outputting the electronic file report - Employer zip code.

10 Empr ZIP (First 5 digits)

A	5

This is the first 5 of the employer's ZIP code entered as a parameter when outputting the electronic file report.

11 Empr ZIP (Last 5 chars.)

A	5

This is the last five characters of the employer's ZIP code entered as a parameter when outputting the electronic file report.

12 Foreign address indicator

A	1	Y

This field indicates whether the employer's address is foreign or not. It has two single-character values: one value indicating that the employer's address is foreign, the other that it is not. These two values are defined when this field is entered into an electronic file format. Which value is reported depends upon what is entered for the field Is this a foreign (not USA) address ? when the electronic file report is output.

13 FWT identification

A 15

This field is the employer's Federal tax identification number as entered in the Federal tax code record.

14 SWT identification

A 15

This field is the employer's state tax identification number as entered in the first state tax code record for the reported state.

15 CWT identification

A 15

This field is the employer's city/local withholding tax identification number. This number is obtained from the employee's current city tax code.

16 Employer federal ID # (entered)

N 9

This field is the employer's Federal tax identification number as entered during parameter entry when the electronic file report is output.

17 Employer state ID # (entered)

A 15

This field is the employer's state withholding tax identification number as entered during parameter entry when the electronic file report is output.

18 System date

D 6

This is usually the current date. It is obtained from the computer system's clock.

19 Report date

D 6

This is the quarter ending or year ending date for which the electronic file report is being made. This date is entered as a parameter when outputting the electronic file report.

20 Report year (20*xx*)

N 4

This is the four-digit report year entered as a parameter when outputting the electronic file report.

21 Report year (last 2 digits)

N 2

This is the last two digits of the report year entered as a parameter when outputting the electronic file report.

22 Report year (last digit)

N 1

This is the last digit of the report year entered as a parameter when outputting the electronic file report.

23 1 digit quarter

N 1

When outputting a quarterly report, the quarter number is requested, either 1, 2, 3, or 4. This field is that quarter number. For an annual report, this field is 4.

24 2 digit quarter

N 2

This field is the quarter number expressed in two digits, i.e., 01, 02, 03, or 04. For annual reports, this field is 04.

25 Last month of quarter (letter)

A 1 Y

This field is the last month of the quarter expressed as a letter. When this field is entered into a format, a letter code can be assigned to the last month of each quarter. This field reports the letter code corresponding to the quarter number entered for the electronic file report.

26 Last month of quarter (number)

N 2

This field is the month number of the last month of each quarter, i.e., March is 03, June is 06, September is 09, and December is 12.

27 Number of employees

N	4	Y

This field is a count of the number of employees. For employee class records, this field reports 1. For intermediate level records, this field reports the number of employees reported in the intermediate level. For group level records, this field reports the number of employees reported in the group level. For file header and total records, this field reports the number of employees reported in the file.

28 Number of groups

N	4	Y

This field is the number of groups reported in the file. At the group level, this field is 1. For file header and total records, this field is the number of groups reported in the file.

For employee and intermediate header and total records, this field is set to 0.

29 No workers / no wages indicator

A	1	Y

This field reports one of two values. When entering this field in a format, the following additional data is requested:

Enter the value for the indicator:

- When you have no workers and no wages to report (one character)
- When you do have workers or wages to report (one character)

Report file totals when no workers and no wages ? (Y/N answer)

When outputting an electronic file report, the following two questions are asked:

- Did you have workers for this reporting period ? (Y/N answer)
- Did you pay wages for this reporting period ? (Y/N answer)

If these two questions are both answered N, the value of this field is the character entered in response to When you have no workers and no wages to report (see above). If these two questions are not both answered with N, the value of this field is the character entered in response to When you do have workers or wages to report.

When there are no workers and no wages to report, all records for the employee class, intermediate header and total class, and group header and total class are suppressed and not output. Additionally, whether records in the file total class are output or not is determined by the answer to the question Report file totals when no workers and no wages ? (see above).

30 Employee type being reported

A 1

This field is entered as a parameter when outputting an electronic file report. The parameter is Employee type, which can take one of the following values:

- A =Agriculture
- H = Household
- M = Military
- Q = Medicare Qual Gov't Emp
- X = Railroad
- R = Regular (All others)

The usual value to use is R, Regular (All others).

31 Employee report name sequence

A 1 Y

When this field is included in a report format, the parameter Employee name sequence is requested before the report is output. This parameter can either be set to F for first name first, or L for last name first.

This field reports one of two values in an electronic file report. These values are entered when this field is added to an electronic file report format. They are:

Enter the value for this field when:

- Employee names are reported First name first (one character)
- Employee names are reported Last name first (one character)

Thus, when the report is being output and the report parameter is F, the first value entered above is reported for this field. When the report parameter is L, the second value entered above is reported for this field.

32 FIPS numeric state code (empr)

N 2 Y

FIPS is an abbreviation for Federal Information Processing Standard. Part of this standard assigns numeric codes to each state. This field is the standard numeric code for the employer's state, using the two-character state abbreviation entered as a parameter when outputting the report. In the Passport Business Solutions Payroll module, these FIPS numeric codes are stored by state abbreviation.

Fill text can be entered for this field. When the employer's two-character state is not a valid postal abbreviation, the fill text is used for reporting this field.

33 Tot emp covered by UI, month 1

N	4	Y

This field totals the number of employees who were employed, or have received wages, during the first month of the quarter being reported.

This field is meaningful only for quarterly reports and should not be used for annual reports.

When this field is entered, the day in the month must be specified. This day is contained in the specifications for electronic file reporting provided by the state agency requiring the report.

The day in the month is used to determine whether an employee was employed or received wages during the month. This is determined by checking whether the day in the month falls on or after the employee's hire date, and then checking whether a pay check was received by the employee with a pay period ending date that is on or after the day in the month.

If you purged payroll history, this feature would not be available since the pay period date is stored in history.

34 Tot emp covered by UI, month 2

N	4	Y

This field is the same as field 33, but is for month 2. The field is meaningful only for quarterly reports and should not be used for annual reports.

35 Tot emp covered by UI, month 3

N	4	Y

This field is the same as field 33, but is for month 3. The field is meaningful only for quarterly reports and should not be used for annual reports.

36 Number of records written

N	5	Y

When used for file header and total records, this field reports the number of magnetic records written. Otherwise, this field reports zero.

JURISDICTION RA FIELDS (TYPE JA)

JA fields are from the RA jurisdictions and are only available if using PA Act-32. See the Jurisdictions chapter.

1 Submitter RA record type

Type	Left	Right	Neg	Total	Special
A	1				

The submitter record type.

2 RA Employer ID (EIN)

N	9

This is the Employer Identification Number (EIN).

3 RA Personal ID (PIN)

N	9

This is the Personal Identification Number (PIN) that was assigned to you by the Social Security Administration when you registered to submit your file.

4 RA Software vendor code

N

This field indicates that Passport Software is the software vendor.

5 RA Resub indicator

N	1

This field indicates if you submitting the first time or resubmitting.

6 RA Resub wage file ID (WFID)

N	6

If you re-submitting this is the Wage File Identification (WFID).

7 RA Software code

N	2

This is 98 for a program you created “in-house” or 99 for a program that is “off-the-shelf”.

8 RA Company name

A	50

This is the company name.

9 RA Location address

A	22

This is the company's location address. It can be Attention:, Suite number, Room, etc.

10 RA Delivery address

A	22

This is the company's address. It is the street or P.O. Box number.

11 RA Company city

A	22

This is the company's city.

12 RA State abbr

A	2

This is the company's state. It is a valid U.S. Post Office abbreviation for a state or territory.

13 RA Company zip code

A	5

This is the company's zip code

14 RE Company zip code extension

A	4

This is the company's four-digit extension of the zip code.

15 RA Foreign state/prov

A 23

This is the company's foreign state/province.

16 RA Foreign postal code

A 15

This is the company's foreign postal code.

17 RA Foreign country code

A 2

This is the company’s country code.

18 RA Submitter name

A 50

This is the submitter's name.

19 RA Submitter location address

A 22

This is the submitter's location address. It can be Attention:, Suite number, Room, etc.

20 RA Submitter delivery address

A 22

This is the submitter's address. It is the street or P.O. Box number.

21 RA Submitter city

A 22

This is the submitter's city.

22 RA Submitter state abbr

A 2

This is the submitter's state. It is a valid U.S. Post Office abbreviation for a state or territory.

23 RA Submitter zip code

A	5

This is the submitter's zip code

24 RE Submitter zip code ext.

A	4

This is the submitter's four-digit extension of the zip code.

25 RA Sub. foreign state/prov

A	23

This is the submitter's foreign state/province.

26 RA Sub. foreign post. code

A	15

This is the submitter's foreign postal code.

27 RA Sub. foreign country code

A	2

This is the submitter’s country code.

28 RA Contact name

A	27

This is the submitter's contact name.

29 RA Contact phone

A	15

This is the submitter's contact name.

30 RA Contact phone extension

A	5

This is the submitter's contact name.

31 RA Contact email address

A	40

This is the submitter's contact name.

32 RA Contact fax

A	40

This is the submitter's fax number.

33 RA Notification method

N	1

This is the notification method.

34 RA Preparer code

A	1

This is the preparer code.

JURISDICTION RE FIELDS (TYPE JE)

JE fields are from the RE jurisdictions and are only available if using PA Act-32. See the Jurisdictions chapter.

1 Employer RE record type

Type	Left	Right	Neg	Total	Special
A	1				

The employer record type

2 RE jurisdiction code

A	11

This is the state jurisdiction code.

3 RE Tax year

N	4

This is the tax year being reported.

4 RE Agent indicator code

N	4

This is the tax year being reported.

5 RE Employer ID (EIN)

N	9

This is the Employer Identification Number.

6 RE Agent for EIN

N	9

This is the Employer's EIN for which you are an Agent.

7 RE Terminating business ind.

N	1

This field determines if you terminated your business during this tax year.

8 RE Establishment number

A	4

For multiple RE Records with the same EIN, this field is used to designate store or factory locations or types of payroll.

9 RE Other EIN

N	9

For this tax year, if you submitted an IRS Form 941 or 943 to IRS or W-2 data to the SSA, and you used an EIN different from the EIN in the Employer/Agent Employer Identification Number (EIN) field, this is the other EIN.

10 RE Employer name

A	57

This is the name associated with the EIN entered in as the employer EIN.

11 RE Location address

A	22

This is the employer's location address. It can be Attention:, Suite number, Room, etc.

12 RE Delivery address

A	22

This is the employer's address. It is the street or P.O. Box number.

13 RE City

A	22

This is the employer's city.

14 RE State abbr

A	2

This is the employer's state. It is a valid U.S. Post Office abbreviation for a state or territory.

15 RE Zip code

A	5

This is the employer's zip code

16 RE Zip code extension

A	4

This is the employer's four-digit extension of the zip code.

17 RE Kind of employer

A	1

This is the kind of employer.

18 RE Foreign state/prov

A	23

This is the employer's foreign state/province.

19 RE Foreign postal code

A	15

This is the employer's foreign postal code.

20 RE Country code

A	2

This is the employer’s country code.

