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INSTANT PAYROLL TUTORIAL

This tutorial guides you through the most commonly used features and functions of Instant Payroll, using the fictitious Demo Client for Instant Payroll Company (Demo Co.). By reviewing the concepts and working through the procedures, you will learn the fundamentals of the application. If you require a more detailed review of a procedure or function, refer to the appropriate chapter of the User Guide.

Use the TEST CLIENT to complete the tutorial exercises. DO NOT USE YOUR LIVE INSTANT PAYROLL ACCOUNT.

Requesting a Test Client

This document was printed from the Tutorial module of Instant Payroll. You can also request a Test Client from the Tutorial module. The Test Client allows you to practice Instant Payroll concepts in a demonstration environment.

1. Select Tutorial from the Home Page or from the Menu Options drop-down list.

2. Click Create a New Test Client. The Test Client Information table populates with your Client No., User Name, and Password.
How this tutorial is organized

This tutorial reviews each module of Instant Payroll. Like your company, the Demo Co. (the sample company) is already set up in Instant Payroll and is in the process of making modifications to streamline their payroll process. This tutorial provides a high-level review of concepts with step-by-step procedures. Refer to the User Guide for more detailed conceptual information. This tutorial serves as a “quick start” guide for payroll processors.

The first part of this tutorial focuses on the fundamentals of Instant Payroll, assuming the characteristics of a smaller company. The last section introduces the features most often used by larger companies with 25 - 100+ employees.

It is strongly recommend that you complete the tutorial in sequence as many exercises build on previous ones.

Company Background - Demo Appliance Sales

Demo Co., a fictitious appliance sales company, is operating a retail store as well as engaging in bulk sales to contractors in new construction projects.

- 13 employees in the following departments:
  - Salaried Owner/managers
  - Sales associates
  - Administrative staff
GETTING STARTED

Exercise: Log in to Instant Payroll


2. Click Standard Login. The Login screen displays.
3. Enter the following to display the Instant Payroll Home Page:

- **Client**: Test Client number
- **Login ID**: Test
- **Password**: Test

4. Click **Enter**.
HOME PAGE AND MODULES

Instant Payroll is divided into eight modules. Each module, briefly explained on the Home Page, covers distinct functions of the system. If you are not on the Home Page, click Home in the location bar (black background bar above main working area).

A. Logo Bar – Displays your Client Number and Client Name, the last successful login date, and a link to download the New User Guide.

B. Location Bar – The location bar is your primary navigation tool.

- **Location**: The yellow wording on the left tells you instantly where you are as you navigate through the application. The wording changes to reflect your current location.

- **Password**: allows you to change your password at any time.

- **Help**: accesses comprehensive, context-sensitive assistance. You may also navigate the entire Help system from this window.
- **Support**: allows the user to e-mail their local office with a question. Clients also can grant their local office access to their client account on a one-time basis or for a specific length of time.

- **Print Page**: allows user to print the current page.

- **Logout**: immediately ends your session and returns you to the login screen. If you are engaged in a process, the system prompts you to save your work. You should use the logout button when exiting the website and not “X” out of the application.

- **Home**: returns you to the home page.

- **Menu Options**: To the right of the Location bar is a Menu Options drop-down list. Each module available in the main window of the Home Page can also be accessed from this drop-down list.

C. **Modules Navigation Window** – Users can select a module by clicking the Module name. Below the module name is a brief explanation of the functionality.

**Exercise: Access the Company Information Module**

1. From the Home Page or the Menu Options drop-down list, select **Company Information** module.

**NOTE**: On the Company Information screen, the name in the Company Name field displays on payroll checks. Sensitive payroll reports and notifications are sent to the E-mail Address listed on the Company Information page.

**Client Options**

On the left side of the screen is the Client Options menu. The Employee List and Administration modules also contain Client Options menus. Client Options menus provide access to other utilities within the module. The Payroll Processing module includes a similar menu called Related Tasks.
Navigating Options within Modules

Navigate options by using the Options list within the module. Instant Payroll organizes much of your payroll information into tables, such as Earnings, Deductions, and the Employee List. Most of these tables include an item/column that is highlighted in blue. Click a link to open a detailed information screen.

1. If you are not in the Company Information screen from the previous exercise, select **Company Information** module from the Menu Options drop-down list or from the Home Page.

2. Select **Deductions** from the Client Options menu. The **Deduction** screen displays.
ADMINISTRATION MODULE

Access the Administration module to customize Demo Co.’s payroll functions. Careful setup of the Administration options tailors the application for simple to complex payrolls.

In this lesson, you will learn to:

✔ Customize Instant Payroll modules
✔ Customize the “New Hire Wizard”
✔ Specify your Paid Time Off (PTO) Plans

CAUTION: A user can only access the Administration screen and change options when no other users are logged in to the system. When a user accesses the Administration screen, the application prevents any other users from logging into the system.

Specify Modules Included

When you access the Administration module from either the Home Page or the Menu Options drop-down list, the screen displays the Optional Payroll Utilities table.

To streamline your payroll process, deactivate the features you do not use by clearing the “Active” check box. All screens for deactivated modules are “hidden” in the application. The hidden feature may be reactivated at any time by selecting the Active check box.

TIP: Keep it simple. Select only those features that meet your payroll processing needs.

For more information on the payroll features listed on this page, refer to the User Guide - Administration and Company Information chapters, or call your local customer support representative.
Exercise: Select modules to deactivate

Demo Co. does not offer Deferred Comp Basic/Match or track workers’ compensation codes.

Deactivate the **Deferred Comp Basic/Match** and **Workers Compensation**

1. Select **Administration** from the Menu Options drop-down list or from the home page.

2. Deselect the Active check boxes for **Deferred Comp Basic/Match** and **Workers Compensation**.

3. Click **Save** to commit changes.

![Modules/Options Included](image)
Employee Import

The Employee Import option allows the Import option to be configured.

1. Select Employee Import. The following screen displays the first time the option is selected.

2. Currently, the only available import option is From .csv/.txt File. Select this option, then click Save.

Five tabs display: Basic Info, Employee, Taxes, Wages, and Deductions.

Basic Info - Details of the import method. There is also the ability to run a verification report from this tab. The report displays the data as it is provided in the imported file without formatting. The purpose of this feature is to display what will be imported from the file.
**Employee** - The employee demographic fields that can be included in the file. Select the check boxes for the desired fields. The Employee Number, First Name, and Last Name are required.

**Taxes** - The Federal Taxes, State Taxes, Work State, Workers' Comp Classification, and Local Taxes fields. Select the check boxes for the desired fields.
**Wages** - Wage related fields. Select the check boxes for the desired fields,

![Wages Table](image)

**Deductions** – Available deductions fields. The Employee Number and Deduction ID are required.

![Deductions Table](image)

**Customize New Hire Wizard**

When creating a new employee profile, you are required to enter Employee Information, Employee Wages, and Employee Taxes. The New Hire Wizard Customize allows you to designate which screens you want to include in the new hire process. There are up to five additional screens you may add to the new hire wizard (depending on what functions you deactivated in the Modules Included option).

**Exercise: Customize the New Hire Wizard**

At Demo Co., one person gathers and inputs all new hire information. New employees are not subject to typical deductions until they have completed a 90-day probationary period. The Employee Savings Plan is only offered after 6 months of employment. Customize the new hire wizard to include all applicable screens.

1. Select **New Hire Wizard** from the Admin Options drop-down list.

2. Select **Paid Time Off** in the Display Order row 4.
3. Select **Employee Direct Deposits** in Display Order row 5.

4. Click **Save** to commit changes.

If you deactivated a feature in the “Modules Included” option, it will not display as an option in the New Hire Wizard.
**PTO Customize**

Establish up to eight types of paid time-off plans on the PTO Customize screen. Each of the PTO types named in this section is defined further in the Company Information module, in terms of accrual methods, accrual rates, eligibility, etc. If you deactivated the Paid Time Off module in “Modules Included” option, this will not display.

**EXAMPLE:** If your company offers “PTO” instead of “Vacation”, you are able to rename “Vacation” to read “PTO”. Your employees then see “PTO” instead of “Vacation” on their check stubs.” Paid time-off plans are set up in the Company Information Module. That is where you can define how the plans work.

**Exercise: Rename a current PTO Type**

Demo Co.’s PTO plans are Vacation, Holiday, and Comp Time.

1. Select the PTO Description option from the Admin Options drop-down list.
2. In Type Description, change Sick to Comp Time. Leave the remaining PTO Type descriptions.
3. Click Save to commit changes.

![PTO Type Standard and Customize](image)

**NOTE:** You do not have to use all of the PTO Type Descriptions defined in this screen; however, you cannot leave a field blank.
After a PTO Plan is established in Company Information, the set up looks similar to the following:

<table>
<thead>
<tr>
<th>PTO Type: 3 Plan: 01</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PTO Type:</strong></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td><strong>Accrual Method:</strong></td>
</tr>
<tr>
<td><strong>Accrual Rate:</strong></td>
</tr>
<tr>
<td><strong>Balance Method:</strong></td>
</tr>
<tr>
<td><strong>Per Pay Maximum:</strong></td>
</tr>
<tr>
<td><strong>Accrual Maximum:</strong></td>
</tr>
<tr>
<td><strong>Balance Maximum:</strong></td>
</tr>
</tbody>
</table>

- **Show Balance on Employee Check Stub?**
  - Check this box to control the display of PTO balances on Employee Self Service.

- **Clear Method:** Calendar Year
- **Allow Negative Balances?**
- **Next Plan Description**
- **Months Needed until Next Plan:** 0
- **Active?**

This field also controls the display of PTO balances on Employee Self Service.
COMPANY INFORMATION MODULE

You can manage company information, pay rates, tax liabilities, deductions, and benefits in the Company Information module. The Company Information module and Employee List module have a parent/child relationship. It is important to establish the payroll requirements of all employees at the company level. If a payroll function is not defined at the company level, it may not be applied at the employee level.

In this lesson, you will learn to:

✓ Access Company demographic information
✓ Create/Edit Departments
✓ Create/Edit Earnings Types
✓ Create/Edit Paid Time Off (PTO) Plans
✓ Load Work and Withholding State and Local Taxes

Company Information

When you select the Company Information module from the Home Page or the Menu Options drop-down list, the Company Information option screen displays. It contains the basic demographic information about the organization.

CAUTION: Changing your Company Name does not change the legal name of your business. Changing your Company Address does not change the delivery address. Please contact your local office if you require these types of changes.

NOTE: The email address listed receives sensitive payroll information. The Company Name is printed on the payroll checks.
**Division/Department/Job/Job Status**

The option for Division/Department/Job/Job Status displays all active and inactive Divisions, Departments, Jobs and Job Statuses.

**CAUTION:** If you choose to track by Division or Job, you must create a Division or Job that may be assigned to every employee. If one or more employees are assigned a division or job, all employees must be assigned a division or job.

**NOTE:** Codes are used to uniquely identify a Division, Department or Job. Once a code is established, it cannot be changed. This is to maintain database integrity. If you require a different code for a div/dept or job, you need to create a new one. Contact your local office if you have any questions or require assistance.

**Job Status codes** can be setup by clicking **Job Status**, then **Create New Job Status**. The Job Status Information set up here is for clients who want to identify their employees as (Permanent or Temporary & Full Time or Part Time). After Job Status codes are set up, they can be added to employees in the Employee List module, Employee Information page. Job Status only displays in the Employee Information page if Job Status codes are set up here.

**Exercise: Create and modify departments**

Demo Co. has three departments to define – Management, Sales, and Administration.

1. Select the **Company Information** module from the Menu Options drop-down list.

2. Select **Department** from the **Client Options** menu.

3. Management Department: the Management department already exists. Click the link to review the department information. **Save** or **Cancel** to return to the main screen.

4. Administration Department: click **Office Personnel department** to rename it “Administration”.

5. Enter **ADMINISTRATION** in the Description field and enter **ADMIN** in the Short Description field.
6. Click **Save** to return to the Department table.

