Infor XA – Payroll User's Guide

To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to XA.

Before you begin

If you are not familiar with the System i, please complete the system education for the basic concepts of the server and its operating system.

What this book contains

Chapters 1 and 2 acquaint you with the application. Be sure to read the first two chapters before you use the instructions in the remaining sections. Use these chapters to understand how this application works and what you need to know to manage it.

The next group of chapters describes the options on the Main Menu. For example, Chapter 3 contains information about option 1 of the Main Menu. Each chapter includes information about how to use the displays associated with each option.

The last group of chapters describes the reports and forms for this application.

Use the appendixes to find information about using offline files or other functions specific to your application.

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Summary of changes

The Payroll User's Guide Summary of Changes for Release 7 is a separate document that is available at http://www.infor365.com.

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Chapter 1. Introducing the Payroll application

This chapter tells you how the Payroll application interfaces with the General Ledger (GL), Production Monitoring and Control (PM&C), and Production Control and Costing (PC&C) applications. If these applications are not installed and interfacing, the Payroll application does not generate the transactions that combine these applications with the Payroll application. See Figure 1-1 on page 1-4 to see the relationship of the Payroll application to these other applications.

What Payroll does

The Payroll application handles payroll functions for up to 89 companies. You can perform functions for all these companies if you selected multiple company support during application tailoring. You can perform some functions for more than one company at a time. You can run some functions one company at a time in order to maintain the integrity of the Payroll application. When you run jobs from a work station, you have the flexibility to run many jobs for different companies.

The Payroll application keeps track of wage and salary expenses and maintains information required for government reporting. It processes time sheets, sick pay, and adjustments to calculate paychecks for employees.After the system generates paychecks for a pay period, the Payroll application prints related reports and registers. These reports and registers provide a detailed accounting trail.

You assign employees to "home" companies. Although employees can work in other companies during a pay period, you can write their paychecks from the home company. When employees work in another of the companies you support in a pay period, the system automatically generates accounting entries for the home company. It charges the employees' labor costs to the other companies in which the employees worked.

Some concepts and features that are common to most of the XA applications are discussed in two other books: *Getting Started with XA* and *Planning and Installing XA*.

- Menus and displays
- Group Job support
- Master file searches
- Audits and controls
- Security

How Payroll works with other applications

The Payroll application can pass summaries of all gross pay, tax, deduction, and net pay entries to the GL application. The GL application combines this information with data about disbursement and expense distribution.

The system checks to see if you have included valid order and operation sequence numbers. Then, the Payroll application transfers labor data and information on the following to the PC&C application:

- Quantity
- Milestone group
- Time data against manufacturing order operations.

The PC&C application uses this information to keep track of job order cost and status.

The Payroll application receives employee time and attendance transactions from the PM&C application. You can pay employees for the time they spend at your site or for the time they spend on particular jobs. Optionally, the PM&C application can distribute break and lunch times, if paid, to different cost accounts. The PM&C application gathers these transactions from a number of points in the warehouse or on the plant floor. PM&C passes the transactions as a file on the disk to the Payroll application.

PR sends information to …

CA   Actual labor costing for a contract (through PC&C)

GL   Summary of all gross pay, tax, deduction, and net pay entry requests.

IFM   General ledger transactions.

PC&C   Job-related information to keep track of job order cost that did not come from PM&C.

PR receives information from …

PM&C   Time, attendance, and shop order records.

How information flows within the Payroll application

See Figure 1-1 for the Payroll application information flow.

1. Enter information through the work station or from diskette or disk file.The Payroll application processes employee time and attendance data it receives from diskettes or disk or from the PM&C application, if it is installed and interfacing. The Payroll application automatically passes quantity, milestone group, and time data against manufacturing order operations to the PC&C application if it is installed and interfacing.

2. When PM&C passes information to the Payroll application in a batch, the PM&C application also updates the PC&C files. If you use the Payroll application to enter records into a batch PM&C created, the Payroll application does not pass records with order information to PC&C. If you add additional time and attendance data to a batch in PM&C, the PC&C application will not be updated. You must process the changes again through the PC&C application.

   If CA is installed, actual labor costs are extracted from the data Payroll passes to PC&C during Shop Activity Update.

3. At the end of a pay period, the Payroll application:

    • Calculates gross earnings
    • Calculates and subtracts legal and voluntary deductions
    • Prints the Payroll register.
    • Prints employee paychecks and reports
    • Passes transactions to the General Ledger application, if it is installed and interfacing.

4. After you receive the monthly bank statement, the application uses information you enter from the canceled checks to reconcile the checks.

5. You can print required government reports and forms each quarter and at year-end.
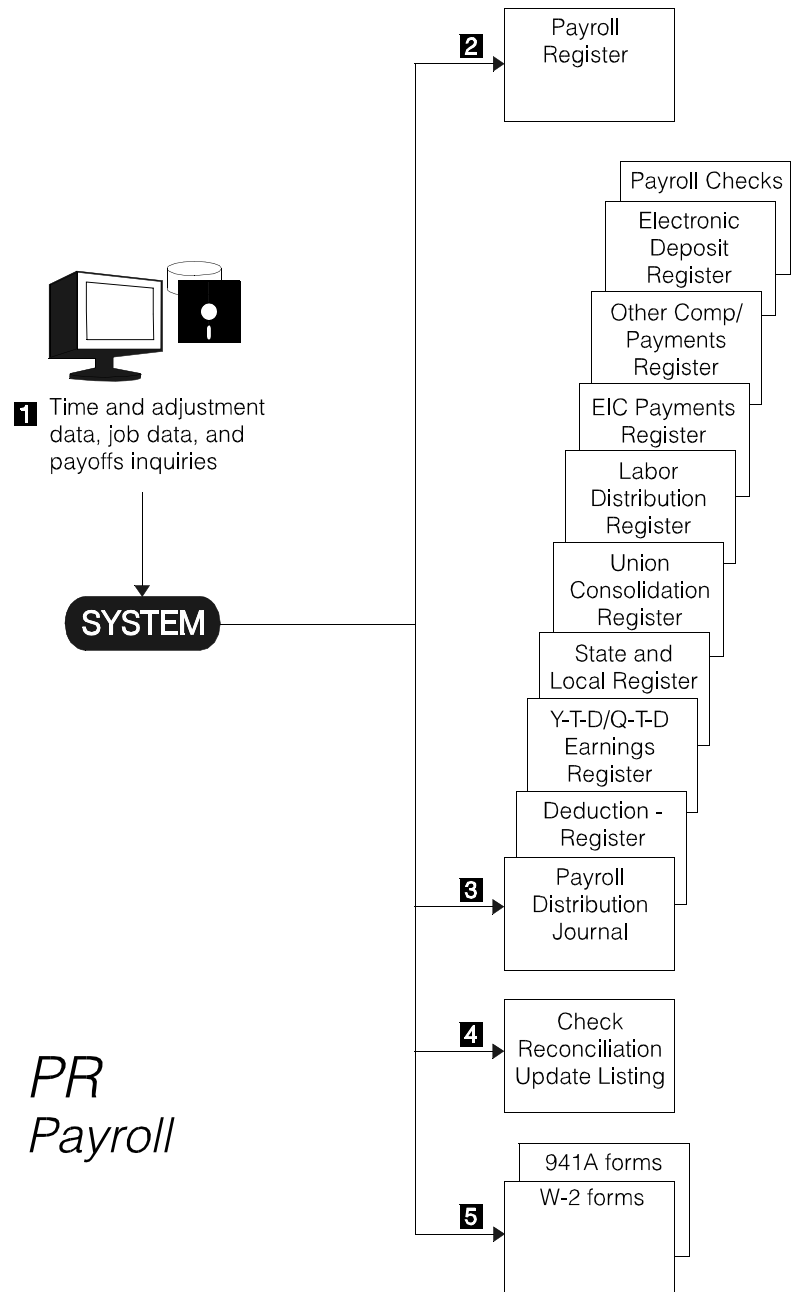
Figure 1-1. Overview of the Payroll application information flow

The Payroll Main Menu

To understand how the Payroll application works in more detail, you need to understand the menus and their functions. The Main Menu offers 16 choices of operation. Except for options 3, 5, and 9, these choices lead to secondary menus that offer varying numbers of defined operations.

```
AMPM00                          Payroll                      **********
                               Main Menu

     Type option or command; press Enter.

         1. Time/Adjustment Entry >>
         2. Payoffs >>
         3. Posting
         4. Calculation >>
         5. Checks and Reports
         6. Monthly Union Report >>
         7. Monthly General Ledger >>
         8. Quarter/Year-End Processing >>
         9. Check Reconciliation
        10. File Maintenance >>
        11. File Listings >>
        12. Inquiry >>
        13. Monthly Directed Deduction >>
                                                                    +
     ==> _____

     F3=Exit       F4=Prompt       F7=Backward    F8=Forward    F9=Retrieve
     F10=Actions   F11=Job status  F12=Return     F22=Messages
```

Option 1. **Time/Adjustment Entry**. Use this option to enter, change, or delete time, attendance, or adjustment entries in the Work Hours Data Entry file or to delete entries in the Total Hours holding file.

Option 2. **Payoffs**. Use this option to add records and balance records for employees who have received a manual check, written outside of the Payroll application, during the current processing period.

Option 3. **Posting**. Use this option to add all closed batches to the Total Hours file. No display appears. Posting is submitted to the job queue.

Option 4. **Calculation**. Use this option to select employees to be paid this period, to calculate gross and net pay, or to clear the files to start over.

Option 5. **Checks and Reports**. Use this option to print payroll checks and reports.

Option 6. **Monthly Union Report**. Use this option to print the month-to-date union report in either detail or summary form.

Option 7. **Monthly General Ledger**. Use this option to print the Temporary General Ledger listing, or to print and clear the Temporary General Ledger file.

Option 8. **Quarter/Year End Processing**. Use this option to print 941A registers and forms, to save files to print W-2 and 941A forms after the last pay period of either a quarter or year and before starting the next quarter or new year, and to print annual W-2 and 941A forms. Also use this menu to reset annual master balances and deduction balances, to post payments to employees from third party sources, to record other compensation and payments balances, to print current deduction listing, and, optionally, to clear employee current deduction amounts and employer current deduction contribution amounts.

Option 9. **Check Reconciliation**. Use this option to add, reconcile, or void a check in the Check Reconciliation file.

Option 10. **File Maintenance**. Use this option to make add, delete, or change each of the master files in the Payroll application.

Option 11. **File Listings**. Use this option to print a list of the data in the Payroll files that appear on the menu.

Option 12. **Inquiry**. Use this option to see information from the Employee master, the Employee Miscellaneous Deductions, the Employee Other Compensation/Payments, and the Payroll History files.

Option 13. **Monthly Directed Deduction**. Use this option to print a deduction work sheet at month end or to calculate directed deduction remittances.

Option 14. **History**. Use this option to archive, delete, and restore Payroll history.

Option 15. **Electronic Deposit Support**. Use this option to create prenote transactions or to convert transaction files to NACHA (National Automated Clearing House Association) requirements.

Option 16. **Check Reversal Processing**. Use this option to reverse previously printed checks.

Entering and updating data

Data entry is the way you load data, called transactions, into the system. You update the transactions you entered to the master files.

You can enter transactions in two ways:

- One at a time from a work station. This is interactive or online data entry.
- In a group that you recorded on diskette or disk. This is batch data entry.

In either case, the Payroll application checks the data and indicates any errors it detects.

You can update master files with the transactions in two ways:

- One transaction at a time immediately after you enter and check the transaction during file maintenance. This is immediate or online update. Immediate update requires you to actively enter data (called interactive data entry) and applies one transaction at a time to the master files.

- By the batch. This is batch update. Batch update uses all the batches you entered either manually or from diskette or disk and that the system checked. Batch updates holds the data in a transaction file until you request to update the operation.

The primary advantage of manual data entry with immediate update is that master files are current. The response to an inquiry, for example, takes into account a pay rate increase that you entered seconds ago. The primary advantage of batch update is that the system can process transactions whenever you choose. For example, you can choose to process transactions when the system is not busy answering inquiries and checking transactions. Also, batch update makes it easier to detect and correct errors before the system updates the master files.

Batches

A batch is a group of transactions that you process together. The system then applies the transactions to the master files. You can group transactions in categories such as these:

- Type (for example, attendance data)
- Order of occurrence (for example, one batch for each working day),
- Complexity (for example, train one person to handle a particular kind of transaction).

In the Payroll application, you see the Data Entry Control display at the beginning of each of the following operations:

- Enter time and adjustment data
- Enter payoff checks and deductions
- Correct batches that you originally entered from offline files.

Use the Data Entry Control display to start a new batch of transactions or to select an existing batch for some action. For example, you can start a new batch when you enter entering additional transactions or correct errors.

Select a batch or start a new one to link a workstation to that batch for the duration of the data entry session. No one else can enter data into that batch at the same time.

Master file searches

Use master file searches to look up information in various master files. To begin a search, type a question mark [?] in a field that supports a search.

After you type a question mark in an eligible field, use **Field Exit** and press **Enter**. A display appears on which you describe the type of search you want and what you want to find.

Files

Master files

Master files maintain information that is usually permanent and that you repeatedly use to process journal entries and to print statements and reports. For example, the system stores an employee's name in the Employee master file for use by any task that requires that information. Users can update the same master files at the same time. Master files contain the following types of information:

- Static information, or information that rarely changes, such as employee names
- Dynamic information, or information that frequently changes, such as year-to-date balances.

The master files are:

CHECKR	Check Reconciliation
DISTRB	Deduction Distribution
EMPEFT	Employee Electronic Funds Master
EMPMAS	Employee master

EMPDED	Employee Miscellaneous Deduction
EMPBEN	Employee Other Compensation/Payments
EMPSCL	Employee State/County/Local
GELMAS	General Ledger master
LABDIS	Labor Distribution
PRHSTD	Payroll History Detail
PRHSTS	Payroll History Summary
TAXTBL	Tax Table
UNIMAS	Union master

Check Reconciliation (CHECKR) file

This file contains records of outstanding checks. These records remain in the file until you void or reconcile each check during check reconciliation.

In the Check Reconciliation file, the company number and check number form the key to identify each record. The file also contains the following information:

- The number of the employee to whom you wrote the check
- The check amount
- The check date
- The security password code (protected).

Records for fully voided EFT checks (electronic net pay deposit) are also added to this file for audit trail purposes. They are automatically reconciled and listed on the Check Reconciliation Register whenever you select Check Reconciliation.

The security password prevents unauthorized people from looking at the file contents.

Deduction Distribution (DISTRB) file

This file contains Federal tax rates (FICA and FUTA), company-specific data and distribution information for state, county, or local taxes, miscellaneous deductions, and other compensation/payments.

Two records are required in order to run Payroll, regardless of how you tailor it. If this is the first time Payroll has been installed at this site, or if you are converting from MAPICS II, an error message occurs during calculations if these records have not been added to the Deduction Distribution file.

- Code F: Federal record that contains rates and limits for FICA and FUTA taxes. Enter the information with no company number or distribution number.

- Code C: Company record that contains any of the following. Enter the information with no deduction number. You must add a C record for each company in a multi-company environment before you produce calculations and checks for that company.

  - Electronic deposit information
  - Shift differential values
  - Distribution accounts for Social Security, Medicare, and FUTA.

Additional records (distribution codes) are used to specify distribution accounts plus taxable and reported indicators for:

- State, county, or local taxing bodies
- Directed deductions
- Miscellaneous deductions

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- Union deductions by union number and type
- Other compensation/payments
- Employee-paid SUI
- Advanced EIC
- State disability insurance (SDI)

The following fields comprise the key:

- Company number
- Distribution code
- Distribution number
- Union type

Employee Electronic Funds Master (EMPEFT) file

This file is an extension of the Employee Miscellaneous Deduction (EMPDED) file. You automatically see information in this file when you maintain, list, or inquire into the EMPDED file.

The EMPEFT file contains a record of electronic deposit information for each miscellaneous deduction an employee requests to deposit electronically. The file contains the following for each deduction:

- Primary and replacement transit number
- Bank account number
- Prenote status code
- Deposit type.

The key comprises the following:

- Company number
- Employee number
- Deduction number.

Employee master (EMPMAS) file

This file contains a record of static information needed to pay each employee. For example, the file may contain the pay rate and frequency, any taxing bodies, and any exemptions. Each record contains the following:

- All employee personal information, such as home address, Social Security number, and phone number

- Federal earnings information

- Number of weeks worked

- Amount of sick pay

- Amount of earned income credit payments

- Amount of Federal taxes for each quarter.

The key for this file is the employee number, which must be unique across all companies defined to XA.

Use forms PR-02 and PR-03 to maintain the Employee master file.

Employee Miscellaneous Deduction (EMPDED) file

This file contains a record of the following:

- Each miscellaneous deduction your company agrees to withhold at the employee's request (other than taxes and union deductions)
- The taxable and reported indicators for each deduction
- Deduction rates
- Deducted-to-date amounts
- Lifetime and/or annual limits
- Life-to-date amounts.

These deductions can include tax-deferred deductions, IRAs, and cafeteria plan deductions. The file also includes any employer contribution amounts for each quarter.

The key comprises the following:

- Company number
- Employee number
- Deduction number.

Based on information contained in this file, the system deducts the right amount for a given payroll cycle and maintains deduction balances.

Use form PR-05 to maintain the Employee Miscellaneous Deduction file.

Employee Other Compensation/Payments (EMPBEN) file

This file contains a record of other compensation and payments applicable to each employee. Each record includes the following:

- Rates
- Taxable and reported indicators
- Amounts for each quarter
- Lifetime and/or annual limits
- Life-to-date amount.

Other compensations and payments can include the following:

- Company cars
- Free or discounted airfare
- Vacations
- Discounts on property and services
- Tickets to sporting and entertainment events.

The key comprises the following:

- Company number
- Employee number
- Compensation or payment code
- Compensation or payment number.

Based on information contained in this file, the system adds or adjusts the appropriate amount for a given payroll cycle and maintains balances.

Use form PR-11 to maintain the Employee Other Compensation/Payments file.

Employee State/County/Local (EMPSCL) file

This file contains the following information:

- Employee's marital status and standard deduction code
- Exemptions and tax credits for each employee for each taxing body.

The key comprises the following:

- Company number
- Employee number
- One of the following distribution codes:

A	SUI
I	SDI tax
L	Local tax
K	County tax
S	State tax

- Taxing body distribution number.

The system uses the record when it calculates the taxes to get information such as marital status and exemptions. After the system finishes its calculations, it uses the record to update the quarterly gross earnings, taxable gross, S.U.I. wages, and tax withheld.

Use form PR-04 to maintain the Employee State/County/Local file.

General Ledger master (GELMAS) file

This file contains records with each of the following:

- General ledger account number
- General ledger account description
- General ledger account type (asset, liability, expense, or income).

The key comprises the following:

- Company number
- General ledger account number
- Code that indicates whether the record is current, from a previous year, or from a previous budget. The Payroll application uses only current year records.

Use form PR-01 to maintain the General Ledger file.

Labor Distribution (LABDIS) file

This file contains the following:

- A record for each department and production facility combination
- The general ledger account numbers for direct and setup labor expense
- Year-to-date information about hours worked within the individual combination.

The key comprises the following:

- Company number
- Department number
- Production facility number.

The system uses the file when you enter data so it can verify combinations. It uses the file during labor distribution processing to get general ledger account numbers so it can supply transactions to the General Ledger application. If you selected to automatically calculate overtime hours, the system uses the special overtime parameter records for each department for which the Payroll application calculates overtime, identified as production facility PREM.

Use form PR-06 to maintain the Labor Distribution file.

Payroll History Detail (PRHSTD) file

This file contains one record for each detail line item on the check stub or remittance advice. In those instances where earnings or distributions have been summarized on the printed check, complete item detail is still written to this file.

These history records can include detail on any of the following:

- Adjustments
- Earnings
- Advances
- Adjustments
- Deductions
- Deferrals
- Benefits

Payroll History Summary (PRHSTS) file

This file contains one record for each regular check or remittance advice produced by the system as well as any payoff checks and/or check reversals.

The record contains summary information from the check/remittance advice such as current and YTD gross earnings, current and YTD taxable wages plus taxes, hours and net pay.

Tax Table (TAXTBL) file

This file contains records for each of the following:

- Marital status:

    - Married
    - Single
    - Head of household

- Pay frequency, for example:

    - Weekly
    - Biweekly

- Federal, state, county, local, employee-paid SUI, and SDI taxes the system calculates.

The key comprises the following:

- Pay frequency
- Marital status
- One of the following distribution codes:

A	SUI withholding
E	Earned income credit
F	Federal tax
I	State disability insurance
K	County tax
L	Local tax
S	State tax

- The distribution number from the Deduction Distribution file that identifies the taxing body.

The Tax Table file also contains individual rates, percentages, and limits for calculating taxes due. The system uses this file during payroll calculation of net earnings.

Use form PR-07 to maintain the Tax Table file.

Union master (UNIMAS) file

This file contains a record for each deduction for each union. The key comprises the following:

- Company number
- Union number
- Deduction type.

The system uses the record with this key during calculation to determine the amount of union deductions to withhold.

Use form PR-09 to update the Union master file.

Work files

The Payroll application creates work files (temporary files) to hold information as you enter data and the system processes the data. The Payroll application automatically changes the information in these files as it generates paychecks or reports and updates master files.

Reports

Payroll has four cycles and produces reports for each cycle:

- Data entry
- Pay period
- Quarterly/Annual
- Maintenance.

During the data entry cycle, you enter the time and attendance information needed to:

- Calculate earnings for each employee for work performed

- Calculate taxes and other deductions (such as union dues, credit union, retirement benefits, and so forth)

- Write the paychecks and earnings statement or create transactions for electronic deposit

- Distribute the costs to the General Ledger application (if installed and interfacing)

- Print the Payroll Distribution journal.

You can receive this detailed information on a diskette or disk file, on internal paper documents, or on data entry forms.

After you enter all the payroll data, you can print a Payroll Batch register to see what you entered. You can file this report or you can use it to verify the data.When you are comfortable that the information is correct, you can post the batches and begin the second of the four cycles, the pay period cycle. If the Production Control and Costing (PC&C) application is installed and interfacing, the system passes the payroll data you just entered to that application when posting is done.

During the pay period cycle, you perform the following tasks:

- Calculate gross earnings and deductions

- Print paychecks

- Print the reports necessary to form audit trails and maintain a history of your payroll transactions.

After the pay period cycle, you can select options in the quarter/year-end cycle or the maintenance cycle, depending on your needs.

See Chapter 19 to see a list of reports printed during this cycle.

History reports

When you work with Payroll history files, you can archive or delete current history files, restore or delete the archived history files, or delete the restored history files.

See Chapter 19 to see a list of reports printed during this cycle.

Inquiries

In addition to reports, you may want to see certain current information on a display at your work station. The inquiry function causes information to appear on a display. In the Payroll application, you can examine employee payroll stored in the system if you have the proper security authorization. You can see personnel data, year-to-date earnings and taxes, miscellaneous deductions, other compensation, and other payments. You can also review payroll history information.

Using Visual WorkPlace with XA documentation

Visual WorkPlace (VWP) is the Microsoft Windows'-based graphical user interface for XA. The VWP windows co-exist with the XA character-based displays, called Host screens. If you are using VWP, you can view the corresponding Host screen for any VWP window, if necessary.

Note: If you have modified a Host screen, a VWP window does not appear.

The user's guides and help text contain instructions that reference the host XA screens (called panels and displays) rather than the VWP windows.

To understand how a Host screen instruction relates to an action on a VWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, Cancel on a button and on a File pull-down corresponds to the user guide instruction "use **F12=Cancel** to return to the previous display".

Note: For the instruction "press **Enter**", the corresponding control on a VWP window is an OK button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the Visual WorkPlace window.

Documentation instructions	Visual WorkPlace actions
To change the details of a vendor, type 2 next to the vendor and press **Enter**.	Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button.
To create a vendor, use **F6**.	Select Create on the Functions menu or click the Create button.
Position to command. If you want to skip to a particular command, type the full or partial command.	Type the full or partial command in the position to entry field and click the Position button.
Type the information requested and press **Enter**.	Type values in or select values for the entry fields and click the OK button.
Type the information requested and use a function key.	Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down.
Use the Item Master maintenance display to......	Use the Item Master maintenance window to.....

For more information about VWP, see *Getting Started with Visual WorkPlace*.

Chapter 2. Managing Payroll

This chapter discusses how to manage the Payroll application.

Determining the tasks

First, examine your payroll operation. Divide the work into several major tasks, and decide who is to do them. This activity helps you organize your entire operation so you can focus on one major task at a time. For example, in your payroll operation, you may:

- Collect time cards and adjustment records

- Enter data from work station or offline files

- Run a proof listing to verify that manually prepared totals match those you entered in the application

- Perform gross and net pay calculations

- Print a payroll register

- Print payroll checks and reports

- Maintain master files of employees, deductions, distributions, and so on

- Run a protected payroll

- Print government reports and zero any year-to-date balances

- Apply accounting controls

- Order supplies.

Selecting an entry method

The system accepts information you enter from a work station or that you load from diskettes or disk files. You must decide which method or combination of methods is best for your operation. If your company uses an offline data entry system or has transactions sent to a disk file, enter your transactions using the offline method.

Normally, you will not need to use diskettes or a disk file. You will use them if your transaction volume is so large that you cannot enter the data online in the required

time. You may have remote locations that send the transaction data via diskettes or via electronic transmission to a disk file. This requires you to use offline file load.

Online entry is more efficient for a low-volume activity such as check reversals during a given processing period. Therefore, check reversals using the online-entry-and-edit method would probably require less time than diskette or disk entry.

Determine your entry volume and other requirements. Weigh the volume and requirements against the resources (people and time) you have to do these tasks.

Certain other situations may also warrant use of both entry methods. Be sure to consider all future data entry needs when you make these decisions.

Keep track of the number of entry transactions received and entered each day or each week and the number of checks written each month. These statistics can help you plot trends and show your operation's efficiency.

Determining source material and plan batches

Efficient data entry requires that all the information you need is in the source material or is readily available.

- Review data entry displays later in this book, or examine the forms in Chapter 21to determine what information you need.

- Be sure that all required code information is available and that you have a listing of the meaning of each code. This also applies to data received on diskettes or disk from remote locations or data you receive verbally over the telephone.

- Make sure that data entry forms are available for people who receive data over the telephone. That way, the users can easily enter the data into the system.

Decide how to handle all of this material and how to get the missing data. If you cannot locate the missing data, decide who will locate it and make the changes to the batch. For example, the payroll department receives a time card for someone who does not have a record in the Payroll master file. You must decide how you will enter the data, who will maintain the files and enter the rates and deductions for the employee.

Establishing accounting controls

Accounting controls are critical to your business. They help you accurately report income and taxes. They help maintain efficiency and guard against incorrect data.

Some examples of accounting controls you should have:

- Manually tabulate control totals on each batch.

- If you use data entry forms, review them for accuracy before entry.

- Compare the control totals taken for each time and adjustment entry transaction batch to the totals determined by the Payroll application. This eliminates errors early in the cycle.

- Determine who is to provide the batch totals and have that person use these in filling out the control form. See Chapter 21for proper use of control forms and example of uses.

- Manually, accumulate hours and calculate the adjustment totals. If Production Control and Costing is installed and interfacing, you can accumulate and calculate time in minutes. See "Production Control and Costing hour/minute transactions" on page 2-18 for more information.

- Correct errors that show on the printed listings. Resolve these errors before you continue processing.

You should use the review displays to check the data that is already in the file. You can review data that you or someone else entered on the data entry review displays. Then, you can correct errors before the system applies transactions. See Chapter 21for more information.

Establishing processing controls

You must be aware of several internal controls in the Payroll application to fully understand and properly use the application. These controls help you to maintain the integrity of the application.

Application processing controls

You will perform the following tasks during Payroll processing:

- Enter time/adjustment transactions
- Post the batches
- Calculate the payroll
- Print checks and reports.

The following section describes controls for payroll processing.

Enter time/adjustment transactions

When you enter time/adjustment data at the work station, the system checks the information and lets you immediately correct errors. When you enter data from diskette or disk, the system generates the Payroll Edit register to show the following:

- All input records
- Records the system could not accept
- Errors the system finds.

The system prompts you for missing or invalid data with messages. Some of the data the application checks are:

- Validity of the employee number
- Type of hours
- Codes.

If you enter data from a work station, you can see batch status totals at any time. The system accumulates the following totals and prints them when it processes a batch. These totals should balance with manually taken totals.

- Records deleted
- Valid records
- Error records
- Regular hours

- Overtime hours
- Premium hours
- Vacation/holiday hours
- Sick hours
- Total labor hours
- Order hours
- Machine hours
- Balance hours
- Attendance hours
- Taxable adjustments
- Nontaxable adjustments
- Sick pay adjustments
- One-time deductions
- Pay advance deductions
- Reverse amounts
- Precalculated regular gross
- Precalculated other gross
- Other compensation
- Other payments
- EIC payments.

When these totals agree with the manual totals from the batch, and you have corrected all errors, post the totals to the Input Control Log (PR-23).

Post the batches

When the batch status totals balance with the manual totals, close and post the batch. When the system has completed posting, you can calculate the payroll.

Calculate the payroll

The first control totals occur after you select the Edit List option on the Run Time display (record selection). When you select the Edit List option, the system generates the Current Hours Proof report. This report lists all the records you posted for an employee. If you selected automatic overtime calculation during application tailoring, it shows any automatic overtime records that the application creates while you select new records. You can see the difference between the hours worked and the attendance records if you request it on the Run Time Options display. Also, the report lists totals for the records selected. Unless you clear these records, the system includes them in the rest of the calculations. The system uses them to print the checks and reports and to update the master files. You should post the totals from the Current Hours Proof report to the Processing Pay Period Control Log (PR-24). After the system completes calculating gross and net pay, you can print checks and reports.

Print checks and reports

Once you have selected the checks and reports option, you must complete the remainder of the processing. Post the control totals from each of the reports to the Processing Pay Period Control Log (PR-24).

Determining what to use

Most printing operations use standard computer paper. Once you have loaded the paper and lined it up in the printer, you can print without intervention. You need special preprinted forms for some reports, such as check forms, W-2 forms, and the state 941A form. Each special form has a particular identification number, called the form type. When the system tells the printer it needs a particular form, the following things happen:

- The printer stops.
- The system sends a message to the printer console asking for the form type.
- The printer operator loads the correct form into the printer.
- The printer operator tells the system that the form is in the printer.
- The system may send messages to the printer console so the printer operator can line up the forms.

For example, when you print payroll checks, the first check prints for the printer operator to line up the forms. A line of data prints, the printer stops, and a message appears. The printer operator checks and adjusts the alignment. Depending on the response to the message, the system repeats the alignment process or prints the checks.

At the end of any printing operation with special forms requirements, the printer stops again. The system tells the printer operator to load another special form or to reload the printer with standard computer paper.

With pre-printed forms (checks, W-2, and so forth), XA Payroll is programmed to use continuous feed-type forms designed for use on an impact printer. Printing of these forms on a laser printer is not supported.

Supplies

Payroll checks

Chapter 19 and the "Preprinted forms" chapter in *Planning and Installing XA* contain a sample of the checks. These samples show the location and format of employee data. Consult your forms vendor for necessary preprinted information on the checks. You can reword any preprinted portion, but do not change any part of the form that the computer will fill in.

941A form

Use this form for state reporting only. It is similar to the obsolete 941A federal form, but is now called a universal or all-purpose state quarterly reporting form and is accepted by most states. See *Planning and installing XA* for a sample of this form and to see the location and format of the employee data.

W-2 forms

Order W-2 forms your printer can accommodate. Remember that all copies of W-2 forms must be legible. To determine the number of W-2 forms you should order, keep the following in mind:

- You can combine Federal information with one other taxing body's information on a single W-2 form. You must print all other taxing bodies' information on separate W-2 forms. One combined run will generate two copies each for both the employer and the employee: one to mail and one to keep.

- You need extra W-2 forms because the system uses one page (two W-2 forms) for forms alignment at the beginning of each run.

- Federal law requires that you start printing at the first W-2 form on a page.

- Federal law also requires that a subtotal W-2 form print after every 41 employee W-2 forms. If you have more than 41 employees, Federal law requires that you print a subtotal W-2 form as the last form on a page.

Miscellaneous supplies

You need certain materials that are different from ordinary office supplies to use the Payroll application. You need some of these materials, such as diskettes and tapes, to hold your current and backup files. You also need ribbons for the printer and standard computer paper for reports. Other supplies are simply nice to have, such as special binders for reports and preprinted forms.

Most printing operations require standard computer paper, 11 by 14-inches. After you have loaded and lined up the paper, printing occurs without intervention. If you need more than one copy of a report, you may find it better to print on two- or three-part paper.

Forms

Chapter 20 contains forms for data gathering and sequence selection. These forms reflect the order in which you enter data into the system and select the options that are to be in effect. Give the forms to the people in your firm who supply the source data (for example, employee time and adjustment data or master file changes). When you have properly filled out these forms, type the data from the forms directly into the system.

Setting the sequence

Payroll activities can occur at various times during a month or pay period. The specific activities associated with each area may vary, depending on your company requirements. Figure 2-1 through Figure 2-4 show the processing steps:

- Input processing
- Calculations and reports processing
- Quarter/year-end processing
- As-needed processing.

A paragraph after each figure briefly defines the processing step. The numbers in each paragraph match the numbers in the figure.

Input processing
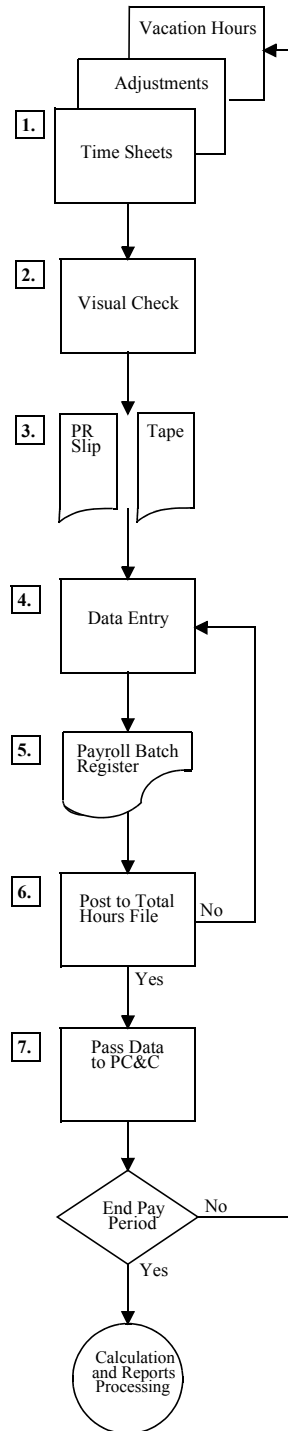
Figure 2-1. Input processing

Step 1.   Receive payroll data from your payroll department as weekly time sheets, employee payroll adjustments, and vacation data.

Step 2.   Check the data for completeness.

Step 3.   Receive an adding machine and a batch control slip with the correct information on each of them from the originating department.

Step 4.   Enter the payroll data from the source documents.

Step 5.   Print a Payroll Batch register after you enter the data.

Step 6.   Add the records to the payroll processing file when you think the data is correct.

Step 7.   If the Payroll application is interfacing with Production Control and Costing, the system passes job-related data originating in Payroll to Production Control and Costing.

Calculations and reports processing
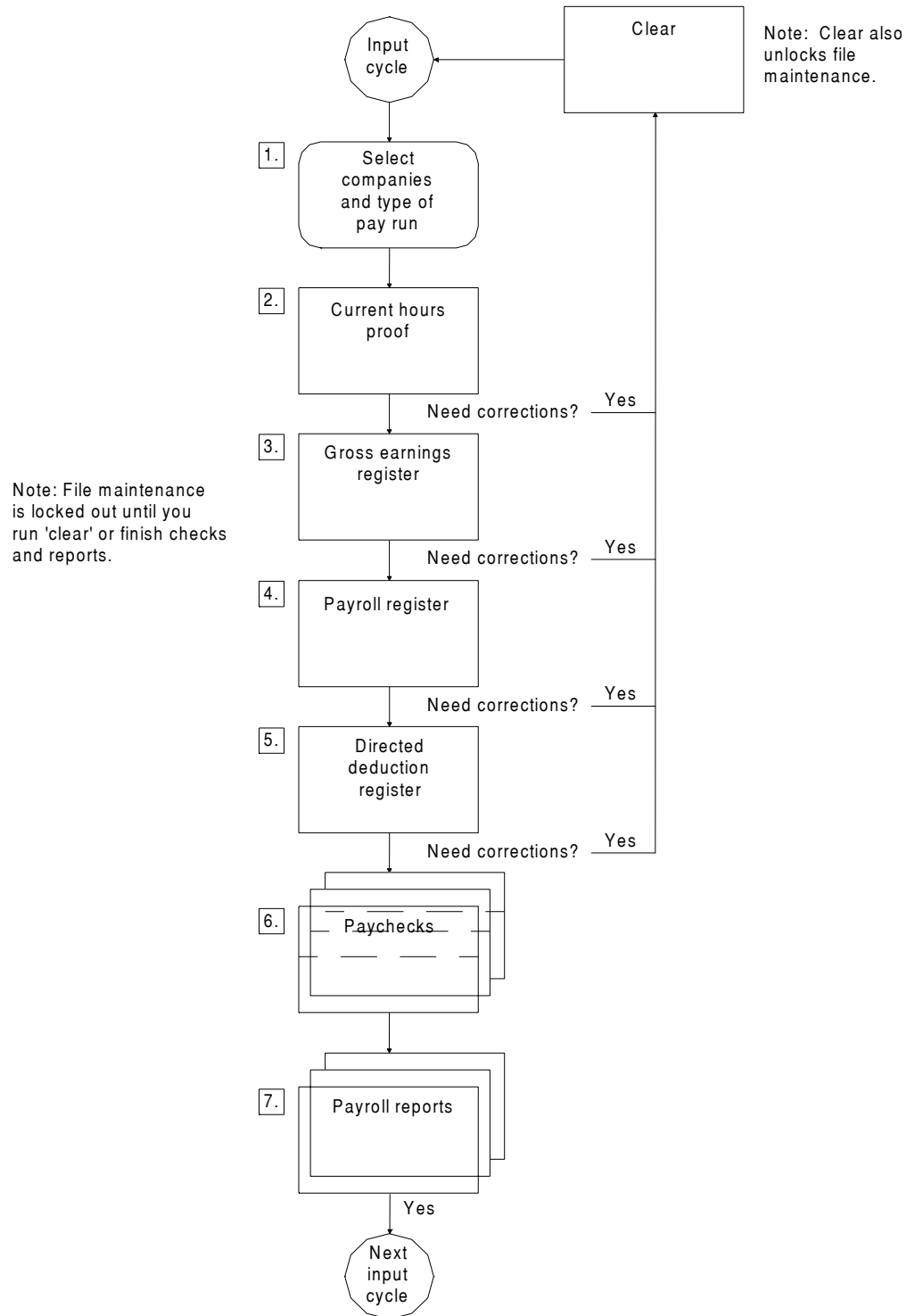
Figure 2-2. Calculation and reports processing

Step 8. Select the companies and the type of payroll run. The system processes all employee records of the same type you select for this pay period. The system calculates automatic overtime if you use this feature.

The "Clear" option clears the calculated amounts. Until you clear the calculations, you cannot maintain files.

Step 9. To correct errors in time and adjustment data entry if you have posted them, perform the following steps:

1. Start a new batch

2. Back out the records in the batch in which you posted the incorrect records

3. Select and change the incorrect records

4. Post the new batch

5. Run calculations again.

Step 10. Print a Current Hours Proof report to detail all the payroll data about an employee.If you installed attendance balancing, this report shows any differences between the attendance entered and the time records entered. You may print this report daily to verify all the time data entered to date for all employees.

The system calculates gross earnings for each employee using the payroll records you select.

Step 11. Print the Gross Earnings register to see overtime and shift differentials.

Step 12. Print the Payroll register to see the standard deductions and adjustments.

Step 13. Print the Directed Deduction register to see the directed deductions for each employee.

Step 14. Print payroll checks for all employees. The checks show current and year-to-date data.

Step 15. Use the optional override function to eliminate some of the reports you selected when you installed and tailored your Payroll system. During this step, the system updates the employee data with the current pay period data.

Notes:

1. Print the Y-T-D/Q-T-D Earnings and the State, County, and Local registers if you require any state reporting.

2. When you select the "Select Records" or the "All of the above" options from the Calculations menu, you cannot maintain files until you run the "Clear" option or finish Checks and Reports. The system locks you out. You cannot maintain the fields the system uses to calculate payroll and you cannot update the files while the system processes the payroll.

Quarter/year-end processing
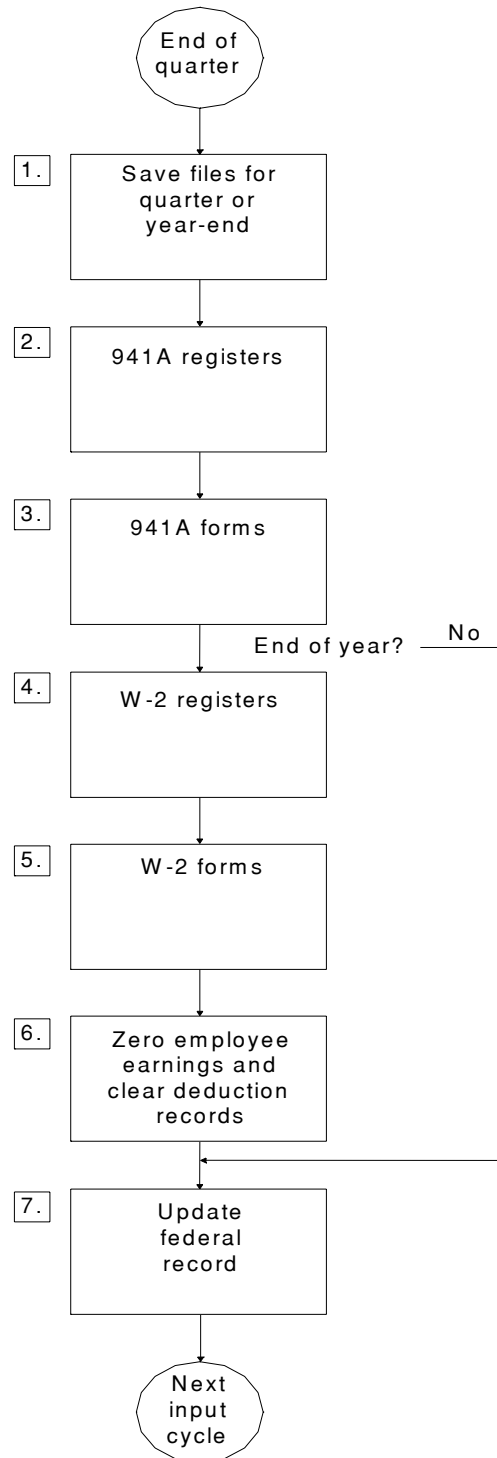
Figure 2-3. Quarter/year-end processing

```
                          ┌──────────┐
                         (  End of   )
                         (  Quarter  )
                          └────┬─────┘
                               │
                               ▼
        ┌────┐   ┌─────────────────┐
        │ 1. │   │ Save files for  │
        └────┘   │ quarter or      │
                 │ year end        │
                 └────────┬────────┘
                          │
                          ▼
        ┌────┐   ┌─────────────────┐
        │ 2. │   │                 │
        └────┘   │ 941A Registers  │
                 │                 │
                 └────────┬────────┘
                          │
                          ▼
        ┌────┐   ┌─────────────────┐
        │ 3. │   │                 │
        └────┘   │ 941A Forms      │
                 │                 │
                 └────────┬────────┘
                          │
                  End of Year?──── No
                          │          │
                          ▼          │
        ┌────┐   ┌─────────────────┐ │
        │ 4. │   │                 │ │
        └────┘   │ W-2 Registers   │ │
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        │ 5. │   │                 │ │
        └────┘   │ W-2 Forms       │ │
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        ┌────┐   ┌─────────────────┐ │
        │ 6. │   │ Zero Employee   │ │
        └────┘   │ Earnings and    │ │
                 │ clear Deduction │ │
                 │ Records         │ │
                 └────────┬────────┘ │
                          │◄─────────┘
                          ▼
        ┌────┐   ┌─────────────────┐
        │ 7. │   │ Update Federal  │
        └────┘   │ Record          │
                 │                 │
                 └────────┬────────┘
                          │
                          ▼
                    ┌──────────┐
                   ( Next Input )
                   (   Cycle    )
                    └──────────┘
```
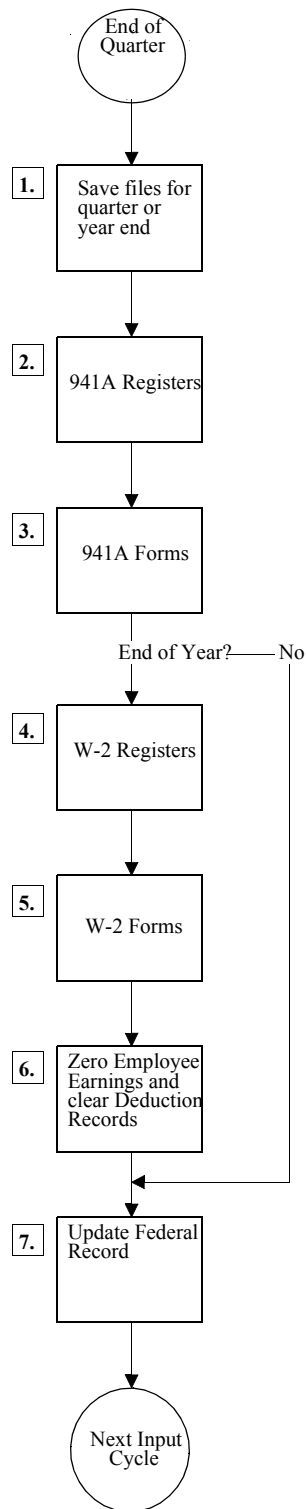
Step 16.   Save required information for use when printing government reports at the end of each quarter and at the end of the year.

Step 17.   Print the 941A register at the end of quarters 1 through 3 and at the end of the year. Use this report to see what information, if any, the system will print on the 941A forms. Correct any errors before you print the 941A forms.

Step 18.   Print the 941A form and send it to the appropriate government agency, if required.

Step 19.   Print the W-2 register at the end of the year. Use this register to see what the system will print on the W-2 forms. Correct any errors before you print the W-2 forms.

Step 20.   Print the W-2 forms for all employees. These forms show all the data the government requires. Print one W-2 form for Federal and one for each state, county, or local tax the employer pays for the employee. Print one each for the employer. You can print Federal data on state W-2 forms.

After the system produces all the year-end reports, it sets all employee data records to zero for the new year. Set the employee and employer deduction contribution records to zero for the new year, if you choose.

If you set the employee data records to zero before you run year-end reports and then discover errors in your master files, restore the master files to the year-end level. Make the corrections, and create the Government Reporting (GOVREP) file again.

Step 21.   Check FUTA, Social Security, Medicare, SUI, and earned income credit rates and limits at the beginning of each year because the rates change. Be sure to change the appropriate tax distribution record in the Deduction Distribution file to reflect the new rates and limits.

As-needed processing

1. Maintenance Entry

Maintenance Listing

2. Check Reconciliation Entry

Check Reconciliation Register

3. Temporary General Ledger Listing

Next Input Cycle

4. Monthly Union Report

Next Input Cycle

5. Print (and clear) Current Deductions

Current Deduction Listing

6. Create prenotes and convert to NACHA format

Electronic Deposit Support Audit Reports
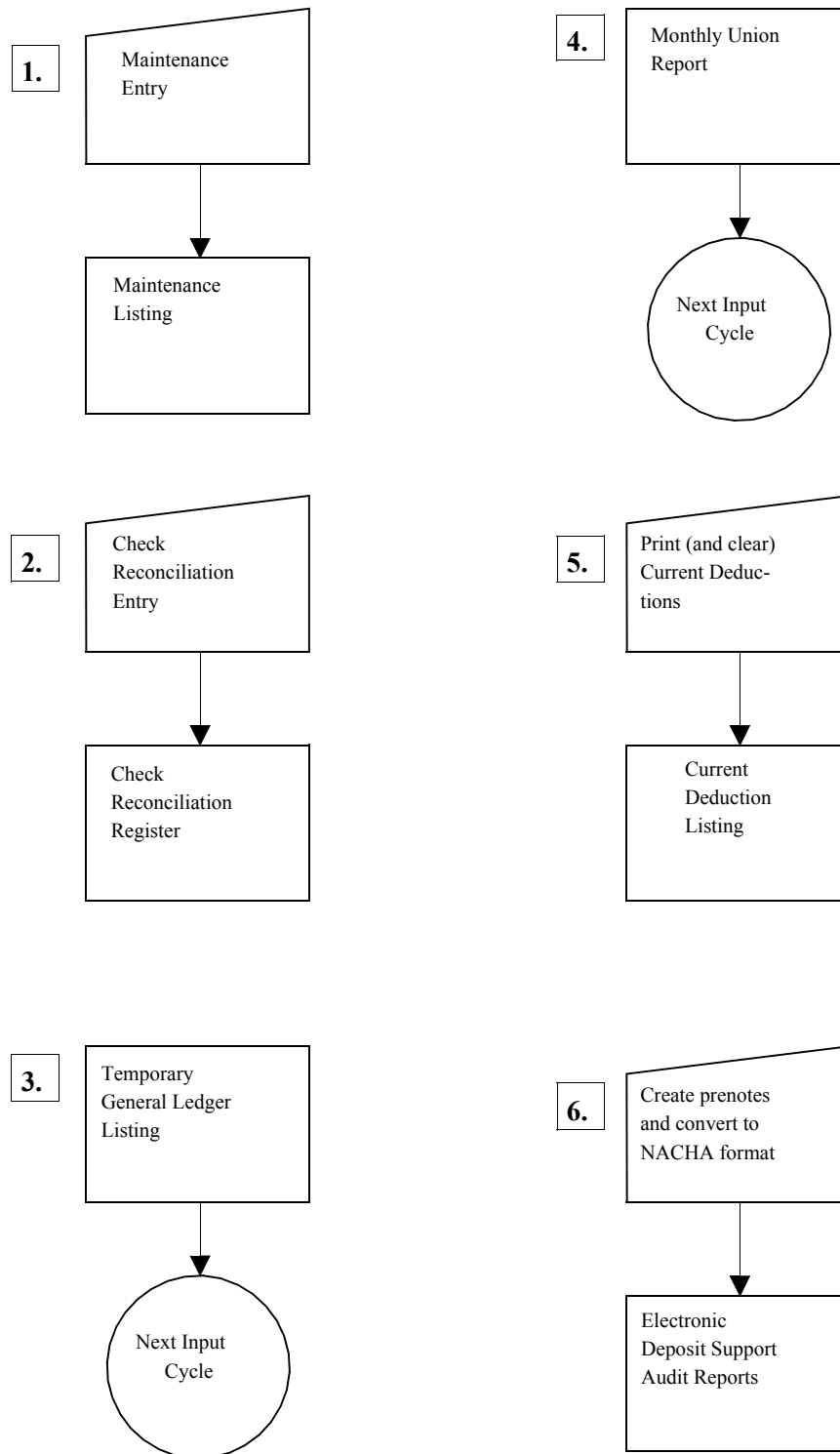
Figure 2-4. As-needed processing

Step 22. Enter changes to any Payroll master file data and print maintenance entry lists, so you can verify your changes.

Step 23. Enter information from the bank statement and information about any voided or manually written checks, if you selected Payroll Check Reconciliation during application tailoring. The system updates the files of checks issued and prints the Check Reconciliation register.

Step 24. If you selected general ledger distribution during application tailoring, post the entries in the Temporary General Ledger file to your general ledger. If the General Ledger application is installed and interfacing, Payroll automatically passes the data to the General Ledger application each pay period. Otherwise, you can print or clear the Temporary General Ledger file.

Step 25. Print the Monthly Union Detail or the Monthly Union Summary report for all unions and for each deduction type within each union, if you selected union support during application tailoring. The system clears the records in the Monthly Union file to begin the next month.

Step 26. Print the Current Deduction listing as needed to review the employee- and employer-deduction contribution amounts.

Step 27. Select the "Clear" option when you are ready to begin the next processing cycle for these deduction contributions. The system clears the employee current balance amounts and employer contribution current balance amounts in the Employee Miscellaneous Deduction file.

Step 28. Create prenote transactions for new electronic deposit deductions, if you selected electronic deposit support during application tailoring. Convert new prenote and electronic deposit transaction files to NACHA (National Automated Clearing House Association) format for transmission. The system generates the Electronic Prenote Creation Audit report so you can track the process and get itemized information about the processed electronic deposit transactions.

Note: The Payroll application prepares a file containing the transaction records. It does not transmit the electronic deposit transactions.

Scheduling the work

Schedule payroll cycles to meet the needs of your company. Allow system time to complete the following activities:

As needed: Maintain master files.

Daily/pay cycle: Enter payroll time data (depends on volume and method of time recording).

Pay cycle: Enter payroll adjustment data.

As needed: Proof the payroll (include maintenance balancing, if needed).

End of each pay period: Calculate checks and print reports.

Daily: Save master files.

Monthly: Perform monthly processing tasks.

As required: Perform quarterly/annual processing tasks.

Use a monthly calendar to assign each activity a specific day, so everyone involved can anticipate the work schedule. If your installation uses other XA applications, be sure to include those activities in your schedule.

Once you have established your schedule, request that user departments plan their workloads to meet the specified deadlines so they and you can work effectively.

Schedule payroll processing

In a computerized system, you must complete all entry and processing before the system can print reports and update balances. This is just like a manual system: you collect all data for a period before you take an adding machine tape total.

You must complete the following tasks before the system can complete payroll processing.

- All file maintenance such as changes to wages, deductions, or taxes, before you begin time/adjustment entry.

- All time/adjustment entries, and post them, before you select records to calculate. The system does not include any entries not posted in the calculations. This will cause errors in some checks.

- All payroll calculations, checks, and reports for the month before you perform the following:

  - Run the Monthly Directed Deduction Remittance Worksheet; calculate new directed deduction balances.

  - Run the Monthly Union report. Any calculations, checks, and reports not completed appear in the next months report.

  - Print the Temporary General Ledger listing. Any calculations, checks, and reports not completed appear on a report.

  - Process General Ledger close. If the system has not finished calculations, checks, and reports, you will need to close the General Ledger application again.

- All payroll calculations for a quarter before you print the final quarterly 941A reports and forms. If the system has not finished calculations, you must print the reports and forms again.

- All payroll calculations for the year before you save the files for the W-2 forms. If the calculations are not complete, the calculation results appear on the next years W-2 forms.

- Save the files for the W-2 forms before you reset the annual master balances. If the system has not completed the calculations, the data will not be available. Reload the master files or manually prepare the reports and forms.

- All payroll calculations for the year before you reset deduction balances. If the calculations are not complete, any remaining deductions appear in the wrong year.

- All payroll calculations for the year before you reset other compensation/ payments balances. If calculations are not complete, any remaining adjustment amounts will appear in the wrong year.

- Save all Government report files. Reset master files and deduction/adjustment balances before you begin calculations for the next year. If you have not saved and reset the files, the year-to-date balances will be incorrect.

Determine daily operations

Before your users enter the first batch of time cards and adjustments each day, they must decide upon the following:

- The status of the previous days work:

    - Unentered batches
    - Unposted batches
    - Unentered time cards
    - Incorrect adding machine tape totals in batches

- The status of file maintenance

- Reports you need to run

- Preparations for month-end or quarterly processing or other work in the schedule

- Incomplete corrections to the previous day's work that you determined from reports

- Changes you need to make to the files:

    - New employees
    - Changed rates
    - New deductions
    - Changed addresses

- Conditions in other departments or applications

Interfacing with other applications

Production Monitoring and Control (PM&C) passes employee time transactions to both Payroll and PC&C, if either or both are installed and interfacing. Also, PM&C optionally can distribute break and variance times, if paid, to different cost accounts. The Payroll application does not pass the PM&C data to PC&C.

The Payroll application interfaces with the General Ledger application through the Temporary General Ledger file. This is the same file used by Accounts Payable, General Ledger, Financial Analysis, Accounts Receivable, and Purchasing. The Payroll application produces journals to make entries into the general ledger. If the General Ledger application is not installed and interfacing, you can clear this Temporary General Ledger file for a given month or accounting period.

When PC&C is installed and interfacing with Payroll, the Payroll application's batch flow checks all transactions for valid order, operation, and production facility number, and does all relevant PC&C editing.The Payroll application fully supports PC&C with quantity (complete or scrap), labor, and milestone group reporting. The Payroll application passes labor transactions to PC&C during payroll posting and prints the PR to PC&C Data Transfer report.

Because of the time lags between running Payroll posting and PC&C shop activity update, PC&C checks these values again before it accepts the records for update. For example, running PC&C order closeout between the two updates could produce errors. The Payroll application cannot perform some PC&C checks. See the *Production Control and Costing User's Guide* for information about how PC&C uses the Payroll transactions to report quantity (complete or scrapped), milestone group, and time data, and the files you use.

Production Control and Costing hour/minute transactions

If PC&C is installed and interfacing, Payroll can accept time you report in either hours or minutes.If you report time against an operation with a time basis code of M (minutes per piece), enter time in minutes. The system reports the minutes you enter to PC&C in minutes.However, the Payroll application converts the minutes to hours (for use by the Payroll application) using the following formula:

HOURS = MINUTES divided by 60 (the remainder is half-adjusted).

The Payroll application creates batch totals during Time/Adjustment Entry by handling each MINUTES transaction as follows:

- Add MINUTES to TOTAL MINUTES

- Add MINUTES/60 to TOTAL MINUTES AS HOURS

- Add MINUTES/60 to the correct HOURS control total (regular, overtime, and so forth).

To prepare adding machine tape totals that balance exactly to the batch status display, do the following:

- Convert the minutes to hours for each transaction
- Add the hours to the batch totals.

You can run adding machine tape totals for total minutes in the batch and then convert the minutes to hours. These totals may not balance exactly with what appears on the batch status display because the totals are half adjusted. You should be able to see that all transactions are in the correct category and that no major keying errors appear.

General ledger distribution

When you select general ledger distribution during application tailoring, the Payroll application verifies account number fields against the records in the General Ledger master file. Payroll generates a Distribution Journal that contains all accounting entries for the run. The application passes the information in this journal to the Temporary General Ledger file.

Payroll to International Financial Management interface

Payroll can interface with either the Accounting Management General Ledger or the International Financial Management (IFM) general ledger function. The interface is limited to ledger entries. There is no drill-back from IFM transactions to the supporting payroll detail. Payroll calculations, payments, and bank reconciliations are handled within the Payroll application.

When Payroll interfaces with IFM, the Company and Account fields are replaced by equivalent unit and nature fields.

When you interface with IFM, convert all company and account references to unit and nature references. If you have an interface to the general ledger function of IFM, you must tailor IFM as follows:

- Tie the transaction type that Payroll generates to the IFM general ledgers that receive the ledger entries

- IFM must automatically assign transaction numbers

- IFM does not require control total balancing

If IFM does not allow new combinations of units and natures, any new combinations will be rejected when the P/R transaction attempts to be posted in IFM. The user then has the option to override this (like a warning message). The IFM Unit/Nature validation API checks for invalid unit and nature combinations when you enter them in Payroll. If the unit or nature is not valid, the system issues error messages. A default unit for each company is stored with the transaction header information. Default natures for each counterpart of the Accounting Management General Ledger account numbers are stored with the transaction detail for each company. See "Implementation Table Setup" in the *International Financial Management User's Guide* for more information.

IFM edits and posts IFM payroll ledger transactions that Payroll creates in period/company sequence. Define the periods in IFM that correspond to the XA periods. See "Work with Periods" in the *International Financial Management User's Guide* for more information.

These natures are stored:

- Cash-in-bank
- Federal income tax withheld
- Employer-paid union fringe benefits expense
- Employer-paid accrued salaries and wages
- Shift differential costs
- Intercompany receivables
- Intercompany payables.

Understanding the functions and options

The following is a list of functions and features within the Payroll application that affect your daily operations. An understanding of these functions is important to insure the correct configuration and successful operation of Payroll.

Function:	For more information, see:
Attendance balancing	2-21
Automatic overtime calculation	2-21
Cafeteria plan deductions	2-23
Cash/accrual accounting	2-25
Cyclical/directed deductions	2-25
Earned income credit	2-28
Electronic deposit support	2-28
External payments and withholdings	2-33
Frequency codes	2-34
Gross pay calculations	2-35
IRA (individual retirement account)	2-35
Intercompany transfers	2-36
One-time adjustments	2-36

Function:	For more information, see:
Other compensation and payments	2-37
Overtime/premium time	2-38
Pay advance deductions	2-38
Payoffs	2-40
Reversing checks	2-40
Protected employees	2-40
Reconciling checks	2-41
Shift differential	2-41
Sick pay	2-42
Special pay types	2-43
Taxable and reported indicators	2-44
Taxation of sick pay	2-46
Tax calculations	2-47
Tax deferred deductions	2-48
Union deductions.	2-48

Attendance balancing

You can enter an employee's labor time for a pay period and the same employee's clock attendance time for the same period. Use the attendance balancing feature to do this. The system compares labor time against attendance time and records any variance on the Current Hours Proof listing.

The comparison between labor time and attendance time depends on how you enter data and run Current Hours Proof. You can enter attendance time daily or for the entire pay cycle and make the comparison.

When you enter attendance as daily time, you can still obtain a Current Hours Proof listing for pay cycle balancing.

The system prints an attendance variance warning on the Current Hours Proof report any time the difference between labor time and attendance time is greater than the acceptable variance. You determine this variance rate when you select records for calculation. No warnings appear for differences less than or equal to this amount. For example, if you allow a difference of 15 minutes a day between labor and attendance, type in.25 (1/4 of an hour) for allowable variance. The system flags only those employees whose labor time and attendance time differed by more than.25 hours.

Note: The allowable variance amount you type in reflects the type of balancing: daily or by pay cycle. If you type in.25 as the allowable variance for a pay cycle balancing run, the system uses that value for differences between labor and attendance for the entire pay cycle, not for each day.

Automatic overtime calculations

If you selected to use the automatic overtime calculation feature during application tailoring, the Payroll application calculates overtime for the following situations. In all situations, you define the maximum hours.

- Hours worked that exceed the maximum daily regular hours.

- Hours worked that exceed the maximum regular hours for a weekly or biweekly payroll.

- A combination of hours over the maximum daily hours plus any hours over the maximum weekly hours.

- A combination of hours over the maximum daily hours plus any hours over the maximum pay cycle hours.

- Hours worked on any three specific days automatically paid at the overtime or double-time rates, or hours that you included in the overtime criteria. For example, if you use a four-day work week, the system will calculate overtime for Saturday, Sunday, and/or a third nonscheduled day.

- Overtime classified as premium or overtime hours to meet various labor distribution requirements.

- Sick, vacation, and holiday hours included in any combination in the overtime calculations.

- A general ledger account number specified to accumulate the overtime expense.

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You can vary the way the system calculates overtime by department. For example:

- You can pay shop employees daily overtime and pay office employees weekly overtime.

- You can pay overtime to employees in some departments for Saturday, Sunday, and/or a third nonscheduled day and pay employees in other departments overtime only if they exceed a maximum number of hours per week.

- Automatic overtime records contain the following information from the Employee master record for each employee:

  - Home company number
  - Department
  - Production facility
  - Shift code.

See "Determining the overtime format" on page C-3 for examples of this feature.

You should involve someone familiar with your company's overtime policies and methods when you select the parameters for each department. All Payroll application users should understand how this feature calculates overtime, as well.

When you install the Payroll application, enter parameter codes to reflect the overtime calculation methods you want the system to use into a Labor Distribution record for each affected department using a production facility ID of PREM. You may change these parameter codes whenever you change the overtime criteria.

The automatic overtime feature calculates regular and overtime hours. The system automatically calculates overtime when you select option 4 from Main Menu AMPM00 (Calculation) and option 1 (Select Records) or option 4 (All of the Above) from menu AMPM04. It bases the calculations on the overtime calculation parameters you used in the specialized Labor Distribution record previously mentioned.

The system adds overtime records it created to the Current Hours file.If you use the Current Hours Proof register, you can identify these records on it and on the Gross Earnings register since they have a blank batch number and a line number beginning at 70001.

Make any changes or additions to modify the results the automatic overtime calculations generated in the data entry records that create the overtime records. Use option 5, Clear, from menu AMPM04 to clear the Current Hours file and other work files the system created during Select Records. Apply the changes and additions to the data entry records using normal data entry correction techniques. You should then obtain the correct overtime results.You can bypass records (day code 99) to override the automatic overtime calculation for any employee by day, week, or pay cycle (determined by the overtime parameters) in special situations. Run payroll calculation beginning at Select Records (option 1 from menu AMPM04).Check the results of automatic overtime calculation using the Current Hours Proof listing and/or the Gross Earnings register.Use the overtime parameter records in the Labor Distribution file (LABDIS) to correct overtime processing for each department.

The following are the exceptions and conditions for using automatic overtime calculation:

- You can use the automatic overtime function for weekly and biweekly hourly or salaried nonexempt employees only.The system will not calculate monthly and semi-monthly payrolls since they do not have a consistent number of days per pay cycle.

- When the Payroll application creates automatic overtime records, it uses the employee's home company and home department/production facility for labor distribution. It does not use department worked because this may vary and the application cannot determine the proper distribution.

- Override rates do not carry into the automatic overtime records. The system creates the overtime records using the following:

  - Employee overtime rate,
  - Premium rate
  - and/or
  - Proper multiple of regular rate (for example, time and one-half or double time).

- Use a day code of 99 to bypass automatic overtime calculations. You can manually enter time records for any of the previously described situations if you have the proper overtime hours, rates, and distribution.

- Use the 1-7 day range if the pay frequency is weekly or the 1-14 day range if the pay frequency is biweekly to use the incoming labor transactions from PM&C or that you manually entered when you use automatic overtime for one or more departments. If the day number is greater than these limits, the application skips the record during overtime calculations and prints a warning message on the Current Hours Proof report (AMPBU).

Cafeteria plan deductions

Use cafeteria plan arrangements to offer a package of benefits. Employees contribute their share of the cost on a pre-tax basis. The range of benefits may include the following:

- Health benefits
- Group term life insurance
- Dependent care assistance
- Disability insurance
- Group legal service
- Vacation days.

In the Deduction Distribution file, define cafeteria plans as code W, and type C. Also define employees who participate in the cafeteria plan in the Employee Miscellaneous Deduction file.You can define multiple cafeteria plan deductions for each employee.

When a cafeteria plan operates on a salary reduction basis and the amount the employee elects to contribute is on a pre-tax basis, exempt the amount the employee contributes from Federal Income Tax (FIT). Specify Taxable N (No) for FIT in the Deduction Distribution file. Specify Taxable N (No) for FICA to exempt both the employer and the employee from Social Security and Medicare taxes on the contributions.However, if you choose to make a 401(K) plan one of the benefits in a cafeteria plan, employee-elective deferrals under the 401(K) plan are subject to Social Security and Medicare taxes.The Payroll application defines 401(K) deductions as tax-deferred deductions (type T) and does not include them in cafeteria plan arrangements. You can specify the taxability by taxing body. State, county, and local laws may vary as to the applicability of tax exempt plans.

In the Deduction Distribution file, define tax-deferred deductions as code W, and type T. Define employees who participate in tax-deferred deduction plans in the Employee Miscellaneous Deduction file.

You can define multiple tax-deferred or cafeteria plan deductions for each employee. Employees can split their 401(K) contributions among many investment funds. This must be done outside the Payroll application by the plan administrator.

The Payroll application provides for an employer's matching contribution for tax-deferred deductions. The Payroll application defines the amount as a percentage of the employee's deferral up to a certain percent of the employee's gross pay. You may set deduction limits for each of an employee's elected salary deferrals or selected benefits.You can set tax-deferred deduction matching contribution percents and limits for each of an employee's elected 401(k) deductions.

When it processes the payroll, the Payroll application subtracts tax-deferred and cafeteria plan deductions from the taxable gross pay before it calculates taxes. When it determines net pay, the system subtracts tax-deferred and cafeteria plan deductions after it deducts all taxes, directed and pay advance deductions, and before it deducts other miscellaneous deductions

For any deduction considered pre-tax or tax-deferred for Federal and or state, county, or local taxes, it must be defined as an I, T, or C type deduction. The taxable and reported indicators for the type O (other) deduction are pre-set to all "yes" and cannot be changed.

If any of your type I, T, or C deductions are non-taxable by a state, county, or local taxing body, or if taxability will vary by employee, you must set the associated taxable indicator in the state, county, or local deduction distribution record to N (no). This lets you set these taxable indicators to Yes for a given deduction or employee in the Employee Miscellaneous Deduction file record. The reverse, however, is not true. A taxable indicator of Yes at any level (taxing body, deduction or employee) will result in the deduction being taxable. These same principles apply for taxation of other compensation. For more information see "Other compensation and payments" on page 2-37.

Cash vs. accrual accounting

If you selected cash accounting during application tailoring, the system posts all general ledger entries it created to the accounting month you selected on the Checks and Reports Run Time Options display (AMDH1). This entry period or month should be the accounting period or month that represents the date on the check. The system posts all entries, including labor expenses incurred in a previous period, to this entry period or month.

If you selected accrual accounting during application tailoring, the system posts all labor expenses it generated to the accounting period or month you selected in the associated time or adjustment record. Using this method, the system posts labor expenses to the accounting period or month in which the work was performed. When an accounting period or month ends in the middle of a pay period, type in multiple time and/or adjustment records to distribute the labor expenses between the two periods or months. The system generates automatic offsetting accrual entries to balance both accounting periods or months.The system posts all other journal entries it generated to the accounting period or month entered on the Checks and Reports Run Time Options display (AMPDH1). As in cash accounting, this should be the period or month representing the check date.

Because the accounting period does not appear on all of the reports that follow, you must edit the Payroll Batch register to determine if these numbers are correct. If you find errors after using option 3, Posting, on the Main Menu, back out, and type in the entire record again.

Cyclical deductions

Certain employee deductions are cyclical. Each time the deductions reach the unit cost, the system counts it as one unit. The number of units an employee reaches in a payroll run appears on the Deduction register. A typical example is a payroll stock plan for United States Savings Bonds. A savings bond costs $50.00 and an employee requests a deduction of $25.00 per pay period. At the end of two pay periods, the deduction reaches the unit cost, you purchase a bond for the employee, and the cycle begins again.

Code these deductions in the Deduction Distribution and Employee Miscellaneous Deduction files as a 9xx type of deduction, in which 9 indicates cyclical. The system places the unit cost of the deduction (for example, $25.00 for a $50.00 bond) in the Employee Miscellaneous Deduction file record. The Payroll application withholds a specified amount from the employee's check. The Deduction register shows a count of one unit each time the deduction reaches the unit cost during this run.You can give a copy of the Deduction register to the department responsible for issuing savings bonds, so the department knows to whom it should issue the bonds.The amount remaining after each unit is purchased is held in the Partial Unit Cost Remaining field. The withheld amount is accumulated in this field until the unit cost is reached and the next unit can be purchased.

Your company may have a cap on the amount a deduction can accumulate over time.This amount is called the lifetime limit. The Payroll application tracks the:

- Lifetime limit
- Amount already withheld over the deduction lifetime (life-to-date balance)
- Amount of money currently deducted from the employee's pay (the current deduction) to purchase units

- Amount of money an employee can accrue until enough money has accumulated to purchase units (the partial unit cost remaining).

If Life-to-date balance + Current deduction + Partial unit cost remaining > Lifetime limit, the Payroll application adjusts the current deduction so the employee does not exceed lifetime limit. The Payroll application also stops further payroll deductions unless you increase the lifetime limit.

An employee may not be able to reach the lifetime limit. If the difference between the life-to-date balance and the lifetime limit is not evenly divisible by the unit cost, the Payroll application allows purchases as close to the lifetime limit as possible. It then stops taking the deduction from the employee's pay.

For example, your company has a lifetime limit of $5,050 for employee purchase of United States Savings Bonds. An employee has a life-to-date balance of $5,000, and a partial unit cost remaining of $25.00. The system calculates the current deduction to be $75.00 and the unit cost of a bond is $50.00.Current deduction ($75.00) + Partial unit cost remaining ($25.00) is enough to purchase two bonds ($100.00), giving a balance of $5,100. Since the lifetime limit is $5,050, the Payroll application decreases the current deduction to $25.00. It adds the deduction to the partial unit cost remaining ($25.00), and allows the employee to purchase one bond at $50.00. The application also stops deducting for bonds from the employee's pay.

The Payroll application automatically makes journal entries that reflect liability for this payment of funds if you specified general ledger distribution during installation tailoring. When you act upon this liability, you must make journal entries to indicate to the system that you have made this payment. Otherwise, the General Ledger application will not reflect the current financial status of your company. To continue the preceding example, once you have paid the money to purchase the savings bond for the employee, you must manually make journal entries to indicate you have paid for the bond. If the Accounts Payable application is installed and you make the payment through Accounts Payable, Accounts Payable updates the period entries.

Directed deductions

Directed deductions are deductions an employer must withhold from an employee's pay, such as court-ordered child support withholding or wage garnishing. You can also charge the employee a service fee for administering the deduction. The service fee can have its own general ledger number. The Payroll application takes directed deductions from an employee's gross pay after taxes and employee-paid union deductions are withheld and before pay advance deductions and miscellaneous deductions are withheld.

The system can calculate directed deductions using all or one of the following:

- A fixed amount
- A rate per hour
- A percent of gross
   Or
- A percent of disposable income.

If you select to calculate directed deductions using a percent of disposable income, you cannot calculate these deductions using fixed amount, rate per hour, or percent of gross. If you select to calculate directed deductions using fixed amount, rate per hour, or percent of gross, you cannot select to calculate these deductions using percent of disposable income.

To set up a directed deduction, first set up a record in the Deduction Distribution file. Directed deductions are distribution code D and a 3-digit distribution number. The first digit of the distribution number cannot be 9 (for cyclical deductions) because directed deductions cannot be cyclical deductions.Add a record to the Employee Miscellaneous Deduction file using the same distribution number that you assigned in the Deduction Distribution file to withhold a directed deduction from an employee's paycheck. Type in the service fee and state/case number into the file, and type in the amount to be remitted each month to the state, county, or local agency in the Remittance Amount field.

You may have a cap on the amount of a deduction an employee can accumulate over time. This amount is called the lifetime limit. The Payroll application tracks the:

- Lifetime limit, if appropriate

- Amount of money you have already withheld (the employee's life-to-date balance)

- Amount of money you will pay the agency (the remittance amount)

- Amount of money you are accruing until enough money has accumulated make the payment (the current balance).

If Current balance + Current deduction > Lifetime limit, the Payroll application adjusts the current deduction so the employee meets but does not exceed the lifetime limit. The Payroll application also ceases further payroll deductions.

Directed deductions are similar to escrow accounts. You can take deductions each pay period and hold them in a general ledger account until the date when the remittance payment to the state, county, or local agency is due. The employee's record shows the amount of the deduction that has accumulated after each pay cycle. The employer is responsible for making the payments and adjusting the employee's record to show the employer made the payment.

To see how much to remit to each state agency at the end of each month, select option 1 from the Monthly Directed Deductions menu (AMPM13) to print the Directed Deduction Remittance Worksheet. This worksheet shows the amount of the deduction to remit to each state agency and the case identification number for each remittance. After you have issued the checks for the deductions, select option 2 from the same menu to calculate the new deduction balance for each employee.If the current balance is less than the remittance amount, the Payroll application uses a remittance amount equal to the current balance. Using the data in the Employee Miscellaneous Deduction file, the application subtracts the amount in the Remittance Amount field from the amount in the Current Balance field and resets the current balance to zero or the amount of any overpayment.

The Payroll application automatically enters the liability for payment of the employees' money to the General Ledger application, if it is installed and interfacing. Once you have paid the state agency, you must manually make entries to the general ledger journal to indicate that you have made this payment. Otherwise, the General Ledger application will not reflect the current financial status of your company.

Earned income credit

To set up an employee to receive advance EIC (earned income credit) payments, do the following, using the related Payroll File Maintenance options:

1. Add a record to the Deduction Distribution file with the distribution code of E (Earned Income Credit), a distribution number of three zeros (000), and a general ledger liability account number.

2. Update the EIC Eligible code in the Employee master file record.

   N   No, employee is not eligible (default setting)

   Y   Yes, employee is eligible and has a W-5 certificate on file.

   B   Yes, employee and spouse are eligible and both have W-5 certificates on file.

3. Use the Tax Table Maintenance option to add the distribution code E record for Advance EIC Payments. When you set up an EIC table entry, be aware of the following:

   • The figures entered come directly from the "Tables for Percentage Method of Advance EIC Payments," as contained in the *IRS Employer's Tax Guide (Circular E)*.

   • The maximum amounts for eligible YTD wages and advance payments also come from this IRS publication.

   • The marital status codes relate to EIC eligibility as follows:

Marital status	EIC eligible	Description
S	Y	Single or married without spouse filing certificate
M	B	Married with both spouses filing certificate

This will complete the requirements to automatically compute the credits and provide the ability to use the EC adjustment type to enter one-time EIC credit payments.

Electronic deposit support

If you selected electronic deposit support during application tailoring, you can:

• Specify electronic deposit of miscellaneous deductions to one or more financial institutions.

• Specify electronic deposit of an employee's net pay with an optional reserve check amount.

• Create prenotes (test transactions) that notify a financial institution of your intent to send electronic deposits.

• Format employee records to the required National Automated Clearing House Association (NACHA) format.

• Receive the following reports that document the process steps and data for the processed transactions:

  - Electronic Prenote Creation Audit report (AMPMP)
  - Electronic Prenote register (AMPMB)
  - Electronic Deposit register (AMPMA)
  - NACHA Formation register (AMPMF).

• Print the Employee Remittance Advice (AMPMQ) report if you specify not to print void checks for net pay electronic deposits. This report lists all employee check-stub data on plain stock paper to provide employees with wage, tax, and deduction information.

To use the Payroll electronic deposit support functions, do the following:

1. For each company, enter the required employer electronic deposit data in the company (type C) record in the Deduction Distribution file.

2. For each employee who is to have electronic deposit of net pay, add a record to the Employee Miscellaneous Deduction file using a deduction number of 000 (three zeros). Supply the required data for electronic deposit.

3. For each employee who is to have electronic deposit of one or more miscellaneous deductions, maintain the Employee Miscellaneous Deduction file to add the required data for electronic deposits to a new or existing record. Answer Y to the "Electronic deposit deduction (Y/N)" prompt on the primary display to make these entry fields available.

4. Take the options on the Electronic Deposit Support menu (AMPM15) to create prenote transactions and to convert your data to the NACHA PPD (Prearranged Payments and Deposit) format.

Prenotes

You can create a prenote for each new or changed electronic deposit using option 1 on the Electronic Deposit Support menu (AMPM15). A prenote is a test transaction that contains the minimum data required for an electronic transaction. You must generate a prenote to begin electronically transferring funds to an employee's account. Base the prenote on the data the employee supplies on the authorization form, but for a zero dollar amount. This prenote notifies an institution of your intent to send electronic deposits.

The system can automatically generate the necessary prenote transactions the next time you run Checks and Reports, or you can select the Create Prenote Transactions option on the Electronic Deposit Support menu (AMPM15) before you begin calculations. Either method produces the same results.

Once you send a prenote, you begin waiting the required number of calendar days (prenote waiting period) you specified when you set up electronic transfers. Once the required number of calendar days has passed, you can transmit live funds for that employee. However, if the bank rejects and returns the prenote within the waiting period, you must correct the data. Create another prenote, send it, and start the waiting period again. You should also create a new prenote for an existing electronic deposit if any of the following changes:

• An employee's bank account number
• The account type (demand or savings)
• The bank's transit/routing numbers.

In order to create prenote transactions, you need the following information from the employee:

• The employee's bank transit number
• The employee's account number.

You can find this information in the MICR-encoded data at the bottom of the check form. For example, on the following check facsimile, the bank transit/routing number is 045600052. The employee's account number is 789 12 345.

```
George P. Burdell                                                    1232
1234 Any Street
Anytown, Anystate 12345                              _____  19 ___   12-3/456

Pay to the                                                    $[        ]
order of   _____
           _____  Dollars

Bank       Employee Bank
Logo       Name and Address
           City, State
For   _____              _____

]:045600052]:              789 12 345"•              1234
```

```
Transit/  Check           Account
routing       digit       number
number
```

Tracking

You can track an electronic deposit's status with the Status field. You can find the Status field when you maintain the Employee Miscellaneous Deductions file. The status values are as follows:

0   New deduction; generate a prenote
1   Prenote generated, awaiting NACHA formatting
2   NACHA formatting complete, waiting period in process
3   Active; process live electronic deposit deduction.

When you implement electronic deposit support, consider the following:

• All financial institutions to receive the electronic deposits must be active, participating members of NACHA.

• You should specify a prenote waiting period that provides adequate time for the receiving financial institution to test the prenote transaction and notify you of any problem. Fourteen calendar days are recommended and is the default waiting period.

• If the bank notifies you of a problem with a prenote transaction, correct the problem and send another prenote transaction. See Chapter 17, "Electronic deposit support" for more information. This starts the prenote cycle again.

NACHA formatting

The Payroll application places formatted NACHA records (both prenotes and live transactions) in the PAYEDI file with a default member name of PAYEDI. After the file is converted, the data is in the required machine-readable format and is ready for you to submit it to the bank.

Important information: The Payroll application does not maintain this file. You should remove or rename the member after each payroll electronic transmission; if you do not, you may send the same member multiple times. You may want to override

this default member name, using a naming convention in order to keep up with transactions.

For example, the first time you create a file to transmit the data, you may want to accept the default member name of PAYEDI; the next time you create the file, you may want to name the member PAYEDI2. In this way, you will know specifically which data to transmit.

Important information: The Payroll application does not actually transmit the data. You must send the data to the bank via diskette, tape, electronic data transmission, or any other method agreed upon by you and the bank.

The PAYEDI file uses the NACHA format of PPD (Prearranged Payments and Deposits). See the Automated Clearing House Rules for more information about file formats.

Special considerations

Change existing electronic deposit. To change an existing electronic deposit deduction or net pay record, maintain the Employee Miscellaneous Deductions file. Enter the data to be changed in the appropriate Replacement field. This causes the status field to be reset to zero. You will have to create a new prenote. The system prompts you to indicate if deposits to the primary account are to be stopped immediately or should be allowed to continue during the prenote waiting period.

Prenote transfer dates. You can enter the prenote transfer date during file maintenance when you add or change an electronic deposit record. It acts as an override to the date of transfer and, as such, must be equal to or less than (prior to) the date you enter it. You should leave the prenote transfer date field blank in order to get a prenote transaction generated, but if you enter it, it will force the status code to a 2 for primary or replacement values. It also uses the date entered as the start date for the prenote waiting period, thereby bypassing the generation of a prenote transaction. When you run checks and reports, if the system (current) date is beyond the prenote waiting period, the system causes the deduction or net pay to be processed as a live (status 3) transaction.

Effective transfer and entry dates. You can enter the effective date of transfer when you convert the electronic deposit transactions to NACHA format. The default is the system (current) date. This date establishes the official transmission or exchange date for all transactions. You will also be prompted to enter an effective entry date. This is the date specified by the originator on which the batch of entries are to be "settled." The default provided will be the check date or, if only prenotes are being transmitted, two days following the transfer date. This date will be used as the starting date of the waiting period for any prenotes and will be added to the associated Employee Electronic Funds (EMPEFT) records at this time. You must run this option, Convert data to NACHA requirements, option 2 on the Electronic Deposit Support menu (AMPM15), to change electronic records from a status 1 to a status 2, and to allow the prenote waiting period to begin.

The effective entry date is added to the Prenote Transfer Date field in the Employee Electronic Funds (EMPEFT) records and remains there as long as the record has a prenote status of 2. The date is written in Julian date format using a base or reference date for conversion of January 1, 1900.

Check reserve amount. You can specify a check reserve amount when you set up a net pay electronic deposit. This is a fixed dollar amount you want the system to

withhold from the electronic deposit and give to the employee as a printed check. If this check reserve amount is larger than the calculated net pay, the system does not generate an electronic deposit transaction. Be aware that when a check reserve amount is specified a printed check will always be produced showing the amount of the electronic pay deposit as a line-item on the stub. This is true regardless of the option taken in the deduction distribution C record on printing fully voided EFT checks.

Data flow.

- Supplemental electronic deposit data is contained in the Employee Electronic Funds (EMPEFT) file.

- When you create prenotes and live transactions, the system places them in the Electronic Funds Transfer Transaction (DIREFT) file.

- When you complete NACHA formatting, the system removes transactions from the DIREFT file and converts them to employee detail records in the Electronic Payments Transfer file (PAYEDI).

Errors, adjustments, and reversals. The Electronic Deposit function normally generates demand or savings account credit records for employee net pay and/or miscellaneous deductions. Once these deposit transactions have been transmitted to the receiving bank, the employer must work with the bank to resolve any errors, overpayments, and so forth. The only exceptions to this are:

- Processing of a check reversal for an employee who has electronic deposit of one or more miscellaneous deductions. Automated payment (debit) records are generated for these deductions to the same bank account used for the original credit deposit. This is done only for miscellaneous deductions and is not done for net pay deposits.

- Any negative OD adjustments processed for a miscellaneous deduction which is electronically deposited generate a demand or savings account debit.

Generating automatic payments. You can generate an automatic debit transaction using your company' account which will be included in your NACHA transmission. This transaction debits the company's payroll account number for the sum of all electronic deposit deductions and net pay deposits. When you do this, Payroll makes the required entries to the distribution journal for any miscellaneous deductions to relieve the liability. This feature utilizes the company's account number specified in the special employee miscellaneous deduction record (company offset), which is set up with employee number 00000 and deduction number 000.

Temporarily disabling electronic deposits. To temporarily disable electronic deposits for an employee's net pay deposit record, maintain the Employee Miscellaneous Deduction file to set the **Check Reserve** field to $99,999.99. As long as this amount is larger than the net payment amount, a regular check prints.

To temporarily disable electronic deposit for miscellaneous deductions deposit records, maintain the Employee Miscellaneous Deduction file to change the Electronic Deposit Deduction flag on display AMPUU2 to N. You must enter the EFT parameters for this deduction and backdate the Prenote Transfer Data again in order to establish the deposit again.

External payments and withholdings

The external payments and withholdings option allows you to support a situation in which a third party (such as an insurance company) pays sick or disability pay to an employee. You are responsible for the following:

- Including those payments and the Federal income/Social Security/Medicare taxes withheld on the employee's W-2 form

- Paying the employer Social Security/Medicare taxes.

If the third party issues a W-2 form to the employee, you do not want this payment to show on the W-2 form you issue. Therefore, do not make an entry through the external payments and withholdings option. However, you are probably still responsible for the employer Social Security/Medicare taxes, so make an entry to the General Ledger application.

To post external payments and withholdings to the employee's records, select option 11 from the Quarter/Year-End Processing menu (AMPM08). The application uses the data you enter and the data already set up for the employee, primarily in the Employee master file, to update the employee's records.

The following section explains what happens when you post external payments and withholdings. The fields in parentheses are from the Employee master file unless otherwise noted.

- The Payroll application updates the gross earnings (GROSS EARNINGS), Federal income tax (GROSS TAXABLE), employee Social Security and Medicare taxable (SOSC/MED TXBL), and FUTA (FUTA TXBL) fields. It adds the gross earnings value typed in on the Post External Payments and Withholdings display (AMPTV1) to the existing respective quarter fields. The system determines which quarter fields to update by the quarter number you selected on display AMPTV1.

- Because the limits are different for Social Security and Medicare, the Social Security/Medicare taxable field (SOSC/MED TXBL) accumulates in the Employee master file. Payroll uses this same field to calculate the employee Social Security and Medicare taxes to withhold, as well as the employer's Social Security and Medicare tax liability.

- If the payment is sick pay, the system adds the gross earnings and sick hours to the quarter sick pay (SICK PAY) and annual sick hours (SICK HRS YTD). The system adds the amounts withheld to the Social Security Tax Withheld (SOSC TAX) and Medicare Tax Withheld (MEDICARE TAX) fields for the specified quarter. The application checks whether sick pay is taxable before updating these fields.

- If the Social Security or Medicare tax reported as withheld on display AMPTV1 does not agree with the rates in the company record in the Deduction Distribution file, Payroll adjusts the withholding amount on the next regular check for the employee.

- If you selected state, county, or local tax support during application tailoring, Payroll updates the Employee State/County/Local file fields (GROSS EARNINGS, TAXABLE GROSS, and SUI TAXABLE) for the specified quarter. The system updates the fields in the SDI and/or SUI record in the Employee State/County/ Local file, if applicable. The system only updates the home state, county, and local records, as defined for an employee in the Employee master file.

- If you specify the amount on display AMPTV1 as sick pay, and the Deduction Distribution record for this taxing body defines sick pay as taxable, the Payroll

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application updates taxable income (TAXABLE GROSS) in the Employee State/County/Local record.

- If you specify the amount on display AMPTV1 as sick pay, and the Deduction Distribution record for this taxing body defines sick pay as taxable for SUI, the Payroll application updates state unemployment insurance taxable income (SUI TAXABLE) in the Employee State/County/Local record.

- If the application is interfacing with the General Ledger application, the system generates general ledger transaction entries for the following tax expenses:

  - Employer Social Security
  - Employer Medicare
  - Employer FUTA
  - Employer SUI

- If the payment is identified as other compensation, the system adds this amount to the Employee Other Compensation record as well as to all other appropriate fields in the Employee Master and Employee State/County/Local record. If it is identified as FIT taxable, the system also adds the payment to the Fringes Taxable field in the Employee Master record.

Frequency codes

The Payroll application uses frequency codes with pay cycles to indicate when it is to take deductions from or add other compensation and payments to an employee's wages.

The following table shows the relationship between the nine pay cycles and the nine deduction frequencies. An X indicates the system calculates the deduction, other compensation, or other payment for the corresponding pay cycles.

If the deduction or other comp/payment frequency isº	The deduction is withheld or the other compensation/ payment paid when the pay cycle isº							
	1	2	3	4	5	6	7	8	9
1	X								
2		X							
3			X						
4				X					
5	X		X						
6		X		X					
7	X	X	X	X	X	X	X	X	X
8	X	X	X	X					
9	X	X	X	X	X	X	X	X	

Note: Pay cycle 0 is reserved for reversals.

For example, you withhold a deduction with a frequency code of 2 from an employee's wages during pay cycle 2. You withhold a deduction with a frequency code of 6 from an employee's wages during pay cycles 2 and 4. Frequency code 7 means that the system takes deductions from, and adds other compensation/other payments to, an employee's wages during each pay cycle.

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Frequency code 9 with pay cycle 9 means that the system does not take miscellaneous deductions from or add other compensation/payments to the employee's wages. This can be useful when making special runs or payments in which no deductions are to be taken.

If you already use pay cycles 8 or 9 for user-defined purposes, those defined processes do not change.

Gross pay

To be sure the employee receives the correct amount for the hours worked, the Payroll application rounds the Gross Earnings and the Payoff Balancing registers in a specific way: the system gives a round amount of .005 to each employee at the beginning of calculations. The application carries the remainder of each hour/rate calculation to the next hour/rate calculation. The application does not round by a half-adjustment for every hour/rate calculation. After the system determines the total gross, it drops the remainder. Following is an example of how the calculations work.

A breakdown for Jane Doe, employee number 9999:

Hours		Rate		Extension		Round		Gross with Remainder
4.50	x	9.863	=	44.38350	+	.00500	=	44.38850
4.50	x	9.863	=	44.38350	+	.00850	=	44.39200
4.50	x	9.863	=	44.38350	+	.00200	=	44.38550
					Total		=	133.15

The Gross Earnings register prints the following for Jane Doe:

Hours	Rate	Gross
4.50	9.863	44.38
4.50	9.863	44.39
4.50	9.863	44.38
Total Gross		133.15

The maximum error exposure of this technique is +/- 1¢.

IRA pension deductions

An employee can set a limit for the maximum annual amount of the IRA deduction that you may take. This may vary from year to year. Set the limit in the Employee Miscellaneous Deduction file.

If you specify the IRA deduction as Taxable N (No) for FIT in the Deduction Distribution file, and specify Reported as Y (Yes), the Payroll application includes the IRA deduction amount in taxable gross but does not withhold taxes from this amount for Federal income tax. Be sure to verify all limits and eligibility for this type of deduction with the Internal Revenue Service. Because of certain tax law changes,

some employees may not qualify for the IRA deduction when they file their tax return.If you know this to be the case, you can set up an IRA as an "Other" type of miscellaneous deduction (type O). Then, the Payroll calculates taxes according to the Taxable indicators for type O (Other Miscellaneous) deductions set in the Deduction Distribution file and the Employee Miscellaneous Deduction file.

Specify the IRA deduction as Taxable (Y/N) and Reported (Y/N) for the other applicable taxing body categories.

Intercompany funds transfer

If you answered Y (Yes) to the install/tailor question about intercompany funds transfers, the Payroll application automatically creates the intercompany payable and intercompany receivable accounting transactions. It creates these transactions when employees work for a company other than the one to which you assigned them in the Employee master file. If you answered N (No), the Payroll application flags any employees assigned to one company and claiming time worked for another company as an error. Intercompany funds transfers apply only to gross pay; the Payroll application does not transfer any deductions.

For example, employee 10001 works for Company 01 in department DP10 and earns $1,000 for a given pay period. One pay period, you temporarily assign this employee to work for Company 02 in department DP20. You must transfer the $1,000 this employee earns from Company 02 to Company 01 in order to keep the accounts in balance. When you enter data for the pay period in the Time/Adjustment record for Company 02, enter data for employee 10001 in department DP20. The Payroll application automatically creates the intercompany payables journal for Company 02 for $1,000 and the intercompany receivables journal for Company 01 for $1,000.The data appears on the Payroll Distribution journals (AMPHC) for Company 01 and Company 02.

One-time adjustments

The valid codes for one-time adjustments are:

DD	Directed deduction
EC	Earned income credit payment
OC	Other compensation
OD	Miscellaneous deduction
OP	Other payment
BT	S/C/L taxable
FT	FIT & S/C/L taxable
CT	Social Security, Medicare & S/C/L taxable
TX	Taxable
BN	FIT, Social Security, and Medicare taxable
FN	FIT taxable
CN	Social security and Medicare taxable
NT	Nontaxable
UD	Union deduction
RA	Reverse amount
BO	Special gross
PA	Pay advance deduction
PB	Special pay advance deduction
SP	Sick pay.

If you enter a one-time adjustment for a miscellaneous deduction or a directed deduction and you want to take an automatic deduction for the same pay cycle, the Payroll application adds the one-time adjustment to the automatic deduction amount.

You can enter a one-time adjustment for miscellaneous deductions (type OD) without having the deduction set up in the Employee Miscellaneous Deduction file for all deductions except tax-deferred or cafeteria plan (types T and C). You must set up tax-deferred or cafeteria plan deductions in the file.

Note: If you choose to enter a miscellaneous deduction adjustment and there is no associated EMPDED record, the Payroll application does not post history and does not report the one-time adjustment on Federal or state, county, and local W-2 forms.

For the purposes of miscellaneous deductions, gross pay is defined as (BN + BO + BT + CN + CT + FN + FT + SP + TX) + Gross pay from the time record.

The Payroll application adds the service fee amount entered for a one-time directed deduction to the automatic service fee amount taken.

Other compensation and payments

Other compensation (OC) and other payments (OP) are noncash or cash payments paid by the employer to the employee, in addition to the employee's normal earnings. As such, they cannot be processed as stand-alone payments (using OC or OP adjustments) and can be used only as a supplement to an employee's regular gross earnings.

Other compensation can include items such as:

- Company car use
- Discounted airfare
- Taxable insurance premiums.

Other payments can include items such as:

- Reimbursements for travel expenses
- Reimbursements for tools, meals, uniforms
- Any non-taxable payments not considered wages or other compensation.

The Payroll application calculates and tracks each other compensation or payment for an employee specifying that compensation/payment. You must set up a record for each other compensation (code O) and other payment (code P) in the Deduction Distribution file. For each compensation or payment, specify a description and the accounts you want to charge. For other compensation, specify the taxing and reporting status; other payments are not taxable. Any taxes the system withholds for other compensation come out of the employee's regular earnings. The system does not withhold taxes from other compensation and payments. The system also does not withhold any voluntary or directed miscellaneous deductions from other compensation and does not include them in gross pay when calculating a deduction amount specified as percentage of gross.

For each compensation or payment for an employee, you must set up a record in the Employee Other Compensation/Payments file. The data you enter into this file controls the amount added to the employee's gross pay, and when and where the system distributes it. You can override the taxable and reported indicators in the Deduction Distribution file for an other compensation for an employee through the Employee Other Compensation/Payments file.

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The Payroll application allows you to review the individual employee records by inquiring, or to print a listing of the file.

For the purposes of other compensation and payments, gross pay is defined as (BN + BO + BT + CN + CT + FN + FT + SP + TX) + Gross pay from the time record.

Overtime vs. premium time

You can track overtime hours as straight overtime or premium time.

If you choose to use straight overtime, the Payroll application expenses overtime labor to the department/production facility in which you reported the overtime. For example, an employee works two hours in each of five different departments in a given day for a total of 10 hours. You will pay the employee eight hours at regular time and two hours at overtime. If the employee's regular rate is $10.00 per hour for regular time and $15.00 per hour (time-and-half) for overtime, the employee's wages should total $110.00 for the day (8 hours @ $10.00 per hour plus 2 hours @ $15.00 per hour). Labor expenses for the four department/production facilities in which you reported regular hours will be $20.00 each. The labor expenses for the department/production facility in which you reported overtime will be $30.00.

If you choose to use premium time, you can track the overtime premium in separate department/production facilities or general ledger account numbers. For example, you can expense the regular time to direct labor, and expense the overtime premium to overhead. Using the previous example, report two hours for each of the five departments as regular hours. Make an additional entry for two hours as premium hours. The employee's regular rate is $10.00 per hour and the premium rate is $5.00 per hour. The employee's wages should be $110.00 for the day (10 hours @ $10.00 per hour plus 2 hours @ $5.00 per hour). You can expense the $10.00 overtime premium to a general ledger account or department/production facility that represents overhead.

When you enter premium hours, the Payroll application procedures do not include these hours when you balance attendance or when you print the Worker's Compensation Worksheet. Premium hours do not represent additional hours worked; they represent additional premium you will pay for the hours reported.

Pay advance deductions

Use a pay advance deduction, adjustment types PA and PB, to recover an employee pay advance not processed through the Payroll application. Use the PA adjustment type (pay advance deduction) for regular or reversal checks included in a regular payroll run. The PB adjustment type (special pay advance deduction) works the same as a PA adjustment but the system uses it for checks included in a special pay payroll run. You can only use the PB adjustment with a BO adjustment. See "Special pay types" on page 2-43.

The PA and PB adjustment types use a default deduction number of 001. To use these deduction types, add a miscellaneous deduction record (code W) with this number to the Deduction Distribution file.

Note: Once you select a special pay payroll run, the Payroll application changes the PB adjustment type to a PA adjustment type for the remainder of that payroll run.

For example, an employee requests a $100.00 pay advance. You give the employee the money out of petty cash and do not process a check through Payroll. The next

time the employee is paid, you enter a pay advance deduction, adjustment type PA. The Payroll application takes the pay advance deduction amount out of the employee's net pay after taxes and directed deductions. The pay advance deduction does not affect the taxes, other compensation, or other payments. It only affects miscellaneous deductions if there is not enough net pay left for a deduction to be withheld.

Payoffs

You can process a handwritten payroll check and update the employee's master record in the next payroll run using the payoffs function. After you write and pay the payroll check, add the earnings statement data to the Payoff Data Entry file using the Payoff Data Entry display (AMPBD1). It matches it to the related time/adjustment records.The payoff check stub data includes the following:

- Gross amount
- Net amount
- All tax amounts
- All employee-paid miscellaneous and union deductions
- All employee other compensation and payments
- Pay advance deductions.

The Payroll application recalculates the gross amount using the time/adjustment records and comparing them to the payoff gross amount.The Payroll application does not calculate the taxes and employee- paid deductions. The Payroll application balances the machine calculated gross and net amounts against the payoff gross amount. The Payroll application recalculates the net amount using the check stub data entered (deductions and taxes). The recalculated net amount must equal the net amount keyed in. You can post balanced payoff checks and process them during a normal payroll run.If a batch does not balance, correct the payoff entries or the time/adjustment entries, or change your selection of time/adjustment entries. You do not need to run Reset Balancing in order to change your selection.You must post all time/adjustment records for each paid-off employee before you balance payoff checks.

Reset balancing

You may balance payoffs as many as time as necessary in order to resolve any out-of-balance conditions. Once you successfully balance a payoff check, the system updates the time/adjustment records against which the check was balanced. If you want to make a change to a payoff check which has already been balanced but has not yet been posted, use reset balancing to return the time/adjustment records to their original status. Enter any changes, then run balance payoffs again.

Remove checks

If you want to change a payoff check which you already balanced and posted, use this option to remove payoff records from the total hours file. This option updates the time/adjustment records that were originally balanced against the payoff as regular transactions. Be sure you enter the correct payoff information when you enter the information again; otherwise, you may unintentionally produce another check.

After you run the payoff balancing and payoff posting options, follow normal payroll processing. Specify "Select Payoffs–Yes" when you select records during calculations.

Payoff employees must have active records in the Employee master file. Do not terminate the employee until you have completely processed the payoffs. Termination does not occur automatically with the payoff procedure.

You may not be able to reverse a handwritten payoff check processed by the Payroll application using the payroll reversal feature if you used union deductions and/or withholding taxes were exceptional. You may need to correct the files and make General Ledger adjusting entries. For more information about check reversals, see "Check reversals" on page 2-40.

You may want to process payoffs in a separate run; however, as long as you have met the previously discussed criteria, you can enter, balance, and run the payoffs together with regular entries.

Check reversals

If, for any reason, you issue a printed check in error, you must reverse the check. A check reversal corrects the Employee master record by removing the data caused by the incorrect check.

To reverse checks, if you are using the History feature, you can use the fast track method of check reversal by selecting Option 16 on the Payroll Main Menu:

- Select the checks to be reversed, using option 1 on the Check Reversal Processing menu (AMPM16).

- Run the Check Reversal Proof report, using option 2 on the Check Reversal Processing menu (AMPM16).

- As you review the Check Reversal Proof, if you want to change which checks to reverse, use option 3 on the Check Reversal Processing menu (AMPM16). If you change any checks, you then must run the Check Reversal Proof again.

- When you are satisfied with the selected checks, post the reversals by using option 4 on the Check Reversal Processing menu (AMPM16). The selected checks will be reversed and marked as void, and a Check Reversal Register will be produced.

If you are not using the History feature, see Appendix F for details on accomplishing the task.

Note: For more information about check reversals, also see Chapter 18, "Check Reversal Processing" .

Protected employees

You can designate certain employees as protected by typing P in the Protect Code field of the employee's master record. Protected employees are usually those in management and high-level executive positions. You can use this field to identify highly compensated employees and to assist in the application of tax-deferred savings plans' nondiscrimination tests. When you process these employees during a pay period, consider the following:

1. The person designated to run payroll for protected employees must have an authorized user ID through the CAS security option. This authorized user ID may not be the user ID that normally runs payroll for hourly and salaried employees. Any time protected payroll data is available (processing or file updating), the

authorized user must sign on before the Payroll application allows processing or file updating.

2. When you begin pay-period processing, specify the type of payroll run you will make. If you select a protected-employee payroll run, the system selects only those employees whose information you designated as protected. A person with the specified user ID authorization is the only one who can process this payroll.

3. You must sign on with an authorized user ID for all quarterly and yearly processing functions. See the *CAS User's Guide* for information about setting up protected security authorization.

Check reconciliation

If you reconcile checks, be aware of the steps involved. As you run the payroll and write checks, the Payroll application automatically writes a check reconciliation record.

To reconcile checks:

1. Use the check number and amount from the bank statement.

2. Select option 9, Check Reconciliation, to enter the reconciliation data.

3. Press Enter. The Check Reconciliation register (AMPRL) prints showing all voided and reconciled checks.

Shift differential

You can automatically apply pay differentials for hourly and salaried non-exempt employees who work a second or third shift. Differential values for regular and overtime hours, and premium hours for second and third shifts, appear in the Company record (code C) of the Deduction Distribution file.

During time entry, the Payroll application uses the employee shift code contained in the Employee master file. You can override this shift code during time entry or review.

The shift code and type hours determine the shift differential you will use.

Enter the employee rates in the Employee master file without the shift differentials for shift codes 2 or 3. The system applies no shift differentials for shift code 1.

You can express shift differentials as either fixed amounts or percents of the employee's regular rate as entered in the Employee Master file.Enter the shift differential values in the Company record (code C) of the Deduction Distribution file. The Payroll application adds the differential to the respective pay rate.

Note: The Payroll application applies the shift differential to the respective rate before it extends the differential for time-and-half, double-time, and so on.

• If you use fixed amounts, the Payroll application applies the fixed amount to the rate before it multiplies the rate against hours. For example, if you entered 2.125 ($2.125) for second shift overtime, the Payroll application adds $2.125 to the employee's overtime rate when it calculates any overtime (OT) hours reported that used a shift code of 2.

• If you use percents, the Payroll application adds a percent of the employee's overtime rate from the Employee master file to the rate before it multiplies the rate against hours. For example, if you entered 12.000 (12%) for second shift

overtime, the Payroll application adds 12% of the employee's overtime rate from the Employee master file to the employee's overtime rate when it calculates any overtime (OT) hours reported that used a shift code of 2.

You can identify the shift differential portion of the employee's pay as indirect labor.If you selected the indirect labor rate option during application tailoring, the Payroll application applies that portion of the labor cost due to the differential to an indirect labor account. It shows the labor cost on the Labor Distribution register and Payroll Distribution journal. If you choose to consider shift differential as indirect labor, consider the following:

1. If you enter a precalculated gross transaction, the Payroll application does not add shift premium to the rate; however, the Payroll application diverts an amount equal to the amount that the system would normally calculate (not to exceed the precalculated amount) to indirect labor cost. You can separate the indirect labor manually if you use multiple time entries. You can enter the direct labor portion of the pay in one time entry and the indirect labor portion during a second time entry. Use an override general ledger account number or an override department/ production facility set up for indirect labor.

2. If you enter an override rate on a payroll input transaction, that rate must include any shift differential you want applied. The system subtracts the shift premium that it would normally calculate for labor distribution purposes and posts it to indirect labor as applicable.

3. Shift differential automatically applies to all types of hours except vacation, holiday, and sick hours. You can maintain shift differential to apply to vacation, holiday, and sick hours when you maintain the Deduction Distribution file (AMPM10, option 7) for distribution code C.

Note: The combined hourly rate and shift premium cannot be greater than $99.99.

Sick pay

You can enter either sick hours or sick pay adjustments on the time entry form. You can enter sick pay, which is in addition to the calculated gross for the pay period, on an adjustment form for salaried employees.When you use the adjustment format, the Payroll application does not update the sick hours-to-date field in the Employee master record.

You can deduct taxes for sick pay for Federal income tax, Social Security, and Medicare. See "Taxable and reported indicators" on page 2-44 for information about the flags that let you deduct taxes.

The Payroll application includes sick gross (sick hours times hourly rate) in the regular gross amount for each employee. The Payroll application adds sick gross and sick pay adjustments into total gross. It adds the amount of sick gross and sick pay adjustments into taxable gross, depending on how you set your taxable flags.

The Payroll application accumulates all sick pay year-to-date by quarters in the Employee master file.

Set the taxable status of sick pay when you define your state, county, and local records. Set the taxable status of sick pay in SUI for each state, taxing body. Set the taxable status of sick pay for Federal, Social Security, Medicare in the Employee master record. See "Taxable and reported indicators" on page 2-44 for more information.

Special pay types

You can pay special earnings to employees and have them taxed at a flat rate using the special pay adjustment, type BO. Special earnings can include bonuses or commissions. You can recover a pay advance from a special check using the pay advance deduction adjustment, type PB. See "Pay advance deductions" for more information. For example, use the BO adjustment to pay a commission and the PB adjustment to recover a draw against that commission in the same payroll run.The BO adjustment uses the special rate percentage fields in the Tax Table file records for the appropriate taxing body. Each tax table record for Federal, state, county, and local taxes has a special rate percentage field. Set the flat rate at which you want these earnings to tax in this field.If you included special earnings in a regular payroll run instead of in a special pay payroll run (other than type BO adjustment), the system taxes the employee's wage and bonus at a lower- or higher-than-normal tax bracket.

For example, in the Federal tax tables for a single person, you can set the Special Rate % field to 31%, the highest tax bracket for a single person as of January 1, 1991. However, if none of your employees reach the $50,550 tax bracket, you may want to set the Special Rate % at 28%. This is the tax rate for the $21,600 to $50,550 bracket.

- An employee with adjusted gross earnings of $500 per week ($500 per week @ 52 weeks = $26,000 per year) falls within the 28% tax bracket. If you give the employee a $900 bonus or award, a regular check would interpret it as $500 plus $900, or $1,400 per week x 52 weeks per year = $72,800 per year. Nearly half the bonus would be taxed at 31% even though the employee is not in the 31% tax bracket.

- In another situation, a weekly employee with adjusted gross earnings of over $50,550 per year falls within the 31% tax bracket. If you gave the employee a $900 bonus or award, a regular check would interpret it as $900 per week @ 52 weeks per year = $46,800 per year. The bonus would be taxed using the 15% and 28% tax brackets when the bonus should have been taxed at 31%.

The special pay payroll run, using the BO adjustment, taxes the bonus at the flat rate from the Special Rate % field in the Tax Table file, regardless of which bracket you normally use for the employee.

You can enter special pay adjustment transactions (PB). You can only enter special pay adjustments (PB) in the same payroll run as the BO adjustments. If the special rate percent is zero in the tax table, the system uses the regular tax table. The system performs the appropriate calculations.

The system calculates deductions and income taxes as follows:

- The system does not calculate union dues since the system assumes you do not deduct dues from special pay.

- The system takes only tax-deferred (type T) and individual retirements account (IRA) (type I) miscellaneous deductions from special/bonus pay. These code W deductions are taken based on their frequency code, the use of an OD adjustment, or a combination of both. Directed deductions (code D) will also be taken if the *From Bonus* field in the Employee Miscellaneous Deduction record is set to Y; otherwise, directed deductions are skipped. The default is N. Directed deductions are taken based on their frequency code, use of a DD adjustment, or a combination of both. The only other deductions allowed for special pay are Federal income tax, FICA tax, and, if applicable, state, county, local, and SDI taxes. If a special pay adjustment is included (type PB), the system deducts this amount as it does for a PA adjustment in a regular run.

- The system calculates Social Security tax, Medicare tax, and state disability insurance as usual.

- The system bypasses normal tax calculations if the employee's marital status is H, S, or M, and the tax table record for Federal, state, county, or local taxes includes a rate in the special fixed-rate field. The system multiplies the special fixed rate from the Tax Table record by the special pay taxable gross. The result is the amount of income tax to deduct. If the employee's marital status is N, the system uses no tax table.

- If you use fixed percent tax method, maintain the Tax Table file to insert the necessary percentages.

- The system prints only reports that apply to special pay processing.

Taxable and reported indicators

You can indicate taxable and reported status for the following by taxing body category or by individual record:

- Individual taxing bodies
- Deductions
- Other compensation.

Taxable and reported indicators indicate how the deduction or other compensation affects employee taxable wages.

If you select Y (Yes) for Taxable º	**If you select N (No) for Taxable º**
The deduction: Does not affect gross earnings Does not affect taxable wages reported Does not affect taxes withheld Reduces the net pay by the amount of the deduction	The deduction: Does not affect gross earnings Does not affect taxable wages reported Does not have income tax withheld on it (tax is calculated using taxable wages less any nontaxable deductions) Reduces the net pay by the amount of the deduction and increases net pay by the amount of reduction in tax withheld
The other compensation: Is added to gross earnings and taxable wages reported Reduces the net pay by the increase in the amount of taxes withheld Increases net pay by value of the compensation if other compensation included in net pay	The other compensation: Is used to calculate other compensation for reporting purposes only Is added to the employee's gross earnings Does not affect taxable wages reported Does not affect taxes withheld Does not affect net pay if other compensation not included in net pay Increases net pay by value of the compensation if other compensation included in net pay

Set taxable and reported indicators in the Deduction Distribution, Employee Miscellaneous Deduction, and Employee Other Compensation/Payments files.

In the Deduction Distribution file, set the taxable status of sick pay, TDD, IRA, and cafeteria plan deductions for each taxing body in the following categories:

A	SUI
I	SDI

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K County
L Local
S State.

Also, for each state taxing body (code S), set the taxable status of sick pay in SUI, TDD in SUI, and cafeteria plan in SUI.

For each miscellaneous deduction (code W) type (cafeteria plan, IRA, TDD, other) and other compensation (code O) in the Deduction Distribution file, set the taxable and reported indicators for each of the following overall taxing body categories:

  • FIT
  • FICA (Social Security/Medicare)
  • FUTA
  • State
  • SDI
  • SUI
  • County
  • Local.

Define the taxable and reported indicators for each deduction and other compensation for each taxing body category in the Employee Miscellaneous Deduction and Employee Other Compensation/Payments file. Set the default for each indicator in the Deduction Distribution file for that deduction or other compensation. You can override the default value for an individual deduction or other compensation for an individual employee, if the taxing body allows it. If you define a deduction as Taxable Y (Yes), set Reported Y (Yes) for that deduction. In general, if you flagged a taxable or reported indicator as Yes, the deduction is taxable and/or reported.

For taxing body categories codes S, I, K, A, and L, the indicators mean:

Y Include the earnings in taxable wages for tax calculation for that individual taxing body (for example, Georgia).

N Exclude the earnings from taxable wages for tax calculation for that individual taxing body (for example, Georgia).

For deductions (code W) or other compensations (code O), the indicators mean:

Taxable:

Y Include the deduction or other compensation in the taxable wages for tax calculation.

N Exclude a deduction or other compensation from taxable wages for tax calculation if the taxing body allows it or it was not overridden in the Employee Miscellaneous Deduction or Employee Other Compensation/Payments file.

Reported:

Y Include the deduction or other compensation amount in the reported taxable wages (always if taxable) even if you selected to exclude it for tax calculations (taxable N). Use this for items that are not taxable but that you want to include in taxable gross for reporting.

N Exclude the deduction or other compensation amount from tax calculations and from the reported taxable wages amount if the taxing body allows it.

In the following chart, the codes are as follows:

B   Blank
M   Taxable for Medicare but not for Social Security
N   No–Not taxable or reported
NA   Not allowed
Y   Yes–Taxable or reported
R   Reported
S   Same as yes, except sick pay is not taxable

						Deduction Distribution Code W or O FIT reported? (DEDIR)	
						Y	N
						Employee Deduction/ Employee Benefit	
				Employee master			
Deduction Distribution Code W or O	Employee Deduction/ Employee Benefits			FIT apply? (FITCD)	FICA apply? (FICAC)	FIT reported? (EOFRP)	FIT reported? (EOFRP)
FIT taxable? (DEDIT)	Y	FIT taxable? (EOFTX)	Y B N	Y N / Y N / Y N / N N	Y N S M	Y B N / R R NA / R R NA / R R N	Y B N / R NA NA / R NA NA / R N N
	N	FIT taxable? (EOFTX)	Y B N	Y N / N N / N N		R R NA / R R N / R R N	R NA NA / R N N / R N N

Taxation of sick pay

The system considers sick pay taxable for Social Security, Medicare, and Federal income tax purposes. However, you can exclude sick pay from these taxable wages by using the FIT apply and FICA apply codes in Employer Master file maintenance.

You must specify whether to consider sick pay taxable for the other taxing body categories (state, county, and local income, SUI, and state disability insurance).Set the sick pay tax status when you maintain the Deduction Distribution file. See "Deduction Distribution (DISTRB) file" on page 1-8 for more information.

Tax calculations

Payroll calculates taxes and credits such as the following:

- Federal income tax
- Social Security tax
- Medicare
- EIC (earned income credit)
- State income tax
- State disability tax
- County and local income taxes
- Employee-paid state unemployment insurance tax.

Payroll also tracks and reports taxable wages for Federal and state unemployment insurances. The information that defines the tax algorithms is in several files.

- Use the Tax Table file to set up FIT, EIC, SIT, SDI, SUI, county, and local taxes.

- Use the Deduction Distribution file to set up Social Security, Medicare, FUTA, and SUI limits and percents, and account numbers for general ledger distribution. Enter or change the general ledger account number for FIT through application tailoring.

The system calculates taxes as follows:

- Set up income type taxes (FIT, EIC, SIT, CIT, LIT, SUI) and SDI in the Tax Table file. Payroll can support any combination of weekly, bi-weekly, semi-monthly, and monthly pay periods for married, single, and head-of-household tables.Set up personal employee tailoring (such as marital status and number of exemptions claimed) in the Employee master file for Federal taxes. Set up personal employee tailoring in the Employee State/County/Local file for state, county, local, SUI, and SDI taxes.

- You can set up a special fixed-rate percent in the Tax Table file for bonus type pay. You can then tax a bonus or lump sum type adjustment at a special rate (for example, 31%) since a normal tax table such as a weekly table could result in over- or under-taxation. You can withhold additional withholding of a fixed dollar amount or a percent of taxable gross or both for FIT, SIT, CIT, LIT, and state disability. Set up these values in the Employee master and the Employee State/County/Local files.

  Note: A marital status of N bypasses the tax table calculations and uses only the additional withholding values.

- Set up Social Security and Medicare, employee and employer tax limits and percents in the Federal record (code F) of the Deduction Distribution file. Tailor individual employee records to withhold Social Security and Medicare taxes and to indicate if sick pay should be taxable for these taxes.

- Set up FUTA and SUI tax limits in the Deduction Distribution file. The system calculates and reports FUTA and SUI taxable wages and wages over the limit on the 941A register and 941A forms. The system calculates and reports employer liability for FUTA and SUI. If you provide general ledger expense account numbers, the system distributes employer tax expense down to the department/ production facility level.

Tax-deferred deductions

The system uses tax-deferred deductions (distribution code W, type T) to support payroll deductions under a qualified 401(K) plan. Deductions designated as tax-deferred reduce the portion of gross pay subject to Federal income tax if you specify them as Taxable N (No) in the Deduction Distribution file record and the particular employee's record in the Employee Miscellaneous Deduction file.

Note: If you specify a deduction as taxable Y (yes) for state, county, or local taxes in the Deduction Distribution file, you cannot override the response elsewhere. If any Taxable response is Y (Yes), the system considers the deduction amount to be taxable.

In the Deduction Distribution file, define tax-deferred deductions as code W, and type T. Define employees who participate in tax-deferred deduction plans in the Employee Miscellaneous Deduction file.

The Payroll application provides for an employer's matching contribution for tax-deferred deductions. The Payroll application defines the amount as a percentage of the employee's deferral up to a certain percent of the employee's gross pay. You may set deduction limits for each of an employee's elected salary deferrals or selected benefits.You can set tax-deferred deduction matching contribution percents and limits for each of an employee's elected funds.

When it processes the payroll, the Payroll application subtracts tax-deferred and cafeteria plan deductions from the taxable gross pay before it calculates taxes. When it determines net pay, the system subtracts tax-deferred and cafeteria plan deductions after it deducts all taxes, directed and pay advance deductions, and before it deducts other miscellaneous deductions

If you must set different taxable and reported indicators for some employees who may not meet qualifications, define the state Deduction Distribution record for the deduction or compensation as Taxable N (No) and Reported N (No). Then, for an affected employee, override the distribution record Taxable and Reported indicators through the individual employee record Taxable and Reported indicators in the Employee Miscellaneous Deduction or Employee Other Compensation/Payments files.

Union deductions

A union deduction set up as a percentage of gross will use the gross pay resulting from regular, overtime, and/or premium hours only. It will not include any positive or negative adjustments that affect the total gross.

If you selected union deduction distribution during application tailoring, the way you specify these deductions is important. Payroll lets you establish union deductions in a variety of ways. You can establish union deductions as a fixed amount, hourly rate, percent of gross, or combination of hourly rate and percent of gross. You can define the deductions as employee-paid taxable, employer-paid taxable, or employer-paid non-taxable. The system withholds the deductions based on the frequency code you entered for each deduction. See "Frequency codes" on page 2-34 for more information.

Be aware that an employee-paid union deduction will be taken out of an employee's disposable income before any type of directed deduction. This may not conform with the stated guidelines for some wage garnishments and/or child support payments.

If an employee works for more than one company, the Payroll application prorates the union deduction across the companies based on gross pay. For example, an employee earns $400 in Company 01 and $600 in Company 02, for a total of $1,000 gross pay. The employer pays a fixed union deduction of $50 per pay period for this employee. Therefore, Company 1 pays $20 and Company 2 pays $30.

If you keep multiple time/adjustment records for an employee in a pay period, the system prorates the fixed union deductions across these records. For example, the employer pays a fixed union deduction of $50 per week for an employee. This table shows where the system prorates the deduction.

Company number	Hours worked	Gross pay $	Fixed union deduction $
01	4	20	5
01	8	40	10
01	8	40	10
01	12	60	15
01	8	40	10
Total:		200	50

The system prorates this amount on gross pay, not on hours worked, and the detail appears on the Labor Distribution register (AMPFK). The system calculates the proration as follows: (Gross for the record * Total gross) = Fixed deduction. For the purposes of union deductions, gross pay is (BN + BO + BT + CN + CT + FN + FT + SP + TX) + Gross pay from the time record.

The system takes the deduction records in the Union master file with a deduction frequency code of zero only when you make a UD (union deduction) adjustment entry. If the fixed amount and rate fields in the record are zero, the system bases the amount of the deduction on the UD fixed-amount adjustment entry. The UD adjustment is not allowed for union deductions specified as rate-per-hour or percent of gross.

If a fixed amount exists in the Union master file record in addition to the fixed-amount UD adjustment entry, the deduction during this pay cycle is the sum of the two fixed amounts.

If you chose to reserve a deduction number using a pay frequency of zero with zero amounts in the record, you must enter a nonzero amount with the UD adjustment entry.

Chapter 3. Time/Adjustment Entry

When you select option 1 on the Payroll Main Menu (AMPM00), the Time/Adjustment Entry menu appears.

Use the Time/Adjustment Entry menu (AMPM01) to enter, maintain, or delete any of the following records from a workstation keyboard or from diskettes or a disk file:

- Time
- Adjustment
- Backout
- Attendance.

After you enter the data, you can print the Payroll Batch register showing all information entered into a batch.

```
 AMPM01                         Payroll                    **********
                          Time/Adjustment Entry

   Type option or command; press Enter.

        1. Enter from Work Station
        2. Enter Data from Offline Files
        3. Print Batch Register








   ==> _____

   F3=Exit         F4=Prompt    F9=Retrieve    F10=Actions
   F11=Job status  F12=Return   F22=Messages
```

Option 1. **Enter from Work Station**. Use this option to enter, delete, or change time, adjustment, attendance, and backout entries.

Use this option later to correct any errors the system detected and to close the batch.

Option 2. **Enter Data from Offline Files**. Use this option to enter data that you have previously entered on a diskette or written to a disk file, and to transfer the data to the Batch Entry file.

Option 3. **Print Batch register**. Use this option to print data entered using Option 1 on this menu.

Option 1. Enter from Work Station (AMPM01)

Use this option to:

- Add a time, attendance, or adjustment record to a batch

- Edit (look at, change, or delete) a time, attendance, or adjustment record already in a batch

- Back out (delete) a time, attendance, or adjustment record already posted to the Total Hours file.

You must have a password authorized for data entry tasks to perform this operation. You can enter data daily or at the end of a pay cycle.

The system puts the employee time/adjustment data you enter into a transaction file. The system accumulates the transactions into sets called batches. You can group batches by periods of time, such as a day, or by an entire pay cycle. After you enter a batch, you can close or suspend it. You can reopen suspended and closed batches to accept more entries before you select Posting (option 3 on the Main Menu). However, if you closed and posted a batch, you can no longer access the closed batch.

Note: When you post, the system posts all closed batches.

You can delete a batch any time before you close it. Be careful when you delete a batch. You will lose all the information in the batch and have to enter all of the information again if you need it.

If PC&C is installed and interfacing and you report time in minutes, type the time as minutes in the appropriate time fields. Keep hour and minute data entry forms separate from each other. See "Accounting controls and audits" for a description of hour and minute audit controls.

Before you enter a batch of data entry forms, transcribe the totals to the Input Control Log (PR-23) and attach the log to the forms. If you are running several types of payroll (hourly, salaried, or protected), fill in a separate form for each payroll type. This will help when you balance the payroll control totals.

What information you need: The company number for each group of time, attendance, or adjustment records, if you are supporting more than one company.

What reports are printed: Payroll Batch register (AMPAV)

What forms you need: None.

The basic steps to enter data follow each display.

AMPAH0–Batch Header (Enter)

Use this display to set up common payroll processing information for records in a batch. The system stores this information in a transaction file until you close the batch and then posts it to the Total Hours file. If any batch header information changes as you enter detail records, you must generate a new batch header.

This display appears if you enter time, attendance, and adjustment data. When you add new records to an existing batch, you do not have to enter anything on the fields; use the appropriate function key.

```
DATE **/**/**                        PAYROLL              ENTER      AMPAH0  **
                                    BATCH HEADER


                             BATCH NUMBER ****

                    DAY NUMBER <1-99>            nn
                    PAY CYCLE <0-9>               n
                    ACCOUNTING MONTH            nn
                    COMPANY NUMBER <1-89>       nn




                                               F05 TIME DATA
                                               F06 ADJUSTMENT DATA
                                               F07 ATTENDANCE DATA
                                               F08 REVIEW/UPDATE
                                               F09 BACKOUT RECORD
                                               F17 ACCEPT WARNING
                                               F24 DISPLAY STATUS
```

What to do

- To start a new batch, type in the information requested and press **Enter**. Write down the number of the batch that the system assigns.

- To use an existing batch, press **Enter**. Use a function key to perform the following tasks:

    - Add a time, adjustment, or attendance record
    - Edit a time, adjustment, or attendance record
    - Delete a time, adjustment, or attendance record

- If this display appears again with an error message, you can either correct the error or use **F17** to accept the error temporarily and continue and not correct the warning condition.

Function keys

Until you enter data and press **Enter** for a new batch, or press **Enter** to accept the data shown for an existing batch, the function keys **F05**, **F06**, and **F07** do not appear on the display.

After you press **Enter** and the display appears again with no errors, you can select one of the available function keys to enter time, adjustment, or attendance data.

When working on a closed or suspended batch, you can review, update, or back out a record; also, you can change the status of the batch.

F05 TIME DATA causes the Time Data (Enter) display (AMPAH1) to appear to add new time data records.

F06 ADJUSTMENT DATA causes the Adjustment Data (Enter) display (AMPAH2) to appear to add new adjustment records.

F07 ATTENDANCE DATA causes the Attendance Data (Enter) display (AMPAH3) to appear to add new attendance data records.

F08 REVIEW/UPDATE causes a review/update display to appear. Use this function key to review or update existing batch records.

F09 BACKOUT RECORD causes the Backout Record (Enter) display (AMPAH4) to appear to delete a record after you posted the record to the Total Hours file.

F17 ACCEPT WARNING allows processing to continue and not correct the warning condition.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear to permit a batch to be deleted, suspended or closed.

Fields

BATCH NUMBER. The number assigned to this batch by data entry control.

DAY NUMBER (1-99). Type in the day number (1 to 99) you want to use for this batch of data. Use the day number to associate batch entries with a particular day. The system uses the day number when it balances attendance and processes automatic overtime. The system reserves the use of day number 99 to bypass automatic overtime.

PAY CYCLE (0-9). Required. Type in the pay cycle (0 to 9) in which these transactions will be processed; The system uses pay cycle 0 (zero) only for reversal runs. The pay cycle associates entries with a particular week or period and allows deductions according to a designated frequency. The system uses the pay cycle when it balances attendance.

If this is a reversal run, see Appendix Ffor more information about preparing a payroll reversing transaction and also see "Check reversals" on page 2-40for other reversing considerations.

ACCOUNTING MONTH or PERIOD. Type in the accounting month (1 to 12) if you use monthly accounting or type in the accounting period (1 to 13) if you use period accounting.

Note: The accounting month or period determines the period used for general ledger distribution of the associated labor expense. The value entered here is the only way that the Payroll system will react to a split period situation, and make the accrual entries when checks are run.

COMPANY NUMBER (01-89). Appears and is required if you selected multiple company support during application tailoring. Type in the company number (01 to 89) to which this batch applies.

AMPAH1–Time Data (Enter)

Use this display to enter time data records and to override values for some fields. Overrides let you use a different value for a pay cycle than the value defined in payroll files for an employee. You can override the following fields:

- Shift number
- Department
- Production facility
- Regular and other rate
- State, county, and local codes
- General ledger number.

When you override fields, the system edits for errors. If it detects errors, the system highlights the field that contains the error and shows you an error message. If the system finds no errors, it accepts the data.

This display appears if you use **F05 TIME DATA** on displays AMPAH0, AMPAH2, or AMPAH3.

```
DATE **/**/**                        PAYROLL              ENTER    AMPAH1  **
                                    TIME DATA
BATCH *** LINE *******  DAY **  PAY CYCLE *  ACCOUNTING MONTH  **  COMPANY **
EMPLOYEE NAME       **************************
EMPLOYEE NUMBER      nnnnn     SHIFT NUMBER OVERRIDE <1-3>    n
ORDER             aaaaaA7     OPERATION                      aaA4
DEPARTMENT OVERRIDE   aaA4    PRODUCTION FACILITY OVERRIDE   aaaA5
REGULAR HOURS        nnn.nn   TYPE <TH/DT/TR/DH/S/P/VA/HL>   A2
OTHER   HOURS        nnn.nn
MACHINE HOURS        nnn.nn   RUN CODE <R/S/M>               A
QUANTITY         nnnnnnn.nnn  COMPLETION CODE <0/1/2/3>      n
REG RATE OVERRIDE      nn.nnn  OTHER RATE OVERRIDE           nn.nnn
STATE CODE OVERRIDE     nnn   COUNTY CODE OVERRIDE           nnn
LOCAL CODE OVERRIDE     nnn   QUANTITY SCRAPPED          nnnnnnn.nnn
SCRAP REASON        aaaaA6    REFERENCE                  aaaaaaaA10
PRECALCULATED GROSS  nnnnn.nn  PRECALCULATED OTHER GROSS    nnnnn.nn
                             GENERAL LEDGER NUMBER OVERRIDE aaaaaaaaaaaaA15


    CONFIRM TIME ENTRIES REPORTED IN MINUTES?   <Y/N>  A
                                                F06 ADJUSTMENT DATA
                                                F07 ATTENDANCE DATA
                                                F08 REVIEW/UPDATE
                                                F09 BACKOUT RECORD
                                                F10 FASTRACK ON/OFF
                                                F11 BATCH HEADER
                                                F24 DISPLAY STATUS
```

What to do

- To add a time record, type in the information requested and press **Enter**, or for "Fastrack" entry, use **F10** without typing in any information. The Time Data "Fastrack" display (AMPAH1F) appears. Repeat until you have added all the time records you want to add. Then use a function key to continue.

- To return to the Batch Header display to set up other time, attendance, or adjustment records in a batch, use **F11**. The Batch Header (Enter) display (AMPAH0) appears.

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- Use a function key to perform the following tasks:
    - Add an attendance or adjustment record
    - Edit a record already in the batch
    - Remove a transaction you already posted.

Function keys

F06 ADJUSTMENT DATA causes the Adjustment Data (Enter) display (AMPAH2) to appear. You can enter adjustment records.

F07 ATTENDANCE DATA causes the Attendance Data (Enter) display (AMPAH3) to appear. You can enter attendance records.

F08 REVIEW/UPDATE causes a Review/Update display to appear. You can review or update an active batch record.

F09 BACKOUT RECORD causes the Backout Record (Enter) display (AMPAH4) to appear. You can delete a transaction already posted to the Total Hours (TOTHRS) file.

F10 FASTRACK ON/OFF causes the Time Data (Enter) display (AMPAH1F) to appear. "Fastrack" suppresses several fields from display AMPAH1. You can save time when entering only hourly information for an employee.

F11 BATCH HEADER causes the Batch Header (Enter) display (AMPAH0) to appear. You can change the defaults for this batch.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. You can review the session status or end the batch.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

BATCH. The sequential number assigned by the application to identify the batch.

LINE. The current batch transaction number.

DAY. The day number entered on display AMPAH0.

PAY CYCLE. The pay cycle entered on display AMPAH0.

ACCOUNTING MONTH or PERIOD. The accounting month (if you use monthly accounting) or the accounting period (if you use 13-period accounting) entered on display AMPAH0.

COMPANY. If you support more than one company, the company number you entered on display AMPAH0.

EMPLOYEE NAME. Appears if the system finds an error.

EMPLOYEE NUMBER [?]. Required. Type in the employee number to identify the employee whose time data you are about to enter.

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SHIFT NUMBER OVERRIDE (1-3). If other than the employee's normally scheduled shift, type in the shift worked.

ORDER. Appears if you selected order distribution. Required if you choose a run code of M. Type in the shop order number you want to charge with the employee's labor.

OPERATION. Appears if you selected order distribution. Required if you choose a run code of M. Type in the operation number within the shop order you want to charge with the employee's labor.

DEPARTMENT OVERRIDE. If other than the employee's home department as shown in the Employee Master file, type in the number of the department worked. If you typed data in the *ORDER* and *OPERATION* fields, type in the department worked, if other than that specified in the order in PC&C.

If PC&C is installed and interfacing, and you enter a transaction from the workstation with a department number and without a production facility, the system interprets the transaction as an override of the department number only.In this case, the Payroll application uses the production facility in the Manufacturing Order Routing file. The system passes the data to PC&C as department number = override and production facility = blank. The system verifies the hours code against the list that appears on the display and assumes the run code to be R.

Use a run code of M to report a milestone transaction. You can report time in minutes for operations with a time basis code of M. The system passes time to PC&C as minutes but converts it to hours for payroll processing. You can also report scrapped end-item quantities to PC&C.

PRODUCTION FACILITY OVERRIDE. Type in the production facility to be used if different from the employee's assigned production facility in the Employee Master file. Leave this field blank if you do not break down labor costs by facility on the Labor Distribution Register. If you use order and operation numbers, type in the production facility to be charged if other than that specified in the order record. You can specify the override only if the facility ID is in the Work Center file (WRKCTR) and if the operation number has a status setting no greater than 10 in the MOROUT Operation Detail record.

REGULAR HOURS. Type in the number of regular hours worked if you pay the employee on an hourly basis.

You must enter at least one time record for each salaried or nonexempt employee you want to pay. The only required field is employee number.

If you enter any type of hours in a salaried or nonexempt employee's record, you must enter hours for all time records for that employee for that pay cycle. That is, you should enter either all time records for an employee for a pay cycle or no hours in any time records for an employee for a pay cycle. The system distributes the employee's salary based on the hours you reported.

REGULAR MINS. Appears if PC&C is installed and interfacing and if you are using a time basis code of M. Type in the amount of regular minutes worked if you pay the employee on an hourly basis.

TYPE (TH/DT/TR/DH/S/P/VA/HL). If you are entering other hours, type in one of the following type code for these hours:

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TH	Time and one-half
DT	Double time
TR	Triple time
DH	Double time and one-half
S	Sick time
P	Premium time
VA	Vacation
HL	Holiday
Blank	Overtime hours.

OTHER HOURS. Type in the number of other hours that correspond to the type code for this transaction.

OTHER MINS. Appears if PC&C is installed and interfacing and you are using a time basis code of M. Type in the number of other minutes that correspond to the type code for this transaction.

MACHINE HOURS. Appears if you selected order distribution during application tailoring. Type in the number of hours spent on the shop order for this transaction.

MACHINE MINS. Appears if you selected order distribution during application tailoring, PC&C is installed and interfacing, and you are using a time basis code of M. Type in the number of minutes spent on the shop order for this transaction.

RUN CODE (R/S/M). Appears if you selected order distribution during application tailoring. Type in the appropriate code for the labor or machine hours entered. Use one of the following codes:

R   Run; if blank, R is assumed
S   Labor setup
M   Milestone.

QUANTITY. Appears if you selected order distribution during application tailoring. Required if you choose a run code of M. Type in the quantity of items completed for the shop order.

COMPLETION CODE (0/1/2/3). Appears if PC&C is installed and interfacing, and if you selected order distribution during application tailoring. Required if you choose a run code of M. Type in one of the following codes to indicate the status of the operation number entered:

0   Incomplete, quantity optional; assumed if blank

1   Complete, quantity required

2   Complete, quantity optional

3   If PC&C is installed and interfacing, sets the operation status of all milestone sub-operations to 40. You can only use this with a run code of M on a milestone operation.

REG RATE OVERRIDE. If the hourly rate differs from the one shown in the Employee Master file, type in that hourly rate for this transaction.

OTHER RATE OVERRIDE. If the other hour rate differs from the one shown in the Employee Master file, type in that other hour rate for this transaction.

STATE CODE OVERRIDE
COUNTY CODE OVERRIDE
LOCAL CODE OVERRIDE. Appear if you selected state, county, and local support during application tailoring. To use a code for a taxing body, other than the code shown in the Employee Master file, type in a valid distribution number for the appropriate state tax withholding, as identified in the Employee State/County/Local file.

QUANTITY SCRAPPED. Appears if PC&C is installed and interfacing. Type in the quantity of end-item scrap.

SCRAP REASON CODE. Type in a code that explains the reason for this scrap transaction. This field is required if you made an entry in the Quantity Scrapped field. This code must be a valid code in the Scrap Reason Code file. If your company does not require reason codes, blank is a valid entry.

REFERENCE. Type in the user-defined entry used to provide additional information about the scrap transaction.

PRECALCULATED GROSS. Type in an amount to specify the employee's regular gross pay rather than have the application calculate regular pay.

You cannot combine precalculated gross with any regular or other hours that are not directly associated with that precalculated amount. You must enter all precalculated gross on a separate time record. You can enter just precalculated gross for salaried employees. You do not have to enter any hours. You can use the following combinations on any single record:

- Regular hours and precalculated regular gross
- Other hours and precalculated other gross
- All of the above.

Precalculated gross affects only the record in which you entered it. The system adds the amount to any other gross which it normally calculates. If the system calculates an employee's entire pay and you enter records daily, you must manually distribute the amount over the corresponding hours per day.

PRECALCULATED OTHER GROSS. Type in an amount to specify the employee's other gross pay rather than have the application calculate other gross pay.

GENERAL LEDGER NUMBER OVERRIDE. Appears if you selected general ledger distribution during application tailoring. Type in the general ledger number to which you want to charge this labor if other than the general ledger number in the Labor Distribution file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

CONTINUE TO CONFIRM TIME ENTRIES REPORTED IN MINUTES?
(Y/N). Appears if PC&C is installed and interfacing. To continue receiving a message for operations reported in minutes, type in **Y** (Yes); otherwise, type in **N** (No). The default is Y (Yes).

AMPAH1F—Time Data "Fastrack" (Enter)

Use this "fastrack" display to suppress many of the data entry fields on display AMPAH1 and enter only hour information and to enter hours and precalculated gross for time data records.

This display appears if you use **F10 (FASTRACK ON/OFF)** on the Time Data (Enter) display (AMPAH1).

```
DATE **/**/**                          PAYROLL                ENTER      AMPAH1F **
                                      TIME DATA
BATCH *** LINE *******  DAY **  PAY CYCLE *  ACCOUNTING MONTH  **  COMPANY **
EMPLOYEE NAME         ************************
EMPLOYEE NUMBER        nnnnn


REGULAR HOURS            nnn.nn   TYPE <TH/DT/TR/DH/S/P/VA/HL>   A2
OTHER HOURS              nnn.nn




PRECALCULATED GROSS  nnnnn.nn   PRECALCULATED OTHER GROSS      nnnnn.nn


                                                       F06 ADJUSTMENT DATA
                                                       F07 ATTENDANCE DATA
                                                       F08 REVIEW/UPDATE
                                                       F09 BACKOUT RECORD
                                                       F10 FASTRACK ON/OFF
                                                       F11 BATCH HEADER
                                                       F24 DISPLAY STATUS
```

What to do

• To add time data records with hours and precalculated gross only, type in the information requested and press **Enter**. Repeat until you have added all the time data records you want to add.

• To return to the Batch Header display to set up other time, attendance, or adjustment records in a batch, use **F11**. The Batch Header (Entry) display (AMPAH0) display appears.

• Use a function key to perform the following tasks:

    - Add adjustment or attendance record
    - Edit a record already in a batch, use **F08**.
    - Remove a transaction already posted
    - Return to the Time Data (Enter) display.

Function keys

F06 ADJUSTMENT DATA causes the Adjustment Data "Fastrack" (Enter), display AMPAH2F, to appear. Use this function key to enter adjustment records.

F07 ATTENDANCE DATA causes the Attendance Data (Enter) display (AMPAH3) to appear. Use this function key to enter attendance records.

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F08 REVIEW/UPDATE causes a Review/Update display to appear. Use this function key to review or update an active batch record.

F09 BACKOUT RECORD causes the Backout Record (Enter) display (AMPAH4) to appear. Use this function key to delete a transaction already posted to the TOTHRS file.

F10 FASTRACK ON/OFF causes the Time Data (Enter) display (AMPAH1) to appear again.

F11 BATCH HEADER causes the Batch Header (Enter) display (AMPAH0) to appear. Use this function key to set up payroll processing records in a batch.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. Use this function key to review the session status or end the batch.

Fields

See "AMPAH1–Time Data (Enter)" on page 3-5for descriptions of the fields that appear on this display.

Note: If IFM is interfacing, you cannot enter a UNIT/NATURE override using the fastrack entry method.

AMPAH2–Adjustment Data (Enter)

Use this display to enter adjustment data records for the batch header information shown on display AMPAH0. You must separate and report transactions that exceed $99,999.99 for an employee into separate pay periods. After you type in the necessary adjustment data, the system verifies the employee number against the information in the Employee master file.

Use this display to enter adjustment data records for the batch header information shown on display AMPAH0.

This display appears if you use **F06 ADJUSTMENT DATA** on displays AMPAH0, AMPAH1, or AMPAH3.

```
'
DATE **/**/**                     PAYROLL              ENTER    AMPAH2  **
                             ADJUSTMENT DATA
BATCH *** LINE ******* DAY **  PAY CYCLE *  ACCOUNTING MONTH  **  COMPANY **

EMPLOYEE NUMBER        nnnnn      EMPLOYEE NAME ***********************
ORDER                  aaaaaA7    OPERATION              aaA4
DEPARTMENT OVERRIDE    aaA4       PROD FAC OVERRIDE      aaaA5
TYPE <EC/OD/DD/OC/OP/NT/FN/CN/BN/TX/FT/CT/BT/RA/PA/PB/SP/UD/BO> A2

DEDUCTION NO.          nnn        ADJUSTMENT AMOUNT     nnnnnn.nn
OTHER COMP/PAYMT NO.   nnn
STATE CODE OVERRIDE    nnn        COUNTY CODE OVERRIDE  nnn
LOCAL CODE OVERRIDE    nnn        RUN CODE <R/S/M>      A
                                 SERVICE FEE           nnn.nn

ADJ/DED GL OVERRIDE  aaaaaaaaaaaaA15
GL EXPENSE OVERRIDE  aaaaaaaaaaaaA15              F05 TIME DATA
                                                 F07 ATTENDANCE DATA
                                                 F08 REVIEW/UPDATE
                                                 F09 BACKOUT RECORD
                                                 F10 FASTRACK ON/OFF
                                                 F11 BATCH HEADER
                                                 F24 DISPLAY STATUS
```

What to do

- To add an adjustment record, type in the information requested and press **Enter**. For "Fastrack" entry, use **F10**. The Adjustment Data "Fastrack" display (AMPAH2F) appears. Repeat until you have added all the adjustment records you want to add. Then use a function key to continue.

- To return to the Batch Header display to set up other time, attendance, or adjustment records in a batch, use **F11**. The Batch Header (Enter) display (AMPAH0) appears.

- Use a function key to perform the following tasks:

  - Add a time or attendance record
  - Edit a record already in a batch
  - Remove a transaction already posted
  - Add records with deduction data only.

Function keys

F05 TIME DATA causes the Time Data (Enter) display (AMPAH1) to appear. Use this function key to enter time data records.

F07 ATTENDANCE DATA causes the Attendance Data (Enter) display (AMPAH3) to appear. Use this function key to enter attendance data records.

F08 REVIEW/UPDATE causes a Review/Update display to appear. Use this function key to review or update an active batch record.

F09 BACKOUT RECORD causes the Backout Record (Enter) display (AMPAH4) to appear. Use this function key to delete a transaction already posted to the TOTHRS file.

F10 FASTRACK ON/OFF causes the Adjustment Data (Enter) display (AMPAH2F) to appear. "Fastrack" suppresses several keys from display AMPAH2. Use this function key to save time when entering only key deduction information.

F11 BATCH HEADER causes the Batch Header (Enter) display (AMPAH0) to appear. Use this function key to change the defaults for this batch.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. Use this function key to review the session status or end the batch.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

BATCH. The sequential number assigned by the application to identify the batch.

LINE. The current batch transaction number.

DAY. The day number entered on display AMPAH0.

PAY CYCLE. The pay cycle entered on display AMPAH0.

ACCOUNTING MONTH or PERIOD. The accounting month (if you use monthly accounting) or the accounting period (if you use 13-period accounting) entered on display AMPAH0.

COMPANY. The company number entered on display AMPAH0 (if you support more than one company).

EMPLOYEE NUMBER [?]. Required. Type in the employee number to identify the employee record whose adjustment data you are about to enter.

EMPLOYEE NAME. The application shows this field only if an error occurs.

ORDER. This field appears if you selected order distribution during application tailoring. Required if you chose a run code of M. Type in the shop order number you want to charge with this adjustment.

If PC&C is installed and interfacing with Payroll and you enter an order number, the system verifies the order number against the Manufacturing Order master file. If the operation field is present but you did not enter data in the department and production facility fields, the system verifies the operation. The system gets the default value for department and production facility from the Manufacturing Order Routing file. The system verifies the data in the department and production facility fields against the Labor Distribution file. The adjustment type code must be one of the values shown. If you enter a deduction number, the system verifies it against the Deduction Distribution file. If you selected general ledger distribution during application tailoring, the system verifies the general ledger number against the General Ledger master file. If you enter state, county, and local code overrides, the system verifies them against the Employee State/County/Local file.

OPERATION. This field appears if you selected order distribution during application tailoring. This field is required if you chose a run code of M. Type in the operation

number within the shop order you want to charge as an adjustment to the employee's labor.

DEPARTMENT OVERRIDE. If other than the employee's home department number as shown in the Employee Master file, type in the department number. If you use Order and Operation, type in the department number if other than that assigned in PC&C.

If PC&C is not installed and interfacing with Payroll, and you enter a transaction using the workstation with department number and without production facility, the system interprets the data as an override of department number and production facility (production facility = blank). If PC&C is installed and interfacing with Payroll and you enter a transaction using the workstation with a department number and without a production facility, the system interprets the data as an override of department number only. In this case, the Payroll application uses the production facility in the Manufacturing Order Routing file. The system passes the data to PC&C as department number = override and production facility = blank.

PROD FAC OVERRIDE (Production Facility Override). If other than the employee's home production facility as shown in the Employee Master file, type in the facility ID. Leave this field blank if you do not break down labor costs by facility on the Labor Distribution report. If you use Order and Operation, type in the production facility, if other than that assigned in PC&C.

TYPE (EC/OD/DD/OC/OP/NT/FN/CN/BN/TX/FT/ CT/BT/RA/PA/PB/SP/UD/BO). Required. Identify the type of adjustment by typing in one of the following codes:

EC   Earned income credit payment
OD   Miscellaneous one-time deduction
DD   Directed deduction
OC   Other compensation
OP   Other payments
NT   Nontaxable
FN   FIT taxable
CN   FICA taxable
BN   FIT and FICA taxable
TX   Taxable
FT   FIT and S/C/L taxable
CT   FICA and S/C/L taxable
BT   S/C/L taxable
RA   Reverse amount, pay cycle must be 0
PA   Pay advance deduction
PB   Special pay advance deduction
SP   Sick pay
UD   Fixed amount union deduction
BO   Special gross pay.

Notes:

1. When using adjustment types NT, FN, CN, BN, TX, FT, CT, and BT, the type determines not only how the adjustment amount is taxed but also which taxable wage fields in the Employee Master and Employee State, County, Local records should be updated for the affected employee. For example, a CN adjustment updates only the Gross Earnings and FICA Taxable Wages fields.

2. Use adjustment type UD when you have a corresponding fixed-amount union deduction in the Union Master file, or when the UD is a reversal.

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3. If the deduction amount for a directed deduction is defined as a percentage of disposable income, any DD adjustment amount entered will be used as a replacement (override) to the computed amount. In all other cases (fixed amount, percent of gross, rate per hour), any DD amount entered will be a net addition to the amount computed for a scheduled deduction.

4. You can only use adjustment type EC when the EIC code in the Employee master record is active. See "Earned income credit" on page 2-28.

ADJUSTMENT AMOUNT. Type in the amount of the adjustment. This amount can be either a positive or negative amount.

Notes:

1. The program does not calculate the amount correctly if the accumulated amount for all records exceeds 99,999.99.

2. Leave this field blank for UD reversal adjustments based on a percent of gross income. See Appendix B for more information.

DEDUCTION NO. For miscellaneous one-time deductions (OD), directed deductions (DD), and union deductions (UD), type in the deduction number that refers to a deduction in the Deduction Distribution file. For union deductions (UD), type in the union type number that refers to a deduction in the Deduction Distribution or Union Master file.

OTHER COMP/PAYMT NO. (Other compensation/payment number). For other compensation and other payments, type in the number that refers to the other compensation or other payment in the Deduction Distribution file.

STATE CODE OVERRIDE
COUNTY CODE OVERRIDE
LOCAL CODE OVERRIDE. These fields appear if you selected state, county, and local support during application tailoring. To use a code for a taxing body, other than the code shown in the Employee Master file, type in a valid distribution number for the appropriate state tax withholding, as identified in the Employee State/County/Local file.

RUN CODE (R/S/M). This field appears if PC&C is installed and interfacing, and if you entered a shop order and operation number. Indicate the nature of the labor or machine time spent by typing in one of the following codes:

R   Run; assumed if blank
S   Setup
M   Milestone.

SERVICE FEE. Type in the service fee that the company charges an employee for processing the directed deduction (DD). If you do not normally take this directed deduction during this pay cycle, this is the amount charged. If the deduction is normally taken during this pay cycle, the amount is in addition to the normal service fee.

ADJ/DED GL OVERRIDE. Appears if you selected general ledger distribution. Leave this field blank to charge the adjustment to the general ledger number assigned to the department/facility in the Labor Distribution file. To charge the adjustment to a different general ledger number, type in the number.

Account overrides are not allowed for the following adjustment types:

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EC Earned Income Credit
RA Reversal amount (net pay)

For other compensation (OC) and other payments (OP), this field can be used to override the account number assigned for the offset credit entry.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

GL EXPENSE OVERRIDE. Type in the general ledger expense account number to charge for the other compensation or other payment. Leave this field blank to charge the adjustment to the general ledger number assigned in the Employee Other Compensation/Payments file. If there is not a general ledger number assigned in the Employee Other Compensation/Payments file, the system charges the adjustment to the assigned number in the Deduction Distribution file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

AMPAH2F–Adjustment Data "Fastrack" (Enter)

Use this display to suppress many of the adjustment data entry fields on display AMPAH2 and enter only deduction information.