21 RE Employment code

A	1

This is the employment code.

22 RE Tax jurisdiction code

A	1

This is the tax jurisdiction code.

23 RE 3rd party sick pay ind.

N	1

This is the tax jurisdiction code.

23 RE Frequency filing indicator

N	1

This is the frequency filing indicator.

EXTENDED DATA FIELDS

Extended data fields for both the employee and employer can be used to augment the fields listed above. Up to 36 employee and 36 employer extended data fields can be defined. Type EX applies to employees, and RX for employers.

After they have been defined, data can be entered for them and they can be selected for use in electronic file report formats.

This feature allows almost any state reporting situation to be handled. For example, all states have employer identification numbers for unemployment insurance reporting. These ID numbers are not the same as state income tax ID numbers, for which a field is provided in each state's tax code record. By using an employer extended data field, both ID numbers can now be recorded for use with state electronic file reporting.

Implement Positive Pay and Direct Deposit

This appendix contains the following topics:

GETTING STARTED

There are three ways of handling employee's payroll using PBS:

- Writing a check and providing it to the employee. This is the traditional method which has been included with PBS / RealWorld for many years.
- Positive Pay Processing: You write checks and provide them to the employees. You also notify your bank of the checks that are expected to clear via a positive pay file. This file is generated during a check run. You transmit this file to your bank. If a check is received by your bank that is not in the positive pay file, the bank will not clear the check.
- Direct Deposit Processing: In lieu of writing checks, create a file with a specific format that you send to your bank. Your bank then deposits the pay amounts directly into the employee's bank accounts.

Both Positive Pay and Direct Deposit processing can be used at the same time in Payroll. If you are using both, there can be a combination of some employees receiving payments via check and others via Direct Deposit. You may also use one or the other by itself. You may also pay an employee partially by Direct Deposit and partially by check.

There are two methods of direct deposit processing available in PBS: *Electronic payment* and *Report only*. This appendix explains the setup of the *Electronic payment* method only. If you want more information on *Report only* see the Report only Direct Deposit Method in the *Checks* chapter.

Some of the features of Direct Deposit (Electronic payment) include:

- Set up as many banks as you need
- Assign one or multiple banks and one or multiple banking accounts to each employee
- Pay the employee with a combination of check and direct deposit
- An ACH file and backup ACH file is generated when doing a check (pay) run which you submit to your bank to pay the employees

The implementation of Positive pay and Direct Deposit processing is documented in this appendix.

Using both Positive Pay and Direct Deposit Processing

These conditions exist if your system is setup for both Positive Pay and Direct Deposit processing:

- An employee set up for generating the full net amount to a direct deposit ACH file will not have a positive pay file record generated during the check run.
- If the employee is being paid partially through Direct Deposit and partially by check, the check net amount will be generated in the positive pay file and the direct deposit ACH record will be generated for the remaining amount.
- If the employee is not set up for Direct Deposit, the full net amount prints on the check and will be generated in the positive pay file.

POSITIVE PAY SETUP

Positive pay is notifying your bank via a file of the checks that they will be expected to clear from your bank account.

In Payroll you may design a custom positive pay file. This file can be a comma delimited (CSV) or text file format. This file gets generated during a check run.

All positive pay processing is contained within PBS except the actual transmission of the positive pay file to your bank which you must do manually.

Information Required for Positive Pay Processing

There are bank qualifications and information needed to implement positive pay.

- Contact your bank to determine their requirements for positive pay processing.

  Ask them for the file specifications. This will include the fields that are required for the positive pay file.

  You must determine the file type that is required. PBS Payroll can produce fixed length (tab-delimited) text or comma separated values (CSV) file types.

  You will also need to know the method that they want you to use to submit the positive pay file. It may require that you upload the file via the Internet. This will very likely require a login and password which the bank will provide.
- In order to set up your company's Positive Pay information, you will need the routing number of your bank, your bank account number and Federal Tax ID number.

Positive Pay Setup Steps

Once you have the information needed you may start the implementation process for Payroll positive pay.

Step 1 Create a Positive Pay Format

You must design a positive pay form based on your bank's specifications. Please see the Positive Pay File Forms chapter for more information on setting up a form.

A means of testing the file generation is provided. Before you test the form you should first complete steps 2 and 3. During the test you will be asked to enter a bank.

Step 2 Payroll Control Information

There is one field in the Payroll *Control information* that pertains to this feature. It is Generate positive pay. Set this to Yes or with a check mark.

If you are not finished with the testing, and you need to do a check run, reset the Payroll Control information to *not* generate positive pay before the check run.

Step 3 Bank Setup

This step is done under the menu selection Ctl > *Banks*.

A bank record contains information required for positive pay processing: bank name and your bank information. You must also enter the positive pay format created in step 1. There must be a bank code set up for your bank that has a bank type of Company ACH bank.

Company ACH bank

The company ACH bank is your bank. Enter the fields that pertain to positive pay.

You may use multiple bank accounts. However during a check run you can only use one at a time. The bank used is based on the cash account selected during print checks and post.

For information on entering a bank, see the *Banks* chapter in the *System User* documentation.

Print Checks

Now you are ready to do a check run. During the check printing process a positive pay file is generated.

Following check printing, you may now send the positive pay file to your bank.

Positive Pay Data File Security

The main and backup positive pay files contain confidential employee payment amounts. It is recommended that access to the positive pay file directory be restricted only to the person or persons producing and transmitting the positive pay files.

DIRECT DEPOSIT PROCESSING

Direct Deposit processing is creating a file of a specific format through Payroll that you send to your bank. This file contains the information necessary for paying your employees electronically. Your bank then deposits the pay amounts directly into the employee's bank account(s).

You are dealing with two bank types when using Direct Deposit processing. At least one ACH company bank must be entered. This must contain the bank account information where you do your banking. You must also enter the employee ACH banks. Each employee can have their payments sent from one to fifteen bank accounts; each can be the same or different banks.

Each unique bank is set up for Direct Deposit processing in the CTL menu selection of *Banks*. The appropriate bank code is entered in employees in direct deposit fields on the General tab. Additional information is also entered, including the employee's bank account number. Your bank must accept the standard ACH (Automated Clearing House) format. See ACH or Automated Clearing House.

The first time an employee is set up for Direct Deposit processing, an ACH file may be set for the pre-notification status. Pre-notification is used by your bank to verify your employee's bank account information. There is more information on the pre-notification status later in this appendix.

Once the Direct Deposit processing setup is complete, an ACH-formatted file is generated during a check (pay) run. This file contains the employee payment information needed for the processing. The file is then transmitted to your bank where the payments are made electronically to your employees.

Information Required for Direct Deposit Processing

There are bank qualifications and other information needed for a Direct Deposit system to work.

- Contact your bank to determine their requirements for Direct Deposit processing. Many banks have the capability to process an ACH file. But, your bank may prefer to forward the file to the Federal Reserve System for Direct Deposit processing. PBS can provide the set up for either case. You will need this information when setting up the bank record.

  Let them know that the software has a pre-notification feature that allows you to produce an ACH file that they may use to verify your employee's bank account information.

  Find out the file type they want you to use when generating the ACH file. Do they want Carriage returns and Line feeds (Windows-DOS text file format) at the end of each line or just Line feeds (UNIX/Linux text file format)? If they do not know, send them a test ACH file to verify that they can read it properly. There is a field in the bank record that determines if the Carriage return and Line feeds are created. If you are not sure which is correct, use the operating system default.

  You will also need to know the method that they want you to submit the ACH file. It may require that you upload the file via the Internet. This will probably require a login and password which your bank contact will provide.
- In order to set up your company's Direct Deposit information, you will need your bank's routing number, account number and Federal Tax ID number.

- Determine which employees want to receive their payments via ACH. You may support up to 15 accounts per employee, each from the same or different bank. For each bank account you will need their bank name, ABA routing number and checking or savings account number.

Direct Deposit Processing Setup Steps

Once you have the information needed you can start the implementation process for Payroll Direct Deposit processing.

Pre-Notification Introduction

Direct Deposit Processing requires that the first time an employee is set up to deposit a payment into their bank account(s), or any time an employee's bank account number changes, a pre-notification (pre-note) process is initiated.

A pre-note indicator is defaulted for each pre-note employee's bank account in the ACH file either during the normal check printing cycle or when running the *Pre-note ACH file and report* program.

A pre-note record has no associated dollar amounts and is sent to the processing bank to verify two sets of information:

1. The employee's bank routing number is correct.
2. The employee's bank account number is valid.

In order to implement Direct Deposit processing, certain control records, tables and employee information must be set up.

The set up of Direct Deposit processing requires specific information about the company, processing and receiving banks and the employees. This information includes each bank routing number and the employee's bank account number(s). These numbers are usually found at the bottom of a check or deposit slip.

The following steps are needed to send an ACH file, including employee pre-note records, to your bank:

Step 1 Payroll Control Information

There are several fields in the Payroll *Control information* Direct deposit tab that must be set.

The first is the field Method. Set this to *Electronic payment*. If you have open time worked transactions or adjustments you must complete and post them or delete them before you change the method.

Enter fields Description 1 and Account 1 as well. These are the defaults. In most situations the account number will match the Payroll **Default cash account** field.

You must also print a special form for Direct Deposit processing. The form you use is also determined in *Control information* in the Direct mailer form field. Pick a form that suits your needs.

Step 2 Bank Setup

This step is done under the menu selection CTL > *Banks*.

A bank record contains information required for Direct Deposit processing: bank name and bank ABA routing number. There must be a bank code set up for each bank that will receive a deposit (the receiving bank), plus a unique deduction code for the ACH processing bank. See Processing Bank and Receiving Bank.

There are two types of banks; ACH only (Receiving Bank) and Company ACH (Processing Bank).

ACH Bank

An ACH bank is for employees (and vendors if you are using Direct Deposit processing in Accounts Payable). Multiple employees (and vendors) may bank at the same location. That is why the bank information for Direct Deposit processing is entered in a central location.

Company ACH Bank

The company bank is your processing bank. There must be at least one company bank. Each company bank must have a unique bank account number.

A company bank can also be an ACH bank as one or more of your employees may bank at the same location as your company.

For information on entering a bank, see the *System User* documentation chapter *Banks*.

Step 3 Edit Cash Accounts

Checks use check numbers and direct deposit uses transaction numbers. The last numbers for both are entered in *Cash accounts*.

You must enter, in CTL *Cash accounts*, the last transaction number for processing ACH records. This is done in the **Last PR ACH #** field. If you enter 1000 in this field, the next transaction number used will be 1001. If you are also printing checks the last check number must be entered.

If you are using Check Reconciliation, the ACH transaction number is used and transferred to C/R.

Step 4 Employee Pre-Notification Setup

Enter account information, on the Electronic payment Direct Deposit fields in *Employees (Enter)*, for employees participating in Direct Deposit processing. This field is on the General tab.

When you set up each bank account for the first time, or change it at any time, it will default to a pre-notification status.

Please see the Pre-note field in the Employees chapter for more information.

Step 5 Send ACH File to your Bank

You may create an ACH file with the pre-notification ACH records by running the *Pre-note ACH file & report* found under the *Utility* menu. You may read about the Pre-note ACH File and Report in the Employees chapter.

