



Infor10 HCM iEnterprise (Infinium)

Human Resources/Payroll Reports Book

This publication includes reports for
Infinium Human Resources, Payroll,
Flexible Benefits and Training
Administration.

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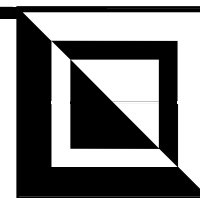
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About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

This guide is for the Infinium Human Resources/Payroll users who are responsible for creating and using reports throughout the suite.

Purpose of This Guide

You should use this guide as a reference at your site.

This guide will not teach you about using the reports. This guide will provide a brief description of the Infinium Human Resources/Payroll reports. The guide also provides samples of some of the more commonly used reports in the suite.

Organization of This Guide

This guide is organized by product within the Infinium HR/PY suite. We have grouped related reports into parts. Each part contains a list of the reports you can produce, the menu options you use to produce selected reports and samples of selected reports.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Font and Wording Conventions
- Character-Based vs. Graphical Interface
- Infinium Software and Corresponding Software 2000 Names

Font and Wording Conventions

Convention	Description	Example
F4	Represents a key on your keyboard.	Press F4 to display a list from which you can select a valid entry.
<i>Menu Options and Field Names</i>	<p><i>Italics</i> typeface for a menu option or a field name.</p> <p>This guide uses the same abbreviations that the system displays on the screen.</p>	<p>Select <i>Employer Controls</i> and press Enter.</p> <p>Type a value in the <i>Employer</i> field.</p>
[Quick Access Codes]	A code in brackets [] that represents a quick access code for a menu option.	Select <i>Update Entity Controls</i> [UN].
Data you type and System generated messages	A bold monospaced typeface for data that you type on your keyboard or for messages that the system displays on your screen.	<p>Type PE in the <i>System</i> field.</p> <p>The system displays the following message:</p> <p>Press Enter again to save your changes</p>
Select...	An instruction that tells you to choose a menu option. Position your cursor at the desired location, type any non-blank character, and then press Enter .	<p>Select <i>Enter New Hire</i> and press Enter.</p> <p>To select an applicant record, type a character in the <i>Opt</i> field next to the appropriate applicant record and press Enter.</p>
Menu Selection Steps	Unless otherwise stated, the steps for each task always begin at the Infinium HR desktop or main menu.	<ol style="list-style-type: none"> 1. Select <i>Master Files</i>. 2. Select <i>Entity Controls</i> (UN).

Convention	Description	Example
Publication and course titles	Unless otherwise stated, titles refer to Infinium software products for the AS/400.	<i>Infinium Training Administration Guide to Setup and Processing</i> is referred to as <i>Infinium TR Guide to Setup and Processing</i>

Character-Based vs. Graphical Interface

Infinium Desktop Manager provides a graphical user interface (GUI) to Infinium Software application products. Infinium Desktop Manager is available in two generations of releases: the Release 3 generation and the Release 4.0 or higher generation. These two generations of releases use different GUIs and different navigational techniques. This guide contains sample screen prints that use the Release 3 generation of Infinium Desktop Manager Release.

For more information about using the Infinium HR /PY suite with the Release 3 generation of Infinium Desktop Manager, refer to the *Infinium Desktop Manager Guide to Basics*. For more information about using the Infinium HR /PY suite with the Release 4.0 or higher generation of Infinium Desktop Manager, refer to the *Infinium Desktop Manager Guide to Setup and Navigation*.

The following sample screens are examples of character-based screen prints and graphical user interface screen prints for the two generations of Infinium Desktop Manager.

2/17/98 13:01:49 Personnel Actions Update PEGMTR PEDMTR
Employer . . . : ZUS SAMPLE US COMPANY
Employee . . . : 80038 GREEN, KELLY
SC Salary Change

SC Effective Date _____ Position 110140 +
SC Reason _____ + Job Code 140 +
SC Base Rate0000 -or- Increase %0000
Updt Payroll Rate 1 (0->4) Payroll Rate0000
Pay Grade _____ + Scheduled Pay Pds 26
Regular Hours 80.00
Pay Type S Bonus? 0 (0=No 1=Yes)
SC Base Frequency A Comp Ratio 23.8000
Pay Frequency . . B Salary Quartile : 1
Prev. Frequency . A Prev. Base Rate . 50,000.0000
Comment Description

2=Change 4=Delete

Opt	Date	Reasn	Positn	Job	Base Rate	Incr%	Incr. Amt.	Comp
-	1/01/1998	MERIT	110140	S 140	50,000.0000	6.0220	2,840.0000	23.80
-	8/20/1995	ADJUST	110140	S 140	47,160.0000	13.3653	5,560.0000	23.58

Figure 1: Sample character-based screen for Infinium HR suite

Infinium: Enter Personnel Actions (PE-220)

File Edit Tools Window Help

2/17/98 12:59:01 Personnel Actions Update PEGMTR PEDMTR
Employer . . . : ZUS SAMPLE US COMPANY
Employee . . . : 80038 GREEN, KELLY
SC Salary Change

SC Effective Date _____ Position 110140 +
SC Reason _____ + Job Code 140 +
SC Base Rate0000 -or- Increase %0000
Updt Payroll Rate 1 (0->4) Payroll Rate0000
Pay Grade _____ + Scheduled Pay Pds 26
Regular Hours 80.00
Pay Type S Bonus? 0 (0=No 1=Yes)
SC Base Frequency A Comp Ratio 23.8000
Pay Frequency . . B Salary Quartile : 1
Prev. Frequency . A Prev. Base Rate . 50,000.0000
Comment Description

2=Change 4=Delete

Opt	Date	Reasn	Positn	Job	Base Rate	Incr%	Incr. Amt.	Comp
<input type="checkbox"/>	1/01/1998	MERIT	110140	S 140	50,000.0000	6.0220	2,840.0000	23.80
<input type="checkbox"/>	8/20/1995	ADJUST	110140	S 140	47,160.0000	13.3653	5,560.0000	23.58

F3=Exit F4=Prompt F8=Calculate F10=Access F12=Previous

Field Action: 5 Background Action: F12

Figure 2: Sample Release 3 series Infinium Desktop Manager screen for Infinium HR suite

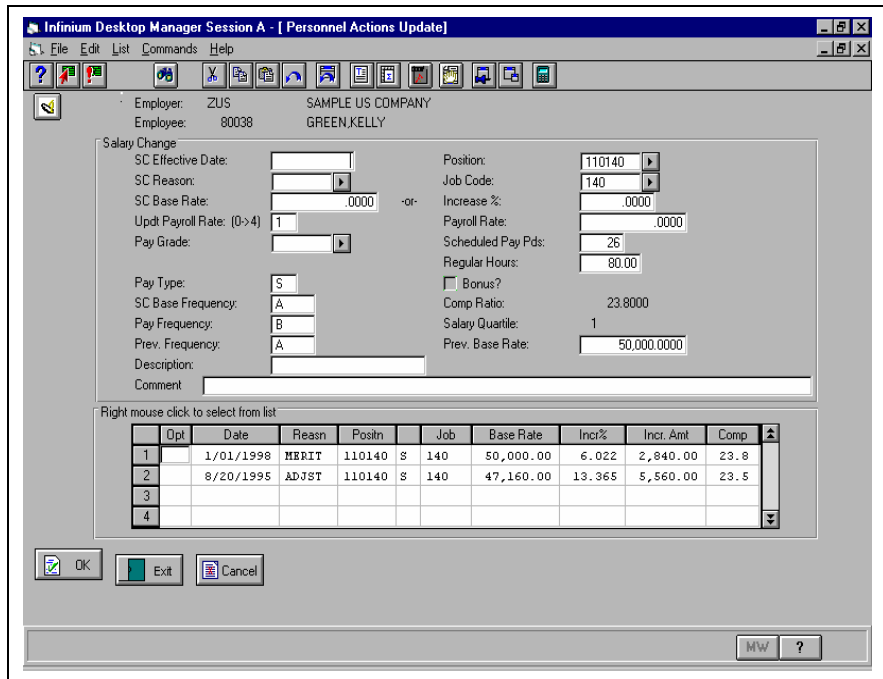


Figure 3: Sample Release 4.0 or higher Infinium Desktop Manager screen for Infinium HR suite

For more information about using the Infinium HR/PY system with Infinium Desktop Manager, refer to *Infinium Desktop Guide to Basics*.

Infinium Software and Corresponding Software 2000 Names

You may notice references to software applications and documents that differ from Infinium Software product names. Each of our application names has changed to reflect the company's name change from Software 2000, Inc. to Infinium Software, Inc. During the transition some of the references to applications and documents may include the Software 2000 name.

The table below shows the original Software 2000 name and the corresponding new Infinium Software name.

Infinium Software Name	Infinium Software Short Names
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X

Infinium Software Name	Infinium Software Short Names
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X
Infinium Desktop Manager Infinium Desktop Manager Extended	Infinium DT Infinium DT/X
Infinium Advanced	Infinium ADV
Infinium WebSight	Infinium WebSight
Infinium WebSight for Human Resources	Infinium WebSight/HR

Infinium Human Resources Suite	Infinium HR Suite
Infinium Human Resources Advanced	Infinium HR ADV
Infinium Payroll	Infinium PY
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Human Resources	Infinium HR
Infinium Flexible Benefits	Infinium FB
Infinium Occupational Health	Infinium OH
Infinium Training Administration	Infinium TR

Related Documentation

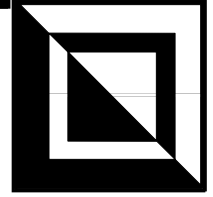
For further information about the Infinium HR/PY system, refer to the following relevant documents:

- On-line Help Text
- *Infinium Human Resources Guide to Controls*
- *Infinium Human Resources Guide to Processing*
- *Infinium Human Resources Guide to Management Functions*

- *Infinium Human Resources Guide to Setup and Processing for Benefits Administration*
- *Infinium Human Resources/Payroll Technical Guide*
- *Infinium Human Resources/Payroll Conversion Workbook*
- *Infinium Human Resources Menu Tree*
- *Infinium Human Resources/Payroll Employer Codes Workbook*
- *Infinium Payroll Guide to Processing*
- *Infinium Payroll Guide to Management Functions*
- *Infinium Human Resources/Payroll Technical Guide*
- *Infinium Payroll Menu Tree*
- *Infinium Payroll Employer Codes Workbook*
- *Infinium Payroll Guide to US Year End Processing*
- *Infinium Payroll Guide to Canadian Year End Processing*
- *Infinium Payroll Guide to Period End Processing*
- *Infinium Payroll Guide to Federal and State Reporting*
- *Infinium Payroll Guide to Multiple Tax ID Processing*
- *Infinium Flexible Benefits Guide to Setup and Processing*
- *Infinium Training Administration Guide to Setup and Processing*
- *Infinium Training Administration Technical Guide*
- *Infinium Industrial Health Guide to Setup and Processing*

Notes

Part 1



Infinium HR Reports

This section is organized into two parts. The first part contains a list of all the reports that the Infinium HR system can produce including a description of each of the reports. The information is organized by main menu option. The second section includes samples of selected reports and the menu path you use to print them.

Master Files Reports

Employer Controls

This report lists all of the employer control information for one employer or all employers. It includes both Infinium Human Resources and Infinium Payroll employer control information.

User Defined Titles

This report lists the user defined titles for one employer or all employers. It includes user defined titles entered by both Infinium Human Resources and Infinium Payroll users.

Employer Codes

This report lists employer code values and descriptions for all employers and all code types or for one specific employer and one specific code type.

Employer Groups

This report lists the employers associated with a particular employer group or the employers assigned to all employer groups.

Reporting Levels

This report lists some or all of the level controls within a particular employer or all levels for all employers.

Review Controls

This report lists performance review controls. You can specify that you want information for one employer or for employers in a specified employer group. You can also print information for one review type or all review types for the specified employer/employer group.

Job Code Controls

This report lists key information from the Infinium Human Resources job controls including salary range amounts and evaluation points. Infinium Payroll users can include key information from the Infinium Payroll job controls including GL expense account numbers and rates.

Salary Ranges

This report lists all salary ranges for a specified employer or employers in a specified employer group.

Hay Job Evaluations

This report lists Hay Job Evaluation factors for a specified employer or employers in a specified employer group.

Open Positions

This report lists open positions. Selection criteria include a specified date and positions by job code or location code. By position, the system includes key information about positions whose authorized headcount, hours or FTE units exceed the current number of assigned employees, hours or FTE units. The report includes authorized budget levels for each position, current actual assigned employees, hours or FTE units and number of openings.

Current Positions

By organization ranking level and position code, this report includes information for all positions or those whose current budget period ending date is after the date you specify. For positions with assigned employee(s), the report includes the name and number of the current incumbent(s).

Positions By Level

This report lists organization information for each position along with the number of assigned employees. It also lists the names of employees assigned to single positions. You can specify reporting level; the report sorts first by reporting level and then by position code.

Organization Structure

This report format is an organization chart with boxes and connecting lines sorted by organization ranking level and reports to position. Each box includes position code and title, name and employee number of incumbent, authorized workforce level and current staffing level. The system prints a separate box for each employee. You can limit information to the reports to position.

Organization Chart

This report is similar to the Organization Structure report. For this report the system prints only one box per position. For single positions, it prints the name of the incumbent. For multiple positions, the report indicates only the number of incumbents, not their names.

Positions with Salaries

This report includes the employee number and name of incumbents along with the employee's level 1 and 2 locations, base pay rate, annualized rate, ethnic, gender, class and salary range codes. You can select positions by levels and you can sort the information by levels or position code. For each position, the system prints a line for each authorized headcount.

Turnover Analysis

This report includes an analysis of employee turnover within an organization that shows the ratio of terminated employees to the total number of employees hired. The system sorts information by levels; for each level, the system prints the number of active and terminated employees along with the turnover rate.

Employee Data

Employee Data

This report provides a one-half page listing per employee that contains the data found in the employee's master record. The master record contains Basic Data and Personnel Data. You can limit information to one employer and a specific level.

Employees by Number

This report provides a list of employees by their number. You can also define the type of employee information to include. You can define up to seven different code types for which you want the code value associated with the employee to appear on the report.

Employees by Job Code

This report provides a listing of employees by job code. You can select up to four codes to appear in the report. All job codes are included.

Employees by Last Name

This report lists all employees by their last name. You can include up to seven code types for which you want the code value to appear for each employee.

Employees by Report Level

This report provides a list of employees as defined by your organization's reporting levels. You can include up to four code types. The system sorts the employees by level then by last name. The report includes subtotals by levels.

Education Data

This report lists the formal education completed by the designated employees of an employer. It also includes tuition reimbursement and skills data. Selection criteria include date and whether or not to include terminated employees. The report sorts the information by employee and then by course date.

On the Job Training Data

This report lists employees who have participated in an on-the-job training experience. The report includes internal and external training courses, acquired skills, completed tasks and any cost associated with the training.

Employee's Property

This report lists employees and the company property which has been assigned to them. The report information is based on the employer and levels within an employer or company group. The report sorts the information by employee number, and includes a description, dollar value and the date that the company property was issued to the employee.

Employee's Dependents

This report lists employee dependents. You can sort information by employee last name or by level. The report includes the relationship to the employee, the dependent's name, birth date, age, tax identification number and whether or not the dependent is a student.

Automobile Data

This report lists the employee's automobile data. It includes the automobile make, model, year, color, license number, state, permit number, issue date, and the employee's assigned parking lot and space. The system sorts information by automobile make and model or license plate number.

Eligibility Data (I-9)

For employees with I-9 data, this report is a hard copy of the employee's completed I-9 form.

For employees without I-9 data, the report includes employees sorted first by the specified level and then by the employee's last name within that level. The report includes the employee's date of hire, status code, job code, and office telephone number. It also provides subtotals by level.

Foreign National Data

This report lists one or all employees' foreign national salary history data for an employer or an employer group. You can specify that the information will include all data for the date specified or only the data that was active on the date specified.

Next Review Schedule

This report lists the employee's next review date and the type of review the employee is to receive. The information is sorted by the next review date. You can print the report either by position or by level.

Purged Employees

This report lists terminated employees who have been purged from the system. It includes the employee's name, tax identification number, former employee number, hire and termination dates, termination reason code and home address. You can sort by either last name or tax identification number.

PE Actions

This report lists personnel actions transactions per employee and sorts by employee's last name. The report includes information pertaining to the transaction and totals the number of transactions for each employee. You can specify one transaction code or all transactions for each employee.

PE Actions - Details

This report includes one page per transaction code specified. The information includes all employees associated with the personnel action and detailed information pertaining to the transactions for the specified employee. You can print by transaction date, the date the transaction was entered into the system or by the effective date of the transaction. You can specify one transaction code or select a number of transaction codes for which you want to report.

PE Actions by Levels

This report lists personnel actions transactions per employee sorting by level. The report includes information pertaining to the transaction and totals the number of transactions for each employee. You can specify one transaction code or all transactions for each employee.

PE Actions by Employee

This report lists personnel action transaction history for the employee specified.

Mass Update PE Actions

This report lists all changes that have been entered through the personnel transactions functions that update the individual records of each affected employee. This report lists all changes processed for all affected employees.

You can print a simulated version of the information before you update it. This provides a preview of the changes before the system processes the changes and records them. Then you can review the report and make

any necessary adjustments prior to running the *Mass Update PE Actions* option.

Mass Update Pay Components

This report lists rate changes for all pay components when you update them. This report lists all employees affected by changes resulting from updating pay components.

You can print a trial report before updating pay component records. Then you can review the changes before actually making them and make any necessary adjustments prior to running the *Mass Update Pay Components* function.

Benefits Administration

Employee Enrollments

This report lists the benefit enrollments for a specific employee, employees assigned to specified levels, or all employees assigned to your employer. You can include only active enrollment records, canceled or declined (inactive) enrollments, or all enrollments. The report also includes beneficiaries and dependents associated with each enrollment record.

Employee Enrollments - Plan

This report lists the employees enrolled in a specific benefit plan or in all benefit plans within a specified identity. For each participating employee, the report includes eligibility and enrollment dates, hours worked to date and employee and employer cost information. You can include only active enrollment records, only canceled or declined enrollments, or all enrollments. You can specify a range of dates for eligibility or enrollment or include all enrollments in the report regardless of their eligibility or enrollment dates.

Benefit Plans

This report lists the benefit plans for all employers or one specific employer. If you specify one employer, you can generate the report for a specific benefit identity or a specific benefit group.

Benefit Identities

This report lists the benefit identities associated with all employers or one specific employer. It includes the benefit identity, the benefit type,

the status of the identity, whether or not the plan is required, whether or not multiple employee plans are involved, the carrier's name, complete address and telephone number.

Insurance Premium Summary -Alpha

This report lists employee and employer deduction amounts for all benefit plans, plans within a specified identity, or a particular plan. The report also includes the total premium entered on the benefit plan control and the total premiums collected from participating employees. You can select only those records whose enrollment date is within a specified date range.

Insurance Activity Report

This report lists the ongoing enrollments, additions and cancellations by plan for a specified time period. The report also includes enrollment and cancellation dates, employee and employer contribution amounts and percentages, coverage amounts and total enrollments for each plan. You can run the report for a specific benefit plan or all plans within a specified identity.

5500 Retirement Data

You can use these two reports to assist you in completing IRS form 5500 for defined benefit plans. You can run the report only for benefit plans you set up using the retirement benefit plan type (type 08). One report lists all retirement plan participants along with their date of hire, date of birth and enrollment date; it also includes summary enrollment totals for the plan. The other report lists all ineligible employees and their ineligibility reason.

Projected Retirement

This report lists employees who will reach the retirement age specified for your employer during a particular time period.

Mass Update Enrollments

This report lists changes to existing or pending enrollment records that occur when you use the *Mass Update Enrollments* option.

You can print a trial report that shows the records that will be updated. You can review the report and make any necessary adjustments to the transactions before you actually update the employee's enrollment record.

Mass Cancel Enrollments

This report includes the benefit identity, the benefit plan description, the cancellation date, and a list of the affected employees by employee number and name for plans whose active enrollments have been canceled.

Vesting Calculations

This report lists vesting for the most current plan year including current vesting details for each participating employee in a vesting plan and which employees would be vested if the current plan year was closed on today's date.

You can print a trial report that lists the records that will be updated when you perform vesting calculations.

This report lists updated vesting details for each participating employee in a vesting plan.

Mass Copy Benefit Plans

This report identifies the plans and identities the system will copy when you use the *Mass Copy Benefit Plans* function. You can print a trial report that identifies the plans and identities the system will copy when you use the *Mass Copy Benefit Plans* function. You can use the report to verify that the system will copy the intended identities and plans when you run the *Mass Copy Benefit Plans* function.

Applicant Administration

Applicant's Data

This report lists applicant data. You can generate a report for only hired applicants, applicants who have not been hired, or both hired and not hired applicants. You can generate this report for one employer or all employers, and for a certain applied for position or all applied for positions. You can identify date criteria so that the report includes only those applicants whose application date falls within the specified date range. The report includes information about the applicant as well as the positions applied for, education data and job training information.

List Applicant's Interviews

This report lists applicant interview data. You can generate a report for only hired applicants, applicants who have not been hired, or both hired and not hired applicants. You also can generate this report for one employer or all employers, for a specific applied for position or for all applied for positions, and for a specific interviewer. The report includes the applicant name, the date of the interview, the time of the interview, the location of the interview and the interviewer.

Recruitment Costs

This report lists recruitment costs. You can generate a report for only hired applicants, applicants who have not been hired, or both hired and not hired applicants. You can generate this report for one employer or all employers, and for a certain applied for position or all applied for positions. You can limit report information to a specified date range. The report includes the applicant name, the date of cost, the cost, the cost type, and the applied for position.

Transfer /Promotion/ Demotion

This report lists transfers, demotions and promotions by employee within one employer or all employers. If you generate the report for all employers, the report will sort first by employer code and then by the employee's last name within the employer. If you generate the report for one employer, the report sorts the employees by last name. The report includes the employee's number and name and current and previous position information. In addition, it provides subtotals of transactions found for each employee and then provides an employer total, which is the sum of all transactions, found for all employees within the employer.

Terminations

You can print this report in detail or summary. The detailed report lists all terminated employees. The listing may be by employers or by levels. If the listing is printed by employer, it will be a chronological listing based on the termination date. If the listing is by levels, it will be a chronological listing within the levels. Report information includes the termination date, the termination code, the employee's number, the employee's name, location, job code, rating, union code, hire date and their length of service.

The summary report shows termination information for one employer or for all employers. The report contains the termination code, the termination code description, the number of employees that were terminated under that termination code, and totals the number of termination's by employer.

New Hires

You can print this report in detail or summary. The detailed report lists new hires. The report lists employees by name and employee number. It may also include the date on which the employee was hired and the source of hire. The information can be defined by the date on which the new hires began work and can include all employers. It can also be broken down by the reporting levels of your organization. The user can specify that the report be printed by date of hire or adjusted date of hire.

The summary report provides a synopsis of data about the new hires. It includes the employee's previous employer and terminations, if applicable.

Seniority Date

This report lists the seniority dates of designated employees. The sorting options include seniority date, levels and job code. Report information includes the seniority date, the employee number, employee name, job code and levels.

Date of Hire Anniversary

This report lists the date of hire anniversary of the designated employees. Information can be sorted by hire date or levels. The report includes the anniversary date, the source code, the employee number and the employee name.

Employee Profiles

This report is a three page listing for each employee or selected employees in your employer that includes basic data, personnel data, dependent data, property data, automobile data, formal education data, on-the-job training data, and personnel action history.

Profile Worksheets

This Profile Worksheet is a five-page worksheet that allows you to record information for an employee on paper, which you then can use to enter the data onto the employee's master record.

Selective Mailing Labels

You can produce name or name and home address labels for one or all employees within one or all employers. The labels are 2 x 3" single pin-feed style. You can generate labels by employee number or last name. Selection criteria can include the employer, the reporting levels, 5 code types, date of birth, pay type, pay frequency, shift code, or postal code.

Internal Telephone Directory

You can produce a directory of employee telephone numbers and extensions. The list can be generated in alphabetical order by employees or numeric order by the telephone numbers/extensions.

Employee Telephone Directory

You can produce a directory of employees and their home telephone numbers. You can generate the list for one employer or all employers. You also can generate the list by employer. The directory is an alphabetical listing of employees by last name for the employer. You can generate the report by employer and reporting levels listing employees alphabetically by last name, within reporting levels, within the employer. You can also generate the list by both options.

Veterans

This report lists military veterans who are employed or have been employed by your organization. Five employer code types may also be selected for which the code values will be included in the listing. You can generate this report for one employer or all employers as well as for one veteran code value or all veteran code values.

Vet 100 Report

This report lists the number of employees by EEO category that are Vietnam Veterans or special disabled veterans. The report includes two columns that reflect your new hires in the 12 months that precede your report date; the new hire total column includes both veteran and non-veteran new hires.

Spouses

This report shows the names of the spouses of the designated employees. You can include code values for up to 4 code types on the report output.

Birthdays

This report shows the birth dates of the designated employees for one employer or all employers. The report includes the employee's birthday, age as of the specified date, as well as the employee's number and name and any code values for the selected code types.

Restricted Parking

This report lists employee's personal car model and license plate information along with parking lot and assigned space. You can generate this report for one employer or all employers, as well as by one specific assigned lot or all assigned lots.

Skills/Tasks Available

This report lists the employees who are associated with specified skills and task codes. The report provides the total number of employees found within each skill/task and can assist you in locating unique talents and skills for specific assignments within your organization.

EEOC/Affirmative Action EEA

EEO-1 FCC Data

The system prints the EEO-1 Report for FCC reporting (FCC Form 4395-B) which must be filed annually, as required by the Privacy Act of 1974 and the Paperwork Reduction Act of 1980. This report includes all employees who are actively employed by the specified employer(s) for the specified date range. The report can either be generated by employer or by employer group and by organizational reporting levels.

EEO-1 Employer Data

This report is the Section D Employment Data portion of the EEO-1 Employer Information Report used for internal purposes only. It cannot be filed with the EEOC. The system includes employees in this report who are active at the time the report is generated. You can generate this report for all employers, for a particular employer, or for certain level(s) within a specified employer.

EEO-1 Government Data

The EEO-1 Government Data Report includes all employees who are actively employed by the specified employer during the date range you type on the selection screen for this report.

You can also specify that the system should generate a detail audit report. This report lists information for each employee included in the EEO-1 report totals, including the employee's EEO category, gender and ethnic code value. You can use this report to validate your EEO-1 report results.

EEO-2 Apprenticeship Data

The EEO-2 Apprenticeship Information Report contains apprenticeship information (Part E). You can generate this report for all employers, for a particular employer, or for certain level(s) within a specified employer.

EEO-3 Local Union Data

The EEO-3 Local Union Report, includes required union information. You can generate this report for all employers, for a particular employer, or for certain level(s) within a specified employer.

EEO-4 State and Local Data

If you are a state or local municipal employer with more than 100 employees, you can print the employment data (Section D) for the EEO-4 State and Local Information Report. This report includes all employees who are actively employed by the specified employer(s) on the effective date you specify on the selection screen.

EEO Employment Activity

Use the EEO Employment Activity report to analyze the ethnic and gender distribution of applicants and employees. The system summarizes applicant and employee information into row and column totals on this report. The system sorts information on the EEO Employment Activity Report by EEO unit within each employer.

EEO Applicant Summary

This report provides summary applicant EEO information for internal analysis and administrative purposes. The applicant information is sorted by EEO unit within the specified employer.

EEO Hire Summary

This report provides information about the new hires within each EEO unit within each employer. The system uses the following information for this report: new hire, rehire, transfer, promotion and demotion. The system selects employees for the report based on whether the effective dates associated with the employee's personnel actions are within the range you specify.

EEO Promotion Summary

This function provides information about promotions within each EEO unit within the specified employer(s). The system selects employees for this report whose record includes a Promotion transaction within the date range you specify. The system compares each promoted employee's hire date and termination date to the specified dates.

EEO Termination Summary

The EEO Termination Summary report provides information about terminations within each EEO unit within the specified employer(s). The system selects employees for this report whose records include the following personnel action transactions with an effective date within the date range you specify: termination, transfer, promotion and demotion.

EEO Work Force Analysis

This report provides information about gender and ethnic composition of EEO units within an employer. The report includes summary employee information for each EEO unit sorted by EEO category. If the employee record has been updated by transfer, promotion, or demotion transactions which are dated after the as of date you specify for the report, the system uses the information from the employee's previous job or position assignment to determine the salary range, pay type, EEO unit and EEO category for the report.

Area Statistics

This report includes demographic statistics for a specific employer, EEO code value and EEO reporting unit. The system generates a report of all affirmative action statistical information for all employers and EEO categories

Application Log

This report lists applicants individually and also includes summary information sorted by gender and ethnic category for hired and pending applicants. The report includes the following information from the applicant data record: employee number, sex, ethnic ID, date of birth, application date, position applied for, and hire source.

Personnel Roster

This list includes the following information: employee number, employee name, date of hire, job code, EEO category, ethnic ID, education, sex, union, pay type, and base rate.

Compliance Review

This report is an employee census report similar to the EEO-1 report format. This summary report groups and totals employees by EEO category, sex and ethnic ID. You generally use this report internally, for example when preparing for an EEOC Compliance Review.

Utilization Analysis

This report compares the gender and ethnicity of your current employees sorted by EEO categories with the statistical availability of minorities and females in a specific recruiting area. This report enables you to determine the instances of under-utilization of minorities and females in each EEO category.

Utilization Analysis - EEO Unit

This report compares the gender and ethnicity of your current employees sorted by EEO categories with the statistical availability of minorities and females in a specific recruiting area. This report enables you to determine the instances of under-utilization of minorities and females in each EEO category.

FTE Operations

Authorized, Budgeted, Scheduled Hours

This report provides a list of authorized, budgeted, and scheduled hours for each position within an organization by employer, period end date and levels. Each employee is listed within each position if hired before or on the period end date specified in the report.

Budget/Schedule by Position

This report lists budgeted and scheduled hours and the FTE equivalents within specific positions.

Hours by Job

This report lists authorized, budgeted, and scheduled hours, regular, overtime and benefit income group hours, and total hours worked and paid within specific jobs. In addition, it includes a list of hours, which exceed those authorized, budgeted and scheduled.

Hours by Levels

This report lists by levels authorized, budgeted and scheduled hours, hours by regular, overtime and benefit income groups and total hours worked and paid. In addition, it lists hours, which exceeded those authorized, budgeted or scheduled.

FTE Recap

This report summarizes authorized, budgeted and scheduled hours, regular, overtime and benefit income groups, total hours worked and total paid and hours that exceeded those authorized, budgeted and scheduled.

Accumulated Hours Worked

This report shows the accumulated regular, overtime and benefit income group hours as well as the total hours worked and paid for a specific employer.

Average Hours by Job

This report lists by job the averages of hours authorized, budgeted and scheduled, within regular, overtime and benefit income group hours, the average hours worked and paid, plus the average number of hours over those authorized, budgeted and scheduled.

Average Hours by Levels

This report shows the averages of hours authorized, budgeted and scheduled, within regular, overtime and benefit income group hours, the average hours worked and paid, plus the average number of hours over those authorized, budgeted and scheduled.

Average FTE Recap

This report shows the average FTE hours according to authorized, budgeted, and scheduled hours; regular, overtime and benefit income group hours, total hours worked and paid, and hours over those authorized, budgeted and scheduled.

Close to FTE History

This report shows the FTE data for the pay period. You can print a trial report showing the FTE data that the system will process when you run the actual *Close to FTE History* option. Use this report to review the information on the trial close. You can modify it and re-run the trial close.

Step-In-Grade Operations

Pay Grade Controls

This report lists, for each pay grade, the effective date, minimum increase amount, minimum increase percentage, rounding type, and description. You can generate this report for a particular employer or for employers within a specified employer group.

Pay Grade Steps

This list shows the steps for one particular pay grade or all pay grades. The report also contains the following step information: pay rates 1, 2, and 3, number of months and hours worked to determine movement to the step, off scale status, date frequency, and description. You can generate this report for a particular employer or for employers within a specified employer group.

Update Employee Steps

This report verifies the changes to employee payroll records and contains the following information: the current pay grade, the new step, the new personnel base rate, the effective date of the new step, the new Payroll rate(s), the next step, and the next step date, if applicable.

You can print a trial report showing movement of employees along steps in pay grades based on criteria established in the pay grade controls. It allows you to review the report and make any necessary changes to employee information before you run the *Mass Update Employee Steps* function.

The report provides a list by employee which includes the pay grade, the new step, the new personnel base rate, the new payroll base rate, the

increase amount, the date of increase, the next step number, and the date of the next step.

Update Step Rates

This report shows the changes to step rates on the pay grade control(s) that the system has processed. The report lists the following information for each affected step in the specified pay grades: pay grade, step number, pay grade effective date, pay rates 1 through 3 before and after the change.

You can print a trial report that allows you to review and verify the changes the system will make when you run the *Mass Update Step Rates* function.

Update Employee Step Rates

This report identifies the employees whose step rates change and those for whom rate changes were not applied because the new step rates on the pay grade control were lower than the employee's current rate(s). The report lists the following information for each affected employee: current pay grade, current step, new personnel base rate, personnel base rate increase amount, new payroll rate(s).

You can print a trial report that you can use to review information about changes to step rates. The report lists the employee's anticipated new rate(s) and also lists employees who will not receive the updated rates because the new rate(s) on the pay grade control are lower than the employee's current rate(s).

Professional Licensing

License Data - Detail

This report lists the licensing records for the employees of one or all employers. This list includes the data about the various licenses and certifications. The report includes the employee's number and name, the license code, the license code description, the applied date, the issued date and the expiration date. The report information is printed alphabetically by employee's last name.

License Data - Summary

This report lists the licensing records for the employees of a specified employer. You can select by levels, license code, license type and/or license status. You can print the report by employee's last name, employee's number, license number or by reporting levels. You can also indicate whether you want to include a description of each code used within this report. Included in the report is the employee's number, name, license number, license code, date of birth, job code and issued date.

License Fee Amounts

This report shows designated employees within a specified employer, along with their license codes, their license numbers, job code, type of fee, the date the fee is due, and the amounts of the employee and employer contributions. You can specify a date range to indicate the time period for which you want the report information.

License Renewals

This report shows when licenses of active employees are due for renewal for a specified employer. You can select dates to indicate what period of time you want information, and/or a specific license status code. You can also include descriptions for each code used within this report and indicate the information to include: license renewals or work permit renewals. The report includes the employee's number, name, license number, license code, date of birth, date applied, job code, issued date and expiration date.

License Analysis

This report shows the number of employees who have a particular license (by general or specific category) and how many employees' licenses are active. You can print the List License Renewals and List Terminated Licenses reports to follow up on employees who need to renew their license. You can sort employee information in three ways:

- by license code, a general category, then by employee number
- by license type, then by employee number
- by license status, then by employee number.

You can also print the report by levels, in which case the system groups employees by their lowest level, then by one of the three sort criteria noted previously. Data on the report includes the employee's name, number and job code along with the license code, type, status, issuing authority, license applied date, issued date and expiration date.

Terminated Licenses

This report lists terminated employee's for a specific employer and any licensing data that applies to them. You can specify dates to indicate a time period for which you want report information. You also can include descriptions for each code used within this report. The report lists the terminated employee's number, name, license number, license code, date of birth, date of termination, job code, date the license was issued, and the date the license expired.

Authority Report

This report defines for a specific employer, the authority structure of licenses and certifications. You can select levels, authority code, license status, hired employees, terminated employees, or active employees. If you indicate hired or terminated employees, you can specify date criteria to select only those hired or terminated within that time frame. You can print the report by reporting level or by employee's name alphabetically. You also can include descriptions for each code used within this report. The report information includes the employee's number, name, job code, license number, status, license code, issued date, expiration date, and authority.

Transactions by Type

This report includes personnel actions with effective dates within the specified date range. The report information is printed by personnel action transaction, then by employee number, and includes key transaction information along with employee license data.

Transactions by Levels

For a specified date range and level combination, this report sorts employees by current home level. Then for each level combination the report sorts employees by last name and lists their PE Action transactions within the specified date range by effective date. This report allows users to check just those parts of their organization with license requirements.

Transactions by Employee /Alpha

For a specified date range, this report sorts employees by last name and then lists all selected transactions in effective date order.

COBRA Administration

List Dependents by Age

This report lists dependents of a specified age. This report aids in the identification of dependents that will no longer be qualified for COBRA such as non-students who are 19 and students who have reached the age of 23. This report can be generated for one or all employers, or for a specific benefit identity and plan or for all identities and plans. The information includes the dependent's age, the date of birth, relationship to the employee, the employee's number, and the employee's name.

Outstanding Requests

This report lists those people who have been advised of their COBRA rights along with the date(s) when the first payment(s) is due, but who have yet to make their first payment. The information in the report includes the social security number, the participant's name, the qualifying event and date, the notification date, the continuation request date, the first payment date and the number of days.

Coverage Cancellations

This report identifies those COBRA participants whose coverage will be canceled as of a given date. The information included in the report includes the social security number, the participant's name, the qualifying event and date, the continuation request date, the coverage cancel date, the last payment date and the premium due.

Outstanding Premium Payment

This report lists outstanding premium payments. The report lists the COBRA participant's social security number, name, the qualifying event and date, continuation request date, coverage cancellation date, last payment date and the premium amount due.

Health Administration

Incident Data

This report lists OSHA log entries and other incidents logged in the system. The log shows incidents by the reporting levels. This accident/illness log includes information regarding the date, day and time of the incident, any physical agents involved, types of injuries and affected body parts. It also records treatment received by the employee, along with workers compensation information, if applicable.

Incident Summary

This report summarizes OSHA information from the OSHA 200 or the OSHA 300 log. This summary report includes both OSHA and non-OSHA cases. You can generate the report for a specific establishment or for all establishments and by reporting year.

OSHA 200 Log

This report lists OSHA 200 Log of Accident and Illness incidents for a specific employee. This report is printed in a one or a two page format for a specific year or date range, by a specific OSHA establishment or for all OSHA establishment reports. The OSHA 200 Log conforms to minimum OSHA requirements for record keeping and reporting of OSHA injuries and illnesses occurring on or before 31 December 2001. You can print the log for specific OSHA establishments or for all OSHA establishments. It can run for specified report years or incident dates.

OSHA 300 Log

OSHA Form 300, or the log of work-related injuries and illnesses, classifies the work-related injuries and illnesses and notes the severity of each case. You use the log to record details about each incident. The OSHA 300 Log conforms to minimum OSHA requirements for record keeping and reporting of OSHA injuries and illnesses occurring on or after 1 January 2002. You can print the log for specific OSHA establishments or for all OSHA establishments. It can run for specified report years or incident dates.

OSHA 300A Summary

OSHA Form 300A, or the summary of work-related injuries and illnesses, provides year-to-date totals for the number of cases, lost workdays, and injury and illness types for incidents listed on the OSHA 300 log.

OSHA 301 Incident by Establishment

OSHA Form 301, or the injury and illness incident report, provides detailed information about each injury and illness incident listed on the OSHA 300 log. Infinium HR offers you the option of generating these reports for an entire establishment, for a specific organizational level, or for all cases within a specified year or date range.

OSHA 301 Incident by Level or by Employee

OSHA Form 301, or the injury and illness incident report, provides detailed information about each injury and illness incident listed on the OSHA 300 log. Infinium HR offers you the option of generating these reports for an entire establishment, for a specific organizational level, for a specific employee or non-employee, or for all cases within a specified date range.

OSHA Privacy Cases

OSHA allows you to exclude workers' names from OSHA Form 300, the log of work-related injuries and illnesses. You can use *List OSHA*

Privacy Cases to generate a confidential list of case numbers and workers' names so that you can update the cases and provide information to the government if you are asked to do so.

OSHA Establishment Addresses

This report produces a list of each OSHA establishment for a specified employer. The report lists the establishment code, establishment name, establishment address and the total establishments within the employer.

Cost Transactions

This report lists the costs associated with the incidents of accidents/illnesses within your organization. The report lists the employee, the date the costs were incurred, type and description of the costs, the actual dollar amounts and total costs.

Cost Analysis

This report includes all designated incidents of accidents and illnesses and their related costs. You can generate this report for a single incident or for all incidents within a reporting level of your organization.

Cost Summary by Supervisor

This report summarizes costs associated with incidents involving that level of your organization directed by specific supervisors. The report can be printed for one employer or all employers. You can also include the incidents involving a specific supervisor or all incidents for all supervisors. You can restrict the data to include only incidents, which occurred within a certain date range, or include all incidents regardless of the date of occurrence.

Medical Exams by Level

This report lists employee medical examination history by organization level and by last or next exam date within level. You can specify a date

range, result code, exam type, provider code and supervisor number. Examination costs are shown and totaled on the report for each level. The report can also be printed for an employer group, and include consolidated cost totals.

Medical Exams by Date

This report shows employee medical examination history for either the last or next medical exam date order across all organizational levels. You can specify date range, result code, exam type, provider code and supervisor number selections. Examination costs are shown and totaled on the report. You can print the report for an employer group showing consolidated cost totals.

Employee Medical Claims

This report indicates the status of an employee's medical claims. The report shows the employee's name, type of claims, dates of the claims, amount of the claims, description of the claims, the date a check was issued and the number of the check.

Non-employee Data

Infinium HR defines a non-employee as a worker who is not on the employer's payroll but is supervised on a daily basis by one or more persons employed by the employer. Non-employees can include contractors, temporary workers, leased employees, and seasonal hires.

You can use the *List Non-Employee Data* function to print the information about non-employees that you want to have available when reporting OSHA injury and illness incidents.

Wage and Salary Administration

Salary Planning Results

This report shows the results of the salary planning. Your managers can use it to access the information. You can also print the salary planning data from the worksheets you receive from managers.

Planned Salary Increases

This report shows projected salary increases for designated positions. The projections are generated using the Wage and Salary Administration functions. The report includes each affected employee, employee number, position and job code. It shows the date of the projected increase, the percentage of the increase, if applicable, the amount of the increase, the type of pay, salaried, hourly or non-exempt, the current base pay and the new base pay.

Compensation by Job Code

This report provides an analysis of employee compensation. Employees are grouped by job code. The report includes a breakdown of each employee's compensation including base rate of pay, pay type and salary range. The report also provides totals and averages for each grouping.

Compensation by Salary Range

This report provides an analysis of an employee's compensation. Employees are grouped by salary range. The report includes a breakdown of each employee's compensation including base rate of pay, pay type and salary range. The report also provides totals and averages for each grouping.

Compensation by Levels

This report provides an analysis of employee compensation. Employees are grouped by organizational level. The report includes a breakdown of each employee's compensation including base rate of pay, pay type and salary range. The report will also provide totals and averages for each group.

Budget Salaries - Level

This report shows budgeted salary amounts distributed across the designated reporting levels of the organization. The report will show the authorized salaries, the budgeted salaries, and the scheduled salary amounts.

Budget Salaries - Positions

This report shows budgeted salary amounts by position. The report will list the positions and show the budgeted and scheduled salary amounts.

Budget Salary vs. Paid - Job

This report lists salary information by job. It has several columns of data. It lists the job and shows the authorized, budgeted, scheduled, regular, overtime, and benefit amounts. It shows the total worked and total paid. The report also includes the detail of amounts paid that were over the authorized amount, over the budgeted amount and/or over the scheduled amount.

Budget Salary vs. Paid - Level

This report shows the budgeted salary amounts compared to the actual salaries paid by the reporting levels. The report includes several columns of information: authorized amounts, budgeted amounts, scheduled amounts, regular, overtime and benefit amounts, total worked and total paid as well as amounts which are over the authorized amounts, over the budgeted amounts and over the scheduled amounts.

Salary Paid - Level

This report shows accumulated salary information grouped by reporting levels. The report lists the positions within levels and shows the accumulated earnings paid for regular, overtime and benefits. It includes a column showing the total worked and a column showing the total paid.

Average Salary Paid - Job

This report shows the average salary amounts paid by job. The report lists the job, the authorized, budgeted and scheduled amounts and the regular, overtime, and benefit amounts paid. It shows the total worked and the total paid. Amounts paid, which are over authorized, over budget or over scheduled, are also included.

Average Salary Paid - Level

This report shows the average salary amounts paid by reporting levels. The report provides the following information grouped by reporting levels: the authorized, budgeted and scheduled amounts and the regular, overtime, and benefit amounts paid. It shows the total worked and the total paid. Three columns are included which show the amounts paid which are over authorized, over budgeted or over scheduled.

Mass Wage Change

This report lists the old and new salary information after you update pay rates. You can print a trial report that shows proposed changes in base rates and comp ratios. This enables you to review the report and verify that the changes are accurate before you update wage records.

Close Salary Budget History

This report lists budgeted salary information and current salary information. The report shows the salary history records that include a comparison of salary information and salary budget information. You can print a trial report that shows the salary history records that the system will use when you run the Close to Salary Budget History option.

If any information on this report is incorrect, you can modify it and re-run the trial close.

Personnel Calendars

Employee Calendar Data

This report lists a summary of absences and the details of each occurrence by different selection criteria.

Absence Analysis Data

This report lists all employees in a specified set of levels, employer or employer group. It includes the hire date, age and gender of employee and, for a specified date range, the absences for each employee by Infinium Human Resources absence type, excluding holidays. It identifies the number of sick occurrences for each employee and the average number of days per occurrence for each organizational level.

Employee Development

Progress Review

This report includes the hours completed toward a defined goal.

Development Paths

This report lists the courses and work process hours associated with each development path for a specified employer or for all employers.

Courses

This report lists course information including description, units and hours for a specified employer, school, or for all employers.

Courses Completed

The report lists the names of employees and the courses they have completed for a specified employer, levels or path.

Courses within Paths

This report lists the associated courses for a specified employer path.

Work Process Charts

This report lists completed work process hours along with a cover letter and audit form to comply with U.S. Department of Labor apprenticeship training program requirements for a specified employer, year and period.

Workforce Development

Locate Employee with Position Skill/Competency

This report lists employees whose skills and competencies match those associated with a particular position.

Locate Position with Employee Skill/Competency

This report lists positions whose associated skills and competencies match those assigned to a particular employee.

Skills and Competencies

This report lists skills and competencies defined for a specified employer or for all employers on your system. The report includes the skill and/or competency code and description, the required indicator, maximum level attainable, and last updated information including the workstation, the user, date and time. If you specify both skill and competency, the information is sorted alphabetically by competency code and skill code.

Employee Skill /Competencies

This report lists the skills and competencies assigned to one or all employees within a specified employer, or all employees in all employers in your database. The report includes the maximum level attainable, the skill and/or competency code and description, the date the skill and/or competency was attained, and last updated information including the workstation, the user, time and date.

Position Skill/ Competencies

This report lists selected skills and competencies defined for a specified position, all positions within an employer, or all positions in all employers on your database. The report includes the position code, the description, and the reporting levels and includes the priority of the skill/competency, the required indicator, the maximum level attainable, the skill/competency code and description, the date evaluated and last updated information including the workstation, the user, date and time. The report information is sorted alphabetically by position code. You can select by employer, reporting levels, position, and skill/competency code.

Overall Rating

The Overall Rating report lists the overall performance ratings for one or more employees, including their position, grade, date of review, and reviewer. You can list the performance review rating results by employee, next review type, EEO category, or organizational levels. You can run this report for performance reviews that have taken place within a particular date range by specifying a from and a to date.

Competency Analysis

The Competency Analysis report lists the performance review competency results for the selected employee(s). You can list the competencies and the competence level ratings of one or all of the employees within your organization, or print a selection of employees by level, EEO category, or review type. You can also generate the report for a particular date range.

Overdue Development Reviews

This report lists personnel development reviews that have not been conducted by their scheduled next review date.

Management Review Detail

This report includes employee position assignment details along with management review information.

Management Review Summary

This report lists the names of reviewers, dates of management reviews and the summary code for a specific employee or groups of employees.

Development Needs

This report lists the development needs for a specific employee or for groups of employees.

Career Plans

This report lists career plan information for a specified employee or groups of employees.

System Operations

Audit Log

This report is a list of audit log journal transaction entries.

User Security

This report lists user security restrictions for one or all users.

Change Employee Number

This report identifies which files and how many records in each file were updated with employee number information.

Purge Terminated Employees

This report indicates the employee(s) purged and provides a 2 page employee profile for each employee purged. It includes the employee's master file information as well as emergency information, citizenship information, military information, previous information, and employee personnel transactions.

Purge Applicant Data

This report lists the applicants purged.

Purged Benefit Enrollment History

This report includes key information in the benefit enrollment history purge file. The report information can be sorted by employer, then by employee, benefit identity, and benefit plan. It includes the following information: benefit identity, benefit plan, last benefit enrollment change date, user who made the change, eligibility date, enrollment date, canceled date, declined date, waived date, and premium related information.

Purged Benefit Plans and Enrollments

This report includes information from the purged benefit files. The report sorts by employer and within employer, by benefit identity, plan and employee. It includes the following key information: employee number, employee name, eligibility date, enrollment date, canceled date, declined date, waived date, and active suspended status flag.

Purge Personnel Action History

This report lists basic information for the personnel action history records that have been purged. You can print a trial report listing basic information for the personnel action history records that will be purged when you use the *Purge Personnel Action History* menu option. Use the report to review the record before you run the purge to ensure that only the appropriate records will be purged.

Purge Personnel Actions by Employee

This report lists purged personnel action history transactions for a specified employee.

Mass Change Employer Codes

This report lists the name and number of employees whose code values were changed.

Mass Change Position Levels

This report lists the positions affected by a reorganization of your level structures.

Update Employee Positions

When you update employee positions, the system produces two audit reports. The first report details the changes made to employee basic data records. The second report identifies changes to the step-in-grade fields.

You can print a trial report that shows the records that will change when you update them. You use the report to review the changes before making them.

Sample Infinium HR Reports

Printing the Open Positions Report

As of a specified date, you can select positions by job code or location code. By position, the system prints key information about positions whose authorized headcount, hours or FTE units exceed the current number of assigned employees, hours or FTE units. The report includes authorized budget levels for each position, current actual assigned employees, hours or FTE units and number of openings.

Menu Level 1: *Master Files*

Menu Level 2: *List Master Files*

Menu Level 3: *List Open Positions* [LOP]

PEGOGR PETOGR
10/14/97 10:40:38
EMPLOYER ZUS

L I S T O P E N P O S I T I O N S
As Of 10/01/1997
SAMPLE US COMPANY

Page 1

Budget Type 0

Lvl	Position	Job Title	Authorized	Actual	Open	Job	Location	<---Reports to----->	
								Lvl Posn.	Name
00	CLRK20	PAYROLL CLERK	4.00	0	4.0	CLERK	HQ	00 104160	DILL
00	111160	COMP & BENEFITS SUPERVISOR	1.00	0	1.0	160	HQ	00 110140	GREEN
00	113160	EMPL RELATIONS SUPERVISOR	1.00	0	1.0	160	HQ	00 110140	GREEN
00	111210	COMP & BENEFITS ANALYST	3.00	2	1.0	210	HQ	00 111160	
00	113210	EMPL RELATIONS ANALYST	4.00	0	4.0	210	HQ	00 113160	
00	114210	SAFETY & HEALTH ANALYST	2.00	0	2.0	210	HQ	00 114160	COLLINS
00	114220	SAFETY ENGINEER	3.00	0	3.0	220	HQ	00 114160	COLLINS
00	121230	PROGRAMMER/ANALYST	6.00	2	4.0	230	HQ	00 120140	KAPPA
00	122230	SYSTEM ANALYST	4.00	2	2.0	230	HQ	00 120140	KAPPA
00	121240	PROJECT MANAGER	3.00	1	2.0	240	HQ	00 120140	KAPPA
00	201260	WEATHER FORECASTER	5.00	0	5.0	260	FO1	00 200160	SMOG
00	201300	ENV. LAB TECHNICIAN	20.00	5	15.0	300	FO1	00 200160	SMOG
00	114300	SAFETY & HEALTH TECHNICIA	5.00	0	5.0	300	HQ	00 114160	COLLINS
00	101540	ACCTS PAYABLE CLERK	5.00	4	1.0	540	HQ	00 101160	DEBIT
00	103540	GEN. LEDGER CLERK	5.00	2	3.0	540	HQ	00 103160	FORWARD
00	111540	COMP & BENEFITS CLERK	3.00	2	1.0	540	HQ	00 111160	
00	112540	RECRUITING CLERK	2.00	0	2.0	540	HQ	00 112160	WONDER
00	113540	EMPL RELATIONS CLERK	3.00	0	3.0	540	HQ	00 113160	
00	114540	SAFETY & HEALTH CLERK	3.00	0	3.0	540	HQ	00 114160	COLLINS
00	401600	TRUCK MECHANIC	4.00	0	4.0	600	HQ	00 401160	ROAD
00	401700	INTERSTATE DRIVER	20.00	2	18.0	700	HQ	00 401160	ROAD
00	402700	LOCAL DRIVER	20.00	11	9.0	700	HQ	00 401160	ROAD
00	401710	INTERSTATE DISPATCHER	10.00	0	10.0	710	HQ	00 401160	ROAD
00	402710	LOCAL DISPATCHER	10.00	0	10.0	710	HQ	00 401160	ROAD
00	200910	SERVER	20.00	3	17.0	910	KEY	00	
00	200920	BUS PERSON	10.00	1	9.0	920	KEY	00 200910	
TOTAL OF OPEN POSITIONS								139	

Printing the Organization Chart Report

This report is similar to the report you generate using the *List Organization Structure* function except that the system prints only one box per position. For single positions, it prints the name of the incumbent. For multiple positions, the report indicates only the number of incumbents, not their names.

Menu Level 1: *Master Files*

Menu Level 2: *List Master Files*

Menu Level 3: *List Organization Chart* [LOC]

PEGOG10 PETOG10
10/14/97 11:51:32

ORGANIZATIONAL CHART FOR SAMPLE US COMPANY

STARTING FROM THE CHIEF FINANCIAL OFFICER

```

*****
* 100120      80294 *
* CHIEF FINANCIAL OF *
* MULREADY, EDWIN J *
* Authorized    1.0 *
* Actual        1   *
*****

*****
* 100125 MULTIPLE *
* ASSISTANT CONTROLL *
* MULTIPLE *
* Authorized    2.0 *
* Actual        3   *
*****

*****
* 100140      80102 *
* ACCOUNTING MANAGER *
* OVERTON, CARRIE *
* Authorized    1.0 *
* Actual        1   *
*****

*****
* 101160      80025 *
* ACCTS PAYABLE SUPE *
* DEBIT, DONALD D *
* Authorized    1.0 *
* Actual        1   *
*****

*****
* 101200 MULTIPLE *
* ACCTS PAYABLE ACCO *
* MULTIPLE *
* Authorized    2.0 *
* Actual        3   *
*****

*****
* 101540 MULT/OPEN *
* ACCTS PAYABLE CLER *
* MULTIPLE AND OPEN *
* Authorized    5.0 *
* Actual        4   *
*****

*****
* 102160      80024 *
* ACCTS RECEIVABLE S *
* CREDIT, COLLEEN *
* Authorized    1.0 *
* Actual        1   *
*****

*****
* 103160      80169 *
* GEN. LEDGER SUPERV *
* FORWARD, ILENE *
* Authorized    1.0 *
* Actual        1   *
*****

*****
* 104160      80190 *
* PAYROLL SUPERVISOR *
* DILL, DAFF E *
* Authorized    1.0 *
* Actual        1   *
*****

*****
* 102540 MULTIPLE *
* ACCTS RECEIVABLE C *
* MULTIPLE *
* Authorized    5.0 *
* Actual        6   *
*****

*****
* 103540 MULT/OPEN *
* GEN. LEDGER CLERK *
* MULTIPLE AND OPEN *
* Authorized    5.0 *
* Actual        2   *
*****

*****
* 104540 MULT/OPEN *
* CLRK20 MULT/OPEN *
* PAYROLL CLERK *
* MULTIPLE AND OPEN *
* Authorized    4.0 *
* Actual        *
*****

*****
* 104540 MULTIPLE *
* PAYROLL CLERK *
* MULTIPLE *
* Authorized    3.0 *
* Actual        4   *
*****

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

```

Printing the Turnover Report

This report includes an analysis of employee turnover within organization that shows the ratio of terminated employees to the total number of employees hired. The system sorts information by levels; for each level, the system prints the number of active and terminated employees along with the turnover rate.

Menu Level 1: *Master Files*

Menu Level 2: *List Master Files*

Menu Level 3: *List Turnover Analysis*

PEGPOG10 PETPOG10 EMPLOYEE TURNOVER ANALYSIS Page 1
 10/14/97
 EMPLOYER ZUS SAMPLE US COMPANY
 PERIOD BEGINNING 10/01/1997 HIRE SOURCE STATUS GROUP
 PERIOD ENDING 10/15/1997 REPORTS TO POSITION STATUS GROUP SELECTION
 TERMINATION CODE JOB CODE
 ACTIVE TERMINATED
 Area Division Department Cost Center EMPLOYEES EMPLOYEES TURNOVER %

100	ADMIN	ACCT	101	6.00	.00	.00
100	ADMIN	ACCT	102	7.00	.00	.00
100	ADMIN	ACCT	103	3.00	.00	.00
100	ADMIN	ACCT	104	5.00	.00	.00
100	ADMIN	ACCT		21.00	.00	.00
100	ADMIN	HR	110	1.00	.00	.00
100	ADMIN	HR	111	4.00	.00	.00
100	ADMIN	HR	112	5.50	.00	.00
100	ADMIN	HR	114	1.00	.00	.00
100	ADMIN	HR		11.50	.00	.00
100	ADMIN	MIS	120	1.00	.00	.00
100	ADMIN	MIS	121	3.00	.00	.00
100	ADMIN	MIS	122	2.50	1.00	40.00
100	ADMIN	MIS		6.50	1.00	15.38
100	ADMIN			39.00	1.00	2.56
100	OPS	LAB	200	1.00	.00	.00
100	OPS	LAB	201	5.00	.00	.00
100	OPS	LAB		6.00	.00	.00
100	OPS	SKI	100	2.00	.00	.00
100	OPS	SKI	200	4.00	.00	.00
100	OPS	SKI		6.00	.00	.00
100	OPS			12.00	.00	.00
100	TRANS	TRUCK	400	1.00	.00	.00
100	TRANS	TRUCK	401	4.00	.00	.00

PEGPOG10 PETPOG10

EMPLOYEE TURNOVER ANALYSIS

Page 2

10/14/97

EMPLOYER ZUS SAMPLE US COMPANY

PERIOD BEGINNING 10/01/1997

PERIOD ENDING 10/15/1997

TERMINATION CODE

HIRE SOURCE

REPORTS TO POSITION

JOB CODE

TERMINATED

STATUS GROUP

STATUS GROUP SELECTION

Area	Division	Department	Cost Centr	ACTIVE EMPLOYEES	TERMINATED EMPLOYEES	TURNOVER %
100	TRANS	TRUCK	402	11.00	.00	.00
100	TRANS	TRUCK		16.00	.00	.00
100	TRANS			16.00	.00	.00
100				67.00	1.00	1.49
200	ADMIN	ACCT	100	5.00	.00	.00
200	ADMIN	ACCT		5.00	.00	.00
200	ADMIN			5.00	.00	.00
200				5.00	.00	.00
TOTAL FOR EMPLOYER	ZUS			72.00	1.00	1.38

***** E N D O F R E P O R T *****

Printing the Personnel Actions Report

This report lists personnel actions transactions per employee and sorts by employee's last name. The report includes information pertaining to the transaction and totals the number of transactions for each employee. You can specify one transaction code or all transactions for each employee.

Menu Level 1: *Employee Data*

Menu Level 2: *List Employee Data*

Menu Level 3: *List Personnel Actions* [LPA]

10/14/97 13:47:17

EMPLOYER ZUS

SAMPLE US COMPANY

BD - BLOOD DONATION

HI - HIRE

PR - PROMOTION

RE - PERFORMANCE REVIEW

WA - WORK ACTION

RH - REHIRE

SC - SALARY CHANGE

ST - STATUS CHANGE

TE - TERMINATION

TR - TRANSFER

PC - PERSONAL CHANGE

DM - DEMOTION

CODE	DATE	LEVEL	POS.	STATUS	Area	Division	Department	Cost	Centr	JOB CODE	LABOR	LOCATION	EEO CATEG	UNION	PAY TYPE	SALARY	AMOUNT
------	------	-------	------	--------	------	----------	------------	------	-------	----------	-------	----------	-----------	-------	----------	--------	--------

80005 ACCURATE,ALAN C																	
HI	6/01/1994	00120140	FULL		100	ADMIN	MIS	120		140		HQ	1		S	51000.0000	
TR	12/01/1994	00100140			100	ADMIN	ACCT	100		140		HQ	1				.0000
ST	12/20/1994		FULL														
BD	12/25/1994																
PC	5/15/1995	NAME ALAN				ACCURATE	ADDRESS								CITY		
		COUNTY STATE			POSTAL CODE		MARITAL STATUS			SPOUSE NAME							
		TELEPHONE				DESCRIPTION											
WA	6/01/1995	LOG # 0000000	ACTION	ATTND	RESOLUTION		CONTRACT#			SECTION	AGENCY	SUPERVISOR					EFFECT DATE
DM	8/01/1995	00114300			100	ADMIN	HR	114		300	OFF	HQ	3				.0000
SC	8/15/1995					REASON CORR									H		7.5000
TR	8/15/1995	00201300			100	OPS	LAB	201		300	FIELD	HQ	3				.0000
RE	5/01/1996	REVIEWER ZUS			80004	RATING SAT	EFFECTIVE	6/24/1996		NEXT REVIEW DATE		5/01/1997	TYPE	MERIT			
TOTAL EMPLOYEE TRANSACTIONS 10																	

80004 ARNOLD,ANNA A																	
HI	7/01/1994	00101200	FULL		100	ADMIN	ACCT	101		200		HQ	2A		S	30000.0000	
RE	1/15/1995	REVIEWER ZUS			80005	RATING EXC	EFFECTIVE	8/09/1995		NEXT REVIEW DATE		1/15/1996	TYPE	MERIT			
SC	1/15/1995					REASON MERIT									S		31000.0000
PR	3/01/1995	00101160			100	ADMIN	ACCT	101		160		HQ	1				.0000
PC	4/01/1995	NAME ANNA				ARCTIC	ADDRESS								CITY		
		COUNTY STATE			POSTAL CODE		MARITAL STATUS			SPOUSE NAME							
		TELEPHONE				DESCRIPTION											
TE	4/01/1995		FULL			REASON V105	REHIRE ELIG YES										
RH	6/01/1995	00101540	FULL		100	ADMIN	ACCT	101		540		HQ	5		H	20000.0000	
WA	7/01/1995	LOG # 0000000	ACTION	SVC	RESOLUTION		CONTRACT#			SECTION	AGENCY	SUPERVISOR				80005	EFFECT DATE
PC	7/15/1995	NAME ANNA				A ARNOLD	ADDRESS	903		NORTHERN LIGHTS BLVD		CITY					
		COUNTY STATE			POSTAL CODE		MARITAL STATUS	S		SPOUSE NAME							
		TELEPHONE				DESCRIPTION											
ST	8/01/1995		FULL														
ST	9/01/1995		FULL														
RE	7/01/1997	REVIEWER ZUS			80113	RATING EXC	EFFECTIVE	10/06/1997		NEXT REVIEW DATE		7/01/1998	TYPE	MERIT			
TOTAL EMPLOYEE TRANSACTIONS 12																	

80103 BEACH,SANDY																	
HI	5/01/1995	00112210	FULL		100	ADMIN	HR	112		210	OFF	HQ	2A		S	31200.0000	
ST	10/01/1997		FULL														
WA	10/02/1997	LOG # 0000006	ACTION	SVC	RESOLUTION		CONTRACT#			SECTION	AGENCY	SUPERVISOR					EFFECT DATE
TOTAL EMPLOYEE TRANSACTIONS 3																	

80112 BERRY, HOLLY
 PEGR070 PETR070 P E R S O N N E L T R A N S A C T I O N H I S T O R Y Page 2
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 EMPLOYER ZUS SAMPLE US COMPANY
 BD - BLOOD DONATION HI - HIRE PR - PROMOTION RE - PERFORMANCE REVIEW WA - WORK ACTION
 RH - REHIRE SC - SALARY CHANGE ST - STATUS CHANGE TE - TERMINATION TR - TRANSFER
 PC - PERSONAL CHANGE DM - DEMOTION

CODE	DATE	LEVEL	POS.	STATUS	Area	Division	Department	Cost	Centr	JOB CODE	LABOR	LOCATION	EEO CATEG	UNION	PAY TYPE	SALARY	AMOUNT
HI	6/01/1995	00102540	FULL	100		ADMIN	ACCT	102		540		HQ	5		H	10.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80036 BETA, BARNEY B																	
HI	8/01/1994	00101200	FULL	100		ADMIN	ACCT	101		200		HQ	2A		S	24960.0000	
WA	8/01/1995	LOG # 0000000	ACTION	SVC		RESOLUTION	CONTRACT#			SECTION		AGENCY	SUPERVISOR			EFFECT	DATE
PC	10/01/1997	NAME				OIL	ADDRESS						CITY				
COUNTY STATE POSTAL CODE MARITAL STATUS M SPOUSE NAME POPEYE																	
TELEPHONE DESCRIPTION																	
TOTAL EMPLOYEE TRANSACTIONS 3																	

80113 BLOSSOM, CHERRY																	
HI	6/02/1995	00201300	FULL	100		OPS	LAB	201		300	FIELD	FO1	3		H	8.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80031 BLUE, SKYE																	
HI	6/01/1994	00111210	FULL	100		ADMIN	HR	111		210	OFF	HQ	2A		S	35000.0000	
PC	8/01/1995	NAME					ADDRESS						CITY				
COUNTY STATE POSTAL CODE MARITAL STATUS M SPOUSE NAME ROYALE BLUE																	
TELEPHONE DESCRIPTION																	
TE	8/02/1995		FULL			REASON V101	REHIRE	ELIG	YES								
RH	10/06/1997	00121240	FULL	100		ADMIN	MIS	121		240	OFF	HQ	2		S	35000.0000	
TOTAL EMPLOYEE TRANSACTIONS 4																	

80114 BUDD, ROSE																	
HI	8/15/1995	00201300	FULL	100		OPS	LAB	201		300	FIELD	FO1	3		H	8.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80225 BURGER, BETTY																	
HI	1/01/1996	00200910	FULL	100		OPS	SKI	200		910		KEY	9		H	4.5000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80296 BUSH, ROSE																	
HI	10/04/1997	00112210	FULL	100		ADMIN	HR	112		210	OFF	HQ	2A		S	35000.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

PEGR070 PETR070 P E R S O N N E L T R A N S A C T I O N H I S T O R Y Page 3
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 EMPLOYER ZUS SAMPLE US COMPANY
 BD - BLOOD DONATION HI - HIRE PR - PROMOTION RE - PERFORMANCE REVIEW WA - WORK ACTION
 RH - REHIRE SC - SALARY CHANGE ST - STATUS CHANGE TE - TERMINATION TR - TRANSFER
 PC - PERSONAL CHANGE DM - DEMOTION

CODE	DATE	LEVEL	POS.	STATUS	Area	Division	Department	Cost	Centr	JOB CODE	LABOR	LOCATION	EEO CATEG	UNION	PAY TYPE	SALARY	AMOUNT	
80009 CARGO, CARRIE D																		
HI	3/01/1994	00402700	FULL	100		TRANS	TRUCK	402	700		HQ	7			H	10.0000		
SC	9/01/1994					REASON STEP									H	10.5000		
SC	9/01/1994					REASON STEP									H	10.5000		
PR	12/01/1994	00402710		100		TRANS	TRUCK	402	710		HQ	3				.0000		
SC	12/01/1994					REASON PROMO									H	12.0000		
WA	3/01/1995	LOG # 0000000	ACTION	SVC		RESOLUTION	CONTRACT#			SECTION	AGENCY	SUPERVISOR			30015	EFFECT DATE		
SC	6/01/1995					REASON STEP									H	13.0000		
SC	6/01/1995					REASON STEP									H	13.0000		
PR	1/01/1996	00400140		100		TRANS	TRUCK	400	140		HQ	1				.0000		
SC	1/01/1996					REASON PROMO									S	50000.0000		
RE	9/30/1997	REVIEWER ZUS		80103		RATING EXC	EFFECTIVE 10/05/1997			NEXT REVIEW DATE		9/30/1998			TYPE MERIT			
TOTAL EMPLOYEE TRANSACTIONS 13																		

80116 CLUELESS, CALVIN																		
HI	6/01/1995	00112210	FULL	100		ADMIN	HR	112	210	OFF	HQ	2A			S	31200.0000		
TOTAL EMPLOYEE TRANSACTIONS 1																		

30015 COLLINS, TOM																		
ST	8/01/1995		PART															
SC	8/15/1995					REASON ADJUST									S	50000.0000		
WA	9/01/1995	LOG # 0000000	ACTION	WARN		RESOLUTION	CONTRACT#			SECTION	AGENCY	SUPERVISOR			80038	EFFECT DATE		
TOTAL EMPLOYEE TRANSACTIONS 3																		

80024 CREDIT, COLLEEN																		
HI	3/01/1995	00102160	FULL	100		ADMIN	ACCT	102	160		HQ	1			S	40000.0000		
TOTAL EMPLOYEE TRANSACTIONS 1																		

80151 CREME, CARMEL																		
HI	12/01/1995	00121230	FULL	100		ADMIN	MIS	121	230	OFF	HQ	2			S	37440.0000		
TOTAL EMPLOYEE TRANSACTIONS 1																		

PEGR070 PETR070 P E R S O N N E L T R A N S A C T I O N H I S T O R Y Page 9
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 EMPLOYER ZUS SAMPLE US COMPANY

BD - BLOOD DONATION HI - HIRE PR - PROMOTION RE - PERFORMANCE REVIEW WA - WORK ACTION
 RH - REHIRE SC - SALARY CHANGE ST - STATUS CHANGE TE - TERMINATION TR - TRANSFER
 PC - PERSONAL CHANGE DM - DEMOTION

CODE	DATE	LEVEL	POS.	STATUS	Area	Division	Department	Cost	Centr	JOB CODE	LABOR	LOCATION	EEO CATEG	UNION	PAY TYPE	SALARY	AMOUNT

80019 SMOG,SUSIE S																	
HI	2/15/1995	00114300	FULL	100		ADMIN	HR	114	300	OFF	HQ	7			H	9.0000	
TE	8/14/1995		FULL			REASON I208	REHIRE	ELIG NO									
RH	12/30/1995	00200160	FULL	100		OPS	LAB	200	160		HQ	1			S	45000.0000	
TOTAL EMPLOYEE TRANSACTIONS 3																	

80273 STEPGRAD,PHIL J																	
HI	7/01/1996	00402700	FULL	100		TRANS	TRUCK	402	700	ROAD	HQ	7		TMR3	H	10.2500	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80270 STEPGRAD,STEFFIE J																	
HI	7/01/1996	00104540	FULL	100		ADMIN	ACCT	104	540		HQ	2			N	10.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80271 STEPGRAD,STEFFIE J																	
HI	7/01/1996	00104540	FULL	100		ADMIN	ACCT	104	540		HQ	2			N	12.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80278 STEPINGRAD,JOY J																	
HI	7/08/1996	00402700	FULL	100		TRANS	TRUCK	402	700	ROAD	HQ	7		TMR3	H	10.2500	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80279 STEPTOE,HEIDI J																	
HI	7/08/1996	00402700	FULL	100		TRANS	TRUCK	402	700	ROAD	HQ	7		TMR3	H	10.2500	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80287 TESTA,JUSTA J																	
HI	7/11/1996	00111210	FULL	100		ADMIN	HR	111	210	OFF	HQ	2A			S	26000.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80289 TESTA,JUSTA J																	
HI	7/11/1996	00402700	FULL	100		TRANS	TRUCK	402	700	ROAD	HQ	7		TMR3	H	10.2500	
TOTAL EMPLOYEE TRANSACTIONS 1																	

PEGR070 PETR070
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P E R S O N N E L T R A N S A C T I O N H I S T O R Y

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EMPLOYER ZUS

SAMPLE US COMPANY

BD - BLOOD DONATION

HI - HIRE

PR - PROMOTION

RE - PERFORMANCE REVIEW

WA - WORK ACTION

RH - REHIRE

SC - SALARY CHANGE

ST - STATUS CHANGE

TE - TERMINATION

TR - TRANSFER

PC - PERSONAL CHANGE

DM - DEMOTION

CODE	DATE	LEVEL	POS.	STATUS	Area	Division	Department	Cost	Centr	JOB CODE	LABOR	LOCATION	EEO CATEG	UNION	PAY TYPE	SALARY	AMOUNT

80290 TESTA,MESSA J																	
HI	7/11/1996	00111210	FULL	100		ADMIN	HR	111		210	OFF	HQ	2A		S	10.5500	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80008 TRUCKER,TOM E																	
HI	3/01/1994	00401700	FULL	100		TRANS	TRUCK	401		700		HQ	7		H	10.0000	
SC	9/01/1994					REASON STEP									H	10.5000	
SC	9/01/1994					REASON STEP									H	10.5000	
SC	3/01/1995					REASON STEP									H	11.5500	
SC	3/01/1995					REASON STEP									H	11.5500	
WA	7/15/1995	LOG # 0000001	ACTION	GRIEV	RESOLUTION DENY	CONTRACT# 100				SECTION 12	AGENCY		SUPERVISOR		80026	EFFECT DATE	
SC	8/01/1995					REASON CONTR									H	11.0250	
SC	8/01/1995					REASON CONTR									H	11.0250	
WA	8/15/1995	LOG # 0000002	ACTION	GRIEV	RESOLUTION ARBIT	CONTRACT# 100				SECTION 12	AGENCY		SUPERVISOR			EFFECT DATE	
WA	10/15/1995	LOG # 0000003	ACTION	ARBIT	RESOLUTION ERWIN	CONTRACT# 100				SECTION 12	AGENCY		SUPERVISOR			EFFECT DATE	
TOTAL EMPLOYEE TRANSACTIONS 10																	

80110 TURNER,PAIGE																	
HI	9/01/1995	00112210	FULL	100		ADMIN	HR	112		210	OFF	HQ	2A		S	35000.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80155 WAGON,CHUCK																	
HI	12/01/1995	00401700	FULL	100		TRANS	TRUCK	401		700	ROAD	HQ	7	TMR3	H	12.0000	
TOTAL EMPLOYEE TRANSACTIONS 1																	

80007 WHEELER,WILMA																	
HI	3/01/1994	00402700	PART	100		TRANS	TRUCK	402		700		HQ	7		H	10.0000	
SC	9/01/1994					REASON STEP									H	10.5000	
SC	9/01/1994					REASON STEP									H	10.5000	
SC	3/01/1995					REASON STEP									H	11.0000	
SC	3/01/1995					REASON STEP									H	11.0000	
SC	8/01/1995					REASON CONTR									H	11.5500	
SC	8/01/1995					REASON CONTR									H	11.5500	
TOTAL EMPLOYEE TRANSACTIONS 7																	

80048 WINDE,AUGUSTA																	
HI	8/01/1995	00201300	FULL	100		OPS	LAB	201		300	FIELD	FO1	3		H	8.0000	

PEGR070 PETR070 P E R S O N N E L T R A N S A C T I O N H I S T O R Y Page 11
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 EMPLOYER ZUS SAMPLE US COMPANY

BD - BLOOD DONATION HI - HIRE PR - PROMOTION RE - PERFORMANCE REVIEW WA - WORK ACTION
 RH - REHIRE SC - SALARY CHANGE ST - STATUS CHANGE TE - TERMINATION TR - TRANSFER
 PC - PERSONAL CHANGE DM - DEMOTION

CODE	DATE	LEVEL	POS.	STATUS	Area	Division	Department	Cost	Centr	JOB CODE	LABOR	LOCATION	EEO CATEG	UNION	PAY TYPE	SALARY	AMOUNT	
TOTAL EMPLOYEE TRANSACTIONS						1												

80108 WISE,PENNEY																		
HI	9/01/1995	00103540	FULL	100		ADMIN	ACCT	103	540		HQ	5			H	10.0000		
TOTAL EMPLOYEE TRANSACTIONS						1												

80041 WONDER,WALLY																		
HI	3/15/1995	00112160	FULL	100		ADMIN	HR	112	160	OFF	HQ	1			S	29120.0000		
TOTAL EMPLOYEE TRANSACTIONS						1												

80186 YORKER,NEW T A																		
HI	3/01/1996	00102540	FULL	100		ADMIN	ACCT	102	540		HQ	5			N	10.0000		
TOTAL EMPLOYEE TRANSACTIONS						1												

TOTAL EMPLOYER TRANSACTIONS						144												

Printing the Employee Enrollments - Plan Report

This report lists the employees enrolled in a specific benefit plan or in all benefit plans within a specified identity. For each participating employee, the report includes eligibility and enrollment dates, hours worked to date, employee and employer cost information. You can include only active enrollment records, only canceled or declined enrollments, or all enrollments. You can specify a range of dates for eligibility or enrollment date or include all enrollments in the report regardless of their eligibility or enrollment dates.

