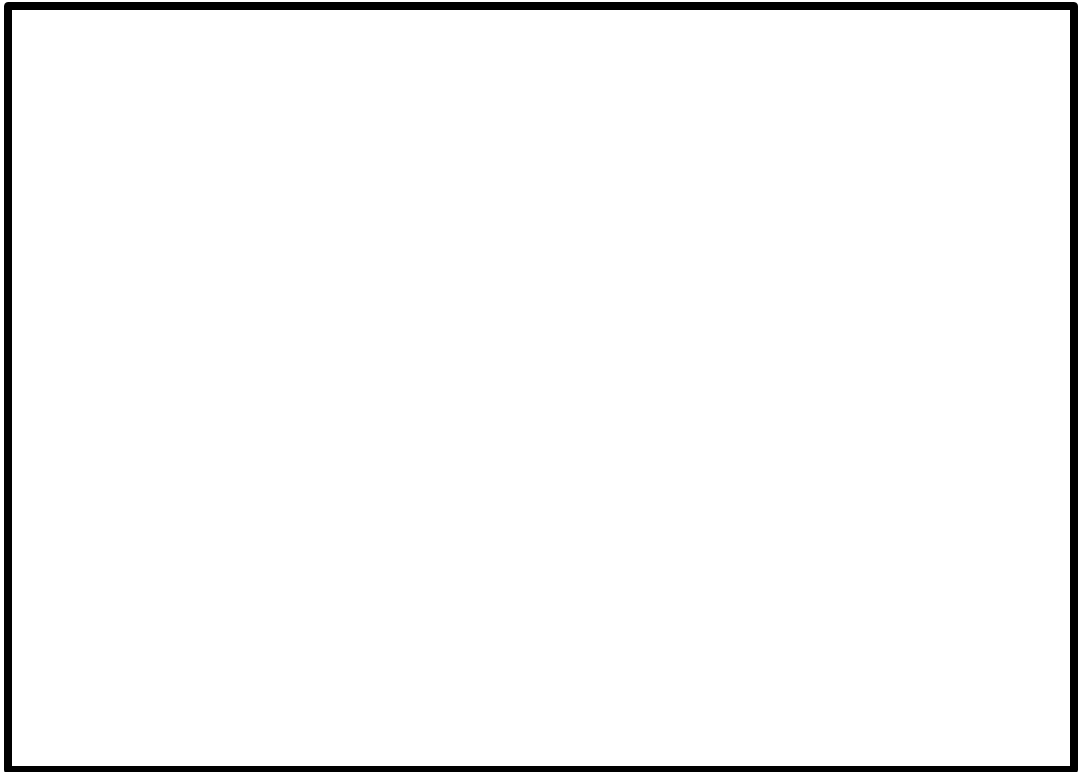

PlatinumPay Payroll

User's Guide

By Execupay, Inc.



This manual was produced using *ComponentOne Doc-To-Help*.™



Contents

Setting Up Employees	1
Introduction	1
Employee Setup Screen	1
Employee Re -Hire Quick Sheet	17
Execupay Time Import File Specifications.....	19
Execupay Database field specifications:.....	19
 Payroll Processing	 21
Introduction	21
Payroll Statuses.....	21
Creating a Payroll	22
Payroll Dates	23
Entering Payroll	26
Special Messages	28
Entering Faxed Payrolls	33
Before Entering PR	33
Employee Control Count Total Figure	35
Reasons for non-matching values:.....	35
<i>Resolutions:</i>	35
PaySheet Manual.....	37
Options on Entry	37
 Index	 41

Setting Up Employees

Introduction

Setting up new employees correctly is vital to efficient and error-free payroll operation. Any mistakes made during this stage can cause numerous problems later and are often difficult to correct. Therefore, it is essential that this section be thoroughly read and clearly understood before any new employees are set up in the system.

When the Employee Setup screen is chosen, (*Figure 1 for Execupay users, if Platinum Pay user proceed to Figure 2*) the program starts in search mode with the cursor in the company number field. You may look at one employee at a time or you may pull up all employees for a company.

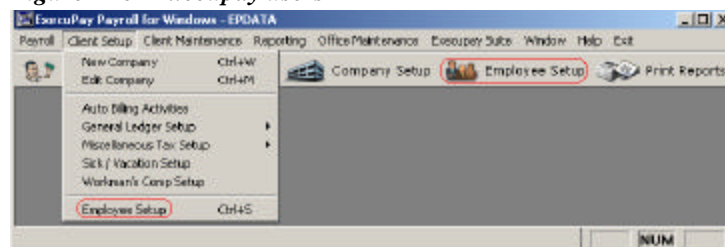
Employee Setup Screen

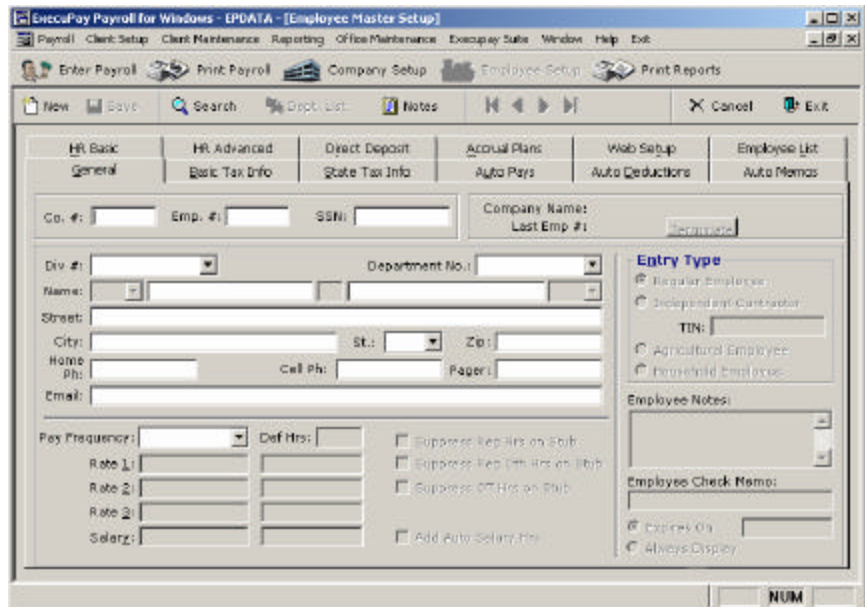
There are three ways to begin working with employees:

- Click on <Employee Setup>, or
- Select the Client Setup Menu and choose Employee Setup, or
- Press <CTRL> + <S>

The figures below show how to access the Employee Setup screens for Execupay and Platinum Pay users.

Figure 1 For Execupay users

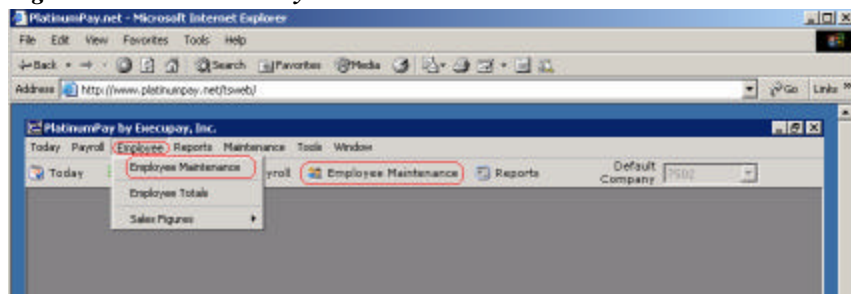


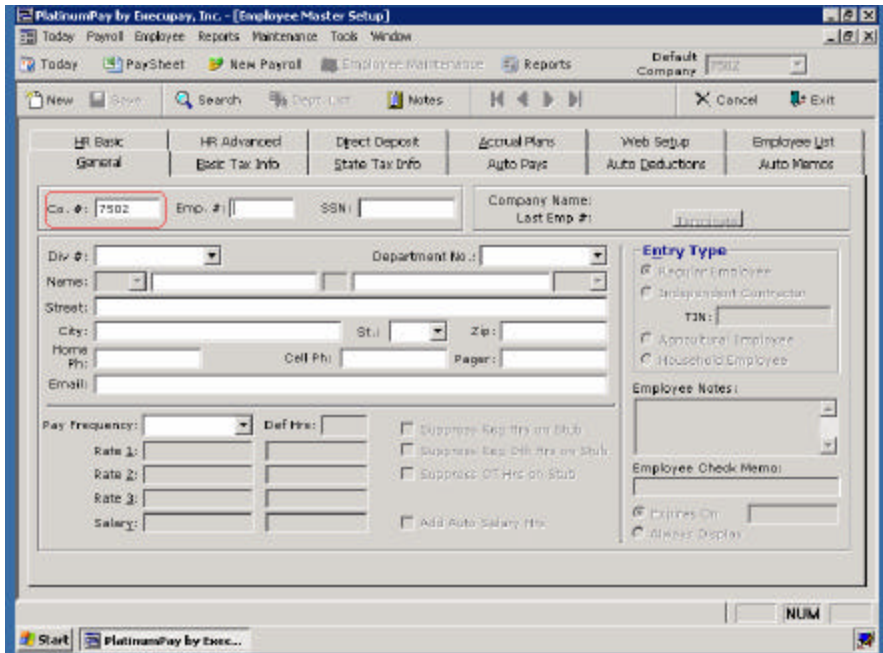


If you elect to look at one employee at a time, you must enter the company number and <tab> to the next field where you may enter the employee number. If you elect to list all employees, you must enter a company number and <enter> to the next field. The first employee listed alphabetically by last name will be displayed. You may use the arrow buttons at the top of the screen to scroll through the list, which includes inactive as well as active employees.

Employees first name, middle name and last name all allow for 25 characters each.