7. Sales Department: Click **Create New Department**.

8. Enter **SALES** in the Description and Short Description fields.

9. Enter **3** in the Code field for Sales (following the naming convention of the other codes 1 and 2).

10. Click **Save** to return to the Department table.

The Department table should look like this:

<table>
<thead>
<tr>
<th>Active</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Administration</td>
</tr>
<tr>
<td>Yes</td>
<td>Management</td>
</tr>
<tr>
<td>Yes</td>
<td>Sales</td>
</tr>
</tbody>
</table>
**Deductions**

The Deductions option allows you to create and modify voluntary deductions for your company.

**Exercise: Create a new deduction**

Demo Co. employees want to start a holiday savings club. The Holiday Club is a voluntary deduction whereby employees may contribute to a personal savings account each payroll. The account is paid back to the employee in the first payroll in November.

1. Select **Deductions** from the Client Options menu.
2. Select **125 HSA FAMILY** from the Select a Deduction Type drop-down list.
3. Click **Create New Deduction**.

4. Enter **125 HSA** in the Description field (type over existing text).
5. Enter **HSA** in the Short Description field (type over existing text).
6. Leave the other settings. Refer to the note.
7. Click **Save** to commit the changes.

**NOTE:** The deductions list contains a number of commonly used, voluntary deduction types. Many of these deductions may have tax implications or special handling processes that are very specific. For your convenience, these deductions are coded to follow appropriate guidelines that ensure tax compliance. Please contact your local office if you need help adding a new deduction.

When complete, your deductions list should look like this:
Establish Paid Time Off for the Company

You can define an unlimited amount of PTO plans based on the PTO types you established in the Administration module. This exercise focuses on the Vacation PTO type.

Demo Co. has four levels of vacation eligibility for hourly and salary employees based on years of service as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Vacation Time</th>
<th>Salary</th>
<th>Vacation time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 3</td>
<td>80.00 hours</td>
<td>0 – 2</td>
<td>80.00 hours</td>
</tr>
<tr>
<td>3 – 7</td>
<td>120.00 hours</td>
<td>2 – 7</td>
<td>120.00 hours</td>
</tr>
<tr>
<td>7 – 15</td>
<td>160.00 hours</td>
<td>7 – 15</td>
<td>160.00 hours</td>
</tr>
<tr>
<td>15+</td>
<td>200.00 hours</td>
<td>15+</td>
<td>200.00 hours</td>
</tr>
</tbody>
</table>

In this case, you need to define 8 types of vacation plans: 4 for hourly and 4 for salary employees. You will create two of these in the following exercises.

Exercise: Create vacation plans for Demo Co.

Create PTO plans for Demo Co.’s hourly 2 week and 3 week vacation plans.

Step 1: Deactivate existing vacation and sick plan

1. Select Paid Time Off from the Client Options drop-down list.
2. Click the existing Vacation plan link.
3. Deselect the Active check box (the last field on the screen).
4. Click Save to return to the Company PTO plans screen.

Step 2: Create the Hourly “3 week” vacation plan

1. To access the Company PTO Plans screen, select Paid Time Off from the Client Options drop-down list in the Company Information module.
2. Select Vacation from the Select a PTO Type drop-down list and click Create New PTO Plan.
3. Enter **H3-7 Vacation** (Hourly employees with more than 3 and less than 7 years of service) in the Description Field. Use this description to assign vacation plans to employees in the Employee List module.

4. **Select First Pay Of Anniversary** in the Accrual Method drop-down list.

5. Enter **120.00** in the Accrual Rate field. Accrual rate **must** be represented in **hours**.


7. Select **Show Balance on Check Stub** if you want the vacation balance printed on the check stub and displayed in the Employee Self Service.

8. Select **Employee Anniversary** in the Clear Method field, and if you cannot carry vacation forward, leave the “Carry Forward Balance?” check box blank.

9. Enter **48** in Months Needed Until Next Plan. Hourly employees move into another vacation plan in 4 years or 48 months.

10. The Active? check box is already selected.

11. Click **Save** to commit the changes.
Step 3: Create hourly “2 week” vacation plan

1. Select **Vacation** from the Select a PTO Type drop-down list, and click **Create New PTO**.

2. Enter **H-3 Vacation** (Hourly employees with less than 3 years of service) in the Description Field. Use this description to assign vacation plans to employees in the Employee List module.

3. Select **First Pay Of Anniversary** in the Accrual Method drop-down list.

4. Enter **80.00** in the Accrual Rate field. Accrual rate MUST be represented in HOURS.

5. Select **Each Payroll** in the Balance Method drop-down list.

6. Select **Show Balance on Check Stub**. If the employee is not eligible for accrued vacation until after the probationary period, you may want to leave this check box blank. By leaving this field blank, the balance **does not** print on the check stub or display under Employee Self Service.

7. Select **Employee Anniversary** in the Clear Method field. If you cannot carry vacation forward, leave the check box blank.

8. Select **H3-7 Vacation** from the Next Plan Description drop-down list.

9. Enter **36** in Months Needed Until Next Plan. Hourly employees move into another vacation plan in 3 years or 36 months.

10. The Active check box is already selected.

11. Click **Save** to commit the changes.

When you complete the exercises, your Company PTO Plans should look like this:

<table>
<thead>
<tr>
<th>Active</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>VACATION</td>
<td>2.500000</td>
</tr>
<tr>
<td>Yes</td>
<td>H-3 Vacation</td>
<td>80.000000</td>
</tr>
<tr>
<td>Yes</td>
<td>H3-7 Vacation</td>
<td>120.000000</td>
</tr>
</tbody>
</table>

Company PTO Plans
State and Local Tax

The State Taxes & Local Taxes are Client Options that allow you to establish and maintain the tax tables for the states and local areas in which you do business. The work and withholding states you activate determines what local taxes are available. These also provide values for selecting employee taxes in the Employee List module. If you have employees that work outside the state where you do business, you may want to activate the state in this section.

Exercise: Add a State to the list of Work/Withholding State and Local Taxes

Add the State of Maryland to Demo Co.’s State Taxes.

1. Select the Company Information module from the Menu Options drop-down list.
2. Select State Taxes from the Client Options menu.
4. Click Save to commit the change. The screen refreshes and Maryland displays alphabetically with the other active states.
5. Select Maryland as a state to see its local taxes. The local taxes available for the states display.
6. Activate Baltimore Co. local tax.
7. Click Save to commit the change.
The State and Local Tax screens should look like this:

![State Tax](image)

You have completed the Company Information set up for Demo Co. Now you will apply the earnings types, taxes, and PTO plans to individual employees in the Employee List module.
Employee Self Service

When you click **EE Self-Service** under Client Options, the following screen displays:

![Employee Self Service Setup Wizard](image)

When you click **Continue**, the following displays:

![When Adding Employee](image)
![When Terminating Employees](image)
![Default Employee Roles](image)

The drop-downs illustrate ways to setup the Employee Self Service Accounts:

**Adding Employee**
- Manually Create Account
- Automatically Create Account

**Terminating Employee**
- Lock the Account
- Delete the Account
- Keep the Account Active

**Default Employee Roles**
- View Only Access
- View Access w/Update

Click **Create Accounts** after you make your selections.
EMPLOYEE LIST MODULE

You can manage employee information, pay rates, tax withholdings, employee deductions, direct deposit information and benefits in the Employee List module. Employee List options allow you to apply company-defined payroll features to individual employees and manage employee profiles.

When you select the Employee List module from the Home page or the Menu Options drop-down list, the Employee List table displays.

Using the Employee List Table

Exercise: Sort the Employee List

Sort the employee list by last name.

1. Select Employee List from the Menu Options drop-down list.

2. In the Sort by row, click Emp Name. The employee list re-sorts. Notice the down arrow that displays with the current sort.
**Working with Employee Records**

**Exercise: Terminate an employee**

Joanne Marie Jade is leaving Demo Co. at the end of the week. Her last check should be included in the next payroll.

1. Select the **Employee List** module from the *Menu Options* drop-down list.

2. Click **Joanne Marie Jade** in the Select Employee column.

3. In the Termination Date field, enter Friday’s date using the mm/dd/yyyy format.

4. In Employee Status field, select **Term w/Pay**.

5. Click **Save** to commit the change.

After the payroll is processed, the status updates to “Terminated”. No paychecks are processed for an employee with a “Terminated” status.

**NOTE:** Auto-Pay employees are paid for regular hours regardless of the termination date entered. To pay a partial week, be sure to edit the hours for an Auto-Pay employee in the Payroll Processing module before you submit the payroll for processing.
Exercise: Create a New Employee Profile

Doug Dogwood is starting next Monday in an Administrative position. Create a new employee profile for Doug Dogwood using the following information.

Step 1: Enter Employee Information

1. Select the Employee List module from the Menu Options drop-down list. The Employee List screen displays.

2. Click Add Employee. The New Hire Wizard displays the Employee Information screen.

3. Enter the following data:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Doug</td>
</tr>
<tr>
<td>Last Name</td>
<td>Dogwood</td>
</tr>
<tr>
<td>Birth Date</td>
<td>05/05/1975 (REQUIRED)</td>
</tr>
<tr>
<td>SSN</td>
<td>0-1111 (SSN Field Validates – Must Enter Twice)</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>123 Leaf Street (REQUIRED)</td>
</tr>
<tr>
<td>City</td>
<td>Springfield (REQUIRED)</td>
</tr>
<tr>
<td>Zip</td>
<td>55555 (REQUIRED)</td>
</tr>
<tr>
<td>State</td>
<td>MD (REQUIRED)</td>
</tr>
<tr>
<td>Hire Date</td>
<td>Use Next Monday’s date</td>
</tr>
<tr>
<td>Employee Type</td>
<td>Regular</td>
</tr>
<tr>
<td>Employee Status</td>
<td>Active</td>
</tr>
<tr>
<td>Pay Frequency</td>
<td>Weekly</td>
</tr>
<tr>
<td>Division</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>Dept</td>
<td>Office</td>
</tr>
<tr>
<td>Health Coverage</td>
<td>Check Box – YES w/Date of Hire Eligible (Required to make a selection - Yes/No)</td>
</tr>
</tbody>
</table>

4. Click Next to continue. The Employee Wages screen displays.

Step 2: Enter Employee Wages

1. Select the Hourly check box.

2. Select Auto-Pay this Employee.

3. Enter 13.50 as the Base Rate. 4. Enter 40 in Normal Hours.

5. Click Next to continue. The Employee Taxes screen displays.
Step 3: Enter Employee Taxes

1. Select **SINGLE** from the Federal Filing Status drop-down list.

2. Enter 1 in the Number of Exemptions field.

   **CAUTION:**
   - Only in rare cases is an employee exempt from social security and Medicare taxes. Please consult your tax professional if you are unsure of this status.
   - Earned Income Credit should not be selected unless the employee has completed a Form W-5.

3. Select **MD** from the Withholding State drop-down list and wait for the screen to refresh. The application displays valid values for State Filing Status based on the Withholding State you select.

4. Select **Head of Household** from the State Filing Status drop-down list.

5. Enter 1 in the Number of Exemptions field.

6. Select **MD** from the Work State drop-down list.

7. Select **Baltimore Co** from the Local Tax drop-down list.

8. Click **Next** to continue. The Employee PTO Plan screen displays.

Step 4: Enter PTO plans

1. Select the **Active** check box in the Vacation PTO type row.

2. Select **H-3 Vacation** from the PTO Plan drop-down list.

3. Click **Next** to continue. The Employee Direct Deposit screen displays.
Step 5: Enter Direct Deposit

1. Select 1st from the Priority drop-down list.

2. Select Savings from the Type drop-down list.

3. Enter 011200365 in the Transit Number field.

4. Enter 00001 in the Account Number field.
   Users are prompted to re-type employees Account Numbers when a new entry or a change is made to that field.