Menu Level 1: *Benefits Administration*

Menu Level 2: *List Benefit Data*

Menu Level 3: *List Employee Enrollments - Plan* [LEBP]

Page 1

SAMPLE US COMPANY

SAMPLE US COMPANY

E PROVIDER #1

EMPLOYEE#	EMPLOYEE NAME	ELIGIBLE DATE	ENROLLMENT DATE	DEDUCT CODE	HOURS TO DATE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	TOTAL	FREEZE
BENEFIT PLAN LI1BW LIFE INSURANCE 1 X BASE PAY - BIWEEKLY									
80004	ARNOLD ANNA	7/01/1994	9/01/1995	LI1BW	.00	10.00	.05	10.05	1
80103	BEACH SANDY	5/01/1995	5/01/1995	LI1BW	.00	2.72	2.72	5.44	0
80036	BETA BARNEY	8/01/1994	8/01/1994	LI1BW	.00	.00 %	.00 %	.00	0
80296	BUSH ROSE	11/03/1997		LI1BW	.00	3.07	3.07	6.14	0
80115	CLOTHE TERRI	8/01/1995	8/01/1995	LI1BW	.00	.00 %	.00 %	.00	0
80116	CLUELESS CALVIN	6/01/1995	6/01/1995	LI1BW	.00	.00 %	.00 %	.00	0
80024	CREDIT COLLEEN	3/01/1995	3/01/1995	LI1BW	.00	.00 %	.00 %	.00	0
80151	CREME CARMEL	12/01/1995	12/01/1995	LI1BW	.00	.00 %	.00 %	.00	0
80025	DEBIT DONALD	4/01/1995	4/01/1995	LI1BW	.00	3.95	3.95	7.90	0
80190	DILL DAFF	1/01/1996	1/01/1996	LI1BW	.00	2.58	2.58	5.16	0
80038	GREEN KELLY	2/15/1994	2/15/1994	LI1BW	.00	.00 %	.00 %	.00	0
80166	KLUTZ IMA	1/01/1996	1/01/1996	LI1BW	.00	.00 %	.00 %	.00	0
80294	MULREADY EDWIN	6/01/1996	6/01/1996	LI1BW	.00	.00 %	.00 %	.00	0
80026	ROAD ROCKY	4/01/1995	4/01/1995	LI1BW	.00	3.68	3.68	7.36	0
80110	TURNER PAIGE	9/01/1995	9/01/1995	LI1BW	.00	.00 %	.00 %	.00	0
TOTAL EMPLOYEES IN PLAN				15		26.00	16.05	42.05	

10/14/97 15:00:46

EMPLOYER ZUS

BENEFIT IDENT

SAMPLE US COMPANY

BENEFIT IDENTITY L01 LIFE INSURANCE PROVIDER #1

EMPLOYEE#	EMPLOYEE NAME	ELIGIBLE DATE	ENROLLMENT DATE	DEDUCT CODE	HOURS TO DATE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	TOTAL	FREEZE
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BENEFIT PLAN LI1W LIFE INSURANCE BASIC PLAN WKLY

80005	ACCURATE	ALAN	6/01/1994	6/01/1994	LI1W	.00	.00	.02	.02	0
80113	BLOSSOM	CHERRY	6/02/1995	6/02/1995	LI1W	.00	.00	.02	.02	0
80114	BUDD	ROSE	8/15/1995	8/15/1995	LI1W	.00	.00	.02	.02	0
80009	CARGO	CARRIE	3/01/1994	3/01/1994	LI1W	.00	.00	.02	.02	0
80152	DEEDE	GRANT	12/01/1995	12/01/1995	LI1W	.00	.00	.02	.02	0
80006	DIESEL	DAN	6/01/1995	6/01/1995	LI1W	.00	.00	.02	.02	0
80109	LEDGER	LINDA	9/01/1995	9/01/1995	LI1W	.00	.00	.02	.02	0
80040	PINKUS	PATRICIA	6/01/1995	6/01/1995	LI1W	.00	.00	.02	.02	0
80043	ROAD	BUMPY	5/05/1995	5/05/1995	LI1W	.00	.00	.02	.02	0
80044	ROAD	STONY	5/15/1995	5/15/1995	LI1W	.00	.00	.02	.02	0
3612	SAMPLE-EXIT	SELMA	1/01/1995	1/01/1995	LI1W	.00	.00	.02	.02	0
80008	TRUCKER	TOM	3/01/1994	3/01/1994	LI1W	.00	.00	.02	.02	0
80007	WHEELER	WILMA	3/01/1994	3/01/1994	LI1W	.00	.00	.02	.02	0
80186	YORKER	NEWT	3/01/1996	3/01/1996	LI1W	.00	.00	.02	.02	0
TOTAL EMPLOYEES IN PLAN					14	.00	.00	.28	.28	

Page 3

SAMPLE US COMPANY

FREEZE

FREEZE

0

0

0

0

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PRGBE70      PRTBE70
10/14/97 15:00:46
EMPLOYER ZUS
BENEFIT IDENTITY L01  LIFE INSURANCE PROVIDER #1
                                SAMPLE US COMPANY
EMPLOYEE# EMPLOYEE NAME      ELIGIBLE  ENROLLMENT DEDUCT HOURS  EMPLOYEE  EMPLOYER
                                DATE        DATE      CODE   TO DATE  CONTRIBUTION  CONTRIBUTION      TOTAL  FREEZE
-----
BENEFIT PLAN  LI2W  LIFE INSURANCE SUPP. PLAN WKLY
                                **TOTAL EMPLOYEES IN PLAN**      0      .00      .00      .00

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Printing the Insurance Premium Summary - Alpha Report

This report lists employee and employer deduction amounts for all benefit plans, plans within a specified identity, or a particular plan. The report also includes the total premium entered on the benefit plan control and the total premiums collected from participating employees. You can select only those records whose enrollment date is within a specified date range.

Menu Level 1: *Benefits Administration*

Menu Level 2: *List Benefit Data*

Menu Level 3: *Insurance Premium Summary - Alpha* [IPL]

PRGBE60 PRTBE60
 10/14/97 15:08:26
 EMPLOYER ZUS
 BENEFIT IDENTITY L01

INSURANCE PREMIUM SUMMARY
 Period Ending Date
 SAMPLE US COMPANY

Page 1

EMPLOYEE#	EMPLOYEE NAME	D-O-B	M ENROLLMENT	POLICY NUMBER	COVERAGE	EMPLOYER AMT DEDUCTION	EMPLOYEE AMT DEDUCTION	TOTAL AMOUNT DEDUCTION
BENEFIT PLAN LI1BW LIFE INSURANCE 1 X BASE PAY - BIWEEKLY						*BIWEEKLY DEDUCTIONS		
80004	ARNOLD	ANNA	8/15/1970	9/01/1995	A12098	1,000	.05	10.00
80103	BEACH	SANDY	5/05/1963	5/01/1995	A12098-10982	31,000	2.72	5.44
80036	BETA	BARNEY	5/05/1955	8/01/1994	A12098	24,000	.00	.00
80115	CLOTHE	TERRI	7/02/1952	8/01/1995	A12098-10982	45,000	.00	.00
80116	CLUELESS	CALVIN	6/26/1946	6/01/1995	A12098-10982	31,000	.00	.00
80024	CREDIT	COLLEEN	4/15/1940	3/01/1995	A12098	40,000	.00	.00
80151	CREME	CARMEL	5/15/1952	12/01/1995	A12098-10982	37,000	.00	.00
80025	DEBIT	DONALD	4/15/1960	4/01/1995	A12098	45,000	3.95	7.90
80190	DILL	DAFF	3/03/1970	1/01/1996	A12098-10982	35,000	2.58	5.16
80038	GREEN	KELLY	2/02/1952	2/15/1994	A12098-10982	47,000	.00	.00
80166	KLUTZ	IMA	5/25/1945	1/01/1996	A12098-10982	41,000	.00	.00
80294	MULREADY	EDWIN	1/30/1933	6/01/1996	A12098-10982	96,000	.00	.00
80026	ROAD	ROCKY	2/05/1965	4/01/1995	A12098	42,000	3.68	7.36
80110	TURNER	PAIGE	11/05/1955	9/01/1995	A12098-10982	35,000	.00	.00
TOTAL EMPLOYEES					14	550,000	12.98	35.91
AVERAGES					AGE: 43	39,285	.92	2.56
MONTHLY EQUIVALENT DEDUCTIONS						28.12	49.68	77.80
MONTHLY PREMIUM =								77.80

PRGBE60 PRTBE60 I N S U R A N C E P R E M I U M S U M M A R Y
 10/14/97 15:08:26 Period Ending Date
 EMPLOYER ZUS SAMPLE US COMPANY
 BENEFIT IDENTITY L01 LIFE INSURANCE PROVIDER #1

Page 2

EMPLOYEE#	EMPLOYEE NAME	D-O-B	M ENROLLMENT	POLICY NUMBER	COVERAGE	EMPLOYER AMT DEDUCTION	EMPLOYEE AMT DEDUCTION	TOTAL AMOUNT DEDUCTION
BENEFIT PLAN LI1W LIFE INSURANCE BASIC PLAN WKLY						*WEEKLY DEDUCTIONS		
80005	ACCURATE	ALAN	6/12/1965	6/01/1994	A12098	1,000	.02	.00
80113	BLOSSOM	CHERRY	4/30/1954	6/02/1995	A12098	1,000	.02	.00
80114	BUDD	ROSE	3/23/1958	8/15/1995	A12098	1,000	.02	.00
80009	CARGO	CARRIE	11/01/1970	3/01/1994	A12098	1,000	.02	.00
80152	DEEDE	GRANT	4/24/1964	12/01/1995	A12098	1,000	.02	.00
80006	DIESEL	DAN	9/17/1950	6/01/1995	A12098	1,000	.02	.00
80109	LEDGER	LINDA	6/16/1955	9/01/1995	A12098	1,000	.02	.00
80040	PINKUS	PATRICIA	4/24/1948	6/01/1995	A12098	1,000	.02	.00
80043	ROAD	BUMPY	6/01/1957	5/05/1995	A12098	1,000	.02	.00
80044	ROAD	STONY	3/23/1953	5/15/1995	A12098	1,000	.02	.00
3612	SAMPLE-EXIT	SELMA	1/01/1955	1/01/1995	A12098	1,000	.02	.00
80008	TRUCKER	TOM	4/14/1968	3/01/1994	A12098	1,000	.02	.00
80007	WHEELER	WILMA	8/09/1960	3/01/1994	A12098	1,000	.02	.00
80186	YORKER	NEWT	7/01/1950	3/01/1996	A12098	1,000	.02	.00
TOTAL EMPLOYEES					14	14,000	.28	.00
AVERAGES					AGE: 39	1,000	.02	.00
MONTHLY EQUIVALENT DEDUCTIONS						1.21	.00	1.21
MONTHLY PREMIUM =					1.21			

PRGBE60 PRTBE60 I N S U R A N C E P R E M I U M S U M M A R Y Page 3
 10/14/97 15:08:26 Period Ending Date
 EMPLOYER ZUS SAMPLE US COMPANY
 BENEFIT IDENTITY L01 LIFE INSURANCE PROVIDER #1

EMPLOYEE#	EMPLOYEE NAME	D-O-B	M ENROLLMENT	POLICY NUMBER	COVERAGE	EMPLOYER AMT DEDUCTION	EMPLOYEE AMT DEDUCTION	TOTAL AMOUNT DEDUCTION
BENEFIT PLAN LI2BW LIFE INSURANCE SUPP. PLAN B/W						*BIWEEKLY DEDUCTIONS		
80004	ARNOLD	ANNA	8/15/1970	7/01/1994	A12098	40,000	.92	1.84
80024	CREDIT	COLLEEN	4/15/1940	3/01/1995	A12098	80,000	1.85	3.70
80026	ROAD	ROCKY	2/05/1965	4/01/1995	A12098	84,000	1.94	3.88
					TOTAL EMPLOYEES	3	204,000	4.71
					AVERAGES	AGE: 39	68,000	1.57
					MONTHLY EQUIVALENT DEDUCTIONS		10.20	10.20
					MONTHLY PREMIUM =	20.41		20.41

PRGBE60 PRTBE60 I N S U R A N C E P R E M I U M S U M M A R Y Page 4
 10/14/97 15:08:26 Period Ending Date
 EMPLOYER ZUS SAMPLE US COMPANY
 BENEFIT IDENTITY L01 LIFE INSURANCE PROVIDER #1

EMPLOYEE#	EMPLOYEE NAME	D-O-B	M ENROLLMENT	POLICY NUMBER	COVERAGE	EMPLOYER AMT DEDUCTION	EMPLOYEE AMT DEDUCTION	TOTAL AMOUNT DEDUCTION
BENEFIT PLAN LI2W LIFE INSURANCE SUPP. PLAN WKLY						*WEEKLY DEDUCTIONS		
					TOTAL EMPLOYEES	0	0	.00
					AVERAGES	AGE: 0	0	.00
					MONTHLY EQUIVALENT DEDUCTIONS		.00	.00
					MONTHLY PREMIUM =	.00		.00
TOTALS FOR ID L01			TOTAL EMPLOYEES		31	TOTAL COVERAGE	768,000	TOTAL PREMIUMS
TOTALS FOR EMPLOYER ZUS			TOTAL EMPLOYEES		31	TOTAL COVERAGE	768,000	TOTAL PREMIUMS

Printing the Terminations - Summary (TSR) Report

This summary report shows termination information for one employer or for all employers. The report contains the termination code, the termination code description, the number of employees that terminated under that termination code, and totals the number of terminations by employer.

Menu Level 1: *Administrative Reporting*

Menu Level 2: *Employee History*

Menu Level 3: *List Terminations - Summary* [TSR]

PEGR040	PETR040	E M P L O Y E E T E R M I N A T I O N S U M M A R Y						Page 1
10/14/97 15:13:11		BY EMPLOYER, TERMINATION CODE						
EMPLOYER ZUS		SAMPLE US COMPANY						
CODE	DESCRIPTION	EMPS	CODE	DESCRIPTION	EMPS	CODE	DESCRIPTION	EMPS

V103	RETURNING TO SCHOOL	1	V104	MOVED OUT OF AREA	1	V107	INTER-COMPANY TRANSFER	1
TOTAL TERMINATED EMPLOYEES FOR EMPLOYER ZUS				3				

Printing the Seniority Date Listing Report

This report lists the seniority dates of the designated employees. The sorting options include seniority date, levels and job code. Report information includes the seniority date, the employee number, employee name, job code, and levels.

Menu Level 1: *Administrative Reporting*

Menu Level 2: *Employee History*

Menu Level 3: *Seniority Date Listing* [SDL]

10/14/97 15:21:46

ENDING 10/15/1997

EMPLOYER ZUS

SAMPLE US COMPANY

SENIORITY DATE	EMPLOYEE#	EMPLOYEE NAME	JOB CODE	Area	Division	Department	Cost Centr
----------------	-----------	---------------	----------	------	----------	------------	------------

8/01/1997	80295	JONES,BETTY S	250	100	OPS	SKI	100
9/15/1997	80297	LYON,DANDY A	200	100	ADMIN	ACCT	101
10/04/1997	80296	BUSH,ROSE	210	100	ADMIN	HR	112
10/06/1997	80031	BLUE,SKYE	240	100	ADMIN	MIS	121
10/06/1997	80166	KLUTZ, IMA	230	100	ADMIN	MIS	122

TOTAL EMPLOYEES LISTED

5

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Printing the List Vet 100 Report

This report lists the number of employees by EEO category who are Vietnam Veterans or special disabled veterans. The report includes two columns that reflect your new hires in the 12 months that precede your report date; the new hire total column includes both veteran and non-veteran new hires.

Menu Level 1: *Administrative Reporting*

Menu Level 2: *Miscellaneous Reporting*

Menu Level 3: *List Vet 100 Report* [PVR]

PEGVT100 PETVT100 FEDERAL CONTRACTOR VETERANS EMPLOYMENT REPORT
 10/14/97 15:26:18 VETS-100

PERIOD COVERED: 9/01/1997 TO 10/01/1997

Company Number : Unit Number : SIC :

Company Identification

Name of Parent Company SAMPLE US COMPANY

Address (Number and Street): City: County: State: Zip Code:
 2010 MAIN STREET ANYTOWN CA 92111

Name of Hiring Location SAMPLE US COMPANY

Address (Number and Street): City: County: State: Zip Code:
 2010 MAIN STREET ANYTOWN CA 92111

		NUMBER OF EMPLOYEES		NUMBER OF NEW HIRES (PREV 12 MONTHS)		
JOB CATEGORIES		SPECIAL DISABLED VETERANS L	VIETNAM ERA VETERANS M	SPECIAL DISABLED VETERANS N	VIETNAM ERA VETERANS O	TOTAL, BOTH VETERANS AND NON-VETERANS P
Officials and Managers	14	0	0	0	0	0
Professionals	15	1	1	0	0	2
Technicians	16	0	1	0	0	0
Sales Workers	17	0	0	0	0	0
Office and Clerical	18	0	0	0	0	0
Craft Workers (Skilled)	19	0	0	0	0	0
Operatives (Semi-Skilled)	20	0	0	0	0	0
Laborers (Unskilled)	21	0	0	0	0	0
Service Workers	22	0	0	0	0	0
TOTAL	23	1	2	0	0	2

Printing the List EEO-1 Government Data Report

The EEO-1 Government Data Report includes all employees who are actively employed by the specified employer during the date range you type on the selection screen for this report.

You can also specify that the system should generate a detail audit report. This report lists information for each employee included in the EEO-1 report totals, including the employee's EEO category, gender and ethnic code value. You can use this report to validate your EEO-1 report results.

Menu Level 1: *EEOC/Affirmative Action/EEA*

Menu Level 2: *List EEO Data*

Menu Level 3: *List EEO-1 Government Data* [EIG]

CO=877776-
U=87776 -
SIC=1283

EQUAL EMPLOYMENT OPPORTUNITY
1996 EMPLOYER INFORMATION REPORT EEO-1

PAGE 1

SINGLE-ESTABLISHMENT EMPLOYER REPORT (TYPE 1)

SECTION B - COMPANY IDENTIFICATION

1. SAMPLE US COMPANY
2010 MAIN STREET
ANYTOWN
CA 92111

2.a. SAMPLE US COMPANY
2010 MAIN STREET
ANYTOWN
CA 92111

SECTION C - TEST FOR FILING REQUIREMENT

1- 2- 3- DUNS NO.: - -

SECTION E - ESTABLISHMENT INFORMATION

1-

b. EI=909099

c. N (WAS AN EEO-1 REPORT FILED FOR
THIS ESTABLISHMENT LAST YEAR?)

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	TOTAL B-K	***** (B)	***** (C)	MALE (D)	***** (E)	***** (F)	***** (G)	***** (H)	FEMALE (I)	***** (J)	***** (K)
OFFICIALS AND MANAGERS..... (1)	13	3	1	1	0	0	4	1	1	1	1
PROFESSIONALS..... (2)	18	3	0	0	1	1	4	3	2	2	2
TECHNICIANS..... (3)	5	1	0	0	0	1	1	0	0	1	1
SALES WORKERS..... (4)	0	0	0	0	0	0	0	0	0	0	0
OFFICE AND CLERICAL..... (5)	16	6	3	0	1	0	1	3	0	1	1
CRAFT WORKERS (SKILLED)..... (6)	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES (SEMI-SKILLED)..... (7)	13	4	2	0	2	0	4	0	1	0	0
LABORERS (UNSKILLED)..... (8)	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS..... (9)	5	1	1	0	0	1	2	0	0	0	0
TOTAL (10)	70	18	7	1	4	3	16	7	4	5	5
PREVIOUS REPORTED TOTAL (11)	43	8	5	3	3	0	8	4	3	3	6

* OTHER QUESTIONS *

1-01/01/96 THRU 12/31/96 (DATES{S} OF PAYROLL PERIOD USED) 2-N (DOES THIS COMPANY EMPLOY APPRENTICES?)

SECTION G - CERTIFICATION

THIS REPORT IS ACCURATE AND WAS PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS

CERTIFYING OFFICIAL: FLORA FLAWLESS

TITLE:EEO COMPLIANCE OFFICER

SIGNATURE:

DATE: / /

NAME OF PERSON TO CONTACT REGARDING THIS REPORT: ALAN ACCURATE

TITLE: VP HUMAN RESOURCES

STREET ADDRESS: 2010 MAIN STREET

CITY/ST: IRVINE

CA 90210

AREA CODE/TELEPHONE: 713-555-1212 EXT.: 1234

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PEGO005 PETO007
 10/14/97 15:47:56
 Employer: ZUS

E E O - 1 G O V E R N M E N T D E T A I L R E P O R T

PAGE 1

Employee	Name	Sex M/F	Ethnic 0 - 4	Category 1 - 9
80004	ARNOLD, ANNA A	* F *	* 3 *	* 5 *
80036	BETA, BARNEY B	* M *	* 2 *	* 2 *
80025	DEBIT, DONALD D	* M *	* 0 *	* 1 *
80109	LEDGER, LINDA	* F *	* 0 *	* 5 *
3612	SAMPLE-EXIT, SELMA	* F *	* 1 *	* 5 *
80112	BERRY, HOLLY	* F *	* 1 *	* 5 *
80024	CREDIT, COLLEEN	* F *	* 1 *	* 1 *
80152	DEEDE, GRANT	* M *	* 0 *	* 5 *
80101	FINGERS, FRANKIE	* M *	* 0 *	* 5 *
80153	PAYER, BILL	* M *	* 2 *	* 5 *
80040	PINKUS, PATRICIA	* F *	* 1 *	* 5 *
80186	YORKER, NEWT A	* M *	* 0 *	* 5 *
80169	FORWARD, ILENE	* F *	* 0 *	* 1 *
80117	NOTES, CLIFF	* M *	* 0 *	* 5 *
80108	WISE, PENNEY	* F *	* 2 *	* 5 *
80100	DAY, SUNNY	* F *	* 1 *	* 2 *
80190	DILL, DAFF E	* F *	* 2 *	* 1 *
80107	LEGGS, HARRY	* M *	* 0 *	* 2 *
80270	STEPGRADE, STEFFIE J	* F *	* 0 *	* 2 *
80271	STEPGRADES, STEFFIE J	* F *	* 0 *	* 2 *
80038	GREEN, KELLY	* F *	* 0 *	* 1 *
80182	DUDE, SURFER	* M *	* 0 *	* 5 *
80044	ROAD, STONY	* M *	* 0 *	* 5 *
80287	TESTA, JUSTA J	* M *	* 3 *	* 2 *
80290	TESTA, MESSA J	* M *	* 0 *	* 2 *
80103	BEACH, SANDY	* F *	* 0 *	* 2 *

PEGO005 PETO007
 10/14/97 15:47:56
 Employer: ZUS

E E O - 1 G O V E R N M E N T D E T A I L R E P O R T

PAGE 2

Employee	Name	Sex M/F	Ethnic 0 - 4	Category 1 - 9
80116	CLUELESS, CALVIN	* M *	* 0 *	* 2 *
80154	GLAMOUR, GRETA	* F *	* 1 *	* 2 *
80110	TURNER, PAIGE	* F *	* 4 *	* 2 *
80041	WONDER, WALLY	* F *	* 3 *	* 1 *
30015	COLLINS, TOM	* M *	* 0 *	* 1 *
80039	KAPPA, CRAIG	* M *	* 1 *	* 1 *
80031	BLUE, SKYE	* F *	* 1 *	* 2 *
80151	CREME, CARMEL	* F *	* 3 *	* 2 *
80037	GAMMA, GODFREY	* F *	* 3 *	* 2 *
80106	BRANCH, OLIVE	* F *	* 2 *	* 2 *
80115	CLOTHE, TERRI	* F *	* 0 *	* 2 *
80166	KLUTZ, IMA	* F *	* 4 *	* 2 *
80019	SMOG, SUSIE S	* F *	* 4 *	* 1 *
80005	ACCURATE, ALAN C	* M *	* 0 *	* 3 *
80113	BLOSSOM, CHERRY	* F *	* 2 *	* 3 *
80114	BUDD, ROSE	* F *	* 3 *	* 3 *
80198	NAIL, RUSTY	* M *	* 3 *	* 3 *
80048	WINDE, AUGUSTA	* F *	* 0 *	* 3 *
80227	EDGER, EDNA	* F *	* 2 *	* 2 *
80225	BURGER, BETTY	* F *	* 0 *	* 9 *
80229	HOTDOG, HANK	* M *	* 0 *	* 9 *
80226	LASAGNA, LARRY	* M *	* 3 *	* 9 *
80228	PITTS, CHERRY	* F *	* 0 *	* 9 *
80009	CARGO, CARRIE D	* F *	* 0 *	* 1 *
80026	ROAD, ROCKY	* M *	* 0 *	* 1 *
80215	SLADE, JACK	* M *	* 1 *	* 9 *

PEGO005 PETO007
 10/14/97 15:47:56
 Employer: ZUS

E E O - 1 G O V E R N M E N T D E T A I L R E P O R T

PAGE 3

Employee	Name	Sex M/F	Ethnic 0 - 4	Category 1 - 9
80008	TRUCKER, TOM E	* M *	* 1 *	* 7 *
80155	WAGON, CHUCK	* M *	* 2 *	* 7 *
80006	DIESEL, DAN E	* M *	* 0 *	* 7 *
80285	FERREIRA, DALE J	* M *	* 1 *	* 7 *
80281	HASTE, MARIANNE J	* F *	* 0 *	* 7 *
80280	MOCCIA, ELEANOR J	* F *	* 0 *	* 7 *
80277	MOCCIA, RONALD J	* M *	* 0 *	* 7 *
80043	ROAD, BUMPY	* M *	* 2 *	* 7 *
80273	STEPGRADE, PHIL J	* M *	* 0 *	* 7 *
80278	STEPINGRADE, JOY J	* F *	* 0 *	* 7 *
80279	STEPTOE, HEIDI J	* F *	* 0 *	* 7 *
80289	TESTA, JUSTA J	* M *	* 0 *	* 7 *
80007	WHEELER, WILMA	* F *	* 4 *	* 7 *
80214	HAUT, DAN	* M *	* 1 *	* 5 *
80216	KAAR, SARA	* M *	* 1 *	* 5 *
80294	MULREADY, EDWIN J	* M *	* 4 *	* 1 *
80102	OVERTON, CARRIE	* F *	* 0 *	* 1 *
80218	SMITH, JACK R	* M *	* 1 *	* 5 *
TOTAL EMPLOYEES 70				

PEGO005 PETO007
10/14/97 15:47:56
Employer: ZUS

E E O - 1 G O V E R N M E N T D E T A I L R E P O R T

PAGE 4

Employee	Name	Sex M/F	Ethnic 0 - 4	Category 1 - 9
REPORT TOTAL	70			

***** E N D O F R E P O R T *****

Printing the EEO Applicant Summary Report

This report provides summary applicant EEO information for internal analysis and administrative purposes. The applicant information is sorted by EEO unit within the specified employer.

Menu Level 1: *EEOC/Affirmative Action/EEA*

Menu Level 2: *List EEO Data*

Menu Level 3: *List EEO Applicant Summary* [SOH]

PEGEO110 PETEO110
 10/14/97 15:57:58
 EMPLOYER ZUS SAMPLE US COMPANY
 EEO UNIT SAMPLE EEO UNIT FOR ZUS

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

PERIOD BEGINNING
 ENDING

		Male						Female							
Occupations		Male Total	0	1	2	3	4	Female Total	0	1	2	3	4	Total EmPLYee	Minor Tota
OFFICIALS AND MANAGERS	1														
PROFESSIONALS	2														
PROFESSIONALS	2	2	2					2		1	1			4	
TECHNICIANS	3														
SALES WORKERS	4														
OFFICE AND CLERICAL	5														
CRAFT WORKERS	6														
OPERATIVES	7														
LABORERS	8														
SERVICE WORKERS	9														
SERVICE WORKERS	9	1				1		1	1					2	
Totals		3	2			1		3	1	1	1			6	

PERIOD BEGINNING
ENDING[illegible]

PEGEO110 PETEO110
 10/14/97 15:57:58
 EMPLOYER ZUS SAMPLE US COMPANY
 EEO UNIT BOS BOSTON BRANCH OFFICE

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

PERIOD BEGINNING
 ENDING

Male							Female							
Occupations	Male Total	0	1	2	3	4	Female Total	0	1	2	3	4	Total Employee	Minor Tota
OFFICIALS AND MANAGERS 1														
PROFESSIONALS 2														
TECHNICIANS 3														
SALES WORKERS 4														
OFFICE AND CLERICAL 5														
CRAFT WORKERS 6														
OPERATIVES 7														
LABORERS 8														
SERVICE WORKERS 9														
Totals														

PERIOD BEGINNING
ENDING[illegible]

PEGEO110 PETEO110
 10/14/97 15:57:58
 EMPLOYER ZUS SAMPLE US COMPANY
 EEO UNIT HQ CORPORATE HEADQUARTERS

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

PERIOD BEGINNING
 ENDING

Male							Female							
Occupations	Male Total	0	1	2	3	4	Female Total	0	1	2	3	4	Total Employee	Minor Tota
OFFICIALS AND MANAGERS 1														
PROFESSIONALS 2														
TECHNICIANS 3														
SALES WORKERS 4														
OFFICE AND CLERICAL 5														
CRAFT WORKERS 6														
OPERATIVES 7														
LABORERS 8														
SERVICE WORKERS 9														
Totals														

PERIOD BEGINNING
ENDING[illegible]

Printing the Budget/Schedule By Position Report

This report lists budgeted and scheduled hours and the FTE equivalents within specific positions.

Menu Level 1: *FTE Operations*

Menu Level 2: *List FTE Data*

Menu Level 3: *List Budget/Schedule by Position* [LBSBP]

PEGF2R02 PETF2R02
 10/16/97 8:58:06
 EMPLOYER : ZUS
 PERIOD END DATE: 10/20/1997

B U D G E T E D, S C H E D U L E D B Y P O S I T I O N
 SAMPLE US COMPANY

PAGE 1
 PE2000

POSITION		BUDGETED HOURS	FTE	SCHEDULED HOURS	FTE
101200 ACCTS PAYABLE ACCOUNTANT		2.00	.00	160.00	.00
Area 100 Division ADMIN Department ACCT	Cost Cent	2.001	.00	160.00	.00
102160 ACCTS RECEIVABLE SUPERVISOR		1.00	.00	80.00	.00
102540 ACCTS RECEIVABLE CLERK		5.00	.00	320.00	.00
Area 100 Division ADMIN Department ACCT	Cost Cent	6.002	.00	400.00	.00
104540 PAYROLL CLERK		3.00	.00	225.00	.00
Area 100 Division ADMIN Department ACCT	Cost Cent	3.004	.00	225.00	.00
Area 100 Division ADMIN Department ACCT		11.00	.00	785.00	.00
110140 HUMAN RESOURCES MANAGER		1.00	.00	80.00	.00
Area 100 Division ADMIN Department HR	Cost Cent	1.000	.00	80.00	.00
CLRK20 PAYROLL CLERK		4.00	.00	.00	.00
111160 COMP & BENEFITS SUPERVISOR		1.00	.00	.00	.00
Area 100 Division ADMIN Department HR	Cost Cent	5.001	.00	.00	.00
Area 100 Division ADMIN Department HR		6.00	.00	80.00	.00
Area 100 Division ADMIN		17.00	.00	865.00	.00
200160 ENV. LAB SUPERVISOR		1.00	.00	80.00	.00
Area 100 Division OPS Department LAB	Cost Cent	1.000	.00	80.00	.00
Area 100 Division OPS Department LAB		1.00	.00	80.00	.00
Area 100 Division OPS		1.00	.00	80.00	.00
402900 TRUCK WASHER/CLEANER		80.00	.00	.00	.00
Area 100 Division TRANS Department TRUCK		80.00	.00	.00	.00
Area 100 Division TRANS		80.00	.00	.00	.00
Area 100		98.00	.00	945.00	.00
100120 CHIEF FINANCIAL OFFICER		.00	.00	80.00	.00
100140 ACCOUNTING MANAGER		1.00	.00	80.00	.00
Area 200 Division ADMIN Department ACCT	Cost Cent	1.000	.00	160.00	.00
Area 200 Division ADMIN Department ACCT		1.00	.00	160.00	.00
Area 200 Division ADMIN		1.00	.00	160.00	.00
Area 200		1.00	.00	160.00	.00
EMPLOYER ZUS		99.00	.00	1105.00	.00

***** E N D O F R E P O R T *****



Printing the License Renewals Report

This report shows when licenses of active employees are due for renewal for a specified employer. You can select dates to indicate what period of time you want information, and/or a specific license status code. You can also include descriptions for each code used within this report and indicate the information to include: license renewals or work permit renewals. The report includes the employee's number, name, license number, license code, date of birth, date applied, job code, issued date and expiration date.

Menu Level 1: *Professional Licensing*

Menu Level 2: *List Licensing Data*

Menu Level 3: *List License Renewals* [LRR]

PEGLI03 PETLI03
10/16/97 9:03:40

E M P L O Y E E L I C E N S E S R E N E W A L R E P O R T

Page 1

BY EMPLOYEE LAST NAME

PERIOD BEGINNING ENDING

EMPLOYER ZUS

SAMPLE US COMPANY

LICENSE

LICENSE

EMPLOYEE#	EMPLOYEE NAME	LICENSE NUMBER	CODE	D.O.B	APPLIED	JOB	ISSUED	EXPIRATION	CLOCK#	STATUS
80005	ACCURATE,ALAN C	45896321	CPA	6/12/1965	1/01/1995	300	1/01/1990	1/01/1996		ACT
80109	LEDGER,LINDA		CERTIFIED PUBLIC ACCOUNTA			540		12/31/1999		
80110	TURNER,PAIGE		CPA	6/16/1955						
			CERTIFIED PUBLIC ACCOUNTA							
			NOTPB	11/05/1955		210		12/31/1999		
			NOTARY PUBLIC							
80296	BUSH,ROSE		NOTPB	6/30/1965		210				
			NOTARY PUBLIC							

TOTAL RENEWALS LISTED 4



Printing the OSHA 300 Log Report

The OSHA 300 log conforms to minimum OSHA requirements for record keeping and reporting of OSHA injuries and illnesses occurring on or after 1 January 2002. The log may be requested by specific OSHA establishments or for all OSHA establishments. It may also be run for specified report years or incident dates.

Menu Level 1: *Health Administration*

Menu Level 2: *List Health Data*

Menu Level 3: *List OSHA 300 Log* [0300]

3/13/02 15:21:20
 OSHA 300 FORM
 LOG OF WORK RELATED INJURIES AND ILLNESSES

ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Employer Code/Name MPG EM TEST EMPLOYER
 Establishment Code/Name RENO Reno Distribution Center
 Establishment Address 2010 Apache Drive
 Reno, NV 89502

From Year 2002 To Year 2002

DATE OF INJURY OR ONSET OF ILLNESS

Case #	Employee Name/ *Non-Employee Name	Job Title	Date of Inj. or Onset of Illness	Occurred	Description	G	H	I	J	K	L	(1)	(2)	(3)	(4)	(5)
10009	KING, HOLLY ANN	LAB TECHNICIAN	1/02	ASSEMBLY LINE	INHALED FUMES	X				5	2	X				
10010	BRAGG, RUSSELL	ASSEMBLER	1/07	OFFICE	INJURY (PHALANGES OR FOOT)		X			4	2	X				
10011	*** PRIVACY CASE **	EXEC	2/04	OFFICE	FOOD POISONING		X			5	4				X	
10012	JOHNSON, MEL	EXEC	2/07	PLANT	TWISTED ANKLE		X			5	2	X				
10013	CALLAHAN, JAMES P	CHEMIST	2/10	RESEARCH & DEVT	ABRASION (OCCUPATIONAL)		X			50	5	X				
200250	* CONTRACTOR, CARLA	EMT	2/12	RESEARCH & DEVT	PERSISTENT RASH			X		10			X			
200251	DALY, CHARLES A	LAB TECHNICIAN	2/18	OFFICE	CARPAL TUNNEL SYNDROME			X		30		X				
Report Totals:						1	4	2		109	15	5	1		1	

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

Printing the Budget Salary vs. Paid by Job Report

This report lists salary information by job. It has several columns of data. It lists the job and shows the authorized, budgeted, scheduled, regular, overtime, and benefit amounts. It shows the total worked and total paid. The report also includes the line by line detail of amounts paid which were over the authorized amount, over the budgeted amount and/or over the scheduled amount.

Menu Level 1: *Wage & Salary Administration*

Menu Level 2: *List Wage & Salary Data*

Menu Level 3: *List Budget Salary vs Paid-Job* [LBSBJ]

PEGF2S03 PETF2S03		B U D G E T E D		S A L A R I E S		V E R S U S		A C T U A L		P A I D		PAGE 1
10/16/97 9:54:48		PE2000										
EMPLOYER : ZUS		SAMPLE US COMPANY										
PERIOD END DATE: 11/04/1997												
	AUTHORIZED	BUDGETED	SCHEDULED	REGULAR	OVERTIME	BENEFIT	TOTAL WORKED	TOTAL PAID	OVER AUTHORIZED	OVER BUDGET	OVER SCHEDULED	

CLERK	CLERK											

	CLRK20	PAYROLL	CLERK									
	2000.00	2000.00	.00	.00	.00	.00	.00	.00	2000.00-	2000.00-		
JOB TOTAL	2000	2000	0	0	0	0	0	2000-	2000-			
120	VICE	PRESIDENT										

	100120	CHIEF	FINANCIAL	OFFICER								
	.00	.00	3692.30	.00	.00	.00	.00	.00			3692.30-	
JOB TOTAL	0	0	3692	0	0	0	0		3692-			
140	MANAGER											

	100140	ACCOUNTING	MANAGER									
	.00	.00	1923.07	1923.00	.00	.00	1923.00	1923.00	1923.00	1923.00	.07-	
	110140	HUMAN	RESOURCES	MANAGER								
	.00	.00	1813.84	1813.85	.00	.00	1813.85	1813.85	1813.85	1813.85	.01	
	120140	MIS	MANAGER									
	.00	.00	1600.00	1733.33	.00	.00	1733.33	1733.33	1733.33	1733.33	133.33	
	400140	DRIVER	MANAGER									
	.00	.00	1346.15	1346.15	.00	.00	1346.15	1346.15	1346.15	1346.15		
	401160	DRIVER	SUPERVISOR									
	.00	.00	1615.38	1615.38	.00	.00	1615.38	1615.38	1615.38	1615.38		
JOB TOTAL	0	0	8297	8430	0	0	8430	8430	8430	133		
160	SUPERVISOR											

	101160	ACCTS	PAYABLE	SUPERVISOR								
	.00	.00	1730.76	1730.77	.00	.00	1730.77	1730.77	1730.77	1730.77	.01	
	102160	ACCTS	RECEIVABLE	SUPERVISOR								
	.00	.00	1538.46	1538.46	.00	.00	1538.46	1538.46	1538.46	1538.46		

PEGF2S03	PETF2S03	B U D G E T E D S A L A R I E S V E R S U S A C T U A L P A I D										PAGE 2
10/16/97	9:54:48											PE2000
EMPLOYER : ZUS		SAMPLE US COMPANY										
PERIOD END DATE: 11/04/1997												
	AUTHORIZED	BUDGETED	SCHEDULED	REGULAR	OVERTIME	BENEFIT	TOTAL WORKED	TOTAL PAID	OVER AUTHORIZED	OVER BUDGET	OVER SCHEDULED	

103160	GEN. LEDGER SUPERVISOR											
	.00	.00	1730.76	.00	.00	.00	.00	.00			1730.76-	
104160	PAYROLL SUPERVISOR											
	.00	.00	1346.15	1346.16	.00	.00	1346.16	1346.16	1346.16	1346.16	.01	
111160	COMP & BENEFITS SUPERVISOR											
	.00	.00	.00	.00	.00	.00	.00	.00				
112160	RECRUITING SUPERVISOR											
	.00	.00	1120.00	1213.33	.00	.00	1213.33	1213.33	1213.33	1213.33	93.33	
113160	EMPL RELATIONS SUPERVISOR											
	.00	.00	.00	.00	.00	.00	.00	.00				
114160	SAFETY & HEALTH SUPERVISOR											
	.00	.00	1923.07	1923.08	.00	.00	1923.08	1923.08	1923.08	1923.08	.01	
200160	ENV. LAB SUPERVISOR											
	.00	.00	1730.76	1730.77	.00	.00	1730.77	1730.77	1730.77	1730.77	.01	
JOB TOTAL												
	0	0	11117	9480	0	0	9480	17910	17910	17910	6793	
200	ACCOUNTANT											

101200	ACCTS PAYABLE ACCOUNTANT											
	.00	.00	1920.00	1052.00	.00	.00	1052.00	1052.00	1052.00	1052.00	868.00-	
JOB TOTAL												
	0	0	1920	1052	0	0	1052	18962	18962	18962	17042	
205	CONTROLLER											

100125	ASSISTANT CONTROLLER											
	4000.00	2000.00	96173.84	1000.00	.00	.00	1000.00	1000.00	3000.00-	1000.00-	95173.84-	
JOB TOTAL												
	4000	2000	96173	1000	0	0	1000	19962	15962	17962	76211-	
210	ANALYST											

111210	COMP & BENEFITS ANALYST											
	.00	.00	922.00	.00	.00	.00	.00	.00			922.00-	

[illegible]

PEGF2S03	PETF2S03	B U D G E T E D S A L A R I E S V E R S U S A C T U A L P A I D										PAGE 4
10/16/97	9:54:48											PE2000
EMPLOYER : ZUS		SAMPLE US COMPANY										
PERIOD END DATE: 11/04/1997												
	AUTHORIZED	BUDGETED	SCHEDULED	REGULAR	OVERTIME	BENEFIT	TOTAL WORKED	TOTAL PAID	OVER AUTHORIZED	OVER BUDGET	OVER SCHEDULED	

100250	SKI INSTRUCTOR											
	.00	.00	688.46	.00	.00	.00	.00	.00			688.46-	
JOB TOTAL	0	0	688	0	0	0	31266	31266	31266	30578		

260	WEATHER FORECASTER											
201260	WEATHER FORECASTER											
	.00	.00	.00	.00	.00	.00	.00	.00				
JOB TOTAL	0	0	0	0	0	0	31266	31266	31266	31266		

300	LAB TECHNICIAN											
114300	SAFETY & HEALTH TECHNICIAN											
	.00	.00	.00	.00	.00	.00	.00	.00				
201300	ENV. LAB TECHNICIAN											
	.00	.00	2092.00	.00	.00	.00	.00	.00			2092.00-	
JOB TOTAL	0	0	2092	0	0	0	31266	31266	31266	29174		

540	GENERAL CLERK											
101540	ACCTS PAYABLE CLERK											
	.00	.00	1729.23	769.23	.00	.00	769.23	769.23	769.23	769.23	960.00-	
102540	ACCTS RECEIVABLE CLERK											
	.00	.00	22960.00	800.00	.00	.00	800.00	800.00	800.00	800.00	22160.00-	
103540	GEN. LEDGER CLERK											
	.00	.00	800.00	.00	.00	.00	.00	.00			800.00-	
104540	PAYROLL CLERK											
	.00	.00	2410.00	.00	.00	.00	.00	.00			2410.00-	
111540	COMP & BENEFITS CLERK											
	.00	.00	800.00	.00	.00	.00	.00	.00			800.00-	
112540	RECRUITING CLERK											
	.00	.00	.00	.00	.00	.00	.00	.00				

PEGF2S03		PETF2S03		B U D G E T E D		S A L A R I E S		V E R S U S		A C T U A L		P A I D		PAGE			
10/16/97		9:54:48												5			
EMPLOYER		: ZUS				SAMPLE US COMPANY								PE2000			
PERIOD END DATE:		11/04/1997															
AUTHORIZED		BUDGETED		SCHEDULED		REGULAR		OVERTIME		BENEFIT		TOTAL WORKED		TOTAL PAID	OVER AUTHORIZED	OVER BUDGET	OVER SCHEDULED
113540		EMPL RELATIONS CLERK															
.00		.00		.00		.00		.00		.00		.00					
114540		SAFETY & HEALTH CLERK															
.00		.00		.00		.00		.00		.00		.00					
JOB TOTAL		0		28699		1569		0		1569		32835		32835	4136		
600		MECHANIC															
401600		TRUCK MECHANIC															
2000.00		2000.00		.00		.00		.00		.00		.00		2000.00-	2000.00-		
JOB TOTAL		2000		2000		0		0		0		32835		30835	30835	32835	
700		DRIVER															
401700		INTERSTATE DRIVER															
.00		.00		942.00		.00		.00		.00		.00				942.00-	
402700		LOCAL DRIVER															
.00		.00		4974.00		.00		.00		.00		.00				4974.00-	
JOB TOTAL		0		5916		0		0		0		32835		32835	32835	26919	
710		DISPATCHER															
401710		INTERSTATE DISPATCHER															
.00		.00		.00		.00		.00		.00		.00					
402710		LOCAL DISPATCHER															
.00		.00		.00		.00		.00		.00		.00					
JOB TOTAL		0		0		0		0		0		32835		32835	32835	32835	
900		TRUCK WASHER															

Printing the Absence Analysis Data Report

This report lists all employees in a specified set of levels, employer or employer group. It includes the hire date, age and gender of employee and, for a specified date range, the absences for each employee by Infinium Human Resources absence type, excluding holidays. It identifies the number of sick occurrences for each employee and the average number of days per occurrence for each organizational level.

Menu Level 1: *Personnel Calendar Operations*

Menu Level 2: *List Calendar Data*

Menu Level 3: *List Absence Analysis Data* [PAAR]

PEGAT200 PETAT200
 10/16/97 9:59:31
 EMPLOYER ZUS

A B S E N C E A N A L Y S I S R E P O R T
 Beginning Date 1/01/1997 Ending Date 11/01/1997
 SAMPLE US COMPANY

Page 1

EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	SICK DAYS	EXC. DAYS	UNEXC. DAYS	LOA DAYS	OTHER DAYS	TOTAL DAYS	VACATION DAYS	SICK OCCURRENCES
80004	ARNOLD,ANNA A	F	01/03/1981	27	0	0	0	0	0	0	0	0
80036	BETA,BARNEY B	M	8/01/1994	42	0	0	0	0	0	0	0	0
80025	DEBIT,DONALD D	M	4/01/1995	37	0	0	0	0	0	0	0	0
80109	LEDGER,LINDA	F	9/01/1995	42	0	0	0	0	0	0	0	0
80297	LYON,DANDY A	F	9/15/1997	38	0	0	0	0	0	0	0	0
3612	SAMPLE-EXIT,SELMA	F	1/01/1995	42	0	0	0	0	0	0	0	0
Area	100	Division	ADMIN	Department	ACCT	Cost	Centr	101				
EMPLOYEES	6	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80112	BERRY,HOLLY	F	6/01/1995	41	0	0	0	0	0	0	0	0
80024	CREDIT,COLLEEN	F	3/01/1995	57	0	0	0	0	0	0	0	0
80152	DEEDE,GRANT	M	12/01/1995	33	0	0	0	0	0	0	0	0
80101	FINGERS,FRANKIE	M	8/01/1995	57	0	0	0	0	0	0	0	0
80153	PAYER,BILL	M	10/15/1995	50	0	0	0	0	0	0	0	0
80040	PINKUS,PATRICIA	F	6/01/1995	49	0	0	0	0	0	0	0	0
80186	YORKER,NEWT A	M	3/01/1996	47	0	0	0	0	0	0	0	0
Area	100	Division	ADMIN	Department	ACCT	Cost	Centr	102				
EMPLOYEES	7	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80169	FORWARD,ILENE	F	1/15/1996	53	0	0	0	0	0	0	0	0
80117	NOTES,CLIFF	M	5/01/1995	46	0	0	0	0	0	0	0	0
80108	WISE,PENNEY	F	9/01/1995	57	0	0	0	0	0	0	0	0
Area	100	Division	ADMIN	Department	ACCT	Cost	Centr	103				
EMPLOYEES	3	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00

Page 2

EMPLOYER ZUS					SAMPLE US COMPANY							
EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	SICK DAYS	EXC. DAYS	UNEXC. DAYS	LOA DAYS	OTHER DAYS	TOTAL DAYS	VACATION DAYS	SICK OCCURRENCES
80100	DAY,SUNNY	F	8/01/1995	42	0	0	0	0	0	0	0	0
80190	DILL,DAFF E	F	1/01/1996	27	0	0	0	0	0	0	0	0
80107	LEGGS,HARRY	M	9/01/1995	42	0	0	0	0	0	0	0	0
80270	STEPGRADE,STEFFIE J	F	7/01/1996	25	0	0	0	0	0	0	0	0
80271	STEPGRADES,STEFFIE J	F	7/01/1996	21	0	0	0	0	0	0	0	0
Area	100	Division	ADMIN	Department	ACCT	Cost	Centr	104				
EMPLOYEES	5	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
Area	100	Division	ADMIN	Department	ACCT							
EMPLOYEES	21	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80038	GREEN,KELLY	F	2/15/1994	45	0	0	0	0	0	0	0	0
Area	100	Division	ADMIN	Department	HR	Cost	Centr	110				
EMPLOYEES	1	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80182	DUDE,SURFER	M	2/01/1996	22	0	0	0	0	0	0	0	0
80044	ROAD,STONY	M	5/15/1995	44	0	0	0	0	0	0	0	0
80287	TESTA,JUSTA J	M	7/11/1996	20	0	0	0	0	0	0	0	0
80290	TESTA,MESSA J	M	7/11/1996	26	0	0	0	0	0	0	0	0
Area	100	Division	ADMIN	Department	HR	Cost	Centr	111				
EMPLOYEES	4	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80103	BEACH,SANDY	F	5/01/1995	34	0	0	0	0	0	0	0	0

PEGAT200 PETAT200
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 EMPLOYER ZUS

A B S E N C E A N A L Y S I S R E P O R T
 Beginning Date 1/01/1997 Ending Date 11/01/1997

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EMPLOYER ZUS				SAMPLE US COMPANY									
EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	SICK DAYS	EXC. DAYS	UNEXC. DAYS	LOA DAYS	OTHER DAYS	TOTAL DAYS	VACATION DAYS	SICK OCCURRENCES	
80296	BUSH, ROSE	F	10/04/1997	32	0	0	0	0	0	0	0	0	
80116	CLUELESS, CALVIN	M	6/01/1995	51	0	0	0	0	0	0	0	0	
80154	GLAMOUR, GRETA	F	10/01/1995	66	0	0	0	0	0	0	0	0	
80110	TURNER, PAIGE	F	9/01/1995	41	0	0	0	0	0	0	0	0	
80041	WONDER, WALLY	F	3/15/1995	46	0	0	0	0	0	0	0	0	
Area	100	Division	ADMIN	Department	HR	Cost	Centr 112						
EMPLOYEES	6	**TOTALS**			0	0	0	0	0	0	0	0	
											AVE DAYS PER OCCURRENCE	.00	
30015	COLLINS, TOM	M	6/01/1995	57	0	0	0	0	0	0	0	0	
Area	100	Division	ADMIN	Department	HR	Cost	Centr 114						
EMPLOYEES	1	**TOTALS**			0	0	0	0	0	0	0	0	
											AVE DAYS PER OCCURRENCE	.00	
Area	100	Division	ADMIN	Department	HR								
EMPLOYEES	12	**TOTALS**			0	0	0	0	0	0	0	0	
											AVE DAYS PER OCCURRENCE	.00	
80039	KAPPA, CRAIG	M	1/08/1995	41	0	0	0	0	0	0	0	0	
Area	100	Division	ADMIN	Department	MIS	Cost	Centr 120						
EMPLOYEES	1	**TOTALS**			0	0	0	0	0	0	0	0	
											AVE DAYS PER OCCURRENCE	.00	
80031	BLUE, SKYE	F	6/01/1994	32	0	0	0	0	0	0	0	0	
80151	CREME, CARMEL	F	12/01/1995	45	0	0	0	0	0	0	0	0	
80037	GAMMA, GODFREY	F	7/01/1995	43	0	0	0	0	0	0	0	0	
Area	100	Division	ADMIN	Department	MIS	Cost	Centr 121						
EMPLOYEES	3	**TOTALS**			0	0	0	0	0	0	0	0	
											AVE DAYS PER OCCURRENCE	.00	

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 EMPLOYER ZUS

A B S E N C E A N A L Y S I S R E P O R T

Beginning Date 1/01/1997 Ending Date 11/01/1997

SAMPLE US COMPANY

EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	SICK DAYS	EXC. DAYS	UNEXC. DAYS	LOA DAYS	OTHER DAYS	TOTAL DAYS	VACATION DAYS	SICK OCCURRENCES
80115	CLOTHE, TERRI	F	8/01/1995	45	2	0	0	0	0	2	6	1
80166	KLUTZ, IMA	F	1/01/1996	52	0	0	0	0	0	0	0	0
Area 100	Division ADMIN		Department MIS		Cost	Centr 122						
EMPLOYEES 2	**TOTALS**				2	0	0	0	0	2	6	1
											AVE DAYS PER OCCURRENCE	2.00
Area 100	Division ADMIN		Department MIS									
EMPLOYEES 6	**TOTALS**				2	0	0	0	0	2	6	1
											AVE DAYS PER OCCURRENCE	2.00
Area 100	Division ADMIN											
EMPLOYEES 39	**TOTALS**				2	0	0	0	0	2	6	1
											AVE DAYS PER OCCURRENCE	2.00
80019	SMOG, SUSIE S	F	2/15/1995	32	0	0	0	0	0	0	0	0
Area 100	Division OPS		Department LAB		Cost	Centr 200						
EMPLOYEES 1	**TOTALS**				0	0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80005	ACCURATE, ALAN C	M	6/01/1994	32	0	0	0	0	0	0	0	0
80113	BLOSSOM, CHERRY	F	6/02/1995	43	0	0	0	0	0	0	0	0
80114	BUDD, ROSE	F	8/15/1995	39	0	0	0	0	0	0	0	0
80198	NAIL, RUSTY	M	12/14/1990	44	0	0	0	0	0	0	0	0
80048	WINDE, AUGUSTA	F	8/01/1995	22	0	0	0	0	0	0	0	0
Area 100	Division OPS		Department LAB		Cost	Centr 201						
EMPLOYEES 5	**TOTALS**				0	0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00

PEGAT200 PETAT200
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A B S E N C E A N A L Y S I S R E P O R T
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		SAMPLE US COMPANY				SICK	EXC.	UNEXC.	LOA	OTHER	TOTAL	VACATION	SICK
EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	OCCURRENCES
Area	100	Division	OPS	Department	LAB								
EMPLOYEES	6	**TOTALS**			0	0	0	0	0	0	0	0	0
												AVE DAYS PER	OCCURRENCE .00
80227	EDGER, EDNA	F	2/01/1996	27	0	0	0	0	0	0	0	0	0
80295	JONES, BETTY S	F	8/01/1997	39	0	0	0	0	0	0	0	0	0
Area	100	Division	OPS	Department	SKI	Cost	Centr	100					
EMPLOYEES	2	**TOTALS**			0	0	0	0	0	0	0	0	0
												AVE DAYS PER	OCCURRENCE .00
80225	BURGER, BETTY	F	1/01/1996	57	0	0	0	0	0	0	0	0	0
80229	HOTDOG, HANK	M	2/15/1996	33	0	0	0	0	0	0	0	0	0
80226	LASAGNA, LARRY	M	1/01/1996	42	0	0	0	0	0	0	0	0	0
80228	PITTS, CHERRY	F	3/01/1996	32	0	0	0	0	0	0	0	0	0
Area	100	Division	OPS	Department	SKI	Cost	Centr	200					
EMPLOYEES	4	**TOTALS**			0	0	0	0	0	0	0	0	0
												AVE DAYS PER	OCCURRENCE .00
Area	100	Division	OPS	Department	SKI								
EMPLOYEES	6	**TOTALS**			0	0	0	0	0	0	0	0	0
												AVE DAYS PER	OCCURRENCE .00
Area	100	Division	OPS										
EMPLOYEES	12	**TOTALS**			0	0	0	0	0	0	0	0	0
												AVE DAYS PER	OCCURRENCE .00
80009	CARGO, CARRIE D	F	3/01/1994	26	0	0	0	0	0	0	0	0	0

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A B S E N C E A N A L Y S I S R E P O R T
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EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	SICK DAYS	EXC. DAYS	UNEXC. DAYS	LOA DAYS	OTHER DAYS	TOTAL DAYS	VACATION DAYS	SICK OCCURRENCES
Area 100	Division TRANS		Department TRUCK		Cost	Centr 400						
EMPLOYEES 1	**TOTALS**				0	0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80026	ROAD, ROCKY	M	4/01/1995	32	0	0	0	0	0	0	0	0
80215	SLADE, JACK	M	1/01/1995	44	0	0	0	0	0	0	0	0
80008	TRUCKER, TOM E	M	3/01/1994	29	0	0	0	0	0	0	0	0
80155	WAGON, CHUCK	M	12/01/1995	52	0	0	0	0	0	0	0	0
Area 100	Division TRANS		Department TRUCK		Cost	Centr 401						
EMPLOYEES 4	**TOTALS**				0	0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
80006	DIESEL, DAN E	M	6/01/1995	47	0	0	0	0	0	0	0	0
80285	FERREIRA, DALE J	M	7/09/1996	21	0	0	0	0	0	0	0	0
80281	HASTE, MARIANNE J	F	7/08/1996	25	0	0	0	0	0	0	0	0
80280	MOCCIA, ELEANOR J	F	7/08/1996	28	0	0	0	0	0	0	0	0
80277	MOCCIA, RONALD J	M	7/08/1996	1	0	0	0	0	0	0	0	0
80043	ROAD, BUMPY	M	5/05/1995	40	0	0	0	0	0	0	0	0
80273	STEPGRADE, PHIL J	M	7/01/1996	27	0	0	0	0	0	0	0	0
80278	STEPINGRADE, JOY J	F	7/08/1996	27	0	0	0	0	0	0	0	0
80279	STEPTOE, HEIDI J	F	7/08/1996	24	0	0	0	0	0	0	0	0
80289	TESTA, JUSTA J	M	7/11/1996	24	0	0	0	0	0	0	0	0
80007	WHEELER, WILMA	F	3/01/1994	37	0	0	0	0	0	0	0	0
Area 100	Division TRANS		Department TRUCK		Cost	Centr 402						
EMPLOYEES 11	**TOTALS**				0	0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00

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SAMPLE US COMPANY

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***** E N D O F R E P O R T *****

Printing the Mass Update Employee Steps Report

This report identifies the employees whose step rates change and those for whom rate changes were not applied because the new step rates on the pay grade control were lower than the employee's current rate(s). The report lists the following information for each affected employee: current pay grade, current step, new personnel base rate, personnel base rate increase amount, new payroll rate(s).

This report lists the step rate increases for employees assigned to the affected pay grades and steps. Use the report to review information about changes to step rates. The report lists the employee's anticipated new rate(s) and also lists employees who will not receive the updated rates because the new rate(s) on the pay grade control are lower than the employee's current rate(s).

Menu Level 1: *Step-in-Grade Operations*

Menu Level 2: *Mass Update Step Data*

Menu Level 3: *Mass Update EE Steps* [MUES]

PRGSIG10 PRTSIG10
 10/16/97 10:53:38
 EMPLOYER ZUS SAMPLE US COMPANY
 AS OF DATE 10/01/1997

M A S S U P D A T E E M P L O Y E E S T E P S

Page 1

EMPLOYEE NAME	EMPLOYEE#	PAY GRADE	NEW STEP	NEW PE BASE RATE	BASE RATE INCREASE	RATE 1	NEW PAYROLL RATE 2	RATE 3	DATE OF INCREASE	NEXT STEP	NEXT STEP DATE
LEDGER,LINDA	80109	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	9/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
SAMPLE-EXIT,SELMA	3612	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	7/22/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
Area 100											
Division ADMIN											
Department ACCT											
Cost Centr 101	TOTAL CHANGED EMPLOYEES:				2	TOTAL BASE RATE INCREASE:			4.00		
BERRY,HOLLY	80112	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	6/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
DEEDE,GRANT	80152	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	12/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
FINGERS,FRANKIE	80101	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	8/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
PINKUS,PATRICIA	80040	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	6/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
YORKER,NEWT A	80186	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	3/01/1997		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
Area 100											
Division ADMIN											
Department ACCT											
Cost Centr 102	TOTAL CHANGED EMPLOYEES:				5	TOTAL BASE RATE INCREASE:			10.00		
NOTES,CLIFF	80117	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	5/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
WISE,PENNEY	80108	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	9/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
Area 100											
Division ADMIN											
Department ACCT											
Cost Centr 103	TOTAL CHANGED EMPLOYEES:				2	TOTAL BASE RATE INCREASE:			4.00		
DAY,SUNNY	80100	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	8/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
LEGGS,HARRY	80107	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	9/01/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
STEPGRADE,STEFFIE J	80270	ACCT	03	10.0000	10.0000-	14.0000	N/A	N/A	7/01/1997		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											

PRGSIG10 PRTSIG10
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 EMPLOYER ZUS SAMPLE US COMPANY
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M A S S U P D A T E E M P L O Y E E S T E P S

Page 2

EMPLOYEE NAME	EMPLOYEE#	PAY GRADE	NEW STEP	NEW PE BASE RATE	BASE RATE INCREASE	----- RATE 1	NEW PAYROLL RATE 2	----- RATE 3	DATE OF INCREASE	NEXT STEP	NEXT STEP DATE
Area 100											
Division ADMIN											
Department ACCT											
Cost Centr 104											
TOTAL CHANGED EMPLOYEES:				3		TOTAL BASE RATE INCREASE:			6.00-		
Area 100											
Division ADMIN											
Department ACCT											
TOTAL CHANGED EMPLOYEES:				12		TOTAL BASE RATE INCREASE:			12.00		
DUDE,SURFER	80182	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	2/01/1997		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
ROAD,STONY	80044	ACCT	03	14.0000	2.0000	14.0000	N/A	N/A	5/15/1996		
* NEXT "NEXT STEP" NOT FOUND - STEP INCREASE FREEZE FLAG TURNED ON											
Area 100											
Division ADMIN											
Department HR											
Cost Centr 111											
TOTAL CHANGED EMPLOYEES:				2		TOTAL BASE RATE INCREASE:			4.00		
Area 100											
Division ADMIN											
Department HR											
TOTAL CHANGED EMPLOYEES:				2		TOTAL BASE RATE INCREASE:			4.00		
Area 100											
Division ADMIN											
TOTAL CHANGED EMPLOYEES:				14		TOTAL BASE RATE INCREASE:			16.00		
ACCURATE,ALAN C	80005	LAB	03	8.5000	.2500	8.5000	N/A	N/A	12/01/1994	04	3/01/1995
BLOSSOM,CHERRY	80113	LAB	03	8.5000	.2500	8.5000	N/A	N/A	12/02/1995	04	3/02/1996
BUDD,ROSE	80114	LAB	03	8.5000	.2500	8.5000	N/A	N/A	2/15/1996	04	5/15/1996
Area 100											
Division OPS											
Department LAB											
Cost Centr 201											
TOTAL CHANGED EMPLOYEES:				5		TOTAL BASE RATE INCREASE:			1.25		
Area 100											
Division OPS											
Department LAB											
TOTAL CHANGED EMPLOYEES:				5		TOTAL BASE RATE INCREASE:			1.25		
Area 100											
Division OPS											
TOTAL CHANGED EMPLOYEES:				5		TOTAL BASE RATE INCREASE:			1.25		

PRGSIG10 PRTSIG10
 10/16/97 10:53:38
 EMPLOYER ZUS SAMPLE US COMPANY
 AS OF DATE 10/01/1997

M A S S U P D A T E E M P L O Y E E S T E P S

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EMPLOYEE NAME	EMPLOYEE#	PAY GRADE	NEW STEP	NEW PE BASE RATE	BASE RATE INCREASE	----- RATE 1	NEW PAYROLL RATE 2	----- RATE 3	DATE OF INCREASE	NEXT STEP	NEXT STEP DATE
WAGON, CHUCK	80155	DRIVE	03	11.5500	.5250	8.5000	N/A	N/A	12/01/1996	04	12/01/1997
Area 100											
Division TRANS											
Department TRUCK											
Cost Centr 401											
TOTAL CHANGED EMPLOYEES:				1		TOTAL BASE RATE INCREASE:				.52	
FERREIRA, DALE J	80285	DRIVE	03	11.5500	.5250	11.5500	N/A	N/A	7/09/1997	04	7/09/1998
ROAD, BUMPY	80043	DRIVE	03	11.5500	.5250	11.5500	N/A	N/A	5/05/1996	04	5/05/1997
STEPGRADE, PHIL J	80273	DRIVE	03	11.5500	.5250	11.5500	N/A	N/A	7/01/1997	04	7/01/1998
TESTA, JUSTA J	80289	DRIVE	03	11.5500	.5250	11.5500	N/A	N/A	7/11/1997	04	7/11/1998
Area 100											
Division TRANS											
Department TRUCK											
Cost Centr 402											
TOTAL CHANGED EMPLOYEES:				4		TOTAL BASE RATE INCREASE:				2.08	
Area 100											
Division TRANS											
Department TRUCK											
TOTAL CHANGED EMPLOYEES:				5		TOTAL BASE RATE INCREASE:				2.60	
Area 100											
Division TRANS											
TOTAL CHANGED EMPLOYEES:				5		TOTAL BASE RATE INCREASE:				2.60	
Area 100											
TOTAL CHANGED EMPLOYEES:				24		TOTAL BASE RATE INCREASE:				19.85	
EMPLOYER ZUS											
TOTAL CHANGED EMPLOYEES:				24		TOTAL BASE RATE INCREASE:				19.85	

***** E N D O F R E P O R T *****

Printing the Mass Wage Change Report

This report lists the old and new salary information after you update pay rates. You can print a trial report that shows proposed changes in base rates and comp ratios. This enables you to review the report and verify that the changes are accurate before you update wage records.

