



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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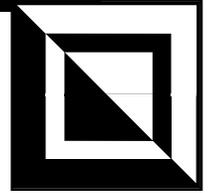
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# About This Guide

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>	<i>Italics</i> typeface for a menu option or a field name.  This guide uses the same abbreviations that the system displays on the screen.	Select <i>Employer Controls</i> and press [Enter].  Type a value in the <i>Employer</i> field.
[Quick Access Codes]	A code in brackets [ ] that represents a quick access code for a menu option.	Select <i>Update Entity Controls</i> [UN].
<b>Data you type</b> and <b>System generated messages</b>	A <b>bold monospaced</b> typeface for data that you type on your keyboard or for messages that the system displays on your screen.	Type <b>PE</b> in the <i>System</i> field.  The system displays the following message:  <b>Press Enter again to save your changes</b>
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].	Select <i>Enter New Hire</i> and press [Enter].  To select an applicant record, type a character in the <i>Opt</i> field next to the appropriate applicant record and press [Enter].
Menu Selection Steps	Unless otherwise stated, the steps for each task always begin at the Infinium HR desktop or main menu.	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
SC Effective Date _____ Position . . . . 110140 +
SC Reason . . . . _____ + Job Code . . . . 140 +
SC Base Rate . . . . _____ -or- Increase % . . . . .0000
Updt Payroll Rate 1 (0->4) Payroll Rate . . . . _____,0000
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 ADJST 110140 S 140 47,160.0000 13.3653 5,560.0000 23.58

```

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

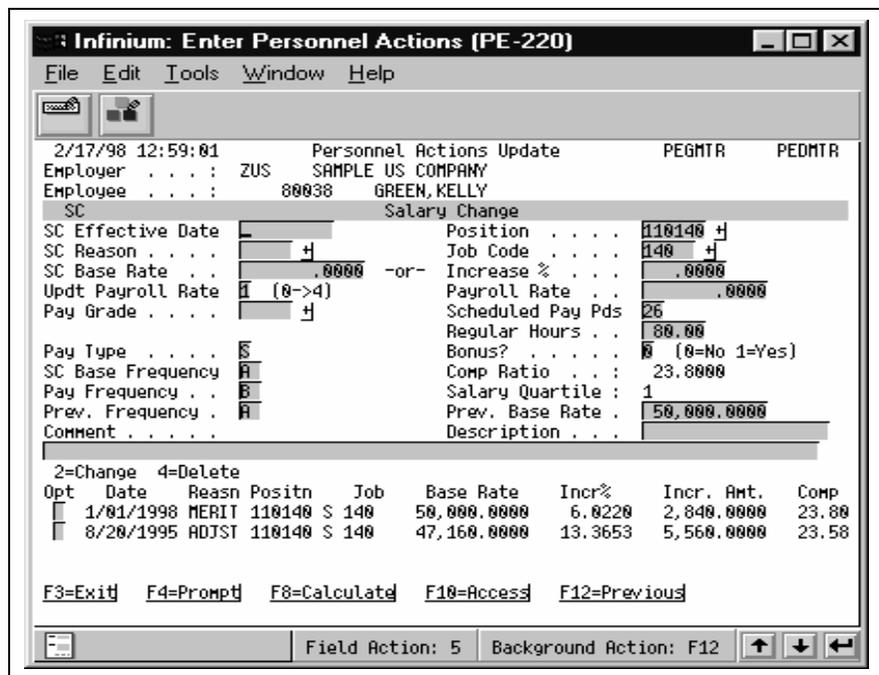


Figure 2: Sample Release 3 series Infinium Desktop Manager screen for Infinium HR suite

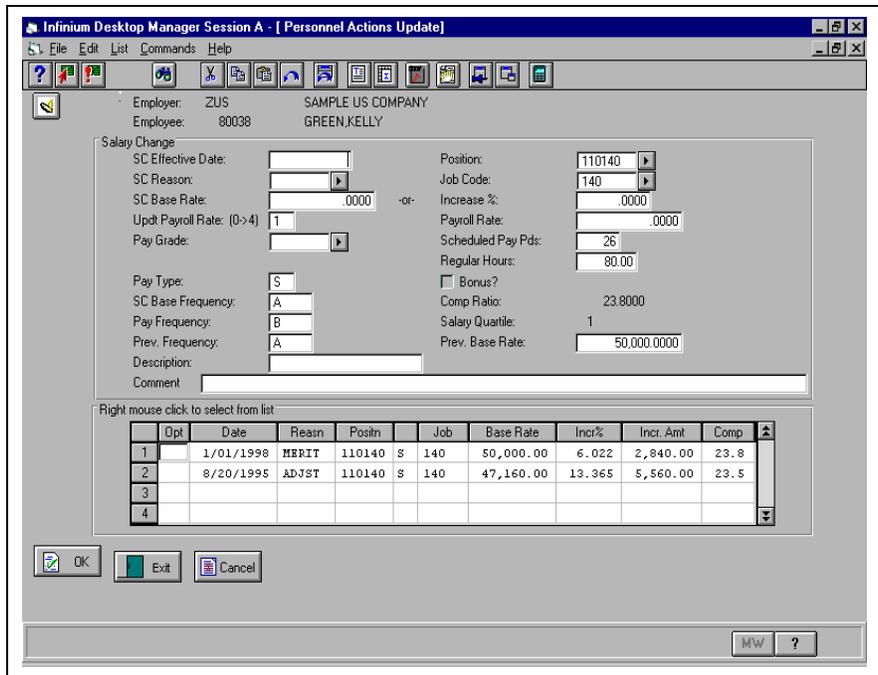


Figure 3: Sample Release 4.0 or higher Infinium Desktop Manager screen for Infinium HR suite

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

<b>Infinium Software Name</b>	<b>Infinium Software Short Names</b>
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

<b>Infinium Human Resources Suite</b>	<b>Infinium HR Suite</b>
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:

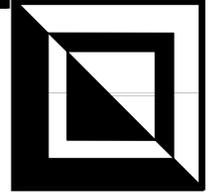
- On-line Help Text
- *Infinium Human Resources Guide to Controls*
- *Infinium Human Resources Guide to Processing*
- *Infinium Human Resources Guide to Management Functions*

- *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

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# 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.

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# 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.

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# 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).

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# 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.

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# 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.

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# 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.

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# 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.

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# 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.

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# 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.

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# 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.

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# 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

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 *
*****
* 102540 MULTIPLE *
* ACCTS RECEIVABLE C *
* MULTIPLE *
* Authorized   5.0 *
* Actual       6 *
*****
* 103160      80169 *
* GEN. LEDGER SUPERV *
* FORWARD, ILENE *
* Authorized   1.0 *
* Actual       1 *
*****
* 103540 MULT/OPEN *
* GEN. LEDGER CLERK *
* MULTIPLE AND OPEN *
* Authorized   5.0 *
* Actual       2 *
*****
* 104160      80190 *
* PAYROLL SUPERVISOR *
* DILL, DAFF E *
* Authorized   1.0 *
* Actual       1 *
*****
* 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

PERIOD ENDING 10/15/1997

HIRE SOURCE

STATUS GROUP

REPORTS TO POSITION

STATUS GROUP SELECTION

TERMINATION CODE

JOB CODE

ACTIVE

TERMINATED

Area	Division	Department	Cost Center	ACTIVE EMPLOYEES	TERMINATED 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

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]*

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 PERSONNEL TRANSACTION HISTORY Page 2  
 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
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 PERSONNEL TRANSACTION HISTORY Page 3  
 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	LABOR	LOCATION	EEO	UNION	PAY	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  
10/14/97 13:47:17

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

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	



## 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]*

PRGBE70 PRTBE70 ENROLLMENTS BY PLAN Page 1  
 10/14/97 15:00:46  
 EMPLOYER ZUS 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
-----									
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	

PRGBE70 PRTBE70  
 10/14/97 15:00:46  
 EMPLOYER ZUS  
 BENEFIT IDENTITY L01

E N R O L L M E N T S B Y P L A N

SAMPLE US COMPANY

LIFE INSURANCE PROVIDER #1

EMPLOYEE#	EMPLOYEE NAME	ELIGIBLE DATE	ENROLLMENT DATE	DEDUCT CODE	HOURS TO DATE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	TOTAL	FREEZE
-----									
BENEFIT PLAN	LI1W	LIFE INSURANCE BASIC PLAN WKLY							
80005	ACCURATE	ALAN	6/01/1994	6/01/1994	LI1W	.00	.00	.02	0
80113	BLOSSOM	CHERRY	6/02/1995	6/02/1995	LI1W	.00	.00	.02	0
80114	BUDD	ROSE	8/15/1995	8/15/1995	LI1W	.00	.00	.02	0
80009	CARGO	CARRIE	3/01/1994	3/01/1994	LI1W	.00	.00	.02	0
80152	DEEDE	GRANT	12/01/1995	12/01/1995	LI1W	.00	.00	.02	0
80006	DIESEL	DAN	6/01/1995	6/01/1995	LI1W	.00	.00	.02	0
80109	LEDGER	LINDA	9/01/1995	9/01/1995	LI1W	.00	.00	.02	0
80040	PINKUS	PATRICIA	6/01/1995	6/01/1995	LI1W	.00	.00	.02	0
80043	ROAD	BUMPY	5/05/1995	5/05/1995	LI1W	.00	.00	.02	0
80044	ROAD	STONY	5/15/1995	5/15/1995	LI1W	.00	.00	.02	0
3612	SAMPLE-EXIT	SELMA	1/01/1995	1/01/1995	LI1W	.00	.00	.02	0
80008	TRUCKER	TOM	3/01/1994	3/01/1994	LI1W	.00	.00	.02	0
80007	WHEELER	WILMA	3/01/1994	3/01/1994	LI1W	.00	.00	.02	0
80186	YORKER	NEWT	3/01/1996	3/01/1996	LI1W	.00	.00	.02	0
**TOTAL EMPLOYEES IN PLAN**				14		.00	.28	.28	

PRGBE70 PRTBE70 ENROLLMENTS BY PLAN Page 3  
 10/14/97 15:00:46  
 EMPLOYER ZUS 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
-----									
BENEFIT PLAN	LI2BW	LIFE INSURANCE SUPP. PLAN B/W							
80004	ARNOLD ANNA	7/01/1994	7/01/1994	LI2BW	.00	.92	.92	1.84	0
80036	BETA BARNEY	8/01/1994		LI2BW	.00	.23	.23	.46	0
80024	CREDIT COLLEEN	3/01/1995	3/01/1995	LI2BW	.00	1.85	1.85	3.70	0
80026	ROAD ROCKY	4/01/1995	4/01/1995	LI2BW	.00	1.94	1.94	3.88	0
**TOTAL EMPLOYEES IN PLAN**				4		4.94	4.94	9.88	

PRGBE70 PRTBE70  
10/14/97 15:00:46

E N R O L L M E N T S B Y P L A N

EMPLOYER ZUS 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
-----									
BENEFIT PLAN	LI2W	LIFE INSURANCE SUPP. PLAN WKLY							
**TOTAL EMPLOYEES IN PLAN**				0		.00	.00	.00	

•

## 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 LIFE INSURANCE PROVIDER #1

I N S U R A N C E P R E M I U M S U M M A R Y  
 Period Ending Date  
 SAMPLE US COMPANY

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	10.05
80103	BEACH	SANDY	5/05/1963	5/01/1995	A12098-10982	31,000	2.72	2.72	5.44
80036	BETA	BARNEY	5/05/1955	8/01/1994	A12098	24,000	.00	.00	.00
