BUILDER
INFORMATION
SYSTEM

BIS®

Payroll Module Reference Manual

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Conventions Used In This Manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

Throughout the manual, the terms process and activity are generally used interchangeably.

Caution

> These boxes contain warnings about things that MUST be checked, or of items to be aware, before proceeding. In many cases, the advice is to check with the company C.P.A. or other tax advisor.

Tip

> Tips offer special information, considerations, or other insights when undertaking the task described.

Hyperlink

A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access

Menu access to selected items is shown in the two or three ways available (depending on the item). Here are examples of access to a functional menu element:

Employees - Menu Access
Modular Menu Access
Payroll | Employees
This represents access to Employee master records from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access
List | Employees
This represents access to Employee master records from the Standard menu.

Here is an example of access to a report item:

Access in Modules with Reports Group Menu
Payroll | Reports | Employee List
This represents access to the Employee List report from the Module menu with the Reports Group.

Access in Modules with Reports Listed Menu
Payroll | Employee List
This represents access to the Employee List report from the Module menu with the Reports Listed.

Access in Standard Menu
Reports | Payroll | Employee List
This represents access to the Employee List report from the Standard (legacy) menu.

In some instances, individual screen buttons are shown in the text such as the Magnifying Glass icon . The Payroll module is often referred to as PR.

Section 1 – Primary Master Records

Simply click on the Payroll menu item.

Overview

- Any payroll payment can be distributed (posted) to as many different general ledger accounts and jobs as necessary.
- BIS® can compute payroll checks for weekly, biweekly, semimonthly, or monthly payrolls.
- BIS® includes regular, overtime, double-time, and salary pay rates.
- A prepayment edit list may be viewed prior to printing the actual payroll checks.
- BIS® includes setup and tracking of Vacation and Sick Leave Accruals.
- BIS® includes setup and tracking of Crews and Crew Hours.
- BIS® includes a Timecard import from About Time or Excel.
- Payroll checks may be prepared for one employee, a group of employees, or all employees.
- A manual payroll check can be processed by selecting the employee, payroll period, and entering the hours information.
- BIS® includes recurring payroll that allows setting up and retaining a master payroll file. The user enters employee hours, salaries, and adjustments into the system only once.
- A computer file for direct deposits of net pay to employees can be produced.
- Additions, Deductions, Tax Exempt company additions, Tax Exempt employee deductions, and local taxes can be automatically processed.
- Additions and deductions can be computed by a number of different methods.
- Incorrect checks can be voided. When voided, the general ledger (and, if applicable, job cost) postings are automatically reversed.
- The Payroll module automatically updates the payroll journal, the general ledger, the financial statements, the payroll ledgers, the cash disbursements journal, the job cost file, and the employee history file. The books are always current as of the most recent payroll processed (paid), if the payment was made with a printed check (or direct deposit form) and is saved.
- Federal, State, and some local tax tables are kept current with periodic updates made available to BIS® users with a current Software Update Subscription (SUS).
- Tracking of payroll employees enables printing correct IRS approved quarterly 941 reports
- Tracking of payroll employees enables printing correct annual 940 and W-2 forms and electronic file reporting.
- Tracking of payroll employees enables printing correct quarterly and annual State tax and certified payroll reports.
- Payroll reports can be run for the current or prior periods of the current and prior calendar year.
- Payroll checks have a standard format and are readily available from a BIS® approved national vendor of business and computer forms.
- Shipping or mailing labels can be printed for employees.

Employees

The Employee's master file records all pertinent payroll information related to each person employed by the company. The information is used throughout BIS® whenever an employee is referenced in a payroll transaction. The Main section records general information about employees.

⚠ **Caution**

Before adding new employees, please note that it is strongly advisable that:

♦ Defaults be established in the System Wide Parameters for the PR module (and others) in Administrator/System Wide Parameters.

Once an employee record has been saved, it cannot be deleted (or the employee ID changed) if payroll information for the employee has been recorded or if a paycheck for him/her is pending to be printed. The Employee Id can only be deleted or changed after the historical fiscal year containing the last transaction for that employee has been deleted and there are no unreconciled checks for that employee. However, an employee can be classified as inactive at any time.

Tip The Employee functionality is only available if the Payroll module is installed.

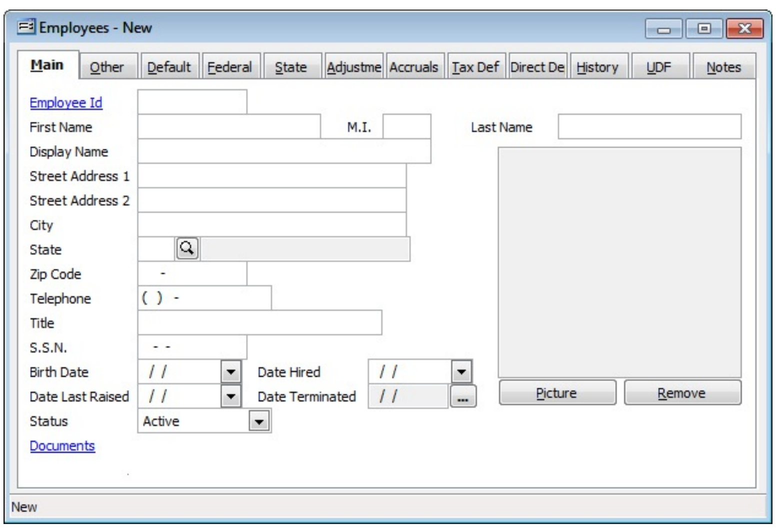
It is usually more effective to enter all of the employees' information at the same time. However, if some of the information is not readily available, it can be entered later.

Menu Access
Modular Menu Access
Payroll | Employees

Standard Menu Access
List | Employees

New Record
Initial access to Employees from the menu opens the Employees - New form. This form is used to enter new employee information. However, access to a new form when another employee's record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: PR-1
Employees - New master record screen form Main tab.



Editing an Existing Record
The list of employees may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be selected for editing on the Search form by using the mouse or cursor keys.

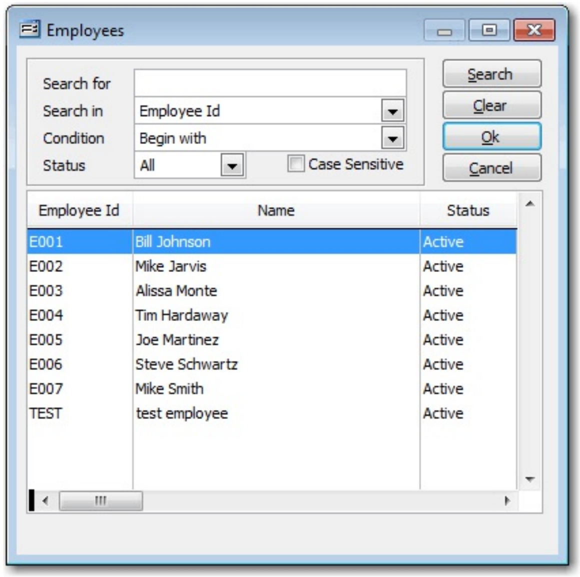


Figure: PR-2
Employee Find/Search screen.

Scrolling Through Employee Records

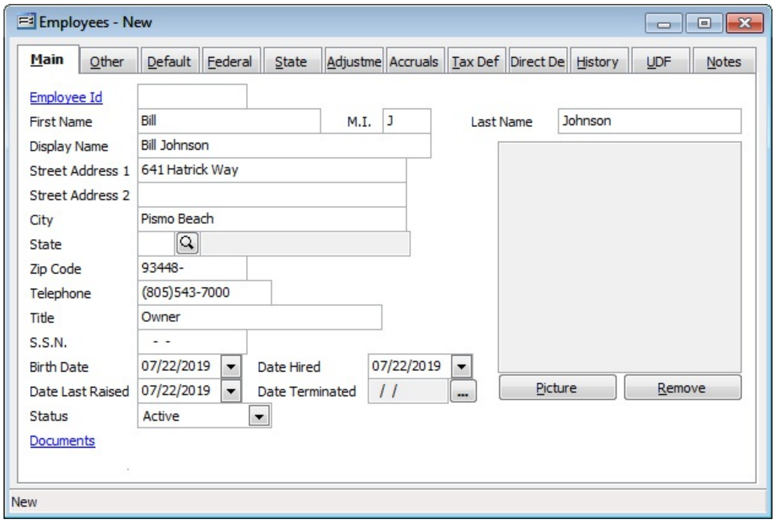
User may scroll through the employee records by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Employee Id (or Name). Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Employee Id. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to Employee Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Employee Id.

Figure: PR-3
Sample employee record for editing.

Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Employee Id Code to be saved as a new record.

Figure: PR-4
Cloned record. Note that all of the initial fields, except for the Employee Id, State, SSN, and the picture, match the source record.



Deleting an Existing Record

Once an employee record has been saved, it cannot be deleted (or the employee Id changed) if payroll information for the employee has been recorded or if a paycheck for him/her is pending to be printed. The Employee Id can only be deleted or changed after the historical fiscal year containing the last transaction for that employee has been deleted and there are no unreconciled checks for that employee. However, an employee can be classified as inactive at any time.

Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Main Tab

The Employees master file records all pertinent information related to employees. The information recorded on these tabs is used throughout BIS® whenever an employee is referenced in transactions or in other master records. The Main tab records general information about the employee.

Figure: PR-5
Employee master record Main tab.

Employee Id

Enter the Id to be assigned to the employee. The Employee Id can be any 10-digit alpha or numeric character or combination of both. BIS® checks for number duplication. A warning will appear if the number has already been assigned.

Please note that the underlined Employee Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Employee Id hyperlink directly accesses the Employee List report.

Employee First Name

This field is used to record the first name of the employee, up to 30 characters.

M.I. (Employee Middle Initial)

This field is used to record the middle initial(s) of the employee, up to 5 characters.

Employee Last Name

This field is used to record the last name of the employee, up to 30 characters.

Employee Display Name

The system will offer a display name that can be edited. The name will appear whenever the Employee Id is used in the system.

Street Address 1

This field is used to record the street number and street name of the employee in an alphanumeric field up to 30 characters.

Street Address 2

Enter any secondary address information such as an apartment number for the employee in an alphanumeric field up to 30 characters.

City

This field is used to record the name of the city, up to 30 characters.

State
The two-character state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

Zip
This field is used to record the postal zip code. The number field is limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

Telephone
This field is used to record the employee's home telephone number. The number field limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Title
This field is used to record the employee's title. The field is set to accept alphanumeric values limited to twenty digits.

S.S.N.
This field is used to record the employee's social security number. The number field is limited to 9 digits.

Birth Date
This field is used to record the employee's date of birth. The date may be typed or entered using the Calendar tool.

Date Hired
This field is used to record the employee's date of employment that may be typed or entered using the Calendar tool.

Date Last Raise
This field is used to record the date that the employee last received a raise. For a new employee this should be the date he or she was hired. The date may be typed or entered using the Calendar tool.

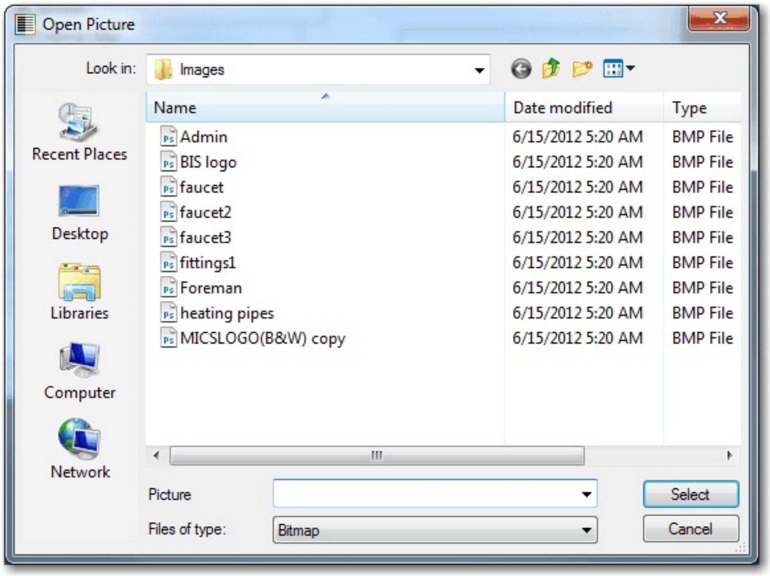
Date Terminated
This field is used to record the employee's date of termination. If the employee is still employed the field should be left blank. The date may be typed or entered using the Calendar tool.

Status
This field is used to select the status for the employee. It provides a selection of status options from which to choose. Click on the drop down control to select either Active or Inactive. Making an employee inactive prevents any transactions from being processed for that employee. However, employment reports and records will continue to be available.

Documents
This field is used to open the Documents Link & Imaging form. Information such as resumes, certifications, legal documents, or photos can be easily accessed through this link.

Picture
The Employees form also allows a bitmap or JPEG photo of the employee to be displayed. To add or change a file, click the Picture button to open an Open Picture dialog box and navigate to the photo file. Once selected, the picture will appear in the large box to the lower right of the window. Note: Bitmaps are common to photo and artwork images, and come from many sources. Most graphic software vendors who use other file formats supply some means of converting their own formats to bitmapped images. These files usually contain a BMP file extension. For more information about working with bitmaps, contact a local software vendor.

Figure: PR-6
Picture screen form used to select picture file for employees.



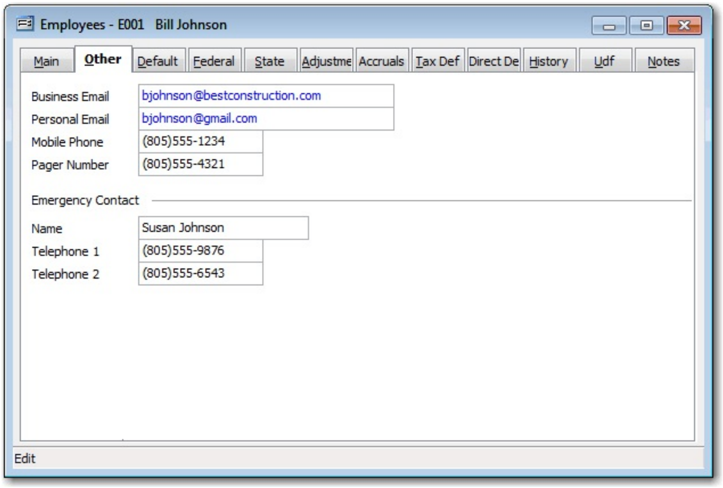
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Other Tab

The Other tab is used to record additional information relevant to the employee including, Business and personal email addresses, mobile and pager phone numbers, and emergency contact information.

Figure: PR-7
Sample Other tab of Employees master record.



Business E-mail

This field is used to record, if available, the business e-mail address, an alphanumeric field limited to 43 characters.

Personal E-mail

This field is used to record the employee’s personal e-mail address, an alphanumeric field limited to 43 characters.

Mobile Telephone

This field is used to record the mobile (cellular) telephone number of the employee. The number field is limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Pager Number

If the employee has a pager, this field is used to record the telephone number. The number field is limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Emergency Contact Section

This section of the Other tab is for the employee's emergency contact information that includes a name and up to two telephone numbers.

Name

This field is used to record the employee’s emergency contact name. The field may be up to 30 characters, but only the first 24 will appear on the screen.

Telephone 1

This field is used to record the first telephone number of the employee’s emergency contact person. The number limited to ten digits and will be formatted automatically as (999) 999-9999.

Telephone 2

This field is used to record the second telephone number of the employee’s emergency contact person.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Default Tab

The Default tab section of the Employee master record is used for setting up the default values for information related to the employee selected.

Figure: PR-8
Employee master record sample Default tab screen form for a salaried, non-union employee.

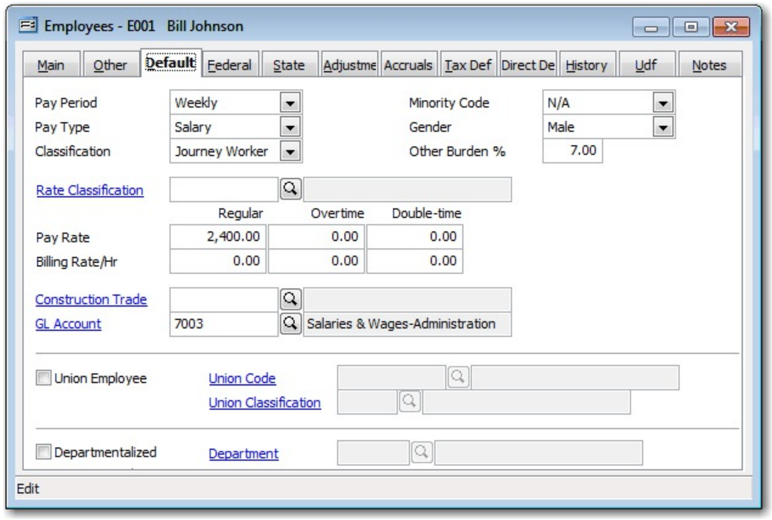
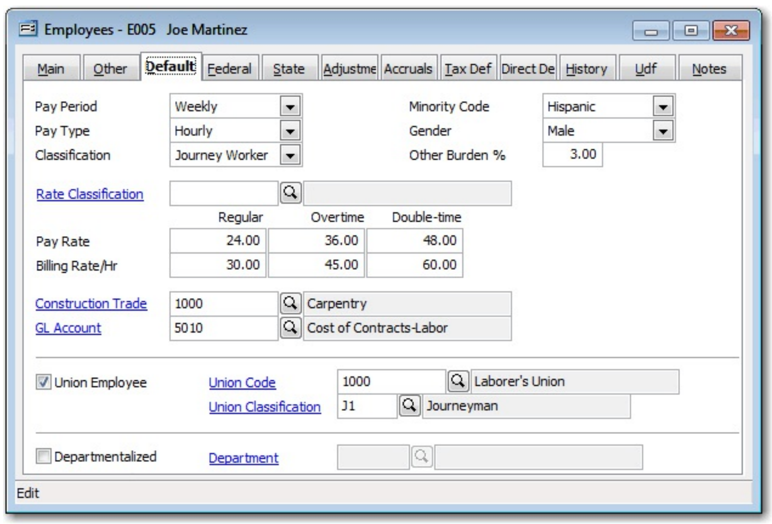


Figure: PR-9
Employee master record sample Default tab, screen for an hourly, union employee.



Pay Period

This field is used to assign the appropriate pay period. Use the drop down menu to select either Weekly, Biweekly, Semi-Monthly or Monthly. The information is used by BIS® to project the employee's annual wages.

Pay Type

This field is used to assign the method for calculating an employee's gross earnings. Use the drop down menu to select the correct type. The options are Hourly or Salary.

Classification

This field is used to record the appropriate classification for the employee. Use the drop down menu to select Journey Worker, Apprentice, or Trainee. (This field does NOT refer to Union classification, but is sometimes required for government contracts.)

Minority Code

This field is used to record the minority code for the employee. Use the drop down menu to select N/A, Black Hispanic, Asian or Pacific Islander, or American Indian or Alaskan. This field is sometimes needed for government contracts.

Gender
This field is used to record the gender of the employee. Use the drop down menu to select Male or Female. This field is sometimes needed for government contracts.

Other Burden Percentage
This field is used to record the employee's optional burden percentage to increase the job cost labor. BIS® will increase the job cost labor with the other burden percentage to calculate direct and indirect overhead in the Job Cost files. For example, the option can be used for calculating the employer's cost for payroll. The rate is one of five different burden components available in BIS® including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense.

Rate Classification
This field is used to record an employee's default labor rate classification. When this field is populated it will be used as the primary default instead to the regular Pay and Billing Rates.

Pay Rate
The employee's Regular, Overtime, and Double-time rates are entered in this field. The entry should be the hourly wage received if the employee is paid on an hourly basis. If the employee is salaried, the salary per pay period should be entered in the Regular field and the other two fields should be left blank.

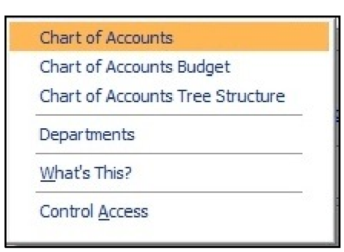
Billing Rate per Hour
This field is used to record the employee's Regular, Overtime, and Double-time billing rates. In the Markup tab of the Jobs master record, BIS® can be directed to use either the hourly billing rates (Manually Entered Rate) or a calculated billing rate (Calculated) to determine the labor billing. The calculated billing rate is the employee's gross plus the worker's compensation rate times the hours plus the other burden percentage.

Construction Trade
This field is used to record a Construction Trade to be associated with the employee, primarily for Certified Payroll (government contracts). The code can be entered manually or the list of Construction Trades can be accessed by clicking on the Find button for that field. Select a record by double-clicking on it with the mouse.

Please note that the underlined Construction Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Construction Trade hyperlink opens the Construction Trades – New master record form. Right-clicking on the Construction Trade hyperlink directly accesses the Trade Classification report.

GL Account Number
This field is used to record a General Ledger Expense (usually Salary or Wages), Cost of Goods sold (COGS) labor, Work in Progress (WIP), or other account number to be associated with the employee's gross wages. The account number is recalled when entering the payroll. The account may be entered manually or by using the Find tool. Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Left- clicking on the GL Account hyperlink opens the Chart of Accounts master record screen form. Right-clicking on the GL Account hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-10
Right-click hyperlink to access reports and other available functions.



Union Employee

Check this box if the employee is a member of a union. Once it is checked, BIS® opens the fields for the Union Code and the Union Classification if the Union module is installed.

Union Code

Select the appropriate Union Code to be associated with the employee, if the Union module is installed. The code can be entered manually or the list of Union Codes can be accessed by clicking on the Find button for that field. Select a record by double-clicking on it with the mouse.

Please note that the underlined Union title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Union Code hyperlink will open the Union master record screen form. Right-clicking on the Union Code hyperlink lists the Union File report that can be directly accessed.

Union Classification

Select the appropriate Union Classification to be associated with the employee if the Union module is installed. The code can be entered manually or the list of Construction Trades can be accessed by clicking on the Find button for that field. Select a record by double-clicking on it with the mouse.

Please note that the Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Union Classification – New screen form. Right-clicking on the Union Classification hyperlink lists the Union File report that can be directly accessed.

Departmentalized

Check this box if the employee is in a department used for accounting purposes. Once the box is checked, BIS® opens the field for the Department entry.

Department

Select the appropriate Department to be associated with the employee. The code can be entered manually or the list of Departments can be accessed by clicking on the Find button for that field. Select a record by double-clicking on it with the mouse.

Please note that the Department title is a hyperlink field as well as the description of the information to be entered. Left -clicking the hyperlink leads to the Departments – New screen form. Right-clicking on the Department hyperlink lists the Department report that can be directly accessed.

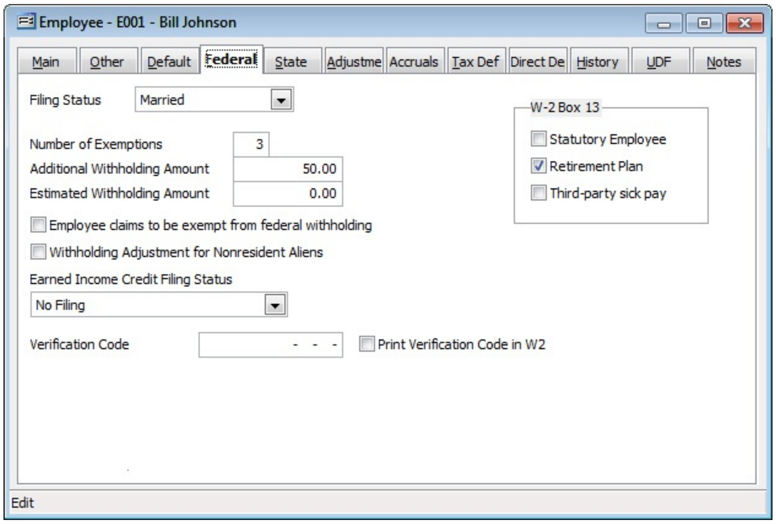
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Federal Tab

The Federal tab screen form is used for federal tax withholding information for each employee so that BIS® correctly calculates the federal tax withholding amounts for each paycheck. Information entered here will also be used for automatically preparing the employee's W-2 form at the end of the year.

Figure: PR-11
Sample employee master record Federal tab screen form.



Filing Status

Select the filing status for federal income tax according to the employee's W-4 form. Use the drop down menu to select Single, Married or Married-Single Rates.

Number of Exemptions

This field is used to record the number of exemptions claimed by the employee on the W-4 form for federal income tax.

Additional Withholding Amount

This field is used to record any amount of additional withholding according to the employee's W-4 form. The field is set to accept dollars and cents values.

Estimated Withholding Amount

This field is used to record any amount of estimated withholding according to the employee's W-4 form. The field is set to accept dollars and cents values.

Employee Claims to be Exempt from Federal Withholding

This box should be checked if exempt status is claimed on the employee's W-4 form. When checked, no federal tax will be deducted for the employee.

Withholding Adjustment for Nonresident Aliens

This box should be checked if the withholding is to be calculated as a nonresident alien.

Earned Income Credit Filing Status

This field is used to record the employee's status for the Advance Earned Income Credit program. Use the drop down menu to select the correct status from the following options: No Filing, Single, or Married with One W-5 Form Filing, or Married with Two W-5 Form Filing.

Verification Code

This field is used for the 2018 federal pilot program with third party payroll services.

Print Verification Code in W2

The pilot program has ended in calendar year 2019, Box 9 on the W2 form is no longer used but remains available in BIS® in case a 2018 W2 must be reprinted.

W-2 Box 13

The options that apply to the employee should be selected in order for the corresponding box on the W-2 form to appear checked when the form is printed. These options include: Statutory Employee, Retirement Plan, or Third-party sick pay. Consult with the company accountant for the proper selection.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

State Tab

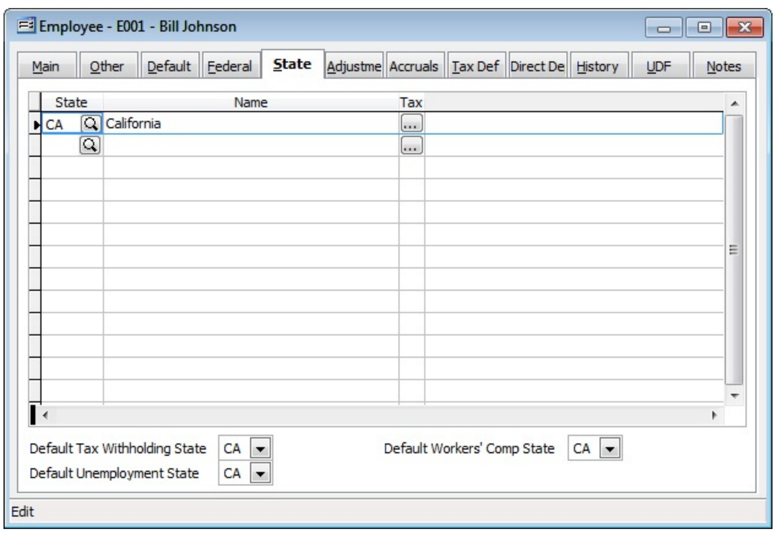
This tab is used to list all states to which tax may be paid for the employee. To select a state here, it must first be activated in the System Wide Parameters and basic state tax information recorded. Only states displayed on this tab will be available when the employee's payroll information is entered. A state may be selected by using the Find tool in the State column. For each state that is selected, click the button to the right of the state name to open the Employee State Tax Information form. There the state tax, local tax, and worker's compensation information for that state may be recorded.

⚠ **Caution**

> Note that an employee can have more than one state listed. One example may be when the employee resides in an adjacent state from the business location. Another example may occur if the employer has the employee set up long-term, but temporary residence in another state for a contract. It is important to check with the company accountant to determine the states that should be listed.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon or pressing Ctrl+I adds a blank line to the current grid of the form that is open. To remove the currently highlighted line from the grid of the open record, use the Delete Line icon or press Ctrl+J.

Figure: PR-12
Sample employee master record State tab screen form with a single state listed for the employee.



Form Fields - State

The state abbreviation may be typed manually or selected from the list of defined state codes. The state abbreviation code can be entered manually or the list of states can be accessed by clicking on the Find button for that field. Select a record by double-clicking on it with the mouse.

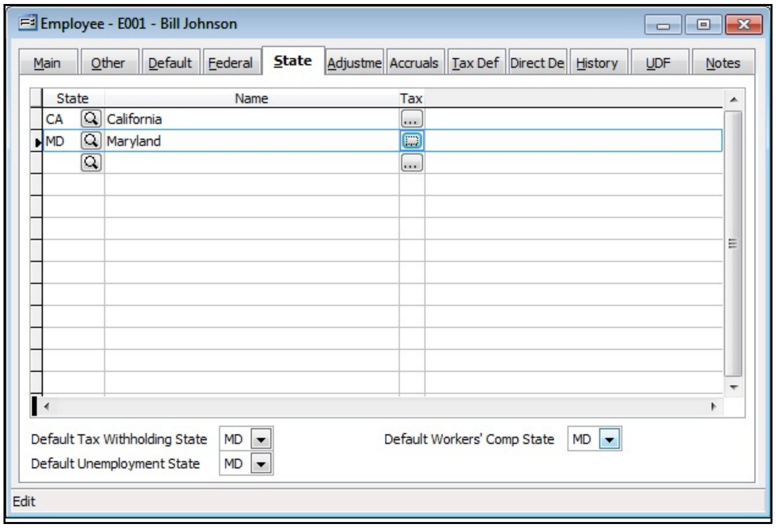


Figure: PR-13
Sample employee master record State tab screen form with more than one state listed for the employee.

Name
The selected state name will appear in the Name column.

Tax
For each state that is selected, the button to the right of the state name should be clicked to open the Employee State Tax Information form. The state tax, local tax, and worker's compensation information for that state may be recorded in the box that opens.

State Tax Information
This form is used to record specific state tax information for the employee. Although each state form will contain options specific to that state, there are some common elements generally including State Exemptions, an option if the employee claims to be exempt from state withholding, the number of exemptions, any additional amount to be withheld, a checkbox that is used if the employee is exempt from State Unemployment, a Local Tax Code, if needed, and the Workers' Comp. Classification.

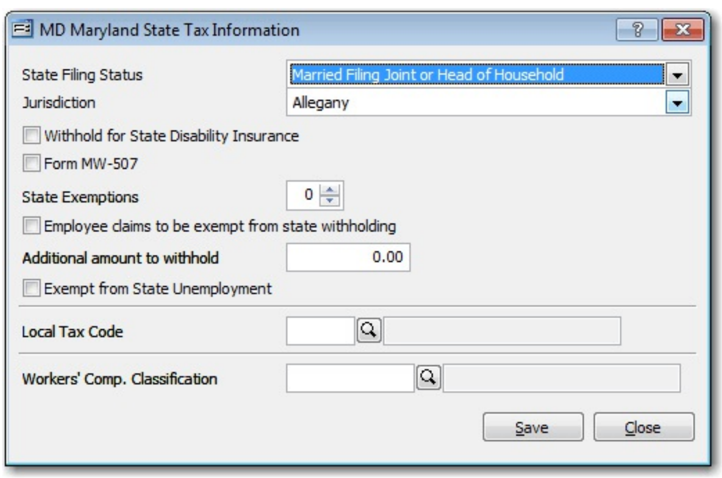


Figure: PR-14
State Tax Information sub-form.

State Filing Status
Select the filing status for state income tax according to the employee's state form. Use the drop down menu to select the appropriate status for that state. For some states, it may include Single, Married or Married-Single Rates. For others, it may include the selection of the county in which the employee lives.

Withhold for State Disability Insurance
This box should be checked if the employee should have state disability insurance withheld. When NOT checked, no disability tax will be deducted for the employee.

State Exemptions
Enter the number of exemptions claimed by the employee on the state form for state income tax.

Employee claims to be exempt from state withholding
This box should be checked if exempt status is claimed on the employee's state form. When checked, no state tax will be deducted for the employee.

Additional amount to withhold
This field records any amount of additional withholding according to the employee's state form. The field is set to accept dollars and cents values.

Employee exempt from State Unemployment
This box should be checked if the employee is exempt from state unemployment taxes.

Local Tax Code
The local tax code may be typed manually or selected from the list of defined state local tax codes. Click on the Find tool to see an extended list of local tax codes applicable to the withholding state for the employee.

Workers' Comp. Classification
Select the appropriate Workers' Compensation Classification to be associated with the employee. The classification may be entered manually or by using the Find tool. Select a record by double-clicking on it with the mouse.

Save the Changed Record
When the sub-record is complete or satisfactorily edited, click on the Save button in the sub-form.

Default State Section
This area displays the default tax withholding and unemployment state(s) for the employee. Check with the company accountant about whether more than one state's information applies.

Default Tax Withholding State
Use this field to choose one state from those listed above to be the default tax withholding state for the employee. The selection may be changed to any of the states listed on this tab when entering the employee's payroll.

Default Unemployment State
Use this field to select the state from those listed above to be the default unemployment state for the employee. The state may be changed to any of the states listed on this tab when entering the employee's payroll.

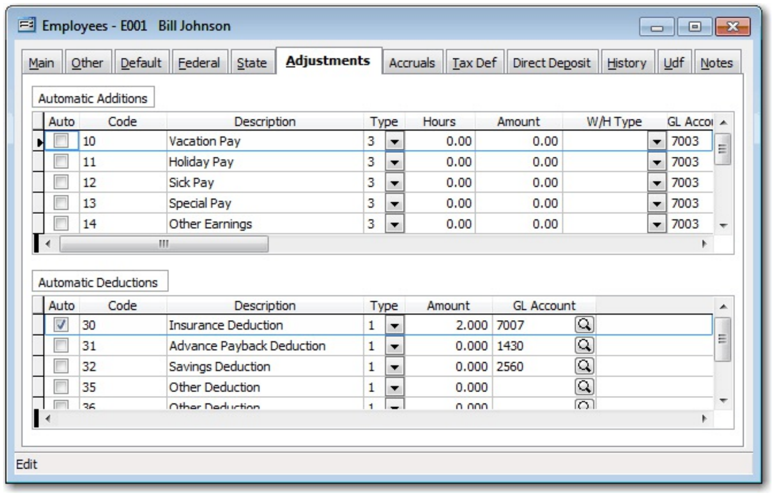
Default Workers' Comp State
Use this field to select the state from those listed above to be the default workers' comp state for the employee. The state may be changed to any of the states listed on this tab when entering the employee's payroll.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Adjustments Tab

This tab is used to set up automatic additions and deductions for an employee. All the additions and deductions defined for the company appear on the appropriate table. Adjustments are selected by clicking the box in the Auto column so that a checkmark appears. Additions and Deductions are defined for the company in the appropriate file under Payroll Adjustments.

Figure: PR-15
Employees master record, Adjustments tab screen form.



Each adjustment can be toggled on or off in the Auto column. Each can be customized by Type (see types below) per employee to determine how the adjustment will be calculated. Hours and/or Amount are specific to the employee. The default withholding information (Additions) can be modified by opening the W/H Type drop down menu and toggling the checkboxes. Also, the default account can be changed in the GL Account column. Withholding and account information entered here will override the adjustment's normal defaults for the employee only.

The Type is selected using the drop down menu. The type options are:

1	Percent of Gross Wages
2	Rate per Hour Worked
3	Fixed Amount
4	Rate per Hour Earned

The type selected determines whether the amount is entered as a percentage, a rate, or a fixed dollar amount.

Tip

> Remember that Payroll Adjustments can be set company-wide, and then modified in the individual employee master record (as described here), or set company-wide, modified in the employee master record, and changed when the payroll is being processed.

Tip

> The insert and delete buttons do not work in this grid. Even if a particular Adjustment is not needed, it will be listed.

Automatic Additions

Auto

This box should be checked if the Addition is to be automatically created and calculated when processing the employee's payroll.

Code

The addition codes listed here include system addition codes as well as those created by the user. There are a number of system addition codes that are already set up in BIS®:

10	Vacation Pay
11	Holiday Pay
12	Sick Pay
13	Special Pay
14	Other Earnings
15	Other Earnings
16	Other Earnings
17	Non-Payroll Addition
20	Box 14 on W-2 and PR Check
21	Box 14 on W-2 but NOT PR Check
22	Earned Income Credit
26	Union Tax Automatic Addition (not shown on Adjustments tab)

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included in the list. Setting up all default information in the Additions file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry, if necessary.

⚠ **Caution**

> If a company default addition that was used with one or more employees is changed, the employee's record must be changed as well.
>
> However, if a new addition is created, it's initial default will appear in employee records.

Description

The description set in the Payroll Adjustments Additions master record will appear in this column based on its code.

Type

The type is selected using the drop down menu. The type options are:

1	Percent of Gross Wages
2	Rate per Hour Worked
3	Fixed Amount
4	Rate per Hour Earned

The type selected determines whether the amount is entered as a percentage, a rate, or a fixed dollar amount.

Hours

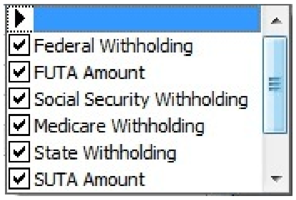
This field is used for tracking hours but does not get used for calculating automatic payroll additions.

Amount

The type selected determines whether the amount is entered as a rate (1)or as a dollar amount (2, 3, & 4).

W/H Type
The default withholding type (W/H Type column) can be set (or unset) by using the drop down menu to mark applicable taxes.

Figure: PR-16
List of payroll taxes for the employee's automatic addition tax default.



GL Account Number
Select a General Ledger account number to be associated with the payroll automatic addition. The account number is recalled when entering the payroll. The account may be entered manually or by using the Find tool.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Automatic Deductions Form
Auto
This box should be checked if the Deduction is to be automatically created and calculated when processing the employee's payroll.

Code
There are a number of system deduction codes that are already set up in BIS®:

30	Insurance Deduction
31	Advance Payback Deduction
32	Savings Deduction
35	Other Deduction
36	Other Deduction
37	Extra Federal Withholding
38	Extra State Withholding
55	Union Automatic Deduction (not shown on Adjustments tab)
56	Union Tax Automatic Deduction (not shown on Adjustments tab)
57	W/C Automatic Deduction (not shown on Adjustments tab)

These codes cannot be changed or deleted. However, new codes can be added at any time to cover a deduction not included above. Setting up all default information in the Deductions master record file will save time when entering payroll records. The information that is saved will appear as the default when a deduction is made in Payroll Hours and Adjustments, but the defaults may be changed at the time of payroll entry if necessary.

Tip

> The defaults set here will also appear on the list of automatic deductions in the employee master record. If selected as an automatic adjustment, the defaults may be changed to create new defaults that will override the basic deduction setting for that employee's automatic deduction only.

Deduction Code
This field records a unique code that will correspond to the payroll deduction. The code may be any combination of letters and/or numbers, up to five characters.

Caution

> If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well.
>
> If a new deduction is created, it's initial default will appear in employee records.

Description
The description set in the Payroll Adjustments Deductions master record will appear in this column based on its code.

Type
The type is selected using the drop down menu. The type options are:

1	Percent of Gross Wages
2	Rate per Hour Worked
3	Fixed Amount
4	Rate per Hour Earned.

The type selected determines whether the amount is entered as a percentage, a rate, or a fixed dollar amount.

Amount
The type selected determines whether the amount is entered as a rate (1)or as a dollar amount (2, 3, & 4).

GL Account Number
Select a General Ledger account number to be associated with the payroll automatic addition. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool**.**

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Accruals Tab

The Accruals tab allows for designating which Vacation and Sick Pay plans an employee will be assigned to. Different plans can be created and employees can "graduate" or "promote" to another plan based on seniority or position. These plans are created in the Payroll Adjustments master records for codes 10 (Vacation Pay) and 12 (Sick Pay). The employee's accruals information will appear on the payroll check Totals tab, and check stubs, and is also available in reports provided by BIS. Accrual plans can be based on a Pay Period or Rate per Hour method.

Setting up the employee master record and beginning balance is shown below in Figures 17.1 and 17.2. The "Eligible" setting must be selected in order for the plan to accrue. If needed, a setting has been added to the System Wide Parameters PR tab to "Allow to use more vacation hours than accrued." Beginning balances and other adjustments can be entered through the Adjustments button. When a Leave of Absence condition is created the accrual will be on hold during the dates specified.

Figure: PR-17.1
Setting up an Employee's Vacation Accruals Plan on Employees master record Accruals tab.

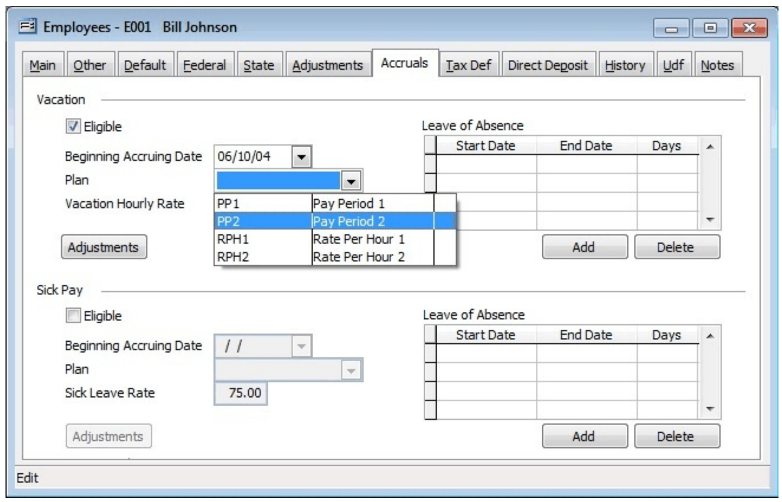
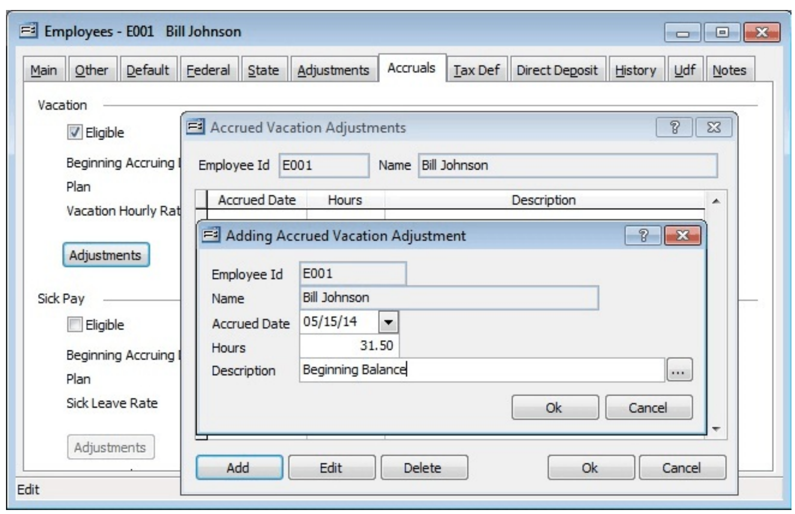


Figure: PR-17.2
Employee's Vacation Accruals Adjustment on Employees master record Accruals tab.

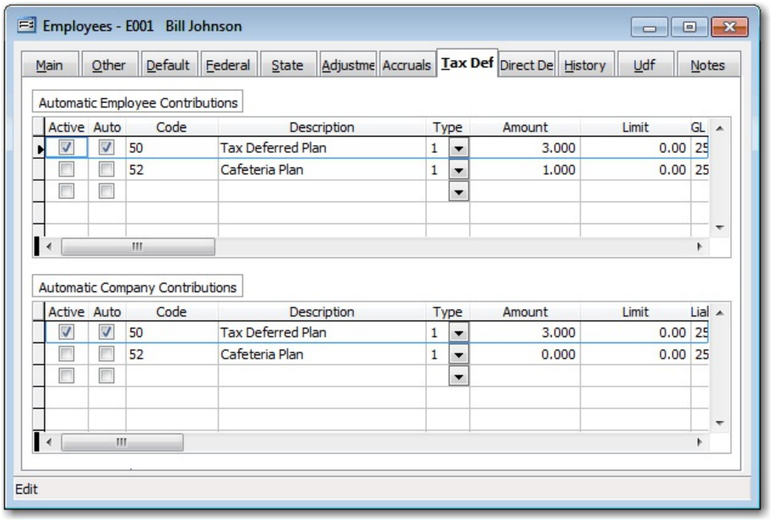


The setup and functionality of both accrual types, Vacation and Sick Pay, work the same way.

Tax Def (Deferred) Tab

The Tax Deferred tab is used for setting up active and automatic tax deferred plans for employee and/or employer contributions specific to the individual employee. Note that portions of the employee's default Tax Deferred settings may be modified on-the-fly during the payroll process, if needed.

Figure: PR-18
Sample employee master record, Tax Deferred screen form.



All the contributions defined for the company appear in the Automatic Company Contributions section. Adjustments are selected by clicking the box in the Active column so that a checkmark appears. Tax Deferred Employee and Company Contributions are defined for the company in the appropriate file under Payroll Adjustments.

For each contribution marked, the hours and/or amount must be entered. The default withholding information for the addition can be changed by opening the drop down menu and clicking on a withholding type displayed to toggle the checkmark on or off. Also, the default account can be changed in the GL Account column. Withholding and account information entered here will override the addition's normal defaults for the employee only.

For each contribution marked, the type and amount must be entered. The type is selected using the drop down menu. The type options are:

1	Percent of Gross Wages
2	Rate per Hour Worked
3	Fixed Amount
4	Rate per Hour Earned.

The type selected determines whether the amount is entered as a rate (1)or as a dollar amount (2, 3, & 4). The default account can be changed in the GL Account column, which will override the addition's normal defaults for the employee only.

Tip

> Remember that Payroll Adjustments can be set company-wide, and then modified in the individual employee master record (as we are describing here), or set company-wide, modified in the employee master record, and changed when the payroll is being processed.

Tip

> The insert and delete buttons do not work in this grid. Even if a particular Tax Deferred contribution is not needed, it will be listed.

Automatic Tax Deferred Employee Contributions Form

Active

This box should be checked if the Automatic Employee Contribution is to be available for either automatic creation and calculated when processing the employee's payroll, or for on-the-fly additions during the payroll process.

Auto

This box should be checked if the Automatic Employee Contribution is to be automatically created and calculated when processing the employee's payroll. The option can only be set if the addition has already been marked as Active.

Code

The addition codes listed here include system addition codes as well as those created by the user. There is a number of system tax deferred compensation codes that are already set up in BIS®:

50	401(k)
52	Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved here will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry, if necessary.

⚠ **Caution**

> If a company default tax deferred item that was used with one or more employees is changed, the employee's record must be changed as well.
>
> If a new tax deferred item is created, it's initial default will appear in employee records.

Description

The description set in the Payroll Tax Deferred Automatic Employee Contribution master record will appear in the column based on its code.

Type

The type is selected using the drop down menu. The type options are:

1 Percent of Gross Wages
2 Rate per Hour Worked
3 Fixed Amount
4 Rate per Hour Earned.

The type selected determines whether the amount is entered as a rate (1)or as a dollar amount (2, 3, & 4).

Hours

If the addition is given in hours, BIS® will multiply the number of hours by the employee's regular rate of pay.

Amount

If the addition is given as an amount, BIS® will use the amount entered for the addition.

Limit
Many tax deferred compensation plans impose limitations upon the amount an employee can contribute in any given year. The annual limit can be changed, which will override the adjustment's normal defaults for the employee only. Once the employee reaches the limit, contribution will no longer be taken into account. This field is preset to a numeric dollar figure.

GL Account Number
Select a General Ledger account number to be associated with the payroll automatic addition. This account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The default account can be changed, which will override the adjustment's normal defaults for the employee only.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Automatic Tax Deferred Company Contributions Form
Active
This box should be checked if the Automatic Company Contribution is to be available for either automatic creation and calculated when processing the employee's payroll, or for on-the-fly additions during the payroll process.

Auto
This box should be checked if the Automatic Company Contribution is to be automatically created and calculated when processing the employee's payroll. The option can only be set if the addition has already been marked as Active.

Code
The addition codes listed here include system addition codes as well as those created by the user. Two system tax deferred compensation codes are already set up in BIS®:

50	401(k)
52	Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved here will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry, if necessary.

Caution

> If a company default tax deferred item that was used with one or more employees is changed, the employee's record must be changed as well.
>
> If a new tax deferred item is created, it's initial default will appear in employee records.

Description
The description set in the Payroll Tax Deferred Company Contribution master record will appear in the column based on its code.

Type
The type is selected using the drop down menu. The type options are:

1 Percent of Gross Wages
2 Rate per Hour Worked
3 Fixed Amount
4 Rate per Hour Earned.

The type selected determines whether the amount is entered as a rate (1)or as a dollar amount (2, 3, & 4).

Hours
If the addition is given in hours, BIS® will multiply the number of hours by the employee’s regular rate of pay.

Amount
If the addition is given as an amount, BIS® will use the amount entered for the addition.

Limit
Many tax deferred compensation plans impose limitations upon the amount an employee can contribute in any given year. The annual limit can be changed and will override the adjustment’s normal defaults for the selected employee only. Once the employee reaches the limit, contribution will no longer be applied. The field is preset to a numeric dollar figure.

Liability Account
If the amount of the company contribution is to be accrued prior to payment, the default Liability (Payable) Account to which it will be credited is recorded here. Select a General Ledger liability account number to be associated with the company payroll automatic contribution. This account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The default account can be changed, which will override the adjustment’s normal defaults for the employee only. The defaults may be changed at the time of payroll entry if necessary.

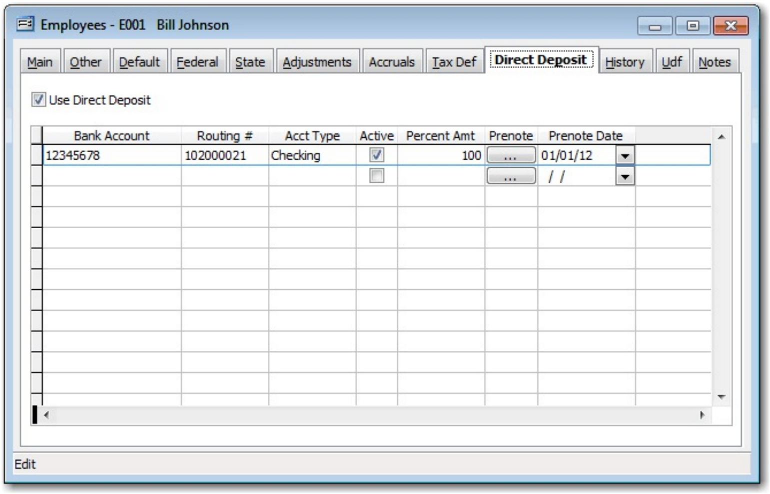
Expense Account
If the amount of the company contribution is to be accrued prior to payment, the default Expense Account to which it will be credited is recorded in this field. Select a General Ledger liability account number to be associated with the company payroll automatic contribution. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The default account can be changed, which will override the adjustment’s normal defaults for the employee only. The defaults may be changed at the time of payroll entry if necessary.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Direct Deposit Tab

Used for establishing payroll direct deposit, the Direct Deposit tab records the accounts to which funds will be deposited electronically via the file created in the Print Payroll Checks section. If the company (or the employee) do not want to deposit funds to the employee's accounts electronically, this tab's fields are left blank.

Figure: PR-19
Employee master record, Direct Deposit tab screen form.



A Prenote electronic file must be sent to the bank prior to the first time an employee is to be paid via Direct Deposit. The file must also be created before the process can be activated. The file lets the bank test the possibility of routing funds to the employee's account from the company payroll account. To create a Prenote file, click the Prenote button. The file should be sent to the bank for each account of every employee to whom payroll funds will be distributed electronically.

The Direct Deposit tab also provides some flexibility for distributing funds to multiple accounts belonging to an employee. A paycheck may be distributed to multiple accounts in varying percentages according to the employee's wishes.

Use Direct Deposit

Check this box to enable direct deposits to go to the employee's bank accounts. Direct Deposit must be enabled in three places to work properly:

1. System Wide Parameters PR tab
2. Employee Master File Direct Deposit tab
3. Print Payroll Checks.

Bank Account

This field records the account number where the employee's check will be deposited.

Routing Number

The routing number is that of the bank that with which the employee has his or her account. Typically, the number can be found at the bottom of an employee's personal voided check.

Account Type

This field records the type of account (Checking or Savings) to which the funds will be deposited.

Active

Check this box to activate the account distribution. Only active accounts will have funds distributed to them when payroll checks are printed.

Percent Amt
This column records the type of account percentage amount of the employee's check that will be deposited to the account. All percentages in the column must total 100.

Prenote
This button opens the Prenote dialog box.

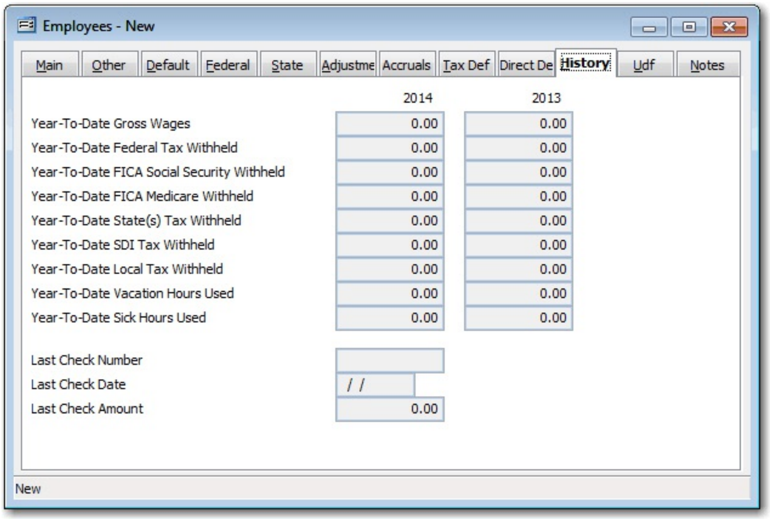
Prenote Date
This field column records the specified Prenote date recorded in the Prenote dialog box. The date may be changed manually or entered using the Calendar Tool.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

History Tab

The History tab allows viewing the historical data regarding an employee's payroll records for quick reference. Year-to-date totals are shown for both the current and priorcalendar year periods. Also, displayed are the check number, date and amount of the employee's last paycheck. The information on this tab is for display only.

Figure: PR-20
Employees - New History tab screen form.



Year-To-Date Gross Wages

The Year-to-Date Gross Wages field displays the wages paid in the current calendar year.

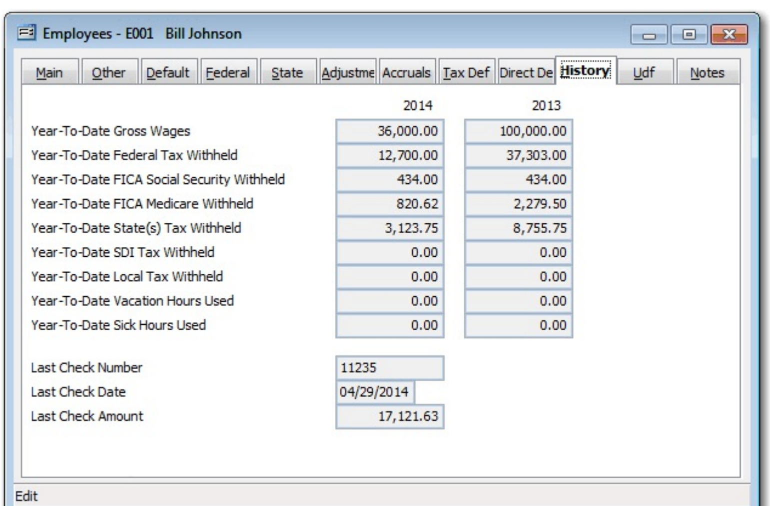
Year-To-Date Federal Tax Withheld

The Year-to-Date Federal Tax Withheld field displays the federal taxes withheld from the employee's paycheck in the current calendar year.

Year-To-Date FICA Social Security Withheld

The Year-to-Date FICA Social Security Withheld field displays the FICA taxes withheld from the employee's paycheck in the current calendar year.

Figure: PR-21
Sample Employees History tab screen form.



Year-To-Date FICA Medicare Withheld

The Year-to-Date FICA Medicare Withheld field displays the Medicare taxes withheld from the employee's paycheck in the current calendar year.

Year-To-Date State(s) Tax Withheld
The Year-to-Date State(s) Tax Withheld field displays the taxes withheld all applicable states from the employee's paycheck in the current calendar year.

Year-To-Date SDI Tax Withheld
The Year-to-Date SDI Tax Withheld field displays the state disability insurance taxes withheld from the employee's paycheck in the current calendar year.

Year-To-Date Local Tax Withheld
The Year-to-Date Local Tax Withheld field displays the local taxes of the applicable states withheld from the employee's paycheck in the current calendar year.

Year-To-Date Vacation Hours Used
The Year-to-Date Vacation Hours Used field displays the sick hours used by the employee in the current calendar year.

Year-To-Date Sick Hours Used
The Year-to-Date Vacation Hours Used field displays the sick hours used by the employee in the current calendar year.

Year-To-Date Local Tax Withheld
The Year-to-Date Local Tax Withheld field displays the local taxes of the applicable states withheld from the employee's paycheck in the current calendar year.

Last Check Number
The Last Check Number field displays the check number of the last payment made to the employee on file. BIS® enters the number from the payroll checks.

Last Check Date
The Last Check Date field displays the check date of the last payment made to the employee on file. BIS® enters the number from the payroll checks.

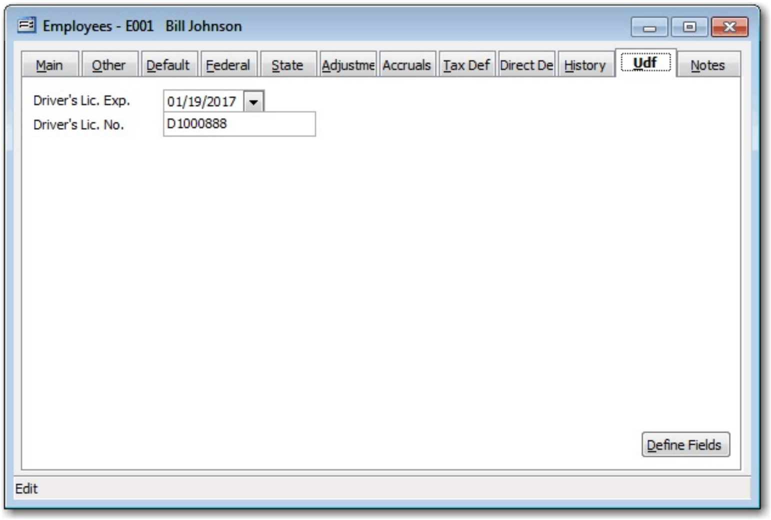
Last Check Amount
The Last Check Amount field displays the amount of the last payment made to the employee on file. BIS® enters the amount from the payroll checks.

Udf Tab

This tab will display up to thirteen User Definable Fields that can store additional information in the Sales Person master record. Click the Define Fields Button to add new fields and manage existing fields.

Tip The Udf function is generally employed after installation is complete.

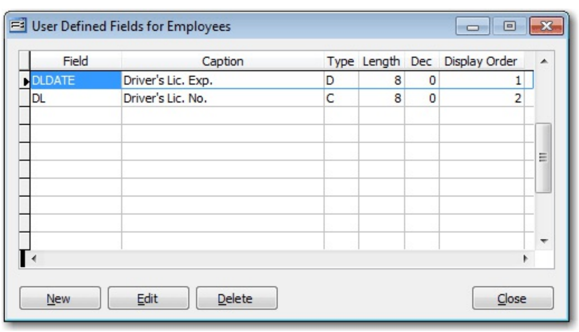
Figure: PR-22
Sample Employees master record Udf tab screen form with two examples of user defined fields.



Define Fields Button

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to provide the maximum flexibility in creating exactly the type of field needed.

Figure: PR-23
Sample User Defined Fields for Employees screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field

This field displays the field name for a User Definable Field that was entered upon creation. Once a field name assigned, it cannot be altered.

Caption

The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type

This field displays the letter C (character), N (numeric), D (date), or L (logical) for the field type.

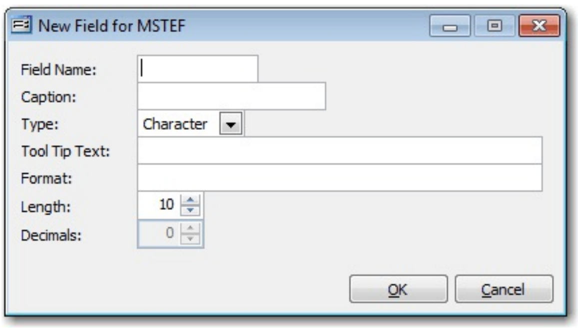
Length
The Length field displays the maximum number of alphanumeric characters that may be saved within the field.

Decimal
The Decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order
The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A "1" designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

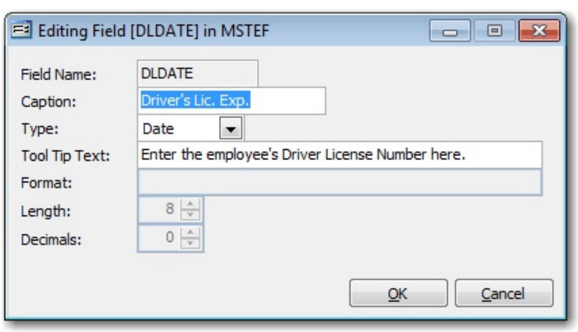
New
The New button is used to create a new character, numeric, date or logic field for the master file.

Figure: PR-24
Udf New Field screen form.



Edit
The Edit button is used to alter character, numeric, date or logic fields previously created for the master file. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those same fields available in the parent form, shown above.

Figure: PR-25
Udf Editing Field screen form.



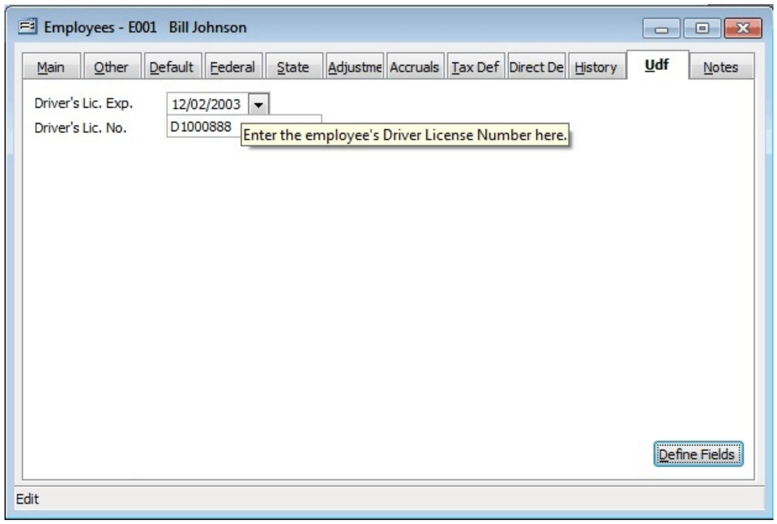
Tip

The following chart shows the relationship of the available types to the other controls.

Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A

Tool Tip Text

Figure: PR-26
Employees Udf tab showing Tool Tip for the first field entered.



The Tool Tip Text field allows a tip to be entered that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Format	Description	Format Example	Results for Value: Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: PR-27 Data Format Chart. The chart shows the format, description, an example, and results.

Format
The Format field is used to enter a format that will control the appearance of the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Length
The Length field is used to enter the number of characters of the Udf field.

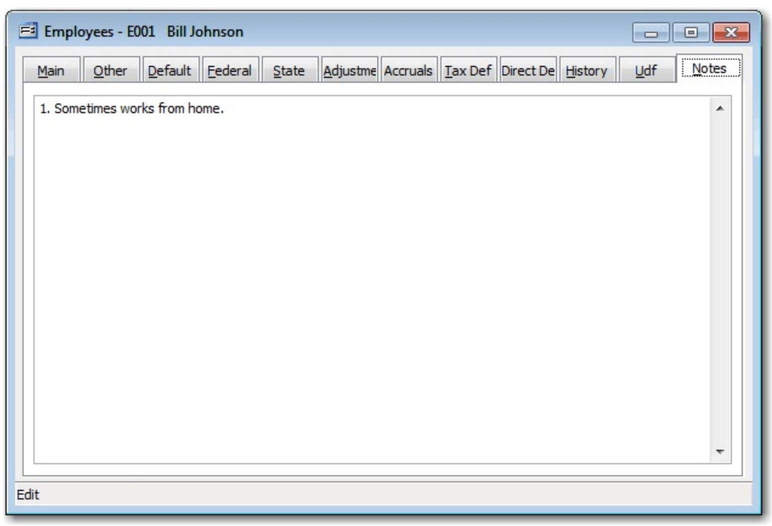
Decimals
The Decimals field is used to enter the number of decimals of a number field (only) of the Udf field.

Delete
The Delete button is used to remove any previously saved character, numeric, date or logic fields for the master file.

Close
This button closes the currently opened form and eliminates any data that has been changed since the last save.

Notes Tab

Figure: PR-28
Sample Employees master record Notes tab screen form.



The Notes section is a work area for miscellaneous notes and may be used as needed.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Section 2 – Supporting Master Records

Workers' Comp. Classifications

The Workers' Comp. Classification option is used to record company and employee rates for state specific Workers' Comp. classifications that are applied to an employee's payroll hours. A default classification may be set up for each employee in the Employee master record (State Tax tab). Within Payroll Hours and Adjustments, each payroll line item is associated with a Workers' Comp. classification. Reports for Workers' Comp. may be found in the Payroll section of the Reports menu.

Modular Menu Access

Payroll | Workers' Comp. Classifications

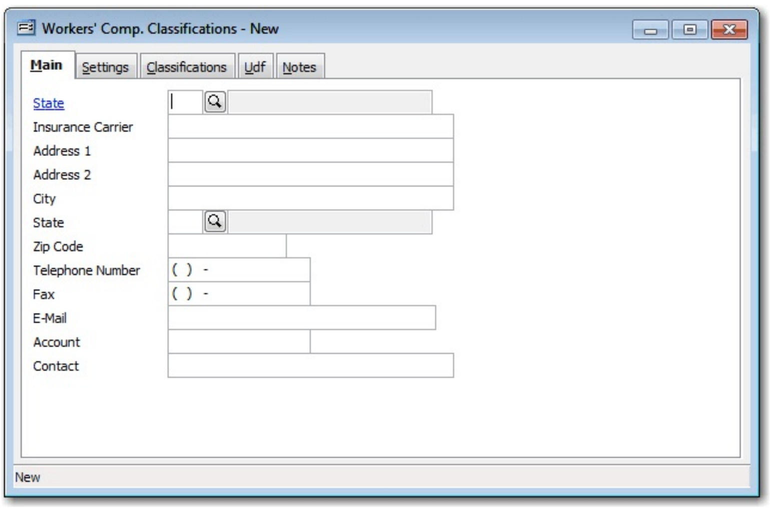
Standard Menu Access

List | Workers' Comp. Classifications

New Record

Initial access to Workers' Comp. Classifications from the menu opens the Workers' Comp. Classifications - New form. This form is used to enter new workers' compensation classification information. However, access to a new form when another classification record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will ask if any changes to the record should be saved.

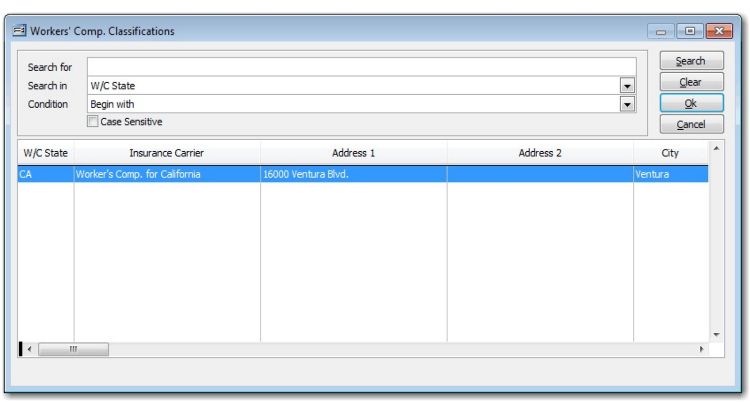
Figure: PR-29
Workers' Comp. Classifications - New screen form.



Editing an Existing Record

The list of workers' compensation classifications may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

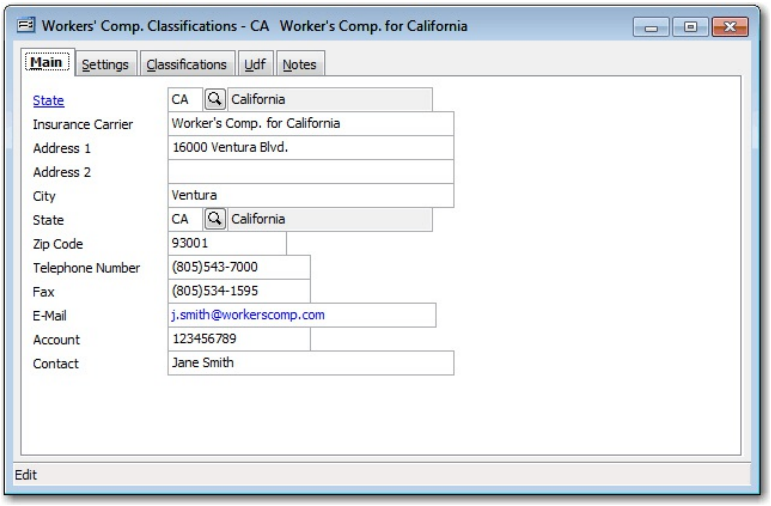
Figure: PR-30
Workers' Comp. Classification Find/Search screen form.



Scrolling Through Workers' Comp. Classification Records

Users can scroll through the workers' compensation classification records by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to State. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to State. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the State. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the State.

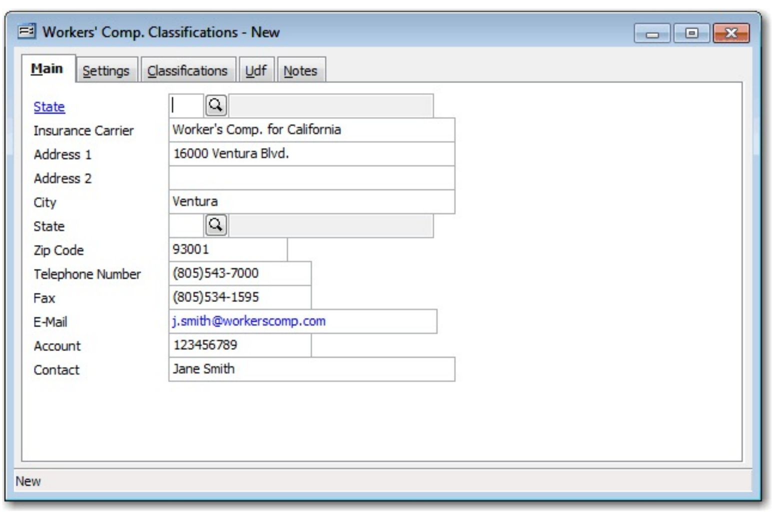
Figure: PR-31
Sample Workers' Comp. Classification screen form.



Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Workers' Compensation Classification State to be saved as a new record.

Figure: PR-32
Cloned Workers' Comp. Classification record. Note that all of the initial fields other than the State match the source record.



Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave the process.

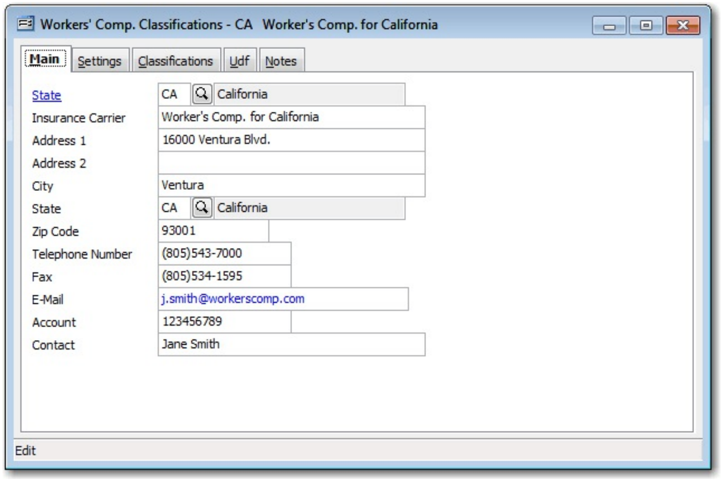
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Main Tab

The Workers' Compensation Classifications master file records all pertinent information related to workers' compensation classifications used for payroll payments to employees. The information recorded on these tabs is used throughout BIS® whenever an employee is referenced in transactions or in other master records. The Main section records general information about the workers' compensation classification.

Figure: PR-33
Sample Workers Comp. Classifications screen form.



State

This field records the state abbreviation for which the workers' compensation record applies. The entry may be typed manually or selected using the Find tool. The list of states may be examined by clicking on the Magnifying Glass icon or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Please note that the underlined State title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the State hyperlink accesses the Workers' Compensation reports that can be directly accessed.

Insurance Carrier

This field records the name of the insurance carrier for Workers' compensation in the selected state.

Address 1

This field records the primary street address of the insurance carrier. The entry is an alphanumeric field and is limited to 30 characters.

Address 2

The secondary street address of the insurance carrier is recorded here. The entry is an alphanumeric field and is limited to 30 characters.

City

The City lists records the city as an alphanumeric field, up to 30 characters.

State

The state abbreviation may be typed manually or selected using the Find tool icon or pressing Ctrl+F. The field to the right of the State field displays the full name of the state based upon the selected state code.

Zip Code

This field records the postal zip code. The number is limited to nine digits, formatted automatically as 99999-9999.

Telephone Number
This field records the telephone number of the insurance carrier. The field is limited to ten digits and will be formatted automatically as (999) 999-9999.

Fax Number
This field records the facsimile (FAX) number. The field is limited to ten digits and will be formatted automatically as (999) 999-9999.

E-mail
This field records the electronic mail (e-mail) address of the insurance carrier. It is an alphanumeric field limited to 43 characters.

Account
This field records the workers' compensation account or policy number.

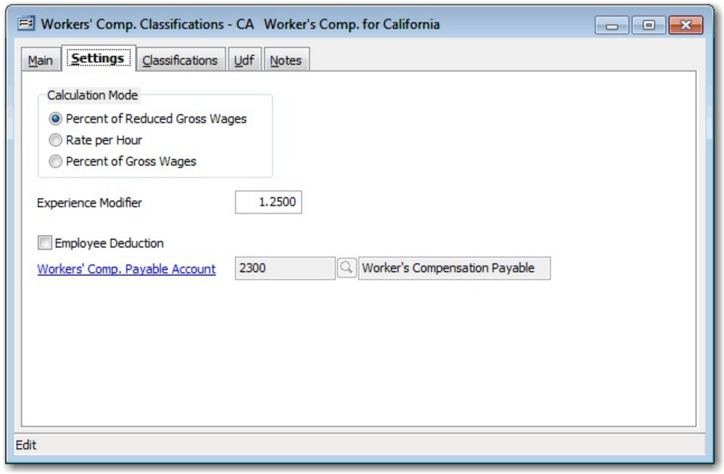
Contact
The Contact field records the name of the insurance contact for the account.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Settings Tab

This section is used to set the methods for calculating Workers' Comp. Classifications and the Workers' Compensation Payable Account.

Figure: PR-34
Workers' Comp. Classifications master record Settings tab screen form.



Calculation Mode

Use this section of radio buttons to select the mode for calculating workers' compensation payment amount for employees. The possible choices are Percent of Reduced Gross (after taxes), Rate per hour, or Percent of Gross Wages.

Experience Modifier

The gross workers' compensation amount will be multiplied by the modifier to determine the company's payment.

Employee Deduction

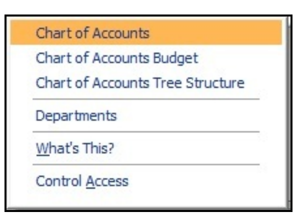
If an employee deduction for workers' compensation is required, place a checkmark in the box, and enter the employee rate on the Classifications tab.

Workers' Comp. Payable Account

This field displays the default workers' compensation account set in the System Wide Parameters. Select a General Ledger Expense (usually Salary or Wages), Cost of Goods sold (COGS) labor, Work in Progress (WIP), or other account number to be associated with the workers' compensation policy. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The hyper-link leads to the Chart of Accounts screen form.

Please note that the underlined Workers' Comp. Payable Account title is a hyperlink field as well as the

Figure: PR-35
Reports directly accessible by right-clicking on the field name hyperlink.



description of the information to be entered. Right-clicking on the Workers' Comp. Payable Account hyper-link opens a selection of reports that can be directly accessed.

Account Name

This field displays the account name associated with the account number selected.

Save the Changed Record

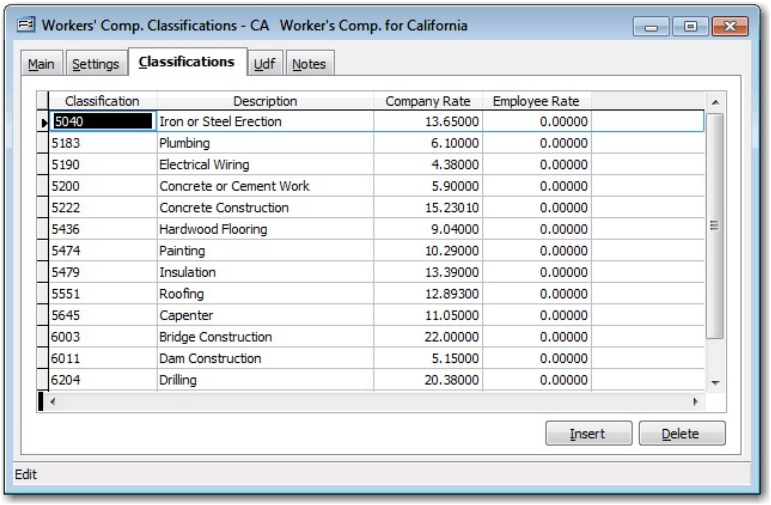
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Classifications Tab

This tab records all of the Workers' Compensation Classifications for the state, including the code, description, company rate and employee rate (if any). To set parameters for the numeric values in the Company Rate and Employee Rate columns, go to the Settings tab of the form.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-36
Workers' Comp. Classifications master record Classifications tab screen form.



Columns

Classification

Enter each classification for the state workers' compensation policy.

Description

Enter the description of the classification.

Company Rate

Enter the rate payable by the company for the classification. The number is limited to 7 digits and will be formatted automatically as nn.nnnnn as the number is entered. The field is set to accept only numeric values.

Employee Rate

Enter the rate withheld from the employee (if applicable) for the classification. The number is limited to 7 digits and will be formatted automatically as nn.nnnnn as the number is entered. The field is set to accept only numeric values.

Save the Changed Record

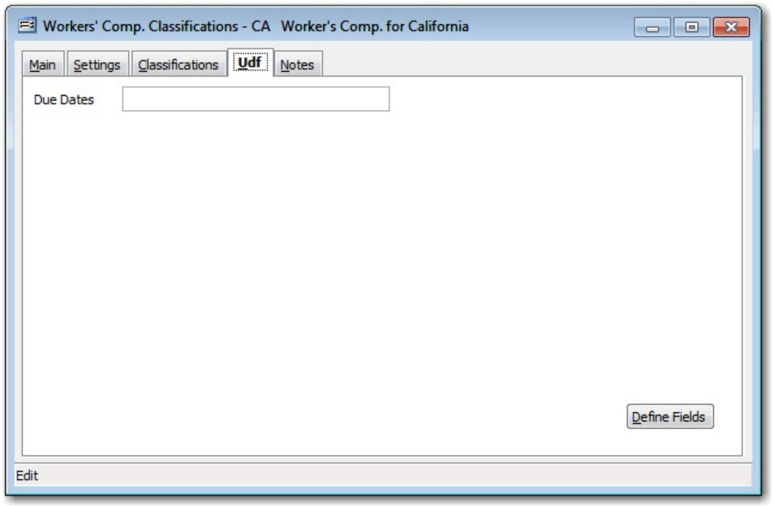
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Udf Tab

This tab will display up to thirteen User Definable Fields that can store additional information in the Workers' Comp. Classifications master record. Click the Define Fields Button to add new fields and manage existing fields.

Tip The Udf function is generally employed after installation is complete.

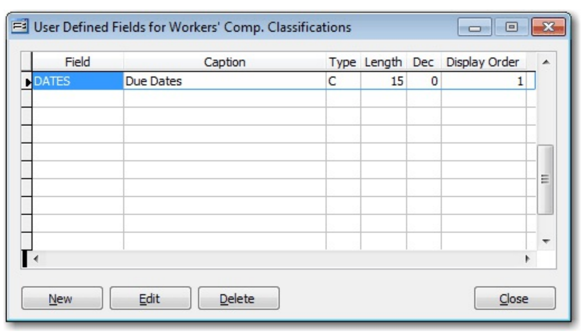
Figure: PR-37
Workers' Comp. Classifications master record Udf screen form.



Define Fields Button

User Definable Fields may be added to the Unions, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to give the maximum flexibility in creating exactly the type of field needed to store data.

Figure: PR-38
Sample User Defined Fields for Customers screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field

This field displays the field name for a User Definable Field that was entered upon creation. Once a field name is assigned, it cannot be altered.

Caption

The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type

This field displays the letter C (character), N (numeric), D (date) or L (logical) for the field type.

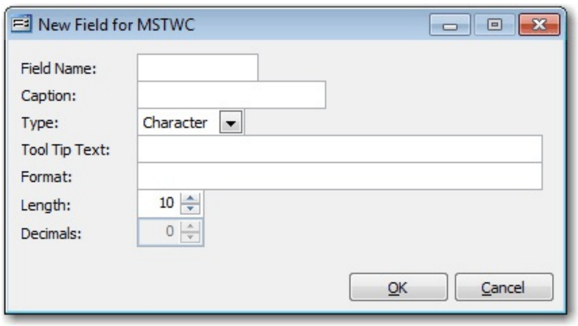
Length
The Length field displays the maximum number of alphanumeric characters that may be saved within the field.