Figure 2 For Platinum Pay users





The company auto loads the client number and advances to the Employee number field. If you elect to look at one employee at a time you may enter the employee number. If you elect to list all employees <enter> in the employee number field this will display the employees alphabetically. You may use the arrow buttons at the top of the screen to scroll through the list, which includes inactive as well as active employees.

Screen Hot-Keys

You may at any time switch between new and search modes within the screen itself without going back to the menu. In the Employee Setup screen, you have the following options:

- New F5
- Search F7
- Save F8
- Exit F12

Search for Employees

Search mode looks for employees meeting certain criteria. Fields with white backgrounds can be used for searching.

Note: Company number is required when searching, meaning you can only search through one company at a time.

For example, you could look for employees in San Antonio with a zip code of 78230 within company 333.

1. Click on the <Search> Button or press F7. This will clear the screen of any previous information.

2. Fill in search criteria. For the above example, enter the **Company Number, City and Zip**.
3. Click on the <Search> Button. This will process your query and load any matching employees.

Basic Setup

Employee Setup is a tabularized screen containing fields for General, Tax Information, Pays / Deductions, Human Resource, and the Employee List. Information should be entered by following the tab order.

Only during the entry of a new employee can you edit the employee number. Once an employee has been saved, you cannot change the number of the employee. You will have to do a Renumber Employee or Copy Employee discussed later.

For Execupay users only: *If this is a huge client with prior totals a helpful hint is to use the employee number already established. If you renumber employees you will then have to look up each employee number in order to enter qtr totals. Some employers prefer the last 4 digits of the EE's SSN etc. Check first with your client on preference. Also, it is not necessary to enter all terminated EE's that were not paid in the current year. Be sure to mark these off, it will save you data entry time.*

General Information

This tab contains employee address and pay information. Also found here is a special employee message, employee type, and special check memo.

Each employee must be assigned to a home division and department. If you are unsure which division / department to use, click on the <Dept List> to quickly view corresponding names.

Middle Initial

Even though the field for this looks only to hold 1 character, you can type in the full middle name. It will scroll over as you type. However, if only the initial is to be entered, you need only to type the letter (upper or lower case) and it will automatically upcase the letter and put a period at the end.

Note: Remember the name must match the employees Social Security card.

Employee Type

This set of options is used purely for reporting purposes. This does not determine how the employee will be taxed. For example, those employees marked as Agricultural will not be used when processing Federal 941 forms. As default all employees are marked as Regular.

If you have an Independent Contractor you will need to enter their TIN number, if they have not been issued one enter their SSN. This is needed for 1099 forms.

Rates & Salary

You have 3 rates of pays and 1 salary field. When changing rates or salaries, a last raise date box will appear. If you do not wish to change the previous raise date simply delete the date.

If you double click in any of the rate fields a Pay Equivalency Utility will populate.

For salary employees getting OT pay Regular hours are required as we do not want to assume what that salary represents. If you do a check for a salary person and pay OT hours and there are not regular hours on the check a pop up box will appear "There seems to be no regular hours entered. This may cause the overtime premium rate to be incorrect."

Pay Type:	Annual:
Hourly	32,760.00
Frequency:	Semi-Annual:
Weekly	16,380.00
Work Hours / Week:	Quarterly:
40	8,190.00
Work Days / Week:	Monthly:
5	2,730.00
Amount:	Semi-Monthly:
15.75	1,365.00
	Bi-Weekly:
	1,260.00
	Weekly:
	630.00
	Daily:
	126.00
	Hourly:
	15.75

Employee Special Message

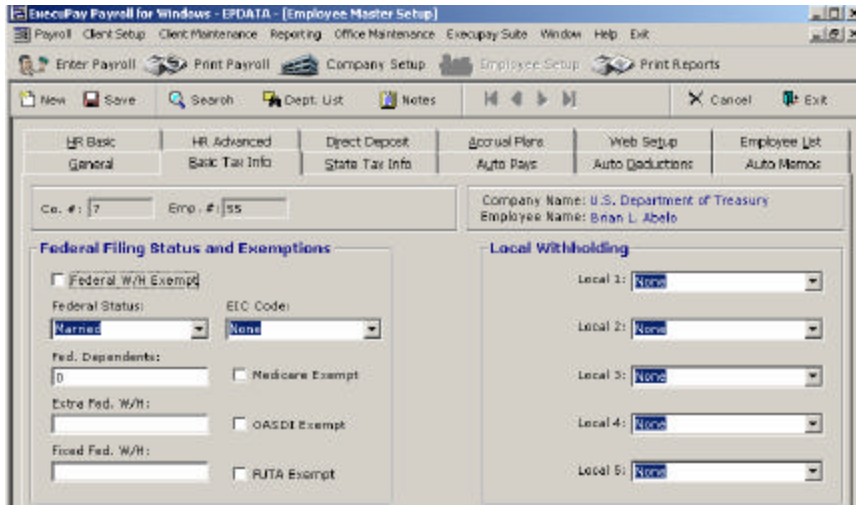
This message will appear to the operator during check entry. This is displayed every time a check is entered for the employee. Thus any special reminders specific to an employee should be put here.

Employee Check Memo

An employee may also have a special message printed on the check stub, like Happy Birthday. This message can print permanently or for a period of time. (150 Characters)

Basic Tax Information

This tab contains information used for tax calculations. Found here is information such as federal and state dependents, exemptions, etc.



Federal Filing Status

Choose Married or Single. If a filing status is not chosen, the default is Single.

Enter the number of Federal Dependents. If a number is not entered, the default is zero.

Extra / Fixed Federal Withholding

An employee can elect to have fixed or extra withholding. This may either be a flat or a percent amount. If you enter a value below 1, it will be considered a percentage. Ex: If you enter .25, it will calculate as 25%. You cannot have both fixed and extra.

Note: The fixed percent feature was established mainly for Employers. Usually the accountant knows the Employers entire income for the year and wants to make sure the Employer will have enough to cover annual wages. There is no box on the W-4 for this data so it should only be used for special circumstances. If an employee wants a specific amount taken for federal w/h enter the information provided on the W-4, then advise the client what the employee will need in extra w/h to reach his goal. The employee should fill out the W-4 accordingly.

Exemptions

As default the employee has the same exemptions as the company. So if the company is exempt from FUTA, then all its employees are as well. However, you can tack on additional exemptions if necessary. You would unclick <Same as Company> and mark the appropriate exemptions.

EIC Code

If an employee qualifies for Earned Income Credit (EIC) mark either for None, Single, Married-1 or Married-2

Local Taxes

As default, no locals are associated with employees. To select, click on the drop down arrow to show list of available options. All previously setup locals within that state will appear for selection.

State Tax Information

State Status / Dependents / Extra / Fixed

Depending on the state the employee lives in (withholding state), these fields may or may not be enabled. If the state does not have withholding it is not necessary to fill these in. The state entered previously as the employee's home address is the WH State.

Personal Exemptions

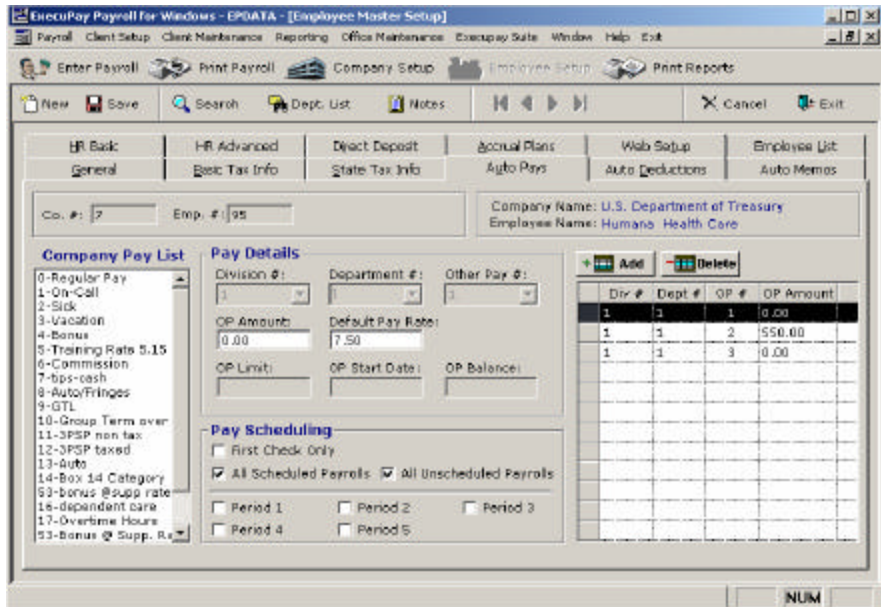
Certain states allow employees to claim personal exemptions, for example California. Click on the down arrow to see available options of None, Single or Both.

UCI State / WH from UCI State

The unemployment state automatically defaults to the employee's resident state. Change this if the employee works in a different state. You can also mark if the withholding should come from the UCI state instead of the resident state.

Auto Pays

Other pays and deductions can be setup to automatically be added to an employee's check. These are Auto Pays and Deductions.



Add Auto Other Pays

1. Click on the left <Add> button, or if focus is on the pays table, press the <+> key.
2. Fill in the division / department the pay should be entered in to
3. Select the pay code number
4. Select period for pay to be automatically entered. Default is All periods
5. Select type of deduction, flat, percent etc.
6. If the pay allowed employee limit tracking, fill in the limit.
7. Fill in pay amount
8. Default Pay Rate – it will use this when it auto inserts the pay line

If you have an employee working multi depts you can added dept # and default pay rate with an other pay# of Zero and OP Amount of Zero for both depts so they will always auto load on check entry screen. Often restaurants have ee's that work as Host and Wait staff, two depts and different pay rates adding the auto pays helps plus you can add the code for Tips with OP amount of Zero. Then on payroll entry just click into each box and enter appropriate hours and dollars.