This display appears if you select **F10 (FASTRACK ON/OFF)** on the Adjustment Data (Enter) display (AMPAH2).

```
'
 DATE **/**/**                        PAYROLL              ENTER     AMPAH2F **
                                   ADJUSTMENT DATA
 BATCH *** LINE *******  DAY **  PAY CYCLE *  ACCOUNTING MONTH  **   COMPANY **

 EMPLOYEE NUMBER       nnnnn


 TYPE <EC/OD/DD/OC/OP/
    NT/FN/CN/BN/TX/FT/CT/
    BT/RA/PA/PB/SP/UD/BO> A2     ADJUSTMENT AMOUNT     nnnnn.nn
 DEDUCTION NO.          nnn
 OTHER COMP/PAYMT NO.   nnn


                              SERVICE FEE         nnn.nn

                                              F05 TIME DATA
                                              F07 ATTENDANCE DATA
                                              F08 REVIEW/UPDATE
                                              F09 BACKOUT RECORD
                                              F10 FASTRACK ON/OFF
                                              F11 BATCH HEADER
                                              F24 DISPLAY STATUS
```

What to do

- To add only deduction data, type in the information requested and press **Enter**. Repeat until you have added all the adjustment records you want to add. Then use a function key to continue.

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- To return to the Batch Header display to set up other time, attendance, or adjustment records in a batch, use **F11**. The Batch Header (Enter) display (AMPAH0) appears.

- Use a function key to perform the following tasks:

    - Add a time or attendance record
    - Edit a record already in a batch
    - Remove a transaction already posted.

Function keys

F05 TIME DATA causes the Time Data "Fastrack" (Enter) display (AMPAH1F) to appear. Use this function key to enter time data records.

F07 ATTENDANCE DATA causes the Attendance Data (Enter) display (AMPAH3) to appear. Use this function key to enter attendance data records.

F08 REVIEW/UPDATE causes a Review/Update display to appear. Use this function key to review or update an active batch record.

F09 BACKOUT RECORD causes the Backout Record (Enter) display (AMPAH4) to appear. Use this function key to delete a transaction already posted to the TOTHRS file.

F10 FASTRACK ON/OFF causes the Adjustment Data (Enter) display (AMPAH2) to appear again.

F11 BATCH HEADER causes the Batch Header (Enter) display (AMPAH0) to appear. Use this function key to change the defaults for this batch.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. Use this function key to review the session status or end the batch.

Fields

See "AMPAH2–Adjustment Data (Enter)" on page 3-11for descriptions of the fields that appear on this display.

Note: If IFM is interfacing, you cannot enter a UNIT/NATURE override using the fastrack entry method.

AMPAH3–Attendance Data (Enter)

Use this display to add attendance data records to balance attendance. After you type in the necessary attendance data, the system verifies the employee number against the Employee master file. It verifies the day number and pay cycle fields to ensure they are within the correct range. The day number and pay cycle fields you entered on the Batch Header (AMPAH0) appear. If you change these fields, the new day number and pay cycle information continues to appear until you change the fields again.

This display appears if you use **F07 ATTENDANCE DATA** on AMPAH0, AMPAH1F, or AMPAH2F.

```
DATE **/**/**                        PAYROLL              ENTER      AMPAH3  **
                                 ATTENDANCE DATA
BATCH *** LINE *******  DAY **   PAY CYCLE *   ACCOUNTING MONTH  **  COMPANY **


              EMPLOYEE NAME ************************
                  EMPLOYEE NUMBER         nnnnn
                  BALANCE HOURS           nnn.nn
                  DAY NUMBER <1-99>       nn
                  PAY CYCLE <1-9>         n




                                            F05 TIME DATA
                                            F06 ADJUSTMENT DATA
                                            F08 REVIEW/UPDATE
                                            F09 BACKOUT RECORD
                                            F11 BATCH HEADER
                                            F24 DISPLAY STATUS
```

What to do

- To add an attendance record, type in the information requested and press **Enter**. Repeat until you have added all the attendance records you want to add. Then use a function key to continue.

- To return to the Batch Header display to set up other time, attendance, or adjustment records in a batch, use **F11**. The Batch Header (Enter) display (AMPAH0) appears.

- Use a function key to perform the following tasks:
  - Add a time or adjustment record
  - Edit a record already in a batch
  - Remove a transaction already posted.

Function keys

F05 TIME DATA causes the Time Data (Enter) display (AMPAH1) to appear. Use this function key to enter time data records.

F06 ADJUSTMENT DATA causes the Adjustment Data (Enter) display (AMPAH2) to appear. Use this function key to enter adjustment data records.

F08 REVIEW/UPDATE causes a Review/Update display to appear. Use this function key to review an active batch record.

F09 BACKOUT RECORD causes the Backout Record (Enter) display (AMPAH4) to appear. Use this function key to delete a transaction already posted to the Total Hours (TOTHRS) file.

F11 BATCH HEADER causes the Batch Header (Enter) display (AMPAH0) to appear. Use this function key to change the defaults for this batch.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. Use this function key to review the session status or end the batch.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

BATCH. The sequential number assigned by the application to identify the batch.

LINE. The current batch transaction number.

DAY. The day number entered on display AMPAH0.

PAY CYCLE. The pay cycle entered on display AMPAH0.

ACCOUNTING MONTH or PERIOD. The accounting month (if you use monthly accounting) or the accounting period (if you use 13-period accounting) entered on display AMPAH0.

COMPANY. The company number entered on display AMPAH0 (if you support more than one company).

EMPLOYEE NAME. The application shows this field only if an error occurs.

EMPLOYEE NUMBER [?]. Required. Type in the employee number to identify the employee whose attendance data you are about to enter.

BALANCE HOURS. Type in the employee's clock attendance time in hours you want to balance against the total of labor records.

DAY NUMBER (1-99). If different from the day number shown, type in the day number (1 to 99) to balance employee hours for that day.

PAY CYCLE (1-9). If different from the pay cycle shown, type in the pay cycle (1 to 9) to balance employee hours for that pay cycle.

AMPAH4–Backout Record (Enter)

Use this display to delete a record you have posted to the Total Hours file. You cannot delete records you have posted to the Total Hours file using the review/update display. The batch and line number appear on the Current Hours Proof listing. If the system does not find the batch line number you request, the system highlights the numbers. Enter a new number. Use **F11** to return to the batch header display to continue entry. You must post backout records before you calculate any further data.

This display appears if you use **F09 BACKOUT RECORD** on displays AMPAH0, AMPAH1(F), AMPAH2(F), and AMPAH3.

```
   DATE **/**/**                    PAYROLL              ENTER     AMPAH4  **
                                 BACKOUT RECORD



                          ENTER  BATCH AND  LINE
                                 NUMBER     NUMBER

                                  nnn        nnnnn








                                                       F08 REVIEW/UPDATE
                                                       F11 BATCH HEADER
                                                       F24 DISPLAY STATUS
```

What to do

To delete a record, type in the information and press **Enter**. Repeat as needed.

Function keys

F08 REVIEW/UPDATE causes a Review/Update display to appear. Use it to review or update existing batch records.

F11 BATCH HEADER causes the Batch Header (Enter) display (AMPAH0) to appear.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear to let you delete, suspend, or close a batch.

Fields

BATCH NUMBER. Type in the batch number of the record you want to delete from the Total Hours file.

LINE NUMBER. Type in the line number of the record to be deleted.

AMPAR1–Time Data (Review/Update)

Use this display to review, change, or delete a previously entered time data record. When the display appears, the system fills in all previously entered fields. You can change any field except the batch or line number. You can page backward or forward one record at a time by using a function key, or you can enter the line number of a record (get the line number from the Payroll Batch register) in the *ENTER REVIEW LINE NO.* field.

This display appears if you select to review or update time records from display AMPAH1.

```
    DATE **/**/**                      PAYROLL        REVIEW/UPDATE    AMPAR1  **
                                     TIME DATA
    BATCH *** LINE *******  DAY **  PAY CYCLE *  ACCOUNTING MONTH  **  COMPANY **
       EMPLOYEE NAME ************************* MILESTONE *  MILESTONE GROUP *
    EMPLOYEE NUMBER      nnnnn       SHIFT NUMBER OVERRIDE <1-3>    n
    ORDER          aaaaaA7       OPERATION                     aaA4
    DEPARTMENT OVERRIDE aaA4       PRODUCTION FACILITY OVERRIDE   aaaA5
    REGULAR HOURS       nnn.nn    TYPE <TH/DT/TR/DH/S/P/VA/HL>   A2
    OTHER   HOURS       nnn.nn    TIME BASIS CODE               *
    MACHINE HOURS       nnn.nn    RUN CODE <R/S/M>              A
    QUANTITY          nnnnnnn.nnn COMPLETION CODE <0/1/2/3>     n
    REG RATE OVERRIDE   nn.nnn     OTHER RATE OVERRIDE           nn.nnn
    STATE CODE OVERRIDE nnn        COUNTY CODE OVERRIDE          nnn
    LOCAL CODE OVERRIDE nnn        QUANTITY SCRAPPED             nnnnnnn.nnn
    SCRAP REASON       aaaaA6      REFERENCE                     aaaaaaaA10
    PRECALCULATED GROSS nnnnnnn    PRECALCULATED OTHER GROSS     nnnnn.nn
                                   GENERAL LEDGER NUMBER OVERRIDE aaaaaaaaaaaaA15


    ENTER REVIEW LINE NO.   nnnnnnn    **************

                                                    F01 RESUME ENTRY
                                                    F02 PAGE FORWARD
                                                    F03 PAGE BACKWARD
                                                    F20 DELETE RECORD
                                                    F24 DISPLAY STATUS
```

What to do

- To change the information for this record, type in the information you need to change and press **Enter**. Repeat until you have changed all the records you need to change. Then use a function key to continue.

- To add additional time, attendance, or adjustment records in this batch, use **F01**. The display from which you entered review mode appears again.

- To look at a particular record in the batch, type in the line number of the record you want to see in the *ENTER REVIEW LINE NO.* field and press **Enter**.

- To delete this record, use **F20**.

Function keys

F01 RESUME ENTRY causes the display in Time/Adjustment Entry from which you entered review mode to appear.

F02 PAGE FORWARD causes the next batch record to appear.

F03 PAGE BACKWARD causes the preceding batch record to appear.

F20 DELETE RECORD deletes the record you are reviewing.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. Use this display to review the session status or end the batch.

Fields

See "AMPAH1–Time Data (Enter)" on page 3-5for descriptions of the fields appearing on this display other than those that follow.

The Milestone and Milestone Group fields appear if PC&C is installed and interfacing, and you use a run code of M.

MILESTONE. The type of sub-operation that belongs to a milestone group:

First sub-operation:

B   Milestone group with no activity reported
P   Milestone group with activity reported
C   Milestone group with activity reported complete.

Not first or last sub-operation:

S   Sub-operation that is between the first and last sub-operation.

Last sub-operation:

J   End of a job shop milestone group
F   End of a flow shop milestone group.

MILESTONE GROUP. One of two types:

J   Job shop
F   Flow shop

If this field is blank, it indicates no milestone group.

TIME BASIS CODE. Appears if PC&C is installed and interfacing. Provides the operator with one of the following units of time measurement:

blank   Hours per unit
1   Hours per 10 units
2   Hours per 100 units
3   Hours per 1,000 units
4   Hours per 10,000 units
P   Pieces per hour
H   Hours per lot
C   Cost per piece
M   Minutes per piece.

ENTER REVIEW LINE NO.. To review a record for the batch number shown, type in the batch line number for that record (from the Payroll Batch register).

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AMPAR2–Adjustment Data (Review/Update)

Use this display to review, change, or delete a previously entered adjustment data record. When the display appears, all previously entered fields are filled in. You can change any field except the batch or line number. You can page backward or forward one record by using a function key, or you can enter the line number of a record (get this number from the Payroll Batch register) in the *ENTER REVIEW LINE NO.* field.

This display appears if you select to review or update adjustment records from display AMPAH1.

```
'
 DATE **/**/**                        PAYROLL        REVIEW/UPDATE    AMPAR2  **
                                   ADJUSTMENT DATA
 BATCH *** LINE *******  DAY **   PAY CYCLE *  ACCOUNTING MONTH  **   COMPANY **
 EMPLOYEE NAME ***********************  MILESTONE *  MILESTgONE GROUP *
 EMPLOYEE NUMBER        nnnnn
 ORDER                  nnnnnA7      OPERATION           nnA4
 DEPARTMENT OVERRIDE    nnA4         PROD FAC OVERRIDE      nnnA5
 TYPE <EC/OD/DD/OC/OP/NT/FN/CN/BN/TX/FT/CT/BT/RA/PA/PB/SP/UD/BO> A2

 DEDUCTION NO.          nnn          ADJUSTMENT AMOUNT      nnnnnn.nn
 OTHER COMP/PAYMT NO.   nnn
 STATE CODE OVERRIDE    nnn          COUNTY CODE OVERRIDE   nnn
 LOCAL CODE OVERRIDE    nnn          RUN CODE <R/S>         A
                                     SERVICE FEE           nnn.nn
 ADJ/DED GL OVERRIDE    aaaaaaaaaaaaA15
 GL EXPENSE OVERRIDE    aaaaaaaaaaaaA15
 ENTER REVIEW LINE NO. nnnnnnn
                                                     F01 RESUME ENTRY
                                                     F02 PAGE FORWARD
                                                     F03 PAGE BACKWARD
                                                     F20 DELETE RECORD
                                                     F24 DISPLAY STATUS
```

What to do

- To change the information for this record, type in the information you need to change and press **Enter**. Repeat until you have changed all the records you need to change. Then use a function key to continue.

- To add additional time, attendance, or adjustment records in this batch, use **F01**. The display from which you entered review mode appears again.

- To look at a particular record in the batch, type in the line number of the record you want to see in the *ENTER REVIEW LINE NO.* field and press **Enter**.

- To delete this record, use **F20**.

Function keys

F01 RESUME ENTRY causes the display in Time/Adjustment Entry from which you entered review mode to appear.

F02 PAGE FORWARD causes the next batch record to appear.

F03 PAGE BACKWARD causes the preceding batch record to appear.

F20 DELETE RECORD deletes the record being reviewed.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. Use this display to review the session status or end the batch.

Fields

See "AMPAH2–Adjustment Data (Enter)" on page 3-11 for descriptions of the fields appearing on the display, other than those that follow.

The Milestone and Milestone Group fields appear if PC&C is installed and interfacing, and you use a run code of M.

MILESTONE. The type of sub-operation that belongs to a milestone group:

First sub-operation:

B   Milestone group with no activity reported
P   Milestone group with activity reported
C   Milestone group with activity reported complete.

Not first or last sub-operation:

S   Sub-operation that is between the first and last sub-operation

Last sub-operation:

J   End of a job shop milestone group
F   End of a flow shop milestone group.

MILESTONE GROUP. One of two types:

J   Job shop
F   Flow shop

ENTER REVIEW LINE NO.. To review a record for the batch number shown, type in the batch line number for that record (from the Payroll Batch register).

AMPAR3–Attendance Data (Review/Update)

Use this display to review, change, or delete a previously entered attendance data record. When the display appears, all the system fills in all previously entered fields. You can change any field except the batch or line number. You can page backward or forward one record by using a function key, or you can enter the line number of a record (get this number from the Payroll Batch register) in the *ENTER REVIEW LINE NO.* field.

This display appears if you select to review or update attendance records from display AMPAH1.

```
DATE **/**/**                      PAYROLL      REVIEW/UPDATE    AMPAR3  **
                                ATTENDANCE DATA
BATCH *** LINE *******


                      EMPLOYEE NAME ************************
                          EMPLOYEE NUMBER        nnnnn
                          BALANCE HOURS          nnn.nn
                          DAY NUMBER <1-99>      nn
                          PAY CYCLE <1-9>        n




ENTER REVIEW LINE NO. nnnnnnn

                                                      F01 RESUME ENTRY
                                                      F02 PAGE FORWARD
                                                      F03 PAGE BACKWARD
                                                      F20 DELETE RECORD
                                                      F24 DISPLAY STATUS
```

What to do

- To change the information for this record, type in the information you need to change and press **Enter**. Repeat until you have changed all the records you need to change. Then use a function key to continue.

- To add additional time, attendance, or adjustment records in this batch, use **F01**. The display from which you entered review mode appears again.

- To look at a particular record in the batch, type in the line number of the record you want to see in the *ENTER REVIEW LINE NO.* field and press **Enter**.

- To delete this record, use **F20**.

Function keys

F01 RESUME ENTRY causes the display in Time/Adjustment Entry from which you entered review mode to appear again.

F02 PAGE FORWARD causes the next batch record to appear.

F03 PAGE BACKWARD causes the preceding batch record to appear.

F20 DELETE RECORD deletes the record you are reviewing.

F24 DISPLAY STATUS causes the Data Entry (Status) display (AMPAS1) to appear. Use this display to review the session status or end the batch.

Fields

See"AMPAH3–Attendance Data (Enter)" on page 3-18for descriptions of the fields appearing on the display, other than those that follow.

ENTER REVIEW LINE NO.. To review a record for the batch number shown, type in the batch line number for that record (from the Payroll Batch register).

AMPAS1–Payroll Data Entry (Status)

Use this display to review the session status of an active, closed or suspended batch. If PC&C is installed and interfacing, the following batch control information appears:

* All minutes reported in a particular Payroll Work Hours batch
* All minutes transactions converted to hours.

This display appears if you use **F24** from the Batch Header, Time Data, Adjustment Data, Attendance Data, or Review/Update displays.

If any abnormal situations occur (such as power outage), you can select the same batch again from the Data Entry Control display (AMVBA1) and resume entry from where the abnormal situation occurred. Use the review/update display (AMPAR1) to see if the last record you entered was included in the batch.

```
BATCH     ****                    PAYROLL DATA ENTRY          STATUS     AMPAS1  **
                                  BATCH DATE **/**/**

       BATCH STATUS  --  VALID RECORDS              ******
                         ERROR RECORDS              ******
                         DELETED RECORDS            ******


    REGULAR HOURS             *********   TAXABLE ADJUSTMENTS       *************
    OVERTIME HOURS            *********   NONTAXABLE ADJUSTMENTS    *************
    PREMIUM HOURS             *********   SICK PAY ADJUSTMENTS      *************
    VAC/HOLIDAY HOURS         *********   ONE-TIME ADJUSTMENTS      *************
    SICK HOURS                *********   PAY ADVANCES              *************
    TOTAL PAYROLL HOURS     ***********   REVERSE AMOUNTS           *************
    ORDER HOURS               *********   PRECALCULATED REG GROSS   ************
    MACHINE HOURS             *********   PRECALCULATED OTHER GROSS ************
    ATTENDANCE HOURS          *********   OTHER COMPENSATION        ************
    TOTAL LABOR HOURS       ***********   OTHER PAYMENTS            ************
                                          EARNED INCOME CREDIT      ************
    TOTAL MINUTES             *********               ENTER TO CONTINUE
    TOTAL MINUTES AS HOURS    *********               F20 DELETE BATCH
                                                      F23 SUSPEND BATCH
                                                      F24 CLOSE BATCH
```

What to do

* Correct batch totals that do not agree with manually calculated totals.

* Review the Payroll Batch register to determine if amounts on the data entry forms are in error or if you entered the amounts incorrectly. If the batch is suspended, do the following:

    1. Look at the review/update display (AMPAR1)
    2. Page forward or backward to the appropriate record number
    3. Correct the error.

* To return to the previous display, press **Enter** and go back to the display from which you used **F24**.

* To delete this batch use **F20**. When the display appears again, use **F20**.

* To suspend this batch, use **F23**.

- To close the batch, use **F24**.

Function keys

F20 DELETE BATCH causes this display (AMPAS1) to appear again with a message, requesting confirmation that you want to delete this batch. Use F20 again to delete the batch.

F23 SUSPEND BATCH causes the system to suspend the batch for later use.

F24 CLOSE BATCH closes the batch and lets you select the batch for posting. You can reopen a closed batch. The Payroll Batch register (AMPAV) is scheduled to print.

Fields

BATCH (Batch Number). The sequential number assigned by the application to identify the batch.

VALID RECORDS. The number of error-free records (errors not detected by the application).

ERROR RECORDS. The number of records you approved with errors. You should correct these records before the system processes the batch.

DELETED RECORDS. The number of records you deleted during the session.

The following fields, which appear on the left side of the display, contain the totals by type, for hours entered.

REGULAR HOURS. The total of regular hours entered.

OVERTIME HOURS. The total of other hours entered for other than premium, holiday, vacation, or sick hours.

PREMIUM HOURS. The total of premium hours entered.

VAC/HOLIDAY HOURS (Vacation/Holiday Hours). The total of vacation and holiday hours entered.

SICK HOURS. The total of sick time hours entered.

TOTAL PAYROLL HOURS. The total of regular hours and other hours entered.

The order hours and machine hours fields do not appear on this display unless you selected order distribution during application tailoring.

ORDER HOURS. If you use order distribution, the total of labor hours charged to shop orders.

MACHINE HOURS. Appears only if PC&C is installed and interfacing. If you use order distribution, the total of machine hours charged to shop orders.

ATTENDANCE HOURS. The total of clock attendance hours you want to balance against the total of labor hours.

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TOTAL LABOR HOURS. The total of regular hours and overtime hours entered.

The *TOTAL MINUTES* and the *TOTAL MINUTES AS HOURS* fields appear only if PC&C is installed and interfacing.

TOTAL MINUTES. The batch control total of all minutes reported in this batch.

TOTAL MINUTES AS HOURS. The batch control total of all minute transactions converted to hours. As you enter each minute transaction, the system converts minutes to hours and add it to this total.

The following fields, which are on the right side of the display, contain totals for amounts entered.

TAXABLE ADJUSTMENTS. The total of taxable adjustment amounts entered. This total includes all adjustment amounts with a type code of TX, BN, FT, FN, CT, CN, or BT.

NONTAXABLE ADJUSTMENTS. The total of nontaxable adjustment amounts entered.

SICK PAY ADJUSTMENTS. The total of sick pay adjustment amounts entered.

ONE-TIME ADJUSTMENTS. The total of one-time deduction amounts entered.

PAY ADVANCES. The total amount entered for pay advance deductions.

REVERSE AMOUNTS. The total of reverse amounts entered; the pay cycle must be 0.

PRECALCULATED REG GROSS (Precalculated Regular Gross). The total of precalculated regular gross amounts entered for regular hours.

PRECALCULATED OTHER GROSS. The total of precalculated gross amounts entered for other hours.

OTHER COMPENSATION. The total of other compensation one-time adjustments entered.

OTHER PAYMENTS. The total of other payments one-time adjustments entered.

EARNED INCOME CREDIT PAYMENTS. The total amount entered for earned income credit payments.

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AMVBA1–Data Entry Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, or suspended batch for further processing
- Review the status of all batches.

This display appears if you select option 1 from the Payoffs menu (AMPM02).

```
 DATE **/**/**                                                AMVBA1  **
                            DATA ENTRY CONTROL
                                              BATCHES CURRENTLY IN USE ***
   ENTER BATCH NUMBER   nnn                   LOCATE BATCH nnn
    BATCH        *--ORIGINAL--* *----LAST----*          *--RECORDS--*
    NO.   TYPE  WSID      OPID  WSID      OPID  STATUS DATE   USED   ERRORS
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**  *****  *****


                                              USE ROLL UP/DOWN
                                              F04 NEW BATCH
                                              F24 CANCEL THE JOB
```

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.

- To see the status of other existing batches, do one of the following:

  - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.

  - To locate a particular batch beyond the next group of batches, type the batch number in the *LOCATE BATCH* field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.

- To use an existing batch, type the number of the batch in the *ENTER BATCH NUMBER* field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

  Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

> *WSID (Work Station Identification)*: The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.

> *OPID (Operator Identification*): The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

> *WSID (Work Station Identification)*: The identification of the workstation which last selected the batch. For offline batches, asterisks appear.

> *OPID (Operator Identification)*: The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND (Suspend) One of the following conditions:

- Someone used **F23** to end the workstation session, thereby suspending the batch

- The batch was entered from an offline file and is not yet closed

- The application has automatically suspended the batch.

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You can select this batch for further entry and review from any workstation.

CLOSED Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE The application has selected the batch for updating the master files.

FINISH The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED: The number of transaction records in the batch.

ERRORS: The number of transaction records with errors that the application has detected.

Option 2. Enter Data from Offline Files (AMPM01)

Use this option to generate the same result as option 1 (Enter from Work Station) but to enter the data from a diskette or disk file instead of from a workstation. The system selects a batch member from the data entry file and enters the transactions into the file. After the system enters the transactions into the file, it edits the file and sets the batch status to SUSPND. You must close the batch using workstation data entry before you can post the batch.Use option 1 (Enter from Work Station) to make any corrections indicated on the Payroll Edit register. When you use option 1, close the batch so you can post the data to the Total Hours file. The system does not post errors to the file.

If an abnormal situation occurs (such as a power outage), use option 1 (Enter from Work Station) to determine whether the system added the batch to the data entry file. If the system added the batch but missed some records, delete the batch and select option 2 (Enter from Offline) again.

What information you need: The file labeled PRTRAN containing the recorded payroll transactions.

What reports are printed: Payroll Edit register (AMPAY).

What forms you need: None.

No Payroll displays are associated with this option.

What to do

The CAS Copy Offline File (Options) display (AXVOL1) appears. The offline file name appears as PRTRAN. If you have named your file something other than PRTRAN, type in the name of your file over PRTRAN.

If your offline file is on diskette, type in **1** and the diskette device name. If your offline file is on disk, type **2** and the name of the library in which the disk file is located.

At the system console, message AM-0600 prompts you to insert diskette PRTRAN in device QDKT. Insert the diskette. Then type in **0** and press **Enter**.

Option 3. Print Batch Register (AMPM01)

Use this option when you want a listing of the time, attendance, and adjustment records already added in a closed or suspended batch. You can use the register to verify that entries have been made and to see the totals for those entries.

What information you need: The batch number for the time, attendance, and adjustment records you want printed.

What reports are printed: Payroll Batch register (AMPAV).

What forms you need: None.

The basic steps to print the batch register follow each display.

AMPBZ1–Run Time Options Batch Selection (Options)

Use this display to select either a closed or suspended batch to print the Batch register. For payoff operations, also use this display when you print the Payoff Balancing register, post balanced batches, reset balanced batches, or remove a batch from the Total Hours file.

This display appears if you select option 3 (Print Batch register) from the Time/ Adjustment Entry menu (AMPM01). If you do not know the batch number, select option 1 (Enter from Work Station) from menu AMPM01. The Data Entry Control display (AMVBA1) appears and lists all batches that you entered.

```
  DATE **/**/**                RUN TIME OPTIONS         OPTIONS    AMPBZ1  **
                             BATCH SELECTION FOR
                               BATCH REGISTER


                             ENTER BATCH NUMBER nnn
















                                                     F24 CANCEL THE JOB
```

What to do

To see the batch totals, type in the batch number and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Time/Adjustment Entry menu (AMPM01) to appear; no processing occurs.

Fields

ENTER BATCH NUMBER. Type in the number of the time/adjustment batch or payoff batch. You can only select a suspended payoff batch to print the Payoff Batch register.

AMPBZ2–Payroll Data Entry (Status)

Use this display to review batch totals before printing the Batch register for that batch.

This display appears if you select a batch for printing. Review the information shown and compare it with any previously calculated totals.

```
BATCH    ****               PAYROLL DATA ENTRY          STATUS    AMPBZ2  **
                            BATCH DATE **/**/**

   BATCH STATUS -- VALID RECORDS              ******
                   ERROR RECORDS              ******


REGULAR HOURS            *********   TAXABLE ADJUSTMENTS      *************
OVERTIME HOURS           *********   NONTAXABLE ADJUSTMENTS   *************
PREMIUM HOURS            *********   SICK PAY ADJUSTMENTS     *************
VAC/HOLIDAY HOURS        *********   ONE-TIME ADJUSTMENTS     *************
SICK HOURS               *********   PAY ADVANCES             *************
TOTAL PAYROLL HOURS     **********   REVERSE AMOUNTS          *************
ORDER HOURS              *********   PRECALCULATED REG GROSS  ************
MACHINE HOURS            *********   PRECALCULATED OTHER GROSS ************
ATTENDANCE HOURS         *********   OTHER COMPENSATION       *************
TOTAL LABOR HOURS       **********   OTHER PAYMENTS           *************
                                     EARNED INCOME CREDIT     ************
TOTAL MINUTES            *********
TOTAL MINUTES AS HOURS   *********                   ENTER TO CONTINUE
                                                     F24 CANCEL THE JOB
```

What to do

When you are sure this is the batch for which you want the Payroll Batch register printed, press **Enter**. The Payroll Batch register is scheduled to print.

Function keys

F24 CANCEL THE JOB cancels the job; the Time/Adjustment Entry menu (AMPM01) appears.

Fields

See "AMPAS1–Payroll Data Entry (Status)" on page 3-26 for descriptions of the fields appearing on this display.

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Chapter 4. Payoffs

Payoffs are manually prepared checks written for an employee who leaves the company before the normal end of a pay period, or any handwritten payroll check. See "Payoff processing" for additional payoff processing instructions. When you select option 2 on the Main Menu, this menu appears.

Payoff processing provides a means by which the Payroll master files can be updated with the earnings and deductions associated with a manually prepared payroll check. The system takes the earnings, taxes, and deductions exactly as entered in the Payoff check record. The taxable wage fields in the employee's master file records are updated after applying any reductions to gross derived from non-taxable deductions and/or sick pay.

The system edits payoff information for validity and updates the Payroll master files when it processes the payoff during the checks and reports procedure.

If you use check reconciliation, the system adds a record to the Check Reconciliation (CHECKR) file. No record is added, however, to the Payment History file.

Enter a record in the time/adjustment batch to establish the gross payment amount for each employee who is to receive a payoff or handwritten check. Then run the posting option to add the batch to the Total Hours file. All time/adjustment entries, or labor records, must have the same pay cycle numbers as those used in the employee's payoff entries. The system balances the time/adjustment records against the gross earnings in the payoff check records.

The payoff gross must equal Hourly earnings or salary + Precalculated earnings + (Taxable + Nontaxable + Sick pay adjustments).

The payoff net amount must equal payoff gross + payoff other compensation and other payments (if included in the net pay) - payoff taxes - payoff deductions.

The system does not recalculate taxes for payoff checks. If the employee for which the payoff check is being processed is of the "salaried non-exempt" pay type, the following restrictions apply when entering the time record to be used for payoff balancing:

• The regular salary amount is used as a default if no overtime hours or precalculated Other Gross is entered on the time record.

• If overtime hours and/or Precalculated Other Gross is entered, the regular salary is not included for balancing unless it is also entered as a Precalculated Gross amount.

```
AMPM02                            Payroll                    **********
                                  Payoffs

Type option or command; press Enter.

      1. Enter Checks
      2. Print Batch Register
      3. Balance
      4. Post Checks
      5. Reset Balancing
      6. Remove Checks




==>  _____

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. **Enter Checks**. Enter payoff and deduction information. Be sure to use the same amounts as on the manually written check.

Option 2. **Print Batch Register**. Obtain a listing of the Payoff Batch register.

Option 3. **Balance**. Balance the distribution information you entered during time/ adjustment entry with the checks entered in option 1 from this menu.

Option 4. **Post Checks**. Add records from a balanced payoff batch to the Total Hours file.

Option 5. **Reset Balancing**. Reset records in a balanced batch in order to make changes to either payoff or time/adjustment entries.

Option 6. **Remove Checks**. Remove payoff checks and deduction records from the Total Hours file. Set selected labor records in that file to regular labor records for a balanced payoff batch.

Option 1. Enter Checks (AMPM02)

Use option 1 to enter payoff check and deduction information. A payoff batch can contain mixed information for the following:

- Different companies
- Pay cycles
- Pay types
- Protected or nonprotected personnel.

The system allows only one payoff check per employee per pay cycle.

What information you need: None.

What reports are printed: Payoff Batch register (AMPAV)

What forms you need: None.

The basic steps to pay off employees follow each display.

AMVBA1–Data Entry Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, or suspended batch for further processing
- Review the status of all batches.

This display appears if you select option 1 from the Payoffs menu (AMPM02).

```
   DATE **/**/**                                              AMVBA1  **
                                DATA ENTRY CONTROL
                                              BATCHES CURRENTLY IN USE ***
   ENTER BATCH NUMBER   nnn                   LOCATE BATCH nnn
    BATCH        *--ORIGINAL--*  *----LAST----*              *--RECORDS--*
    NO.   TYPE  WSID    OPID  WSID      OPID   STATUS  DATE    USED   ERRORS
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****
    ***   ****  ********** ***  ********** ***  ****** **/**   *****  *****


                                              USE ROLL UP/DOWN
                                              F04 NEW BATCH
                                              F24 CANCEL THE JOB
```

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.

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- To see the status of other existing batches, do one of the following:

    - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.

    - To locate a particular batch beyond the next group of batches, type the batch number in the *LOCATE BATCH* field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.

- To use an existing batch, type the number of the batch in the *ENTER BATCH NUMBER* field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

    Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

   WSID (Work Station Identification): The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.

   OPID (Operator Identification): The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

WSID (Work Station Identification): The identification of the workstation which last selected the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE. The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND (Suspend). One of the following conditions:

- Someone used **F23** to end the workstation session, thereby suspending the batch

- The batch was entered from an offline file and is not yet closed

- The application has automatically suspended the batch.

You can select this batch for further entry and review from any workstation.

CLOSED. Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE. The application has selected the batch for updating the master files.

FINISH. The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED: The number of transaction records in the batch.

ERRORS: The number of transaction records with errors that the application has detected.

AMPBD1–Payoff Data (Enter)

Use this display to enter check stub information for the handwritten payoff check.The system balances the information against the labor distribution information for this employee. You can enter one of the following deductions on this display:

DD   Directed
OD   Miscellaneous
PA   Pay advance deduction
EC   Earned income credit payment
OC   Other compensation
OP   Other payment
UD   Union deduction.

If you enter information for a directed deduction (type DD), you can enter the processing service fee. Enter additional deductions on the Payoff Deductions entry display (AMPBD2.)

You can pay state, county, local, SUI, and SDI taxes to only one taxing body each. You can override state, county, and local codes from the employee's master record during payoff check data entry. The system uses any state override code as an SDI/SUI override code and ignores any state, county, or local codes in the related labor records.

You must include taxable (TX, BN, FN, CN, BT, FT, CT) and/or nontaxable (NT) adjustment amounts paid in a payoff check in the payoff gross amount. Enter the amounts by adjusting the labor records. Then, select the TX, BN, FN, CN, BT, FT, CT, and/or NT adjustment during payoff balancing.

Any other compensation or payments included in a payoff check must be identified to the system using an OC/OP adjustment. This amount should not be included in the payoff gross amount established through time/adjustment entry; however, it will or will not be included in the payoff net pay amount, depending on how the other compensation/payments record is set up.

This display appears if you are entering payoff data. In addition to tax withholding information, enter data pertaining to other adjustments and deductions.

```
DATE **/**/**                        PAYROLL              ENTER     AMPBD1  **
                                 PAYOFF DATA


EMPLOYEE NUMBER          nnnnn     EMPLOYEE NAME  ********************
PAY CYCLE <1-9>          n         CHECK NUMBER             nnnnnn
GROSS PAY               nnnnn.nn   NET PAY                  nnnnn.nn
FEDERAL TAX             nnnnn.nn   SOCIAL SECURITY          nnnnn.nn
STATE TAX               nnnnn.nn   MEDICARE                 nnnnn.nn
COUNTY TAX              nnnnn.nn   STATE CODE OVERRIDE      nnn
LOCAL TAX               nnnnn.nn   COUNTY CODE OVERRIDE     nnn
SDI TAX                   nnn.nn   LOCAL CODE OVERRIDE      nnn
SUI TAX                 nnnnn.nn

ADJ/DED/UNION NUMBER     nnn
TYPE <DD/EC/OC/OD/OP/UD/PA> A2     ADJ/DED/UNION AMOUNT     nnnnn.nn
                                  SERVICE FEE                nnn.nn

                                           F05 REVIEW/UPDATE
                                           F11 ADDITIONAL DED.
                                           F24 DISPLAY STATUS
```

What to do

- To add a payoff check, type in the information requested for the payoff check record you are adding and press **Enter**. The display appears again for you to add another payoff check record. Repeat this step until you have added all the payoff check records you want to enter.

- To add additional deductions for this payoff check record, use **F11**. The Payoff Adjustments (Enter) display (AMPBD2) appears.

- To look at or change a record already in a batch, use **F05**. The Payoff Review/Update (Review) display (AMPBD3) appears.

Function keys

F05 REVIEW/UPDATE causes the Payoff Review/Update (Review) display (AMPBD3) to appear.

F11 ADDITIONAL DED. causes the Payoff Adjustments (Enter) display (AMPBD2) to appear.

F24 DISPLAY STATUS causes the Payoff Data Entry (Status) display (AMPBD4) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

EMPLOYEE NUMBER [?]. Required. Type in the employee number of the employee who received the check.

EMPLOYEE NAME. Appears if the system finds an error. The name of the employee whose record appears on this display.

PAY CYCLE (1-9). Type in the pay cycle for which you wrote the check.

CHECK NUMBER. Required. Type in the number of the handwritten check.

GROSS PAY. Required. Type in the gross pay amount.

NET PAY. Required. Type in the net pay amount.

FEDERAL TAX. Type in the amount for Federal income tax withheld, if any.

SOCIAL SECURITY. Type in the amount for Social Security tax withheld, if any.

STATE TAX. Appears if you selected state support during application tailoring. Type in the amount for state tax withheld, if any.

MEDICARE. Type in the amount for Medicare tax withheld, if any.

COUNTY TAX. Appears if you selected county support during application tailoring. Type in the amount for county tax withheld, if any.

STATE CODE OVERRIDE. Appears if you selected state support during application tailoring. For state taxes not normally withheld, type in the appropriate code from the Employee State/County/Local file.

LOCAL TAX. Appears if you selected local support during application tailoring. Type in the amount for local tax withheld, if any.

COUNTY CODE OVERRIDE. Appears if you selected county support during application tailoring. For county taxes not normally withheld, type in the appropriate code from the Employee State/County/Local file.

SDI TAX. Appears if you selected state support during application tailoring. Type in the amount for state disability insurance withheld, if any.

SUI TAX. Appears if you selected state support during application tailoring. Type in the amount for state unemployment insurance withheld, if any.

LOCAL CODE OVERRIDE. Appears if you selected local support during application tailoring. For local taxes not normally withheld, type in the appropriate code from the Employee State/County/Local file.

ADJ/DED/UNION NUMBER (Adjustment/deduction/union number). For the following, type in the associated distribution number from the Deduction Distribution file.

- Directed or miscellaneous deduction
- Earned income credit payment
- Other compensation or payment
- Pay advance deduction

For a union deduction, type in the associated union type code (1-9) from the Union Master file. This type code is associated with the union to which you assigned the employee in the Employee Master file.

TYPE (DD/EC/OC/OD/OP/UD/PA). Indicate the type of deduction or adjustment:

DD   Directed deduction
EC   Earned income credit
OC   Other compensation
OD   Miscellaneous deduction
OP   Other payment
UD   Union deduction
PA   Pay advance deduction.

ADJ/DED/UNION AMOUNT (Adjustment/deduction/union amount). Type in the amount you withheld for a miscellaneous, directed, or union, or pay advance deduction; or the amount of the earned income credit payment, other compensation, or other payment.

SERVICE FEE. Type in the service fee that the company charged the employee for processing a directed deduction (DD).

AMPBD2–Payoff Adjustments (Enter)

Use this display to add more deductions than the one allowed on the Payoff Data Entry display (AMPBD1). After you enter all data, the system verifies the deduction numbers for both the union and the miscellaneous deductions. If the system finds errors, it highlights the fields and sends an error message. If you need additional payoff deductions, enter them on this display.

After you have entered all the deduction information for one check, use **F06** to enter the next check.

This display appears if you enter payoff data.

```
DATE **/**/**                      PAYROLL              ENTER    AMPBD2  **
                                PAYOFF ADJUSTMENTS


EMPLOYEE NUMBER         nnnnn        EMPLOYEE NAME  *************************
PAY CYCLE <1-9>         *




ADJ/DED/UNION NUMBER    nnn
TYPE <DD/EC/OC/OD/OP/UD/PA> A2       ADJ/DED/UNION AMOUNT      nnnnn.nn
                                    SERVICE FEE                 nnn.nn


                                                     F05 REVIEW/UPDATE
                                                     F06 PAYOFF DATA
                                                     F24 DISPLAY STATUS
```

What to do

- Type in the union or miscellaneous deductions and other compensation/payments you did not previously enter and press **Enter**. The display appears again for you to add additional deductions for this payoff check record. Repeat this step until you have added all the additional deductions.

- To look at or change a record already in a batch, use **F05**. The Payoff Review Update (Review) display (AMPBD3) appears.

- To add additional payoff checks, use **F06**. The Payoff Data (Enter) display (AMPBD1) appears.

Function keys

F05 REVIEW/UPDATE causes the Payoff Review/Update (Review) display (AMPBD3) to appear.

F06 PAYOFF DATA causes the Payoff Data (Enter) display (AMPBD1) to appear.

F24 DISPLAY STATUS causes the Payoff Data Entry (Status) display (AMPBD4) to appear.

Fields

See "AMPBD1–Payoff Data (Enter)" on page 4-5 for descriptions of the fields that appear on this display.

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AMPBD3–Payoff Review/Update

Use this display to review or change data for a payoff batch record you previously entered. When you request review, the first display to appear is the last display on which you entered data. To review a previous display, use the Page Backward function key.

This display appears if you request it from the Payoff Data Entry (Enter) display (AMPBD1) or the Payoff Adjustments (Enter) display (AMPBD2). When you request this display, the last record you entered appears.

```
DATE **/**/**                        PAYOFF              REVIEW nn  AMPBD3  **
                                     REVIEW/UPDATE


EMPLOYEE NUMBER        nnnnn     EMPLOYEE NAME  *********************
PAY CYCLE <1-9>        n         CHECK NUMBER            nnnnnn
GROSS PAY             nnnnn.nn   NET PAY                 nnnnn.nn
FEDERAL TAX           nnnnn.nn   SOCIAL SECURITY         nnnnn.nn
STATE TAX             nnnnn.nn   MEDICARE                nnnnn.nn
COUNTY TAX            nnnnn.nn   STATE CODE OVERRIDE     nnn
LOCAL TAX             nnnnn.nn   COUNTY CODE OVERRIDE    nnn
SDI TAX                 nnn.nn   LOCAL CODE OVERRIDE     nnn
SUI TAX              nnnnn.nn

ADJ/DED/UNION NUMBER    nnn
TYPE <DD/EC/OC/OD/OP/UD/PA> A2   ADJ/DED/UNION AMOUNT      nnnnn.nn
                                 SERVICE FEE                nnn.nn
LINE NO.    *******
                                                 F01 RESUME ENTRY
                                                 F02 PAGE FORWARD
                                                 F03 PAGE BACKWARD
                                                 F20 DELETE RECORD
                                                 F24 DISPLAY STATUS
```

What to do

- To update a payoff check or adjustment, type in the information you need to change and press **Enter**. The display appears again for you to change another payoff record. Repeat this step until you have updated all the records you want to change.

- Use a function key to add payoff checks or adjustments.

Function keys

F01 RESUME ENTRY causes the display from which you selected this display to appear.

F02 PAGE FORWARD causes the next payoff batch record (or record selected by entering a line number) to appear.

F03 PAGE BACKWARD causes the preceding payoff batch record (or record selected by entering a line number) to appear.

F20 DELETE RECORD deletes the record you are reviewing.

F24 DISPLAY STATUS causes the Payoff Data Entry (Status) display (AMPBD4) to appear.

Fields

See "AMPBD1–Payoff Data (Enter)" on page 4-5 for descriptions of the fields that appear on this display other than those that follow.

REVIEW. Type in the record line number to see a particular record.

LINE NO.. The batch line number of the record.

AMPBD4–Payoff Data Entry (Status)

Use this display to review the session status of an active, closed, or suspended payoff batch.

Use the statistics on this display to verify previously calculated totals that appear on the batch control slip. The following totals appear on this display:

- Gross earnings
- Net earnings
- Tax withholdings
- Union deductions
- Miscellaneous deductions
- Earned income credit payments
- Other compensation and other payments.

This display appears if you select it from the Payoff Data Entry (AMPBD1), Payoff Adjustments (AMPBD2), or Payoff Review/Update (AMPBD3) displays.

```
 BATCH    ****                PAYOFF DATA ENTRY           STATUS    AMPBD4  **
                              BATCH DATE **/**/**

    BATCH STATUS -- VALID RECORDS              ******
                    ERROR RECORDS              ******
                    DELETED RECORDS            ******


 TOTAL GROSS            *************  TOTAL NET                *************
 TOTAL FEDERAL TAX      *************  TOTAL SDI                  *********
 TOTAL SOCIAL SECURITY  *************  TOTAL SUI                *************
 TOTAL MEDICARE         *************  TOTAL STATE TAX          *************
 TOTAL UNION DEDUCTIONS   *********    TOTAL COUNTY TAX         *************
 TOTAL MISC. DEDUCTIONS *************  TOTAL LOCAL TAX          *************
 TOTAL EIC PAYMENTS     *************
 OTHER COMP. NOT IN NET    *********   OTHER PMTS NOT IN NET      *********
 --------------------------------------------------------------------------
 OTHER COMP. IN NET        *********   OTHER PMTS IN NET          *********



                                              ENTER TO CONTINUE
                                              F20 DELETE BATCH
                                              F23 SUSPEND BATCH
                                              F24 CLOSE BATCH
```

What to do

- To see the previous display, press **Enter**.
- To delete this batch, use **F20**. This display appears again. Use **F20** to confirm your choice.
- To suspend this batch, use **F23**.
- To close this batch, press **F24**.

Function keys

F20 DELETE BATCH causes the Payoff Data Entry (Status) display to appear again with a message requesting confirmation that the system should delete the batch. Use **F20** again to delete the batch.

F23 SUSPEND BATCH causes system to suspend the batch for later use and prevents you from selecting the payoff batch for posting.

F24 CLOSE BATCH closes the payoff batch and lets you select the batch for payoff balancing. You can reopen a closed batch.

Fields

BATCH (Batch Number). The sequential number assigned by the application to identify the payoff batch. Write down the number of the batch that the system assigns. You will use it in the Batch register option and during change processing.

VALID RECORDS. The number of error-free records (errors not detected by the application).

ERROR RECORDS. The number of records approved with errors. Correct these records before the system processes the batch.

DELETED RECORDS. The number of records you deleted from the payoff batch during this session.

TOTAL GROSS. The total of gross pay amounts entered.

TOTAL NET. The total of net pay amounts entered.

TOTAL FEDERAL TAX. The total of Federal tax amounts entered.

TOTAL SDI. The total of state disability insurance amounts entered.

TOTAL SUI. The total of state unemployment insurance amounts entered.

TOTAL SOC. SEC. (Total Social Security). The total of Social Security tax amounts entered.

TOTAL STATE TAX. The total of state tax amounts entered.

TOTAL MEDICARE. The total of Medicare tax amounts entered.

TOTAL COUNTY TAX. The total of all county tax amounts entered.

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TOTAL UNION DEDUCTIONS. The total of all union deduction amounts entered.

TOTAL LOCAL TAX. The total of all local tax amounts entered.

TOTAL MISC. DEDUCTIONS (Total miscellaneous deductions). The total of all miscellaneous deduction amounts entered.

TOTAL EIC PAYMENTS (Total Earned Income Credit payments). The total of earned income credit payments amounts entered.

OTHER COMP. NOT IN NET (Other compensation not in net). The total of the other compensation amounts entered not included in the employees' net pay.

OTHER PMTS NOT IN NET (Other payments not in net). The total of the other payments amounts entered not included in the employees' net pay.

OTHER COMP. IN NET (Other compensation in net). The total of the other compensation amounts entered included in the employees' net pay.

OTHER PMTS IN NET (Other payments in net). The total of the other payments amounts entered included in the employees' net pay.

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Option 2. Print Batch Register (AMPM02)

Use this option to print a listing of the check and deduction information you entered using option 1 (Enter Checks).

What information you need: The batch number for the payoff check records you want to print.

What reports are printed: Payoff Batch register (AMPBN)

What forms you need: None.

The steps to print the batch register follow the display.

AMPBZ1–Run Time Options Batch Selection (Options)

Use this display to select a closed or suspended payoff batch to print the Payoff Batch Register.

This display appears when you select option 2 from the Payoffs menu (AMPM02). If you do not know the payoff batch number, select option 1 from the Payoffs menu (AMPM02). The Data Entry Control display (AMVBA1) appears and lists all batches that are available.

```
  DATE **/**/**                RUN TIME OPTIONS            OPTIONS    AMPBZ1  **
                             BATCH SELECTION FOR
                               BATCH REGISTER


                          ENTER BATCH NUMBER nnn












                                                    F24 CANCEL THE JOB
```

What to do

Type in the batch number and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

ENTER BATCH NUMBER. Type in the batch number for the closed or suspended payoff batch.

AMPBZ3–Payoff Data Entry (Status)

Use this display to review cumulative payoff batch totals before proceeding with payoff operations.

This display appears if you select options 2 through 5 from the Payoffs menu (AMPM02). Review the information to appear and compare it with any previously calculated totals.

```
 BATCH    ****                  PAYOFF DATA ENTRY          STATUS    AMPBZ3  **
                                BATCH DATE **/**/**

    BATCH STATUS -- VALID RECORDS                    ******
                    ERROR RECORDS                    ******


 TOTAL GROSS            *************   TOTAL NET              *************
 TOTAL FEDERAL TAX      *************   TOTAL SDI                *********
 TOTAL SOC. SEC.        *************   TOTAL SUI                *********
 TOTAL MEDICARE         *************   TOTAL STATE TAX        *************
 TOTAL UNION DEDUCTIONS   *********     TOTAL COUNTY TAX       *************
 TOTAL MISC. DEDUCTIONS *************   TOTAL LOCAL TAX
 TOTAL EIC PAYMENTS     *************
 OTHER COMP. NOT IN NET    *********    OTHER PMTS NOT IN NET     *********
 ----------------------------------------------------------------------------
 OTHER COMP. IN NET        *********    OTHER PMTS IN NET         *********


                                                ENTER TO CONTINUE
                                                F24 CANCEL THE JOB
```

What to do

Press **Enter** to print the batch register.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

See "AMPBD4–Payoff Data Entry (Status)" on page 4-11 for descriptions of the fields that appear on this display.

Option 3. Balance (AMPM02)

Use option 3 to select the time/adjustment entries you want to match with the payoff entries. You can only select a closed payoff batch for balancing.

If you cannot balance a batch, do one of the following:

- Correct the payoff entries
- Correct the time/adjustment entries
- Change your selection of time/adjustment entries.

You do not need to run Reset Balancing to change your selection.

If you have balanced a batch, the system converts the selected time/adjustment entries to payoff status in the Total Hours file. To change or remove the selected time/adjustment entries, first run Reset Balancing (option 5) to change these records back to regular status. The system lets you back out the records you want to change or remove. Enter the correct time/adjustment entries in a regular batch, or select new records. After you make the changes, select option 3 again. Remember that any time/adjustment records not converted to payoff can be included in a regular check.

Make sure you have posted all the records you entered using the Time/Adjustment Entry menu to the Total Hours file. You can include or exclude only records in the Total Hours file during payoffs balancing.

The system compares data in the Total Hours file to the payoff data. It selects data from the Total Hours file based on the records you select on the Payoff Selections (options) displays, AMPBK1 and AMPBK2, that match the payoff data. The system calculates the gross pay based on the time/adjustment entries and verifies that the gross pay matches the total gross entered for each employee in the payoff records. The total payoff gross minus the taxes and deductions entered in the payoff record must equal the payoff net.

The system does not process payoff records in a special run. Do not select bonus (BO) and special pay advance deduction (PB) adjustments when you balance payoffs. If a payoff check includes a bonus amount, back out the bonus record in the Total Hours file.Enter and select an amount equal to the bonus gross as a taxable (TX, BN, FN, CN, BT, FT, CT) or non-taxable (NT) adjustment when you balance.

The Payoff Balancing register shows the payoff check record followed by all selected time and adjustment records. You can see the calculated net and gross with the entered payoff net and gross. If there is a difference between the two, the system shows you a message below the out-of-balance record. Consider the following to understand the out-of-balance condition:

- Did you correctly enter payoff check deductions for taxes, union, and miscellaneous deductions and other compensation and payments

- Did you enter all entries with the same pay cycle

- Did you include too few or too many time/adjustment records

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- Did you include any of the following from the Total Hours file (which must only be entered in the payoff check):

    OD Additional miscellaneous
    DD Directed deductions
    UD Union deductions
    OC Other compensation
    OP Other payments

Enter backout records and change the data in the records to correct the Total Hours file, as necessary. Post the corrections to the Total Hours file. Correct or add to the payoff batch and run payoff balancing again.

Do not make any changes to the *SALARY* or *HOURLY RATE* fields in the Employee master file for any employees in the payoff batch until after the system has completed payoff processing.

What information you need: None.

What reports are printed: Payoff Balancing register (AMPBK)

What forms you need: None.

The basic steps to balance payoffs follow each display.

AMPBZ1–Payoff Selection (Options)

Use this display to select a closed payoff batch to print the Payoff Balancing register.

This display appears if you select options 3 from the Payoffs menu (AMPM02). If you do not know the payoff batch number, select option 1 from the Payoffs menu (AMPM02). The Data Entry Control display (AMVBA1) appears and lists all batches that are available.

```
DATE **/**/**              RUN TIME OPTIONS         OPTIONS    AMPBZ1  **
                        BATCH SELECTION FOR
                            BALANCING


                        ENTER BATCH NUMBER nnn












                                                  F24 CANCEL THE JOB
```

What to do

Type in the batch number and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

ENTER BATCH NUMBER. Type in the number of the closed batch to be used for balancing.

AMPBZ3–Payoff Data Entry (Status)

Use this display to review cumulative payoff batch totals before proceeding with payoff operations.

This display appears if you select options 2 through 5 from the Payoffs menu (AMPM02). Review the information displayed and compare it with any previously calculated totals.

```
   BATCH    ****                PAYOFF DATA ENTRY          STATUS     AMPBZ3  **
                              BATCH DATE **/**/**

      BATCH STATUS -- VALID RECORDS                   ******
                      ERROR RECORDS                   ******


   TOTAL GROSS            *************  TOTAL NET              *************
   TOTAL FEDERAL TAX      *************  TOTAL SDI                 **********
   TOTAL SOC. SEC.        *************  TOTAL SUI                  *********
   TOTAL MEDICARE         *************  TOTAL STATE TAX        *************
   TOTAL UNION DEDUCTIONS    **********  TOTAL COUNTY TAX       *************
   TOTAL MISC. DEDUCTIONS *************  TOTAL LOCAL TAX
   TOTAL EIC PAYMENTS     *************
   OTHER COMP. NOT IN NET     ********* OTHER PMTS NOT IN NET      *********
   -----------------------------------------------------------------------------
   OTHER COMP. IN NET         ********* OTHER PMTS IN NET          *********


                                                      ENTER TO CONTINUE
                                                      F24 CANCEL THE JOB
```

What to do

To print the batch register, press **Enter**.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

See "AMPBD4–Payoff Data Entry (Status)" on page 4-11 for descriptions of the fields that appear on this display.

AMPBK1–Payoff Selection (Options)

Use this display to select all time/adjustment entries or individual time/adjustment entries for payoff balancing.

This display appears if you select option 3 (Balance) from menu AMPM02 during payoff balancing operations. Before you select one of the options, review the Payroll Batch register to be sure the information for any time data or adjustment data record is correct. Review this register as well as the Payoff Balancing register to see any out-of-balance conditions.

```
DATE **/**/**                    RUN TIME OPTIONS          OPTIONS    AMPBK1  **
                                 PAYOFF SELECTION


                      1-SELECT ALL RECORDS FOR ALL PAID OFF EMPLOYEES
                                         OR
                      2-SELECT EACH RECORD FOR EACH PAID OFF EMPLOYEE

                               SELECT OPTION <1/2> n










                                                          F24 CANCEL THE JOB
```

What to do

- To select all records for payoff balancing, type in **1**.

- To select individual time and adjustment records for payoff balancing, type in **2**. The Payoff Selections (Options) display (AMPBK2) appears.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

SELECT OPTION (1/2). Type in **1** to select all time/adjustment entries with the same pay cycle and employee number as the payoff entries for payoff balancing. Type in **2** to select individual time/adjustment entries with the same pay cycle and employee number as the payoff entries for payoff balancing.

AMPBK2–Payoff Selection (Options)

Use this display to select individual time/adjustment entries to balance payoffs.

This display appears if you entered option 2, Select Each Record, on display AMPBK1. Each payoff record entered in the payoff batch appears.

```
DATE **/**/**                    RUN TIME OPTIONS         OPTIONS   AMPBK2  **
                                   PAYOFF SELECTION
   SELECT ALL REMAINING RECORDS OR EACH RECORD FOR *************************
   PAYOFF LINE NO.   ***     CHECK NO. ******    PAY CYCLE  *

                             EMPLOYEE NUMBER *****

   BATCH/      PAY  DAY      OPR      PROD   REGULAR        OTHER
      LINE    CYCLE NO  ORDER  SEQ  DPT  FAC    HOURS    TYPE  HOURS

   *** *****      *    ** ******* **** **** *****   *******  *** *********

                                            PRE CALC GROSS
        1-SELECT ALL REMAINING RECORDS
        2-SELECT THIS RECORD                REG  ********  OVT   *********
        3-DO NOT SELECT THIS RECORD         OTH  *********

        SELECT OPTION <1/2/3> n


                                            ENTER TO CONTINUE
                                            F24 CANCEL THE JOB
```

What to do

- Type in **1** and press **Enter** to select the record you see and all the remaining records for this paid-off employee. Repeat this step until you have selected all the payoff check records that you want to balance. When you press **Enter** and have selected all records, the Payoff Balancing register is scheduled to print.

- Type in **2** and press **Enter** to select the record you see. Repeat this step until you have selected all the payoff check records you want to balance.

- Type in **3** and press **Enter** to bypass the record you see. Repeat this step until you select or bypass all of the payoff records.

Function keys

F24 CANCEL THE JOB cancels payoff balancing; the Payoffs menu (AMPM02) appears.

Fields

SELECT ALL REMAINING RECORDS OR EACH RECORD FOR. The name of the employee who received the check appears here.

PAYOFF LINE NO. (Payoff line number). The line number (in the Payoff file) of the handwritten check.

CHECK NO. (Check number). The number of the handwritten check.

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PAY CYCLE. The pay cycle for which you wrote the check.

EMPLOYEE NUMBER. The number used as the key for the employee's Payoff and Total Hours file records.

BATCH/LINE. The batch and line number of the data entry batch record.

PAY CYCLE. The pay cycle associated with the time or adjustment data record.

DAY NO (Day number). The day number associated with the time or adjustment data record.

ORDER. If you use order distribution, the shop order number you want to charge with the employee's labor.

OPR SEQ (Operation sequence). If you use order distribution, the operation sequence number within the shop order.

DPT (Department). The department number override or the employee's home department from the Employee Master file.

PROD FAC (Production facility). The production facility override or the employee's home production facility from the Employee Master file.

If time records are in the file, the **REGULAR HOURS**, **TYPE**, **OTHER HOURS**, and **PRE CALC GROSS** fields appear.

REGULAR HOURS. The number of regular hours worked.

TYPE. The type code used to identify other hours entered:

TH   Time and one-half
S   Sick time
P   Premium time
VA   Vacation
HL   Holiday
blank Overtime.

OTHER HOURS. The number of other hours associated with the type code entered.

PRE CALC GROSS (Precalculated gross). A precalculated amount used as the employee's pay for the regular hours (Reg), overtime/premium hours (OVT) or other hours (OTH).

SELECT OPTION (1/2/3). Required. Type in one of the following options:

1   Select the shown record and all succeeding time/adjustment records for the employee
2   Select only the shown record for payoff balancing
3   Defer payoff balancing for the record shown.

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Option 4. Post Checks (AMPM02)

Use option 4 to post (add) payoff records to the Total Hours file and to change the suspended time/adjustment entries to payoff status. You can select and process payoff records in a regular payroll run.Before you use these posted records, review the Payoff Balancing register to ensure that all the data is correct.

The system posts only balanced payoff batches. To post a payoff batch, select option 2 from the Main Menu (AMPM00) and option 4 from the Payoff menu (AMPM02). The system adds records from the payoff batch to the Total Hours file and changes selected labor records in that file from suspended status to payoff status. The system assigns the posted payoff batch number to the labor and payoff records. The Payoff Posting Audit report that identifies the selected payoff batch prints.

The system changes a payoff batch status from closed to finished after you post the batch only if you selected not to reuse batches during application tailoring. If you selected to reuse batches during application tailoring, the system removes the batch.

After you post a payoff batch, you cannot back out labor records associated with the payoff batch using time and adjustment data entry. If you need to make changes to either payoff or labor records after posting, use the Remove Checks (option 6) option to remove the batch. Option 6 removes the records from the payoff batch and converts associated labor records back to regular status.

You can use a posted payoff batch and its associated labor records for payroll processing. Use normal payroll selection criteria to select these records. To select payoff records, respond **Yes** to the SELECT PAYOFFS prompt on the Run Times display (AMPBS1) when you are running the Calculations option. (See Appendix B.)

What information you need: The payoff batch number of the payoff checks you want to post to the Total Hours file.

What reports are printed: Payoff Posting Audit report (AMPBL)

What forms you need: None.

The basic steps to post a check follow each display.

AMPBZ1–Payoff Selection (Options)

Use this display to select a closed payoff batch to post a balanced payoff batch to the Total Hours file.

This display appears when you select option 3 from the Payoffs menu (AMPM02). If you do not know the payoff batchnber, select option 1 from the Payoffs menu (AMPM02). The Data Entry Control display (AMVBA1) appears and lists all batches that are available.

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```
     DATE **/**/**              RUN TIME OPTIONS        OPTIONS    AMPBZ1  **
                              BATCH SELECTION FOR
                                  POST CHECKS


                            ENTER BATCH NUMBER nnn








                                                    F24 CANCEL THE JOB
```

What to do

Type in the batch number and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

ENTER BATCH NUMBER. Type in the number of the closed payoff batch.

AMPBZ3–Payoff Data Entry (Status)

Use this display to review cumulative payoff batch totals before proceeding with payoff operations.

This display appears if you select options 2 through 5 from the Payoffs menu (AMPM02). Review the information displayed and compare it with any previously calculated totals.

```
    BATCH    ****               PAYOFF DATA ENTRY          STATUS    AMPBZ3  **
                               BATCH DATE **/**/**

        BATCH STATUS -- VALID RECORDS              ******
                         ERROR RECORDS             ******


    TOTAL GROSS             *************   TOTAL NET              *************
    TOTAL FEDERAL TAX       *************   TOTAL SDI               *********
    TOTAL SOC. SEC.         *************   TOTAL SUI               *********
    TOTAL MEDICARE          *************   TOTAL STATE TAX        *************
    TOTAL UNION DEDUCTIONS    *********     TOTAL COUNTY TAX       *************
    TOTAL MISC. DEDUCTIONS  *************   TOTAL LOCAL TAX
    TOTAL EIC PAYMENTS      *************
    OTHER COMP. NOT IN NET    *********     OTHER PMTS NOT IN NET    *********
    ------------------------------------------------------------------------
    OTHER COMP. IN NET        *********     OTHER PMTS IN NET        *********


                                              ENTER TO CONTINUE
                                              F24 CANCEL THE JOB
```

What to do

To print the batch register, press **Enter**.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

See "AMPBD4–Payoff Data Entry (Status)" on page 4-11 for descriptions of the fields that appear on this display.

Option 5. Reset Balancing (AMPM02)

Use option 5 to reset all the records in a balanced but unposted batch so you can make changes to either payoff entries or time/adjustment entries. The system resets time/adjustment entries from payoff status (suspended) to regular status.

Use this option to add or change payoff entries or time/adjustment entries after you balanced them but before you posted the payoff batch. Once you reset these records to regular status, you can select them during a regular payroll run, and you can generate checks.

What information you need: The batch number of the balanced payoff batch.

What reports are printed: Payoff Reset Audit report (AMPBH).

What forms you need: None.

The basic steps to reset balancing follow each display.

AMPBZ1–Payoff Selection (Options)

Use this display to select a closed payoff batch to reset a balanced payoff batch.

This display appears when you select option 5 from the Payoffs menu (AMPM02). If you do not know the payoff batch number, select option 1 from the Payoffs menu (AMPM02). The Data Entry Control display (AMVBA1) appears and lists all batches that are available.

```
   DATE **/**/**              RUN TIME OPTIONS          OPTIONS   AMPBZ1  **
                            BATCH SELECTION FOR
                              RESET BALANCING


                          ENTER BATCH NUMBER nnn










                                                     F24 CANCEL THE JOB




```

What to do

Type in the batch number and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

ENTER BATCH NUMBER. Type in the number of the closed payoff batch.

AMPBZ3–Payoff Data Entry (Status)

Use this display to review cumulative payoff batch totals before proceeding with payoff operations.

This display appears if you select options 2 through 5 from the Payoffs menu (AMPM02). Review the information displayed and compare it with any previously calculated totals.

```
  BATCH    ****                PAYOFF DATA ENTRY          STATUS    AMPBZ3  **
                              BATCH DATE **/**/**

     BATCH STATUS -- VALID RECORDS                ******
                     ERROR RECORDS                ******


  TOTAL GROSS             *************   TOTAL NET               *************
  TOTAL FEDERAL TAX       *************   TOTAL SDI                   *********
  TOTAL SOC. SEC.         *************   TOTAL SUI                   *********
  TOTAL MEDICARE          *************   TOTAL STATE TAX         *************
  TOTAL UNION DEDUCTIONS      *********   TOTAL COUNTY TAX        *************
  TOTAL MISC. DEDUCTIONS  *************   TOTAL LOCAL TAX
  TOTAL EIC PAYMENTS      *************
  OTHER COMP. NOT IN NET      *********   OTHER PMTS NOT IN NET       *********
  --------------------------------------------------------------------------
  OTHER COMP. IN NET          *********   OTHER PMTS IN NET           *********


                                                    ENTER TO CONTINUE
                                                    F24 CANCEL THE JOB
```

What to do

Press **Enter** to print the batch register.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

See "AMPBD4–Payoff Data Entry (Status)" on page 4-11 for descriptions of the fields that appear on this display.

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Option 6. Remove Checks (AMPM02)

Use option 6 to remove all payoff check and deduction records for a particular payoff batch from the Total Hours file. Also use this option to reset payoff time/adjustment entries for that batch to regular status.

Use the Remove Checks function to change or correct payoff or selected labor records after you post a batch. Select option 2, Payoffs, from the Main Menu (AMPM00) and option 6 from the Payoffs menu (AMPM02). You cannot back out records to remove payoff records from the Total Hours file. The Payoff Remove Audit report (AMPBH) identifies which payoff batch you removed and which labor records you reset.

The system deletes the payoff check and deduction records from the Total Hours file and restores the associated labor records to their original status. You must enter, balance, and post the revised payoff checks and deduction records again.

Once you convert these time/adjustment records back to a regular status, you can select them during a payroll run and produce checks. Be aware that the system has deleted all the payoff records from the posted batch. You must enter them again in a new payoff batch.

What information you need: The batch number of the payoff batch.

What report is printed: Payoff Remove Audit report (AMPBH)

What forms you need: None.

The basic steps to remove a check follow each display.

AMPBZ1–Payoff Selection (Options)

Use this display to select a closed payoff batch to remove an entire payoff batch from the Total Hours file.

This display appears when you select option 6 from the Payoffs menu (AMPM02). If you do not know the payoff batch number, select option 1 from the Payoffs menu (AMPM02). The Data Entry Control display (AMVBA1) appears and lists all batches that are available.

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```
       DATE **/**/**                    RUN TIME OPTIONS           OPTIONS    AMPBZ1  **
                                     BATCH SELECTION FOR
                                        REMOVE CHECKS


                                   ENTER BATCH NUMBER nnn









                                                               F24 CANCEL THE JOB
```

What to do

Type in the batch number and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels the job; the Payoffs menu (AMPM02) appears.

Fields

ENTER BATCH NUMBER. Type in the number of the closed payoff batch.

Chapter 5. Posting

When you select option 3 from the Main Menu, the Payroll application adds all closed and error-free batches to the Total Hours file. The system holds these batches in this file for further processing. It creates the SHPACT batch for the PC&C interface if the PC&C application is installed and interfacing and the PM&C application is not installed. You then can do calculation selection or payoff balancing for all records or by pay cycle. If the PC&C application is installed and interfacing, the PR to PC&C Data Transfer report (AMP99) is scheduled to print.

There is no secondary menu associated with this option. Use Posting to add all closed batches to the Total Hours file where previous batches are stored. You must have a password cleared for data entry tasks to perform this operation.

You must close batches that users entered during time/adjustment entry before you can post them. To verify the closed batches, select the Time/Adjustment Entry menu (option 1 on the Main Menu) and examine the Data Entry Control display (AMVBA1).

After you select option 3 from the Main Menu, you no longer can make corrections using the Time/Adjustment Entry menu. Instead, delete the entire record (using the backout record display from time/adjustment entry) and completely enter it again with the correct information.

After you select option 3 from the Main Menu, you no longer can print a Payroll Batch register (option 3 on the Time/Adjustment Entry menu) for the batches you posted.

Note: If PC&C is installed and interfacing, the system accumulates all closed batches into one PC&C batch during the payroll posting run.

What information you need: None.

What reports are printed:

- Payroll Posting Audit report (AMPAZ)
- PR to PC&C Data Transfer report (AMP99), if the Production Control and Costing application is installed and interfacing.

What forms you need: None.

No Payroll displays are associated with this menu option.

Chapter 6. Calculation

When you select option 4 from the Main Menu, the secondary Calculation menu (AMPM04) appears. You can select records and calculate the payroll for a pay period or cycle.

You can perform each task separately in the order the options appear on the menu. You can also select option 4 (All of the Above) to perform the individual tasks in the correct sequence.

If you want to calculate only part of your payroll, you can select any of the first three options in sequence.

Once you begin to calculate your payroll, you cannot perform the following tasks until you use Checks and Reports on the Main menu to complete payroll processing:

- Maintain payroll files
- Terminate or activate employees
- Reconcile checks.

If you must perform any of these tasks, clear the calculations (option 5 on this menu) to erase everything the system processed since you began to select records.

When you calculate your payroll in batch and an error condition occurs, an inquiry message is placed on the QSYSOPR message queue explaining the reason for the failure. The job is placed in a message wait status until you enter a reply. You can type in any single alpha character or single digit to end this job and allow other jobs in the job queue to begin.

When the system processes Checks and Reports, it changes your data and updates several files. To see your original data, you must restore the original files from a tape you backed up before you calculated the payroll.

```
 AMPM04                          Payroll                     **********
                               Calculation

 Type option or command; press Enter.

       1. Select Records
       2. Calculate Gross Pay
       3. Calculate Net Pay
       4. All of the Above
       5. Clear




  _____


 F3=Exit         F4=Prompt    F9=Retrieve    F10=Actions
 F11=Job status  F12=Return   F22=Messages
```

Option 1. Select Records. Use this option to select employee records, so you can print a listing of the total hours you entered for each employee. If you selected automatic overtime support during application tailoring, the system calculates regular and overtime hours.

Option 2. Calculate Gross Pay. Use this option to calculate the gross pay for each individual selected in Option 1 on this menu and to print the Gross Pay register.

Option 3. Calculate Net Pay. Use this option to apply the deductions and taxes to the gross pay and to print the Payroll register.

Option 4. All of the Above. Use this option to perform options 1, 2, and 3 without interruption.

Option 5. Clear. Use this option to purge the file of the previous selection without processing the selected records. You can then select additional records.

Option 1. Select Records (AMPM04)

Use option 1 from the Calculation menu (AMPM04) to select the records you entered into the Total Hours file for a payroll processing run. Select the type of payroll you want to run. The transactions may have been for several types of employees (protected, hourly, salaried):

- Protected payroll processing
- Regular payroll processing
- Reversal run
- Special run.

If you selected "special run" on display AMPBS1, you must also identify it as either a regular or a protected run. The records you select for processing will be either Special Protected or Special Regular.One reason for which you can print the Current Hours Proof is to see attendance balancing. You can see the balancing on a daily or pay-cycle basis.You can include or exclude payroll records. After you identify the type of payroll, the system balances attendance records to labor records if you requested it to do so.The listing shows differences for daily or pay cycle totals.

Notes:

1. If you requested automatic overtime calculation, the system calculates overtime hours and adds the records to the Current Hours file.

2. If, during application tailoring, you specified a maximum number of overtime hours an employee can work, a warning appears on the listing if an employee's hours exceed that level.

3. After all batches have been posted and no posted records meet the selection criteria that you specified on the Run Time Options displays, the message E AM-2413, No P/R Records were Selected, may appear. If this happens, you:

   •Selected records that contain a pay cycle of zero. You can only select these during a reversal run.

   •Selected posted records for protected employees and specified a regular run.

   •Indicated a Special Run but did not post any BO adjustments, or indicated a regular run but posted only BO adjustments.

Because your company's payroll period probably remains stable, you can use final control totals to see if the transactions are within a reasonable range for the period. Use option 1 to select the records the system will use to calculate the remaining payroll.

If this is a protected or a regular run, and you did not select all records, select the pay cycles you want to run. Select ALL or type Yes under each pay cycle you want to include.If you want to balance attendance, specify how frequently you are balancing: daily, or for the entire pay cycle. Specify the variance you want the system to allow without warning.

What information you need: None.

What reports are printed: Current Hours Proof report (AMPBU)

What forms you need: None.

The basic steps to calculate payroll follow each display.

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AMPBS1–Run Time Options Select Data for Processing (Options)

Use this display to select the type of payroll run:

- Reversal
- Special
- Protected
- Regular.

Also use this display to select the payoff records in the Total Hours file to include in the protected or regular run.

This display appears if you select option 1 (Select Records) or option 4 (All of the Above) from the Calculation menu (AMPM04).

```
DATE **/**/**                    RUN TIME OPTIONS          OPTIONS    AMPBS1  **
                            SELECT DATA FOR PROCESSING

       PRINT AN EDIT LIST? <YES/NO> aA3      ATTENDANCE BALANCING? <YES/NO> aA3
       REVERSAL RUN? <YES/NO>         aA3 OR    SPECIAL RUN? <YES/NO>          aA3
       PROTECTED RUN? <YES/NO>        aA3 AND  SELECT ALL RECORDS? <YES/NO>   aA3
       REGULAR RUN? <YES/NO>          aA3 AND  SELECT ALL RECORDS? <YES/NO>   aA3
       CURRENT QUARTER NUMBER <1-4> n          SELECT PAYOFFS <YES/NO>        aA3
       SELECT ALL COMPANIES <YES/NO> aA3




                                                            F24 CANCEL THE JOB
```

What to do

To select payroll records, type in the information requested and press **Enter**. If you installed more than one company, the Run Time Options Select Data for Processing (Options) display (AMPBS2) appears. If you installed only one company, the Run Time Options display (AMPBS3) appears.

Function keys

F24 CANCEL THE JOB causes the Calculation menu (AMPM04) to appear. No processing occurs.

Fields

All fields that appear are required.

PRINT AN EDIT LIST? (YES/NO). Type in **YES** to print the Current Hours Proof (AMPBU). This report shows all records you selected to processing; otherwise, type in **NO**.

ATTENDANCE BALANCING? (YES/NO). Type in **YES** to balance time data records with attendance data records; otherwise, type in **NO**. If you type in yes, display AMPBS2 appears.

REVERSAL RUN? (YES/NO) OR SPECIAL RUN? (YES/NO). Type in **YES** to process all records in the Total Hours file with a pay cycle of 0 (zero); otherwise, type in **NO**. You must process a reversal run separately from all other payroll runs. If you respond yes to this option, respond no to the special, protected, regular, and payoff options.

Type **YES** in the ***SPECIAL RUN*** field to process special gross pay (type BO) and pay advance (type PB) adjustments; otherwise, type in **NO**. If you respond yes to this option, respond NO to the reversal option. Selection of a special run requires a yes or no answer to either ***PROTECTED RUN*** or ***REGULAR RUN***. The system will either select special protected or special regular records to process.

PROTECTED RUN? (YES/NO) AND SELECT ALL RECORDS? (YES/NO). Type in **YES** for the ***PROTECTED RUN*** option to process Total Hours records for protected employees; otherwise, type in **NO**. You must process a protected run separately from a regular run. If you respond yes to this option, respond o to the reversal and regular options.

Type in **YES** for the ***SELECT ALL RECORDS*** option to process all Total Hours records for all pay cycles for protected employees; otherwise, type in **NO**. If you type in no, display AMPBS2 appears.

REGULAR RUN? (YES/NO) AND SELECT ALL RECORDS? (YES/NO). Type in **YES** for the ***REGULAR RUN*** option to process Total Hours records for regular employees; otherwise, type in **NO**. If you respond yes to this option, respond no to the reversal and protected options.

Type in **YES** for the ***SELECT ALL RECORDS*** option to process all Total Hours records for all pay cycles for all regular employees; otherwise, type in **NO**. If you type in no, display AMPBS2 appears.

CURRENT QUARTER NUMBER (1-4). Type in the current quarter number you want the system to use when it updates the master files with the results of this payroll run. What you type in here determines which quarterly totals fields the system updates when you run checks and reports. The quarter number entered will be compared to the correct calendar quarter and a warning message issued if they differ. Function key **F17** is provided if you wish to override this warning.

SELECT PAYOFFS (YES/NO). Type in **YES** to process payoff records in the Total Hours file which match the selection criteria; otherwise, type in **NO**.

SELECT ALL COMPANIES (YES/NO). Appears if you selected multiple company support during application tailoring. Type in **YES** to process employee records for all companies supported; otherwise, type in **NO**. If you type in no, display AMPBS2 appears.

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AMPBS2–Run Time Options Select Data for Processing (Options)

Use this display to select protected, hourly, or salaried employee records by pay cycle and by company. You can also select attendance balancing options.

This display appears during a protected or regular payroll run, or if you did not select all companies on display AMPBS1.

```
DATE **/**/**                    RUN TIME OPTIONS          OPTIONS    AMPBS2  **
SELECT COMPANIES             SELECT DATA FOR PROCESSING
  1    2    3    4    5    6    7    8    9   10   11   12   13   14   15   16   17   18   19   20
 aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
 21   22   23   24   25   26   27   28   29   30   31   32   33   34   35   36   37   38   39   40
 aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
 41   42   43   44   45   46   47   48   49   50   51   52   53   54   55   56   57   58   59   60
 aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
 61   62   63   64   65   66   67   68   69   70   71   72   73   74   75   76   77   78   79   80
 aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
 81   82   83   84   85   86   87   88   89
 aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3

    PROTECTED PAY CYCLE? <YES>     1    2    3    4    5    6    7    8    9
                                  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
    HOURLY PAY CYCLE? <YES>    ALL 1    2    3    4    5    6    7    8    9
                                  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
    SALARY PAY CYCLE? <YES>    ALL 1    2    3    4    5    6    7    8    9
                                  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
    ATTENDANCE BALANCING SELECT FREQUENCY <YES> DAILY aA3 PAY CYCLE aA3
    ENTER ALLOWABLE VARIANCE HOURS       nnn.nn

                                                   F19 RESELECT OPTIONS
                                                   F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The system selects employee data for the type of payroll run you requested. The Run Time Options display (AMPBS3) appears.

- To return to display AMPBS1 in order to reselect options, use **F19**. No processing occurs.

Function keys

F19 RESELECT OPTIONS clears all entries. Display AMPBS1 appears. No processing occurs.

F24 CANCEL THE JOB causes the Calculation menu (AMPM04) to appear. No processing occurs.

Fields

SELECT COMPANIES. If you select employee records by company, the company numbers appear beneath this field. To process records for individual companies, position the cursor below each company number you want to process and type in **YES**.

PROTECTED PAY CYCLE? (YES). Appears during a protected payroll run. To process records for protected employees for individual pay cycles, position the cursor beneath the pay cycle number and type in **YES**.

HOURLY PAY CYCLE? (YES). Appears during a regular payroll run. To process records for hourly employees for individual pay cycles, position the cursor below the pay cycle number and type in **YES**.

SALARY PAY CYCLE? (YES). Appears during a regular payroll run. To process records for salaried and salaried non-exempt employees for individual pay cycles, position the cursor below the pay cycle number and type in **YES**.

ATTENDANCE BALANCING SELECT FREQUENCY (YES). Appears if you select attendance balancing on display AMPBS1. To balance time data records with attendance data records on a daily basis, type in **YES** in the ***DAILY*** field. To balance records on a pay cycle basis, type in **YES** in the ***PAY CYCLE*** field.

ENTER ALLOWABLE VARIANCE HOURS. Appears if you select attendance balancing on display AMPBS1. Type in the variance hours allowed for the specified period. For example, type in.25 (15 minutes) to balance daily, or 1.25 (1 hour and 15 minutes per pay cycle) to balance a pay cycle.

AMPBS3–Run Time Options (Options)

Use this display to assign a beginning check number for the payroll run. The system supplies a default beginning check number. Also use this display to select the pay period date and check date to print on each paycheck.

This display appears if you select records for payroll processing. The following appear:

- Each company number you support
- The beginning check number used when you print paychecks for that company.

```
 DATE **/**/**                    RUN TIME OPTIONS              OPTIONS     AMPBS3   **
                         CHANGE  BEGINNING  CHECK  NUMBER
                                        AND
                         ENTER  PERIOD  AND  CHECK  DATES

      COMPANY     CHECK    PERIOD    CHECK     COMPANY     CHECK    PERIOD    CHECK
      NO.         NO.      DATE      DATE      NO.         NO.      DATE      DATE

      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn
      **          nnnnnn   nnnnnn    nnnnnn    **          nnnnnn   nnnnnn    nnnnnn


                                                      USE  ROLL  UP/DOWN
                                                      F19  RESELECT  OPTIONS
                                                      F24  CANCEL  THE  JOB
```

What to do

- Type in the information requested and press **Enter**.
- To return to display AMPBS1, in order to reselect options, use **F19**. No processing occurs.

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of check numbers if you support more than 20 companies.

F19 RESELECT OPTIONS clears all entries. Display AMPBS1 appears. No processing occurs.

F24 CANCEL THE JOB causes the Calculation menu (AMPM04) to appear. No processing occurs.

Fields

COMPANY NO.. The company to which you wrote the check. The system captures the number from AMPBS2.

CHECK NO. The beginning check number the system will use for this payroll run. You can type in a different check number.

PERIOD DATE. Type in the pay period date to print on the check stub (normally the pay cycle-period ending date).

CHECK DATE. Type in the check date to print on the paycheck.

Option 2. Calculate Gross Pay (AMPM04)

Use option 2 to calculate each employee's gross earnings from the payroll entry records you selected. You do not need to make any additional entries to process the gross pay.The system automatically prints the Gross Earnings register. After the report prints, verify the totals and examine the listing for any errors.If you find negative check amounts, or if the system calculated amounts in error and noted them, select option 5 (Clear). Use time/adjustment entry (see Chapter 3) to process new records to correct the error. The option sequences the employees by home department and prints totals for each department. You must use Select Records (option 1) before you try to use this option. This option will not run until the system completes processing option 1. The system may not be able to select any records before it completes processing option 1. This option will be out of sequence during job-queue processing.

The system edits for maximum and negative check amounts.If the amount of the check exceeds the maximum amount, the system prints an asterisk (*) to the right of the employee's gross total on the Gross Earnings register. A message appears at the end of the report. The system immediately prints a message for negative pay checks. You cannot continue processing until you have corrected your data to ensure the system contains no negative pay checks.

The system adds shift differential to the regular, overtime, or premium rate, depending on the type of pay.The system includes the shift differential, if it applies, in the rate on the Gross Earnings register. If you type in a transaction with a precalculated gross or an exception rate, the system does not add the shift differential. Shift differential automatically applies to all types of hours except vacation, holiday, and sick hours. You can automatically apply shift differential to these hours when you maintain the Deduction Distribution file (AMPM10, option 7) for deduction code C.

If you do not want to include shift premium in vacation pay or in holiday pay, do the one of the following when you enter time/adjustment data:

- Type in a shift override code of 1.
- Type in a precalculated gross amount.
- Type in an override rate.

The final company totals for overtime gross wages and overtime hours print. The other hours in precalculated-other-gross-totals include these company totals. If you process payrolls for multiple companies, the system prints a total for each company.

Normally, you run option 2 as the second step when you calculate the payroll. You can run options 1 and 2 during the payroll period, as necessary. Then, select option 5, Clear, to clear the calculations. For example, if you have not selected accrual accounting and you want to determine the total liability through the end of the month, use options 1 and 2 on the Calculations menu to calculate the gross pay. Then select option 5 (Clear) to determine the correct amount the system will pass to the general ledger. If the General Ledger application is installed and interfacing, and if you do this, be sure to make an offsetting entry in the next month. If you run any more payroll processes during the cycle, the system makes automatic entries for the General Ledger master file. If you do not make offsetting entries, your books will show double entries for this time and these expenses.

Note: In a bonus run, the system withholds only tax-deferred and individual retirement deductions and uses special rates in the tax tables.

Compare the Gross Earnings register totals to the Processing Pay Period Control Log (PR-24) for the records you selected. If they balance, post the totals to the log.

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Since you probably have documents from previous payrolls, check the gross amount totals for accuracy. Do not post these totals, however, since the system has not yet applied employer adjustments.For example, the system applies employer-paid union adjustments later in the processing.

If an abnormal situation occurs (such as a power outage) when the system calculates gross pay, return to the Calculation menu and select option 5 to clear any processing. Use option 1 to select the records again and continue processing. You can do one of the following to exit this option:

- Clear and select records again
- Continue processing with option 3 (Calculate Net Pay).

What information you need: None.

What reports are printed: Gross Earnings register (AMPBW)

What forms you need: PR-24

No displays are associated with this option.

Option 3. Calculate Net Pay (AMPM04)

Use option 3 to calculate the following for each employee you want to pay this period and to print the payroll register.The Payroll application automatically assigns a sequential check number based on the number you provide when you select records (option 1). If you track all manually written checks in a different log, you do not need to track the check number.

The payroll registers show the following:

- Taxes (Federal, Social Security, Medicare, state, county, and local)
- Union and miscellaneous deductions
- Earned income credit
- Other compensation and payments.
- Gross earnings
- FIT taxable earnings
- Social Security taxable earnings
- Medicare taxable earnings
- Summary of all deductions
- Employee's net pay
- The check number assignment.

The system calculates net pay and takes deductions in the following sequence:

1. FIT (Federal income tax)
2. Social Security
3. Medicare
4. Taxes:

    a. County
    b. Local
    c. State

5. SDI (state disability insurance)
6. All employee-paid union deductions
7. Directed deductions
8. Pay advance deductions
9. Tax-deferred deductions
10. IRA (Individual retirement accounts)
11. Cafeteria plan deductions
12. Other miscellaneous deductions. These deductions are taken in the sequence from lowest to highest. The system uses the two low-order digits.

It adds the following amounts next. The system does not include these amounts in the base it used for the previous deduction calculations:

- Other compensation and payments
- Earned income credit payments.

When you enter other compensations and payments, the system checks for negative Total Gross (Regular/Other Gross + Other Payments/Other Compensation + Taxable/Non-taxable Adjustments) amounts and negative Net Pay amounts. The system prints a message for a negative Total Gross amount and/or a negative Net Pay amount. You cannot continue processing until you have corrected your data to ensure the system contains no negative Total Gross amounts or negative Net Pay amounts.

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The system deducts directed deductions after it deducts union deductions and before pay advance deductions. It deducts tax-deferred, IRA, and cafeteria plan deductions after it deducts pay advance deductions and before all other miscellaneous deductions. The system deducts other miscellaneous deductions in deduction-number sequence. If you want to deduct one miscellaneous deduction before another, assign it a lower sequence number. The system adds these amounts after it takes all miscellaneous deductions:

- Other compensation
- Other payments
- Earned income credit payments.

If the system cannot deduct all directed, union, or miscellaneous deductions from an employee's pay because it would generate a negative net pay, the system deducts as much as possible for the last deduction. It then stops any further deductions.If the system calculates a zero net pay, it prints a message with the final totals of the Payroll register. Directed deductions print on the Employee Directed Deduction register. If the system cannot deduct any union deductions, it prints a message on the Employee Fixed Union Deduction register or the Union Consolidation register. If the system cannot deduct any directed or miscellaneous deductions, it prints a message on the Employee Miscellaneous Deduction register after it processes checks and reports (option 5 on the Main Menu).

If an employee has a record in the Employee Miscellaneous Deduction file (EMPDED), Other Compensation/Payments file (EMPBEN), or the State/County/Local (EMPSCL) file without a corresponding record in the Deduction Distribution (DISTRB) file, a message appears. This occurs for miscellaneous deductions even though the deduction has a frequency code of 0 (zero) or is not scheduled to be taken based on the pay cycle you used. Add the deduction distribution record back before you attempt to delete the Employee Miscellaneous deduction record (EMPDED) or process the calculations.

The system calculates Social Security and Medicare annually. This gives you a more correct total at the end of the year and makes it easier to adjust. The system uses the following formula to arrive at each pay period's Social Security and Medicare deductions:

CURRENT TAX = ([YTD TAXABLE + CURRENT TAXABLE] * RESPECTIVE %) -YTD RESPECTIVE TAX WITHHELD/LIABILITY.

The system bases the YTD taxable amount on the Social Security and Medicare taxable amounts in the Employee master file for each employee. To calculate the YTD taxable amount, the system uses a value that reflects the taxable limit set for each tax. The system bases the current taxable amount on the taxable amount in the Current Deductions file (CURDED) for the employee. It bases the respective percentage on the percentage you set for the tax it calculates.

When the system calculates employee taxes, it bases each YTD tax on the value in the Employee master file for the employee for each tax. When the system calculates employer taxes, it bases the YTD tax liability on the value in the Company record in the Deduction Distribution file for that company. Because of this, Social Security may vary each pay period but will be more correct at year end.

Some states require a directed deduction not to exceed a certain percentage of disposable income.If this is true in your state, review the Employee Directed Deduction register to make sure you have not exceeded the maximum allowable deduction amounts. If any deductions are greater than the maximum, correct the

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amount and calculate the payroll again before you process checks and reports. For the purposes of the Payroll application, disposable income is computed as follows: Gross pay -All taxes - all union deductions (Employee and Employer paid) - advance EIC payments.

Before you correct a calculated directed deduction amount, select Clear (option 5) from the Calculation menu to clear the calculations. Correct your data in one of the following ways:

- Maintain the Employee Miscellaneous Deduction file, and change the deduction record, so the system calculates the correct amount when it calculates the payroll again. Remember to change the deduction record back to its original number after the system calculates the payroll.

- Use time and adjustment entry to enter a directed deduction adjustment (DD). For example, if the calculated directed deduction amount on the Employee Directed Deduction register is $500.00, and you want to make it $200.00, type in an adjustment amount of -$300.00. After you enter the adjustment amount, post the batch.

- If the directed deduction is computed as a percent of disposable income, use the Time and Adjustment entry option to enter a manually computed DD adjustment amount. This acts as a one-time override to the amount taken by the system. After you enter the DD adjustment, post the batch and run Calculations again.

After you make the correction, let the system calculate the payroll again. Print the Employee Directed Deduction register again, and verify the amounts the system calculated.

What information you need: None.

What reports are printed:

- Employee Deductions Detail (AMPCM)
- Employee Directed Deduction register (AMPDE)
- Payroll register (AMPDC)
- If you are tailored for electronic deposit support:

    - Electronic Deposit Register (AMPMA), preliminary copy

    - Electronic Prenote Register (AMPMB)

What forms you need: None.

No displays are associated with this option.

Option 4. All of the Above (AMPM04)

Use this option to select records and to calculate gross and net pay. It works as if you select options 1, 2, and 3 in sequence.

What information you need: None.

What reports are printed:

- Current Hours Proof (AMPBU)
- Employee Deductions Detail (AMPCM)
- Gross Earnings register (AMPBW)
- Employee Directed Deduction register (AMPDE)
- Payroll register (AMPDC)
- If you are tailored for electronic deposit support:

    - Electronic Deposit Register (AMPMA), preliminary copy

    - Electronic Prenote Register (AMPMB)

What forms you need: None.

The basic steps to calculate payroll follow each display.

AMPBS1–Run Time Options Select Data for Processing (Options)

Use this display to select the type of payroll run:

- Reversal
- Special
- Protected
- Regular.

Also use this display to select the payoff records in the Total Hours file to include in the protected or regular run.

This display appears if you select option 1 (Select Records) or option 4 (All of the Above) from the Calculation menu (AMPM04).

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```
    DATE **/**/**              RUN TIME OPTIONS       OPTIONS    AMPBS1  **
                            SELECT DATA FOR PROCESSING

       PRINT AN EDIT LIST? <YES/NO> aA3      ATTENDANCE BALANCING? <YES/NO> aA3
       REVERSAL RUN? <YES/NO>      aA3 OR   SPECIAL RUN? <YES/NO>          aA3
       PROTECTED RUN? <YES/NO>     aA3 AND  SELECT ALL RECORDS? <YES/NO>   aA3
       REGULAR RUN? <YES/NO>       aA3 AND  SELECT ALL RECORDS? <YES/NO>   aA3
       CURRENT QUARTER NUMBER <1-4> n       SELECT PAYOFFS <YES/NO>        aA3
       SELECT ALL COMPANIES <YES/NO> aA3




                                                      F24 CANCEL THE JOB
```

What to do

To select payroll records, type in the information requested and press **Enter**. If you installed more than one company, the Run Time Options Select Data for Processing (Options) display (AMPBS2) appears. If you installed only one company, the Run Time Options display (AMPBS3) appears.

Function keys

F24 CANCEL THE JOB causes the Calculation menu (AMPM04) to appear. No processing occurs.

Fields

For descriptions of the fields that appear on this display, see "AMPBS3–Run Time Options (Options)" on page 6-7.

AMPBS2–Run Time Options Select Data for Processing (Options)

Use this display to assign a beginning check number for the payroll run. Also use this display to select the pay period date and check date to print on each paycheck.

This display appears if you select records for payroll processing. The following appear:

• Each company number you support
• The beginning check number used when you print paychecks for that company.

```
DATE **/**/**                    RUN TIME OPTIONS        OPTIONS    AMPBS2  **
SELECT COMPANIES              SELECT DATA FOR PROCESSING
 1    2    3    4    5    6    7    8    9   10   11   12   13   14   15   16   17   18   19   20
aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
21   22   23   24   25   26   27   28   29   30   31   32   33   34   35   36   37   38   39   40
aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
41   42   43   44   45   46   47   48   49   50   51   52   53   54   55   56   57   58   59   60
aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
61   62   63   64   65   66   67   68   69   70   71   72   73   74   75   76   77   78   79   80
aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
81   82   83   84   85   86   87   88   89
aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3

    PROTECTED PAY CYCLE? <YES>     1    2    3    4    5    6    7    8    9
                                  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
    HOURLY PAY CYCLE? <YES>    ALL 1    2    3    4    5    6    7    8    9
                                  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
    SALARY PAY CYCLE? <YES>    ALL 1    2    3    4    5    6    7    8    9
                                  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3
    ATTENDANCE BALANCING SELECT FREQUENCY <YES> DAILY aA3 PAY CYCLE aA3
    ENTER ALLOWABLE VARIANCE HOURS       nnn.nn

                                                F19 RESELECT OPTIONS
                                                F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The system selects employee data for the type of payroll run you requested. The Run Time Options (Options) display (AMPBS3) appears.

- To return to display AMPBS1 in order to reselect options, use **F19**. No processing occurs.

Function keys

F19 RESELECT OPTIONS clears all entries. Display AMPBS1 appears. No processing occurs.

F24 CANCEL THE JOB causes the Calculation menu (AMPM04) to appear. No processing occurs.

Fields

See "AMPBS2–Run Time Options Select Data for Processing (Options)" on page 6-6 for descriptions of the fields that appear on this display.

AMPBS3–Run Time Options (Options)

Use this display to assign a beginning check number for the payroll run. Also use this display to select the pay period date and check date to print on each paycheck.

This display appears if you select records for payroll processing. The following appear:

- Each company number you support
- The beginning check number used when you print paychecks for that company.

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```
  DATE **/**/**                   RUN TIME OPTIONS         OPTIONS    AMPBS3  **
                         CHANGE BEGINNING CHECK NUMBER
                                       AND
                         ENTER PERIOD AND CHECK DATES

     COMPANY   CHECK   PERIOD   CHECK    COMPANY   CHECK   PERIOD   CHECK
     NO.       NO.     DATE     DATE     NO.       NO.     DATE     DATE

     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn
     **        nnnnnn  nnnnnn   nnnnnn   **        nnnnnn  nnnnnn   nnnnnn

                                                  USE ROLL UP/DOWN
                                                  F19 RESELECT OPTIONS
                                                  F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**.
- To return to display AMPBS1, in order to reselect options, use **F19**. No processing occurs.

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of check numbers if you support more than 20 companies.

F19 RESELECT OPTIONS clears all entries. Display AMPBS1 appears. No processing occurs.

F24 CANCEL THE JOB causes the Calculation menu (AMPM04) to appear. No processing occurs.

Fields

See "AMPBS3–Run Time Options (Options)" on page 6-7 for descriptions of the fields that appear on this display.

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Option 5. Clear (AMPM04)

Use option 5 to reset all files to the status they had before you selected option 1 (Select Records) or option 4 (All of the Above). A message appears. Answer 0 to continue or 3 to cancel. Use this option to return to the beginning of calculation processing if you or the system found an error. You may clear calculations any time before you select Checks and Reports (option 5 on the Main Menu). After you select Checks and Reports, you must completely process the payroll.

If you find errors or checks do not print properly, either restore the master files from your last backup, or reverse those checks that are incorrect. You must then process the checks again.

Use this option to cancel payroll processing before you print payroll checks and reports.

What information you need: None.

What reports are printed: None.

What forms you need: None.

No displays are associated with this option.

Chapter 7. Checks and Reports

When you select option 5 from the Payroll Main Menu (AMPM00), the Payroll Reports Run Time Options display (AMPDH1) appears. Use this option to print payroll checks and reports. Before you print them, review the Payroll register to remove errors.

Select the run-time options for your checks and reports for the current payroll run from Display AMPDH1. Messages appear on the system operator's console to insert the correct form before printing begins.

What information you need:

- Check forms
- Print options for reports

What reports are printed:

- Deduction Register (AMPEK)
- EIC Payments Register (AMPFH)
- Electronic Deposit Advice (AMPMC)
- Electronic Deposit Register (AMPMA)
- Electronic Prenote Creation Audit (AMPMP)
- Employee Fixed Union Deduction Register (AMPEM)
- Employee Miscellaneous Deduction Register (AMPEG)
- Employee Other Comp & Payments Register (AMPFI)
- Employee Remittance Advice (AMPMQ)
- Employer-Paid Tax Liability Register (AMPFE)
- Employer-Paid Tax Expense Register (AMPFF)
- Labor Distribution Register (AMPFK)
- Order Distribution Register (AMPGC)
- Other Compensation & Payments Register (AMPFJ)
- Payroll Checks (AMPDQ)
- Payroll Completion (AMPHH)
- Payroll Distribution Journal (AMPHC)
- State, County, and Local Register (AMPFA)
- State, County, and Local Totals (AMPFC)
- Union Consolidation Register (AMPFG)
- Vacation / Holiday / Sick Register (AMPEA)
- Worker's Compensation Worksheet (AMPGG)
- Y-T-D / Q-T-D Earnings Register (AMPEE)

What forms you need: Check forms.

As the reports are generated, the system uses the amounts on the reports and registers to update the master files. Before you print checks, make sure you have enough check forms for each company. After you select option 5 from the Main Menu, the Payroll application:

- Places all of the jobs in the input job queue and runs them sequentially
- Places the reports and printed information in the printer queue.

Determining the number of checks you need

The system considers each check form to be a separate form category; therefore, you will have to change the forms between each run for a new company. Unless you modify them, the system prints all other reports on standard one-part stock paper.

You can determine the number of check forms required for a print run for each company by looking at the Payroll register and seeing what the starting and ending check numbers are. Remember you will need to line up the printer head with the forms, so allow several checks for this purpose. Do not attempt to run payroll checks and reports unless enough forms are available.

Report printing operation

When the Payroll application prints checks, it looks for the check forms type. If you selected multiple company support during application tailoring, the Payroll application overrides the first four positions of the checks forms type number. It replaces those first four positions with PC and a 2-digit company number. When you print check forms, the system message that appears shows you the correct form to insert for each company.

The application no longer prints a count of checks printed on the last check form. The only forms used are those on which actual employee payment data is printed. XA does not break the check-number sequence, and all check numbers can be accounted for in the Check Reconciliation and Payment History files.

What to do

The only time you can select Option 5 (Checks and Reports) on the Main Menu is after you calculate net pay using option 3 or 4 on the Calculation menu (AMPM04). The Checks and Reports option runs only once after the system calculates the payroll. Since the system automatically completes all processing, you can use your work station to perform other tasks.

When you select the Checks and Reports option, the options appear on the Payroll Report Run Time Options display (AMPDH1). The options and default values you selected during application tailoring appear. This table shows you the options you have based on what you selected during application tailoring.

During application tailoring you requested this:	You can do this at this time:
Generate a Y-T-D/Q-T-D Earnings register	Include terminated and/or non-active employees in the Y-T-D/Q-T-D Earnings register (AMPEE)
Distribute orders	Print detailed or summary report for the following registers: Order Distribution (AMPGC) Labor Distribution (AMPFK)
Distribute to general ledger using 12-month accounting	Type in a 6-digit date for the system to use for the transaction date

To exit from the display, press **Enter** to print the reports or use **F24** to cancel further processing. If you press **Enter**, the system prints the reports and updates the files.

The system uses the master files to provide descriptions of deductions and employee names and to record additions to the Q-T-D/Y-T-D totals. Because the system uses these files to print reports, you cannot maintain any files when you process checks and reports.

Special considerations

If you selected multiple company support during application tailoring, you need separate check forms for each company. When you print check forms for multiple companies, the system stops and asks you to load new check forms for each new company.

After you select the Checks and Reports option, you can no longer use the Clear option (option 5 on the Calculation menu, AMPM04). You must continue processing the payroll that you selected even if you find a mistake. Enter individual reversal checks for each check you wrote in error in order to keep the year-to-date figures in the master files accurate. Another way to keep the files accurate, particularly if you have not run other applications since the last time you saved your files, is to:

- Restore all master files from the last time you saved your files

- Maintain all files and any data you entered after the last time you saved your files, if you selected to reuse batches during application tailoring

- Continue to select your payroll run.

To maintain files, run checks and reports soon after you calculate the payroll, or clear the calculations and run them again after you have corrected them.

From the time you begin to select records from the Calculation menu (option 1 or 4) until the end of report processing, you cannot maintain master files, nor can you reconcile checks.

Before you select the Checks and Reports option, verify all totals on the Payroll register and post the totals to the accounting control forms. After you print the checks and reports, post the totals from the individual reports to the Processing Pay Period Control Log (PR-24). Void any checks you used to line up the printer, post those totals to the Payroll Check Control Log (PR-25).

Be sure to schedule enough time to print all of the checks and reports. If you print checks for multiple companies, it can take considerable time to insert and align individual forms. If you need multiple copies of any of the reports, you must change the printer file, or you can run the reports on multi-part paper.

Be sure to complete all the check control form logs, and to void all the checks you used to line up the printer. Record the voided checks in the Payroll Check Control Log (PR-25).

After you print checks, total the net pay from all paychecks on an adding machine. Compare this total to the net pay amount that appears on the Payroll register. Also compare the number of checks the system wrote to the final control total on the Payroll register. Post the totals to the Processing Pay Period Control Log (PR-24).

If you need two checks for one employee during one check run, group the time/ adjustment entries by pay cycle number. The application generates a separate check for each group. You can produce a vacation advance for an employee in the same run as the regular check. Remember that the application may take scheduled deductions more than one time, depending on what secondary pay cycle you have selected.

If you selected to reconcile checks during application tailoring, the system posts these checks to the Check Reconciliation (CHECKR) file. When you receive the monthly payroll bank statement, run Check Reconciliation (option 9 from the Main Menu) to

reconcile these checks.If you selected to keep a payment history during application tailoring, the system adds all checks and/or remittance advices generated to the Payment History (PRHSTS) files.

The basic steps to print checks and reports follow each display.

AMPDH1–Payroll Reports Run Time Options

Use this display to select and print reports for the current payroll run only.

This display appears if you select option 5 (Checks and Reports) from the Main Menu (AMPM00).

The report selections that first appear reflect the report options chosen during application tailoring. You may override the selections each time you print payroll checks and reports.

Note: See "Accounting controls and audits" for more information about using these reports as an audit trail.

```
 DATE **/**/**                    PAYROLL REPORTS                   AMPDH1  **
                                 RUN TIME OPTIONS


        ENTER A 6 DIGIT ENTRY DATE <MMDDYY>                     nnnnnn
        ENTER A 2 DIGIT ENTRY PERIOD                            nn

        PRINT VACATION, HOLIDAY, AND SICK PAY REGISTER <YES/NO>    aA3
        PRINT YEAR-TO-DATE/QUARTER-TO-DATE REGISTER <YES/NO>       aA3
            ARE ONLY EMPLOYEES PAID TO BE INCLUDED <YES/NO>        aA3
            ARE TERMINATED EMPLOYEES TO BE INCLUDED <YES/NO>       aA3
        PRINT STATE, COUNTY, AND LOCAL REGISTER <YES/NO>           aA3
        PRINT WORKER'S COMPENSATION WORKSHEET <YES/NO>             aA3

        PRINT LABOR DISTRIBUTION REPORT IN DETAIL OR SUMMARY <D/S>  A
        PRINT ORDER DISTRIBUTION REPORT IN DETAIL OR SUMMARY <D/S>  A




                                             F17 ACCEPT WARNING
                                             F24 CANCEL THE JOB
```

What to do

- To print checks and reports, type in the information requested and press **Enter**. Based on the options you chose during application tailoring, the reports are scheduled to print.

- To temporarily accept a warning, use **F17**.

Function keys

F17 ACCEPT WARNING allows you to continue and not correct warning conditions.

F24 CANCEL THE JOB causes the Main Menu (AMPM00) to appear. No reports print.

Fields

ENTER A 6 DIGIT ENTRY DATE (MMDDYY). If you selected monthly accounting during application tailoring, type in the accounting month.

ENTER A 2 DIGIT ENTRY PERIOD. If you selected period accounting during application tailoring, type in the accounting period (1 to 13).

PRINT VACATION, HOLIDAY, AND SICK PAY REGISTER (YES/NO). If required and not already specified, type in **YES** to print this report.

PRINT YEAR-TO-DATE/QUARTER-TO-DATE REGISTER (YES/NO). If required and not already specified, type in **YES** to print this report. If you respond yes to this option, the following two fields are required.

>***ARE ONLY EMPLOYEES PAID TO BE INCLUDED***: When you select to print this report, type in **YES** to include only employees paid this period; otherwise, type in **NO**.

>***ARE TERMINATED EMPLOYEES TO BE INCLUDED***: When you select to print this report, type in **YES** to include terminated employee records; otherwise, type in **NO**.

Note: In order to balance the current Y-T-D/Q-T-D Register with the Y-T-D/Q-T-D Register from the last payroll run, include all employees on this report. Respond **NO** to the ***ARE ONLY EMPLOYEES PAID TO BE INCLUDED*** option and respond **YES** to the ***ARE TERMINATED EMPLOYEES TO BE INCLUDED*** option.

PRINT STATE, COUNTY, AND LOCAL REGISTER (YES/NO). If required and not already specified, type in **YES** to print this report; otherwise, type in **NO**.

PRINT WORKER'S COMPENSATION WORKSHEET (YES/NO). If required and not already specified, type in **YES** to print this report; otherwise, type in **NO**.

PRINT LABOR DISTRIBUTION REPORT IN DETAIL OR SUMMARY (D/S). Type in **D** to show labor distribution for each employee record (option 1, Select Records, on the Calculation menu, AMPM04) within each department. Type in **S** to show labor distribution totals accumulated by employee within department only.

PRINT ORDER DISTRIBUTION REPORT IN DETAIL OR SUMMARY (D/S). Appears if you selected order distribution during application tailoring. Type in **D** to show order distribution for each employee record selected (option 1, Select Records, on the Calculation menu, AMPM04) that contains order information, reporting labor for particular orders. Type in **S** to show labor totals accumulated by employee only.

Chapter 8. Monthly Union Report

When you select option 6 from the Main Menu, the Monthly Union Report menu (AMPM06) appears.

If you selected union processing during application tailoring, you can print union reports. You must be authorized to process month/quarter/year-end accounts. If you need multiple copies of any of the reports, you must change the printer statement, or you can run the reports on multi-part paper.

The system prints the report you selected for all unions and for each deduction type within the union and includes totals for each deduction type. The system clears the Monthly Union file to allow for next month's processing.

```
AMPM06                          Payroll                  *********
                          Monthly Union Report

Type option or command; press Enter.

      1. Print/Clear Detail Report
      2. Print/Clear Summary Report




==>  _____

F3=Exit         F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status  F12=Return   F22=Messages
```

Option 1. Print/Clear Detail Report. Use this option to print the Monthly Union Report (AMPIC) in detail form by employee. This report shows each employee within deduction type within each union.

Option 2. Print/Clear Summary Report. Use this option to print the Monthly Union Report (AMPIC) in summary form by deduction type. This report shows each deduction type within each union.

The system erases all monthly transactions when you use option 1 or option 2. It does not maintain any year-to-date totals for various deductions. Only the current pay period amounts appear on the check stub.

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Option 1. Print/Clear Detail Report (AMPM06)

Use option 1 to print a copy of the Monthly Union Report in detail form by employee.

The Monthly Union Report is scheduled to print. The system erases all the monthly transactions from the system.

What information you need: None.

What reports are printed: Monthly Union Report (AMPIC)

What forms you need: None.

No displays are associated with this option.

Option 2. Print/Clear Summary Report (AMPM06)

Use option 2 to print the Monthly Union Report in summary form by union deduction type.

The Monthly Union Report is scheduled to print. The system erases all the monthly transactions from the system.

What information you need: None.

What reports are printed: Monthly Union Report (AMPIC)

What forms you need: None.

No displays are associated with this option.

Chapter 9. Monthly General Ledger

When you select option 7 from the Main Menu (AMPM00), the Monthly General Ledger menu (AMPM07) appears

The options on this menu are not available if the General Ledger application is installed and interfacing with Payroll. You must use that application to accomplish these tasks.

You must select general ledger distribution during application tailoring to print the Monthly General Ledger report. You must be authorized for either calculations and reports or month/quarter/year-end tasks to print the temporary general ledger (option 1). You must be authorized for the month/quarter/year-end task to print and clear the temporary general ledger (option 2). If you need multiple copies of the reports, you must change the printer statement, run the reports on multi-part paper, or select option 1 more than once.

You can select option 1, Print Temporary General Ledger, any time and as often as needed in order to obtain period-to-date totals. However, after you select option 2, Print and Clear Temporary General Ledger, the system deletes all transactions for the selected month/period from the file. You cannot process the file any further. Enter all data and process all payroll for a processing period before you select option 2.

```
AMPM07                          Payroll                      *********
                          Monthly General Ledger

   Type option or command; press Enter.

        1. Print Temporary General Ledger
        2. Print and Clear Temporary General Ledger




   ==> _____

   F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
   F11=Job status   F12=Return   F22=Messages
```

Option 1. Print Temporary General Ledger. Use this option to print the Temporary General Ledger Listing (AMV611). This option is available only if you selected general ledger distribution during application tailoring.

Option 2. Print and Clear Temporary General Ledger. Use this option to print the Temporary General Ledger Listing (AMV611), and clear the listed payroll transactions from the Temporary General Ledger file. This option is available only if you selected general ledger distribution during application tailoring.

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Option 1. Print Temporary General Ledger (AMPM07)

Use this option to print a listing of the general ledger entries created by the Payroll application in the Temporary General Ledger file.

This option is available only if you selected general ledger distribution during application tailoring.

The General Ledger application handles this task when General Ledger is installed and interfacing with Payroll.

What information you need: The accounting month and year or the accounting period of the transactions you want to print. Run the procedure once for each different month and year or period number to print more than one accounting month or period.

What reports are printed: Temporary General Ledger Listing (AMV611).

What information you need: None.

The basic steps to print the Temporary General Ledger Listing follow each display.

AMV601–Temporary General Ledger Print

Use this display to select the transaction records to list from the Temporary General Ledger file.

This display appears if you select the appropriate option on General Ledger menus in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing.

If IFM is installed, this display does not appear.

```
  DATE **/**/**                 ******************        OPTIONS    AMV601  **
                                TEMPORARY GENERAL LEDGER
                                        PRINT


                   INCLUDE ALL COMPANIES <Y/N>      A
                        OR ENTER COMPANY NUMBER   nn

                   MONTH TO BE PROCESSED   <01-12> nn
                   YEAR TO BE PROCESSED    <00-99> nn






                                                          F24 CANCEL THE JOB


```

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What to do

To print the report, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type in **Y** to print and clear for all companies. Type in **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed N in the *INCLUDE ALL COMPANIES* field. Type in a company number from 01 through 89.

PERIOD TO BE PROCESSED <01-13> or
MONTH TO BE PROCESSED <01-12>. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in the number of the month or period you want to use to print the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print the Temporary General Ledger file. The year that you enter will not be edited.

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Option 2. Print and Clear Temporary General Ledger (AMPM07)

Use this option to clear the Temporary General Ledger file of the entries created by Payroll in the Temporary General Ledger file and to print a list of those entries. Because this option eliminates all the Payroll entries in the file, make sure you have processed all transactions for the period or month for which you want to clear the Temporary General Ledger file.

This option is available only if you selected general ledger distribution during application tailoring.

The General Ledger application handles this task when General Ledger is installed and interfacing with Payroll.

What information you need: The accounting month and year or the accounting period of the transactions you want to print. To print more than one accounting month or period, run the procedure once for each different month and year or period number.

What reports are printed: Temporary General Ledger Listing (AMV612).

What forms you need: None.

The basic steps to print the Temporary General Ledger Listing follow each display.

AMV601–Temporary General Ledger Print and Clear

Use this display to select the transaction records to list and clear all transactions associated with a general ledger account number for the period or month selected from the file. You must run this option from the General Ledger main menu if the General Ledger application is installed and interfacing.

This display appears if you select the appropriate option on the General Ledger menu in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing. The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

Before you continue this task, make sure you have processed all entries for the period or month. This option eliminates all transactions from the file for the period or month selected. You can no longer print these transactions.

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```
  DATE **/**/**                ******************         OPTIONS    AMV601  **
                             TEMPORARY GENERAL LEDGER
                                 PRINT AND CLEAR


                    INCLUDE ALL COMPANIES <Y/N>       A
                          OR ENTER COMPANY NUMBER   nn

                   MONTH TO BE PROCESSED   <01-12> nn
                   YEAR TO BE PROCESSED    <00-99> nn






                                                    F24  CANCEL THE JOB
```

What to do

To clear the general ledger entries and print the report, type in the information requested and press **Enter**. The file is cleared.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type **Y** to print and clear for all companies. Type **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed **N** in the **INCLUDE ALL COMPANIES** field. Type in a company number from 01 through 89.

PERIOD TO BE PROCESSED <01-13>
MONTH TO BE PROCESSED <01-12>. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in the number of the month or period you want to use to print and clear the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print and clear the Temporary General Ledger file.

Chapter 10. Quarter/Year-End Processing

Use this option to perform tasks you need on a less-frequent basis; for example, to print government reports or to reset balances in the Employee master file.

See Appendix E, "Year-end processing" for more information about year-end reporting.

```
  AMPM08                          Payroll                    **********
                          Quarter/Year-End Processing

  Type option or command; press Enter.

        1. Print Quarterly 941A Register
        2. Print Quarterly 941A Forms
        3. Save Files for Annual Reporting
        4. Print Annual 941A Register
        5. Print Annual 941A Forms
        6. Print W-2 Register
        7. Print State/County/Local W-2 Forms
        8. Print Federal W-2 Forms
        9. Reset Annual Master Balances
       10. Reset Deduction Balances
       11. Post External Payments/Withholdings
       12. Reset Other Compensation/Payments
       13. Print/Clear Current Deductions

  ==> _____

  F3=Exit         F4=Prompt    F9=Retrieve    F10=Actions
  F11=Job status  F12=Return   F22=Messages
```

Options 1 and 2. Print Quarter 941A Register/Forms. Use these options to print the quarterly 941A register and forms for quarters 1, 2, and 3.

Option 3. Save Files for Annual Reporting. Use this option to save all processed payroll files immediately after the last pay period of the year. Use these files to run all of the annual reports immediately or later. Instructions appear on the work station to tell the system operator when and how to load the tape to save these files.

You must run this option before you print annual government reports and before you change the Social Security and Medicare rates for the next year.

If you intend to print the W-2 register or W-2 forms after you reset the Annual Master file balances (option 9 on the Quarter/Year-End Processing menu), you should save the files that appear with that option. By doing so, you can recreate your old master balance if payroll adjustments are necessary, after you review the W-2 register or W-2 forms.

Options 4 through 8: Print Annual 941A Register/Forms, W/2 Register, State/ County/Local W-2 Forms, and Federal W-2 Forms. Use these options to run your annual reports and forms for the Federal/state/county/local government agencies. You must make separate runs for each state, county, or local taxing body. You may include the Federal information on a state/county/local W-2 form. The system prints separate W-2 forms for each taxing body.

Before you run options 9, 10, or 12, back up the following files:

- Employee Master
- Employee State/County/Local
- Employee Miscellaneous Deduction
- Employee Other Compensation/Payments
- Deduction Distribution.

Option 9. Reset Annual Master Balances. Use this option to set the quarterly balances of the following master files to zero:

- Employee Master (EMPMAS)
- Employee State/County/Local (EMPSCL)
- Labor Distribution (LABDIS).

Option 10. Reset Deduction Balances. Use this option to select the records you want to set to zero in the Employee Miscellaneous Deduction file.

Option 11. Post External Payments/Withholdings. Use this option to update an employee's taxable earnings and withholdings due to sick or disability plan payments from outside sources or from any taxable payment made after the last regular payroll of the quarter or year has been processed. You can run option 11 at any time, but you should run it at least once a quarter. At year end, run this option first to correctly update the Employee master before you save any files for the rest of year-end processing.

Option 12. Reset Other Compensation/Payments. Use this option to select the records you want to set to zero in the Employee Other Compensation/Payments file.

Option 13. Print/Clear Current Deductions. Use this option to print the Current Deductions Listing and, optionally, clear the employee deduction current balance amounts and the employer deduction contribution current balance amounts from the Employee Miscellaneous Deductions file. You can run option 13 at any time, but you should run it at least once a quarter. You can choose at any time to clear and reset the amount fields to zero, but you should choose this option at year end if you want to reset the fields for the new year.

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Quarter-end processing

Process for quarters 1, 2, and 3 only. Process quarter 4 with the year-end reports and forms. Options 1, 2, and 11 are required for quarterly processing. Option 13 is optional for quarterly processing.

The task sequence for processing quarter-end appears in this table:

Quarter-End Processing Menu Option	Display Sequence	Results
11 Post External Payments and Withholdings	AMPTV1	Prints Payments reports. Updates EMPMAS file.
1 Quarterly 941A Register	AMPJA1 AMPJC1	Prints Quarterly 941A register. Run before option 2.
2 Quarterly 941A forms	AMPJA1 AMPJE1 AMPJE2	Prints Quarterly 941A forms.
13 Print/Clear Current Deductions	AMPWS1	Prints Current Deductions Listing. Optionally sets current deductions amounts to zero.

Option 13 is optional during quarter-end processing.

If you choose to save the government reports (GOVREP) file on the system, be aware that the system does not update this file with any further processing. If you need the new information to appear in the GOVREP file for reporting, you must create a new GOVREP file.

Year-end processing

Process for year-end after you have completed all payroll runs for all companies for the year. Use options 3 through 13 for year-end processing.

The task sequence for processing year-end appears in the following table:

Year-End Processing Menu Option	Display Sequence	Results
11 Post External Payments and Withholdings	AMPTV1 (for Quarter 4)	Prints payments reports. Updates EMPMAS file.
3 Save files for annual 941As & W-2s	Refer to instructions on your display	Saves files on Government Report (GOVREP) tape. Run before options 4, 5, 6, 7, 8.
4 Annual 941A register	AMPJC1 AMPJC2	Prints Annual 941A register. Run before option 5.
5 Annual 941A forms	AMPJE1 AMPJE2 AMPJE3	Prints Annual 941A forms.
6 Print W-2 register	AMPJI0 AMPJG1 AMPJG2	Prints W-2 register. Run before options 7 and 8

Year-End Processing Menu Option	Display Sequence	Results
7 State/County/Local W-2 Forms	AMPJI0 AMPJI2 AMPJI3	Prints W-2 forms for state/county/local.
8 Federal W-2 forms	AMPJI0 AMPJI1 AMPJI3	Prints Federal W-2 forms for each employee.
9 Sets annual master files to zero		Prints zeroing reports. Sets master files to zero for new year.
13 Print/Clear Current Deductions	AMPWS1	Prints the Current Deductions Listing. Optionally sets current deductions amounts to zero for new year.
10 Reset Deduction Balances	AMPUS1 AMPUS1	Prints Employee Miscellaneous Deductions. Sets deductions to zero for new year.
12 Reset Other Compensation/Payments Balances	AMPZS1 AMPZS2	Prints Employee Other Compensation/ Payments. Sets other compensation/ payments to zero for new year.

Option 13 is optional during year-end processing.

You should do these things before you begin year-end processing:

1. Review Appendix E, "Year-end processing" for more information about year-end processing.

2. Install, if possible, the current modification level of the Payroll application.

3. Apply any PTFs that may affect year-end processing.

4. Make sure all companies have run their last payroll for the year.

5. Use option 11 to update any employee's records for quarter 4 if they had external payments and withholdings made on their behalf.

6. Use option 3 on AMPM08 to save the files on the Government Reporting (GOVREP) tape. The system creates one file on the tape to print all the year-end reports.

7. Use options 4 through 8 to print the 941A and W-2 registers and forms. You need the Government Report (GOVREP) tape created in step 6 (option 3) to run these options. You can run options 4 through 8 more than once if necessary.

8. Use option 9 on AMPM08 to reset the master file balances to zero for the start of a new year.

9. (Optional). Use option 13 on AMPM08 to reset the employee deduction amounts and employer current deduction contribution amounts for miscellaneous deductions to zero for the start of a new year.

10. Use option 10 on AMPM08 to reset the non-cyclic deductions (deduction numbers that do not start with 9) to zero for the start of a new year.

11. Use option 12 on AMPM08 to reset the employee other compensation/payments balances to zero for the start of a new year.

Notes:

1. W-2 forms print for terminated employees. When you run option 9, the system deletes the employees' master records.

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2. If the values for Social Security and Medicare have changed, enter the new values before you run the first payroll of a new year. Type in these values using Deduction Distribution file maintenance.

3. Before you enter the new Social Security and Medicare values, run option 3 to create the Annual Government Reporting file.

4. Back up your files before you continue with option 9. You should immediately run options 9, 10, 12, and, optionally, 13 to start the payroll for the new year. If you have set your files to zero and find an error on your government reports, you can restore your files to their previous level. Make corrections as necessary, then run options 3 through 8 again.

Option 1. Print Quarterly 941A Register (AMPM08)

Use this option when you want to print the quarterly 941A register for quarters 1, 2, and 3. You must be authorized to process month-, quarter-, and year-end tasks as well as protected payroll tasks. Print 941A reports only after you have processed all payrolls for the previous quarter. Select option 1 to print the 941A register at the end of a quarter. Verify the entries on the 941A register as a preliminary check before you print the actual forms.

What information you need: Company number

What reports are printed: 941A register (AMPJC)

What forms you need: None

The basic steps to print the Quarterly 941A register follows each display.

AMPJA1–Create Government Report File

Use this display to place quarterly Employee Master and Employee State/County/Local totals into a separate temporary Government Report file on disk in order to print quarterly reports and forms.

Note: Do not run the Quarterly Report options at year end.

This display appears if you select option 1 (Print Quarterly 941A Register) from the Quarter/Year-End Processing menu (AMPM08). This display does not appear if the Government Report file already exists on the system.

Contents | **Index**

```
    DATE **/**/**              CREATE GOVERNMENT REPORT FILE              AMPJA1  **



             ENTER CURRENT QUARTER NUMBER                    n
             S.U.I. LIMIT AMOUNT FOR NON-STATE EMPLOYEES  nnnnn.nn







                                                    F24  CANCEL THE JOB
```

What to do

To create the report, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear; no processing occurs.

Fields

ENTER CURRENT QUARTER NUMBER. Type in the quarter number (1, 2, or 3) to identify the quarterly totals the system should place in the Government Report file.

S.U.I. LIMIT AMOUNT FOR NON-STATE EMPLOYEES. This field appears only if you did not specify Employee State/County/Local support during application tailoring. Type in the amount for annual employee wages for non-state employees subject to employer-paid state unemployment insurance.

AMPJC1–941A Register (Quarterly)

Use this display to choose a company number in order to print the quarterly 941A Register.

This display appears if you selected multiple company support during application tailoring. If the Government Report file exists on the system, this display appears first; otherwise, this display follows AMPJA1.

```
     DATE  **/**/**                    PAYROLL                    AMPJC1  **
                                    941A REGISTER


                     COMPANY NUMBER              nn







                                                    F24  CANCEL THE JOB


```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Quarter/Year-End Processing menu (AMPM08) to
appear. No report prints.

## Fields

COMPANY NUMBER. Appears if you selected multiple company support during
application tailoring. Type in the company number.

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Option 2. Print Quarterly 941A Form (AMPM08)

Use this option when you want to print the quarterly 941A forms for quarters 1, 2, and 3 for state taxing bodies. You must be authorized to process month-, quarter-, and year-end tasks as well as protected payroll tasks. Print 941A reports only after you have processed all payrolls for the previous quarter. Select option 2 to print the 941A forms at the end of a quarter. Verify the entries on the 941A register as a preliminary check before you print the actual forms. If you withhold state taxes, select option 2 for each government unit.

What information you need:

- Company number
- Company name
- Street address
- City, state, and ZIP code
- State name
- State ID as it appears in the Deduction Distribution file (DISTRB)
- Quarter-ending date.

What reports are printed: 941A forms (AMPJE)

What forms you need: 941A

The basic steps to print the Quarterly 941A register follows each display.

AMPJE1–941A Forms (Quarterly)

Use this display to enter company information to appear on 941A forms. This display follows AMPJA1. Repeat this option as many times as required to print all state forms for all companies. You must make a separate run for each taxing body.

Ensure that you have sufficient 941A forms, if you plan to print them.

```
DATE  **/**/**                      PAYROLL                      AMPJE1  **
                              941A FORMS


              COMPANY NUMBER                    nn
              COMPANY NAME                      aaaaaaaaaaaaaaaaaaA20
              STREET ADDRESS                    aaaaaaaaaaaaaaaaaaA20
              CITY, STATE, AND ZIP CODE         aaaaaaaaaaaaaaaaaaaaaaA25
              QUARTER ENDING DATE               nnnnnn






                                                  F24  CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in the company number.

COMPANY NAME
STREET ADDRESS
CITY, STATE, AND ZIP CODE. Type in the company name and address to appear on the upper portion of the 941A forms.

QUARTER ENDING DATE. Type in the quarter ending date to appear on the 941A form.

AMPJE2–941A Forms (Quarterly)

Use this display to enter state information to appear on 941A forms.

This display appears when you print 941A forms for a state taxing body. You must make a separate run for each state taxing body.

```
DATE  **/**/**                    PAYROLL                    AMPJE2  **
                                 941A FORMS


        STATE NUMBER                        nnn
        STATE NAME                          aaaaaaaaaaaaA15
```

What to do

Type in the information requested. Press **Enter**. The system places the 941A forms on the job queue to print them.

Function keys

None.

Fields

Either STATE NUMBER or STATE NAME appears on the display.

STATE NUMBER. This field appears if you specified to have state/county/local support. If this field appears, enter the 3-digit distribution number used in the Deduction Distribution file to identify the taxing body.

STATE NAME. This field appears if you specified not to have state/county/local support. If this field appears, enter the state name you want to print on the 941A form.

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Option 3. Save Files for Annual 941As and W-2s (AMPM08)

Use this option to back up all the employee-related information that is required to produce the final government reports at the end of the calendar year. Use the tape on which you saved the backup to continue to process payroll and to print the 941A reports and W-2 forms at a more convenient time. Because the system uses the current Employee master file, you must print the report on the system on which you created it. Use this option to create the Government Reports file information on tape to print year-end reports. Complete this task before you run options 4 to 8. You use the GOVREP tape in those jobs.

If you are going to print the W-2 Register or W-2 forms after you reset the annual master file balances (Option 9 on the Quarter/Year-End Processing menu), you should save the following files. By doing so, you can recreate your old master balance if payroll adjustments are necessary after you review the W-2 Register or W-2 forms.

- Employee Master
- Employee State/County/Local
- Employee Miscellaneous Deduction
- Employee Other Compensation/Payments
- Deduction Distribution.

What information you need: The system operator needs the tape labeled GOVREP.

What reports are printed: None.

What forms you need: None.

No Payroll displays are associated with this option.

What to do

Make a copy of the tape in case the original tape is damaged. This is an optional task. Select option 8 from the Main Menu (AMPM00). The Quarter/Year-End Processing menu appears.After you process the last pay period of the old year, select option 3 (Save Files for Annual 941As and W-2S) to save files for annual 941A reports and W-2 reports. You can perform this task only if you are authorized to process payroll for protected employees and for year-end processing. If you require a permanent history, label the tape with the words GOVREP and the year and store it in a safe place for future use. Do not use the tape for anything other than to produce year-end reports.

The government reporting data created during this processing step will also be saved on disk as file GOVREX. You can run options 4 through 8 immediately without re-loading this data from tape.

Both GOVREX and GOVREP are permanent files in AMFLIB. The application uses GOVREP for quarterly reporting and GOVREX for annual reporting (option 3 on the Quarter/Year-end Processing Menu to save files for government reporting). All annual reports and W2 forms are printed from data in GOVREX. When you save this data to tape as part of running this option, the save file name is GOVRXW.

The GOVREP tape contains only the information necessary to print annual 941As and W-2s. If you intend to print 941As or W-2s after you reset the master file balances (options 9, 10, 12, and 13), back up your payroll files. This will help if you need to adjust any payroll records. You can:

- Temporarily rename your current-year payroll files for the current year

Contents	Index

- Restore the saved year-end files
- Maintain files
- Re-run this option to create an updated GOVREP tape. .

Back up the following files:

- Deduction Distribution (DISTRB)
- Employee Benefits (EMPBEN)
- Employee Miscellaneous Deductions (EMPDED)
- Employee master (EMPMAS)
- Employee State/County/Local (EMPSCL).

Option 4. Print Annual 941A Register (AMPM08)

Use this option to print the annual 941A Register.

Before you print the annual 941A Register, make sure you have saved files for annual 941A and W-2 forms on tape, using option 3 on menu AMPM08.

What information you need:

- The tape labeled GOVREP that contains master file information to enable you to print government reports
- Company number

What reports are printed: 941A register (AMPJC)

What forms you need: None

The basic steps to print the annual 941A register follow each display.

AMPJC1–941A Register (Annual)

Use this display to choose a company number in order to print the annual 941A register.

This display appears if you selected multiple company support during application tailoring. If the Government Report file exists on the system, this display appears first; otherwise, this display follows AMPJA1.

```
DATE  **/**/**                    PAYROLL                      AMPJC1  **
                              941A REGISTER

                    COMPANY NUMBER            nn










                                        F24  CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The 941A Register (Annual) display (AMPJC2) appears.

Function keys

F24 CANCEL THE JOB causes display AMPJC2 to appear, so you can save or delete the Government Report file on the system. No report prints.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in the company number.

AMPJC2–941A Register (Annual)

Use this display to save or delete the Government Report file on the system.

This display appears if you print the annual 941A Register.

Contents | Index

```
     DATE  **/**/**                   PAYROLL                  AMPJC2  **
                              941A REGISTER


        ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW? <YES/NO>  aA3
```

What to do

Type in the requested information and press **Enter**. Depending on your response, the system saves or deletes the Government Report file.

Function keys

None.

Fields

ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW?
(YES/NO). Type in **NO** to save the Government Report file on the system for further use; otherwise, type in **YES** to delete the Government Report file. If you select YES to delete the file, you can recreate the Government Report file for this, or any, quarter, before year-end zeroing. Your permanent records do not change with a YES response.

Option 5. Print Annual 941A Forms (AMPM08)

Use this option to print annual 941A forms.

Before you print annual 941A forms, make sure you have saved files for annual 941A and W-2 forms and printed the 941A register, using options 3 and 4 on menu AMPM08.

Note: If you intend to print the W-2 register or W-2 forms after you reset the Annual Master file balances (Option 9 on the Quarter/Year-End Processing menu), you should consider saving the following files. By doing so, you can recreate your old master balance if payroll adjustments are necessary after you review the W-2 Register or W-2 forms.

Contents	Index

- Employee Master
- Employee State/County/Local
- Employee Deduction
- Employee Other Compensation/Payments
- Deduction Distribution

What information you need:

- Company number
- Company name
- Company street address
- Company city, state, and ZIP code
- State name
- State number
- Quarter-ending date.
- The tape labeled GOVREP that contains master file information to enable you to print government reports

What reports are printed: 941A forms (AJPJE)

What forms you need: None

The basic steps to print the annual 941A forms appear following each display.

AMPJE1–941A Forms (Annual)

Use this display to enter company information to appear on 941A forms. This display appears first if the Government Report files exists on the system; otherwise, this display follows instructions for restoring the Government Report file to the system.

Notes:

1. Repeat this option as many times as required to print all state forms for all companies.

2. You must make a separate run for each state taxing body.

3. Ensure you have sufficient 941A forms, if you plan to print them.

If the 941A forms do not process correctly, confirm that you took the following steps:

- You responded Yes to the question "Are you finished with government reports for now?" on the 941A Forms display (AMPJE3) the last time this option was selected.

- You cleared the government report file of old data.

Contents | **Index**

```
DATE  **/**/**                    PAYROLL                      AMPJE1  **
                                 941A FORMS


              COMPANY NUMBER                  nn
              COMPANY NAME                    aaaaaaaaaaaaaaaaaA20
              STREET ADDRESS                  aaaaaaaaaaaaaaaaaA20
              CITY, STATE, AND ZIP CODE       aaaaaaaaaaaaaaaaaaaaaaA25
              QUARTER ENDING DATE             nnnnnn






                                                    F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes display AMPJE3 to appear, so you can save or delete the Government Report file on the system.

Fields

See "AMPJE1–941A Forms (Quarterly)" for descriptions of the fields that appear on this display.

AMPJE2–941A Forms (Annual)

Use this display to enter state information to appear on 941A forms.

This display appears if you print 941A forms for a state taxing body. You must make a separate run for each state taxing body.

```
DATE  **/**/**                      PAYROLL                      AMPJE2  **
                             941A FORMS


             STATE NUMBER                        nnn
             STATE NAME                          aaaaaaaaaaaaA15
```

What to do

Type in the information requested. Press **Enter**. The system places the 941A forms on the job queue to print them.

Function keys

None.

Fields

Either STATE NUMBER or STATE NAME appears on the display.

STATE NUMBER. This field appears if you specified to have state/county/local support. If this field appears, enter the 3-digit distribution number used in the Deduction Distribution file to identify the taxing body.

STATE NAME. This field appears if you specified not to have state/county/local support. If this field appears, enter the state name you want to print on the 941A form.

AMPJE3–941A Forms (Annual)

Use this display to save or delete the Government Report file on the system.

This display appears if you print 941A forms.

```
DATE  **/**/**                      PAYROLL                        AMPJE3  **
                                  941A FORMS


         ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW? <YES/NO>  aA3
```

What to do

Type in the information requested. Press **Enter**. Depending on your response, the system saves or deletes the Government Report file.

Function keys

None.

Fields

ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW?
(YES/NO). Type in **NO** to save the Government Report file on the system for further use; otherwise, type in **YES** to delete the Government Report file. If you select YES to delete the file, you can recreate the Government Report file for this, or any, quarter, before year-end zeroing. Your permanent records do not change with a YES response.

AMPJG1–W-2 Register

Use this display to identify the number of the company for which you want to print the W-2 Register.

This display follows display AMPJI0 when you are printing the W-2 Register from the Quarter/Year-End Processing menu (AMPM08). This display appears if you selected multiple company support during application tailoring.

```
DATE  **/**/**                    PAYROLL                    AMPJG1  **
                               W-2 REGISTER


                          COMPANY NUMBER           nn




                                                F24  CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The W-2 Register display (AMPJG2) appears.

Function keys

F24 CANCEL THE JOB causes display AMPJG2 to appear, so you can save or delete the Government Report file on the system.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in the company number.

Contents	Index

AMPJG2–W-2 Register

Use this display to save or delete the Government Report file on the system.

This display appears if you print the W-2 Register.

```
DATE  **/**/**                        PAYROLL                        AMPJG2  **
                                   W-2 REGISTER


      ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW? <YES/NO>  aA3
```

What to do

Type in the information requested and press **Enter**. Depending on your response, the system saves or deletes the Government Report file.

Function keys

None.

Fields

ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW?
(YES/NO). Type in **NO** to save the Government Report file on the system for further use; otherwise, type in **YES** to delete the Government Report file. If you select YES to delete the file, you can recreate the Government Report file for this, or any, quarter, before year-end zeroing. Your permanent records do not change with a YES response.

Option 6. Print W-2 Register (AMPM08)

Use this option to print the W-2 register.

Before you print the W-2 register, make sure you have saved files for annual 941A and W-2 forms on tape, using option 3 on menu AMPM08.

If you are going to print the W-2 register after you reset the Annual Master file balances (Option 9 on the Quarter/Year-End Processing menu), you should save the following files. By doing so, you can recreate your old master balance if payroll adjustments are necessary after you review the W-2 register.

- Employee Master,
- Employee State/County/Local
- Employee Deduction
- Employee Other Compensation/Payment
- Deduction Distribution

What information you need:

- Company number
- Sorting sequence.
- The tape labeled GOVREP that contains master file information to enable you to print government reports

What reports are printed: W-2 register (AMPJG)

What forms you need: None

The basic steps to print the annual W-2 register follow each display.

AMPJ10–W-2 Register

Use this display to select a printing sequence for your W-2 register.

This display appears if you select option 6 (Print W-2 Register) from the Quarter/Year-End Processing menu (AMPM08). If the Government Report file does not exist on the system, this display follows instructions for restoring the file to the system from tape.

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```
   DATE **/**/**                    PAYROLL                    AMPJI0 **

                                   W-2 FORMS

        SEQUENCE OF W-2s TO BE PRINTED AT THIS TIME      n

              1 EMPLOYEE NUMBER SEQUENCE
              2 SOCIAL SECURITY NUMBER SEQUENCE
              3 ZIP CODE SEQUENCE

















                                                   F24 CANCEL THE JOB
```

What to do

Type in the requested information and press **Enter**. The W-2 Register display (AMPJG1) appears.

Function keys

F24 CANCEL THE JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear.

Fields

SEQUENCE OF W-2s TO BE PRINTED AT THIS TIME. Type in one of the following sequence codes for this run:

1   Employee number sequence

2   Social Security number sequence—Employee number within Social Security number sequence

3   ZIP code sequence—Employee number within Social Security number within ZIP code sequence.

The default sorting sequence is option 2, by employee number within Social Security number sequence.

AMPJG1–W-2 Register

Use this display to identify the number of the company for which you want to print the W-2 Register.

This display follows display AMPJI0 when you are printing the W-2 Register from the Quarter/Year-End Processing menu (AMPM08). This display appears if you selected multiple company support during application tailoring.

```
DATE  **/**/**                      PAYROLL                     AMPJG1  **
                                   W-2 REGISTER


                          COMPANY NUMBER          nn






                                              F24  CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The W-2 Register display (AMPJG2) appears.

Function keys

F24 CANCEL THE JOB causes display AMPJG2 to appear, so you can save or delete the Government Report file on the system.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in the company number.

AMPJG2–W-2 Register

Use this display to save or delete the Government Report file on the system.

This display appears if you print the W-2 Register.

```
DATE  **/**/**                        PAYROLL                       AMPJG2  **
                                    W-2 REGISTER


       ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW? <YES/NO>  aA3
```

What to do

Type in the information requested and press **Enter**. Depending on your response, the system saves or deletes the Government Report file.

Function keys

None.

Fields

ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW?
(YES/NO). Type in **NO** to save the Government Report file on the system for further use; otherwise, type in **YES** to delete the Government Report file. If you select YES to delete the file, you can recreate the Government Report file for this, or any, quarter, before year-end zeroing. Your permanent records do not change with a YES response.

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Option 7. Print State/County/Local W-2 Forms (AMPM08)

Use this option to print state, county, or local W-2 forms. You must print each state, county, or local taxing body separately.

Before you print the W-2 forms, make sure you have saved files for annual 941A and W-2 forms on tape, using option 3 on menu AMPM08.

If you are going to print the W-2 forms after you reset the Annual Master file balances (Option 9 on the Quarter/Year-End Processing menu), you should save the following files. By doing so, you can recreate your old master balance if payroll adjustments are necessary after you review the W-2 forms.

- Employee Master,
- Employee State/County/Local
- Employee Deduction
- Employee Other Compensation/Payment
- Deduction Distribution

What information you need:

- Company number

- Company name

- Company street address

- Company city, state, and ZIP code

- Federal identification number

- State, county, or local number

- State, county, or local identification number, if it does not exist in the Deduction Distribution file

- State, county, or local name abbreviation

- Sorting sequence.

- The tape labeled GOVREP that contains master file information to enable you to print government reports

What reports are printed: W-2 forms (AMPJI)

What forms you need: None

The basic steps you take to print the annual W-2 forms follow each display.

Contents | Index

AMPJ10–W-2 Forms

Use this display to select a printing sequence for your W-2 forms.

This display appears if you select option 7 (Print W-2 Forms) from the Quarter/Year-End Processing menu (AMPM08). If the Government Report file does not exist on the system, this display follows instructions for restoring the file to the system from tape.

```
DATE **/**/**                        PAYROLL                        AMPJI0 **
                                     W-2 FORMS

         SEQUENCE OF W-2s TO BE PRINTED AT THIS TIME      n

               1 EMPLOYEE NUMBER SEQUENCE
               2 SOCIAL SECURITY NUMBER SEQUENCE
               3 ZIP CODE SEQUENCE






                                                     F24  CANCEL THE JOB


```

What to do

Type in the requested information. Press **Enter**. The State/County/Local W-2 Form display (AMPJI2) appears.

Function keys

F24 CANCEL THE JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear.

Fields

See "AMPJ10–W-2 Register" on page 10-21 for descriptions of the fields that appear on this display.

AMPJI2–State/County/Local W-2 Form

Use this display to print state, county, or local W-2 forms.

This display follows display AMPJI0 when you print state, county, or local W-2 forms.

Notes:

1. Repeat option 7 as many times as required until all state, county, and local W-2 forms print for each company.

2. You must make a separate run for each taxing body. You can include Federal tax information on the state, county, or local W-2 forms. However, the system does not combine state, county, and local taxes.

```
DATE  **/**/**                    PAYROLL                        AMPJI2  **
                         STATE/COUNTY/LOCAL W-2 FORM

    COMPANY NUMBER                                   nn
    COMPANY NAME                                     aaaaaaaaaaaaaaaaaaA20
    STREET ADDRESS                                   aaaaaaaaaaaaaaaaaaA20
    CITY, STATE, AND ZIP CODE                        aaaaaaaaaaaaaaaaaaaaaaaA25
    STATE, COUNTY, OR LOCAL NAME ABBREVIATION        aaaA5
    STATE, COUNTY, OR LOCAL NUMBER                   nnn
    TO OVERRIDE THE DEDUCTION DISTRIBUTION FILE VALUE, ENTER
    STATE, COUNTY, OR LOCAL IDENTIFICATION NUMBER    aaaaaaaaaaaaA15
    PRINT EMP NO. FOR CONTROL NO. IN BOX 1? <YES/NO>  aA3
    IS FEDERAL INFORMATION REQUIRED ON W-2? <YES/NO>  aA3
    FEDERAL INCOME TAX AMOUNT FIELD <YES/NO>         aA3
    WAGES, TIPS, OTHER COMP. AMOUNT FIELDS <YES/NO>  aA3
    SS/MED TAX TAX WITHHELD AMOUNT FIELD <YES/NO>    aA3
    TOTAL SS/MED WAGES AMOUNT FIELD <YES/NO>         aA3
    FEDERAL IDENTIFICATION NUMBER IF REQUIRED        aaaaaaaaaaaaA15


                                                 F24 CANCEL THE JOB
```

What to do

Type in the requested information. If you answered YES to IS FEDERAL INFORMATION REQUIRED ON W-2, the W-2 Forms display (AMPJI3) appears; otherwise, the system places the W-2 forms on the job queue. Press **Enter**.

Function keys

F24 CANCEL THE JOB causes display AMPJI3 to appear, so you can save or delete the Government Report file on the system.

Fields

The Federal information fields on the display appear if you answer YES to IS FEDERAL INFORMATION REQUIRED ON W-2? and press **Enter**.

COMPANY NUMBER. If this field appears, type in the company number for this processing run.

COMPANY NAME
STREET ADDRESS
CITY, STATE, AND ZIP CODE. Type in the company name and address to appear on the W-2 form.

STATE, COUNTY, OR LOCAL NAME ABBREVIATION. Type in a 5-character abbreviation to identify the taxing body.

STATE, COUNTY, OR LOCAL NUMBER. Type in the 3-digit distribution number that appears in the Deduction Distribution file to identify the taxing body.

TO OVERRIDE THE DEDUCTION DISTRIBUTION FILE VALUE, ENTER STATE, COUNTY, OR LOCAL IDENTIFICATION NUMBER. If you want this information to appear on the W-2 forms, do one of the following:

• To override the identification number for the taxing body as entered in the Deduction Distribution file, type in the overriding number.

• To use the identification number in the Deduction Distribution file, no entry is necessary.

PRINT EMP NO. FOR CONTROL NO. IN BOX 1? (YES/NO). Type in **YES** to print the employee number in box 1; otherwise, type in **NO**.

IS FEDERAL INFORMATION REQUIRED ON W-2? (YES/NO). Type in **YES** to print Federal information on state, county, or local W-2 forms; otherwise, type in **NO**.

The following fields require a response if you include Federal information on state, county, or local W-2 forms.

FEDERAL INCOME TAX AMOUNT FIELD (YES/NO). Type in **YES** to print the amount of Federal income tax withheld; otherwise, type in **NO**.

WAGES, TIPS, OTHER COMP. AMOUNT FIELDS (YES/NO). Type in **YES** to print amount used as basis for calculating Federal income tax withheld; otherwise, type in **NO**.

SS/MED TAX WITHHELD AMOUNT FIELD (YES/NO). Type in **YES** to print the amount of Social Security and Medicare withheld; otherwise, type in **NO**.

TOTAL SS/MED WAGES AMOUNT FIELD (YES/NO). Type in **YES** to print the amount subject to Social Security and Medicare withholding; otherwise, type in **NO**.

FEDERAL IDENTIFICATION NUMBER IF REQUIRED. Type in the Federal identification number assigned to the company number shown (or type in the identification number for a single-company payroll installation). If you do not need this number, leave this field blank.

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AMPJI3–W-2 Forms

Use this display to save or delete the Government Report file on the system.

This display appears if you print state, county, local, or Federal W-2 forms.

```
DATE  **/**/**                    PAYROLL                    AMPJI3  **
                                  W-2 FORMS


     ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW? <YES/NO>  aA3
```

What to do

Type in the requested information. Press **Enter**. The Quarter/Year-End Processing menu (AMPM08) appears.

Function keys

None.

Fields

ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW?
(YES/NO). Type in **NO** to save the Government Report file on the system for further use; otherwise, type in **YES** to delete the Government Report file. If you select YES to delete the file, you can recreate the Government Report file for this, or any, quarter, before year-end zeroing. Your permanent records do not change with a YES response.

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Option 8. Print Federal W-2 Forms (AMPM08)

Use this option to print Federal W-2 forms.

Before you print the W-2 forms, make sure you have saved files for annual 941A and W-2 forms on tape, using option 3 on menu AMPM08.

If you are going to print the W-2 forms after you reset the Annual Master file balances (Option 9 on the Quarter/Year-End Processing menu), you should save the following files. By doing so, you can recreate your old master balance if payroll adjustments are necessary after you review the W-2 Register or W-2 forms.

- Employee Master,
- Employee State/County/Local
- Employee Deduction
- Employee Other Compensation/Payment
- Deduction Distribution

What information you need:

- Company number
- Company name
- Company street address
- Company city, state, and ZIP code
- Federal identification number
- Sorting sequence
- The tape labeled GOVREP that contains master file information to enable you to print government reports.

What reports are printed: W-2 forms (AMPJI)

What forms you need: None

The basic steps to print the annual W-2 register follow each display.

AMPJ10–W-2 Forms

Use this display to select a printing sequence for your W-2 forms.

This display appears if you select option 7 (Print Federal W-2 Forms) from the Quarter/Year-End Processing menu (AMPM08). If the Government Report file does not exist on the system, this display follows instructions for restoring the file to the system from tape.

```
    DATE **/**/**                    PAYROLL                      AMPJI0 **

                                    W-2 FORMS

        SEQUENCE OF W-2s TO BE PRINTED AT THIS TIME      n

              1 EMPLOYEE NUMBER SEQUENCE
              2 SOCIAL SECURITY NUMBER SEQUENCE
              3 ZIP CODE SEQUENCE

















                                                  F24  CANCEL THE JOB
```

What to do

Type in the requested information and press **Enter**. The Federal W-2 Form display (AMPJI1) appears.

Function keys

F24 CANCEL THE JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear.

Fields

See "AMPJ10–W-2 Register" on page 10-21 for descriptions of the fields that appear on this display.

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AMPJI1–Federal W-2 Forms

Use this display to print Federal W-2 forms.

This display follows display AMPJI0 when you print Federal W-2 forms.

```
DATE  **/**/**                    PAYROLL                    AMPJI1  **
                           FEDERAL W-2 FORMS


         COMPANY NUMBER               nn
         COMPANY NAME                 aaaaaaaaaaaaaaaaaA20
         STREET ADDRESS               aaaaaaaaaaaaaaaaaA20
         CITY, STATE, AND ZIP CODE    aaaaaaaaaaaaaaaaaaaaaaA25
         FEDERAL IDENTIFICATION NUMBER  aaaaaaaaaaaA15









                                                F24 CANCEL THE JOB
```

What to do

Type in the requested information and press **Enter**. The system places the W-2 forms on the job queue. The W-2 Forms display (AMPJI3) appears.

Function keys

F24 CANCEL THE JOB causes display AMPJI3 to appear, so you can save or delete the Government Report file on the system.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in the company number.

COMPANY NAME
STREET ADDRESS
CITY, STATE, AND ZIP CODE. Type in the company name and address to appear on the upper portion of the W-2 forms.

FEDERAI IDENTIFICATION NUMBER. Type in the federal taxpayer ID number for your company.

AMPJI3–W-2 Forms

Use this display to save or delete the Government Report file on the system.

This display appears if you print state, county, local, or Federal W-2 forms.