Menu Level 1: *Wage & Salary Administration*

Menu Level 2: *Mass Update Wage & Salary Data*

Menu Level 3: *Mass Wage Change* [MWC]

PRGMWC	PRTMWC	M A S S	W A G E	C H A N G E	PAGE	1
10/16/97	10:59:31				PE2000	
EMPLOYER	: ZUS	SAMPLE	US	COMPANY		
SALARY CHANGE REASON:	PROMO	PROMOTIONAL	INCREASE			
PERCENTAGE INCREASE :	5.00					
INCREASE DATE	: 10/01/1997					
UPDATE PAYROLL RATE :	1					

-----PERSONNEL-----				-----PAYROLL-----					
EMPLOYEE NUMBER	EMPLOYEE NAME	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATIO	NEW RATIO
80004	ARNOLD,ANNA A	20000.0000	21000.00	1000.0000	769.2300	807.69	38.4600	114.4600	120.1900
80036	BETA,BARNEY B	24960.0000	26208.00	1248.0000	1040.0000	1092.00	52.0000	39.6100	41.6000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	26208.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		31500.0000	TO	94500.0000
80025	DEBIT,DONALD D	45000.0000	47250.00	2250.0000	1730.7700	1817.31	86.5400	21.4200	22.5000
80109	LEDGER,LINDA	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
80297	LYON,DANDY A	12.0000	12.6000	.6000	12.0000	12.6000	.6000	39.6100	41.6000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	26208.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		31500.0000	TO	94500.0000
3612	SAMPLE-EXIT,SELMA	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
Area	100 Division ADMIN Department ACCT Cost Centr 101	TOTAL INCREASE: 4500.0000			179.0000	TOTAL EMPLOYEES:		6	
80112	BERRY,HOLLY	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
80024	CREDIT,COLLEEN	40000.0000	42000.00	2000.0000	1538.4600	1615.38	76.9200	19.0400	20.0000
80152	DEEDE,GRANT	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	61152.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		26208.0000	TO	43680.0000
80101	FINGERS,FRANKIE	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
80153	PAYER,BILL	14.0000	14.7000	.7000	.0000	14.7000	.7000	166.6700	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
80040	PINKUS,PATRICIA	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
80186	YORKER,NEWT A	14.0000	14.70	.7000	14.0000	14.70	.7000	2.0800	2.1900
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	382.2000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
Area	100 Division ADMIN Department ACCT Cost Centr 102	TOTAL INCREASE: 2004.2000			81.1200	TOTAL EMPLOYEES:		7	
80169	FORWARD,ILENE	45000.0000	47250.00	2250.0000	.0000	14.70	.7000	21.4200	22.5000
80117	NOTES,CLIFF	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
80108	WISE,PENNEY	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS	NOT	IN ANNUALIZED SALARY RANGE		13104.0000	TO	21840.0000
Area	100 Division ADMIN Department ACCT Cost Centr 103	TOTAL INCREASE: 2251.4000			2.1000	TOTAL EMPLOYEES:		3	

PRGMWC PRTMWC
 10/16/97 10:59:31
 EMPLOYER : ZUS
 SALARY CHANGE REASON: PROMO
 PERCENTAGE INCREASE : 5.00
 INCREASE DATE : 10/01/1997
 UPDATE PAYROLL RATE : 1

M A S S W A G E C H A N G E
 SAMPLE US COMPANY
 PROMOTIONAL INCREASE

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-----PERSONNEL-----PAYROLL-----									
EMPLOYEE NUMBER	EMPLOYEE NAME	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATIO	NEW RATIO
80100	DAY,SUNNY	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	19110.0000	IS NOT IN ANNUALIZED SALARY RANGE				8190.0000 TO	13650.0000	
80190	DILL,DAFF E	35000.0000	36750.00	1750.0000	1346.1600	1413.47	67.3100	16.6600	17.5000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	36750.0000	IS NOT IN ANNUALIZED SALARY RANGE				42000.0000 TO	42000.0000	
80107	LEGGS,HARRY	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS NOT IN ANNUALIZED SALARY RANGE				13104.0000 TO	21840.0000	
80270	STEPGRADE,STEFFIE J	10.0000	10.50	.5000	14.0000	14.70	.7000	.0000	125.0000
80271	STEPGRADES,STEFFIE J	.1750	.18	.0100	10.0000	10.50	.5000	2.0800	2.1400
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	374.4000	IS NOT IN ANNUALIZED SALARY RANGE				13104.0000 TO	21840.0000	
Area	100 Division ADMIN Department ACCT Cost Centr 104	TOTAL INCREASE:		1751.9100	69.9100	TOTAL EMPLOYEES:		5	
Area	100 Division ADMIN Department ACCT	TOTAL INCREASE:		10507.5100	332.1300	TOTAL EMPLOYEES:		21	
80038	GREEN,KELLY	47160.0000	49518.00	2358.0000	1813.8500	1904.54	90.6900	22.4500	23.5800
Area	100 Division ADMIN Department HR Cost Centr 110	TOTAL INCREASE:		2358.0000	90.6900	TOTAL EMPLOYEES:		1	
80182	DUDE,SURFER	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS NOT IN ANNUALIZED SALARY RANGE				13104.0000 TO	21840.0000	
80044	ROAD,STONY	14.0000	14.7000	.7000	14.0000	14.7000	.7000	166.6600	175.0000
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS NOT IN ANNUALIZED SALARY RANGE				13104.0000 TO	21840.0000	
80287	TESTA,JUSTA J	26000.0000	27300.00	1300.0000	.0000	.00		41.2600	43.3300
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	27300.0000	IS NOT IN ANNUALIZED SALARY RANGE				31500.0000 TO	94500.0000	
80290	TESTA,MESSA J	10.5500	11.08	.5300	.0000	.00		34.8300	36.5800
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	23046.4000	IS NOT IN ANNUALIZED SALARY RANGE				31500.0000 TO	94500.0000	
Area	100 Division ADMIN Department HR Cost Centr 111	TOTAL INCREASE:		1301.9300	1.4000	TOTAL EMPLOYEES:		4	
80103	BEACH,SANDY	31200.0000	32760.00	1560.0000	1300.0000	1365.00	65.0000	49.5200	52.0000
80296	BUSH,ROSE	35000.0000	36750.00	1750.0000	1346.1500	1413.46	67.3100	55.5500	58.3300
80116	CLUELESS,CALVIN	31200.0000	32760.00	1560.0000	1300.0000	1365.00	65.0000	49.5200	52.0000
80154	GLAMOUR,GRETA	50000.0000	52500.00	2500.0000	.0000	1365.00	65.0000	79.3600	83.3300
80110	TURNER,PAIGE	35000.0000	36750.00	1750.0000	1346.1500	1413.46	67.3100	55.5500	58.3300
80041	WONDER,WALLY	29120.0000	30576.00	1456.0000	1213.3333	1274.00	60.6700	13.8600	14.5600
*****	INCREASED PERSONNEL RATE ANNUALIZED OF	30576.0000	IS NOT IN ANNUALIZED SALARY RANGE				42000.0000 TO	42000.0000	
Area	100 Division ADMIN Department HR Cost Centr 112	TOTAL INCREASE:		10576.0000	390.2900	TOTAL EMPLOYEES:		6	

PRGMWC PRTMWC
 10/16/97 10:59:31
 EMPLOYER : ZUS
 SALARY CHANGE REASON: PROMO
 PERCENTAGE INCREASE : 5.00
 INCREASE DATE : 10/01/1997
 UPDATE PAYROLL RATE : 1

M A S S W A G E C H A N G E
 SAMPLE US COMPANY
 PROMOTIONAL INCREASE

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PERSONNEL.....				PAYROLL.....						
EMPLOYEE NUMBER	EMPLOYEE NAME	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATIO	NEW RATIO	
30015	COLLINS, TOM	50000.0000	52500.00	2500.0000	1923.0800	2019.23	96.1500	23.8000	25.0000	
Area	100 Division	ADMIN Department	HR Cost	Centr 114	TOTAL INCREASE:		2500.0000	96.1500	TOTAL EMPLOYEES:	1
Area	100 Division	ADMIN Department	HR		TOTAL INCREASE:		16735.9300	578.5300	TOTAL EMPLOYEES:	12
80039	KAPPA, CRAIG	41600.0000	43680.00	2080.0000	1733.3333	1820.00	86.6700	19.8000	20.8000	
Area	100 Division	ADMIN Department	MIS Cost	Centr 120	TOTAL INCREASE:		2080.0000	86.6700	TOTAL EMPLOYEES:	1
80031	BLUE, SKYE	35000.0000	36750.00	1750.0000	1346.1500	1413.46	67.3100	55.5500	58.3300	
80151	CREME, CARMEL	37440.0000	39312.00	1872.0000	1440.0000	1512.00	72.0000	59.4200	62.4000	
80037	GAMMA, GODFREY	31200.0000	32760.00	1560.0000	1300.0000	1365.00	65.0000	49.5200	52.0000	
Area	100 Division	ADMIN Department	MIS Cost	Centr 121	TOTAL INCREASE:		5182.0000	204.3100	TOTAL EMPLOYEES:	3
80115	CLOTHE, TERRI	45760.0000	48048.00	2288.0000	1906.6667	2001.99	95.3300	72.6300	76.2700	
80166	KLUTZ, IMA	41600.0000	43680.00	2080.0000	20.0000	21.00	1.0000	66.0300	69.3300	
Area	100 Division	ADMIN Department	MIS Cost	Centr 122	TOTAL INCREASE:		4368.0000	96.3300	TOTAL EMPLOYEES:	2
Area	100 Division	ADMIN Department	MIS		TOTAL INCREASE:		11630.0000	387.3100	TOTAL EMPLOYEES:	6
Area	100 Division	ADMIN			TOTAL INCREASE:		38873.4400	1297.9700	TOTAL EMPLOYEES:	39
80019	SMOG, SUSIE S	45000.0000	47250.00	2250.0000	1730.7700	1817.31	86.5400	21.4200	22.5000	
Area	100 Division	OPS Department	LAB Cost	Centr 200	TOTAL INCREASE:		2250.0000	86.5400	TOTAL EMPLOYEES:	1
80005	ACCURATE, ALAN C	8.5000	8.9250	.4250	8.5000	8.9250	.4250	80.9500	85.0000	
80113	BLOSSOM, CHERRY	8.5000	8.9250	.4250	8.5000	8.9250	.4250	80.9500	85.0000	
80114	BUDD, ROSE	8.5000	8.9250	.4250	8.5000	8.9250	.4250	80.9500	85.0000	
80198	NAIL, RUSTY	8.5000	8.9250	.4250	8.5000	8.9250	.4250	80.9500	85.0000	
80048	WINDE, AUGUSTA	8.5000	8.9250	.4250	8.5000	8.9250	.4250	80.9500	85.0000	
Area	100 Division	OPS Department	LAB Cost	Centr 201	TOTAL INCREASE:		2.1250	2.1250	TOTAL EMPLOYEES:	5
Area	100 Division	OPS Department	LAB		TOTAL INCREASE:		2252.1250	88.6650	TOTAL EMPLOYEES:	6
80227	EDGER, EDNA	10.0000	10.5000	.5000	10.0000	10.5000	.5000	33.0100	34.6700	
*****	INCREASED PERSONNEL RATE ANNUALIZED OF 21840.0000 IS NOT IN ANNUALIZED SALARY RANGE				31500.0000		TO	94500.0000		
80295	JONES, BETTY S	15000.0000	15750.0000	750.0000	8.0000	8.4000	.4000	23.8000	25.0000	
*****	INCREASED PERSONNEL RATE ANNUALIZED OF 15750.0000 IS NOT IN ANNUALIZED SALARY RANGE				31500.0000		TO	94500.0000		
Area	100 Division	OPS Department	SKI Cost	Centr 100	TOTAL INCREASE:		750.5000	.9000	TOTAL EMPLOYEES:	2
80225	BURGER, BETTY	4.5000	4.7250	.2250	4.5000	4.7250	.2250	90.0000	94.5000	
80229	HOTDOG, HANK	10.0000	10.5000	.5000	10.0000	10.5000	.5000	200.0000	210.0000	
*****	INCREASED PERSONNEL RATE ANNUALIZED OF 21840.0000 IS NOT IN ANNUALIZED SALARY RANGE				9360.0000		TO	11440.0000		

PRGMWC PRTMWC
 10/16/97 10:59:31
 EMPLOYER : ZUS
 SALARY CHANGE REASON: PROMO
 PERCENTAGE INCREASE : 5.00
 INCREASE DATE : 10/01/1997
 UPDATE PAYROLL RATE : 1

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 SAMPLE US COMPANY
 PROMOTIONAL INCREASE

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PERSONNEL.....										PAYROLL.....			
EMPLOYEE NUMBER	EMPLOYEE NAME				OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATIO	NEW RATIO	
80226	LASAGNA, LARRY				4.5000	4.7250	.2250	4.5000	4.7250	.2250	90.0000	94.5000	
80228	PITTS, CHERRY				4.5000	4.7250	.2250	4.5000	4.7250	.2250	90.0000	94.5000	
Area	100	Division	OPS	Department	SKI	Cost	Centr	200	TOTAL INCREASE: 1.1750		1.1750	TOTAL EMPLOYEES: 4	
Area	100	Division	OPS	Department	SKI				TOTAL INCREASE: 751.6750		2.0750	TOTAL EMPLOYEES: 6	
Area	100	Division	OPS						TOTAL INCREASE: 3003.8000		90.7400	TOTAL EMPLOYEES: 12	
80009	CARGO, CARRIE D				35000.0000	36750.00	1750.0000	1346.1500	1413.46	67.3100	112.1700	17.5000	
*****	INCREASED PERSONNEL RATE ANNUALIZED OF 36750.0000 IS NOT IN ANNUALIZED SALARY RANGE										42000.0000	TO	420000.0000
Area	100	Division	TRANS	Department	TRUCK	Cost	Centr	400	TOTAL INCREASE: 1750.0000		67.3100	TOTAL EMPLOYEES: 1	
80026	ROAD, ROCKY				42000.0000	44100.00	2100.0000	1615.3800	1696.15	80.7700	20.0000	21.0000	
80215	SLADE, JACK				50000.0000	52500.0000	2500.0000	1000.0000	1050.0000	50.0000	.0000	500.0000	
*****	INCREASED PERSONNEL RATE ANNUALIZED OF 2730000.0000 IS NOT IN ANNUALIZED SALARY RANGE										4680.0000	TO	5720.0000
80008	TRUCKER, TOM E				11.5500	12.1275	.5775	11.5500	12.1275	.5775	73.3300	77.0000	
80155	WAGON, CHUCK				11.5500	12.1275	.5775	.0000	12.1275	.5775	73.3300	77.0000	
Area	100	Division	TRANS	Department	TRUCK	Cost	Centr	401	TOTAL INCREASE: 4601.1550		131.9250	TOTAL EMPLOYEES: 4	
80006	DIESEL, DAN E				12.6000	13.2300	.6300	11.5500	12.1275	.5775	80.0000	84.0000	
80285	FERREIRA, DALE J				11.5500	12.1275	.5775	11.5500	12.1275	.5775	73.3300	77.0000	
80281	HASTE, MARIANNE J				12.2500	12.8625	.6125	10.2500	10.7625	.5125	77.7700	81.6700	
80280	MOCCIA, ELEANOR J				12.2500	12.8625	.6125	10.2500	10.7625	.5125	77.7700	81.6700	
80277	MOCCIA, RONALD J				12.2500	12.8625	.6125	10.2500	10.7625	.5125	77.7700	81.6700	
80043	ROAD, BUMPY				11.5500	12.1275	.5775	11.5500	12.1275	.5775	73.3300	77.0000	
80273	STEPGRADE, PHIL J				11.5500	12.1275	.5775	11.5500	12.1275	.5775	73.3300	77.0000	
80278	STEPINGRADE, JOY J				12.2500	12.8625	.6125	10.2500	10.7625	.5125	77.7700	81.6700	
80279	STEPTOE, HEIDI J				12.2500	12.8625	.6125	10.2500	10.7625	.5125	77.7700	81.6700	
80289	TESTA, JUSTA J				11.5500	12.1275	.5775	11.5500	12.1275	.5775	73.3300	77.0000	
80007	WHEELER, WILMA				12.6000	13.2300	.6300	11.5500	12.1275	.5775	80.0000	84.0000	
Area	100	Division	TRANS	Department	TRUCK	Cost	Centr	402	TOTAL INCREASE: 6.6325		6.0275	TOTAL EMPLOYEES: 11	
Area	100	Division	TRANS	Department	TRUCK				TOTAL INCREASE: 6357.7875		205.2625	TOTAL EMPLOYEES: 16	
Area	100	Division	TRANS						TOTAL INCREASE: 6357.7875		205.2625	TOTAL EMPLOYEES: 16	
Area	100								TOTAL INCREASE: 48235.0275		1593.9725	TOTAL EMPLOYEES: 67	
80214	HAUT, DAN				50000.0000	52500.0000	2500.0000	500.0000	525.0000	25.0000	63.4900	166.6700	
*****	INCREASED PERSONNEL RATE ANNUALIZED OF 1365000.0000 IS NOT IN ANNUALIZED SALARY RANGE										31500.0000	TO	94500.0000
80216	KAAR, SARA				50000.0000	52500.00	2500.0000	1000.0000	1050.00	50.0000	904.7600	.0000	
*****	INCREASED PERSONNEL RATE ANNUALIZED OF 1260000.0000 IS NOT IN ANNUALIZED SALARY RANGE										31500.0000	TO	94500.0000
80294	MULREADY, EDWIN J				96000.0000	100800.00	4800.0000	.0000	.00		45.7100	48.0000	
80102	OVERTON, CARRIE				50000.0000	52500.00	2500.0000	1923.0000	2019.15	96.1500	23.8000	25.0000	
80218	SMITH, JACK R				10.0000	10.5000	.5000	10.0000	10.5000	.5000	.8200	.8700	
PRGMWC	PRTMWC		M A S S W A G E C H A N G E								PAGE	5	
10/16/97	10:59:31										PE2000		
EMPLOYER		: ZUS		SAMPLE US COMPANY									
SALARY CHANGE REASON:		PROMO		PROMOTIONAL INCREASE									
PERCENTAGE INCREASE :		5.00											
INCREASE DATE		: 10/01/1997											

UPDATE PAYROLL RATE : 1

-----PERSONNEL-----				-----PAYROLL-----					
EMPLOYEE NUMBER	EMPLOYEE NAME	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATE	NEW RATE	INCREASE AMOUNT	OLD RATIO	NEW RATIO
***** INCREASED PERSONNEL RATE ANNUALIZED OF 546.0000 IS NOT IN ANNUALIZED SALARY RANGE 31500.0000 TO 94500.0000									
Area	200	Division	ADMIN Department ACCT	Cost Centr 100	TOTAL INCREASE: 12300.5000		171.6500	TOTAL EMPLOYEES: 5	
Area	200	Division	ADMIN Department ACCT		TOTAL INCREASE: 12300.5000		171.6500	TOTAL EMPLOYEES: 5	
Area	200	Division	ADMIN		TOTAL INCREASE: 12300.5000		171.6500	TOTAL EMPLOYEES: 5	
Area	200				TOTAL INCREASE: 12300.5000		171.6500	TOTAL EMPLOYEES: 5	
EMPLOYER	ZUS				TOTAL INCREASE: 60535.5275		1765.6225	TOTAL EMPLOYEES: 72	

***** E N D O F R E P O R T *****

Printing the Competency Analysis Report

The Overall Rating report lists the overall performance ratings for one or more employees, including their position, grade, date of review, and reviewer. You can list the performance review rating results by employee, next review type, EEO category, or organizational levels. You can run this report for performance reviews that have taken place within a particular date range by specifying a from and a to date.

Menu Level 1: *Workforce Development*

Menu Level 2: *Performance Reviews*

Menu Level 3: *Print Competency Analysis [PCA]*

Page 1
User PE2000

Employee	Position	Pay Grade	Reviewer	View	Competency	Competency	Rating	Date
80112 BERRY,HOLLY	102540	ACCT	ALAN ACCURATE	SUPER	ANALYSIS	EXC		9/01/1996
	102540	ACCT	ALAN ACCURATE	SUPER	BALANCE	EXC		9/01/1996
	102540	ACCT	ALAN ACCURATE	SUPER	LEADERSHIP	EXC		9/01/1996
***** E N D O F R E P O R T *****								

Printing the Work Force Analysis Report

This report provides information about gender and ethnic composition of EEO units within an employer. The report includes summary employee information for each EEO unit sorted by EEO category. If the employee record has been updated by transfer, promotion, or demotion transactions which are dated after the as of date you specify for the report, the system uses the information from the employee's previous job or position assignment to determine the salary range, pay type, EEO unit and EEO category for the report.

Menu Level 1: *EEOC/Affirmative Action/EEA*

Menu Level 2: *List EEO Data*

Menu Level 3: *List EEO Work Force Analysis [WFA]*

PEGE0150 PETE0150

EEO WORK FORCE ANALYSIS

AS OF 10/01/1997

10/15/97 9:44:56

EMPLOYER ZUS SAMPLE US COMPANY

EEO UNIT SAMPLE EEO UNIT FOR ZUS

PREPARED BY _____

Occupations		Exempt Non Exempt Hourly	Salary Range	Total Employee	Male Total	Female Total	Male					Fema		
							0	1	2	3	4	0	1	2
OFFICIALS AND MANAGERS	1													
OFFICIALS AND MANAGERS	1	Exempt	100	13	5	8	3	1			1	4	1	
PROFESSIONALS	2													
PROFESSIONALS	2	Hourly	200	2		2								
PROFESSIONALS	2	Hourly	500	2	1	1	1						1	
PROFESSIONALS	2	Non Exempt	500	2		2						2		
PROFESSIONALS	2	Exempt	200	4		4						1		
TECHNICAL PROFESSIONALS	2A	Hourly	200	1		1								
TECHNICAL PROFESSIONALS	2A	Exempt	200	9	4	5	2		1	1		1	2	
TECHNICIANS	3													
TECHNICIANS	3	Hourly	300	5	2	3	1			1		1		
SALES WORKERS	4													
OFFICE AND CLERICAL	5													
OFFICE AND CLERICAL	5	Hourly	500	11	6	5	5		1			1	3	
OFFICE AND CLERICAL	5	Non Exempt	500	1	1		1							
OFFICE AND CLERICAL	5	Exempt	500	1		1								

PEGEO150 PETEO150
 10/15/97 9:44:56
 EMPLOYER ZUS SAMPLE US COMPANY
 EEO UNIT SAMPLE EEO UNIT FOR ZUS

E E O W O R K F O R C E A N A L Y S I S

AS OF 10/01/1997

PREPARED BY _____

Occupations	Exempt Non Exempt Hourly	Salary Range	Total Employee	Male Total	Female Total	Male					Fema		
						0	1	2	3	4	0	1	2
CRAFT WORKERS 6													
OPERATIVES 7													
OPERATIVES 7	Hourly	700	13	8	5	4	2	2			4		
LABORERS 8													
SERVICE WORKERS 9													
SERVICE WORKERS 9	Hourly	900	5	3	2	1	1		1		2		
Totals			69	30	39	18	4	4	3	1	16	7	

PEGEO150 PETEO150

EEO WORK FORCE ANALYSIS

AS OF 10/01/1997

10/15/97 9:44:56

EMPLOYER ZUS SAMPLE US COMPANY

EEO UNIT ATL ATLANTA BRANCH OFFICE

PREPARED BY _____

Occupations		Exempt Non Exempt Hourly	Salary Range	Total Employee	Male Total	Female Total	Male					Fema		
							0	1	2	3	4	0	1	2
OFFICIALS AND MANAGERS	1													
PROFESSIONALS	2													
TECHNICIANS	3													
SALES WORKERS	4													
OFFICE AND CLERICAL	5													
OFFICE AND CLERICAL	5	Hourly	200	2	2			2						
OFFICE AND CLERICAL	5	Exempt	200	1	1			1						
CRAFT WORKERS	6													
OPERATIVES	7													
LABORERS	8													
SERVICE WORKERS	9													
Totals				3	3			3						

PEGEO150 PETEO150
 10/15/97 9:44:56
 EMPLOYER ZUS SAMPLE US COMPANY
 EEO UNIT BOS BOSTON BRANCH OFFICE

E E O W O R K F O R C E A N A L Y S I S

AS OF 10/01/1997

PREPARED BY _____

Occupations		Exempt Non Exempt Hourly	Salary Range	Total Employee	Male Total	Female Total	Male					Fema		
							0	1	2	3	4	0	1	2
OFFICIALS AND MANAGERS	1													
PROFESSIONALS	2													
TECHNICIANS	3													
SALES WORKERS	4													
OFFICE AND CLERICAL	5													
CRAFT WORKERS	6													
OPERATIVES	7													
LABORERS	8													
SERVICE WORKERS	9													
Totals														

AS OF 10/01/1997

PREPARED BY

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PEGEO150 PETEO150
 10/15/97 9:44:56
 EMPLOYER ZUS SAMPLE US COMPANY
 EEO UNIT HQ CORPORATE HEADQUARTERS

E E O W O R K F O R C E A N A L Y S I S

AS OF 10/01/1997

PREPARED BY _____

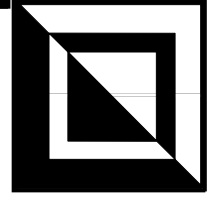
Occupations		Exempt Non Exempt Hourly	Salary Range	Total Employee	Male Total	Female Total	Male					Fema		
							0	1	2	3	4	0	1	2
OFFICIALS AND MANAGERS	1													
PROFESSIONALS	2													
TECHNICIANS	3													
SALES WORKERS	4													
OFFICE AND CLERICAL	5													
CRAFT WORKERS	6													
OPERATIVES	7													
LABORERS	8													
SERVICE WORKERS	9													
Totals														

AS OF 10/01/1997

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Part 2



Infinium PY Reports

This part is organized into two sections. The first part contains a list of most of the reports that the Infinium PY system can produce and includes a description of each. The second section contains samples of selected Infinium PY reports. The information is organized by menu option.

Master Files

Employer Controls

This report lists all employer control information for one employer or all employers on your system. The report includes both Infinium Payroll and Infinium Human Resources employer control information.

User Defined Titles

This report lists descriptions assigned to user defined fields for one employer or all employers. The report includes user defined titles entered by both payroll and human resources users.

Employer Tax Companies

This report lists the tax companies for one employer or for employers within a specified employer group. The report includes the tax company code, name, address, telephone number, federal tax ID, tax company limits and any tax company defaults. The system sorts report information by tax company code within the employer.

State/Local Tax ID's

This report lists the state and local tax identification numbers for one employer or for employers within a specified employer group. The report includes the deduction code, state or local code, tax company name, address, city, state, telephone number, employer tax ID, tax company defaults, employer rate and employee rate. The system sorts report information by deduction code, and then by tax company within each selected employer.

Employer Codes

This report lists employer code values and descriptions for all employers and all code types or for one specific employer and one specific code type.

Employer Groups

This report lists employers associated with a particular employer group or the employers assigned to all employer groups.

Tax Company Groups

This report lists tax companies within the specified tax company group within the specified employer. The report includes the tax company, description, employer, current year limits, and prior year limits. The system sorts report information by tax company within the employer group within the employer.

Level Controls

This report lists some or all of the controls for organizational levels within a particular employer or lists all levels for all employers.

Cycle Controls

This report lists the cycle control settings for a specified employer or for all employers on your system. The system sorts report information by cycle code within the employer and provides cycle totals by employer.

Cycle Groups

This report lists cycles within a cycle group within an employer. You can generate the report for one employer and for all or one cycle group within that employer, or for all employers and all cycle groups within those employers.

Checking Accounts

This report lists checking account control information for one employer or all employers on your system. It includes the account code, description, bank, bank account, currency, check format, next check number, prenote period, and G/L Cash Accounts. It also provides account totals for the central disbursing accounts and then for each employer. The system sorts report information by account code within the employer.

Income Summarization Codes

This report lists income summarization codes for one employer or for all employers on your system. The report sorts by income summarization code within the employer. The report includes income summarization code, income summarization code description (check name), corresponding income codes and income code descriptions. The report provides totals of the summarization codes for each employer.

Income Controls

This report lists income controls for one employer or for all employers on your system. The report is sorted by income code and lists the income code, code description, priority of the income, frequency, method, and accumulator controls. It also provides income totals for each reported employer.

Income Reporting Groups

This report lists incomes within income reporting groups. You can generate this report for a specified employer, all employers on your system, for a specified income reporting group or all income reporting groups. The system sorts report information by the income code within the income reporting group, within the employer.

Income Accumulators

This report lists accumulators for one employer or for all employers on your system. The report output includes the accumulator code,

accumulator code description, type (I = Income, D = Deduction), priority of the income/deduction, income/deduction code, +/- indicator, H/A value, income/deduction description and totals the accumulators per employer. The report sorts by accumulator code within the employer.

Shift Differential Table

This report lists the shift differential income tables for a specified employer and a specified shift differential income. The report includes the shift code, rate, percentage, amount, no differential flag setting, and labor expense account. Additionally, it includes the total number of shift codes listed for the specified employer.

Deduction Summarization Codes

This report lists deduction summarization codes for one employer or for all employers on your system. The system sorts report information by deduction summarization code within the employer. The report includes the deduction summarization code, deduction summarization code description (check name), corresponding deduction codes and deduction code descriptions. The report provides totals of the summarization codes found per employer.

Deduction Controls

This report lists deduction controls for one employer or for employers within a specified employer group on your system. The report sorts by deduction code. The report includes the deduction code, code description, priority of the deduction, must take flag setting, frequency, processing method, and accumulator controls. It also provides totals of deductions for each reported employer.

Deduction Reporting Groups

This report lists deductions within deduction reporting groups by a specified employer, for all employers on your system, by one specified deduction reporting group, or all deduction reporting groups. The report sorts by the deduction code within the deduction reporting group, within the employer.

Payroll Authorization Groups

This report lists income and deductions associated with one or all payroll authorization groups in one or all the employers on your system. You can specify whether the report should include only incomes and/or only deductions. The report includes the payroll authorization group code and description.

For incomes, the report includes the income code, start and end dates, income amount and rate, multiplier type, factor, name, column row, limit amount, rate, limit hours, cycle and standard hours. For deductions, the report includes the deduction code, start and end dates, employee and employer amounts, employee and employer rates, multiplier type, factor, matrix name, column and row, employer and employer limits, limit group, and the arrears value amount. The report shows the incomes and deductions totals for each payroll authorization group.

Auto Pay Groups

This report lists auto pay groups for one employer or all employers on your system. The report includes the auto pay group code, segment, income type, description, standard hours type, and standard hours rate. It also provides totals of incomes per auto pay group.

Job Controls

This report contains key information on the Infinium Human Resources job control including salary range amounts and job evaluation points. Infinium Payroll users can generate a similar report of key information on the Infinium Payroll job control including GL expense account numbers and pay rates.

Matrices

This report lists matrices for one employer or all employers on your system. The report information includes the matrix code, columns and rows, amounts, rates and the total number of matrices listed per employer.

F.L.S.A. Controls

This report lists F.L.S.A. controls for one or all employers on your system. The report includes the F.L.S.A. code, description, non-overtime maximum hours, regular rate definition, regular rate minimum and maximum hours, regular rate multiplier, calculation by segment and calculation across pay periods indicators, report hours, other overtime accumulator name and custom program names. It also provides totals of the entries per employer.

D.D. Transit Table

This report lists the direct deposit transit tables on your system. The report includes the code, bank name, bank address, transit number, and country, and provides a total of transit tables listed in the report.

D.D. Originator Table

This report lists direct deposit originator tables for Canadian employers on your system. The report includes the code, originator ID, originator name, country, tape format, custom program, current file status, data center number, return payments transit number and account number, reference, language code and pay type. It also provides totals of the originator codes listed in the report.

Fringe Income Interface

This report lists fringe income interface tables for one or all employers on your system. The report includes the deduction code, corresponding fringe income code and status. The system sorts the information by deduction and income code within the employer.

Employee Data

Employee Data

This report lists basic data and payroll data for all employees assigned to an employer or to selected organizational levels within the employer.

Employee Incomes

This report lists the incomes assigned to each employee within an employer or within selected organizational levels within the employer. The report lists employee details for each income and is sorted alphabetically by employee and then by income code.

Employee Deductions

This report lists the deductions assigned to each employee within an employer or within selected organizational levels within the employer. The report lists employee details for each deduction is sorted alphabetically by employee and then by deduction code.

Employee Direct Deposits

This report lists employees whose paychecks are directly deposited into their bank accounts. You can generate this report for a specific employer or for one or more levels within the organizational structure. The report lists direct deposit details for each selected employee including the bank name and transit number, employee account number, pre-note date and percentage or amount of pay that is direct deposited.

Employee Multiple Distribution

This report lists employees whose pay is regularly split between labor expense accounts based on organizational levels, jobs or labor expense account numbers. By income code, it lists the percentage of pay allocated to each level, job or specified labor expense account number.

Employee Job Authorizations

This report lists the employees within an employer who are authorized to more than one job for payroll rate calculation purposes. You can print the report by job code or by employee.

Employee Profiles

This report lists the following information for selected employees:

- Basic Data
- Payroll Data
- Employee details for authorized incomes
- Employee details for authorized deductions
- Quarterly, annual and fiscal year totals for authorized incomes and deductions

You can select employees by hire date or individually by employee number.

Employee Base Pay Rates

This report lists, annualizes and compares employee pay rates, including the three Payroll rates and the Personnel base rate. You can list all employees in an employer or select employees assigned to specified organizational levels within the employer. You can print only employees whose base rates are not equivalent and you can specify the minimum dollar amount discrepancy for employees to be included on the report.

Employee Cycles by Levels

This report lists employees assigned to a selected payroll cycle or all cycles within an organization. The report sorts employees by cycle and then by organizational level. The report includes the employees' names, numbers and tax identification numbers along with their authorized incomes and deductions.

Employee F.L.S.A. Data

This report lists information for employees paid using the Fair Labor Standards Act (FLSA) income method. The report shows the employer, FLSA code, employee number and name along with the hours worked, calculated hours and calculated amount.

Employee Pay History

This report lists pay history for up to six designated employees for a specified date range or for all pay periods. The history includes pay period ending date, check date, check number, cycle code, gross pay, hours and earnings by segment, and Canadian employment insurance wages and deduction amounts.

Cycle Operations

Excess Group Life Insurance

This report lists imputed income amounts for employees whose life insurance coverage exceeds the statutory non-taxable limit. For each employee the report includes name and number, age as of year end, life insurance deduction codes and coverage amounts, the imputed value of the coverage, employee premium contribution amounts, and the imputed income amount, if any.

You can generate a trial report to verify data and make any necessary changes before you run the final report. When you generate the final report, the system also authorizes, updates or deactivates the imputed income authorization record for employees as appropriate.

Cycle Exceptions

When you begin a payroll cycle, the system automatically generates this report. It lists new employees, terminated employees, pay rate changes and other exceptions occurring during the specified pay period.

Timesheet Proof

This report lists income codes, hours and exception data entered for employees in a payroll cycle along with any applicable warnings or errors. On the employer control you indicate whether the report data should be sorted in alphabetical or employee number order. Because you generate this report before processing the calculation step of the cycle, it does not show income amounts, deductions or gross pay calculations.

Prove Batch Timesheet Data

This report lists data you entered through batch timesheet processing. It lists income codes, hours and exception data for each employee along with any applicable warning and error messages. It includes totals of the number of entries, hours, amounts, units, errors and warnings for the selected batch.

Close Batch Timesheet to Cycle

This report lists employee details along with the total number of entries, hours, units, and dollar amounts for the batch timesheet entry records it transfers to a specified pay cycle for processing.

Prove Mass Entered Data

This report lists employee income and/or deduction data entered using the *Mass Entry of Payroll Data* function. You use this function to enter individual dollar amounts and related data for a specified income or deduction for a large volume of employees. The records are automatically processed in the next payroll cycle.

Accrue Actual Labor Expense

This report lists the hours or units and dollar amounts for incomes that are allocated to the accounting period preceding the period assigned to a payroll cycle. You generate this report when a payroll period spans two accounting periods. The system processes all timesheet data entered to date in the selected payroll cycle. The report is sorted by labor expense account. You can print only totals for each labor expense account or you can include employee detail.

You can generate a trial report to verify data and make any necessary changes before you run the final report. When you generate the final report, the system also creates accounting entries in the general ledger interface file for the labor expense charged to the prior accounting period, and creates reversing entries for those incomes in the current accounting period assigned to the pay cycle.

Payroll Trial and Final Registers

The Payroll Trial Register lists the following data for a selected pay cycle:

- Gross and net amounts for each paycheck or direct deposit voucher
- Current earnings, hours and units for each income
- Current employee withheld amounts for each deduction
- Voided, reissued, and manual checks
- Reclassified incomes or deductions
- Level subtotals
- Labor expense account and other types of warning or error messages

The report is sorted by organizational level and then by employee number or last name, depending on your specifications on the employer control. You can generate this report when you release timesheet data for calculation and after you make changes to pay data during cycle processing.

The final register includes the information listed above with these exceptions:

- It excludes warning and error messages.
- It includes check and voucher numbers.
- It includes year-to-date balances for each income and deduction.

The system generates the final register when you post a payroll cycle and update employee payroll history.

Supplemental Register

The Supplemental Register lists the employer liabilities and fringe incomes associated with all checks and direct deposit vouchers in a payroll cycle.

The report is sorted by organizational level and then by employee number or last name, depending on your specifications on the employer control. You can generate this report when you release timesheet data for calculation and after you make changes to pay data during cycle processing.

Check Register

The Check Register lists the checking account and check date assigned to a cycle along with the following information for each issued check:

- Employee name and number
- Check number
- Gross pay
- Check amount

The report is sorted by check number and includes totals of the number of checks, gross pay and check amounts for the cycle. The system generates the check register when you post a payroll cycle.

Deductions Not Taken Register

The Deductions Not Taken Register lists the employee number, name, deduction code, amount not taken, amount taken, check number and check date for a cycle. The system generates this register when you post a payroll cycle.

Arrears Register

The Arrears Register lists the employee number, name, deduction code, arrears taken, amount taken, arrears relieved, check number, and check date for a cycle. The system generates this register when you post a payroll cycle.

Renewable Limits Reached

The Renewable Limits Reached lists the employee number, name, deduction code, limit reached, new balance, check number and check date for a cycle. The system generates this register when you post a payroll cycle.

Completed Garnishments Register

The Completed Garnishments Register lists the employee number, name, deduction code, limit reached, state, check number and check date for a cycle. The system generates this register when you post a payroll cycle.

Post-Assign Check Numbers

This report lists the old and new numbers for each check when you reassign check numbers after posting a payroll cycle.

Check Number Changes

This report lists the check numbers that were reassigned when you ran the *Post-Assign Check Numbers* function. The report shows the check amount, current check number, previous check number along with the date, time and user who reassigned check numbers. The list also includes the total number of checks in the cycle and the total number of checks that were changed.

On-Demand Checks

This report lists the following information for each interactive check you produce:

- Employee name and number
- Check date and pay period ending date
- Check number and checking account code
- Cycle income amounts along with the associated hours, units, labor expense account numbers, job codes, project codes, segments, states and shift codes
- Cycle employee and employer deduction amounts along with the associated tax frequencies and wage bases
- Gross and net check amounts

The system generates this register automatically each time you post an on-demand check.

Print On-Demand Register

This report lists all interactive checks produced since the last time you generated this report. For each check it includes the following information:

- Employee name and number
- Pay period ending date
- Check number
- Cycle income and deduction amounts
- Gross and net check amounts

The report is sorted by organizational level and then by employee number or last name, depending on your specifications on the employer control.

Print Current Payroll Register

This report lists current cycle balances for all employees, terminated and active, assigned to the specified employer, employer group, tax company, cycle group or organizational levels. The register lists amounts from the last posted cycle for each income and deduction along with hours or units, gross pay, gross wages, total deductions and net pay.

The report is sorted by organizational level and then by employee number or last name, depending on your specifications on the employer control.

Print Current Supp. Register

This report lists current cycle fringe income and employer liability balances for all employees, terminated and active, assigned to the specified employer, employer group, tax company, cycle group or organizational levels. The register lists employer liability amounts for applicable deductions and fringe income amounts from the last posted cycle along with level and employer totals.

The report is sorted by organizational level and then by employee number or last name, depending on your specifications on the employer control.

Print Prior Payroll Register

This report lists cycle detail information for employees included in a cycle that was previously posted. The register lists amounts from the posted cycle for each income and deduction along with hours or units, gross pay, gross wages, total deductions and net pay. Unlike the current payroll register, the prior payroll register does not include year-to-date amounts.

The report is sorted by organizational level and then by employee number or last name, depending on your specifications on the employer control.

Print Prior Suppl. Register

This report lists cycle fringe income and employer liability detail information for employees included in a cycle that was previously posted. The register lists employer liability amounts for applicable deductions and fringe income amounts. Unlike the current supplemental register, the prior supplemental register does not include year-to-date amounts.

The report is sorted by organizational level and then by employee number or last name, depending on your specifications on the employer control.

Future Cycles Schedule

This report lists key data entered for future payroll cycles including:

- Pay period beginning, ending and check dates
- Pay period number and fiscal quarter
- Fiscal month and year
- Checking account codes
- Tax frequency and weeks worked

This report can be used as an audit report and to communicate cycle specifications to Infinium HR users. The system uses this information when you begin a pay cycle for which you have entered future cycle data.

Prove Daily Time Data

This report lists the daily time data entered for employees, including hours, units, organizational levels, job code and project code. The report includes warning and error messages that identify invalid data. This information is especially helpful when verifying daily time data transferred programmatically from an automated timekeeping system.

The report sorts employees by number, then by date and income code.

Daily Time by Levels Worked

This report lists daily time data entered for employees sorted by the levels in which they worked.

Close Daily Time to Cycle

This report is a final Daily Time Proof report which includes twelve warning and error messages that identify invalid data. The system generates this report when you transfer daily time data to the cycle for processing.

Retroactive Pay Tables

This report lists retroactive pay agreements. You can generate the report for one employer, agreement code, and job code, or for all employers, agreement codes and job codes.

Calculate Retroactive Pay Increases

The system generates this report when you calculate retroactive pay for one employee or for a specified group of employees. It calculates retroactive pay adjustments for each check posted on or before a specified date and prints the following information for each affected employee:

- Employee name and number
- Pay period ending dates of selected checks in payroll history

- Income codes, job codes and hours for each selected check
- Retroactive pay amounts for each selected check
- Total retroactive pay amount

This report includes retro pay transactions resulting from the current calculation only.

Print Retroactive Pay Transactions

This report lists all accumulated pending retroactive pay adjustments in the Retroactive Pay Transaction file. This report differs from the report produced through the calculation process in that the calculation report only includes currently calculated transactions.

The report is sorted by employee number, employee name, and job code.

Close Retroactive Pay to Payroll

This report lists all closed retroactive pay transactions. The system automatically generates this report when you transfer retroactive pay transactions to a payroll cycle for processing.

Tax Operations

USA Federal Tax

This report lists statutory information used to calculate U.S. federal taxes including:

- Federal income tax
- Medicare and Social Security
- Earned income credit
- Federal unemployment tax

You can specify an effective date or you can generate the report for the tax table with the most current effective date.

USA Federal Wage

This report lists Federal wage information including:

- The federal minimum wage
- The federal tip credit percentage
- Federal tax levy amounts
- Garnishment information

You can specify an effective date or you can generate the report for the tax table with the most current effective date.

USA State Tax

This report lists statutory information used to calculate state taxes including:

- Income tax
- Unemployment tax
- Disability tax

You can indicate the state and effective date for which you want the report, or you can generate a report of the most current tax tables for every state.

USA State Wage

This report contains state wage information including minimum wage data and garnishment exemption amounts. You can indicate the state and effective date the system should include in the report, or you can generate a report of the most current wage tables for every state.

Home State Reciprocal Table

This report lists the contents of the Home State Reciprocal Table, which governs how Infinium PY calculates taxes for employees who live in one state and work in another. You can indicate the state and effective date for which you want information, or you can generate a report of the most current reciprocal tables for every state.

USA Locality Tax

This report lists information used to calculate local taxes which include county, city, borough, and school taxes. You can indicate the state and effective date for which you want information or you can generate a report of the most current local tax tables for every state.

SUTA Rates

This report lists the following information for each state unemployment tax:

- Employee and employer contribution rates
- Employee and employer SUTA wage limits

Canadian Federal Tax

This report lists statutory information used to calculate Canadian federal taxes including:

- Canada Pension Plan
- Employment Insurance
- Federal income tax

You can specify the effective date for which you want information, or you can generate the report for the tax table with the most current effective date.

Canada Provincial Tax

This report lists the current Canadian provincial tax tables. You can indicate the province and effective date for which you want information, or you can generate a report of the most current tax tables for every province.

Tax Liability

This report contains summary tax information useful in preparing employer tax submissions. You can also use the report as a backup document for quarterly and annual returns and forms. You can list information for a particular tax deduction, employer and check date range, or you can include all tax deductions, all employers in a group and all payroll periods in the report.

The report includes the following data for each tax deduction in each posted payroll cycle:

- Gross wages of all employees
- Base wages (wages on which the tax was calculated)
- Total amount of tax withheld from employees
- Total employer expense accrued (employer liability)
- Any payments (deposits) entered through the option *Enter Tax Liability Payments*
- Current liability balance of employee and employer amounts

You can sort this report by employer or tax deduction.

Quarterly Federal Wages

The Quarterly Federal Wages report contains information that you can use to complete the 941 Form. You can run the Quarterly Federal Wages Report either before or after closing the fiscal quarter. You can also use the report to complete necessary information on the 945 Form if all pensioners and related pension payments are processed in a separate pension employer that excludes regular employees. This report includes:

- Tax ID and name of each employee
- Total wages
- Employee taxable federal income tax wages and tax amount withheld
- Employee taxable FICA wages and FICA withheld from wages and tips
- Employee Tips reported
- Employee taxable Medicare (FMHI) wages and FMHI withheld
- Employer Tip Credit
- Employer taxable FICA wages and FICA accrued
- Employer taxable FMHI wages and FMHI accrued
- Employer totals

Non-Payroll Federal Wages

The Federal Non-Payroll Wages Report lists pension incomes and associated federal withholding. This report enables you to separate

pension dollars and taxes from regular payroll information when pensioners and regular employees reside in the same employer.

Quarterly State Wages

The Quarterly State Wages Report contains the required state or commonwealth quarterly wages information. The report includes:

- Tax ID of each employee
- Employee names
- QTD state wages
- QTD state tax withheld
- QTD gross wages
- Employer totals

Quarterly Local Wages

The Quarterly Local Wages Report shows the local taxes withheld from employees. You can generate this report either before or after you close the fiscal quarter. Depending on the criteria specified, the report lists:

- Tax ID number of each employee
- Employee names
- Total wages
- Local taxes withheld
- Employer totals

Quarterly Federal Unemployment

This report provides federal unemployment tax (FUTA) amounts based on a specified quarter and year. The report includes the following information for each selected employee:

- Name and tax identification number
- Total quarterly wages
- Taxable FUTA wages

- Total FUTA wages
- Accrued employer FUTA liability amount
- Weeks worked in the quarter
- Employer totals

Non-Payroll Federal Wages

The Federal Non-Payroll Wages Report lists pension incomes and associated federal withholding. This report enables you to separate pension dollars and taxes from regular payroll information when pensioners and regular employees reside in the same employer.

Quarterly State Unemployment

The Quarterly State Unemployment report lists SUTA information for a specified quarter. You can use this report to complete your state's reporting requirements. This report includes the following information for each selected employee:

- Name and Tax ID number
- Total quarterly wages
- Employer taxable SUTA wages and accrued SUTA liability amount
- Employee taxable SUTA wages and withheld amount, if applicable
- Weeks worked for the quarter
- Employer totals

Quarterly Unemployment by Location

The Quarterly State Unemployment report lists SUTA information for each quarter by location. You can use this report to complete your state's reporting requirements. This report includes the following information for each selected employee:

- Employee name and Tax ID number
- Total quarterly wages
- Employer taxable SUTA wages and accrued SUTA liability amount

- Employee taxable SUTA wages and withheld amount, if applicable
- Weeks worked for the quarter
- Employer totals

Annual Federal Unemployment

The Annual Federal Unemployment Report lists the employer's FUTA tax liability and contributions paid by the employer to various state unemployment insurance funds. This report includes all of the information required to complete the 940 form including:

- Employee name and Tax ID number
- Total annual wages
- Total, taxable and excess FUTA wages
- State code
- State FUTA wages
- Employer totals

Annual State Unemployment

The Annual State Unemployment Report lists annual U.S. state unemployment data. The report includes the following information for each selected employee:

- Employee name and Tax ID number
- Total annual wages
- Employer taxable SUTA wages and accrued SUTA liability amount
- Employee taxable SUTA wages and withheld amount, if applicable
- Weeks worked for the year
- Employer totals

W-2 Review

This report lists all employees who receive W-2 forms. You can print this listing either alphabetically, numerically by employee tax

identification number, or by organizational levels. You can print the report using prior year or current year data.

The report consists of nine parts. Parts I through VII contain employee information required for W-2 processing and reporting. Part VIII contains state related information while Part IX contains locality information. The system prints warning messages on the report to alert you of information that may be incorrect or requires attention.

W-2 Forms and Register

The register that accompanies W2 forms includes all information printed on the forms and matches the W-2 Review List described above.

1099-R Review

This report lists all employees who receive 1099-R forms. You can print this listing either alphabetically, numerically by employee tax identification number, or by organizational levels. You can print the report using prior year or current year data.

The report consists of three parts. Part I lists federal and state employee information required for 1099-R processing and reporting. Part II contains local tax information while Part III contains pension distribution information. The system prints warning messages on the report to alert you of information that may be incorrect or requires attention.

1099-R Forms and Register

The register that accompanies 1099-R forms includes all information printed on the forms and matches the 1099-R Review List described above.

Quarterly State Disability

This report includes information for states with statutory state disability programs such as California, Hawaii, New Jersey, New York, Puerto Rico, and Rhode Island. The report includes the following information for each selected employee:

- Name and Tax ID number
- Total quarterly wages
- Employee taxable disability wages
- Employee disability tax amount withheld
- Employer liability totals at the end of the report

Multiple State Employees

This report identifies employees who work in more than one state during a specified quarter for internal auditing and review. This report includes the following information for each selected employee:

- Employee name and Tax ID number
- States in which wages were earned during the quarter
- SUTA wage limit amount for each state
- Total quarterly SUTA wages (wages earned but not necessarily subject to tax)
- Total SUTA year-to-date wages
- Employer totals

Quarterly Deduction By Group

This function is used to generate a Quarterly Deduction Report by using a deduction group. For a specified group of deductions and fiscal quarter, the report lists:

- Employee name and tax ID
- QTD total wages associated with the deductions in the group
- Employee quarterly taxable wage limit as specified on the selection screen
- Employer amount accrued for deductions in the group
- Employee amount withheld for deductions in the group
- Excess wages over the limit specified on the selection screen
- YTD total wages
- Weeks worked in the quarter

Quarterly Deduction Forms by Group

This function is used to generate a Quarterly Deduction Form by using a deduction reporting group. This is a generic format which can be used to report additional tax liability information to the appropriate taxing authority. For a specified state and deduction reporting group, the form includes the following information:

- Employee name and number
- Employee quarterly wages associated with the deductions in the specified group
- The total excess wages for the employer
- The total number of employees included on the form

PA Occupation Tax Certificates Report

This function generates a report and Pennsylvania Occupation Tax Certificates. After setting up a deduction group for the Pennsylvania Occupational Privilege Tax deduction, employers can generate a report and forms for a specified quarter.

The report includes the following information:

- Employee name and number
- Tax amount withheld

The system generates a Tax Certificate form for each employee which includes the following information:

- Employer name and address
- Employee name, address and tax ID number
- Tax amount withheld

Tax Liability

This function generates a report that can be used to determine employer tax payment amounts. The report includes the information for a selected tax deduction or for all deductions whose name begins with * within a specified employer or employer group. The report includes the following information for each check date and pay cycle within the specified date range :

- Gross wages
- Tax base wages
- Employee tax amount withheld
- Employer tax liability accrued
- The employer tax deposit amount, check number, checking account and date paid, if entered into Infinium Payroll
- Current tax liability

Tax Liability - Multitax

This function generates a report similar to the one described above for U.S. employers using the multi-tax processing feature. Users can specify a particular tax company or include all tax companies within a specified employer. The information is sorted by employer, tax company, and deduction.

Create T4 Workfile

This function extracts data from payroll history for a selected employer or employer group based on the criteria specified and consolidates the data for T4 processing. The system creates three exception reports:

- T4A Exception List Part I: Lists employees who have both T4 and T4A income along with the adjustments made to ensure the same income is not reported twice.
- T4 Exception List Part II: Indicates errors on income controls relating to T4 box and code fields.
- T4 Exception List Part III: Lists T4 fields which were calculated as negative amounts and reset to zero in accordance with T4 tax reporting guidelines.

T4 Review

For each employer tax account number this function generates a four-part report that lists the following information:

- Employee name and number
- Province of employment

- T4 box numbers, income amounts and deduction amounts
- Footnotes

T4 Slips and Control List

This function generates T4 slip data and a control list. The control list includes employee income and deduction amounts for T4 boxes and is subdivided into segments. A segment contains no more than 300 T4s and is identified at the top of each page. The report also provides segment totals.

Depending on the format specified, the T4 slips can be printed on a laser or line printer using pre-printed slips.

Create T4A Workfile

This function extracts data from payroll history for a selected employer or employer group based on the criteria specified and consolidates the data for T4A processing. The system creates two exception reports:

- T4A Exception List Part I: Lists T4A fields which were calculated as negative amounts and reset to zero in accordance with T4A tax reporting guidelines.
- T4A Exception List Part II: Lists T4A Pension Adjustment custom calculations.

T4A Review

For each employer tax account number this function generates a six-part report that lists the following information:

- Employee name and number
- Province of employment
- T4A box numbers, income amounts and deduction amounts
- Footnotes

T4A Slips and Control List Report

This function generates T4A slip data and a control list.

The control list includes employee income and deduction amounts for T4A boxes and is subdivided into segments. A segment contains no more than 300 T4As and is identified at the top of each page. The report also provides segment totals.

Depending on the format specified, the T4A slips can be printed on a laser or line printer using pre-printed slips.

RL-1 Review

This report lists all RL-1 slips to be issued for the designated year.

The seven-part report lists each employee alphabetically along with the following information:

- Employee number and social insurance number
- Income and deduction amounts for each RL-1 box
- Footnotes

RL-1 Slips and Control List

This report prints RL-1 slip data and a control list.

The control list includes employee income and deduction amounts for RL-1 boxes. RL-1 slips can be printed on a line printer using pre-printed slips.

Statement of Payroll

The Statement of Payroll report lists assessable earnings for employees by province for a specified time period. The system caps assessable earnings for each employee based on the assessable earnings limits set by each province. Assessable earnings limits for each province are stored on the Infinium Payroll tax table and printed on each page of the Statement of Payroll report for reference.

The report lists the following information by province:

- Employee name, number and Tax ID number
- Year-to-date and period-to-date total earnings and hours worked
- Year-to-date and period-to-date assessable earnings
- Year-to-date and period-to-date excess earnings

Canadian Federal Tax

This function generates a report listing the required Monthly Federal PD7AR Tax Report. You can print the report for a specific employer or for employers within an employer group. You specify the fiscal month and year and indicate whether the specified month is the current or prior month. In addition, you can specify whether to include negative amounts on the report and whether to print the report by organization level.

The system generates a separate report for each account number within employer. Each report is sorted alphabetically by employee name and provides employer totals. The report includes the following information:

- Employee name and tax ID
- Total wages for the specified month
- Employee withheld amounts for federal tax, Canada Pension Plan and Employment Insurance
- Employer accrued amounts for Canada Pension Plan and Employment Insurance

Quebec Tax

This function generates a report listing the required Monthly Federal PD7AR Tax Report for Quebec. You can print the report for a specific employer or for employers within an employer group. You specify the fiscal month and year and indicate whether the specified month is the current or prior month. In addition, you can specify whether to include negative amounts on the report and whether to print the report by organization level.

The system generates a separate report for each Quebec account number within employer. Each report is sorted alphabetically by employee name and provides employer totals. The report includes the following information:

- Employee name and tax ID
- Total wages for the specified month
- Employee withheld amounts for Quebec income tax and Quebec Pension Plan
- Employer accrued amounts for Quebec Pension Plan

Employee Pay History

This report prints check history within a selected date range for up to six designated employees. The report includes the following information for each check:

- Check date and pay period ending date
- Employer checking account and check number
- Pay cycle
- Gross pay and hours by segment
- Employment insurance earnings and deduction amounts

Monthly Functions

Close to General Ledger

When you run the *Close to General Ledger* function to create a work file of Payroll data for your General Ledger system for a specified accounting month and year, you can generate up to five reports in detail or summary:

- The Labor Rate Variance Report lists employee base pay rates and manual overrides to pay rates entered during cycle processing.
- The Labor Distribution Ledger includes employee income amounts and hours or units. It lists debits to Labor Expense accounts and credits to Accrued Payroll account(s).
- The Disbursement Ledger includes the net amounts of payroll checks. It lists debits to Accrued Payroll account(s) and credits to cash disbursement account(s).
- The Employee Deduction Ledger lists employee deduction amounts. It lists debits to Accrued Payroll account(s) and credits to employee deduction accounts.
- The Employer Liability Ledger includes the employer portion of deductions. It lists credit and debit accounts for the employer portion of deductions.

When you generate detailed reports, the system lists transactions by payroll cycle, period ending date, account number and employee. When you generate summarized reports, the system lists transactions by payroll cycle, pay period ending date and account number.

When you run the *Trial Close to General Ledger*, the reports also include warning and error messages to identify incompletely resolved account numbers or account numbers that are not defined in your chart of accounts.

Close Statistical Accounts

When you run the *Close Statistical Accounts* function to generate a work file of headcount data for your General Ledger system, you can count employees by job, position and/or organizational level. Depending on your selection, the system generates up to three reports, one for headcount by job, by position and/or by organizational level.

Each report sorts employees by either job, position or levels and lists the statistical General Ledger account number assigned to the job, position or level. You can generate a trial report that simulates the final statistical close to general ledger.

Month-to-Date Payroll Register

This report shows income earned and deductions taken since the last time the fiscal month was closed. You normally generate this report immediately before closing the current calendar month.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the current calendar month. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists monthly totals by income and deduction code for each organizational level.

You can generate the Month-to-Date Payroll Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

The report lists:

- All regular and fringe incomes earned during the calendar month
- Employee deduction amounts withheld during the calendar month
- The net pay amount for the month for each employee
- Employer and level totals

Month-to-Date Earnings Register

The Month-to-Date Earnings Register lists hours, units and amounts for each employee income processed during the current calendar month

along with employer and level totals. You normally generate this report immediately before closing the current calendar month.

You can generate the report in detail or summary. The detailed report lists totals by income code for each employee processed in a payroll cycle during the current calendar month. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists monthly totals by income code for each organizational level.

You can generate the Month-to-Date Earnings Register for an employer or for certain organizational levels within an employer.

Month-to-Date Supplemental Register

The Month-to-Date Supplemental Register lists non-cash income (tips and fringe benefits) and employer expense liabilities (the employer paid portion of deductions taken) for the current calendar month along with employer and level totals. You normally generate this report immediately before closing the current calendar month.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the current calendar month. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists monthly totals by income and deduction code for each organizational level.

You can generate the Month-to-Date Supplemental Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

Close Employer Calendar Month

When you close the calendar month, the system can generate reports listing employee monthly balances for specified incomes and deductions. You indicate on each income and deduction control if the system should generate a report when the calendar month is closed. You can generate a standard Infinium PY monthly report or a custom report.

Close to Payables Ledger

When you run the *Close to Payables Ledger* function to create a work file of deduction data for your Accounts Payable system for a specified accounting month and year, the system generates an audit report. The report includes only those deductions you have designated as payables-related. The report is sorted by employee and deduction code and lists the following information:

- Employee number, name and tax identification number
- Cycle and pay period ending date
- Deduction code and amount
- For each deduction, the corresponding vendor's general ledger company and account number

You can generate a trial report that simulates the final close to payables ledger.

Quarterly Functions

Quarterly Audit by Levels

The Quarterly Audit by Levels report contains the following information for each employee and check processed in any cycle during the selected quarter:

- Wages and other compensation
- Federal withholding, FICA and FMHI tax withheld along with the wage base used to calculate federal income tax
- State and/or local income tax withheld along with the wage base used to calculate state income tax
- Other taxes and deductions
- Check number, check date, and net amount – detail report only

You can generate the report in detail or summary. The detail report lists amounts for each check processed in the quarter along with totals for each employee, level and employer. It is sorted by level, employee and check date. The summary report includes only quarterly totals for each employee and level. It is sorted by level and employee.

Quarterly Payroll Register

This report contains quarterly balances for incomes and deductions processed during the specified calendar quarter. The system automatically assigns checks to the appropriate calendar quarter based on check date.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the specified quarter. Employees are listed by their current home level assignment which is displayed in their Basic Data

record. The summary report lists quarterly totals by income and deduction code for each organizational level.

You can generate the Quarter-to-Date Payroll Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

The report lists:

- All regular and fringe incomes earned during the calendar quarter
- Employee deduction amounts withheld during the calendar quarter
- The net pay amount for the quarter for each employee
- Employer and level totals

Quarterly Earnings Register

The Quarter-to-Date Earnings Register lists hours, units and amounts for each employee income processed during the specified calendar quarter along with employer and level totals. The system automatically assigns checks to the appropriate calendar quarter based on check date.

You can generate the report in detail or summary. The detailed report lists totals by income code for each employee processed in a payroll cycle during the current calendar quarter. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists quarterly totals by income code for each organizational level.

You can generate the Quarter-to-Date Earnings Register for an employer or for certain organizational levels within an employer.

Quarterly Supplemental Register

The Quarter-to-Date Supplemental Register lists non-cash income (tips and fringe benefits) and employer expense liabilities (the employer paid portion of deductions taken) for the specified calendar quarter along with employer and level totals. The system automatically assigns checks to the appropriate calendar quarter based on check date.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the specified calendar quarter. Employees are listed by their current home level assignment which is displayed in their

Basic Data record. The summary report lists quarterly totals by income and deduction code for each organizational level.

You can generate the Quarter-to-Date Supplemental Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

Close Employer Calendar Quarter

When you close the calendar quarter, the system can generate reports listing employee quarterly balances for specified incomes and deductions. You indicate on each income and deduction control if the system should generate a report when the calendar quarter is closed. You can generate a standard Infinium PY quarterly report or a custom report.

Calendar Year End Functions

Year-to-Date Payroll Register

This report shows income earned and deductions taken since the last time the calendar year was closed. You normally generate this report immediately before closing the current calendar year.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the current calendar year. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists annual totals by income and deduction code for each organizational level.

You can generate the Year-to-Date Payroll Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

The report lists:

- All regular and fringe incomes earned during the calendar year
- Employee deduction amounts withheld during the calendar year
- The net pay amount for the year for each employee
- Employer and level totals

Year-to-Date Earnings Register

The Year-to-Date Earnings Register lists hours, units and amounts for each employee income processed during the current calendar year along with employer and level totals. You normally generate this report immediately before closing the current calendar year.

You can generate the report in detail or summary. The detailed report lists totals by income code for each employee processed in a payroll

cycle during the current calendar year. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists annual totals by income code for each organizational level.

You can generate the Year-to-Date Earnings Register for an employer or for certain organizational levels within an employer.

Year-to-Date Supplemental Register

The Year-to-Date Supplemental Register lists non-cash income (tips and fringe benefits) and employer expense liabilities (the employer paid portion of deductions taken) for the current calendar year along with employer and level totals. You normally generate this report immediately before closing the current calendar year.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the current calendar year. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists annual totals by income and deduction code for each organizational level.

You can generate the Year-to-Date Supplemental Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

Close Employer Calendar Year

When you close the calendar year, the system can generate reports listing employee annual balances for specified incomes and deductions. You indicate on each income and deduction control if the system should generate a report when the calendar year is closed. You can generate a standard Infinium PY annual report or a custom report.

Calculate Group Life Amount

When you run the *Calculate Group Life Amount* function, the system computes a life insurance coverage amount for employees authorized to the specified life insurance deduction and generates an audit report. The report lists the life insurance coverage amount calculated for each

employee based on the employee's base pay rate and the multiplier you specify.

Calculate Annual Group Life Amount

When you run the *Calculate Annual Group Life Amount* function, the system computes the taxable fringe income resulting from employee group life insurance coverage and generates an audit report. The report lists the excess group life insurance taxable fringe income amount by employee.

Fiscal Year End Functions

Fiscal Year-to-Date Payroll Register

This report shows income earned and deductions taken since the last time the fiscal year was closed. You normally generate this report immediately before closing the current fiscal year.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the current fiscal year. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists fiscal year totals by income and deduction code for each organizational level.

You can generate the Fiscal Year-to-Date Payroll Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

The report lists:

- All regular and fringe incomes earned during the fiscal year
- Employee deduction amounts withheld during the fiscal year
- The net pay amount for the year for each employee
- Employer and level totals

Fiscal Year-to-Date Earnings Register

The Fiscal Year-to-Date Earnings Register lists hours, units and amounts for each employee income processed during the current fiscal year along with employer and level totals. You normally generate this report immediately before closing the current fiscal year.

You can generate the report in detail or summary. The detailed report lists totals by income code for each employee processed in a payroll

cycle during the current fiscal year. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists fiscal year totals by income code for each organizational level.

You can generate the Fiscal Year-to-Date Earnings Register for an employer or for certain organizational levels within an employer.

Fiscal Year-to-Date Supplemental Register

The Year-to-Date Supplemental Register lists non-cash income (tips and fringe benefits) and employer expense liabilities (the employer paid portion of deductions taken) for the current fiscal year along with employer and level totals. You normally generate this report immediately before closing the current fiscal year.

You can generate the report in detail or summary. The detailed report lists totals by income and deduction code for each employee processed in a payroll cycle during the current fiscal year. Employees are listed by their current home level assignment which is displayed in their Basic Data record. The summary report lists fiscal year totals by income and deduction code for each organizational level.

You can generate the Fiscal Year-to-Date Supplemental Register for a group of employers, a particular employer, a specified tax company within an employer, or certain organizational levels within an employer.

Prior Period Reporting

Prior Month Payroll Register

This report lists employee income and deduction balances for the previous calendar month. Refer to the description of the Month-to-Date Payroll Register for details.

Prior Month Earnings Register

This report lists employee income balances for the previous calendar month including amounts, hours and units. Refer to the description of the Month-to-Date Earnings Register for details.

Prior Month Supplemental Register

This report lists employee non-cash income (tips and fringe benefit incomes) and employer expense liabilities (the employer paid portion of deductions taken) for the prior calendar month. Refer to the description of the Month-to-Date Supplemental Register for details.

Prior Year-to-Date Payroll Register

This report lists employee income and deduction balances and net check amounts for the prior calendar year. Refer to the description of the Year-to-Date Payroll Register for details.

Prior Year-to-Date Earnings Register

This report lists employee income balances for the previous calendar year including amounts, hours and units. Refer to the description of the Year-to-Date Earnings Register for details.

Prior Year-to-Date Supplemental Register

This report lists non-wage income (tips and fringe benefits) and employer expense liability amounts (the employer paid portion of deductions taken) for the prior calendar year. Refer to the description of the Year-to-Date Earnings Register for details.

Direct Deposit Operations/NACHA Functions (USA)

Extract Clearing House Data

When you run the *Extract Clearing House Data* function for U.S. employers using the NACHA file format, the system extracts amounts withheld from employee checks for direct deposit to savings and checking accounts, creates entries in the direct deposit work file and generates an audit report. The system also includes pre-noted employees in the work file and on the report.

The report lists the following information:

- Header information for the employer and clearing house financial institution
- Employee name, number and tax identification number
- Voucher or check number, NACHA transaction code, check date and deposit amount
- Bank transit number and account number for each employee
- Total credit to employee accounts and debit to employer account(s)

Create Clearing House Tape

This report shows the total employer debit amount and the total employee credit amount.

NACHA Pre-Note Data

When you run the *Create NACHA Pre-Note Data* function during your implementation of Infinium PY, the system initializes employee pre-note

dates, creates a work file of direct deposit data and generates an audit report.

The report includes the following information:

- Header information for the employer and clearing house financial institution
- Employee name, number and tax identification number
- Voucher or check number, NACHA transaction code and check date
- Bank transit number and account number for each employee

Deposits for Period

When you run the *List Deposits for Period* function for non-NACHA employers, you specify a deduction code and date range. The system generates a report that you send to non-NACHA financial institutions in lieu of processing direct deposits.

The report includes the following information:

- Employer code
- Employee name, number and tax identification number
- Deduction code, check date and deposit amount
- Bank transit number and account number for each employee

Direct Deposit (CAN)

Extract Direct Deposit Data

When you run the *Extract Direct Deposit Data* function for Canadian employers using either the CPA or RBC file formats, the system extracts amounts withheld from employee checks for direct deposit to savings and checking accounts, creates entries in the direct deposit work file and generates an audit report.

The report lists the following information:

- Header information for the employer and financial institution
- Employee name, number and reference number
- Voucher or check number, transaction code, check date and deposit amount
- Bank transit number and account number for each employee
- Total credit to employee accounts and debit to employer account(s)

Create Direct Deposit Tape

This report shows the total employer debit amount and the total employee credit amount.

401K Data

Classify Participants for Tests

When you run the *Classify Participants for Tests* function, the system sorts employees into the three categories used in the Average Contribution Percentage (ACP) and Average Deferral Percentage (ADP) 401K discrimination tests and generates a report. The report ranks employees by earnings within the highly compensated, non-highly compensated and ineligible categories and lists the following information:

- Employer code
- Employee name, number and social security number
- Employee's projected gross compensation for the test year and ranking

List Participant Data

This report lists 401K participant information.

List Classified Participants

This report lists classified 401K participants alphabetically by last name. It also includes annualized compensation, classification category and ranking data for each employee.

Deduction Group Balances

This report lists balances for the 401K deductions you assign to a deduction reporting group. The system uses 401K deduction amounts

when you run the Average Deferral Percentage and Average Contribution Percentage tests.

The Deduction Group report lists the following information:

- Employee name and number
- Deduction code and description
- Employee limit amount, year-to-date withheld amount, and limit balance remaining
- Employer limit amount, year-to-date liability amount, and limit balance remaining

Average Deferral Percentage

This report lists Average Deferral Percentage (ADP) data. You can list summary data or both employee detail and summary totals. If you select detail, the following information is included in the report:

- Employee name, number and social security number
- Employee projected gross compensation for the specified year
- Employee projected 401K deferral amount for the specified year
- Employee ADP ratio, which is determined by dividing the employee's projected deferral amount into the employee's projected gross compensation

Actual Contribution Percent

This report lists Average Contribution Percentage (ACP) data. You can list summary data or both employee detail and summary totals. If you select detail, the following information is included in the report:

- Employee name, number and social security number
- Employee compensation projected for the specified year
- Employee 401K contribution amount projected for the specified year
- Employer 401K contribution amount projected for the specified year
- Employee ACP ratio, which is determined by dividing the total of the employee and employer projected deferral amounts into the employee's projected gross compensation

Extract 401K Data

When you run the *Extract 401K Data* function, the system builds a work file of data for a 401K administrator and generates an audit report. You can specify whether the system should include monthly, quarterly, annual or user-defined balances for employee earnings and deduction amounts for up to twelve 401K deductions.

The report includes the following information:

- Employee name, number and social security number
- Employee date of hire and date of birth
- Employee organizational levels and employment status
- Month-to-date, quarter-to-date or year-to-date gross earnings and hours
- Month-to-date, quarter-to-date or year-to-date 401K wages
- Month-to-date, quarter-to-date or year-to-date employee and employer 401K contribution amounts and percentages

Project Maximum Contributions

This report lists projected employee and employer 401K contributions based on the employee and employer current 401K contribution percentage or amount and annualized earnings. The report also identifies the estimated pay period in which the specified 401K deferral limit will be exceeded.

Calculate Fund Allocations

This report lists the dollar amount allocated to each employee's 401K investment choices if you use the Infinium HR/PY fund split feature. The report includes the following information for a selected date range:

- Employee name, number and social security number
- Deduction code and associated fund descriptions
- Employee allocation percentage and contribution amount
- Employer allocation percentage and contribution amount
- Whether the employee selected the default contribution percentages specified on the 401K deduction control

Automated and Manual Check Reconciliation Functions

Extract Check Reconciliation Data

When you run the *Extract Check Reconciliation Data* function, the system generates a work file of data for the financial administration that reconciles your checking account and generates an audit report. The report includes the following information for one or all employer checking accounts:

- Employee name and number
- Check number, issued date and issued amount
- Code, batch and item number

Receive Bank Clearing Tape

When you run the *Receive Bank Clearing Tape* function, the system transfers data from the Infinium PY bank work file to the check clearing work file and generates an audit report. The report includes the following information:

- Employee name and number
- Check number, issued date and issued amount
- Cleared date and amount
- Previously cleared date and amount
- Code and differences

List Proof of Cleared Checks

This report lists checks in the check clearing work file that you have manually cleared or that were included on the bank clearing tape. The report lists the following information:

- Employee name and number
- Check number, issued date and issued amount
- Cleared date and amount
- Previously cleared date and amount
- Differences between the issued amount and cleared amount

The report also lists errors and warnings for bank check clearing data that does not match Infinium PY check history.

Post Cleared Checks

When you run the *Post Cleared Checks* function, the system updates employee check history with cleared dates and amounts and generates a report. This report lists the following information for checks in the check clearing work file that you have posted:

- Employee name and number
- Check number, issued date and issued amount
- Cleared date and amount
- Previously cleared date and amount
- Differences between the issued amount and cleared amount

Check Reporting

Issued Checks

This report lists checks you issued within a specified date range and/or within a specified check number range. You can include a particular employer checking account or all employer checking accounts. The report includes the following information:

- Employee name and number
- Check number, issued date and issued amount
- Cleared date and amount
- Voided date and amount

Outstanding Checks

This report lists checks that have not yet been cleared by the bank as of a specified date. You can also include checks that were outstanding as of the specified date but subsequently were cleared.

- Employee name and number
- Check number, old check number, issued date and issued amount
- Cleared date and amount
- Differences between the issued and cleared amounts

Voided Checks

This report lists checks you issued within a specified date range and/or within a specified check number range that were subsequently voided. You can include a particular employer checking account or all employer checking accounts. The report includes the following information:

- Employee name and number
- Check number, issued date and issued amount
- Cleared date and amount
- Voided date and amount

Payroll Analysis Reports

Job Analysis

The Job Analysis report lists employee earnings for selected pay periods by job worked. The report also identifies each employee's home job. You can print either a detailed or a summary report, and can sort by employee within each job code or by job code within each employee.

Selective Earnings

The Earnings Analysis report lists earnings for selected incomes for a specified date range. You can print the report by employee number or by reporting levels. You can restrict the report to a specified employer, levels and/or union code and indicate whether to include terminated employees in the report.

Selective Hours

The Hours Analysis report lists hours entered for selected incomes for a specified date range. You can print the report by employee number or by reporting levels. You can restrict the report to a specified employer, levels and/or union code and indicate whether to include terminated employees in the report.

Selective Deductions

The Deductions Analysis report lists employee withheld amounts for selected deductions for a specified date range. You can print the report by employee number or by reporting levels. You can restrict the report to a specified employer, levels and/or union code.

Labor Distribution

The Labor Distribution report shows employee earnings and hours by general ledger account number and income code for up to four accounting period(s) or calendar quarters. You can specify an employer, project code, labor expense account number and income code or include all data in the labor distribution file. To update data in the labor distribution file, you must type **1** in the *Distribute Labor* field on income controls and run the *Close to General Ledger* function.

Labor Distribution by Level

The Labor Distribution by Level report shows employee earnings and hours by level worked, general ledger account number and income code for up to four accounting period(s) or calendar quarters. You can specify an employer, organizational levels, project code, labor expense account number and income code or include all data in the labor distribution file. To update data in the labor distribution file, you must type **1** in the *Distribute Labor* field on income controls and run the *Close to General Ledger* function.

Deductions by Levels Worked

The Deduction by Levels Worked report lists deduction amounts by level worked. You can specify an employer, cycle and pay period ending date and indicate whether the system should include only employee contributions or employee and employer contributions in the report. You indicate the organizational level at which the system should sub-total deduction amounts and whether to include employee detail or only summary totals in the report.

Employer Expense Liability

The Employer Expense Analysis report lists employer liability amounts for up to eight selected deductions for a specified date range. You can print the report by employee number or by reporting levels. You can restrict the report to a specified employer, levels and/or union code.

Worker Compensation Worksheets

This report prints worksheets for worker compensation. It will ask for the following information: employer code, levels, period beginning and ending dates, to print totals only and whether to sort by Worker Comp Code.

Employee Cycle Deduction

This report lists employee cycle deduction amounts for a particular deduction or all deductions in a specified deduction group. You can include amounts withheld in a particular cycle or in all cycles within a specified cycle group. The report lists amounts withheld in the current and prior pay cycles and identifies differences between the two amounts.

Employee Cycle Income

This report lists employee cycle income amounts for a particular income or all incomes in a specified income group. You can include incomes processed in a particular cycle or in all cycles within a specified cycle group. The report lists amounts paid in the current and prior pay cycles and identifies differences between the two amounts.

Selective Employee Reporting

Selective Earnings

The Selective Earnings report lists balances for the current month, all four quarters and the calendar year for a specified income for employees assigned to a particular employer or to specified organizational levels within the employer. You can sort the report by levels and indicate whether to include terminated employees in the report.

Selective Deductions

The Selective Deductions report lists employee withheld balances for the current calendar month, all four quarters and the calendar year for a specified deduction for employees assigned to a particular employer or to specified organizational levels within the employer. You can sort the report by levels and indicate whether to include terminated employees in the report.

Selective Expense Liability

The Selective Expense Liability report lists employer liability balances for the current calendar month, all four quarters and the calendar year for a specified deduction for employees assigned to a particular employer or to specified organizational levels within the employer. You can sort the report by levels and indicate whether to include terminated employees in the report.

Arrears Balances

The Arrears Balances report lists employee arrears balances and year-to-date deduction amounts for a specified deduction or for all deductions

within a particular employer. You can specify an employer, deduction code and organizational levels, and indicate whether the report should include deactivated deductions and terminated employees.

Deduction Balances

The Deduction Balances report lists employee limit balance amounts for a specified deduction. You can specify an employer, deduction code and organizational levels, and indicate whether the report should include deactivated deductions and terminated employees.

The report includes the following information:

- Deduction limit amount and time period
- Deduction balance remaining until the limit is reached
- Deduction wage base limit and time period
- Wage base balance remaining until the limit is reached

Timesheet and Timecard Reporting

Employee Time Sheets

The Employee Timesheet Worksheets report lists the names and numbers of selected employees by their lowest organization level for a specified pay period along with each employee's paid-time-off accrual balances. You can specify up to five worksheet column headings on some or all of your level controls. The worksheets include blanks under each column for supervisors to complete employee hours worked or amounts earned for the specified pay period.