5. Enter 25.00 in the Amount field.

On the next row of the Direct Deposit Table:

6. Select ROC (Rest of Check) from the Priority drop-down list.

7. Select Checking from the Type drop-down list.

8. Enter 011200365 in the Transit Number field.

9. Enter 111000 in the Account Number field.
   Users are prompted to re-type employees Account Numbers when a new entry or a change is made to that field.

10. Enter Amount – the default of 999999.99 automatically populates.

10. Click Save to commit the changes. The new hire record saves and the Employee List table displays with the new employee listed.

If you incorrectly enter a Bank Transit Number, you receive an error message. If you are certain the Transit Number is correct and the system does not accept it, contact your local office for assistance.

NOTE: When you enter a new employee profile, new earnings type, or new deduction, you must perform an update run if you plan to use these records in the Paycheck Calculator before the next payroll run. There is no charge for an update run.

Working with Pay Frequency, Auto-Pay, and Normal Hours

Employee pay frequency is selected on the Employee Information screen. Employees may be paid weekly, bi-weekly, semi-monthly, monthly, quarterly or annually. Auto-Pay is a feature that, when selected, automatically includes the normal hours and base rate of
pay for hourly or salary employees. Auto-Pay is automatically selected for salary employees; however, you may disable the feature.

**Exercise: Change pay frequency**

The Pay Frequency for all employees is set to Weekly. Demo Co. is changing all salaried employees in Department 2 to Department 3 (SALES) and a Bi-weekly pay schedule. In this exercise, change Bonnie Birch and Cindy Crabtree to the sales department with a bi-weekly pay frequency.

1. If you are not in the Employee List from the previous exercise, select the **Employee List** module from the Menu Options drop-down list or from the Home Page.

2. Click **Bonnie Birch** from the Select Employees column on the Employee List page. Bonnie’s employee information displays.

3. Select **Bi-Weekly** from the Pay Frequency drop-down list.

4. Select **Manage** from the Department drop-down list.

5. Click **Save** to commit the changes.

6. From the Employee Options drop-down list, select the **Wages** option. Now that Bonnie is paid bi-weekly, double her Salary Rate to **$3000.00** and Normal Hours to **80**.

7. Click **Save** to commit changes. Wait for the page to refresh.

8. Select **Cindy Crabtree** from the Employee drop-down list (located in the gray client name and number bar directly above the work area). Wait for the record to load.

9. Repeat steps 6 and 7, changing her Salary Rate and Normal Hours on the Wages screen to **2000.00** and **80** respectively.

10. Click **Save** to commit the change.

11. Select **Information** from the Employee Options drop-down list. The Employee Information for Cindy Crabtree displays.

12. Repeat steps 3 and 4 changing her Pay Frequency to **Bi-Weekly** and her Department to **Manage**.

13. Click **Save** to commit the change. The screen refreshes.
14. Select the **Employee List** module from the Menu Options drop-down list. The Employee List should now look like this:

![Employee List Table](image)

**NOTE**: You cannot access the Employee List from the Employee Options drop-down list. You must select the module from the Menu Options list in the location bar.

**Exercise: Change Auto Pay status and enter Normal Hours**

Demo Co. wants to set up Evelyn Evergreen as an Auto-Pay employee who regularly works 40 hours/week.

1. Click **Evelyn Evergreen** from the Select Employee column.
2. Select **Wages** in the Employee Options drop-down list.
3. Select the **Auto-Pay this Employee** check box.
4. Enter **40.00** in Normal Hours
5. Click **Save** to commit the changes.

![Employee Wages - Rates](image)
When you create a Payroll Header, Evelyn Evergreen will have 40 hours at $9.50/hr. automatically entered as her weekly pay. You can change these hours in Quick Entry or Paycheck Entry in the Payroll Processing Module.

**Employee Taxes**

Typically, to enter employee taxes, you copy federal and state Form W-4 data to the Employee Taxes screen. The payroll application makes the appropriate calculations based on the data. Demo Co., however, has an employee, Wanda-Ann Willow, that is going to school full time and entered “Exempt” in Box 7 of Form W-4.

To claim Exempt, the employee must certify that they:

- had a right to a refund of all federal income tax withheld in a prior year because the employee had no tax liability
- expects to have no tax liability in the current year, and
- cannot be claimed as a dependent on someone else’s income tax return if the employee’s income exceeds $950 and includes more than $300 of unearned income in 2012.

**Exercise: Record Federal Tax Status for employees claiming “Exempt” in Box 7 of the W-4 and State Taxes.**

1. Select **Taxes** from the Employee Options drop-down list.
2. Select **Wanda-Ann Willow** from the Employee drop-down list.
3. Select **Fixed Amount** in the Additional Fed Tax drop-down list.
4. Enter **0.00** in the amount field.
5. Select **Fixed Amount** in the Additional State Taxes drop-down list.
6. Enter **0.00** in the amount field.
7. Click **Save** to commit changes.
CAUTION:

- Do not select Exempt from the Federal Tax Filing Status unless you are sure the employee qualifies for a Federal EXEMPT status, such as American Indians. Please consult your tax professional if you are unsure of this status.
- Only in rare cases is an employee exempt from social security and Medicare taxes. Please consult your tax professional if you are unsure of this status.
PAYROLL PROCESSING MODULE

Unlike your live Instant Payroll account, the Test Client cannot communicate with the main database; therefore, you cannot process a practice payroll in the Demo Client mode. The next series of exercises prepares a payroll and reviews the most common payroll processing features.

Payroll Header

When you select the Payroll Processing module, the first screen that displays is referred to as the Payroll Header. When beginning a payroll process, the Payroll Header only displays a blank Payroll Data table and blank Employees to be Paid table with Save and Cancel options above. The Related Tasks menu option expands to display other payroll functions after you establish a Payroll Header.
Exercise: Establish the Payroll Header

1. Select **Payroll Processing** from the Menu Options drop-down list.

2. Select **Regular** (the default) in the Payroll Type drop-down list.

3. Enter the **previous Sunday date** in the Period Begin Date.

4. Enter **next Saturday’s date** in the Period End Date.

5. Enter the **following Wednesday** in the Check Date.

6. Select the **Weekly** and **Bi-Weekly** in the Employee to be Paid section.

7. Click **Save** to store the Pay Header. The screen refreshes and the other payroll functions display under Related Tasks on the left side of the page.
Rebuild the Payroll

The Rebuild option in the lower right corner of the Payroll Header screen clears data entry for the current payroll process. This includes any data entered in the Paycheck Entry and Quick Entry screens. It does not affect Auto-Pay settings. A typical use for this function would be if you entered a significant amount of payroll information and you realize you entered data for the wrong week. Click Rebuild to start over.

Rebuild does not clear manual checks, issue checks, or void checks or settings on the Payroll header page.

Select Reports

All reports must be selected prior to running the payroll process. Once the payroll is run, you cannot create a report that was not previously selected. If you need a report for a previously run payroll, please contact your local office for assistance.

Exercise: Select additional payroll reports and report frequency

Step 1: Select appropriate frequency for reports

1. If you are not already on the Payroll Header screen, select the Payroll Processing module from the Menu Options drop-down list or from the Home page.

2. Click Select Reports. Determine the reports you want to run and how often you want to run them (the frequency). You can run any report with any regular payroll process. It is recommended you schedule monthly, quarterly, and annual reports using the appropriate corresponding frequencies. Choose from the following frequency options:

   - Blank (removes the report)
   - This Payroll Only
   - Every Payroll
   - Last pay of the Month
   - Last pay of the Quarter
   - Last pay of the Calendar Year
3. Select the following frequencies for the corresponding reports:

<table>
<thead>
<tr>
<th>Report Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Recap - Company</td>
<td>Last Pay of Month</td>
</tr>
<tr>
<td>Employee Status Report</td>
<td>Last Pay of Quarter</td>
</tr>
<tr>
<td>PTO Used</td>
<td>This Payroll Only</td>
</tr>
<tr>
<td>Deduction Report</td>
<td>Last Pay of Calendar Year</td>
</tr>
</tbody>
</table>

4. Verify Quantity – you can select multiple copies of reports or establish a report to be “Online” only. Online only reports do not print a hard copy when the payroll is printed at your local office. You are only able to view the report after payroll has finished processing.

5. Click Save to commit the changes. The screen refreshes and the selected reports display at the top of the list.

NOTES:
- Unless you are running this payroll on one of the frequencies mentioned above, the only new report that will be active for this payroll is the PTO Used report, because of the frequency selected. The application knows when you are processing a payroll that is the last of the month, quarter, or calendar year.

- Some reports are processed for a fee. Refer to Appendix B, Instant Payroll Reports, or call your local office for more details.

**Entering Employee Payroll**

There are two methods to choose from to enter payroll data per pay period – Paycheck Entry and Quick Entry.

Use Paycheck Entry if you need to distribute payroll hours to different divisions, departments, or jobs (labor distribution).

Use Quick Entry if you do not need to distribute payroll hours to different divisions, departments, or jobs (labor distribution), and you use the same five or fewer (on average) earnings types each payroll. We suggest you try both methods and choose which works best for your payroll.
**Paycheck Entry**

When you click **Paycheck Entry**, a pay entry form loads and the employee drop-down list is available in the client name and number bar above the main work area. The employee records are sorted by the method selected in the Employee List module. You can return to the Employee List to re-sort the employees without losing any paycheck entry data.

**Exercise: Create a check using Paycheck Entry**

Create a paycheck entry for Marlee Maple who works part-time.

1. If you are not in the Payroll Header from the previous exercise, select the **Payroll Processing** module from the Menu Options drop-down list.

2. Click **Paycheck Entry**. The Paycheck Entry screen displays with the information of the first employee in the list. **YOU MUST SELECT** the appropriate employee before you begin to change the record.

3. Select **Marlee Maple** from the Employee drop-down list and wait for the record to load.

4. Select **RATE 1** from the Wage drop-down list. Her hourly rate of 15.75 displays in the Rates field.

5. Enter **18.25** hours in the Hours field.

6. Click **Save** to commit the paycheck entry.

When you save the check, the screen refreshes and displays optional function options that allow you to create a New Check, Delete the current check, or scroll through multiple checks for the same employee.
Exercise: Create a second check using Paycheck Entry

You may create any number of checks for an employee in each payroll. Create a separate check for Harry Hardwood. In addition to his regular paycheck (which was created by the Auto-Pay feature), he has requested his vacation check for this payroll – the pay date prior to his vacation week.

**CAUTION:** By entering additional checks using this method, the system uses the employee’s normal tax and deduction information. To tax additional checks differently or to have different deductions withheld from the additional checks, use the Paycheck Calculator feature.

1. If you are not in Paycheck Entry from the previous exercise, select the **Paycheck Entry** link from the Payroll Header screen in the **Payroll Processing** module.

2. Select **Orville, Oak** from the Employee drop-down list.

3. Click **New Check** (since Harry already has a check entry created by the Auto-Pay feature.) Wait for the new entry screen to load.

4. Select **Vacation** from the Wage drop-down list.

5. Enter **40.00** hours in the Hours field.

6. Click **Save** to commit the paycheck entry.
Notice that Orville now has two checks that can be viewed.

**NOTE:** You also have the option of using the next line of the first paycheck entry to add a week of vacation pay, thus creating one check only. Using this method, the entry looks like this:

*Paycheck Entry - One Check (second line entry)*

**NOTE:** By using this method, the employee may have excess federal and state withheld as two weeks’ worth of wages are taxed on a weekly basis. Use the method appropriate for your accounting practices. You may want to consult your tax professional.

When you define the Payroll Header, all Auto-Pay employees are automatically paid their regular hours.
Quick Entry

Quick Entry is one of two methods of entering payroll. It is most effectively used when:

- you do not need to distribute payroll hours to different divisions, departments, jobs (labor distribution) or job status codes.

- you use a combination of 14 earnings (and/or) deduction types each payroll.

