

COMPUCRETE[®]

ACCOUNTING

Payroll

User Manual and Reference



Industry Specific Accounting
for Concrete and
Aggregate Producers



CompuCrete Payroll System User Manual and Reference
Version 1.0 9/30/2004



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CompuCrete® Payroll System User Manual and Reference

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SYSTEM OVERVIEW

Introduction

The CompuCrete Payroll System is a financial application in the CompuCrete software suite. It handles all aspects of timecard entry and paycheck processing while providing record keeping necessary for local, state and federal regulatory agencies.

Just as CompuCrete Accounts Receivable is designed for the unique needs of the building materials industry, the Payroll module is also designed to be highly flexible and customizable to your unique reporting needs.

The Payroll module does a great deal more than simply print checks and record financial data. It contains a flexible event-reporting system that offers the functionality of a Human Resources module. Payroll can track everything from physicals and drug test scheduling to the number of speeding tickets a driver incurs.

Payroll contains powerful departmental costing capabilities, allowing expenses to be tracked by division and/or plant. These costs can be directly transferred to the CompuCrete General Ledger system to provide true expense tracking.

In addition, Payroll can be interfaced to the CompuCrete Cash Management and Job Costing modules. It can even interface to the Accounts Receivable system to track driver efficiency!

Payroll may be run in a multi-user environment, but only one user at a time may actively process payroll checks. Payroll also supports varying security levels, allowing management to restrict access to sensitive information.

Data Flow

Employee Data

Employee information is entered and maintained under the File Maintenance Menu. All employee-based information is entered here, in addition to deductions, tax withholdings and *events* (Human Resource records).

Timecards

Payroll processing begins with employee timecards. These timecards are entered manually, automatically generated or imported from a third-party timecard system. Timecard entries can reflect an entire pay period's hours or be broken out by date, plant or department. Many timecards can be combined to generate a single (or multiple) paychecks.

As timecard data is entered, running totals of the timecard are calculated and displayed. When complete, the paycheck can be calculated directly from the timecard screen, showing gross and net pay, as well as taxes and deductions, which can then be overridden as necessary. Whenever specified, override values disable the calculation of that value and replace it with the value specified by the user.

Note: Overrides to calculated values should only be required in extraordinary circumstances and must be done with utmost care!

Definitions

Payroll uses a system called **Definitions** to calculate and record hours, income, taxes and deductions. These are maintained through the Company setup and can only be altered in conjunction with GivenHansco personnel.

Payroll Processing

Payroll Processing is broken into five steps. All five steps must be executed before a payroll can be accepted. At any time during these steps, the user may opt to reject the payroll run to void the check run and clear the calculations, allowing corrections as necessary to generate the correct paycheck.

Accepting/Rejecting Payroll

The user has the option to accept or reject the payroll run. Accepting the payroll updates all values in the system, while rejecting the payroll run leaves all values unchanged and available to correct before attempting another payroll run.

Once accepted, the payroll system will generate General Ledger and Cash Management transactions to feed into those respective subsystems.

Direct Deposit Transactions

Once a payroll run is accepted, a menu option allows the creation of an ACH-compatible Direct Deposit transaction file. This file can then be transferred to the necessary financial institutions.

General Ledger Transactions

General Ledger transactions generated by payroll are held until the user runs the Payroll Distributions to G/L option from the Month-End Menu. This option may be run as frequently as the user wishes.

Cash Management Transactions

Paycheck transactions are fed into the Cash Management system when the payroll run is accepted. No further action is required from the user.

System Startup

In order to get your Payroll system started in correct alignment with your other applications, there are some special steps to take when you first get your system up and running.

1. Fill out the Payroll Setup Questionnaire (see Appendix A) and fax to GivenHansco. This is a critical step to ensure the payroll system is set up properly. The questionnaire must be filled out as completely as possible. Please include a photocopy of the paycheck so the check layout can be set up at this time.
2. Contact your GivenHansco Installation Consultant to review the questionnaire.
3. Review all state and local tax reporting requirements. These must be set up
4. After your GivenHansco Installation Consultant completes your payroll setup, it will be transferred to your system to allow employee data entry via the option on File Maintenance. Each employee is entered along with W-4 tax information and information about deductions (if any) including garnishments, loans, 401K plans, etc.
5. Customers upgrading from our discontinued DOS-based payroll system will be able to import data from their existing system. This will usually take place when your GivenHansco Installation consultant arrives on site. This eliminates the need for Steps 6 and 7 below.
6. Enter all employee information, including tax and deduction information. This information will be necessary for the payroll run.
7. Once all employee information is complete, go to the Setup Menu and choose **Adjust Employee Balances**. Please enter the MTD, QTD and YTD balances for each definition of each employee.

NOTE: You should not run any payrolls until all values are entered and verified as 100% accurate.

MENU OPTIONS

Menu Navigation

- [-] Payroll
 - + Entry/Processing
 - + File Maintenance
 - + File Lists
 - + Reports/Inquiries
 - + Data Exports
 - + Month End
 - + Setup/Utilities

Menu Overview

Entry / Processing	Contains all menu items necessary for a typical payroll run.
File Maintenance	Contains menu items necessary to add/edit employees, deductions, maintain tax jurisdictions, and define events in employee data.
File Lists	Contains programs to generate lists of items in File Maintenance.
Reports / Inquiries	Contains standard historical reports and lookups for payroll deductions, taxes and totals for company and employee.
Data Exports	Contains utility programs used to create export files for transfer to external programs / entities (Ex.: Magnetic Media)
Month End	Contains monthly, quarterly and annual filing reports as well as accounting period setup and G/L transaction distributions.
Setup / Utilities	Contains utility programs needed by GivenHansco technical staff to setup and modify payroll configuration.

ENTRY / PROCESSING

- [-] Payroll
 - [-] **Entry/Processing**
 - Prepare Payroll
 - Automatic Pay
 - Import Timecards
 - Driver Bonus Timecards
 - Timecard Maintenance
 - Timecard Audit List
 - Calculate Payroll
 - Payroll Register
 - Print Checks
 - Pay Check Register
 - Company Totals
 - Accept Payroll
 - Reject Payroll
 - [+] File Maintenance
 - [+] File Lists
 - [+] Reports
 - [+] Data Exports
 - [+] Month End
 - [+] Setup/Utilities

Menu Overview

Prepare Payroll	Before timecards can be entered, information about the payroll run must be specified within this option.
Automatic Pay	Employees flagged as Automatic Pay (typically salaried employees) can have timecard entries automatically generated via this option.
Import Timecards	This option imports timecard information from an external source for payroll processing.
Driver Bonus Timecards	This option imports driver bonuses from the CompuCrete A/R module.
Timecard Maintenance	Employee wage and hour information is entered and edited within this option.
Timecard Audit List	This option generates a list of all timecard entries.
Calculate Payroll	When run, this option locks all timecards and prepares the payroll run. Once calculated, timecard information cannot be changed except by rejecting the payroll.
Payroll Register	This report generates a list of each employee's current paycheck information as well as historical totals (MTD, QTD and YTD) as well as other registers.
Print Checks	This option prints paychecks.
Pay Check Register	This report generates a list of all paychecks generated in the current payroll run.
Company Totals	This report generates company totals for the current payroll run.
Accept Payroll	The payroll files are not updated until a payroll is accepted. Once accepted, all current payroll information is saved.
Reject Payroll	If a payroll run contains substantial errors, it should be rejected. This allows the user to correct timecards and re-calculate.

The Entry/Processing Menu contains the functions necessary to process a payroll run from timecard entry through to completion. A correct payroll run requires proper system setup and a complete understanding of this menu. Please read the following section carefully and contact your GivenHansco Representative with any questions.

Prepare Payroll

Prepare payroll is used to setup processing information about the payroll run. No work on a payroll run may begin until **Prepare Payroll** is done.

The values used here become the defaults for all timecards in this payroll run, but they may be overridden on any individual timecard(s).

NOTE: Because the settings used in this option become the default for all timecards, it is critically important that the settings are correct in order to avoid the potential of editing all timecards later.

Prepare Payroll needs to be performed only once per payroll run. It may be run again to correct any incorrect information if necessary.

If you re-run this option, changing the default values **will not** change the values of timecards already entered. For example, if **Prepare Payroll** is run with *Deductions To Take* set to Week 2 and then 20 timecards are entered, if you re-run **Prepare Payroll** and change the *Deductions To Take* to Week 3, those original 20 timecards will remain flagged for Week 2 deductions, while any **new** timecards entered will be flagged for Week 3 deductions.

If run a second time in the same payroll cycle, a menu will appear underneath the G/L Trans. Date allowing the user to delete existing timecards (see lower illustration). By checking the appropriate box, the user can selectively delete timecards. This offers an efficient way to delete a large quantity of unwanted timecards.

Checking the Auto Pay checkbox will delete all timecards generated by the Automatic Pay menu option (typically salaried employees).

Checking the Imported checkbox will delete all timecards imported from a third-party timecard system.

Checking the Calculated checkbox will delete all timecards which have performed a Calculate Net Pay in Timecard Maintenance.

Checking the Manual checkbox will delete all timecards which were entered via Timecard Maintenance.

Checking the Overrides checkbox will delete all timecards for any employee who has any overridden values (pay, taxes or deductions).

To delete all timecards, simply check all five boxes.

Prepare Payroll Screen

Timecard Delete

Field Name	Description / Usage
Run No.	This is an internal control used by payroll to distinguish each payroll run. The user cannot edit this field.
Description	This field is used to identify the payroll run to the user. In the illustration above, the user has identified the payroll ending date. For selective payroll runs (individual plants or employees), include this information as well. A detailed entry here will greatly simplify searching for information in the future.
Cash G/L Account	Use this field to identify the default bank account which this payroll run will draw against.
Week Ending Date	Enter the last day of the pay period in this field.
Check Date	This field contains the check date.
G/L Trans. Date	All General Ledger transactions created in this payroll run will use the date from this field.
Deductions To Take	The payroll system can be set up to take deductions on a weekly or staggered basis. Use this field to identify which deductions apply to this payroll run. <i>Example: Union dues are withheld monthly, on the third paycheck of the month.</i>
Deduction Periods	Payroll will default to taking a single pay period's deductions for the current run, which is the correct setting in almost all cases. The user may modify this value to change this default. The user can change this value to 0 to disable all deductions or set the value higher to multiply the deductions taken accordingly. <i>Example: Drivers are paid a monthly bonus which is not subject to standard deductions such as Health Insurance, Uniforms, etc. Setting the Deduction Periods to 0 disables all deductions for the bonus run.</i>
Tax Periods	As is the case with Deduction Periods, this value can be set to alter the withholding calculated for employees. Setting a value of 0 will disable tax withholding. Setting a higher value indicates to the payroll system that this payroll run spans multiple periods and effectively <i>lowers</i> the tax deduction. Because the payroll system uses an annualized system to calculate taxes, when calculating a weekly paid employee, the earnings are multiplied by 52. Tax is calculated and then divided by 52 to generate the correct amount. Changing the Tax Periods to 2 would indicate this payroll spans a two week period, so instead of multiplying the earnings by 52 before calculating tax, the system would multiply the earnings by 26 <i>Example: An weekly-paid employee earning \$1000 this week would have the taxes calculated on annual earnings of \$52,000. The resulting tax amount is then divided by 52 to determine this payroll run's "share" of the annual tax liability.</i> <i>If Tax Periods were set to 2, the taxes would be calculated on annual earnings of \$26,000, lowering the tax liability.</i>

Automatic Pay

Automatic Pay is used to automatically generate timecards for employees, typically salaried employees.

The **Report Sequence** of this report determines the order the report is generated. Choices include:

- Employee Id, Sequence Code
- Display Name, Employee ID
- Social Security Number
- Plant ID, Employee ID, Code

Field	Beginning	Ending
Employee Id		
Soc Sec #		

Automatic Pay Screen

The **Selection Criteria** of this report determines which employees' timecards will be generated.

The **Options** tab allows further selection in the generation of timecards.

- The Auto Pay date should be set within the pay period. The week-ending date is used by default.
- The Pay Category Id determines which type of pay is to be automatically generated. This is typically used for Regular Pay only, however additional pay types (Overtime, Vacation, etc.) may be chosen. Regular Hours is the default.
- The Cash G/L Account determines which G/L account these employees will be paid from. The default Cash Account for the payroll run (set within **Prepare Payroll**) will be used, but may be overridden if salaried employees are paid from a different account.

Import Timecards

This option is used to import timecard information from remote locations or third-party timecard systems.

All timecard locations appear in the lower right of this screen and may be imported by checking the box to the left of the location name. If no current timecards exist for a location, its name appears in gray and cannot be checked.

Import Timecards may be set to add employee records based on the settings of your system. Please contact GivenHansco support for additional information.

Note: Not all timecard systems are capable of exporting data to third-party payroll systems.

Import Timecards Screen

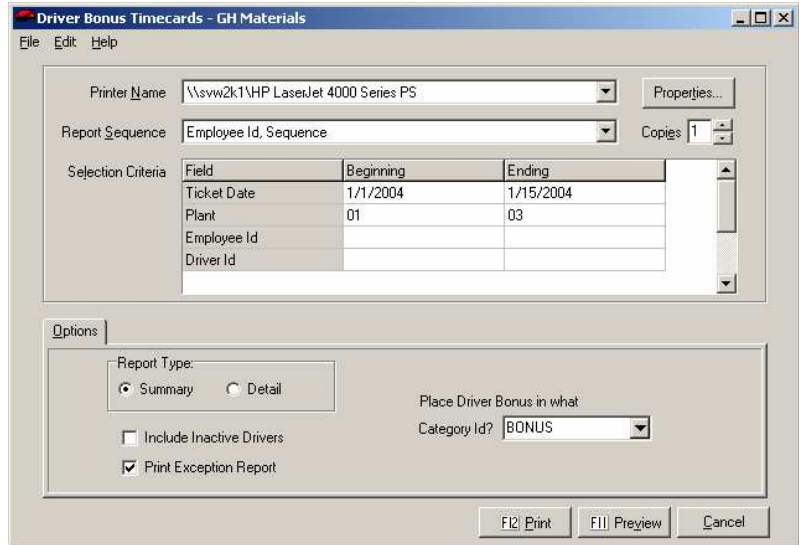
Driver Bonus Timecards

This option is used to import bonus pay information from the CompuCrete Accounts Receivable system.

This is accomplished by calculating the total number of loads a driver has delivered within the date range (in this example, January 1 – 15) and multiplying it by a rate set in Plant File Maintenance (in this example, \$1 per load).

The report may be run in Summary or Detail mode. Summary mode is often sufficient for operations where drivers do not switch plants.

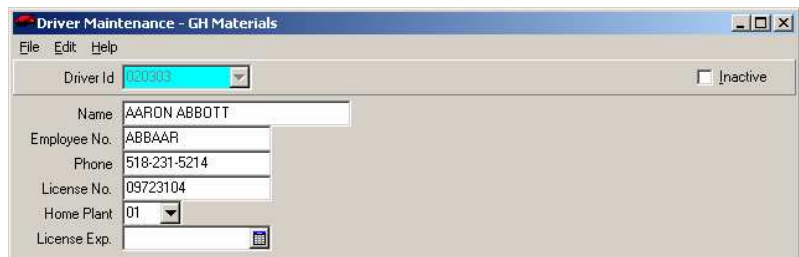
In detail mode, a breakdown will be given of each driver’s load count by plant.



Driver Bonus Timecards Screen

In order to function properly, drivers must be correctly identified on delivery tickets. Under each Driver Id in the Accounts Receivable system, you must specify the Employee No. This must be an **exact** match to their Employee Id in the payroll system.

Note: It is not necessary for the Driver Id field to match the payroll’s Employee Id.