Decimal
The decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order
The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A "1" designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

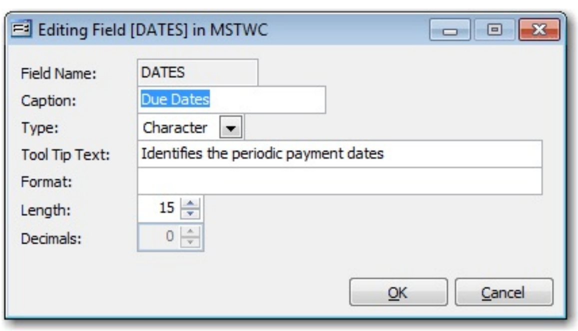
New
The New button is used to create a new character, numeric, date or logic field for the Master File.

Figure: PR-39
Udf New Field screen form.



Edit
The Edit button is used to alter character, numeric, date or logic fields previously created for the Master File. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those in the parent form, shown above.

Figure: PR-40
Udf Editing Field screen form.



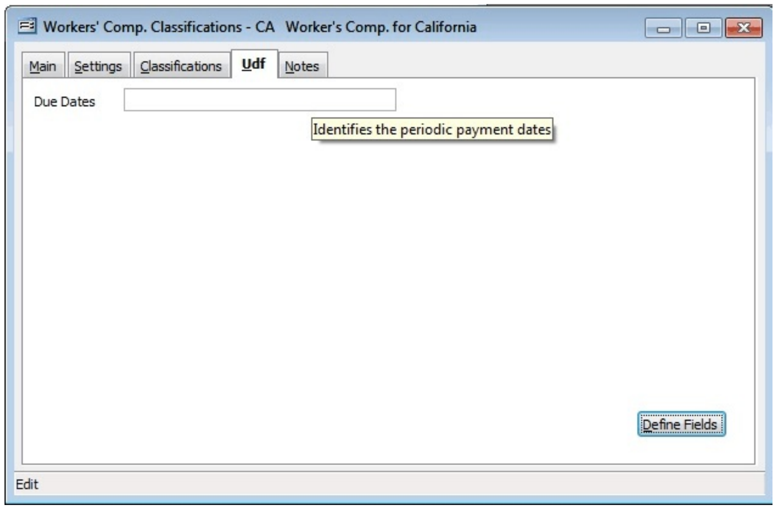
Tip

The following chart shows the relationship of the available types to the other controls.

Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A

Tool Tip Text

Figure: PR-41
Workers' Comp. file Udf tab screen form showing the Tool Tip for the first field listed.



The Tool Tip Text field is used to enter a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: PR-42 Data Format Chart. The chart shows the format, description, an example, and results.

Format
The Format field is used to control the appearance of the user's entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Length
The Length field is used to enter the number of characters of the entry to the Udf field.

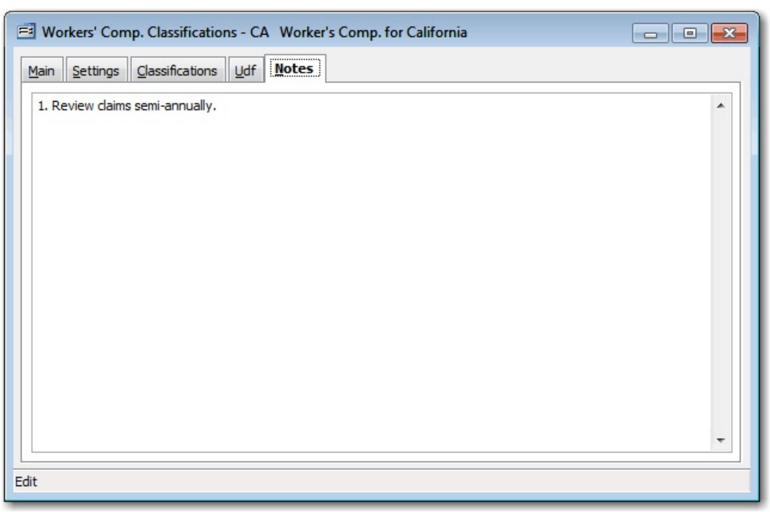
Decimals
The Decimals field is used to enter the number of decimals of a number field (only) of the user's entry to the Udf field.

Delete
The Delete button is used to remove any previously saved character, numeric, date or logic fields for the master file.

Close
This button closes the currently opened form and eliminates any data that has been changed since the last save.

Notes Tab

Figure: PR-43
Sample Workers' Comp. Classifications master record Notes tab screen form.



The Notes section is a work area for miscellaneous notes and may be used as needed.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Construction Trades

Construction Trade codes are used in the preparation of certified payroll reports, for compliance with the Davis-Bacon Act. Construction Trade records are master records, and they must be set up prior to using construction trade codes in any transactions. Default construction trade codes can be assigned to an employee.

Modular Menu Access

Payroll | Construction Trades

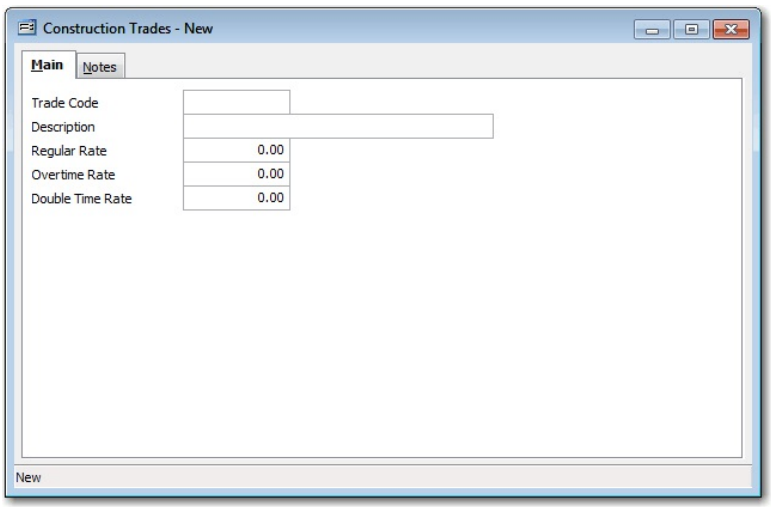
Standard Menu Access

List | Construction Trades

New Record

Initial access to Construction Trades from the menu opens the Construction Trades - New form. The form is used to enter new construction trades' information. However, access to a new form when another trade record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

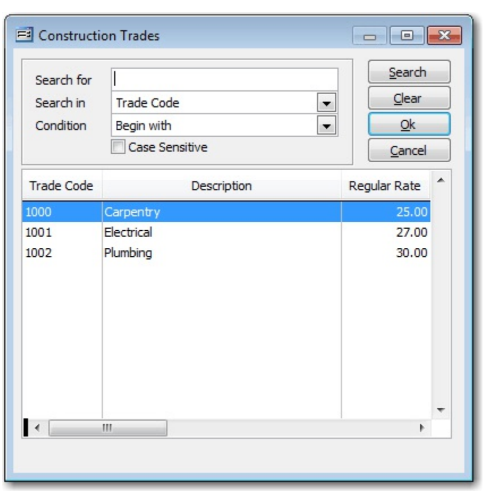
Figure: PR-44
Construction Trades - New screen form.



Editing an Existing Record

The list of construction trades by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

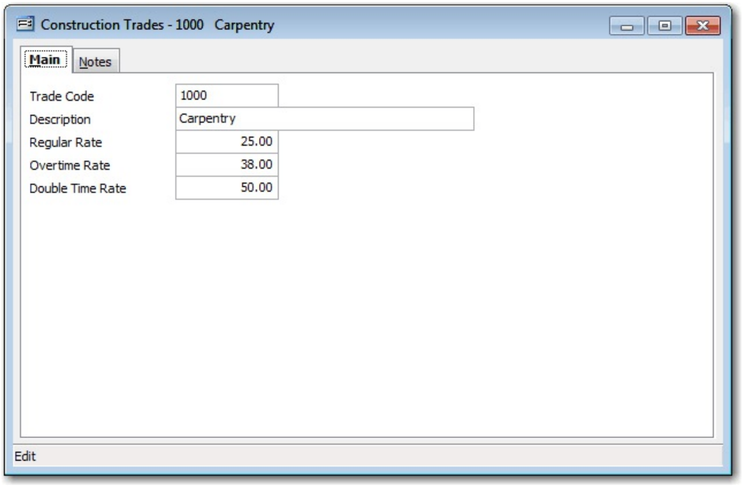
Figure: PR-45
Construction Trades Find/Search screen form.



Scrolling Through Construction Trades' Records

Users can scroll through the construction trades' records by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to classification Trade Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to classification Trade Code. Clicking on the Next icon(at the top of the screen) will open the next record of the list, according to the classification Trade Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the classification Trade Code.

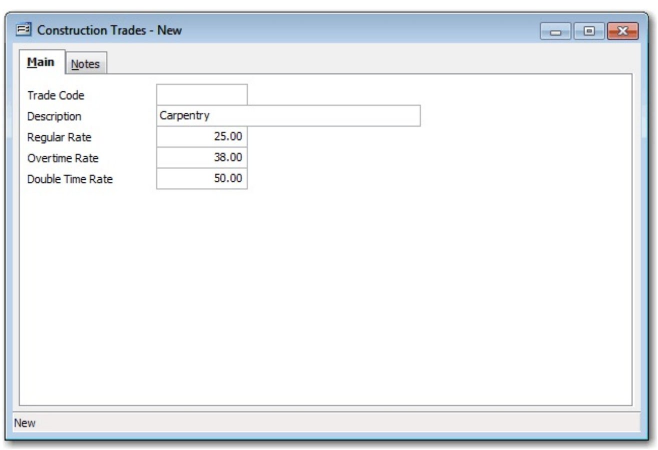
Figure: PR-46
Sample Construction Trades master record screen form.



Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new construction Trade Code to be saved as a new record.

Figure: PR-47
Cloned Construction Trades master record. Note that all of the initial fields other than the Trade Code match the source record.



Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave the process.

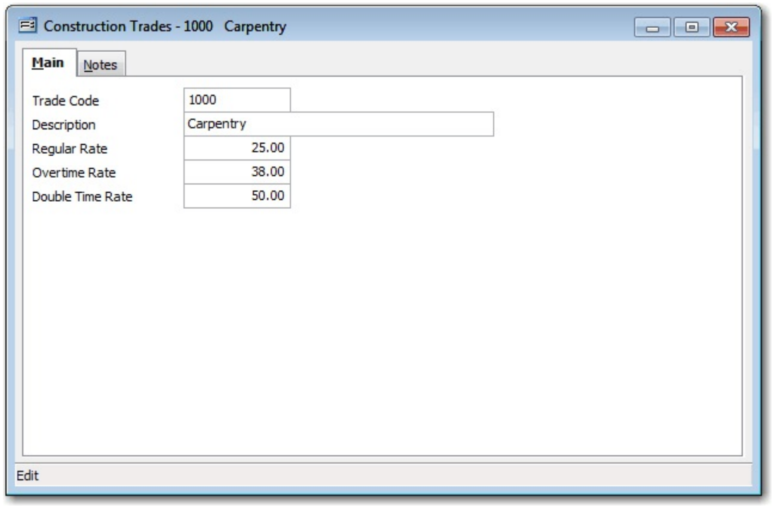
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Main Tab

The Construction Trades master file records all pertinent information used in the preparation of certified payroll reports in compliance with the Davis-Bacon Act. If construction trade codes are used during payroll entry, the wage rates associated with the construction trade code selected will override the default wage rates assigned in the employee's master record. The information recorded on these tabs is used throughout BIS® whenever an employee is referenced in transactions or in other master records. The Main section records general information including the trade code, its description, and rates: regular, overtime, and double time.

Figure: PR-48
Sample Construction Trades screen form.



Trade Code

The Trade Code field lists a unique construction trade classification code. The code may be any combination of numbers and/or letters, up to ten characters.

Description

This field is used to record the construction trade classification description that will be associated with the code, up to 30 characters.

Regular Rate

This field is used to record the regular hourly rate for the trade classification.

Overtime Rate

This field is used to record the overtime rate for the selected trade classification.

Double Time Rate

This field records the double-time rate for the trade classification.

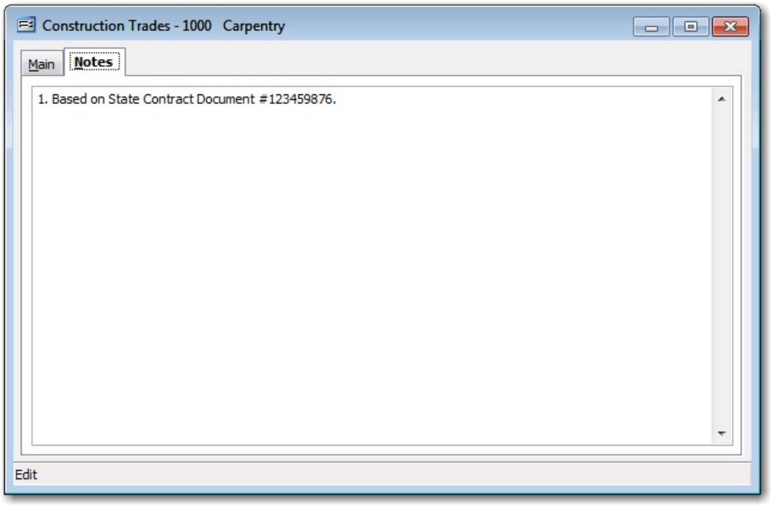
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: PR-49
Sample Construction Trades' master record Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments

This section covers 4 types of Payroll Adjustments master files: Additions, Deductions, Tax Deferred, and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

Once set up, company wide adjustments can be applied as-is, applied to an employee's individual record, modified, or removed. Additionally, these adjustments can be applied to an employee's paycheck (on-the-fly or bulk run) as-is, modified, or removed.

Modular Menu Access

Payroll | Payroll Adjustments

Standard Menu Access

List | Payroll Adjustments

Additions

This section covers one type of payroll adjustment: Additions. The option is used for recording payroll addition codes that can be used to increase an employee's gross pay for a reason other than hours worked.

Modular Menu Access

Payroll | Payroll Adjustments | Additions

Standard Menu Access

List | Payroll Adjustments | Additions

BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

There are a number of system addition codes that are already set up in BIS®:

10	Vacation Pay
11	Holiday Pay
12	Sick Pay
13	Special Pay
14	Other Earnings
15	Other Earnings
16	Other Earnings
17	Non-Payroll Addition: Addition code 17 is used for non-payroll additions, such as reimbursements. This is permanently marked as a non-payroll adjustment and cannot be marked for tax withholding.
20	Adjust Box 12 on W-2 and Pay C: Addition code 20 is used for fringe benefits that will increase the employee's total gross wages subject to taxes. Any additions that reference the code will increase the amount in box 12 of the employee's W-2 form.
21	Adjust Box 12 on W-2 but NOT P: Addition code 21 is used for fringe benefits that will not increase the employee's gross wages, but will appear in box 12 of the employee's W-2 form.
22	Earned Income Credit: Addition code 22 is used for Advance EIC payments for those employees who qualify. The amount of the adjustment will not increase the employee's gross wages and will not be taxed. Any additions that reference the code will increase the amount in box 9 of the employee's W-2 form.
26	Union Tax Automatic Addition: Addition code 26 is used by the system to reflect adjustments made for taxable union company contributions. The addition amount should be left blank. Union contributions should be set up using the Union form.

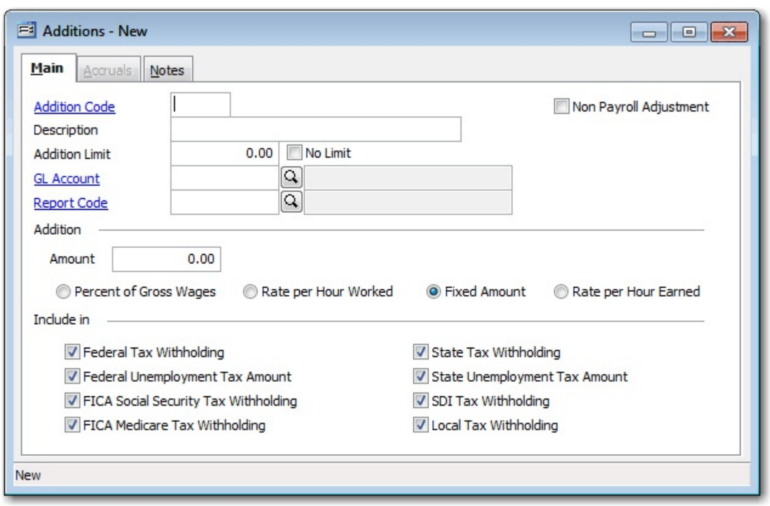
These codes cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included above. Setting up all default information in the Additions file will save time when entering payroll records. The information saved in this section will appear as the default when an addition is made in the Payroll Hours and Adjustments process, but the defaults may be changed at the time of payroll entry, if necessary.

⚠ **Caution**	If a company default addition that was used with one or more employees is changed, the employee's record must be changed as well. If a new addition is created, it's initial default will appear in employee records.

New Record

Initial access to payroll adjustments additions from the menu opens the Additions - New form. This form is used to enter new payroll additions information. However, access to a new form when another payroll additions record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will ask if any changes should be saved.

Figure: PR-50
Payroll Adjustments, Additions - New screen form.



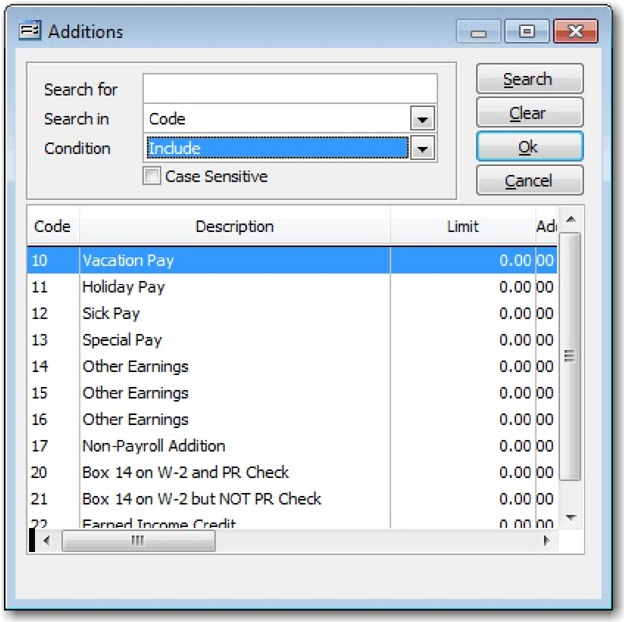
Scrolling Through Payroll Adjustment Addition Records

Payroll adjustment additions' records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon(at the top of the screen) will open the first record of the list, according to Addition Code. Clicking on the Previous icon (at the top of the screen) will open the next record of the list, according to Addition Code. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Addition Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Addition Code.

Editing an Existing Record

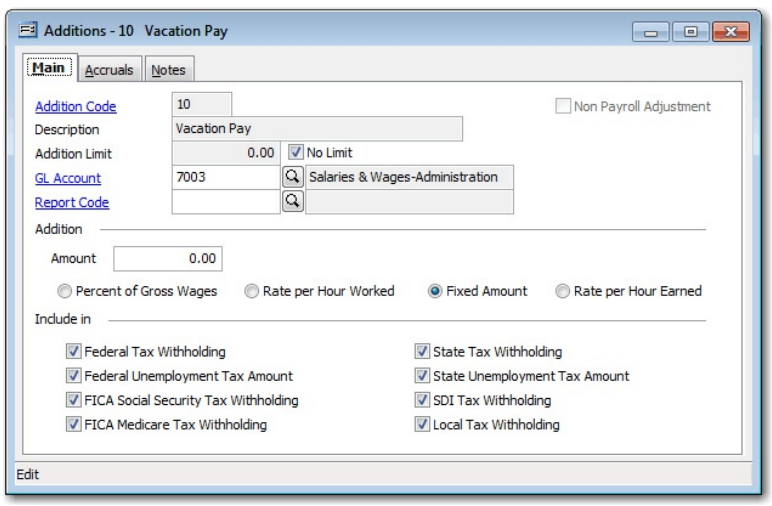
The list of existing addition codes may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: PR-51
Payroll Adjustments, Additions Find/Search screen form.



Note that when the addition code form appears, some of the fields at the top are shaded; information cannot be entered or changed. However, information in non-shaded areas can be edited.

Figure: PR-52
Sample Payroll Adjustments master record, Additions screen form.



Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Addition Code, Description, etc. to be saved as a new record.

Deleting an Existing Record

Existing records that were added by the user can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave the process.

Main Tab

This option is used for recording payroll addition codes that can be used to increase an employee's gross pay for a reason other than hours worked. BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

Form Fields

There are a number of system addition codes that are already set up in BIS®:

- 10 Vacation Pay
- 11 Holiday Pay
- 12 Sick Pay
- 13 Special Pay
- 14 Other Earnings
- 15 Other Earnings
- 16 Other Earnings
- 17 Non-Payroll Addition: Addition Code 17 is used for non-payroll additions, such as reimbursements. This is permanently marked as a non-payroll adjustment and cannot be marked for tax withholding. The details from the code can be duplicated as other specifically named codes for other reimbursements.
- 20 Adjust Box 12 on W 2 and Pay C: Addition code 20 is used for fringe benefits that will increase the employee's total gross wages subject to taxes. Any additions that reference the code will increase the amount in box 12 of the employee's W-2 form.
- 21 Adjust Box 12 on W 2 but NOT P: Addition Code 21 is used for fringe benefits that will not increase the employee's gross wages, but will appear in box 12 of the employee's W-2 form.
- 22 Earned Income Credit: Addition Code 22 is used for Advance EIC payments for those employees who qualify. The amount of the adjustment will not increase the employee's gross wages and will not be taxed. Any additions that reference the code will increase the amount in box 9 of the employee's W 2 form.
- 26 Union Tax Automatic Addition: Addition Code 26 is used by the system to reflect adjustments made for taxable union company contributions. The addition amount should be left blank. Union contributions should be set up using the Union form.

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included above. Setting up all default information in the Additions file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry if necessary.

⚠ **Caution**

> If a company default addition that was used with one or more employees is changed, the employee's record must be changed as well.

Addition Code

The Addition Code field records a unique code that will correspond to the payroll addition. The code may be any combination of letters and/or numbers, up to five characters.

Non-Payroll Adjustment

If the addition does not affect the employee's gross wages or tax withholding (such as a reimbursement), the box should be checked. When checked, all withholding boxes below will be disabled.

Description
The Description field records a descriptive name that will correspond to the payroll addition. The code may be any combination of letters and/or numbers up to 30 characters.

Addition Limit
Records an annual limit for the addition per employee. BIS® will prohibit the limit from being exceeded during the calendar year. The field is preset to a numeric dollar figure.

No Limit Box
If there is no annual limit for the addition, the No Limit box must be checked.

GL Account
Select a General Ledger account number to be associated with the payroll automatic addition. The account number is recalled when entering payroll. The default account can be changed on-the-fly and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon, or pressing Ctrl+F.

Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink title leads to the Chart of Accounts screen form. Right-clicking on the GL Account hyperlink opens a selection of reports that can be directly accessed.

Report Code
The Report Code field is used to record a report code related to the addition that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon, or by pressing Ctrl+F.

Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the GL Account hyperlink opens access to the Report Code report.

Addition
Amount
If the addition is given as an amount, BIS® will use the amount entered for the addition.

Type
The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the addition is given in hours, BIS® will multiply the number of hours by the employee's regular rate of pay.

Include In
These options allow defaults to be set whether the addition should be included for each type of withholding. If the addition is subject to withholding, the corresponding box should be checked; if not, it should be cleared. These default selections may be changed at the time payroll is entered by using the drop down menu in the W/H Type column to mark or unmark withholding options.

The tax options are: Federal Tax Withholding, Federal Unemployment Tax Amount, FICA Social Security Tax Withholding, FICA Medicare Tax Withholding, State Tax Withholding, State Unemployment Tax Amount, SDI (State Disability Insurance) Tax Withholding, and Local Tax Withholding.

Accruals Tab

The Payroll Adjustments Addition codes 10 (Vacation Pay) and 12 (Sick Leave) have an Accruals tab. The Accruals tab provides for creating one or more plans that accrue and track vacation and sick leave time. A plan is then assigned to employees on the employee master records. The employee's accruals information will appear on the payroll check Totals tab, and check stubs, and is also available in reports provided by BIS. Accrual plans can be based on a Pay Period or Rate per Hour method.

Accruals are initiated in the upper section of the Accruals tab. Click "Add Plan" and provide a Plan Number and Description along with Stop Accrual after hours and select an Accrual Method. Once the plan is completed in the upper section, the plan's levels are created by clicking the Add Level button for the lower section and providing the level parameters.

Figure 52.1 below shows an example of 4 Vacation Plans based on Pay Period and Rate per Hour; Figures 52.2 & 52.3 shows examples of the setup screens for the Plans and Levels.

Figure: PR-52.1
Sample Vacation Accruals Plan in Payroll Adjustments master record, Additions screen form.

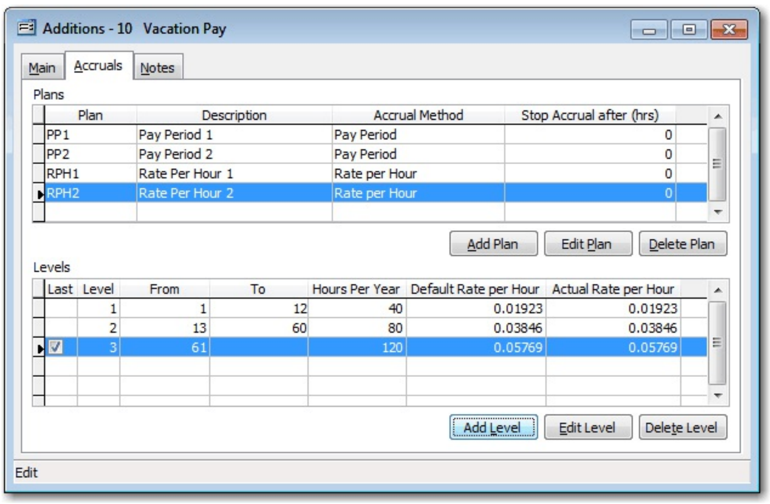
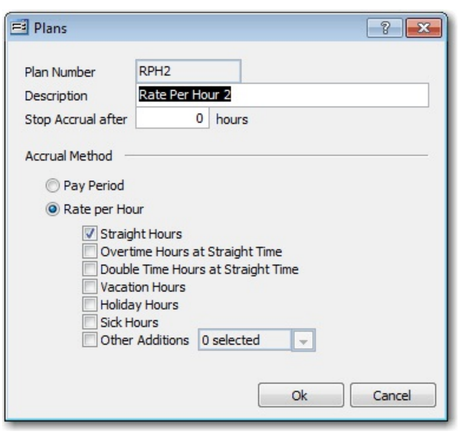


Figure: PR-52.2
Vacation Accruals Sample Plan form.



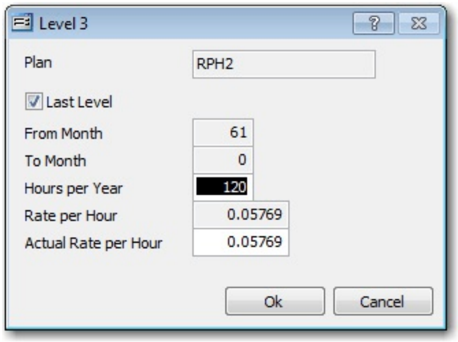


Figure: PR-52.3
Vacation Accruals Sample Plan Level form.

Setting up the employee master record and beginning balance is shown below in Figures 52.4 and 52.5. The "Eligible" setting must be selected in order for the plan to accrue. If needed, a setting has been added to the System Wide Parameters PR tab to "Allow to use more vacation hours than accrued." Beginning balances and other adjustments can be entered through the Adjustments button. When a Leave of Absence condition is created the accrual will be on hold during the dates specified.

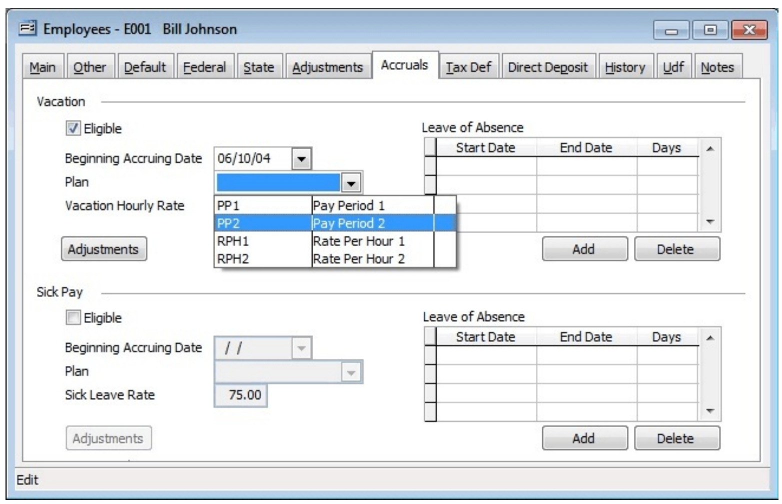


Figure: PR-52.4
Setting up an Employee's Vacation Accruals Plan on Employees master record Accruals tab.

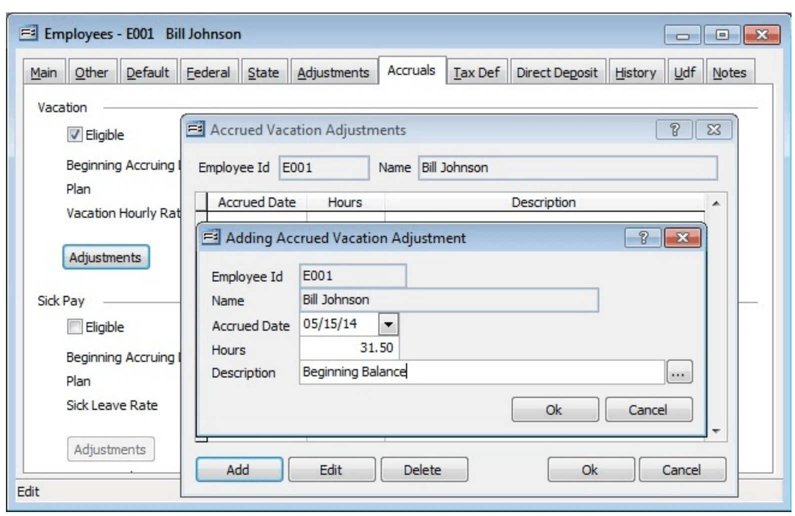
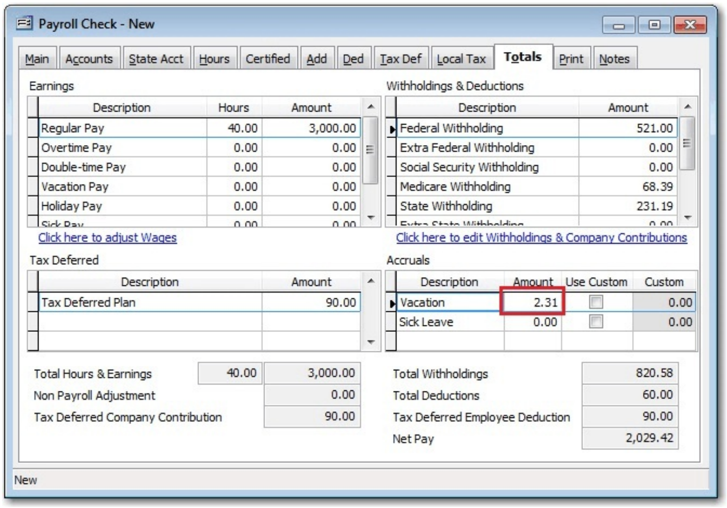


Figure: PR-52.5
Employee's Vacation Accruals Adjustment on Employees master record Accruals tab.

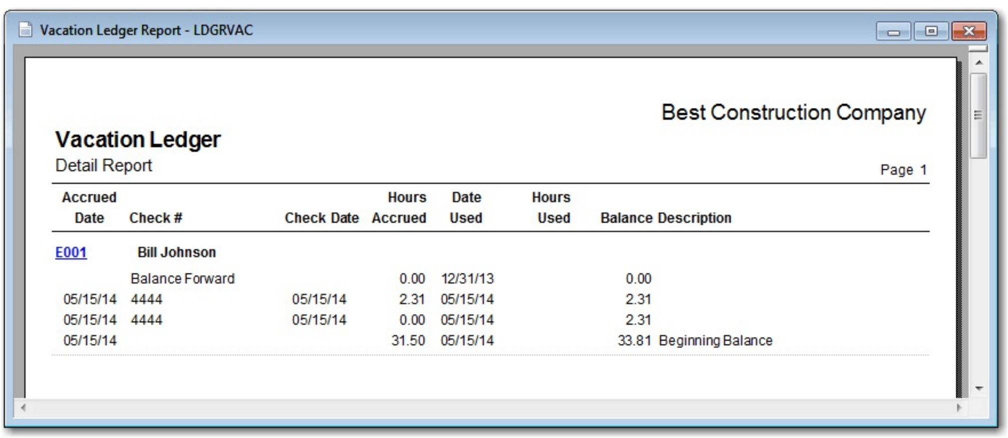
The Totals tab on Payroll Hours & Adjustments and Cash Disbursements | Payroll Checks will show the current amount being added for that check. On-the-fly adjustments can be created by selecting the "Use Custom Accrual" setting which opens the Custom Accrual field.

Figure: PR-52.6
Payroll Totals tab.



A new Vacation Ledger report has been added with Summary and Detail formats to track accruals and usage. Other reports such as Prepayment List, Preview within Print Payroll Checks, Payroll Check Run, and Payroll Summary will also show accrual amounts.

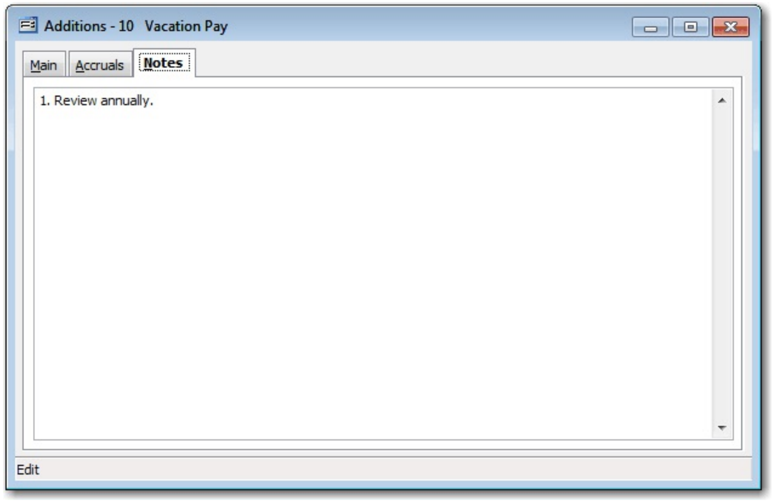
Figure: PR-52.7
Vacation Ledger Report.



Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: PR-53
Sample Payroll Adjustments master record Additions Notes screen form.



Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments - Deductions
This section covers one type of payroll adjustment: Deductions. The deduction option is used for recording payroll codes that can be used to decrease an employee's gross pay for a reason other than hours worked.

Modular Menu Access
Payroll | Payroll Adjustments | Deductions

Standard Menu Access
List | Payroll Adjustments | Deductions

BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

There are a number of system deduction codes that are already set up in BIS®:

30 Insurance Deduction
31 Advance Payback Deduction
32 Savings Deduction
35 Other Deduction
36 Other Deduction
37 Extra Federal Withholding
38 Extra State Withholding
55 Union Automatic Deduction: Deduction Code 55 is used by the system to reflect adjustments made for union employee deductions. The deduction amount should be left blank. Union deductions should be set up using the Union form.
56 Union Tax Automatic Deduction: Deduction Code 56 is used by the system to reflect adjustments made for taxable union company contributions. The deduction amount should be left blank. Union contributions should be set up using the Union form.
57 W/C Automatic Deduction: Deduction Code 57 is used by the system to reflect employee deductions for Worker's Compensation. The deduction amount should be left blank.

These codes cannot be changed or deleted. However, new codes can be added at any time to cover a deduction not included above. Setting up all default information in the Deductions file will save time when entering payroll records. The information saved here will appear as the default when a deduction is made in Payroll Hours and Adjustments, but the defaults may be changed at the time of payroll entry if necessary.

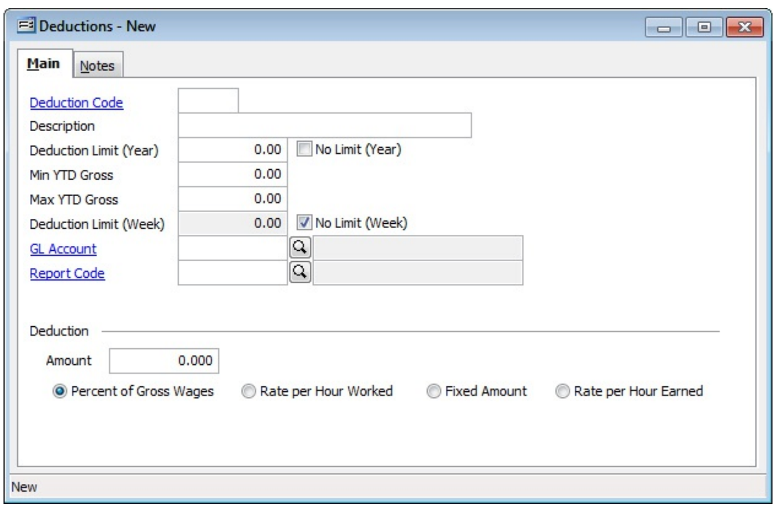
Caution

If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well.

New Record

Initial access to payroll adjustments deduction from the menu opens the Deductions - New form. This form is used to enter new payroll deduction information. However, access to a new form when another payroll deduction record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes should be saved.

Figure: PR-54
Payroll Adjustments, Deductions - New screen form.



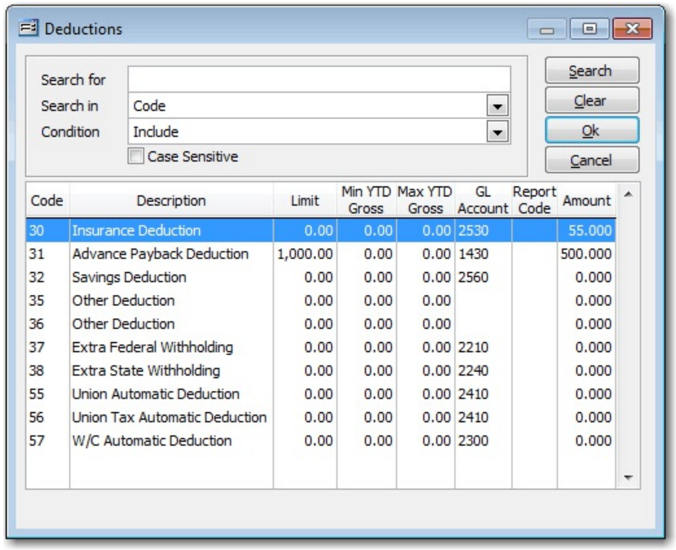
Scrolling Through Payroll Adjustment Deduction Records

Payroll adjustment deductions' records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Deduction Code. Clicking on the Previous icon (at the top of the screen) will open the next record of the list according to Deduction Code. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Deduction Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Deduction Code.

Editing an Existing Record

The list of existing deduction codes may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: PR-55
Payroll Adjustments, Deductions Find/Search screen form.


Deductions

Search for
Search in: Code
Condition: Include
Case Sensitive

Search | Clear | Ok | Cancel

Code	Description	Limit	Min YTD Gross	Max YTD Gross	GL Account	Report Code	Amount
30	Insurance Deduction	0.00	0.00	0.00	2530		55.000
31	Advance Payback Deduction	1,000.00	0.00	0.00	1430		500.000
32	Savings Deduction	0.00	0.00	0.00	2560		0.000
35	Other Deduction	0.00	0.00	0.00			0.000
36	Other Deduction	0.00	0.00	0.00			0.000
37	Extra Federal Withholding	0.00	0.00	0.00	2210		0.000
38	Extra State Withholding	0.00	0.00	0.00	2240		0.000
55	Union Automatic Deduction	0.00	0.00	0.00	2410		0.000
56	Union Tax Automatic Deduction	0.00	0.00	0.00	2410		0.000
57	W/C Automatic Deduction	0.00	0.00	0.00	2300		0.000

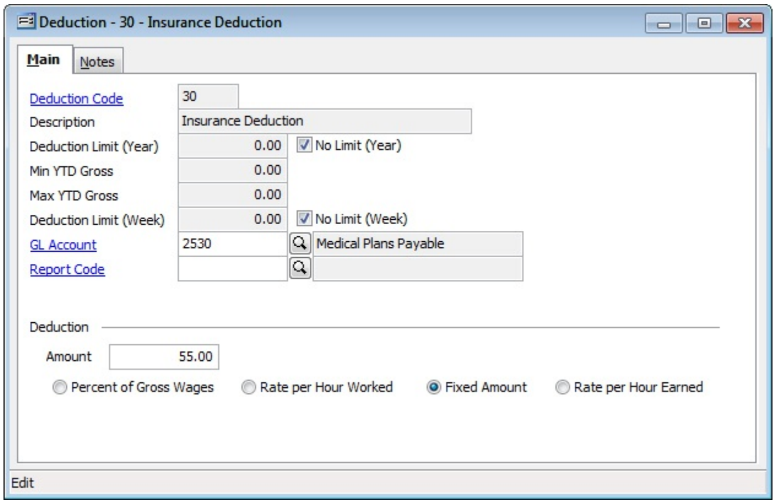
Note that when the deduction code form appears, some of the fields at the top are shaded; information cannot be entered or changed. However, information in non-shaded areas can be edited.

Cloning an Existing Record
In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Deduction Code, Description, etc. to be saved as a new record.

Deleting an Existing Record
Existing records that were added by the user can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave the process.

Main Tab
This option is used for recording payroll deduction codes that can be used to decrease an employee's gross pay for a reason other than hours worked. BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

Figure: PR-56
Sample Payroll Adjustments master record, Deductions screen form.



There are a number of system deduction codes that are already set up in BIS®:

30 Insurance Deduction
31 Advance Payback Deduction
32 Savings Deduction
35 Other Deduction
36 Other Deduction
37 Extra Federal Withholding
38 Extra State Withholding
55 Union Automatic Deduction: Deduction Code 55 is used by the system to reflect adjustments made for union employee deductions. The deduction amount should be left blank. Union deductions should be set up using the Union form.
56 Union Tax Automatic Deduction: Deduction Code 56 is used by the system to reflect adjustments made for taxable union company contributions. The deduction amount should be left blank. Union contributions should be set up using the Union form.
57 W/C Automatic Deduction: Deduction Code 57 is used by the system to reflect employee deductions for Worker's Compensation. The deduction amount should be left blank.

These codes cannot be changed or deleted. However, new codes can be added at any time to cover a deduction not included above. Setting up all default information in the Deductions file will save time when entering payroll records. The information saved here will appear when a deduction is made in Payroll Hours and Adjustments although the default entry may be changed at the time of payroll entry if necessary.

⚠ **Caution**

> If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well.

Deduction Code

The Deduction Code field is used to record a unique code that will correspond to the payroll deduction. The code may be any combination of letters and/or numbers up to five characters.

Description

The Description field records a name that will correspond to the payroll deduction. The code may be any combination of letters and/or numbers up to 30 characters.

Deduction Limit (Year)
This field is used to record an annual limit for the deduction per employee. BIS® will prohibit exceeding the limit during the calendar year. The field is preset to a numeric dollar figure.

No Limit Box
If there is no annual limit for the associated type of deduction, the No Limit box should be checked.

Min YTD Gross
This field is used to record a minimum year-to-date gross income limit required before the deduction will be applied. If an employee's year-to-date income does not meet the limit, the deduction will not be allowed.

Max YTD Gross
This field is used to record a maximum year-to-date gross income limit for the deduction. If an employee's year-to-date income has exceeded the limit, the deduction will not be allowed.

Deduction Limit (Week)
This field is used to record a weekly limit for the deduction per employee. BIS® will prohibit exceeding the limit during the current week. The field is preset to a numeric dollar figure.

GL Account
Select a General Ledger account number to be associated with the payroll automatic deduction. The account number is recalled when entering payroll. The default account can be changed, and it will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon, or by pressing Ctrl+F.

Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the GL Account hyperlink opens a selection of reports that can be directly accessed.

Report Code
The Report Code field is used to record a report code related to the deduction that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

Deduction

Amount

If the deduction is given as an amount, BIS® will use the amount entered for the deduction.

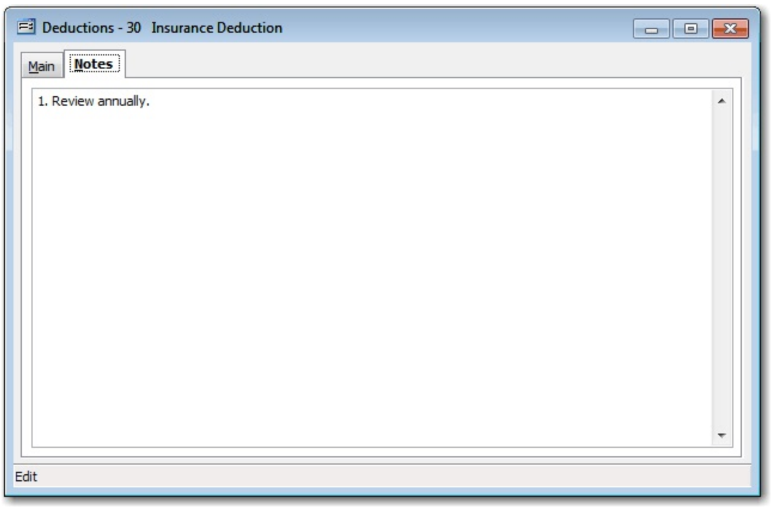
Type

The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the deduction is given in hours, BIS® will multiply the number of hours by the employee's regular rate of pay.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: PR-57
Sample Payroll Adjustments master record Deductions, Notes screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments – Tax Deferred
This section covers one type of payroll adjustment: Tax Deferred. A tax deferred compensation plan is a method whereby some taxation of a portion of an employee's wages can be deferred to a later date. Examples of these plans would include 401K, Tax Sheltered Annuity (TSA), Simplified Employee Plan-Individual Retirement Account (SEP-IRA), 403B annuity contracts, etc. The Tax Deferred option is used for recording tax deferred compensation and cafeteria plans for employees through the option.

Modular Menu Access
Payroll | Payroll Adjustments | Tax Deferred

Standard Menu Access
List | Payroll Adjustments | Tax Deferred

This form allows management of tax deferred compensation and cafeteria plans for employees. BIS® maintains the following payroll adjustments master files: Additions, Deductions, and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

⚠ **Caution**

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, all of the payroll information will be incorrect.

The Main tab is used to set the basic information for each adjustment, while detailed default information for employee and company contributions are set up on the corresponding tabs.

Two tax deferred compensation codes are already set up in BIS®:

50 401(k)
52 Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved in the option will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, but these defaults may be changed at the time of payroll entry if necessary.

⚠ **Caution**

If a company default tax deferred that was used with one or more employees is changed, the employee's record must be changed as well.

However, if a new tax deferred is created, it's initial default will appear in employee records.

New Record
Initial access to payroll adjustments tax deferred from the menu opens the Tax Deferred - New form. The form is used to enter new payroll tax deferred information. However, access to a new form when another payroll tax deferred record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

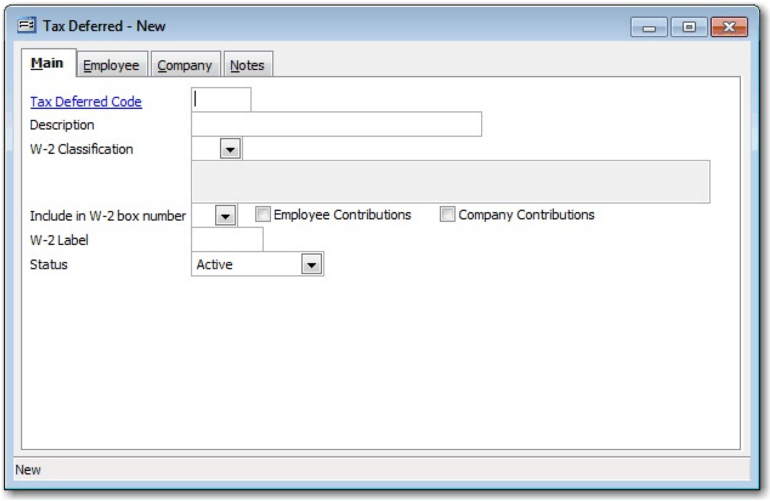


Figure: PR-58
Payroll Adjustments, Tax Deferred - New screen form.

Scrolling Through Payroll Adjustment Tax Deferred Records

Payroll adjustment tax deferred records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Tax Deferred Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Tax Deferred Code. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Tax Deferred Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Tax Deferred Code.

Editing an Existing Record

The list of existing tax deferred codes may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

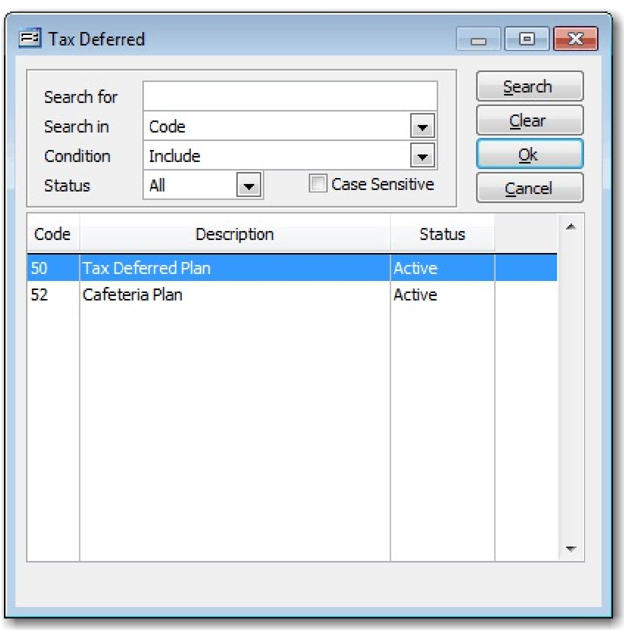
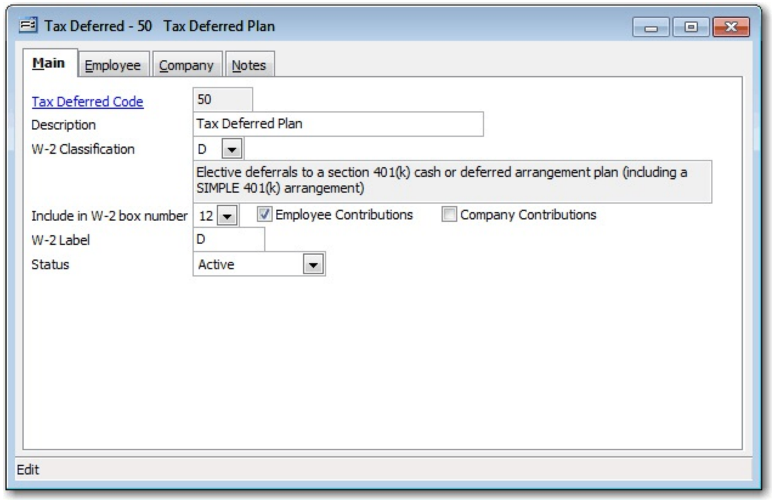


Figure: PR-59
Payroll Adjustments, Tax Deferred Find/Search screen form.

Note that when the tax deferred code form appears, some of the fields at the top are shaded; information cannot be entered or changed. However, information in non-shaded areas can be edited.

Figure: PR-60
Sample Payroll Adjustments master record, Tax Deferred screen form.



Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Tax Deferred Code, Description, etc. to be saved as a new record.

Deleting an Existing Record

Existing records that were added by the user can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave the process.

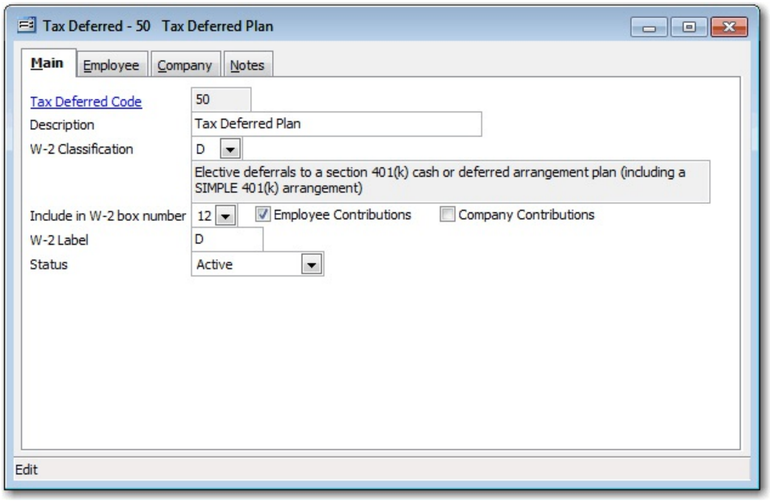
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Main Tab

This form allows managing tax deferred compensation and cafeteria plans for employees. BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

Figure: PR-61
Sample Payroll Adjustments master record, Tax Deferred screen form.



The Main tab is used to set the basic information for each adjustment, while detailed default information for employee and company contributions are set up on the corresponding tabs.

Caution

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, all of the payroll information will be incorrect.

Form Fields

Two tax deferred compensation codes are already set up in BIS®:

50	401(k)
52	Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved here will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, but the defaults may be changed at the time of payroll entry if necessary.

Caution

If a company default tax deferred that was used with one or more employees is changed, the employee's record must be changed as well.

Tax Deferred Code

The Tax Deferred Code field records a unique code that will correspond to the payroll tax deferred adjustment. The code may be any combination of letters and/or numbers up to five characters.

Description

The Description field records a descriptive name that will correspond to the payroll tax deferred adjustment.

The code may be any combination of letters and/or numbers up to 30 characters.

W-2 Classification

This field is used to specify the W-2 classification for the tax deferred adjustment. Use the drop down menu to select the correct classification. These classifications may be none or any of the following:

a	Section 125	M	Uncollected SS or RRTA
b	Section 126	N	Uncollected medicare tax
C	Group-term life ins.	P	Excluding moving expenses
D	Section 401(k)	Q	Military employee
E	Section 403(b)	R	Employer contributions to (MSA)
F	Section 408(k)(6)	S	Simple
G	Section 457	T	Adoption benefits
H	Section 501(c)(18)(D)	V	Income nonstatutory stock option(s)
J	Nontaxable sick pay	W	Employer contributions to (HSA)
K	20% excise tax	Y	Section 409A Deferrals
L	Substantiated employee business exp	Z	Section 409A Income

W-2 Category

This field is used to specify the W-2 category for the tax deferred adjustment. Use the drop down menu to select Tax Deferred or Cafeteria Plan. These categories may be none, or any of the following: None, 10, 11, 12, or 14.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

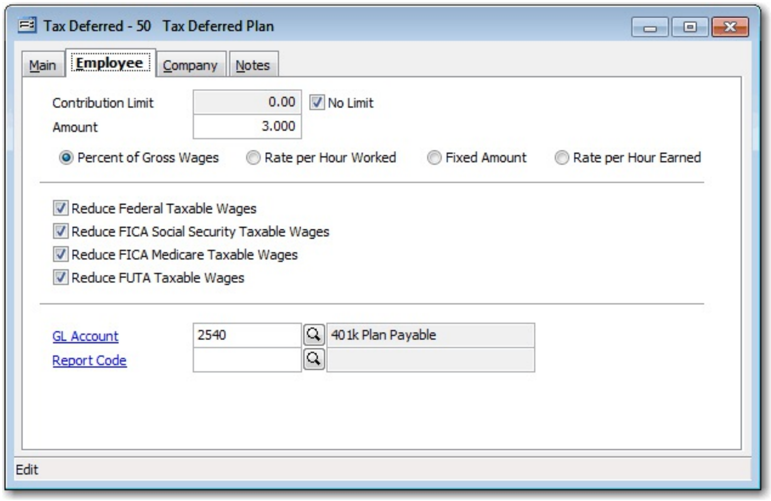
Caution

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, the payroll information will be incorrect.

Employee Tab

This Employee tab is used to set parameters and default information for the employee contribution to the tax deferred compensation or cafeteria plan. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry. The Employee tab is used to set the default information for employee contributions.

Figure: PR-62
Sample Payroll Adjustments master record Employee tab screen form.



Contribution Limit

Many tax deferred compensation plans impose limitations upon the amount an employee can contribute in any given year. This field allows setting the annual limit. Once the employee reaches that limit, the taxation parameters will no longer be taken into account and all of the employee's wages will be taxed as established in each employee's master record.

No Limit

If there is no limit on employee contributions, the No Limit box should be checked.

Amount

The Amount field is used to record the default amount of the employee contribution. The amount is entered as either a percentage or dollar amount depending on the type selected. The contribution type can be set as a percentage of the employee's gross wages, rate per hour worked fixed dollar amount, or rate per hour earned. The default amount can be changed on-the-fly when entering payroll. If the deduction is given in Amount, BIS® will use the amount entered for the deduction.

Type

The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the deduction is given in hours, BIS® will multiply the number of hours by the employee's regular rate of pay.

Reduce Federal Taxable Wages

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding federal tax, the box should be checked.

Reduce FICA Social Security Taxable Wages

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding FICA Social Security tax, the box should be checked.

Reduce FICA Medicare Taxable Wages

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding FICA Medicare tax, the box should be checked.

Reduce FUTA Taxable Wages

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding FUTA, the box should be checked.

GL Account

Select a General Ledger account number to be associated with the tax deferred payroll adjustment. The account number is recalled when entering payroll. The default account can be changed and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the GL Account hyperlink opens a selection of reports that can be directly accessed.

Report Code

The Report Code field is used to record a report code related to the tax deferred adjustment that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

Save the Changed Record

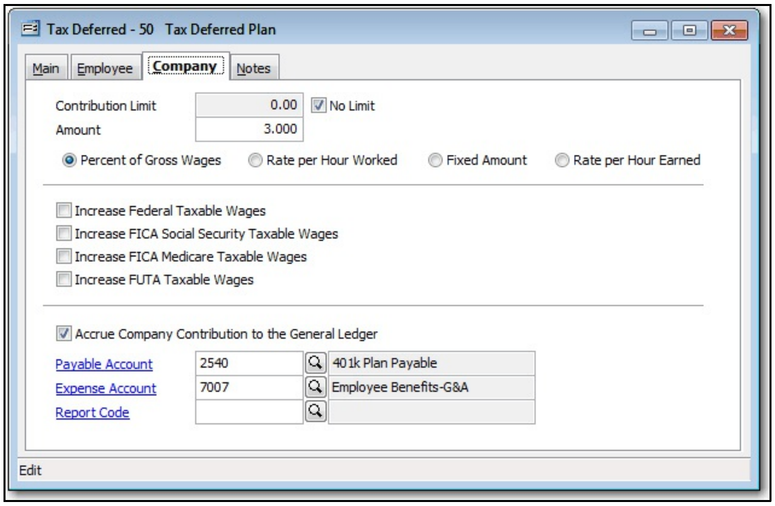
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Company Tab
The Company tab form is used to set parameters and default information for the company contribution to the tax deferred compensation or cafeteria plan. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry. The Company tab is used to set the default information for company contributions.

Caution

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, the payroll information will be incorrect.

Figure: PR-63
Sample Payroll Adjustments master record Company tab screen form.



Contribution Limit
Many tax deferred compensation plans impose limitations upon the amount the company can contribute in any given year. The field allows setting the annual limit. Once the limit is reached for the employee, BIS® will not permit additional contributions to be made.

No Limit
If there is no limit on company contributions, the No Limit box should be checked.

Amount
This field is used to record the default amount of the company contribution. The amount is entered as either a percentage or dollar amount, depending on the type selected. The contribution type can be set as a percentage of the employee's gross wages, rate per hour worked fixed dollar amount, or rate per hour earned. The default amount can be changed when entering payroll. If the deduction is given in amount, BIS® will use the amount entered for the deduction.

Type
The Type is selected using the radio buttons. The Type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. The Type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the deduction is given in hours, BIS® will multiply the number of hours by the employee's regular rate of pay.

Increase Federal Taxable Wages
If the amount of the adjustment is to be included in the employee's wages prior to withholding federal tax, the box should be checked.

Increase FICA Social Security Taxable Wages

If the amount of the adjustment is to be included in the employee's wages prior to withholding FICA Social Security tax, the box should be checked.

Increase FICA Medicare Taxable Wages

If the amount of the adjustment is to be included in the employee's wages prior to withholding FICA Medicare tax, the box should be checked.

Increase FUTA Taxable Wages

If the amount of the adjustment is to be included in the employee's wages prior to withholding FUTA, the box should be checked.

Accrue Company Contribution to the General Ledger

If the amount of the company contribution is to be accrued prior to payment, the box should be checked. Checking the box will enable the Payable Account and Expense Account fields. At the time payroll is run, BIS® will create an automatic journal entry that will credit and debit these accounts.

Payable Account

If the amount of the company contribution is to be accrued prior to payment, the default Payable Account to which it will be credited is recorded here. The defaults may be changed at the time of payroll entry if necessary.

Select a Payable Account number to be associated with the tax deferred payroll adjustment. The account number is recalled when entering payroll. The default account can be changed and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Please note that the underlined Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Payable Account hyperlink opens a selection of reports that can be directly accessed.

Expense Account

If the amount of the company contribution is to be accrued prior to payment, the default Expense Account to which it will be debited is recorded in the field. The defaults may be changed at the time of payroll entry if necessary.

Select an Expense Account number to be associated with the tax deferred payroll adjustment. The account number is recalled when entering payroll. The default account can be changed and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Please note that the underlined Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Expense Account hyperlink opens a selection of reports that can be directly accessed.

Report Code

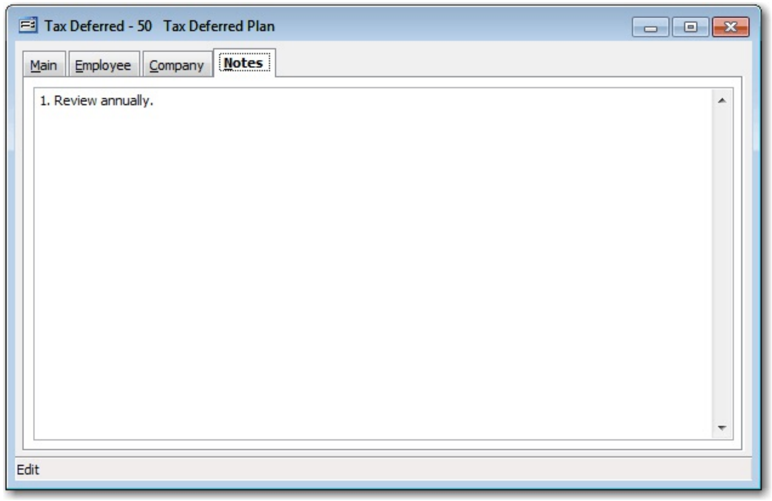
The Report Code field is used to record a report code related to the tax deferred adjustment that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: PR-64
Sample Payroll Adjustments master record, Notes screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments – Local Taxes

This section covers one type of payroll adjustments: Local Taxes. The option is used for recording payroll deduction codes that can be used to decrease an employee's gross pay for a reason other than hours worked.

Modular Menu Access

Payroll | Payroll Adjustments | Local Taxes

Standard Menu Access

List | Payroll Adjustments | Local Taxes

This option allows setting up local tax codes that can be used for collecting local (not federal or state) taxes. BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

There are a number of system addition codes that are already set up in BIS®:

33	Local Tax
34	Other Local Tax
40	City of New York
41	City of Yonkers
42	Maryland Residents

These codes cannot be changed or deleted. However, new codes can be added at any time to cover additional local taxes. Setting up all default information in the Local Tax file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry if necessary.

⚠ Caution

> It is imperative to verify the information or contact the company accountant before entering the local tax parameters. If the taxation is not correct, all of the payroll information will be incorrect.

⚠ Caution

> If a company default local tax that was used with one or more employees is changed, the employee's record must be changed as well. However, if a new deduction is created, it's initial default will appear in employee records.

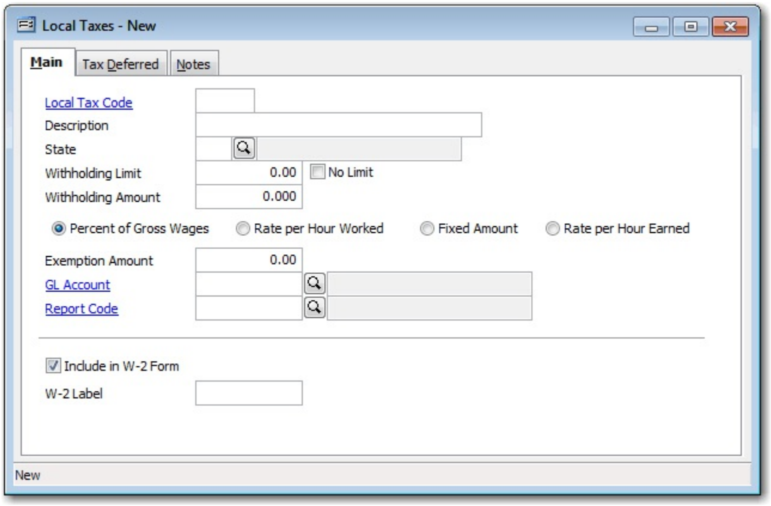
New Record

Initial access to payroll adjustments deductions from the menu opens the Local Taxes - New form. The form is used to enter new payroll local tax information. However, access to a new form when another payroll deductions record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes should be saved.

Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Local Tax Code, Description, etc. to be saved as a new record.

Figure: PR-65
Payroll Adjustments master record, Local Taxes - New screen form.



Scrolling Through Payroll Adjustment Deduction Records

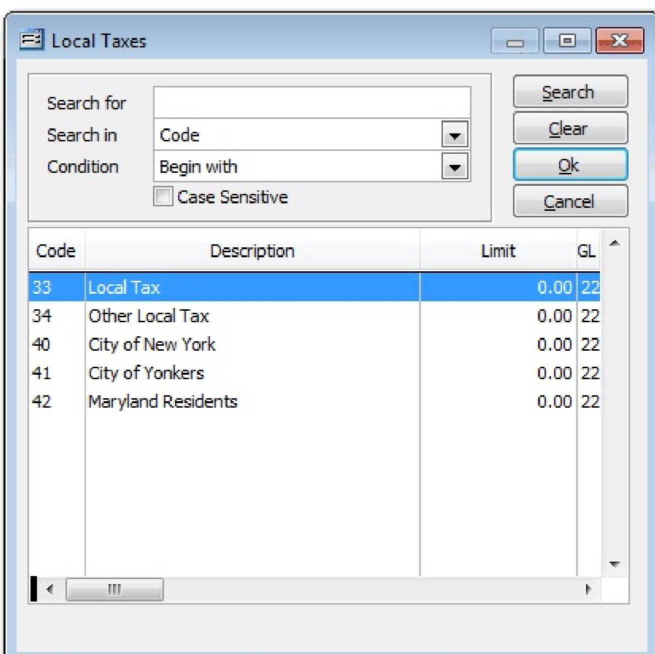
Payroll adjustment local taxes' records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Local Tax Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Local Tax Code. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Local Tax Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Local Tax Code.

Editing an Existing Record

The list of existing local tax codes may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Note that when the Local Taxes form appears, some of the fields at the top are shaded; information cannot entered or changed. However, information in non-shaded areas can be edited.

Figure: PR-66
Payroll Adjustments, Local Taxes Find/Search screen form.

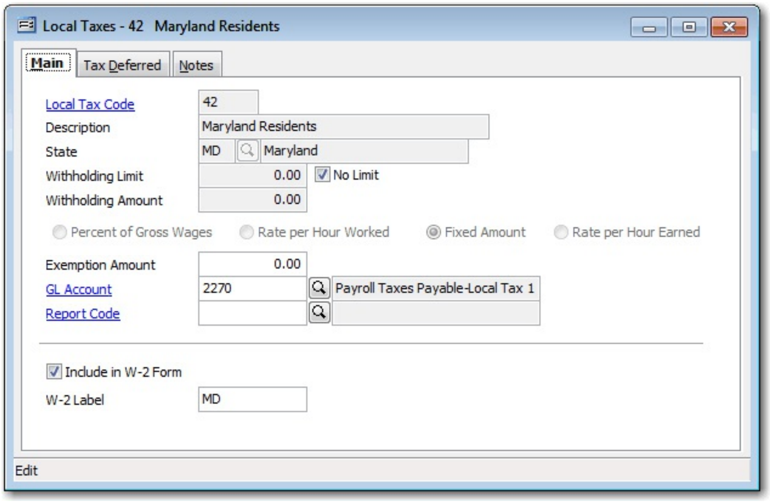


Deleting an Existing Record
Existing records that were added by the user can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon ☒ (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

This option allows setting up local tax codes that can be used for collecting local (not federal or state) taxes. BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

Figure: PR-67
Sample Local Taxes Main tab screen form.



There are a number of system addition codes that are already set up in BIS®:

33 Local Tax:
Local tax code 33 relates to the Deduction code 33 ("Local Deductions") in the DOS versions of BIS®. When importing data from BIS® for DOS, deductions associated with deduction code 33 will be linked to the BIS® for Windows® local tax code 33.
34 Other Local Tax
40 City of New York
41 City of Yonkers
42 Maryland Residents

These codes cannot be changed or deleted. However, new codes can be added at any time to cover additional local taxes. Setting up all default information in the Local Tax file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments but the defaults may be changed at the time of payroll entry if necessary.

Caution

It is imperative to verify the information or contact the company accountant before entering the local tax parameters. If the taxation is not correct, the payroll information will be incorrect.

Caution

If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well. However, if a new deduction is created, it's initial default will appear in employee records.

Local Tax Code

This field is used to record a unique code that will correspond to this local tax. The code may be any combination of letters and/or numbers up to five characters.

Description
This field is used to record a description of the local tax up to 30 characters.

State
This field is used to record the abbreviation of the state within which the local tax is applicable. The state code can be typed or selected using the Find tool.

Withholding Limit
This field is used to record an annual limit for the local tax withholding for each employee.

No Limit
If there is no limit on withholding for this local tax, the No Limit box should be checked.

Withholding Amount
This field is used to record the default withholding amount from the employee. The amount is entered as either a percentage or dollar amount depending on the type selected. The calculation type can be set as a percentage of the employee's gross wages, rate per hour worked fixed dollar amount, or rate per hour earned. The default amount can be changed when entering payroll. If the deduction is given in amount, BIS® will use the amount entered for the deduction.

Type
The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned).

Exemption Amount
This field records the amount that is exempt from the associated tax.

GL Account
Select a general ledger account number to be associated with the selected payroll local tax deduction. The account number is recalled when entering payroll. The account can be changed on-the-fly when entering Payroll Hours & Adjustments that will override the normal defaults for the selected employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon, or by pressing Ctrl+F. Please note that the GL Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the GL Account hyperlink opens a selection of reports that can be directly accessed.

Report Code
The Report Code field is used to record a report code related to the local tax that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon, or pressing Ctrl+F. Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

Include in W-2 Form
If this local tax amount is to be listed on the employee's W-2 form, the Include in W-2 Form box should be checked.

W-2 Label
If the selected local tax amount is to be listed on the employee's W-2 form, and the Include in W-2 Form box was checked, a local tax label should be entered to appear on the W-2. The entry can be any combination l0 alphanumeric characters.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

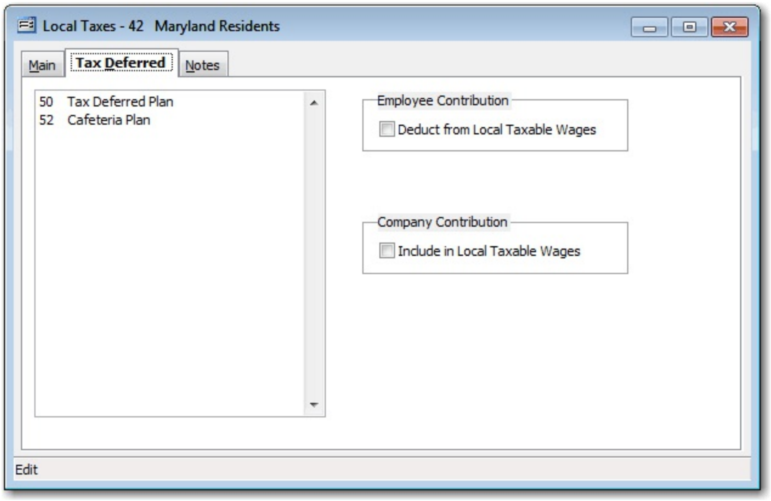
Tax Deferred Tab

This list displays all types of tax deferred adjustments defined for this company in the Tax Deferred file, including any additional ones set up by the user. Highlight an adjustment in order to specify whether the employee and company contributions should be included or excluded in the calculation for this local tax. The Tax Deferred tab is used to set the local tax information for each adjustment.

Caution

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, the payroll information will be incorrect.

Figure: PR-68
Payroll Adjustments master record Tax Deferred tab screen form.



There are a two system tax deferred compensation codes already set up in BIS®:

50 401(k)
52 Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time by the user to cover an adjustment not included above. Setting up all additional tax deferred information in the Tax Deferred file will save time when entering local tax records.

Employee Contribution

If the amount of the employee's contribution for the tax deferred adjustment selected is to be deducted from the employee's wages prior to withholding this local tax, this box should be checked.

Caution

If a company default tax deferred that was used with one or more employees is changed, the employee’s record must be changed as well.

If a new tax deferred item is created, it’s initial default will appear in employee records.

Company Contribution

If the amount of the company's contribution for the tax deferred adjustment selected is to be included in the employee's wages prior to withholding this local tax, the Company Contribution box should be checked.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

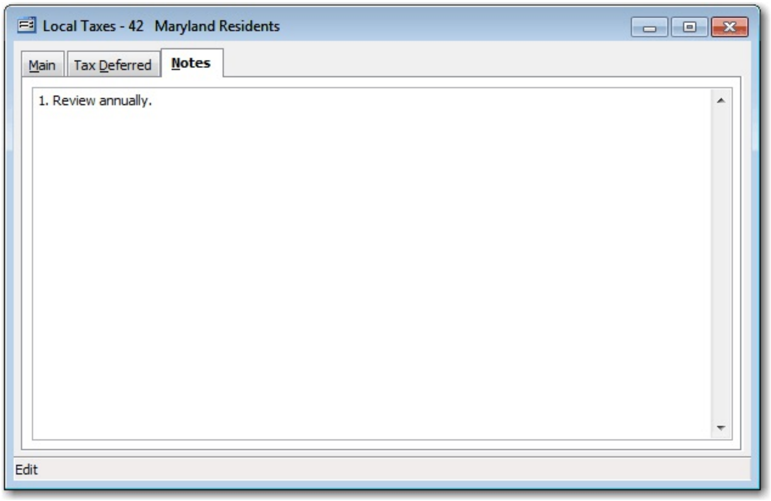


Figure: PR-69
Sample Payroll Adjustments master record, Local Taxes, Notes screen form.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Labor Rate Classifications

Labor Rate Classifications codes

Modular Menu Access

Payroll | Labor Rate Classifications

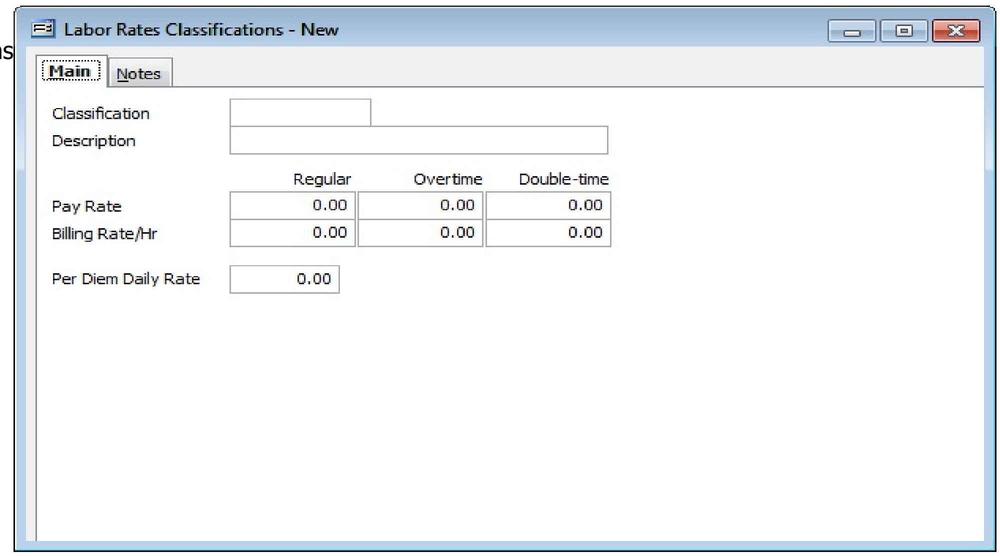
Standard Menu Access

List | Labor Rate Classifications

New Record

Initial access to Labor Rate Classifications from the menu opens the Labor Rate Classifications- New form. The form is used to enter new Labor Rate Classifications information. However, access to a new form when another trade record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

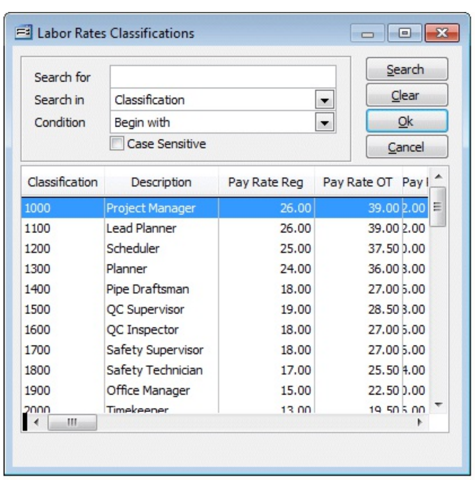
Figure: PR-69.1
Labor Rates Classifications New form



Editing an Existing Record

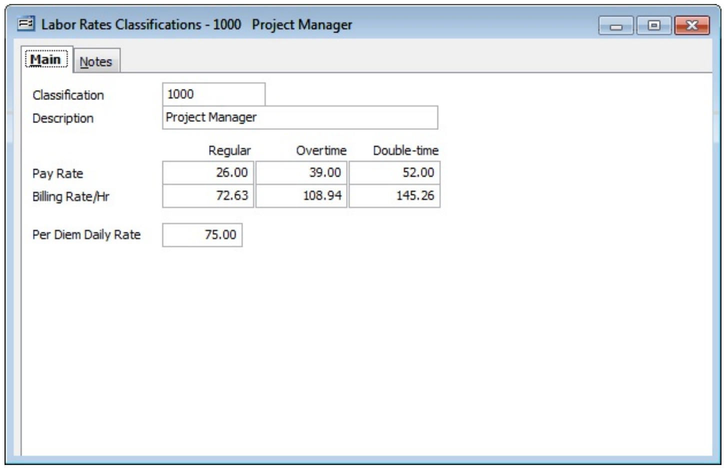
You can access the list of Labor Rates Classifications by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be selected by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: PR-69.2
Labor Rates Classifications Find/Search screen form.



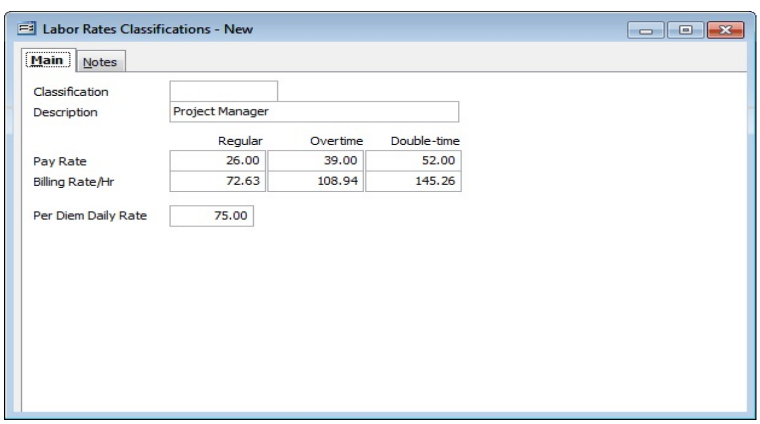
Scrolling Through Labor Rates Classifications Records
Users can scroll through the Labor Rates Classifications records by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Classification Code or Description. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list. Clicking on the Next icon(at the top of the screen) will open the next record of the list. Clicking on the Last icon (at the top of the screen) will open the last record of the list.

Figure: PR-69.3
Sample Labor Rates Classifications master record screen form.



Cloning an Existing Record
In both the Professional and Enterprise Editions of BIS®, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Labor Rates Classifications Code to be saved as a new record.

Figure: PR-69.4
Cloned Labor Rates Classifications master record. Note that all of the initial fields other than the Classification Code match the source record.