```
    DATE  **/**/**                        PAYROLL                    AMPJI3  **
                                          W-2 FORMS


      ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW? <YES/NO>  aA3
```

What to do

Type in the requested information. Press **Enter**. The Quarter/Year-End Processing menu (AMPM08) appears.

Function keys

None.

Fields

ARE YOU FINISHED WITH GOVERNMENT REPORTS FOR NOW?
(YES/NO). Type in **NO** to save the Government Report file on the system for further use; otherwise, type in **YES** to delete the Government Report file. If you select YES to delete the file, you can recreate the Government Report file for this, or any, quarter, before year-end zeroing. Your permanent records do not change with a YES response.

Contents	Index

Option 9. Reset Annual Master Balances (AMPM08)

Use this option to reset master file balances in the following files:

- Employee master
- Employee State/County/Local
- Labor Distribution

Before you reset the master file balances, do one of the following:

- Complete all year-end processing
- Save master files on tape to print the 941A and W-2 forms.

Copy the following files before you select this option:

- Employee master
- Employee State/County/Local
- Labor Distribution.

When you select option 9 (Reset Annual Master Balances) on the Quarter/Year-End Processing menu (AMPM08), the system deletes records that it had flagged as terminated. When you press **Enter**, a message appears asking if you want to reset master balances. Type in **0** (zero) to reset the master balances; otherwise, type in **3**. Then, reorganize the files using Cross Application Support to reclaim the storage space from the deleted records.

What information you need: None.

What reports are printed:

- Employee Master File Zeroing (AMPTZ)
- Employee State/County/Local Zeroing (AMPVZ)
- Labor Cost Zeroing (AMPXZ).

What forms you need: None.

No displays are associated with this option.

Option 10. Reset Deduction Balances (AMPM08)

Use this option to set deduction year-to-date amounts and service fee year-to-date amounts in the Employee Miscellaneous Deduction file to zero. You can select which deductions in the deduction-amount-quarter-to-date field in the Employee Miscellaneous Deduction file the system should set to zero. You can set the service-fee amount to zero for directed deductions and the employer matching-contribution amount to zero for tax-deferred deductions. Normally, you use this option at the start of a new year to reset deductions that must be taken up to some annual maximum as defined in the Employer Miscellaneous Deductions record. After resetting, a deduction that has met an annual maximum will start up again and build toward this same limit. If you require the deduction to permanently stop after it reaches a defined limit, specify a Lifetime Limit amount instead of Annual or Maximum limit amount. The system deletes records that are flagged as terminated. If you request to set all deductions to zero, the system deletes all records that are flagged as terminated.

What information you need: None.

What reports are printed: Employee Miscellaneous Deduction Zeroing (AMPUZ)

What forms you need: None

The basic steps to reset deduction balances follow each display.

AMPUS1–Miscellaneous Deduction Zeroing (Options)

Use this display to set deduction quarterly amounts in the Employee Miscellaneous Deductions file to zero. If you support multiple companies, display AMPUS1 appears, and you can select the deductions to be reset. Otherwise, display AMPUS2 (Miscellaneous Deduction Zeroing) appears for you to select the deductions to be reset.

This display appears if you select option 10 (Reset Deduction Balances) from the Quarter/Year-End Processing menu (AMPM08). You can select the deduction balances for all companies or a single company.

Contents | **Index**

```
    DATE **/**/**                        PAYROLL          OPTIONS    AMPUS1  **
                                MISCELLANEOUS DEDUCTION ZEROING


            DEDUCTIONS FOR ALL COMPANIES <YES/NO>    aA3

                 OR ENTER COMPANY NUMBER            nn




                                                     F24  END OF JOB
```

What to do

Type in the information requested and press **Enter**.

When you press **Enter**, and you are authorized for month-, quarter-, and year-end processing, and you are authorized to process protected payrolls, a message appears asking if you want to reset master balances. Type in **0** (zero) to reset the master balances; otherwise, type in 3.

Function keys

F24 END OF JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear. The system sets the deduction quarterly balances for the companies you selected to zero. The system places the Employee Miscellaneous Deduction Zeroing report (AMPUZ) on the job queue for printing.

Fields

DEDUCTIONS FOR ALL COMPANIES (YES/NO)
OR ENTER COMPANY NUMBER. Type in **YES** to zero deduction balances for all companies; otherwise, type in **NO** and the company number.

AMPUS2–Miscellaneous Deduction Zeroing (Options)

Use this display to indicate the miscellaneous deduction records you want to set to zero.

If you selected multiple company support during application tailoring, this is the second display that appears if you reset deduction balances; for single-company installations, this is the first display.

You can set the following fields to zero by selecting this option and the corresponding deduction numbers:

- Directed deductions: Quarter-to-date deduction amounts; service fee year-to-date

- Miscellaneous deductions: Quarter-to-date deduction amounts

- TDD: Quarter-to-date deduction amounts; year-to-date matching contributions

- Cyclic deductions: Quarter-to-date deduction amounts.

```
   DATE **/**/**                          PAYROLL           OPTIONS    AMPUS2  **
                                 MISCELLANEOUS DEDUCTION ZEROING


            DEDUCTIONS FOR ALL COMPANIES <YES/NO>    ***

                 OR ENTER COMPANY NUMBER             **

            ZERO ALL DEDUCTIONS <YES/NO> aA3

                 OR ENTER DEDUCTION NUMBERS        nnn    nnn    nnn    nnn    nnn
                                                  nnn    nnn    nnn    nnn    nnn
                                                  nnn    nnn    nnn    nnn    nnn
                                                  nnn    nnn    nnn    nnn    nnn
                                                  nnn    nnn    nnn    nnn    nnn
                                                  nnn


                                                  F19 RETURN TO SELECT
```

What to do

- To start the deduction zeroing for only one company or to continue for more than one company, type in the information requested and press **Enter**. If you have multiple company support, the Miscellaneous Deduction Zeroing (Options) display (AMPUS1) appears; otherwise, the Quarter/Year-End Processing menu (AMPM08) appears.

- To bypass this deduction zeroing, use **F19**. If you have multiple company support, the Miscellaneous Deduction Zeroing (Options) display (AMPUZ) appears; otherwise, the Quarter/Year-End Processing menu (AMPM08) appears.

Function keys

F19 RETURN TO SELECT causes display AMPUS1 to appear, if you selected multiple company support. If you have single company installation, **F19** causes menu AMPM08 to appear. No updating occurs.

Fields

DEDUCTION FOR ALL COMPANIES (YES/NO)
OR ENTER COMPANY NUMBER. Appears as a result of entries on display AMPUS1.

ZERO ALL DEDUCTIONS (YES/NO)
OR ENTER DEDUCTION NUMBERS. Type in **YES** to zero all deduction balances for the company number displayed. Type in **NO** and then type in the 3-digit deduction number used to identify the specific deductions you want to set to zero in the Employee Miscellaneous Deductions file. The deduction number is the same as the distribution number from the Deduction Distribution file.

You can set up to 26 deduction numbers to zero during one session. If you have more deductions to set to zero, repeat this process as many times as needed.

Option 11. Post External Payments and Withholdings (AMPM08)

Use this option to enter earnings for employees who receive payments from external sources; for example, receipt of disability or sick pay from an insurance company. In addition, you can use this option to enter other compensation that must be reported on the employee's federal W-2 form (such as auto allowance payments, moving expense reimbursements, etc.). Use of this feature requires that a deduction distribution record and employee other compensation/payment record be added to the files.

The Payroll application calculates and posts the employer Social Security and Medicare taxes to the General Ledger application, if it is interfacing. It also updates employee totals in the Employee Master file, Employee State/County/Local file, and, optionally, in the Employee Other Compensation/Payments file. If the application is tailored for Payment History, these external payments are recorded in the History file.

Note: At year-end, run this option first, so the system correctly updates the Employee master file before it saves any files for the rest of year-end processing.

What information you need: None.

What reports are printed:

- External Payments and Withholdings Audit Report (AMPTV)
- Payroll Distribution Journal for External Payments and Withholdings (AMPTW)

What forms you need: None

The basic steps to post external payments and withholdings follow each display.

AMPTV1–Post External Payments and Withholdings (Change)

Use this display to update an employee's gross earnings and withholdings due to sick or disability plan payments or other payments from sources external to Payroll.

This display appears if you select option 11 (Post External Payments and Withholdings) from the Quarter/Year-End Processing menu (AMPM08).

```
DATE **/**/**                        PAYROLL                    CHANGE  AMPTV1  **
                        POST EXTERNAL PAYMENTS AND WITHHOLDINGS
              JOURNAL POSTING DATE              nnnnnn
              QUARTER NUMBER                    n
              EMPLOYEE NUMBER                   nnnnn
              IS THIS SICK PAY? <Y/N>           A
              SICK TIME (HOURS)                    nnn.nn
              GROSS EARNINGS                   nnnnnnn.nn
              FEDERAL TAX                      nnnnnnn.nn
              SOCIAL SECURITY TAX               nnnnn.nn
              MEDICARE TAX                      nnnnn.nn
              SUI TAX                           nnnnn.nn
              SDI TAX                           nnnnn.nn
              STATE TAX                         nnnnn.nn
              COUNTY TAX                        nnnnn.nn
              LOCAL TAX                         nnnnn.nn
              IS THIS PAYMENT OTHER COMPENSATION?  (Y/N)   N

                                                  F17 ACCEPT WITH ERROR
                                                  F24 END OF JOB
```

What to do

- To add external payments and withholding data for an employee, type in the information requested and press **Enter**.

- To accept errors, use **F17**.

Function keys

F17 ACCEPT WITH ERROR lets you accept information that does not match the Employee Master File.

F24 END OF JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear. The External Payments and Withholdings Audit report (AMPTV) and Payroll Distribution Journal (AMPTW) are scheduled for printing; the system updates the Employee Master File.

Fields

JOURNAL POSTING PERIOD (01–13). Appears if you selected accounting by period during application tailoring. Type in the period you want to post in the General Ledger application. Journal Posting Date appears if you selected accounting by month during application tailoring.

QUARTER NUMBER. Type in the number of the quarter for which you made the payment.

EMPLOYEE NUMBER. Type in the employee number for this transaction. The employee number must be in the Employee master file.

IS THIS SICK PAY? (Y/N). Type in **Y** if the you paid the employee sick pay. Type in **N** if you did not pay sick pay. The default is Y.

SICK TIME (HOURS). Type in the number of hours the employee was sick.

GROSS EARNINGS. Type in the total wages you paid to the employee.

FEDERAL TAX. Type in the Federal tax you withheld.

SOCIAL SECURITY TAX. Type in the Social Security tax you withheld.

MEDICARE TAX. Type in the Medicare tax you withheld.

SUI TAX. Type in the amount of SUI tax you withheld.

SDI TAX. Type in the amount of SDI tax you withheld.

STATE TAX. Type in the amount of state tax you withheld.

COUNTY TAX. Type in the amount of county tax you withheld.

LOCAL TAX. Type in the amount of local tax you withheld.

IS THIS PAYMENT OTHER COMPENSATION (Y/N)?. Type in **Y** if the payment is other compensation.

AMPTV2–Post External Payments and Withholdings (Change)

Use this display to update an employee's gross earnings and withholdings due to sick or disability plan payments or other payments from sources external to Payroll.

This display appears if you specified other compensation on display (AMPTV1).

```
   DATE **/**/
 **                       PAYROLL                  CHANGE  AMPTV2   **

                    POST EXTERNAL PAYMENTS AND WITHHOLDINGS

             OTHER COMP DISTRIBUTION NUMBER    nnn
             FIT TAXABLE?                      A
             FICA/MEDICARE TAXABLE?            A
             STATE TAXABLE?                    A
             SUI TAXABLE?                      A
             SDI TAXABLE?                      A
             COUNTY TAXABLE?                   A
             LOCAL TAXABLE?                    A




                                             F19 RETURN TO SELECT
                                             F24 END OF JOB
```

What to do

- To add external payments and withholding data for an employee, type in the information requested and press **Enter**.

- To return to the select display, use **F19**.

Function keys

F19 RETURN TO SELECT causes display AMPZS1 to appear, if you selected multiple company support. If you have single company installation, **F19** causes menu AMPM08 to appear. No updating occurs.

F24 END OF JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear. The External Payments and Withholdings Audit report (AMPTV) and Payroll Distribution Journal (AMPTW) are scheduled for printing; the system updates the Employee Master File.

Fields

OTHER COMP DISTRIBUTION NUMBER (Other Compensation Distribution Number). Type in the number assigned to this Other Compensation record in the Deduction Distribution file.

FIT TAXABLE?. Type in **Y** if the payment or withholding is taxable for Federal income.

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FICA/MEDICARE TAXABLE?. Type in **Y** if the payment or withholding is taxable for FICA or Medicare.

STATE TAXABLE?. Type in **Y** if the payment or withholding is taxable by the state.

SUI TAXABLE?. Type in **Y** if payment or withholding is taxable for SUI.

SDI TAXABLE). Type in **Y** if the payment or withholding is taxable for SDI.

COUNTY TAXABLE?. Type in **Y** if the payment or withholding is taxable by the county.

LOCAL TAXABLE?. Type in **Y** if the payment or withholding is taxable by the local authorities.

Option 12. Reset Other Compensation/Payments balances (AMPM08)

Use this display to set employee other compensation/payments quarterly amounts in the Employee Other Compensation/Payments file to zero. Normally, you use this option at the start of a new year to reset adjustments that have an annual amount limit set. If you require that the deduction be permanently stopped after reaching a defined limit, specify a lifetime limit amount instead of an annual or maximum limit amount. The system deletes records that are flagged as terminated. If you request to set all deductions to zero, the system deletes all records that are flagged as terminated.

Note: You should copy this file before you perform this option.

What information you need: None.

What reports are printed: Employee Other Compensation/Payments Zeroing report (AMPEZ)

What forms you need: None

The basic steps for setting this file to zero follow each display.

AMPZS1–Employee Other Compensation/Payments Zeroing (Options)

Use this display to set employee other compensation and payments quarterly amounts in the Employee Other Compensation/Payments file to zero. The system does not set the *LIFE TO DATE AMOUNT* field in the Employee Other Compensation/Payments file associated with the indicated records to zero.

This display appears if you selected multiple company support during application tailoring. otherwise, display AMPZS2 appears. This display appears if you select option 12 (Reset Other Compensation/Payment Balances) from the Quarter/Year-End Processing menu (AMPM08). You can select the other compensation/payment balances for all companies or a single company for zeroing.

```
DATE **/**/**                        PAYROLL          OPTIONS    AMPZS1  **
                      EMPLOYEE OTHER COMPENSATION/PAYMENTS ZEROING


            OTHER COMP/PAYMENTS FOR ALL COMPANIES <YES/NO>      aA3

                           OR ENTER COMPANY NUMBER      nn

















                                                  F24  END OF JOB
```

What to do

To start to set the compensation/payments balances to zero, type in the information requested and press **Enter**. The Employee Other Compensation/Payments Zeroing (Options) display (AMPZS2) appears.

Function keys

F24 END OF JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear. The system sets the other compensation and payment quarterly balances for the companies selected to zero. The Employee Other Compensation/Payments Zeroing report (AMPEZ) is scheduled to print.

Fields

OTHER COMP/PAYMENTS FOR ALL COMPANIES (YES/NO)
OR ENTER COMPANY NUMBER. Type in **YES** to set other compensation and payment balances for all companies to zero; otherwise, type in **NO** and the company number.

AMPZS2–Employee Other Compensation/Payments Zeroing (Options)

Use this display to indicate the Employee Other Compensation/Payment balances you want to set to zero.

If you selected multiple company support during application tailoring, this is the second display to appear if you reset other compensation/payment balances. For single-company installations, this is the first display to appear.

```
DATE **/**/**                        PAYROLL            OPTIONS   AMPZS2  **
                    EMPLOYEE OTHER COMPENSATION/PAYMENTS ZEROING


          OTHER COMP/PAYMENTS FOR ALL COMPANIES <YES/NO>      ***

                              OR ENTER COMPANY NUMBER      **

          ZERO ALL OTHER COMP/PAYMENTS <YES/NO>              aA3

          OR ENTER OTHER COMP/PAYMENTS NUMBERS    nnn   nnn   nnn   nnn   nnn
                                                  nnn   nnn   nnn   nnn   nnn
                                                  nnn   nnn   nnn   nnn   nnn
                                                  nnn   nnn   nnn   nnn   nnn
                                                  nnn   nnn   nnn   nnn   nnn
                                                  nnn


                                                  F19 RETURN TO SELECT
```

What to do

- To set the compensation/payments records to zero for only one company or to continue for more than one company, type in the information requested and press **Enter**. If you have multiple company support, the Employee Other Compensation/ Payments Zeroing (Options) display (AMPZS1) appears. If you have single company installation, the Quarter/Year-End Processing menu (AMPM08) appears.

- To bypass this deduction zeroing, use **F19**. If you have multiple company support, the Employee Other Compensation/Payments Zeroing (Options) display (AMPZS1) appears. If you have single company installation, the Quarter/Year-End Processing menu (AMPM08) appears.

Function keys

F19 RETURN TO SELECT causes display AMPZS1 to appear, if you selected multiple company support. If you have single company installation, **F19** causes menu AMPM08 to appear. No updating occurs.

Fields

OTHER COMP/PAYMENTS FOR ALL COMPANIES (YES/NO)
OR ENTER COMPANY NUMBER. Appears as a result of entries on display AMPZS1.

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ZERO ALL OTHER COMP/PAYMENTS (YES/NO)
OR ENTER OTHER COMP/PAYMENTS NUMBERS. Type in **YES** to set all other compensation and payment balances to zero for the company number that appears. Type in **NO** and then type in the 3-digit other compensation or payment number to identify the specific record to set to zero in the Employee Other Compensation/ Payments file. This is the distribution number assigned in the Deduction Distribution file.

Note: You can set up to 26 other compensation/payment numbers to set to zero during one session. If you have more other compensation/payments to set to zero, repeat this process as many times as needed.

Option 13. Print/Clear Current Deductions (AMPM08)

Use this option to print the Current Deduction listing. This listing shows all the current period employee deduction and employer current matching contribution amounts in the Employee Miscellaneous Deductions file. You can also optionally clear these amount fields.

Select option 13 (Print/Clear Current Deductions) any and as many times as you need in order to obtain the required totals. However, once you clear the deductions, the system eliminates all current period employee and employer deduction contribution amounts from the Employee Miscellaneous Deductions file for all deductions in the selected range. You can no longer print the deductions. This option does not affect any other amount fields.

What information you need:

- Company numbers
- Deduction numbers

What reports are printed: Current Deductions Listing (AMPWL)

What forms you need: None.

The basic steps for printing and clearing current deductions follow each display.

AMPWS1–Current Deduction Listing (Options)

Use this display to indicate the current deduction amounts you want to include on the Current Deductions Listing. Optionally, you can clear the employee deduction amounts and the employer current matching contribution amounts.

This display appears if you select option 13 (Print/Clear Current Deductions Listing) from the Quarter/Year-End Processing menu (AMPM08).

Contents | Index

```
DATE **/**/**                    PAYROLL              OPTIONS   AMPWS1  **
                          CURRENT DEDUCTION LISTING

                INCLUDE   ALL COMPANIES <YES/NO>           aA3

                   OR   START COMPANY NO.                  nn
                        END   COMPANY NO.                  nn

                INCLUDE ALL DEDUCTION NUMBERS <YES/NO>     aA3

                   OR    START DEDUCTION NO.               nnn
                         END   DEDUCTION NO.               nnn

                INCLUDE TERMINATED EMPLOYEES <YES/NO>      aA3

                CLEAR PERIOD AMOUNTS <YES/NO>              aA3




                                        F24  CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The Current Deductions Listing is scheduled to print.

Function keys

F24 CANCEL THE JOB causes the Quarter/Year-End Processing menu (AMPM08) to appear; no report is prints. The system takes no action on the Employee Miscellaneous Deductions file.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO.. Appears if you selected multiple company support during application tailoring. Type in **YES** to print a listing for all companies; otherwise, type in NO and then type in starting and ending company numbers.

INCLUDE ALL DEDUCTION NUMBERS (YES/NO)
OR START DEDUCTION NO.
END DEDUCTION NO.. Type in **YES** or leave blank to print a listing including all deduction numbers; otherwise, type in **NO**, and then type in starting and ending deduction numbers.

INCLUDE TERMINATED EMPLOYEES (YES/NO). Type in **YES** to have records for both active and terminated employees listed; otherwise, type in **NO**.

CLEAR PERIOD AMOUNTS (YES/NO). Type in **YES** to clear the employee deduction amounts and employer period deduction contribution amounts from the Employee Miscellaneous Deductions file; otherwise, type in **NO**.

Chapter 11. Check Reconciliation

When you select option 9 (Check Reconciliation) from the Main Menu, the Check Reconciliation (Select) display (AMPRU1) appears.

Reconcile checks when:

- You need to add a new check to the Check Reconciliation (CHECKR) file
- You need to reconcile a check in the Check Reconciliation (CHECKR) file
- You need to void a check in the Check Reconciliation (CHECKR) file.

The system updates the Check Reconciliation (CHECKR) file, and it generates a Check Reconciliation register. If the system does not require privileged security, or if you have privileged information access, you can enter new checks.

You can manually add checks to the Check Reconciliation (CHECKR) file after you first install the Payroll application. However, it is better to let the application automatically add checks, so it can update all applicable files at the same time.

You reconcile checks on the system as you manually reconcile checks. The system keeps a record of each check that you write. The system removes the record as you void checks or flag checks as cancelled. Add checks when you install the Payroll application. You can add new checks if you have a privileged security code.

Two operators can enter data for the following types of reconciled checks:

- Regular employees
- Protected employees.

Separate the regular and protected checks before you reconcile checks. Separate the checks into two stacks:

- Voided checks
- Reconciled checks.

As you type in records, the system accumulates the totals. Verify the totals on the Check Reconciliation—Status display (AMPRU4) at the end of the session. The totals should match the amount indicated on the bank statement that came with the reconciled checks.

After you complete the entries and use **F24** on the Status display to end the job, the system prints the Check Reconciliation register. This register lists all the checks that you added, voided, or reconciled.

What information you need: The company number for those checks you want to maintain.

What reports are printed: Check Reconciliation register (AMPRL)

What forms you need: None.

AMPRU1–Check Reconciliation (Reconcile/Void)

Use this display to indicate the company and select an action code to perform a task.

This display appears when you select option 9 on the Payroll Main menu.

```
DATE **/**/**           PAYROLL FILE MAINTENANCE        SELECT    AMPRU1  **
                             CHECK RECONCILIATION

                     COMPANY NUMBER       nn

                     ACTION CODE <A/R/V>  A




                                                  F24 DISPLAY STATUS
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 DISPLAY STATUS causes Display AMPRU4 to appear.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in the number of the company associated with the paychecks you want to reconcile or void.

ACTION CODE. Type in the code for the action you want to perform.

A	Add a new check to the CHECKR file
R	Reconcile a check in the CHECKR file
V	Void a check in the CHECKR file.

AMPRU2–Check Reconciliation (Reconcile/Void)

Use this display to type in check numbers and amounts to reconcile or void checks written to the Check Reconciliation (CHECKR) file during normal payroll processing. Use the automatic advance feature to type in information without looking at the display. When you enter five check numbers and amounts, more fields appear, so you can enter more check numbers and amounts. You do not need to press **Enter** after each group of checks. If you make a mistake when you type in a check number or amount, blank out that line and press **Enter**. The system accepts the remaining lines.

This display appears if you select action codes R or V on display AMPRU1.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE        RECONCILE  AMPRU2  **
                              CHECK RECONCILIATION

                  COMPANY NUMBER          **

                    CHECK NUMBER         AMOUNT
                      nnnnnn          nnnnnnn.nn
                      nnnnnn          nnnnnnn.nn
                      nnnnnn          nnnnnnn.nn
                      nnnnnn          nnnnnnn.nn
                      nnnnnn          nnnnnnn.nn




                                                    F19 RETURN TO SELECT
```

What to do

Type in the information requested and press **Enter**. When you enter five check numbers and amounts, more fields appear so you can enter more check numbers and amounts. You do not need to press **Enter** after each group of checks. When you are finished entering check numbers and amounts, use **F19**. The Check Reconciliation (Select) display (AMPRU1) appears.

Function keys

F19 RETURN TO SELECT causes the Check Reconciliation (Select) display (AMPRU1) to appear so you can add, reconcile, or void additional checks.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. The number of the company associated with the paychecks you want to reconcile or void.

CHECK NUMBER. Type in the check number to reconcile or void, as it appears on the monthly bank statement or data entry form.

AMOUNT. Type in the amount that appears on the monthly bank statement or data entry form for the check.

AMPRU3–Check Reconciliation (Add)

Use this display to identify the check you want to add.

Use this display when you install the Payroll application and before you activate the privileged security code. You can also use this display after the initial installation of the Payroll application if you have a privileged security code.

This display appears if you select action code A on display AMPRU1.

```
   DATE **/**/**              PAYROLL FILE MAINTENANCE        ADD        AMPRU3  **
                                 CHECK RECONCILIATION

                      COMPANY NUMBER        **

                      CHECK NUMBER          nnnnnn
                      EMPLOYEE NUMBER       nnnnn
                      AMOUNT                nnnnnnn.nn
                      CHECK DATE ********   nnnnnn




                                                          F19 RETURN TO SELECT
```

What to do

Type in the information requested and press **Enter**. This display appears again so you can type in information for another check. Repeat this step until you have added all the checks you want to add. Use **F19**. The Check Reconciliation (Select) display (AMPRU1) appears.

Function keys

F19 RETURN TO SELECT causes the Check Reconciliation (Select) display (AMPRU1) to appear. You can add, reconcile, or void additional checks.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Shows the number of the company associated with the paychecks you want to add.

CHECK NUMBER. Type in the check number of the outstanding check.

EMPLOYEE NUMBER. Identify the employee to whom you wrote the check by typing in the employee number. The employee number must exist in the Employee Master file.

AMOUNT. Type in the amount for which you wrote the check.

CHECK DATE. Type in the date that appears on the check.

AMPRU4–Check Reconciliation (Status)

Use this display to review the session status of the Check Reconciliation file.

This display appears if you select **F24 DISPLAY STATUS** on the Check Reconciliation (Select) display (AMPRU1). The session status shows the number of checks reconciled, voided, and added during the file maintenance session. It also shows their respective totals.

Note: While you enter data into the check reconciliation file, the system concurrently updates that file. If the system abnormally ends your job and you return to enter data, when you finish entering data and this display appears, this display shows only the totals for the current session. The check reconciliation file, however, contains all the changes you made.

```
   DATE **/**/**            PAYROLL FILE MAINTENANCE          STATUS    AMPRU4  **
                              CHECK RECONCILIATION

           SESSION STATUS       NUMBER           AMOUNT
           CHECKS RECONCILED   *********     **************
           CHECKS VOIDED       *********     **************
           CHECKS ADDED        *********     **************

















                                                  ENTER TO CONTINUE
                                                  F24 END OF JOB
```

What to do

To see the previous display, press **Enter**.

Function keys

F24 END OF JOB ends the job and schedules the Check Reconciliation register (AMPRL) to print. The Main Menu (AMPM00) appears.

Fields

CHECKS RECONCILED. The number of checks reconciled and the total dollar amount of reconciled checks.

CHECKS VOIDED. The number of checks voided and the total dollar amount of voided checks.

CHECKS ADDED. The number of checks added and the total dollar amount of added checks.

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Chapter 12. File Maintenance

When you select option 10 from the Main Menu (AMPM00), the File Maintenance menu (AMPM10) appears so you can modify the Payroll master files.

```
 AMPM10                          Payroll                   **********
                             File Maintenance

 Type option or command; press Enter.

      1. Employee Master
      2. Employee State/County/Local
      3. Employee Misc. Deduction
      4. Labor Distribution
      5. Tax Table
      6. General Ledger Master
      7. Deduction Distribution
      8. Union Master
      9. Employee Termination/Activation
     10. Employee Other Compensation/Payments




 ==> _____

 F3=Exit         F4=Prompt    F9=Retrieve    F10=Actions
 F11=Job status  F12=Return   F22=Messages
```

Option 1. Employee Master. Use this option to maintain the Employee master file, in which information about each employee in each company is stored.

Option 2. Employee State/County/Local. Use this option to maintain the state, county, or local tax record. This record shows the rates and balances for each employee in each state, county, and local taxing body.

Option 3. Employee Misc. Deduction. Use this option to maintain records for miscellaneous deductions such as the following:

- Credit union
- United Way contributions
- Tools
- Savings bonds
- Wage garnishments
- Child support payments
- IRAs
- 401(k) plan deductions
- Cafeteria plan benefits
- Electronic deposit deductions.

Option 4. Labor Distribution. Use this option to maintain the records of account numbers for each department or production facility charged for labor in that department or production facility.

Option 5. Tax Table. Use this option to maintain the tax tables that contain the algorithms for calculating the tax for each taxing body.

Option 6. General Ledger Master. Use this option to maintain the general ledger account descriptions and account numbers. This option is available if you did not install the General Ledger application and if you selected general ledger distribution during application tailoring.

Option 7. Deduction Distribution. Use this option to maintain the description, general ledger account numbers and other identifying information for the following:

- Miscellaneous deductions
- Federal tax (FICA and FUTA)
- State, county, and local taxing bodies
- Union deductions
- Other compensation and payments
- EIC payments
- Directed deductions.

Also use this option to maintain the company record (code C) that contains static information about the following:

- Electronic deposit support
- Shift differentials
- Employer Social Security, Medicare, and FUTA liability and expense account numbers
- Employee Social Security and Medicare tax account numbers

Option 8. Union Master. Use this option to maintain the file that contains a record for each deduction within a union.

Option 9. Employee Termination/Activation. Use this option to change the record code in the master files from active to terminated for an employee who is no longer being paid. This keeps you from paying someone inadvertently and allows you to purge records at year-end. In addition, the system generates a report showing balances of deductions, earnings, and taxes. You can also use this option to reactivate a previously terminated employee.

Option 10. Employee Other Compensation/Payments. Use this option to maintain the records for each compensation and payment for employees. Other compensation and payments could include the following:

- Company cars,
- Free or discounted airfare
- Vacations
- Discounts on property and services
- Memberships in social clubs
- Tickets to sporting and entertainment events.

Throughout the year, you change information in the Payroll master files as employees join or leave the company, and employees request you to change information about themselves. You might also update files because:

- You change the General Ledger master file

- You change descriptions or account numbers

- You add or change a new employee deduction or adjustment, such as a general ledger account number for an existing deduction or adjustment

- An employee requests you to withhold or stop a deduction

- You add department/production facility combinations to the Labor Distribution file

- You made changes in the tax table

- You add or delete a union deduction

- You change a description in some master file data.

You can change some or all of the data in each file. Fill out a form to ensure you have all the information you need, and then maintain the files. The system edits the data you enter for valid codes, numbers, and other information. If you, or the system, find errors, correct the errors before you continue.

You can print a before-and-after change list in the order in which you entered changes to each individual record in a file.

Notes:

1. You cannot maintain the General Ledger master file if the General Ledger application is installed and interfacing. You must maintain the file from that application.

2. Use Employee Miscellaneous Deduction file maintenance to maintain the Employee Electronic Funds master (EMPEFT) file.

The following conditions apply to file maintenance:

- Multiple users can maintain the same files at the same time.

- You can maintain the Employee Termination/Activation file to both terminate and activate employees.

The system edits data fields in some files against data fields in other files. If you want to change data in any of these fields, you must change the data in a particular sequence. For example, the system edits the general ledger account number in the Labor Distribution file against data in the General Ledger master file. Before you can change a general ledger account number in the Labor Distribution file, the account number must be in the General Ledger master file.

When you initially install the Payroll application, load and enter data in the files into the following order. The keys in some files directly relate to keys in other files.

- General Ledger master (GELMAS).

- Deduction Distribution (DISTRB). Two fields relate to the fields in the General Ledger master file:

    - Company number–relates to field COMNO

    - General ledger account numbers (GLANO, SFGLN, EREXP, ERLIA, GLOFD, GLOFD)–relate to field GLANO

- Labor Distribution (LABDIS) Two fields relate to the fields in the General Ledger master file:

    - Company number–relates to field COMNO

    - General ledger account numbers (LGLNO, SGLNO, PGLNO)–relate to field GLANO

- Tax Table
- Employee master (EMPMAS). Three sets of fields relate to fields in this file:

    1: Tax Table file:

    - State code (STATC)–relates to field DISTC
    - County code (CONTC)–relates to field DISTC
    - Local code (LOCCD)–relates to field DISTC
    - Pay frequency–relates to field PFREC
    - Marital status–relates to field MARST

    2: Labor Distribution file:

    - Company number–relates to field COMNO
    - Department number (HDEPT)–relates to field DPTNO
    - Production facility code (HWORK)–relates to field WKCTR

    3: Deduction Distribution file:

    - Company number–relates to field COMNO
    - State code (STATC)–relates to field DISTC
    - County code (CONTC)–relates to field DISTC
    - Local code (LOCCD)–relates to field DISTC
    - Union code (UNINO)–relates to field DISNO

- Employee State/County/Local (EMPSCL). Three sets of fields relate to fields in this file:

    1: Employee master file:

    - Employee number–relates to field EMPNO
    - Company number–relates to field COMNO

    2: Tax Table file:

    - Type code (TYPCD)–relates to field DISTC
    - Pay frequency–relates to field PFREC
    - Marital status–relates to MARST
    - State/county/local code (STLCC)–relates to DISNO

    3: Deduction Distribution file:

    - Company number–relates to field COMNO
    - State/county/local code (STLCC)–relates to field DISNO
    - Type code (TYPCD)–relates to field DISTC

- Employee Miscellaneous Deduction (EMPDED). Three sets of fields relate to fields in this file:

    1: Employee master file:

    - Employee number–relates to field EMPNO
    - Company number–relates to field COMNO

    2: Deduction Distribution file:

    - Company number–relates to field COMNO
    - Deduction/adjustment number (DEDNO)–relates to DISNO

    3: General Ledger master file: Override general ledger account number (DEANO)–relates to record GLANO

- Employee Other Compensation/Payments (EMPBEN). Three sets of fields relate to fields in this file:

    1: Employee master file:

- Employee number–relates to field EMPNO
- Company number–relates to field COMNO

2: Deduction Distribution file:

- Company number–relates to field COMNO
- Distribution number (DEDNO)–relates to field DISNO

3: General Ledger master file: Override general ledger account number (GLOFD/GLOFC)–relates to record GLANO

- Union master (UNIMAS). Three fields relate to the fields Deduction Distribution file:

  - Company number–relates to field COMNO
  - Union distribution number (UNINO)–relates to field DISNO
  - Union deduction type–relates to field UTYPE

- Check Reconciliation (CHECKR). The Employee number relates to the Employee Master file field EMPNO.

Option 1. Employee Master (AMPM10)

- **Add new employees**. You can only add employee records that contain quarterly and annual information if you have a privileged user ID. Prepare the basic employee information on form PR-02 and use the information that follows. Review the information carefully to make sure it is correct. The Payroll application frequently uses the information during pay-period processing.

  - Assign an employee and/or company number. Remember to write that number on any forms you fill out for that employee or company. These numbers are keys that tell the Payroll application which employee or company you are referring to.

  - Assign a minority code, if required. If you use a minority code, you can use both alphabetic and numeric characters. See the government standard for codes you should use to report information that uses a minority code.

  - Assign a Marital Status code to indicate which tax record to use for this employee's withholding tax.

    M   Married; married tax table is used
    S   Single; single tax table is used
    H   Head of household; head of household tax table is used
    N   No tax table is used.

    Used to select tax table records from the Tax Table file.

    If the employee's marital status is N, use the Federal income tax (FIT) percentage and extra fixed amount in the Employee master file to calculate tax. The Payroll application uses only the FIT and FICA fields to calculate tax if the employee's marital status is N.

  - Write in your company's worker's compensation code. If you use this code, it can be any number from 0 through 99999. You can assign different codes for different employment functions within your company, so the names of employees who work within each function appear together on the Worker's Compensation Worksheet. For example, you can assign all office personnel to code 100.

  - Assign a union code, if required. Use the distribution number from the Deduction Distribution file. Leave the field blank if an employee does not belong to a union.

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- Assign a pay frequency code. Use this code to access tax records.

WK	Weekly
BW	Biweekly
SM	Semimonthly
MN	Monthly.

  The system updates the fields that contain the number of weeks worked in a quarter in the Employee master and Employee State/County/Local files each time you pay an employee. The system adds a number of weeks to the quarterly field depending on which pay frequency code you choose.

WK	1
BW	2
SM	2
MN	4

  The weeks an employee worked in a quarter and/or year-to-date appear on the following registers and forms:

  – Y-T-D/Q-T-D Earnings register
  – State, County, and Local register
  – 941A register
  – 941A form.

- You can use the following pay types:

H	Hourly
S	Salaried
N	Nonexempt salaried

  Used to select tax table records from the Tax Table file.

- Assign the salary and/or the hourly rate for the employee. The hourly rate always applies to first shift.

  For example, an employee's base pay is $4.00, and the employee works second shift. The Payroll application adds the shift differential you specified to the $4.00 base. If the shift differential is $0.50 per hour, the system pays the employee $4.50 an hour for the number of second-shift hours the employee works. If an employee is nonexempt salaried, assign both a salary and an hourly rate. If you assign regular hours, the Payroll application applies the shift differential, based on the hourly rate, for shifts 2 and 3.

- Assign one of the following FIT codes to indicate whether or not to withhold Federal income tax from this employee's paycheck.

Y	Yes. Employee's wages are subject to Federal income tax. Sick pay is considered taxable.
N	No. Employee's wages are not subject to Federal income tax. No withholding tax will be computed but FIT and FUTA taxable wages will be recorded.
S	Sick pay. Employee's wages are subject to Federal income tax but sick pay is exempt. The portion of wages identified as sick pay is not recorded as FIT or FUTA taxable wages.

  You can deduct an additional whole dollar amount as well as the normally calculated withholding amount for the employee's FIT. The Payroll application applies the extra FIT percent to the taxable gross and then adds it to the normally calculated withholding.

- Assign one of the following FICA codes to indicate whether or not to withhold Social Security and Medicare taxes from this employee's paycheck:

Y   Employee's wages are subject to Social Security and Medicare. Sick pay is considered taxable for both.

N   Employee's wages are not subject to Social Security or Medicare. No withholding tax is computed and no FICA-taxable wages are recorded.

S   Employee's wages are subject to Social Security and Medicare. Sick pay is exempt from both. The portion of wages identified as sick pay is not recorded as FICA taxable wages.

M   Employee's wages and sick pay are subject to Medicare only. Wages and sick pay are recorded as FICA taxable wages.

Note: The Payroll application uses only the FIT and FICA fields to calculate tax if the employee's marital status is N.

The system continues to accumulate the employee Social Security and Medicare taxable wages but does not accumulate the tax once the wages reach the limits you entered in the Deduction Distribution file. You can assign different limits for employee and employer Social Security and Medicare.

The wages can accommodate these different limits as well as to cover the possibility of a reversal or an adjustment where the tax collected earlier in the year may need to be returned to the employee.

- If you have just converted your files to XA, verify the data in the following files:

    – Employee Master file:

       – Employee Social Security/Medicare taxable
       – Social Security tax withheld
       – Medicare tax withheld

    – Deduction Distribution file:

       – Company record for the employer Social Security/Medicare liability
       – Company record for the employer and employee Social Security/ Medicare distribution accounts.

The system calculates employer liability based on the accumulated employee's taxable fields for a given company. You should only have to minimally correct these taxable fields.

Note: Check FUTA, Social Security, and Medicare rates at the beginning of each year because these rates may change. Change the Federal tax distribution record in the Deduction Distribution file to reflect current rates.

- You can calculate Social Security and Medicare separately for employer and employee. The Payroll application handles up to four rates and/or limits. The system bases employee Social Security and Medicare contributions on the current gross plus the YTD taxable gross for that employee. The system bases employer Social Security and Medicare contributions on the current gross plus the YTD taxable gross for that company. Even though the calculation rates agree, you may find a logical discrepancy between these amounts because the system rounds off employee Social Security and Medicare for each employee in a payroll run.

- Assign state, county, and local codes for tax purposes, for government reporting, or for employees who work in multiple states.

- If employees work for you in more than one state, assign the state code for the state in which they work the most. If you withhold state tax, assign the distribution number you assigned in the Deduction Distribution file for that state as the state code.

- Assign the employee's standard working shift. The Payroll application uses this shift number to determine whether or not the employee is eligible for a shift-differential bonus when the employee works a non-standard shift. Indicate if the employee normally works first, second, or third shift (1, 2, or 3). If you assign 2 or 3, the Payroll application adds the differential to the employee's hourly rates.

- Assign a department number for the employee's home department. The home department is the one in which the employee normally works. The department identification must exist in the Labor Distribution file.

When you add records, also complete forms PR-04 and PR-05. Use these forms to gather information for the Employee Miscellaneous Deduction and Employee State/County/Local files.

- **Change Employee master information.** You can change any of an employee's basic information and additional W-2 data. Use form PR-03. If you activated the privileged level of security, only user IDs that have privileged authorization can make changes to quarterly and year-to-date information.

To change a state, county, or local code in an employee record, use form PR-04 to gather information. Perform the following tasks to verify the file:

- Write in the employee number.
- Write in C for the action code.
- Write information in only the fields you want to change.

- **Delete employees.** You can only delete an employee when no payroll balances exist for that employee. Normally, you delete an employee record only when you have erroneously added that employee record.

Note: If the system contains an employee record with a balance, the only way to delete the record is to use the Employee Termination option to flag the record. The application deletes the record when you select Reset Master Balances during year-end closing after you have completed W-2 reporting.

Use form PR-04 to gather information for the employee record you want to delete so you can ensure accuracy in the file:

- Write in the correct employee number.
- Write in D (delete) for the action code.

What information you need: Forms PR-02 and PR-03

What reports are printed: Employee Master Maintenance listing (AMPTU)

What forms you need: None.

The basic steps for maintaining files follows each display.

AMPTU1–Employee Master (Select)

Use this display to set up and maintain an Employee Master file record for an individual employee.

This display appears if you select option 1 (Employee Master) from the File Maintenance menu (AMPM10). Before you add or change Employee Master file records, be sure the Deduction Distribution, Labor Distribution, and Tax Table master files are up to date. Certain information entered during Employee Master file maintenance also appears in these other master files.

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```
     DATE **/**/**              PAYROLL FILE MAINTENANCE        SELECT    AMPTU1  **
                                   EMPLOYEE MASTER



                         EMPLOYEE NUMBER     nnnnn
                         ACTION CODE <A/C/D>     A

                         DO YOU WANT TO SEE PRIVILEGED DATA <YES/NO>   aA3










                                                        F24 DISPLAY STATUS


```

What to do

- Type in the information requested and press **Enter**. The Employee Master (Add) display (AMPTU2) appears.

- To review the session status or to end the session, use **F24**.

Function keys

F24 DISPLAY STATUS causes the Employee Master (Status) display (AMPTU4) to appear. The display shows the status of the file maintenance session.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

EMPLOYEE NUMBER [?]. Required. Type in the employee number used to identify the employee.

ACTION CODE (A/C/D). Required. Type in one of the following codes:

A   Add
C   Change
D   Delete.

DO YOU WANT TO SEE PRIVILEGED DATA (YES/NO). Required. This field appears if you need a user ID authorized for privileged data. Type in **YES** to enter or review an employee's cumulative payroll data (such as gross earnings, Federal taxes paid, or weeks worked) on display AMPTU3. Enter this information when you first created the record. The application updates this information every time you pay the employee. After you create the file and activate the privileged security level, only a user with a user ID authorized for privileged information can access that information.

AMPTU2–Employee Master (Add, Change, Delete)

Use this display to enter personnel data, job information, and other data the system can use to calculate gross pay and tax withholdings.

This display appears during Employee Master file maintenance.

```
DATE **/**/**            PAYROLL FILE MAINTENANCE         CHANGE    AMPTU2  **
                              EMPLOYEE MASTER
EMPLOYEE NO.  *****                    COMPANY NO. nn
NAME        aaaaaaaaaaaaaaaaaaaaaaA25  STREET       aaaaaaaaaaaaaaaaaaaA20
CITY/STATE  aaaaaaaaaaaaaaaaaA20       ZIP CODE    aaaaaaaA10
PHONE       aaaaaaaaaaaaaaaaaA20       MAIL CHECK <Y/N>          A
SOC SEC NO.          nnnnnnnnn         MARITAL STATUS <M/S/H/N> A
HOME DEPT         aaA4                 HOME PRODUCTION FACILITY aaaA5
SHIFT CODE        n                    OCCUPATION DESC          aaaaaaaA10
MINORITY CODE     A                    WORKERS COMP CODE        nnnnn
FIT APPLY <Y/N/S>  A                   SS/MED APPLY <Y/N/S/M>   A
FIT EXEMPTIONS     nn                  PENSION PLAN <Y/N>       A
EXTRA FIT $          nnn.nn            EXTRA FIT %              nn.n
PROTECT PAY <P/ >  A                   PAY TYPE <H/S/N>         B
HIRE DATE         nnnnnn               PAY FREQ <WK/BW/MN/SM>   BB
SALARY            nnnnn.nn             REG HR RATE              nn.nnn
OVRTIME HR RATE       nn.nnn           PREM HR RATE             nn.nnn
UNION CODE        nnn                  STATE CODE               nnn
COUNTY CODE       nnn                  LOCAL CODE               nnn
CREW NUMBER       nnn                  WORK SCHEDULE <1-999>    nnn
MULTI-JOB <Y/N>   A                    D.O.B. (MM/DD/YYYY)      nn/nn/nnnn

                                       F18 REFRESH SCREEN
                                       F19 RETURN TO SELECT
```

What to do

- Type in the information required and press **Enter**. If you have the authority to see privileged data, the Employee Master (Add, Change, Select) display (AMPTU3) appears; otherwise, the Employee Master (Select) display (AMPTU1) appears again.

- To see the display as it was before you typed anything in the fields, use **F18**.

Function keys

F18 REFRESH SCREEN causes display AMPTU2 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPTU1 to appear again; no file updating occurs.

Fields

Certain fields require entry as a result of application tailoring options selected; other fields require entry because of information in other master files. See the requirements that follow each field.

EMPLOYEE NO.. The employee number as entered on display AMPTU1 used to identify the employee.

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COMPANY NO.. Appears and is required if you selected multiple company support during application tailoring. When you add a record, type in the number of the company for which the employee normally works.

NAME. Type in the name of the employee, using up to 25 characters. Use this field when you prepare various payroll reports.

STREET
CITY/STATE
ZIP CODE. Type in the home address of the employee in these three fields. Use this fields when you prepare W-2 forms each year. The information may appear on employee paychecks.

PHONE. Type in the employee's complete telephone number, including area code, if applicable. This field is optional and appears on the Current Employee Listing and Employee Master Listing.

MAIL CHECK (Y/N). Required. Type in **Y** (Yes) only when you are to mail the employee's paycheck. If you do not make an entry, the system uses the default N (No).

SOC SEC NO. (Social Security Number). Use this field when you prepare government reports. Type in the employee's Social Security identification number.

MARITAL STATUS (M/S/H/N). Required when you calculate taxes and ensures that the system uses the proper tax table. Type in one of the following codes:

M   Married; married tax table is used
S   Single; single tax table is used
H   Head of household; head of household tax table is used
N   No tax table is used.

Used to select tax table records from the Tax Table file.

If you select a marital status of N, the system uses the extra FIT amount and/or extra FIT percent entered for that employee to calculate Federal taxes.

HOME DEPT (Home Department). Required. Type in the number of the department to which the employee is assigned. The Deduction Distribution file uses this field to retrieve appropriate records in the Labor Distribution file. The Labor Distribution file must contain a corresponding code for the home department.

HOME PRODUCTION FACILITY. Required if you choose to break down labor costs to facility within department. Type in the facility identification associated with the employee's home department. The Labor Distribution file must contain a corresponding code for the home production facility.

SHIFT CODE. Required. Type in one of the following codes:

1   First shift
2   Second shift
3   Third shift.

Use the shift code so the system can apply the correct shift differential rate to the employee's hourly rate. If you enter 2 or 3, the application always adds the shift-differential bonus to the hourly rate. For automatic overtime calculation, the system

also applies the bonus when an employee works non-standard shift hours. Always enter rates as if the employee works the first shift.

OCCUPATION DESC (Occupation Description). Type in the employee's occupation description or job title.

MINORITY CODE. Use this field when you prepare statistics relating to affirmative action programs. Refer to standard government codes as necessary.

WORKERS COMP CODE (Worker's Compensation Code). Use this field to prepare the Worker's Compensation Worksheet. The worker's compensation code is the 5-digit code assigned to the employee and represents a compensation category. Group similar employees together. For example, you might code all office personnel as 0100.

FIT APPLY (Y/N/S). Type in one of the following codes:

Y   Yes. Employee's wages are subject to Federal income tax. Sick pay is considered taxable.

N   No. Employee's wages are not subject to Federal income tax. No withholding tax will be computed but FIT and FUTA taxable wages will be recorded.

S   Sick pay. Employee's wages are subject to Federal income tax but sick pay is exempt. The portion of wages identified as sick pay is not recorded as FIT or FUTA taxable wages.

Do not change this response during the year.

SS/MED APPLY (Y/N/S/M). Type in one of the following codes:

Y   Employee's wages are subject to Social Security and Medicare. Sick pay is considered taxable for both.

N   Employee's wages are not subject to Social Security or Medicare. No withholding tax is computed and no FICA-taxable wages are recorded.

S   Employee's wages are subject to Social Security and Medicare. Sick pay is exempt from both. The portion of wages identified as sick pay is not recorded as FICA taxable wages.

M   Employee's wages and sick pay are subject to Medicare only. Wages and sick pay are recorded as FICA taxable wages.

Note: The Payroll application uses only the *Extra FIT $* and/or *Extra FIT %* to calculate tax if the employee's marital status is **N**.

The system continues to accumulate the employee Social Security and Medicare taxable wages but does not accumulate the tax once the wages reach the limits you entered in the Deduction Distribution file. You can assign different limits for employee and employer Social Security and Medicare.

Do not change this response during the year.

FIT EXEMPTIONS. Required for Federal income tax calculations. The number of exemptions determines the exemption amount used from the Tax Table file. Type in the number of personal exemptions claimed by the employee.

PENSION PLAN (Y/N). Required. Type in **Y** (Yes) if an employee participates in an authorized pension plan; otherwise, type in **N** (No).

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EXTRA FIT $ (Extra FIT Dollar Amount). Type in an additional fixed dollar amount you want the system to deduct from an employee's wages for Federal income taxes. Based on the marital status code of the employee, one of the following happens:

M, S, or H The system deducts a fixed dollar amount from an employee's wages, over and above normal Federal taxes

N The system considers the fixed dollar amount to be the Federal tax amount withheld.

Note: You can use an extra FIT dollar amount in combination with an extra FIT percentage for an employee.

EXTRA FIT % (Extra FIT Percent). Type in an additional fixed percentage you want the system to apply against an employee's wages. The system deducts the resulting amount from the employee's wages for Federal income taxes. Based on the marital status code of the employee, one of the following happens:

M, S, or H The system deducts the resulting amount from an employee's wages, over and above normal Federal taxes

N The system considers the resulting amount to be the Federal taxes withheld.

Note: You can use an extra FIT percentage in combination with an extra FIT dollar amount for an employee.

PROTECT PAY (P/blank). Type in one of the following codes:

P Protected employee; protected authority is required
blank Not protected; no protected authority required.

The system processes protected records in a separate task from records of regular hourly or salaried employees. This field identifies highly compensated employees and assists in the nondiscrimination tests under salary deferral plans. Also, you must have the authority to process protected employee records in order to update or use protected employees' information during payroll processing.

PAY TYPE (H/S/N). Required for payroll calculations. Type in one of the following codes:

H Hourly
S Salaried
N Nonexempt, salaried.

If you type in regular hours for a salaried non-exempt employee and the employee worked these hours on second or third shift, hourly shift differentials are computed and added to the base salary.

If you type in overtime hours, the application extends the hours by the applicable hourly rate after any shift differential has been added in. The result is added to the base salary or salary plus shift differential.

HIRE DATE. Type in the date you hired the employee.

PAY FREQ (Pay Frequency) (WK/BW/MN/SM). Required to ensure the system uses the proper tax table. You must include a pay frequency in order to update the Weeks Worked field (display AMPTU3) during payroll processing. Type in one of the following codes to indicate how often you pay an employee:

WK	Weekly: paid once each week
BW	Biweekly: paid every two weeks
MN	Monthly: paid once each month
SM	Semimonthly: paid twice each month

To change from weekly to biweekly pay frequency:

1. Change the pay frequency code to BW in the Employee Master file.

2. Adjust the salary for the salaried employee in the Employee Master file.

3. Add new tax table records for Federal, State, County, and Local taxes for Biweekly pay frequency.

4. Adjust the amount of any fixed amount deductions so the month/YTD totals are the same.

5. Make the necessary changes to the Labor Distribution Premium record codes if automatic overtime is involved.

SALARY. For a salaried employee, type in the salary per pay period. For a nonexempt salaried employee, type in both a salary amount and hourly rates.

REG HR RATE (Regular Hourly Rate). For an hourly or nonexempt salaried employee, type in the employee's regular hourly rate. The hourly rate always applies to first shift.

For example, if base pay is $7.00, but the employee works second shift, the system automatically adds the shift differential you specified to the base, if you selected shift differential support during application tailoring. If the differential is $.20 per hour, you would pay this employee $7.20 per hour for the second shift hours worked.

OVRTIME HR RATE (Overtime Hourly Rate). For an hourly or nonexempt salaried employee, type in the employee rate for overtime pay.

PREM HR RATE (Premium Hourly Rate). Type in the hourly premium pay rate for hourly or non-exempt employees. Payroll considers premium time as additional hours paid an employee, not actual work hours.

For example, you use premium time. An employee works 10 hours. Enter 10 regular hours and some number of premium hours (usually ³ the regular rate). By doing this, you compensate the employee for the extra hours he or she works.

UNION CODE. If you selected union distribution during application tailoring, type in the distribution number from the Deduction Distribution file for the union to which this employee belongs.

STATE CODE
COUNTY CODE
LOCAL CODE. Use the state, county, and local codes for the following:

• Tax purposes
• Government reporting
• Employees who work in more than one state.

Type in the same distribution numbers you defined in the Deduction Distribution file for the state, county, and local taxes for the employee's work location.

If you have a state tax to withhold, use the distribution code defined in the Deduction Distribution file. Enter this code if the state in which the employee works has disability insurance or income tax.

Note: You must have records set up in the Employee State, County, or Local file (EMPSCL) for any codes you enter here or you cannot complete the payroll Calculator menu option.

CREW NUMBER. Appears if PM&C is installed. Type in the crew number, if the employee belongs to a crew.

WORK SCHEDULE (1-999). Appears if PM&C is installed. Type in the work schedule for this employee.

MULTI-JOB (Y/N). Appears if PM&C is installed. Type **Y** (Yes) if the employee can work on more than one job at a time; otherwise, type **N** (No).

REFERENCE DATE. Optional and user-defined. Type in the additional date you have defined for reference use. This field appears on some reports but is not the basis for any calculations. The system considers this field to hold privileged data.

AMPTU3–Employee Master (Add, Change, Delete)

Use this display to enter or review an employee's cumulative payroll data.

This display appears if you maintain the Employee master file. Display AMPTU3 appears only if you have a privileged user ID (if you activated security after you created the file). Request authority to view privileged data on display AMPTU1.

When you create the Employee Master file, you may enter quarterly totals pertaining to the following:

- Gross earnings
- Federal taxes withheld
- Weeks worked
- Sick pay wages
- Earned income credits
- FIT taxable wages
- FUTA taxable wages
- Fringe benefit payments.

You may also enter year-to-date hours for the following:

- Total regular and overtime
- Sick time
- Holiday
- Vacation

Once you install your payroll system, the Payroll application updates this information and no workstation updating is necessary.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE       CHANGE     AMPTU3  **
                              EMPLOYEE MASTER

EMPLOYEE NO.  *****    *************************
  FEDERAL              QTR 1         QTR 2         QTR 3         QTR 4
    GROSS EARNINGS     n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn
    GROSS TAXABLE      n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn
    FED TAX            n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn
    SOSC/MED TXBL      n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn
    SOSC TAX             nn,nnn.nn     nn,nnn.nn     nn,nnn.nn     nn,nnn.nn
    MEDICARE TAX         nn,nnn.nn     nn,nnn.nn     nn,nnn.nn     nn,nnn.nn
    FRINGE TAXABLE     n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn
    EIC PAYMENTS         nn,nnn.nn     nn,nnn.nn     nn,nnn.nn     nn,nnn.nn
    FED UNEMPLOYMENT   n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn  n,nnn,nnn.nn
    WEEKS WORKED            nn            nn            nn            nn
    SICK PAY             nn,nnn.nn     nn,nnn.nn     nn,nnn.nn     nn,nnn.nn

     SICK HOURS ALLOWED  nn,nnn.nn    VACATION HOURS ALLOWED   nn,nnn.nn
YEAR TO DATE HRS   WORKED       OVERTIME    SICK        HOLIDAY      VACATION
                 nnnnn.nn      nnnnn.nn    nnn.nn      nnnnn.nn    nnnnn.nn
 UPDATE ADDITIONAL EMPLOYEE INFORMATION <Y/N> A
                                                     F18 REFRESH SCREEN
                                                     F19 RETURN TO SELECT
```

What to do

When you install your Payroll application, type in the information requested and press **Enter**. After installation, the system updates these fields for you. If you selected to update additional employee information, the Employee Master–Additional Employee Information (Add, Change, Delete) display (AMPTU3A) appears; otherwise, the Employee Master (Select) display appears again.

Function keys

F18 REFRESH SCREEN causes display AMPTU3 to appear with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPTU1 to appear again; no file updating occurs.

Fields

EMPLOYEE NO.. The number as entered on display AMPTU1 used to identify the employee.

Employee Name. The name of the employee identified by this employee number.

FEDERAL.

    GROSS EARNINGS:
    GROSS TAXABLE:
    FED TAX (Federal Tax):
    SOSC/MED TXBL (Social Security/Medicare Taxable):
    SOSC TAX (Social Security Tax):
    MEDICARE TAX:
    FRINGE TAXABLE (Other Compensation Taxable):
    EIC PAYMENTS:
    FED UNEMPLOYMENT (Federal Unemployment Insurance Taxable):

When you install the application, type in quarterly amounts for these fields.

WEEKS WORKED. When you install the application, type in the number of weeks the employee worked during each quarter.

SICK PAY. When you install the application, type in the sick pay amounts the employee received during each quarter.

SICK HOURS ALLOWED. When you install the application, add an employee, or change sick hours allowance for an employee, type in the number of sick hours allowed for the employee for the year.

VACATION HOURS ALLOWED. When you install your Payroll application, add an employee, or change vacation hours allowance for an employee, type in the number of vacation hours allowed for the employee for the year.

YEAR TO DATE HRS (Year To Date Hours).

> *WORKED*:
> *OVERTIME*:
> *SICK*:
> *HOLIDAY*:
> *VACATION*:

When you install the application or add an employee, type in year-to-date amounts for the preceding fields.

UPDATE ADDITIONAL EMPLOYEE INFORMATION (Y/N). Type in **Y** (Yes) to enter or update additional data for the employee; otherwise, type in **N** (No). If you selected *ACTION CODE* A (Add), the default is Y. If you selected *ACTION CODE* C (Change), the default is N.

AMPTU3A–Employee Master–Additional Employee Information (Add, Change, Delete)

Use this display to enter or review an employee's additional information.

This display appears during Employee Master file maintenance. Display AMPTU3A appears only if you responded Y (Yes) to *UPDATE ADDITIONAL EMPLOYEE INFORMATION* on display AMPTU3.

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```
  DATE **/**/**             PAYROLL FILE MAINTENANCE        CHANGE     AMPTU3  **
                               EMPLOYEE MASTER

  EMPLOYEE NO.   *****    *************************
   FEDERAL                  QTR 1         QTR 2          QTR 3          QTR 4
     GROSS EARNINGS      n,nnn,nnn.nn  n,nnn,nnn.nn   n,nnn,nnn.nn  n,nnn,nnn.nn
     GROSS TAXABLE       n,nnn,nnn.nn  n,nnn,nnn.nn   n,nnn,nnn.nn  n,nnn,nnn.nn
     FED TAX             n,nnn,nnn.nn  n,nnn,nnn.nn   n,nnn,nnn.nn  n,nnn,nnn.nn
     SOSC/MED TXBL       n,nnn,nnn.nn  n,nnn,nnn.nn   n,nnn,nnn.nn  n,nnn,nnn.nn
     SOSC TAX              nn,nnn.nn     nn,nnn.nn      nn,nnn.nn     nn,nnn.nn
     MEDICARE TAX          nn,nnn.nn     nn,nnn.nn      nn,nnn.nn     nn,nnn.nn
     FRINGE TAXABLE      n,nnn,nnn.nn  n,nnn,nnn.nn   n,nnn,nnn.nn  n,nnn,nnn.nn
     EIC PAYMENTS          nn,nnn.nn     nn,nnn.nn      nn,nnn.nn     nn,nnn.nn
     FED UNEMPLOYMENT    n,nnn,nnn.nn  n,nnn,nnn.nn   n,nnn,nnn.nn  n,nnn,nnn.nn
     WEEKS WORKED              nn            nn             nn            nn
     SICK PAY             nn,nnn.nn     nn,nnn.nn      nn,nnn.nn     nn,nnn.nn

      SICK HOURS ALLOWED  nn,nnn.nn    VACATION HOURS ALLOWED   nn,nnn.nn
   YEAR TO DATE HRS  WORKED        OVERTIME    SICK        HOLIDAY      VACATION
               nnnnn.nn        nnnnn.nn   nnn.nn      nnnnn.nn     nnnnn.nn
   UPDATE ADDITIONAL EMPLOYEE INFORMATION <Y/N> A
                                                      F18 REFRESH SCREEN
                                                      F19 RETURN TO SELECT
```

What to do

- Type in the requested information for the employee and press **Enter**. The Employee Master (Select) display (AMPTU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

Function keys

F18 REFRESH SCREEN causes display AMPTU3A to appear with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPTU1 to appear again; no file updating occurs.

Fields

EMPLOYEE NO.. The number as entered on display AMPTU1 used to identify the employee.

Employee Name. The name of the employee identified by this employee number.

The system uses the **STATUTORY EMPLOYEE**, **DECEASED**, **LEGAL**, and **942 EMPLOYEE** fields to print W-2 registers and forms. Type in **Y** to control the printing of an X in the associated box on the W-2 form.

STATUTORY EMPLOYEE. Type in **Y** (Yes) if this is a statutory employee; otherwise, type in **N** (No). See *Circular E: Employer's Tax Guide* for the definition of this type of employee.

DECEASED. Type in **Y** (Yes) if the employee is dead; otherwise, type in **N** (No).

LEGAL. Type in **Y** (Yes) if the employee name printing on the W-2 is for a trust account or if another name of an acting legal representative prints; otherwise, type in **N** (No).

942 EMPLOYEE. Type in **Y** (Yes) for household employees; otherwise, type in **N** (No).

EIC ELIGIBLE (Earned Income Credit Eligible) (B/Y/N). Type in one of the following codes identifying the employee's eligibility for earned income credit payments:

B   Both the employee and spouse are eligible and have W-5 forms on file
Y   Employee is eligible and has a W-5 form on file
N   Employee is not eligible.

If an employee is eligible for earned income credit, the code ensures that the system uses the proper tax table to calculate the EIC payments; otherwise, no EIC is calculated.

AMPTU4–Employee Master (Status)

Use this display to review the status of the current file maintenance session.

This display appears if you use **F24 DISPLAY STATUS** on display AMPTU1. This is the last display to appear during Employee Master file maintenance. The session status shows the number of records that you added, changed, or deleted during the current file maintenance session.

```
'
  DATE **/**/**                    PAYROLL FILE MAINTENANCE      STATUS     AMPTU4  **
                                        EMPLOYEE MASTER




   SESSION STATUS
    RECORDS ADDED      *********          RECORDS DELETED  *********
    RECORDS CHANGED    *********






                                                      ENTER TO CONTINUE
                                                      F24 END OF JOB



```

What to do

To end the session, use **F24**. The Employee Master Maintenance Listing is scheduled to print.

Function keys

F24 END OF JOB ends Employee Master file maintenance and schedules the Employee Master Maintenance Listing (AMPTU) for printing.

Fields

RECORDS ADDED. The number of records added during this session.

RECORDS DELETED. The number of records deleted during this session.

RECORDS CHANGED. The number of records changed during this session.

Option 2. Employee State/County/Local (AMPM10)

Use this option to add a new employee record to the Employee State/County/Local file, or change or delete employee information already in the file.

This file uses information from the Deduction Distribution, Labor Distribution, and Tax Table files. Be sure those files are up to date before you add or change a record in the Employee Master file.

What information you need: None.

What reports are printed: Employee State/County/Local Maintenance Listing (AMPVU).

What forms you need: PR-04.

The basic steps to maintain the Employee State/County/Local file follow each display.

AMPVU1–Employee State/County/Local (Select)

Use this display to set up and maintain an Employee State/County/Local file record for each employee for each tax withheld from the employee's earnings, if you selected state/county/local support during application tailoring.

This display appears if you select option 2 (Employee State/County/Local) from the File Maintenance menu (AMPM10). Before adding or changing records, be sure the Employee Master and Deduction Distribution files are up to date. Also, be sure a Tax Table file record exists that matches the marital status and pay frequency for the tax you want to withhold.

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```
'
 DATE **/**/**              PAYROLL  FILE  MAINTENANCE       SELECT    AMPVU1  **
                            EMPLOYEE  STATE/COUNTY/LOCAL

              COMPANY NUMBER                    nn
              EMPLOYEE NUMBER                   nnnnn
              DISTRIBUTION CODE <A/I/L/K/S>     A
              DISTRIBUTION NUMBER              nnn

              ACTION CODE <A/C/D>               A

              DO YOU WANT TO SEE PRIVILEGED DATA <YES/NO>  aA3




                                                    F24 DISPLAY STATUS
```

What to do

Type in the information requested and press **Enter**. The Employee State/County/ Local (Add, Change, Delete) display (AMPVU2) appears.

Function keys

F24 DISPLAY STATUS causes the Employee State/County/Local (Status) display (AMPVU4) to appear. The display shows the status of the file maintenance session.

Fields

[?]   appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Appears and is required if you selected multiple company support during application tailoring. Type in the company number for which this employee works.

EMPLOYEE NUMBER [?]. Required. Type in the employee number whose state/ county/local taxes you are defining.

DISTRIBUTION CODE (A/I/L/K/S). Required. Type in the distribution code that identifies the tax table to be used:

A   State unemployment insurance; an S type distribution record must exist
I   State disability insurance
L   Local taxes
K   County taxes
S   State taxes.

A Deduction Distribution record must exist for each distribution code you select. Distribution code A must have the same distribution number as distribution code S.

DISTRIBUTION NUMBER. Required. Type in the appropriate distribution number from the Deduction Distribution file. This number works with the distribution code to identify the tax table used.

ACTION CODE (A/C/D). Required. Type in one of the following codes to identify the type of maintenance you want to perform:

A   Add a record
C   Change a record
D   Delete a record.

DO YOU WANT TO SEE PRIVILEGED DATA (YES/NO). Appears if you need a user ID that can see privileged data. Type in **YES** to enter or review quarterly information on display AMPVU3. Enter this information when you first create the record. The application updates this information. After you create the file and activate the privileged security level, only a user ID authorized for privileged information can access that information.

AMPVU2—Employee State/County/Local (Add, Change, Delete)

Use this display to enter descriptive data for the employee number and taxing body shown on display AMPVU1.

This display appears during Employee State/County/Local file maintenance. The data you enter identifies the number of personal or tax credit exemptions and any additional withholdings the employee requested.

```
  '
   DATE **/**/**              PAYROLL  FILE  MAINTENANCE        CHANGE     AMPVU2  **
                            EMPLOYEE  STATE/COUNTY/LOCAL

          COMPANY  NUMBER                **
          EMPLOYEE  NUMBER               *****     *************************
          DISTRIBUTION  CODE             *
          DISTRIBUTION  NUMBER           ***       ***************

          MARITAL  STATUS  <M/S/H/N/O>    A
          STANDARD  DEDUCTION   <0/1/2>   n
             LIMITS  CODE
          EXEMPTIONS                     TYPE 1     TYPE 2     TYPE 3
             PERSONAL                      nn         nn         nn
             TAX  CREDIT                   nn         nn         nn
          EXTRA  WITHHOLDING
             AMOUNT                      nnn.nn
             %  OF  GROSS                 nn.n
          %  OF  TAX  TO  WITHHOLD         nnn

                                                    F18  REFRESH  SCREEN
                                                    F19  RETURN  TO  SELECT
```

What to do

- Type in the information requested and press **Enter**. If you requested to see privileged data, the Employee State/County/Local (Add, Change, Delete) display (AMPVU3) appears; otherwise, the Employee State/County/Local (Select) display (AMPVU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

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Function keys

F18 REFRESH SCREEN causes display AMPVU2 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPVU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company for which the employee works.

EMPLOYEE NUMBER. The number used to identify the employee, as assigned in the Employee Master file.

DISTRIBUTION CODE. The distribution code identifying the tax table to be used:

A   State unemployment insurance
I   State disability insurance
L   Local taxes
K   County taxes
S   State taxes.

DISTRIBUTION NUMBER. The distribution number in the Deduction Distribution file that identifies the taxing body.

MARITAL STATUS (M/S/H/N/O). Required to calculate taxes and ensures that the system uses the proper tax table. Type in one of the following codes:

M   Married; married tax table is used
S   Single; single tax table is used
H   Head of household; head of household tax table is used
N   No tax table is used
O   Other; an additional classification used by some states.

STANDARD DEDUCTION LIMITS CODE (0/1/2). Type in one of the following codes:

0   The taxing body does not allow a standard deduction
1 or 2   The taxing body allows a standard deduction and uses the respective minimum and maximum limits for the standard deduction as defined in the tax table for that body.

EXEMPTIONS (PERSONAL or TAX CREDIT). Type 1 exemptions are for the number of personal tax credit exemptions allowed in the Tax Table and claimed by the employee under Type 1.

Types 2 and 3 exemptions handle different tax formulas with different rates for various types of personal or tax credit exemptions. For example, for dependent children and adults, or dependent adults over age 65.

The numbers you type in determine which tax exemption or credit the system uses from the Tax Table file. If you answered no to personal exemptions or to tax credit in the tax table, then type in 0 (zero) personal exemptions or tax credits. If you answered yes to personal or tax credit exemptions in the tax table, type in 0 (zero) through 10 personal exemptions or tax credits, depending on the number of fields coded. A code of 0 means this individual has no exemptions.

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For state, county, or local taxes, enter the number of exemptions this employee claims. If exemptions are different for spouse and children, use the additional exemption fields. If, for example, a spouse is entitled to a $50 exemption, each child is entitled to $12.50, and there are three children, code the fields like this:

Type 1 = 1
Type 2 = 3

Enter the following in the tax table:

Exemption number	Table 1	Table 2
1	50.00	12.50
2		25.00
3		37.50

and so on through the 10 lines.

Total exemptions are $50 for the husband and wife and $37.50 for the three children.

Note: For tax credit exemptions, the system applies exemption amounts as a credit to the tax after it calculates the tax.

EXTRA WITHHOLDING. Type the appropriate value in the following fields. Use an extra dollar amount with an extra percentage of gross. If you select N as the marital status, the system uses the extra amount and/or extra percent for that employee to calculate taxes.

The extra withholding fields do not appear for distribution code I (state disability insurance).

AMOUNT: Type in an additional fixed dollar amount you want to deduct from an employee's wages for taxes.

Based on the marital status code of the employee, one of the following happens:

M, S, or H   The system deducts an additional fixed dollar amount from an employee's wages, after normal taxes

N   The system considers the fixed dollar amount as the tax amount withheld.

% OF GROSS: Type in an additional fixed percentage you want to apply against an employee's wages. The system deducts the resulting amount from the employee's wages for taxes.

Based on the marital status code of the employee, one of the following happens:

M, S, or H   The system also deducts the resulting amount from an employee's wages, after normal taxes

N   The system considers the resulting amount to be the tax amount withheld.

% OF TAX TO WITHHOLD. If the taxing body permits you to prorate taxes when an employee works in more than one location, type in the percentage of calculated taxes the system should deduct. This field does not appear for distribution code I (state disability insurance).

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AMPVU3–Employee State/County/Local (Add, Change, Delete)

Use this display to enter or review cumulative tax earnings and withholding data for the employee identified.

This display appears during Employee State/County/Local file maintenance. This display appears if you entered the "Privileged" password at the beginning of the maintenance session (if required) and answered yes to the privileged data prompt on display AMPVU1.

When you create the Employee State/County/Local file, you may enter quarterly totals that pertain to taxable gross income and taxes withheld, as well as weeks worked. Once you install your system, the Payroll application updates this information, and no work station updating is necessary.

```
'
  DATE **/**/**              PAYROLL FILE MAINTENANCE        CHANGE     AMPVU3  **
                           EMPLOYEE STATE/COUNTY/LOCAL

           COMPANY NUMBER                  **
           EMPLOYEE NUMBER                 *****     *************************
           DISTRIBUTION CODE               *
           DISTRIBUTION NUMBER             ***       ***************

                              QTR 1        QTR 2        QTR 3        QTR 4
           GROSS EARNINGS   nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn
           TAXABLE GROSS    nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn
           TAX WITHHELD     nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn
           SUI WAGES        nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn

           WEEKS WORKED         nn           nn           nn           nn



                                                    F18  REFRESH SCREEN
                                                    F19  RETURN TO SELECT
```

What to do

- Type in the information requested and press **Enter**. Enter information in these fields only when you first install the Payroll application. After you install the Payroll application, the system automatically updates these fields. The Employee State/County/Local (Select) display (AMPVU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

Function keys

F18 REFRESH SCREEN causes display AMPVU3 to appear again with the values entered prior to the current maintenance session.

F19 RETURN TO SELECT causes display AMPVU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company number for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose state/county/local record you want to maintain.

Employee Name. The name of the employee identified by this employee number.

DISTRIBUTION CODE. The distribution code is one of the following:

A   State unemployment insurance
I   State disability insurance
L   Local taxes
K   County taxes
S   State taxes.

DISTRIBUTION NUMBER. The distribution number in the Deduction Distribution file that identifies the taxing body.

Description. The description in the Deduction Distribution file associated with the distribution number.

GROSS EARNINGS. Type in the amount of gross income earned this quarter.

TAXABLE GROSS. Type in the amount of taxable gross income earned this quarter.

TAX WITHHELD. Type in the amount of tax withheld this quarter.

SUI WAGES. Type in the amount of S.U.I. wages accumulated this quarter. Do not type in the S.U.I. wage limit amount; type in the actual wages accumulated.

WEEKS WORKED. Type in the number of weeks worked in this quarter.

AMPVU4–Employee State/County/Local (Status)

Use this display to review the status of the current file maintenance session.

This display appears during Employee State/County/Local file maintenance. The session status shows the number of records that you added, changed, or deleted during the current file maintenance session.

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```
'
  DATE **/**/**              PAYROLL FILE MAINTENANCE        STATUS    AMPVU4  **
                             EMPLOYEE STATE/COUNTY/LOCAL



  SESSION STATUS
   RECORDS ADDED     *********          RECORDS DELETED  *********
   RECORDS CHANGED   *********





                                              ENTER TO CONTINUE
                                              F24 END OF JOB
```

What to do

To end the session, use **F24**. The Employee State/County/Local Maintenance Listing is scheduled Stop print.

Function keys

F24 END OF JOB ends Employee Master file maintenance and schedules the Employee Master Maintenance Listing (AMPVU) to print.

Fields

RECORDS ADDED. The number of records added during this session.

RECORDS DELETED. The number of records deleted during this session.

RECORDS CHANGED. The number of records changed during this session.

Option 3. Employee Miscellaneous Deduction (AMPM10)

Use this option to add a new deduction to the Employee Miscellaneous Deduction file, or to change or delete a miscellaneous deduction already in the file.

What information you need: None.

What reports are printed: Employee Miscellaneous Deduction Maintenance Listing (AMPUU).

What forms you need: PR-05A through PR-05E.

AMPUU1–Employee Miscellaneous Deduction (Select)

Use this display to set up and maintain an Employee Miscellaneous Deduction file record for each miscellaneous deduction other than for taxes and unions that you want to withhold from an employee's pay. The deduction can be set up for direct deposit by typing **Y** in the *Electronic Deposit Deduction* field on the Add or Change display. When you press **Enter**, display AMPMU1 appears and you can enter or change electronic deposit information.

This display appears if you select option 3 from the File Maintenance menu (AMPM10). Before you add or change records, be sure a corresponding record for the deduction exists in the Deduction Distribution file. Also, the Employee Master file must contain a record for this employee.

To set up an employee record for electronic deposit of net pay, type in a deduction number of zero (0) on this display. When you press **Enter**, display AMPMU1 appears and you can type in electronic deposit information. No Deduction Distribution record with distribution number zero (0) is needed, but you must already have added the required values for electronic deposit support to the Deduction Distribution Code C record.

To set up a company offset record for electronic deposit, type in an employee number of zero (0) with a deduction number of zero (0). You must have already added the required values for electronic deposit support to the Deduction Distribution Code C record before you can add this special record. See "EMPLOYEE NUMBER [?]" on page 12-29 and "DEDUCTION NUMBER" on page 12-29 for more information.

Notes:

1. The percent of disposable income deduction is only valid for directed deductions. You cannot use it in combination with any other deduction types.

2. If Life-to-date balance + the current deduction + the partial unit cost remaining (if applicable) > lifetime limit, the Payroll application adjusts the current deduction so it meets but does not exceed the lifetime limit. The Payroll application also stops deduction from the employee's pay unless you increase the lifetime limit. The system does not reset these fields during year-end processing.

3. Directed deductions (type D) are deducted first, followed by any tax-deferred or pre-tax deductions. The application uses the following strategy to deducted directed and miscellaneous deductions (type W), from highest to lowest:

   1. Directed

   2. Tax deferred (type T)

   3. IRA (type I)

   4. Cafeteria (type C)

4. Other deductions (type O) are taken last, and in sequence from low to high, based on the last two digits of the deduction number.

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```
'
 DATE **/**/**                PAYROLL FILE MAINTENANCE     SELECT    AMPUU1   **
                             EMPLOYEE MISCELLANEOUS DEDUCTION

                    COMPANY NUMBER              nn
                    EMPLOYEE NUMBER             nnnnn
                    DEDUCTION NUMBER             nnn

                    ACTION CODE <A/C/D>        A

                    DO YOU WANT TO SEE PRIVILEGED DATA <YES/NO>   aA3




                                                     F24 DISPLAY STATUS
```

What to do

Type in the requested information and press **Enter**. If you selected deduction type D, the Employee Miscellaneous Deduction (Add, Change, Delete) display (AMPUU5) appears; otherwise, the Employee Miscellaneous Deduction (Add, Change, Delete) display (AMPUU2, AMPUU3, or AMPUU4) appears.

Function keys

F24 DISPLAY STATUS causes the Employee Miscellaneous Deduction (Status) display (AMPUU7) to appear.

Fields

[?]   appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Appears and is required if you selected multiple company support during application tailoring. Type in the company number for which this employee works.

EMPLOYEE NUMBER [?]. Required. Type in the number of the employee whose deductions records you want to maintain.

An employee number of 00000 together with a deduction number of 000 identifies a company's net cash offset account that can be used with electronic deposits. See Chapter 17 for more information.

DEDUCTION NUMBER. Required. Type in the distribution number assigned to this deduction in the Deduction Distribution file. Any distribution number starting with a 9 signifies a cyclical deduction.

A deduction number of 000 signifies a net pay deduction. A net pay deduction does not have a record in the Employee Miscellaneous Deduction file, but does have a record in the Employee Electronic Funds Transfer file. See Chapter 17 for more information.

ACTION CODE (A/C/D). Required. Type in one of the following codes to identify the type of maintenance you want to perform:

A   Add a record
C   Change a record
D   Delete a record.

DO YOU WANT TO SEE PRIVILEGED DATA (YES/NO). Appears if you need a user ID that can see privileged data. Type in **YES** to enter or review quarterly information. Enter this information when you first create the record. The Payroll application updates this information. After you create the file and activate the privileged security level, only a user with a user ID authorized for privileged information can access that information.

AMPUU2–Employee Miscellaneous Deduction Type I or C (Add, Change, Delete)

Use this display to enter detailed data for an IRA deduction (Type I) or a cafeteria plan deduction (Type C).

This display appears if you define the selected deduction as type I or C in the Deduction Distribution file.

See the notes on page 12-28 for more information.

```
 '
   DATE **/**/**          PAYROLL FILE MAINTENANCE     CHANGE    AMPUU2  **
                  EMPLOYEE MISCELLANEOUS DEDUCTION TYPE I OR C
        COMPANY NUMBER        **
        EMPLOYEE NUMBER     ***** *************************
        DEDUCTION NUMBER      ***  **************

  DEDUCTION - USE ONE OR MORE
        FIXED AMOUNT     nnnnn.nn
        HOURLY RATE       nn.nnn
        PERCENT OF GROSS    nnn.nnn

  EMPLOYEE DEDUCTION
    ANNUAL LIMIT AMOUNT     nnnnnnn.nn     DEDUCTION FREQUENCY <0-9> n
    LIFETIME LIMIT AMOUNT   nnnnnnn.nn     GL OVERRIDE ACCT   aaaaaaaaaaaaA15
    LIFE TO DATE AMOUNT   nnnnnnn.nn       ELECTRONIC DEPOSIT DEDUCTION   A


             QTR 1        QTR 2        QTR 3        QTR 4
  DEDUCTION AMOUNT   nnnnnnn.nn    nnnnnnn.nn    nnnnnnn.nn    nnnnnnn.nn
  MATCHING TDD      nnnnnnn.nn    nnnnnnn.nn    nnnnnnn.nn    nnnnnnn.nn
                              F18 REFRESH SCREEN
                              F19 RETURN TO SELECT
                              F21 TAXABLE INDICATORS
```

What to do

- Type in the information requested and press **Enter**. The Employee Miscellaneous Deduction (Add) display (AMPUU6) appears.

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- To see the display as it was before you typed anything in the fields, use **F18**.

Function keys

F18 REFRESH SCREEN causes display AMPUU2 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPUU1 to appear again; no file updating occurs.

F21 TAXABLE INDICATORS causes display AMPUU6 to appear. You can override taxable and reported indicators in the DISTRB file for this deduction. **F21** appears only in Change mode.

Fields

COMPANY NUMBER. The company number for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction records you want to maintain.

Employee Name. The name of the employee identified by this employee number.

DEDUCTION NUMBER. The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

Deduction Description. The description associated with the deduction number in the Deduction Distribution file.

DEDUCTION—USE ONE OR MORE. Type in a value for at least one of the following fields. If you enter a value for more than one of these fields, the system combines and deducts the resulting amounts.

Note: You do not enter data if the deduction frequency is 0 (zero).

FIXED AMOUNT: Type in an amount if you want the deduction to be the same each time system withholds the deduction.

HOURLY RATE: Type in an hourly rate the system multiplies by the total hours worked during the pay cycle when the system withholds the deduction.

PERCENT OF GROSS: Type in a percentage the system multiplies by gross earnings for the pay cycle when the system withholds the deduction.

ANNUAL LIMIT AMOUNT. If the employee chooses to stop contributing after you deduct a specific amount for the calendar year, type in that amount. When the deduction amount equals the annual limit amount, the system no longer takes the deduction. If you leave this field blank, you indicate that there is no limit.

DEDUCTION FREQUENCY (0-9). Required. Type in one of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

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2	Deduction taken during pay cycle 2
3	Deduction taken during pay cycle 3
4	Deduction taken during pay cycle 4
5	Deduction taken during pay cycles 1 and 3
6	Deduction taken during pay cycles 2 and 4
7	Deduction taken during every pay cycle
8	Deduction taken during pay cycles 1 through 4
9	Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

LIFETIME LIMIT AMOUNT. Type in the maximum amount allowed for this deduction for the lifetime of this deduction record. If you leave this field blank, you indicate that there is no limit. You cannot lower this limit amount to below the life-to-date balance. If this is a cyclical deduction and you lower this limit amount to less than the amount needed to pay the next remittance, the system refunds the partial unit cost remaining.

GL OVERRIDE ACCT. Type in the general ledger account number you want to use to override the general ledger liability account number that exists in the Deduction Distribution file for the miscellaneous deduction.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

LIFE TO DATE AMOUNT. Type in the amount for this deduction accumulated to date by this employee. Once you install your payroll system, the Payroll application updates this information.

Note: The system does not reset this field when you select option 10 (Reset Deduction Balances) from the Quarter/Year-end Processing menu (AMPM08).

DEDUCTION AMOUNT. This field appears if you used a "Privileged" user ID at the beginning of the maintenance session (if required) and answered yes to the privileged data prompt on display AMPUU1. The system uses this field when it creates the Employee Miscellaneous Deduction file if the employee has accumulated monies for this deduction. Type in the amount accumulated by the employee for each quarter. Once you install your payroll system, the Payroll application updates this information.

MATCHING TDD. This field appears if you used a "Privileged" user ID at the beginning of the maintenance session (if required) and answered yes to the privileged data prompt on display AMPUU1. Type in the accumulated amount by quarter of employer matching TDD (401(k)) contributions. Once you install your payroll system, the Payroll application updates this information.

ELECTRONIC DEPOSIT DEDUCTION. Required and appears only if you selected electronic deposit support during application tailoring.

A company record (Code C) that contains valid bank transit numbers and a company ID number for this company must exist in the Deduction Distribution file.

Type in **Y** (Yes) to electronically deposit this deduction. If you selected *ACTION CODE* C (Change), this field value is the value existing in the corresponding

Employee Electronic Funds Transfer (EMPEFT) file record. If you type in N (No), the system marks the record for deletion. You confirm the deletion on display AMPMU1.

AMPUU3–Employee Miscellaneous Deduction Type O (Add, Change, Delete)

Use this display to enter detailed data for other deductions (Type O).

This display appears if you maintain the Employee Miscellaneous Deduction file and you defined the selected deduction as type O in the Deduction Distribution file. If you defined the type O deduction in the Deduction Distribution file as:

- Noncyclic: the first view of this display appears.
- Cyclic: the second view of this display appears.

See the notes on page 12-28 for more information.

```
 '
   DATE **/**/**                 PAYROLL FILE MAINTENANCE      CHANGE     AMPUU3  **
                                 EMPLOYEE MISCELLANEOUS DEDUCTION TYPE O
            COMPANY NUMBER          **
            EMPLOYEE NUMBER        *****   *************************
            DEDUCTION NUMBER       ***    ***************

   DEDUCTION - USE ONE OR MORE
            FIXED AMOUNT       nnnnn.nn
            HOURLY RATE          nn.nnn
            PERCENT OF GROSS     nn.nnn

   EMPLOYEE DEDUCTION
      MAXIMUM LIMIT AMOUNT      nnnnnnn.nn      DEDUCTION FREQUENCY <0-9> n
      LIFETIME LIMIT AMOUNT     nnnnnnn.nn      GL OVERRIDE ACCT    aaaaaaaaaaaaA15
      LIFE TO DATE AMOUNT       nnnnnnn.nn      ELECTRONIC DEPOSIT DEDUCTION   A

                               QTR 1          QTR 2         QTR 3         QTR 4
      DEDUCTION AMOUNT       nnnnnnn.nn     nnnnnnn.nn     nnnnnnn.nn    nnnnnnn.nn

                                                      F18 REFRESH SCREEN
                                                      F19 RETURN TO SELECT
                                                      F21 TAXABLE INDICATORS
```

```
   EMPLOYEE DEDUCTION
      UNIT COST AMOUNT          nnnnnnn.nn      DEDUCTION FREQUENCY <0-9> n
      LIFETIME LIMIT AMOUNT     nnnnnnn.nn      GL OVERRIDE ACCT    aaaaaaaaaaaaA15
      LIFE TO DATE AMOUNT       nnnnnnn.nn
      PARTIAL UNIT COST         nnnnnnn.nn


                               QTR 1          QTR 2         QTR 3         QTR 4
      DEDUCTION AMOUNT       nnnnnnn.nn     nnnnnnn.nn     nnnnnnn.nn    nnnnnnn.nn

                                                      F18 REFRESH SCREEN
                                                      F19 RETURN TO SELECT
                                                      F21 TAXABLE INDICATORS
```

What to do

- Type in the information requested and press **Enter**. The Employee Miscellaneous Deduction (Add, Change, Delete) display (AMPUU6) appears.

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- To see the display as it was before you typed anything in the fields, use **F18**.

Function keys

F18 REFRESH SCREEN causes display AMPUU3 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPUU1 to appear again; no file updating occurs.

F21 TAXABLE INDICATORS causes display AMPUU6 to appear. You can override taxable and reported indicators in the DISTRB file for this deduction. **F21** appears only in Change mode.

Fields

COMPANY NUMBER. The company number for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction records you want to maintain.

Employee Name. The name of the employee identified by this employee number.

DEDUCTION NUMBER. The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

Deduction Description. The description associated with the deduction number in the Deduction Distribution file.

DEDUCTION—USE ONE OR MORE. Type in a value for at least one of the following fields. If you enter a value for more than one of these fields, the system combines and deducts the resulting amounts.

Note: You do not need to enter anything if the deduction frequency is 0 (zero).

FIXED AMOUNT: Type in an amount if the system deducts a constant amount each time it withholds the deduction.

HOURLY RATE: Type in an hourly rate the system multiplies by total hours worked during the pay cycle when it withholds the deduction.

PERCENT OF GROSS: Type in a percentage the system multiplies by gross earnings for the pay cycle when it withholds the deduction.

MAXIMUM LIMIT AMOUNT. This field appears for noncyclic deductions. If the deduction is continuous, leave this field blank; otherwise, type in the maximum amount the system withholds from the employee's paycheck for this deduction. When the amount reaches the maximum, the system withholds no more money for this deduction until you reset the field or increase the limit.

DEDUCTION FREQUENCY (0-9). Required. Type in one of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2	Deduction taken during pay cycle 2
3	Deduction taken during pay cycle 3
4	Deduction taken during pay cycle 4
5	Deduction taken during pay cycles 1 and 3
6	Deduction taken during pay cycles 2 and 4
7	Deduction taken during every pay cycle
8	Deduction taken during pay cycles 1 through 4
9	Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

UNIT COST AMOUNT. Appears and is required for cyclic deductions. Type in the cost of one unit. For example, a savings bond is a common cyclic deduction. Type in the cost of one bond in the denomination requested (such as $37.50 for a $50.00 savings bond).

LIFETIME LIMIT AMOUNT. Type in the maximum amount allowed for this deduction for the lifetime of this deduction record. If you leave this field blank, you indicate that there is no limit. You cannot lower this limit amount to below the life-to-date balance. If this is a cyclical deduction and you lower this limit amount to less than the amount needed to pay the next remittance, the system refunds the partial unit cost remaining.

GL OVERRIDE ACCT. Type in the general ledger account number you want to use to override the general ledger liability account number that exists in the Deduction Distribution file for the miscellaneous deduction.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

LIFE TO DATE AMOUNT. Type in the amount for this deduction accumulated to date by this employee. Once you install your payroll system, the Payroll application updates this information.

Note: The system does not reset this field when you select option 10 (Reset Deduction Balances) from the Quarter/Year-end Processing menu (AMPM08).

PARTIAL UNIT COST. This field only appears for cyclic deductions. Type in the remaining amount available for the next unit purchase.

ELECTRONIC DEPOSIT DEDUCTION. Appears and is required if you selected electronic deposit support during application tailoring. A company record (Code C) that contains valid bank transit numbers and a company ID number for this company must exist in the Deduction Distribution file.

Type in **Y** (Yes) to electronically deposit this deduction. If you selected the *ACTION CODE* C (Change), this field value is the value existing in the corresponding Employee Electronic Funds Transfer (EMPEFT) file record. If you type in N (No), the system marks this for deletion. You confirm the deletion on display AMPMU1.

DEDUCTION AMOUNT. Appears if you entered a privileged user ID at the beginning of the maintenance session (if required) and answered yes to the privileged data prompt on display AMPUU1. Type in the amount accumulated by the employee for

each quarter. Once you install your payroll system, the Payroll application updates this information.

AMPUU4–Employee Miscellaneous Deduction Type T (Add, Change, Delete)

Use this display to enter detailed data for tax-deferred deductions (Type T). The Payroll application normally uses this type of deduction in connection with 401k plans.

This display appears if you maintain the Employee Miscellaneous Deduction file and you defined the selected deduction as type T in the Deduction Distribution file.

See the notes on page 12-28 for more information.

```
'
 DATE **/**/**                    PAYROLL FILE MAINTENANCE      CHANGE     AMPUU4  **
                                  EMPLOYEE MISCELLANEOUS DEDUCTION TYPE T
          COMPANY NUMBER            **
          EMPLOYEE NUMBER      *****   *************************
          DEDUCTION NUMBER     ***   ***************

 DEDUCTION - USE ONE OR MORE           MATCHING TDD CONTRIBUTION
          FIXED AMOUNT       nnnnn.nn    PERCENT OF DEDUCTION OVERRIDE  nn.nn
          HOURLY RATE          nn.nnn    LIMIT PERCENT OVERRIDE         nn.nn
          PERCENT OF GROSS     nn.nnn    YTD AMOUNT                     nn.nn
 EMPLOYEE DEDUCTION                      EMPLOYER MATCHING DATE nn/nn/nn
   ANNUAL LIMIT AMOUNT      nnnnnnn.nn   DEDUCTION FREQUENCY <0-9> n
   LIFETIME LIMIT AMOUNT    nnnnnnn.nn   GL OVERRIDE ACCT   aaaaaaaaaaaaA15
   LIFE TO DATE AMOUNT      nnnnnnn.nn   ELECTRONIC DEPOSIT DEDUCTION  A


                              QTR 1        QTR 2        QTR 3        QTR 4
   DEDUCTION AMOUNT       nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn
   MATCHING TDD           nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn
                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
                                                    F21 TAXABLE INDICATORS
```

What to do

- Type in the information requested and press **Enter**. If you requested electronic deposit deductions on the previous display, the Employee Miscellaneous Deduction Electronic Deposit (Add, Change, Delete) display (AMPMU1) appears; otherwise, the Employee Miscellaneous Deduction (Select) display (AMPUU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

Function keys

F18 REFRESH SCREEN causes display AMPUU4 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPUU1 to appear again; no file updating occurs.

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F21 TAXABLE INDICATORS causes display AMPUU6 to appear to allow you to override taxable and reported indicators in the DISTRB file for this deduction. **F21** appears only in Change mode.

Fields

COMPANY NUMBER. The company number for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction records you want to maintain.

Employee Name. The name of the employee identified by this employee number.

DEDUCTION NUMBER. The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

Deduction Description. The description associated with the deduction number in the Deduction Distribution file.

DEDUCTION—USE ONE OR MORE. Type in a value for at least one of the following fields. If you enter a value for more than one of these fields, the system combines and deducts the resulting amounts.

Note: You do not need to enter anything if the deduction frequency is 0 (zero).

FIXED AMOUNT: Type in an amount if you want the system to deduct a constant amount each time it withholds the deduction.

HOURLY RATE: Type in an hourly rate the system multiplies by total hours worked during the pay cycle when it withholds the deduction.

PERCENT OF GROSS: Type in a percentage the system multiplies by gross earnings for the pay cycle when it withholds the deduction.

MATCHING TDD CONTRIBUTION. The system uses the following Matching TDD Contribution fields when you, as the employer, elect to contribute to the employee's tax-deferred deduction (TDD) and you want to override the information already entered.

PERCENT OF DEDUCTION OVERRIDE: Type in the percent to override the employer's matching contribution percentage contained in the Deduction Distribution file record. For example, if the employer matches 30% or 30 cents for every dollar, type in 30.

LIMIT PERCENT OVERRIDE: Type in the percent to override the limit the employer matches for tax-deferred deductions as contained in the Deduction Distribution file record. For example, if the employer's matching contribution should never exceed 5% of the employee's gross pay, type in 5. This limit is computed and applied each time the employee is paid (every time the TDD deduction is taken).

If the employer matching limit is based on the employee's percentage contribution, enter the product of the matching percentage and the contribution percentage limit. For example, if the employer matches 50% of the employee's deduction up to 5% of gross pay, the employer matching limit percent will be 2.5% (50% * 5% = 2.5%).

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EMPLOYER MATCHING DATE. The date on which the employee becomes eligible for employer matching contributions on their 401(k) plan deductions. If no date is specified, employer matching, if any, begins immediately.

YTD AMOUNT: Type in the year-to-date matching contribution amount (if any) to override the amount accumulated to date.

ANNUAL LIMIT AMOUNT. For a taxed deferred deduction, type in the maximum amount you can deduct per year. When the deduction amount equals the annual limit amount for the calendar year, the system no longer withholds the deduction until you reset the deduction amounts or increase the limit.

DEDUCTION FREQUENCY (0-9). Required. Type in one of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

LIFETIME LIMIT AMOUNT. Type in the maximum amount allowed for this deduction for the lifetime of this deduction record. If you leave this field blank, you indicate no limit. You cannot lower this limit amount to below the life-to-date balance. If this is a cyclical deduction and you lower this limit amount to less than the amount needed to pay the next remittance, the system refunds the partial unit cost remaining.

GL OVERRIDE ACCT. Type in the general ledger account number you want to use to override the general ledger liability account number already entered in the Deduction Distribution file for the miscellaneous deduction.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

LIFE TO DATE AMOUNT. Type in the amount for this deduction accumulated to date by this employee. Once you install your payroll system, the Payroll application updates this information.

The system does not reset This field when you select option 10 (Reset Deduction Balances) from the Quarter/Year-end Processing menu (AMPM08).

DEDUCTION AMOUNT. Appears if you have a privileged user ID and you answered the privileged data prompt on display AMPUU1 yes. The system uses this field when it creates the Employee Miscellaneous Deduction file if the employee has

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accumulated monies for this deduction. Type in the amount accumulated by the employee for each quarter. Once you install your payroll system, the Payroll application updates this information.

ELECTRONIC DEPOSIT DEDUCTION. Required only if you selected electronic deposit support during Install/Tailor. A company record (Code C) that contains valid bank transit numbers and a company ID number for this company must exist in the Deduction Distribution file.

Type in **Y** (Yes) to electronically deposit this deduction. If you selected the ***ACTION CODE*** C (Change), this field value is the value existing in the corresponding Employee Electronic Funds Transfer (EMPEFT) file record. If you type in N (No), the system marks the record for deletion. Confirm the deletion on display AMPMU1.

DEDUCTION AMOUNT. Appears if you have a privileged user ID and you answered YES to the privileged data prompt on display AMPUU1. Type in the amount accumulated by the employee for each quarter. Once you install your payroll system, the Payroll application updates this information.

Matching TDD. Appears if you have a privileged user ID and you answered YES to the privileged data prompt yes on display AMPUU1. Type in the accumulated amount by quarter of employer matching TDD (401(k)) contributions. Once you install your payroll system, the Payroll application updates the information.

AMPUU5–Employee Miscellaneous Deduction Type D (Add, Change, Delete)

Use this display to enter detailed data for directed deductions (Type D).

This display appears if you maintain the Miscellaneous Deduction file and you defined the selected deduction as type D in the Deduction Distribution file.

See the notes on page 12-28 for more information.

```
'
 DATE **/**/**                 PAYROLL FILE MAINTENANCE      CHANGE      AMPUU5  **
                             EMPLOYEE MISCELLANEOUS DEDUCTION TYPE D
          COMPANY NUMBER          **
          EMPLOYEE NUMBER        *****   *************************
          DEDUCTION NUMBER       ***   ***************

 DEDUCTION - USE ONE OR MORE
          FIXED AMOUNT        nnnnn.nn      PCT DISPOSABLE INCOME    .nn
          HOURLY RATE           nn.nnn      SERVICE FEE          nnn.nn
          PERCENT OF GROSS      nn.nnn      FROM BONUS?: A
 EMPLOYEE DEDUCTION
   REMITTANCE AMOUNT        nnnnnnn.nn      DEDUCTION FREQUENCY <0-9> n
   LIFETIME LIMIT AMOUNT    nnnnnnn.nn      GL OVERRIDE ACCT    aaaaaaaaaaaaA15
   LIFE TO DATE AMOUNT      nnnnnnn.nn      ELECTRONIC DEPOSIT DEDUCTION  A
   CURRENT BALANCE          nnnnnnn.nn      STATE/CASE NUMBER   A2 nnnnnnnnnn
   SERVICE FEE AMT YTD        nnnnn.nn

                            QTR 1         QTR 2         QTR 3         QTR 4
   DEDUCTION AMOUNT       nnnnnnn.nn    nnnnnnn.nn    nnnnnnn.nn    nnnnnnn.nn


                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
```

What to do

- Type in the information requested and press **Enter**. If you requested electronic deposit deduction on the previous display, the Employee Miscellaneous Deduction Electronic Deposit (Add, Change, Delete) display (AMPMU1) appears; otherwise, the Employee Miscellaneous Deduction (Select) display (AMPUU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Employee Miscellaneous Deduction (Select) display (AMPUU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPUU5 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPUU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company number for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction records you want to maintain.

Employee Name. The name of the employee identified by this employee number.

DEDUCTION NUMBER. The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

Deduction Description. The description associated with the deduction number in the Deduction Distribution file.

DEDUCTION—USE ONE OR MORE. Type in a value for at least one of the following fields. If you enter values in the *FIXED AMOUNT*, *HOURLY RATE*, or *PERCENT OF GROSS* fields, you cannot use the *PCT DISPOSABLE INCOME* field.

If you enter a value for more than one of these fields, the system combines and deducts the resulting amounts.

Note: You do not need to enter anything if the deduction frequency is 0 (zero).

FIXED AMOUNT: Type in an amount if the system deducts a constant amount each time it withholds the deduction.

PCT DISPOSABLE INCOME: Type in the percentage the system multiplies by the amount of remaining pay after it deducts taxes to determine the amount deducted.

HOURLY RATE: Type in an hourly rate the system multiplies by total hours worked during the pay cycle when it withholds the deduction.

PERCENT OF GROSS: Type in a percentage the system multiplies by gross earnings for the pay cycle when the system withholds deduction.

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FROM BONUS?. If this amount is to be withheld from bonus payments (BO adjustments) and special pay runs, type Y (yes). Type N (no) if the amount is to be withheld only in the regular payroll run.

SERVICE FEE. Type in the amount if you charge a fee to process the employee's directed deduction.

REMITTANCE AMOUNT. Type in amount to be remitted to the designated agency at fixed intervals as determined by the court order, IRS tax levy, and so forth. The system subtracts this amount from the current deduction balance in order to compute a new balance forward if you run Monthly Directed Deductions from menu AMPM13.

DEDUCTION FREQUENCY (0-9). Required Type in one of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

LIFETIME LIMIT AMOUNT. Type in the maximum amount allowed for this deduction for the lifetime of this deduction record. If you leave this field blank, you indicate no limit. You cannot lower this limit amount to below the life-to-date balance. If this is a cyclical deduction and you lower this limit amount to less than the amount needed to pay the next remittance, the system refunds the partial unit cost remaining.

GL OVERRIDE ACCT. Type in the general ledger account number you want to use to override the general ledger liability account number already entered in the Deduction Distribution file for the miscellaneous deduction.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

LIFE TO DATE AMOUNT. Type in the amount for this deduction accumulated to date by this employee. Once you install your payroll system, the Payroll application updates this information.

Note: The system does not reset this field when you select option 10 (Reset Deduction Balances) from the Quarter/Year-end Processing menu (AMPM08).

CURRENT BALANCE. Type in the amount the system withheld for this directed deduction since you made the last remittance to the state agency.

STATE/CASE NUMBER. Type in the state abbreviation if a state agency is administering this directed deduction and the case number the state agency has assigned.

SERVICE FEE AMT YTD. Type in the service fee that the company has charged the employee for the deduction so far this year.

ELECTRONIC DEPOSIT DEDUCTION. This is a required field only if you selected electronic deposit support during application tailoring. A company record (Code C) that contains valid bank transit numbers and a company ID number for this company must exist in the Deduction Distribution file.

Type in **Y** (Yes) to electronically deposit this deduction. If you selected the *ACTION CODE* C (Change), this field value is the value existing in the corresponding Employee Electronic Funds Transfer (EMPEFT) file record. If you type in N (No), the system marks the record for deletion. You confirm the deletion on display AMPMU1.

DEDUCTION AMOUNT. Appears if you entered a privileged user ID at the beginning of the maintenance session (if required) and answered yes to the privileged data prompt on display AMPUU1. Type in the amount accumulated by the employee for each quarter. Once you install your payroll system, the Payroll application updates this information.

AMPUU6–Employee Miscellaneous Deduction (Add, Change, Delete)

Use this display to override the taxable and reported indicators in the Deduction Distribution file for this deduction, if the associated taxing body allows you to override indicators. See "Taxable and reported indicators" on page 2-44 for more information.

This display appears during Employee Miscellaneous Deduction file maintenance.

- When you add Employee Miscellaneous Deduction records, AMPUU6 appears if you press **Enter** on AMPUU2, AMPUU3, and AMPUU4.

- When you update Employee Miscellaneous Deduction records, AMPUU6 appears if you use **F21** on display AMPUU2, AMPUU3, and AMPUU4.

See the notes on page 12-28 for more information.

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```
'
 DATE **/**/**                PAYROLL FILE MAINTENANCE     CHANGE     AMPUU6   **
                          EMPLOYEE MISCELLANEOUS DEDUCTION TYPE ******
            COMPANY NUMBER          **
            EMPLOYEE NUMBER       *****   *************************
            DEDUCTION NUMBER       ***    **************

                     FIT   FICA   FUTA   STATE   SDI   SUI   COUNTY   LOCAL
    TAXABLE  <Y/N>  A *   A *    A *    A *    A *   A *    A *      A *

    REPORTED  <Y/N>  A *                  A *                 A *      A *




                                                  ENTER TO CONTINUE
                                                  F18 REFRESH SCREEN
                                                  F19 RETURN TO SELECT
```

What to do

- Type in the information requested and press **Enter**. If you requested electronic deposit deduction on the previous display, the Employee Miscellaneous Deduction Electronic Deposit (Add, Change, Delete) display (AMPMU1) appears; otherwise, the Employee Miscellaneous Deduction (Select) display (AMPUU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Employee Miscellaneous Deduction (Select) display (AMPUU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPUU6 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPUU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company number for which this employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction records you want to maintain.

Employee Name. The name of the employee identified by this employee number.

DEDUCTION NUMBER. The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

Deduction Description. The description in the Deduction Distribution file associated with the deduction number.

TAXABLE (Y/N)
FIT, FICA, FUTA, STATE, SDI, SUI, COUNTY, LOCAL. Required. A default value, the taxable indicator for the overall deduction code defined in the Deduction Distribution file, appears to the right.

To override the default value, type in **Y** (Yes) or **N** (No) in the field to the left, for that taxing body category. A Y indicates this deduction does not reduce the gross taxable wages used as the basis for calculating taxes for that taxing body category. An N indicates the system excludes the deduction from gross taxable wages before it calculates taxes for that taxing body category.

Note: For a deduction to be exempt from taxes, both the override value and the indicator for the taxing body in the Deduction Distribution file must be N. If either record contains Y, the system includes the deduction in taxable income for that taxing body category.

REPORTED (Y/N)
FIT, STATE, COUNTY, LOCAL. Required. A default value, the reported indicator for the overall deduction code defined in the Deduction Distribution file, appears to the right.

To override the default value, type in **Y** (Yes) or **N** (No) in the field to the left of that taxing body category. A Y indicates that the system includes this deduction in reported taxable gross wages for that taxing body category. An N indicates that the system does not include the deduction in reported taxable gross wages for that taxing body category.

Note: If a deduction is taxable for a taxing body category, it always reported for that taxing body category. You cannot define a deduction as taxable Y (Yes) and reported N (No) for the same taxing body category. Taxable and reported indicators for a taxing body category would commonly be the same.

AMPMU1–Employee Miscellaneous Deduction Electronic Deposit (Add, Change, Delete)

Use this display to enter detailed data for electronic deposit records. Use it to add or change the bank transit number and account number used for electronic deposit of miscellaneous deductions, net pay, and for an optional company offset record. See "Electronic deposit support" on page 2-28 for more information.

This display appears if you:

• Maintain the Employee Miscellaneous Deduction file and type in **Y** (yes) in the *Electronic Deposit Deduction* field on displays AMPUU2, AMPUU3, AMPUU4, or AMPUU5

• Type in zeros in the *Deduction Number* field on display AMPUU1

• Type in zeros in the *Employee Number* and *Deduction Number* fields on display AMPUU1.

See the notes on page 12-28 for more information.

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```
    DATE **/**/**            PAYROLL FILE MAINTENANCE      CHANGE    AMPMU1 **
                             EMPLOYEE MISCELLANEOUS DEDUCTION
                             ELECTRONIC DEPOSIT INFORMATION

           COMPANY NUMBER            **
           EMPLOYEE NUMBER       *****  *************************
           DEDUCTION NUMBER       ***  ***************

                                   PRIMARY           REPLACEMENT
           STATUS                      *                  *
           BANK TRANSIT NUMBER          nnnnnnnn            nnnnnnnn
           BANK ACCOUNT NUMBER    nnnnnnnnnnnnnnnn    nnnnnnnnnnnnnnnn

           ACCOUNT TYPE                     nn                 nn
              DEMAND  - DM
              SAVINGS - SV
                                      CHECK RESERVE AMOUNT  nnnnn.nn
                                      PRENOTE TRANSFER DATE nnnnnn
              IS DEDUCTION TO BE WITHHELD DURING PRENOTE <Y/N>     A
              STOP DEPOSITS TO THE PRIMARY ACCOUNT <Y/N>           A

                                                     F18 REFRESH SCREEN
                                                     F19 RETURN TO SELECT
                                                     F20 DELETE RECORD
```

What to do

- To add or change a record, type in values for each primary or replacement field. You cannot type in information in the replacement fields except when the status of the record is 3. The Employee Miscellaneous Deduction (Status) display (AMPUU7) appears.

- If you change the values in the *TRANSIT*, *BANK ACCOUNT NUMBER*, or *ACCOUNT TYPE* fields and press **Enter**, a message tells you the deduction is returning to prenote status. The prenote transfer date changes to zero and the status reverts to zero. Do one of the following:

  - Continue. The system resets the prenote status.

  - Type in a prenote transfer date. The status changes to 2. The date becomes the starting point for the waiting period.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

- To delete a record, use **F20**. Do not type in any information.

Function keys

F18 REFRESH SCREEN causes display AMPMU1 to appear again with the values entered prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPUU1 to appear again; no file updating occurs.

F20 DELETE RECORD causes display AMPUU1 to appear again; the system deletes electronic deposit deduction record. This function key appears only if, in change mode, you changed the response from Y (Yes) to N (No) for *ELECTRONIC DEPOSIT DEDUCTION*.

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Fields

COMPANY NUMBER. The company number for which this employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction records you want to maintain.

Employee Name. The name of the employee identified by this employee number.

DEDUCTION NUMBER. The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

Deduction Description. The description in the Deduction Distribution file associated with the deduction number.

STATUS. One of the following codes indicating the status of the electronic deposit deduction appears:

0   New deduction; generate a prenote
1   Prenote generated, awaiting NACHA formatting
2   NACHA formatting complete, waiting period in process
3   Active; process live electronic deposit deduction.

Note: If a deduction is *STATUS* 3, the following conditions are true:

• Primary fields are protected

• Replacement fields are enterable

• Use *PRENOTE TRANSFER DATE* to override the status, beginning the wait period for the replacement. The *STATUS REPLACEMENT* becomes 2.

BANK TRANSIT NUMBER. Required. Type in the bank transit number identifying the bank in which to deposit the deduction, or, if this is for a company offset record (employee number 00000), the bank in which the company has its payroll account. If you are changing an existing transit number for this deduction, type the new number in the *REPLACEMENT* field. See "Electronic deposit support" on page 2-28 for more information.

BANK ACCOUNT NUMBER. Required. Type in the bank account number identifying the account in which to deposit the deduction, or if this is for a company offset record (employee number 00000), the account to be debited for the company's net cash outlay for electronic deposits. If you are changing an existing account number for this deduction, type the new number in the *REPLACEMENT* field.

ACCOUNT TYPE
DEMAND–DM
SAVINGS–SV. Type in the account type code for this deduction. For a savings account, type in **SV**; otherwise, type in **DM** (demand account). To change an existing type code, type the new code in the *REPLACEMENT* field.

CHECK RESERVE AMOUNT. Appears for net pay deductions (distribution number 000). Type in a dollar amount you want to withhold from the electronic deposit and write to the employee as a check.

PRENOTE TRANSFER DATE. Leave this field blank to have the system generate a prenote transaction for new or replacement values. If a prenote has already been transferred to the bank, or no prenote will be used, type in the entry date (MMDDYY)

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to establish the start of the prenote waiting period as defined in the Deduction Distribution Code C record.

IS DEDUCTION TO BE WITHHELD DURING PRENOTE (Y/N). Type in **Y** if you want to withhold this deduction during the prenote waiting period. For example, answer Y if system is withholding the deduction from the check and you want to continue deducting this amount during the prenote waiting period.

This field does not appear for a STATUS 3 (live) deduction. It also does not appear for net pay deductions (deduction number 000).

STOP DEPOSITS TO THE PRIMARY ACCOUNT (Y/N). Appears after you type information in the ***REPLACEMENT*** fields and press **Enter**. Y (Yes) stops all electronic deductions for the primary bank account until the prenote waiting period for the replacement bank account has expired.

AMPUU7–Employee Deduction (Status)

Use this display to review the session status of the current file maintenance session.

This display appears during Employee Miscellaneous Deduction file maintenance. The session status shows the number of records that you added, changed, or deleted during the current file maintenance session.

```
 '
   DATE **/**/**                    PAYROLL FILE MAINTENANCE      STATUS     AMPUU7  **
                                 EMPLOYEE MISCELLANEOUS DEDUCTION



   SESSION STATUS
    RECORDS ADDED      ********           RECORDS DELETED  ********
    RECORDS CHANGED    ********




                                                       ENTER TO CONTINUE
                                                       F24 END OF JOB
```

What to do

To end the session, use **F24**. The Employee Miscellaneous Deduction Maintenance Listing is scheduled to print.

Function keys

F24 END OF JOB ends Employee Miscellaneous deduction file maintenance and schedules the Employee Miscellaneous Deduction Maintenance Listing (AMPUU) to print.

Fields

RECORDS ADDED. The number of records added during this session.

RECORDS DELETED. The number of records deleted during this session.

RECORDS CHANGED. The number of records changed during this session.

Option 4. Labor Distribution (AMPM10)

Use this option to add a new department and production facility or a new automatic overtime record to the Labor Distribution file. Also use this deduction to change or delete labor distribution information already in the file.

Because this file uses information from the General Ledger file, be sure that file is up to date before adding or changing a record to the Labor Distribution file.

The department number is part of the key that indicates which distribution record you are referencing. You can use both alphabetic and numeric characters.

The facility number is the other part of the key that indicates which distribution record you are referencing. You can use both alphabetic and numeric characters. Do not write anything in this field if, during application tailoring, you chose not to break down labor costs to facility within department. The Payroll application then supplies only departmental costs.

An automatic overtime parameter record must exist in the Labor Distribution file before you can automatically calculate overtime. The system automatically calculates overtime only for those departments which have an overtime parameter record. Do not define overtime parameter records for departments which do not get paid overtime (for example, salaried exempt employees).

What information you need: None.

What reports are printed: Labor Distribution Maintenance Listing (AMPXU).

What forms you need: Form PR-06 (A-B).

The basic steps to maintain the Labor Distribution file follow each display.

AMPXU1–Labor Distribution (Select)

Use this display to set up and maintain a Labor Distribution record for each department within a company or each combination of department and production facility within a company for the purpose of tracking labor costs. Also use this display to set up and maintain an overtime parameter record if you selected automatic overtime calculation during application tailoring.

This display appears if you select option 4 (Labor Distribution) from the File Maintenance menu (AMPM10). The system uses Labor Distribution records to break down labor costs for each department and, if selected during application tailoring, to break labor costs down to facility within department. If you selected General Ledger distribution during application tailoring, be sure a record exists in the General Ledger Master file for the company/general ledger numbers entered.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE         SELECT    AMPXU1  **
                             LABOR DISTRIBUTION

                    COMPANY NUMBER        nn
                    DEPARTMENT NUMBER     nnnn
                    FACILITY              aaaA5

                    ACTION CODE <A/C/D>   A

           DO YOU WANT TO SEE PRIVILEGED DATA <YES/NO>    aA3




                                                 F24 DISPLAY STATUS
```

What to do

- Type in the information requested and press **Enter**.

- If you entered a department or production facility number, the Labor Distribution (Add, Change, Delete) display (AMPXU2) appears.

- If your answer to *FACILITY* is PREM, the Labor Distribution display (AMPXU3) appears.

- To end the session or review the session status, use **F24**.

Function keys

F24 DISPLAY STATUS causes the Labor Distribution (Status) display (AMPXU4) to appear. The display shows the status of the file maintenance session.

Fields

COMPANY NUMBER. Appears and is required if you selected multiple company support during application tailoring. Type in the company number for this department and facility.

DEPARTMENT NUMBER. Required. Type in the department number to which you assigned one or more employees.

FACILITY. If you selected to break labor costs down by facility within department during application tailoring, type in the facility ID within the department number shown.

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If you selected automatic overtime calculation during application tailoring, type in **PREM**.

ACTION CODE (A/C/D). Required. Type in one of the following codes to identify the type of maintenance you want to perform:

A   Add a record
C   Change a record
D   Delete a record.

DO YOU WANT TO SEE PRIVILEGED DATA (YES/NO). Appears if you need a user ID that can see privileged data. Type in **YES** to enter or review year-to-date information on display AMPXU2. Enter this information when you first create the record. The Payroll application updates this information. After you create the file and activate the privileged security level, only a user with a user ID authorized for privileged information can access that information.

AMPXU2–Labor Distribution (Add, Change, Delete)

Use this display to enter descriptive, general ledger, and cumulative year-to-date data for the department and facility you entered on display AMPXU1.

This display appears if you maintain the Labor Distribution file. If you selected General Ledger distribution during application tailoring, you need a general ledger account number for labor and setup costs.

```
  '
   DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE    AMPXU2  **
                                LABOR DISTRIBUTION

                          COMPANY NUMBER          **
                          DEPARTMENT NUMBER       ****
                          SITE                    ***
                          DESCRIPTION             aaaaaaaaaaaaA15

                          DESCRIPTION                aaaaaaaaaaaaA15
                          LABOR G/L NUMBER           aaaaaaaaaaaaA15
                          SETUP G/L NUMBER           aaaaaaaaaaaaA15
                          SOS SEC EXP G/L NUMBER     aaaaaaaaaaaaA15
                          MEDICARE EXP G/L NUMBER    aaaaaaaaaaaaA15
                          FUTA EXP G/L NUMBER        aaaaaaaaaaaaA15
                          SUI EXP G/L NUMBER         aaaaaaaaaaaaA15

                          REGULAR HOURS                 nnnnnnn.nn
                          OTHER HOURS                     nnnnn.nn
                          REGULAR AMT                 nnnnnnnnn.nn
                          OTHER AMOUNT                nnnnnnnnn.nn
                          MISCELLANEOUS AMT             nnnnnnn.nn
                          QUANTITY                   nnnnnnnnnn.nnn

                                                     F18 REFRESH SCREEN
                                                     F19 RETURN TO SELECT


```

What to do

- Type in the information you need and press **Enter**. The Labor Distribution (Select) display (AMPXU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPXU2 to appear again with the values appearing prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPXU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company number to which employees working in this department are assigned.

DEPARTMENT NUMBER. The department number to which the Labor Distribution record applies.

FACILITY. If used, this field is the work area within a department (or may be an entire department).

SITE. The site location at which employees working in this department are assigned.

DESCRIPTION. Required. If you chose *ACTION CODE* A, type in a short description (not to exceed 25 characters) for the department/facility; otherwise, the description appears as previously entered. This description may be a department or facility title or a function performed by a department or facility.

If you selected General Ledger distribution during application tailoring, you must enter data in one of the following two fields. You can enter data into both fields, if necessary.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

LABOR G/L NUMBER. Type in the general ledger account number used during labor distribution processing to report labor data for a department or facility. The application uses this number if you did not enter a number during time or adjustment data entry. If PM&C is installed and interfacing and you are using a run code of R (Run) for the labor data, use this field for the runtime general ledger number.

Note: If you did not set up a general ledger expense account number for other compensation or payments in the Deduction Distribution file, the system uses this number as the expense account number.

SETUP G/L NUMBER. Type in the general ledger account number used during labor distribution processing to report setup labor data for a department or facility. The application uses this number if you did not enter a number during time or adjustment data entry and you used a run code of S (Setup).

SOS SEC EXP G/L NUMBER. Type in the general ledger account number used during labor distribution processing to report Social Security expense data for a department or facility.

MEDICARE EXP G/L NUMBER. Type in the general ledger account number used during labor distribution processing to report Medicare expense data for a department or facility.

FUTA EXP G/L NUMBER. Type in the general ledger account number used during labor distribution processing to report FUTA expense data for a department or facility.

SUI EXP G/L NUMBER. Type in the general ledger account number used during labor distribution processing to report SUI expense data for a department or facility.

The system updates the following fields during labor distribution processing and sets them to zero at year end. Normally, make entries only when you first install the Payroll application. These fields appear only if you are using a user ID authorized for privileged information.

REGULAR HOURS. Type in the number of regular hours reported year-to-date against this department/facility.

OTHER HOURS. Type in the number of overtime hours reported year-to-date against this department/facility.

REGULAR AMT. Type in the amount of regular hours expressed in dollars.

OTHER AMOUNT. Type in the amount of overtime hours expressed in dollars.

MISCELLANEOUS AMT. Type in the amount of miscellaneous charges against this department/facility expressed in dollars.

QUANTITY. Type in the year-to-date quantity reported for each department or department/facility combination. This field can represent either an activity, or material produced or processed.

AMPXU3–Labor Distribution

Use this display to set up and maintain an overtime parameter record if you selected automatic overtime calculation during application tailoring. See "Automatic overtime calculations" on page 2-21 for more information.

If you selected PREM on display AMPXU1 as the FACILITY, this is the second display to appear during Labor Distribution file maintenance. An overtime parameter record must exist for a department in order for the Payroll application to automatically calculate overtime or premium payments for the employees in that department.

The following fields appear only when daily entry was selected during application tailoring:

• *DAILY MAXIMUM HOURS*
• *SATURDAY OVERTIME CODE*
• *SUNDAY OVERTIME CODE*
• *THIRD DAY OVERTIME CODE*.

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```
 '
  DATE **/**/**              PAYROLL FILE MAINTENANCE        CHANGE      AMPXU3   **
                               LABOR DISTRIBUTION

                     COMPANY NUMBER         **
                     DEPARTMENT NUMBER      ****
                     FACILITY               *****
                     SITE                     aA3
                     DAILY MAXIMUM HOURS        nn.nn
                     PAY CYCLE MAX HOURS       nnn.nn
                     DAYS IN PAY CYCLE          nn
                     OVERTIME/PREMIUM CODE      A
                     SATURDAY OVERTIME CODE     A
                     SUNDAY OVERTIME CODE       A
                     THIRD DAY OVERTIME CODE    A
                     EXCEPTION PROCESS CODE     A
                     OVERTIME G/L NUMBER        aaaaaaaaaaaaA15


                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
```

What to do

- Type in the information requested and press **Enter**. The Labor Distribution (Select) display (AMPXU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPXU3 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPXU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company number to which employees working in this department are assigned.

DEPARTMENT NUMBER. The department number to which the overtime parameter record applies. You do not need to define overtime parameter records for a department whose employees you do not pay for overtime (for example, salaried exempt employees).

FACILITY. PREM appears, as entered on display AMPXU1.

SITE. The site location at which employees working in this department are assigned.

DAILY MAXIMUM HOURS. Use this field if you calculate overtime on a daily basis. Type in the maximum number of hours an employee can work each day and not

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receive any overtime pay. The overtime/premium code controls how the system calculates overtime.

PAY CYCLE MAX HOURS. Use this field if you calculate overtime on a weekly or pay cycle basis. Type in the maximum number of hours an employee can work during each week or pay cycle and not receive any overtime pay. This field is valid only for certain overtime/premium code values.

DAYS IN PAY CYCLE. Required. Type in the number of days in a pay cycle. For example, type in 7 for weekly or 14 for biweekly.

OVERTIME/PREMIUM CODE. Required. Type in the code that determines how the system calculates employee overtime or premium rates. If this department uses the overtime method, use one of the codes in the overtime column. If this department uses the premium method, use one of the codes in the premium column.

Premium	Overtime	Method of calculation
A	J	Hours per day over daily maximum hours
B	K	Hours per day over daily maximum hours plus hours per cycle over pay cycle maximum
C	L	Hours per day over daily maximum hours plus hours per week over pay cycle maximum
D	M	Hours per week over the pay cycle maximum
E	N	Hours per pay cycle over pay cycle maximum

SATURDAY OVERTIME CODE. Type in the Saturday overtime code that specifies which payroll day the system treats number as Saturday if you pay hours recorded for that day at the overtime or double time rate. You can designate any day of the week as Saturday. Type in **0** (zero) if you do not automatically pay Saturday work at overtime or double time rates.

For example, if an employee's normal work week is Saturday through Wednesday, you might pay Thursday at the overtime rate and considered the hours worked to be automatic overtime hours. In this example, you would use code D as the Saturday overtime code.

Data Entry Payroll day number	Overtime code	Double time code	Normal weekday
1,8	A	J	0
2,9	B	K	0
3,10	C	L	0
4,11	D	M	0
5,12	E	N	0
6,13	F	O	0
7,14	G	P	0

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SUNDAY OVERTIME CODE. Type in the Sunday overtime code (A-G) or a double time code (J-P) to specify which payroll day number is treated as Sunday if hours recorded for that day are paid at the overtime or double time rate of pay. Use the same rules and codes you defined for Saturday. Type in a **0** (zero) if you do not pay Sunday as automatic overtime.

THIRD DAY OVERTIME CODE. Type in an overtime code (A-G) or a double time code (J-P) to specify the code for the payroll day number treated as a third day with hours automatically calculated as overtime. Type in a **0** (zero) if there is no third day paid as automatic overtime.

EXCEPTION PROCESS CODE. Required. Type in an exception process code to indicate the following used to bypass automatic overtime calculations. Type in an exception process code to indicate the following:

- The combination of vacation, holiday, and sick pay hours to include as part of the hours used for overtime calculation.

- How to handle Current Hours file records which have one of the following:

    - Other than regular, holiday, vacation, or sick hours
    - Precalculated gross amount
    - Override pay rate.
    - Three options are available when an exception occurs:

        – Bypass this record
        – Bypass all records for the day for this employee
        – Bypass all records for the pay cycle for this employee.

- The options refer to hours in the records before the system automatically calculates overtime. Use one of the following codes:

	Bypass records for		
Include hours for	**Record**	**Day**	**Pay cycle**
Holiday	1	A	J
Vacation	2	B	K
Holiday and vacation	3	C	L
Sick pay	4	D	M
Sick pay and holiday	5	E	N
Sick pay and vacation	6	F	O
Sick pay holiday and vacation	7	G	P
No sick pay holiday or vacation	8	H	Q

OVERTIME G/L NUMBER. Type in the general ledger account number charged for the department overtime expense. If you leave this field blank, the system charges the overtime expense to the department's regular general ledger account for labor expense.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

AMPXU4–Labor Distribution (Status)

Use this display to review the status of the current file maintenance session.

This display appears during Labor Distribution file maintenance. The session status shows the number of records you added, changed, or deleted during the current file maintenance session.

```
 '
  DATE **/**/**              PAYROLL FILE MAINTENANCE    STATUS    AMPXU4  **
                              LABOR DISTRIBUTION



   SESSION STATUS
    RECORDS ADDED      ********         RECORDS DELETED  ********
    RECORDS CHANGED    ********




                                              ENTER TO CONTINUE
                                              F24 END OF JOB
```

What to do

Use **F24**. The Labor Distribution Maintenance Listing is scheduled to print.

Function keys

F24 END OF JOB ends Labor Distribution file maintenance and schedules the Labor Distribution Maintenance Listing (AMPXU) to print.

Fields

RECORDS ADDED. The number of records added during this session.

RECORDS DELETED. The number of records deleted during this session.

RECORDS CHANGED. The number of records changed during this session.

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Option 5. Tax Table (AMPM10)

Use this option to add, change or delete tax table records in the Tax Table file.

What information you need: None.

What reports are printed: Tax Table Maintenance Listing (AMPYU).

What forms you need: PR-07 A–C.

AMPYU1–Tax Table (Select)

Use this display to set up and maintain each tax record combination of pay frequency and marital status for each taxing unit requiring income or disability taxes to be deducted, or for earned income credit payments.

This display appears if you select option 5 (Tax Table) from the File Maintenance Menu (AMPM10). In addition to a Federal tax table, you need a tax table for all other taxes withheld from employee pay and for earned income credit payments made to employees.

```
   DATE **/**/**              PAYROLL FILE MAINTENANCE          SELECT    AMPYU1  **
                                     TAX TABLE

             PAY FREQUENCY <WK/BW/MN/SM>                A2
             MARITAL STATUS <M/S/H/O>                    A
             DISTRIBUTION CODE <A/E/F/S/I/K/L>           A
             DISTRIBUTION NUMBER <0-999>                nnn

             ACTION CODE <A/C/D>                         A












                                                       F24 DISPLAY STATUS

```

What to do

- Type in the information requested and press **Enter**.

    - If you selected distribution code I, the Tax Table (Add, Change, Delete) display (AMPYU3) appears.

    - If you selected distribution code A, the Tax Table (Add, Change Delete) display (AMPYU3A) appears.

    - If you selected distribution code F, S, K, or L, the Tax Table (Add, Change, Delete) display (AMPYU2) appears.

    - If you selected distribution code E, the Advanced Earned Income Credit Payments Table (Add, Change, Delete) display (AMPYUE) appears.

- To end the session or review the session status, use **F24**.

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Function keys

F24 DISPLAY STATUS causes the Tax Table (Status) display (AMPYU4) to appear. The display shows the status of the file maintenance session.

Fields

All fields are required.

PAY FREQUENCY (WK/BW/MN/SM). Type in one of the following codes to indicate how often you pay an employee:

WK   Weekly: paid once each week
BW   Biweekly: paid every two weeks
MN   Monthly: paid once each month
SM   Semimonthly: paid twice each month

The pay frequency you select appears on succeeding displays that prompt for pay cycle/year limits.

MARITAL STATUS (M/S/H/O). Type in one of the following codes to indicate the employee marital status for which the tax table is applicable:

M   Married; married tax table is used
S   Single; single tax table is used
H   Head of household; head of household tax table is used
O   Other.

When you set up an EIC table, the marital status codes include the following:

M   Both spouses are eligible; two W-5 forms are on file
S   Single or married and one W-5 form is on file.

DISTRIBUTION CODE (A/E/F/S/I/K/L). Type in one of the following distribution codes to indicate the type of tax for which this tax table is applicable:

A   State unemployment insurance
E   Earned income credit
F   Federal
S   State
I   State disability insurance
K   County
L   Local.

DISTRIBUTION NUMBER (0-999). Type in the same unique 3-digit distribution number assigned in the Deduction Distribution file to the taxing body. For Federal tax and earned income credit payments, this number is 000. For state unemployment and disability insurance, this number must be the same as that used for the associated state (S) code.

ACTION CODE (A/C/D). Required. Type in one of the following codes to identify the type of maintenance you want to perform:

A   Add a record
C   Change a record
D   Delete a record.

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AMPYU3—Tax Table (Add, Change, Delete)

Use this display to set up the method for calculating state disability insurance withholdings.

This display appears during Tax Table file maintenance for SDI tables (code I). The limits and amounts entered are for each pay cycle or an entire year, as specified.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE    AMPYU3  **
                                  TAX TABLE

        DISABILITY INSURANCE - DESCRIPTION                aaaaaaaaaaaaaA15
          DEDUCT FOR HOME STATE WORK ONLY <YES/NO>        aA3
          LIMITS ON GROSS FOR PAY CYCLE OR YEAR <PC/YR>   A2
          MAXIMUM DEDUCTION AMOUNT                        nnn.nn












                                                         F18 REFRESH SCREEN
                                                         F19 RETURN TO SELECT
```

What to do

- To set up limits and amounts for calculating SDI withholdings, type in the information you need, press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYU9) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYU3 to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

DISABILITY INSURANCE—DESCRIPTION. Type in the name of the state that requires you to withhold SDI.

DEDUCT FOR HOME STATE WORK ONLY (YES/NO). Required. Type in one of the following codes:

YES   Deduct SDI only when employees work in their home states

NO   Deduct SDI when employees work in another state temporarily and the state has no SDI withholding requirement.

LIMITS ON GROSS FOR PAY CYCLE OR YEAR (PC/YR). Required. Type in one of the following codes:

PC   If the system applies SDI maximum deduction limit to each pay cycle gross
YR   If the system applies SDI maximum deduction limit to the annual gross.

MAXIMUM DEDUCTION AMOUNT. If you selected code PC, type in the maximum SDI deduction for each pay cycle; if you selected code YR, type in the maximum annual SDI deduction. This amount must relate to the response in the ***LIMITS ON GROSS FOR PAY CYCLE OR YEAR*** field.

AMPYU3A–Tax Table (Add, Change, Delete)

Use this display to describe the tax table identified on display AMPYU1.

This display appears during Tax Table file maintenance for deduction code A (employee-paid State Unemployment Insurance).

```
DATE **/**/**        PAYROLL FILE MAINTENANCE        CHANGE    AMPYU3A **
                     TAX TABLE

       DESCRIPTION              aaaaaaaaaaaaA15

       LIMITS ON GROSS FOR PAY CYCLE OR YEAR <PC/YR>     A2
       MAXIMUM DEDUCTION AMOUNT      nnnnn.nn














                              F18 REFRESH SCREEN
                              F19 RETURN TO SELECT
```

What to do

- To describe the tax, type in the information you need for the tax and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYU9) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYU2 to appear again with the values entered before the current file maintenance session.

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F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) to identify the tax table you want to maintain. For example, for a Federal tax record for married employees paid each week use "FEDERAL.WK-M." This description appears on succeeding displays below the system date.

LIMITS ON GROSS FOR PAY CYCLE OR YEAR (PC/YR). Type **PC** if a limit exists on the gross amount for a pay cycle or **YR** if a limit exists on the gross amount for a year.

MAXIMUM DEDUCTION AMOUNT. Type in the maximum amount to be deducted.

AMPYU2–Tax Table (Add, Change, Delete)

Use this display to describe the tax table identified on display AMPYU1.

This display appears during Tax Table file maintenance for deduction codes other than I (SDI tables), E (earned income credit payments), or A (employee-paid SUI).

```
  DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE     AMPYU2  **
                                      TAX TABLE

          DESCRIPTION                   aaaaaaaaaaaaA15
          SPECIAL RATE %                nn.nnn

          STATE ABBREVIATION            A2




                                                              F18 REFRESH SCREEN
                                                              F19 RETURN TO SELECT
```

What to do

- To describe the tax, type in the information you need for the tax and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYU5) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYU2 to appear again with the values entered before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) to identify the tax table you want to maintain. For example, for a Federal tax record for married employees paid each week use "FEDERAL.WK-M." This description appears on succeeding displays below the system date.

SPECIAL RATE % (Special Rate Percent). Used for Federal, state, county, or local taxes that you want to calculate at a fixed percentage. If you prepare a special check for an employee and want the system to replace normal tax rates with a fixed percentage rate, type in the fixed percentage rate here. This applies to commission, bonus, and other additional compensation checks (type BO adjustments).

If you use normal taxing methods on special checks, type in **.00** in this field. If you type in a zero percentage, the system uses the tax table rate.

See "Understanding the functions and options" on page 2-19 for special pay considerations.

STATE ABBREVIATION. Appears if you select distribution code S (State) on display AMPYU1. Used by the Payroll application to calculate various unique state taxing requirements. If this is a state income tax or state disability insurance tax, type in a valid state abbreviation.

The U.S. Post Office Department has authorized these abbreviations for use with the ZIP code.

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
Dist. of Col.	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR

Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

AMPYU5—Tax Table (Add, Change, Delete)

Use this display to set up the method used to enter standard deductions and to calculate these deductions.

This display appears during Tax Table file maintenance for distribution codes F, S, K, and L. For Federal tax tables, standard deductions do not apply and no deductions are permitted prior to calculating Federal income tax.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE     AMPYU5  **
        ***************            TAX TABLE

        LIMITS & DEDUCTIONS BY PAY CYCLE OR YEAR <PC/YR>  A2
        STANDARD DEDUCTION APPLY <YES/NO>                 aA3
          DEDUCT FIT PRIOR TO STD DEDUCTION <YES/NO>      aA3
          STANDARD DEDUCTION %                              nn.n
          STANDARD DEDUCTION MINIMUM 1                    nnnnn.nn
          STANDARD DEDUCTION MAXIMUM 1                    nnnnn.nn
          STANDARD DEDUCTION MINIMUM 2                    nnnnn.nn
          STANDARD DEDUCTION MAXIMUM 2                    nnnnn.nn
          ADDITIONAL DEDUCTION AMOUNT                     nnnnn.nn

        DEDUCT FIT <YES/NO>                               aA3
        FIT MAXIMUM                                       nnnnn.nn
        PERCENT OF FIT TO DEDUCT                            nnn.nn


                                                  F18 REFRESH SCREEN
                                                  F19 RETURN TO SELECT
```

What to do

- Type in the information required and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYU6) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYU5 to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax with which you are working. Appears on the second line of the display, below the date.

LIMITS & DEDUCTIONS BY PAY CYCLE OR YEAR (PC/YR). Required. Type in one of the following codes:

PC   If the system applies the amounts entered on this display to each pay cycle gross.

YR   If system applies the amounts entered on this display to annual gross.

STANDARD DEDUCTION APPLY (YES/NO). Required. Type in **YES** if the system withholds standard deduction amounts from taxable gross before it calculates taxes; otherwise, type in **NO**. Proceed to the following associated fields.

Notes:

1. The code (0, 1, or 2) entered in the *STANDARD DEDUCTION LIMITS CODE* field for an employee, in the Employee State/County/Local file, indicates whether the employee uses the standard deduction minimum and maximum 1 or 2 values, as defined in this state, county, or local tax table.

2. For Federal tax tables, always type in **NO** and move the cursor to the *DEDUCT FIT (YES/NO)* field.

   DEDUCT FIT PRIOR TO STD DEDUCTION (YES/NO): Required. Type in **YES** to deduct Federal income tax from taxable gross before the system calculates the standard deduction amount; otherwise, type in **NO**.

   STANDARD DEDUCTION %: Required if the standard deduction is a percentage of taxable gross. Type in the standard deduction percentage.

   STANDARD DEDUCTION MINIMUM 1: Required if you use a first minimum standard deduction. Type in the minimum amount. The system compares the calculated amount to this minimum; if it is less, the system uses the minimum amount.

   STANDARD DEDUCTION MAXIMUM 1: Required if the system uses a first maximum standard deduction. Type in the maximum amount. The system compares the calculated amount to this maximum; if it is greater, the system uses the maximum amount.

   STANDARD DEDUCTION MINIMUM 2: Required if the system uses a second minimum standard deduction. Type in the minimum amount. For those employees

using the second minimum and maximum, the system compares the calculated amount to this minimum; if it is less, it uses the minimum amount.

STANDARD DEDUCTION MAXIMUM 2: Required if the system uses a second maximum standard deduction. Type in the maximum amount. For those employees using the second minimum and maximum, the system compares the calculated amount to this maximum; if it is greater, the system uses the maximum amount.

ADDITIONAL DEDUCTION AMOUNT: If a standard deduction percentage is used, specifies an optional dollar amount to be added to this standard deduction.

DEDUCT FIT (YES/NO). Required. Type in **YES** if the system deducts Federal income tax before it calculates state, county, or local taxes; otherwise, type in **NO**.

Note: For Federal tax tables, type in **NO**.

FIT MAXIMUM. If the system can deduct a maximum amount of Federal income tax before it calculates state, county, or local taxes, type in the dollar value. The system compares the calculated amount to the maximum. If the calculated amount is greater, the system uses the maximum amount. If there is no maximum limit, type in all nines.

Note: For Federal tax tables, type in all zeros.

PERCENT OF FIT TO DEDUCT. If you want the system to deduct a percentage of Federal income tax before it calculates state, county, or local taxes, type in that percentage of Federal income tax. If you type in 0 (zero), the system deducts the full Federal income tax, based on the response in the *DEDUCT FIT* field. For example, a state may allow 75% of FIT for married persons and 80% for single persons.

AMPYU6—Tax Table (Add, Change, Delete)

Use this display to specify how you want to apply the limits and percentages you entered on display AMPYU5 with the tax bracket limits when the system calculates state, county, or local taxes.

This display appears during Tax Table file maintenance for distribution codes F, S, K, and L.

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```
DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE    AMPYU6  **
        ***************            TAX TABLE

    ENTER A VALUE FOR TAX BRACKET LIMITS & PERCENTS USAGE <1-4>      n
     1=LIMITS ARE ADJUSTED GROSS INCREMENTS-TAX IS % OF INCREMENT
     2=LIMITS ARE FIT WITHHELD -TAX IS % OF FIT
     3=LIMITS ARE ADJUSTED GROSS-TAX IS % OF FIT
     4=LIMITS ARE ADJUSTED GROSS-TAX IS % OF ADJUSTED GROSS

    DEDUCT FICA BEFORE TAX CALCULATIONS <YES/NO>                   aA3
     MAXIMUM FICA AMOUNT                                       nnnnn.nn




                                                   F18 REFRESH SCREEN
                                                   F19 RETURN TO SELECT
```

What to do

- Type in the required information and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYU7) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYU6 to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax for which you are specifying taxing limits. This appears on the second line, below the date.

ENTER A VALUE FOR TAX BRACKET LIMITS & PERCENTS USAGE
(1-4). Required. Type in one of the following values to indicate how you want to use the table of limits and percents.

1   Employee's adjusted taxable gross will be the base for this tax. The system compares the adjusted taxable gross to limit 1 in the tax bracket table. If it is equal to or greater than limit 1, the system multiplies the percent factor in percent 1 in the tax bracket table by the dollar amount in limit 1. This amount is part of the tax amount.

Next, the system subtracts the dollar amount in limit 1 from the adjusted taxable gross. The system repeats this, moving sequentially through the limits table and accumulating the tax amount, until it reaches a a limit field greater

than the remaining adjusted taxable gross. When this happens, the system multiplies the corresponding percent factor by the remaining adjusted taxable gross. It adds the result to the tax amount which is now the total tax amount.

2   Amount of Federal taxes withheld will be the base for this tax. The system compares the employee's FIT to each limit field, starting with limit 1 and continuing until it reaches a limit field greater than the FIT dollar amount. The system multiplies the corresponding percent factor by the employee's FIT. The result is the tax amount.

3   Employee's adjusted gross income will be the base for this tax. The system multiplies the percentage used by the employee's Federal income tax. It compares the adjusted taxable gross to each limit field, starting with limit 1 and continues until it reaches a limit field greater than the employee's adjusted taxable gross. The system multiplies the corresponding percent factor by the employee's FIT (not adjusted taxable gross). The result is the tax amount.

4   Limits are for an employee's total adjusted taxable gross. The system compares the adjusted taxable gross to each limit, starting with 1, and continuing until it reaches a limit field greater than or equal to the employee's adjusted taxable gross. It multiplies the corresponding percent factor by the employee's adjusted taxable gross. The result is the tax amount.

For Federal tax tables, always type in **1**.

DEDUCT FICA BEFORE TAX CALCULATIONS (YES/NO). Required. If you want to deduct FICA from taxable gross income before the system calculates state, county, or local taxes, type in **YES**; otherwise, type in **NO**.

For Federal taxes, type in **NO**.

MAXIMUM FICA AMOUNT. If the system can deduct a maximum limit of the amount of FICA before it calculates taxes, type in the dollar amount. If there is no maximum amount, type in all nines (99999.99).

AMPYU7–Tax Table (Add, Change, Delete)

Use this display to set up personal exemption tables and reflect three types of personal exemptions.

This display appears during Tax Table file maintenance for distribution codes F, S, K, and L. The system deducts the dollar amounts entered from taxable gross income before it calculates the amount of tax. Answer **YES** or **NO** to specify the use of personal exemptions. The Federal exemptions appear in the Employee Master file; the state, county, and local exemptions appear in the Employee State/County/Local file.

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```
DATE **/**/**             PAYROLL FILE MAINTENANCE       CHANGE     AMPYU7  **
         ***************         TAX TABLE

            ARE PERSONAL EXEMPTIONS USED <YES/NO>        aA3

         EXEMP   TABLE 1         TABLE 2         TABLE 3
         NO.
          1    nnnnn.nn        nnnnn.nn        nnnnn.nn
          2    nnnnn.nn        nnnnn.nn        nnnnn.nn
          3    nnnnn.nn        nnnnn.nn        nnnnn.nn
          4    nnnnn.nn        nnnnn.nn        nnnnn.nn
          5    nnnnn.nn        nnnnn.nn        nnnnn.nn
          6    nnnnn.nn        nnnnn.nn        nnnnn.nn
          7    nnnnn.nn        nnnnn.nn        nnnnn.nn
          8    nnnnn.nn        nnnnn.nn        nnnnn.nn
          9    nnnnn.nn        nnnnn.nn        nnnnn.nn
         10    nnnnn.nn        nnnnn.nn        nnnnn.nn



                                        F18 REFRESH SCREEN
                                        F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYU8) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYU7 to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax with which you are working. This appears on the second line, below the date.

ARE PERSONAL EXEMPTIONS USED (YES/NO). Required. Type in **YES** to deduct personal exemptions from taxable gross before the system calculates taxes; otherwise, type in **NO**.

For Federal tax tables, always type in **YES**.

EXEMP NO. (Exemption Number). The system assigns each exemption a sequential number for up to ten exemptions.

TABLE 1, 2, 3. Tables 1, 2, and 3 reflect three types of personal exemptions. There are three tables because some tax formulas set different dollar amounts for different

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types of exemptions (such as for dependent children, dependent adults, and dependent adults over age 65).

The fields in these tables contain the dollar amount for each number of exemptions up to ten. If there are more than ten of any one type of exemption, the system takes the difference between the tenth amount and the ninth amount, multiplies it by the number of exemptions in excess of ten, and adds it to the tenth amount. The system deducts the dollar amount, found either in the table or from the calculations for that number of exemptions, from the taxable gross prior to computation of the tax amount. The number of Federal exemptions comes from the Employee Master file. The number of state, county, and local exemptions comes from the Employee State/County/Local file.

TABLE 1: Type in a value for each table entry from the appropriate tax guide obtained from the IRS or state, county, or local taxing authority. This corresponds to the Exemption Type 1 in the Employee State/County/Local file.

TABLE 2: Make no entries for Federal records. States, counties, and localities sometimes allow additional exemption amounts for dependents, such as children. These allowances may be at a different rate than for spouse or husband and wife combined. This corresponds to the Exemption Type 2 in the Employee State/County/Local file.

TABLE 3: Make no entries for Federal records. This table permits you to claim exemptions for other categories (for example, over 65). The use is the same as exemption table 2. The corresponding field in the Employee State/County/Local file is Exemption Type 3.

AMPYU8—Tax Table (Add, Change, Delete)

Use this display to set up tax credit tables and reflect three types of tax credits for state, county, or local taxes.

This display appears during Tax Table file maintenance for distribution codes F, S, K, and L. The system deducts dollar amounts entered from already calculated taxes rather than before it calculates taxes. Answer **YES** or **NO** to specify the use of tax credits.

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```
DATE **/**/**              PAYROLL FILE MAINTENANCE        CHANGE     AMPYU8  **
        ***************          TAX TABLE

             ARE TAX CREDITS USED <YES/NO>                aA3

         CREDIT TABLE 1          TABLE 2         TABLE 3
         NO.
          1    nnnnn.nn         nnnnn.nn        nnnnn.nn
          2    nnnnn.nn         nnnnn.nn        nnnnn.nn
          3    nnnnn.nn         nnnnn.nn        nnnnn.nn
          4    nnnnn.nn         nnnnn.nn        nnnnn.nn
          5    nnnnn.nn         nnnnn.nn        nnnnn.nn
          6    nnnnn.nn         nnnnn.nn        nnnnn.nn
          7    nnnnn.nn         nnnnn.nn        nnnnn.nn
          8    nnnnn.nn         nnnnn.nn        nnnnn.nn
          9    nnnnn.nn         nnnnn.nn        nnnnn.nn
         10    nnnnn.nn         nnnnn.nn        nnnnn.nn


                                              F18  REFRESH  SCREEN
                                              F19  RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYU9) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYU7 to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax with which you are working. This appears on the second line, below the date.

ARE TAX CREDITS USED (YES/NO). Required. Type in **YES** if the system calculates tax credit exemptions against this state, county, or locality; otherwise type in **NO**.

CREDIT NO. (Credit Number). The system assigns each credit a sequential number, up to ten credits.

TABLE 1, 2, 3. Three tables exist because some tax formulas set different dollar amounts for different tax credits (such as for dependent children, dependent adults, and dependent adults over age 65).

Type in a value for each required table entry.

Each type of tax credit has ten fields numbered 1 through 10. These fields contain the dollar amount for each number of tax credits up to ten. If thee are more than ten of any one type of tax credit, the system calculates the difference between the tenth amount and the ninth amount, multiplies it by the number of tax credits in excess of ten, and adds it to the tenth amount to the product. The system deducts the dollar amount, found either in the table or from the calculations for that number of tax credits, from the already calculated tax instead of using it to reduce the taxable gross before the system calculates the tax.

TABLE 1: The explanation is the same as that for Table 1 in personal exemptions, on display AMPYU7. The corresponding field in the Employee State/County/Local file is tax credit exemptions type 1.

TABLE 2: The explanation is the same as that for tax credit Table 1. The corresponding field in the Employee State/County/Local file is tax credit exemptions type 2.

TABLE 3: The explanation is the same as that for tax credit Table 1. The corresponding field in the Employee State/County/Local file is tax credit exemptions type 3.

AMPYU9—Tax Table (Add, Change, Delete)

Use this display to set up 10 additional tax bracket limits and percentages the system can use to calculate taxes.

This display appears during Tax Table file maintenance for other distribution codes A, F, S, K, and L. This display also appears for distribution code I (SDI).

```
   DATE **/**/**            PAYROLL  FILE MAINTENANCE           CHANGE      AMPYU9  **
           ***************            TAX TABLE

                                TAX  BRACKET
                              LIMIT      PERCENT
                         1    nnnnnnn.nn   nn.nnnnn
                         2    nnnnnnn.nn   nn.nnnnn
                         3    nnnnnnn.nn   nn.nnnnn
                         4    nnnnnnn.nn   nn.nnnnn
                         5    nnnnnnn.nn   nn.nnnnn
                         6    nnnnnnn.nn   nn.nnnnn
                         7    nnnnnnn.nn   nn.nnnnn
                         8    nnnnnnn.nn   nn.nnnnn
                         9    nnnnnnn.nn   nn.nnnnn
                        10    nnnnnnn.nn   nn.nnnnn
                        11    nnnnnnn.nn   nn.nnnnn
                        12    nnnnnnn.nn   nn.nnnnn
                        13    nnnnnnn.nn   nn.nnnnn
                        14    nnnnnnn.nn   nn.nnnnn
                        15    nnnnnnn.nn   nn.nnnnn


                                              F18 REFRESH SCREEN
                                              F19 RETURN TO SELECT
```

What to do

• Type in the required information and press **Enter**.

- If you did not type a limit of all nines (9999999.99) on AMPYU9, the Tax Table (Add, Change, Delete) display (AMPYUA) appears.

- If you did type a limit of all nines (9999999.99) on AMPYU9, the Tax Table (Add) display (AMPYUB) appears.

• To see the display as it was before you typed anything in the fields, use **F18**.

• To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYUA to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax with which you are working. This appears on the second line, below the date.

TAX BRACKET LIMIT. Required. The system determines the use of the limits part of the table by the entry in the *TAX BRACKET LIMITS AND PERCENTAGE USAGE* field on display AMPYU6. Type in the limits, either the upper limits of each tax bracket or the amount of increment between brackets, based on the entry on AMPYU6. Following are the codes from AMPYU6 and the associated limits.

1   Type in the increments between the limits of taxable gross
2   Type in the upper limits of Federal income tax
3   Type in the upper limits of taxable gross
4   Type in the upper limits for the net taxable gross the system taxes at the corresponding percent.

Type all nines (9999999.99) in the last field.

Note: For SDI, type in 9999999.99 for *LIMIT 1*. Leave other limits blank.

TAX BRACKET PERCENT. Required. Type in the percentage associated with each limit.

Note: For SDI, type in the percent the system takes in *PERCENT 1*. Leave other percents blank.

AMPYUA–Tax Table (Add, Change, Delete)

Use this display to set up 10 additional tax bracket limits and percentages the system can use to calculate taxes.

This display appears during Tax Table file maintenance for other distribution codes F, S, K, and L. This display does not appear if you entered a limit of all 9s (9999999.99) on display AMPYU9.