Driver Maintenance Screen (from A/R system)

In Sequence By Employee Id, Sequence						
Ticket Date 1/1/2004 thru 1/15/2004						
Plant 01 thru 03						
Category Id: BONUS						
Employee Number / Name	Check Sequence	Pay Freq?	Direct Deposit?	Tickets	Extended Amount	
ABBAAR AARON ABBOTT	1	W	N	41	41.00	
CAMCHA CHARLES CAMPBELL	1	W	N	33	33.00	
DANDAV DAVID DANIELS	1	W	N	37	37.00	
EAREDW EDWARD EARNHARDT	1	W	N	36	36.00	
FARFRE FRED FARRELL	1	W	N	29	29.00	
KLIKEV KEVIN KLING	1	W	N	28	28.00	
				Grand Totals:	204	204.00

Driver Bonus Import – Summary View

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Employee Number / Name		Check Sequence	Pay Freq?	Direct Deposit?			Tickets	Amount	
ABBAAR	AARON ABBOTT	Tax Ids	1	W	N				
Timecard	Card Date	State	Local	Plant	G/L Account	Category	Tickets	Rate	Ext Amt
1	1/16/2004	NY		02		BONUS	41	1.00	41.00
ABBAAR - AARON ABBOTT Totals:							41		41.00
CAMCHA	CHARLES CAMPBELL	Tax Ids	1	W	N				
Timecard	Card Date	State	Local	Plant	G/L Account	Category	Tickets	Rate	Ext Amt
1	1/16/2004	CT		03		BONUS	33	1.00	33.00
CAMCHA - CHARLES CAMPBELL Totals:							33		33.00
DANDAV	DAVID DANIELS	Tax Ids	1	W	N				
Timecard	Card Date	State	Local	Plant	G/L Account	Category	Tickets	Rate	Ext Amt
1	1/16/2004	NY		02		BONUS	37	1.00	37.00
DANDAV - DAVID DANIELS Totals:							37		37.00
EAREDW	EDWARD EARNHARDT	Tax Ids	1	W	N				
Timecard	Card Date	State	Local	Plant	G/L Account	Category	Tickets	Rate	Ext Amt
1	1/16/2004	CT		03		BONUS	36	1.00	36.00
EAREDW - EDWARD EARNHARDT Totals:							36		36.00
FARFRE	FRED FARRELL	Tax Ids	1	W	N				
Timecard	Card Date	State	Local	Plant	G/L Account	Category	Tickets	Rate	Ext Amt
1	1/16/2004	TX		03		BONUS	29	1.00	29.00
FARFRE - FRED FARRELL Totals:							29		29.00
KLIKEV	KEVIN KLING	Tax Ids	1	W	N				
Timecard	Card Date	State	Local	Plant	G/L Account	Category	Tickets	Rate	Ext Amt
1	1/16/2004	CT		02		BONUS	28	1.00	28.00
KLIKEV - KEVIN KLING Totals:							28		28.00
Grand Totals:							204		204.00

Driver Bonus Import – Detail View

Timecard Maintenance

Timecard Entry

Timecard Maintenance is often used to manually enter timecard information.

The top section (timecard header) receives defaults from employee information as well as the information entered during **Prepare Payroll**.

The lower section (timecard detail) generates one tab per timecard.

There is also an Override Adjustment tab, allowing overrides as needed. (Ex: An employee might earn a bonus which is not subject to deductions).

Timecard Maintenance – Wage & Hour Entry

Note: Timecard Maintenance is also used to edit existing timecards, whether entered Timecard Maintenance or imported from another payroll system.

Field Name	Description / Usage
Employee Id	Enter the employee to process in this field. An employee may have an unlimited number of timecards in a single payroll run. Some opt to enter all hours for a work week on a single timecard while others choose to enter each day's timecards individually. If department/plant/job costing is desired, different timecards should be entered when an employee's work week involves multiple departments, plants or jobs. Daily timecard entries are required for employers who wish to generate certified payroll registers.
Sequence	This field indicates which paycheck will include the resulting pay from the current timecard. In most cases, employees receive a single paycheck for a week, however if a separate paycheck is desired, this value indicates which paycheck the timecard will be included in.
Direct Deposit?	This field defaults to the value set in Employee File Maintenance, but can be overridden as necessary.
Frequency	The CompuCrete Payroll module uses the annualized method to correctly determine income tax withholdings. As a result, withholdings are calculated for a paycheck as though this employee received this compensation every paycheck. The default value comes from the value in Employee File Maintenance, but may be overridden here as necessary. The most common need for an override is bonus pay. <i>Example: If a weekly paid employee were to receive a \$1,000 bonus, the payroll system would pro-rate withholding as if the employee were earning \$52,000 annually (\$1,000 times 52 weeks in a year).</i>
Cash G/L	This field defaults to the value set in Prepare Payroll , but can be overridden for any employee who is paid from a different payroll account.
Deduction Week	Deductions may be scheduled for some or all weeks. This value indicates which deductions a timecard is subject to. This can be especially useful to take a deduction from a previous week that the employee may not have worked.

Deduction Periods	This field will default to the setting entered during Prepare Payroll . Payroll will default to taking a single pay period's deductions for the current run. The user may modify this value to change this default. The user can change this value to 0 to disable all deductions or set the value higher to multiply the deductions taken accordingly.
Tax Periods	This field will default to the setting entered during Prepare Payroll . As is the case with Deduction Periods, this value can be set to alter the withholding calculated for employees. Setting a value of 0 will disable tax withholding, while increasing the value will multiply the withholding accordingly.
Hold?	This field is used to allow a user to enter a timecard without releasing it for payroll processing. This is commonly used when a user does not wish to delay payroll processing over a missing or incomplete timecard.
Total Hours	This is the total hours entered for this employee under this Check Sequence.
Gross Pay	This is the total gross pay for this employee under this Check Sequence.
Calculate	<p>This button will calculate the Net Pay for this Check Sequence. The text of the button will display the Net Pay and can be recalculated at will by clicking on the button again.</p> <p>Once calculated, the taxes and deductions on the OVERRIDE tab can be displayed.</p> <p>Note: Calculating the Net Pay is for informational purposes only. The user must still execute the Calculate Payroll option during payroll processing.</p> <p>Note: All timecards must be saved for an employee before using this feature.</p>
<i>Timecard Tab(s)</i>	
Card Date	Enter the date of the timecard. Users wishing to consolidate all hours worked to a single timecard entry should use the week ending date in this field. The system defaults to the payroll ending period as entered in Prepare Payroll .
Plant Id	Use this field to indicate where the work on this timecard was performed. If an employee worked in more than one plant in a pay period, use separate timecards. Payroll tracks hours by plant as well as offering sophisticated wage costing features. This field takes the default value from the Home Plant field in the Employee Maintenance screen.
Job / Loc	The field is used to integrate cost reporting to the GivenHansco Job Costing system. If entered, the data from this timecard will be used to track wage expenses for the job specified.
State Code	Enter the state income tax jurisdiction in this field. The default value for this field comes from the Employee Maintenance screen. While many neighboring states have reciprocal agreements regarding income taxes earned for non-residents, it is important to consult with a tax professional when hiring out-of-state employees to work in your state or in-state employees to work in other states.
Local Code	This field is used to indicate the local income tax jurisdiction. Please consult with a tax professional regarding any inter-jurisdictional issues.
Dept #	Expense tracking is made easier with this field. If an employee worked in more than one department in a pay period, use separate timecards. This field is typically used to track types of work performed (dispatch, delivery, maintenance, managerial).
Union Id	If any work performed is subject to union reporting, use this field to indicate which union agreement the labor falls under.
Union / Labor Class	When reporting union wages, this field is used to distinguish the type of work performed. Consult the appropriate Collective Bargaining Agreement for additional information in the type of reporting required.

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Work Comp Class	This field is used for tracking hours and wages by the Workman's Compensation classification as set forth by your insurer. Please consult your Policyholder's Guide for additional information.
<i>Hour / Wage Entry</i>	
Category Id	Enter the type of wages earned. Regular and Overtime are typical for most payroll systems, with additional types (Vacation, Holiday, etc.) available as well. While it is common for hours to be grouped by category (all Regular hours combined on a single entry), it is possible to have multiple entries of the same category on a timecard.
Hours	Enter the hours worked for the given category in this field.
Rate	This rate is calculated from the employee's base pay rate, subject to modifiers (eg: time and a half for overtime). This field can be overridden as necessary.
Pay	This field is calculated from the hours and rate fields entered previously. The user may still override the value in this field. When this occurs, the rate is recalculated. <i>Example: An employee working 5 hours at \$10/hour would have a net pay of \$50. If a user changes the pay to \$60, the rate is recalculated at \$12/hour.</i>
G/L Account	This is the default G/L account for tracking the wage expense.

Override Adjustment

The Override Adjustment tab in Timecard Maintenance is a powerful tool, giving the user the capability of overriding almost any tax or deduction calculation.

While this capability is sometimes necessary, it should be done with considerable care, especially when overriding tax calculations!

To remove an override previously set, simply blank out the Override Value – do **NOT** set the override value to zero unless you wish to not withhold the tax or deduction.

Timecard Maintenance – Override Tab

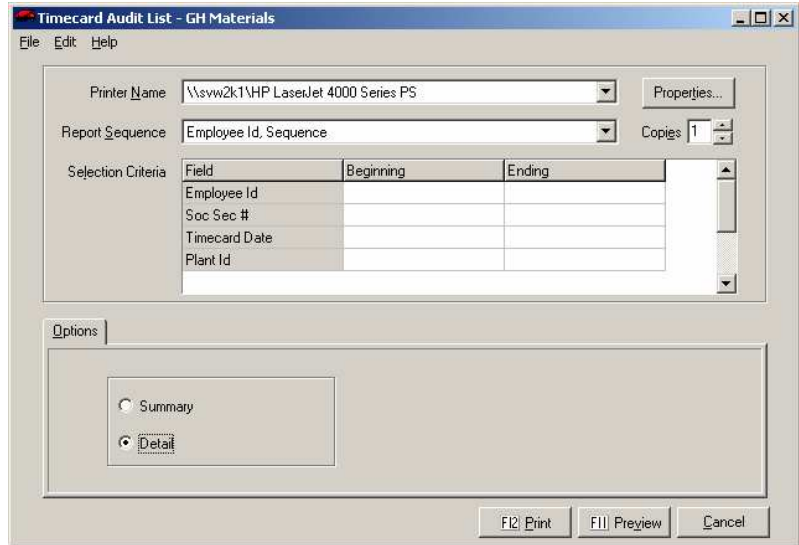
Field Name	Description / Usage
Definition	The definition codes are listed in the left column. This identifies the type of deduction or tax calculation. It cannot be changed.
Description	This is a description of the definition. It cannot be changed.
Calc. Value	This field contains the value of the definition as calculated by the system.
Override Value	This field contains the override value of the definition. The user may change this value, including setting it to zero. Any time a value is overridden, the new value will appear in this field and an asterisk will appear immediately to the right of the column. <i>Note: Great care should be taken when overriding mandatory deductions (child support, garnishments, etc.) or taxes. Companies may be subject to significant fines for failure to comply with local, state or federal regulation or court judgments.</i>
Override?	Not all fields may be overridden. If a field may be overridden, a “Y” will appear in this

	column indicating the user may override any values.
<i>Function Keys</i>	
F5 PayCheck	This button generates a new Sequence Number and paycheck for the employee.
F6 TimeCard	This button generates a new timecard (retaining the same Sequence Number as the last timecard entered)
F3 PayCheck	This button deletes the current Sequence Number and all timecards in that sequence.
F8 TimeCard	This button deletes the current timecard, but leaves all other timecards unchanged. Timecards are automatically renumbered whenever one is deleted.

Timecard Audit List

The Timecard Audit List is used to review all timecard information prior to payroll processing. It may be run as often as required during a paycheck run.

A final copy should be printed prior to processing each payroll.



Timecard Audit List

Report Sequence

The Timecard Audit List can be sorted in varying ways depending on the needs of the report.

Report Sequence	Employee Id, Sequence
Selection Criteria	Employee Id, Sequence Display Name, Employee Id, Sequence Social Security Number Plant Id, Employee Id, Sequence

Timecard Audit List – Report Sequence Dropdown List

The **Selection Criteria** of this report determines which employees' timecards will be printed.

The **Options** tab allows more thorough reporting.

- The Summary option generates one line per employee, showing total hours and gross pay.
- The Detail option reports each timecard, including hours, rate, plant, G/L account and much more. This report can grow significantly longer than the Summary version.

In Sequence By Employee Id, Sequence							
Employee Number / Name	Soc. Sec. #	Check Sequence	Hold?	Direct Deposit?	Hours	Extended Amount	
ABBAAR ABBOTT, AARON	051-85-2911	1	N	N	45.00	691.12	
BLABEN BLAYLOCK, BENJAMIN	021-59-7210	1	N	N	40.00	625.00	
CAMCHA CAMPBELL, CHARLES	045-29-6721	1	N	N	51.50	832.99	
DAMDAV DANIELS, DAVID	055-23-1412	1	N	N	44.00	699.66	
EAPEDW EDWARD, EARNHARDT	052-87-2124	1	N	N	38.00	488.30	
FARFRE FRED, FARRELL	062-82-9001	1	N	N	34.00	450.50	
GRAGER GRAY, GRACE	071-05-8213	1	N	N	80.00	1250.00	
HENGRE HENDRIES, GREG	084-21-0412	1	N	N	80.00	2500.00	
IZZIAN IZZO, IAN	082-52-1265	1	N	N	40.00	625.00	

In Sequence By Employee Id, Sequence										
Employee Number / Name	Soc. Sec. #	Check Sequence	Hold?	Direct Deposit?						
ABBAAR ABBOTT, AARON	Tax Ids 051-85-2911	1	N	N						
Timecard	Card Date	State	Local	Plant	G/L Acct	Category	Hours	Rate	Ext Amt	
1	1/10/2004	NY		01	6000.01	REG	40.00	14.55	582.00	
				01		OT	5.00	21.82	109.12	
ABBAAR - ABBOTT, AARON Totals:							45.00		691.12	
BLABEN BLAYLOCK, BENJAMIN	Tax Ids 021-59-7210	1	N	N						
Timecard	Card Date	State	Local	Plant	G/L Acct	Category	Hours	Rate	Ext Amt	
1	1/10/2004	MA		03	6020.03	REG	40.00	15.62	625.00	
BLABEN - BLAYLOCK, BENJAMIN Totals:							40.00		625.00	
CAMCHA CAMPBELL, CHARLES	Tax Ids 045-29-6721	1	N	N						
Timecard	Card Date	State	Local	Plant	G/L Acct	Category	Hours	Rate	Ext Amt	
1	1/10/2004	CT		02	6000.02	REG	40.00	14.55	582.00	
				02		OT	11.50	21.82	250.99	
CAMCHA - CAMPBELL, CHARLES Totals:							51.50		832.99	

Timecard Audit List - Detail View

Calculate Payroll

Once all timecards have been entered and verified, the next step is to calculate the payroll. All employees are processed and all warnings (if any) are printed at this point.

The confirmation of the payroll dates gives a final opportunity to make any corrections prior to processing the payroll.

Any warnings or errors should be carefully reviewed. While some warnings are not significant and processing can continue, others may represent serious problems which prevent further processing.

The Preview option allows the user to review possible errors without locking timecards.

Calculate Payroll - GH Materials

File Edit Help

Printer Name: \\svw2k1\VHP LaserJet 4000 Series PS Properties...

Report Sequence: System Defined Sequence Copies: 1

Selection Criteria: No selection fields are available for this report.

Options

Week Ending Date: 1/10/2004 Trace Operations:

Check Date: 1/13/2004

G/L Trans Date: 1/13/2004

F12 Process F11 Preview Cancel

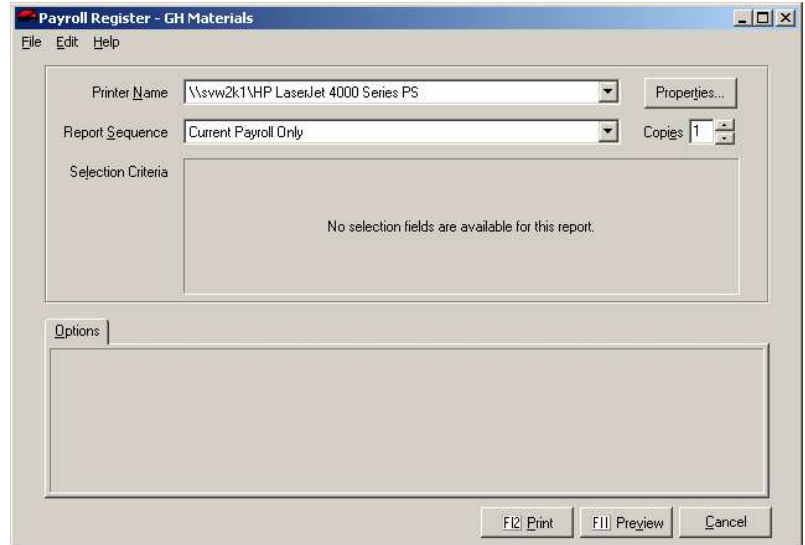
Calculate Payroll

Once a payroll is calculated, the timecards for that payroll are locked and cannot be altered unless the payroll run is rejected. An accepted payroll run will update all files and move timecard data to a history file.