Pay Scheduling

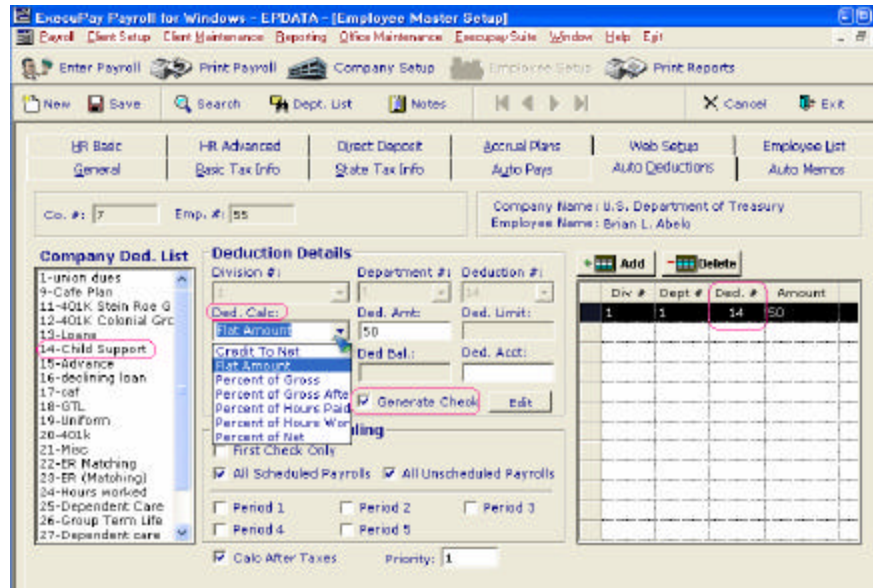
- No Period
- First Check Only
- All Scheduled Payrolls
- All Unscheduled Payrolls

The period code is used as a default value when setting up employee auto other pays. Please select the most common period for a company. As default All Scheduled payrolls is selected.

Delete Auto Other Pays

1. Select the appropriate row from the table at the bottom left of the screen. Once selected, it will fill in the fields above with the auto pay's information
2. Click the left <Delete> button

Auto Deductions



Limits / Start Dates / Balance

Certain categories, like Declining Loan, allow for the tracking of limits based on a start date and balance. To determine what balance is left, the system takes the limit minus the sum of payments made with check dates greater than or equal to the start date.

Note: If the remaining balance is 0, the system will not apply this pay or deduction during check entry.

Deduction Types

Options are available for Flat and Percent types. If an amount has already been entered and the type is switched, it will affect the amount. **Please verify amount when switching type.**

Percents should be entered as 20 for 20%.

Deduction Account

This is just a display field on the deduction report showing an account number for deductions such as credit unions.

Auto Generate Check

For categories like Child Support, you can create at the employee level deduction checks automatically generated during check entry.

1. Click on the right <Add> button, or if focus is on the deductions table, press the <+> key.
2. Fill in the division / department the deduction should be entered in to

3. Select the deduction code number
4. Select period for deduction to be automatically entered. Default is All periods
5. If the deduction allowed employee limit tracking, fill in the limit.
6. Fill in deduction amount

Deduction Scheduling

- No Period
- First Check Only
- All Scheduled Payrolls
- All Unscheduled Payrolls

The period code is used as a default value when setting up employee auto deduction. Please select the most common period for a company. As default No Period is selected.

Delete Auto Deductions

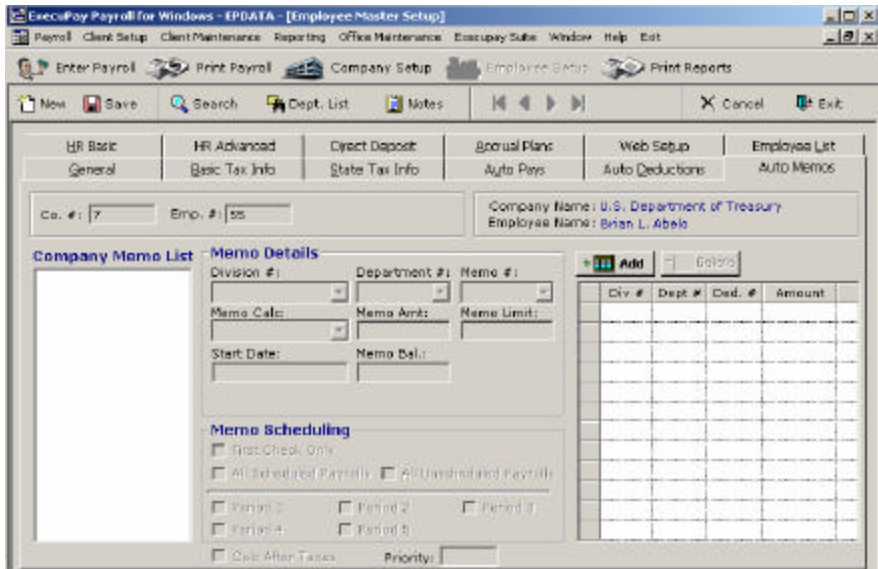
1. Select the appropriate row from the table at the bottom right of the screen. Once selected, it will fill in the fields above with the auto deduction's information
2. Click the right <Delete> button

Auto Memos

This section is for ER 401k matching for example. Once setup on the company level you can then apply to employee setup.

Memo Amounts will display after Deductions (designated with a **M** in front of the code)

Any Scheduled Employee Memos will list on the Payroll Worksheet. Memos are purely for tracking purposes and **do not affect net nor taxes** (Example Employer Matching Retirement Contributions / Employer Paid Health Benefits and much much more). Memos have the option of not printing on the employee check stubs (if the employer only wants the value tracked on the client reports only).



HR Basic

Currently, this information is used for reporting purposes only except for the Deceased and Accrual Leave Status, which affects tax calculations, W2's and accruals.

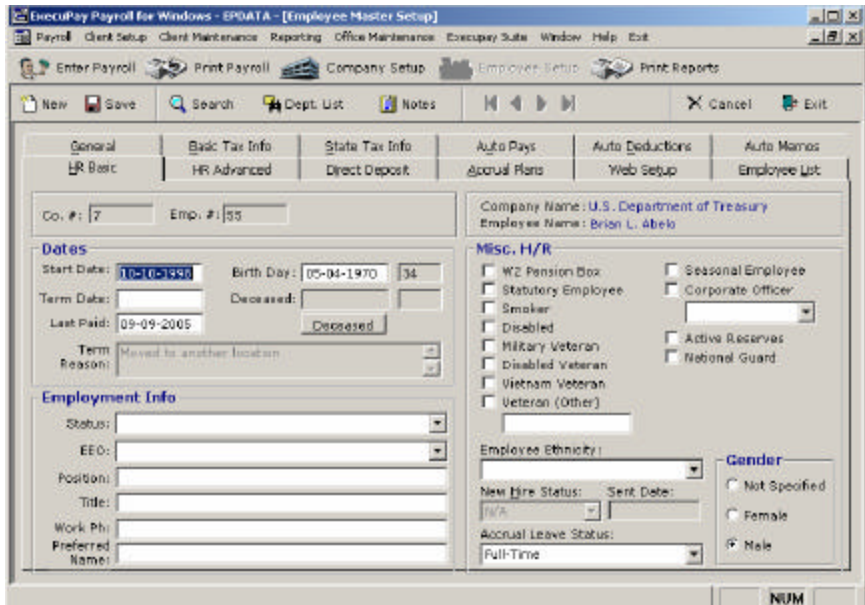
Note: All dates have the format of MMDDYYYY

This tab contains dates for:

- Start Date
- Termination Date
- Last Paid date
- Birth Date
- Deceased Date (button for date)

There is the section for Employment Info and Misc. H/R with many helpful places to store information.

Also you will find Employee Ethnicity, New Hire Status/Send Date, Accrual Leave Status and Gender.

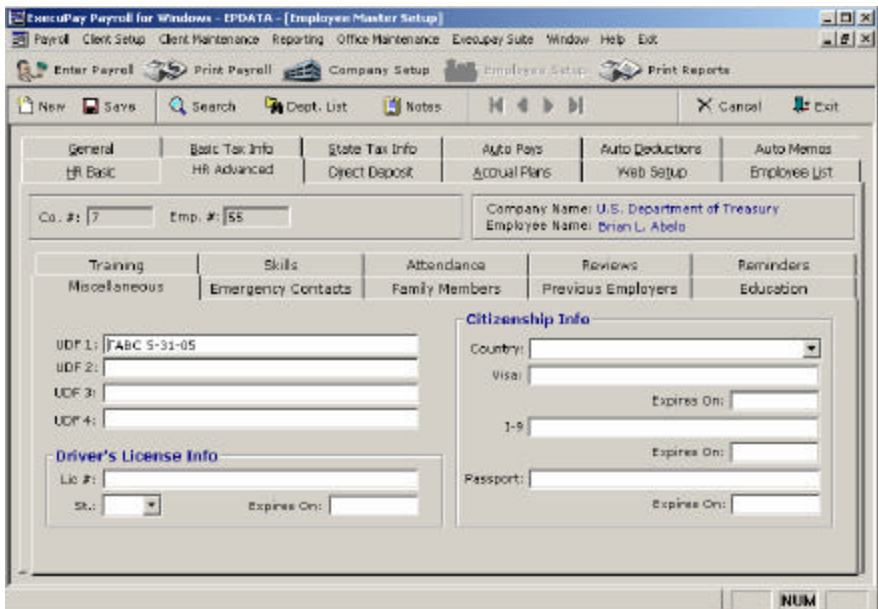


HR Advanced

This tab contains Misc., Emergency Contacts, Family Members, Previous Employers, Education, Training, Skills, Attendance, Reviews and Reminders.

The UDF fields are for data not related necessarily to payroll but to a specific client. Can also be used as a notation fields.

The example below is for this employee's TABC expiration date. These fields will print on the Employee's HR report.