```
DATE **/**/**             PAYROLL FILE MAINTENANCE        CHANGE     AMPYUA  **
        ***************        TAX TABLE

                           TAX BRACKET
                         LIMIT      PERCENT
                      16 nnnnnnn.nn  nn.nnnnn
                      17 nnnnnnn.nn  nn.nnnnn
                      18 nnnnnnn.nn  nn.nnnnn
                      19 nnnnnnn.nn  nn.nnnnn
                      20 nnnnnnn.nn  nn.nnnnn
                      21 nnnnnnn.nn  nn.nnnnn
                      22 nnnnnnn.nn  nn.nnnnn
                      23 nnnnnnn.nn  nn.nnnnn
                      24 nnnnnnn.nn  nn.nnnnn
                      25 nnnnnnn.nn  nn.nnnnn




                                            F18 REFRESH SCREEN
                                            F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYUB) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select)display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYUA to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

See "AMPYU9—Tax Table (Add, Change, Delete)" on page 12-71 for descriptions of the fields that appear on this display.

AMPYUB—Tax Table (Add, Change, Delete)

Use this display to specify a minimum tax amount and a final gross taxable minimum amount.

This display appears during Tax Table file maintenance for distribution codes F, S, K, or L.

Note: Do not change information on this display during the year.

```
   DATE **/**/**            PAYROLL  FILE  MAINTENANCE         CHANGE     AMPYUB  **
           ***************         TAX  TABLE

                            TAXING  LIMITS
                    MINIMUM  TAX  TO  BE  PAID          nnnnn.nn
                    GROSS  TAXABLE  MINIMUM            nnnnn.nn




                                                         F18  REFRESH  SCREEN
                                                         F19  RETURN  TO  SELECT
```

What to do

- Type in the information you need and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYUC) appears. See "Taxable and reported indicators" on page 2-44 for more information.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYUA to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax for which you are specifying taxing limits. This appears on the second line, below the date.

Contents	Index

MINIMUM TAX TO BE PAID. Type in the minimum tax amount you want to withhold. The system compares the calculated tax to this minimum. If it is less, the system uses the minimum amount as the tax amount.

GROSS TAXABLE MINIMUM. Type in the minimum gross taxable limit used when calculating taxes. The system compares the final gross taxable amount to this minimum. If it is less, the system does not deduct any taxes.

AMPYUC—Tax Table (Add, Change, Delete)

Use this display to specify whether or not the system calculates taxable gross using method 1. This method calculates taxable gross at the state level for Oklahoma.

This display appears during Tax Table file maintenance for distribution codes F, S, K, or L. Always enter **NO** for Federal tax tables.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE     AMPYUC  **
        ***************           TAX TABLE

                           TAXABLE GROSS CALCULATION
                      METHOD 1 USED  <YES/NO>            aA3

                      WITHHOLDING BASE LIMIT          nnnnn.nn
                      PERCENT OF WITHHOLDING BASE        nn.nnn
                      TAXABLE GROSS ADJUSTMENTS       nnnnn.nn
                      PERCENT OF GROSS OVER LIMIT        nn.nnn




                                                       F18 REFRESH SCREEN
                                                       F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Tax Table (Add, Change, Delete) display (AMPYUD) appears. See "Tax calculations" on page 2-47 for more information.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYUA to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax with which you are working. This appears on the second line, below the date.

METHOD 1 USED (YES/NO). Required. Type in **YES** if you use method 1 to calculate an employee's taxable gross pay; otherwise, type in **NO**.

WITHHOLDING BASE LIMIT. Type in the maximum taxable gross dollar amount the system can use as a withholding base.

PERCENT OF WITHHOLDING BASE. Type in the percentage of the withholding base amount the system can use to calculate the taxable gross.

TAXABLE GROSS ADJUSTMENTS. Type in the dollar amount (plus or minus) the system can use to adjust the taxable gross amount.

PERCENT OF GROSS OVER LIMIT. Type in the tax percentage of the amount of employee gross pay over the withholding base limit. The system adds the result to the tax it calculated using the tax limits and percentages.

AMPYUD—Tax Table (Add, Change, Delete)

Use this display to specify whether or not the system calculates taxable gross using method 2. This method calculates taxable gross at the state level for Montana and some other states.

This display appears during Tax Table file maintenance for distribution codes F, S, K, or L. Always enter **NO** for Federal tax tables.

```
 DATE **/**/**            PAYROLL  FILE  MAINTENANCE         CHANGE     AMPYUD  **
          ***************         TAX  TABLE

                         TAXABLE  GROSS  CALCULATION
                METHOD  2  USED   <YES/NO>                 aA3

                    TAXABLE
                    MINIMUM           LIMIT           PERCENT

            1      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            2      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            3      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            4      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            5      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            6      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            7      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            8      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
            9      nnnnnn.nnn       nnnnnnn.nn        nn.nnn
           10      nnnnnn.nnn       nnnnnnn.nn        nn.nnn




                                              F18 REFRESH SCREEN
                                              F19 RETURN TO SELECT
```

What to do

• Type in the information you need and press **Enter**. The Method 3 Taxable Gross Calculation display (AMPYUF) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYUA to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

Tax Description. The name of the tax with which you are working. This appears on the second line, below the date.

METHOD 2 USED (YES/NO). Required. Type in **YES** if you use method 2 to calculate an employee's taxable gross pay; otherwise, type in **NO**.

TAXABLE MINIMUM. Required. Type in the minimum taxable gross pay for the income bracket.

LIMIT. Type in the limit for the total gross pay the system multiplies by the corresponding percentage to determine part of the taxable gross.

PERCENT. Type in the percentage of the total gross pay to use as part of taxable gross pay. The system adds this percentage to the taxable minimum to calculate the total taxable gross pay.

AMPYUF—Payroll File Maintenance Tax Table (Select)

Use this display to select tax calculation method 3, and to access the first ten entries in the exemption table. This method calculates taxable gross at the state level for Connecticut only.

This display appears if you select distribution codes F, S, K, or L on display AMPYU1. Always enter **NO** for Federal tax tables.

Contents | **Index**

```
DATE **/**/**            PAYROLL FILE MAINTENANCE        SELECT    AMPYUF  **
                                TAX TABLE

                         TAXABLE GROSS CALCULATION
                      METHOD 3 USED  <YES/NO>              aA3


                       SALARY        EXEMPTION
             1    n,nnn,nnn.nn-       nn.nnn-
             2    n,nnn,nnn.nn-       nn.nnn-
             3    n,nnn,nnn.nn-       nn.nnn-
             4    n,nnn,nnn.nn-       nn.nnn-
             5    n,nnn,nnn.nn-       nn.nnn-
             6    n,nnn,nnn.nn-       nn.nnn-
             7    n,nnn,nnn.nn-       nn.nnn-
             8    n,nnn,nnn.nn-       nn.nnn-
             n    n,nnn,nnn.nn-       nn.nnn-
            10    n,nnn,nnn.nn-       nn.nnn-


                                            F19 RETURN TO SELECT
```

What to do

- Type in YES to use tax calculation method 3 and press **Enter**. If the last entry in the EXEMPTION field is not 9,999,999.99, the Payroll File Maintenance Tax Table (Select) display (AMPYUG) appears. Otherwise, the Payroll File Maintenance Tax Table (Select) display (AMPYUH) appears.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

SALARY. A salary amount that determines the amount of the exemption. Amounts you enter after the first salary amount will be incremental, since you must use a limits code of 1.

EXEMPTION. The amount of the exemption for the corresponding salary amount.

AMPYUG—Payroll File Maintenance Tax Table (Select)

Use this display to see the second half of the exemption table for method 3.

This display appears if the last entry on display AMPYUG is not 9,999,999.99.

Contents   Index

```
   DATE **/**/**            PAYROLL  FILE MAINTENANCE        SELECT    AMPYUG  **
                                  TAX TABLE


                         SALARY        EXEMPTION
                  11    n,nnn,nnn.nn-      nn.nnn-
                  12    n,nnn,nnn.nn-      nn.nnn-
                  13    n,nnn,nnn.nn-      nn.nnn-
                  14    n,nnn,nnn.nn-      nn.nnn-
                  15    n,nnn,nnn.nn-      nn.nnn-
                  16    n,nnn,nnn.nn-      nn.nnn-
                  17    n,nnn,nnn.nn-      nn.nnn-
                  18    n,nnn,nnn.nn-      nn.nnn-
                  19    n,nnn,nnn.nn-      nn.nnn-
                  20    n,nnn,nnn.nn-      nn.nnn-
                  21    n,nnn,nnn.nn-      nn.nnn-
                  22    n,nnn,nnn.nn-      nn.nnn-
                  23    n,nnn,nnn.nn-      nn.nnn-
                  24    n,nnn,nnn.nn-      nn.nnn-
                  25    n,nnn,nnn.nn-      nn.nnn-

                                                   F19  RETURN  TO  SELECT
```

What to do

Press **Enter** to continue.

Function keys

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

SALARY. A salary amount that determines the amount of the exemption.

EXEMPTION. The amount of the exemption for the corresponding salary amount.

AMPYUH—Payroll File Maintenance Tax Table (Select)

Use this display to see the credit percentages for tax calculation method 3. Two more, identical, displays are available to let you maintain up to thirty credit percentages.

This display appears if you press **Enter** on display AMPYUF or AMPYUG.

Contents | **Index**

```
   DATE **/**/**              PAYROLL FILE MAINTENANCE        SELECT    AMPYUH  **
                                     TAX TABLE

                                      CREDIT
                            SALARY   PERCENTAGE
                      1    n,nnn,nnn.nn-      nn.nnn-
                      2    n,nnn,nnn.nn-      nn.nnn-
                      3    n,nnn,nnn.nn-      nn.nnn-
                      4    n,nnn,nnn.nn-      nn.nnn-
                      5    n,nnn,nnn.nn-      nn.nnn-
                      6    n,nnn,nnn.nn-      nn.nnn-
                      7    n,nnn,nnn.nn-      nn.nnn-
                      8    n,nnn,nnn.nn-      nn.nnn-
                      9    n,nnn,nnn.nn-      nn.nnn-
                     10    n,nnn,nnn.nn-      nn.nnn-




                                                         F19  RETURN  TO  SELECT
```

What to do

Press **Enter** to continue.

Function keys

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

SALARY. A salary amount that determines the amount of the credit. The last amount you enter must be all 9s.

CREDIT PERCENTAGE. The amount of the credit percentage for the corresponding salary amount. The last amount you enter must be all 9s.

AMPYUK—Payroll File Maintenance Tax Table (Add/Change)

Use this display to specify the annual wage and allowance values to be used with the Method 4 tax calculation. This method is used at the state level to adjust the value of a withholding allowance based on an employee's annualized gross wages.

This display appears if you select distribution codes F, S, K, or L on display AMPYU1. Always enter **NO** for Federal tax tables.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE         ******    AMPYUK  **
          ***************        TAX TABLE

                          ANNUAL WAGE CALCULATION
                          METHOD 4 USED  <YES/NO>     aA3


                ANNUAL WAGE        ALLOWANCE

            1   n,nnn,nnn.nn      nn,nnn.nn
            2   n,nnn,nnn.nn      nn,nnn.nn
            3   n,nnn,nnn.nn      nn,nnn.nn
            4   n,nnn,nnn.nn      nn,nnn.nn
            5   n,nnn,nnn.nn      nn,nnn.nn




                                              REFRESH SCREEN
                                              F19 RETURN TO SELECT
```

What to do

- Type in up to five wage brackets and press **Enter**. The Payroll File Maintenance Tax Table (Select) display (AMPYU1) appears.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes the display to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

ANNUAL WAGE. The annualized gross wage amount that determines the wage/allowance brackets in wage ascending order. The employee's annualized gross wages will be compared to each entry in this table to determine if they are equal to or greater than the table value. If the employee's gross wages are less than the first entry, the search ends and the standard taxing method will be used. If the employee's gross wages are greater than the first entry, the search stops when the last table entry is found or when the next entry is greater than the wage amount.

ALLOWANCE. The value of a withholding allowance to be used for this gross wage bracket. This amount must be the annual value of the allowance even if *Limits & Deductions by Pay Cycle (PC)* was used on display AMPYU5. The allowance entered then will be multiplied by the number of exemptions entered on the state, county, or local record.

AMPYUE—Advance Earned Income Credit Payments Table (Add/Change)

Use this display to add and maintain the Advance Earned Income Credit Payment Table.

This display appears if you select distribution code E on display AMPYU1.

```
 DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE     AMPYUE  **
                         DESCRIPTION    ***************

                      ADVANCE EARNED INCOME CREDIT PAYMENTS TABLE
                      ************************
                      ************************
          LIMITS & EIC AMOUNTS ARE BY CYCLE OR YEAR <PC/YR>  A2

           ----------- WAGES ----------      ---- EIC PAYMENT ----
           MINIMUM              UP TO        DOLLAR    OR    % OF
            AMOUNT             AMOUNT        AMOUNT           WAGES
       1   nnnnnn.nnn       nnnnnnn.nn     nnnnn.nn       nn.nnn
       2   nnnnnn.nnn       nnnnnnn.nn     nnnnn.nn
           ----------- WAGES ----------      ---- EIC PAYMENT ----
           MINIMUM              UP TO        DOLLAR    AND   LESS % IN
            AMOUNT             AMOUNT        AMOUNT         EXCESS OF MINIMUM
       3   nnnnnn.nnn       nnnnnnn.nn     nnnnn.nn       nn.nnn

           MAXIMUM YTD WAGES FOR EIC PAYMENT   nnnnnnn.nn
           MAXIMUM YTD EIC PAYMENTS            nnnnnnn.nn

                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Tax Table (Select) display (AMPYU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**. The Tax Table (Select) display (AMPYU1) appears.

Function keys

F18 REFRESH SCREEN causes display AMPYUA to appear again with the values shown before the current file maintenance session.

F19 RETURN TO SELECT causes display AMPYU1 to appear again; no file updating occurs.

Fields

DESCRIPTION. The name of the tax with which you are working.

Contents | Index

Table Description. The description of the earned income credit payments table which you are maintaining. It includes the method used and the EIC eligibility status for the table. It appears on the two lines below the heading.

LIMITS & EIC AMOUNTS ARE BY CYCLE OR YEAR (PC/YR). Type in one of the following codes:

PC   If the limits and amounts are by pay cycle
YR   If the limits and amounts are by year.

WAGES. These fields apply to the Tables for Percentage Method of Advance EIC Payments in your Circular E, as received from the Internal Revenue Service.

> *MINIMUM AMOUNT*: Type in the minimum amount allowed before deducting withholding allowances. The first value must be 0 (zero).

> *UP TO AMOUNT*: Type in the amount for wages that the system should not exceed for this EIC payment. For line #3, this amount must always be specified as nines (9,999,999.99).

EIC PAYMENT. These fields apply to the Tables for Percentage Method of Advance EIC Payments in your *Circular E*, as received from the Internal Revenue Service.

> *DOLLAR AMOUNT*: Type in the fixed amount of the payment you must pay back to the employee as Earned Income Credit.

> *% OF WAGES (Percent of Wages*): Type in the percentage of the payment you must pay back to the employee as Earned Income Credit. Fourteen percent would be 14.000.

> *LESS% IN EXCESS OF MINIMUM (Less Percent in Excess of Minimum)*: Type in the percentage the system uses to calculate a reduction in the EIC payment by the amount of wages in excess of the minimum amount. Ten percent would be 10.000.

MAXIMUM YTD WAGES FOR EIC PAYMENT. Enter the maximum year-to-date wages allowed for advance EIC payments.

MAXIMUM YTD EIC PAYMENTS. Enter the maximum year-to-date advance EIC payments allowed.

AMPYU4—Tax Table (Status)

Use this display to review the status of the current file maintenance session.

This display appears during tax table file maintenance. The session status shows the number of records you added, changed, or deleted during the current file maintenance session.

```
'
 DATE **/**/**                PAYROLL FILE MAINTENANCE     STATUS    AMPYU4  **
                                    TAX TABLE



 SESSION STATUS
  RECORDS ADDED      *********         RECORDS DELETED  *********
  RECORDS CHANGED    *********




                                              ENTER TO CONTINUE
                                              F24 END OF JOB
```

What to do

To end the session, use **F24**. The Tax Table Maintenance Listing is scheduled to print.

Function keys

F24 END OF JOB ends Tax Table file maintenance and schedules the Tax Table Maintenance Listing to print.

Fields

RECORDS ADDED. The number of records added during this session.

RECORDS DELETED. The number of records deleted during this session.

RECORDS CHANGED. The number of records changed during this session.

Option 6. General Ledger Master (AMPM10)

Use this option to add, change, or delete general ledger accounts in the General Ledger master file. If General Ledger is installed and interfacing, that application handles additions, changes, or deletions to the General Ledger master file instead of the Payroll application.

What information you need: None.

What reports are printed: General Ledger Entry/Change listing (AMV04).

What forms you need: PR-01.

AMV041—General Ledger Maintenance (Select)

Use this display to choose the company and account you want to maintain and to indicate the type of action you want to perform. This is the first display to appear when you are maintaining the General Ledger Master file.

This display appears when you select option 5 on the Inventory Management General Ledger Management menu (AMIMB3), option 11 on the Purchasing File Maintenance menu, option 1 on the Accounts Payable File Maintenance menu (AMAM70), and option 8 on the Accounts Receivable Master File Processing menu (AMRM20).

```
DATE **/**/**                                      SELECT    AMV041  **
                         GENERAL LEDGER MAINTENANCE

                    COMPANY NUMBER        nn

                    ACCOUNT NUMBER        aaaaaaaaaaaaA15

                    ACTION CODE <A/C/D>   A




                                              F24 DISPLAY STATUS

```

What to do

• To add or update or delete a record in the General Ledger Master file (GELMAS), type in the information requested and press **Enter**. The General Ledger Maintenance display (AMV042) appears.

• To review the status of the changes you have made during this session, use **F24**. The General Ledger Maintenance display (AMV043) appears.

Function keys

F24 DISPLAY STATUS causes the General Ledger Maintenance (Status) display (AMV043) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required if the field appears on the display. Type in the company number (1-89) for the general ledger record. This field appears only if multiple companies are supported.

ACCOUNT NUMBER [?]. Required. Number used to classify business activity for financial purposes.Enter the number for the account you want to maintain.

ACTION CODE <A/C/D>. Type in one of the following:

A   Add a record
C   Change an existing record
D   Delete an existing record.

AMV042—General Ledger Maintenance (Add, Change, or Delete)

Use this display to add, change, or delete a general ledger record.

This display appears when you press **Enter** with no errors on the General Ledger Maintenance (Select) display (AMV041).

```
DATE **/**/**                                      ********** AMV042  **
                             GENERAL LEDGER MAINTENANCE
COMPANY     **                        **************
ACCOUNT     ***************          DESCRIPTION   aaaaaaaaaaaaaaaaaaaaaaaA25
TYPE CODE  * **********               ACCOUNT TYPE   a2




                                                     F18 REFRESH SCREEN
                                                     F19 RETURN TO SELECT



```

What to do

Type in the information requested and press **Enter**. The General Ledger Master file is updated and display (AMV041) appears again.

Function keys

F18 REFRESH SCREEN causes this display to appear again in its original form. Any data that you typed is ignored.

F19 RETURN TO SELECT causes the General Ledger Maintenance (Select) display (AMV041) to appear. Any data that you typed is ignored.

Fields

COMPANY. The company number and name that you entered on display AMV041. It appears only if multiple companies are supported.

ACCOUNT. The account number that you entered on display AMV041.

DESCRIPTION. Required for a new record. Type in the description of the account. For an existing record, change the description by typing over the old description.

TYPE CODE. Code indicating the accounting year for the record. Type in one of the following:

1 Current year
2 Budget year
3 Previous year (history).

ACCOUNT TYPE. Required for a new record. You can change the account type of an existing record. Type in one of the following to show the type of account:

AS Asset
LI Liability
IC Income
EX Expense.

AMV043—General Ledger Maintenance (Status)

Use this display to view the status of the General Ledger Master File maintenance session and to end the job. You cannot enter or change any fields. The General Ledger Master Entry/Change Listing (AMV04) is printed if you chose this option during application tailoring.

This display appears when you use **F24 DISPLAY STATUS** on the General Ledger Maintenance (Select) display (AMV041).

Contents   **Index**

```
   DATE **/**/**              GENERAL LEDGER MAINTENANCE    STATUS    AMV043  **


 SESSION STATUS
  RECORDS ADDED     *,***,***           RECORDS DELETED   *,***,***
  RECORDS CHANGED   *,***,***




                                                   ENTER TO CONTINUE
                                                   F24 END OF JOB
```

What to do

- To update more records in the General Ledger Master file, press **Enter**. The General Ledger Maintenance (Select) display (AMV041) appears.

- To end the session, use **F24**. The system schedules the General Ledger Master Ledger Entry/Change Listing (AMV04) for printing.

Function keys

F24 END OF JOB causes the session to end and status information shown on the display to print. If specified during application tailoring, before and after images of the record changes are also printed.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records that have been added during the session.

RECORDS DELETED: The number of records that have been marked for deletion during the session.

RECORDS CHANGED: The number of records that have been changed during the session.

Option 7. Deduction Distribution (AMPM10)

Use this option to add, change, or delete deductions to the Deduction Distribution file.

What information you need: None.

What reports are printed: Deduction Distribution Maintenance listing (AMPSU).

What forms you need: PR-08 A through G

AMPSU1–Deduction Distribution (Select)

Use this display to set up and maintain a Deduction Distribution file record for each type of deduction that you may withhold from an employee's pay.

This display appears if you select option 7 (Deduction Distribution) from the File Maintenance menu (AMPM10).

Before you enter data, group each deduction by category:

- State, county, or local taxes
- State disability insurance premiums
- State Unemployment Insurance taxes
- Earned income credit payments
- Union deductions for each union
- Directed deductions
- Federal tax deductions
- Other compensation and other payments
- Electronic deposit data
- Shift differential adjustments
- Miscellaneous deductions.

Also, use the general ledger account number from the chart of accounts defined during General Ledger Master file maintenance.

```
'
 DATE **/**/**            PAYROLL FILE MAINTENANCE            SELECT    AMPSU1  **
                            DEDUCTION DISTRIBUTION

         COMPANY NUMBER                               nn
         DISTRIBUTION CODE <A/C/D/E/F/I/K/L/O/P/S/U/W>  A
         DISTRIBUTION NUMBER                         nnn
         UNION TYPE <0-9>                             nn

         ACTION CODE <A/C/D>                           A
















                                             F24 DISPLAY STATUS
```

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What to do

- Type in the information requested and press **Enter**.

  - Depending on which distribution code you enter, one of the following Deduction Distribution (Add, Change, Delete) displays appear:

    – AMPSU2
    – AMPSU3
    – AMPSU4
    – AMPSU5
    – AMPSU6
    – AMPSU7.

  - If you entered distribution code P, the Deduction Distribution (Code P) (Add, Change, Delete) display (AMPSUB) appears.

  - If you entered distribution code O, the Deduction Distribution (Code O) (Add, Change, Delete) display (AMPSUA) appears.

  - If you entered distribution code C (required), the Deduction Distribution (Code C) (Add, Change, Delete) display (AMPSU9) appears.

- To end the session or review the session status, use **F24**. The Deduction Distribution (Status) display (AMPSU8) appears.

Function keys

F24 DISPLAY STATUS causes the Deduction Distribution (Status) display (AMPSU8) to appear. This display shows the status of the file maintenance session.

Fields

COMPANY NUMBER. Appears and is required if you selected multiple company support during application tailoring. Type in the company number whose deduction records you want to define.

For a Federal deduction, type in **00**; the information applies to all companies.

DISTRIBUTION CODE (A/C/D/E/F/I/K/L/O/P/S/U/W). Type in the distribution code that identifies the distribution category. Code F is required for each employee.

A   State Unemployment Insurance
C   Company record (required)

- Electronic deposit data

- Shift differential adjustments

- Employee and employer Social Security, Medicare, and FUTA general ledger account numbers

- Employer Social Security, Medicare, and FUTA liability amounts

D   Directed deductions
E   Earned income credit payments
F   Federal record (required)

- Social Security and Medicare
- FUTA

I   State disability insurance
K   County taxes

Contents Index

L   Local taxes
O   Other compensation
P   Other payments
S   State taxes
U   Union deductions
W   Miscellaneous deductions

  • Cafeteria plans
  • Individual retirement accounts
  • Tax deferred deductions
  • Other deductions.

DISTRIBUTION NUMBER. Required. Assign a distribution number to each payroll deduction or adjustment, according to the following guidelines:

  • For Federal taxes, earned income credit payment, electronic net pay deposit, or shift differential adjustment, type in 000 (three zeroes).

  • For state, county, or local taxes, type in a unique 3-digit number used within the distribution code for each deduction.

  • For state disability and state unemployment insurance records, type in the same distribution number as found in the state tax record.

  • For miscellaneous or directed deductions, type in a unique 3-digit number. This number must be unique across all the code W and D distribution records.

  • For each other compensation or other payment, type in a unique 3-digit number.

  • For union deductions, type in a 3-digit number for each union. Use the same distribution number for each deduction (union type) that applies to that union. Be sure to enter the same distribution number in the Union Master file for that union.

With miscellaneous or directed deductions, the first position can be a number from zero (0) through nine (9). The system reserves the number 9 for cyclical miscellaneous deductions; for example, U.S. Savings Bonds. The system assigns 001 for pay advance deductions, but you must add this record to the file using code W.

Note: The system uses the numbers 90 to 99 in the second and third position; you should not use these numbers as you may encounter unpredictable results.

Although the entire 3-digit field must be unique, the system considers the second and third digits as deduction identifiers. You cannot code 013 for one type and 213 for another type because the system only recognizes the 13.

UNION TYPE (0-9). Required for union deductions (code U). Type in a number from zero (0) to nine (9) to identify the union and union deduction type; for example, union dues or health insurance. Follow these guidelines:

0   Union name record
1 to 9   Union deduction type.

Type in a separate Deduction Distribution record to identify the union name, typing in zero (0) for the union type. You can identify up to nine union deduction types for each union (union type zero (0) record.)

ACTION CODE (A/C/D). Required. Type in one of the following codes to identify the type of maintenance you want to perform:

A	Add a record
C	Change a record
D	Delete a record.

AMPSU2–Deduction Distribution (Code D) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution records for directed deductions (Code D).

This display appears if you maintain the Deduction Distribution file for directed deduction records.

```
 '
  DATE **/**/**              PAYROLL FILE MAINTENANCE        CHANGE    AMPSU2  **
                              DEDUCTION DISTRIBUTION

    COMPANY NUMBER          **
    DISTRIBUTION CODE        *     DESCRIPTION        aaaaaaaaaaaaA15
    DISTRIBUTION NUMBER     ***    W2 REFERENCE CODE    A
    GL LIABILITY ACCOUNT  aaaaaaaaaaaaA15
    SERVICE FEE ACCOUNT   aaaaaaaaaaaaA15




                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the deduction you want to withhold.

W2 REFERENCE CODE. Type in a reference code (A to Z or 1 to 6) indicating the W-2 box in which this deduction will print. For more information on using the W-2 reference codes, see Appendix E.

GL LIABILITY ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger liability account number you want to charge with this deduction. The account number must be in the General Ledger Master file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

SERVICE FEE ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger income account number you want to charge with this fee. The account number must be in the General Ledger Master file.

AMPSU3—Deduction Distribution (Code F) (Add, Change, Delete)

Use this display to enter descriptive data for the Federal record (codes F and M) in the Deduction Distribution file. The Federal deduction record tells the application what limits and rates to use to calculate Social Security, Medicare, and FUTA taxes. The application also uses this information when printing the Federal reports and forms.

This display appears if you maintain the Deduction Distribution file for the Federal tax record.

Note: Because the percentages and limits on the following fields usually change each year, be sure to check the Federal tax brochure at the beginning of each year to obtain the new rates and limits. Then, after you have saved your files to print the 941A and W-2 registers and forms, change the Federal distribution record for the new year.

```
'
 DATE **/**/**              PAYROLL FILE MAINTENANCE         CHANGE    AMPSU3  **
                              DEDUCTION DISTRIBUTION

   COMPANY NUMBER          **
   DISTRIBUTION CODE        *     DESCRIPTION         aaaaaaaaaaaaA15
   DISTRIBUTION NUMBER     ***


                              SOCIAL
                              SECURITY          MEDICARE             FUTA
 EMPLOYEE WITHHOLDING PERCENT     nn.nnn           nn.nnn
 EMPLOYEE WITHHOLDING LIMIT     nnnnn.nn         nnnnn.nn
 EMPLOYER WITHHOLDING PERCENT     nn.nnn           nn.nnn              nn.nnn
 EMPLOYER WITHHOLDING LIMIT     nnnnn.nn         nnnnn.nn            nnnnn.nn




                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.
- To see the display as it was before you typed anything in the fields, use **F18**.
- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the deduction you want to withhold.

EMPLOYEE WITHHOLDING PERCENT. Required. Type in the percentage rates the Federal government requires you to use when calculating the amount to deduct from each employee's paycheck for Social Security and Medicare.

EMPLOYEE WITHHOLDING LIMIT. Required. Type in the maximum dollar amounts the Federal government requires you to deduct from an employee's check this year for Social Security, Medicare taxes. For example, if the Social Security limit is $45,000 and the withholding percentage is 7.51, the withholding limit is $3,379.50 for Social Security.

EMPLOYER WITHHOLDING PERCENT. Required. Type in the percentage rates the Federal government requires the employer to contribute for each employee for Social Security, Medicare, and FUTA taxes.

EMPLOYER WITHHOLDING LIMIT. Required. Type in the maximum dollar amounts the government requires the employer to contribute for an employee for Social Security and Medicare.

For FUTA, type in the amount of annual employee wages subject to employer-paid Federal unemployment insurance premiums.

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AMPSU4—Deduction Distribution (Code I, K, L, E) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution records for the following:

A State Unemployment Insurance
I State disability insurance
K County taxes
L Local taxes
E Earned income credit payments.

This display appears if you maintain the Deduction Distribution file for state disability insurance, county or local tax deductions, or earned income credit payments records.

```
 '
  DATE **/**/**              PAYROLL FILE MAINTENANCE         CHANGE    AMPSU4  **
                               DEDUCTION DISTRIBUTION

     COMPANY NUMBER         **
     DISTRIBUTION CODE       *      DESCRIPTION        aaaaaaaaaaaaA15
     DISTRIBUTION NUMBER    ***     GL LIABILITY ACCOUNT aaaaaaaaaaaaA15

                    SICK   TDD   IRA   CAFETERIA
                    PAY                PLAN
     TAXABLE <Y/N>    A     A     A       A

     COUNTY/LOC IDENTFN CODE       aaaaaaaaaaaaA15




                                                      F18 REFRESH SCREEN
                                                      F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the deduction or payment.

GL LIABILITY ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger liability account number you want to charge with this deduction or payment. The account number must be in the General Ledger Master file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

TAXABLE (Y/N). Required for codes I, K, and L. These fields do not appear for code E (earned income credit payments). See "Taxable and reported indicators" on page 2-44 for more information.

> *SICK PAY*: Type in **Y** to include sick pay in taxable wages. Type in **N** to exclude sick pay before the system calculates taxes.

> *TDD (Tax-Deferred Deduction)*: Type in **Y** if tax-deferred deductions do not reduce the gross wages used as the basis for calculating the tax. Type in **N** if you can exclude tax-deferred deductions before the system calculates the tax, and if you defined the TDD as exempt for this tax in the miscellaneous deduction (code W) record.

> *IRA (Individual Retirement Account)*: Type in **Y** if IRA deductions do not reduce the gross wages used as the basis for calculating the tax. Type in **N** if you can exclude IRA deductions before the system calculates the tax, and if you defined the IRA as exempt for this tax in the miscellaneous deduction (code W) record.

> *CAFETERIA PLAN*: Type in **Y** if cafeteria plan deductions do not reduce the gross wages used as the basis for calculating the tax. Type in **N** if you can exclude cafeteria plan deductions before the system calculates the tax, and if you defined cafeteria plan as exempt for this tax in the miscellaneous deduction (code W) record.

COUNTY/LOC IDENTFN CODE (County/local identification code). Type in the county or local identification number assigned to the company number shown. This identification number prints on the W-2 forms.

AMPSU5—Deduction Distribution (Code S) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution records for state income tax (code S) deductions.

This display appears if you maintain the Deduction Distribution file for state income tax deduction records.

```
'
  DATE **/**/**           PAYROLL FILE MAINTENANCE        CHANGE      AMPSU5 **
                            DEDUCTION DISTRIBUTION

    COMPANY NUMBER          A
    DISTRIBUTION CODE       A     DESCRIPTION         aaaaaaaaaaaaA15
    DISTRIBUTION NUMBER    aA3     INCOME TAX LIABILITY ACCOUNT aaaaaaaaaaaaA15
                                   SUI LIABILITY ACCOUNT       aaaaaaaaaaaaA15
                                   SUI EXPENSE ACCOUNT         aaaaaaaaaaaaA15

                        SICK   TDD   IRA   CAFETERIA  SICK PAY  TDD     CAFETERIA
                        PAY                  PLAN      IN SUI   IN SUI  PLAN IN SUI
    TAXABLE   (Y/N)   A      A     A      A          A        A         A

    SUI   LIMIT AMOUNT                nn,nnn.nn
    SUI   PERCENT                       nn.nnn
    STATE IDENTIFICATION CODE   aaaaaaaaaaaaA15    STATE TAX ROUNDING YES/NO  aA3
    SUI IDENTIFICATION CODE     aaaaaaaaaaaaA15


    EMPLOYER LIABILITY        QTR 1          QTR 2          QTR 3          QTR 4
    SUI                  nnnnnnnnn.nn   nnnnnnnnn.nn   nnnnnnnnn.nn   nnnnnnnnn.nn

                                                        F18 REFRESH SCREEN
                                                        F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the state tax you want to withhold.

INCOME TAX LIABILITY ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger liability account number you want to charge with this deduction. The account number must be in the General Ledger Master file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

SUI LIABILITY ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger account number you want to use for this employer liability. The account number must be in the General Ledger Master file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

SUI EXPENSE ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger account number you want to use for this employer expense. The account number must be in the General Ledger Master file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

TAXABLE (Y/N). Required. Type in **Y** (Yes) or **N** (No) for the following fields to indicate the taxable status of sick pay and each deduction type for this state.

> *SICK PAY*: Type in **Y** to include sick pay in taxable wages. Type in N to exclude sick pay before the system calculates the tax.
>
> *TDD (Tax-Deferred Deduction)*: Type in **Y** if tax-deferred deductions do not reduce the gross wages used as the basis for calculating the tax. Type in **N** if you can exclude tax-deferred deductions before the system calculates the tax, and if you defined TDD as exempt for this tax in the miscellaneous deduction (code W) record.
>
> *IRA (Individual Retirement Account)*: Type in **Y** if IRA deductions do not reduce the gross wages used as the basis for calculating the tax. Type in **N** to exclude IRA deductions before the system calculates the tax, and if you defined IRA as exempt for this tax in the miscellaneous deduction (code W) record.
>
> *CAFETERIA PLAN*: Type in **Y** if cafeteria plan deductions do not reduce the gross wages used as the basis for calculating the tax. Type in **N** to exclude cafeteria plan deductions before the system calculates the tax, and if you defined the cafeteria plan as exempt for this tax in the miscellaneous deduction (code W) record.
>
> *SICK PAY IN SUI*: Type in **Y** to include sick pay in employee wages subject to employer-paid state unemployment insurance. Type in **N** to exclude sick pay from employee wages.
>
> *TDD IN SUI*: Type in **Y** to include tax-deferred deductions in employee wages subject to employer-paid state unemployment insurance. Type in **N** to exclude tax-deferred deductions from employee wages.
>
> *CAFETERIA PLAN IN SUI*: Type in **Y** to include cafeteria plan deductions in employee wages subject to employer-paid state unemployment insurance. Type in **N** to exclude cafeteria plan deductions from employee wages subject to employer-paid state unemployment insurance.

SUI LIMIT AMOUNT. Type in the amount of annual employee wages subject to employer-paid state unemployment insurance.

SUI PERCENT. Type in the tax rate percentage to be used when you calculate employer-paid state unemployment insurance.

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STATE IDENTIFICATION CODE. Type in the state identification number assigned to the company number shown. This identification number prints on the W-2 and 941A forms.

SUI IDENTIFICATION CODE (State Unemployment Insurance Identification Code). Type in the state unemployment insurance identification number assigned to the company number shown. This identification number prints on the 941A forms.

STATE TAX ROUNDING YES/NO. Appears only when you add or maintain an S record. Type **YES** if your state rounds to the nearest whole dollar.

EMPLOYER LIABILITY SUI. For each quarter, the amount of employer liability for state unemployment insurance.

AMPSU6—Deduction Distribution (Code U) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution records for union deductions (Code U).

This display appears if you maintain the Deduction Distribution file for union deduction records.

```
'
 DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE     AMPSU6  **
                             DEDUCTION DISTRIBUTION

   COMPANY NUMBER          **
   DISTRIBUTION CODE       *     DESCRIPTION          aaaaaaaaaaaaA15
   DISTRIBUTION NUMBER     ***   GL LIABILITY ACCOUNT aaaaaaaaaaaaA15
   UNION TYPE              *




                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters). Based on the union type code entered on display AMPSU1, type in the following:

0 The name of the union
1 to 9 A description of the kind of union deduction withheld (for example, dues or health insurance).

GL LIABILITY ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger liability account number you want to charge with this deduction. Leave this field blank if the UNION TYPE is 0 (zero). The account number must be in the General Ledger Master file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

UNION TYPE. A number from 0 to 9 that identifies the union type deduction for the specific union.

AMPSU7—Deduction Distribution (Code W) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution records for employee miscellaneous deductions (code W).

This display appears if you maintain the Deduction Distribution file for employee miscellaneous deduction records.

```
'
 DATE **/**/**              PAYROLL FILE MAINTENANCE         CHANGE    AMPSU7  **
                              DEDUCTION DISTRIBUTION

    COMPANY NUMBER            **
    DISTRIBUTION CODE          *      DESCRIPTION          aaaaaaaaaaaaA15
    DISTRIBUTION NUMBER      ***      GL LIABILITY ACCOUNT aaaaaaaaaaaaA15


    DEDUCTION TYPE: <C,I,T,O>    A

            EMPLOYER MATCHING CONTRIBUTION
    PERCENT OF DEDUCTION                    nnn.nn   ANNUAL LIMIT   nnnnnn.nn
    LIMIT PERCENT                           nnn.nn   W2 REFERENCE CODE    A
    MATCHING LIABILITY GL ACCOUNT   nnnnnnnnnnnnnnn
    MATCHING EXPENSE GL ACCOUNT     nnnnnnnnnnnnnnn
                    FIT   FICA   FUTA   STATE   SDI   SUI   COUNTY   LOCAL
    TAXABLE  <Y/N>   A     A      A       A      A     A      A        A
    REPORTED <Y/N>   A                    A                   A        A


                                               F18 REFRESH SCREEN
                                               F19 RETURN TO SELECT
```

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What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the employee miscellaneous deduction.

GL LIABILITY ACCOUNT. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger liability account number you want to charge with this deduction. The account number must be in the General Ledger Master file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

DEDUCTION TYPE (C, I, T, O). Required. Type in one of the following codes to identify the type of miscellaneous deduction:

C   Cafeteria plan
I   Individual retirement account
T   Tax deferred deduction
O   All other miscellaneous deductions (such as savings bonds or pay advance deductions).

EMPLOYER MATCHING CONTRIBUTION. When the deduction type is T and the employer elects to contribute to the employee's tax deferred deduction (TDD), all of the following fields are required. Otherwise, leave the following fields blank.

> *PERCENT OF DEDUCTION*: Type in the employer matching contribution defined as a percent of the employee's tax deferred deduction (TDD) which the employer elects to match. For example, if the employer matches 30 cents for every dollar, type in 30.

> *LIMIT PERCENT*: Type in the limit the employer matches for tax-deferred deductions, defined as a percent of the employee's gross earnings. For example, if the employer's matching contribution should never exceed 5% of the employee's gross, type in 5. This limit is computed and applied each time the employee is paid (every time the TDD deduction is taken).

If the employer matching limit is based on the employee's percentage contribution, type in the product of the matching percentage and the contribution percentage limit. For example, if the employer matches 50% of the employee's deduction up to a 5% contribution, the employer matching limit percent will be 2.5% (50% * 5% = 2.5%).

MATCHING LIABILITY GL ACCOUNT: Type in the number of the employer contribution liability account for tax-deferred deduction (TDD) if you, the employer, elect to contribute to the employees' tax-deferred deduction.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

MATCHING EXPENSE GL ACCOUNT: Type in the number of your general ledger contribution expense account for tax-deferred deductions (TDD).

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

ANNUAL LIMIT. Type in the annual dollar limit to be applied for employer matching contributions. If this field is left blank, there will be no YTD dollar limit on employer contributions.

W2 REFERENCE CODE. Type in a reference code (A to Z or 1 to 6) indicating the W-2 box in which this deduction will print. For more information on using the W-2 reference codes, see Appendix E.

TAXABLE (Y/N)
FIT, FICA, FUTA, STATE, SDI, SUI, COUNTY, LOCAL. Required. Type in **Y** (Yes) for each taxing body category for which this deduction should not reduce the gross taxable wages used as the basis for calculating taxes. Type in **N** (No) if the deduction should reduce the gross taxable wages before calculating taxes for that specific taxing body category. See "Taxable and reported indicators" on page 2-44 for more information. You can override the information in this field through the Employee Miscellaneous Deduction file.

REPORTED (Y/N)
FIT, STATE, COUNTY, LOCAL. Required. Type in **Y** (Yes) for each taxing body category for which you report this deduction in the taxable gross amount. If you do not want to report the deduction for a taxing body category, type in **N** (No) for that specific taxing body category. You can override the information in this field through the Employee Miscellaneous Deduction file.

If a deduction is taxable for a taxing body category, it is also reportable for that taxing body category. You cannot define a deduction as taxable Y (Yes) and reported N (No) for the same taxing body category. Taxable and reported indicators for a taxing body category would commonly be the same. See "Taxable and reported indicators" on page 2-44 for more information.

AMPSU9—Deduction Distribution (Code C) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution company (code C) records, including electronic deposit data, shift differentials, and Social Security and Medicare general ledger account numbers. One company (code C) record is required for each company.

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This display appears if you maintain the Deduction Distribution file for company records.

```
 '
  DATE **/**/**              PAYROLL FILE MAINTENANCE        CHANGE     AMPSU9  **
                               DEDUCTION DISTRIBUTION

    COMPANY NUMBER          **
    DISTRIBUTION CODE        *     DESCRIPTION          aaaaaaaaaaaaA15
    DISTRIBUTION NUMBER     ***

     COMPANY IDENTIFICATION nnnnnnnnn       PRENOTE WAIT DAYS              nn
     BANK NAME    aaaaaaaaaaaaaaaaaA19      PRINT FULLY VOID EFT CHECK? <Y/N> A
     BANK TRANSIT (ORIGIN)  nnnnnnnnn       BANK TRANSIT (DEST) nnnnnnnnn
     SECOND SHIFT                           THIRD SHIFT
     REGULAR RATE DIFFERENTIAL              REGULAR RATE DIFFERENTIAL
     OVERTIME RATE DIFFERENTIAL             OVERTIME RATE DIFFERENTIAL
     ARE SHIFT DIFFERENTIAL RATES EXPRESSED AS PERCENTAGES? (Y/N)  *
     APPLY DIFFERENTIAL TO VACATION HOURS? * HOLIDAY HOURS? * SICK HOURS? *


                               SOCIAL SECURITY      MEDICARE           FUTA
  EMPLOYEE WITHHOLDING G/L  nnnnnnnnnnnnnnn      nnnnnnnnnnnnnnn
  EMPLOYER LIABILITY G/L    nnnnnnnnnnnnnnn      nnnnnnnnnnnnnnn  nnnnnnnnnnnnnnn
  EMPLOYER EXPENSE G/L      nnnnnnnnnnnnnnn      nnnnnnnnnnnnnnn  nnnnnnnnnnnnnnn

                                                      F16 REFRESH SCREEN
                                                      F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Code C) (Add/Change/Delete) display (AMPSUC) appears if IFM is not interfacing.   If IFM is interfacing, display AMPSUE appears. All general ledger accounts do not appear on AMPSU9 when IFM is interfacing. UNIT/NATURE combinations appear on AMPSUE instead. After you type information on AMPSUE, display AMPSUC appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the state tax you want to withhold.

The following fields appear if you selected electronic deposit support during application tailoring for this company.

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COMPANY IDENTIFICATION. Required for electronic deposit support. Type in the company identification number. This number can be either the company's Data Universal Numbering System (DUNS) number or the company's Federal tax identification number (IRS employer identification number).

PRENOTE WAIT DAYS. Required for electronic deposit support. Type in the number of calendar days that must elapse between the sending of a prenote transaction to the bank and the first actual electronic deposit transmission. The default is 14 days.

BANK NAME. Required for electronic deposit support. Type in the name of the bank or financial institution to which your company's bank will send the electronic deposit transmission for distribution.

PRINT FULLY VOID EFT CHECK (Y/N). Required for electronic deposit support. Type in **Y** (Yes) if you want to print a void check for the employee when the system has electronically sent the deduction to the specified bank. Otherwise, type in **N** (No).

BANK TRANSIT (ORIGIN). Required for electronic deposit support. Type in the transit number of your company's bank (ACH network originator). The system performs a modulus 10 test to verify the number (an 8-digit base number plus a check digit).

BANK TRANSIT (DEST). Required for electronic deposit support. Type in the transit number that identifies the bank or financial institution that will process the file you send. This must be the bank or financial institution you identified in the **BANK NAME** field. The system performs a modulus 10 test to verify the number (an 8-digit base number plus a check digit). See "Electronic deposit support" on page 2-28 for more information.

SECOND SHIFT/THIRD SHIFT. These fields appear and are required if you selected shift differential support during application tailoring. For the shift for which you are performing maintenance, type in the following shift differential rates as either a fixed amount or a percentage. If you enter cents or fractions of percents, you must enter the decimal point as appropriate.

Express fixed amounts in dollars and cents with two leading numbers and three decimal positions.

For example, if your shift differential rate is $2.125, type in 2.125; if it is 9 cents, enter it as .09; or if it is 12³ cents, enter it as .12.

If your shift differential rate is 12 percent, type in 12.000.

The combined hourly rate, overtime, and shift premium cannot be greater than $99.99.

REGULAR RATE DIFFERENTIAL: Type in the amount, in either a fixed amount or percentage, by which you want to increase the regular rate of all hourly employees working on the specified shift.

OVERTIME RATE DIFFERENTIAL: Type in the amount, in either a fixed amount or percentage, by which you want to increase the overtime rate of all employees working on the specified shift. If you calculate all your overtime on a premium basis and you use only premium rates for this time, do not enter any value.

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PREMIUM RATE DIFFERENTIAL: Type in the amount, in either a fixed amount or percentage, by which you want to increase the premium rate of all employees working on the specified shift. If all of your overtime is not calculated using a premium method, do not enter any value.

ARE SHIFT DIFFERENTIAL RATES EXPRESSED AS PERCENTAGES? (Y/N): Required for shift differential rate support. Type in **Y** (Yes) if you chose to enter your shift differential rates as percentages that the system must apply to the appropriate rates. Type in **N** (No) to indicate that your shift differential rates are fixed amounts that the system must add to the appropriate rates.

APPLY SHIFT DIFFERENTIAL TO VACATION HOURS? (Y/N). Required for shift differential support. Type in **Y** (Yes) if you choose to apply shift differential to vacation hours. Type in **N** (No) if you choose not to apply shift differential rates to vacation hours.

APPLY SHIFT DIFFERENTIAL TO HOLIDAY HOURS? (Y/N). Required for shift differential support. Type in **Y** (Yes) if you choose to apply shift differential to holiday hours. Type in **N** (No) if you choose not to apply shift differential rates to holiday hours.

APPLY SHIFT DIFFERENTIAL TO SICK HOURS? (Y/N). Required for shift differential support. Type in **Y** (Yes) if you choose to apply shift differential to sick hours. Type in **N** (No) if you choose not to apply shift differential rates to sick hours.

EMPLOYEE WITHHOLDING G/L. Required. Type in the general ledger account numbers for the liability accounts established for Social Security and Medicare tax withheld from the employee and payable to the Federal government. You, the employer, match the amounts credited to these accounts. Credit those amounts to the accounts in the *EMPLOYER LIABILITY G/L* fields.

UNIT/NATURE combination appears on display AMPSUE after you press **Enter** on this display.

EMPLOYER LIABILITY G/L. Required. Type in the general ledger account numbers for the liability accounts established for the matching Social Security, Medicare, and FUTA amounts the employer must pay to the Federal government. The amounts credited to these accounts match the amounts withheld from the employee and credited to the accounts in the *EMPLOYEE WITHHOLDING* G/L fields.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers. UNIT/ NATURE combination appears on display AMPSUE after you press **Enter** on this display.

EMPLOYER EXPENSE G/L. Required. Type in the general ledger account numbers for the expense accounts established for the matching Social Security, Medicare, and FUTA amounts the employer must pay to the Federal government. The system debits dollar amounts that match the amounts deducted from the employee's pay during this payroll run to these accounts. This offsets the entries in the *EMPLOYER LIABILITY G/L* fields.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers. UNIT/ NATURE combination appears on display AMPSUE after you press **Enter** on this display.

AMPSUC—Deduction Distribution (Code C) (Add, Change, Delete)

Use this display to continue entering descriptive data for Deduction Distribution company (code C) records. You need only one company (code C) record for each company.

This display appears if you maintain the Deduction Distribution file for company records.

```
 '
   DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE     AMPSUC  **
                                DEDUCTION DISTRIBUTION

     COMPANY NUMBER            **
     DISTRIBUTION CODE          *      DESCRIPTION           ***************
     DISTRIBUTION NUMBER       ***


     EMPLOYER LIABILITY         QTR 1         QTR 2         QTR 3         QTR 4
     SOCIAL SECURITY         nnnnnnnnn.nn  nnnnnnnnn.nn  nnnnnnnnn.nn  nnnnnnnnn.nn
     MEDICARE                nnnnnnnnn.nn  nnnnnnnnn.nn  nnnnnnnnn.nn  nnnnnnnnn.nn
     FUTA                    nnnnnnnnn.nn  nnnnnnnnn.nn  nnnnnnnnn.nn  nnnnnnnnn.nn




                                                        F18 REFRESH SCREEN
                                                        F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To cancel what you have done on this display, use **F19**.

Function keys

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the state tax you want to withhold.

EMPLOYER LIABILITY
SOCIALSECURITY. Type in the amount of the employer liability accumulated to date, by quarter, for Social Security for this company. Enter this information when you install the application or add a company. The Payroll application updates this information.

MEDICARE: Type in the amount of the employer liability accumulated to date, by quarter, for Medicare for this company. Enter this information when you install the application or add a company. The Payroll application updates this information.

FUTA: Type in the amount of the employer liability accumulated to date, by quarter, for FUTA for this company. Enter this information when you install the application or add a company. The Payroll application updates this information.

AMPSUA—Deduction Distribution (Code O) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution records for other compensation (code O).

This display appears if you maintain the Deduction Distribution file for other compensation records.

```
 '
  DATE **/**/**              PAYROLL FILE MAINTENANCE           CHANGE    AMPSUA  **
                              DEDUCTION DISTRIBUTION

    COMPANY NUMBER            **
    DISTRIBUTION CODE         *     DESCRIPTION          aaaaaaaaaaaaA15
    DISTRIBUTION NUMBER      ***
    EXPENSE GL NUMBER        aaaaaaaaaaaaA15
    OFFSET CREDIT GL NUMBER  aaaaaaaaaaaaA15
    DEPARTMENT NUMBER        aaA4
    PRODUCTION FACILITY      aaA4         W2 REFERENCE CODE   A

                    FIT   FICA   FUTA   STATE   SDI   SUI   COUNTY   LOCAL
    TAXABLE  <Y/N>   A     A      A       A      A     A       A        A
    REPORTED <Y/N>   A                    A                    A        A




                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

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Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the state tax you want to withhold.

EXPENSE GL NUMBER. Appears if you selected General Ledger distribution during application tailoring. Type in the general ledger expense account number you want to debit with this other compensation. The account number must be in the General Ledger Master file. You can override the information in this field through the Employee Other Compensation/Payments file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

OFFSET CREDIT GL NUMBER. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger account number to which you want to credit the other compensation amount, if it is not included in the employee's net pay. The account number must be in the General Ledger Master file. You can override the information in this field through the Employee Other Compensation/Payments file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

DEPARTMENT NUMBER
PRODUCTION FACILITY. Type in the department number and associated production facility to you want to charge with this other compensation. You can override the information in these fields through the Employee Other Compensation/Payments file. If you leave these fields blank, the system charges other compensation to the department and facility you defined for the employee in the Employee master file.

W2 REFERENCE CODE. Type in a reference code (A to Z or 1 to 6) indicating the W-2 box in which this deduction will print. For more information on using the W-2 reference codes, see Appendix E.

TAXABLE (Y/N)
FIT, FICA, FUTA, STATE, SDI, SUI, COUNTY, LOCAL. Required. Type in **Y** (Yes) for each taxing body category in which to include this other compensation in the gross wages the system uses to calculate taxes. To exclude the other compensation from wages before the system calculates taxes for that taxing body category, type in **N** (No). See "Taxable and reported indicators" on page 2-44 for more information. You can override the information in this field through the Employee Other Compensation/Payments file.

REPORTED (Y/N)
FIT, STATE, COUNTY, LOCAL. Required. Type in **Y** (Yes) for each taxing body category for which to report this other compensation in taxable gross amount. If you do not want to report the other compensation for a taxing body category in the taxable gross amount, type in **N** (No) for that specific taxing body category. You can override the information in this field through the Employee Other Compensation/Payments file.

If a deduction is taxable for a taxing body category, it is reportable for that taxing body category; however, you cannot define a deduction as taxable Y (Yes) and reported N (No) for the same taxing body category. Taxable and reported indicators for a taxing body category would commonly be the same.

AMPSUB—Deduction Distribution (Code P) (Add, Change, Delete)

Use this display to enter descriptive data for Deduction Distribution records for other payments (code P).

This display appears if you maintain the Deduction Distribution file for other payment records.

```
'
  DATE **/**/**              PAYROLL FILE MAINTENANCE         CHANGE    AMPSUB  **
                             DEDUCTION DISTRIBUTION

     COMPANY NUMBER                 **
     DISTRIBUTION CODE              *        DESCRIPTION       aaaaaaaaaaaaA15
     DISTRIBUTION NUMBER          ***
     EXPENSE GL NUMBER        aaaaaaaaaaaaA15
     OFFSET CREDIT GL NUMBER  aaaaaaaaaaaaA15
     DEPARTMENT NUMBER          aaA4
     PRODUCTION FACILITY        aaA4               W2 REFERENCE CODE     A




                                                        F18 REFRESH SCREEN
                                                        F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Deduction Distribution (Select) display (AMPSU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPSU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPSU1 to appear again; no file updating occurs.

Fields

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 for descriptions of the fields that appear on this display other than those that follow.

DESCRIPTION. Required. Type in a short description (not to exceed 15 characters) for the state tax you want to withhold.

EXPENSE GL NUMBER. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger expense account number you want to debit with this other payment. The account number must be in the General Ledger Master file. You can override the information in this field through the Employee Other Compensation/Payments file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

OFFSET CREDIT GL NUMBER. Appears and is required if you selected General Ledger distribution during application tailoring. Type in the general ledger account number to which you want to credit the other payment amount., if it is not included in the employee's net pay. The account number must be in the General Ledger Master file. You can override the information in this field through the Employee Other Compensation/Payments file.

IF IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

**DEPARTMENT NUMBER
PRODUCTION FACILITY.** Type in the department number and associated production facility you want to charge for this other payment. You can override the information in these fields through the Employee Other Compensation/Payments file. If you leave these fields blank, the system charges the other payment to the department and facility defined for the employee in the Employee Master file.

W2 REFERENCE CODE. Type in a reference code (A to Z or 1 to 6) indicating the W-2 box in which this deduction will print. For more information on using the W-2 reference codes, see Appendix E.

AMPSU8—Deduction Distribution (Status)

Use this display to review the session status of the current file maintenance session.

This display appears if you maintain the Deduction Distribution file. The session status shows the number of records you added, changed, or deleted during the current file maintenance session.

```
      DATE **/**/**                PAYROLL FILE MAINTENANCE          STATUS    AMPSU8  **
                                    DEDUCTION DISTRIBUTION



      SESSION STATUS
       RECORDS ADDED      *********           RECORDS DELETED  *********
       RECORDS CHANGED    *********




                                                          ENTER TO CONTINUE
                                                          F24 END OF JOB
```

What to do

To end the session, use **F24**. The Deduction Distribution Maintenance listing is scheduled to print.

Function keys

F24 END OF JOB ends Deduction Distribution file maintenance and schedules the Deduction Distribution Maintenance Listing to print.

Fields

RECORDS ADDED. The number of records added during this session.

RECORDS DELETED. The number of records deleted during this session.

RECORDS CHANGED. The number of records changed during this session.

Option 8. Union Master (AMPM10)

Use this option to add, change, or delete a union deduction record in the Union Master file. Because this file uses information from the Deduction Distribution file, be sure that file is up to date before you add or change a record in the Union Master File.

What information you need: None.

What reports are printed: Union Master Maintenance list (AMPZU).

What forms you need: PR-09

AMPZU1—Union Master (Select)

Use this display to set up and maintain a Union Master file record for each type of union deduction you want to withhold from an employee's pay.

This display appears if you select option 8 (Union Master) from the File Maintenance menu (AMPM10). Before adding or changing records, be sure a corresponding record for the union deduction exists in the Deduction Distribution file.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE        SELECT    AMPZU1  **
                                  UNION MASTER

          COMPANY NUMBER                    nn
          UNION DISTRIBUTION NUMBER         nnn
          UNION DEDUCTION TYPE <1-9>          n

          ACTION CODE <A/C/D>               A






                                                       F24 DISPLAY STATUS
```

What to do

Type in the information requested and press **Enter**. The Union Master (Add, Change, Delete) display (AMPZU2) appears.

Function keys

F24 DISPLAY STATUS causes the Union Master (Status) display (AMPZU4) to appear. The display shows the status of the file maintenance session.

Fields

COMPANY NUMBER. Appears and is required if you selected multiple company support during application tailoring. Type in the company number whose union deductions you want to maintain.

UNION DISTRIBUTION NUMBER. Required. Type in the 3-digit distribution number used in the Deduction Distribution file to identify the union and associated union deduction types.

UNION DEDUCTION TYPE (1-9). Required. Type in the number (1 to 9) used in the Deduction Distribution file to identify the type of union deduction for the union specified. You can define up to nine deduction types for each union.

Union deduction type 0 (zero) is reserved for the union name defined in the Deduction Distribution file.

ACTION CODE (A/C/D). Required. Type in one of the following codes to identify the type of maintenance you want to perform:

A   Add a record
C   Change a record
D   Delete a record.

AMPZU2—Union Master (Add, Change, Delete)

Use this display to enter detailed data for the union deduction.

This display appears during Union Master file maintenance.

```
    DATE **/**/**              PAYROLL FILE MAINTENANCE          CHANGE    AMPZU2  **
                                     UNION MASTER

            COMPANY NUMBER                     **
            UNION DISTRIBUTION NUMBER          ***
            UNION DEDUCTION TYPE               **

            DEDUCTION DESCRIPTION              aaaaaaaaaaaaA15
            DEDUCTION FREQUENCY <0-9>          n
            EMPLOYEE/EMPLOYER PAID <E/R>       A
            TAXABLE/NON-TAXABLE  <T/N>         A

            REGULAR HRS RATE                  nnn.nnnn
            OVERTIME HRS RATE                 nnn.nnnn
            OTHER HRS RATE                    nnn.nnnn
            % OF GROSS RATE                    nn.nnn
            FIXED AMOUNT                      nnnnn.nn



                                                   F18  REFRESH SCREEN
                                                   F19  RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Union Master (Select) display appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPZU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPZU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company number whose deduction you want to maintain.

UNION DISTRIBUTION NUMBER. The unique 3-digit number used in the Deduction Distribution file to identify the union deduction.

UNION DEDUCTION TYPE. A number from 1 to 9 that identifies the deduction type within the union. Type 0 is reserved for the union name.

DEDUCTION DESCRIPTION. Type in the union deduction description (not to exceed 15 characters) to be used when printing union reports.

DEDUCTION FREQUENCY (0-9). Required. Type in one of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

EMPLOYEE/EMPLOYER PAID (E/R). Required. Type in one of the following codes:

E   The employee pays the deduction; assumed if blank
R   The employer pays the deduction.

TAXABLE/NON-TAXABLE (T/N). Required. Type in one of the following codes:

T   Deduction is taxable; assumed if blank
N   Deduction is nontaxable.

The taxable/nontaxable code applies only to R (employer-paid) deductions. You cannot specify employee-paid, nontaxable deductions. For E type, leave the code blank.

From the preceding deduction and taxable codes, the following combinations are available:

ET   Employee-paid taxable deduction
RT   Employer-paid taxable adjustment to the employee's gross earnings
RN   Employer-paid nontaxable adjustment to the employee's gross earnings.

These are not included in gross pay since this is an employer expense.

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Type in one or more of the following fields to use when the system calculates the union deduction amount. Leave these fields blank to reserve a number for one-time deductions.

REGULAR HRS RATE (Regular hours rate). Type in the rate the system multiplies by the number of regular hours worked and the number of holiday and vacation hours.

OVERTIME HRS RATE (Overtime hours rate). Type in the rate the system multiplies by the number of overtime hours worked.

OTHER HRS RATE (Other hours rate). Type in the rate the system multiplies by the number of other hours (TH, DT, TR, DH, S, and P) worked.

% OF GROSS RATE (Percent of Gross Rate). Type in the percentage the system multiplies by gross earnings to determine the deduction amount.

FIXED AMOUNT. Type in a fixed dollar amount to use as the deduction amount.

AMPZU4—Union Master (Status)

Use this display to review the status of the current file maintenance session.

This display appears during file maintenance. The session status shows the number of records that you added, changed, or deleted during the current file maintenance session.

```
'
  DATE **/**/**                  PAYROLL FILE MAINTENANCE      STATUS    AMPZU4  **
                                      UNION MASTER



   SESSION STATUS
    RECORDS ADDED      *********          RECORDS DELETED  *********
    RECORDS CHANGED    *********






                                                 ENTER TO CONTINUE
                                                 F24 END OF JOB


```

What to do

To end the session, use **F24**. The Union Master Maintenance listing is scheduled to print.

Function keys

F24 END OF JOB ends Union Master file maintenance and schedules the Union Master Maintenance Listing (AMPZU) to print.

Fields

RECORDS ADDED. The number of records added during this session.

RECORDS DELETED. The number of records deleted during this session.

RECORDS CHANGED. The number of records changed during this session.

Option 9. Employee Termination/Activation (AMPM10)

Use this option to terminate an employee record or to active a previously terminated employee record. Before you activate a previously terminated employee record, ensure that the record still exists in the following files:

- Employee Master
- Employee State/County/Local
- Employee Miscellaneous Deduction.

What information you need: None.

What reports are printed: Employee Termination/Activation report (AMPQ5).

What forms you need: PR-10.

AMPQ41—Employee Terminate/Activate (Select)

Use this display to place a terminate or activate code in master file records for an employee.

This display appears if you select option 9 (Employee Termination/Activation) from the File Maintenance menu (AMPM10).

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```
     DATE **/**/**              PAYROLL FILE MAINTENANCE           SELECT    AMPQ41  **
                                EMPLOYEE TERMINATE/ACTIVATE

                        EMPLOYEE NUMBER            nnnnn
                        TERMINATE DATE            nnnnnn
                        ACTION CODE <T/A>          A
```

```
                                                         F24 DISPLAY STATUS
```

What to do

- Type in an action code and other requested information and press **Enter**.
- To end the session or review the session status, use **F24**.

Function keys

F24 DISPLAY STATUS cases the Employee Terminate/Activate (Status) display (AMPQ44) to appear. That display shows the status of the file maintenance session.

Fields

EMPLOYEE NUMBER. Type in the employee number to identify the employee record you want to terminate or activate.

TERMINATE DATE. For **ACTION CODE** T, type in the effective termination date.

ACTION CODE (T/A). Type in one of the following codes:

T   Terminate
A   Activate.

AMPQ42—Employee Terminate/Activate

Use this display to review the status of the current file maintenance session.

This display appears during Employee Terminate/Activate file maintenance. The session status shows the number of records you terminated or activated during the current file maintenance session.

```
      DATE **/**/**              PAYROLL FILE MAINTENANCE           TERMINATE  AMPQ42  **
                                EMPLOYEE TERMINATE/ACTIVATE

                           EMPLOYEE NUMBER        *****
                           TERMINATE DATE         ******


            NAME           ************************    HIRE DATE  ********
            STREET         *******************         TERM DATE  ********
            CITY/STATE     *******************

            COMPANY **  DEPT ****   PROD FAC *****   OCCUPATION  **********




                                                       ENTER TO ACTIVATE
                                                       ENTER TO TERMINATE
                                                       F19 RETURN TO SELECT
```

What to do

- Press **Enter** to terminate or activate the employee record. The Employee Terminate/Activate (Select) display appears.

- To cancel what you have done on this display, use **F19**.

Function keys

F19 RETURN TO SELECT causes display AMPQ41 to appear again; the system takes no action on the records for that employee.

Fields

EMPLOYEE NUMBER. The number of the employee whose records you want to activate or terminate.

TERMINATE DATE. The date you want to terminate the employee records as entered on display AMPQ41.

NAME
STREET
CITY/STATE. The employee's home address as it appears in the Employee Master file.

HIRE DATE. The date the employee was hired.

TERM DATE (Termination Date). Contains data only when you activate a previously terminated employee record and shows the termination's effective date.

COMPANY. The company number for which the employee works.

DEPT (Department). The employee's home department as shown in the Employee Master file.

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PROD FAC (Production Facility). If used, the employee's home production facility.

OCCUPATION. A description of the employee's occupation.

AMPQ44—Employee Terminate/Activate (Status)

Use this display to review the status of the current file maintenance session.

This display appears during Employee Terminate/Activate file maintenance. The session status shows the number of records you terminated or activated during the current file maintenance session.

```
DATE **/**/**          PAYROLL FILE MAINTENANCE          STATUS    AMPQ44  **
                       EMPLOYEE TERMINATE/ACTIVATE



  SESSION STATUS
   TERMINATE RECORDS   *********
   ACTIVATE RECORDS    *********







                                              ENTER TO CONTINUE
                                              F24 END OF JOB
```

What to do

To end the session, use **F24**. The Employee Termination Report or the Employee Activation Report is scheduled to print.

Function keys

F24 END OF JOB ends Employee Termination/Activation. The Employee Activation/ Termination Report (AMPQ5) is scheduled to print. This report shows the information required to prepare a W-2 form manually and to refund any balances or any miscellaneous deductions.

Fields

TERMINATE RECORDS. The number of records terminated in this file maintenance session.

ACTIVATE RECORDS. The number of previously terminated records you activated in this file maintenance session.

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Option 10. Employee Other Compensation/Payments (AMPM10)

Use this option to set up and maintain an employee's other compensation/payments record.

What information you need: None.

What reports are printed: Employee Other Compensation and Other Payments Maintenance listing (AMPOU)

What forms you need: PR-11.

AMPOU1—Employee Other Compensation/Payments (Select)

Use this display to set up and maintain an Employee Other Compensation/Payments record for an individual employee.

This display appears if you select option 10 (Employee Other Compensation/Payments) from the File Maintenance menu (AMPM10).

```
DATE **/**/**              PAYROLL FILE MAINTENANCE     SELECT    AMPOU1  **
                        EMPLOYEE OTHER COMPENSATION/PAYMENTS



           COMPANY NUMBER               nn
           EMPLOYEE NUMBER              nnnnn
           OTHER COMP/PAYMENT TYPE <O/P>  A
           DISTRIBUTION NUMBER         nnn

           ACTION CODE <A/C/D>          A

           DO YOU WANT TO SEE PRIVILEGED DATA? <Y/N>  A






                                              F24 DISPLAY STATUS


```

What to do

- Type in the information requested and press **Enter**. The Employee Other Compensation/Payments (Add, Change, Delete) display (AMPOU2) appears.

- To end the session or review the session status, use **F24**.

Function keys

F24 DISPLAY STATUS causes the Employee Other Compensation/Payments (Status) display AMPOU3 to appear. That display shows the status of the file maintenance session.

Fields

COMPANY NUMBER. Appears and is required if you selected multiple company support during application tailoring. Type in the number of the company for which the employee works.

EMPLOYEE NUMBER. Required. Type in the number used to identify the employee as assigned in the Employee Master file.

OTHER COMP/PAYMENT TYPE (O/P). Type in one of the following codes to indicate the type of record:

O   Other compensation
P   Other payment.

DISTRIBUTION NUMBER. Required. Type in the distribution number used in the Deduction Distribution file to identify this other compensation or payment.

ACTION CODE (A/C/D). Required. Type in one of the following codes to identify the type of maintenance you want to perform:

A   Add a record
C   Change a record
D   Delete a record.

DO YOU WANT TO SEE PRIVILEGED DATA (Y/N). This field appears if a you need a user ID authorized for privileged data. Type in **YES** to enter or review quarterly information. Enter this information when you first create the record. The Payroll application updates this information. After you create the file and activate the privileged security level, only a user ID authorized for privileged information can access that information.

AMPOU2—Employee Other Compensation/Payments (Add, Change, Delete)

Use this display to type in descriptive data for an employee's other compensation and payment record. See "Taxable and reported indicators" on page 2-44 for more information. This is the second display to appear during Employee Other Compensation/Payments file maintenance for an employee's other compensation and payments records.

The second line of the display heading reads either EMPLOYEE OTHER COMPENSATION TYPE—O, or EMPLOYEE OTHER PAYMENTS TYPE—P, depending on the type of record you selected on display AMPOU1.

```
   DATE **/**/**              PAYROLL FILE MAINTENANCE        CHANGE     AMPOU2  **
                           EMPLOYEE OTHER COMPENSATION/PAYMENTS
                           EMPLOYEE OTHER COMPENSATION TYPE - 0

      COMPANY NUMBER                  **
      EMPLOYEE NUMBER               *****   *************************
      DISTRIBUTION NUMBER            ***    ***************
      INCLUDE IN NET PAY? <Y/N>      A

*** OTHER COMPENSATION AMOUNT ***      PAYROLL FREQUENCY <0-9>   n
FIXED AMOUNT                nnnnn.nn    OVERRIDE GL EXPENSE   aaaaaaaaaaaaA15
PERCENT OF GROSS              nn.nnn    OFFSET CREDIT GL      aaaaaaaaaaaaA15
RATE PER HOUR                nn.nnn    DEPARTMENT NUMBER     aaA4
MAXIMUM ANNUAL AMOUNT   nnnnnnn.nn    HOME PROD FACILITY    aaaA5
MAXIMUM LIFE AMOUNT     nnnnnnn.nn    LIFE TO DATE AMOUNT   aaaA5

                        FIT   FICA  FUTA   STATE   SDI   SUI   COUNTY   LOCAL
      TAXABLE  <Y/N>    A *   A *   A *    A *     A *   A *    A *      A *
      REPORTED <Y/N>    A *                A *                 A *      A *

                        QTR 1          QTR 2          QTR 3          QTR 4
AMOUNT ACCUMULATED   nnnnnnn.nn     nnnnnnn.nn     nnnnnnn.nn     nnnnnnn.nn
                                                   F18 REFRESH SCREEN
                                                   F19 RETURN TO SELECT
```

What to do

- Type in the information you need and press **Enter**. The Employee Other Compensation/Payments (Select) display (AMPOU1) appears.

- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel what you have done on this display, use **F19**.

Function keys

F18 REFRESH SCREEN causes display AMPOU2 to appear again with the values shown prior to the current file maintenance session.

F19 RETURN TO SELECT causes display AMPOU1 to appear again; no file updating occurs.

Fields

COMPANY NUMBER. The company number you typed in on AMPOU1.

EMPLOYEE NUMBER. The employee number you typed in on AMPOU1.

Employee Name. The name of the employee that corresponds to the employee number.

DISTRIBUTION NUMBER. The distribution number in the Deduction Distribution file that identifies this employee other compensation or payment.

Distribution Description. The distribution description that corresponds to the distribution number in the Deduction Distribution file.

INCLUDE IN NET PAY (Y/N). Required. Type in **Y** (Yes) to include the other compensation or payment value in net pay; otherwise, type in **N** (No).

OTHER COMPENSATION/PAYMENTS AMOUNT. The heading OTHER COMPENSATION AMOUNT or OTHER PAYMENTS AMOUNT appears, depending on the record type you selected on display AMPOU1.

PAYROLL FREQUENCY (0-9). Type in one of the following payroll frequency codes to determine when the system processed the other compensation or payment record for an employee:

0   Record not processed automatically and must be entered on display AMPAH2 during adjustment data entry

1   Record processed during pay cycle 1

2   Record processed during pay cycle 2

3   Record processed during pay cycle 3

4   Record processed during pay cycle 4

5   Record processed during pay cycles 1 and 3

6   Record processed during pay cycles 2 and 4

7   Record processed during every pay cycle

8   Record processed during pay cycles 1 through 4

9   Record processed during every pay cycle except pay cycle 9.

The pay cycle added corresponds to the pay cycle number you entered during time/adjustment entry.

FIXED AMOUNT. You must type information in this or one of the following fields unless the payroll frequency is 0 (zero):

• Percent of gross
• Rate per hour

Type in an amount the system should add if the other compensation or payment is a constant amount.

OVERRIDE GL EXPENSE. Type in the general ledger expense account number you want to debit for this adjustment amount, if not the general ledger expense account number in the Deduction Distribution file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

PERCENT OF GROSS. You must type information in this or one of the following fields unless the payroll frequency is 0 (zero):

• Fixed amount
• Rate per hour

Type in the percentage the system multiplies by gross earnings. The system adds the resulting amount as indicated by the frequency.

OFFSET CREDIT GL. If the other compensation is not included in net pay, type in the general ledger account you want to credit for this other compensation or payment, if not the general ledger account number in the Deduction Distribution file.

If IFM is interfacing, UNIT/NATURE appears instead of GL account numbers.

RATE PER HOUR. You must type information in this or one of the following fields unless the payroll frequency is 0 (zero):

- Fixed amount
- Percent of gross

Type in the hourly rate the system multiplies by total hours worked. The system adds the resulting amount as indicated by the frequency.

DEPARTMENT NUMBER. Type in the department number to be charged for this other compensation or payment, if other than the department number in the Deduction Distribution file.

MAXIMUM ANNUAL AMOUNT. Type in the maximum amount you will pay for the year for this other compensation or payment.

HOME PROD FACILITY (Home production facility). Type in the facility identification associated with the other compensation or payment, if other than the production facility in the Deduction Distribution file or the Employee Master file.

MAXIMUM LIMIT AMOUNT. Type in the maximum amount you will pay for this other compensation or payment, for the life of this record.

LIFE TO DATE AMOUNT. Type in the amount for this other compensation or payment accumulated to date by this employee. Once you install your payroll system, the Payroll application updates this information.

The system does not reset when you select option 12 (Reset Other Compensation/ Payments Balances) from the Quarter/Year-end Processing menu (AMPM08).

TAXABLE (Y/N)
FIT, FICA, FUTA, STATE, SDI, SUI, COUNTY, LOCAL. Required and appears only for an other compensation/payment type of O (other compensation). A default value, the taxable indicator for the overall other compensation code defined in the Deduction Distribution file, appears to the right.

To override the default value, type in **Y** (Yes) or **N** (No) in the field to the left for that taxing body category. Y indicates this other compensation does not reduce the gross taxable wages used as the basis for calculating taxes for that taxing body category. N indicates to exclude other compensation from gross taxable wages before calculating taxes for that taxing body category.

For other compensation to be exempt from taxes, both the override value and the indicator for the taxing body in the Deduction Distribution file must be N. If either record contains a Y, the system includes other compensation in taxable income for that taxing body category.

REPORTED (Y/N)
FIT, STATE, COUNTY, LOCAL. Required and appears only for an other compensation/payment type of O (other compensation). A default value, the reported indicator for the overall other compensation code defined in the Deduction Distribution file, appears to the right.

To override the default value, type in **Y** (Yes) or **N** (No) in the field to the left, for that taxing body category. Y indicates to include this other compensation in reported

taxable gross wages for that taxing body category. N indicates to exclude other compensation in reported taxable gross wages for that taxing body category.

If other compensation is taxable for a taxing body category, you always report it for that taxing body category; however, you cannot define other compensation as taxable Y (Yes) and reported N (No) for the same taxing body category. Taxable and reported indicators for a taxing body category would commonly be the same.

ACCUMULATED AMOUNTS. These fields appear if your user ID is authorized for privileged information (if required), and the you answered Y for the privileged data prompt on display AMPOU1.

Use these fields to create the Employee Other Compensation/Payments record if the employee has accumulated monies. Once you install your payroll system, the Payroll application updates this information.

AMPOU3—Employee Other Compensation/Payments (Status)

Use this display to review the status of the current file maintenance session.

This display appears if you maintain the Employee Other Compensation/Payments file. The session status shows the number of records you added, changed, or deleted during the current file maintenance session.

```
DATE **/**/**              PAYROLL FILE MAINTENANCE         STATUS    AMPOU3  **
                        EMPLOYEE OTHER COMPENSATION/PAYMENTS



   SESSION STATUS
    RECORDS ADDED        *********        RECORDS DELETED     *********
    RECORDS CHANGED      *********




                                                    ENTER TO CONTINUE
                                                    F24 END OF JOB
```

What to do

To end the session, use **F24**. The Employee Other Compensation/Payments Maintenance listing is scheduled to print.

Function keys

F24 END OF JOB ends Employee Other Compensation/Payments file maintenance and schedules the Employee Other Compensation/Payments Maintenance Listing to print.

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Fields

RECORDS ADDED. The number of records added in this file maintenance session.

RECORDS DELETED. The number of records deleted in this file maintenance session.

RECORDS CHANGED. The number of records changed in this file maintenance session.

Chapter 13.   File listings

If you are authorized to maintain files, use this menu to list files. If you have a privileged user ID, use this menu to list files that contain information about protected employees. You can print these file listings any time except when you tailor the Payroll application or when you first load files.

You can make some changes to files after you request a listing but before the system prints the listing. The system sends all listing requests through the job queue. Make changes as you maintain files or through normal processing.

The figures on the listing represent the contents of the file when you requested the listing and do not necessarily represent the current file contents.

Use the options on this menu to list master files.

```
*********                    *************          **

                    MENU: AMPM11

                    P A Y R O L L
                    File Listings

              1 Employee Master
              2 Employee State/County/Local
              3 Employee Misc. Deduction
              4 Labor Distribution
              5 Tax Table
              6 General Ledger Chart of Accounts
              7 Deduction Distribution
              8 Union Master
              9 Check Reconciliation
              10 Current Employee
              11 Pension Deduction
              12 Employee Other Compensation/Payments
              13 Return to Main Menu


     Enter number  nn              For another application or menu,
                              enter program or menu name  aaaaA6
```

Option 1. Employee Master. Use this option to list the employee information in the Employee Master (EMPMAS) file. You can select all or a range of employee numbers, or protected or regular employees or both.

Option 2. Employee State/County/Local. Use this option to list the employee information in the Employee State/County/Local (EMPSCL) file. This option is available if you selected state/county/local support during application tailoring. You can select all or a range of employee numbers, or protected or regular employees or both.

Option 3. Employee Misc. Deduction (Employee Miscellaneous Deduction). Use this option to list the employee deductions information in the Employee Miscellaneous Deduction (EMPDED) and the Employee Electronic Funds Transfer (EMPEFT) files. You select all records or only records within a specific employee-number range. To see a single employee's record, type in the employee number as both the start and the end record numbers. You can select all or a range of employee numbers, or protected or regular employees or both.

Option 4. Labor Distribution. Use this option to list the department and production facility information in the Labor Distribution (LABDIS) file. You can select all departments/facilities or a range of departments/facilities. To see a single department's record, type the department number followed by five blanks as the start department/facility number and the same department number followed by five nines (99999) as the end department/facility number.

Option 5. Tax Table. Use this option to list the tax table information in the Tax Table (TAXTBL) file. No display is associated with this option. When you select the option, the Tax Table listing (AMPYL) is scheduled to print.

Option 6. General Ledger Chart of Accounts. Use this option to list the Chart of Accounts in the General Ledger Master (GELMAS) file.

Option 7. Deduction Distribution. Use this option to list the distribution code information in the Deduction Distribution (DISTRB) file. You can select all distribution codes or a single distribution code. The valid codes are:

A   State Unemployment Insurance
C   Company information

- Electronic deposit support
- Employer Social Security and Medicare liability amounts
- Social Security tax account numbers
- Medicare tax account numbers
- Shift differentials

D   Directed deduction
E   Earned income credit
F   Federal

- Federal income tax
- Federal unemployment insurance
- Social Security tax
- Medicare tax

I   State disability insurance
K   County
L   Local
O   Other compensation
P   Other payments
S   State
U   Union
W   Miscellaneous deduction

- Cafeteria plan
- Individual retirement account
- Tax-deferred deduction
- Other (cyclic and noncyclic deductions).

Note: F prints only when you select all companies or when you select company 0 (zero).

Option 8. Union Master. Use this option to list the union and union types information in the Union master (UNIMAS) file. This option is available if you selected union support during application tailoring. You can list all union numbers and types or a specific union number and type. To see a single union, type in the union number followed by a zero (0) as the start union and type number, and the union number followed by a nine (9) as the end union number and type.

Option 9. Check Reconciliation. Use this option to list the payroll checks information in the Check Reconciliation (CHECKR) file.

Option 10.Current Employee. Use this option to list the current employee information in the Employee Master (EMPMAS) file. If you have only one company installed, no display appears for this option. Instead, when you select the option, the Current Employee listing (AMPTL) is scheduled to print.

Option 11.Pension Deduction. Use this option to list the employee pension deductions information in the Employee Miscellaneous Deduction (EMPDED) file. If you have only one company installed, no display appears for this option. Instead, when you select the option, the Pension Deduction listing (AMPUL) is scheduled to print.

Option 12.Employee Other Compensation/Payments. Use this option to list the employee other compensation/payments information in the Employee Other Compensation/Payments (EMPBEN) file. You can select all other compensation and payment records, or a range of other compensation and payment records. You can also select other compensation or other payments or both. You can also see all of one employee's other compensation and payments records or a range of employees' other compensation and payments records. To see one employee's record, type in the employee number as the start and end record numbers.

Option 1. Employee Master (AMPM11)

Use this option to list the employees in your Employee master file.

What information you need:

- Company number
- Employee numbers
- Employee type

What reports are printed: Employee master listing (AMPTL)

What forms you need: None.

The basic steps to list the contents of the Employee master file follow each display.

AMPQS3–Employee Master Listing (Options)

Use this display to specify limits to print information from the Employee Master file.

This display appears if you select option 1 (Employee Master) from the File Listings menu (AMPM11). You must have the proper user authority to print employee year-to-date totals or print records for protected employees.

The system prints a partial Employee master listing (option 1) if you specify company numbers, employee numbers, and employee type.

```
DATE **/**/**              PAYROLL        OPTIONS   AMPQS3  **
                        EMPLOYEE MASTER LISTING

         INCLUDE   ALL COMPANIES <YES/NO>        aA3

           OR   START COMPANY NO           nn
              END   COMPANY NO.            nn

         INCLUDE ALL EMPLOYEE NUMBERS <YES/NO>     aA3

           OR   START EMPLOYEE NO.          nnnnn
              END   EMPLOYEE NO.            nnnnn

         INCLUDE   EMPLOYEE TYPE <R/P/B>         A
              R= REGULAR
              P= PROTECTED
              B= BOTH




                        F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Employee Master listing is scheduled to print.

- To end the session, use **F24**.

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Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

INCLUDE ALL EMPLOYEE NUMBERS (YES/NO)
OR START EMPLOYEE NO.
END EMPLOYEE NO.. To print a full listing, type in **YES** to include records for all employees for the companies selected. To print a partial listing, type in **NO** and then type in starting and ending employee numbers.

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO.. Appears if you selected multiple company support during application tailoring. Type in **YES** to print a listing for all companies; otherwise, type in **NO** and then type in starting and ending company numbers.

INCLUDE EMPLOYEE TYPE (R/P/B). Identify employee record types to print by typing in one of the following codes:

R   Regular
P   Protected
B   Both regular and protected.

Based on system security tailoring, you may restrict protected records to user IDs authorized to see protected information.

Option 2. Employee State/County/Local (AMPM11)

Use this option to list the employees in your Employee State/County/Local file.

What information you need:

- Company number
- Employee numbers
- Employee type

What reports are printed: Employee State/County/Local listing (AMPVL).

What forms you need: None.

The basic steps to list the contents of the Employee State/County/Local file follow each display.

AMPQS5–Employee State/County/Local Listing (Options)

Use this display to specify limits for printing the information in the Employee State/County/Local file. This option is available if you selected state/county/local support during application tailoring.

This display appears if you select option 2 (Employee State/County/Local) from the File Listings menu (AMPM11). You must have the proper user authority to print employee year-to-date totals or print records for protected employees. Print a partial listing by specifying company numbers, employee numbers, and employee type.

```
DATE **/**/**              PAYROLL          OPTIONS   AMPQS5  **
                  EMPLOYEE STATE/COUNTY/LOCAL LISTING

          INCLUDE   ALL COMPANIES <YES/NO>         aA3

            OR   START COMPANY NO.           nn
                 END   COMPANY NO.           nn

          INCLUDE ALL EMPLOYEE NUMBERS <YES/NO>     aA3

            OR   START EMPLOYEE NO.          nnnnn
                 END   EMPLOYEE NO.          nnnnn

          INCLUDE   EMPLOYEE TYPE <R/P/B>        A
                 R= REGULAR
                 P= PROTECTED
                 B= BOTH




                       F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Employee State/County/Local listing is scheduled to print.

- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO. Appears if you selected multiple company support during application tailoring. Type in **YES** to print a listing for all companies; otherwise, type in **NO** and then type in starting and ending company numbers.

INCLUDE ALL EMPLOYEE NUMBERS (YES/NO)
OR START EMPLOYEE NO.
END EMPLOYEE NO. To print a full listing, type in **YES** to include records for all employees for the companies selected. To print a partial listing, type in **NO** and then type in starting and ending employee numbers.

INCLUDE EMPLOYEE TYPE (R/P/B). To identify employee record types to print, type in one of the following codes:

R   Regular
P   Protected
B   Both regular and protected.

Based on system security tailoring, you may restrict protected records to user IDs authorized to see protected information.

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Option 3. Employee Miscellaneous Deduction (AMPM11)

Use this option to list the employee deductions in your Employee Miscellaneous Deduction file.

What information you need:

- Company number
- Employee number
- Employee type

What reports are printed: Employee Miscellaneous Deduction listing (AMPUL)

What forms you need: None.

The basic steps to list the contents of the Employee Miscellaneous Deduction file follow each display.

AMPQS4–Employee Miscellaneous Deduction listing (Options)

Use this display to select employee records to print on the Employee Miscellaneous Deduction listing, Pension Deduction listing, or the Employee Other Comp/Payments listing. The title of the display changes to reflect the name of the option you selected and the fields needed for that option appear.

The first display image appears if you select option 3 (Employee Miscellaneous Deduction) from menu AMPM11.

The second display image appears if you selected option 12 (Employee Other Compensation/Payments) from menu AMPM11.

The third display image appears if you select option 11 (Pension Deduction) from menu AMPM11.

Print a partial Employee Miscellaneous Deduction listing (option 3) if you specify company numbers, employee numbers, and employee record types.

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DATE **/**/**   PAYROLL   OPTIONS   AMPQS4 **
                    EMPLOYEE MISC. DEDUCTION LISTING

        INCLUDE   ALL COMPANIES <YES/NO>   aA3

            OR   START COMPANY NO.   nn
                 END   COMPANY NO.   nn

        INCLUDE ALL EMPLOYEE NUMBERS <YES/NO>   aA3

            OR   START EMPLOYEE NO.   nnnnn
                 END   EMPLOYEE NO.   nnnnn

        INCLUDE   EMPLOYEE TYPE <R/P/B>   A
                 R= REGULAR
                 P= PROTECTED
                 B= BOTH

                    F24 CANCEL THE JOB

        INCLUDE   OC/OP <O/P/B>   A
                 O= OTHER COMPENSATION
                 P= OTHER PAYMENTS
                 B= BOTH

                    F24 CANCEL THE JOB

        INCLUDE   ALL COMPANIES <YES/NO>   A

            OR   START COMPANY NO.   nn
                 END   COMPANY NO.   nn

                    F24 CANCEL THE JOB

What to do

- Type in the information requested and press **Enter**. The Employee Miscellaneous Deduction listing is scheduled to print.

- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO.. Appears if you selected multiple company support during application tailoring. These fields appear for options 3, 11, and 12. Type in **YES** to

print a listing for all companies; otherwise, type in **NO** and then type in starting and ending company numbers.

INCLUDE ALL EMPLOYEE NUMBERS (YES/NO)
OR START EMPLOYEE NO.
END EMPLOYEE NO.. To print a full listing, type in **YES** to include all deduction records for all employees for the companies selected. To print a partial listing, type in **NO** and then type in starting and ending employee numbers.

INCLUDE EMPLOYEE TYPE (R/P/B). Type in a code to identify the employee record types to include:

R Regular
P Protected
B Both regular and protected.

Based on system security tailoring, you may restrict protected records to user IDs authorized to see protected information.

INCLUDE OC/OP (OTHER COMP/PAYMENT) (O/P/B). Appears for option 12. Type in one of the following codes to identify the adjustment record types to include:

O Other compensation
P Other payments
B Both other compensation and payments.

Option 4. Labor Distribution (AMPM11)

Use this option to list the departments and production facilities in your Labor Distribution file.

What information you need:

- Company number
- Department/Production facility

What reports are printed: Labor Distribution listing (AMPXL)

What forms you need: None.

The basic steps to list the contents of the Labor Distribution file follow each display.

AMPQS7–Labor Distribution Listing (Options)

Use this display to specify limits to print information from the Labor Distribution master file.

This display appears if you select option 4 (Labor Distribution) from the File Listings menu (AMPM11). You may print a partial listing if you specify department and production facility numbers for the companies selected.

```
DATE **/**/**              PAYROLL          OPTIONS   AMPQS7  **
                      LABOR DISTRIBUTION LISTING

          INCLUDE   ALL COMPANIES <YES/NO>        aA3

            OR   START COMPANY NO.           nn
               END   COMPANY NO.           nn

          INCLUDE ALL RECORDS <YES/NO>         aA3

            OR   START DEPT & PROD FAC      aaA4  aaaA5
               END   DEPT & PROD FAC       aaA4  aaaA5




                      F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Labor Distribution listing is scheduled to print.

- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO.. Appears if you selected multiple company support during application tailoring. These fields appear for options 3, 11, and 12. Type in **YES** to print a listing for all companies; otherwise, type in **NO** and then type in starting and ending company numbers.

INCLUDE ALL RECORDS (YES/NO)
OR START DEPT & PROD FAC
END DEPT & PROD FAC. To print a full listing, type in **YES** to include all records for all departments or all department/production facility combinations (if you selected to break labor costs down by production facility within department during application tailoring). To print a partial listing, type in **NO** and then type in starting and ending department numbers or department/production facility combinations.

Option 5. Tax Table (AMPM11)

Use this option to list the tax tables in your Tax Table file.

What information you need: None.

What reports are printed: Tax Table listing (AMPYL).

What forms you need: None.

No displays appear for this option.

What to do

Select option 5 from the File Listings menu (AMPM11). The Tax Table listing is scheduled to print.

Option 6. General Ledger Chart of Accounts (AMPM11)

Use this option to list the accounts in your General Ledger master file.

What information you need:

- Current accounts
- Budget accounts
- Last year accounts
- Company numbers
- To account
- From account

What reports are printed: General Ledger Chart of Accounts (AMV03).

What forms you need: None.

The basic steps to list the contents of the General Ledger Chart Of Accounts follow each display.

AMV021–Chart of Accounts (Options)

Use this display to specify limits for the General Ledger Chart of Accounts.

This display appears if you select the appropriate option in Accounts Payable, Accounts Receivable, General Ledger, Inventory Management, Payroll, and Purchasing. You can print a partial listing if you specify account types and account numbers to include in the listing for the company selected.

```
   DATE **/**/
**                                        OPTIONS    AMV021  **
                             CHART OF ACCOUNTS


   ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED:

                        CURRENT ACCOUNTS     A
                        BUDGET ACCOUNTS      A
                        LAST YEAR ACCOUNTS   A

                        COMPANY NUMBER       nn

                        FROM ACCOUNT         aaaaaaaaaaaaA15

                        TO ACCOUNT           aaaaaaaaaaaaA15

                     OR LEAVE BLANK FOR ALL ACCOUNTS


                                            F24 CANCEL THE JOB
```

What to do

- To print the General Ledger Chart of Accounts report, type in the information requested and press **Enter**. The system schedules the report for printing. The previous menu appears. Select another option or return to the Main Menu.

- To cancel the session, use **F24**. You return to the Main Menu.

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Function keys

F24 CANCEL THE JOB causes the previous menu to appear again. No processing occurs and no listing is printed.

Fields

CURRENT ACCOUNTS
BUDGET ACCOUNTS
LAST YEAR ACCOUNTS. These fields are required. Type in **Y** for each account type for which you want a report. Type in **N** if you do not want a report for that account type.

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. This field is required. If this field appears, type in the company number.

FROM ACCOUNT. Type in the first general ledger account number to appear on the report. The number must be equal to or less than the *TO ACCOUNT* number.

TO ACCOUNT. Type in the last general ledger account number to appear on the report. To print information for only one account, enter the same number that is entered for *FROM ACCOUNT.*

Option 7. Deduction Distribution (AMPM11)

Use this option to list the distribution codes in your Deduction Distribution file.

What information you need:

- Company number
- Distribution codes

What reports are printed: Deduction Distribution listing (AMPSL)

What forms you need: None.

The basic steps to list the contents of the Deduction Distribution file follow each display.

AMPQS2–Deduction Distribution Listing (Options)

Use this display to specify limits for printing information in the Deduction Distribution file.

This display appears if you select option 7 (Deduction Distribution) from the File Listings menu (AMPM11). Print a partial listing if you specify company numbers and a single distribution code.

```
DATE **/**/**              PAYROLL         OPTIONS   AMPQS2 **
                    DEDUCTION DISTRIBUTION LISTING

           INCLUDE   ALL COMPANIES <YES/NO>        aA3

             OR   START COMPANY NO.          nn
                  END   COMPANY NO.           nn

           INCLUDE ALL DISTRIBUTION CODES <YES/NO>    aA3

             OR   ENTER DISTRIBUTION CODE        A
                  <A/C/D/E/F/I/K/L/O/P/S/U/W>




                              F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Deduction Distribution listing is scheduled to print.

- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO. Appears if you selected multiple company support during application tailoring. Type in **YES** to print a listing for all companies; otherwise, type in **NO** and then type in starting and ending company numbers.

INCLUDE ALL DISTRIBUTION CODES (YES/NO)
OR ENTER DISTRIBUTION CODE
(A/C/D/E/F/I/K/L/O/P/S/U/W). Type in YES to list all distribution codes; otherwise, type in NO and specify one of the following codes:

A   State Unemployment Insurance
C   Company information

- Electronic deposit support
- Employer Social Security and Medicare liability amounts
- Social Security tax account numbers
- Medicare tax account numbers
- Shift differentials

D   Directed deduction
E   Earned income credit
F   Federal

- Federal income tax
- Federal unemployment insurance
- Social Security tax
- Medicare tax

I   State disability insurance
K   County
L   Local
O   Other compensation
P   Other payments
S   State
U   Union
W   Miscellaneous deduction

- Cafeteria plan
- Individual retirement account
- Tax-deferred deduction
- Other (cyclic and noncyclic deductions).

Note: F prints only when you select all companies or when you select company 0 (zero).

Option 8. Union Master (AMPM11)

Use this option to list the unions and union types in your Union master file.

What information you need:

- Company number
- Union number
- Union type

What reports are printed: Union Master listing (APMZL)

What forms you need: None.

The basic steps to list the contents of the Union master file follow each display.

AMPQS9–Union Master Listing (Options)

Use this display to specify limits for printing the information in the Union Master file. This option is available if you selected union support during application tailoring.

This display appears if you select option 8 (Union Master) from the File Listings menu (AMPM11). Print a partial listing if you specify company numbers, union numbers, and union deduction types.

```
DATE **/**/**              PAYROLL        OPTIONS   AMPQS9 **
                      UNION MASTER LISTING

        INCLUDE   ALL COMPANIES <YES/NO>        aA3

          OR   START COMPANY NO.            nn
               END   COMPANY NO.            nn

        INCLUDE ALL RECORDS <YES/NO>          aA3

          OR   START UNION NO & TYPE       nnn  nn
               END   UNION NO & TYPE       nnn  nn






                       F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Union Master listing (AMPZL) is scheduled to print.
- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO. Appears if you selected multiple company support during application tailoring. Type in **YES** to print a listing for all companies; otherwise, type in **NO** and then type in starting and ending company numbers.

INCLUDE ALL RECORDS (YES/NO)
OR START DEPT & PROD FAC
END DEPT & PROD FAC. To print a full listing, type in **YES** to include all records for all unions for the companies selected. To print a partial listing, type in **NO** and then type in starting and ending union numbers and union types. The union number is the 3-digit distribution number assigned to the union in the Deduction Distribution file.

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Option 9. Check Reconciliation (AMPM11)

Use this option to list payroll checks in your Check Reconciliation (CHECKR) file.

What information you need:

- Company number
- Check number
- Employee type

What reports are printed: Check Reconciliation listing (AMPRL)

What forms you need: None.

The basic steps to list the contents of the Check Reconciliation (CHECKR) file follow each display.

AMPQS1–Check Reconciliation Listing (Options)

Use this display to specify limits when you print information in the Check Reconciliation (CHECKR) file. The file contains a record for each outstanding paycheck written.

This display appears if you select option 9 (Check Reconciliation) from the File Listings menu (AMPM11). Print a partial listing if you specify company numbers, check numbers, and employee record types.

```
 DATE ********          PAYROLL        OPTIONS   AMPQS1  **
               CHECK RECONCILIATION LISTING

          INCLUDE   ALL COMPANIES <YES/NO>        aA3

           OR  START COMPANY NO.          nn
               END   COMPANY NO.          nn

          INCLUDE   ALL CHECKS <YES/NO>          aA3

           OR  START CHECK NO.            nnnnnn
               END   CHECK NO.            nnnnnn

          INCLUDE   EMPLOYEE TYPE <R/P/B>        A
               R= REGULAR
               P= PROTECTED
               B= BOTH




                    F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Check Reconciliation listing (AMPRL) is scheduled to print.

- To end the session, use **F24**.

Contents	**Index**

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO. Appears if you selected multiple company support during application tailoring. Type in **YES** to print a listing for all companies; otherwise, type in **NO** and then type in starting and ending company numbers.

INCLUDE ALL CHECKS (YES/NO)
OR START CHECK NO.
END CHECK NO. If this field appears, type in **YES** to list all checks; otherwise, type in **NO** and then type in the starting and ending check numbers.

INCLUDE EMPLOYEE TYPE (R/P/B). Type in a code to identify the employee record types to include:

R   Regular
P   Protected
B   Both regular and protected.

Based on system security tailoring, you may restrict protected records to user IDs authorized to see protected information.

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Option 10. Current Employee (AMPM11)

Use this option to list the current employee records in your Employee master file.

What information you need: Company number

What reports are printed: Current Employee listing (AMPTL)

What forms you need: None.

The basic steps to list the contents of the Employee master file follow each display.

AMPQS3–Current Employee Listing (Options)

Use this display to specify limits to print information from the Employee Master file.

This display appears if you select option 10 (Current Employee) from the File Listings menu (AMPM11). You must have the proper user authority or to print records for protected employees.

The system prints a partial Current Employee listing (option 10) if you specify company numbers, employee numbers, and employee type.

```
DATE **/**/**               PAYROLL         OPTIONS    AMPQS3  **
                    EMPLOYEE MASTER LISTING

          INCLUDE   ALL COMPANIES <YES/NO>        aA3

             OR   START COMPANY NO          nn
                  END   COMPANY NO.          nn

          INCLUDE ALL EMPLOYEE NUMBERS <YES/NO>     aA3

             OR   START EMPLOYEE NO.          nnnnn
                  END   EMPLOYEE NO.          nnnnn

          INCLUDE   EMPLOYEE TYPE <R/P/B>        A
                  R= REGULAR
                  P= PROTECTED
                  B= BOTH




                    F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Current Employee listing is scheduled to print.

- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

See "AMPQS3–Employee Master Listing (Options)" on page 13-4 for descriptions of the fields that appear on this display.

Contents	Index

Option 11. Pension Deduction (AMPM11)

Use this option to list the employee pension deductions for the following pension deduction types in your Employee Miscellaneous Deduction file:

- IRA (type I)
- Tax-deferred/401(k) (type T)

What information you need: Company number

What reports are printed: Pension Deduction listing (AMPUL)

What forms you need: None.

The basic steps to list the contents of the Pension Deduction file follow each display.

AMPQS4–Pension Deduction listing (Options)

Use this display to specify limits for printing information in the Employee Miscellaneous Deduction file.

```
 DATE **/**/**              PAYROLL         OPTIONS   AMPQS3  **
                        PENSION DEDUCTION LISTING

              INCLUDE   ALL COMPANIES <YES/NO>        aA3

                OR   START COMPANY NO          nn
                     END   COMPANY NO.         nn




                         F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Pension Deduction listing is scheduled to print.

- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

See "AMPQS4–Employee Miscellaneous Deduction listing (Options)" on page 13-8 for descriptions of the fields that appear on this display.

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Option 12. Employee Other Compensation/Payments (AMPM11)

Use this option to list the contents of the Employee Other Compensation/Payments file.

What information you need:

- Company number
- Employee number

What reports are printed: Employee Other Compensation/Payments listing (AMPOL)

What forms you need: None.

The basic steps to list the contents of the Employee Other Compensation/Payments file follow each display.

AMPQS4–Employee Other Compensation/Payments listing (Options)

Use this display to specify limits for printing information in the Employee Miscellaneous Deduction file.

```
     DATE **/**/**              PAYROLL        OPTIONS   AMPQS3  **
              EMPLOYEE OTHER COMPENSATION/PAYMENTS LISTING

           INCLUDE   ALL COMPANIES <YES/NO>        aA3

              OR   START COMPANY NO           nn
                   END   COMPANY NO.          nn




















                        F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Employee Other Compensation/Payments listing is scheduled to print.

- To end the session, use **F24**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMPM11) to appear; no report prints.

Fields

See "AMPQS4–Employee Miscellaneous Deduction listing (Options)" on page 13-8 for descriptions of the fields that appear on this display.

Chapter 14. Inquiry

Use the options on this menu to see information in the files shown on the menu.

To look at (inquire) payroll data, you must be authorized to use the inquiry function. You must be authorized for Privileged data access to see earnings amounts.

You can see earnings and tax amounts of employees with a protected status if your user ID is authorized to see protected information. You can inquire into files any time except when you are tailoring the application or when you first load files.

You can inquire from this menu or from the CAS Group Job menu. Some inquiry options may not be available to you if your company has tailored the standard Group Job menu.

```
AMPM12                    Payroll              **********
                        Inquiry

Type option or command; press Enter.

    1. Employee Master
    2. Employee Miscellaneous Deductions
    3. Employee Other Compensation/Payments
    4. Payroll History




    ==> _____
    _

    F3=Exit       F4=Prompt   F9=Retrieve   F10=Actions
    F11=Job status   F12=Return   F22=Messages
```

Option 1. Employee Master. Use this option to see information in the Employee Master file.

Option 2. Employee Miscellaneous Deductions. Use this option to see information in the Employee Miscellaneous Deduction file.

Option 3. Employee Other Compensation/Payments. Use this option to see information in the Employee Other Compensation/Payments file.

Option 4. Payroll History. If you selected payroll history support during application tailoring, use this option to see information in the Current Payroll History file, the Restored Payroll History file, or both.

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Option 1. Employee Master (AMPM12)

If you know the employee number, you can see an employee's name and address, pay type, pay frequency, and Federal tax information. Also, if your user ID is authorized to see protected information, you can see an employee's salary, rates, earnings, and tax figures.

If you are authorized to see privileged information and you enter an employee number, the system searches file for the employee number. If it finds the employee number, information for that employee appears on the displays.

If you are authorized to see privileged information, you can see earnings and hours figures. If you are authorized to see protected information, you can see the salary and rates figures for protected employee records. The system does not calculate or update any files when you use the Inquiry function.

If you are authorized to see protected information, you can see all employees' information (protected and regular), but you cannot see the year-to-date earnings figures. If you are authorized to see privileged information, you can see year-to-date earnings figures for all regular employees, but you cannot see information for protected employee records. If you are authorized to see both protected and privileged information, you can see all information for all employees and in all files.

You can look at files any time except when you are tailoring the application or when you first load files.

If the system cannot find the employee record in the Employee master file, one of the following is true:

- The employee record is not yet in the file
- You terminated the employee record and deleted the record at year end
- You typed in the incorrect employee number.

The basic steps to see information in the Employee master file follow each display.

AMPTI1—Payroll Employee Master (Inquiry)

Use this display to request the Employee master record you want to review.

This display appears if you select option 1 (Employee Master) from the Inquiry menu (AMPM12).

```
   DATE **/**/**      PAYROLL EMPLOYEE MASTER        INQUIRY    AMPTI1  **




            EMPLOYEE NUMBER      nnnnn










                         F24 END OF INQUIRY
```

What to do

- Type in the information requested and press **Enter**. The Payroll Employee Master (Inquiry) display (AMPTI2) appears.

- To end the session, use **F24**.

Function keys

F24 END OF INQUIRY ends Employee Master file inquiry. The Inquiry menu (AMPM12) appears.

Fields

[?]   appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

EMPLOYEE NUMBER [?]. Type in the employee number of the record you want to see. To see the record for another employee, type in the employee number, press **Field Exit**, then press **Enter**.

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AMPTI2—Payroll Employee Master (Inquiry)

Use this display to see details of the Employee master file record for the employee you selected. The actual data you see depends on your authorization level and what you selected for the company during application tailoring.

This display appears if you press **Enter** on AMPTI1.

```
DATE **/**/**        PAYROLL EMPLOYEE MASTER        INQUIRY   AMPTI2  **
              EMPLOYEE NUMBER      nnnnn
COMPANY  **   NAME       *************************
      ADDRESS      ********************
      CITY ST ZIP  ********************
PHONE          ******************  MAIL CHECK <Y/N>        *
SOC SEC NO.        *********     MARITAL STATUS <M/S/H/N> *
HOME DEPT         ****        HOME PRODUCTION FACILITY *****
SHIFT CODE        *          OCCUPATION DESC        **********
MINORITY CODE       *        WORKERS COMP CODE       *****
FIT APPLY <Y/N/S>     *        SS/MED APPLY <Y/N/S/M>   *
FIT EXEMPTIONS       **        PENSION PLAN <Y/N>       *
EXTRA FIT $        ***.**    EXTRA FIT %           **.*
PROTECT PAY <P/ >     *          PAY TYPE <H/S/N>       *
HIRE DATE         ******      PAY FREQ <WK/BW/MN/SM>  * *
TERM DATE         ******      STATE CODE          ***
UNION CODE         ***        LOCAL CODE          ***
COUNTY CODE         ***        WORK SCHEDULE <1-999>   ***
CREW NUMBER         ***        DATE OF BIRTH         **********
MULTI-JOB <Y/N>      *        SICK HOURS ALLOWED       *******
SICK HOURS REMAINING    ******      VACATION HOURS ALLOWED   *******
VACATION HOURS REMAINING ******
                     F19 RETURN TO SELECT
                     F24 END OF INQUIRY
```

What to do

- To look at more employee information, press **Enter**. The Payroll Employee Master (Inquiry) display (AMPTI3) appears.

- To look at another employee record, type in an employee number and press **Enter**. This display appears again.

- To end the session, use **F24**.

Function keys

F19 RETURN TO SELECT causes display AMPTI1 to appear again.

F24 END OF INQUIRY ends Employee Master file inquiry; the Inquiry menu (AMPM12) appears.

Fields

EMPLOYEE NUMBER [?]. The employee number that identifies the employee record you want to see.

COMPANY. Appears if you selected multiple company support during application tailoring. The number of the company in which the employee normally works.

NAME. The name of the employee. The system uses this name to prepare payroll reports.

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ADDRESS
CITY/ST/ZIP. The home address of the employee. The system uses this name to prepare W-2 forms. May also print on paychecks.

PHONE. The employee's complete telephone number, including area code, if applicable. If used, it appears on the Current Employee listing and Employee Master listing.

MAIL CHECK (Y/N). Indicates if you mail the employee's paycheck. Y (Yes) appears only if you mail the employee's paycheck. If you did not enter anything, the default (N—No) appears.

SOC SEC NO. (Social Security Number). Used when the system prepares government reports. The employee's Social Security identification number.

MARITAL STATUS <M/S/H/N>. Required when the system calculates taxes. Ensures that the system uses the proper tax table. One of the following codes:

M   Married; married tax table is used
S   Single; single tax table is used
H   Head of household; head of household tax table is used
N   No tax table is used.

Used to select tax table records from the Tax Table file.

Note: If the marital status is N, the system uses the extra FIT amount and/or extra FIT percent for that employee to calculate Federal taxes.

HOME DEPT (Home Department). The number of the department to which you assigned the employee. The system uses this field to retrieve appropriate records in the Labor Distribution file and load them to the Deduction Distribution file. The Labor Distribution file must contain a corresponding code for the home department.

HOME PRODUCTION FACILITY. The facility identification associated with the employee's home department. If you selected to break down labor costs to facility within department, the Labor Distribution file must contain a corresponding code for the home production facility.

SHIFT CODE. One of the following codes:

1   First shift
2   Second shift
3   Third shift.

The system uses this code to apply the correct shift differential rate to the employee's hourly rate. If 2 or 3 appears, the application adds the shift-differential bonus to the hourly rate. If you automatically calculate overtime, the system applies the bonus when the employee works non-standard shift hours. Rates should always appear as if the employee works first shift.

OCCUPATION DESC (Occupation Description). Optional and appears on payroll reports and checks. The employee's occupation description or job title.

MINORITY CODE. Optional. The system uses this code to prepare statistics that relate to affirmative action programs. See standard government codes as necessary.

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WORKERS COMP CODE (Worker's Compensation Code). Optional. The system uses this code to prepare the Worker's Compensation Worksheet. The worker's compensation code is a 5-digit code you assign to the employee. It represents a compensation category. Group similar employee types together. For example, you might code all office personnel as 0100.

FIT APPLY (Y/N/S). Type in one of the following codes:

Y   Yes. Employee's wages are subject to Federal income tax. Sick pay is considered taxable.

N   No. Employee's wages are not subject to Federal income tax. No withholding tax will be computed but FIT and FUTA taxable wages will be recorded.

S   Sick pay. Employee's wages are subject to Federal income tax but sick pay is exempt. The portion of wages identified as sick pay is not recorded as FIT or FUTA taxable wages.

Do not change this response during the year.

SS/MED APPLY (Y/N/S/M). Type in one of the following codes:

Y   Employee's wages are subject to Social Security and Medicare. Sick pay is considered taxable for both.

N   Employee's wages are not subject to Social Security or Medicare. No withholding tax is computed and no FICA-taxable wages are recorded.

S   Employee's wages are subject to Social Security and Medicare. Sick pay is exempt from both. The portion of wages identified as sick pay is not recorded as FICA taxable wages.

M   Employee's wages and sick pay are subject to Medicare only. Wages and sick pay are recorded as FICA taxable wages.

Note: The Payroll application uses only the Extra FIT $ and/or Extra FIT % to calculate tax if the employee's marital status is **N**.

The system continues to accumulate the employee Social Security and Medicare taxable wages but does not accumulate the tax once the wages reach the limits you entered in the Deduction Distribution file. You can assign different limits for employee and employer Social Security and Medicare.

Do not change this response during the year.

FIT EXEMPTIONS. Required for Federal income tax calculations. The number of exemptions to determine the exemption amount the system uses from the Tax Table file. The number of personal exemptions claimed by the employee.

PENSION PLAN (Y/N). If Y (Yes) appears, an employee participates in an authorized pension plan; otherwise, N (No) appears.

EXTRA FIT $ (Extra FIT Dollar Amount). The additional fixed dollar amount the system deducts from an employee's wages for Federal income taxes.

Based on the marital status code of the employee, one of the following happens:

M, S, or H   The system deducts a fixed dollar amount from an employee's wages, over and above normal Federal taxes

N   The system withholds a fixed dollar amount for the Federal tax.

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The system uses an extra FIT dollar amount with an extra FIT percentage, if both appear.

EXTRA FIT % (Extra FIT Percent). An additional fixed percentage to be applied against an employee's wages. The system deducts the resulting amount from the employee's wages for Federal income taxes.

Based on the marital status code of the employee, one of the following happens:

M, S, or H   The system deducts the resulting amount from an employee's wages, over and above normal Federal taxes

N   The system withholds the resulting amount for the Federal tax.

Note: The system uses an extra FIT percentage with an extra FIT dollar amount, if both appear.

PROTECT PAY (P/blank). One of the following codes:

P   Protected employee, protected authority is required
blank   Not protected, no protected authority required.

The system process employees coded as P separately from regular hourly or salaried employees. Identifies highly compensated employees. Assists in the nondiscrimination tests under salary deferral plans. Also, if your user ID is authorized to see protected information, you can update or use protected employees' information during payroll processing.

PAY TYPE (H/S/N). Required. One of the following codes:

H   Hourly
S   Salaried
N   Nonexempt, salaried.

HIRE DATE. The date you hired the employee.

PAY FREQ (Pay Frequency) (WK/BW/MN/SM). Required to ensure the system uses the proper tax table. Also, the system uses this field to update the Weeks Worked field when you process the payroll. One of the following codes:

WK   Weekly: paid once each week
BW   Biweekly: paid every two weeks
MN   Monthly: paid once each month
SM   Semimonthly: paid twice each month

TERM DATE (Termination Date). The date you terminated the employee record.

STATE CODE. If you withhold state taxes, the appropriate distribution number from the Deduction Distribution file for the state in which the employee normally works.

UNION CODE. If you selected union distribution during application tailoring, the distribution number from the Deduction Distribution file for the union to which this employee belongs.

LOCAL CODE. If you withhold local taxes, the distribution number from the Deduction Distribution file for the local tax normally withheld.

COUNTY CODE. If you withhold county taxes, the distribution number from the Deduction Distribution file for the county in which the employee normally works.

WORK SCHEDULE (1-999). Appears if PM&C is installed. The work schedule for this employee.

CREW NUMBER. Appears if PM&C is installed. The crew number, if the employee is assigned to a crew.

DATE OF BIRTH. Optional. Employee's date of birth in MM/DD/YYYY format.

REFERENCE DATE. Optional and user-defined. An additional date you defined as a reference. Included in some reports, but is not the basis for any calculations. The system treats this field as privileged data.

MULTI-JOB (Y/N). Appears if PM&C is installed. Type **Y** (Yes) if the employee can work on more than one job at a time; otherwise, type **N** (No).

SICK HOURS ALLOWED. The number of sick hours this employee can take this year.

VACATION HOURS ALLOWED. The number of vacation hours this employee can take this year.

AMPTI3—Payroll Employee Master (Inquiry)

Use this display to see the details in the Employee Master file record.

This display appears if you press **Enter** on AMPTI2. If you have a user ID that can see privileged information, you can see the entire record of an employee. If you have a user ID that cannot see privileged information, you see only hourly data. If you have a user ID that can see protected information and the employee record has a protected status, you see only the following fields:

- *REG HRS WORKED*
- *OVT HRS WORKED*
- *HOL HRS PAID*
- *VAC HRS PAID*
- *SICK HRS PAID*.

If you have a user ID that cannot see protected information and the employee record has a protected status, you see only the following fields:

- *EMPLOYEE NUMBER*
- *NAME*.

```
DATE **/**/**          PAYROLL EMPLOYEE MASTER      INQUIRY   AMPTI3  **
COMPANY **    EMPLOYEE NUMBER  nnnnn    NAME ************************

SALARY   **********            REG HRS WORKED   **********
REG RATE   *******            OVT HRS WORKED   **********
OVT RATE   *******            HOL HRS PAID       **********
PREM RATE   *******            VAC HRS PAID       **********
                   SICK HRS PAID     **********

QTR   FIT TAXABLE    FIT TAX  SOSC/MED TXBL SOSC TAX   MED TAX WK WRK
 1    ************** ************** ************** ********* ********* ***
 2    ************** ************** ************** ********* ********* ***
 3    ************** ************** ************** ********* ********* ***
 4    ************** ************** ************** ********* ********* ***
TOTAL************** ************** ************** ********* ********* ***

QTR   GROSS WAGES    FRINGES TXBL    EIC PAYMENTS      FUTA TXBL
 1    ************** ************* ********** **************
 2    ************** ************* ********** **************
 3    ************** ************* ********** **************
 4    ************** ************* ********** **************
TOTAL************** ************* ********** **************
                        F19 RETURN TO SELECT
                        F24 END OF INQUIRY
```

What to do

- To look at more employee information, press **Enter**. The Payroll Employee Master (Inquiry) display (AMPTI4) appears.

- To look at another employee record, type in an employee number and press **Enter**. This display appears again.

- To end the session, use **F24**.

Function keys

F19 RETURN TO SELECT causes display AMPTI1 to appear again.

F24 END OF INQUIRY ends Employee Master file inquiry; the Inquiry menu (AMPM12) appears.

Fields

[?]   appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY. The number of the company in which the employee works.

EMPLOYEE NUMBER [?]. The employee number of the employee record you want to see. To see the record for another employee, type in the employee number, press **Field Exit**, then press **Enter**.

NAME. The name of the employee.

SALARY. For salaried or nonexempt salaried employees, the salary per pay period. For nonexempt salaried employees, the hourly rates.

REG HRS WORKED (Regular Hours Worked). The year-to-date regular hours worked.

REG RATE (Regular Rate). For hourly or nonexempt salaried employees, the regular hourly rate. Applies to first shift.

For example, if the base pay is $7.00 and the employee works second shift, the system automatically adds the shift differential specified to the base if you selected shift differential support during application tailoring. If the differential is $·20 an hour, the system pays the employee $7.20 an hour for the second shift hours worked.

OVT HRS WORKED (Overtime Hours Worked). The year-to-date overtime hours worked.

OVT RATE (Overtime Rate). For hourly or nonexempt employees, the overtime hour pay rate.

HOL HRS PAID (Holiday Hours Paid). The year-to-date holiday hours paid.

PREM RATE (Premium Rate). If used, for hourly or nonexempt employees, the hourly premium pay rate. Payroll considers premium time to be additional hours paid an employee, not actual work hours.

For example, if you use premium time and an employee works 10 hours, enter 10 hours of regular time and some number of premium hours (normally at ³ times the regular rate).

VAC HRS PAID (Vacation Hours Paid). The year-to-date vacation hours paid.

SICK HRS PAID (Sick Hours Paid). The year-to-date sick hours paid.

Quarterly and year-to-date totals appear for the following fields.

FIT TAXABLE. The amount of gross wages subject to Federal income tax.

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FIT TAX. The amount withheld for Federal income tax.

SOSC/MED TXBL (Social Security/Medicare taxable). The amount of gross wages subject to Social Security and Medicare taxes.

SOSC TAX (Social Security tax). The amount withheld for Social Security tax.

MED TAX (Medicare tax). The amount withheld for Medicare tax.

WK WRK (Weeks Worked). The number of weeks worked each quarter and year to date.

GROSS WAGES. The amount of gross wages.

FRINGES TXBL (Fringes Taxable). The amount of other compensation subject to tax.

EIC PAYMENTS. The amount of advance earned income credit the employee has received.

FUTA TXBL (FUTA Taxable). The amount of gross wages subject to Federal unemployment insurance tax.

AMPTI4—Payroll Employee Master (Inquiry)

Use this display to see the details in the Employee Master file record.

This display appears when you press **Enter** on display AMPTI3.

```
'
   DATE **/**/**         PAYROLL EMPLOYEE MASTER      INQUIRY   AMPTI4 **
   COMPANY **    EMPLOYEE NUMBER  nnnnn    NAME  ************************

   STATUTORY EMPLOYEE   *
   DECEASED          *
   LEGAL          *
   942 EMPLOYEE       *
   EIC ELIGIBLE       *




                              F24 END OF INQUIRY
```

What to do

- To look at more employee information, press **Enter**. The Payroll Employer Master (Inquiry) display (AMPTI2) appears.

- To look at another employee record, type in an employee record and press **Enter**. This display appears again.

- To end the session, use **F24**.

Function keys

F24 END OF INQUIRY ends Employee Master file inquiry; the Inquiry menu (AMPM12) appears.

Fields

[?]   appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY. The number of the company in which the employee works.

EMPLOYEE NUMBER [?]. The employee number of the employee record you want to see. To see the record for another employee, type in the employee number, press **Field Exit**, then press **Enter**.

NAME. The name of the employee.

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The system uses the *STATUTORY EMPLOYEE*, *DECEASED*, *LEGAL*, and *942 EMPLOYEE* fields to print W-2 registers and forms. If a Y (Yes) appears, the system prints an X in the associated box on the W-2 form.

STATUTORY EMPLOYEE. A Y (Yes) indicates this is a statutory employee; otherwise, N (No) appears. See *Circular E: Employer's Tax Guide* for a definition of this type of employee.

DECEASED. A Y (Yes) indicates the employee is dead; otherwise, N (No) appears.

LEGAL. A Y (Yes) indicates the employee name that prints on the W-2 is for a trust account or a second name of an acting legal representative; otherwise, N (No) appears.

942 EMPLOYEE. A Y (Yes) indicates household employers; otherwise, N (No) appears.

EIC ELIGIBLE (Earned Income Credit Eligible). The employee is eligible for advance earned income credit payments. One of the following codes:

B   Both the employee and spouse are eligible and have W-5 forms on file
Y   Employee is eligible and has a W-5 form on file
N   Employee is not eligible.

If an employee is eligible for earned income credit, the code ensures the system uses the proper tax table to calculate the EIC payments; otherwise, the system does not calculate EIC.

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Option 2. Employee Miscellaneous Deductions (AMPM12)

Use this option to see records in the Employee Miscellaneous Deduction file.

What information you need: Employee number

What reports are printed: None.

What forms you need: None.

The basic steps to see information in the Employee Miscellaneous Deduction file follow each display.

AMPXQ1–Employee Miscellaneous Deduction (Inquiry)

Use this display to request the Employee Miscellaneous Deduction record you want to see.

This display appears if you select option 2 (Employee Miscellaneous Deduction) from the Inquiry menu (AMPM12).

```
DATE **/**/**          PAYROLL          INQUIRY   AMPXQ1  **
                EMPLOYEE MISCELLANEOUS DEDUCTION



        EMPLOYEE NUMBER   nnnnn










                    F24 END OF INQUIRY
```

What to do

- Type in the information requested and press **Enter**. The Employee Miscellaneous Deduction (Inquiry) display (AMPXQ2) appears.
- To end the session, use **F24**.

Function keys

F24 END OF INQUIRY ends Employee Miscellaneous Deductions inquiry; the Inquiry menu (AMPM12) appears.

Fields

[?]   appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

EMPLOYEE NUMBER [?]. The employee number for the employee whose miscellaneous deduction record you want to see.

AMPXQ2–Employee Miscellaneous Deduction (Inquiry)

Use this display to see summaries of all miscellaneous deductions for the employee you selected. Also use this display to select records you want to see in detail.

This display appears if you press **Enter** on AMPXQ1.

```
  DATE **/**/**           PAYROLL            INQUIRY   AMPXQ2 **
              EMPLOYEE MISCELLANEOUS DEDUCTION

  COMPANY NUMBER **  EMPLOYEE NUMBER *****  ************************
  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
  OPT  NBR  DESCRIPTION    TYPE FREQ   AMOUNT  PCT   RATE      LIMIT
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********
   A  *** ***************  *  *   *******  ******  *****   ********

                      USE ROLL UP/DOWN
                      F19 RETURN TO SELECT
                      F24 END OF INQUIRY
```

What to do

- To review a deduction or detail, type any character in the *OPT* field for one or more deductions. Press **Enter**. If you are authorized to see protected information, the Employee Miscellaneous Deduction (Inquiry) display (AMPXQ3) appears; otherwise, a message appears.

- To end the session, use **F24**.

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of miscellaneous deductions.

F19 RETURN TO SELECT causes display AMPXQ1 to appear; you may inquire into another employee miscellaneous deduction.

F24 END OF INQUIRY ends Employee Miscellaneous Deductions inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. The number of the company for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deductions you want to see.

Employee Name. The name of the employee appears to the right of the employee number.

OPT (Option). Required. Type any character in the *OPT* field beside the deduction you want to see in detail.

NBR (Deduction Number). The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction. A number starting with 9 is a cyclic deduction.

DESCRIPTION. The short description from the Deduction Distribution file associated with the deduction.

TYPE. One of the following codes that identifies the deduction type:

C   Cafeteria plan
D   Directed deduction
I   Individual retirement account
T   Tax deferred deduction
O   Other miscellaneous deduction.

FREQ (Frequency Code). One of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

AMOUNT. The constant amount the system deducts each time it withholds the deduction.

PCT (Percent of Gross). The percentage the system multiplies by the gross earnings for the pay cycle when it withholds the deduction.

RATE (Hourly Rate). The hourly rate the system multiplies by the total hours worked during the pay cycle when it withholds the deduction.

LIMIT. The maximum amount the system deducts. When the deduction amount equals this limit, the system no longer withholds this deduction. Leave this field blank to indicate no limit. For cyclic deductions, the unit cost amount.

AMPXQ3–Employee Miscellaneous Deduction (Inquiry)

Use this display to see selected employees' IRA, cafeteria plan, or other deductions.

This display appears if you chose deduction type I, C, or O on display AMPXQ2.

```
    DATE **/**/**             PAYROLL              AMPXQ3 OO
                     EMPLOYEE MISCELLANEOUS DEDUCTION

    COMPANY NUMBER **    EMPLOYEE NUMBER ***** ************************
  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
       NBR  DESCRIPTION   TYPE FREQ   AMOUNT   PCT   RATE      LIMIT

       *** **************  *   *  ********* ****** ****** ************
  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
     AMOUNT DEDUCTED Q-T-D
       1  ************          GL ACCOUNT NUMBER ***************
       2  ********* **          PARTIAL UNIT COST REMAINING *********.**
       3  ********* **
       4  ********* **

    DATE LAST CHANGED       **/**/**  LIFETIME LIMIT AMOUNT   *********.**
    BANK TRANSIT NUMBER      ********  LIFE TO DATE AMOUNT     *********.**
    BANK ACCOUNT NUMBER *****************
    ACCOUNT TYPE         **  ******
    PRENOTE STATUS        *  ******  WITHHELD DURING PRENOTE?  *
    DATE STATUS CHANGED     **/**/**
    FIRST DEPOSIT DATE      **/**/**        F19 RETURN TO SELECT
                                           F21 TAXABLE INDICATORS
                                           F24 END OF INQUIRY
```

What to do

- Press **Enter** to see information for each deduction. After the last deduction appears, press **Enter**. The Employee Miscellaneous Deduction (Inquiry) display (AMPXQ2) appears.

- To see taxable and reported indicators for this record, use **F21**. The Employee Miscellaneous Deduction (Inquiry) display (AMPXQ6) appears. You can only use this option from displays AMPXQ3 or AMPXQ5.

- To end the session, use **F24**.

Function keys

F19 RETURN TO SELECT causes display AMPXQ1 to appear; you may inquire into another employee miscellaneous deduction.

F21 TAXABLE INDICATORS causes display AMPXQ6 to appear.

F24 END OF INQUIRY ends Employee Miscellaneous Deductions inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. The company for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction record you want to see.

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Employee Name. The name of the employee appears to the right of the employee number.

NBR (Deduction Number). The distribution number from the Deduction Distribution file that identifies the miscellaneous deduction. A number starting with 9 is a cyclic deduction.

DESCRIPTION. The short description from the Deduction Distribution file associated with the deduction.

TYPE. One of the following codes that identifies the deduction type:

C   Cafeteria plan
I   Individual retirement account
O   Other miscellaneous deduction.

FREQ (Frequency Code). One of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

AMOUNT. The constant amount the system deducts each time it withholds the deduction.

PCT (Percent of Gross). The percentage the system multiplies by the gross earnings for the pay cycle when it withholds the deduction.

RATE (Hourly Rate). The hourly rate the system multiplies by the total hours worked during the pay cycle when it withholds the deduction.

LIMIT. The maximum amount you want to deduct. When the deduction amount equals the limit, the deduction is no longer taken. If blank, no limit is indicated. For a cyclic deduction, this is the unit cost amount.

AMOUNT DEDUCTED Q-T-D. The amount of the deduction the employee accumulates each quarter.

GL ACCOUNT NUMBER. The general ledger account number that overrides the general ledger liability account number defined in the Deduction Distribution file for this deduction.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

PARTIAL UNIT COST REMAINING. Appears for cyclic deductions. Distribution numbers start with a 9. The amount available for the next unit purchase.

DATE LAST CHANGED. The date you last changed the deduction record.

LIFETIME LIMIT AMOUNT. The maximum amount you can take for this deduction for the lifetime of this record. If Life-to-date + Current deduction + Partial unit cost remaining > this limit, the system adjusts the current deduction to make a purchase that brings the deduction as close as possible to the lifetime limit. The deduction ceases unless you increase the lifetime limit.

BANK TRANSIT NUMBER. Appears if you selected electronic deposit support during application tailoring, and if you defined this deduction as an electronic deposit deduction in the Employee Miscellaneous Deduction file. The bank transit number for this deduction.

LIFE TO DATE AMOUNT. The amount for this deduction the employee has accumulated.

BANK ACCOUNT NUMBER. Appears if you selected electronic deposit support during application tailoring, and if you defined this deduction as an electronic deposit deduction in the Employee Miscellaneous Deduction file. The bank account number for this deduction.

ACCOUNT TYPE. Appears if you selected electronic deposit support during application tailoring, and if you defined this deduction as an electronic deposit deduction in the Employee Miscellaneous Deduction file. The account type code for this deduction.

SV   Savings account
DM   Demand account.

PRENOTE STATUS. Appears if you selected electronic deposit support during application tailoring, and if you defined this deduction as an electronic deposit deduction in the Employee Miscellaneous Deduction file. Does not appear if the electronic deposit deduction status is 3. One of the following codes indicates the status of the electronic deposit deduction.

0   New deduction; generate a prenote
1   Prenote generated, awaiting NACHA formatting
2   NACHA formatting complete, waiting period in process
3   Active; process live electronic deposit deduction.

WITHHELD DURING PRENOTE?. Appears if you selected electronic deposit support during application tailoring, and if you defined this deduction as an electronic deposit deduction in the Employee Miscellaneous Deduction file. If this deduction should be withheld during the prenote waiting period, a Y (Yes) appears.

DATE STATUS CHANGED. The date you last changed the prenote status.

FIRST DEPOSIT DATE. The effective date for this electronic deposit deduction.

AMPXQ4–Employee Miscellaneous Deduction (Inquiry)

Use this display to see selected employees' directed deductions.

This display appears if you select deduction type D (directed) on display AMPXQ2.

```
    DATE **/**/**            PAYROLL        INQUIRY   AMPXQ4 **
                 EMPLOYEE MISCELLANEOUS DEDUCTION

   COMPANY NUMBER **    EMPLOYEE NUMBER ***** ************************
   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
   NBR  DESCRIPTION   TYPE FREQ  AMOUNT  PCT   PCT      RATE      REMIT
                                  GROSS  DSP INC
   *** **************  *  * ********* ****** **** ****** ************

   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
    CURRENT BALANCE   ***********    DIRECTED DEDUCTION  FROM BONUS?:  *
    AMOUNT DEDUCTED Q-T-D          GL ACCOUNT NUMBER   **************
     1   ***********          STATE ID             **
     2   ***********          CASE NUMBER         **********
     3   ***********          SERVICE FEE AMOUNT       ******
     4   ***********          SERVICE FEE AMOUNT Y-T-D *********
    DATE LAST CHANGED        **/**/**  LIFETIME LIMIT AMOUNT ************
                             LIFE TO DATE AMOUNT    ************




                       F19 RETURN TO SELECT
                       F24 END OF INQUIRY
```

What to do

- Press **Enter** to see information for each deduction. When the last deduction appears, press **Enter**. The Employee Miscellaneous Deduction (Inquiry) display (AMPXQ2) appears.

- To see deductions for another employee, use **F19**. The Employee Miscellaneous Deduction (Inquiry) display (AMPXQ1) appears.

- To end the session, use **F24**.

Function keys

F19 RETURN TO SELECT causes display AMPXQ1 to appear; you may inquire into another employee miscellaneous deduction.

F24 END OF INQUIRY ends Employee Miscellaneous Deductions inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. The number of the company for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction you want to see.

Employee Name. The name of the employee appears to the right of the employee number.

NBR (Deduction Number). The distribution number in the Deduction Distribution file that identifies the directed deduction.

DESCRIPTION. The short description in the Deduction Distribution file associated with the deduction.

TYPE. The deduction type, code D (directed deduction).

FREQ (Frequency Code). One of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

AMOUNT. The constant amount the system deducts each time it withholds the deduction.

PCT (Percent of Gross). The percentage the system multiplies by gross earnings for the pay cycle when the system withholds the deduction.

PCT DSP INC (Percent of Disposable Income). The percentage the system multiplies by the amount of remaining pay after the system deducts taxes to determine the amount deducted.

RATE (Hourly Rate). The hourly rate the system multiplies by the total hours worked during the pay cycle when the system withholds the deduction.

REMIT. The dollar amount you remit to the state agency at specified intervals, as determined by the court order.

CURRENT BALANCE. The amount you withheld for this directed deduction since you last remitted an amount to the state agency.

AMOUNT DEDUCTED Q-T-D. The amount of the deduction the employee accumulated each quarter.

DIRECTED DEDUCTION.

FROM BONUS?. If this amount is to be withheld from all bonus payments (BO adjustments) and special pay runs, Y (yes) appears. N (no) appears if the amount is to be withheld only in the regular payroll run.

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GL ACCOUNT NUMBER: The general ledger account number that overrides the general ledger liability account number defined in the Deduction Distribution file for the directed deduction.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

STATE ID: The abbreviation for the state for which you took the deduction.

CASE NUMBER: A number that identifies the court case associated with the directed deduction.

SERVICE FEE AMOUNT: The fee the company charges the employee per deduction to administer the directed deduction.

SERVICE FEE AMOUNT Y-T-D: The service fee amount you charged to date to administer the directed deduction.

LIFETIME LIMIT AMOUNT: The maximum or limit amount allowed for this deduction for the lifetime of this record. If Life-to-date + Current deduction + Partial unit cost remaining amounts > This limit, the system adjusts the current deduction to make a purchase to bring the deduction as close as possible to the lifetime limit. The deduction ceases unless you increase the lifetime limit.

LIFE TO DATE AMOUNT: The amount for this deduction the employee accumulated.

DATE LAST CHANGED. The date you last changed the deduction record.

DATE STATUS CHANGED. The date you last changed the prenote status.

AMPXQ5–Employee Miscellaneous Deduction (Inquiry)

Use this display to see selected employees' tax-deferred deductions.

This display appears if you select deduction type T (tax deferred deduction) on display AMPXQ2.

```
    DATE **/**/**           PAYROLL      INQUIRY     AMPXQ5 **
                    EMPLOYEE MISCELLANEOUS DEDUCTION

    COMPANY NUMBER **    EMPLOYEE NUMBER ***** ************************
    ----------------------------------------
       NBR  DESCRIPTION   TYPE FREQ   AMOUNT   PCT    RATE      LIMIT

       ***  **************  *   *   *********  ******  ******  ************

    ----------------------------------------
      AMOUNT DEDUCTED Q-T-D      EMPLOYER MATCHING CONTRIBUTION AMOUNT
        1    ************      YEAR TO DATE            ************
        2    ************    AS PERCENT OF EMPLOYEE CONTRIBUTION    ******
        3    ************    LIMIT AS PERCENT OF EMPLOYEE GROSS     ******
        4    ************    EMPLOYER MATCHING DATE           **/**/**

    MATCHING LIABILITY GL ACCOUNT    ***************
    MATCHING EXPENSE GL ACCOUNT      ***************
    DATE LAST CHANGED        **/**/**   LIFETIME LIMIT AMOUNT   ************
                        LIFE TO DATE AMOUNT    ************



                        F19 RETURN TO SELECT
                        F21 TAXABLE INDICATORS
```

What to do

- Press **Enter** to see information for each deduction. When the last deduction appears, press **Enter**. The Employee Miscellaneous Deduction (Inquiry) display (AMPXQ2) appears.

- To see taxable and reported indicators for this record, use **F21**. The Employee Miscellaneous Deduction (Inquiry) display (AMPXQ6) appears.

- To end the session, use **F24**.

Function keys

F19 RETURN TO SELECT causes display AMPXQ1 to appear; you may inquire into another employee miscellaneous deduction.

F21 TAXABLE INDICATORS causes display AMPXQ6 to appear.

F24 END OF INQUIRY ends Employee Miscellaneous Deductions inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. The number of the company for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction you want to see.

Employee Name. The name of the employee appears to the right of the employee number.

NBR (Deduction Number). The distribution number defined in the Deduction Distribution file to identify the miscellaneous deduction.

DESCRIPTION. The short description in the Deduction Distribution file, associated with the deduction.

TYPE. The deduction type, code T—tax-deferred deduction.

FREQ (Frequency Code). One of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

AMOUNT. The constant amount the system deducts each time it withholds the deduction.

PCT (Percent of Gross). The percentage the system multiplies by gross earnings for the pay cycle when it withholds the deduction.

RATE (Hourly Rate). The hourly rate the system multiplies by total hours worked during the pay cycle when it withholds the deduction.

LIMIT. The maximum amount the system can deduct. When the deduction amount equals the limit, the system no longer takes the deduction. If blank, no limit is indicated.

AMOUNT DEDUCTED Q-T-D. The amount of the deduction the employee accumulated each quarter.

EMPLOYER MATCHING CONTRIBUTION AMOUNT. Use the following fields when you elect to contribute to the employee's tax deferred deduction (TDD).

   YEAR TO DATE: The amount to date you contributed to the employee's tax deferred savings plan. This overrides the amount accumulated to date.

   AS PERCENT OF EMPLOYEE CONTRIBUTION: The percentage of employee contribution you matched.

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LIMIT AS PERCENT OF EMPLOYEE GROSS: The maximum amount (shown as a percentage of employee gross wages) you match. This limit overrides the limit defined in the Deduction Distribution file.

If IFM is interfacing, the UNITS and NATURE appears instead of the GL account number.

EMPLOYER MATCHING DATE. The calendar date on which the employee is eligible to receive matching employer contributions on this tax-deferred (TDD) deduction.

MATCHING LIABILITY GL ACCOUNT. The general ledger liability account to which the system charges the employer matching contribution. The number must be in the General Ledger Master file.

If IFM is interfacing, the UNITS and NATURES appear instead of the GL account number.

MATCHING EXPENSE GL ACCOUNT. The general ledger expense account to which the system charges the employer matching contribution. The number must be in the General Ledger Master file.

DATE LAST CHANGED. The date you last changed the deduction record.

LIFETIME LIMIT AMOUNT. The maximum or limit amount or this deduction for the lifetime of this record. If Life-to-date + Current deduction + Partial unit cost remaining amounts > This limit, the system adjusts the current deduction to make a purchase that brings the deduction as close as possible to the lifetime limit. The deduction ceases unless you increase the lifetime limit.

LIFE TO DATE AMOUNT. The amount for this deduction accumulated to date by this employee.

AMPXQ6–Employee Miscellaneous Deduction (Inquiry)

Use this display to see selected employees' miscellaneous deductions taxable and reported indicators.

This display appears if you use **F21 TAXABLE INDICATORS** on display AMPXQ3 or AMPXQ5.

```
   DATE **/**/**            PAYROLL          INQUIRY  AMPXQ6 **
                  EMPLOYEE MISCELLANEOUS DEDUCTION

  COMPANY NUMBER **    EMPLOYEE NUMBER ***** ************************
  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
     NBR  DESCRIPTION   TYPE FREQ   AMOUNT   PCT   RATE     LIMIT

     *** ************** * *  ******** ****** ****** **********
  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -


            FIT  FICA FUTA  STATE  SDI  SUI   COUNTY  LOCAL
  TAXABLE  <Y/N>  *    *    *    *    *    *       *      *
  REPORTED <Y/N>  *              *              *      *
```

What to do

After you review this information, press **Enter**. The display from which you came appears.

Function keys

None.

Fields

COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. The number of the company for which the employee works.

EMPLOYEE NUMBER. The number of the employee whose deduction you want to see.

Employee Name. The name of the employee appears to the right of the employee number.

NBR (Deduction Number). The distribution number defined in the Deduction Distribution file that identifies the miscellaneous deduction. A number starting with 9 is a cyclic deduction.

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DESCRIPTION. The short description in the Deduction Distribution file associated with the deduction.

TYPE. One of the following codes appear to identify the deduction type:

C   Cafeteria plan
I   Individual retirement account
T   Tax deferred deduction
O   Other miscellaneous deduction.

FREQ (Frequency Code). One of the following deduction frequency codes:

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

AMOUNT. The constant amount the system deducts each time it withholds the deduction.

PCT (Percent of Gross). The percentage the system multiplies by gross earnings for the pay cycle when it withholds the deduction.

RATE (Hourly Rate). The hourly rate the system multiplies by total hours worked during the pay cycle when it withholds the deduction.

LIMIT. The maximum amount the system can deduct. When the deduction amount equals the limit, the system no longer takes the deduction. If blank, no limit is indicated.

TAXABLE (Y/N)
FIT, FICA, FUTA, STATE, SDI, SUI, COUNTY, LOCAL. The taxable indicator for the miscellaneous deduction for that taxing body category. If a Y (Yes) or N (No) appears, it is either an override of the indicator defined for the deduction code in the Deduction Distribution file, or the code in the Deduction Distribution file.

Y indicates this deduction does not reduce the gross wages the system uses when it calculates taxes for that taxing body category. N indicates that the system the excludes deduction from wages before it calculates taxes for that taxing body category.

Note: For a deduction to be exempt from taxes, both the override value and the indicator for the taxing body in the Deduction Distribution file must be N. If either

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record contains Y, the system includes the deduction in taxable income for that taxing body category.

REPORTED (Y/N)
FIT, STATE, COUNTY, LOCAL. The reported indicator for the miscellaneous deduction for that taxing body category. If Y (Yes) or N (No) appears, it is either an override of the indicator defined for the deduction code in the Deduction Distribution file or the code in the Deduction Distribution file.

Y indicates that the system includes this deduction in reported taxable gross wages for that taxing body category. N indicates that the system excludes the deduction in reported taxable gross wages for that taxing body category.

Note: If a deduction is taxable for a taxing body category, the system reports it for that taxing body category. You cannot define a deduction as taxable Y (Yes) and reported N (No) for the same taxing body category. Taxable and reported indicators for a taxing body category would commonly be the same.

Option 3. Employee Other Compensation/Payments (AMPM12)

Use this option to see records in the Employee Other Compensation/Payments file.

What information you need: Employee number

What reports are printed: None.

What forms you need: None.

The basic steps to see information in the Employee Other Compensation/Payments file follow each display.

AMPOI1–Employee Other Compensation/Payments Inquiry

Use this display to select the employee whose other compensation and payments records you want to see.

This display appears if you select option 3 (Employee Other Compensation/ Payments) from the Inquiry menu (AMPM12).

```
DATE **/**/**              PAYROLL          INQUIRY   AMPOI1 **
                  EMPLOYEE OTHER COMPENSATION/PAYMENTS




              EMPLOYEE NUMBER   nnnnn










                        F24 END OF INQUIRY
```

What to do

- Type in the information requested and press **Enter**. The Employee Other Compensation/Payments (Inquiry) display (AMPOI3) appears.
- To end the session, use **F24**.

Function keys

F24 END OF INQUIRY ends Employee Other Compensation/Payments inquiry; the Inquiry menu (AMPM12) appears.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

EMPLOYEE NUMBER [?]. The number that identifies the employee whose records you want to see.

AMPOI3–Employee Other Compensation/Payments (Inquiry)

Use this display to see a summary of each other compensation or payment record for the employee you selected. Also, use this display to select the records you want to see in detail.

This display appears if you select option 3 (Employee Other Compensation/ Payments) from the Inquiry menu (AMPM12).

```
   DATE **/**/**            PAYROLL          INQUIRY  AMPOI3 **
                   EMPLOYEE OTHER COMPENSATION/PAYMENTS

              EMPLOYEE NUMBER *****  *************************
   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
   OPT  NBR  DESCRIPTION    FREQ  AMOUNT    PCT    RATE      LIMIT
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
    A  ***  **************  *  ********  ******  ******  **********
   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                   Enter any character for Selection

                            USE ROLL UP/DOWN
                            F19 RETURN TO SELECT
                            F24 END OF INQUIRY
```

What to do

- Type any character in the *OPT* field for one or more deductions and press **Enter**. If you have proper security clearance, the Employee Other Compensation/ Payments (Inquiry) display (AMPOI5) appears; otherwise, a message appears.

- To end the session, use **F24**.

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of other compensation and payments.

F19 RETURN TO SELECT causes display AMPOI1 to appear; you may inquire into another employee's other compensation and payments.

F24 END OF INQUIRY ends Employee Other Compensation/Payments inquiry; the Inquiry menu (AMPM12) appears.

Fields

EMPLOYEE NUMBER. The number of the employee whose other compensation and payments records you want to see.

Employee Name. The name of the employee appears to the right of the employee number.

OPT (Option). Type any character in the *OPT* field beside the summary of the record you want to see in detail.

NBR (Deduction Number). The distribution number defined in the Deduction Distribution file to identify the other compensation or payment.

DESCRIPTION. The short description in the Deduction Distribution file associated with the other compensation or payment.

FREQ (Frequency Code). One of the following payroll frequency codes:

0   Record not processed automatically and must be entered on display
           AMPAH2 during adjustment data entry

1   Record processed during pay cycle 1

2   Record processed during pay cycle 2

3   Record processed during pay cycle 3

4   Record processed during pay cycle 4

5   Record processed during pay cycles 1 and 3

6   Record processed during pay cycles 2 and 4

7   Record processed during every pay cycle

8   Record processed during pay cycles 1 through 4

9   Record processed during every pay cycle except pay cycle 9.

The pay cycle added corresponds to the pay cycle number you entered during time/ adjustment entry.

AMOUNT. The fixed amount for this other compensation or payment the system processes as indicated by the frequency.

PCT (Percent of Gross). The percentage the system multiplies by gross earnings for the pay cycle when the system process the other compensation or payment record.

RATE (Hourly Rate). The hourly rate the system multiplies by total hours worked during the pay cycle when the system processes the other compensation or payment record.

LIMIT. The maximum amount you pay for one year for this other compensation or payment.

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AMPOI5–Employee Other Compensation/Payments (Inquiry)

Use this display to see the other compensation or payments records you selected in detail.

This display appears if you select option 3 (Employee Other Compensation/Payments) from the Inquiry menu (AMPM12).

On the second title line, either EMPLOYEE OTHER COMPENSATION TYPE -O or EMPLOYEE OTHER PAYMENTS TYPE -P appears, depending on the type of adjustment records you are looking at.

```
DATE **/**/**    EMPLOYEE OTHER COMPENSATION/PAYMENTS  INQUIRY   AMPOI5 **
            EMPLOYEE OTHER COMPENSATION TYPE - O

  EMPLOYEE NUMBER       *****  *************************
  DISTRIBUTION ID NUMBER    ***  **************

INCLUDE IN NET PAY?      *       PAYROLL FREQUENCY <0-9>   *
FIXED AMOUNT        ******** OVERRIDE GL EXPENSE    **************
PERCENT OF GROSS         ****** OFFSET CREDIT GL       **************
RATE PER HOUR          ****** DEPARTMENT NUMBER     ****
MAXIMUM ANNUAL AMOUNT   ********** HOME PROD FACILITY    *****
MAXIMUM LIMIT AMOUNT   ********** LIFE TO DATE AMOUNT    **********

        FIT  FICA FUTA STATE  SDI  SUI  COUNTY  LOCAL
  TAXABLE  <Y/N>   *    *    *    *    *    *    *    *
  REPORTED <Y/N>   *         *         *    *

        QTR 1       QTR 2       QTR 3       QTR 4
AMOUNT ACCUMULATED nnnnnnn.nn   nnnnnnn.nn   nnnnnnn.nn    nnnnnnn.nn


                F19 RETURN TO SELECT
                F24 END OF INQUIRY
```

What to do

- Press **Enter** to see information for each selected other compensation/payment. When the last compensation/payment record appears, press **Enter**. The Employee Other Compensation/Payments (Inquiry) display (AMPOI3) appears. appears.

- To end the session, use **F24**.

Function keys

F19 RETURN TO SELECT causes display AMPOI1 to appear.

F24 END OF INQUIRY ends Employee Other Compensation/Payments inquiry; the Inquiry menu (AMPM12) appears.

Fields

EMPLOYEE NUMBER. The number of the employee.

Employee Name. The name of the employee appears to the right of the employee number.

DISTRIBUTION ID NUMBER. The distribution number in the Deduction Distribution file that identifies this other compensation or payment.

Description. The short description of the other compensation or payment as defined in the Deduction Distribution file.

INCLUDE IN NET PAY?. Y (Yes) indicates that the system should include the other compensation or payment amount in net pay; otherwise, N (No) appears.

PAYROLL FREQUENCY (0-9). One of the following payroll frequency codes:

0   Record not processed automatically and must be entered on display AMPAH2 during adjustment data entry

1   Record processed during pay cycle 1

2   Record processed during pay cycle 2

3   Record processed during pay cycle 3

4   Record processed during pay cycle 4

5   Record processed during pay cycles 1 and 3

6   Record processed during pay cycles 2 and 4

7   Record processed during every pay cycle

8   Record processed during pay cycles 1 through 4

9   Record processed during every pay cycle except pay cycle 9.

The pay cycle added corresponds to the pay cycle number you entered during time/adjustment entry.

FIXED AMOUNT. The constant amount the system should add, as indicated by the frequency.

OVERRIDE GL EXPENSE. The general ledger expense account number the system debits for this amount, if not the general ledger expense account number in the Deduction Distribution file.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

PERCENT OF GROSS. The percentage the system multiplies by gross earnings; the resulting amount is added as indicated by the frequency.

OFFSET CREDIT GL. The general ledger account to be credited for this amount, if not the general ledger account number in the Deduction Distribution file.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

RATE PER HOUR. The hourly rate the system multiplies by total hours worked; the resulting amount is added as indicated by the frequency.

DEPARTMENT NUMBER. The department number to be charged for this other compensation or payment, if other than the department number in the Deduction Distribution file.

MAXIMUM ANNUAL AMOUNT. The maximum amount to be paid for one year for this other compensation or payment.

HOME PROD. FACILITY (Home production facility). The facility identification associated with the other compensation or payment if other than the production facility in the Deduction Distribution file or the Employee Master file.

MAXIMUM LIMIT AMOUNT. The maximum amount to be paid for this other compensation or payment for the life of this record.

LIFE TO DATE AMOUNT. The amount of this other compensation or payment accumulated to date by this employee.

TAXABLE (Y/N)
(FIT/FICA/FUTA/STATE/SDI/SUI/COUNTY/LOCAL). Appears for other compensation records (type O). If a value appears for a taxing body category, the value is either an override of the taxable indicator defined for the other compensation record in the Deduction Distribution file, or the code in the file. See "Taxable and reported indicators" on page 2-44 for more information.

If Y (Yes) appears for this field for a taxing body category, this compensation is included in the gross wages used as the basis for calculating taxes. Otherwise, N (No) indicates the other compensation is excluded from wages before calculating taxes for that taxing body category.

REPORTED (Y/N)
(FIT/STATE/COUNTY/LOCAL). Appears for other compensation records (type O). If a value appears for a taxing body category, the value is either an override of the reported indicator defined for the other compensation record in the Deduction Distribution file, or the code in the file. See "Taxable and reported indicators" on page 2-44 for more information.

If Y (Yes) appears for this field for a taxing body, this other compensation is included in the taxable gross amounts; otherwise, N (No) appears.

Note: If the adjustment is taxable for a taxing body, it is also reported for that taxing body.

AMOUNT ACCUMULATED. The amount accumulated by the employee for each quarter for the specified other compensation or payment.

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Option 4. Payroll History (AMPM12)

Use this option to see information about payroll checks in the Current Payroll History, Restored Payroll History, or both files.

What information you need: One of the following:

- Employee number
- Check number
- Check date

What reports are printed: None.

What forms you need: None.

The basic steps to see information in the Payroll History files follow each display.

AMPW11–Payroll History Inquiry (Select)

Use this display to request the payroll history information to see.

This display appears if you select option 4 (Payroll History) from the Inquiry menu (AMPM12).