Note: The TRACE OPERATIONS checkbox should only be checked at the direction of GivenHansco personnel. This feature is only used for diagnostic purposes and can dramatically slow the processing.

Payroll Register

The Payroll Register gives a detailed list of wages, taxes and deductions for each employee in the payroll run.



Payroll Register

Employee						
Id	Name					
ABBAAR	ABBOTT, AARON	Rate: 14.5500	Dept #: 01	Home Plant: 01		
			Current	MTD	QTD	YTD
	REGHRS	Regular Hours	40.00	40.00	40.00	40.00
	REGPAY	Regular Pay	582.00	582.00	582.00	582.00
	OTHR	Overtime Hours	5.00	5.00	5.00	5.00
	OTPAY	Overtime Pay	109.12	109.12	109.12	109.12
	HOLHRS	Holiday Hours	.00	40.00	40.00	40.00
	HOLPAY	Holiday Pay	.00	582.00	582.00	582.00
	GROSS	Gross Pay	691.12	1273.12	1273.12	1273.12
	FEDGRS	Federal Gross	559.12	1009.12	1009.12	1009.12
	FEDTAX	Federal Tax	32.64	54.37	54.37	54.37
	SSGROSS	Social Security Gross	559.12	1009.12	1009.12	1009.12
	SSTAX	OASDI Tax	34.67	62.57	62.57	62.57
	MCGROSS	Medicare Gross	559.12	1009.12	1009.12	1009.12
	MCTAX	Medicare Tax	8.11	14.64	14.64	14.64
	NY_GROSS	New York Gross	691.12	691.12	691.12	691.12
	NY_TAX	New York Income Tax	29.86	29.86	29.86	29.86
	CHILDSUP	Child Support (Fixed \$ / Min Pay)	80.00	160.00	160.00	160.00
	HEALTH_CALC	Health Calculation	120.00	240.00	240.00	240.00
	HEALTH_DED	Health Deduction	120.00	240.00	240.00	240.00
	DENTAL_CALC	Dental Calculation	12.00	24.00	24.00	24.00
	DENTAL_DED	Dental Deduction	12.00	24.00	24.00	24.00
	UNIFORMS	Uniform Deduction	8.00	16.00	16.00	16.00
	HANDLING	Handling Fee	1.00	2.00	2.00	2.00
	NETPAY	Net Pay	364.84	669.68	669.68	669.68
	CHKAMT	Check Amount	364.84	669.68	669.68	669.68

Print Paychecks

The next step in payroll processing is to generate the physical paychecks. This step should take place only after the payroll register has been thoroughly reviewed for errors.

The first check number is maintained by the system automatically and should not need to be changed.

Note: It is possible to run paychecks more than once in the same payroll run. If attempted, the system will confirm that you wish to void the checks printed in the previous paycheck printing.

Before printing, an automatic backup is performed.

Checks can be run in several ways. They can be run in employee order, by plant or by department. Users should choose a method that works best for distribution of checks to employees.

The Payroll system can be configured for many different check styles and supports dot-matrix, inkjet and laser printer formats. For the most flexibility, GivenHansco recommends a form with the check on the top and a blank stub.

Please consult GivenHansco support before changing check forms.

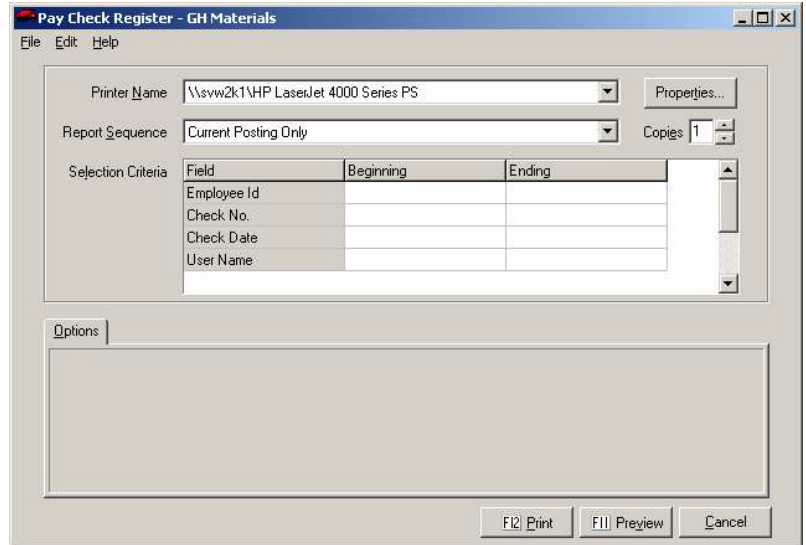
Print Paychecks

Report Sequence	Employee Id
Selection Criteria	Employee Id Home Plant Id, Employee Id Department, Employee Id

Check Sequence

Paycheck Register

After printing paychecks, a paycheck register provides an audit trail of the checks generated.



Paycheck Register

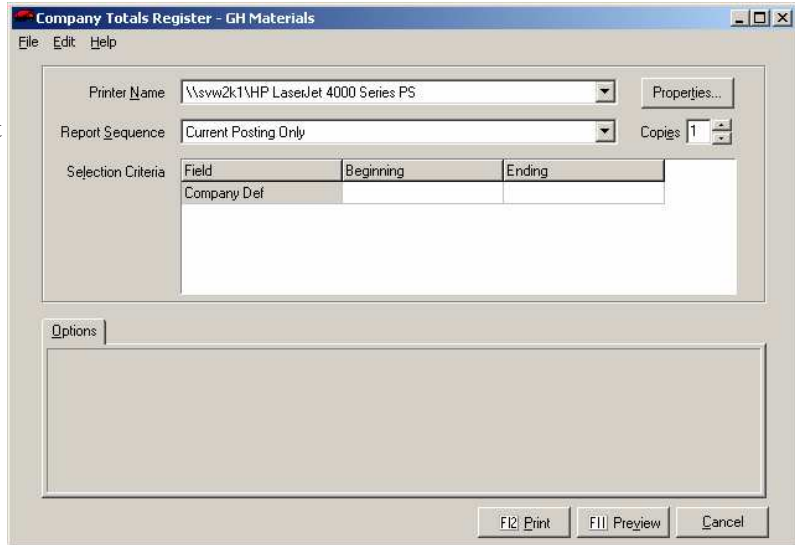
Employee Id	Name	Check No.	Check Date	Check Amount	Dir Dep	Gross Pay	Total Taxes	Total Deductions	Total Reimburse	
ABBAAR	ABBOTT, AARON	14192	1/13/2004	364.84	N	691.12	105.28	221.00		
BLABEN	BLAYLOCK, BENJAMIN	14193	1/13/2004	379.18	N	625.00	158.32	87.50		
CAMCHA	CAMPBELL, CHARLES	14194	1/13/2004	622.62	N	832.99	110.37	100.00		
DANDAV	DANIELS, DAVID	14195	1/13/2004	402.04	N	699.66	156.63	140.99		
EAREDW	EDWARD, EARNHARDT	14196	1/13/2004	307.84	N	488.30	35.04	145.42		
FARFRE	FRED, FARRELL	14197	1/13/2004	103.20	N	450.50	121.30	226.00		
GRAGER	GRAY, GRACE	14198	1/13/2004	1018.81	N	1250.00	231.19			
HENGRE	HENDRIES, GREG	14199	1/13/2004	1600.30	N	2500.00	517.70	382.00		
IZZIAN	IZZO, IAN	14200	1/13/2004	385.26	N	625.00	142.94	96.80		
JOHJER	JOHNSON, JERRY	14201	1/13/2004	404.17	N	600.00	58.83	137.00		
KLIKEV	KEVIN, KLING	14202	1/13/2004	138.00	N	594.40	93.38	363.02		
Grand Total						5726.26	9356.97	1730.98	1899.73	.00

Paycheck Register Sample

Company Totals Register

The final report before accepting a payroll run is to print the company totals. This report shows a grand total for many Definitions in the current payroll run.

Additional information (such as MTD, QTD and YTD figures) is also displayed on the report.



Company Totals Register

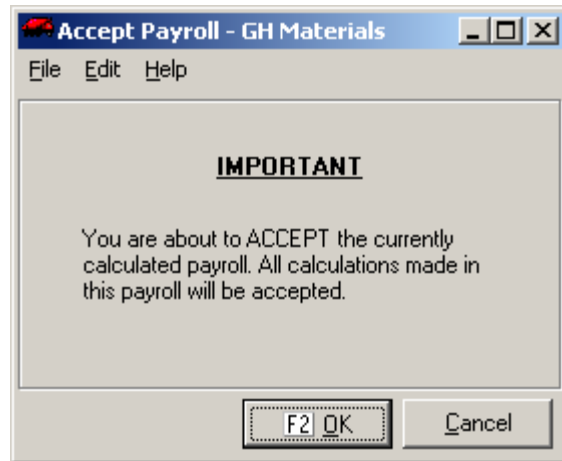
Def Id	Definition	CUR	MTD	QTD	YTD
REGHRS	Regular Hours	432.00	432.00	432.00	432.00
REGPAY	Regular Pay	7030.60	7030.60	7030.60	7030.60
OTHR	Overtime Hours	20.50	20.50	20.50	20.50
OTPAY	Overtime Pay	451.37	451.37	451.37	451.37
VACHRS	Vacation Hours	40.00	40.00	40.00	40.00
VACPAY	Vacation Pay	1250.00	1250.00	1250.00	1250.00
HOLHRS	Holiday Hours	40.00	360.00	360.00	360.00
HOLPAY	Holiday Pay	625.00	5291.40	5291.40	5291.40
GROSS	Gross Pay	9356.97	14023.37	14023.37	14023.37
FEDGRS	Federal Gross	8204.06	12081.01	12081.01	12081.01
FEDTAX	Federal Tax	729.70	1080.95	1080.95	1080.95
SSGROSS	Social Security Gross	8536.97	12495.37	12495.37	12495.37
SSTAX	OASDI Tax	529.30	774.72	774.72	774.72
MCGROSS	Medicare Gross	8536.97	12495.37	12495.37	12495.37
MCTAX	Medicare Tax	123.81	181.22	181.22	181.22
MA_GROSS	Massachusetts Gross	4825.50	5980.50	5980.50	5980.50
MA_TAX	Massachusetts Income Tax	248.22	319.44	319.44	319.44
CT_GROSS	Connecticut Gross	1921.29	3617.29	3617.29	3617.29
CT_TAX	Connecticut Income Tax	8.00	8.00	8.00	8.00
NY_GROSS	New York Gross	2015.78	3249.18	3249.18	3249.18
NY_TAX	New York Income Tax	91.95	147.79	147.79	147.79
CHILDSUP%	Child Support (Fixed \$ / Min Pay)	225.00	365.00	365.00	365.00
CHILDSUPP#2	Child Support #2	150.00	210.00	210.00	210.00
GARNISH%	Garnishment (Fixed \$ / Min Pay)	115.00	165.00	165.00	165.00
GARNISH%	Garnishment (% of Net / Min Pay)	45.80	91.60	91.60	91.60
LEVY	Levy	111.02	111.02	111.02	111.02
HEALTH_CALC	Health Calculation	755.00	1410.00	1410.00	1410.00
HEALTH_DED	Health Deduction	755.00	1410.00	1410.00	1410.00
DENTAL_CALC	Dental Calculation	65.00	118.00	118.00	118.00
DENTAL_DED	Dental Deduction	65.00	118.00	118.00	118.00

Company Totals Register Sample

Accept Payroll

The final step in processing a payroll run is running Accept Payroll. This confirms to the system that all calculations, paychecks and reports are accurate and the system should be updated with the results.

Timecards from an accepted payroll run are archived and cleared. Paychecks are stored in the check history file. General Ledger transactions are prepared for update.



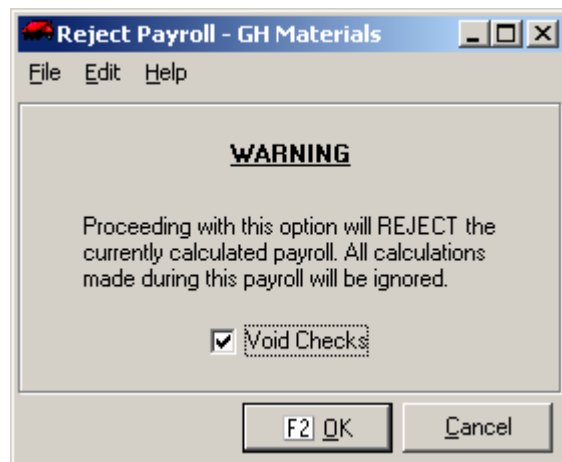
Accept Payroll

Reject Payroll

If problems occur at any point after **Calculate Payroll** is executed, the user may opt to reject the payroll run.

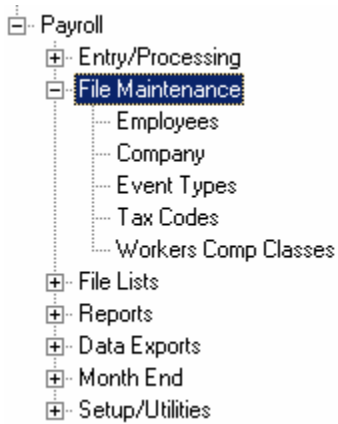
By rejecting a payroll run, all current calculations are cleared and timecards are unlocked for editing.

If paychecks have been generated, it is very important to check the VOID CHECKS box (shown on right). This flags all checks generated in this payroll run as void.



Reject Payroll

FILE MAINTENANCE



Menu Overview

Employees	Employee information is maintained through this menu option. Many defaults for timecard entry such as pay rate, tax withholding settings and deductions are set in this area.
Company	This option is used by GivenHansco personnel to define the payroll setup. It is password protected.
Event Types	CompuCrete's Payroll system includes Events – a feature designed to allow tracking and reporting of information usually stored in an employee's personnel file.
Tax Codes	This option is used by GivenHansco personnel to define the valid tax withholdings in a payroll setup. It is password protected.
Workers Comp Classes	This option is used to define specific Worker's Compensation Classes to correspond with filings with your insurer.

Before any payroll processing can take place, the system must be set up. Initial setup and continuing maintenance of employee data is handled in this menu. Proper maintenance of company and employee data is essential for the continued accuracy and efficiency of payroll runs. Please contact your GivenHansco representation with any questions.

Employee Maintenance

All information necessary for the processing of an employee’s paycheck (types of income earned, tax withholdings, deductions) are defined within **Employee Maintenance**.

In addition, many default settings (rate, tax jurisdiction, home department) used in **Timecard Entry** come from this section as well.

Employee Maintenance Screen

Field Name	Description / Usage
Name	The employee name is broken into three fields (first, middle and last). These fields should contain the complete legal name of the employee, as they are used for reporting and magnetic media filing.
First	
Middle	
Last	Whenever a change is made to the three name fields, a prompt will appear asking if the change should be made to the Display Name.
Address 1	This field contains the employee street address.
Address 2	This field can be used for an apartment number or a PO Box.
City	Enter the employee’s city of residence in this field.
State	Enter the employee’s state of residence in this field.
Zip	Enter the employee’s zip code in this field.
Phone	Enter the employee’s home phone number in this field.
Alt #	This field can be used for an alternate phone number (most commonly a cellular phone)
Email	If any employee has an email address (company or personal), enter it in this field.
Display [Name]	By default, this field contains the employee’s last name and first name separated by a comma. This name is used on checks and reporting within the Payroll system.
Soc Sec #	This field is used for the employee’s social security number. It should be entered as a 9 digit number without dashes.
DOB	This field contains the employee’s date of birth. When keying in any date before 2000, the year must be entered as four-digit year (eg: 1955).
Sex	Enter the employee’s gender in this field. This data can be useful in EEOC filing.
Status	This field contains the employee’s marital status for the purposes of income tax calculation. The value in this field will be used for all income tax calculations, however the payroll system supports multiple filing statuses (Ex: married for federal, single for

CompuCrete Payroll System

Ethnic Code	This field is not required, however can be useful in EEOC filing.
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History Tab

This tab contains Month To Date, Quarter To Date and Year To Date values maintained automatically by the system

Pay Info Tab

This tab contains basic pay information used to process typical payrolls. The values entered in these fields serve as defaults in **Timecard Entry**, and can be changed temporarily within **Timecard Entry** as necessary.