80115	CLOTHE	TERRI	7/02/1952	8/01/1995	A12098-10982	45,000	.00	.00	.00
80116	CLUELESS	CALVIN	6/26/1946	6/01/1995	A12098-10982	31,000	.00	.00	.00
80024	CREDIT	COLLEEN	4/15/1940	3/01/1995	A12098	40,000	.00	.00	.00
80151	CREME	CARMEL	5/15/1952	12/01/1995	A12098-10982	37,000	.00	.00	.00
80025	DEBIT	DONALD	4/15/1960	4/01/1995	A12098	45,000	3.95	3.95	7.90
80190	DILL	DAFF	3/03/1970	1/01/1996	A12098-10982	35,000	2.58	2.58	5.16
80038	GREEN	KELLY	2/02/1952	2/15/1994	A12098-10982	47,000	.00	.00	.00
80166	KLUTZ	IMA	5/25/1945	1/01/1996	A12098-10982	41,000	.00	.00	.00
80294	MULREADY	EDWIN	1/30/1933	6/01/1996	A12098-10982	96,000	.00	.00	.00
80026	ROAD	ROCKY	2/05/1965	4/01/1995	A12098	42,000	3.68	3.68	7.36
80110	TURNER	PAIGE	11/05/1955	9/01/1995	A12098-10982	35,000	.00	.00	.00
TOTAL EMPLOYEES					14	550,000	12.98	22.93	35.91
AVERAGES					AGE: 43	39,285	.92	1.63	2.56
MONTHLY EQUIVALENT DEDUCTIONS							28.12	49.68	77.80
MONTHLY PREMIUM =					77.80				

PRGBE60 PRTBE60  
 10/14/97 15:08:26  
 EMPLOYER ZUS  
 BENEFIT IDENTITY L01 LIFE INSURANCE PROVIDER #1

I N S U R A N C E P R E M I U M S U M M A R Y  
 Period Ending Date

SAMPLE US COMPANY

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	.02
80113	BLOSSOM	CHERRY	4/30/1954	6/02/1995	A12098	1,000	.02	.00	.02
80114	BUDD	ROSE	3/23/1958	8/15/1995	A12098	1,000	.02	.00	.02
80009	CARGO	CARRIE	11/01/1970	3/01/1994	A12098	1,000	.02	.00	.02
80152	DEEDE	GRANT	4/24/1964	12/01/1995	A12098	1,000	.02	.00	.02
80006	DIESEL	DAN	9/17/1950	6/01/1995	A12098	1,000	.02	.00	.02
80109	LEDGER	LINDA	6/16/1955	9/01/1995	A12098	1,000	.02	.00	.02
80040	PINKUS	PATRICIA	4/24/1948	6/01/1995	A12098	1,000	.02	.00	.02
80043	ROAD	BUMPY	6/01/1957	5/05/1995	A12098	1,000	.02	.00	.02
80044	ROAD	STONY	3/23/1953	5/15/1995	A12098	1,000	.02	.00	.02
3612	SAMPLE-EXIT	SELMA	1/01/1955	1/01/1995	A12098	1,000	.02	.00	.02
80008	TRUCKER	TOM	4/14/1968	3/01/1994	A12098	1,000	.02	.00	.02
80007	WHEELER	WILMA	8/09/1960	3/01/1994	A12098	1,000	.02	.00	.02
80186	YORKER	NEWT	7/01/1950	3/01/1996	A12098	1,000	.02	.00	.02
TOTAL EMPLOYEES					14	14,000	.28	.00	.28
AVERAGES					AGE: 39	1,000	.02	.00	.02
MONTHLY EQUIVALENT DEDUCTIONS						1.21	.00	1.21	
MONTHLY PREMIUM =						1.21			

PRGBE60 PRTBE60  
 10/14/97 15:08:26  
 EMPLOYER ZUS  
 BENEFIT IDENTITY L01 LIFE INSURANCE PROVIDER #1

I N S U R A N C E P R E M I U M S U M M A R Y  
 Period Ending Date

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	.92	1.84	
80024	CREDIT COLLEEN	4/15/1940	3/01/1995	A12098	80,000	1.85	1.85	3.70	
80026	ROAD ROCKY	2/05/1965	4/01/1995	A12098	84,000	1.94	1.94	3.88	
TOTAL EMPLOYEES					3	204,000	4.71	4.71	9.42
AVERAGES					AGE: 39	68,000	1.57	1.57	3.14
MONTHLY EQUIVALENT DEDUCTIONS						10.20	10.20	20.41	
MONTHLY PREMIUM =					20.41				

PRGBE60 PRTBE60  
 10/14/97 15:08:26  
 EMPLOYER ZUS  
 BENEFIT IDENTITY L01 LIFE INSURANCE PROVIDER #1

I N S U R A N C E P R E M I U M S U M M A R Y  
 Period Ending Date

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	.00	.00
AVERAGES					AGE: 0	0	.00	.00	.00
MONTHLY EQUIVALENT DEDUCTIONS						.00	.00	.00	
MONTHLY PREMIUM =					.00				
TOTALS FOR ID L01		TOTAL EMPLOYEES		31	TOTAL COVERAGE	768,000	TOTAL PREMIUMS	99.42	
TOTALS FOR EMPLOYER ZUS		TOTAL EMPLOYEES		31	TOTAL COVERAGE	768,000	TOTAL PREMIUMS	99.42	

## 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  
10/14/97 15:13:11  
EMPLOYER ZUS

EMPLOYEE TERMINATION SUMMARY  
BY EMPLOYER, TERMINATION CODE  
SAMPLE US COMPANY

Page 1

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]

PEGR220      PETR220

10/14/97 15:21:46

EMPLOYER ZUS

S E N I O R I T Y   D A T E   L I S T I N G

PERIOD BEGINNING    8/01/1997

Page    1

ENDING                10/15/1997

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					

•

## 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

JOB CATEGORIES		NUMBER OF EMPLOYEES		NUMBER OF NEW HIRES (PREV 12 MONTHS)		
		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

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	***** MALE *****		***** FEMALE *****							
	B-K	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(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

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

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-----  
Employee          Name          Sex      Ethnic      Category  
M/F              0 - 4      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

Occupations	Male Total	Male					Female Total	Female					Total Employee	Minor Tota	
		0	1	2	3	4		0	1	2	3	4			
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	



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

Occupations	Male Total	Male					Female Total	Female					Total Emplyee	Minor Tota
		0	1	2	3	4		0	1	2	3	4		
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														



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

Occupations	Male Total	Male					Female Total	Female					Total Emplyee	Minor Tota
		0	1	2	3	4		0	1	2	3	4		
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														



## 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			SCHEDULED	
	HOURS	FTE	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

EMPLOYER ZUS		PERIOD BEGINNING	BY EMPLOYEE LAST NAME	ENDING	SAMPLE US COMPANY		L I C E N S E			
EMPLOYEE#	EMPLOYEE NAME	LICENSE NUMBER	CODE	D.O.B	APPLIED	JOB	ISSUED	EXPIRATION	CLOCK#	LICENSE 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						
80296	BUSH,ROSE		CERTIFIED PUBLIC ACCOUNTA			210		12/31/1999		
			NOTPB	11/05/1955						
			NOTARY PUBLIC			210				
			NOTPB	6/30/1965						
			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

PAGE 1

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

FOR CALENDAR YEAR 2002

From Year 2002 To Year 2002

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	IHALED 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:										109	15	5	1		1	
						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
10/16/97		9:54:48														1
EMPLOYER		: ZUS		S A M P L E			U S			C O M P A N Y						PE2000
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	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	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	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		S A M P L E			U S			C O M P A N Y							
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	.00							1730.76-
104160	PAYROLL SUPERVISOR	.00	.00	1346.15	1346.16	.00	.00	1346.16	1346.16	1346.16	1346.16	1346.16					.01
111160	COMP & BENEFITS SUPERVISOR	.00	.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	1213.33					93.33
113160	EMPL RELATIONS SUPERVISOR	.00	.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	1923.08					.01
200160	ENV. LAB SUPERVISOR	.00	.00	1730.76	1730.77	.00	.00	1730.77	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	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	.00							922.00-

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														3
EMPLOYER		: ZUS		S A M P L E			U S			C O M P A N Y						PE2000
PERIOD END DATE: 11/04/1997																
	AUTHORIZED	BUDGETED	SCHEDULED	REGULAR	OVERTIME	BENEFIT	TOTAL WORKED	TOTAL PAID	OVER AUTHORIZED	OVER BUDGET	OVER SCHEDULED					
-----																
112210	RECRUITER	.00	.00	7015.37	5292.30	.00	.00	5292.30	5292.30	5292.30	5292.30	1723.07-				
113210	EMPL RELATIONS ANALYST	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
114210	SAFETY & HEALTH ANALYST	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
JOB TOTAL		0	0	7937	5292	0	0	5292	25254	25254	25254	17317				
220	ENGINEER															
-----																
114220	SAFETY ENGINEER	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
JOB TOTAL		0	0	0	0	0	0	0	25254	25254	25254	25254				
230	PROGRAMMER															
-----																
121230	PROGRAMMER/ANALYST	.00	.00	2640.00	2740.00	.00	.00	2740.00	2740.00	2740.00	2740.00	100.00				