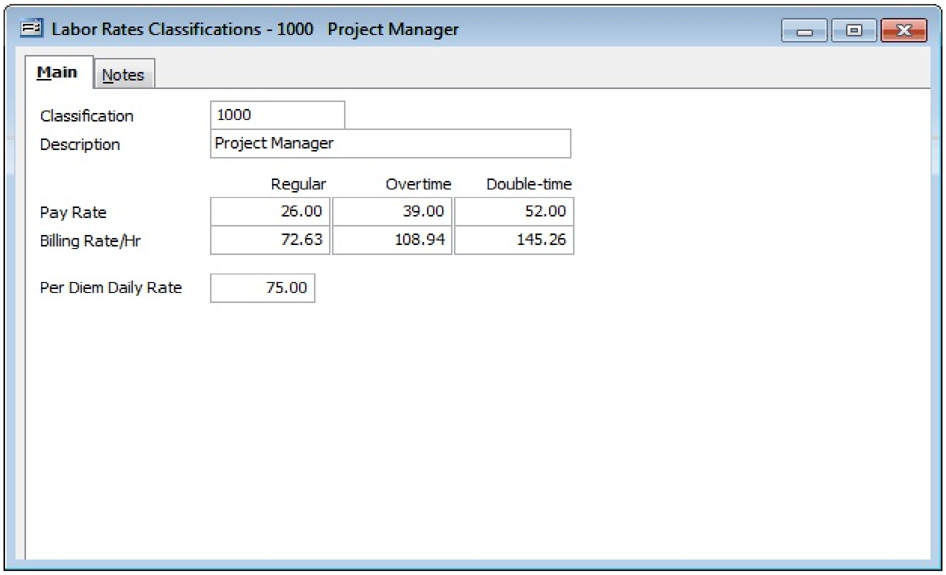
Deleting an Existing Record
Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave the process.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Main Tab

When the Labor Rates Classifications are used during payroll entry, the rates associated with the Classification code selected will override the default rates assigned in the employee's master record. The information recorded on these tabs is used throughout BIS® whenever an employee is referenced in transactions or in other master records. The Main section records general information including the Classification code, its description, Pay and Billing Rates: regular, overtime, and double time, and Per Diem Daily Rate.

Figure: PR-69.5
Sample Labor Rates Classifications screen form.



Classification Code

The Classification Code field lists a unique classification code. The code may be any combination of numbers and/or letters, up to ten characters.

Description

This field is used to record the classification description that will be associated with the code, up to 30 characters.

Pay Rate

These fields are used to record the regular, overtime, and double-time hourly pay rates.

Billing Rate/Hr

These fields are used to record the regular, overtime, and double-time hourly billing rates.

Per Diem Daily Rate

This field records the per diem daily rate that will be used with this classification.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

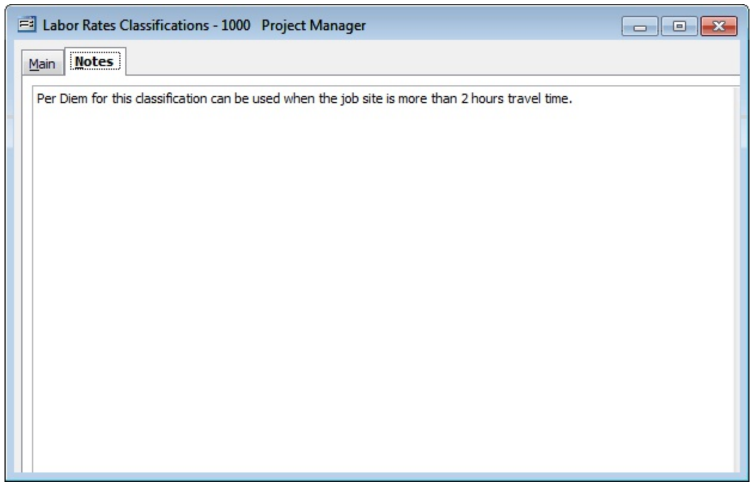


Figure: PR-69.6
Sample Labor Rates Classifications master record Notes tab screen form.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Section 3 – Processing Functions

Cash Disbursements (Manual) Payroll Checks

The Cash Disbursement Payroll Checks option allows manually written payroll checks to be recorded. Alternatively, it can be used to print on-the-spot checks, final checks, or checks that are not processed on an accrual basis. This form is also used to enter the payroll beginning balances when setting up existing employees for the first time in BIS® and it may be used to make year end adjusting payroll entries. Single paychecks can also be printed or reprinted from here using the Print button on the main tool bar. All checks run using the Print Payroll Checks option will appear in this file once posted. The Main tab records basic information related to the check written.

Unlike in the Payroll Hours and Adjustments process, the Payroll Manual Checks form has a “Calculate Withholdings” checkbox option and a “Final Check” checkbox option. When the Calculate Withholdings is checked it will calculate Federal and State tax Withholdings and Company Contributions. When unchecked it not does calculate the information and will allow certain Federal and State tax Withholdings and Company Contributions to be entered manually.

BIS® ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS® automatically updates the payroll journal, the general ledger, the job cost files, and financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the payroll journal, the general ledger, or any financial statements. All checks entered are included in each report.

Tip

Once a record is saved, only information on the Main and Payroll Accounts tabs may be viewed. To view detailed information for payroll checks on file, use the related reports (such as the Employee Ledger).

Modular Menu Access

Payroll | Manual Payroll Checks

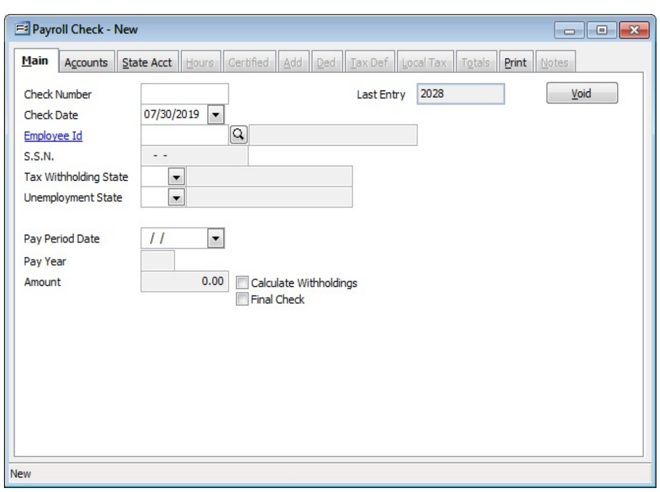
Standard Menu Access

Transactions | Cash Disbursements | Payroll Checks

New Record

Initial access to cash disbursements (or manual) payroll checks from the menu opens the Payroll Checks - New form. This form is used to enter new payroll check information. However, access to a new form when another payroll check record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will be ask if any changes to the record should be saved.

Figure: PR-70
Payroll Check - New screen form.



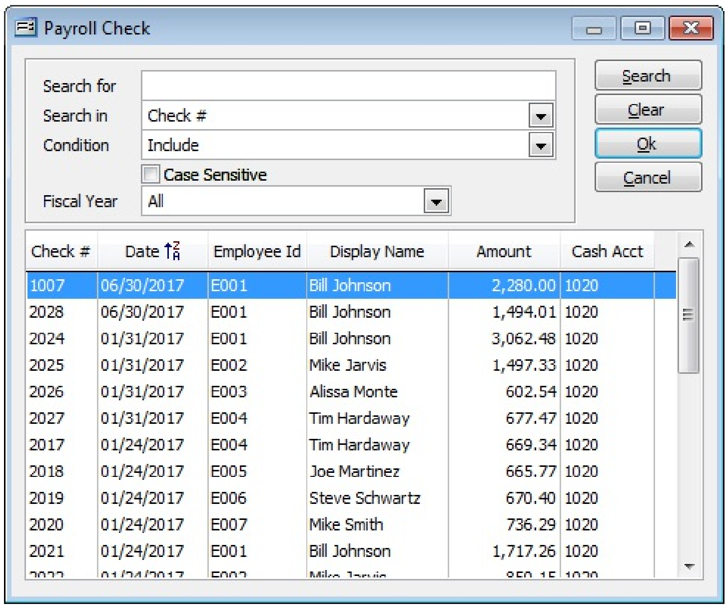
Scrolling Through Payroll Check Records

The cash disbursement payroll check records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Check # . Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Check #. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Check #. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Check #.

Editing an Existing Record

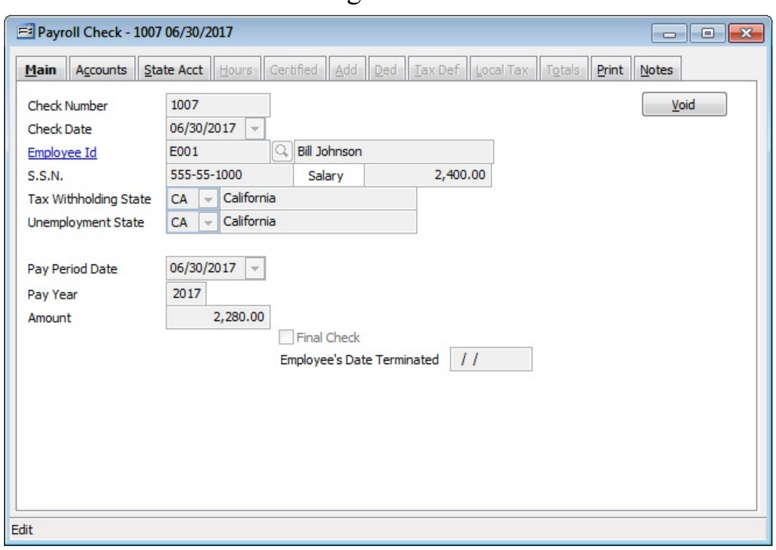
The list of existing payroll checks may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however.

Figure: PR-71
Payroll Check Find/Search screen form.



Note that when a payroll check transaction is selected and populates the form, all fields on the form are greyed out; the information cannot be entered or changed.

Figure: PR-72
Sample manual Payroll Check screen form.



Voiding an Existing Record

Existing records can be voided but not deleted. Once the source record is brought to the screen, use the Void button in the screen form. The system will ask, “Do you want to void this transaction?” Click on the Yes button to void it, or click on the No button to leave this process. Voiding a pre-existing payroll check will result in reversing journal entries being created in both the Payroll and General Ledger Journals, and potentially in the Job Cost Journal.

Tip

> Payroll checks cannot be edited or changed. However, they can be voided, creating reversing entries to all applicable journals.

Main Tab

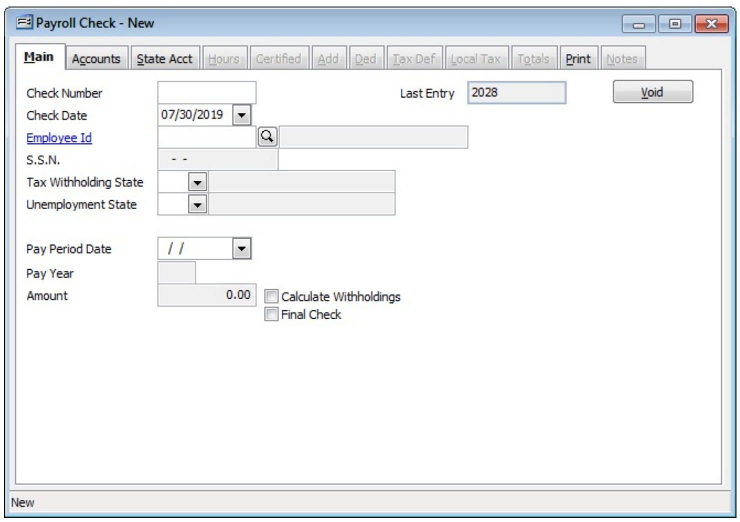
The Cash Disbursement Payroll Checks option allows manually written payroll checks to be recorded. Alternatively, it can be used to print on-the-spot checks, final checks, or checks that are not processed on an accrual basis. This form is also used to enter the payroll beginning balances when setting up existing employees for the first time in BIS® and it may be used to make year end adjusting payroll entries. Single paychecks can also be printed or reprinted from here using the Print button on the main tool bar. All checks run using the Print Payroll Checks option will appear in this file once posted. The Main tab records basic information related to the check written.

Tip

> There are some differences between the screen forms for hourly and salaried employees. The first section deals with hourly employees. Differences for salaried employees will be covered in the following section.

The Main tab records information related to the check written. BIS® ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS® automatically updates the cash disbursements journal, the general ledger and the financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the cash disbursements journal, the general ledger, or any financial statements. All checks entered are included in each report.

Figure: PR-73
Manual or Cash Disbursements Payroll Check - New screen form.



Check Number

This field records the check number. This is an alphanumeric field limited to ten characters.

Last Entry

This field displays the last check number that was used. This reference is helpful so you know where you left off the last time you entered manual checks.

Check Date

This field records the date of the check. This is the date that is handwrite or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Employee ID

The Employee Id field records the employee identification number related to this record. The employee Id may be entered manually or by using the Find tool.

Please note that the Employee Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Employees - New form to add a new employee's master record information. Right-clicking on the Employee Id hyperlink opens direct access to the Employee List report.

The employee ID may be entered manually, or the list of employees may be examined by clicking on the Magnifying Glass icon or pressing Ctrl+F, and double clicking on the selected employee, but it must exist in the Employee master file. When an existing employee is selected, his or her name appears to the right of the Employee Id code.

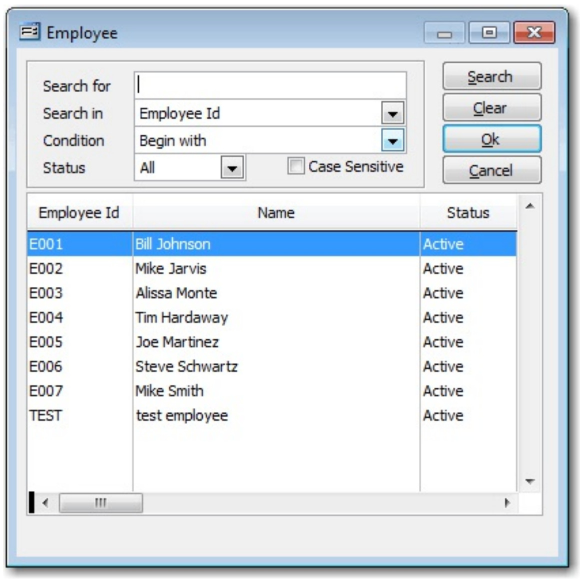


Figure: PR-74
Payroll Manual Check, Employee Find/Search screen form.

S.S.N.
This field displays the social security number of the employee selected.

Salary
This field will be displayed next to the social security number if the employee selected is on salary.

Tax Withholding State
This field records the appropriate tax withholding state for this payroll record. Use the drop down menu to select a state from those allowed for this employee.

Unemployment State
This field records the appropriate unemployment state for this payroll record. Use the drop down menu to select a state from those allowed for this employee.

Pay Period Date
This field can be filled with the current date by using the F3 key, manually entering a date, or by using the Drop-down key in the field to find the date required.

Pay Year
This field is automatically generated with the current year and cannot be modified.

Amount
This field displays the total amount of the payroll check, based on the Net Pay shown on the Totals tab.

Calculate Withholding
This box must be checked to have BIS® calculate the withholdings and Company Contributions for the check. When unchecked, withholdings and company contributions are not calculated and certain withholdings and company contributions may be manually entered or modified by accessing the “Click here to edit

Withholdings & Company Contributions" link on the Totals tab.

Tip

> Initially having Calculate Withholding checked will generate the amounts when hours are entered. Then by unchecking the option it will allow the information to be modified on the Totals tab by clicking "Click here to edit Withholdings & Company Contributions".

Tip

> Manually entered taxes are sometimes used for bonus checks. Some users may find it helpful to allow BIS® to initially calculate taxes, especially Social Security and Medicare. They continue to use the calculated amounts, even if they change the Federal Withholding.

Final Check
Checking the "Final Check" checkbox will provide a prompt to change the Employee's Status from Active to Inactive. Clicking "OK" will provide a form to enter a "Date Terminated" which is entered in the employee's master record.

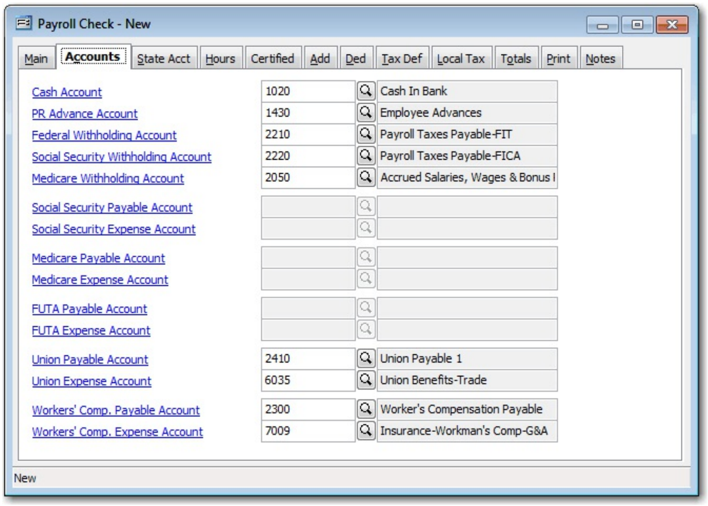
Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited and the associated check number cannot be used again.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Accounts Tab

This tab is used to change the posting account defaults for this paycheck. The default account numbers are recorded in the System Wide Parameters, but can be changed here. Account numbers can be selected from the Chart of Accounts by using the Find tool next to each field.

Figure: PR-75
Manual or Cash Disbursements Payroll Check, Accounts screen form.



Cash Account

This field displays the cash account that will be decreased when BIS posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

PR Advance Account

This field displays the account that will be used for posting payroll advances. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the PR Advance Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the PR Advance Account hyperlink opens a selection of reports that can be directly accessed.

Federal Withholding Account

This field displays the account number of the federal withholding account that is increased when BIS® posts the totals from the payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Federal Withholding Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Federal Withholding Account hyperlink opens a selection of reports that can be directly accessed.

Social Security Withholding Account

This field displays the account number of the Social Security withholding account that is increased when BIS® posts the totals of the employees' portion of FICA Social Security from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Social Security Withholding Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Social Security Withholding Account hyperlink opens a selection of reports that can be directly accessed.

Medicare Withholding Account

This field displays the account number of the Medicare withholding account that is increased when BIS® posts the totals of the employees' portion of Medicare from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Medicare Withholding Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-click on the Medicare Withholding Account hyperlink opens a selection of reports that can be directly accessed.

Social Security Payable Account

This field displays the account number of the Social Security payable account that is increased when BIS® posts the totals of the company's' portion of FICA Social Security from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Social Security Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Social Security Payable Account hyperlink opens a selection of reports that can be directly accessed.

Social Security Expense Account

This field displays the account number of the Social Security expense account that is increased when BIS® posts the totals of the company's portion of FICA Social Security from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Social Security Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Social Security Expense Account hyperlink opens a selection of reports that can be directly accessed.

Medicare Payable Account

This field displays the account number of the Medicare payable account that is increased when BIS® posts the totals of the company's portion of Medicare from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Medicare Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Medicare Payable Account hyperlink opens a selection of reports that can be directly accessed.

Medicare Expense Account

This field displays the account number of the Medicare expense account that is increased when BIS® posts the totals of the company's portion of Medicare from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Medicare Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Medicare Expense Account hyperlink opens a selection of reports that can be directly accessed.

FUTA Payable Account

This field displays the account number of the FUTA payable account that is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the FUTA Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the FUTA Payable Account hyperlink opens a selection of reports that can be directly accessed.

FUTA Expense Account

This field displays the account number of the employer's FUTA expense which is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the FUTA Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the FUTA Expense Account hyperlink opens a selection of reports that can be directly accessed.

Union Payable Account

This field displays the account number of the union payable account that is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Union Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Union Payable Account hyperlink opens a selection of reports that can be directly accessed.

Union Expense Account

This field displays the account number of the employer's union expense which is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Union Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Union Expense Account hyperlink opens a selection of reports that can be directly accessed.

Workers' Comp. Payable Account

This field displays the account number of the worker's compensation account which is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Workers' Comp. Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Workers' Comp. Payable Account hyperlink opens a selection of reports that can be directly accessed.

Worker's Comp. Expense Account

This field displays the account number of the employer's worker's compensation expense account that is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the Workers' Comp. Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the Workers' Comp. Expense Account hyperlink opens a selection of reports that can be directly accessed.

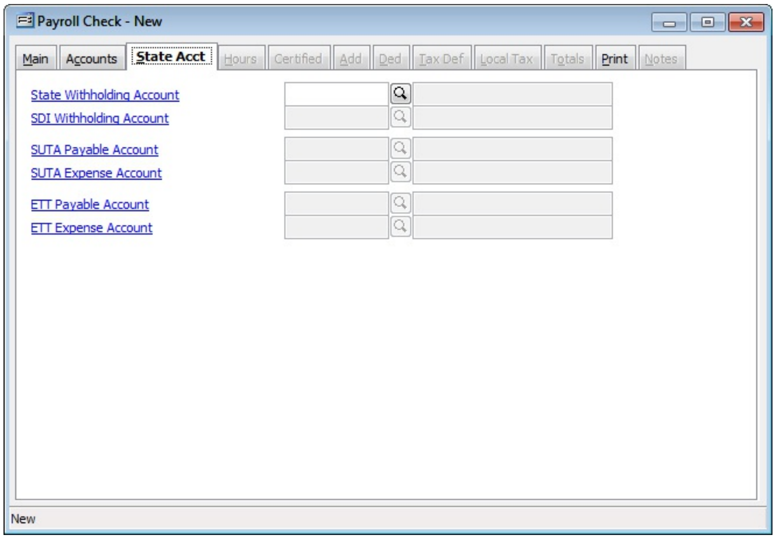
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

State Acct. Tab

This tab is used to change the posting account defaults for this paycheck. The default account numbers are recorded in the System Wide Parameters, but can be changed here. Account numbers can be selected from the Chart of Accounts by using the Find tool next to each field.

Figure: PR-76
Manual or Cash Disbursements Payroll Check, State Accounts screen form.



State Withholding Account

This field displays the account number of the state withholding account that is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the State Withholding Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the State Withholding Account hyperlink opens a selection of reports that can be directly accessed.

SDI Withholding Account

This field displays the account number of the SDI (State Disability Insurance) withholding account that is increased when BIS® posts the totals from this paycheck. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the SDI Withholding Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the SDI Withholding Account hyperlink opens a selection of reports that can be directly accessed.

SUTA Payable Account

This field displays the account number of the SUTA payable account that is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the SUTA Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the SUTA Payable Account hyperlink opens a selection of reports that can be directly accessed.

SUTA Expense Account
This field displays the account number of the employer's SUTA expense which is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the SUTA Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the SUTA Expense Account hyperlink opens a selection of reports that can be directly accessed.

ETT Payable Account
This field displays the account number of the ETT payable account that is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Please note that the ETT Payable Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the ETT Payable Account hyperlink opens a selection of reports that can be directly accessed.

ETT Expense Account
This field displays the account number of the employer's ETT expense which is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

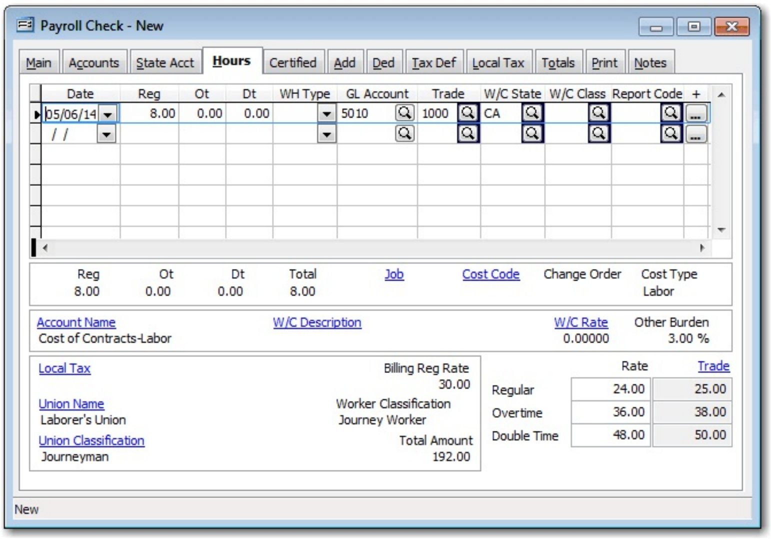
Please note that the ETT Expense Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Chart of Accounts screen form. Right-clicking on the ETT Expense Account hyperlink opens a selection of reports that can be directly accessed.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Hours Tab (Hourly Employee)

The table on this tab is used to enter the payroll distribution for hours worked during the current pay period. There is no limit to the number of distributions that can be applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

Figure: PR-77
Payroll Check record, Hours tab screen form for an hourly employee.



Please note that salaried employees' information is covered in the section that follows.

Tips for Entering Payroll Activity

There are several common methods for entering payroll activity. Choose carefully the best method to provide the information needed.

For employees who are paid hourly wages, three methods are available:

- Enter the hours worked every day, allocating all the corresponding payroll amounts to the appropriate general ledger accounts.
- Summarize hours worked, by the appropriate general ledger accounts, on a weekly, biweekly, semimonthly or monthly basis. This method saves time and still provides adequate account detail for most businesses.
- If time is limited, and greater detail is not required, classify all hours worked (for each employee or all employees) to one general ledger account. This method probably would not apply to labor-intensive businesses.

Detail Distribution Grid Fields (Hourly Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Date Column

The Date column records the date the hours were worked. If it is preferable to enter only the total of the employee's hours for the work period, enter the last day of the current pay period or the last day worked by the employee.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours.

Tip

> For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:
>
> 15 hours to 7500 General Wages
> 15 hours to 5010 Wages: Job 1
> 10 hours to 5010 Wages: Job 2
>
> In the first line of distributions, 15 would be entered in the Reg column and 7500 in the GL Acct column. In the second line, 15 would again be entered in the Reg column, but 5010 in the GL Acct column. Also, in the Job Cost screen, these hours would be applied to Job 1. Finally, 10 hours would be entered on in the Reg column on the third distribution line, 5010 in the GL Acct column and the hours would be applied to Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at the wage rate set in the Employee master record Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at wage rate set in the Employee master record Default tab.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

W/H (Withholding) Column

The W/H type column allows the default withholding information to be changed for each payroll item entered. Change the withholding by using the drop down menu and clicking on a withholding type displayed to toggle the checkmark on or off. Default information is entered in the Employees master file.

The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA Amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column

This field records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts. This will be a Job Cost Labor account if the hours are to apply to a job.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

Trade Column

If a trade classification is used, enter the classification code in the Trade column. The pay rates for the trade classification entered will override the employee’s default pay rates. The Find tool may be used to select an account number from those recorded in the Trade Classification master record.

W/C (Workers' Compensation) State

The employee’s default state for worker’s compensation can be changed in the W/C State column for this item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker’s compensation classification for this payroll item. The default classification can be entered from the State Tax tab of the employee’s master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information is recorded.

Tip

To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

Job Cost - Cost Type (L) Labor

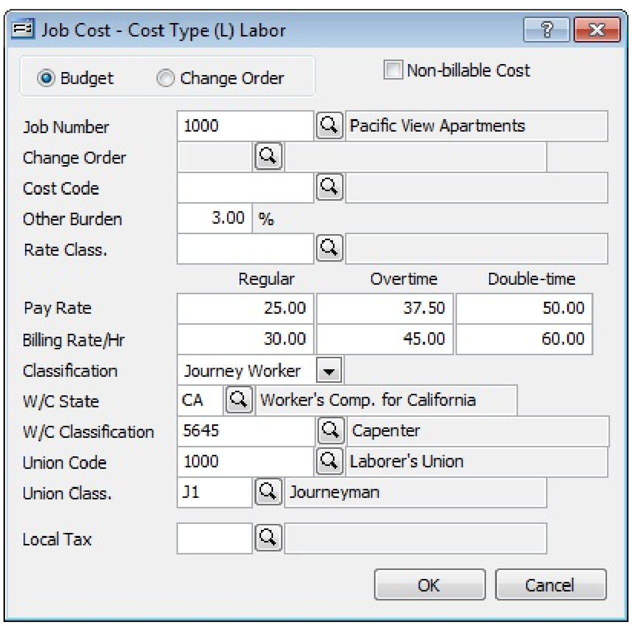
Tip

Please note that these hours are only posted to a job if the GL Account that is selected is a Job Cost Type Labor. Thus, if the employee is working in the “shop” on tasks not related to a job, an overhead GL account should be selected, but these hours will not be posted a job.

Alternatively, if the hours should be job cost related, but not posted to a current job, create an “overhead job.” This would be a “job” that would not be related to any actual customer, but just used for this purpose.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. When opened from payroll entry, this screen allows entering or verifying the employee’s billing rate per hour, classification and union information. If local tax is applied to this line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach this box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-78
Payroll Check, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form.



Budget/Change Order Radio Buttons

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button.

Non-billable Cost

This checkbox is used when the job cost on the selected line item is not to be billed to the customer.

Job Number

Enter or select a Job number to be associated with this payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with this payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with this payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon. The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

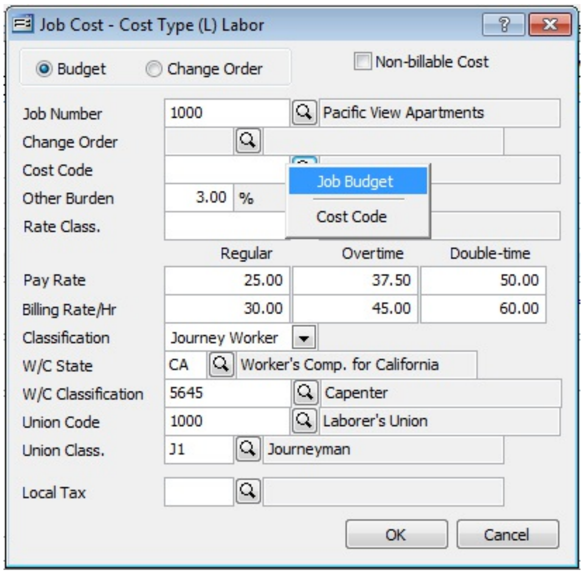


Figure: PR-79
Payroll Check, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default.

Rate Class

This field specifies the rate classification for this job cost labor entry if applicable. Use the drop down menu to select the correct classification.

Pay Rate

The pay rate is specified here for Regular, Overtime, and Double-time. It is loaded automatically from either the Cost Code Library, the Construction Trade master record, the Labor Rates Classifications, or the Employee's master record. It can also be modified on the fly.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the Employee's master record default. This rate can also be automatically loaded from the Job's Classifications Exceptions, or the Labor Rates Classifications master record.

Classification (Construction Trade)

This field specifies the classification for this job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or

Trainee.

W/C State
The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification
The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Union Code
This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Code may be entered manually or by using the Magnifying Glass icon.

Union Class
This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Classification may be entered manually or by using the Magnifying Glass icon.

Local Tax
If applicable, enter or select a Local Tax to be associated with this payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Hours Detail Area (Hourly Employee)
In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours
If the focus is on a payroll check line that is related to hours entries, this field displays the regular, overtime, and double-time hours applicable to this line item.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

Job
If the focus is on a payroll check line that is job related, this field displays the job number applicable to that line item. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Jobs - New form to add new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-80
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code
If the focus is on a payroll check line that is job related, this field displays the Cost Code applicable to that line item. Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library - New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order
If the focus is on a payroll check line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type
If the focus is on a payroll check line that is related to a job, this field displays the Cost Type applicable to that line item.

Summary Area (Hourly Employee)

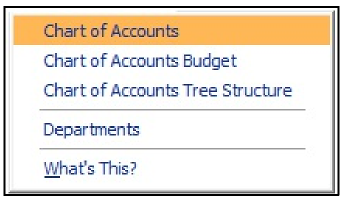
This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

This field displays the account name to be used for posting these hours. The default cost account comes mainly from the Employee master record, but can be changed with the GL Account column for this line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed.

Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-81
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed.

Please note that the W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed.

Please note that the W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks labor burden in 5 ways: FICA/Medicare, Workers' Comp., Union, Other Burden, and Production Expense – Labor. This field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct rate is displayed.

Summary Area (Hourly Employee)
This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, total amount and pay rate information.

Local Tax
If used, this field displays the local tax used for posting this check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct local tax, if applicable, is displayed. Please note that the Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name
This field displays the union name, if applicable, used for posting this check. This set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct union, if applicable, is displayed. Please note that the Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification
If used, this field displays the union classification, if applicable, used for posting this check. The default union classification is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct union classification, if applicable, is displayed. Please note that the Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr
This field will display the Regular billing rates for this employee for the selected line.

Worker Classification (Construction Trade)
This field displays the classification for this job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount
This field will display the gross wage amount for the employee for the selected line.

Rate
This field displays Regular, Overtime, and Double Time pay rate for the selected line item. The default pay rate is set up in the Employee master record, but it can be changed in the Payroll Check – New screen Reg, Ot, or Dt columns for this line. Make sure the correct pay rate is displayed.

Trade
This field displays Regular, Overtime, and Double Time Construction Trade pay rate for the selected line item. The default construction trade is set up in the Employee master record, but can be changed with the Job Cost – Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct trade classification, if applicable, is displayed.
Please note that the Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Construction Trades - New form. Right-clicking on the Trade hyperlink directly accesses the Trade Classifications report.

Hours Tab (Salary Employee)

The table on this tab is used to enter the payroll distribution for hours worked during the current pay period. There is no limit to the number of distributions which can applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

Tip

There are several common methods for entering payroll activity. Choose carefully the best method to provide the information needed. For salaried employees, two basic methods are available:

- Post the entire salary to one general ledger account. This is probably the most common method.
- Distribute the salary to more than one general ledger account. If this is necessary, it will be necessary to determine the amount to be distributed to each general ledger account, then change the rate displayed by BIS® in the Salary field to be the calculated rate. For example, a weekly salary of $800 can be distributed to the general ledger in the following manner:

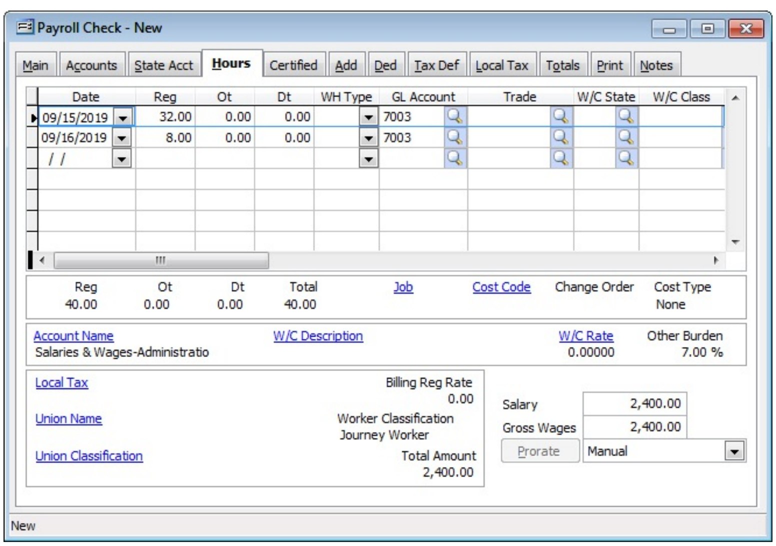
Account	Account Name	Allocation
7003	Supervisor expense-Non Job	600.00
5010	Supervisor expense-Job	200.00

- Use the Prorate feature to apply job related hours to jobs manually, per line, per hours worked, or per hours earned.

Detail Distribution Fields (Salary Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-82
Payroll Check record Hours tab screen form for salaried employee.



Although most of the columns and fields for salaried employees are the same as for hourly employees, there are differences. This section will focus only on those differences.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours.

Tip

> For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:
>
> 15 hours to 7500 General Wages
> 15 hours to 5010 Wages: Job 1
> 10 hours to 5010 Wages: Job 2
>
> In the first line of distributions, 15 would be entered in the Reg column and 7500 in the GL Acct column. In the second line, 15 would again be entered in the Reg column, but 5010 in the GL Acct column. Also, in the Job Cost screen, these hours would be applied to Job 1. Finally, 10 hours would be entered on in the Reg column on the third distribution line, 5010 in the GL Acct column and the hours would be applied to Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at wage rate set in the Employee master record Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at wage rate set in the Employee master record Default tab.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

GL Account Column

This field records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

Please note that hours can only be posted to a job if the GL Account that is selected is a Job Cost Type Labor. Thus, if a salaried employee is working in the office on tasks not related to a specific job, a GL account related to overhead (or other expense) should be selected; thus, these will not be able to be posted to a job.
Alternatively, if the hours should be job cost related, but not posted to a current job, create an "overhead job." This would be a "job" that would not be related to any actual customer, but just used for this purpose.

Tip

To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

Remember, salaried employees often have Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct selection in this field.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

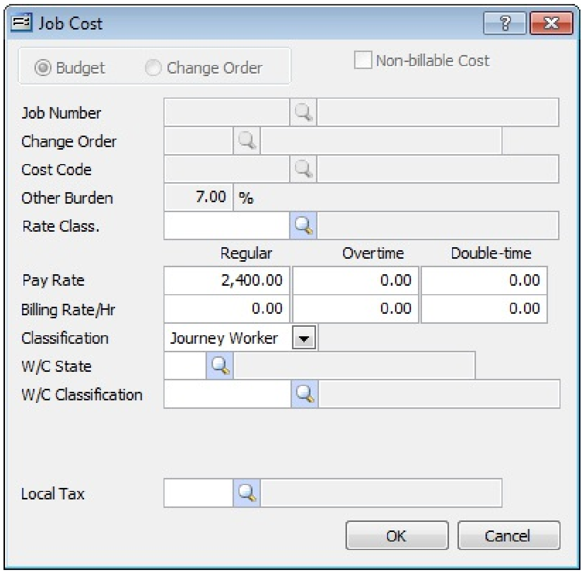
+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information is recorded.

Job Cost (Salary, Non-Job Cost GL Account)

When the GL account chosen is not a Job Cost Type, the Job Cost sub-screen does not allow transaction line items to be applied to the job cost files. If local tax is applied to this line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach this box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-83
Payroll check, ... (Ellipsis) column, Job Cost sub-screen form for salary employee for non- job cost hours.



Billing Rate/Hr

If the payroll entry is not applicable to a job, the Regular, Overtime, and Double-time billing rates do not apply.

Classification (Construction Trade)

If the payroll entry is not applicable to a job, the construction trade classification does not apply.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

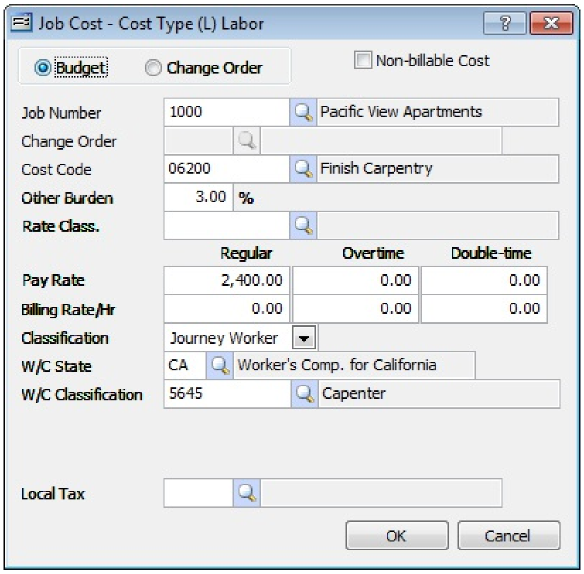
Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Job Cost - Cost Type (L) Labor

When the GL account chosen is a Job Cost Type, the Job Cost sub-screen allows transaction line items to be applied to the job cost files. When opened from payroll entry, this screen allows entering or verifying the employee's billing rate per hour, and classification. If local tax is applied to this line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach this box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-84
Payroll check, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form for salary employee.



Budget/Change Order Radio Buttons/Non-billable Cost Checkbox

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button. Select the checkbox for Non-billable Cost if the line item is not to be charged to the job. If the GL account chosen was a non-job cost account, this field will be grayed out.

Job Number

Enter or select a Job number to be associated with this payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. If the GL account chosen was a non-job cost account, this field will be grayed out.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with this payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. If the GL account chosen was a non-job cost account, this field will be grayed out.

Cost Code

Enter or select a Cost Code to be associated with this payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon . If the GL account chosen was a non-job cost account, this field will be grayed out.

The program will offer to allow choosing either a cost code that is already in the budget (the Job Budget option), or a cost code that is not in the budget (the Cost Code option). If the selected cost code is not in the budget already, it will be added to the budget for this job.

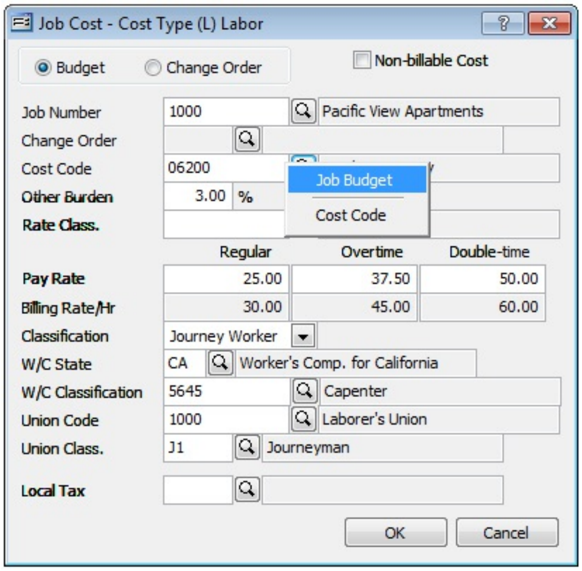


Figure: PR-85
Payroll Check, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default. If the GL account chosen was a non-job cost account, this field will be grayed out.

Rate Class

This field specifies the rate classification for this job cost labor entry if applicable. Use the drop down menu to select the correct classification.

Pay Rate

The pay rate is specified here for Regular, Overtime, and Double-time. It is loaded automatically from either the Cost Code Library, the Construction Trade master record, the Labor Rates Classifications, or the Employee's master record. It can also be modified on the fly.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

This field specifies the classification for this job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Union Code

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Code may be entered manually or by using the Magnifying Glass icon .

Union Class

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Classification may be entered manually or by using the Magnifying Glass icon .

Local Tax

If applicable, enter or select a Local Tax to be associated with this payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Hours Detail Area
In the section just below the table, BIS® shows additional detail information pertaining to the line item selected. If the line is posted to a job cost labor GL account, the detail will include the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours
If the employee is salaried, the presumed 40 hours will appear in the Reg and Total fields.

Job
If the focus is on a payroll check line that is job related, this field displays the job number applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank. Please note that underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Jobs – New form to add a new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-86
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code
If the focus is on a payroll check line that is job related, this field displays the Cost Code applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order
If the focus is on a payroll check line that is related to a subcontract change order, this field displays the Change Order applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank.

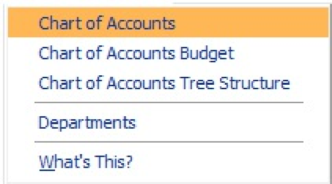
Cost Type
If the focus is on a payroll check line that is related to a job, this field displays the Cost Type applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank.

Summary Area
This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name
This field displays the account name to be used for posting these hours. The default cost account comes mainly from the Employee master record, but can be changed with the GL Account column for this line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed.

Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-87
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description corresponds to the Workers' Comp. setting in the employee's master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

> Remember, salaried employees often have Workers' Compensation rates for office work than they do for field (job) work. It is important to make the correct selection here.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks labor burden in 5 ways: FICA/Medicare, Workers' Comp., Union, Other Burden, and Production Expense – Labor. This field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct rate is displayed. If the focus is on a line that is not related to any job, this field will be blank.

Summary Area

This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, and total amount.

Local Tax

If used, this field displays the local tax used for posting this check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Local Tax – New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name
This field will be blank for salaried employees. Please note that the Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification
This field will be blank for salaried employees. Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr
This field will display the Regular billing rates for this employee for the selected line.

Worker Classification (Construction Trade)
This field displays the classification for this job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount
This field will display the gross wage amount for this employee for the selected line.

Salary Prorate

If payroll is entered for an employee who is paid a standard salary, a field appears that displays the default salary. This salary may be overridden by typing a different dollar amount. If a salary should be distributed to more than one general ledger account, several line items should be entered, and the salary changed for each line item to reflect the portion of the employee's total salary that will be posted to that account. If the amount in the salary field is not changed, BIS® will add the total salary for each line item entered in the Hours table.

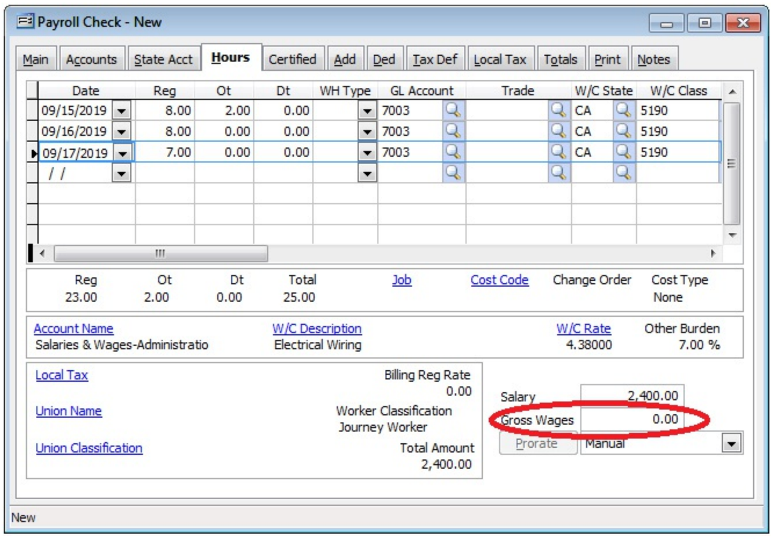
Time Card Records

Time card records are entered onto the detail lines of the Hours screen for salaried employees. The default is "Manual" and shows the Prorate button as read-only. Hours can be prorated By Line, Per Hours Worked, or Per Hours Earned.

Prorate

Salaried employees can have their time cards prorated. Instead of recording the salaried default amount for each and every line, the Prorate drop-down box may be used to prorate by hours or by line. This feature should be used after all hours are entered for the salaried employee for that pay period. The Prorate functionality allows for greater versatility of the Payroll module within BIS®. Note that it is designed for use with salaried employees only. Using the feature will make entering payroll easier for offices that have salaried staff.

Figure: PR-88
Payroll Prorate screen form for Manual prorating.



Manual Method of Calculation

When "Manual" is the method of calculation, the first line will reflect the Gross Wages to equal the Salary, subsequent lines will show Gross Wages as a zero amount.

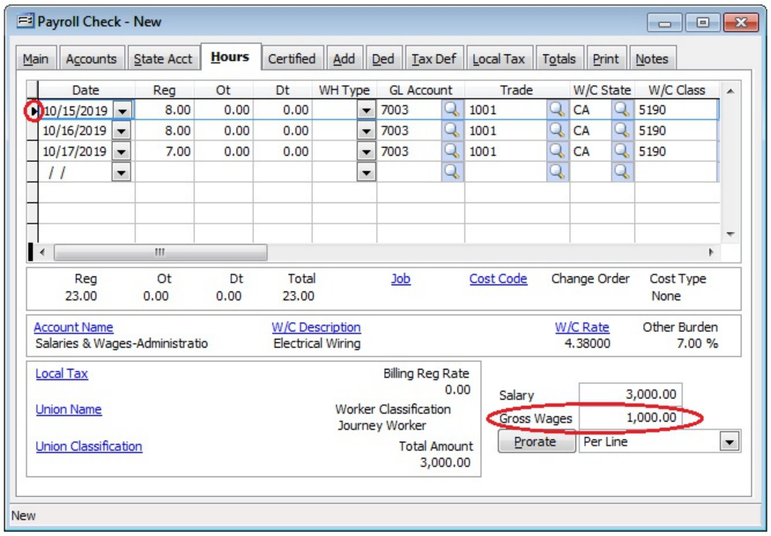
By Line

This option will take the salary from the Employee master file and divide it evenly over the number of line item entries. If an employee is paid $1000 per pay period, for example, and has four line item entries for hours worked, the Salary box will display $250 per line item after the Prorate feature is used. If a line item happens to be entered after the prorate feature has been applied, select None within the Prorate options and then choose By Line again.
Select the prorate type Per Line, and the Prorate button becomes active. All lines on the detail grid are automatically recalculated. Select a line to view the prorated amount for that line.

Example: Prorated By Line

Salary is $3,000.00 prorated into 3 lines = $1,000.00 per line. As new lines are added or removed BIS® will automatically recalculate the totals per line.

Figure: PR-89
Example of Payroll Prorate by Per Line method.



By Hours Worked

This option will take the salary from the Employee master file and divide it evenly by the number of hours worked (irrespective of overtime). Amounts will then appear for each line in the Salary box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Worked

In this example, the salary is $3,000.00 prorated into 25 hours = 120.00 per hour. Line 1 is 10 hours = 1200.00, Line 2 is 8 hours = 960.00, and Line 3 is 7 hours = 840.00. As new lines are added or removed BIS® will automatically recalculate the totals per line.

Figure: PR-90
Example of Payroll Prorate Per Hours Worked, Line 2.

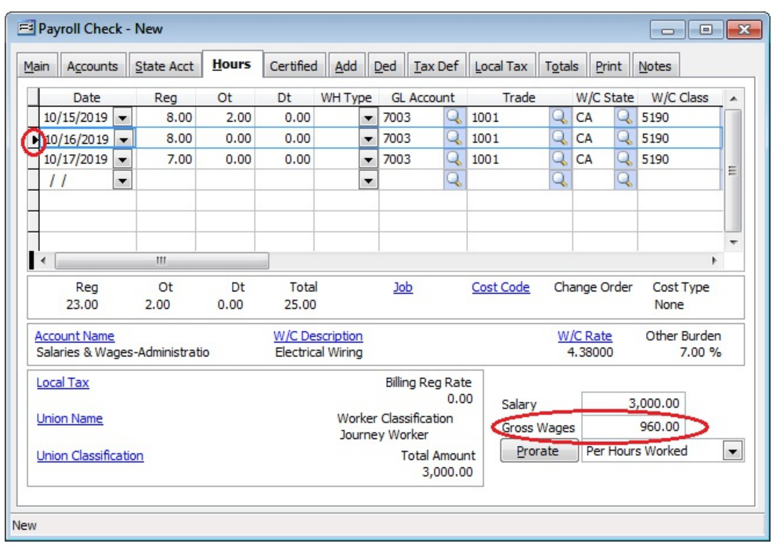
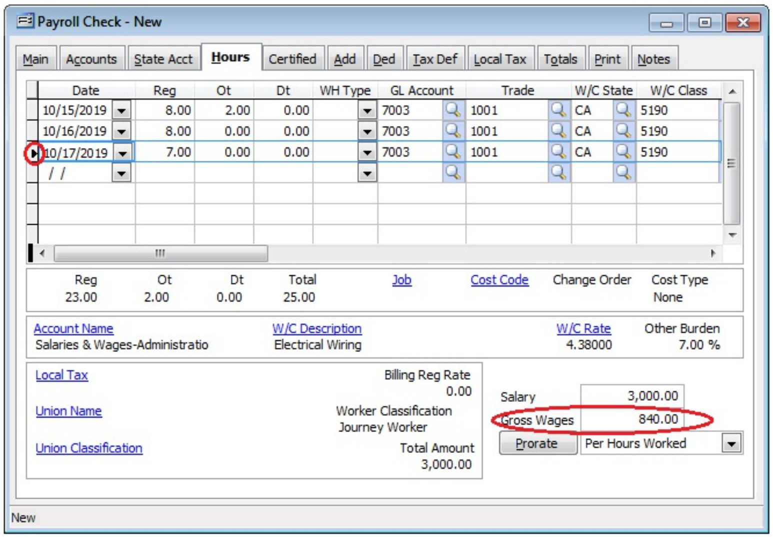


Figure: PR-91
Example of Payroll Prorate Per Hours Worked, Line 3.



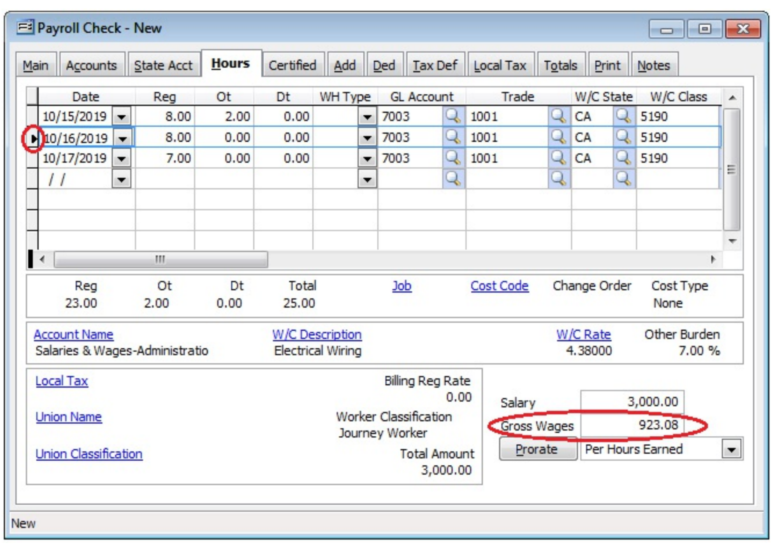
By Hours Earned

This option will take the salary from the Employee master file and divide it evenly by the number of hours earned (taking into account any overtime worked). Amounts will then appear for each line in the Salary box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Earned

Salary is $3,000.00 prorated into 26 hours (overtime is calculated at 1.5, double-time is 2.0). The example below calculates line 1 as 11 hours at $115.384 per hour = 1269.22.
Line 2 is 8 hours = 923.08.
Line 3 is 7 hours = 807.70

Figure: PR-92
Example of Payroll Prorate Per Line Hours Earned, Line 2.



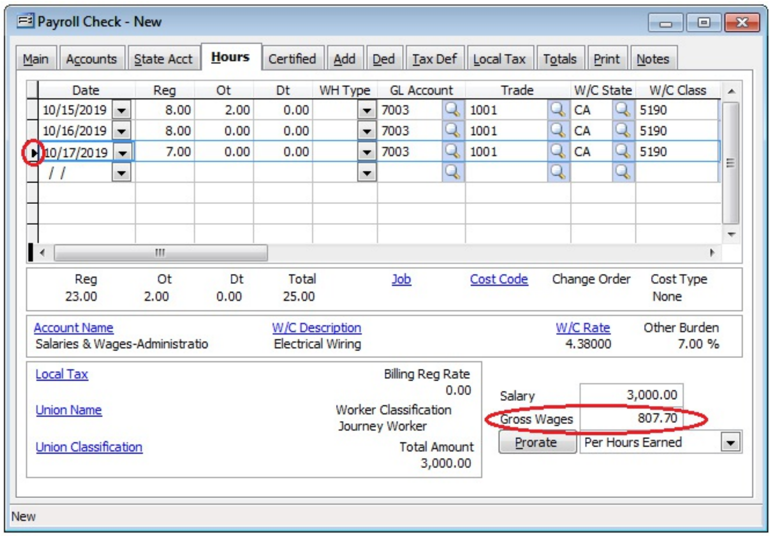


Figure: PR-93
Example of Payroll Prorate Per Line Hours Earned, Line 3.

As new lines are added or removed, BIS® will automatically recalculate the totals per line.

Additions Tab

The table on this tab is used to enter the payroll additions for the pay period. Addition codes must exist in the Additions master file prior to being used here. Payroll additions increase an employee's gross pay for a reason other than hours worked. Some additions are added on a hourly basis, such as vacation or sick pay. Other additions are a fixed amount, such as a bonus or an employee reimbursement.

Defaults for payroll additions are set in the Addition record, however those defaults can be changed at the time the adjustment is entered here. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

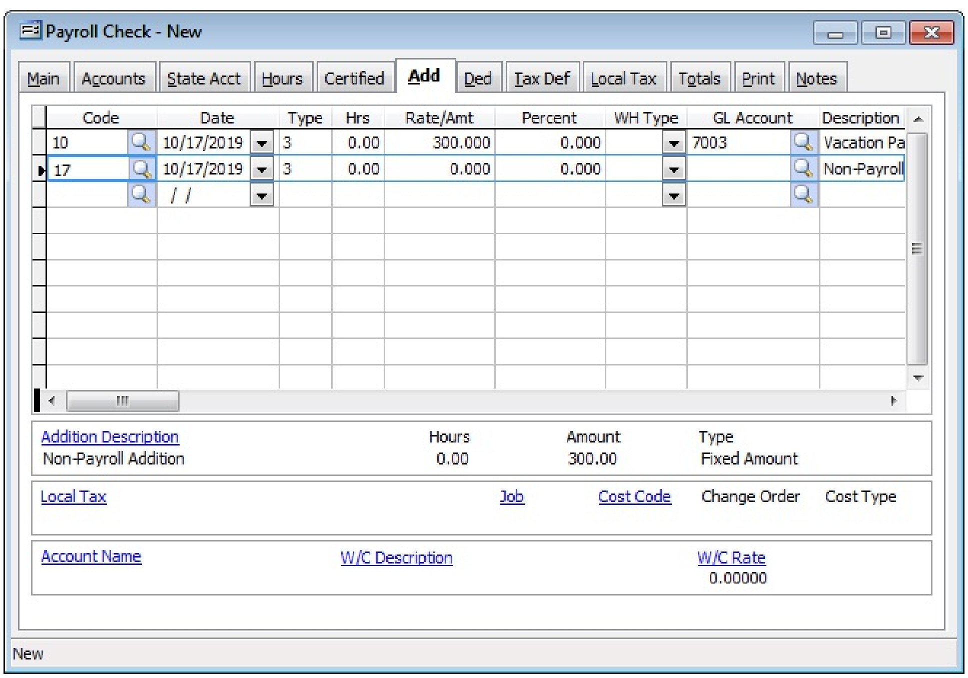
The default withholding information can be changed by using the drop down menu in the W/H Type column and clicking on a withholding type displayed to toggle the checkmark on or off. The GL Acct column is used to record the general ledger account to which the addition will be posted. A description can be recorded as a reminder of the reason for the addition. If extended notes are needed, click the ellipsis button in the Description column for unlimited notepad space.

The employee's default state for worker's compensation can be changed in the W/C State column for the item. The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record. A report code can also be entered for each addition. The button in the final column opens the Job Cost screen, where job cost and local tax information is recorded.

Detail Distribution Columns

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-94
Payroll Check - New, Additions tab screen form.



Code Column

The Code column records the code number assigned to the payroll addition entered on the line. Defaults for payroll additions are set in the Addition record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

Date Column
The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type
The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll additions' types are set in the Addition record.

Hrs Column
If the entry is an hourly adjustment, enter the number of hours (as a decimal) in the Hour column.

Rate/Amt Column
This field determines the total amount of the addition, which is recorded in the Rate/Amount column.

Percent Column
If the Type is a percent, the percentage number is entered in the field.

WH (Withholding) Type Column
The default withholding information can be changed by using the drop down menu in the W/H Type column and clicking on a withholding type displayed to toggle the checkmark on or off. The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

> To apply addition items to a job, a general ledger account with an Other job cost type must be selected. Accounts with cost type Labor, Material, Subcontract, or Equipment are not permitted.

Description Column
A description can be recorded as a reminder of the reason for the addition. If extended notes are needed, click the button in the Description column for unlimited notepad space.

W/C (Workers' Compensation) State
The employee's default state for worker's compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class
The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Report Code Column
The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

... (Ellipsis) Column
The button in the final column opens the Job Cost screen, where local tax information is recorded.

Job Cost Sub-screen

The Job Cost screen allows transaction line items to be applied to the Job Cost files, and/or have a local tax applied. When opened from payroll additions entry, the screen allows entering or verifying whether the addition applies to the Budget or Change Order, which job, change order, and cost code. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-95
Payroll Addition, ... (Ellipsis) column, Job Cost - Cost Type (O) Other sub-screen form.

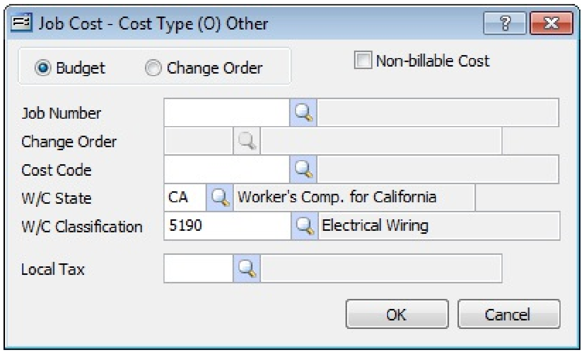
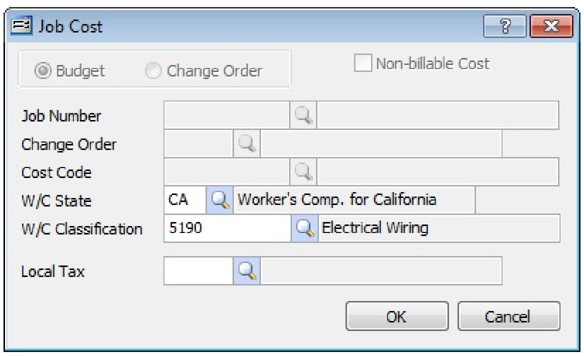


Figure: PR-96
Payroll Addition, ... (Ellipsis) column, Job Cost (non-job GL account), Local Tax sub-screen form.



Budget/Change Order Radio Buttons/Non-billable Cost Checkbox

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button. Select the checkbox for Non-billable Cost if the line item is not to be charged to the job. If the GL account chosen was a non-job cost account, this field will be grayed out.

Job Number

Enter or select a Job number to be associated with the payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

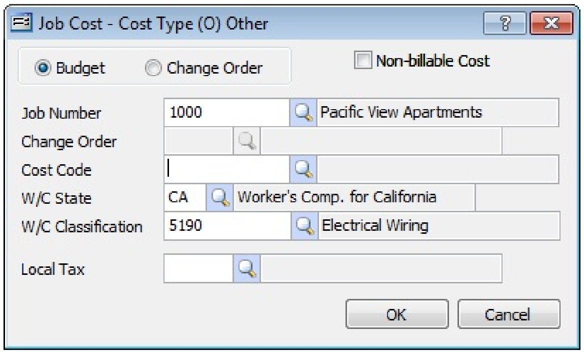
Cost Code

Enter or select a Cost Code to be associated with the payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon . The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

W/C (Workers' Compensation) State
The employee's default state for worker's compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class
The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Figure: PR-97
Payroll Check, Additions tab, ... (Ellipsis) column, Job Cost - Cost Type (O) Other sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.



Local Tax
If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Additions Detail
In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the addition description, hours, amount, type, local tax, job, cost code, change order, and/or cost type from the Job Cost files.

Addition Description
This field displays the description associated with the addition code entered on the line item selected above. Please note that underlined Addition Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Additions – New form to add new additions (or edit existing ones). Right-clicking on the Addition Description hyperlink opens access to the Payroll Additions report.

Hours
This field displays the total number of hours entered for all line items.

Amount
This field displays the total dollar amount for the additions entered in the table.

Type
This field displays the type selected for the addition entered in the table.

Summary Job Detail Area
This area displays summary information pertaining to the job information related to the payroll addition.

Local Tax
If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Job
If the focus is on a payroll check line that is job related, the field displays the job number applicable to that line item. Please note that underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs - New form to add a new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-98
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code
If the focus is on a payroll check line that is job related, the field displays the Cost Code applicable to that line item. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

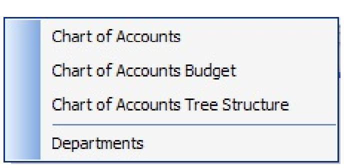
Change Order
If the focus is on a payroll check line that is related to a subcontract change order, the field displays the Change Order applicable to that line item.

Cost Type
If the focus is on a payroll check line that is related to a job, the field displays the Cost Type applicable to that line item.

Summary Area
This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name
Displays the account name to be used for posting the addition. The default cash account is set up in the Payroll Adjustments, Additions, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-99
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

Displays the workers' compensation description to be used for posting the addition. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate

Displays the workers' compensation rate to be used for posting the addition. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Deductions Tab

The table on this tab is used to enter the payroll deductions for the pay period. Deduction codes must exist in the Deductions master file prior to being used here. Payroll deductions decrease an employee's gross pay. Deductions could occur for a variety of reasons, including insurance, to pay back advance payments, for extra tax withholding or union dues. Deductions can be taken as a percentage of the employee's gross wages, as a rate per hour worked, as a simple fixed amount, or as a rate per hour earned.

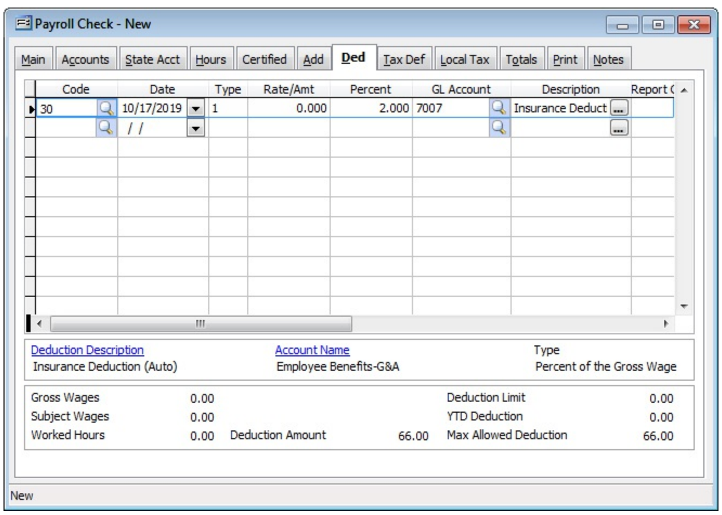
Defaults for payroll deductions are set in the Deduction record. However, those defaults can be changed at the time the adjustment is entered here. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period. The number in the Type column determines how the deduction is made: as a percentage, as an hourly rate, or a fixed amount. The drop down menu can be used to view or change the option. The type selected determines whether an Amount or Percent is entered to calculate the total amount for the deduction. The GL Acct column is used to record the general ledger account to which the deduction will be posted. A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Detail Distribution Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-100
Payroll Check - New, Deductions tab screen form.



Code Column

The Code column records the code number assigned to the payroll deduction entered on the line. Defaults for payroll deductions are set in the Deduction record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deductions' types are set in the Deduction record.

Rate/Amt Column
This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column
If the Type is a percent, the percentage number is entered in this field.

GL Account Column
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column
A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column
The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

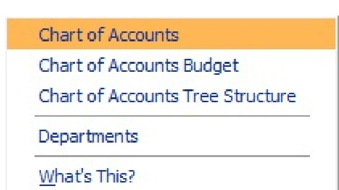
Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Deductions Detail Area
In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the deduction description, account name, and type.

Deduction Description
This field displays the description associated with the deduction code entered on the line item selected above. Please note that underlined Deduction Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Deductions - New form to add new additions (or edit existing ones). Right-clicking on the Deduction Description hyperlink opens access to the Payroll Deductions report.

Account Name
This field displays the account name to be used for posting the deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-101
Reports directly accessible by right-clicking on the field hyperlink.



Type
This field displays the type selected for the addition entered in the table above.

Summary Area
This area displays summary information pertaining to the deduction, including gross wages, subject wages, worked hours, deduction amount, deduction limit, YTD (Year-to-Date) deduction, and maximum allowed deduction.

Gross Wages
This field displays the gross wages for the employee for the pay period.

Subject Wages
This field displays the wages subject to deduction for the employee for the pay period.

Worked Hours
This field displays the total hours worked by the employee for the pay period.

Deduction Amount
This field displays the dollar amount for the deduction selected above.

Deduction Limit
This field displays the annual limit for the deduction selected above.

YTD Deduction
This field displays the employee's year-to-date total for the deduction selected above.

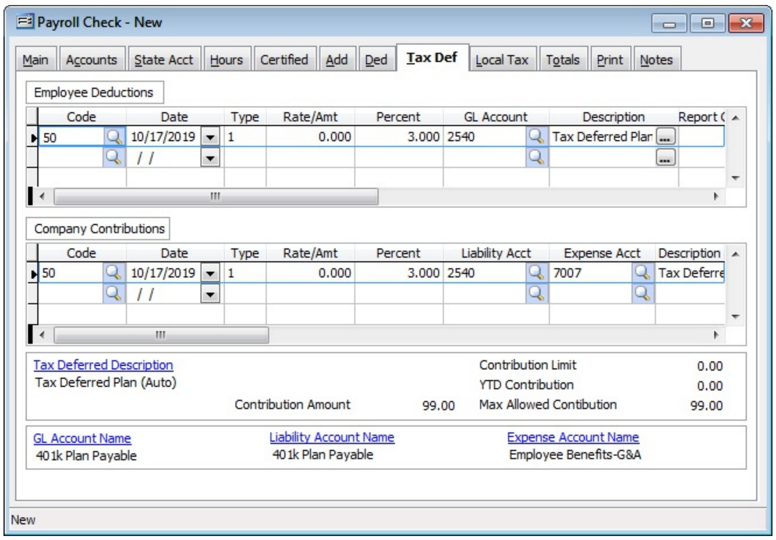
Max Allowed Deduction
This field displays the maximum amount allowed for the deduction selected above.

Tax Deferred Tab

This form allows management of tax deferred compensation and cafeteria plans for employees. Tax deferred codes must exist in the Tax Deferred master file prior to being used here. Each tax deferred record consists of two parts: the company contribution and the employee deduction. Unlike regular payroll deductions, the tax deferred option allows specifying whether the deduction (and contribution) is subject to tax withholding. Tax deferred deductions and contributions can be made as a percentage of the employee's gross wages, a rate per hour worked, a fixed amount, or as a rate per hour earned.

Defaults for company contributions can be established on the Company tab of the Tax Deferred record, while default for the employee deductions are set on the Employee tab. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic contribution established on the Adjustment tab of the employee's record, the default information set there will override the basic defaults.

Figure: PR-102
Payroll Check - New, Tax Deferred tab screen form.

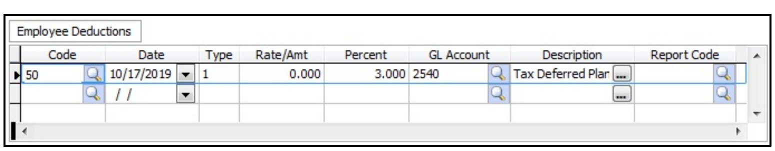


Employee Deductions Detail Distribution Grid Fields

The table is used to enter the tax deferred employee deductions. The date of each tax deferred deduction must fall within the current pay period. The number in the Type column determines whether the deduction is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for this deduction. If extended notes are needed, click the ellipsis button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+D) removes the currently highlighted line from the grid of the open record.

Figure: PR-103
Payroll Check - New, Tax Deferred tab screen form, Employee Deductions grid.



Code Column
The Code column records the code number assigned to the tax deferred employee deduction entered on the line. Defaults for tax deferred employee deductions are set in the Payroll Adjustments, Tax Deferred, Employee tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column
The date that the adjustment occurred should be entered in the Date column and must fall within the current pay period.

Type
The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred employee payroll deductions' types are set in the Payroll Adjustments, Tax Deferred, Employee tab record.

Rate/Amt Column
This field determines the total amount of the deduction that is recorded in the Rate/Amount column.

Percent Column
If the Type is a percent, the percentage number is entered in the field.

GL Account Column
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column
A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column
The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

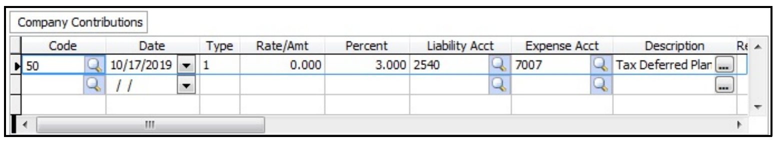
Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Company Contributions Detail Distribution

This table is used to enter the tax deferred company contributions. The date of each tax deferred contribution must fall within the current pay period. The number in the Type column determines whether the contribution is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The liability account to which it will be credited, and the expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each contribution.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+D) removes the currently highlighted line from the grid of the open record.

Figure: PR-104
Payroll Check - New, Tax Deferred tab screen form, Company Contributions.



Code Column

The Code column records the code number assigned to the tax deferred company contribution entered on the line. Defaults for tax deferred company contribution are set in the Payroll Adjustments, Tax Deferred, Company tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred employee payroll deductions' types are set in the Payroll Adjustments, Tax Deferred, Company tab record.

Rate/Amt Column

This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in the field.

Liability Account Column

This field records the general ledger liability account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Expense Account Column

This field records the general ledger expense account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column
The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Tax Deferred Detail Area
In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the tax deferred deduction or contribution description, amount, limit, YTD (Year-to-Date) contribution, and maximum allowed number.

Tax Deferred Description
This field displays the description associated with the tax deferred code entered on the line item selected above.
Please note that underlined Tax Deferred Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Tax Deferred - New form to add new additions (or edit existing ones). Right-clicking on the Deduction Description hyperlink opens access to the Tax Deferred report.

Contribution Amount
This field displays the dollar amount for the contribution selected above.

Contribution Limit
This field displays the annual limit for the contribution selected above.

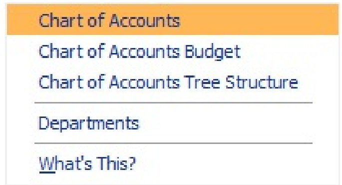
YTD Contribution
This field displays the employee's year-to-date total for the contribution selected above.

Max Allowed Contribution
This field displays the maximum amount allowed for the contribution selected above.

Summary Area
This area displays summary information pertaining to the contribution, including the GL account name (for employee deductions), and the liability expense account names for the company contributions.

GL Account Name
This field displays the account name to be used for posting the tax deferred employee deduction. The default account is set up in the Payroll Adjustments, Tax Deferred, Employee tab, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined GL Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the GL Account Name hyperlink opens a selection of reports that can be directly accessed.

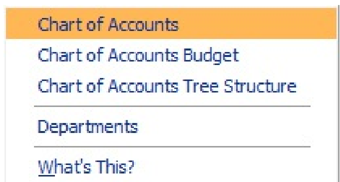
Figure: PR-105
Reports directly accessible by right-clicking on the field hyperlink.



Liability Account Name

Displays the liability account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed with the Liability Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Liability Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Liability Account Name hyperlink opens a selection of reports that can be directly accessed.

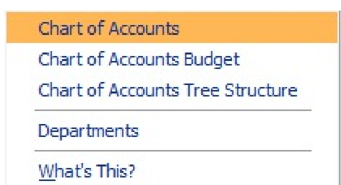
Figure: PR-106
Reports directly accessible by right-clicking on the field hyperlink.



Expense Account Name

Displays the expense account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed with the Expense Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Expense Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Expense Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-107
Reports directly accessible by right-clicking on the field hyperlink.



Local Taxes Tab

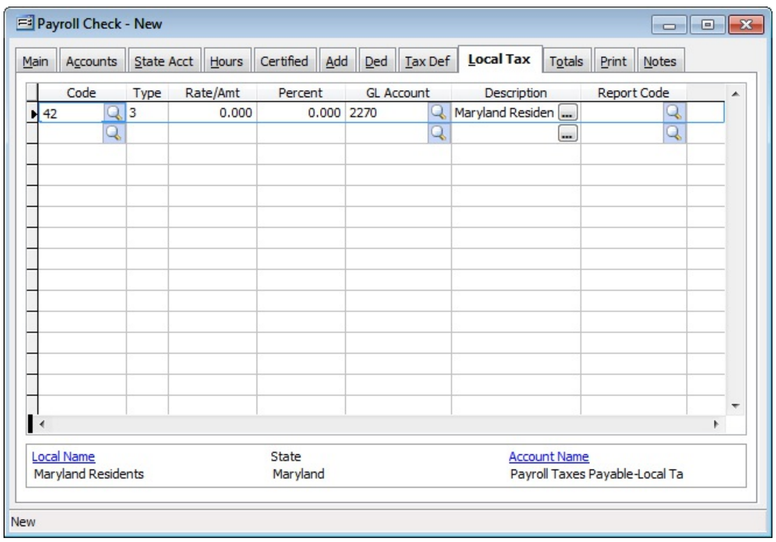
This table is used for displaying any local taxes (not federal or state tax) that are required from an employee. Local tax codes and withholding information must be set up in the Local Taxes file prior to being used here. It is very important that the local taxing parameters be correctly established prior to entering them into a payroll record in order for BIS® to accurately calculate the employee's withholding.

If a default local tax code has been recorded on the Local Tax tab of the Employee record, that code will appear here and may not be changed or removed. However, additional local tax codes may be added if needed. The default account and report codes may be changed on additional codes. A description can be recorded as a reminder of the reason for the withholding. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Detail Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-108
Payroll Check - New, Local Taxes tab screen form.



Code Column

The Code column records the code number assigned to the local tax entered on the line. Defaults for local taxes are set in the Payroll Adjustments, Local Taxes record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Local Taxes tab of the employee's record, the default information set there will override the basic deduction defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deductions' types are set in the Local Taxes record.

Tip

Some states' local taxes are computed with tax tables built in to BIS®. Thus, the Rate/Amt and Percent columns will not be used.

Rate/Amt Column
This field determines the total amount of the deduction that is recorded in the Rate/Amount column.

Percent Column
If the Type is a percent, the percentage number is entered in the field.

GL Account Column
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column
A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column
The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

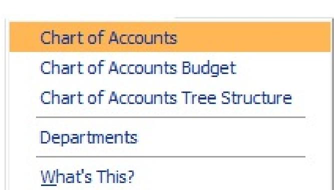
Summary of Local Taxes Detail
In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the local name, state, and account name.

Local Name
This field displays the local tax name associated with the local tax code entered on the line item selected above.
Please note that underlined Local Name title is a hyperlink field as well as the description of the information of that line above. Left-clicking on this hyperlink opens the Deductions – New form to add new additions (or edit existing ones). Right-clicking on the Local Name hyperlink opens access to the Local Taxes report.

State
This field displays the state name associated with the local tax code entered on the line item selected above.

Account Name
Displays the account name to be used for posting the deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyper-link opens a selection of reports that can be directly accessed.

Figure: PR-109
Reports directly accessible by right-clicking on the field hyperlink.



Totals Tab

The Totals tab allows viewing entries and calculations from the information recorded for the employee's current payroll. Checking the amounts displayed can help identify errors in data entry prior to completing payroll entry and printing the actual checks. The tab is also used for entering Federal and State tax calculations.

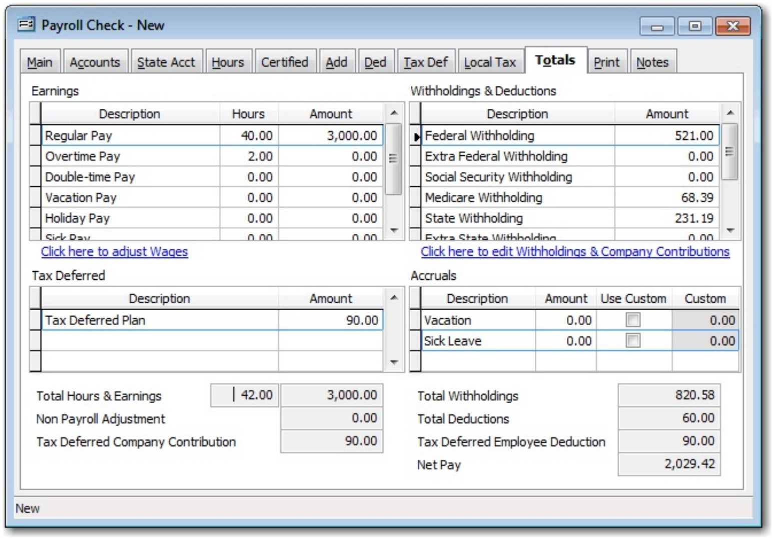


Figure: PR-110
Payroll Check - New, Totals tab screen form.

Earnings Table

This table displays the description, hours, and amount for earnings entered on previous tabs.

<u>Click here to adjust Wages</u>

The "Click here to adjust Wages" link provided a method for adjusting an employee's Medicare wage amounts in 2013 when special tax rates were initiated. It is still available in the event of future related changes or if the need to modify an employee's Medicare wage amounts arises.

Tax Deferred Table

This table displays the description and amount for company contributions entered on the Tax Deferred tab.

Withholding & Deductions Table

This table displays the description and amount for tax withholding and other deductions entered on the previous tabs. If the Calculate Withholdings box was not checked on the Main tab, manually entered amounts for Federal, Social Security, Medicare, and State tax withholding can be entered (or changed) here in the Amount column.

Tip

> Some states' local taxes are computed with tax tables built in to BIS®. Thus, the Rate/Amt and Percent columns will not be used.

Tip

> Manual entry of taxes is sometimes used for bonus checks. Some users may find it helpful to allow BIS® to initially calculate taxes, especially Social Security and Medicare. They continue to use them, even if they change the Federal Withholding.

Click here to edit Withholdings & Company Contributions
Clicking the "Click here to edit Withholdings & Company Contributions" link will open the "Withholdings, Deductions & Company Contributions" form. When "Calculate Withholdings" is unchecked on the Main tab certain withholdings and company contributions may be manually entered or modified on the form.

Accruals
Accrued Vacation and Sick Leave amounts for the pay period will appear in the corresponding Amount fields if the employee has accrual plans established in their master record. The optional "Use Custom" checkbox will allow a "Custom" amount to be entered which will overwrite the current amount.

Total Hours & Earnings
These fields display the total number of hours entered on the Hours and Additions tabs, and the total earnings.

Non-Payroll Adjustment
This field displays the total amount of non-payroll adjustments entered.

Tax Deferred Company Contribution
This field displays the total amount of company contributions entered on the Tax Deferred tab.

Total Withholdings
This field displays the total amount of tax withholdings calculated based on the withholding type for each entry on the Hours and Additions tabs.

Total Deductions
This field displays the total amount of employee deductions entered on the Deductions tab.

Tax Deferred Employee Deduction
This field displays the total amount of employee deductions entered on the Tax Deferred tab.

Net Pay
This field displays the total net pay for the employee for the pay period.

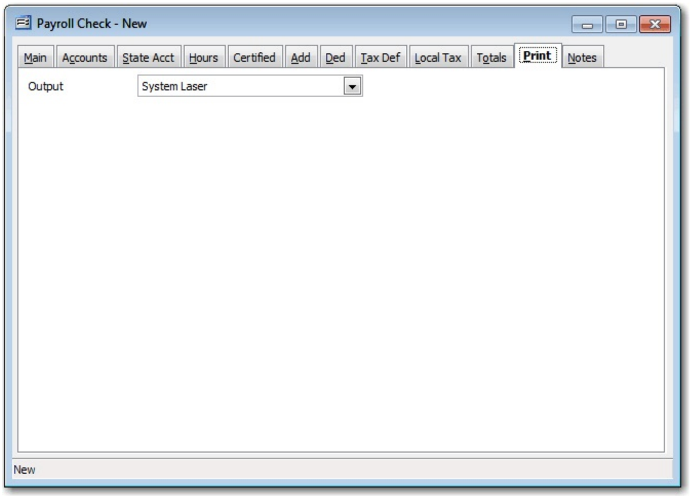
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Note: Unlike the Cash Disbursements Regular Checks, Vendor Checks and Payable Checks, once a Payroll Check has been saved it can only be voided, it cannot be deleted.