Employee Direct Deposit Setup

Employee can have their net checks direct deposited into 4 accounts. If there remains any net left after being deposited into the accounts, a check will be created for the remaining amount.

Adding DD Accounts

1. Select account type: Checking or Savings
2. Enter the nine digit routing number
3. Enter the account number. NO spaces or special characters are needed
4. Select split method: Percent of Flat
5. Enter amount
6. Select DD status: Pre-Note or Active

All accounts should initially be set to Pre-Note for account verification.

Note: If any account must be pre-noted, ALL accounts must go back to being pre-noted.

The program will take an employee's net and process it through account 1 and if any net is left over, it will filter it through the remaining accounts and possibly create a leftover check.

If the whole check were to be deposited into an account, you would select Percent split with amount equal to 100%.

Delete DD Accounts

If you need to take an employee off of direct deposit, change **ALL** the account types to *None*. The information will be retained, but the Direct Deposit will be turned off. Entries for this employee will then be live checks.

To turn Direct Deposit off for one payroll only, do not change the account type. There is an option at the check entry that allows you to override the Direct Deposit so that a live check will be created instead of a direct deposit check for that entry only.

Direct Deposit		First Account	Second Account	Third Account	Fourth Account
Account Type:		Checking	Checking	None	None
Bank Routing #:		001001010	111111111		
Employee Acct. #:		11	12		
Split Method:		Flat Split	Percent Split		
Amount:		\$100.00	90.00%		
DD Status:		Active	Active		

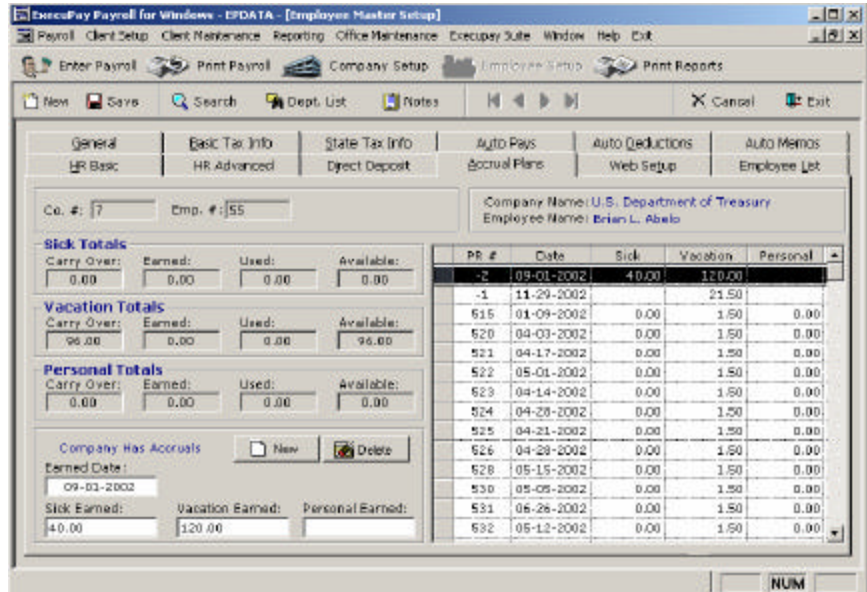
Accrual Plans

This screen allows you to manually adjust the amount of time earned in three categories: Sick, Vacation and Personal. This screen will not allow you to adjust the automatic accrual amounts, which should be done at the Sick & Vacation Accrual

Set-up screen. It will not allow you to adjust the amount of time actually taken by an employee, which should be done through payroll entry as a regular check entry or a manual entry. To adjust the amount of time earned:

- Click on <New>
- Enter Earned Date – Varies by type of accrual.
- Enter earned hours.

Depending on the accrual plan formula and the date used, the hours that are input may appear as Earned or Carry Over. They will be added to the Available amount in either case.



Web Setup

If you are allowing Web access, click on Activate Web Access. The system will automatically load a User Handle and User Password. You may change the password.

Enter User Email if you want to email a forgotten password to this employee.

User Type

- Super-User
- Manager
- Administrator

Access Type

- Allow Web Reporting
- Allow Payroll Work
- Allow Employee Work

Save or F8, then click on Default Co#. Here you will choose the accounts this employee will have access to on My Payroll Web

PlatinumPay Payroll for Windows - EPODATA - [Employee Master Setup]

Payroll Client Setup Client Maintenance Reporting Office Maintenance Ecompay Suite Window Help Exit

Enter Payroll Print Payroll Company Setup Employer Setup Print Reports

New Save Search Dept. List Notes Cancel Exit

General Basic Tax Info State Tax Info Auto Pays Auto Deductions Auto Memo
 HR Basic HR Advanced Direct Deposit Accrual Plans Web Setup Employee List

Co. #: 7 Emp. #: 55 Company Name: U.S. Department of Treasury
 Employee Name: Brian L. Abelo

Web Account Details

Activate Web Access New Password Required

User Handle: BrianA Default Co #: 7
 User Password: b7qgh Default Div#:
 User Email:
 Default Dept #:
 Allow Password to be Emailed

User Type

User is Super-User
 User is Manager
 User is Administrator

Access Type

Allow Web Reporting
 Allow Payroll Work
 Allow Emp. Work

Web Account Status

Password Last Changed On:
 # of Login Failures:
 Last Successful Login Date:
 Last Failure Login Date:

Advanced Web Details

Add Co. Add Div. Add Depts. Auto Generate Handles & Pnds

NUM

Employee Re-Hire Quick Sheet

When re-hiring an employee there are several items to verify with the client to ensure the information in the system is up to date. The information in some of these fields may have changed since the company last employed the individual.

Item

- Division / Department
- Employee Name *(as appears on SS card)*
- Employee Address
- Employee SSN
- Rate of Pays / Salary *(Salary per pay freq)*
- Start Date *(If Salary verify worked full pay period if not adjust pay one time)*
- Federal W4 Info
- W5 info *(EIC only good for 1yr, must fill out new form each yr)*
- State WH and UCI Info
- Local WH Info
- Auto Pays / Deductions
- Sick / Vacation Accrual *(Verify Employee status, FT, PT etc)*
- Employee Direct Deposit Info

Execupay Time Import File Specifications

Here is the file format currently supported. The file must be a comma separated values file (.csv).

All fields must come across as strings (i.e. have “ ”s around the values).

Here are the fields in the order they must appear:

Field number	Description	Value	Type	Mandatory/Optional
1	Record Type	sum3	string	M
2	Client Name	Client Name	string	O
3	Employee Code	Employee number	string	M
4	Employee Name	Employee Name	string	O
5	Employee SSN	Employee SSN	string	O
6	Pay Type	Regular, Overtime, Double-time, Holiday, Personal, Misc, Sick, Vacation, Bonus, Commission	string	M
7	Pay Code	Other Pay Number	string	M
8	Hours	Hours for Pay code	string	O
9	Pay Rate	Overtime Rate	string	Leave blank ("")
10	Pay Rate	Override pay	string	O, fill in if not default rate
11	Prompt X	Department number	string	O, use if employees change departments
12	Prompt Y	Job Number	string	O, use if company tracks jobs
13	Prompt Z		string	Not used
14	Pay Amount	Amount of pay for pay code	string	O

Execupay Database field specifications:

- Employee Code / Pay Code / Department Code / Job Code: decimal (6, 0)
- Hours for Pay Codes: decimal (9, 4)
- Pay Rate: decimal (10, 4)
- Pay Amount: decimal (15, 2)

Payroll Processing

Introduction

The majority of a processor's day is spent gathering and entering payroll data as well as printing reports and company maintenance. A smooth and efficient method of operation facilitates the payroll operator's job and minimizes any delays for clients. There are two options available for accessing a payroll file.

- **New Payroll** (Ctrl-N) creates a new payroll record.
- **Edit Payroll** (Ctrl-E) allows access to a previously created payroll.

Note: A payroll may only be edited by Operations if it is in Entering Checks Status or Finished Checks Status.

Payroll Statuses

Payroll Statuses may be determined by accessing the Payroll Status screen. Click on Payroll from the toolbar and select Payroll Status from the drop-down menu or use the shortcut key, Ctrl-R.

- **Entering Checks Status**--This status indicates that a payroll has been created for this company number but has not yet been completed or confirmed for printing.
- **Finished Checks Status**-- This status indicates that the payroll has been completed and sent to the print queue. This payroll can still be accessed as long as printing has not begun. A new payroll **can** be created for this company while one exists in Finished Checks Status. A reminder message will prompt the operator that an incomplete payroll exists in Finished Checks Status.
- **Printing Statuses** --These statuses indicate that the payroll is in the process of being printed and cannot be accessed until printing has been completed.
- **DD Ready Status** --A payroll that has ACH files to be sent for Direct Deposit or Auto Billing will appear in this status after printing is completed. The file will remain in this status until the DD Administrator creates a Direct Deposit file.

- **EFTPS Ready** Status --Payroll files of clients that have enrolled in the company's EFTPS service will appear in EFTPS Ready status after printing is completed and after any Direct Deposit files have been created. In the case of clients that are monthly depositors, this status will appear after the final payroll of the month.
- **Done** Status --This status indicates that no further steps are needed to complete the service requirements for this client.

Note: Accessing a payroll in any status other than Entering Checks or Finished Checks requires Support and/or Administrative permission. Changing information in a payroll file that has already been through the print queue could result in serious errors in tax calculations, direct deposits, billing invoices and check numbering. Be sure to take necessary precautions when editing a processed payroll.