122230	SYSTEM ANALYST	.00	.00	3360.00	1926.66	.00	.00	1926.66	1926.66	1926.66	1926.66	1433.34-				
JOB TOTAL		0	0	6000	4666	0	0	4666	29920	29920	29920	23920				
240	PROJECT MANAGER															
-----																
121240	PROJECT MANAGER	6000.00	6000.00	1346.15	1346.15	.00	.00	1346.15	1346.15	4653.85-	4653.85-					
JOB TOTAL		6000	6000	1346	1346	0	0	1346	31266	25266	25266	29920				
250	SKI INSTRUCTOR															
-----																

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	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	0	0	31266	31266	31266	31266				
300	LAB TECHNICIAN	-----															
114300	SAFETY & HEALTH TECHNICIAN	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00						
201300	ENV. LAB TECHNICIAN	.00	.00	2092.00	.00	.00	.00	.00	.00	.00	.00						2092.00-
JOB TOTAL		0	0	2092	0	0	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	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	800.00	800.00	800.00			22160.00-
103540	GEN. LEDGER CLERK	.00	.00	800.00	.00	.00	.00	.00	.00	.00	.00						800.00-
104540	PAYROLL CLERK	.00	.00	2410.00	.00	.00	.00	.00	.00	.00	.00						2410.00-
111540	COMP & BENEFITS CLERK	.00	.00	800.00	.00	.00	.00	.00	.00	.00	.00						800.00-
112540	RECRUITING CLERK	.00	.00	.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		S A M P L E			U S			C O M P A N Y						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	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
114540	SAFETY & HEALTH CLERK															
.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
JOB TOTAL		0	0	28699	1569	0	0	1569	32835	32835	32835	4136				
600	MECHANIC	-----														
401600	TRUCK MECHANIC															
2000.00	2000.00	.00	.00	.00	.00	.00	.00	2000.00-	2000.00-							
JOB TOTAL		2000	2000	0	0	0	0	32835	30835	30835	32835					
700	DRIVER	-----														
401700	INTERSTATE DRIVER															
.00	.00	942.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	942.00-				
402700	LOCAL DRIVER															
.00	.00	4974.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4974.00-				
JOB TOTAL		0	0	5916	0	0	0	32835	32835	32835	26919					
710	DISPATCHER	-----														
401710	INTERSTATE DISPATCHER															
.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
402710	LOCAL DISPATCHER															
.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
JOB TOTAL		0	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

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



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

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
											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
											AVE DAYS PER OCCURRENCE	.00
Area	100	Division	ADMIN	Department	HR							
EMPLOYEES	12	**TOTALS**				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
											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
											AVE DAYS PER OCCURRENCE	.00

PEGAT200		PETAT200		A B S E N C E A N A L Y S I S R E P O R T							Page 4	
10/16/97 9:59:31		Beginning Date 1/01/1997			Ending Date 11/01/1997							
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
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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 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

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	OPS	Department	LAB							
EMPLOYEES	6	**TOTALS**				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
80295	JONES, BETTY S	F	8/01/1997	39	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
											AVE DAYS PER	OCCURRENCE .00
-----												
80225	BURGER, BETTY	F	1/01/1996	57	0	0	0	0	0	0	0	0
80229	HOTDOG, HANK	M	2/15/1996	33	0	0	0	0	0	0	0	0
80226	LASAGNA, LARRY	M	1/01/1996	42	0	0	0	0	0	0	0	0
80228	PITTS, CHERRY	F	3/01/1996	32	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
											AVE DAYS PER	OCCURRENCE .00
-----												
Area	100	Division	OPS	Department	SKI							
EMPLOYEES	6	**TOTALS**				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
											AVE DAYS PER	OCCURRENCE .00
-----												
80009	CARGO, CARRIE D	F	3/01/1994	26	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  
 Beginning Date 1/01/1997 Ending Date 11/01/1997

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										
EMPLOYEES 16	**TOTALS**				0	0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
Area 100	Division TRANS	Department TRUCK										
EMPLOYEES 16	**TOTALS**				0	0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00
Area 100	Division TRANS	Department TRUCK										
EMPLOYEES 67	**TOTALS**				2	0	0	0	0	2	6	1
											AVE DAYS PER OCCURRENCE	2.00

PEGAT200 PETAT200 A B S E N C E A N A L Y S I S R E P O R T Page 8  
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 EMPLOYER ZUS

EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	SICK DAYS	EXC. DAYS	UNEXC. DAYS	LOA DAYS	OTHER DAYS	TOTAL DAYS	VACATION DAYS	SICK OCCURRENCES
80214	HAUT, DAN	M	1/01/1995	37	0	0	0	0	0	0	0	0
80216	KAAR, SARA	M	1/01/1995	45	0	0	0	0	0	0	0	0
80294	MULREADY, EDWIN J	M	6/01/1996	64	0	0	0	0	0	0	0	0
80102	OVERTON, CARRIE	F	8/08/1995	35	0	0	0	0	0	0	0	0
80218	SMITH, JACK R	M	1/01/1996	47	0	0	0	0	0	0	0	0
Area	200	Division	ADMIN	Department	ACCT	Cost	Centr	100				
EMPLOYEES	5	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00

Area	200	Division	ADMIN	Department	ACCT							
EMPLOYEES	5	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00

Area	200	Division	ADMIN									
EMPLOYEES	5	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00

Area	200											
EMPLOYEES	5	**TOTALS**				0	0	0	0	0	0	0
											AVE DAYS PER OCCURRENCE	.00

PEGAT200 PETAT200 A B S E N C E A N A L Y S I S R E P O R T Page 9  
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 EMPLOYER ZUS

EMPLOYEE#	EMPLOYEE NAME	SEX	HIRE DATE	AGE	SICK DAYS	EXC. DAYS	UNEXC. DAYS	LOA DAYS	OTHER DAYS	TOTAL DAYS	VACATION DAYS	SICK OCCURRENCES
TOTAL FOR EMPLOYER ZUS												
EMPLOYEES	72	**TOTALS**			2	0	0	0	0	2	6	1
											AVE DAYS PER OCCURRENCE	2.00

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

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  
 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

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

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

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, DAF 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	LEGG, 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 420000.0000	
Area	100 Division ADMIN Department HR Cost Centr 112			TOTAL INCREASE:	10576.0000	390.2900	TOTAL EMPLOYEES:	6	

PRGMWC PRTMWC M A S S W A G E C H A N G E PAGE 3  
 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		
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

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

EMPLOYEE		PERSONNEL		PAYROLL		PERSONNEL		PAYROLL		
NUMBER	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  
 10/16/97 10:59:31  
 EMPLOYER : ZUS  
 SALARY CHANGE REASON: PROMO  
 PERCENTAGE INCREASE : 5.00  
 INCREASE DATE : 10/01/1997

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

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]*

PEGNUP20      PETNUP20  
10/16/97      15:01:09  
Employer . . . . . : ZUS SAMPLE US COMPANY

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

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]*



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  
 10/15/97 9:44:56  
 EMPLOYER ZUS SAMPLE US COMPANY  
 EEO UNIT ATL ATLANTA 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													
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														



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

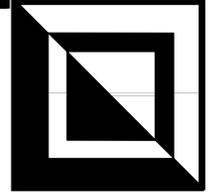
PREPARED BY \_\_\_\_\_

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														



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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.