**NOTE:** Users still have the ability to click on the user name and display the Paycheck Entry screen to enter additional input if there are other earnings or deductions needed that are not included in the Quick Entry screen.

Users can customize the screen by choosing the **Set up Quick Entry** option from the top of the Quick Maintenance screen.

When the Set up Quick Entry option is selected, the user sees three sections:

- The section on the right shows what is currently set up.
- The top left section shows which Wage codes can be added.
- The bottom left section shows which Deduction codes can be added.
Exercise: Switch earnings codes in Quick Entry and Add 1 Deduction
1. Click the – next to Earnings: Vacation under the Quick Entry Selections. This moves the earnings selection over to the Available Earnings Column.

2. Click the + next to Earnings: Holiday This moves the earnings selection over to the Quick Entry Selections.

3. Click the + next to Deductions: 401-K$ - This moves the deduction code over to the Quick Entry Selections for 1 time input.

Your Selections look like this:

4. Click Save.
The Quick Entry Screen looks like this:

The Client Admin login is the default for all user logins for a client. After a user submits a payroll, the next time they log in the Quick Entry screen reverts back to the default settings. If a non-admin user has a specific customization they want to set up as the default, they should coordinate with the Administrator.

Recurring amounts, that includes 'replacement' amounts but not 'additional' amounts, display in the Wage or Deductions codes based on the setup in Employee Maintenance. Additional amounts in the employee deduction maintenance screen do not carry forward to Quick Entry. A 'rebuild' of the Payroll Header clears Replacement amounts.

**Quick Tip:** You can use the Enter or Tab keys to move the cursor to the next available box. The Enter key is only functional in the Quick Entry screen at this time.

**NOTE:** Check to override the default Quick Entry options for all users. Only users with Security Level Access of “Administrator” or “Security Administrator” have this feature. When you select this check box, the following message displays:

![Message from webpage]

Selecting this option will change the default settings for the client. This will only effect users who currently do not have any options set up. All other users will be reset after the next payroll is submitted.

The section that reads: “This will only affect users who currently do not have any options set up.” applies to users who have not selected Quick Entry options with the Security Access levels set to “hold” changes made.
**Employee Import**

Select **Employee Import** to import employee information. The following screen displays:

![Employee Import Screen](image)

Information of this screen includes:

- The import method the client selected. This is the same information displayed on the page in the Administration section.

- Instructions for mappings and how new/existing employees are handled.

- A count of how many pending employees exist (if any) and instructions to move them from Pending to Active status. There is also a link that displays a list of all pending employees.

- Three different Audit Reports. The reports are explained later in this section.

- Two options: Synchronize and Map Elements.

  - Select **Synchronize Data** to initiate the data import and mapping process.
  - Select **Map Elements** to display the mapping page with the ability to edit any existing mappings that currently exist for the client.
**Synchronize Process**

When the user selects **Synchronize Data**, the Data Import Wizard displays. The wizard consists of four steps.

1. **File imports.** Browse to the file to import, then click **Continue**.

2. The confirmation page displays with a list of possible issues with the file.
   There are two issue categories:
   - **Data Issues.** Source fields in the incorrect format (for example, characters in a number field, dates in an invalid format, etc.). These entries prevent the user from continuing with the import process. If there is an issue, only the Cancel option displays.
   - **Data Values.** Source fields that are too large for the target fields (for example, full middle name instead of middle initial only, numbers with more decimal places than the application allows, etc.). All entries in this category are for informational purposes only to inform the user what data was changed by the system. If there are no issues, the screen displays as follows:
• If there are column headers not recognized by the system, the columns are listed on the page with a message that all data under that column will be ignored during the load.

3. Click **Continue**. The Mapping page displays. During the synchronization process, the only mapping categories that display are categories that require action by the user for the current data import. The system attempts to match the data provided for each category with the appropriate value in the application. Click **Continue** after the elements in each category are mapped or confirmed. After all the elements in each category are mapped, that category is removed from the list after the choices are saved.

For all categories (except Employees), the drop-down list has a blank line (for entries the system cannot make a guess on), Do Not Use (entries in the category that should be ignored), and a list of the valid possible choices in the system.

For Employees, there is another choice **Create New** that indicates a new employee must be created in the system. All employees created this way are automatically assigned the next employee number (using the same method used by New Employee Wizard) and set to a pending status.

There are several mapping elements that require the data to be activated at the client level. The following screen automatically displays when this is necessary. For example, for work and withholding states: if a new state for either category is included in the file, after mapping, a message displays to inform the client that the state just mapped requires additional activation by the client. Click **Activate States**.
4. When all mappings are complete, click **Continue**. The actual data import occurs. All the data from the source file is moved into the relevant application fields and the user returns to the HR Console screen. An audit report automatically generates and displays.

**Edit Existing Mappings**

Select **Map Elements** on the HR Console screen to display the Mapping screen. A list displays all the possible mapping categories that exist. The existing mapping can now be changed. This allows activation of a mapping currently set to ignore, start ignoring a currently assigned mapping, or correct one that was set incorrectly. Any changes made at this time **only affect** mappings on future data imports.

If no mapping elements are mapped for a category, the following message displays:

```
There are no elements that require mapping for this category
```

**Pending Employee List**

The Employee List screen is filtered to display only employees that are in Pending status. This allows the user to determine which employees must be completed.

The regular Employee List screen has a second check box. The **Display only Pending Employees** check box allows the user to display only Pending employees. Users with a substantial number of employees have the option to limit the display if the Employee List screen displays from the main menu.
Auditing

Three different audit reports are available.

- **Select changes for a specific date import**
  This report allows the user to select a data import by the date and time the report ran. This shows the same report that automatically displayed after the import completed.

- **Select changes by date range**
  This report allows the user to indicate who the report is for and select beginning and ending dates. The report combines all data imports that occurred during the time frame into a single report.

- **Select all changes since the last payroll**
  This report creates a list of all changes since the last payroll was submitted.
Import Columns

The following table lists all columns the import process can import into the system.

The Header Value column indicates the value that **must** be used as the column name. If a column does not have a valid header, that column will not import and a message displays before the mappings can be completed. Entries marked Yes in the Mappable column allows a user to indicate what the value relates to in the system.

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Header Value</th>
<th>Required</th>
<th>Explanation</th>
<th>Mappable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td>EMPNO</td>
<td>Yes</td>
<td>Number assigned to the employee</td>
<td>Yes</td>
</tr>
<tr>
<td>Badge</td>
<td>BADGE</td>
<td></td>
<td>Badge number assigned to the employee – only needed if you are using a time clock and have “Badge” selected as the employee identifier</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>FIRSTNAME</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td>P._MIDDLE_INIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>LASTNAME</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address 1</td>
<td>ADDR1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address 2</td>
<td>ADDR2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>CITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>STATE</td>
<td></td>
<td>2 character state code</td>
<td>Yes</td>
</tr>
<tr>
<td>Zip Code</td>
<td>ZIPCODE</td>
<td></td>
<td>5 or 10 numbers, no dash</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>COUNTRY</td>
<td></td>
<td>Either the full country name or 2 character abbreviation</td>
<td>Yes</td>
</tr>
<tr>
<td>Email</td>
<td>EMAIL</td>
<td></td>
<td>Primary email for the employee</td>
<td></td>
</tr>
<tr>
<td>Email 2</td>
<td>EMAIL2</td>
<td></td>
<td>Secondary email for the employee</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td>SSN</td>
<td></td>
<td>Can be formatted as either 1234567890 or 123-45-7890</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>TELEPHONE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>DIV</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Department</td>
<td>DEPT</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Job</td>
<td>JOB</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Birthday</td>
<td>BIRTHDATE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>SEX</td>
<td></td>
<td>Male or Female</td>
<td>Yes</td>
</tr>
<tr>
<td>Employee Type</td>
<td>EMPTYPE</td>
<td></td>
<td>Regular, 1099C, 1099M, etc.</td>
<td>Yes</td>
</tr>
<tr>
<td>Hire Date</td>
<td>HIREDATE</td>
<td></td>
<td>Date employee started working for company. Format as MMDDCCYY or MM/DD/CCYY.</td>
<td></td>
</tr>
<tr>
<td>Rehire Date</td>
<td>ADJHIREDATE</td>
<td></td>
<td>Hire date or date to stand as the effective hire date. Format as MMDDCCYY or MM/DD/CCYY.</td>
<td></td>
</tr>
<tr>
<td>Field Value</td>
<td>Header Value</td>
<td>Required</td>
<td>Explanation</td>
<td>Mappable</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Terminated Date</td>
<td>TERMDATE</td>
<td></td>
<td>Date employee no longer works for company. Format as MMDDCCYY or MM/DD/CCYY.</td>
<td></td>
</tr>
<tr>
<td>Employee Status</td>
<td>STATUS</td>
<td></td>
<td>Employment status of the employee (Active, Terminated, LOA, etc.).</td>
<td>Yes</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>HEALTHYN</td>
<td></td>
<td>Does the employee participate in Health Insurance? T for true and F for false.</td>
<td>Yes</td>
</tr>
<tr>
<td>Effective Date for Health Insurance Coverage</td>
<td>HEALTHSTART</td>
<td></td>
<td>Date to start deducting Health Insurance premiums? Format as MMDDCCYY or MM/DD/CCYY.</td>
<td></td>
</tr>
<tr>
<td>Hourly or Salaried</td>
<td>PAYCODE</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Autopay this Employee</td>
<td>AUTOPAY</td>
<td></td>
<td>Is the employee to be paid automatically each pay period? T for true and F for false.</td>
<td></td>
</tr>
<tr>
<td>Normal Hours</td>
<td>SCHEDHRS</td>
<td></td>
<td>How many hours is the employee normally scheduled to work each pay period?</td>
<td></td>
</tr>
<tr>
<td>Pay Frequency</td>
<td>CYCLE</td>
<td></td>
<td>How frequently is the employee paid? Weekly, Bi-Weekly, Semi-Monthly, Monthly, Quarterly, Annually</td>
<td>Yes</td>
</tr>
<tr>
<td>Base Rate</td>
<td>HOUILYRATE</td>
<td></td>
<td>Hourly rate of pay. May include up to 4 decimal places. Leave blank if employee is salaried.</td>
<td></td>
</tr>
<tr>
<td>Rate 2</td>
<td>HOUILYRATE2</td>
<td></td>
<td>Second hourly rate of pay. May include up to 4 decimal places. Leave blank if employee is salaried.</td>
<td></td>
</tr>
<tr>
<td>Rate 3</td>
<td>HOUILYRATE3</td>
<td></td>
<td>Third hourly rate of pay. May include up to 4 decimal places. Leave blank if employee is salaried.</td>
<td></td>
</tr>
<tr>
<td>Rate 4</td>
<td>HOUILYRATE4</td>
<td></td>
<td>Fourth hourly rate of pay. May include up to 4 decimal places. Leave blank if employee is salaried.</td>
<td></td>
</tr>
<tr>
<td>Salary Rate</td>
<td>SALARYAMT</td>
<td></td>
<td>Flat amount to be paid each pay period. May include up to 4 decimal places. Leave blank if employee is hourly.</td>
<td></td>
</tr>
<tr>
<td>Federal Filing Status</td>
<td>FITSTATUS</td>
<td></td>
<td>Federal Income Tax withholding status. Enter S for single, M for married, and E for Exempt.</td>
<td>Yes</td>
</tr>
<tr>
<td>Federal Filing Exempt</td>
<td>FITEXEMPT</td>
<td></td>
<td>Number of exemptions claimed for withholding purposes.</td>
<td></td>
</tr>
<tr>
<td>Field Value</td>
<td>Header Value</td>
<td>Required</td>
<td>Explanation</td>
<td>Mappable</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Federal Filing Extra Amount</td>
<td>FITAMT</td>
<td></td>
<td>Extra amount to withhold from each pay check. Up to 2 decimal places.</td>
<td></td>
</tr>
<tr>
<td>Federal Filing Extra Percentage</td>
<td>FITPCT</td>
<td></td>
<td>Additional percentage to withhold from each paycheck. Up to 2 decimal places.</td>
<td></td>
</tr>
<tr>
<td>Withholding State Code</td>
<td>SITCODE</td>
<td></td>
<td>Enter the 2 character code that represents the state the income tax will be withheld for.</td>
<td>Yes</td>
</tr>
<tr>
<td>Withholding State Status</td>
<td>SITSTATUS</td>
<td></td>
<td>State Income Tax withholding status.</td>
<td>Yes</td>
</tr>
<tr>
<td>Withholding State Exempt</td>
<td>SITEXEMPT</td>
<td></td>
<td>Number of exemptions claimed for withholding purposes.</td>
<td></td>
</tr>
<tr>
<td>Withholding State Extra Amount</td>
<td>SITAMT</td>
<td></td>
<td>Extra amount to withhold from each pay check. Up to 2 decimal places.</td>
<td></td>
</tr>
<tr>
<td>Withholding State Extra Percentage</td>
<td>SITPCT</td>
<td></td>
<td>Additional percentage to withhold from each paycheck. Up to 2 decimal places.</td>
<td></td>
</tr>
<tr>
<td>Reciprocal Withholding State Code</td>
<td>RECIPSITCODE</td>
<td></td>
<td>Enter the 2 character code that represents the reciprocal state the income tax will be withheld for.</td>
<td>Yes</td>
</tr>
<tr>
<td>Reciprocal Withholding State Status</td>
<td>RECIPSITSTATUS</td>
<td></td>
<td>State Income Tax withholding status.</td>
<td>Yes</td>
</tr>
<tr>
<td>Reciprocal Withholding State Exempt</td>
<td>RECIPSITEXEMPT</td>
<td></td>
<td>Number of exemptions claimed for withholding purposes.</td>
<td></td>
</tr>
<tr>
<td>Reciprocal Withholding State Extra Amount</td>
<td>RECIPSITAMT</td>
<td></td>
<td>Extra amount to withhold from each pay check. Up to 2 decimal places.</td>
<td></td>
</tr>
<tr>
<td>Reciprocal Withholding State Extra Percentage</td>
<td>RECIPSITPCT</td>
<td></td>
<td>Additional percentage to withhold from each paycheck. Up to 2 decimal places.</td>
<td></td>
</tr>
<tr>
<td>Work State</td>
<td>WORKSTATE</td>
<td></td>
<td>State the employee works in. May be different than the state the employee lives in.</td>
<td>Yes</td>
</tr>
<tr>
<td>Workers Comp Classification</td>
<td>RISKCODE</td>
<td></td>
<td>6 character workers’ compensation risk code classification. This code must already be set up for the client before it can be imported.</td>
<td>Yes</td>
</tr>
<tr>
<td>City Tax 1</td>
<td>LOCAL1</td>
<td></td>
<td>Local City Tax. Enter the 4 character code that represents the city tax that should be withheld each pay period.</td>
<td>Yes</td>
</tr>
<tr>
<td>City Tax 2</td>
<td>LOCAL2</td>
<td></td>
<td>Second Local City Tax.</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Tax 1</td>
<td>OTHER1</td>
<td></td>
<td>Other Local 1 tax code</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Tax 2</td>
<td>OTHER2</td>
<td></td>
<td>Other Local 2 tax code</td>
<td>Yes</td>
</tr>
</tbody>
</table>
The deduction section must follow the employee section if importing both employees and deductions. It must start with a single line that contains [DEDUCTION SECTION]. The next line contains the column headers for the deductions.