Changing Payroll Statuses

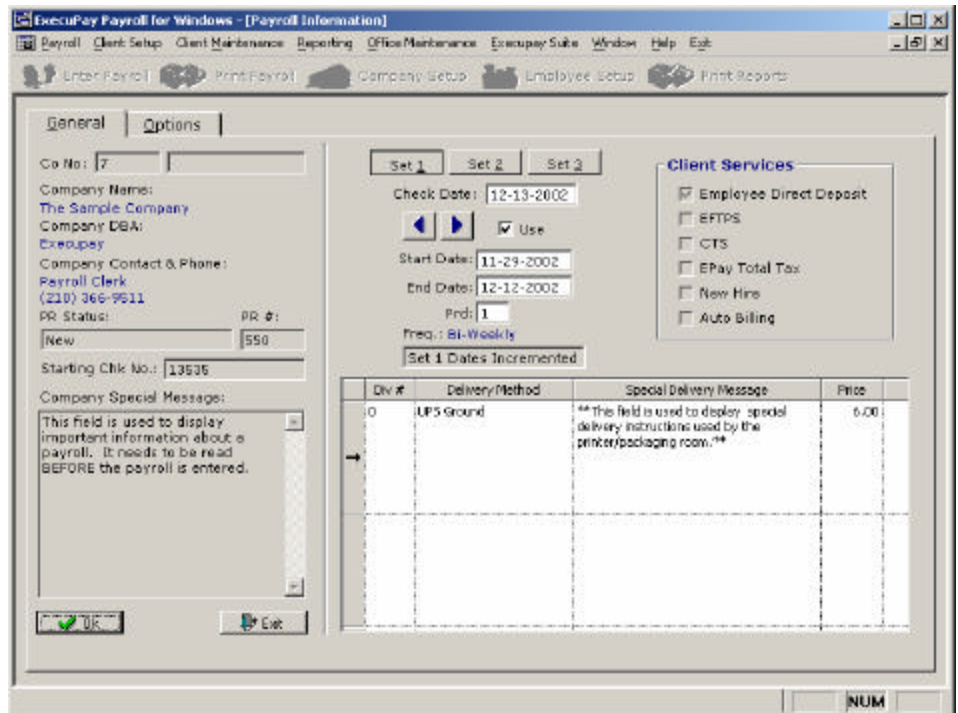
To change the Payroll Status, click on *Payroll* from the toolbar and select *Payroll Status / Restart* from the drop-down menu. (Ctrl-R)

Enter the company number in the *Co. #* field. Open the drop-down menu in the *PR Stat* field and choose a status. Click on *Save*.

Creating a Payroll

To access the Payroll Screen, click on *Payroll* from the toolbar and select *New Payroll* from the drop-down menu (Ctrl-N). If you are editing a file that has already been created, choose *Edit Payroll* from the drop-down menu (Ctrl-E).

- **Company Number**--Enter the company number in the *Co No* field. Hit Enter. If the company number is not available, double-click in the *Co No* field to open the Company List. Double-click on the correct company. The number will appear in the *Co No* field. Hit Enter.
- **Pay Frequency (Multiple Frequencies)**--An option box will appear for companies that run payrolls in multiple pay frequencies. Any number of pay frequencies may be selected but at least one must be chosen. While the pay periods vary for each pay frequency selected, only one check date is allowed per payroll. A separate payroll must be run at a later time if a different check date is needed.
- **Company Messages**--Special instructions for processing the payroll appear in the Company and Employee Special Messages box. It may be necessary to scroll through the messages to see and read them all. Reading and understanding the messages is vital to the accuracy of the payroll as messages are edited and changed frequently.
- **Passwords**--For security purposes, some clients have chosen a password allowing only certain employees to create or access a payroll file. If the client has chosen this option, the OK button is not highlighted and the cursor appears in the password field. Once the password is entered in this field, the OK button becomes available and may be selected after the payroll info is verified.



Payroll Dates

About Pay Periods

The Set 1 box is selected automatically and shows the next system-incremented dates for the first or default pay frequency. In cases where multiple pay frequencies were selected from the *Select Period Set(s)* box, you may click on the Set 2 and Set 3 boxes to view the system-incremented dates for those pay frequencies. The system-incremented dates will be shown in the Start Date and End Date fields and should be verified with the client to ensure accuracy. The increment is based on information entered in the *Company Setup* screens at set-up or from pay period dates used for the last payroll. The arrow boxes may be used to view previous or use future date sets.

Changing Pay Periods

If a pay period requires a change that cannot be made by using the back or forward arrows, date changes can be made in the *Start Date* and *End Date* fields manually. It is important to remember that changing pay period dates will result in system-incremented dates being altered on the next payroll.

Operators should record correct pay period dates before making any changes. The dates should be manually reset in the *Company Setup* screens after the payroll has processed. The pay period dates on future payrolls will then be incremented based on these dates.

*A future feature of the Execupay Program will allow the system to override the date increment for the current payroll only. The operator will not have to go to the Company Setup screens as described above by clicking on the Options tab and checking *Unscheduled PR*.*

*Note: This feature is not currently unavailable. At this time, checking the *Unscheduled PR* box will have no effect on date increments.*

Check Date

The system-incremented check date is displayed in the *Check Date* field and should always be verified with the client to ensure accuracy.

The arrow boxes may be used to view previous or future check dates. Using the arrow boxes maintains the increment but will back date or advance the check date. **IMPORTANT: See Tax Issues below for serious issues concerning backdating.**

Service Deadlines

Some services require a specified amount of time between the processing of the payroll and the check date.

- Direct Deposit files require a two-day turnaround to allow the transfer of funds from the client's payroll accounts to the employee's personal accounts. We currently send our files through Intercept Corporation
- Total Tax files also require a two -day window between processing date and the check date.

Tax Issues (Backdating)

Tax liability due dates are based on check dates and are scheduled according to the client's depositor type. Backdating a payroll may cause a self-imposed tax penalty for late payment. This is true whether clients are using the tax filing service or filing taxes on their own. While it is possible to backdate a payroll, because of the liability risks involved, it should always be done in rare instances and only with the approval of your Tax Administrator.

*Note: It is recommended that you **never** allow your clients to backdate due to the penalty risk involved.*

Delivery Method

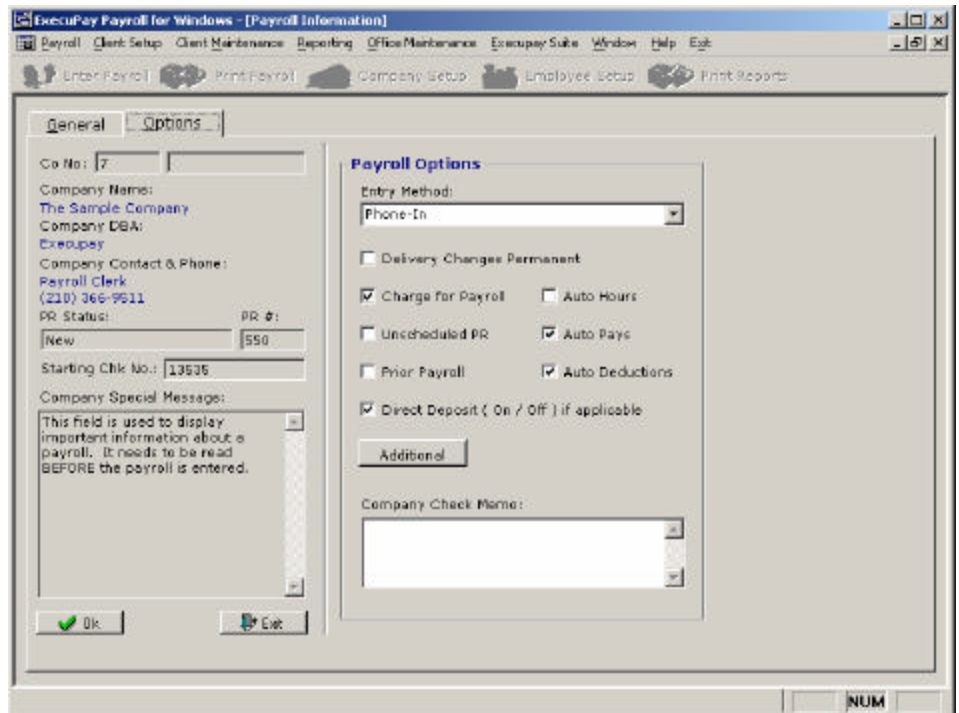
Delivery Method(s), cost for delivery, and Special Delivery Messages are listed on the main payroll screen. The delivery method should be verified with the client to ensure timely delivery of payroll. Since different divisions may have different instructions for delivery, more than one division may be listed.

One-time changes to Delivery Method(s) may be done in these fields. A permanent delivery method change may be made either by accessing the Company Set-Up screen and making the change in the appropriate field, or by accessing the *Options* tab at the main payroll screen.

The Print Technician will review Special Delivery Messages after the payroll prints. One-time changes to these special instructions can be made in this field. If permanent changes are needed, the Company Set-Up screen must be accessed and the messages changed in the appropriate fields.

Payroll Options

The Payroll Options tab makes common one-time and permanent adjustments easy for operators to make while they are in a payroll file.



Charge for Payroll

When a client is not to be charged for a payroll, the operator will need to uncheck this box before entering the payroll info. This will keep the normal payroll charges from being added to the clients invoice file.

Unscheduled Payroll (Future Feature)

When an extra payroll is needed outside the normal increment of payrolls, the operator should check this box. This will override the system incrementing for one payroll only so the next payroll will continue the normal increment of dates. This should only be used when extra payrolls are run rather than for regular payrolls that will have one-time date changes.

*Note: This feature is not currently unavailable. At this time, checking the **Unscheduled PR** box will have no effect on date increments.*

Direct Deposit On/Off

This feature only works for clients that are already set up on the Direct Deposit service and this box should already be checked. The box can be unchecked by the operator to turn the Direct Deposit off for the current payroll only. **This does not permanently remove the client from the service.** Turning the Direct Deposit off will cause live checks to be generated for all employees whose entries are usually set as DD. Checking this box for a client that is not currently set up on the Direct Deposit service will have no effect.