Employee Maintenance Screen – Pay Info Tab

Field Name	Description / Usage
State Tax Code	Enter the employee's default state income tax jurisdiction in this field. While many neighboring states have reciprocal agreements regarding income taxes earned for non-residents, it is important to consult with a tax professional when hiring out-of-state employees to work in your state or in-state employees to work in other states.
Local Tax Code	Enter the employee's default local income tax jurisdiction in this field. Please consult with a tax professional regarding any inter-jurisdictional issues.
Auto Pay?	This field is typically used for salaried employees and is used to automatically generate a timecard using the Automatic Pay menu option. Automatically generated timecards use the standard rate and hours in the following fields and may be edited once created.
Std Rate	Enter the regular rate of pay in this field. This is an hourly rate for hourly paid employees and a pay period salary for salaried employees.
Std Hours	This field contains the standard hours worked in a pay period for this employee.
Pay Frequency?	Pay Frequency dictates both the frequency in which an employee draws a paycheck as well as the manner in which tax is withheld. The CompuCrete Payroll module uses the annualized method to correctly determine income tax withholdings. As a result, withholdings are calculated for a paycheck as though this employee received this compensation every pay period
Hour / Salary?	This field indicates whether an employee is paid hourly or draws a straight salary.
Direct Dep?	Set this field to indicate whether an employee has Direct Deposit.
Routing #	If an employee has Direct Deposit, enter their bank's routing number in this field.
Account #	This contains the employee's account number for Direct Deposit purposes.
Account Type	This field indicates the type of account a Direct Deposit is being made to.

CompuCrete Payroll System

Misc Info Tab

This tab contains administrative fields, used to track an employee's job function, departmental information and other assorted fields. These fields become the default values for **Timecard Entry**.

The screenshot shows a software interface with a menu bar at the top containing: History, Pay Info, Misc Info (selected), Events, Income, Taxes, Deductions, Net Pay, and Notes. Below the menu bar is a form with the following fields:

- Title: [Empty text box]
- Craft: DRIVER [Text box]
- Dept #: 01 [Text box]
- Union Id: [Empty text box]
- Home Plant: 01 [Dropdown menu]
- Labor Class: [Empty dropdown menu]
- Work Comp: 7380 [Dropdown menu]
- Pension?: N [Dropdown menu]
- Hired: 6/12/1992 [Text box with calendar icon]
- Terminated: [Empty text box with calendar icon]

Employee Maintenance Screen – Misc Info Tab

Field Name	Description / Usage
Title	Enter the employee's job title (if any) in this field.
Craft	This field is used to enter to the type of work the employee typically performs.
Dept #	Use this field to indicate the employee's default department for expense tracking purposes. This field is typically used to track types of work performed (dispatch, delivery, maintenance, managerial).
Union Id	If an employee belongs to a union, use this field to track his default union. Employees belonging to more than one union can be tracked via Timecard Entry .
Home Plant	This field is the default plant for an employee. Payroll tracks hours by plant as well as offering sophisticated wage costing features.
Labor Class	When reporting union wages, this field is used to distinguish the type of work performed. Consult the appropriate Collective Bargaining Agreement for additional information in the type of reporting required.
Work Comp	This field is used for tracking hours and wages by the Workman's Compensation classification as set forth by your insurer. Please consult your Policyholder's Guide for additional information.
Pension?	This field is used to indicated whether the Pension Indicator box on the W-2 should be checked.
Hired	Enter the original Hire Date for the employee in this field.
Terminated	Use this field to indicate when an employee left the company.

Events Tab

This tab contains information typically found in an employee’s history folder. Reports can be generated from this information, allowing Payroll to function as a Human Resources tool.

Type	Date	Amount	Comment
DTP	11/17/2003		Random Drug Screen - Passed
PHYP	11/17/2003		Annual Physical - Passed
VAC	11/24/2003		Vacation - Thanksgiving Week
WVS	2/19/2004		Speeding Ticket

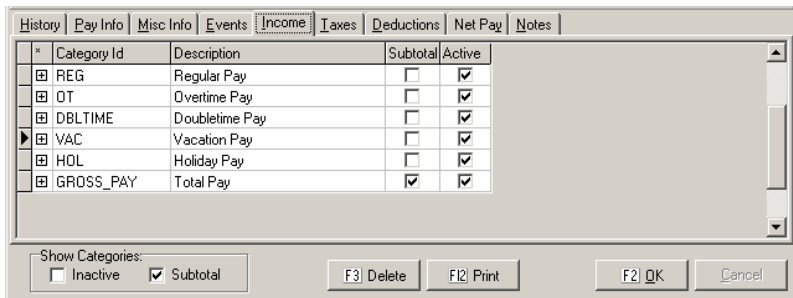
Employee Maintenance Screen – Events Tab

Field Name	Description / Usage
Type	Enter the type of event being reported. The payroll system contains over 80 predefined events. Additional events can be used via Event Type Maintenance .
Date	This field contains the date of the event (or anticipated date when used for scheduling, such as renewing licenses, etc.)
Amount	This field is used to track dollar values in conjunction with payroll. For example, if an employee receives a salary advance, the amount of the advance would be entered here.
Comment	Additional information about the event may be entered in this field. Double-click on the field to open a larger window. While the line on this screen may only appear to hold a short sentence, the larger window can contain several pages of supporting documentation if necessary.

Income Tab

This tab indicates the type of pay the employee is eligible for. An employee may have some or all pay types. By default, the only pay types displayed on this tab are those which are active.

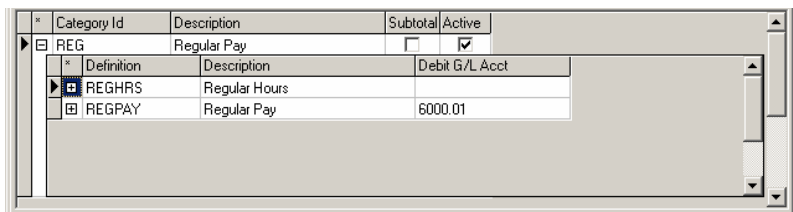
All pay types can be shown by checking the SHOW CATEGORIES box labeled Inactive.



Employee Maintenance Screen – Income Tab

Assigning G/L Accounts

Default G/L information may be entered by clicking the plus sign next to the category and entering the corresponding G/L account next to the payment definition.



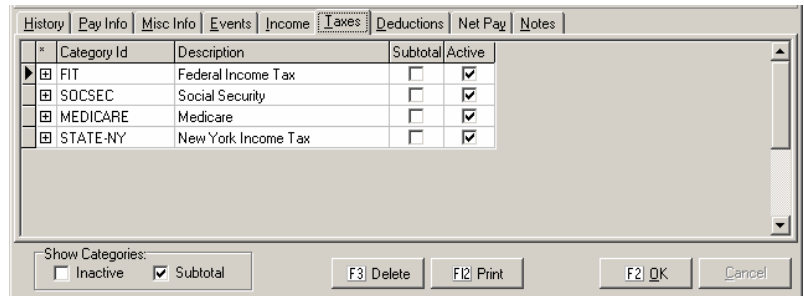
Assigning G/L accounts

Field Name	Description / Usage
Category Id	This is the type of pay.
Description	This field contains the description for the type of pay.
Subtotal	This special field only applies to the GROSS_PAY category. Hours and wages are not entered into any Subtotal field. A subtotal field is updated from the results of other income fields.
Active	Indicates if the employee is eligible for this type of pay. By default, the only pay types displayed on this tab are those which are active.

Taxes Tab

This tab indicates the type of taxes to withhold from the employee’s pay. By default, the only tax types displayed on this tab are those which are active.

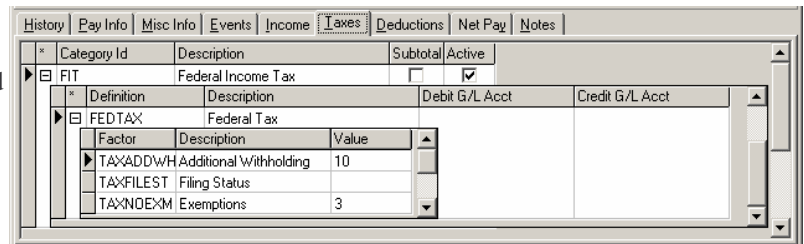
Additional tax authorities can be shown by checking the SHOW CATEGORIES box labeled Inactive.



Employee Maintenance Screen – Taxes Tab

Assigning tax factors

Tax factor information may be entered by clicking the plus sign next to the category and then the plus sign next to the tax definition. In this example, this employee is withholding an additional \$10 per paycheck and claiming three personal exemptions.



Assigning tax factors

Field Name	Description / Usage
Category Id	This is the type of income tax.
Description	This field contains the description for the tax.
Subtotal	This field is rarely used in tax calculations and should only be set up on instructions from GivenHansco personnel.
Active	Indicates if the employee is subject to this type of withholding. By default, the tax types displayed on this tab are those which are active.

CompuCrete Payroll System

Deductions Tab

This tab indicates the type of deductions to withhold from the employee's pay. By default, the only deductions displayed on this tab are those which are active.

Additional deductions can be shown by checking the SHOW CATEGORIES box labeled Inactive.

Category Id	Description	Subtotal	Active
CHILDSUP\$	Child Support #1		<input checked="" type="checkbox"/>
HEALTHINS	Health Insurance (Pretax)		<input checked="" type="checkbox"/>
DENTAL	Dental Insurance (Pretax)		<input checked="" type="checkbox"/>
UNIFORMS	Uniform Deduction		<input checked="" type="checkbox"/>
HANDLING	Handling Fee		<input checked="" type="checkbox"/>

Employee Maintenance Screen – Deductions Tab

Assigning G/L Accounts

Default G/L information may be entered by clicking the plus sign next to the category and entering the corresponding G/L account next to the payment definition.

Definition	Description	Debit G/L Acct	Credit G/L Acct
CHILDSUP\$	Child Support (Fixed \$ / Min Pay)		2400.00

Assigning G/L Accounts

Assigning deduction factors

Deduction factor information may be entered by clicking the plus sign next to the category and then the plus sign next to the tax definition. In this example, this employee paying \$60 per pay period in Child Support to Marilyn Abbot. He is assured a Minimum Pay of \$120.

Factor	Description	Value
AMOUNT	Deduction Amount	80
MIN_PAY	Minimum Pay Amount	120
PAYEE	Payee	Marilyn Abbot

Assigning deduction factors

Field Name	Description / Usage
Category Id	This is the type of deduction.
Description	This field contains the description for the deduction.
Subtotal	This field is rarely used in deductions and should only be set up on instructions from GivenHansco personnel.
Active	Indicates if the employee is subject to this deduction.

Company Maintenance

The Company Maintenance menu option is used by GivenHansco personnel when configuring the Payroll system and is beyond the scope of this manual. To prevent unauthorized access to this option, it is password-protected.

Event Type Maintenance

One of the most powerful new features in Payroll is the ability to record and report events.

To aid in grouping and reporting events, **Event Type Maintenance** is used to code events for consistency.

Payroll comes with over 75 pre-defined events common in this industry, however should additional events be required, they may be entered through this screen.

Event Type Maintenance

Field Name	Description / Usage
Event Type	<p>This four-character field is used to create a code to represent an event. When assigning codes to similar events, GivenHansco recommends that you use the first 2 characters of the event type as an "event class" -- a grouping of similar events. Use the remaining 2 characters to represent a specific event type. This will allow you to run a single report showing, for example, all vehicle violations for a period of time.</p> <p><i>Example: Payroll comes predefined with five common on-road violations. These are Operating (such as changing lanes without a signal), Parking Violations, Speeding, Unsafe Equipment (such as a broken tail light) and Weight (overloaded). By coding these violations with a "VV" prefix (Vehicle Violation), a single report can be run showing all vehicle violations for a period of time. If these were coded separately, it would be necessary to run five reports to gather the same information.</i></p>
Description	Enter the description of the event.
Notes	This free-form field can be used for additional information (doctors approved for administering physicals, etc.)

Tax Code Maintenance

The Tax Code Maintenance menu option is used by GivenHansco personnel when configuring the Payroll system and is beyond the scope of this manual. To prevent unauthorized access to this option, it is password-protected.

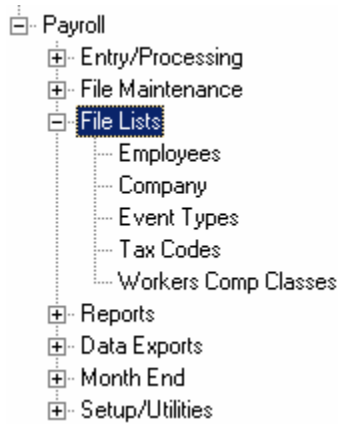
Worker Compensation Class Maintenance

To aid in accurately recording and filing of Workman’s Compensation reports, this menu option is used to define valid groups.

Worker's Compensation Class Maintenance

Field Name	Description / Usage
Class Id	This four-character field is used to create a code to represent a Workman’s Compensation group. GivenHansco strongly recommends using the same codes as your insurer.
Description	Enter the description of the group covered under this Workman’s Comp. Class
Rate	Enter the Workman’s Compensation rate for this class.
Notes	This free-form field can be used for additional information and comments.

FILE LISTS



Menu Overview

- Employees** Prints many different reports of employee information.
- Company** Prints Company Definition setup information.
- Event Types** Lists all Event types
- Tax Codes** Lists Tax Code settings – diagnostic use only.
- Workers Comp Classes** Lists all valid Workman’s Compensation Classes.

The **File Lists** contains options used to report on raw data entered through the File Maintenance and is typically used to verify the payroll system is set up properly. These reports are frequently used within the organization rather than used for reporting to external entities.

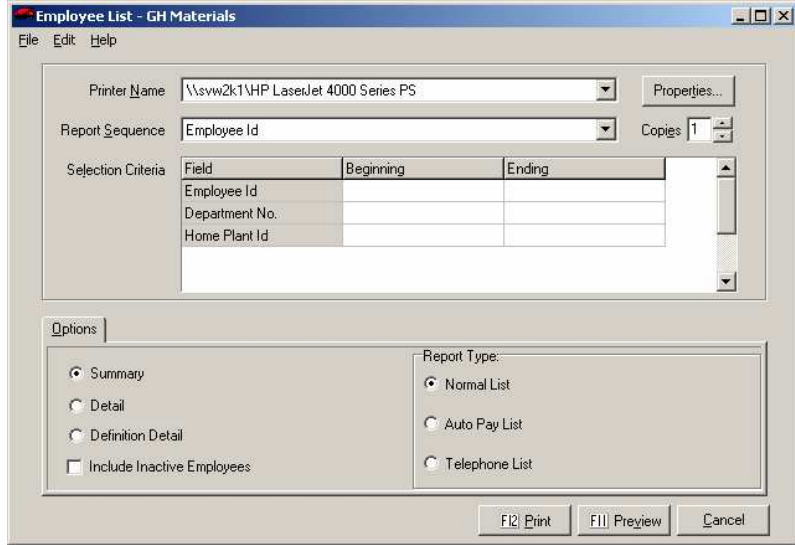
Users should not confuse the **File Lists** menu with the **Reports** or **Month End** menu, which contains reports required for regulatory filing.

Employee List

This option generates a wealth of employee information in dozens of combinations.

Several report samples are included in this section, but they represent the most basic variations.

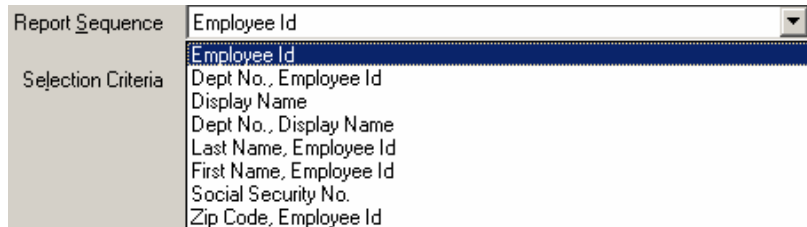
It is recommended that users experimenting with this option be sure to PREVIEW reports before selecting print, as some reports can easily reach several hundred pages long.



Employee List Screen

Report Sequence

Employee Lists can be sorted in varying ways depending on the needs of the report.



Employee List – Report Sequence Dropdown List

Option	Description / Usage
Summary	This option generates a single-spaced report.
Detail	This option generates a longer report, including pay, departmental and basic settings.
Definition Detail	This is used for diagnostics and generates a list of all active Definitions for each employee including any settings. This option may only be used with the Normal List report type.