### DEDUCTION SECTION

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Header Value</th>
<th>Required</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td>EMPNO</td>
<td>Y</td>
<td>Number assigned to the employee</td>
</tr>
<tr>
<td>Deduction Number</td>
<td>DEDNO</td>
<td>Y</td>
<td>Enter the 4 character code that represents the deduction number to be used.</td>
</tr>
<tr>
<td>Start Date</td>
<td>DEDSTARTDATE</td>
<td></td>
<td>Date to start deduction Enter as MMDDCCYY with no slashes or dashes.</td>
</tr>
<tr>
<td>Stop Date</td>
<td>DEDSTOPDATE</td>
<td></td>
<td>Date to end deduction Enter as MMDDCCYY with no slashes or dashes.</td>
</tr>
<tr>
<td>Per Pay $ Amount</td>
<td>DEDAMOUNT</td>
<td></td>
<td>The dollar amount to be withheld. Up to 2 decimal places.</td>
</tr>
<tr>
<td>Per Pay % Amount</td>
<td>DEDPERCENT</td>
<td></td>
<td>The percentage amount to be withheld. Up to 6 decimal places.</td>
</tr>
<tr>
<td>Limit</td>
<td>DEDLIMIT</td>
<td></td>
<td>The dollar amount that is the limit of the deduction. Up to 2 decimal places.</td>
</tr>
<tr>
<td>Catch Up Flag</td>
<td>DEDCATCHUP</td>
<td></td>
<td>Indicator used by 401(k) type deductions to indicate the employee is allowed to withhold an amount greater than the standard limit over the course of the year.</td>
</tr>
</tbody>
</table>
Payroll Totals

With either entry method (Paycheck Entry or Quick Entry), there is a Payroll Totals link under Related Tasks. The Payroll Totals screen presents a summary of the payroll run. You can return to Paycheck Entry or Quick Entry from the Payroll Totals screen to make adjustments or review your entries. You can also run a Payroll Preview and/or submit your payroll from the payroll totals screen.

Exercise: Understanding the Payroll Totals Screen

1. Click Payroll Totals from any screen in the Payroll Processing module. If you have completed all the previous exercises, your screen should look like this:

   Totals by Check Type
   
<table>
<thead>
<tr>
<th>Description</th>
<th>Hours/Units</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ REGULAR Checks (11)</td>
<td>454.75</td>
<td>0.00</td>
</tr>
<tr>
<td>- MANUAL Checks (0)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>- ISSUE Checks (0)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>- VOID Checks (0)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

   Totals by Earnings Type
   
<table>
<thead>
<tr>
<th>Description</th>
<th>Hours/Units</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE 1</td>
<td>442.75</td>
<td>0.00</td>
</tr>
<tr>
<td>VACATION</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OT RATE 1</td>
<td>2.00</td>
<td>0.00</td>
</tr>
<tr>
<td>COMMISSION</td>
<td>0.00</td>
<td>580.00</td>
</tr>
</tbody>
</table>

Submit Payroll For Processing
Preview Payroll Before Processing

Payroll Totals Screen

Totals are available by Check Type and also by Earnings Type.
Check Type

There are four types of checks that can be processed: Regular, Manual, Issue, and Voids. This section of the Totals screen breaks down the number of checks per check type and also the total of all hours and dollars for each type.

You will notice a (+) or (-) next to each check type. The (+) indicates the field can be expanded to show a breakdown of the earnings.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours/Units</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE 1</td>
<td>420.75</td>
<td>600.00</td>
</tr>
<tr>
<td>VACATION</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OT RATE 1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>COMMISSION</td>
<td>0.00</td>
<td>600.00</td>
</tr>
</tbody>
</table>

Expanded View of the Totals Screen

**Total # Regular Checks** – the total number of regular checks entered for employees through either Paycheck Entry or Quick Entry. In this tutorial, there are pay entries for 10 employees. The second check for Orville Oak brings the total checks to 11.

**Total # Manual Checks** – the total number of manual checks entered through the Paycheck Calculator module. Manual checks are for posting only - a check is not generated (printed).

**Total # Issue Checks** – the total number of issue checks entered through the Paycheck Calculator module. An Issue check is both posted and generated (printed).

**Total # Void Checks** – the total number of void checks entered through Paycheck entry.
Earnings Type

Each earnings type used in the payroll is totaled. The Wage column lists the earnings description you set up for your company and used in this payroll run. The payroll item displays in the Hours/Units column if the wage type is hourly and the Dollars column if the earning is a dollar amount. There will not be values in both columns for the same wage type.

**NOTE:** REG 1 - The regular rate accumulates the Auto-Pay hours. This is a total of both Hourly and Salary Auto-Pay hours.

For more information on Manual and Issue checks, refer to the Paycheck Calculator Chapter in the User Guide.

**Void a Check**

You can void a check that processed in a prior run. Voids are entered by selecting Void Check Entry in the Payroll Processing module.

The Demo Co. client does not have check history that can be voided. Following is a description of how this process works:

**Void a check**

- Select **Payroll Processing Menu**.

- Under Related Tasks, select **Void Check Entry**. If you do not see this under Related Tasks, click **Save** at the bottom of the screen to expand the Related Tasks.

- Select the employee at the top of the screen

- Click **Select from Paycheck History**, then select the check to be voided.

- The Gross to Net information displays. You cannot change any information. Click **Save**.

**Notes about voiding checks:**

- If the check was direct deposited, you must contact your local office to request a reversal. This can only be done up to 5 business days after the direct deposit was initiated.
• Advantage check clients – **All** voids are held after a payroll run (Regular, Bonus, or Adjustment) is submitted. You must forward the original voided Advantage check to your local office to have the net released. If the check was direct deposited, you must contact your local office and advise them you voided a direct deposit check. The local office can request a direct deposit reversal.

• Client-owned check clients – The voided check processes with the next run processed (Regular, Adjustment, or Bonus). It is not held pending the return of the check. If the check was direct deposited, you must contact your local office and advise them you voided a direct deposit check. The local office can request a direct deposit reversal.

**Notes on Payroll Preview**

Like Payroll Processing, the Payroll Preview cannot communicate with the database in the Demo Client mode. If you click **Payroll Preview** in the Test Client, the following error message displays:

![The following error occurred](image)

*Payroll previews cannot be processed for demo clients.*

**Payroll Preview Function**

The Payroll Preview function creates a mock run of your payroll and allows you access to the Payroll Statement and Payroll Register reports. This provides line by line access to your payroll run, giving you an opportunity to scrutinize your payroll prior to submitting it for processing. When you click **Payroll Preview**, the system begins a countdown of the processing time. When the preview is complete, there are options to view the Payroll Statement and Payroll Register reports. You can also Accept or Reject the payroll at this time.

If you attempt to leave the Payroll Preview screen, you are prompted to Accept or Reject the payroll. Accepting the payroll automatically submits it for processing. Rejecting the payroll reloads the Payroll Totals screen. It will not delete any of the payroll data you entered. To clear payroll data, you must click **Rebuild Payroll** on the Pay Header screen.

We recommend using the Payroll Preview function before submitting each payroll, especially if employee changes are made.
Exercise: Using Payroll Preview (in your live Instant Payroll account)

This must be done using your live Instant Payroll account. Remember to click Reject Preview if you do not want the payroll to process.

1. When you are ready to process a payroll, select Payroll Processing from the Menu Options drop-down list or from the Home page.

2. Click Payroll Totals to display the Payroll Totals screen.

3. Click Payroll Preview to begin the payroll preview countdown. When the countdown is complete, the preview screen displays.

4. Click the Preview Payroll Statement and/or the Preview Payroll Register reports to review the payroll run.

5. Click Reject Preview to return to the Payroll Totals screen or Accept Preview to process the payroll.
PAYCHECK CALCULATOR MODULE

Your Test Client does not communicate with the main database; therefore, you cannot calculate Paychecks in the Demo client mode. Following is how this feature works.

When you need to calculate or process an additional check for an employee, it is recommended to use the Paycheck (or Check) Calculator. This feature allows you to customize the check without making changes to the employee. You can control the amount of taxes withheld and indicate which deductions should be withheld only on this check.

If you are calculating a check for a new hire, you need to submit an Update Run before you can use this feature. These checks do not process until a payroll run (Regular, Bonus, or Adjustment) is submitted.