Company Memo

This box can be used to enter a memo that will appear on every check that is associated with an employee number. That is, the memo will not appear on special deductions checks or tax checks. Individual memos to specific employees may also be used. See *Employee Messages* below.

Government Checks

After clicking on the *Additional* box, a smaller Payroll Options box will appear. This allows you to create certain government checks or override the existing setup to create those checks. This is not a permanent option. This will be in effect for the current payroll only.

OK and EXIT

After all dates have been verified and messages have been reviewed, click on the OK button to open a payroll. Clicking on the OK button also saves the date, messages and option settings.

If the EXIT button is chosen, the screen will disappear and all settings will be erased.

End of Month Payroll

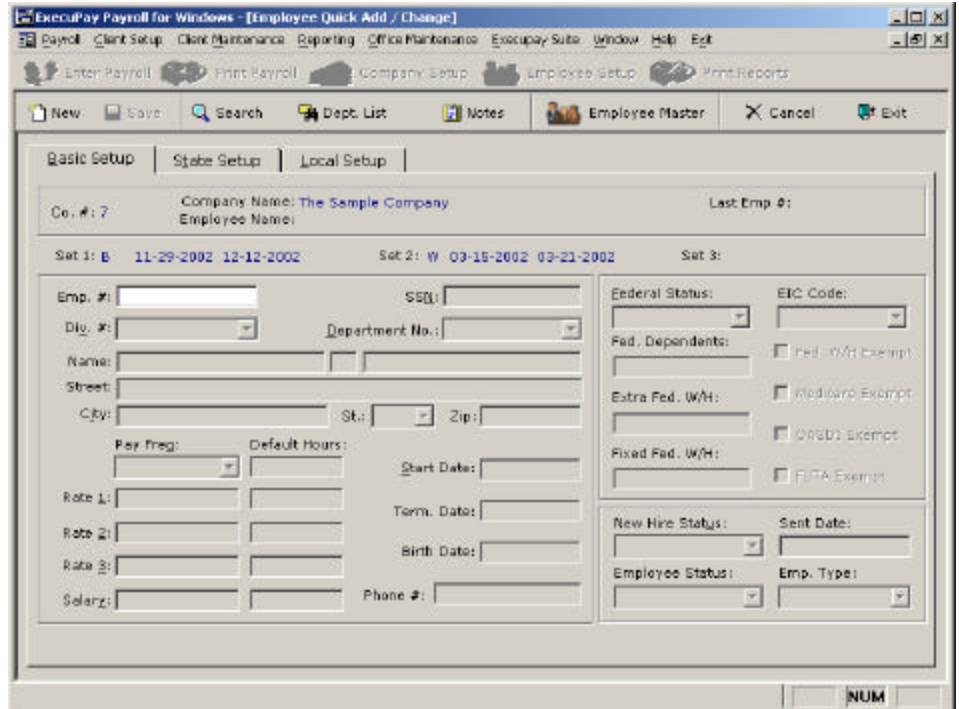
After clicking on the OK button and when changes are made to pay period or check dates, a prompt will appear requesting the operator to review the dates. If the client is a monthly tax depositor, the system relies on the payroll dates and pay frequency to know when the final payroll of the month is being processed. Also, if the client is set up to create a tax check for all liabilities in a given month, the system knows if there will be more payrolls in the month based on previous and current pay periods and check dates.

Entering Payroll

There is a certain process we follow for entering a new payroll. We have tried other procedures in the past, but we have found this to be the most concise method for entering payrolls. The majority of the payroll entry takes place on the screen shown below with some exceptions.

- New Hires / Changes / Terminations – We ask for this information at the beginning to avoid missing these items during payroll entry. If a client has a new employee, any changes, or needs to terminate an

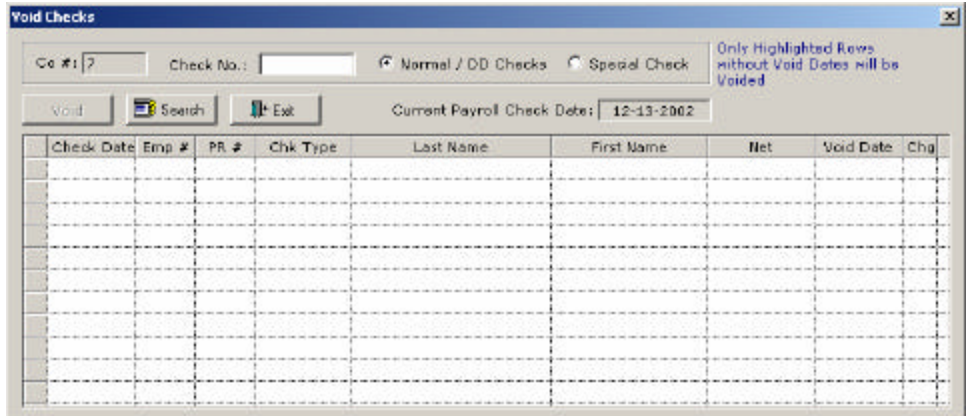
employee, you can access the Employee Quick Add/Change screen by clicking on the button that looks like a small man or pressing F5. This will bring up a screen that will allow you to setup an employee, terminate an employee, or make general changes. If you need to make permanent changes to a deduction or earning, you will need to press F4 from this screen.



- Manual Checks – We request this information prior to entering any regular checks so that if there is a difference in the calculation of FICA (Social Security and Medicare), it will be fixed on the regular check. To enter a manual check, press F12 and then enter the employee number. You will key the information for each field with the exception of Social Security and Medicare as these will calculate automatically.

Note: When entering a manual check, it is not advisable to adjust the Social Security and Medicare amounts by more than \$.03 in either direction. When entering manual checks you cannot have duplicate check numbers. If you have multi entries use 999employee number, 99employee number or 9employee number so they will break on the check register properly.

- Void Checks – If you need to void a check for a client, click on the check icon with the green pen and arrow going to the left (third button from the left) or by pressing F4. You will enter the check number, verify the name, date, and dollar amount, and then click the void button.

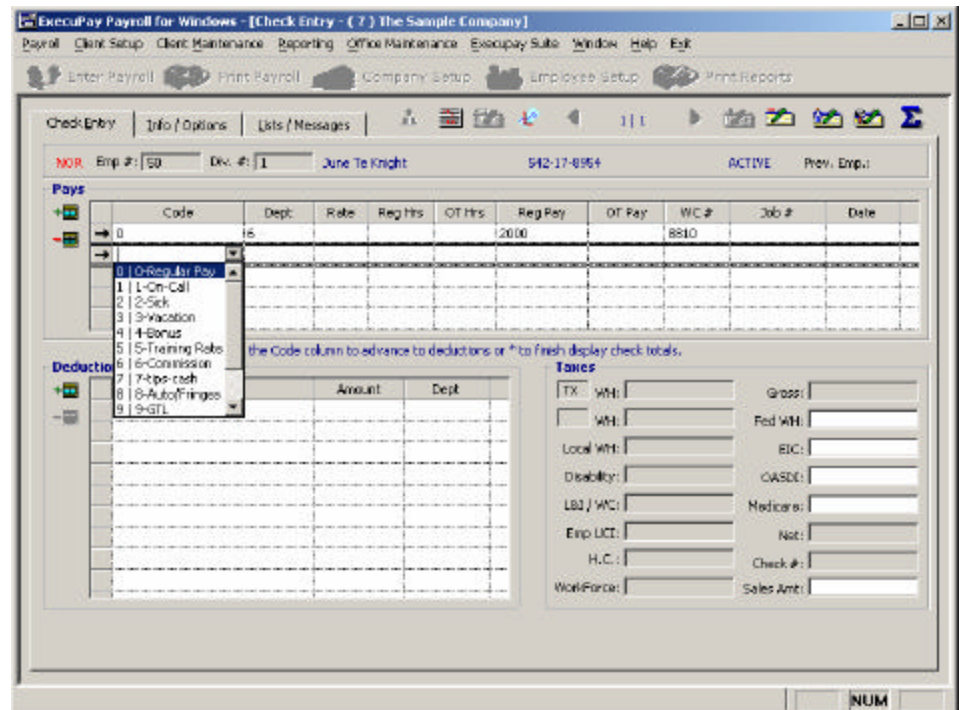


After you have entered all of the changes above, you will be ready to begin entering the actual payroll. The next step is to enter the employee number.

Special Messages

Once you enter the employee number, you may see a special message pop-up on the screen. We generally use the special messages to alert us to items to watch for such as child support or garnishment amounts. It is very important to read these messages completely. To clear the message after reading it, you can click OK or press Alt-O.

Pay Entries



After reading the special messages, you are now ready to enter the payroll. Follow these steps in order to complete the pay entries:

4. Enter the Div #. This defaults to the division that is setup on the employee level. If the employee worked in another division, this is

where you would make that change. You cannot pay an employee in more than one division on a check.

5. Enter the Code. This defaults to 0 which is regular pay. You can either key in the number that corresponds to the pay code or select the pay code from the drop down list.
6. Enter the Dept. This also defaults to the employee's home department. If they worked in another department, enter the number here. You can pay earnings in more than one department on the same check.
7. Enter the Rate. The rate is also the employee's default pay rate. If there is more than one rate, you can press the down arrow to scroll through or type in a one-time rate.
8. Enter the Reg. Hours. This is where you will key the hours that are paid at 1 times the base rate.
9. Enter the O.T. Hours. Enter any overtime hours here and they will be paid at the O.T. Rate on the company level (usually 1.5 times the base rate).
10. Review the Reg. Pay. This is the calculation of the regular hours times the rate or the employee's default salary if the employee is salaried.
11. Review the O.T. Pay. This is the calculation of the overtime hours paid at the overtime rate.
12. Review the default WC#. This displays the employee's workers compensation code if they are using this service.
13. Enter the Job #. If the payroll you are entering is a certified payroll or the company wants to track what job they are paying for, this is the place to enter the job number. See the section on Certified Payrolls and Job Costing for more information.
14. Enter the Date. This field is used in certified payrolls only. See the section on Certified Payrolls for more information.