```
DATE **/**/**          PAYROLL HISTORY INQUIRY      SELECT    AMPW11  **


        COMPANY NUMBER          nn

     SUMMARY BY EMPLOYEE
       ENTER EMPLOYEE NUMBER   nnnnn

     SUMMARY BY CHECK DATE
         ENTER CHECK DATE   nnnnnn

     CHECK DETAIL
         ENTER CHECK NUMBER   nnnnnn

     SELECT HISTORY          n
                    1 = Current History
                    2 = Restored History
                    3 = Both Current and Restored History

     DO YOU WANT TO SEE PRIVILEGED DATA <YES/NO>    aA3



                       F24 END OF JOB
```

What to do

- To look at all checks for an employee, type in the employee number and the type of history to see. Press **Enter**. The Payroll History by Employee (Inquiry) display (AMPW12) appears.

- To look at all checks written on a particular date, type in the check date and the type of history to show. Press **Enter**. The Payroll History by Check Date (Inquiry) display (AMPW13) appears.

- To look at a particular check, type in the check number and the type of history to see. Press **Enter**. The Payroll History Detail (Inquiry) display (AMPW14) appears.

- To end the session, use **F24**.

Function keys

F24 END OF JOB ends History inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY NUMBER. Appears and is required if you selected multiple company support during application tailoring. The number of the company for which you want to see the payroll history.

SUMMARY BY EMPLOYEE
ENTER EMPLOYEE NUMBER. The employee number if you want to see all checks for an employee. Do not enter the employee number if you have entered a value for **CHECK DATE** or **CHECK NUMBER**.

SUMMARY BY CHECK DATE
ENTER CHECK DATE. Type in a check date to see all checks written on a particular date. Do not enter a check date if you have entered a value for ***EMPLOYEE NUMBER*** or ***CHECK NUMBER***.

CHECK DETAIL
ENTER CHECK NUMBER. The check number of the check you want to see. Do not enter a check number if you have entered a value for ***EMPLOYEE NUMBER*** or ***CHECK DATE***.

SELECT HISTORY. One of the following codes:

1   Current Payroll History file
2   Restored Payroll History file
3   Information in both files.

DO YOU WANT TO SEE PRIVILEGED DATA (YES/NO). Appears and is required if you are authorized to see privileged information. Type in **YES** to see privileged information; otherwise, type in **NO**.

AMPW12–Payroll History by Employee (Inquiry)

Use this display to see checks issued to the employee you selected.

This display appears if you enter an employee number on display AMPW11. Checks are shown in check date sequence, starting with the most recent check date.

```
    DATE **/**/**       PAYROLL HISTORY BY EMPLOYEE      INQUIRY   AMPW12  **

    COMPANY  **   EMPLOYEE  *****  ************************  S.S.  ***-**-****

        CHECK   CHECK  CHK   CHECK            GROSS      YTD    PERIOD
    SEL  DATE   NUMBER TYP   AMOUNT   HOURS    PAY    GROSS PAY  ENDING
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**
    A  **/**/** ****** *   ********  *******  ********  ********* **/**/**

    ENTER ANY CHARACTER FOR CHECK DETAIL        USE ROLL UP/DOWN
                              F19 RETURN TO SELECT
                              F24 END OF JOB
```

What to do

- To see details for a check, type any character in the *SEL* field next to all of the checks that you want to see and press **Enter**. The Payroll History Detail (Inquiry) display (AMPW14) appears.

- To end the session, use **F24**.

Function keys

USE ROLL UP/DOWN scrolls through the list of checks.

F19 RETURN TO SELECT causes display AMPW11 to appear; you may inquire into another employee, another check date or another check.

F24 END OF JOB ends Payroll History by Employee inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY. The number of the company in which the employee works.

EMPLOYEE. The number and name of the employee whose checks are you want to see.

S.S. (Social Security Number). The Social Security number of the employee you want to see.

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SEL (Select). Type in any character next to the check that you wish to select for review in detail. You may select more than one check.

CHECK DATE. The date on which the check was issued.

CHECK NUMBER. The number on the check.

CHK TYP (Check Type). The type code assigned to this check record. Possible values are:

R   Regular check
P   Pay-off check
V   Reversed check
A   Remittance advice
X   External payment

CHECK AMOUNT. The amount for which the check was issued.

HOURS. The total of regular hours and overtime hours the system uses to calculate the check amount.

GROSS PAY. The amount of gross pay the system uses to calculate the check amount.

YTD GROSS PAY. The amount of gross pay year-to-date when the check was issued.

PERIOD ENDING. The pay period ending date for which the check was issued.

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AMPW13–Payroll History by Check Date (Inquiry)

Use this display to see all checks issued on the date you selected.

This display appears if you enter a check date on display AMPW11.

```
DATE **/**/**     PAYROLL HISTORY BY CHECK DATE     INQUIRY   AMPW13  **

COMPANY  **   CHECK DATE **/**/**

   CHECK   CHECK                    YTD    PERIOD
SEL NUMBER  AMOUNT  EMPLOYEE                GROSS PAY  ENDING
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**
 A  ******  ********  ******************************  ********  **/**/**

ENTER ANY CHARACTER FOR CHECK DETAIL       USE ROLL UP/DOWN
                        F19 RETURN TO SELECT
                        F24 END OF JOB
```

What to do

- To see details for a check, type **1** in the *SEL* field next to all of the checks that you want to see. Press **Enter**. The Payroll History Detail (Inquiry) display (AMPW14) appears.

- To end the session, use **F24**.

Function keys

USE ROLL UP/DOWN scrolls through the list of checks.

F19 RETURN TO SELECT causes display AMPW11 to appear; you may inquire into another employee, another check date, or another check.

F24 END OF JOB ends Payroll History by Check Date inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY. The number of the company in which the employee works.

CHECK DATE. The check date for which checks are you want to see.

SEL (Select). Type in any character next to the check that you want to select for review in detail. You may select more than one check.

CHECK NUMBER. The number on the check.

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CHECK AMOUNT. The amount for which the check was issued.

EMPLOYEE. The name of the employee to whom the check was issued.

YTD GROSS PAY. The amount of gross pay year to date when the check was issued.

PERIOD ENDING. The pay period ending date for which the check was issued.

AMPW14–Payroll History Detail (Inquiry)

Use this display to see the details of a selected check.

This display appears if you enter a check number on display AMPW11, or you select a check on display AMPW12 or AMPW13

The payment type appears on this display, using one of the following descriptions:.

> ** REGULAR **
> ** PAYOFF **
> ** REVERSAL **
> ** REMITTANCE ADVICE **
> ** EXTERNAL PAYMENT **

```
DATE **/**/**          PAYROLL HISTORY DETAIL    INQUIRY   AMPW14 **

COMPANY **   EMPLOYEE *****  ************************  S.S.  ***-**-****
CHECK ******   CHECK DATE **/**/**    AMOUNT ********    HOURS ********
                 ************
GROSS PAY     FIT     FICA    STATE    COUNTY    LOCAL     OTHER
 ********   ********   ********  ********  ********  ********  ********
YTD GROSS    YTD FIT   YTD FICA  YTD STATE YTD COUNTY  YTD LOCAL  YTD OTHE
R
 ********   *********  *********  *********  *********  *********  *********

-----------------------------------------------------------------------
------EARNINGS/ADJUSTS/ADVANCES------------   DEDUCTIONS/DEFERRALS/BENEFITS
DESCRIPTION   CODE  HOURS  RATE    AMOUNT  DESCRIPTION   CODE  AMOUNT
*************** **  ******  ******  ********  *************** **  ********
*************** **  ******  ******  ********  *************** **  ********
*************** **  ******  ******  ********  *************** **  ********
*************** **  ******  ******  ********  *************** **  ********
*************** **  ******  ******  ********  *************** **  ********
*************** **  ******  ******  ********  *************** **  ********
                        USE ROLL UP/DOWN
                        F18 PREVIOUS DISPLAY
                        F19 RETURN TO SELECT
                        F24 END OF JOB
```

What to do

- To review details for the next check you selected of you selected to see all checks for an employee or all checks for a specified date, press **Enter**. This display appears again.

- To select additional checks to see for the employee, use **F18**, or press **Enter** if the last check you selected is shown on the display. The Payroll History by Employee (Inquiry) display (AMPW12) appears.

- To select additional checks to see for the date, use **F18**, or press **Enter** if the last check you selected is shown on the display. The Payroll History by Check Date (Inquiry) display (AMPW13) appears.

- To end the session, use **F24**.

Function keys

USE ROLL UP/DOWN scrolls through the list of checks.

F18 PREVIOUS DISPLAY causes the previous display, either AMPW11, AMPW12, or AMPW13, to appear.

F19 RETURN TO SELECT causes display AMPW11 to appear; you may inquire into another employee, another check date, or another check.

F24 END OF JOB ends Payroll History Detail inquiry; the Inquiry menu (AMPM12) appears.

Fields

COMPANY. The number of the company in which the employee works.

EMPLOYEE. The number and name of the employee to whom the check was issued.

S.S. (Social Security Number). The Social security number of the employee to whom the check was issued.

CHECK. The number of the check you want to see.

CHECK DATE. The date on which the check was issued.

AMOUNT. The amount for which the check was issued.

HOURS. The total of regular hours and overtime hours the system uses to calculate the check amount.

GROSS PAY. The amount of gross pay the system uses to calculate the check amount.

FIT. The amount of Federal income tax deducted for this check.

FICA. The amount of Social Security taxes deducted for this check.

STATE. The amount of state tax deducted for this check.

COUNTY. The amount of county tax deducted for this check.

LOCAL. The amount of local tax deducted for this check.

OTHER. The total amount of other deductions for this check.

YTD GROSS. The year-to-date amount of gross pay for the employee at the time the check was issued.

YTD FIT. The year-to-date amount of Federal income tax deducted for the employee at the time the check was issued.

YTD FICA. The year-to-date amount of Social Security taxes deducted for this employee at the time the check was issued.

YTD STATE
YTD COUNTY
YTD LOCAL. The year-to-date amount of state, county, or local tax deducted for this employee at the time the check was issued.

YTD OTHER. The year-to-date amount of other deductions for this employee at the time the check was issued.

EARNINGS/ADJUSTS/ADVANCES.

DESCRIPTION: The description of the earnings, adjustment, or advance applied to the check amount.

CODE: The code that identifies the earnings, adjustment or advance applied to the check amount.

HOURS: The total hours the system uses to calculate the earnings, adjustment, or advance it applies to the check amount.

RATE: The rate the system uses to calculate the earnings, adjustment, or advance it applies to the check amount.

AMOUNT: The amount of the earnings, adjustment, or advance.

DEDUCTIONS/DEFERRALS/BENEFITS.

DESCRIPTION: The description of the deduction, deferral, or benefit the system applies to the check amount.

CODE: The code identifying the deduction, deferral, or benefit the system applies to the check amount.

AMOUNT: The amount of the deduction, deferral, or benefit.

Chapter 15. Monthly Directed Deduction

You can print a deduction worksheet to see the status of all directed deductions and to calculate new balances once you have made the remittances.

```
AMPM13                    Payroll            **********
                  Monthly Directed Deduction

Type option or command; press Enter.

      1. Print Remittance Worksheet
      2. Calculate New Deduction Balances






   ==> _____
   _
   F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
   F11=Job status  F12=Return  F22=Messages
```

Option 1. Print Remittance Worksheet. Use this option to print the Directed Deduction Remittance Worksheet. This worksheet shows deduction status information.

Option 2. Calculate New Deduction Balances. Use this option to calculate new beginning balances for directed deductions after you have made the associated remittances to the appropriate agencies. You cannot calculate new beginning balances until you print the Directed Deduction Remittance Worksheet.

Option 1. Print Remittance Worksheet (AMPM13)

Use this option to print the Directed Deduction Remittance Worksheet. You must print this worksheet before you can select option 2, Calculate New Deduction Balances, from this menu.

What information you need: Beginning and ending company numbers

What reports are printed: Directed Deduction Remittance Worksheet (AMPKB)

What forms you need: None.

The basic steps to print the Directed Deduction Remittance Worksheet follow each display.

AMPKE1—Directed Deduction Remittance Worksheet (Options)

Use this display to specify limits the system uses to print directed deduction balances.

This display appears if you select option 1 from the Monthly Directed Deduction menu (AMPM13) and you support more than one company.

```
DATE **/**/**              PAYROLL        OPTIONS   AMPKE1  **
                 DIRECTED DEDUCTION REMITTANCE WORKSHEET

          INCLUDE  ALL COMPANIES <YES/NO>        aA3

          OR  START COMPANY NO.              nn
          END   COMPANY NO.              nn




                         F24 END OF JOB
```

What to do

- Type in the information requested and press **Enter**. The Directed Deduction Remittance Worksheet is scheduled to print.

- To cancel the job, use **F24**.

Function keys

F24 END OF JOB causes the Monthly Directed Deduction menu (AMPM13) to appear; the system does not schedule the worksheet to print.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO.. Appears if you support more than one company. Type in **YES** to print a listing for all companies. Otherwise, type in **NO** and then type in starting and ending company numbers.

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Option 2. Calculate New Deduction Balances (AMPM13)

Use this option to update the employee's directed deduction balances at month end or after you made remittances to the state agencies. You must print the Directed Deduction Remittance Worksheet before you can select this option.

What information you need: Beginning and ending company numbers

What reports are printed: None.

What forms you need: None.

The basic steps to calculate new deduction balances follow each display.

AMPKE2—Calculate New Balances (Options)

Use this display to specify the limits the system uses to calculate directed deduction balances.

This display appears if you select option 2 from the Monthly Directed Deduction menu (AMPM13).

```
DATE **/**/**              PAYROLL          OPTIONS    AMPKE2 **
                    CALCULATE NEW BALANCES

            INCLUDE  ALL COMPANIES <YES/NO>        aA3

            OR  START COMPANY NO.              nn
            END   COMPANY NO.                  nn


            PRESS ENTER TO:
                CALCULATE NEW DIRECTED DEDUCTION BALANCES






                        F24 END OF JOB
```

What to do

- To calculate new balances for directed deductions for only one company, press **Enter**.

- To calculate new balances for directed deductions for more than one company, type in the information requested and press **Enter**.

- To cancel the job, use **F24**.

Function keys

F24 END OF JOB causes the Monthly Directed Deduction menu (AMPM13) to appear; the system performs no calculations.

Fields

INCLUDE ALL COMPANIES (YES/NO)
OR START COMPANY NO.
END COMPANY NO.. Appears if you support more than one company. Type in **YES** to calculate all companies. Otherwise, type in **NO** and then type in starting and ending company numbers. You must print a Directed Deduction Remittance Worksheet for a company before you calculate new balances for the company's directed deductions.

Chapter 16. History

Use this option to:

- Archive (save to tape) current history records
- Restore records from tape to the system
- Delete current or restored history.

```
AMPM14                    Payroll              **********
                          History

Type option or command; press Enter.

    1. Archive Current History
    2. Delete Current History
    3. Restore Archived History
    4. Delete Archived History
    5. Delete Restored History




    _____

    F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
    F11=Job status   F12=Return   F22=Messages
```

Option 1. Archive Current History. Use this option to save payroll history on tape. You can save all or part of payroll history.

Option 2. Delete Current History. Use this option to delete the payroll history file information when you no longer need it. You can delete by company (if you selected multi-company support during application tailoring) and by check date.

Option 3. Restore Archived History. Use this option to transfer payroll history recorded on tape to the system. You can restore one, a few, or all archived history files. The display shows you the information about the contents of the archived files.

Option 4. Delete Archived History. Use this option to delete archived payroll history. The display shows you the number of records in each archived history file by company, creation date, and beginning/ending check date.

Option 5. Delete Restored History. Use this option to delete restored payroll history that you transferred from tape. Use this option to delete the contents of the Restored Payroll History file when you no longer need it.

Contents	Index

Option 1. Archive Current History (AMPM14)

Use this option to save payroll history on tape. You can save all or part of payroll history.

What information you need: None.

What reports are printed: Archive/Delete Current Payroll History (AMPWB)

What forms you need: None.

The basic steps to archive and delete current payroll history follows the display.

AMPWA1—Archive Current Payroll History (Options)

Use this display to select options so you can archive current payroll history. You can select a range of company numbers or check dates for the payroll history to archive to tape.

This display appears if you select option 1 (Archive Current History) from the History menu (AMPM14). Each record you archive consists of a summary record for the check, and multiple detail records for the following:

- Earnings
- Adjustments
- Advances
- Deferrals
- Deductions
- Benefits.

The system archives summary information in a separate place than detail information.

```
DATE **/**/**    ARCHIVE CURRENT PAYROLL HISTORY    OPTIONS   AMPWA1 **



             BEGINNING COMPANY NUMBER        nn
             ENDING COMPANY NUMBER           nn
             BEGINNING CHECK DATE          nnnnnn
             ENDING CHECK DATE             nnnnnn




             DELETE FROM CURRENT HISTORY <Y/N>   A




                     F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. Instructions appear on the display to mount the tape. The instructions are self-explanatory. This book does not describe them. The system initializes the tapes with the required volume labels. The Archive/Delete Current Payroll History report is scheduled to print.

- To cancel the job, use **F24**.

Function keys

F24 CANCEL THE JOB causes the History menu (AMPM14) to appear; no processing occurs.

Fields

BEGINNING COMPANY NUMBER
ENDING COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in a range of company numbers. The beginning company number must be less than or equal to the ending company number.

BEGINNING CHECK DATE
ENDING CHECK DATE. Type in a range of check dates for the history records you want to archive. The beginning check date must be earlier than or equal to the ending check date.

DELETE FROM CURRENT HISTORY (Y/N). Type in **Y** to delete current history after the system archives it. Type in **N** to retain the current history on the system.

Contents	**Index**

Option 2. Delete Current History (AMPM14)

Use this option to delete current Payroll history.

What information you need: None.

What reports are printed: Archive/Delete Current Payroll History (AMPWB)

What forms you need: None.

The basic steps to delete current payroll history follow the display.

AMPWA2—Delete Current Payroll History (Options)

Use this display to select options for deleting current payroll history.

This display appears if you select option 2 (Delete Current History) from the History menu (AMPM14).

```
DATE **/**/**      DELETE CURRENT PAYROLL HISTORY    OPTIONS    AMPWA2 **




            BEGINNING COMPANY NUMBER        nn
            ENDING COMPANY NUMBER           nn
            BEGINNING CHECK DATE          nnnnnn
            ENDING CHECK DATE             nnnnnn











                    F24 CANCEL THE JOB
```

What to do

- Type in the information requested and press **Enter**. The Archive/Delete Current Payroll History report is scheduled to print.

- To cancel the job, use **F24**.

Function keys

F24 CANCEL THE JOB causes the History menu (AMPM14) to appear; no processing occurs.

Fields

BEGINNING COMPANY NUMBER
ENDING COMPANY NUMBER. Appears if you selected multiple company support during application tailoring. Type in a range of company numbers. The beginning company number must be less than or equal to the ending company number.

BEGINNING CHECK DATE
ENDING CHECK DATE. Type in a range of check dates for the history records you want to delete. The beginning check date must be earlier than or equal to the ending check date.

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Option 3. Restore Archived History (AMPM14)

Use this option to restore Payroll history that the system archived. You cannot restore a file that is already in the Restored History Payroll file.

If an abnormal situation occurs (such as a power outage) before the system restores the history records, return to the History menu and select Delete Restored History (option 5). The system removes the restored payroll history records and resets the indicators that identify whether or not an archived file is in the Restored Payroll History file. Select option 3 and choose all of the archived files you want to restore to the system.

What information you need: None.

What reports are printed: Archive/Delete Current Payroll History (AMPWB)

What forms you need: None.

The basic steps to restore current payroll history follow the display.

AMPWC1—Restore Archived Payroll History (Select)

Use this display to select archived payroll history files you want to restore.

This display appears if you select option 3 (Restore Archived History) from the History menu (AMPM14). You can see a maximum of 10 sets of archived history files at one time.

```
    DATE **/**/**    RESTORE ARCHIVED PAYROLL HISTORY    SELECT    AMPWC1  **


      ARCHIVED   COMPANY NUMBER ---CHECK DATES---- CREATION --
    RECORD COUNT--
      SEL FILE NAME  BEGIN   END   BEGIN    END     DATE  SUMMARY  DETAIL

     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****
     A   PRHS**    **   **  ******** ******** ******** *****  *****

    TYPE IN AN 'R' BESIDE EACH ARCHIVED HISTORY FILE TO
    BE RESTORED.  PRESS F21 TO RESTORE THE FILES.


                          USE ROLL UP/DOWN
                          F21 RESTORE FILES
                          F24 CANCEL THE JOB
```

What to do

- To restore an archived Payroll history, type an **R** in the *SEL* field. Use **F21** to process your selections. The Restore History File from Tape display (AXZRH2) appears. Follow the instructions on this display. The Load Tape display (AXZ865) appears. Follow the instructions on this display until you have removed all the tapes. Press **Enter** to complete the task.

- To end the job and not process your selections, use **F24**.

Function keys

USE ROLL UP/DOWN scrolls through the list of payroll history files.

F21 RESTORE FILES ends the selection process and starts the restore process. When the system restores the files, the History menu (AMPM14) appears.

F24 CANCEL THE JOB ignores any information on the display, stops processing, and causes the History menu (AMPM14) to appear.

Fields

SEL (Select). Type in **R** beside each archived history file you want to restore.

ARCHIVED FILE NAME. The name given to a particular set of archived payroll history files.

COMPANY NUMBER BEGIN
COMPANY NUMBER END. If you selected multi-company support during application tailoring, shows you a range of company numbers. If you support a single company, shows you the same company number for both beginning and ending company numbers.

CHECK DATES BEGIN
CHECK DATES END. Shows you a range of check dates in the archived history.

CREATION DATE. The date the system created the archived history file set.

RECORD COUNT SUMMARY. The number of records in the archived check summary file.

RECORD COUNT DETAIL. The number of records in the archived check detail file.

Option 4. Delete Archived History (AMPM14)

Use this option to delete the record of archived Payroll history files.

What information you need: None.

What reports are printed: Delete Archived Payroll History (AMPWD)

What forms you need: None.

The basic steps to delete archived history follow the display.

AMPWD1—Delete Archived Payroll History (Select)

Use this display to select archived payroll history files for deletion.

This display appears if you select option 4 (Delete Archived History) from the History menu (AMPM14). You can see a maximum of 10 sets of archived payroll history files at one time.

```
   DATE **/**/**     DELETE ARCHIVED PAYROLL HISTORY    SELECT    AMPWD1 **


     ARCHIVED   COMPANY NUMBER ---CHECK DATES---- CREATION --
  RECORD COUNT--
     SEL FILE NAME  BEGIN   END    BEGIN    END    DATE   SUMMARY   DETAIL

     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****
     A   PRHS**   **   **   ******** ******** ******** *****  *****

   TYPE IN A 'D' BESIDE EACH ARCHIVED HISTORY FILE TO
   BE DELETED.  PRESS F20 TO DELETE THE FILES.


                         USE ROLL UP/DOWN
                         F20 DELETE FILES
                         F24 CANCEL THE JOB
```

What to do

• To delete an archived Payroll history, type **D** in the *SEL* field. Use **F21** to process your selection. The Delete Archived Payroll History report (AMPWD) is scheduled to print.

• To end the job and not process your selection, use **F24**.

Function keys

USE ROLL UP/DOWN scrolls through the list of Payroll history files.

F20 DELETE FILES ends the selection process and causes the History menu (AMPM14) to appear.

F24 CANCEL THE JOB ignores any information on the display, stops processing, and causes the History menu (AMPM14) to appear.

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Option 5. Delete Restored History (AMPM14)

Use this option to delete the contents of the Restored Payroll History file.

What information you need: None.

What reports are printed: None.

What forms you need: None.

No display is associated with this option.

What to do

- Select option 6 from the History menu (AMPM14) and press **Enter**. A warning message appears to remind you that the system is about to delete the contents of the file and that you can change your mind.

- To delete the contents of the file, type in **0**. The system clears the contents of the Restored Payroll History file.

- To retain the contents of the file, type in **3**.

Chapter 17. Electronic deposit support

You can create prenotes and format transactions to the required NACHA (National Automated Clearing House Association) format for electronic transmission to your bank.

A prenote is a zero amount electronic deposit transaction sent as a test to verify transmission information.

Note: Payroll does not actually transmit the data. You must send the data to the bank via diskette, tape, electronic data interchange (EDI), or any other method with which you and the bank agree.

If you support multiple companies, you can use electronic deposit support for all companies' records or for specific companies' records. You can use electronic deposit support for regular employees, protected employees, or both.

Select the companies for which you use electronic deposit support. Type in **N** (No) at the *SELECT ALL COMPANIES* field. Display AMPME2 appears. Type in **YES** under the company numbers for which you want to make electronic deposits. Only companies with records in the Electronic Funds Transfer Transactions (DIREFT) file appear for selection for option 2. You can select one company or multiple companies from the list of companies. The system process the companies in ascending sequence by company number and builds company header entry detail and trailer/control records for each according to NACHA formatting standards.

If you selected electronic deposit support during application tailoring, you can:

• Handle electronic deposit deductions and net pay
• Create prenotes
• Format records to NACHA requirements.

```
AMPM15                    Payroll              **********
                   Electronic Deposit Support

Type option or command; press Enter.

     1. Create Prenote Transactions
     2. Convert Data to NACHA Requirements













    _____

    F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
    F11=Job status   F12=Return   F22=Messages
```

Option 1. Create Prenote Transactions. Use this option to create prenote transactions for all electronic deposit records with a status code of zero (0).

Option 2. Convert Data to NACHA Requirements. Use this option to convert transaction records to the required NACHA (National Automated Clearing House Association) format for electronic transmission.

You cannot run either option when you are running Checks & Reports. You also cannot reverse an electronic deposit of net pay. The reversal process does not remove records from the Electronic Funds Transfer (DIREFT) file, but does add debit transactions for any direct deposit miscellaneous deductions included with the check being reversed.

Note: To cancel the electronic deposit processing of an employee deduction, use Employee Miscellaneous Deduction file maintenance (option 3 from menu AMPM10).

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Option 1. Create Prenote Transactions (AMPM15)

Use this option to create prenote transactions.

What information you need: None.

What reports are printed: Electronic Prenote Creation Audit (AMPMP)

What forms you need: None.

The basic steps to create prenote transactions follow the display.

AMPMP0—Create Prenote Transactions

Use this display to create prenote transactions which you can format for transfer when you use option 2. This begins the prenote waiting period for these transactions.

This display appears if you select option 1 (Create Prenote Transactions) from the Electronic Deposit menu (AMPM15).

```
DATE **/**/**        ELECTRONIC DEPOSIT SUPPORT          AMPMP0 **
                     CREATE PRENOTE TRANSACTIONS




             PRESS ENTER TO CREATE PRENOTE TRANSACTIONS.








                           F24 CANCEL JOB
```

What to do

- Press **Enter**. The Electronic Prenote Creation Audit is scheduled to print.

- To end the session without processing, use **F24**.

Function keys

F24 CANCEL JOB causes the Electronic Deposit menu (AMPM15) to appear; no processing occurs.

Fields

PRESS ENTER TO CREATE PRENOTE TRANSACTIONS. This transaction record waits in the electronic deposit holding area (Electronic Transfer, or DIREFT, file) until you select it for NACHA formatting and the record has completed your designated prenote waiting period. Once you complete the formatting, and depending on the prenote waiting period you selected, the status of that record changes to allow an electronic deposit transaction in the next payroll run. Use the Electronic Funds Transfer Select Data For NACHA Formatting (Options) display (AMPME1) to format the record.

Option 2. Convert Data to NACHA Requirements (AMPM15)

Use this option to convert transaction records to the required NACHA format for electronic transmission or transfer to magnetic media.

What information you need:

- Effective entry date (the prenote transfer date)
- Data for regular employees
- Data for protected employees
- Selected companies
- Member name to receive the NACHA-formatted data.

What reports are printed: NACHA Formation Register (AMPMF)

What forms you need: None.

The basic steps to convert data follow each display.

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AMPME1—Electronic Funds Transfer Select Data For NACHA Formatting (Options)

Use this display to select transaction records for formatting to NACHA requirements.

This display appears if you select option 2 (Convert Data to NACHA Requirements) from the Electronic Deposit menu (AMPM15).

You select which transaction records from the electronic deposit holding area (DIREFT file) to format. The system also formats any pending prenote records. The job runs in batch, and the system places the formatted NACHA records in the PAYEDI member in the Payroll Deposit NACHA Transfer (PAYEDI) file. You should save or rename this member once it has been used or transmitted. It may be necessary to retransmit this data. The data can only be reproduced by reversing and running the associated checks again.

Note: The Payroll application does not actually transmit the member. You must transmit the member or back off the member to tape or diskette for transmission.

```
DATE **/**/**          ELECTRONIC FUNDS TRANSFER     OPTIONS   AMPME1  17
                    SELECT DATA FOR NACHA FORMATTING


       EFFECTIVE DATE OF TRANSFER     aaaaA6
       EFFECTIVE ENTRY DATE           aaaaA6
       COMPANY ID PREFIX CODE         a
       REGULAR DATA?      <Y/N>    a
       PROTECTED DATA?      <Y/N>    a
       SELECT ALL COMPANIES <Y/N>    a

       USE COMPANY ID AS IMMEDIATE
         ORIGIN?        <Y/N>   a
       IMMED. ORIGIN TO INCLUDE
       COMPANY ID. PREFIX?  <Y/N>   a

       MEMBER NAME TO RECEIVE        aaaaaaaA10
         THE NACHA FORMATTED DATA
                                   F17 ACCEPT WITH WARNING
                                   F24 CANCEL THE JOB
```

What to do

- Type in the requested information and press **Enter**. If a warning message appears, you may use **F17** to accept the warning.

- If you selected all companies, the system submits the job to batch, and the NACHA Formation Register is scheduled to print. If you selected not to process all companies, the Run Time Options for NACHA Formatting (Options) display (AMPME2) appears.

- To end the session without processing, use **F24**.

Function keys

F17 ACCEPT WITH WARNING causes the Electronic Deposit menu (AMPM15) or the Select Companies menu (AMPME2) to appear. The new records replace the existing records within the reused member.

F24 CANCEL THE JOB causes the Electronic Deposit menu (AMPM15) to appear; no processing occurs.

Fields

EFFECTIVE DATE OF TRANSFER. Type in the date to be used as the date of assignment or transfer to the receiving bank. The date becomes the official exchange date for the NACHA-formatted file. The default is the system run date.

EFFECTIVE ENTRY DATE. Type in the date to be used as the settlement date for this batch of entries. The default for live deposits is the check date. If the batch contains prenotes only, the default is the system run date plus two calendar days. This entry date becomes the prenote waiting period start date for all prenote transactions in the batch.

COMPANY ID PREFIX CODE. Type in a **1** if you use your company's IRS Employer ID Number (EIN) as the Company ID Number in the Deduction Distribution Code C record. Otherwise, type in a **3** to use your company's Data Universal Numbering Systems (DUNS) number. The system uses this number as the ICD prefix and appends it to your corporate ID number according to ACH formatting rules.

REGULAR DATA? (Y/N). Type **Y** to format data for regular employees; otherwise, type in N.

PROTECTED DATA? (Y/N). Appears if you can see protected data. Type **Y** to format data for protected employees; otherwise, type **N**.

SELECT ALL COMPANIES? (Y/N). Appears if you selected multiple company support during application tailoring. Type **Y** to format data for the selected records for all companies; otherwise, type **N**. If you type in N, display AMPME2 appears for you to select specific companies to include.

USE COMPANY ID AS IMMEDIATE ORIGIN? (Y/N). Type **Y** (Yes) to have the system use your company ID number as immediate origin in the file header record generated during NACHA formatting. Otherwise, type in **N** (no) to have the bank transit number (origin) from the Deduction Distribution Code C record used as immediate origin.

IMMED. ORIGIN TO INCLUDE COMPANY ID PREFIX? (Y/N). Type **Y** (yes) to have the Identification Code Designator (ICD) prefix appended to the company ID number when it is used as the immediate origin in the NACHA file header record. Otherwise, type **N** (no) to drop the ICD prefix and leave the first position of the immediate origin field blank. If you typed in **N** (no) in the *Use Company ID as Immediate Origin* field, you must type in **N** here.

MEMBER NAME TO RECEIVE THE NACHA FORMATTED DATA. Type in the name of the member (PAYEDI is the default) that is to receive the formatted records.

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If you type in the name of an existing member, one of the following messages appears:

- A warning message appears if you entered the name of member you used in a previous session. If you choose to use the existing member, the new records will replace the existing records in the member.

- An error message appears if you entered the name of member you used within the current session. You cannot reuse a member within the same session.

AMPME2—Run Time Options For NACHA Formatting (Options)

Use this display to select companies for which you want to format transaction records to NACHA (National Automated Clearing House Association) requirements. Only companies with records in the DIREFT file appear and are candidates for selection.

This display appears if you responded N to **SELECT ALL COMPANIES? (Y/N)** on display AMPME1.

The system processes your selections in separate batches sorted by bank transit number. This ensures that each job contains only companies with the same bank transit number.

```
DATE **/**/**          RUN TIME OPTIONS      OPTIONS   AMPME2 **
SELECT COMPANIES        FOR NACHA FORMATTING
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20
aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3
81 82 83 84 85 86 87 88 89
aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3 aA3




                    F19 RESELECT OPTIONS
                    F24 CANCEL THE JOB
```

What to do

- To select a company or companies for conversion, type in **YES** below the company number and press **Enter**. One of the following happens:

  - If you selected companies that have the same bank transit number, the system processes all companies. The NACHA Formation Register is scheduled to print.

  - If you selected companies that have different bank transit numbers, the system processes the companies in groups by bank transit number. After the system processes each group, display AMPME2 appears again. Press **Enter** to process the next group. When the system has processed all groups, the NACHA Formation Register is scheduled to print.

- To end the session without processing, use **F24**.

Function keys

F19 RESELECT OPTIONS causes display AMPME1 to appear; no processing occurs.

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F24 CANCEL THE JOB causes the Electronic Deposit menu (AMPM15) to appear; no processing occurs.

Fields

SELECT COMPANIES. To process records for individual companies, type in **YES** below each company number.

Chapter 18. Check Reversal Processing

Use this option to reverse a check that is inaccurate, lost by the employee, or that for any reason needs to be backed out of the system and voided. Reversing a check adjusts the quarter-to-date totals in all employee records, adds a type V (negative) record to the Payment History, and voids the check record in the Check Reconciliation (CHECKR) file.

This option requires use of the Payroll History feature. If you are not using History, see Appendix F for information on using check reversal transactions.

```
  AMPM16                  Payroll              **********
                    Check Reversal Processing

  Type option or command; press Enter.

      1. Enter Check Selections
      2. Check Reversal Proof
      3. Edit Check Selections
      4. Post Check Reversals








    ==> _____
  _

    F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
    F11=Job status  F12=Return   F22=Messages
```

Option 1. Enter Check Selections. Use this option to access a panel where you can enter the check numbers to be reversed. You can enter the checks singly or by a range of check numbers.

Option 2. Check Reversal Proof. Use this option to generate the Check Reversal Proof report. The report contains detail on the checks selected to be reversed so you can verify the reversal selections. It also produces the Payroll Register (AMPDC) to provide all the gross-to-net figures for each check being reversed.

Option 3. Edit Check Reversals. Use this option to view a list of the checks currently selected for reversal. These checks have not been posted. You can deselect checks to prevent them from being reversed.

If you take this option after generating a Check Reversal Proof (option 2), you must run option 2 again before you can use option 4, Post Check Reversals, to apply the reversals to the master files. This is true even if no checks were de-selected on the Check Reversal Edit (AMPR31) display before exiting this option.

Option 4. Post Check Reversals. Use this option to cause the actual reversal and voiding of the selected and proofed checks. Reversing (negative) records are added to Payment History. Records in the Check Reconciliation file are marked as voided, and all reports normally produced by the Checks and Reports option are generated.

Option 1. Enter Check Selections (AMPM16)

Use this option to enter the check number you want to reverse. You can enter a single check or a range of check numbers.

What information you need: The check numbers, accounting entry date, and type of check you want to reverse.

What reports are printed: None.

What forms you need: None.

The basic steps to perform this task follow the display.

AMPR11—Check Reversal Entry

Use this display to enter a single check number or a range of check numbers that you want to reverse.

This display appears when you select option 1 on menu AMPM16.

Depending on whether Payroll is tailored for 12-month or 13-period accounting, either Posting date or Posting period appears on the display.

```
 DATE **/**/**            CHECK REVERSAL ENTRY            AMPR11  **


     COMPANY NUMBER          nn


     CHECK NUMBER
       STARTING CHECK NUMBER    nnnnnn
       ENDING CHECK NUMBER      nnnnnn


     POSTING DATE <MMDDYY>      nnnnnn

     POSTING PERIOD          nn

     CHECK TYPE              A




                         F24 END OF JOB
```

What to do

- Type in the information requested and press **Enter**.
- To end the session after check selections have been entered, use **F24**.

Function keys

F24 END OF JOB causes menu AMPM16 to appear.

Fields

COMPANY NUMBER. This field is required if you selected multiple company support during application tailoring. Type in the number of the company for which the check to be reversed was issued.

CHECK NUMBER. Type in the number of the check to be reversed. If you are reversing a contiguous group of checks, type in the lowest check number in the *STARTING CHECK NUMBER* field and type the highest check number in the *ENDING CHECK NUMBER* field. If you are reversing a single check, type the check number in the *STARTING CHECK NUMBER* field and leave the *ENDING CHECK NUMBER* field blank.

POSTING DATE/POSTING PERIOD. This field is required. Type in the accounting entry date or the period to be used when generating the distribution journal to be

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passed to General Ledger. One field or the other appears depending on whether Payroll is tailored for 12-month or 13-period accounting.

CHECK TYPE. This field is required. Type in the check type of the check to be reversed.

A	Electronic remittance advice
P	Payoff
R	Regular

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Option 2. Check Reversal Proof (AMPM16)

Use this option to generate the Check Reversal Proof report. The report contains detail on the checks selected to be reversed, so you can verify your reversal selections.

What information you need: None.

What reports are printed:

- Check Reversal Proof (AMPR2)
- Payroll Register (AMPDC).

What forms you need: None.

No display appears when you select this option. The job is scheduled for printing.

Option 3. Edit Check Reversals (AMPM16)

Use this option to view a list of checks selected for reversal. You can deselect checks to prevent them from being reversed.

If you take this option after generating a Check Reversal Proof (option 2), you must run option 2 again before you can use option 4, Post Check Reversals, to apply the reversals to the master files. This is true even if no checks were de-selected on the Check Reversal Edit (AMPR31) display before exiting this option.

What information you need: The check numbers and type of check you want to reverse.

What reports are printed: None.

What forms you need: None.

The basic steps to perform this task follow the display.

AMPR31—Check Reversal Edit

Use this display to verify and deselect checks to be reversed.

This display appears when you select option 3 on menu AMPM16.

```
DATE **/**/**            CHECK REVERSAL EDIT          AMPR31  **

    CO CHECK  CHK  CHECK        CHECK   EMPLOYEE              GROSS
SEL NO NUMBER TYP  DATE         AMOUNT   NAME                  PAY
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
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A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**
A  ** ****** *  **/**/** **,***.** **************************  **,***.**

   ENTER ANY CHARACTER TO DESELECT A CHECK        USE ROLL UP/DOWN
                       F24 END OF JOB
```

What to do

- Verify the checks are the correct checks to reverse. Type any character into the selection field to deselect a check from being reversed.

- To end the session and drop the check records that have been flagged, use **F24**.

Function keys

F24 END OF JOB causes menu AMPM16 to appear.

Fields

SEL (Select). Type any character into this field to deselect the check on that line from the reversal process.

CO NO (Company number). The number of the company the check was drawn on.

CHECK NUMBER. The check number of the check to be reversed.

CHECK TYPE. The check type of the check to be reversed.

A   Electronic remittance advice
P   Payoff
R   Regular

CHECK DATE. The date the check was issued.

CHECK AMOUNT. The amount of the check.

EMPLOYEE NAME. The name of the employee on the check.

GROSS PAY. The gross amount of the compensation on the check to be reversed.

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Option 4. Post Check Reversals (AMPM16)

Use this option to cause the reversal and voiding of the selected and proofed checks.

What information you need: None.

What reports are printed: All reports normally generated during a regular check run. (See Chapter 7).

What forms you need: None.

See "AMPDH1–Payroll Reports Run Time Options".

Chapter 19. Report descriptions

This chapter contains samples of reports the Payroll application produces. The reports are arranged alphabetically. Depending on the functions you chose when you tailored the application to your company's needs, you may not need some of the reports described.

The following is a list of the reports in this chapter sorted by report name.

Table 19-1. (Page 1 of 2) List of reports, sorted by report name

Report	ID	See page
Archive/Delete Current History	AMPWB	19-5
Check Reconciliation listing	AMPRL	19-8
Check Reconciliation register	AMPRL	19-8
Check Reversal Proof	AMPR2	19-10
Current Deduction listing	AMPWL	19-15
Current Employee listing	AMPTL	19-17
Current Hours Proof	AMPBU	19-19
Deduction Distribution Maintenance listing	AMPSU	19-24
Deduction register	AMPEK	19-33
Delete Archived Payroll History	AMPWD	19-35
Directed Deduction Remittance Worksheet	AMPKB	19-36
EIC Payments register	AMPFH	19-40
Electronic Deposit Advice	AMPMC	19-41
Electronic Deposit register	AMPMA	19-42
Electronic Prenote Creation Audit	AMPMP	19-44
Electronic Prenote register	AMPMB	19-45
Employee Activation/Termination report	AMPQ5	19-46
Employee Deductions Detail	AMPCM	19-52
Employee Directed Deduction register	AMPDE	19-54
Employee Fixed Union Deduction register	AMPEM	19-56
Employee Master File Zeroing	AMPTZ	19-58
Employee Master Maintenance listing	AMPTU	19-60
Employee Miscellaneous Deduction Maintenance listing	AMPUU	19-65
Employee Miscellaneous Deduction register	AMPEG	19-69
Employee Miscellaneous Deduction Zeroing	AMPUZ	19-71
Employee Other Compensation and Other Payments Maintenance listing	AMPOU	19-24
Employee Other Comp & Payments register	AMPFI	19-76
Employee Remittance Advice	AMPMQ	19-78
Employee State/County/Local Maintenance listing	AMPVU	19-80
Employee State/County/Local Zeroing	AMPVZ	19-87

Table   19-1.   (Page 2 of 2) List of reports, sorted by report name

Report	ID	See page
Employer-paid Tax Expense Register	AMPFF	19-83
Employer-paid Tax Liability Register	AMPFE	19-85
External Payments and Withholdings Audit report	AMPTV	19-88
General Ledger Chart of Accounts	AMV03	19-92
General Ledger Master Entry/Change listing	AMV04	19-93
Gross Earnings register	AMPBW	19-95
Labor Cost Zeroing	AMPXZ	19-101
Labor Distribution Maintenance listing	AMPXU	19-102
Labor Distribution register	AMPFK	19-104
Monthly Union report	AMPIC	19-108
NACHA Formation register	AMPMF	19-110
Order Distribution register	AMPGC	19-113
Other Compensation & Payments register	AMPFJ	19-116
Payoff Balancing register	AMPBK	19-118
Payoff Batch register	AMPBN	19-122
Payroll Batch register	AMPAV	19-125
Payroll Checks	AMPDQ	19-130
Payroll Completion	AMPHH	19-133
Payroll Distribution journal	AMPHC	19-134
Payroll Distribution journal for External Payments and Withholdings	AMPTW	19-136
Payroll Edit register	AMPAY	19-137
Payroll register	AMPDC	19-139
PR to PC&C Data Transfer	AMP99	19-145
State, County, and Local register	AMPFA	19-147
State, County, and Local Totals	AMPFC	19-150
Tax Table Maintenance listing	AMPYU	19-152
Temporary General Ledger listing	AMV611	19-157
Union Consolidation register	AMPFG	19-160
Union Master Maintenance listing	AMPZU	19-162
Vacation/Holiday/Sick register	AMPEA	19-164
Worker's Compensation Worksheet	AMPGG	19-166
W-2 forms	AMPJI	19-168
W-2 register	AMPJG	19-169
Y-T-D/Q-T-D Earnings register	AMPEE	19-170
941A form	AMPJE	19-176
941A register	AMPJC	19-178

The following is a list of the reports in this chapter sorted by report ID.

Table 19-2. (Page 1 of 2) List of reports, sorted by report ID

ID	Report	See page
AMPAV	Payroll Batch register	19-125
AMPAY	Payroll Edit register	19-137
AMPBK	Payoff Balancing register	19-118
AMPBN	Payoff Batch register	19-122
AMPBU	Current Hours Proof	19-19
AMPBW	Gross Earnings register	19-95
AMPCM	Employee Deductions Detail	19-52
AMPDC	Payroll register	19-125
AMPDE	Employee Directed Deduction register	19-54
AMPDQ	Payroll Checks	19-130
AMPEA	Vacation/Holiday/Sick register	19-164
AMPEE	Y-T-D/Q-T-D Earnings register	19-170
AMPEG	Employee Miscellaneous Deduction register	19-69
AMPEK	Deduction register	19-33
AMPEM	Employee Fixed Union Deduction register	19-56
AMPFA	State, County, and Local register	19-147
AMPFC	State, County, and Local Totals	19-150
AMPFE	Employer-paid Tax Liability Register	19-85
AMPFF	Employer-paid Tax Expense Register	19-83
AMPFG	Union Consolidation register	19-162
AMPFH	EIC Payments register	19-40
AMPFI	Employee Other Comp & Payments register	19-76
AMPFJ	Other Compensation & Payments register	19-116
AMPFK	Labor Distribution register	19-104
AMPGC	Order Distribution register	19-113
AMPGG	Worker's Compensation Worksheet	19-134
AMPHC	Payroll Distribution journal	19-134
AMPHH	Payroll Completion	19-133
AMPIC	Monthly Union report	19-108
AMPJC	941A register	19-178
AMPJE	941A form	19-176
AMPJG	W-2 register	19-169
AMPJI	W-2 forms	19-168
AMPKB	Directed Deduction Remittance Worksheet	19-36
AMPMA	Electronic Deposit register	19-42
AMPMB	Electronic Prenote register	19-45
AMPMC	Electronic Deposit Advice	19-41

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Table 19-2. (Page 2 of 2) List of reports, sorted by report ID

ID	Report	See page
AMPMF	NACHA Formation register	19-110
AMPMP	Electronic Prenote Creation Audit	19-44
AMPMQ	Employee Remittance Advice	19-78
AMPOU	Employee Other Compensation and Other Payments Maintenance listing	19-24
AMPQ5	Employee Activation/Termination report	19-46
AMPRL	Check Reconciliation listing	19-8
AMPRL	Check Reconciliation register	19-8
AMPR2	Check Reversal Proof	19-10
AMPSU	Deduction Distribution Maintenance listing	19-24
AMPTL	Current Employee listing	19-17
AMPTU	Employee Master Maintenance listing	19-60
AMPTV	External Payments and Withholdings Audit report	19-88
AMPTW	Payroll Distribution journal for External Payments and Withholdings	19-136
AMPTZ	Employee Master File Zeroing	19-58
AMPUU	Employee Miscellaneous Deduction Maintenance listing	19-65
AMPUZ	Employee Miscellaneous Deduction Zeroing	19-71
AMPVU	Employee State/County/Local Maintenance listing	19-80
AMPVZ	Employee State/County/Local Zeroing	19-87
AMPWB	Archive/Delete Current History	19-5
AMPWD	Delete Archived Payroll History	19-35
AMPWL	Current Deduction listing	19-15
AMPXU	Labor Distribution Maintenance listing	19-102
AMPXZ	Labor Cost Zeroing	19-101
AMPYU	Tax Table Maintenance listing	19-152
AMPZU	Union Master Maintenance listing	19-162
AMP99	PR to PC&C Data Transfer	19-145
AMV03	General Ledger Chart of Accounts	19-92
AMV04	General Ledger Master Entry/Change listing	19-93
AMV611	Temporary General Ledger listing	19-157

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Archive/Delete Current History (AMPWB)

ARCHIVE/DELETE CURRENT HISTORY   DATE 09/26/** TIME 13.59.50 PAGE   1 AMPWB
NUMBER OF PAYROLL SUMMARY TRANSACTIONS ARCHIVED AND DELETED   27
NUMBER OF PAYROLL DETAIL TRANSACTIONS ARCHIVED AND DELETED   103

Select option 1 or 2 on the History menu (AMPM14) to archive and/or delete payroll history records. This report prints to show you the number of payroll history records you archived and/or deleted, and the date on which you processed them. This date appears on the checks for this company. You can use this report to confirm the number of payroll history records you archived and/or deleted. The system draws information for this report from the Payroll History files.

Fields

NUMBER OF PAYROLL SUMMARY TRANSACTIONS ARCHIVED AND DELETED. The number of summary records archived and deleted from the Payroll History files.

NUMBER OF PAYROLL DETAIL TRANSACTIONS ARCHIVED AND DELETED. The number of detail records archived and deleted from the Payroll History files.

Check Reconciliation listing (AMPRL)

```
NORTHCREEK IND.  NO. 01        CHECK RECONCILIATION LISTING              DATE 12/06/**  TIME  9.46.41  PAGE   1  AMPRL
              RECORD SELECTION- COMPANY  1  TO  1    CHECKS SELECTED-101 TO 120      EMPLOYEE TYPE  B
CHECK    CHECK    EMPLOYEE                                    OUTSTANDING
NUMBER   DATE      NUMBER   NAME                               AMOUNT

  101  12/07/**    70   TOM BEST                    567.76

  102  12/07/**   170   MARION BUCKO                143.79

  103  12/07/**   180   GENA COUGHLIN                29.63

  104  12/07/**   190   JIM DAWSON                   13.81

  105  12/07/**   200   JIM DUNLOP                  149.10

  106  12/07/**    60   ADOR AGUILAR                519.88

  107  12/07/**   120   JAMARRI BRIGHT              100.95

  108  12/07/**   130   DANIEL MCNEILL              129.05

  109  12/07/**   140   TOM RYAN                     67.68

  110  12/07/**   410   GWEN LOVETT               6,364.54

  111  12/07/**   110   TOM FULLER                  638.66

  112  12/07/**   370   DEBORA LEMASTERS            550.30

  113  12/07/**   210   BILL EAGER                  127.19

  114  12/07/**   220   BRENDA EVANS                 69.24

  115  12/07/**   230   TOM WORDEN                   87.49

  116  12/07/**   240   GENE GELLERT                129.88

  117  12/07/**   250   TOM HAGERTY                 179.99

  118  12/07/**   260   DONNA HARPER                 50.88

  119  12/07/**   150   JUDY VANDERVEEN             139.59

  120  12/07/**   160   TONY MORRISON               176.73
```

Use option 9 on the File Listings menu (AMPM11) to print this report. This report shows the outstanding payroll check records for the ranges you selected. You can use this report to determine outstanding checks you still need to reconcile. The system draws information for this report from the Check Reconciliation file.

Fields

COMPANY. If you selected multiple company support during application tailoring, the range of companies you selected to include in this listing.

CHECKS SELECTED. The range of checks you selected to include.

EMPLOYEE TYPE. The type of employee you selected to include in this listing.

CHECK NUMBER. The number of the check.

CHECK DATE. The date the check was written.

EMPLOYEE NUMBER. The number of the employee for whom the check was written. The employees listed depend on the level of the operator's security authorization.

OUTSTANDING AMOUNT. The outstanding amount of each check written.

Check Reconciliation register (AMPRL)

```
NORTHCREEK IND.  NO.  01        CHECK RECONCILIATION REGISTER         DATE 12/06/**  TIME  9.04.43  PAGE   1  AMPRL
                                      OPER     UPDATE# 001
CHECK   CHECK   EMPLOYEE                    RECONCILED  OUTSTANDING    VOID
NUMBER  DATE    NUMBER  NAME                 AMOUNT      AMOUNT       AMOUNT

  11  12/12/**   200   JIM DUNLOP                1,926.15

  12  12/12/**   200   JIM DUNLOP                  269.17

  13  12/12/**   240   GENE GELLERT                             817.61

  14  12/12/**   220   BRENDA EVANS                 187.92

  15  12/12/**   200   JIM DUNLOP                                          1,891.76

 101   7/78/**    70   TOM BEST            567.76

 102   7/78/**   170   MARION BUCKO        143.79

 103   7/78/**   180   GENA COUGHLIN        29.63

 104   7/78/**   190   JIM DAWSON           13.81

 105   7/78/**   200   JIM DUNLOP          149.10

 106   7/78/**    60   ADOR AGUILAR        519.88

 107   7/78/**   120   JAMARRI BRIGHT      100.95


 7 CHECKS RECONCILED         1,524.92
 3 CHECKS NEWLY OUTSTANDING               2,383.24
 2 CHECKS VOIDED                          2,709.37
```

Use option 9 on the Main Menu (AMPM00) to reconcile, add, and void outstanding payroll checks. This report prints after you have taken action and shows the checks that you reconciled, voided, and added during the work session. You can use this report to reconcile checks to the Check Reconciliation (CHECKR) listing and to determine if all entries are correct. The system draws information for this report from the Check Reconciliation file.

Fields

CHECK NUMBER. The number of the check.

CHECK DATE. The date the check was written.

EMPLOYEE NUMBER. The number of the employee for whom the check was written. The employees listed depend on the level of the operator's security authorization.

RECONCILED AMOUNT. An amount in this column indicates that you reconciled the check during this work session and shows the check amount you reconciled.

OUTSTANDING AMOUNT. Checks that you have not yet reconciled. The outstanding amount for each check written.

VOID AMOUNT. Checks that you voided. The void amount does not have to match the outstanding amount.

CHECKS RECONCILED. The total number and amount of checks reconciled.

CHECKS OUTSTANDING. The total number and amount of checks that have not yet cleared the bank.

CHECKS VOIDED. The total number and amount of checks that you voided.

Check Reversal Proof (AMPR2)

```
WILDWOOD IND.   NO. 01        ***   CHECK REVERSAL PROOF   ***        RUN DATE  03/06/**  TIME 16.57.12  PAGE  1  AMPR2
                           ** CURRENT QUARTER NO. 1 **

-- CHECK --    -- EMPLOYEE ---            CHK -- HOURS --- --- PAY ----   FED INC  SOCIAL         STATE   COUNTY
NO.  DATE   NO.    NAME              CD TOTAL  OTHER  GROSS   NET   TAX    SECURITY MEDICARE INC TAX  INC TAX
237  3/06/98  100 DAVE MCCLASKEY         R  42.00         538.89 527.89 17.69    34.33   8.03   10.00   .00

           LOCAL  SDI   SUI  --------------- TAXABLE WAGES CURRENT ---------------------
           INC TAX TAX   TAX   FEDERAL   FICA     STATE    COUNTY   LOCAL    OTHER
            .00  5.54  .00   553.80   553.80   553.80    .00     .00    553.80

           ------ EARNINGS ADJUSTMENTS ADVANCES ----- TAXES DEDUCTIONS DEFERRALS BENEFITS
           HOURS  RATE  AMOUNT  DESCRIPTION   CODE    AMOUNT  DESCRIPTION     CODE
                        112.98 EIC PAYMENT   A4       34.33 EMPLR-PAID SOSC  C
           38.00 13.000  494.00 REGULAR PAY    RG       8.03 EMPLR-PAID MEDC  E
           4.00 14.950   59.80 OVERTIME PAY   OV      10.00 GA STATE TAX    ST
                          5.54 SDI           OT
                         73.05 CHILD SUPPORT  039
                          .25 SERVICE FEE    039
                        10.00-MISC.          003

-- CHECK --    -- EMPLOYEE ---            CHK -- HOURS --- --- PAY ----   FED INC  SOCIAL         STATE   COUNTY
NO.  DATE   NO.    NAME              CD TOTAL  OTHER  GROSS   NET   TAX    SECURITY MEDICARE INC TAX  INC TAX
238  3/06/98  120 AL HOOD              R  40.00 16.00 314.00 176.42 24.16    19.46   4.56   10.26   .00

           LOCAL  SDI   SUI  --------------- TAXABLE WAGES CURRENT ---------------------
           INC TAX TAX   TAX   FEDERAL   FICA     STATE    COUNTY   LOCAL    OTHER
            .00   .00  .00   314.00   314.00   314.00    .00     .00     .00

           ------ EARNINGS ADJUSTMENTS ADVANCES ----- TAXES DEDUCTIONS DEFERRALS BENEFITS
           HOURS  RATE  AMOUNT  DESCRIPTION   CODE    AMOUNT  DESCRIPTION     CODE
           16.00 7.850  125.60 VACATION TIME  VA      19.46 EMPLR-PAID SOSC  C
           24.00 7.850  188.40 REGULAR PAY    RG       4.56 EMPLR-PAID MEDC  E
           4.00 14.950   59.80 OVERTIME PAY   OV      10.26 GA STATE TAX    ST
                         63.89 CHILD SUPPORT  039
                          .25 SERVICE FEE    039
                         15.00 MISC.          002
```

```
           ***   CHECK REVERSAL PROOF   ***             DATE  7/06/**  TIME 14.47.57  PAGE   3  AMPR2

 * COMPANY TOTALS *

---------------- HOURS ---------------   ORDER  --------- ADJUSTMENT --------- --- DEDUCTIONS ----- REVERSE    PRE-CALC GROSS
 REG    OTH  VAC/HOL SICK  TOTAL   HRS    TAXABLE  NON-TAX   SICK   ONE-TIME  PAY ADV  AMOUNT    REG    OTH

 62.00-       16.00-       82.00- .00     .00      .00       .00     .00
   4.00-        .00                .00    142.44-  704.31              .00

   PREM     OTHER COMP  OTHER PYMTS  OTHER COMP  OTHER PYMTS  EIC PYMTS
   HOURS      IN NET     IN NET    NOT IN NET   NOT IN NET

   .00        .00        .00        .00        .00       112.98-
   -------
   4.00

       RECORD COUNTS
   PAYOFF     REMITTANCE
   DIST  REG  ADVISEMENT      TOTAL

       11                11

 ** UPDATES WILL BE APPLIED TO QUARTER NO. 1 **
```

Use option 2 on the Check Reversal Processing menu (AMPM16) to run Check Reversal Proof. This report shows checks that will be reversed and the detail adjustments and deductions on each check. The system draws this data from the payroll history data base. You cannot run this report unless the system is tailored for payroll history.

Fields

CHECK NO (Check number). The number of the check being reversed.

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CHECK DATE. The date the check being reversed was written.

EMP NO (Employee number). The number of the employee to whom you will issue the check or electronic deposit.

EMPLOYEE NAME. The name of the employee to whom you will issue the check or electronic deposit.

CHECK CD (Check code). The check type to be reversed:

A   Electronic remittance advice
P   Payoff
R   Regular

HOURS.

> *TOTAL*. The total regular and overtime hours reported for this check or electronic deposit.

> *OTHER*. Other hours included in this check.

> *GROSS*. Gross hours included in this check.

PAY.

> *GROSS*. Gross earnings paid in this check.

> *NET*. the amount of the check paid after deductions.

FED INC TAX. . The total amount of Federal income tax you withheld from this employee's check or electronic deposit.

SOCIAL SECURITY. The total amount of Social Security withheld for this employee's check or electronic deposit.

MEDICARE. The total amount of Medicare withheld for this employee's check or electronic deposit.

STATE INC TAX. The total amount of state income tax withheld for this employee's check or electronic deposit.

COUNTY INC TAX. The total amount of county taxes withheld for this employee's check or electronic deposit.

LOCAL INC TAX. The total amount of local taxes withheld for this employee's check or electronic deposit.

SDI TAX. The total amount of state disability insurance taxes withheld for this employee's check or electronic deposit.

SUI TAX. The total amount of state unemployment insurance tax taxes withheld for this employee's check or electronic deposit.

TAXABLE WAGES CURRENT.

> *FEDERAL*. The total amount of wages subject to Federal income tax for this employee's check or electronic deposit.

FICA. The total amount of wages subject to Social Security and Medicare for this employee's check or electronic deposit.

STATE. The total amount of wages subject to state income tax for this employee's check or electronic deposit.

COUNTY. The total amount of wages subject to county income tax for this employee's check or electronic deposit.

LOCAL . The total amount of wages subject to local income tax for this employee's check or electronic deposit.

OTHER . The total amount of wages subject to other income tax for this employee's check or electronic deposit.

EARNINGS ADJUSTMENT ADVANCES .

HOURS. The number of hours for this detail code.

RATE . The amount of pay per hour for this detail code.

AMOUNT. The total amount for this detail code for this check or electronic deposit.

DESCRIPTION. The description of this detail code.

CODE. The code that identifies the reason for this detail line.

COMPANY TOTALS. Company control totals you can balance back to the batch register, Current Hours Proof, and Gross Earnings register. You can use this totals to verify totals on other reports you produced when you ran checks and reports.

HOURS.

REG (Regular). The total regular hours worked for this company.

OTH (Other). The total of all overtime and premium other hours. One of these types:

- TH
- DT
- TR
- DH
- P
- Blank

VAC/HOL (Vacation/Holiday). The total vacation and holiday hours worked for this company.

SICK. The total sick pay, type SP, adjustment amouts. does not include sick pay from type S records.

TOTAL. The total hours worked for this company.

ORDER HRS. The order hours you entered for this record. Appears only if you selected order processing during application tailoring. Balance this amount to the Payroll Batch Status control totals.

ADJUSTMENT.

TAXABLE. The total for taxable adjustment amounts for the following adjustment types:

- TX
- BO
- FT
- CT
- BT
- FN
- CT
- BT

NON-TAX. The total for non-taxable, NT, adjustment amounts.

SICK (Sick hours). The total for sick pay, SP, adjustment amounts. This amount does not include sick pay from time records, type S.

DEDUCTION.

ONE-TIME. The amount of one-time adjustments.

PAY ADV (Pay advance). The amount of pay advance deductions.

REVERSE AMOUNT. The total of reverse amounts entered. Use this total to balance records for each company.

PRE-CALC GROSS.

REG (Regular). The gross amount you determined for this employee for regular hours.

OTH (Other). The gross amount you determined for this employee for regular hours.

PREM HOURS (Premium hours). The total of all other hours, type P.

OTHER COMP IN NET (Other compensation in net pay). The total amount of all type OC adjustments to other compensation amounts that you want to include in the employee's net pay for this set of totals.

OTHER PYMTS IN NET (Other payments in net pay). The total amount of all type OP adjustments to other payment amounts that you want to include in the employee's net pay for this set of totals.

OTHER COMP NOT IN NET (Other compensation not in net pay). The total amount of all type OC adjustments to other compensation amounts that you want to direct to a general ledger account number. You do not want the amounts included in net pay for this set of totals.

OTHER PYMTS NOT IN NET (Other payments not in net pay). The total amount of all type OP adjustments to other compensation amounts that you want to direct to a

general ledger account number. You do not want the amount included in net pay for this set of totals.

EIC PYMTS (Earned Income Credit payments). The total amount of type EC adjustments you entered.

RECORD COUNTS. The total number of records the system processed in this proof run.

Current Deduction listing (AMPWL)

```
01  NORTHCREEK INDUSTRIES              CURRENT DEDUCTION LISTING              DATE 11/08/**  TIME 23.47.40  PAGE   1  AMPWL
                RECORD SELECTION- COMPANY  1 TO 89   DEDUCTION  001  TO 999    CLEAR  NO

                     DEDUCTION          <------------ EMPLOYEE -------->    <----------- EMPLOYER --------->
     EMP#  NAME          NO. DESCRIPTION     PERIOD       QTD        YTD    PERIOD       QTD        YTD
      10   DAN HANVILLE        001 ADVANCE          .00         .00        .00       .00         .00         .00
      270  AUGUSTUS ROCKEFELLER   001 ADVANCE    9,090,909.09        .00       .00 9,090,909.09        .00         .00
      111  DAVID F. MCCLASKEY    001 ADVANCE        .00         .00        .00       .00         .00         .00
                           CURRENT DEDUCTION LISTING         DATE 11/08/**  TIME 23.47.40  PAGE   4  AMPWL

                   <----------------- EMPLOYEE ------------->    <----------------- EMPLOYER ------------->
                     PERIOD        QTD         YTD     PERIOD        QTD         YTD
     COMPANY TOTALS    9,090,909.09     9,090,909.09     6,363,636.36   9,090,909.09     9,090,909.09      6,363,636.36
                           CURRENT DEDUCTION LISTING         DATE 11/08/**  TIME 23.47.40  PAGE   5  AMPWL

                   <----------------- EMPLOYEE ------------->    <----------------- EMPLOYER ------------->
                     PERIOD        QTD         YTD     PERIOD        QTD         YTD
     FINAL TOTALS    45,454,545.45     9,090,909.09     6,363,636.36  45,454,545.45     9,090,909.09      6,363,636.36
```

Select option 13 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows employee amounts and employer current contribution amounts for deductions in the Employee Miscellaneous Deduction file since you last cleared the totals. The system does not clear the quarter-to-date and year-to-date information. The system draws information for this report from the Employee Miscellaneous Deductions file.

Fields

COMPANY. If you selected multiple company support during application tailoring, the range of companies you selected to include in this listing.

DEDUCTION. The range of deduction numbers you selected to include in this listing.

CLEAR. If you selected to clear the amounts that appear on this listing, YES appears in this field.

EMP# (Employee number). The number of the employee for whom you withhold this deduction. The employees listed depend on the level of the operator's security authorization.

NAME. The name of the employee for whom you are deducting this amount.

DEDUCTION.

NO: The deduction number for this withholding.

DESCRIPTION: The description of the deduction from the Deduction Distribution file for this deduction number.

EMPLOYEE.

PERIOD: The period-to-date amounts the system has accumulated for the employee for the deductions you selected to see on this listing. If you selected to clear deduction amounts, the system clears this amount to start the next accumulation cycle.

QTD: The quarter-to-date amounts the system has accumulated for the employee for the deductions you selected to see on this listing. If you selected to clear deduction amounts, the system clears this amount to start the next accumulation cycle.

YTD: The year-to-date amounts the system has accumulated for the employee for the deductions you selected to see on this listing. If you selected to clear deduction amounts, the system clears this amount to start the next accumulation cycle.

EMPLOYER.

PERIOD: The period-to-date amounts the system has accumulated for the employer for the deductions you selected to see on this listing. If you selected to clear deduction amounts, the system clears this amount to start the next accumulation cycle.

QTD: The quarter-to-date amounts the system has accumulated for the employee for the deductions you selected to see on this listing. If you selected to clear deduction amounts, the system clears this amount to start the next accumulation cycle.

YTD: The year-to-date amounts the system has accumulated for the employee for the deductions you selected to see on this listing. If you selected to clear deduction amounts, the system clears this amount to start the next accumulation cycle.

COMPANY TOTALS. The total amount of all deductions included on this report for this company.

FINAL TOTALS. The total amount of all deductions for all companies included on this report.

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Current Employee listing (AMPTL)

```
NORTHCREEK IND. NO.  01          CURRENT EMPLOYEE LISTING          DATE 11/08/91  TIME    7.57  PAGE    1  AMPTL
                                      OPER
              RECORD SELECTION- COMPANY  1 TO 89
                                       SOCIAL      HOME PAY  PAY  MAR  FED
NUMBER   NAME          ADDRESS       CITY ST       ZIP     PHONE         SECURITY    DEPT TYPE FREQ STAT  EX
00010 KIM BOLDTHEN        123 COUNTRY CLUB RD  ATLANTA, GA       30301-0000 4045557756
                                       111-11-1111 DP10   H   WK   M   03
00019 LOTHAR MATHEUS      WEST GERMANY ST.     STUTTGART,FGR      85468
                                       000-00-0000 10    H   WK   S   01
00020 RICHARD WARD        456 MARIETTA BLVD   ATLANTA, GA       30360-0000 4045554237
                                       222-22-2222 DP70   S   WK   S   02
00024 PIERRE LITTBARSKI   WEST GERMANY AVE.    BREMEH, FGR       54656
                                       000-00-0000 20    H   WK   M   01
00030 DAVE REED III       3045 DUNWOODY PLACE  ATLANTA, GA       30302-0000 4045558761
                                       333-33-3333 DP70   S   WK   S   01
00040 BOB WELTON          185 MAY STREET      ATLANTA, GA       30302-0000 4045554237
                                       187-43-8611 DP70   S   WK   M   05
00050 HUGH ELLIOTT        356 BLACKBURN DRIVE  ATLANTA, GA       30302-0000 4045554213
                                       555-55-5555 DP70   S   WK   M   06
00060 ADOR AGUILAR        44 APPLE ST         DECATUR, GA       30302-0000 4045551762
                                       666-66-6666 DP20   S   SM   M   02
00070 TOM BEST            1835 TEXAS ST       ATLANTA, GA       30301-0000 4045557823
                                       046-78-9232 DP10   S   WK   S   01
00080 BOB BRAGUE          4456 ASHVILLE PL    DECATUR, GA       30302-0000 4045558672
                                       133-76-8989 DP40   S   WK   M   08
00086 HANS BRIEGAL        BUNDESLIGA AVE      BUNDESLIGA, FGR    52565
                                       000-00-0000 20    H   WK   S   01
00090 MAURY KALNITZ       35 CICERO ST        ATLANTA, GA       30301-0000 4045558742
                                       336-42-8767 DP50   S   WK   M   04
00100 JOHN GALVIN         66 PONCHETRAIN RD   DECATUR, GA       30303-0000 4045554281
                                       987-14-6734 DP30   S   WK   N   00
00110 TOM FULLER          6879 CALIFORNIA RD  ATLANTA, GA       30301-0000 4045555321
                                       457-68-4321 DP10   S   WK   M   11
00120 JAMARRI BRIGHT      28 APPLE ROAD       ATLANTA, GA       30301-0000 4045551782
                                       761-43-1862 DP20   H   WK   M   03
00130 DANIEL MCNEILL      4436 ELMIRA LANE    AUBURN, AL        36849-0000 4045556432
                                       678-94-3210 DP20   H   WK   M   03
00140 TOM RYAN            3489 BRICHTREE DR   ATLANTA, GA       30301-0000 4045556423
                                       387-64-4321 DP20   H   WK   S   01
00150 JUDY VANDERVEEN     23 AMSTERDAN CT     ATLANTA, GA       30301-0000 4045558742
                                       140-14-7678 DP52   H   WK   M   02
00160 PHIL DORCHESTER     21 STANDARD ST      ATLANTA, GA       30301-0000 4045553281
                                       543-67-1289 DP52   H   WK   M   14
00170 MARION BUCKO        3456 MIAMI ROAD     ATLANTA, GA       30301-0000 4045551432
                                       761-43-1786 DP10   H   WK   M   05
00180 GENA COUGHLIN       458 FLORIDA RD      ATLANTA, GA       30301-0000 4045551467
                                       117-64-3217 DP10   H   WK   S   00
```

Use option 10 on the File Listings menu (AMPM11) to print this report. This report shows the following information the system uses to calculate Federal income tax for active employees:

- Pay frequency
- Marital status
- Number of personal exemptions

You can use this report as a quick reference list of all active employees. The system draws information for this report from the Employee master file.

Fields

RECORD SELECTION. If you selected multiple company support during application tailoring, The records within the company number range that you selected to include in this listing.

NUMBER. The employee number.

NAME. The name of the employee associated with the employee number.

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ADDRESS. The address of the employee.

CITY ST (City, state). The city and state of the address of the employee.

ZIP. The ZIP code of the address of the employee.

PHONE. The telephone number of this employee.

SOCIAL SECURITY. The Social Security number of this employee.

HOME DEPARTMENT. This employee's home department.

PAY TYPE. The pay type for this employee. One of the fields the system uses as a key in the Tax Table file. One of the following codes:

H   Hourly
S   Salaried
N   Nonexempt salaried

Used to select tax table records from the Tax Table file.

PAY FREQ (Pay frequency). The frequency with which this employee is paid. One of the fields the system uses as a key in the Tax Table file. One of the following codes:

WK   Weekly: paid once each week
BW   Biweekly: paid every two weeks
MN   Monthly: paid once each month
SM   Semimonthly: paid twice each month

MAR STAT (Marital status). This employee's marital status. One of the fields the system uses as a key in the Tax Table file. One of the following codes:

M   Married; married tax table is used
S   Single; single tax table is used
H   Head of household; head of household tax table is used
N   No tax table is used.

Used to select tax table records from the Tax Table file.

FED EX (Federal exemptions). The number of exemptions the employee claims for Federal income taxes. One of the fields the system uses as a key in the Tax Table file.

Current Hours Proof (AMPBU)

```
NORTHCREEK INDUSTRIES  NO. 01  ***   CURRENT HOURS PROOF   ***         RUN DATE  7/06/**  TIME 14.47.57  PAGE   1   AMPBU
                        ** CURRENT QUARTER NO. 2 **

DEPARTMENT - DP10                                    W/E DATE  7/06/**

-- EMPLOYEE ---          REG  --OTHER-- DAY P   -- ADJUSTMENT ---  DPT  WORK S
  NO.    NAME
                      HOURS TYP HOURS NO. C MO CODE TYPE  AMOUNT  WKD   CTR  F               BATCH LINE

   70 TOM BEST             40.00      1 1 6         DP10 CS015 1             33    1

           TOTAL    40.00

  110 TOM FULLER           40.00      1 1 6         DP10     1          33    2

           TOTAL    40.00

  170 MARION BUCKO          40.00      1 1 6           DP10 RS075 1            33    3

               40.00-  40.00 99  1  6           DP10 RS075 1            70001

                    G/L     2120

               40.00-DT 40.00 99  1  6           DP10 RS075 1            70002

                    G/L     2120

NEGATIVE        TOTAL     40.00-  80.00

 2988 DAVID A WHITE         40.00      1 1 6          DP10     1          33    4

           TOTAL    40.00
 * FINAL CONTROL TOTALS *     ***   CURRENT HOURS PROOF   ***           DATE  7/06/**  TIME 14.47.57  PAGE   3  AMPBU

--------------- HOURS ---------------   ORDER  --------- ADJUSTMENT --------- --- DEDUCTIONS ----- REVERSE    PRE-CALC GROSS
  REG    OTH  VAC/HOL  SICK   TOTAL  HRS   TAXABLE  NON-TAX   SICK  ONE-TIME  PAY ADV  AMOUNT    REG    OTH

 80.00    .00    160.00       .00       .00       .00       .00
   80.00      .00               .00       .00       .00       .00

     PREM       OTHER COMP   OTHER PYMTS   OTHER COMP   OTHER PYMTS   EIC PYMTS
     HOURS       IN NET     IN NET   NOT IN NET   NOT IN NET

    .00        .00       .00       .00       .00       .00
   -------
   80.00

       RECORD COUNTS                  CURRENT HOURS SELECTION
     PAYOFF            DELETED      TOTAL ACTIVE RECORDS IN TOTHRS FILE    4
     DIST  REG  ATND  BAD   TOTAL  TOTAL   TOTAL VALID RECORDS SELECTED        4
       6                     6
                              TOTAL VALID RECORDS REMAINING
                              TOTAL NUMBER OF PAY TYPES SELECTED:
                                      HOURLY     1
                                      SALARIED    3
     WARNING --  1 PAY CYCLE TOTALS ARE NEGATIVE
     ** UPDATES WILL BE APPLIED TO QUARTER NO. 2 **
```

Use option 1 or 4 on the Calculation menu (AMPM04) to print this report. You can see hours, adjustment types, and amounts for all records you entered or that the system created using the automatic overtime feature. This report groups records and prints totals by home department and department within home company. This is the first step the system uses to complete payroll processing and to print employee paychecks. You can use this report to balance the final totals with the totals on the Input Control Log (PR-23). The system draws information for this report from entry files, master files, and calculation files. See Chapter 21 for more information.

Fields

DEPARTMENT (Home department). The department to which all employees on the page are assigned.

EMPLOYEE.

NO.:The number of the employee for whom you intend the check. The employees listed depend on the level of the operator's security authorization.

NAME: The name of the employee associated with the employee number.

REG HOURS (Regular hours). The number of hours you entered for this employee.

OTHER (Other hours). The number of hours the system generated using the automatic overtime feature, or the number of other hours you entered.

TYP: The type of other hours. One of the following codes:

TH   Time and one-half
DT   Double time
TR   Triple time
DH   Double time and one-half
S   Sick time
P   Premium time
VA   Vacation
HL   Holiday
blank Overtime hours.

HOURS: The number of hours you entered as other hours, or hours the system generated using the automatic overtime feature.

DAY NO. (Day number). The day number associated with this payroll transaction record. The system uses this number during automatic overtime calculations to determine the day of the week.

P C (Pay cycle). The pay cycle associated with this payroll transaction record. The system uses pay cycles to group employee transaction records together and to control the withholding of miscellaneous deductions, other compensation, other payments, and union deductions.

MO (Month or accounting period). The month or accounting period associated with this transaction record. The system uses this field to post labor expenses to the accounting period in which you incurred the expenses.

ADJUSTMENT (Earnings, payment, and deduction adjustments).

CODE (Distribution code): The distribution number for the deduction, other compensation, or payment.

TYPE: The type of the earnings, payment, or deduction adjustments.

AMOUNT: The amount of the adjustment.

SERVICE FEE. If this is a directed deduction, the total amount of service fee withheld for this deduction and charged as income to the company for their administration of the deduction.

DPT WKD (Department worked). The department to which you assigned the employee and to which the system will charge labor expenses for this transaction.

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WORK CTR (Work center). The specific work center (production facility) to which you assigned the employee and to which the system will charge labor expenses for this transaction.

BATCH. The batch number of this record. If you find an error in a record, use the number to delete the record during backout.

LINE. The line number of this record that the system generated. If you find an error in a record, use the number to delete the record during backout.

HOURS.

REG (Regular hours): The total of all regular hours.

OTH (Other hours): The total of all overtime hours associated with the following type hours:

- TH
- DT
- TR
- blank.

VAC/HOL (Vacation/Holiday hours): The total of all vacation and holiday hours with the following type hours:

- VA
- HC

SICK (Sick hours): The total of all sick pay other hours, type S.

TOTAL: The total of all hours. Use this total to balance records for each company.

HRS (Order hours). The order hours you entered for this record. Appears only if you selected order processing during application tailoring. Balance this amount to the Payroll Batch Status control totals.

ADJUSTMENT.

TAXABLE: The total for taxable adjustment amounts for the following adjustment types:

- TX
- BO
- FT
- CT
- BT
- FN
- CT
- BT

NON-TAX: The total for non-taxable, NT, adjustment amounts.

SICK (Sick hours): The total for sick pay, SP, adjustment amounts. This amount does not include sick pay from time records, type S.

DEDUCTIONS.

ONE-TIME: The total of one-time deduction amounts. Use this total to balance records for each company.

PAY ADV: The total of pay-advance deduction amounts. Use this total to balance records for each company.

REVERSE AMOUNT. The total of reverse amounts entered. Use this total to balance records for each company.

PRE-CALC GROSS (Precalculated gross).

REG (Precalculated regular gross): The total of any regular precalculated gross amounts you entered that are included on this report.

OTH (Precalculated other gross): The total of any precalculated other gross amounts you entered that appear on this report.

PREM HOURS (Premium hours). The total of all other hours, type P.

OTHER COMP IN NET (Other compensation in net pay). The total amount of all type OC adjustments to other compensation amounts that you want to include in the employee's net pay for this set of totals.

OTHER PYMTS IN NET (Other payments in net pay). The total amount of all type OP adjustments to other payment amounts that you want to include in the employee's net pay for this set of totals.

OTHER COMP NOT IN NET (Other compensation not in net pay). The total amount of all type OC adjustments to other compensation amounts that you want to direct to a general ledger account number. You do not want the amounts included in net pay for this set of totals.

OTHER PYMTS NOT IN NET (Other payments not in net pay). The total amount of all type OP adjustments to other compensation amounts that you want to direct to a general ledger account number. You do not want the amount included in net pay for this set of totals.

EIC PYMTS (Earned Income Credit payments). The total amount of type EC adjustments you entered.

RECORD COUNTS. The total number of records the system processed in this proof run, sorted by the following categories:

PAYOFF DIST	Payoff distribution records
REG	Regular (as opposed to payoff) records
ATND	Attendance records
BAD	Records that failed one or more edits
DELETED	Suspended automatic overtime records.

CURRENT HOURS SELECTION.

TOTAL ACTIVE RECORDS IN TOTHRS FILE (Total active records in Total Hours file): The total number of active records in the Total Hours file.

TOTAL VALID RECORDS SELECTED: The total number of valid records record out of all records you selected for this run.

TOTAL VALID RECORDS REMAINING: The total number of valid records that remain in the Total Hours file.

TOTAL NUMBER OF PAY TYPES SELECTED: The total number of records in this run for each employee pay type:

- Hourly
- Salaried

Deduction Distribution Maintenance listing (AMPSU)

```
DEDUCTION DISTRIBUTION MAINTENANCE LISTING      DATE 10/17/**  TIME 13.51.59  PAGE    1  AMPSU
                                        OPER      UPDATE#  14

                                LAST CHANGE DATE   8/01/**    **ADD**
                                          SECOND SHIFT DIFF     THIRD SHIFT DIFF
DISTRIBUTION
CODE  NO  DESCRIPTION    COMPANY  BANK      BANK          BANK      REG    O/T    PREM   REG    O/T   PREM   %
C   000 DESCRIPTION ***  FED ID NO FED ID NO  NAME          TRANSIT NO  RATE   RATE   RATE   RATE   RATE  RATE  OPT
COMPANY NUMBER 1         111111111 222222222  BANK OF AMERICA, N.A.**  1111111118  22.000  22.000  22.000  22.000  22.000 22.000  N
                         PRENOTE WAIT   PRINT VOID
                         DAYS:        EFT CHECK
                           14          N
                                LAST CHANGE DATE   8/01/**   ** BEFORE **
DISTRIBUTION
CODE  NO  DESCRIPTION    GL LIABILITY   SERVICE FEE
D   002 DESCRIPTION ***  ACCOUNT        ACCOUNT
COMPANY NUMBER 1         151000000000000 152000000000000

                                LAST CHANGE DATE   8/01/**   ** AFTER **
DISTRIBUTION
CODE  NO  DESCRIPTION    GL LIABILITY   SERVICE FEE
D   002 DESCRIPTION ***  ACCOUNT        ACCOUNT
COMPANY NUMBER 1         151000000000000 152000000000000

                                LAST CHANGE DATE   8/01/**   ** BEFORE **
DISTRIBUTION
CODE  NO  DESCRIPTION    EMPLOYEE WITHHOLDING      EMPLOYER WITHHOLDING     FUTA
F   000          FICA PERCENT  FICA LIMIT  FICA PERCENT FICA LIMIT  LIMIT
COMPANY NUMBER 1         11.000      11,111.00   11.000   11,111.00  11,111.00

                                LAST CHANGE DATE   8/01/**   ** AFTER **
DISTRIBUTION
CODE  NO  DESCRIPTION    EMPLOYEE WITHHOLDING      EMPLOYER WITHHOLDING     FUTA
F   000          FICA PERCENT  FICA LIMIT  FICA PERCENT FICA LIMIT  LIMIT
COMPANY NUMBER 1         11.000      11,111.00   11.000   11,111.00  11,111.00

                                LAST CHANGE DATE   8/01/**   ** BEFORE **
DISTRIBUTION           ******TAXABLE <Y/N>******  *******REPORTED <Y/N>******

CODE  NO  DESCRIPTION    GL LIABILITY  SICK TDD  IRA CAFETERIA  SICK PAY  TDD   CAFETERIA  SUI LIMIT   SSSSSSS 1111111
S   001          ACCOUNT     PAY    PLAN   IN SUI  IN SUI PLAN IN SUI  AMOUNT   SUT ID CODE
COMPANY NUMBER 1         151000000000000  Y  N  Y   N      Y     Y      Y    11,111.00  SUT CODE

                                LAST CHANGE DATE   8/01/**   ** AFTER **
DISTRIBUTION           ******TAXABLE <Y/N>******  *******REPORTED <Y/N>******
CODE  NO  DESCRIPTION    GL LIABILITY  SICK TDD  IRA CAFETERIA  SICK PAY  TDD   CAFETERIA  SUI LIMIT   SSSSSSS 1111111
S   001          ACCOUNT     PAY    PLAN   IN SUI  IN SUI PLAN IN SUI  AMOUNT   SUT ID CODE
COMPANY NUMBER 1         151000000000000  Y  N  Y   N      Y     Y      Y    11,111.00  SUT CODE
```

Use option 7 on the File Maintenance menu (AMPM10) to add, delete, or change records in the Deduction Distribution file. This report shows your activity for this file maintenance session. For records that changed, this report shows "before and after" information. You can use this report to see deduction record information and status. Use option 7 on the File Listings menu (AMPM11) to see a complete or partial listing of the contents of this file. The system draws information for this report from the Deduction Distribution (DISTRB) file.

Fields

DISTRIBUTION.

CODE: The distribution code that identifies the type of distribution record. One of the following:

A	State Unemployment Insurance
C	Company and electronic deposit
D	Directed deductions
E	Earned Income Credit
F	Federal taxes, including Social Security, Medicare, and FUTA
I	State Disability Insurance

K	County tax
L	Local tax
O	Other compensation
P	Other payments
S	State income tax
U	Union deduction
W	Miscellaneous deductions, including the following:

C	Cafeteria
I	IRA
T	Tax-deferred deduction
O	Other

NUMBER: Appears for all distribution codes. The distribution number that uniquely identifies the deduction distribution records for types to which you can assign more than one number.

DESCRIPTION: Appears for all distribution codes. The distribution description you defined for this record.

COMPANY FED ID NO (Company Federal identification number). Appears for code C records. The Federal identification number assigned to the company.

BANK FED ID NO (Bank Federal identification number). Appears for code C records. The Federal identification number assigned to the bank.

BANK NAME. Appears for code C records. The name of the bank to which you transmit electronic deposit information, if this is a code C record and you use electronic deposit support.

BANK TRANSIT NO (Bank transit number). Appears for code C records. The number that identifies the bank to which you want to deposit electronic deductions.

SECOND SHIFT DIFF (Second shift differential).

REG RATE (Regular rate): Appears for code C records. The shift differential used for second-shift regular hours.

O/T RATE (Overtime rate): Appears for code C records. The shift differential used for second-shift overtime hours.

PREM RATE (Premium rate): Appears for code C records. The shift differential used for second-shift premium hours.

THIRD SHIFT DIFF (Third shift differential).

REG RATE (Regular rate): Appears for code C records. The shift differential used for third-shift regular hours.

O/T RATE (Overtime rate): Appears for code C records. The shift differential used for third-shift overtime hours.

REG RATE (Regular rate): Appears for code C records. The shift differential used for third-shift premium hours.

% OPT (Percent Option). Appears for code C records.

Y	Shift differential is a percent of the respective rate.
N	Shift differential is a fixed amount the system adds to the respective rate.

SHIFT DIFFERENTIAL APPLIES TO -->.

VACATION HOURS?:

Y	Apply shift differential rates to vacation hours.
N	Do not apply shift differential rates to vacation hours.

HOLIDAY HOURS?:

Y	Apply shift differential rates to holiday hours.
N	Do not apply shift differential rates to holiday hours.

SICK HOURS?:

Y	Apply shift differential rates to sick hours.
N	Do not apply shift differential rates to sick hours.

PRENOTE WAIT DAYS. Appears for code C records and if you selected electronic deposit support during application tailoring. The number of days after you create a prenote transaction that you can transmit a live electronic deposit.

PRINT VOID EFT CHECK. Appears for a code C record. Y appears if the system prints voided payroll checks print for employees who have all their net pay electronically deposited. N appears if the system prints an advice statement.

EMPLOYEE WITHHOLDING G/L (Employee withholding general ledger). Appears for type C records.

SOCIAL SECURITY: The general ledger account number used for Social Security taxes you withhold from employee wages.

MEDICARE: The general ledger account number used for Medicare taxes you withhold from employee wages.

EMPLOYER WITHHOLDING G/L (Employer withholding general ledger). Appears for type C records.

SOCIAL SECURITY: The general ledger account number used for employer Social Security tax liability.

MEDICARE: The general ledger account number used for employer Medicare tax liability.

FUTA (Federal Unemployment Tax Act): The general ledger account number used for employer FUTA liability.

EMPLOYER EXPENSE G/L (Employer expense general ledger). Appears for type C records.

SOCIAL SECURITY: The general ledger account number used for employer Social Security expense.

MEDICARE: The general ledger account number used for employer Medicare expense.

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FUTA (Federal Unemployment Tax Act): The general ledger account number used for employer FUTA expense.

EMPLOYER LIABILITY (QTR 1-4). Appears for type C records.

SOCIAL SECURITY: The quarter-to-date amounts the system accumulated for the liability, employer-paid portion of the Social Security tax.

MEDICARE: The quarter-to-date amounts the system accumulated for the liability, employer-paid portion of the Medicare tax.

FUTA (Federal Unemployment Tax Act): The quarter-to-date amounts the system accumulated for the liability, employer-paid portion of the Medicare tax.

GL LIABILITY ACCOUNT. Appears for the following record codes:

- D
- E
- I
- K
- L
- S
- U
- W

The liability account number you assigned to this deduction or advance EIC payment.

GL EXPENSE ACCOUNT. Appears for codes O, P and W records. The expense account number you assigned to this other compensation or other payment.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

SERVICE FEE ACCOUNT. Appears for code D records. The account number you assigned to this directed deduction.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

W-2 REFERENCE CODE. Appears for the following record codes:

- D
- O
- P
- U
- W

Controls how information prints on employee W-2 forms.

EMPLOYER ANNUAL LIMIT. The annual dollar limit to be applied for employer-matching 401(k) contributions. If this field is blank, there is no annual limit.

TAXABLE (Y/N). These fields appear for code I, K, L, and S records.

SICK PAY: Y appears if you include sick pay in taxable gross for income tax by this taxing body; otherwise, N appears.

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TDD (Tax-deferred savings): Y appears if you consider all tax-deferred deductions to be taxable by this taxing body. N appears if you set up tax-deferred deductions as Taxable=N for the particular taxing body.

IRA (Individual Retirement Account): Y appears if you consider all individual retirement accounts to be taxable by this taxing body. N appears if you set up individual retirement accounts as Taxable=N for the particular taxing body.

CAFETERIA PLAN: Y appears if you consider all cafeteria plans to be taxable by this taxing body. N appears if you set up cafeteria plans as Taxable=N for the particular taxing body.

These fields appear for code S records.

SICK PAY IN SUI: Y appears if you include sick pay in taxable gross for income tax for SUI; otherwise, N appears.

TDD IN SUI: Y appears if you consider all tax-deferred deductions to be taxable for SUI. N appears if you set up tax-deferred deductions as Taxable=N for SUI.

CAFETERIA PLAN IN SUI: Y appears if you consider all cafeteria plans to be taxable by for SUI. N appears if you set up cafeteria plans as Taxable=N for SUI.

SUI LIMIT: The maximum dollar amount you can withhold for SUI.

SUI PCT: The percent amount you withhold for SUI.

This field appears for code K and L records.

COUNTY/LOCAL ID CODE: The county or local tax identification number.

These fields appear for code S records.

STATE ID CODE: The state tax identification number.

SUI ID CODE: The state tax identification number used for state unemployment insurance.

SUI LIMIT AMOUNT: The taxable wage limit for state unemployment insurance for this state taxing body.

This field appears for code U records.

UNION TYPE: Identifies up to 9 different type union deductions per union.

These fields appear for code W records.

DEDUCTION TYPE: Appears for code W records. Identifies one of the following deduction types:

C	Cafeteria plan
I	IRA (Individual retirement account)
T	TDD (Tax-deferred deduction)
O	Other miscellaneous deductions

EMPLOYER MATCHING CONTRIBUTION.

% OF DEDUCTION (Percent of deduction): The percentage of the employee's deduction the employer matches.

LIMIT % (Limit percent): The limit, expressed as a percentage of the employee's deduction, of the employer's matching contribution.

LIABILITY ACCOUNT: The expense account number used for the employer's matching contribution.

FEDERAL: Y appears if this deduction does not reduce taxable gross when you calculate the Federal income tax. N appears if you subtract the deduction from the adjusted taxable gross before you calculate Federal income tax. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

FICA: Y appears if this deduction does not reduce taxable gross when you calculate the Social Security tax. N appears if you subtract the deduction from the adjusted taxable gross before you calculate Social Security tax. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

FUTA: Y appears if this deduction does not reduce taxable gross when you calculate FUTA. N appears if you subtract the deduction from the adjusted taxable gross before you calculate FUTA. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/ Payments file.

STATE: Y appears if this deduction does not reduce taxable gross when you calculate state income tax. If you set up the state S record to allow this type of deduction to be non-taxable, N appears if you subtract the deduction from the adjusted taxable gross before you calculate state tax. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

SDI: Y appears if this deduction does not reduce taxable gross when you calculate SDI. If you set up the state S record to allow this type of deduction to be non-taxable, N appears if you subtract the deduction from the adjusted taxable gross before you calculate SDI. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/ Payments file.

SUI: Y appears if this deduction does not reduce taxable gross when you calculate SUI. If you set up the state S record to allow this type of deduction to be non-taxable, N appears if you subtract the deduction from the adjusted taxable gross before you calculate SUI. You can override the default for an individual

employee in the Employee Deductions or Employee Other Compensation/ Payments file.

COUNTY: Y appears if this deduction does not reduce taxable gross when you calculate county taxes. N appears if you subtract the deduction from the adjusted taxable gross before you calculate county taxes. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

LOCAL: Y appears if this deduction does not reduce taxable gross when you calculate local taxes. N appears if you subtract the deduction from the adjusted taxable gross before you calculate local taxes. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

These fields appear for code O and P records.

FEDERAL: Y appears if this other compensation or other payment increases taxable gross when you calculate the Federal income tax. N appears if you do not include the deduction in the adjusted taxable gross before you calculate Federal income tax. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

FICA: Y appears if this other compensation or other payment increases taxable gross when you calculate the Social Security tax. N appears if you do not include the deduction in the adjusted taxable gross before you calculate Social Security tax. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

FUTA: Y appears if this other compensation or other payment increases taxable gross when you calculate FUTA. N appears if you do not include the deduction in the adjusted taxable gross before you calculate FUTA. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

STATE: Y appears if this other compensation or other payment increases taxable gross when you calculate state income tax. If you set up the state S record to allow this type of deduction to be non-taxable, N appears if you do not include the deduction in the adjusted taxable gross before you calculate state tax. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

SDI: Y appears if this other compensation or other payment increases taxable gross when you calculate SDI. If you set up the state S record to allow this type of deduction to be non-taxable, N appears if you do not include the deduction in the adjusted taxable gross before you calculate SDI. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

SUI: Y appears if this other compensation or other payment increases taxable gross when you calculate SUI. If you set up the state S record to allow this type of deduction to be non-taxable, N appears if you do not include the deduction in the adjusted taxable gross before you calculate SUI. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

COUNTY: Y appears if this other compensation or other payment increases taxable gross when you calculate county taxes. N appears if you do not include the deduction in the adjusted taxable gross before you calculate county taxes. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

LOCAL: Y appears if this other compensation or other payment increases taxable gross when you calculate local taxes. N appears if you do not include the deduction in the adjusted taxable gross before you calculate local taxes. You can override the default for an individual employee in the Employee Deductions or Employee Other Compensation/Payments file.

REPORTED (Y/N). These fields appear for code W records.

These fields appear for code O and P records.

G/L OFFSET CREDIT ACCOUNT: The liability account you use for this other compensation or other payment. Use it to offset the expense if no department or production facility applies for this expense.

*DEPARTMENT/
PRODUCTION FACILITY*: The default department and production facility you use to assign the G/L account number for this other compensation or payment expense.

These fields appear for code O, P, and W records.

FEDERAL: Y appears if this deduction does not reduce the taxable wages reported for Federal income tax; otherwise, N appears.

STATE: Y appears if this deduction does not reduce the taxable wages reported for state income tax; otherwise, N appears.

COUNTY: Y appears if this deduction does not reduce the taxable wages reported for county taxes; otherwise, N appears.

LOCAL: Y appears if this deduction does not reduce the taxable wages reported for local taxes; otherwise, N appears.

EMPLOYEE WITHHOLDING.

FICA PERCENT: The employee percentage rate you use for Social Security taxes.

MEDICARE PERCENT: The employee percentage rate you use for Medicare taxes.

FICA LIMIT: The employee limit you use for wages withheld for Social Security.

MEDICARE LIMIT: The employee limit you use for wages withheld for Medicare.

EMPLOYER WITHHOLDING.

FICA PERCENT: The employer percentage rate used for Social Security taxes.

MEDICARE PERCENT: The employer percentage rate used for Medicare taxes.

FUTA PERCENT: The employer percentage rate used for FUTA.

FICA LIMIT: The employer limit for wages withheld for Social Security.

MEDICARE LIMIT: The employer limit for wages withheld for Medicare.

FUTA LIMIT: The employer limit for FUTA taxable wages.

TAXABLE. The taxing indicators for state, county, local, and deduction records you defined for the following deductions:

- Sick pay
- Tax-deferred deductions (TDD)
- Individual retirement accounts (IRA)
- Cafeteria plan
- Sick pay in state unemployment insurance (SUI)
- TDD in SUI
- Cafeteria plan in SUI

REPORTED. The reported indicators for state, county, local, and deduction records you defined for the following deductions:

- Sick pay
- Tax-deferred deductions (TDD)
- Individual retirement accounts (IRA)
- Cafeteria plan
- Sick pay in state unemployment insurance (SUI)
- TDD in SUI
- Cafeteria plan in SUI

Deduction register (AMPEK)

```
NORTHCREEK IND.  CO. NO. 01        ***** DEDUCTION REGISTER *****        RUN DATE  4/12/**  TIME 08.17.17  PAGE   2  AMPEK
                                        W/E DATE  4/10/**

                     DEDUCTION   SERVICE   MATCHING TDD
       NO.   DESCRIPTION  % DISP   AMOUNT      FEE     CONTRIBUTION  EMPL NO.      EMPLOYEE NAME      UNITS   CYCLIC AMT
                  *AMT DED LIFE    *MAX LIFE AMT    *PART UNIT BEFORE  *PART UNIT AFTER

       12   CHILD SUPPORT        100.00   1.00                   60       ADOR AGUILLAR
                         50.00   1.00                  110       TOM FULLER
                        125.00   1.00                  160        PHIL DORCHESTER

          ** ACCOUNT TOTAL        275.00

       35   TAX DEFER INDEX       175.00             52.50     812        LAURIE ANDREAS

          ** ACCOUNT TOTAL        175.00


** TOTAL  12  CHILD SUPPORT          275.00    3.00
** TOTAL  35  TAX DEFER INDEX        175.00              52.50

** COMPANY CONTROL TOTALS **        450.00    3.00    52.50


*** FINAL CONTROL TOTALS ***        450.00    3.00    52.50
```

Use option 5 on the Main Menu (AMPM00) to run checks and reports. This report shows deductions and deduction information for each employee. The information on this report is primarily the same information that appears on the Employee Miscellaneous Deduction register (AMPEG), but it is sorted by employee by deduction. You can use this report to keep a record of employee deductions by the deduction type. The system draws information for this report from the Employee master file. See Chapter 21for more information.

Fields

NO. (Number). The distribution number that uniquely identifies the deduction distribution records for types to which you can assign more than one number.

DESCRIPTION. A description of the deduction.

% DISP (Percent disposable income). The percentage of the employee's disposable income you use to calculate this deduction. Applies only to directed deductions.

DEDUCTION AMOUNT. The amount withheld for this deduction for this employee in this run.

*LIFE TO DATE. The amount accumulated to date for this deduction for this employee. The system does not reset this field when you reset the annual balances or when you print and clear current deductions.

SERVICE FEE. If this is a directed deduction, the total amount of service fee withheld for this deduction and charged as income to the company for their administration of the deduction.

*MAX LIFE AMT (Maximum lifetime amount). The maximum amount allowed for this deduction for the lifetime of this deduction record.

MATCHING TDD CONTRIBUTION. The amount (usually a percent of the employee's deduction) which the employer will match for the employee's tax-deferred deduction.

EMPL NO. (Employee number). The number of the employee for whom you took this deduction. The employees listed depend on the level of the operator's security authorization.

PART UNIT BEFORE (Partial unit before). The partial amount withheld toward the next full unit of this cyclical deduction before this payroll check for this employee.

EMPLOYEE NAME. The name of the employee for whom you took a deduction.

*PART UNIT AFTER (Partial unit after). The partial amount withheld that remains to be applied toward the next full unit of a cyclical deduction on the next payroll check for this employee.

UNITS. The number of whole units calculated for this deduction for this employee for this check.

CYCLIC AMT (Cyclic deduction amount). Cyclic deductions (9xx) show the number of cyclic units taken for an employee.

COMPANY CONTROL TOTALS. Company control totals you can balance back to the Payroll register.

FINAL CONTROL TOTALS. Final control totals you can balance back to the Payroll register.

Deleted Archived Payroll History (AMPWD)

```
           DELETED ARCHIVED PAYROLL HISTORY          DATE 09/26/** TIME 11.19.51  PAGE   1 AMPWD
ARCHIVED          BEGINNING   ENDING BEGINNING   ENDING
HISTORY   CREATION  COMPANY    COMPANY   CHECK    CHECK
FILE NAME   DATE    NUMBER     NUMBER    DATE      DATE

PRHD19    1/09/**     01         01     1/01/**  12/31/**
```

Use option 4 on the History menu (AMPM14) to archive Payroll history files and, optionally, to delete them from current history. This report shows the archived files names and information about the archived files. You can use this report to keep a record of archived file names. The system draws information for this report from the Run Time Options file.

Fields

ARCHIVED HISTORY FILE NAME. All archived-and-deleted file names.

CREATION DATE. The date the files were archived.

BEGINNING COMPANY NUMBER/ENDING COMPANY NUMBER. The range of company numbers for the deleted files.

BEGINNING CHECK DATE/ENDING CHECK DATE. The range of check dates for the deleted files.

Directed Deduction Remittance Worksheet (AMPKB)

```
NORTHCREEK  IND  CO. NO. 01      DIRECTED DEDUCTION REMITTANCE WORKSHEET   DATE 12/01/**  TIME 15.54.41  PAGE  1  AMPKB
                             STATE FL
DEDUCTION G/L NO.          2210
EMPLOYEE   EMPLOYEE              DED    STATE/CASE      CURRENT     REMITTANCE   SERVICE FEE      BALANCE
NUMBER     NAME                 NO.    NUMBER          BALANCE     AMOUNT       TO-DATE          FORWARD

 00050     HUGH ELLIOTT          12   FL 01-50-12-7     550.00      500.00                        50.00
 00080     BOB BRAGUE            12   FL 01-80-12-7     677.50      500.00        5.00            177.50
 00110     TOM FULLER            12   FL 1-110-12-3     535.50      535.50 *
      ** TOTALS FOR ACCT NO.  0002210               1,763.00    1,535.50        5.00            227.50
      ** TOTALS FOR STATE FL                        1,938.00    1,675.00        8.00    263.00
      ** TOTALS FOR COMPANY 01                      3,647.50    3,285.50       11.50    362.00
      ** FINAL TOTALS                               3,819.00    3,724.50       15.00     94.50
```

Use option 1 on the Monthly Directed Deduction menu (AMPM13) to print this report. This report shows the deduction amount your company pays each month, the employee's deductions current balance, and the general ledger account to which the system posts the deduction. You can use this report to determine the remittance amounts by employee, amount, number, state, and company. The system draws information for this report from the Employee Miscellaneous Deduction file.

Fields

STATE. The state for which you report this group of directed deductions within the company.

DEDUCTION G/L NO. (Deduction general ledger number). Within a state, the directed deductions are grouped by the general ledger account number that records the liability for the deduction.

EMPLOYEE NUMBER. The number of the employee with directed deductions.

EMPLOYEE NAME. The name of the employee with directed deductions.

DED NO. (Deduction number). The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

STATE/CASE NUMBER. The state identification and case number assigned to this directed deduction.

CURRENT BALANCE. The total amount withheld for this directed deduction since the last time you calculated new balances.

REMITTANCE AMOUNT. The amount of the periodic remittance made to the state agency. This is the amount entered in the *Remittance Amount* field during Employee Miscellaneous Deduction file maintenance. If the amount in the *Remittance Amount* field is more than the amount in the *Current Balance* field, the Payroll application adjusts this amount to make it equal to the amount in the *Current Balance* field. An asterisk (*) appears if you have adjusted this amount.

SERVICE FEE TO-DATE. If this is a directed deduction, the total amount of service fee withheld for this deduction and charged as income to the company for their administration of the deduction.

BALANCE FORWARD. The withheld amount that remains after you pay the remittance amount and calculated new deduction balances.

TOTALS FOR ACCT NO.. The total deduction to date, remittance amount, service fee to date, and balance forward for this deduction general ledger number.

TOTALS FOR STATE. The total deduction to date, remittance amount, service fee to date, and balance forward for this state.

TOTALS FOR COMPANY. The total deduction to date, remittance amount, service fee to date, and balance forward for this company.

FINAL TOTALS. The total deduction to date, remittance amount, service fee to date, and balance forward for all companies.

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Directed Deduction Remittance Worksheet (AMPKC)

```
NORTHCREEK  IND  CO. NO. 01      DIRECTED DEDUCTION REMITTANCE WORKSHEET   DATE 12/01/**  TIME 15.54.41  PAGE  1  AMPKC
                           STATE GA
DEDUCTION UNIT/NATURE  DDSU1    /AP
EMPLOYEE  EMPLOYEE              DED    STATE/CASE    CURRENT    REMITTANCE   SERVICE FEE        BALANCE
 NUMBER    NAME              NO.    NUMBER     BALANCE     AMOUNT      TO-DATE       FORWARD

   20    HARRY BAUGH         99   GA                          *
  260    DONNA HARPER         60   GA                          *

        ** TOTALS FOR UNIT/NATURE  DDSU1    /AP

DEDUCTION UNIT/NATURE  DDSU2    /AR
   10    WING LAU            60   FL          300.00     20.00              280.00
   11    WING JR             60   FL                          *
   30    BETH BENNIGAR        60   GA                          *

        ** TOTALS FOR UNIT/NATURE  DDSU2    /AR         300.00     20.00              280.00

        ** TOTALS FOR STATE GA                   300.00     20.00         280.00

        ** TOTALS FOR COMPANY 01                  300.00     20.00         280.00

        ** FINAL TOTALS                   300.00     20.00         280.00

W AM-2476 REMIT AMOUNT REDUCED TO CURRENT BALANCE
```

Use option 1 on the Monthly Directed Deduction menu (AMPM13) to print this report. This report shows the deduction amount your company pays each month, the employee's deductions current balance, and the general ledger account to which the system posts the deduction. You can use this report to determine the remittance amounts by employee, amount, number, state, and company. The system draws information for this report from the Employee Miscellaneous Deduction file. This report is used when IFM is interfacing.

Fields

STATE. The state for which you report this group of directed deductions within the company.

DEDUCTION G/L NO. (Deduction general ledger number). Within a state, the directed deductions are grouped by the general ledger account number that records the liability for the deduction.

EMPLOYEE NUMBER. The number of the employee with directed deductions.

EMPLOYEE NAME. The name of the employee with directed deductions.

DED NO. (Deduction number). The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

STATE/CASE NUMBER. The state identification and case number assigned to this directed deduction.

CURRENT BALANCE. The total amount withheld for this directed deduction since the last time you calculated new balances.

REMITTANCE AMOUNT. The amount of the periodic remittance made to the state agency. This is the amount entered in the Remittance Amount field during Employee Miscellaneous Deduction file maintenance. If the amount in the Remittance Amount

field is more than the amount in the Current Balance field, the Payroll application adjusts this amount to make it equal to the amount in the Current Balance field. An asterisk (*) appears if you have adjusted this amount.

SERVICE FEE TO-DATE. If this is a directed deduction, the total amount of service fee withheld for this deduction and charged as income to the company for their administration of the deduction.

BALANCE FORWARD. The withheld amount that remains after you pay the remittance amount and calculated new deduction balances.

TOTALS FOR UNIT/NATURE. The total deduction to date, remittance amount, service fee to date, and balance forward for this deduction unit/nature.

TOTALS FOR STATE. The total deduction to date, remittance amount, service fee to date, and balance forward for this state.

TOTALS FOR COMPANY. The total deduction to date, remittance amount, service fee to date, and balance forward for this company.

FINAL TOTALS. The total deduction to date, remittance amount, service fee to date, and balance forward for all companies.

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EIC Payments register (AMPFH)

```
NORTHCREEK INDUSTRIES NO. 01    ****** EIC PAYMENTS REGISTER ******       RUN DATE 10/15/**  TIME  15.42.58  PAGE   1  AMPFH
                                W/E DATE 10/08/**

     DEPARTMENT - DP10
     EMPLOYEE                         GROSS      EIC      Y-T-D EIC   Q-T-D EIC
 NO.  NAME                          EARNINGS   PAYMENT    PAYMENTS    PAYMENTS

     DEPARTMENT - 1

 2988 DAVID A WHITE                 1,243.68    300.00     900.00      600.00

 3078 JOHN J JENKINS                  785.12      2.83     194.28       67.18

 4142 ALPHANSO P JONES                901.63     50.00     300.00      106.92

 5287 MILTON BLANK                  1,243.68    300.00     900.00      600.00
                                   -----------  -----------  ----------- ------------
          ** DEPARTMENT - 1  TOTALS **         4,174.11    652.83    2,294.28    1,374.10
          *** COMPANY TOTALS ***              4,174.11    652.83    2,294.28    1,374.19
```

Use option 5 on the Main Menu (AMPM00) to run checks and reports. This report shows the earned income credit payments you made during this payroll run, sorted by employee within department. You can use this report to keep a record of checks and reports. The system draws information for this report from the Employee master file.

Fields

EMPLOYEE NO.. The number for each employee for whom you calculated an earned income credit payment and for whom you made a payment during this payroll run.

EMPLOYEE NAME. The name of each employee for whom you calculated an earned income credit payment and for whom you made a payment during this payroll run.

GROSS EARNINGS. The gross earnings for this pay period for each employee receiving earned income credit payments.

EIC PAYMENT. The amount of the earned income credit payment made to each employee during this payroll run.

Y-T-D EIC PAYMENTS (Year-to-date EIC payments). The year-to-date earned income credit payment amount totals for each employee.

Q-T-D EIC PAYMENTS (Quarter-to-date EIC payments). The quarter-to-date earned income credit payment amount totals for each employee.

DEPARTMENT TOTALS. The totals for each department for gross earnings, current payment, year-to-date, and quarter-to-date payment amounts.

COMPANY TOTALS. The totals for the company for gross earnings, current payment, year-to-date, and quarter-to-date payment amounts.

Electronic Deposit Advice (AMPMC)

CHECK DATE   3/12/** EMPLOYEE 2988 SOCIAL SECURITY 460-80-3200 ADVICE   AMPMC
                     DAVID A WHITE
                     2751 TRYON PLACE
                     DEKALB CITY GA   30319
TRANSIT NUMBER   ACCOUNT NUMBER   ACCOUNT TYPE   AMOUNT
111111118   11111111111111116   DEMAND $95.51
132465087   97531246801369864   DEMAND $665.58
TOTAL AMOUNT OF FUNDS ELECTRONICALLY TRANSFERRED THIS PAY PERIOD: $761.09

Use option 5 on the Main Menu (AMPM00) to run checks and reports. This report shows electronic deposit information for each employee in the check run. It prints one per page and is provided to confirm the funds deposited. The system draws information for this report from the Checks and Reports work files.

Fields

CHECK DATE. The date corresponds to check date assigned to this payroll run.

EMPLOYEE. The number, name, and address of the employee for whom you deposit the electronic deduction or deductions.

SOCIAL SECURITY. The Social Security number of the employee for whom you deposit the electronic deduction.

TRANSIT NUMBER. Identifies the bank to which you deposit this electronic deduction.

ACCOUNT NUMBER. The employee's bank account number.

ACCOUNT TYPE. The type of bank account to which you deposit this electronic deduction. The types are:

• Demand (checking)
• Savings.

AMOUNT. The amount of each electronic deposit deduction or net pay transfer.

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Electronic Deposit register (AMPMA)

```
NORTHCREEK IND.  NO. 01          ELECTRONIC DEPOSIT REGISTER      RUN DATE  6/12/**  TIME 13.18.26  PAGE    1  AMPMA
                      *** PRELIMINARY COPY ***      W/E DATE  5/25/**

HOME  EMP                 PAY ------------------------ DEDUCTION ------------------------     NOT
DEPT  NO. EMPLOYEE NAME        CYC  NO.  DESCRIPTION    AMOUNT    MAXIMUM     TAKEN   TO-DATE     TAKEN

DP10    1 STEVEN EZROL          1  189 GARNISHMENT 189         400.00    95.51   853.26

DP10    1 STEVEN EZROL          1  000 NET AMT       665.58         665.58

* EMPLOYEE TOTALS *              DEDUCTIONS          761.09

** DEPARTMENT TOTALS **              DEDUCTIONS          761.09

*** COMPANY CONTROL TOTALS ***              DEDUCTIONS          761.09

**** FINAL CONTROL TOTALS ****              DEDUCTIONS          761.09
```

This register is produced in both a preliminary (the example that appears here) and a final version. Use option 3 or 4 on the Calculations menu (AMPM04) to generate the preliminary version. Use option 5 on the Main menu (AMPM00) to generate the final version.

The preliminary version shows all net pay and miscellaneous deduction deposits that will be made. The final version shows the same information for deposits that the system has generated. Both versions are sorted by employee number within department.

You can use this register as a record of all deposits for a payroll run. The system draws information for this report from the Employee Miscellaneous Deductions file and the Employee Electronic Funds master file.

Fields

HOME DEPT (Home department). The home department of the employee for whom you took each electronic deposit during the payroll run.

EMP NO. (Employee number). The number for each employee for whom you took each electronic deposit during the payroll run.

EMPLOYEE NAME. The name of the employee for whom you took each electronic deposit during the payroll run.

PAY CYC (Pay cycle). The pay cycle (1 to 9) in which you processed these transactions. The pay cycle associates entries with a particular week or period

DEDUCTION.

NO.: The number of the deduction as it appears in the Deduction Distribution file. A net pay deposit appears as all zeros.

DESCRIPTION: The description of the deduction as it appears in the Deduction Distribution file. A net pay deposit appears as "NET AMT."

AMOUNT: The amount of the deduction.

MAXIMUM: The maximum limit amount that can be taken for the deduction.

TAKEN: The actual amount of the deduction or net pay.

TO-DATE: The total amount of this deduction for the year.

NOT TAKEN. If insufficient money was available for the entire deduction, the amount that was not withheld.

EMPLOYEE TOTALS. The total amount of deposits for this employee.

DEPARTMENT TOTALS. The total amount of deposits for this department.

COMPANY CONTROL TOTALS. Company control totals you can balance back to the Payroll register.

FINAL CONTROL TOTALS. The total of all company amounts you can balance back to the Payroll register.

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Electronic Prenote Creation Audit (AMPMP)

NORTHCREEK IND. NO. 01	ELECTRONIC PRENOTE CREATION AUDIT	RUN DATE 7/18/**	TIME 11.18.30	PAGE 1	AMPMP

```
HOME  EMP                 PAY --------------------------- DEDUCTION ---------------------------
DEPT  NO. EMPLOYEE NAME        CYC  NO. DESCRIPTION           TRANSIT   BANK ACCOUNT
                                     NUMBER    NUMBER
        1 SMITH,  JOHN       1  008 DEDUCTION 8            222222226  123456789
        1 SMITH,  JOHN       1  009 DEDUCTION 9            848584648  243745987
        2 JONES,  BILL       1  008 DEDUCTION 8            223547646  134587962
```

Use option 1 on the Electronic Deposit Support menu (AMPM15) to print this report. This report shows all new and changed electronic deposits for which prenotes have been generated (in other words, the system has updated the status code to 1). It includes both miscellaneous deductions and net pay deposits. You can use this report to document those prenotes which you took action to create. The system draws information for this report from the Employee Electronic funds master file.

Fields

HOME DEPT (Home department). The home department of each employee for whom you created a prenote transaction.

EMP NO. (Employee number). The number for each employee for whom you created a prenote transaction.

EMPLOYEE NAME. The name of each employee for whom you created a prenote transaction.

PAY CYC (Pay cycle). The pay cycle (1 to 9) in which the system processed these transactions. The pay cycle associates entries with a particular week or period

DEDUCTION.

NO.: The number of the prenoted deduction. For net pay deposits, this appears as zero.

DESCRIPTION: The description of each deduction. A net pay deposit appears as "*NET DEPOSIT."

TRANSIT NUMBER: The number that identifies the bank in which you want to deposit the deduction or net pay amount.

BANK ACCOUNT NUMBER: The employee's bank account number for each prenote transaction created.

Electronic Prenote register (AMPMB)

```
NORTHCREEK IND.  NO. 01              ELECTRONIC PRENOTE REGISTER      RUN DATE 11/08/** TIME 15.20.12  PAGE   1   AMPMB
                                          W/E DATE  3/10/**        OPER

HOME   EMP                 PAY ---------------------------- DEDUCTION ----------------------------
DEPT  NO. EMPLOYEE NAME            CYC  NO.  DESCRIPTION  INCLUDED    LIVE   TRANSIT  BANK ACCOUNT
                                   THIS RUN    DATE   NUMBER      NUMBER

DP10   10 KIM BOLDTHEN            1 001 PAY ADVANCE     YES    0/00/** 102043004  55524389754003210
DP10   10 KIM BOLDTHEN            1 320 MISC DED 320     NO    3/08/** 111111118  1111111116
DP10  2988 DAVID A WHITE          1 189 GARNISHMENT 189  NO    2/15/** 111111118  1111111111111116
DP10  2988 DAVID A WHITE          1 320 MISC DED 320     NO    2/15/** 111111118  1111111111111116
DP10  2988 DAVID A WHITE          1 605 TDD T 605******  NO    2/15/** 111111118  1111111116
DP10  2988 DAVID A WHITE          1 902 CYCLIC O 902**   NO    2/15/** 111111118  1111111116
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows the new or changed electronic deposit records for which prenotes will be generated during this payroll run (for example, those with a live date of all zeros). You can use this report to see all other records that are currently within the prenote waiting period (a status of 2). The system draws information for this report from the Employee Miscellaneous Deductions file and the Employee Electronic Funds master file.

Fields

HOME DEPT (Home department). The home department of each employee for whom a prenote transaction exists.

EMP NO. (Employee number). The number for each employee for whom a prenote transaction exists.

EMPLOYEE NAME. The name of each employee for whom a prenote transaction exists.

PAY CYC (Pay cycle). The pay cycle (1 to 9) in which the system processed these transactions. The pay cycle associates entries with a particular week or period The system uses the pay cycle when it balances attendance.

DEDUCTION.

   NO.: The number of the prenoted deduction. Net pay deposits appears as zero.

   DESCRIPTION: The description of each deduction. Net pay deposits appears as "*NET DEPOSIT."

   INCLUDED THIS RUN: YES indicates that the prenote will be created during this run; otherwise, NO appears.

   LIVE DATE: The date on which the electronic deposit deduction is scheduled to finish the required waiting period and be available for a live deduction.

   TRANSIT NUMBER: The number that identifies the bank in which you want to deposit this deduction or net pay amount.

   BANK ACCOUNT NUMBER: The employee's bank account number for each prenote transaction created.

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Employee Activation/Termination report (AMPQ5)

```
NORTHCREEK INDUSTRIES NO. 01      *** EMPLOYEE TERMINATION REPORT ***        DATE  1/30/**  TIME 14.39.41  PAGE   1  AMPQ5
                                   OPER      UPDATE# 012
EMPLOYEE  230  NAME       BETH KOOSE         SOC.SEC.  142-24-3761  DEPT-DP40  WRKCTR-MANFT  SHIFT-1  TERM DATE 1/30/**

MARITAL     S  ADDRESS    4562 PEACHTREE RD     OCCUPATION-STOCKER     ** HOURS  TOTALS **   *** YEAR TO DATE TOTAL $ ***
MINORITY    1  CITY ST ZIP ATLANTA, GA       30300-0000  MAIL CHECK N  REG WORKED    .00  FIT WITHHELD          .00
PAY TYPE    H  SALARY          STATE CD     900  PENSION  N  OVT WORKED    .00  FICA WITHHELD        .00
PAY FREQ    WK  REGULAR RATE    3.250  COUNTY CD              HOL PAID    .00  GROSS WAGES          .00
PROTECT        OVERTIME RATE    4.875  LOCAL CD              VAC PAID    .00  FIT TAXABLE          .00
FIT APPLY   Y  PREMIUM RATE    6.500  UNION CD      202      SICK PAID    .00  SOSC/MED TXBL        .00
SS/MED APPLY Y  EXTRA FIT $          WRK COMP CD    2              MED WITHHELD        .00
FED EXMPT   2  EXTRA FIT %          HIRE DATE  9/30/**         WEEKS WORKED        SICK PAY          .00
EIC ELIGIBLE Y                REF DATE   0/00/00        S/H ALLOWED         FRINGES TXBL        .00
                          VAC ALLOWED          EIC PAYMENTS        .00
                                     FUTA TXBL          .00
                     ADDITIONAL GOVERNMENT REPORTING
STATUTORY EMPLOYEE  N  DECEASED  N  LEGAL  N  942 EMPLOYEE  N
          STATE - COUNTY - LOCAL TAXES
 DIST NO. DIST CODE  DESCRIPTION     MARITAL     TAXABLE WAGES    TAX WITHHELD
  006     S                 M          .00        .00
  100     S    TEST STATE       S          .00        .00
  500     S    STATE TAX 500    S          .00        .00
  900     S    OK. STATE TAX    M        723.30       9.21

 DED NO.  DESCRIPTION    FREQ CODE   DEDUCTION LIMIT   DEDUCTION TO DATE  SERVICE FEE TO DATE  PART UNIT COST  LIFE TO DATE

  002  TOOL, ETC.        7          .00         .00         .00          .00         .00

  035  TAX DEFER INDEX    1       3500.00       500.00
```

Use option 9 on the File Maintenance menu (AMPM10) to activate or delete employee records. This report shows the employee record you activated or terminated. The report also shows selected information from the Employee master, Employee State/County/Local, and Employee Miscellaneous Deductions files. You can use this report to keep a record of employee records you activated and terminated. The system performs no calculations to generate this report.

Fields

EMPLOYEE. The number of this terminated or reactivated employee record.

NAME. The name of this terminated or reactivated employee record.

SOC. SEC. (Social Security). The Social Security number of this terminated or reactivated employee record.

DEPT. The home department of this terminated or reactivated employee record.

WRKCTR (Work center). The home work center (production facility) of this terminated or reactivated employee record.

SHIFT. The default shift of this terminated or reactivated employee record.

TERM DATE (Termination date). If this is a terminated employee record, the date of the termination.

MARITAL. The marital status of this employee. One of the following codes:

M	Married; married tax table is used
S	Single; single tax table is used
H	Head of household; head of household tax table is used

N No tax table is used.

Used to select tax table records from the Tax Table file.

MINORITY. User-assigned. Used to prepare statistics relating to affirmative action programs. See standard government codes as necessary.

PAY TYPE. The pay type for this employee. One of the following codes:

H Hourly
S Salaried
N Nonexempt salaried

Used to select tax table records from the Tax Table file.

PAY FREQ (Pay frequency). The frequency with which you pay this employee. One of the following codes:

0 Record not processed automatically and must be entered on display AMPAH2 during adjustment data entry

1 Record processed during pay cycle 1

2 Record processed during pay cycle 2

3 Record processed during pay cycle 3

4 Record processed during pay cycle 4

5 Record processed during pay cycles 1 and 3

6 Record processed during pay cycles 2 and 4

7 Record processed during every pay cycle

8 Record processed during pay cycles 1 through 4

9 Record processed during every pay cycle except pay cycle 9.

The pay cycle added corresponds to the pay cycle number you entered during time/adjustment entry.

PROTECT. Y appears if this is a protected employee; otherwise, N appears.

FIT APPLY. One of the following codes:

Y Yes. Employee's wages are subject to Federal income tax. Sick pay is considered taxable.

N No. Employee's wages are not subject to Federal income tax.

SS/MED APPLY. One of the following codes:

Y Yes. Employee's wages are subject to Social Security, Medicare, and FUTA taxes. Sick pay is taxable.

N No. Employee's wages are not subject to Social Security, Medicare, or FUTA taxes.

S Sick pay exempt. Employee's wages are subject to Social Security, Medicare, and FUTA taxes. Sick pay is exempt.

M　　Medicare/FUTA only. Employee's wages are subject to Medicare and FUTA taxes only. Employee's wages are not subject to Social Security tax.

FED EXMPT (Federal exemptions). The number of exemptions claimed by this employee for Federal taxes.

EIC ELIGIBLE. One of the following codes:

B　　Both the employee and spouse are eligible and have W-5 forms on file
Y　　Employee is eligible and has a W-5 form on file
N　　Employee is not eligible.

ADDRESS. The street address, city, state, and ZIP code of the employee.

SALARY. The salary for this employee.

REGULAR RATE. The number of hours this employee worked at the regular rate.

OVERTIME RATE. The overtime payment rate.

PREMIUM RATE. The premium payment rate.

EXTRA FIT $ (Extra Federal Income Tax dollars). A dollar amount an employee requested you to withhold from gross pay and add to Federal Income Tax withholdings.

EXTRA FIT % (Extra Federal Income Tax percentage). A percentage an employee requested you to withhold from gross pay and add to Federal Income Tax withholdings.

OCCUPATION. The occupation description or job title for this employee.

MAIL CHECK. Y appears if you are to mail this employee's check; otherwise, N appears.

PENSION. Y appears if the employee participates in an authorized pension plan; otherwise, N appears.

STATE CD (State code). The state code used for tax purposes, government reporting, and for employees working in more than one state. This code must exist in the Deduction Distribution file.

COUNTY CD (County code). The county code used for tax purposes, government reporting, and for employees working in more than one county. This code must exist in the Deduction Distribution file.

LOCAL CD (Local code). The local code used for tax purposes, government reporting, and for employees working in more than one locality. This code must exist in the Deduction Distribution file.

UNION CD (Union code). If you selected union distribution during application tailoring, the distribution number from the Deduction Distribution file for the union to which this employee belongs.

WRK COMP CD (Worker's Compensation code). A 5-digit code assigned to the employee. The compensation category.

HIRE DATE. The date you hired this employee.

REF DATE (Reference date). Optional and user-defined. An additional date you have defined for reference use. This field is not the basis for any calculations. The system treats it as privileged data.

HOURS TOTALS.

REG WORKED (Regular hours worked): The number of hours this employee worked at the regular rate.

OVT WORKED (Overtime hours worked): The number of hours this employee worked at the overtime rate.

HOL PAID (Holidays paid): The number of holiday hours for which you paid this employee.

VAC PAID (Vacation paid): The number of vacation hours for which you paid this employee.

SICK PAID: The number of sick hours for which you paid this employee.

WEEKS WORKED. For each quarter, the accumulation of weeks worked for this employee.

S/H ALLOWED. The number of sick and holiday hours allowed for the employee for the year.

VAC ALLOWED. The number of vacation hours allowed for the employee for the year.

YEAR TO DATE TOTAL $ (Year to date total dollars).

FIT WITHHELD (Federal income tax withheld): The amount you withheld for FIT for this employee.

FICA WITHHELD (Federal insurance contributions act withheld): The amount you withheld for FICA for this employee.

GROSS WAGES: The gross wages this employee earned.

FIT TAXABLE: The amount withheld for Federal income taxes.

SOSC/MED TXBL: The amount of gross wages subject to Social Security and Medicare taxes.

MED WITHHELD (Medicare withheld): The amount withheld for Medicare taxes.

SICK PAY: The sick pay amounts the employee received.

FRINGES TXBL (Fringes taxable): The amount of other compensation subject to taxing.

EIC PAYMENTS: The amount of the earned income credit payment made to this employee.

FUTA TXBL (FUTA taxable): The amount of gross wages subject to Federal unemployment insurance tax.

ADDITIONAL GOVERNMENT REPORTING.

STATUTORY EMPLOYEE: Y appears if this is a statutory employee; otherwise, N appears.

DECEASED: Y appears if this employee is dead; otherwise, N appears.

LEGAL: Y appears if the employee name printing on the W-2 is for a trust account or is another name of an acting legal representative; otherwise, N appears.

EMPLOYEE (942 Employee): Y appears if this employee is a household employer; otherwise, N appears.

STATE - COUNTY - LOCAL TAXES.

DIST NO. (Distribution number): The distribution number defined for this record in the Deduction Distribution file.

DIST CODE (Distribution code): The distribution code defined for this record in the Deduction Distribution file. The codes are:

A   SUI withholding
I   State disability insurance
L   Local taxes
K   County taxes
S   State taxes.

DESCRIPTION: The description of the distribution for this record in the Deduction Distribution file.

MARITAL: The marital status for this employee. One of the following codes:

M   Married; married tax table is used
S   Single; single tax table is used
H   Head of household; head of household tax table is used
N   The system does not use a tax table
O   Other; other tax table is used.

TAXABLE WAGES: The total amount of wages taxable at the state, county, or local level.

TAX WITHHELD: The total amount of state, county, or local tax withheld.

DED NO. (Deduction number). The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

DESCRIPTION. The description of the deduction.

FREQ CODE (Frequency code). The pay frequency for this employee. One of the following codes:

WK   Weekly: paid once each week
BW   Biweekly: paid every two weeks
MN   Monthly: paid once each month
SM   Semimonthly: paid twice each month

DEDUCTION LIMIT. The limits for the this employee for this deduction.

DEDUCTION TO DATE. The amount you deducted from this employee' check for this deduction to date.

SERVICE FEE TO DATE. If this is a directed deduction, the total amount of service fee you withheld for this deduction and charged as income to the company for administration of the deduction.

PART UNIT COST (Partial unit cost). The remaining amount available for the next unit purchase.

LIFE TO DATE. The amount for this deduction accumulated to date by this employee.

Employee Deductions Detail

```
COMPANY ONE   NO. 01      *** EMPLOYEE DEDUCTIONS DETAIL ***        RUN DATE  7/06/**  TIME 14.47.57  PAGE   1  AMPCM
                 ** CURRENT QUARTER NO. 1 **              W/E DATE  7/06/**

EMP DEPT BCH. PC --- DEDUCTION ----    DEDUCTION          ANNUAL MAXIMUM  Y-T-D AMOUNT  LIFETIME MAX LIFETIME AMOUNT
            CODE NO TYP FREQ   AMOUNT  AMT. TAKEN           AMOUNT      CURRENT      AMOUNT      TO-DATE

50 DP20 003  3 MS   2 T 7    50.00    50.00       .00     600.00       .00      550.00

50 DP20 007  9 OD   2 T 7     7.35     7.35       .00     607.35       .00      550.00

50 DP20 007  9 MS   2 T 7    50.00    50.00       .00     657.35       .00      550.00


     COMPANY TOTAL        107.35   107.35  <TAKEN


       FINAL TOTAL       107.35   107.35  <TAKEN
```

Use this report to see non-realized Other Deductions. This report prints when the amount of Other Deductions exceeds the year-to-date allowable maximum amounts. This report shows the deductions with adjusted amounts to allow you to stay within the allowable maximum.

Fields

EMP.. The number of the employee for whom you withheld the deduction.

DEPT. The home department number to which this employee is currently assigned.

BCH. The batch number that the system generated for the associated time and adjustment records.

PC. The pay cycle for this record.

DEDUCTION.

   CODE. One of the following:

   MS   Miscellaneous scheduled deduction
   OD   One-time deduction

   NO (Number). The deduction distribution number for this deduction.

   TYP. The deduction type code. One of the following:

      C
      I
      T
      O

   FREQ. The frequency code for this deduction.

   AMOUNT. The fixed or calculated amount specified for this deduction.

   AMT. TAKEN. The actual dollar amount to be taken.

ANNUAL MAXIMUM AMOUNT. The maximum amount of the one-time deduction allowed annually.

Y-T-D- AMOUNT CURRENT. The amount of the one-time deduction taken year-to-date.

LIFETIME MAX AMOUNT. The maximum amount of the one-time deduction allowed during the employee's lifetime.

LIFETIME AMOUNT TO DATE. The amount of the one-time deduction taken to date.

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Employee Directed Deduction register (AMPDE)

```
NORTHCREEK IND  CO. NO. 01    EMPLOYEE DIRECTED DEDUCTION REGISTER       RUN DATE 12/01/** TIME 8.32.04 PAGE   1 AMPDE
                                          W/E DATE 12/04/**
    DEPARTMENT - DP70
EMPLOYEE  EMPLOYEE            PAY      ---- DEDUCTION ----- STATE/CASE   - DEDUCTION AMOUNT -  DISPOSABLE  % DISP.  SERV. FEE
NUMBER    NAME              CYC TYPE  NO. DESCRIPTION      NUMBER   CALCULATED  TAKEN  INCOME   INCOME   TAKEN
00010  KIM BOLDTHEN          1  R    012 CHILD SUPPORT  GA 01-10-12-1   10.00    10.00  3,728.57  .3     1.00
                                     013 WAGE GARNISH   FL 01-10-13-7   25.00    25.00            .7     1.00
*** EMPLOYEE TOTALS ***                                                35.00    35.00  3,728.57  .9     2.00

00210  BILL EAGAR            1  R    012 CHILD SUPPRT   GA 03-467-25   100.00   100.00  2,431.60  4.1    1.00
       *** EMPLOYEE TOTALS ***                                        100.00   100.00  2,431.60  4.1    1.00
```

Use option 3 or 4 on the Calculation menu (AMPM04) to calculate employee directed deductions. This report shows pertinent information for each directed deduction the system withheld from an employee's earnings for this payroll run. You can use this report to verify that the directed deduction amount is within the legal limits. The system draws information for this report from the Current Hours, Gross Earnings files, and from the Payroll register.

Fields

DEPARTMENT. The directed deduction information grouped by home department within company. The department number associated with this deduction.

EMPLOYEE NUMBER. The number for each employee for whom you withheld this directed deduction. The numbers print in ascending sequence within department.

EMPLOYEE NAME. The name of the employee for whom you withheld this directed deduction.

PAY CYC (Pay cycle). The pay cycle (0 to 9) in which the system processed the transactions/ The pay cycle associates entries with a particular week or period. It allows deductions according to designated frequency. The system also uses the pay cycle when it balances attendance.

TYPE. One of the following type codes for hours:

TH	Time and one-half
DT	Double time
TR	Triple time
DH	Double time and one-half
S	Sick time
P	Premium time
VA	Vacation
HL	Holiday
blank	Overtime hours.

DEDUCTION.

    NO. (Number): The number that defines this directed deduction.

    DESCRIPTION: The description of this directed deduction.

STATE/CASE NUMBER. The state to which you made the remittance and the case number assigned to this deduction.

DEDUCTION AMOUNT.

> *CALCULATED*: The directed deduction amount calculated this pay cycle.

> *TAKEN*: The directed deduction amount taken this pay cycle.

DISPOSABLE INCOME. Disposable income is gross income - federal tax - Social Security - - Medicare - state tax - SDI - county tax - local tax - union deductions.

% DISP INCOME (Percent disposable income). Percent of disposable income is (deduction amount/disposable income) ¥ 100.

SERV. FEE TAKEN (Service fee taken). The amount taken for this pay cycle for the service fee charged by the company.

EMPLOYEE TOTALS. The totals for directed deductions, disposable income, percent of disposable income, and service fees for each employee.

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Employee Fixed Union Deduction register (AMPEM)

NORTHCREEK IND. CO. NO. 01 ***** EMPLOYEE FIXED UNION DEDUCTION REGISTER ****** RUN DATE 12/06/
** TIME 12.46.05 PAGE 1 AMPEM
                                          W/E DATE 12/01/**

HOME EMP EMPLOYEE NAME   PAY ---------------- DEDUCTION ----------------   NOT
DEPT NO.   CYC   NO. DESCRIPTION   AMOUNT   TAKEN   TAKEN
DP20   120 BOB JOHNANNES   2   1 UNION DUES   8.00   3.00   5.00

 * EMPLOYEE TOTAL *   5.00

** COMPANY CONTROL TOTALS **   TAKEN NOT TAKEN
*** FINAL CONTROL TOTALS *** ***** EMPLOYEE FIXED UNION DEDUCTION REGISTER ***** RUN DATE 12/06/
** TIME 12.46.05 PAGE 2 AMPEM

*** FINAL CONTROL TOTALS ***   TAKEN   NOT TAKEN
                                          282.04   5.00

Use option 5 on the Main Menu (AMPM00) to run calculations. This report shows the fixed union deductions taken for each employee in the payroll run. You can use this report to gather information to adjust the union deduction during the next payroll period. This report does not print during special pay runs since the system does not take union deductions from special pay. Deductions not taken will not print when you reverse a check, but will print during the original payroll run. The system draws information for this report from the Checks and Reports work files.

Fields

HOME DEPT (Home department). The number of the department to which the employee is assigned.

EMP NO. (Employee number). The number for the employee for whom you took this deduction.

EMPLOYEE NAME. The name of the employee for whom you took this deduction.

PAY CYC (Pay cycle). The pay cycle (0 to 9) in which the system processed the transactions. The pay cycle associates entries with a particular week or period

DEDUCTION.

   NO. (Number): The number that identifies the fixed union deduction.

   DESCRIPTION: The description of the fixed union deduction.

   AMOUNT: Amount of the fixed union deduction.

   TAKEN: Amount of the fixed union deduction withheld during this pay cycle.

   NOT TAKEN: Amount of the fixed union deduction the system could not withhold for this pay cycle. The system was unable to find sufficient net pay available for union deductions.

EMPLOYEE TOTAL. The total amount of deductions and payments for an employee.

COMPANY CONTROL TOTALS. Company controls totals for each company you can balance back to the Payroll register.

FINAL CONTROL TOTALS. Final control totals you can balance back to the Payroll register.

Employee Master File Zeroing (AMPTZ)

```
NORTHCREEK IND.  NO.  01      *** EMPLOYEE MASTER FILE ZEROING ***      DATE  12/06/**  TIME 10.10.05  PAGE   1  AMPTZ
                                              OPER
EMPLOYEE  EMPLOYEE NAME                STATUS
  NUMBER

 00010   KIM BOLDTHEN
 00020   RICHARD WARD              TERMINATED
 00030   DAVE REED III


 NORTHCREEK IND.  NO.  01      *** EMPLOYEE MASTER FILE ZEROING ***      DATE  12/06/**  TIME 10.10.05  PAGE   2  AMPTZ
                                              OPER
EMPLOYEE  EMPLOYEE NAME                STATUS
  NUMBER

 92020   DORI WALLIN
 92021   WILL WARREN
 92022   BILL WHITE
 92023   JANICE WHITFIELD
 93000   JACK WARTON               TERMINATED

  COMPANY  01  TOTALS     ACTIVE   59      TERMINATED      5       TOTAL RECORDS      54


* FINAL CONTROL TOTALS *       *** EMPLOYEE MASTER FILE ZEROING ***      DATE 12/06/**  TIME 10.10.05  PAGE   4  AMPTZ
                                              OPER
  FINAL TOTALS

      ACTIVE            67

      TERMINATED        5

      TOTAL RECORDS     72
```

Use option 9 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows the active employees whose records you cleared. The report also shows those employees whose records you have terminated or deleted. You can identify records you deleted from employee files that no longer have matching employee records in the Employee master file. You can use this report to keep a record of what you cleared at year-end. The system draws information for this report from the following files:

- Employee master
- Employee Miscellaneous Deduction
- Employee Electronic Funds master
- Employee Other Compensation/Payments
- Employee State/County/Local

Fields

EMPLOYEE NUMBER. The number for the employee whose record you set to zero or that you deleted.

EMPLOYEE NAME. The name of the employee whose record you set to zero or that you deleted.

STATUS. The status of the employee for whom you selected records to set to zero.

blank   Active employee

Terminated You deleted the employee's records. The employee was no longer active. You saved the records for year-end reporting and deleted them so you can prepare for next year's payroll.

COMPANY TOTALS. The total amount of active and terminated employee records, and the total of each for this company.

FINAL TOTALS. The total amount of active and terminated employees, and the total of each for all companies.

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Employee Master Maintenance listing (AMPTU)

```
EMPLOYEE MASTER MAINTENANCE LISTING   DATE  1/30/**  TIME 13.56.53  PAGE    1  AMPTU
                                  OPER      UPDATE# 226
NORTHCREEK INDUSTRIES NO. 01                                           ***  BEFORE ***
EMP NO.  2988   SOC SEC NO.  460-80-3200  PHONE 4045551212       FIT APPLY   S   FIT EXEMPTION    1   RECORD CD      PE
NAME       DAVID A WHITE             MARITAL STATUS   S   SS/MED APPLY M   XTRA FIT $   25.00   ACTIVE CD      A
STREET     2751 TRYON PLACE              HIRE DATE   3/13/**  PENSN PLAN  Y   XTRA FIT %         PROTECT CD
CITY/STATE  DEKALB CITY GA       ZIP 30319   TERM DATE          MAIL CHECK  N            LAST CHANGE DATE   1/30/**
OCCUPATION  CHIPPER    TEMP BADGE NO.       TEMP BADGE EXP. 0/00/00       QUARTER 1   QUARTER 2   QUARTER 3   QUARTER 4
MINORITY CD  C  HOME DEPT       DP10   WRK COMP CD 00002    GROSS EARNINGS        .00        .00        .00        .00
PAY TYPE    S   HOME PROD FAC        CREW NUMBER 1    GROSS TAXABLE        .00        .00        .00        .00
PAY FREQ    WK   MULTI-JOB ELIG.   Y   WORK SCHEDULE 001    FIT TAX          .00        .00        .00        .00
SHIFT CD    1   HRS WRK YTD      .00   REG RATE         SOSC/MED TXBL        .00        .00        .00        .00
STATE CD        OVRTM HRS       .00   OVRTM RATE       SOSC TAX          .00        .00        .00        .00
COUNTY CD       SICK HRS YTD    .00   PREM RATE       MEDICARE TAX        .00        .00        .00        .00
LOCAL CD        VAC HRS YTD     .00            SICK PAY          .00        .00        .00        .00
UNION NO.       HOL HRS YTD     .00   SALARY  1,000.00   WEEKS WORKED         0        0        0        0
SICK HOURS ALLOWED          VAC HOURS ALLOWED          FRINGE TAXABLE        .00        .00        .00        .00
D.O.B.          6/15/**       EIC ELIGIBLE N     EIC PAYMENTS        .00        .00        .00        .00
                              FUTA TXBL          .00        .00        .00        .00
-------------------- -------------------- -------------------- -------------------- -------------------- --------------------
NORTHCREEK INDUSTRIES NO. 01                                           ***  AFTER  ***
EMP NO.  2988   SOC SEC NO.  460-80-3200  PHONE 4045551212       FIT APPLY   S   FIT EXEMPTION    1   RECORD CD      PE
NAME       DAVID A WHITE             MARITAL STATUS   S   SS/MED APPLY M   XTRA FIT $   25.00   ACTIVE CD      A
STREET     2751 TRYON PLACE              HIRE DATE   3/13/**  PENSN PLAN  Y   XTRA FIT %         PROTECT CD
CITY/STATE  DEKALB CITY GA       ZIP 30319   TERM DATE          MAIL CHECK  N            LAST CHANGE DATE   1/30/**
OCCUPATION  CHIPPER    TEMP BADGE NO.       TEMP BADGE EXP. 0/00/00       QUARTER 1   QUARTER 2   QUARTER 3   QUARTER 4
MINORITY CD  C  HOME DEPT       DP10   WRK COMP CD 00002    GROSS EARNINGS    4,200.00        .00        .00        .00
PAY TYPE    S   HOME PROD FAC        CREW NUMBER 1    GROSS TAXABLE    3,800.00        .00        .00        .00
PAY FREQ    WK   MULTI-JOB ELIG.   Y   WORK SCHEDULE 001    FIT TAX       887.64        .00        .00        .00
SHIFT CD    1   HRS WRK YTD   160.00   REG RATE         SOSC/MED TXBL    2,800.00        .00        .00        .00
STATE CD        OVRTM HRS       .00   OVRTM RATE       SOSC TAX        76.50        .00        .00        .00
COUNTY CD       SICK HRS YTD    .00   PREM RATE       MEDICARE TAX        70.00        .00        .00        .00
LOCAL CD        VAC HRS YTD     .00            SICK PAY          .00        .00        .00        .00
UNION NO.       HOL HRS YTD     .00   SALARY  1,000.00   WEEKS WORKED         4        0        0        0
SICK HOURS ALLOWED       80   VAC HOURS ALLOWED       80   FRINGE TAXABLE        .00        .00        .00        .00
D.O.B.          6/15/**       EIC ELIGIBLE N     EIC PAYMENTS        .00        .00        .00        .00
                              FUTA TXBL       2,600.00        .00        .00        .00
-------------------- -------------------- -------------------- -------------------- -------------------- --------------------
```

Use option 1 on the File Maintenance menu (AMPM10) to run calculations. This report shows employee record fields before and after you maintained files. To see a complete or partial listing of the contents of this file, use option 1 on the File Listings menu (AMPM11). You can use this report to keep a record of maintenance changes to the Employee master file. The system draws information for this report from the Employee master file.

Fields

EMP NO. (Employee number). The number for this employee.

SOC SEC NO. (Social Security number). The Social Security number for this employee.

NAME. The name of this employee as it should appear on W-2 forms.

STREET. The street address of this employee.

CITY/STATE. The city and state of the address of this employee.

ZIP. The ZIP code of the address for this employee.

PHONE. The telephone number, including area code, for this employee.

MARITAL STATUS. The marital status of this employee. One of the following codes:

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M	Married; married tax table is used
S	Single; single tax table is used
H	Head of household; head of household tax table is used
N	No tax table is used.

Used to select tax table records from the Tax Table file.

HIRE DATE. The date this employee was hired.

TERM DATE (Termination date). If this is a terminated employee record, the date of the termination.

FIT APPLY. One of the following codes:

Y	Yes. Employee's wages are subject to Federal income tax. Sick pay is considered taxable.

N	No. Employee's wages are not subject to Federal income tax.

SS/MED APPLY (Social Security/Medicare apply). One of the following codes:

Y	Yes. Employee's wages are subject to Social Security, Medicare, and FUTA taxes. Sick pay is taxable.

N	No. Employee's wages are not subject to Social Security, Medicare, or FUTA taxes.

S	Sick pay exempt. Employee's wages are subject to Social Security, Medicare, and FUTA taxes. Sick pay is exempt.

M	Medicare/FUTA only. Employee's wages are subject to Medicare and FUTA taxes only. Employee's wages are not subject to Social Security tax.

PENSN PLAN (Pension plan). Y appears if this employee participates in an authorized pension plan; otherwise, N appears. If Y appears, an X prints in the appropriate box on the employee's W-2 form.

MAIL CHECK. Y appears if you mail payroll checks to this employee; otherwise, N appears. If Y appears, the employee's address prints on the check.

FIT EXEMPTION. The number of exemptions determines the exemption amount used from the Tax Table file. The number of personal exemptions claimed by the employee for Federal income tax.

XTRA FIT $ (Extra FIT dollars). An additional fixed dollar amount you want to deduct from an employee's wages for Federal income taxes.

XTRA FIT % (Extra FIT percent). An additional fixed percentage you want to apply against an employee's wages. The system deducts the resulting amount from the employee's wages for Federal income taxes.

RECORD CD (Record code). A code that identifies the type or status of the record.

ACTIVE CD (Activity record code). One of the following codes that identifies the status of the employee record:

A	Active
T	Terminated

PROTECT CD (Protect code). One of the following codes:

P   Protected employee; protected authority is required.
blank   Not protected; no protected authority is required.

LAST CHANGE DATE. The date upon which you last changed this record.

OCCUPATION. The occupation description or job title you assigned to this employee.

MINORITY CD (Minority code). Used to prepare statistics relating to affirmative action programs. See standard government codes as necessary.

PAY TYPE. One of the following codes:

H   Hourly
S   Salaried
N   Nonexempt salaried

Used to select tax table records from the Tax Table file.

PAY FREQ (Pay frequency). One of the following codes:

WK   Weekly: paid once each week
BW   Biweekly: paid every two weeks
MN   Monthly: paid once each month
SM   Semimonthly: paid twice each month

SHIFT CD (Shift code). The default shift used during entry. The system uses the code to calculate shift differential.

1   First shift
2   Second shift
3   Third shift.

STATE CD (State code). The state code assigned as the home or default state for this employee. This field can be blank. The system uses it as the default state code during entry. Also identifies the home state for S.D.I. taxes.

COUNTY CD (County code). The county code assigned as the home or default county for this employee. This field can be blank. The system uses it as the default county code during entry.

LOCAL CD (Local code). The local code assigned as the home or default local code for this employee. This field can be blank. The system uses it as the default local code during entry.

UNION NO.. The 3-digit union distribution number that identifies a unique union. The system calculates and withholds union deductions for this employee.

SICK HOURS ALLOWED. The number of sick hours allowed for the employee for the year. The system uses this field on the Vacation/Holiday/Sick Register to determine the REMAINING field.

REFERENCE DATE. Optional and user-defined. An additional date you have defined for reference use. This field is not the basis for any calculations. The system treats it as privileged data.

TEMP BADGE NO. (Temporary badge number). The number of a temporary badge assigned to this employee.

HOME DEPT (Home department). The number of the department to which the employee is assigned. The system uses it as the default department during data entry.

MULTI-JOB ELIG. (Multiple job eligibility). Appears if PM&C is installed and interfacing. Y appears if the employee can work on more than one job at a time; otherwise, N appears.

HRS WRK YTD (Hours worked year to date). The number of regular hours this employee has worked year to date.

OVRTM HRS (Overtime hours). The number of overtime hours this employee has worked year to date.

SICK HRS YTD (Sick hours year to date). The number of sick hours this employee has accumulated year to date.

VAC HRS YTD (Vacation hours year to date). The number of vacation hours this employee has accumulated year to date.

HOL HRS YTD (Holiday hours year to date). The number of holiday hours this employee has accumulated year to date.

TEMP BADGE EXP. (Temporary badge expiration). The date a temporary badge assigned to this employee expires.

WRK COMP CD (Worker's Compensation code). A 5-digit code assigned to the employee. A worker's compensation category.

CREW NUMBER. This field appears if PM&C is installed and interfacing. The crew number, if the employee belongs to a crew.

WORK SCHEDULE. This field appears if PM&C is installed and interfacing. The work schedule for this employee.

REG RATE (Regular rate). For an hourly or nonexempt salaried employee, the employee's regular hourly rate. The system uses this field for regular hours and as a base for other types of hours.

OVRTM RATE (Overtime rate). For an hourly or nonexempt salaried employee, the employee rate for overtime pay.

PREM RATE (Premium rate). The hourly premium pay rate for hourly or non-exempt employees. Payroll considers premium time as additional hours paid an employee, not actual work hours.

SALARY. For a salaried employee, the salary per pay period. For a nonexempt salaried employee, both a salary and hourly rates apply.

VAC HOURS ALLOWED (Vacation hours allowed). The number of vacation hours allowed for the employee for the year.

EIC ELIGIBLE. One of the following codes:

B   Both the employee and spouse are eligible and have W-5 forms on file
Y   Employee is eligible and has a W-5 form on file
N   Employee is not eligible.

GROSS EARNINGS. For each quarter, the amount of gross income earned. Can contain accumulations of the employee's check-gross amount, non-taxable adjustments, and payments such as expense reimbursements. The system does not use this field for the employee's W-2 forms.

GROSS TAXABLE. For each quarter, the accumulation of the employee's taxable income reported for Federal income tax.

FIT TAX. For each quarter, the accumulations of the Federal income tax withheld for this employee.

SOSC/MED TXBL (Social Security/Medicare taxable). For each quarter, the accumulation of the employee's taxable income that is subject to Social Security and Medicare taxes. These amounts show all income subject to these taxes, regardless of wage limits. The system uses these fields to calculate both employee and employer Social Security and Medicare taxes. The system checks the appropriate limits when it calculates the tax.

SOSC TAX (Social Security tax). For each quarter, the accumulation of the Social Security tax withheld for this employee.

MEDICARE TAX. For each quarter, the accumulation of the Medicare tax withheld for this employee.

SICK PAY. For each quarter, the accumulation of sick pay for this employee. Includes wages entered as sick hours, type S^a, or sick adjustment hours, type SP.

WEEKS WORKED. For each quarter, the accumulation of weeks worked for this employee.

FRINGE TAXABLE. For each quarter, the accumulation of other compensation payments that you set up as taxable for Federal income tax.

EIC PAYMENTS. For each quarter, the amount of EIC payments made.

FUTA TXBLE (FUTA taxable). For each quarter, the accumulation of wages subject to employer-paid Federal unemployment taxes.

Employee Miscellaneous Deduction Maintenance listing (AMPUU)

```
        EMPLOYEE MISCELLANEOUS DEDUCTION MAINTENANCE LISTING      DATE  1/17/92  TIME 17.14.29  PAGE   1  AMPUU
                                    OPER      UPDATE# 254
NORTHCREEK,IND.  NO. 01
EMPLOYEE NO. 10001   FIXED AMOUNT         .00  REMITTANCE AMT         100.00  FROM BONUS?:  Y
DEDUCTION NO.   15   PERCENT OF GROSS      .000  *** TYPE D   DIR DED    @5    LAST MAINT DATE      1/16/92  *** BEFORE ***
           HOURLY RATE        .000  DEDUCTION FREQUENCY     0    ACTIVE CODE           A
           QTR1        QTR2        QTR3        QTR4
DEDUCTION AMOUNT      400.00        .00         .00         .00
GL OVERRIDE ACCOUNT   SERVICE FEE      19.50   STATE/CASE NUMBER  GA 0000000000  SERVICE FEE YTD       146.50
           LIFE TO DATE      400.00   LIFETIME LIMIT        400.00  % OF DISP INCOME       5.0
                                  CURRENT BALANCE      400.00
--------------------------------------------------------------------------------------------------------
NORTHCREEK,IND.  NO. 01
EMPLOYEE NO. 10001   FIXED AMOUNT         .00  REMITTANCE AMT         100.00  FROM BONUS?:  Y
DEDUCTION NO.   15   PERCENT OF GROSS      .000  *** TYPE D   DIR DED    @5    LAST MAINT DATE      1/17/92  *** AFTER  ***
           HOURLY RATE        .000  DEDUCTION FREQUENCY     0    ACTIVE CODE           A
           QTR1        QTR2        QTR3        QTR4
DEDUCTION AMOUNT      400.00        .00         .00         .00
GL OVERRIDE ACCOUNT   SERVICE FEE      19.50   STATE/CASE NUMBER  GA 0000000000  SERVICE FEE YTD       146.50
           LIFE TO DATE      400.00   LIFETIME LIMIT        400.00  % OF DISP INCOME       5.0
                                  CURRENT BALANCE      400.00
--------------------------------------------------------------------------------------------------------
                    ADDS     CHANGES     DELETES
   NO. OF RECORDS      0         1          0
```

Use option 3 on the File Maintenance menu (AMPM10) to maintain the Employee Miscellaneous Deduction file. For records that changed, this report shows "before and after" information. To see a complete or partial listing of the contents of this file, use option 3 on the File Listings menu (AMPM11). You can use this report to keep a record of changes to this file since you last backed up the system. The system draws information for this report from the Employee Miscellaneous Deduction file.

Fields

EMPLOYEE NO. (Employee number). The number for the employee.

DEDUCTION NO. (Deduction number). The deduction number identifies the specific deduction this record represents for this employee.

DEDUCTION AMOUNT. Appears if you selected and are authorized to maintain privileged data. For each quarter, the accumulation for this deduction for this employee since you last reset the deduction balance.

GL OVERRIDE ACCOUNT. Appears if you selected to override the respective general ledger account number in the Deduction Distribution file for this deduction for this employee only.

If IFM is interfacing, the *UNIT/NATURE* appears instead of the GL account number.

FIXED AMOUNT. A fixed dollar and cents amount you withhold each time you take this deduction for this employee.

PERCENT OF GROSS. A percentage of the employee's gross earnings you withhold each time you take this deduction for this employee.

HOURLY RATE. An hourly rate you withhold each time you take this deduction for this employee.

SERVICE FEE. Appears if you selected to override the respective service fee amount in the Deduction Distribution file for this deduction for this employee only.

LIFE TO DATE. The accumulation to date of this deduction for this employee. The system never clears the information in this field.

REMITTANCE AMOUNT. Appears for directed deductions. The amount you periodically remit for the directed deduction for this employee.

TYPE. The type of deduction. One of the following codes:

- D
- C
- I
- T

The description of the deduction from the Deduction Distribution file also appears.

DEDUCTION FREQUENCY. The pay cycle from which you should withhold this deduction for this employee.

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2   Deduction taken during pay cycle 2

3   Deduction taken during pay cycle 3

4   Deduction taken during pay cycle 4

5   Deduction taken during pay cycles 1 and 3

6   Deduction taken during pay cycles 2 and 4

7   Deduction taken during every pay cycle

8   Deduction taken during pay cycles 1 through 4

9   Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

STATE/CASE NUMBER. The state/case number for this directed deduction for this employee.

LIFETIME LIMIT. A limit for the life-to-date amount you can withhold for this deduction.

LAST MAINT DATE (Last maintenance date). The date upon which you last changed this record.

ACTIVE CODE (Activity record code). Specifies if this employee record is active, deleted, or an error.

SERVICE FEE YTD. Appears for directed deductions. An accumulation of the service fee amount you withheld for this deduction from this employee since the last time you reset the deduction balances.

% OF DISP INCOME (Percent of disposable income). Appears for directed deductions. The percent of the employee's disposable income you withhold for this employee. Disposable income is defined as net pay after taxes and union deductions.

CURRENT BALANCE. Appears for directed deductions. An accumulation of this deduction for this employee since the last time you calculated new deduction balances.

FROM BONUS?. If this amount is to be withheld from all bonus (BO adjustments) and special pay runs as well as reghular earnings, Y (yes) appears. Otherwise, N appears.

ANNUAL LIMIT AMT (Annual limit amount). An annual limit you withhold for this deduction.

PARTIAL UNIT COST REMAINING. Appears for cyclic deductions. The remaining amount available for the next unit purchase.

ELECTRONIC DEPOSIT. Appears if you selected electronic deposit support during application tailoring. YES appears if this is an electronic deposit; otherwise, NO appears.

TRANSIT NO. (Transit number). Appears if you selected electronic deposit support during application tailoring. The bank transit number that identifies the bank to which you deposit the electronic deductions.

BANK ACCT NUMBER (Bank account number). Appears if you selected electronic deposit support during application tailoring. The number that identifies the account in which the deduction is to be deposited.

ACCOUNT TYPE. Appears if you selected electronic deposit support during application tailoring. One of the following:

DM   Demand
SV   Savings

CHECK RESERVE. Appears if you selected electronic deposit support during application tailoring. A dollar amount you withhold from the electronic deposit and write to the employee as a check.

REPLACEMENT. Appears if you selected electronic deposit support during application tailoring. If you changed the bank account number for electronic deposits for this employee, the new bank account number that identifies the account in which the deduction is to be deposited.

EMPLOYER MATCHING DATE. The date on which the employee becomes eligible for employer matching contributions on their 401(k) plan deductions. If no date is specified, employer matching, if any, begins immediately.

MATCHING LIMIT OVRD (Matching limit override). Appears if you selected to override the respective employer's contribution limit in the Deduction Distribution file for this deduction for this employee only. Expressed as a percent of the employee's deduction amount.

MATCHING PERCENT OVERRIDE. Appears if you selected to override the respective employer's contribution percent in the Deduction Distribution file for this

deduction for this employee only. Expressed as a percent of the employee's deduction.

EMPLOYER TDD YTD (Employer tax-deferred deduction year to date). Appears for tax-deferred deductions. An accumulation of the employer's matching contribution amount for this tax-deferred deduction for this employee since the last time you reset the deduction balances.

UNIT COST AMOUNT. Appears only for cyclical deductions. The value or amount of one unit for a cyclical deduction for this deduction for this employee.

PARTIAL UNIT COST. Appears only for cyclical deductions. The amount accumulated toward the next unit or purchase. When you process the deduction for the employee, the system applies the deduction amount to as many whole units as possible. Any partial amount remaining accumulates in this field. The system applies it toward the next whole unit the next time you withhold this deduction for this employee.

EMPE CON PRT/CLR (Employee contribution print/clear). Appears for tax-deferred deductions only. An accumulation of the amount you withheld for this employee for this deduction since the last time you printed and cleared current deductions.

EMPR CON PRT/CLR (Employer contribution print/clear) . An accumulation of the amount of employer contributions toward the deduction for this employee since the last time you printed and cleared current deductions.

TAXABLE (Y/N)
REPORTED (Y/N). These fields apply to all deduction types in this file except directed deductions. See "Deduction Distribution Maintenance listing (AMPSU)" on page 19-24 for more information. Information that appears in these fields overrides the information that appears in the Deduction Distribution file for this employee.

NO. OF RECORDS. Record totals of deduction activity appear.

Employee Miscellaneous Deduction register (AMPEG)

```
 NORTHCREEK INDUSTRIES  NO. 01 ***** EMPLOYEE MISCELLANEOUS DEDUCTION *****   RUN DATE  7/06/
** TIME 14.55.08  PAGE   1  AMPEG
                     REGISTER              W/E DATE  7/06/**

HOME  EMP                  PAY------------------------- DEDUCTION / CONTRIBUTION----------   NOT    CYCLIC
DEPT  NO.  EMPLOYEE NAME        CYC NO.  DESCRIPTION   AMOUNT    MAXIMUM   TAKEN   TO-DATE    TAKEN    UNITS
                                *LIFETIME LIMIT    *LIFE TO DATE  *% DSP INCM *PART UNIT

DP10   70 TOM BEST          1 189 GARNISHMENT 189   77.85   9,000.00    77.85    233.55
                                 ****9,000.00     ****3,710.90   .500
               SERVICE FEE      8.00        8.00    24.00
                            1 288 GARNISHMENT 288  109.80   10,000.00   100.00    300.00    9.80
                                 ***10,000.00     ***20,483.24
               SERVICE FEE      1.00        1.00     3.00
                            1 387 GARNISHMENT 387  121.00   11,000.00   121.00    363.00
                                 ***11,000.00     ****1,210.00
               SERVICE FEE      4.00        4.00    12.00

* EMPLOYEE TOTALS *                 DEDUCTIONS                311.85               9.80
                          *LIFE TO DATE           *****25,404.14

DP10   110 TOM FULLER       1 189 GARNISHMENT 189  382.35   13,000.00   382.35   1147.05
                                 ***13,000.00     ***31,153.05
               SERVICE FEE     10.00       10.00    30.00

* EMPLOYEE TOTALS *                 DEDUCTIONS                392.35
                          *LIFE TO DATE           *****31,153.05

DP10   170 MARION BUCKO     1 189 GARNISHMENT 189  142.06   14,000.00   142.06    426.18
                                 ***14,000.00     ****3,561.80
               SERVICE FEE     10.00       10.00    30.00

* EMPLOYEE TOTALS *                 DEDUCTIONS                152.06
                          *LIFE TO DATE           ******3,561.80

DP10  2988 DAVID A WHITE    1 189 GARNISHMENT 189   64.12    400.00     64.12    446.35
                                 ******400.00     ****3,348.99   .500
               SERVICE FEE      3.00        3.00    18.00

* EMPLOYEE TOTALS *                 DEDUCTIONS                 67.12
                          *LIFE TO DATE           ******3,348.99

** DEPARTMENT DP10 TOTALS **          DEDUCTIONS              923.38               9.80
                          *LIFE TO DATE           *****63,467.98
 NORTHCREEK INDUSTRIES  NO. 01 ***** EMPLOYEE MISCELLANEOUS DEDUCTION *****   RUN DATE  7/06/
** TIME 14.55.08  PAGE   2  AMPEG
                     REGISTER              W/E DATE  7/06/**
                          AMOUNT        AMOUNT        NOT   CYCLIC
                                       TAKEN      TAKEN   UNITS
** COMPANY CONTROL TOTALS **          DEDUCTIONS              923.38               9.80
                          *LIFE TO DATE           *****63,467.98
**** FINAL CONTROL TOTALS ****  ***** EMPLOYEE MISCELLANEOUS DEDUCTION *****   RUN DATE  7/06/**  TIME 14.55.08  PAGE   3  AMPEG
                     REGISTER
                          AMOUNT        AMOUNT        NOT   CYCLIC
                                       TAKEN      TAKEN   UNITS
                                              9.80
**** FINAL CONTROL TOTALS ****          DEDUCTIONS            923.38               9.80
                          *LIFE TO DATE           *****63,467.98
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows the each deduction taken for each employee by department during this payroll run. The Employee Miscellaneous Deduction register sequences the information by deduction type within the employee's home department. You can use this report to keep a record of detailed deduction information for this payroll run. The system draws information for this report from the Employee master, Current Deduction, and Employee Miscellaneous Deduction files. See Chapter 21for more information.