Report Type	Description / Usage
Normal List	This option generates a standard employee list.
Auto Pay List	This option generates wage information for employees flagged as Automatic Pay (typically salaried employees).
Telephone List	Use this option to generate a company phone list.

Employee					
Id	Name	Address	Phone	Hire Date	Active?
ABBAAR	ABBOTT, AARON	101 Autumn Ave./Albany/NY/12041	518-231-5214	06/12/1992	Y
BLABEN	BLAYLOCK, BENJAMIN	248 Broadway/Bellingham/MA/01784	508-251-5812	05/18/2002	Y
CAMCHA	CAMPBELL, CHARLES	3781 Constitution Ave./Cheshire/CT/61021	860-367-9311	04/22/2002	Y
DANDAV	DANIELS, DAVID	441 Darlington Rd./Danville/NY/12521	518-452-4224	05/15/1978	Y
EAREDW	EDWARD, EARNHARDT	508 Morningside Dr./Enfield/CT/06085	860-582-5821	08/11/1997	Y
FARFRE	FRED, FARRELL	621 First St./Feeding Hills/MA/01036	413-646-2319	02/29/2004	Y
GRAGER	GRAY, GRACE	71 Great Lake Rd./Granby/MA/01038	413-788-1323	07/10/2000	Y
HENGRE	HENDRIES, GREG	80 Hillview Terr./Hadley/MA/01038	413-821-5821	07/05/1965	Y
IZZIAN	IZZO, IAN	97 Ironside Rd./Idlewylde/NY/12116	518-923-1238	10/15/2001	Y
JOHJER	JOHNSON, JERRY	1003 Jenkins Dr./Jefferson/CT/06204	860-872-1382	03/31/2003	Y
KLIKEV	KEVIN, KLING	1152 Roosevelt Heights/Hartford/CT/06195	860-497-9761	08/04/2003	Y

Summary – Normal List Sample Report

Employee							
Id	Name & Address	Misc. Info	Pay Info		History		Active?
ABBAAR	ABBOTT, AARON	Soc Sec #051852911	Auto Pay?	Y	Hired	06/12/1992	Y
	101 Autumn Ave.	Phone 518-231-5214	Pay Freq?	W	Terminated		
	Albany NY 12041	Title	Pay Type	Hourly			
		Dept # 01	Std Hours	40.00			
		Union Id	Rate	14.55	Last Check		
		Pension? N	ST Code	NY	Num		
			Local Code		Amt		

Detail – Normal List Sample Report

FEDTAX Federal Tax				
		Factor	Description	Value
		TAXNOEXM	Exemptions	4
		TAXADDWH	Additional Withholding	
		TAXFILEST	Filing Status	
SSGROSS	Social Security Gross			
SSTAX	OASDI Tax			
MCGROSS	Medicare Gross			
MCTAX	Medicare Tax			
CT_GROSS	Connecticut Gross			
CT_TAX	Connecticut Income Tax			
		Factor	Description	Value
		TAXNOEXM	Exemptions	4
		TAXADDWH	Additional Withholding	
		TAXFILEST	Filing Status	
HEALTH_CALC	Health Calculation			
		Factor	Description	Value
		AMOUNT	Deduction Amount	100.00

Definition Detail – Normal List Sample Report

CompuCrete Payroll System

Employee Id	Display Name	Hourly/ Salary?	Payment Frequency	Std Hours	Rate or Salary	Phone	Hire Date	Active?
BLABEN	BLAYLOCK, BENJAMIN	Salary	Weekly	40.00	625.00	508-251-5812	05/18/2002	Y
GRAGER	GRAY, GRACE	Salary	Bi-Weekly	80.00	1250.00	413-788-1323	07/10/2000	Y
HENGRE	HENDRIES, GREG	Salary	Bi-Weekly	80.00	2500.00	413-821-5821	07/05/1965	Y
IZZIAN	IZZO, IAN	Salary	Weekly	40.00	625.00	518-923-1238	10/15/2001	Y
JOHJER	JOHNSON, JERRY	Salary	Weekly	40.00	600.00	860-872-1382	03/31/2003	Y

Summary – Automatic Pay List Sample Report

Employee Id	Display Name	Phone	Active?
ABBAAR	ABBOTT, AARON	518-231-5214	Y
BLABEN	BLAYLOCK, BENJAMIN	508-251-5812	Y
CAMCHA	CAMPBELL, CHARLES	860-367-9311	Y
DANDAV	DANIELS, DAVID	518-452-4224	Y
EAREDW	EDWARD, EARNHARDT	860-582-5821	Y
FARFRE	FRED, FARRELL	413-646-2319	Y
GRAGER	GRAY, GRACE	413-788-1323	Y
HENGRE	HENDRIES, GREG	413-821-5821	Y
IZZIAN	IZZO, IAN	518-923-1238	Y
JOHJER	JOHNSON, JERRY	860-872-1382	Y
KLIKEV	KEVIN, KLING	860-497-9761	Y

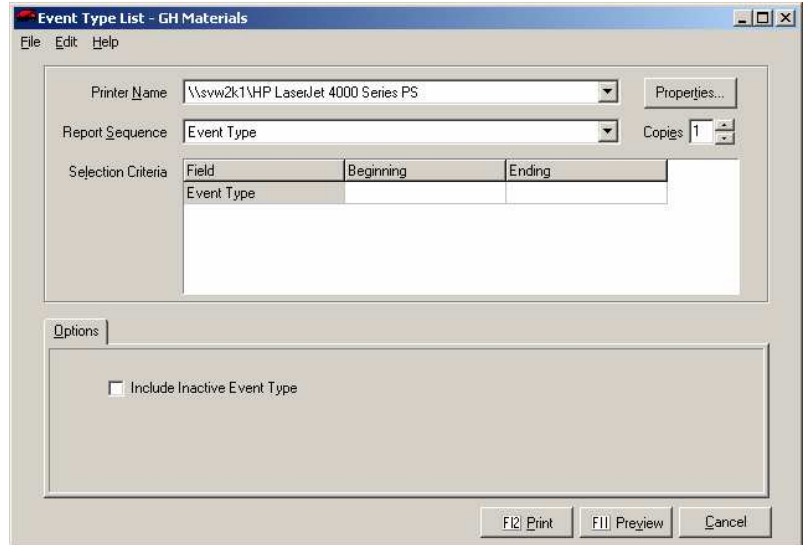
Summary – Telephone List Sample Report

Company List

The Company Listing menu option is used by GivenHansco as a diagnostics tool and is beyond the scope of this manual.

Event Type List

This option is used to generate a list of valid events.



Events List Screen

Event Type	Description	Active?
ABE	Absent - Excused	Y
ABU	Absent - Unexcused	Y
ACCJ	Accident - Jobsite	Y
ACCO	Accident - Office	Y
ACCP	Accident - Plant	Y
ACCV	Accident - Vehicle	Y
ACCY	Accident - Yard	Y
CERT	Certification	Y
D	Deceased	Y
DDP	Driver Delivery Problem	Y
DISL	Disability Leave	Y
DTF	Drug Test - Failed	Y
DTP	Drug Test - Passed	Y
DTR	Drug Test - Random	Y
DTS	Drug Test - Scheduled	Y
DWV	Disciplinary Warning - Verbal	Y
DWW	Disciplinary Warning - Written	Y
FL	Family Leave	Y
GCS	Garnishment - Child Support	Y
GIRS	Garnishment - IRS	Y
GO	Garnishment - Other	Y
GST	Garnishment - State	Y
ILLS	Illness - Short Term	Y
ILLT	Illness - Long Term	Y

Events List Sample Report

Tax Codes List

The Tax Codes List menu option is used by GivenHansco as a diagnostics tool and is beyond the scope of this manual.

Worker's Compensation Class List

This option is used to generate a list of valid Workman's Compensation Classes.

Worker's Compensation Class List Screen

Class ID	Description	Rate	Active?
7380	DRIVERS, NOC	3.92	Y
8742	SALESPERSONS, OUTSIDE	.65	Y
8810	CLERICAL OFFICE/DISPATACH	.24	Y

Events List Sample Report

REPORTS / INQUIRIES

- [-] Payroll
 - [+] Entry/Processing
 - [+] File Maintenance
 - [+] File Lists
 - [+] **Reports/Inquiries**
 - ... Employee Inquiry
 - ... Employee Detail
 - ... Workers Compensation
 - ... Pay Check History
 - ... Timecard History
 - ... Special Deduction History
 - ... Company Totals History
 - ... Employee Event History
 - ... Employee Loan History
 - ... Re-Print Checks
 - [+] Data Exports
 - [+] Month End
 - [+] Setup/Utilities

Menu Overview

Employee Inquiry	This screen is an ideal way to review employee payroll data with balances available year-to-date or by any period (or single run) specified.
Employee Detail	This report generates current, month-to-date, quarter-to-date and year-to-date values for each employee's Definitions. This report may be backdated as necessary.
Workers Compensation	Used for filing data with Workman's Compensation insurance, this report has a variety of customized reporting features.
Pay Check History	Prints a list of paychecks for any employee or group of employees.
Timecard History	Lists details of each timecard processed for any selected employee(s) for any selected date(s).
Special Deduction History	This report shows desired Definition history by employee as of any Check Date.
Company Totals History	This report generates MTD, QTD and YTD totals for all Definitions as of a given date.
Employee Event History	
Employee Loan History	
Re-Print Checks	

The **Reports** menu contains reports and inquiries used to verify payroll information as well as provide reporting on payroll history.

Employee Inquiry

This option is used to review employee payroll information. When initially loaded, the resulting screen contains the results of every payroll run. When a run number is specified, the results from that single payroll run are shown.

If a payroll date is specified, the results shown will reflect the data as of the date indicated.

Clicking on the Events tab will show all events for the employee. This display can be sorted by date or event type.

Definition	Description	Current	MTD	QTD	YTD
HOLHRS	Holiday Hours	40	40.00	40.00	40.00
HOLPAY	Holiday Pay	582	582.00	582.00	582.00
GROSS	Gross Pay	582	582.00	582.00	582.00
FEDGRS	Federal Gross	450	450.00	450.00	450.00
FEDTAX	Federal Tax	21.73	21.73	21.73	21.73
SSGROSS	Social Security Gross	450	450.00	450.00	450.00
SSTATX	OASDI Tax	27.9	27.90	27.90	27.90
MCGROSS	Medicare Gross	450	450.00	450.00	450.00
MCTAX	Medicare Tax	6.53	6.53	6.53	6.53

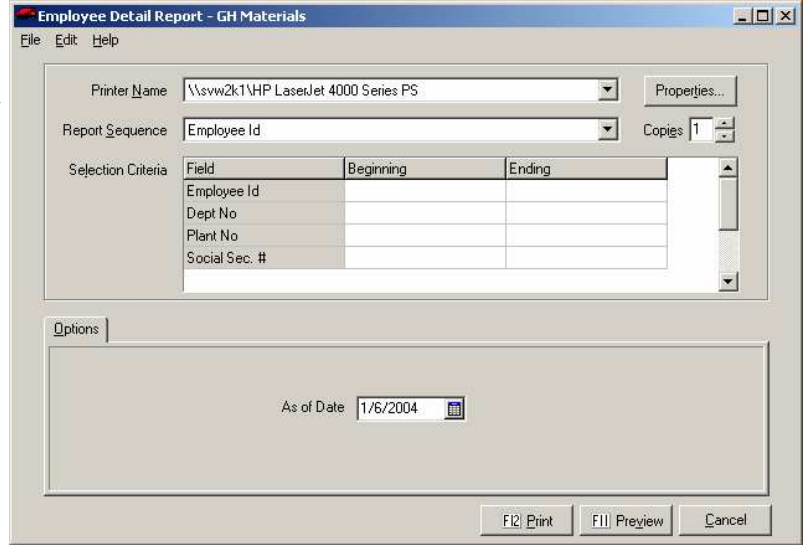
Employee Payroll Inquiry Screen

Employee Detail Report

This report is used to show all definitions and the current, month-to-date, quarter-to-date and year-to-date values for each employee.

This report can be run at any time, and may be backdated to reflect values at as of a particular date.

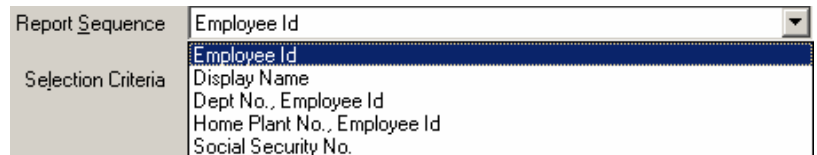
In the sample below, the report was backdated to the payroll run as of 1/6/2004.



Employee Detail Screen

Report Sequence

The Employee Detail report can be sorted in varying ways depending on the needs of the report.



Employee Detail – Report Sequence Dropdown List

ABBAAR	ABBOTT, AARON	Rate: 14.5500	Dept #: 01	Home Plant: 01			
			Current	MTD	QTD	YTD	
	HOLHRS	Holiday Hours	40.00	40.00	40.00	40.00	
	HOLPAY	Holiday Pay	582.00	582.00	582.00	582.00	
	GROSS	Gross Pay	582.00	582.00	582.00	582.00	
	FEDGRS	Federal Gross	450.00	450.00	450.00	450.00	
	FEDTAX	Federal Tax	21.73	21.73	21.73	21.73	
	SSGROSS	Social Security Gross	450.00	450.00	450.00	450.00	
	SSTAX	OASDI Tax	27.90	27.90	27.90	27.90	
	MCGROSS	Medicare Gross	450.00	450.00	450.00	450.00	
	MCTAX	Medicare Tax	6.53	6.53	6.53	6.53	
	CHILDSUP\$	Child Support (Fixed \$ / Min Pay)	80.00	80.00	80.00	80.00	
	HEALTH_CALC	Health Calculation	120.00	120.00	120.00	120.00	
	HEALTH_DED	Health Deduction	120.00	120.00	120.00	120.00	
	DENTAL_CALC	Dental Calculation	12.00	12.00	12.00	12.00	
	DENTAL_DED	Dental Deduction	12.00	12.00	12.00	12.00	
	UNIFORMS	Uniform Deduction	8.00	8.00	8.00	8.00	
	HANDLING	Handling Fee	1.00	1.00	1.00	1.00	
	NETPAY	Net Pay	304.84	304.84	304.84	304.84	
	CHKAMT	Check Amount	304.84	304.84	304.84	304.84	

Employee Detail Sample

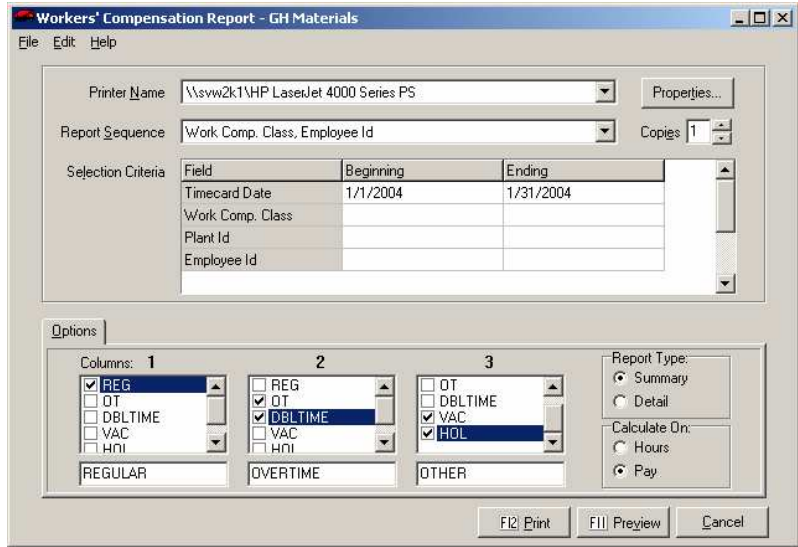
Worker's Compensation Report

This report is used to calculate the Workman's Compensation expense. It can be run against any period containing one or more accepted payroll runs.

The Selection Criteria should contain a date range at minimum. Without a date range, the report will calculate against all payroll history.

The Options tab contains a list of pay types and three columns in which they can be selected. Under the columns, you may enter a report header.

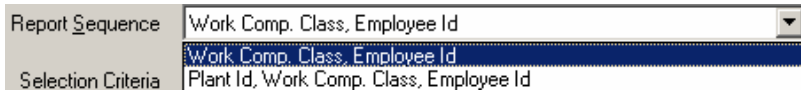
The Summary report type generates a single line per employee, while the Detail option displays totals on a timecard-by-timecard basis.