If there is more than one entry that needs to be made for the employee, once you press enter on the first line, the system will automatically drop to the next line and allow you to go through the above steps again. After entering all of the Pay Entries, you will be ready to enter the Deduction entries.

Deduction Entries

Entering one-time deductions is very similar to entering pays. After you have entered the pay entries, press F8. This will drop you down to the first row in the deductions section.

- Enter the Code. You can key in the number for the deduction or select the deduction from the drop-down list.
- Enter the Amount. Key in the dollar amount for the one-time deduction.
- Enter the Dept. The department automatically defaults to the employee's home department. If the deduction needs to be shown in a different department, type the department number in this field.

Auto Pays and Auto Deductions

After you have entered your one-time deductions, press the * key on your keypad. This will calculate the check and taxes. This will also fill in any auto-pays or auto-deductions that are setup on the employee level. When these fields are populated, be sure to review them for accuracy and make any changes necessary. This will only create one-time changes. If you need to permanently change an auto-pay or auto-deduction, go to the Edit Employee screen and make the change there. If you need to make any changes to what you have entered, go back up to the entries section by pressing F7 and then press the * key again.

Tax Adjustments

Once the check is calculated, you will be able to make any adjustments to the taxes that are necessary. The only tax fields you should adjust are Federal Withholding, State Withholding, or Local Withholding.

Note: Remember, you should never zero-out the Social Security and/or Medicare fields on any employee. If you do this, the company will be out of balance and you will need to do manual corrections before you can process the quarter-end and year-end reports.

Once you have reviewed all your entries and the check is completed to your satisfaction, press Enter. This will allow you to enter the next employee. This will also allow you to enter another check for the same employee.

Additional Checks and Deleting Checks

To add another check for the last employee, enter the employee number on a blank check entry screen. Once the employee is on the screen, press F10. This will create another check entry for the same employee.

To delete a check for an employee, enter the employee number and go to the check you wish to delete. Once the check is up, press F9. This will delete the check entirely.

If you wish to review an employee's check, enter the employee number on a blank check entry screen. After reviewing the check, press F11 to bring up a new entry screen for the next employee.

Totals

After entering all of the checks, you will either click on the totals key (the blue key that looks like the Greek symbol for "E") or press F6. This will create grand totals for the entire payroll and populate the totals screen shown below. There are six tabs on the Totals screen. They are:

- Payroll Totals (Alt-T)
- Pay/Deduction Totals (Alt-P)
- Division/Department Totals (Alt-D)
- Job Totals (Alt-J)
- State Tax Totals (Alt-S)
- Delivery Info (Alt-I)

Each of these screens give more detailed totals with the exception of the Delivery Info tab. The Delivery Info tab gives you another chance to review the delivery

method and instructions. Your client may request some of the totals on these screens for their records.

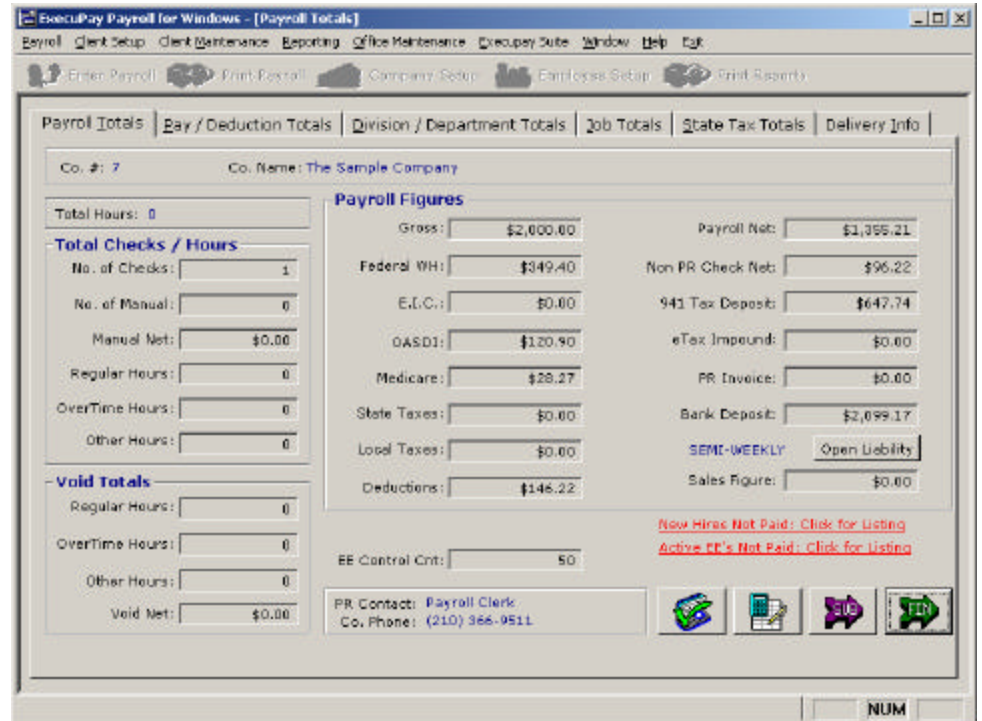


Figure _____ Payroll Totals

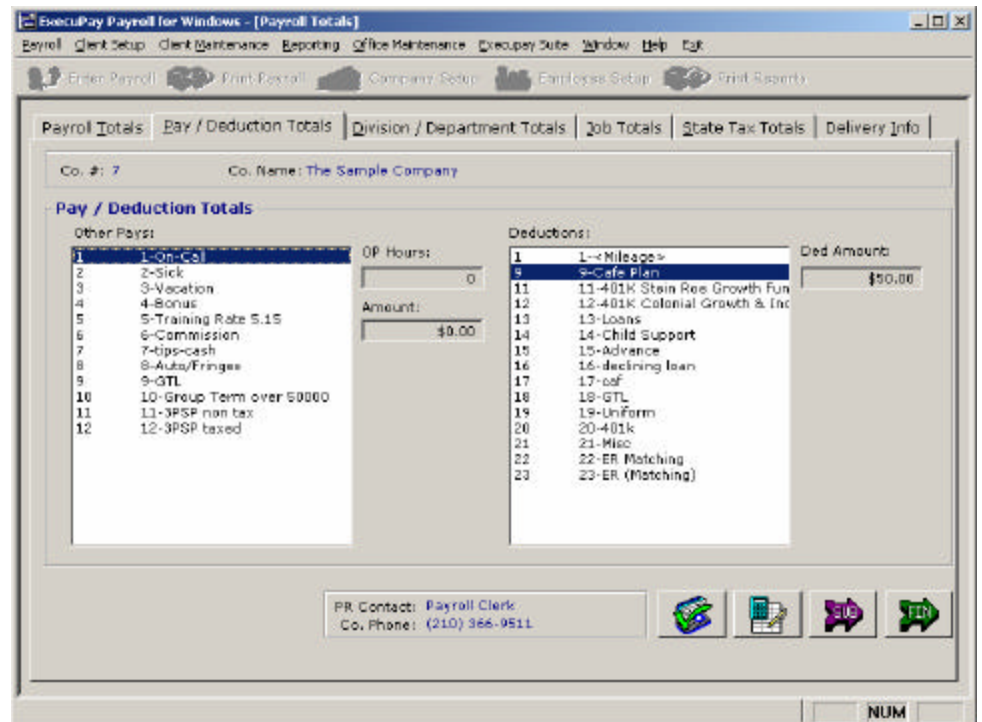


Figure _____ Pay/Deduction Totals

Also on the main Payroll Totals Screen, you may see two fields in red in the bottom right corner of the screen. The fields are “New Hires Not Paid: Click for Listing”

and “Active EE’s Not Paid: Click for Listing.” If you click on one of these fields, a new window will pop-up that will list any employees that were not paid during this payroll. This is a good tool to use for reviewing that all employees have been paid. If all employees were paid initially, the red fields will not appear. If you have employees appear that were hired but never came to work go to the employee master file, enter a Termination date and Last Paid date (you can use something like 01-01-1900 as a reminder to you that this employee was never paid in your system) this will omit them from the list.

Emp #	Name	Start Date
→ 73	Allen, Mary J.	05-02-2000
→ 71	Anderson, Alexander C.	05-01-2000
→ 83	Anderson, Alexander CCC	05-01-2000
→ 46	Beck, Nona	09-08-1998
→ 29	Black, Ofelia J	07-12-1994
→ 126	Blue, Yawnee S.	05-01-2002
→ 112	Carter, Jimmy F.	01-02-2002
→ 117	Castro, William C.	12-25-2001
→ 91	Chavas, Armando	06-30-1999
→ 62	Chavas, Armando	06-30-1999
→ 777	Clark, Mikayla L.	04-29-2002
→ 7707	Clark, Virginia M.	04-29-2002
→ 125	Clarke, Mikayla L.	04-17-2002
→ 97	Concord, Mike	05-01-2001
→ 104	Concord, Mike	05-01-2001
→ 17	Doe, John	01-02-1998
→ 61	Garcia, Jr., Lorenzo F.	08-04-1999
→ 52	Gonzales, Suzanne M.	10-07-1998
→ 100

Figure _____ Active Employees Not Paid

Sub-Total / Finish

After you have reviewed the totals and verified with the client that all of the employees have been paid, you are ready to finish the payroll. If you need to make changes, you must click on the button on the bottom center that looks like a checkbook. This will take you back to Payroll Entry. If the client needs to call back, click the button labeled “SUB” (the purple arrow button). This will put the client on hold and not process until you go back into the payroll and click on “FIN” (the green arrow button) to finish out the payroll.