To enter Additional Checks

- Select Paycheck Calculator (or Check Calculator).
- Select the appropriate employee.
- From the drop-down Wage table, select the earnings code and input the hours or earnings for code.
- Under Taxes, you can edit the calculation frequency or the filing status for this check by selecting Tax Override.
- Under Deductions, you can edit the deduction information:
  - To stop a deduction, unselect the check box for the deduction.
  - To change a deduction, change the amount or percent.

Calculate check

- Verify Gross to Net. If you want to make additional changes to taxes or deductions, make the changes, then select Calculate again.
- If Gross to Net is correct, you can either select Save Manual, Save Issue, or Cancel.
  - Manual – posting only and a check is not produced. You need to input a check number before saving as a manual entry.
  - Issue – when payroll is submitted, the employee receives this check.
  - Cancel – nothing is saved.
REPORTS MODULE

One of the most time saving and valuable features of Instant Payroll is online report access. All reports for previous payrolls are stored in the Reports module. Your selected reports are available for viewing within minutes after your payroll is processed.

*Important Reports Information*

- Reports are written in HTML format.
- You can save these reports in a text format.

**CAUTION:** Reports may change when saved in a format other than HTML.

- You **must** configure the print orientation for each report. Before printing reports, check your printer settings on your browser to ensure you selected the appropriate orientation (landscape or portrait) for the report.

- Before printing reports, select **Print Preview** from the File menu option on your browser. If the report does not display properly, check your margins in **Printer Properties**

- You receive hard copies of all reports listed in the table (unless you selected Online copy). Reports for this payroll are viewable within minutes after the payroll is processed.

- The reports archive contains reports from all payrolls processed using Instant Payroll for up to one year.

- If the report you want to view has a charge associated with it, you will not be charged an additional amount to view it.

- If a report you want to view is not listed in the table, you have not selected the report in the Payroll Processing area.
ADDITIONAL FEATURES

Building on the previous example, assume Demo Co. purchased another business unit and needs to expand their payroll capability to include division tracking, vendor payments for a matching 401(k) plan, new types of recurring earnings, and workers' compensation tracking.

Administration Module

Exercise: Activate Administrative modules

To explore more Instant Payroll functions, we will activate some of the modules deactivated in a previous exercise: Deferred Comp Basic/Match and Workers Compensation.

1. Select the Administration module from the Menu Options drop-down list.

2. Select the Active check box for Deferred Comp Basic/Match and for Workers’ Compensation.

3. Click Save to commit the change.
Company Information Module

Division/Department/Job

Exercise: Create new Divisions

1. Select the **Company Information** module from the Menu Options drop-down list.

2. Select **Division** from the Client Options drop-down list.

Step 1: Create East Division

3. Click **Create New Division**.

4. Enter **East Division** in the Description field.

5. Enter **East** in the Short Description field.

6. Enter **100** in the Code field.

7. Click **Save** to commit the changes.

Step 2: Create West Division

8. Click **Create New Division**.

9. Enter **West Division** in the Description field.

10. Enter **West** in the Short Description field.

11. Enter **200** in the Code field.

12. Click **Save** to commit the changes.

<table>
<thead>
<tr>
<th>Division</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>East Division</td>
</tr>
<tr>
<td>Yes</td>
<td>LOS ANGELES DIVISION</td>
</tr>
<tr>
<td>Yes</td>
<td>West Division</td>
</tr>
</tbody>
</table>

Company Divisions
**Company Vendor**

The Vendor List option allows you to create third parties to which payments will be generated on a per payroll basis. After a vendor is correctly established and tied to a deduction, a check automatically generates to the third party. Payments may be comprised of voluntary deduction amounts (child support, garnishments, and deferred comp, etc.), employer basic and match, workers’ compensation, and employer paid benefits.

**Exercise: Create Vendor Record**

Demo Co. will begin matching contributions to the 401(k) and paying a third party vendor - Great American Financial - to manage the plan. Create a Vendor record in the Company Information module.

1. Select **Vendor** from the Client Options list.
2. Click **Create New Vendor**.
3. Enter **Great American Financial** in the Description field.
4. Enter **11 Main Street** in the Address 1 field.
5. Enter **Westchester** in the City field.
6. Select **New York** from the State drop-down list.
7. Enter **18220** in the Zip Code field.
8. Click the box for Show Employee Details on vendor check.
9. Click **Save** to commit the changes.

The Vendor screens should look like this:
Deferred Compensation

The Deferred Compensation option allows you to set up and manage the employer matching portion of your deferred compensation plan. You need your plan documentation to complete this section.

The Company Deferred Compensation screen is divided into two sections – Basic and Match.

Exercise: Establish company 401(k) plan Match contribution

Demo Co. matches 100% of the first 3% employee contributions and 50% of the next 2% contributions. There is no safe harbor provision for a basic contribution from the company. The plan is administered by Great American Financial.

1. Select Deferred Compensation from the Client Options list.
2. In the Match table, select the Match check box.
3. Enter 100.00 in the Amount field and 3.00 in the Limit field.
4. Select the Match Tier2 check box.
5. Enter 50.00 in the Amount field and 2.00 in the Limit field.
6. In the Vendor drop-down list, select Great American Financial.
7. In the 401(K) Catch-up section, select the check box. Checking this box activates the ability to use the 401K catch-up feature.
8. Click Save to commit the changes.
**Workers’ Compensation**

The Workers’ Compensation option allows you to set up risk codes and rates that give you an estimated premium amount on a per pay period basis. Before beginning this set up, contact your workers’ compensation insurance provider for an updated list of classification codes for each employee, and state-specific rates.

**Exercise: Create Workers Compensation Classifications**

1. Select **Workers Compensation** from the Client Options drop-down list.

2. Click **Create New Classification**.

3. Select **8810 - Clerical** from the Description drop-down list.

4. Select **Connecticut** from the State drop-down list.

5. Enter **1.00** in the Rating field (check with your WC professional for rates).

6. Enter **0.00** in the Experience Rate field.

7. Click **Save** to commit the changes.
Workers' Compensation (WC) codes established in the Company Information module must be assigned individually to employees in the Employee List module. The Work State selected in the Employee Taxes screen determines what WC codes are available to assign to the employee. If you establish a WC code for a job type in a particular state, you must create codes for all jobs in that state.

**TIP**: Look for employees who may be assigned a less costly classification code than that assigned to the employer as a whole, and make sure compensation that can be excluded from the total payroll is excluded. **Always consult with your WC insurance provider.**

**Employee List Module**

The following exercises apply the new Company Information features/functions to individual employees. It is assumed you completed all previous exercises in the tutorial.

**Exercise: Assign Divisions to employees**

1. Select the **Employee List** module from the Menu Options drop-down list or from the Home page.

2. Click **Birch, Charlie** in the Select Employee column.

3. Select **East** in the Division drop-down list.

4. Click **Save** to commit the change. The screen refreshes.

5. Select **Carl Crabtree** from the Employee drop-down list.

6. Select **West** in the Division drop-down list, then click **Save** to commit the change.

7. Select **Employee List** from the Menu Options drop-down list. The Employee table displays like the following:

![Employee List with Divisions](image)
If Division tracking is active, you **must** assign a division to **each employee**. If you access an employee record without a division, you receive an error message until one is selected. For this tutorial, you do not have to assign a division to each employee.

**Apply Recurring Earnings**

Recurring Earnings are paid each week in addition to the wages established for the employee. You can suppress all recurring earnings on the Payroll Header page.

**Exercise: Set up Recurring Earnings for Commission**

Orville receives $150.00 commission pay each pay period. Rather than having to remember to manually enter the commission amount each pay period through Quick Entry or Payroll Entry, you can set up recurring earnings to automatically pay Orville his commission pay.

1. Select the **Employee List** module from the Menu Options drop-down list or from the Home Page.
2. Click **Oak, Orville** from the Select Employee column.
3. Select **Wages** from the Employee Options drop-down list. The Wages screen displays.
4. In the Recurring earnings section, select **COMMISSION** from the Earning drop-down list.
5. Enter **150.00** in the Per Pay column.
6. Confirm that the frequency is **Every Payroll**.
7. Click **Save** to commit the changes.

There are special payroll implications involved with Per Hour recurring earnings. You must contact your local office for assistance in establishing per hour recurring earnings.
**Workers’ Compensation**

*Exercise: Assign Workers’ Compensation codes to employees.*

Assign the Clerical Workers’ Compensation code to Carl Crabtree who is moving to the new retail store in Connecticut.

1. Select **Taxes** from the Employee Options drop-down list.
2. Select **Carl Crabtree** from the Employee drop-down list. Wait for the record to load.
3. In the State Taxes table, select **CT** from the Withholding State drop-down list. The screen refreshes with new valid values for the State Filing Status.
4. Select **B – Head of Household** from the State Filing Status drop-down list.
5. Select **CT** from the Work State drop-down list. The screen refreshes with the Workers Compensation drop-down list.
6. Select the **8810** WC code. If there is at least one WC code for the state, the field is required.
7. Click **Save** to commit the changes.
The State Tax section for Carl Crabtree should display as follows:

![State Taxes Image]

![Reciprocal State Taxes Image]

Employee State Taxes/ Work Comp Class - Carl Crabtree

**Paperless Payroll**

**Sign up for Paperless Payroll**

*Save time . . . and paper in the process*

*Get your payroll documents online and stop receiving paper documents. Here is how it works:*
- You will receive your e-mail indicating that your payroll is complete.
- Then, log back on at your convenience to view, print, and download your documents.

*What Paperless Payroll will do:*
- All reports will become "Online Only".
- No more delivery charges unless paper documentation is required.

*What is required of you:*
- Print out and distribute paystubs for your employees.
- Ensure that all your employees are using direct deposit.
**Human Resources**

The Human Resources Module provides HR tracking information that directly relates to the online payroll. Information includes:

- **Recruiting**
  - Applicant info, Job Postings, Job Descriptions, EEO info
- **Company Setup**
- **Administration**
  - Run a Report, Company Documents, Blank Forms & Posters, Add New Employee, Find an Employee, Employee List, Employee Register, Attendance Manager, Benefits Manager, Dependents, Salary & Payroll, Training & Skills, Emergency Contact, EEO Info, COBRA, Performance Log and Notices.
- **The Hub**
  - Works as the Administrators Personal HR Resource.

For additional information on the Human Resources and how to sign up for this service, contact your local Customer Service Representative.

**APPENDIX A**

**Security Access Administration**

Instant Payroll operates in a “multi-user” environment. Each user name is assigned a variety of privileges according to your security policies.

For example: A company owner or HR manager can have full and unlimited access to all payroll files. However, you may want to grant the payroll clerk access to input hours and general data, while denying the ability to view and/or change rates of pay. The available security roles include the following.

**Reports Only:** The user can only view Reports and has Report Data Exporter (report writer) Capability.
Payroll Entry Only: The user can set up the Payroll Header (explained in the Payroll processing section). They are able to set up the begin/end dates and the check date. A user has access to all divisions/departments.

NOTE: This level of security does not allow the user to view any employee information (rates, deductions, direct deposits, etc.). However, if there are any employees that have dollars loaded in the Recurring field on the Wage screen, this user can view those employees’ rates through Quick Input and Paycheck Entry while entering payroll data. If an employee is set up as Salary with Auto pay in the Rate section of the wage screen, this user views the Salary amount when entering into the Paycheck Entry screen.

Payroll Spec – Dept/Div: The user has access to enter payroll hours only from the Quick Entry or Paycheck Entry screen. The payroll header must be established by a user with permission to do so. Hourly rate is not visible in Paycheck Entry. Access for Paycheck Entry is restricted to the division and/or department the user is granted access to. All other access is restricted.

Payroll Specialist 1: The user has access to specific Div, Depts or All. Specialist 1 can enter in new employee data, excluding rates, recurring earnings and deductions. These employees are marked Pending after the data is saved. A user with a higher security level must finish the set up by adding in the wages and deductions, if any. This marks the employee as Active. Before payroll hours can be entered, a payroll header must be established by a user with a higher level of security.