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# 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.

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# 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.

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# 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.

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# 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

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# 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.

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# 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.

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# 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.

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# 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.

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# 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.

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# 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

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# 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.

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# 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

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# 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

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# 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

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# 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.

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# 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

SAMPLE US COMPANY

EMPLOYEE#	EMPLOYEE NAME	INCOME TYPE	Area	Division	Department	Cost Centr	JOB	PROJECT	ST	LOC	RATIO
80005	ACCURATE, ALAN C	HOUR									
			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

C Y C L E E X C E P T I O N S

Page 1

EMPLOYER  
CYCLE BW P/E DATE 11/15/1997  
PAY DATE 11/16/1997

SAMPLE US COMPANY

Employee No/Name 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  
 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

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 %				
401KB	EMPLOYEE SAVINGS PLAN BIWEEKLY						2.00 %	.00	8.00 %		-EMPLOYEE
								.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  
 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

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	-EMPLOYEE
STDB	SHORT TERM DISABILITY BIWEEKLY					166.15	.00	166.15	-EMPLOYER
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 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

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  
 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 2

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 \*\*\*\*\*

•

## **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  
 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  
 Department ACCT ACCOUNTING  
 Cost Centr 101 ACCOUNTS PAYABLE

-----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  
 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

Department ACCT ACCOUNTING  
 Cost Centr 101 ACCOUNTS PAYABLE

-----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	20427.63					***	1263.76	6538.55
NET ****		1600.00	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  
 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	M1SBP	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

PYGRG50 PYTRG50  
 12/01/97 10:13:16

P A Y R O L L R E G I S T E R

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  
 Employer ZUS SAMPLE US COMPANY  
 CYCLE BW Area 200 CENTRAL 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

Department ACCT ACCOUNTING  
 Cost Centr 100 ACCOUNTING ADMINISTRATION

-----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	168931.48					***	10514.67	51349.46
WAGES ****		10400.00	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  
12/01/97 10:13:44  
EMPLOYER ZUS SAMPLE US COMPANY  
CYCLE BW BIWEEKLY CYCLE  
P/E DATE 11/15/1997

DEDUCTIONS NOT TAKEN REGISTER

PAGE 1

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

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	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	TOTALS						32.00	.00	8.00		
ACCURATE, ALAN C	80005	300	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80005	300	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						72.00	.00	18.00		
BERRY, HOLLY	80112	540	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOUR	8/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80112	540	HOUR	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						200.00	.00	50.00		
BLOSSOM, CHERRY	80113	300	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	300	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	300	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	300	HOUR	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80113	540	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	TOTALS						192.00	.00	48.00		
BUDD, ROSE	80114	300	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80114	300	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80114	300	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80114	300	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80114	300	HOUR	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
	TOTALS						192.00	.00	48.00		
DAY, SUNNY	80100	540	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80100	540	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80100	540	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1

PYGRP30 PYTRP30  
 12/01/97 10:26:26

RETROACTIVE PAY TRANSACTIONS - DETAILED

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  
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RETROACTIVE PAY TRANSACTIONS - DETAILED

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	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80109	540	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80109	540	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80109	540	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80109	540	HOUR	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
TOTALS							192.00	.00	48.00		
LEGG, HARRY	80107	540	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80107	540	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80107	540	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80107	540	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80107	540	HOUR	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
TOTALS							192.00	.00	48.00		
NAIL, RUSTY	80198	300	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80198	300	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80198	300	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80198	300	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80198	300	HOUR	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
TOTALS							192.00	.00	48.00		
NOTES, CLIFF	80117	540	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80117	540	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80117	540	HOUR	7/14/1997	.2500	R	32.00	.00	8.00	RETRO	1
	80117	540	HOUR	8/15/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80117	540	HOUR	10/11/1997	.2500	R	40.00	.00	10.00	RETRO	1
TOTALS							192.00	.00	48.00		
PINKUS, PATRICIA	80040	540	HOUR	4/14/1997	.2500	R	40.00	.00	10.00	RETRO	1
	80040	540	HOUR	7/09/1997	.2500	R	40.00	.00	10.00	RETRO	1

PYGRP30 PYTRP30  
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 EMPLOYER ZUS SAMPLE US COMPANY  
 AGREEMENT COLA COST OF LIVING ALLOWANCE  
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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  
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RETROACTIVE PAY TRANSACTIONS - DETAILED

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

SAMPLE US COMPANY

EMPLOYEE#	EMPLOYEE NAME	INCOME TYPE	Area	Division	Department	Cost Centr	JOB	PROJECT	ST	LOC	RATIO
80005	ACCURATE, ALAN C	HOLH									1.50
			200	ADMIN	ACCT	100					1.50
80114	BUDD, ROSE	OT10	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

		----- 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  
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 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	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	LEGG, HARRY	3,520.00	.00	.00%	NHC

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 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

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 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	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

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12/01/97  
Employer

PYTADP01  
ZUS

401K AVERAGE DEFERRAL PERCENTAGE TEST

Test Year: 1997

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ADP SUMMARY

ACTUAL CONTRIBUTION PERCENTAGES

Highly Compensated Group	.00%
Non-Highly Compensated Group	1.18%
Highly Compensated Maximum	2.36%

COMPENSATION/CONTRIBUTION TOTALS

Total Highly Compensated	.00
Total Non-Highly Compensated	240,640.46
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	LEGG, 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

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	

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

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

\*\*\*\*\* 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]



PYGME020 PYTME020  
 12/01/97 11:29:46  
 EMPLOYER ZUS SAMPLE US COMPANY  
 REPORT DATE 12/01/1997

LABOR DISTRIBUTION CLOSE TO G/L

ACCT. YEAR 1997 Page 1  
 ACCT. MONTH 11  
 \* = AMOUNT POSTED TO G/L

ACCT. #	CHECK #	CYCLE	PERIOD-END	INCOME 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 LABOR DISTRIBUTION CLOSE TO 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

ACCT. #	CHECK #	CYCLE	PERIOD-END	INCOME TYPE	EMPLOYEE#	EMPLOYEE NAME	# OF UNITS	# OF HOURS	DEBIT AMOUNT	CREDIT 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  
 12/01/97 11:29:46  
 EMPLOYER ZUS SAMPLE US COMPANY  
 REPORT DATE 12/01/1997

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  
 ACCT. MONTH 11  
 \* = AMOUNT POSTED TO G/L

CHECKING				INCOME		# OF	# OF	DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	UNITS	HOURS	AMOUNT	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 DISBURSEMENT LEDGER CLOSE TO G/L ACCT. YEAR 1997 Page 1  
 12/01/97 11:29:55 ACCT. MONTH 11  
 EMPLOYER ZUS SAMPLE US COMPANY \* = AMOUNT POSTED TO G/L  
 REPORT DATE 12/01/1997  
 CHECKING

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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EMPLOYEE DEDUCTION CLOSE TO G/L

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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		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	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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ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
DEDUCTION ACCOUNT 001-101-011-0000-010								
***** 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								
***** 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								
***** 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								
***** 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								
***** 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								
***** 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								
***** INVALID ACCOUNT 001-101-012-0000-010								
TOTAL FOR CYCLE BW 11/15/1997							*	538.69

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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		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	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	* 72.55
*****	INVALID ACCOUNT	001-102-110-3200-100						
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	* 841.37
*****	INVALID ACCOUNT	001-102-112-0000-010						
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	* 2.72
*****	INVALID ACCOUNT	001-102-112-3000-001						
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	* 92.31
*****	INVALID ACCOUNT	001-102-112-3100-002						
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	* 195.00
*****	INVALID ACCOUNT	001-102-112-3200-100						
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	* 440.04
*****	INVALID ACCOUNT	001-102-114-0000-010						
DEDUCTION ACCOUNT	001-102-114-3100-002					CYCLE BW	11/15/1997	

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CHECKING		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT
11111	1968	BW	11/15/1997	M2FB	30015	COLLINS, TOM		92.31
DEDUCTION ACCOUNT 001-102-114-3100-002								
***** INVALID ACCOUNT 001-102-114-3100-002								
DEDUCTION ACCOUNT 001-102-114-3200-100								
11111	1968	BW	11/15/1997	401KB	30015	COLLINS, TOM		153.85
DEDUCTION ACCOUNT 001-102-114-3200-100								
***** INVALID ACCOUNT 001-102-114-3200-100								
DEDUCTION ACCOUNT 001-103-120-0000-010								
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								
***** INVALID ACCOUNT 001-103-120-0000-010								
DEDUCTION ACCOUNT 001-103-121-0000-010								
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								
***** INVALID ACCOUNT 001-103-121-0000-010								
DEDUCTION ACCOUNT 001-103-122-0000-010								