Send the ACH file to the processing bank per your banks submission requirements.

For ACH file location information read the File Name, Path and Backup section later in this appendix.

Step 6 Employee Setup following Pre-Notification

Update Pre-note Status

After the ACH file employee pre-notification bank information has been determined to be satisfactory by the processing bank, you can either update the employee's bank account status to normal manually through *Employees* direct deposit fields located on the General tab, or you can run the *Pre-note ACH file and report* again which has an option to update one or more employees from the Pre-note status to the normal status. Also see the Pre-note ACH File and Report section in the *Employees* chapter.

Normal Direct Deposit Check Run

With a Direct Deposit normal status the employee's next pay will be included in the generated ACH file during a check run. Send this file to your bank where it will be processed so that payments are sent to your employee's bank electronically.

Employee Additions or Bank Changes Following Initial Direct Deposit Setup

Your bank may require the employee go through the pre-notification process each time a change is made to a bank or bank account number. If there are subsequent changes to the employee bank information and you made those changes, the status will again default to pre-notification.

When you must make changes to the employee bank information or if you are adding a new Direct Deposit employee you should go through the following steps.

Changed or New Employees Data Entry

First do these data entry steps:

a. Review the information received from the employee regarding their bank account(s) and account type(s).

b. Determine if the employee's bank(s) is set up in CTL > *Banks*. If not, assign new bank codes.

c. Go into the Employees > Enter direct deposit fields and enter the bank code, bank account number and account type for each account. During the entry the pre-notification status defaults to Y.

Pre-Note ACH File and Report

Run the *Pre-note ACH file & report* to create an ACH file with pre-note records.

Note	The following occurs during a check run when you select to print checks and generate an ACH file both on the same run in relation to the pre-notification status pre-notification data on the employee record. • If the employee pre-note status is set to no, an ACH record is generated and no check is printed. • If the employee pre-note status is set to yes then a check is printed and no ACH record is generated.

Send ACH file to Your Bank

Send the ACH file to the processing bank per your banks submission requirements.

Update Employee's Information

After you have received the pre-notification confirmation verification from the bank, you must update the status by either method:

- In Employees (Enter) update the pre-notification status by changing the pre-notification field to N (unchecked). The employee's next check will be written to the ACH file.
- If you have multiple employees to update, rather than entering the pre-notification status manually, you may run the *Pre-note ACH file & report* to automatically update the status to N (unchecked) for multiple employees.

Note	Employees setup for ACH processing, but who have pre-notification status accounts, will require a printed check. If there are multiple accounts, an exception is one of the accounts, designated as *Balance of check*, is not in pre-notification. Then no check will be written for the employee even if one of the accounts is pre-notification.

Payment Group and ACH

You may want to print your checks separately from the ACH file generation. This is workable if you are selecting balance of check for all the Direct Deposit employees.

An example is to set up the *Employees* Payment group field to *ACH* for ACH file generation and *CHK* for check printing.

When you print checks and post, use the payment group of CHK when printing checks and ACH for generating an ACH file.

FILE NAME, PATH AND BACKUP

The conventions for saving ACH and positive pay files are similar. In this section of the documentation the ACH file name, path and backup will be explained. In the cases where positive pay is different, it will be noted.

An ACH file can be created during the check printing process or when running the *Pre-note ACH file and report* utility. An ACH file information about your account and bank also contains employees who have either a normal Direct Deposit account status or are set up for pre-notification. For an explanation of each field for each record in an ACH file, see the *Direct Deposit ACH File Specifications* appendix in the PBS Administration documentation.

There are two files created during each Direct Deposit run. There is a main file and the backup file.

Primary File

The ACH file name and path are entered on screen 2 Field 12 in the Ctl *Banks* menu selection (field 11 for Positive pay). The default is PRACH\PRACH00B0001.TXT (Positive pay default is POSPAY\PRPOS00B0001.TXT), however you can enter a path and file name of your choosing. The directory **must** exist or the path can not be entered.

An existing primary ACH file will be overwritten each time you do a ACH check run or when you run the *Pre-note ACH file and report* utility.

Backup File

The backup file is written at the same time and to the same directory as the primary ACH file as defined in Ctl *Banks*. Each backup file has a different name for each check run and serves as a security copy because it is not overwritten during consecutive check runs or when running the *Pre-note ACH file and report* utility.

The backup file name, represented by PRYYMMDDACCBILBK.ACH, has the following meaning:

FILE SEGMENT	DESCRIPTION
PR	Represents the Payroll module
YYMMDD	Date of run - Year, Month and Day. The month and day will be 1 digit each when 1 to 9.
A	In order to prevent the backup file from being overwritten if more than one check run is done on the same day, the file name is incremented alphabetically A, B, C, D, etc. However once the file name gets to Z (26 files in one day), it will start over with A again on the 27th check run and delete the previous A file.
CC	This represents the company number.

FILE SEGMENT	DESCRIPTION
BILBK	The “B” means that the bank number follows. The bank number may be 1 to 4 characters. In the example it is ILBK which is four characters. If your bank number is “A” then it is one character. If the bank number is all numeric like “1”, it writes 0001 to the file.
.ACH	This is the extension and it indicates that is a file that contains ACH information.

The backup file contents are the same as the main ACH file. Therefore, if your main ACH file gets overwritten, you can rename the backup to the name your bank expects and submit that file to your bank.

Both the ACH file (path and name) and the backup file path and name are printed on the Direct Deposit Register and on the *Pre-note ACH file and report* and utility. See the Pre-note ACH File and Report in the Employees chapter.

There is no purge function for the ACH file backups. You may want to delete them manually on a regular basis.

ACH File Data Security

The main and backup ACH files contain confidential employee payment amounts. It is recommended that access to the ACH directory be restricted only to the person or persons producing and transmitting the ACH file.

Positive Pay Form Fields

This appendix contains the following topics:

INTRODUCTION TO POSITIVE PAY FORM FIELDS

This appendix only contains information about the fields you can use to design a positive pay file. There is additional information in the Positive Pay File Forms chapter on how to design a positive pay file.

There are three sections to a positive pay form which are *Header*, *Checks lines* and *Totals*. Fields for each group are described in this appendix.

POSITIVE PAY HEADER FIELDS

The following table lists the fields available from the *Header* field group.

Positive Pay Stub Header		
Field #	Field Name	Description
1	Company report name	The display name from *Company information*.
2	Company display name	The display name from *Company information*.
3	Company address 1	Address 1 from *Company information*.
4	Company address 2	Address 2 from *Company information*.
5	Company address 3	Address 3 from *Company information*.
6	Company bank name	Bank name from *Banks*.
7	Company bank account number	Bank account number from *Banks*.
8	Company bank ABA number	Bank ABA routing number from *Banks*.
9	Company phone number	The phone number from *Company information*.
10	Transmission date	Date that file is created.

Positive Pay Line Fields

The following table lists the employee file fields and time worked fields available for the *Check lines* field group.

Positive Pay Line Fields		
Field #	Field Name	Description
1	Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
2	Employee no.	Employee number.
3	Employee name	Employee name This is a required field for printing on checks.
4	Employee street-1	Employee address line 1.
5	Employee city	Employee city.
6	Employee state	Employee state.
7	Employee zip code	Employee zip code.
8	Company bank ABA #	Bank ABA routing number from CTL > *Banks*.
9	Check date	Check date.
10	Check amount	Amount of the check.
11	Check type	Type of check.
12	Check type	V for void and blank for not void.
13	Company bank acct #	Bank account number from CTL > *Banks*.
14	Employee last name	Employee last name.
15	Employee middle name	Employee middle name.
16	Employee first name	Employee first name.
17	Emp 1st midl last	Employee first name, middle name and last name.
18	Emp lst, 1st midl	Employee last name, first name and middle name.
19	Employee street-2	Employee address 2.
20	City, ST zip code	City, state and zip code.

Positive Pay Line Fields		
Field #	Field Name	Description
21	Employee county	Employee county.
22	Employee country	Employee country.

POSITIVE PAY TOTAL FIELDS

The following table lists the fields available from the *Totals* field group.

Positive Pay Total Fields		
Field #	Field Name	Description
1	Company report name	The display name from *Company information*.
2	Company display name	The display name from *Company information*.
3	Company address 1	Address 1 from *Company information*.
4	Company address 2	Address 2 from *Company information*.
5	Company address 3	Address 3 from *Company information*.
6	Company bank name	Bank name from *Banks*.
7	Company bank acct #	Company bank account number from *Banks*.
8	Company bank ABA #	Company bank ABA routing number from *Banks*.
9	Company phone number	The phone number from *Company information*.
10	Transmission date	Date that the export file is created.
11	Total # checks	Total number of checks in the check run.
12	Total checks amounts	Totals amount of the checks in the check run.
13	Total # voided chks	Total number of voided checks in the check run.

Pennsylvania Act-32

This appendix contains the following topic:

INTRODUCTION TO PA ACT-32

PBS Payroll provides a way to assist businesses in meeting the requirements of PA (Pennsylvania) Act 32 – Local Earned Income Tax for withholding and reporting taxes on earned income. Act 32, which went into effect January 1, 2012, requires that employers withhold this tax based on the locations of their employee's home and workplace.

Note	If you are an employer in Pennsylvania and have not determined how Act 32 will impact your business, you should contact your accountant immediately, before processing your first payroll.

PBS Payroll enables you to track local earned income tax and to report it to the appropriate tax authority codes. Before you begin to process payroll you will need to set up the necessary information in PBS Payroll for each of your employees.

PBS Payroll now allows each employee record to be coded with two PSD (Political Sub-Division) codes, one for the home location of the employee and the other for the work location of the employee. Each employee may also be coded with an appropriate local tax code for the employee based on the tax rates of the two PSD codes, which determine the tax rate to be withheld from the employee's earnings.

New history records are kept for the time worked, adjustments and void check entries to provide an audit trail of hours worked and withholding data including the relevant PSD codes.

New reporting is provided, including state magnetic media and printed reports to satisfy the reporting requirements of PA Act-32.

PBS Compliance

PBS already allows the Pennsylvania employer to create a tax code for any working city. Users can set up employee records with the proper City tax code to withhold the greater of the two, employee residence or employee work site tax rates. This code can further be changed on a per time transaction basis. If the employee works in two or more different PSD code sites per work period, separate checks need to be written for each location.

The Employer Quarterly Return is the Option for Employers with a Single Location

For magnetic media reporting, both monthly and quarterly reports are offered. For PA employers with multiple locations who select to pay a single Tax Collector for all their locations within the state of PA, they are to file electronically monthly. A standard file format is in development by the various PSD agencies. It may vary from one Tax Collection District to another.

PSD Code for Employee Residency and Work Site Entry

In anticipation of other states adopting this type of tax collection, the code is named: residence jurisdiction code or work jurisdiction code as this is more universal. Throughout the system, the jurisdiction code fields are alphanumeric and allow up to 11 characters.

STEPS FOR PA ACT-32 SETUP

Your steps including setting up Control information, Employees and possibly add or edit tax codes.

Control Information

Select *Control information* from *Master information*.

Two fields have been added on the last screen in character mode and on the Options tab in graphical mode.