After the payroll has been finished, it will go into the Payroll Stack for the Print Technician to process. If you need to make changes, you can go back into this payroll before it is printed. If the payroll has already been printed, someone with administrative access will need to approve any changes.

Entering Faxed Payrolls

DON'T ASSUME ANYTHING

Highlight or mark any questions, we want to enter the payroll first, put on subtotal, then call client one time with all questions.

15. If dates are not on fax we will need to verify with client, frequently around the holidays dates will change, if so write down the dates, after the payroll is entered/finished go to client setup Ctrl M and fix the dates. Look at services, remember not to backdate and if on dd make sure we have two business days till check date and it is b/4
16. Verify delivery method on fax, if not given verify with client
17. If totals are not given you must total the payroll first. Get EE Count, that is the ee numbers added up, total all hours by category etc, you may also total any pays like tips etc.

Before Entering PR

- Add any new employees
- If you re-hire any ee's verify check off list for rehires**
- Make any permanent changes, on rate/salary changes if no effective date listed enter the period start date as effective date, on terminated ee's if no term date is given enter last paid date as term date.
- Enter all void checks F4
- Enter all manual checks F12 (NEVER EVER zero out oasdi or medicare, may only change within pennies 5 cents up or down is the golden rule
- Enter checks, when your entering checks if you made a pay or deduct change verify it when the check comes up.
- Total out or F6

Verify totals:

18. Employee count
19. All hours
20. Any pays
21. **If an active/new employees not paid list appears these must be validated.**

If all is good you may finish payroll. If you have any questions you can subtotal, call client first and verify.

Employee Control Count Total Figure

On the check entry totals screen a new control count number has been added and is located above the payroll contact name near the finish and subtotal buttons.

This total is a sum of the employee numbers entered into the payroll for all types of checks, normal, direct deposit, manual, reversals. It excludes special checks.

This field can mainly be used to help verify the correct employees were paid when entering a faxed payroll or emailed payroll.

On the payroll worksheet totals page, at the very bottom, is the control count figure (which is the sum of the active employees that printed out)

What you can do, is take that number, add in new employee #'s, subtract off employees not paid and see if you match up with the figure in the system.

Don't forget to add in employee #'s for multiple checks and for voids and manuals.

Reasons for non-matching values:

- Wrong employee paid
- Previous checks holding before payroll, that the operator may not be aware of as they might not be listed on the worksheet.
- Tape keyed wrong

Resolutions:

- Print Register to PDF and verify each employee
- View Checks Entered within Check entry go to (F3)

PaySheet Manual

The PaySheet is a quick and easy method of entering payroll hours. It will save time on entering and error checking. Below is a picture of the first part of the file.

	A	B	C	D	E	F	G	H	I	J	K
1									0 - Regular Pay / Salary		
2	Emp #	Pay	First Name	Last Name	Div	Dep	Job	Rate	Reg Hours	OT Hours	Reg Hours
3											
4	1	Y	John	Adams	0	2	0	14.5	40	0	0
5	2	Y	Frank	Alexander	0	2	0	12.5	0	0	0
6	3	Y	Tom	Brown	0	2	0	9.5	0	0	0
7	4	Y	Jill	Brown	1	2	0	0	0	0	0
8	5	Y	Dawn	Carson	1	2	0	9.5	0	0	0
9	6	Y	Elizabeth	Harbordt	1	2	0	0	0	0	0
10	7	Y	Eddie	Harbordt	1	2	0	15	0	0	0
11	8	Y	Susan	Jones	1	2	0	0	0	0	0
12	9	Y	Julianne	Morris	0	3	0	2.13	0	0	0
13	10	Y	Julio	Gonzalez	1	2	0	10	0	0	0
14	12	Y	Eddie	Contract	0	2	0	0	40	0	0
15	13	Y	Eddie's	Contract #2	1	2	0	0	40	0	0
16	14	Y	Mike	Smith	0	2	0	0	0	0	0

As you can see the format is very easily read. Color coding columns and descriptive headings make it easy to track down items. The first few columns identify the employee. Next, the Div is the division for this line. The Dept is the department for this line. These are set as the employee defaults. They can be changed as necessary. Please ensure however, that they are valid division/department combinations. If you are unsure, please call into your payroll service bureau for assistance. The Job is similar to the division and department in that you can change it, however, it doesn't load with a default job number. If you use these, you will have to enter this data. The rate can be changed also. It is loaded with the employee default. The next columns are where the pay information is entered. Look at the top for the appropriate pay code. It will start with code 0, the regular pay code. Enter the hours and/or salary here. It is followed by the other pay codes. These are to be used to enter additional hours and/or pay to these codes. It will not overwrite the amounts already there. Also another point here is that these are one-time additions to the checks. These are not to be used to setup new permanent scheduled pays. Following these are the deductions. These follow the same rules as the pays.

Options on Entry

Defaulted Options

The last part of the line is displayed below. This is where we will begin the discussion on the options available with this worksheet.

	AR	AS	AT	AU	AV	AW	AX	AY	AZ	EA	BB	BC
1	<1099 Contract				Automatic				Accrue			
2	Amount	Term Date	Check Memo	Hrs	Pays	Deds	Memos	Sick	Vac	Per	Direct Deposit	Check
3												
4				N	Y	Y	Y	Y	Y	Y	N	1
5				N	Y	Y	Y	Y	Y	Y	N	1
6				N	Y	Y	Y	Y	Y	Y	N	1
7				N	Y	Y	Y	Y	Y	Y	N	1
8				N	Y	Y	Y	Y	Y	Y	N	1
9				N	Y	Y	Y	Y	Y	Y	N	1
10				N	Y	Y	Y	Y	Y	Y	N	1
11				N	Y	Y	Y	Y	Y	Y	N	1
12				N	Y	Y	Y	Y	Y	Y	N	1
13				N	Y	Y	Y	Y	Y	Y	N	1
14				N	Y	Y	Y	Y	Y	Y	N	1
15				N	Y	Y	Y	Y	Y	Y	N	1
16				N	Y	Y	Y	Y	Y	Y	N	1

Under the section labeled Automatic, there are several options for the check. The items shown are automatic hours, scheduled pays, scheduled deductions and

scheduled memos. The fields will have either a Y or N for yes and No respectively. The automatic hour's option will put the default hours on the regular pay line for this check. For instance, if the pay period is weekly, it will put 40 in the hour's field. If it is a bi-weekly payroll, it will put 80 hours and so on. You can also call your service bureau and dictate this number. This option will be used in the case where there are hourly employees who always work a set schedule and do not change the number of hours worked per week. The default on this option is no.

The scheduled pays is next. This option controls whether or not to put in the scheduled pays that normally would come on this check. The default for this option is yes. Some cases where it might be turned off is in cases of bonus payrolls, special runs, etc... The scheduled deductions and memos work the same way as the pays. The section for accruals is next. These are simply the accruals for sick, vacation and personal pay. The options work the same was as the automatic section. The default for all of these is set to yes. This means they will as a default always accrue.

The next option is the direct deposit flag. This controls whether or not this check will be direct deposited or not. It is set by getting the information from each employee. If there is direct deposit information for that employee and it is listed as Active, it will make the check direct deposit. If there is no direct deposit information or it is not Active, it will create a regular check. Please note: Employees cannot be setup for direct deposit on this screen. Turning on the flag when there is no direct deposit setup will cause an error. Please call in all setup information to your service bureau before hand if the employee is to start direct deposit.

The last item is the check number. This is usually set to one as the employee will have one check per payroll. However, this can be incremented to show more than one check per payroll. This leads into the discussion of multiple lines per employee.

Multiple lines per Employee

There are several reasons that an employee could have more than one line in the file. The employee may be paid at different rates, in different divisions and/or departments, the company may just want a certain pay to be put on a separate check. For any of these reasons, a new line must be added for the employee. The easiest way to add a new line is to highlight the entire row of the current line the employee has. Then copy it and paste it in an available line. Then change the appropriate information. Again, the items that can be changed to reflect multiple lines are the division, department, job or rate. If this is meant to be a new line on a new check, the check number has to be changed. Just use the next highest check number for the employee to indicate which check this is. For instance, if this is the second check for the employee, you might put 2 in the check number. If it is the third check, put a 3 and so on.

Tips and Suggestions

1. The first is to take advantage of Excel. It has great features for summing up columns that can be used to sum up the totals to cross check. It makes it very convenient to check totals so there is less room for error when the payroll is sent to your service provider.
2. Also, Excel remembers key stroke movement to some degree. If you enter in the hours, overtime hours and pay columns and then hit return, it will remember you started in the regular hour's column and put the focus there on the next line. Thus eliminating the need to tab over to the columns. We suggest entering the main information on the three main columns of regular hours, overtime hours and regular pay. Using just the enter and tab keys, you can

enter values and navigate. It should make the entry quite swift. Then go back and fill in exceptions.

3. If you have a situation where there needs to be more than one line per employee, we suggest adding all of the lines first to take advantage of the method described in tip 2.

Cautions:

- Columns cannot be removed and cannot have the heading altered in any way.
- The changes made on these lines are not permanent changes.
- All employees on the sheet must be called into the service bureau prior to sending the file so that they are in their system.
- Other pays and deductions cannot be added in the system on this sheet. If these need to be on the sheet, they need to be called into the service bureau before hand.

Index

B

Before Entering PR 33

C

Creating a Payroll 22

E

Employee Control Count Total Figure 35

Employee Re -Hire Quick Sheet 17

Employee Setup Screen 1

Entering Faxed Payrolls 33

Entering Payroll 26

Execupay Database field specifications: 19

Execupay Time Import File Specifications 19

I

Introduction 1, 21

O

Options on Entry 37

P

Payroll Dates 23

Payroll Processing 21

Payroll Statuses 21

PaySheet Manual 37

R

Reasons for non-matching values: 35

Resolutions: 35

S

Setting Up Employees 1