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								
***** INVALID ACCOUNT 001-103-122-0000-010								
DEDUCTION ACCOUNT 001-111-111-1111-111								
*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								
***** INVALID ACCOUNT 001-111-111-1111-111								
DEDUCTION ACCOUNT 001-201-100-0000-020								

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CHECKING		DEDUCTION					DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	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					CYCLE BW 11/15/1997		
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	*	3.68
***** INVALID ACCOUNT	001-301-401-3000-001							
DEDUCTION ACCOUNT	001-301-401-3000-002					CYCLE BW 11/15/1997		
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	*	1.94
***** INVALID ACCOUNT	001-301-401-3000-002							
DEDUCTION ACCOUNT	001-301-401-3100-002					CYCLE BW 11/15/1997		
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	*	92.31
***** INVALID ACCOUNT	001-301-401-3100-002							
DEDUCTION ACCOUNT	001-301-401-3200-100					CYCLE BW 11/15/1997		
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	*	129.23
***** INVALID ACCOUNT	001-301-401-3200-100							
DEDUCTION ACCOUNT	001-301-401-4000-000					CYCLE BW 11/15/1997		
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	*	343.22
***** INVALID ACCOUNT	001-301-401-4000-000							
ACCRUED PAYROLL ACCOUNT NUMBER:	001-000-000-0000-000						10514.67 *	.00
43 INVALID DEDUCTION ACCOUNTS								

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ACCT. #	CHECK #	CYCLE	PERIOD-END	DEDUCTION 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 *
****	INVALID ACCOUNT	001-101-011-1700-200						.00 *
* CREDIT ACCOUNT	001-101-011-0000-010							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 *
****	INVALID ACCOUNT	001-101-011-1700-300						.00 *
* CREDIT ACCOUNT	001-101-011-0000-010							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 *
****	INVALID ACCOUNT	001-101-011-1700-400						.00 *
* CREDIT ACCOUNT	001-000-000-4000-400							50.29
****	INVALID ACCOUNT	001-101-011-1715-101						
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 *
****	INVALID ACCOUNT	001-101-011-1715-101						.00 *
* CREDIT ACCOUNT	001-000-000-4150-101							37.80
****	INVALID ACCOUNT	001-000-000-4150-101						

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CHECKING		DEDUCTION				DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	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	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	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	.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	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		DEDUCTION				DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT
11111	1961	BW	11/15/1997	M2FBP	80004	ARNOLD,ANNA A	230.77D	230.77C
* DEBIT ACCOUNT 001-101-011-2100-002							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							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							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							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							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	DEDUCTION 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	30.95 *	.00
***** INVALID ACCOUNT	001-101-012-1715-108							
* 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	6.80 *	.00
***** INVALID ACCOUNT	001-101-012-1715-109							
* 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	11.56 *	.00
***** INVALID ACCOUNT	001-101-012-2000-001							
* 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	1.85 *	.00
***** INVALID ACCOUNT	001-101-012-2000-002							
* 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	138.46 *	.00
***** INVALID ACCOUNT	001-101-012-2100-001							
* CREDIT ACCOUNT	001-101-012-3100-001						.00 *	138.46
***** INVALID ACCOUNT	001-101-012-3100-001							

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CHECKING		DEDUCTION				DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	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	001-000-000-4000-400							
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						.00
* 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						.00
* 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						.00
* 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						.00
* 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						.00
* CREDIT ACCOUNT	001-102-110-3100-001						.00 *	221.54
****	INVALID ACCOUNT	001-102-110-3100-001						

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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		36.28D	36.28C
* DEBIT ACCOUNT	001-102-110-2200-001					TOTAL FOR CYCLE BW	11/15/1997	36.28 *	.00
***** INVALID ACCOUNT	001-102-110-2200-001								
* CREDIT ACCOUNT	001-102-110-3200-001							.00 *	36.28
***** 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		10.40D	10.40C
11111	1967 BW	11/15/1997		*FUTA	80116	CLUELESS, CALVIN		10.40D	10.40C
11111	1982 BW	11/15/1997		*FUTA	80110	TURNER, PAIGE		10.77D	10.77C
11111	1983 BW	11/15/1997		*FUTA	80041	WONDER, WALLY		9.71D	9.71C
* DEBIT ACCOUNT	001-102-112-1700-200					TOTAL FOR CYCLE BW	11/15/1997	41.28 *	.00
***** INVALID ACCOUNT	001-102-112-1700-200								
* CREDIT ACCOUNT	001-102-112-0000-010							.00 *	41.28
***** 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		80.60D	80.60C
11111	1967 BW	11/15/1997		*FICA	80116	CLUELESS, CALVIN		80.60D	80.60C
11111	1982 BW	11/15/1997		*FICA	80110	TURNER, PAIGE		83.46D	83.46C
11111	1983 BW	11/15/1997		*FICA	80041	WONDER, WALLY		75.22D	75.22C
* DEBIT ACCOUNT	001-102-112-1700-300					TOTAL FOR CYCLE BW	11/15/1997	319.88 *	.00
***** INVALID ACCOUNT	001-102-112-1700-300								
* CREDIT ACCOUNT	001-102-112-0000-010							.00 *	319.88
***** 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		18.85D	18.85C
11111	1967 BW	11/15/1997		*FMHI	80116	CLUELESS, CALVIN		18.85D	18.85C
11111	1982 BW	11/15/1997		*FMHI	80110	TURNER, PAIGE		19.52D	19.52C
11111	1983 BW	11/15/1997		*FMHI	80041	WONDER, WALLY		17.60D	17.60C
* DEBIT ACCOUNT	001-102-112-1700-400					TOTAL FOR CYCLE BW	11/15/1997	74.82 *	.00
***** INVALID ACCOUNT	001-102-112-1700-400								
* CREDIT ACCOUNT	001-000-000-4000-400							.00 *	74.82
***** INVALID 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		

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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								

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ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	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		119.23D	119.23C
* DEBIT ACCOUNT	001-102-114-1700-300					TOTAL FOR CYCLE BW	119.23 *	.00
***** INVALID ACCOUNT	001-102-114-1700-300							
* CREDIT ACCOUNT	001-102-114-0000-010						.00 *	119.23
***** 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		27.88D	27.88C
* DEBIT ACCOUNT	001-102-114-1700-400					TOTAL FOR CYCLE BW	27.88 *	.00
***** INVALID ACCOUNT	001-102-114-1700-400							
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	27.88
***** INVALID 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		87.69D	87.69C
* DEBIT ACCOUNT	001-102-114-2000-001					TOTAL FOR CYCLE BW	87.69 *	.00
***** INVALID ACCOUNT	001-102-114-2000-001							
* CREDIT ACCOUNT	001-102-114-3000-001						.00 *	87.69
***** 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		230.77D	230.77C
* DEBIT ACCOUNT	001-102-114-2100-002					TOTAL FOR CYCLE BW	230.77 *	.00
***** INVALID ACCOUNT	001-102-114-2100-002							
* CREDIT ACCOUNT	001-102-114-3100-002						.00 *	230.77
***** 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		38.46D	38.46C
* DEBIT ACCOUNT	001-102-114-2200-001					TOTAL FOR CYCLE BW	38.46 *	.00
***** INVALID ACCOUNT	001-102-114-2200-001							
* CREDIT ACCOUNT	001-102-114-3200-001						.00 *	38.46
***** 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	001-103-120-1700-400							
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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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
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	11/15/1997	
***** INVALID ACCOUNT	001-103-122-1700-300						213.59 *	.00
* 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	11/15/1997	
***** INVALID ACCOUNT	001-103-122-1700-400						49.95 *	.00
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	49.95
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	11/15/1997	
***** INVALID ACCOUNT	001-103-122-1715-106						7.18 *	.00
* 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	11/15/1997	
***** INVALID ACCOUNT	001-103-122-2000-001						80.77 *	.00
* 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	11/15/1997	
***** INVALID ACCOUNT	001-201-100-1700-200						8.00 *	.00
* CREDIT ACCOUNT	001-201-100-0000-020						.00 *	8.00
***** INVALID ACCOUNT	001-201-100-0000-020							

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 \* = AMOUNT POSTED TO G/L

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	181.23 *
***** INVALID ACCOUNT	001-201-100-1700-300							.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	42.39 *
***** INVALID ACCOUNT	001-201-100-1700-400							.00
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	42.39
***** INVALID ACCOUNT	001-201-100-1715-101							
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	15.00 *
***** INVALID ACCOUNT	001-201-100-1715-101							.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	38.46 *
***** INVALID ACCOUNT	001-201-100-1715-102							.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	166.15 *
***** INVALID ACCOUNT	001-201-100-2000-001							.00
* CREDIT ACCOUNT	001-201-100-3000-001						.00 *	166.15
***** INVALID ACCOUNT	001-201-100-3000-001							

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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							

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 \* = AMOUNT POSTED TO G/L

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	27.89 *	.00
***** INVALID ACCOUNT	001-301-400-1700-400							
* 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	6.12 *	.00
***** INVALID ACCOUNT	001-301-400-1715-108							
* 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	4.40 *	.00
***** INVALID ACCOUNT	001-301-400-2000-001							
* 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	92.31 *	.00
***** INVALID ACCOUNT	001-301-400-2100-001							
* 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	96.15 *	.00
***** INVALID ACCOUNT	001-301-400-2200-001							
* 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	12.32 *
***** INVALID ACCOUNT	001-301-401-1700-200							.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	156.43 *
***** INVALID ACCOUNT	001-301-401-1700-300							.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	36.58 *
***** INVALID ACCOUNT	001-301-401-1700-400							.00
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	36.58
***** INVALID ACCOUNT	001-301-401-1715-102							
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	20.00 *
***** INVALID ACCOUNT	001-301-401-1715-102							.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	48.46 *
***** INVALID ACCOUNT	001-301-401-1715-113							.00
* CREDIT ACCOUNT	001-000-000-4150-113						.00 *	48.46
***** INVALID ACCOUNT	001-000-000-4150-113							

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CHECKING		DEDUCTION				DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	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	3.68 *
****	INVALID ACCOUNT 001-301-401-2000-001							.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	1.94 *
****	INVALID ACCOUNT 001-301-401-2000-002							.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	230.77 *
****	INVALID ACCOUNT 001-301-401-2100-002							.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	64.62 *
****	INVALID ACCOUNT 001-301-401-2200-001							.00
* CREDIT ACCOUNT	001-301-401-3200-001						.00 *	64.62
****	INVALID ACCOUNT 001-301-401-3200-001							
149 INVALID EXPENSE LIABILITY ACCOUNTS								
TOTAL EXPENSE LIABILITIES							6167.14	.00
							.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]

PYGPFX PYTPFX  
 12/01/97 12:10:29  
 Effective Date 1/01/1997  
 Entry Date 12/18/1996

F E D E R A L T A X C O N T R O L S

U. S. FEDERAL GOVERNMENT

\*S2000

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]*



## 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]*

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

Infinium PY Reports

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

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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 NAME	STATE STATE CODE	STATE WAGES	STATE TAX	STATE DISABILITY ST CODE WAGES	STATE DISAB TAX	STATE UNEMPLOYMENT ST CODE TAX	LOCAL REPT.LCL ST CODE 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						

Infinium PY Reports

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	

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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  
LEGG, 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  
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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										
LEGG, 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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PAGE 1  
ALL EMPLOYEES BY ALPHA  
NO SPECIAL INSTRUCTIONS

EMP.GRP.