Show state jurisdiction fields

This field allows entry of other jurisdiction fields. In graphical mode it is a check box. In character mode it is a Y/N field. This field will drive the display and entry of any jurisdiction fields. Check the box or enter Y.

If this field is set to “N” or unchecked in graphical mode, the PA jurisdiction tracking cannot take place.

Jurisdiction code

The main Employer PSD Code has been added to the PR Control information by entering the ‘Employer main jurisdiction code’ when the above field is checked or Y. This field is optional and becomes the default for entering employees.

Employees (Enter)

Select *Employees* from the PR menu.

The Employee Residence jurisdiction (City of Residence PSD) code has been added to the employee record.

The Employee Work jurisdiction (Working PSD) code has also been added to the employee record.

Entries are located on a window accessed via the Shift+F5 key combination. In graphical mode you must select to edit the employee first before you can enter the fields. The fields look like this in graphical mode:

Select OK to save your entry or Cancel to remove the changes.

In character mode the Shift+F5 key access to the fields is ONLY allowed on the second screen.

The Employee by # and Employee change log reports have been updated to show the jurisdiction fields.

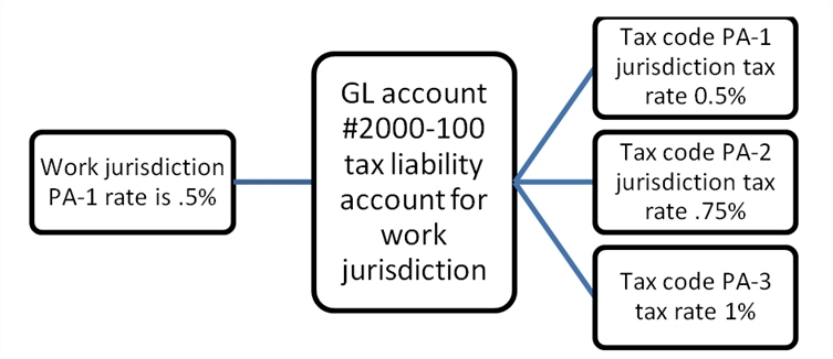
Tax Codes

The fields for the tax codes are all in the standard Payroll user documentation. See Tax Tables. There are no new fields, but you may have to set up new city tax codes.

For PA Act 32, the tax liability account is based on where the employee works.

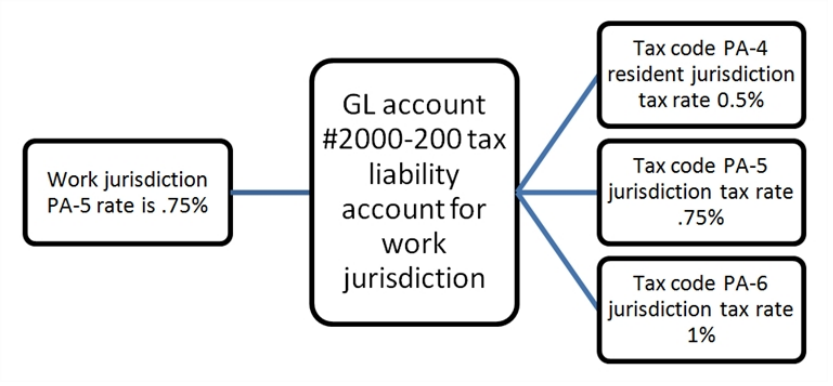
The rate in which the employee is taxed is based on which percentage is highest - the work rate or the residence rate.

Set up a city tax code for each tax rate that will be used for the work jurisdiction using the same G/L account #. If the work jurisdiction has a higher tax rate than any of the employee residence jurisdictions then you will only need to set up one tax code for that jurisdiction. Here is an examples of the relationship:



In the example above, the work jurisdiction rate is 0.5 percent. The employees live in jurisdictions 1, 2 or 3. Depending on where they live, they will be paying 0.5, 0.75 or 1.00 percent because the work jurisdiction is only 0.5 percent.

Here is a second example:



In this example, which could be a different business or second location for the same business, the work jurisdiction is .75 percent. Because that is higher than 0.5 percent as used by PA-4, the employees will be taxed at least .75 percent or if they live in PA-6 they will be taxed at 1 percent.

PA ACT-32 DATA ENTRY

When your setup is completed, you are ready to enter *Time worked* transactions. You may also make adjustments and void checks as needed.

Time Worked (Enter)

The working jurisdiction code is enterable on a field located to the right of the Pay type in graphical mode and by adding a new line in the character mode screen. Here is the field in graphical mode:

Enter the working jurisdiction code. The field is defaulted to the working jurisdiction code entered in Employees if this is the first time a transaction is being entered for this employee number/state tax table/city tax table combination. If a Time worked entry exists on file for that combination, it defaults to the code already on file.

The field is optional and can be overwritten. The code can be updated in change mode as well with the following restriction:

> Only one jurisdiction code will be allowed per employee number/state tax table/city tax table combination. If a user enters a different jurisdiction code for a particular group, we warn the user and modify all time transactions in that group accordingly. The reason for this is that Calculate payroll accumulates time transactions based on the combination above into one Time worked record to generate one Employee history record.

When using Standard payroll, it will load the Employee working jurisdiction code if using jurisdiction fields.

Note	There is no direct relationship between the entered jurisdiction code field and the city tax rate. If you change the jurisdiction code, you may have to also change the city tax rate.

Note	If the employee moved Residence to a different jurisdiction code, the employee record should not be updated until the payroll is run. The residence code is taken from the employee record when check posting occurs.

For example, if the employee lived in 720101 until 01/04/2012 but now works at 720202, time transactions should be entered and posted up to 01/04/2012 for that employee, payroll should be run and checks printed. Then the employee record should be updated with the new residence code, time worked entered for the remainder of the pay period, payroll run and check printed.

Then the payroll history records will be written with the correct working AND residence codes and the reporting will be accurate for the period.

Adjustments

Select *Enter* from the *Adjustments* menu.

The residence jurisdiction code is automatically entered into the adjustment from the employee record, but it does not show.

The work jurisdiction code is also entered automatically in a new field located to the right of the City tax code in graphical mode and in field 4 in character mode. The field is defaulted to the Employee working jurisdiction code. The field is optional when shown but can be overwritten or deleted and saved as blank.

Both codes are printed on the Adjustments Edit list.

Void Checks

The employee home jurisdiction and work jurisdiction codes are brought in from the payroll history record to be voided and posted accordingly.

Employee History Report

Select *Employee payroll history* from the *Reports, Employee/Employer* menu.

Included during posting are both the employee residence (from emp-rec) and work (from time transaction) jurisdiction codes, written to the Payroll history (KHISFL).

These codes print on the Payroll History report.

MAGNETIC MEDIA AND YEAR-END REPORTING

The jurisdiction information and specific magnetic media formats must be entered before you can produce magnetic media.

Jurisdictions

This needs to be entered before you setup the magnetic media formats.

Select *Jurisdictions* from the *Master information* menu.

Based on the Federal Filing Format with a few modifications, one file per Tax Collection District with one RE per work PSD code (within that TCD) will need to be submitted. Alternately, one file per work PSD code can be submitted. The first can be accommodated by allowing users to enter multiple 'RE' records.

Note	If an employer spans more than one Tax Collection District, you should enter an RE jurisdiction per each location.

Multiple RE records can now be entered.

Use the <F1/Shift+F1> keys to scroll through the existing RE records. An <F2> key accesses the main company jurisdiction code and the <F5> key allows entry of the ***FEDERAL*** RE record. This record will not show when scrolling though the records using <F1/Shift+F1>. It will be accessed only using the <F5> key when in initial mode. We also provided an <F3> key to delete records.

Magnetic Media Formats

You must enter or modify a copied format to match what is required by your jurisdiction.

General appearance

When showing the jurisdiction fields, field # 3 changes to "3. Report frequency" and offers new Monthly and State quarterly options (Quarterly is used for Federal quarterly reports).

Record formats

On the 3rd screen where field definitions are entered, in the column field, we now offer new "JA" and "JE" field types and lookups for RA and RE Jurisdiction fields. Here is an example of entering a "JA" RA field:

```
Magnetic media formats (Record formats)          XYZ Company

  Format: PA-ACT32QUARTERLY  (Quarterly)  Record class: File header
  Desc:   PA Act 32                       Record type:  RA
          JTS Requirements                Desc: Submitter record

Beg  End  Field                                Decimals Neg Justify Fill  Special
161  162  JA-012 RA Company state                           L
163  167  JA-013 RA Company zip code                        L
168  171  JA-014 RA Company zip code extension              L
177  199  JA-015 RA Foreign state/prov                      L
200  214  JA-016 RA Foreign postal code                     N
215  216  JA-017 RA Foreign country code                    L
396  422  JA-028 RA Contact name                            L
423  437  JA-029 RA Contact phone                           L
438  442  JA-030 RA Contact phone extension                 L
446  485  JA-031 RA Contact e-mail address                  L
489  498  JA-032 RA Contact fax                            L
499  512
Press <Enter> for text
EF=Emp flds (EX=ext), RF=Emplr flds (RX=ext), JA=Jur RA flds
<F1>=Lookup emp flds, <F3>=Lookup emp ext flds, <F2>=Lookup emplr flds
<F7>=Lookup emplr ext flds, <SF1>=Lookup jur RA flds
```

When adding employee fields, if needed, you may select field 176 Residence jurisdiction code as seen in this screen:

```
Magnetic media formats (Record formats)          XYZ Company

  Format: PA-ACT32QUARTERLY  (Quarterly)  Record class: File header
  Desc:   PA Act 32                       Record type:  RA
          JTS Requirements                Desc: Submitter record

Beg  End  Field                                  ---- Employee fields ----
161  162  JA-012 RA Company state                 165. Adoption benefit reimbursments
163  167  JA-013 RA Company zip code              166. Date of Birth (MMDDYY)
168  171  JA-014 RA Company zip code ex           167. Date of Birth (MM)
177  199  JA-015 RA Foreign state/prov            168. Date of Birth (DD)
200  214  JA-016 RA Foreign postal code           169. Date of Birth (YY)
215  216  JA-017 RA Foreign country cod           170. Soc.Sec Tax + Med. Tax (emp)
396  422  JA-028 RA Contact name                  171. Hire date Century (CC)
423  437  JA-029 RA Contact phone                 172. Hire date Cent. if this Q (CC)
438  442  JA-030 RA Contact phone exten           173. Termination date Century (CC)
446  485  JA-031 RA Contact e-mail addr          174. Term. date Cent if this Q (CC)
489  498  JA-032 RA Contact fax                  175. Date of Birth Cent. (CC)
499  512                                         176. Residence jurisdiction code
                                                 Use ↑↓, PgUp, PgDn Home, End, #=Jump
                                                 or enter initial letter of field
```

Copy

Monthly and State quarterly options are available.

Delete

Monthly and State quarterly options are available.

Reports, State

Select either *Monthly reports (Mag media)* or *Quarterly reports (Mag media)* under the *Reports, state* selection. See State Reports.

The parameter screen is similar to the Quarterly reports (Mag media) selection with a few exceptions.

On the first field, there is an option to <F5> = Report only. In this case only a report will be printed and magnetic media will not be generated.