Fields

HOME DEPT (Home department). This employee's home department.

EMPLOYEE NAME. The name of the employee for whom you took a deduction.

PAY CYC (Pay cycle). The pay cycle (0 to 9) in which the system processed the transactions. The pay cycle associates entries with a particular week or period

DEDUCTION / CONTRIBUTION.

> **NO. (Number**): The distribution number used in the Deduction Distribution file to identify the miscellaneous deduction.

> **DESCRIPTION**: The description of this deduction or payment.

> **AMOUNT**: The amount of this deduction or contribution.

> **MAXIMUM LIFETIME LIMIT**: The maximum amount allowed for this deduction for the lifetime of this deduction record.

> **TAKEN**: The amount taken for this deduction.

> **TO-DATE**: The total amount of the four quarter-to-date fields for this deduction including this pay cycle.

> **LIFE TO DATE**: The amount of this deduction or payment life to date including this pay cycle.

NOT TAKEN. The amount of the fixed union deduction the system could not withhold for this pay cycle. The system was unable to find sufficient net pay available for union deductions.

*% DSP INCM (Percent disposable income). The percent of the disposable income, net after taxes and union deductions, represented by this deduction.Deduction amount * Disposable income (net after taxes and union deductions).

CYCLIC UNITS. If the system deducts a cyclic deduction (stocks, bonds, and so forth) that equals or exceeds the purchase amount, the number of purchased units.

PART UNIT. The remaining amount available for the next unit purchase.

SERVICE FEE. The service fee charged for processing this directed deduction.

EMPLOYEE TOTALS. The total amount of deductions and payments for an employee.

DEPARTMENT TOTALS. The total amount of deductions and payments for all employees assigned to this home department and paid in this payroll run.

COMPANY CONTROL TOTALS. Company control totals you can balance back to the Payroll register.

FINAL CONTROL TOTALS. Final control totals you can balance back to the Payroll register.

Employee Miscellaneous Deduction Zeroing (AMPUZ)

```
NORTHCREEK IND.  NO. 01   *** EMPLOYEE MISCELLANEOUS DEDUCTION ZEROING ***  DATE  12/06/**  TIME 10.13.14  PAGE   1  AMPUZ
                                               OPER
                          DEDUCTION       EMPLOYER TDD   SERVICE FEE
EMPLOYEE   EMPLOYEE NAME    DED  DESCRIPTION   AMT-TO-DATE     AMT-TO-DATE    AMT-TO-DATE   STATUS
 NO.            NO                   WAS          WAS          WAS
  10  KIM BOLDTHEN          2  A  TOOLS, ETC.      425.00
               4  A  U.G.F.          140.00
               5  LIFE INSURANCE      96.00
              12  CHILD SUPPORT    5,200.00                    52.00
  20  RICHARD WARD          2  A  TOOLS, ETC.      362.50  TERMINATED
               3  MISC.             120.00  TERMINATED
               6  CREDIT UNION      300.00  TERMINATED
              35  TAX DEFER INDEX    240.00                    72.00
  COMPANY 01 TOTALS


        ACTIVE            78

        TERMINATED        11

        TOTAL RECORDS        89
FINAL CONTROL TOTALS      *** EMPLOYEE MISCELLANEOUS DEDUCTION ZEROING ***    DATE  12/06/**  TIME 10.13.14  PAGE   5  AMPUZ

 FINAL TOTALS


        ACTIVE            78

        TERMINATED        11

        TOTAL RECORDS        89
```

Use option 10 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows each miscellaneous deduction, by employee, that you set to zero. You can use this report to keep a record of all miscellaneous deductions you set to zero. The system draws information for this report from the Employee Miscellaneous Deductions file.

Fields

EMPLOYEE NO.. The number for the employee whose you to set to zero. The system deletes terminated employee records. resume

EMPLOYEE NAME. The name of the employee whose record you set to zero. The system deletes terminated employee records.

DED NO (Deduction number). The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

DESCRIPTION. The description of the deduction.

DEDUCTION AMT-TO-DATE (Deduction amount to date). The amount taken for this deduction to date. The total of the four quarter fields.

EMPLOYER TDD AMT-TO-DATE (Employer tax-deferred deduction amount to date). The amount the employer deducted to date for this deduction. The total of the four quarter fields.

SERVICE FEE AMT-TO-DATE. If this is a directed deduction, the total amount of service fee withheld for this deduction and charged as income to the company for their administration of the deduction. The total of the four quarter fields.

STATUS. The status of the employee for whom you selected records to set to zero.

COMPANY TOTALS. Record totals by company for active and terminated records.

FINAL TOTALS. If you selected multiple company support during application tailoring, the final total of active and terminated records for all companies.

Employee Other Compensation and Other Payments Maintenance listing (AMPOU)

```
     EMPLOYEE OTHER COMPENSATION AND OTHER PAYMENTS MAINTENANCE LISTING    DATE 12/06/
** TIME 8.40.21  PAGE  1  AMPOU
   COMPANY NUMBER......:  01   FIXED AMOUNT.......:      155.88   QTR 1      100.00  DEPARTMENT NUMBER..:
   EMPLOYEE NO.........: 2988  PERCENT OF GROSS...:       .000   QTR 2      200.00  HOME PROD FACILITY.:
   DISTRIBUTION TYPE...:  O   RATE PER HOUR......:       .000   QTR 3      300.00  LAST MAINT. DATE...:  7/03/**
   DISTRIBUTION NO....:  100  MAXIMUM ANNUAL AMOUNT    9,854.62   QTR 4      400.00  FREQUENCY CODE.....:  1
                        MAXIMUM LIFE AMOUNT:    9,854.62              LIFE TO DATE AMOUNT:      .00
   OTHER COMP.          ACTIVE CODE........:                    INCLUDE IN NET.....:  Y
   OVERRIDE GL EXPENSE.:                        OFFSET CREDIT GL...:
      ******************** TAXABLE FLAGS ********************      ************** REPORTED FLAGS **************
   FIT-Y  FICA-  FUTA-  STATE -  SUI-  SDI-  COUNTY- LOCAL-        FIT-Y     STATE-   COUNTY-   LOCAL-

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

   COMPANY NUMBER......:  01   FIXED AMOUNT.......:      155.88   QTR 1      100.00  DEPARTMENT NUMBER..:
   EMPLOYEE NO.........: 2988  PERCENT OF GROSS...:       .000   QTR 2      200.00  HOME PROD FACILITY.:     *** CHANGED ***
   DISTRIBUTION TYPE...:  O   RATE PER HOUR......:       .000   QTR 3      300.00  LAST MAINT. DATE...:  7/03/**
   DISTRIBUTION NO....:  100  MAXIMUM ANUAL AMOUNT    9,854.62   QTR 4      400.00  FREQUENCY CODE.....:  1
                        MAXIMUM LIFE AMOUNT:    9,854.62              LIFE TO DATE AMOUNT:      .00
   OTHER COMP.          ACTIVE CODE........:                    INCLUDE IN NET.....:  Y
   OVERRIDE GL EXPENSE.:                        OFFSET CREDIT GL...:
      ******************** TAXABLE FLAGS ********************      ************** REPORTED FLAGS **************
   FIT-Y  FICA-  FUTA-  STATE -  SUI-  SDI-  COUNTY- LOCAL-        FIT-Y     STATE-   COUNTY-   LOCAL-

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

   COMPANY NUMBER......:  01   FIXED AMOUNT.......:      155.88   QTR 1      100.00  DEPARTMENT NUMBER..:
   EMPLOYEE NO.........: 2988  PERCENT OF GROSS...:       .000   QTR 2      200.00  HOME PROD FACILITY.:
   DISTRIBUTION TYPE...:  P   RATE PER HOUR......:       .000   QTR 3      300.00  LAST MAINT. DATE...:  7/03/**
   DISTRIBUTION NO....:  100  MAXIMUM ANUAL AMOUNT    9,854.62   QTR 4      400.00  FREQUENCY CODE.....:  1
                        MAXIMUM LIFE AMOUNT:    9,854.62              LIFE TO DATE AMOUNT:      .00
   OTHER COMP.          ACTIVE CODE........:                    INCLUDE IN NET.....:  Y
   OVERRIDE GL EXPENSE.:                        OFFSET CREDIT GL...:
      ******************** TAXABLE FLAGS ********************      ************** REPORTED FLAGS **************
   FIT-Y  FICA-  FUTA-  STATE -  SUI-  SDI-  COUNTY- LOCAL-        FIT-Y     STATE-   COUNTY-   LOCAL-

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

   COMPANY NUMBER......:  01   FIXED AMOUNT.......:      155.88   QTR 1      100.00  DEPARTMENT NUMBER..:
   EMPLOYEE NO.........: 2988  PERCENT OF GROSS...:       .000   QTR 2      200.00  HOME PROD FACILITY.:     *** CHANGED ***
   DISTRIBUTION TYPE...:  P   RATE PER HOUR......:       .000   QTR 3      300.00  LAST MAINT. DATE...:  7/03/**
   DISTRIBUTION NO....:  100  MAXIMUM ANUAL AMOUNT    9,854.62   QTR 4      400.00  FREQUENCY CODE.....:  1
                        MAXIMUM LIFE AMOUNT:    9,854.62              LIFE TO DATE AMOUNT:      .00
   OTHER COMP.          ACTIVE CODE........:                    INCLUDE IN NET.....:  Y
   OVERRIDE GL EXPENSE.:                        OFFSET CREDIT GL...:
      ******************** TAXABLE FLAGS ********************      ************** REPORTED FLAGS **************
   FIT-Y  FICA-  FUTA-  STATE -  SUI-  SDI-  COUNTY- LOCAL-        FIT-Y     STATE-   COUNTY-   LOCAL-
```

Use option 10 on the File Maintenance menu (AMPM10) to maintain the Employee Other Compensation and Other Payments file. For records that changed, this report shows "before and after" information. Use option 12 on the File Listings menu (AMPM11) to see a complete or partial listing of the contents of this file. You can use this report to keep a record of changes to other compensation and other payments for this payroll run. The system draws information for this report from the Employee Other Compensation and Other Payments file.

Fields

COMPANY NUMBER. The company number associated with this other compensation or payment record. If you selected multiple company support during application tailoring, this is the number of the company to which this report information applies.

EMPLOYEE NO. The number for the employee.

DISTRIBUTION TYPE. One of the following codes:

- O
- P

DISTRIBUTION NO. The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

OTHER COMP OVERRIDE GL EXPENSE. The general ledger account number the system uses to enter the employer expenses for this compensation or payment.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

OFFSET CREDIT GL. The general ledger account number to which the system will charge the other compensation or payment if it is not to be included in the net pay. If the amount is included in the net pay, the amount remains in the Payroll Cash account.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

PERCENT OF GROSS. A percentage of gross the earnings you pay to the employee for this compensation or payment.

RATE PER HOUR. An hourly rate you pay to the employee for this compensation or payment.

FIXED AMOUNT. A fixed dollar and cents amount you pay to this employee for this compensation or payment.

MAXIMUM ANNUAL AMOUNT. An annual limit you pay to this employee for this compensation or payment.

MAXIMUM LIFE AMOUNT. The accumulation to date of this compensation or payment for this employee.

ACTIVE CODE (Activity record code). Specifies if this employee record is active, deleted, or an error.

QTR 1, 2, 3, 4 (Quarter 1, 2, 3, 4). The record amount information accumulated by quarter.

DEPARTMENT NUMBER. The department number charged with the employer's expenses for this other compensation or other payment.

HOME PROD FACILITY (Home production facility). The home production facility of the employee for this other compensation or payment record.

You may use the ***DEPARTMENT/PRODUCTION FACILITY*** fields to change to change the expense for this other compensation or other payment to a default department/production facility's general ledger account number.

LAST MAINT. DATE (Last maintenance date). The date upon which you last changed this record.

FREQUENCY CODE. The pay frequency for this employee. One of the following codes:

WK   Weekly: paid once each week
BW   Biweekly: paid every two weeks
MN   Monthly: paid once each month
SM   Semimonthly: paid twice each month

LIFE TO DATE AMOUNT. The accumulation to date of this other compensation or payment for this employee.

INCLUDE IN NET. Y appears if the system is to include this other compensation or other payment in the employee's net pay. N appears if the system distributes this other compensation or other payment to a general ledger account instead of including it in the net pay.

TAXABLE FLAGS
REPORTED FLAGS. Appear for other compensation type records only. The system does not consider other payments to be earnings and does not include the other payments when it calculates or reports taxes. See "Deduction Distribution Maintenance listing (AMPSU)" on page 19-24 for more information. Information that appears in these fields overrides the information that appears in the Deduction Distribution file for this employee.

   FIT: Federal Income Tax

   FICA: Federal Insurance Contributions Act

   FUTA: Federal Unemployment Tax Act

   STATE: State taxes

   SUI: State Unemployment Insurance

   SDI: State Disability Insurance

   COUNTY: County taxes

   LOCAL: Local taxes

Employee Other Comp & Payments register (AMPFI)

```
 NORTHCREEK IND.  CO. NO. 01   *** EMPLOYEE OTHER COMP & PAYMENTS REGISTER *** RUN DATE 11/08/
** TIME 15.48.45  PAGE   1  AMPFI
                                          W/E DATE  3/12/**
  DEPARTMENT - DP30
 OC/OP                   OTHER       OTHER      COMPENSATION  PAYMENTS     COMPENSATION  PAYMENTS
                         COMP        PAYMENT
                         AMOUNT      AMOUNT     Y-T-D AMOUNT  Y-T-D AMOUNT Q-T-D AMOUNT  Q-T-D AMOUNT
 EMPLOYEE   100 JOHN GALVIN
 100  OTHER COMP.              295.99           2,367.92      .00       1,183.96       .00
 100  OTHER PAYMENTS                     654.88         .00   5,239.04         .00    2,619.52
             -----------  -----------  -----------  -----------  -----------  -----------
      ** DEPARTMENT - DP30 TOTALS **      295.99     654.88    2,367.92   5,239.04    1,183.96    2,619.52
      *** COMPANY TOTALS ***              295.99     654.88    2,367.92   5,239.04    1,183.96    2,619.52
 **** FINAL TOTALS ****      *** EMPLOYEE OTHER COMP & PAYMENTS REGISTER *** RUN DATE 11/08/** TIME 15.48.45  PAGE   2  AMPFI
                                          W/E DATE  3/12/**
                         OTHER       OTHER      COMPENSATION  PAYMENTS     COMPENSATION  PAYMENTS
                         COMP        PAYMENT
                         AMOUNT      AMOUNT     Y-T-D AMOUNT  Y-T-D AMOUNT Q-T-D AMOUNT  Q-T-D AMOUNT
      **** FINAL TOTALS ****              295.99     654.88    2,367.92   5,239.04    1,183.96    2,619.52
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows the other compensation and payments amounts for each employee. You can use this report to keep records of other compensation and other payments for this payroll run. The system draws information for this report from the Employee Other Compensation and Payments file.

Fields

DEPARTMENT. The department charged with the employer's expenses for this other compensation or payment record.

EMPLOYEE. The number and name of the employee associated with the other compensation or payment record.

OTHER COMP AMOUNT (Other compensation amount). The other compensation amount processed for the employee during this payroll run. Includes any other compensation included in this payroll run.

OTHER PAYMENT AMOUNT. The other payment amount processed for the employee during this payroll run. Includes any other compensation included in this payroll run.

COMPENSATION Y-T-D AMOUNT. The amount accumulated year-to-date for this other compensation. Includes any other compensation included in this payroll run.

PAYMENTS Y-T-D AMOUNT. The amount accumulated year-to-date for this payment. Includes any other compensation included in this payroll run.

COMPENSATION Q-T-D AMOUNT. The amount accumulated quarter-to-date for this other compensation. Includes any other compensation included in this payroll run.

PAYMENTS Q-T-D AMOUNT. The amount accumulated quarter-to-date for this payment. Includes any other compensation included in this payroll run.

DEPARTMENT TOTALS. The total amount of other compensation and payments for this payroll run for this department, year to date and quarter to date.

COMPANY TOTALS. The totals amount of other compensation and payments for this payroll run for this company, year to date and quarter to date.

FINAL TOTALS. The total amount of other compensation and payments for this payroll run, year to date and quarter to date, for all departments and all companies.

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Employee Remittance Advice (AMPMQ)

```
CO    EMPLOYEE NAME       EMP # DEPT    OCCUPATION P/E DATE ADVICE# NET PAY

01    KIM BOLDTHEN         10 DP10    PLANNER   6/30/**   201 545.31

EARN/ADJ/ADV CODE HOURS   RATE    AMOUNT TAX/DED/BEN   CODE  AMOUNT YEAR-TO-DATE

EIC PAYMENT   A4           18.84 GARNISHMENT    08    35.00    420.00
REGULAR PAY   RG 40.00 7.000   280.00 U.G.F.      04    25.00    514.93
                          LIFE INSURANCE 05     5.00    10.00
                          SAVINGS BOND   07    15.00    285.00
                          COBB COUNTY TAX K5     8.22    172.27
                          ROSWELL CTY TAX LT     1.40    28.48
                          UNION DUES     E2    15.00
                          ELECTRONIC DEP  ED    141.48

CURRENT GRS  SUMMARY  FEDERAL    FICA    STATE   COUNTY   LOCAL    OTHER
  280.00  TXBL CUR   280.00   280.00  280.00   180.00   280.00
YTD GRS     TXBL YTD  6672.66  6672.66 6392.66 6189.62  6189.62   4776.02
  5646.23  TAX CUR    31.32    21.42            8.22     1.40
           TAX YTD    787.04   510.45  684.83  172.27   28.48     59.70
```

Use option 5 on the Main Menu (AMPM00) to print this report. An Employee Remittance Advice prints if you selected electronic deposit support during application tailoring and chose not to print a void check for an employee with a net pay electronic deposit deduction. This remittance advice prints instead of a payroll check. This advice shows itemized earnings, deductions, and the net pay deposit amount. It also shows a summary of current and year-to-date taxable earnings, and taxes withheld. The information contained on this advice is similar to what appears on a check stub. The advice prints one per page. You can use this report to give employees an itemized earnings statement.

CO (Company). The number of this company.

EMPLOYEE NAME. The name of the employee for whom you printed this advice.

EMP # (Employee number). The number for the employee for whom you printed this advice.

DEPT (Department). The home department of the employee for whom you took

OCCUPATION. The occupation description or job title for this employee.

P/E DATE (Period ending date). Ending pay period date.

ADVICE#. The number assigned to this remittance advice.

NET PAY. Employee's current net pay.

EARN/ADJ/ADV (Earning, adjustment, advance). The description of all earnings (pay types) adjustments to pay and advance deductions.

CODE. The code for the earning, adjustment, or advance that has been processed.

HOURS. Number of hours this employee worked.

RATE. Employee's base pay rate for the hours worked.

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AMOUNT. Number of hours this employee worked ¥ Employee's pay rate or Adjustment amount.

TAX/DED/BEN (Tax, deduction, benefit). Any miscellaneous deductions; state, county, or local taxes paid; or other compensation/payments for this pay period.

CODE. The code for the tax, deduction, or benefit that exists in the Deduction Distribution file. A code of ED appears for electronic net pay deposits.

AMOUNT. The amount of the tax, deduction, benefit, or net pay deposit for this payroll run.

YEAR-TO-DATE. The amount of the tax, deduction, or benefit accumulated year to date.

CURRENT GRS (Current gross pay). The amount of this employee's current gross pay.

YTD GRS (Year-to-date gross pay). The amount of this employee's gross pay year to date.

SUMMARY. The totals for current and year-to-date taxable wages and current and year-to-date withholdings for the following:

FEDERAL: The amount of Federal income taxes withheld.

FICA (Federal Insurance Contributions Act): The amount of FICA taxes withheld.

STATE: The amount of state taxes withheld.

COUNTY: The amount of county taxes withheld.

LOCAL: The amount of local taxes withheld.

OTHER: The total amount of any SDI and SUI taxes withheld.

Employee State/County/Local Maintenance listing (AMPVU)

```
            EMPLOYEE STATE/COUNTY/LOCAL MAINTENANCE LISTING   DATE  7/15/**  TIME 15.46.37  PAGE   1  AMPVU
                                          OPER      UPDATE# 000
NORTHCREEK IND.  NO. 01      EXEMPTIONS  TAX CR
EMPLOYEE NO.  90600    TYPE 1          2    MARITAL STATUS        S        STANDARD DEDUCTION LIMITS CODE    0
DISTRIBUTION CODE  S    TYPE 2          2    EXTRA WITHHOLDING $          ACTIVE CODE    A
DISTRIBUTION NO. 150    TYPE 3               EXTRA WITHHOLDING %          LAST MAINT DATE  5/24/**
          QTR1        QTR2        QTR3        QTR4
GROSS EARNINGS      521.55     2,000.00     6,000.00        00.00
TAXABLE GROSS      521.55     2,000.00     6,000.00        .00                          *** BEFORE ***
TAX WITHHELD       15.00      60.00        18.00          .00         % OF TAX WITHHELD
SUI WAGES          521.55     2,000.00     6,000.00        00.00
WEEKS WORKED        3          8           12           0
-------------------------------------------------------------------------------------------------------------------
NORTHCREEK IND.  NO. 01      EXEMPTIONS  TAX CR
EMPLOYEE NO.  90600    TYPE 1          1    MARITAL STATUS        S        STANDARD DEDUCTION LIMITS CODE    0
DISTRIBUTION CODE  S    TYPE 2          1    EXTRA WITHHOLDING $          ACTIVE CODE    A
DISTRIBUTION NO. 150    TYPE 3               EXTRA WITHHOLDING %          LAST MAINT DATE  7/11/**
          QTR1        QTR2        QTR3        QTR4
GROSS EARNINGS      521.55     2,000.00     6,000.00        00.00
TAXABLE GROSS      521.55     2,000.00     6,000.00        .00                          *** AFTER  ***
TAX WITHHELD       15.00      60.00        18.00          .00         % OF TAX WITHHELD
SUI WAGES          521.55     2,000.00     6,000.00        00.00
WEEKS WORKED        3          8           12           0
-------------------------------------------------------------------------------------------------------------------
NORTHCREEK IND.  NO. 01      EXEMPTIONS  TAX CR
EMPLOYEE NO.  90700    TYPE 1   1          MARITAL STATUS        M        STANDARD DEDUCTION LIMITS CODE    0
DISTRIBUTION CODE  S    TYPE 2               EXTRA WITHHOLDING $          ACTIVE CODE    A
DISTRIBUTION NO. 100    TYPE 3               EXTRA WITHHOLDING %          LAST MAINT DATE  7/11/**
          QTR1        QTR2        QTR3        QTR4
GROSS EARNINGS       .00        .00         .00          .00
TAXABLE GROSS        .00        .00         .00          .00                          *** ADDED  ***
TAX WITHHELD        .00        .00         .00          .00         % OF TAX WITHHELD
SUI WAGES           .00        .00         .00          .00
WEEKS WORKED        0          0           0           0
-------------------------------------------------------------------------------------------------------------------


              ADDS   CHANGES   DELETES
NO. OF RECORDS        1        1        0
```

Use option 2 on the File Maintenance menu (AMPM10) to change the Employee State/County/Local file. For records that changed, this report shows "before and after" information. To see a complete or partial listing of the contents of this file, use option 2 on the File Listings menu (AMPM11). You can use this report to keep a record of changes you made to this file since the last time you backed up the system. The system prints records for protected employees depending on the security level of the person requesting this report. The system draws information for this report from the Employee State/County/Local file.

Fields

TAX CR (Tax credit). The number of each type of tax credit this employee claims. Some taxing bodies allow up to three different types or categories of tax credits. The system applies tax credits after it calculates taxes and reduces the amount of the tax it withholds for the employee.

   TYPE 1: The number of type 1 tax credits the employee claims.
   TYPE 2: The number of type 2 tax credits the employee claims.
   TYPE 3: The number of type 3 tax credits the employee claims.

EXEMPTIONS. The number of each type of exemption this employee claims. Some taxing bodies allow up to three different types or categories of exemptions. Exemptions normally reduce the adjusted taxable gross before the system calculates the taxes.

   TYPE 1: The number of type 1 exemptions the employee claims.

TYPE 2: The number of type 2 exemptions the employee claims.
TYPE 3: The number of type 3 exemptions the employee claims.

EMPLOYEE NO. (Employee number). The number for the employee whose record you maintained.

DISTRIBUTION CODE. Identifies the type of taxing body this employee record represents. On of the following codes:

A   State unemployment insurance
I   State disability insurance
K   County taxes
S   State income tax.

Used to select tax table records from the Tax Table file.

DISTRIBUTION NO. (Distribution number). Identifies the specific taxing body within the type of taxing body distribution code that this employee record represents. Used to select tax table records from the Tax Table file.

GROSS EARNINGS. For each quarter, the amount of gross income earned. Can contain accumulations of the employee's check-gross amount, non-taxable adjustments, and payments such as expense reimbursements. The system does not use this field for the employee's W-2 forms.

TAXABLE GROSS. For each quarter, the accumulation of the employee's taxable income reported for Federal income tax.

TAX WITHHELD. For each quarter, the accumulation of tax withheld from the employee for this taxing body.

SUI WAGES. For each quarter, the accumulation of wages subject to state unemployment insurance for this employee for this taxing body. The amounts show all income that is subject to SUI for this employee for this taxing body, regardless of any limits for SUI. The system compares the amounts to the limits for reporting purposes.

WEEKS WORKED. For each quarter, the accumulation of weeks worked by this employee for this taxing body.

MARITAL STATUS. The marital status of this employee. One of the following codes:

M   Married; married tax table is used
S   Single; single tax table is used
H   Head of household; head of household tax table is used
N   No tax table is used.

Used to select tax table records from the Tax Table file.

EXTRA WITHHOLDING $ (Extra withholding dollars). A dollar amount an employee requested you to withhold from gross pay and add to Federal Income Tax withholdings.

EXTRA WITHHOLDING % (Extra FIT withholding percent). A percentage an employee requested you to withhold from gross pay and add to Federal Income Tax withholdings.

STANDARD DEDUCTION LIMITS CODE. Indicates if limits apply for a standard deduction calculation. One of the following codes:

0   No limits apply
1   Set 1 limits apply
2   Set 2 limits apply

ACTIVE CODE. Specifies if this employee record is active, deleted, or an error.

LAST MAINT DATE (Last maintenance date). The date upon which you last changed this record.

% OF TAX WITHHELD (Percent of tax withheld). The percentage of the tax amount the system calculated to withhold for this employee for this taxing body. Includes any extra withholding dollar amount or percent of gross. If blank, assume the system withheld 100% of the tax. A percent of less than 100 indicates that the tax for this taxing body is prorated or shared with another taxing body. A percent greater than 100 indicates that this taxing body charged a surcharge on its tax. For example, 107% indicates a 7% surcharge.

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Employer Paid Tax Expense register (AMPFF)

```
NORTHCREEK,IND.  CO. NO. 01   ***** EMPLOYER PAID TAX EXPENSE REGISTER *****   RUN DATE **/**/** TIME **.**.** PAGE   1 AMPFF
  ACCOUNTING MONTH 10                                  W/E DATE 10/06/**
    EMPLO/P/T/CK NO./CO/MN/DEPT  SOS. SEC. TXBL   MEDICARE TXBL      FUTA TXBL      SUI TXBL  NO. DESCRIPTION    BCH/LINE
    DEPT/FAC/DESCRIPTION    /
    00401/1/R/013635/01/10/ADMN       1,154.00       1,154.00       1,154.00       757.48          100/00001
    00444/1/R/013636/01/10/ADMN         500.00         500.00         500.00       500.00          100/00002
    DEPT/FAC ADMN/    TAXABLE          1,654.00       1,654.00       1,654.00     1,257.48
                     EXPENSE             58.06          66.16          16.54        25.14
COMPANY 01 TOTALS    TAXABLE          1,654.00       1,654.00       1,654.00     1,257.48
                     EXPENSE             58.06          66.16          16.54        25.14


FINAL TOTALS             ***** EMPLOYER PAID TAX EXPENSE REGISTER *****   RUN DATE **/**/** TIME **.**.** PAGE   2 AMPFF
                                                     W/E DATE 10/06/**
                       SOS. SEC.      MEDICARE        FUTA          SUI
        TAXABLE         1,654.00      1,654.00      1,654.00      1,257.48
        EXPENSE           58.06         66.16         16.54         25.14
```

Use option 5 from the Main Menu (AMPM00) to run checks and reports. This report shows the expense distribution of employer-paid payroll taxes, sorted by department/production facility. You can use this report to keep a record of expense distribution, information which is not stored in any master files. The system draws information for this report from files used for checks and reports.

Fields

CO. NO. (Company name/number). The name and number that identifies the company to which the system will expense the earnings reported.

ACCOUNTING MONTH. Depending on which accounting cycle you chose, either ACCOUNTING MONTH or ACCOUNTING PERIOD prints. The period to which the system posts the journal entries.

EMPLO/P/T/CK NO./CO/MN/DEPT (Employee number/Pay cycle/Check type/ Check number/Home company/ Accounting month/Home department. All of the following:

- The number of the employee that incurred the expenses.

- The pay cycle in which the employee incurred the earnings.

- If this is a payoff or manual check, P appears. If this is a regular check, R appears.

- The electronic deposit document number or check number.

- The number of the company that paid these earnings.

- If you use monthly accounting, MO appears. If you use period accounting, PD appears. The accounting month or period in which the earnings were incurred.

- The department to which you assigned this employee.

SOS. SEC. TXBL (Social Security taxable). The earnings subject to employer-paid Social Security taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

MEDICARE TXBL (Medicare taxable). The earnings subject to employer-paid Medicare taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

FUTA TXBL (FUTA taxable). The earnings subject to employer-paid FUTA taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

SUI TXBL (SUI taxable). The earnings subject to employer-paid SUI taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

NO. (SUI distribution number). A number that identifies the SUI taxing body associated with the earnings on this line.

DESCRIPTION. The description of the SUI taxing body associated with the earnings.

BCH/LINE (Batch number/line number). The batch and line number of the entry. Use this number to identify the origin of the earnings on the Payroll Batch register (AMPAV), Current Hours Proof (AMPBU), and the Gross Earnings register (AMPBW). If nothing appears in this field, the earnings did not originate from batch entry; for example, they are other compensation.

DEPT/FAC/DESCRIPTION (Department/production facility and description). The department/production facility to which the system charges the earnings. The description of the department/production facility.

DEPT/FAC ****/***** TAXABLE. The total amount of taxable earnings for this department/production facility associated with each taxing body.

> **TAX**: The tax expense amounts associated with each taxing body.

> **G/L NO. (General ledger account number)**: The general ledger account numbers assigned to the respective tax expenses.

> If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

ACCOUNTING MONTH ** TAXABLE. Depending on which accounting cycle you chose, either ACCOUNTING MONTH or ACCOUNTING PERIOD prints. The total amount of taxable earnings earned in this period associated with each taxing body.

> **TAX**: The tax expense amounts charged to this month or period associated with each taxing body.

COMPANY ** TAXABLE. The total amount of taxable earnings for this company associated with each taxing body.

> **TAX**: The tax expense amounts charged to this company associated with each taxing body.

FINAL TAXABLE. The total amount of taxable earnings earned by all companies in this run associated with each taxing body.

> **TAX**:The tax expense amounts charged to all companies associated with each taxing body.

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Employer Paid Tax Liability register (AMPFE)

```
NORTHCREEK,IND.  CO. NO. 01  ***** EMPLOYER-PAID TAX LIABILITY REGISTER *****  RUN DATE **/**/**  TIME **.**.**  PAGE   1  AMPFE
ACCOUNTING MONTH 10                                         W/E DATE 10/06/**
     CO/MN/DEPT/FAC-WORKED  SOS. SEC. TXBL  MEDICARE TXBL     FUTA TXBL    SUI TXBL   NO. DESCRIPTION    BCH/LINE
  HOME DEPARTMENT ADMN
     EMPLOYEE NO./NAME  401 TEST EMPLOYEE -MOD4      PAY CYCLE 1   CHECK TYPE R  CHECK NO.  013635
       01/00/ADMN/         1,154.00     1,154.00     1,154.00      757.48   300 CONNECTICUT TAX 100/00001
     EMPLOYEE NO./NAME  444 HEAD OF HOUSE            PAY CYCLE 1   CHECK TYPE R  CHECK NO.  013636
       01/00/ADMN/           500.00       500.00       500.00      500.00   300 CONNECTICUT TAX 100/00002
  HOME DEPARTMENT ADMN TOTALS      1,654.00     1,654.00     1,654.00    1,257.48
COMPANY 01 TOTALS    TAXABLE      1,654.00     1,654.00     1,654.00    1,257.48
             LIABILITY     58.06        66.16       16.54       25.14

FINAL TOTALS              ***** EMPLOYER-PAID TAX LIABILITY REGISTER *****   RUN DATE **/**/**  TIME **.**.**  PAGE   2  AMPFE
ACCOUNTING MONTH 10                                         W/E DATE **/**/**
                   SOS. SEC.    MEDICARE      FUTA        SUI
       TAXABLE     1,654.00     1,654.00    1,654.00    1,257.48
       LIABILITY      58.06        66.16       16.54       25.14
```

Use option 5 on the Main Menu (AMPM00) to run checks and reports. This report shows the expense distribution of employer-paid payroll taxes, sorted by employee checks. You can use this report to keep a record of your employer-paid payroll taxes. The system draws information for this report from files used for checks and reports.

Fields

CO. NO. (Company name/number). The name and number that identifies the home company. The home company is the company that issues the checks.

ACCOUNTING MONTH. Depending on which accounting cycle you chose, either ACCOUNTING MONTH or ACCOUNTING PERIOD prints. The period to which the system posts the journal entries.

W/E DATE. The date of the end of the week for which this report is printed.

CO/MN/DEPT/FAC-WORKED (Company/month/department or production facility worked). All of the following:

CO (Company worked): The number of the company to which the system expenses the earnings.

MN (Month): Depending on which accounting cycle you chose, either MN (month) or PD (period) prints. The accounting month or period to which the system expenses the earnings.

DEPT/FAC (Department/production facility): The department or production facility to which the system expenses the earnings.

SOS. SEC. TXBL (Social Security taxable). The earnings subject to employer-paid Social Security taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

MEDICARE TXBL (Medicare taxable). The earnings subject to employer-paid Medicare taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

FUTA TXBL (FUTA taxable). The earnings subject to employer-paid FUTA taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

SUI TXBL (SUI taxable). The earnings subject to employer-paid SUI taxes. This amount includes adjustments, if applicable, for tax-deferred deductions and other compensation.

NO. (SUI distribution number). A number that identifies the SUI taxing body associated with the earnings on this line.

DESCRIPTION. The description of the SUI taxing body associated with the earnings.

BCH/LINE (Batch number/line number). The batch and line number of the entry. Use this number to identify the origin of the earnings on the Payroll Batch register (AMPAV), Current Hours Proof (AMPBU), and the Gross Earnings register (AMPBW). If nothing appears in this field, the earnings did not originate from batch entry; for example, they are other compensation.

HOME DEPARTMENT. The department to which all employees in this group are assigned.

EMPLOYEE NO./NAME (Employee number and name). The number and name of the employee.

PAY CYCLE. The pay cycle in which you paid the earnings.

CHECK TYPE. One of the following:

P   Payoff or manual check
R   Regular check

STATE SUI *** TOTALS. The total amount of taxable earnings for this check associated with each state taxing body.

EMPLOYEE ***** TOTALS. The total amount of taxable earnings for this check associated with each Federal taxing body.

HOME DEPARTMENT **** TOTALS. The total amount of taxable earnings for this department associated with each taxing body.

COMPANY ** TOTALS. The total amount of earnings paid by this company associated with each taxing body.

FINAL TOTALS. The total amount of taxable earnings paid by all companies in this payroll run associated with each taxing body.

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Employee State/County/Local Zeroing (AMPVZ)

```
NORTHCREEK IND.  NO. 01    ***  EMPLOYEE STATE/COUNTY/LOCAL ZEROING  ***    DATE 12/06/**  TIME 10.10.20  PAGE   1  AMPVZ
                                                    OPER
EMPLOYEE   EMPLOYEE NAME        TYPE      NAME          NUMBER  STATUS
 NUMBER

   10   KIM BOLDTHEN          STATE   GA STATE TAX      100

   20   RICHARD WARD          STATE   GA STATE TAX      100    TERMINATED
NORTHCREEK IND.  NO. 01    ***  EMPLOYEE STATE/COUNTY/LOCAL ZEROING  ***    DATE 12/06/**  TIME 10.10.20  PAGE   4  AMPVZ
COMPANY  01 TOTALS

       ACTIVE              100

       TERMINATED            5

       TOTAL RECORDS         105
 * FINAL CONTROL TOTALS *     ***  EMPLOYEE STATE/COUNTY/LOCAL ZEROING  ***    DATE 12/06/**  TIME 10.10.20  PAGE   5  AMPVZ

   FINAL TOTALS

       ACTIVE              107

       TERMINATED            5

       TOTAL RECORDS         112
```

Use option 9 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows all state, county, and local records that you set to zero, that you deleted for terminated employee records, or that you deleted because no record exists in the Employee master file. The report is sorted by employee number. You can use this report to keep record of employee state, county, and local records that you set to zero or that you deleted. The system draws information for this report from the Employee State/County/Local file.

Fields

EMPLOYEE NUMBER. The number for the employee as defined in the Employee master file.

EMPLOYEE NAME. The name of the employee as defined in the Employee master file.

TYPE. The type of record that you set to zero.

NAME. The description of the record you set to zero.

NUMBER. The State/County/Local distribution number.

STATUS. The status of the record you set to zero.

COMPANY TOTALS. The total number of active records, and the total number of deleted records, or records that do not have a record in the Employee master file.

FINAL TOTALS. The total number of active records, and the total number of deleted records, or records that do not have a record in the Employee master file.

External Payments and Withholdings Audit report (AMPTV)

```
              EXTERNAL PAYMENTS AND WITHHOLDINGS AUDIT REPORT      DATE 12/01/**  TIME 16.12.20  PAGE 1  AMPTV

EMPLOYEE   100  SAMUEL CARTER        COMPANY NO 01  SICK CODE  N

   QUARTER 2          BEFORE      CHANGE          AFTER      EMPLOYER DUE                    TAXABLE
   GROSS EARNINGS       4,920.00    750.00        5,670.00                STATE CODE  100  SICK N  SUI N
   GROSS TAXABLE (FIT)  5,639.00    750.00        6,389.00                SDI CODE    100  SICK Y
   FRINGE BENEFITS TAXABLE  2,000.00              2,000.00                SUI CODE    100  SICK Y
   FEDERAL TAX           755.11    175.00          930.00                COUNTY CODE      SICK
   SOSC/MED TAXABLE     5,820.00    750.00        6,570.00                LOCAL CODE
   SOSC TAX              407.34     46.50          453.84  SOSC TAX    46.50
   MEDC TAX               95.26     10.88          106.14  MEDC TAX    10.88
   SUI TAX                30.25      2.50           32.75  SUI TAX      3.75
   SDI TAX               122.54      5.00          127.54
   STATE TAX             158.86     55.00          213.86
   COUNTY TAX  LOCAL TAX
   SICK PAY
   SICK HOURS             40.00                             FIT APPLY       Y
   FUTA TAXABLE         5,720.00    750.00        6,470.00  FUTA TAX     6.00     SOSC/MEDC APPLY  Y

TOTAL                  CHANGE        EMPLOYER DUE

   GROSS EARNINGS         750.00
   GROSS TAXABLE (FIT)    750.00
   FRINGE BENEFITS TAXABLE
   FEDERAL TAX            175.00
   SOSC/MED TAXABLE       750.00
   SOSC TAX               46.50         46.50
   MEDC TAX               10.88         10.88
   SUI TAX                 2.50          3.75
   SDI TAX                 5.00
   STATE TAX              55.00
   COUNTY TAX
   LOCAL TAX
   SICK PAY
   SICK HOURS
   FUTA TAXABLE          750.00          6.00

   TOTAL COUNT              1
```

Use option 11 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows changes made to earnings fields. You can use this report to see the changes you made since the last time you maintained the Employee master file. The system draws information for this report from the Employee master file.

Fields

EMPLOYEE NUMBER. The number for the employee as defined in the Employee master file.

COMPANY NUMBER. The number of the company for this report.

SICK CODE. One of the following:

Y   Sick pay was entered
N   Any other pay was entered.

EMPLOYER FICA DUE. The date the FICA is due.

QUARTER NUMBER. The quarter for which you are reporting audit information.

GROSS EARNINGS. The total amount of gross earnings for this employee, for the following:

    BEFORE: Before external payments
    CHANGE: The amount of the external payments

AFTER: After external payments

GROSS FIT TAX. The total amount of gross Federal Income Tax withheld for the quarter, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

FRINGE BENEFITS TAXABLE. The total amount of fringe benefits taxable for this employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

FEDERAL TAX. The total amount of Federal Income Tax withheld for the employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

SOSC/MED TAXABLE. The total amount of Social Security/Medicare taxable wages for this employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

SOSC TAXABLE. The total amount of Social Security tax withheld for the employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

MEDICARE TAXABLE. The total amount of Medicare tax withheld for this employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

SUI TAX. The total amount of State Unemployment Insurance tax withheld for the employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

SDI TAX. The total amount of State Disability Insurance tax withheld for this employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

STATE TAX. The total amount of state tax withheld for the employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

COUNTY TAX. The total amount of county tax withheld for this employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

LOCAL TAX. The total amount of local tax withheld for the employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

SICK PAY. The total amount of sick pay for the employee for the quarter, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

SICK HOURS. The number of sick hours this employee has taken year to date, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

FUTA TAXABLE. The total amount of FUTA tax withheld for the employee, for the following:

BEFORE: Before external payments
CHANGE: The amount of the external payments
AFTER: After external payments

EMPLOYER DUE.

SOSC TAX. The amount of Social Security tax due from the employer.
MEDC TAX. The amount of Medicare tax due from the employer.
SUI TAX. The amount of State Unemployment Insurance tax due from the employer.

STATE CODE. The state code assigned as the home or default state for this employee. Also identifies the home state for SDI taxes.

SDI CODE. The State Disability Insurance distribution code assigned for this employee. It should be the same as the State code.

SUI CODE. The State Unemployment Insurance distribution code assigned for this employee. It should be the same as the State code.

COUNTY CODE. The county code assigned as the home or default county code for this employee. Can be blank.

LOCAL CODE. The local code assigned as the home or default local code for this employee. Can be blank.

TAXABLE. Indicates taxability (Y/N) for the taxing bodies shown.

SICK Sick pay
SUI Sick pay in SUI taxable wages

FIT APPLY. One of the following codes:

Y Yes. Employee's wages are subject to Federal income tax. Sick pay is considered taxable.

S Sick pay is exempt. Employer's regular wages are subject to Federal income tax.

N No. Employee's wages are not subject to Federal income tax.

SOSC/MEDC APPLY. One of the following codes:

Y Yes. Employee's wages are subject to Social Security, Medicare, and FUTA taxes. Sick pay is taxable.

N No. Employee's wages are not subject to Social Security, Medicare, or FUTA taxes.

S Sick pay is exempt. Employee's regular wages are subject to Social Security, Medicare, and FUTA taxes.

M Medicare/FUTA only. Employee's wages are subject to Medicare and FUTA taxes only. Employee's wages are not subject to Social Security tax.

TOTAL. The total number of employees reported on this report.

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General Ledger Chart of Accounts (AMV03)

```
   NORTHCREEK IND.   NO. 01              CHART OF ACCOUNTS                    DATE  1/09/
** TIME  8.21.32  PAGE   1  AMV03

   GL ACCOUNT                            ACCOUNT  ACCOUNT  CURRENCY  CONSOLIDATED     CONSOLIDATED
     NUMBER        DESCRIPTION            TYPE     CODE      ID     COMPANY NUMBER   ACCOUNT NUMBER

         1000     PETTY CASH              AS        1                    8          102030405060708
         1000     PETTY CASH              AS        3
         1050     CASH-IN-BANK - GENERAL  AS        1
         1050     CASH-IN-BANK - GENERAL  AS        3
         1060     CASH-IN-BANK - PAYROLL  AS        1
         1060     CASH-IN-BANK - PAYROLL  AS        3
         1070     CASH-IN-BANK - OTHER    AS        1
         1070     CASH-IN-BANK - OTHER    AS        3
         1080     CREDIT UNION DEPOSITS   AS        1
         1080     CREDIT UNION DEPOSITS   AS        3
         1100     SHORT TERM INVESTMENTS  AS        1
         1100     SHORT TERM INVESTMENTS  AS        3
         1200     ACCTS REC - TRADE       AS        1
         1200     ACCTS REC - TRADE       AS        3
         1220     ACCTS REC - EMPLOYEES   AS        1
         1220     ACCTS REC - EMPLOYEES   AS        3
         1230     INTERCOMPANY PAYROLL REC AS       1
         1230     INTERCOMPANY PAYROLL REC AS       3
         1240     ACCTS REC SERVICE CHARGE AS       1
         1240     ACCTS REC SERVICE CHARGE AS       3
         1260     NOTES RECEIVABLE        AS        1
         4000     SALES                   IC        1      USF
         4000     SALES                   IC        2      USF

   TOTAL ACTIVE ACCOUNTS-   23
```

Use option 6 on the File Listings menu (AMPM11) to print this report. No monetary information appears.

Fields

GL ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

DESCRIPTION. Description of or identity given to an account.

ACCOUNT TYPE. Description of an account using the following values:

AS   Asset account
LI   Liability account
IC   Income or revenue account
EX   Expense account

ACCOUNT CODE. Code indicating the account type:

1   Current
2   Budget
3   Last Year

CURRENCY ID. Code identifying the currency used for translation purposes for a parent or foreign subsidiary.

Contents	Index

CONSOLIDATED COMPANY NUMBER. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATED ACCOUNT NUMBER. Account number by which accounts are grouped for consolidation purposes.

TOTAL ACTIVE ACCOUNTS. Count of the number of active records.

General Ledger Master Entry/Change listing (AMV04)

```
                            GENERAL LEDGER MASTER ENTRY/CHANGE LISTING    DATE   7/14/
**   TIME 16.06.32  PAGE   1  AMV04
                                                                                    OPER
        UPDATE 004

NORTHCREEK IND. NO.  1   ACCOUNT NUMBER        5090  TYPE CODE  1  CURRENT
          CHANGE

*****  BEFORE   *****       ACCOUNTS RECEIVABLE - EMP   ACCOUNT TYPE  AS   DATE LAST MAINTAINED  6/19/**
CURRENCY ID          CONSOLIDATION COMPANY 60     CONSOLIDATION ACCOUNT  106120000000000
                            DEBITS          CREDITS                 DEBITS             CREDITS
BALANCE FORWARD                .00              .00 PERIOD  7         5,000.00           25,000.
01
     PERIOD  1               126.00        26,126.84 PERIOD  8           599.00             599.
00
     PERIOD  2               277.88           277.88 PERIOD  9        45,000.44               .
00
     PERIOD  3            65,189.02           189.00 PERIOD 10             .00               .
00
     PERIOD  4               277.00        18,277.88 PERIOD 11             .00               .
00
     PERIOD  5               456.23           456.23 PERIOD 12             .00               .
00
     PERIOD  6            21,898.45         89800 PERIOD 13             .00               .
00

NORTHCREEK IND. NO.  1   ACCOUNT NUMBER        5090  TYPE CODE  1  CURRENT
          CHANGE

*****   AFTER   *****       ACCOUNTS RECEIVABLE - EMP   ACCOUNT TYPE  AS   DATE LAST MAINTAINED  6/19/**
CURRENCY ID GBA    CONSOLIDATION COMPANY 60     CONSOLIDATION ACCOUNT  106120000000000
                            DEBITS          CREDITS                 DEBITS             CREDITS
BALANCE FORWARD                .00              .00 PERIOD  7         5,000.00           25,000.
01
     PERIOD  1               126.00        26,126.84 PERIOD  8           599.00             599.
00
     PERIOD  2               277.88           277.88 PERIOD  9        45,000.44               .
00
     PERIOD  3            65,189.02           189.00 PERIOD 10             .00               .
00
     PERIOD  4               277.00        18,277.88 PERIOD 11             .00               .
00
     PERIOD  5               456.23           456.23 PERIOD 12             .00               .
00
     PERIOD  6            21,898.45           898.00 PERIOD 13             .00               .
00
                                          *****  CHANGED  *****
```

This report prints only if IFM is not installed and General Ledger is selected. This report prints each time an operator performs General Ledger master file maintenance, if you selected general ledger distribution and file maintenance report options during application tailoring. This report shows information about changes you made to the General Ledger master file. You can use this report to keep a record of changes you made to the General Ledger master file. The system draws information for this report from the General Ledger master file.

Note: The system adds two records (Current and History) to the General Ledger master file each time you add an entry. It deletes two records from the General Ledger master file each time you delete an entry.

Fields

Company name and number. The name and number of the company for this listing.

ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

Each account record updated by General Ledger Master file maintenance appears.

TYPE CODE. Code used to show the kind of account balances in the record:

1 Current year
2 Budget year
3 Last year.

DELETE/ADD/CHANGE. When you add, change or delete a record, an appropriate message appears on the listing. When you delete an account, its associated budget and last-year records are also deleted; when you change an account description, its associated budget and last-year records are also changed; however, only the current record is printed.

BEFORE/AFTER. The before and after images of the record, including the date of last update are shown.

Note: The number of records added, changed, or deleted during the File Maintenance session appears at the end of the report.

ACCOUNT TYPE. Description of an account using the following values:

AS Asset
LI Liability
IC Income
EX Expense.

DATE LAST MAINTAINED. Date when the record was last processed.

CURRENCY ID. Code identifying the type of currency used for translation purposes; for example, FFR for French francs.

CONSOLIDATION COMPANY. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATION ACCOUNT. Account number by which accounts are grouped for consolidation purposes.

DEBITS/CREDITS. Summary amounts for each account and related to the financial statement affected.

BALANCE FORWARD. Balance amount from prior period.

Gross Earnings register (AMPBW)

```
NORTHCREEK INDUSTRIES  NO. 01 *** GROSS EARNINGS REGISTER ***        RUN DATE  7/06/** TIME 14.48.01  PAGE   1  AMPBW
                      ** CURRENT QUARTER NO. 2 **          W/E DATE  7/06/**

DEPARTMENT - DP10

EMPLOYEE              ------ REGULAR ------- ------- OVERTIME/OTHER ------ --- ADJUSTMENTS --  GROSS  DAY/ BATCH/
NO.     NAME          SHF HOURS  RATE  AMOUNT  TYPE HOURS  RATE   AMOUNT TYPE NO.  AMOUNT AMOUNT  CYCL   LINE

 70 TOM BEST          1  40.00      980.00                           980.00 1 1 33   1

            TOTAL    40.00      980.00                       980.00

110 TOM FULLER        1  40.00      800.00                           800.00 1 1 33   2

            TOTAL    40.00      800.00                       800.00

170 MARION BUCKO        1  40.00  5.750   230.00                          230.00 1 1 33   3

                        1  40.00- 5.750   230.00- OT 40.00  8.625   345.00         115.00 99 1   70001

                        1  40.00- 5.750   230.00- DT 40.00 11.500   460.00         230.00 99 1   70002

            TOTAL    40.00-      230.00-  80.00       805.00         575.00

2988 DAVID A WHITE      1  40.00      800.00                           800.00 1 1 33   4

            TOTAL    40.00      800.00                       800.00

DEPARTMENT - DP10 TOTALS
```

```
---------------- HOURS ----------------     ------- ADJUSTMENT -------     -- DEDUCTION --  REVERSE    PRECALC-GROSS
 REG    OTH   VAC/HOL  SICK   TOTAL  EIC       TAXABLE     NON-TAX      SICK  1-TIME  PAY ADV  AMOUNT     REG     OTH

80.00  80.00    .00    .00  160.00               .00          .00          .00    .00    .00
                                        .00          .00          .00          .00

------ REGULAR ------ ------ OVERTIME ------ --- OVERTIME-OTHER --- ---- NUMBER ----     SICK
  GROSS    HOURS    GROSS     HOURS    GROSS       HOURS  EMP TRAN CHECK    PAY                 EIC

 2,350.00  80.00   345.00    40.00   460.00        40.00   4  6   4     839.04               .00

CALCULATED  OTHER COMP  OTHER PYMTS  OTHER COMP  OTHER PYMTS    SICK    TOTAL
  GROSS       IN NET     IN NET     NOT IN NET  NOT IN NET    PAY     GROSS

 3,155.00      .00        .00        .00         .00         .00   3,155.00

      ** UPDATES WILL BE APPLIED TO QUARTER NO. 2 **
```

```
NORTHCREEK INDUSTRIES NO. 01  *** GROSS EARNINGS REGISTER ***        RUN DATE  7/06/** TIME 14.48.01  PAGE   2  AMPBW
                      ** CURRENT QUARTER NO. 2 **          W/E DATE  7/06/**

* COMPANY TOTALS *
```

```
---------------- HOURS ----------------     ------- ADJUSTMENT -------     -- DEDUCTION --  REVERSE    PRECALC-GROSS
 REG    OTH   VAC/HOL  SICK   TOTAL  EIC       TAXABLE     NON-TAX      SICK  1-TIME  PAY ADV  AMOUNT     REG     OTH

80.00  80.00    .00    .00  160.00               .00          .00          .00    .00    .00
                                        .00          .00          .00          .00

------ REGULAR ------ ------ OVERTIME ------ --- OVERTIME-OTHER --- ---- NUMBER ----     SICK
  GROSS    HOURS    GROSS     HOURS    GROSS       HOURS  EMP TRAN CHECK    PAY                 EIC

 2,350.00  80.00   345.00    40.00   460.00        40.00   4  6   4     839.04               .00

CALCULATED  OTHER COMP  OTHER PYMTS  OTHER COMP  OTHER PYMTS    SICK    TOTAL
  GROSS       IN NET     IN NET     NOT IN NET  NOT IN NET    PAY     GROSS

 3,155.00      .00        .00        .00         .00         .00   3,155.00

      ** UPDATES WILL BE APPLIED TO QUARTER NO. 2 **
```

```
* FINAL CONTROL TOTALS *     *** GROSS EARNINGS REGISTER ***          RUN DATE  7/06/**  TIME 14.48.01  PAGE   3  AMPBW
                          ** CURRENT QUARTER NO. 2 **
      ---------------- HOURS ----------------      ------- ADJUSTMENT -------    -- DEDUCTION ---  REVERSE   PRECALC-GROSS
      REG    OTH   VAC/HOL   SICK   TOTAL  EIC      TAXABLE     NON-TAX       SICK   1-TIME   PAY ADV  AMOUNT  REG    OTH

     80.00  80.00    .00     .00  160.00               .00         .00          .00     .00     .00
                                              .00          .00          .00          .00


      ------ REGULAR ------   ------ OVERTIME ------  --- OVERTIME-OTHER ---  ---- NUMBER ----    SICK
       GROSS      HOURS      GROSS       HOURS     GROSS       HOURS    EMP TRAN  CHECK    PAY                     EIC

      2,350.00   80.00     345.00     40.00     460.00      40.00      4   6    4      839.04             .00

     CALCULATED  OTHER COMP  OTHER PYMTS  OTHER COMP  OTHER PYMTS   SICK      TOTAL
       GROSS       IN NET     IN NET    NOT IN NET   NOT IN NET    PAY       GROSS

      3,155.00      .00        .00        .00          .00        .00     3,155.00
                ** UPDATES WILL BE APPLIED TO QUARTER NO. 2 **
```

Use option 2 or 4 on the Calculation menu (AMPM04) to print this report. This report shows the values the system uses to compute gross earnings for each employee. The system sorts the report by employee within home department within company within final totals. The system accumulates all payroll information entered to this point and extends it to produce an employee's gross pay. You can use this report to verify the gross earnings calculation and to balance back to the Current Hours Proof (AMPBU) and to the Payroll Batch Status control totals. The system draws information for this report from the entry files, master files, and calculation work files. See Chapter 20for more information.

Fields

DEPARTMENT (Home department). The department to which all the employees on the page are assigned.

EMPLOYEE.

NO.:The number of this employee in the Employee master file.

NAME: The name of this employee in the Employee master file.

SHF (Shift). The shift assigned to this transaction record. If you use shift differentials, the system includes the differential in the employee's rate and gross.

REGULAR. The regular rate of pay for this employee.

HOURS: The hourly rate the system uses to compute gross earnings. The rate is based on regular hours. One of the following:

- The employee's regular rate in the Employee master record
- The employee's regular rate plus shift differential
- A regular rate override.

RATE: The hourly rate the system uses to compute gross earnings from one of the following:

- An override entry by the operator
- The employee's master record.

No rate appears for salaried employees; however, if you made detailed entries for a salaried employee, each entry is a part of the employee's salary.

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AMOUNT: Regular hours—Regular rate is the regular amount paid to the employee for this transaction; or the amount of pre-calculated gross for this transaction.

OVERTIME/OTHER.

TYPE (Other type hours): The type of other hours, entered as follows:

TH	Time and one-half
DT	Double time
TR	Triple time
DH	Double time and one-half
S	Sick time
P	Premium time
VA	Vacation
HL	Holiday
blank	Overtime hours.

HOURS: The number of hours you entered as Other Hours or that the system generated when it calculated automatic overtime for this employee.

RATE (Overtime/other rate): The hourly rate the system uses to compute gross earnings based on overtime or other hours. The overtime rate can be one of the following:

• One of the employee's rates from the Employee master file, depending on the type of other hours.

• .The employee's regular rate from the Employee master file, with the shift differential added

• Either of the preceding ¥ a multiplication factor for types TH, DT, DH, or TR hours

• An other rate override.

AMOUNT: Other hours ¥ Other rate is overtime or other amount paid to the employee for this transaction; or the amount of precalculated other gross for this transaction.

ADJUSTMENTS.

TYPE: The type of earnings, payment, or deduction adjustments. One of the following:

BO	Special gross pay (taxable and gross).
BN	FIT and FICA taxable and gross
BT	S/C/L taxable and gross
CN	FICA taxable
CT	FICA and S/C/L taxable and gross
DD	Directed deduction
EC	Earned income credit payment
FN	FIT taxable and gross
FT	FIT and S/C/L taxable and gross
NT	Nontaxable (gross only)
OD	Miscellaneous one-time deduction
OC	Other compensation
OP	Other payments
PA	Pay advance deduction

PB	Special pay advance deduction–used in special payroll run
RA	Reverse amount
SP	Sick pay
TX	Taxable and gross
UD	Fixed amount union deduction

NO.:The distribution number for deduction, other compensation, or other payment.

AMOUNT: The amount of the adjustment.

GROSS AMOUNT. The total gross pay the system calculated for this detail entry.

DAY/CYCL (Day/cycle). The day number that represents the day of the week, and the pay cycle that represents the pay cycle of the month for this transaction record.

BATCH/LINE. The batch and line number of the detail entry that identifies the line the system generated. If you find an error, use this number when you back out the files to delete the transaction.

DEPARTMENT TOTALS. Totals for each home department.

HOURS:

REG (Regular): The total of all regular hours.

OTH (Other): The total of all overtime other hours, types:

- TH
- DT
- TR
- DH
- P
- blank.

VAC/HOL (Vacation/Holiday): The total of all vacation and holiday and other hours, types VA or HL.

SICK: The total of all sick pay other hours, type S^a.

TOTAL: The total of all hours. Use this total to balance records for each company.

EIC (Earned income credit): The total amount of all type EC adjustments you entered.

ADJUSTMENT:

TAXABLE: The final control total for taxable adjustment amounts for the following adjustment types:

- TX
- BO
- FT
- CT
- BT
- FN

NON-TAX: The total for non-taxable, NT, adjustment amounts.

SICK: The total for sick pay, SP, adjustment amounts.

DEDUCTION:

1-TIME: The amount of one-time deductions.

PAY ADV (Pay advance): The amount of pay-advance deductions.

REVERSE AMOUNT: The total of reverse amounts entered. Use this total to balance records for each company.

PRE-CALC REG (Pre-calculated regular): The gross amount you determined for this employee for regular hours.

GROSS OTH (Gross other): The gross amount you determined for this employee for other hours.

REGULAR:

GROSS: The total amount of gross earnings associated with regular hours or salary.

HOURS: The total amount of regular hours you entered or the system created when it calculated automatic overtime.

OVERTIME:

GROSS: The total amount of gross earnings associated with overtime hours, type hours equal to OT or blank.

HOURS: The total overtime hours, type hours equal to OT or blank.

OVERTIME OTHER:

GROSS: The total amount of gross earnings associated with overtime hours, type TH, DT, DH, TR, and vacation (VA), sick (S), holiday (HL), and personal (P).

HOURS: The total amount of overtime hours, types TH, DT, DH, TR, and vacation (VA), holiday (HL), and sick (S) hours.

NUMBER:

EMP (Employee): The number of employees included in this set of totals.

TRAN (Transactions): The number of transaction records included in this set of totals.

CHECK: The total number of checks included in this set of totals. This includes electronic deposits.

EIC: The total amount of all type EC adjustments you entered.

CALCULATED GROSS: The total of all gross earnings for all employees in this set of totals. Does not include other compensation or other payments.

OTHER COMP IN NET (Other compensation in net): The total amount of all type OC adjustments to other compensation amounts you want to include in the employee's net pay for this set of totals.

OTHER PYMTS IN NET (Other payments in net): The total amount of all type OP adjustments to other payment amounts you want to include in the employee's net pay for this set of totals.

OTHER COMP NOT IN NET (Other compensation not in net): The total amount of all type OC adjustments to other compensation amounts you want to direct to a general ledger account number and that you do not want to be included in net pay for this set of totals.

OTHER PYMTS NOT IN NET (Other payments not in net): The total amount of all type OP adjustments to other compensation amounts you want to direct to a general ledger account number and that you do not want to be included in net pay for this set of totals.

SICK PAY: The total amount of sick pay from both type hours of SV and type adjustment of SP for the set of totals.

TOTAL GROSS: The total of all gross earnings for all employees, including adjustments to other compensation and payments included in this set of totals.

See Chapter 4 for a further explanation of these descriptions.

COMPANY CONTROL TOTALS. See "DEPARTMENT TOTALS" on page 19-98 for complete field descriptions.

FINAL CONTROL TOTALS. See "DEPARTMENT TOTALS" on page 19-98 for complete field descriptions. Use the final control totals to balance back to the Current Hours Proof.Post these totals to the Processing Pay Period control log (PR-24).

Labor Cost Zeroing (AMPXZ)

Use option 9 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows department/production facility records that you set to zero. You can use this report to keep a record of records that you set to zero. The system draws information for this report from the Labor Distribution file.

Fields

DEPT NO. The department number of this department/production facility record that you set to zero.

WORK NUMBER. The production facility of the department/production facility that you set to zero.

DESCRIPTION. A description of the department/production facility that you set to zero.

FINAL TOTAL ACTIVE RECORDS. Total number of records set to zero and the current status of those records.

Labor Distribution Maintenance listing (AMPXU)

```
              LABOR DISTRIBUTION MAINTENANCE LISTING      DATE 12/10/**  TIME 16.10.31  PAGE   1  AMPXU
                                           OPER      UPDATE# 003

NORTHCREEK IND.   NO. 01
DEPT NO.  DP10   DESCRIPTION BURDEN DEPT-10   LABOR GL       5090  YR REG HRS     510.00  YR REG $      255.00  BEFORE
PROD FAC      LAST ACT DATE     0/00/00  SETUP GL     4200  YR OTH HRS      .00  YR OTH $       .00
REC CODE  PL    LAST MAINT DATE   7/11/**              YR QUANTITY        0   YR MISC $       .00
-------------------------------------------------------------------------------------------------------
NORTHCREEK IND.   NO. 01
DEPT NO.  DP10   DESCRIPTION BURDEN DEPT-10   LABOR GL       5090  YR REG HRS     510.00  YR REG $        .00  AFTER
PROD FAC      LAST ACT DATE     0/00/00  SETUP GL     4200  YR OTH HRS      .00  YR OTH $       .00
REC CODE  PL    LAST MAINT DATE   7/11/**  SS GL     1234  YR QUANTITY       0   YR MISC $       .00
                        MCARE GL       1256  FUTA GL       1235  SUI GL         1235
-------------------------------------------------------------------------------------------------------
NORTHCREEK IND.   NO. 01
DEPT NO.  DP10   DESCRIPTION BURDEN DEPT-10   LABOR GL       5090  YR REG HRS     510.00  YR REG $        .00  BEFORE
PROD FAC      LAST ACT DATE     0/00/00  SETUP GL     4200  YR OTH HRS      .00  YR OTH $       .00
REC CODE  PL    LAST MAINT DATE   7/11/**              YR QUANTITY        0   YR MISC $       .00
-------------------------------------------------------------------------------------------------------
NORTHCREEK IND.   NO. 01
DEPT NO.  DP10   DESCRIPTION BURDEN DEPT-10   LABOR GL       5090  YR REG HRS     510.00  YR REG $        .00  AFTER
PROD FAC      LAST ACT DATE     0/00/00  SETUP GL     4200  YR OTH HRS      .00  YR OTH $       .00
REC CODE  PL    LAST MAINT DATE   7/11/**              YR QUANTITY        0   YR MISC $       .00
-------------------------------------------------------------------------------------------------------

                ADDS   CHANGES  DELETES
    NO. OF RECORDS      0      2      0
```

Use option 4 on the File Maintenance menu (AMPM10) to maintain the Labor Distribution file. For records that changed, this report shows "before and after" information. You can use this report to keep records of the changes you made to this file. The system draws information for this report from the Labor Distribution file. To see a complete or partial listing of the contents of this file, use option 4 on the File Listings menu (AMPM11).

Fields

NO. The number for the company for this department/production facility.

DEPT NO. (Department number). The number for the department portion of this department/production facility.

PROD FAC (Production facility). The number for the production facility portion of this department/production facility.

REC CODE (Record code). A code that identifies the type or status of the record.

DESCRIPTION. User-defined description for this department/production facility for this company.

LAST ACT DATE (Last activity date). The last date on which activity took place.

LAST MAINT DATE (Last maintenance date). The date you last changed this record.

LABOR GL. The general ledger account to which you distribute labor expenses.

SETUP GL. The general ledger account to which you distribute setup expenses.

SS GL (Social Security general ledger). The general ledger account to which you distribute Social Security tax liabilities.

MCARE GL (Medicare general ledger). The general ledger account to which you distribute Medicare tax liabilities.

YR REG HRS (Year-to-date regular hours). For the year to date, an accumulation of regular hours reported against this department/production facility for this company.

YR OTH HRS (Year-to-date other hours). For the year to date, an accumulation of other hours reported against this department/production facility for this company.

YR QUANTITY (Year-to-date quantity). For the year to date, an accumulation of the quantity reported against this department/production facility for this company.

FUTA GL (FUTA general ledger). The general ledger account to which you distribute FUTA tax liabilities.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

YR REG $ (Year-to-date regular dollars). For the year to date, an accumulation of all earnings associated with regular hours and reported against this department/ production facility for this company.

YR OTH $ (Year-to-date other dollars). For the year to date, an accumulation of all earnings associated with other hours and reported against this department/production facility for this company.

YR MISC $ (Year-to-date miscellaneous dollars). For the year to date, an accumulation of all earnings-type adjustments and employer-paid union deductions reported against the department/production facility in this company.

SUI GL (SUI general ledger). The general ledger account to which you distribute state unemployment insurance tax liabilities.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

NO. OF RECORDS. The number of records added, changed, and deleted.

Overtime G/L NO. The general ledger account to which you distribute overtime worked.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

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Labor Distribution register (AMPFK)

```
NORTHCREEK INDUSTRIES  NO. 01      ***** LABOR DISTRIBUTION REGISTER *****   RUN DATE  7/06/**  TIME 14.56.58  PAGE   1  AMPFK
ACCRUAL PERIOD 06                                  W/E DATE  7/06/**

PRD.  EMP   REG   O/T   OTHER    REG    O/T   OTHER  ADJUST      G/L  RUN -EMPLR PAID UNION-
FAC   NO. SFT HOURS  HOURS  HOURS    GROSS   GROSS   GROSS  AMOUNT     NUMBER CD TAXABLE   NON-TAX

COMPANY WORKED- 01   DEPARTMENT- ACTG

ACCOUNTING

    80 1              1500.00               7020 R

 PD FAC TOTAL              1500.00

ACTG - OFFICE

OFFCE   50 2  40.00         364.00         124930000000000 R
OFFCE   60 1  40.00         170.00         124930000000000 R
 PD FAC TOTAL  80.00         534.00

   DEPT TOTAL  80.00        2034.00
CO. WORKED 01  80.00        2034.00

ACPD 10 TOTAL  80.00        2034.00
   NORTHCREEK INDUSTRIES  NO. 01      ***** LABOR DISTRIBUTION REGISTER *****   RUN DATE  7/06/**  TIME 14.56.58  PAGE   2  AMPFK
   CURRENT PERIOD 10                              W/E DATE  7/06/**

   COMPANY TOTALS

---------------- HOURS ----------------   PREM  --------- ADJUSTMENT --------- --- DEDUCTIONS ----- REVERSE
  REG   OTH  VAC/HOL  SICK   TOTAL   HOURS  TAXABLE  NON-TAX    SICK   ONE-TIME  PAY ADV   AMOUNT

 80.00    .00   80.00      .00      .00       .00       .00
         .00      .00       .00       .00       .00       .00       .00

 TOTAL                 -EMPLOYER PAID UNION-   ----- -SHIFT -------          NUMBER OF
 GROSS                  TAXABLE  NON-TAX    SECOND    THIRD            TRANSACTIONS

 2,034.10                111.10  107.02      .00      .00              3
*** FINAL TOTALS ***           ***** LABOR DISTRIBUTION REGISTER *****   RUN DATE  7/06/**  TIME 14.56.58  PAGE   3  AMPFK

 CURRENT PERIOD 10

---------------- HOURS ----------------   PREM  --------- ADJUSTMENT --------- --- DEDUCTIONS ----- REVERSE
  REG   OTH  VAC/HOL  SICK   TOTAL   HOURS  TAXABLE  NON-TAX    SICK   ONE-TIME  PAY ADV   AMOUNT

 80.00    .00   80.00      .00      .00       .00
         .00      .00       .00       .00       .00       .00

 TOTAL                 -EMPLOYER PAID UNION-                            NUMBER OF
 GROSS                  TAXABLE  N0N-TAX                            TRANSACTIONS

 2,034.10                .00     .00                              3
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows the labor distribution, sorted by department/facility, and the general ledger account to which the system applies the labor for the payroll run. You can use this report to keep a record of your distribution of labor expenses. See Chapter 21 for more information. The system draws information for this report from the work files the system generated during the payroll run and the Labor Distribution file.

Fields

WORK CTR (Production facility). The production facility in this department to which you expensed this labor.

EMP NO. (Employee number). The number of the employee for whom you reported this labor. Each employee time or adjustment record expressed as direct labor.

REG HOURS (Regular hours). The number of regular hours this employee worked in this department/production facility.

OTHER HOURS. The number of other hours this employee worked in this department/production facility.

O/T HOURS (Overtime hours). The number of overtime hours this employee worked in this department/production facility.

REG GROSS (Regular gross). The gross earnings associated with regular hours charged to this department/production facility.

O/T GROSS (Overtime gross). The gross earnings associated with overtime hours charged to this department/production facility.

OTHER GROSS. The gross earnings associated with non-overtime other hours charged to this department/production facility.

ADJUST AMOUNT. The total amount of all adjustments to the gross earnings.

EMPLR PAID UNION (Employer-paid union). If you did not to select to apply employer-paid union fringes as indirect labor, the employer-paid hourly, percent of gross, or combined hourly and percent of gross union deductions expressed as direct labor; otherwise, they are applied as indirect labor. Employer-paid fixed union deductions are applied as indirect labor.

>   *TAXABLE*: The employer-paid taxable union deductions. This amount is included in the total gross to balance back to the Payroll Register.

>   *NON-TAX*: The employer-paid non-taxable union deductions. The employer-paid non-taxable union deductions are not included in the employee's gross.

SECOND SHIFT. The amount of second-shift shift differential paid, if any.

THIRD SHIFT. The amount of third-shift shift differential paid, if any.

COMPANY WORKED. The company to which this department facility is assigned.

DEPARTMENT. The department number for this production facility or group of production facilities.

WK CTR TOTAL (Work center total). Totals for this work center (production facility).

DEPT TOTAL (Department total). Totals for this department.

CO. WORKED (Company worked). Totals for this company.

COMPANY TOTALS.

>   *HOURS*:

>>   *REG (Regular)*: The total regular hours for this company.

>>   *OTH (Other)*: The total other hours for this company.

VAC/HOL (Vacation/Holiday): The total vacation and holiday hours for this company.

SICK: The total sick hours for this company.

TOTAL: The total of all hours for this company.

PREM HOURS (Premium hours): The total premium hours for this company.

ADJUSTMENT:

TAXABLE: The total taxable adjustments for this company.

NON-TAX (Non-taxable): The total non-taxable adjustments for this company.

SICK: The total sick pay this company paid.

DEDUCTIONS

ONE-TIME: The total one-time adjustments for this company.

PAY ADV (Pay advance): The total pay advance deductions this company paid.

REVERSE AMOUNT: The amount of reversals.

TOTAL GROSS: The total gross wages this company paid.

EMPLOYER PAID UNION:

TAXABLE: The total taxable union deductions this company paid.

NON-TAX (Non-taxable): The total non-taxable union deductions this company paid.

SHIFT:

SECOND: The total second-shift shift differential paid for this company.

THIRD: The total third-shift shift differential paid for this company.

NUMBER OF TRANSACTIONS: The total number of transactions for this company.

FINAL TOTALS.

HOURS:

REG (Regular): The total regular hours.

OTH (Other): The total other hours.

VAC/HOL (Vacation/Holiday): The total vacation and holiday hours.

SICK: The total sick hours.

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TOTAL: The total of all hours.

PREM HOURS (Premium hours): The total premium hours.

ADJUSTMENT:

TAXABLE: The total taxable adjustments.

NON-TAX (Non-taxable): The total non-taxable adjustments.

SICK: The total sick pay.

DEDUCTIONS:

ONE-TIME: The total one-time adjustments.

PAY ADV (Pay advance): The total pay advance deductions.

REVERSE AMOUNT: The amount of reversals.

TOTAL GROSS: The total gross wages.

EMPLOYER PAID UNION:

TAXABLE: The total taxable union deductions.

NON-TAX (Non-taxable): The total non-taxable union deductions.

SHIFT:

SECOND: The total second-shift shift differential paid.

THIRD: The total third-shift shift differential paid.

NUMBER OF TRANSACTIONS: The total number of transactions.

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Monthly Union report (AMPIC)

NORTHCREEK IND. CO. NO. 01   MONTHLY UNION REPORT--REPAIR UNION NO. 3   RUN DATE 12/12/** TIME 09.12.39 PAGE 1 AMPIC

DED TYPE	DEDUCTION DESCRIPTION	EMP NO.	EMPLOYEE NAME	SOCIAL SECURITY	------ REGULAR ------ RATE HOURS GROSS	------- OTHER ------- RATE HOURS GROSS	TOTAL GROSS	UNION DUES
8	LIFE INS.	90600	RON STARKER	839-83-9839	13.375 16.70 223.36		223.36	1.66
8	LIFE INS.	90600	RON STARKER	839-83-9839	5.350 80.00 428.00		428.00	8.00
8	LIFE INS.	90600	RON STARKER	839-83-9839	5.350 14.00 74.90	8.025 18.00 144.45	219.35	3.20
8	LIFE INS.	90600	RON STARKER	839-83-9839	6.000 2.00 12.00	5.050 3.10 15.66	27.66	.52
8	LIFE INS.	90600	RON STARKER	839-83-9839	6.000 2.00 12.00	9.000 2.00 18.00	30.00	.40

```
                                   ** TOTAL AMOUNT DEDUCTION TYPE  8     222.78
                                  *** TOTAL AMOUNT UNION  3     633.44
                                 **** COMPANY TOTAL UNIONS     1,244.92
```

NORTHCREEK IND. CO. NO. 01   MONTHLY UNION REPORT--REPAIR UNION   NO. 3   RUN DATE 12/12/** TIME 10.21.21 PAGE 3 AMPIC

```
                              ** TOTAL AMOUNT DEDUCTION TYPE  1      40.00
                              ** TOTAL AMOUNT DEDUCTION TYPE  2      36.16

                              ** TOTAL AMOUNT DEDUCTION TYPE  3      48.84

                              ** TOTAL AMOUNT DEDUCTION TYPE  4     150.00

                              ** TOTAL AMOUNT DEDUCTION TYPE  5      20.26

                              ** TOTAL AMOUNT DEDUCTION TYPE  6      14.00

                              ** TOTAL AMOUNT DEDUCTION TYPE  7     101.40

                              ** TOTAL AMOUNT DEDUCTION TYPE  8     222.78
                             *** TOTAL AMOUNT UNION  3     633.44
                            **** COMPANY TOTAL UNIONS     1,244.92
```

FINAL CONTROL TOTALS   MONTHLY UNION REPORT   RUN DATE 12/12/** TIME 10.21.21 PAGE 4 AMPIC
```
                            **** FINAL TOTAL UNIONS        1,244.92
```

Use option 1 or 2 on the Monthly Union Report menu (AMPM06) to print this report. This report consolidates the weekly transactions for each union and for each employee with deductions for that union. You can use this report to keep a record of union deductions for each month. The system draws information for this report from the Monthly Union file.

Fields

UNION NO. (Union number). The 3-digit union number to which the deductions on this report refer.

DED TYPE (Deduction type). The 1-digit union type that identifies the union deduction, 1 to 9, reported on this line.

DEDUCTION DESCRIPTION. The description of this union deduction.

EMP NO. (Employee number). The number of the employee for whom you withheld the deduction.

EMPLOYEE NAME. The name of the employee for whom you withheld the deduction.

SOCIAL SECURITY. The Social Security number of the employee for whom you withheld the deduction.

REGULAR.

> *RATE*: The rate at which you pay an employee for regular hours. For fixed deductions, the rate is the highest rate at which the employee worked for that pay period.

> *HOURS*: The number of regular hours for which you pay an employee.

> *GROSS*: The regular gross pay for the employee.

OTHER.

> *RATE*: The rate at which you pay an employee for other hours. For fixed deductions, the rate is the highest rate at which the employee worked for that pay period.

> *HOURS*: The number of regular hours for which you pay an employee.

> *GROSS*: The regular gross pay for the employee.

TOTAL GROSS. The total gross pay for the employee.

UNION DUES. The amount of union dues for this employee.

TOTAL AMOUNT DEDUCTION TYPE. The total for this type deduction. Totals for each type deduction appear at the end of the report.

TOTAL AMOUNT UNION. Total of all deductions you owe the union for this type deduction. Totals for each type deduction appear at the end of this report.

COMPANY TOTAL UNIONS. Total monies each company owes all unions for this type deduction. Totals for each type deduction appear at the end of this report.

FINAL TOTAL UNIONS. Total monies owed all unions for this type deduction. Totals for each type deduction appear at the end of this report.

NACHA Formation register (AMPMF)

```
                    NACHA FORMATION REGISTER          RUN DATE 10/22/** TIME ******   PAGE   1  AMPMF
                                     SELECTIONS: MEMBER-PAYEDI    PROTECTED-NO  REGULAR-YES ALL CO.-NO
NORTHCREEK IND.   NO. 01
FILE HEADER RECORD FORMAT (TYPE 1)
PRIORITY  IMMEDIATE  IMMEDIATE  TRANSMISSION    FILE   RECORD BLOCKING FORMAT
  CODE  DESTINATION  ORIGIN      DATE   MODIFIER  SIZE  FACTOR  CODE      DESTINATION NAME       ORIGIN NAME
  01   222222226  261070015   **/10/22     A     094    10      1     CITIBANK

COMPANY/BATCH HEADER RECORD (TYPE 5)
SERVICE              COMPANY       STANDARD   COMPANY ENTRY  EFFECTIVE   ORIGINATOR   ORIGINATING        BATCH
CLASS  COMPANY NAME   IDENTIFICATION  ENTRY CLASS  DESCRIPTION   ENTRY DATE  STATUS CODE  DFI IDENTIFICATION     NUMBER
 200  WILDWOOD IND.  3123456789     PPD         PAYROLL      10/24/**      1          26107001          0000001

ENTRY DETAIL RECORD FORMAT (TYPE 6)
TRANSACTION  RECEIVING BANK   BANK ACCOUNT                         ADDENDA
  CODE     ROUTING/TRANSIT    NUMBER        AMOUNT    EMPLOYEE        RECORD     TRACE NUMBER
  22     222222226     1103        2,261.91  ADOR AGUILAR       0    26107001200001
  23     222222226     44025                 ADOR AGUILAR       0    26107001200002
  33     222222226     65295                 ADOR AGUILAR       0    26107001200003
  32     222222226     65295       17,917.40 LAURIE MARTIN      0    26107001200004

COMPANY/BATCH CONTROL RECORD FORMAT (TYPE 8)
SERVICE  ENTRY                 COMPANY      ORIGINATING      BATCH
 CLASS   COUNT  ENTRY HASH  TOTAL DEBITS   TOTAL CREDITS  IDENTIFICATION  DFI IDENTIFICATION   NUMBER
 200      4 0888888904       20,179.31   000000001      26107001        0000001

FILE CONTROL RECORD FORMAT (TYPE 9)
BATCH   BLOCK   ENTRY
COUNT   COUNT   COUNT       ENTRY HASH    TOTAL DEBITS       TOTAL CREDITS
  1       8      4       0888888904                          20,179.31

FILE DIREFT - STATUS INFORMATION
RECORDS IN FILE            4
RECORDS PROCESSED          4
RECORDS NOT PROCESSED
```

Use option 2 on the Electronic Deposit Support menu (AMPM15) to print this report and to reformat transaction records in the Employee Electronic Funds Master file into the format specified by NACHA. This register shows the detail contents of all records you added to the PAYEDI file. You can use this report to reference in case your bank has questions or problems related to the contents of the file. The system draws information for this report from the Employee Electronic Funds Master, the Employee master, and the Deduction Distribution files.

For information about fields not defined here, see the Automated Clearing House Rules guidebook, published by the National Automated Clearing House Association.

Fields

SELECTIONS. The run-time options you selected to print this report. Includes the following:

MEMBER: The name of the member containing the formatted transaction records.

PROTECTED: YES appears if you selected to include protected employees in this report; otherwise, NO appears.

REGULAR: YES appears if you selected to include regular employees in this report; otherwise, NO appears.

ALL CO.: YES appears if you selected to include all companies in this report; otherwise, NO appears.

FILE HEADER RECORD (TYPE 1).

PRIORITY CODE: The level of priority handling within the ACH (Automated Clearing House) network.

IMMEDIATE DESTINATION: The transit/routing number of the ACH operator or receiving point to which you are sending the file.

IMMEDIATE ORIGIN: The transit/routing number of the ACH operator or sending point that is sending the file.

TRANSMISSION DATE: The date that you entered as the effective date of transfer when you created the file.

COMPANY/BATCH HEADER RECORD (TYPE 5).

COMPANY NAME: The name of your company as defined to XA.

COMPANY IDENTIFICATION: The DUNS number of Federal tax identification number (IRS employer ID number) assigned to your company. This nine-digit number begins with a 3 if it is a DUNS number; otherwise, it begins with a 1.

STANDARD ENTRY CLASS: Mnemonic that identifies the type of entries you are sending. XA supports type PPD entries, "Prearranged Payment and Deposit."

COMPANY ENTRY DESCRIPTION: A description of the purpose of the entries for the receiver. The word PAYROLL always appears.

EFFECTIVE ENTRY DATE: The date you specified on which you intend a to settle a batch of entries. In XA, this date defaults to two days after you create the file, but you can override the date.

ORIGINATING DFI IDENTIFICATION: The transit/routing number that identifies the depository financial institution (DFI) that originates the entries within this batch. This will be your company's bank (origin bank) that you identified in the Deduction Distribution C record.

ENTRY DETAIL RECORD (TYPE 6).

TRANSACTION CODE: The numeric code that identifies the types of debit and credit entries. One of the following:

22	Automated deposit (demand account)
23	Prenote for demand account authorization
27	Automated debit (demand account)
28	Prenote for demand debit authorization
32	Automated deposit (savings account)
33	Prenote for savings account authorization

RECEIVING BANK ROUTING/TRANSIT: The transit/routing number that identifies the receiving bank or financial institution at which the employee has its account.

BANK ACCOUNT NUMBER: The demand (checking) or savings account number to which the bank will deposit the employee's funds.

AMOUNT: The dollar amount of the deduction or net pay to be deposited. For prenote transactions (code 23 or 33), the amount is zero.

EMPLOYEE: The name of the employee as defined in the Employee master file.

EMPLOYEE NUMBER: The five-digit employee number as defined in the Employee master file.

COMPANY/BATCH CONTROL RECORD (TYPE 8). Identifying information and total debits and credit amounts in the batch (preceding type 6 detail records).

FILE CONTROL RECORD (TYPE 9). Summary total for the entire file (all batches). One per file as last logical record.

FILE DIREFT–STATUS INFORMATION. The record count information from the Employee Electronic Funds Transfer file:

- Total records in the file
- Total records processed
- Total records bypassed or not processed

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Order Distribution register (AMPGC)

```
NORTHCREEK IND.  CO. NO. 01      ***** ORDER DISTRIBUTION REGISTER *****   RUN DATE 12/06/** TIME 09.59.30 PAGE   6 AMPGC
COMPANY WORKED- 01                                 W/E DATE- 01
   ORDER  OPR.   EMP    REG     O/T    OTHER    REG     O/T    OTHER     RUN   CMP SECOND  THIRD
   NUMBER SEQ.   NO. SFT HOURS  HOURS  HOURS   GROSS   GROSS   GROSS   ADJUST CODE  CODE  SHIFT  SHIFT

TUBE 12 IN DIA

   M000280 0010  120 1  8.00    2.00            46.00   17.25             R    1
               130 1  8.00    2.00    34.50          17.25        R    1
               140 1  8.00            26.00                   R    1
                 1  8.00    2.00    26.00          13.00        R    1
               150 2  8.00            46.00                   S    0   2.30
                 2  8.00    2.00    46.00          11.50        R    1   21.00
               160 3  8.00            46.00                   R    0          3.22
                 3  8.00    2.00    46.00           8.77        R    1         31.38
               170 1  8.00            46.00                   R    0
                                                   10.00
NORTHCREEK IND.  CO. NO. 01      ***** ORDER DISTRIBUTION REGISTER *****   RUN DATE 12/06/** TIME 09.59.30 PAGE   8 AMPGC
                                                   W/E DATE 12/01/**
**** HOME COMPANY CONTROL TOTALS ****


------------ HOURS ------------  ---------------------- GROSS ----------------------
  REG    OVT   OTH   TOTAL    REGULAR   OVERTIME     OTHER   ADJ AMT   TOTAL

 784.39   190.11      3,816.60          912.04        5,012.83

        31.55   1006.05         218.19          66.00
NORTHCREEK IND.  CO. NO. 01      ***** ORDER DISTRIBUTION REGISTER *****   RUN DATE 12/06/** TIME 09.59.30 PAGE   7 AMPGC
COMPANY WORKED- 01                                 W/E DATE 12/01/**

   ORDER  OPR.   EMP    REG     O/T    OTHER    REG     O/T    OTHER     RUN   CMP SECOND  THIRD
   NUMBER SEQ.   NO. SFT HOURS  HOURS  HOURS   GROSS   GROSS   GROSS   ADJUST CODE  CODE  SHIFT  SHIFT

                 2  6.00            24.00   30.00   126.00            R    0   1.50
                 2  8.00    2.00            67.00                   R    0
               90450 3         8.00            27.26                   R    0         58.34
               90500 3         8.25            31.45                   R    0        100.95
               90550 1         8.00            40.00                   R    0
               90600 3         8.35            30.39                   R    0         81.29

   * OPERATION TOTAL     309.15   14.00  116.60  1,500.50   70.25  529.62     66.00          62.65  284.37


  ** ORDER TOTAL         309.15   14.00  116.60  1,500.50   70.25  529.62     66.00          62.65  284.37


   *** COMPANY WORKED TOTAL  784.39   31.55   190.11  3,816.60  218.19  912.04     66.00          95.93  399.30
***** FINAL CONTROL TOTALS *****      ***** ORDER DISTRIBUTION REGISTER *****   RUN DATE 12/06/** TIME 09.59.30 PAGE   9 AMPGC

***** FINAL CONTROL TOTALS *****


------------ HOURS ------------  ---------------------- GROSS ----------------------
  REG    OVT   OTH   TOTAL    REGULAR   OVERTIME     OTHER   ADJ AMT   TOTAL

 784.39   190.11      3,816.60          912.04        5,012.83

        31.55   1006.05         218.19          66.00
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows the labor distribution in shop-order sequence and operation-number sequence. You can use this report to balance the final control totals back to the Payroll Register. The system draws information for this report from the work files associated with the Checks and Reports option. See Chapter 21 for more information.

Fields

ORDER NUMBER. The number of the order to which the labor is reported.

OPR. SEQ. (Operation sequence). The operation sequence number of the order to which the labor is reported.

EMP NO. (Employee number). The number of the employee for whom you reported this labor. Each employee time or adjustment record expressed as direct labor.

SFT (Shift). The shift during which the employee performed the labor.

REG HOURS (Regular hours). The number of regular hours this employee worked in this department/production facility.

O/T HOURS (Overtime hours). The number of overtime hours this employee worked in this department/production facility.

OTHER HOURS. The number of other hours this employee worked.

REG GROSS (Regular gross). The gross earnings associated with regular hours charged to this department/production facility.

O/T GROSS (Overtime gross). The gross earnings associated with overtime hours charged to this department/production facility.

OTHER GROSS. The gross earnings associated with non-overtime other hours charged to this department/production facility.

ADJUST. The total amount of all adjustments to the gross earnings.

RUN CODE. The run code assigned to this labor entry.

CMP CODE (Completion code). The completion code assigned to this labor entry.

SECOND SHIFT. The amount of second-shift shift differential paid, if any.

THIRD SHIFT. The amount of third-shift shift differential paid, if any.

OPERATION TOTAL. Column totals for this operation sequence number of the order reported.

ORDER TOTAL. Column totals for all operation sequence numbers for this order number.

COMPANY WORKED TOTAL. Column totals for all orders for the company to which the labor was performed.

HOME COMPANY CONTROL TOTALS. These totals are an accumulation of hours and associated earnings reported for all employees assigned to this company, regardless of the company in which the employees performed work. Use these totals to balance back to the Payroll register.

HOURS.

REG (Regular): The number of regular hours worked for this home company.

OVT (Overtime): The number of overtime hours worked for this home company.

OTH (Other): The number of other hours worked for this home company.

TOTAL: The total number of hours worked for this home company.

GROSS.

REGULAR: The accumulation of regular hours reported by all employees assigned to this company, regardless of where the employees performed the labor.

OVERTIME: The amount of overtime gross earnings spent for this home company.

OTHER: The amount of other gross earnings spent for this home company.

ADJ AMT (Adjusted amount): The amount of adjusted earnings spent for this home company.

TOTAL: The total amount of earnings spent for this home company.

FINAL CONTROL TOTALS. The number of order hours entered. Use this amount to balance back to the Payroll Register.

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Other Compensation & Payments register (AMPFJ)

```
NORTHCREEK IND.  CO. NO. 01  *** OTHER COMPENSATION & PAYMENTS REGISTER ***  RUN DATE  4/08/
**  TIME 13.25.05  PAGE   1  AMPFJ
                                          W/E DATE  4/08/**

    DEPARTMENT - DP20
 OC/OP   EMPLOYEE                   OTHER       OTHER      COMPENSATION  PAYMENTS     COMPENSATION  PAYMENTS
    NO.   NAME                      COMP.      PAYMENT
                                   AMOUNT      AMOUNT     Y-T-D AMOUNT  Y-T-D AMOUNT  Q-T-D AMOUNT  Q-T-D AMOUNT
  001  BONUS
     60   ADOR AGUILAR              25.00                  736.00        .00          250.00        .00
   30200   LAURIE MARTIN             5.00                  109.00        .00           30.00        .00
                            ----------- ----------- ----------- ----------- ----------- -----------
     ** DEPARTMENT - DP20 TOTALS **        30.00      .00      845.00       .00       280.00        .00
     *** COMPANY TOTALS ***                30.00      .00      845.00       .00       280.00        .00

 **** FINAL TOTALS ****       *** OTHER COMPENSATION & PAYMENTS REGISTER ***  RUN DATE  4/08/**  TIME 13.25.05  PAGE   2  AMPFJ
                                          W/E DATE  4/08/**
                              OTHER       OTHER      COMPENSATION  PAYMENTS     COMPENSATION  PAYMENTS
                              COMP.      PAYMENT
                             AMOUNT      AMOUNT     Y-T-D AMOUNT  Y-T-D AMOUNT  Q-T-D AMOUNT  Q-T-D AMOUNT
     **** FINAL TOTALS ****          30.00      .00      845.00       .00       280.00        .00
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows other compensation and payments amounts in other-compensation or other-payments sequence by employee. You can use this report to keep a record of other compensation and other payments you paid during this payroll run. The report is sorted by other compensation/other payment, employee, department, The system draws information for this report from the work files associated with the Checks and Reports option.

Fields

DEPARTMENT. The department to which this group of other compensations or other payments were charged.

OC/OP (Other compensation/other payment). The 3-digit distribution number you assigned to the other compensation or other payment.

EMPLOYEE.

NO. (Number): The number of the employee to whom you paid the other compensation or other payment.

NAME: The name of the employee to whom you paid the other compensation or other payment.

OTHER COMP. AMOUNT (Other compensation amount). The other compensation amount the system processed for the employee during this payroll run.

OTHER PAYMENT AMOUNT. The other payment amount the system processed for the employee during this payroll run.

COMPENSATION Y-T-D AMOUNT. The accumulated amount year-to-date of this other compensation.

PAYMENTS Y-T-D AMOUNT. The accumulated amount year-to-date of this other payment.

Contents | **Index**

COMPENSATION Q-T-D AMOUNT. The accumulated amount quarter-to-date of this other compensation.

PAYMENTS Q-T-D AMOUNT. The accumulated amount quarter-to-date of this other payment.

FINAL TOTALS. The final totals of the other compensation and payments for this payroll run and for year-to-date and quarter-to-date totals.

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Payoff Balancing register (AMPBK)

```
                    *** PAYOFF BALANCING REGISTER ***  DATE 12/06/**  TIME 12.06.41  PAGE  2  AMPBK

BATCH/ EMP  CO P  CHECK   GROSS   NET        SOSC/                      -- *ADJ/DED ---  UNION DEDUCT
 LINE  NO. NO C   NO.     PAY    PAY    FIT  MEDICARE STATE  COUNTY   LOCAL SDI   SUI  TYP NO  AMOUNT  NO. AMOUNT
 3 10 190  1 1  5104    94.30  68.28  9.60  2.92                                           4   8.50
 3 11 190  1 1  5104                                                          1   5.00
 3 12 190  1 1  5104                               OC  126*99999.99
 3 12 190  1 1  5104                               EC  126*99999.99

BATCH/  EMP  CO  P DAY         OPR      PROD    ----- REGULAR ------- -------- OTHER -------- ADJUSTMENT/DEDUCT
 LINE  NO. NO  C NO.      ORDER  SEQ  DPT  FAC   HOURS  RATE   GROSS TYPE HOURS RATE GROSS TYPE NO. AMOUNT

 1 76  190  1 1  5    JOB002 OP01  DP10 CS015   8.00  6.038   48.30
 1 47  190  1 1  4    JOB002 OP01  DP10 CS015   8.00  6.038   48.31
 1 63  190  1 1  4    JOB002 OP01  DP10 CS015                              SP    46.00
 1 66  190  1 1  5          DP10 CS015
                                                                   FEE    2.00

 1 8   190  1 1  1  5104 JOB001 OP01  DP10 CS015   8.00  6.038   48.30
                                  PAYOFF NET    68.28  CALCULATED NET    68.28  DIFFERENCE  00.00
**** E AM-2026 PAYROLL DISTRIBUTION DOES NOT BALANCE     PAYOFF GROSS   94.30  CALCULATED GROSS  190.91  DIFFERENCE  96.61
----------------------------------------------------------------------------------------------------------
```

Use option 3 on the Payoffs menu (AMPM02) to balance payoff entries and to print this report. This report shows the entries you selected to balance for payoff. It compares the gross and net that you entered for each payoff check with the gross and net that the system calculates. You can use this report to validate that the amounts you entered for the payoff check matches what the system would calculate for the payoff check. The system draws information for this report from the Payoff and Total Hours files.

Fields

BATCH/LINE. The batch or line number that the system generated for this payoff check record.

EMP NO. (Employee number). The number for this employee for whom you wrote this payoff check record.

CO NO (Company number). The number of the company for which you wrote this payoff check record.

P C (Pay cycle). The pay cycle to which this payoff check applies.

CHECK NO. (Check number). The number of the payoff check.

GROSS PAY. The gross pay that you entered for this payoff check. Balance back to time/adjustment records in the current Total Hours file.

NET PAY. The net pay amount you entered for the payoff check. Balance back to time/adjustment records in the current Total Hours file.

FIT (Federal Income Tax). Amount of Federal Income Tax withholding you entered. Balance back to time/adjustment records in the current Total Hours file.

SOSC/MEDICARE (Social Security/Medicare). Amount of Social Security/Medicare tax the system withholding you entered. Balance back to time/adjustment records in the current Total Hours file.

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STATE. Amount of state tax withholding you entered. Balance back to time/adjustment records in the current Total Hours file.

COUNTY. Amount of county tax withholding you entered. Balance back to time/adjustment records in the current Total Hours file.

LOCAL. Amount of local tax withholding you entered. Balance back to time/adjustment records in the current Total Hours file.

SDI. Amount of SDI tax withholding you entered. Balance back to time/adjustment records in the current Total Hours file.

SUI. Amount of SUI tax withholding you entered. Balance back to time/adjustment records in the current Total Hours file.

ADJ/DED (Adjustments/Deductions).

   TYP (Type): The type of the adjustment or deduction.

   NO (Number): The number for the adjustment or deduction.

   AMOUNT: The amount of the adjustment or deduction you entered.

UNION DEDUCT (Union deductions).

   NO. (Number): The number for the union for which you take this deduction.

   AMOUNT: The amount of the deduction you entered.

DISTRIBUTION FOLLOWS FOR. Name of the employee who received the manually prepared check.

BATCH/LINE. The batch and line numbers of the records you selected to include in this payoff check.

EMP NO. (Employee number). The number of the employee for this selected record. Balance back to hourly gross earnings and net amounts.

CO NO (Company number). The number of the company in which the labor the system reports for this selected record was performed.

P C. The pay cycle you assigned to the selected record.

DAY NO.. The day number you assigned to the selected record. The system uses it when it automatically calculates overtime.

ORDER. The order number you assigned to the selected record.

OPR SEQ (Operation sequence). The operation sequence number you assigned to the selected record.

DPT (Department). The department number you assigned to the selected record.

PROD FAC (Production facility). The production facility you assigned to the selected record.

REGULAR.

HOURS: The amount of regular yours reported for the selected record.

RATE: The hourly rate associated with the regular hours reported for the selected record.

GROSS: The amount of gross earnings associated with regular hours for the selected record. The amount can be one of the following:

- Regular hours ¥ Regular rate
- A salary amount for salaried employees
- A precalculated regular gross override that overrides the Regular hours ¥ Regular rate calculation.

OTHER.

TYPE: The type of other hours, entered as follows:

TH	Time and one-half
DT	Double time
TR	Triple time
DH	Double time and one-half
S	Sick time
P	Premium time
VA	Vacation
HL	Holiday
blank	Overtime hours.

HOURS: The amount of other hours reported for the selected record.

RATE: The hourly rate associated with the other hours reported for the selected record.

GROSS: The amount of gross earnings associated with other hours for the selected record. The amount can be one of the following:

- Other hours ¥Other rate
- A salary amount for salaried employees
- A precalculated regular gross override that overrides the Other hours ¥Other rate calculation.

ADJUSTMENT/DEDUCT (Adjustment/deduction).

TYPE: The type of adjustment or deduction.

NO. (Number): The adjustment or deduction number from the Deduction Distribution file.

AMOUNT: The amount of the adjustment or deduction.

E AM-. An example of a XA error message. the payoff record as a result of gross amount test. If the gross test balances and the net test does not, enter the payoff record again.

PAYOFF NET. The amount you entered for net during payoff entry for this check.Payoff gross -all payoff taxes -all payoff + (Total hours, miscellaneous deductions and directed deductions) -employee-paid union deductions, ±(Payoff + Total hours adjustments to gross).

PAYOFF GROSS. The amount you entered for gross during payoff entry for this check.Hourly earnings + Precalculated earning.

CALCULATED NET. The amount the system calculated for the net amount of this payoff check.Calculated gross -(Tax deductions + Directed deductions + Pay advance deductions + Miscellaneous deductions + Employer-paid taxable union deductions).

CALCULATED GROSS. The total amount of gross the system calculated for the employee, including employer-paid taxable union deductions, other compensation, other payments, and adjustments to earnings.

Payoff Batch register (AMPBN)

```
                    *** PAYOFF BATCH REGISTER ***  DATE 12/06/**  TIME 9.32.10  PAGE   1  AMPBN

                         BATCH NUMBER   3
LINE   EMP P CHECK  GROSS   NET         SOSC/              SUI/  OVERRIDE   DEDUCTIONS  UNION DED
NO.    NO. C NO.    PAY     PAY    FIT  MEDICARE STATE   COUNTY  LOCAL SDI STA CTY LOC TP NO. AMOUNT  NO. AMNT

  5 90200 1 13310  180.00  143.01  19.03  10.89  1.75                                          2  1.02
  6 90200 1 13310                                                                3  1.75
  7 90200 1 13310                                                                5  2.00
  8 90200 1 13310                                                                6   .55
  9 90200 1 13310                                                              DD 12  125.00
                                                        FEE    2.00            7
 10   170 1 5102   46.00   39.04   3.95   2.78   .23
 11   190 1 5104   94.30   68.28   9.60   2.92                                       4  8.50
 12   190 1 5104                                                          1  5.00
 13   140 1 5109   26.00   20.10   3.68   1.57   .65              6
 14    70 2 5101  980.00  567.76 273.16  59.29 49.79                              00  2 30.00
 15 90200 4 5030   61.10   47.32   3.69   3.70  6.10              .29
 16 90200 4 5030                                            OP 126*99999.99
 17 90200 4 5030                                            EC 126*99999.99

                    *** PAYOFF BATCH REGISTER ***    DATE 12/06/**  TIME 10.42.25  PAGE 0002  AMPBN

                      *** BATCH STATUS ***
            VALID RECORDS                 1
            ERROR RECORDS
            DELETED RECORDS
            TOTAL GROSS              800.00     TOTAL NET                600.00
            TOTAL FEDERAL TAX        100.00       TOTAL SDI
            TOTAL SOCIAL SECURITY     50.00       TOTAL SUI
            TOTAL MEDICARE            50.00       TOTAL STATE TAX         50.00
            TOTAL UNION DEDUCTIONS              TOTAL COUNTY TAX
            TOTAL MISC. DEDUCTIONS             TOTAL LOCAL TAX
            TOTAL EIC PAYMENTS          .00
            TOTAL OTHER COMP NOT IN NET     .00     TOTAL OTHER PMTS NOT IN NET      .00
            ----------------------------------------------------------------------------
            TOTAL OTHER COMP IN NET        .00     TOTAL OTHER PMTS IN NET         .00


            ***********************************************************************
            *                                                     *
            *          *** BATCH NUMBER   1 HAS BEEN CLOSED   ***          *
            *                                                     *
            *     ORIGINAL WORKSTATION WAR5903A2    ORIGINAL OPERATOR       *
            *                                                     *
            *     LAST WORKSTATION    V034W019    LAST OPERATOR            *
            *                                                     *
            ***********************************************************************
```

Use option 2 on the Payoffs menu (AMPM02) to print this report. This report shows each record in the batch, and the totals for all records entered. You can use this report to keep a record of the payoff batch. The system draws information for this report from the payoff batch file.

BATCH NUMBER. Number of the batch.

EMP NO. (Employee number). The employee number associated with this record.

LINE NO. (Line number). The line number for this record that the system generated. You can use the number to delete the record during backout if you find an error in a record.

P C (Pay cycle). The pay cycle you assigned to the payoff check.

CHECK NO. (Check number). The number for this payoff check.

GROSS PAY. The gross pay you entered for this payoff check.

NET PAY. The net pay you entered for this payoff check.

FIT (Federal Income Tax). Amount of Federal income tax the system withheld for this payoff check.

SOSC/MEDICARE (Social Security/Medicare). The amount of Social Security and Medicare the system withheld from this payoff check.

STATE. The amount of state tax the system withheld from this payoff check.

COUNTY. The amount of county tax the system withheld from this payoff check.

LOCAL. The amount of local tax the system withheld from this payoff check.

SDI/SUI. The amount of SDI and SUI taxes the system withheld from this payoff check.

OVERRIDE.

STA (State): An override to the employee's default state taxing body.

CTY (County): An override to the employee's default county taxing body.

LOC (Local): An override to the employee's default local taxing body.

ADJUSTMENTS. If this is a deduction, the literal "DEDUCTION" appears.

TP (Type): The type of adjustment or deduction.

NO. (Number): The number of the adjustment or deduction.

AMOUNT: The amount of this adjustment or deduction.

UNION DED (Union deduction).

NO. (Union type): The 1-digit union type code that identifies the specific union deduction. A number from 1 to 9 specifies the union to which you assigned this employee. The employee's union assignment is in the employee's record in the Employee master file.

AMNT (Amount): The amount of the union deduction.

BATCH STATUS. The amount of records that are valid, in error, or deleted that appear on this register.

TOTAL GROSS. The total amount of gross earnings reported on this register.

TOTAL FEDERAL TAX. The total Federal tax reported on this register.

TOTAL SOCIAL SECURITY. The total Social Security tax reported on this register.

TOTAL MEDICARE. The total Medicare tax reported on this register.

TOTAL UNION DEDUCTIONS. The total amount of union deductions reported on this register.

TOTAL MISC. DEDUCTIONS (Total miscellaneous deductions). The total amount of miscellaneous deductions reported on this register.

TOTAL EIC PAYMENTS (Total earned income credit payments). The total amount of earned income credit payments reported on this register.

TOTAL OTHER COMP NOT IN NET (Total compensation not in net). The total amount of all type OC adjustments to other compensation amounts that you want to direct to a general ledger account number. You do not want the amounts included in net pay for this set of totals.

TOTAL OTHER COMP IN NET (Total compensation in net). The total amount of all type OC adjustments to other compensation amounts that you want to include in the employee's net pay for this set of totals.

TOTAL NET. The total net pay reported on this register.

TOTAL SDI. The total SDI reported on this register.

TOTAL SUI. The total SUI reported on this register.

TOTAL STATE TAX. The total state tax reported on this register.

TOTAL COUNTY TAX. The total county tax reported on this register.

TOTAL LOCAL TAX. The total local tax reported on this register.

TOTAL OTHER PMTS NOT IN NET (Total other payments not in net). The total amount of all type OP adjustments to other compensation amounts that you want to direct to a general ledger account number. You do not want the amount included in net pay for this set of totals.

TOTAL OTHER PMTS IN NET (Total other payments in net). The total amount of all type OP adjustments to other payment amounts that you want to include in the employee's net pay for this set of totals.

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Payroll Batch register (AMPAV)

```
*** PAYROLL BATCH REGISTER ***     DATE 12/06/**  TIME  8.40.21  PAGE   1  AMPAV
                         BATCH NUMBER  1
LINE  EMP SFT  ORDER  OPR  DEPT PROD  REGULAR  OTHER    QUANT R C  REG   OTHER  ST CT LC LEDGER  REGULAR  OTHER  CO P D
AY AC
 NO.  NO.       SEQ    FAC  HOURS TYPE HOURS       C C  RATE   RATE  CD CD CD NUMBER  GROSS   GROSS  WK C NO. PO
                                                      MO

+  1  120 1  M000210 0010 DP20 LA035  8.00        50 R 1
   2  130 1  M000240 0010 DP90 AS095  8.00          R 1                      1 1 1 12
   3  140 1  M000240 0030 DP60 IN040  8.00          R 1                      1 1 1 12
   4  150 2  M000260 0010 DP90 AS095 480.00         R 1                       1 1 1 12
      MILESTONE B  MILESTONE GROUP J   MACHINE 480.00    QUANTITY SCRAPPED    10
   5  160 3  M000240 0035 DP50 PT065  8.00          R 1                    1 1 1 12
   6  170 1  M000240 0040 DP50 PT065  8.00          R 1                      1 1 1 12
   7  180 1  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
   8  190 2  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
   9  200 3  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
  10  210 1  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
  11  220 1  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
  12  230 2       DP70 OFFIC  ADJUSTMENT TYPE DD      DED NO.  12      C2120  AMOUNT  125.00   1 1 1 12
                                             FEE    1.00
  13  240 1  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
  14  250 2  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
  15  260 1  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
  16  270 2  M000210 0010 DP20 LA035  8.00          R 1                      1 1 1 12
  17  280 1       DP50 LA035  ADJUSTMENT TYPE OC      ADJ NO. 123            AMOUNT 99999.99 1 1  1 12

         ATTENDANCE HOURS  990.99
+ - TRANSACTION TIMES REPORTED IN MINUTES


           *** PAYROLL BATCH REGISTER ***     DATE 12/06/**  TIME 10.35.33  PAGE   2  AMPAV
                     *** BATCH STATUS ***
          VALID RECORDS              1
          ERROR RECORDS
          REGULAR HOURS            40.00      TAXABLE ADJUSTMENTS
          OVERTIME HOURS                      NONTAXABLE ADJUSTMENTS
          PREMIUM HOURS                       SICK PAY ADJUSTMENTS
          VAC/HOLIDAY HOURS                   ONE-TIME DEDUCTIONS
          SICK HOURS                          PAY ADVANCES
          TOTAL PAYROLL HOURS      40.00      REVERSE AMOUNTS
                                              PRECALCULATED REGULAR GROSS
                                              PRECALCULATED OTHER GROSS
          ATTENDANCE HOURS                    OTHER COMPENSATION
          TOTAL LABOR HOURS        40.00      OTHER PAYMENTS
                               EIC PAYMENTS
          **********************************************************************
          *                                     *
          *      *** BATCH NUMBER   8 HAS BEEN CLOSED   ***          *
          *                                     *
          *   ORIGINAL WORKSTATION WAR5903A2    ORIGINAL OPERATOR        *
          *                                     *
          *   LAST WORKSTATION   V034W019    LAST OPERATOR        *
          *                                     *
          **********************************************************************
```

Use option 1 or 3 on the Time/Adjustment Entry menu (AMPM01) to print this report. This report shows each record in the batch and the totals for all records entered. You can use this report to verify the amounts against your manual totals. Once verified, copy these totals to an Input Control Log (PR-23). The system draws information for this report from the Payroll batch file. See Chapter 21for more information.

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Fields

BATCH NUMBER. The batch number of the batch you selected for this register.

LINE NO. (Line number). The line number for this record that the system generated. You can use the number to delete the record during backout if you find an error in a record.

EMP NO. (Employee number). The employee number associated with this record.

SFT (Shift). The shift assigned to any hours reported.

ORDER (Order number). The order number identified with this record.

OPR SEQ (Operation sequence). The operation sequence of the order number identified with this record.

DEPT (Department worked). The department to which the system will charge labor for this record.

PROD FAC (Production facility). The production facility to which the system will charge labor for this record.

REGULAR HOURS. The number of hours, in hundredths of an hour, or minutes. If the time is in minutes, a + sign appears in the far left side of the record.

OTHER HOURS. The number of other hours.

> *TYPE*: The type of other hours reported for this record.

> *HOURS*: The number of other hours reported for this record.

QUANT (Quantity). An amount that represents a quantity the system should associate with the labor in this record.

R C (Run code). The run code assigned to this record.

C C (Completion code). The completion code assigned to this record.

REG RATE (Regular rate override). This field is blank unless you entered an override for the regular rate for this record.

OTHER RATE. This field is blank unless you entered an override for the other rate for this record.

ST CD (State code). This field is blank unless you entered an override for state tax purposes for this record.

The state override code affects any SDI and SUI tax for this state, as well as state income taxes.

CT CD (County code). This field is blank unless you entered an override for county tax purposes for this record.

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LC CD (Local code). This field is blank unless you entered an override for county tax purposes for this record.

LEDGER NUMBER. An override to the general ledger account number that would normally be associated with this record. The actual general ledger number that the system overrides depends on the type of information in the record.

REGULAR GROSS (Precalculated regular gross). This field is blank unless you entered an override for the amount of regular gross the system will calculate for this record.

OTHER GROSS (Precalculated other gross). This field is blank unless you entered an override for the amount of other gross the system will calculate for this record.

CO WK (Company worked). The company the system will charge for the labor expenses for this record.

P C (Pay cycle). The pay cycle assigned to this record.

DAY NO. (Day number). The day number assigned to this record. The system uses this number when it automatically calculates overtime.

AC PO MO (Accounting period or month). The accounting period, if you use 13-period accounting, or the accounting month, if you use monthly accounting, to which the system will charge the labor expenses.

MILESTONE. Appears if PC&C is installed and interfacing. The milestone reported.

MILESTONE GROUP. Appears if PC&C is installed and interfacing. Milestone groups reported.

MACHINE. Appears if PC&C is installed and interfacing. The machine within the milestone group reported.

QUANTITY SCRAPPED. Appears if PC&C is installed and interfacing. The amount of material scrapped within the milestone reported.

ADJUSTMENT TYPE. This field is blank if this record is not an adjustment record. Otherwise, the type of adjustment.

DED NO (Deduction number). The distribution number in the Deduction Distribution file that identifies the miscellaneous deduction.

AMOUNT. If this is an adjustment record, the amount of the adjustment.

FEE. If this is a directed deduction, the service fee you withheld for this deduction.

ATTENDANCE HOURS. This field is blank if the record is not an attendance record. The amount of attendance hours the system reported in this record.

TRANSACTION TIMES REPORTED IN MINUTES. Appears if PC&C is installed and interfacing and you entered time in minutes. A reminder that payroll time appears in minutes instead of hours.

VALID RECORDS. The number of valid records in this batch.

ERROR RECORDS. The number of records in the batch that have errors.

REGULAR HOURS. The number of regular hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

OVERTIME HOURS. The number of overtime hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

PREMIUM HOURS. The number of premium hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

VAC/HOLIDAY HOURS (Vacation/holiday hours). The number of vacation or holiday hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

SICK HOURS. The number of sick hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

TOTAL PAYROLL HOURS. The total number of payroll hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

ATTENDANCE HOURS. The number of attendance hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

TOTAL LABOR HOURS. The total number of labor hours, in hundredths of an hour, or minutes for this batch. If the time is in minutes, a + sign appears in the far left side of the record.

TAXABLE ADJUSTMENTS. The total taxable adjustments reported for this batch.

NONTAXABLE ADJUSTMENTS. The total non-taxable adjustments for this batch.

SICK PAY ADJUSTMENTS. The total sick pay for this batch.

ONE-TIME ADJUSTMENTS. The total one-time adjustments for this batch.

PAY ADVANCES. The total pay advance deductions for this batch.

REVERSE AMOUNTS. The amount of reversals for this batch.

PRECALCULATED REGULAR GROSS. The total gross amounts you determined and entered for regular hours for this batch.

PRECALCULATED OTHER GROSS. The total gross amounts you determined and entered for other hours for this batch.

OTHER COMPENSATION. The amount of other compensation subject to tax for this batch.

OTHER PAYMENTS. The amount of other payments subject to tax for this batch.

EIC PAYMENTS. The amount of the earned income credit payment made to this employee for this batch.

Note: The batch status portion of the Payroll Batch register (AMPAV) may appear separately as the Payroll Batch Status (AMPAS).

Payroll Checks (AMPDQ)

Use option 5 on the Main Menu (AMPM00) to print this report. Payroll checks print in employee number sequence within a department within a company, which is the same sequence in which the checks appear on the Payroll register.

Payroll checks print over/under stubs that show itemized earnings and deductions. *Planning and Installing XA* shows form layouts for two sizes of checks. The system draws information for checks from the files associated with checks and reports.

Fields

CO (Company). The company for which the employee works.

EMPLOYEE NAME. The name of the employee for whom you wrote the check.

EMP. NO. (Employee number). The number of the employee for whom you wrote the check.

HOME DEPT (Home department). The department to which the employee is assigned.

DIST CODE (Distribution code). "MAIL" appears if you mail the check to the employee.

OCCUPATION. The occupation of this employee from the Employee master file.

PERIOD ENDING. The pay period ending date for which this check is written.

CHECK NO. (Check number). The check number assigned by XA that uniquely identifies the check.

NET PAY. The net pay amount for which the check was written.

EARNINGS/ADJUSTMENTS/ADVANCES. Wages, earnings, earnings-type adjustments, and advances.

CODE. A code that indicates the type of earnings or adjustment to earnings.

HOURS. The number of hours worked.

RATE. The rate of pay for the hours worked.

AMOUNT. The amount of the earnings or earnings adjustment.

TAXES/DEDUCTIONS/DEFERRAL/BENEFE (Taxes/deductions/deferrals/ benefits). All non-Federal payroll deductions, including all non-Federal taxes, garnishment and service fees, all types of miscellaneous deductions, pay advance deductions, union deductions, and so forth.

CODE. A code that identifies the type of deduction.

AMOUNT. The amount of the deduction.

YEAR-TO-DATE. The amount of the miscellaneous deductions year-to-date.

CURRENT GROSS PAY. Current gross pay.

YEAR-TO-DATE. The year-to-date gross pay.

SUMMARY.

   TAXABLE CURRENT: The amount of current gross wages subject to tax.

   TAXABLE Y-T-D: The amount of year-to-date gross wages subject to tax.

   WITHHELD CURRENT: The amount withheld from the current gross pay.

   WITHHELD Y-T-D: The amount withheld from the year-to-date gross pay.

FEDERAL. The amount of Federal taxes withheld. See "SUMMARY"for more information.

STATE. The amount of state taxes withheld. See "SUMMARY"for more information.

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COUNTY. The amount of county taxes withheld. See "SUMMARY"for more information.

LOCAL. The amount of local taxes withheld. See "SUMMARY"for more information.

OTHER. The amount of other taxes withheld. This box will be used f or any SDI and/or SUI taxes withheld. If both are taken, it will be the total of the two.   See "SUMMARY"for more information.

125. Page number used to start to print checks from the spool file.

CO. (Company). The company for which the employee works.

DEPT (Department). The department in which the employee works.

EMPLOYEE NO. (Employee number). The number for the employee for whom you wrote the check.

CHECK DATE. The date you issued this check.

CHECK NO. (Check number). The check number you entered.

PAY TO THE ORDER OF. The payee for this check.

PAY THIS AMOUNT. The amount of this check.

CHECK PROTECTION. The amount of this check in words.

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Payroll Completion (AMPHH)

NORTHCREEK IND. CO. NO. 01   ***** PAYROLL COMPLETION *****   RUN DATE 12/06/** TIME 10.05.07 PAGE   1 AMPHH

X	CO.	EMPLOYEE NAME		EMP. NO.	HOME DEPT	DIST. CODE	OCCUPATION	PERIOD ENDING	CHECK NO.	NET PAY	X
	02	DENNIS KRUEGER		10200	SD02	MAIL	SALES REP	05/20/**	204	650.66	

EARNINGS/ADJUSTMENTS/ADVANCES	CODE	HOURS	RATE	AMOUNT	TAX/DEDUCTION/DEFERRAL/BENEFIT	CODE	AMOUNT	YEAR-TO-DATE
REGULAR PAY	RG	30.00	20.000	600.00	UNITED FUND	02	2.00	40.00
REGULAR PAY	RG	10.00	24.000	240.00	MEDICAL PLAN	03	3.00	60.00
DOUBLE TIME	DT	4.00	40.000	160.00	LIFE INSURANCE	05	5.00	160.00
					GARNISHMENT	08	8.00	160.00
					STOCK PLAN	09	9.00	180.00
					IRA DEDUCTION	43	10.17	2,010.17
					KANSAS TAX	ST	15.00	300.93
					JO COUNTY TAX	KT	1.53	30.60
					UNION DUES	E1	32.00	

CURRENT GROSS PAY	SUMMARY	FEDERAL	FICA	STATE	COUNTY	LOCAL	OTHER
1,000.00	TAXABLE CURRENT	950.00	1,000.00	950.00	950.00		
YEAR-TO-DATE	TAXABLE Y-T-D	19,983.00	20,033.00	19,983.00	19,983.00		
20,033.00	WITHHELD CURRENT	191.14	72.50	15.00	1.53		
	WITHHELD Y-T-D	3,791.14	1,044.93	300.93	30.60		

P0001

CO.	DEPT.	EMPLOYEE NO.	CHECK DATE	CHECK NO.
02	SD02	10200	05/20/**	204

PAY THIS AMOUNT
$****650.66

TO THE ORDER OF: DENNIS KRUEGER

SIX HUNDRED FIFTY AND 66/100**

DENNIS KRUEGER
14212 LONG STREET
LEAVENWORTH KA
60801-3416

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows whether or not the Payroll Checks and Reports option successfully completed. You can use this report to tell when the Payroll run is complete. The system draws information for this report from the Total Hours file.

TOTAL RECORDS PROCESSED. If you selected multiple company support during application tailoring, The total number of records processed, sorted by company. This number should equal the number of records processed by current hours selection program.

FINAL TOTAL. If you selected multiple company support during application tailoring, the total number of records processed, sorted by company.