Worker's Compensation Report Screen

Report Sequence

The Worker's Compensation Report can be run company-wide or by plant.



Worker's Compensation Report – Report Sequence Dropdown List

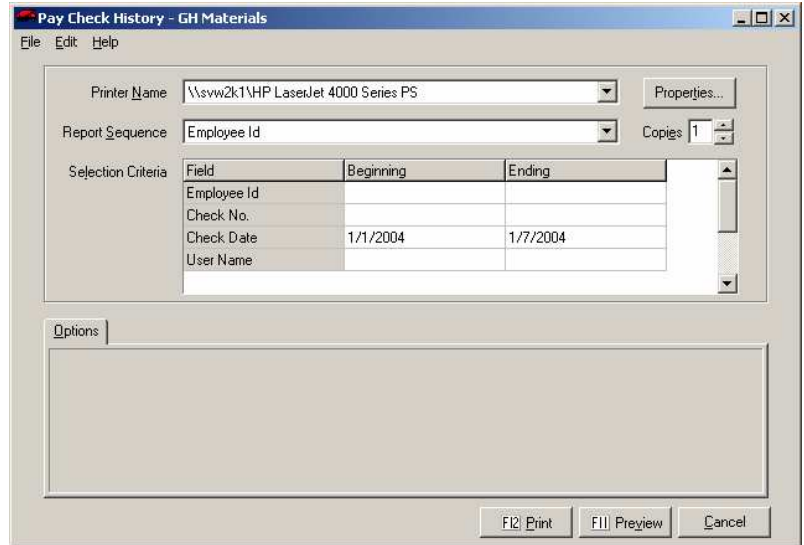
Employee Id	Employee Name	REGULAR Hours	OVERTIME Hours	OTHER Hours	REGULAR Pay	OVERTIME Pay	OTHER Pay	Work Comp Total	Calc
Class: 7380 DRIVERS, NOC		Rate:		3.9200 Per/\$100					
ABBAAR	ABBOTT, AARON	.00	.00	40.00	.00	.00	582.00	582.00	22.81
CAMCHA	CAMPBELL, CHARLES	.00	.00	40.00	.00	.00	582.00	582.00	22.81
DANDAV	DANIELS, DAVID	.00	.00	40.00	.00	.00	608.40	608.40	23.85
EAREDW	EDWARD, EARNHARDT	.00	.00	40.00	.00	.00	514.00	514.00	20.15
Work Comp Class 7380 Totals:		.00	.00	160.00	.00	.00	2286.40	2286.40	89.63
Class: 8742 SALESPERSONS, OUTSIDE		Rate:		.6500 Per/\$100					
JOHJER	JOHNSON, JERRY	.00	.00	40.00	.00	.00	600.00	600.00	3.90
Work Comp Class 8742 Totals:		.00	.00	40.00	.00	.00	600.00	600.00	3.90
Class: 8810 CLERICAL OFFICE/DISPATACH		Rate:		.2400 Per/\$100					
BLABEN	BLAYLOCK, BENJAMIN	.00	.00	40.00	.00	.00	625.00	625.00	1.50
IZZIAN	IZZ0, IAN	.00	.00	40.00	.00	.00	625.00	625.00	1.50
Work Comp Class 8810 Totals:		.00	.00	80.00	.00	.00	1250.00	1250.00	3.00
Grand Totals		.00	.00	280.00	.00	.00	4136.40	4136.40	96.53

Workman's Compensation Report Sample - Summary

Paycheck History Report

This report is used to generate a list of all paychecks. It can be run for an employee, department or entire company for any date range desired.

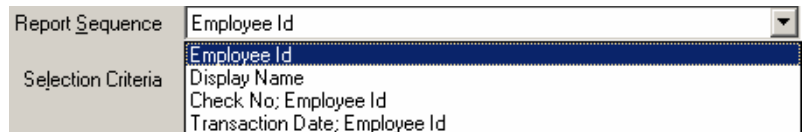
In the sample below, the report was run for the first week of January, 2004.



Paycheck History Report Screen

Report Sequence

The Employee Detail report can be sorted in varying ways depending on the needs of the report.



Paycheck History Report – Report Sequence Dropdown List

Employee Id	Name	Check No.	Check Date	Check Amount	Dir Dep	Gross Pay	Total Taxes	Total Deductions	Total Reimburse
ABBAAR	ABBOTT, AARON	14173	1/6/2004	304.84	N	582.00	56.16	221.00	
BLABEN	BLAYLOCK, BENJAMIN	14174	1/6/2004	379.18	N	625.00	158.32	87.50	
CAMCHA	CAMPBELL, CHARLES	14175	1/6/2004	430.20	N	582.00	51.80	100.00	
DANDAV	DANIELS, DAVID	14176	1/6/2004	340.02	N	608.40	130.13	138.25	
EAREDW	EDWARD, EARNHARDT	14177	1/6/2004	327.86	N	514.00	39.44	146.70	
FARFRE	FRED, FARRELL	14178	1/6/2004	160.48	N	530.00	143.52	226.00	
IZZIAN	IZZO, IAN	14179	1/6/2004	385.26	N	625.00	142.94	96.80	
JOHJER	JOHNSON, JERRY	14180	1/6/2004	404.17	N	600.00	58.83	137.00	
Grand Total				2732.01		4666.40	781.14	1153.25	.00

Paycheck History Report Sample

Timecard History Report

This report is used to generate a list of all paychecks. It can be run for an employee, department or entire company for any date range desired.

In the sample below, the report was run for the first week of January, 2004.

This report can be run in a summary and detail mode. Samples of each are included

The screenshot shows a dialog box titled "Time Card History - GH Materials". It has a menu bar with "File", "Edit", and "Help". Below the menu bar, there are several fields: "Printer Name" set to "\\svw2k1\HP LaserJet 4000 Series PS", "Report Sequence" set to "Employee Id", and "Copies" set to "1". A "Selection Criteria" table is visible with columns "Field", "Beginning", and "Ending". The table contains rows for "Employee Id", "Soc Sec #", "Timecard Date" (1/1/2004 to 1/7/2004), and "Plant Id". Below the table is an "Options" section with radio buttons for "Summary" (selected) and "Detail". At the bottom are buttons for "F12 Print", "F11 Preview", and "Cancel".

Timecard History Report Screen

Report Sequence

The Employee Detail report can be sorted in varying ways depending on the needs of the report.

The screenshot shows a dropdown menu for "Report Sequence" with "Employee Id" selected. The dropdown list is open, showing the following options: "Employee Id", "Display Name, Employee Id", "Social Security Number", and "Plant Id, Employee Id".

Timecard History Report – Report Sequence Dropdown List

Employee Number / Name	Soc. Sec. #	Check Number	Check Date	Direct Deposit?	Hours	Extended Amount
ABBAAR ABBOTT, AARON	051-85-2911	14173	1/6/2004	N	40.00	582.00
BLABEN BLAYLOCK, BENJAMIN	021-59-7210	14174	1/6/2004	N	40.00	625.00
CAMCHA CAMPBELL, CHARLES	045-29-6721	14175	1/6/2004	N	40.00	582.00

Timecard History Sample – Summary

Employee Number / Name	Soc. Sec. #	Check Number	Check Date	Direct Deposit?	Hours	Rate	Ext Amt
ABBAAR ABBOTT, AARON	051-85-2911	14173	1/6/2004	N			
Timecard	Card Date	State Tax	Local Tax	Plant	G/L Acct	Category	
1	1/3/2004	NY		01		HOL	
				ABBAAR - ABBOTT, AARON		Totals:	
						40.00	582.00
BLABEN BLAYLOCK, BENJAMIN	021-59-7210	14174	1/6/2004	N			
Timecard	Card Date	State Tax	Local Tax	Plant	G/L Acct	Category	
1	1/3/2004	MA		03		HOL	
				BLABEN - BLAYLOCK, BENJAMIN		Totals:	
						40.00	625.00

Timecard History Sample – Detail

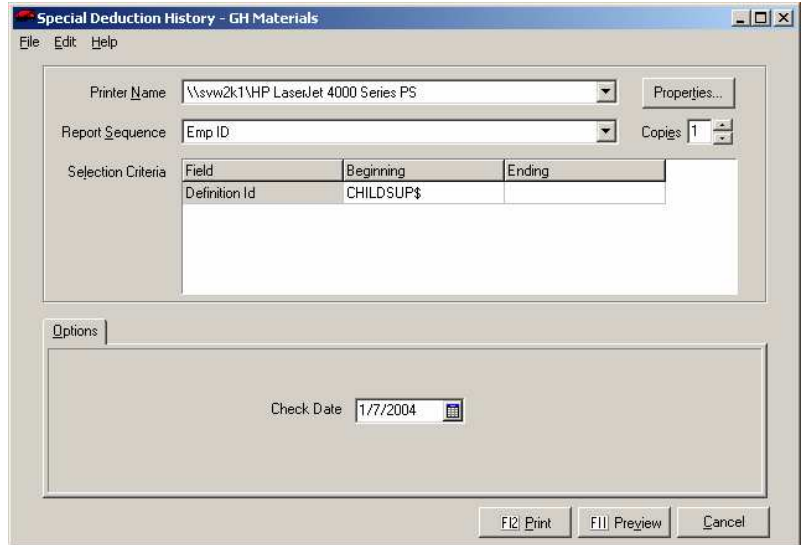
Special Deduction History

The Special Deduction History report gives a report of each Definition by employee.

The report can be run for a single Definition (eg: Child Support in the sample) or include all Definitions.

The report will contain all values up to the Check Date specified.

Note: If all Definitions are selected, the computer will ask to confirm, as this can generate a very length report.



Special Deduction History Screen

Def Id	Description					
CHILDSUP\$	Child Support (Fixed \$ / Min Pay)				As Of Date: 1/7/2004	
		Emp Id	Name	MTD	QTD	YTD
		ABBAAR	ABBOTT, AARON	80.00	80.00	80.00
		FARFRE	FRED, FARRELL	60.00	60.00	60.00
			Totals:	140.00	140.00	140.00

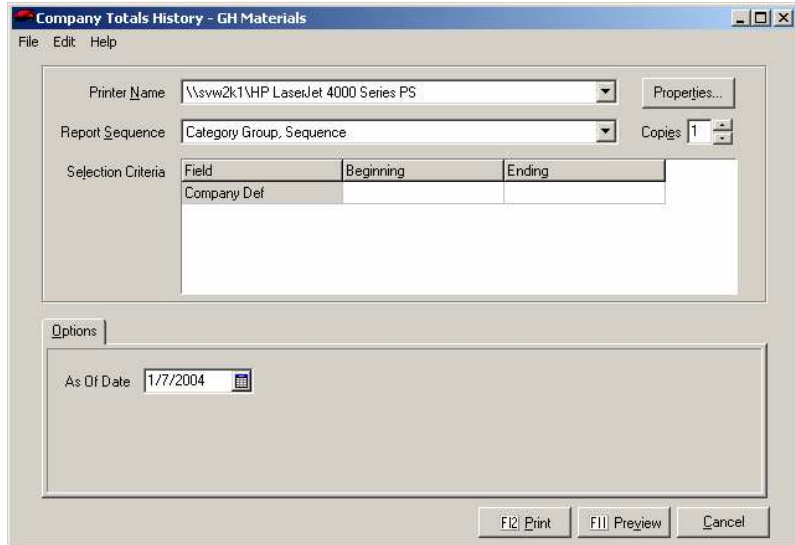
Special Deduction History Sample

Company Totals History

This report is used to show all definitions and the current, month-to-date, quarter-to-date and year-to-date values for each employee.

This report can be run at any time, and may be backdated to reflect values at as of a particular date.

In the sample below, the report was backdated to the payroll run as of 1/6/2004.



Company Totals History Screen

ABBAAR	ABBOTT, AARON	Rate: 14.5500	Dept #: 01	Home Plant: 01	Current	MTD	QTD	YTD
	HOLHRS	Holiday Hours			40.00	40.00	40.00	40.00
	HOLPAY	Holiday Pay			582.00	582.00	582.00	582.00
	GROSS	Gross Pay			582.00	582.00	582.00	582.00
	FEDGRS	Federal Gross			450.00	450.00	450.00	450.00
	FEDTAX	Federal Tax			21.73	21.73	21.73	21.73
	SSGROSS	Social Security Gross			450.00	450.00	450.00	450.00
	SSTAX	OASDI Tax			27.90	27.90	27.90	27.90
	MCGROSS	Medicare Gross			450.00	450.00	450.00	450.00
	MCTAX	Medicare Tax			6.53	6.53	6.53	6.53
	CHILDSUP	Child Support (Fixed \$ / Min Pay)			80.00	80.00	80.00	80.00
	HEALTH_CALC	Health Calculation			120.00	120.00	120.00	120.00
	HEALTH_DED	Health Deduction			120.00	120.00	120.00	120.00
	DENTAL_CALC	Dental Calculation			12.00	12.00	12.00	12.00
	DENTAL_DED	Dental Deduction			12.00	12.00	12.00	12.00
	UNIFORMS	Uniform Deduction			8.00	8.00	8.00	8.00
	HANDLING	Handling Fee			1.00	1.00	1.00	1.00
	NETPAY	Net Pay			304.84	304.84	304.84	304.84
	CHKAMT	Check Amount			304.84	304.84	304.84	304.84

Employee Detail Sample

Employee Event History

This report is

Employee Event History Screen

Employee Event History Sample

Employee Loan History

This report is

Employee Loan History Screen

Employee Loan History Sample

Re-Print Checks

This function is used

Company Totals History Screen

Re-Print Checks Sample

DATA EXPORTS

- [-] Payroll
 - + Entry/Processing
 - + File Maintenance
 - + File Lists
 - + Reports
 - [-] **Data Exports**
 - Employee 401K Export
 - SUTA Magnetic Media Export
 - + Month End
 - + Setup/Utilities

Menu Overview

**Employee
401K
Report**

This custom-configured report generates an extract of employee contributions to a 401K benefit which can then be sent to the financial institution.

**SUTA
Magnetic
Media**

This extract generates a magnetic media filing for submission to the State Unemployment Tax Authority.

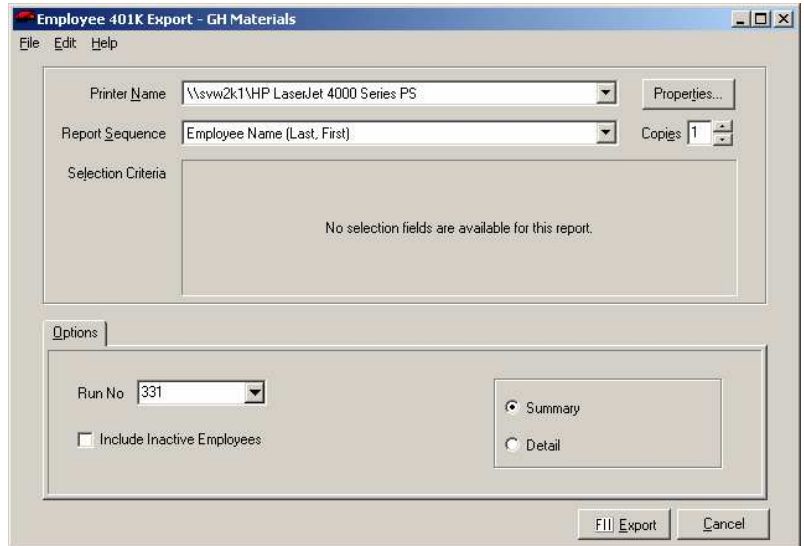
Note: Additional reports will be added to this menu periodically. Please call GivenHansco for information on these additional options.

Employee 401K Export

This report generates an export which can be sent to the financial institution administering the company 401K plan. This report shows each employee who has an outstanding loan as well as payments received against the loan(s).

This report can be run in summary or detail mode and can extract data from any current or previous payroll run by specifying the payroll run in appropriate box in the Options tab.

The export must be previewed before it can be generated (hardcopy may be generated at this time as well if desired). After previewing the report, the user can proceed to generate the export.