We have added entry of Jurisdiction code to the screen with an <F2> for the Company main jurisdiction code and an <F5> for "All" codes. The field is number 4 as seen here:

```
4. Jurisdiction code
```

One file per 'RE' record ?

This field is available only if the user selects "All" on the Jurisdiction code. It determines if the output is "One file per RE jurisdiction code" or 1 file for all codes. Entering Y for yes will generate one file for each RE jurisdiction record (except FEDERAL) used during the time period to report.

If the monthly menu item was selected, enter an ending date. If the quarterly option was selected, enter the quarter # and the quarter ending date is displayed.

This will produce a report that lists the employee number, name, address, social security # (masked), city gross wages, city tax withheld and residence jurisdiction code to help with paper filling. It includes sub-totals by jurisdiction and report totals.

The report and file(s) are generated based on the selected format. The files are generated in a folder named using the file name (without extension) entered in the format used. If one file is to be created for all jurisdiction codes, it is named using the format's file name, appending to it the Format code, Tax year, quarter # or period ending date (entered) and extension. If a particular jurisdiction code or individual files are to be generated, the jurisdiction code will replace the format's file name above, appending the remaining values as above.

Note	If a drive letter other than the one where PBS is installed is entered, the folder above is generated on the root of the drive, otherwise it is generated in the PBS installation folder.

The data used for generating the output files include Employee history, Employees, Tax codes, Time worked history and Manual transaction history.

W-2 Forms Printing

When printing W-2s box 20 includes the first 2 digits of the PSD code. These first 2 digits are the county indicator. If you have employees working and living in other states, the first 2 digits of the PSD code will not print.

Working in Philadelphia

Employers based in Philadelphia go by the reporting regulations that are enacted in Philadelphia, not the state of Pennsylvania PA Act 32.

If the PR *Control information* indicates the PA Act Jurisdiction codes are used, for the employee who worked in PA, the information to report on the W2 for the Localities, boxes 18-20, comes from Time History (TIMHIS).

For a business located in Philadelphia and the employees are working in this location and the PR *Control information* indicates the Jurisdiction codes are NOT used, the information to report on the

W2 for the Localities, boxes 18-20, comes from State/City history (SCDHIS). This is the same as business located in any other state.

IMPLEMENTING PA ACT-32 MID-YEAR

The PSD code is essential for the quarterly and monthly reporting. If you posted payroll checks without this code, you will not be able to use this data when reporting.

If you are installing PA Act 32 mid-year and you have previous Payroll check runs in 2012 without the enhancement and therefore data without the PSD codes, you must setup the PA Act 32 and then you will have to make two adjustments for each employee:

1. An adjustment to reverse the original payrolls
2. An adjustment, putting the payrolls back in that include the PSD code. You can do one entry per employee per reporting period. Of course, if an employee worked in more than one jurisdiction district within a particular reporting period, enter one adjustment per working jurisdiction district for that particular reporting period.

All future payroll check runs will include the PSD code so an adjustment will not be necessary.

Form and Report Examples

This appendix has Form and Report Examples

Graphical Check Form

This is an example of the graphical check form:

YOUR COMPANY NAME

001001

COMPANY INFORMATION

XYZ Company
1235 Main, Suite 500
Lake City, Florida 33526

William B. Wilkenson
7050 N Ardmore Terrace
Mill Valley, AR 94000

Soc Sec # ***-**-1234 Emp # 5
Home Department: 0000
Pay Period End Date: 6/06/14
Check Date: 6/15/14 Check #: 2596
Vacation hrs. remaining 75.000
Sick hrs. remaining 35.998

EARNINGS	DESCRIPTION	HRS/UNITS	RATE	PERIOD($)	YTD($)
	Regular	40.00	Salary	2000.00	
	Overtime	0.00	0.00	0.00	
	Vacation	0.00		0.00	
	Sick	0.00		0.00	
	Holiday	0.00		0.00	
	PJT1	8.00	60.00	480.00	
	Special pay 2	0.00	0.00	0.00	
	Special pay 3	0.00	0.00	0.00	
	Special pay 4	0.00	0.00	0.00	
	Special pay 5	0.00	0.00	0.00	
	Special pay 6	0.00	0.00	0.00	
	Special pay 7	0.00	0.00	0.00	
	Special pay 8	0.00	0.00	0.00	
	Special pay 9	0.00	0.00	0.00	
	TOTAL	48.00	0.00	2480.00	2480.00

<--- DIRECT DEPOSITS --->

Code	Bank Name	Amount	Type	Account No.
Total:				

WITHHOLDINGS	DESCRIPTION	FILING STATUS	PERIOD($)	YTD($)
	Social Security		153.76	153.76
	Medicare		35.96	35.96
	Fed Income Tax		420.00	420.00
	State Tax	ILA	124.00	124.00
	TOTAL		733.72	733.72

<--- DEDUCTIONS --->

DESC	PERIOD($)	DESC	PERIOD($)	DESC	PERIOD($)
				LOA	120.00

TOTAL VOLUNTARY DEDUCTIONS 120.00

Check total 1626.28
Direct deposit total
Net Pay 1626.28

WLCK851191BP

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THIS DOCUMENT HAS LINEMARK™ LINES IN THE PAPER • HOLD TO LIGHT TO VIEW.

001001

LOGO

YOUR COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE
PHONE NUMBER

BANK NAME
ADDRESS
CITY, STATE ZIP CODE

ABA FRACTION

Date 6/15/14
Check No. 2596

Check Amount
****1,626.28

PAY ONE THOUSAND SIX HUNDRED TWENTY-SIX AND**********
28/100 DOLLARS**********

TO THE ORDER OF
William B. Wilkenson
7050 N Ardmore Terrace
Mill Valley, AR 94000

AUTHORIZED SIGNATURE

MP

WZ6217 4C-09-13

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

⑈001001⑈ ⑆123456789⑆ ⑈9012⑈ 23456789⑈

PAY ADVICE FORM

```
                                        XYZ Company
                                        1235 Main Street
                                        Suite 500
                                        Lake City, Florida 33526
                                        123-569-8971

                        Pay Advice

Employee:      4                     Pay Period Beginning: 04/01/16
                                        Pay Period Ending: 04/30/16
Name:     Wilson, Arnold David
                                           Check Number:    589
Address:  517 Harrowsmith Road               Check Date: 04/30/16
          Glendale, CA 91055

          Social Security Number: ***-**-9123

          Taxable Marital Status: Married
          Exemptions/Allowances:  Federal:    0
                                  State:CA-M: 1
          Voluntary Withholding:  Federal:       35.00 Per Period
                                  State:CA-M:    35.00-Per Period
                                  City:   - :    35.00 Per Period

Earnings   Job-#   Rate   Hours     This Period         Year to date
-----------------------------------------------        ----------------
Regular            Salary              2,000.00
                -----------------------------------
                   Gross Pay:          2,000.00              14,000.00

Deductions     Statutory
-----------------------------------------------
               Federal Income Tax        233.13-              1,643.16
               Social Security Tax       122.76-                860.56
               Medicare Tax               28.71-                201.26
               CA State Income Tax         1.42-                 12.94

               Other
               -----------------------------------
               401(K)                      55.00-  *             330.00
               Deduct                      20.00-  *
               Deduct                      30.00-
               -----------------------------------
                   Net Pay:            1,508.98
               ===================================

               * Excluded from federal taxable wages
               Federal taxable wages this period:    1,925.00

 VAC REM:                9.189  Sick Hours Remaining:   14.457

Payments
-----------------------------------------------

ACH: Code  Bank Name                   Amount   Type Account #
     BNB   Bank of New Bankers        1,508.98  Chk  ***8713
```

401(K) CONTRIBUTIONS

Date 06/09/2014 Time 13:52:37 XYZ Company Report-#0000000 Page 0009

4 0 1 (K) C O N T R I B U T I O N S R E P O R T

Starting pay period date: 11/01/2014 Ending pay period date: "Latest" T after Check# = ACH transaction

Emp-#	Name		Emp-amount	Empr-amount	Roth-401(k)	Emp-soc-sec-no	401k Ded flag
10	Prieskorn, Jeff-DD	1 check	.00	10.00	50.00	***-**-8332	Y
12	Schultz, Kenneth J.-DD	1 check	.00	10.00	.00	***-**-7701	Y
	Report totals:	2 employees	.00	20.00	50.00		

-- End of report --

PAYROLL REGISTER HISTORY

Date 03/04/2011 Time 11:31:17 XYZ Company Report #000000 Page 0002

P A Y R O L L R E G I S T E R H I S T O R Y

Starting date: 01/01/2014 Ending date: "Latest"
Starting employee: 1001 Ending employee: 1002
Entry types: P = payroll check V = advance vacation check A = adjustment B = bonus/separate suppl earning C = commission
Cash account #: "All" T by Check# = ACH transaction * by Check# = split transaction (check/DDP)

Emp#	Name	Typ	Check#	Chk-date	Prd-date	Gross	Tot-taxes	Deductions	Net pay	Tips+meals
1001	Palmer, Edward W.	P	2525	1/02/14	1/14/14	50,000.00	27,033.74	170.00	22,796.26	
	Employee 1001 Totals:		1 trans			50,000.00	27,033.74	170.00	22,796.26	
1002	Levine, Susan M.	P	2592	1/30/14	4/01/14	9,166.67	3,999.21	65.00	5,102.46	
		P	2534	2/01/14	3/13/14	9,166.67	4,043.62	65.00	5,058.05	
		P	2560T	2/01/14	3/13/14	9,166.67	4,043.62	65.00	5,058.05	
		P	497T	10/31/14	10/31/14	9,166.67	3,999.21	65.00	5,102.46	
	Employee 1002 Totals:		4 trans			36,666.68	16,085.66	260.00	20,321.02	
	Grand totals:		2 employees		5 trans	86,666.68	43,119.40	430.00	43,117.28	

-- End of report --

DISTRIBUTIONS TO G/L

Date 06/09/2014 Time 10:11:27 XYZ Company Report-#0000000 Page 0003

P A Y R O L L D I S T R I B U T I O N T O G E N E R A L L E D G E R R E P O R T

Starting account #: 1000-000 Ending account #: "Last" PR = Payroll checks
Starting date: 03/01/2014 Ending date: 03/31/2014 PM = Manual payroll
T after Chk-# = ACH transaction