NOTE: This level of security does not allow the user to have view or change rate capability at the employee level from the employee list. Employees existing in the Div, Depts assigned, who have dollars entered in the Recurring Earnings field on the Wage screen, can view those earnings through Quick Entry and Paycheck Entry. If an employee is set up as a salary, auto pay in the Rate section of the Wage screen, this user sees the salary amount in Paycheck Entry.

Payroll Specialist 2: The user is defaulted for access to All Divisions/Departments. User can view rates, deductions, paycheck history, and reports. User has access to Paycheck Calculator and Void Check Entry. The user can establish a Payroll Header, run a Payroll Preview, and Submit Payroll.

Payroll Specialist 3: The user has all of the same functionality of the Payroll Specialist 2 role. In addition, they can maintain pay rates and deductions.

PTO Access Only: The user can view and modify data in the Employee Information and PTO screens only. All other access is restricted.
Spec3 w/ Limited Access: The user has some of the same functionality of the Payroll Specialist 3 role. Users can have access to specific Div, Depts., or to all. The user can maintain rates of pay and deduction amounts. The user can view paycheck history, has access to Paycheck Calculator, and can Void Check Entry. The user cannot establish a Payroll Header or submit a Payroll Preview or Payroll.

Administrator: User has the same functionality of the Payroll Specialists 2 and 3 roles. In addition, they can access the Company Information, Administration, and the Tutorial modules.

Security Administrator: User has full functionality, including the ability to set up employees with permission to one of the six security user roles.

Exercise: Establish Security access for employee Carl Crabtree

1. Select Employee List module from the Menu Options drop-down list or from the Home Page.

2. Click Carl Crabtree from the Select Employees column on the Employee List page.

3. Select User Access, then enter a User Login ID.

4. Verify Account Status is Active.

5. Select a user role from the User Role drop-down list. After the role is selected, a definition of the user role displays in the User Role box.

6. Select Generate Password. You will need to write down this number to give to Carl.

7. If access needs to be restricted to specific divisions or department, select the appropriate check boxes under Division and Department access.

8. Click Save to commit changes. Wait for the page to refresh.
APPENDIX B

Instant Payroll Reports List

* indicates you may be billed for this report. Call your local office for details.

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUR-BIL Client Bill</td>
<td>This report reflects payroll totals from Gross to Net. It also includes all payroll taxes, employer paid benefits, fees, and bank debit amounts. This report is received via e-mail when your payroll has processed.</td>
</tr>
<tr>
<td>CANTON Fiscal To Date Earnings/Deductions Combined</td>
<td>This report displays all employees’ fiscal earnings, deductions, taxes withheld, and employer paid benefits. It breaks by division and department.</td>
</tr>
<tr>
<td>CHK-REG Chk Hist Reg- All</td>
<td>This report shows the gross to net summary of each employee paycheck issued on a per payroll basis for the current payroll.</td>
</tr>
<tr>
<td>CHK-REGQ Check History Register Current Quarter</td>
<td>This report shows the gross to net summary of each employee paycheck issued on a per payroll basis for the current quarter. This report lists each employee on a separate page.</td>
</tr>
<tr>
<td>CUR-125 Section 125 List</td>
<td>This report lists all employees who contribute to a section 125 plan through payroll deduction. It also lists the deduction amount by employee.</td>
</tr>
<tr>
<td>CUR-401K * 401K List</td>
<td>This report provides a current list of employees who contribute to deferred compensation plans and/or are receiving contributions to their plans from you. Includes: Employee No., Employee Name, Social Security Number, Gross Pay, W2 Gross, 401K Gross, Amount of Employee Contribution, 401K Loan amount, Employer contributions. Information is for the current pay period only.</td>
</tr>
<tr>
<td>CUR-ACH ACH Input List</td>
<td>This report lists all direct deposit activity for employees included in this payroll.</td>
</tr>
<tr>
<td>CUR-ADTS Audit List/Input Sequence</td>
<td>This report shows all employee changes made on the current payroll.</td>
</tr>
<tr>
<td>CUR-CKRG Check Register</td>
<td>This report lists each employee, the check number, and net amount of each check for the current pay period.</td>
</tr>
<tr>
<td>CUR-CKRM Monthly Chk Register Prnt</td>
<td>If a Month to Date Check Register is needed, this report must be selected.</td>
</tr>
<tr>
<td>CUR-DED Deduction Report</td>
<td>This report summarizes, by deduction heading on a separate page for each deduction, the employee deductions withheld this pay period. Deductions can be flagged to not print on this report.</td>
</tr>
<tr>
<td>CUR-DEDA Deduction Report All</td>
<td>This report summarizes, by deduction heading on a separate page for each deduction, the employee deductions withheld this pay period. All deductions print.</td>
</tr>
<tr>
<td>CUR-DEDN Deductions Not Taken</td>
<td>This report summarizes employee voluntary deductions not taken for employees as a result of insufficient net or no hours this pay period. This report allows the employer to keep track of dollars owed by the employee, which enables the employer to collect those dollars in subsequent payrolls.</td>
</tr>
<tr>
<td>Report Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>CUR-DEF * 401(k) Current/MTD</td>
<td>This report provides a list of employees who contribute to deferred compensation plans and/or are receiving contributions to their plans. These contributions are based on the current payroll’s information and month-to-date information. This report also breaks down any fund allocation that is set up on the individual employees.</td>
</tr>
<tr>
<td>CUR-DEFY * 401(k) CURRENT/YTD</td>
<td>This report provides a list of employees who contribute to deferred compensation plans and/or are receiving contributions to their deferred compensation plans. These contributions are based on the current payroll’s information and year-to-date information.</td>
</tr>
<tr>
<td>CUR-DF2 * Old 401(k) Current/MTD</td>
<td>This report provides a list of employees who contribute to deferred compensation plans and/or are receiving contributions to their plans. These contributions are based on the current payroll’s information and month-to-date information. This report does not break down any fund allocation that is set up on the individual employees.</td>
</tr>
<tr>
<td>CUR-DFS * Def Comp CUR/YTD</td>
<td>This report provides a list of employees who contribute to deferred compensation plans and/or are receiving contributions to their deferred compensation plans from you. These contributions are reflected based on the current payroll’s information and year-to-date information.</td>
</tr>
<tr>
<td>CUR-DIR: Direct Banking Report</td>
<td>This report lists the bank’s Routing (TRI) Number and the employees with direct deposit to that bank. The employee information includes the Bank Account number, Amount, SSN, Employee Name, and Employee number. The report breaks for each different Bank Routing (TRI) number</td>
</tr>
<tr>
<td>CUR-DPTS Department Summary</td>
<td>The report provides a total page for each department with the hours, earnings, deductions, and taxes broken down.</td>
</tr>
<tr>
<td>CUR-EDTE Current Earnings/Deductions Combined</td>
<td>This report displays all employees' current earnings, deductions, taxes withheld, and employer paid benefits. It breaks by division and department.</td>
</tr>
<tr>
<td>CUR-EPRG Employer Paid Tax Register</td>
<td>This report is a detail list of each employer-paid benefit (federal unemployment, state unemployment, employer FICA, 401(k) employer benefits, etc.). Each benefit is listed separately with the employees that receive it; the current, month-to-date, quarter-to-date, and year-to-date totals for the benefit, including the amount; the taxable wages; and the subject wages.</td>
</tr>
<tr>
<td>CUR-LIAB Current Tax Liability Report</td>
<td>Lists all payroll tax liabilities for this pay period including federal withholdings, state withholding, social security (EE/ER), Medicare (EE/ER), federal and state unemployment taxes, and local taxes, if applicable.</td>
</tr>
<tr>
<td>CUR-NH New Hire Report</td>
<td>Provides social security number, employee name, and address for new employees. This report can be used to report New Hires to the state.</td>
</tr>
<tr>
<td>CUR-PRO2 Profile (Changes Only)</td>
<td>This comprehensive Employee Profile is generated when changes are made to an employee’s file.</td>
</tr>
<tr>
<td>CUR-PROA Employee Profile (Alpha)</td>
<td>This report provides employee demographic information, tax filing status, direct deposit information, deductions, recurring earnings, PTO accrual information, and work/rate history. Printed in alphabetical order.</td>
</tr>
</tbody>
</table>
**CUR-PROF Employee Profile:** This report provides Employee demographic information, tax filing status, direct deposit information, deductions, recurring earnings, PTO accrual information, work/rate history. It is printed in alphabetical order.

**CUR-PTO * Paid Time Off List:** This report lists all active employees who participate in a paid time-off plan. It reflects, by employee, the type of plan(s), hours accrued, hours taken, balances available, and next plan date.

**CUR-PTOC Paid Time Off Report:** This report lists all employees (both active and terminated), Beginning balance, Current Accrual, Current Usage, and Ending Balance for any Vacation/Sick/Holiday/Personal time used. It does not matter if PTO plans are used.

**CUR-PTOS PTO Summary Report:** This report lists all employees (both active and terminated), Total hours Accrued, Taken and Balance. It does not matter if PTO plans are used.

**CUR-PTU * PTO - Used:** This report summarizes, by employee, all paid time-off hours used for each benefit plan in the benefit year.

**CUR-RCA Recap - Division:** This report breaks payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report is summarized by division.

**CUR-RCAD Recap - Division by Department:** This report breaks payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report is summarized by division and department.

**CUR-RCC Recap-Company:** This report breaks payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report is summarized by total for the company.

**CUR-RCCA Recap -Company by Division:** This report breaks payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report summarizes your company by division.

**CUR-RCCD Recap - Company by Department:** This report breaks payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report summarizes your company information by department.

**CUR-REG Payroll Register:** Summarizes all payroll activity for this pay period by employee.

**CUR-REGS Register Summary:** Summarizes payroll register totals. This can be totaled by client, division, department, or division and department. This report uses the same sequence as the Payroll Register. The report provides totals for the different earnings, deductions, and taxes.

**CUR-SFAC Tax Shortfall Auto Collect:** This report lists employees in the current payroll that had uncollected mandatory taxes that the system had to automatically collect from the client and show as a shortfall on the employee.

**CUR-SHRT Tax Shortfall List:** This report lists employees in the current payroll who did not earn enough this pay period to cover taxes and voluntary deductions.
**CUR-TAXD Tax Register – Detail:** This report details employee taxes on a current, month-to-date, quarter-to-date, and year-to-date basis. The report lists the tax, the taxable gross and subject wages. When viewing reports, you need to select report code CUR-WHT, Employee Paid Tax Register. To view employer taxes in the same format, you must choose REG-EMPD report.

**CUR-TAXS Tax Register - Summary:** This report summarizes employee taxes and employer taxes on a current, month-to-date, quarter-to-date, and year-to-date basis. The report lists the tax, taxable gross and subject wages.

**CUR-TIP Tips to Minimum Validation:** This report provides a list of employees who were included in the tip to minimum validation calculation because they were paid at a sub-minimum rate.

**CUR-TURN New Hire & Termination:** Lists new hires, rehires, and terminations processed in the current pay period.

**CUR-VEND Vendor Deduction List:** This report lists all vendor checks included in this payroll and all employees whose deductions were used to pay the vendor.

**CUR-WORK Input Worksheet:** This organizer is used to document employee hours, earnings, and changes on a per payroll basis.

**FTD-EDTE Fiscal To Date Earnings/Deductions Combined:** This report displays all employees’ fiscal earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.

**LAB-CUR Current Labor:** Please note that special setup is involved for this report to be generated. Please contact your local office. The report breaks by div/dept/job the hours and dollars associated with specified pay codes.

**LAB-FLTD * Secondary Cost Center - Detail:** This report prints only employees that have hours posted outside their home division/department - or those employees who have floated.

**LAB-GLS Current/Monthly GL List:** This report is a customized general ledger report using specified general ledger account numbers. Please contact your local office.