\*\*\* EXEMPT EMPLOYEES NOT INCLUDED. \*\*\*

EMPLOYER ZUS SAMPLE US COMPANY

AGENT:

EMPLOYEE NAME NJWDP NJPP MTOFL VPDI

-----  
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			
LEGG, 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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 EMP.GRP.  
 EMPLOYER ZUS SAMPLE US COMPANY

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 FOR THE YEAR 1997

AGENT:

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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 EMP.GRP.  
 EMPLOYER ZUS SAMPLE US COMPANY

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 FOR THE YEAR 1997  
 REPORT TOTALS

AGENT:

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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## 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  
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 EMPLOYER ZC1 SAMPLE CANADIAN COMPANY  
 ACCOUNT 987654321RP0001  
 SEGMENT 1

NAME	BOX10 PROV	BOX56 EMPLOYEE NUMBER	BOX12 SOC. INS. NUMBER	BOX14 TOTAL INCOME	BOX16 C.P.P. CONTR.	BOX17 Q.P.P. CONTR.	BOX18 E.I. CONTR.	BOX20 R.P.P. CONTR.	BOX22 INCOME TAX	BOX24 E.I. INCOME	BOX26 CPP/QPP INCOME	BOX28 PP EI EX 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	921.89	1294.68	8438.46	52290.48	.00	
						921.89	1516.26		8438.46		.00	

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 EMPLOYER ZC1 SAMPLE CANADIAN COMPANY  
 ACCOUNT 123456789012345  
 SEGMENT 1

NAME	BOX10 PROV	BOX56 EMPLOYEE NUMBER	BOX12 SOC. INS. NUMBER	BOX14 TOTAL INCOME	BOX16 C.P.P. CONTR.	BOX17 Q.P.P. CONTR.	BOX18 E.I. CONTR.	BOX20 R.P.P. CONTR.	BOX22 INCOME TAX	BOX24 E.I. INCOME	BOX26 CPP/QPP INCOME	BOX28 PP EI EX 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	272.44	.00	1746.36	11200.00	.00	
						272.44	324.80		1746.36		.00	
						272.44	324.80		1746.36		.00	

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	.00	.00	752.00	.00	196.00	.00	.00	
ACCOUNT TOTALS:			.00	.00	.00	.00	752.00	.00	196.00	.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

- 
-

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

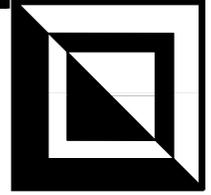
NAME	PROV	EMPLOYEE NUMBER	*FOOTNOTE: PER KM AUTO ALLOW	*FOOTNOTE: CHARITY TRUST NO.1	*FOOTNOTE: CHARITY TRUST NO.2	*FOOTNOTE: CHARITY TRUST NO.3	FOOTNOTE-WARN *** MEANS TOO MANY FOR FORM
AVERAGE, ALPHONSE	AB	80206	.00				
NORMAL, NED A	BC	80211	.00				
TRUDEAU, YVES	NT	80180	.00				
TYPICAL, TILDA	BC	80212	.00				
SEGMENT TOTALS:			.00				
ACCOUNT TOTALS:			.00				

□

## Notes

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## 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.	INSTRUCTOR			Usr Defn 3	Usr Defn 4
										1	2	3		
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.	INSTRUCTOR			Usr Defn 3	Usr Defn 4
										1	2	3		
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: ORIENTATIO ORIENTATION

START DATE	END DATE	LOC.	CLASS	TIME	MAX	MIN	ENRL	ASSESS	DOC.	INSTRUCTOR			Usr Defn 3	Usr Defn 4
										1	2	3		
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.	INSTRUCTOR			Usr Defn 3	Usr Defn 4
										1	2	3		
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: TMMGMT TIME MANAGEMENT

START DATE	END DATE	LOC.	CLASS	TIME	MAX	MIN	ENRL	ASSESS	DOC.	INSTRUCTOR			Usr Defn 3	Usr Defn 4
										1	2	3		
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  
 12/01/97 13:44:23

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

Employer . : ZUS SAMPLE US COMPANY  
 Area 100 WESTERN AREA  
 Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION  
 Cost Centr 101 ACCOUNTS PAYABLE

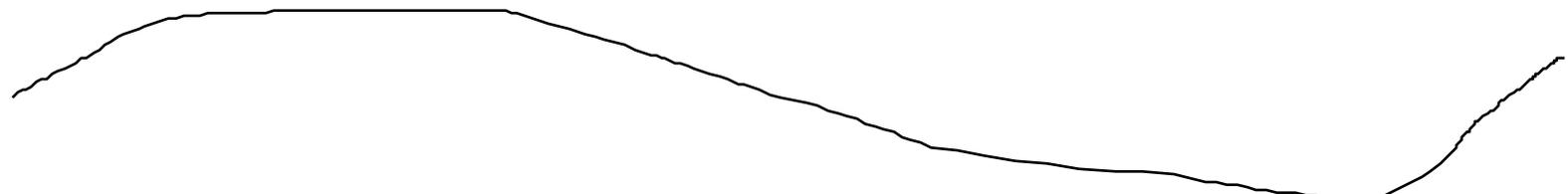
EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/ REQUESTED
80004 ARNOLD,ANNA A	DRILL	12/15/1997	*NEW		ON EMPLOYMENT	11/15/1997
	ORIENTATIO	12/15/1997	*NEW		ON EMPLOYMENT	11/15/1997
80036 BETA,BARNEY B	PROBLEM	10/01/1997	JOB		ARNOLD	Overdue
	TMMGMT	10/01/1997	JOB		ARNOLD	Overdue
	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
	TMMGMT	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
	TMMGMT	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
	TMMGMT	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
	TMMGMT	11/15/1997	*NEW		ON EMPLOYMENT	10/16/1997 Overdue
	WORD	4/14/1998	*NEW		ON EMPLOYMENT	10/16/1997
NUMBER OF REQUESTS . . . . . :		22				

TRGEML20 TRTEML20 PRINT TRAINING REQUESTS BY LEVEL Page 2

12/01/97 13:44:23  
 Employer : ZUS SAMPLE US COMPANY  
 Area 100 WESTERN AREA  
 Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION  
 Cost Centr 102 ACCOUNTS RECEIVABLE

EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/REQUESTED
80112 BERRY,HOLLY	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80024 CREDIT,COLLEEN	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80152 DEEDE,GRANT	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80101 FINGERS,FRANKIE	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80153 PAYER,BILL	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80040 PINKUS,PATRICIA	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80186 YORKER,NEWT A	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
NUMBER OF REQUESTS . . . . . :		28				



TRGEML20 TRTEML20  
12/01/97 13:44:23

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 19

Employer . : ZUS SAMPLE US COMPANY  
Area 100 WESTERN AREA  
Department TRUCK TRUCKING

Division TRANS TRANSPORTATION  
Cost Centr 402 LOCAL DRIVERS

EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/ REQUESTED
80007 WHEELER, WILMA	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue

NUMBER OF REQUESTS . . . . . : 44

TRGEML20 TRTEML20  
12/01/97 13:44:23

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 20

Employer . : ZUS SAMPLE US COMPANY  
Area 200 CENTRAL AREA  
Department ACCT ACCOUNTING

Division ADMIN ADMINISTRATION  
Cost Centr 100 ACCOUNTING ADMINISTRATION

EMPLOYEE	COURSE	DATE REQUIRED	REASON CODE	ACTION CODE	REQUESTED BY	ENROLLED/ REQUESTED
80214 HAUT, DAN	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80216 KAAR, SARA	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80294 MULREADY, EDWIN J	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue
80102 OVERTON, CARRIE	PC-USINGW	10/16/1997	Using Windows	*NEW	ON EMPLOYMENT	10/16/1997 Overdue
	PROBLEM	11/15/1997	problem solving techniques	*NEW	ON EMPLOYMENT	10/16/1997 Overdue
	TMMGMT	11/15/1997	TIME MANAGEMENT	*NEW	ON EMPLOYMENT	10/16/1997 Overdue
	WORD	4/14/1998	WORD FOR WINDOWS	*NEW	ON EMPLOYMENT	10/16/1997
80218 SMITH, JACK R	PROBLEM	10/01/1997	problem solving techniques	JOB	ARNOLD	Overdue
	TMMGMT	10/01/1997	TIME MANAGEMENT	JOB	ARNOLD	Overdue
	PC-USINGW	10/01/1997	Using Windows	JOB	ARNOLD	Overdue
	WORD	10/01/1997	WORD FOR WINDOWS	JOB	ARNOLD	Overdue

NUMBER OF REQUESTS . . . . . : 20

TOTAL NUMBER OF REQUESTS . . . . . : 275

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

## 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  
12/01/97 13:56:01

PRINT ENROLLMENTS BY LEVEL

Page 1

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  
12/01/97 13:56:01

PRINT ENROLLMENTS BY LEVEL

Page 2

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  
12/01/97 13:56:01

PRINT ENROLLMENTS BY LEVEL

Page 3

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	TMMGMT 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 PRINT ENROLLMENTS BY LEVEL Page 18

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
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 STEPGRAD,PHIL J	ORIENTATIO ORIENTATION	10/15/1997	C CONFI	confirmed enroll/attendance
80278 STEPINGRAD,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 PRINT ENROLLMENTS BY LEVEL Page 19

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

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

## 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	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	LEGG, 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 \*\*\*\*\*

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## 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]

Employer: ZUS SAMPLE US COMPANY  
 Employee  
 Date Course Description Location Instructor Grade Marks Hours Units Assm. Lvl 1 Lvl 2 Lvl 3 Lvl 4

---

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

Employer: ZUS SAMPLE US COMPANY  
 Employee  
 Date Course Description Location Instructor Grade Marks Hours Units Assm. Lvl 1 Lvl 2 Lvl 3 Lvl 4

---

80036 BETA,BARNEY B 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  
 10/01/1997 PC-USINGW Using Windows  
 10/01/1997 PROBLEM problem solving techniques  
 10/01/1997 TMMGMMENT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

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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80025 DEBIT,DONALD D 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  
 10/01/1997 PC-USINGW Using Windows  
 10/01/1997 PROBLEM problem solving techniques  
 10/01/1997 TMMGMMENT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

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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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 TMMGMNT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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

80109 LEDGER,LINDA

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00  
 2.00 .00

100 ADMIN ACCT 101

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 TMMGMNT TIME MANAGEMENT  
 4/14/1998 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

Page 6

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

3612 SAMPLE-EXIT,SELMA

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00  
 2.00 .00

100 ADMIN ACCT 101

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 TMMGMNT TIME MANAGEMENT  
 4/14/1998 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY

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

80112 BERRY,HOLLY

10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN

Total: 2.00  
 2.00 .00

100 ADMIN ACCT 102

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 TMMGMNT 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
10/01/1997	80024 CREDIT, COLLEEN	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	ADMIN	ACCT	102
							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 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
10/01/1997	80152 DEEDE, GRANT	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	ADMIN	ACCT	102
							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 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
10/01/1997	80101 FINGERS, FRANKIE	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	ADMIN	ACCT	102
							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 11  
 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
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	TMMGMNT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40	EMPLOYEE TRAINING HISTORY										Page 12	
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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
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	TMMGMNT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40	EMPLOYEE TRAINING HISTORY										Page 13	
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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
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	TMMGMNT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40	EMPLOYEE TRAINING HISTORY										Page 14	
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
80296	ALMEDER,SCOTT M									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  
 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  
 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
10/01/1997	80169 FORWARD,ILENE DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN	ACCT	103