Print Tab

This tab allows the form's output to be changed from the default setting found in User Preferences section for the specific record.

Figure: PR-111
Payroll Check - New, Print tab screen form.

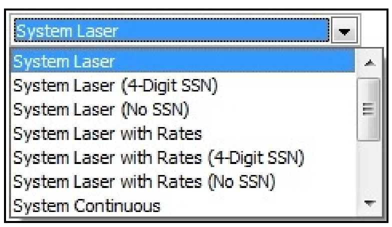


Form Fields

Output

Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for the specific record.

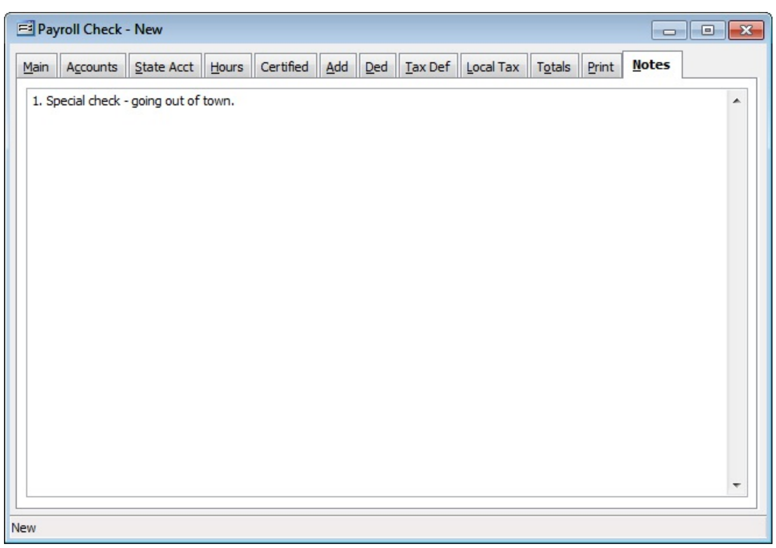
Figure: PR-112
Payroll Check - New, Print Tab Output selection.



Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: PR-113
Sample Payroll Check - New, Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Payroll Hours and Adjustments

The Payroll Hours and Adjustments form is used to enter current payroll activity for each employee in preparation for processing payroll. The file will only maintain payroll records for a single pay period at a time; the period ending date must be the same for all saved records at any given time. The Employee tab is used to maintain basic information for each payroll record.

Once all payroll records have been correctly entered, payroll checks can be run using the Print Payroll Checks options. The books are updated once the payroll checks are posted. However, when payroll information is entered in the Payroll Hours and Adjustments file, the related labor job costs are committed prior to running checks.

It is important that all payroll tax information, employee defaults, and payroll adjustments be set up prior to entering payroll information so that BIS® correctly calculates tax, employee wages, company and employee contributions, etc.

Tip

> BIS® Job Cost tracks committed costs three ways: the uninvoiced portion of purchase orders, the uninvoiced portion of subcontracts, and payroll hours that have been entered but for which checks have not yet been printed or saved.

As each entry is made, BIS® automatically updates the committed costs in job cost.

Tip

> Information saved in Payroll Hours and Adjustments can be edited until the checks are posted. Additionally, all of the information entered in Payroll Hours and Adjustments for a current payroll can be removed using the Reset Auxiliary Payroll files feature under Administrator, Recover.

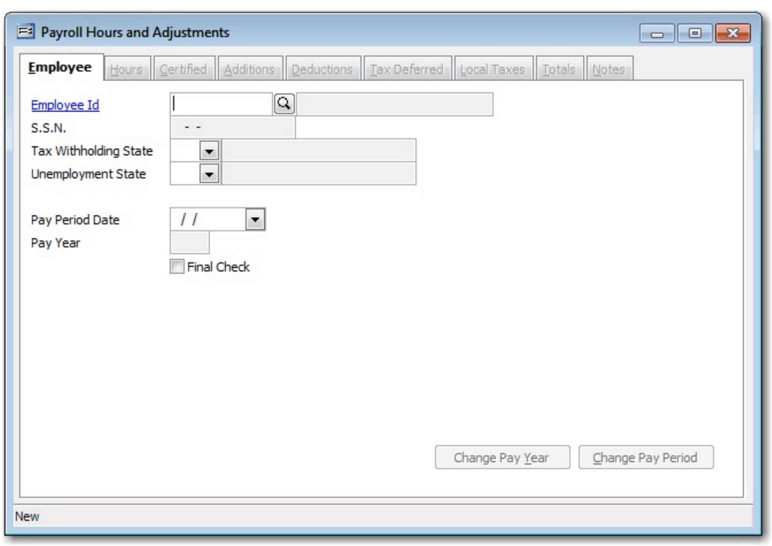
Modular Menu Access

Payroll | Payroll Hours and Adjustments

Standard Menu Access

Transactions | Payroll Hours and Adjustments

Figure: PR-114
Payroll Hours and Adjustments, Payroll Check - New screen form.



New Record

Initial access to Payroll Hours and Adjustments from the menu opens the Payroll Hours and Adjustments – New form. This form is used to enter new payroll check information. However, access to a new form when another payroll check record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes should be saved.

Please note that if a payroll process has been already started, but no checks printed, the system will show the Pay Period Date and Pay Year of the earlier entries.

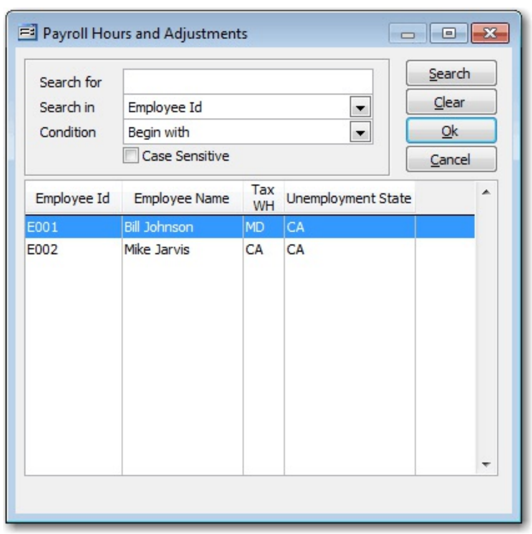
Scrolling Through Payroll Check Records

Both manual and regular payroll check records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Employee Id. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Employee Id. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Employee Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Employee Id.

Editing an Existing Record

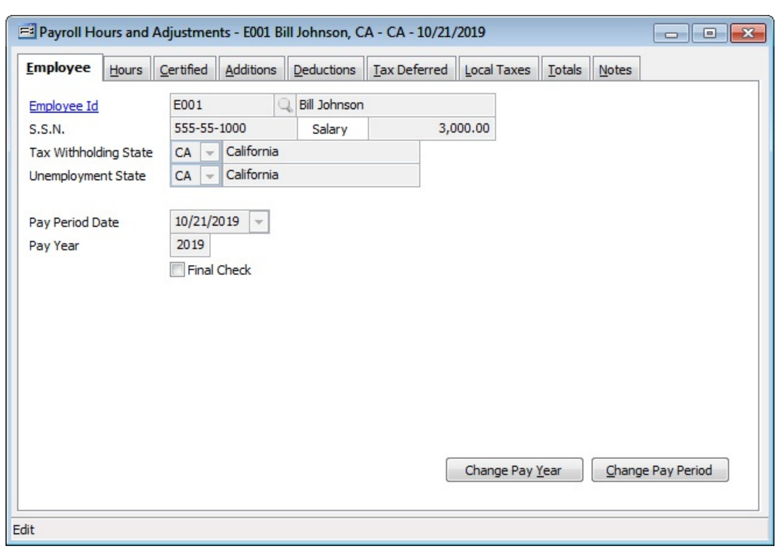
The list of existing payroll entries may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records may be edited until they are posted.

Figure: PR-115
Payroll Hours and Adjustments Find/Search screen form.



When the Payroll Hours and Adjustments screen form appears only the Employee tab is active, other tabs are shaded until the Employee tab is completed.

Figure: PR-116
Payroll Hours and Adjustments sample form. Employee tab.



Deleting an Existing Record

Existing records can be deleted. Once the source record is brought to the screen, use the Delete button at the top of the screen on the toolbar. The system will ask, "Do you want to delete this record?" Click on the Yes button to void it, or click on the No button to leave the process.

Deleting an employee's payroll hours and adjustments entry will result in a revised entry in the Job Cost committed costs record.

Tip

> Posted payroll checks cannot be edited or changed. However, they can be voided, creating reversing entries to all applicable journals.

Employee Tab

The Payroll Hours and Adjustments form is used to enter current payroll activity for each employee in preparation for processing payroll. The file will only maintain payroll records for a single pay period at a time; the period ending date must be the same for all saved records at any given time. The Employee tab is used to maintain basic information for each payroll record.

Tip

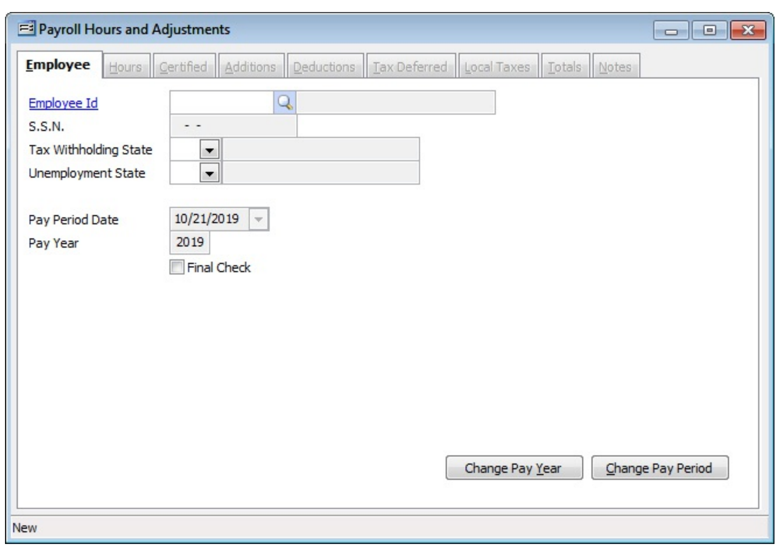
> It is important that all payroll tax information, employee defaults, and payroll adjustments be set up prior to entering payroll information so that BIS® correctly calculates tax, employee wages, company and employee contributions, etc.

Form Fields

Employee ID

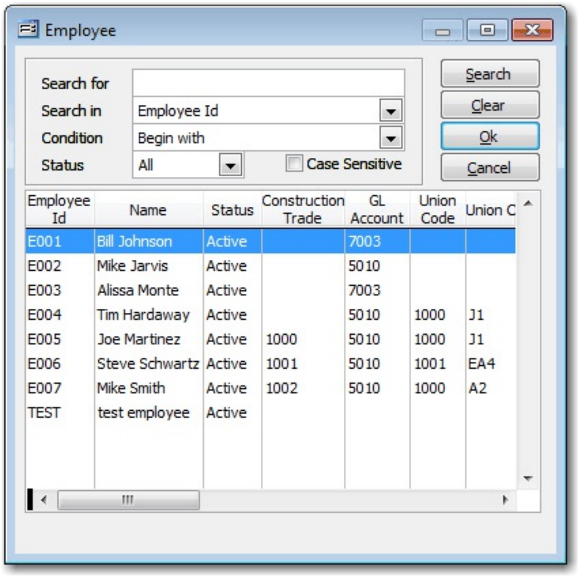
The Employee Id field records the employee identification number related to the record. The employee Id may be entered manually or by using the Find tool. Please note that the underlined Employee Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Employees – New form to add a new employee's master record information. Right-clicking on the Employee Id hyperlink opens direct access to the Employee List report.

Figure: PR-117
Payroll Hours and Entries - New screen form.



The employee ID may be entered manually, or the list of employees may be examined by clicking on the Magnifying Glass icon or pressing Ctrl+F, and double clicking on the selected employee, but it must exist in the Employee master file. When an existing employee is selected, his or her name appears to the right of the Employee Id code.

Figure: PR-118
Payroll Hours and Adjustments Employee Find/Search screen form.



S.S.N.

This field displays the social security number of the employee selected.

Salary

This field appears only for employees with a Pay Type of Salary on the Default tab of the Employee record. The default salary comes from the Employee form.

Tax Withholding State

This field is used to record the appropriate tax withholding state for the payroll record. Use the drop down menu to select a state from those allowed for the employee.

Unemployment State

This field is used to record the appropriate unemployment state for the payroll record. Use the drop down menu to select a state from those allowed for the employee.

Payroll Period Date

This field is used to record or display the ending date of the payroll period and determines which tax tables are to be used. The date may be typed or entered using the Calendar tool. If the field is disabled, the date may be changed by using the Change Pay Period button.

Pay Year

This field displays the year in which payroll adjustment limits, including social security, are verified. The pay year should be changed, for example, if the hours worked are at the end of one year and the check for the hours worked will not be posted until the beginning of the following year. If the field is disabled, the pay year may be changed by using the Change Pay Year button.

Final Check

Checking the "Final Check" checkbox will provide a prompt to change the Employee's Status from Active to Inactive. Clicking "OK" will provide a form to enter a "Date Terminated" which is entered in the employee's master record.

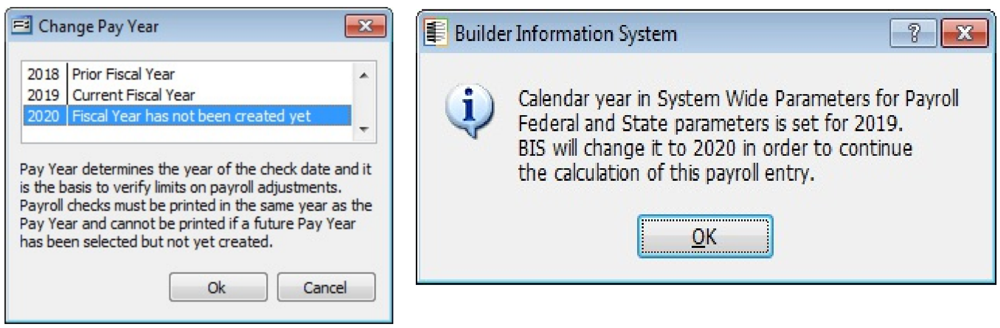
Caution

> The Pay Year is particularly important to users whose fiscal year is different than the calendar year. For those users, it is important to change the pay year before the first payroll of the new calendar year.
>
> The Pay Year is also important to users who want to process a new year's payroll (check date) before having created the new fiscal year.

Change Pay Year Button

This button opens the Change Pay Year dialog box to permit the calendar year to be changed for the current pay period.

Figure: PR-119
Payroll Hours and Adjustments, Change Pay Year dialog boxes.

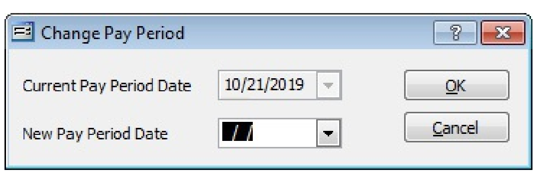


The Change Pay Year dialog box allows the pay year to be changed for the current set of payroll records in the Payroll Hours and Adjustments file. Simply click the Yes button, select a year from the list and click OK. The year will be changed on all currently saved payroll records and will appear as the pay year for all records entered until payroll checks for the period are printed.

Change Pay Period Button

Opens the Change Pay Period dialog box to permit the ending date to be changed for the current pay period.

Figure: PR-120
Payroll Hours and Adjustments, Change Pay Period sub-screen form.



The Change Pay Period dialog box allows changing the ending date for the current set of payroll records in the Payroll Hours and Adjustments file. Simply type the new pay period end date, or select a date using the Calendar tool, and click OK. The date will be changed on all currently saved payroll records and will appear as the ending date for all records entered until payroll checks for the period are printed.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Hours Tab (Hourly Employee)

The tables on these tabs are used to enter the payroll distribution for hours worked during the current pay period. The Certified tab should only be used if the hours worked were on a certified job. There is a Certified Payroll Report that can be printed for all hours entered in the Certified tab.

Note: There is an optional "Combine Regular & Certified Tabs" setting on the PR Tab in System Wide parameters. When checked the Certified tab becomes unavailable and all payroll (certified and non-certified) is entered on the Hours tab.

There is no limit to the number of distributions that can be applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

Please note that salaried employees' information is covered in the section that follows.

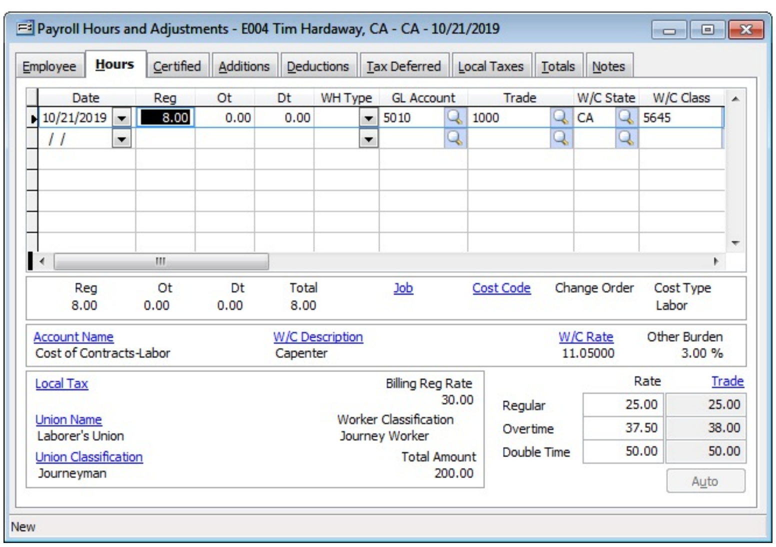
Tip

> There are several common methods for entering payroll activity. Choose carefully the best method to provide the needed information.
>
> For employees who are paid hourly wages, three methods are available:
> - Enter the hours worked every day, allocating all the corresponding payroll amounts to the appropriate general ledger accounts.
> - Summarize hours worked, by the appropriate general ledger accounts, on a weekly, biweekly, semimonthly or monthly basis. This method saves time and still provides adequate account detail for most businesses.
> - If time is limited, and greater detail is not required, classify all hours worked (for each employee or all employees) to one general ledger account. This method probably would not apply to labor-intensive businesses.

Detail Distribution Fields (Hourly Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-121
Payroll Hours and Adjustments, Hours tab screen form for hourly employee.



Date Column

The Date column records the date the hours were worked. If it is desirable to enter only the total of the employee's hours for the work period, enter the last day of the current pay period or the last day worked by the employee.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours.

Tip

> For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:
>
> 15 hours to 7500 General Wages
> 15 hours to 5010 Wages: Job 1
> 10 hours to 5010 Wages: Job 2
>
> In the first line of distributions, 15 would be entered in the Reg column and 7500 in the GL Acct column. In the second line, 15 would again be entered in the Reg column, but 5010 in the GL Acct column. Also, in the Job Cost screen, these hours would be applied to Job 1. Finally, 10 hours would be entered on in the Reg column on the third distribution line, 5010 in the GL Acct column and the hours would be applied to Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at the pay rate set in the Employee master record Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at the pay rate set in the Employee master record Default tab.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

W/H (Withholding) Column

The W/H type column allows the default withholding information to be changed for each payroll item entered. Change the withholding by using the drop down menu and clicking on a withholding type displayed to toggle the checkmark on or off. Default information is entered in the Employees master file.

The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA Amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

> Please note that hours may be posted to a job only if the GL Account that is selected is a Job Cost Type Labor. Thus, if the employee is working in the "shop" on tasks not related to a job, an overhead GL account may be selected, but the hours will not be posted to a job.
>
> Alternatively, if the hours should be job cost related, but not posted to a current job, create an "overhead job." This would be a "job" that would not be related to any actual customer, but just used for this purpose.

Trade Column

If a trade classification is used, enter the classification code in the Trade column. The pay rates for the trade classification entered will override the employee's default pay rates. The Find tool may be used to select an account number from those recorded in the Trade Classification master record.

W/C (Workers' Compensation) State

The employee's default state for worker's compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, pay rate, billing rate, classification, union, and local tax information is recorded.

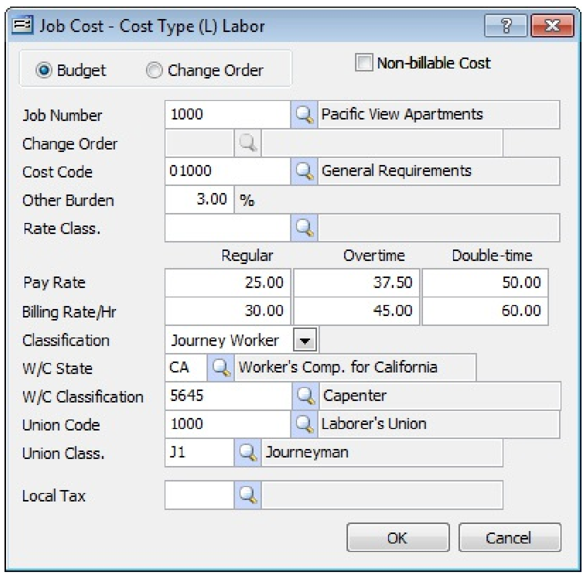
Tip

To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

Job Cost - Cost Type (L) Labor

The Job Cost screen allows transaction line items to be applied to the Job Cost files. When opened from payroll entry, the screen allows entering or verifying the employee's billing rate per hour, classification and union information. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-122
Payroll Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form.



Budget/Change Order Radio Buttons

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button.

Non-billable Cost

This checkbox is used when the job cost on the selected line item is not to be billed to the customer.

Job Number

Enter or select a Job number to be associated with the payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Cost Code

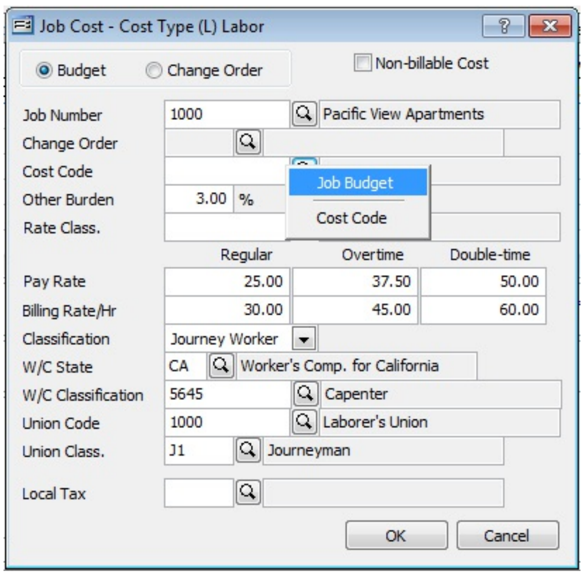
Enter or select a Cost Code to be associated with the payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon.

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default.

Figure: PR-123
Payroll Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.



Rate Class.

Labor Rate Classification when selected will override the pay rate and billing rates from the employee's master record for an hourly employee and will override the billing rate from the employee's master record for a salary employee.

Pay Rate/Hr

The Regular, Overtime, and Double-time pay rates for the employee entered will override the employee's master record default.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

This field specifies the classification for the job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Union Code

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Code may be entered manually or by using the Magnifying Glass icon .

Union Class

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Classification may be entered manually or by using the Magnifying Glass icon .

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Hours Detail Area (Hourly Employee)

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours

If the focus is on a payroll check line that is related to hours entries, the field displays the regular, overtime, and double-time hours applicable to the line item.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

Job

If the focus is on a line that is job related, this field displays the job number applicable to that line item. Please note that underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs - New form to add a new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-124
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

If the focus is on a line that is job related, this field displays the Cost Code applicable to that line item. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a line that is related to a job, this field displays the Cost Type applicable to that line item.

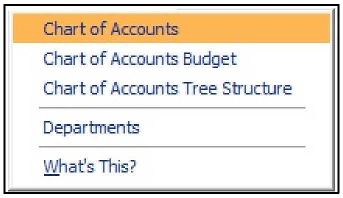
Summary Area (Hourly Employee)

This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

This field displays the account name to be used for posting these hours. The default cash account is set up in the System Wide Parameters, but can be changed with the GL Account column for the line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-125
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. This field displays the other burden percentage to be used for posting the hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct rate is displayed.

Summary Area (Hourly Employee)

This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, and total amount.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name

This field displays the union name, if applicable, used for posting the check. This is set up in the Employee master record, but it can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct union, if applicable, is displayed. Please note that the underlined Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union – New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification

If used, this field displays the union classification, if applicable, used for posting the check. The default union classification is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct union classification, if applicable, is displayed. Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union – New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr

This field will display the Regular billing rates for the employee for the selected line.

Worker Classification (Construction Trade)

This field displays the classification for the job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount

This field will display the gross wage amount for the employee for the selected line.

Rate

This field displays Regular, Overtime, and Double Time pay rate for the selected line item. The default pay rate is set up in the Employee master record, but can be changed with the Payroll Check - New screen Reg, Ot, or Dt columns for the line. Make sure the correct pay rate is displayed.

Trade

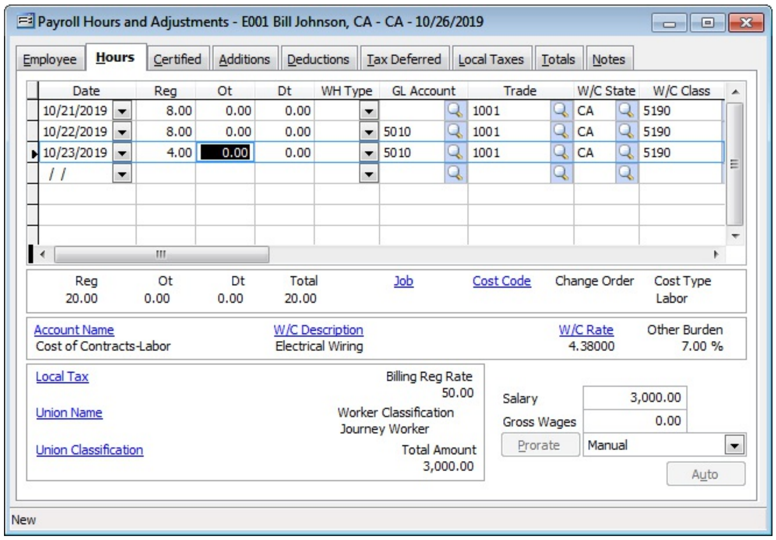
This field displays Regular, Overtime, and Double Time Construction Trade pay rate for the selected line item. The default construction trade is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct trade classification, if applicable, is displayed. Please note that the underlined Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Construction Trades – New form. Right-clicking on the Trade hyperlink directly accesses the Trade Classifications report.

Hours Tab (Salary Employee)

The tables on these tabs are used to enter the payroll distribution for hours worked during the current pay period. The Certified tab should only be used if the hours worked were on a certified job. A Certified Payroll Report can be printed for all hours entered in the Certified tab.

Note: There is an optional "Combine Regular & Certified Tabs" setting on the PR Tab in System Wide parameters. When checked the Certified tab becomes unavailable and all payroll (certified and non-certified) is entered on the Hours tab.

Figure: PR-126
Payroll Hours and Adjustments, Hours tab screen form for salaried employee.



There is no limit to the number of distributions that can be applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

Tip

There are several common methods for entering payroll activity. Choose carefully the best method to provide the information needed.

For salaried employees, two basic methods are available:

- Post the entire salary to one general ledger account. This is probably the most common method.
- Distribute the salary to more than one general ledger account. If this is necessary, the amount to be distributed to each general ledger account must be calculated, and the rate displayed by BIS® in the Salary field must be changed to be the calculated rate. For example, a weekly salary of $800 can be distributed to the general ledger in the following manner:

Account	Account Name	Allocation
7003	Supervisor expense-Non Job	600.00
5010	Supervisor expense-Job	200.00 (Not a certified job)

- Use the Prorate feature to apply job related hours to jobs manually, per line, per hours worked, or per hours earned.

Detail Distribution Grid Fields (Salary Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Although most of the columns and fields for salaried employees are the same as for hourly employees, there are differences. This section will focus only on those differences.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours.

Tip

For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:

15 hours to 7500 General Wages
15 hours to 5010 Wages: Job 1
10 hours to 5010 Wages: Job 2

In the first line of distributions, 15 would be entered in the Reg column and 7500 in the GL Acct column. In the second line, 15 would again be entered in the Reg column, but 5010 in the GL Acct column. Also, in the Job Cost screen, these hours would be applied to Job 1. Finally, 10 hours would be entered on in the Reg column on the third distribution line, 5010 in the GL Acct column and the hours would be applied to Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at wage rate set in the Employee master record Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at wage rate set in the Employee master record Default tab.

Tip

These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

Tip

Please note that the cost of labor hours may be posted to a job only if the GL Account selected is a Job Cost Type Labor. Thus, if the salaried employee is working in the office on tasks not related to a specific job, an overhead GL account may be selected, but will be unable to post the hours to a job.

Alternatively, if the hours should be job cost related, but not posted to a current job, create an "overhead job." This would be a "job" that would not be related to any actual customer, but just used for this purpose.

W/C Description

This field is used to display the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

Remember, salaried employees often have different Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct selection here.

W/C Rate

Displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

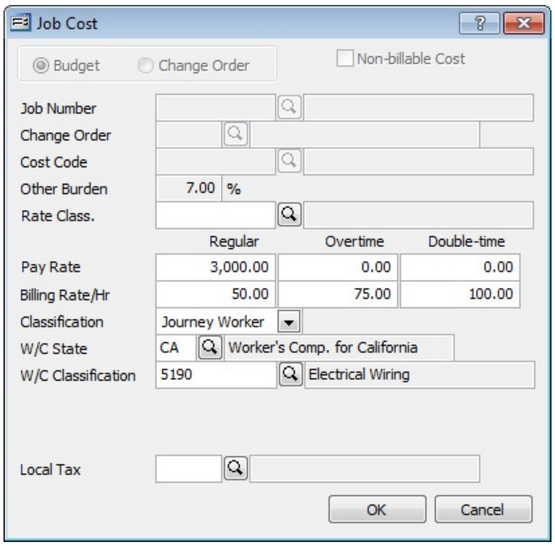
+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information is recorded.

Job Cost (Salary, Non-Job Cost GL Account)

When the GL account chosen is not a Job Cost Type, the Job Cost sub-screen does not allow transaction line items to be applied to the job cost files. When opened from Payroll Hours and Adjustments, this screen allows entering or verifying the employee's billing rate per hour and classification. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-127
Payroll Hours and Adjustments, ... (Ellipsis) column, Job Cost sub-screen form for salary employee for non- job cost hours.



Rate Class.

Labor Rate Classification when selected will override the billing rate from the employee's master record for a salary employee.

Pay Rate/Hr

The Regular, Overtime, and Double-time pay rates for the employee entered will override the employee's master record default.

Billing Rate/Hr

If this payroll entry is not applicable to a job, the Regular, Overtime, and Double-time billing rates do not apply. Otherwise, the Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

If the payroll entry is not applicable to a job, the construction trade classification does not apply. Otherwise, this field specifies the classification for the job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

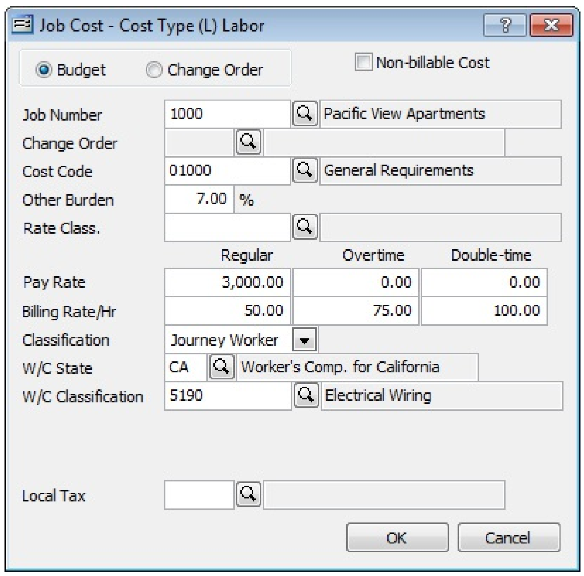
Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Job Cost - Cost Type (L) Labor

When the GL account chosen is a Job Cost Type, the Job Cost sub-screen allows transaction line items to be applied to the job cost files. When opened from payroll entry, the screen allows entering or verifying the employee's billing rate per hour, and classification. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-128
Payroll Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form for salary employee.



Budget/Change Order Radio Buttons

If the labor expense applies to a budget item, select the Budget radio button. If the labor expense applies to a budget change order item, select the Change Order radio button. If the GL account chosen was a non-job cost account, the field will be grayed out.

Non-billable Cost

This checkbox is used when the job cost on the selected line item is not to be billed to the customer.

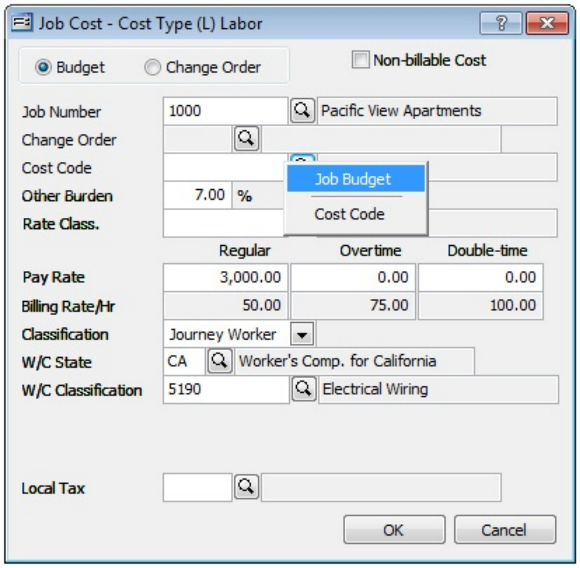
Job Number

Enter or select a Job number to be associated with the payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. If the GL account chosen was a non-job cost account, the field will be grayed out.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. If the GL account chosen was a non-job cost account, the field will be grayed out.

Figure: PR-129
Payroll Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.



Cost Code

Enter or select a Cost Code to be associated with the entry line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon. If the GL account chosen was a non-job cost account, this field will be grayed out.

The program will offer to allow choosing either a cost code already in the budget (Job Budget), or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default. If the GL account chosen was a non-job cost account, this field will be grayed out.

Rate Class.

Labor Rate Classification when selected will override the pay rate and billing rates from the employee's master record for an hourly employee and will override the billing rate from the employee's master record for a salary employee.

Pay Rate/Hr

The Regular, Overtime, and Double-time pay rates for the employee entered will override the employee's master record default.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

This field specifies the classification for the job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click the Cancel button to do further editing of the entries.

Summary of Hours Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected. If the line is posted to a job cost labor GL account, the detail will include the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours

If the employee is salaried, the presumed 40 hours will appear in the Reg and Total fields.

Job

If the focus is on a line that is job related, this field displays the job number applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs - New form to add a new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-130
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

If the focus is on a line that is job related, this field displays the Cost Code applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a line that is related to a subcontract change order, this field displays the Change Order applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank.

Cost Type

If the focus is on a line that is related to a job, this field displays the Cost Type applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank.

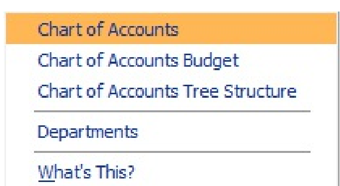
Summary Area

This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

This field displays the account name to be used for posting these hours. The default account is set up in the Employee master record, but can be changed with the GL Account column for the line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-131
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description corresponds to the Workers' Comp. setting in the employee's master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

> Remember, salaried employees often have different Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct selection here.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. This field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct rate is displayed. If the focus is on a line that is not related to any job, the field will be blank.

Summary Area

This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, and total amount.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name

This field will be blank for salaried employees. Please note that the underlined Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification

This field will be blank for salaried employees. Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr

This field will display the Regular billing rates for the employee for the selected line.

Worker Classification (Construction Trade)

This field displays the classification for the job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount

This field will display the gross wage amount for the employee for the selected line.

Salary

If payroll is entered for an employee who is paid a standard salary, a field appears that displays the default salary. The salary may be overridden by typing a different dollar amount. If a salary should be distributed to more than one general ledger account, several line items should be entered, and the salary changed for each line item to reflect the portion of the employee's total salary that will be posted to that account. If the amount in the salary field is not changed, BIS® will add the total salary for each line item entered in the Hours table.

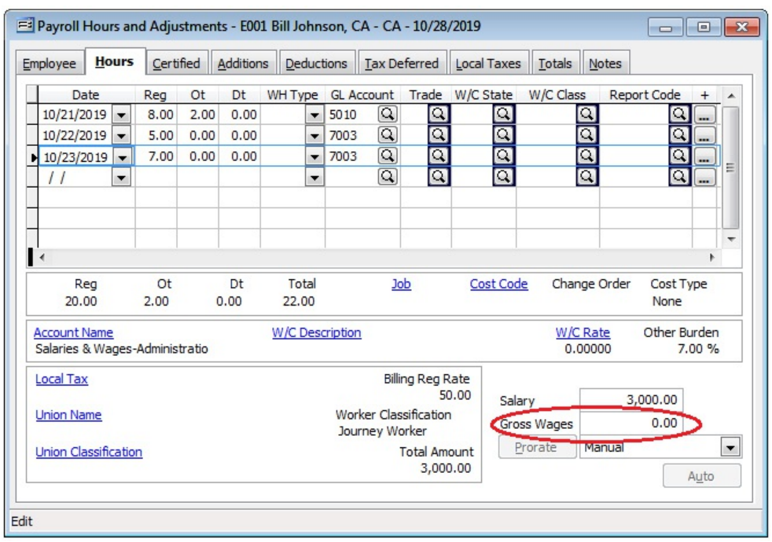
Time Card Records

Time card records are entered onto the detail lines of the Hours screen for salaried employees. The default is "Manual" and shows the Prorate button as read-only. Hours can be prorated By Line, Per Hours Worked, or Per Hours Earned.

Prorate

Salaried employees can have their time cards prorated. Instead of recording the salaried default amount for each and every line, the Prorate drop-down box may be used to prorate by hours or by line. This feature should be used after all hours are entered for the salaried employee for that pay period. The Prorate functionality allows for greater versatility of the Payroll module within BIS®. Note that it is designed for use with salaried employees only. Using the feature will make entering payroll easier for offices that have salaried staff.

Figure: PR-132
Payroll Prorate screen form for Manual prorating.



Manual Method of Calculation

When "Manual" is the method of calculation, the first line will reflect the Gross Wages to equal the Salary, subsequent lines will show Gross Wages as a zero amount.

Caution

> Salary applied to both Certified and Non-Certified jobs must be manually prorated. The two tables do not jointly prorate their data.

By Line

This option will take the salary from the Employee master file and divide it evenly over the number of line item entries. If an employee is paid $1000 per pay period, for example, and has four line item entries for hours worked, the Salary box will display $250 per line item after the Prorate feature is used. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Figure: PR-133
Payroll Prorate screen form drop-down to select Per Line method of calculation.

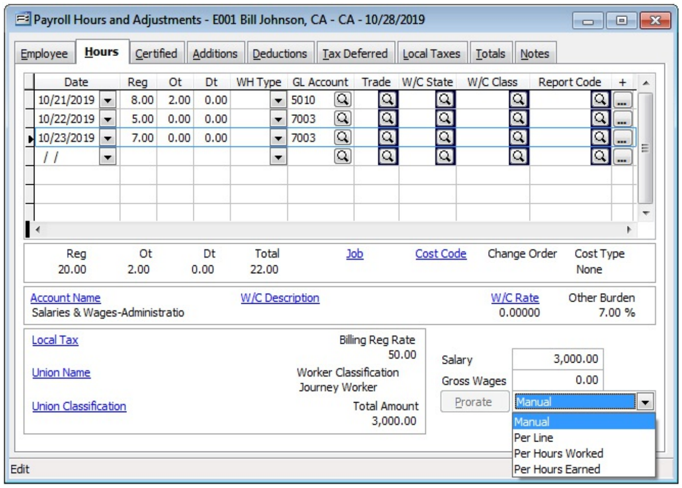
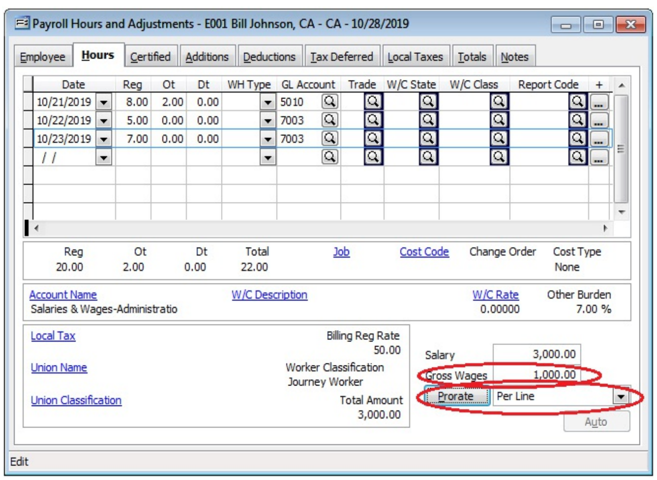


Figure: PR-134
Example of Payroll Prorate by Per Line method.



Example: Prorated By Line

Salary is $3,000.00 prorated into 3 lines = $1,000.00 per line. As new lines are added or removed BIS® will automatically recalculate the totals per line.

By Hours Worked

This option will take the salary from the Employee master file and divide it evenly by the number of hours worked (irrespective of overtime). Amounts will then appear for each line in the Salary box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Worked

In this example, the salary is $3,000.00 prorated into 25 hours = 120.00 per hour. Line 1 is 10 hours = 1200.00, Line 2 is 8 hours = 960.00, and Line 3 is 7 hours = 840.00. As new lines are added or removed BIS® will automatically recalculate the totals per line.

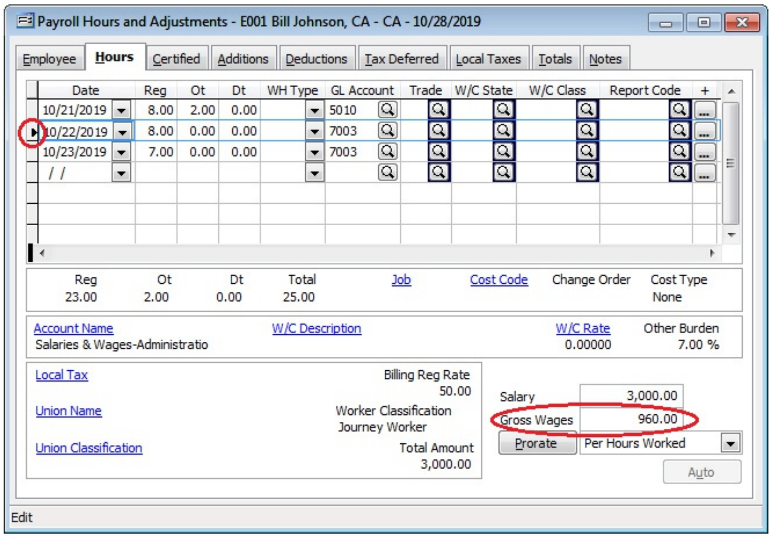


Figure: PR-135
Example of Payroll Prorate Per Hours Worked, Line 2.

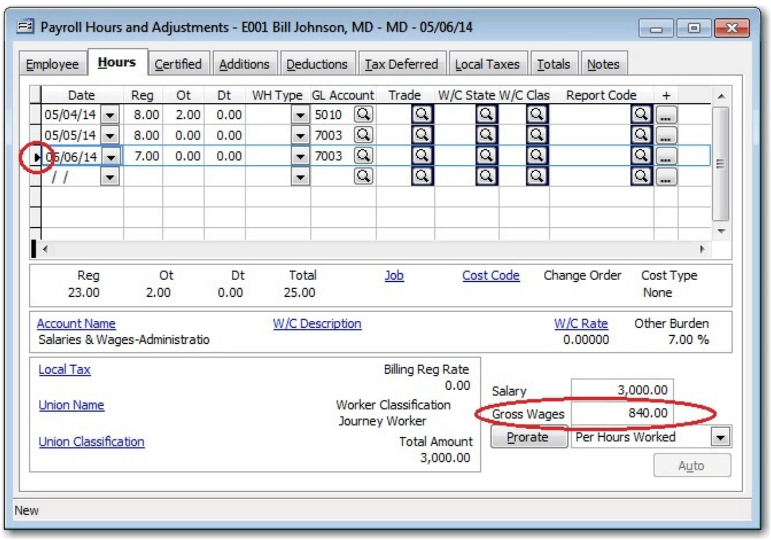


Figure: PR-136
Example of Payroll Prorate Per Hours Worked, Line 3.

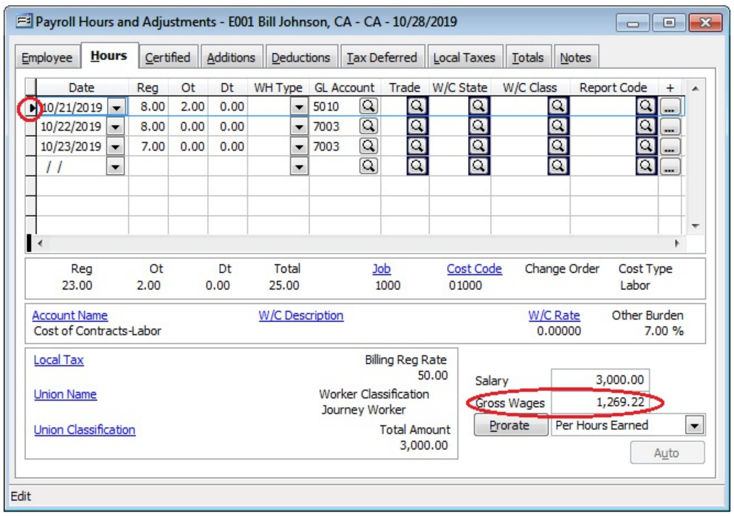
By Hours Earned

This option will take the salary from the Employee master file and divide it evenly by the number of hours earned (taking into account any overtime worked). Amounts will then appear for each line in the Salary box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Earned

Salary is $3,000.00 prorated into 26 hours (overtime is calculated at 1.5, double-time is 2.0). The example below calculates line 1 as 11 hours at $115.384 per hour = 1269.22.

Figure: PR-137
Example of Payroll Prorate Per Hours Earned, Line 1.



Line 2 is 8 hours = 923.08.

Line 3 is 7 hours = 807.70.

Figure: PR-138
Example of Payroll Prorate Per Line Hours Earned, Line 2.

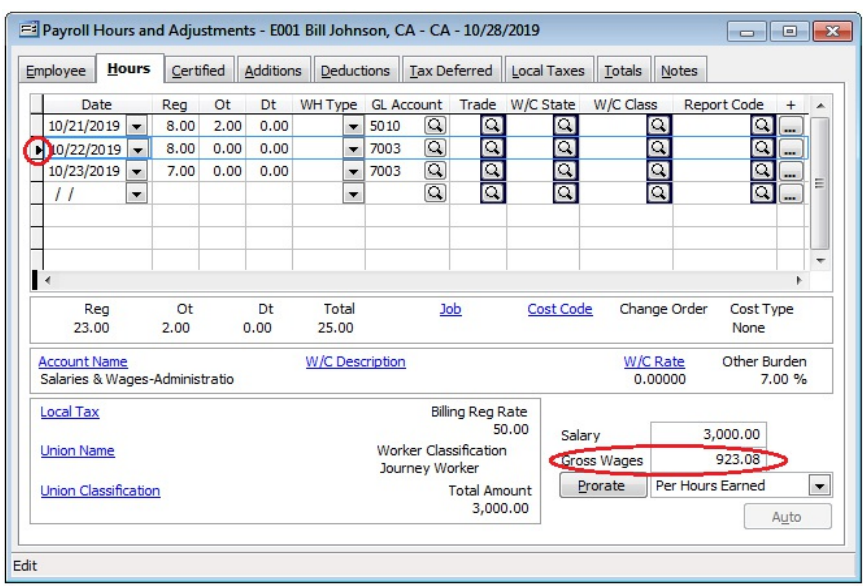
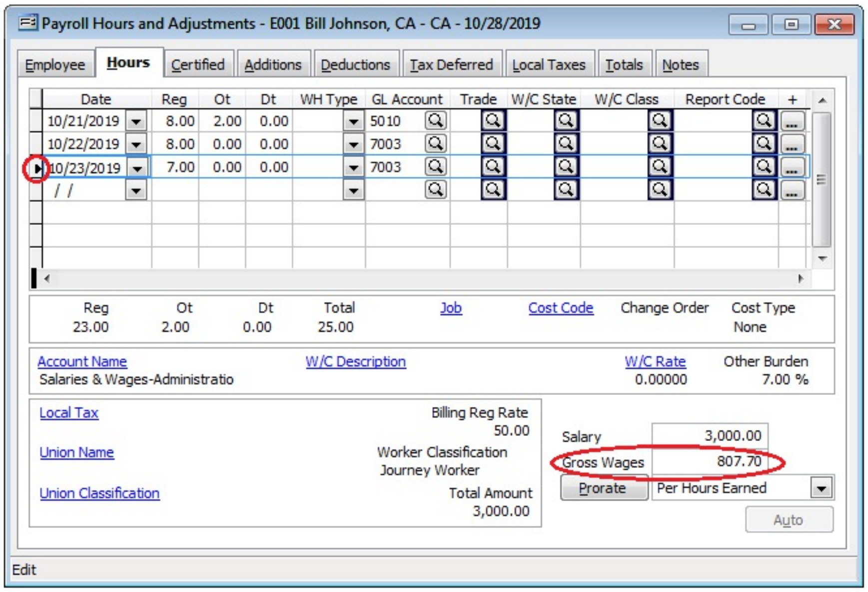


Figure: PR-139
Example of Payroll Prorate Per Hours Earned, Line 3.



As new lines are added or removed, BIS® will automatically recalculate the totals per line.

Certified Tab (Hourly Employee)

The tables on these tabs are used to enter the payroll distribution for hours worked on certified payroll jobs during the current pay period. The Certified tab should only be used if the hours worked were on a certified job. There is a Certified Payroll Report that can be printed for all hours entered in the Certified tab. Hours worked on regular, non-certified payroll jobs should not be entered in the form; those hours should be entered in the Hours tab.

There is no limit to the number of distributions that can applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

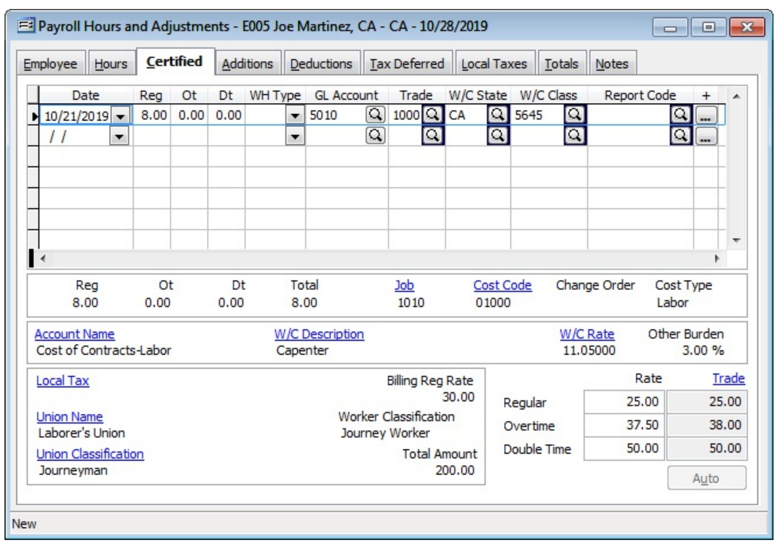
Caution	Certified payroll requires the entry of the hours worked each day, allocating all the corresponding payroll amounts to the appropriate general ledger accounts and jobs.

Please note that salaried employees' information is covered in the section that follows.

Certified Detail Distribution Grid Fields (Hourly Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-140
Payroll Hours and Adjustments, Certified tab screen form for hourly employee.



Date Column

The Date column records the date the hours were worked. If it is preferable to enter only the total of the employee's hours for the work period, enter the last day of the current pay period or the last day worked by the employee.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. However, all hours must be to certified jobs.

Tip

> For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:
>
> 15 hours to 7500 General Wages (Not entered through the Certified tab)
> 15 hours to 5010 Wages: Job 1
> 10 hours to 5010 Wages: Job 2
>
> In the first line of distributions, 15 would be entered in the Reg column, 5010 in the GL Acct column. Also, in the Job Cost screen, these hours would be applied to certified Job 1. Finally, 10 hours would be entered in the Reg column on the second distribution line, 5010 in the GL Acct column and the hours would be applied to certified Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at wage rate set in the Employee master record Default tab. Again, these overtime hours must only apply to certified jobs.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at wage rate set in the Employee master record Default tab. Again, these double-time hours must only apply to certified jobs.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

W/H (Withholding) Column

The W/H type column allows the default withholding information to be changed for each payroll item entered. Change the withholding by using the drop down menu and clicking on a withholding type displayed to toggle the checkmark on or off. Default information is entered in the Employees master file.

The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA Amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

> Please note that these certified hours are only posted to a job if the GL Account that is selected is a Job Cost Type Labor.
>
> However, if the employee is working in the "shop" on tasks not related to a job, these hours need to be entered using the Hours tab.

Trade Column

Since trade classification are generally required for certified jobs, enter the classification code in the Trade column. The pay rates for the trade classification entered will override the employee's default pay rates. The Find tool may be used to select an account number from those recorded in the Trade Classification master record.

W/C (Workers' Compensation) State

The employee's default state for worker's compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information is recorded.

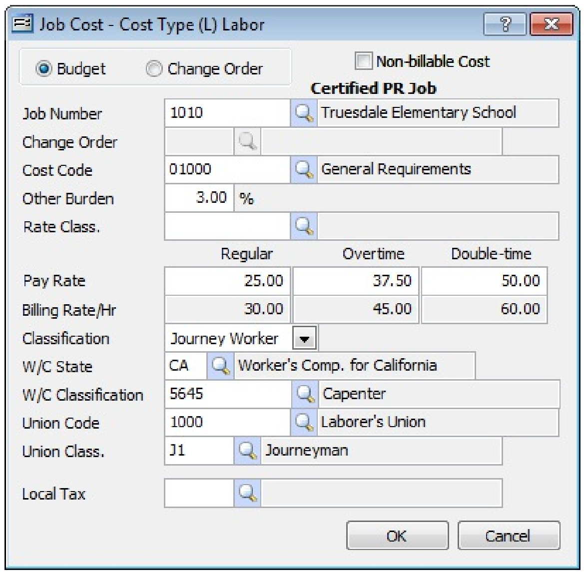
Tip

> To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

Job Cost - Cost Type (L) Labor

The Job Cost sub-screen allows transaction line items to be applied to the Job Cost files. When opened from payroll entry, this screen allows entering or verifying the employee's billing rate per hour, classification and union information. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-141
Payroll Hours and Adjustments, Certified tab, ... (Ellipsis) column, Job Cost - Cost Type (L) sub-screen form.



Budget/Change Order Radio Buttons/Non-billable Cost Checkbox

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button. Select the checkbox for Non-billable Cost if the line item is not to be charged to the job. If the GL account chosen was a non-job cost account, this field will be grayed out.

Job Number

Enter or select a certified job number to be associated with the payroll line. The certified job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Change Order

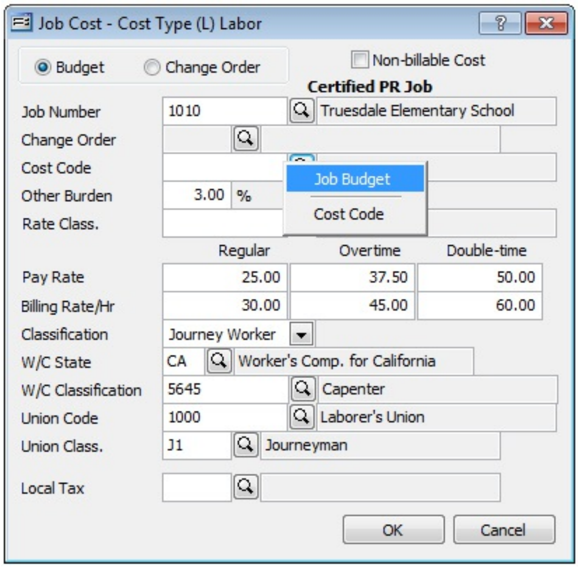
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with the payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon.

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Figure: PR-142
Payroll Hours and Adjustments, Certified tab, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen showing optional use of Job Budget cost code or other Cost Code selection option.



Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default.

Rate Class.

Labor Rate Classification when selected will override the pay rate and billing rates from the employee's master record for an hourly employee and will override the billing rate from the employee's master record for a salary employee.

Pay Rate/Hr

The Regular, Overtime, and Double-time pay rates for the employee entered will override the employee's master record default.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

This field specifies the classification for the job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Union Code

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Code may be entered manually or by using the Magnifying Glass icon .

Union Class

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Classification may be entered manually or by using the Magnifying Glass icon .

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Hours Detail Area (Hourly Employee)

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours

If the focus is on a payroll check line that is related to hours entries, this field displays the regular, overtime, and double-time hours applicable to the line item.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

Job

This field displays the certified job number applicable to that line item. Please note that underlined Job is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs - New form to add a new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-143
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

If the focus is on a payroll check line that is job related, this field displays the Cost Code applicable to that line item. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a payroll check line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a payroll check line that is related to a job, this field displays the Cost Type applicable to that line item.

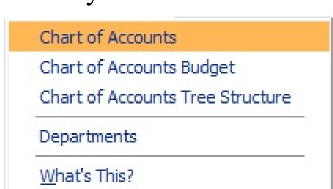
Summary Area (Hourly Employee)

This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

This field displays the account name to be used for posting these hours. The default cash account is set up in the System Wide Parameters, but can be changed with the GL Account column for the line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-144
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct rate is displayed.

Summary Area (Hourly Employee)

This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, and total amount.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name

This field displays the union name, if applicable, used for posting the check. This is set up in the Employee master record, but it can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct union, if applicable, is displayed. Please note that the underlined Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification

If used, this field displays the union classification, if applicable, used for posting the check. The default union classification is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct union classification, if applicable, is displayed. Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr

This field will display the Regular billing rates for the employee for the selected line.

Worker Classification (Construction Trade)

This field displays the classification for the job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount

This field will display the gross wage amount for the employee for the selected line.

Rate

This field displays Regular, Overtime, and Double Time pay rate for the selected line item. The default pay rate is set up in the Employee master record, but can be changed with the Payroll Check - New screen Reg, Ot, or Dt columns for the line. Make sure the correct pay rate is displayed.

Trade

This field displays Regular, Overtime, and Double Time Construction Trade pay rate for the selected line item. The default construction trade is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct trade classification, if applicable, is displayed. Please note that the underlined Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Construction Trades - New form. Right-clicking on the Trade hyperlink directly accesses the Trade Classifications report.

Certified Tab (Salary Employee)

Certified Payroll reports are needed to comply with the Davis-Bacon Act that requires the payment of prevailing-wage rates on Federal (and most State) construction projects that exceed $2,000. Wage rates are determined by the U.S. Department of Labor or appropriate State agency, and apply to all laborers and mechanics that work on the project.

The tables on these tabs are used to enter the payroll distribution for hours worked during the current pay period. The Certified tab should only be used if the hours worked were on a certified job. A Certified Payroll Report can be printed for all hours entered in the Certified tab.

There is no limit to the number of distributions that can be applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

The salary may be distributed to more than one general ledger account, but all distributions must be to certified jobs if entered in the Certified tab. If it is necessary, the amount to be distributed to each general ledger account will need to be determined, and the rate displayed by BIS® in the Salary field must be changed to be the rate calculated. For example, a weekly salary of $800 can be distributed to the general ledger in the following manner:

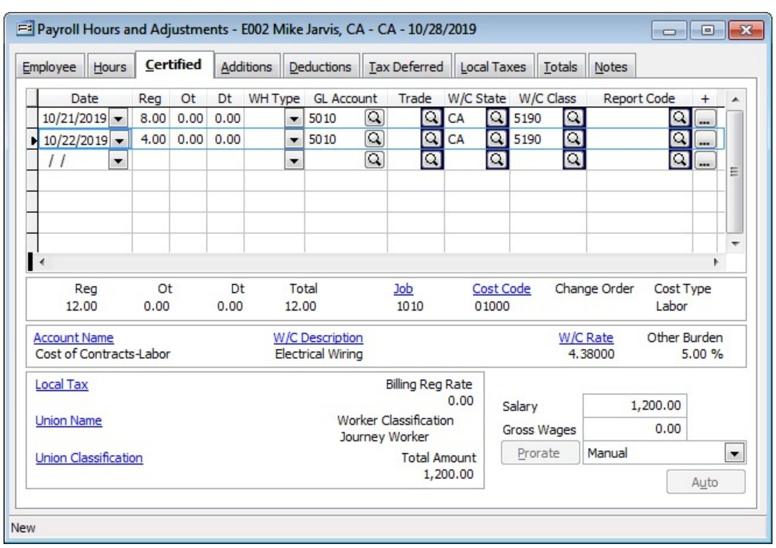
Account	Account Name	Allocation
7003	Supervisor expense: Non-Job	600.00 (Not on the Certified tab)
5010	Supervisor expense: Job	200.00 (Certified job only)

Please note that in the example, the distribution to the non-job expense must be done by using the Hours tab. Use the Prorate feature to apply job related hours to jobs manually, per line, per hours worked, or per hours earned.

Detail Distribution Grid Fields (Salary Employee, Certified Job)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-145
Payroll Hours and Adjustments, Certified tab screen form for salaried employee.



Although most of the columns and fields for salaried employees are the same as for hourly employees, there are differences. This section will focus only on those differences.

Caution

> Certified payroll requires entry of the hours worked each day, allocating all the corresponding payroll amounts to the appropriate general ledger accounts and jobs.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is necessary to record the number of hours worked and prorated to a certified job. The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours.

Tip

> For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:
>
> 15 hours to 7500 General Wages: Not recorded in Certified Payroll.
> 15 hours to 5010 Wages: Job 1: Only if a certified job.
> 10 hours to 5010 Wages: Job 2: Only if a certified job.
>
> In the first line of distributions, 15 would be entered in the Reg column, with 5010 in the GL Acct column. Also, in the Job Cost screen, these certified hours would be applied to Job 1. Finally, 10 hours would be entered on in the Reg column on the third distribution line, 5010 in the GL Acct column and the hours would be applied to Certified Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is necessary to record the number of hours worked, and prorated to a certified job. The certified hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at wage rate set in the Employee master record Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is necessary to record the number of hours worked and prorated to a certified job. The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at wage rate set in the Employee master record Default tab.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

Tip

Please note that hours are only posted to a job if the GL Account that is selected is a Job Cost Type Labor. Thus, if the salaried employee is working in the office on tasks not related to a specific job, select an overhead GL account, and will be not post these hours to a job.

Alternatively, if the hours should be job cost related, but not posted to a current job, create an "overhead job." This would be a "job" that would not be related to any actual customer, but just used for this purpose.

W/C Description

Displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

Remember, salaried employees often have different Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct selection here.

W/C Rate

Displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information is recorded.

Job Cost - Cost Type (L) Labor (Certified Job)

When the GL account chosen is a Job Cost Type, the Job Cost sub-screen allows transaction line items to be applied to the job cost files. When opened from payroll entry, the screen allows entering or verifying the employee's billing rate per hour, and classification. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Budget/Change Order Radio Buttons/Non-billable Cost Checkbox

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button. Select the checkbox for Non-billable Cost if the line item is not to be charged to the job. If the GL account chosen was a non-job cost account, this field will be grayed out.

Job Number

Enter or select a Job number to be associated with the payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. If the GL account chosen was a non-job cost account, the field will be grayed out.

Change Order

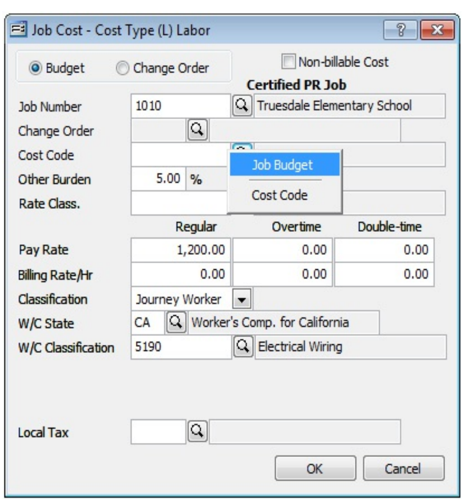
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. If the GL account chosen was a non-job cost account, the field will be grayed out.

Cost Code

Enter or select a Cost Code to be associated with the entry line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon . If the GL account chosen was a non-job cost account, the field will be grayed out.

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

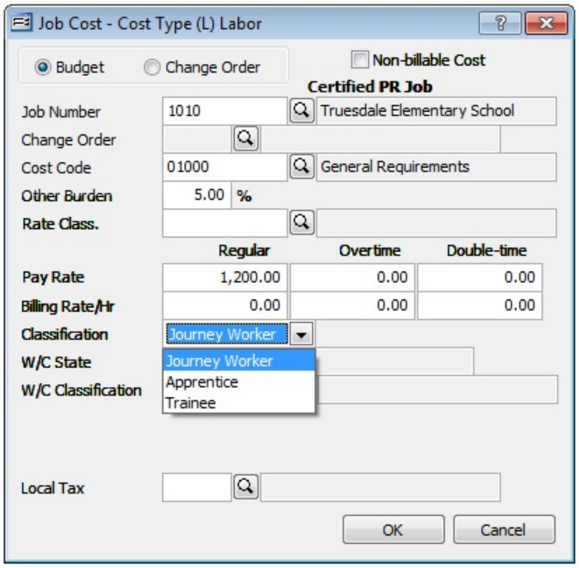
Figure: PR-146
Payroll Hours and Adjustments, Certified tab ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen, showing option use of Job Budget cost code or other Cost Code selection option for certified jobs.



Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default. If the GL account chosen was a non-job cost account, the field will be grayed out.

Figure: PR-147
Payroll Hours and Adjustments, Certified tab, ... (Ellipsis) column, Job Cost- Cost Type (L) Labor sub-screen form for salary employee for a certified job.



Rate Class.

Labor Rate Classification when selected will override the pay rate and billing rates from the employee's master record for an hourly employee and will override the billing rate from the employee's master record for a salary employee.

Pay Rate/Hr

The Regular, Overtime, and Double-time pay rates for the employee entered will override the employee's master record default.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

This field specifies the classification for the certified job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Hours Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected. If the line is posted to a job cost labor GL account, the detail will include the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours

If the employee is salaried, the presumed 40 hours will appear in the Reg and Total fields.

Job

Because the focus is on a line that is certified job related, the field displays the certified job number applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-148
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

Since the focus is on a line that is certified job related, the field displays the Cost Code applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a line that is related to a subcontract change order, the field displays the Change Order applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank.

Cost Type

If the focus is on a line that is related to a job, the field displays the Cost Type applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank.

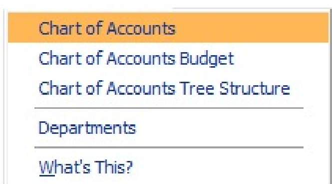
Summary Area

This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

This field displays the account name to be used for posting these hours. The default account is set up in the Employee master record, but can be changed with the GL Account column for the line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-149
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description corresponds to the Workers' Comp. setting in the employee's master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

> Remember, salaried employees often have different Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct selection here.

W/C Rate

This field displays the workers' compensation rate to be used for posting these certified hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. This field displays the other burden percentage to be used for posting these certified hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct rate is displayed. If the focus is on a line that is not related to any job, the field will be blank.

Summary Area

This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, and total amount.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name

This field will be blank for salaried employees. Please note that the underlined Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification

This field will be blank for salaried employees. Please note that the Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr

This field will display the Regular billing rates for the employee for the selected line.

Worker Classification (Construction Trade)

This field displays the classification for the certified job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount

This field will display the gross wage amount for the employee for the selected line.

Salary Prorate

If payroll is entered for an employee who is paid a standard salary, two fields appear to display the default salary and gross wages. The wages may be overridden by typing a different dollar amount. If the wages should be distributed to more than one general ledger account, several line items can be entered, and both fields can be changed for each line item to reflect the portion of the employee's total wages that will be posted to that account. If the amount in the fields are not changed BIS® will, by default, show the total salary on all lines and the total gross wages for the first line item only in the Hours table.

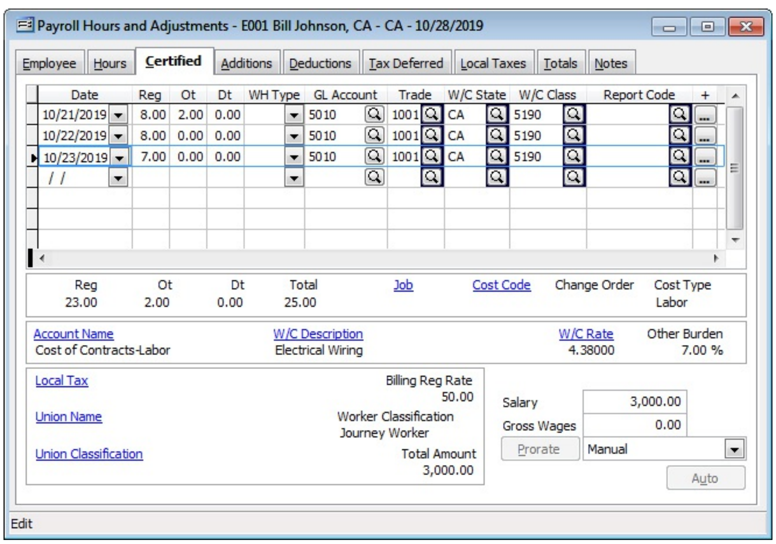
Time Card Records

Time card records are entered onto the detail lines of the Hours screen for salaried employees. The default is "Manual" and shows the Prorate button as read-only. Hours can be prorated By Line, Per Hours Worked, or Per Hours Earned.

Prorate

Salaried employees can have their time cards prorated. Instead of recording the salaried default amount for each and every line, the Prorate drop-down box may be used to prorate by hours or by line. This feature should be used after all hours are entered for the salaried employee for that pay period. The Prorate functionality allows for greater versatility of the Payroll module within BIS®. Note that it is designed for use with salaried employees only. Using the feature will make entering payroll easier for offices that have salaried staff.

Figure: PR-150
Payroll Prorate screen form for Manual prorating.



Manual Method of Calculation

When "Manual" is the method of calculation, the first line will reflect the Gross Wages to equal the Salary, subsequent lines will show Gross Wages as a zero amount.

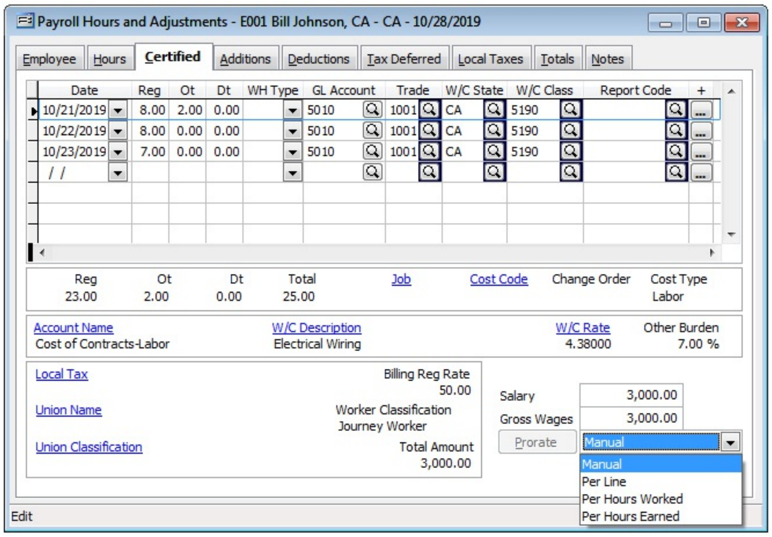
Caution

Salary applied to both Certified and Non-Certified jobs must be manually prorated. The two tables do not jointly prorate their data.

Per Line

This option will take the salary from the Employee master file and divide it evenly over the number of line item entries. If an employee is paid $1000 per pay period, for example, and has four line item entries for hours worked, the Gross Wages box will display $250 per line item after the Prorate feature is used. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

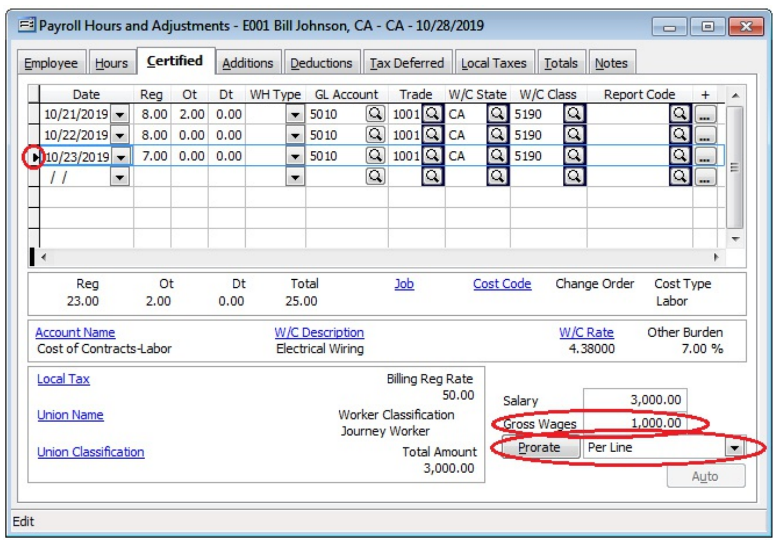
Figure: PR-151
Payroll Prorate screen form drop-down to select Per Line method of calculation.



Example: Prorated Per Line

Salary is $3,000.00 prorated into 3 lines = $1,000.00 per line. As new lines are added or removed BIS® will automatically recalculate the totals per line.

Figure: PR-152
Example of Payroll Prorate by Per Line method.



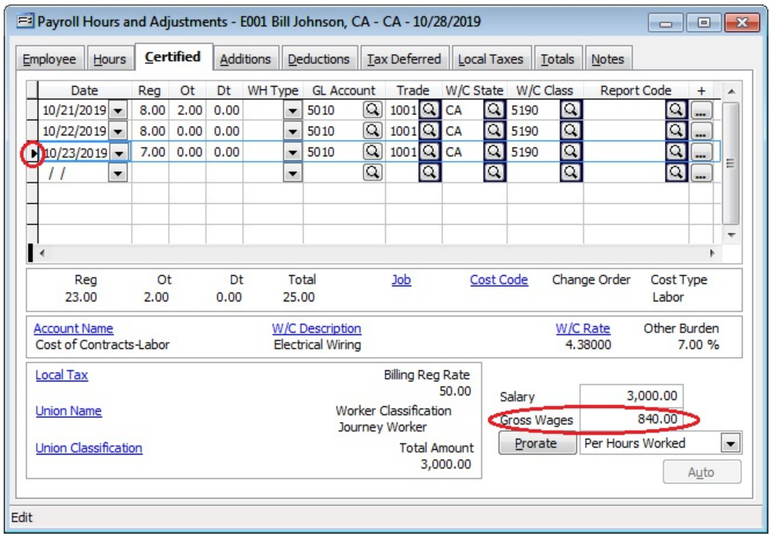
Per Hours Worked

This option will take the salary from the Employee master file and divide it evenly by the number of hours worked (irrespective of overtime). Amounts will then appear for each line in the Gross Wages box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Worked

In this example, the salary is $3,000.00 prorated into 25 hours = 120.00 per hour. Line 1 is 10 hours = 1200.00, Line 2 is 8 hours = 960.00, and Line 3 is 7 hours = 840.00. As new lines are added or removed BIS® will automatically recalculate the totals per line.

Figure: PR-154
Example of Payroll Prorate Per Hours Worked, Line 3.



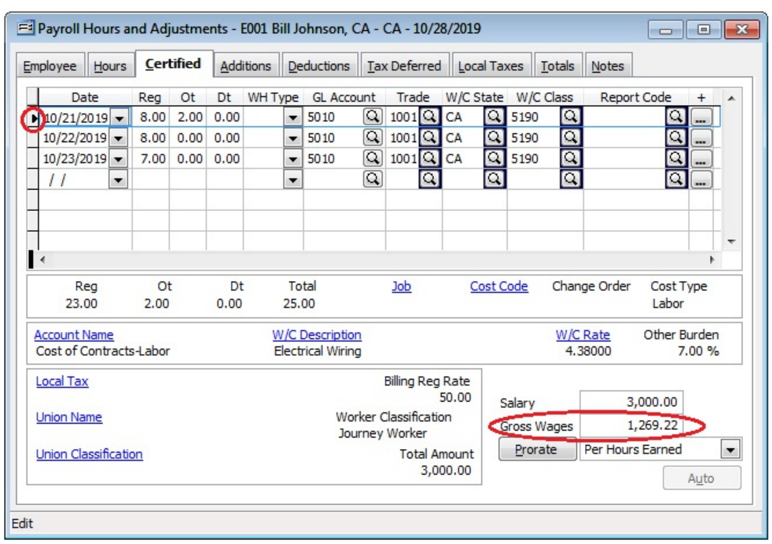
Per Hours Earned

This option will take the salary from the Employee master file and divide it evenly by the number of hours earned (taking into account any overtime worked). Amounts will then appear for each line in the Gross Wages box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Earned

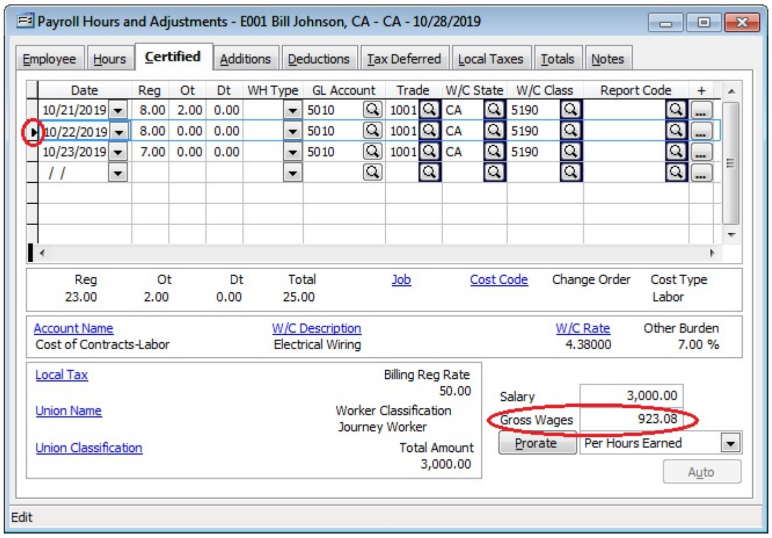
Salary is $3,000.00 prorated into 26 hours (overtime is calculated at 1.5, double-time is 2.0). The example below calculates line 1 as 11 hours at $115.384 per hour = 1269.22.

Figure: PR-155
Example of Payroll Prorate Per Hours Earned, Line 1.



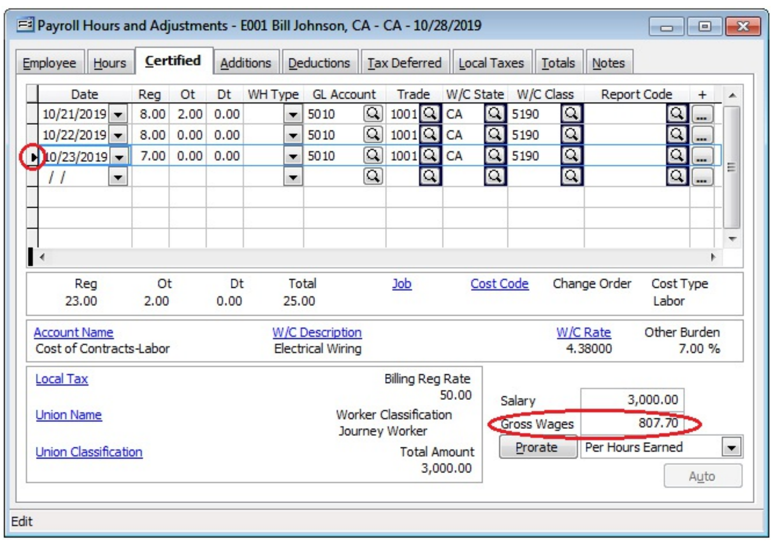
Line 2 is 8 hours = 923.08.

Figure: PR-156
Example of Payroll Prorate Per Hours Earned, Line 2.



Line 3 is 7 hours = 807.70.

Figure: PR-157
Example of Payroll Prorate Per Line Hours Earned, Line 3.



As new lines are added or removed, BIS® will automatically recalculate the totals per line.