Employee 401K Export Screen

Emp ID	Employee Name	Gross Pay	401K Def. Amount	401K Loan Payment	401K Loan Payoff
ABBAAR	AARON ABBOTT	582.00		1654.00	
BLABEN	BENJAMIN BLAYLOCK	625.00		2402.50	
CAMCHA	CHARLES CAMPBELL	582.00		1686.00	
DANDAV	DAVID DANIELS	608.40		2231.35	
EAREDW	EARNHARDT EDWARD	514.00		1846.30	
FARFRE	FARRELL FRED	530.00		1525.00	
GRAGER	GRACE GRAY				
HENGRE	GREG HENDRIES				
IZZIAN	IAN IZZO	625.00		1870.00	
JOHJER	JERRY JOHNSON	600.00		1728.00	
KLIKEV	KLING KEVIN				
Grand Totals:		4666.40	.00	14943.15	.00

Employee 401K Summary Preview

CompuCrete Payroll System

Emp. Name & Address							
AARON ABBOTT		SS Number	051-85-2911	Gross Pay	582.00	401K Def. Amount	
101 Autumn Ave.		Date of Birth	1/3/1967	Total Hours	40.00	401K Loan Payment	1654.00
Albany NY 12041		Date of Hire	6/12/1992			401K Loan Payoff	
		Date of Term					
BENJAMIN BLAYLOCK		SS Number	021-59-7210	Gross Pay	625.00	401K Def. Amount	
248 Broadway		Date of Birth	2/14/2072	Total Hours	40.00	401K Loan Payment	2402.50
Bellingham MA 01784		Date of Hire	5/18/2002			401K Loan Payoff	
		Date of Term					
CHARLES CAMPBELL		SS Number	045-29-6721	Gross Pay	582.00	401K Def. Amount	
3781 Constitution Ave.		Date of Birth	3/13/2077	Total Hours	40.00	401K Loan Payment	1686.00
Cheshire CT 61021		Date of Hire	4/22/2002			401K Loan Payoff	
		Date of Term					
<i>Employee 401K Detail Preview</i>							

SUTA Magnetic Media Export

The SUTA Magnetic Media Export is used to generate a computer file for transmission to the state authorities.

Many states now require companies of a certain size to use magnetic media rather than paper filing. Check with your attorney or CPA for additional information.

The screenshot shows the 'SUTA Magnetic Media Export - GH Materials' application window. The 'Setup Info' tab is active, displaying a form with the following fields and values:

- Employer Name: GivenHansco Materials
- Employer EIN: 123456789 (Note: No spaces or dashes)
- State UI Account No.: 987654321 (Note: No spaces or dashes)
- Address: 185 West Ave. #304
- City: Ludlow
- State/Zip/Zip Ext.: MA 01056
- Phone: 18005489754 (Note: No spaces or dashes)
- NAICS Code: 327320
- FIPS Code: 48
- Year (e.g. 2003): 2004
- Quarter (1,2,3,4): 1
- Employment Month 1, 2, 3: (Empty)
- Definition to Process: MA_GROSS (Dropdown menu)
- SUTA Limit: 9000
- County Code: (Empty)
- Creation Date (mmd/yyyy): 04012004

Buttons at the bottom right include 'F11 Process' and 'F2 Export'. A note at the bottom right states: 'Note: Gray fields are not needed until further notice'.

SUTA Magnetic Media Export – Setup Info Tab

Setup Info Tab

This tab contains the company and extract information for the payroll run. To help eliminate typographic errors, the field values are stored for the next run of this export.

Field Name	Description / Usage
Employer Name	Enter the full legal name of your company as it filed in your state.
Employer EIN	Enter your Electronic Identification Number in this field.
State UI Account No.	Enter your state Unemployment Insurance Account Number in this field.
Address, City, State, Zip, Zip-Ext.	Enter your mailing address in these field.
Phone	Enter your phone number in this field without spaces or dashes.
Contact	Enter the name of the person in your company for the state to contact with any questions or problems with your magnetic media filing.
NAICS Code	Enter your NAICS Code in this field.
FIPS Code	Enter your FIPS Code in this field.
Year	Enter the calendar year of the quarter to process. It is important to note that this option can be run for past years and quarters as well as the current.
Quarter	Enter the quarter within the above calendar year to process.
Employment Month 1 / 2 / 3	This option is reserved for future use.
Definition to Process	The Definition specified in this field becomes the basis for calculating the SUTA tax. In the current example, MA_GROSS is used. This is the gross taxable wages for employees in the state of Massachusetts and exempts certain pre-tax deductions (401K, AFLAC, etc.)

CompuCrete Payroll System

SUTA Limit	This is the ceiling limit on state unemployment tax. It varies by state. Please check with your tax advisor to assure compliance.
Country Code	This field is reserved for future use.
Creation Date	This field contains the date of the export file. Please enter the date without any spaces, dashes or slashes.

Data Tab

This tab contains two windows. The top window contains basic data for each employee.

The lower window contains the total pay, tax and deduction for the employee highlighted in the top box. This is a handy tool to browse an employee's values without necessarily generating a file.

These windows provide an excellent opportunity to review your data prior to generating the extract.

Employee Id	First	Last Name	Phone	Std Hrs	Std Rate
ABBAAR	AARON	ABBOTT	518-231-5214	40.0000	14.5500
BLABEN	BENJAMIN	BLAYLOCK	508-251-5812	40.0000	625.0000
CAMCHA	CHARLES	CAMPBELL	860-367-9311	40.0000	14.5500
DANDAV	DAVID	DANIELS	518-452-4224	40.0000	15.2100

Definition Id	Description	MTD	QTD	YTD	DB G/L Acct	CR G/L Acct
HOLHRS	Holiday Hours		35.00	35.00		
HOLPAY	Holiday Pay		582.00	582.00		
GROSS	Gross Pay		582.00	582.00		
FEDGRS	Federal Gross		450.00	450.00		
FEDTAX	Federal Tax		21.73	21.73		
SSGROSS	Social Security Gross		450.00	450.00		
SSTAX	OASDI Tax		27.90	27.90		
MCGROSS	Medicare Gross		450.00	450.00		
MCTAX	Medicare Tax		6.53	6.53		
CHILDSUP\$	Child Support (Fixed \$/		80.00	80.00		

SUTA Magnetic Media Screen – Data Tab

Results Tab

This tab contains a snapshot of the resulting data when processed. It remains blank until the Process key is selected.

The data layout is specified by each state and is designed to create uniform records, easily imported by their system.

An export will typically contain “header records”, which indicate company information, followed by “detail records” indicating employee information.

The program will only export data for employees who activity in the current quarter.

A2004123456789UTAX	GivenHansco Materials	185 West Ave. #304			
B2004123456789DELL	ASC UTAX				
E2004123456789	GivenHansco Materials	185 West Ave. #304			
S051852911ABBOTT	AARON	A48	00000000058200		000000
S021597210BLAYLOCK	BENJAMIN	B48	00000000062500		000000
S045296721CAMPBELL	CHARLES	C48	00000000058200		000000
S055231412DANIELS	DAVID	D48	00000000060940		000000
S052872124EDWARD	EDWARD	E48	00000000051400		000000
S062829001FRED	FARRELL	F48	00000000053000		000000
S082521265IZZO	IAN	I48	00000000062500		000000
S010428752JOHNSON	JERRY	J48	00000000060000		000000

Total Gross Wages: 4666.4 Total Employee Count: 8

SUTA Magnetic Media Screen – Results Tab

MONTH END

- [-] Payroll
 - [+] Entry/Processing
 - [+] File Maintenance
 - [+] File Lists
 - [+] Reports/Inquiries
 - [+] Data Exports
 - [-] **Month End**
 - ... Payroll Distributions to G/L
 - ... FICA Report
 - ... SUTA/FUTA Report
 - ... Print 941
 - ... Print W-2
 - ... Setup Periods
 - [+] Setup/Utilities

Menu Overview

Payroll Distributions to G/L

Payroll generates General Ledger transactions on each payroll run but holds them out of G/L reports until this selection is run.

While this option appears on the month-end menu, it can be run at any time. A large number of payroll users choose to run this selection after each payroll processing run.

FICA Report

SUTA/FUTA Report

Print 941

This report generates the figures necessary for Form 941 filing. This report prints on plain paper for transcription to the federal form.

Print W-2

This option prints W-2 reports. While this is a year-end option, it can be run anytime if needed.

Setup Periods

This option “locks” payroll into pre-defined periods to avoid accidental postings to incorrect payroll periods and to maintain consistency in recording and reporting

The **Month End** menu contains processing and reporting options. Additional processing and reporting options will be added in future version.

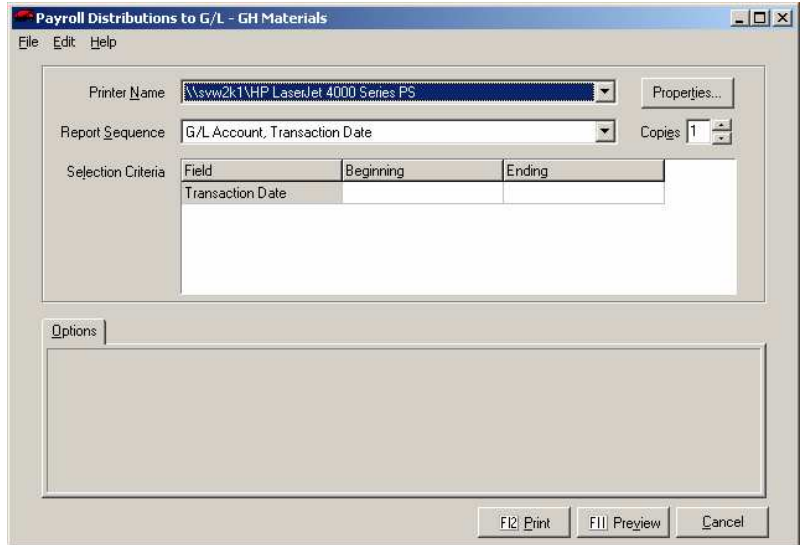
Payroll Distributions to G/L

Payroll generates General Ledger transactions with each payroll processing run.

To better manage the flow of transactions into the G/L system, the transactions do not flow into G/L until this option is run.

While this option is on the month-end menu, it can be run anytime.

Only the General Ledger transactions dated within the specified range on the screen will be printed and allowed to post to G/L. If the date range is left blank, this signifies all G/L transactions from Payroll will be printed and allowed to update.



Payroll Distributions Screen

G/L Account	Account Name	Trans. Date	Created By	Debit Amount	Credit Amount	Sess No.	Source Tbl	Tx
1005.00	CASH - Payroll	1/6/2004	Payroll Checks		2732.01	375	D C	
	Total G/L Account			.00	2732.01			
2100.00	Federal Withholding Payable	1/6/2004	Payroll Checks		351.25	375	D C	
	Total G/L Account			.00	351.25			
2200.00	FICA Withholding Payable	1/6/2004	Payroll Checks		302.83	375	D C	
	Total G/L Account			.00	302.83			
2300.00	NY Withholding Payable	1/6/2004	Payroll Checks		55.84	375	D C	
	Total G/L Account			.00	55.84			
2310.00	MA Withholding Payable	1/6/2004	Payroll Checks		71.22	375	D C	
	Total G/L Account			.00	71.22			
2400.00	Child Support Payable	1/6/2004	Payroll Checks		200.00	375	D C	
	Total G/L Account			.00	200.00			
2410.00	Garnishments Payable	1/6/2004	Payroll Checks		95.80	375	D C	
	Total G/L Account			.00	95.80			
2500.00	IRA Withholdings	1/6/2004	Payroll Checks		81.45	375	D C	
	Total G/L Account			.00	81.45			

Payroll Distributions Sample Report

FICA Report

The FICA report shows FICA deductions by employee for the period specified.

By default, the FICA report is set to report on a given quarter.

FICA Report Screen

By selecting MTD, the report may be run for a given month by choosing the last payroll date in the month to be reported.

MTD Report Date Type Selection

In Sequence By Social Security Number
Qtr 1 as of 2004

SS Number	Name	Emp Id	SS Tax	SS Gross	Med-C Tax	Med-C Gross
010428752	JERRY JOHNSON	JOHJER	30.26	488.00	7.08	488.00
021597210	BENJAMIN B BLAYLOCK	BLABEN	35.65	575.00	8.34	575.00
045296721	CHARLES C CAMPBELL	CAMCHA	29.88	482.00	6.99	482.00
051852911	AARON A ABBOTT	ABBAAR	27.90	450.00	6.53	450.00
052872124	EARNHARDT E EDWARD	EAREDW	24.92	402.00	5.83	402.00
055231412	DAVID D DANIELS	DANDAV	30.78	496.40	7.20	496.40
062829001	FARRELL F FRED	FARFRE	30.07	485.00	7.03	485.00
082521265	IAN IZZO	IZZIAN	35.96	580.00	8.41	580.00
Totals:			245.42	3958.40	57.41	3958.40

FICA Report Sample

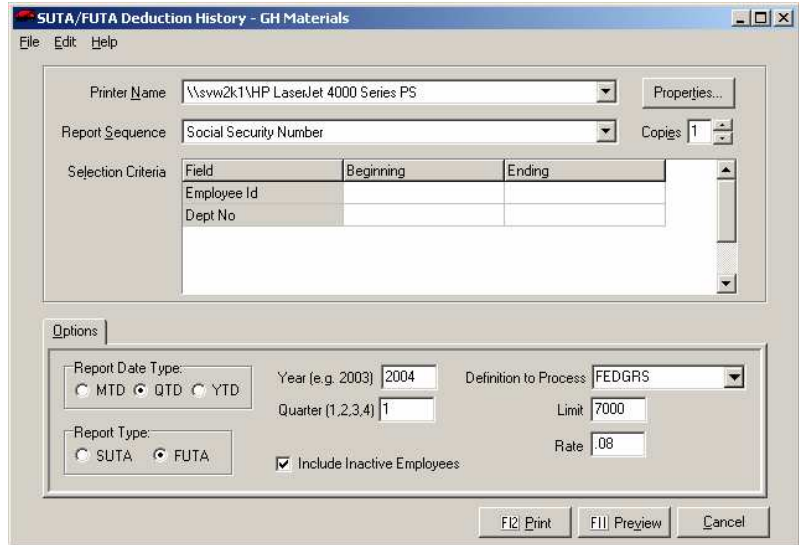
FUTA/SUTA Report

The FUTA/SUTA report generates reporting for each respective report by selecting the date (MTD, QTD or YTD).

After specifying the date range, additional date information can be provided in the next column.

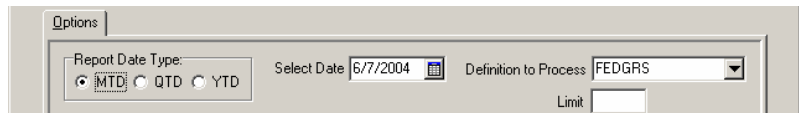
In the final column, choose the Definition to process against. When running the FUTA, choose the FEDGRS Definition. When running the SUTA report, choose SSGROSS.

The limit and rate are specified under the Definition.



FUTA/SUTA Report Screen

By selecting MTD, the report may be run for a given month by choosing the last payroll date in the month to be reported.



MTD Report Date Type Selection

In Sequence By Social Security Number						
Qtr 1 as of 2004						
SS Number	Name	Emp Id	SS Tax	SS Gross	Med-C Tax	Med-C Gross
010428752	JERRY JOHNSON	JOHJER	30.26	488.00	7.08	488.00
021597210	BENJAMIN B BLAYLOCK	BLABEN	35.65	575.00	8.34	575.00
045296721	CHARLES C CAMPBELL	CAMCHA	29.88	482.00	6.99	482.00
051852911	AARON A ABBOTT	ABBAAR	27.90	450.00	6.53	450.00
052872124	EARNHARDT E EDWARD	EAREDW	24.92	402.00	5.83	402.00
055231412	DAVID D DANIELS	DANDAV	30.78	496.40	7.20	496.40
062829001	FARRELL F FRED	FARFRE	30.07	485.00	7.03	485.00
082521265	IAN IZZO	IZZIAN	35.96	580.00	8.41	580.00
Totals:			245.42	3958.40	57.41	3958.40

FICA Report Sample

Print 941

This option generates 941 reports. The report can be run for any quarter.

Adjustments to figures may be made in the right columns.