You can print worksheets for a specific employer or for all employers. If you select an employer, you can print worksheets for employees in a specific organizational level or in all levels. You can indicate whether the system should print employee pay rates on the worksheets and whether to include salaried employees on the worksheets.

Employee Time Cards

The *List Employee Time Cards* function generates a separate time card for each employee you have identified as a time card employee. You can print time cards for a specific employer or for all employers. If you select an employer, you can print time cards for employees in a specific organizational level or all levels. You can indicate whether the system should print employee pay rates on the time cards and whether to print time cards for salaried employees.

Profile Worksheets

This report prints a specified number of three-page worksheet sets for use during the implementation of Infinium HR/PY. A set includes key employee data fields from the following files:

- Basic Data
- Payroll Data
- Income Data
- Deduction Data

You complete a set for each employee you want to set up in the system. The system prints blank lines next to each field for manual completion.

After entering information into Infinium HR/PY, you can use the *List Employee Profiles* option to print completed information for selected employees.

User Defined Data Functions

User Data Payroll Register

This report lists balances in the employee User Data fields for each income and deduction. You indicate on the employer control if the system should update User Data fields for incomes and deductions. If you update these fields, the system accumulates amounts in them until you run the *Clear User Defined Data Fields* option to clear the balances and start over.

You can select a specific employer and specific levels, or print the register for all employers and levels. You can print employee detail or summary totals by levels. If you print employee detail, the User Data Payroll Register lists by employee the User Data hours and employee amounts for each assigned income and deduction.

User Data Supplemental Register

This report lists balances in the employer liability User Data fields along with User Data employee balances for fringe incomes, which represent non-wage remuneration. You indicate on the employer control if the system should update User Data fields for incomes and deductions. If you update these fields, the system accumulates amounts in them until you run the *Clear User Defined Data Fields* option to clear the balances and start over.

You can select a specific employer and specific levels, or print the register for all employers and levels. You can print employee detail or summary totals by levels. If you print employee detail, the User Data Supplemental Register lists by employee the User Data employer liability amounts for deductions and employee amounts for each assigned fringe income.

Record of Employment (ROE)

Extract ROE Information

When you use the *Extract ROE Information* function, the system extracts pay data from Infinium PY, builds the ROE work file and generates an audit report. You can extract information for a single employee or for groups of employees.

The report includes the following information for each selected employee:

- Employee name, number and social insurance number
- Employer code, name, business registration number and wage loss replacement plan code
- Employee pay frequency, first and last day worked, UI premiums payable up to date, final pay period date and ROE issue date
- ROE reason code and preferred language
- Insurable earnings and exceptions for the last 27 pay periods along with total insurable hours and earnings for the current ROE period
- Vacation, statutory holiday pay and other miscellaneous amounts
- Contact and issuer names and telephone numbers
- Comments entered using the *Extract ROE Information* function

List ROE Information

This report includes key employee information in the ROE work file as listed above. You can print information for a single employee or for a group of employees based on their WLRP (wage loss replacement plan) code, pay cycle, organizational levels or province.

Print ROE Forms

The *Print ROE Forms* option generates data formatted for pre-printed ROE forms from employee data in the ROE work file, assigns a serial number to each form and updates the employee ROE history file. You can print a ROE form for a single employee or for a group of employees based on their WLRP code, pay cycle, organizational levels or province. You can use the *Print Trial ROE Forms* to preview your results and the *Work with ROE Information* function to make manual corrections before printing final forms.

Void ROE Forms

When you use the *Void ROE Forms* function to void a previously issued ROE form for one or more employees, the system updates the employee ROE history file with a void date for the form and generates an audit report. You can use the *Extract ROE Information* function to generate a new ROE form for the employee covering the same time period that was included on the voided ROE form.

Re-Print ROE Forms

You use the *Re-Print ROE Forms* option to reproduce ROE forms you issued in the past or to issue an amended form to correct errors issued on a previous form. After you use the *Re-Print ROE Forms* function to identify ROE forms you want to reprint or correct, you use the *Work with ROE Information* function to make corrections and the *Print ROE Forms* function to generate the reissued forms. The system prints the original serial number on the reissued forms and based on your specifications, assigns a new serial number to the re-printed ROE forms.

Re-Number ROE Forms

You use the *Re-Number ROE Forms* option to correct serial numbers in the Infinium PY employee ROE history file when they do not match the actual serial numbers on ROE forms you issued. The system generates an audit report identifying the ROE forms with changed serial numbers.

ROE History

The ROE History report prints key information about ROE forms you issued in the past based on data in the employee ROE history file. You can print information for a specific employee or for groups of employees based on their WLRP code, pay cycle, organizational levels, province and ROE issue date.

Accrual Processing

Available Accruals

This report shows each employee's balances for paid time off accruals. For each employee and assigned accrual type the report lists eligibility date, hours earned, hours accrued, hours taken, and remaining hours.

PTO Liability Amounts

This report shows employees' available paid time off hours and the calculated employer liability amounts based on each employee's current pay rate.

Calculate Benefit Accruals

When you run the *Calculate Benefit Accruals* function, the system calculates paid-time-off hours accrued for employees within the designated employer and pay period(s) and generates an audit report. The report includes the following information for each employee:

- Employee name and number
- Accrual category and type
- Base date and months of employment
- Hours worked, accrued and forfeited

You can run this option in trial mode to preview your results and in final mode to update employee accrual balances.

Bonus Operations

Bonus Proof

This report lists employee bonus amounts that you have produced using the *Generate Bonus Allocations* function or that you have manually entered. You can list bonus amounts for a particular employer and for up to three bonus income codes.

General Ledger Chart of Accounts

Chart of Accounts

This report lists all the entries in the Infinium PY Chart of Accounts. You can generate the report for one General Ledger company or for all General Ledger companies. The report lists the following information:

- Account number and description
- Type of account (monetary, statistical, or both)

The report provides the total number of accounts listed for each General Ledger company.

Monetary Account Controls

This report lists the monetary General Ledger account numbers entered on various Infinium PY controls and employee records. The system uses the account information to generate General Ledger numbers for incomes during cycle processing and for deductions when you run the *Close to General Ledger* function. You can use this report to troubleshoot your General Ledger hierarchy setup.

You can generate this report for one employer or for all employers. For each employer the report includes the following information sorted in the order listed:

- General Ledger information entered on the employer control including the assigned General Ledger Company, default Labor Expense Account and Accrued Payroll Account, and G/L Close Definitions such as whether you transfer summarized or detailed Payroll data to your General Ledger system
- Organizational levels and descriptions along with the labor expense account and accrued payroll account entered on each level control

- Employee name and number, income type, labor expense account entered on each employee income authorization record and multiple distribution percentages
- Income types and descriptions along with the labor expense account entered on each income control
- Employee name and number, deduction type, and deduction account entered on each employee deduction authorization record
- Deduction types and descriptions along with the employee deduction account, employer debit account and employer credit account entered on each deduction control
- Employer checking account codes and names along with the cash account entered on each checking account control
- Job codes and descriptions along with the labor expense account entered on each job control

Statistical Account Controls

This report lists the statistical General Ledger account numbers entered on level and job controls in Infinium PY and on position controls in Infinium HR.

You can generate this report for one employer or all employers on your system. For each employer, the report lists the following information sorted in the order listed:

- Organizational levels and descriptions along with the statistical accounts entered on level controls
- Job codes and descriptions along with the statistical account entered on job controls
- Position codes and descriptions along with the statistical account entered on position controls

Tip Allocation

Reported Tips

After you run the *Capture Reported Tips/Hours* function to extract tip data from employee Payroll history, you can generate the Reported Tips and Hours report. This report lists the following information sorted by employee number within each level within the selected employer(s):

- Employee name and number
- Pay period ending date
- Shift
- Direct tips amount and hours
- Indirect tips amount and hours
- Employee sales revenue

You can generate the report for one employer or for all employers on your system. You can restrict the report to a specified date range and/or shift. You can indicate whether you want to list subtotals for some or all of your reporting levels.

Revenue

After you enter sales revenue data for employees or organizational levels, you can use the *List Revenue* option to generate a report. This report lists the revenue data by level for one employer or all employers on your system. You can restrict the report to a specified date range and you can indicate whether you want to list subtotals for some or all of your reporting levels. The system sorts the revenue data by period ending date within the reporting level within the employer and provides an employer total. The information includes:

- Level code

- Shift number
- Period ending date
- Revenue amount
- Direct hours and tips
- Indirect tips

Calculate Allocation

When you run the *Calculate Allocation* function, the system calculates employee tip shortfall amounts, determines an allocation amount for employees with shortfalls, and generates a report sorted by employee number within worked levels within the selected employer.

When you use the Sales method to calculate allocations, the report includes the following information:

- Total reported tips for the level and employee
- Total direct and indirect tips reported by each employee
- Revenue amount for the level and employee
- Employee's proportional share of all direct tips for the level
- Employee's shortfall amount
- Employee's allocated tips amount

When you use the Hours method to calculate allocations, the system replaces the column containing employee revenue amounts with a column containing employee direct hours.

You use an income reporting group to identify tipped incomes and must specify the pay period(s) for which you are calculating tip allocation. You must indicate the level at which you are performing the allocation calculation and whether you want to prorate tips between the levels worked by employees.

Employee Allocation Statement

This report generates a separate statement for each allocated employee that includes the employee's name and address, period ending dates, reported direct tips and hours, allocated revenue, shortfall amount and allocation amount. You can generate statements for all allocated

employees in a particular employer or for all employers on your system. You must identify the pay period ending date(s) to include in the statements.

Tip Allocation Summary by Levels

This report lists, by employers and reporting levels, the revenue amounts, direct tips and hours, indirect tips and the allocated amounts calculated for levels. You must specify an employer and indicate whether or not you want sub-totals by level.

You can print information for a specified income group code and/or for specified organizational levels. You can also specify the period ending dates to include on the report. The report sorts by period ending date within reporting level within the employer and provides employer totals.

Tip Allocation by Employee

This report shows tip allocations by employee. You can indicate the pay period(s) to include on the report. The report includes levels and shifts worked, direct and indirect tips and hours, revenue amount, shortfall amount and allocation amount for each employee.

System Operations

Audit Log

This report lists audit log journal transaction entries for a specified date range for one or all of the following files:

- Employer controls
- Level controls
- Job controls
- Income controls
- Deduction controls
- Employee Basic Data
- Employee Payroll Master
- Employee incomes
- Employee deductions

Post Prior Year Adjustment Cycle

When you post a prior year adjustment cycle, the system updates employee income and deduction balances for the previous calendar year and generates a payroll register and related reports. Refer to the Cycle Operations section for details on the register and related reports.

User Security

This report lists the following types of user security restrictions for one or all users:

- Organizational level restrictions

- Security groups limitations
- On-demand checks restrictions
- Employer restrictions
- Cycle restrictions
- Personnel Action restrictions

Employee Income Data

This interactive audit report lists all manual changes to employee income balances made through the *Correct Employee Income Data* function.

Employee Deduction Data

This interactive audit report lists all manual changes made to employee deduction balances through the *Correct Employee Deduction Data* function.

Change Employee Number

When you run the *Change Employee Number* function, the system updates the specified employee number in all files on the system and generates an audit report listing the files and number of records that were updated in each file. The system identifies files that could not be processed with an error message.

Purged History

When you run the *Purge Detailed History* function to remove detailed check history through a specified date from standard Infinium PY files, you can transfer the data to temporary purged history files. The Purge History report lists all information in the purged Payroll check history files including the following:

- Employer
- Employee name and number
- Check date, account number and check number

- Gross pay and net check amount
- Payroll cycle and period ending date
- Accounting month and year
- Check status (cleared or voided)
- Income and deduction types and amounts for each check

Consolidate Income History

When you run the *Consolidate Income History* function, the system merges records for multiple non-fringe incomes in the income ledger file into one specially named income and generates an audit report. You use an income reporting group to identify the incomes to be consolidated and must specify a range of check dates in the previous calendar year or earlier. You use this function to reduce the number of records in the income ledger file.

The audit report lists the following information for each income history record that was consolidated:

- Employee name and number
- Check date and check number
- Income type, hours, units, and amount

The report also lists the total number of detailed records that were consolidated and removed from the income ledger file along with the total number of new consolidated records added to the file.

Consolidate Deduction History

When you run the *Consolidate Deduction History* function, the system merges records for multiple non-tax deductions in the deduction ledger file for selected check dates into one specially named deduction and generates an audit report. You use a deduction reporting group to identify the deductions to be consolidated and must specify a range of check dates in the previous calendar year or earlier. You use this function to reduce the number of records in the deduction ledger file.

The report lists the following information for each deduction history record that was consolidated:

- Employee name and number

- Check date and check number
- Deduction type and employee and employer amounts

The report also lists the total number of detailed records that were consolidated and removed from the deduction ledger file along with the total number of new consolidated records added to the file.

Unused Incomes and Deductions

This report lists all income and/or deduction records that contain zero hour and dollar balances for the current and prior calendar years. You can run this report for one employer or all employers.

Purge W-2 Tax Data

When you run the *Purge W-2 Tax Data* function, the system removes employee W-2 tax data records for a specified tax year and generates an audit report. The records contain employee tip allocation amounts and other miscellaneous amounts. The report lists the employer, tax year, employee number, tax company, box number, base amount and W-2 amount.

Purge Tax Liability Data

When you run the *Purge Tax Liability Data* function, the system removes employer tax liability records through a specified check date and generates an audit report. The report identifies the employer, check date, deduction code, cycle, period ending date, base wages, total employee tax amount withheld, total employer expense amount accrued, amount deposited, checking account and the check number. It also indicates the total number of purged records.

Purge General Ledger Transactions

When you run the *Purge General Ledger Transaction* function, the system removes records from the Infinium PY General Ledger interface file through a specified accounting month and year and generates an audit report. The report includes the employer, accounting month and

year, General Ledger account number, cycle, period ending date, transaction date, project code (if applicable), debit and credit amounts and the batch number.

Purge Labor Distribution History

When you run the *Purge Labor Distribution History* function, the system removes records from the Infinium PY labor distribution file through a specified accounting year and generates an audit report. The report includes the employer, accounting year, labor expense account number, project code (when applicable), employee number, reporting levels, income codes, fiscal year-to-date hours and fiscal year-to-date amounts.

Purge Payables Ledger Transactions

When you run the *Purge Payables Ledger Transactions* function, the system removes records from the Infinium PY Payables Ledger interface file through a specified accounting month and year and generates an audit report. The report includes the accounting month and year, General Ledger account number, cycle, period ending date, close date, and the amount of the transaction.

Purge Revenue Data

When you run the *Purge Revenue Data* function, the system removes records from the Infinium PY tip allocation revenue data file through a specified period ending and generates an audit report. The report includes the employer, period ending date, reporting levels, shift, direct tip amounts, indirect tip amounts, direct hours, shortfall amount and the tip allocation amount.

Purge Tip Distribution Data

When you run the *Purge Tip Distribution Data* function, the system removes records from the Infinium PY tip distribution file through a specified period ending date and generates an audit report. The report includes the employer, period ending date, employee number, reported tips, direct hours and indirect hours.

Purge Employee Allocation Data

When you run the *Purge Employee Allocation Data* function, the system removes records from the Infinium PY tip allocation file through a specified period ending date and generates an audit report. The report includes the employer, period ending date, employee number, reporting level and shift, direct and indirect reported tips, direct and indirect hours, allocation revenue and allocated tips.

Purge Cycle History

When you run the *Purge Cycle History* function, the system removes records from the Infinium PY cycle history files through a specified check date and generates an audit report. The report includes the employer, check date, cycle code, period ending date, completion date, fiscal month and year, total number of check and voucher transactions in the cycle, total cycle hours, total cycle gross pay, total cycle deduction amount and total cycle net pay amount.

Purge Report Selections File

When you run the *Purge Report Selections File* option, the system removes records from the Infinium PY report selections history file through a specified date and generates an audit report. The report includes the following information:

- User profile
- Report run date and time
- OS/400 job number
- Infinium PY function name and description

Purge Check Reconciliation Data

When you run the *Purge Check Reconciliation Data* function, the system removes cleared check records from the Infinium PY check reconciliation file through a specified check date and generates an audit report. The report includes the employer, check date, checking account, check number, check amount, employee number, clear date, void date, and (if applicable) the old check number.

Purge Daily Time Data

When you run the *Purge Daily Time Data* function, the system removes records from the Infinium PY daily time entry file through a specified work date and generates an audit report. The report includes the employer, daily time work date, employee number, income codes, absence codes, job codes, project code, reporting levels, hours, amounts and/or units.

Mass Change Employer Codes

When you use the *Mass Change Employer Codes* function, the system changes designated code values in employee records and generates an audit report. The report lists the name and number of employees whose code values were changed.

Sample Infinium PY Reports

This section includes samples of selected Infinium PY reports.

Printing Employee Multiple Distribution Data

This report lists information for employees whose earnings are routinely split between two or more organizational levels, jobs or labor expense accounts for specified income codes. The system performs labor expense multiple distributions during the Begin stage of cycle processing.

Menu Level 1: *Employee Data*

Menu Level 2: *List Employee Data*

Menu Level 3: *List Employee Multiple Distr.* [LEMD]

PYGPMD PYTPMD
 12/01/97 12:07:28
 EMPLOYER ZUS

M U L T I P L E D I S T R I B U T I O N S

Page 1

SAMPLE US COMPANY

EMPLOYEE#	EMPLOYEE NAME	INCOME TYPE	Area	Division	Department	Cost Centr	JOB	PROJECT	ST	LOC	RATIO
80005	ACCURATE, ALAN C	HOURL									
			200	ADMIN	ACCT	200					75.00
			200	ADMIN	ACCT	100					25.00
80114	BUDD, ROSE	OT10									
			100	ADMIN	HR	112					20.00
			100	ADMIN	PY	115					20.00
TOTAL MULTIPLE DISTRIBUTIONS			4								

Printing the Cycle Exceptions and Enrollments to Deduction Reports

The Cycle Exceptions report lists hires, terminations and rate changes during the pay period being processed. The system automatically generates this report when you begin a cycle.

The Enrollments to Deductions report lists details for new, changed and deactivated employee benefit deductions. The system automatically generates this report during the Begin cycle if you are using Infinium HR to maintain employee benefit enrollments and your system is set up to pass benefits information from Infinium HR to Infinium PY.

Men Level 1: *Cycle Operations*

Menu Level 2: *Pre-Cycle Functions*

Menu Level 3: *Begin Cycle* [BEGIN]

PYGB25 PYTB25

12/01/97 9:23:11

EMPLOYER

CYCLE BW P/E DATE 11/15/1997

PAY DATE 11/16/1997

Employee No/Name

C Y C L E E X C E P T I O N S

Page 1

SAMPLE US COMPANY

Area Division Department Cost Centr

80296 ALMEDER,SCOTT M 100 ADMIN ACCT 103

Date of hire has not been reached yet. Not included in this cycle.

Total Employees Listed 1

☐

PYGB35 PYTB35 E N R O L L M E N T S T O D E D U C T I O N S Page 1
 12/01/97 9:23:15
 EMPLOYER ZUS SAMPLE US COMPANY
 CYCLE BW BIWEEKLY CYCLE
 P/E DATE 11/15/1997
 CHECK DATE 11/16/1997

EMPLOYEE#	NAME	ELIGIBLE DATE	ENROLLMENT DATE	DEDUCTION CODE	COVERAGE AMOUNT	ENROLLMENT % or AMT	PREVIOUS DEDUCTION % or AMT	NEW DEDUCTION % or AMT	
80036	BETA, BARNEY B								
LTD	LONG TERM DISABILITY P	8/31/1994	11/01/1997	LTDB * ADD *	17,000	1.96	.00	1.96	-EMPLOYEE
LTDB	LONG TERM DISABILITY BIWEEKLY					1.96	.00	1.96	-EMPLOYER
M01	MEDICAL PROVIDER #1	8/01/1994	11/01/1997	M1FB * ADD *		92.31	.00	92.31	-EMPLOYEE
M1FB	MED FAMILY HMO B/W					184.62	.00	184.62	-EMPLOYER
STD	SHORT TERM DISABILITY	8/31/1994	8/31/1994	STDB * ADD *	19,000	.00	.00	.00	-EMPLOYEE
STDB	SHORT TERM DISABILITY BIWEEKLY					43.85	.00	43.85	-EMPLOYER
S01	EMPLOYEE SAVINGS PLAN	8/01/1995	11/01/1997	401KB * ADD *		10.00 %	.00	10.00 %	-EMPLOYEE
401KB	EMPLOYEE SAVINGS PLAN BIWEEKLY					2.00 %	.00	2.00 %	-EMPLOYER
Area	100	Division	ADMIN	Department ACCT	Cost Centr 101	TOTAL DEDUCTIONS:	UPDATED	0	ADDED 4
Area	100	Division	ADMIN	Department ACCT		TOTAL DEDUCTIONS:	UPDATED	0	ADDED 4
80038	GREEN, KELLY								
M01	MEDICAL PROVIDER #1	2/15/1994	2/15/1994	M1FBP *UPDATE*		55.38	92.31	55.38	-EMPLOYEE
M1FBP	MED FAMILY HMO B/W PRE-TAX					221.54	184.62	221.54	-EMPLOYER
Area	100	Division	ADMIN	Department HR	Cost Centr 110	TOTAL DEDUCTIONS:	UPDATED	1	ADDED 0
80103	BEACH, SANDY								
M02	MEDICAL PROVIDER #2	5/31/1995	11/01/1997	M2FB * ADD *		92.31	.00	92.31	-EMPLOYEE
M2FB	MEDICAL FAMILY B/W					230.77	.00	230.77	-EMPLOYER
S01	EMPLOYEE SAVINGS PLAN	4/30/1996	11/01/1997	401KB * ADD *		15.00 %	.00	15.00 %	-EMPLOYEE
401KB	EMPLOYEE SAVINGS PLAN BIWEEKLY					2.00 %	.00	2.00 %	-EMPLOYER

PYGB35 PYTB35
 12/01/97 9:23:15
 EMPLOYER ZUS SAMPLE US COMPANY
 CYCLE BW BIWEEKLY CYCLE
 P/E DATE 11/15/1997
 CHECK DATE 11/16/1997

E N R O L L M E N T S T O D E D U C T I O N S

Page 2

EMPLOYEE#	NAME	ELIGIBLE	ENROLLMENT	DEDUCTION	COVERAGE	ENROLLMENT	PREVIOUS	NEW		
BENEFIT ID/PLAN		DATE	DATE	CODE	AMOUNT	% or AMT	DEDUCTION	DEDUCTION	% or AMT	% or AMT
Area	100	Division	ADMIN	Department HR	Cost Centr 112	TOTAL DEDUCTIONS:	UPDATED	0	ADDED	2

	30015	COLLINS,TOM								
M02	MEDICAL PROVIDER #2	7/01/1995	11/01/1997	M2FB * ADD *		92.31	.00	92.31		-EMPLOYEE
M2FB	MEDICAL FAMILY B/W					230.77	.00	230.77		-EMPLOYER
STD	SHORT TERM DISABILITY	7/01/1995	7/01/1995	STDB * ADD *	38,000	.00	.00	.00		-EMPLOYEE
STDB	SHORT TERM DISABILITY BIWEEKLY					87.69	.00	87.69		-EMPLOYER
S01	EMPLOYEE SAVINGS PLAN	5/31/1996	11/01/1997	401KB * ADD *		8.00 %				
							.00	8.00	%	-EMPLOYEE
401KB	EMPLOYEE SAVINGS PLAN BIWEEKLY					2.00 %				
							.00	2.00	%	-EMPLOYER

Area	100	Division	ADMIN	Department HR	Cost Centr 114	TOTAL DEDUCTIONS:	UPDATED	0	ADDED	3

Area	100	Division	ADMIN	Department HR		TOTAL DEDUCTIONS:	UPDATED	1	ADDED	5

Area	100	Division	ADMIN			TOTAL DEDUCTIONS:	UPDATED	1	ADDED	9

Area	100					TOTAL DEDUCTIONS:	UPDATED	1	ADDED	9

PYGB35 PYTB35 E N R O L L M E N T S T O D E D U C T I O N S Page 3

12/01/97 9:23:15

EMPLOYER ZUS SAMPLE US COMPANY

CYCLE BW BIWEEKLY CYCLE

P/E DATE 11/15/1997

CHECK DATE 11/16/1997

EMPLOYEE#	NAME	ELIGIBLE	ENROLLMENT	DEDUCTION	COVERAGE	ENROLLMENT	PREVIOUS	NEW
BENEFIT ID/PLAN		DATE	DATE	CODE	AMOUNT	% or AMT	% or AMT	% or AMT
80294	MULREADY, EDWIN J							
STD	SHORT TERM DISABILITY	7/01/1996	7/01/1996	STDB * ADD *	72,000	.00	.00	.00
STDB	SHORT TERM DISABILITY BIWEEKLY					166.15	.00	166.15
Area	200	Division	ADMIN	Department ACCT	Cost Centr 100	TOTAL DEDUCTIONS:	UPDATED	0 ADDED 1
Area	200	Division	ADMIN	Department ACCT		TOTAL DEDUCTIONS:	UPDATED	0 ADDED 1
Area	200	Division	ADMIN			TOTAL DEDUCTIONS:	UPDATED	0 ADDED 1
Area	200					TOTAL DEDUCTIONS:	UPDATED	0 ADDED 1
EMPLOYER ZUS						TOTAL DEDUCTIONS:	UPDATED	1 ADDED 10

□

Printing the Timesheet Proof Report

The Timesheet Proof report lists the timesheet data you have entered for a cycle that has not yet been released for calculation. The report lists incomes, hours, units, amounts and other details for each employee in the specified cycle; however, it does not show gross pay calculations.

If you indicated on your cycle control that you wanted the system to generate a separate timesheet proof report listing only exceptions, warnings and errors, the system automatically generates this report when you generate the Timesheet Proof Report.

Menu Level 1: *Cycle Operations*

Menu Level 2: *Pre-Cycle Functions*

Menu Level 3: *Prove Timesheet Data* [PROVE]

PYGTM30 PYTTM30
 12/01/97 9:30:43
 EMPLOYER ZUS SAMPLE US COMPANY
 CYCLE BW BIWEEKLY CYCLE
 P/E DATE 11/15/1997
 CHECK DATE 11/16/1997
 Employee# Employee Name

T I M E S H E E T P R O O F R E P O R T

Page 1

Area	Division	Department	Cost	Centr	Description
100	ADMIN	ACCT	101		ACCOUNTS PAYABLE

Employee#	Employee Name	Check	Wks	Hours	Amount	Units	Rate	Tip	Job	Project
Seg	Income	Description	Level	Description	Shift	Loc.	St.	General	Ledger	Account
80004	ARNOLD,ANNA A	01	2							
	HOLS	HOLIDAY SALARIED							540	
	SAL	SALARIED PAY		80.00			540			
80004	Employee Total			80.00						
80036	BETA,BARNEY B	01	2							
	HOLS	HOLIDAY SALARIED							200	
	SAL	SALARIED PAY		80.00					200	
80036	Employee Total			80.00						
80025	DEBIT,DONALD D	01	2							
	HOLS	HOLIDAY SALARIED							160	
	SAL	SALARIED PAY		80.00					160	
80025	Employee Total			80.00						
80166	KLUTZ,IMA	01	2							
	HOLS	HOLIDAY SALARIED							200	
	SAL	SALARIED PAY		80.00					200	
80166	Employee Total			80.00						
Totals	100	ADMIN ACCT 101	4	320.00			0		0	
							WARNINGS		NO ACTIONS	
80024	CREDIT,COLLEEN	01	2							
	*F@IN	LIFE INS IMP INC.							160	
	HOLS	HOLIDAY SALARIED							160	
	SAL	SALARIED PAY		80.00					160	
80024	Employee Total			80.00						
80186	YORKER,NEWT A	01	2							
	HOLS	HOLIDAY SALARIED							540	
	SAL	SALARIED PAY		80.00					540	
80186	Employee Total			80.00						
Totals	100	ADMIN ACCT 102	2	160.00			0		0	
							WARNINGS		NO ACTIONS	
Cycle BW	27	2,080.00				0			0	
							WARNINGS		NO ACTIONS	

CYCLE IN PROOF - MAY BE RELEASED

PYGTM30 PYTTM30X

EXCEPTIONS, WARNINGS, AND ERRORS
TIMESHEET PROOF REPORT

Page 1

12/01/97 9:30:43
EMPLOYER ZUS SAMPLE US COMPANY
CYCLE BW BIWEEKLY CYCLE
P/E DATE 11/15/1997
CHECK DATE 11/16/1997
Employee# Employee Name

Income

Check

Cycle BW

0

WARNINGS

0

NO ACTIONS

0

ERRORS

CYCLE IN PROOF - MAY BE RELEASED

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Printing the Actual Labor Expense Accrual Report

This report identifies labor expense entries transferred to the Infinium PY General Ledger interface file using the *Accrue Actual Labor Expense* function during cycle processing.

Menu Level 1: *Cycle Operations*

Menu Level 2: *Cycle Functions*

Menu Level 3: *Accrue Actual Labor Expense* [ALE]

PYGCY020 PYTCY020
 12/01/97 9:59:25
 EMPLOYER ZUS SAMPLE US COMPANY
 CYCLE BW BIWEEKLY CYCLE
 P/E DATE 11/15/1997

A C T U A L L A B O R E X P E N S E A C C R U A L

PAGE 1

G/L ACCOUNT	EMPLOYEE NUMBER	***** 10 1997 *****				***** 11 1997 *****			
		UNITS	HOURS	DEBIT	CREDIT	UNITS	HOURS	DEBIT	CREDIT
001-101-011-1000-002	80004		80.00	769.23		80.00-			769.23
001-101-011-1000-002	80025		80.00	1730.77		80.00-			1730.77
001-101-011-1000-002	80036		80.00	1040.00		80.00-			1040.00
001-101-011-1000-002	80166		80.00	20.00		80.00-			20.00
001-101-011-1500-002	80004		.00	.00		.00			.00
001-101-011-1500-002	80025		.00	.00		.00			.00
001-101-011-1500-002	80036		.00	.00		.00			.00
001-101-011-1500-002	80166		.00	.00		.00			.00
001-101-012-1000-002	80024		80.00	1538.46		80.00-			1538.46
001-101-012-1000-002	80186		80.00	800.00		80.00-			800.00
001-101-012-1500-002	80024		.00	.00		.00			.00
001-101-012-1500-002	80186		.00	.00		.00			.00
001-101-014-1000-002	80190		80.00	1346.16		80.00-			1346.16
001-101-014-1500-002	80190		.00	.00		.00			.00
001-102-110-1000-002	80038		80.00	1813.85		80.00-			1813.85
001-102-110-1500-002	80038		.00	.00		.00			.00
001-102-111-1000-002	80287		80.00	.00		80.00-			.00
001-102-112-1000-002	80041		80.00	1213.33		80.00-			1213.33
001-102-112-1000-002	80103		80.00	1300.00		80.00-			1300.00
001-102-112-1000-002	80110		80.00	1346.15		80.00-			1346.15
001-102-112-1000-002	80116		80.00	1300.00		80.00-			1300.00
001-102-112-1500-002	80041		.00	.00		.00			.00
001-102-112-1500-002	80103		.00	.00		.00			.00
001-102-112-1500-002	80110		.00	.00		.00			.00
001-102-112-1500-002	80116		.00	.00		.00			.00
001-102-114-1000-002	30015		80.00	1923.08		80.00-			1923.08
001-102-114-1500-002	30015		.00	.00		.00			.00
001-103-120-1000-002	80039		80.00	1733.33		80.00-			1733.33
001-103-120-1500-002	80039		.00	.00		.00			.00
001-103-121-1000-002	80037		80.00	1300.00		80.00-			1300.00
001-103-121-1000-002	80151		80.00	1440.00		80.00-			1440.00
001-103-121-1500-002	80037		.00	.00		.00			.00
001-103-121-1500-002	80151		.00	.00		.00			.00
001-103-122-1000-002	80106		80.00	1538.46		80.00-			1538.46
001-103-122-1000-002	80115		80.00	1906.66		80.00-			1906.66
001-103-122-1500-002	80106		.00	.00		.00			.00
001-103-122-1500-002	80115		.00	.00		.00			.00
001-201-100-1000-002	80102		80.00	1923.00		80.00-			1923.00
001-201-100-1000-002	80216		80.00	1000.00		80.00-			1000.00
001-201-100-1000-002	80294		80.00	.00		80.00-			.00
001-201-100-1500-002	80102		.00	.00		.00			.00
001-201-100-1500-002	80216		.00	.00		.00			.00
001-201-100-1500-002	80294		.00	.00		.00			.00
001-201-200-1000-002	80019		80.00	1730.77		80.00-			1730.77

PYGCY020 PYTCY020 A C T U A L L A B O R E X P E N S E A C C R U A L PAGE 2
 12/01/97 9:59:25
 EMPLOYER ZUS SAMPLE US COMPANY
 CYCLE BW BIWEEKLY CYCLE
 P/E DATE 11/15/1997

G/L ACCOUNT	EMPLOYEE NUMBER	***** 10 1997 *****				***** 11 1997 *****			
		UNITS	HOURS	DEBIT	CREDIT	UNITS	HOURS	DEBIT	CREDIT
001-201-200-1500-002	80019		.00	.00			.00	.00	
001-301-400-1000-002	80009		80.00	1923.08		80.00-		1923.08	
001-301-400-1500-002	80009		.00	.00		.00		.00	
001-301-401-1000-002	80026		80.00	1615.38		80.00-		1615.38	
001-301-401-1000-002	80215		80.00	1000.00		80.00-		1000.00	
001-301-401-1500-002	80026		.00	.00		.00		.00	
001-301-401-1500-002	80215		.00	.00		.00		.00	
001-000-000-0000-000	ACCRUED PAYROLL	2080.00		.00	33251.71	2080.00-	33251.71	.00	

***** E N D O F R E P O R T *****

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Printing the Payroll Register, Deductions Not Taken and Arrears Registers

The Payroll Register lists the income and deduction types, the current hours, the year to date hours, the current amount and year to date amounts.

The Deductions Not Taken Register lists the employee number, name, deduction code, amount not taken, amount taken, check number and check date.

The Renewable Limits Reached lists the employee number, name, deduction code, limit reached, new balance, check number and check date.

Menu Level 1: *Cycle Operations*

Menu Level 2: *Cycle Functions*

Menu Level 3: *Post Cycles and Print Checks* [POST]

PYGRG50	PYTRG50	P A Y R O L L R E G I S T E R										Page	1
12/01/97	10:13:16												
Employer	ZUS	SAMPLE US COMPANY											
CYCLE	BW	Area	100	WESTERN AREA			Department	ACCT	ACCOUNTING				
P/E DATE	11/15/1997	Division	ADMIN	ADMINISTRATION			Cost Centr	101	ACCOUNTS PAYABLE				
CHECK DATE	11/16/1997												
-----INCOME-----						-----DEDUCTIONS-----							
	TYPE	CURRENT HOURS	YTD HOURS	CURRENT AMOUNT	YTD AMOUNT	CURRENT UNITS	TYPE	CURRENT AMOUNT	YTD AMOUNT	TYPE	CURRENT AMOUNT	YTD AMOUNT	

ANNA A ARNOLD													
80004													
	SAL	80.00	400.00	769.23	5433.78		M2FBP	92.31	553.86	*FICA	41.97	302.56	
	HOLS			.00	.00		*FMHI	9.82	70.76	401KB	69.23	489.04	
							*FWT	23.37	334.76	*FUTA	.00	.00	
							*UAK	4.46	31.51	LI1BW	10.00	60.00	
							LI2BW	.92	5.52	STDB	.00	.00	
							RETIR	.00	.00	DDNET	.00	.00	
GROSS	****	80.00	400.00	769.23	5433.78					***	252.08	1848.01	
NET	****			517.15	3585.77								
1961													

BARNEY B BETA													
80036													
	SAL	80.00	400.00	1040.00	6240.00		*FICA	64.48	386.88	*FMHI	15.08	90.48	
	HOLS			.00	.00		401KB	104.00	104.00	*FWT	109.82	815.41	
							*FUTA	.00	.00	*SMA	45.90	308.88	
							*UMA	.00	.00	LI1BW	.00	.00	
							M1FB	92.31	92.31	LTDB	1.96	1.96	
							STDB	.00	.00	RETIR	.00	.00	
GROSS	****	80.00	400.00	1040.00	6240.00					***	433.55	1799.92	
NET	****			606.45	4440.08								
1963													

DONALD D DEBIT													
80025													
	SAL	80.00	400.00	1730.77	8653.85		*FICA	107.31	536.54	*FMHI	25.10	125.48	
	HOLS			.00	.00		401KB	207.69	1038.45	*FWT	130.10	650.50	
							*FUTA	.00	.00	*UAK	10.04	50.20	
							LI1BW	3.95	19.75	M1FB	92.31	461.55	
							RETIR	.00	.00				
GROSS	****	80.00	400.00	1730.77	8653.85					***	576.50	2882.47	
NET	****			1154.27	5771.38								
1971													

IMA KLUTZ													
80166													
	SAL	80.00	400.00	20.00	100.00		*FICA	1.24	6.20	*FMHI	.29	1.45	
	HOLS			.00	.00		*FWT	.00	.00	*FUTA	.00	.00	
							*SCA	.00	.00	*DCA	.10	.50	
							*UCA	.00	.00	LI1BW	.00	.00	
							STDB	.00	.00	RETIR	.00	.00	
GROSS	****	80.00	400.00	20.00	100.00					***	1.63	8.15	

PYGRG50	PYTRG50	P A Y R O L L R E G I S T E R										Page	2
12/01/97	10:13:16												
Employer	ZUS	SAMPLE US COMPANY											
CYCLE	BW	Area	100	WESTERN AREA				Department	ACCT	ACCOUNTING			
P/E DATE	11/15/1997	Division	ADMIN	ADMINISTRATION				Cost Centr	101	ACCOUNTS PAYABLE			
CHECK DATE	11/16/1997												
-----INCOME-----						-----DEDUCTIONS-----							
	TYPE	CURRENT HOURS	YTD HOURS	CURRENT AMOUNT	YTD AMOUNT	CURRENT UNITS	TYPE	CURRENT AMOUNT	YTD AMOUNT	TYPE	CURRENT AMOUNT	YTD AMOUNT	

NET	****			18.37	91.85								
	1977												
ACCOUNTS PAYABLE													
	101												
	HOLS			.00	.00		*DCA	.10	.50	*FICA	215.00	1232.18	
	SAL	320.00	1600.00	3560.00	20427.63		*FMHI	50.29	288.17	*FUTA	.00	.00	
							*FWT	263.29	1800.67	*SCA	.00	.00	
							*SMA	45.90	308.88	*UAK	14.50	81.71	
							*UCA	.00	.00	*UMA	.00	.00	
							DDNET	.00	.00	LI1BW	13.95	79.75	
							LI2BW	.92	5.52	LTDB	1.96	1.96	
							M1FB	184.62	553.86	M2FBP	92.31	553.86	
							RETIR	.00	.00	STDB	.00	.00	
							401KB	380.92	1631.49				
GROSS	****	320.00		3560.00						***	1263.76		
			1600.00		20427.63							6538.55	
NET	****			2296.24									
					13889.08								
Cost Centr Total													
			4 EMPLOYEES		4 TRANSACTIONS		4 CHECKS		0 VOUCHERS				
COLLEEN CREDIT													
	80024												
	SAL	80.00	400.00	1538.46	7692.30		M1SBP	69.23	346.15	*FICA	91.64	458.21	
	HOLS			.00	.00		*FMHI	21.43	107.16	401KB	153.85	769.25	
	*F@IN			8.88	44.40		*FWT	29.13	145.65	*FUTA	.00	.00	
							*SPA	36.83	184.15	*UPA	.00	.00	
							LI1BW	.00	.00	LI2BW	1.85	9.25	
							RETIR	.00	.00				
GROSS	****	80.00	400.00	1547.34	7736.70					***	403.96	2019.82	
WAGES	****			1538.46	7692.30								
NET	****			1134.50	5672.48								
	1969												

NEWT A YORKER													
	80186												
	SAL	80.00	400.00	800.00	4000.00		*FICA	49.60	248.00	*FMHI	11.60	58.00	
	HOLS			.00	.00		*FWT	82.79	413.95	*FUTA	.00	.00	
							*SNY	22.28	111.40	*UNY	.00	.00	
							LI1W	.00	.00	STDW	.00	.00	
							RETIR	.00	.00				

PYGRG50 PYTRG50
 12/01/97 10:13:16
 Employer ZUS SAMPLE US COMPANY
 CYCLE BW Area 100 WESTERN AREA
 P/E DATE 11/15/1997 Division ADMIN ADMINISTRATION
 CHECK DATE 11/16/1997

P A Y R O L L R E G I S T E R

Page 3

Department ACCT ACCOUNTING
 Cost Centr 104 PAYROLL

-----INCOME-----						-----DEDUCTIONS-----					
TYPE	CURRENT HOURS	YTD HOURS	CURRENT AMOUNT	YTD AMOUNT	CURRENT UNITS	TYPE	CURRENT AMOUNT	YTD AMOUNT	TYPE	CURRENT AMOUNT	YTD AMOUNT
GROSS ****	80.00	400.00	800.00	4000.00					***	166.27	831.35
NET ****			633.73	3168.65							
1984											

ACCOUNTS RECEIVABLE											
102											
*F@IN			8.88	44.40		*FICA	141.24	706.21	*FMHI	33.03	165.16
HOLS			.00	.00		*FUTA	.00	.00	*FWT	111.92	559.60
SAL	160.00	800.00	2338.46	11692.30		*SNY	22.28	111.40	*SPA	36.83	184.15
						*UNY	.00	.00	*UPA	.00	.00
						LI1BW	.00	.00	LI1W	.00	.00
						LI2BW	1.85	9.25	MLSBP	69.23	346.15
						RETIR	.00	.00	STDW	.00	.00
						401KB	153.85	769.25			
GROSS ****	160.00		2347.34						***	570.23	
		800.00		11736.70							2851.17
WAGES ****			2338.46								
				11692.30							
NET ****			1768.23								
				8841.13							
Cost Centr Total											
	2 EMPLOYEES		2 TRANSACTIONS			2 CHECKS		0 VOUCHERS			

DAFF E DILL											
80190											
SAL	80.00	400.00	1346.16	6730.80		*FICA	83.46	417.31	*FMHI	19.52	97.60
HOLS			.00	.00		*FWT	231.89	1159.45	*FUTA	.00	.00
						*SAZ	46.38	231.90	*SCA	55.92	279.60
						*UAZ	.00	.00	LI1BW	2.58	12.90
						STDB	.00	.00	RETIR	.00	.00
GROSS ****	80.00	400.00	1346.16	6730.80					***	439.75	2198.76
NET ****			906.41	4532.04							
1972											

STEFFIE J STEPGRADES											
80271											
						*FICA	.00	.00	*FMHI	.00	.00
						*FWT	.00	.00	*FUTA	.00	.00
						*SAZ	.00	.00	*SCA	.00	.00
						*UAZ	.00	.00	RETIR	.00	.00
						UNDUE	.00	.00			
GROSS ****			.00	.00					***	.00	.00

12/01/97 10:13:16

Employer ZUS SAMPLE US COMPANY

CYCLE BW Area 100 WESTERN AREA

P/E DATE 11/15/1997 Division ADMIN ADMINISTRATION

Department ACCT ACCOUNTING

Cost Centr 104 PAYROLL

CHECK DATE 11/16/1997

-----INCOME-----						-----DEDUCTIONS-----					
TYPE	CURRENT HOURS	YTD HOURS	CURRENT AMOUNT	YTD AMOUNT	CURRENT UNITS	TYPE	CURRENT AMOUNT	YTD AMOUNT	TYPE	CURRENT AMOUNT	YTD AMOUNT

NET **** .00 .00

NO CHECK TRANS.

*** WARNING: THE NUMBER OF WEEKS WORKED HAS BEEN CHANGED FROM 2 TO 0, BECAUSE THE EMPLOYEE HAS NO GROSS PAY OR HOURS.

PAYROLL

104

HOLS			.00	.00		*FICA	83.46	417.31	*FMHI	19.52	97.60
SAL	80.00	400.00	1346.16	6730.80		*FUTA	.00	.00	*FWT	231.89	1159.45
						*SAZ	46.38	231.90	*SCA	55.92	279.60
						*UAZ	.00	.00	LI1BW	2.58	12.90
						RETIR	.00	.00	STDB	.00	.00
						UNDUE	.00	.00			

GROSS **** 80.00 400.00 1346.16 6730.80 *** 439.75 2198.76

NET **** 906.41

4532.04

Cost Centr Total

2 EMPLOYEES

2 TRANSACTIONS

1 CHECKS

0 VOUCHERS

ACCOUNTING

ACCT

*F@IN			8.88	44.40		*DCA	.10	.50	*FICA	439.70	2355.70
HOLS			.00	.00		*FMHI	102.84	550.93	*FUTA	.00	.00
SAL	560.00	2800.00	7244.62	38850.73		*FWT	607.10	3519.72	*SAZ	46.38	231.90
						*SCA	55.92	279.60	*SMA	45.90	308.88
						*SNY	22.28	111.40	*SPA	36.83	184.15
						*UAK	14.50	81.71	*UAZ	.00	.00
						*UCA	.00	.00	*UMA	.00	.00
						*UNY	.00	.00	*UPA	.00	.00
						DDNET	.00	.00	LI1BW	16.53	92.65
						LI1W	.00	.00	LI2BW	2.77	14.77
						LTDB	1.96	1.96	M1FB	184.62	553.86
						M1SBP	69.23	346.15	M2FBP	92.31	553.86
						RETIR	.00	.00	STDB	.00	.00
						STDW	.00	.00	UNDUE	.00	.00
						401KB	534.77	2400.74			

GROSS **** 560.00 2800.00 7253.50 38895.13 *** 2273.74 11588.48

WAGES **** 7244.62 38850.73

NET **** 4970.88 27262.25

PYGRG50 PYTRG50

12/01/97 10:13:16

P A Y R O L L R E G I S T E R

Page 6

Employer ZUS SAMPLE US COMPANY

CYCLE BW Area 200 CENTRAL AREA

P/E DATE 11/15/1997 Division ADMIN ADMINISTRATION

Department ACCT ACCOUNTING

Cost Centr 100 ACCOUNTING ADMINISTRATION

CHECK DATE 11/16/1997

-----INCOME-----						-----DEDUCTIONS-----					
TYPE	CURRENT HOURS	YTD HOURS	CURRENT AMOUNT	YTD AMOUNT	CURRENT UNITS	TYPE	CURRENT AMOUNT	YTD AMOUNT	TYPE	CURRENT AMOUNT	YTD AMOUNT
SAMPLE US COMPANY											
ZUS											
*F@IN			9.06	45.30		*DCA	49.97	249.85	*FICA	2042.98	10363.00
HOLS			.00	.00		*FMHI	477.82	2423.62	*FUTA	.00	.00
SAL	2080.00	10400.00	33251.71	168886.18		*FWT	3898.98	20327.08	*SAZ	97.62	488.10
						*SCA	467.22	2441.94	*SCO	48.74	243.70
						*SGA	173.42	867.10	*SMA	289.33	1526.03
						*SNY	22.28	111.40	*SPA	85.29	426.45
						*UAK	20.30	110.71	*UAZ	.00	.00
						*UCA	.00	.00	*UCO	.00	.00
						*UFL	.00	.00	*UGA	.00	.00
						*UMA	.00	.00	*UNY	.00	.00
						*UPA	.00	.00	BOND	.00	100.00
						DDF1	400.00	2000.00	DDNET	.00	.00
						DDP1	65.57	327.85	GRNP1	343.22	1716.10
						LI1BW	22.93	124.65	LI1W	.00	.00
						LI2BW	4.71	24.47	LTDB	1.96	1.96
						M1FB	184.62	553.86	M1FBP	55.38	424.62
						M1FW	46.15	230.75	M1SBP	69.23	346.15
						M2FB	184.62	184.62	M2FBP	184.62	1015.41
						RETIR	.00	.00	STDB	.00	.00
						STDW	.00	.00	UNDUE	.00	.00
						401KB	1085.40	3758.49	401KW	192.31	961.55
GROSS ****	2080.00		33260.77						***	10514.67	
		10400.00		168931.48							51349.46
WAGES ****			33251.71								
				168886.18							
NET ****			22737.04								
				117536.72							
Employer Total											
		27 EMPLOYEES		27 TRANSACTIONS		24 CHECKS		0 VOUCHERS			

----- E N D O F R E P O R T -----											

□

PYGRG50C	PYTRG50C	D E D U C T I O N S				N O T		T A K E N		R E G I S T E R		PAGE	1
12/01/97	10:13:44												
EMPLOYER	ZUS	SAMPLE US COMPANY											
CYCLE	BW	BIWEEKLY CYCLE											
P/E DATE	11/15/1997											CHECK DATE	11/16/1997
EMPLOYEE#	NAME	DED CODE	AMOUNT NOT TAKEN		AMOUNT TAKEN		CHECK						

TOTALS:		0 TRANSACTIONS		.00		.00							

PYGRG50C PYTRG50D
12/01/97 10:13:44
EMPLOYER ZUS SAMPLE US COMPANY
CYCLE BW BIWEEKLY CYCLE
P/E DATE 11/15/1997

A R R E A R S R E G I S T E R

PAGE 1

CHECK DATE 11/16/1997

EMPLOYEE#	NAME	DED CODE	ARREARS TAKEN	AMOUNT TAKEN	ARREARS RELIEVED	CHECK

TOTALS:	0 TRANSACTIONS		.00	.00	.00	

Printing the Calculate Retroactive Pay Increases

The system generates this report when you calculate retroactive pay for one employee or for a specified group of employees. It calculates retroactive pay adjustments for each check posted on or before a specified date and prints the following information for each affected employee:

- Employee name and number
- Pay period ending dates of selected checks in payroll history
- Income codes, job codes and hours for each selected check
- Retroactive pay amounts for each selected check
- Total retroactive pay amount

This report includes retro pay transactions resulting from the current calculation only.

Menu Level 1: *Cycle Operations*

Menu Level 2: *Retroactive Pay Processing*

Menu Level 3: *Retro Pay Increases* [RETROCALC]

PYGRP30 PYTRP30
12/01/97 10:26:26

RETROACTIVE PAY TRANSACTIONS - DETAILED

Page 1

EMPLOYER ZUS SAMPLE US COMPANY

AGREEMENT COLA COST OF LIVING ALLOWANCE

CALCULATED FROM 4/01/1997 CALCULATED TO 12/31/1997

EMPLOYEE NAME	EMPLOYEE NUMBER	JOB	INCOME/IRG	PERIOD END DATE	INCREASE	TYPE	HOURS	EARNINGS	RETRO AMOUNT	RETRO INCOME	STATUS
BERRY, HOLLY	80112	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	TOTALS						32.00	.00	8.00		
ACCURATE, ALAN C	80005	300	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80005	300	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						72.00	.00	18.00		
BERRY, HOLLY	80112	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOURLY	8/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						200.00	.00	50.00		
BLOSSOM, CHERRY	80113	300	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	300	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	300	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	300	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	TOTALS						192.00	.00	48.00		
BUDD, ROSE	80114	300	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80114	300	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80114	300	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80114	300	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80114	300	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
DAY, SUNNY	80100	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80100	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80100	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1

PYGRP30 PYTRP30 RETROACTIVE PAY TRANSACTIONS - DETAILED Page 2
 12/01/97 10:26:26
 EMPLOYER ZUS SAMPLE US COMPANY
 AGREEMENT COLA COST OF LIVING ALLOWANCE
 CALCULATED FROM 4/01/1997 CALCULATED TO 12/31/1997
 EMPLOYEE
 NAME EMPLOYEE NUMBER JOB INCOME/IRG PERIOD END DATE INCREASE TYPE HOURS EARNINGS RETRO AMOUNT RETRO INCOME STATUS

	80100	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80100	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
DEEDE, GRANT	80152	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80152	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80152	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80152	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80152	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
DUDE, SURFER	80182	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80182	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80182	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80182	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80182	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
EDGER, EDNA	80227	250	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80227	250	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80227	250	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80227	250	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80227	250	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
FINGERS, FRANKIE	80101	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80101	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80101	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80101	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80101	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		

PYGRP30 PYTRP30

12/01/97 10:26:26

RETROACTIVE PAY TRANSACTIONS - DETAILED

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EMPLOYER ZUS SAMPLE US COMPANY

AGREEMENT COLA COST OF LIVING ALLOWANCE

CALCULATED FROM 4/01/1997 CALCULATED TO 12/31/1997

EMPLOYEE NAME	EMPLOYEE NUMBER	JOB	INCOME/IRG	PERIOD END DATE	INCREASE	TYPE	HOURS	EARNINGS	RETRO AMOUNT	RETRO INCOME	STATUS
LEDGER, LINDA	80109	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80109	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80109	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80109	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80109	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
LEGG, HARRY	80107	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80107	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80107	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80107	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80107	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
NAIL, RUSTY	80198	300	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80198	300	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80198	300	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80198	300	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80198	300	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
NOTES, CLIFF	80117	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80117	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80117	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80117	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80117	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
PINKUS, PATRICIA	80040	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80040	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1

PYGRP30 PYTRP30 RETROACTIVE PAY TRANSACTIONS - DETAILED Page 4
 12/01/97 10:26:26
 EMPLOYER ZUS SAMPLE US COMPANY
 AGREEMENT COLA COST OF LIVING ALLOWANCE
 CALCULATED FROM 4/01/1997 CALCULATED TO 12/31/1997
 EMPLOYEE
 NAME EMPLOYEE NUMBER JOB INCOME/IRG PERIOD END DATE INCREASE TYPE HOURS EARNINGS RETRO AMOUNT RETRO INCOME STATUS

	80040	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80040	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80040	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
PITTS, CHERRY	80228	910	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80228	910	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80228	910	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80228	910	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80228	910	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
ROAD, BUMPY	80043	700	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80043	700	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80043	700	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80043	700	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80043	700	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
ROAD, STONY	80044	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80044	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80044	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80044	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80044	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
SAMPLE-EXIT, SELMA	3612	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	3612	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	3612	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	3612	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	3612	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1

PYGRP30 PYTRP30

12/01/97 10:26:26

RETROACTIVE PAY TRANSACTIONS - DETAILED

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EMPLOYER ZUS SAMPLE US COMPANY

AGREEMENT COLA COST OF LIVING ALLOWANCE

CALCULATED FROM 4/01/1997 CALCULATED TO 12/31/1997

EMPLOYEE NAME	EMPLOYEE NUMBER	JOB	INCOME/IRG	PERIOD END DATE	INCREASE	TYPE	HOURS	EARNINGS	RETRO AMOUNT	RETRO INCOME	STATUS
TOTALS							192.00	.00	48.00		
WHEELER, WILMA	80007	700	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80007	700	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80007	700	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80007	700	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80007	700	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
TOTALS							192.00	.00	48.00		
WINDE, AUGUSTA	80048	300	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80048	300	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80048	300	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80048	300	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80048	300	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
TOTALS							192.00	.00	48.00		
WISE, PENNEY	80108	540	HOURLY	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80108	540	HOURLY	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80108	540	HOURLY	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80108	540	HOURLY	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80108	540	HOURLY	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
TOTALS							192.00	.00	48.00		
TOTALS							3952.00	.00	988.00		

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

Printing the Employee Multiple Distribution List

This report lists employees whose pay is regularly split between labor expense accounts based on organizational levels, jobs or labor expense account numbers. By income code, it lists the percentage of pay allocated to each level, job or specified labor expense account number.

Menu Level 1: Employee Data

Menu Level 2: List Employee Data

Menu Level 3: List Employee Multiple Distributions (LEMD)

PYGPMD PYTPMD
12/01/97 12:07:28
EMPLOYER ZUS

M U L T I P L E D I S T R I B U T I O N S

Page 1

SAMPLE US COMPANY

EMPLOYEE#	EMPLOYEE NAME	INCOME TYPE	Area	Division	Department	Cost Centr	JOB	PROJECT	ST	LOC	RATIO
80005	ACCURATE,ALAN C	HOLH									
			200	ADMIN	ACCT	100					1.50
80114	BUDD,ROSE	OT10									1.50
			100	ADMIN	HR	112					2.00
TOTAL MULTIPLE DISTRIBUTIONS			3								

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Printing the Deduction Analysis Report

Menu Level 1: *On-Request Reporting*

Menu Level 2: *Payroll Analysis Reporting*

Menu Level 3: *List Selective Deductions* [SDAL]

PYGAN030 PYTAN030
 12/01/97 12:50:09
 EMPLOYER ZUS

DEDUCTION ANALYSIS
 BY EMPLOYER COMPLETE
 SAMPLE US COMPANY

Page 1

----- D E D U C T I O N C O D E D E S C R I P T I O N S -----			
401KB=EE SAVINGS PLAN BW		401KW=EE SAVINGS PLAN WK	
EMPLOYEE#	401KB	401KW	TOTAL DEDUCTIONS
3612 SAMPLE-EXIT,SELMA	.00	1176.00	1176.00
30015 COLLINS,TOM	153.85	.00	153.85
80004 ARNOLD,ANNA A	3119.78	.00	3119.78
80005 ACCURATE,ALAN C	.00	1994.34	1994.34
80007 WHEELER,WILMA	.00	3789.20	3789.20
80009 CARGO,CARRIE D	.00	13923.13	13923.13
80024 CREDIT,COLLEEN	2615.45	.00	2615.45
80025 DEBIT,DONALD D	3115.35	.00	3115.35
80026 ROAD,ROCKY	1938.45	.00	1938.45
80036 BETA,BARNEY B	104.00	.00	104.00
80038 GREEN,KELLY	3119.65	.00	3119.65
80103 BEACH,SANDY	195.00	.00	195.00
TOTAL: EMPLOYER	14361.53	20882.67	35244.20

•

Printing the 401k Average Deferral Percentage Test

This report lists Average Deferral Percentage (ADP) data. You can list summary data or both employee detail and summary totals. If you select detail, the following information is included in the report:

- Employee name, number and social security number
- Employee projected gross compensation for the specified year
- Employee projected 401K deferral amount for the specified year
- Employee ADP ratio, which is determined by dividing the employee's projected deferral amount into the employee's projected gross compensation

Menu Level 1: *401K Operations*

Menu Level 2: *List 401K Data*

Menu Level 3: *Average Deferral Percent.* [ADP]

PYGADP01 PYTADP01
 12/01/97 11:53:49
 Employer ZUS

401K AVERAGE DEFERRAL PERCENTAGE TEST

Test Year: 1997

Page 1

EMPLOYEE DETAIL							
Emplr	Employee Number	Social Sec#	Employee Name	Gross Compensation	Employee 401K Amt	Percent Deferral	Type
ZUS	3612	212333444	SAMPLE-EXIT, SELMA	4,928.00	302.40	6.13%	NHC
ZUS	30015	510331238	COLLINS, TOM	9,615.40	153.85	1.60%	NHC
ZUS	80004	530125389	ARNOLD, ANNA A	5,433.78	489.04	8.99%	NHC
ZUS	80005	683441263	ACCURATE, ALAN C	2,080.00	171.20	8.23%	NHC
ZUS	80006	361331234	DIESEL, DAN E	.00	.00	.00%	NHC
ZUS	80007	683119876	WHEELER, WILMA	4,065.60	415.80	10.22%	NHC
ZUS	80008	301352309	TRUCKER, TOM E	.00	.00	.00%	NHC
ZUS	80009	412551287	CARGO, CARRIE D	9,615.40	961.55	10.00%	NHC
ZUS	80019	602316789	SMOG, SUSIE S	8,653.85	.00	.00%	NHC
ZUS	80024	353335533	CREDIT, COLLEEN	7,692.30	769.25	10.00%	NHC
ZUS	80025	378887788	DEBIT, DONALD D	8,653.85	1,038.45	11.99%	NHC
ZUS	80026	444556677	ROAD, ROCKY	8,076.90	646.15	7.99%	NHC
ZUS	80036	321445588	BETA, BARNEY B	6,240.00	104.00	1.66%	NHC
ZUS	80037	387564321	GAMMA, GODFREY	6,500.00	.00	.00%	NHC
ZUS	80038	225642513	GREEN, KELLY	9,069.25	362.75	3.99%	NHC
ZUS	80039	123456741	KAPPA, CRAIG	8,666.65	.00	.00%	NHC
ZUS	80040	321654889	PINKUS, PATRICIA	3,520.00	.00	.00%	NHC
ZUS	80041	456780214	WONDER, WALLY	6,066.65	.00	.00%	NHC
ZUS	80043	654987321	ROAD, BUMPY	3,608.00	.00	.00%	NHC
ZUS	80044	145987625	ROAD, STONY	3,520.00	.00	.00%	NHC
ZUS	80048	598447890	WINDE, AUGUSTA	2,816.00	.00	.00%	NHC
ZUS	80100	589997898	DAY, SUNNY	5,104.68	.00	.00%	NHC
ZUS	80101	419779977	FINGERS, FRANKIE	3,520.00	.00	.00%	NHC
ZUS	80102	156449876	OVERTON, CARRIE	9,615.00	.00	.00%	NHC
ZUS	80103	654987753	BEACH, SANDY	6,500.00	195.00	3.00%	NHC
ZUS	80106	203440981	BRANCH, OLIVE	7,692.30	.00	.00%	NHC
ZUS	80107	708330981	LEGGs, HARRY	3,520.00	.00	.00%	NHC

PYGADP01 PYTADP01
 12/01/97 11:53:49
 Employer ZUS

401K AVERAGE DEFERRAL PERCENTAGE TEST

Test Year: 1997

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EMPLOYEE DETAIL							
Emplr	Employee Number	Social Sec#	Employee Name	Gross Compensation	Employee 401K Amt	Percent Deferral	Type
ZUS	80108	309331209	WISE, PENNEY	3,520.00	.00	.00%	NHC
ZUS	80109	321321234	LEDGER, LINDA	3,520.00	.00	.00%	NHC
ZUS	80110	542124321	TURNER, PAIGE	6,730.75	.00	.00%	NHC
ZUS	80112	584679152	BERRY, HOLLY	3,920.00	.00	.00%	NHC
ZUS	80113	123486957	BLOSSOM, CHERRY	2,816.00	.00	.00%	NHC
ZUS	80114	145678954	BUDD, ROSE	2,816.00	.00	.00%	NHC
ZUS	80115	324564878	CLOTHE, TERRI	9,533.30	.00	.00%	NHC
ZUS	80116	164578954	CLUELESS, CALVIN	6,500.00	.00	.00%	NHC
ZUS	80117	164578541	NOTES, CLIFF	3,520.00	.00	.00%	NHC
ZUS	80151	322654987	CREME, CARMEL	7,200.00	.00	.00%	NHC
ZUS	80152	621551487	DEEDE, GRANT	3,520.00	.00	.00%	NHC
ZUS	80153	470444477	PAYER, BILL	.00	.00	.00%	NHC
ZUS	80154	477747474	GLAMOUR, GRETA	.00	.00	.00%	NHC
ZUS	80155	570507700	WAGON, CHUCK	.00	.00	.00%	NHC
ZUS	80166	321654753	KLUTZ, IMA	100.00	.00	.00%	NHC
ZUS	80169	476454455	FORWARD, ILENE	.00	.00	.00%	NHC
ZUS	80182	464749876	DUDE, SURFER	3,520.00	.00	.00%	NHC
ZUS	80186	570922282	YORKER, NEWT A	4,000.00	.00	.00%	NHC
ZUS	80190	534256464	DILL, DAFF E	6,730.80	.00	.00%	NHC
ZUS	80198	042582656	NAIL, RUSTY	2,816.00	.00	.00%	NHC
ZUS	80214	011428964	HAUT, DAN	.00	.00	.00%	NHC
ZUS	80215	011789631	SLADE, JACK	5,000.00	.00	.00%	NHC
ZUS	80216	011857321	KAAR, SARA	5,000.00	.00	.00%	NHC
ZUS	80218	011787604	SMITH, JACK R	.00	.00	.00%	NHC
ZUS	80225	570909905	BURGER, BETTY	.00	.00	.00%	NHC
ZUS	80226	477447744	LASAGNA, LARRY	.00	.00	.00%	NHC
ZUS	80227	454551234	EDGER, EDNA	3,520.00	.00	.00%	NHC

PYGADP01 PYTADP01
12/01/97 11:53:49
Employer ZUS

401K AVERAGE DEFERRAL PERCENTAGE TEST

Test Year: 1997

Page 3

EMPLOYEE DETAIL							
Emplr	Employee Number	Social Sec#	Employee Name	Gross Compensation	Employee 401K Amt	Percent Deferral	Type
ZUS	80228	334334433	PITTS, CHERRY	1,584.00	.00	.00%	NHC
ZUS	80229	644446666	HOTDOG, HANK	.00	.00	.00%	NHC
ZUS	80270	028322225	STEPGRADE, STEFFIE J	.00	.00	.00%	NHC
ZUS	80271	028323355	STEPGRADES, STEFFIE J	.00	.00	.00%	NHC
ZUS	80273	033281335	STEPGRADE, PHIL J	.00	.00	.00%	NHC
ZUS	80277	026331335	MOCCIA, RONALD J	.00	.00	.00%	NHC
ZUS	80278	026111335	STEPINGRADE, JOY J	.00	.00	.00%	NHC
ZUS	80279	026441335	STEPTOE, HEIDI J	.00	.00	.00%	NHC
ZUS	80280	026441445	MOCCIA, ELEANOR J	.00	.00	.00%	NHC
ZUS	80281	026551335	HASTE, MARIANNE J	.00	.00	.00%	NHC
ZUS	80285	028312335	FERREIRA, DALE J	.00	.00	.00%	NHC
ZUS	80287	028551225	TESTA, JUSTA J	.00	.00	.00%	NHC
ZUS	80289	028552335	TESTA, JUSTA J	.00	.00	.00%	NHC
ZUS	80290	028112334	TESTA, MESSA J	.00	.00	.00%	NHC
ZUS	80294	028551335	MULREADY, EDWIN J	.00	.00	.00%	NHC
ZUS	80295	012545478	JONES, BETTY S	.00	.00	.00%	NHC
ZUS	80296	012562709	ALMEDER, SCOTT M	.00	.00	.00%	NHC

PYGADP01	PYTADP01	401K AVERAGE DEFERRAL PERCENTAGE TEST	Test Year: 1997	Page 4
12/01/97				
Employer	ZUS	ADP SUMMARY		
	ACTUAL CONTRIBUTION PERCENTAGES	COMPENSATION/CONTRIBUTION TOTALS		
	Highly Compensated Group .00%	Total Highly Compensated .00		
	Non-Highly Compensated Group 1.18%	Total Non-Highly Compensated 240,640.46		
	Highly Compensated Maximum 2.36%	Total Employee Contributions 5,609.44		
	EMPLOYEE TOTALS			
	Employees in Test 71			
	Aggregated Employees 0			
	Highly Compensated Current Year 0			
	Highly Compensated Prior Year 0			
	Non-Highly Compensated 71			
	EXCLUSION TOTALS			
	Age 0			
	Months of Service 0			
	Hours per week 0			
	Months per year 0			
	Union employees 0			
	Non-Resident Aliens 0			
	Total Excluded 0			
		***** END OF REPORT *****		

Printing the ADP/ACP Employee Classification

When you run the *Classify Participants for Tests* function, the system sorts employees into the three categories used in the Average Contribution Percentage (ACP) and Average Deferral Percentage (ADP) 401K discrimination tests and generates a report. The report ranks employees by earnings within the highly compensated, non-highly compensated and ineligible categories and lists the following information:

- Employer code
- Employee name, number and social security number
- Employee's projected gross compensation for the test year and ranking

Menu Level 1: *401K Operations*

Menu Level 2: *Update 401K Data*

Menu Level 3: *Classify Participants for Tests* [CPT]

PYGCPT20 PYTCPT20
12/01/97 11:50:48

ADP/ACP EMPLOYEE CLASSIFICATION

Test Year: 1997

Page 1

EMPLR	EMPLOYEE NUMBER	SOCIAL SECURITY#	EMPLOYEE NAME	GROSS COMPENSATION	TYPE	RANKING
ZUS	30015	510331238	COLLINS, TOM	9,615.40	NHC	1
ZUS	80009	412551287	CARGO, CARRIE D	9,615.40	NHC	2
ZUS	80102	156449876	OVERTON, CARRIE	9,615.00	NHC	3
ZUS	80115	324564878	CLOTHE, TERRI	9,533.30	NHC	4
ZUS	80038	225642513	GREEN, KELLY	9,069.25	NHC	5
ZUS	80039	123456741	KAPPA, CRAIG	8,666.65	NHC	6
ZUS	80019	602316789	SMOG, SUSIE S	8,653.85	NHC	7
ZUS	80025	378887788	DEBIT, DONALD D	8,653.85	NHC	8
ZUS	80026	444556677	ROAD, ROCKY	8,076.90	NHC	9
ZUS	80024	353335533	CREDIT, COLLEEN	7,692.30	NHC	10
ZUS	80106	203440981	BRANCH, OLIVE	7,692.30	NHC	11
ZUS	80151	322654987	CREME, CARMEL	7,200.00	NHC	12
ZUS	80190	534256464	DILL, DAFF E	6,730.80	NHC	13
ZUS	80110	542124321	TURNER, PAIGE	6,730.75	NHC	14
ZUS	80037	387564321	GAMMA, GODFREY	6,500.00	NHC	15
ZUS	80103	654987753	BEACH, SANDY	6,500.00	NHC	16
ZUS	80116	164578954	CLUELESS, CALVIN	6,500.00	NHC	17
ZUS	80036	321445588	BETA, BARNEY B	6,240.00	NHC	18
ZUS	80041	456780214	WONDER, WALLY	6,066.65	NHC	19
ZUS	80004	530125389	ARNOLD, ANNA A	5,433.78	NHC	20
ZUS	80100	589997898	DAY, SUNNY	5,104.68	NHC	21
ZUS	80215	011789631	SLADE, JACK	5,000.00	NHC	22
ZUS	80216	011857321	KAAR, SARA	5,000.00	NHC	23
ZUS	3612	212333444	SAMPLE-EXIT, SELMA	4,928.00	NHC	24
ZUS	80007	683119876	WHEELER, WILMA	4,065.60	NHC	25
ZUS	80186	570922282	YORKER, NEWT A	4,000.00	NHC	26
ZUS	80112	584679152	BERRY, HOLLY	3,920.00	NHC	27

PYGCPT20 PYTCPT20
12/01/97 11:50:48

ADP/ACP EMPLOYEE CLASSIFICATION

Test Year: 1997

Page 2

EMPLR	EMPLOYEE NUMBER	SOCIAL SECURITY#	EMPLOYEE NAME	GROSS COMPENSATION	TYPE	RANKING
ZUS	80043	654987321	ROAD,BUMPY	3,608.00	NHC	28
ZUS	80040	321654889	PINKUS,PATRICIA	3,520.00	NHC	29
ZUS	80044	145987625	ROAD,STONY	3,520.00	NHC	30
ZUS	80101	419779977	FINGERS,FRANKIE	3,520.00	NHC	31
ZUS	80107	708330981	LEGGs,HARRY	3,520.00	NHC	32
ZUS	80108	309331209	WISE,PENNEY	3,520.00	NHC	33
ZUS	80109	321321234	LEDGER,LINDA	3,520.00	NHC	34
ZUS	80117	164578541	NOTES,CLIFF	3,520.00	NHC	35
ZUS	80152	621551487	DEEDE,GRANT	3,520.00	NHC	36
ZUS	80182	464749876	DUDE,SURFER	3,520.00	NHC	37
ZUS	80227	454551234	EDGER,EDNA	3,520.00	NHC	38
ZUS	80048	598447890	WINDE,AUGUSTA	2,816.00	NHC	39
ZUS	80113	123486957	BLOSSOM,CHERRY	2,816.00	NHC	40
ZUS	80114	145678954	BUDD,ROSE	2,816.00	NHC	41
ZUS	80198	042582656	NAIL,RUSTY	2,816.00	NHC	42
ZUS	80005	683441263	ACCURATE,ALAN C	2,080.00	NHC	43
ZUS	80228	334334433	PITTS,CHERRY	1,584.00	NHC	44
ZUS	80166	321654753	KLUTZ,IMA	100.00	NHC	45
ZUS	80006	361331234	DIESEL,DAN E		NHC	46
ZUS	80008	301352309	TRUCKER,TOM E		NHC	47
ZUS	80153	470444477	PAYER,BILL		NHC	48
ZUS	80154	477747474	GLAMOUR,GRETA		NHC	49
ZUS	80155	570507700	WAGON,CHUCK		NHC	50
ZUS	80169	476454455	FORWARD,ILENE		NHC	51
ZUS	80214	011428964	HAUT,DAN		NHC	52
ZUS	80218	011787604	SMITH,JACK R		NHC	53
ZUS	80225	570909905	BURGER,BETTY		NHC	54

PYGCPT20 PYTCPT20
12/01/97 11:50:48

ADP/ACP EMPLOYEE CLASSIFICATION

Test Year: 1997

Page 3

EMPLR	EMPLOYEE NUMBER	SOCIAL SECURITY#	EMPLOYEE NAME	GROSS COMPENSATION	TYPE	RANKING
ZUS	80226	477447744	LASAGNA, LARRY		NHC	55
ZUS	80229	644446666	HOTDOG, HANK		NHC	56
ZUS	80270	028322225	STEPGRADE, STEFFIE J		NHC	57
ZUS	80271	028323355	STEPGRADES, STEFFIE J		NHC	58
ZUS	80273	033281335	STEPGRADE, PHIL J		NHC	59
ZUS	80277	026331335	MOCCIA, RONALD J		NHC	60
ZUS	80278	026111335	STEPINGRADE, JOY J		NHC	61
ZUS	80279	026441335	STEPTOE, HEIDI J		NHC	62
ZUS	80280	026441445	MOCCIA, ELEANOR J		NHC	63
ZUS	80281	026551335	HASTE, MARIANNE J		NHC	64
ZUS	80285	028312335	FERREIRA, DALE J		NHC	65
ZUS	80287	028551225	TESTA, JUSTA J		NHC	66
ZUS	80289	028552335	TESTA, JUSTA J		NHC	67
ZUS	80290	028112334	TESTA, MESSA J		NHC	68
ZUS	80294	028551335	MULREADY, EDWIN J		NHC	69
ZUS	80295	012545478	JONES, BETTY S		NHC	70
ZUS	80296	012562709	ALMEDER, SCOTT M		NHC	71

TOTAL OF EXCLUDABLE EMPLOYEES 0

***** E N D O F R E P O R T *****

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Printing the Actual Labor Expense Accrual Report

This report lists the hours or units and dollar amounts for incomes that are allocated to the accounting period preceding the period assigned to a payroll cycle. You generate this report when a payroll period spans two accounting periods. The system processes all timesheet data entered to date in the selected payroll cycle. The report is sorted by labor expense account. You can print only totals for each labor expense account or you can include employee detail.