Additions Tab

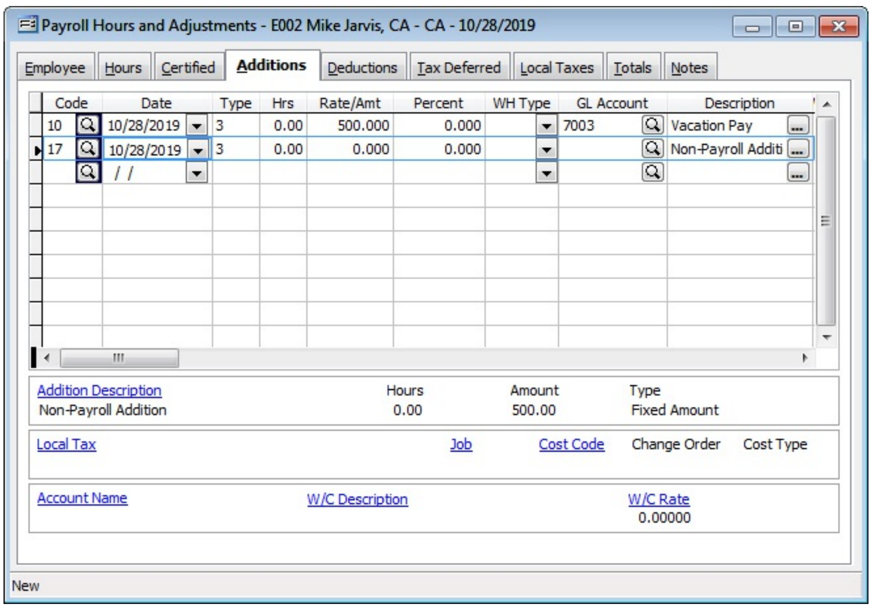
The table on this tab is used to enter the payroll additions for the pay period. Addition codes must exist in the Additions master file prior to being used here. Payroll additions increase an employee's gross pay for a reason other than hours worked. Some additions are added on a hourly basis, such as vacation or sick pay. Other additions are a fixed amount, such as a bonus or an employee reimbursement.

Defaults for payroll additions are set in the Addition record. However, those defaults can be changed at the time the adjustment is entered here. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

Detail Distribution Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on the Additions tab screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-158
Payroll Hours and Adjustments, Hours tab screen form.



Code Column

The Code column records the code number assigned to the payroll addition entered on the line. Defaults for payroll additions are set in the Addition record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll additions' types are set in the Addition record.

Hrs Column

If this is an hourly adjustment, enter the number of hours (as a decimal) in the Hour column.

Rate/Amt Column

This field determines the total amount of the addition, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

WH (Withholding) Type Column

The default withholding information can be changed by using the drop down menu in the W/H Type column and clicking on a withholding type displayed to toggle the checkmark on or off.

The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

> Additional payroll items that apply to a job must use a GL account with a Material or Other job cost type.
>
> Additional payroll items that do not apply to any job can use a GL account that does not have a job cost type. In these cases, the Job sub-screen will only access the Local Tax field.

Description Column

A description can be recorded as a reminder of the reason for the addition. If extended notes are needed, click the button in the Description column for unlimited notepad space.

W/C (Workers' Compensation) State

The employee’s default state for worker’s compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker’s compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee’s master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

... (Ellipsis) Column

The button in the final column opens the Job Cost screen, where Local Tax information is recorded, if applicable.

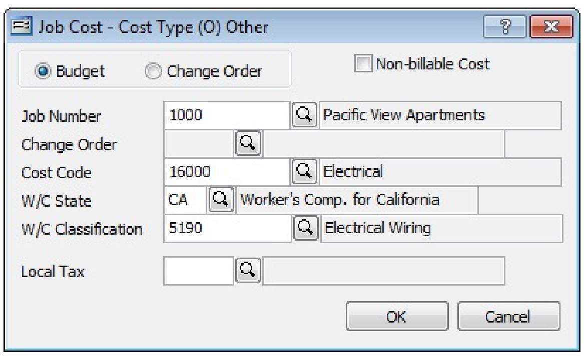
Tip

> Additional payroll items that apply to a job must use a GL account with a Material or Other job cost type.
>
> Additional payroll items that do not apply to a job can use a GL account that does not have a job cost type. In these cases, the Job sub-screen will only access the Local Tax field.

Job Cost Sub-screen

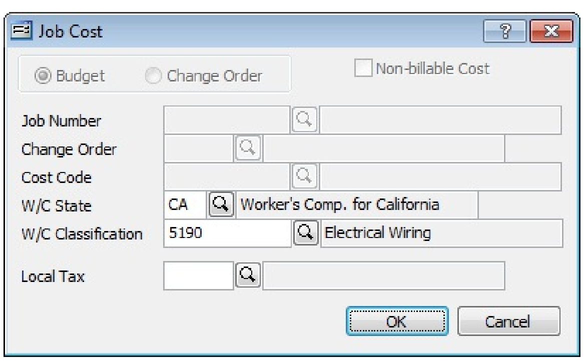
The Job Cost screen allows transaction line items to be applied to the job cost files, and/or have a local tax applied. When opened from Payroll Additions tab, the screen allows entering or verifying whether the addition applies to the Budget or Change Order, which job, change order, and cost code. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type Material or Other in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-159
Payroll Addition, ... (Ellipsis) column, Job Cost - Cost Type (O) Other sub-screen form.



If the addition is not applicable to a job, the account number selected for the line item must not be a Job Cost type (in the Chart of Accounts). To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-160
Payroll Addition, ... (Ellipsis) column, Job Cost (non-job GL account), Local Tax sub-screen form.



Budget/Change Order Radio Buttons

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button.

Job Number

Enter or select a Job number to be associated with the payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

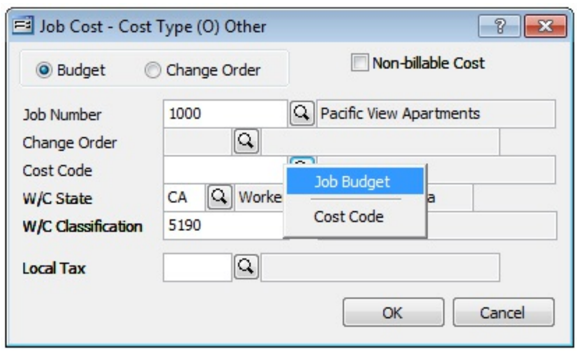
Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with the payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon.

Figure: PR-161
Payroll Check, Additions tab, ... (Ellipsis) column, Job Cost - Cost Type (O) Other sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.



The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Additions Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the addition description, hours, amount, type, local tax, job, cost code, change order, and/or cost type from the Job Cost files.

Addition Description

This field displays the description associated with the addition code entered on the line item selected above. Please note that the underlined Addition Description is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Additions – New form to add some new additions (or edit existing ones). Right-clicking on the Addition Description hyperlink opens access to the Payroll Additions report.

Hours

This field displays the total number of hours entered for the selected line item above.

Amount

This field displays the total dollar amount of the addition line selected in the table above.

Type

This field displays the type selected for the addition selected in the table above.

Summary Job Detail Area

This area displays summary information pertaining to the job information related to the payroll addition.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Job

If the focus is on an addition line that is job related, this field displays the job number applicable to that line item. Please note that underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Cost Code

If the focus is on a payroll check line that is job related, this field displays the Cost Code applicable to that line item. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library - New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a payroll check line that is related to a subcontract change order, the field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a payroll check line that is related to a job, the field displays the Cost Type applicable to that line item.

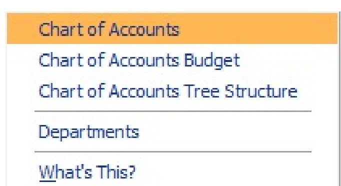
Summary Area

This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

Displays the account name to be used for posting the addition. The default cash account is set up in the Payroll Adjustments, Additions, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-162
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

Displays the workers' compensation description to be used for posting the addition. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate

Displays the workers' compensation rate to be used for posting the addition. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Deductions Tab

The table on this tab is used to enter the payroll deductions for the pay period. Deduction codes must exist in the Deductions master file prior to being used here. Payroll deductions decrease an employee's gross pay. Deductions could occur for a variety of reasons, including insurance, to pay back advance payments, for extra tax withholding or union dues. Deductions can be taken as a percentage of the employee's gross wages, as a rate per hour worked, as a simple fixed amount, or as a rate per hour earned.

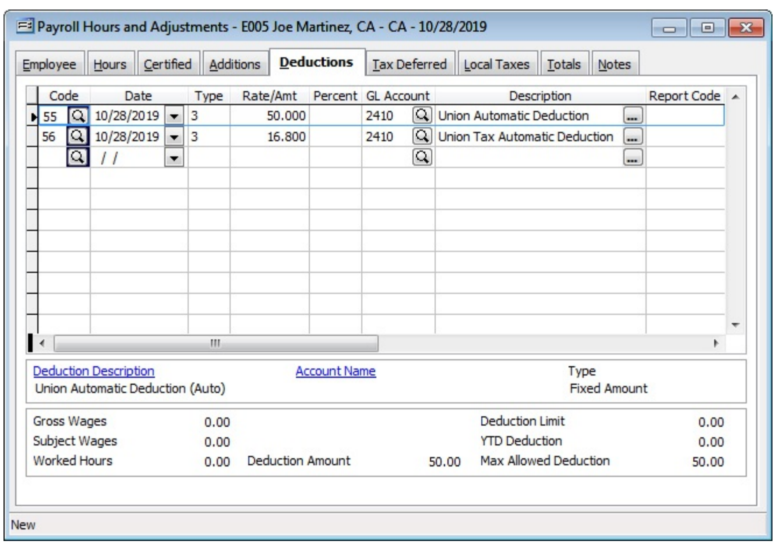
Defaults for payroll deductions are set in the Deduction record. However, those defaults can be changed at the time the adjustment is entered here. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period. The number in the Type column determines how the deduction is made: as a percentage, as an hourly rate, or a fixed amount. The drop down menu can be used to view or change the option. The type selected determines whether an Amount or Percent is entered to calculate the total amount for the deduction. The GL Acct column is used to record the general ledger account to which the deduction will be posted. A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Detail Distribution Grid Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-163
Sample Payroll Hours and Adjustments, Deductions tab screen form.



Code Column

The Code column records the code number assigned to the payroll deduction entered on the line. Defaults for payroll deductions are set in the Deduction record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deductions' types are set in the Deduction record.

Rate/Amt Column

This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Summary of Deductions Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the deduction description, account name, and type.

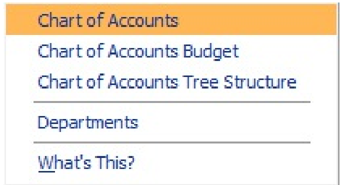
Deduction Description

This field displays the description associated with the deduction code entered on the line item selected above. Please note that the underlined Deduction Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Deductions - New form to add some new additions (or edit existing ones). Right-clicking on the Deduction Description hyperlink opens access to the Payroll Deductions report.

Account Name

This field displays the account name to be used for posting the deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-164
Reports directly accessible by right-clicking on the field hyperlink.



Type

This field displays the type selected for the addition entered in the table above.

Summary Area

This area displays summary information pertaining to the deduction, including gross wages, subject wages, worked hours, deduction amount, deduction limit, YTD (Year-to-Date) deduction, and maximum allowed deduction.

Gross Wages

This field displays the gross wages for the employee for the pay period.

Subject Wages

This field displays the wages subject to deduction for the employee for the pay period.

Worked Hours

This field displays the total hours worked by the employee for the pay period.

Deduction Amount

This field displays the dollar amount for the deduction selected above.

Deduction Limit

This field displays the annual limit for the deduction selected above.

YTD Deduction

This field displays the employee's year-to-date total for the deduction selected above.

Max Allowed Deduction

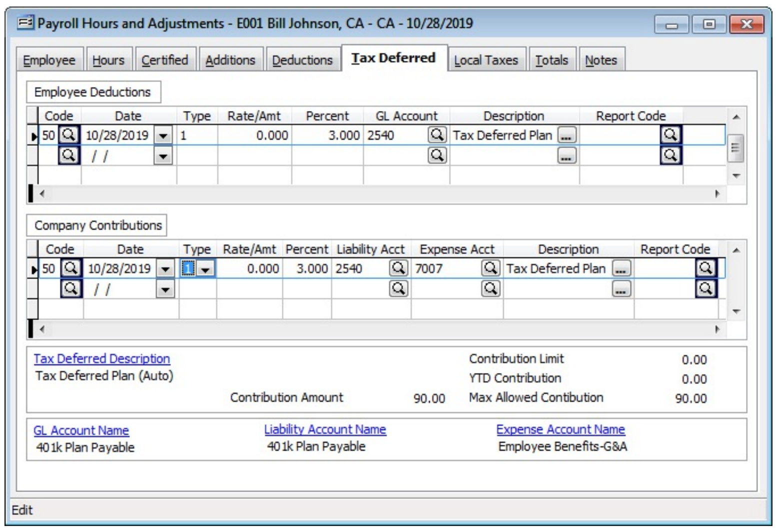
This field displays the maximum amount allowed for the deduction selected above.

Tax Deferred Tab

This form allows management of tax deferred compensation and cafeteria plans for employees. Tax deferred codes must exist in the Tax Deferred master file prior to being used here. Each tax deferred record consists of two parts: the company contribution and the employee deduction. Unlike regular payroll deductions, the tax deferred option allows specifying whether the deduction (and contribution) is subject to tax withholding. Tax deferred deductions and contributions can be made as a percentage of the employee's gross wages, as a rate per hour worked, as a fixed amount, or as a rate per hour earned.

Defaults for company contributions can be established on the Company tab of the Tax Deferred record, while default for the employee deductions are set on the Employee tab. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic contribution established on the Adjustment tab of the employee's record, the default information set there will override the basic defaults.

Figure: PR-165
Sample Payroll Hours and Adjustments, Tax Deferred tab screen form.

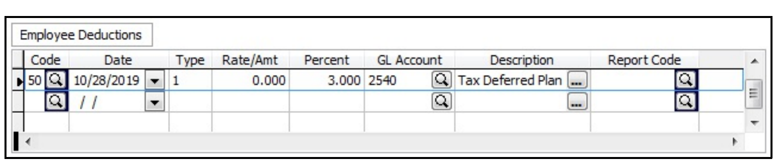


Employee Deductions Detail Distribution Fields

This table is used to enter the tax deferred employee deductions. The date of each tax deferred deduction must fall within the current pay period. The number in the Type column determines whether the deduction is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-166
Tax Deferred tab screen form, Employee Deductions grid.



Code Column

The Code column records the code number assigned to the tax deferred employee deduction entered on the line. Defaults for tax deferred employee deductions are set in the Payroll Adjustments, Tax Deferred, Employee tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred is entered in the Date column and must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred employee payroll deductions' types are set in the Payroll Adjustments, Tax Deferred, Employee tab record.

Rate/Amt Column

This field shows the total amount of the deduction that is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

GL Account Column

This field shows the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

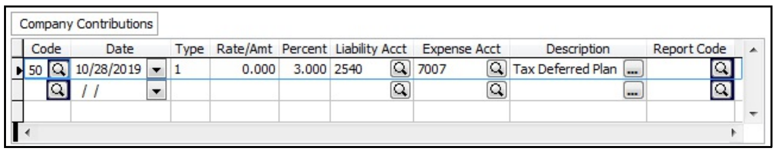
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Company Contributions Detail Distribution Grid Fields

This table is used to enter the tax deferred company contributions. The date of each tax deferred contribution must fall within the current pay period. The number in the Type column determines whether the contribution is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The liability account to which it will be credited, and the expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each contribution.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-167
Tax Deferred tab screen form, Company Contributions grid.



Code Column

The Code column records the code number assigned to the tax deferred company contribution entered on the line. Defaults for tax deferred company contribution are set in the Payroll Adjustments, Tax Deferred, Company tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred employee payroll deductions' types are set in the Payroll Adjustments, Tax Deferred, Company tab record.

Rate/Amt Column

This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

Liability Account Column

This field records the general ledger liability account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Expense Account Column

This field records the general ledger expense account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Tax Deferred Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the tax deferred deduction or contribution description, amount, limit, YTD (Year-to-Date) contribution, and maximum allowed number.

Tax Deferred Description

This field displays the description associated with the tax deferred code entered on the line item selected above. Please note that the underlined Tax Deferred Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Tax Deferred - New form to add new additions (or edit existing ones). Right-clicking on the Deduction Description hyperlink opens access to the Tax Deferred report.

Contribution Amount

This field displays the dollar amount for the contribution selected above.

Contribution Limit

This field displays the annual limit for the contribution selected above.

YTD Contribution

This field displays the employee's year-to-date total for the contribution selected above.

Max Allowed Contribution

This field displays the maximum amount allowed for the contribution selected above.

Summary Area

This area displays summary information pertaining to the contribution, including the GL account name (for employee deductions), and the liability expense account names for the company contributions.

GL Account Name

This field displays the account name to be used for posting the tax deferred employee deduction. The default account is set up in the Payroll Adjustments, Tax Deferred, Employee tab, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined GL Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the GL Account Name hyperlink opens a selection of reports that can be directly accessed.

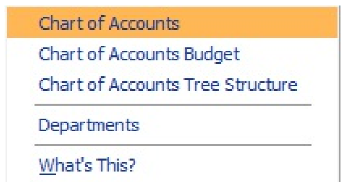


Figure: PR-168
Reports directly accessible by right-clicking on the field hyperlink.

Liability Account Name

Displays the liability account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed with the Liability Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Liability Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Liability Account Name hyperlink opens a selection of reports that can be directly accessed.

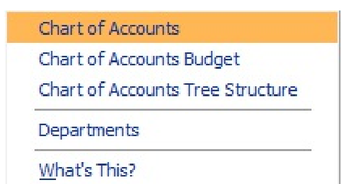


Figure: PR-169
Reports directly accessible by right-clicking on the field hyperlink.

Expense Account Name

Displays the expense account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed with the Expense Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Expense Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Expense Account Name hyperlink opens a selection of reports that can be directly accessed.

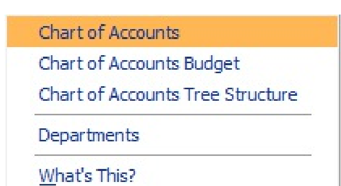


Figure: PR-170
Reports directly accessible by right-clicking on the field hyperlink.

Local Taxes Tab

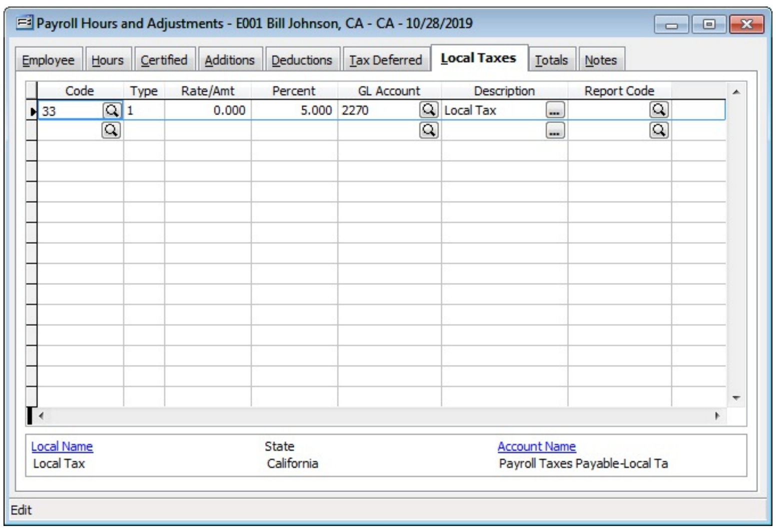
This table is used for displaying any local taxes (not federal or state tax) that are required from an employee. Local tax codes and withholding information must be set up in the Local Taxes file prior to being used here. It is very important that the local taxing parameters be correctly established prior to entering them into a payroll record in Order for BIS® to accurately calculate the employee's withholding.

If a default local tax code has been recorded on the Local Tax tab of the Employee record, that code will appear here and may not be changed or removed. However, additional local tax codes may be added if needed. The default account and report codes may be changed on additional codes. A description can be recorded as a reminder of the reason for the withholding. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Detail Grid Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-171
Sample Payroll Hours and Adjustments, Local Taxes tab screen form, showing the Local Tax code.



Code Column

The Code column records the code number assigned to the local tax entered on the line. Defaults for local taxes are set in the Payroll Adjustments, Local Taxes record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Local Taxes tab of the employee's record, the default information set there will override the basic deduction defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deductions' types are set in the Local Taxes record.

Tip

> Some states' local taxes are computed with tax tables built in to BIS®. Thus, the Rate/Amt and Percent columns will not be used.

Rate/Amt Column

This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Local Taxes Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the local name, state, and account name.

Local Name

This field displays the local tax name associated with the local tax code entered on the line item selected above. Please note that the underlined Local Name title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Deductions – New form to add new additions (or edit existing ones). Right-clicking on the Local Name hyperlink opens access to the Local Taxes report.

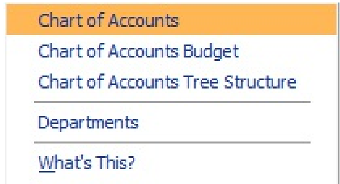
State

This field displays the state name associated with the local tax code entered on the selected line item.

Account Name

Displays the account name to be used for posting the deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

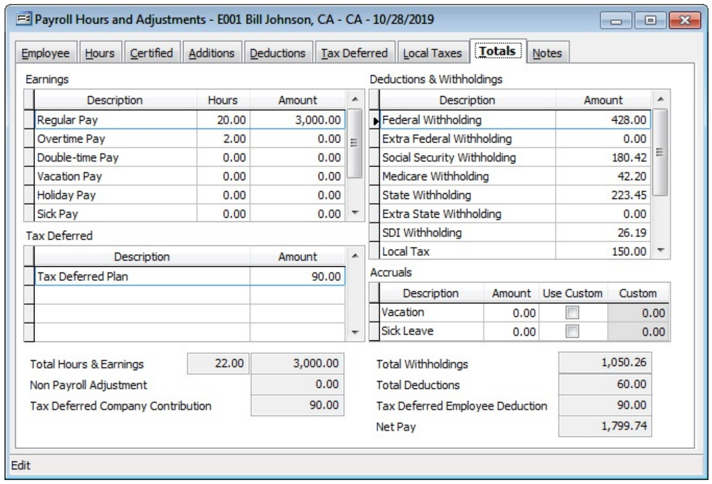
Figure: PR-172
Reports directly accessible by right-clicking on the field hyperlink.



Totals Tab

The Totals tab allows viewing entries and calculations from the information recorded for the employee's current payroll. Checking the amounts displayed can help identify errors in data entry prior to completing payroll entry and printing the actual checks. The tab is also used for entering Federal and State tax calculations.

Figure: PR-173
Sample Payroll Hours and Adjustments, Totals tab screen form.



Earnings Table

This table displays the description, hours, and amount for earnings entered on previous tabs.

Tax Deferred Table

This table displays the description and amount for company contributions entered on the Tax Deferred tab.

Withholding & Deductions Table

This table displays the description and amount for tax withholding and other deductions entered on the previous tabs. If the Calculate Withholdings box was not checked on the Main tab, manually entered amounts for Federal, Social Security, Medicare, and State tax withholding can be entered (or changed) here in the Amount column.

Accruals

Accrued Vacation and Sick Leave amounts for the pay period will appear in the corresponding Amount fields if the employee has accrual plans established in their master record. The optional "Use Custom" checkbox will allow a "Custom" amount to be entered which will overwrite the current amount.

Total Hours & Earnings

These fields display the total number of hours entered on the Payroll Hours and Additions tab, and the total earnings.

Non-Payroll Adjustment

This field displays the total amount of non-payroll adjustments entered.

Tax Deferred Company Contribution

This field displays the total amount of company contributions entered on the Tax Deferred tab.

Total Withholdings

This field displays the total amount of tax withholdings calculated based on the withholding type for each entry on the Payroll Hours and Additions tab.

Total Deductions

This field displays the total amount of employee deductions entered on the Deductions tab.

Tax Deferred Employee Deduction

This field displays the total amount of employee deductions entered on the Tax Deferred tab.

Net Pay

This field displays the total net pay for the employee for the pay period.

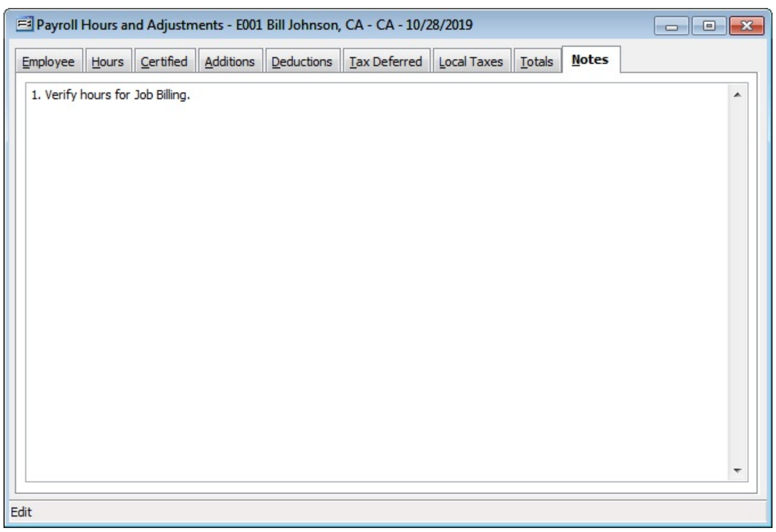
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes tab is a work area for miscellaneous notes and may be used as needed.

Figure: PR-174
Sample Payroll Hours and Adjustments, Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Print Payroll Checks

This option enables printing payroll checks based on the payroll information entered in the Payroll Hours and Adjustments form. The Print Checks form cannot be opened if the Payroll Hours and Adjustments form is open. After the checks are printed a confirmation message will ask if the checks printed successfully and if so BIS® will post all withholding totals and cash account debit totals to the general ledger. Employee year-to-date earnings records are also updated.

Tip

> Information saved in Payroll Hours and Adjustments can be edited until the checks are posted. Additionally, all of the information entered in Payroll Hours and Adjustments for a current payroll can be removed using the Reset Auxiliary Payroll files feature under Administrator, Recover.

Once payroll entry is complete, paychecks can be printed using BIS®. Please read this section carefully before attempting to print checks. One check is printed for each payroll record entered. Once checks are posted, the Payroll Hours and Adjustments file is cleared.

All applicable journals and ledgers are automatically updated for the checks printed/posted. When accounts are updated, BIS® creates records in the Payroll Checks file for the printed/posted checks. These checks can also be voided if necessary.

Tip

> If paychecks are written manually, rather than printed through the BIS® system, use the Cash Disbursements Payroll Checks form to record check information.

To print payroll checks:

1. Select Print Payroll Checks from the Payroll modular menu or from the Transactions standard menu.
2. The payroll date is for display only. This is the date entered in the Payroll Hours and Adjustments form. Enter the date to be printed on the checks.
3. All Employees will print all records that have been entered in Payrol Hours and Adjustments. Range will allow you to select a Beginning Employee Number and an Ending Employee Number. Tag will activate the Tag Employees button to select non-consecutive records from a list.
4. Select the checks to be printed by the employee's pay period: All, Weekly, Biweekly, Semimonthly, or Monthly.
5. Select the Employee Pay Type that you will process.
6. Select laser or continuous, depending upon the type of checks and printer used.
7. Verify that the check number for the first check is correct. Multiple checks will be printed with consecutive numbers.
8. Verify that the payroll accounts shown on the Payroll Accounts tab are correct.
9. Back on the Print tab, use the Alignment button to conduct a print alignment test, if necessary. After aligning the checks, click Print.
10. After checks are printed, review each check to verify that it printed correctly. If not, BIS® allows the reprint of checks before continuing.
11. When all checks have been printed correctly, click OK to update accounts.

Tip

> After clicking the Print button, BIS® provides the option of saving the checks without printing them. If this option is selected, all accounts will be updated, the Payroll Hours and Adjustments file cleared, and the records transferred to the Payroll Checks file. Checks may be printed individually from the Payroll Checks file if needed.

It is important to note that either the regular checks or the Direct Deposit non-negotiable checks can be run at any one time. If one type of check is printed, the other will still need to be printed. To print Direct Deposit non-negotiable checks, select the Create Direct Deposit File box. Doing so will allow printing a voided check and stub for employees as well as creating an ACH standard electronic file to send to the bank for payroll funds distribution.

Tip

> The Create Direct Deposit File box will only appear if direct deposit records are pending to be processed. When the box is selected other fields will appear for further specifications.

Modular Menu Access

Payroll | Print Payroll Checks

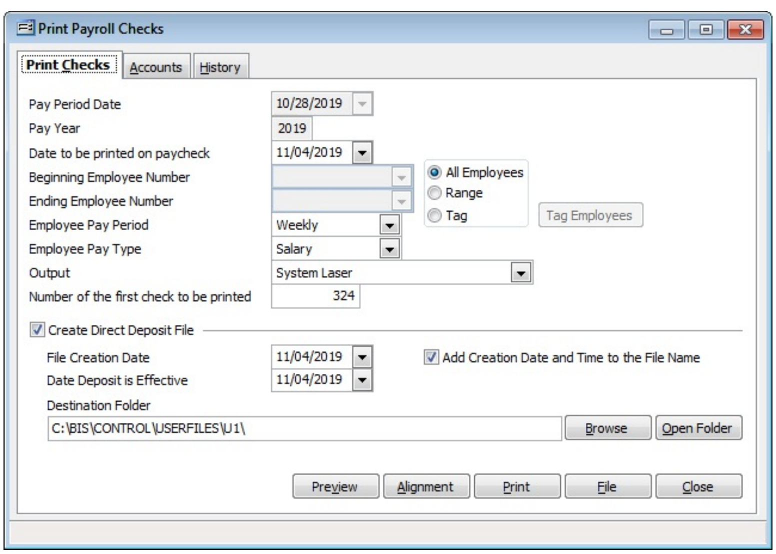
Standard Menu Access

Transactions | Print Payroll Checks

Print Checks Tab

This tab enables printing payroll checks based on the payroll information entered in the Payroll Hours and Adjustments form. The form cannot be opened if the Payroll Hours and Adjustments form is open. After the checks are printed a confirmation message will ask if the checks printed successfully and if so BIS® will post all withholding totals and cash account debit totals to the general ledger. Employee year-to-date earnings records are also updated.

Figure: PR-175
Sample Print Payroll Checks, Print Checks tab screen form.



If there are no checks on file to be printed, BIS® will still allow access to this form in order to open the History Tab.

Form Fields

It is important to note that either the regular payroll checks or the direct deposit checks can be run at any one time. If one type of check is printed, the other will still need to be printed.

Pay Period Date

Displays the payroll ending date. The date is recorded on the Payroll Hours and Adjustments form.

Pay Year

This field displays the pay year tax tables to be used when calculating the employee's taxes. The Change Pay Year button within Payroll Hours and Adjustments may be used to change the date. This accommodates payroll checks that are written after the beginning of a new year for hours worked in the previous year.

Date to be Printed on Paycheck

This field displays the date to be printed on the paychecks. The date may or may not be the same as the payroll date. It can be typed or entered using the Calendar tool.

All Employees

When selected BIS® will either process all the records for non-direct deposit or all records requiring direct deposit but not both types combined. If one type of check is printed, the other will still need to be printed.

Range

When Range is selected the Beginning Employee Number and the Ending Employee Number fields will be activated. Consecutive records can be selected for processing. Any payroll records that are recorded, but not selected for printing checks, will remain in the Payroll Hours and Adjustments file until a payroll check is printed.

Tag

Tag will activate the Tag Employees button to select non-consecutive records from a list. Any payroll records that are recorded, but not selected for printing checks, will remain in the Payroll Hours and Adjustments file until a payroll check is printed.

Employee Pay Period

This field specifies whether checks will be printed for all employees, or only those employees with a certain type of pay period. Use the drop down menu to select the desired option. The choices are All, Weekly, Biweekly, Semimonthly, and Monthly, but only those types that have been used in the payroll records will be listed. Any payroll records that are recorded, but not selected for printing checks, will remain in the Payroll Hours and Adjustments file until a payroll check is printed.

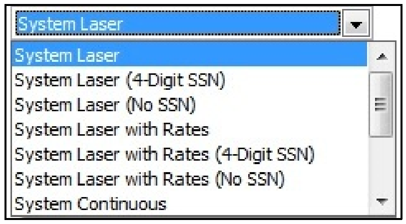
Employee Pay Type

All, Hourly, and Salary are the choices available for processing payroll checks. Any payroll records that are recorded, but not selected for printing checks, will remain in the Payroll Hours and Adjustments file until a payroll check is printed.

Output

Using the drop-down box, the form's output can be changed from the default setting found in User Preferences section for the specific record.

Figure: PR-176
Print Payroll Checks, Print Checks tab Output selection.



Number of the First Check to be Printed

Records the check number of the first check to be printed. BIS® will automatically assign the next consecutive number, but it may be changed here if necessary.

Create Direct Deposit File

Check this box to enable direct deposits to employees' accounts. Direct deposit must be enabled in three places to work properly; In the Administrator, System Wide Parameters, PR tab, Direct Deposit tab and button, in the Employee master file, Direct Deposit tab, and in Print Payroll Checks.

Checking this box will allow the printing of a voided check and stub for employees as well as creating an ACH (National Automated Clearing House Association) standard electronic file (Deposit.txt) to send to the bank for payroll funds distribution.

Tip

BIS® creates a standard ACH Direct Deposit file according to the National Automated Clearing House Association specifications. However, some banks require a "balanced" file that shows debits and credits for the transaction. Use the "Add Balanced record" setting in System Wide Parameters PR Direct Deposit if needed.

File Creation Date

This field displays the date that the deposit file was created. It can be typed or entered using the Calendar tool.

Date Deposit is Effective

This field displays the date that the deposit to employee accounts will be made. The date is recorded and coded into the ACH file to send to the bank. The date can be typed or entered using the Calendar tool.

Destination Folder

The ACH file can be saved to a specific folder of your choice. The Browse button can be used to locate the folder or change to another you wish to use. The Open Folder button will use a Windows Explorer screen to display the files in the Destination Folder.

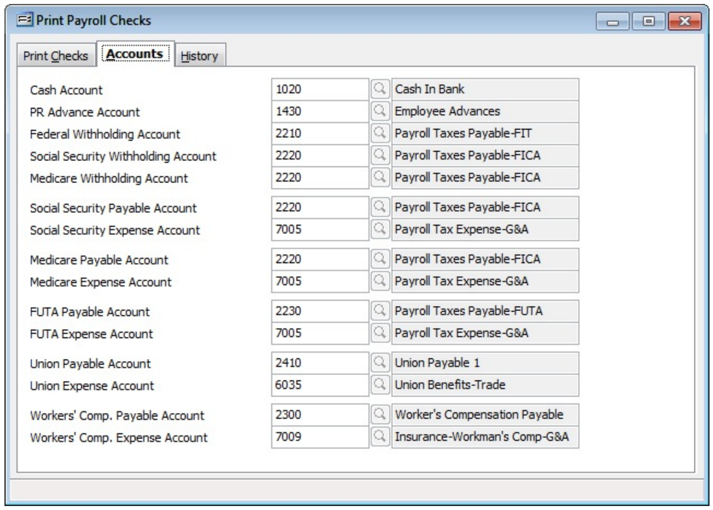
Add Creation Date and Time to the File Name

The date and time can be added to the name of the ACH file name.

Accounts Tab

This tab is used to change the posting account defaults for this paycheck. The default account numbers are recorded in the System Wide Parameters, but can be changed here. Account numbers can be selected from the Chart of Accounts by using the Find tool next to each field.

Figure: PR-176a
Prints Payroll Checks, Accounts screen form.



Cash Account

This field displays the cash account that will be decreased when BIS posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

PR Advance Account

This field displays the account that will be used for posting payroll advances. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Federal Withholding Account

This field displays the account number of the federal withholding account that is increased when BIS® posts the totals from the payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Social Security Withholding Account

This field displays the account number of the Social Security withholding account that is increased when BIS® posts the totals of the employees' portion of FICA Social Security from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Medicare Withholding Account

This field displays the account number of the Medicare withholding account that is increased when BIS® posts the totals of the employees' portion of Medicare from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Social Security Payable Account

This field displays the account number of the Social Security payable account that is increased when BIS® posts the totals of the company's' portion of FICA Social Security from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Social Security Expense Account

This field displays the account number of the Social Security expense account that is increased when BIS® posts the totals of the company's portion of FICA Social Security from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Medicare Payable Account

This field displays the account number of the Medicare payable account that is increased when BIS® posts the totals of the company's portion of Medicare from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Medicare Expense Account

This field displays the account number of the Medicare expense account that is increased when BIS® posts the totals of the company's portion of Medicare from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

FUTA Payable Account

This field displays the account number of the FUTA payable account that is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

FUTA Expense Account

This field displays the account number of the employer's FUTA expense which is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Union Payable Account

This field displays the account number of the union payable account that is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Union Expense Account

This field displays the account number of the employer's union expense which is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Workers' Comp. Payable Account

This field displays the account number of the worker's compensation account which is increased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Worker's Comp. Expense Account

This field displays the account number of the employer's worker's compensation expense account that is decreased when BIS® posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. This account number is recalled when entering payroll. The default account can be changed, which will override the adjustment's normal defaults for this employee only.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

History Tab

This tab is specifically used to list the history of direct deposit files. The Destination Folder can be opened to access existing files or files listed on the grid can be extracted into the Destination Folder in both Standard and Balanced formats.

Destination Folder

The Destination Folder is a read-only field showing the same directory as on the Print Checks tab.

Open Folder

The Open Folder button will use a Windows Explorer screen to display the deposit files located in the Destination Folder.

History Files

This displays a list of files with the most current date shown at the top of the list.

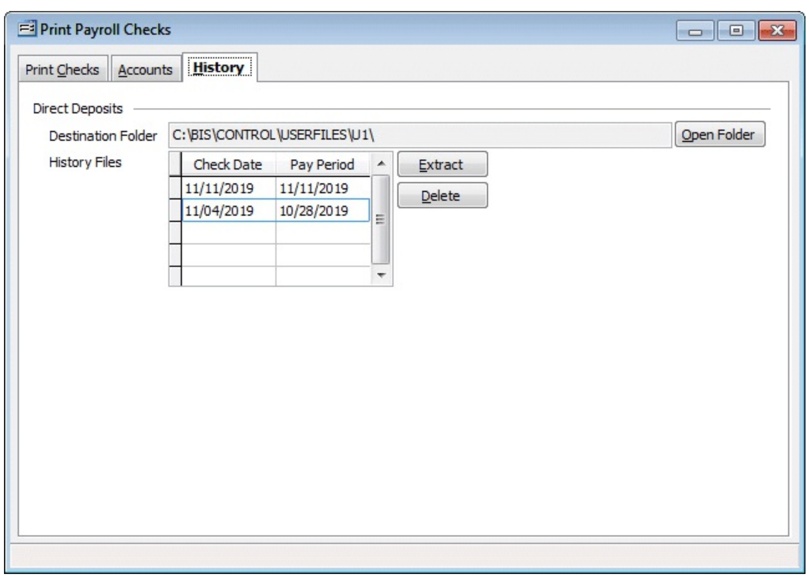
Extract

The Extract button will extract the selected file into both Standard and Balanced formats, then place those copies in the Destination Folder that can be previewed with any text editor application. This feature is useful when the wrong file format has been submitted to the bank. Simply extract the file from the History tab, open the Destination Folder and select the correct format to be sent to the bank.

Delete

The Delete button will remove a file from the list but does not delete it from the Destination Folder.

Figure: PR-177
Direct Deposit History Tab



Preview Button

This button will display a facsimile of the check to be printed. The screen image can be printed.

Employee: E002, Mike Jarvis SSN: 555-55-1001 Tax State: CA SUTA State: CA Pay Period: 09/29/2019 To 10/28/2019 Status: M4 Check # 324

Earnings	Hours	Amount	YTD
Regular	0.00	6,200.00	6,200.00
Overtime	0.00	0.00	0.00
Doubletime	0.00	0.00	0.00
Vacation	0.00	0.00	0.00
Holiday	0.00	0.00	0.00
Sick	0.00	0.00	0.00
Special	0.00	0.00	0.00
Other Additions (1)	0.00	0.00	0.00
Totals	0.00	6,200.00	6,200.00
Non-Payroll Adjustments (#17)		0.00	0.00
Fringe Benefits (#21)		0.00	0.00
Earned Income Credit (#22)		0.00	0.00
Totals		0.00	0.00

Withholdings & Deductions	Amount	YTD
Federal	368.00	368.00
Extra Federal	0.00	0.00
Social Security	385.18	385.18
Medicare	85.41	85.41
State	138.42	138.42
Extra State	0.00	0.00
SDI	53.01	53.01
Other Deductions (2)	0.00	0.00
Local Taxes (3)	0.00	0.00
Tax Deferred (4)	310.00	310.00
Totals	1,340.02	1,340.02
Check Amount	4,859.98	4,859.98

Tax Deferred (4)	Amount	YTD
50 Tax Deferred Plan	310.00	310.00
Totals	310.00	310.00

11/05/2019 324 $4,859.98

*** FOUR THOUSAND EIGHT HUNDRED FIFTY-NINE AND 98/100 DOLLARS***

Mike Jarvis
1812 6th Street
Grover Beach, CA 93433

Figure: PR-178 Print Payroll Checks, Print Checks tab, Preview button, sample report.

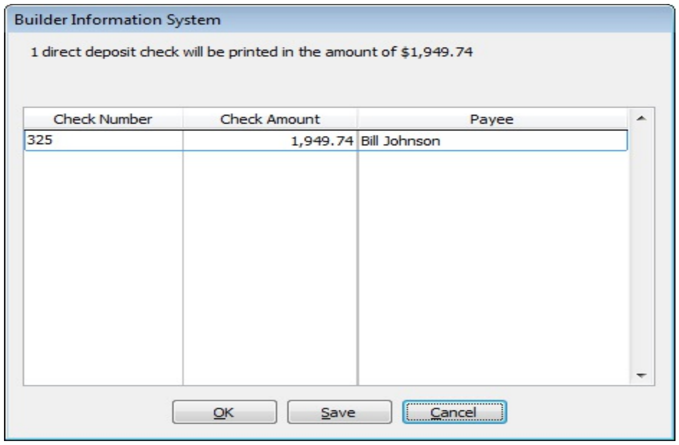
Alignment Button

This button will permit a sample of the check being printed with X's in the field areas. Using the sample, the printer can be adjusted for optimum performance.

Print Button

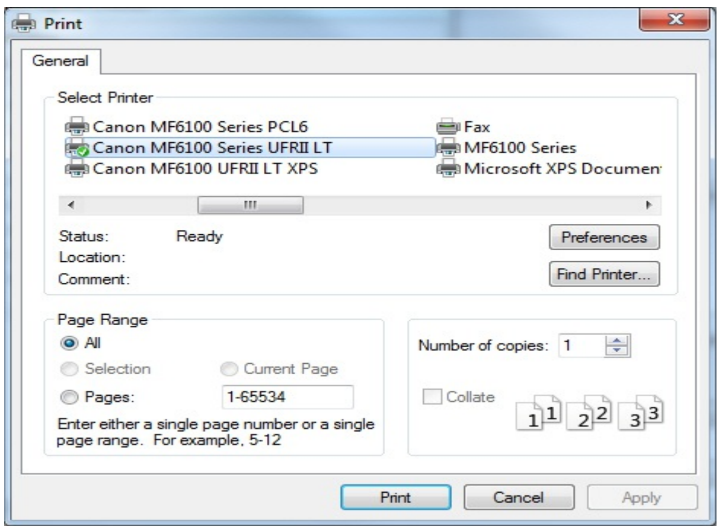
This button will initiate the actual printing. A message screen will offer to allow printing or simply saving the record. It will provide a form showing a list for the Check Number, Check Amount, and Payee.

Figure: PR-179.1
Shows the check list, in this case a summary of Direct Deposit checks.



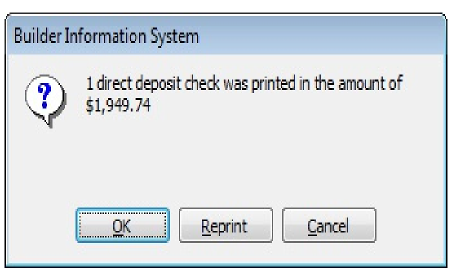
If OK is selected, the system will provide a message listing the printer and requiring confirmation of the selection.

Figure: PR-179.2
Shows the printer confirmation screen.



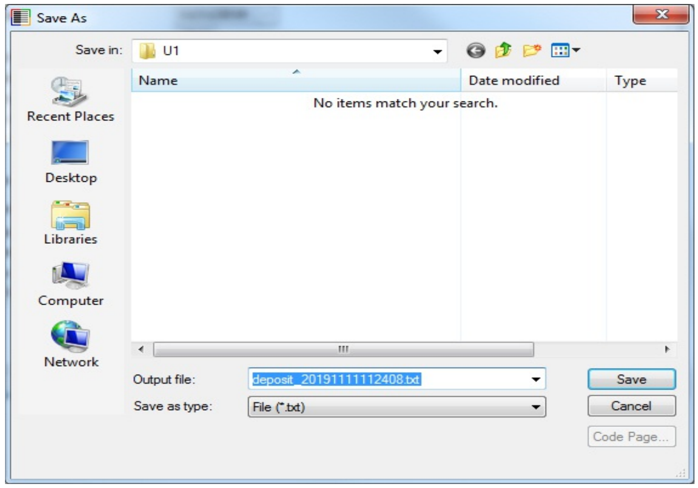
Finally, the screen will present a message saying that checks (or direct deposit checks) were printed. At this point, either click on OK to accept the information; the Reprint button to print the check again; or Cancel.

Figure: PR-180.1
Shows the confirmation of checks being printed.



If direct deposit checks are printed, the system will present a Windows® Explorer® screen offering to allow saving the ACH (Deposit.txt) file for later transmission to the bank.

Figure: PR-180.2
Shows the destination folder and the file name.



The system will provide a message if the file creation was successful, and finally will present a message saying that the direct deposit checks were filed and the amount of the checks. If OK is selected, a final message will say that the check was saved.

Figure: PR-180.3
Shows the Direct Deposit file was created successfully.

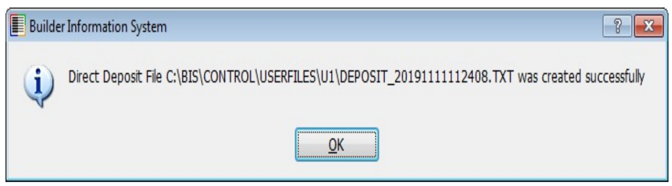


Figure: PR-180.4
Shows total amount of direct deposit file.

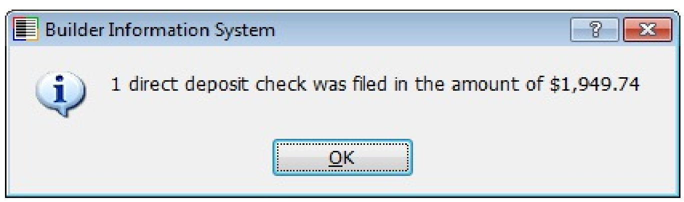
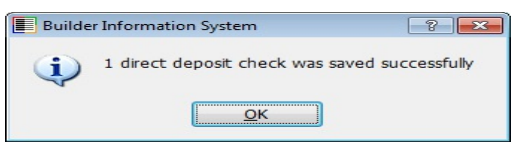


Figure: PR-180.5
Shows the final confirmation



File Button

This button will present a screen with a message saying that direct deposit checks will be filed, give the amount, and the beginning check number. At this point, either click on OK to accept the information; the Save button to not print the direct deposit check; or Cancel.

If direct deposit checks were printed or saved, the system will present a Windows® Explorer® screen offering to allow saving the ACH (Deposit.txt) file for later transmission to the bank. The system will provide a message if the file creation was successful, and finally will present a message saying that the direct deposit checks were filed and the amount of the checks. If OK is selected, a final message will say that the check was saved.

Close Button

This button will close the current Print Checks screen.

Recurring Payroll

Certain payroll transactions may be repeated on a regular basis, usually involving salaried employees, or hourly employees whose hours rarely vary. To save time and minimize errors in making these payroll entries, recurring payroll transactions can be created that simply require loading at regular intervals.

This section covers the four elements of recurring payroll setup and use: Recurring PR, Groups, Load Groups, and Unload Groups. The first two of these elements are needed to set up a recurring payroll. The last two are needed to process recurring payroll.

Once a recurring payroll has been loaded, all of its elements are available in Payroll Hours and Adjustments, either to be applied “as is,” or to be modified as needed.

Three steps are required in completing recurring transactions:

1. Setting up the transaction forms.
2. Grouping the transaction forms for loading.
3. Loading the transactions.

Modular Menu Access

Payroll | Recurring Payroll

Standard Menu Access

Transactions | Recurring Payroll

Groups

The Recurring Groups section records a group number and description that will identify the group of employees to which they are assigned. The information will be used to select the groups in the Load Groups form. The option is used to create recurring payroll hours and adjustments that will be grouped and loaded on a recurring basis. A group may contain as many employees as necessary, as long as they can be loaded at the same time.

This section is used to create groupings of recurring employee payrolls that are created using the Recurring PR form, and that will be loaded together on a regular basis.

Modular Menu Access

Payroll | Recurring Payroll | Groups

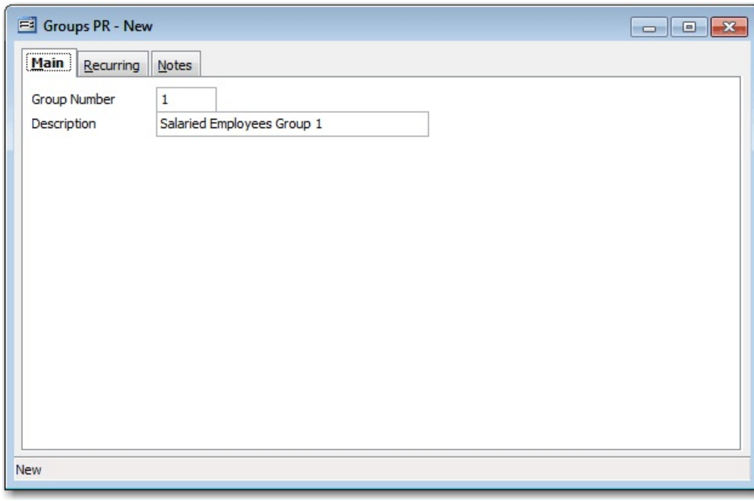
Standard Menu Access

Transactions | Recurring Payroll | Groups

Main Tab

The Main section records a group number and description that will identify the group of employees to which they are assigned. The information will be used to select the groups in the Load Groups form.

Figure PR-181
Sample Recurring PR, Groups screen form.



Group Number

This field records a number that will be used to identify a group of employees' payrolls that will be loaded together on a regular basis. The code may be any combination of letters and numbers, up to three characters in length.

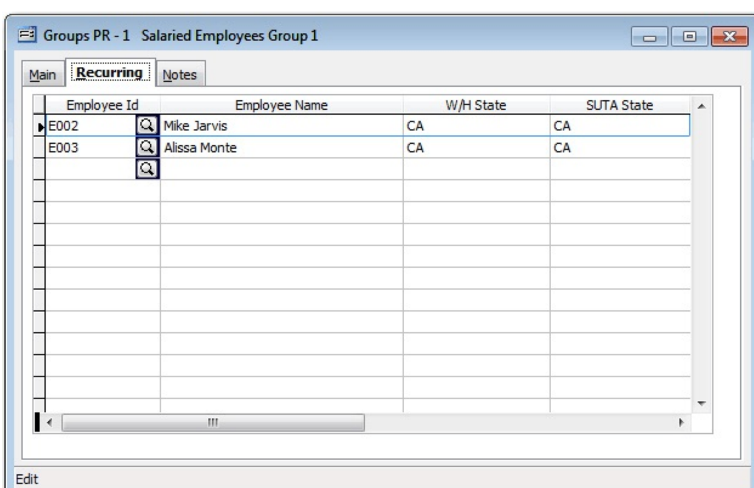
Description

This field records a description of the recurring payroll group that will be associated with the group number selected.

Recurring Tab

This section is used for selecting which items are to be grouped together for loading. Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-182
Sample Recurring Payroll, Groups PR, Recurring tab screen form. Please note that these entries can be added only after creating the Recurring PR for the individual employees.



Employee Id

This field displays the Ids of the recurring employees that are included in the group selected. To add a recurring employee, enter their employee id manually or by using the Find tool.

Employee Name

This field displays the employee name associated with the recurring Employee Id selected.

W/H State

Use this field to confirm or change the employee's default withholding state. This field is populated by the individual Recurring Hours and Adjustments record. If the state must be changed it must first be listed as an alternate state in the Employee master record. Next the existing individual Recurring Hours and Adjustments record must be deleted and re-entered with the correct state.

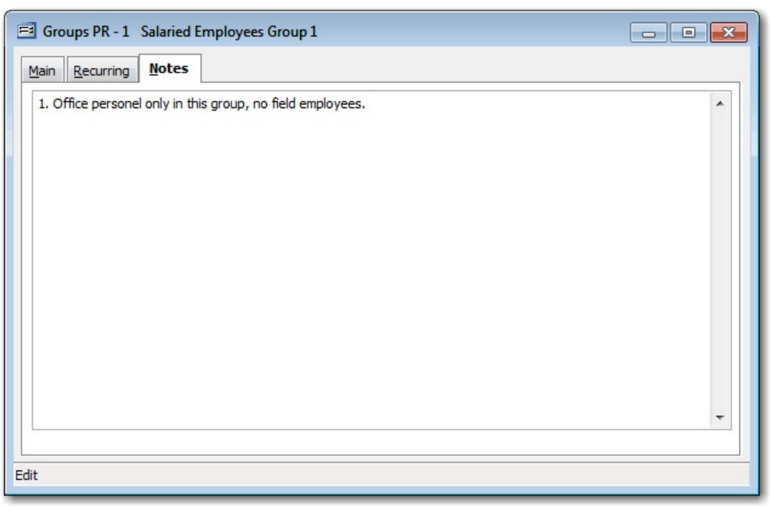
SUTA State

Use this field to confirm or change the employee's default unemployment state. This field is populated by the individual Recurring Hours and Adjustments record. If the state must be changed it must first be listed as an alternate state in the Employee master record. Next the existing individual Recurring Hours and Adjustments record must be deleted and re-entered with the correct state.

Notes Tab

The Notes tab is a work area for miscellaneous notes and may be used as needed.

Figure: PR-183
Sample Recurring Payroll, Groups PR, Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Recurring Hours and Adjustments

The Recurring Hours and Adjustments form is used to enter recurring payroll activity for each designated employee in preparation for processing payroll. The file will only maintain payroll recurring records for employees whose data will be loaded together. The Employee tab is used to maintain basic information for the payroll record.

Once all recurring payroll records have been loaded to Payroll Hours and Adjustments, they can be edited. Once edited, and other payroll entered are correctly entered, payroll checks can be run using the Print Payroll Checks options. The General Ledger is updated after the payroll checks are posted. However, when payroll information is entered in the Payroll Hours and Adjustments file, the related labor job costs are committed prior to running check-s.

It is important that all payroll tax information, employee defaults, and payroll adjustments be set up prior to entering payroll information so that BIS® correctly calculates tax, employee wages, company and employee contributions, etc. The entries do not automatically updates the committed costs in job costs until they are loaded to Payroll Hours and Adjustments.

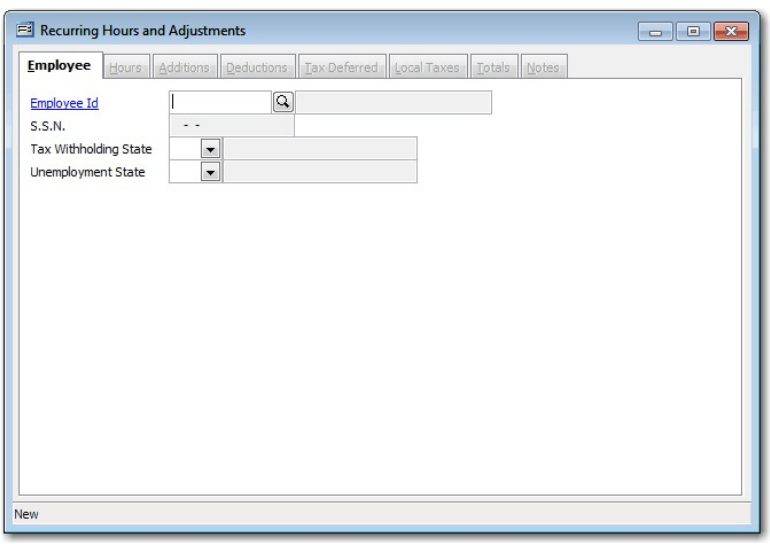
Modular Menu Access

Payroll | Recurring Payroll | Recurring PR

Standard Menu Access

Transactions | Recurring Payroll | Recurring PR

Figure: PR-184
Recurring Payroll. Recurring PR, Recurring Hours and Adjustments, screen form.



New Record

Initial access to recurring hours and adjustments from the menu opens the Recurring Hours and Adjustments form. The form is used to enter new payroll check information. However, access to a new form when another payroll check record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

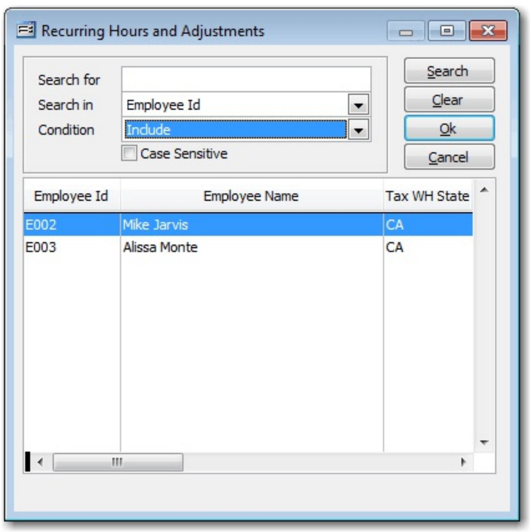
Scrolling Through Recurring Hours and Adjustments Records

Recurring payroll hours and adjustments records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Employee Id. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Employee Id. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Employee Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Employee Id.

Editing an Existing Record

The list of existing payroll hours and adjustments may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Fields on the Employee tab cannot be edited, however.

Figure: PR-185
Recurring Hours and Adjustments, Find/Search screen form.



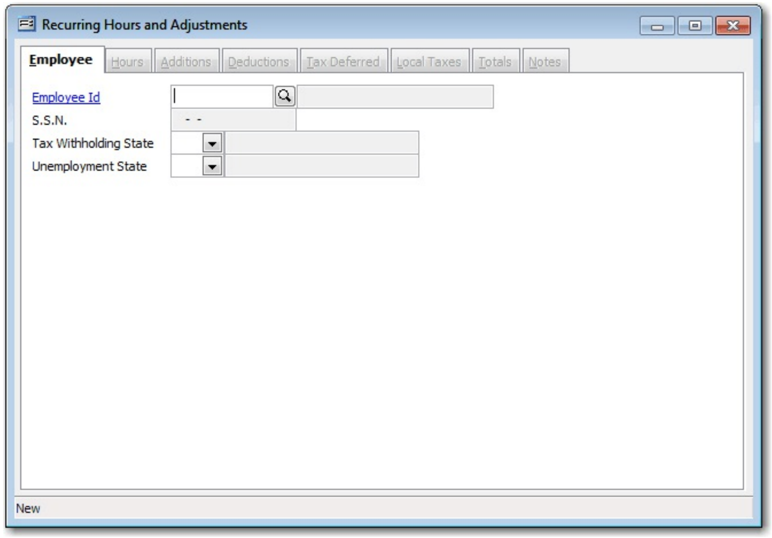
Deleting an Existing Record

Individual recurring records can be deleted, but they must first be removed from any recurring groups they have been assigned to. Once the source record is brought to the screen, use the Delete button at the top of the screen on the toolbar. The system will ask, "Do you want to delete this transaction?" Click on the Yes button to delete it, or click on the No button to leave the process. Deleting an employee's recurring hours and adjustments entry will not change previously posted recurring hours and adjustments.

Employee Tab

The Recurring Hours and Adjustments form is used to enter recurring payroll activity for each designated employee in preparation for processing payroll. The file will only maintain payroll recurring records for employees whose data will be loaded together. The Employee tab is used to maintain basic information for the payroll record.

Figure: PR-186
Recurring Payroll. Recurring PR, Recurring Hours and Adjustments, screen form.



Tip

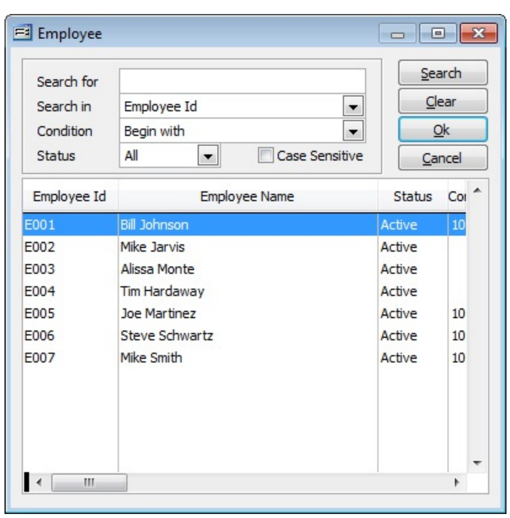
> It is important that all payroll tax information, employee defaults, and payroll adjustments be set up prior to entering payroll information so that BIS® correctly calculates tax, employee wages, company and employee contributions, etc.

Form Fields

Employee ID

The Employee Id field records the employee identification number related to the record. The employee Id may be entered manually or by using the Find tool. Please note that the underlined Employee Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Employees - New form to add a new employee's master record information. Right-clicking on the Employee Id hyperlink opens direct access to the Employee List report.

Figure: PR-187
Employee Find/Search screen form.



The employee ID may be entered manually, or the list of employees may be examined by clicking on the Magnifying Glass icon or pressing Ctrl+F and double clicking on the selected employee, but it must exist in the Employee master file. When an existing employee is selected, his or her name appears to the right of the Employee Id code.

S.S.N.

This field displays the social security number of the employee selected.

Salary

This field appears only for employees with a Pay Type of Salary on the Default tab of the Employee record. The default salary comes from the Employee form.

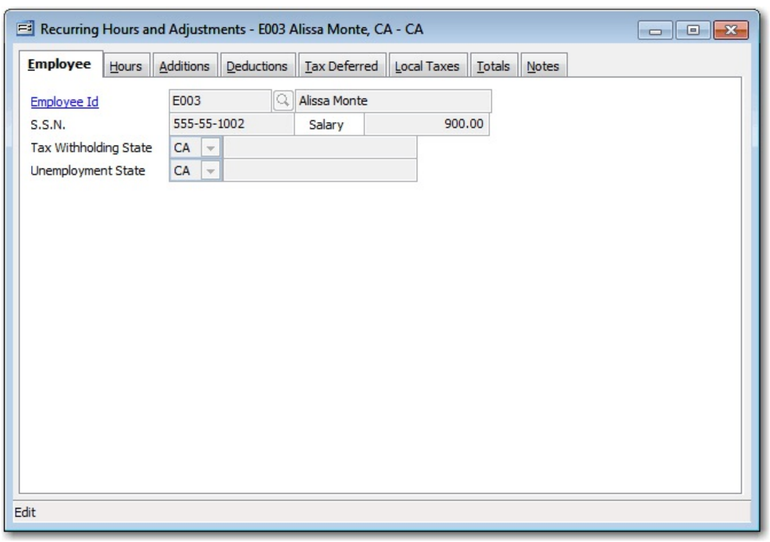
Tax Withholding State

This field records the appropriate tax withholding state for the payroll record. Use the drop down menu to select a state from those allowed for the employee.

Unemployment State

This field records the appropriate unemployment state for the payroll record. Use the drop down menu to select a state from those allowed for the employee.

Figure: PR-188
Sample Recurring Hours and Adjustments, Employee tab screen form.



Save the Changed Record

When the record is complete either click on the Save button on the toolbar or press Ctrl-S to save the changes. Once saved the Employee tab cannot be edited. To make changes to the Employee tab it must first be deleted and re-entered.

Hours Tab (Hourly Employee)

The tables on these tabs are used to enter the payroll distribution for hours that will be worked during a recurring payroll period.

Tip

> Please note that the Certified tab is not available. If hours must be included on a Certified Payroll report please select the Combine Regular & Certified Tabs setting on the System Wide Parameters\PR\Certified Payroll tab.

There is no limit to the number of distributions that can be applied to one recurring payroll. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

Please note that salaried employees' information is covered in the section that follows.

Tip

> There are several common methods for entering payroll activity. Choose carefully the best method to provide the needed information.
>
> For employees who are paid hourly wages, three methods are available:
>
> - Enter the hours worked every day, allocating all the corresponding payroll amounts to the appropriate general ledger accounts.
> - Summarize hours worked, by the appropriate general ledger accounts, on a weekly, biweekly, semimonthly or monthly basis. This method saves time and still provides adequate account detail for most businesses.
> - If time is limited, and greater detail is not required, classify all hours worked (for each employee or all employees) to one general ledger account. This method probably would not apply to labor-intensive businesses.

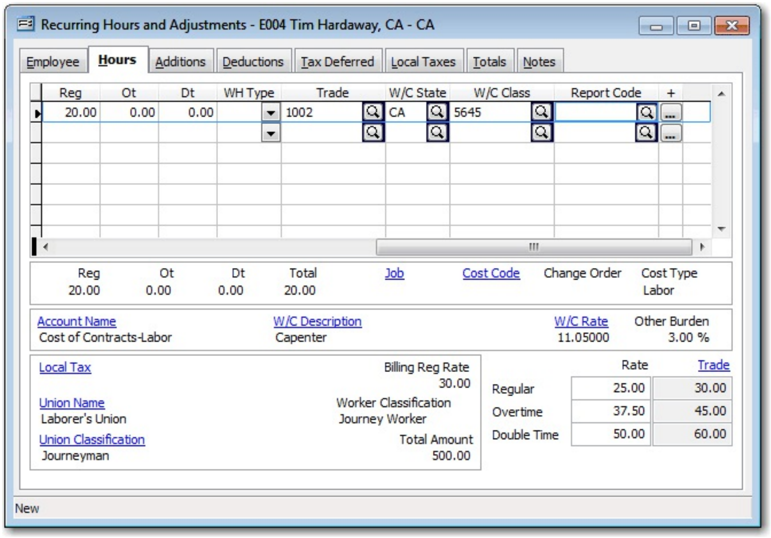
Detail Distribution Grid Fields (Hourly Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Figure: PR-189
Recurring Hours and Adjustments, Hours tab screen form for Hourly employee.



Tip

It is far less common to set up a recurring payroll that applies to a job. However, it is conceivable that an employee may be continuously working on the same job, in the same capacity for a sufficient period of time to warrant the use of recurring hours and adjustments.

Please note that these hours only post to a job if the GL Account that is selected is a Job Cost Type Labor. Thus, if the employee is working in the "shop" on tasks not related to a job, a overhead GL account should be selected, but these hours will not post to a job.

Alternatively, if the hours should be job cost related, but not posted to a current job, create an "overhead job." This would be a "job" that would not be related to any actual customer, but just used for this purpose.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours.

Tip

For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:

15 hours to 7500 General Wages
15 hours to 5010 Wages: Job 1
10 hours to 5010 Wages: Job 2

In the first line of distributions, 15 would be entered in the Reg column and 7500 in the GL Acct column. In the second line, 15 would again be entered in the Reg column, but 5010 in the GL Acct column. Also, in the Job Cost screen, these hours would be applied to Job 1. Finally, 10 hours would be entered on in the Reg column on the third distribution line, 5010 in the GL Acct column and the hours would be applied to Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at the wage rate set in the Employee master record Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). (If the employee is on a salary, it is not necessary to record the number of hours worked unless the expense is to be prorated to a job - see the next section for salary employees.) The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at the wage rate set in the Employee master record Default tab.

Tip

Although it is unlikely that an employee with recurring hours would have overtime, but it is conceivable.
These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

W/H (Withholding) Column

The W/H type column allows the default withholding information to be changed for each payroll item entered. Change the withholding by using the drop down menu and clicking on a withholding type displayed to toggle the checkmark on or off. Default information is entered in the Employees master file.

The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA Amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

Trade Column

If a trade classification is used, enter the classification code in the Trade column. The pay rates for the trade classification entered will override the employee's default pay rates. The Find tool may be used to select an account number from those recorded in the Trade Classification master record.

W/C (Workers' Compensation) State

The employee's default state for worker's compensation can be changed in the W/C State column for the payroll item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

+ Column

This button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information are recorded.

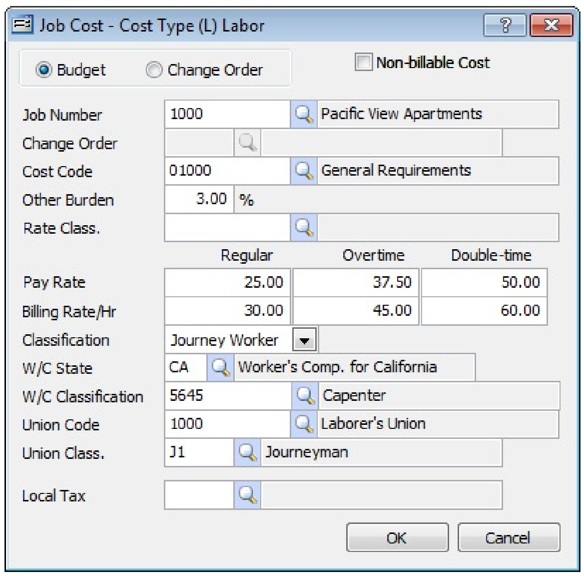
Job Cost - Cost Type (L) Labor

The Job Cost screen allows transaction line items to be applied to the Job Cost files. When opened from payroll entry, the screen allows entry or verification of the employee's billing rate per hour, classification, and union information. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Tip

> To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

Figure: PR-190
Payroll Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form.



Budget/Change Order Radio Buttons

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button.

Non-billable Cost

This checkbox is used when the job cost on the selected line item is not to be billed to the customer.

Job Number

Enter or select a Job number to be associated with the payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon, or by pressing Ctrl+F.

Change Order

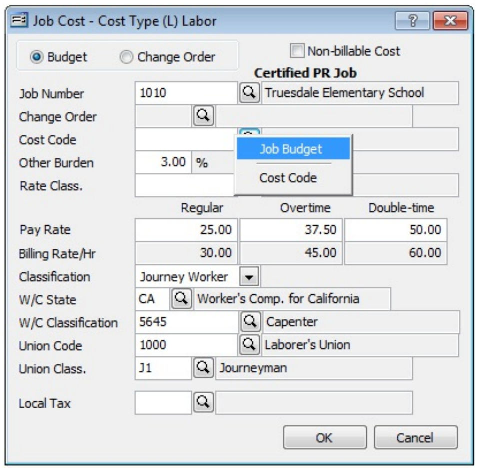
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool Magnifying Glass icon or by pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with the payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon .

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Figure: PR-191
Recurring Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.



Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

This field specifies the classification for the job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Union Code

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Code may be entered manually or by using the Magnifying Glass icon .

Union Class.

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Classification may be entered manually or by using the Magnifying Glass icon .

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Hours Detail Area (Hourly Employee)

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours

If the focus is on a line that is related to hours entries, the field displays the regular, overtime, and double-time hours applicable to the line item.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

Job

If the focus is on a line that is job related, this field displays the job number applicable to that line item. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-192
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

If the focus is on a line that is job related, this field displays the Cost Code applicable to that line item. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library - New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a line that is related to a job, this field displays the Cost Type applicable to that line item.

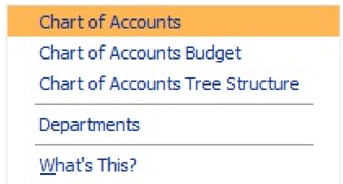
Summary Area (Hourly Employee)

This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

This field displays the account name to be used for posting these hours. The default cash account is set up in the System Wide Parameters, but can be changed with the GL Account column for the line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-193
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct rate is displayed.

Summary Area (Hourly Employee)

This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, and total amount.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name

This field displays the union name, if applicable, used for posting the check. This is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct union, if applicable, is displayed. Please note that the underlined Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification

If used, this field displays the union classification, if applicable, used for posting the check. The default union classification is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct union classification, if applicable, is displayed. Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr

This field will display the Regular billing rates for the employee for the selected line.

Worker Classification (Construction Trade)

This field displays the classification for the job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount

This field will display the gross wage amount for the employee for the selected line.

Rate

This field displays Regular, Overtime, and Double Time pay rate for the selected line item. The default pay rate is set up in the Employee master record, but can be changed with the Payroll Check - New screen Reg, Ot, or Dt columns for the line. Make sure the correct pay rate is displayed.

Trade

This field displays Regular, Overtime, and Double Time Construction Trade pay rate for the selected line item. The default construction trade is set up in the Employee master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct trade classification, if applicable, is displayed. Please note that the underlined Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Construction Trades – New form. Right-clicking on the Trade hyperlink directly accesses the Trade Classifications report.

Hours Tab (Salary Employee)

The tables on these tabs are used to enter the payroll distribution for hours that will be worked during a recurring payroll period.

Tip

> Please note that the Certified tab is not available. If hours must be included on a Certified Payroll report please select the Combine Regular & Certified Tabs setting on the System Wide Parameters\PR\Certified Payroll tab.

There is no limit to the number of distributions that can be applied to one recurring payroll. A distribution is the assignment of a specified portion of the employee's wages to a specific general ledger account, job, department, or other accounting subdivision. The sum of the distributions equals the total wages.

Please note that salaried employees' information is covered in the section that follows.

Tip

> There are several common methods for entering payroll activity. Choose carefully the best method to provide the needed information. For salaried employees, two basic methods are available:
>
> § Post the entire salary to one general ledger account. This is probably the most common method.
>
> § Distribute the salary to more than one general ledger account. If this is necessary, the amount to be distributed to each general ledger account must be calculated and the rate displayed by BIS® in the Salary field must be changed to the calculated rate. For example, a weekly salary of $800 can be distributed to the general ledger in the following manner:
>
> | Account | Account Name | Allocation |
> |---|---|---|
> | 7003 | Supervisor expense-Non Job | 600.00 |
> | 5010 | Supervisor expense-Job | 200.00 |
>
> (Not a certified job)
>
> § Use the Prorate feature to apply job related hours to jobs manually, per line, per hours worked, or per hours earned.

Detail Distribution Grid Fields (Salary Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Although most of the columns and fields for salaried employees are the same as for hourly employees, there are differences. This section will focus only on those differences.

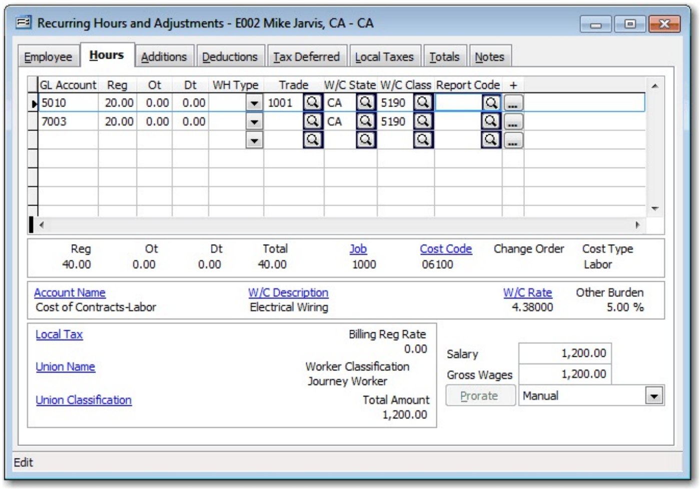


Figure: PR-194 Sample Recurring Hours and Adjustments, Hours tab screen form for salaried employee.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be applied to at least one job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours.

Tip

For example, a company has in its chart of accounts the following account numbers: 7500 – General Wages, 7501 – Wages: Job 1, and 7502 – Wages: Job 2. The employee worked forty-hours in the given week. Those forty hours are distributed to these three accounts as follows:

15 hours to 7500 General Wages
15 hours to 5010 Wages: Job 1
10 hours to 5010 Wages: Job 2

In the first line of distributions, 15 would be entered in the Reg column and 7500 in the GL Acct column. In the second line, 15 would again be entered in the Reg column, but 5010 in the GL Acct column. Also, in the Job Cost screen, these hours would be applied to Job 1. Finally, 10 hours would be entered on in the Reg column on the third distribution line, 5010 in the GL Acct column and the hours would be applied to Job 2.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates overtime at wage rate set in the Employee master record Default tab.

Tip

> These three columns are one area of BIS® in which the Enter and Tab keys have different function in a screen form. When the Enter key is used, the cursor will move to the next column as normal. However, when the Tab key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate. The Tab key function can be controlled by a setting in System Wide Parameters on the PR/Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked (unless the expense is to be prorated to a job). The hours can be distributed to multiple general ledger accounts by entering separate line items for each account, with the corresponding number of hours. BIS® calculates double-time at wage rate set in the Employee master record Default tab.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

> Please note that these hours only post to a job if the GL Account that is selected is a Job Cost Type Labor. Thus, if the salaried employee is working in the office on tasks not related to a specific job, select an overhead GL account, but these hours will not to post to a job.
>
> Alternatively, if the hours should be job cost related, but not posted to a current job, create an "overhead job." This would be a "job" that would not be related to any actual customer, but just used for this purpose.

W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

> To apply payroll items to a job, a general ledger account with a Labor job cost type must be selected. Accounts with cost type Material, Subcontract or Other are not permitted.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Tip

> Remember, salaried employees often have different Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct selection here.

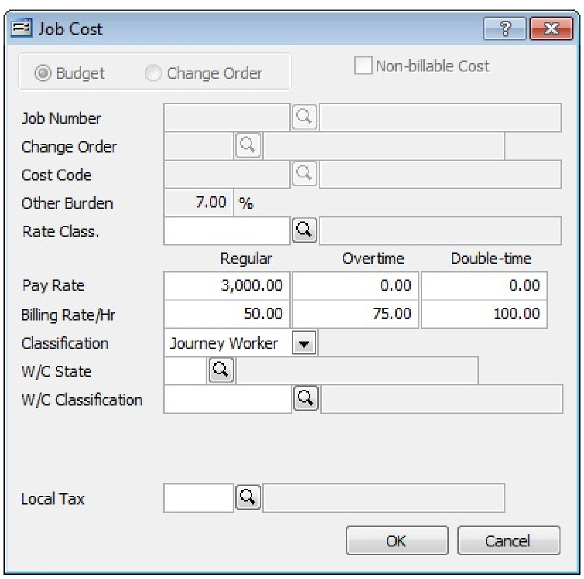
+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information is recorded.

Job Cost (Salary, Non-Job Cost GL Account)

When the GL account chosen is not a Job Cost Type, the Job Cost sub-screen does not allow transaction line items to be applied to the job cost files. When opened from Payroll Hours and Adjustments, the screen allows entering or verifying the employee's billing rate per hour and classification. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-195
Recurring Hours and Adjustments, ... (Ellipsis) column, Job Cost sub-screen form for salary employee for non- job cost hours.



Billing Rate/Hr

If this payroll entry is not applicable to a job, the Regular, Overtime, and Double-time billing rates do not apply. Otherwise, the Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

Classification (Construction Trade)

If this payroll entry is not applicable to a job, the construction trade classification does not apply. Otherwise, the field specifies the classification for the job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

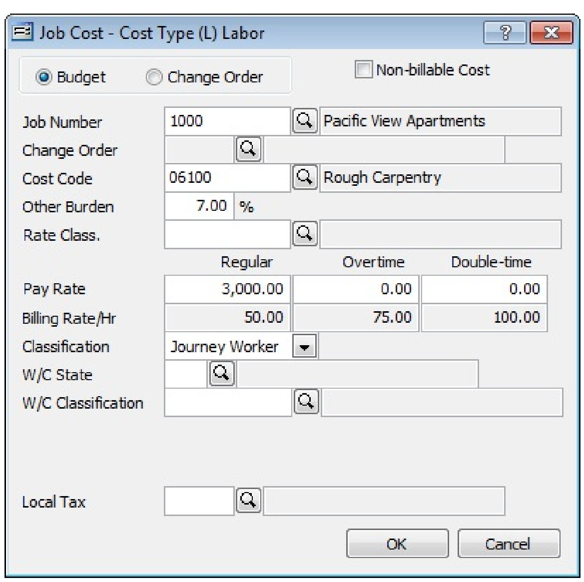
Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or click on the Cancel button to do further editing of the entries.

Job Cost - Cost Type (L) Labor

When the GL account chosen is a Job Cost Type, the Job Cost sub-screen allows transaction line items to be applied to the job cost files. When opened from payroll entry, the screen allows entering or verifying the employee's billing rate per hour, and classification. If local tax is applied to the line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach the box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-196
Recurring Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form for salary employee.



Budget/Change Order Radio Buttons

If the labor expense applies to a budget item, select the Budget radio button. If the labor expense applies to a budget change order item, select the Change Order radio button. If the GL account chosen was a non-job cost account, the field will be grayed out.

Non-billable Cost

This checkbox is used when the job cost on the selected line item is not to be billed to the customer.

Job Number

Enter or select a Job number to be associated with the payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. If the GL account chosen was a non-job cost account, the field will be grayed out.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F. If the GL account chosen was a non-job cost account, the field will be grayed out.

Cost Code

Enter or select a Cost Code to be associated with the entry line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon. If the GL account chosen was a non-job cost account, the field will be grayed out.

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The other burden for the employee entered will override the employee's master record default. If the GL account chosen was a non-job cost account, the field will be grayed out.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates for the employee entered will override the employee's master record default.

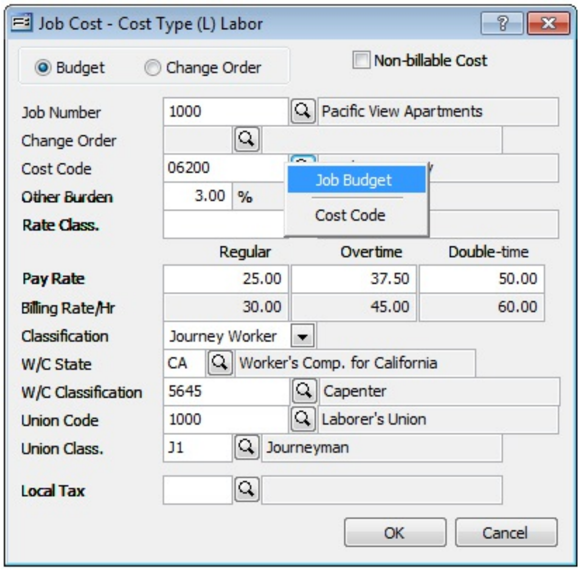


Figure: PR-197
Recurring Hours and Adjustments, ... (Ellipsis) column, Job Cost - Cost Type (L) Labor sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.