							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
10/01/1997	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  
 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
10/01/1997	80108 WISE,PENNEY DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN	ACCT	103
							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 18  
 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
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80100	DAY,SUNNY									100	ADMIN	ACCT	104
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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 19  
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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
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80190	DILL,DAFF E									100	ADMIN	ACCT	104
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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 20  
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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
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

80107	LEGG,S,HARRY									100	ADMIN	ACCT	104
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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 21  
 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
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      80270  STEPGRADE,STEFFIE J                               100  ADMIN ACCT  104
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 TMMGMENT  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
12/01/97      14:08:35
Employer: ZUS SAMPLE US COMPANY
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
                                         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 TMMGMENT  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
12/01/97      14:08:35
Employer: ZUS SAMPLE US COMPANY
Employee
Date          Course      Description          Location Instructor Grade Marks Hours      Units  Assm.
-----
      80038  GREEN,KELLY
10/01/1997 DRILL      FIRE DRILL PROCEDURE TRAINING  HYANN
                                         Total:      2.00      .00

Enrollments
10/15/1997 ORIENTATIO ORIENTATION                      LECT1
Training Requests
10/16/1997 MGTTRAIN  MANAGEMENT TRAINING
10/01/1997 PC-USINGW  Using Windows
11/15/1997 PROBLEM   problem solving techniques
11/15/1997 TMMGMENT  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
12/01/97      14:08:35
Employer: ZUS SAMPLE US COMPANY
Employee
Date          Course      Description          Location Instructor Grade Marks Hours      Units  Assm.
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      80182  DUDE,SURFER
10/01/1997 DRILL      FIRE DRILL PROCEDURE TRAINING  HYANN
                                         Total:      2.00      .00
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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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 Employer: ZUS SAMPLE US COMPANY  
 Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
10/01/1997	80044 ROAD, STONY DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN HR		111
							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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 Employer: ZUS SAMPLE US COMPANY  
 Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
10/01/1997	80287 TESTA, JUSTA J DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN HR		111
							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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 Employer: ZUS SAMPLE US COMPANY  
 Employee

Date	Course	Description	Location	Instructor	Grade	Marks	Hours	Units	Assm.	Lvl 1	Lvl 2	Lvl 3	Lvl 4
10/01/1997	80290 TESTA, MESSA J DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	ADMIN HR		111
							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 TMMGMENT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

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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
10/01/1997	80103 BEACH,SANDY	DRILL	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 TMMGMENT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

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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
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 TMMGMENT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

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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
10/01/1997	80154 GLAMOUR,GRETA	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	ADMIN	HR	112
							Total:	2.00	.00				

Enrollments

12/01/1997 DRILL FIRE DRILL PROCEDURE 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 TMMGMENT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

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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
10/01/1997	80110 TURNER,PAIGE	DRILL	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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 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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 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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 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  
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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
10/01/1997	80151 CREME,CARMEL	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	ADMIN	MIS	121
							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  
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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
10/01/1997	80037 GAMMA,GODFREY	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	ADMIN	MIS	121
							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  
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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
10/01/1997	80115 CLOTHE,TERRI	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	ADMIN	MIS	122
							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  
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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	
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	TMMGMNT	TIME MANAGEMENT												
10/01/1997	WORD	WORD FOR WINDOWS												
TRGOJP40	TRTOJP40		EMPLOYEE TRAINING HISTORY								Page	39		
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	
80005	ACCURATE,ALAN C									100	OPS	LAB	201	
Enrollments														
10/15/1997	ORIENTATIO	ORIENTATION	LECT1											
10/01/1997	TMMGMNT	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		EMPLOYEE TRAINING HISTORY								Page	40		
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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	
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	TMMGMNT	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	41		
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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	
80114	BUDD,ROSE									100	OPS	LAB	201	
10/01/1997	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00							

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 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

80198 NAIL,RUSTY  
10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN 100 OPS LAB 201

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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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  
10/01/1997 DRILL FIRE DRILL PROCEDURE TRAINING HYANN 100 OPS LAB 201

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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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 TMMGMNT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 45  
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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
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

10/01/1997	80295 JONES,BETTY S	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	OPS	SKI	100
							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 46  
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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
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

10/01/1997	80225 BURGER,BETTY	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	OPS	SKI	200
							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 47  
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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
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

10/01/1997	80229 HOTDOG,HANK	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	OPS	SKI	200
							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 48  
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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
10/01/1997	80226 LASAGNA, LARRY DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	OPS	SKI	200
							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
10/01/1997	80228 PITTS, CHERRY DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	OPS	SKI	200
							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
10/01/1997	80009 CARGO, CARRIE D DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			100	TRANS	TRUCK	400
							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
	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 TMMGMEN 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
10/01/1997	80215 SLADE, JACK	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	TRANS TRUCK	401	
							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 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
10/01/1997	80008 TRUCKER, TOM E	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	TRANS TRUCK	401	
							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 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
10/01/1997	80155 WAGON, CHUCK	DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	TRANS TRUCK	401	
							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 EMPLOYEE TRAINING HISTORY Page 55  
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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  
 -----  
 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 TMMGMEN TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 56  
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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  
 -----  
 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 TMMGMEN TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 57  
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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  
 -----  
 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 TMMGMEN TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

TRGOJP40 TRTOJP40 EMPLOYEE TRAINING HISTORY Page 58  
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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
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	TMMGMNT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40		EMPLOYEE TRAINING HISTORY								Page		59
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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
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	TMMGMNT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40		EMPLOYEE TRAINING HISTORY								Page		60
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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
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	TMMGMNT	TIME MANAGEMENT											
10/01/1997	WORD	WORD FOR WINDOWS											
TRGOJP40	TRTOJP40		EMPLOYEE TRAINING HISTORY								Page		61