Acct-#	Description	Chk-date	Jrnl-#	Cash-account	Chk-#	Emp-#	Distrib-amt
1000-000	Cash account #13557-000	03/01/14	PR0100131	1000-000	2528	550	714.00CR
		03/17/14	PR1000147	1000-000	2562	10	2,407.05CR
					Account total:		3,121.05CR
2100-000	Federal W/H tax payable	03/01/14	PR0100131	1000-000	2528	550	159.50CR
		03/17/14	PR1000147	1000-000	2562	10	416.38CR
					Account total:		575.88CR
2120-000	FICA taxes payable	03/01/14	PR0100131	1000-000	2528	550	153.00CR
		03/17/14	PR1000147	1000-000	2562	10	542.34CR
					Account total:		695.34CR
2130-000	FUI taxes payable	03/01/14	PR0100131	1000-000	2528	550	6.00CR
					Account total:		6.00CR
2130-100	FUI taxes payable	03/17/14	PR1000147	1000-000	2562	10	20.73CR
					Account total:		20.73CR
2150-000	SUI taxes payable	03/01/14	PR0100131	1000-000	2528	550	.72CR
					Account total:		.72CR
2170-000	401(k) Elective deferrals	03/17/14	PR1000147	1000-000	2562	10	50.00CR
					Account total:		50.00CR
2200-400	State sales taxes payable	03/01/14	PR0100131	1000-000	2528	550	50.00CR
		03/17/14	PR1000147	1000-000	2562	10	400.00CR
					Account total:		450.00CR
2355-100	Employer matching 401k	03/17/14	PR1000147	1000-000	2562	10	10.00CR
					Account total:		10.00CR
5120-100	401k Expense accounts	03/17/14	PR1000147	1000-000	2562	10	10.00
					Account total:		10.00
6000-000	Administrative salaries	03/01/14	PR0100131	1000-000	2528	550	1,000.00
					Account total:		1,000.00
6000-100	Salaries and wages expense	03/17/14	PR1000147	1000-000	2562	10	3,544.60
					Account total:		3,544.60
6100-000	FICA tax expense	03/01/14	PR0100131	1000-000	2528	550	76.50
		03/17/14	PR1000147	1000-000	2562	10	271.17

					Account total:		347.67
6110-000	FUI tax expense	03/01/14	PR0100131	1000-000	2528	550	6.00
					Account total:		6.00
6110-100	FUI tax expense	03/17/14	PR1000147	1000-000	2562	10	20.73
					Account total:		20.73
6120-000	SUI tax expense	03/01/14	PR0100131	1000-000	2528	550	.72
					Account total:		.72
					Grand total:		.00

-- End of report --

Employee Gross Hours and Wages with Check Details

Date 06/09/2014 Time 11:10:03 XYZ Company Report-#0000000 Page 0001

E M P L O Y E E G R O S S H O U R S A N D W A G E S R E P O R T

Starting date: "Earliest" Ending date: "Latest" (By pay period date)
Starting employee: 1002 Ending employee: 1002
Entry types: P = payroll check A = adjustment V = advanced vacation T after Check# = ACH transaction

Emp-# Name	Typ	Check#	Chk-date	Prd-date	RegPay / Hrs	OvrPay / Hrs	VacPay / Hrs	HolPay / Hrs	SickPay / Hrs	SpecPay / Hrs
1002 Levine, Susan M.	P	482T	9/26/13	11/08/13	9,166.67	.00	.00	.00	.00	.00
					86.67	.00	.00	.00	.00	.00
	P	2534	2/01/14	3/13/14	9,166.67	.00	.00	.00	.00	.00
					86.67	.00	.00	.00	.00	.00
	P	2560T	2/01/14		9,166.67	.00	.00	.00	.00	.00
					86.67	.00	.00	.00	.00	.00
	P	2592	1/30/14	4/01/14	9,166.67	.00	.00	.00	.00	.00
					86.67	.00	.00	.00	.00	.00
	P	497T	10/31/14	10/31/14	9,166.67	.00	.00	.00	.00	.00
					86.67	.00	.00	.00	.00	.00
Employee 1002 Totals:			5 trans		45,833.35	.00	.00	.00	.00	.00
					433.35	.00	.00	.00	.00	.00
Grand totals:		1 employees	5 trans		45,833.35	.00	.00	.00	.00	.00
					433.35	.00	.00	.00	.00	.00

-- End of report --

Employees by Employee Name

```
Date 06/20/2014  Time 16:44:17                          XYZ Company                                Report-#0000000   Page 0001

                                    E M P L O Y E E S   B Y   E M P L O Y E E   N A M E

Starting employee: Prieskorn, Jeff
Ending employee:   Prieskorn, Jeff
Employee types:    H = hourly   S = salary   N = non-employee
Pay frequencies:   D = daily   W = weekly   B = bi-weekly   S = semi-monthly   M = monthly   Q = quarterly

-------------------------------------------------------------------------------------------------------------------------------
Emp-#   Name                     Street                    City                 St  Zip         Soc-sec-#    Emp   Pay
                                                                                                              type  freq
-------------------------------------------------------------------------------------------------------------------------------


    10  Prieskorn, Jeff          710 Delaware Street       Detroit              MI  48123       ***-**-8332   H    M

        Emp. notes:  Date  1/16/09 Time 10:44

                     Received a Regular rate raise today of $2.00 an hour.


1 employees      0 daily      0 weekly      0 bi-weekly      0 semi-monthly      1 monthly      0 quarterly


                                                    -- End of report --
```

EMPLOYEES BY EMPLOYEE

```
Date 06/09/2014  Time 10:46:15                          XYZ Company                      PDF Generated Report       Page 0001

                                        E M P L O Y E E S   B Y   E M P L O Y E E   #

Starting employee #:    1002     Ending employee #:    1002
    Marital statuses:  S = single   M = married   H = head of household
    Employee types:    H = hourly   S = salary    N = non-emp
    Pay/Deduct freq:   D = daily    W = weekly    B = bi-weekly   S = semi-monthly   M = monthly   Q = quarterly
    For deduction/earning codes see deduction/earning code list
    Tax-pct-of-gross:  1 = FWT gross  4 = fed unemp gross  5 = state unemp gross  6 = work comp gross
                       7 = Emp soc sec gross  8 = Emp medicare gross  9 = Empr soc sec gross  10 = Empr medicare gross
    SS = Social Security   Mc = Medicare

-------------------------------------------------------------------------------------------------------------------------------
Emp-#  Name                      Street                    City                St Zip        Phone-#                  Soc-sec-#
  1002 Levine, Susan M.           5097 Windward Ave.        Woodland Hills      CA 91002      555-456-5522             ***-**-8795

Birth-dt Mar Hire-dt  Lst-rais  Revu-dt   Term-dt  Typ Frq  W-Comp  Dept  Wage-account      Grp        Salary    Reg-rate   Ovt-rate
09/30/75  S  03/01/10           12/01/09            S   S           0000  1010-000                   9,166.67    105.765    158.648

 Spec rate1  Spec W-Comp1  Spec desc1  Spec rate2  Spec W-Comp2  Spec desc2  Spec rate3  Spec W-Comp3  Spec desc3
   211.530                   SPEC           .000                                  .000

 Vac-due    Vac-pd  Sik-due  Pen Dst   Ins-prem  Stax  Ctax   #/$-exm-FWT   #/$-exm-SWT   #/$-exm-OST-1   #/$-exm-OST-2
 100.000      .000   11.000   N   N              CA-2  LA-A   0       .00   0       .00   0         .00   0         .00

$-exm-empr-OST  #/$-exm-CWT  State-crd Ad-FWT    Ad-SWT    Ad-CWT   EIC SS? Mc? FUI? SUI? 401k          Union /frq/account-#
        .00     0       .00        .00       .00       .00       .00     N   N   N    N    Y               .00     0000-000

     Loan/frq/balance        Garn /frq/balance
      .00           .00        .00            .00


      401K  Frq  Trad amt/rate/%  Type  Roth amt/rate/%  Type    Empr-401K  Frq  Amt/rate/%  Type         Max
      4K1    W             65.00  amt                            C1          W       150.00  amt     2,500.00
D-E1/ amount /frq/balance-due  D-E2/ amount /frq/balance-due  D-E3/ amount /frq/balance-due  D-E4/ amount /frq/balance-due
          .00        (n/a)               .00        (n/a)               .00        (n/a)               .00        (n/a)

D-E5/ amount /frq/balance-due  D-E6/ amount /frq/balance-due  D-E7/ amount /frq/balance-due  D-E8/ amount /frq/balance-due
          .00        (n/a)               .00        (n/a)               .00        (n/a)               .00        (n/a)

D-E9/ amount /frq/balance-due  Vac-date/Hrs-per-frq/Max-v-hrs/frq/Sick-date/Hrs-per-frq/Max-s-hrs/frq
          .00        (n/a)       7/15/14  40.00000   100.000   Y   12/01/10    0.50000   100.000   M

    YTD-gross      YTD-FWT-gr   YTD-emp-SoSc-gr  YTD-emp-Mdcr-gr  YTD-empr-SoSc-gr  YTD-empr-Medc-gr  YTD-FUI-gr   YTD-W-Comp-gr
    36,666.68       36,406.68       36,666.68        36,666.68        36,666.68        36,666.68       7,000.00             .00

YTD-supp-ben-gr   YTD-SUI-gr       YTD-FWT    YTD-EIC    YTD-emp-SoSc  YTD-emp-Mdcr  YTD-empr-SoSc  YTD-empr-Mdcr     YTD-SWT
            .00     7,000.00       9,200.16        .00     2,273.32        531.68       2,273.32         531.68      2,988.30

YTD-OST-1   YTD-OST-2  YTD-Empr-OST    YTD-CWT  YTD-othr-tax   YTD-401k   YTD-Empr-401k  Tot-hours   YTD-tip-CR  CR-elig
      .00         .00         .00     1,092.20           .00     260.00        600.00        346.68         .00      N

Direct deposit account information:
ACH: Bank Name                 Account   Typ    Amount   Meth    Bank Name                 Account   Typ    Amount   Meth
-------------------------------------------------------------------------------------------------------------------------------
     DDP  Last National Bank    ***2163  Chk        .00  Bal


                                                        -- End of report --
```

EMPLOYEE PAYROLL HISTORY

```
Date 06/09/2014  Time 11:19:48                          XYZ Company                                  Report-#0000000   Page 0001

                                E M P L O Y E E   P A Y R O L L   H I S T O R Y   R E P O R T

Starting date: 10/01/2014      Ending date: "Latest"     (By pay period date)
Starting employee:   1002      Ending employee:   1002
Entry types:  P = payroll check   V = advance vacation check   A = adjustment   B = bonus/separate suppl earning   C = commission

-------------------------------------------------------------------------------------------------------------------------------------
Emp#    Name                        Typ  Check-#        Gross       Soc-sec           SWT    Deductions   Reg-hrs    Wks-wrk  State
        Soc-sec-#           Prd-date      Chk-dat    FWT-gross      Medicare         OST-1         Union   Ovt-hrs  Wrk-units  /City
                            Csh-acct      Chk-amt      Net-pay           FWT         OST-2          Loan   Spc-hrs       Tips   tax
            DDP-Cash-acct   Direct-dpst-acct       Direct-dpst        401(k)           CWT   Garnishment       EIC      Meals  codes
-------------------------------------------------------------------------------------------------------------------------------------


1002  Levine, Susan M.              P       497     9,166.67        568.33        724.87           .00     86.67       2.16   CA-2
      ***-**-8795         10/31/14     10/31/14     9,101.67        132.92           .00           .00       .00        .00   LA-A
                          1010-000          .00     5,102.46      2,300.04           .00           .00       .00        .00
               1010-000   ***2163 DDP               5,102.46         65.00        273.05           .00       .00        .00

ACH: Bank Name                 Account   Typ    Amount   Meth    Bank Name                 Account   Typ    Amount   Meth
     DDP  Last National Bank    ***°°°°  Chk   5,102.46  Bal


            Employee   1002 totals:   1 trans        9,166.67        568.33        724.87           .00     86.67       2.16
                                                     9,101.67        132.92           .00           .00       .00        .00
                                                     5,102.46      2,300.04           .00           .00       .00        .00
                                                     5,102.46         65.00        273.05           .00       .00        .00


                Grand totals:
                     1 employees     1 trans        9,166.67        568.33        724.87           .00     86.67       2.16
                                                     9,101.67        132.92           .00           .00       .00        .00
                                                     5,102.46      2,300.04           .00           .00       .00        .00
                                                     5,102.46         65.00        273.05           .00       .00        .00

Worker's comp grand totals:               Class     Subj-wages    Rptd-units   Total-prem

                                                       -- End of report --
```