Classification (Construction Trade)

The field specifies the classification for the job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

W/C State

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

W/C Classification

The default Work Comp State can be loaded automatically from the Employee's master record or selected from the Cost Code Library.

Union Code

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Code may be entered manually or by using the Magnifying Glass icon .

Union Class

This field will appear if the Employee's master record has the Union checkbox selected. If the master record fields are left blank a Union Classification may be entered manually or by using the Magnifying Glass icon

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Hours Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected. If the line is posted to a job cost labor GL account, the detail will include the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours

If the employee is salaried, the presumed 40 hours will appear in the Reg and Total fields.

Job

If the focus is on a line that is job related, the field displays the job number applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs - New form to add new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-198
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

If the focus is on a line that is job related, the field displays the Cost Code applicable to that line item. If the focus is on a line that is not related to any job, the field will be blank. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library - New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a line that is related to a subcontract change order, this field displays the Change Order applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank.

Cost Type

If the focus is on a line that is related to a job, this field displays the Cost Type applicable to that line item. If the focus is on a line that is not related to any job, this field will be blank.

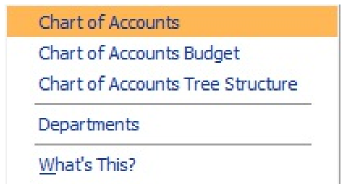
Summary Area

This area displays summary information pertaining to the employee check, including cost account name, work comp information, and other burden percentage.

Account Name

This field displays the account name to be used for posting these hours. The default account is set up in the Employee master record, but can be changed with the GL Account column for the line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-199
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description corresponds to the Workers' Comp. setting in the employee's master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

Tip

> Remember, salaried employees often have different Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct selection here.

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden

BIS® tracks burden in five different areas including FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense. The field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct rate is displayed. If the focus is on a line that is not related to any job, the field will be blank.

Summary Area

This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, and total amount.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost sub-screen accessible from the ... (Ellipsis) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax – New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name

This field will be blank for salaried employees. Please note that the underlined Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification

This field will be blank for salaried employees. Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Billing Rate/Hr

This field will display the Regular billing rates for the employee for the selected line.

Worker Classification (Construction Trade)

This field displays the classification for the job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

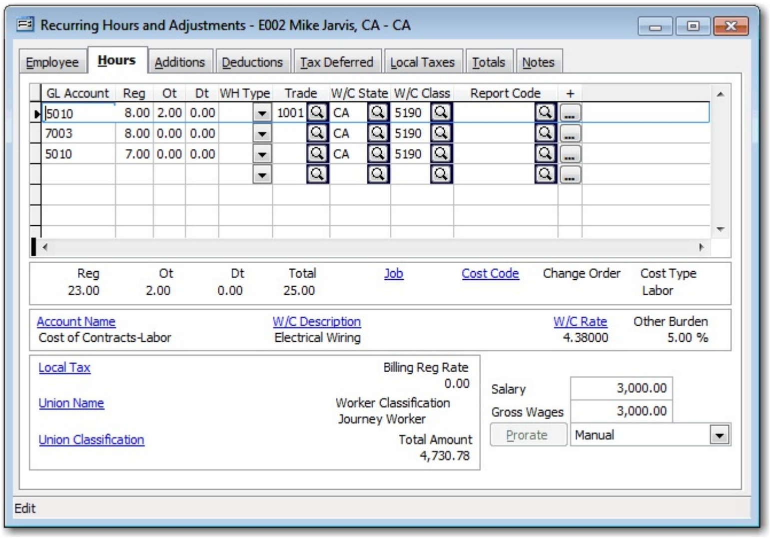
Total Amount

This field will display the gross wage amount for the employee for the selected line.

Salary

If payroll is entered for an employee who is paid a standard salary, two fields appear to display the default salary and gross wages. The wages may be overridden by typing a different dollar amount. If the wages should be distributed to more than one general ledger account, several line items can be entered, and both fields can be changed for each line item to reflect the portion of the employee's total wages that will be posted to that account. If the amount in the fields are not changed BIS® will, by default, show the total salary on all lines and the total gross wages for the first line item only in the Hours table.

Figure: PR:200
Payroll Manual Prorate option for Recurring Payroll.



Time Card Records

Time card records are entered onto the detail lines of the Hours screen for salaried employees. The default is "Manual" and shows the Prorate button as read-only. Hours can be prorated By Line, Per Hours Worked, or Per Hours Earned.

Prorate

Salaried employees can have their time cards prorated. Instead of recording the salaried default amount for each and every line, the Prorate drop-down box may be used to prorate by hours or by line. This feature should be used after all hours are entered for the salaried employee for that pay period. The Prorate functionality allows for greater versatility of the Payroll module within BIS®. Note that it is designed for use with salaried employees only. Using this feature will make entering payroll easier for offices that have salaried staff.

Tip

> The Prorate feature is generally not used with Recurring Payroll because job information is usually not available until the actual payroll period.

Caution

> Salary applied to both Certified and Non-Certified jobs must be manually prorated. The two tables do not jointly prorate their data.

Manual Method of Calculation

When "Manual" is the method of calculation, the first line will reflect the Gross Wages to equal the Salary, subsequent lines will show Gross Wages as a zero amount.

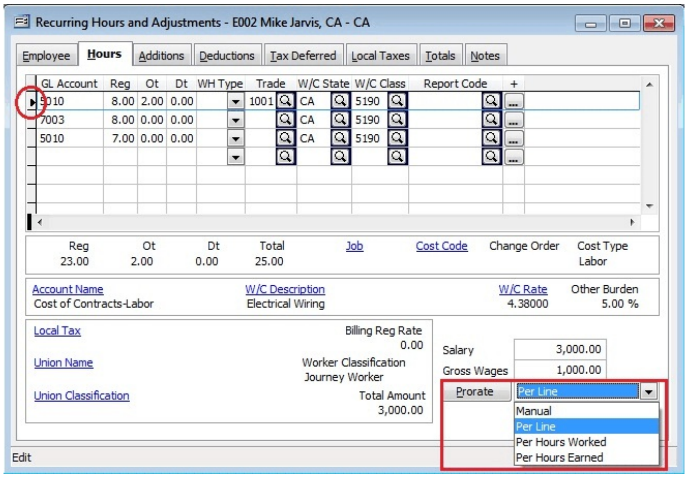
Per Line

This option will take the salary from the Employee master file and divide it evenly over the number of line item entries. If an employee is paid $1000 per pay period, for example, and has four line item entries for hours worked, the Gross Wages box will display $250 per line item after the Prorate feature is used. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Line

Salary is $3,000.00 prorated into 3 lines = $1,000.00 per line. As new lines are added or removed BIS® will automatically recalculate the totals per line.

Figure: PR-201
Recurring Payroll Prorate drop-down to select the Per Line method of calculation.



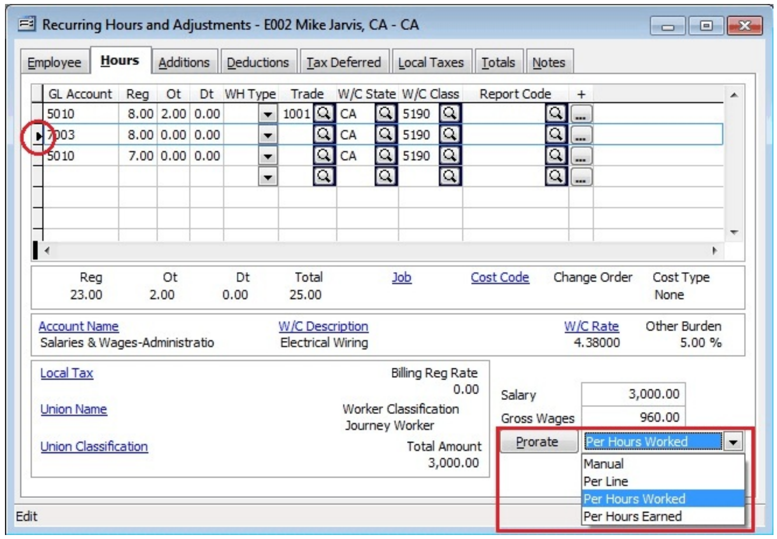
Per Hours Worked

This option will take the salary from the Employee master file and divide it evenly by the number of hours worked (irrespective of overtime). Amounts will then appear for each line in the Gross Wages box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Worked

In an example, the salary is $3,000.00 prorated into 25 hours = 120.00 per hour. Line 1 is 10 hours = 1200.00, Line 2 is 8 hours = 960.00, and Line 3 is 7 hours = 840.00. As new lines are added or removed BIS® will automatically recalculate the totals per line.

Figure: PR-202
Example of Recurring Payroll Prorate Hours Worked, line 2.

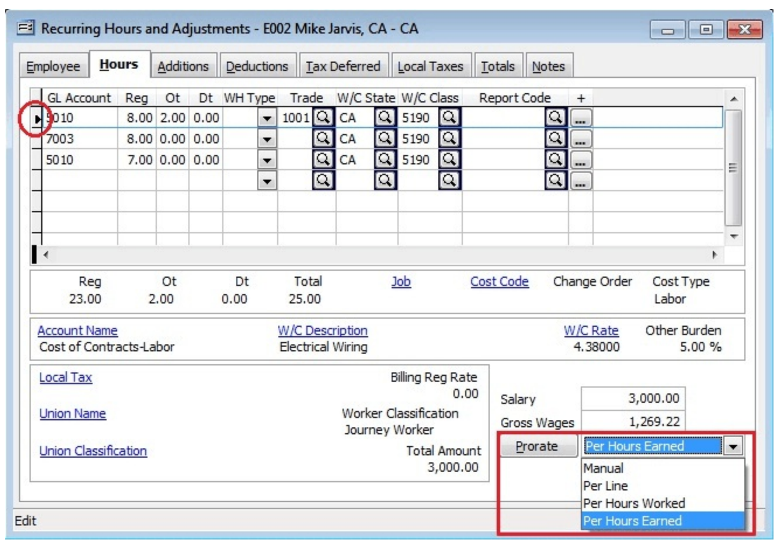


Per Hours Earned

This option will take the salary from the Employee master file and divide it evenly by the number of hours earned (taking into account any overtime worked). Amounts will then appear for each line in the Gross Wages box dependent on how many hours that line has. If a line item happens to be entered after the prorate feature has been applied BIS® will automatically recalculate all lines on the detail grid. Select a line to view the prorated amount for that line.

Example: Prorated Per Hours Earned

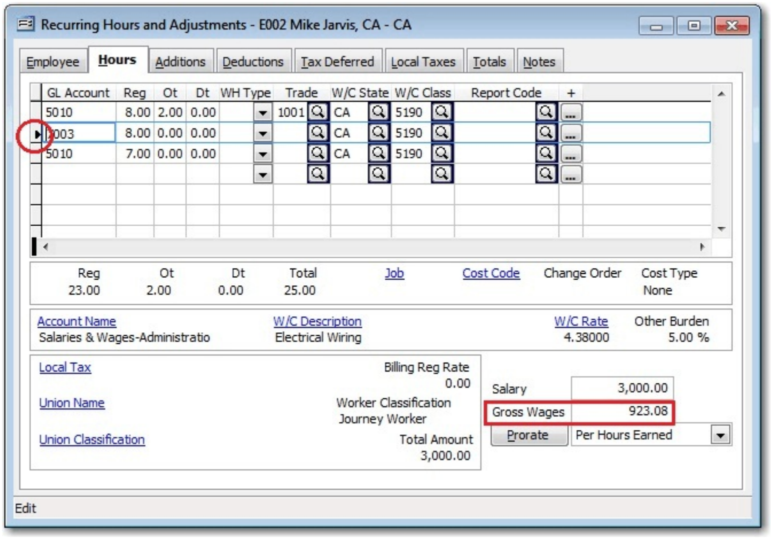
Figure: PR-203
Example of Recurring Payroll Prorate Per Hours Earned, line 1.



Salary is $3,000.00 prorated into 26 hours (overtime is calculated at 1.5, double-time is 2.0). The example below calculates line 1 as 11 hours at $115.384 per hour = 1269.22.

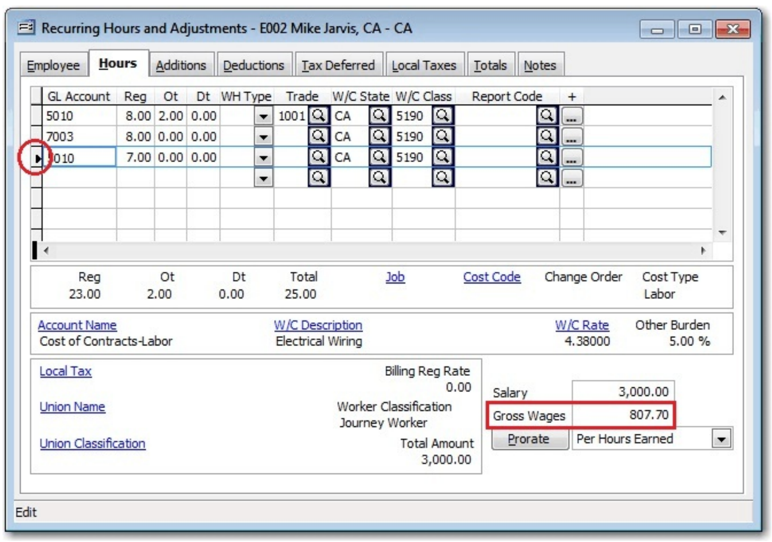
Line 2 is 8 hours = 923.08.

Figure: PR-204
Example of Recurring Payroll Prorate Per Line Hours Earned, line 2.



Line 3 is 7 hours = 807.70.

Figure: PR-205
Example of Recurring Payroll Prorate Per Line Hours Earned, Line 3.



As new lines are added or removed, BIS® will automatically recalculate the totals per line.

Additions Tab

The table on this tab is used to enter the payroll additions for Recurring Hours and Adjustments. Addition codes must exist in the Additions master file prior to being used here. Payroll additions increase an employee's gross pay for a reason other than hours worked. Some additions are added on a hourly basis, such as vacation or sick pay. Other additions are a fixed amount, such as a bonus or an employee reimbursement.

Defaults for payroll additions are set in the Addition record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

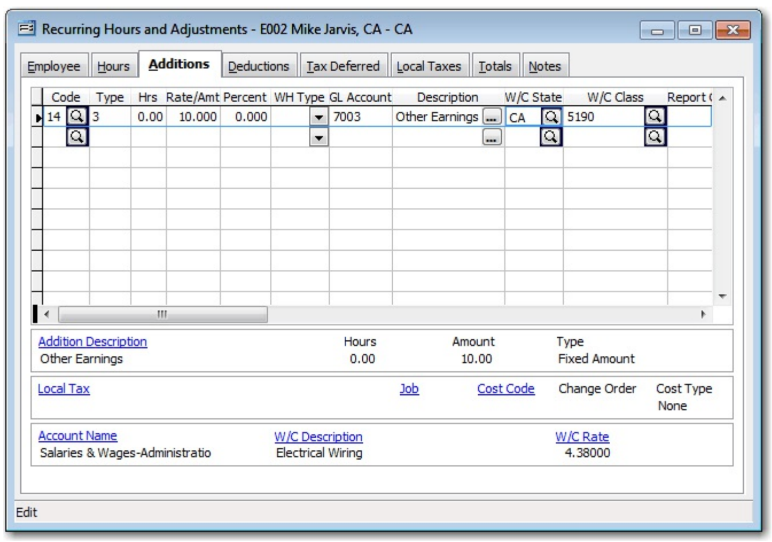
Tip

> It is not typical to have Additions for Recurring Hours and Adjustments. If applicable, they will tend to be those that recur each pay period. Special additions for recurring payroll can be entered in Payroll Hours and Adjustments, once the recurring payroll has been posted.

Detail Distribution Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on the Additions tab screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-206
Recurring Hours and Adjustments, Additions tab screen form.



Code Column

The Code column records the code number assigned to the payroll addition entered on the line. Defaults for payroll additions are set in the Addition record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll additions' types are set in the Addition record.

Hrs Column

If this is an hourly adjustment, enter the number of hours (as a decimal) in the Hour column.

Rate/Amt Column

This field determines the total amount of the addition, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

WH (Withholding) Type Column

The default withholding information can be changed by using the drop down menu in the W/H Type column and clicking on a withholding type displayed to toggle the checkmark on or off. The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column

This field records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Tip

> Additional payroll items that apply to a job must use a GL account with a Material or Other job cost type.
>
> Additional payroll items that do not apply to a job can use a GL account that does not have a job cost type. In these cases, the Job sub-screen will only access the Work Comp and Local Tax field.

Description Column

A description can be recorded as a reminder of the reason for this addition. If extended notes are needed, click the button in the Description column for unlimited notepad space.

W/C (Workers' Compensation) State

The employee's default state for worker's compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

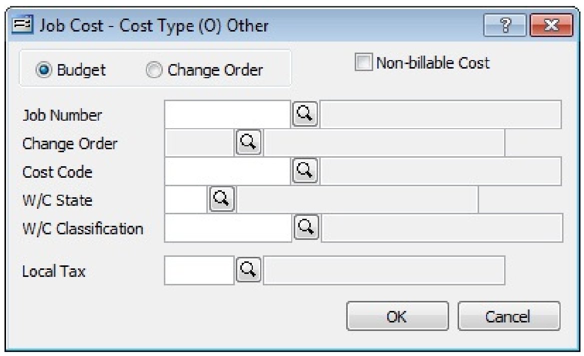
... (Ellipsis) Column

The button in the final column opens the Job Cost screen, where Work Comp and Local Tax information is recorded, if applicable.

Job Cost Sub-screen

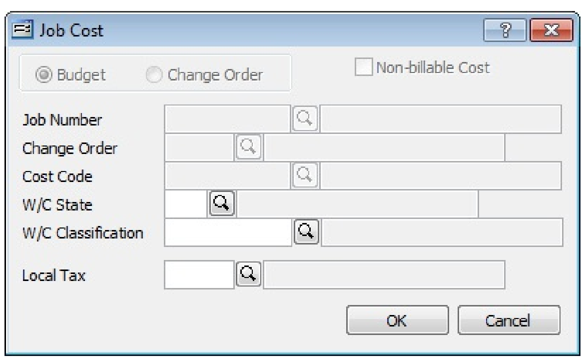
The Job Cost screen allows transaction line items to be applied to the job cost files, and/or have a local tax applied. When opened from Payroll Additions tab, this screen allows entering or verifying whether the addition applies to the Budget or Change Order, which job, change order, and cost code. If local tax is applied to this line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type Material or Other in the Chart of Accounts. To reach this box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-207
Recurring Payroll Addition, ... (Ellipsis) column, Job Cost - Cost Type (O) Other sub-screen form.



If the addition is not applicable to a job, the account number selected for the line item must not be a Job Cost type (in the Chart of Accounts). To reach this box, click the ... (Ellipsis) button that appears in the final column of the payroll entry table.

Figure: PR-208
Recurring Payroll Addition, ... (Ellipsis) column, Job Cost (non-job GL account), Local Tax sub-screen form.



Budget/Change Order Radio Buttons/Non-billable Cost Checkbox

If the labor expense applies to a Budget item, select the Budget radio button. If the labor expense applies to a Budget Change Order item, select the Change Order radio button. Select the checkbox for Non-billable Cost if the line item is not to be charged to the job. If the GL account chosen was a non-job cost account, this field will be grayed out.

Job Number

Enter or select a Job number to be associated with this payroll line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Change Order

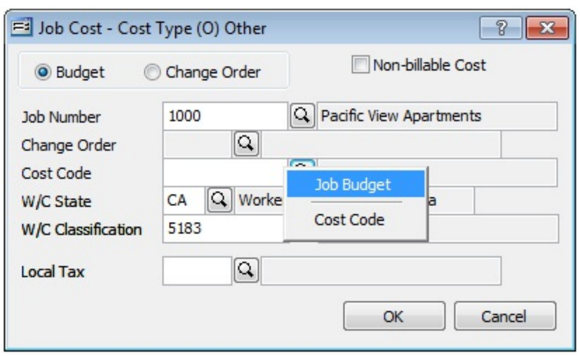
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with this payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with this payroll line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon .

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

Figure: PR-209
Recurring payroll, Additions tab, ... (Ellipsis) column, Job Cost - Cost Type (O) Other sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.



W/C (Workers' Compensation) State

The employee's default state for worker's compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Local Tax

If applicable, enter or select a Local Tax to be associated with this payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click the Cancel button to do further editing of the entries.

Summary of Additions Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the addition description, hours, amount, type, local tax, job, cost code, change order, and/or cost type from the Job Cost files.

Addition Description

This field displays the description associated with the addition code entered on the line item selected above. Please note that underlined Addition Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on this hyperlink opens the Additions – New form to add new additions (or edit existing ones). Right-clicking on the Addition Description hyperlink opens access to the Payroll Additions report.

Hours

This field displays the total number of hours entered for the selected line item above.

Amount

This field displays the total dollar amount of the addition line selected in the table above.

Type

This field displays the type selected for the addition selected in the table above.

Summary Job Detail Area

This area displays summary information pertaining to the job information related to the payroll addition.

Local Tax

If used, this field displays the local tax used for posting this check. The default local tax is set up in the Employee or Job master record, but can be changed with the Job Cost - Cost Type (L) Labor sub-screen accessible from the ... (Ellipsis) column for this line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Job

If the focus is on an addition line that is job related, this field displays the job number applicable to that line item. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Jobs - New form to add new jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-210
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

If the focus is on a payroll check line that is job related, this field displays the Cost Code applicable to that line item. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library–- New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a payroll check line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a payroll check line that is related to a job, this field displays the Cost Type applicable to that line item.

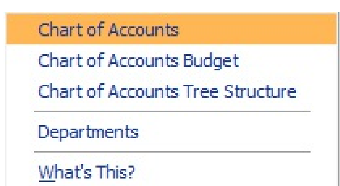
Summary Area

This area displays summary information pertaining to the employee check, including cost account name and work comp information.

Account Name

This field displays the account name to be used for posting this addition. The default cash account is set up in the Payroll Adjustments, Additions, but can be changed with the GL Account column for this line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-211
Reports directly accessible by right-clicking on the field hyperlink.



W/C Description

This field displays the workers' compensation description to be used for posting this addition. The default description is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate

This field displays the workers' compensation rate to be used for posting this addition. The default rate is set up in the Workers' Comp. master record, but can be changed with the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Deductions Tab

The table on this tab is used to enter the recurring payroll deductions for this entry. Deduction codes must exist in the Deductions master file prior to being used here. Payroll deductions decrease an employee's gross pay. Deductions could occur for a variety of reasons, including insurance, to pay back advance payments, for extra tax withholding or union dues. Deductions can be taken as a percentage of the employee's gross wages, as a rate per hour paid or as a simple fixed amount.

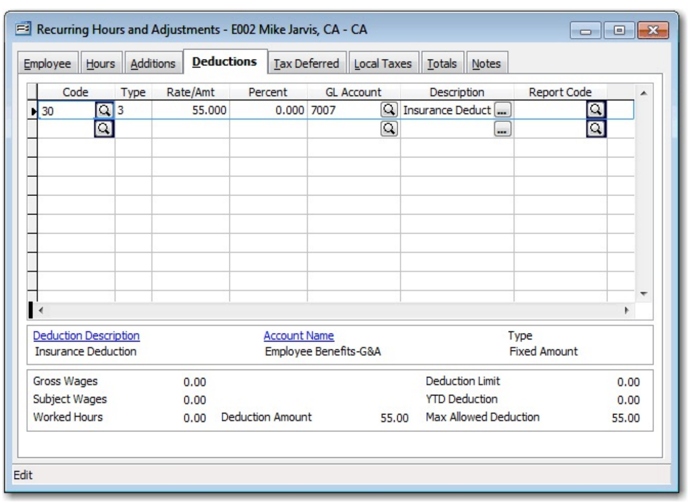
Defaults for payroll deductions are set in the Deduction record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period. The number in the Type column determines how the deduction is made: as a percentage, as an hourly rate, or a fixed amount. The drop down menu can be used to view or change the option. The type selected determines whether an Amount or Percent is entered to calculate the total amount for this deduction. The GL Acct column is used to record the general ledger account to which the deduction will be posted. A description can be recorded as a reminder of the reason for this deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Detail Distribution Grid Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-212
Sample Recurring Hours and Adjustments, Deductions tab screen form.



Code Column

The Code column records the code number assigned to the payroll deduction entered on the line. Defaults for payroll deductions are set in the Deduction record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deductions' types are set in the Deduction record.

Rate/Amt Column

This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

GL Account Column

This field records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for this deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Summary of Deductions Detail Area

In the section just below the table, BIS® lists additional detail information pertaining to the line item selected including the deduction description, account name, and type.

Deduction Description

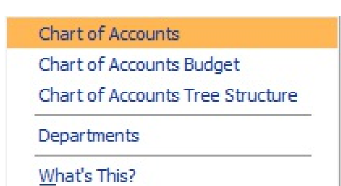
This field displays the description associated with the deduction code entered on the line item selected above.

Please note that the underlined Deduction Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on this hyperlink opens the Deductions – New form to add new additions (or edit existing ones). Right-clicking on the Deduction Description hyperlink opens access to the Payroll Deductions report.

Account Name

This field displays the account name to be used for posting this deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed with the GL Account column for this line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-213
Reports directly accessible by right-clicking on the field hyperlink.



Type

This field displays the type selected for the addition entered in the table above.

Summary Area

This area displays summary information pertaining to the deduction, including gross wages, subject wages, worked hours, deduction amount, deduction limit, YTD (Year-to-Date) deduction, and maximum allowed deduction.

Gross Wages

This field displays the gross wages for this employee for this pay period.

Subject Wages

This field displays the wages subject to deduction for this employee for this pay period.

Worked Hours

This field displays the total hours worked by this employee for this pay period.

Deduction Amount

This field displays the dollar amount for the deduction selected above.

Deduction Limit

This field displays the annual limit for the deduction selected above.

YTD Deduction

This field displays the employee's year-to-date total for the deduction selected above.

Max Allowed Deduction

This field displays the maximum amount allowed for the deduction selected above.

Tax Deferred Tab

This form allows managing recurring tax deferred compensation and cafeteria plans for employees. Tax deferred codes must exist in the Tax Deferred master file prior to being used here. Each tax deferred record consists of two parts: the company contribution and the employee deduction. Unlike regular payroll deductions, the tax deferred option allows specifying whether the deduction (and contribution) is subject to tax withholding. Tax deferred deductions and contributions can be made as a percentage of the employee's gross wages or as a fixed amount.

Defaults for company contributions can be established on the Company tab of the Tax Deferred record, while default for the employee deductions are set on the Employee tab. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic contribution established on the Adjustment tab of the employee's record, the default information set there will override the basic defaults.

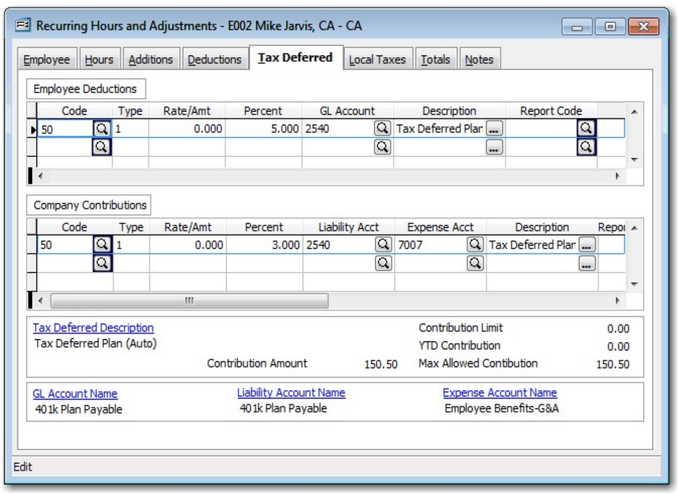


Figure: PR-214
Sample Recurring Hours and Adjustments, Tax Deferred tab screen form.

Employee Deductions Detail Distribution Grid Fields

This table is used to enter the recurring tax deferred employee deductions. The number in the Type column determines whether the deduction is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for this deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

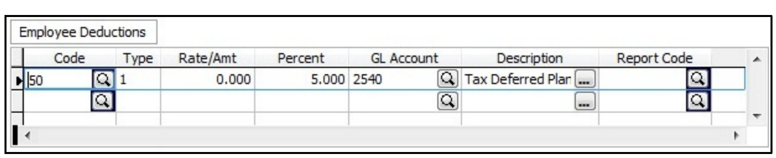


Figure: PR-215
Tax Deferred tab screen form, Employee Deductions grid.

Code Column

The Code column records the code number assigned to the tax deferred employee deduction entered on the line. Defaults for tax deferred employee deductions are set in the Payroll Adjustments, Tax Deferred, Employee tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred employee payroll deductions' types are set in the Payroll Adjustments, Tax Deferred, Employee tab record.

Rate/Amt Column

This field shows the total amount of the deduction that is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

GL Account Column

This field shows the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for this deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

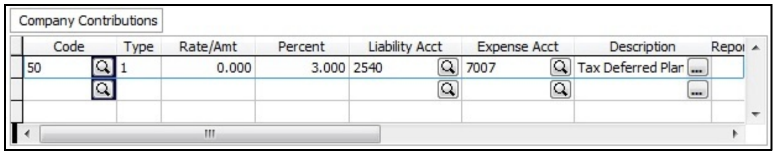
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Company Contributions Detail Distribution Fields

This table is used to enter the recurring tax deferred company contributions. The number in the Type column determines whether the contribution is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The liability account to which it will be credited, and the expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each contribution.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-216
Tax Deferred tab screen form, Company Contributions grid.



Code Column

The Code column records the code number assigned to the tax deferred company contribution entered on the line. Defaults for tax deferred company contribution are set in the Payroll Adjustments, Tax Deferred, Company tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred company payroll contribution types are set in the Payroll Adjustments, Tax Deferred, Company tab record.

Rate/Amt Column

This field determines the total amount of the contribution, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

Liability Account Column

This field records the general ledger liability account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Expense Account Column

This field records the general ledger expense account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Tax Deferred Detail Area

In the section just below the table, BIS® shows additional detail information pertaining to the line item selected, including the tax deferred deduction or contribution description, amount, limit, YTD (Year-to-Date) contribution, and maximum allowed number.

Tax Deferred Description

This field displays the description associated with the tax deferred code entered on the line item selected. Please note that underlined Tax Deferred Description is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Tax Deferred - New form to add new additions (or edit existing ones). Right-clicking on the Deduction Description hyperlink opens access to the Tax Deferred report.

Contribution Amount

This field displays the dollar amount for the contribution selected above.

Contribution Limit

This field displays the annual limit for the contribution selected above.

YTD Contribution

This field displays the employee's year-to-date total for the contribution selected above.

Max Allowed Contribution

This field displays the maximum amount allowed for the contribution selected above.

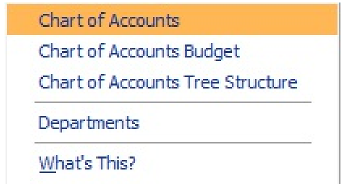
Summary Area

This area displays summary information pertaining to the contribution, including the GL account name (for employee deductions), and the liability expense account names for the company contributions.

GL Account Name

This field displays the account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined GL Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the GL Account Name hyperlink opens a selection of reports that can be directly accessed.

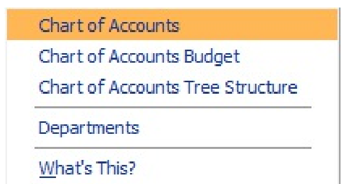
Figure: PR-217
Reports directly accessible by right-clicking on the field hyperlink.



Liability Account Name

This field displays the liability account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed with the Liability Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Liability Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Liability Account Name hyperlink opens a selection of reports that can be directly accessed.

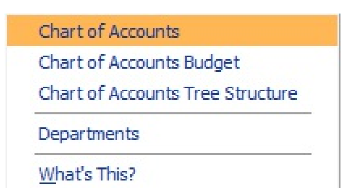
Figure: PR-218
Reports directly accessible by right-clicking on the field hyperlink.



Expense Account Name

This field displays the expense account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed with the Expense Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Expense Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Expense Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PR-219
Reports directly accessible by right-clicking on the field hyperlink.



Local Taxes Tab

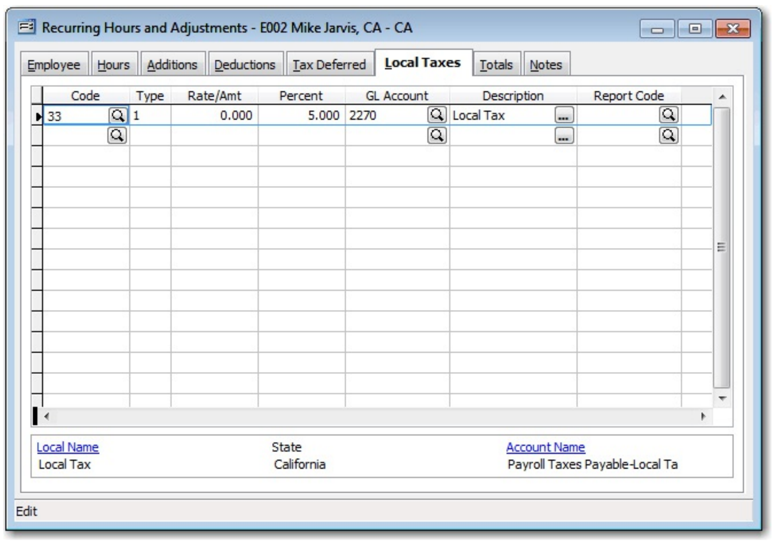
This table is used for collecting any recurring local taxes (not federal or state tax) that is required from an employee. Local tax codes and withholding information must be set up in the Local Taxes file prior to being used here. It is very important that the local taxing parameters be correctly established prior to entering them into a payroll record in order for BIS® to accurately calculate the employee's withholding.

If a default local tax code has been recorded on the Local Tax tab of the Employee record, that code will appear here and may not be changed or removed. However, additional local tax codes may be added if needed. The default account and report codes may be changed on additional codes. A description can be recorded as a reminder of the reason for the withholding. If extended notes are needed, click the button in the *Description* column for unlimited notepad space.

Detail Grid Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-220
Sample Recurring Hours and Adjustments, Local Taxes tab screen form.



Code Column

The Code column records the code number assigned to the local tax entered on the line. Defaults for local taxes are set in the Payroll Adjustments, Local Taxes record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Local Taxes tab of the employee's record, the default information set there will override the basic deduction defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour Worked, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deduction types are set in the Local Taxes record.

Tip

> Some states' local taxes are computed with tax tables built in to BIS®. Thus, the Rate/Amt and Percent columns will not be used.

Rate/Amt Column

This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in this field.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the ... button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Local Taxes Detail Area

In the section just below the table, BIS® provides additional detail information pertaining to the line item selected including the local name, state, and account name.

Local Name

This field displays the local tax name associated with the local tax code entered on the line item selected above. Please note that th underlined Local Name title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Deductions – New form to add a new additions (or edit existing ones). Right-clicking on the Local Name hyperlink opens access to the Local Taxes report.

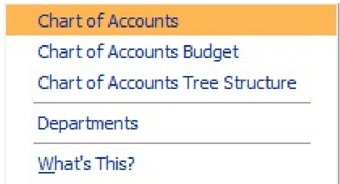
State

This field displays the state name associated with the local tax code entered on the line item selected above.

Account Name

This field displays the account name to be used for posting the deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed with the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

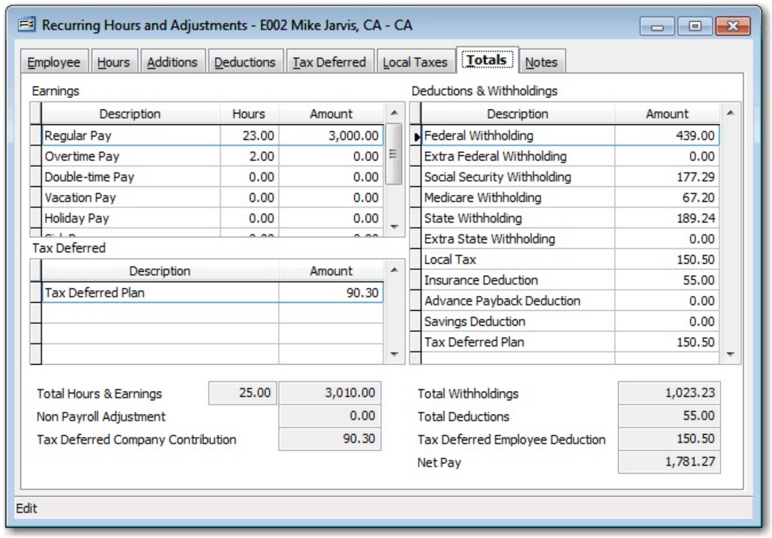
Figure: PR-221
Reports directly accessible by right-clicking on the field hyperlink.



Totals Tab

The Totals tab allows viewing entries and calculations from the information recorded for the employee's recurring payroll. Checking the amounts displayed can help identify errors in data entry prior to completing posting recurring payroll.

Figure: PR-222
Sample Recurring Hours and Adjustments, Totals tab screen form.



Description	Hours	Amount
Regular Pay	23.00	3,000.00
Overtime Pay	2.00	0.00
Double-time Pay	0.00	0.00
Vacation Pay	0.00	0.00
Holiday Pay	0.00	0.00

Description	Amount
Tax Deferred Plan	90.30

Description	Amount
Federal Withholding	439.00
Extra Federal Withholding	0.00
Social Security Withholding	177.29
Medicare Withholding	67.20
State Withholding	189.24
Extra State Withholding	0.00
Local Tax	150.50
Insurance Deduction	55.00
Advance Payback Deduction	0.00
Savings Deduction	0.00
Tax Deferred Plan	150.50

Earnings Table

This table displays the description, hours, and amount for earnings entered on previous tabs.

Tax Deferred Table

This table displays the description and amount for company contributions entered on the Tax Deferred tab.

Withholding & Deductions Table

This table displays the description and amount for tax withholding and other deductions entered on the previous tabs.

Total Hours & Earnings

These fields display the total number of hours entered on the Payroll Hours and Additions tab, and the total earnings.

Non-Payroll Adjustment

This field displays the total amount of non-payroll adjustments entered.

Tax Deferred Company Contribution

This field displays the total amount of company contributions entered on the Tax Deferred tab.

Earned Income Credit

This field displays the total amount of the employee's earned income credit for the check (Addition Code 22).

Total Withholdings

This field displays the total amount of tax withholdings calculated based on the withholding type for each entry on the Recurring Hours and Adjustments tabs.

Total Deductions

This field displays the total amount of employee deductions entered on the Deductions tab.

Tax Deferred Employee Deduction

This field displays the total amount of employee deductions entered on the Tax Deferred tab.

Net Pay

This field displays the total net pay for the employee for the recurring record.

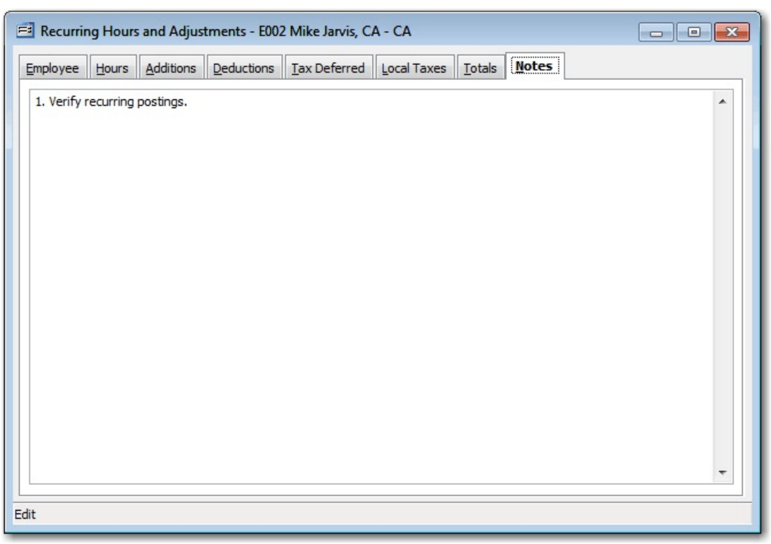
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes tab is a work area for miscellaneous notes and may be used as needed.

Figure: PR-223
Sample Recurring Hours and Adjustments, Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Load Groups

This section is used to load groups of recurring employee payrolls that are created using the Recurring PR form to Payroll Hours and Adjustments.

Modular Menu Access

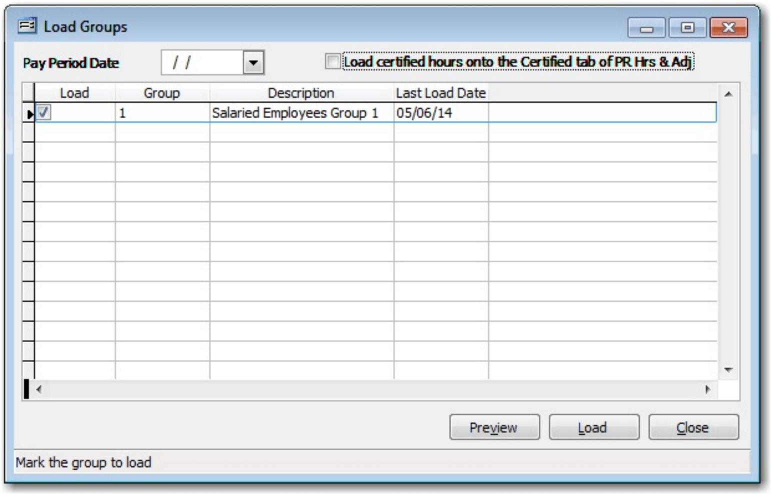
Payroll | Recurring Payroll | Load Groups

Standard Menu Access

Transactions | Recurring Payroll | Load Groups

This Load Groups screen displays the recurring payroll entry groups that can be selected for loading to Payroll Hours and Adjustments. The recurring payroll entries posted here are created using the Recurring PR form and grouped in the Groups screen. Once selected, the payroll entries can be loaded that will create one or more entries for the Payroll Hours and Adjustments.

Figure: PR-224
Sample Recurring Payroll, Load Groups screen form.



Pay Period Date

This field records the pay period date for the group of recurring entry transactions. If the date is entered manually, the input will be masked in mm/dd/yy format. Unless a payroll is in progress, this may also be selected by using the Calendar tool.

Post Flag

The Post Flag column allows groups to be selected for loading. A group is selected for loading if a check-mark appears in the box. Toggle the checkmark on and off by clicking on the box.

Group

The Group column displays the group numbers available for loading.

Description

The Description column displays the description associated with each group number.

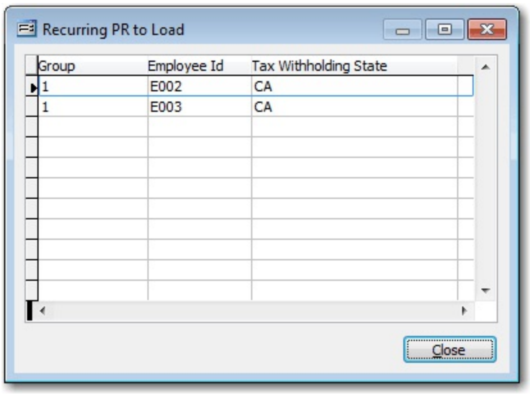
Last Post Date

The Last Post Date column displays the last date that the group of recurring payroll entries was loaded to Payroll Hours and Adjustments.

Preview Button

Opens a window which displays the individual recurring payroll entries to be loaded based on the groups selected.

Figure: PR-225
Recurring Payroll, Load Groups, Recurring PR to Load preview.



Load Button

This button causes the loading of the recurring payroll entries of all selected groups. The program will request confirmation of the action to load the recurring group entries selected.

Close Button

The Close button closes the active window.

Unload Groups

This section is used to unload groups of recurring employee payrolls that were previously loaded to Payroll Hours and Adjustments, but have not yet been printed or posted. From time to time, it may be useful to remove the entire group of loaded recurring payroll information, rather than changing one at a time in Payroll Hours and Adjustments.

Modular Menu Access

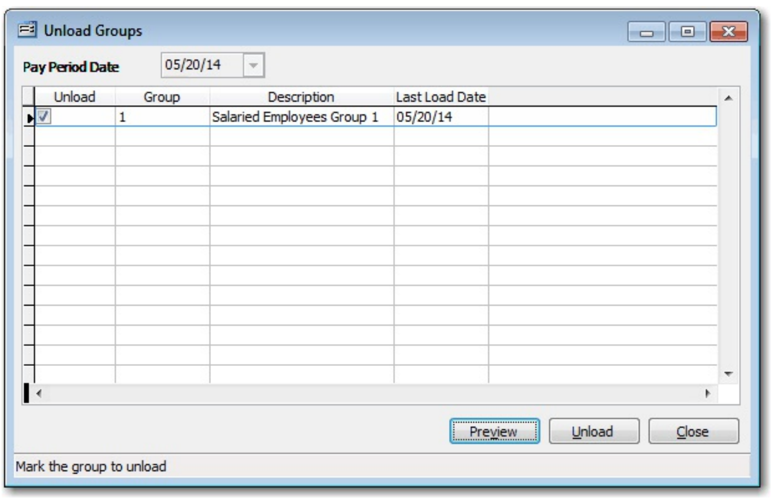
Payroll | Recurring Payroll | Unload Groups

Standard Menu Access

Transactions | Recurring Payroll | Unload Groups

This screen displays recurring payroll entry groups that can be selected for unloading from Payroll Hours and Adjustments that had not yet been printed or posted. The recurring payroll groups shown here were previously posted using the Load Groups form. Once selected, the payroll group entries can be unloaded from the current Payroll Hours and Adjustments.

Figure: PR-226
Sample Recurring Payroll, Unload Groups screen form.



Pay Period Date

Records the pay period date for the group of recurring entry transactions. If the date is entered manually, the input will be masked in mm/dd/yy format. The date may also be selected by using the Calendar tool.

Post Flag

The Post Flag column allows groups to be selected for unloading. A group can be selected for unloading if a checkmark appears in the box. Toggle the checkmark on and off by clicking on the box.

Group

The Group column displays the group numbers available for unloading.

Description

The Description column displays the description associated with each group number.

Last Post Date

The Last Post Date column displays the last date that the group of recurring payroll entries was loaded to Payroll Hours and Adjustments.

Unload Button

This button causes the unloading of the recurring payroll entries of all selected groups. The program will request confirmation of the action to unload the recurring group entries selected.

Time Card Import

Time Card Import provides the option to import payroll information from a .CSV file generated by About Time® time card software, from a spreadsheet, or from BIS In The Cloud. The CSV (Comma Separated Value) should include the Employee Code, Job Code, Cost Code, Hours Type (Regular/Overtime/Double time), Date, Hours, and Trade Classification (optional if utilized).

Figure: PR-226.1
Timecard Import Sample .CSV file.

	A	B	C	D	E	F	G	H
1	Employee Id		Job #	Cost Code	Hours Type	Date	Hours	Trade
2	E001	Matt Boyles			Regular	12/9/2019	8	
3	E001	Matt Boyles	1010	16000	Regular	12/10/2019	8	1004
4	E001	Matt Boyles	1010	16000	Regular	12/11/2019	8	1004
5	E001	Matt Boyles	1010	16000	Regular	12/12/2019	8	1004
6	E001	Bill Johnson	1020	16000	Regular	12/13/2019	8	1004
7	E001	Bill Johnson	1020	16000	Overtime	12/13/2019	4	1004
8	E001	Bill Johnson	1020	16000	Doubletime	12/13/2019	2	1004

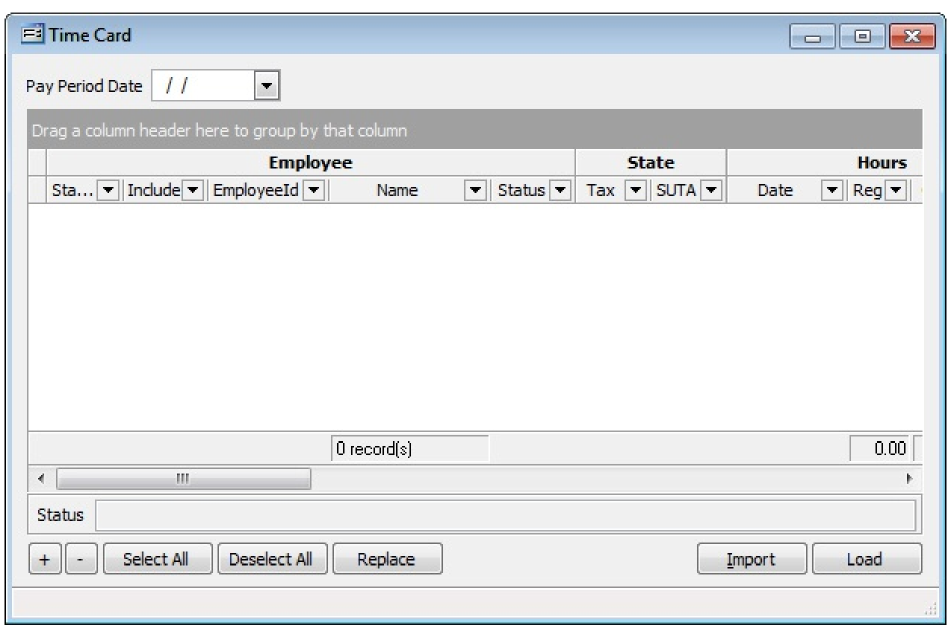
Note: Other information needed for the payroll record (Employee name, GL Account, Job name, Cost Code Description, Work Comp State, Work Comp Classification) will be automatically pulled from the master records in BIS®.

Notice in the example above that Employee Code E001 shows the wrong Employee Name (Matt Boyles) for the first 4 lines in Column B, but is correct in the last 3 lines (Bill Johnson). This will be automatically corrected when the information is pulled from the Employee master record.

The first line also shows missing information for the Job Code and Cost Code. The steps to edit those fields will be explained in other screenshots later in this document.

Select "Time Card" from either the My Desktop Payroll screen or from the Transactions menu. To create an Import from .CSV template, click on the "Import Data" sub-menu and select the "Import" button.

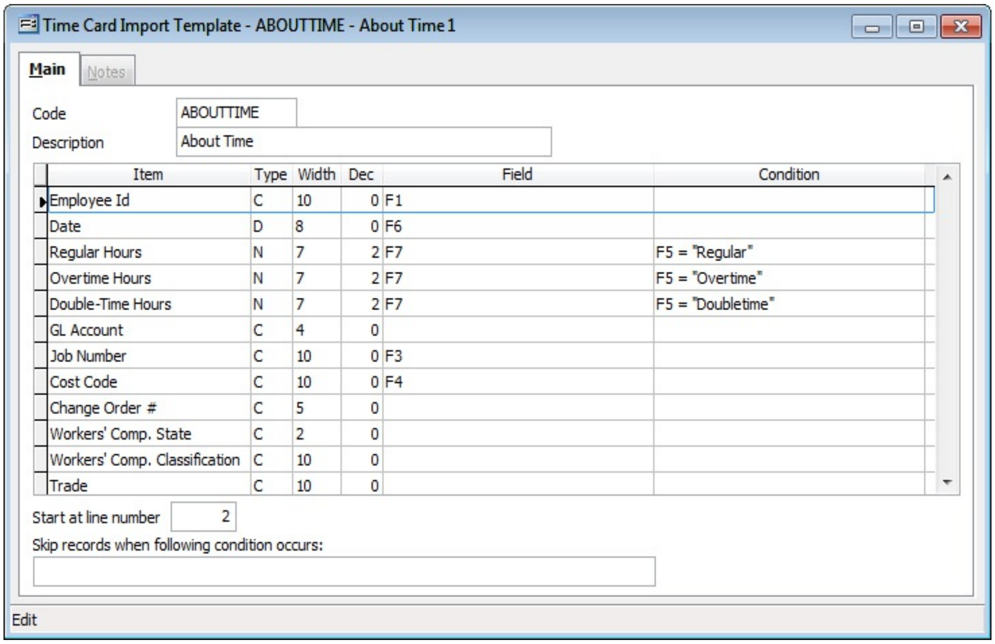
Figure: PR-226.2
Timecard Import screen form.



Prior to importing any data you must first create a template. Use Figure PR-226.3 below to determine the Field and Conditions for the template. The CSV Columns A – G are referenced as fields F1 – F7. Please note that the Condition column of the template is case sensitive. Example: Use “Regular”, not “REGULAR”.

Also, the CSV shows the record titles on Line 1 and the actual data starting on Line 2. At the bottom of the template enter the number 2 to indicate where the data begins.

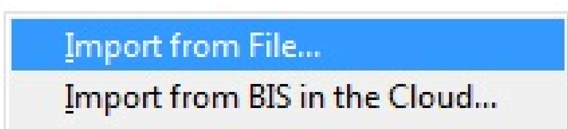
Figure: PR-226.3
Timecard Import Template screen form.



Item	Type	Width	Dec	Field	Condition
Employee Id	C	10	0	F1	
Date	D	8	0	F6	
Regular Hours	N	7	2	F7	F5 = "Regular"
Overtime Hours	N	7	2	F7	F5 = "Overtime"
Double-Time Hours	N	7	2	F7	F5 = "Doubletime"
GL Account	C	4	0		
Job Number	C	10	0	F3	
Cost Code	C	10	0	F4	
Change Order #	C	5	0		
Workers' Comp. State	C	2	0		
Workers' Comp. Classification	C	10	0		
Trade	C	10	0		

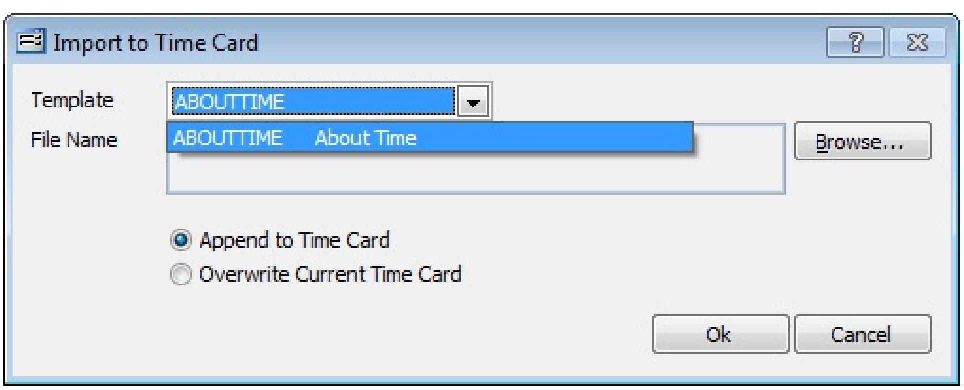
When the template is ready select the Import Data sub-menu then on the Timecard form select the Import button. Select Import from File.

Figure: PR-226.3a
Import to Time Card form.



Use the Template drop-down arrow to select the new template; then Browse to find the CSV file. Use the “Append” or “Overwrite” settings to add new records to an existing Time Card or to replace the existing Time Card with a new one.

Figure: PR-226.4
Import to Time Card form.



Use the Template drop-down arrow to select the new template; then Browse to find the CSV file. Use the "Append" or "Overwrite" settings to add new records to an existing Time Card or to replace the existing Time Card with a new one.

Figure: PR-226.5
Selecting the .CSV file.

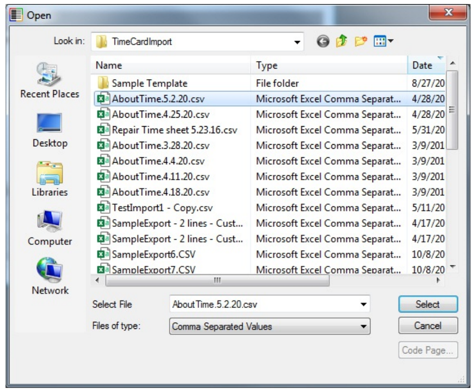


Figure: PR-226.6
Imported Time Card file corrected and ready to load to Payroll Hours and Adjustments.

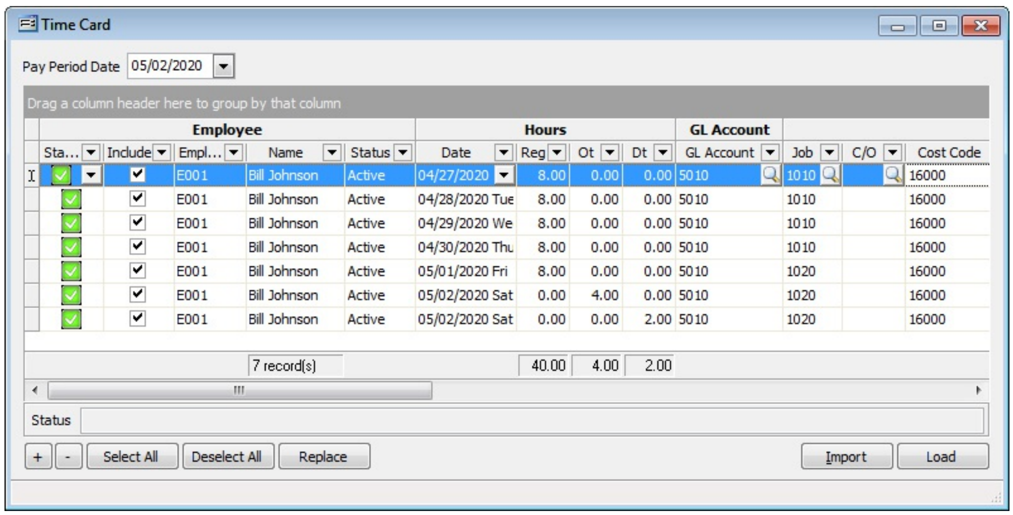
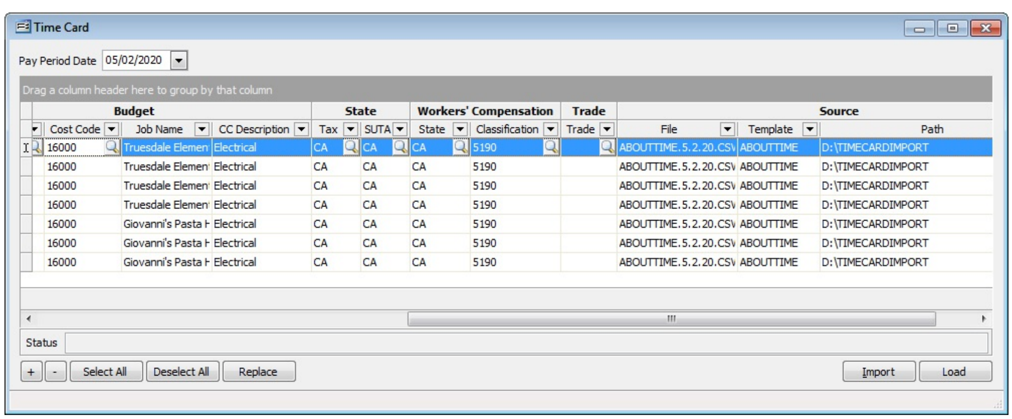
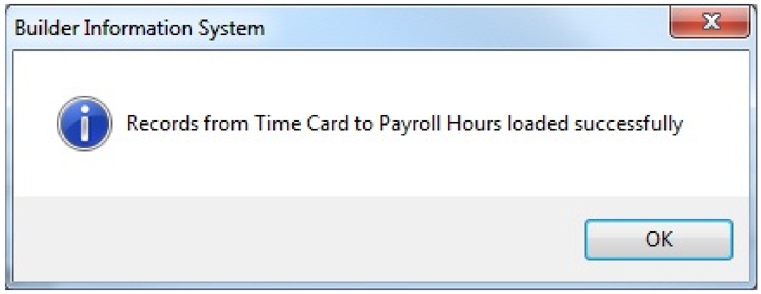


Figure: PR-226.6a
Imported Time Card file scrolled right to show additional import fields.



Select the “Load” button to load the records into the PR Hrs & Adj. form.

Figure: PR-226.6b
Shows the Time Card was loaded into PR Hrs & Adj.



As mentioned above in Figure: PR-226.1 if a file contains incorrect or missing data a Red X will appear in the Status column. Also, if an item is found to be invalid a pop-up message will appear after you select the “Load” button giving you specifics of what needs to be corrected.

Figure: PR-226.7
Example of a prompt indicating needed changes.

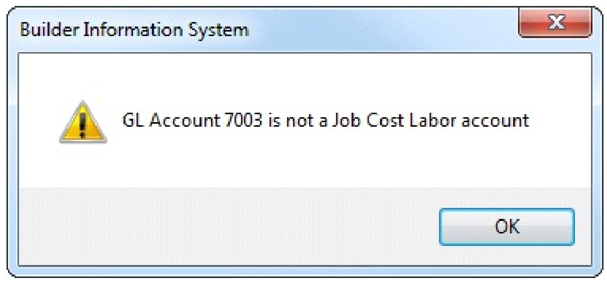
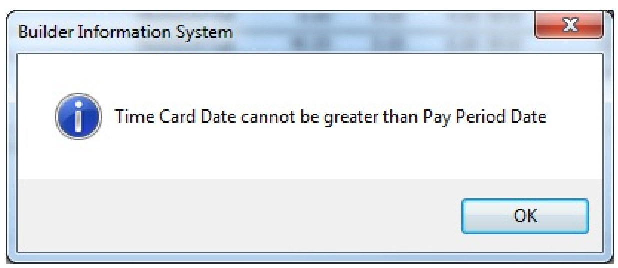
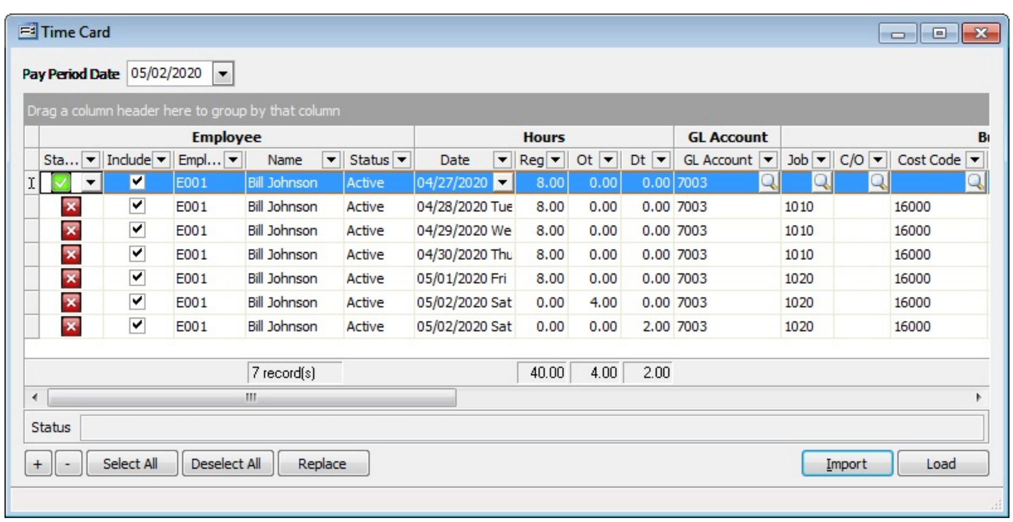


Figure: PR-226.7a
Another example of a prompt alerting a needed change.



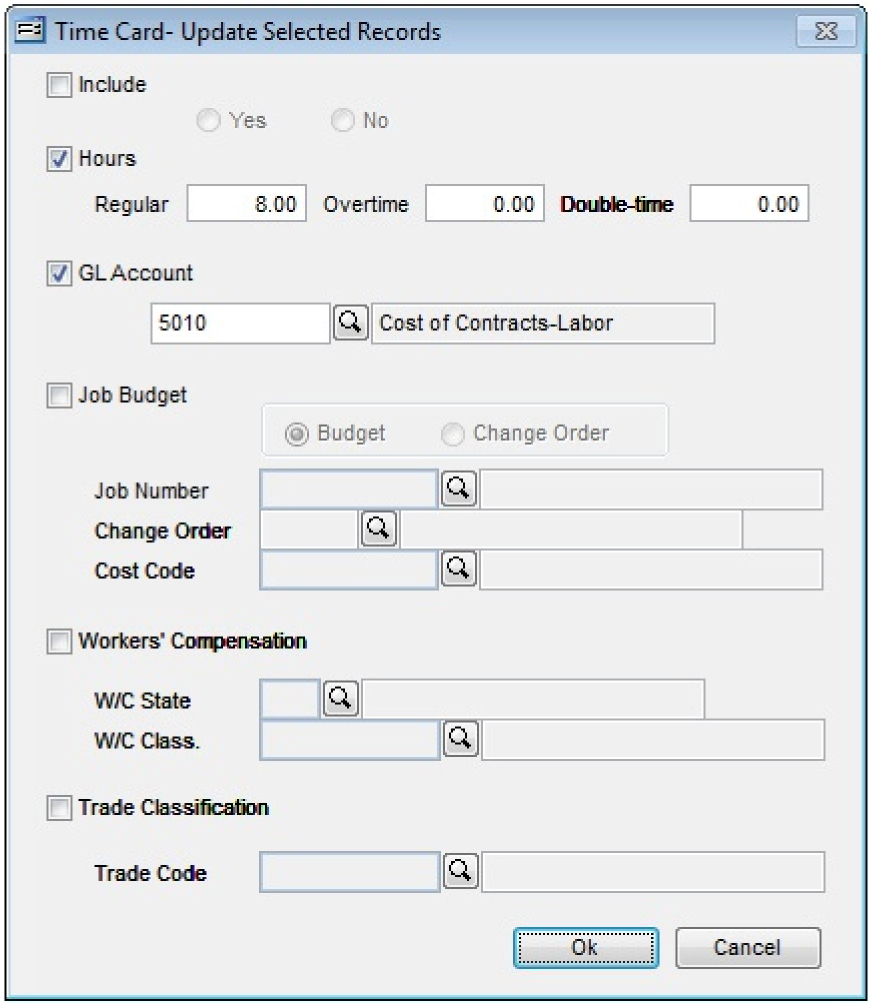
The CSV file can be edited after it has been imported into the Time Card form. Select specific lines or use the “Select All” button if applicable, then select the “Replace” button.

Figure: PR-226.8
Selecting information.



Select the checkbox for the items you need to edit. This will change the field from inactive to active and allow you to modify the selected lines. Select OK and try the “Load” button again.

Figure: PR-226.9
Time Card - Update Selected Records form.



Crews

Crews and Crew Hours is an optional Payroll feature that allows employee crews to be created, crew hours quickly distributed and then easily loaded into Payroll Hours and Adjustments to complete the payroll process. The Crew Hours process may be utilized in tandem with other payroll entry processes: Recurring Payroll, Timecard, and manually entered payroll.

Crews Master Record

Standard Menu Access

List | Crew

Modular Menu Access

Payroll | Crew

Main Tab

On the Main tab of the Crews master record form provide a Crew ID and Description. Select the Pay Period type from the adjacent dropdown and then select or enter the Employee IDs; the Employee's Name will auto-populate the form.

Default Tab

Select or enter a Default GL Account on the Default tab.

Notes Tab

Provide any desired accompanying notes on the Notes tab and save the record.

Figure: PR-226.10
Crews master record form - New.

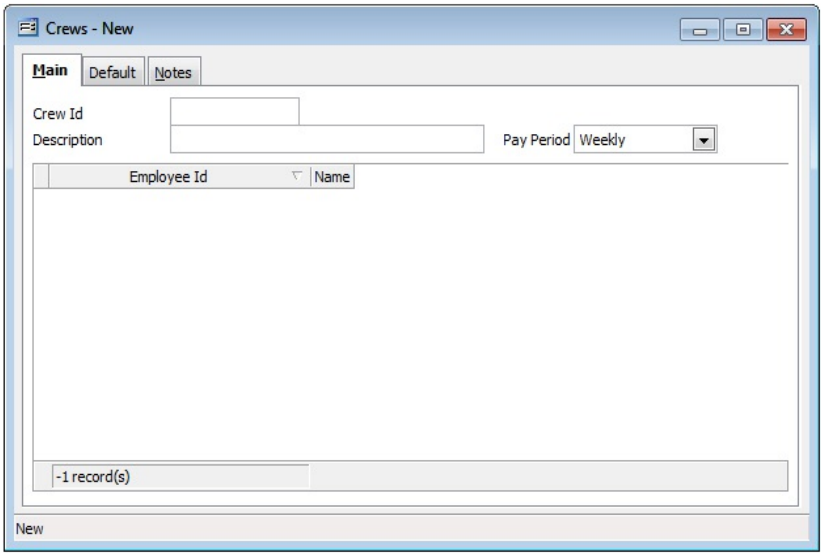
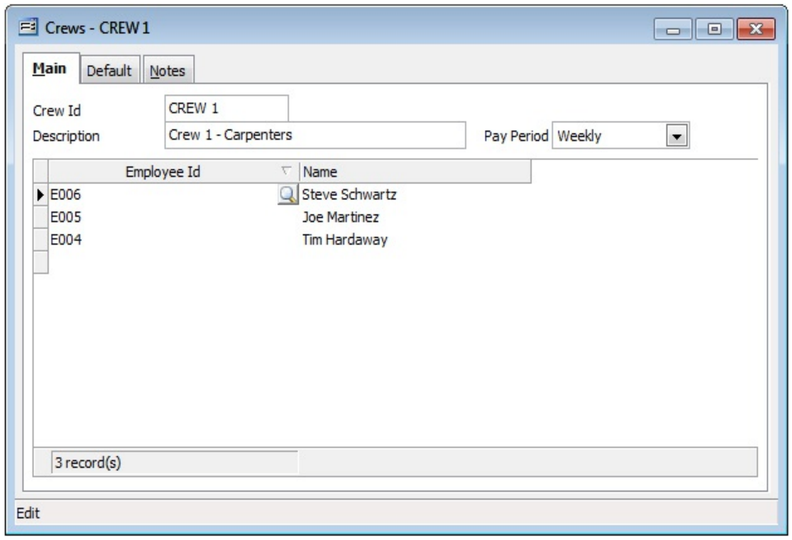


Figure: PR-226.11
Completed Crew master record.



Crew Hours

Standard Menu Access

Transactions | Crew Hours

Modular Menu Access

Payroll | Crew Hours

Main Tab

On the Crew Hours transactions form, enter or select the Pay Period Date. In the lower right click the "Add Crew" button and select or enter the desired Crew on the Crew ID form that appears, click OK. Note: Multiple crews may be added to the Crew Hours form.

Figure: PR-226.12
Crew Hours form - New.

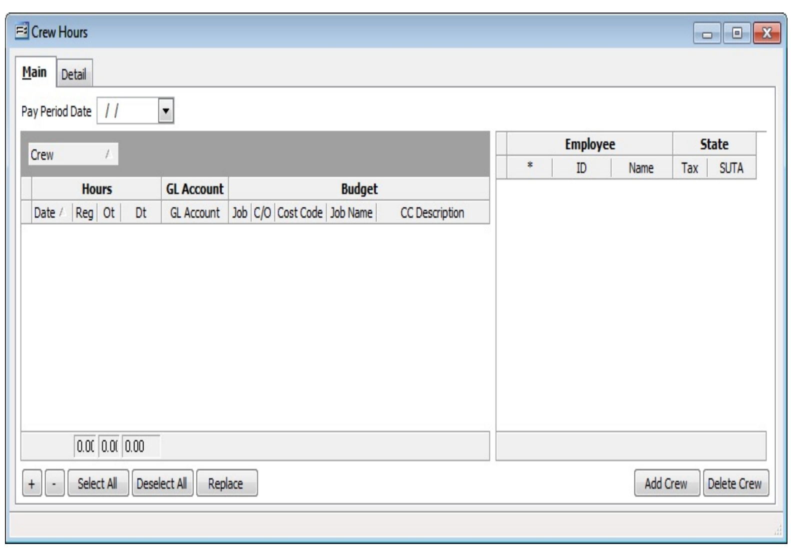
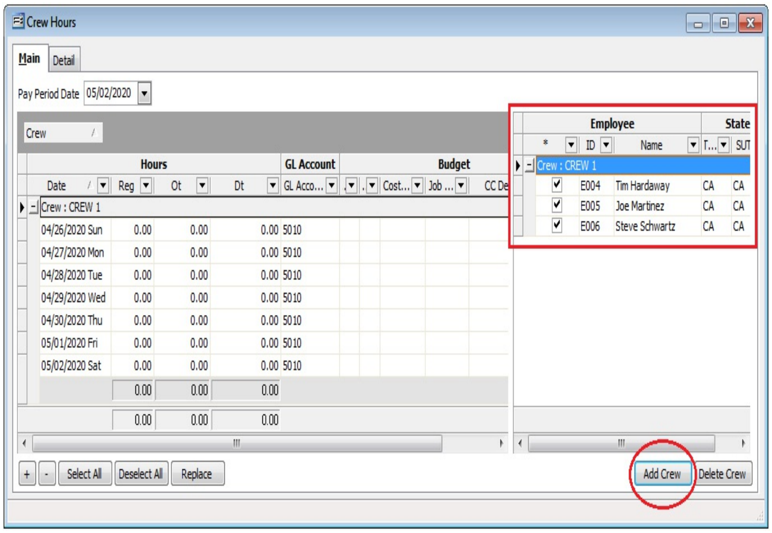


Figure: PR-226.13
Crew Hours form - Crew selected.



The Date column will auto-populate with the corresponding dates for the Pay Period. Unrequired dates should be removed by selecting the line and using the “Delete Line” icon or “Ctrl + J” key command.

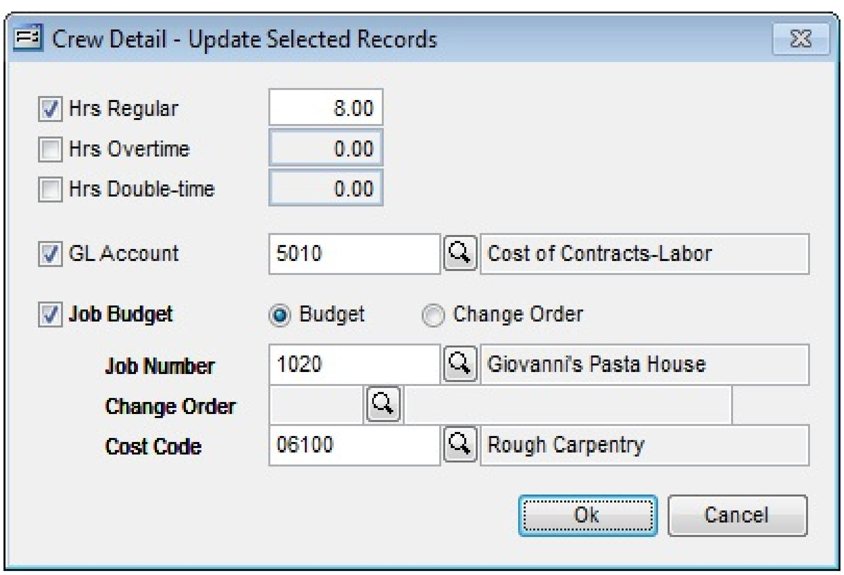
Note that while the Crew Hours, GL Account, and Job Budget information may be entered manually, using the “Replace” function quickly updates selected Crew Dates in mass. Using “Select All” highlights all Crew Dates or optionally, holding down the “Shift” key while selecting Crew Dates will allow concurrent dates to be selected or hold down the “Ctrl” key and select non-concurrent dates.

Once the dates are selected, clicking “Replace” opens the “Update Selected Records” form. Check the Hours, GL Account, and/or Job Budget checkboxes to enter information into their adjacent fields. Click

“OK” to update the selected Crew Dates; clicking “Cancel” will cancel the process.

The “+” button in the lower left expands the Crews Dates while the “-“collapses the Crew Dates. “Select All” highlights all Crew Dates while “Deselect All” reverses the process.

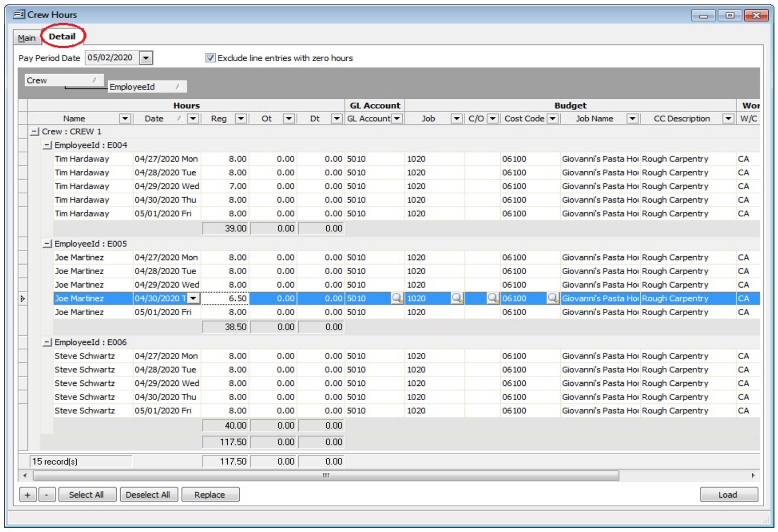
Figure: PR-226.14
Crew Hours form -Update Selected Records



Detail Tab

Once all the Crew Hours information is entered click the Detail tab to make any individual employee adjustments needed. When all the Crew Hours information is completed, click Save. Now, Clicking "Load" in the lower right of the Detail tab will load the Crew Hours information into PR Hours and Adjustments. "Records from Crews to Payroll Hours loaded successfully." Clicking "OK" clears the Crew Hours and closes the form.

Figure: PR-226.15
Crew Hours - Details tab.



Section 4 – Payroll Reports

This section covers the reports available for Payroll. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options to allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open a pop-up report menu related to that field. Either method opens a report setup form depending upon the type of report selected. Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS® reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria have been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open to display the report. This is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select Print, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS®, reports can be exported and emailed in up to six different formats. Most reports have hyperlinks that enable users to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar.

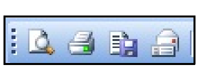


Figure: PR-227
Report Toolbar

Preview

 The Preview icon works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Print (Ctrl+P)

The BIS® Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Report

The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Report

The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS. The available formats for these editions are the same as listed for Export above.

Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.

Table of Contents

The BIS® Table of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.

Show/Hide Ruler

The Show/Hide Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.

Copy Page

The Copy Page icon copies the current page of the report to the Windows® Clipboard.

Find

The BIS® Find icon enables users to find or search for a particular piece of data in the current report.

Display Pages

The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.

Zoom in

The Zoom in icon enlarges the screen image by preset percentages.

Zoom Out

The Zoom in icon reduces the screen image by preset percentages.

Zoom Control

The Zoom Control drop-down allows enlarging or reducing the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as wel l as Page Width and Full Page.

"Navigation" Buttons

2/13 The Navigation button icons provides a way of moving through pages of the report. In sequence, they are: the First Page, the Previous Page, the Next Page, and the Last Page. The numeric information in the center indicates which page is showing or selected out of the total number of pages in the report.

Backward

The Backward icon reverses the order of the pages of the report that appear on the screen.

Forward

The Forward icon resets the order of the pages of the report that appear on the screen.

Deactivate Hyperlinks

The Deactivate Hyperlinks tool is a toggle to activate or deactivate hyperlinks on reports.

Hyperlink Appearance

ab The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

Figure: PR-228
Hyperlink format options

Refresh

The Refresh icon updates the report with the latest data from the program.

List Reports

The majority of BIS® reports are list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria specified do not yield any records, BIS® will not allow the report to be previewed or printed.

My Query

The My Query option enables the user to save multiple sets of query conditions (and is described in greater detail below).

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available vary from report to report.

Order By

Use the drop down menu tool in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display A-Z entries, while a descending list orders Z-A entries.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Field

This is a list of fields that will be included in the report. Data can be selected for inclusion by the fields displayed in this area. A variety of criteria can be used to make the report as narrow or broad as necessary.

First select an operator from the drop down list in the Operator field. Depending on which operator is chosen, the Beginning and/or Ending fields may need to be filled with data based on the field type. Sometimes a drop-down menu is made available in these columns so that records on file can be selected.

Operators

All	Shows all records
=	Displays only records with data matching the data in the Beginning column.
On Date Run	For Date fields only; this dynamic operator uses the system date for the program
Day # of Month	For Date fields only; this dynamic operator uses the pre-selected specific day of the month
First Day of Month	For Date fields only; this dynamic operator uses the first day of the current month
Last Day of Month	For Date fields only; this dynamic operator uses the last day of the current month
In	Includes all records containing the data entered in the Beginning column
Between	Shows records that fall between the records listed in the Beginning and Ending columns
Tag	Includes specific records tagged from a drop-down list of records
>	Includes records that have a value greater than that entered in the Beginning column
<	Only shows records with a value less than that defined

>=	Displays records with a value greater than or equal to the defined data
<=	Includes records whose value is less than or equal to the data entered

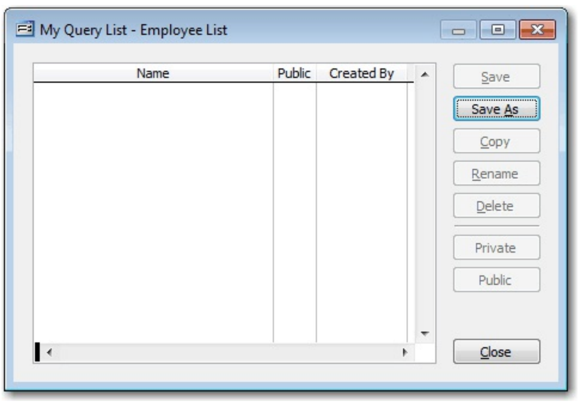
My Query

The My Query option enables the user to save multiple sets of query conditions including Order By, Field Operators and their settings, and Options. The initial use of My Query shows no saved Queries. If there are existing named queries available they can be seen using the drop-down tool. The saved Query, however, can be applied to any of the available Report Types.

Figure: PR-229
My Query drop-down list sample.

As with other system reports, each named query selection can be further refined with the other settings.

Figure: PR-230
My Query List initial use sample screen form.



Refresh Button

 If a query has been saved, and new changes are made to the query settings, clicking on the Refresh button will remove those unsaved changes.