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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
80273	STEPGRADE,PHIL 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	E M P L O Y E E T R A I N I N G H I S T O R Y										Page	62			
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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			
-----																
10/01/1997	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	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	63			
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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			
-----																
10/01/1997	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	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	64			
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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			
-----																
10/01/1997	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 TMMGMNT TIME MANAGEMENT  
 10/01/1997 WORD WORD FOR WINDOWS

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

10/01/1997	80007	WHEELER,WILMA DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			100	TRANS TRUCK	402	
							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 66  
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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
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

10/01/1997	80214	HAUT,DAN DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			200	ADMIN ACCT	100	
							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 67  
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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
------	--------	-------------	----------	------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

10/01/1997	80216	KAAR,SARA DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN			2.00			200	ADMIN ACCT	100	
							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 68  
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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
10/01/1997	80294 MULREADY,EDWIN J DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			200	ADMIN	ACCT	100
							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
10/01/1997	80102 OVERTON,CARRIE DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			200	ADMIN	ACCT	100
							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 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
10/01/1997	80218 SMITH,JACK R DRILL	FIRE DRILL PROCEDURE TRAINING	HYANN				2.00			200	ADMIN	ACCT	100
							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

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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

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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 \*\*\*\*\*

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## 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							

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



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	Job Cat.	Level 1	Level 2	Level 3	Level 4	Requested	Enrolled
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	Job Cat.	Level 1	Level 2	Level 3	Level 4	Requested	Enrolled
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 \*\*\*\*\*

## 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]

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

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

## 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]

TRGEXM80 TRTEXM80

M A S S A U T O E N R O L L

12/01/97 14:55:01

\*\* T R I A L \*\*

Course ID . . . . . : DRILL FIRE DRILL PROCEDURE TRAINING

LOCATION START DATE TIME ROOM

EMPLOYEE NAME	NUMBER	ER	LEVEL1	LEVEL2	LEVEL3	LEVEL4	REQUIRED BY	PRIORITY	ACTION TAKEN
---------------	--------	----	--------	--------	--------	--------	-------------	----------	--------------

-----  
HYANN 12/01/1997 9:00 LECT1

BRANCH,OLIVE 80106 ZUS 100 ADMIN MIS 122 12/31/1997 01 Enrolled

NUMBER OF EMPLOYEES ENROLLED ON COURSE : 1

TOTAL NUMBER OF EMPLOYEES ENROLLED ON ALL COURSES . . . . . : 1

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  
 EMPLOYEE NAME NUMBER 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  
 EMPLOYEE NAME NUMBER ER LEVEL1 LEVEL2 LEVEL3 LEVEL4 REQUIRED BY PRIORITY ACTION TAKEN

-----  
 BRANCH, OLIVE 80106 ZUS 100 ADMIN MIS 122 12/31/1997 02 NOT enrolled

GLAMOUR, GRETA 80154 ZUS 100 ADMIN HR 112 12/31/1997 02 NOT enrolled

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  
 EMPLOYEE NAME NUMBER ER LEVEL1 LEVEL2 LEVEL3 LEVEL4 REQUIRED BY PRIORITY ACTION TAKEN

-----  
 COLLINS, TOM 30015 ZUS 100 ADMIN HR 114 10/01/1997 99 NOT enrolled

ACCURATE, ALAN C 80005 ZUS 100 OPS LAB 201 10/01/1997 99 NOT enrolled

DIESEL, DAN E 80006 ZUS 100 TRANS TRUCK 402 10/01/1997 99 NOT enrolled

WHEELER, WILMA 80007 ZUS 100 TRANS TRUCK 402 10/01/1997 99 NOT enrolled

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

SMOG, SUSIE S 80019 ZUS 100 OPS LAB 200 10/01/1997 99 NOT enrolled

CREDIT, COLLEEN 80024 ZUS 100 ADMIN ACCT 102 10/01/1997 99 NOT enrolled

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

KAPPA, CRAIG 80039 ZUS 100 ADMIN MIS 120 10/01/1997 99 NOT enrolled

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

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

BEACH, SANDY 80103 ZUS 100 ADMIN HR 112 10/01/1997 99 NOT enrolled

LEGGs, HARRY 80107 ZUS 100 ADMIN ACCT 104 10/01/1997 99 NOT enrolled

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

CLOTHE, TERRI 80115 ZUS 100 ADMIN MIS 122 10/01/1997 99 NOT enrolled

CLUELESS, CALVIN 80116 ZUS 100 ADMIN HR 112 10/01/1997 99 NOT enrolled

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

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TRGEXM80   TRTEXM80
12/01/97 14:55:01
Course ID . . . . . : WORD
LOCATION START DATE TIME ROOM WORD FOR WINDOWS
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 *****

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## 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 \*\*

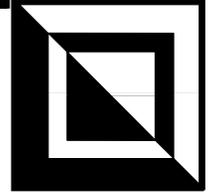
SAMPLE US COMPANY

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 \*\*\*\*\*

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## 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.

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# **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.

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# 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.

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# 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 DATE	FLEX PRICE (PRE-TAX)	COVERAGE AMOUNT	---POST TAX AMOUNTS---		--SALARY CONTRIBUTIONS--	
					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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PRGBE675  PRTBE675                I N S U R A N C E  P R E M I U M  S U M M A R Y                PAGE    1
12/10/97  16:25:03                FLEX YEAR 1996
EMPLOYER ZUS                        SAMPLE US COMPANY
BENEFIT IDENTITY  FMD  FLEX MEDICAL
EMPLOYEE# EMPLOYEE NAME            D-O-B      ENROLLMENT  POLICY NUMBER            COVERAGE            PREMIUM            AGE
-----
BENEFIT PLAN  MEDF  MEDICAL FAMILY
80186 YORKER, NEWT A                7/01/1950 M  4/01/1996                0                    208.33
  *TOTAL EMPLOYEES ENROLLED IN PLAN  MEDF                1                    0                    208.33
  **TOTAL EMPLOYEES ENROLLED IN ID    FMD                 1                    0                    208.33
  ***TOTAL EMPLOYEES FOR EMPLOYER ZUS  1                    0                    208.33
***** E N D    O F    R E P O R T *****

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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)*









## 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]*

PRGBE530 PRTBE530  
12/10/97 16:33:36

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 1  
PY2000

FLEX YEAR 1996

EMPLOYER ZUS SAMPLE US COMPANY

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	LEGG, 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  
12/10/97 16:33:36

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 2  
PY2000

FLEX YEAR 1996

EMPLOYER ZUS SAMPLE US COMPANY

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



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			
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 FLEX YEAR 1996 PY2000

EMPLOYER	ZUS	SAMPLE	US	COMPANY				
Area	Division	Department	Cost	Centr	EMPLOYEE#	EMPLOYEE NAME		
-----								
Area	100	Division	OPS	Department	SKI			
TOTAL NON-RESPONDENTS				6	PERCENTAGE NON-RESPONDENTS		100.00	
-----								
Area	100	Division	OPS					
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
                                           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 *****

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## 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 PAGE 1  
 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	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 PAGE 2  
 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	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 TRIAL MASS ENROLL EMPLOYEES PAGE 3  
 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	-----POST-TAX COST-----		DEDUCTION CODE
				ANNUAL	PER PAY PERIOD	
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  
 \*\*\*\*\* END OF REPORT \*\*\*\*\*

□

## 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
80186	YORKER,NEWT A	0	500.00	11/01/1996	MED	67.00	.00	67.00	67.00	FULLY PAID	355.00
											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

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]*

PRGBE860 PRTBE860

S P E N D I N G A C C O U N T C L A I M S

PAGE 1

12/10/97 16:45:01

EMPLOYER ZUS SAMPLE US COMPANY FLEX YEAR 1996

IDENTITY FSA FLEX SPENDING ACCOUNTS

PLAN MEDSP MEDICAL SPENDING ACCT

EMPLOYEE# EMPLOYEE NAME CLAIM DATE CLAIM AMOUNT PAID AMOUNT CHECK NUMBER CHECK DATE PROVIDER

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

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

## 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*

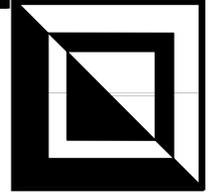
Menu Level 3: *Statement of Spending Account [SOSA]*



## Notes

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# Appendix A



## Infinium HR Reports Quick Reference

This part includes a quick reference view of all the reports in each Infinium HR/PY application.

<b>Topic</b>	<b>Page</b>
Infinium Human Resources Reports.....	A-2
Infinium Payroll Reports .....	A-8
Infinium Flexible Benefits Reports .....	A-17
Infinium Training Administration Reports.....	A-19

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# 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) | 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)

### 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

### 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 ...

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)

## to print the...

Daily Time  
Time by Levels Worked  
Daily Time Proof Report  
Daily Time Proof Error Report

## 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...

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 (GTTA)

### 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

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# 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 Add'l 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 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

Trial Prior Year Reimbursements (TPYR)  
Post/Print Prior Year Reimb Cks (PPPYRC)

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# 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