Employer Payroll Expense

```
Date 06/09/2014  Time 11:27:46                          XYZ Company                                Report-#0000000   Page 0009

                                    E M P L O Y E R   P A Y R O L L   E X P E N S E   R E P O R T

Starting date: 10/01/2014      Ending date: "Latest"     (By pay period date)
Starting employee:   1002      Ending employee:   1002    T after Check-# = ACH transaction
Entry types:  P = payroll check   V = advance vacation check   A = adjustment   B = bonus/separate suppl earning   C = commission

-------------------------------------------------------------------------------------------------------------------------------------
Emp#   Name                          Typ  Check-#        Gross       Soc-sec           SUI      Reg-hrs       Wks-wrk   State
       Soc-sec-#            Prd-date      Chk-dat    FWT-gross      Medicare      Empr-OST      Ovt-hrs     Wrk-units   /City
       Pay-desc/W-comp-code Csh-acct      Chk-amt      Net-pay           FUI     Suppl-ben      Spc-hrs   W-comp-prem    tax
Spec-rate     DDP-Cash-acct Direct-dpst-acct       Direct-dpst        401(k)  State-tip-cr   Fed-tip-cr  W-comp-gross   codes
-------------------------------------------------------------------------------------------------------------------------------------


1002 Levine, Susan M.               P       497T    9,166.67        568.33           .00         86.67          2.16   CA-2
     ***-**-8795          10/31/14     10/31/14     9,101.67        132.92           .00           .00           .00   LA-A
     REG                  1010-000          .00     5,102.46           .00           .00                         .00
   .000          1010-000 ***2163 DDP               5,102.46        150.00           .00           .00           .00


             Employee   1002 totals:   1 trans      9,166.67        568.33           .00         86.67          2.16
                                                    9,101.67        132.92           .00           .00           .00
                                                    5,102.46           .00           .00
                                                    5,102.46        150.00           .00           .00           .00


                Grand totals:
                       1 employees     1 trans      9,166.67        568.33           .00         86.67          2.16
                                                    9,101.67        132.92           .00           .00           .00
                                                    5,102.46           .00           .00
                                                    5,102.46        150.00           .00           .00           .00

                                                     -- End of report --
```

Employee Leave Report

```
Date 06/09/2014  Time 11:59:18                              XYZ Company                                  Report-#0000000   Page 0001

                                                      L E A V E   R E P O R T

Starting department: "First"   Ending department: "Last"
Starting employee:     10      Ending employee:     10
Starting date: 10/01/2014      Ending date: "Latest"     (By pay period date)

-------------------------------------------------------------------------------------------------------------------------------------
Emp# Name
                                    ------------ Annual-hours --------------         -------------- Sick-hours ---------------
                         Prd-date   Beg-due    Accrued       Used    End-due         Beg-due    Accrued        Used    End-due
-------------------------------------------------------------------------------------------------------------------------------------


Department: 1200

Employee:       10 Prieskorn, Jeff

                       10/31/14    45.000      5.000        .000     50.000           8.000       .000        .000      8.000
                       11/30/14    50.000      5.000        .000     55.000           8.000       .000        .000      8.000

Employee        10 Total                       10.000        .000                                  .000        .000


Dept          1200 Total                       10.000        .000                                  .000        .000
-----------------------------------------------------------------------------
```

```
Date 06/09/2014  Time 11:59:18                              XYZ Company                                  Report-#0000000   Page 0002

                                                      L E A V E   R E P O R T

-------------------------------------------------------------------------------------------------------------------------------------
Emp# Name
                                    ------------ Annual-hours --------------         -------------- Sick-hours ---------------
                         Prd-date   Beg-due    Accrued       Used    End-due         Beg-due    Accrued        Used    End-due
-------------------------------------------------------------------------------------------------------------------------------------


Grand totals:                                  10.000        .000                                  .000        .000

                                                       -- End of report --
```

Monthly Labor Summary

Date 11/30/2015 Time 16:34:28 XYZ Company Report #0100422 Page 0001

M O N T H L Y L A B O R S U M M A R Y

Starting employee #: "First" Ending employee #: 10 Salaried employees included
Payroll year(s): 2015
Department: "All" ACA FT Hours threshold: 130 FT equivalent conversion rate: 120

Emp #	Name	Hire date	Term date	Type	Pay frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1	Soliz, Peter	03/01/2010	10/14/2015	Salary	Monthly	173.33	173.33	173.33	173.33	173.33	173.33	173.33	173.33	173.33	173.33	0.00	0.00
4	Usher, Alan	01/03/1989	10/14/2015	Hourly	Monthly	120.00	120.00	110.00	110.00	110.00	120.00	110.00	100.00	110.00	55.00	0.00	0.00
5	Milford, Adam	07/01/2015		Salary	Monthly	173.33	0.00	0.00	0.00	0.00	0.00	173.33	173.33	173.33	173.33	173.33	173.33
6	Pell, Frederick	07/20/2015		Hourly	Monthly	100.00	0.00	0.00	0.00	0.00	0.00	35.00	120.00	110.00	110.00	110.00	110.00
7	Nathan, Dorothy	03/01/2015		Salary	Monthly	173.33	0.00	173.33	173.33	173.33	173.33	173.33	173.33	173.33	0.00	0.00	0.00
10	Galvis, Susie	03/01/2015	10/31/2015	Hourly	Monthly	100.00	0.00	110.00	110.00	110.00	111.00	35.00	110.00	110.00	92.00	0.00	0.00
Estimate of FT and equivalents						5.00	2.00	3.00	3.00	3.00	3.00	4.00	5.00	5.00	4.00	1.00	1.00

Number of employees: 6

-- End of report --

QUARTERLY PAYROLL - STANDARD

```
Date 06/09/2014  Time 13:40:00                          XYZ Company                                Report-#0000000   Page 0004

                                        Q U A R T E R L Y   P A Y R O L L   R E P O R T


Quarter # 3 ending:  9/30/14 Federal unemployment %:   .60

Company:   XYZ Company
Address:   P.O. Box 400
           Merrimack, NH  03227

Federal ID#: 77-XXXXXXX

Notes: Reported tips are included in gross amounts according to tip earning codes.
       "Total hours" includes regular, overtime and special hours only.
       "Wages over FUI max" for this quarter are obtained using the wages for this quarter AND all previous quarters.

-------------------------------------------------------------------------------------------------------------------------------------
Emp-#  Name                          Gross-pay   Emp-soc-sec-wgs   Emp-soc-sec-tips   Emp-soc-sec          FWT-grs             FWT
       Soc-sec-#                  Reported-tips  Emp-medicare-wgs  Emp-medicare-tips  Emp-medicare   Emp-401(k)-ded Empr-401(k)-amt
                                 Earn-income-cr  Empr-soc-sec-wgs  Empr-soc-sec-tips  Empr-soc-sec          FUI-grs             FUI
                                       Tot-hrs Empr-medicare-wgs Empr-medicare-tips Empr-medicare Wgs-over-FUI-max         Wks-wrk
-------------------------------------------------------------------------------------------------------------------------------------
113131 Carlos, Juan                     100.00           100.00            200.00         18.60           300.00           29.78
       xxx-xx-9987                      200.00           100.00            200.00          4.35              .00             .00
                                           .00           100.00            200.00         18.60           300.00            1.80
                                        40.00            100.00            200.00          4.35              .00            1.00
-----------------------------------------------------------------------------------

Date 06/09/2014  Time 13:40:00                          XYZ Company                                Report-#0000000   Page 0005

                                        Q U A R T E R L Y   P A Y R O L L   R E P O R T


Quarter # 3 ending:  9/30/14 Federal unemployment %:   .60

Company:   XYZ Company
Address:   P.O. Box 400
           Merrimack, NH  03227

Federal ID#: 77-XXXXXXX

Notes: Reported tips are included in gross amounts according to tip earning codes.
       "Total hours" includes regular, overtime and special hours only.
      "Wages over FUI max" for this quarter are obtained using the wages for this quarter AND all previous quarters.

-------------------------------------------------------------------------------------------------------------------------------------
                                      Gross-pay   Emp-soc-sec-wgs   Emp-soc-sec-tips   Emp-soc-sec          FWT-grs             FWT
                                  Reported-tips  Emp-medicare-wgs  Emp-medicare-tips  Emp-medicare   Emp-401(k)-ded Empr-401(k)-amt
                                 Earn-income-cr  Empr-soc-sec-wgs  Empr-soc-sec-tips  Empr-soc-sec          FUI-grs             FUI
                                       Tot-hrs Empr-medicare-wgs Empr-medicare-tips Empr-medicare Wgs-over-FUI-max         Wks-wrk
-------------------------------------------------------------------------------------------------------------------------------------
Federal totals:                         100.00           100.00            200.00         18.60           300.00           29.78
                                        200.00           100.00            200.00          4.35              .00             .00
                                           .00           100.00            200.00         18.60           300.00            1.80
                                        40.00            100.00            200.00          4.35              .00            1.00

* Federal Return Information *

Emp soc sec percent:     6.20         Empr soc sec percent:     6.20         FUI percent:     .60
Emp soc sec max wages:  117,000.00    Empr soc sec max wages:  117,000.00    FUI max wages:  7,000.00
Emp medicare percent:    1.45         Empr medicare percent:   1.45
Emp medicare max wages:        .00    Empr medicare max wages:        .00

Calculated taxes:

          FUI = FUI-gross         x FUI-%           =         300.00  x   .60% =          1.80
  Emp-soc-sec = Emp-soc-sec-grs   x Emp-soc-sec-%   =         300.00  x  6.20% =         18.60
```

```
 Emp-medicare = Emp-medicare-grs  x Emp-medicare-%  =         300.00  x  1.45% =          4.35
 Empr-soc-sec = Empr-soc-sec-grs  x Empr-soc-sec-%  =         300.00  x  6.20% =         18.60
Empr-medicare = Empr-medicare-grs x Empr-medicare-% =         300.00  x  1.45% =          4.35

                                                    -- End of report --
```

STANDARD MEASUREMENT PERIOD REPORT

Date 12/01/2015 Time 13:49:24 XYZ Company Report #0100435 Page 0001

S T A N D A R D M E A S U R E M E N T P E R I O D R E P O R T

ACA group: A W2 SAFE HARBOR 4 month Measurement 1 month Administration 6 month Stability
Month being reviewed: December-2015
Phase: Stability First month: November-2015 Final month: April-2016 (Measured from June-2015 - September-2015)

Employee Number	Name	Assigned ACA Status	Hours Worked	Average Monthly Hours	Measured ACA Status	ACA Status Consistency?
7	Nathan, Dorothy	FT	693.32	173.33	FT	Yes
3001	Milieu, Marie	FT	522.00	130.50	FT	Yes
5000	Doughty, Doug		0.00	0.00	PT	No
5001	Smith, Sarah		0.00	0.00	PT	No
6666	Quarterly, Dave	FT	520.00	130.00	FT	Yes
9999	Amore, Alphonse	PT	460.00	115.00	PT	Yes

Phase total FT: 3 Total FT: 3 Mismatches: 2

Date 12/01/2015 Time 13:49:24 XYZ Company Report #0100435 Page 0001

S T A N D A R D M E A S U R E M E N T P E R I O D R E P O R T

ACA group: A W2 SAFE HARBOR 4 month Measurement 1 month Administration 6 month Stability
Month being reviewed: December-2015
Phase: Measurement First month: March-2016 Final month: June-2016 (Measured from March-2016 - June-2016)

Employee Number	Name	Assigned ACA Status	Hours Worked	Average Monthly Hours	Measured ACA Status	ACA Status Consistency?