You can generate a trial report to verify data and make any necessary changes before you run the final report. When you generate the final report, the system also creates accounting entries in the general ledger interface file for the labor expense charged to the prior accounting period, and creates reversing entries for those incomes in the current accounting period assigned to the pay cycle.

Menu Level 1: *Cycle Operations*

Menu Level 2: *Cycle Functions*

Menu Level 3: *Accrue Actual Labor Expense* [ALE]

PYGCY020 PYTCY020
 12/01/97 9:59:25
 EMPLOYER ZUS SAMPLE US COMPANY
 CYCLE BW BIWEEKLY CYCLE
 P/E DATE 11/15/1997

A C T U A L L A B O R E X P E N S E A C C R U A L

PAGE 1

		***** 10 1997 *****	***** 11 1997 *****	
G/L ACCOUNT	EMPLOYEE NUMBER	UNITS	HOURS	DEBIT CREDIT UNITS HOURS DEBIT CREDIT
001-101-011-1000-002	80004		80.00	769.23 80.00- 769.23
001-101-011-1000-002	80025		80.00	1730.77 80.00- 1730.77
001-101-011-1000-002	80036		80.00	1040.00 80.00- 1040.00
001-101-011-1000-002	80166		80.00	20.00 80.00- 20.00
001-101-011-1500-002	80004		.00	.00 .00 .00
001-101-011-1500-002	80025		.00	.00 .00 .00
001-101-011-1500-002	80036		.00	.00 .00 .00
001-101-011-1500-002	80166		.00	.00 .00 .00
001-101-012-1000-002	80024		80.00	1538.46 80.00- 1538.46
001-101-012-1000-002	80186		80.00	800.00 80.00- 800.00
001-101-012-1500-002	80024		.00	.00 .00 .00
001-101-012-1500-002	80186		.00	.00 .00 .00
001-101-014-1000-002	80190		80.00	1346.16 80.00- 1346.16
001-101-014-1500-002	80190		.00	.00 .00 .00
001-102-110-1000-002	80038		80.00	1813.85 80.00- 1813.85
001-102-110-1500-002	80038		.00	.00 .00 .00
001-102-111-1000-002	80287		80.00	.00 80.00- .00
001-102-112-1000-002	80041		80.00	1213.33 80.00- 1213.33
001-102-112-1000-002	80103		80.00	1300.00 80.00- 1300.00
001-102-112-1000-002	80110		80.00	1346.15 80.00- 1346.15
001-102-112-1000-002	80116		80.00	1300.00 80.00- 1300.00
001-102-112-1500-002	80041		.00	.00 .00 .00
001-102-112-1500-002	80103		.00	.00 .00 .00
001-102-112-1500-002	80110		.00	.00 .00 .00
001-102-112-1500-002	80116		.00	.00 .00 .00
001-102-114-1000-002	30015		80.00	1923.08 80.00- 1923.08
001-102-114-1500-002	30015		.00	.00 .00 .00
001-103-120-1000-002	80039		80.00	1733.33 80.00- 1733.33
001-103-120-1500-002	80039		.00	.00 .00 .00
001-103-121-1000-002	80037		80.00	1300.00 80.00- 1300.00
001-103-121-1000-002	80151		80.00	1440.00 80.00- 1440.00
001-103-121-1500-002	80037		.00	.00 .00 .00
001-103-121-1500-002	80151		.00	.00 .00 .00
001-103-122-1000-002	80106		80.00	1538.46 80.00- 1538.46
001-103-122-1000-002	80115		80.00	1906.66 80.00- 1906.66
001-103-122-1500-002	80106		.00	.00 .00 .00
001-103-122-1500-002	80115		.00	.00 .00 .00
001-201-100-1000-002	80102		80.00	1923.00 80.00- 1923.00
001-201-100-1000-002	80216		80.00	1000.00 80.00- 1000.00
001-201-100-1000-002	80294		80.00	.00 80.00- .00
001-201-100-1500-002	80102		.00	.00 .00 .00
001-201-100-1500-002	80216		.00	.00 .00 .00
001-201-100-1500-002	80294		.00	.00 .00 .00
001-201-200-1000-002	80019		80.00	1730.77 80.00- 1730.77

001-201-200-1500-002	80019	.00	.00	.00	.00
001-301-400-1000-002	80009	80.00	1923.08	80.00-	1923.08
001-301-400-1500-002	80009	.00	.00	.00	.00
001-301-401-1000-002	80026	80.00	1615.38	80.00-	1615.38
001-301-401-1000-002	80215	80.00	1000.00	80.00-	1000.00
001-301-401-1500-002	80026	.00	.00	.00	.00
001-301-401-1500-002	80215	.00	.00	.00	.00

PYGCY020 PYTCY020
12/01/97 9:59:25
EMPLOYER ZUS SAMPLE US COMPANY
CYCLE BW BIWEEKLY CYCLE
P/E DATE 11/15/1997

ACTUAL LABOR EXPENSE ACCRUAL

PAGE 2

***** 10 1997 ***** ***** 11 1997 *****

G/L ACCOUNT	EMPLOYEE NUMBER	UNITS	HOURS	DEBIT	CREDIT	UNITS	HOURS	DEBIT	CREDIT
001-000-000-0000-000	ACCruED PAYROLL		2080.00	.00	33251.71		2080.00-	33251.71	.00
***** E N D O F R E P O R T *****									

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Printing the Close to General Ledger

When you run the *Close to General Ledger* function to create a work file of payroll data for your general ledger system for a specified accounting month and year, you can generate up to five reports in detail or summary:

- The Labor Rate Variance Report lists employee base pay rates and manual overrides to pay rates entered during cycle processing.
- The Labor Distribution Ledger includes employee income amounts and hours or units. It lists debits to Labor Expense accounts and credits to Accrued Payroll account(s).
- The Disbursement Ledger includes the net amounts of payroll checks. It lists debits to Accrued Payroll account(s) and credits to cash disbursement account(s).
- The Employee Deduction Ledger lists employee deduction amounts. It lists debits to Accrued Payroll account(s) and credits to employee deduction accounts.
- The Employer Liability Ledger includes the employer portion of deductions. It lists credit and debit accounts for the employer portion of deductions.

When you generate detailed reports, the system lists transactions by payroll cycle, period ending date, account number and employee. When you generate summarized reports, the system lists transactions by payroll cycle, pay period ending date and account number.

When you run the *Trial Close to General Ledger*, the reports also include warning and error messages to identify incompletely resolved account numbers or account numbers that are not defined in your chart of accounts.

Menu Level 1: *Period Ending Operations*

Menu Level 2: *Monthly Functions*

Menu Level 3: *Close to General Ledger* [CGL]

Page 1

ACCT. MONTH 11

REPORT DATE 12/01/1997

INCOME

BASE

OVERRIDE

HOURS

RATE

RATE

11111	1985	ODC	11/16/1997	HOUR	80005	ACCURATE,ALAN C	80.00	7.5000	8.0000
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PYGME020 PYTME020 LABOR DISTRIBUTION CLOSE TO G / L ACCT. YEAR 1997 Page 1
 12/01/97 11:29:46 ACCT. MONTH 11
 EMPLOYER ZUS SAMPLE US COMPANY * = AMOUNT POSTED TO G/L
 REPORT DATE 12/01/1997
 CHECKING INCOME

ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	# OF UNITS	# OF HOURS	DEBIT AMOUNT	CREDIT AMOUNT
LABOR ACCOUNT	001-101-011-1000-002					CYCLE BW 11/15/1997				
11111	1961	BW	11/15/1997	SAL	80004	ARNOLD, ANNA A	.00	80.00	769.23	
11111	1963	BW	11/15/1997	SAL	80036	BETA, BARNEY B	.00	80.00	1040.00	
11111	1971	BW	11/15/1997	SAL	80025	DEBIT, DONALD D	.00	80.00	1730.77	
11111	1977	BW	11/15/1997	SAL	80166	KLUTZ, IMA	.00	80.00	20.00	
LABOR ACCOUNT	001-101-011-1000-002					TOTAL FOR BW 11/15/1997	.00	320.00	3560.00	*
***** INVALID	ACCOUNT 001-101-011-1000-002									
LABOR ACCOUNT	001-101-012-1000-002					CYCLE BW 11/15/1997				
11111	1969	BW	11/15/1997	SAL	80024	CREDIT, COLLEEN	.00	80.00	1538.46	
11111	1984	BW	11/15/1997	SAL	80186	YORKER, NEWT A	.00	80.00	800.00	
LABOR ACCOUNT	001-101-012-1000-002					TOTAL FOR BW 11/15/1997	.00	160.00	2338.46	*
***** INVALID	ACCOUNT 001-101-012-1000-002									
LABOR ACCOUNT	001-101-014-1000-002					CYCLE BW 11/15/1997				
11111	1972	BW	11/15/1997	SAL	80190	DILL, DAFF E	.00	80.00	1346.16	
LABOR ACCOUNT	001-101-014-1000-002					TOTAL FOR BW 11/15/1997	.00	80.00	1346.16	*
***** INVALID	ACCOUNT 001-101-014-1000-002									
LABOR ACCOUNT	001-102-110-1000-002					CYCLE BW 11/15/1997				
11111	1974	BW	11/15/1997	SAL	80038	GREEN, KELLY	.00	80.00	1813.85	
LABOR ACCOUNT	001-102-110-1000-002					TOTAL FOR BW 11/15/1997	.00	80.00	1813.85	*
***** INVALID	ACCOUNT 001-102-110-1000-002									
LABOR ACCOUNT	001-102-111-1000-002					CYCLE BW 11/15/1997				
11111		BW	11/15/1997	SAL	80287	TESTA, JUSTA J	.00	80.00	.00	
LABOR ACCOUNT	001-102-111-1000-002					TOTAL FOR BW 11/15/1997	.00	80.00	.00	*
***** INVALID	ACCOUNT 001-102-111-1000-002									
LABOR ACCOUNT	001-102-112-1000-002					CYCLE BW 11/15/1997				
11111	1962	BW	11/15/1997	SAL	80103	BEACH, SANDY	.00	80.00	1300.00	
11111	1967	BW	11/15/1997	SAL	80116	CLUELESS, CALVIN	.00	80.00	1300.00	

PYGME020 PYTME020 L A B O R D I S T R I B U T I O N C L O S E T O G / L ACCT. YEAR 1997 Page 2
 12/01/97 11:29:46 ACCT. MONTH 11
 EMPLOYER ZUS SAMPLE US COMPANY * = AMOUNT POSTED TO G/L
 REPORT DATE 12/01/1997
 CHECKING
 ACCT. # CHECK # CYCLE PERIOD-END INCOME TYPE EMPLOYEE# EMPLOYEE NAME # OF # OF DEBIT CREDIT
 UNITS HOURS AMOUNT AMOUNT

 11111 1982 BW 11/15/1997 SAL 80110 TURNER, PAIGE .00 80.00 1346.15
 11111 1983 BW 11/15/1997 SAL 80041 WONDER, WALLY .00 80.00 1213.33
 LABOR ACCOUNT 001-102-112-1000-002 TOTAL FOR BW 11/15/1997 .00 320.00 5159.48 *
 ***** INVALID ACCOUNT 001-102-112-1000-002
 LABOR ACCOUNT 001-102-114-1000-002 CYCLE BW 11/15/1997
 11111 1968 BW 11/15/1997 SAL 30015 COLLINS, TOM .00 80.00 1923.08
 LABOR ACCOUNT 001-102-114-1000-002 TOTAL FOR BW 11/15/1997 .00 80.00 1923.08 *
 ***** INVALID ACCOUNT 001-102-114-1000-002
 LABOR ACCOUNT 001-103-120-1000-002 CYCLE BW 11/15/1997
 11111 1976 BW 11/15/1997 SAL 80039 KAPPA, CRAIG .00 80.00 1733.33
 LABOR ACCOUNT 001-103-120-1000-002 TOTAL FOR BW 11/15/1997 .00 80.00 1733.33 *
 ***** INVALID ACCOUNT 001-103-120-1000-002
 LABOR ACCOUNT 001-103-121-1000-002 CYCLE BW 11/15/1997
 11111 1970 BW 11/15/1997 SAL 80151 CREME, CARMEL .00 80.00 1440.00
 11111 1973 BW 11/15/1997 SAL 80037 GAMMA, GODFREY .00 80.00 1300.00
 LABOR ACCOUNT 001-103-121-1000-002 TOTAL FOR BW 11/15/1997 .00 160.00 2740.00 *
 ***** INVALID ACCOUNT 001-103-121-1000-002
 LABOR ACCOUNT 001-103-122-1000-002 CYCLE BW 11/15/1997
 11111 1964 BW 11/15/1997 SAL 80106 BRANCH, OLIVE .00 80.00 1538.46
 11111 1966 BW 11/15/1997 SAL 80115 CLOTHE, TERRI .00 80.00 1906.66
 LABOR ACCOUNT 001-103-122-1000-002 TOTAL FOR BW 11/15/1997 .00 160.00 3445.12 *
 ***** INVALID ACCOUNT 001-103-122-1000-002
 LABOR ACCOUNT 001-201-100-1000-002 CYCLE BW 11/15/1997
 11111 1975 BW 11/15/1997 SAL 80216 KAAR, SARA .00 80.00 1000.00
 11111 BW 11/15/1997 SAL 80294 MULREADY, EDWIN J .00 80.00 .00
 11111 1978 BW 11/15/1997 SAL 80102 OVERTON, CARRIE .00 80.00 1923.00
 LABOR ACCOUNT 001-201-100-1000-002 TOTAL FOR BW 11/15/1997 .00 240.00 2923.00 *
 ***** INVALID ACCOUNT 001-201-100-1000-002

PYGME020	PYTME020	L A B O R D I S T R I B U T I O N C L O S E T O G / L						ACCT. YEAR 1997	Page 3	
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CHECKING		INCOME								
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	# OF UNITS	# OF HOURS	DEBIT AMOUNT	CREDIT AMOUNT

LABOR ACCOUNT	001-201-200-1000-002					CYCLE BW 11/15/1997				
11111	1981 BW		11/15/1997	SAL	80019	SMOG,SUSIE S	.00	80.00	1730.77	
LABOR ACCOUNT	001-201-200-1000-002					TOTAL FOR BW 11/15/1997	.00	80.00	1730.77	*
***** INVALID	ACCOUNT 001-201-200-1000-002									
LABOR ACCOUNT	001-301-400-1000-002					CYCLE BW 11/15/1997				
11111	1965 BW		11/15/1997	SAL	80009	CARGO,CARRIE D	.00	80.00	1923.08	
LABOR ACCOUNT	001-301-400-1000-002					TOTAL FOR BW 11/15/1997	.00	80.00	1923.08	*
***** INVALID	ACCOUNT 001-301-400-1000-002									
LABOR ACCOUNT	001-301-401-1000-002					CYCLE BW 11/15/1997				
11111	1979 BW		11/15/1997	SAL	80026	ROAD,ROCKY	.00	80.00	1615.38	
11111	1980 BW		11/15/1997	SAL	80215	SLADE,JACK	.00	80.00	1000.00	
LABOR ACCOUNT	001-301-401-1000-002					TOTAL FOR BW 11/15/1997	.00	160.00	2615.38	*
***** INVALID	ACCOUNT 001-301-401-1000-002									
ACCRUED PAYROLL ACCOUNT NUMBER: 001-000-000-0000-000							.00	2080.00	.00	33251.71
14 INVALID LABOR DISTRIBUTION ACCOUNTS										

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PYGME021 PYTME021 D I S B U R S E M E N T L E D G E R C L O S E T O G / L ACCT. YEAR 1997 Page 1
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ACCT. #	CHECK #	CYCLE	PERIOD-END	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT

CREDIT ACCOUNT	001-111-111-1111-111				CYCLE BW 11/15/1997		
11111	1961	BW	11/15/1997	80004	ARNOLD,ANNA A		517.15
11111	1963	BW	11/15/1997	80036	BETA,BARNEY B		606.45
11111	1971	BW	11/15/1997	80025	DEBIT,DONALD D		1154.27
11111	1977	BW	11/15/1997	80166	KLUTZ, IMA		18.37
11111	1969	BW	11/15/1997	80024	CREDIT,COLLEEN		1134.50
11111	1984	BW	11/15/1997	80186	YORKER,NEWT A		633.73
11111	1972	BW	11/15/1997	80190	DILL,DAFF E		906.41
11111		BW	11/15/1997	80271	STEPGRADES,STEFFIE J		.00
11111	1974	BW	11/15/1997	80038	GREEN,KELLY		1131.86
11111		BW	11/15/1997	80287	TESTA,JUSTA J		.00
11111	1962	BW	11/15/1997	80103	BEACH,SANDY		735.43
11111	1967	BW	11/15/1997	80116	CLUELESS,CALVIN		1034.19
11111	1982	BW	11/15/1997	80110	TURNER,PAIGE		1059.04
11111	1983	BW	11/15/1997	80041	WONDER,WALLY		987.93
11111	1968	BW	11/15/1997	30015	COLLINS,TOM		1107.18
11111	1976	BW	11/15/1997	80039	KAPPA,CRAIG		1320.65
11111	1970	BW	11/15/1997	80151	CREME,CARMEL		1087.97
11111	1973	BW	11/15/1997	80037	GAMMA,GODFREY		1034.48
11111	1964	BW	11/15/1997	80106	BRANCH,OLIVE		1113.34
11111	1966	BW	11/15/1997	80115	CLOTHE,TERRI		1503.26
11111	1981	BW	11/15/1997	80019	SMOG,SUSIE S		822.17
11111	1965	BW	11/15/1997	80009	CARGO,CARRIE D		1297.20
11111	1979	BW	11/15/1997	80026	ROAD,ROCKY		753.75
11111	1980	BW	11/15/1997	80215	SLADE,JACK		741.36
11111	1975	BW	11/15/1997	80216	KAAR,SARA		790.51
11111		BW	11/15/1997	80294	MULREADY,EDWIN J		.00
11111	1978	BW	11/15/1997	80102	OVERTON,CARRIE		1245.84
CREDIT ACCOUNT	001-111-111-1111-111				TOTAL FOR CYCLE BW 11/15/1997	*	22737.04
***** INVALID ACCOUNT 001-111-111-1111-111							
ACCRUED PAYROLL ACCOUNT NUMBER:	001-000-000-0000-000					22737.04 *	.00

1 INVALID CASH DISBURSEMENT ACCOUNTS

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CHECKING		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT
DEDUCTION ACCOUNT 001-000-000-4000-400		CYCLE BW 11/15/1997						
11111	1961	BW	11/15/1997	*FMHI	80004	ARNOLD,ANNA A		9.82
11111	1963	BW	11/15/1997	*FMHI	80036	BETA,BARNEY B		15.08
11111	1971	BW	11/15/1997	*FMHI	80025	DEBIT,DONALD D		25.10
11111	1977	BW	11/15/1997	*FMHI	80166	KLUTZ,IMA		.29
11111	1969	BW	11/15/1997	*FMHI	80024	CREDIT,COLLEEN		21.43
11111	1984	BW	11/15/1997	*FMHI	80186	YORKER,NEWT A		11.60
11111	1972	BW	11/15/1997	*FMHI	80190	DILL,DAFF E		19.52
11111	1974	BW	11/15/1997	*FMHI	80038	GREEN,KELLY		25.50
11111	1962	BW	11/15/1997	*FMHI	80103	BEACH,SANDY		18.85
11111	1967	BW	11/15/1997	*FMHI	80116	CLUELESS,CALVIN		18.85
11111	1982	BW	11/15/1997	*FMHI	80110	TURNER,PAIGE		19.52
11111	1983	BW	11/15/1997	*FMHI	80041	WONDER,WALLY		17.60
11111	1968	BW	11/15/1997	*FMHI	30015	COLLINS,TOM		27.88
11111	1976	BW	11/15/1997	*FMHI	80039	KAPPA,CRAIG		25.14
11111	1970	BW	11/15/1997	*FMHI	80151	CREME,CARMEL		20.88
11111	1973	BW	11/15/1997	*FMHI	80037	GAMMA,GODFREY		18.85
11111	1964	BW	11/15/1997	*FMHI	80106	BRANCH,OLIVE		22.31
11111	1966	BW	11/15/1997	*FMHI	80115	CLOTHE,TERRI		27.64
11111	1981	BW	11/15/1997	*FMHI	80019	SMOG,SUSIE S		25.10
11111	1965	BW	11/15/1997	*FMHI	80009	CARGO,CARRIE D		27.89
11111	1979	BW	11/15/1997	*FMHI	80026	ROAD,ROCKY		22.08
11111	1980	BW	11/15/1997	*FMHI	80215	SLADE,JACK		14.50
11111	1975	BW	11/15/1997	*FMHI	80216	KAAR,SARA		14.50
11111	1978	BW	11/15/1997	*FMHI	80102	OVERTON,CARRIE		27.89
DEDUCTION ACCOUNT 001-000-000-4000-400		TOTAL FOR CYCLE BW 11/15/1997					*	477.82
DEDUCTION ACCOUNT 001-000-000-4100-101		CYCLE BW 11/15/1997						
11111	1972	BW	11/15/1997	*SCA	80190	DILL,DAFF E		55.92
11111	1974	BW	11/15/1997	*SCA	80038	GREEN,KELLY		84.44
11111	1962	BW	11/15/1997	*SCA	80103	BEACH,SANDY		33.42
11111	1967	BW	11/15/1997	*SCA	80116	CLUELESS,CALVIN		41.30
11111	1968	BW	11/15/1997	*SCA	30015	COLLINS,TOM		92.20
11111	1966	BW	11/15/1997	*SCA	80115	CLOTHE,TERRI		45.10
11111	1981	BW	11/15/1997	*SCA	80019	SMOG,SUSIE S		86.04
11111	1980	BW	11/15/1997	*SCA	80215	SLADE,JACK		14.40
11111	1975	BW	11/15/1997	*SCA	80216	KAAR,SARA		14.40
11111	1983	BW	11/15/1997	*SGA	80041	WONDER,WALLY		48.95
11111	1970	BW	11/15/1997	*SGA	80151	CREME,CARMEL		70.32
11111	1973	BW	11/15/1997	*SGA	80037	GAMMA,GODFREY		54.15
DEDUCTION ACCOUNT 001-000-000-4100-101		TOTAL FOR CYCLE BW 11/15/1997					*	640.64
***** INVALID ACCOUNT 001-000-000-4100-101								
DEDUCTION ACCOUNT 001-000-000-4100-106		CYCLE BW 11/15/1997						
11111	1972	BW	11/15/1997	*SAZ	80190	DILL,DAFF E		46.38
11111	1964	BW	11/15/1997	*SAZ	80106	BRANCH,OLIVE		51.24

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEDUCTION ACCOUNT	001-000-000-4100-106						TOTAL FOR CYCLE BW	11/15/1997	97.62
***** INVALID ACCOUNT	001-000-000-4100-106								
DEDUCTION ACCOUNT	001-000-000-4100-108						CYCLE BW	11/15/1997	
11111	1969	BW	11/15/1997	*SPA	80024	CREDIT, COLLEEN			36.83
11111	1965	BW	11/15/1997	*SPA	80009	CARGO, CARRIE D			48.46
DEDUCTION ACCOUNT	001-000-000-4100-108						TOTAL FOR CYCLE BW	11/15/1997	85.29
***** INVALID ACCOUNT	001-000-000-4100-108								
DEDUCTION ACCOUNT	001-000-000-4100-109						CYCLE BW	11/15/1997	
11111	1984	BW	11/15/1997	*SNY	80186	YORKER, NEWT A			22.28
DEDUCTION ACCOUNT	001-000-000-4100-109						TOTAL FOR CYCLE BW	11/15/1997	22.28
***** INVALID ACCOUNT	001-000-000-4100-109								
DEDUCTION ACCOUNT	001-000-000-4100-113						CYCLE BW	11/15/1997	
11111	1979	BW	11/15/1997	*SCO	80026	ROAD, ROCKY			48.74
DEDUCTION ACCOUNT	001-000-000-4100-113						TOTAL FOR CYCLE BW	11/15/1997	48.74
***** INVALID ACCOUNT	001-000-000-4100-113								
DEDUCTION ACCOUNT	001-000-000-4160-101						CYCLE BW	11/15/1997	
11111	1977	BW	11/15/1997	*DCA	80166	KLUTZ, IMA			.10
11111	1974	BW	11/15/1997	*DCA	80038	GREEN, KELLY			9.07
11111	1962	BW	11/15/1997	*DCA	80103	BEACH, SANDY			6.50
11111	1967	BW	11/15/1997	*DCA	80116	CLUELESS, CALVIN			6.50
11111	1968	BW	11/15/1997	*DCA	30015	COLLINS, TOM			9.62
11111	1966	BW	11/15/1997	*DCA	80115	CLOTHE, TERRI			9.53
11111	1981	BW	11/15/1997	*DCA	80019	SMOG, SUSIE S			8.65
DEDUCTION ACCOUNT	001-000-000-4160-101						TOTAL FOR CYCLE BW	11/15/1997	49.97
***** INVALID ACCOUNT	001-000-000-4160-101								
DEDUCTION ACCOUNT	001-101-011-0000-010						CYCLE BW	11/15/1997	
11111	1961	BW	11/15/1997	*FICA	80004	ARNOLD, ANNA A			41.97
11111	1963	BW	11/15/1997	*FICA	80036	BETA, BARNEY B			64.48
11111	1971	BW	11/15/1997	*FICA	80025	DEBIT, DONALD D			107.31
11111	1977	BW	11/15/1997	*FICA	80166	KLUTZ, IMA			1.24
11111	1961	BW	11/15/1997	*FWT	80004	ARNOLD, ANNA A			23.37
11111	1963	BW	11/15/1997	*FWT	80036	BETA, BARNEY B			109.82
11111	1971	BW	11/15/1997	*FWT	80025	DEBIT, DONALD D			130.10
11111	1963	BW	11/15/1997	*SMA	80036	BETA, BARNEY B			45.90
11111	1961	BW	11/15/1997	*UAK	80004	ARNOLD, ANNA A			4.46
11111	1971	BW	11/15/1997	*UAK	80025	DEBIT, DONALD D			10.04

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEDUCTION ACCOUNT 001-101-011-0000-010							TOTAL FOR CYCLE BW 11/15/1997	*	538.69
***** INVALID ACCOUNT 001-101-011-0000-010									
DEDUCTION ACCOUNT 001-101-011-3000-001							CYCLE BW 11/15/1997		
11111 1961 BW 11/15/1997 LI1BW 80004						ARNOLD,ANNA A			10.00
11111 1971 BW 11/15/1997 LI1BW 80025						DEBIT,DONALD D			3.95
11111 1963 BW 11/15/1997 LTDB 80036						BETA,BARNEY B			1.96
DEDUCTION ACCOUNT 001-101-011-3000-001							TOTAL FOR CYCLE BW 11/15/1997	*	15.91
***** INVALID ACCOUNT 001-101-011-3000-001									
DEDUCTION ACCOUNT 001-101-011-3000-002							CYCLE BW 11/15/1997		
11111 1961 BW 11/15/1997 LI2BW 80004						ARNOLD,ANNA A			.92
DEDUCTION ACCOUNT 001-101-011-3000-002							TOTAL FOR CYCLE BW 11/15/1997	*	.92
***** INVALID ACCOUNT 001-101-011-3000-002									
DEDUCTION ACCOUNT 001-101-011-3100-001							CYCLE BW 11/15/1997		
11111 1963 BW 11/15/1997 M1FB 80036						BETA,BARNEY B			92.31
11111 1971 BW 11/15/1997 M1FB 80025						DEBIT,DONALD D			92.31
DEDUCTION ACCOUNT 001-101-011-3100-001							TOTAL FOR CYCLE BW 11/15/1997	*	184.62
***** INVALID ACCOUNT 001-101-011-3100-001									
DEDUCTION ACCOUNT 001-101-011-3100-002							CYCLE BW 11/15/1997		
11111 1961 BW 11/15/1997 M2FBP 80004						ARNOLD,ANNA A			92.31
DEDUCTION ACCOUNT 001-101-011-3100-002							TOTAL FOR CYCLE BW 11/15/1997	*	92.31
***** INVALID ACCOUNT 001-101-011-3100-002									
DEDUCTION ACCOUNT 001-101-011-3200-100							CYCLE BW 11/15/1997		
11111 1961 BW 11/15/1997 401KB 80004						ARNOLD,ANNA A			69.23
11111 1963 BW 11/15/1997 401KB 80036						BETA,BARNEY B			104.00
11111 1971 BW 11/15/1997 401KB 80025						DEBIT,DONALD D			207.69
DEDUCTION ACCOUNT 001-101-011-3200-100							TOTAL FOR CYCLE BW 11/15/1997	*	380.92
***** INVALID ACCOUNT 001-101-011-3200-100									
DEDUCTION ACCOUNT 001-101-012-0000-010							CYCLE BW 11/15/1997		
11111 1969 BW 11/15/1997 *FICA 80024						CREDIT,COLLEEN			91.64
11111 1984 BW 11/15/1997 *FICA 80186						YORKER,NEWT A			49.60
11111 1969 BW 11/15/1997 *FWT 80024						CREDIT,COLLEEN			29.13
11111 1984 BW 11/15/1997 *FWT 80186						YORKER,NEWT A			82.79
DEDUCTION ACCOUNT 001-101-012-0000-010							TOTAL FOR CYCLE BW 11/15/1997	*	253.16
***** INVALID ACCOUNT 001-101-012-0000-010									

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CHECKING				DEDUCTION				DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME		AMOUNT	AMOUNT
DEDUCTION ACCOUNT 001-101-012-3000-002						CYCLE BW	11/15/1997		
11111	1969	BW	11/15/1997	LI2BW	80024	CREDIT, COLLEEN			1.85
DEDUCTION ACCOUNT 001-101-012-3000-002						TOTAL FOR CYCLE BW	11/15/1997	*	1.85
***** INVALID ACCOUNT 001-101-012-3000-002									
DEDUCTION ACCOUNT 001-101-012-3100-001						CYCLE BW	11/15/1997		
11111	1969	BW	11/15/1997	M1SBP	80024	CREDIT, COLLEEN			69.23
DEDUCTION ACCOUNT 001-101-012-3100-001						TOTAL FOR CYCLE BW	11/15/1997	*	69.23
***** INVALID ACCOUNT 001-101-012-3100-001									
DEDUCTION ACCOUNT 001-101-012-3200-100						CYCLE BW	11/15/1997		
11111	1969	BW	11/15/1997	401KB	80024	CREDIT, COLLEEN			153.85
DEDUCTION ACCOUNT 001-101-012-3200-100						TOTAL FOR CYCLE BW	11/15/1997	*	153.85
***** INVALID ACCOUNT 001-101-012-3200-100									
DEDUCTION ACCOUNT 001-101-014-0000-010						CYCLE BW	11/15/1997		
11111	1972	BW	11/15/1997	*FICA	80190	DILL, DAFF E			83.46
11111	1972	BW	11/15/1997	*FWT	80190	DILL, DAFF E			231.89
DEDUCTION ACCOUNT 001-101-014-0000-010						TOTAL FOR CYCLE BW	11/15/1997	*	315.35
***** INVALID ACCOUNT 001-101-014-0000-010									
DEDUCTION ACCOUNT 001-101-014-3000-001						CYCLE BW	11/15/1997		
11111	1972	BW	11/15/1997	LI1BW	80190	DILL, DAFF E			2.58
DEDUCTION ACCOUNT 001-101-014-3000-001						TOTAL FOR CYCLE BW	11/15/1997	*	2.58
***** INVALID ACCOUNT 001-101-014-3000-001									
DEDUCTION ACCOUNT 001-102-110-0000-010						CYCLE BW	11/15/1997		
11111	1974	BW	11/15/1997	*FICA	80038	GREEN, KELLY			109.03
11111	1974	BW	11/15/1997	*FWT	80038	GREEN, KELLY			326.02
DEDUCTION ACCOUNT 001-102-110-0000-010						TOTAL FOR CYCLE BW	11/15/1997	*	435.05
***** INVALID ACCOUNT 001-102-110-0000-010									
DEDUCTION ACCOUNT 001-102-110-3100-001						CYCLE BW	11/15/1997		
11111	1974	BW	11/15/1997	M1FBP	80038	GREEN, KELLY			55.38
DEDUCTION ACCOUNT 001-102-110-3100-001						TOTAL FOR CYCLE BW	11/15/1997	*	55.38
***** INVALID ACCOUNT 001-102-110-3100-001									

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEDUCTION ACCOUNT	001-102-110-3200-100						CYCLE BW	11/15/1997	
11111	1974	BW	11/15/1997	401KB	80038	GREEN, KELLY			72.55
DEDUCTION ACCOUNT	001-102-110-3200-100						TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-102-110-3200-100								72.55
DEDUCTION ACCOUNT	001-102-112-0000-010						CYCLE BW	11/15/1997	
11111	1962	BW	11/15/1997	*FICA	80103	BEACH, SANDY			80.60
11111	1967	BW	11/15/1997	*FICA	80116	CLUELESS, CALVIN			80.60
11111	1982	BW	11/15/1997	*FICA	80110	TURNER, PAIGE			83.46
11111	1983	BW	11/15/1997	*FICA	80041	WONDER, WALLY			75.22
11111	1962	BW	11/15/1997	*FWT	80103	BEACH, SANDY			135.17
11111	1967	BW	11/15/1997	*FWT	80116	CLUELESS, CALVIN			118.56
11111	1982	BW	11/15/1997	*FWT	80110	TURNER, PAIGE			184.13
11111	1983	BW	11/15/1997	*FWT	80041	WONDER, WALLY			83.63
DEDUCTION ACCOUNT	001-102-112-0000-010						TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-102-112-0000-010								841.37
DEDUCTION ACCOUNT	001-102-112-3000-001						CYCLE BW	11/15/1997	
11111	1962	BW	11/15/1997	LI1BW	80103	BEACH, SANDY			2.72
DEDUCTION ACCOUNT	001-102-112-3000-001						TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-102-112-3000-001								2.72
DEDUCTION ACCOUNT	001-102-112-3100-002						CYCLE BW	11/15/1997	
11111	1962	BW	11/15/1997	M2FB	80103	BEACH, SANDY			92.31
DEDUCTION ACCOUNT	001-102-112-3100-002						TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-102-112-3100-002								92.31
DEDUCTION ACCOUNT	001-102-112-3200-100						CYCLE BW	11/15/1997	
11111	1962	BW	11/15/1997	401KB	80103	BEACH, SANDY			195.00
DEDUCTION ACCOUNT	001-102-112-3200-100						TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-102-112-3200-100								195.00
DEDUCTION ACCOUNT	001-102-114-0000-010						CYCLE BW	11/15/1997	
11111	1968	BW	11/15/1997	*FICA	30015	COLLINS, TOM			119.23
11111	1968	BW	11/15/1997	*FWT	30015	COLLINS, TOM			320.81
DEDUCTION ACCOUNT	001-102-114-0000-010						TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-102-114-0000-010								440.04
DEDUCTION ACCOUNT	001-102-114-3100-002						CYCLE BW	11/15/1997	

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
11111	1968	BW	11/15/1997	M2FB	30015	COLLINS,TOM		92.31	
DEDUCTION ACCOUNT 001-102-114-3100-002						TOTAL FOR CYCLE BW	11/15/1997	*	92.31
***** INVALID ACCOUNT 001-102-114-3100-002									
DEDUCTION ACCOUNT 001-102-114-3200-100						CYCLE BW	11/15/1997		
11111	1968	BW	11/15/1997	401KB	30015	COLLINS,TOM		153.85	
DEDUCTION ACCOUNT 001-102-114-3200-100						TOTAL FOR CYCLE BW	11/15/1997	*	153.85
***** INVALID ACCOUNT 001-102-114-3200-100									
DEDUCTION ACCOUNT 001-103-120-0000-010						CYCLE BW	11/15/1997		
11111	1976	BW	11/15/1997	*FICA	80039	KAPPA,CRAIG		107.46	
11111	1976	BW	11/15/1997	*FWT	80039	KAPPA,CRAIG		192.21	
11111	1976	BW	11/15/1997	*SMA	80039	KAPPA,CRAIG		87.87	
DEDUCTION ACCOUNT 001-103-120-0000-010						TOTAL FOR CYCLE BW	11/15/1997	*	387.54
***** INVALID ACCOUNT 001-103-120-0000-010									
DEDUCTION ACCOUNT 001-103-121-0000-010						CYCLE BW	11/15/1997		
11111	1970	BW	11/15/1997	*FICA	80151	CREME,CARMEL		89.28	
11111	1973	BW	11/15/1997	*FICA	80037	GAMMA,GODFREY		80.60	
11111	1970	BW	11/15/1997	*FWT	80151	CREME,CARMEL		171.55	
11111	1973	BW	11/15/1997	*FWT	80037	GAMMA,GODFREY		111.92	
DEDUCTION ACCOUNT 001-103-121-0000-010						TOTAL FOR CYCLE BW	11/15/1997	*	453.35
***** INVALID ACCOUNT 001-103-121-0000-010									
DEDUCTION ACCOUNT 001-103-122-0000-010						CYCLE BW	11/15/1997		
11111	1964	BW	11/15/1997	*FICA	80106	BRANCH,OLIVE		95.38	
11111	1966	BW	11/15/1997	*FICA	80115	CLOTHE,TERRI		118.21	
11111	1964	BW	11/15/1997	*FWT	80106	BRANCH,OLIVE		256.19	
11111	1966	BW	11/15/1997	*FWT	80115	CLOTHE,TERRI		202.92	
DEDUCTION ACCOUNT 001-103-122-0000-010						TOTAL FOR CYCLE BW	11/15/1997	*	672.70
***** INVALID ACCOUNT 001-103-122-0000-010									
DEDUCTION ACCOUNT 001-111-111-1111-111						CYCLE BW	11/15/1997		
*DD01	1981	BW	11/15/1997	DDF1	80019	SMOG,SUSIE S		400.00	
*DD01	1978	BW	11/15/1997	DDP1	80102	OVERTON,CARRIE		65.57	
DEDUCTION ACCOUNT 001-111-111-1111-111						TOTAL FOR CYCLE BW	11/15/1997	*	465.57
***** INVALID ACCOUNT 001-111-111-1111-111									
DEDUCTION ACCOUNT 001-201-100-0000-020						CYCLE BW	11/15/1997		

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
	11111	1975	BW	11/15/1997	*FICA	80216	KAAR, SARA		62.00
	11111	1978	BW	11/15/1997	*FICA	80102	OVERTON, CARRIE		119.23
	11111	1975	BW	11/15/1997	*FWT	80216	KAAR, SARA		112.79
	11111	1978	BW	11/15/1997	*FWT	80102	OVERTON, CARRIE		363.86
	11111	1978	BW	11/15/1997	*SMA	80102	OVERTON, CARRIE		100.61
	11111	1975	BW	11/15/1997	*UAK	80216	KAAR, SARA		5.80
DEDUCTION ACCOUNT 001-201-100-0000-020							TOTAL FOR CYCLE BW	11/15/1997	* 764.29
***** INVALID ACCOUNT 001-201-100-0000-020									
DEDUCTION ACCOUNT 001-201-200-0000-010							CYCLE BW	11/15/1997	
	11111	1981	BW	11/15/1997	*FICA	80019	SMOG, SUSIE S		107.31
	11111	1981	BW	11/15/1997	*FWT	80019	SMOG, SUSIE S		281.50
DEDUCTION ACCOUNT 001-201-200-0000-010							TOTAL FOR CYCLE BW	11/15/1997	* 388.81
***** INVALID ACCOUNT 001-201-200-0000-010									
DEDUCTION ACCOUNT 001-301-400-0000-010							CYCLE BW	11/15/1997	
	11111	1965	BW	11/15/1997	*FICA	80009	CARGO, CARRIE D		119.24
	11111	1965	BW	11/15/1997	*FWT	80009	CARGO, CARRIE D		191.83
DEDUCTION ACCOUNT 001-301-400-0000-010							TOTAL FOR CYCLE BW	11/15/1997	* 311.07
***** INVALID ACCOUNT 001-301-400-0000-010									
DEDUCTION ACCOUNT 001-301-400-3100-001							CYCLE BW	11/15/1997	
	11111	1965	BW	11/15/1997	M1FW	80009	CARGO, CARRIE D		46.15
DEDUCTION ACCOUNT 001-301-400-3100-001							TOTAL FOR CYCLE BW	11/15/1997	* 46.15
***** INVALID ACCOUNT 001-301-400-3100-001									
DEDUCTION ACCOUNT 001-301-400-3200-001							CYCLE BW	11/15/1997	
	11111	1965	BW	11/15/1997	401KW	80009	CARGO, CARRIE D		192.31
DEDUCTION ACCOUNT 001-301-400-3200-001							TOTAL FOR CYCLE BW	11/15/1997	* 192.31
***** INVALID ACCOUNT 001-301-400-3200-001									
DEDUCTION ACCOUNT 001-301-401-0000-010							CYCLE BW	11/15/1997	
	11111	1979	BW	11/15/1997	*FICA	80026	ROAD, ROCKY		94.43
	11111	1980	BW	11/15/1997	*FICA	80215	SLADE, JACK		62.00
	11111	1979	BW	11/15/1997	*FWT	80026	ROAD, ROCKY		126.00
	11111	1980	BW	11/15/1997	*FWT	80215	SLADE, JACK		112.79
	11111	1980	BW	11/15/1997	*SMA	80215	SLADE, JACK		54.95
DEDUCTION ACCOUNT 001-301-401-0000-010							TOTAL FOR CYCLE BW	11/15/1997	* 450.17
***** INVALID ACCOUNT 001-301-401-0000-010									

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CHECKING		DEDUCTION				DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

DEDUCTION ACCOUNT	001-301-401-3000-001							
11111	1979 BW	11/15/1997	LI1BW	80026	ROAD, ROCKY			3.68
DEDUCTION ACCOUNT	001-301-401-3000-001					TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-301-401-3000-001							3.68
DEDUCTION ACCOUNT	001-301-401-3000-002							
11111	1979 BW	11/15/1997	LI2BW	80026	ROAD, ROCKY			1.94
DEDUCTION ACCOUNT	001-301-401-3000-002					TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-301-401-3000-002							1.94
DEDUCTION ACCOUNT	001-301-401-3100-002							
11111	1979 BW	11/15/1997	M2FBP	80026	ROAD, ROCKY			92.31
DEDUCTION ACCOUNT	001-301-401-3100-002					TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-301-401-3100-002							92.31
DEDUCTION ACCOUNT	001-301-401-3200-100							
11111	1979 BW	11/15/1997	401KB	80026	ROAD, ROCKY			129.23
DEDUCTION ACCOUNT	001-301-401-3200-100					TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-301-401-3200-100							129.23
DEDUCTION ACCOUNT	001-301-401-4000-000							
11111	1979 BW	11/15/1997	GRNP1	80026	ROAD, ROCKY			343.22
DEDUCTION ACCOUNT	001-301-401-4000-000					TOTAL FOR CYCLE BW	11/15/1997	*
***** INVALID ACCOUNT	001-301-401-4000-000							343.22
ACCRUED PAYROLL ACCOUNT NUMBER:	001-000-000-0000-000						10514.67	*
						43 INVALID DEDUCTION ACCOUNTS		.00

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ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEBIT ACCOUNT	001-101-011-1700-200					CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-101-011-0000-010					CYCLE BW 11/15/1997		
11111	1961	BW	11/15/1997	*FUTA	80004	ARNOLD,ANNA A	6.15D	6.15C
11111	1963	BW	11/15/1997	*FUTA	80036	BETA,BARNEY B	8.32D	8.32C
11111	1971	BW	11/15/1997	*FUTA	80025	DEBIT,DONALD D	.60D	.60C
11111	1977	BW	11/15/1997	*FUTA	80166	KLUTZ,IMA	.16D	.16C
* DEBIT ACCOUNT	001-101-011-1700-200					TOTAL FOR CYCLE BW 11/15/1997	15.23 *	.00
***** INVALID ACCOUNT	001-101-011-1700-200							
* CREDIT ACCOUNT	001-101-011-0000-010						.00 *	15.23
***** INVALID ACCOUNT	001-101-011-0000-010							
DEBIT ACCOUNT	001-101-011-1700-300					CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-101-011-0000-010					CYCLE BW 11/15/1997		
11111	1961	BW	11/15/1997	*FICA	80004	ARNOLD,ANNA A	41.97D	41.97C
11111	1963	BW	11/15/1997	*FICA	80036	BETA,BARNEY B	64.48D	64.48C
11111	1971	BW	11/15/1997	*FICA	80025	DEBIT,DONALD D	107.31D	107.31C
11111	1977	BW	11/15/1997	*FICA	80166	KLUTZ,IMA	1.24D	1.24C
* DEBIT ACCOUNT	001-101-011-1700-300					TOTAL FOR CYCLE BW 11/15/1997	215.00 *	.00
***** INVALID ACCOUNT	001-101-011-1700-300							
* CREDIT ACCOUNT	001-101-011-0000-010						.00 *	215.00
***** INVALID ACCOUNT	001-101-011-0000-010							
DEBIT ACCOUNT	001-101-011-1700-400					CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE BW 11/15/1997		
11111	1961	BW	11/15/1997	*FMHI	80004	ARNOLD,ANNA A	9.82D	9.82C
11111	1963	BW	11/15/1997	*FMHI	80036	BETA,BARNEY B	15.08D	15.08C
11111	1971	BW	11/15/1997	*FMHI	80025	DEBIT,DONALD D	25.10D	25.10C
11111	1977	BW	11/15/1997	*FMHI	80166	KLUTZ,IMA	.29D	.29C
* DEBIT ACCOUNT	001-101-011-1700-400					TOTAL FOR CYCLE BW 11/15/1997	50.29 *	.00
***** INVALID ACCOUNT	001-101-011-1700-400							
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	50.29
***** INVALID ACCOUNT	001-000-000-4000-400							
DEBIT ACCOUNT	001-101-011-1715-101					CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-000-000-4150-101					CYCLE BW 11/15/1997		
11111	1961	BW	11/15/1997	*UAK	80004	ARNOLD,ANNA A	11.54D	11.54C
11111	1971	BW	11/15/1997	*UAK	80025	DEBIT,DONALD D	25.96D	25.96C
11111	1977	BW	11/15/1997	*UCA	80166	KLUTZ,IMA	.30D	.30C
* DEBIT ACCOUNT	001-101-011-1715-101					TOTAL FOR CYCLE BW 11/15/1997	37.80 *	.00
***** INVALID ACCOUNT	001-101-011-1715-101							
* CREDIT ACCOUNT	001-000-000-4150-101						.00 *	37.80
***** INVALID ACCOUNT	001-000-000-4150-101							

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEBIT ACCOUNT	001-101-011-1715-102						CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-101-011-0000-010						CYCLE BW 11/15/1997		
	11111	1963	BW	11/15/1997	*UMA	80036	BETA,BARNEY B	20.80D	20.80C
* DEBIT ACCOUNT	001-101-011-1715-102						TOTAL FOR CYCLE BW 11/15/1997	20.80 *	.00
***** INVALID ACCOUNT	001-101-011-1715-102								
* CREDIT ACCOUNT	001-101-011-0000-010							.00 *	20.80
***** INVALID ACCOUNT	001-101-011-0000-010								
DEBIT ACCOUNT	001-101-011-2000-001						CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-101-011-3000-001						CYCLE BW 11/15/1997		
	11111	1961	BW	11/15/1997	LI1BW	80004	ARNOLD,ANNA A	.05D	.05C
	11111	1971	BW	11/15/1997	LI1BW	80025	DEBIT,DONALD D	3.95D	3.95C
	11111	1963	BW	11/15/1997	LTDB	80036	BETA,BARNEY B	1.96D	1.96C
	11111	1961	BW	11/15/1997	STDB	80004	ARNOLD,ANNA A	34.62D	34.62C
	11111	1963	BW	11/15/1997	STDB	80036	BETA,BARNEY B	43.85D	43.85C
	11111	1977	BW	11/15/1997	STDB	80166	KLUTZ,IMA	73.85D	73.85C
* DEBIT ACCOUNT	001-101-011-2000-001						TOTAL FOR CYCLE BW 11/15/1997	158.28 *	.00
***** INVALID ACCOUNT	001-101-011-2000-001								
* CREDIT ACCOUNT	001-101-011-3000-001							.00 *	158.28
***** INVALID ACCOUNT	001-101-011-3000-001								
DEBIT ACCOUNT	001-101-011-2000-002						CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-101-011-3000-002						CYCLE BW 11/15/1997		
	11111	1961	BW	11/15/1997	LI2BW	80004	ARNOLD,ANNA A	.92D	.92C
* DEBIT ACCOUNT	001-101-011-2000-002						TOTAL FOR CYCLE BW 11/15/1997	.92 *	.00
***** INVALID ACCOUNT	001-101-011-2000-002								
* CREDIT ACCOUNT	001-101-011-3000-002							.00 *	.92
***** INVALID ACCOUNT	001-101-011-3000-002								
DEBIT ACCOUNT	001-101-011-2100-001						CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-101-011-3100-001						CYCLE BW 11/15/1997		
	11111	1963	BW	11/15/1997	M1FB	80036	BETA,BARNEY B	184.62D	184.62C
	11111	1971	BW	11/15/1997	M1FB	80025	DEBIT,DONALD D	184.62D	184.62C
* DEBIT ACCOUNT	001-101-011-2100-001						TOTAL FOR CYCLE BW 11/15/1997	369.24 *	.00
***** INVALID ACCOUNT	001-101-011-2100-001								
* CREDIT ACCOUNT	001-101-011-3100-001							.00 *	369.24
***** INVALID ACCOUNT	001-101-011-3100-001								
DEBIT ACCOUNT	001-101-011-2100-002						CYCLE BW 11/15/1997		
CREDIT ACCOUNT	001-101-011-3100-002						CYCLE BW 11/15/1997		

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
	11111	1961	BW	11/15/1997	M2FBP	80004	ARNOLD,ANNA A	230.77D	230.77C
* DEBIT ACCOUNT	001-101-011-2100-002						TOTAL FOR CYCLE BW	11/15/1997	230.77 * .00
***** INVALID ACCOUNT	001-101-011-2100-002								
* CREDIT ACCOUNT	001-101-011-3100-002							.00 *	230.77
***** INVALID ACCOUNT	001-101-011-3100-002								
DEBIT ACCOUNT	001-101-011-2200-001						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-101-011-3200-001						CYCLE BW	11/15/1997	
11111	1961	BW	11/15/1997	401KB	80004	ARNOLD,ANNA A	30.77D	30.77C	
11111	1963	BW	11/15/1997	401KB	80036	BETA,BARNEY B	20.80D	20.80C	
11111	1971	BW	11/15/1997	401KB	80025	DEBIT,DONALD D	86.54D	86.54C	
* DEBIT ACCOUNT	001-101-011-2200-001						TOTAL FOR CYCLE BW	11/15/1997	138.11 * .00
***** INVALID ACCOUNT	001-101-011-2200-001								
* CREDIT ACCOUNT	001-101-011-3200-001							.00 *	138.11
***** INVALID ACCOUNT	001-101-011-3200-001								
DEBIT ACCOUNT	001-101-012-1700-200						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-101-012-0000-010						CYCLE BW	11/15/1997	
11111	1969	BW	11/15/1997	*FUTA	80024	CREDIT,COLLEEN	6.48D	6.48C	
11111	1984	BW	11/15/1997	*FUTA	80186	YORKER,NEWT A	6.40D	6.40C	
* DEBIT ACCOUNT	001-101-012-1700-200						TOTAL FOR CYCLE BW	11/15/1997	12.88 * .00
***** INVALID ACCOUNT	001-101-012-1700-200								
* CREDIT ACCOUNT	001-101-012-0000-010							.00 *	12.88
***** INVALID ACCOUNT	001-101-012-0000-010								
DEBIT ACCOUNT	001-101-012-1700-300						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-101-012-0000-010						CYCLE BW	11/15/1997	
11111	1969	BW	11/15/1997	*FICA	80024	CREDIT,COLLEEN	91.64D	91.64C	
11111	1984	BW	11/15/1997	*FICA	80186	YORKER,NEWT A	49.60D	49.60C	
* DEBIT ACCOUNT	001-101-012-1700-300						TOTAL FOR CYCLE BW	11/15/1997	141.24 * .00
***** INVALID ACCOUNT	001-101-012-1700-300								
* CREDIT ACCOUNT	001-101-012-0000-010							.00 *	141.24
***** INVALID ACCOUNT	001-101-012-0000-010								
DEBIT ACCOUNT	001-101-012-1700-400						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400						CYCLE BW	11/15/1997	
11111	1969	BW	11/15/1997	*FMHI	80024	CREDIT,COLLEEN	21.43D	21.43C	
11111	1984	BW	11/15/1997	*FMHI	80186	YORKER,NEWT A	11.60D	11.60C	
* DEBIT ACCOUNT	001-101-012-1700-400						TOTAL FOR CYCLE BW	11/15/1997	33.03 * .00
***** INVALID ACCOUNT	001-101-012-1700-400								
* CREDIT ACCOUNT	001-000-000-4000-400							.00 *	33.03

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ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT	

DEBIT ACCOUNT	001-101-012-1715-108					CYCLE BW	11/15/1997		
CREDIT ACCOUNT	001-000-000-4150-108					CYCLE BW	11/15/1997		
11111	1969 BW	11/15/1997	*UPA	80024	CREDIT, COLLEEN		30.95D	30.95C	
* DEBIT ACCOUNT	001-101-012-1715-108					TOTAL FOR CYCLE BW	11/15/1997		
***** INVALID ACCOUNT	001-101-012-1715-108						30.95 *	.00	
* CREDIT ACCOUNT	001-000-000-4150-108						.00 *	30.95	
***** INVALID ACCOUNT	001-000-000-4150-108								
DEBIT ACCOUNT	001-101-012-1715-109					CYCLE BW	11/15/1997		
CREDIT ACCOUNT	001-000-000-4150-109					CYCLE BW	11/15/1997		
11111	1984 BW	11/15/1997	*UNY	80186	YORKER, NEWT A		6.80D	6.80C	
* DEBIT ACCOUNT	001-101-012-1715-109					TOTAL FOR CYCLE BW	11/15/1997		
***** INVALID ACCOUNT	001-101-012-1715-109						6.80 *	.00	
* CREDIT ACCOUNT	001-000-000-4150-109						.00 *	6.80	
***** INVALID ACCOUNT	001-000-000-4150-109								
DEBIT ACCOUNT	001-101-012-2000-001					CYCLE BW	11/15/1997		
CREDIT ACCOUNT	001-101-012-3000-001					CYCLE BW	11/15/1997		
11111	1984 BW	11/15/1997	LI1W	80186	YORKER, NEWT A		.02D	.02C	
11111	1984 BW	11/15/1997	STDW	80186	YORKER, NEWT A		11.54D	11.54C	
* DEBIT ACCOUNT	001-101-012-2000-001					TOTAL FOR CYCLE BW	11/15/1997		
***** INVALID ACCOUNT	001-101-012-2000-001						11.56 *	.00	
* CREDIT ACCOUNT	001-101-012-3000-001						.00 *	11.56	
***** INVALID ACCOUNT	001-101-012-3000-001								
DEBIT ACCOUNT	001-101-012-2000-002					CYCLE BW	11/15/1997		
CREDIT ACCOUNT	001-101-012-3000-002					CYCLE BW	11/15/1997		
11111	1969 BW	11/15/1997	LI2BW	80024	CREDIT, COLLEEN		1.85D	1.85C	
* DEBIT ACCOUNT	001-101-012-2000-002					TOTAL FOR CYCLE BW	11/15/1997		
***** INVALID ACCOUNT	001-101-012-2000-002						1.85 *	.00	
* CREDIT ACCOUNT	001-101-012-3000-002						.00 *	1.85	
***** INVALID ACCOUNT	001-101-012-3000-002								
DEBIT ACCOUNT	001-101-012-2100-001					CYCLE BW	11/15/1997		
CREDIT ACCOUNT	001-101-012-3100-001					CYCLE BW	11/15/1997		
11111	1969 BW	11/15/1997	M1SBP	80024	CREDIT, COLLEEN		138.46D	138.46C	
* DEBIT ACCOUNT	001-101-012-2100-001					TOTAL FOR CYCLE BW	11/15/1997		
***** INVALID ACCOUNT	001-101-012-2100-001						138.46 *	.00	
* CREDIT ACCOUNT	001-101-012-3100-001						.00 *	138.46	
***** INVALID ACCOUNT	001-101-012-3100-001								

PYGMEX24	PYTME023	EMPLOYER LIABILITY CLOSE TO G / L				ACCT. YEAR 1997	Page 5
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EMPLOYER ZUS SAMPLE US COMPANY						* = AMOUNT POSTED TO G/L	
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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEBIT ACCOUNT	001-101-012-2200-001						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-101-012-3200-001						CYCLE BW	11/15/1997	
11111	1969	BW	11/15/1997	401KB		80024	CREDIT, COLLEEN	76.92D	76.92C
* DEBIT ACCOUNT	001-101-012-2200-001						TOTAL FOR CYCLE BW	76.92 *	.00
***** INVALID ACCOUNT	001-101-012-2200-001								
* CREDIT ACCOUNT	001-101-012-3200-001							.00 *	76.92
***** INVALID ACCOUNT	001-101-012-3200-001								
DEBIT ACCOUNT	001-101-014-1700-200						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-101-014-0000-010						CYCLE BW	11/15/1997	
11111	1972	BW	11/15/1997	*FUTA		80190	DILL, DAFF E	10.77D	10.77C
* DEBIT ACCOUNT	001-101-014-1700-200						TOTAL FOR CYCLE BW	10.77 *	.00
***** INVALID ACCOUNT	001-101-014-1700-200								
* CREDIT ACCOUNT	001-101-014-0000-010							.00 *	10.77
***** INVALID ACCOUNT	001-101-014-0000-010								
DEBIT ACCOUNT	001-101-014-1700-300						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-101-014-0000-010						CYCLE BW	11/15/1997	
11111	1972	BW	11/15/1997	*FICA		80190	DILL, DAFF E	83.46D	83.46C
* DEBIT ACCOUNT	001-101-014-1700-300						TOTAL FOR CYCLE BW	83.46 *	.00
***** INVALID ACCOUNT	001-101-014-1700-300								
* CREDIT ACCOUNT	001-101-014-0000-010							.00 *	83.46
***** INVALID ACCOUNT	001-101-014-0000-010								
DEBIT ACCOUNT	001-101-014-1700-400						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400						CYCLE BW	11/15/1997	
11111	1972	BW	11/15/1997	*FMHI		80190	DILL, DAFF E	19.52D	19.52C
* DEBIT ACCOUNT	001-101-014-1700-400						TOTAL FOR CYCLE BW	19.52 *	.00
***** INVALID ACCOUNT	001-101-014-1700-400								
* CREDIT ACCOUNT	001-000-000-4000-400							.00 *	19.52
***** INVALID ACCOUNT	001-101-014-1715-106								
DEBIT ACCOUNT	001-101-014-1715-106						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4150-106						CYCLE BW	11/15/1997	
11111	1972	BW	11/15/1997	*UAZ		80190	DILL, DAFF E	11.44D	11.44C
* DEBIT ACCOUNT	001-101-014-1715-106						TOTAL FOR CYCLE BW	11.44 *	.00
***** INVALID ACCOUNT	001-101-014-1715-106								
* CREDIT ACCOUNT	001-000-000-4150-106							.00 *	11.44
***** INVALID ACCOUNT	001-000-000-4150-106								

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CHECKING		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT
DEBIT ACCOUNT		001-101-014-2000-001				CYCLE BW	11/15/1997	
CREDIT ACCOUNT		001-101-014-3000-001				CYCLE BW	11/15/1997	
11111	1972	BW	11/15/1997	LI1BW	80190	DILL,DAFF E	2.58D	2.58C
11111	1972	BW	11/15/1997	STDB	80190	DILL,DAFF E	62.31D	62.31C
* DEBIT ACCOUNT		001-101-014-2000-001				TOTAL FOR CYCLE BW	11/15/1997	64.89 *
***** INVALID ACCOUNT		001-101-014-2000-001						
* CREDIT ACCOUNT		001-101-014-3000-001					.00 *	64.89
***** INVALID ACCOUNT		001-101-014-3000-001						
DEBIT ACCOUNT		001-102-110-1700-300				CYCLE BW	11/15/1997	
CREDIT ACCOUNT		001-102-110-0000-010				CYCLE BW	11/15/1997	
11111	1974	BW	11/15/1997	*FICA	80038	GREEN,KELLY	109.03D	109.03C
* DEBIT ACCOUNT		001-102-110-1700-300				TOTAL FOR CYCLE BW	11/15/1997	109.03 *
***** INVALID ACCOUNT		001-102-110-1700-300						
* CREDIT ACCOUNT		001-102-110-0000-010					.00 *	109.03
***** INVALID ACCOUNT		001-102-110-0000-010						
DEBIT ACCOUNT		001-102-110-1700-400				CYCLE BW	11/15/1997	
CREDIT ACCOUNT		001-000-000-4000-400				CYCLE BW	11/15/1997	
11111	1974	BW	11/15/1997	*FMHI	80038	GREEN,KELLY	25.50D	25.50C
* DEBIT ACCOUNT		001-102-110-1700-400				TOTAL FOR CYCLE BW	11/15/1997	25.50 *
***** INVALID ACCOUNT		001-102-110-1700-400						
* CREDIT ACCOUNT		001-000-000-4000-400					.00 *	25.50
DEBIT ACCOUNT		001-102-110-2000-001				CYCLE BW	11/15/1997	
CREDIT ACCOUNT		001-102-110-3000-001				CYCLE BW	11/15/1997	
11111	1974	BW	11/15/1997	STDB	80038	GREEN,KELLY	83.08D	83.08C
* DEBIT ACCOUNT		001-102-110-2000-001				TOTAL FOR CYCLE BW	11/15/1997	83.08 *
***** INVALID ACCOUNT		001-102-110-2000-001						
* CREDIT ACCOUNT		001-102-110-3000-001					.00 *	83.08
***** INVALID ACCOUNT		001-102-110-3000-001						
DEBIT ACCOUNT		001-102-110-2100-001				CYCLE BW	11/15/1997	
CREDIT ACCOUNT		001-102-110-3100-001				CYCLE BW	11/15/1997	
11111	1974	BW	11/15/1997	M1FBP	80038	GREEN,KELLY	221.54D	221.54C
* DEBIT ACCOUNT		001-102-110-2100-001				TOTAL FOR CYCLE BW	11/15/1997	221.54 *
***** INVALID ACCOUNT		001-102-110-2100-001						
* CREDIT ACCOUNT		001-102-110-3100-001					.00 *	221.54
***** INVALID ACCOUNT		001-102-110-3100-001						

PYGMEX24	PYTME023	EMPLOYER LIABILITY CLOSE TO G / L				ACCT. YEAR 1997	Page 7
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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEBIT ACCOUNT	001-102-110-2200-001						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-102-110-3200-001						CYCLE BW	11/15/1997	
11111	1974	BW	11/15/1997	401KB	80038	GREEN,KELLY			
* DEBIT ACCOUNT	001-102-110-2200-001						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-102-110-2200-001								
* CREDIT ACCOUNT	001-102-110-3200-001								
***** INVALID ACCOUNT	001-102-110-3200-001								
DEBIT ACCOUNT	001-102-112-1700-200						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-102-112-0000-010						CYCLE BW	11/15/1997	
11111	1962	BW	11/15/1997	*FUTA	80103	BEACH,SANDY			
11111	1967	BW	11/15/1997	*FUTA	80116	CLUELESS,CALVIN			
11111	1982	BW	11/15/1997	*FUTA	80110	TURNER,PAIGE			
11111	1983	BW	11/15/1997	*FUTA	80041	WONDER,WALLY			
* DEBIT ACCOUNT	001-102-112-1700-200						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-102-112-1700-200								
* CREDIT ACCOUNT	001-102-112-0000-010								
***** INVALID ACCOUNT	001-102-112-0000-010								
DEBIT ACCOUNT	001-102-112-1700-300						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-102-112-0000-010						CYCLE BW	11/15/1997	
11111	1962	BW	11/15/1997	*FICA	80103	BEACH,SANDY			
11111	1967	BW	11/15/1997	*FICA	80116	CLUELESS,CALVIN			
11111	1982	BW	11/15/1997	*FICA	80110	TURNER,PAIGE			
11111	1983	BW	11/15/1997	*FICA	80041	WONDER,WALLY			
* DEBIT ACCOUNT	001-102-112-1700-300						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-102-112-1700-300								
* CREDIT ACCOUNT	001-102-112-0000-010								
***** INVALID ACCOUNT	001-102-112-0000-010								
DEBIT ACCOUNT	001-102-112-1700-400						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400						CYCLE BW	11/15/1997	
11111	1962	BW	11/15/1997	*FMHI	80103	BEACH,SANDY			
11111	1967	BW	11/15/1997	*FMHI	80116	CLUELESS,CALVIN			
11111	1982	BW	11/15/1997	*FMHI	80110	TURNER,PAIGE			
11111	1983	BW	11/15/1997	*FMHI	80041	WONDER,WALLY			
* DEBIT ACCOUNT	001-102-112-1700-400						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-102-112-1700-400								
* CREDIT ACCOUNT	001-000-000-4000-400								
DEBIT ACCOUNT	001-102-112-1715-101						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4150-101						CYCLE BW	11/15/1997	

PYGMEX24	PYTME023	EMPLOYER LIABILITY CLOSE TO G / L					ACCT. YEAR 1997	Page 8
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CHECKING		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

11111	1962	BW	11/15/1997	*UCA	80103	BEACH,SANDY	19.50D	19.50C
11111	1967	BW	11/15/1997	*UCA	80116	CLUELESS,CALVIN	19.50D	19.50C
11111	1983	BW	11/15/1997	*UGA	80041	WONDER,WALLY	18.20D	18.20C
* DEBIT ACCOUNT 001-102-112-1715-101		TOTAL FOR CYCLE BW 11/15/1997					57.20 *	.00
***** INVALID ACCOUNT 001-102-112-1715-101								
* CREDIT ACCOUNT 001-000-000-4150-101							.00 *	57.20
***** INVALID ACCOUNT 001-000-000-4150-101								
DEBIT ACCOUNT 001-102-112-1715-103		CYCLE BW 11/15/1997						
CREDIT ACCOUNT 001-000-000-4150-103		CYCLE BW 11/15/1997						
11111	1982	BW	11/15/1997	*UFL	80110	TURNER,PAIGE	11.44D	11.44C
* DEBIT ACCOUNT 001-102-112-1715-103		TOTAL FOR CYCLE BW 11/15/1997					11.44 *	.00
***** INVALID ACCOUNT 001-102-112-1715-103								
* CREDIT ACCOUNT 001-000-000-4150-103							.00 *	11.44
***** INVALID ACCOUNT 001-000-000-4150-103								
DEBIT ACCOUNT 001-102-112-2000-001		CYCLE BW 11/15/1997						
CREDIT ACCOUNT 001-102-112-3000-001		CYCLE BW 11/15/1997						
11111	1962	BW	11/15/1997	LI1BW	80103	BEACH,SANDY	2.72D	2.72C
11111	1962	BW	11/15/1997	STDB	80103	BEACH,SANDY	55.38D	55.38C
11111	1967	BW	11/15/1997	STDB	80116	CLUELESS,CALVIN	55.38D	55.38C
11111	1982	BW	11/15/1997	STDB	80110	TURNER,PAIGE	62.31D	62.31C
* DEBIT ACCOUNT 001-102-112-2000-001		TOTAL FOR CYCLE BW 11/15/1997					175.79 *	.00
***** INVALID ACCOUNT 001-102-112-2000-001								
* CREDIT ACCOUNT 001-102-112-3000-001							.00 *	175.79
***** INVALID ACCOUNT 001-102-112-3000-001								
DEBIT ACCOUNT 001-102-112-2100-002		CYCLE BW 11/15/1997						
CREDIT ACCOUNT 001-102-112-3100-002		CYCLE BW 11/15/1997						
11111	1962	BW	11/15/1997	M2FB	80103	BEACH,SANDY	230.77D	230.77C
* DEBIT ACCOUNT 001-102-112-2100-002		TOTAL FOR CYCLE BW 11/15/1997					230.77 *	.00
***** INVALID ACCOUNT 001-102-112-2100-002								
* CREDIT ACCOUNT 001-102-112-3100-002							.00 *	230.77
***** INVALID ACCOUNT 001-102-112-3100-002								
DEBIT ACCOUNT 001-102-112-2200-001		CYCLE BW 11/15/1997						
CREDIT ACCOUNT 001-102-112-3200-001		CYCLE BW 11/15/1997						
11111	1962	BW	11/15/1997	401KB	80103	BEACH,SANDY	26.00D	26.00C
* DEBIT ACCOUNT 001-102-112-2200-001		TOTAL FOR CYCLE BW 11/15/1997					26.00 *	.00
***** INVALID ACCOUNT 001-102-112-2200-001								
* CREDIT ACCOUNT 001-102-112-3200-001							.00 *	26.00
***** INVALID ACCOUNT 001-102-112-3200-001								

PYGMEX24	PYTME023	E M P L O Y E R L I A B I L I T Y C L O S E T O G / L				ACCT. YEAR 1997	Page 9
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CHECKING							
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	
DEDUCTION							
						DEBIT	CREDIT
						AMOUNT	AMOUNT

DEBIT ACCOUNT	001-102-114-1700-300					CYCLE BW	11/15/1997
CREDIT ACCOUNT	001-102-114-0000-010					CYCLE BW	11/15/1997
11111	1968 BW	11/15/1997	*FICA	30015	COLLINS,TOM		
* DEBIT ACCOUNT	001-102-114-1700-300					TOTAL FOR CYCLE BW	11/15/1997
***** INVALID ACCOUNT	001-102-114-1700-300						
* CREDIT ACCOUNT	001-102-114-0000-010						
***** INVALID ACCOUNT	001-102-114-0000-010						
DEBIT ACCOUNT	001-102-114-1700-400					CYCLE BW	11/15/1997
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE BW	11/15/1997
11111	1968 BW	11/15/1997	*FMHI	30015	COLLINS,TOM		
* DEBIT ACCOUNT	001-102-114-1700-400					TOTAL FOR CYCLE BW	11/15/1997
***** INVALID ACCOUNT	001-102-114-1700-400						
* CREDIT ACCOUNT	001-000-000-4000-400						
DEBIT ACCOUNT	001-102-114-2000-001					CYCLE BW	11/15/1997
CREDIT ACCOUNT	001-102-114-3000-001					CYCLE BW	11/15/1997
11111	1968 BW	11/15/1997	STDB	30015	COLLINS,TOM		
* DEBIT ACCOUNT	001-102-114-2000-001					TOTAL FOR CYCLE BW	11/15/1997
***** INVALID ACCOUNT	001-102-114-2000-001						
* CREDIT ACCOUNT	001-102-114-3000-001						
***** INVALID ACCOUNT	001-102-114-3000-001						
DEBIT ACCOUNT	001-102-114-2100-002					CYCLE BW	11/15/1997
CREDIT ACCOUNT	001-102-114-3100-002					CYCLE BW	11/15/1997
11111	1968 BW	11/15/1997	M2FB	30015	COLLINS,TOM		
* DEBIT ACCOUNT	001-102-114-2100-002					TOTAL FOR CYCLE BW	11/15/1997
***** INVALID ACCOUNT	001-102-114-2100-002						
* CREDIT ACCOUNT	001-102-114-3100-002						
***** INVALID ACCOUNT	001-102-114-3100-002						
DEBIT ACCOUNT	001-102-114-2200-001					CYCLE BW	11/15/1997
CREDIT ACCOUNT	001-102-114-3200-001					CYCLE BW	11/15/1997
11111	1968 BW	11/15/1997	401KB	30015	COLLINS,TOM		
* DEBIT ACCOUNT	001-102-114-2200-001					TOTAL FOR CYCLE BW	11/15/1997
***** INVALID ACCOUNT	001-102-114-2200-001						
* CREDIT ACCOUNT	001-102-114-3200-001						
***** INVALID ACCOUNT	001-102-114-3200-001						