Details Button

 A query can be saved by clicking on the Details button. If there are no pre-existing queries, two buttons are available, Save As and Close.

Save

The Save button will save the current settings, but will provide a dialog box asking, “Do you want to overwrite this query?” Click on Yes to save the current settings under the selected name, or No to not save them under the current name.

Save As

The Save As button opens the Save As Query sub-form.

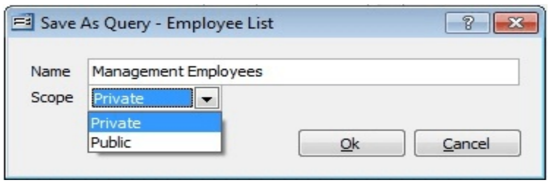
Name

Use this field to assign a name to the saved query.

Scope

The Scope option allows the user to specify whether the saved query will be kept for private use or be made available to all users with access rights to the information.

Figure: PR-231
Save As Query List sample screen form showing the two optional Scope selections: Private and Public.



OK

Click on the OK button to accept the name and scope selections.

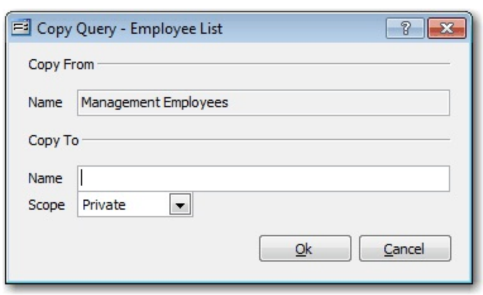
Cancel

Click on the Cancel button to close the form without saving.

Copy

The copy button will copy the current saved query to a new name, and allow changing its scope setting. The newly named query can then be edited and saved again.

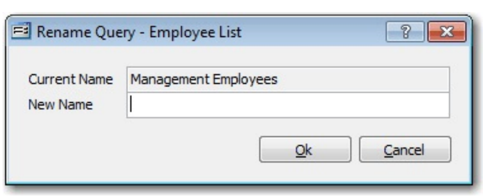
Figure: PR-232
Copy query screen form.



Rename

The Rename button opens the Rename Query form that allows the query to be saved with a new name.

Figure: PR-233
Rename Query screen form.



Delete

The Delete button will delete the selected named query. If the query is a public query, the following dialog box question will appear, “This is a public query. Are you sure that you want to delete this query?” If the selected query is not a public query, the system simply asks for a confirmation of the action.

Private

If the query is marked as Private, this button will be grayed out. The user has the option of changing the scope of the query to Public by using the next button.

Public

If the query is marked as Public, this button will be grayed out. The user has the option of changing the scope of the query to Private by using the preceding button.

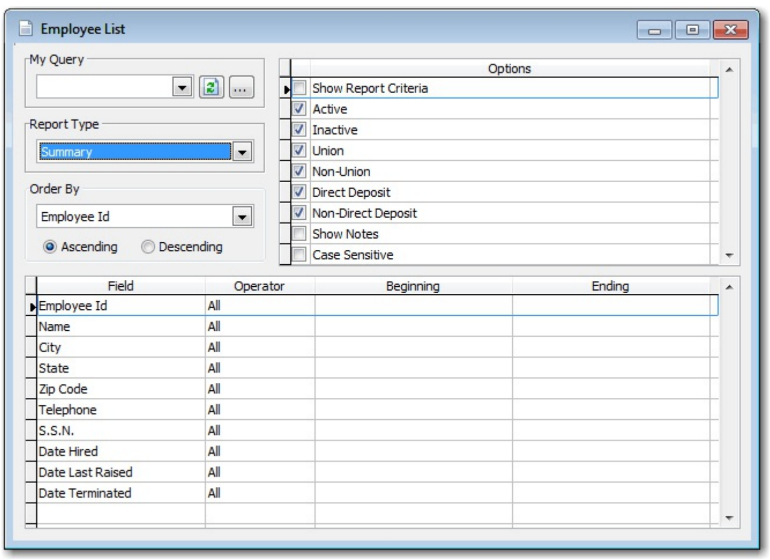
Close

This button closes the My Query List.

Clear Button

The clear button is located on the tool bar normally at the top of the screen. This button applies only to the report queries. BIS® reports query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it preselected. The clear button resets the query screen to the system default.

Figure: PR-234
Sample report query form after apply clear button.



Payroll Report List

The following is a list of the payroll module reports, documents, and magnetic media available in BIS®.

- Employee List
- Employee Ledger
- Employee Labels
- Crew List
- Labor Rates Classifications
- Payroll Adjustments
  - Additions
  - Deductions
  - Tax Deferred
- Local Taxes
- Prepayment List
- Time Card Report
- Payroll Journal
- Reprint Check Run Report
- Adjustment Ledger
  - Additions
  - Deductions

- Tax Deffered
- Local Taxes
- By Employee
- Vacation Ledger
- Sick Pay Ledger
- Recurring Payroll
  - Groups
  - Recurring List

- Reports and Worksheets
  - 941 Worksheet
  - 940 Worksheet
  - Federal Unemployment
  - State Unemployment
  - Quarterly State Wage
  - Quarterly SDI Wages
  - SDI Report
  - Gross Wages
  - Taxable Wages
  - Payroll Summary
  - Monthly Employment Utilization
  - Employee Hours
  - Tax Deferred

- Workers' Compensation
  - Classifications
  - Transactions
  - Report

- Certified Payroll
  - Trade Classifications
  - Pay Periods
  - Certified Payroll Report
  - Certified Payroll Electronic Filing

- State Specific Reports
  - California DE9/DE9C Electronic Filing
  - California DE9C/ DE-6 Quarterly Wage
- California Employment Training Tax
- California DE 88 Payroll Tax Deposit
- Washington Paid Family and Medical Leave

- W-2 Forms
- W-2 Electronic Filing
- W-3 Transmittal
- Quarterly Electronic Filing

Menu Access

Unlike other areas in Payroll, access to reports can be achieved via 3 different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

Payroll | Reports

Reports Access via Modules with Reports Listed

Payroll

Standard Menu

Reports | Payroll

Employee List

These reports show the employee Id and name, title, social security number, status and whether he or she is a union employee, and optionally other information.

Access

Module Menu with Reports Group

Payroll | Reports | Employee List

Module Menu with Reports Listed

Payroll | Employee List

Standard Menu

Reports | Payroll | Employee List

Report Type

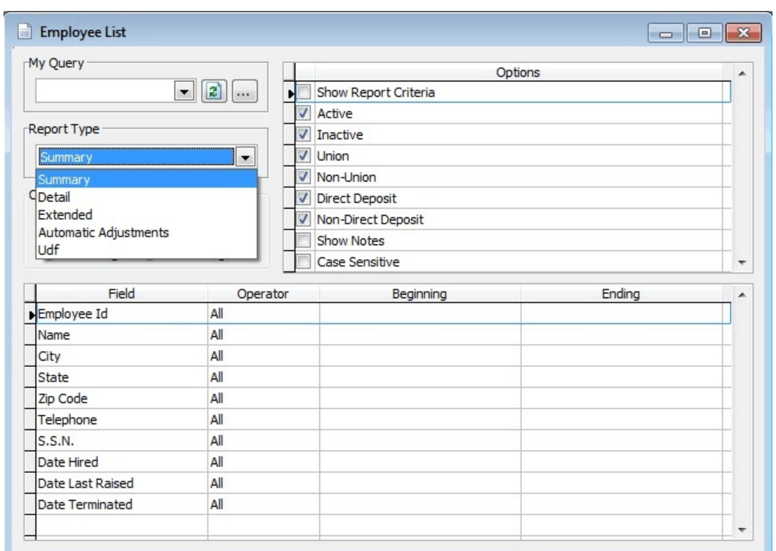
Summary

The Summary Report Type shows the employee Id and name, title, social security number, status and whether he or she is a union employee.

Detail

The Detail Report Type displays the employee address and telephone number.

Figure: PR-235
Employee List, Query screen form, Report Type.



Extended

The Extended Report Type provides a full-page report for each employee that displays all information from the Main and Default tabs of the Employees file.

Automatic Adjustments

The Automatic Adjustments Report Type shows the summary information plus the code, description, hours, amount, limit, GL account, and expense account for each employee's automatic payroll adjustments.

Check List

The Check List Report Type shows the Employee Name, Address 1, Address 2, City, State, Zip Code, and Social Security Number. This report is not a list of payroll checks (that report is a General Ledger report), rather this report was originally designed to accompany other required reports for the Affordable Care Act. Its usefulness has been kept in BIS® and can simply be used as a check-off tool.

Udf

The Udf Report Type displays the employee name and number plus the information on the Udf (User Defined Fields) tab of the Employee file.

Order By

- Employee Id
- Employee Id Numeric
- First Name
- Last Name
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number
- Date Hired
- Date Last Raised
- Date Terminated

Options

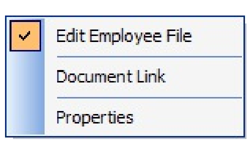
- Show Report Criteria
- Active
- Inactive
- Union
- Non Union
- Direct Deposit
- Non-Direct Deposit
- Show Notes
- Case Sensitive

Fields

- Employee ID
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number
- Date Hired
- Date Last Raised
- Date Terminated

Drill-Down+® Destinations

Figure: PR236
Right-click a hyperlink to access reports and other features..



Employee List – Summary Report

Best Construction Company

Employee List

Summary Report

Page 1

Employee Id	Employee Name	Title	Soc. Sec.#	Status	Union
E001	Bill Johnson	Owner	555-55-1000	Active	No
E002	Mike Jarvis	Project Manger	555-55-1001	Active	No
E003	Alissa Monte	Office Manager	555-55-1002	Active	No
E004	Tim Hardaway		555-55-1003	Active	Yes
E005	Joe Martinez		555-55-1004	Active	Yes
E006	Steve Schwartz		555-55-1005	Active	Yes
E007	Mike Smith		555-55-1006	Active	Yes

Figure: PR-236a Example of a screen displayed report with blue underlined hyperlinks in the Employee Id column.

Employee List – Detail Report

Best Construction Company

Employee List

Detail Report

Page 1

EmployeeId	EmployeeName	Title		Soc. Sec.#	Status	Union
	FirstName	Middle Initial		LastName		
	Address/City	Telephone/State/Zip Code		Department		
Withholding State						
Unemp. State	Description	W/C Code	SDI W/H	Local Tax	Description	
E001	Bill Johnson	Owner		555-55-1000	Active	Yes
	Bill	J		Johnson		
	641 Hatrick Way	(805)543-7000				
	Pismo Beach	CA	93448			
MD	Maryland		SDI (No)	42	Maryland Residents	
CA			SDI (No)			
E002	Mike Jarvis	Project Manger		555-55-1001	Active	No
	Mike	P		Jarvis		
	1812 6th Street	(805)543-7000				
	Grover Beach	CA	93433			
CA	California	5190	SDI (Yes)			
CA	California	5190	SDI (Yes)			
E003	Alissa Monte	Office Manager		555-55-1002	Active	No
	Alissa	A		Monte		
	1689 22nd Street	(805)543-7000				
	Oceano	CA	93445			
CA			SDI (No)			
CA			SDI (No)			
E004	Tim Hardaway			555-55-1003	Active	Yes
	Tim			Hardaway		
	916 E. Meridian	(805)543-7000				
	Grover Beach	CA	93433			
CA	California	5645	SDI (Yes)			
CA	California	5645	SDI (Yes)			
E005	Joe Martinez			555-55-1004	Active	Yes
	Joe	P		Martinez		
	805 T Street	(805)543-7000				
	Pismo Beach	CA	93448			
CA			SDI (No)			
CA			SDI (No)			
E006	Steve Schwartz			555-55-1005	Active	Yes
	Steve	M		Schwartz		
	963 Presker Canyon Road	(805)543-7000				
	Arroyo Grande	CA	93420			
CA	California	5190	SDI (Yes)			
CA	California	5190	SDI (Yes)			

* Employee may have an invalid SSN and/or Name and reporting to the Social Security Administration may be rejected. We suggest you contact the Social Security Number Verification Service (SSNVS) for more information.

Figure: PR-237 Payroll Employee List Report - Detail, sorted by Employee Id.

Employee List – Extended Report

Best Construction Company

Employee List
Extended Report

Page 1

Employee E001, Bill Johnson

Main

Employee Id	E001
First Name M.I.	Bill J
Last Name	Johnson
Display Name	Bill Johnson
Street Address 1	641 Hatrick Way
Street Address 2	
City	Pismo Beach
State Zip Code	CA 93448
Telephone	(805) 543-7000
Title	Owner
S.S.N.	555-55-1000
Birth Date	01/19/1955
Date Hired	06/10/2004
Date Last Raised	01/01/2020
Date Terminated	/ /
Status	Active

Photo

Default

Pay Period	Weekly
Pay Type	Salaried
Classification	Journey Worker
Minority Code	N/A
Gender	Male
Rate Classification	
Reg. Pay Rate	$3,000.00
Ot. Pay Rate	$0.00
Dt. Pay Rate	$0.00
Reg. Billing Rate	$0.00
Ot. Billing Rate	$0.00
Dt. Billing Rate	$0.00
Other Burden %	7.00
Construction Trade	
GL Account	7003 Salaries &
Union	[X] Union Employee
Union Code	
Union Classification	
Department	

Federal Tax

Filing Status	Married
No. of Exemptions	3
Additional W/H Amt.	50
Estimated W/H Amt.	0
Exempt	[ ] Exempt from Federal Withholding
Earned Income Credit	No Filing
W2 Box 13	[ ] Statutory Employee
W2 Box 13	[X] Retirement Plan
W2 Box 13	[ ] Third-party sick pay
W/H Adjustment	[ ] W/H Adjustment for Nonresident Aliens

State Tax

Withholding State	MD Maryland
Unemployment State	CA California

History

Last Check Number	4444
Last Check Date	05/02/2020
Last Check Amount	$2,029.42

Other

Business Email	bjohnson@bestconstruction.com
Personal Email	bjohnson@gmail.com
Mobile Phone	(805)555-1234
Pager Number	(805)555-4321

Emergency Contact

Name	Susan Johnson
Telephone 1	(805)555-9876
Telephone 2	(805)555-6543

Notes

1. Sometimes works from home.

Figure: PR-238 Employee List, Extended Report.

Employee List – Automatic Adjustments Report

Best Construction Company

Employee List

Automatic Adjustments Report

Page 1

Employee Id	Employe Name	Title		Social Security#		Status	Union
Code	Description	Hours	Amount	Limit	GL Acct	Expense Acct	
E001	Bill Johnson	Owner		555-55-1000		Active	Yes
10	Vacation Pay	0.00	0.00		7003		
17	Non-Payroll Addition	0.00	0.00				
30	Insurance Deduction		2.00		7007		
50	TaxDeferred Plan		3.00	0.00	2540		
50	TaxDeferred Plan		3.00	0.00	2540	7007	
E002	Mike Jarvis	Project Manger		555-55-1001		Active	No
50	TaxDeferred Plan		5.00	0.00	2540		
50	TaxDeferred Plan		3.00	0.00	2540	7007	
E003	Alissa Monte	Office Manager		555-55-1002		Active	No
E004	Tim Hardaway			555-55-1003		Active	Yes
E005	Joe Martinez			555-55-1004		Active	Yes
E006	Steve Schwartz			555-55-1005		Active	Yes
E007	Mike Smith			555-55-1006		Active	Yes

Figure: PR-239 Employee List, Automatic Deductions Report, sorted by Employee Id.

Employee List - Check List Report

Best Construction Company

Employee Check List

Check List Report

Page 1

✓	Employee Name	Address 1	Address 2	City	State	Zip Code	SSN
	Bill Johnson	641 Hatrick Way		Pismo Beach	CA	93448	555-55-1000
	Mike Jarvis	1812 6th Street		Grover Beach	CA	93433	555-55-1001
	Alissa Monte	1689 22nd Street		Oceano	CA	93445	555-55-1002
	Tim Hardaway	916 E. Meridian		Grover Beach	CA	93433	555-55-1003
	Joe Martinez	805 T Street		Pismo Beach	CA	93448	555-55-1004
	Steve Schwartz	963 Presker Canyon Road		Arroyo Grande	CA	93420	555-55-1005
	Mike Smith	1845 Oak Park	Apt. B	Oceano	CA	93445	555-55-1006
	Test 1 Employee	7730 Morro Road	Suite 204	Atascadero	CA	93422	654-32-1123

Figure: PR-239a Employee List Check List Report.

Employee User Definable Fields – Udf Report

Best Construction Company

Employee User Definable Fields

Udf Report

Page 1

Employee Id	Employee Name / UDF Field	Description
E001	Bill Johnson	
	Driver's Lic. Exp.	12/02/2020
	Driver's Lic. No.	D1000888
E002	Mike Jarvis	
	Driver's Lic. Exp.	10/10/2021
	Driver's Lic. No.	D1001888
E003	Alissa Monte	
	Driver's Lic. Exp.	05/20/2029
	Driver's Lic. No.	
E004	Tim Hardaway	
	Driver's Lic. Exp.	03/23/2022
	Driver's Lic. No.	D1003888
E005	Joe Martinez	
	Driver's Lic. Exp.	11/28/2019
	Driver's Lic. No.	D1004888
E006	Steve Schwartz	
	Driver's Lic. Exp.	09/03/2018
	Driver's Lic. No.	D1005888
E007	Mike Smith	
	Driver's Lic. Exp.	02/15/2021
	Driver's Lic. No.	D1006888

Figure: PR-240 Employee User Definable Fields, Udf Report, sorted by Employee Id.

Employee Ledger

The Employee Ledger summarizes the employee's history by payroll transaction and serves as the supporting sub-ledger for the General Ledger report. The total dollar amount in the general ledger should equal the total dollar amount of all employees for the same date range.

Access

Module Menu with Reports Group

Payroll | Reports | Employee Ledger

Module Menu with Reports Listed

Payroll | Employee Ledger

Standard Menu

Reports | Payroll | Employee Ledger

Report Types

Summary

This report type shows the employee ID and name, state, gross wages, federal tax withholding, FICA withholding, Medicare withholding, state tax withholding, SDI withholding, non-payroll amount, deductions, net check amount and list totals.

Detail

This report type shows the employee ID and name, check date, pay period ending date, check number, state, gross wages, federal tax withholding, FICA withholding, Medicare withholding, state tax withholding, SDI withholding, non-payroll amount, deductions, net check amount and list totals.

Extended

In addition to providing summary information, this report type displays a breakdown of payroll hours worked including trade classification, regular hours, overtime hours, double-time hours, regular rate, extended amount, Workers' Compensation classification, union code, union classification, posting account number and name, report code, job number, cost code, change order, cost type, total regular hours, total overtime, total double-time, total earnings. It also displays adjustments' information including adjustment number and description, hours, amount, description, posting account number and name, report code, job number, cost code, change order and cost type.

Order By

- Employee ID + Check Date
- Employee ID + Check Number

Options

- Show Report Criteria
- Show Employees with no Activity
- Active
- Inactive
- Reversing Entries
- Case Sensitive

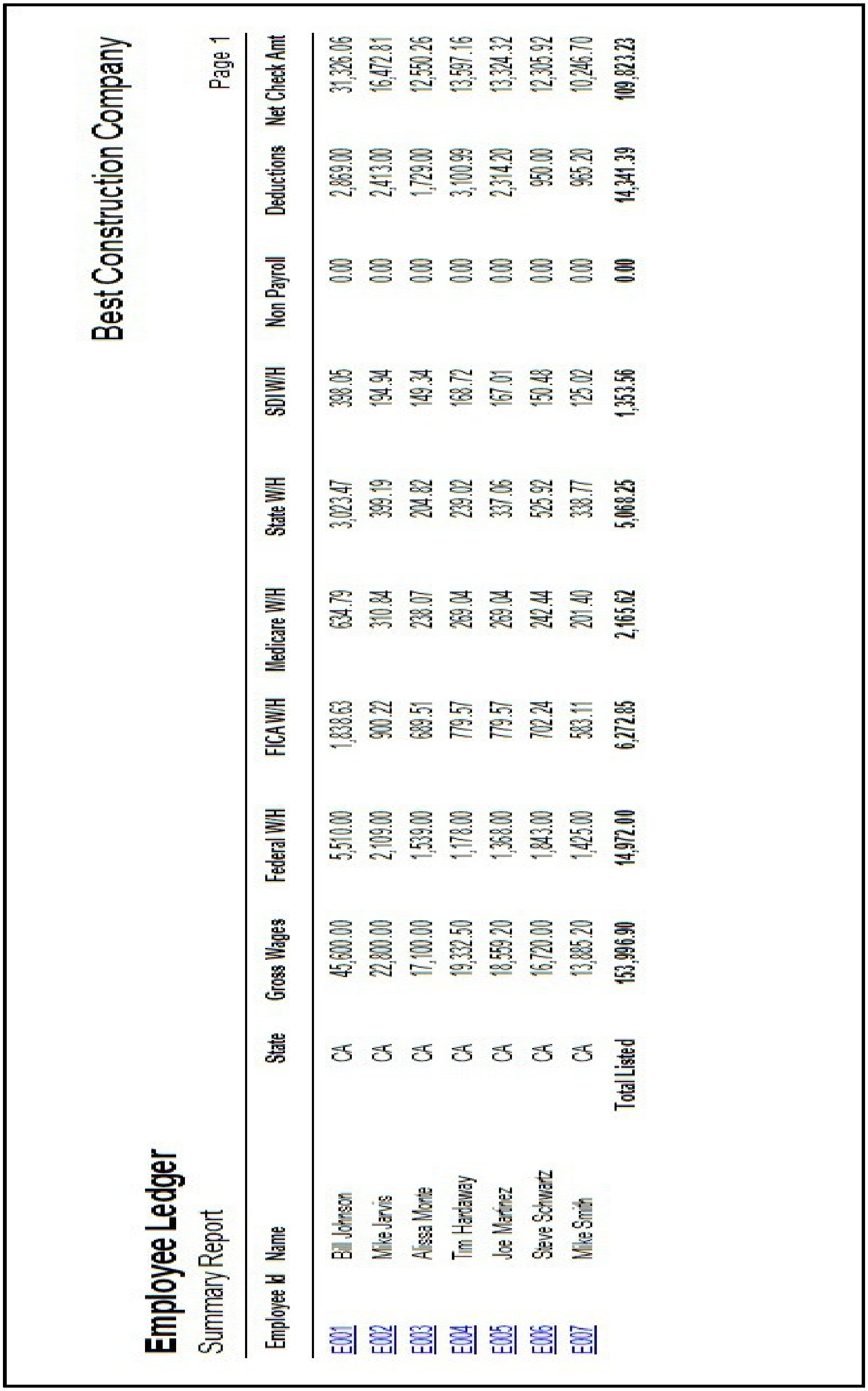
Fields

- Employee ID
- Check Date
- Check Number

Drill-Down+® Destinations

Figure: PR-241
Right-click a hyperlink to display a selection of reports and other available functions.

Payroll Employee Ledger Report — Summary



Employee Ledger

Summary Report

Best Construction Company

Page 1

Employee Id	Name	State	Gross Wages	Federal W/H	FICA W/H	Medicare W/H	State W/H	SDI W/H	Non Payroll	Deductions	Net Check Amt
E001	Bill Johnson	CA	45,600.00	5,510.00	1,838.63	634.79	3,023.47	398.05	0.00	2,869.00	31,326.06
E002	Mike Jarvis	CA	22,800.00	2,109.00	900.22	310.84	399.19	194.94	0.00	2,413.00	16,472.81
E003	Alissa Monte	CA	17,100.00	1,539.00	689.51	238.07	204.82	149.34	0.00	1,729.00	12,550.26
E004	Tim Hardaway	CA	19,332.50	1,178.00	779.57	269.04	239.02	168.72	0.00	3,100.99	13,597.16
E005	Joe Martinez	CA	18,559.20	1,368.00	779.57	269.04	337.06	167.01	0.00	2,314.20	13,324.32
E006	Steve Schwartz	CA	16,720.00	1,843.00	702.24	242.44	525.92	150.48	0.00	950.00	12,305.92
E007	Mike Smith	CA	13,885.20	1,425.00	583.11	201.40	338.77	125.02	0.00	965.20	10,246.70
		Total Listed	153,996.90	14,972.00	6,272.85	2,165.62	5,068.25	1,353.56	0.00	14,341.39	109,823.23

Figure: PR-242

Employee Ledger, Summary Report, sorted by Employee Id & Check Date

Payroll Employee Ledger Report—Detail

Best Construction Company

Employee Ledger

Detail Report - E001, Bill Johnson

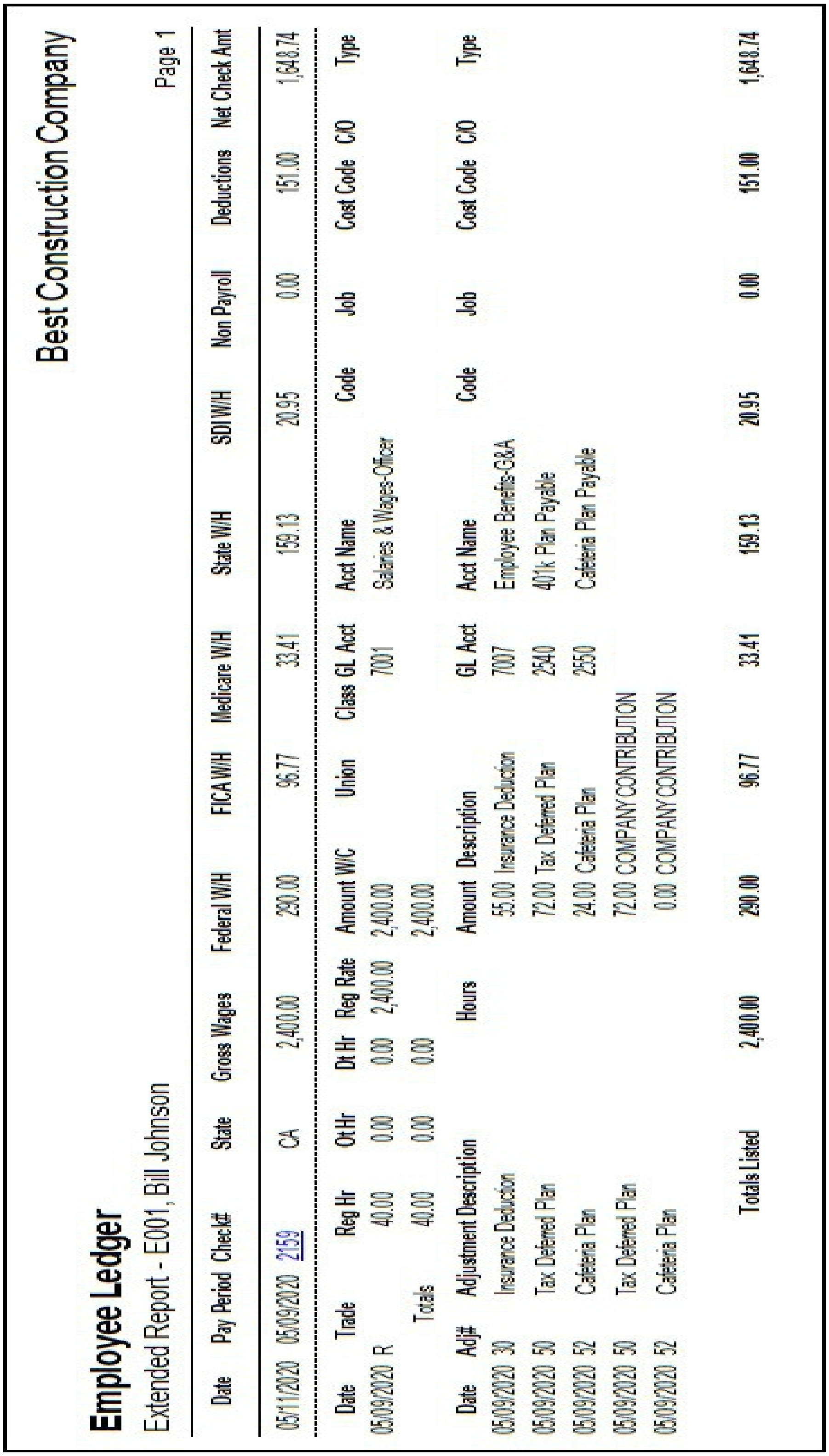
Page 1

Date	Pay Period	Check#	State	Gross Wages	Federal W/H	FICA W/H	Medicare W/H	State W/H	SDI W/H	Non Payroll	Deductions	Net Check Amt
01/06/2020	01/04/2020	2029	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
01/13/2020	01/11/2020	2040	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
01/20/2020	01/18/2020	2047	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
01/27/2020	01/25/2020	2054	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
02/03/2020	02/01/2020	2061	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
02/10/2020	02/08/2020	2068	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
02/17/2020	02/15/2020	2075	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
02/24/2020	02/22/2020	2082	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
03/02/2020	02/29/2020	2089	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
03/09/2020	03/07/2020	2096	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
03/16/2020	03/14/2020	2103	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
03/23/2020	03/21/2020	2110	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
03/30/2020	03/28/2020	2117	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
04/04/2020	04/04/2020	2124	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
04/13/2020	04/11/2020	2131	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
04/20/2020	04/18/2020	2138	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
04/27/2020	04/25/2020	2145	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
05/04/2020	05/02/2020	2152	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
05/11/2020	05/09/2020	2159	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74
			Totals Listed	**45,600.00**	**5,510.00**	**1,838.63**	**634.79**	**3,023.47**	**398.05**	**0.00**	**2,869.00**	**31,326.06**

Figure: PR-243

Employee Ledger, Detail Report, sorted by Employee Id. Note that the blue underlined items are hyperlinks.

Payroll Employee Ledger Report—Extended



Best Construction Company

Employee Ledger

Extended Report - E001, Bill Johnson

Page 1

Date	Pay Period	Check#	State	Gross Wages	Federal W/H	FICA W/H	Medicare W/H	State W/H	SDI W/H	Non Payroll	Deductions	Net Check Amt
05/11/2020	05/09/2020	2159	CA	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74

Date	Trade	Reg Hr	Ot Hr	Dt Hr	Reg Rate	Amount W/C	Union	Class	GL Acct	Acct Name	Code	Job	Cost Code	C/O	Type
05/09/2020	R	40.00	0.00	0.00	2,400.00	2,400.00			7001	Salaries & Wages-Officer					
	Totals	40.00	0.00	0.00		2,400.00									

Date	Adj#	Adjustment Description	Hours	Amount	Description	GL Acct	Acct Name	Code	Job	Cost Code	C/O	Type
05/09/2020	30	Insurance Deduction		55.00	Insurance Deduction	7007	Employee Benefits-G&A					
05/09/2020	50	Tax Deferred Plan		72.00	Tax Deferred Plan	2540	401k Plan Payable					
05/09/2020	52	Cafeteria Plan		24.00	Cafeteria Plan	2550	Cafeteria Plan Payable					
05/09/2020	50	Tax Deferred Plan		72.00	COMPANY CONTRIBUTION							
05/09/2020	52	Cafeteria Plan		0.00	COMPANY CONTRIBUTION							

	Gross Wages	Federal W/H	FICA W/H	Medicare W/H	State W/H	SDI W/H	Non Payroll	Deductions	Net Check Amt
Totals Listed	2,400.00	290.00	96.77	33.41	159.13	20.95	0.00	151.00	1,648.74

Figure: PR-243a

Employee Ledger, Extended Report, filtered for a specific Employee Id and Check Date

Employee Labels

This option prepares and prints labels that can be used for shipping, mailing, etc. A label size can be chosen for both dot matrix and laser printers. Each label includes the name and address of employees recorded in the Employees' file.

Access

Module Menu with Reports Group

Payroll | Reports | Employee Labels

Module Menu with Reports Listed

Payroll | Employee Labels

Standard Menu

Reports | Payroll | Employee Labels

Report Types

Select the Order By, Options, and Field conditions to be applied to the labels.

Order By

- Employee ID
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number
- Employee Status

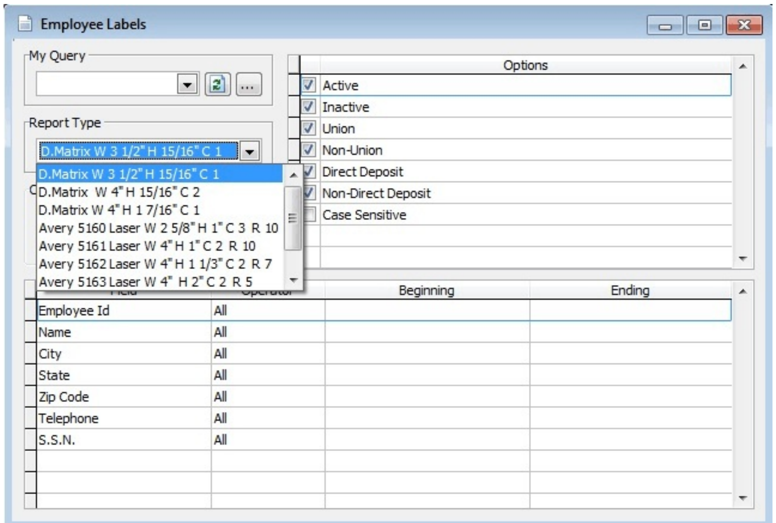
Options

- Active
- Inactive
- Union
- Non Union
- Direct Deposit
- Non-Direct Deposit
- Case Sensitive

Fields

- Employee ID
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number

Figure: PR-244
Employee Labels "Report Types" showing the different label sizes, columns, rows, and in some cases, brands and items numbers.



Employee Labels

Bill Johnson
641 Hatrick Way
Pismo Beach, MD 93448

Mike Jarvis
1812 6th Street
Grover Beach, CA 93433

Alissa Monte
1689 22nd Street
Oceano, CA 93445

Tim Hardaway
916 E. Meridian
Grover Beach, CA 93433

Joe Martinez
805 T Street
Pismo Beach, CA 93448

Steve Schwartz
963 Presker Canyon Road
Arroyo Grande, CA 93420

Mike Smith
1845 Oak Park
Apt. B
Oceano, CA 93445

Figure: PR-245 Avery 4143 Dot Matrix style label.

Bill Johnson
641 Hatrick Way
Pismo Beach, MD 93448

Mike Jarvis
1812 6th Street
Grover Beach, CA 93433

Alissa Monte
1689 22nd Street
Oceano, CA 93445

Tim Hardaway
916 E. Meridian
Grover Beach, CA 93433

Joe Martinez
805 T Street
Pismo Beach, CA 93448

Steve Schwartz
963 Presker Canyon Road
Arroyo Grande, CA 93420

Mike Smith
1845 Oak Park
Apt. B
Oceano, CA 93445

Figure: PR-246 Avery 5160, 5260, 5960 Laser style label.

Crew List

This report shows all employees that have been included on a crew along with the Crew ID, Description, and Pay Period.

Access

Module Menu with Reports Group

Payroll | Reports | Crew List

Module Menu with Reports Listed

Payroll | Crew List

Standard Menu

Reports | Payroll | Crew List

Report Types

Detail

Select the Order By, Options, and Field conditions to be applied to the labels.

Order By

• Crew ID

• Employee ID

Options

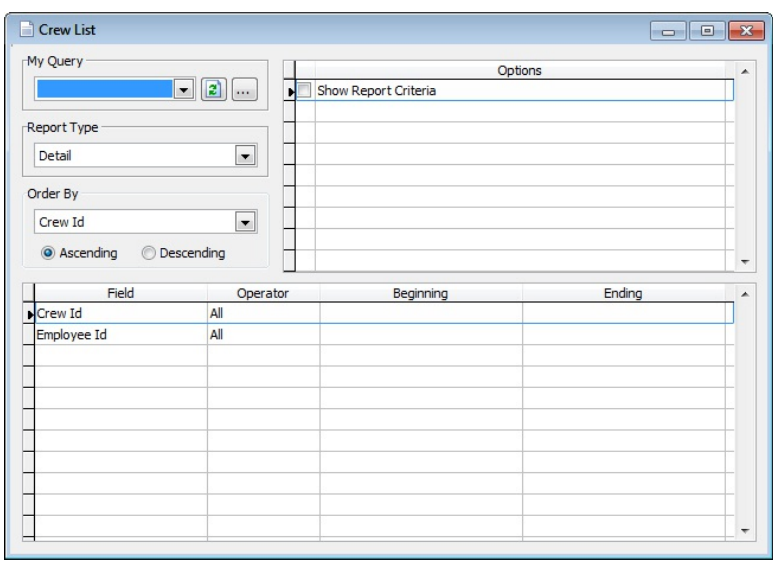
• Show Report Criteria

Fields

• Crew ID

• Employee ID

Figure: PR-246a
Shows the Crew List query form.



Crew List Detail Report

Figure: PR-246b
Shows the Crew List Detail Report.

Best Construction Company

Crew List
Detail Report

Page 1

EmployeeId	Name		
Crew Id C1	**Desc** Day Crew	**Pay Period** Weekly	
E002	Mike Jarvis		
E005	Joe Martinez		
E006	Steve Schwartz		
Crew Id C2	**Desc** Night Crew	**Pay Period** Weekly	
E004	Tim Hardaway		
E007	Mike Smith		
Crew Id CREW 1	**Desc** Crew 1 - Carpenters	**Pay Period** Weekly	
E006	Steve Schwartz		
E005	Joe Martinez		
E004	Tim Hardaway		

Labor Rates Classifications

This report shows a list of all Labor Rate Classifications and Descriptions. Also included are the Pay Rates (Regular, Overtime, Double-Time), Billing Rates/Hr (Regular, Overtime, Double-Time), and the Per Diem Daily Rate.

Access

Module Menu with Reports Group

Payroll | Reports | Labor Rate Classifications

Module Menu with Reports Listed

Payroll |Labor Rate Classifications

Standard Menu

Reports | Payroll | Labor Rate Classifications

Report Types

Detail

Select the Order By, Options, and Field conditions to be applied to the report.

Order By

- Classification
- Description

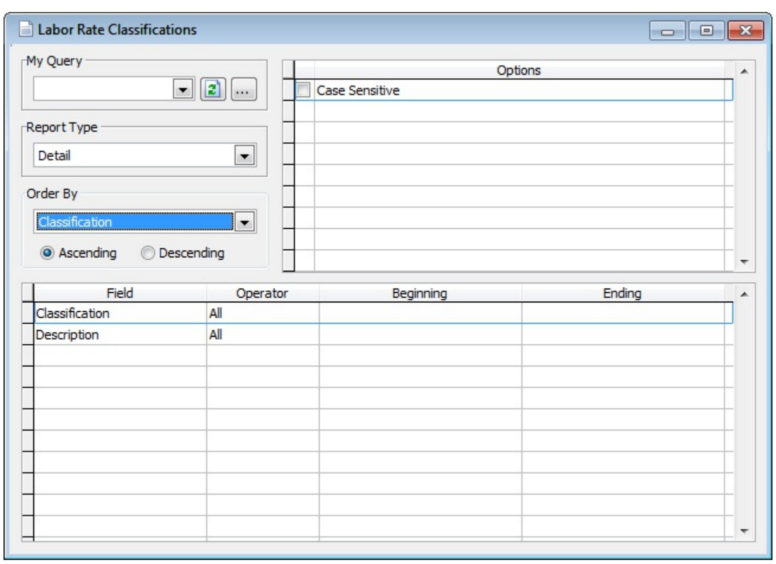
Options

- Case Sensitive

Fields

- Classification
- Description

Figure: PR-246c
Shows the Labor Rate Classifications query form.



Labor Rate Classifications Detail Report

Figure: PR-246d
Shows the Labor Rate Classifications Detail Report.

Best Construction Company

Labor Rate Classifications
Detail Report

Page 1

		Pay Rate			Billing Rate/Hr			Per Diem
Classification	Description	Regular	Overtime	Double-Time	Regular	Overtime	Double-Time	Daily Rate
ELECT1	Electrician Labor Journeyman 1	40.00	60.00	80.00	60.00	90.00	120.00	55.00
ELECT2	Electrician Labor Journeyman 2	50.00	75.00	100.00	75.00	112.50	150.00	55.00
ELECT3	Electrician Labor Apprentice 1	25.00	37.50	50.00	37.50	56.25	75.00	55.00
ELECT4	Electrician Labor Apprentice 2	30.00	45.00	60.00	45.00	67.50	90.00	55.00
FRAME1	Framer Labor Journeyman 1	40.00	60.00	80.00	60.00	90.00	120.00	55.00
FRAME2	Framer Labor Journeyman 2	50.00	75.00	100.00	75.00	112.50	150.00	55.00
FRAME3	Framer Labor Apprentice 1	25.00	37.50	50.00	37.50	56.25	75.00	55.00
FRAME4	Framer Labor Apprentice 2	30.00	45.00	60.00	45.00	67.50	90.00	55.00
PLUMB1	Plumber Labor Journeyman 1	40.00	60.00	80.00	60.00	90.00	120.00	55.00
PLUMB2	Plumber Labor Journeyman 2	50.00	75.00	100.00	75.00	112.50	150.00	55.00
PLUMB3	Plumber Labor Apprentice 1	25.00	37.50	50.00	37.50	56.25	75.00	55.00
PLUMB4	Plumber Labor Apprentice 2	30.00	45.00	60.00	45.00	67.50	90.00	55.00

Payroll Adjustments – Additions

The Payroll Additions report lists the code, Description, GL account, and other data recorded in the Payroll Additions file.

Access

Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Additions

Module Menu with Reports Listed

Payroll | Payroll Adjustments | Additions

Standard Menu

Reports | Payroll | Payroll Adjustments | Additions

Report Types

Summary

This report type displays the addition code, description, default posting account and default report code.

Detail

This report type displays the summary information plus the addition limit, addition amount, and status for federal tax, federal unemployment, FICA social security, FICA Medicare, state tax, state unemployment, SDI, and local tax.

Order By

- Addition Code
- Description
- GL Account Number
- Report Code

Options

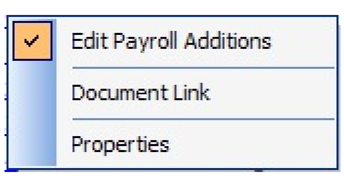
- Report Criteria
- Show Notes
- Case Sensitive

Fields

- Addition Code
- Description
- GL Account Number
- Report Code

Drill-Down+® Destinations

Figure: PR-247
Right-click a hyperlink to display a selection of reports and other available functions.



Payroll Additions – Summary Report

Best Construction Company

Payroll Additions

Summary Report

Page 1

Code	Description	GL Account	Report Code
10	Vacation Pay	810, Other Income	
11	Holiday Pay	810, Other Income	
12	Sick Pay	810, Other Income	
13	Special Pay	810, Other Income	
14	Other Earnings	810, Other Income	
15	Other Earnings		
16	Other Earnings		
17	Non-Payroll Addition		
20	Box 14 on W-2 and PR Check		
21	Box 14 on W-2 but NOT PR Check		
22	Earned Income Credit		
26	Union Tax Automatic Addition		

Figure: PR-248 Payroll Additions, Summary Report, sorted by Addition Code.

Payroll Additions – Detail Report

Best Construction Company

Payroll Additions

Detail Report

Page 1

Code	Description		GL Account	Subject to Witthold ing	Report Code
10	Vacation Pay		7003, Salaries & Wages-Administration		
	Limit	No Limit		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (Yes)
				FICA Medicare (Yes)	Local Tax (Yes)
11	Holiday Pay		7003, Salaries & Wages-Administration		
	Limit	No Limit		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (Yes)
				FICA Medicare (Yes)	Local Tax (Yes)
12	Sick Pay		7003, Salaries & Wages-Administration		
	Limit	No Limit		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (Yes)
				FICA Medicare (Yes)	Local Tax (Yes)
13	Special Pay		7003, Salaries & Wages-Administration		
	Limit	No Limit		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (Yes)
				FICA Medicare (Yes)	Local Tax (Yes)
14	Other Earnings		7003, Salaries & Wages-Administration		
	Limit	No Limit		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (Yes)
				FICA Medicare (Yes)	Local Tax (Yes)
15	Other Earnings		7003, Salaries & Wages-Administration		
	Limit	No Limit		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (Yes)
				FICA Medicare (Yes)	Local Tax (Yes)
16	Other Earnings				
	Limit	0.00		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (Yes)
				FICA Medicare (Yes)	Local Tax (Yes)
17	Non-Payroll Addition				
	Limit	No Limit		Federal Tax (N/A)	State Tax (N/A)
	Amount	0.000		Federal Unemployment (N/A)	State Unemployment (N/A)
	Fixed Amount			FICA Social Security (N/A)	State Disability Insurance (N/A)
	None Payroll Adjustment			FICA Medicare (N/A)	Local Tax (N/A)
20	Box 14 on W-2 and PR Check				
	Limit	0.00		Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount			FICA Social Security (Yes)	State Disability Insurance (No)
				FICA Medicare (Yes)	Local Tax (Yes)
21	Box 14 on W-2 but NOT PR Check				

Figure: PR-249 Payroll Additions, Detail Report, Sorted by Addition Code.

Payroll Adjustments - Deductions

The Payroll Deduction report lists the code, Description, GL account, and other data recorded in the Payroll Deductions file.

Access

Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Deductions

Module Menu with Reports Listed

Payroll | Payroll Adjustments | Deductions

Standard Menu

Reports | Payroll | Payroll Adjustments | Deductions

Summary

This Report Type displays the deduction code, description, default posting account number and name, and default report code.

Detail

This Report Type displays the summary information plus the deduction limit; deduction amount, percentage or rate; and minimum or maximum YTD gross required.

Order By

- Deduction Code
- Description
- GL Account Number
- Report Code

Options

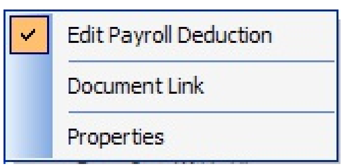
- Report Criteria
- Show Notes
- Case Sensitive

Fields

- Deduction Code
- Description
- GL Account Number
- Report Code

Drill-Down+® Destinations

Figure: PR-250
Right-click a hyperlink to display a selection of reports and other available functions.



Payroll Deductions – Summary Report

Payroll Deductions
Summary Report
Page 1

Code	Description	GL Account	Report Code
30	Insurance Deduction	2530, Medical Plans Payable	
31	Advance Payback Deduction	1430, Employee Advances	
32	Savings Deduction	2560, Savings Plan	
35	Other Deduction		
36	Other Deduction		
37	Extra Federal Withholding	2210, Payroll Taxes Payable-FIT	
38	Extra State Withholding	2240, Payroll Taxes Payable-SIT	
55	Union Automatic Deduction	2410, Union Payable 1	
56	Union Tax Automatic Deduction	2410, Union Payable 1	
57	W/C Automatic Deduction	2300, Worker's Compensation Payable	

Figure: PR-251 Payroll Deductions, Summary Report, sorted by Deduction Code.

Payroll Deductions – Detail Report

Payroll Deductions
Detail Report
Page 1

Code	Description		GL Account	Report Code	
30	Insurance Deduction		2530, Medical Plans Payable		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	55.000 Fixed Amount		Max YTD Gross	0.00
31	Advance Payback Deduction		1430, Employee Advances		
	Limit	1000.00		Min YTD Gross	0.00
	Amount	500.000 Fixed Amount		Max YTD Gross	0.00
32	Savings Deduction		2560, Savings Plan		
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
35	Other Deduction				
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
36	Other Deduction				
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
37	Extra Federal Withholding		2210, Payroll Taxes Payable-FIT		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Fixed Amount		Max YTD Gross	0.00
38	Extra State Withholding		2240, Payroll Taxes Payable-SIT		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Fixed Amount		Max YTD Gross	0.00
55	Union Automatic Deduction		2410, Union Payable 1		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
56	Union Tax Automatic Deduction		2410, Union Payable 1		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
57	W/C Automatic Deduction		2300, Worker's Compensation Payable		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00

Figure: PR-252 Payroll Deductions, Detail Report, sorted by Deduction Code.

Payroll Adjustments - Tax Deferred

The Payroll Tax Deferred report lists the tax deferred code, description, W-2 information, and other data recorded in the Payroll Tax Deferred file.

Access

Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Tax Deferred

Module Menu with Reports Listed

Payroll | Payroll Adjustments | Tax Deferred

Standard Menu

Reports | Payroll | Payroll Adjustments | Tax Deferred

Report Types

Summary

This Report Type displays the tax deferred code, description, W-2 classification, W-2 box and W-2 label.

Detail

This Report Type displays the summary information plus the details of employee and company contributions including contribution limit; contribution amount or percentage; status for federal tax, FICA social security, FICA Medicare and federal unemployment; withholding account number and name; payable and expense account number and name; report code.

Order By

- Tax Deferred Code
- Description
- GL Account Number
- Report Code

Options

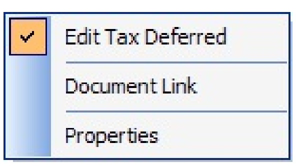
- Report Criteria
- Show Notes
- Case Sensitive

Fields

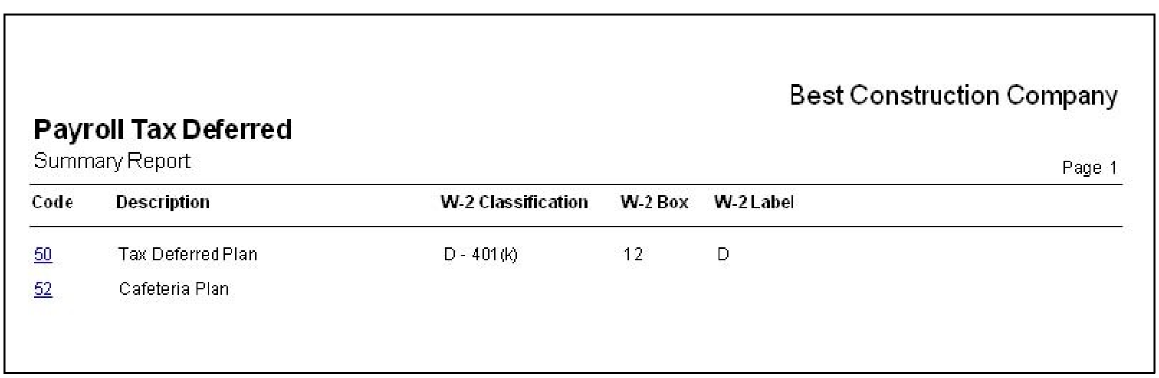
- Tax Deferred Code
- Description
- GL Account Number
- Report Code

Drill-Down+® Destinations

Figure: R-253
Right-click a hyperlink to display a selection of reports and other available functions.



Payroll Tax Deferred – Summary Report



Best Construction Company

Payroll Tax Deferred
Summary Report

Page 1

Code	Description	W-2 Classification	W-2 Box	W-2 Label
50	Tax Deferred Plan	D - 401(k)	12	D
52	Cafeteria Plan			

Figure: PR-254 Payroll Tax Deferred, Summary Report, sorted by Code.

Payroll Tax Deferred – Detail Report

Best Construction Company

Tax Deferred

Detail Report

Page 1

Code	Description	W-2 Classification	W-2 Box	W-2 Label
50	Tax Deferred Plan	D - Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)	12	D

Employee Contribution	Company Contribution
Limit: No Limit	Limit: No Limit
Amount: 3.000 Percent of Gross Wages	Amount: 3.000 Percent of Gross Wages
Reduce Federal Taxable Wages (Yes)	Increase FICA Social Security Wages (No)
Deduct FICA Social Security Wages (Yes)	Increase Federal Taxable Wages (No)
Deduct FICA Medicare Wages (Yes)	Increase FICA Medicare Wages (No)
Deduct FUTA Wages (Yes)	Increase FUTA Wages (No)
W/H Account 2540, 401k Plan Payable	Accrue Company Contribution to the General Ledger (Yes)
	Payable Acct: 2540, 401k Plan Payable
	Expense Acct: 7007, Employee Benefits-G&A
Report Code	Report Code

Code	Description
52	Cafeteria Plan

Employee Contribution	Company Contribution
Limit: No Limit	Limit: 0.00
Amount: 1.000 Percent of Gross Wages	Amount: 0.000 Percent of Gross Wages
Reduce Federal Taxable Wages (Yes)	Increase FICA Social Security Wages (No)
Deduct FICA Social Security Wages (Yes)	Increase Federal Taxable Wages (No)
Deduct FICA Medicare Wages (Yes)	Increase FICA Medicare Wages (No)
Deduct FUTA Wages (Yes)	Increase FUTA Wages (No)
W/H Account 2550, Cafeteria Plan Payable	Accrue Company Contribution to the General Ledger (Yes)
	Payable Acct: 2550, Cafeteria Plan Payable
	Expense Acct: 7007, Employee Benefits-G&A
Report Code	Report Code

Figure: PR-255 Payroll Tax Deferred, Detail Report, sorted by Code.

Payroll Adjustments - Local Taxes

The Payroll Local Taxes report lists the Local Tax Code, Description, GL Account, and other data recorded in the Payroll Local Tax file.

Access

Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Local Taxes

Module Menu with Reports Listed

Payroll | Payroll Adjustments | Local Taxes

Standard Menu

Reports | Payroll | Payroll Adjustments | Local Taxes

Report Types

Summary

This displays the local tax code, description, state, posting account number and name, and report code.

Detail

This displays the summary information plus the local tax limit, tax amount, rate or percentage, exemption amount, whether tax is included on the W-2 form, and the W-2 label.

Order By

- Local Tax Code
- Description
- GL Account Number
- Report Code

Options

- Report Criteria
- Show Notes
- Case Sensitive

Fields

- Local Tax Code
- Description
- GL Account Number
- Report Code

Drill-Down+® Destinations

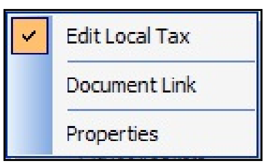
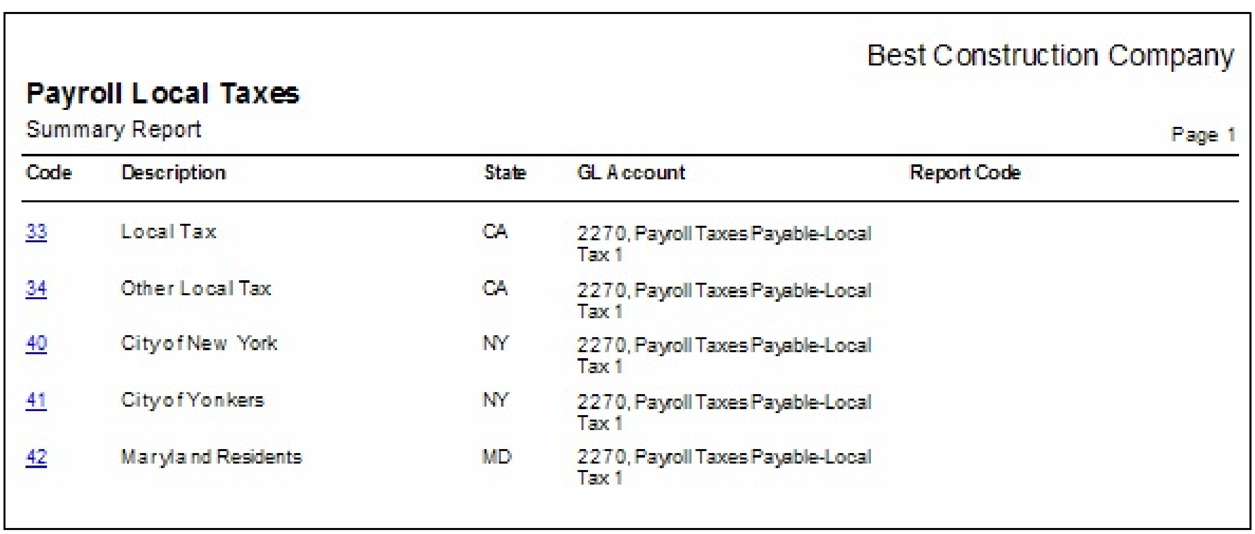


Figure: PR-256
Right-click a hyperlink to display a selection of reports and other available functions.

Payroll Local Taxes – Summary Report



Best Construction Company

Payroll Local Taxes
Summary Report

Page 1

Code	Description	State	GL Account	Report Code
33	Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
34	Other Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
40	City of New York	NY	2270, Payroll Taxes Payable-Local Tax 1	
41	City of Yonkers	NY	2270, Payroll Taxes Payable-Local Tax 1	
42	Maryland Residents	MD	2270, Payroll Taxes Payable-Local Tax 1	

Figure: PR-257 Payroll Local Taxes, Summary Report, sorted by Local Tax Code.

Payroll Local Taxes – Summary Report

Best Construction Company

Payroll Local Taxes

Detail Report

Page 1

Code	Description	State	GL Account	Report Code
33	Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
	Limit: No Limit			
	Amount: 5.00 Percent of Gross Wages			
	Exemption: 0.00 Include in W-2 Form (Yes)		W-2 Label LT 33	
34	Other Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
	Limit: No Limit			
	Amount: 7.00 Percent of Gross Wages			
	Exemption: 0.00 Include in W-2 Form (Yes)		W-2 Label LT 34	
40	City of New York	NY	2270, Payroll Taxes Payable-Local Tax 1	
	Limit: No Limit			
	Amount: 0.00 Fixed Amount			
	Exemption: 0.00 Include in W-2 Form (Yes)		W-2 Label NY TAX	
41	City of Yonkers	NY	2270, Payroll Taxes Payable-Local Tax 1	
	Limit: No Limit			
	Amount: 0.00 Fixed Amount			
	Exemption: 0.00 Include in W-2 Form (Yes)		W-2 Label YONKERS	
42	Maryland Residents	MD	2270, Payroll Taxes Payable-Local Tax 1	
	Limit: No Limit			
	Amount: 0.00 Fixed Amount			
	Exemption: 0.00 Include in W-2 Form (Yes)		W-2 Label MD	

Figure: PR-258 Payroll Local Taxes, Detail Report, sorted by Local Tax Code.

Prepayment List

The purpose of the Prepayment List is to provide an opportunity to review the payroll records before printing the actual checks. Examine the information and amounts that appear here to determine if any changes or corrections need to be made. Whenever a change is made to hours worked, adjustments, or other payroll information, the prepayment list must be run again.

Access

Module Menu with Reports Group

Payroll | Reports | Prepayment List

Module Menu with Reports Listed

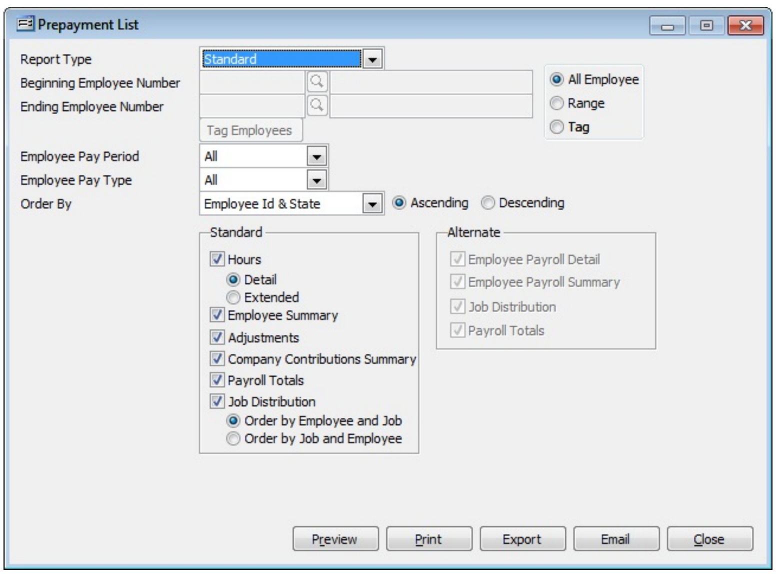
Payroll | Prepayment List

Standard Menu

Reports | Payroll | Prepayment List

Figure: PR-259
Payroll Prepayment List screen query form showing the Standard options available.

Please note that these reports can be previewed, printed, exported, or emailed from the buttons available on the screen form.



Report type

To include pages for each type of report, place a checkmark next to its option in the Standard and Alternate sections.

All Employees

When this option is marked, a prepayment list will be generated for all employees with payroll records on file.

Range/Beginning Employee Number

When the Range setting is selected enter the ID number of the first employee to be included in the prepayment list.

Range/Ending Employee Number

When the Range setting is selected enter the ID number of the last employee to be included in the prepayment list.

Tag/Tag Employees

When the Tag setting is selected the Tag Employees button will become active and allow you to select non-concurrent records to be included in the prepayment list.

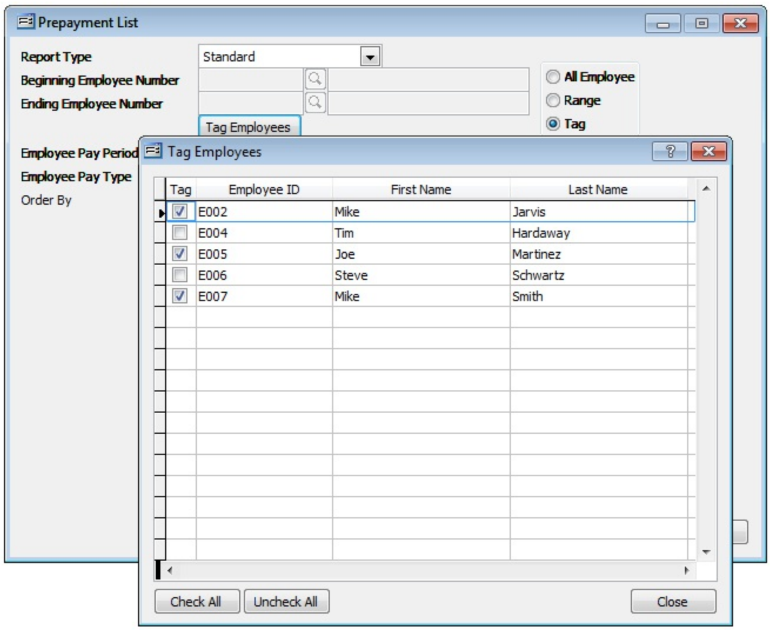


Figure: PR-259a
Payroll Prepayment List screen query form showing the Tag feature selected for non-concurrent records.

Employee Pay Period

Select the pay period type from the drop down menu: All, Weekly, Biweekly, Semimonthly or Monthly.

Employee Pay Type

Select the pay type from the drop down menu: All, Hourly, or Salary.

Order By

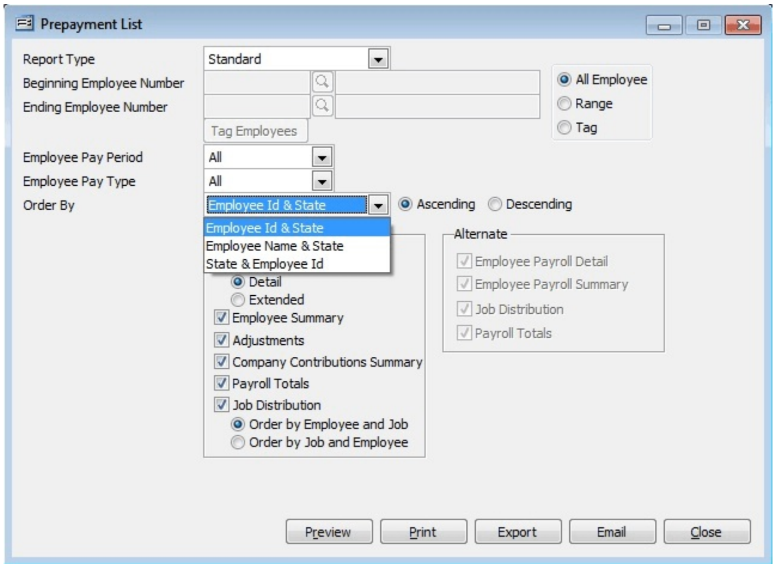
Employee ID + State

Employee Name + State

State + Employee Name

These can be arranged by Ascending or Descending

Figure: PR-259b
Payroll Prepayment List screen query form showing three Order By choices: Employee Id & State, Employee Name & State, and State & Employee Id.



Employee Payroll Detail

This report displays the employee code and name, tax state, SUTA state, pay period date, labor date, certified or regular code, regular hours, overtime hours, double time hours, total hours, work comp state and classification, union and union classification, other burden rate, GL account, job number, cost code, type, CO number.

Employee Payroll Extended

The extended report includes all information from the detail report plus regular/overtime/double time rates, gross amounts, work comp amounts, union amounts, other burden amounts, trade codes, and totals.

Employee Summary

This report displays the employee code and name, tax state, SUTA state, pay period, earnings hours, amounts and totals for each earning type, withholding and deduction amounts for each withholding type, non-payroll adjustments, fringe benefits, earned income credit, other deductions, local taxes, and tax deferred deductions plus Totals, Net Totals, and Vacation and Sick Leave Accruals.

Adjustments

This report displays the details for adjustments for each employee code and name, tax state, SUTA state, pay period, labor date, adjustments code, description, hours and amount, GL account, job number, cost code, type, CO number, and work comp.

Company Contributions Summary

This report displays the information for company contributions, amounts and totals for each employee code and name, and also includes the tax state, SUTA state, and pay period.

Payroll Totals

This report displays the information of the Employee Payroll Summary except for all employees.

Job Distribution

This report displays the labor date, job number, cost code, rate class, employee name, regular hours, regular rate, regular billing rate, overtime hours, overtime rate, overtime billing rate, double time hours, double time rate, double time billing rate, total hours, per diem rate, work comp state and class, work comp net rate, per diem days, union, union class, per diem amount, other burden percentage, production expense amount, company FICA, and totals. The report can be sorted by employee or by job.

Preview

The Preview button works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Print Button

The Print button causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Button

The Export button exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Button

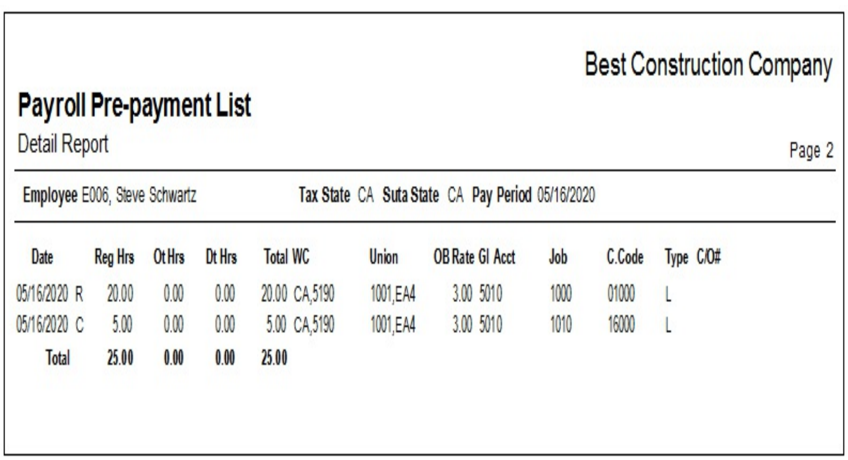
The Email button opens a dialogue form and allows emailing in RTF, PDF, XLS, HTML, TIFF, and TXT formats.

Close

This button closes the current screen form with any settings retained until the next use.

Payroll Pre-Payment List, Standard Hours Detail

Figure: PR-260
Payroll Prepayment List, showing only the Hours Detail Report.



Best Construction Company

Payroll Pre-payment List

Detail Report

Page 2

Employee E006, Steve Schwartz   Tax State CA Suta State CA Pay Period 05/16/2020

Date		Reg Hrs	Ot Hrs	Dt Hrs	Total	WC	Union	OB Rate	Gl Acct	Job	C.Code	Type	C/O#
05/16/2020	R	20.00	0.00	0.00	20.00	CA,5190	1001,EA4	3.00	5010	1000	01000	L	
05/16/2020	C	5.00	0.00	0.00	5.00	CA,5190	1001,EA4	3.00	5010	1010	16000	L	
Total		25.00	0.00	0.00	25.00								

Payroll Pre-Payment List, Standard Hours Extended

Figure: PR-260a
Payroll Prepayment List, showing only the Hours Extended Report.

Best Construction Company

Payroll Pre-payment List
Detail Report

Page 1

Employee E002, Mike Jarvis **Tax State** CA **Suta State** CA **Pay Period** 05/16/2020

Date	Reg Hrs / Reg Rate	Ot Hrs / Ot Rate	Dt Hrs / Dt Rate	Total / Gross	WC / Amount	Union Amount	OB Rate / Amount	Gl Acct / Trade	Job	C.Code	Type	C/O#
05/16/2020 R	40.00	0.00	0.00	40.00	CA,5190		5.00	5010	1000	01000	L	
	1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1001				
05/16/2020 C	10.00	0.00	0.00	10.00	CA,5190		5.00	5010	1010	16000	L	
	1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1001				
Total	**50.00**	**0.00**	**0.00**	**50.00**								
				2,400.00	**131.40**	**0.00**	**120.00**					

Payroll Pre-Payment List, Standard Employee Summary

Figure: PR-261
Payroll Prepayment List, showing only the Employee Summary Report.

Best Construction Company

Payroll Pre-payment List
Detail Report

Page 1

Employee E002, Mike Jarvis **Tax State** CA **Suta State** CA **Pay Period** 05/16/2020

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	50.00	2,400.00	Federal	261.00
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	94.75
Vacation	0.00	0.00	Medicare	32.71
Holiday	0.00	0.00	State	96.08
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	20.52
Other Additions	0.00	0.00	Other Deductions	55.00
Totals	50.00	2,400.00	Local Taxes	60.00
Adjustments			Tax Deferred	144.00
Non Payroll Adjustments		0.00	**Totals**	764.06
Fringe Benefits (#21)		0.00	**Net Amount**	1,635.94
Earned Income Credit (#22)		0.00	**Vacation Accrual**	0.00
Totals		0.00	**Sick Leave Accrual**	0.00

Payroll Pre-Payment List, Standard Adjustments Summary

Figure: PR-261a
Payroll Pre-payment List, showing only the Employee Adjustments Report.

Best Construction Company

Payroll Pre-payment List
Detail Report

Page 1

Employee E002, Mike Jarvis **Tax State** CA **Suta State** CA **Pay Period** 05/16/2020

Adjustments (Additions, Deductions, Tax Deferred, Local Taxes)

Date	Code	Description	Hours	Amount	Gl Acct	Job	C.Code	Type	C/O#	WC
05/16/2020	30	Insurance Deduction	0.00	55.00	7007					
05/16/2020	50	(E)Tax Deferred Plan	0.00	120.00	2540					
05/16/2020	52	(E)Cafeteria Plan	0.00	24.00	2550					
05/16/2020	50	(C)Tax Deferred Plan	0.00	72.00	2540					
05/16/2020	52	(C)Cafeteria Plan	0.00	0.00	2550					
05/16/2020	33	Local Tax	0.00	60.00	2270					

Figure: PR-261 Payroll Pre-payment List, Job Distribution, sorted by Employ

Payroll Pre-Payment List, Standard Company Contributions Summary

Figure: PR-261b
Payroll Pre-payment List, showing only the Company Contributions Summary Report..

Best Construction Company

Payroll Pre-payment List
Detail Report

Page 1

Employee E002, Mike Jarvis **Tax State** CA **Suta State** CA **Pay Period** 05/16/2020

Company Contribution	Amount
Company FICA	139.87
Company Medicare	32.71
Company Tax Deferred	72.00
Company Worker's Compensation	131.40
Totals	375.98

Payroll Pre-Payment List, Standard Payroll Totals

Figure: PR-262 Payroll Pre-payment List, showing only the Payroll Totals Report.

Best Construction Company

Payroll Pre-payment List
Detail Report

Page 1

Totals

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	75.00	2,950.00	Federal	314.00
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	117.85
Vacation	0.00	0.00	Medicare	40.69
Holiday	0.00	0.00	State	105.74
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	25.47
Other Additions	0.00	39.70	Other Deductions	86.25
Totals	75.00	2,989.70	Local Taxes	60.00
Adjustments			Tax Deferred	144.00
Non Payroll Adjustments		0.00	**Totals**	894.00
Fringe Benefits (#21)		0.00	**Net Amount**	2,056.00
Earned Income Credit (#22)		0.00	**Vacation Accrual**	0.00
Totals		0.00	**Sick Leave Accrual**	0.00

Company Contribution	Amount
Company FICA	317.74
Company Medicare	74.31
Company Tax Deferred	72.00
Company Worker's Compensation	459.69
Company Union	140.33
Totals	1,064.07

Payroll Pre-Payment List, Standard Job Distribution

Figure: PR-263 Payroll Pre-payment List, showing only the Job Distribution Report, sorted by Employee Id & State

Best Construction Company

Payroll Pre-payment List
Detail Report

Page 1

Job Distribution

Date	Job Cost Code Rate Class.	Employee Name	Reg Hrs Reg Rate BR Reg	Ot Hrs Ot Rate BR Ot	Dt Hrs Dt Rate BR Dt	Total Hours Per Diem Rate	WC Class WC Net Rate Per Diem Days	Union Class Per Diem Amt	O/B %	PE Amt Co FICA
05/16/2020	1000	E002	40.00	0.00	0.00	40.00	CA, 5190			0.00
	01000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.30
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.00
			50.00	75.00	100.00	0.00	0	0.00		
05/16/2020	1010	E002	10.00	0.00	0.00	10.00	CA, 5190			0.00
	16000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.30
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.00
			50.00	75.00	100.00	0.00	0	0.00		
05/16/2020	1000	E006	20.00	0.00	0.00	20.00	CA, 5190	1001		0.00
	01000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	33.66
			440.00	0.00	0.00	440.00	24.09	20.50	13.20	531.45
			30.00	45.00	60.00	0.00	0	0.00		
05/16/2020	1010	E006	5.00	0.00	0.00	5.00	CA, 5190	1001		0.00
	16000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	8.42
			110.00	0.00	0.00	110.00	6.02	5.13	3.30	132.87
			30.00	45.00	60.00	0.00	0	0.00		
										0.00
										214.68
		Totals Listed:	2,950.00	0.00	0.00	2,950.00	161.51	25.63	136.50	3,488.32

Payroll Pre-Payment List, "Alternate" Employee Payroll Detail

Figure: PR-263a Payroll Pre-payment List, showing only the Employee Payroll Detail Report.

Best Construction Company

Payroll Pre-payment List

Page 1

Employee Payroll Detail

Employee: E002, Mike Jarvis Tax State: CA Suta State: CA Pay Period: 05/16/2020

Date Regular	Reg Hrs Reg Rate	Ot Hrs Ot Rate	Dt Hrs Dt Rate	Total Hrs Amount	Union Union Amt	Class	W/C W/C Rate	Exp Mod W/C Amt	OB Rate OB Amt	GL Acct Trade	Job Code	Cost Code	C/O#	Type	SUTA State
05/16/2020	40.00	0.00	0.00	40.00			5190	1.25000	5.00	5010	1000	01000		L	CA
	1,200.00	0.00	0.00	1,200.000	0.00		4.38000	65.70	60.00	1001					

Date Certified	Reg Hrs Reg Rate	Ot Hrs Ot Rate	Dt Hrs Dt Rate	Total Hrs Amount	Union Union Amt	Class	W/C W/C Rate	Exp Mod W/C Amt	OB Rate OB Amt	GL Acct Trade	Job Code	Cost Code	C/O#	Type	SUTA State
05/16/2020	10.00	0.00	0.00	10.00			5190	1.25000	5.00	5010	1010	16000		L	CA
	1,200.00	0.00	0.00	1,200.000	0.00		4.38000	65.70	60.00	1001					

Date	Ded Code	Description	Amount	Code	GL Acct	SUTA State
05/16/2020	30	Insurance Deduction	55.00		7007	CA

Date	Local Tax	Description	Amount	Code	GL Acct	SUTA State
05/16/2020	33	Local Tax	60.00		2270	CA

Date	Tax Def Code	Description	Amount	Code	GL Acct	SUTA State
05/16/2020	50	Tax Deferred Plan	120.00		2540	CA
05/16/2020	52	Cafeteria Plan	24.00		2550	CA

Payroll Pre-Payment List, "Alternate" Employee Payroll Summary

Figure: PR-263b
Payroll Pre-payment List, showing only the Employee Payroll Summary Report.

Best Construction Company

Payroll Pre-payment List

Page 3

Employee Payroll Summary

Employee: E006, Steve Schwartz Tax State: CA Suta State: CA Pay Period: 05/16/2020

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	25.00	550.00	Federal	53.00
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	23.10
Vacation	0.00	0.00	Medicare	7.98
Holiday	0.00	0.00	State	9.66
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	4.95
Other Additions (1)	0.00	0.00	Other Deductions (2)	31.25
Totals	25.00	550.00	Local Taxes (3)	0.00
Adjustments			Tax Deferred (4)	0.00
Non Payroll Adjustments		0.00	**Totals**	129.94
Fringe Benefits (#21)		0.00	**Net Amount**	420.06
Earned Income Credit (#22)		0.00	**Vacation Accrual**	0.00
Totals		0.00	**Sick Leave Accrual**	0.00

Other Deductions (2)	Amount
55 Union Automatic Deduction	31.25
Totals	31.25

State Withholding	Amount
CA California	9.66
Totals	9.66

Company Contribution	Amount
Company FICA	34.10
Company Medicare	7.98
Company Worker's Compensation	30.11
Company Union	25.63
Totals	97.82

Payroll Pre-Payment List, "Alternate" Job Distribution

Figure: PR-263c
Payroll Pre-payment List, showing only the Job Distribution Report.

Best Construction Company

Payroll Pre-payment List

Page 1

Job Distribution

Job EmployeeId Rate Class.	Cost Code Name Description	C/O# Type Type	Taxing State Date Date	SUTA State	Reg Hrs Reg Rate BR Reg	Ot Hrs Ot Rate BR Ot	Dt Hrs Dt Rate BR Dt	Total Hrs Amount Per Diem Rate	Union Union Amt Per Diem Days	Class	W/C W/C Rate Per Diem Amt	Exp Mode W/C Amt	OB Rate OB Amt	FICA SS FICA Med
1000	01000		CA	CA	40.00	0.00	0.00	40.00			5190	1.25000	5.00	69.94
E002	Mike Jarvis	L	05/16/2020		1,200.00	0.00	0.00	1,412.00	0.00		4.38000	65.70	60.00	16.36
					50.00	75.00	100.00	0.00	0		0.00			
1000	01000		CA	CA	20.00	0.00	0.00	20.00	1001	EA4	5190	1.25000	3.00	27.28
E006	Steve Schwartz	L	05/16/2020		22.00	36.00	44.00	531.45	20.50		4.38000	24.09	13.20	6.38
					30.00	45.00	60.00	0.00	0		0.00			
1010	16000		CA	CA	10.00	0.00	0.00	10.00			5190	1.25000	5.00	69.94
E002	Mike Jarvis	L	05/16/2020		1,200.00	0.00	0.00	1,412.00	0.00		4.38000	65.70	60.00	16.36
					50.00	75.00	100.00	0.00	0		0.00			
1010	16000		CA	CA	5.00	0.00	0.00	5.00	1001	EA4	5190	1.25000	3.00	6.82
E006	Steve Schwartz	L	05/16/2020		22.00	36.00	44.00	132.87	5.13		4.38000	6.02	3.30	1.60
					30.00	45.00	60.00	0.00	0		0.00			

Payroll Pre-Payment List, “Alternate” Payroll Totals

Figure: PR-263d
Payroll Pre-payment List, showing only the Payroll Totals Report (Page 1).

Payroll Pre-payment List

Best Construction Company

Page 1

Payroll Totals

Pay Period: 05/16/2020

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	75.00	2,950.00	Federal	314.00
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	117.85
Vacation	0.00	0.00	Medicare	40.69
Holiday	0.00	0.00	State	105.74
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	25.47
Other Additions (1)	0.00	39.70	Other Deductions (2)	86.25
Totals	75.00	2,989.70	Local Taxes (3)	60.00
			Tax Deferred (4)	144.00
Adjustments				
Non Payroll Adjustments		0.00	**Totals**	894.00
Fringe Benefits (#21)		0.00	**Net Amount**	2,056.00
Earned Income Credit (#22)		0.00	**Vacation Accrual**	0.00
Totals		0.00	**Sick Leave Accrual**	0.00

Other Additions (1)	Hours	Amount
26 Union Tax Automatic Addition	0.00	39.70
Totals	0.00	39.70

Other Deductions (2)	Amount
30 Insurance Deduction	165.00
55 Union Automatic Deduction	151.25
56 Union Tax Automatic Deduction	39.70
Totals	355.95

Local Taxes (3)	Amount
33 Local Tax	60.00
Totals	60.00

Tax Deferred (4)	Amount
50 Tax Deferred Plan	150.53
52 Cafeteria Plan	34.18

Figure: PR-263e
Payroll Pre-payment List, showing only the Payroll Totals Report (Page 2).

Payroll Pre-payment List

Best Construction Company

Page 2

Payroll Totals

Pay Period: 05/16/2020

Totals	184.71

State Withholding	Amount
CA California	140.32
Totals	140.32

Company Contribution	Amount
Company FICA	317.74
Company Medicare	74.31
Company Tax Deferred	72.00
Company Worker's Compensation	459.69
Company Union	140.33
Totals	1,064.07

Time Card

The Time Card report is a listing of all records currently listed on the Time Card form prior to being loaded into Payroll Hours and Adjustments. If corrections are required on the Time Card form this report can be printed before and/or after the records are loaded into PR Hrs & Adj. as a confirmation of the CSV file that was provided for import into BIS. The report can be used for a final approval of those corrections.

Access

Module Menu with Reports Group

Payroll | Reports | Time Card Report

Module Menu with Reports Listed

Payroll | Time Card Report

Standard Menu

Reports | Payroll | Time Card Report

Report Types

Detail

This report type displays the detail information of records listed on the Time Card form including Date, Reg Hrs, OT Hrs, DT Hrs, GL Acct, Job Number, Job Name, Cost Code, Cost Code Description, Change Order, Work Comp State, Work Comp Class, Employee ID, and Employee Name.

Order By

- Employee Id
- Job Number

Options

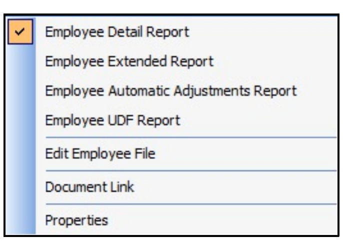
- Show Report Criteria

Fields

- Employee Id
- Job Number
- Cost Code

Drill-Down+® Destinations

Figure: PR-263f
Right-click a hyperlink to display a selection of reports and other available functions.