No employee data for this phase

Report total FT: 3 Total FT: 3 Mismatches: 2

-- End of report --

TIME WORKED HISTORY

```
Date 01/15/2018  Time 11:25:12                          Company 00 XYZ Company                        Report #0103560   Page 0001

                                    T I M E   W O R K E D   H I S T O R Y   R E P O R T

Starting department: "First"   Ending department: "Last"
Starting employee:      5      Ending employee:      5
Starting date: 01/01/2017      Ending date: 12/31/2017     (Ordered by employee number)
Employee types:     H = hourly  S = salary  N = non-employee
Pay frequencies:    D = daily  W = weekly  B = bi-weekly  S = semi-monthly  M = monthly  Q = quarterly
Distribution types: S = salary %  R = regular hours  O = overtime hours  X = special hours

-------------------------------------------------------------------------------------------------------------------------------------
                                                          ---------Hours---------                                  -Accrued-
Dept Prd end    Name                                Salary     Reg     Spc     Vac  Vac  ----Temp-ded/earn-----  Vacn-hrs  Wks   Work
     date       Soc-sec-#    Typ  Wage-acct         Freq      Ovt     Hol    Sick  wks  Desc    Type    Amount  Sick-hrs  wrk  units
-------------------------------------------------------------------------------------------------------------------------------------

For employee      5 Wilkenson, William B.

     01/31/2017 Wilkenson, William B.           4,000.00  173.33     .00     .00                                  5.000  4.33
                ***-**-1234   S   6000-200           M       .00     .00     .00                                   .000
                State: IL-A Illinois all

     04/30/2017 Wilkenson, William B.           4,000.00  173.33     .00     .00                                  5.000  4.33
                ***-**-1234   S   6000-200           M       .00     .00     .00                                   .000
                State: IL-A Illinois all

     07/31/2017 Wilkenson, William B.           4,000.00  173.33     .00     .00                                  5.000  4.33
                ***-**-1234   S   6000-200           M       .00     .00     .00                                   .000
                State: IL-A Illinois all

     10/31/2017 Wilkenson, William B.           4,000.00  173.33     .00     .00                                  5.000  4.33
                ***-**-1234   S   6000-200           M       .00     .00     .00                                   .000
                State: IL-A Illinois all


                                  Employee totals:        693.32             .00                          4 entries
                                                                     .00                                  0 hourly
                                                             .00             .00                          4 salary
                                                                     .00                                  0 non-employees


                                      Grand totals:       693.32             .00                          4 entries
                                                                     .00                                  0 hourly
                                                             .00             .00                          4 salary
                                                                     .00                                  0 non-employees

                                                   -- End of report --
```

Union Deductions

Date 06/20/2014 Time 16:56:22 XYZ Company PDF Generated Report Page 0001

U N I O N D E D U C T I O N S R E P O R T

Starting pay period date: "Earliest" Ending pay period date: "Latest"

Soc-sec-#	Name	Hours Regular	Hours Overtime	Hours Special	#-of trans	Wks	Subj-pay	Calc method	Union deduction
For union account # 2050-000 Union dues deduct payable									
***-**-8912	Lopez, Felicia J.	160.00	.00	20.00	5	4.00	4,400.00	per payprd	25.00
	Union totals:	160.00	.00	20.00	5	4.00	4,400.00		25.00

-- End of report --

Year-end Payroll

Date 06/09/2014 Time 13:29:57 XYZ Company Report-#0000000 Page 0003

Y E A R - E N D P A Y R O L L R E P O R T

Company: XYZ Company State: CA Single State ID:
Address: P.O. Box 400 City: LA All City ID:
Merrimack, NH 03227

Fed ID: 77-XXXXXXX

Emp-#	Soc-Sec-#		---1st-qtr---	---2nd-qtr---	---3rd-qtr---	---4th-qtr---	Year-total
1002	***-**-8795	Grs-wages:	27,500.01	.00	.00	9,166.67	36,666.68
Name:	Susan M. Levine	Emp-401(k)-ded:	195.00	.00	.00	65.00	260.00
Addr:	5097 Windward Ave.	FWT-gross:	27,305.01	.00	.00	9,101.67	36,406.68
	Woodland Hills	FWT-w/h:	6,900.12	.00	.00	2,300.04	9,200.16
	CA 91002	Emp-soc-sec-wgs:	27,500.01	.00	.00	9,166.67	36,666.68
		Emp-soc-sec-tips:	.00	.00	.00	.00	.00
		Emp-soc-sec-w/h:	1,704.99	.00	.00	568.33	2,273.32
Earning categories year tots:		Emp-medicare-wgs:	27,500.01	.00	.00	9,166.67	36,666.68
Reg-pay:	36,666.68	Emp-medicare-tips:	.00	.00	.00	.00	.00
Ovt-pay:	.00	Emp-medicare-w/h:	398.76	.00	.00	132.92	531.68
Spec-pay:	.00	SWT-gross:	27,305.01	.00	.00	9,101.67	36,406.68
Vac-pay:	.00	SWT-w/h:	2,263.43	.00	.00	724.87	2,988.30
Hol-pay:	.00	OST-1-gross:	.00	.00	.00	.00	.00
Sick-pay:	.00	OST-1-w/h:	.00	.00	.00	.00	.00
		OST-2-gross:	.00	.00	.00	.00	.00
		OST-2-w/h:	.00	.00	.00	.00	.00
Deduction categories year tots:		CWT-gross:	27,305.01	.00	.00	9,101.67	36,406.68
Garnish:	.00	CWT-w/h:	819.15	.00	.00	273.05	1,092.20
Loan:	.00	Empr-401(k)-amt:	450.00	.00	.00	150.00	600.00
Union:	.00	Empr-soc-sec-wgs:	27,500.01	.00	.00	9,166.67	36,666.68
		Empr-soc-sec-tips:	.00	.00	.00	.00	.00
		Empr-soc-sec-tax:	1,704.99	.00	.00	568.33	2,273.32
		Empr-medicare-wgs:	27,500.01	.00	.00	9,166.67	36,666.68
		Empr-medicare-tip:	.00	.00	.00	.00	.00
		Empr-medicare-tax:	398.76	.00	.00	132.92	531.68
		W/Comp-gross:	.00	.00	.00	.00	.00
		Est-W-Comp-prem:	.00	.00	.00	.00	.00
		FUI-gross:	7,000.00	.00	.00	.00	7,000.00
		FUI:	42.00	.00	.00	.00	42.00
		SUI-gross:	7,000.00	.00	.00	.00	7,000.00
		SUI:	238.00	.00	.00	.00	238.00
		Empr-OST-gross:	.00	.00	.00	.00	.00
		Empr-OST:	.00	.00	.00	.00	.00
		Suppl-ben-grs:	.00	.00	.00	.00	.00
		Suppl-ben:	.00	.00	.00	.00	.00
		Reported-tips:	.00	.00	.00	.00	.00
		Fed-tip-cr:	.00	.00	.00	.00	.00
		State-tip-cr:	.00	.00	.00	.00	.00

-- End of report --

Emailing Pay Advice and Offers of Coverage

This appendix contains the following topic:

EMAILING SETUP FOR PAY ADVICES AND OFFERS OF COVERAGE

You may email two kinds of information for each employee:

1. A Pay advice.

   A Pay advice is a PDF file that contains the employee's check (or mailer) and stub information. Select here for a Pay Advice Form example.

   Pay Advice PDF files are created during a pay run from the Checks menu selection. Each PDF file is emailed to the matching employee. This is explained in the PDF File Pay Advices section of the Checks chapter.

2. An Offer of coverage.

   You must be licensed for the Affordable Care Act to produce an Offer of coverage.

   The *Generate offer of coverage* program allows you to send via email, to each eligible employee, a notice that insurance is available.

   The email text for an offer of coverage comes from the Offer of coverage notice field in Payroll *Control information*.

System Email Setup

In order to e-mail Pay Advices and Offers of coverage you must:

- Configure and activate e-mailing . This includes:

  Entering the sender’s email address and email login in *User maintenance*.

  Entering the fields for e-mailing as well as the activation of emailing in *Company information*.

  For detailed instructions, see the *Email Configuration* appendix in the PBS Administration documentation.

- For Pay advices only, you will need a jpg file, that contains your company's logo. This and the employee's Pay advice data is merged into one PDF file and emailed to your employee.

  A jpg file example is provided and has a logo for the XYZ Company. You may modify the graphical file and replace the XYZ Company logo with your logo. This graphical file is located in the *Images* folder of the top-level PBS and is named ADVLGO00.jpg. Place your logo in the same general location of the jpg file so that it does not overlap the employee's data.

  The '00' part of the ADVLGO00.jpg file name represents the PBS Company ID. Rename that part of the file name to match your company ID. If you name the file ADVLGO.jpg, without the company ID, the same image will be used for every company.

The company address that prints on the Pay advice is from *Company information*. This includes the Company report name, Address lines 1, 2 and 3. The Company report name should not be over 30 characters long.

Note	Passport recommends that you contact your email hosting provider and inquire as to a limit on the number of emails per hour or day. Emails could start to fail after a round number of messages are sent successfully (perhaps after 50, 100, 200, 500, 1000, etc.) Work with your hosting provider to extend that limit when needed.

Employee Email Setup

For each employee who will get a Pay Advice or Offer of coverage, in *Employees*, you must:

- Check the E-mail documents field
- Enter the E-mail document password
- Enter the E-mail address
- It is recommended that you send an email verification to each employee. In graphical mode you may click on the email button next to the email address field. In character mode, while on the screen with the email address click on the Generate an email button or select Ctl+E.
- In order to email an Offer of coverage the employee must be eligible. See the Generate offers of coverage section in the *Affordable Act Chapter*.

During a pay run, Pay Advices can be emailed immediately or stacked to be emailed later. For instructions on emailing stacked Pay Advices, see the *PDF Form File Processing* chapter in the PBS System documentation.

Offers of coverage are emailed immediately when running the *Generate offers of coverage* menu selection.

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