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CHECKING		DEDUCTION				DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT
DEBIT ACCOUNT	001-103-120-1700-200					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-120-0000-010					CYCLE BW	11/15/1997	
11111	1976 BW	11/15/1997	*FUTA	80039	KAPPA,CRAIG		.52D	.52C
* DEBIT ACCOUNT	001-103-120-1700-200					TOTAL FOR CYCLE BW	11/15/1997	.52 *
***** INVALID ACCOUNT	001-103-120-1700-200							.00
* CREDIT ACCOUNT	001-103-120-0000-010						.00 *	.52
***** INVALID ACCOUNT	001-103-120-0000-010							
DEBIT ACCOUNT	001-103-120-1700-300					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-120-0000-010					CYCLE BW	11/15/1997	
11111	1976 BW	11/15/1997	*FICA	80039	KAPPA,CRAIG		107.46D	107.46C
* DEBIT ACCOUNT	001-103-120-1700-300					TOTAL FOR CYCLE BW	11/15/1997	107.46 *
***** INVALID ACCOUNT	001-103-120-1700-300							.00
* CREDIT ACCOUNT	001-103-120-0000-010						.00 *	107.46
***** INVALID ACCOUNT	001-103-120-0000-010							
DEBIT ACCOUNT	001-103-120-1700-400					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE BW	11/15/1997	
11111	1976 BW	11/15/1997	*FMHI	80039	KAPPA,CRAIG		25.14D	25.14C
* DEBIT ACCOUNT	001-103-120-1700-400					TOTAL FOR CYCLE BW	11/15/1997	25.14 *
***** INVALID ACCOUNT	001-103-120-1700-400							.00
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	25.14
***** INVALID ACCOUNT	001-103-120-1715-102							
DEBIT ACCOUNT	001-103-120-1715-102					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-120-0000-010					CYCLE BW	11/15/1997	
11111	1976 BW	11/15/1997	*UMA	80039	KAPPA,CRAIG		34.67D	34.67C
* DEBIT ACCOUNT	001-103-120-1715-102					TOTAL FOR CYCLE BW	11/15/1997	34.67 *
***** INVALID ACCOUNT	001-103-120-1715-102							.00
* CREDIT ACCOUNT	001-103-120-0000-010						.00 *	34.67
***** INVALID ACCOUNT	001-103-120-0000-010							
DEBIT ACCOUNT	001-103-121-1700-200					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-121-0000-010					CYCLE BW	11/15/1997	
11111	1970 BW	11/15/1997	*FUTA	80151	CREME,CARMEL		9.92D	9.92C
11111	1973 BW	11/15/1997	*FUTA	80037	GAMMA,GODFREY		10.40D	10.40C
* DEBIT ACCOUNT	001-103-121-1700-200					TOTAL FOR CYCLE BW	11/15/1997	20.32 *
***** INVALID ACCOUNT	001-103-121-1700-200							.00
* CREDIT ACCOUNT	001-103-121-0000-010						.00 *	20.32
***** INVALID ACCOUNT	001-103-121-0000-010							

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CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEBIT ACCOUNT	001-103-121-1700-300						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-121-0000-010						CYCLE BW	11/15/1997	
	11111	1970	BW	11/15/1997	*FICA	80151	CREME,CARMEL	89.28D	89.28C
	11111	1973	BW	11/15/1997	*FICA	80037	GAMMA,GODFREY	80.60D	80.60C
* DEBIT ACCOUNT	001-103-121-1700-300						TOTAL FOR CYCLE BW	11/15/1997	169.88 *
***** INVALID ACCOUNT	001-103-121-1700-300								.00
* CREDIT ACCOUNT	001-103-121-0000-010							.00 *	169.88
***** INVALID ACCOUNT	001-103-121-0000-010								
DEBIT ACCOUNT	001-103-121-1700-400						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400						CYCLE BW	11/15/1997	
	11111	1970	BW	11/15/1997	*FMHI	80151	CREME,CARMEL	20.88D	20.88C
	11111	1973	BW	11/15/1997	*FMHI	80037	GAMMA,GODFREY	18.85D	18.85C
* DEBIT ACCOUNT	001-103-121-1700-400						TOTAL FOR CYCLE BW	11/15/1997	39.73 *
***** INVALID ACCOUNT	001-103-121-1700-400								.00
* CREDIT ACCOUNT	001-000-000-4000-400							.00 *	39.73
***** INVALID ACCOUNT	001-000-000-4000-400								
DEBIT ACCOUNT	001-103-121-1715-101						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4150-101						CYCLE BW	11/15/1997	
	11111	1970	BW	11/15/1997	*UGA	80151	CREME,CARMEL	21.60D	21.60C
	11111	1973	BW	11/15/1997	*UGA	80037	GAMMA,GODFREY	19.50D	19.50C
* DEBIT ACCOUNT	001-103-121-1715-101						TOTAL FOR CYCLE BW	11/15/1997	41.10 *
***** INVALID ACCOUNT	001-103-121-1715-101								.00
* CREDIT ACCOUNT	001-000-000-4150-101							.00 *	41.10
***** INVALID ACCOUNT	001-000-000-4150-101								
DEBIT ACCOUNT	001-103-121-2000-001						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-121-3000-001						CYCLE BW	11/15/1997	
	11111	1970	BW	11/15/1997	STDB	80151	CREME,CARMEL	66.92D	66.92C
* DEBIT ACCOUNT	001-103-121-2000-001						TOTAL FOR CYCLE BW	11/15/1997	66.92 *
***** INVALID ACCOUNT	001-103-121-2000-001								.00
* CREDIT ACCOUNT	001-103-121-3000-001							.00 *	66.92
***** INVALID ACCOUNT	001-103-121-3000-001								
DEBIT ACCOUNT	001-103-122-1700-200						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-122-0000-010						CYCLE BW	11/15/1997	
	11111	1964	BW	11/15/1997	*FUTA	80106	BRANCH,OLIVE	6.76D	6.76C
* DEBIT ACCOUNT	001-103-122-1700-200						TOTAL FOR CYCLE BW	11/15/1997	6.76 *
***** INVALID ACCOUNT	001-103-122-1700-200								.00
* CREDIT ACCOUNT	001-103-122-0000-010							.00 *	6.76
***** INVALID ACCOUNT	001-103-122-0000-010								

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CHECKING				DEDUCTION			DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT
<hr/>								
DEBIT ACCOUNT	001-103-122-1700-300					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-122-0000-010					CYCLE BW	11/15/1997	
11111	1964	BW	11/15/1997	*FICA	80106	BRANCH,OLIVE	95.38D	95.38C
11111	1966	BW	11/15/1997	*FICA	80115	CLOTHE,TERRI	118.21D	118.21C
* DEBIT ACCOUNT	001-103-122-1700-300					TOTAL FOR CYCLE BW	213.59 *	.00
***** INVALID ACCOUNT	001-103-122-1700-300							
* CREDIT ACCOUNT	001-103-122-0000-010						.00 *	213.59
***** INVALID ACCOUNT	001-103-122-0000-010							
DEBIT ACCOUNT	001-103-122-1700-400					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE BW	11/15/1997	
11111	1964	BW	11/15/1997	*FMHI	80106	BRANCH,OLIVE	22.31D	22.31C
11111	1966	BW	11/15/1997	*FMHI	80115	CLOTHE,TERRI	27.64D	27.64C
* DEBIT ACCOUNT	001-103-122-1700-400					TOTAL FOR CYCLE BW	49.95 *	.00
***** INVALID ACCOUNT	001-103-122-1700-400							
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	49.95
***** INVALID ACCOUNT	001-000-000-4000-400							
DEBIT ACCOUNT	001-103-122-1715-106					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4150-106					CYCLE BW	11/15/1997	
11111	1964	BW	11/15/1997	*UAZ	80106	BRANCH,OLIVE	7.18D	7.18C
* DEBIT ACCOUNT	001-103-122-1715-106					TOTAL FOR CYCLE BW	7.18 *	.00
***** INVALID ACCOUNT	001-103-122-1715-106							
* CREDIT ACCOUNT	001-000-000-4150-106						.00 *	7.18
***** INVALID ACCOUNT	001-000-000-4150-106							
DEBIT ACCOUNT	001-103-122-2000-001					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-103-122-3000-001					CYCLE BW	11/15/1997	
11111	1966	BW	11/15/1997	STDB	80115	CLOTHE,TERRI	80.77D	80.77C
* DEBIT ACCOUNT	001-103-122-2000-001					TOTAL FOR CYCLE BW	80.77 *	.00
***** INVALID ACCOUNT	001-103-122-2000-001							
* CREDIT ACCOUNT	001-103-122-3000-001						.00 *	80.77
***** INVALID ACCOUNT	001-103-122-3000-001							
DEBIT ACCOUNT	001-201-100-1700-200					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-201-100-0000-020					CYCLE BW	11/15/1997	
11111	1975	BW	11/15/1997	*FUTA	80216	KAAR,SARA	8.00D	8.00C
* DEBIT ACCOUNT	001-201-100-1700-200					TOTAL FOR CYCLE BW	8.00 *	.00
***** INVALID ACCOUNT	001-201-100-1700-200							
* CREDIT ACCOUNT	001-201-100-0000-020						.00 *	8.00
***** INVALID ACCOUNT	001-201-100-0000-020							

PYGMEX24	PYTME023	E M P L O Y E R L I A B I L I T Y C L O S E T O G / L					ACCT. YEAR 1997	Page 13
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EMPLOYER ZUS SAMPLE US COMPANY							* = AMOUNT POSTED TO G/L	
REPORT DATE 12/01/1997								

CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEBIT ACCOUNT	001-201-100-1700-300						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-201-100-0000-020						CYCLE BW	11/15/1997	
	11111	1975	BW	11/15/1997	*FICA	80216	KAAR,SARA	62.00D	62.00C
	11111	1978	BW	11/15/1997	*FICA	80102	OVERTON,CARRIE	119.23D	119.23C
* DEBIT ACCOUNT	001-201-100-1700-300						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-201-100-1700-300							181.23 *	.00
* CREDIT ACCOUNT	001-201-100-0000-020							.00 *	181.23
***** INVALID ACCOUNT	001-201-100-0000-020								
DEBIT ACCOUNT	001-201-100-1700-400						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400						CYCLE BW	11/15/1997	
	11111	1975	BW	11/15/1997	*FMHI	80216	KAAR,SARA	14.50D	14.50C
	11111	1978	BW	11/15/1997	*FMHI	80102	OVERTON,CARRIE	27.89D	27.89C
* DEBIT ACCOUNT	001-201-100-1700-400						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-201-100-1700-400							42.39 *	.00
* CREDIT ACCOUNT	001-000-000-4000-400							.00 *	42.39
***** INVALID ACCOUNT	001-000-000-4000-400								
DEBIT ACCOUNT	001-201-100-1715-101						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4150-101						CYCLE BW	11/15/1997	
	11111	1975	BW	11/15/1997	*UAK	80216	KAAR,SARA	15.00D	15.00C
* DEBIT ACCOUNT	001-201-100-1715-101						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-201-100-1715-101							15.00 *	.00
* CREDIT ACCOUNT	001-000-000-4150-101							.00 *	15.00
***** INVALID ACCOUNT	001-000-000-4150-101								
DEBIT ACCOUNT	001-201-100-1715-102						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-201-100-0000-020						CYCLE BW	11/15/1997	
	11111	1978	BW	11/15/1997	*UMA	80102	OVERTON,CARRIE	38.46D	38.46C
* DEBIT ACCOUNT	001-201-100-1715-102						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-201-100-1715-102							38.46 *	.00
* CREDIT ACCOUNT	001-201-100-0000-020							.00 *	38.46
***** INVALID ACCOUNT	001-201-100-0000-020								
DEBIT ACCOUNT	001-201-100-2000-001						CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-201-100-3000-001						CYCLE BW	11/15/1997	
	11111		BW	11/15/1997	STDB	80294	MULREADY,EDWIN J	166.15D	166.15C
* DEBIT ACCOUNT	001-201-100-2000-001						TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-201-100-2000-001							166.15 *	.00
* CREDIT ACCOUNT	001-201-100-3000-001							.00 *	166.15
***** INVALID ACCOUNT	001-201-100-3000-001								

PYGMEX24 PYTME023 EMPLOYER LIABILITY CLOSE TO G / L ACCT. YEAR 1997 Page 14
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 EMPLOYER ZUS SAMPLE US COMPANY * = AMOUNT POSTED TO G/L
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CHECKING		DEDUCTION				DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT
DEBIT ACCOUNT	001-201-200-1700-200			CYCLE BW	11/15/1997			
CREDIT ACCOUNT	001-201-200-0000-010			CYCLE BW	11/15/1997			
11111	1981 BW	11/15/1997	*FUTA	80019	SMOG,SUSIE S	.60D	.60C	
* DEBIT ACCOUNT	001-201-200-1700-200			TOTAL FOR CYCLE BW	11/15/1997	.60 *	.00	
***** INVALID ACCOUNT	001-201-200-1700-200							
* CREDIT ACCOUNT	001-201-200-0000-010					.00 *	.60	
***** INVALID ACCOUNT	001-201-200-0000-010							
DEBIT ACCOUNT	001-201-200-1700-300			CYCLE BW	11/15/1997			
CREDIT ACCOUNT	001-201-200-0000-010			CYCLE BW	11/15/1997			
11111	1981 BW	11/15/1997	*FICA	80019	SMOG,SUSIE S	107.31D	107.31C	
* DEBIT ACCOUNT	001-201-200-1700-300			TOTAL FOR CYCLE BW	11/15/1997	107.31 *	.00	
***** INVALID ACCOUNT	001-201-200-1700-300							
* CREDIT ACCOUNT	001-201-200-0000-010					.00 *	107.31	
***** INVALID ACCOUNT	001-201-200-0000-010							
DEBIT ACCOUNT	001-201-200-1700-400			CYCLE BW	11/15/1997			
CREDIT ACCOUNT	001-000-000-4000-400			CYCLE BW	11/15/1997			
11111	1981 BW	11/15/1997	*FMHI	80019	SMOG,SUSIE S	25.10D	25.10C	
* DEBIT ACCOUNT	001-201-200-1700-400			TOTAL FOR CYCLE BW	11/15/1997	25.10 *	.00	
***** INVALID ACCOUNT	001-201-200-1700-400							
* CREDIT ACCOUNT	001-000-000-4000-400					.00 *	25.10	
***** INVALID ACCOUNT	001-201-200-1715-101							
DEBIT ACCOUNT	001-201-200-1715-101			CYCLE BW	11/15/1997			
CREDIT ACCOUNT	001-000-000-4150-101			CYCLE BW	11/15/1997			
11111	1981 BW	11/15/1997	*UCA	80019	SMOG,SUSIE S	1.15D	1.15C	
* DEBIT ACCOUNT	001-201-200-1715-101			TOTAL FOR CYCLE BW	11/15/1997	1.15 *	.00	
***** INVALID ACCOUNT	001-201-200-1715-101							
* CREDIT ACCOUNT	001-000-000-4150-101					.00 *	1.15	
***** INVALID ACCOUNT	001-000-000-4150-101							
DEBIT ACCOUNT	001-301-400-1700-300			CYCLE BW	11/15/1997			
CREDIT ACCOUNT	001-301-400-0000-010			CYCLE BW	11/15/1997			
11111	1965 BW	11/15/1997	*FICA	80009	CARGO,CARRIE D	119.24D	119.24C	
* DEBIT ACCOUNT	001-301-400-1700-300			TOTAL FOR CYCLE BW	11/15/1997	119.24 *	.00	
***** INVALID ACCOUNT	001-301-400-1700-300							
* CREDIT ACCOUNT	001-301-400-0000-010					.00 *	119.24	
***** INVALID ACCOUNT	001-301-400-0000-010							

PYGMEX24	PYTME023	EMPLOYER LIABILITY CLOSE TO G / L				ACCT. YEAR 1997	Page 15
12/01/97	11:30:32					ACCT. MONTH 11	
EMPLOYER ZUS SAMPLE US COMPANY						* = AMOUNT POSTED TO G/L	
REPORT DATE 12/01/1997							

CHECKING					DEDUCTION		DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

DEBIT ACCOUNT	001-301-400-1700-400					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE BW	11/15/1997	
11111	1965 BW	11/15/1997	*FMHI	80009	CARGO,CARRIE D		27.89D	27.89C
* DEBIT ACCOUNT	001-301-400-1700-400					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-400-1700-400						27.89 *	.00
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	27.89
DEBIT ACCOUNT	001-301-400-1715-108					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4150-108					CYCLE BW	11/15/1997	
11111	1965 BW	11/15/1997	*UPA	80009	CARGO,CARRIE D		6.12D	6.12C
* DEBIT ACCOUNT	001-301-400-1715-108					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-400-1715-108						6.12 *	.00
* CREDIT ACCOUNT	001-000-000-4150-108						.00 *	6.12
***** INVALID ACCOUNT	001-000-000-4150-108							
DEBIT ACCOUNT	001-301-400-2000-001					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-400-3000-001					CYCLE BW	11/15/1997	
11111	1965 BW	11/15/1997	LI1W	80009	CARGO,CARRIE D		.02D	.02C
11111	1965 BW	11/15/1997	STDW	80009	CARGO,CARRIE D		4.38D	4.38C
* DEBIT ACCOUNT	001-301-400-2000-001					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-400-2000-001						4.40 *	.00
* CREDIT ACCOUNT	001-301-400-3000-001						.00 *	4.40
***** INVALID ACCOUNT	001-301-400-3000-001							
DEBIT ACCOUNT	001-301-400-2100-001					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-400-3100-001					CYCLE BW	11/15/1997	
11111	1965 BW	11/15/1997	M1FW	80009	CARGO,CARRIE D		92.31D	92.31C
* DEBIT ACCOUNT	001-301-400-2100-001					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-400-2100-001						92.31 *	.00
* CREDIT ACCOUNT	001-301-400-3100-001						.00 *	92.31
***** INVALID ACCOUNT	001-301-400-3100-001							
DEBIT ACCOUNT	001-301-400-2200-001					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-400-3200-001					CYCLE BW	11/15/1997	
11111	1965 BW	11/15/1997	401KW	80009	CARGO,CARRIE D		96.15D	96.15C
* DEBIT ACCOUNT	001-301-400-2200-001					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-400-2200-001						96.15 *	.00
* CREDIT ACCOUNT	001-301-400-3200-001						.00 *	96.15
***** INVALID ACCOUNT	001-301-400-3200-001							

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CHECKING				DEDUCTION			DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

DEBIT ACCOUNT	001-301-401-1700-200					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-401-0000-010					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	*FUTA	80026	ROAD, ROCKY		4.32D	4.32C
11111	1980 BW	11/15/1997	*FUTA	80215	SLADE, JACK		8.00D	8.00C
* DEBIT ACCOUNT	001-301-401-1700-200					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-1700-200						12.32 *	.00
* CREDIT ACCOUNT	001-301-401-0000-010						.00 *	12.32
***** INVALID ACCOUNT	001-301-401-0000-010							
DEBIT ACCOUNT	001-301-401-1700-300					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-401-0000-010					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	*FICA	80026	ROAD, ROCKY		94.43D	94.43C
11111	1980 BW	11/15/1997	*FICA	80215	SLADE, JACK		62.00D	62.00C
* DEBIT ACCOUNT	001-301-401-1700-300					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-1700-300						156.43 *	.00
* CREDIT ACCOUNT	001-301-401-0000-010						.00 *	156.43
***** INVALID ACCOUNT	001-301-401-0000-010							
DEBIT ACCOUNT	001-301-401-1700-400					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	*FMHI	80026	ROAD, ROCKY		22.08D	22.08C
11111	1980 BW	11/15/1997	*FMHI	80215	SLADE, JACK		14.50D	14.50C
* DEBIT ACCOUNT	001-301-401-1700-400					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-1700-400						36.58 *	.00
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	36.58
DEBIT ACCOUNT	001-301-401-1715-102					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-401-0000-010					CYCLE BW	11/15/1997	
11111	1980 BW	11/15/1997	*UMA	80215	SLADE, JACK		20.00D	20.00C
* DEBIT ACCOUNT	001-301-401-1715-102					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-1715-102						20.00 *	.00
* CREDIT ACCOUNT	001-301-401-0000-010						.00 *	20.00
***** INVALID ACCOUNT	001-301-401-0000-010							
DEBIT ACCOUNT	001-301-401-1715-113					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-000-000-4150-113					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	*UCO	80026	ROAD, ROCKY		48.46D	48.46C
* DEBIT ACCOUNT	001-301-401-1715-113					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-1715-113						48.46 *	.00
* CREDIT ACCOUNT	001-000-000-4150-113						.00 *	48.46
***** INVALID ACCOUNT	001-000-000-4150-113							

PYGMEX24	PYTME023	E M P L O Y E R L I A B I L I T Y C L O S E T O G / L					ACCT. YEAR 1997	Page 17
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EMPLOYER ZUS SAMPLE US COMPANY							* = AMOUNT POSTED TO G/L	
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CHECKING								
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT

DEBIT ACCOUNT	001-301-401-2000-001					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-401-3000-001					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	LI1BW		80026	ROAD,ROCKY	3.68D	3.68C
* DEBIT ACCOUNT	001-301-401-2000-001					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-2000-001						3.68 *	.00
* CREDIT ACCOUNT	001-301-401-3000-001						.00 *	3.68
***** INVALID ACCOUNT	001-301-401-3000-001							
DEBIT ACCOUNT	001-301-401-2000-002					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-401-3000-002					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	LI2BW		80026	ROAD,ROCKY	1.94D	1.94C
* DEBIT ACCOUNT	001-301-401-2000-002					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-2000-002						1.94 *	.00
* CREDIT ACCOUNT	001-301-401-3000-002						.00 *	1.94
***** INVALID ACCOUNT	001-301-401-3000-002							
DEBIT ACCOUNT	001-301-401-2100-002					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-401-3100-002					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	M2FBP		80026	ROAD,ROCKY	230.77D	230.77C
* DEBIT ACCOUNT	001-301-401-2100-002					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-2100-002						230.77 *	.00
* CREDIT ACCOUNT	001-301-401-3100-002						.00 *	230.77
***** INVALID ACCOUNT	001-301-401-3100-002							
DEBIT ACCOUNT	001-301-401-2200-001					CYCLE BW	11/15/1997	
CREDIT ACCOUNT	001-301-401-3200-001					CYCLE BW	11/15/1997	
11111	1979 BW	11/15/1997	401KB		80026	ROAD,ROCKY	64.62D	64.62C
* DEBIT ACCOUNT	001-301-401-2200-001					TOTAL FOR CYCLE BW	11/15/1997	
***** INVALID ACCOUNT	001-301-401-2200-001						64.62 *	.00
* CREDIT ACCOUNT	001-301-401-3200-001						.00 *	64.62
***** INVALID ACCOUNT	001-301-401-3200-001							
TOTAL EXPENSE LIABILITIES								
							149 INVALID EXPENSE LIABILITY ACCOUNTS	
							DEBIT ACCOUNTS	6167.14
							CREDIT ACCOUNTS	.00
								6167.14

Printing the U.S.A. Federal Tax Report

This report lists statutory information used to calculate U.S. federal taxes including:

- Federal income tax
- Medicare and Social Security
- Earned income credit
- Federal unemployment tax

You can specify an effective date or you can generate the report for the tax table with the most current effective date.

Menu Level 1: *Tax Operations*

Menu Level 2: *Tax Table Functions*

Menu Level 3: *List Tax Tables*

Menu Level 4: *List USA Federal Tax* [LFTX]

F I C A	Employer	Employee	Wage	Employer	Employee	Wage
	OASDI	OASDI	Limit	Medicare	Medicare	Limit
	6.2000%	6.2000%	\$65,400	1.4500%	1.4500%	\$0
F U T A	Employer	Max	Wage			
	Rate	Credit	Limit			
	6.2000%	5.4000%	\$7,000			
E I C	A N N U A L - O N E C E R T I F I C A T E			A N N U A L - T W O C E R T I F I C A T E S		
	Over	But Not Over	Payment	Over	But Not Over	Payment
	\$0	\$6500	20.4000% of wages	\$0	\$3250	20.4000% of wages
	\$6500	\$11930	\$1326.00	\$3250	\$5965	\$663.00
	\$11930	\$1326.00 less 9.5880% over \$11930	\$5965	\$663.00 less 9.5880% over \$5965
	E.I.C. Annual Wage Limit					
	\$25,760					
F W H	A N N U A L - S I N G L E			A N N U A L - M A R R I E D		
	Over	But Not Over	Payment	Over	But Not Over	Payment
	\$0.00	\$2650.00	\$0.00 plus 0.0000% over \$0.00	\$0.00	\$6450.00	\$0.00 plus 0.0000% over \$0.00
	\$2650.00	\$26150.00	\$0.00 plus 15.0000% over \$2650.00	\$6450.00	\$45450.00	\$0.00 plus 15.0000% over \$6450.00
	\$26150.00	\$55500.00	\$3525.00 plus 28.0000% over \$26150.00	\$45450.00	\$92850.00	\$5850.00 plus 28.0000% over \$45450.00
	\$55500.00	\$126150.00	\$11743.00 plus 31.0000% over \$55500.00	\$92850.00	\$156000.00	\$19122.00 plus 31.0000% over \$92850.00
	\$126150.00	\$272550.00	\$33644.50 plus 36.0000% over \$126150.00	\$156000.00	\$275300.00	\$38698.50 plus 36.0000% over \$156000.00
	\$272550.00	\$86348.50 plus 39.6000% over \$272550.00	\$275300.00	\$81646.50 plus 39.6000% over \$275300.00
F W H	Supplemental Wage Tax Rate					
	28.0000%					
	FWH Exemption Allowance					
	\$2650.00					

Printing the Canadian Federal Tax Report

This report lists statutory information used to calculate Canadian federal taxes including:

- Canada Pension Plan
- Employment Insurance
- Federal income tax

You can specify the effective date for which you want information, or you can generate the report for the tax table with the most current effective date.

Menu Level 1: *Tax Operations*

Menu Level 2: *Tax Table Functions*

Menu Level 3: *List Tax Tables*

Menu Level 4: *List Canada Federal Tax* [LCFTX]

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Effective Date 1/01/1997
Entry Date 12/09/1996

CANADA FEDERAL TAX CONTROLS
CANADA FEDERAL GOVERNMENT

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*S2000

Maximum Pensionable Earnings \$35800.00
Basic Exemption \$3500.00
Employee Contribution Rate 2.9250%
Employer Contribution Rate 2.9250%
Starting Age for Contributions 18
Ending Age for Contributions 70

Annual Maximum Earnings \$39000.00
Employee Premium Rate 2.9000%
Employer Premium Factor 1.4000

FEDERAL INCOME TAX RATES
ANNUAL TAXABLE INCOME

\$0.00	\$29590.00	.1700	\$0.00
\$29590.00	\$59180.00	.2600	\$2663.00
\$59180.00	\$999999.99	.2900	\$4438.00
\$999999.99	\$999999.99	.2900	\$4438.00
\$999999.99	\$999999.99	.2900	\$4438.00
\$999999.99	\$999999.99	.2900	\$4438.00
\$999999.99	\$999999.99	.2900	\$4438.00
\$999999.99	\$999999.99	.2900	\$4438.00
\$999999.99	\$999999.99	.2900	\$4438.00
\$999999.99	\$999999.99	.2900	\$4438.00
\$999999.99	and over	.2900	\$4438.00

FEDERAL SURTAX

Surtax Rate 3.0000%
Excess Surtax Rate 5.0000% For Excesses Exceeding \$12500.00

LUMP SUM PAYMENTS

\$0.00	\$5000.00	10.0000%
\$5000.00	\$15000.00	20.0000%
\$15000.00	and over	30.0000%

Federal Tax Credit Rate .17
RPP Maximum for Past Services \$3500.00
Basic Personal Exemption \$6456.00
Labour Tax Credit Rate .1500
Labour Tax Credit Maximum \$525.00

Printing the W-2 Review Report

This report lists all employees who receive W-2 forms. You can print this listing either alphabetically, numerically by employee tax identification number, or by organizational levels. You can print the report using prior year or current year data.

The report consists of nine parts. Parts I through VII contain employee information required for W-2 processing and reporting. Part VIII contains state related information while Part IX contains locality information. The system prints warning messages on the report to alert you of information that may be incorrect or requires attention.

Menu Level 1: *Tax Operations*

Menu Level 2: *Tax Liability Reporting (USA)*

Menu Level 3: *W-2 Processing*

Menu Level 4: *List W-2 Review [W2REVIEW]*

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FOR THE YEAR 1997

PAGE 1
ALL EMPLOYEES BY ALPHA
NO SPECIAL INSTRUCTIONS

EMP.GRP.

*** EXEMPT EMPLOYEES NOT INCLUDED. ***

EMPLOYER ZUS SAMPLE US COMPANY

AGENT:

EMPLOYEE NUMBER	TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	FEDERAL TAX	F.I.C.A. WAGES	F.I.C.A. TAX	F.M.H.I. WAGES	F.M.H.I. TAX
80005	683-44-1263	ACCURATE, ALAN C	1991.90	27.62	2163.10	134.11	2163.10	31.36
80004	530-12-5389	ARNOLD, ANNA A	4390.88	334.76	4879.92	302.56	4879.92	70.76
80103	654-98-7753	BEACH, SANDY	6305.00	892.85	6500.00	403.00	6500.00	94.25
80112	584-67-9152	BERRY, HOLLY	4000.00	261.10	4000.00	248.00	4000.00	58.00
80036	321-44-5588	BETA, BARNEY B	6136.00	815.41	6240.00	386.88	6240.00	90.48
80113	123-48-6957	BLOSSOM, CHERRY	3200.00	327.10	3200.00	198.40	3200.00	46.40
80106	203-44-0981	BRANCH, OLIVE	7692.30	1280.95	7692.30	476.92	7692.30	111.54
80114	145-67-8954	BUDD, ROSE	2880.00	294.39	2880.00	178.56	2880.00	41.76
80009	412-55-1287	CARGO, CARRIE D	8654.75	959.15	9616.30	596.21	9616.30	139.44
80115	324-56-4878	CLOTHE, TERRI	9533.30	1014.60	9533.30	591.06	9533.30	138.23
80116	164-57-8954	CLUELESS, CALVIN	6500.00	592.80	6500.00	403.00	6500.00	94.25
30015	510-33-1238	COLLINS, TOM	9461.55	1776.37	9615.40	596.15	9615.40	139.42
80024	353-33-5533	CREDIT, COLLEEN	6621.30	145.65	7390.55	458.21	7390.55	107.16
80151	322-65-4987	CREME, CARMEL	7200.00	857.75	7200.00	446.40	7200.00	104.40
80100	589-99-7898	DAY, SUNNY	5184.68	857.45	5184.68	321.45	5184.68	75.18
80025	378-88-7788	DEBIT, DONALD D	7615.40	650.50	8653.85	536.54	8653.85	125.48
80152	621-55-1487	DEEDE, GRANT	3600.00	234.99	3600.00	223.20	3600.00	52.20
80190	534-25-6464	DILL, DAFF E	6730.80	1159.45	6730.80	417.31	6730.80	97.60
80182	464-74-9876	DUDE, SURFER	3600.00	471.24	3600.00	223.20	3600.00	52.20
80227	454-55-1234	EDGER, EDNA	3600.00	402.39	3600.00	223.20	3600.00	52.20
80101	419-77-9977	FINGERS, FRANKIE	3600.00		3600.00	223.20	3600.00	52.20
80037	387-56-4321	GAMMA, GODFREY	6500.00	559.60	6500.00	403.00	6500.00	94.25
80038	225-64-2513	GREEN, KELLY	8281.88	1588.74	8644.63	535.97	8644.63	125.35
80216	011-85-7321	KAAR, SARA	5000.00	563.95	5000.00	310.00	5000.00	72.50
80039	123-45-6741	KAPPA, CRAIG	8666.65	961.05	8666.65	537.33	8666.65	125.67
80166	321-65-4753	KLUTZ, IMA	100.00		100.00	6.20	100.00	1.45
80109	321-32-1234	LEDGER, LINDA	3600.00	684.99	3600.00	223.20	3600.00	52.20
80107	708-33-0981	LEGGS, HARRY	3600.00	166.14	3600.00	223.20	3600.00	52.20
80198	042-58-2656	NAIL, RUSTY	2880.00	294.39	2880.00	178.56	2880.00	41.76
80117	164-57-8541	NOTES, CLIFF	3600.00	264.78	3600.00	223.20	3600.00	52.20
80102	156-44-9876	OVERTON, CARRIE	9615.00	1819.30	9615.00	596.13	9615.00	139.42
80040	321-65-4889	PINKUS, PATRICIA	3600.00	333.63	3600.00	223.20	3600.00	52.20
80228	334-33-4433	PITTS, CHERRY	1620.00	105.39	1620.00	100.44	1620.00	23.49
80043	654-98-7321	ROAD, BUMPY	3690.00	415.89	3690.00	228.78	3690.00	53.51
80026	444-55-6677	ROAD, ROCKY	6969.20	630.00	7615.35	472.15	7615.35	110.42
80044	145-98-7625	ROAD, STONY	3600.00	402.39	3600.00	223.20	3600.00	52.20
3612	212-33-3444	SAMPLE-EXIT, SELMA	4740.75	573.03	5043.15	312.68	5043.15	73.13
80215	011-78-9631	SLADE, JACK	5000.00	563.95	5000.00	310.00	5000.00	72.50
80019	602-31-6789	SMOG, SUSIE S	8653.85	1407.50	8653.85	536.54	8653.85	125.48
80289	028-55-2335	TESTA, JUSTA J	1230.00	161.58				
80110	542-12-4321	TURNER, PAIGE	6730.75	920.65	6730.75	417.31	6730.75	97.60
80007	683-11-9876	WHEELER, WILMA	3742.20	423.72	4158.00	257.80	4158.00	60.29
80048	598-44-7890	WINDE, AUGUSTA	2880.00	225.63	2880.00	178.56	2880.00	41.76
80108	309-33-1209	WISE, PENNEY	3600.00	402.39	3600.00	223.20	3600.00	52.20

80041	456-78-0214 WONDER,WALLY	6066.65	418.15	6066.65	376.13	6066.65	87.97
80186	570-92-2282 YORKER,NEWT A	4000.00	413.95	4000.00	248.00	4000.00	58.00
EMPLOYER TOTAL:	46 EMPLOYEES	236464.79		240844.23		240844.23	
			27657.31		14932.34		3492.26
REPORT TOTAL:	46 EMPLOYEES	236464.79		240844.23		240844.23	
			27657.31		14932.34		3492.26
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FOR THE YEAR 1997

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ALL EMPLOYEES BY ALPHA
NO SPECIAL INSTRUCTIONS

EMP.GRP.

*** EXEMPT EMPLOYEES NOT INCLUDED. ***

EMPLOYER ZUS SAMPLE US COMPANY

AGENT:

EMPLOYEE NAME	STATE STATE CODE	STATE WAGES	STATE TAX	STATE DISABILITY ST CODE	STATE WAGES	STATE DISAB TAX	STATE UNEMPLOYMENT ST CODE	TAX	LOCAL REPT.LCL ST CODE	LOCALITY WAGES	LOCALITY TAX
ACCURATE, ALAN C	MA	1991.90	79.16								
ARNOLD, ANNA A	AK						AK	31.51			
BEACH, SANDY	CA	6305.00	229.50	CA	6500.00	32.50					
BERRY, HOLLY	PA	4000.00	112.00								
BETA, BARNEY B	MA	6136.00	308.88								
BLOSSOM, CHERRY	FL										
BRANCH, OLIVE	AZ	7692.30	256.20								
BUDD, ROSE	FL										
CARGO, CARRIE D	PA	8654.75	242.30								
CLOTHE, TERRI	CA	9533.30	225.50	CA	9533.30	47.65					
CLUELESS, CALVIN	CA	6500.00	206.50	CA	6500.00	32.50					
COLLINS, TOM	CA	9461.55	518.20	CA	9615.40	48.10					
CREDIT, COLLEEN	PA	6621.30	184.15								
CREME, CARMEL	GA	7200.00	351.60								
DAY, SUNNY	AZ	5184.68	171.47								
DEBIT, DONALD D	AK						AK	50.20			
DEEDE, GRANT	GA	3600.00	108.72								
DILL, DAFF E	AZ	6730.80	231.90								
	CA	6730.80	279.60								
DUDE, SURFER	CA	3600.00	77.58	CA	3600.00	18.00					
EDGER, EDNA	CO	3600.00	147.96								
FINGERS, FRANKIE	CA	3600.00		CA	3600.00	18.00					
GAMMA, GODFREY	GA	6500.00	270.75								
GREEN, KELLY	CA	8281.88	408.44	CA	9069.25	45.35					
KAAR, SARA	AK						AK	29.00			
	CA	5000.00	72.00								
KAPPA, CRAIG	MA	8666.65	439.35								
KLUTZ, IMA	CA	100.00		CA	100.00	.50					
LEDGER, LINDA	MA	3600.00	389.61								
LEGGS, HARRY	FL										
NAIL, RUSTY	CA	2880.00	37.17	CA	2880.00	14.40					
NOTES, CLIFF	CA	3600.00	42.75	CA	3600.00	18.00					
OVERTON, CARRIE	MA	9615.00	503.05								
PINKUS, PATRICIA	CA	3600.00	54.36	CA	3600.00	18.00					
PITTS, CHERRY	CO	1620.00	48.96								
ROAD, BUMPY	CA	3690.00	71.01	CA	3690.00	18.45					
ROAD, ROCKY	CO	6969.20	243.70								
ROAD, STONY	CA	3600.00	65.97	CA	3600.00	18.00					
SAMPLE-EXIT, SELMA	CA	4740.75	133.83	CA	5043.15	25.20					
SLADE, JACK	CA	5000.00	72.00								
	MA	5000.00	274.75								
SMOG, SUSIE S	CA	8653.85	430.20	CA	8653.85	43.25					
TESTA, JUSTA J	MA	1230.00	73.20								

TURNER, PAIGE	FL						
WHEELER, WILMA	WY						
WINDE, AUGUSTA	OH	2880.00	51.30			OHCLE	2880.00
WISE, PENNEY	FL						
WONDER, WALLY	GA	6066.65	244.75				
YORKER, NEWT A	NY	4000.00	111.40				
EMPLOYER TOTAL:		212436.36		79584.95		110.71	2880.00
			7769.77		397.90		
REPORT TOTAL :		212436.36		79584.95		110.71	2880.00
			7769.77		397.90		

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ALL EMPLOYEES BY ALPHA
NO SPECIAL INSTRUCTIONS

EMP.GRP.

*** EXEMPT EMPLOYEES NOT INCLUDED. ***

EMPLOYER ZUS SAMPLE US COMPANY
AGENT:

EMPLOYEE NAME	ADVANCE E.I.C.	FRINGE BENEFITS	GROUP LIFE	UNCOLLECTED F.I.C.A. ON GROUP LIFE	UNCOLLECTED F.M.H.I. ON GROUP LIFE	G.P. PAY	SICK PAY	MOVING EXPENSES
ACCURATE, ALAN C	93.65							
ARNOLD, ANNA A								
BEACH, SANDY								
BERRY, HOLLY	1.80							
BETA, BARNEY B								
BLOSSOM, CHERRY								
BRANCH, OLIVE								
BUDD, ROSE								
CARGO, CARRIE D		.90	.90					
CLOTHE, TERRI								
CLUELESS, CALVIN								
COLLINS, TOM								
CREDIT, COLLEEN		44.40	44.40					
CREME, CARMEL								
DAY, SUNNY								
DEBIT, DONALD D								
DEEDE, GRANT								
DILL, DAFF E								
DUDE, SURFER								
EDGER, EDNA								
FINGERS, FRANKIE								
GAMMA, GODFREY								
GREEN, KELLY								
KAAR, SARA								
KAPPA, CRAIG								
KLUTZ, IMA								
LEDGER, LINDA								
LEGGs, HARRY								
NAIL, RUSTY								
NOTES, CLIFF								
OVERTON, CARRIE								
PINKUS, PATRICIA								
PITTS, CHERRY								
ROAD, BUMPY								
ROAD, ROCKY								
ROAD, STONY								
SAMPLE-EXIT, SELMA		3.15	3.15					
SLADE, JACK								
SMOG, SUSIE S								
TESTA, JUSTA J								
TURNER, PAIGE								
WHEELER, WILMA								
WINDE, AUGUSTA								

WISE, PENNEY
 WONDER, WALLY
 YORKER, NEWT A
 EMPLOYER TOTAL:

95.45

48.45

48.45

REPORT TOTAL :

95.45

48.45

48.45

- - END OF REPORT - -

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ALL EMPLOYEES BY ALPHA
NO SPECIAL INSTRUCTIONS

EMP.GRP.

*** EXEMPT EMPLOYEES NOT INCLUDED. ***

EMPLOYER ZUS SAMPLE US COMPANY

AGENT:

EMPLOYEE NAME	DC	401 (K) CONTRIB.	403 (B) CONTRIB.	408 (K) CONTRIB.	457 (C) CONTRIB.	501 (C) CONTRIB.	NQP	DCB	EBE

ACCURATE, ALAN C									
ARNOLD, ANNA A									
BEACH, SANDY									
BERRY, HOLLY									
BETA, BARNEY B									
BLOSSOM, CHERRY									
BRANCH, OLIVE									
BUDD, ROSE									
CARGO, CARRIE D									
CLOTHE, TERRI									
CLUELESS, CALVIN									
COLLINS, TOM									
CREDIT, COLLEEN									
CREME, CARMEL									
DAY, SUNNY									
DEBIT, DONALD D									
DEEDE, GRANT									
DILL, DAFF E									
DUDE, SURFER									
EDGER, EDNA									
FINGERS, FRANKIE									
GAMMA, GODFREY									
GREEN, KELLY									
KAAR, SARA									
KAPPA, CRAIG									
KLUTZ, IMA									
LEDGER, LINDA									
LEGGs, HARRY									
NAIL, RUSTY									
NOTES, CLIFF									
OVERTON, CARRIE									
PINKUS, PATRICIA									
PITTS, CHERRY									
ROAD, BUMPY									
ROAD, ROCKY									
ROAD, STONY									
SAMPLE-EXIT, SELMA									
SLADE, JACK									
SMOG, SUSIE S									
TESTA, JUSTA J									
TURNER, PAIGE									
WHEELER, WILMA									
WINDE, AUGUSTA									
WISE, PENNEY									

WONDER,WALLY
YORKER,NEW T A
EMPLOYER TOTAL:
REPORT TOTAL :

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FOR THE YEAR 1997

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ALL EMPLOYEES BY ALPHA
NO SPECIAL INSTRUCTIONS

EMP.GRP.

*** EXEMPT EMPLOYEES NOT INCLUDED. ***

EMPLOYER ZUS SAMPLE US COMPANY

AGENT:

EMPLOYEE NAME	ALLOC. TIPS	F.I.C.A. TIPS	UNCOLL. F.I.C.A. ON TIPS	UNCOLL. F.M.H.I ON TIPS	MQ GE	MQGE DOLLARS	PP	1099-R	STAT EMP	DEC EMP
ACCURATE, ALAN C										
ARNOLD, ANNA A										
BEACH, SANDY										
BERRY, HOLLY										
BETA, BARNEY B										
BLOSSOM, CHERRY										
BRANCH, OLIVE										
BUDD, ROSE										
CARGO, CARRIE D										
CLOTHE, TERRI										
CLUELESS, CALVIN										
COLLINS, TOM										
CREDIT, COLLEEN										
CREME, CARMEL										
DAY, SUNNY										
DEBIT, DONALD D										
DEEDE, GRANT										
DILL, DAFF E										
DUDE, SURFER										
EDGER, EDNA										
FINGERS, FRANKIE										
GAMMA, GODFREY										
GREEN, KELLY										
KAAR, SARA										
KAPPA, CRAIG										
KLUTZ, IMA										
LEDGER, LINDA										
LEGGs, HARRY										
NAIL, RUSTY										
NOTES, CLIFF										
OVERTON, CARRIE										
PINKUS, PATRICIA										
PITTS, CHERRY										
ROAD, BUMPY										
ROAD, ROCKY										
ROAD, STONY										
SAMPLE-EXIT, SELMA										
SLADE, JACK										
SMOG, SUSIE S										
TESTA, JUSTA J										
TURNER, PAIGE										
WHEELER, WILMA										
WINDE, AUGUSTA										

WISE, PENNEY
WONDER, WALLY
YORKER, NEWT A
EMPLOYER TOTAL:
REPORT TOTAL :

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ALL EMPLOYEES BY ALPHA
NO SPECIAL INSTRUCTIONS

EMP.GRP.

*** EXEMPT EMPLOYEES NOT INCLUDED. ***

EMPLOYER ZUS SAMPLE US COMPANY

AGENT:

EMPLOYEE NAME NJWDP NJPP MTOFL VPD

ACCURATE, ALAN C
ARNOLD, ANNA A
BEACH, SANDY
BERRY, HOLLY
BETA, BARNEY B
BLOSSOM, CHERRY
BRANCH, OLIVE
BUDD, ROSE
CARGO, CARRIE D
CLOTHE, TERRI
CLUELESS, CALVIN
COLLINS, TOM
CREDIT, COLLEEN
CREME, CARMEL
DAY, SUNNY
DEBIT, DONALD D
DEEDE, GRANT
DILL, DAFF E
DUDE, SURFER
EDGER, EDNA
FINGERS, FRANKIE
GAMMA, GODFREY
GREEN, KELLY
KAAR, SARA
KAPPA, CRAIG
KLUTZ, IMA
LEDGER, LINDA
LEGGs, HARRY
NAIL, RUSTY
NOTES, CLIFF
OVERTON, CARRIE
PINKUS, PATRICIA
PITTS, CHERRY
ROAD, BUMPY
ROAD, ROCKY
ROAD, STONY
SAMPLE-EXIT, SELMA
SLADE, JACK
SMOG, SUSIE S
TESTA, JUSTA J
TURNER, PAIGE
WHEELER, WILMA
WINDE, AUGUSTA
WISE, PENNEY
WONDER, WALLY

YORKER, NEWT A
EMPLOYER TOTAL:
REPORT TOTAL :

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ALL EMPLOYEES BY ALPHA
NO SPECIAL INSTRUCTIONS

EMP.GRP.
EMPLOYER ZUS SAMPLE US COMPANY
AGENT:

*** EXEMPT EMPLOYEES NOT INCLUDED. ***

EMPLOYEE NAME	IMA	Basic Quarters	NJHC
-----	-----	-----	-----
ACCURATE, ALAN C			
ARNOLD, ANNA A			
BEACH, SANDY			
BERRY, HOLLY			
BETA, BARNEY B			
BLOSSOM, CHERRY			
BRANCH, OLIVE			
BUDD, ROSE			
CARGO, CARRIE D			
CLOTHE, TERRI			
CLUELESS, CALVIN			
COLLINS, TOM			
CREDIT, COLLEEN			
CREME, CARMEL			
DAY, SUNNY			
DEBIT, DONALD D			
DEEDE, GRANT			
DILL, DAFF E			
DUDE, SURFER			
EDGER, EDNA			
FINGERS, FRANKIE			
GAMMA, GODFREY			
GREEN, KELLY			
KAAR, SARA			
KAPPA, CRAIG			
KLUTZ, IMA			
LEDGER, LINDA			
LEGGs, HARRY			
NAIL, RUSTY			
NOTES, CLIFF			
OVERTON, CARRIE			
PINKUS, PATRICIA			
PITTS, CHERRY			
ROAD, BUMPY			
ROAD, ROCKY			
ROAD, STONY			
SAMPLE-EXIT, SELMA			
SLADE, JACK			
SMOG, SUSIE S			
TESTA, JUSTA J			
TURNER, PAIGE			
WHEELER, WILMA			
WINDE, AUGUSTA			
WISE, PENNEY			

WONDER,WALLY
YORKER,NEWT A
EMPLOYER TOTAL:
REPORT TOTAL :

- - E N D O F R E P O R T - -

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AGENT:

EMPLOYER ZUS SAMPLE US COMPANY

STATE CODE	NUMBER OF EMPLOYEES W/REPORTED EARNINGS	STATE WAGES	STATE INCOME TAX	STATE DISABILITY	STATE UNEMPLOYMENT
AK		.00	.00	.00	110.71
AZ	3	19607.78	659.57	.00	.00
CA	18	94877.13	2924.61	397.90	.00
CO	3	12189.20	440.62	.00	.00
GA	4	23366.65	975.82	.00	.00
MA	7	36239.55	2068.00	.00	.00
NY	1	4000.00	111.40	.00	.00
OH	1	2880.00	51.30	.00	.00
PA	3	19276.05	538.45	.00	.00

TOTALS :

40 212436.36 7769.77 397.90 110.71

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REPORT TOTALS

AGENT:

EMPLOYER ZUS SAMPLE US COMPANY

STATE CODE	NUMBER OF EMPLOYEES W/REPORTED EARNINGS	STATE WAGES	STATE INCOME TAX	STATE DISABILITY	STATE UNEMPLOYMENT
AK		.00	.00	.00	110.71
AZ	3	19607.78	659.57	.00	.00
CA	18	94877.13	2924.61	397.90	.00
CO	3	12189.20	440.62	.00	.00
GA	4	23366.65	975.82	.00	.00
MA	7	36239.55	2068.00	.00	.00
NY	1	4000.00	111.40	.00	.00
OH	1	2880.00	51.30	.00	.00
PA	3	19276.05	538.45	.00	.00

TOTALS :

40 212436.36 7769.77 397.90 110.71

- - E N D O F R E P O R T - -

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PYGYE12396 PYTYE12H W - 2 R E V I E W L I S T - P A R T I X PAGE 1
 12/01/97 12:16:57 FOR THE YEAR 1997
 EMP.GRP. AGENT:
 EMPLOYER ZUS SAMPLE US COMPANY

LOCAL CODE	STATE CODE	NUMBER OF EMPLOYEES W/REPORTED EARNINGS	LOCAL WAGES	LOCAL INCOME TAX
CLE	OH	1	2880.00	.00

TOTALS : 1 2880.00 .00
 PYGYE12396 PYTYE12H W - 2 R E V I E W L I S T - P A R T I X PAGE 2
 12/01/97 12:16:57 FOR THE YEAR 1997
 EMP.GRP. REPORT TOTALS AGENT:
 EMPLOYER ZUS SAMPLE US COMPANY

LOCAL CODE	STATE CODE	NUMBER OF EMPLOYEES W/REPORTED EARNINGS	LOCAL WAGES	LOCAL INCOME TAX
CLE	OH	1	2880.00	.00

STATE CODE	NUMBER OF LOCALITIES W/REPORTED EARNINGS	STATE TOTAL OF LOCAL WAGES	STATE TOTAL OF LOCAL INCOME TAX
OH	1	2880.00	.00

TOTALS : 1 2880.00 .00
 - - E N D O F R E P O R T - -

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Printing the T4 Review

For each employer tax account number this function generates a four-part report that lists the following information:

- Employee name and number
- Province of employment
- T4 box numbers, income amounts and deduction amounts
- Footnotes

Menu Level 1: *Tax Operations*

Menu Level 2: *Tax Liability Reporting (CAN)*

Menu Level 3: *T4 Processing*

Menu Level 4: *List T4 Review [PTRL]*

PYGT4PRT PYTT4CTL T 4 R E V I E W L I S T - P A R T I PAGE 1
 12/01/97 10:51:59 FOR THE YEAR 1997
 EMPLOYER ZC1 SAMPLE CANADIAN COMPANY
 ACCOUNT 987654321RP0001
 SEGMENT 1

NAME	PROV	BOX10 EMPLOYEE NUMBER	BOX56 SOC. INS. NUMBER	BOX12 TOTAL INCOME	BOX14 C.P.P. CONTR.	BOX16 Q.P.P. CONTR.	BOX17 E.I. CONTR.	BOX18 R.P.P. CONTR.	BOX20 INCOME TAX	BOX22 E.I. INCOME	BOX24 CPP/QPP INCOME	BOX26 PP EX	BOX28 EI EX
BACH, AMANDA	AB	80170	723598736	5484.64	144.68	.00	159.04	54.84	1107.00	5484.64			
BELL, ALBERT	MB	80234	408804441	2842.00	69.37	.00	82.39	.00	385.84	2842.00			
COLUMBUS, BRITTAN	BC	80172	112244553	2282.00	52.99	.00	66.15	.00	331.38	2282.00			
EDWARDS, PAULA	QC	80174	011552023	2520.00	.00	61.46	73.08	.00	218.89	2520.00			
FLYNN, NORMA	NF	80175	621527134	3122.00	77.56	.00	90.51	.00	601.44	3122.00			
KELLER, STEVEN	SK	80173	923498752	5792.32	153.68	.00	167.96	579.24	1234.88	5792.32			
MAY, DAZE E	AB	80191	128362753	5384.64	141.76	.00	156.16	53.84	1150.52	5384.64			
NELSON, OSCAR	ON	80178	343789673	2282.00	52.99	.00	66.15	.00	117.88	2282.00			
ONE-NOTE, JOHNNY	ON	80204	222555781	3620.00	90.12	.00	105.00	36.20	589.24	3620.00			
QUEST, PHILLIPE	QC	80181	408804086	7023.04	.00	194.52	203.68	70.24	1016.28	7023.04			
QUIGLEY, PIERRE	QC	80179	708890090	6253.84	.00	171.48	181.36	500.32	746.56	6253.84			
STEVENS, NATHAN	NS	80176	803333129	2562.00	61.18	.00	74.27	.00	421.04	2562.00			
THOMAS, NATALIE	NT	80177	676151236	3122.00	77.56	.00	90.51	.00	517.51	3122.00			
SEGMENT TOTALS:		13	T4 SLIPS	52290.48		427.46		1294.68		52290.48			
ACCOUNT TOTALS:		13	T4 SLIPS	52290.48		427.46		1294.68		52290.48			
					921.89		1516.26		8438.46		.00		
						427.46					.00		

PYGT4PRT PYTT4CTL T 4 R E V I E W L I S T - P A R T I PAGE 2
 12/01/97 10:51:59 FOR THE YEAR 1997
 EMPLOYER ZC1 SAMPLE CANADIAN COMPANY
 ACCOUNT 123456789012345
 SEGMENT 1

NAME	PROV	BOX10 EMPLOYEE NUMBER	BOX56 SOC. INS. NUMBER	BOX12 TOTAL INCOME	BOX14 C.P.P. CONTR.	BOX16 Q.P.P. CONTR.	BOX17 E.I. CONTR.	BOX18 R.P.P. CONTR.	BOX20 INCOME TAX	BOX22 E.I. INCOME	BOX24 CPP/QPP INCOME	BOX26 PP EX	BOX28 EI EX
AVERAGE, ALPHONSE	AB	80206	333555662	3920.00	100.87	.00	113.68	.00	657.79	3920.00			
NORMAL, NED A	BC	80211	403333404	2520.00	59.92	.00	73.08	.00	390.04	2520.00			
TRUDEAU, YVES	NT	80180	209990092	2240.00	51.73	.00	64.96	.00	308.49	2240.00			
TYPICAL, TILDA	BC	80212	901901900	2520.00	59.92	.00	73.08	.00	390.04	2520.00			
SEGMENT TOTALS:		4	T4 SLIPS	11200.00		.00		.00		11200.00			
ACCOUNT TOTALS:		4	T4 SLIPS	11200.00		.00		.00		11200.00			
					272.44		324.80		1746.36		.00		
											.00		

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PYGT4PRT PYTT4CT2
 12/01/97 10:51:59
 EMPLOYER ZC1
 ACCOUNT 987654321RP0001
 SEGMENT 1

T 4 R E V I E W L I S T - P A R T I I
 FOR THE YEAR 1997
 SAMPLE CANADIAN COMPANY

PAGE 1

NAME	PROV	EMPLOYEE NUMBER	BOX30 BOARD & LODGING	BOX32 TRAVEL	BOX34 AUTO	BOX36 LOW INT. LOANS	BOX40 TAXABLE BENEFITS	BOX42 EMPLOY. COMM.	BOX44 UNION DUES	BOX46 CHARIT. DONAT.	BOX52 PENSION ADJUST	BOX50 REGIST NUMBER
BACH, AMANDA	AB	80170	.00	.00	.00	.00	100.00	.00	.00	.00	.00	
BELL, ALBERT	MB	80234	.00	.00	.00	.00	42.00	.00	28.00	.00	.00	
COLUMBUS, BRITTAN	BC	80172	.00	.00	.00	.00	42.00	.00	28.00	.00	.00	
EDWARDS, PAULA	QC	80174	.00	.00	.00	.00	.00	.00	28.00	.00	.00	
FLYNN, NORMA	NF	80175	.00	.00	.00	.00	42.00	.00	28.00	.00	.00	
KELLER, STEVEN	SK	80173	.00	.00	.00	.00	100.00	.00	.00	.00	.00	
MAY, DAZE E	AB	80191	.00	.00	.00	.00	.00	.00	.00	.00	.00	
NELSON, OSCAR	ON	80178	.00	.00	.00	.00	42.00	.00	28.00	.00	.00	
ONE-NOTE, JOHNNY	ON	80204	.00	.00	.00	.00	100.00	.00	.00	.00	.00	
QUEST, PHILLIPE	QC	80181	.00	.00	.00	.00	100.00	.00	.00	.00	.00	
QUIGLEY, PIERRE	QC	80179	.00	.00	.00	.00	100.00	.00	.00	.00	.00	
STEVENS, NATHAN	NS	80176	.00	.00	.00	.00	42.00	.00	28.00	.00	.00	
THOMAS, NATALIE	NT	80177	.00	.00	.00	.00	42.00	.00	28.00	.00	.00	
SEGMENT TOTALS:			.00		.00		752.00		196.00		.00	
				.00		.00		.00		.00		
ACCOUNT TOTALS:			.00		.00		752.00		196.00		.00	
				.00		.00		.00		.00		

PYGT4PRT PYTT4CT3
 12/01/97 10:51:59
 EMPLOYER ZC1
 ACCOUNT 987654321RP0001
 SEGMENT 1

T 4 R E V I E W L I S T - P A R T I I I
 FOR THE YEAR 1997
 SAMPLE CANADIAN COMPANY

PAGE 1

NAME	PROV	EMPLOYEE NUMBER	BOX38 STOCK OPTIONS	FOOTNOTE: PAST SVC. CONTRIB.	NON-TAX INDIAN	OUTSIDE CANADA	F/NOTE: HOME LOAN	F/NOTE: STOCK FOOTNOTE	F/NOTE: MEDICAL TRAVEL	F/NOTE: SPECIAL WORK SITE	MUN. OFF. ALLOWANCE
BACH, AMANDA	AB	80170	.00	.00	.00	.00	.00	.00	.00	.00	.00
BELL, ALBERT	MB	80234	.00	.00	.00	.00	.00	.00	.00	.00	.00
COLUMBUS, BRITTAN	BC	80172	.00	.00	.00	.00	.00	.00	.00	.00	.00
EDWARDS, PAULA	QC	80174	.00	.00	.00	.00	.00	.00	.00	.00	.00
FLYNN, NORMA	NF	80175	.00	.00	.00	.00	.00	.00	.00	.00	.00
KELLER, STEVEN	SK	80173	.00	.00	.00	.00	.00	.00	.00	.00	.00
MAY, DAZE E	AB	80191	.00	.00	.00	.00	.00	.00	.00	.00	.00
NELSON, OSCAR	ON	80178	.00	.00	.00	.00	.00	.00	.00	.00	.00
ONE-NOTE, JOHNNY	ON	80204	.00	.00	.00	.00	.00	.00	.00	.00	.00
QUEST, PHILLIPE	QC	80181	.00	.00	.00	.00	.00	.00	.00	.00	.00
QUIGLEY, PIERRE	QC	80179	.00	.00	.00	.00	.00	.00	.00	.00	.00
STEVENS, NATHAN	NS	80176	.00	.00	.00	.00	.00	.00	.00	.00	.00
THOMAS, NATALIE	NT	80177	.00	.00	.00	.00	.00	.00	.00	.00	.00
SEGMENT TOTALS:			.00		.00		.00		.00		.00
ACCOUNT TOTALS:				.00	.00	.00	.00	.00	.00	.00	.00
				.00		.00		.00		.00	

PYGT4PRT PYTT4CT3
 12/01/97 10:51:59
 EMPLOYER ZC1
 ACCOUNT 123456789012345
 SEGMENT 1

T 4 R E V I E W L I S T - P A R T I I I
 FOR THE YEAR 1997
 SAMPLE CANADIAN COMPANY

PAGE 2

NAME	PROV	EMPLOYEE NUMBER	BOX38 STOCK OPTIONS	FOOTNOTE: PAST SVC. CONTRIB.	NON-TAX INDIAN	OUTSIDE CANADA	F/NOTE: HOME LOAN	F/NOTE: STOCK FOOTNOTE	F/NOTE: MEDICAL TRAVEL	F/NOTE: SPECIAL WORK SITE	MUN. OFF. ALLOWANCE
AVERAGE, ALPHONSE	AB	80206	.00	.00	.00	.00	.00	.00	.00	.00	.00
NORMAL, NED A	BC	80211	.00	.00	.00	.00	.00	.00	.00	.00	.00
TRUDEAU, YVES	NT	80180	.00	.00	.00	.00	.00	.00	.00	.00	.00
TYPICAL, TILDA	BC	80212	.00	.00	.00	.00	.00	.00	.00	.00	.00
SEGMENT TOTALS:			.00	.00	.00	.00	.00	.00	.00	.00	.00
ACCOUNT TOTALS:			.00	.00	.00	.00	.00	.00	.00	.00	.00

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PYGT4PRT PYTT4CT4
 12/01/97 10:51:59
 EMPLOYER ZC1
 ACCOUNT 987654321RP0001
 SEGMENT 1

T 4 R E V I E W L I S T - P A R T I V
 FOR THE YEAR 1997
 SAMPLE CANADIAN COMPANY

PAGE 1

NAME	PROV	EMPLOYEE NUMBER	*FOOTNOTE: PER KM AUTO ALLOW	*FOOTNOTE: CHARITY TRUST NO.1	*FOOTNOTE: CHARITY TRUST NO.2	*FOOTNOTE: CHARITY TRUST NO.3	FOOTNOTE-WARN *** MEANS TOO MANY FOR FORM
BACH, AMANDA	AB	80170	.00				
BELL, ALBERT	MB	80234	.00				
COLUMBUS, BRITTAN	BC	80172	.00				
EDWARDS, PAULA	QC	80174	.00				
FLYNN, NORMA	NF	80175	.00				
KELLER, STEVEN	SK	80173	.00				
MAY, DAZE E	AB	80191	.00				
NELSON, OSCAR	ON	80178	.00				
ONE-NOTE, JOHNNY	ON	80204	.00				
QUEST, PHILLIPE	QC	80181	.00				
QUIGLEY, PIERRE	QC	80179	.00				
STEVENS, NATHAN	NS	80176	.00				
THOMAS, NATALIE	NT	80177	.00				
SEGMENT TOTALS:			.00				
ACCOUNT TOTALS:			.00				

PYGT4PRT PYTT4CT4
 12/01/97 10:51:59
 EMPLOYER ZC1
 ACCOUNT 123456789012345
 SEGMENT 1

T 4 R E V I E W L I S T - P A R T I V
 FOR THE YEAR 1997
 SAMPLE CANADIAN COMPANY

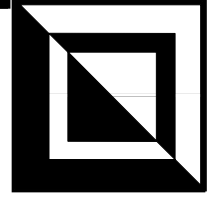
PAGE 2

NAME	PROV	EMPLOYEE NUMBER	*FOOTNOTE: PER KM AUTO ALLOW	*FOOTNOTE: CHARITY TRUST NO.1	*FOOTNOTE: CHARITY TRUST NO.2	*FOOTNOTE: CHARITY TRUST NO.3	FOOTNOTE-WARN *** MEANS TOO MANY FOR FORM
AVERAGE, ALPHONSE	AB	80206	.00				
NORMAL, NED A	BC	80211	.00				
TRUDEAU, YVES	NT	80180	.00				
TYPICAL, TILDA	BC	80212	.00				
SEGMENT TOTALS:			.00				
ACCOUNT TOTALS:			.00				

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Notes

Part 3



Infinium Training Administration Reports

This part is organized into two sections. The first section contains a list of all the reports that the Infinium Training Administration system can produce and includes a description of each. The second section contains samples of Infinium TR reports.

Master Files Reports

Codes

This report provides a list of code types and their assigned values and descriptions.

Course Locations

This report lists course locations for one or all locations.

Course Providers Reports

This report lists the course providers for your company. This listing can include one or all course providers.

Training Group Courses

This report lists the courses in a training group. This listing includes one or all training groups.

Course Catalog Reports

Courses

This report lists the courses offered in your organization. It can include one or all courses for a course catalog. It includes session/stage information as well as all instructors who are qualified to teach the course.

Exercises/Tests

This report lists exercise and test information. You can also include competency information.

Course Scheduling Reports

Course Schedule

This report lists scheduled courses. It can include all scheduled courses for a particular course, all courses scheduled in a particular classroom or a specified date range.

Classroom Schedule

This report lists all courses scheduled by classroom code. You can print this report by classroom code, location, course or a selected date range. You can also include the equipment reserved for a particular offering of the course.

Instructors Reports

Instructors

This report lists instructors as well as their address information. You can print this report for one or all instructors. You can include the courses the instructor is authorized to teach.

Scheduled

This report lists scheduled courses and each instructor who is assigned to teach. You can print this report for one or all instructors, for a particular date range or for a particular location.

Instructor Assignments

This report lists your organization's instructor assignments. You can print the report for one or all courses that will include the instructors who are qualified to teach the course.

Calendar Reports

Classroom Schedule

This report lists all scheduled courses for a particular classroom or all classrooms.

Training Requests Reports

Training Requests

This report lists training requests. You can print the list by any or a combination of the following criteria: course, employer, required by date, reason code, actions code or user defined code.

Training Requests by Level

This report lists training requests by organization level.

Mass Refresher Requests

This report lists those who are ready for refresher training in a particular course. The report information is based on the frequency of refresher training and the person's training history. The system produces a "what if" report that shows the refresher that will be created when you create refresher requests and a final report after you actually create the requests.

Mass Training Requests

This report provides a list of the training requests. The system produces a "what if" report that shows the training requests that will be created when you create training requests and a final report after you create the training requests.

Employee Enrollments Reports

Enrollments

This report lists enrollments for a particular course, date and classroom, or all enrollments.

Enrollments by Level

This report lists enrollments by reporting levels. This can be used for managers to determine who in their department is scheduled to be in class on particular days.

Mass Enrollments

This report lists enrollments based on outstanding training requests. The system produces a “what if” trial report that lists enrollments that will be created when you create mass enrollments and a final report that lists the enrollments after you create them. The simulated report allows you to review the enrollments before you create them.

Course Sign-in Sheets

This report produces a sign-in sheet for all enrolled in a particular course. It provides blank lines at the end of the report for people who were not enrolled, to sign in. You can print this report by course ID, classroom code or for a particular date range.

Course Cancellation

This report provides a list of people who have canceled a class. You can print it for a particular course or for a particular individual.

Training History Reports

Course Attendance

This report provides a list of course attendance history. You can print it for all courses or by classroom code, location, category, study type or a particular date range.

Employee History

This report provides a list of employee training history, as well as training requests and enrollments. You can print it for one employee or by employer, levels, course type, category, course ID or a particular date range.

Exercise/Tests Results

This report provides a list of all exercises/test results associated with the courses. It is run by employer and you can use the following selection criteria: course ID, exercise/test ID, classroom code, course start date or employee.

Untrained Employee

This report provides a list of all employees who have not been trained in a particular course, all courses or all courses in a particular training group.

You can also sort this report by employer, job code, levels or training group.

Session/Stage Status

This report lists the status of course sessions/stages. It can be run for one or all courses. You can sort the information by employer, employee or session/stage. You can include completed sessions/stages in this report.

Costs Reports

Course Costs

This report provides a list of all costs associated with a course. You can also use any of the following criteria to sort this information: course ID, start date, course type, pay method, category, study type, cost type, payment status, employer, external employer, levels, to and from cost dates, job code or currency code.

Utilities Reports

Load Training Groups

This report shows employee levels, the employee positions, the training group associated with the position and the employee's old and new training group.

Purge Inactive Training Records

This report lists employee records that have been purged.

Sample Infinium TR Reports

Printing the Scheduled Courses Report

This report lists scheduled courses. It can include all scheduled courses for a particular course, all courses scheduled in a particular classroom or a specified date range.

Menu Level 1: *Course Scheduling*

Menu Level 2: *Print Course Schedule* [PS]

TRGEPL10 TRTEPL10 SCHEDULED COURSES Page 1
12/01/97 13:52:44
COURSE: CPR CPR training

START DATE	END DATE	LOC.	CLASS	TIME	MAX	MIN	ENRL	ASSESS	DOC.	1	2	3	Usr Defn 3	Usr Defn 4
12/01/1997	12/03/1997	HYANN	GYM	9:00	10	5	4			ALA				

TRGEPL10 TRTEPL10 SCHEDULED COURSES Page 2
12/01/97 13:52:44
COURSE: DRILL FIRE DRILL PROCEDURE TRAINING

START DATE	END DATE	LOC.	CLASS	TIME	MAX	MIN	ENRL	ASSESS	DOC.	1	2	3	Usr Defn 3	Usr Defn 4
12/01/1997	12/01/1997	HYANN	LECT1	9:00	150	20	3							
10/01/1997	10/01/1997	HYANN	GYM	9:00	200		11							

TRGEPL10 TRTEPL10 SCHEDULED COURSES Page 3
12/01/97 13:52:44
COURSE: ORIENTATION ORIENTATION

START DATE	END DATE	LOC.	CLASS	TIME	MAX	MIN	ENRL	ASSESS	DOC.	1	2	3	Usr Defn 3	Usr Defn 4
10/15/1997	10/15/1997	HYANN	LECT1	9:00	100	25	69		EEMAN					

TRGEPL10 TRTEPL10 SCHEDULED COURSES Page 4
12/01/97 13:52:44
COURSE: SERVICE GIVING GREAT CUSTOMER SERVICE

START DATE	END DATE	LOC.	CLASS	TIME	MAX	MIN	ENRL	ASSESS	DOC.	1	2	3	Usr Defn 3	Usr Defn 4
12/01/1997	12/05/1997	BLDG5	CONF	9:00	30	10				LMS				

TRGEPL10 TRTEPL10 SCHEDULED COURSES Page 5
12/01/97 13:52:44
COURSE: TMMGMENT TIME MANAGEMENT

START DATE	END DATE	LOC.	CLASS	TIME	MAX	MIN	ENRL	ASSESS	DOC.	1	2	3	Usr Defn 3	Usr Defn 4
11/01/1997	11/02/1997	HYANN	LECT1	9:00	100	10			TEXT	BOW				
10/01/1997	10/02/1997	HYANN	LECT1	9:00	100	10	4		TEXT	BOW				
9/01/1997	9/02/1997	HYANN	CONF	9:00	25	10			WORK	JIB				

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

Printing the Training Requests By Level Report

This report lists training requests by organization level.

Menu Level 1: *Training Requests*

Menu Level 2: *Print Training Request By Level* [PRTREQLV2]

TRGEML20 TRTEML20

P R I N T T R A I N I N G R E Q U E S T S B Y L E V E L

Page 1

12/01/97 13:44:23

Employer . : ZUS SAMPLE US COMPANY

Area 100 WESTERN AREA

Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION

Cost Centr 101 ACCOUNTS PAYABLE

EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/ REQUESTED
80004 ARNOLD,ANNA A	DRILL	12/15/1997	*NEW		ON EMPLOYMENT	11/15/1997
	ORIENTATIO	12/15/1997	*NEW		ON EMPLOYMENT	11/15/1997
80036 BETA,BARNEY B	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMMENT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue
80025 DEBIT,DONALD D	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMMENT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue
80166 KLUTZ,IMA	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMMENT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue
80109 LEDGER,LINDA	PC-USINGW	10/16/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	PROBLEM	11/15/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	TMMGMMENT	11/15/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	WORD	4/14/1998	*NEW		ON EMPLOYMENT	10/16/1997
3612 SAMPLE-EXIT,SELMA	PC-USINGW	10/16/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	PROBLEM	11/15/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	TMMGMMENT	11/15/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	WORD	4/14/1998	*NEW		ON EMPLOYMENT	10/16/1997
NUMBER OF REQUESTS :	22					

Page 2

Division	ADMIN	ADMINISTRATION
Cost Centr	102	ACCOUNTS RECEIVABLE

Cost Centr 102 ACCOUNTS RECEIVABLE

EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/ REQUESTED
80112 BERRY, HOLLY	PROBLEM	problem solving techniques	10/01/1997	JOB	ARNOLD	Overdue
	TMMGMT	TIME MANAGEMENT	10/01/1997	JOB	ARNOLD	Overdue
	PC-USINGW	Using Windows	10/01/1997	JOB	ARNOLD	Overdue
	WORD	WORD FOR WINDOWS	10/01/1997	JOB	ARNOLD	Overdue
80024 CREDIT, COLLEEN	PROBLEM	problem solving techniques	10/01/1997	JOB	ARNOLD	Overdue
	TMMGMT	TIME MANAGEMENT	10/01/1997	JOB	ARNOLD	Overdue
	PC-USINGW	Using Windows	10/01/1997	JOB	ARNOLD	Overdue
	WORD	WORD FOR WINDOWS	10/01/1997	JOB	ARNOLD	Overdue
80152 DEEDE, GRANT	PROBLEM	problem solving techniques	10/01/1997	JOB	ARNOLD	Overdue
	TMMGMT	TIME MANAGEMENT	10/01/1997	JOB	ARNOLD	Overdue
	PC-USINGW	Using Windows	10/01/1997	JOB	ARNOLD	Overdue
	WORD	WORD FOR WINDOWS	10/01/1997	JOB	ARNOLD	Overdue
80101 FINGERS, FRANKIE	PROBLEM	problem solving techniques	10/01/1997	JOB	ARNOLD	Overdue
	TMMGMT	TIME MANAGEMENT	10/01/1997	JOB	ARNOLD	Overdue
	PC-USINGW	Using Windows	10/01/1997	JOB	ARNOLD	Overdue
	WORD	WORD FOR WINDOWS	10/01/1997	JOB	ARNOLD	Overdue
80153 PAYER, BILL	PROBLEM	problem solving techniques	10/01/1997	JOB	ARNOLD	Overdue
	TMMGMT	TIME MANAGEMENT	10/01/1997	JOB	ARNOLD	Overdue
	PC-USINGW	Using Windows	10/01/1997	JOB	ARNOLD	Overdue
	WORD	WORD FOR WINDOWS	10/01/1997	JOB	ARNOLD	Overdue
80040 PINKUS, PATRICIA	PROBLEM	problem solving techniques	10/01/1997	JOB	ARNOLD	Overdue
	TMMGMT	TIME MANAGEMENT	10/01/1997	JOB	ARNOLD	Overdue
	PC-USINGW	Using Windows	10/01/1997	JOB	ARNOLD	Overdue
	WORD	WORD FOR WINDOWS	10/01/1997	JOB	ARNOLD	Overdue
80186 YORKER, NEWT A	PROBLEM	problem solving techniques	10/01/1997	JOB	ARNOLD	Overdue
	TMMGMT	TIME MANAGEMENT	10/01/1997	JOB	ARNOLD	Overdue
	PC-USINGW	Using Windows	10/01/1997	JOB	ARNOLD	Overdue
	WORD	WORD FOR WINDOWS	10/01/1997	JOB	ARNOLD	Overdue
NUMBER OF REQUESTS :		28				

TRGEML20 TRTEML20 PRINT TRAINING REQUESTS BY LEVEL Page 19
 12/01/97 13:44:23
 Employer . : ZUS SAMPLE US COMPANY
 Area 100 WESTERN AREA Division TRANS TRANSPORTATION
 Department TRUCK TRUCKING Cost Centr 402 LOCAL DRIVERS

EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/ REQUESTED
80007 WHEELER, WILMA	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue

NUMBER OF REQUESTS : 44

TRGEML20 TRTEML20 PRINT TRAINING REQUESTS BY LEVEL Page 20
 12/01/97 13:44:23
 Employer . : ZUS SAMPLE US COMPANY
 Area 200 CENTRAL AREA Division ADMIN ADMINISTRATION
 Department ACCT ACCOUNTING Cost Centr 100 ACCOUNTING ADMINISTRATION

EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/ REQUESTED
80214 HAUT, DAN	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue
80216 KAAR, SARA	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue
80294 MULREADY, EDWIN J	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue
80102 OVERTON, CARRIE	PC-USINGW	10/16/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	PROBLEM	11/15/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	TMMGMT	11/15/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	WORD	4/14/1998	*NEW		ON EMPLOYMENT	10/16/1997
80218 SMITH, JACK R	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMT	10/01/1997	JOB		ARNOLD	Overdue
	PC-USINGW	10/01/1997	JOB		ARNOLD	Overdue
	WORD	10/01/1997	JOB		ARNOLD	Overdue

NUMBER OF REQUESTS : 20

TOTAL NUMBER OF REQUESTS . . . : 275

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

Printing the Enrollments By Level Report

This report lists enrollments by reporting levels. This can be used for managers to determine who in their department is scheduled to be in class on particular days.