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Payroll Distribution journal (AMPHC)

```
NORTHCREEK IND.  CO. NO. 01    ***** PAYROLL DISTRIBUTION JOURNAL *****    RUN DATE  1/30/**  TIME 13.27.50  PAGE   1  AMPHC
   ACCOUNTING PERIOD 01          ENTRY DATE  1/30/**         W/E DATE  1/30/**
 JOURNAL                    GL       DEBIT          GL         CREDIT
 REFERENCE SOURCE       DESCRIPTION       DEBIT      AMOUNT       CREDIT      AMOUNT
 PR00044-00001 CASH      CASH                                1060     10,418.58
 PR00044-00002 CASH      OTHER COMP/PAY                     210020           100.00
 PR00044-00003 FEDERAL   FEDERAL TAX                         2210         4,401.71
 PR00044-00004 SOC SEC   EMPLOYEE SOSC                       2250         1,147.37
 PR00044-00005 SOC SEC   EMPLOYEE MCARE                      2260           268.36
 PR00044-00006 SOC SEC   EMPLOYER SOSC                       2260         1,147.37
 PR00044-00007 SOC SEC   EMPLOYER MCARE                      2270           268.36
 PR00044-00008 FUTA      EMPLOYER FUTA                       2520            15.00
 PR00044-00009 STATE     STATE TAX 500                       2200            54.93
 PR00044-00010 SUI       EMPLOYER SYU                        2300            20.00
 PR00044-00011 SUI       GA SUI W/H                          2400            10.00
 PR00044-00012 LOCAL     LOCAL TAX 603**                     2207            55.67
 PR00044-00013 DEDUCTION  GARNISHMENT 288                    2288           546.14
 PR00044-00014 DEDUCTION  GARNISHMENT 189                    2289           690.20
 PR00044-00015 DEDUCTION  SERVICE FEE                        2289            21.00
 PR00044-00016 DEDUCTION  SERVICE FEE                        8488             1.00
 PR00044-00017 UNION      UNION 202 DED 2                    2250            44.44
 PR00044-00018 UNION      UNION 202 DED 4                    2250            88.88
 PR00044-00019 UNION      UNION 202 DEC 6                    2250            79.93
 PR00044-00020 UNION      UNION 202 DED 8                    2250            10.00
 PR00044-00021 UNION      UNION 202 DED 1                    2259            82.72
 PR00044-00022 UNION      UNION 202 DED 3                    2259            66.66
 PR00044-00023 UNION      UNION 202 DED 5                    2259           111.10
 PR00044-00024 UNION      UNION 202 DED 7                    2259           155.54
 PR00044-00025 UNION      UNION 202 DED 9                    2259            20.00
 PR00044-00026 COST ACCT  EIC PAYENTS         9999997        30.69
 PR00044-00027 COST ACCT  OTHER COMP/PAY      410010        320.99
 PR00044-00028 COST ACCT  OTHER COMP/PAY      410020        125.00
 PR00044-00029 SOC SEC    MCARE EXPENSE       2250          268.36
 PR00044-00030 SOC SEC    SOSC EXPENSE        2270        1,147.37
 PR00044-00031 ACCRUAL    W/P PAID   11       2100       18,423.68
 ACCOUNTING PERIOD 01 JOURNAL TOTAL                    20,316.09                    20,316.09
           LESS SOC SEC MEDICARE EXPENSE              1,147.37
        LESS UNION NON-TAXABLE                          213.82
        ***  P/R CONTROL TOTAL                       18,954.90
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows distribution entries by general ledger account number for this pay period. You can use this report to balance the debits that appear on this report with the credits and with the total gross entry posted from the Payroll register (AMPDC). The system draws information for this report from the Temporary Payments file. The last entries on this journal are for the employer's part of Social Security and Medicare expenses. See Chapter 21 for more information.

Fields

ENTRY DATE. If you use cash accounting method, the entry date (month if you use 12-month accounting, or period if you use 13-period accounting) to which the system will post all general ledger entries If you use accrual accounting, the system will post entries generated during this payroll run to the entry date or period. The system will post data entered during time/adjustment to the accounting period you assigned to the entry.

W/E DATE. Week-ending date for this payroll run.

ACCOUNTING PERIOD. The accounting period, if you use 13-period accounting, or the accounting month, if you use monthly accounting, to which the system will post these entries. Appears only if you use accrual accounting.

JOURNAL REFERENCE. The journal reference number for this pay period and the line number. The number is created like this:

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- PR: Always the first two characters

- xxxxx: A sequential number, system assigned, that shows the number for this journal. Each time you run a new pay period, the system adds 1 to this number. The system saves the number; therefore, this number shows the sequence for all Payroll Distribution journals. You cannot change this number; the Payroll application maintains it.

- yyyyy: For each journal, this number begins with 00001. The system increments the number by 1 for each line it prints.

SOURCE. The type of journal entry.

DESCRIPTION. An expanded description for the journal entry.

GL DEBIT. The general ledger account number for this line item, if you consider this line item to be a debit.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

DEBIT AMOUNT. The amount of the line item, if you consider this line item to be a debit.

GL CREDIT. The general ledger account number for this line item, if you consider this line item to be a credit.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

CREDIT AMOUNT. The amount of the line item, if you consider this line item to be a credit.

ACCOUNTING PERIOD. Depending on which accounting cycle you chose, either ACCOUNTING DATE or ACCOUNTING PERIOD prints. The period to which the system posts the journal entries.

JOURNAL TOTAL. Total of the pay period entries the system makes into the general ledger. Post this total to the General Ledger Period Control Form (PR-54).

LESS SOC SEC MEDICARE EXPENSE. The employer's FICA expense the system subtracted for payroll balancing.

LESS UNION NON-TAXABLE. The employer's non-taxable union expenses the system subtracted for payroll balancing.

P/R CONTROL TOTAL (Payroll control total). Pay period total to balance back to the Payroll register's total gross amount.

Payroll Distribution journal for External Payments and Withholdings (AMPTW)

```
NORTHCREEK      CO. NO. 01     **** PAYROLL DISTRIBUTION JOURNAL ****       DATE 12/01/** TIME 17.08.10  PAGE   1  AMPTW
ACCOUNTING PERIOD:  9                    FOR
                                EXTERNAL PAYMENTS AND WITHHOLDINGS

  JOURNAL         SOURCE        DESCRIPTION        G/L      DEBIT      G/L      CREDIT
  REFERENCE                            DEBIT     AMOUNT    CREDIT     AMOUNT

  PR10-0001     EXT PAY/WH     ADDL SOSC-00060    7550      49.04      2245       49.04
                           ***** JOURNAL TOTALS *****     49.04               49.04
```

Use option 11 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows distribution entries by general ledger account number for external payments and withholdings for this pay period. You can use this report to confirm general ledger distribution. The system draws information for this report from the SYSCTL file.

Fields

ACCOUNTING PERIOD. Depending on which accounting cycle you chose, either ACCOUNTING DATE or ACCOUNTING PERIOD prints. The period to which the system posts the journal entries.

JOURNAL REFERENCE. The journal number and line numbers for each entry. The journal number for this report and the regular Payroll Distribution journal are retrieved from the SYSCTL file, so all your payroll journals are in ascending order.

SOURCE. The source the literal EXT PAY/WH. It shows that the journal entries came from external payments and withholdings.

DESCRIPTION. The description of this transaction. It includes the employee number of the person involved.

G/L DEBIT. The general ledger account for Social Security, Medicare, SUI, or employer FUTA expenses.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

DEBIT AMOUNT. The general ledger amount for Social Security, Medicare, SUI, or employer FUTA expenses.

G/L CREDIT. The general ledger credit account for Social Security, Medicare, SUI, or employer FUTA liabilities.

If IFM is interfacing, the UNIT/NATURE appears instead of the GL account number.

CREDIT AMOUNT. The general ledger credit amount for Social Security, Medicare, SUI, or employer FUTA liabilities.

Payroll Edit register (AMPAY)

```
*** PAYROLL EDIT REGISTER ***   DATE 12/06/**  TIME  8.32.04  PAGE   2  AMPAY
                           BATCH NUMBER  1
LINE   EMP SFT  ORDER  OPR  DEPT PROD  REGULAR  OTHER    QUANT R C  REG    OTHER  ST CT LC     REGULAR OTHER  CO P DAY AC
 NO.   NO.     NO.  SEQ  NO. FAC  HOURS  TYPE HOURS      C C  RATE   RATE  CD CD CD    GROSS  GROSS  WK C NO. MO

  65  210   M000280 0010 DP20 LA035  ADJUSTMENT TYPE DD  DED NO.  1          AMOUNT  5.00  1 1 4 12
                                     LEDGER NUMBER       2120
  66  220   M000280 0010 DP20 LA035  ADJUSTMENT TYPE DD  DED NO.  2          AMOUNT  1.20- 1 1 4 12
                                     LEDGER NUMBER       2120
  67  230   M000280 0010 DP20 LA035  ADJUSTMENT TYPE OC    NO. 72            AMOUNT  2.00  1 1 4 12
                                     LEDGER NUMBER       2120
                                     G/L EXPENSE     1050
  68  230   M000280 0010 DP20 LA035  ADJUSTMENT TYPE DD  DED NO.  1          AMOUNT  2.00  1 1 4 12
                                     LEDGER NUMBER       2120
+ 69  120   M000280 0010 DP20 LA035 480.00         R 1                       1 1 5 12
                                     LEDGER NUMBER       2120
    QUANTITY SCRAPPED   10.000  SCRAP REASON  123    REFERENCE    1234


    MILESTONE B  MILESTONE GROUP J   MACHINE 480.00    QUANTITY SCRAPPED    10
  70  130   M000280 0010 DP20 LA035  6.00 TH  2.00      R 1                  1 1 5 12
                                     LEDGER NUMBER       2120
  71  140   M000280 0010 DP20 LA035  8.00 DT  2.00      R 1                  1 1 5 12
                                     LEDGER NUMBER       2120
  72  150   M000280 0010 DP20 LA035  ADJUSTMENT TYPE DD  DED NO. 12          2120 AMOUNT 75.00  1 1 5 12
                                     LEDGER NUMBER       2120
                                         FEE     1.00
  73  160   M000280 0010 DP20 LA035  8.00 TR  2.00      R 1                  1 1 5 12
                                     LEDGER NUMBER       2120
  74  170   M000280 0010 DP20 LA035  4.00 S   4.00      R 1                  1 1 5 12
                                     LEDGER NUMBER       2120
  75  330   M000280 0010 DP20 LA035  8.00           R 1                     1 1 5 12
                                     LEDGER NUMBER       2120
  76   20          DP70 OFFIC  40.00      R 0                        1 2 5 12
                                     LEDGER NUMBER       2120
  77   30          DP70 OFFIC  40.00      R 0                        1 2 5 12
                                     LEDGER NUMBER       2120
  79   60          DP20 DR045  40.00      R 0                        1 2 5 12
                                     LEDGER NUMBER       2120
  80  100          DP60 IN040  30.00      R 0                        1 2 5 12
                                     LEDGER NUMBER       2120
  81  110          DP30 SHIPP  40.00      R 0                        1 2 5 12
                                     LEDGER NUMBER       2120
  82  370          DP30 PACKA  40.00      R 0                         1 2 5 12
                                     LEDGER NUMBER       2120
  83   10          DP70 OFFIC  40.00      R 0                        1 2 5 12
                                     LEDGER NUMBER       2120
  84   40          DP70 OFFIC  ADJUSTMENT TYPE TX                AMOUNT   30.50  1 2 5 12
                                     LEDGER NUMBER       2120
  85  100          DP60 IN040  ADJUSTMENT TYPE SP                AMOUNT   10.00  1 2 5 12
                                     LEDGER NUMBER       2120
  86  230          DP40 MANFT  40.00 VA      R 0                     1 2 5 12
 E AM-2090 MUST ENTER OTHER HOURS WITH A TYPE CODE
  87  400          DP70     40.00         R 0                        1 1
+ - TRANSACTION TIME REPORTED IN MINUTES
                  *** PAYROLL EDIT REGISTER ***     DATE 12/06/**  TIME  8.32.04  PAGE   7  AMPAY


                       *** BATCH STATUS ***

        VALID RECORDS           287
        ERROR RECORDS
        DELETED RECORDS           1

        REGULAR HOURS         1605.93     TAXABLE ADJUSTMENTS       22,765.50
        OVERTIME HOURS         115.39     NONTAXABLE ADJUSTMENTS        30.00
        PREMIUM HOURS           34.69     SICK PAY ADJUSTMENTS         134.00
        VAC/HOLIDAY HOURS      471.60     ONE-TIME DEDUCTIONS          149.66-
        SICK HOURS            108.27     PAY ADVANCES                 329.18
        TOTAL PAYROLL HOURS   2335.88     REVERSE AMOUNTS            5,783.10-
        ORDER HOURS            884.62     PRECALCULATED REGULAR GROSS   452.50
        MACHINE HOURS                     PRECALCULATED OTHER GROSS     177.00
        ATTENDANCE HOURS
        TOTAL LABOR HOURS

        TOTAL MINUTES          480.00
        TOTAL MINUTES AS HOURS        8.00
```

Use option 2 on the Time/Adjustment Entry menu (AMPM01) to print this report. This report shows each record entered through offline file load into the batch, and the totals of the records entered. You can use this report to validate any offline entry and keep a record of the offline entries. The system draws information for this report from the PRTRAN file. See "AMPAH1–Time Data (Enter)" on page 3-5 for a description of the fields on this report. The fields on this report are about offline entries.

Payroll register (AMPDC)

```
NORTHCREEK INDUSTRIES NO. 01        ***** PAYROLL REGISTER *****        RUN DATE  1/30/**  TIME 13.24.19  PAGE   1   AMPDC
DEPARTMENT - DP10                   ** CURRENT QUARTER NO. 2 **        W/E DATE  1/30/**
EMP   EMPLOYEE NAME    HOURS  REG/OTH TAXABLE/ TOTAL   FIT   FEDERAL   FICA/ STATE/  LOCAL/    MISC/    *NOT IN NET
NO.                    GROSS  *NON-TAX  GROSS  TAXBL   TAX   *MCARE  *SDI/ *COUNTY  *UNION    NET   CHECK
                       *OP/OC  ADJ             *EIC   TAX   SUI    TAX    DED     PAY   NO.
 10 KIM BOLDTHEN     40.00 1000.00  111.10 1111.10 1111.10 226.37  68.89
                                          ***16.11         **254.42  545.31   251
 70 TOM BEST         40.00  980.00          980.00  980.00 230.31  60.76  40.27            634.45
                                          ***14.21                  .00   252
                                   W AM-2206 SOME DEDUCTIONS WERE UNABLE TO BE TAKEN
                                   W AM-2205 ZERO NET PAY CHECK HAS BEEN INDICATED
110 TOM FULLER      40.00  800.00   900.00  800.00  54.95  49.60  27.67          534.94 **100.00
                   **100.00                ***11.60                121.24   253
140 TOM RYAN
                                                        .00   253
                                   W AM-2205 ZERO NET PAY CHECK HAS BEEN INDICATED
2988 DAVID A WHITE  40.00 1000.00  1000.00 1000.00 235.**  62.00                   88.95
                                          ***14.50                 598.64   255
* DEPT DP10 TOTALS   160.00         111.10  3,8**.10       241.25          ******100.00
                    3,780.00      3,9**.10  747.54  67.94        1,258.34
                  ******100.00                                  1,265.19

          ** UPDATES WILL BE APPLIED TO QUARTER NO. 2 **       *****56.42          ****254.42

     NORTHCREEK INDUSTRIES NO. 01        ***** PAYROLL REGISTER *****        RUN DATE  1/30/**  TIME 13.24.19  PAGE   8   AMPDC
                                   ** CURRENT QUARTER NO. 2 **        W/E DATE  1/30/**
** COMPANY CONTROL TOTALS **
----------------- HOURS -----------------   ORDER   ---------- ADJUSTMENT ---------  --- DEDUCTION ---- -- UNION ADJUSTMENT--
  REG   OTH  VAC/HOL SICK    TOTAL    HRS    TAXABLE  NON-TAX  SICK   ONE-TIME PAY-ADV  TAXABLE NON-TAXABLE
 640.00   .00    .00   .00  640.00    .00     .00      .00    .00     .00   222.20 213.82
-----------------------------------------------------------------------------------------------
REG/OTH  ADJUSTMENTS  SUB TOTAL *** OTHER COMP/PAYMENTS *** EMPLOYER PAID    TOTAL
  GROSS              IN NET PAY  NOT IN NET   UNION TAXABLE    GROSS
 17987.66    .00   17987.66   345.99    100.00     222.20     18655.85
FIT TAXABLE    SOSC TAXABLE  MEDICARE TAXABLE    --- NUMBER ---
 18530.85      18505.85        18505.85     EMP  TRAN  CHK
                                            17   16   17
-------------- TAXES ---------------
   FIT     SOSC/     STATE     LOCAL    MISC     UNION     NOT IN NET    NET PAY  REVERSE AMOUNT
  *EIC    *MEDICARE  *SDI     *COUNTY  DEDUCTION            DED TOT
                                                          *SUI
 4,401.71  1,147.37    591.06    55.67  1,258.34   445.45    100.00   10,418.58    .00
*******30.69 ******268.36
                  ** MISC.DEDUCTIONS INCLUDE     85.95  FOR ELECTRONIC DEPOSIT

        ** UPDATES WILL BE APPLIED TO QUARTER NO. 2 **

*** FINAL CONTROL TOTALS ***        ***** PAYROLL REGISTER *****        RUN DATE  1/30/**  TIME 13.24.19  PAGE   9   AMPDC
                        ** CURRENT QUARTER NO. 2 **
----------------- HOURS -----------------   ORDER   ---------- ADJUSTMENT ---------  --- DEDUCTION ---- -- UNION ADJUSTMENT--
  REG   OTH  VAC/HOL SICK    TOTAL    HRS    TAXABLE  NON-TAX  SICK   ONE-TIME PAY-ADV  TAXABLE NON-TAXABLE
 640.00   .00    .00   .00  640.00    .00     .00      .00    .00     .00   222.20 213.82
-----------------------------------------------------------------------------------------------
REG/OTH  ADJUSTMENTS  SUB TOTAL *** OTHER COMP/PAYMENTS *** EMPLOYER PAID    TOTAL
  GROSS              IN NET PAY  NOT IN NET   UNION TAXABLE    GROSS
 17987.66    .00   17987.66   345.99    100.00     222.20     18655.85
FIT TAXABLE    SOSC TAXABLE  MEDICARE TAXABLE    --- NUMBER ---
 18530.85      18505.85        18505.85     EMP  TRAN  CHK
                                            17   16   17
-------------- TAXES ---------------
   FIT     SOSC/     STATE     LOCAL    MISC     UNION     NOT IN NET    NET PAY  REVERSE AMOUNT
  *EIC    *MEDICARE  *SDI     *COUNTY  DEDUCTION            DED TOT
                                                          *SUI
 4,401.71  1,147.37    591.06    55.67  1,258.34   445.45    100.00   10,418.58    .00
*******30.69 ******268.36
                  ** MISC.DEDUCTIONS INCLUDE     85.95  FOR ELECTRONIC DEPOSIT
W AM-2204 CHECK AMOUNT LESS THAN MINIMUM
W AM-2203 MAXIMUM CHECK LIMIT HAS BEEN EXCEEDED
W AM-2205 ZERO NET PAY CHECK HAS BEEN INDICATED
W AM-2206 SOME DEDUCTIONS WERE UNABLE TO BE TAKEN

        ** UPDATES WILL BE APPLIED TO QUARTER NO. 2 **
```

Use option 3 or 4 on the Calculation menu (AMPM04) to calculate the payroll. This report shows the gross pay, all taxes, miscellaneous and union deductions, and net pay and other payroll information for each employee. You can use this report to balance the final control totals to the Gross Earnings register (AMPBW). The system draws information for this report from the entry files, master files, and calculation work files. See Chapter 21 for more information.

Fields

EMP NO. (Employee number). The number of the employee to whom you will issue the check or the electronic deposit.

EMPLOYEE NAME. The name of the employee to whom you will issue the check or the electronic deposit.

HOURS. The total hours reported for this check or electronic deposit.

REG/OTH GROSS. Gross earnings that originated when you entered time data. It includes salary for salaried employees for this check or electronic deposit.

* OP/OC. The total amount of other payments and other compensation included in this check or electronic deposit.

TAXABLE (Taxable adjustment). The total amount of taxable adjustments included in this employee's check or electronic deposit. Includes the following adjustment types:

- TX
- BO
- FN
- FT
- BN
- SP

Also includes employer-paid taxable union deductions and fringes.

*NON-TAX ADJ (Non-taxable adjustment). The total amount of non-taxable adjustments included in this employee's check or electronic deposit. Includes the following adjustment types:

- CN
- CT
- BT

TOTAL GROSS. The total gross amount for this employee's check or electronic deposit. This is the check gross. Includes the following, in addition to the employee's earnings:

- Non-taxable earnings
- Adjustments
- Other compensation
- Other payments and reimbursements

FIT TAXBL (Federal Income Tax taxable). The total amount of wages subject to Federal income tax for this employee's check or electronic deposit.

FEDERAL TAX. The total amount of Federal income tax you withheld from this employee's check or electronic deposit.

*EIC (Earned Income Credit). The total amount of Earned Income Credit advances for this employee's check or electronic deposit.

FICA. The total amount of Social Security you withheld for this employee's check or electronic deposit.

MCARE TAX (Medicare). The total amount of Medicare you withheld for this employee's check or electronic deposit.

STATE. The total amount of all state income taxes you withheld from this employee's check or electronic deposit.

SDI/SUI TAX. The total amount of all state disability insurance and state unemployment insurance you withheld from this employee's check or electronic deposit.

LOCAL. The total amount of all local taxes you withheld from this employee's check or electronic deposit.

COUNTY TAX. The total amount of all county taxes you withheld from this employee's check or electronic deposit.

MISC. The total amount of all miscellaneous deductions you withheld from this employee's check or electronic deposit.

UNION DED (Miscellaneous/Union deduction). The total amount of all union deductions you withheld from this employee's check or electronic deposit.

NOT IN NET. The electronic deposit amount of the net pay for this check. the amount is not included in the check "net pay amount."

NET PAY. The amount for which you will issue the check.

CHECK NO. (Check number). The number assigned to the check or electronic deposit documents. An electronic deposit number is preceded by a D.

DEPT TOTALS (Department totals). Departmental totals that show the accumulated values of each column.

COMPANY CONTROL TOTALS. Company control totals you can balance back to the Batch register, Current Hours Proof, and Gross Earnings register. You can use these totals to verify totals on other reports you produced when you ran checks and reports.

> *HOURS*:

> > *REG (Regular)*: The total regular hours worked for this company.

> > *OTH (Other)*: The total of all overtime and premium other hours, types:
> > - TH
> > - DT
> > - TR
> > - DH
> > - P
> > - blank.

> > *VAC/HOL (Vacation/Holiday)*: The total vacation and holiday hours worked for this company.

> > *SICK*: The total sick hours worked for this company.

> > *TOTAL*: The total of all hours worked for this company.

ORDER HRS (Order hours): Appears only if PC&C is installed and interfacing. The total hours for which you entered an order number.

ADJUSTMENT:

TAXABLE: The final control total for taxable adjustment amounts for the following adjustment types:

- TX
- BO
- FT
- CT
- BT
- FN

NON-TAX (Non-taxable): The final control total for non-taxable, type NT, adjustment amounts.

SICK: The total for sick pay, type SP, adjustment amounts. Does not include sick pay from type records, type S^a.

DEDUCTION:

ONE-TIME: The amount of one-time adjustments.

PAY ADV (Pay advance deductions): The amount of pay advance deductions.

UNION ADJUSTMENT:

TAXABLE: The total amount of employer-paid taxable union fringes.

NON-TAXABLE: The total amount of employer-paid non-taxable union fringes.

REG/OTH GROSS (Regular/other gross): The amount of regular and other earnings, including overtime and premium gross earnings.

ADJUSTMENTS: The total amount of the following type adjustments to earnings:

- NT
- CN
- CT
- BT
- SP
- TX
- BO
- FN
- FT
- BN

SUB TOTAL: Regular and other gross earnings + Adjustments.

OTHER COMP/PAYMENTS (Other compensation/payments):

IN NET PAY: The total amount of other compensation and other payments, both calculated and adjusted, you will include in the net pay.

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NOT IN NET: The total amount of other compensation and other payments, both calculated and adjusted, you will distribute to a general ledger account. You do not pay this amount in the net pay.

EMPLOYER PAID UNION TAXABLE: The total taxable union deductions for this company.

TOTAL GROSS: The total of the gross amount for all checks for this company. Includes non-taxable adjustments, such as expense reimbursements and other payments, as well as earnings.

FIT TAXABLE (Federal Income Tax taxable): The amount the system withheld for Federal income taxes.

SOSC TAXABLE (Social Security taxable): The amount of gross wages subject to Social Security taxes.

MEDICARE TAXABLE: The amount of gross wages subject to Medicare taxes.

NUMBER:

EMP (Employee): The number for the employee.

TRAN (Transaction): The number of transactions. One appears for each record in the Current Hours file.

CHK (Check): The check number you entered.

TAXES.

FIT: The total amount of all employees' Federal income tax you withheld in this payroll run.

*EIC (Earned Income Credit): The total amount of Earned Income Credit you advanced to employees in this payroll run.

SOSC (Social Security): The total amount of all employee-paid Social Security taxes you withheld in this payroll run.

*MEDICARE: The total amount of all employee-paid Medicare taxes you withheld in this payroll run.

STATE: The total amount of employee state income taxes you withheld in this payroll run.

*SDI (State Disability Insurance): The total amount of employee-paid state disability insurance you withheld in this payroll run.

LOCAL: The total amount of employee local taxes you withheld in this payroll run.

*COUNTY: The total amount of employee county taxes you withheld in this payroll run.

UNION DED TOT (Union deduction total). The total amount of all employer-paid taxable union fringes and all employee-paid union deductions you withheld in this payroll run.

NOT IN NET. The total amount of other compensation and other payments, both calculated and adjusted, that you will distribute to a general ledger account instead of paying as net pay.

NET PAY. The total net pay amount of all checks and electronic deposits you will issue in this payroll run. Does not include other compensation or other payments that are included in the NOT IN NET amount.

REVERSE AMOUNT. The total amount of all check reversal, type RA, adjustments in this payroll run.

MISC. DEDUCTIONS INCLUDE ____ FOR ELECTRONIC DEPOSIT. The total amount of employee-paid miscellaneous deductions you withheld in this payroll run. Includes the following:

• Miscellaneous deduction types:

  - C
  - T
  - I
  - O

• Directed deductions
• Pay advance deductions.

FINAL CONTROL TOTALS. Final control totals you can balance back to the Batch register. See "COMPANY CONTROL TOTALS" for complete field descriptions.

W AM-*.*** Any message that printed in the body of the report appears here. Tells you the message occurred one or more times in the detail portions of the report.

PR to PC&C Data Transfer (AMP99)

```
NORTHCREEK      NO. 01          PR TO PC&C DATA TRANSFER          DATE 12/10/**  TIME 8.07.26  PAGE    1  AMP99
*---------- B A T C H   H O U R S ----------*   ORDER    *- PRE CALC GROSS --* *--- TRANSACTIONS ----*
   REG      OTH      PREM     VAC/HOL   SICK      TOTAL      HOURS      REG      OTH      PR          TOTAL
  153.25    5.00      .00       .00      .00     158.25      58.25      .00      .00      6            6
TOTAL MINUTES   795.00      TOTAL MINUTES AS HOURS      13.25
*----- A C T U A L   O R D E R   H O U R S --------*   MACH              ** GENERATED ACTUAL COSTS**
   REG      OTH      PREM     VAC/HOL   SICK      TOTAL      HOURS
   53.25    5.00      .00       .00      .00      58.25      49.00      .00      .00      .00
TOTAL MINUTES   795.00      TOTAL MINUTES AS HOURS      13.25
                                                       *--- TRANSACTIONS ----*
                                                         PR         TOTAL
      TOTAL TRANSACTIONS READ -           6                      TRANSFERED -      4          4
                              ACTIVE
                              RECORDS
           SHOP ACTIVITY
           DATA ENTRY FILE             4
```

Use option 3 on the Main Menu (AMPM00) to print this report. This report only prints if PC&C is installed and interfacing. This report shows the total hours, sorted by category, precalculated gross, generated actual costs, and transactions counts, within company. You can use this report to keep a record of the total hours for all companies. The system draws information for this report from the Work Hours file.

Fields

BATCH HOURS. Batch totals for the following:

> *REG (Regular)*: The amount of regular hours that the system calculated.

> *OTH (Other)*: The amount of other hours reported other than premium, vacation, holiday, and sick hours.

> *PREM (Premium)*: The amount of premium hours that the system calculated.

> *VAC/HOL (Vacation/Holiday)*: The amount of vacation and holiday hours that the system calculated.

> *SICK*: The amount of sick hours that the system calculated.

> *TOTAL*: The total number of hours that the system calculated.

> *TOTAL MINUTES*: The total number of minutes that the system calculated.

> *TOTAL MINUTES AS HOURS*: The total number of minutes that the system converted to hours.

ORDER HOURS. The total hours for which you entered an order number.

PRE CALC GROSS (Pre-calculated gross).

> *REG (Regular)*: The total amount of any precalculated gross entered for regular hours.

> *OTH (Other)*: The total amount of any precalculated gross entered for other hours.

TRANSACTIONS. These amounts should always be the same.

PR (Payroll): The total number of transactions in the Payroll application.

TOTAL: The total number of transactions in the Payroll application.

ACTUAL ORDER HOURS. The total hours reported by category that were associated with an order number.

MACH HOURS (Machine hours). The total machine hours reported.

GENERATED ACTUAL COSTS. (Regular hours ¥ Regular rate) + (Overtime hours ¥ Overtime rate).

TRANSACTIONS. The total transactions the Payroll transmitted to the PC&C application.

PR (Payroll): The total number of transactions in the Payroll application.

TOTAL: The total number of transactions transmitted to the PC&C application.

Contents	Index

State, County, and Local register (AMPFA)

```
NORTHCREEK INDUSTRIES  NO. 01  ***** STATE, COUNTY, AND LOCAL REGISTER *****   RUN DATE  7/06/**  TIME 14.56.02  PAGE   1  AMPFA
                                              W/E DATE  7/06/**

CODE  NO.      ----- YEAR-TO-DATE --------------     --- QUARTER-TO-DATE --------------     -- THIS PAY PERIOD --
DESCRIPTION     GROSS     TAXABLE    TAX   WKS GROSS       TAXABLE    TAX    WKS GROSS      TAXABLE    TAX
                EARNINGS  GROSS    WITHHELD WKD EARNINGS     GROSS    WITHHELD WKD EARNINGS    GROSS    WITHHELD

EMPLOYEE
NO.  NAME
SUI  100
STATE 503

STATE TAX 503**

 2988 DAVID A WHITE                    3,446.97             137.79  03          800.00
         3,446.97  2,400.00     137.79  03       2,400.00         1,148.99            45.93

STATE TAX 503** TOTAL**
                2,400.00           3,446.97            137.79          800.00
         3,446.97          137.79           2,400.00          1,148.99            45.93
NORTHCREEK INDUSTRIES  NO. 01  ***** STATE, COUNTY, AND LOCAL REGISTER *****   RUN DATE  7/06/**  TIME 14.56.02  PAGE   2  AMPFA
                                              W/E DATE  7/06/**

CODE  NO.      ----- YEAR-TO-DATE --------------     --- QUARTER-TO-DATE --------------     -- THIS PAY PERIOD --
DESCRIPTION     GROSS     TAXABLE    TAX   WKS GROSS       TAXABLE    TAX    WKS GROSS      TAXABLE    TAX
                EARNINGS  GROSS    WITHHELD WKD EARNINGS     GROSS    WITHHELD WKD EARNINGS    GROSS    WITHHELD

EMPLOYEE
NO.  NAME

STATE 900

OK. STATE TAX

 70 TOM BEST                    2,940.00             155.73  03          980.00
         5,880.00  5,880.00     311.46  06       2,940.00          980.00            51.91

 110 TOM FULLER                 3,900.00             201.93  03        1,200.00
         13,320.00  11,980.00   688.39  09       3,600.00         1,300.00           67.31

 170 MARION BUCKO               2,058.30              94.02  03          686.10
         5,139.90  5,139.90     210.66  09       2,058.30          686.10            31.34

OK. STATE TAX   TOTAL**
                22,999.90          8,898.30            451.68          2,866.10
         24,339.90        1,210.51           8,598.30          2,966.10          150.56
NORTHCREEK INDUSTRIES  NO. 01  ***** STATE, COUNTY, AND LOCAL REGISTER *****   RUN DATE  7/06/**  TIME 14.56.02  PAGE   3  AMPFA
                                              W/E DATE  7/06/**

                        YEAR-TO-DATE          QUARTER-TO-DATE         THIS PAY PERIOD
                        GROSS TAX             GROSS TAX               GROSS TAX

** COMPANY TOTALS **                    1,348.30            589.47

                                   ** CONTROL TOTAL **      196.49
*** FINAL CONTROL TOTALS ***     ***** STATE, COUNTY, AND LOCAL REGISTER *****   RUN DATE  7/06/**  TIME 14.56.02  PAGE   4  AMPFA
                        YEAR-TO-DATE          QUARTER-TO-DATE         THIS PAY PERIOD
                        GROSS TAX             GROSS TAX               GROSS TAX

** FINAL TOTALS **                      1,348.30            589.47

                                   *** CONTROL TOTAL ***    196.49
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows the tax withholdings for each employee for the year, quarter, and pay period. You can use this report to keep a record of data in the Employee State/County/Local file. The system draws information for this report from the Employee State/County/Local and the Employee master files. See Chapter 21for more information.

Fields

CODE NO. (Code number). The 3-digit distribution number that identifies this taxing body.

DESCRIPTION. The taxing body description from the Deduction Distribution file.

YEAR-TO-DATE. Includes amounts from this pay period.

GROSS EARNINGS: The total gross earnings, check gross, accumulated for this employee against this taxing body year to date. Because this is the check gross, the amount may include non-taxable amounts.

TAXABLE GROSS: The amount of taxable gross earnings reported against this taxing body year to date.

TAX WITHHELD: The amount of tax withheld for this employee year to date.

WKS WKD (Weeks worked): The number of weeks this employee has worked year to date.

QUARTER-TO-DATE. Includes amounts from this pay period.

GROSS EARNINGS: The total gross earnings, check gross, accumulated for this employee against this taxing body quarter to date. Because this is the check gross, the amount may include non-taxable amounts.

TAXABLE GROSS: The amount of taxable gross earnings reported against this taxing body quarter to date.

TAX WITHHELD: The amount of tax withheld for this employee quarter to date.

WKS WKD (Weeks worked): The number of weeks this employee has worked quarter to date.

THIS PAY PERIOD.

GROSS EARNINGS: The total gross earnings, check gross, accumulated for this employee against this taxing body for this pay period. Because this is the check gross, the amount may include non-taxable amounts.

TAXABLE GROSS: The amount of taxable gross earnings reported against this taxing body for this pay period.

TAX WITHHELD: The amount of tax withheld for this employee for this pay period.

EMPLOYEE NO. (Employee number). The number for this employee.

EMPLOYEE NAME. The name of this employee.

STATE. If you are reporting on state items, type S, STATE appears. If you are reporting on county items, type K, CNTY appears. If you are reporting on local items, type L, LOCAL appears. If you are reporting on SDI, type I, SDI appears. If you are reporting on SUI, type A, SUI appears. The state, county, or locality in which this employee works.

STATE TAX. The 3-digit distribution number that identifies this taxing body.

COMPANY TOTALS. Company control totals for all state, county, and local taxes to be balanced back to the Payroll register.

FINAL TOTALS. The total of all state, county, or local taxes to be balanced back to the Payroll register.

State, County, and Local Totals (AMPFC)

```
NORTHCREEK IND. CO. NO. 01  ***** STATE, COUNTY, AND LOCAL TOTALS *****    RUN DATE 12/06/**  TIME 09.51.02  PAGE   1  AMPFC
                             W/E DATE 12/01/**
CODE NO.      ----- YEAR-TO-DATE -----    --- QUARTER-TO-DATE ---     -- THIS PAY PERIOD --
DESCRIPTION    GROSS     TAXABLE   TAX      GROSS     TAXABLE   TAX      GROSS    TAXABLE   TAX
               EARNINGS  GROSS   WITHHELD   EARNINGS  GROSS   WITHHELD   EARNINGS GROSS   WITHHELD

SUI  150  107,059.43            2,131.31            47,896.78
CA SUI W/H           106,409.43           48,496.78            958.70
SUI  160     40.00                4.00               10.00
NY SUI W/H           40.00                10.00                 1.00


** TOTAL **  107,059.43           2,135.31           47,906.78                        2,123.13
** SUI **            106,449.43           48,506.78            959.70


SDI  150
CA SDI
SUI  160
NY SUI (1)


** TOTAL **
** S.D.I. **


LOCAL 101  107,059.43            2,131.31            47,896.78
DECATUR MUNICIP      106,409.43           48,496.78            958.70
LOCAL 102     40.00                4.00               10.00
L. A. MUNICIPAL      40.00                10.00                 1.00


** TOTAL **  107,059.43           2,135.31           47,906.78                        2,123.13
** LOCAL **          106,449.43           48,506.78            959.70


STATE 100  210,753.97           10,608.10            61,435.96           600.00         16.64
GA STATE TAX         208,332.42           61,895.96           3,258.88           600.00
STATE 150    8,653.85             589.20            3,411.45
CA STATE TAX          8,603.85            3,461.54             232.38


** TOTAL **  219,407.82           11,197.30           64,847.50            600.00         16.64
** STATE **          216,936.27           65,357.50           3,491.26            600.00


** COMPANY CONTROL TOTALS **          13,332.61            4,450.96                   16.64
```

```
x*** FINAL CONTROL TOTALS ***    ***** STATE, COUNTY, AND LOCAL TOTALS *****    RUN DATE 12/06/**  TIME 09.51.02  PAGE   3  AMPFC

            ----- YEAR-TO-DATE -----      --- QUARTER-TO-DATE ---      -- THIS PAY PERIOD --
            GROSS     TAXABLE   TAX        GROSS     TAXABLE   TAX      GROSS     TAXABLE   TAX
            EARNINGS  GROSS   WITHHELD     EARNINGS  GROSS   WITHHELD   EARNINGS  GROSS   WITHHELD


**  FINAL CONTROL TOTALS **        27,909.44            6,491.50            2,694.65

*** FINAL CONTROL TOTALS ***    ***** STATE, COUNTY, AND LOCAL TOTALS *****    RUN DATE 12/06/**  TIME 09.51.02  PAGE   3  AMPFC

            ----- YEAR-TO-DATE -----      --- QUARTER-TO-DATE ---      -- THIS PAY PERIOD --
            GROSS     TAXABLE   TAX        GROSS     TAXABLE   TAX      GROSS     TAXABLE   TAX
            EARNINGS  GROSS   WITHHELD     EARNINGS  GROSS   WITHHELD   EARNINGS  GROSS   WITHHELD


**  FINAL CONTROL TOTALS **        27,909.44            6,491.50            2,694.65
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows pay period totals. You can use this report to balance pay period totals to the State, County, and Local register (AMPFA). The system draws information for this report from the Employee State/County/Local file. See Chapter 21 for more information.

Fields

CODE NO. (Code number). The 3-digit distribution number that identifies this taxing body.

DESCRIPTION. The taxing body description from the Deduction Distribution file.

YEAR-TO-DATE. Includes amounts from this pay period.

GROSS EARNINGS: The total gross earnings, check gross, accumulated for this employee against this taxing body year to date. Because this is the check gross, the amount may include non-taxable amounts.

TAXABLE GROSS: The amount of taxable gross earnings reported against this taxing body year to date.

TAX WITHHELD: The amount of tax withheld for this employee year to date.

QUARTER-TO-DATE. Includes amounts from this pay period.

GROSS EARNINGS: The total gross earnings, check gross, accumulated for this employee against this taxing body quarter to date. Because this is the check gross, the amount may include non-taxable amounts.

TAXABLE GROSS: The amount of taxable gross earnings reported against this taxing body quarter to date.

TAX WITHHELD: The amount of tax withheld for this employee quarter to date.

THIS PAY PERIOD.

GROSS EARNINGS: The total gross earnings, check gross, accumulated for this employee against this taxing body for this pay period. Because this is the check gross, the amount may include non-taxable amounts.

TAXABLE GROSS: The amount of taxable gross earnings reported against this taxing body for this pay period.

TAX WITHHELD: The amount of tax withheld for this employee for this pay period.

TOTAL. The total amount of earnings reported this pay period.

STATE. If you are reporting on state items, type S, STATE appears. If you are reporting on county items, type K, CNTY appears. If you are reporting on local items, type L, LOCAL appears. If you are reporting on SDI, type I, SDI appears. If you are reporting on SUI, type A, SUI appears. The state, county, or locality in which this employee works.

COMPANY CONTROL TOTALS. Company control totals for all state, county, and local taxes to be balanced back to the Payroll register.

FINAL CONTROL TOTALS. The total of all state, county, or local taxes to be balanced back to the Payroll register.

Tax Table Maintenance listing (AMPYU)

```
                  TAX TABLE MAINTENANCE LISTING   DATE 12/06/** TIME 11.28.00  PAGE   1  AMPYU
                                   OPER DWR  UPDATE# 022
PAY    MARITAL  - - D I S T R I B U T I O N - -  SPECIAL  STATE   - - D I S A B I L I T Y - -    LAST  ACTIVE
FREQ    STATUS   CODE   NUMBER   DESCRIPTION   RATE %  ABBR    DEDUCT HOME  LIMITS   LIMIT     MAINT  CODE
                                          STATE ONLY    BY   AMOUNT    DATE
WK      S     S     100   CONNECTICUT WK    .000   CT              .00    4/16/**
       - - - - - - - - S T A N D A R D   D E D U C T I O N - - - - - - - -    - - - - O T H E R   D E D U C T I O N S - - - -
LIMITS  APPLY  %    AMOUNT  - - - - - - - -  ONE - - - - - - - -  - - - - - - - - TWO - - - - - - - -   - - - - - FEDERAL INCOME TAX - - - - -   - - - FICA - - -
  BY              MINIMUM    MAXIMUM   MINIMUM    MAXIMUM     BEFORE DEDUCT MAXIMUM     %   DEDUCT  MAXIMUM
                                           STD
YR    NO   .0     .00       .00        .00        .00      NO   NO       .00        NO      .00
LIMITS  - - T A X   T A B L E - -
USAGE                      - - - - PERSONAL EXEMPTION DOLLARS - - - -           TAX     GROSS TAXABLE
CODE     LIMIT    %    CODE    TABLE 1   TABLE 2   TABLE 3           MINIMUM   MINIMUM
 1    1 9,999,999.00  4.50000  YES  1     .00       .00        .00          .00       .00
      2      .00   .00000   2     .00       .00        .00
      3      .00   .00000   3     .00       .00        .00
      4      .99   .00000   4     .00       .00        .00
      5      .00   .00000   5     .00       .00        .00
      6      .00   .00000   6     .00       .00        .00     - - - - TAXABLE GROSS CALCULATION METHOD 1 - - - -
      7      .00   .00000   7     .00       .00        .00     CODE  WITHHOLDING  BASE   TAX GROSS  EXCESS
      8      .00   .00000   8     .00       .00        .00          BASE LIMIT   %    ADJUSTMENT  GROSS %
      9      .00   .00000   9     .00       .00        .00
     10      .00   .00000  10     .00       .00        .00     NO      .00     .000      .00     .000
     11      .00   .00000
     12      .00   .00000
     13      .00   .00000   - - - - - TAX CREDIT DOLLARS - - - - -     - - - - TAXABLE GROSS CALCULATION METHOD 2 - - - -
     14      .00   .00000  CODE    TABLE 1   TABLE 2   TABLE 3     CODE   TAXABLE MIN     LIMIT       %
     15      .00   .00000
     16      .00   .00000  NO  1     .00       .00        .00     NO   1     .000        .00     .000
     17      .00   .00000   2     .00       .00        .00      2     .000        .00     .000
     18      .00   .00000   3     .00       .00        .00      3     .000        .00     .000
     19      .00   .00000   4     .00       .00        .00      4     .000        .00     .000
     20      .00   .00000   5     .00       .00        .00      5     .000        .00     .000
     21      .00   .00000   6     .00       .00        .00      6     .000        .00     .000
     22      .00   .00000   7     .00       .00        .00      7     .000        .00     .000
     23      .00   .00000   8     .00       .00        .00      8     .000        .00     .000
     24      .00   .00000   9     .00       .00        .00      9     .000        .00     .000
     25      .00   .00000  10     .00       .00        .00     10     .000        .00     .000
                              ***   ADDED   ***
                                   TAXABLE GROSS CALCULATION METHOD 3 CODE - YES



                  TAX TABLE MAINTENANCE LISTING   DATE 12/06/** TIME **.**.**  PAGE   2  AMPYU
                                   OPER ***  UPDATE# ***
       - - - - - TAXABLE GROSS CALCUATION METHOD 3 - - - - -
           ANNUAL            ANNUAL    CREDIT
           SALARY  EXEMPTION   SALARY  PERCENTAGE

     1    24,000  12,000      15,000     75
     2     1,000  11,000       5,000     35
     3     1,000  10,000       5,000     15
     4     1,000   9,000      23,000     10
     5     1,000   8,000   9,999,999      0
     6     1,000   7,000
     7     1,000   6,000
     8     1,000   5,000
     9     1,000   4,000
    10     1,000   3,000
    11     1 000   2,000
    12     1,000   1,000
    13  9,999,999      0
    14
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```

Use option 5 on the File Maintenance menu (AMPM10) to maintain the tax table. For a record you changed, this report shows "before and after" information. You can use this report to keep a record of changes you made to the Tax Table file. The system draws information for this report from the Tax Table file. To see a complete listing of the contents of this file, use option 5 on the File Listings menu (AMPM11).

Fields

PAY FREQ. This tax table record is set up to pay employees at the following frequency:

WK Weekly: paid once each week
BW Biweekly: paid every two weeks
MN Monthly: paid once each month
SM Semimonthly: paid twice each month

MARITAL STATUS. The tax record is set up to pay employees with the marital status as it appears in their Employee master or Employee State/County/Local file records. One of the following codes:

M Married; married tax table is used
S Single; single tax table is used
H Head of household; head of household tax table is used
N No tax table is used.

Used to select tax table records from the Tax Table file.

DISTRIBUTION.

> *CODE*: The distribution code defined for this taxing body in the Deduction Distribution (DISTRB) file.

> *NUMBER*: The distribution number defined for this taxing body in the Deduction Distribution (DISTRB) file.

> *DESCRIPTION*: The distribution description defined for this taxing body in the Deduction Distribution (DISTRB) file.

SPECIAL RATE % (Special rate percent). A rate used only for special checks, adjustment type BO. The system will tax any BO adjustment at this percent. The system will not use normal tax accumulations for this taxing body. Zero or blank indicates that the system will tax the BO adjustment using normal tax calculations for this taxing body.

STATE ABBR (State abbreviation). The 2-character state abbreviation you assigned to this tax table record.

DISABILITY.

> *DEDUCT HOME STATE ONLY*: Tells XA what to do for wages you report to a state other than an employee's home state if the employee does not have an SDI record in that state. Y appears if you want the system to ignore money earned in that state. N appears if you want the system to include money earned in that state with the money earned in the home state.

> *LIMIT AMOUNT*: The maximum amount you will withhold.

LIMITS BY. SDI limits. One of the following:

PC   Pay cycle
YR   Year

LAST MAINT DATE. The date upon which you last changed this record.

ACTIVE CODE. Indicates whether this employee record is active, deleted, or an error.

LIMITS BY. Specifies if amounts you enter in this tax table are for the pay cycle or for the year. One of the following:

PC   Pay cycle
YR   Year

STANDARD DEDUCTION.

> **APPLY**: Y appears if standard deductions appear for this taxing body; otherwise, N appears.

> **% (percent)**: A percent of adjusted taxable gross the system uses to calculate a standard deduction.

> **AMOUNT**: A fixed amount used by the system for a standard deduction. The system adds the fixed amount to the standard deduction after it calculates any percentage and after it adjusts the LIMITS fields.

> **ONE**: Applies to employees with a 1 as the standard deduction limits code in the Employee State/County/Local file.

>> **MINIMUM**: The minimum standard deduction amount.

>> **MAXIMUM**: The maximum standard deduction amount.

> **TWO**: Applies to employees with a 2 as the standard deduction limits code in the Employee State/County/Local file.

>> **MINIMUM**: The minimum standard deduction amount.

>> **MAXIMUM**: The maximum standard deduction amount.

OTHER DEDUCTIONS.

> **FEDERAL INCOME TAX**: The system uses the information in the following four fields if the taxing body allows the employee's adjusted taxable gross to be reduced by the amount of the employee's Federal income tax.

>> **BEFORE STD (Before standard)**: YES appears if the system reduces the employee's adjusted taxable gross by the allowable amount of the employee's FIT only to calculate the standard deduction; otherwise, NO appears.

>> **DEDUCT**: YES appears if the system deducts FIT after the standard deduction; otherwise, NO appears.

>> **MAXIMUM**: The maximum amount of employee FIT allowed for any adjustment to taxable gross. If this field is blank, there is no maximum amount.

% (percent): The percentage of the employee's FIT. The system uses this percentage to reduce adjusted taxable gross.

FICA:

DEDUCT: YES appears if the system reduces the employee's adjusted taxable gross by the Social Security/Medicare taxes withheld; otherwise, NO appears.

MAXIMUM: The maximum of the Social Security/Medicare the system can use to reduce the employee's adjusted taxable gross.

LIMITS USAGE CODE. Defines how the system uses the LIMITS and GO tables that appear on this report. One of the following:

1   Employee's adjusted taxable gross will be the base for this tax. The system compares the adjusted taxable gross to limit 1 in the tax bracket table. If it is equal to or greater than limit 1, the system multiplies the percent factor in percent 1 in the tax bracket table by the dollar amount in limit 1. This amount is part of the tax amount.

Next, the system subtracts the dollar amount in limit 1 from the adjusted taxable gross. The system repeats this, moving sequentially through the limits table and accumulating the tax amount, until it reaches a a limit field greater than the remaining adjusted taxable gross. When this happens, the system multiplies the corresponding percent factor by the remaining adjusted taxable gross. It adds the result to the tax amount which is now the total tax amount.

2   Amount of Federal taxes withheld will be the base for this tax. The system compares the employee's FIT to each limit field, starting with limit 1 and continuing until it reaches a limit field greater than the FIT dollar amount. The system multiplies the corresponding percent factor by the employee's FIT. The result is the tax amount.

3   Employee's adjusted gross income will be the base for this tax. The system multiplies the percentage used by the employee's Federal income tax. It compares the adjusted taxable gross to each limit field, starting with limit 1 and continues until it reaches a limit field greater than the employee's adjusted taxable gross. The system multiplies the corresponding percent factor by the employee's FIT (not adjusted taxable gross). The result is the tax amount.

4   Limits are for an employee's total adjusted taxable gross. The system compares the adjusted taxable gross to each limit, starting with 1, and continuing until it reaches a limit field greater than or equal to the employee's adjusted taxable gross. It multiplies the corresponding percent factor by the employee's adjusted taxable gross. The result is the tax amount.

TAX TABLE.

LIMIT: One of a set of up to 25 tax brackets. The system uses these fields based on the information in the *LIMITS USAGE CODE* field.

% (Percent): One of a set of up to 25 tax brackets. The system uses these fields based on the information in the *LIMITS USAGE CODE* field.

PERSONAL EXEMPTION DOLLARS. The dollar amounts for up to 10 personal exemptions claimed by the employee for this taxing body. When an employee claims over 10 exemptions, the system subtracts exemption 9 from exemption 10. It

multiplies that number by the number of exemptions over 10 and adds that amount for the ten exemptions.

CODE: Y appears if the system uses personal exemptions.

TABLE 1: A taxing-body category.

TABLE 2: A taxing-body category.

TABLE 3: A taxing-body category.

TAX CREDIT DOLLARS. The dollar amounts for up to 10 tax credits claimed by the employee for this taxing body. When an employee claims over 10 tax credits, the system subtracts tax credit 9 from tax credit 10. It multiplies that number by the number of tax credits over 10 and adds that amount for the ten tax credits.

CODE: Y appears if the system uses tax credits.

TABLE 1: A taxing-body category.

TABLE 2: A taxing-body category.

TABLE 3: A taxing-body category.

TAX MINIMUM. The minimum amount of tax you withhold for an employee.

GROSS TAXABLE MINIMUM. The minimum amount of gross taxable earnings you will tax for an employee. If the employee's gross taxable is less than this amount, the system withholds no taxes for the employee.

TAXABLE GROSS CALCULATION METHOD 1.

CODE: YES appears if you use this method to calculate taxes; otherwise, NO appears.

WITHHOLDING BASE LIMIT: The maximum taxable gross dollars the system uses as a withholding base.

BASE % (Base percent): The percentage of the withholding base the system uses as the net taxable gross pay.

TAX GROSS ADJUSTMENT: The amount (plus or minus) the system uses to adjust the taxable gross pay.

EXCESS GROSS % (Excess gross percent): The tax rate percentage for the excess gross pay over the withholding base limit.

TAXABLE GROSS CALCULATION METHOD 2.

CODE: YES appears if you use this method to calculate taxes; otherwise, NO appears.

TAXABLE MIN (Taxable minimum): The minimum taxable gross pay for the income bracket.

LIMIT: The system multiples the total gross pay limit by the corresponding percentage to calculate part of the taxable gross.

Contents | **Index**

% (Percent): The percentage of the total gross pay the system uses as part of the taxable gross pay.

TAXABLE GROSS CALCULATION METHOD 3. YES appears if you selected tax calculation method 3. A second page of the report appears. NO appears if did not use this method to calculate taxes. Only one page of the report appears.

TAXABLE GROSS CALCULATION METHOD 3. Appears if you selected tax calculation method 3.

SALARY: A salary amount that determines the amount of the exemption.

EXEMPTION: The amount of the exemption for the corresponding salary amount.

SALARY: A salary amount that determines the amount of the credit percentage.

CREDIT PERCENTAGE: The amount of the credit percentage for the corresponding salary amount.

ADDED. The status of the record being reported. One of the following:

- ADDED
- BEFORE
- AFTER.

Temporary General Ledger Listing (AMV61)

```
 WILDWOOD IND.   NO. 01            TEMPORARY GENERAL LEDGER LISTING       RUN DATE 01/05/
**  TIME 14.37.26  PAGE   1  AMV61
                                            PRINT OPTION              ENTRY PERIOD  12

                        JOURNAL
   GENERAL LEDGER      REFERENCE   CHECK   ORDER   TRANSACTION   TRANSACTION          ENTRY           DEBIT
        CREDIT
      NUMBER            NUMBER    NUMBER  NUMBER     SOURCE      DESCRIPTION          PERIOD          AMOUNT
        AMOUNT

          1050   CD00001-
00002    120        ABLE MFG.   AP CHECK TOTAL          12                            114.00
          1050   CD00002-
00002    123        ALPHA CORP  AP CHECK TOTAL          12                         20,158.89
          1050   CD00002-
00005    125        FULTON CO   AP CHECK TOTAL          12                         16,955.00
          1050   CD00002-
00007    121 P489213  J & P CO    AP CHECK TOTAL          12                          2,830.30
          1050   CD00002-
00010    121        J & P CO    AP CHECK TOTAL          12                          5,660.60
          1050   CD00002-
00012    122        ZEBCOR INC  AP CHECK TOTAL          12                          1.071.25
          1050   CD00003-
00002    126        PARAMUS WH  AP CHECK TOTAL          12                            103.00
          1050   CD00003-
00004    127 P333721  ALLRIGHT P  AP CHECK TOTAL          12                            190.00
          1050   CD00004-00001    129           JOHNSON/CA   001-1-
000129       12                           54.00

                                         * ACCOUNT TOTALS
      47,137.04
```

```
 WILDWOOD IND.   NO. 01                                       RUN DATE 01/05/
**  TIME 14.37.26  PAGE    2  AMV61
                                 TEMPORARY GENERAL LEDGER LISTING      ENTRY PERIOD  12
                                           PRINT  OPTION

                       JOURNAL
GENERAL LEDGER         REFERENCE    CHECK    ORDER   TRANSACTION    TRANSACTION           ENTRY          DEBIT
    CREDIT
   NUMBER               NUMBER      NUMBER   NUMBER    SOURCE       DESCRIPTION           PERIOD        AMOUNT
       AMOUNT
         2000         CD00001-00001   120            ABLE MFG.    NUTS/BOLTS               12            142.50
         2000         CD00002-00001   123            ALPHA CO     RM CYLINDERS             12         20,782.35
         2000         CD00002-00004   125            FULTON CO    STEEL/IRON               12         16,955.00
         2000         CD00002-00006   121            J & P CO     PLATES/BRACKET           12          3,437.50
         2000         CD00002-00009   122            J & P CO     35 MM CAMERA             12            200.00
         2000         CD00002-00011   126            ZEBCOR INC   RUBBER/TIRES             12          1,200.00
         2000         CD00004-00002   129            JOHNSON/AP   001-1-FLOWERS            12             54.00

                                                 * ACCOUNT TOTALS                                    42,771.35

                                                ** COMPANY TOTALS                                    94,373.84
       94,373.84
```

```
  *** SUMMARY ***                                              RUN DATE 01/05/
**  TIME 14.37.26   PAGE    3  AMV61
                                 TEMPORARY GENERAL LEDGER LISTING      ENTRY PERIOD  12

                                                                                        DEBIT
  CREDIT
                                                                                       AMOUNT
  AMOUNT
                                                ****  FINAL TOTALS                                   94,373.84
94,373.84

  TOTAL RECORDS IN FILE              63

  TOTAL RECORDS PROCESSED            18

  TOTAL RECORDS REMAINING             0
```

This report prints when you select various options in IM, AP, AR, Payroll, and Purchasing on the General Ledger Management menu. It is not available if IFM is installed and interfacing. You can use this report to make journal entries if the General Ledger application is not installed and interfacing. The system draws information for this report from the Temporary General Ledger file.

Fields

REPORT TYPE. There are two listing options for this report.

- Print **************** Temporary General Ledger transactions (depending on the application you are in)
- Print and clear if your application is not interfacing with the General Ledger application. Prints transactions and removes them from the Temporary General Ledger file.

GENERAL LEDGER NUMBER. The general ledger account to which these amounts will be applied.

JOURNAL REFERENCE NUMBER. The journals that accounted for these transactions. These numbers were automatically assigned by your application in the Purchase Invoice Journal Listing, or the Cash Disbursements Journal. The prefixes to these numbers vary depending on the application printing this report.

CHECK NUMBER. The check number associated with the journal reference number for the transaction. This field appears only if you are using the Accounts Payable, Purchasing, or Accounts Receivable applications.

ORDER NUMBER. The order number for the transaction.

TRANSACTION SOURCE. The name of the company associated with the transaction.

TRANSACTION DESCRIPTION. The description of the general ledger transaction.

ENTRY PERIOD. The entry date or period that the amounts were applied to this general ledger account.

DEBIT AMOUNT. The debit amount associated with the Journal Reference Number in the Temporary General Ledger file.

CREDIT AMOUNT. The credit amount associated with the Journal Reference Number in the Temporary General Ledger file.

ACCOUNT TOTALS. The account totals for the debit and credit amounts for all general ledger transactions for this accounting period.

COMPANY TOTALS. The company totals for the debit and credit amounts for all general ledger transactions for this accounting period.

FINAL TOTALS. The final totals for this report.

   TOTAL RECORDS IN FILE: The total number of records in the Temporary General Ledger file.

   TOTAL RECORDS PROCESSED: The total number of records processed for this accounting period.

   TOTAL RECORDS REMAINING: The total number of remaining checks for this accounting period.

Union Consolidation Register (AMPFG)

```
NORTHCREEK IND. CO. NO. 01    ***** UNION CONSOLIDATION REGISTER *****    RUN DATE 12/06/**  TIME 11.24.54  PAGE   7  AMPFG
                                            W/E DATE 12/01/**
UN  DED PC  DESCRIPTION     EMP   EMPLOYEE NAME      TOTAL    GROSS   EMPLOYEE   ** EMPLOYER PAID **
NO. NO. NO.        NO.             HOURS    PAY    PAID    TAXABLE  NON-TAX

 3       REPAIR UNION

   3   2 SAVINGS FUND    90475 ETHEL BANKS        32.26    224.77   2.25
   7   2 PENSION FUND                  26.60    183.53           2.39
   8   2 LIFE INS.                32.26    224.77           3.23
   4   3 UNION DUES 2250            33.08    196.30   15.00
   6   3 POLITICAL FUND             33.08    196.30    .50
   8   3 LIFE INS.                33.08    196.30           3.31
   5   4 PENSION FUND              40.00    224.50    1.40
   7   4 PENSION FUND              40.00    224.50           1.40
   8   4 LIFE INS.               40.00    224.50           4.00
   2   1 HEALTH INS.      90500 ED SCHNEIDER      44.58    420.45   2.28
   6   1 POLITICAL FUND             44.58    420.45    .50
   8   1 LIFE INS.                44.58    420.45           4.46
   3   2 SAVINGS FUND               30.03    185.44   1.85
   7   2 PENSION FUND               30.03    185.44           2.40
   8   2 LIFE INS.                30.03    185.44           3.00
   5   4 PENSION FUND              32.94    149.43   3.29
   7   4 PENSION FUND              32.94    149.43           3.29
   8   4 LIFE INS.               32.94    149.43           3.29

   2   1 HEALTH INS.      90550 MARCIA STAHL      16.00    100.44    .80
   6   1 POLITICAL FUND             16.00    100.44    .50
   8   4 LIFE IND.               17.00    105.44           1.70

   2   1 HEALTH INS.      90600 RON STARKER       38.17    329.34   1.90
   6   1 POLITICAL FUND             38.18    329.40    .50
   8   1 LIFE INS.                38.17    329.34           3.82
   3   2 SAVINGS FUND               40.00    214.00   2.14
   7   2 PENSION FUND               40.00    214.00           4.00
   8   2 LIFE INS.                40.00    214.00           4.00    NOT TAKEN


          ** TOTAL TAKEN               154.63    50.70   111.39
NORTHCREEK IND. CO. NO. 01    ***** UNION CONSOLIDATION REGISTER *****    RUN DATE 12/06/**  TIME 11.24.54  PAGE   8  AMPFG
                                            W/E DATE 12/01/**

     UNION NUMBER   3  REPAIR UNION      DEDUCTION TYPE BREAKDOWN

                   DEDUCTION  DESCRIPTION    EMPLOYEE   ** EMPLOYER PAID **
                    TYPE               PAID     TAXABLE  NON-TAX

                      1    UNION INIT. FEE    20.00
                      2    HEALTH INS.     18.08
                      3    SAVINGS FUND     24.42
                      4    UNION DUES 2250   75.00
                      5    PENSION FUND     10.13
                      6    POLITICAL FUND    7.00
                      7    PENSION FUND           50.70
                      8    LIFE INS.                 111.39
            ****  UNION TOTALS          154.63    50.70   111.39

          ****  COMPANY TOTALS          365.05    119.42   137.99
NORTHCREEK IND. CO. NO. 01    ***** UNION CONSOLIDATION REGISTER *****    RUN DATE 12/06/**  TIME 11.24.54  PAGE   9  AMPFG
                                            W/E DATE 12/01/**

****  FINAL TOTALS          365.05    119.42   137.99
```

Use option 5 on the Main Menu (AMPM00) to print this report. This report shows the deductions for each employee in each union. Individual deduction totals are summarized and printed at the bottom of the report. You can use this report to balance final totals with the Payroll register (AMPDC). The system draws information for this report from the Weekly Union file (WKUNION). See Chapter 21 for more information.

Fields

UN NO. (Union number). The 3-digit number that identifies the union.

DED NO. (Deduction number). The 1-digit number (1 to 9) that identifies the deduction type within the union.

PC NO. (Pay cycle number). The pay cycle (0 to 9) in which these transactions were processed.

DESCRIPTION. The description of the union.

EMP NO. (Employee number). The number of this employee.

EMPLOYEE NAME. The name of this employee.

TOTAL HOURS. The total hours the system uses to calculate the deduction, if deductions are based on a rate per hour.

GROSS PAY. The gross pay amount the system uses to calculate the deduction, if the deduction is based on a percentage of gross pay.

EMPLOYEE PAID. The total taxable and non-taxable union deductions this employee paid.

EMPLOYER PAID.

   TAXABLE: The total taxable union deductions this company paid.

   NON-TAX: The total non-taxable union deductions this company paid.

TOTAL TAKEN. The total deductions taken for a specific union.

NOT TAKEN. The total amounts of any union deductions that the system could not deduct.

UNION NUMBER. The distribution number from the Deduction Distribution file for the union to which this employee belongs.

DEDUCTION TYPE. The total amount of deductions for this type of deduction.

DESCRIPTION. The description of the type of deduction.

EMPLOYEE PAID. The total taxable and non-taxable union deductions this employee paid.

EMPLOYER PAID.

   TAXABLE: The total taxable union deductions this company paid.

   NON-TAX: The total non-taxable union deductions this company paid.

UNION TOTALS. Union control totals to be balanced back to the Payroll register.

COMPANY TOTALS. Company control totals to be balanced back to the Payroll register.

FINAL TOTALS. Final control totals to be balanced back to the Payroll register.

Union Master Maintenance Listing (AMPZU)

```
UNION MASTER MAINTENANCE LISTING    DATE 12/06/** TIME 13.53.27  PAGE   1  AMPZU
                                OPER      UPDATE# 005


NORTHCREEK IND.  NO. 01
UNION DISTRB NO.   001          DEDUCTION FREQUENCY  7  REGULAR HR RATE   .0000   % OF GROSS RATE    .150
UNION DEDUCT TYPE  06           EMPLOYEE/EMPLOYER PD  R  OVERTIME HR RATE  .0000  FIXED AMOUNT      .00 *** ADDED ***
DEDUCT DESCRIPTION CREDIT UNION    TAXABLE/NON-TAXABLE  N  OTHER HR RATE    .0000   LAST CHNG DATE 7/11/**
ACTIVE REC CODE A

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

NORTHCREEK IND.  NO. 01
UNION DISTRB NO.   001          DEDUCTION FREQUENCY  7  REGULAR HR RATE   .0000   % OF GROSS RATE    .000
UNION DEDUCT TYPE  01           EMPLOYEE/EMPLOYER PD  E  OVERTIME HR RATE  .0000  FIXED AMOUNT     5.00 *** BEFORE ***
DEDUCT DESCRIPTION UNION DUES     TAXABLE/NON-TAXABLE  T  OTHER HR RATE    .0000   LAST CHNG DATE  7/11/**
ACTIVE REC CODE A

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

NORTHCREEK IND. NO. 01
UNION DISTRB NO.   001          DEDUCTION FREQUENCY  7  REGULAR HR RATE   .1000   % OF GROSS RATE    .000
UNION DEDUCT TYPE  01           EMPLOYEE/EMPLOYER PD  E  OVERTIME HR RATE  .0000  FIXED AMOUNT     5.00 *** AFTER  ***
DEDUCT DESCRIPTION UNION DUES     TAXABLE/NON-TAXABLE  T  OTHER HR RATE    .0000   LAST CHNG DATE  7/11/**
ACTIVE REC CODE A

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


            ADDS   CHANGES   DELETES
  NO. OF RECORDS       1      1      0
```

Use option 8 on the File Maintenance menu (AMPM10) to print this report. For a record you changed, this report shows "before and after" information. You can use this report to keep a record of all records you changed. The system draws information for this report from the Union master file. To see a complete or partial listing of the contents of this file, use option 8 on the File Listings menu (AMPM11).

Fields

NO. (Number). The company number and name of the company assigned to the records you want to maintain.

UNION DISTRB NO. (Union distribution number). If union distribution was selected during application tailoring, the 3-digit union distribution number that defines the specific union to which this deduction belongs.

UNION DEDUCT TYPE (Union deduction type). The union deduction type of this record. Each union can have up to 9 different types of deductions.

DEDUCT DESCRIPTION (Deduction description). The description of the deduction from the Union master file.

ACTIVE REC CODE (Active record code). Indicates whether this employee record is active, deleted, or an error.

DEDUCTION FREQUENCY. One of the following deduction frequency codes.

0   Deduction not taken automatically and must be entered on display AMPAH2 during adjustment data entry

1   Deduction taken during pay cycle 1

2	Deduction taken during pay cycle 2
3	Deduction taken during pay cycle 3
4	Deduction taken during pay cycle 4
5	Deduction taken during pay cycles 1 and 2
6	Deduction taken during pay cycles 2 and 4
7	Deduction taken every pay cycle
8	Deduction taken during pay cycles 1 through 4
9	Deduction taken during every pay cycle except pay cycle 9.

Note: The pay cycle taken corresponds to the pay cycle number entered during time/adjustment entry.

EMPLOYEE/EMPLOYER PD (Employee/Employer paid). E appears if this deduction was paid by the employee; otherwise, R appears.

TAXABLE/NON-TAXABLE. Appears for employer-paid deductions. T appears if this deduction is taxable. If the employer paid the deduction, the system adds the deduction to the employee's taxable earnings. N appears if the system does not add the deduction to the employee's taxable earnings.

REGULAR HR RATE (Regular hour rate). An hourly rate the system uses with REGULAR HOURS to determine the amount of the deduction.

OVERTIME HR RATE (Overtime hour rate). An hourly rate the system uses with OVERTIME HOURS to determine the amount of the deduction.

OTHER HR RATE (Other hour rate). An hourly rate the system uses with OTHER HOURS to determine the amount of the deduction.

% OF GROSS RATE (Percent of gross rate). A percentage of gross earnings the system withholds for this deduction.

FIXED AMOUNT. A fixed dollar and cents amount the system withholds for this deduction.

LAST CHNG DATE (Last changed date). The date upon which you last changed this record.

NO. OF RECORDS (Number of records). The number of additions, changes, and/or deletions to the Union master file.

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Vacation/Holiday/Sick Register (AMPEA)

```
NORTHCREEK IND.  CO. NO. 01  ***** VACATION / HOLIDAY / SICK REGISTER *****  RUN DATE  4/08/**  TIME 14.21.56  PAGE    1  AMPEA
                                                     W/E DATE  4/09/**
                  ------------ VACATION ------------  -------- HOLIDAY --------  -------------- SICK ------------
HOME   EMP              HOURS AMOUNT  Y-T-D   Y-T-D   HOURS   AMOUNT    Y-T-D  HOURS  AMOUNT  Y-T-D  Y-T-D
DEPT   NO. EMPLOYEE NAME    TAKEN PERIOD   HOURS   REMAINING TAKEN   PERIOD   HOURS   TAKEN PERIOD  HOURS  REMAINI
NG
DP20    60 ADOR AGUILAR                                                8.00  4,000.00  8.00      8.00-
DP20  30200 LAURIE MARTIN     8.00 20,000.00    8.00   8.00-

   NORTHCREEK IND.  CO. NO. 01  ***** VACATION / HOLIDAY / SICK REGISTER *****  RUN DATE  4/08/**  TIME 14.21.56  PAGE    2  AMPEA
                                                     W/E DATE  4/09/**
** COMPANY CONTROL TOTALS **
--- NUMBER ---        ------ VACATION ------    ------ HOLIDAY -------     -------- SICK --------
    RECORDS              HOURS    AMOUNT        HOURS    AMOUNT        HOURS      AMOUNT
                        TAKEN     PERIOD        TAKEN    PERIOD        TAKEN      PERIOD
      2                 8.00   20,000.00                              8.00    4,000.00

*** FINAL CONTROL TOTALS ***   ***** VACATION / HOLIDAY /SICK  REGISTER *****  RUN DATE  4/08/**  TIME 14.21.56  PAGE    3  AMPEA
--- NUMBER ---        ------ VACATION ------    ------ HOLIDAY -------     -------- SICK --------
    RECORDS              HOURS    AMOUNT        HOURS    AMOUNT        HOURS      AMOUNT
                        TAKEN     PERIOD        TAKEN    PERIOD        TAKEN      PERIOD
      2                 8.00   20,000.00                              8.00    4,000.00
```

Use on the Main Menu (AMPM00) to print this report. This report shows the vacation, holiday, and sick hours for each employee. You can use this report to balance the totals with the Payroll Register (AMPDC). The system draws information for this report from the files associated with calculations and checks and reports. See Chapter 21 for more information.

Fields

HOME DEPT (Home department). The employee's home department as identified in the Employee master file.

EMP NO. (Employee number). The number of this employee.

EMPLOYEE NAME. The name of this employee.

VACATION.

  HOURS TAKEN. The number of vacation hours reported in this payroll run.

  AMOUNT: The amount of earnings paid as vacation pay in this payroll run.

  Y-T-D HOURS. The number of vacation hours reported year-to-date.

  Y-T-D REMAINING. The number of earnings paid as vacation pay year to date.

HOLIDAY.

  HOURS TAKEN. The number of holiday hours reported in this payroll run.

  AMOUNT PERIOD. The number of holiday hours reported in this payroll run.

  Y-T-D HOURS. The number of holiday hours reported year-to-date.

SICK.

  HOURS TAKEN. The number of sick hours reported in this payroll run.

AMOUNT PERIOD. The amount of earnings paid as sick pay in this payroll run.

Y-T-D HOURS. The number of sick hours reported year-to-date.

Y-T-D REMAINING. The number of earnings paid as sick pay year to date.

COMPANY CONTROL TOTALS. Total to be balanced back to the Payroll Register for each company having vacation, holiday, or sick pay for the following:

NUMBER RECORDS. The total number of records being reported.

VACATION.

HOURS TAKEN. The total number of vacation hours being reported.

AMOUNT PERIOD. The number of vacation hours being reported this period.

HOLIDAY.

HOURS TAKEN. The total number of holiday hours being reported.

AMOUNT PERIOD. The number of holiday hours being reported this period.

SICK.

HOURS TAKEN. The total number of sick hours being reported.

AMOUNT PERIOD. The number of sick hours being reported this period.

FINAL CONTROL TOTALS. Final control totals to be balanced back to the Payroll register. For a complete description, see "COMPANY CONTROL TOTALS"

Worker's Compensation Worksheet (AMPGG)

```
NORTHCREEK IND.  CO. NO. 01      ***** WORKER'S COMPENSATION WORKSHEET *****   RUN DATE  4/12/**  TIME 08.19.29  PAGE   1  AMPGG
                                               W/E DATE  4/10/**

DEPT COMP   EMP  EMPLOYEE NAME      -------- REGULAR --------  ------ OTHER ------- ------- TOTAL ------     TAXABLE
 NO  NO  NO.              RATE   HOURS    GROSS      HOURS     GROSS     HOURS    GROSS        GROSS

DP20 00001   60 ADOR AGUILAR               40.00    975.61    1.00     24.39     41.00   1,000.00   1,000.00

DP20         ** DEPARTMENT TOTAL **        40.00    975.61    1.00     24.39     41.00   1,000.00   1,000.00


DP99 00001 92022 BILL WHITE        7.000   32.00    224.00                       32.00    224.00     264.00

DP99         ** DEPARTMENT TOTAL **        32.00    224.00                       32.00    224.00     264.00

   00001     *** COMPENSATION TOTAL ***   104.00  1,839.61    9.00    184.39    113.00   2,024.00   2,091.00
        NORTHCREEK IND. CO. NO. 01    ***** WORKER'S COMPENSATION WORKSHEET ***** RUN DATE  4/12/**  TIME 08.19.29  PAGE  2  AMPGG
                                               W/E DATE  4/10/**


                        -------- REGULAR --------  ------ OTHER ------- ------- TOTAL ------     TAXABLE
                        RECORDS      HOURS   GROSS     HOURS    GROSS    HOURS    GROSS         GROSS


*** COMPANY CONTROL TOTALS *****    47       256.50  4,010.36   27.50    659.39   284.00  4.669.75   4,902.55
                              PREM HRS. NOT INCLUDED  999,999.99
*** FINAL CONTROL TOTALS ***       ***** WORKER'S COMPENSATION WORKSHEET *****   RUN DATE  4/12/**  TIME 08.19.29  PAGE  3  AMPGG


                        -------- REGULAR --------  ------ OTHER ------- ------- TOTAL ------     TAXABLE
                        RECORDS      HOURS   GROSS     HOURS    GROSS    HOURS    GROSS         GROSS
***** FINAL CONTROL TOTALS *****    47      256.50  4,010.36   27.50    659.39   284.00  4.669.75   4,902.55
                        PREM. HRS. NOT INCLUDED      8.00
```

Use option 5 on the Main Menu (AMPM00) to print this report. This worksheet shows all hours reported in this payroll run for hourly and non-exempt salaried employees. Data for salaried employees does not appear on this worksheet. The report is grouped by home department within worker's compensation code within home company. Home department and home company are the department and company to which an employee is assigned in the Employee master file record. The employees are listed by employee number within each group. The hours that appear on this worksheet are multiplied by the employee's regular rate, regardless of the type of hours, in order to calculate the gross associated with each hours' category.

You can use this worksheet to assist in calculations for worker's compensation and to keep a record of the detail information. The system draws information for this report from the Employee master file. See Chapter 21 for more information.

Fields

DEPT NO (Department number). The number of the employee's home department.

COMP NO (Worker's compensation number). The worker's compensation number associated with these earnings. The worker's compensation number for the employee comes from the Employee master file record unless you override it during time entry.

EMP NO. (Employee number). The number of the employee being reported.

EMPLOYEE NAME. The name of the employee being reported.

Contents | **Index**

REGULAR. Other hours not including premium hours.

RATE. The rate at which this employee is paid for regular hours worked.

HOURS. The number of regular hours this employee worked. Vacation and holiday hours are included in this total.

GROSS. Regular rate x Regular hours.

OTHER.

HOURS. The number of other hours this employee worked.

GROSS. Regular rate x Other hours

TOTAL.

HOURS. Regular hours + Other hours

GROSS. Regular gross + Other gross

TAXABLE GROSS. The taxable gross associated with this detail or total line. This amount includes employer-paid union fringes and taxable adjustments that are not associated with hours and are therefore not included in the Total Gross field.

DEPARTMENT TOTAL. Totals by home department.

COMPENSATION TOTAL. Totals by worker's compensation code.

COMPANY CONTROL TOTALS. Totals for the home company.

FINAL CONTROL TOTALS. Totals for all companies.

W-2 forms (AMPJI)

a Control number	2222	Void	For Official Use Only ►		
b Employer's identification number				1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code				3 Social security wages	4 Social security tax withheld
				5 Medicare wages and tips	6 Medicare tax withheld
				7 Social security tips	8 Allocated tips
d Employee's social security number				9 Advance EIC payment	10 Dependent care benefits
e Employee's name (first, middle initial, last)				11 Nonqualified plans	12 Benefits included in Box 1
				13 See Instrs. for Box 13	14 Other
				15 Statutory employee Deceased Pension plan Legal rep. 942 emp. Subtotal Deferred compensation	
f Employee's address and ZIP code					

16 State Employee's state I.D. No.	17 State wages, tips, etc.	18 State income tax	19 Locality name	20 Local wages, tips, etc.	21 Local income tax

Cat. No. 10134D   Department of the Treasury Internal Revenue Service

From **W-2** **Wage and Tax Statement** **1993**

For Paperwork Reduction Act Notice, see separate instructions.

Copy A For Social Security Administration

OMB No. 1545-0008

Use option 7 or 8 on the Quarter/Year-End Processing menu (AMPM08) to print this report. The printing sequence is either employee number, Social Security number, or ZIP code, as selected. The printed form is for company and taxing body selected. All pertinent employee tax information is shown. The system draws information for this report from the Employee master, Employee State/County/Local, Employee Miscellaneous Deduction, and Deduction Distribution files.

The layout and specifications for this form are controlled by the Federal Government, and are subject to change each tax year. This sample form is provided to illustrate the style of W-2 form printed by XA Payroll and may not be an accurate representation of the form for the current tax year. See *Instructions for Form W-2 Wage and Tax Statement*, published by the United States Department of the Treasury, Internal Revenue Service, for descriptions of the fields on this form.

W-2 Register (AMPJG)

```
NORTHCREEK,IND.  CO. NO. 01          **** W-2 REGISTER ****           RUN DATE  1/17/92  TIME 17.15.57  PAGE   1  AMPJG
                            SOC NUMB SEQUENCE
TYPE              EMP.   EMPLOYEE NAME      SOC. SEC.
                  NO.                  NUMBER
FEDERAL          10011 PERSON 10011       000-00-0000
FIT TXBL          FIT TAX         SS TXBL          SS TAX          FRINGES
                       MED TXBL          MED TAX
ALLOC TIPS        ADV EIC         FICA TIPS        NON QUAL        DEP CARE
MISCELLANEOUS DESC 1            AMOUNT           DESC 2           AMOUNT
BOX 17
FEDERAL          10012 PERSON 10012       000-00-0000
FIT TXBL          FIT TAX         SS TXBL          SS TAX          FRINGES
                       MED TXBL          MED TAX
ALLOC TIPS        ADV EIC         FICA TIPS        NON QUAL        DEP CARE
MISCELLANEOUS DESC 1            AMOUNT           DESC 2           AMOUNT
BOX 17
FEDERAL          30000 TEST POST EXTERNAL P  000-00-0000
FIT TXBL          FIT TAX         SS TXBL          SS TAX          FRINGES
                       MED TXBL          MED TAX
ALLOC TIPS        ADV EIC         FICA TIPS        NON QUAL        DEP CARE
MISCELLANEOUS DESC 1            AMOUNT           DESC 2           AMOUNT
```

Use option 6 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows all year-end government reporting information for the company and taxing body selected. The information is printed as it will appear on the W-2 forms. You can select to print the register in employee number, social Security number, or ZIP code order. You can use this report to preview your year-end tax reporting.

Y-T-D / Q-T-D Earnings Register (AMPEE)

```
NORTHCREEK IND.  CO. NO.01   ***** Y-T-D / Q-T-D EARNINGS  REGISTER *****   RUN DATE 1/30/**  TIME 13.26.32  PAGE   1 AMPEE
                                                W/E DATE  1/30/**
HOME EMP  EMPLOYEE NAME          Y-T-D      Y-T-D    Y-T-D     Y-T-D   YTD Q-T-D    Q-T-D     Q-T-D    Q-T-D    QTD
DEPT NO.               GROSS       FIT     SOC SEC   MEDICARE  WKS GROSS    FIT     SOC SEC  MEDICARE  WKS
                    EARNINGS/  TAXABLE/  TAXABLE/  TAXABLE/   WRK EARNINGS/TAXABLE/  TAXABLE/  TAXABLE/   WRK
                    FRINGE    WITHHELD  WITHHELD  WITHHELD      *FRINGE  WITHHELD  WITHHELD  WITHHELD
                     *EIC    *OVR-UNDER *OVR-UNDER        *EIC    *OVR-UNDER *OVR-UNDER

DP10   10 KIM BOLDTHEN           1111.10  1111.10  1111.10   1111.10 1  1111.10  1111.10 1111.10   1111.10  1
                        226.37    68.89    16.11            226.37 68.89    16.11

10  *  19 LOTHAR MATHEUS

DP70   20 RICHARD WARD          1367.69  1367.69  1367.69   1367.69 1  1367.69   1367.69 1367.69   1367.69  1
                        371.21    84.80    19.83            371.21 84.80    19.83

20  *  24 PIERRE LITTBARSKI

DP70   30 DAVE REED III         1367.69  1367.69  1367.69   1367.69 1  1367.69   1367.69 1367.69   1367.69  1
                        432.25    84.80    19.83            432.25 84.80    19.83

DP70   40 BOB WELTON            3600.00  3600.00  3600.00   3600.00 1  3600.00   3600.00 3600.00   3600.00  1
                       1005.08   223.20    52.20           1005.08 223.20    52.20

DP70   50 HUGH ELLIOTT          3250.00  3250.00  3250.00   3250.00 1  3250.00   3250.00 3250.00   3250.00  1
                        876.57   201.50    47.13            876.57 201.50    47.13

DP20   60 ADOR AGUILAR          1050.00  1025.00  1000.00   1000.00 2  1050.00   1025.00 1000.00   1000.00  2
                    ***25.00    128.33    62.00    14.50 ***25.00   128.33 62.00    14.50

DP10   70 TOM BEST               980.00   980.00   980.00    980.00 1   980.00    980.00  980.00    980.00  1
                        230.31    60.76    14.21            230.31 60.76    14.21

DP40   80 BOB BRAGUE             950.00   950.00   950.00    950.00 1   950.00    950.00  950.00    950.00  1
                        145.07    58.90    13.78            145.07 58.90    13.78

20  *  86 HANS BRIEGAL

DP50   90 MAURY KALNITZ          900.00   900.00   900.00    900.00 1   900.00    900.00  900.00    900.00  1
                        156.22    55.80    13.05            156.22 55.80    13.05

DP30  100 JOHN GALVIN           1245.99  1245.99  1245.99   1245.99 1  1245.99   1245.99 1245.99   1245.99  1
                    **295.99    436.10    77.25    18.07 **295.99   436.10 77.25    18.07

DP10  110 TOM FULLER             900.00   800.00   800.00    800.00 1   900.00    800.00  800.00    800.00  1
                         54.95    49.60    11.60             54.95 49.60    11.60

DP20  120 JAMARRI BRIGHT         230.00   230.00   230.00    230.00 2   230.00    230.00  230.00    230.00  2
                         36.76    14.26     3.34             36.76 14.26     3.34

DP20  130 DANIEL MCNEILL         230.00   230.00   230.00    230.00 1   230.00    230.00  230.00    230.00  1
                         16.76    14.26     3.34             16.76 14.26     3.34
                    ***15.90     *.00     *.00         ***15.90    *.00    *.00
```

```
NORTHCREEK IND.  CO. NO.01   ***** Y-T-D / Q-T-D EARNINGS  REGISTER *****   RUN DATE  1/30/**  TIME 13.26.32  PAGE   8  AMPEE
                                W/E DATE  1/30/**

--------------------------------- TOTALS FOR EMPLOYEES INCLUDED ON THIS REPORT ---------------------------------
    Y-T-D      Y-T-D      Y-T-D      Y-T-D       Q-T-D      Q-T-D      Q-T-D      Q-T-D
    GROSS       FIT     SOC. SEC.   MEDICARE     GROSS       FIT     SOC. SEC.   MEDICARE
   EARNINGS   TAXABLE/   TAXABLE/   TAXABLE/    EARNINGS/   TAXABLE/   TAXABLE/   TAXABLE/
    FRINGE     WITHHELD   WITHHELD   WITHHELD     FRINGE     WITHHELD   WITHHELD   WITHHELD
           *EIC    *OVR-UNDER  *OVR-UNDER               *EIC    OVR-UNDER   OVR-UNDER

  18,655.85  18,530.85  18,505.85  18,505.85    18,655.85  18,530.85  18,505.85  18,505.85
    320.99    4,401.71   1,147.37    268.36       320.99    4,401.71   1,147.37    268.36
         ********30.69      *.00      *.00             ********30.69      *.00      *.00

--------------------------------- TOTALS FOR ALL EMPLOYEES IN COMPANY ---------------------------------
    Y-T-D      Y-T-D      Y-T-D      Y-T-D       Q-T-D      Q-T-D      Q-T-D      Q-T-D
    GROSS       FIT     SOC. SEC.   MEDICARE     GROSS       FIT     SOC. SEC.   MEDICARE
   EARNINGS   TAXABLE/   TAXABLE/   TAXABLE/    EARNINGS/   TAXABLE/   TAXABLE/   TAXABLE/
    FRINGE     WITHHELD   WITHHELD   WITHHELD     FRINGE     WITHHELD   WITHHELD   WITHHELD
           *EIC    *OVR-UNDER  *OVR-UNDER               *EIC    OVR-UNDER   OVR-UNDER

  18,655.85  18,530.85  18,505.85  18,505.85    18,655.85  18,530.85  18,505.85  18,505.85
    320.99    4,401.71   1,147.37    268.36       320.99    4,401.71   1,147.37    268.36
         ********30.69      *.00      *.00             ********30.69      *.00      *.00

--------------------------------- EMPLOYER TOTALS ---------------------------------
         Y-T-D      Y-T-D                 Q-T-D      Q-T-D
         SOC. SEC.   MEDICARE             SOC. SEC.   MEDICARE
         TAXABLE/   TAXABLE/              TAXABLE/   TAXABLE/
         LIABILITY   LIABILITY            LIABILITY   LIABILITY
         *OVR-UNDER  *OVR-UNDER           OVR-UNDER   OVR-UNDER

         18,505.85  18,505.85            18,505.85  18,505.85
          1,147.36    268.33             1,147.36    268.33
         **********.01-**********.03-    **********.01-**********.03-

--------------------------------- EMPLOYER PLUS EMPLOYEE TOTALS ---------------------------------
         Y-T-D      Y-T-D                 Q-T-D      Q-T-D
         SOC. SEC.   MEDICARE             SOC. SEC.   MEDICARE
         LIABILITY   LIABILITY            LIABILITY   LIABILITY
         *OVR-UNDER  *OVR-UNDER           OVR-UNDER   OVR-UNDER

          2,294.73    536.69              2,294.73    536.69
         **********.01-**********.03-    **********.01-**********.03-
--------------------------------- CURRENT PAY PERIOD TOTALS ---------------------------------
   EMPLOYEE   EMPLOYEE   EMPLOYEE   EMPLOYEE              EMPLOYER   EMPLOYER
    GROSS       FIT     SOC. SEC.   MEDICARE             SOC. SEC.   MEDICARE
   EARNINGS   TAXABLE/   TAXABLE/   TAXABLE/             TAXABLE/   TAXABLE/
    FRINGE     WITHHELD   WITHHELD   WITHHELD            LIABILITY   LIABILITY
           *OVR-UNDER  *OVR-UNDER                       OVR-UNDER   OVR-UNDER

  18,655.85  18,505.85  18,505.85  18,505.85            18,505.85  18,505.85
    320.99    4,401.71   1,147.37    268.36              1,147.37    268.36
         ********30.69      *.00      *.00             **********.01 **********.03

W AM-2217 * EMPLOYEES DID NOT WORK THIS PAY PERIOD

** FINAL CONTROL TOTALS **     ***** Y-T-D / Q-T-D EARNINGS  REGISTER *****   RUN DATE  1/30/**  TIME 13.26.32  PAGE  10  AMPEE

         Y-T-D      Y-T-D      Y-T-D      Y-T-D      Y-T-D      Q-T-D      Q-T-D      Q-T-D
         GROSS       FIT      FICA     FEDERAL     FICA       FIT     FEDERAL     FICA
        EARNINGS   TAXABLE   TAXABLE     TAX        TAX      TAXABLE     TAX       TAX
               *FRINGE      *EIC                *FRINGE      *EIC

** FINAL CONTROL TOTALS **     18,655.85          18,505.85          1,147.37          4,401.71
                     18,530.85          4,401.71          18,530.85          1,147.37
                         ******320.99 *******30.69      ******320.99 *******30.69
* PAY PERIOD TOTALS *       18,655.85          18,505.85          1,147.37
                     18,530.85          4,401.71
```

Use option 5 on the Main Menu (AMPM00) to print this report.

This report shows the totals for year-to-date and quarter-to-date amounts associated with Federal, income, Social Security, and Medicare taxes for all employees. Terminated employee records or records for employees who are not paid in this run may or may not appear in the detail, depending on the run-time options you selected. Totals will always include all employees on file to provide a payroll run-to-payroll run audit trail. This report is grouped by home department.

You can use this report to determine your employer liability for Social Security and Medicare and to keep a record of Federal tax information. This system draws

information for this report from the Employee master and the Deduction Distribution file. See Chapter 21 for more information.

Fields

HOME DEPT (Home department). The home department number. An active employee who was not paid this period is identified by one asterisk (*) after the home department.

EMP NO. (Employee number). The name of this employee.

Y-T-D GROSS (Year-to-date gross).

   EARNINGS. The year-to-date employee gross earnings. This is the check gross and can include non-taxable reimbursements.

   FRINGE. The year-to-date accumulations of other compensation payments that were set up as Reported = Yes for FIT at the time they were paid to the employee or employees.

Y-T-D FIT (Year-to-date Federal Income Tax).

   TAXABLE. The year-to-date employee earnings to be reported as wages subject to FIT.

   WITHHELD. The year-to-date amount withheld for FIT from the employee or employees.

   *EIC (Earned Income Credit). The year-to-date amount of earned income credit advanced to the employee or employees.

Y-T-D SOC SEC (Year-to-date Social Security).

   TAXABLE. The year-to-date employee earnings subject to employee and employer Social Security taxes.

   WITHHELD. The year-to-date amount withheld from the employee or employees for Social Security.

   *OVR-UNDER (Over-Under). Any overpayment or underpayment amount withheld for Social Security. A minus appears if this is an underpayment.

Y-T-D MEDICARE (Year-to-date Medicare).

   TAXABLE. The year-to-date employee earnings subject to employee and employer Medicare taxes.

   WITHHELD. The year-to-date amount withheld from the employee or employees for Medicare.

   *OVR-UNDER (Over-Under). Any overpayment or underpayment amount withheld for Medicare. A minus appears if this is an underpayment.

YTD WKS WRK (Year-to-date weeks worked). The number of weeks worked year to date.

Q-T-D GROSS (Quarter--to-date gross).

EARNINGS. The quarter-to-date employee gross earnings. This is the check gross and can include non-taxable reimbursements.

FRINGE. The quarter-to-date accumulations of other compensation payments that were set up as Reported = Yes for FIT at the time they were paid to the employee or employees.

Q-T-D FIT (Quarter--to-date Federal Income Tax).

TAXABLE. The quarter-to-date employee earnings to be reported as wages subject to FIT.

WITHHELD. The quarter-to-date amount withheld for FIT from the employee or employees.

*EIC (Earned Income Credit). The quarter-to-date amount of earned income credit advanced to the employee or employees.

Q-T-D SOC SEC (Quarter-to-date Social Security).

TAXABLE. The quarter-to-date employee earnings subject to employee and employer Social Security taxes.

WITHHELD. The quarter-to-date amount withheld from the employee or employees for Social Security.

*OVR-UNDER (Over-Under). Any overpayment or underpayment amount withheld for Social Security. A minus appears if this is an underpayment.

Q-T-D MEDICARE (Quarter-to-date Medicare).

TAXABLE. The quarter-to-date employee earnings subject to employee and employer Medicare taxes.

WITHHELD. The quarter-to-date amount withheld from the employee or employees for Medicare.

*OVR-UNDER (Over-Under). Any overpayment or underpayment amount withheld for Medicare. A minus appears if this is an underpayment.

QTD WKS WRK (Quarter--to-date weeks worked). The number of weeks worked quarter to date.

TOTALS FOR EMPLOYEES INCLUDED ON THIS REPORT. The employee totals from employee detail in the Employee master file for this payroll run. The totals only print if terminated employees are not printed, or if only employees in this run are printed.

TOTALS FOR ALL EMPLOYEES IN COMPANY. The company employee totals from employee detail in the Employee master file for the following. See the previous field descriptions in this report.

- Y-T-D GROSS EARNINGS FRINGE
- Y-T-D FIT TAXABLE/WITHHELD *EIC
- Y-T-D SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- Y-T-D MEDICARE TAXABLE/WITHHELD *OVR-UNDER
- Q-T-D GROSS EARNINGS FRINGE

Contents | **Index**

- Q-T-D FIT TAXABLE/WITHHELD *EIC
- Q-T-D SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- Q-T-D MEDICARE TAXABLE/WITHHELD *OVR-UNDER

These totals print for all employees, including terminated employees and employees not included in this payroll run.

EMPLOYER TOTALS. The employer totals for the following. See the previous field descriptions in this report.

- Y-T-D GROSS EARNINGS FRINGE
- Y-T-D FIT TAXABLE/WITHHELD *EIC
- Y-T-D SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- Y-T-D MEDICARE TAXABLE/WITHHELD *OVR-UNDER
- Q-T-D GROSS EARNINGS FRINGE
- Q-T-D FIT TAXABLE/WITHHELD *EIC
- Q-T-D SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- Q-T-D MEDICARE TAXABLE/WITHHELD *OVR-UNDER

These totals contain the same respective taxable values as the employee totals. The employer liability amounts originate from the Deduction Distribution file Company record (code C) for the company. The over- and under-amounts are calculated as follows: Employer tax liability - (Respective taxable X respective percentage).

EMPLOYER PLUS EMPLOYEE TOTALS. The employee total + the employer total for the following:

- Y-T-D SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- Y-T-D MEDICARE TAXABLE/WITHHELD *OVR-UNDER
- Q-T-D SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- Q-T-D MEDICARE TAXABLE/WITHHELD *OVR-UNDER

The sum of the employee and employer fields on this report.

CURRENT PAY PERIOD TOTALS. The company control totals to be balanced back to the Payroll register for the following:

- EMPLOYEE GROSS EARNINGS FRINGE
- EMPLOYEE FIT TAXABLE/WITHHELD *EIC
- EMPLOYEE SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- EMPLOYEE MEDICARE TAXABLE/WITHHELD *OVR-UNDER
- EMPOYER SOC. SEC. TAXABLE/WITHHELD *OVR-UNDER
- EMPLOYER MEDICARE TAXABLE/WITHHELD *OVR-UNDER

These totals show the value of all information for that company as of the end of this pay period.

FINAL CONTROL TOTALS. The final control totals for the following:

- Y-T-D GROSS EARNINGS
- Y-T-D FIT TAXABLE
- Y-T-D FICA TAXABLE * FRINGE
- Y-T-D FEDERAL TAX *EIC
- Y-T-D FICA TAX
- Q-T-D FIT TAXABLE * FRINGE
- Q-T-D FEDERAL TAX *EIC
- Q-T-D FICA TAX

The value of all information as of the end of this pay period. These totals must balance with the control log (PR-24) after the current period totals have been added to this control log.

PAY PERIOD TOTALS. The value of the following as of the end of this pay period.

- Y-T-D GROSS EARNINGS
- Y-T-D FIT TAXABLE
- Y-T-D FICA TAXABLE * FRINGE
- Y-T-D FEDERAL TAX *EIC
- Y-T-D FICA TAX
- Q-T-D FIT TAXABLE * FRINGE
- Q-T-D FEDERAL TAX *EIC
- Q-T-D FICA TAX

These totals must balance with the control log (PR-24) after the current period totals have been added to this control log.

941A form (AMPJE)

STATE RETURN		**FOR STATE USE**

Date Quarter Ended	Page Number State Federal	Name of State

Employer's Identification number, name and address

ENTER ON PAGE 1 ONLY	GRAND TOTALS ALL WAGE REPORT SHEETS		
	TAXABLE WAGES	TOTAL WAGES	EXCESS WAGES

EMPLOYEE'S SOCIAL SECURITY NUMBER	EMPLOYEE'S NAME			TOTAL WAGES Paid This Quarter	STATE TAXABLE WAGES	EXCESS WAGES OVER STATE LIMIT — OR — Separation Date Weeks Worked

TOTALS FOR THIS PAGE number of employees and wage totals	Number of employees (State)					

* EMPLOYER: Only use columns applicable to state requirements.

Use option 2 or 5 on the Quarter/Year-End Processing menu (AMPM08) to print this form for government reporting. This report shows all quarter- or year-end government reporting information for the company and state taxing body selected. You can use this report to help prepare employer quarterly tax returns. The system draws information for this report from the Employee master, Employee State/County/Local, and Deduction Distribution files.

Note: This 941A form is an approximate representation of the actual 941A form the Payroll application prints. The 941A form measures approximately 9-1/2 inches by 11 inches. Do not use this page to design a 941A form for your company's use. Verify that this is the form required for your government reporting.

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941A Register (AMPJC)

```
NORTHCREEK INDUSTRIES NO.  1        ***** 941A REGISTER *****          RUN DATE 11/08/** TIME  16.52.38 PAGE    1  AMPJC
                            ----------------------------- FEDERAL ----------------------------------
EMP   EMPLOYEE NAME      SOC. SEC.   Y-T-D    Y-T-D    Y-T-D    Q-T-D   Q-T-D    Q-T-D    Q-T-D
NO.                      NUMBER      FIT    SOC. SEC. MEDICARE   FIT    SOC. SEC. MEDICARE   FUTA
                        TAXABLE/ TAXABLE/ TAXABLE/   TAXABLE/ TAXABLE/ TAXABLE/   TAXABLE
                        WITHHELD WITHHELD  WITHHELD   WITHHELD WITHHELD  WITHHELD
                        *EIC    *OVR-UNDER *OVR-UNDER  *EIC    *OVR-UNDER *OVR-UNDER

  10 KIM BOLDTHEN         489-93-5839  1,111.10  1,111.10  1,111.10  1,111.10  1,111.10  1,111.10  1,111.10
                         226.37    68.89    16.11    226.37    68.89    16.11

  20 RICHARD WARD         793-69-3865  1,367.69  1,367.69  1,367.69  1,367.69  1,367.69  1,367.69  1,367.69
                         371.21    84.80    19.83    371.21    84.80    19.83

  30 DAVE REED III        295-18-5673  1,367.69  1,367.69  1,367.69  1,367.69  1,367.69  1,367.69  1,367.69
                         432.25    84.80    19.83    432.25    84.80    19.83

  40 BOB WELTON           187-43-8611  3,600.00  3,600.00  3,600.00  3,600.00  3,600.00  3,600.00  3,600.00
                       1.005.08   223.20    52.20  1,005.08   223.20    52.20

  50 HUGH ELLIOTT         684-84-3759  3,250.00  3,250.00  3,250.00  3,250.00  3,250.00  3,250.00  3,250.00
                         876.57   201.50    47.13   876.57   201.50    47.13

  70 TOM BEST          046-78-9232  1,025.00  1,000.00  1,000.00  1,025.00  1,000.00  1,000.00  1,000.00
                         128.33    62.00    14.50    128.33    62.00    14.50

  80 BOB BRAGUE           133-76-8989    980.00    980.00    980.00    980.00    980.00    980.00    980.00
                         230.31    60.76    14.21    230.31    60.76    14.21

  90 MAURY KALNITZ        336-42-8767    950.00    950.00    950.00    950.00    950.00    950.00    950.00
                         145.07    58.90    13.78    145.07    58.90    13.78

 100 JOHN GALVIN          987-14-6734    900.00    900.00    900.00    900.00    900.00    900.00    900.00
                         156.22    55.80    13.05    156.22    55.80    13.05

 110 TOM FULLER           457-68-4321 12,450.99 12,450.99 12,450.99 12,450.99 12,450.99 12,450.99 12,450.99
                         436.10    77.25    18.07    436.10    77.25    18.07

 120 JAMARRI BRIGHT       761-43-1862    800.00    800.00    800.00    800.00    800.00    800.00    800.00
                          54.95    49.60    11.60     54.95    49.60    11.60

 130 DANIEL MCNEILL       678-94-3210    230.00    230.00    230.00    230.00    230.00    230.00    230.00
                          36.76    14.26     3.34     36.76    14.26     3.34

 140 TOM RYAN            387-64-4321    230.00    230.00    230.00    230.00    230.00    230.00    230.00
                          16.76    14.26     3.34     16.76    14.26     3.34
                        ***15.90     *.00     *.00     *.00  ***15.90     *.00

 150 JUDY VANDERVEEN       140-14-7678  1,111.10  1,111.10  1,111.10  1,111.10  1,111.10  1,111.10  1,111.10
                         226.37    68.89    16.11    226.37    68.89    16.11

 160 PHIL DORCHESTER       543-67-1289    241.10    241.10    241.10    241.10    241.10    241.10    241.10
                          26.80    14.95     3.50     26.80    14.95     3.50

 170 MARION BUCKO          761-43-1786    232.28    232.28    232.28    232.28    232.28    232.28    232.28
                          23.02    14.40     3.37     23.02    14.40     3.37
```

```
COMPANY TOTALS              ***** 941A REGISTER *****       RUN DATE 11/08/**  TIME  16.52.38 PAGE   2  AMPJC
                     ------------------------------ EMPLOYEE FEDERAL TOTALS -------------------------
          Y-T-D      Y-T-D       Y-T-D        Q-T-D       Q-T-D       Q-T-D
          FIT        SOC. SEC.   MEDICARE     FIT         SOC. SEC.   MEDICARE
          TAXABLE/   TAXABLE/    TAXABLE/     TAXABLE/    TAXABLE/    TAXABLE/
          WITHHELD   WITHHELD    WITHHELD     WITHHELD    WITHHELD    WITHHELD
          *EIC       *OVR-UNDER  *OVR-UNDER   *EIC        *OVR-UNDER  *OVR-UNDER

          18,530.85  18,505.85   18,655.85    18,530.85   18,505.85   18,505.85
          4,401.71   1,147.37    268.36       4,401.71    1,147.37    268.36
                     ------------------------------ EMPLOYER TOTALS ------------------------------
          Y-T-D      Y-T-D       Y-T-D        Q-T-D       Q-T-D       Q-T-D
          FUTA       SOC. SEC.   MEDICARE     FUTA        SOC. SEC.   MEDICARE
          TAXABLE    TAXABLE/    TAXABLE/     TAXABLE     TAXABLE/    TAXABLE/
                     LIABILITY   LIABILITY                LIABILITY   LIABILITY
                     *OVR-UNDER  *OVR-UNDER               *OVR-UNDER  *OVR-UNDER

          999,999,999.99 18,505.85   18,505.85   999,999,999.99 18,505.85   18,505.85
                     1,147.36    268.33                   1,147.36    268.33
                     ***********.01-***********.03-       ***********.01-***********.03-
                     ------------------------- EMPLOYEE PLUS EMPLOYER TOTALS -----------------------
                     Y-T-D      Y-T-D                    Q-T-D       Q-T-D
                     SOC. SEC.  MEDICARE                 SOC. SEC.   MEDICARE
                     TAXABLE/   TAXABLE/                 TAXABLE/    TAXABLE/
                     WTH & LIA  WTH & LIA                WTH & LIA   WTH & LIA
                     *OVR-UNDER *OVR-UNDER               *OVR-UNDER  *OVR-UNDER

                     2,294.73   536.69                   2,294.73    536.69
                     ***********.01-***********.03-       ***********.01-***********.03-
```

Use option 1 or 4 on the Quarter/Year-End Processing menu (AMPM08) to print this report. This report shows all quarter- or year-end government reporting information for the company and taxing body selected. You can use this report to preview quarterly tax information. The system draws information for this report from the Employee master and the Deduction Distribution file.

See "Y-T-D / Q-T-D Earnings Register (AMPEE)" on page 19-170 for information about the fields on this report.

Chapter 20. Forms

This chapter contains forms used in the Payroll application. Text follows each form to explain the fields that appear on the form.

Note: These forms are not copyrighted. You may reproduce them without permission.

About company numbers

If you are converting from a system with a single company payroll, you may find it useful to assign company number 1 to the company you were using in that system. The company number is part of the key for most of the files. You should assign separate company numbers only to those entities with separate Federal tax identification numbers. With the exception of the Tax Table file and the Employee master file, the company number is the highest order of the key; therefore, the system generates most reports in company number sequence.

About employee numbers

The employee number is the key the system uses to identify a particular employee. Whether you build a master file or enter hours worked or dollar amounts, the employee number tells the system which employee it is concerned with. The employee number can be up to 5 digits long; that is, between 1 and 99999.

You can assign the 5-digit employee number any way you like. You may want to follow a rough alphanumeric scheme within company. For example, all employees in the first company have 1 as the first digit. All employees whose names begin with A have numbers between 0001 and 0499 as the last four digits. Those employees whose name begins with B have numbers between 0500 and 0899. Those employees whose name begins with C have numbers between 0900 and 1500, and so forth. You can use each employee number only once, regardless of company number assigned.

You can insert new employee numbers in approximate alphabetic order if you:

• List employees alphabetically within company
• Number them consecutively, incrementing by 10.

Do not change the numbers you assign to employees as long as your company employs them. Significant numbers, such as those for departments, should not be a part of the employee number because the employee may change departments, yet the employee number remains the same.

About gathering information

Much of the information you need for your new system is already in your present files. You must organize and present it in such a way that you can easily enter it into the system.

This chapter contains blank forms for the Payroll application. Each piece of information (that is, each blocked area on a form) occupies a field. Multiple fields make up a record; multiple records make up a file. Note that each form type has a unique code. For example, gather information for the Deduction Distribution file on data entry forms PR-08. Gather information for the Employee master file on forms PR-02 and PR-03. The sequence of the fields on the data entry form is the order in which you enter the data. The text explains which form to use for the different master files. It also explains how to complete the form. See Chapter 12, "File Maintenance" for more information about using file maintenance forms.

Flag the pages that describe files you are now preparing. Check the appropriate boxes that follow, so you have a permanent record of those files for which you are currently gathering information.

Used	Not Used	
		General Ledger master file*
		Deduction Distribution file
		Labor Distribution file
		Tax Table file
		Employee master file
		Employee State/County/Local file*
		Employee Miscellaneous Deduction file
		Employee Other Compensation/Payments file
		Union master file*
		Check Reconciliation file*
		Employee Other Compensation/Payments file

*   These are optional files. You may not use them in the Payroll application, depending on how you tailored it. If you did not install the file, check "not used"

The preceding chart represents the Payroll-required file-loading sequence. You can only load the following files using the initial file load diskettes or disk files. Load the remaining files in their appropriate sequence using the work station.

- General Ledger master
- Employee master
- Employee State/County/Local
- Employee Miscellaneous Deduction.

When you use the data entry forms described in this chapter, fill in all the necessary information. You can change individual fields later.

About general ledger account numbers

You may use your present account numbering system if your account numbers have less than 15 digits. You may also change to the account number system that appears in *Getting Started with* XA. (The sample chart of accounts includes general ledger numbers that are similar to numbers found in the General Ledger, Accounts Payable, Accounts Receivable, and Financial Analysis applications.)

If you decide to use your present account numbering system, remember that it is important to use logical blocks of numbers for different types of accounts. The Payroll Journal listing prints in ascending numerical sequence by account numbers. Arrange the account numbers in groups according to account type. Verify your assignments for each general ledger account type with an accountant.

Do not assign the following numbers to any of your general ledger accounts. The system reserves them for other applications.

- 9999995
- 9999996
- 9999997
- 9999998
- 999999999999999.

About terminated employee records

Use these forms to enter information for terminated employee records. Fill out only the fields you need on the PR-02 and PR-03 entry forms. You must assign employee numbers.

Keep a list of former employees. You may need to identify the records as terminated after you load the following files:

- Employee master
- Employee Miscellaneous Deduction
- Employee Other Compensation/Payments
- Employee State/County/Local

After you load the file, use the employee termination option as described in Chapter 12, "File Maintenance" . This chapter also contains information about master file maintenance, including field data relationships.

The system deletes employee records in the Employee master, Employee Miscellaneous Deduction, and Employee Other Compensation/Payments files when you run the year-end reset options.

As a final step, you may select option 4 (Reorganize Master Files) from the Cross Application menu AMZM40 (Back Up/Recover/Reorganize) to reclaim disk storage space used by the deleted records. You should not perform this step before you run year-end options.

File Maintenance–General Ledger (PR-01)

Display AMV041, AMV042

Company
Number (N2)   _ _

Account no.* (N15)	Action code* (A/C/D)	General Ledger account description (A25)	Account type (A2)
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _	_ _

If the General Ledger application is not installed and interfacing, and if you selected general ledger distribution during application tailoring, set up a General Ledger master file record for each account in your company's chart of accounts. Use this form to set up and maintain the records. See the *General Ledger User's Guide* for more

information about the General Ledger master file. See Chapter 12, "File Maintenance" for more information about master file maintenance, including field data relationships.

File Maintenance–Employee Master

The Employee master file contains one record for each employee. Each record contains relatively stable information such as name, Social Security number, and other personnel data. This file, required by the Payroll application, contains the job, earnings, and tax data the system needs to be able to calculate gross pay and tax deductions.

The Employee master file also holds cumulative quarter-to-date information about earnings, weeks worked, sick pay, and taxes. You can enter this cumulative quarter data, as well as some year-to-date hours data, when you first load the file. After your payroll system is operating, the Payroll application automatically gathers and updates this information for you. If you activated the security system, you cannot access or enter cumulative data unless you enter a security password.

Make copies of the blank Employee master file forms. Make one copy for every employee you want the Payroll application to process, either to write a paycheck, or to report for tax purposes at year end.Include terminated employee records.

You can create and load this file on a diskette or disk file using an offline data entry device. If you plan to use this method to load this file, organize your information on the special offline file load forms later in this chapter. See Appendix Afor more information.

Employee Master (PR-02)

Display AMPTU1

Employee no.* (N5)   _ _ _ _ _

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPTU2

Company number (N2)   _ _

Name (A25)   _

Street (A20)   _

City/State (A20)   _

Zip code (A10)   _ _ _ _ _ _ _ _ _ _

Phone (A20)   _

Mail check* <Y/N>   _

Soc sec no. (N9)   _ _ _ _ _ _ _ _ _   Marital status* <M/S/H/N>   _

Home dept* (A4)   _ _ _ _   Home production facility* (A5)   _ _ _ _ _

Shift code* (N1)   _   Occupation desc (A10)   _ _ _ _ _ _ _ _ _ _

Minority code (A1)   _   Workers comp code (N5)   _ _ _ _ _

FIT apply <Y/N/S>   _   FICA apply <Y/N/S/M>   _

FIT exemptions* (N2)   _ _   Pension plan* <Y/N>   _

Extra FIT $ (N5.2)   _ _ _ · _ _   Extra FIT % (N3.1)   _ _ · _

Protect pay <P/>   _   Pay type* <H/S/N>   _

Hire date (N6)   _ _ _ _ _ _   Pay freq* <WK/BW/MN/SM>   _ _

Salary (N7.2)   _ _ _ _ _ · _ _   Reg hr rate (N5.3)   _ _ · _ _ _

Ovrtime hr rate (N5.3)   _ _ · _ _ _   Prem hr rate (N5.3)   _ _ · _ _ _

Union code (N3)   _ _ _   State code (N3)   _ _ _

County code (N3)   _ _ _   Local code (N3)   _ _ _

Crew number (N3)   _ _ _   Work schedule <1-999>   _ _ _

Multi-job <Y/N>   _   Date of Birth (N8)   _ _ _ _ _ _ _ _

* Indicates a required field

Use this form to create a master record for an employee. This form contains personnel data about the employee, job information, and the data the system needs to be able to calculate gross pay and tax deductions.

To enter an employee's cumulative data (taxable gross by quarter, FIT by quarter, and so forth), use form PR-03. You can only use the data on this entry form only when you first create the file. The system will not accept data in these fields once you activate the privileged security level unless you have privileged authorization.

See "AMPTU1–Employee Master (Select)" on page 12-8 and "AMPTU2–Employee Master (Add, Change, Delete)" on page 12-10 for descriptions of the fields on this form.

Employee Master (PR-03)

Display AMPTU3

FEDERAL	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Gross earnings (N9.2)	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ . _ _

Gross taxable (N9.2) _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _
Fed Tax (N9.2)   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _

Sosc/Med txbl (N9.2) _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _

Sosc tax (N7.2)   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _
Medicare tax (N7.2)   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _
Fringe taxable (N9.2) _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _
EIC payments (N7.2)   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _
Fed unemployment (N9.2) _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _ _ _ _ _ _ _ _ . _ _
Weeks worked (N2)   _ _   _ _   _ _   _ _
Sick pay (N7.2)   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _

Sick hours allowed (N5.2)   _ _ _ . _ _   Vacation hours allowed (N7.2)   _ _ _ . _ _

YEAR TO DATE HRS

 Worked (N7.2)   Overtime (N7.2)   Sick (N5.2)   Holiday (N7.2)   Vacation (N7.2)

 _ _ _ _ _ . _ _ _ _ _ _ _ . _ _ _ _ _ . _ _ _ _ _ _ _ . _ _ _ _ _ _ _ . _ _

Update additional employee information <Y/N> _

Display AMPTU3A

Statutory employee (A1)   _

Deceased (A1)   _

Legal (A1)   _

942 employee (A1)   _

EIC eligible <B/Y/N>   _

Use this form to record year-to-date balances for current employees when you first install the Payroll application. The system will not accept this information after you have activated the privileged security level without a privileged user ID.

File Maintenance–Employee State/County/Local

The Employee State/County/Local tax file contains one record per employee for each state, county, or local taxing body that requires you to withhold taxes from that employee's earnings. The record includes marital status, exemption codes, and cumulative earnings and tax information.

The system uses this file when it calculates the payroll. The file includes information such as marital status and exemptions. As the system processes checks and reports, it updates the gross earnings, taxable gross, quarterly tax, S.U.I. wages, and weeks-worked fields.

Make copies of the Employee State/County/Local (PR-04) form. You need enough copies to include any state that has no taxes but that requires reporting on a quarterly basis, and so forth. For example, an employee works in two states, only one of which has tax withholding requirements. You should have two records for the employee in the Employee State/County/Local file: one for the taxing body and one for the nontaxing body that the system must still report. Before you fill out this form, be sure to locate all the necessary state, county, or local tax publications that describe the taxes you are to deduct.

If you answered Y (Yes) during application tailoring to any of the following questions, the Employee State/County/Local file is required:

- Do you want state distribution for tax purposes?
- Do you want to withhold state disability insurance?
- Do you want county distribution for tax purposes?
- Do you want city or local distribution for tax purposes?

You can create and load this file on a diskette or disk file using an offline data entry device. If you plan to use this method to load this file, organize your information on the special offline data entry forms later in this chapter. See Appendix A for more information.

Employee State/County/Local (PR-04)

Display AMPVU1

Company number (N2)   _ _

Employee number* (N5)   _ _ _ _ _

Distribution code* <I/L/K/S>   _

Distribution number* (N3)   _ _ _

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPVU2

Marital status* <M/S/H/N>   _

Standard deduction limits code <0/1/2>   _

EXEMPTIONS   Type 1   Type 2   Type 3

 Personal (N2)   _ _   _ _   _ _

 Tax credit (N2)   _ _   _ _   _ _

EXTRA WITHHOLDING

Amt (N5.2)   _ _ _ . _ _

% of gross (N3.1)   _ _ . _

% of tax to withhold (N3)   _ _ _

Display AMPVU3   Qtr 1   Qtr 2   Qtr 3   Qtr 4
Gross earnings (N9.2)   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _
Taxable gross (N9.2)   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _
Tax withheld (N9.2)   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _
SUI wages (N9.2)   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _

Weeks worked (N2)   _ _   _ _   _ _   _ _

*Indicates a required field

Use this form to maintain an Employee State/County/Local file record for each employee, for each tax withheld, and/or for each taxing body that requires income reports for this employee.

File Maintenance–Employee Miscellaneous Deduction

When an employee requests you to withhold a specific deduction from the paycheck, you must enter the deduction into the Employee Miscellaneous Deduction file. This file contains one record per deduction per employee.

In general, a miscellaneous deduction is any deduction other than those for taxes or unions. Examples of records in the Employee Miscellaneous Deduction file are:

- Directed deductions (type D), such as wage garnishments and child support
- IRAs (type I)
- Tax-deferred plans (type T)
- Cafeteria benefit plans (type C)
- Any other deductions (type O) your company agrees to withhold at the employee's request, such as savings bonds, credit unions, or charity.

The Employee Miscellaneous Deduction file contains the deduction rates and deducted-to-date amounts. The deduction frequency determines when the system withholds the deduction from the paycheck. Based on this information, system deducts the appropriate amount for a given payroll and maintains the deduction balances.

Use the Employee Miscellaneous Deduction file forms to add, change, or delete the different types of deductions you may have:

PR-05A	IRA deductions (type I) or cafeteria plan deductions (type C)
PR-05B	All other miscellaneous deductions (type O)
PR-05C	Tax-deferred deductions (type T)
PR-05D	Directed deductions (type D)
PR-05E	Electronic deposit deductions information

Make several copies of each blank form, so you can prepare the deductions that you withhold from your employees' pay.

You can create and load this file on a diskette or disk file using an offline data entry device. If you plan to use this method to load this file, organize your information on the special Initial File Load forms provided in this chapter. See Appendix A for more information.

Employee Miscellaneous Deduction Type I or C (PR-05A)

Display AMPUU1

Company number (N2)   _ _

Employee number* (N5)   _ _ _ _ _

Deduction number* (N3)   _ _ _

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPUU2

DEDUCTION-USE ONE OR MORE*

  Fixed amount (N7.2)   _ _ _ _ _ · _ _

  Percent of gross (N5.3)   _ _ · _ _ _

  Hourly rate (N5.3)   _ _ · _ _ _

Deduction frequency* <0-9>   _

Annual limit amount (N9.2)   _ _ _ _ _ _ _ · _ _

GL override acct (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Lifetime limit amount (N9.2)   _ _ _ _ _ _ _ · _ _

Life to date amount (N9.2)   _ _ _ _ _ _ _ · _ _

	QTR 1	QTR 2	QTR 3	QTR 4
Deduction amount (N9.2)	_ _ _ _ _ _ _ · _ _	_ _ _ _ _ _ _ · _ _	_ _ _ _ _ _ _ · _ _	_ _ _ _ _ _ _ · _ _

Electronic deposit deduction <Y/N>   _

Display AMPUU6

	FIT	FICA	FUTA	STATE	SDI	SUI	COUNTY	LOCAL
Taxable <Y/N>	_	_	_	_	_	_	_	_
Reported <Y/N>	_		_			_	_	

* Indicates a required field

Use this form to add, change, or delete IRA deduction (type I) or cafeteria plan deduction (type C) records to the Employee Miscellaneous Deduction file.

See "AMPUU1–Employee Miscellaneous Deduction (Select)" on page 12-28, "AMPUU2–Employee Miscellaneous Deduction Type I or C (Add, Change, Delete)" on page 12-30, and "AMPUU6–Employee Miscellaneous Deduction (Add, Change, Delete)" on page 12-42 for definitions of the fields on this form.

Employee Miscellaneous Deduction Type O (PR-05B)

Display AMPUU1

Company number (N2)   _ _

Employee number* (N5)   _ _ _ _ _

Deduction number* (N3)   _ _ _

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPUU3

DEDUCTION-USE ONE OR MORE*

  Fixed amount (N7.2)   _ _ _ _ _ . _ _

  Percent of gross (N5.3)   _ _ . _ _ _

  Hourly rate (N5.3)   _ _ . _ _ _

Deduction frequency* <0-9>   _

Maximum limit amount (N9.2)   _ _ _ _ _ _ _ . _ _

Unit cost amount (N9.2)   _ _ _ _ _ _ _ . _ _

GL override acct (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Lifetime limit amount (N9.2)   _ _ _ _ _ _ _ . _ _

Life to date amount (N9.2)   _ _ _ _ _ _ _ . _ _

         QTR 1   QTR 2   QTR 3   QTR 4

Deduction amount (N9.2)   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _

Electronic deposit deduction <Y/N> _

Partial unit cost (N9.2)   _ _ _ _ _ _ _ . _ _

Display AMPUU6

         FIT   FICA   FUTA   STATE   SDI   SUI   COUNTY   LOCAL

Taxable <Y/N>   _   _   _   _   _   _   _   _

Reported <Y/N>   _   _   _   _

* Indicates a required field

Use this form to add, change, or delete other miscellaneous deduction (type O) records to the Employee Miscellaneous Deduction file. Type O miscellaneous deductions are any deductions your company agrees to withhold for an employee other than directed deductions, IRAs, tax-deferred deduction, or cafeteria plan deductions.

See "AMPUU1–Employee Miscellaneous Deduction (Select)" on page 12-28, "AMPUU3–Employee Miscellaneous Deduction Type O (Add, Change, Delete)" on page 12-33, and "AMPUU6–Employee Miscellaneous Deduction (Add, Change, Delete)" on page 12-42 for descriptions of the fields on this form.

Employee Miscellaneous Deduction Type T (PR-05C)

Display AMPUU1

Company number (N2)   _ _

Employee number* (N5)   _ _ _ _ _

Deduction number* (N3)   _ _ _

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPUU4

DEDUCTION-USE ONE OR MORE*

  Fixed amount (N7.2)   _ _ _ _ _ . _ _

  Percent of gross (N5.3)   _ _ . _ _ _

  Hourly rate (N5.3)   _ _ . _ _ _

Deduction frequency* <0-9>   _

Annual limit amount (N9.2)   _ _ _ _ _ _ _ . _ _

GL override acct (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Lifetime limit amount (N9.2)   _ _ _ _ _ _ _ . _ _

Life to date amount (N9.2)   _ _ _ _ _ _ _ . _ _

              QTR 1   QTR 2   QTR 3   QTR 4

Deduction amount (N9.2) _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _   _ _ _ _ _ _ _ . _ _

MATCHING TDD CONTRIBUTION

  Percent of deduction override (N5.2)   _ _ _ . _ _

  Limit percent override (N5.2)   _ _ _ . _ _

  YTD amount (N9.2)   _ _ _ _ _ _ _ . _ _

  Employer Matching Date (N6)   _ _ _ _ _ _

Electronic deposit deduction <Y/N>   _

Display AMPUU6

          FIT   FICA   FUTA   STATE   SDI   SUI   COUNTY   LOCAL

Taxable <Y/N>   _   _   _   _   _   _   _   _

Reported <Y/N>   _   _   _   _

Use this form to add, change, or delete tax-deferred deduction (type T) records to the Employee Miscellaneous Deduction file.

See "AMPUU1–Employee Miscellaneous Deduction (Select)" on page 12-28, "AMPUU4–Employee Miscellaneous Deduction Type T (Add, Change, Delete)" on page 12-36, and "AMPUU6–Employee Miscellaneous Deduction (Add, Change, Delete)" on page 12-42 for descriptions of the fields on this form.

Employee Miscellaneous Deduction Type D (PR-05D)

Display AMPUU1

Company number (N2)   _ _

Employee number* (N5)   _ _ _ _ _

Deduction number* (N3)   _ _ _

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPUU5

DEDUCTION-USE ONE OR MORE*

  Fixed amount (N7.2)   _ _ _ _ _ . _ _

  Percent of gross (N5.3)   _ _ . _ _ _

  Hourly rate (N5.3)   _ _ . _ _ _

  Service fee (N5.2)   _ _ _ . _ _

  Pct disposable income (N3.1)   _ _ . _

Deduction frequency* <0-9>   _

Remittance amount (N9.2)   _ _ _ _ _ _ _ . _ _

GL override acct (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Lifetime limit amount (N9.2)   _ _ _ _ _ _ _ . _ _

Life to date amount (N9.2)   _ _ _ _ _ _ _ . _ _

State/case number (A2/N10)   _ _   _ _ _ _ _ _ _ _ _

Current balance (N9.2)   _ _ _ _ _ _ _ . _ _

Service fee amt YTD (N7.2)   _ _ _ _ _ . _ _

Electronic deposit deduction <Y/N>   _

* Indicates a required field

Use this form to add, change, or delete directed deduction (type D) records to the Employee Miscellaneous Deduction file.

See "AMPUU1–Employee Miscellaneous Deduction (Select)" on page 12-28 and "AMPUU5–Employee Miscellaneous Deduction Type D (Add, Change, Delete)" on page 12-39 for descriptions of the fields on this form.

Employee Miscellaneous Deduction Electronic Deposit (PR-05E)

Display AMPMU1

                        Primary   Replacement

Bank transit number* (N9)   _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _ _

Bank account number* (N17)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Account type <DM/SV>   _ _   _ _

Check reserve amount (N7.2)   _ _ _ _ _ . _ _

Prenote transfer date (N6)   _ _ _ _ _ _

Is deduction to be withheld during prenote <Y/N>   _

* Indicates a required field

Use this form to add, change, or delete electronic deposit deduction records to the Employee Miscellaneous Deduction file. Only enter values in these fields if you entered Y (Yes) in the Electronic Deposit Deduction field on Employee Miscellaneous Deduction forms PR-05A through D.

You must enter a value for each required primary field. Replacement fields are protected (non-enterable) except if the status is 3.

If you change the values in the *TRANSIT*, *BANK ACCOUNT NUMBER*, or *ACCOUNT TYPE* fields, the system returns the deduction to prenote status. The prenote transfer date changes to zero, and the status reverts to zero. You can do one of the following:

• Continue. Reset the prenote status.

• Enter a prenote transfer date and change the status to 2. The date becomes the starting point for the waiting period.

See "AMPMU1–Employee Miscellaneous Deduction Electronic Deposit (Add, Change, Delete)" on page 12-44 for a description of the fields on this form.

File Maintenance–Labor Distribution

The Payroll application requires the use of the Labor Distribution file. This file contains one record for each department/facility combination to provide basic labor distribution information. Each record includes a description of that work area's job, the general ledger account number associated with it, and cumulative hours worked and cost information.

You can store overtime codes and data in this file. If you select automatic calculation of overtime hours during Payroll installation, this file must have the special overtime parameter records for each department in which the system calculates overtime. The system only calculates overtime for those departments with an overtime record. Do not define overtime parameter records for departments that do not get paid overtime (for example, salaried exempt employees). For more information, see Appendix C.

If you specify it during installation, Payroll gives you a breakdown of labor costs for each department and facility. If you cost by facility within a department, you might use alphabetic as well as numeric characters to assign numbers.

If you choose not to break down labor costs to facility within department, leave the facility field blank for each department and you will get only departmental costs. This allows for overhead, indirect, or burden costs. For example, you might want to allocate a foreman's time to a department but not to a particular facility.

Remember, if any XA advanced manufacturing applications are installed and interfacing (Production Control and Costing, Product Data Management, or Material Requirements Planning), the production facilities that those applications use:

• Must be unique without regard to department

• Should match the labor distribution entry forms.

Make copies of the forms to record labor distribution information for each department/ facility combination.

Labor Distribution (PR-06A)

Display AMPXU1

Company number (N2)   _ _

Department number* (N4)   _ _ _ _

Facility (A5)   _ _ _ _ _

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPXU2

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Labor G/L number (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Setup G/L number (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Regular hours (N9.2)   _ _ _ _ _ _ _ · _ _

Other hours (N7.2)   _ _ _ _ _ · _ _

Regular amt (N11.2)   _ _ _ _ _ _ _ _ _ · _ _

Other amount (N11.2)   _ _ _ _ _ _ _ _ _ · _ _

Miscellaneous amt (N9.2)   _ _ _ _ _ _ _ · _ _

Quantity (N13.3)   _ _ _ _ _ _ _ _ _ _ · _ _ _

* Indicates a required field

Fill out a PR-06A entry form for each department/facility combination to which you assign one or more employees.

See "AMPXU1–Labor Distribution (Select)" on page 12-48 and "AMPXU2–Labor Distribution (Add, Change, Delete)" on page 12-50 for a description of the fields on this form.

Labor Distribution (PR-06B)

Display AMPXU1

Company number (N2)   _ _

Department number* (N4)   _ _ _ _

Facility (A5)   **P R E M**

Action code* <A/C/D>   _

Privileged data* <Yes/No>   _ _ _

Display AMPXU3

Daily maximum hours (N4.2)   _ _ · _ _

Pay cycle max hours (N5.2)   _ _ _ · _ _

Days in pay cycle* (N2)   _ _

Overtime/premium code* (A1)   _

Saturday overtime code (A1)   _

Sunday overtime code (A1)   _

Third day overtime code (A1)   _

Exception process code* (A1)   _

Overtime G/L number (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

* Indicates a required field

Use this form to add overtime parameter records to the Labor Distribution file for each department where you want to automatically calculate overtime.

See "AMPXU1–Labor Distribution (Select)" on page 12-48 and "AMPXU3–Labor Distribution" on page 12-52 for a description of the fields on this form.

File Maintenance–Tax Table

The Tax Table file is required by Payroll. One Tax Table record must exist for each marital status (married, single, head of household) and for each pay period frequency that you have (weekly, biweekly, and so on). This data must be given for each Federal, state, county, local, SUI, and SDI tax to be calculated.

Each Tax Table file record also includes individual rates, percentages, and limits for calculating taxes due. These, along with the exemption and tax credit data in the file are used to calculate payroll net earnings.

Blank forms for the Tax Table appear on the following pages. Sample forms are shown in Appendix D. The pay frequency code, marital status, distribution code, and distribution number from the Deduction Distribution file (to identify the taxing body category) must all be present for correct taxation.

Copy the blank Tax Table forms. Make one copy for each combination of pay frequency and marital status for each taxing unit for which you deduct income tax or disability insurance. Depending on the pay frequencies you have, you need to create some of the following records for Federal income tax calculations:

- Single employee paid weekly, married employee paid weekly, and head of household paid weekly

- Single employee paid biweekly, married employee paid biweekly, and head of household paid biweekly

- Single employee paid semimonthly, married employee paid semimonthly, and head of household paid semimonthly

- Single employee paid monthly, married employee paid monthly, and head of household paid monthly.

For example, if only Federal income tax is deducted for married, single, and head of household marital status for weekly and monthly payrolls, six tax tables would be required.

Tax Table (PR-07A)

Display AMPYU1

Pay frequency*   Marital status*   Distribution code*   Distribution no.*   Action code*
<WK/BW/MN/SM>   <M/S/H>   <A/E/F/S/I/K/L>   <000-999>   <A/C/D>
  _ _   _   _   _ _ _   _

Display AMPYU2

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   Special rate % (N5.3) _ _ . _ _ _

State abbreviation (A2) _ _

Display AMPYU3

Disability insurance -   Deduct for home state
description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   work only* <Yes/No>   _ _ _

Limits on gross for pay   Maximum deduction
cycle or year* <PC/YR>   _ _   amount (N5.2)   _ _ _ . _ _

Display AMPYU5

Limits & deductions by pay cycle or year* <PC/YR>   _ _

Standard deductions apply* <Yes/No>   _ _ _

    Deduct FIT prior to std deduction* <Yes/No>   _ _ _

    Standard deduction % (N3.1)   _ _ . _

    Standard deduction minimum 1 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction maximum 1 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction minimum 2 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction maximum 2 (N7.2)   _ _ _ _ _ . _ _

    Additional deduction amount (N7.2)   _ _ _ _ _ . _ _

Deduct FIT* <Yes/No>   _ _ _

FIT maximum (N7.2)   _ _ _ _ _ . _ _

Percent of FIT to deduct (N5.2)   _ _ _ . _ _

Display AMPYU6

Enter a value for tax bracket limits & percents usage* <1-4\> _

Deduct FICA before tax calculations* <Yes/No>   _ _ _

Maximum FICA amount (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Fill out PR-07 entry forms for each combination of pay frequency and marital status for each taxing unit for which you deduct income tax, advance payments of earned income credit, or disability insurance.

You will create two or three records (both married and single, and sometimes head of household, categories) for each Federal, state, county, or local governing unit for which you deduct income taxes, advance payments of earned income credit, or disability insurance for each payroll period (weekly, bi-weekly, and so forth).

See "AMPYU3—Tax Table (Add, Change, Delete)" on page 12-59, "AMPYU2–Tax Table (Add, Change, Delete)" on page 12-61, "AMPYU5—Tax Table (Add, Change, Delete)" on page 12-63, and "AMPYU6—Tax Table (Add, Change, Delete)" on page 12-65 for a description of the fields on this form.

Tax Table (PR-07B)

Display AMPYU7   **Display AMPYU9**

Are personal exemptions used* <Yes/No>   _ _ _   TAX BRACKET
                                              LIMIT* (N9.2)   PERCENT* (N7.5)
EXEMP
NO   TABLE 1 (N7.2)   TABLE 2 (N7.2)   TABLE 3 (N7.2)   1 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

1   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   2 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

2   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   3 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

3   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   4 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

4   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   5 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

5   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   6 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

6   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   7 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

7   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   8 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

8   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   9 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

9   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   10 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

10 _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   11 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

                                              12 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

                                              13 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

                                              14 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

                                              15 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

Display AMPYU8
                                   Display AMPYUA

Are tax credits used* <Yes/No>   _ _ _
                                      16 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _
CREDIT
NO   TABLE 1 (N7.2)   TABLE (N7.2)   TABLE 3 (N7.2)   17 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _
1   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   2 _ _ _ _ _ . _ _ _ _ _ _ _ . _ _ _ _ _ _ _ . _ _   18 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _
3   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   4   _ _ _ _ _ . _ _ _ _ _ _ _ . _ _ _ _ _ _ _ . _ _   19 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _
_ _ 5 _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   6   _ _ _ _ _ . _ _ _ _ _ _ _ . _ _ _ _ _ _ _ . _ _   20 _ _ _ _ _ _ _ . _ _   _ _ . _ _
_ _ _ _ 7 _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   8   _ _ _ _ _ . _ _ _ _ _ _ _ . _ _ _ _ _ _ _ . _ _   21 _ _ _ _ _ _ _ . _ _
_ _ . _ _ _ _ _ 9 _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _
10 _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   _ _ _ _ _ . _ _   22 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

Display AMPYUB   **23** _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

TAXING LIMITS   24 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _

Minimum tax to be paid (N7.2) _ _ _ _ _ . _ _   25 _ _ _ _ _ _ _ . _ _   _ _ . _ _ _ _ _
Gross taxable minimum (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

See "AMPYU7–Tax Table (Add, Change, Delete)" on page 12-67, "AMPYU8—Tax Table (Add, Change, Delete)" on page 12-69, "AMPYU9—Tax Table (Add, Change, Delete)" on page 12-71, for a description of the fields on this form.

Tax Table (PR-07C)

Display AMPYUC

TAXABLE GROSS CALCULATION

Method 1 used* <Yes/No>   _ _ _

Withholding base limit (N7.2)   _ _ _ _ _ . _ _

Percent of withholding base (N5.3)   _ _ . _ _ _

Taxable gross adjustments (N7.2)   _ _ _ _ _ . _ _

Percent of gross over limit (N5.3)   _ _ . _ _ _

Display AMPYUD

TAXABLE GROSS CALCULATION
Method 2 used* <Yes/No>   _ _ _

	TAXABLE MINIMUM* (N9.3)	LIMIT (N9.2)	PERCENT (N5.3)				
1	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	2	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
3	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	4	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
5	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	6	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
7	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	8	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
9	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	10	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

Display AMPYUF

PAYROLL FILE MAINTENANCE TAX TABLE
Method 3 used <Yes/No>   _ _ _

	SALARY	EXEMPTION
1	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
2	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
3	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
4	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
5	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
6	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
7	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
8	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
9	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
10	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

Tax Table (PR-07D)

Display AMPYUG

PAYROLL FILE MAINTENANCE TAX TABLE
TABLE

Display AMPYUE

ADVANCE EARNED INCOME CREDIT PAYMENTS

	Salary	Exemption
11	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
12	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
13	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
14	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
15	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
16	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
17	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
18	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
19	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
20	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
21	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
22	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
23	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
24	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
25	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

Limits & EIC amounts are by cycle or year <PC/YR> _ _

--------------------WAGES--------------------

	Minimum amount (N9.3)	Up to amount (N9.2)
1	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _
2	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _

----------------EIC PAYMENT------------------

	Dollar amount (N7.2)	OR Percent of wages (N5.3)
1	_ _ _ _ _ _ . _ _	_ _ . _ _ _
2	_ _ _ _ _ _ . _ _	_ _ . _ _ _

--------------------WAGES--------------------

	Minimum amount (N9.3)	Up to amount (N9.2)
3	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _

----------------EIC PAYMENT------------------

	Dollar amount (N7.2)	AND Less % in excess of minimum (N5.3)
3	_ _ _ _ _ _ . _ _	_ _ . _ _ _

MAXIMUM YTD WAGES FOR EIC PAYMENT (N7.2) _ _ _ _ _ _ . _ _

MAXIMUM YTD EIC PAYMENTS (N7.2) _ _ _ _ _ _ . _ _

Display AMPYUH

PAYROLL FILE MAINTENANCE TAX TABLE
No) _ _ _

Display AMPUK

Annual wage calculation Method 4 used (Yes/

	Salary	Credit percentage
26	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
27	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
28	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
29	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
30	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
31	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
32	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
33	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
34	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
35	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

	Annual Wage	Allowance
1	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ . _ _
2	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ . _ _
3	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ . _ _
4	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ . _ _
5	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ . _ _

See "AMPYUG—Payroll File Maintenance Tax Table (Select)" on page 12-78, "AMPYUH—Payroll File Maintenance Tax Table (Select)" on page 12-79, and "AMPYUE—Advance Earned Income Credit Payments Table (Add/ Change)" on page 12-82, for a description of the fields on this form.

File Maintenance–Deduction Distribution

The Deduction Distribution file contains a record for each kind of deduction possible for company employees. It also contains a record of static information for each company. The file is required by the Payroll application.

The Deduction Distribution file holds deductions such as:

- State income tax
- Union dues
- Hospitalization
- Disability insurance
- Savings bonds.

You must give each deduction record a separate distribution code and number along with a description for the deduction. Enter a general ledger account number to be credited with the charge only if you selected general ledger distribution during application tailoring. Also, for each different type of information, you must supply other unique information.

Use one of the following Deduction Distribution file forms to add, change, or delete different kinds of payroll deductions and the company information you may have:

- Form PR-08A for directed deductions (code D) or union deductions (code U)
- Form PR-08B for Federal deductions (code F)
- Form PR-08C for the following:

    - Earned income credit payments (code E)
    - Disability insurance deductions (code I)
    - County tax deductions (code K)
    - Local tax deductions (code L)
- Form PR-08D for state tax deductions (code S)
- Form PR-08E for miscellaneous deductions (code W)
- Form PR-08F for company information records (code C)
- Form PR-08G for other compensation (code O) or other payments (code P).

Make several copies of each blank form so you can prepare the deductions that may be withheld from an employee's pay. For example, make an entry for each state tax for which you deduct and each miscellaneous deduction that employees may have withheld. If you have more than one company, enter deduction distribution records for each company.

When you fill out these forms, follow these steps:

1. Group deduction types by category.

    - Company information (code C):

        - Electronic deposit support
        - Shift differentials
        - Social Security and Medicare general ledger account numbers
        - Employer liability amounts for Social Security and Medicare
    - Each Directed deduction (code D)
    - Earned Income Credit payments (code E)
    - Federal descriptive information (code F)
    - All disability insurance premiums (code I)
    - All county taxes (code K)
    - All local taxes (code L)
    - Each other compensation or payment (code O/P)

- All state taxes (code S)
- All unions (code U), if any
- All state unemployment taxes (code A)
- Each deduction for the unions (up to nine deductions per union)
- Each miscellaneous deduction (code W):

    - Cafeteria plan
    - Individual retirement account
    - Tax deferred deduction
    - Other deduction (cyclic and noncyclic).

2. Assign the appropriate distribution code to each category.

3. Select a general ledger account number from the chart of accounts.

4. Assign distribution numbers.

Prepare these deduction forms carefully. Because the system deals with many files, it must have a way to find similar information, no matter what file the information may be in. For example, the local income tax deduction associated with a particular general ledger number is automatically applied to this general ledger account if you use general ledger distribution. The Employee Miscellaneous Deduction file also has a record for each of the miscellaneous deduction types for an employee. You must enter the same distribution code and number from the Deduction Distribution file for an employee's corresponding deduction.

Assume you have the deductions in the following table for one or more employees:

Distribution code	Number of Records	Type of Deduction
F	1	Federal tax
L	1	Local income tax
S	2	State income tax for employees living in this and another nearby state
K	1	County income tax
I	1	Disability insurance for employees in the one state in which disability insurance is deducted
U	4	A union and three different union deductions within that union
D	1	Directed deduction
W	5	Four employee miscellaneous deductions and an IRA pension
C	1	Company information
E	1	Earned Income Credit payments
O	1	Other compensation
P	1	Other payment

Table   20-1.   Total: 20 records

In this example, prepare 20 deduction distribution records. You need the following Deduction Distribution file maintenance forms:

- PR-08A for the directed deduction (code D) and the four union deductions (code U)
- PR-08B for the Federal information (code F)
- PR-08C for the:
    - State disability insurance deduction (code I)
    - County income tax deduction (code K)
    - Local income tax deduction (code L)
    - Earned income credit (code E).
- PR-08D for the two state income tax deductions (code S)
- PR-08E for the IRA deduction and the four miscellaneous deductions (code W).
- PR-08F for the one company's information (code C)
- PR-08G for each other compensation (code O) and other payment (code P).

List each deduction for each distribution code in the Description field on the forms. Assign distribution numbers for each of these in the distribution number field.

Deduction Distribution (Code D or U) (PR-08A)

Display AMPSU1

Company number (N2)   _ _

Distribution code* <D/U>   **D**

Distribution number* (N3)   _ _ _

Union type <0-9>   _ _

Action code* <A/C/D>   _

Display AMPSU2

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

GL liability account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

Service fee account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

W2 reference code (A1)   _

Display AMPSU1

Company number (N2)   _ _

Distribution code* <D/U>   **U**

Distribution number* (N3)   _ _ _

Union type <0-9>   _ _

Action code* <A/C/D>   _

Display AMPSU6

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

GL liability account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

* Indicates a required field

Use this form to add, change, or delete directed deduction (code D) or union deduction (code U) distribution records in the Deduction Distribution file.

See "AMPSU1–Deduction Distribution (Select)" on page 12-89, and "AMPSU2– Deduction Distribution (Code D) (Add, Change, Delete)" on page 12-92, for a description of the fields on this form.

Deduction Distribution (Code F) (PR-08B)

Display AMPSU1

Company number* (N2)   **0 0**

Distribution code* <F>   **F**

Distribution number* (N3)   **0 0 0**

Union type <0-9>   _ _

Action code* <A/C/D>   _

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

FUTA limit amount (N7.2)   _ _ _ _ _ · _ _

	Social Security	Medicare
Employee withholding percent* (N5.3)	_ _ · _ _ _	_ _ · _ _ _
Employee withholding limit* (N7.2)	_ _ _ _ _ · _ _	_ _ _ _ _ · _ _
Employer withholding percent* (N5.3)	_ _ · _ _ _	_ _ · _ _ _
Employer withholding limit* (N7.2)	_ _ _ _ _ · _ _	_ _ _ _ _ · _ _

* Indicates a required field

Use this form to add, change, or delete the Federal (code F) distribution record in the Deduction Distribution file. You must have a Federal distribution record. The Federal distribution record tells the application what limits and rates to use to calculate Social Security, Medicare, and FUTA taxes. The Payroll application uses this information to print Federal reports and forms.

See "AMPSU1–Deduction Distribution (Select)" on page 12-89, for a description of the fields on this form.

Deduction Distribution (Code A, E, I, K, or L) (PR-08C)

Display AMPSU1

Company number (N2)   _ _

Distribution code* <A/I/K/L>   _

Distribution number* (N3)   _ _ _

Union type <0-9>   _ _

Action code* <A/C/D>   _

Display AMPSU4

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

GL Liability Account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

	Sick pay	TDD	IRA plan	Cafeteria
Taxable* <Y/N>	-	-	-	-

County/loc identfn code (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Display AMPSU1

Company number (N2)   _ _

Distribution code* <E>   _

Distribution number* (N3)   _ _ _

Union type <0-9>   _ _

Action code* <A/C/D>   _

Display AMPSU4

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

GL Liability Account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

* Indicates a required field

Use this form to add, change, or delete earned income credit payments (code E), state disability insurance (code I), county tax (code K), or local tax (code L) distribution records in the Deduction Distribution file.

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 and "AMPSU4—Deduction Distribution (Code I, K, L, E) (Add, Change, Delete)" on page 12-95 for a description of the fields on this form.

Deduction Distribution (Code S) (PR-08D)

Display AMPSU1

Company number (N2)   _ _

Distribution code* <S>   **S**

Distribution number* (N3)   _ _ _

Union type <0-9>   _ _

Action code* <A/C/D>   _

Display AMPSU5

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

Income tax liability account (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _

S.U.I. liability account   (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _

S.U.I. expense account   (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _

	Sick pay	TDD	IRA plan	Cafeteria in SUI	Sick pay in SUI	TDD	Cafeteria plan in SUI
Taxable* <Y/N>	-	-	-	-	-	-	-

S.U.I. limit amount (N7.2)   _ _ _ _ _ . _ _

S.U.I. percent (N5.3)   _ _ . _ _ _

State identification code (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

S.U.I. identification code (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _

* Indicates a required field

Use this form to add, change, or delete state income tax (code S) distribution records in the Deduction Distribution file.

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 and "AMPSU5—Deduction Distribution (Code S) (Add, Change, Delete)" on page 12-96 for a description of the fields on this form.

Deduction Distribution (Code W) (PR-08E)

Display AMPSU1

Company number (N2)   _ _

Distribution code* <W>   **W**

Distribution number* (N3)   _ _ _

Union type <0-9>   _ _

Action code* <A/C/D>   _

Display AMPSU7

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

GL Liability Account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Deduction type* <C,I,T,O>   _

Employer Matching Contribution

  Percent of deduction (N5.2)   _ _ _ . _ _

  Annual Limit (N9.2)   _ _ _ _ _ _ _ . _ _

  Limit percent (N5.2)   _ _ _ . _ _

  Matching liability GL account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

  Matching expense GL account (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

W2 reference code (A1)   _

	FIT	FICA	FUTA	State	SDI	SUI	County	Local
Taxable* <Y/N>	-	-	-	-	-	-	-	-
Reported* <Y/N>	-		-				-	-

Use this form to add, change, or delete miscellaneous deduction (code W) distribution records in the Deduction Distribution file.

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 and "AMPSU7—Deduction Distribution (Code W) (Add, Change, Delete)" on page 12-100 for a description of the fields on this form.

Deduction Distribution (Code C) (PR-08F)

Display AMPSU1

Company number (N2)   _ _

* Distribution code <C>   C

* Distribution number (N3)   0 0 0

Union type <0-9>   _

* Action code <A/C/D>   _

Display AMPSU9

* Description (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Company identification (N9)   _ _ _ _ _ _ _ _ _

Prenote wait days (N2)   _ _

Bank name (A19)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Print fully void EFT check <Y/N>   _

Bank transit (origin) (N9)   _ _ _ _ _ _ _ _ _

Bank transit (dest) (N9)   _ _ _ _ _ _ _ _ _

Second shift
    Regular rate differential (N5.3)   _ _ . _ _ _

    Overtime rate differential (N5.3)   _ _ . _ _ _

    Premium rate differential (N5.3)   _ _ . _ _ _

Third shift
    Regular rate differential (N5.3)   _ _ . _ _ _

    Overtime rate differential (N5.3)   _ _ . _ _ _

    Premium rate differential (N5.3)   _ _ . _ _ _

Are shift differential rates expressed as percentages? <Y/N>   _

Apply differential to vacation nours? _   Holiday hours? _   Sick hours? _

	Social Security	Medicare	FUTA
Employee withholding GL (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Employer liability GL (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Employer expense GL (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Display AMPSUC

Employer liability	Quarter 1	Quarter 2	Quarter 3
Social Security (N11.2)	_ _ _ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ _ _ . _ _
Medicare (N11.2)	_ _ _ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ _ _ . _ _
FUTA (N11.2)	_ _ _ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ _ _ . _ _

* Indicates a required field

Use this form to add, change, or delete a company record (code C) in the Deduction Distribution file for each company. One C record is required for each company.

See "AMPSU1–Deduction Distribution (Select)" on page 12-89 and "AMPSU9—Deduction Distribution (Code C) (Add, Change, Delete)" on page 12-102 for a description of the fields on this form.

Deduction Distribution (Code O or P) (PR-08G)

Display AMPSU1

Company number (N2)   _ _

Distribution code* <O/P>   _

Distribution number* (N3)   _ _ _

Union type <0-9>   _

Action code* <A/C/D>   _

Display AMPSUA

Distribution code*   **O**

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Expense GL number (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Offset credit GL number (N15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Department number (A4)   _ _ _ _

Production facility (A4)   _ _ _ _

W2 reference code (A1)   _

	FIT	FICA	FUTA	STATE	SDI	SUI	County	Local
Taxable* <Y/N>	_	_	_	_	_	_	_	_
Reported* <Y/N>	_			_			_	_

Display AMPSUB

Distribution code *   **P**

Description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Expense GL number (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Offset credit GL number (N15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Department number (A4)   _ _ _ _

Production facility (A4)   _ _ _

W2 reference code (A1)   _

*Indicates a required field

Use this form to add, change, or delete employee other compensation and other payments adjustment (codes O and P) distribution records in the Deduction Distribution file.

See "AMPSU1–Deduction Distribution (Select)" on page 12-89, "AMPSUA—
Deduction Distribution (Code O) (Add, Change, Delete)" on page 12-107, and
"AMPSUB—Deduction Distribution (Code P) (Add, Change, Delete)" on page 12-109
for a description of the fields on this form.

File Maintenance—Union Master

The Union master file holds one record for each deduction for each union. It is an optional file used by Payroll only if union deductions need to be calculated. Each record includes the deduction description, frequency code, hourly rates, amounts, and percents for each union deduction. The deduction amount is calculated using on hourly rate, percent of gross, or fixed amount contained in the file.

Make a copy of the blank Union Master file form for each employee union deduction. The deductions in this file apply to all employees coded as members of that specific union.

The Union master file is required if you selected union support during application tailoring.

Union Master (PR-09)

Display AMPZU1

Company number (N2)   _ _

Union distribution number* (N3)   _ _ _

Union deduction type* <1-9>   _ _

Action code* <A/C/D>   _

Display AMPZU2

Deduction description (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Deduction frequency* <0-9>   _

Employee/employer paid* <E/R>   _

Taxable/non-taxable* <T/N>   _

Regular hrs rate (N7.4)   _ _ _ . _ _ _ _

Overtime hrs rate (N7.4)   _ _ _ . _ _ _ _

Other hrs rate (N7.4)   _ _ _ . _ _ _ _

% of gross rate (N5.3)   _ _ . _ _ _

Fixed amount (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Use this form to add, change, or delete each type of union deduction that is to be taken for each union.

See "AMPZU1—Union Master (Select)" on page 12-112 and "AMPZU2—Union Master (Add, Change, Delete)" on page 12-113 for a description of the fields on this form.

File Maintenance—Employee Terminate/Activate (PR-10)

Display AMPQ41

```
Employee                      Action
number        Terminate date   code
 (N5)          (N6)           <T/A>

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _

_ _ _ _ _      _ _ _ _ _ _      _
```

Use this form to place a terminate or activate code in master file records for the specified employee. Before activating records for a previously terminated employee, the employee's records must still exist in the Employee master, Employee State/County/Local, Employee Miscellaneous, and Employee Other Compensation/Payments file.

See "AMPQ41—Employee Terminate/Activate (Select)" on page 12-116 for a description of the fields on this form.

File Maintenance - Employee Other Compensation/Payments (PR-11)

Display AMPOU1

Company number (N2)   _ _

Employee number* (N5)   _ _ _ _ _

Other comp/payment type* <O/P>   _

Distribution number* (N3)   _ _ _

Action code* <A/C/D>   _

Privileged data* <Y/N>   _

Display AMPOU2

Include in net pay* <Y/N>   _

Payroll frequency* <0-9>   _

Override GL expense (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Offset credit GL (N15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

One of the following 3 fields is required*

   Fixed amount (N7.2)   _ _ _ _ _ . _ _

   Percent of gross (N5.3)   _ _ . _ _ _

   Rate per hour (N5.3)   _ _ . _ _ _

Department number (A4)   _ _ _ _

Maximum annual amount (N9.2)   _ _ _ _ _ _ _ . _ _

Home prod facility (A5)   _ _ _ _ _

Maximum life amount (N9.2)   _ _ _ _ _ _ _ . _ _

Life to date amount (A5)   _ _ _ _ _

	FIT	FICA	FUTA	STATE	SDI	SUI	County	Local
Taxable <Y/N>	_	_	_	_	_	_	_	_
Reported <Y/N>	_		_			_	_	

Qtr 1 (N9.2)	Qtr 2 (N9.2)	Qtr 3 (N9.2)	Qtr 4 (N9.2)
_ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ _ _ . _ _

* Indicates a required field

Use this form to add, change, or delete employee other compensation and payment records to the Employee Other Compensation/Payments file.

See "AMPOU1—Employee Other Compensation/Payments (Select)" on page 12-120 and "AMPOU2—Employee Other Compensation/Payments (Add, Change, Delete)" on page 12-121 for a description of the fields on this form.

Chapter 21. Accounting controls and audits

When you create your master files during installation, you should check the account balances for accuracy. Take the same care when you check them as you take when you use the application on a daily basis.

This chapter discusses the following topics:

How to use the controls

The people in your company who prepare the forms to add or change payroll information should provide adding machine tape totals to you about the data you want to record. When the system prepares totals on the same data, make sure these totals agree. If they do not, you must find the error and correct it before you proceed to the next step. Use the totals from the reports listed in the table that follows.

Report	ID	Balances To	Form ID	Main Menu Option
Payroll Batch Register	AMPAV	Manual totals	PR-23	1
Current Hours Proof	AMPBU	AMPAV	PR-24	4
Gross Earnings Register	AMPBW	AMPBU	PR-24	4
Payroll Register	AMPDC	AMPBW	PR-24	4
Vacation/Holiday/Sick Register	AMPEA	AMPDC		5
Y-T-D/Q-T-D Earnings Register	AMPEE	AMPEE	PR-24	5
Employee Miscellaneous Deduction Register	AMPEG	AMPDC		5
Deduction Register	AMPEK	AMPDC		5
State, County, and Local Register	AMPFA	AMPFA	PR-24	5
State, County, and Local Totals	AMPFC	AMPFA		5
Union Consolidation Register	AMPFG	AMPDC		5
Labor Distribution Register	AMPFK	AMPDC		5
Order Distribution Register	AMPGC	AMPDC		5
Worker's Compensation Worksheet	AMPGG	AMPDC		5

Table 21-1. (Page 1 of 2) Reports in a payroll audit trail

Report	ID	Balances To	Form ID	Main Menu Option
Payroll Distribution Journal	AMPHC	AMPDC	PR-26	5

Table   21-1.   (Page 2 of 2) Reports in a payroll audit trail

This table lists optional maintenance reports you can keep to make your records more thorough.

Optional Reports	ID	Menu AMPM10 Option
Employee Master Maintenance Listing	AMPTU	1
Employee State/County/Local Maintenance Listing	AMPVU	2
Employee Miscellaneous Deduction Maintenance Listing	AMPUU	3
Labor Distribution Maintenance Listing	AMPXU	4
Tax Table Maintenance Listing	AMPYU	5
General Ledger Master Entry/Change Listing	AMV04	6
Deduction Distribution Maintenance Listing	AMPSU	7
Union Master Maintenance Listing	AMPZU	8
Employee Activation/Termination Report	AMPQ5	9
Employee Other Compensation and Other Payments Maintenance Listing	AMPOU	10

Table   21-2.   Optional reports for an audit trail

Since all the procedures have built-in edits and control totals, you must verify that you use these controls. This chapter describes how to use the control forms (PR-23 through PR-26) in Chapter 20. Review this chapter and decide who is to provide the totals to proof against and who will actually check the totals.

Use the control totals and scan data entry and edit lists for any incorrect data. Correct any errors before you proceed.

How to use the control forms

The next several pages tell you how to fill out and use the control forms for Payroll. The instructions describe which reports to use to obtain your control figures and in what files to post them.

The control forms you will need are:

PR-23 Input Control Log: Use to record time and adjustment batch control totals

PR-24 Processing Pay Period Control Log: Use to record tax and hour control totals for the pay period

PR-25 Check Control Log: Use to track check usage

PR-26 General Ledger Period Control Form: Use to track payroll distribution journal information.

How to log payroll input controls (PR-23)

Before you begin to process a pay period, enter the time/adjustment batch control total figures from the Payroll Batch Register (AMPAV) on the Input Control Log (PR-23). Follow these steps:

1. Separate your input by the type of transaction, so the batch totals reflect one type of activity. You can select the following types of transactions when you use Select Records For Calculation (option 1, AMPM04).

    Company: Enter the transactions for a single company in one batch, so the control log reflects only this activity.

    Reversals: Use this transaction when you run a pay period to correct and reverse a check that you incorrectly wrote or wrote to the wrong person. Enter these transactions in one batch, so the control log reflects only the reversing activity.

    Protected employees: Use this transaction when you run a pay period for protected employees. This run includes only those transactions for protected employees. It does not include regular or reversal entries.

    Enter these transactions in one batch, so the control log reflects only this activity. If you have protected employees in the system, keep a separate Input Control Log and Processing Pay Period Control Log for them.

    Regular and salaried: Use this transaction when you run a normal pay period. No transactions are present for protected employees, reversals, or special checks. You can use multiple batches to enter these transactions.

    Protected special check: Use this transaction when you run special pay such as bonus or commissions for protected employees. Enter these transactions as one batch, so the control log reflects only this activity.

    Regular and salaried special check. Use this transaction when you run special pay such as bonus or commission pay for regular or salaried employees. Enter these transactions in one batch so that the control log reflects only this activity.

2. Total only those batches that reflect entries to the control log. At pay-period time, add all the input control log lines for each of the transaction types. Carry these totals forward for input control.

3. For each batch, count the transactions you want to enter. Run adding machine tape totals for your time/adjustment data. Enter those totals on the Input Control Log (PR-23).

4. Save these totals to compare with totals from the originating department and those you will receive after processing.

5. Enter the time and adjustment data. The system edits transactions entered at a work station (option 1, AMPM01) against the master files. It only adds valid transactions to the batch. The system codes transactions entered offline (option 2, AMPM01) that do not pass the edits as errors and adds them to the batch. Both these options produce a list that shows the totals for transactions included in the batch. The system does not include transactions that do not pass the edits in the control totals.

6. Correct any data that is in error to obtain the correct totals. Do this by using Time/Adjustment Entry (option 1, AMPM01). Do not go further in your payroll processing until the batch is in balance with the system totals and your adding machine tape totals in agreement.

7. Enter the control totals to the Input Control Log (PR-23), and run the Posting procedure (option 3 on menu AMPM00). The system adds this batch of records to those already entered in the temporary file.

Input Control Log (PR-23)

Company number _ _   **Date: From _____ to _____**

-----------------------Hours------------------------

	Batch	Trans	Reg	Other	Vac/Hol	Sick	Total	Order
(1)	_____	_____	_____	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____	_____	_____	_____
(5)	_____	_____	_____	_____	_____	_____	_____	_____
(6)	_____	_____	_____	_____	_____	_____	_____	_____
(7)	_____	_____	_____	_____	_____	_____	_____	_____
(8)	_____	_____	_____	_____	_____	_____	_____	_____
(9)	_____	_____	_____	_____	_____	_____	_____	_____

Control Totals

_____   _____   _____   _____   _____   _____   _____   _____

-------Adjustment---------   ----Deductions---   -Precalculated-   ---Other---

	Taxable	Nontax	Sick	1-time	Pay adv	Reverse	Regular	Other	Comp	Pay	EIC
(1)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(5)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(6)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(7)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(8)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
(9)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Control Totals

_____   _____   _____   _____   _____   _____   _____   _____   _____   _____   _____

Use this form to maintain an Employee State/County/Local file record for each employee, for each tax withheld, and/or for each taxing body that requires income reports for this employee.

See "AMPVU1–Employee State/County/Local (Select)" on page 12-20, "AMPVU2—Employee State/County/Local (Add, Change, Delete)" on page 12-22, and "AMPVU3–

Employee State/County/Local (Add, Change, Delete)" on page 12-25 for descriptions of the fields on this form.

How to log processing pay period controls (PR-24)

The following steps tell you how to maintain control of your payroll files throughout your processing cycles.

1. Use Select Records (option 1, AMPM04) to produce a count of the transactions selected for processing. The Current Hours Proof (AMPBU) is printed. The printed totals should balance to the totals on the Input Control Log (PR-23). Enter these totals on PR-24.

2. Calculate gross pay (option 2, AMPM04). The Gross Earnings Register (AMPBW) is scheduled to print. This report supplies totals by employee, by department, for the company. The system accumulates and extends all payroll input to this point to produce an employee's gross pay. The final control totals should balance to the entries you made on PR-24 for the Current Hours Proof (AMPBU) totals. The total for other hours now includes premium hours. Carry these totals to PR-24.

3. If any errors exist, select Clear (option 5, AMPM04). and correct the errors using Time/Adjustment Entry (option 1, AMPM01).

4. Calculate net pay (option 3, AMPM04). The system calculates all the taxes and deductions and prints the Payroll Register (AMPDC). To balance the register, calculate the following:

   • Total gross = (taxable gross + nontaxable adjustment + nontaxable union adjustment).

   • Net pay = total gross - (FIT tax + Social Security tax + Medicare tax + state tax + county tax + local tax + miscellaneous deductions + union deductions).

5. The final control totals should balance to the entries you made on PR-24 for the Gross Earnings Register (AMPBW) totals. Carry the new control totals to the Pay Period Control Log (PR-24).

   Notes:

   1. If any errors exist, select Clear (option 5, AMPM04). correct the errors using Time/Adjustment Entry (option 1, AMPM01). If the errors are on a diskette or disk, do not correct the diskette or disk and rerun it, or you will add duplicate information to your files.

   2. This is the last time you may go back to enter corrections. Correct all error messages and examine all warning messages. Failure to correct any errors could cause the Payroll Distribution Journal (AMPHC) to be out of balance. After you select Checks And Reports (option 5, AMPM00), continue through payroll completion. You must make any corrections during the next pay period.

6. Use Checks and Reports (option 5, AMPM00). The system adds the number of checks it wrote. Compare this number against the number expected from the Payroll Register (AMPDC).

7. Take a manual total of the check amounts and compare the number and net pay to the Payroll Register (AMPDC).

8. The Checks and Reports option prints the following series of reports:

   • **Vacation/Holiday/Sick Register (AMPEA)**: Balance the total hours back to the entry hours on the Payroll Register (AMPDC).

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- Y-**T-D/Q-T-D Earnings Register (AMPEE)**: Bring forward last pay period's totals. Enter the pay period totals and add the two together. The sum should be the same as the final total on this report.

- **Employee Miscellaneous Deduction Register (AMPEG)**: The system totals the amount of the deductions taken and checks them against the total from the Payroll Register (AMPDC). The system also totals those deductions that it did not take or that it partially took. You must enter these again in next pay period.

- **Deduction Register (AMPEK):** This is the same report as AMPEG. The system sorts it by deduction type. The totals on AMPEG and AMPEK should balance.

- **State, County, and Local Register (AMPFA)**: Bring forward last pay period's totals. Enter the pay period totals and add the two together. The total should be the same as the total for the YTD gross and QTD gross on this report.

- **State, County, and Local Totals (AMPFC)**: The system summarizes the individual dollar amounts for each state into one line per state. The pay period gross totals should balance to the State, County, and Local Register (AMPFA).