Print 941 Screen

Name		Date Quarter Ended	
GivenHansco Materials		03/31/2004	
Address		City, State and Zip Code	
185 West Ave. #304		Ludlow, MA 01056	
State Code MA			
In Sequence By Qtr 1 as of 2004			
1	Number of employees in the pay period that includes March 12th is	14	
2	Total wages and tips, plus other compensation.		12081.01
3	Total income tax withheld income tax from wages, tips and sick pay.		1080.95
5	Adjusted total of income tax withheld		1080.95
6	Taxable social security wages	6a 12495.37 x 6.2%	6b 774.71
7	Taxable Medicare wages and tips	7a 12495.37 x 1.45%	7b 181.18
8	Total social security and Medicare taxes		955.90
9	Adjustment of social security and Medicare taxes Other (+/-)	.00	.00
10	Adjusted total of social security and Medicare taxes		955.90
11	Total Taxes		2036.85
12	Advance earn income credit (EIC) Payments made to employees		.00
13	Net Taxes		2036.85
14	Total deposits for quarter, including overpayment applied from a prior quarter		.00
15	Balance Due		2036.85

Print 941 Sample Report

CompuCrete Payroll System

Print W-2

The CompuCrete Payroll system provides W-2 support for both dot matrix and laser printers.

Print W-2 Screen

Setup Periods

This option establishes the relationship between each pay period and each recording and reporting period.

Typically, each pay period begins on the first day of a month and ends on the last day.

For customers who use a day of the week method (eg: the period ends on the last Thursday of the month), this option gives them the flexibility to maintain their current accounting preferences

Period No	Begin Date	End Date
1	1/1/2004	1/31/2004
2	2/1/2004	2/29/2004
3	3/1/2004	3/31/2004
4	4/1/2004	4/30/2004
5	5/1/2004	5/31/2004
6	6/1/2004	6/30/2004
7	7/1/2004	7/31/2004
8	8/1/2004	8/31/2004
9	9/1/2004	9/30/2004
10	10/1/2004	10/31/2004

Setup Pay Periods

SETUP/UTILITIES

- [-] Payroll
 - [+] Entry/Processing
 - [+] File Maintenance
 - [+] File Lists
 - [+] Reports/Inquiries
 - [+] Data Exports
 - [+] Month End
 - [+] **Setup/Utilities**
 - ... Setup Category/Links
 - ... Print Category/Links
 - ... Setup Formulas
 - ... Print Formulas
 - ... Import/Export Configuration
 - ... Adjust Employee Balances
 - ... Print Employee Adjustments
 - ... Void Paycheck

Menu Overview

Setup Category/Links	This option is used to configure income, deduction and tax Definitions. It is password protected.
Setup Formulas	Payroll comes with many pre-defined formulas. This option is used by GivenHansco personnel to establish custom formulas as necessary. It is password protected.
Print Category/Links	This is a short diagnostics report, typically used by GivenHansco personnel to verify payroll configurations.
Setup Periods	This option “locks” payroll into pre-defined periods to avoid accidental postings to incorrect payroll periods and to maintain consistency in recording and reporting.
Print Formulas	This is a diagnostics report, used by GivenHansco personnel to verify the payroll calculation logic.
Import/Export Configuration	This option is used by GivenHansco personnel to maintain the payroll system’s configuration files. It is password protected.
Adjust Employee Balances	This option is typically used to enter change the calculated values of employee Definitions. It is typically used to enter beginning balances for mid-year payroll installations.
Print Employee Adjustments	This report generates an audit trail of all adjusting entries made employees’ definitions.
Void Paycheck	This function is used to void paychecks in a payroll run that has already been accepted.

*The **Setup/Utilities** menu contains powerful setup tools and should only be used in conjunction with instructions from GivenHansco personnel.*

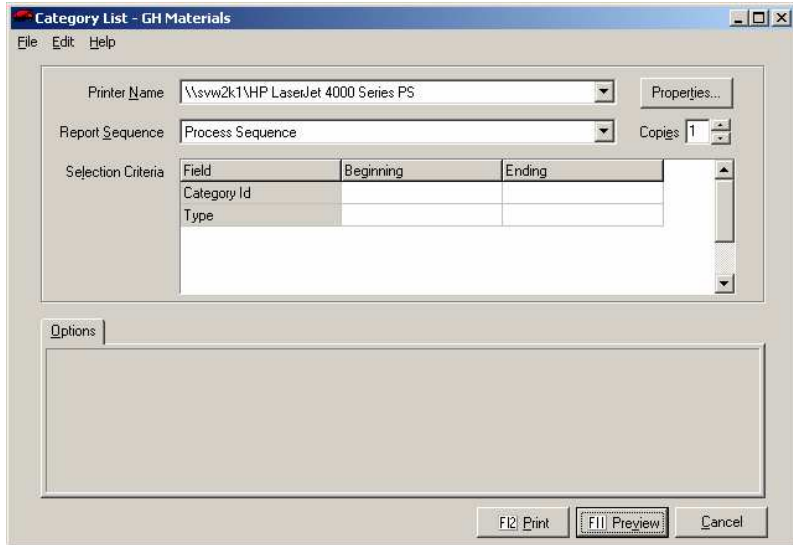
Setup Category/Links

The Setup Category/Links menu option is used by GivenHansco personnel when configuring the Payroll system and is beyond the scope of this manual. To prevent unauthorized access to this option, it is password-protected.

Print Categories/Links

This report is a listing of the Payroll configuration.

The information on this report is of a diagnostics nature and likely of little use to end-users.



Print Categories/Links Screen

Category ID	Description	Link Type	Check Group	Check Label	W2 Group	W2 Label
REG	Regular Pay	P	Rate Factor	REG	Regular	
OT	Overtime Pay	P	Rate Factor	OT	Overtime	
DBLTIME	Doubletime Pay	P	Rate Factor	DBL	DoubleTime	
VAC	Vacation Pay	P	Rate Factor	VAC	Vacation	
HOL	Holiday Pay	P	Rate Factor	HOL	Holiday	
GROSS_PAY	Total Pay	P	Rate Factor	GROSS	Gross Pay	
FIT	Federal Income Tax	T	Tax Code FIT	FIT	Federal	
SOCSEC	Social Security	T	Tax Code FICA SS	SST	Social Security	
MEDICARE	Medicare	T	Tax Code FICA MED	MED	Medicare	
STATE-MA	Massachusetts Income Tax	T	Tax Code MA	STATETAX	MASS TAX	
STATE-CT	Connecticut Income Tax	T	Tax Code CT	STATETAX	CT TAX	
STATE-NY	New York Income Tax	T	Tax Code NY	STATETAX	NY TAX	
CHILDSUP\$	Child Support #1	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Child Support	
CHILDSUP#2	Child Support #2	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Child Support	
GARNISH\$	Garnishment (Fixed \$)	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Garnishment	
GARNISH%	Garnishment (% of Net)	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Garnishment	
LEVY1	Levy	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Levy	
LOANS	Employee Loans	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Loans	
HEALTHINS	Health Insurance (Pretax)	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Health Ins.	
DENTAL	Dental Insurance (Pretax)	D	Ded Wks 1 2 3 4 5 6 7 8 9	PRETAX	Dental Ins.	
TEL REIM	Telephone Reimbursement	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Tel. Reimburse	
TRUCK	Truck Benefit	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Truck Benefit	
UNIFORMS	Uniform Deduction	D	Ded Wks 1 2 3 4 5 6 7 8 9	DED	Uniforms	

Print Categories/Links Sample Report

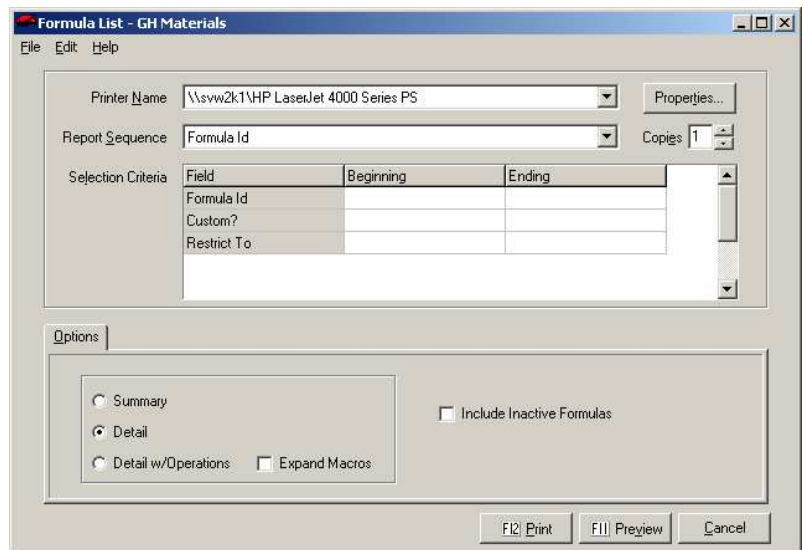
Setup Formulas

The Setup Formulas menu option is used by GivenHansco personnel when configuring the Payroll system and is beyond the scope of this manual. To prevent unauthorized access to this option, it is password-protected.

Print Formulas

This report is a listing of the formulas used in the Payroll configuration.

The information on this report is of a diagnostics nature and likely of little use to end-users.



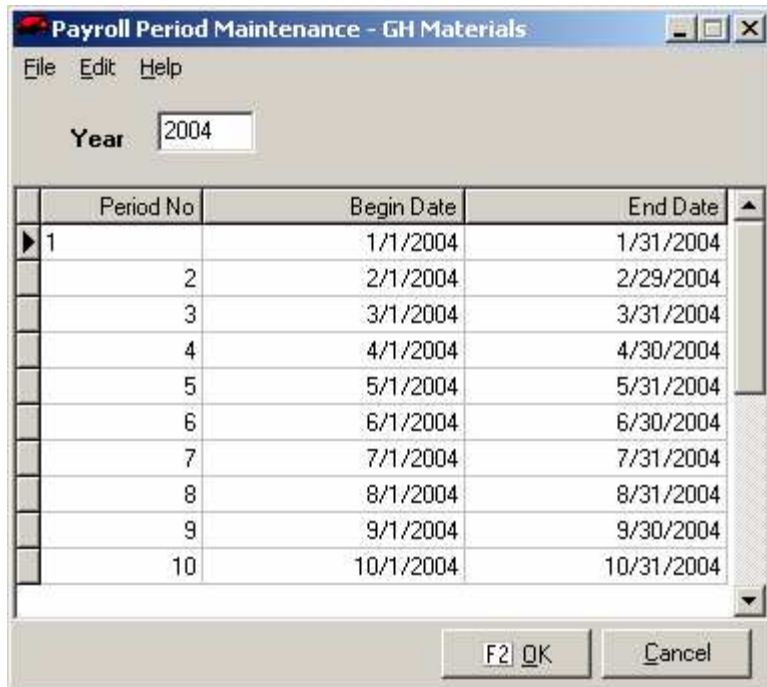
Print Formulas Screen

Setup Periods

This option establishes the relationship between each pay period and each recording and reporting period.

Typically, each pay period begins on the first day of a month and ends on the last day.

For customers who use a day of the week method (eg: the period ends on the last Thursday of the month), this option gives them the flexibility to maintain their current accounting preferences



Setup Pay Periods

Import/Export Configuration

The Import/Export Configuration menu option is used by GivenHansco personnel when configuring the Payroll system and is beyond the scope of this manual. To prevent unauthorized access to this option, it is password-protected.

Adjust Employee Balances

This option is used to make adjustments to employees' Definition balances.

Ideally, it should never be required except to enter beginning balances for customers who begin using Payroll in the middle of a year.

By default, General Ledger transactions are created for all adjusting entries unless this option is turned off (which is often the case when entering beginning balances)

Due to the high degree of risk in using this option, no changes should be attempted before contacting GivenHansco support personnel.

The screenshot shows the 'Employee Balance Maintenance - GH Materials' window. At the top, it displays the employee ID 'ABBAAR' and name 'ABBOTT, AARON' with address '101 Autumn Ave. Albany NY 12041'. The transaction date is '3/16/2004' and the cash G/L account is '1005.00 CASH - Payroll'. A table titled 'Definitions' lists various payroll components with their MTD, QTD, YTD, and Adjustment values.

Definition	MTD	QTD	YTD	Adjustment
HDLHRS		40.00	40.00	
HDLPAY		582.00	582.00	
GROSS		582.00	582.00	
FEDGRS		450.00	450.00	
FEDTAX		21.73	21.73	
SSGROSS		450.00	450.00	
SSTAX		27.90	27.90	
MCGROSS		450.00	450.00	
MCTAX		6.53	6.53	
CHILDSUP\$		80.00	80.00	
HEALTH_CALC		120.00	120.00	
HEALTH_DED		120.00	120.00	

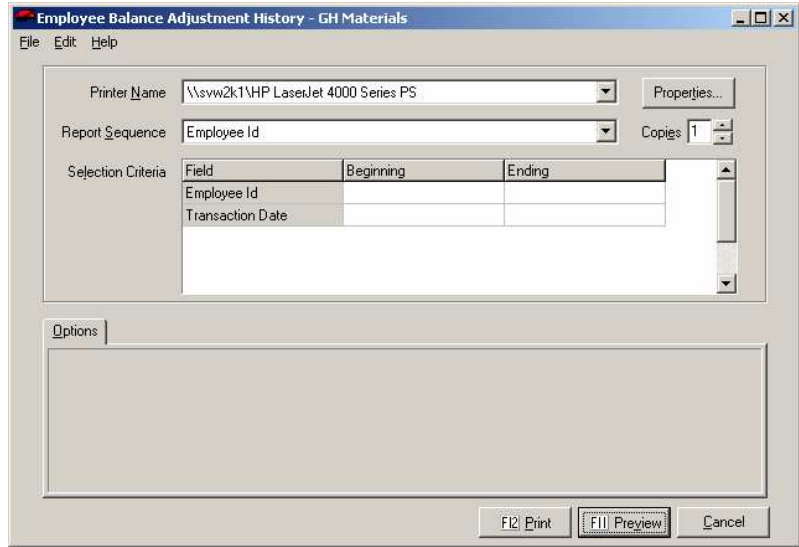
Employee Balance Maintenance Screen

Print Employee Adjustments

This report creates an audit trail for all adjustments.

By default, this report will list all adjustments. By specifying a date range or employee range, the report can be filtered to show the desired employee adjustments.

In the sample below, two adjustments are indicated for the employee's Holiday Hours.



Print Employee Adjustments Screen

Employee		Transaction	Definition	Adjustment	Balances After Adjustment		
Id	Name	Date	Id	Amount	MTD	QTD	YTD
ABBAAR	ABBOTT, AARON	3/16/2004	HOLHRS	-2.00	-5.00	35.00	35.00
			HOLHRS	-3.00	-5.00	35.00	35.00

Print Categories/Links Sample Report

Void Paychecks

This function is used to void a paycheck from a processed and accepted payroll run.

After selecting the employee

Void Paychecks Screen

Appendix A – Typical Payroll Procedures

1. Perform a Hard Disk Backup.
2. Open ENTRY/PROCESSING Menu.
3. Choose PREPARE PAYROLL.
 - a. Enter a description of the payroll run. Eg: Company-Wide, Plant 2 & 3, etc.
 - b. Verify Cash G/L Account
 - c. Enter the Week Ending Date
 - d. Enter the Check Date
 - e. Verify the G/L Transaction Date
 - f. Select the Deduction Week (if applicable)
 - g. Verify the deduction and tax periods (typically 1).
4. Choose AUTOMATIC PAY to generate timecards for salaried employees.
 - a. Select the Auto Pay Date (typically the week-ending date)
 - b. Select the Pay Category Id (typically REG)
 - c. Verify the Cash G/L Account.
5. Choose TIMECARD MAINTENANCE to manually entered timecards for hourly employees.
 - a. Enter the Employee Id.
 - b. Verify settings
 - c. In the Timecard tab, go to the Category Id field and enter REG for Regular Hours, OT for Overtime, etc.
 - d. Enter the hours worked.
 - e. Verify the rate, pay and G/L account.
 - f. Click on CALCULATE to verify the net pay.
 - g. If the employee does not work sufficient hours for his deductions, use the Adjustments Tab to correct.
 - h. Repeat for each timecard.
6. Choose TIMECARD AUDIT LIST and review the data carefully.
7. Choose CALCULATE PAYROLL and verify the payroll settings.

Note: If any errors are found between steps 8 and 11, choose REJECT PAYROLL and return to step 5.
8. Choose PAYROLL REGISTER and verify the resulting employee information.
9. Choose PRINT PAYCHECKS and verify the paychecks.
10. Choose PAYCHECK REGISTER and verify the paycheck information.
11. Choose COMPANY TOTALS REGISTER and verify the company totals.
12. If all information is correct from steps 8 through 11, perform a Hard Disk Backup.
13. Choose ACCEPT PAYROLL.