Menu Level 1: *Employee Enrollments*

Menu Level 2: *Print Enrollments By Level* [ENLEVP]

TRGEXL20 TRTEXL20

P R I N T E N R O L L M E N T S B Y L E V E L

Page 1

12/01/97 13:56:01

Employer . : ZUS SAMPLE US COMPANY

Area 100 WESTERN AREA

Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION

Cost Centr 101 ACCOUNTS PAYABLE

EMPLOYEE	COURSE	START DATE	STATUS	ACTION
80004 ARNOLD,ANNA A	CPR CPR training	12/01/1997	C	
80036 BETA,BARNEY B	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80025 DEBIT,DONALD D	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80166 KLUTZ,IMA	DRILL FIRE DRILL PROCEDURE TRAINING	10/01/1997	C CONF	confirmed enroll/attendance
	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80109 LEDGER,LINDA	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
3612 SAMPLE-EXIT,SELMA	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance

NUMBER OF ENROLLMENTS : 7

TRGEXL20 TRTEXL20

P R I N T E N R O L L M E N T S B Y L E V E L

Page 2

12/01/97 13:56:01

Employer . : ZUS SAMPLE US COMPANY

Area 100 WESTERN AREA

Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION

Cost Centr 102 ACCOUNTS RECEIVABLE

EMPLOYEE	COURSE	START DATE	STATUS	ACTION
80112 BERRY,HOLLY	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
	CPR CPR training	12/01/1997	C	
80024 CREDIT,COLLEEN	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80152 DEEDE,GRANT	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80101 FINGERS,FRANKIE	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80153 PAYER,BILL	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80040 PINKUS,PATRICIA	DRILL FIRE DRILL PROCEDURE TRAINING	10/01/1997	C CONF	confirmed enroll/attendance
	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80186 YORKER,NEWT A	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance

NUMBER OF ENROLLMENTS : 9

TRGEXL20 TRTEXL20

P R I N T E N R O L L M E N T S B Y L E V E L

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12/01/97 13:56:01

Employer . : ZUS SAMPLE US COMPANY

Area 100 WESTERN AREA

Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION

Cost Centr 103 GENERAL LEDGER

EMPLOYEE	COURSE	START DATE	STATUS	ACTION
80296 ALMEDER,SCOTT M	TMMGMMENT TIME MANAGEMENT	10/01/1997	C	
	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80169 FORWARD,ILENE	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80117 NOTES,CLIFF	DRILL FIRE DRILL PROCEDURE TRAINING	10/01/1997	C CONF	confirmed enroll/attendance
	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance
80108 WISE,PENNEY	ORIENTATIO ORIENTATION	10/15/1997	C CONF	confirmed enroll/attendance

NUMBER OF ENROLLMENTS : 6

TRGEXL20 TRTEXL20

P R I N T E N R O L L M E N T S B Y L E V E L

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12/01/97 13:56:01

Employer . : ZUS SAMPLE US COMPANY

Area 100 WESTERN AREA

Department TRUCK TRUCKING

Division TRANS TRANSPORTATION

Cost Centr 402 LOCAL DRIVERS

EMPLOYEE	COURSE	START DATE	STATUS	ACTION
80006 DIESEL,DAN E	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80285 FERREIRA,DALE J	DRILL FIRE DRILL PROCEDURE TRAINING	10/01/1997	C CONFI	confirmed enroll/attendance
	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80281 HASTE,MARIANNE J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80277 MOCCIA,RONALD J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80280 MOCCIA,ELEANOR J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80043 ROAD,BUMPY	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80273 STEPGRADE,PHIL J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80278 STEPINGRADE,JOY J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80279 STEPTOE,HEIDI J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80289 TESTA,JUSTA J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80007 WHEELER,WILMA	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance

NUMBER OF ENROLLMENTS : 12

TRGEXL20 TRTEXL20

P R I N T E N R O L L M E N T S B Y L E V E L

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12/01/97 13:56:01

Employer . : ZUS SAMPLE US COMPANY

Area 200 CENTRAL AREA

Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION

Cost Centr 100 ACCOUNTING ADMINISTRATION

EMPLOYEE	COURSE	START DATE	STATUS	ACTION
80214 HAUT,DAN	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80216 KAAR,SARA	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80294 MULREADY,EDWIN J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80102 OVERTON,CARRIE	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80218 SMITH,JACK R	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance

NUMBER OF ENROLLMENTS : 5

TOTAL NUMBER OF ENROLLMENTS . : 90

***** E N D O F R E P O R T *****

Printing the Course Sign-in Sheets

This report produces a sign-in sheet for all enrolled in a particular course. It provides blank lines at the end of report for people who were not enrolled to sign in. You can print this report by course ID, classroom code or for a particular date range.

Menu Level 1: *Employee Enrollments*

Menu Level 2: *Print Course Sign-in Sheets*

TRGEXP10 TRTEXP10 COURSE SIGN-IN SHEET Page 1
12/01/97 13:58:48 User PE2000

Course ID	:	CPR	CPR training
Classroom Code	:	GYM	gymnasium
Course start date	:	12/01/1997	Course start time : 9:00
Scheduled places	:	0010	Waiting list : 0000
Minimum places	:	0005	Available places : 0006
Location ID	:	HYANN	Hyannis Headquarters
Instructor	:	ALA	Adria L. Adams

Employer	Employee	Signature
ZUS	80004 ARNOLD, ANNA A	_____
ZUS	80112 BERRY, HOLLY	_____
ZUS	80113 BLOSSOM, CHERRY	_____
ZUS	80116 CLUELESS, CALVIN	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRGEXP10 TRTEXP10 COURSE SIGN-IN SHEET Page 2
12/01/97 13:58:48 User PE2000

Course ID	:	DRILL	FIRE DRILL PROCEDURE TRAINING
Classroom Code	:	LECT1	LECTURE HALL 1
Course start date	:	12/01/1997	Course start time : 9:00
Scheduled places	:	0150	Waiting list : 0000
Minimum places	:	0020	Available places : 0147
Location ID	:	HYANN	Hyannis Headquarters
Instructor	:		Adria L. Adams

Employer	Employee	Signature
ZUS	80103 BEACH, SANDY	_____
ZUS	80114 BUDD, ROSE	_____
ZUS	30015 COLLINS, TOM	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRGEXP10	TRTEXP10	COURSE SIGN-IN SHEET	Page	3
12/01/97	13:58:48		User	PE2000
Course ID	: ORIENTATIO	ORIENTATION		
Classroom Code	: LECT1	LECTURE HALL 1		
Course start date	: 10/15/1997	Course start time	: 9:00	
Scheduled places	: 0100	Waiting list	: 0000	
Minimum places	: 0025	Available places	: 0031	
Location ID	: HYANN	Hyannis Headquarters		
Instructor	:	Adria L. Adams		

Employer	Employee	Signature
ZUS	80005 ACCURATE,ALAN C	_____
ZUS	80103 BEACH,SANDY	_____
ZUS	80112 BERRY,HOLLY	_____
ZUS	80036 BETA,BARNEY B	_____
ZUS	80113 BLOSSOM,CHERRY	_____
ZUS	80031 BLUE,SKYE	_____
ZUS	80114 BUDD,ROSE	_____
ZUS	80225 BURGER,BETTY	_____
ZUS	80296 ALMEDER,SCOTT M	_____
ZUS	80009 CARGO,CARRIE D	_____
ZUS	80115 CLOTHE,TERRI	_____
ZUS	80116 CLUELESS,CALVIN	_____
ZUS	30015 COLLINS,TOM	_____
ZUS	80024 CREDIT,COLLEEN	_____
ZUS	80151 CREME,CARMEL	_____
ZUS	80100 DAY,SUNNY	_____
ZUS	80025 DEBIT,DONALD D	_____
ZUS	80152 DEEDE,GRANT	_____
ZUS	80006 DIESEL,DAN E	_____
ZUS	80190 DILL,DAFF E	_____
ZUS	80182 DUDE,SURFER	_____

TRGEXP10	TRTEXP10	COURSE SIGN-IN SHEET	Page	4
12/01/97	13:58:48		User	PE2000
Course ID	: ORIENTATIO	ORIENTATION		
Classroom Code	: LECT1	LECTURE HALL 1		
Course start date	: 10/15/1997	Course start time	: 9:00	
Scheduled places	: 0100	Waiting list	: 0000	
Minimum places	: 0025	Available places	: 0031	
Location ID	: HYANN	Hyannis Headquarters		
Instructor	:	Adria L. Adams		

ZUS	80227	EDGER, EDNA	_____
ZUS	80285	FERREIRA, DALE J	_____
ZUS	80101	FINGERS, FRANKIE	_____
ZUS	80169	FORWARD, ILENE	_____
ZUS	80037	GAMMA, GODFREY	_____
ZUS	80038	GREEN, KELLY	_____
ZUS	80281	HASTE, MARIANNE J	_____
ZUS	80214	HAUT, DAN	_____
ZUS	80229	HOTDOG, HANK	_____
ZUS	80295	JONES, BETTY S	_____
ZUS	80216	KAAR, SARA	_____
ZUS	80039	KAPPA, CRAIG	_____
ZUS	80166	KLUTZ, IMA	_____
ZUS	80226	LASAGNA, LARRY	_____
ZUS	80109	LEDGER, LINDA	_____
ZUS	80107	LEGGs, HARRY	_____
	80297	LYON, DANDY A	_____
ZUS	80280	MOCCIA, ELEANOR J	_____
ZUS	80277	MOCCIA, RONALD J	_____
ZUS	80294	MULREADY, EDWIN J	_____
ZUS	80198	NAIL, RUSTY	_____
ZUS	80117	NOTES, CLIFF	_____
ZUS	80102	OVERTON, CARRIE	_____

Printing the Course Attendance History Report

This report provides a list of course attendance history. You can print it for all courses or by classroom code, location, category, study type or a particular date range.

Menu Level 1: *Training History*

Menu Level 2: *Print Course Attendance History* [PCAH]

TRGOJP10	TRTOJP10	P R I N T C O U R S E S A T T E N D A N C E							Page	1	
12/01/97	14:04:58								User	PE2000	
Course ID		: DRILL	FIRE DRILL PROCEDURE TRAINING								
Start		Employer	Employee		Grade	Marks	Locn.	Class	Inst.	Study Type	Category

10/01/1997	9:00	ZUS	3612	SAMPLE-EXIT, SELMA			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	30015	COLLINS, TOM			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80006	DIESEL, DAN E			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80007	WHEELER, WILMA			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80008	TRUCKER, TOM E			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80009	CARGO, CARRIE D			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80019	SMOG, SUSIE S			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80024	CREDIT, COLLEEN			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80025	DEBIT, DONALD D			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80031	BLUE, SKYE			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80036	BETA, BARNEY B			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80037	GAMMA, GODFREY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80038	GREEN, KELLY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80039	KAPPA, CRAIG			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80043	ROAD, BUMPY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80044	ROAD, STONY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80048	WINDE, AUGUSTA			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80101	FINGERS, FRANKIE			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80102	OVERTON, CARRIE			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80103	BEACH, SANDY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80107	LEGGS, HARRY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80108	WISE, PENNEY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80109	LEDGER, LINDA			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80110	TURNER, PAIGE			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80112	BERRY, HOLLY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80113	BLOSSOM, CHERRY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80114	BUDD, ROSE			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80115	CLOTHE, TERRI			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80151	CREME, CARMEL			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80152	DEEDE, GRANT			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80153	PAYER, BILL			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80154	GLAMOUR, GRETA			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80155	WAGON, CHUCK			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80169	FORWARD, ILENE			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80182	DUDE, SURFER			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80186	YORKER, NEWT A			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80190	DILL, DAFF E			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80198	NAIL, RUSTY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80214	HAUT, DAN			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80215	SLADE, JACK			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80216	KAAR, SARA			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80218	SMITH, JACK R			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80225	BURGER, BETTY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80226	LASAGNA, LARRY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80228	PITTS, CHERRY			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80229	HOTDOG, HANK			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80270	STEPGRADE, STEFFIE J			HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80271	STEPGRADES, STEFFIE J			HYANN	GYM		OTJ	MAND

10/01/1997	9:00	ZUS	80273	STEPGRADE, PHIL J		HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80277	MOCCIA, RONALD J		HYANN	GYM		OTJ	MAND
10/01/1997	9:00	ZUS	80278	STEPINGRADE, JOY J		HYANN	GYM		OTJ	MAND
TRGOJP10	TRTOJP10			P R I N T C O U R S E S A T T E N D A N C E					Page	2
12/01/97	14:04:58								User	PE2000
Course ID : DRILL FIRE DRILL PROCEDURE TRAINING										
Start		Employer	Employee		Grade	Marks	Locn.	Class	Inst.	Study Type Category

10/01/1997	9:00	ZUS	80279	STEPTOE, HEIDI J			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80280	MOCCIA, ELEANOR J			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80281	HASTE, MARIANNE J			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80287	TESTA, JUSTA J			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80289	TESTA, JUSTA J			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80290	TESTA, MESSA J			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80294	MULREADY, EDWIN J			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80295	JONES, BETTY S			HYANN	GYM		OTJ MAND
10/01/1997	9:00	ZUS	80296	ALMEDER, SCOTT M			HYANN	GYM		OTJ MAND
10/01/1997	9:00		80297				HYANN	GYM		OTJ MAND
Total attendees :			61							
Total attendees for course :			61							

***** E N D O F R E P O R T *****

□

Printing the Employee History Report

This report provides a list of employee training history, as well as training requests and enrollments. You can print it for one employee or by employer, levels, course type, category, course ID or a particular date range.

Menu Level 1: *Training History*

Menu Level 2: *Print Employee History* [PRTEEHIST]

TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y							Page	1
12/01/97	14:08:35								User	PE2000
Employer: ZUS SAMPLE US COMPANY										
Employee										
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	

80004	ARNOLD,ANNA A								100	ADMIN ACCT 101
Enrollments										
12/01/1997	CPR	CPR training	GYM							
Training Requests										
12/15/1997	DRILL	FIRE DRILL PROCEDURE TRAINING								
12/15/1997	ORIENTATIO	ORIENTATION								
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y							Page	2
12/01/97	14:08:35								User	PE2000
Employer: ZUS SAMPLE US COMPANY										
Employee										
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	

80036	BETA,BARNEY B								100	ADMIN ACCT 101
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			
						Total:	2.00	.00		
Enrollments										
10/15/1997	ORIENTATIO	ORIENTATION	LECT1							
Training Requests										
10/01/1997	PC-USINGW	Using Windows								
10/01/1997	PROBLEM	problem solving techniques								
10/01/1997	TMMGMEN	TIME MANAGEMENT								
10/01/1997	WORD	WORD FOR WINDOWS								
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y							Page	3
12/01/97	14:08:35								User	PE2000
Employer: ZUS SAMPLE US COMPANY										
Employee										
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	

80025	DEBIT,DONALD D								100	ADMIN ACCT 101
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			
						Total:	2.00	.00		
Enrollments										
10/15/1997	ORIENTATIO	ORIENTATION	LECT1							
Training Requests										
10/01/1997	PC-USINGW	Using Windows								
10/01/1997	PROBLEM	problem solving techniques								
10/01/1997	TMMGMEN	TIME MANAGEMENT								
10/01/1997	WORD	WORD FOR WINDOWS								
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y							Page	4
12/01/97	14:08:35								User	PE2000
Employer: ZUS SAMPLE US COMPANY										
Employee										
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	

80166	KLUTZ,IMA								100	ADMIN ACCT 101
Enrollments										
10/15/1997	ORIENTATIO	ORIENTATION	LECT1							

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING GYM

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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80109 LEDGER,LINDA

100 ADMIN ACCT 101

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

2.00 .00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/16/1997 PC-USINGW Using Windows
 11/15/1997 PROBLEM problem solving techniques
 11/15/1997 TMMGMT TIME MANAGEMENT
 4/14/1998 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

3612 SAMPLE-EXIT,SELMA

100 ADMIN ACCT 101

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

2.00 .00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/16/1997 PC-USINGW Using Windows
 11/15/1997 PROBLEM problem solving techniques
 11/15/1997 TMMGMT TIME MANAGEMENT
 4/14/1998 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80112 BERRY,HOLLY

100 ADMIN ACCT 102

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

2.00 .00

Enrollments

12/01/1997 CPR CPR training GYM

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 8
12/01/97 14:08:35 User PE2000
Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80024	CREDIT, COLLEEN									100	ADMIN	ACCT	102
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMMENT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 9
12/01/97 14:08:35 User PE2000
Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80152	DEEDE, GRANT									100	ADMIN	ACCT	102
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMMENT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 10
12/01/97 14:08:35 User PE2000
Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80101	FINGERS, FRANKIE									100	ADMIN	ACCT	102
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMMENT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 11
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Employer: ZUS SAMPLE US COMPANY

Employee Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80153	PAYER,BILL									100	ADMIN	ACCT	102
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMEN	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80040	PINKUS,PATRICIA									100	ADMIN	ACCT	102
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	GYM										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMEN	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80186	YORKER,NEWT A									100	ADMIN	ACCT	102
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMEN	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80296	ALMEDER,SCOTT M									100	ADMIN	ACCT	103
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

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User PE2000

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
10/01/1997 TMMGMMENT TIME MANAGEMENT LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 15
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Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80169	FORWARD,ILENE									100	ADMIN	ACCT	103
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMMENT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 16
12/01/97 14:08:35 User PE2000
Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80117	NOTES,CLIFF									100	ADMIN	ACCT	103

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING GYM
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMMENT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 17
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Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80108	WISE,PENNEY									100	ADMIN	ACCT	103
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS
 TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY
 12/01/97 14:08:35
 Employer: ZUS SAMPLE US COMPANY
 Employee

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 User PE2000

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80100	DAY,SUNNY									100	ADMIN	ACCT	104

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1
 10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING GYM

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY
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 Employer: ZUS SAMPLE US COMPANY
 Employee

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 User PE2000

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80190	DILL,DAFF E									100	ADMIN	ACCT	104

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00
 2.00 .00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY
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 Employer: ZUS SAMPLE US COMPANY
 Employee

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 User PE2000

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80107	LEGGs,HARRY									100	ADMIN	ACCT	104

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00
 2.00 .00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY
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 Employer: ZUS SAMPLE US COMPANY
 Employee

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 User PE2000

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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-----										100	ADMIN ACCT	104	
80270	STEPGRADE,STEFFIE J												
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00							
						Total:	2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMMENT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y						Page	22				
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Employer: ZUS SAMPLE US COMPANY										Lvl 1	Lvl 2	Lvl 3	Lvl 4
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.				

80271 STEPGRADES,STEFFIE J										100	ADMIN ACCT	104	
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00							
						Total:	2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMMENT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y						Page	23				
12/01/97	14:08:35							User	PE2000				
Employer: ZUS SAMPLE US COMPANY										Lvl 1	Lvl 2	Lvl 3	Lvl 4
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.				

80038 GREEN,KELLY										100	ADMIN HR	110	
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00							
						Total:	2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/16/1997	MGTTTRAIN	MANAGEMENT TRAINING											
10/01/1997	PC-USINGW	Using Windows											
11/15/1997	PROBLEM	problem solving techniques											
11/15/1997	TMMGMMENT	TIME MANAGEMENT											
4/14/1998	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y						Page	24				
12/01/97	14:08:35							User	PE2000				
Employer: ZUS SAMPLE US COMPANY										Lvl 1	Lvl 2	Lvl 3	Lvl 4
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.				

80182 DUDE,SURFER										100	ADMIN HR	111	
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00							
						Total:	2.00	.00					

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80044	ROAD,STONY									100	ADMIN	HR	111
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80287	TESTA,JUSTA J									100	ADMIN	HR	111
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80290	TESTA,MESSA J									100	ADMIN	HR	111
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS
 TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 28
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 Employer: ZUS SAMPLE US COMPANY

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
10/01/1997	80103 BEACH,SANDY	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN	HR	112
							Total:	2.00	.00				

Enrollments
 12/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING LECT1
 10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests
 10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 29
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 Employer: ZUS SAMPLE US COMPANY

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
10/01/1997	80116 CLUELESS,CALVIN									100	ADMIN	HR	112

Enrollments
 12/01/1997 CPR CPR training GYM
 10/15/1997 ORIENTATIO ORIENTATION LECT1
 10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING GYM

Training Requests
 10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 30
 12/01/97 14:08:35 User PE2000
 Employer: ZUS SAMPLE US COMPANY

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
10/01/1997	80154 GLAMOUR,GRETA	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN	HR	112
							Total:	2.00	.00				

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 12/01/97 14:08:35 User PE2000
 Employer: ZUS SAMPLE US COMPANY

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
10/01/1997	80110 TURNER,PAIGE	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN	HR	112
							Total:	2.00	.00				

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80041	WONDER,WALLY							100		ADMIN	HR		112

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING GYM

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
30015	COLLINS,TOM							100		ADMIN	HR		114

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00
 2.00 .00

Enrollments

12/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING LECT1

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80039	KAPPA,CRAIG							100		ADMIN	MIS		120

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00
 2.00 .00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMNT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 35
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Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80151	CREME,CARMEL									100	ADMIN	MIS	121
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMNT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 36
12/01/97 14:08:35 User PE2000
Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80037	GAMMA,GODFREY									100	ADMIN	MIS	121
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMNT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 37
12/01/97 14:08:35 User PE2000
Employer: ZUS SAMPLE US COMPANY
Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80115	CLOTHE,TERRI									100	ADMIN	MIS	122
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments
10/15/1997 ORIENTATIO ORIENTATION LECT1
Training Requests
10/01/1997 PC-USINGW Using Windows
10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMNT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS
TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 38
12/01/97 14:08:35 User PE2000
Employer: ZUS SAMPLE US COMPANY

Employee Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80019	SMOG,SUSIE S									100	OPS	LAB	200
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMEN	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee										Lvl 1	Lvl 2	Lvl 3	Lvl 4
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.				
80005	ACCURATE,ALAN C									100	OPS	LAB	201
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
10/01/1997	TMMGMEN	TIME MANAGEMENT	LECT1										
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	GYM										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee										Lvl 1	Lvl 2	Lvl 3	Lvl 4
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.				
80113	BLOSSOM,CHERRY									100	OPS	LAB	201
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					
Enrollments													
12/01/1997	CPR	CPR training	GYM										
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
10/01/1997	TMMGMEN	TIME MANAGEMENT	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee										Lvl 1	Lvl 2	Lvl 3	Lvl 4
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.				
80114	BUDD,ROSE									100	OPS	LAB	201
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						

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User PE2000

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User PE2000

										Total:	2.00	.00				
Enrollments																
12/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	LECT1													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1													
10/01/1997	TMMGMMENT	TIME MANAGEMENT	LECT1													
Training Requests																
10/01/1997	PC-USINGW	Using Windows														
10/01/1997	PROBLEM	problem solving techniques														
10/01/1997	WORD	WORD FOR WINDOWS														
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y										Page	42			
12/01/97	14:08:35											User	PE2000			
Employer: ZUS SAMPLE US COMPANY																
Employee																
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4			

80198	NAIL,RUSTY											100	OPS	LAB	201	
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN													
							Total:	2.00	.00							
Enrollments																
10/15/1997	ORIENTATIO	ORIENTATION	LECT1													
Training Requests																
10/01/1997	PC-USINGW	Using Windows														
10/01/1997	PROBLEM	problem solving techniques														
10/01/1997	TMMGMMENT	TIME MANAGEMENT														
10/01/1997	WORD	WORD FOR WINDOWS														
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y										Page	43			
12/01/97	14:08:35											User	PE2000			
Employer: ZUS SAMPLE US COMPANY																
Employee																
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4			

80048	WINDE,AUGUSTA											100	OPS	LAB	201	
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN													
							Total:	2.00	.00							
Enrollments																
10/15/1997	ORIENTATIO	ORIENTATION	LECT1													
Training Requests																
10/01/1997	PC-USINGW	Using Windows														
10/01/1997	PROBLEM	problem solving techniques														
10/01/1997	TMMGMMENT	TIME MANAGEMENT														
10/01/1997	WORD	WORD FOR WINDOWS														
TRGOJP40	TRTOJP40	E M P L O Y E E T R A I N I N G H I S T O R Y										Page	44			
12/01/97	14:08:35											User	PE2000			
Employer: ZUS SAMPLE US COMPANY																
Employee																
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4			

80227	EDGER,EDNA											100	OPS	SKI	100	
Enrollments																
10/15/1997	ORIENTATIO	ORIENTATION	LECT1													
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	GYM													
Training Requests																
10/01/1997	PC-USINGW	Using Windows														

10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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80295	JONES,BETTY S									100	OPS	SKI	100
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10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
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Total: 2.00 .00

Enrollments

10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
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Training Requests

10/01/1997	PC-USINGW	Using Windows											
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10/01/1997	PROBLEM	problem solving techniques											
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10/01/1997	TMMGMMENT	TIME MANAGEMENT											
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10/01/1997	WORD	WORD FOR WINDOWS											
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TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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80225	BURGER,BETTY									100	OPS	SKI	200
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10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
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Total: 2.00 .00

Enrollments

10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
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Training Requests

10/01/1997	PC-USINGW	Using Windows											
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10/01/1997	PROBLEM	problem solving techniques											
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10/01/1997	TMMGMMENT	TIME MANAGEMENT											
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10/01/1997	WORD	WORD FOR WINDOWS											
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TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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80229	HOTDOG,HANK									100	OPS	SKI	200
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10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
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Total: 2.00 .00

Enrollments

10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
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Training Requests

10/01/1997	PC-USINGW	Using Windows											
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10/01/1997	PROBLEM	problem solving techniques											
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10/01/1997	TMMGMMENT	TIME MANAGEMENT											
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10/01/1997	WORD	WORD FOR WINDOWS											
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TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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80226 LASAGNA, LARRY

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00
2.00 .00

100 OPS SKI 200

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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80228 PITTS, CHERRY

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00
2.00 .00

100 OPS SKI 200

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80009 CARGO, CARRIE D

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00
2.00 .00

100 TRANS TRUCK 400

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
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80026 ROAD, ROCKY

100 TRANS TRUCK 401

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1
 10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING GYM

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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 Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80215	SLADE,JACK									100	TRANS	TRUCK	401
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

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 Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80008	TRUCKER,TOM E									100	TRANS	TRUCK	401
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

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 Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80155	WAGON,CHUCK									100	TRANS	TRUCK	401
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques
10/01/1997 TMMGMMENT TIME MANAGEMENT
10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Lvl 1 Lvl 2 Lvl 3 Lvl 4

Date Course Description Location Instructor Grade Marks Hours Units Assm.

80006 DIESEL,DAN E

100 TRANS TRUCK 402

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

.00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Lvl 1 Lvl 2 Lvl 3 Lvl 4

Date Course Description Location Instructor Grade Marks Hours Units Assm.

80285 FERREIRA,DALE J

100 TRANS TRUCK 402

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING GYM

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Lvl 1 Lvl 2 Lvl 3 Lvl 4

Date Course Description Location Instructor Grade Marks Hours Units Assm.

80281 HASTE,MARIANNE J

100 TRANS TRUCK 402

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

.00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80280	MOCCIA,ELEANOR J									100	TRANS	TRUCK	402
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMEN	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80277	MOCCIA,RONALD J									100	TRANS	TRUCK	402
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMEN	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80043	ROAD,BUMPY									100	TRANS	TRUCK	402
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					
Enrollments													
10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
Training Requests													
10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMEN	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40												
12/01/97	14:08:35												
Employer: ZUS SAMPLE US COMPANY													
Employee													
Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80273	STEPGRADE,PHIL J									100	TRANS	TRUCK	402
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						

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User PE2000

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Total: 2.00 .00

Enrollments
 10/15/1997 ORIENTATIO ORIENTATION LECT1
 Training Requests
 10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS
 TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 62
 12/01/97 14:08:35 User PE2000
 Employer: ZUS SAMPLE US COMPANY
 Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80278	STEPINGRADE,JOY J									100	TRANS	TRUCK	402
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
 10/15/1997 ORIENTATIO ORIENTATION LECT1
 Training Requests
 10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS
 TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 63
 12/01/97 14:08:35 User PE2000
 Employer: ZUS SAMPLE US COMPANY
 Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80279	STEPTOE,HEIDI J									100	TRANS	TRUCK	402
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
 10/15/1997 ORIENTATIO ORIENTATION LECT1
 Training Requests
 10/01/1997 PC-USINGW Using Windows
 10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS
 TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 64
 12/01/97 14:08:35 User PE2000
 Employer: ZUS SAMPLE US COMPANY
 Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
80289	TESTA,JUSTA J									100	TRANS	TRUCK	402
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
							Total:	2.00	.00				

Enrollments
 10/15/1997 ORIENTATIO ORIENTATION LECT1
 Training Requests
 10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques
 10/01/1997 TMMGMMENT TIME MANAGEMENT
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Lvl 1 Lvl 2 Lvl 3 Lvl 4

Date Course Description Location Instructor Grade Marks Hours Units Assm.

80007 WHEELER,WILMA

100 TRANS TRUCK 402

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

.00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Lvl 1 Lvl 2 Lvl 3 Lvl 4

Date Course Description Location Instructor Grade Marks Hours Units Assm.

80214 HAUT,DAN

200 ADMIN ACCT 100

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

.00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Lvl 1 Lvl 2 Lvl 3 Lvl 4

Date Course Description Location Instructor Grade Marks Hours Units Assm.

80216 KAAR,SARA

200 ADMIN ACCT 100

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00

.00

Enrollments

10/15/1997 ORIENTATIO ORIENTATION LECT1

Training Requests

10/01/1997 PC-USINGW Using Windows

10/01/1997 PROBLEM problem solving techniques

10/01/1997 TMMGMMENT TIME MANAGEMENT

10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80294	MULREADY,EDWIN J									200	ADMIN	ACCT	100
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments

10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
------------	------------	-------------	-------	--	--	--	--	--	--	--	--	--	--

Training Requests

10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMMENT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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12/01/97 14:08:35

User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80102	OVERTON,CARRIE									200	ADMIN	ACCT	100
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments

10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
------------	------------	-------------	-------	--	--	--	--	--	--	--	--	--	--

Training Requests

10/16/1997	PC-USINGW	Using Windows											
11/15/1997	PROBLEM	problem solving techniques											
11/15/1997	TMMGMMENT	TIME MANAGEMENT											
4/14/1998	WORD	WORD FOR WINDOWS											

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZUS SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80218	SMITH,JACK R									200	ADMIN	ACCT	100
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00						
					Total:		2.00	.00					

Enrollments

10/15/1997	ORIENTATIO	ORIENTATION	LECT1										
------------	------------	-------------	-------	--	--	--	--	--	--	--	--	--	--

Training Requests

10/01/1997	PC-USINGW	Using Windows											
10/01/1997	PROBLEM	problem solving techniques											
10/01/1997	TMMGMMENT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											

TRGOJP40 TRTOJP40 E M P L O Y E E T R A I N I N G H I S T O R Y

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User PE2000

Employer: ZU1 SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80115	CLOTHE,TERRI									100	ADMIN	MIS	122
-------	--------------	--	--	--	--	--	--	--	--	-----	-------	-----	-----

Training Requests

12/04/1997 DRILL FIRE DRILL PROCEDURE TRAINING

12/04/1997 ORIENTATIO ORIENTATION

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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User PE2000

Employer: ZU1 SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80225 BURGER,BETTY

100 OPS SKI 200

Training Requests

10/31/1997 DRILL FIRE DRILL PROCEDURE TRAINING

10/31/1997 ORIENTATIO ORIENTATION

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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12/01/97 14:08:35

User PE2000

Employer: ZU9 SAMPLE US COMPANY

Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

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

Printing the Untrained Employees Report

This report provides a list of all employees who have not been trained in a particular course, all courses or all courses in a particular training group.

You can also sort this report by employer, job code, levels or training group.

Menu Level 1: *Training History*

Menu Level 2: *Print Untrained Employee List* [PUEL]

TRGOJP30		TRTOJP30		P R I N T U N T R A I N E D E M P L O Y E E S				Page	1
12/01/97		14:17:34						User	PE2000
Course ID : C/S & OOT		Client/Server & OOT							
Employer	Employee			Job Cat.	Level 1	Level 2	Level 3	Level 4	Requested Enrolled
ZUS	80005	ACCURATE, ALAN C		300	100	OPS	LAB	201	
ZUS	80296	ALMEDER, SCOTT M		540	100	ADMIN	ACCT	103	
ZUS	80004	ARNOLD, ANNA A		540	100	ADMIN	ACCT	101	
ZUS	80103	BEACH, SANDY		210	100	ADMIN	HR	112	
ZUS	80112	BERRY, HOLLY		540	100	ADMIN	ACCT	102	
ZUS	80036	BETA, BARNEY B		200	100	ADMIN	ACCT	101	
ZUS	80113	BLOSSOM, CHERRY		300	100	OPS	LAB	201	
ZUS	80106	BRANCH, OLIVE		230	100	ADMIN	MIS	122	
ZUS	80114	BUDD, ROSE		300	100	OPS	LAB	201	
ZUS	80225	BURGER, BETTY		910	100	OPS	SKI	200	
ZUS	80009	CARGO, CARRIE D		140	100	TRANS	TRUCK	400	
ZUS	80115	CLOTHE, TERRI		230	100	ADMIN	MIS	122	
ZUS	80116	CLUELESS, CALVIN		210	100	ADMIN	HR	112	
ZUS	30015	COLLINS, TOM		160	100	ADMIN	HR	114	
ZUS	80024	CREDIT, COLLEEN		160	100	ADMIN	ACCT	102	
ZUS	80151	CREME, CARMEL		230	100	ADMIN	MIS	121	
ZUS	80100	DAY, SUNNY		540	100	ADMIN	ACCT	104	
ZUS	80025	DEBIT, DONALD D		160	100	ADMIN	ACCT	101	
ZUS	80152	DEEDE, GRANT		540	100	ADMIN	ACCT	102	
ZUS	80006	DIESEL, DAN E		700	100	TRANS	TRUCK	402	
ZUS	80190	DILL, DAFF E		160	100	ADMIN	ACCT	104	
ZUS	80182	DUDE, SURFER		540	100	ADMIN	HR	111	
ZUS	80227	EDGER, EDNA		250	100	OPS	SKI	100	
ZUS	80285	FERREIRA, DALE J		700	100	TRANS	TRUCK	402	
ZUS	80101	FINGERS, FRANKIE		540	100	ADMIN	ACCT	102	
ZUS	80169	FORWARD, ILENE		160	100	ADMIN	ACCT	103	
ZUS	80037	GAMMA, GODFREY		230	100	ADMIN	MIS	121	
ZUS	80154	GLAMOUR, GRETA		210	100	ADMIN	HR	112	
ZUS	80038	GREEN, KELLY		140	100	ADMIN	HR	110	
ZUS	80281	HASTE, MARIANNE J		700	100	TRANS	TRUCK	402	
ZUS	80214	HAUT, DAN		205	200	ADMIN	ACCT	100	
ZUS	80229	HOTDOG, HANK		920	100	OPS	SKI	200	
ZUS	80295	JONES, BETTY S		250	100	OPS	SKI	100	
ZUS	80216	KAAR, SARA		205	200	ADMIN	ACCT	100	
ZUS	80039	KAPPA, CRAIG		140	100	ADMIN	MIS	120	
ZUS	80166	KLUTZ, IMA		200	100	ADMIN	ACCT	101	
ZUS	80226	LASAGNA, LARRY		910	100	OPS	SKI	200	
ZUS	80109	LEDGER, LINDA		540	100	ADMIN	ACCT	101	
ZUS	80107	LEGGs, HARRY		540	100	ADMIN	ACCT	104	
ZUS	80280	MOCCIA, ELEANOR J		700	100	TRANS	TRUCK	402	
ZUS	80277	MOCCIA, RONALD J		700	100	TRANS	TRUCK	402	
ZUS	80294	MULREADY, EDWIN J		120	200	ADMIN	ACCT	100	
ZUS	80198	NAIL, RUSTY		300	100	OPS	LAB	201	
ZUS	80117	NOTES, CLIFF		540	100	ADMIN	ACCT	103	
ZUS	80102	OVERTON, CARRIE		140	200	ADMIN	ACCT	100	
ZUS	80153	PAYER, BILL		540	100	ADMIN	ACCT	102	
ZUS	80040	PINKUS, PATRICIA		540	100	ADMIN	ACCT	102	
ZUS	80228	PITTS, CHERRY		910	100	OPS	SKI	200	

ZUS	80043	ROAD, BUMPY	700	100	TRANS	TRUCK	402
ZUS	80026	ROAD, ROCKY	140	100	TRANS	TRUCK	401
ZUS	80044	ROAD, STONY	540	100	ADMIN	HR	111

TRGOJP30	TRTOJP30	P R I N T U N T R A I N E D E M P L O Y E E S						Page	2
12/01/97	14:17:34							User	PE2000
Course ID : C/S & OOT		Client/Server & OOT							
Employer	Employee	Job Cat.	Level 1	Level 2	Level 3	Level 4	Requested	Enrolled	

ZUS	3612	SAMPLE-EXIT, SELMA	540	100	ADMIN	ACCT	101		
ZUS	80215	SLADE, JACK	900	100	TRANS	TRUCK	401		
ZUS	80218	SMITH, JACK R	205	200	ADMIN	ACCT	100		
ZUS	80019	SMOG, SUSIE S	160	100	OPS	LAB	200		
ZUS	80273	STEPGRADE, PHIL J	700	100	TRANS	TRUCK	402		
ZUS	80270	STEPGRADE, STEFFIE J	540	100	ADMIN	ACCT	104		
ZUS	80271	STEPGRADES, STEFFIE J	540	100	ADMIN	ACCT	104		
ZUS	80278	STEPINGRADE, JOY J	700	100	TRANS	TRUCK	402		
ZUS	80279	STEPTOE, HEIDI J	700	100	TRANS	TRUCK	402		
ZUS	80287	TESTA, JUSTA J	210	100	ADMIN	HR	111		
ZUS	80289	TESTA, JUSTA J	700	100	TRANS	TRUCK	402		
ZUS	80290	TESTA, MESSA J	210	100	ADMIN	HR	111		
ZUS	80008	TRUCKER, TOM E	700	100	TRANS	TRUCK	401		
ZUS	80110	TURNER, PAIGE	210	100	ADMIN	HR	112		
ZUS	80155	WAGON, CHUCK	700	100	TRANS	TRUCK	401		
ZUS	80007	WHEELER, WILMA	700	100	TRANS	TRUCK	402		
ZUS	80048	WINDE, AUGUSTA	300	100	OPS	LAB	201		
ZUS	80108	WISE, PENNEY	540	100	ADMIN	ACCT	103		
ZUS	80041	WONDER, WALLY	160	100	ADMIN	HR	112		
ZUS	80186	YORKER, NEWT A	540	100	ADMIN	ACCT	102		
Total for Employer		71							
Total for Course		71							

TRGOJP30	TRTOJP30	P R I N T U N T R A I N E D E M P L O Y E E S						Page	3
12/01/97	14:17:34							User	PE2000
Course ID : CONSULING1 CONSULTING BASICS									
Employer	Employee	Job Cat.	Level 1	Level 2	Level 3	Level 4	Requested	Enrolled	
ZUS	80005 ACCURATE,ALAN C	300	100	OPS	LAB	201			
ZUS	80296 ALMEDER,SCOTT M	540	100	ADMIN	ACCT	103			
ZUS	80004 ARNOLD,ANNA A	540	100	ADMIN	ACCT	101			
ZUS	80103 BEACH,SANDY	210	100	ADMIN	HR	112			
ZUS	80112 BERRY,HOLLY	540	100	ADMIN	ACCT	102			
ZUS	80036 BETA,BARNEY B	200	100	ADMIN	ACCT	101			
ZUS	80113 BLOSSOM,CHERRY	300	100	OPS	LAB	201			
ZUS	80106 BRANCH,OLIVE	230	100	ADMIN	MIS	122			
ZUS	80114 BUDD,ROSE	300	100	OPS	LAB	201			
ZUS	80225 BURGER,BETTY	910	100	OPS	SKI	200			
ZUS	80009 CARGO,CARRIE D	140	100	TRANS	TRUCK	400			
ZUS	80115 CLOTHE,TERRI	230	100	ADMIN	MIS	122			
ZUS	80116 CLUELESS,CALVIN	210	100	ADMIN	HR	112			
ZUS	30015 COLLINS,TOM	160	100	ADMIN	HR	114			
ZUS	80024 CREDIT,COLLEEN	160	100	ADMIN	ACCT	102			
ZUS	80151 CREME,CARMEL	230	100	ADMIN	MIS	121			
ZUS	80100 DAY,SUNNY	540	100	ADMIN	ACCT	104			
ZUS	80025 DEBIT,DONALD D	160	100	ADMIN	ACCT	101			
ZUS	80152 DEEDE,GRANT	540	100	ADMIN	ACCT	102			
ZUS	80006 DIESEL,DAN E	700	100	TRANS	TRUCK	402			
ZUS	80190 DILL,DAFF E	160	100	ADMIN	ACCT	104			
ZUS	80182 DUDE,SURFER	540	100	ADMIN	HR	111			
ZUS	80227 EDGER,EDNA	250	100	OPS	SKI	100			
ZUS	80285 FERREIRA,DALE J	700	100	TRANS	TRUCK	402			
ZUS	80101 FINGERS,FRANKIE	540	100	ADMIN	ACCT	102			
ZUS	80169 FORWARD,ILENE	160	100	ADMIN	ACCT	103			
ZUS	80037 GAMMA,GODFREY	230	100	ADMIN	MIS	121			
ZUS	80154 GLAMOUR,GRETA	210	100	ADMIN	HR	112			
ZUS	80038 GREEN,KELLY	140	100	ADMIN	HR	110			
ZUS	80281 HASTE,MARIANNE J	700	100	TRANS	TRUCK	402			
ZUS	80214 HAUT,DAN	205	200	ADMIN	ACCT	100			
ZUS	80229 HOTDOG,HANK	920	100	OPS	SKI	200			
ZUS	80295 JONES,BETTY S	250	100	OPS	SKI	100			
ZUS	80216 KAAR,SARA	205	200	ADMIN	ACCT	100			
ZUS	80039 KAPPA,CRAIG	140	100	ADMIN	MIS	120			
ZUS	80166 KLUTZ,IMA	200	100	ADMIN	ACCT	101			
ZUS	80226 LASAGNA,LARRY	910	100	OPS	SKI	200			
ZUS	80109 LEDGER,LINDA	540	100	ADMIN	ACCT	101			
ZUS	80107 LEGGS,HARRY	540	100	ADMIN	ACCT	104			
ZUS	80280 MOCCIA,ELEANOR J	700	100	TRANS	TRUCK	402			
ZUS	80277 MOCCIA,RONALD J	700	100	TRANS	TRUCK	402			
ZUS	80294 MULREADY,EDWIN J	120	200	ADMIN	ACCT	100			
ZUS	80198 NAIL,RUSTY	300	100	OPS	LAB	201			
ZUS	80117 NOTES,CLIFF	540	100	ADMIN	ACCT	103			
ZUS	80102 OVERTON,CARRIE	140	200	ADMIN	ACCT	100			
ZUS	80153 PAYER,BILL	540	100	ADMIN	ACCT	102			
ZUS	80040 PINKUS,PATRICIA	540	100	ADMIN	ACCT	102			

ZUS	80228	PITTS,CHERRY	910	100	OPS	SKI	200
ZUS	80043	ROAD,BUMPY	700	100	TRANS	TRUCK	402
ZUS	80026	ROAD,ROCKY	140	100	TRANS	TRUCK	401
ZUS	80044	ROAD,STONY	540	100	ADMIN	HR	111



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TRGOJP30      TRTOJP30      P R I N T   U N T R A I N E D   E M P L O Y E E S      Page      27
12/01/97      14:17:34      User      PE2000
Course ID . . . . . : TMMGMT      TIME MANAGEMENT
Employer      Employee
-----
ZUS      80004  ARNOLD,ANNA A      540      100      ADMIN      ACCT      101      10/16/1997
ZUS      80106  BRANCH,OLIVE      230      100      ADMIN      MIS      122      10/16/1997
ZUS      80154  GLAMOUR,GRETA      210      100      ADMIN      HR      112      10/16/1997
      Total for Employer  3
      Total for Course  3

TRGOJP30      TRTOJP30      P R I N T   U N T R A I N E D   E M P L O Y E E S      Page      28
12/01/97      14:17:34      User      PE2000
Course ID . . . . . : WORD      WORD FOR WINDOWS
Employer      Employee
-----
ZUS      80004  ARNOLD,ANNA A      540      100      ADMIN      ACCT      101
ZUS      80106  BRANCH,OLIVE      230      100      ADMIN      MIS      122
ZUS      80154  GLAMOUR,GRETA      210      100      ADMIN      HR      112
      Total for Employer  3
      Total for Course  3

***** E N D   O F   R E P O R T *****

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Printing the Course Costs Report

This report provides a list of all costs associated with a course. You can also use any of the following criteria to sort this information: course ID, start date, course type, pay method, category, study type, cost type, payment status, employer, external employer, levels, to and from cost dates, job code or currency code.

Menu Level 1: *Costs*

Menu Level 2: *Print Course Costs* [PCC]

TRGEYL10 TRTEYL10

P R I N T C O U R S E C O S T

Page 1

12/01/97 14:29:09

Course ID : CPR CPR training
Course Start Date . : 12/01/1997 Classroom Code . . : GYM Time . : 9:00 Cost Type Code . . : INSTR
Amount 100.00 Currency Code . . . : USD Date . : 12/01/1997 Payment Status . . : PAID
Usr Defn 7 Code . . . : Training Cost GL Acct
Incurred by
Employer ID : ZUS Employee : 80005 ACCURATE
Level 1 : 100 Level 2 : OPS
Level 3 : LAB Level 4 : 201

Course ID : DRILL FIRE DRILL PROCEDURE TRAINING
Course Start Date . : 12/01/1997 Classroom Code . . : LECT1 Time . : 9:00 Cost Type Code . . : CONSL
Amount 50.00 Currency Code . . . : USD Date . : 12/01/1997 Payment Status . . : PAID
Usr Defn 7 Code . . . : Training Cost GL Acct
Incurred by
Employer ID : Employee :
Level 1 : Level 2 :
Level 3 : Level 4 :

Course ID : SERVICE GIVING GREAT CUSTOMER SERVICE
Course Start Date . : 12/01/1997 Classroom Code . . : CONF Time . : 9:00 Cost Type Code . . : DOC
Amount 200.00 Currency Code . . . : USD Date . : 12/01/1997 Payment Status . . : DUE
Usr Defn 7 Code . . . : Training Cost GL Acct
Incurred by
Employer ID : Employee :
Level 1 : Level 2 :
Level 3 : Level 4 :

Course ID : SERVICE GIVING GREAT CUSTOMER SERVICE
Course Start Date . : 12/01/1997 Classroom Code . . : CONF Time . : 9:00 Cost Type Code . . : INSTR
Amount 500.00 Currency Code . . . : USD Date . : 12/01/1997 Payment Status . . : PAID
Usr Defn 7 Code . . . : Training Cost GL Acct
Incurred by
Employer ID : Employee :
Level 1 : Level 2 :
Level 3 : Level 4 :

Course ID : SERVICE GIVING GREAT CUSTOMER SERVICE
Course Start Date . : 12/01/1997 Classroom Code . . : CONF Time . : 9:00 Cost Type Code . . : LODGE
Amount 800.00 Currency Code . . . : USD Date . : 12/01/1997 Payment Status . . : DUE
Usr Defn 7 Code . . . : Training Cost GL Acct
Incurred by
Employer ID : Employee :
Level 1 : Level 2 :
Level 3 : Level 4 :

Total Costs . : 1,650.00

***** E N D O F R E P O R T *****

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Printing the Mass Enrollments Trial Report

This report lists enrollments based on outstanding training requests. The system produces a “what if” trial report and a final report that lists the enrollments after you create them. The simulated report allows you to review the enrollments before you create them.

Menu Level 1: *Employee Enrollments*

Menu Level 2: *Mass Enrollments Trial* [MET]

Page 1

** TRIAL **

LOCATION	START DATE	TIME	ROOM
----------	------------	------	------

TOTAL NUMBER OF EMPLOYEES NOT ENROLLED DUE TO UNAVAILABILITY : 0

TRGEXM80 TRTEXM80 M A S S A U T O E N R O L L Page 2
 12/01/97 14:55:01 ** T R I A L **

Course ID : MGTTRAIN MANAGEMENT TRAINING

LOCATION	START DATE	TIME	ROOM	ER	LEVEL1	LEVEL2	LEVEL3	LEVEL4	REQUIRED BY	PRIORITY	ACTION TAKEN
----------	------------	------	------	----	--------	--------	--------	--------	-------------	----------	--------------

GREEN, KELLY	80038	ZUS	100	ADMIN	HR	110			10/16/1997	01	NOT enrolled
--------------	-------	-----	-----	-------	----	-----	--	--	------------	----	--------------

TOTAL NUMBER OF EMPLOYEES ENROLLED ON ALL COURSES : 0

TOTAL NUMBER OF EMPLOYEES NOT ENROLLED DUE TO UNAVAILABILITY : 1

TRGEXM80 TRTEXM80 M A S S A U T O E N R O L L Page 3
 12/01/97 14:55:01 ** T R I A L **

Course ID : ORIENTATIO ORIENTATION

LOCATION	START DATE	TIME	ROOM	ER	LEVEL1	LEVEL2	LEVEL3	LEVEL4	REQUIRED BY	PRIORITY	ACTION TAKEN
----------	------------	------	------	----	--------	--------	--------	--------	-------------	----------	--------------

BRANCH, OLIVE	80106	ZUS	100	ADMIN	MIS	122			12/31/1997	02	NOT enrolled
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GLAMOUR, GRETA	80154	ZUS	100	ADMIN	HR	112			12/31/1997	02	NOT enrolled
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TOTAL NUMBER OF EMPLOYEES ENROLLED ON ALL COURSES : 0

TOTAL NUMBER OF EMPLOYEES NOT ENROLLED DUE TO UNAVAILABILITY : 2

TRGEXM80 TRTEXM80 M A S S A U T O E N R O L L Page 4
 12/01/97 14:55:01 ** T R I A L **

Course ID : PC-USINGW Using Windows

LOCATION	START DATE	TIME	ROOM	ER	LEVEL1	LEVEL2	LEVEL3	LEVEL4	REQUIRED BY	PRIORITY	ACTION TAKEN
----------	------------	------	------	----	--------	--------	--------	--------	-------------	----------	--------------

COLLINS, TOM	30015	ZUS	100	ADMIN	HR	114			10/01/1997	99	NOT enrolled
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ACCURATE, ALAN C	80005	ZUS	100	OPS	LAB	201			10/01/1997	99	NOT enrolled
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DIESEL, DAN E	80006	ZUS	100	TRANS	TRUCK	402			10/01/1997	99	NOT enrolled
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WHEELER, WILMA	80007	ZUS	100	TRANS	TRUCK	402			10/01/1997	99	NOT enrolled
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TRUCKER, TOM E	80008	ZUS	100	TRANS	TRUCK	401			10/01/1997	99	NOT enrolled
----------------	-------	-----	-----	-------	-------	-----	--	--	------------	----	--------------

CARGO, CARRIE D	80009	ZUS	100	TRANS	TRUCK	400			10/01/1997	99	NOT enrolled
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SMOG, SUSIE S	80019	ZUS	100	OPS	LAB	200			10/01/1997	99	NOT enrolled
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CREDIT, COLLEEN	80024	ZUS	100	ADMIN	ACCT	102			10/01/1997	99	NOT enrolled
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DEBIT, DONALD D	80025	ZUS	100	ADMIN	ACCT	101			10/01/1997	99	NOT enrolled
-----------------	-------	-----	-----	-------	------	-----	--	--	------------	----	--------------

ROAD, ROCKY	80026	ZUS	100	TRANS	TRUCK	401			10/01/1997	99	NOT enrolled
-------------	-------	-----	-----	-------	-------	-----	--	--	------------	----	--------------

BETA, BARNEY B	80036	ZUS	100	ADMIN	ACCT	101			10/01/1997	99	NOT enrolled
----------------	-------	-----	-----	-------	------	-----	--	--	------------	----	--------------

GAMMA, GODFREY	80037	ZUS	100	ADMIN	MIS	121			10/01/1997	99	NOT enrolled
----------------	-------	-----	-----	-------	-----	-----	--	--	------------	----	--------------

GREEN, KELLY	80038	ZUS	100	ADMIN	HR	110			10/01/1997	99	NOT enrolled
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KAPPA, CRAIG	80039	ZUS	100	ADMIN	MIS	120			10/01/1997	99	NOT enrolled
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WONDER, WALLY	80041	ZUS	100	ADMIN	HR	112			10/01/1997	99	NOT enrolled
---------------	-------	-----	-----	-------	----	-----	--	--	------------	----	--------------

ROAD, BUMPY	80043	ZUS	100	TRANS	TRUCK	402			10/01/1997	99	NOT enrolled
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WINDE, AUGUSTA	80048	ZUS	100	OPS	LAB	201			10/01/1997	99	NOT enrolled
----------------	-------	-----	-----	-----	-----	-----	--	--	------------	----	--------------

DAY, SUNNY	80100	ZUS	100	ADMIN	ACCT	104			10/01/1997	99	NOT enrolled
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BEACH, SANDY	80103	ZUS	100	ADMIN	HR	112			10/01/1997	99	NOT enrolled
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LEGGs, HARRY	80107	ZUS	100	ADMIN	ACCT	104			10/01/1997	99	NOT enrolled
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WISE, PENNEY	80108	ZUS	100	ADMIN	ACCT	103			10/01/1997	99	NOT enrolled
--------------	-------	-----	-----	-------	------	-----	--	--	------------	----	--------------

TURNER, PAIGE	80110	ZUS	100	ADMIN	HR	112			10/01/1997	99	NOT enrolled
---------------	-------	-----	-----	-------	----	-----	--	--	------------	----	--------------

BLOSSOM, CHERRY	80113	ZUS	100	OPS	LAB	201			10/01/1997	99	NOT enrolled
-----------------	-------	-----	-----	-----	-----	-----	--	--	------------	----	--------------

BUDD, ROSE	80114	ZUS	100	OPS	LAB	201			10/01/1997	99	NOT enrolled
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CLOTHE, TERRI	80115	ZUS	100	ADMIN	MIS	122			10/01/1997	99	NOT enrolled
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CLUELESS, CALVIN	80116	ZUS	100	ADMIN	HR	112			10/01/1997	99	NOT enrolled
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NOTES, CLIFF	80117	ZUS	100	ADMIN	ACCT	103			10/01/1997	99	NOT enrolled
--------------	-------	-----	-----	-------	------	-----	--	--	------------	----	--------------

CREME, CARMEL	80151	ZUS	100	ADMIN	MIS	121	10/01/1997	99	NOT enrolled
WAGON, CHUCK	80155	ZUS	100	TRANS	TRUCK	401	10/01/1997	99	NOT enrolled
KLUTZ, IMA	80166	ZUS	100	ADMIN	ACCT	101	10/01/1997	99	NOT enrolled
FORWARD, ILENE	80169	ZUS	100	ADMIN	ACCT	103	10/01/1997	99	NOT enrolled
DILL, DAFF E	80190	ZUS	100	ADMIN	ACCT	104	10/01/1997	99	NOT enrolled
NAIL, RUSTY	80198	ZUS	100	OPS	LAB	201	10/01/1997	99	NOT enrolled
HAUT, DAN	80214	ZUS	200	ADMIN	ACCT	100	10/01/1997	99	NOT enrolled
SLADE, JACK	80215	ZUS	100	TRANS	TRUCK	401	10/01/1997	99	NOT enrolled
KAAR, SARA	80216	ZUS	200	ADMIN	ACCT	100	10/01/1997	99	NOT enrolled
SMITH, JACK R	80218	ZUS	200	ADMIN	ACCT	100	10/01/1997	99	NOT enrolled
BURGER, BETTY	80225	ZUS	100	OPS	SKI	200	10/01/1997	99	NOT enrolled
LASAGNA, LARRY	80226	ZUS	100	OPS	SKI	200	10/01/1997	99	NOT enrolled
EDGER, EDNA	80227	ZUS	100	OPS	SKI	100	10/01/1997	99	NOT enrolled
PITTS, CHERRY	80228	ZUS	100	OPS	SKI	200	10/01/1997	99	NOT enrolled
HOTDOG, HANK	80229	ZUS	100	OPS	SKI	200	10/01/1997	99	NOT enrolled
STEPGRADE, STEFFIE	80270	ZUS	100	ADMIN	ACCT	104	10/01/1997	99	NOT enrolled
STEPGRADES, STEFFIE	80271	ZUS	100	ADMIN	ACCT	104	10/01/1997	99	NOT enrolled
STEPGRADE, PHIL J	80273	ZUS	100	TRANS	TRUCK	402	10/01/1997	99	NOT enrolled
MOCCIA, RONALD J	80277	ZUS	100	TRANS	TRUCK	402	10/01/1997	99	NOT enrolled
STEPINGRADE, JOY J	80278	ZUS	100	TRANS	TRUCK	402	10/01/1997	99	NOT enrolled
STEPTOE, HEIDI J	80279	ZUS	100	TRANS	TRUCK	402	10/01/1997	99	NOT enrolled
MOCCIA, ELEANOR J	80280	ZUS	100	TRANS	TRUCK	402	10/01/1997	99	NOT enrolled
HASTE, MARIANNE J	80281	ZUS	100	TRANS	TRUCK	402	10/01/1997	99	NOT enrolled
FERREIRA, DALE J	80285	ZUS	100	TRANS	TRUCK	402	10/01/1997	99	NOT enrolled
TESTA, JUSTA J	80287	ZUS	100	ADMIN	HR	111	10/01/1997	99	NOT enrolled

TRGEXM80 TRTEXM80
 12/01/97 14:55:01
 Course ID : WORD
 LOCATION START DATE TIME ROOM
 EMPLOYEE NAME NUMBER ER LEVEL1 LEVEL2 LEVEL3 LEVEL4 REQUIRED BY PRIORITY ACTION TAKEN

TESTA,MESSA J	80290	ZUS	100	ADMIN	HR	111	10/01/1997	99	NOT enrolled
MULREADY,EDWIN J	80294	ZUS	200	ADMIN	ACCT	100	10/01/1997	99	NOT enrolled
JONES,BETTY S	80295	ZUS	100	OPS	SKI	100	10/01/1997	99	NOT enrolled
ALMEDER,SCOTT M	80296	ZUS	100	ADMIN	ACCT	103	10/01/1997	99	NOT enrolled
GREEN,KELLY	80038	ZUS	100	ADMIN	HR	110	4/14/1998	03	NOT enrolled
OVERTON,CARRIE	80102	ZUS	200	ADMIN	ACCT	100	4/14/1998	04	NOT enrolled
TOTAL NUMBER OF EMPLOYEES ENROLLED ON ALL COURSES :						0			
TOTAL NUMBER OF EMPLOYEES NOT ENROLLED DUE TO UNAVAILABILITY :						58			

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

Printing the Mass Refresher Request - Trial Report

This report lists those who are ready for refresher training in a particular course. The report information is based on the frequency of refresher training and the person's training history. The system produces a 'what if' report that shows the refresher that will be created when you create refresher requests and a final report after you actually create the requests.

Menu Level 1: *Training Requests*

Menu Level 2: *Mass Refresher Requests - Trial* [MNRT]

TRGEMM50 TRTEMM50

12/01/97 14:50:19

Employer ID : ZUS

R E F R E S H E R T R A I N I N G R E Q U E S T S

** T R I A L **

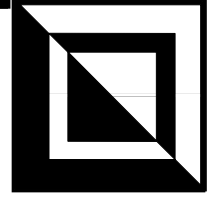
Page 1

SAMPLE US COMPANY

EMPLOYEE	NAME	COURSE	PREVIOUS TRAINING	REFRESHER TRAINING REQUIRED BY
80005	ACCURATE, ALAN C	CPR CPR training	8/01/1997	11/01/1997
80024	CREDIT, COLLEEN	CPR CPR training	8/01/1997	11/01/1997

***** E N D O F R E P O R T *****

Part 4



Infinium Flexible Benefits Reports

This section is organized into two parts. The first part contains a list of all the reports that the Infinium FB system can produce including a description of each of the reports. The information is organized by main menu option. The second section includes samples of selected reports and the menu path you use to print them.

Master Files Reports

Copy Plans in Benefit Groups

This function allows you to copy all benefit plans for a particular employer from one benefit group and year to any other benefit group and/or year. The From Employer, From Year, and To Year fields are all required. From Group and To Group can both be left blank. This function will execute interactively.

Copy Insurance Age Rates

This function will copy flex insurance age rates across employers, benefit identities, benefit plans, and flex years. Employer and Flex Year are the minimum required fields for the copy “FROM” . Copy “ TO” values will default from copy “FROM” values if left blank. If the benefit identity and/or benefit plan is left blank, the copy will be performed for all identities/plans within the “FROM” employer where the identity/plan exists in the “TO” employer. The copy will only be performed from age rate tables which do not already exist in the “TO” employer. The copy will be performed interactively, and confirmation messages will be received when the copy has completed.

Trial and Mass Copy Benefit Plans/Mass Copy Benefit Plans

The trial report identifies Benefit IDs and plans that will be created or replaced when you mass copy benefit plans. It also shows errors that could prohibit creation or replacement of benefit plans.

This report provides detailed audit information that identifies all benefit IDs and plans that were created or replaced and all the errors that prevented creation or replacement.

Enrollment Operations Reports

Employee Benefits

This report shows enrollments for each employee. It also shows the enrollment date, the flexible benefits price on a pre-tax basis, and any post-tax amounts and salary contributions. The post-tax amounts and salary contributions are summarized annually and per pay period. You can restrict the list to employees within certain levels. You can also restrict the list to employees in certain benefit groups

Employee Benefits by Plan

This report lists employees and groups them by plan enrollments. This report can be generated for one plan within a particular ID or for all plans within an ID. Enrollment information can be restricted by date. You can exclude canceled and declined enrollments, include canceled or declined enrollments, or print only canceled and declined enrollments.

Benefit Data by Level

This report lists employee enrollments. The information is grouped by level. You can submit the report by a particular level set or leave the levels blank to include employees in all levels. This report lists each employee's flexible benefits costs.

Insurance Premium Summary

This report provides a summary of insurance information by employee and by plan enrollment. The report information is sorted by enrollments within each benefit ID and includes the policy number, coverage amount per employee (if applicable) and cost per employee per plan. It also

shows summary counts of employees in a particular plan as well as employee counts by the associated ID.

Unused Benefit Credits

This report shows benefit credit distributions for all spending accounts. This report lists the annual and per pay period amounts for each spending account.

Benefit Election Forms

This report shows employee benefit elections. You can print this report by employee or employer. If you print the report for a particular employer, you can restrict the Level 1 through 4 fields to include only employees in those level sets. You can also restrict report information to employees whose hire dates fall within a particular date range.

The election form is printed in two parts. The first lists available flexible benefits credits and all of the flexible benefits plan options from which to make benefit choices. The form shows the cost associated with each plan, pre-tax or post-tax. The second section of the form is a worksheet where employees can write down their chosen flexible benefits plans, their prices, and sum the total cost.

Election Confirmations Form

This form lists all of the possible benefit identity descriptions and the plan that the employee has selected from each identity. If the employee had some unused flexible benefit credits, the form shows the elected distribution of these unused credits. This form will also show adjustments made to unused credits. You can generate the report by employer and restrict the information to specified levels.

Election Non-Respondents Form

This form lists employees who have not returned their election forms. You can also restrict the information to active employees or include terminated employees.

Trial Mass Enroll Employees/Mass Enroll Employees

The trial report shows the employees who will be enrolled when you use Mass Enroll function. It lists the projected flexible benefits cost, coverage amount, post-tax cost expressed as annual and per pay period amounts and the deduction to be updated in payroll. The report lists groups of employees enrolled into a plan by benefit group or by an entire employer. This report will show the employees enrolled into that plan together with their flexible benefits cost, coverage amount, post-tax cost expressed as annual and per pay period amounts and the deduction code to be passed to Infinium Payroll.

Calculate Employee Credits

This report shows benefit credit calculations that are generated from accessing your custom program.

Trial Mass Copy Enrollments/Mass Copy Enrollments

The trial report shows a preview of enrollments the system will copy when you run the Mass Copy Enrollments. The report shows employee enrollments by employee and plan within benefit ID.

PY/400 Interface Operations

Cost Deductions

This report shows deductions that were updated, or deactivated, as well as any additional amounts that will be passed to Payroll.

Spending Account Deduction Account

This report lists updated and deactivated deductions, as well as the amount passed to Infinium Payroll.

Cash Income

This report lists cash allocations, updates and changes to employee authorizations to incomes, updates to the income basis, per pay period income amount, YTD Limit and payroll cycle. It also lists incomes added, updated, activated and de-activated, including previous and new amounts. It also lists previous and new income limits.

Excess Group Life

This report shows projected charges to updated files.

Update Spending Account Deductions Account

This report lists by employee the type of action taken against a deduction, new and previous deduction amounts and previous and new deduction limits.

Extract Spending Account Contributions

This report lists the extracted amount by employee by pay period date.

Reimbursement

You use this function to actually generate reimbursement checks for submitted claims. In addition to printing reimbursement checks, the system prints the following reports: Flexible Benefits Spending Account Reimbursements Register, Payroll Register for Cycle *SARC and the Payroll Check Register.

Prior Year Reimbursements/Reimbursement Checks

This report lists reimbursements that will be issued as of the claim Period Ending Date.

Spending Account

Spending Account Claims

This report lists spending account claims that have been paid or partially paid for selected employees. You can generate this report for a single employee or for all employees enrolled in a particular spending account. This report lists claims for each employee showing the claim date, claim amount, paid amount, check number, check date, and provider.

Spending Account Claim Transactions

This report shows details about claims transactions that have been performed for a selected employee or for all employees within a spending account plan. If you print the report in detail, it shows by employee, the claim date, claim type, claim amount, paid amount, the account balance and the service provider. If you do not print the report in detail, it shows the total claim amount and the total paid amount for that benefit plan.

Spending Account Credits

This report details spending account credits that have been deposited in the accounts of selected or all employees. If you print the report in detail, it will list, by employee, each amount deposited into the employee's spending account, the date of the transaction, for example, the payroll post, and the entry method. If you do not print the report in detail, it lists a total amount of credits deposited to date by each employee for the flexible benefits year.

Employee Cash Election

This report lists details about spending account claims, credits, contributions, and balances of selected employees. You can limit the report to employees assigned to specified levels.

Statement of Spending Account

This report is a spending account statement that shows employees the status of their flexible spending accounts. You can print these statements monthly, quarterly or yearly. Printing the statements at the end of the plan year shows employees how much of their voluntary contributions they will forfeit if they do not submit valid claims within the ninety day use-it-or-lose-it period. You can include only those employees with spending account balances over a certain amount or only those employees with negative balances.

Unused Credits-Spend Account

This trial report produces a listing only and will not update any files. You can include only those employees enrolled between particular dates.

This report lists deposited amounts per employee for the current pay period. You can include only those employees enrolled between particular dates, or include all frequencies.

Extract Spending Act Contributions

This report lists extracted voluntary salary contributions made by employees from Infinium Payroll into Infinium Flexible Benefits. It lists the extracted amount by employee and pay period date. You can limit the processing to certain pay periods or extract all contributions for all pay periods.

Update Cash Back Paid Report

This report shows what will happen when you run the *Update Cash Back Paid* function. It shows the amount of cash back paid to the employee by employee and period ending date.

Register Reimbursement Checks Report

The system generates two reports: the Flexible Benefits Spending Account Reimbursements Register and the Payroll Register for Cycle *SARC.

The Trial Register shows each claim that would be paid, not paid, or partially paid based on the claim period ending date, the partial pay field, and status of the claim.

Prior Year Reimbursements Report

This trial report lists reimbursements, which will be issued when you run the *Post/Print Prior year Reimbursement* function. It lists reimbursements, which will be paid as of the Claim Period Ending Date.

Post/Print Prior Reimbursement Checks

You will use this function to automatically produce reimbursement checks to pay prior year spending account claims. Prior Year processing is performed in the 90 days following the Plan Year End. In addition to the checks, the system prints the Flexible Benefits Prior Year Spending Account Reimbursements Register, the Payroll Register for Cycle *SA##, and the Payroll Check Register. The system produces reimbursement checks for claims whose dates are equal to or less than the Claim Period Ending specified on the submission screen.

Sample Infinium FB Reports

This section includes samples of selected Infinium FB reports.

Printing Employee Benefits by Plan

This report lists employees and groups them by plan enrollments. This report can be generated for one plan within a particular ID or for all plans within an ID. Enrollment information can be restricted by date. You can exclude canceled and declined enrollments, include canceled or declined enrollments, or print only canceled and declined enrollments.

Menu Level 1: *Enrollment Operations*

Menu Level 2: *List Enrollment Data*

Menu Level 3: *List Employee Benefits by Plan* [LEBBP]

PRGBE600 PRTBE600 EMPLOYEE FLEX BENEFITS BY PLAN PAGE 1
12/10/97 16:22:09
YEAR 1996
EMPLOYER ZUS SAMPLE US COMPANY
BENEFIT IDENTITY FSA FLEX SPENDING ACCOUNTS
EMPLOYEE# EMPLOYEE NAME ENROLLMENT FLEX PRICE COVERAGE ---POST TAX AMOUNTS--- --SALARY CONTRIBUTIONS--
DATE (PRE-TAX) AMOUNT ANNUAL PER PAY PD ANNUAL PER PAY PD

BENEFIT PLAN DEPSP DEPENDENT CARE SPENDING ACCT
80186 YORKER,NEWT A 4/01/1996 1,000.00 38.47
***TOTALS FOR PLAN *** 1 EMPLOYEES 1,000.00 38.47
***** END OF REPORT *****

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Printing the Insurance Premium Summary

This report provides a summary of insurance information by employee and by plan enrollment. The report information is sorted by enrollments within each benefit ID and includes the policy number, coverage amount per employee (if applicable) and cost per employee per plan. It also shows summary counts of employees in a particular plan as well as employee counts by the associated ID.

Menu Level 1: *Enrollment Operations*

Menu Level 2: *List Enrollment Data*

Menu Level 3: *Insurance Premium Summary* [IPS]

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Printing the Election Confirmation

This report shows employee benefit elections. You can print this report by employee or employer. If you print the report for a particular employer, you can restrict the Level 1 through 4 fields to include only employees in those level sets. You can also restrict report information to employees whose hire dates fall within a particular date range.

The election form is printed in two parts. The first lists available flexible benefits credits and all of the flexible benefits plan options from which to make benefit choices. The form shows the cost associated with each plan, pre-tax or post-tax. The second section of the form is a worksheet where employees can list their chosen flexible benefits plans, their prices, and sum the total cost.

Menu Level 1: *Enrollment Operations*

Menu Level 2: *List Enrollment Data*

Menu Level 3: *List Election Confirmation (LEC)*

NEWT A YORKER EMPLOYEE# 80186 Soc Sec# 570-92-2282
Area 100 Division ADMIN Department ACCT Cost Centr 102

This confirmation statement shows the flexible benefit plans that you have elected for 1996, your desired allocation of any unused benefit credits and also any pre-tax salary contributions to spending accounts. Please verify that the information below is correct and notify the Employee Benefits Department of any discrepancies found.