- **Union Consolidation Register (AMPFG)**: The system summarizes the individual deduction totals and prints them at the bottom of the report with the final totals. These should balance to the following Payroll Register (AMPDC) controls:

    - Union employer taxable

    - Union employer nontaxable

    - Union deduction totals. (This total equals employee-paid union deductions.)

- **Labor Distribution Register (AMPFK)**: The final totals should balance back to the total gross control totals from the Payroll Register (AMPDC). Add the total premium hours to the total hours on this report to balance back to the Payroll Register (AMPDC).

- **Order Distribution Register (AMPGC)**: The final totals balance back to the respective control totals for order hours from the Payroll Register (AMPDC). Print the AMPGC detail report and identify sick (S) or premium hours (P). Since the system does not consider these hours actual hours worked, it does not include them in the employee, operations, order, company and final totals. However, it does include the earnings for sick and premium hours in the earnings totals. The Order Hours from the Payroll Register (AMPDC) will balance to the total hours on this report.

- **Worker's Compensation Worksheet (AMPGG)**: The final total of hours should balance back to total hours on the Payroll Register (AMPDC).

- **Payroll Distribution Journal (AMPHC)**: Lists the various debit and credit entries the system will make to the general ledger. If you selected automatic posting during application installation, the system places the entries in the Temporary General Ledger file. Debits should equal credits and balance back to the total gross entry posted from the Payroll Register (AMPDC).

Processing Pay Period Control Log (PR-24)

Company number _ _   **Date: From** _____ **to** _____

	--------------------Hours--------------------					-------Adjustments-------		
	Reg	Other	Vac/Hol	Sick	Total	Order	Taxable	Nontax	Sick
PROOF	_____	_____	_____	_____	_____	_____	_____	_____	_____
GROSS	_____	_____	_____	_____	_____	_____	_____	_____	_____
REGISTER	_____	_____	_____	_____	_____	_____	_____	_____	_____

	----Deductions----			-Precalculated-		-----Other-----		
	1-time	Pay adv	Reverse	Regular	Other	Comp	Pay	EIC
PROOF	_____	_____	_____	_____	_____	_____	_____	_____
GROSS	_____	_____	_____	_____	_____	_____	_____	_____
REGISTER	_____	_____	_____	_____	_____	_____	_____	_____

	-----Union Adjustments-----		-----------Gross------------			--------------------Taxes--------------------				
			FIT	Soc sec	Medicare		Soc		State/	Local/	
	Taxable	Nontax	Total	tax	tax	tax	FIT	sec	Medicare	SDI	County
REGISTER	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

	Misc deduct	Union deduct	Net pay	Check number
REGISTER	_____	_____	_____	_____
CHECKS	_____	_____	_____	_____

		YTD	---------YTD Taxable---------			-------------YTD------------		
		Total gross	FIT	Soc sec	Medicare	FIT	Soc sec	Medicare
REPORTS:	Last week	_____	_____	_____	_____	_____	_____	_____
YTD/QTD	Pay period	_____	_____	_____	_____	_____	_____	_____
Register	This week	_____	_____	_____	_____	_____	_____	_____

		QTD	FIT	-------------QTD-------------	
		Tax gross	FIT	soc sec	Medicare
REPORTS:	Last week	_____	_____	_____	_____
YTD/QTD:	Pay period	_____	_____	_____	_____
Register	This week	_____	_____	_____	_____

		YTD tax	QTD tax
REPORTS:	Last week	_____	_____
State/County/	Pay period	_____	_____
Local Register			
	This week	_____	_____

Use this form to maintain an Employee State/County/Local file record for each employee, for each tax withheld, and/or for each taxing body that requires income reports for this employee.

See "AMPVU1–Employee State/County/Local (Select)" on page 12-20, "AMPVU2—Employee State/County/Local (Add, Change, Delete)" on page 12-22, and "AMPVU3–Employee State/County/Local (Add, Change, Delete)" on page 12-25 for descriptions of the fields on this form.

How to log check controls (PR-25)

The Payroll application generates checks in a payroll run. To keep track of your check usage, use the Payroll Check Control Log (PR-25). Fill out a control log whenever you or the system writes a check. If you void checks, you should always fill out the form as follows:

- Post the check date
- Indicate why the check was written
- Post the system-assigned beginning check number
- Post the system-assigned ending check number
- Post the beginning preprinted check number
- Post the ending preprinted check number
- Date and initial the form.

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Check Control Log (PR-25)

Company number   _ _

Date	Usage	Payroll check number		Preprinted check		Initial
		Beginning	Ending	Beginning	Ending	

Company number _ _						
Date	Usage	**Payroll check number**		**Preprinted check**		
		Beginning	Ending	Beginning	Ending	Initial

How to log General Ledger controls (PR-26)

Copy the following from the Payroll Distribution journal (AMPHC) to the General Ledger Period Control form (PR-26):

- General ledger journal amount
- One of the journal numbers
- The run date
- The entry date.

General Ledger Period Control Form (PR-26)

	Journal number	Run date	General ledger amount	Entry date or period number
General journal	GJ			
	GJ			
	GJ			
	GJ			
	GJ			
Purchase journal	PJ			
	PJ			
	PJ			
	PJ			
	PJ			
Cash disbursements journal	CD			
	CD			
	CD			
	CD			
	CD			
Payroll journal	PR			
	PR			
	PR			
	PR			
	PR			
Cash receipts journal	CR			
	CR			
	CR			
	CR			
	CR			
Total for period				
Closing entries	GJ			
	GJ			
Final total for period				
Previous general ledger total				
Total for general ledger				

Appendix A. Offline file load and data entry

As an alternative to loading master files or entering transaction data interactively at a work station, you can prepare the information offline in files on a separate system. The files that you create offline can then be processed by XA. Offline files can be created on a diskette or written to a disk file; the same format requirements apply to both.

To use data from offline files in XA, you must:

1. Gather the information to be entered
2. Create a file with the information on diskette or disk; the file must follow the corresponding file layout given in this appendix
3. Process the offline files by selecting an XA menu option.

This appendix describes those activities.

Gathering the information

Blank versions of the entry forms are provided in Chapter 20, "Forms". These entry forms reference the display descriptions that contain code listings and the special values available, as well as show you the format and length of each enterable field.

Fill out the input forms as though you were going to use them to enter the data directly into the system.

Creating a diskette or disk file

You can create offline files on diskette or disk. To create a diskette file, you need an offline data entry device. However, you can create a disk file in several ways:

- A user-written program creates the records and writes them to a disk file.

- Another system creates the records on tape using the required file layout. You copy the tape file to disk.

- A remote location sends the records via telecommunications and writes them to a disk file.

It does not matter how or where the records originate. As long as they reside in a disk file that has the defined file layout, they can be processed by XA.

File format

Use the file format shown later in this appendix to set up records for the file you want to load from diskette or disk. The format gives you the following information for each enterable field:

- A brief description of the field
- The short field name (5 characters)
- The position of the field in the record (From and To)
- Whether the field is alphabetic or numeric (A/N)
- For numeric fields only, the number of decimal positions in the field (Dec. pos.).

The long field names in the format match the information fields on the entry forms you filled out.

File name

Assign a special name to each file, or use the default name listed here. You must enter the name when you load the file.

Master file to be loaded or updated	Offline file name (default)
Employee master file (EMPMAS)	DAMKP3
Employee Deduction file (EMPDED)	DAMKP5
Employee State, County, Local file (EMPSCL)	DAMKP7
General Ledger master file (GELMAS)	DAMKG1
Payroll Transaction file (WRKHRS)	PRTRAN

Record length

Assign a record length of 128 unless otherwise specified.

Special data requirements

When you enter the information for an offline record, type in the record code shown on the input form as the first two characters of the record.

If you enter dates, type them in using the same date format you use for the System i system and for all XA applications.

Type the information carefully. The system will check for errors when you process the files. If it finds errors, you must correct the records with errors before you can finish processing them.

Processing the offline files

When you have finished creating the offline files, you are ready to load the information onto the system. For instructions on how to load master files from offline files, see the "Load Data from Offline Files" section in the *CAS User's Guide*.

Entering time/adjustment entry data into offline files

Regardless of what offline method you use for entering data, the data in the files must be organized in the layout shown in the tables later in this section. The tables show the fields contained in each file record in the correct sequence for offline data entry.

The alphabetic/number column (A/N) in the layout table contains important information for setting up the offline files. The letter A indicates alphanumeric fields; the letter N indicates numeric fields.

Entering offline time/adjustment entry files into Payroll

Once you have entered the time/adjustment data into your offline time/adjustment files, use the Enter Data from Offline Files option from the Time/Adjustment Entry menu (AMPM01). This option takes you to the Copy Offline Files display (AXVOL1).

The system checks the order data in the physical files associated with the logical file you specify on display AXVOL1. The checks determine whether the data for an entry is accepted into Payroll or rejected.

You need to note the following considerations when using display AXVOL1 to enter offline order files.

- PRTRAN is the default file name for disk offline entry. You can override this name by entering the file name you used when creating your offline files.

- If you select Y for the "IF DISK - DELETE OFFLINE FILES <Y/N>" question, the file is removed during processing.

- If you select N, you must delete the file to prevent processing duplicate information.

- All of the fields on display AXVOL1 are required.

Processing offline time/adjustment entries

After you enter all of the requested information on the display, the system begins checking the validity of the time/adjustment entry data in the offline files. The results of these checks appear in the Payroll Edit register (AMPAY). The records that appear in this report, both correct records and records with errors, are entered into a suspended batch in Payroll. A count of records in error appears on the Data Control Display (AMVBA1). You see this display when you select option 1, Enter Data from Work Station, from the Time/Adjustment Entry menu (AMPM01). You must correct errors before you can close the batch.

After the batch is closed, you continue to process these records through the Print Batch register option on the Time/Adjustment Entry menu (AMPM01).

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File formats

Employee master file format

Master file name: Employee master file (EMPMAS)
Offline file name (default): Employee master file (DAMKP3)
Record length: 128
Function: Used for initial file load of Employee master file.

Field Description	Field Name	From	To	A/N	Dec. Pos.
Record type: LA					
Record code (LA)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Company number	COMNO	8	9	N	0
Employee name	ENAME	10	34	A	
Street address	STRAD	35	54	A	
City/state	CTYST	55	74	A	
ZIP code	ZIPCD	75	84	A	
Area code	AREAC	85	87	N	0
Telephone number	PHONE	88	94	N	0
Mail check code	APRNT	95	95	A	
Social security no.	SOSNO	98	106	N	0
Marital status	MARST	107	107	A	
Home department	HDEPT	108	111	A	
Home production facility	HWORK	112	116	A	
Shift number	SHFTC	117	117	N	0
Occupation description	OCCDS	118	127	A	
Reserved		128	128		
Record type: LB					
Record code (LB)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Worker's compensation code	WCOMC	8	12	N	0
Federal withholding code	FITCD	13	13	A	
Social security/medicare code	FICAC	16	16	A	
Federal exemptions	FEDEX	19	20	N	0
Pension code	PENSN	21	21	A	
Extra withheld	XFITD	24	28	N	2

Field Description	Field Name	From	To	A/N	Dec. Pos.
Extra withholding percent	XFITP	29	31	N	1
Protect code	PROCD	32	32	A	
Pay type	PAYTY	33	33	A	
Beginning date	BEGDT	34	39	N	0
Pay frequency	PFREC	40	41	A	
Salary	SALRY	42	48	N	2
Regular hourly rate	REGRT	49	53	N	3
Overtime hourly rate	OVTRT	54	58	N	3
Premium hourly rate	PRERT	59	63	N	3
Union number	UNINO	64	66	N	0
State code	STATC	67	69	N	0
County code	CONTC	70	72	N	0
Local code	LOCCD	73	75	N	0
Work schedule	SHFTW	76	78	N	0
Work crew	WTEAM	79	81	A	
Multi-job (Y/N)	MULTI	82	82	A	
Telephone	PHONE	83	102	A	
Reserved		103	128		
Record type: LC					
Record code (LC)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Gross earnings quarter 1	GREQ1	8	16	N	2
Gross earnings quarter 2	GREQ2	17	25	N	2
Gross earnings quarter 3	GREQ3	26	34	N	2
Gross earnings quarter 4	GREQ4	35	43	N	2
Gross FIT taxable quarter 1	GRTQ1	44	52	N	2
Gross FIT taxable quarter 2	GRTQ2	53	61	N	2
Gross FIT taxable quarter 3	GRTQ3	62	70	N	2
Gross FIT taxable quarter 4	GRTQ4	71	79	N	2
FIT withholding quarter 1	FITQ1	80	88	N	2
FIT withholding quarter 2	FITQ2	89	97	N	2
FIT withholding quarter 3	FITQ3	98	106	N	2
FIT withholding quarter 4	FITQ4	107	115	N	2

Field Description	Field Name	From	To	A/N	Dec. Pos.
Reserved		116	128		
Record type: LD					
Record code (LD)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Employee Social Security withheld quarter 1	FICQ1	8	14	N	2
Employee Social Security withheld quarter 2	FICQ2	15	21	N	2
Employee Social Security withheld quarter 3	FICQ3	22	28	N	2
Employee Social Security withheld quarter 4	FICQ4	29	35	N	2
Weeks worked quarter 1	WWRQ1	36	43	N	0
Weeks worked quarter 2	WWRQ2	38	39	N	0
Weeks worked quarter 3	WWRQ3	40	41	N	0
Weeks worked quarter 4	WWRQ4	42	43	N	0
Sick pay quarter 1	SIKQ1	44	50	N	2
Sick pay quarter 2	SIKQ2	51	57	N	2
Sick pay quarter 3	SIKQ3	58	64	N	2
Sick pay quarter 4	SIKQ4	65	71	N	2
Work hours Y-T-D	WHYTD	72	78	N	2
Overtime hours Y-T-D	OVHTD	79	85	N	2
Sick hours Y-T-D	SHYTD	86	90	N	2
Holiday hours paid Y-T-D	HHYTD	91	97	N	2
Vacation hours paid Y-T-D	VHYTD	98	104	N	2
Vacation hours earned Y-T-D	VEYTD	105	111	N	2
Reserved		112	128		
Record type: LE					
Record code (LE)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Social Security/Medicare quarter 1 taxable wages	FIXQ1	8	16	N	2
Social Security/Medicare quarter 2 taxable wages	FIXQ1	17	25	N	2
Social Security/Medicare quarter 3 taxable wages	FIXQ1	26	34	N	2

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Field Description	Field Name	From	To	A/N	Dec. Pos.
Social Security/Medicare quarter 4 taxable wages	FIXQ1	35	43	N	2
Employee Medicare withheld quarter 1	MDCQ1	44	50	N	2
Employee Medicare withheld quarter 2	MDCQ2	51	57	N	2
Employee Medicare withheld quarter 3	MDCQ3	58	64	N	2
Employee Medicare withheld quarter 4	MDCQ4	65	71	N	2
Minority code	MINCD	72	72	A	
Statutory employee	W2ISE	73	73	A	
Deceased	W2IDE	74	74	A	
Legal Rep	W2ILG	75	75	A	
942 Employee	W2I9E	76	76	A	
Reserved		77	128		
Record type: LF					
Record code (LF)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Reference date	ADATE	8	14	N	0
Sick hours allowed	SHMAX	15	21	N	2
EIC eligible	EICEL	22	22	A	
Fringes taxable quarter 1	FGXQ1	23	31	N	2
Fringes taxable quarter 2	FGXQ2	32	40	N	2
Fringes taxable quarter 3	FGXQ3	41	49	N	2
Fringes taxable quarter 4	FGXQ4	50	58	N	2
EIC payments quarter 1	EICQ1	59	65	N	2
EIC payments quarter 2	EICQ2	66	72	N	2
EIC payments quarter 3	EICQ3	73	79	N	2
EIC payments quarter 4	EICQ4	80	86	N	2
FUTA taxable quarter 1	FUTQ1	87	95	N	2
FUTA taxable quarter 2	FUTQ2	96	104	N	2
FUTA taxable quarter 3	FUTQ3	105	113	N	2
FUTA taxable quarter 4	FUTQ4	114	122	N	2
Reserved		123	128		

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Employee Miscellaneous Deduction file format

Master file name: Employee Miscellaneous Deduction file (EMPDED)
Offline file name (default): Employee Miscellaneous Deduction (DAMKP5)
Record length: 128
Function: Used for initial file load of employee deductions.

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LF					
Record code (LF)	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Employee number	EMPNO	5	9	N	0
Deduction number	DEDNO	10	12	N	0
Deduction amount	DEDAM	15	21	N	2
Deduction percent	DEDPC	22	26	N	3
Deduction hourly rate	DEDHR	27	31	N	3
Deduction limit/Remittance amount	MXDED	32	40	N	2
Deduction frequency	PFREQ	41	41	N	0
Service fee amount	SFAMT	42	46	N	2
Overridden GL account number	DEANO	47	61	A	
State identification	STAID	62	63	A	
Case number	CASNO	64	73	A	
Service fee amount to-date	SFATD	74	80	N	2
Emplr Match TDD amt Y-T-D	ERYTD	81	89	N	2
Emplr TDD match percent	ERPCT	90	94	N	2
Emplr Match TDD lmt pct	ERLMT	95	99	N	2
Overridden General Ledger unit	DEDU	100	109	A	
Overridden General Ledger nature	DEDN	110	119	A	
Reserved		120	128		
Record type: LM					
Record code (LM)	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Employee number	EMPNO	5	9	N	0
Deduction number	DEDNO	10	12	N	0
Deduction amount quarter 1	DEDQ1	13	21	N	2
Deduction amount quarter 2	DEDQ2	22	30	N	2

Field description	Field name	From	To	A/N	Dec. pos.
Deduction amount quarter 3	DEDQ3	31	39	N	2
Deduction amount quarter 4	DEDQ4	40	48	N	2
Reserved		49	128		
Record type: LN					
Record code (LN)	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Employee number	EMPNO	5	9	N	0
Deduction number	DEDNO	10	12	N	0
Employer contribution quarter 1	ERCQ1	13	21	N	2
Employer contribution quarter 2	ERCQ2	22	30	N	2
Employer contribution quarter 3	ERCQ3	31	39	N	2
Employer contribution quarter 4	ERCQ4	40	48	N	2
Employee contribution prt/clr	EECUR	49	57	N	2
Employer contribution prt/clr	ERCUR	58	66	N	2
Partial unit cost rem	DEDRP	67	75	N	2
Pct of disposable income	DEPDI	76	78	N	1
FIT reported flag (y/n/blank)	DEDIR	79	79	A	
SIT reported flag (y/n/blank)	DEDSR	80	80	A	
KIT reported flag (y/n/blank)	DEDKR	81	81	A	
LIT reported flag (y/n/blank)	DEDLR	82	82	A	
FIT taxable flag (y/n/blank)	DEDIX	83	83	A	
FICA taxable flag (y/n/blank)	DEDBX	84	84	A	
FUTA taxable flag (y/n/blank)	DEDUX	85	85	A	
SIT taxable flag (y/n/blank)	DEDSX	86	86	A	
SDI taxable flag (y/n/blank)	DEDDX	87	87	A	
SUTA taxable flag (y/n/blank)	DEDTX	88	88	A	
KIT taxable flag (y/n/blank)	DEDKX	89	89	A	
LIT taxable flag (y/n/blank)	DEDLX	90	90	A	
Ded lifetime limit	DEDLL	91	99	N	2
Ded life-to-date	DEDLT	100	108	N	2
Reserved		109	128		

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State, county, local file format

Master file name: Employee State, County, Local file (EMPSCL)
Offline file name (default): Employee State, County, Local (DAMKP7)
Record length: 128
Function: Used for initial file load of employee state/county/local tax records

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LG					
Record code (LG)	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Employee number	EMPNO	5	9	N	0
Dist code	TYPCD	10	10	A	
State, county, local number	STLCC	11	13	N	0
Marital status	MARST	14	14	A	
Standard deduction limit	SDEDL	15	15	N	0
Exemption 1	EXMP1	16	17	N	0
Exemption 2	EXMP2	18	19	N	0
Exemption 3	EXMP3	20	21	N	0
Tax credit exemption 1	STXE1	22	23	N	0
Tax credit exemption 2	STXE2	24	25	N	0
Tax credit exemption 3	STXE3	26	27	N	0
Extra withheld $	XFITD	28	32	N	2
Extra withholding percent	XFITP	33	35	N	1
Percent of tax withheld	SLPTW	36	38	N	0
Gross earnings quarter 1	TGRQ1	39	47	N	2
Gross earnings quarter 2	TGRQ2	48	56	N	2
Gross earnings quarter 3	TGRQ3	57	65	N	2
Gross earnings quarter 4	TGRQ4	66	74	N	2
SUI wages quarter 1	SICQ1	75	83	N	2
SUI wages quarter 2	SICQ2	84	92	N	2
SUI wages quarter 3	SICQ3	93	101	N	2
SUI wages quarter 4	SICQ4	102	110	N	2
Reserved		111	128		
Record type: LH					
Record code (LH)	RCDCD	1	2	A	

Field description	Field name	From	To	A/N	Dec. pos.
Company number	COMNO	3	4	N	0
Employee number	EMPNO	5	9	N	0
Dist code	TYPCD	10	10	A	
State, county, local number	STLCC	11	13	N	0
Gross taxable quarter 1	ATXQ1	14	22	N	2
Gross taxable quarter 2	ATXQ2	23	31	N	2
Gross taxable quarter 3	ATXQ3	32	40	N	2
Gross taxable quarter 4	ATXQ4	41	49	N	2
Tax withheld quarter 1	TAXQ1	50	58	N	2
Tax withheld quarter 2	TAXQ2	59	67	N	2
Tax withheld quarter 3	TAXQ3	68	76	N	2
Tax withheld quarter 4	TAXQ4	77	85	N	2
Weeks worked quarter 1	WKWQ1	86	87	N	0
Weeks worked quarter 2	WKWQ2	88	89	N	0
Weeks worked quarter 3	WKWQ3	90	91	N	0
Weeks worked quarter 1	WKWQ1	92	93	N	0
Reserved		94	128	N	

General Ledger Master–Chart of Accounts

Master file name: General Ledger Master (GELMAS)
Offline file name (default): DAMKV1
Record length: 128
Function: Add information to the General Ledger Master file

Field Description	Field Name	From	To	A/N	Dec. Pos.
Record type: LA					
Record code (LA)	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
General ledger account number	GLANO	5	19	A	
General ledger account type code	GLTYP	20	20	N	0
General ledger account description	GLDES	21	45	A	
Account type	ACTYP	46	47	A	
Currency ID	CURID	48	50	A	
Consolidated company number	CONCO	51	52	N	0
Consolidated company account number	CONAC	53	67	A	
Reserved		68	128	A	

Note: Use DAMKV1 if the General Ledger application is not installed. If General Ledger is installed, use DAMKG1. See Appendix A in the *General Ledger User's Guide* for more information.

Transaction file format

Master file name: Payroll Transaction file (WRKHRS)
Offline file name (default): Payroll Transaction (PRTRAN)
Record length: 152
Function: Used for file load of time, attendance, and adjustment data

Field Description	Field Name	From	To	A/N	Dec. Pos.
Record type: P1 - Batch header					
Record code (P1)	RCDCD	1	2	A	
Day number	DAYNO	3	4	N	0
Pay cycle	PCYNO	5	5	N	0
Accounting period	ACCPD	6	7	N	0
Company number (worked)	COMNW	8	9	N	0
Record type: P3 - Time data					
Record code (P3)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Shift number	SHFTC	8	8	N	0
Order number	ORDNO	9	15	A	
Operation sequence number	OPSEQ	16	19	A	
Department number	DPTNO	20	23	A	
Facility ID	WKCTR	24	28	A	
Regular time	REGHR	29	33	N	2
Type other time	TYPHR	34	35	A	
Other time	HOURS	36	40	N	2
Machine time	MACHR	41	45	N	2
Run code	RUNCD	46	46	A	
Quantity	QUANT	47	56	N	3
Completion code	CMPCD	57	57	a	
Exception regular hourly rate	ERGHR	58	62	N	3
Exception other rate	OETHR	63	67	N	3
State code	STATC	68	70	N	0
County code	CONTC	72	74	N	0
Local code	LOCCD	75	77	N	0
General Ledger override	JGLNO	78	92	A	
Regular gross	REGGR	93	99	N	2

Field Description	Field Name	From	To	A/N	Dec. Pos.
Other gross	OTHGR	100	106	N	2
Quantity scrapped	QSCRP	107	116	N	3
General Ledger override unit	OVRU	117	126	A	
General Ledger override nature	OVRN	127	136	A	
Scrap reason code	RECD	137	142	A	
Reference number	RFNO	143	152	A	
Record type: P5 - Attendance data					
Record code (P5)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Balance hours	REGHR	8	12	N	2
Day number	DAYNOA	13	14	N	0
Pay cycle	PCYNOA	15	15	N	0
Record type: P7 - Adjustment data					
Record code (Payment)	RCDCD	1	2	A	
Employee number	EMPNO	3	7	N	0
Order number	ORDNO	8	14	A	
Operation sequence number	OPSEQ	15	18	A	
Department number	DPTNO	19	22	A	
Facility ID	WKCTR	23	27	A	
Adjustment type	TYPAD	28	29	A	
Adjustment amount	ADJAM	30	36	N	2
Deduction number	DEDNOL	37	39	N	0
ADJ/DED GL override	JGLNO	40	54	A	
State code	STATC	55	57	N	0
County code	CONTC	58	60	N	0
Local code	LOCCD	61	63	N	0
Run code	RUNCD	64	64	A	
Service fee	SFAMT	65	69	N	2
Other comp/pant number	OPCNB	70	72	N	0
GL expense override	OPCGL	73	87	A	
ADJJ/DED GL override unit	OVRU	88	97	A	
ADJ/DED GL override Nature	OVRN	98	107	A	
GL expense override unit	OPCU	108	117	A	

Field Description	Field Name	From	To	A/N	Dec. Pos.
GL expense override nature	OPCN	118	127	A	
Reserved		128	152		

Appendix B. Payoff processing

Enter a check in a payoff batch for any manually prepared check. Prepare payoff checks for employees who leave before the normal end of a pay period, or for any handwritten payroll check. The system updates the employee's records with the payoff check's Federal, Social Security, Medicare, state, county, and local taxes, state disability insurance amount, and all the applied deductions, other compensation, and other payments. The system does not recalculate taxes, Social Security, or Medicare. It matches the payoff check with the related time/adjustment records entered in a time/adjustment batch. The system balances the payoff gross amount against the gross amount calculated by the time/adjustment batch. Select the related time and adjustment records for payoff balancing.

Use the Payoffs menu to enter information for any payoff checks.

Use these steps to process payoffs:

- Enter time/adjustment records (see "Entering time and adjustment data" for more information).

- Post the batch (see "Post the batches" on page 2-4 for more information).

- Enter payoff data (see "Entering payoff data" on page B-4 for more information).

- Balance time/adjustment data to payoff data (see "Balancing time and adjustments to payoffs" on page B-5 for more information).

- Post the payoffs (see "Posting payoffs" on page B-6 for more information).

- Calculate the payoffs (see "Calculating payoffs" on page B-7 for more information)

- Run the Checks and Reports option to update the master files (see Chapter 7, "Checks and Reports" for more information).

See the display sections for more information about these displays. See Chapter 18, "Check Reversal Processing" for examples and information on the reports mentioned in this appendix.

The following sample of payoff processing gives the steps for entering payoff transactions. The sample has six procedures containing individual steps. Use these steps to help you enter payoffs for your company and to correct possible errors.

Enter payoff check information in a payoff batch and enter the related gross earnings information in a time/adjustment batch (if posted records are not already present). Use the stub from the manually written check to enter the check detail into a payoff batch. Run an adding machine tape total for all the payoff checks in the batch to verify the totals for gross, taxes, deductions, adjustments, and net pay.

Note: When you create Payoff checks, you are restricted to one check per employee per pay cycle. The only way you can process multiple payoff/manual checks for one employee in a single run is to enter each check under a different pay cycle.

Entering time and adjustment data

If the payoff or manual check contains other compensation or other payment in addition to salary or hours, you must separately enter an OC or OP adjustment for this in the payoff batch. Do not include it in the gross amount entered for the check in the payoff batch or in the regular gross amount added through Time/Adjustment entry (for balancing to the payoff gross). If this is not done, where other compensation/payments have been used, the payoff will fail to balance. You should enter time and adjustment data for employees who receive payoff checks in a separate batch from the regular time and adjustment entries. Entering a separate time and adjustment batch makes it easier to balance the time and adjustment batch against a payoff batch.

Follow these steps:

1. Choose option 1, Time/Adjustment Entry, from menu AMPM00. Menu AMPM01 appears.

2. Choose option 1, Enter from Work Station, from menu AMPM01. Display AMVBA1 appears.

3. Type in the batch number for the batch you want to work with or use **F04** to start a new batch. Display AMPAH0 appears.

4. Type in the current pay cycle number. The other fields are optional, depending on how you tailored your application. The pay cycle number must be the same for the time and adjustment batch and the payoff batch. You will use the same pay cycle number that you enter here in Payoff entry to create a payoff batch. Press **Enter**. Display AMPAH0 appears.

5. Write down the batch number shown on AMPAH0. You need this batch number in a later step.

6. To enter a time data record, use **F05**. Display AMPAH1 appears. Go to step 6.

7. To enter an adjustment record, use **F06**. Display AMPAH2 appears. Go to step 7.

8. Type in the payroll data for the employee receiving a payoff check. Press **Enter**. If the system finds no errors, display AMPAH1 appears again with blank fields. Continue as needed.

   • To enter multiple employee records, continue on AMPAH1.
   • To end time data entry, use **F24**. Display AMPAS1 appears. Go to step 9.
   • To enter adjustment records, use **F06** and go to step 7.
   • To correct/review records, use **F08** and go to step 8.

9. Type in the adjustment record for the employee receiving a payoff check. The only adjustments that may be needed are those, such as TX, that affect gross earnings. Do not enter OD adjustments for deductions taken. These should only be entered in the payoff batch. Avoid the use of the BO adjustment since it will not be recognized during payoff balancing. After you type in the information you need on this display, press **Enter**. If the system finds no errors, display AMPAH2 appears again with blank fields. Continue as needed.

   • To end adjustment data entry, use **F24**. Display AMPAS1 appears. Go to step 9.
   • To enter time data records, use **F05** and go to step 6.
   • To correct/review records, use **F08** and go to step 8.

10. The record that appears for review is the last record entered. If the last record you entered was time data, display AMPAR1 appears. If the last record entered was an adjustment, display AMPAR2 appears.

11. Do one of the following:

    - To correct the record, type in the correct information and press **Enter**. The same display appears again with the corrected information.
    - To delete the record, use **F20**. The previous record or next record appears, depending on which direction you are paging.
    - To enter additional records, use **F01**. The display on which you used **F08** Review/Update appears (AMPAH1 or AMPAH2). If display AMPAH1 appears, go to step 6. If display AMPAH2 appears, go to step 7.
    - To end the session, use **F24** and go to step 9.

12. Review the information on the display for accuracy and correct any errors. Use the appropriate function key to close, suspend, or delete this batch. Press **Enter** to continue data entry.

13. You must close the batch before you can complete the payoff process.

14. After ending data entry, choose option 3, Print Batch register, on menu AMPM01. Display AMPBZ1 appears.

    - Type in the batch number of the time and adjustment batch you entered for employees receiving payoff checks (the batch number you wrote down in step 4) and press **Enter**. Display AMPBZ2 appears.

    - Review the totals on display AMPBZ2 and if the data is correct, press **Enter**. The Payroll Batch register (AMPAV) is scheduled to print.

15. Compare the adding machine tape totals against the Payroll Batch register (AMPAV). If the records are correct, continue. If you see an error, return to step 1, reopen the batch, and correct the errors.

16. When data entry is complete and all errors corrected, choose option 4 from menu AMPM01, to return to menu AMPM00.

Posting batch

Choose option 3, Posting, from menu AMPM00. The system posts error-free data in the batch to the Total Hours file and prints the Payroll Posting Audit report. No secondary menus or other displays appear. Menu AMPM00 appears again. Go to the procedure for Payoff entry.

Entering payoff data

Follow these steps:

1. Choose option 2, Payoffs, from menu AMPM00 and press **Enter**. Menu AMPM02 appears.

2. Choose option 1, Enter Checks, from menu AMPM02 and press **Enter**. Display AMVBA1 appears.

3. Type in the batch number for the batch you want to work with or use **F04** to start a new batch. Display AMPBD1 appears.

4. Type in the payoff information for the employee. This information must match the check stub of the payoff check. When you press **Enter**, display AMPBD1 appears again.

   • To enter multiple payoff records, continue entering records on this display.

   • To enter additional deductions, use **F04**. Display AMPBD2 appears. Go to step 5.

   • To correct a payoff entry, use **F05**. Display AMPBD3 appears. Go to step 6.

   • To end payoff entry, use **F24**. Display AMPBD4 appears. Go to step 7.

5. Type in the additional deductions for the employee and press **Enter**. Display AMPBD2 appears again. Do one of the following:

   • To enter more payoff records, use **F06**.

   • To review or update records, use **F05**. Display AMPBD3 appears. Go to step 6.

   • To end this session, use **F24**. Display AMPBD4 appears. Go to step 7.

6. Review, change, or delete any records in the batch. When you finish review/ update, use **F24**. Display AMPBD4 appears.

7. Review the information on the display. Write down the payoff batch number.

8. If there are no errors, use **F24** to close the batch. The batch is now ready for payoff balancing. Menu AMPM02 appears.

9. Select option 2, Print Batch register, from menu AMPM02 and press **Enter**. Display AMPBZ1 appears.

10. Type in the number of the payoff batch (the payoff batch number you wrote down in step 7) and press **Enter**. Display AMPBZ3 appears.

11. Review AMPBZ3 and press **Enter**. The Payoff Batch register is scheduled to print. Menu AMPM02 appears again.

12. Review the Payoff Batch register for out-of-balance conditions.

    • If there are no errors, continue with the procedure for Balancing time and adjustments to payoffs.

    • If there are errors in the Payoff Batch register, go back to step 2.

Balancing time and adjustments to payoffs

During payoff balancing, the system matches the records in the Total Hours files to the payoff data you entered in the Payoff entry procedure. The system selects time and adjustment records as part of the Payoff record if they are for the same employee in the same pay cycle. The system calculates the gross pay based on the time and adjustment entries and verifies that it matches the total gross pay entered in the payoff records for each employee. Also, the total payoff gross minus the taxes and deductions entered in the payoff batch must equal the payoff net.

Follow these steps:

1. Choose option 3, Balance, from menu AMPM02. Display AMPBZ1 appears.

2. Type in the payoff batch number (the batch number you wrote down in step 7 of Payoff entry) and press **Enter**. Display AMPBZ3 appears.

3. Review this display and press **Enter**. Display AMPBK1 appears.

4. Choose one of the following:

   • Type in **1** to select all time and adjustment records in the Total Hours file for all payoff employees and press **Enter**. Menu AMPM02 appears again, and the Payoff Balancing register (AMPBK) is scheduled to print. Go to step 6.

   • Type in **2** to review each time and adjustment record in the Total Hours file for each payoff record, and press **Enter**. Display AMPBK2 appears. Go to step 5.

5. Type in **1**, **2**, or **3** and press **Enter**. Display AMPBK2 continues to appear until you have seen all remaining employee records. Then, the Payoff Balancing register (AMPBK) is scheduled to print and menu AMPM02 appears again.

6. Review the Payoff Balancing register. Do one of the following:

   • If all entries balance and there are no error messages on the Payoff Balancing register (AMPBK), go to the Posting payoffs procedure.

   • To temporary prohibit further payoff processing, or to make additions or changes, select option 5, Reset Balancing, from menu AMPM02. This option resets the status of selected time and adjustment records from payoff to regular status so you may make changes.

   • If the Payoff Balancing register (AMPBK) is out of balance, you must correct the time and adjustment batch or payoff batch before continuing.

      - If the errors are in the payoff batch, go to Payoff entry procedures.

      - If the errors are in the time and adjustment batch, you need to start a new batch to back out the records in error and enter the correct information. Go to step 5 of the Correcting errors procedure.

Posting payoffs

Follow these steps:

1. Choose option 4, Post Checks, from menu AMPM02. Display AMPBZ1 appears.

2. Type in the payoff batch number used in the Payoff entry procedure. Display AMPBZ3 appears.

3. Review this display and press **Enter** to continue.

4. The system adds (posts) the Payoff records to the Total Hours file and the selected time and adjustment records are converted to payoff status. Menu AMPM02 appears.

5. Choose option 7 to return to menu AMPM00. Go to the Payoff calculations procedure.

   Note: If you want to make corrections after balancing and posting the payoff batch, go to the Correcting errors procedure.

Calculating payoffs

When the payoff batch has been posted, you are ready to select the records and complete payoff processing.

Follow these steps:

1. Choose option 4, Calculation, from menu AMPM00. Menu AMPM04 appears.

2. Choose option 1, Select Records, from menu AMPM04. Display AMPBS1 appears.

   Note: You can select option 4, All of the Above, from menu AMPM04 to run options 1, 2, and 3 at the same time.

3. Type **Yes** in the field *PRINT AN EDIT LIST*, on display AMPBS1, and in the field *SELECT PAYOFFS*.

   Note: Type **Yes** for the options you want and No for the options you do not want. You must type a Yes or No in all fields. Press **Enter**.

   • Display AMPBS3 appears if you answered Yes to Select All Records and to Select All Companies. Go to step 5.

   • Display AMPBS2 appears if you typed **No** in the Select All Records field for a Regular Run or for a Protected Run; or, if you answered No in the Select All Companies field. Go to step 4.

4. Type Yes under the company number(s) you want to select for this run.

5. If you requested a protected run or attendance balancing: type in **Yes** for the options you want and **No** for the options you do not want and press **Enter**. You must type a Yes or No in all fields. Press **Enter**.

6. Display AMPBS3 appears.

7. Type in the pay period ending date and check date for each company. If you are running the Payoff checks as a separate run, without printing any regular payroll checks, the system will prompt for a check number and dates. Enter any date. Press **Enter**.

8. The system selects employee payroll data for the payroll run. The Current Hours Proof (AMPBU) is scheduled to print. Check the report for errors and make all necessary corrections. Menu AMPM04 appears.

9. Choose option 2, Calculate Gross Pay, from menu AMPM04.

   Note: Do not run Calculate Gross Pay until option 1, Select Records, has finished and the Current Hours Proof is scheduled to print.

10. The Gross Earnings register (AMPBW) prints. Check the register for errors and make the necessary corrections. Menu AMPM04 appears again.

11. If you need to make corrections, go to step 4 of Correcting errors procedure.

12. Choose option 3, Calculate Net Pay, from menu AMPM04. The Payroll register (AMPDC) prints. Menu AMPM04 appears again.

13. If there are no errors on the Payroll register, select option 6, Return to Main Menu from menu AMPM04. Menu AMPM00 appears. Go to the Print reports procedure.

14. If there are errors, go to the Correcting errors procedure.

Processing checks and reports

Follow these steps:

1. Choose option 5, Checks and Reports, from menu AMPM00. Display AMPDH1 appears.

2. Display AMPDH1 shows the report selections chosen during application tailoring. Type in the entry period number. You can override these options or press **Enter** to continue. When you press **Enter**, the system schedules the checks and reports to print. You will get the same reports with the payoff run that you get with a regular payroll run. No checks print, but the system updates all employee records to reflect the payment. Menu AMPM00 appears again.

   Note: It will take some time for all the reports to print. Payoff processing is complete when the Payroll Completion report is scheduled to print.

Correcting errors

Clearing calculations and removing payoff records

If the error occurred during calculations, follow these steps:

1. Choose option 4, Calculation, from menu AMPM00.

   - Choose option 5, Clear Calculations, from menu AMPM04.

   - Respond to the message AM-2427 by typing in **0** (zero). Menu AMPM04 appears again.

   - Choose option 6, Return to Main Menu, from menu AMPM04.

2. Choose option 2, Payoffs, from menu AMPM00. Menu AMPM02 appears.

3. .From menu AMPM02 choose option 6, Remove Checks. The system removes the payoff records from the Total Hours file and resets associated time and adjustment records to regular status. You can enter payoff records again and correct the time and adjustment entries.The system prints the Payoff Remove Audit report to identify which payoff batch you removed and which labor records you reset.

Backing out time and adjustment entries

To back out records in the time and adjustment batch, follow these steps:

1. To back out entries in the time and adjustment batch, you need the Payroll Batch register (AMPAV), from Time/adjustment entry procedure step 10. Use this register to determine the batch and line number of the record in error.

2. To open a new batch, back out the records in error, and enter the correct records, use the following sequence:

   - From menu AMPM00 choose option 1, Time/Adjustment Entry. Menu AMPM01 appears.

   - Choose option 1. Display AMVBA1 appears.

   - Use **F04** to start a new batch. Display AMPAH0 appears.

   - Use **F09**. Display AMPAH4 appears.

   - Using the Payroll Batch register report (AMPAV), find the batch number and line number of the record you want to back out and enter them on display AMPAH4. Once you have entered all the backout records, use **F04** to return to display AMPAH0.

     Note: Enter the backout records and the corrected time and adjustment records in the same batch.

   - Type in the correct batch header information for the payoffs batch on display AMPAH0.

   - Use **F05** or **F06** on display AMPAH0 to enter the correct time and adjustment records. Display AMPAH1 appears to enter time data. Display AMPAH2 appears to enter adjustment records.

   - Close the batch when you have entered all backout and corrected records.

   - Print the Batch register (AMPAV) for the backout and time and adjustment records you just entered. Check the Batch register for accuracy and correct any errors before continuing.

- Return to menu AMPM00 and choose option 3, Posting, to post this batch to the Total Hours file.

3. Enter payoff records again and balance the payoff batch.

4. Post the payoff batch.

5. Run the payoffs calculations.

6. Print the checks and reports.

Appendix C. Using automatic overtime calculation

Automatic overtime calculation helps simplify payroll time data entry. You do not have to type in special hours and codes for overtime every day or pay cycle. The application can automatically pay employees for overtime if they work a day of the week that you specify as an overtime day.

To automatically calculate overtime, do this:

- Answer Yes to the question, "Do you want automatic overtime calculations?" during application tailoring.

- Define an overtime parameter record for each department that is to have overtime hours automatically calculated. See Chapter 12, "File Maintenance" for an explanation of how to create the parameter records.

Only those departments with an overtime parameter record will have overtime calculated. You do not need overtime parameter records for departments that do not get paid overtime (for example, salaried exempt employees). The application will calculate overtime hours only for the following:

- Hourly or nonexempt salaried employees paid on a weekly or biweekly basis

- Hourly or nonexempt salaried employees whose home department has an over time parameter record defined in the Labor Distribution file.

When you use select records (option 1) or select All of the Above (option 4) on menu AMPM04, the system calculates the overtime hours based on the employee's home department overtime parameters, and places overtime records in the Current Hours file. The rest of the payroll processing treats the added records as if they were entered manually through normal data entry procedures.

It is important that you understand your company's overtime policies. You should know if you can implement the policies when you automatically calculate overtime. It is also necessary for you to understand the relationships among the calculation parameters and how they affect the way the system calculates and reports overtime. The parameters you set up in the overtime parameter record for each department control how the system calculates and reports for that department only. See the following examples to understand the parameters that control how the system calculates overtime.

Calculating daily maximum hours

This parameter is the maximum hours an employee can work each day and not receive any overtime pay. The system can only use this parameter if you calculate overtime on a daily basis. The overtime/premium code controls how the system calculates overtime.

Calculating pay cycle maximum hours

The system uses this parameter as one of the following:

- The maximum hours an employee can work during his entire pay cycle and not receive overtime. (Format codes: C, L, E, and N.)

- The maximum hours a biweekly employee can work during a week and not receive any overtime. (Format codes: B, K, D, and M.)

Determining the number of days in a pay cycle

This parameter is the number of days in each pay cycle. A weekly payroll would be 7 days; biweekly would be 14 days.

Determining overtime/premium codes

This parameter controls whether the system calculates overtime daily, weekly, per pay cycle, or a combination of daily and weekly or daily and per pay cycle. You can specify whether you want overtime reported as premium or overtime hours.

Determining the premium format

If you specified a premium code in the Labor Distribution file, the system treats automatic overtime records it creates as premium time records. Assume an employee has worked the hours shown for week 1 in Figure and the pay cycle maximum hours parameter is 40 hours for the department. The system creates a record for one hour premium pay. The system pays the employee for 41 hours at the regular rate from the employee master record plus one hour at the premium rate from the employee master record:

41 regular hours + 1 hour @ premium rate

The premium rate in the Employee master record would have to be half the regular rate if the employee were to receive time and one-half for overtime.

	MON	TUE	WED	THU	FRI
week 1	9.00	8.00	8.00	8.00	8.00
week 2	8.00	8.00	8.00	8.00	8.00

Table   21-3. Example of employee hours worked

Determining the overtime format

If you specified an overtime code in the Labor Distribution file, the system treats automatic overtime records it creates as overtime hours. Using the hours as reported for week 1 in Figure 21-3 on page C-3, the system creates a record for -1.00 hour (at the regular rate) and +1.00 overtime hour. In the record created, the system leaves the type field (for other hours) blank. It pays the employee for 40 hours at regular rate and 1 hour at the overtime rate from the employee master record.

```
  41 regular hrs
  -1 regular hour + 1 overtime hour
  40 regular hours + 1 overtime hour
```

You should understand how the overtime and premium formats affect Labor Distribution and Order Distribution reporting.

The system creates automatic overtime records with the employee's home department, production facility. It does not include order distribution information.

Using the example hours for week 1 in Figure 21-3 on page C-3, both formats of overtime records charge 41 hours to the order numbers entered with the records during data entry. Both formats appear on the Order Distribution register. The additional overtime hour and overtime expense that is calculated by the application is

not distributed to any order number and does not appear on the Order Distribution register.

The Labor Distribution register is affected by automatic overtime calculations as follows:

- For premium format, 41 hours would appear on the Labor Distribution Register under the department and facility entered during data entry, or would default to the employee's home department and facility. The one hour of overtime calculated by the application would appear under the employee's home department and facility at the employee's premium rate of pay.

- For overtime format, 41 hours would appear under the department and facility entered at data entry, or default to the employee's home department and facility. The one hour of overtime calculated by the application appears as -1.00 hours @ the regular rate of pay and +1.00 hours at the overtime rate of pay under the employee's home department and facility.

Example 1: Hours format code A

Assumptions:

Daily maximum hours = 8
Hours worked:

MON	TUE	WED	THU	FRI	SAT	SUN
9.00	8.00	8.00	8.00	8.00	0.00	0.00

Results:

9 hrs @ regular rate + 1 hr @ premium rate on Monday
- 32 hrs @ regular rate for rest of the week
41 hrs @ regular rate + 1 hr @ premium rate

Hours Format Code		
Premium	**Overtime**	**Method of Calculation**
A	J	Hours per day over daily maximum hours
B	K	Hours per day over daily maximum hours plus hours per week over pay cycle maximum
C	L	Hours per day over daily maximum hours plus hours per pay cycle over pay cycle maximum
D	M	Hours per week over the pay cycle maximum
E	N	Hours per pay cycle over pay cycle maximum

Table 21-4. Hours format codes

Example 2: Hours format code J

Assumptions: Same as Example 1.

Results:

 9 hrs @ regular rate
-1 hr (daily overtime Monday)   +1 hr (other overtime)

32 hrs @ regular rate for rest of the week
40 hrs @ regular rate + 1 hr @ overtime rate

Example 3: Hours format codes B and K–Weekly Payroll

Assumptions:

Daily maximum hours = 8
Pay cycle maximum hours = 40
Days in pay cycle = 7
Hours worked:

MON	TUE	WED	THU	FRI	SAT	SUN
9.00	8.00	8.00	8.00	8.00	3.00	0.00

Code B, premium format

44 regular hrs   + 1 hr premium for Monday (daily)
1 hr (daily premium for Monday)

43 regular hrs
40 hrs (pay cycle maximum hours)
 hrs (additional premium compensation)

Results:

	Other hours (premium)
44 regular hours	+ 1 hour (daily overtime)
	+ 3 hours (weekly overtime)
44 hours @ regular rate	+ 4 hours @ premium rate

Code K, overtime format

44 regular hrs   + 1 hr (daily overtime for week)
1 hr (daily overtime Monday)

43 adjusted regular hrs   + 1 hr (daily overtime)
40 hrs (pay cycle maximum)
 hrs (additional overtime)

Results:

	Other hours (overtime)
40 adjusted hours	+ 1 hour (daily overtime)
	+ 3 hours (weekly overtime)
40 hours @ adjusted rate	+ 4 hours @ overtime rate

Example 3A: Hours format codes B and K–Biweekly Payroll

Assumptions:

Daily maximum hours = 8
Pay cycle maximum hours = 40
Days in pay cycle = 14
Hours worked:

	MON	TUE	WED	THU	FRI	SAT	SUN
week 1	9.00	8.00	8.00	8.00	8.00	3.00	0.00
week 2	8.00	8.00	9.00	0.00	8.00	0.00	0.00

Code B, premium format

WEEK 1.

44 regular hrs   1 hr (daily premium for Monday)
1 hr (daily premium for Monday)
_____

43 regular hrs
40 hrs (pay cycle maximum hours)
3 hrs (weekly premium)

Results:

	1 hour (daily premium)
44 regular hours	+ 3 hours (weekly premium)
44 hours @ regular rate	+ 4 hours @ premium rate

WEEK 2.

3 regular hrs   1 hr daily premium for Wednesday
1 hr (daily premium for Wednesday)
_____

32 regular hrs
40 hrs (pay cycle maximum hours)
0 hrs (weekly premium)

Results:

33 regular hours	1 hour (daily premium)
33 hours @ regular rate	+ 1 hour @ premium rate

Results for biweekly payroll

Results:

44 hours @ regular rate	+ 4 hours @ premium rate
+ 33 hours @ regular rate	+ 1 hour @ premium rate

77 hours @ regular rate   + 5 hours @ premium rate

Code K, overtime format

WEEK 1.

44 regular hrs   1 hr daily overtime for Monday
-1 hr (daily overtime for Monday)
_____
43 regular hrs
-40 hrs (pay cycle maximum hours)
_____
3 hrs (weekly overtime)

Results:

40 adjusted hours   1 hour (daily overtime)
                                 + 3 hours (weekly overtime)

40 hours @ regular rate   + 4 hours @ overtime rate

WEEK 2.

egular hrs   1 hr daily overtime for Wednesday
r (daily overtime for Wednesday)
_____
regular hrs
hrs (pay cycle maximum hours)
_____
rs (weekly overtime)

Results:

32 adjusted hours   1 hour (daily overtime)

32 hours @ regular rate   + 1 hour @ overtime rate

Results for biweekly payroll.

Results:

40 hours @ regular rate   + 4 hours @ overtime rate
+ 32 hours @ regular rate   + 1 hour @ overtime rate

72 hours @ regular rate   + 5 hour @ overtime rate

Example 4: Hours format codes C and L

Assumptions:

Daily maximum hours = 8
Pay cycle maximum hours = 75
Days in pay cycle = 14 (biweekly payroll)
Hours worked:

	MON	TUE	WED	THU	FRI	SAT	SUN
week 1	9.00	8.00	8.00	8.00	8.00	0.00	0.00
week 2	8.00	8.00	8.00	8.00	8.00	0.00	0.00

Code C, premium format

l hrs regular week 1   1 premium for Monday
) hrs regular week 2
l regular hrs for pay cycle
l hr (daily premium hours previously calculated)

) regular hrs (used for pay cycle calculations only)
5 hrs (pay cycle maximum hours)
5 hrs (additional premium compensation for the pay cycle)

                                        Other hours (Premium)
81 hours @ regular rate   + 1 hour @ daily premium
                                        + 5 hours (pay cycle premium)

81 hours @ regular rate   + 6 hours @ premium rate

Code L, overtime format

41 hrs regular 1st week   +1 hr (daily overtime Monday)
40 hrs regular 2nd week
81 regular hrs (used for pay cycle calculations only)
-1 hr daily overtime for Monday (calculated)

80 adjusted regular hrs   + 1 hr daily overtime
-75 hrs (pay cycle maximum hours)
5 hrs (additional overtime compensation for the pay cycle)

Results:

	Other hours (overtime)
75 adjusted regular hours	+ 1 hour (daily)
	+ 5 hours (pay cycle)
75 hours @ regular rate	+ 6 hours @ overtime rate

Example 5: Hours format codes D and M–Weekly Payroll

Assumptions:

Daily maximum hours = 0
Pay cycle maximum hours = 40
Days in pay cycle = 7
Hours worked:

MON	TUE	WED	THU	FRI	SAT	SUN
12.00	8.00	8.00	6.00	8.00	0.00	0.00

Code D, premium format

```
   42 regular hours for the week
  -40 hours (pay cycle maximum)
    2 hrs (additional compensation)
```

Results:

	Other hours (premium)
42 hours @ regular rate	+ 2 hours @ premium rate

Note: The premium format does not reduce the amount of regular hours.

Code M, overtime format

```
   42 regular hours
  -40 hours (pay cycle maximum)
    2 hrs (additional compensation)
```

Results:

	Other hours (overtime)
40 hours @ regular rate	+ 2 hours @ overtime rate

Example 5A: Hours format codes D and M–Biweekly Payroll

Assumptions:

Daily maximum hours = 0
Pay cycle maximum hours = 40
Days in pay cycle = 14
Hours worked:

	MON	TUE	WED	THU	FRI	SAT	SUN
week 1	9.00	8.00	8.00	8.00	8.00	3.00	0.00
week 2	8.00	8.00	9.00	7.00	0.00	0.00	0.00

Code D, premium format

WEEK 1.

44 regular hrs for the week
40 hours (pay cycle maximum)
4 hrs (weekly premium)

WEEK 2.

32 regular hrs for the week
40 hours (pay cycle maximum)
0 hrs (weekly premium)

Results:

32 hours @ regular rate

Results for biweekly payroll.

44 hours @ regular rate	+ 4 hours @ premium rate
+ 32 hours @ regular rate	+ 0 hours @ premium rate
76 hours @ regular rate	+ 4 hours @ premium rate

Code M, overtime format

WEEK 1.

44 regular hrs for the week
40 hours (pay cycle maximum)
4 hrs weekly overtime

Results:

40 hours @ regular rate   + 4 hrs @ overtime rate

WEEK 2.

 32 regular hrs for the week
 <u>-40 hours (pay cycle maximum)</u>
  0 hrs weekly overtime

Results:

32 hours @ regular rate

Results for biweekly payroll.

Results:

40 hours @ regular rate	+ 4 hours @ overtime rate
+ 32 hours @ regular rate	+ 0 hours @ overtime rate
72 hours @ regular rate	+ 4 hours @ overtime rate

Example 6: Hours format codes E and N

Assumptions:

Daily maximum hours = 0
Pay cycle maximum hours = 75
Days in pay cycle = 14 (biweekly payroll)
Hours worked:

	MON	TUE	WED	THU	FRI	SAT	SUN
week 1	9.00	8.00	8.00	8.00	8.00	0.00	0.00
week 2	8.00	8.00	8.00	8.00	8.00	0.00	0.00

Code E, premium format

    81 regular hrs for the week
  -75 hours (pay cycle maximum hours)
    6 hours (additional compensation)

Results:

81 hours @ regular rate   + 6 hrs @ premium rate

Code N, overtime format

    81 regular hrs for the week
  -75 hours (pay cycle maximum)
    6 hours (additional compensation)

Results:

75 hours @ regular rate   + 6 hrs @ overtime rate

Example 7: Hours format codes A–E and J–N

Assumptions:

Pay cycle maximum hours = 40
Salary = $200.00
Pay Type = N (salaried non-exempt)

Code A–E, premium format

```
   45 regular hours worked
-  40 pay cycle maximum
    5 hours (additional compensation)
```

Results:

40 hrs (salary amount)   + 5 hrs @ premium rate
                            + 5 hrs @ regular rate *

Code J–N, overtime format

```
   45 regular hours worked
-  40 pay cycle maximum
    5 hours (additional compensation)
```

Results:

40 hrs (salary amount)   + 5 hrs @ overtime rate

Note: When you enter multiple time records for nonexempt employees, the system distributes the salary amount evenly among the records that indicate regular hours and that do not exceed the daily or pay cycle maximum hours.

*   When you use the Premium hours format code with salaried non-exempt employees, the system adds hours over the maximum using the premium rate and adds the same number of hours at the regular rate (P-type hours with rate override to regular rate). This is done to ensure consistency in application of the premium format for non-exempt versus hourly pay employees.

Determining the Saturday overtime code

This parameter specifies which payroll day number the system treats as Saturday. It determines whether the system will automatically pay hours recorded for that day at the employee's overtime or double-time rate of pay.

This code for Saturday causes the system to calculate overtime for the designated day even if the employee does not work more than the daily maximum hours or the pay cycle maximum hours. This depends on the overtime/premium code. If you do not automatically pay Saturday work at overtime or double time rates, set this parameter to zero (normal weekday). Even though the system typically uses this parameter to denote Saturday time, you can use it any day of the week. For example, if an employee's normal work week is Saturday through Wednesday, you might pay Thursday at the overtime rate and consider the hours to be automatic overtime hours. To do this, use D as the Saturday overtime code, so the application pays the overtime rate for any hours you enter for payroll day number 4 (Thursday). See Figure .

Overtime records for Saturday (codes A through G in Figure) are created with the type code blank (overtime hours format) or equal to P (premium hours format). The programs then use the overtime or premium rate to calculate pay for the employee.

Create double time records for Saturday (codes J through P in Figure) with two different reporting means based on the overtime/premium code you specified. For the overtime format, the system sets the other hours type code to DT. It doubles the employee's regular rate when it calculates the pay. For premium hours, it calculates double the hours, sets the other hours type code to P. The system multiplies the employee's premium rate by the doubled hours to calculate the pay for the employee.

Associated Payroll Day Number	Overtime Code	Double Time Code	Normal Weekday
1,8	A	J	0
2,9	B	K	0
3,10	C	L	0
4,11	D	M	0
5,12	E	N	0
6,13	F	O	0
7,14	G	P	0

Table 21-5. Summary of Saturday/Sunday/Third day overtime codes

Determining the Sunday overtime code

This parameter contains the code for the payroll day number you want to treat as Sunday. The same codes apply as for the Saturday overtime code.

Determining the third day overtime code

This parameter contains the code for the payroll day number you want to treat as a third day. The system automatically calculates the hours as overtime. The same codes apply as for the Saturday overtime code.

Note: A zero in the Saturday, Sunday, or third day overtime code parameter will bypass any overtime calculations for these days. The system treats them as normal weekdays. The overtime calculations process Saturday, Sunday, and third day records as distinct day numbers separate from the rest of the payroll overtime calculations. If the code is a non-zero value, the system does not accumulate the hours worked to calculate daily and/or pay cycle overtime for the employee.

Determining the exception process code

This parameter specifies two options in one code.

- Whether to include sick, vacation, or holiday hours, in any combination, in the overtime calculations.

- How to handle records in the Current Hours file which:

    - Have other than regular, vacation, sick, or holiday hours

    - Have a precalculated gross amount

    - Have an override pay rate.

The system treats records that already contain overtime, time and one-half, double time, double time and one-half, and triple time hours as though you manually calculated them. It does not use them to calculate overtime. The system does not use any record that contains override pay rate or a precalculated gross amount to calculate overtime. The exception processing code specifies how the system handles these and the rest of the employee's records for that day and/or pay cycle.

The options are:

- Bypass only the record

- Bypass all records for the day

- Bypass all records for that pay cycle or week (see , "Determining overtime/ premium codes" on page -3 for more information) if any such records are present.

The options refer to values in the records before the system calculates overtime. The system calculates overtime normally for all records it does not bypass. See Figure .

Include Hours (Other) for	Bypass Records for		
	Record	Day	Pay Cycle
Holiday	1	A	J
Vacation	2	B	K
Hol & Vacation	3	C	L
Sick	4	D	M
Sick & Hol	5	E	N
Sick & Vac	6	F	O
Sick, Hol & Vac	7	G	P
No Sick, Hol, Vac	8	H	Q

Table 21-6. Exception process code

The following are examples of three possible settings for this two-way code.

1 Include holiday hours in the overtime calculations and, if an exception condition occurs, bypass only the single time/adjustment record that causes the exception.

F Include sick and vacation hours in the overtime calculations and, if an exception condition occurs, bypass all remaining records for this employee that have the same day number and pay cycle as the exception record.

Q Do not include sick, holiday, or vacation hours in the overtime calculations and, if an exception condition occurs, bypass all remaining records for this employee that have the same pay cycle number as the exception record.

Note: If you request both daily and weekly or pay cycle overtime, the system creates overtime records first for the day, then for the week or pay cycle. It is possible, based on this processing, to create daily overtime records and then have them deleted by entering special hours, an override rate, or a precalculated gross. A warning prints on the Current Hours Proof and on the Gross Earnings register.

Determining the overtime general ledger account number

You can use this parameter to charge the overtime expense by department to a general ledger account.

The system determines the overtime expense amount by the overtime or premium format. It charges the amount to the general ledger cost account in the Labor Distribution file.

For the overtime format, the overtime expense consists of the rate difference between the regular rate and the overtime rate multiplied by the number of overtime hours worked. For example: (OTR-RR) x OTHRS = OTE

Definitions:

OTR Overtime Rate
RR   Regular Rate
OTHRS Overtime Hours
OTE Overtime Expense.

For the premium format, the premium time expense consists of the premium rate multiplied by the number of premium hours worked. For example: PR x PRHRS = PTE.

Definitions:

PR   Premium Rate
PRHRS Premium Hours
PTE Premium Time Expense.

Handling special circumstances

It may be necessary for you to enter special hours, precalculated gross amounts, or override rates of pay on employee time records due to special circumstances. It is possible to enter these types of records and not have them included as part of the overtime calculations.

Assume the following:

- The system sets the daily maximum hours for overtime at 8.00 hours.
- The exception processing code is 2; include vacation for overtime calculations.
- You must pay an employee 40 hours of vacation time.

Rather than add five different records for 8 vacation hours, you could enter 40 hours of vacation for payroll day number 99. This causes the programs to bypass the record for overtime calculations. Any payroll day number of 99, or a number greater than the number of days in the pay cycle for the employee's home department, causes the program to bypass that record for overtime calculations. A warning message will print on the Current Hours Proof and Gross Earnings register stating that records were bypassed for overtime calculations.

The system does not accumulate records of this type as part of the overtime hours for daily or pay cycle overtime calculations. You may need to enter the employee's daily or pay cycle overtime manually. The combination of department overtime parameters, regular hours, and bypass records entered may cause the system to be unable to properly calculate overtime for the employee.

In those cases in which a pay cycle maximum has been specified, the last time record for an employee (regular or other hours) can affect the calculation of these overtime hours, if this record results in a change/override to the shift worked.

Since hours over the pay cycle maximum are summarized across all records and processed last, the shift code applicable for the last time record will be used to determine any shift differential to be applied to the overtime or premium rate. In those instances in which vacation, sick, or holiday hours are included, the Exception Process Code in the Labor Distribution Record and the shift differential apply flags in the Deduction Distribution C record will also affect this calculation.

Appendix D. Sample tax tables

Use this appendix to see how to complete the payroll tax table forms for the different methods of computing taxes.

The tax tables in this chapter are only examples. Tax laws change rapidly, and these tax tables may not be correct for the year in which you set up your tax table file.

The tax table examples in this chapter include the following:

- Federal tax table
- State tax table
- Examples of tax tables that use methods 1, 2, 3 and 4.

The Payroll application supplies these methods to meet the unique taxing requirements of state, local, and county taxing bodies. Each example includes a set of completed tax table forms and a description. These examples are a guide, and the sample data shows you how to complete the fields (or groups of fields) for each taxing method.

Before you use these tax tables for your company, compare the guide for the tax you are withholding to the tax tables. Do not copy these tax tables before you verify that the percentages and amounts are correct for the year in which you set up your tax table file.

Sample Federal tax table forms

The sample Federal tax table on the following forms is for weekly taxing of married employees.

Payroll Tax Table form (Part 1) for Federal tax table

Display AMPYU1

Pay frequency*   Marital status*   Distribution code*   Distribution no.*   Action code*
<WK/BW/MN/SM>   <M/S/H>   <A/E/F/S/I/K/L>   <000-999>   <A/C/D>
   W K   M   F   0 0 0   A _

Display AMPYU2

Description* (A15)   F E D E R A L _ W K - M _ _ _   Special rate % (N5.3) 3 0 . 0 0 0

State abbreviation (A2)   _ _

Display AMPYU3

Disability insurance -   Deduct for home state
description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _   work only* <Yes/No>   _ _ _

Limits on gross for pay   Maximum deduction
cycle or year* <PC/YR>   _ _   amount (N5.2)   _ _ _ . _ _

Display AMPYU5

Limits & deductions by pay cycle or year* <PC/YR>   Y R

Standard deductions apply* <Yes/No>   N O _

     Deduct FIT prior to std deduction* <Yes/No>   N O _

     Standard deduction % (N3.1)   _ _ . _

     Standard deduction minimum 1 (N7.2)   _ _ _ _ _ . _ _

     Standard deduction maximum 1 (N7.2)   _ _ _ _ _ . _ _

     Standard deduction minimum 2 (N7.2)   _ _ _ _ _ . _ _

     Standard deduction maximum 2 (N7.2)   _ _ _ _ _ . _ _

     Additional deduction amount (N7.2)   _ _ _ _ _ . _ _

Deduct FIT* <Yes/No>   N O _

FIT maximum (N7.2)   _ _ _ _ _ . _ _

Percent of FIT to deduct (N5.2)   _ _ _ . _ _

Display AMPYU6

Enter a value for tax bracket limits & percents usage* <1-4\>   1

Deduct FICA before tax calculations* <Yes/No>   N O _

Maximum FICA amount (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Fields

Special rate percent. The percentage used to calculate tax for special adjustments, such as commissions or bonuses, is 30%.

State abbreviation. This is not a state tax; therefore, the system does not use a state abbreviation.

Disability insurance–description. Required. This tax table is not for disability insurance.

Limits & deductions by pay cycle or year. Required. Enter the information for this tax table in pay cycle values.

Standard deductions apply (Yes/No). Required. There are no standard deductions for this tax table.

Deduct FIT prior to std deduction (Yes/No). Required. The system does not deduct Federal income tax (FIT) before it calculates this tax.

Deduct FIT (Yes/No). The system does not need to calculate a maximum amount of FIT before it calculates this tax.

Enter a value for tax bracket limits & percents usage. Required. The tax is a percent of taxable gross.

Deduct FICA before tax calculations (Yes/No). Required. The system does not deduct Social Security and Medicare (FICA) before it calculates FIT.

Payroll Tax Table form (Part 2) for Federal tax table

Display AMPYU7

Are personal exemptions used* <Yes/No>   Y E S

EXEMP

NO	TABLE 1 (N7.2)	TABLE 2 (N7.2)	TABLE 3 (N7.2)
1	_ _ _ 4 1 . 3 5	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
2	_ _ _ 8 2 . 7 0	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
3	_ _ 1 2 4 . 0 5	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
4	_ _ 1 6 5 . 4 0	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
5	_ _ 2 0 6 . 7 5	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
6	_ _ 2 4 8 . 1 0	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
7	_ _ 2 8 9 . 4 5	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
8	_ _ 3 3 0 . 8 0	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
9	_ _ 3 7 2 . 1 5	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
10	_ _ 8 1 3 . 5 0	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _

Display AMPYU9

	TAX BRACKET LIMIT* (N9.2)	PERCENT* (N7.5)
1	_ _ _ _ _ 6 8 . 0 0	_ _ . 0 0 0 0 0
2	_ _ _ _ 6 5 4 . 0 0	1 5 . 0 0 0 0 0
3	_ _ _ _ 9 2 6 . 0 0	2 8 . 0 0 0 0 0
4	9 9 9 9 9 9 9 . 9 9	3 1 . 0 0 0 0 0
5	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
6	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
7	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
8	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
9	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
10	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
11	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
12	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
13	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
14	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
15	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _

Display AMPYU8

Are tax credits used* <Yes/No>   N O _

Display AMPYUA

CREDIT

NO	TABLE 1 (N7.2)	TABLE (N7.2)	TABLE 3 (N7.2)
1	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
2	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
3	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
4	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
5	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
6	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
7	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
8	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
9	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _
10	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _

16	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
17	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
18	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
19	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
20	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
21	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
22	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
23	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
24	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
25	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _

Display AMPYUB

TAXING LIMITS

Minimum tax to be paid (N7.2)   _ _ _ _ _ . _ _
Gross taxable minimum (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Fields

Are personal exemptions used (Yes/No). Required. The system calculates Federal exemptions from Table 1. The example shows how to fill out the Federal tax exemptions for weekly employees using the following table. Because this tax table is for Federal taxes, you do not need to make entries for Tables 2 and 3.

Payroll Period	One withholding allowance
Weekly	$41.35
Biweekly	82.69
Semimonthly	89.58
Monthly	179.17
Quarterly	537.50
Semiannually	1,075.00
Annually	2,150.00
Daily or miscellaneous (each day of the payroll period)	$8.27

Are tax credits used (Yes/No). Required. There are no tax credits for this table.

TAX BRACKET. Fill in the tax bracket limit table with the dollar amount for each pay bracket increment and the associated percentage to be withheld as tax when you use the following information.

The payroll period with respect to an employee is weekly for one of the following:

- Single person including head of household:

If the amount of wages (after subtracting withholding allowances) is:	The amount of income tax to be withheld is:
Not over $24	0

Greater than:	But not greater than:	Percentage:	Amount greater than:
$24	$415	15%	$24
415	972	$58.65 + 28%	415
972		$214.16 + 31%	972

- Married person:

If the amount of wages (after subtracting withholding allowances) is:	The amount of income tax to be withheld is:
Not over $68	0

Greater than:	But not greater than:	Percentage:	Amount greater than:
$68	$722	15%	$68

Greater than:	But not greater than:	Percentage:	Amount greater than:
722	$1,648	$92.10 + 28%	722
1,648		$357.39 + 31%	1,648

- From the Married person table, calculate the limit amount and corresponding percent for the tax bracket fields as follows:

68 - 0	68 for the Limit column; 0% for the Percent column.
722 - 68	654 for the Limit column; 15% for the Percent column.
1,648 - 722	926 for the Limit column; 28% for the Percent column.
over 1,648	All nines for the Limit column; 31% for the Percent column.

Payroll Tax Table form (Part 3) for Federal tax table

Display AMPYUC

TAXABLE GROSS CALCULATION

Method 1 used* <Yes/No>   N O _

Withholding base limit (N7.2)   _ _ _ _ _ . _ _

Percent of withholding base (N5.3)   _ _ . _ _ _

Taxable gross adjustments (N7.2)   _ _ _ _ _ . _ _

Percent of gross over limit (N5.3)   _ _ . _ _ _

Display AMPYUD

TAXABLE GROSS CALCULATION
Method 2 used* <Yes/No>   N O _

	TAXABLE MINIMUM* (N9.3)	LIMIT (N9.2)	PERCENT (N5.3)				
1	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	2	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
3	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	4	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
5	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	6	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
7	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	8	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
9	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _	10	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

Display AMPYUF

PAYROLL FILE MAINTENANCE TAX TABLE
Method 3 used <Yes/No>   N O _

	SALARY	EXEMPTION
1	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
2	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
3	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
4	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
5	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
6	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
7	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
8	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
9	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
10	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

Fields

Method 1 used (Yes/No). Required. The system does not use method 1 to calculate an employee's Federal gross taxable pay. You can use these fields for unique taxing requirements.

Method 2 used (Yes/No). Required. The system does not use method 2 to calculate an employee's Federal gross taxable pay. You can use these fields for unique taxing requirements.

Method 3 used (Yes/No). Required. The system does not use method 3 to calculate an employee's Federal gross taxable pay. You can use these fields for unique taxing requirements.

Sample earned income credit table

Display AMPYUE

ADVANCE EARNED INCOME CREDIT PAYMENTS TABLE

Limits & EIC amounts are by cycle or year <PC/YR> P C

```
       -------------- WAGES -------------           ------- EIC PAYMENT -------

       Minimum          Up to                 Dollar     OR    % of
        amount (N9.3)    amount (N9.2)          amount (N7.2)     wages (N5.3)

    1  _ _ _ _ _ _ 0 . 0 0   _ _ _ _ 1 3 1 . 0 0      _ _ _ _ _ . _ _   1 6 . 7 0 0

    2  _ _ _ _ 1 3 1 . 0 0   _ _ _ _ 2 2 4 . 0 0      _ _ _ 2 2 . 0 0

       -------------- WAGES -------------           ------- EIC PAYMENT -------

       Minimum          Up to                 Dollar    AND    Less % in
        amount (N9.3)    amount (N9.2)          amount (N7.2)    excess of minimum (N5.3)

    3  _ _ _ _ 2 2 4 . 0 0   _ _ _ _ _ _ _ . _ _      _ _ _ 2 2 . 0 0  1 1 . 9 3 _

       MAXIMUM YTD WAGES FOR EIC PAYMENT          _ _ _ _ _ _ . _ _

       MAXIMUM YTD EIC PAYMENTS                   _ _ _ _ _ _ . _ _
```

* Indicates a required field

This sample earned income credit table is for a weekly employee who is single or married, and whose spouse does not file a certificate for EIC.

Fields

Limits & EIC amounts are by cycle or year (PC/YR). The limits and EIC amounts are by pay cycle.

WAGES
EIC PAYMENT. Set the wages and EIC payments amounts according to the Tables for Percentage Method of Advance EIC Payments contained in the Circular E: Employer's Tax Guide, available from the Internal Revenue Service.

MAXIMUM YTD WAGES FOR EIC PAYMENT. The maximum amount of YTD wages that allow for EIC.

MAXIMUM YTD EIC PAYMENTS. The maximum EIC payments for a year.

Sample state tax table forms

Use the sample state tax table shown on the following forms for weekly taxing of married employees.

Payroll Tax Table form (Part 1) for state tax table

Display AMPYU1

Pay frequency* <WK/BW/MN/SM>	Marital status* <M/S/H>	Distribution code* <E/F/S/I/K/L>	Distribution no.* <000-999>	Action code* <A/C/D>
W K	M S	1 0 0	A	

Display AMPYU2

Description* (A15)   S T A T E _ W K - M _ _ _ _ _   Special rate % (N5.3) _ 6 . 0 0 0

State abbreviation (A2)   S 1

Display AMPYU3

Disability insurance -
description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   Deduct for home state
work only* <Yes/No>   _ _ _

cycle or year* <PC/YR>   Y R   amount (N5.2)   _ _ _ . _ _

Display AMPYU5

Limits & deductions by pay cycle or year* <PC/YR>   P C

Standard deductions apply* <Yes/No>   Y E S

   Deduct FIT prior to std deduction* <Yes/No>   N O _

   Standard deduction % (N3.1)   1 5 . 0

   Standard deduction minimum 1 (N7.2)   _ _ _ 2 5 . 0 0

   Standard deduction maximum 1 (N7.2)   _ _ _ 4 0 . 0 0

   Standard deduction minimum 2 (N7.2)   _ _ _ _ _ . _ _

   Standard deduction maximum 2 (N7.2)   _ _ _ _ _ . _ _

   Additional deduction amount (N7.2)   _ _ _ _ _ . _ _

Deduct FIT* <Yes/No>   N O _

FIT maximum (N7.2)   _ _ _ _ _ . _ _

Percent of FIT to deduct (N5.2)   _ _ _ . _ _

Display AMPYU6

Enter a value for tax bracket limits & percents usage* <1-4> 1

Deduct FICA before tax calculations* <Yes/No>   N O _

Maximum FICA amount (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Fields

Special rate %. The percentage to used calculate tax for special adjustments, such as commissions or bonuses, is 6.000%.

State abbreviation. The state abbreviation for this sample is S1.

Disability insurance–description. Required. This tax table is not for disability insurance.

Limits & deductions by pay cycle or year (PC/YR). Enter the information for this tax table in pay cycle values.

Standard deductions apply (Yes/No). Required. There are standard deductions. See Standard deduction minimum for more information.

Deduct FIT prior to std deduction (Yes/No). Required. The system does not deduct Federal income tax (FIT) before it calculates this tax.

Standard deduction minimum. The following example shows you how to fill out the standard deduction information using the following information. Subtract the standard deduction of 15% from the periodical wage (weekly, biweekly, and so forth). Take no less than the minimum and do not exceed the maximum allowable as set out in columns 1, 2 and 3 of Table E.

Table   21-7.   Table E-Standard deduction allowed

	Married, filing joint return, or head of household		Single		Married, filing separate return	
	Minimum	**Maximum**	**Minimum**	**Maximum**	**Minimum**	**Maximum**
Weekly	$25.00	$40.00	$25.00	$40.00	$12.50	$20.00
Biweekly	50.00	80.00	50.00	80.00	25.00	40.00
Semimonthly	54.25	83.00	54.25	83.00	27.00	41.75
Monthly	108.25	168.00	108.25	168.00	54.25	84.00
Quarterly	325.00	500.00	325.00	500.00	162.50	250.00
Semi-Annual	650.00	1000.00	650.00	1000.00	325.00	500.00
Annual	1300.00	2000.00	1300.00	2000.00	650.00	1000.00
Daily (Misc.)	3.55	5.50	3.55	5.50	1.80	2.75

15% of taxable gross minimum/maximum limits no additional amount.
FIT is not included.

Deduct FIT (Yes/No). Required. The system deducts no maximum amounts of FIT before the it calculates this tax.

Enter a value for tax bracket limits & percents usage (1-4). Required. The tax is a percent of the employee's taxable gross.

Deduct FICA before tax calculations (Yes/No). Required. The system does not deduct Social Security and Medicare (FICA) before it calculates the tax.

Payroll Tax Table form (Part 2) for state tax table

Display AMPYU7   Display AMPYU9

Are personal exemptions used* <Yes/No>   Y E S   TAX BRACKET
                                    LIMIT* (N9.2)   PERCENT* (N7.5)

NO	TABLE 1 (N7.2)	TABLE 2 (N7.2)	TABLE 3 (N7.2)		LIMIT* (N9.2)	PERCENT* (N7.5)
				1	_ _ _ _ _ 2 0 . 0 0	_ 1 . 0 0 0 0 0
1	_ _ _ 5 7 . 5 0	_ _ _ 1 3 . 5 0	_ _ _ _ _ _ . _ _	2	_ _ _ _ _ 3 7 . 5 0	_ 2 . 0 0 0 0 0
2	_ _ 1 1 5 . 0 0	_ _ _ 2 7 . 0 0	_ _ _ _ _ _ . _ _	3	_ _ _ _ _ 3 8 . 5 0	_ 3 . 0 0 0 0 0
3	_ _ 1 7 2 . 5 0	_ _ _ 4 0 . 5 0	_ _ _ _ _ _ . _ _	4	_ _ _ _ _ 3 8 . 5 0	_ 4 . 0 0 0 0 0
4	_ _ 2 3 0 . 0 0	_ _ _ 5 4 . 0 0	_ _ _ _ _ _ . _ _	5	_ _ _ _ _ 5 8 . 0 0	_ 5 . 0 0 0 0 0
5	_ _ 2 8 7 . 5 0	_ _ _ 6 7 . 5 0	_ _ _ _ _ _ . _ _	6	9 9 9 9 9 9 9 . 9 9	_ 6 . 0 0 0 0 0
6	_ _ 3 4 5 . 0 0	_ _ _ 8 1 . 0 0	_ _ _ _ _ _ . _ _	7	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
7	_ _ 4 0 2 . 0 0	_ _ _ 9 4 . 5 0	_ _ _ _ _ _ . _ _	8	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
8	_ _ 4 6 0 . 0 0	_ _ 1 0 8 . 0 0	_ _ _ _ _ _ . _ _	9	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
9	_ _ 5 1 7 . 5 0	_ _ 1 2 1 . 5 0	_ _ _ _ _ _ . _ _	10	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
10	_ _ 5 7 5 . 0 0	_ _ 1 3 5 . 0 0	_ _ _ _ _ _ . _ _	11	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
				12	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
				13	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
				14	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
				15	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _

Display AMPYU8   Display AMPYUA

Are tax credits used* <Yes/No>   N O _   TAX BRACKET
                                    LIMIT* (N9.2)   PERCENT* (N7.5)

CREDIT

NO	TABLE 1 (N7.2)	TABLE 2 (N7.2)	TABLE 3 (N7.2)		LIMIT* (N9.2)	PERCENT* (N7.5)
				16	_ _ _ _ _ _ _ . _	_ _ . _ _ _ _ _
1	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	17	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
2	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	18	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
3	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	19	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
4	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	20	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
5	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	21	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
6	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	22	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
7	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	23	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
8	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	24	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
9	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	25	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _ _ _
10	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _	_ _ _ _ _ . _ _			

Display AMPYUB

TAXING LIMITS

Minimum tax to be paid (N7.2)   _ _ _ _ _ . _ _

Gross taxable minimum (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Fields

Are personal exemptions used (Yes/No). Required. The system uses personal exemptions based on the exemption information from the following table. Table 1 shows amounts for the married exemption amount. Table 2 shows amounts for the dependents. You do not have to make any entries on Table 3.

Table 21-8. Personal Exemptions

	Married exemption	**Single exemption**	**Each dependent exemption**
Weekly	57.50	28.75	13.50
Biweekly	115.00	57.50	27.00
Semimonthly	125.00	62.50	29.00
Monthly	250.00	125.00	58.00
Quarterly	750.00	375.00	175.00
Semiannually	1500.00	750.00	350.00
Annually	3000.00	1500.00	700.00
Daily	8.30	4.15	1.90

TAX BRACKET. Use the following table for married filing jointly return, or head of household (with one or both having income). Fill in the Tax Bracket Limit Table with the dollar amount for each pay bracket increment, and the associated percentage to be withheld as tax.

Table 21-9. Table F-Percentage method for computing tax on wages subject to withholding

	At least:	**But not over:**	**At least:**	**But not over:**	**At least:**	**But not over:**
Weekly	0	20.00	20.00	57.50	57.50	96.00
	1% of such wages		.20 + 2% of excess over 20.00		1.00 + 3% of excess over 57.50	
Weekly	96.00	134.50	134.50	192.50	192.50 and over	
	2.15 + 4% of excess over 96.00		3.70 + 5% of excess over 134.50		6.55 + 6% of excess over 192.50	

Are tax credits used (Yes/No). Required. There are no tax credits for this table.

Sample tax table forms using method 1

Use this method to calculate state tax for the state of Oklahoma only. The system uses method 1 to determine the employee's net taxable gross pay from the information you supply. An example of how the application calculates an employee's taxable gross pay using method 1 follows the completed forms.

Use the sample tax table that follows to tax married employees you pay on a weekly basis.

Payroll Tax Table form (Part 1) using method 1

Display AMPYU1

Pay frequency* <WK/BW/MN/SM>	Marital status* <M/S/H>	Distribution code* <E/F/S/I/K/L>	Distribution no.* <000-999>	Action code* <A/C/D>
W K	M S	0 3 3	A	

Display AMPYU2

Description* (A15)   M E T H O D _ 1 _ _ _ _ _ _ _   Special rate % (N5.3) _ 7 . 0 0 0

State abbreviation (A2)   O K

Display AMPYU3

Disability insurance - description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Deduct for home state work only* <Yes/No>   _ _ _

Limits on gross for pay cycle or year* <PC/YR>   _ _

Maximum deduction amount (N5.2)   _ _ _ . _ _

Display AMPYU5

Limits & deductions by pay cycle or year* <PC/YR>   Y R

Standard deductions apply* <Yes/No>   Y E S

    Deduct FIT prior to std deduction* <Yes/No>   N O _

    Standard deduction % (N3.1)   1 5 . 0

    Standard deduction minimum 1 (N7.2)   _ 1 0 0 0 . 0 0

    Standard deduction maximum 1 (N7.2)   _ 2 0 0 0 . 0 0

    Standard deduction minimum 2 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction maximum 2 (N7.2)   _ _ _ _ _ . _ _

    Additional deduction amount (N7.2)   _ _ _ _ _ . _ _

Deduct FIT* <Yes/No>   N O _

FIT maximum (N7.2)   _ _ _ _ _ . _ _

Percent of FIT to deduct (N5.2)   _ _ _ . _ _

Display AMPYU6

Enter a value for tax bracket limits & percents usage* <1-4> 1

Deduct FICA before tax calculations* <Yes/No>   N O _

Maximum FICA amount (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Fields

Description. Required. The special percentage rate to calculate tax for special adjustments, such as commissions or bonuses, is 7.000%.

State abbreviation. Must be OK for Oklahoma. No other state abbreviation will be accepted.

Disability insurance description. Required. This tax table is not for disability insurance.

Limits & deductions by pay cycle or year (PC/YR). Required. Enter the information for this tax table in annual values. Use annual values only when you answer YR; otherwise, the system withholds incorrect taxes from the employee's pay.

Standard deductions apply. Required. There are standard deductions. See "Sample tax table information for method 1" on page D-17 for more information.

Deduct FIT prior to std deduction. Required. The system does not deduct Federal income tax (FIT) before it calculates this tax.

Standard deduction minimum 1. The following example shows how to fill out the standard deduction information using the table.

Deduct FIT (Yes/No). Required. The system does not deduct a maximum amount of FIT before it calculates this tax.

Enter a value for tax bracket limits & percents usage. Required. The tax is a percent of the employee's taxable gross.

Deduct FICA before tax calculations (Yes/No). Required. The system does not deduct Social Security and Medicare (FICA) before it calculates this tax.

Payroll Tax Table form (Part 2) using method 1

Display AMPYU7   Display AMPYU9

Are personal exemptions used* <Yes/No>   Y E S

| | | | | TAX BRACKET | |
| | | | | LIMIT* (N9.2) | PERCENT* (N7.5) |

```
NO   TABLE 1 (N7.2)   TABLE 2 (N7.2)   TABLE 3 (N7.2)    1  ___2000.00      0.50000
1   _1000.00        _2050.00        _____.__        2  ___3000.00     _1.00000
2   _2000.00        _4100.00        _____.__        3  ___2500.00     _2.00000
3   _3000.00        _6150.00        _____.__        4  ___1400.00     _3.00000
4   _4000.00        _8200.00        _____.__        5  ___1500.00     _4.00000
5   _5000.00        10250.00        _____.__        6  ___1600.00     _5.00000
6   _6000.00        12300.00        _____.__        7  ___1250.00     _6.00000
7   _7000.00        14350.00        _____.__        8  ___1750.00     _7.00000
8   _8000.00        16400.00        _____.__        9  ___3000.00     _8.00000
9   _9000.00        18450.00        _____.__       10  9999999.99     _9.00000
10  10000.00        20500.00        __.__.__         11  _____.__     __._____
                                                     12  _____.__     __._____
                                                     13  _____.__     __._____
                                                     14  _____.__     __._____
                                                     15  _____.__     __._____
```

Display AMPYU8   Display AMPYUA

Are tax credits used* <Yes/No>   N O _

| | | | | TAX BRACKET | |
| | | | | LIMIT* (N9.2) | PERCENT* (N7.5) |

```
CREDIT
NO   TABLE 1 (N7.2)   TABLE 2 (N7.2)   TABLE 3 (N7.2)   16  _____.__     __._____
1    _____.__         _____.__         _____.__         17  _____.__     __._____
2    _____.__         _____.__         _____.__         18  _____.__     __._____
3    _____.__         _____.__         _____.__         19  _____.__     __._____
4    _____.__         _____.__         _____.__         20  _____.__     __._____
5    _____.__         _____.__         _____.__         21  _____.__     __._____
6    _____.__         _____.__         _____.__         22  _____.__     __._____
7    _____.__         _____.__         _____.__         23  _____.__     __._____
8    _____.__         _____.__         _____.__         24  _____.__     __._____
9    _____.__         _____.__         _____.__         25  _____.__     __._____
10   _____.__         _____.__         _____.__
```

Display AMPYUB

TAXING LIMITS

Minimum tax to be paid (N7.2)   _____.__

Gross taxable minimum (N7.2)   _____.__

* Indicates a required field

Fields

Are personal exemptions used (Yes/No). Required. The system uses two types of personal exemptions. Each type 1 exemption is valued at $1,000. Each type 2 exemption is valued at $2,050. See "Sample tax table information for method 1" on page D-17 for more information.

TAX BRACKET. Fill in the Tax Bracket Limit Table with the dollar amount for each tax bracket increment and the associated percentage you want the system to withhold as tax. The dollar limits and percentages correspond to the information in the sample that follows Part 3 of this tax table form.

Are tax credits used (Yes/No). Required. There are no tax credits for this table.

Payroll Tax Table form (Part 3) using method 1

Display AMPYUC

TAXABLE GROSS CALCULATION

Method 1 used* <Yes/No>	Y E S
Withholding base limit (N7.2)	2 1 1 2 0 . 0 0
Percent of withholding base (N5.3)	1 5 . 0 0 0
Taxable gross adjustments (N7.2)	_ 5 4 5 0 . 0 0
Percent of gross over limit (N5.3)	_ 7 . 0 0 0

Display AMPYUD

TAXABLE GROSS CALCULATION

Method 2 used* <Yes/No>   N O _

	TAXABLE MINIMUM* (N9.3)	LIMIT (N9.2)	PERCENT (N5.3)
1	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
2	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
3	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
4	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
5	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
6	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
7	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
8	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
9	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
10	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

* Indicates a required field

Fields

Method 1 used (Yes/No). Required. The system uses method 1 to calculate an employee's gross taxable pay according to Oklahoma state tax rules.

The information in the following fields corresponds to information that follows.

Withholding base limit. The maximum taxable gross dollars the system uses as a withholding base.

Percent of withholding base. The percentage of the withholding base the system uses as the net taxable gross pay.

Taxable gross adjustments. The amount (plus or minus) the system uses to adjust the taxable gross pay.

Percent of gross over limit. The tax rate percentage for the excess gross pay over the withholding base limit.

Method 2 used. Required. The system does not use method 2 to calculate an employee's gross = taxable pay. Use these fields for unique taxing requirements.

Sample tax table information for method 1

If gross wages are less than or equal to $21,120, calculate tax table income using the following equation: Table Tax Income is gross wages - exemptions * 1000 - (larger of 1,000 or .15 * gross wages, not to exceed 2,000) - .15 * (larger of 0 or [gross wages - exemptions * 2,050 - 5,450]).

If tax table income or withholding amount is:

```
$    0 -$2,000        1/2 of 1% taxable income
  2,000 -  5,000          $ 10.00 + 1% over $ 2,000
  5,000 -  7,500            40.00 + 2% over  5,000
  7,500 -  8,900            90.00 + 3% over  7,500
  8,900 - 10,400           132.00 + 4% over  8,900
 10,400 - 12,000           192.00 + 5% over 10,400
 12,000 - 13,250           272.00 + 6% over 12,000
 13,250 - 15,000           347.00 + 7% over 13,250
 15,000 - 18,000           469.50 + 8% over 15,000
 18,000 - and above        709.50 + 9% over 18,000
```

If gross wages exceed $21,120, calculate withholding amount on $21,120 and add 7% * (gross wages - $21,120) to determine total withholding.

Sample taxable gross calculation using method 1

The Payroll application provides special processing when you use method 1. The system calculates an employee's total pay as follows: Total pay is gross pay + taxable adjustments + taxable sick pay.

The system uses all other tax table functions such as standard deductions, tax credits, and personal exemptions when you select them. The difference in the calculations is in how the system calculates taxable gross pay and the additional tax on the amount of total pay that exceeds the withholding base limit.

Use the set of tax table forms you just created and the following formula to review how the Payroll application provides special processing when you use method 1.

Assume that the employee's gross wages are $21,120 and that the employee is married, filing a joint tax return, and has three exemptions.

- Calculate the withholding amount on the first $21,120:

- 21,120 - 3 * 1,000 - 2,000 - .15 * (21,120 - 3 * 2,050 - 5.450) = 14,692. The withholding amount equals 347.00 + .07 * (14,692 - 13,250) = 447.94.

- Calculate the total withholding by adding the amount of the first $21,120 to the withholding amount on the gross wages in excess of $21,120:

- 447.94 + .07 * (71,120 - 21,120) = 3,947.94.

Sample tax table forms using method 2

Use method 2 to calculate state taxes for those states that have a specialized algorithm for calculating taxable gross earnings. See "Sample taxable gross calculation using method 2" on page D-23 for more information.

Use the sample tax table on the following forms to tax married employees you pay on a weekly basis.

Payroll Tax Table form (Part 1) using method 2

Display AMPYU1

Pay frequency* <WK/BW/MN/SM>	Marital status* <M/S/H>	Distribution code* <E/F/S/I/K/L>	Distribution no.* <000-999>	Action code* <A/C/D>
W K	M	S	0 3 2	A

Display AMPYU2

Description* (A15)   M E T H O D _ 2 _ _ _ _ _ _ _   Special rate % (N5.3) _ _ . _ _ _

State abbreviation (A2)   _ _

Display AMPYU3

Disability insurance -
description* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Deduct for home state
work only* <Yes/No>   _ _ _

Limits on gross for pay
cycle or year* <PC/YR>   _ _

Maximum deduction
amount (N5.2)   _ _ _ . _ _

Display AMPYU5

Limits & deductions by pay cycle or year* <PC/YR>   P C

Standard deductions apply* <Yes/No>   N O _

    Deduct FIT prior to std deduction* <Yes/No>   N O _

    Standard deduction % (N3.1)   _ _ . _

    Standard deduction minimum 1 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction maximum 1 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction minimum 2 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction maximum 2 (N7.2)   _ _ _ _ _ . _ _

    Additional deduction amount (N7.2)   _ _ _ _ _ . _ _

Deduct FIT* <Yes/No>   N O _

FIT maximum (N7.2)   _ _ _ _ _ . _ _

Percent of FIT to deduct (N5.2)   _ _ _ . _ _

Display AMPYU6

Enter a value for tax bracket limits & percents usage* <1-4> 1

Deduct FICA before tax calculations* <Yes/No>   N O _

Maximum FICA amount (N7.2)   _ _ _ _ _ . _ _

* Indicates a required field

Fields

Special rate %. There is no special percentage rate to calculate tax for special adjustments, such as commissions or bonuses.

State abbreviation. The system uses no state abbreviation. You can use method 2 for any state, county, or local tax.

Disability insurance–description. Required. This tax table is not for disability insurance.

Limits & deductions by pay cycle or year (PC/YR). Required. Enter the information for this tax table in pay cycle values. To fill out the forms for each pay period you need, divide the annual figures by the number of pay periods in the year. Use the result in the tax table. For example, a weekly payroll has 52 pay periods per year, a semimonthly payroll has 24 pay periods per year, a biweekly payroll has 26 pay periods per year, and so on.

Use annual values only when you answer YR; otherwise, the system withholds incorrect taxes from the employee's pay.

Deduct FIT prior to std deduction (Yes/No). Required. There are no standard deductions.

Deduct FIT (Yes/No). Required. The system does not deduct Federal income tax (FIT) before it calculates this tax.

Enter a value for tax bracket limits % usage (1-4). Required. The tax is a percent of the employee's taxable gross.

Deduct FICA before tax calculations (Yes/No). Required. The system does not deduct Social Security and Medicare (FICA) before it calculates this tax.

Payroll Tax Table form (Part 2) using method 2

Display AMPYU7   Display AMPYU9

							TAX BRACKET	
Are personal exemptions used* <Yes/No>   Y E S

				LIMIT* (N9.2)	PERCENT* (N7.5)
NO	TABLE 1 (N7.2)	TABLE 2 (N7.2)	TABLE 3 (N7.2)	1 _____19.23	2.20000
1	___15.38	_____.__	_____.__	2 _____19.23	_3.30000
2	__30.75	_____.__	_____.__	3 _____38.46	_4.40000
3	__46.14	_____.__	_____.__	4 _____38.46	_5.50000
4	__61.52	_____.__	_____.__	5 _____38.46	_6.60000
5	__75.90	_____.__	_____.__	6 _____38.46	_7.70000
6	__92.28	_____.__	_____.__	7 _____76.93	_8.80000
7	_107.66	_____.__	_____.__	8 ____115.38	_9.90000
8	_123.04	_____.__	_____.__	9 ____288.46	11.00000
9	_138.42	_____.__	_____.__	10 9999999.99	12.00000
10	_153.80	_____.__	_____.__	11 _____.__	__._____
				12 _____.__	__._____
				13 _____.__	__._____
				14 _____.__	__._____
				15 _____.__	__._____

Display AMPYU8   Display AMPYUA

Are tax credits used* <Yes/No>   N O _

				LIMIT* (N9.2)	PERCENT* (N7.5)
CREDIT					TAX BRACKET
NO	TABLE 1 (N7.2)	TABLE 2 (N7.2)	TABLE 3 (N7.2)	16 _____._	__._____
1	_____.__	_____.__	_____.__	17 _____.__	__._____
2	_____.__	_____.__	_____.__	18 _____.__	__._____
3	_____.__	_____.__	_____.__	19 _____.__	__._____
4	_____.__	_____.__	_____.__	20 _____.__	__._____
5	_____.__	_____.__	_____.__	21 _____.__	__._____
6	_____.__	_____.__	_____.__	22 _____.__	__._____
7	_____.__	_____.__	_____.__	23 _____.__	__._____
8	_____.__	_____.__	_____.__	24 _____.__	__._____
9	_____.__	_____.__	_____.__	25 _____.__	__._____
10	_____.__	_____.__	_____.__		

Display AMPYUB

TAXING LIMITS

Minimum tax to be paid (N7.2)   _____.__

Gross taxable minimum (N7.2)   _____.__

* Indicates a required field

Fields

Are personal exemptions used (Yes/No). Required. The system uses personal exemptions but you do not need to enter information for tables 2 or 3.

TAX BRACKET. Fill in the Tax Bracket Limit Table with the dollar amount for each pay bracket increment and the associated percentage to be withheld as tax. The dollar limits and percentages correspond to the information that follows this tax table form.

Are tax credits used (Yes/No). Required. There are no tax credits for this table.

Payroll Tax Table form (Part 3) using method 2

Display AMPYUC

TAXABLE GROSS CALCULATION

Method 1 used* <Yes/No>	N O _
Withholding base limit (N7.2)	_ _ _ _ _ . _ _
Percent of withholding base (N5.3)	_ _ . _ _ _
Taxable gross adjustments (N7.2)	_ _ _ _ _ . _ _
Percent of gross over limit (N5.3)	_ _ . _ _ _

Display AMPYUD

TAXABLE GROSS CALCULATION

Method 2 used* <Yes/No>   Y E S

	TAXABLE MINIMUM* (N9.3)	LIMIT (N9.2)	PERCENT (N5.3)
1	_ _ _ _ _ _ . 0 0 0	_ _ _ _ 1 4 9 . 7 2	7 6 . 0 1 1
2	_ _ _ _ 1 3 . 4 9 4	_ _ _ _ 3 3 0 . 7 8	6 6 . 9 9 8
3	_ _ _ _ 1 9 . 8 2 2	_ _ _ _ 7 6 0 . 8 9	6 5 . 0 8 5
4	_ _ _ 1 0 2 . 6 9 1	9 9 9 9 9 9 9 . 9 9	5 4 . 1 9 4
5	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
6	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
7	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
8	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
9	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _
10	_ _ _ _ _ _ . _ _ _	_ _ _ _ _ _ _ . _ _	_ _ . _ _ _

* Indicates a required field

Fields

Method 1 used (Yes/No). Required. The system does not use method 1 to calculate an employee's gross taxable pay. Use these fields for unique taxing requirements.

Method 2 used (Yes/No). Required. Use method 2 to calculate an employee's gross taxable pay. Any taxing body may use method 2 to calculate an employee's gross taxable pay if applicable.

The information shown in the following fields corresponds to information in Withholding Tax Formula for Computerized Payroll Systems .

TAXABLE MINIMUM. Required. The minimum taxable gross pay for the income bracket.

LIMIT. The system multiples the total gross pay limit by the corresponding percentage to calculate part of the taxable gross.

PERCENT. The percentage of the total gross pay the system uses as part of the taxable gross pay. The system adds the percent of the total gross pay to the taxable minimum to determine the total taxable gross pay.

Withholding Tax Formula for Computerized Payroll Systems

The following information is effective for wages paid on or after January 1, 1983.

Definitions.

Y	Gross earnings for the payroll period
T	Net taxable earnings for the payroll period
E	Personal exemption allowance:

- $800.00 annually
- $66.66 monthly
- $33.33 semimonthly
- $30.76 biweekly

N	Number of exemptions claimed
W	Withholding tax for the payroll period
A	Accumulated tax liability shown for the applicable net taxable earnings bracket. See the tax table for your payroll period.
B	Tax rate percentage shown for the applicable net taxable earnings bracket. See the tax table for your payroll period.
C	Minimum net taxable earnings shown for the applicable net taxable earnings bracket. See the tax table for your payroll period.

Calculate the Net Taxable Earnings (T), and then calculate the actual tax you want the system to withhold (W) using the table.

Weekly payroll period. T equals the following:

- (0 + .76011) (Y - EN), whenever 0 is less than Y, and Y is less than 149.72.
- 13.494 + .66998) (Y - EN, whenever 149.72 is less than Y, and Y is less than 330.78.
- 19.822 + .85085) (Y - EN), whenever 330.78 is less than Y, and Y is less than 760.89.
- 102.691 + .54194) (Y - EN), whenever Y is greater than 760.89, provided that T is greater than 0.

W equals A + B (T = C), in which the weekly net taxable earnings are T and the weekly withholding tax is W.

At least	But less than	A plus	B	times the amount by which T exceeds C	
$0	$ 19.23		2.2%	of the net taxable earnings	
$ 19.23	$ 38.46	$ 0.42 plus	3.3%	of the net taxable earnings over	$ 19.23
$ 38.46	$ 76.92	$ 1.05 plus	4.4%	of the net taxable earnings over	$ 38.46
$ 76.92	$115.38	$ 2.75 plus	5.5%	of the net taxable earnings over	$ 76.92
$115.38	$153.84	$ 4.86 plus	6.6%	of the net taxable earnings over	$115.38
$153.84	$192.30	$ 7.40 plus	7.7%	of the net taxable earnings over	$153.84
$192.30	$269.23	$10.36 plus	8.8%	of the net taxable earnings over	$192.30
$269.23	$384.61	$17.13 plus	9.9%	of the net taxable earnings over	$269.23

At least	But less than	A plus	B	times the amount by which T C	exceeds	
$384.61	$673.07	$28.55 plus	11.0%	of the net taxable earnings over	$384.61	
$673.07	---	$68.20 +	12.1%	of the net taxable earnings over	$673.07	

Sample taxable gross calculation using method 2

The Payroll application provides special processing when you use method 2. The system calculates an employee's total pay as follows: Total = gross pay + taxable adjustments + taxable sick pay. Taxable gross = M + (TP * LP), in which the following definitions apply:

M   Minimum taxable gross pay amount
TP   Total pay
LP   Percent of total pay used as taxable gross.

The system scans the limits table to find the first entry that is greater than or equal to the total pay for the employee. It then determines the values of M and LP. It uses the corresponding minimum taxable gross pay value and percentage in this formula.

Use the set of tax table forms you created and the preceding formula to see how the Payroll application provides special processing when you use method 2.

Assume the employee's total pay is $400, and that the employee is married and has 2 exemptions.

- The employee's taxable gross pay is $19.822 + ($400.00 * .85085) = $280.16.
- The net taxable gross pay is $280.16 - $30.76 = $249.40.
- The system withholds $15.38 using tax table limits and percents.

Sample tax table forms using method 3

Use method 3 to calculate the employee's taxable gross pay for employees who work or live in the state of Connecticut only. The system uses method 3 to determine the employee's net taxable gross pay from the information you supply.

Use the sample tax table that follows to tax single employees you pay on a weekly basis.

Payroll Tax Table form (Part 1) using method 3

Display AMPYU1

Pay frequency*	Marital status*	Distribution code*	Distribution no.*	Action code*
<WK/BW/MN/SM>	<M/S/H/0>	<E/F/S/I/K/L>	<000-999>	<A/C/D>
W K	S	S	1 0 0	A

Display AMPYU2

Description* (A15) C O N N E C T I C U T W K   Special rate % (N5.3)   . 0 0 0

State abbreviation (A2)   C T

Display AMPYU5

Limits & deductions by pay cycle or year* <PC/YR>   Y R

Standard deductions apply* <Yes/No>   N O _

    Deduct FIT prior to std deduction* <Yes/No>   N O _

    Standard deduction % (N3.1)   _ _ . _

    Standard deduction minimum 1 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction maximum 1 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction minimum 2 (N7.2)   _ _ _ _ _ . _ _

    Standard deduction maximum 2 (N7.2)   _ _ _ _ _ . _ _

    Additional deduction amount (N7.2)   _ _ _ _ _ . _ _

Deduct FIT* <Yes/No>   N O _

FIT maximum (N7.2)   _ _ _ _ _ . _ _

Percent of FIT to deduct (N5.2)   _ _ _ . _ _

Display AMPYU6

Enter a value for tax bracket limits & percents usage* <1-4> 1

Deduct FICA before tax calculations* <Yes/No>   N O _

Maximum FICA amount (N7.2)   _ _ _ _ _ . _ _

Fields

Description. Required. The description of the tax table.

Special rate % . The percentage to calculate tax for special adjustments, such as commissions or bonuses, is 0%.

State abbreviation. The two-character abbreviation authorized by the U. S. Postal Service–CT.

Limits & deductions by pay cycle or year. Required. Enter the information for this tax table in pay cycle values. To fill out the forms for each pay period you need, divide the annual figures by the number of pay periods in the year. Use the result in the tax table. For example, a weekly payroll has 52 pay periods per year, a semimonthly payroll has 24 pay periods per year, a biweekly payroll has 26 pay periods per year, and so on.

Use annual values only when you answer YR; otherwise, the system withholds incorrect taxes from the employee's pay.

Standard deductions apply (Yes/No). Required. There are no standard deductions for this tax table.

Deduct FIT (Yes/No). Required.

The system does not need to calculate a maximum amount of FIT before it calculates this tax.

Enter a value for tax bracket limits & percents usage. Required. The tax is a percent of taxable gross.

Deduct FICA before tax calculations (Yes/No). Required. The system does not deduct Social Security and Medicare (FICA) before it calculates FIT.

Payroll Tax Table form (Part 2) using method 3

Display AMPYU7   Display AMPYU9

Are personal exemptions used* <Yes/No> N O __   TAX BRACKET
                                          LIMIT* (N9.2)   PERCENT* (N7.5)
EXEMP
NO   TABLE 1 (N7.2)   TABLE 2 (N7.2)   TABLE 3 (N7.2)   1   9 9 9 9 9 9 9 . 9 9   _ 4 . 5 0 0 0 0
     _____.__   _____.__   _____.__   2   _____.__   __._____
     _____.__   _____.__   _____.__   3   _____.__   __._____
     _____.__   _____.__   _____.__   4   _____.__   __._____
     _____.__   _____.__   _____.__   5   _____.__   __._____
     _____.__   _____.__   _____.__   6   _____.__   __._____
     _____.__   _____.__   _____.__   7   _____.__   __._____
     _____.__   _____.__   _____.__   8   _____.__   __._____
     _____.__   _____.__   _____.__   9   _____.__   __._____
     _____.__   _____.__   _____.__   10   _____.__   __._____
     _____.__   _____.__   __ __.__   11   _____.__   __._____
                                       12   _____.__   __._____
                                       13   _____.__   __._____
                                       14   _____.__   __._____
                                       15   _____.__   __._____

Display AMPYU8   Display AMPYUA

Are tax credits used* <Yes/No>   N O _   TAX BRACKET
                                      LIMIT* (N9.2)   PERCENT* (N7.5)
CREDIT
NO   TABLE 1 (N7.2)   TABLE 2 (N7.2)   TABLE 3 (N7.2)   16   _____.__   __._____
     _____.__   _____.__   _____.__   17   _____.__   __._____
     _____.__   _____.__   _____.__   18   _____.__   __._____
     _____.__   _____.__   _____.__   19   _____.__   __._____
     _____.__   _____.__   _____.__   20   _____.__   __._____
     _____.__   _____.__   _____.__   21   _____.__   __._____
     _____.__   _____.__   _____.__   22   _____.__   __._____
     _____.__   _____.__   _____.__   23   _____.__   __._____
     _____.__   _____.__   _____.__   24   _____.__   __._____
     _____.__   _____.__   _____.__   25   _____.__   __._____
     _____.__   ___.__   _____.__
* Indicates a required field

Fields

Are personal exemptions used (Yes/No). Required. The system does not credit personal exemptions.

Are tax credits used (Yes/No). Required. The system does not process tax credits.

Payroll Tax Table form (Part 3) using method 3

Display AMPYUF

Method 3 used * <Yes/No> Y E S

	SALARY	EXEMPTION
1	__24000.00	12000.00
2	___1000.00	11000.00
3	___1000.00	10000.00
4	___1000.00	_9000.00
5	___1000.00	_8000.00
6	___1000.00	_7000.00_
7	___1000.00	_6000.00
8	___1000.00	_5000.00_
9	___1000.00	_4000.00
10	___1000.00	_3000.00

Display AMPYUG

	SALARY	EXEMPTION
11	___1000.00	_2000.00
12	___1000.00	_1000.00
13	9999999.99	_____.00
14	_____.__	_____.__
15	_____.__	_____.__
16	_____.__	_____.__
17	_____.__	_____.__
18	_____.__	_____.__
19	_____.__	_____.__
20	_____.__	_____.__
21	_____.__	_____.__
22	_____.__	_____.__
23	_____.__	_____.__
24	_____.__	_____.__
25	_____.__	_____.__

Display AMPYUH

	SALARY	CREDIT PERCENTAGE
1	__15000.00	75.000
2	____500.00	70.000
3	____500.00	65.000
4	____500.00	60.000
5	____500.00	55.000
6	____500.00	50.000
7	____500.00	45.000
8	____500.00	40.000
9	___1500.00	35.000
10	____500.00	30.000

Display AMPYUI

	SALARY	CREDIT PERCENTAGE
11	____500.00	25.000
12	____500.00	20.000
13	___3500.00	15.000
14	____500.00	14.000
15	____500.00	13.000
16	____500.00	12.000
17	____500.00	11.000
18	__21000.00	10.000
19	____500.00	_9.000
20	____500.00	_8.000

Display AMPYUJ

	SALARY	CREDIT PERCENTAGE
21	____500.00	_7.000
22	____500.00	_6.000
23	____500.00	_5.000
24	____500.00	_4.000
25	____500.00	_3.000

	SALARY	CREDIT PERCENTAGE
26	____500.00	_2.000
27	____500.00	_1.000
28	9999999.99	_0.000
29	_____.__	__.___
30	_____.__	__.___

2

Fields

Method 3 used (Yes/No). Required.

Sample tax table forms using method 4

Use Method 4 in those cases (state/county/local taxes) where the value of a withholding allowance varies based on the employee's annual gross income. The system uses the amounts supplied in this table, in conjunction with the employee's annualized gross wages, to determine the value to be used for a withholding allowance/personal exemption when computing the tax to be withheld.

Each entry in this table represents the annual wage level at which the corresponding allowance value will be used. For annual wage amounts less than the first table entry, the system will use any personal exemption amounts supplied on display AMPYU7 as the default.

Payroll Tax Table form (Part 1) using method 4

Display AMPYUK

Method 4 used * <Yes/No> Y E S

	ANNUAL WAGE	ALLOWANCE
1	_ _ 2 4 0 0 0 . 0 0	2 0 0 0 . 0 0
2	_ _ 3 6 5 0 0 . 0 0	1 5 0 0 . 0 0
3	_ _ 4 0 0 0 0 . 0 0	1 0 0 0 . 0 0
4	_ _ _ _ _ _ _ . _ _	_ _ _ _ _ . _ _
5	_ _ _ _ _ _ _ , _ _	_ _ _ _ _ , _ _

Fields

Method 4 used (Yes/No). Required. NO is the default.

ANNUAL WAGE. The annual gross wage amount at or above which the associated allowance value is to be used. Multiple entries (up to five) must be in ascending order by wage amount.

ALLOWANCE. The annual value of a withholding allowance to be used for the associated gross wage bracket. Use the annual value here regardless of how Limits & Deductions <PC/YR> were specified on display AMPYU5.

Appendix E. Year-end processing

Following preliminary steps

Before you do year-end processing, you should:

1. Review the applicable user's guides to understand the year-end processing steps.

2. Install, if possible, the current modification level of the application.

3. Apply any PTF that may affect year-end processing.

4. Complete all payroll runs for all companies for the year.

The Quarter/Year-End Processing menu (AMPM08) controls Payroll year-end processing.

Using options

Use options 3 through 13 for year-end processing. The sequence for processing year-end is:

Year-End Processing Menu Option	Results
11 Post External Payments and Withholdings	Prints payments reports. Updates EMPMAS file.
3 Save files for annual 941As & W-2s	Saves files on Government Reporting (GOVREP) tape. Run before options 4, 5, 6, 7, 8.
4 Annual 941A register	Prints Annual 941A register. Run before printing 941A forms (option 5).
5 Annual 941A forms	Prints Annual 941A forms or similar forms for state, county, or local government from files saved in option 3.
6 Print W-2 register	Prints W-2 register, listing the information that appears on the W-2 forms from the files saved in option 3. Run before printing W-2 forms.
7 State/County/Local W-2 Forms	Prints W-2 forms for state/county/local.
8 Federal W-2 forms	Prints Federal W-2 forms for each employee.
9 Reset Annual Master Files to zero	Prints zeroing reports. Zeros master files for new year.
10 Reset Deduction Balances	Prints Employee Misc. Deductions. Zeros deductions for new year.

Year-End Processing Menu Option	Results
12 Reset Other Compensation/Payments Balances	Prints Employee Other Compensation/ Payments. Sets other compensation/payments to zero for new year.
13 Print/Clear Current Deductions	Prints the Current Deductions listing. Optionally, sets current deduction amounts to zero for new year.

Option 13 is optional during year-end processing.

Determining when to use each option

1. Use option 11 to update any employee's taxable earnings and withholdings due to sick or disability plan payments made on his or her behalf from outside sources. You can run this at quarter end, year end, or as necessary.

2. Use option 3 on AMPM08 to save the files on the Government Reporting (GOVREP) tape, so you can process the annual government reports later. The system creates one file on the tape to print all the year-end reports.

   Use the report for annual 941A and W2 processing. This data is added as a member to the GOVREX file and is saved to tape with the save file name GOVRXW. If you did not specify state, county, or local tax distribution during install tailoring, and did not create an EMPSCL file, the application asks you to enter the SUI limit amount for non-state employees. You can produce a combined 941 register that contains both federal and state reporting data, and the 941A state forms. Use this for states that have no income or SDI tax.

3. Use options 4 through 8 to print the 941A and W-2 registers and forms. You need the Government Reporting (GOVREP) tape created by using option 3 to run these options. You can run options 4 through 8 as many times as necessary. We recommend that you back up your files before you continue with option 9, 10, or 12.

4. You must run options 9, 10, 12, and 13 (optional) before you run the first payroll for the new year.

5. Use option 9 on AMPM08 to reset the master file year-to-date balances to zero for the start of a new year in EMPMAS, LABDIS, and EMPSCL. The system deletes the master records for terminated employees.

6. Use option 10 on AMPM08 to reset the deduction balances to zero for the start of a new year. The system deletes all terminated records in the reset range you specify.

7. Use option 12 on AMPM08 to reset the employee other compensation/payments balances to zero for the start of a new year. The system deletes all terminated records in the reset range you specify.

8. This step is optional. Use option 13 on AMPM08 to reset the employee current deduction amounts and employer current deduction contribution amounts for miscellaneous deductions to zero for the start of a new year. These amounts are in EMPDED.

Notes:

1. W-2 forms print for terminated employees. The system deletes the employee's master records when you select option 9. This can result in an error message appearing on the AMPEZ and AMPUZ reports generated by options 10 and 12. This has no effect on the successful completion of the reset options.

2. The values for Social Security and Medicare, both percents and limits, must be updated before the first payroll of a new year is run. Enter these values through Deduction Distribution file maintenance.

3. Before entering the new Social Security and Medicare values, you should save the files (option 3).

W-2 forms

The Employee State/County/Local file keeps track of an employee's earnings by state, county, or local tax jurisdiction. When an employee moves from state to state or from city to city, the system maintains separate tax figures for each state or city and prints a separate W-2. Nothing in the files links any state with any city; so the W-2 program cannot meaningfully combine state, county, and local figures.

When ordering W-2 forms, keep in mind that neither of these W-2 options prints more than two taxes on one form. You can combine federal taxes with any one state, county, or local tax; no other combinations are possible. If you withhold county or local taxes as well as state, this means you cannot print one W-2 with all the employee's taxes.

Consider this:

1. If you withhold only Federal and state taxes, you may want to order six-part forms. One combined run gives both the employer and [he employee two copies to mail and one to retain. (Keep in mind that any person who does not have a state record does not receive a W-2 unless you run Federal W-2 processing.)

2. If you withhold county or local taxes in addition to Federal and state taxes, you may want to order enough four-part forms for a separate run in each category: Federal, state, county, or local. This provides both the employer and employee one copy to mail and one to retain in each category.

W-2 instructions

The W-2 Reference Code assigned to each deduction or adjustment in the Deduction Distribution file links that deduction or adjustment to a specific box on the W-2. An employee's records in EMPDED or EMPBEN associated with a specific DISTRB record print on the employee's W-2 form in the box designated by the W-2 Reference Code in the DISTRB record.

If you assign the same code to multiple DISTRB records, the system accumulates those records and prints the total in the specified box.

The valid codes for the W-2 Reference Code field include a combination of numeric codes used by XA and the alphabetic codes defined by the IRS that appear in the IRS publication Instructions for Form W-2. These IRS-assigned codes are subject to change each tax year, but a current list of these codes and their meaning can be found in the XA year-end newsletter and in the IRS publication. The numeric codes used by XA are defined as follows:

Code	Description	W-2 Box *
1	Other Description and amount 1	14
2	Other Description and amount 2	14

Code	Description	W-2 Box *
3	Allocated tips	8
4	Social Security Tips	7
5	Non-Qualified Plans	11
6	Dependent Care Benefits	10
box numbers used as of the 1996 W-2 form layout		

You can report up to three codes and associated amounts in Box 13 on one W-2 form. If you have more than three codes for an employee for Box 13, Payroll prints multiple W-2 forms for the employee. The first W-2 form shows all employee information; the following forms show only the static employee information (name, address) and the additional Box 13 codes and amounts.

You can print up to two descriptions and amounts in Box 14, using the reference codes 1 and 2. The description you set up in the DISTRB record will print on the W-2 exactly as entered, with the associated amount printing underneath. The reference code does not print.

Note: All references to box numbers on the W-2 form are the 1996 layout of this form and are subject to change by the U.S. Government.

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Appendix F. Check reversal transactions without History

Use the information in this appendix if you want to reverse a printed check, and you are not using the History feature. If you are using the History feature, use the information in Chapter 18 instead.

You need these reports to fill out the forms to reverse an unissued check:

- Current Hours Proof
- Employee Miscellaneous Deduction register
- Gross earnings register
- Other Compensation and Payments register
- Payroll Batch register
- Payroll register
- Union Consolidation register.

You cannot reverse payoff checks through a check reversal entry unless any taxes withheld are exactly equal in type and amount to the taxes which will be calculated by the system. Where this is not the case, make the related adjustments to the employee's master records and any miscellaneous deduction records. You should also make general journal entries adjusting the affected distribution accounts. See Chapter 3, "Time/Adjustment Entry" for more information about the reversing process.

The system bypasses automatic overtime calculations (if installed) for a reversal run. Therefore, you must enter both regular and overtime hours.

Notes:

1. All reversing entries must have a pay cycle number of 0 (zero) in the batch header record.

2. To generate the correct reversing entries by period, the time entries made for a check reversal must equate by accounting period to the original time records that were used to produce the check.

3. To reverse any of the original check amounts, enter the opposite sign (plus or minus) and the original amount. For hourly employees, enter the hours paid (regular and/or overtime) as negatives in order to establish the gross total pay. For example, if you entered $200 precalculated gross on the original check, type in **200** and use the **Field Minus** key. Similarly, if you entered 40 hours for the original check, type in **40** (regular hours) and use the **Field Minus** key.

4. Use two data entry screens for every check reversal: the Time Data (Enter) display (AMPAH1) and the Payroll Adjustment Data (Enter) display (AMPAH2). On display AMPAH1, enter the hours and employee number. On display AMPAH2, enter **RA** for the adjustment type, with no deduction number and enter the net pay amount of the original check (as a minus). Reverse any deductions entered on the original check on display AMPAH2 using the OD adjustment type and the related deduction number. If other compensation and/or payments were included in the original check, follow the same procedure using the OC or OP adjustment types.

5. If you originally entered data for a salaried employee by typing only the employee number, enter the gross salary (using the **Field Minus** key) in the *Precalculated Gross* field on display AMPAH1.

6. If the original check included an advance EIC payment, EIC will automatically be calculated during reversal processing. If the calculated amount is incorrect

(adjusted on the original check), use the EC adjustment to override the EIC amount to be used.

7. Regular and bonus (special pay) checks must be reversed in a separate reversal processing run. If these two check types are mixed in a single reversal run, unpredictable results and/or error messages will occur.

Use these steps to create the required payroll reversing entries:

1. Complete the following fields:

   - Employee number
   - Regular hours (if any)
   - Type of hours (if any)
   - Other hours (if any)
   - Regular rate override (if any)
   - Other rate override (if any)
   - Precalculated gross (Regular gross)
   - Precalculated other gross (Other gross), if any.

Note: Do not enter regular rate override and other rate override unless you entered them on the original check. For these fields, you can only enter a positive value. Do not enter precalculated regular gross and other gross unless you entered them on the original check or if the system automatically calculates overtime.

2. On the Current Hours Proof, find the employee's records you want to reverse and complete the following fields:

   - Order (job) number (if any)
   - Operation sequence number (if any)
   - Department number (if any)
   - Production facility (if any)
   - Quantity (if any)
   - Run code (if any)
   - Completion code (if used)
   - General ledger account override number (if any).

3. Ensure hours, precalculated gross dollars, and quantity fields are the opposite (plus or minus) of the original entry on the Payroll Batch register.

4. Using the Employee Miscellaneous Deduction register, complete the following fields:

   - Employee number.

   - Department number (home department).

   - Type of adjustment = OD for all deductions except directed deductions. These must be DD and payroll advance deductions must be PA.

   - Adjustment amount for each deduction you withheld from check for the employee. The amount entered is the figure in the "deduction taken" column on the register as a negative value.

   - Deduction number (listed in the "deduction number" column of the report).

Note: Skip steps 5 and 6 if the reversing entry does not require union deduction or union processing.

5. Complete the fields for all union deductions, including employer-paid taxable and nontaxable. Employer-paid taxable is included in employee gross wages. If nontaxable, the amount appears on the check stub. These changes reverse the union records. Complete the following fields:

   - Employee number.

- Department number.

- Type of adjustment = UD.

- Adjustment amount (from "deduction taken" column of the register). If the deduction is a calculated deduction, the system reverses it if the system encounters a union deduction (UD) record. Leave the amount blank unless it applies to a fixed-amount deduction as defined in the Union master file. If the deduction is a fixed deduction, type in the negative value of the amount you want to reverse.

- Deduction number: Union deduction type 1 - 9 from the Register or check stub

6. Review the adjustment form to ensure that all adjustment amounts reverse the original amount withheld (normally minus).

7. Complete the adjustment fields with the reversed check amount. The check amount and other needed information are on the check stub and Payroll register.

   - Employee number.

   - Department number.

   - Type of adjustment = RA. There must be one RA entry for each employee you want to reverse.

   - Adjustment amount. The adjustment amount is the net pay for the employee's check you are reversing. Enter it using the Field Minus key. The reversing process verifies that the employee's gross pay minus taxes and deductions balances to this reversed amount. If they do not balance, the system indicates an error and cancels the procedure.

8. If the reversal does not balance and you determine that the SDI/SUI/Social Security/Medicare deduction amount is the source of the error, reverse the SDI/SUI/Social Security/Medicare amount. Complete the following fields:

   - Employee number.

   - Department number.

   - Type of adjustment = OD.

   - Adjustment amount. This must be the amount on the check you want to reverse for the following:

     - Employee-paid SUI, if deducted
     - SDI
     - Social Security
     - Medicare

   - Deduction number must be one of the following:

     | **996** | Employee-paid SUI |
     | **997** | Medicare |
     | **998** | SDI |
     | **999** | Social Security |

9. If the system did not take employee-paid SUI, SDI, Social Security, or Medicare because the system reached its limits, enter a zero for the adjustment amount.

After completing the forms, use Time/Adjustment entry to enter the records in a batch and use option 3 on the Main menu to post the batch. To select reversal, select option 4, Calculation, and answer **Yes** in the *Reversal Run* field and **No** in the *Regular Run* field on the Run Time Options display. The system selects all pay cycle zero records in the TOTHRS file for a reversal run.

Other reversing considerations

The reversal feature backs out an employee's total net pay. Do not use it when you want only to refund an erroneous deduction taken in error or to correct a deduction-to-date balance. To refund a deduction, enter the deduction amount (adjustment) as a negative amount.

Remember to void the checks you reversed in the Check Reconciliation file, if you selected to reconcile checks during application tailoring.

Deductions not taken do not print on the Employee Miscellaneous or Employee Union reports. They appear only during the original run.

You can automatically include protected, salaried, and hourly checks when you reverse. You must enter and process bonus checks in a separate batch.

When reversing a special check, enter a BO entry for the amount of the gross pay and an RA adjustment code for the net pay. Enter any PB entries entered at this time.

Note: You can reverse only one check at a time for any one employee. You cannot reverse two or more checks issued to the same employee in the same run.

When you select records to calculate, the remainder of the processing is the same as for a normal run except that no checks are issued during a reversing run.

If you selected general ledger distribution during application tailoring, the system generates reversing entries on your Payroll Distribution Journal and passes them to the TEMGEN file.

When you run check reversals, one, and only one, RA adjustment is required for each employee check to be reversed. If you have more than one RA adjustment for an employee, the message E AM-2074 Must Have One/Only One RA Per Employee, appears. Normally, this error occurs when you re-post reversing records and fail to back out the original set of old records that were posted but never used.

Check Reversal Summary

- Enter the correct data in a new batch and edit the batch. The pay cycle must be 0 (zero).

- Post the batch.

- If you discover an error after you post, back out the record in error.

- Select Calculations.

- Always answer the *Print An Edit List* field with **Yes** to get the Current Hours Proof. Always answer **Yes** in the *Reversal Run* field.

- Run Checks and Reports.

- Void the checks you reversed, if you selected to reconcile checks during application tailoring.

Check Reversal Detail

1. Gather your source information. Use the following reports:

   - Current Hours Proof
   - Employee Miscellaneous Deduction register
   - Gross Earnings register
   - Other Compensation and Payments register
   - Payroll Batch register
   - Payroll register
   - Union Consolidation register.

2. The pay cycle number for a reversal run must be 0.

3. You use a minimum of two data entry displays for each check reversal. Use the time data entry display, AMPAH1, to reverse the hours and identify the employee. Use the adjustment data entry display, AMPAH2, to reverse deductions or adjustments and to enter an RA adjustment type to enter the net pay reversal amount. If the check contained other compensation or other payments, enter an OC or OP adjustment. Enter each original entry with the reverse sign (plus or minus). Use the **Field Minus** key to enter a negative amount. For example, reverse an original entry of 40 regular hours by entering **40** and using the **Field Minus** key on the reversal check.

4. If you originally entered information for a salaried employee by typing in only the employee number, enter the gross salary (using the **Field Minus** key) in the *Precalculated Gross* field on display AMPAH1.

5. Then use **F06**. Display AMPAH2 appears. Enter adjustment data, and enter a deduction type code of RA and the net amount of the check (using the **Field Minus** key) in the adjustment amount field.

6. If an employee has automatic overtime calculation, enter the overtime hours in the *Other Hours* field with the reverse sign (**Field Minus** key). The system does not automatically calculate overtime on a reversal.

7. Pay special attention when system reaches the Social Security, Medicare, SDI, and employee-paid SUI limits in the paycheck you want to reverse. If the system reaches these limits before this paycheck, enter **0** (zero) as the Social Security, Medicare, SDI, and employee-paid SUI amounts.

8. If you selected to reconcile checks during application tailoring, void each check that you reverse.

9. If you need to override the Social Security and/or Medicare withholding (using OD 999 and 997), refer to the Payroll Register (AMPDC) that includes the original check. The check stub will only show one combined amount for FICA.

10. See the Employee Miscellaneous Deduction Register when you enter OD adjustments since the check stub lists only the last two positions of the deduction number (for example, 925 will appear as 25), and in some cases, will combine deductions under code 90 and 99.

Appendix G. Check stub earnings and deduction codes

Check stub earnings codes identify the type of earnings or adjustment to earnings. Check stub deduction codes identify the type of deductions.

Earnings

Typical earnings codes include wages, earnings, earnings-type adjustments, and advances.

Code	Description
A2	Other compensation
A3	Other payments
A4	Earned income credit (EIC) payment
A5	Other compensation, not added to net pay
A6	Other payment, not added to net pay
BN	FIT and FICA taxable adjustment
BO	Special gross (bonus)
BT	S/C/L taxable adjustment
CN	FICA taxable adjustment
CT	FICA and S/C/L taxable adjustment
DT	Double time
DH	Double time and a half
FN	FIT taxable adjustment
FT	FIT and S/C/L taxable adjustment
HL	Holiday time
NT	Nontaxable adjustment
OP	Overtime pay (precalculated)
OR	Other regular
OV	Overtime pay
PR	Premium pay
RG	Regular pay
RP	Regular pay (precalculated)
SI	Sick time
SL	Salary
SP	Sick pay
TH	Time and a half

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Code	Description
TR	Triple time
TX	Taxable adjustment
VA	Vacation time
XP	Other pay (precalculated)

Deductions

Typical deductions are all non-Federal payroll deductions, including all non-Federal taxes, garnishment and service fees, all types of miscellaneous deductions, union deductions, and so forth.

Code	Description
ED	Electronic deposit
E1 to E9	Employee-paid union
R1 to R9	Employer-paid union
EE	Employee union summary; used for deductions that cannot be itemized on the stub due to lack of space
KT	County tax (user-defined description)
LT	Local tax (city) (user-defined description)
OT	Other tax (SDI) (user-defined description)
RR	Employer union summary; used for deductions that cannot be itemized on the stub due to lack of space
ST	State tax (user-defined description)
SU	Employee-paid SUI tax ("SUI W/H" + distribution number)
01	Pay advance
02 to 89	All miscellaneous deductions, such as: Directed deductions Directed deduction service fees Cafeteria Individual retirement account IRA) Tax-deferred deductions (TDD) Other miscellaneous
90	TDD summary; used for two or more tax-deferred deductions
95	IRA summary; used for two or more individual retirement account deductions
99	Other deductions; total of all miscellaneous deductions not listed due to lack of space

Appendix H. Security areas

The options on the CAS Security Maintenance menu (AMZM38) allow you to protect application tasks from unauthorized users. You can define security areas and then define specific tasks associated with each area. You can set up security by menu option as well.

Security areas protect access to a group of menu options. The following table shows the application security areas and their associated menu options and task IDs. To print a report of all application areas, see the description of the Generate reports option in the Security Maintenance chapter of the *CAS User's Guide*.

Notes:

1. Privileged information security is required for file maintenance and check reconciliation if the data that is normally changed by XA is to be altered manually. You should lock this option after all cumulative totals for employees have been entered during installation file load. Because no audit trail is produced and no editing is performed on the information that is being changed, once this option is locked, only users experienced in data processing should be authorized to it.

2. Protected employees security is required in addition to the normal security option for the menu selection if earnings information for those employees designated as protected is to be shown, printed or processed, and the source information for the earnings is not required to perform the operation. For example, a person without protected security can enter salary, rate or period-to-date information, but cannot inquire, change, or print that same information.

Table   21-10.   (Page 1 of 3) Payroll security areas

Security area	Menu/option	Description	Task ID
Data Entry	AMPM00/3	Posting	AMPM0003
	AMPM01/1	Enter from Work Station	AMPM0101
	AMPM01/2	Enter Data from Offline Files	AMPM0102
	AMPM01/3	Print Batch Register	AMPM0103
	AMPM02/1	Enter Checks	AMPM0201
	AMPM02/2	Print Batch Register	AMPM0202
	AMPM02/3	Balance	AMPM0203
	AMPM02/4	Post Checks	AMPM0204
	AMPM02/5	Reset Balancing	AMPM0205
	AMPM02/6	Remove Checks	AMPM0206
	AMPM04/1	Select Records	AMPM0401
	AMPM14/1	Archive Current History	AMPM1401
	AMPM14/2	Delete Current History	AMPM1402
	AMPM14/3	Restore Archived History	AMPM1403
	AMPM14/4	Delete Archived History	AMPM1404
	AMPM14/5	Delete Restored History	AMPM1405

Table 21-10. (Page 2 of 3) Payroll security areas

Security area	Menu/option	Description	Task ID
Calculations and Reports	AMPM00/5	Checks and Reports	AMPM0005
	AMPM04/2	Calculate Gross Pay	AMPM0402
	AMPM04/3	Calculate Net Pay	AMPM0403
	AMPM04/4	All of the Above	AMPM0404
	AMPM04/5	Clear	AMPM0405
File Maintenance	AMPM00/9	Check Reconciliation	AMPM0009
	AMPM08/11	Post External Payments and Withholdings	AMPM0811
	AMPM10/1	Employee Master	AMPM1001
	AMPM10/2	Employee State/County/Local	AMPM1002
	AMPM10/3	Employee Misc Deduction	AMPM1003
	AMPM10/4	Labor Distribution	AMPM1004
	AMPM10/5	Tax Table	AMPM1005
	AMPM10/6	General Ledger Master	AMPM1006
	AMPM10/7	Deduction Distribution	AMPM1007
	AMPM10/8	Union Master	AMPM1008
	AMPM10/9	Employee Termination/Activation	AMPM1009
	AMPM10/10	Employee Other Compensation/Payments	AMPM1010
	AMPM11/1	Employee Master	AMPM1101
	AMPM11/2	Employee State/County/Local	AMPM1102
	AMPM11/3	Employee Misc Deduction	AMPM1102
	AMPM11/4	Labor Distribution	AMPM1104
	AMPM11/5	Tax Table	AMPM1105
	AMPM11/6	General Ledger Chart of Accounts	AMPM1106
	AMPM11/7	Deduction Distribution	AMPM1107
	AMPM11/8	Union Master	AMPM1108
	AMPM11/9	Check Reconciliation	AMPM1109
	AMPM11/10	Current Employee	AMPM1110
	AMPM11/11	Pension Deduction	AMPM1111
	AMPM11/12	Employee Other Compensation/Payments	AMPM1112
Month/Quarter/Year-End Processing	AMPM06/1	Print/Clear Detail Report	AMPM0601
	AMPM06/2	Print/Clear Summary Report	AMPM0602
	AMPM07/1	Print Temporary General Ledger	AMPM0701
	AMPM07/2	Print and Clear Temporary General Ledger	AMPM0702
	AMPM08/1	Print Quarterly 941a Register	AMPM0801
	AMPM08/2	Print Quarterly 941a Forms	AMPM0802
	AMPM08/3	Save Files for Annual Reporting	AMPM0803

Table　21-10.　(Page 3 of 3) Payroll security areas

Security area	Menu/option	Description	Task ID
	AMPM08/4	Print Annual 941a Register	AMPM0804
	AMPM08/5	Print Annual 941a Forms	AMPM0805
	AMPM08/6	Print W-2 Register	AMPM0806
	AMPM08/7	Print State/County/Local W-2 Forms	AMPM0807
	AMPM08/8	Print Federal W-2 Forms	AMPM0808
	AMPM08/9	Reset Annual Master Balances	AMPM0809
	AMPM08/10	Reset Deduction Balances	AMPM0810
	AMPM08/12	Reset Other Compensation/Payments Balances	AMPM0812
	AMPM08/13	Print/Clear Current Deductions	AMPM0813
	AMPM13/1	Print Remittance Worksheet	AMPM1301
	AMPM13/2	Calculate New Deduction Balances	AMPM1302
Inquiry1	AMPM12/1	Employee Master	AMPM1201
	AMPM12/2	Employee Miscellaneous Deductions	AMPM1202
	AMPM12/3	Employee Other Compensation/Payments	AMPM1203
	AMPM12/4	Payroll History	AMPM1204
Electronic Deposit Support	AMPM15/1	Create Prenote Transactions	AMPM1501
	AMPM15/2	Convert Data to NACHA Requirements	AMPM1502
Privileged information security Protected employees security			

Glossary

This glossary defines terms that are important for this application. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, see the Index in this book, glossaries in other XA publications, or the IBM Dictionary of Computing, SC20-1699.

This glossary includes definitions from:

- The American National Dictionary for Information Processing Systems, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). You may purchase copies from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.

- The ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals, and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.

accounting period. A period at the end of which and for which financial statements are prepared.

accounting period worked. A period during which an employee worked, at the end of which, and for which, you prepare financial statements.

accounting procedure. The established processes for recording and summarizing financial information to produce financial statements and reports and to provide internal control.

accounting system. The classification of accounts, and the books of accounts, forms, procedures, and controls by which assets, liabilities, revenues, expenses, and the results of transactions generally are recorded and controlled.

account number. A designation for an account, entry, invoice, voucher, and so forth, chosen in such a manner that it quickly reveals certain information.

accounts payable. (1) The amount of money owed by a company to its creditors. (2) The maintenance of records that represent the money owed by a company to its creditors.

accrual accounting method. An accounting method that records revenues when earned and expenses when the liability is incurred. Contrast with cash accounting method.

adjustment. (1) A transaction that changes a specific balance in a master file, such as the quantity on hand of an inventory item. (2) In payroll applications, an amount added to gross or net pay.

advance. An amount of money paid to an employee before the customary time of payment.

alphabetic. Pertaining to the letters A through Z.

alphanumeric. Pertaining to a character set that contains letters, digits, and usually other characters, such as punctuation marks. Synonymous with alphameric.

application. A use to which a data processing system is put; for example, keep a record of a company's inventory.

application program. A program that performs a particular data processing task; for example, one that produces an inventory report or payroll checks.

application tailoring.   The process of selecting application options to satisfy the specific needs of a company.

asset. Any object or right having a money value.

attendance reporting. A procedure to record the time of arrival and departure of employees.

audit.   (1) A formal or official examination and verification of an account book. (2) The final report of an examination of books of account by auditors.

audit trail. Information that allows you to trace the history of an account, item record, order, and so forth. The more recent information may be stored online so you can retrieve it.

backup copy.   A copy of a file or library member that is kept for reference in case the original file or library member is destroyed. The backup copy can be stored on disk, diskette, or tape.

balance hours.   A record field that contains the total clock hours to balance against the total job hours for an employee.

batch.   (1) An accumulation of data to be processed. (2) A group of jobs to be run on a computer at one time with the same program.

batch mode.   A method of running jobs that do not require continuous attention; that is, processing that is not interactive. Contrast with interactive mode.

batch number.   A number that prints on a document to define a group of transactions.

bonus. Payment given in addition to regular compensation.

cafeteria plan deduction.   A benefits package offered by employers which allows employees to select from a variety of benefits (such as child care, health insurance, and group legal services). Employees can tailor benefits to fit their needs.

call. Bring a computer procedure into effect by specifying its name and any run time options.

cancel. To end the current job before it is completed.

cash.   Currency, coin, checks, postal and express money orders, or bankers' drafts.

cash accounting method.   An accounting method that records revenues when you receive them and expenses when you pay them out. Contrast with accrual accounting method.

character. A digit, letter, or other symbol used as part of the organization, control, or representation of data.

chart of accounts. A list of accounts systematically arranged, applicable to a specific concern, giving account names and numbers, if any.

close. To make a file unavailable for processing.

command. A request for the performance of an operation or the execution of a particular program.

company worked.   The company to which you charge an employee's expenses.

control sheet.   A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

control tape. Generally, an adding machine listing of amounts from source documents such as invoices and cash remittances. The total from this tape, once proved, is used to ensure that corresponding entries to a master file or ledger are made correctly.

conversion plan. The logistics plan covering the last few weeks and days of the old system and the early portion of the new system.

copy.   To read data from a source, leaving the source data unchanged, and to write the same data elsewhere in a physical form that may differ from that of the source; for example, to copy main storage to disk.

credit. An addition to a revenue, net worth, or liability account; a deduction from an expense or asset account.

current accounting period.   The accounting period in which you are currently working.

customer service representative (CSR). A person who works in the IBM National Service Division and is responsible for the physical installation, maintenance, and repair of IBM equipment.

data. A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by human or automatic means.

data base.   A collection of stored data.

data file.   A collection of related data records organized in a specific manner. For example, a payroll file (one record for each employee, showing rate of pay, and so on) or an inventory file (one record for each inventory item showing the cost, selling price, number in stock, and so on).

debit. An addition to an expense or asset account; a deduction from a revenue, net worth, or liability account.

dedicated. Pertaining to a mode of operation in which a procedure requires all the resources of the system. See also privileged procedure.

deduction card. A card describing an amount to be deducted from an employee's pay for such things as contributions, insurance premiums, and bonds.

deduction register. A list showing the amounts deducted from employee's earnings, as well as the type of each deduction.

default. An alternative attribute, option, or value that is assumed when none has been specified.

delete. To remove a unit of data such as a character, field, file, or record.

department worked. The department to which you charge an employee's expenses.

description. The details required to identify a given item or commodity.

direct labor cost. Employee earnings that are directly applicable to a job order or process.

directed deduction. An amount the employer withholds from an employee's paycheck for purposes such as court-ordered child support payments and wage garnishments.

disbursement. Payment in currency or by check.

diskette. A small, flexible, magnetic disk permanently enclosed in a protective jacket. Diskettes are a removable medium used to store information until it is required for processing.

diskette drive. The mechanism used to read and write diskettes.

diskette file. An organized collection of related records on diskette that are treated as a unit.

display. A visual presentation of data.

display screen. The part of a work station on which data, messages, or other information are shown.

display station. A device that contains a display screen on which data appears and an attached keyboard through which data is entered. See also work station.

distribution. The assignment of costs or revenue to the various accounts affected.

double-entry accounting. The system of recording accounting transactions wherein a general ledger of accounts is maintained. Double-entry accounting is based on the principle that if there is any increase or decrease in one account there must be a corresponding increase or decrease in some other account so as to cause an equality in debits and credits.

earned income credit. A tax credit allowed to a taxpayer when earned income is less than a specified amount. An eligible employee may receive advance payments during the year from the employer. This amount is not subject to withholding tax.

earnings record. A record containing the accumulative earnings data of an employee and showing weekly earnings and taxes.

earnings statement. A report given an employee, usually at the time the employee is paid, showing earnings, deductions, and net pay.

edit. To verify the form or format of data; for example, to test a data field such as customer number.

employee master record. A record that contains data concerning an employee, such as name, serial number, Social Security number, occupation, rate of pay, and balances.

employee number. A number assigned to an employee for identification purposes.

enter. To send coding, data, or a message to a computer from a keyboard.

entry. (1) The record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

entry date. The date on which a transaction is entered into a master file.

error message. An indication that an error has been detected. Contrast with informational message.

execute. To cause an instruction, program, procedure, or other machine function to be performed.

expense item. Paint, glue, and similar materials often not covered as part of the bill of material.

expenses. Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges that are presumed to benefit the current period.

field. In a form, display, or record, a specified area used for a particular category of data. For example, the area on a display that is regularly used to show an item number.

file. An organized collection of related records treated as a unit.

file name. An arbitrary symbol created by the programmer or program to identify and refer to a collection of related records.

function key. A key on a work station keyboard, that when used, causes the system to request specific functions from the system or application program.

general ledger. A book, file, or other device that contains the accounts needed to reflect, in summary and in detail, the financial position and the results of financial operations of a company.

gross earnings. Total earnings before taxes or deductions.

hash total. A control total, accumulated manually from a batch of input documents, that helps ensure that entry of data into the computer system is correct and documents are not lost. Hash totals can be kept on quantities, part number, invoice number, and so on.

heading information. In order entry and invoicing, customer data used in preparing the shipping order and invoice heading.

hexadecimal. Pertaining to a number system with a base of 16; valid digits range from 0 through F.

home company. The company to which the employee is assigned in the Employee master file record. The system uses the employee's home company as a default for the company in which the employee works. You can use the employee's home company to assist with intercompany transfers.

home department. The department to which the employee is assigned in the Employee master file record. The system uses the employee's home department as a default for the department in which the employee works. You can use the employee's home department to assign some indirect labor or burden-type general ledger account number.

informational message. A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message.

input data. Data to be processed.

inquiry. (1) A request for information in storage. (2) A request for information that puts the system into inquiry mode.

inquiry mode. The mode of operation when the system is responding to an inquiry.

interactive mode. A mode of operation in which information is entered, acted upon by the computer, and then responded to by the computer. Contrast with batch mode.

interface. (1) The hardware and programs that permit exchange of information between computer systems or among devices. (2) The facility to allow information to pass from one application to another.

job. (1) A unit of work for a computer; for example, a payroll job. (2) One or more related procedures or programs grouped into a first-level procedure. See also procedure level.

job queue. A list of the jobs that have been defined for the computing system.

journal. (1) Any book of original entry. (2) A report showing financial transactions entered into the system.

journal entry. Detail items or transactions for recording in a journal. Related transactions having the same journal number, journal source code, and reference number comprise a journal entry.

journal transaction. A single debit or credit to an account.

key. See record key.

keyboard. An assemblage of systematically arranged keys by which a machine is operated and from which data is entered.

labor reporting. The reporting by individual of the time worked on a specific shop order and the number of pieces completed. It may also include the reporting of time spent on indirect labor.

ledger. A group of accounts in which are recorded the financial transactions of a company.

left-adjust. To place data in a field so that the first significant character at the left end of the data is in the leftmost position of the field.

liabilities. Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or reduced at some future date.

main menu. The first or primary menu in a series of menus. See also secondary menu.

master file. A file that is used as an authority in a given job and that is relatively permanent, even though its contents may change. Contrast with temporary file.

menu. A list of items from which you make a selection.

message. A series of words or symbols, appearing on the display screen or printed output, that convey information. See also error message, informational message.

message identifier. The leading part of a message that contains information such as its source and an identification number.

milestone. A designated routing operation that reports time and completed quantities for a group of related operations.

milestone group. A set of sequential, related operations that are reported against by measuring output at the last operation.

mode. A method of operation. See batch mode, interactive mode.

NACHA. The National Automated Clearing House Association.

numeric. Pertaining to the digits zero through nine.

offline. Pertaining to equipment or devices not under control of the processing unit.

online. Pertaining to equipment or devices under control of the processing unit.

open. To prepare a file for processing.

open item. Any active transaction within a file.

order. (1) A request from a customer for goods to be delivered or services to be performed. (2) An authorization to purchase or manufacture.

other compensation. A noncash payment, above normal earnings, given to an employee. For example, use of employer provided facilities, use of a company car.

other payment. A dollar amount, above normal earnings, given to an employee. This value is not taxable. For example, reimbursement for travel expenses.

parameter. (1) A variable that is assigned a particular value for a specific purpose or process. (2) A value that is specified in a command statement or a control statement.

password. An alphanumeric security code that allows access to a set of computer operations or date.

payoff. The capability to update an employee's master files when an employee has been terminated or paid in advance with a manual check.

payroll. The process of maintaining a company's list of those entitled to pay and the amounts due each.

payroll deduction. An amount subtracted from an employee's earnings before payment is made by the employer.

payroll register. A detailed list prepared for each pay period, usually containing the same information as shown on the employee payroll checks.

post. (1) To transfer to an account in a ledger or file the data, either detailed or summarized, contained in a book or document of original entry. (2) In Payroll, to place data entered in a record into a temporary file.

prenote. A test electronic deposit transaction for a $0 (zero) amount, sent to verify the transmission information.

prenote waiting period. The specified number of calendar days that must elapse between the time you transmit a prenote and the time you may transmit an actual electronic deposit.

production facility. A group of machines having similar characteristics, used to perform a manufacturing process; for example, an assembly area or milling machine center.

program. A sequence of instructions to a computer that are written in a special form the computer can interpret. A program tells the computer where to get input data, how to process it, and where to put the results.

prompt. To issue a message requesting information or describing an action that is needed to continue processing.

proof. In general ledger, a listing of balances used to ensure that data is correct before processing continues.

queue. (1) A waiting line or list formed by items in a computer system waiting for service; for example, jobs to be performed. (2) To arrange in or form a queue. (3) In

manufacturing planning systems, the backlog of work waiting to be processed at a facility.

reconciliation. Comparing two values of the same measurement and adjusting to force agreement; for example, reconciling book inventory to the physical count.

record.   (1) A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/ output medium, such as a disk or diskette.

record key.   A field in a record that identifies the record in a file.

record length.   The total number of characters (bytes) in a record.

register.   A record for the consecutive entry of a certain class of events, documents, or transactions, with a proper notation of all the required particulars.

reporting period. Synonym for accounting period.

right-adjust.   To place data in a field so that the last significant character at the right end of the data is placed in the rightmost position of the field.

run-time. The elapsed time an item is actually being worked on in a machine center. It is calculated, at standard, by multiplying order size by time per piece.

run-time option. A specification, made when a computer job is run, that tells how the job is to be run.

screen. See display screen.

secondary menu. A menu showing an expanded list of options for an item that appears on a main menu. See also main menu.

serial printer.   A printer that prints one character at a time.

service fee.   The fee a company is allowed to charge an employee for processing directed deduction.

session.   The elapsed time between signon and signoff.

session date. The date associated with a session. If a session date is not entered, the session date becomes the same as the system date. See also system date.

setup.   The procedure (costs) associated with getting a production facility (machine) ready to produce a new item. The procedure is not dependent on the number of items to be produced. For the sake of simplicity, the costs of removing the setup (teardown) are usually included.

sign off. To end a session at a work station.

sign on.   To begin a session at a work station.

source document. The original record of a transaction.

source member.   A collection of records that are used as input for a program. Source members are stored in a library.

special character.   A character other than alphabetic or numeric.

statutory employee.   Generally, someone who works for you with whom you, as an employer, cannot control what will be done and how it will be done. See Circular E: Employer's Tax Guide for more information.

system date.   The date assigned by you during initial program load. Generally, the system date is the same as the actual date. See also session date.

system operator.   A person who uses a display station that is designated as the system console to activate certain system functions and to control and monitor system operation.

system printer.   The printer, designated during system configuration, that is used for system and display station printed output, unless the output is specifically directed to another printer. Contrast with work station printer.

tax deferred deduction.   A reduction in salary made prior to any federal, state, or local taxes, the amount of which is placed in a limited-access account and considered tax exempt until such time as it is withdrawn.

taxing body.   One of the federal, state, or local agencies that levies taxes.

temporary file.   A file that cannot automatically be deleted until after its expiration data.

time sheet.   A list containing the names or employee numbers of a group of employees, showing the time worked by each employee for a day, a week, or a pay period.

transaction.   An item of business, such as receipt of an order or paying a bill.

transaction file.   A file containing relatively transient data that, for a given application, is processed together with the appropriate master file.

transaction register.   A list of transactions—issues, receipts, and adjustments—affecting the balance of material on hand.

update.   To modify a file with current information according to a specified procedure.

user exit.   A point in a program at which the user can insert instructions to alter or add to the services provided by the program.

user ID.   A special value assigned to you and typed in when you sign on. The system uses the value to determine whether you are authorized to use the system or requested function.

W-2 report.   An annual report showing, for each employee, wages subject to income tax, and income and FICA taxes withheld.

work station.   A device that lets a person transmit information to or receive information from a computer, or both, as needed to perform a job; for example, a display station or a printer.

work station printer. A serial printer that is designated during installation to print work station output data. Contrast with system printer.

941A report.   A report submitted quarterly to a taxing body showing the full amount of income taxes withheld from wages.

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