**LAB-JOBC Current Labor by Job:** This report lists the job, then the hours/dollars for each person paid in that job. Please note that special setup is involved for this report to be generated. Please contact your local office.

**LAB-REG* Labor Register:** This report reflects gross to net for time worked in each department and division by employee. It also includes all employer taxes and employer-paid benefits by employee in each department and division.

**MIS-EMPD Employee Deduction List:** This report summarizes voluntary deductions included in the payroll. The report page breaks for each voluntary deduction and lists the employees’ current deduction amounts.

**MIS-FTCA * FICA Tip Credit - Alpha:** This report is used to calculate the FICA Tip Credit for restaurants. It lists, in alphabetical order by employee, all excess tips reported and the amount of potential credit available.

**MIS-FTCL* FICA Tip Credit - Division/Department:** As above, but sorts by division and department.
MIS-INFO Employee Information List: This report provides a list of all employees with their Name, Address, Social Security Number, Date of Birth, Date of Hire, Date of Termination, Rate of Pay, Division/Dept, Filing Status, Direct Deposit Information, and the current and year-to-date deduction amounts on the employee’s record.

MIS-NYIN New York Insurance Payroll Rpt: For employers that need to complete a New York Disability Insurance form, this report provides Gross Wages for each quarter, and the amount of SDI paid by the employees broken down by Male/Female counts.

MIS-QY QTD/YTD Register: This report provides quarter-to-date and year-to-date hours, dollars, deductions, and employee taxes. It breaks and total by division and department.

MIS-REGM Period Register MTD: This report provides month-to-date earnings, broken down by Regular, Overtime, Non Product, Other and Tips, Taxes, Total Deductions, and Total Net pay for all employees. This report totals by Division/Dept.

MIS-STAD EE Status- no amounts: Same as the MIS-STAT Employee Status Report, except pay rates are not listed.

MIS-STAT Employee Status Report: This report reflects basic demographic information regarding your employees: Name, Address, Social Security Number, Pay Type, Rates, Hire Date, and Exemptions, etc.

MIS-ZSSN Employees with Zero SSN: This report lists any employee that does not have a social security number on file.

MTD-401K MTD 401K Contribution Report: This report displays the month-to-date contributions of 401(k) for both employee and employer.

MTD-Bil MTD Payroll Bill: This report is a month-to-date version of our CUR-BIL. It reflects payroll totals from Gross to Net. It also includes all payroll taxes, employer-paid benefits, fees, and bank debit amounts.

MTD-EDTE Month To Date Earnings/Deductions Combined: This report displays all employees’ month-to-date earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.

MTD-LIAB Month To Date Tax Liability Report: Lists all payroll tax liabilities for the month, including federal withholdings, state withholding, social security (EE/ER), Medicare (EE/ER), federal and state unemployment taxes, and local taxes, if applicable.

MTD-NYIN New York State Ins. Fund: For employers that need to complete a New York Disability Insurance form, this month-to-date report provides gross wages and the amount of SDI paid by the employees, broken down by male/female counts.

MTD-RCAD Monthly recap Div by Dept: This report breaks monthly payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report is summarized by division and department.

MTD-RCC Monthly Recap - Company: This report breaks monthly payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system.

MTD- RCCD Monthly Recap - Company by Department: This report breaks monthly payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report reflects individual departments within the company.
**MTD-RCD Monthly Recap - Department:** This report breaks monthly payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report is summarized by department and page breaks by department.

**MTH-DED MTD Deduction List:** A month-to-date version of the CUR-DED Deduction report. This report summarizes, by deduction heading on a separate page for each deduction, the employee deductions month-to-date.

**MTH-PTOA * Benefit Liability - All:** This Paid Time Off report reflects the actual liability your company carries based on unpaid time off accrued. This report lists the liability by employee and benefit type.

**MTH-TAXS Tax Register Summary:** This report summarizes employee taxes and employer taxes on a month-to-date, quarter-to-date, and year-to-date basis. The report lists the tax, the taxable gross, and the subject wages.

**PD-EDTEC Current Earn/Ded Combined:** This report displays all employees’ current earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.

**PD-EDTEM Month To Date Earnings/Deductions Combined:** This report displays all employees’ month-to-date earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.

**PD-EDTEQ Quarter To Date Earnings/Deductions Combined:** This report displays all employees’ quarterly earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.

**PD-EDTEY Year To Date Earnings/Deductions Combined:** This report displays all employees’ year-to-date earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.

**PD-TIP Tips to Minimum Validation:** This report provides a list of employees who were included in the tip to minimum validation calculation because they were paid at a sub-minimum rate.

**PRD-WORK Input Work Sheet w/ PTO:** This organizer is used to document employee hours, earnings, and changes on a per payroll basis. It also includes PTO balances.

**QTD-DEF * 401(k) Quarter to Date/Year To Date:** This report provides a list of employees who contribute to deferred compensation plans and/or are receiving contributions to their deferred compensation plans. These contributions are reflected based on quarter-to-date and year-to-date information. This report also breaks down any fund allocation that is set up on the individual employees.

**QTD-DF2 Old 401(K) QTD/YTD:** This report provides a list of employees who contribute to deferred compensation plans and/or are receiving contributions to their deferred compensation plans. These contributions are reflected based on quarter-to-date and year-to-date information. This report does not break down any fund allocation that is set up on the individual employees.

**QTD-EDTE Quarter To Date Earnings/Deductions Combined:** This report displays all employees’ quarterly earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.
QTD-LIAB Quarter To Date Tax Liability Report: Lists all payroll tax liabilities for the calendar quarter including federal withholdings, state withholding, social security (EE/ER), Medicare (EE/ER), federal and state unemployment taxes, and local taxes, if applicable.

REG-EMPD Emp Paid Tax Reg Modified: This report details employer taxes on a current month-to-date, quarter–to-date, and year-to-date basis. The report lists the tax, taxable gross and subject wages. When viewing reports, you need to select report code CUR-EPT, Employer Paid Tax Register. To view employee taxes in the same format, you must choose CUR-TAXD report from the list of reports.

RPS-105 Chk Hist Reg Current Qtr: This report shows the gross to net summary of each employee pay check issued on a per payroll basis for the current quarter. This report lists each employee on a separate page. (Same as CHK-REGQ) A quarterly check history deduction summary prints after the employee’s check history. (MIS-CHQD)

RPS-205 Chk Hist Reg: This report shows the gross to net summary of each employee pay check issued on a per payroll basis for the current quarter. This report lists each employee on a separate page. (Same as CHK-REGQ) A quarterly check history deduction summary prints after the employee’s check history. (MIS-CHQD)

RPS-401A RPS 401K Report; Alpha: A Deferred Compensation Report that lists each employee, number of hours, gross wages, employee and employer contributions, and loan amount. This information is broken down by current, month-to-date, quarter-to-date, and year-to-date.

RPS-401K RPS 401K Report; Div/Dept: Deferred Compensation Report that lists each employee, number of hours, gross wages, employee and employer contributions, and loan amount. This information, which is totaled by Division/Dept, is broken down by current, month-to-date, quarter-to-date, and year-to-date.

RPS-PTO * Paid Time Off List: This report lists all active employees who participate in a paid time-off plan. It reflects, by employee, the type of plan(s), hours accrued, hours taken, balances available, and next plan date.

VND-CKRG Vendor Check Register: This report lists all vendor checks included in this payroll and all employees whose deduction was used to pay the vendor. (Same as Cur-Vend.)

W2-PROOF Employee W2 Proof: This report displays a mock Form W-2 for each employee.

WC-CUR * Workers’ Compensation - Current: This report provides an estimate of Workers’ Compensation premiums for the current pay period.

WC-FTD* Workers’ Compensation - Fiscal To Date: This report provides an estimate of Worker’s Compensation premiums for the fiscal year.

WC-MIS * Workers’ Compensation - Miscellaneous Date Range: This report provides an estimate of Worker’s Compensation premiums based on a Misc Month flag established on your account.

WC-MTD * Workers’ Compensation - Month To Date: This report provides an estimate of Workers’ Compensation premiums for the current month.

WC-QTD * Workers’ Compensation - Quarter To Date: This report provides an estimate of Workers’ Compensation premiums for the calendar quarter.
<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WC-YTD</td>
<td><em>Workers’ Compensation - Year To Date:</em> This report provides an estimate of Workers’ Compensation premiums for the year.</td>
</tr>
<tr>
<td>YTD-EDTE</td>
<td><em>Year To Date Earnings/Deductions Combined:</em> This report displays all employees' year-to-date earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department.</td>
</tr>
<tr>
<td>ZPS-1011</td>
<td><em>ZPS Dept Hours Rpt:</em> This report breaks payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report is summarized by department. (Same as CUR-RCD)</td>
</tr>
<tr>
<td>ZPS-1040</td>
<td><em>Paid Time Off List:</em> This report lists all active employees who participate in a paid time off plan. It reflects, by employee, the type of plan(s), hours accrued, hours taken, balances available, and next plan date. (Same as CUR-PTO)</td>
</tr>
<tr>
<td>ZPS-1041</td>
<td><em>ZPS Quarterly Earnings:</em> This report provides quarter-to-date and year-to-date hours, dollars, deductions, and employee taxes. It breaks and totals by division and department (same as Mis-QY)</td>
</tr>
<tr>
<td>ZPS-200C</td>
<td><em>Profile (Changes Only):</em> This comprehensive employee profile is generated when changes are made to an employee’s file.</td>
</tr>
<tr>
<td>ZPS-226</td>
<td><em>ZPS New Employee Registry:</em> Provides social security number, employee name, and address for new employees. This report can be used to report New Hires to the state.</td>
</tr>
<tr>
<td>ZPS-250</td>
<td><em>ZPS Multiple Worksite Report:</em> This report breaks payroll expense into debits and credits to help you post your payroll to your general ledger/accounting system. The report is summarized by department. (Same as CUR-RCD)</td>
</tr>
<tr>
<td>ZPS-252</td>
<td><em>Deductions not taken:</em> This report summarizes employee voluntary deductions not taken for employees as a result of insufficient net or no hours this pay period. This report allows the employer to keep track of dollars owed by the employees and gives the employer to collect those dollars in subsequent payrolls.</td>
</tr>
<tr>
<td>ZPS-258</td>
<td><em>Quarterly Report:</em> For each tax jurisdiction, this report provides a list of employees that were taxed for a particular tax authority, total quarterly taxable gross wages, and total quarterly tax withheld.</td>
</tr>
<tr>
<td>ZPS-259</td>
<td><em>Quarterly Report (Check History Register Current Quarter):</em> This report shows the gross to net summary of each employee pay check issued on a per payroll basis for the current quarter. This report lists each employee on a separate page.</td>
</tr>
<tr>
<td>ZPS-274</td>
<td><em>Year End Date- Earnings:</em> This report displays all employees’ year-to-date earnings, deductions, taxes withheld, and employer-paid benefits. It breaks by division and department. (Same as YTD-EDTE)</td>
</tr>
<tr>
<td>ZPS-300</td>
<td><em>Direct Deposit Report:</em> This report lists all direct deposit activity for employees included in this payroll. (Same as CUR-ACH)</td>
</tr>
<tr>
<td>ZPS-311</td>
<td><em>Deductions/Earnings:</em> This report summarizes by deduction heading on a separate page for each deduction, the employee deductions withheld this pay period. (Same as CUR-DED)</td>
</tr>
<tr>
<td>ZPS-313</td>
<td><em>Tip Credit Report – Alpha:</em> This report is used to calculate the FICA Tip Credit for restaurants. It lists, in alphabetical order by employee, all excess tips reported and the amount of potential credit available. (Same as MIS-FTCA)</td>
</tr>
</tbody>
</table>
**ZPS-330 ZPS Nursing Home Report**: This report provides quarter-to-date and year-to-date hours, dollars, deductions, and employee taxes. It breaks and totals by division and department (same as Mis-QY)

* indicates you may be billed for this report. Call your local office for details.