FLEX BENEFITS	YOUR PLAN SELECTION		ANNUAL PRICE	---POST-TAX COST---	ANNUAL	PER PAY PD.
- Medical Care	MEDF	MEDICAL FAMILY	500.00		.00	.00
- Dental Care	DNTLF	DENTAL FAMILY	150.00		.00	.00
- Vision Care			0		.00	.00
- Prescription Drug			0		.00	.00
- Short Term Disability			0		.00	.00
- Long Term Disability			0		.00	.00
- Life Insurance			0		.00	.00
- Accidental D & D			0		.00	.00
- Dependent Life Ins.			0		.00	.00
- Personal Leave			0			
- Vacation Leave			0			
Total Price ----->			650.00		.00	.00
1996 Benefit Credits			3000.00			
PLUS Vacation Credits			.00			
Total Available Credits			3000.00			
Unused Benefit Credits			2350.00			
You have indicated that your unused benefit credits be distributed as follows:						
			Annual		Per Pay Period	
** Cash Back Dollars are calculated at \$ 1.00 per Cash Back Credit						
You have elected to make the following salary contributions to spending accounts :						
			Annual Amount		Per Pay Period	
DEPENDENT CARE SPENDING ACCT			1000.00		38.47	
MEDICAL SPENDING ACCT			500.00		19.24	
			.00		.00	

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| F L E X I B L E      B E N E F I T S      C O N F I R M A T I O N      S T A T E M E N T |
=====
NEWT A YORKER      EMPLOYEE#      80186      Soc Sec# 570-92-2282
Area      100      Division      ADMIN      Department ACCT      Cost Centr      102
                        FLEX BENEFITS TAX EFFECTS
Illustrated below is the effect of the selected Flex Benefit plans
on your annual paycheck for 1996.

                        WITHOUT FLEX PROGRAM      WITH FLEX
                        -----
GROSS COMPENSATION      540800.00      540800.00
LESS PRE-TAX DEDUCTIONS FOR:
1. ADDITIONAL FLEX COSTS      .00
2. CONTRIBUTIONS TO SPENDING A/Cs      1500.00
Add Cash Back - Dollars      .00
GROSS TAXABLE INCOME      540800.00      539300.00
LESS TAXES AND TAXABLE DEDUCTIONS
    FEDERAL INCOME TAX      186784.50      186190.50
    SOCIAL SECURITY TAX      4054.80      4054.80
    MEDICARE TAX      .00      .00
    POST-TAX PLAN COSTS      .00      .00
    ADDITIONAL FLEX COSTS      .00
REIMBURSEMENT FROM SPENDING A/Cs      1500.00
NET ANNUAL INCOME      349960.70      350554.70
SAVINGS AMOUNT      594.00

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WALLY WONDER EMPLOYEE# 80041 Soc Sec# 456-78-0214
Area 100 Division ADMIN Department HR Cost Centr 112

This confirmation statement shows the flexible benefit plans that you have elected
for 1996, your desired allocation of any unused benefit credits and also any
pre-tax salary contributions to spending accounts. Please verify that the information
below is correct and notify the Employee Benefits Department of any discrepancies found.

You have indicated that your unused benefit credits be distributed as follows:

	Annual	Per Pay Period
1. For the year ending 12/31/2011	100	100
2. For the year ending 12/31/2012	100	100
3. For the year ending 12/31/2013	100	100
4. For the year ending 12/31/2014	100	100
5. For the year ending 12/31/2015	100	100
6. For the year ending 12/31/2016	100	100
7. For the year ending 12/31/2017	100	100
8. For the year ending 12/31/2018	100	100
9. For the year ending 12/31/2019	100	100
10. For the year ending 12/31/2020	100	100
11. For the year ending 12/31/2021	100	100
12. For the year ending 12/31/2022	100	100
13. For the year ending 12/31/2023	100	100
14. For the year ending 12/31/2024	100	100
15. For the year ending 12/31/2025	100	100
16. For the year ending 12/31/2026	100	100
17. For the year ending 12/31/2027	100	100
18. For the year ending 12/31/2028	100	100
19. For the year ending 12/31/2029	100	100
20. For the year ending 12/31/2030	100	100
21. For the year ending 12/31/2031	100	100
22. For the year ending 12/31/2032	100	100
23. For the year ending 12/31/2033	100	100
24. For the year ending 12/31/2034	100	100
25. For the year ending 12/31/2035	100	100
26. For the year ending 12/31/2036	100	100
27. For the year ending 12/31/2037	100	100
28. For the year ending 12/31/2038	100	100
29. For the year ending 12/31/2039	100	100
30. For the year ending 12/31/2040	100	100
31. For the year ending 12/31/2041	100	100
32. For the year ending 12/31/2042	100	100
33. For the year ending 12/31/2043	100	100
34. For the year ending 12/31/2044	100	100
35. For the year ending 12/31/2045	100	100
36. For the year ending 12/31/2046	100	100
37. For the year ending 12/31/2047	100	100
38. For the year ending 12/31/2048	100	100
39. For the year ending 12/31/2049	100	100
40. For the year ending 12/31/2050	100	100
41. For the year ending 12/31/2051	100	100
42. For the year ending 12/31/2052	100	100
43. For the year ending 12/31/2053	100	100
44. For the year ending 12/31/2054	100	100
45. For the year ending 12/31/2055	100	100
46. For the year ending 12/31/2056	100	100
47. For the year ending 12/31/2057	100	100
48. For the year ending 12/31/2058	100	100
49. For the year ending 12/31/2059	100	100
50. For the year ending 12/31/2060	100	100
51. For the year ending 12/31/2061	100	100
52. For the year ending 12/31/2062	100	100
53. For the year ending 12/31/2063	100	100
54. For the year ending 12/31/2064	100	100
55. For the year ending 12/31/2065	100	100
56. For the year ending 12/31/2066	100	100
57. For the year ending 12/31/2067	100	100
58. For the year ending 12/31/2068	100	100
59. For the year ending 12/31/2069	100	100
60. For the year ending 12/31/2070	100	100
61. For the year ending 12/31/2071	100	100
62. For the year ending 12/31/2072	100	100
63. For the year ending 12/31/2073	100	100
64. For the year ending 12/31/2074	100	100
65. For the year ending 12/31/2075	100	100
66. For the year ending 12/31/2076	100	100
67. For the year ending 12/31/2077	100	100
68. For the year ending 12/31/2078	100	100
69. For the year ending 12/31/2079	100	100
70. For the year ending 12/31/2080	100	100
71. For the year ending 12/31/2081	100	100
72. For the year ending 12/31/2082	100	100
73. For the year ending 12/31/2083	100	100
74. For the year ending 12/31/2084	100	100
75. For the year ending 12/31/2085	100	100
76. For the year ending 12/31/2086	100	100
77. For the year ending 12/31/2087	100	100
78. For the year ending 12/31/2088	100	100
79. For the year ending 12/31/2089	100	100
80. For the year ending 12/31/2090	100	100
81. For the year ending 12/31/2091	100	100
82. For the year ending 12/31/2092	100	100
83. For the year ending 12/31/2093	100	100

** Cash Back Dollars are calculated at \$ 1.00 per Cash Back Credit

You have elected to make the following salary contributions to spending accounts :

	Annual Amount	Per Pay Period
MEDICAL SPENDING ACCT	1000.00	38.47
	.00	.00
	.00	.00

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FLEXIBLE BENEFITS CONFIRMATION STATEMENT					
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WALLY WONDER EMPLOYEE# 80041 Soc Sec# 456-78-0214
 Area 100 Division ADMIN Department HR Cost Centr 112

FLEX BENEFITS TAX EFFECTS

Illustrated below is the effect of the selected Flex Benefit plans
 on your annual paycheck for 1996.

	WITHOUT FLEX PROGRAM	WITH FLEX
	-----	-----
GROSS COMPENSATION	29120.00	29120.00
LESS PRE-TAX DEDUCTIONS FOR:		
1. ADDITIONAL FLEX COSTS		.00
2. CONTRIBUTIONS TO SPENDING A/Cs		1000.00
Add Cash Back - Dollars		.00
GROSS TAXABLE INCOME	29120.00	28120.00
LESS TAXES AND TAXABLE DEDUCTIONS		
FEDERAL INCOME TAX	1810.50	1660.50
SOCIAL SECURITY TAX	1805.44	1743.44
MEDICARE TAX	.00	.00
POST-TAX PLAN COSTS	.00	.00
ADDITIONAL FLEX COSTS	.00	
REIMBURSEMENT FROM SPENDING A/Cs		1000.00
NET ANNUAL INCOME	25504.06	25716.06
SAVINGS AMOUNT		212.00

Printing the Elections for Non-Respondents

This form lists employees who have not returned their election forms. You can also restrict the information to active employees or include terminated employees.

Menu Level 1: *Enrollment Operations*

Menu Level 2: *List Enrollment Data*

Menu Level 3: *List Election Non-Respondents [LENR]*

FLEX YEAR 1996

EMPLOYER	ZUS	SAMPLE US COMPANY		FLEX YEAR 1996	
Area	Division	Department	Cost Centr	EMPLOYEE#	EMPLOYEE NAME
100	ADMIN	ACCT	101	80297	ALPHA,ANNA A
100	ADMIN	ACCT	101	80004	ARNOLD,ANNA A
100	ADMIN	ACCT	101	80036	BETA,BARNEY B
100	ADMIN	ACCT	101	80025	DEBIT,DONALD D
100	ADMIN	ACCT	101	80166	KLUTZ,IMA
100	ADMIN	ACCT	101	80109	LEDGER,LINDA
100	ADMIN	ACCT	101	3612	SAMPLE-EXIT,SELMA
Area	100	Division	ADMIN	Department ACCT	Cost Centr 101
		TOTAL NON-RESPONDENTS		7	PERCENTAGE NON-RESPONDENTS 100.00
100	ADMIN	ACCT	102	80112	BERRY,HOLLY
100	ADMIN	ACCT	102	80024	CREDIT,COLLEEN
100	ADMIN	ACCT	102	80152	DEEDE,GRANT
100	ADMIN	ACCT	102	80101	FINGERS,FRANKIE
100	ADMIN	ACCT	102	80153	PAYER,BILL
100	ADMIN	ACCT	102	80040	PINKUS,PATRICIA
Area	100	Division	ADMIN	Department ACCT	Cost Centr 102
		TOTAL NON-RESPONDENTS		6	PERCENTAGE NON-RESPONDENTS 85.71
100	ADMIN	ACCT	103	80296	ALMEDER,SCOTT M
100	ADMIN	ACCT	103	80169	FORWARD,ILENE
100	ADMIN	ACCT	103	80117	NOTES,CLIFF
100	ADMIN	ACCT	103	80108	WISE,PENNEY
Area	100	Division	ADMIN	Department ACCT	Cost Centr 103
		TOTAL NON-RESPONDENTS		4	PERCENTAGE NON-RESPONDENTS 100.00
100	ADMIN	ACCT	104	80100	DAY,SUNNY
100	ADMIN	ACCT	104	80190	DILL,DAFF E
100	ADMIN	ACCT	104	80107	LEGGS,HARRY
100	ADMIN	ACCT	104	80270	STEPGRADE,STEFFIE J
100	ADMIN	ACCT	104	80271	STEPGRADES,STEFFIE J
Area	100	Division	ADMIN	Department ACCT	Cost Centr 104
		TOTAL NON-RESPONDENTS		5	PERCENTAGE NON-RESPONDENTS 100.00
Area	100	Division	ADMIN	Department ACCT	
		TOTAL NON-RESPONDENTS		22	PERCENTAGE NON-RESPONDENTS 95.65
100	ADMIN	HR	110	80038	GREEN,KELLY
PRGBE530	PRTBE530	LIST FLEX ELECTION NON - RESPONDENTS			
12/10/97	16:33:36				
EMPLOYER	ZUS	SAMPLE US COMPANY		FLEX YEAR 1996	
Area	Division	Department	Cost Centr	EMPLOYEE#	EMPLOYEE NAME
Area	100	Division	ADMIN	Department HR	Cost Centr 110
		TOTAL NON-RESPONDENTS		1	PERCENTAGE NON-RESPONDENTS 100.00

PAGE 3
PY2000

100	OPS	LAB	201	80114	BUDD,ROSE
100	OPS	LAB	201	80198	NAIL,RUSTY
100	OPS	LAB	201	80048	WINDE,AUGUSTA
Area	100	Division	OPS	Department	LAB
				Cost Centr	201
			TOTAL NON-RESPONDENTS	5	PERCENTAGE NON-RESPONDENTS 100.00

Area	100	Division	OPS	Department	LAB
				Cost Centr	201
			TOTAL NON-RESPONDENTS	6	PERCENTAGE NON-RESPONDENTS 100.00

100	OPS	SKI	100	80227	EDGER,EDNA
100	OPS	SKI	100	80295	JONES,BETTY S
Area	100	Division	OPS	Department	SKI
				Cost Centr	100
			TOTAL NON-RESPONDENTS	2	PERCENTAGE NON-RESPONDENTS 100.00

100	OPS	SKI	200	80225	BURGER,BETTY
100	OPS	SKI	200	80229	HOTDOG,HANK
100	OPS	SKI	200	80226	LASAGNA,LARRY
100	OPS	SKI	200	80228	PITTS,CHERRY
Area	100	Division	OPS	Department	SKI
				Cost Centr	200
			TOTAL NON-RESPONDENTS	4	PERCENTAGE NON-RESPONDENTS 100.00

PRGBE530	PRTBE530	L I S T F L E X E L E C T I O N N O N - R E S P O N D E N T S				PAGE 4
12/10/97	16:33:36					PY2000

FLEX YEAR 1996

EMPLOYER	ZUS	SAMPLE US COMPANY			
Area	Division	Department	Cost Centr	EMPLOYEE#	EMPLOYEE NAME

Area	100	Division	OPS	Department	SKI
				Cost Centr	201
			TOTAL NON-RESPONDENTS	6	PERCENTAGE NON-RESPONDENTS 100.00

Area	100	Division	OPS	Department	SKI
				Cost Centr	201
			TOTAL NON-RESPONDENTS	12	PERCENTAGE NON-RESPONDENTS 100.00

100	TRANS	TRUCK	400	80009	CARGO,CARRIE D
Area	100	Division	TRANS	Department	TRUCK
				Cost Centr	400
			TOTAL NON-RESPONDENTS	1	PERCENTAGE NON-RESPONDENTS 100.00

100	TRANS	TRUCK	401	80026	ROAD,ROCKY
100	TRANS	TRUCK	401	80215	SLADE,JACK
100	TRANS	TRUCK	401	80008	TRUCKER,TOM E
100	TRANS	TRUCK	401	80155	WAGON,CHUCK
Area	100	Division	TRANS	Department	TRUCK
				Cost Centr	401
			TOTAL NON-RESPONDENTS	4	PERCENTAGE NON-RESPONDENTS 100.00

100	TRANS	TRUCK	402	80006	DIESEL,DAN E
100	TRANS	TRUCK	402	80285	FERREIRA,DALE J
100	TRANS	TRUCK	402	80281	HASTE,MARIANNE J
100	TRANS	TRUCK	402	80280	MOCCIA,ELEANOR J
100	TRANS	TRUCK	402	80277	MOCCIA,RONALD J
100	TRANS	TRUCK	402	80043	ROAD,BUMPY
100	TRANS	TRUCK	402	80273	STEPGRADE,PHIL J
100	TRANS	TRUCK	402	80278	STEPINGRADE,JOY J
100	TRANS	TRUCK	402	80279	STEPTOE,HEIDI J

100	TRANS	TRUCK	402		80289	TESTA,JUSTA J	
100	TRANS	TRUCK	402		80007	WHEELER,WILMA	
Area	100	Division	TRANS	Department	TRUCK	Cost Centr	402
TOTAL NON-RESPONDENTS				11	PERCENTAGE NON-RESPONDENTS 100.00		

Area	100	Division	TRANS	Department	TRUCK		
TOTAL NON-RESPONDENTS				16	PERCENTAGE NON-RESPONDENTS 100.00		

Area	100	Division	TRANS				
TOTAL NON-RESPONDENTS				16	PERCENTAGE NON-RESPONDENTS 100.00		

PRGBE530	PRTBE530	L I S T F L E X E L E C T I O N N O N - R E S P O N D E N T S					PAGE 5
12/10/97	16:33:36						PY2000
FLEX YEAR 1996							
EMPLOYER	ZUS	SAMPLE US COMPANY					
Area	Division	Department	Cost Centr	EMPLOYEE#	EMPLOYEE NAME		

Area	100						
TOTAL NON-RESPONDENTS				65	PERCENTAGE NON-RESPONDENTS 97.01		

200	ADMIN	ACCT	100		80214	HAUT,DAN	
200	ADMIN	ACCT	100		80216	KAAR,SARA	
200	ADMIN	ACCT	100		80294	MULREADY,EDWIN J	
200	ADMIN	ACCT	100		80102	OVERTON,CARRIE	
200	ADMIN	ACCT	100		80218	SMITH,JACK R	
Area	200	Division	ADMIN	Department	ACCT	Cost Centr	100
TOTAL NON-RESPONDENTS				5	PERCENTAGE NON-RESPONDENTS 100.00		

Area	200	Division	ADMIN	Department	ACCT		
TOTAL NON-RESPONDENTS				5	PERCENTAGE NON-RESPONDENTS 100.00		

Area	200	Division	ADMIN				
TOTAL NON-RESPONDENTS				5	PERCENTAGE NON-RESPONDENTS 100.00		

Area	200						
TOTAL NON-RESPONDENTS				5	PERCENTAGE NON-RESPONDENTS 100.00		

EMPLOYER	ZUS						
TOTAL NON-RESPONDENTS				70	PERCENTAGE NON-RESPONDENTS 97.22		

***** E N D O F R E P O R T *****							

Printing Trial Mass Employee Enrollments

The trial report shows a preview of enrollments the system will copy when you run the Mass Copy Enrollments. The report shows employee enrollments by employee and plan within benefit ID.

Menu Level 1: *Enrollment Operations*

Menu Level 2: *Mass Update Enrollment Data*

Menu Level 3: *Trial Mass Enroll Employees* [TMEE]

PRGBE700 PRTBE700 TRIAL MASS ENROLL EMPLOYEES
 12/10/97 16:48:17 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY
 BENEFIT IDENTITY FMD FLEX MEDICAL
 BENEFIT PLAN MEDF MEDICAL FAMILY

PAGE 1

EMPLOYEE#	EMPLOYEE NAME	FLEX COST	COVERAGE	ANNUAL	-----POST-TAX COST----- PER PAY PERIOD	DEDUCTION CODE
80005	ACCURATE, ALAN C	500.00				
80296	ALMEDER, SCOTT M	500.00				
80297	ALPHA, ANNA A	500.00				
80004	ARNOLD, ANNA A	500.00				
80103	BEACH, SANDY	500.00				
80112	BERRY, HOLLY	500.00				
80036	BETA, BARNEY B	500.00				
80113	BLOSSOM, CHERRY	500.00				
80106	BRANCH, OLIVE	500.00				
80114	BUDD, ROSE	500.00				
80225	BURGER, BETTY	500.00				
80009	CARGO, CARRIE D	500.00				
80115	CLOTHE, TERRI	500.00				
80116	CLUELESS, CALVIN	500.00				
30015	COLLINS, TOM	500.00				
80024	CREDIT, COLLEEN	500.00				
80151	CREME, CARMEL	500.00				
80100	DAY, SUNNY	500.00				
80025	DEBIT, DONALD D	500.00				
80152	DEEDE, GRANT	500.00				
80006	DIESEL, DAN E	500.00				
80190	DILL, DAFF E	500.00				
80182	DUDE, SURFER	500.00				
80227	EDGER, EDNA	500.00				
80285	FERREIRA, DALE J	500.00				

PRGBE700 PRTBE700 TRIAL MASS ENROLL EMPLOYEES
 12/10/97 16:48:17 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY
 BENEFIT IDENTITY FMD FLEX MEDICAL
 BENEFIT PLAN MEDF MEDICAL FAMILY

PAGE 2

EMPLOYEE#	EMPLOYEE NAME	FLEX COST	COVERAGE	ANNUAL	-----POST-TAX COST----- PER PAY PERIOD	DEDUCTION CODE
80101	FINGERS, FRANKIE	500.00				
80169	FORWARD, ILENE	500.00				
80037	GAMMA, GODFREY	500.00				
80154	GLAMOUR, GRETA	500.00				
80038	GREEN, KELLY	500.00				
80281	HASTE, MARIANNE J	500.00				
80214	HAUT, DAN	500.00				
80229	HOTDOG, HANK	500.00				
80295	JONES, BETTY S	500.00				
80216	KAAR, SARA	500.00				
80039	KAPPA, CRAIG	500.00				
80166	KLUTZ, IMA	500.00				

80226	LASAGNA, LARRY	500.00				
80109	LEDGER, LINDA	500.00				
80107	LEGGs, HARRY	500.00				
80280	MOCCIA, ELEANOR J	500.00				
80277	MOCCIA, RONALD J	500.00				
80294	MULREADY, EDWIN J	500.00				
80198	NAIL, RUSTY	500.00				
80117	NOTES, CLIFF	500.00				
80102	OVERTON, CARRIE	500.00				
80153	PAYER, BILL	500.00				
80040	PINKUS, PATRICIA	500.00				
80228	PITTS, CHERRY	500.00				
80043	ROAD, BUMPY	500.00				
PRGBE700	PRTBE700		T R I A L	M A S S	E N R O L L	E M P L O Y E E S
12/10/97	16:48:17				FLEX YEAR 1996	
EMPLOYER	ZUS	SAMPLE US COMPANY				
BENEFIT IDENTITY	FMD	FLEX MEDICAL				
BENEFIT PLAN	MEDF	MEDICAL FAMILY				

EMPLOYEE#	EMPLOYEE NAME	FLEX COST	COVERAGE	ANNUAL	PER PAY PERIOD	DEDUCTION CODE
80026	ROAD, ROCKY	500.00				
80044	ROAD, STONY	500.00				
3612	SAMPLE-EXIT, SELMA	500.00				
80215	SLADE, JACK	500.00				
80218	SMITH, JACK R	500.00				
80019	SMOG, SUSIE S	500.00				
80273	STEPGRADE, PHIL J	500.00				
80270	STEPGRADE, STEFFIE J	500.00				
80271	STEPGRADES, STEFFIE J	500.00				
80278	STEPINGRADE, JOY J	500.00				
80279	STEPTOE, HEIDI J	500.00				
80287	TESTA, JUSTA J	500.00				
80289	TESTA, JUSTA J	500.00				
80290	TESTA, MESSA J	500.00				
80008	TRUCKER, TOM E	500.00				
80110	TURNER, PAIGE	500.00				
80155	WAGON, CHUCK	500.00				
80007	WHEELER, WILMA	500.00				
80048	WINDE, AUGUSTA	500.00				
80108	WISE, PENNEY	500.00				
80041	WONDER, WALLY	500.00				
*TOTAL EMPLOYEES ENROLLED			71			
***** E N D O F R E P O R T *****						

□

Printing the Trial Reimbursement Checks Register

You use this function to generate reimbursement checks for submitted claims. In addition to printing reimbursement checks, the system prints the following reports: Flexible Benefits Spending Account Reimbursements Register, Payroll Register for Cycle *SARC and the Payroll Check Register.

Menu Level 1: *PY/400 Interface Operations*

Menu Level 2: *Spending Account Interfaces*

Menu Level 3: *Trial Register Reimbursement Checks [TRRC]*

PRGSAR03 PRTSAR03 *TRIAL* REGISTER OF FLEX SPENDING ACCOUNT REIMBURSEMENTS PAGE 1
 12/10/97 16:17:42 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY CLAIM PERIOD ENDING 12/31/1996
 PLAN MEDSP MEDICAL SPENDING ACCT

EMPLOYEE#	EMPLOYEE NAME	CK FG	MAXIMUM AVAILABLE	CLAIM DATE	TYPE	TOTAL CLAIM AMOUNT	PRIOR PAID ON CLAIM	NEW PAID ON CLAIM	TOTAL PAID ON CLAIM	REMARKS	START/END BALANCE
80041	WONDER,WALLY	0	1000.00	11/17/1996	MED	45.00	.00	45.00	45.00	FULLY PAID	400.00
											355.00
80186	YORKER,NEWT A	0	500.00	11/01/1996	MED	67.00	.00	67.00	67.00	FULLY PAID	400.00
											333.00

PRGSAR03 PRTSAR03 *TRIAL* REGISTER OF FLEX SPENDING ACCOUNT REIMBURSEMENTS PAGE 2
 12/10/97 16:17:42 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY CLAIM PERIOD ENDING 12/31/1996
 PLAN MEDSP MEDICAL SPENDING ACCT

NUMBER OF FULLY PAID CLAIMS	2	AMOUNT	112.00
NUMBER OF PARTIALLY PAID CLAIMS	0	AMOUNT	.00
TOTAL CLAIMS PAID	2	TOTAL AMOUNT	112.00
CLAIMS NOT PAID	0		

***** E N D O F R E P O R T *****

Printing Prior Year Reimbursement Checks

This report lists reimbursements that will be issued as of the claim Period Ending Date.

Menu Level 1: *PY/400 Interface Operations*

Menu Level 2: *Spending Account Interfaces*

Menu Level 3: *Post/Print Prior Year Reimbursement Checks* [PPPYRC]

PRGSAR3A PRTSAR3A REGISTER OF PRIOR YEAR SPENDING ACCOUNT REIMBURSEMENTS PAGE 1
 12/10/97 16:41:43 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY CLAIM PERIOD ENDING 12/31/1996
 PLAN DEPSP DEPENDENT CARE SPENDING ACCT

EMPLOYEE#	EMPLOYEE NAME	CK FG	MAXIMUM AVAILABLE	CLAIM DATE	TYPE	TOTAL CLAIM AMOUNT	PRIOR PAID ON CLAIM	NEW PAID ON CLAIM	TOTAL PAID ON CLAIM	REMARKS	START/END BALANCE
80186	YORKER, NEWT A	0	500.00	11/02/1996	MED	40.00	.00	40.00	40.00	FULLY PAID	500.00 460.00

PRGSAR3A PRTSAR3A REGISTER OF PRIOR YEAR SPENDING ACCOUNT REIMBURSEMENTS PAGE 2
 12/10/97 16:41:43 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY CLAIM PERIOD ENDING 12/31/1996
 PLAN DEPSP DEPENDENT CARE SPENDING ACCT

NUMBER OF FULLY PAID CLAIMS	1	AMOUNT	40.00
NUMBER OF PARTIALLY PAID CLAIMS	0	AMOUNT	.00
TOTAL CLAIMS PAID	1	TOTAL AMOUNT	40.00
CLAIMS NOT PAID	0		

PRGSAR3A PRTSAR3A REGISTER OF PRIOR YEAR SPENDING ACCOUNT REIMBURSEMENTS PAGE 3
 12/10/97 16:41:43 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY CLAIM PERIOD ENDING 12/31/1996
 PLAN MEDSP MEDICAL SPENDING ACCT

EMPLOYEE#	EMPLOYEE NAME	CK FG	MAXIMUM AVAILABLE	CLAIM DATE	TYPE	TOTAL CLAIM AMOUNT	PRIOR PAID ON CLAIM	NEW PAID ON CLAIM	TOTAL PAID ON CLAIM	REMARKS	START/END BALANCE
80041	WONDER, WALLY	0	1000.00	11/17/1996	MED	45.00	.00	45.00	45.00	FULLY PAID	400.00 355.00
80186	YORKER, NEWT A	0	500.00	11/01/1996	MED	67.00	.00	67.00	67.00	FULLY PAID	400.00 333.00

PRGSAR3A PRTSAR3A REGISTER OF PRIOR YEAR SPENDING ACCOUNT REIMBURSEMENTS PAGE 4
 12/10/97 16:41:43 FLEX YEAR 1996
 EMPLOYER ZUS SAMPLE US COMPANY CLAIM PERIOD ENDING 12/31/1996
 PLAN MEDSP MEDICAL SPENDING ACCT

NUMBER OF FULLY PAID CLAIMS	2	AMOUNT	112.00
NUMBER OF PARTIALLY PAID CLAIMS	0	AMOUNT	.00
TOTAL CLAIMS PAID	2	TOTAL AMOUNT	112.00
CLAIMS NOT PAID	0		

***** E N D O F R E P O R T *****

Printing Spending Account Claims

This report lists spending account claims that have been paid or partially paid for selected employees. You can generate this report for a single employee or for all employees enrolled in a particular spending account. This report lists claims for each employee showing the claim date, claim amount, paid amount, check number, check date, and provider.

Menu Level 1: *Spending Acct/Cash Operations*

Menu Level 2: *List FSA/Cash Data*

Menu Level 3: *List Spending Account Claims [LASC]*

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PRGBE860    PRTBE860
12/10/97    16:45:01
EMPLOYER ZUS    SAMPLE US COMPANY
IDENTITY FSA    FLEX SPENDING ACCOUNTS
PLAN        MEDSP MEDICAL SPENDING ACCT
EMPLOYEE# EMPLOYEE NAME
-----
      80041 WONDER,WALLY          11/17/1996      45.00      45.00
      *EMPLOYEE TOTAL              45.00      45.00
      80186 YORKER,NEWT A        11/01/1996      67.00      67.00
      *EMPLOYEE TOTAL              67.00      67.00
      **TOTAL EMPLOYEES WITH CLAIMS
      **TOTAL VALUE OF SPENDING ACCOUNT CLAIMS PAID
      **TOTAL VALUE OF SPENDING ACCOUNT BALANCES
      **AVERAGE TOTAL CLAIMS PER EMPLOYEE
      **AVERAGE CLAIM AMOUNT PER EMPLOYEE
      ***** END OF REPORT *****

```

EMPLOYEE#	EMPLOYEE NAME	CLAIM DATE	CLAIM AMOUNT	PAID AMOUNT	CHECK NUMBER	CHECK DATE	PROVIDER
80041	WONDER,WALLY	11/17/1996	45.00	45.00	1990		
	*EMPLOYEE TOTAL		45.00	45.00	*SPENDING ACCOUNT BALANCE		355.00
80186	YORKER,NEWT A	11/01/1996	67.00	67.00	1991		
	*EMPLOYEE TOTAL		67.00	67.00	*SPENDING ACCOUNT BALANCE		333.00
	**TOTAL EMPLOYEES WITH CLAIMS			2			
	**TOTAL VALUE OF SPENDING ACCOUNT CLAIMS PAID			112.00			
	**TOTAL VALUE OF SPENDING ACCOUNT BALANCES			688.00			
	**AVERAGE TOTAL CLAIMS PER EMPLOYEE			56.00			
	**AVERAGE CLAIM AMOUNT PER EMPLOYEE			56.00			

Printing the Spending Account Statements

This report is a spending account statement that shows employees the status of their flexible spending accounts. You can print these statements monthly, quarterly or yearly. Printing the statements at the end of the plan year shows employees how much of their voluntary contributions they will forfeit if they do not submit valid claims within the ninety day use-it-or-lose-it period. You can include only those employees with spending account balances over a certain amount or only those employees with negative balances.

Menu Level 1: *Spending Acct/Cash Operations*

Menu Level 2: *List FSA/Cash Data*

Menu Level 3: *Statement of Spending Account [SOSA]*

12/10/97 16:30:55

BENEFIT IDENTITY: FSA

WONDER, WALLY

GOSH

GA 30310

FLEX SPENDING ACCOUNTS

MEDICAL SPENDING ACCT

SOCIAL SECURITY NUMBER: 456-78-0214

EMPLOYEE NUMBER: 80041

ENDING BALANCE		100700	100700
STATEMENT OF SPENDING ACCOUNT ACTIVITY			

12/10/97 16:30:55

BENEFIT IDENTITY: FSA

BENEFIT PLAN: MEDSP

YORKER, NEWT A

2974 NEW JERSEY TURNPIKE ROAD

NEW YORK

NY 00089

FLEX YEAR 1996

FLEX SPENDING ACCOUNTS

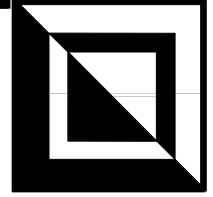
MEDICAL SPENDING ACCT

SOCIAL SECURITY NUMBER: 570-92-2282

EMPLOYEE NUMBER: 80186

Notes

Appendix A



Infinium HR Reports Quick Reference

This part includes a quick reference view of all the reports in each Infinium HR/PY application.

Topic	Page
Infinium Human Resources Reports.....	A-2
Infinium Payroll Reports	A-8
Infinium Flexible Benefits Reports	A-17
Infinium Training Administration Reports.....	A-19

Infinium Human Resources Reports

Master Files

(Quick Access Codes shown in parentheses)

List Master Files

List Employer Controls (LC)
List User Defined Titles (LUDT)
List Employer Codes (LCC)
List Employer Groups (LEG)
List Reporting Levels (LRL)
List Review Controls (LPRC)
List Job Code Controls (LJ)
List Salary Ranges (LSR)
List HAY Job Evaluations (LH)
List Open Positions (LOP)
List Current Positions (LCP)
List Positions by Levels (LPRL)
List Organization Structure (LOS)
List Organization Chart (LOC)
List Positions with Salaries (LPAS)
List Turnover Analysis (LTA)
List Overstaffing Report (OVR)

to print the...

Employer Controls
User Defined Titles
Codes List
Employer Groups
Levels Controls
Performance Review Controls
Job Code Controls
List Salary Ranges
Hay Evaluation Report
List Open Positions
List Current Positions
List Positions by Levels
Organization Structure
Organization Chart
List Positions and Annual Salaries
Employee Turnover Analysis
Overstaffing Variance Report

Employee Data

List Employee Data

List Employees Data (LE)
List Employees by Number (LEEN)
List Employees by Job Code (LEJC)
List Employees by Last Name (LELN)
List Employees by Report Level (LERL)
List Education Data (EEER)
List On-Job-Training Data (LJTR)
List Employees Property (LEP)
List Employees Dependents (LED)
List Automobile Data (EA)
List Eligibility Data (I9) (EED)

List Foreign National Data (LFN)
List Next Review Schedule (LNRS)
List Employees Purged (LPE)
List PE Actions (LPA)
List PE Action Details (LPAD)
List PE Actions by Levels (LPABL)
List PE Actions by Employee (LEH)

to print the ...

Employee's Listing
Employees by Number
Employees by Job Code
Employees Report by Last Name
Employees by Report Level List
Employee Formal Education
On the Job Education Report
Employee's Property Report
Employee's Dependents
Automobile Data
Eligibility Data (Employees without I9 Data) I 9 Form
(Employees with I9 Data)
Foreign National Data Report
Next Review Schedule
Purged Employees Report
Personnel Transaction History
Personnel Actions History
Personnel Transaction History
Employee Transaction History

Mass Update Employee Data

Trial Mass Update PE Actions (TMUPA)
Mass Update PE Actions (MUPA)
Trial Update Pay Components (TMUPC)
Mass Update Pay Components (MUPC)

to print the ...

Trial Mass Update PE Actions
Mass Update PE Actions
Mass Update EE Pay Components Trial
Mass Update EE Pay Components Report

Benefits Administration

List Benefits Data

List Employee Enrollments (LEBE)
List Employee Enrollments - Plan (LEBP)
List Benefit Plans (LBP)
List Benefit Identities (LBI)
Insurance Premium Summary-Alpha (IPL)
Insurance Activity Report (PRBEB40)
List 5500 Retirement Data (LRD)

List Projected Retirement (PRR)

to print the...

Employee Benefit Enrollments
Enrollment By Plans
Benefit Plans
Benefit Identities
Insurance Premium Summary
Insurance Activity Report
5500 Retirement Participants
Retirement Ineligibility List
Projected Retirement Report

From Mass Update Benefit Data

Trial Mass Update Enrollments (TMUE)

Mass Update Enrollments (MUE)

Mass Cancel Enrollments (MCE)
Trial Vesting Calculations (TVC)
Final Vesting Calculations (FVC)
Trial Mass Copy Benefit Plans (TCPYPLN)
Mass Copy Benefit Plans (CPYPLN)

to print the ...

Trial Mass Update Enrollments
Trial Enrollments Audit Log
Trial Enrollments to Deductions Report
Audit Log
Mass Update Enrollments Report
Enrollments to Deductions Report
Mass Cancel Enrollments Report
Trial Vesting Report
Vesting Calculations Report
Trial Mass Copy Benefits Plans
Mass Copy Benefit Plans

From Benefit Statement

Print Benefit Statements (PBS)

to print the...

Benefit Statements

Applicant Administration

List Applicant Data

List Applicants Data (LA)
List Applicants Interviews (LAI)
List Recruitment Costs (LRC)

to print the...

Applicant Records
Applicant Interviews
Recruitment Costs

Administrative Reporting

Employee History

List Transfer/Promotion/Demotion (TPR)
List Terminations - Detail (TDR)
List Terminations - Summary (TSR)
List New Hires - Detail (NHR)
List New Hires - Summary (NHS)
Seniority Date Listing (SDL)
Date of Hire Anniversary Listing (DHAL)

to print the...

Employee Transfer/Promotion/Demotion List
Employee Termination Report
Employee Termination Summary
Employee New Hire Report
Employee New Hire Summary
Seniority Date Listing
Employee Anniversary Hire List

Employee Profiles

List Employee Profiles (PEP)
List Profile Worksheets (PPW)

to print the ...

Employee Profiles
Profile Worksheets

Miscellaneous Reporting

Selective Mailing Labels (SML)
Internal Telephone Directory (ITD)
Employee Telephone Directory (EHTL)
List Veterans (VR)
List Vet 100 Report (PVR)
List Spouses (SL)
List Birthdays (BL)
List Restricted Parking (RPR)
List Skills/Tasks Available (STL)

to print the...

Mailing Labels
Internal Telephone Directory
Employees Home Phone Directory
Veterans List
Federal Contractor Veteran Employment Report
Employee Spouse Listing
Employee Birthday List
Restricted Parking List
EmployeeSkills-Tasks Available

EEOC/Affirmative Action/EEA

List EEO Data

List EEO-1 FCC Data (EEO_F)
List EEO-1 Employer Data (EI)
List EEO-1 Government Data (E1G)
List EEO-2 Apprenticeship Data (EAI)
List EEO-3 Local Union Data (LUI)
List EEO-4 State & Local Data (SLI)
List EEO Employment Activity (EANE)
List EEO Applicant Summary (SOH)
List EEO Hire Summary (SOH)
List EEO Promotion Summary (SOP)
List EEO Termination Summary (SOT)
List EEO Work Force Analysis (WFA)

to print the...

PE-2000 EEO-1 FCC Listing
EEO Report
EEO-1 Government Data Report
EEO-2 Apprenticeship Report
EEO-3 Union Report
State and Local Govt Information EEO-4 Report
EEO Employment Activity
EEO Applicant Summary
EEO Hire Summary List
EEO Promotion Summary
EEO Termination Summary
EEO Work Force Analysis

List Affirmative Data

List Area Statistics (LAS)
List Application Log (AL)
List Personnel Roster (PR)
List Compliance Review (CR)
List Utilization Analysis (AUA)
List Util Analysis - EEO Unit (PEEOB045)

to print the ...

List Area Statistics
Application Log
Personnel Register
Compliance Review
Utilization Analysis List
EEO Unit Utilization Analysis

FTE Operations

List FTE Data

List Auth/Budg/Sched Hours (LABSH)
List Budget/Schedule by Position (LBSBP)
List Hours by Job (LHBJ)
List Hours by Level (LHBL)
List FTE Recap (LFR)
List Accumulated Hours Worked (LAHW)
List Average Hours by Job (LAHBJ)
List Average Hours by Levels (LAHBL)
List Average FTE Recap (LAFR)

to print the...

Authorized/Budgeted/Scheduled Hours
Budget Schedule by Position
Hours by Job
Hours by Level
FTE Summary
Accumulated Hours Worked
Average Hours by Job
Average Hours by Levels
Average FTE Summary

Close FTE Functions

Trial Close to FTE History (TCTFH)
Close to FTE History (CTFH)

to print the ...

Trial Close to FTE History Report
Close to FTE History Report

Step-In-Grade Operations

List Step Data

List Pay Grade Controls (LSTPAY)
List Pay Grade Steps (LPS)

Mass Update Step Data

Trial Update Employee Steps (TUES)
Mass Update Employee Steps (MUES)
Trial Update Step Rates (TUSR)
Mass Update Step Rates (MUSR)
Trial Update Employee Step Rates (TUESR)
Mass Update Employee Step Rates (MUESR)

to print the...

Pay Grade Control List
Pay Grade Steps

to print the...

Trial Mass Update Employee Steps
Mass Update Employee Steps
Trial Mass Update Step In Grade Pay
Mass Update Step In Grade Pay Rates
Trial Mass Update Employee Step Rates
Mass Update Employee Step Rates

Professional Licensing

List Licensing Data

List License Data - Detail (LL)
List License Data - Summary (ELR)
List License Fee Amounts (LLFA)
List License Renewals (LRR)
List License Analysis (LAR)
List Terminated Licenses (TLE)
List Authority Report (AR)
List Transactions by Type (TTT)
List Transactions by Levels (TWL)
List Transactions by EE/Alpha (TBEA)

to print the...

Employee Licenses report
Employee License Summary
License Fee
Employee Licenses Renewal Report
Employee License Analysis
Terminated EE's License Report
Employee Authority Report
Employee Transactions History
Employee Transactions History
Employee Transactions History

COBRA Administration

COBRA Data

List Dependents by Age (LDSA)
List Outstanding Requests (LOCR)
List Coverage Cancellations (LCCC)
List Outstanding Premium Payment (LOPP)

to print the ...

List Dependents of Specified Age
Outstanding COBRA Participation Requests
List COBRA Coverage Cancellations
Outstanding COBRA Premium Payments

Health Administration

List Health Data

List Accident/OSHA 200 Data (PIL)
List Accident/OSHA 200 Summary (POSHA)
List OSHA 200 Log (0200)
List Cost Transactions (LCT)
List Cost Analysis (CAR)
List Cost Summary by Supervisor (CSS)
List Medical Exams by Level (LEM)
List Medical Exams by Date (LME)
List Employee Medical Claims (LEMC)

to print the...

Employee Injury/Illness Rpt
EE Injury/Illness Summary Report
OSHA 200 Log
Cost Transactions Listing
Cost Analysis Report
Cost Summary by Supervisor
Medical Exams by Level
Medical Exams by Date
Employee Medical Claims

Wage & Salary Administration

Wage & Salary Data

List Salary Planning Results (PSPR)
List Planned Salary Increases (LPSI)
List Compensation by Job Code (CAJC)
List Compensation by Sal Range (LBSLV)
List Compensation by Levels (CABL)
List Budget Salaries - Level (LBSLV)
List Budget Salaries - Position (LBSP)
List Budget Salary vs Paid-Job (LBSBJ)
List Budget Salary vs Paid-Level (LBSBL)
List Salary Paid - Level (LSLV)
List Average Salary Paid - Job (LASJ)
List Average Salary Paid - Level (LASLV)

Mass Update Wage & Salary Data

Trial Mass Wage Change (TMWC)
Mass Wage Change (MWC)
Trial Close Salary Budget Hist (TCSBH)
Close Salary Budget History (CSBH)

to print the...

Salary Planning Results
Salary Plan Increases
Compensation Analysis Report by Job Code
Compensation Analysis Report by Salary Range
Compensation Analysis Report by Org. Levels
Authorized Budgeted Scheduled Salary Amounts
Budget & Scheduled by Position
Budget Salaries vs Actual Paid
Budget Salaries vs Actual Paid by Level
Salaries Paid
Average Salary Paid by Job
Average Salary Paid by Level

to print the ...

Trial Mass Wage Change
Mass Wage Change
Trial Close To Salary Budget History
Close Salary Budget History

Personnel Calendar Operations

List Calendar Data

List Employee Calendar Data (LECA)
List Absence Analysis Data (PAAR)

to print the...

Employee Calendar
Absence Analysis Report

Employee Development

List Development Data

List Progress Review (LPR)
List Development Paths (LDP)
List Courses (LCOUR)
List Courses Completed (LECC)
List Courses Within Paths (LCWP)
List Work Process Charts (LCWP)

to print the ...

Employee Progress Review
Development Path Report
Development Courses Report
Employee Courses Completed
Courses in Development Paths
Work Process Charts

Workforce Development

Skills and Competencies

Locate Empl. w/ Pos Skill/Comp (POSSKLSRC)
Locate Pos. w/ Empl. Skill/Comp (EMPSKLSRC)
Print Skills and Competencies (PSANDC)
Print Empl. Skill/Competencies (PRTEMPSKL)
Print Pos. Skill/Competencies (PRTPOSSKL)

to print the...

Employee with Position Skills and Competencies
Positions with Employee Skills and Competencies
Skills and Competencies
Employee Skills and Competencies
Positions Skills and Competencies

Performance Reviews

Print Overall Rating (POR)
Print Competency Analysis (PCA)

to print the ...

Overall Rating
Competency Analysis

Personal Development Reviews

Print Overdue Devt Reviews (P_PDR1)

to print the...

Overview Development Reviews

Management Reviews

Print Management Review Detail (PPDS)

Print Management Review Summary (L_ANALYSIS)

to print the...

Detailed Management Review
Management Review Summary

Development Needs

Print Development Needs (P_NEEDS)

to print the...

Development Needs

Career and Succession Planning

Print Career Plans (P_POSITION)

to print the...

Career Plans

System Operations

Supervisor's Functions

User Security Operations

List User Security (LUS)

to print the...

List User Security Restrictions

Miscellaneous Operations

Change Employee Number (CHGEE#)

to print the...

Change Employee Number

Personnel Purge Functions

Employee Data select...

Purge Terminated Employees (PTE)

to print the...

Purged Terminated Employees

Miscellaneous Data

Purge Applicant Data (PAD)

to print the...

Purge Applicant Data

Benefit Data History

Print Purge Ben. Enroll. History (PPBEH)

to print the...

Purged Benefits History

Benefit Data -Plans

Print Purged Ben. Plans & Enroll (PRNTBENPLN)

to print the...

Purged Benefit Plans & Enrollments

Personnel Action History

Trial Purge PE Action History (PUR0PETRAN)

Purge PE Action History (PUR1PETRAN)

List Purged PE Actions by EE (PRT1PETRAN)

to print the...

Purged PE Action History Trial List
Purged PE Action History Final Purge List
Employee Transaction History

Personnel Init. Functions

Employer Codes

Mass Change Employer Codes (CCE)

to print the...

Mass Codes Changes Listing

Position Data

Mass Change Position Levels (MCPL)

Trial Update Employee Positions (TUEPD)

Mass Update Employee Positions (MUEPD)

to print the...

Mass Change of Position Levels

Infinium Payroll Reports

Master Files

(Quick Access Codes shown in parentheses)

List Master Files

List Employer Controls (LERC)
List User Defined Titles (LUDT)
List Employer Tax Companies (LTC)
List State/Local Tax IDs (LSLT)
List Employer Codes (LEC)
List Employer Groups (LERG)
List Tax Co. Groups (LSTTXCGP)
List Level Controls (LLC)
List Cycle Controls (LCY)
List Cycle Groups (LCG)
List Checking Accounts (LCAC)
List Income Summ. Codes (LISC)
List Income Controls (LIC)
List Income Reporting Groups (LIRG)
List Income Accumulators (LIA)
List Shift Differential Table (LSDT)
List Deduction Summ. Codes (LDSC)
List Deduction Controls (LDC)
List Deduction Reporting Groups (LDRG)
List Payroll Auth. Groups (LPAG)
List Auto Pay Groups (LAPG)
List Job Controls (LJC)
List Matrices (LMX)
List F.L.S.A. Controls (LFLC)
List D.D. Transit Table (LDDT)
List D.D. Originator Table (LDDOT)
List Fringe Income Interface (FRPRINT)

to print the...

Employer Controls
User Defined Titles
Employer Tax Companies
State/Local Tax IDs
ER Codes List
Employer Groups
Tax Company Groups
Level Controls
Cycle Controls Part I + II
Cycle Groups
Checking Accounts
Income Summarization Codes
Income Controls
Income Groups
Income Accumulators
Shift Differential Table
Deduction Summarization Codes
Deduction Controls
Deduction Groups
Payroll Authorization Groups
Auto Pay Groups
Job Controls
Matrices List
F.L.S.A. Controls
Direct Deposit Transit Table
Direct Deposit Originator Table
Fringe Income Interface Table

Employee Data

List Employee Data

List Employee Data (LEED)
List Employee Incomes (LEI)
List Employee Deductions (LEDE)
List Employee Direct Deposits (LEDD)
List Employee Multiple Distr. (LEMD)
List Employee Job Authorizations (LEJA)
List Employee Profiles (LEEP)
List Employee Base Pay Rates (LEBPRA)
List Employee Cycles By Levels (LECL)
List Employee F.L.S.A. Data (LEFD)

to print the...

Employee Data
Employee Income Codes
Employee Deduction Codes
Employee Direct Deposits
Multiple Distributions
Job Authorizations
Employee Profiles
Base Pay Rates List
Employee Cycles by Levels
Employee F.L.S.A. Data

Payroll Inquiry

List Employee Pay History (PEPH)

to print the...

Employee Pay History

Cycle Operations

Excess Group Life Functions

Trial Update Excess Group Life (TUGLI)
Mass Update Excess Group Life (MUGLI)

to print the...

Trial Mass Update Group Life Imputed Income
Mass Update Imputed Income

Pre-Cycle Functions

Begin Cycle

Prove Timesheet Data (PROVE)

Edit/Prove Batch Timesheet Data (UBT)
Close Batch Timesheet to Cycle (CBT)
Prove Mass Entered Data (MPROV)

to print the...

Enrollments to Deductions
Cycle Exceptions Report
Fringe Incomes Updated From ER Deductions
Prove Timesheet Report
Exceptions, Warnings & Errors Timesheet Proof Report
Trial Batch Timesheet Entry Listing
Batch Timesheet Entry Listing
Mass Entry of Payroll Data Proof Report

Cycle Functions

Accrue Actual Labor Expense (ALE)
Release Timesheet Data (REL)

Print Trial Register (TRIAL)
Post Cycles and Print Checks (POST)

to print the...

Actual Labor Expense Accrual
Payroll Trial Register
Supplemental Register
PY Trial Register, Exceptions, Warnings & Errors
PY Trial Register Shift Diff Warnings & Errors
Effective Tax Tables
Tip Credit Register
Payroll Trial Register
Payroll Register
Check Register
Deductions Not Taken Register
Arrears Register
Renewable Limits Reached
Completed Garnishments Register
Payroll Checks
Direct Deposit Vouchers

Post-Cycle Functions

Post-Assign Check Numbers (PACN)
List Check Number Changes (LCNCH)
Reorganize Cycle Workfiles (RCY)

to print the...

Post Assign Check Numbers
List Check Reassignment History
Reorganization of Cycle Workfiles Report

On-Demand Check Functions

Print On-Demand Registers (PODR)

to print the...

On Demand Check Register

Miscellaneous Functions

Print Current Payroll Register (PCPR)
Print Current Supp. Register (PCSR)
Print Prior Payroll Register (PPPR)
Print Prior Suppl. Register (PPSR)
List Future Cycles Schedule (LFC)
Test Check Printing (TCP)
Release Timesheet Data and Post (RTP)

to print the...

Current Cycle Payroll Register
Current Supplemental Payroll Register
Payroll Register for prior cycles
Supplemental Payroll Register for prior cycles
Schedule of Future Cycle Runs
Sample Checks
Payroll Register
Check Register
Deductions Not Taken Register
Arrears Register
Renewable Limits Reached
Completed Garnishments Register
Payroll checks
Direct Deposit vouchers

Time & Attendance Functions

Prove Daily Time Data (PDTP)
List Daily Time by Levels Worked (PDTLW)
Close Daily Time to Cycle (CDTP)

Retroactive Pay Processing

Print Retro Pay Tables (PRTRETPAY)
Calculate Retro Pay Increases
Print Retro Pay Transactions (RETROPRNT)
Trial Close Retro Pay to Payroll (RETSOCLOSE)
Close Retro Pay to Payroll (RETROTRIAL)

to print the...

Daily Time
Time by Levels Worked
Daily Time Proof Report
Daily Time Proof Error Report

to print the...

Print Retroactive Pay Tables
Retroactive Pay Transactions Detail or Summary Report
Retroactive Pay Transactions Report
Trial Close Retroactive Pay to Payroll
Close Retroactive Pay to Payroll

Tax Operations

Tax Table Functions

List Tax Tables

List USA Federal Tax (LFTX)
List USA Federal Wage (LFWG)
List USA State Tax (LSTX)
List USA State Wage (LSWG)
List Home State Reciprocal Table (LSTRECIP)
List USA Locality Tax (LLTX)
List Canada Federal Tax (LCFTX)
List Canada Provincial Tax (LCPTX)

to print the...

Federal Tax Controls
Federal Wage Table
State Tax Controls
State Wage Tables
Home State Reciprocal Table
SUTA Rates List
Canadian Federal Tax Tables
Canadian Provincial Tax Tables

Tax Liability Reporting (USA)

Employer Tax Liability

List Tax Liability (PTL)

to print the...

Tax Liability

Wage Reporting

List Quarterly Federal Wages (FQWR)
List Non-Payroll Federal Wages (945)
List Quarterly State Wages (SQWR)
List Quarterly Local Wages (LQWR)
Quarterly State Wage Forms (SQWF)
Create Quarterly Wage Tape File (CQWTF)

to print the...

Quarterly Federal Wages Report
Federal Non-Payroll Wages Report
Quarterly State Wages Report
Quarterly Local Wages Report
Quarterly State Wage Forms
Quarterly State Wage Report for Tape Reporting

Tax Liability Reporting (USA)

Unemployment Reporting

List Qtr. Federal Unemployment (PFUR)
List Non-Payroll Federal Wages (945)
List Qtr. State Unemployment (PSUR)
List Qtr. Unemployment by Loc (PFURLV)
Qtr. State Unemployment Forms (PSUF)
Qtr. Unemployment Forms by Loc (PSUFLV)
Create Qtr. Unempl. Tape File (CQUT)
List Annual Federal Unemployment (F940)
List Annual State Unemployment (ASUR)

to print the...

Quarterly FED Unemployment Report
Federal Non-Payroll Wages Report
Quarterly State Unemployment Report
Quarterly State Unemployment Report Locality
Quarterly Unemployment Forms
Quarterly Unemployment
Quarterly State Unemployment Report for Tape Reporting
Annual Federal Unemployment Report
Annual State Unemployment Report

W-2 Processing

List W-2 Review (W2REVIEW)
Print W-2 Forms & Register (W2FORMS)

Create State W-2 Tape File (CSW2T)

1099-R Processing

Create 1099-R Workfile (1099_WORK)
List 1099-R Review (1099REV)
List 1099-R Forms & Register (FORM1099R)

Create 1099-R Tape File (TAPF1099)
Generate 1099-R Tape (1099RGT)

Miscellaneous Tax Reports

List Qtr. State Disability (PSDR)
List Multiple State Employees (PMSE)
List Quarterly Deduct. by Group (QDGRP)
Quarterly Deduct. Forms by Group (DGFMS)
List PA Occup. Tax Certificates (PAOTC)

Tax Liability Reporting (CAN)

Employer Tax Liability

List Tax Liability (PTLCN)

T4 Processing

Create T4 Workfile (CTW)
List T4 Review (PTRL)
List T4 Slips and Control List (PTFCL)

Generate T4 Tape (GTT)

T4A Processing

Create T4A Workfile (T4AWF)
List T4A Review (T4ARL)
List T4A Slips & Control List (T4AF)

Generate T4A Tape (GTТА)

RL-1 Processing

List RL-1 Review (PRRL)
List RL-1 Slips & Control List (PRCL)

Generate RL-1 Tape (GTR1T)

Workers' Comp. Processing

List Statement of Payroll (PSOP)

Miscellaneous Functions

List Federal Tax (LCFM)
List Quebec Tax (LCQM)
List Employee Pay History (PEPH)

to print the...

W-2 Review List in 9 parts
W-2 Forms
W-2 Tape Register
State W-2 Tape Register

to print the...

1099-R Control List
1099-R Part I - III
1099-R Forms
1099-R Register Part I - III
1099-R Tape Register - Part I & II
1099-R Tape Register - Part I & II

to print the...

Quarterly State Disability Report
Multiple State Employees
Quarterly Deduction by Group Report
Quarterly Deduction Forms
PA Occupational Tax
PA Occupational Tax Cert

to print the...

Tax Liability Report

to print the...

T4 Exception List Parts I, II, III, IV
T4 Review List Parts I - IV
T4 Slips
T4 Control List Parts I - IV
T4 Tape Report

to print the...

T4A Exception List Part I & II
T4A Review List Part I - VI
T4A Slips
T4A Control List Part I - VI
T4A Tape List

to print the...

RL-1 Review List Part I - VI
RL-1 Slips
RL-1 Control List Part I - VI
RL-1 Tape List

to print the...

Statement of Payroll

to print the...

Monthly Federal Tax Report
Monthly Quebec Tax Report
Employee Pay History

Period End Operations

Monthly Functions

Trial Close to General Ledger (TCGL)

Close to General Ledger (CGL)

Trial Close Statistical Accounts (TCSA)
Close Statistical Accounts (CSA)
List MTD Payroll Register (MTDPR)
List MTD Earnings Register (MTDER)
List MTD Supplemental Register (MTDSR)
Close Employer Calendar Month (CECM)
Trial Close to Payables Ledger (TCPL)
Close to Payables Ledger (CPL)

Quarterly Functions

List QTR Audit by Levels (QARL)
List QTR Payroll Register (QTBPR)
List QTR Earnings Register (QTDER)
List QTR Supplemental Register (QTDSR)
Close Employer Calendar Quarter (CECQ)

Year End Functions

List YTD Payroll Register (YTDPR)
List YTD Earnings Register (YTDER)
List YTD Supplemental Register (YTDSR)
Close Employer for Calendar Year (CECY)

Calculate Group Life Amount (CGLA)
Calculate Annual Group Life Amt (CEGL)

Fiscal Year End Functions

List FYR Payroll Register (FYRPR)
List FYR Earnings Register (FYRER)
List FYR Supplemental Register (FYRSR)

Prior Period Reporting

List Prior MTH Payroll Register (PMPR)
List Prior MTH Earnings Register (PMER)
List Prior MTH Supp. Register (PMSR)
List Prior YTD Payroll Register (PPYPR)
List Prior YTD Earnings Register (PYER)
List Prior YTD Supp. Register (PYSR)

to print the...

Trial Close to General Ledger
Labor Rate Variance Report
Labor Distribution Ledger
Cash Disbursements Ledger
EE Deductions Ledger
ER Liabilities Ledger
Close to General Ledger
Labor Rate Variance Report
Close Labor Distribution
Close Cash Disbursements
Close EE Deductibles
Close ER Liabilities
Trial Close Statistical Accounts
Close Statistical Accounts
MTD Payroll Register
MTD Earnings Register
MTD Supplemental Register
Requested Monthly Reports
Trial Close to Payables
Close to Payables

to print the...

Quarterly Audit Report
Quarterly Payroll Register
Quarterly Earnings Register
Quarterly Supplemental Register
User-defined reports associated with income and deduction controls

to print the...

Year to Date Payroll Register
Year to Date Earnings Register
Year to Date Supplemental Register
Special Annual Reports
User Defined Reports
Calculate Insurance Amounts Report
Life Insurance over \$50,000 Report

to print the...

Fiscal Year Payroll Register
Fiscal Year Earnings Register
Fiscal Year Supplemental Register

to print the...

Prior Month Payroll Register
Prior Month Earnings Register
Prior Month Supplemental Register
Prior Year Payroll Register
Prior Year Earnings Register
Prior Year Supplemental Register

Direct Deposit Operations

NACHA Functions (USA)

Extract Clearing House Data (ENCHD)
Create Clearing House Tape (CNCHT)
Create NACHA Pre-Note Data (CIBP)

to print the...

Direct Deposit Listing
Clearing House List
NACHA Pre-Note List

Non-NACHA Functions (USA)

List Deposits for Period (LNDP)

to print the...

Direct Deposit Listing

Direct Deposit Functions (CAN)

Extract Direct Deposit Data (EDDD)

Direct Deposit List (Canada)

401K Operations

Update 401K Data

Classify Participants for Tests (CPT)

to print the...

ADP/ACP Employee Classification List

List 401K Data

List Participant Data (LPI)
List Classified Participants (LCPA)
List Deduction Group Balances (DGB)
Average Deferral Percent. (ADP)
Actual Contribution Percent (ACP)
Extract 401K Data (E4K)
Project Maximum Contributions (PMC)
Calculate Fund Allocations (C4K)

to print the...

ADP/ACP Participant Information
ADP/ACP EE Classification List (alpha order)
Deferred Compensation Balances Report
401K Average Deferral Percentage Test
401K Accrual Contribution Percent Test
401K Participant's Data
Project Maximum Contribution
401K Fund Allocations Report

Check Reconciliation

Automated Bank Functions

Extract Check Reconciliation Data (EARD)
Receive Bank Clearing Tape (RBCT)
List Proof of Cleared Checks (PPLCC)
Post Cleared Checks (PCC)

to print the...

Account Reconciliation
Bank Tape of Cleared Checks
Cleared Check Proof List
Cleared Check List

Manual Check Functions

List Proof of Cleared Checks (PPLCC)

to print the...

Proof of Cleared Checks List

Check Reporting

List Issued Checks (PICL)
List Outstanding Checks (POCL)
List Voided Checks (PUCK)

to print the...

Issued Checks Report
Outstanding Checks Report
Voided Checks Report

On-Request Reporting

Payroll Analysis Reporting

List Job Analysis (PJAR)
List Selective Earnings (SEAL)
List Selective Hours (SHAL)
List Selective Deductions (SDAL)
List Labor Distribution (LDAL)
List Labor Distribution by Level (LDEL)
List Deductions by Levels Worked (LDLV)
List Employer Expense Liability (EELAL)
Worker Compensation Worksheets (WCW)
List Employee Cycle Ded. Report (CYCDED)
List Employee Cycle Inc. Report (CYCINC)

Selective Employee Reporting

List Selective Earnings (SEL)
List Selective Deductions (SDR)
List Selective Expense Liability (SELL)
List Arrears Balances (ABR)
List Deduction Balances (DBR)

Timesheet-Timecard Reporting

List Employee Time Sheets (PETS)
List Employee Time Cards (PETC)
List Profile Worksheets (PW)

User Defined Data Functions

List User Data Payroll Register (PUDPR)
List User Data Supp. Register (PUDSR)

Record of Employment (ROE)

Extract ROE Information (EXTROE)
List ROE Information (LSTROE)
Print Trial ROE Forms (PRTRROE)
Print ROE Forms (PRTROE)
Re-Print ROE Forms (REPRTROE)
List ROE History (LSTROEH)

Accrual/Bonus Operations

Accrual Processing

List Available Accruals (LAA)
List PTO Liability Amounts (LPTOL)
Calculate Benefit Accruals (CBA)

Bonus Processing

List Bonus Proof (PBP)

to print the...

Job Analysis
Earnings Analysis
Hours Analysis
Deductions Analysis
Labor Distribution Analysis
Labor Distributions Analysis by Level
Deductions by Levels Worked Report
Employer Expense Liability Analysis
Workers' Compensation Worksheet
Employee Cycle Deduction Report
Employee Cycle Income Report

to print the...

Selective Earnings
Selective Deductions
Employer Expense Liability Register
Arrears Balance
Deduction Balances

to print the...

Employee Timesheet Worksheets
Employee Time Cards
Payroll Profile Worksheets

to print the...

User-Defined Data Payroll Register
User Defined Data Supplemental Register

to print the...

List EEs Selected For ROE
ROE Information Report
Trial ROE Forms Report
ROE Forms
ROE Forms
ROE History List

to print the...

Accruals Available
PTO Liabilities
Accruals Processing Report

to print the...

Bonus Proof

General Ledger Controls

Chart of Accounts

List Chart of Accounts (LCOA)

to print the...

Chart of Accounts

General Ledger Reporting

List Monetary Account Controls (LMA)
List Statistical Account Control (LSA)

Monetary Account Controls
Statistical Account Controls

Tip Operations

Tips Processing

List Reported Tips (LRT)

to print the...

Reported Tips & Hours

Revenue Processing

List Revenue (RL)

to print the...

List Revenues

Tip Allocation

Calculate Allocation (CA)
Employee Allocation Statement (EAS)
Tip Allocation Summary by Levels (TIPSS)
Tip Allocation by Employee (TIPEE)

to print the...

Tip Allocation List
Employee Tip Allocation Statement
Allocated Tips by Levels
Allocated Tip Amounts by EE

System Operations

Audit Log Functions

List Audit Log (PAL)

to print the...

Audit Log Journal

Supervisor's Functions

Cycle Support Operations

Post Prior Year Adjustment Cycle (PPADJ)

to print the...

Payroll Register
Check Register
Deductions Not Taken Register
Arrears Register
Renewable Limits Reached
Completed Garnishments Register
Payroll Checks

User Security Operations

List User Security (PYUS)

to print the...

List User Security Restrictions

Correct Employee Data

Correct Employee Income Data (CIE)
Correct Income Data by Level (CIH)
Correct Employee Income-Multitax (CEIM)
Correct Employee Deduction Data (CDE)
Correct DX-Employee Multi-tax Ded (CDX)
Correct Employee YTD Totals (CPY)
Change Employee Number (CHGEE#)

to print the...

Correct Employee Income Data Audit Report
Correct Employee Income Data by Level Audit Report
Correct Employee Income Multi-tax Data Audit Report
Correct Employee Deduction Data Audit Report
Correct Employee Deduction Multi-tax Data Audit Report
Correct EE Payroll Master
Change Employee Number List

Payroll Purge Functions

Detailed History

List Purged History (PPH)
Trial Consolidate Income History (TCIH)
Consolidate Income History (MCIH)
Trial Consolidate Deduction Hist (TCDH)
Consolidate Deduction History (MCDH)
List Unused Incomes & Deductions (UIEDE)

Tax Data

Purge W-2 Tax Data (PWTD)
Purge Tax Liability Data (PTLD)

Accounting Data

Purge General Ledger Transaction (PGLT)
Purge Labor Distribution History (PLDH)
Purge Payable Ledger Transaction (PPLT)

Tip Allocation Data

Purge Revenue Data (PREVD)
Purge Tip Distribution Data (PTDD)
Purge Employee Allocation Data (PEAD)

Miscellaneous Data

Purge Cycle History (PCH)
Purge Report Selections File (PYSF)
Purge Check Reconciliation Data (PCRD)
Purge 1099-R Work File (P1099WF)

Time and Attendance Data

Purge Daily Time Data (PDTD)

to print the...

Purged History List
Trial Consolidated Income History List
Consolidated Income History List
Trial Consolidated Deduction History List
Consolidated Deduction History List
Unused Incomes and Deductions List

to print the...

Purged W-2 Tax Data List
Purged Tax Liabilities List

to print the...

Purged General Ledger Transactions List
Purged Labor Distribution History List
Purged Payable Ledger Transaction List

to print the...

Purged Revenue Data List
Purged Tip Distribution Data List
Purged Employee Allocation Data List

to print the...

Purged Cycle History List
Purged Reports Selections List
Purged Check Reconciliation Data List
Purged 1099-R Records

to print the...

Purged Daily Time Data List

Payroll Init. Functions

Employer Codes

Mass Change Employer Codes (MCEC)

Income and Deduction Data

List Unused Incomes & Deductions (UIEDE)

to print the...

Mass Change Employer Codes Audit Report

to print the...

Unused Income and Deductions List

Infinium Flexible Benefits Reports

Master Files

(Quick Access Codes shown in parentheses)

Mass Update Master Files

Trial Mass Copy Benefit Plans (TCOPYBP)
Mass Copy Benefit Plans (MCOPYBP)

to print the...

Trial Mass Copy Benefit Plans
Mass Copy Benefit Plans

Enrollment Operations

List Enrollment Data

List Employee Benefits (LEB)
List Employee Benefits By Plan (LEBBP)
List Benefit Data By Level (LBDBL)
Insurance Premium Summary (IPS)
List Unused Benefit Credits (LUBC)
List Benefit Election Forms (LBEF)
List Election Confirmations (LEC)
List Election Non-Respondents (LENR)

to print the...

Employee Flexible Benefits
Employee Flex Benefits by Plan
Flex Benefit Data by Level
Insurance Premium Summary
Unused Benefit Credits Distributions
Your Flexible Benefits Election Form
Flexible Benefit Election Confirmation Statement
List Flex Election Non-respondents

Mass Update Enrollment Data

Trial Mass Enroll Employees (TMEE)
Mass Enroll Employees (MEE)
Calculate Employee Credits (CEC)

to print the...

Trial Mass Enroll Employees
Mass Enroll EE's
Employee Flex Benefit Credits

Mass Copy Enrollment Data

Trial Mass Copy Enrollments (TCPYENRL)
Mass Copy Enrollments (MCPYENRL)

to print the...

Trial Mass Copy Enrollments
Mass Copy Enrollment

PY/400 Interface Operations

Mass Update PY/400 Data

Trial Update Cost Deductions (TUCD)
Trial Update Spending Acct Ded (TUSAD)
Update Spending Acct Deductions (USAD)
Trial Update Cash Income (TCACR)
Update Cash Income (MCACR)
Trial Update Excess Group Life (TUEGL)
Mass Update Excess Group Life (MUEGL)

to print the...

Mass Update Addtl Flex Deds
Trial Update Spending Account Payroll Deductions
Update Spending Account Payroll Deductions
Trial Update Cash Income
Mass Update Cash Income
Trial Update Excess Group Life Coverages
Mass Update Excess Group Life Coverage

Spending Account Interfaces

Trial Update Spending Acct Ded TLUSAD
Update Spending Acct Deductions (USAD)
Extract Spending Acct Contribs (ESAC)
Trial Register Reimbursement Cks (TRRC)
*Post/Print Reimbursement Checks (PPRC)

Trial Prior Year Reimbursements (TPYR)
Post/Print Prior Year Reimb Cks (PPPYRC)

to print the...

Trial Update Spending Account Payroll Deductions
Update Spending Account Payroll Deductions
Spending Account Deductions Extracted
Trial Register of Flex Spending Account Reimbursement
Register of Flex Spending Account Reimbursements
Payroll Register Payroll Checks
Check Register
Trial Register of Prior Year Acct Reimbursements
Register of Prior Year Spending Acct Reimbursements
Payroll Register
Payroll Checks
Check Register

Spending Acct/Cash Operations

List FSA/Cash Data

List Spending Account Claims (LSAC)
List Spending Acct Claim Trans (LSACT)
List Spending Account Credits (LSACR)
List Employee Cash Election (LECELEC)
Statement of Spending Account (SOSA)

to print the...

Spending Account Claims
Spending Account Claims Transactions
Spending Account Credits
Employee Cash Back Election Listing
Statement of Spending Acct Activity

Mass Update FSA/Cash Data

Trial Unused Credits-Spend Acct (TUCSA)
Update Unused Credits-Spend Acct (UUCSA)
Extract Spending Acct Contribs (ESAC)
Trial Update Cash Back Paid (TCAPD)
Update Cash Back Paid (MCAPD)
Trial Register Reimbursement Cks (TRRC)

*Post/Print Reimbursement Checks (PPRC)

Trial Prior Year Reimbursements (TPYR)
Post/Print Prior Year Reimb Cks (PPPYRC)

Trial Register Unused Credits Deposited in Spending Account
Register of Unused Credits Deposited in Spending Account
Spending Acct Deductions Extracted
Trial Update Cash Back Paid
Mass Update Cash Back Paid
Trial Register Flexible Spending Account Reimbursements
Payroll Register for Cycle *SARC
Reimbursement Checks
Flexible Benefits Spending Account Reimbursements Register
Payroll Register for Cycle *SARC
Payroll Check Register
Register of Flex Spending Account
Reimbursements
Payroll Register
Payroll Checks
Check Register
Trial Register of Prior Year Spending Acct Reimbursements
Register of Prior Year Spending Acct Reimbursements
Payroll Register
Payroll Checks
Check Register

Infinium Training Administration Reports

Master Files

(Quick Access Codes shown in parentheses)

Codes

Print Codes (PCODES)

to print the...

Codes List

Course Locations

Print Course Locations (PL)

to print the...

Print Course Locations

Course Providers

Print Course Provider (PCP)

to print the...

Print Course Provider

Training Group Courses

Print Training Group Courses (PRTTRGGRP)

to print the...

Print Training Groups

Course Catalog

Courses

Print Courses (PC)

to print the...

Print Courses

Exercises/Tests

Print Exercises/Tests (PET)

to print the...

Print Exercise/Test

Course Scheduling

Print Course Schedule (PS)

Print Classroom Schedule (CLASSSCHED)

to print the...

Scheduled Courses

Print Classroom Schedule

Instructors

Print Instructors (PI)

Print Scheduled Courses (SCHCRSP)

Print Instructor Assignments (PIA)

to print the...

Instructor Information

Print Instructor Scheduled Courses

Print Instructor Assignments

Calendar Functions

Print Classroom Schedule (CLASSSCHED)

to print the...

Print Classroom Schedule

Training Requests

Print Training Requests (PN)

Print Training Requests by Level

Mass Refresher Requests - Trial (MNRT)

Mass Refresher Requests - Create (NNR)

Mass Training Requests - Trial (MNT)

Mass Training Requests - Create (MN)

to print the...

Print Training Requests

Print Training Requests by Level

Refresher Training Requests Trial

Refresher Training Requests

Mass Create Training Requests Trial

Mass Create Training Requests

Employee Enrollments

Print Enrollments (PE)
Print Enrollments by Level
Mass Enrollments Trial (MET)
Mass Enrollment (ME)
Print Course Sign-in Sheets (PCS)
Print Course Cancellations (PRINTCANCL)

Training History

Print Course Attendance History (PCAH)
Print Employee History (PRTEEHIST)
Print Exercises/Tests Results (PETR)
Print Untrained Employee List (PUEL)
Print Session/Stage Status (PSSS)

Costs

Print Course Costs (PCC)

Utilities

Load Training Groups (LOADTRGGRP)
Purge Inactive Training Records (DLTEE)

to print the...

Course Enrollments
Print Enrollments by Level
Mass Auto Enrollments - Trial
Mass Enrollments
Course Sign-in Sheets
Print Course Cancellation

to print the...

Print Courses Attendance
Employee Training History
Print Exercise and Test Results
Print Untrained Employees
Print Session/Stage Status

to print the...

Print Course Costs

to print the...

Print EE Training Groups
Delete Inactive EEs