Time Card – Detail Report

Figure: PR-263g
Shows the preview of the Time Card Detail report.

Best Construction Company

Time Card
Detail Report

Page 1

Date	Reg Hrs	Ot Hrs	Dt Hrs	GL Account	Job Number	Job Name	Cost Code	Cost Code Desc	C/O	W/C State	W/C Class.
E001	Bill Johnson										
05/10/2020	0.00	0.00	2.00	5010	1010	Truesdale Elementary School	16000	Electrical		CA	7000
05/11/2020	8.00	0.00	0.00	5010	1010	Truesdale Elementary School	16000	Electrical		CA	7000
05/12/2020	8.00	0.00	0.00	5010	1010	Truesdale Elementary School	16000	Electrical		CA	7000
05/13/2020	8.00	0.00	0.00	5010	1010	Truesdale Elementary School	16000	Electrical		CA	7000
05/14/2020	8.00	0.00	0.00	5010	1010	Truesdale Elementary School	16000	Electrical		CA	7000
05/15/2020	8.00	0.00	0.00	5010	1010	Truesdale Elementary School	16000	Electrical		CA	7000
05/16/2020	0.00	4.00	0.00	5010	1010	Truesdale Elementary School	16000	Electrical		CA	7000

Payroll Journal

The Payroll Journal is a listing of payroll checks by date for a particular account. This report should be printed after each payroll to verify that the journal is correct. The report also assures that the general ledger and financial statement records are correct for those accounts that relate to payroll activity.

Access

Module Menu with Reports Group

Payroll | Reports | Payroll Journal

Module Menu with Reports Listed

Payroll | Payroll Journal

Standard Menu

Reports | Payroll | Payroll Journal

Report Types

Summary

This report type displays the account number and name, check date, check number, employee name, check type, reconciliation status, session date, payroll check amount and monthly totals.

Detail

This report type displays the summary information and lists posting account number and name, description and amount.

Extended

In addition to summary and detail information, this report type shows the report code, job number, cost code, change order and cost type.

General Ledger Account

Enter the general ledger account to use. Click the Find icon to select from a list of accounts.

Fiscal Year

Select the fiscal year required for the report.

Order By

- Check Date
- Check Number
- Check Date+Check Number
- Session Date

Options

- Show Report Criteria
- Reversing Entries
- Show Check Notes
- Show GL Extended Description
- Show User ID
- Case Sensitive

Fields

- Check Date
  Check Number
- Session Date
  User ID
  Pay Period

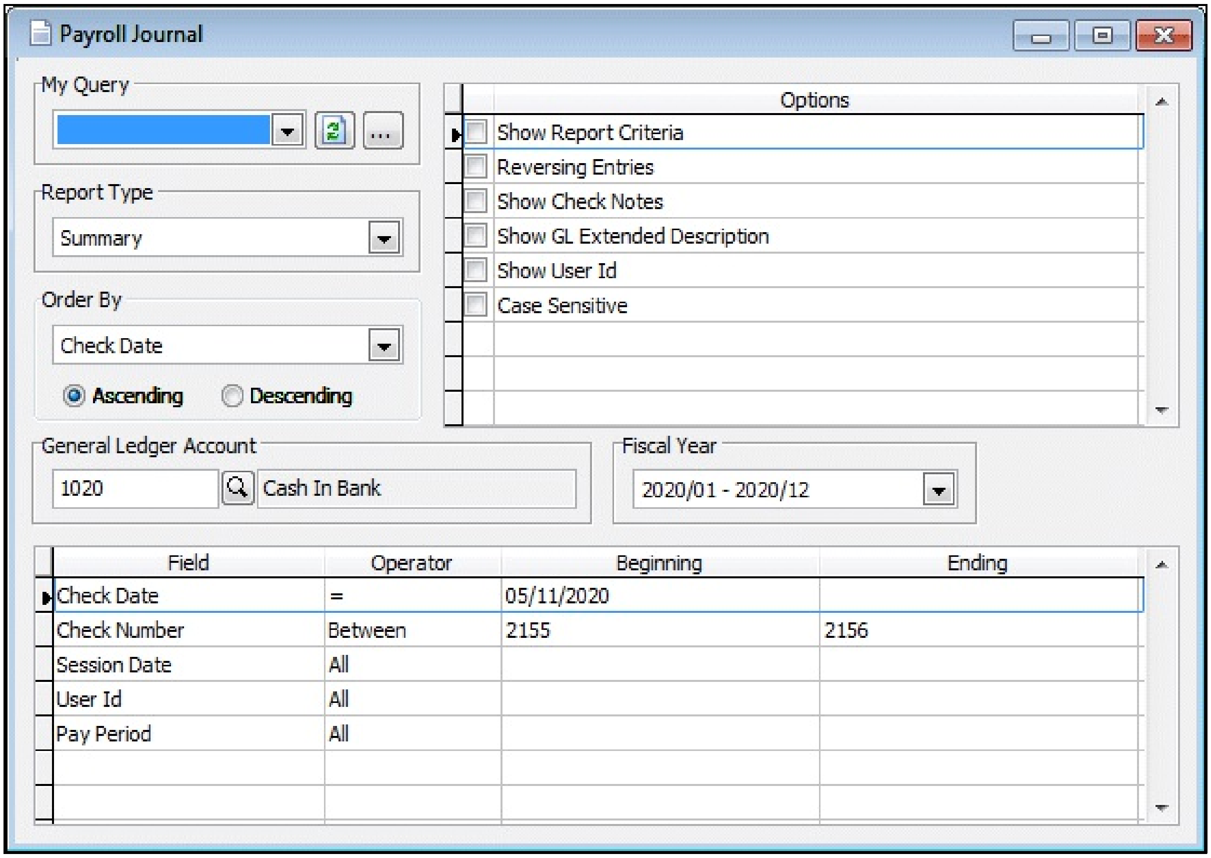
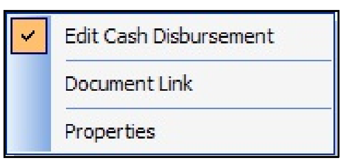


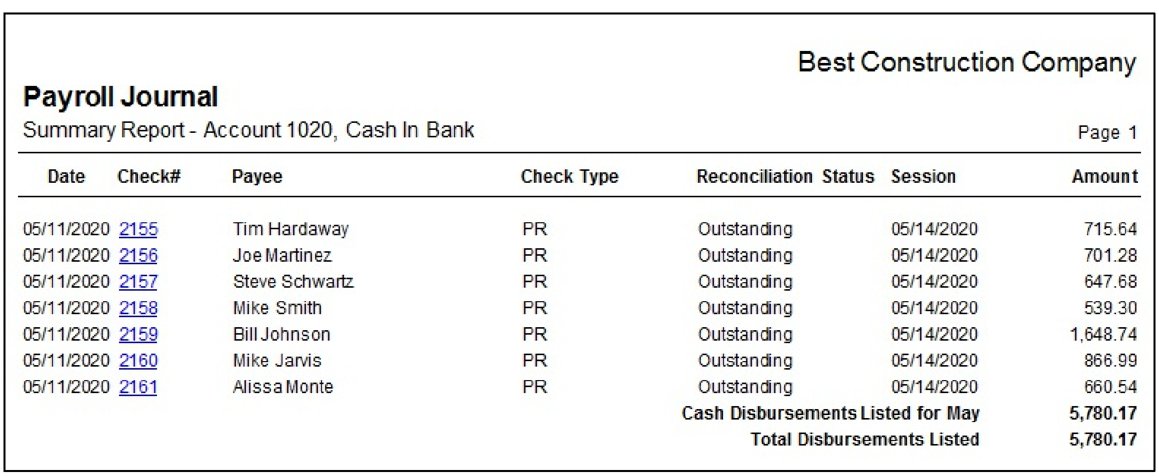
Figure: PR-264 Payroll Journal Query form, showing filters for check date and check number.

Drill-Down+® Destinations

Figure: PR-264a
Right-click a hyperlink to display a selection of reports and other available functions.



Payroll Journal – Summary Report



Best Construction Company

Payroll Journal

Summary Report - Account 1020, Cash In Bank

Page 1

Date	Check#	Payee	Check Type	Reconciliation Status	Session	Amount
05/11/2020	2155	Tim Hardaway	PR	Outstanding	05/14/2020	715.64
05/11/2020	2156	Joe Martinez	PR	Outstanding	05/14/2020	701.28
05/11/2020	2157	Steve Schwartz	PR	Outstanding	05/14/2020	647.68
05/11/2020	2158	Mike Smith	PR	Outstanding	05/14/2020	539.30
05/11/2020	2159	Bill Johnson	PR	Outstanding	05/14/2020	1,648.74
05/11/2020	2160	Mike Jarvis	PR	Outstanding	05/14/2020	866.99
05/11/2020	2161	Alissa Monte	PR	Outstanding	05/14/2020	660.54
				Cash Disbursements Listed for May		**5,780.17**
				Total Disbursements Listed		**5,780.17**

Figure: PR-265 Payroll Journal, Summary Report, sorted by Check Date

Payroll Journal – Detail Report

Best Construction Company

Payroll Journal

Detail Report - Account 1020, Cash In Bank

Page 1

Date	Check# / GL Account	Payee / Account Name	Check Type / Description	Reconciliation Status	Session	Amount
05/11/2020	2155	Tim Hardaway	PR	Outstanding	05/14/2020	
	5010	Cost of Contracts-Labor	Hours on 05/09/2020			1,000.00
	2410	Union Payable 1	Union Tax Automatic Addition			17.50
	7007	Employee Benefits-G&A	Insurance Deduction			-55.00
	2410	Union Payable 1	Union Automatic Deduction			-50.00
	2410	Union Payable 1	Union Tax Automatic Deduction			-17.50
	2540	401k Plan Payable	Tax Deferred Plan			-30.53
	2550	Cafeteria Plan Payable	Cafeteria Plan			-10.18
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-62.00
	2240	Payroll Taxes Payable-SIT	State Withholding			-12.58
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-41.03
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.16
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-8.88
					Check Total	**715.64**
05/11/2020	2156	Joe Martinez	PR	Outstanding	05/14/2020	
	5010	Cost of Contracts-Labor	Hours on 05/09/2020			960.00
	2410	Union Payable 1	Union Tax Automatic Addition			16.80
	7007	Employee Benefits-G&A	Insurance Deduction			-55.00
	2410	Union Payable 1	Union Automatic Deduction			-50.00
	2410	Union Payable 1	Union Tax Automatic Deduction			-16.80
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-72.00
	2240	Payroll Taxes Payable-SIT	State Withholding			-17.74
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-41.03
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.16
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-8.79
					Check Total	**701.28**
					Cash Disbursements Listed for May	**1,416.92**
					Total Disbursements Listed	**1,416.92**

Figure: PR-266 Payroll Journal, Detail Report, sorted by Check Date for only 2 check numbers.

Payroll Journal – Extended Report

Best Construction Company

Payroll Journal

Extended Report - Account 1020, Cash In Bank

Page 1

Date	Check# / GL Account	Payee / Account Name	Check Type / Description	Reconciliation Status	Session		Code	Job	Cost Code	C/O #	Type
05/11/2020	2155	Tim Hardaway	PR	Outstanding	05/14/2020						
	1020	Cash In Bank	Tim Hardaway			715.64					
	5010	Cost of Contracts-Labor	Hours on 05/09/2020			1,000.00		1010	06100		L
	2410	Union Payable 1	Union Tax Automatic Addition			17.50					
	7007	Employee Benefits-G&A	Insurance Deduction			-55.00					
	2410	Union Payable 1	Union Automatic Deduction			-50.00					
	2410	Union Payable 1	Union Tax Automatic Deduction			-17.50					
	2540	401k Plan Payable	Tax Deferred Plan			-30.53					
	2550	Cafeteria Plan Payable	Cafeteria Plan			-10.18					
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-62.00					
	2240	Payroll Taxes Payable-SIT	State Withholding			-12.58					
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-41.03					
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.16					
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-8.88					
				Check Total		**715.64**					
05/11/2020	2156	Joe Martinez	PR	Outstanding	05/14/2020						
	1020	Cash In Bank	Joe Martinez			701.28					
	5010	Cost of Contracts-Labor	Hours on 05/09/2020			960.00		1010	06100		L
	2410	Union Payable 1	Union Tax Automatic Addition			16.80					
	7007	Employee Benefits-G&A	Insurance Deduction			-55.00					
	2410	Union Payable 1	Union Automatic Deduction			-50.00					
	2410	Union Payable 1	Union Tax Automatic Deduction			-16.80					
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-72.00					
	2240	Payroll Taxes Payable-SIT	State Withholding			-17.74					
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-41.03					
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.16					
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-8.79					
				Check Total		**701.28**					
			Cash Disbursements Listed for May			**1,416.92**					
			Total Disbursements Listed			**1,416.92**					

Figure: PR-266a

Reprint Check Run Report

The Reprint Check Run Report is available in case the report was not printed at the end of the Print Payroll Checks process. The report includes federal tax deposit information, accounting posting summary, company accruals posting, grand totals, and a summary report for check numbers, payee, Id, and check amount.

Access

Module Menu with Reports Group

Payroll | Reports | Reprint Check Run Report

Module Menu with Reports Listed

Payroll | Reprint Check Run Report

Standard Menu

Reports | Payroll | Reprint Check Run Report

Report Types

Summary

This report type displays the check run date, check run number, user, cash account, pay period date, check#, payee, reference, check amount, total amount, and number of checks.

Order By

- Check Run Date

Options

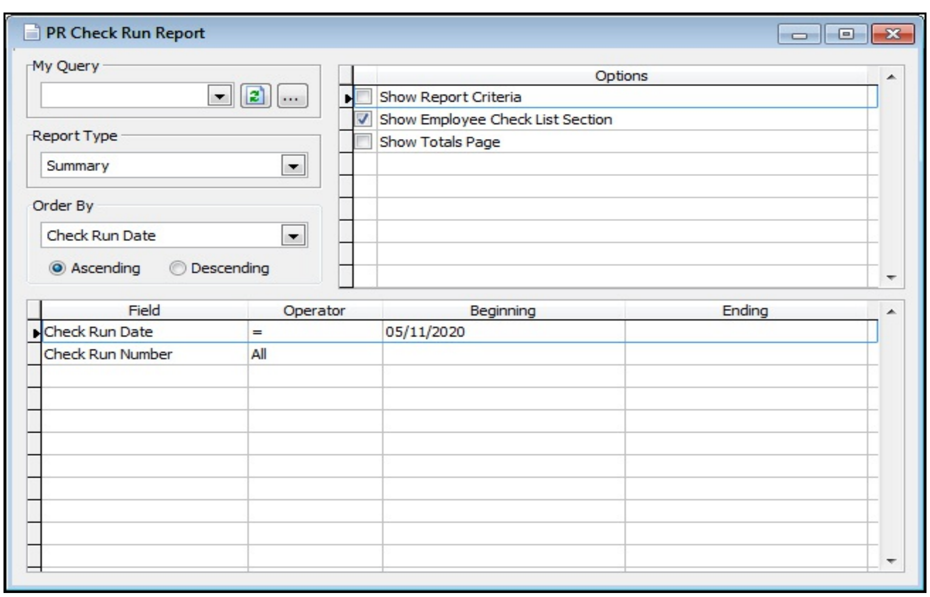
- Show Report Criteria
- Show Employee Check List Section
- Show Totals Page

Fields

- Check Run Date

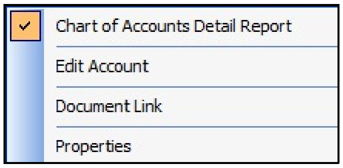
Check Run Number

Figure: PR-267
Showing the PR Check Run Report query form with filter by Check Run Date.



Drill-Down+® Destinations

Figure: PR-267a
Right-click a hyperlink to display a selection of reports and other available functions.



PR Check Run Report

Best Construction Company

PR Check Run Report
Summary Report

Page 1

Check Run Date 05/11/2020 Check Run Number 1 User ADMIN Cash Account 1020
Pay Period Date 05/09/2020

Federal Tax Deposit Information

Federal Tax Withheld	306.00
FICA OASDI Tax - Employee Share	149.71
Medicare Tax - Employee Share	51.68
Total Employee Share	**507.39**
FICA OASDI Tax - Company Share	220.99
Medicare Tax - Company Share	51.68
Total Company Share	**272.67**
Total Federal Tax Deposit	**780.06**

Number of Checks 4

EFTPS Sub Category Amounts

Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Payment Amount	780.06
1 Social Security	370.70
2 Medicare	103.36
3 Tax Withholding	306.00

Accounting Posting Summary

Account	Description	Debit(+)	Credit(-)
1020	Cash In Bank		2,603.90
2210	Payroll Taxes Payable-FIT		306.00
2220	Payroll Taxes Payable-FICA		201.39
2240	Payroll Taxes Payable-SIT		75.83
2250	Payroll Taxes Payable-State Disability		32.17
2410	Union Payable 1	45.10	185.10
2420	Union Payable 2		50.00
2540	401k Plan Payable		30.53
2550	Cafeteria Plan Payable		10.18
5010	Cost of Contracts-Labor	3,560.00	
7007	Employee Benefits-G&A		110.00
	Total	3,605.10	3,605.10

Company Accruals Posting

Account	Description	Debit(+)	Credit(-)
2220	Payroll Taxes Payable-FICA		272.67
2300	Worker's Compensation Payable		373.81
2410	Union Payable 1		176.10
6035	Union Benefits-Trade	176.10	
7005	Payroll Tax Expense-G&A	272.67	
7009	Insurance-Workman's Comp-G&A	373.81	
	Total	822.58	822.58

Figure: PR-267b PR Check Run Report showing tax liabilities and posting accounts.

Best Construction Company

PR Check Run Report

Summary Report

Page 2

Check Run Date 05/11/2020 Check Run Number 1 User ADMIN Cash Account 1020

Grand Totals

Earnings	Hours	Amount	Gross Wages	3,605.10
Regular	160.00	3,560.00	Federal W2 Wages	3,564.39
Overtime	0.00	0.00	**Withholdings & Deductions**	**Amounts**
Doubletime	0.00	0.00	Federal	306.00
Vacation	0.00	0.00	Extra Federal	0.00
Holiday	0.00	0.00	Social Security	149.71
Sick	0.00	0.00	Medicare	51.68
Special	0.00	0.00	State	75.83
Other Additions [1]	0.00	45.10	Extra State	0.00
Total Earnings	160.00	3,605.10	SDI	32.17
Adjustments			Other Deductions [2]	345.10
Non Payroll Adjustments		0.00	Local Taxes [3]	0.00
Fringe Benefits (#21)		0.00	Tax Deferred [4]	40.71
Earned Income Credit (#22)		0.00	**Total W/H & Deductions**	1,001.20
Total of Adjustments		0.00	**Net Amount**	2,603.90
Total Earnings + Adjustments		3,605.10	Vacation Accrual	0.00
			Sick Leave Accrual	0.00

Other Additions [1]	Adj#	Hours	Amount
Union Tax Automatic Addition	26		45.10
Totals			**45.10**

Other Deductions [2]	Ded#	Amount
Insurance Deduction	30	110.00
Union Automatic Deduction	55	190.00
Union Tax Automatic Deduction	56	45.10
Totals		**345.10**

Tax Deferred [4]	Code	Amount
Tax Deferred Plan	50	30.53
Cafeteria Plan	52	10.18
Totals		**40.71**

State Withholding	State	Amount
California	CA	75.83
Totals		**75.83**

Company Contributions	Amount
Company FICA	220.99
Company Medicare	51.68
Company Worker's Compensation	373.81
Company Union	176.10
Total Company Contributions	**822.58**

Figure: PR-267c PR Check Run Report showing the Grand Totals page.

Best Construction Company

PR Check Run Report

Summary Report

Page 3

Check Run Date 05/11/2020 **Check Run Number** 1 **User** ADMIN **Cash Account** 1020

Pay Period Date 05/09/2020

Check #	Payee	Reference	Amount
2155	Tim Hardaway	E004	715.64
2156	Joe Martinez	E005	701.28
2157	Steve Schwartz	E006	647.68
2158	Mike Smith	E007	539.30
		Total Amount	2,603.90
		Number of Checks	4

Figure: PR-267d PR Check Run Report showing the Employee Check List Section.

Adjustments Ledger – Additions

The Adjustments Ledger - Additions report lists the Employee ID, Check Date, Addition Code, and Time Card Date.

Access

Module Menu with Reports Group

Payroll | Reports | Adjustments Ledger | Additions

Module Menu with Reports Listed

Payroll | Adjustments Ledger | Additions

Standard Menu

Reports | Payroll | Adjustments Ledger | Additions

Report Types

Summary

This report type displays the Employee ID, Employee Name, Hours, Amount, Addition Code, Description, and Totals.

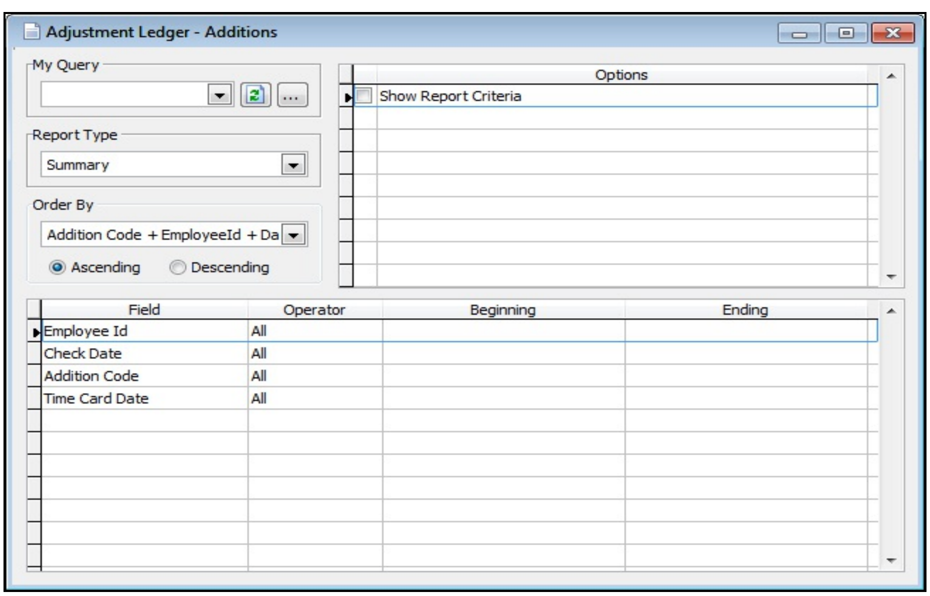
Detail

This report type displays all the summary information plus Date, GL Acct, Check Date, Check Number, Cash Account, and Work Comp.

Extended

This report type displays all the detail information plus Job, Cost Code, Type, and Change Order.

Figure: PR-268
Showing the Adjustment Ledger - Additions report query form.



Order By

- Addition Code+EmployeeId+Date
- Addition Code+Date+EmployeeId
- EmployeeId+Date+Adjustment
- EmployeeId+Adjustment+Date

Options

- Report Criteria

Fields

- Employee Id
- Check Date
- Addition Code
- Time Card Date

Best Construction Company

Adjustment Ledger - Additions
Summary Report

Page 1

Employee Id	Name	Hours	Amount
26	**Union Tax Automatic Addition**		
E004	Tim Hardaway	0.00	407.53
E005	Joe Martinez	0.00	376.02
E007	Mike Smith	0.00	259.31
	Totals	**0.00**	**1,042.86**

Figure: PR-268a Showing the Adjustments Ledger - Additions Summary report.

Best Construction Company

Adjustment Ledger - Additions
Detail Report

Page 1

Date	Employee Id	Name	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	W/C
26 Union Tax Automatic Addition									
05/09/2020	E004	Tim Hardaway	0.00	17.50	2410	05/11/2020	2155	1020	
05/09/2020	E005	Joe Martinez	0.00	16.80	2410	05/11/2020	2156	1020	
05/09/2020	E007	Mike Smith	0.00	10.80	2410	05/11/2020	2158	1020	
		Totals	**0.00**	**45.10**					

Figure: PR-268b Showing the Adjustments Ledger - Additions Detail report filtered by Check Date.

Best Construction Company

Adjustment Ledger - Additions
Extended Report

Page 1

Date	Employee Id	Name	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	Job	Cost Code	Type	C/O	W/C
26 Union Tax Automatic Addition													
05/09/2020	E004	Tim Hardaway	0.00	17.50	2410	05/11/2020	2155	1020					
05/09/2020	E005	Joe Martinez	0.00	16.80	2410	05/11/2020	2156	1020					
05/09/2020	E007	Mike Smith	0.00	10.80	2410	05/11/2020	2158	1020					
		Totals	**0.00**	**45.10**									

Figure: PR-268c Showing the Adjustments Ledger - Additions Extended report filtered by Check Date.

Adjustments Ledger – Deductions

The Adjustments Ledger - Deductions report lists the Employee ID, Check Date, Deduction Code, and Time Card Date.

Access

Module Menu with Reports Group

Payroll | Reports | Adjustments Ledger | Deductions

Module Menu with Reports Listed

Payroll | Adjustments Ledger | Deductions

Standard Menu

Reports | Payroll | Adjustments Ledger | Deductions

Report Types

Summary

This report type displays the Employee ID, Employee Name, Hours, Amount, Deduction Code, Description, and Totals.

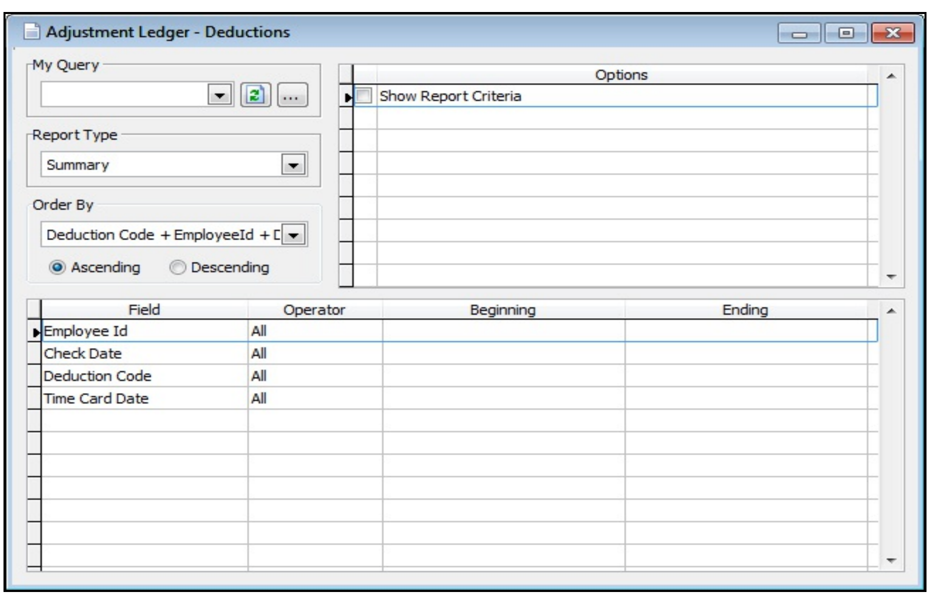
Detail

This report type displays all the summary information plus Date, GL Acct, Check Date, Check Number, Cash Account, and Work Comp.

Extended

This report type displays all the detail information plus Job, Cost Code, Type, and Change Order.

Figure: PR-268d
Showing the Adjustment Ledger - Deductions report query form.



Order By

- Deduction Code+EmployeeId+Date
- Deduction Code+Date+EmployeeId
- EmployeeId+Date+Adjustment
- EmployeeId+Adjustment+Date

Options

- Report Criteria

Fields

- Employee Id
- Check Date
- Deduction Code
- Time Card Date

Best Construction Company

Adjustment Ledger - Deductions

Summary Report

Page 1

Employee Id	Name	Hours	Amount
30	**Insurance Deduction**		
E001	Bill Johnson	0.00	1,501.00
E002	Mike Jarvis	0.00	1,320.00
E003	Alissa Monte	0.00	1,320.00
E004	Tim Hardaway	0.00	1,265.00
E005	Joe Martinez	0.00	1,210.00
E006	Steve Schwartz	0.00	165.00
	Totals	**0.00**	**6,781.00**
55	**Union Automatic Deduction**		
E004	Tim Hardaway	0.00	1,159.38
E005	Joe Martinez	0.00	1,108.13
E006	Steve Schwartz	0.00	1,099.69
E007	Mike Smith	0.00	879.50
	Totals	**0.00**	**4,246.70**
56	**Union Tax Automatic Deduction**		
E004	Tim Hardaway	0.00	407.53
E005	Joe Martinez	0.00	376.02
E007	Mike Smith	0.00	259.31
	Totals	**0.00**	**1,042.86**

Figure: PR-268e Showing the Adjustments Ledger - Deductions Summary report.

Best Construction Company

Adjustment Ledger - Deductions

Detail Report

Page 1

Date	Employee Id	Name	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	W/C
30	**Insurance Deduction**								
05/09/2020	E001	Bill Johnson	0.00	55.00	7007	05/11/2020	2159	1020	
05/09/2020	E002	Mike Jarvis	0.00	55.00	7007	05/11/2020	2160	1020	
05/09/2020	E003	Alissa Monte	0.00	55.00	7007	05/11/2020	2161	1020	
05/09/2020	E004	Tim Hardaway	0.00	55.00	7007	05/11/2020	2155	1020	
05/09/2020	E005	Joe Martinez	0.00	55.00	7007	05/11/2020	2156	1020	
		Totals	**0.00**	**275.00**					
55	**Union Automatic Deduction**								
05/09/2020	E004	Tim Hardaway	0.00	50.00	2410	05/11/2020	2155	1020	
05/09/2020	E005	Joe Martinez	0.00	50.00	2410	05/11/2020	2156	1020	
05/09/2020	E006	Steve Schwartz	0.00	50.00	2420	05/11/2020	2157	1020	
05/09/2020	E007	Mike Smith	0.00	40.00	2410	05/11/2020	2158	1020	
		Totals	**0.00**	**190.00**					
56	**Union Tax Automatic Deduction**								
05/09/2020	E004	Tim Hardaway	0.00	17.50	2410	05/11/2020	2155	1020	
05/09/2020	E005	Joe Martinez	0.00	16.80	2410	05/11/2020	2156	1020	
05/09/2020	E007	Mike Smith	0.00	10.80	2410	05/11/2020	2158	1020	
		Totals	**0.00**	**45.10**					

Figure: PR-268f Showing the Adjustments Ledger - Deductions Detail report filtered by Check Date.

Best Construction Company

Adjustment Ledger - Deductions

Extended Report

Page 1

Date	Employee Id	Name	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	Job	Cost Code	Type	C/O	W/C
30	**Insurance Deduction**												
05/09/2020	E001	Bill Johnson	0.00	55.00	7007	05/11/2020	2159	1020					
05/09/2020	E002	Mike Jarvis	0.00	55.00	7007	05/11/2020	2160	1020					
05/09/2020	E003	Alissa Monte	0.00	55.00	7007	05/11/2020	2161	1020					
05/09/2020	E004	Tim Hardaway	0.00	55.00	7007	05/11/2020	2155	1020					
05/09/2020	E005	Joe Martinez	0.00	55.00	7007	05/11/2020	2156	1020					
		Totals	**0.00**	**275.00**									
55	**Union Automatic Deduction**												
05/09/2020	E004	Tim Hardaway	0.00	50.00	2410	05/11/2020	2155	1020					
05/09/2020	E005	Joe Martinez	0.00	50.00	2410	05/11/2020	2156	1020					
05/09/2020	E006	Steve Schwartz	0.00	50.00	2420	05/11/2020	2157	1020					
05/09/2020	E007	Mike Smith	0.00	40.00	2410	05/11/2020	2158	1020					
		Totals	**0.00**	**190.00**									
56	**Union Tax Automatic Deduction**												
05/09/2020	E004	Tim Hardaway	0.00	17.50	2410	05/11/2020	2155	1020					
05/09/2020	E005	Joe Martinez	0.00	16.80	2410	05/11/2020	2156	1020					
05/09/2020	E007	Mike Smith	0.00	10.80	2410	05/11/2020	2158	1020					
		Totals	**0.00**	**45.10**									

Figure: PR-268g Showing the Adjustments Ledger - Deductions Extended report filtered by Check Date.

Adjustments Ledger – Tax Deferred

The Adjustments Ledger - Tax Deferred report lists the Employee ID, Check Date, Tax Deferred Code, and Time Card Date.

Access

Module Menu with Reports Group

Payroll | Reports | Adjustments Ledger | Tax Deferred

Module Menu with Reports Listed

Payroll | Adjustments Ledger | Tax Deferred

Standard Menu

Reports | Payroll | Adjustments Ledger | Tax Deferred

Report Types

Summary

This report type displays the Employee ID, Employee Name, Hours, Amount, Tax Deferred Code, Description, and Totals.

Detail

This report type displays all the summary information plus Date, GL Acct, Check Date, Check Number, Cash Account, and Work Comp.

Extended

This report type displays all the detail information plus Job, Cost Code, Type, and Change Order.

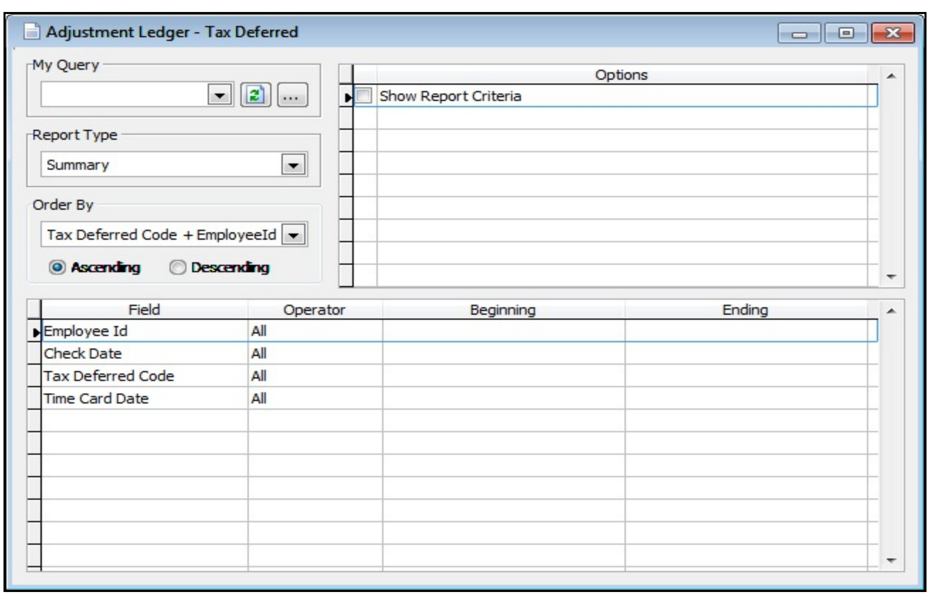


Figure: PR-268h Showing the Adjustment Ledger - Tax Deferred report query form.

Order By

- Tax Deferred Code+EmployeeId+Date
- Tax Deferred Code+Date+EmployeeId
- EmployeeId+Date+Adjustment
- EmployeeId+Adjustment+Date

Options

- Report Criteria

Fields

- Employee Id
- Check Date
- Tax Deferred Code
- Time Card Date

Best Construction Company

Adjustment Ledger - Tax Deferred

Summary Report

Page 1

EmployeeId	Name		Hours	Amount
50	**Tax Deferred Plan**			
E001	Bill Johnson		0.00	1,972.00
E002	Mike Jarvis		0.00	1,500.00
E003	Alissa Monte		0.00	513.00
E004	Tim Hardaway		0.00	580.07
		Totals	**0.00**	**4,565.07**
52	**Cafeteria Plan**			
E001	Bill Johnson		0.00	456.00
E002	Mike Jarvis		0.00	228.00
E003	Alissa Monte		0.00	171.00
E004	Tim Hardaway		0.00	193.42
		Totals	**0.00**	**1,048.42**

Figure: PR-268i Showing the Adjustments Ledger - Tax Deferred Summary report.

Best Construction Company

Adjustment Ledger - Tax Deferred

Detail Report

Page 1

Date	Employee Id	Name		Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	W/C
50	**Tax Deferred Plan**									
05/09/2020	E001	Bill Johnson		0.00	72.00	2540	05/11/2020	2159	1020	
05/09/2020	E002	Mike Jarvis		0.00	60.00	2540	05/11/2020	2160	1020	
05/09/2020	E003	Alissa Monte		0.00	27.00	2540	05/11/2020	2161	1020	
05/09/2020	E004	Tim Hardaway		0.00	30.53	2540	05/11/2020	2155	1020	
			Totals	**0.00**	**189.53**					
52	**Cafeteria Plan**									
05/09/2020	E001	Bill Johnson		0.00	24.00	2550	05/11/2020	2159	1020	
05/09/2020	E002	Mike Jarvis		0.00	12.00	2550	05/11/2020	2160	1020	
05/09/2020	E003	Alissa Monte		0.00	9.00	2550	05/11/2020	2161	1020	
05/09/2020	E004	Tim Hardaway		0.00	10.18	2550	05/11/2020	2155	1020	
			Totals	**0.00**	**55.18**					

Figure: PR-268j Showing the Adjustments Ledger - Tax Deferred Detail report filtered by Check Date.

Best Construction Company

Adjustment Ledger - Tax Deferred

Extended Report

Page 1

Date	Employee Id	Name		Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	Job	Cost Code	Type	C/O	W/C
50	**Tax Deferred Plan**													
05/09/2020	E001	Bill Johnson		0.00	72.00	2540	05/11/2020	2159	1020					
05/09/2020	E002	Mike Jarvis		0.00	60.00	2540	05/11/2020	2160	1020					
05/09/2020	E003	Alissa Monte		0.00	27.00	2540	05/11/2020	2161	1020					
05/09/2020	E004	Tim Hardaway		0.00	30.53	2540	05/11/2020	2155	1020					
			Totals	**0.00**	**189.53**									
52	**Cafeteria Plan**													
05/09/2020	E001	Bill Johnson		0.00	24.00	2550	05/11/2020	2159	1020					
05/09/2020	E002	Mike Jarvis		0.00	12.00	2550	05/11/2020	2160	1020					
05/09/2020	E003	Alissa Monte		0.00	9.00	2550	05/11/2020	2161	1020					
05/09/2020	E004	Tim Hardaway		0.00	10.18	2550	05/11/2020	2155	1020					
			Totals	**0.00**	**55.18**									

Figure: PR-268k Showing the Adjustments Ledger - Tax Deferred Extended report filtered by Check Date.

Adjustments Ledger – Local Taxes

The Adjustments Ledger - Local Taxes report lists the Employee ID, Check Date, Local Tax Code, and Time Card Date.

Access

Module Menu with Reports Group

Payroll | Reports | Adjustments Ledger | Local Taxes

Module Menu with Reports Listed

Payroll | Adjustments Ledger | Local Taxes

Standard Menu

Reports | Payroll | Adjustments Ledger | Local Taxes

Report Types

Summary

This report type displays the Employee ID, Employee Name, Hours, Amount, Local Tax Code, Description, and Totals.

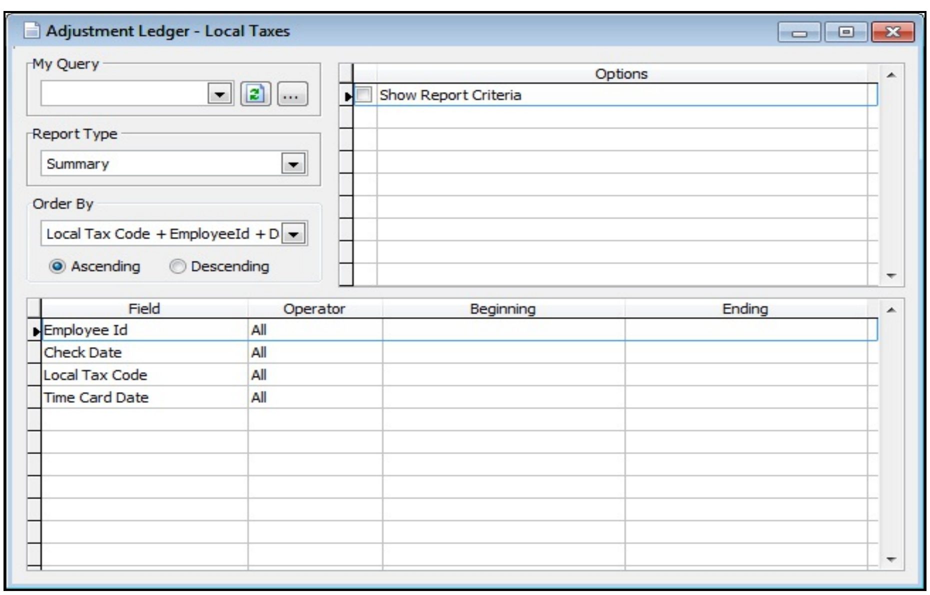
Detail

This report type displays all the summary information plus Date, GL Acct, Check Date, Check Number, Cash Account, and Work Comp.

Extended

This report type displays all the detail information plus Job, Cost Code, Type, and Change Order.

Figure: PR-268l
Showing the Adjustment Ledger - Local Taxes report query form.



Order By

- Local Tax Code+EmployeeId+Date
- Local Tax Code+Date+EmployeeId
- EmployeeId+Date+Adjustment
- EmployeeId+Adjustment+Date

Options

- Report Criteria

Fields

- Employee Id
- Check Date
- Local Tax Code
- Time Card Date

Best Construction Company

Adjustment Ledger - Local Taxes

Summary Report

Page 1

Code	Description	Hours	Amount
33	**Local Tax**		
E004	Tim Hardaway	0.00	50.88
E005	Joe Martinez	0.00	48.84
E006	Steve Schwartz	0.00	27.50
E007	Mike Smith	0.00	18.27
	Totals	**0.00**	**145.49**

Figure: PR-268m Showing the Adjustments Ledger - Local Taxes Summary report.

Best Construction Company

Adjustment Ledger - Local Taxes

Detail Report

Page 1

Date	Employee Id	Name	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	W/C
33	**Local Tax**								
05/16/2020	E004	Tim Hardaway	0.00	50.88	2270	05/18/2020	2162	1020	
05/16/2020	E005	Joe Martinez	0.00	48.84	2270	05/18/2020	2163	1020	
05/16/2020	E006	Steve Schwartz	0.00	27.50	2270	05/18/2020	2164	1020	
05/16/2020	E007	Mike Smith	0.00	18.27	2270	05/18/2020	2165	1020	
		Totals	**0.00**	**145.49**					

Figure: PR-268n Showing the Adjustments Ledger - Local Taxes Detail report.

Best Construction Company

Adjustment Ledger - Local Taxes

Extended Report

Page 1

Date	Employee Id	Name	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	Job	Cost Code	Type	C/O	W/C
33	**Local Tax**												
05/16/2020	E004	Tim Hardaway	0.00	50.88	2270	05/18/2020	2162	1020					
05/16/2020	E005	Joe Martinez	0.00	48.84	2270	05/18/2020	2163	1020					
05/16/2020	E006	Steve Schwartz	0.00	27.50	2270	05/18/2020	2164	1020					
05/16/2020	E007	Mike Smith	0.00	18.27	2270	05/18/2020	2165	1020					
		Totals	**0.00**	**145.49**									

Figure: PR-268o Showing the Adjustments Ledger - Tax Deferred Extended report.

Adjustments Ledger – By Employee

The Adjustments Ledger - By Employee report lists the Employee ID, Check Date, and Time Card Date.

Access

Module Menu with Reports Group

Payroll | Reports | Adjustments Ledger | By Employee

Module Menu with Reports Listed

Payroll | Adjustments Ledger | By Employee

Standard Menu

Reports | Payroll | Adjustments Ledger | By Employee

Report Types

Summary

This report type displays the Employee ID, Employee Name, Hours, Amount, Local Tax Code, Description, and Totals.

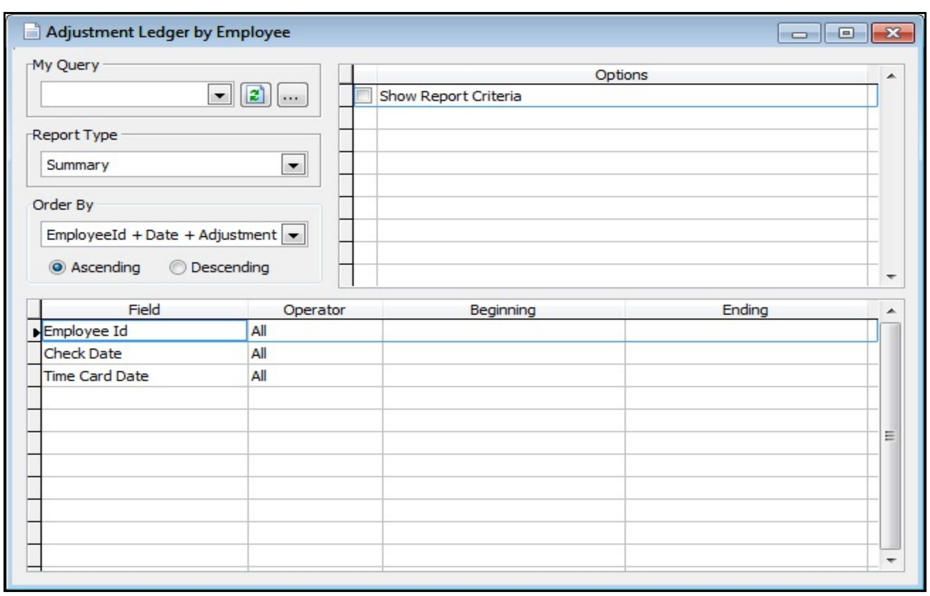
Detail

This report type displays all the summary information (except totals) plus Date, GL Acct, Check Date, Check Number, Cash Account, and Work Comp.

Extended

This report type displays all the detail information plus Job, Cost Code, Type, and Change Order.

Figure: PR-268p
Showing the Adjustment Ledger - By Employee report query form.



Order By

- EmployeeId+Date+Adjustment
- EmployeeId+Adjustment+Date

Options

- Report Criteria

Fields

- Employee Id
- Check Date
- Time Card Date

Best Construction Company

Adjustment Ledger by Employee

Summary Report

Page 1

Code	Description	Hours	Amount
E004	**Tim Hardaway**		
26	Union Tax Automatic Addition	0.00	425.03
30	Insurance Deduction	0.00	1,320.00
33	Local Tax	0.00	50.88
50	Tax Deferred Plan	0.00	610.60
52	Cafeteria Plan	0.00	203.60
55	Union Automatic Deduction	0.00	1,209.38
56	Union Tax Automatic Deduction	0.00	425.03
	Totals	**0.00**	**4,244.52**
E005	**Joe Martinez**		
26	Union Tax Automatic Addition	0.00	392.82
30	Insurance Deduction	0.00	1,265.00
33	Local Tax	0.00	48.84
55	Union Automatic Deduction	0.00	1,158.13
56	Union Tax Automatic Deduction	0.00	392.82
	Totals	**0.00**	**3,257.61**
E006	**Steve Schwartz**		
30	Insurance Deduction	0.00	165.00
33	Local Tax	0.00	27.50
55	Union Automatic Deduction	0.00	1,130.94
	Totals	**0.00**	**1,323.44**
E007	**Mike Smith**		
26	Union Tax Automatic Addition	0.00	264.71
33	Local Tax	0.00	18.27
55	Union Automatic Deduction	0.00	899.50
56	Union Tax Automatic Deduction	0.00	264.71
	Totals	**0.00**	**1,447.19**

Figure: PR-268q Showing the Adjustments Ledger - By Employee Summary report.

Best Construction Company

Adjustment Ledger by Employee

Detail Report

Page 1

Date	Code	Description	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	W/C
E004		**Tim Hardaway**							
05/16/2020	26	Union Tax Automatic Addition	0.00	17.50	2410	05/18/2020	2162	1020	
05/16/2020	30	Insurance Deduction	0.00	55.00	7007	05/18/2020	2162	1020	
05/16/2020	55	Union Automatic Deduction	0.00	50.00	2410	05/18/2020	2162	1020	
05/16/2020	56	Union Tax Automatic Deduction	0.00	17.50	2410	05/18/2020	2162	1020	
05/16/2020	50	Tax Deferred Plan	0.00	30.53	2540	05/18/2020	2162	1020	
05/16/2020	52	Cafeteria Plan	0.00	10.18	2550	05/18/2020	2162	1020	
05/16/2020	33	Local Tax	0.00	50.88	2270	05/18/2020	2162	1020	
E005		**Joe Martinez**							
05/16/2020	26	Union Tax Automatic Addition	0.00	16.80	2410	05/18/2020	2163	1020	
05/16/2020	30	Insurance Deduction	0.00	55.00	7007	05/18/2020	2163	1020	
05/16/2020	55	Union Automatic Deduction	0.00	50.00	2410	05/18/2020	2163	1020	
05/16/2020	56	Union Tax Automatic Deduction	0.00	16.80	2410	05/18/2020	2163	1020	
05/16/2020	33	Local Tax	0.00	48.84	2270	05/18/2020	2163	1020	
E006		**Steve Schwartz**							
05/16/2020	55	Union Automatic Deduction	0.00	31.25	2420	05/18/2020	2164	1020	
05/16/2020	33	Local Tax	0.00	27.50	2270	05/18/2020	2164	1020	
E007		**Mike Smith**							
05/16/2020	26	Union Tax Automatic Addition	0.00	5.40	2410	05/18/2020	2165	1020	
05/16/2020	55	Union Automatic Deduction	0.00	20.00	2410	05/18/2020	2165	1020	
05/16/2020	56	Union Tax Automatic Deduction	0.00	5.40	2410	05/18/2020	2165	1020	
05/16/2020	33	Local Tax	0.00	18.27	2270	05/18/2020	2165	1020	

Figure: PR-268r Showing the Adjustments Ledger - By Employee Detail report filtered by employee and check date.

Best Construction Company

Adjustment Ledger by Employee

Extended Report

Page 1

Date	Code	Description	Hours	Amount	GL Acct	Check Date	Check#	Cash Acct	Job	Cost Code	Type	C/O	W/C
E004		**Tim Hardaway**											
05/16/2020	26	Union Tax Automatic Addition	0.00	17.50	2410	05/18/2020	2162	1020					
05/16/2020	30	Insurance Deduction	0.00	55.00	7007	05/18/2020	2162	1020					
05/16/2020	55	Union Automatic Deduction	0.00	50.00	2410	05/18/2020	2162	1020					
05/16/2020	56	Union Tax Automatic Deduction	0.00	17.50	2410	05/18/2020	2162	1020					
05/16/2020	50	Tax Deferred Plan	0.00	30.53	2540	05/18/2020	2162	1020					
05/16/2020	52	Cafeteria Plan	0.00	10.18	2550	05/18/2020	2162	1020					
05/16/2020	33	Local Tax	0.00	50.88	2270	05/18/2020	2162	1020					
E005		**Joe Martinez**											
05/16/2020	26	Union Tax Automatic Addition	0.00	16.80	2410	05/18/2020	2163	1020					
05/16/2020	30	Insurance Deduction	0.00	55.00	7007	05/18/2020	2163	1020					
05/16/2020	55	Union Automatic Deduction	0.00	50.00	2410	05/18/2020	2163	1020					
05/16/2020	56	Union Tax Automatic Deduction	0.00	16.80	2410	05/18/2020	2163	1020					
05/16/2020	33	Local Tax	0.00	48.84	2270	05/18/2020	2163	1020					
E006		**Steve Schwartz**											
05/16/2020	55	Union Automatic Deduction	0.00	31.25	2420	05/18/2020	2164	1020					
05/16/2020	33	Local Tax	0.00	27.50	2270	05/18/2020	2164	1020					
E007		**Mike Smith**											
05/16/2020	26	Union Tax Automatic Addition	0.00	5.40	2410	05/18/2020	2165	1020					
05/16/2020	55	Union Automatic Deduction	0.00	20.00	2410	05/18/2020	2165	1020					
05/16/2020	56	Union Tax Automatic Deduction	0.00	5.40	2410	05/18/2020	2165	1020					
05/16/2020	33	Local Tax	0.00	18.27	2270	05/18/2020	2165	1020					

Figure: PR-268s Showing the Adjustments Ledger - By Employee Extended report filtered by employee and check date.

Vacation Ledger

The Vacation Ledger report is a report of accruals, usage, and balance. It can be a list of all employees combined or a separate page for each employee.

Access

Module Menu with Reports Group

Payroll | Reports | Vacation Ledger

Module Menu with Reports Listed

Payroll | Vacation Ledger

Standard Menu

Reports | Payroll | Vacation Ledger

Report Types

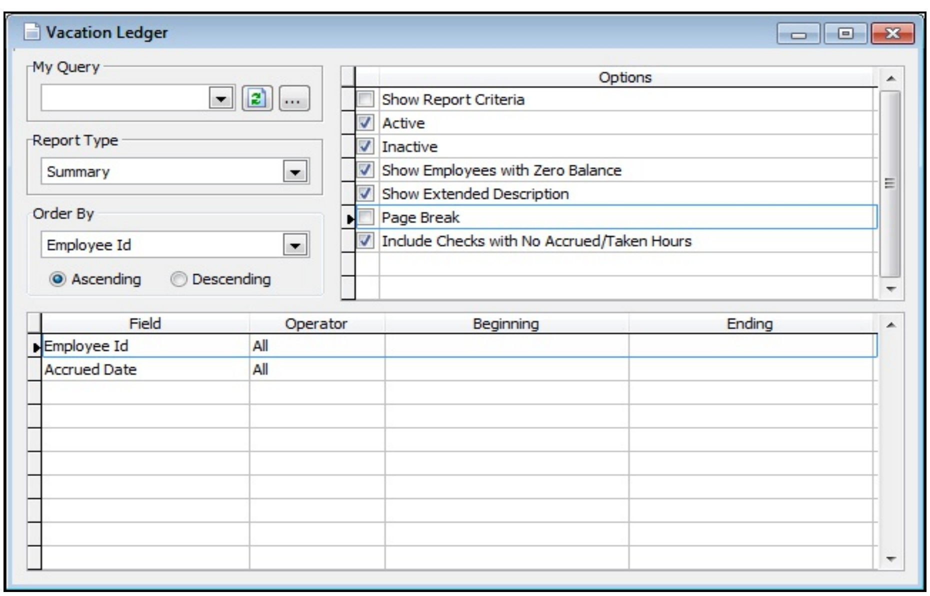
Summary

This report type displays the Employee ID, Employee Name, Accrued Hours, Used Hours, and Available Balance.

Detail

This report type displays all the summary information plus Accrued Date, Check Number, Check Date, Used Date, Description, and Totals

Figure: PR-269
Showing the Vacation Ledger Summary report query form.



Order By

- Employee Id

Options

- Show Report Criteria
- Active
- Inactive
- Show Employee with Zero Balance
- Show Extended Description
- Page Break
- Include Checks with No Accrued/Taken Hours

Fields

- Employee Id
- Accrued Date

Best Construction Company

Vacation Ledger

Summary Report - Accrued Date (All)

Page 1

Employee Id	Name	Accrued Hours	Used Hours	Available Balance
E001	Bill Johnson (Owner)	999.00	0.00	999.00
E002	Mike Jarvis	240.00	40.00	200.00
E003	Alissa Monte	240.00	0.00	240.00
E004	Tim Hardaway	80.00	0.00	80.00
E005	Joe Martinez	80.00	0.00	80.00
E006	Steve Schwartz	40.00	0.00	40.00
E007	Mike Smith	40.00	0.00	40.00

Figure: PR-269a Showing the Vacation Ledger Summary report without a page break.

Best Construction Company

Vacation Ledger

Detail Report - Accrued Date (All)

Page 1

Accrued Date	Check #	Check Date	Accrued Hours	Used Hours	Used Date	Available Balance	Description
E002	**Mike Jarvis**						
	Balance Forward		0.00	0.00		0.00	
01/03/2017	2001	01/03/2017			01/03/2017		
01/07/2017	2008	01/07/2017			01/07/2017		
01/17/2017	2015	01/17/2017			01/17/2017		
01/24/2017	2022	01/24/2017			01/24/2017		
01/31/2017	2025	01/31/2017			01/31/2017		
01/01/2020			240.00		01/01/2020	240.00	2020 New year adjustment Prior balance adjusted per wage negotiation
01/04/2020	2030	01/06/2020			01/04/2020	240.00	
01/11/2020	2041	01/13/2020			01/11/2020	240.00	
01/18/2020	2048	01/20/2020			01/18/2020	240.00	
01/25/2020	2055	01/27/2020			01/25/2020	240.00	
02/01/2020	2062	02/03/2020			02/01/2020	240.00	
02/08/2020	2069	02/10/2020			02/08/2020	240.00	
02/15/2020	2076	02/17/2020			02/15/2020	240.00	
02/22/2020	2083	02/24/2020			02/22/2020	240.00	
02/29/2020	2090	03/02/2020			02/29/2020	240.00	
03/07/2020	2097	03/09/2020			03/07/2020	240.00	
03/14/2020	2104	03/16/2020			03/14/2020	240.00	
03/21/2020	2111	03/23/2020			03/21/2020	240.00	
03/28/2020	2118	03/30/2020			03/28/2020	240.00	
04/04/2020	2125	04/04/2020			04/04/2020	240.00	
04/11/2020	2132	04/13/2020			04/11/2020	240.00	
04/18/2020	2139	04/20/2020			04/18/2020	240.00	
04/25/2020	2146	04/27/2020			04/25/2020	240.00	
05/02/2020	2153	05/04/2020			05/02/2020	240.00	
05/09/2020	2160	05/11/2020			05/09/2020	240.00	
05/16/2020	2166	05/18/2020			05/16/2020	240.00	
05/16/2020	2166	05/18/2020		40.00	05/16/2020	200.00	
		Totals	240.00	40.00			

Figure: PR-269b Showing the Vacation Ledger Detail report filtered by employee and with a page break.

Sick Leave Ledger

The Sick Leave Ledger report is a report of accruals, usage, and balance. It can be a list of all employees combined or a separate page for each employee.

Access

Module Menu with Reports Group

Payroll | Reports | Sick Pay Ledger

Module Menu with Reports Listed

Payroll | Sick Pay Ledger

Standard Menu

Reports | Payroll | Sick Pay Ledger

Report Types

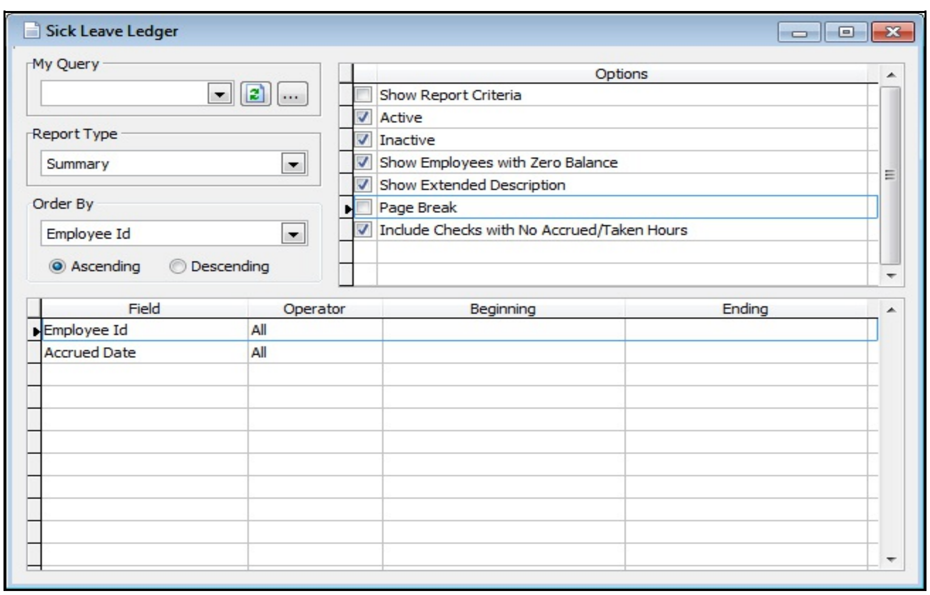
Summary

This report type displays the Employee ID, Employee Name, Accrued Hours, Used Hours, and Available Balance.

Detail

This report type displays all the summary information plus Accrued Date, Check Number, Check Date, Used Date, Description, and Totals

Figure: PR-269c
Showing the Sick Leave Ledger Summary report query form.



Order By

- Employee Id

Options

- Show Report Criteria
- Active
- Inactive
- Show Employee with Zero Balance
- Show Extended Description
- Page Break
- Include Checks with No Accrued/Taken Hours

Fields

- Employee Id
- Accrued Date

Best Construction Company

Sick Leave Ledger

Summary Report - Accrued Date (All)

Page 1

Employee Id	Name	Accrued Hours	Used Hours	Available Balance
E001	Bill Johnson (Owner)	999.00	0.00	999.00
E002	Mike Jarvis	240.00	0.00	240.00
E003	Alissa Monte	240.00	40.00	200.00
E004	Tim Hardaway	80.00	0.00	80.00
E005	Joe Martinez	80.00	0.00	80.00
E006	Steve Schwartz	40.00	0.00	40.00
E007	Mike Smith	40.00	0.00	40.00

Figure: PR-269d Showing the Sick Leave Ledger Summary report without a page break.

Best Construction Company

Sick Leave Ledger

Detail Report - Accrued Date (All)

Page 1

Accrued Date	Check #	Check Date	Accrued Hours	Used Hours	Used Date	Available Balance	Description
E003	Alissa Monte						
	Balance Forward		0.00	0.00		0.00	
01/03/2017	2002	01/03/2017			01/03/2017		
01/07/2017	2009	01/07/2017			01/07/2017		
01/17/2017	2016	01/17/2017			01/17/2017		
01/24/2017	2023	01/24/2017			01/24/2017		
01/31/2017	2026	01/31/2017			01/31/2017		
01/01/2020			240.00		01/01/2020	240.00	2020 New year adjustment Prior balance adjusted per wage negotiation
01/04/2020	2031	01/06/2020			01/04/2020	240.00	
01/11/2020	2042	01/13/2020			01/11/2020	240.00	
01/18/2020	2049	01/20/2020			01/18/2020	240.00	
01/25/2020	2056	01/27/2020			01/25/2020	240.00	
02/01/2020	2063	02/03/2020			02/01/2020	240.00	
02/08/2020	2070	02/10/2020			02/08/2020	240.00	
02/15/2020	2077	02/17/2020			02/15/2020	240.00	
02/22/2020	2084	02/24/2020			02/22/2020	240.00	
02/29/2020	2091	03/02/2020			02/29/2020	240.00	
03/07/2020	2098	03/09/2020			03/07/2020	240.00	
03/14/2020	2105	03/16/2020			03/14/2020	240.00	
03/21/2020	2112	03/23/2020			03/21/2020	240.00	
03/28/2020	2119	03/30/2020			03/28/2020	240.00	
04/04/2020	2126	04/04/2020			04/04/2020	240.00	
04/11/2020	2133	04/13/2020			04/11/2020	240.00	
04/18/2020	2140	04/20/2020			04/18/2020	240.00	
04/25/2020	2147	04/27/2020			04/25/2020	240.00	
05/02/2020	2154	05/04/2020			05/02/2020	240.00	
05/09/2020	2161	05/11/2020			05/09/2020	240.00	
05/16/2020	2167	05/18/2020			05/16/2020	240.00	
05/16/2020	2167	05/18/2020		40.00	05/16/2020	200.00	
		Totals	240.00	40.00			

Figure: PR-269e Showing the Sick Leave Ledger Detail report filtered by employee and with a page break.

Recurring Payroll - Groups

The purpose of the Recurring Payroll Group is to provide an opportunity to review the recurring payroll list before printing the actual checks. This report provides a listing of and information about recurring payroll groups. The report can be used for preparing to post recurring entries.

Access

Module Menu with Reports Group

Payroll | Reports | Recurring Payroll | Groups

Module Menu with Reports Listed

Payroll | Recurring Payroll | Groups

Standard Menu

Reports | Payroll | Recurring Payroll | Groups

Report Types

Summary

The Summary Report Type shows the group number, description and date last posted.

Detail

The Detail Report Type displays summary information and lists the employee Id and name, withholding state, and unemployment state of each recurring payroll record contained in each group.

Order By

- Group
- Description
- Last Post Date

Options

- Show Report Criteria
- Case Sensitive

Fields

- Group
- Description
- Last Post Date

Recurring PR Groups – Summary Report

Best Construction Company

Recurring PR Groups

Summary Report

Page 1

Group #	Description	Last Posted
1	Management - Salary	05/09/2020
2	Job site	05/09/2020

Figure: PR-270 Recurring PR Groups Summary Report, sorted by Group.

Recurring PR Groups – Detail Report

Best Construction Company

Recurring PR Groups

Detail Report

Page 1

Group #	Description Employee Id	Employee Name	Last Posted Withholding State	Unemployment State
1	Management-Salary		05/09/2020	
	E001	Bill Johnson	CA California	CA California
	E002	Mike Jarvis	CA California	CA California
	E003	Alissa Monte	CA California	CA California
2	Job site		05/09/2020	
	E004	Tim Hardaway	CA California	CA California
	E005	Joe Martinez	CA California	CA California
	E006	Steve Schwartz	CA California	CA California
	E007	Mike Smith	CA California	CA California

Figure: PR-270a Recurring PR Groups Detail Report, sorted by Group.

Recurring Payroll - Recurring List

The Recurring List provides an opportunity to review the recurring payroll records before printing the actual checks. Examine the information and amounts that appear here to determine if any changes or corrections need to be made. Whenever a change is made to hours worked, adjustments, or other payroll information, the Recurring List must be run again.

Access

Module Menu with Reports Group

Payroll | Reports | Recurring Payroll | Recurring List

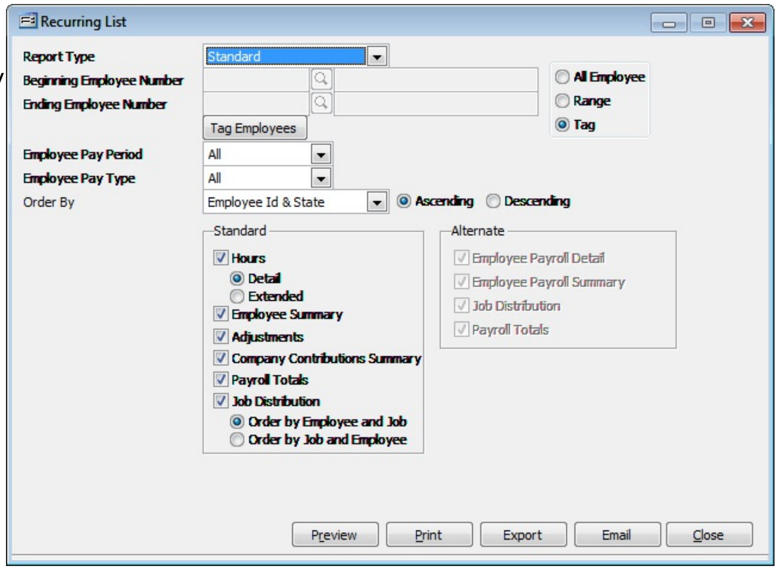
Module Menu with Reports Listed

Payroll | Recurring Payroll | Recurring List

Standard Menu

Reports | Payroll | Recurring Payroll | Recurring List

Figure: PR-270b
Recurring Payroll, Recurring List screen query form, showing Order By options: Employee Id & State, Employee Name & State, and State & Employee Id.



Report Options

Report type

To include pages for each type of report, place a checkmark next to its option in the Standard and Alternate sections.

All Employees

When this option is marked, a recurring list will be generated for all employees with payroll records on file.

Range/Beginning Employee Number

When the Range setting is selected enter the ID number of the first employee to be included in the recurring list.

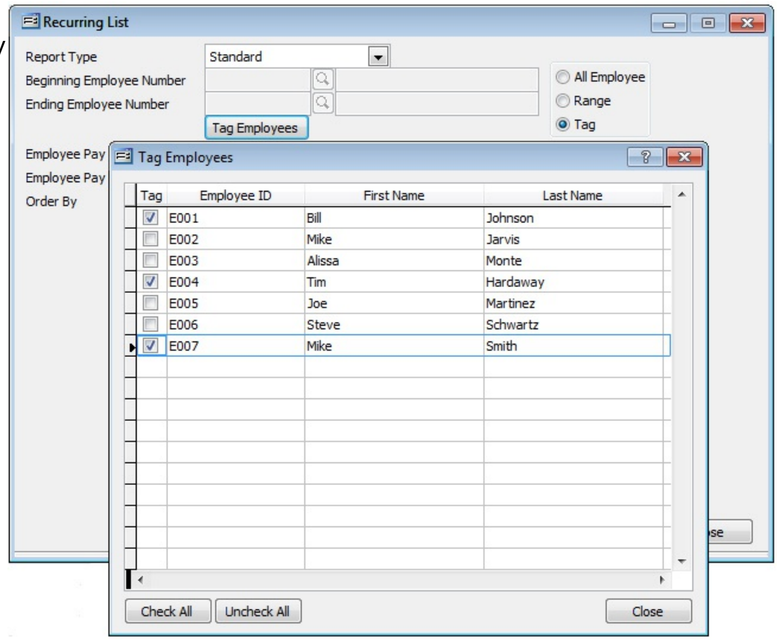
Range/Ending Employee Number

When the Range setting is selected enter the ID number of the last employee to be included in the recurring list.

Tag/Tag Employees

When the Tag setting is selected the Tag Employees button will become active and allow you to select non-concurrent records to be included in the recurring list.

Figure: PR-270c
Recurring List screen query form showing the Tag feature selected for non-concurrent records.



Employee Pay Period

Select the pay period type from the drop down menu: All, Weekly, Biweekly, Semimonthly or Monthly.

Employee Pay Type

Select the pay type from the drop down menu: All, Hourly, or Salary.

Order By

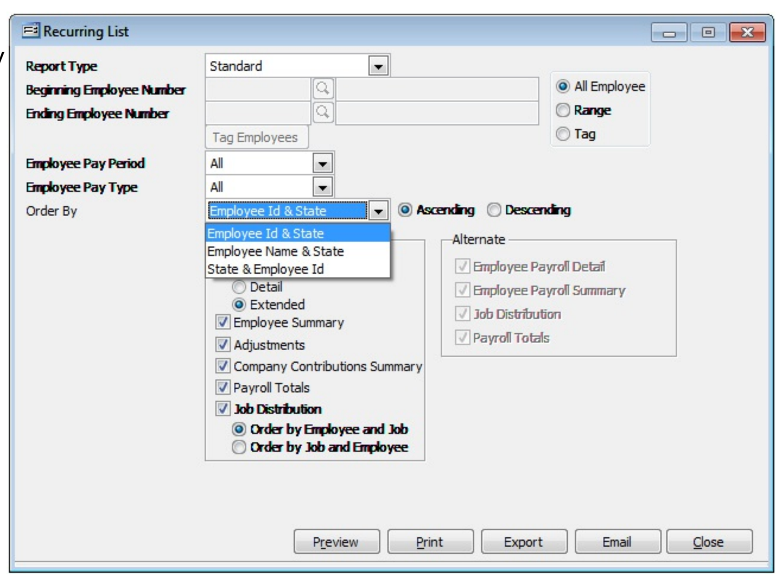
Employee Id & State

Employee Name & State

State + Employee Id

These can be arranged by Ascending or Descending

Figure: PR-270d
Recurring List screen query form showing three Order By choices: Employee Id & State, Employee Name & State, and State & Employee Id.



Employee Payroll Detail

This report displays the employee code and name, tax state, SUTA state, labor date, certified or regular code, regular hours, overtime hours, double time hours, total hours, work comp state and classification, union and union classification, other burden rate, GL account, job number, cost code, type, CO number.

Employee Payroll Extended

The extended report includes all information from the detail report plus regular/overtime/double time rates, gross amounts, work comp amounts, union amounts, other burden amounts, trade codes, and totals.

Employee Payroll Summary

This report displays the employee code and name, tax state, SUTA state, earnings hours, amounts and totals for each earning type, withholding and deduction amounts for each withholding type, non-payroll adjustments, fringe benefits, earned income credit, other deductions, local taxes, and tax deferred deductions plus Totals, and Net Totals.

Adjustments

This report displays the details for adjustments for each employee code and name, tax state, SUTA state, labor date, adjustments code, description, hours and amount, GL account, job number, cost code, type, CO number, and work comp.

Company Contributions Summary

This report displays the information for company contributions, amounts and totals for each employee code and name, and also includes the tax state, and SUTA state.

Payroll Totals

This report displays the information of the Employee Payroll Summary except for all employees.

Job Distribution

This report displays the labor date, job number, cost code, change order number, employee name, regular hours, regular rate, regular amount, overtime hours, overtime rate, overtime amount, double time hours, double time rate, double time amount, total hours, gross wages, work comp state and class, work comp net rate, work comp amount, union, union class, union amount, other burden percentage, other burden amount, production expense amount, company FICA, total amount, and grand totals. The report can be sorted by employee or by job.

Preview

The Preview button works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Print Button

The Print button causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Preview Button

The Preview button works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Export Button

The Export button exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Button

The Email button opens a dialogue form and allows emailing in RTF, PDF, XLS, HTML, TIFF, and TXT formats.

Close

This button closes the current screen form with any settings retained until the next use.

Payroll Recurring List, Standard Hours Detail

Figure: PR-271
Payroll Recurring List, showing only the Hours Detail Report.

Best Construction Company

Payroll Recurring List

Detail Report

Page 4

Employee E004, Tim Hardaway **Tax State** CA **Suta State** CA

Date		Reg Hrs	Ot Hrs	Dt Hrs	Total WC		Union	OB Rate	Gl Acct	Job	C.Code	Type	C/O#
05/14/2020	R	40.00	0.00	0.00	40.00	CA,5645	1000,J1	3.00	5010	1010	06100	L	
05/16/2020	C	40.00	0.00	0.00	40.00	CA,5645	1000,J1	3.00	5010	1010	06100	L	
Total		**80.00**	**0.00**	**0.00**	**40.00**								

Payroll Recurring List, Standard Hours Extended

Figure: PR-271a
Payroll Recurring List, showing only the Hours Extended Report.

Best Construction Company

Payroll Recurring List

Detail Report

Page 4

Employee E004, Tim Hardaway **Tax State** CA **Suta State** CA

Date		Reg Hrs	Ot Hrs	Dt Hrs	Total WC		Union	OB Rate	Gl Acct	Job	C.Code	Type	C/O#
		Reg Rate	Ot Rate	Dt Rate	Gross	Amount	Amount	Amount	Trade				
05/14/2020	R	40.00	0.00	0.00	40.00	CA,5645	1000,J1	3.00	5010	1010	06100	L	
		25.00	37.50	50.00	1,000.00	138.13	47.50	30.00	1000				
05/16/2020	C	40.00	0.00	0.00	40.00	CA,5645	1000,J1	3.00	5010	1010	06100	L	
		25.00	37.50	50.00	1,000.00	138.13	47.50	30.00	1000				
Total		**80.00**	**0.00**	**0.00**	**40.00**								
					2,000.00	**276.26**	**95.00**	**60.00**					

Payroll Recurring List, Standard Employee Summary

Figure: PR-271b
Payroll Recurring List, showing only the Employee Summary Report.

Best Construction Company

Payroll Recurring List
Detail Report

Page 1

Employee E001, Bill Johnson **Tax State** CA **Suta State** CA

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	40.00	2,400.00	Federal	290.00
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	142.85
Vacation	0.00	0.00	Medicare	33.41
Holiday	0.00	0.00	State	159.13
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	20.95
Other Additions	0.00	0.00	Other Deductions	55.00
			Local Taxes	0.00
Totals	40.00	2,400.00	Tax Deferred	96.00
Adjustments				
Non Payroll Adjustments		0.00	**Totals**	797.34
Fringe Benefits (#21)		0.00	**Net Amount**	1,602.66
Earned Income Credit (#22)		0.00		
Totals		0.00		

Payroll Recurring List, Standard Adjustments Summary

Figure: PR-271c
Payroll Recurring List, showing only the Employee Adjustments Report.

Best Construction Company

Payroll Recurring List
Detail Report

Page 4

Employee E004, Tim Hardaway **Tax State** CA **Suta State** CA

Adjustments (Additions, Deductions, Tax Deferred, Local Taxes)

Date	Code	Description	Hours	Amount	Gl Acct	Job	C.Code	Type	C/O#	WC
05/14/2020	26	Union Tax Automatic Addition	0.00	35.00	2410					
05/14/2020	30	Insurance Deduction	0.00	55.00	7007					
05/14/2020	55	Union Automatic Deduction	0.00	100.00	2410					
05/14/2020	56	Union Tax Automatic Deduction	0.00	35.00	2410					
05/14/2020	50	(E)Tax Deferred Plan	0.00	61.05	2540					
05/14/2020	52	(E)Cafeteria Plan	0.00	20.35	2550					

Payroll Recurring List, Standard Company Contributions Summary

Figure: PR-271d
Payroll Recurring List, showing only the Company Contributions Summary Report.

Best Construction Company

Payroll Recurring List
Detail Report

Page 2

Employee E002, Mike Jarvis **Tax State** CA **Suta State** CA

Company Contribution	Amount
Company FICA	139.87
Company Medicare	32.71
Company Tax Deferred	72.00
Company Worker's Compensation	131.40
Totals	375.98

Payroll Recurring List, Standard Payroll Totals

Figure: PR-271e
Payroll Recurring List, showing only the Payroll Totals Report.

Best Construction Company

Payroll Recurring List
Detail Report

Page 1

Totals

Earnings	Hours	Amount
Regular	480.00	12,820.00
Overtime	0.00	0.00
Doubletime	0.00	0.00
Vacation	0.00	0.00
Holiday	0.00	0.00
Sick	0.00	0.00
Special	0.00	0.00
Other Additions	0.00	90.20
Totals	480.00	12,910.20
Adjustments		
Non Payroll Adjustments		0.00
Fringe Benefits (#21)		0.00
Earned Income Credit (#22)		0.00
Totals		0.00

Withholdings & Deductions	Amounts
Federal	1,528.00
Extra Federal	0.00
Social Security	778.27
Medicare	182.02
State	605.22
Extra State	0.00
SDI	113.67
Other Deductions	745.20
Local Taxes	0.00
Tax Deferred	357.40
Totals	4,309.78
Net Amount	8,600.42

Company Contribution	Amount
Company FICA	778.27
Company Medicare	182.02
Company Tax Deferred	171.00
Company Worker's Compensation	907.15
Company Union	352.20
Totals	2,390.64

Figure: PR-262 Payroll Prepayment List, Job Distribution, sorted by Employ

Payroll Recurring List, Standard Job Distribution

Figure: PR-271f
Payroll Recurring List, showing only the Job Distribution Report, sorted by Employee Id & State

Best Construction Company

Payroll Recurring List

Detail Report

Page 1

Job Distribution

Date	Job	Employee	Reg Hrs	Ot Hrs	Dt Hrs	Total Hours	WC Class	Union		PE Amt
	Cost Code	Name	Reg Rate	Ot Rate	Dt Rate		WC Net Rate	Class	O/B %	Co FICA
	CO#		Reg Amt	Ot Amt	Dt Amt	Gross Wages	WC Amt	Union Amt	O/B Amt	Amount
05/14/2020	1010	E002	40.00	0.00	0.00	40.00	CA, 5190			0.00
	16000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.30
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.00
05/16/2020	1010	E002	40.00	0.00	0.00	40.00	CA, 5190			0.00
	16000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.30
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.00
05/14/2020	1010	E004	40.00	0.00	0.00	40.00	CA, 5645	1000		0.00
	06100	Tim Hardaway	25.00	37.50	50.00		11.05000	J1	3.00	73.44
			1,000.00	0.00	0.00	1,000.00	138.13	47.50	30.00	1,289.07
05/16/2020	1010	E004	40.00	0.00	0.00	40.00	CA, 5645	1000		0.00
	06100	Tim Hardaway	25.00	37.50	50.00		11.05000	J1	3.00	73.44
			1,000.00	0.00	0.00	1,000.00	138.13	47.50	30.00	1,289.07
05/14/2020	1010	E005	40.00	0.00	0.00	40.00	CA, 5645	1000		0.00
	06100	Joe Martinez	24.00	36.00	48.00		11.05000	J1	3.00	73.44
			960.00	0.00	0.00	960.00	132.60	46.80	28.80	1,241.64
05/16/2020	1010	E005	40.00	0.00	0.00	40.00	CA, 5645	1000		0.00
	06100	Joe Martinez	24.00	36.00	48.00		11.05000	J1	3.00	73.44
			960.00	0.00	0.00	960.00	132.60	46.80	28.80	1,241.64
05/14/2020	1010	E006	40.00	0.00	0.00	40.00	CA, 5190	1001		0.00
	16000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	67.32
			880.00	0.00	0.00	880.00	48.18	41.00	26.40	1,062.90
05/16/2020	1010	E006	40.00	0.00	0.00	40.00	CA, 5190	1001		0.00
	16000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	67.32
			880.00	0.00	0.00	880.00	48.18	41.00	26.40	1,062.90
05/14/2020	1010	E007	40.00	0.00	0.00	40.00	CA, 5183	1000		0.00
	15400	Mike Smith	18.00	27.00	36.00		6.10000	A2	3.00	55.08
			720.00	0.00	0.00	720.00	54.90	40.80	21.60	892.38
05/16/2020	1010	E007	40.00	0.00	0.00	40.00	CA, 5183	1000		0.00
	15400	Mike Smith	18.00	27.00	36.00		6.10000	A2	3.00	55.08
			720.00	0.00	0.00	720.00	54.90	40.80	21.60	892.38
										0.00
										711.16
		Totals Listed:	9,520.00	0.00	0.00	9,520.00	879.02	352.20	333.60	11,795.98

Payroll Recurring List, “Alternate” Employee Payroll Detail

Figure: PR-272
Payroll Recurring List, showing only the Employee Payroll Detail Report.

Best Construction Company

Payroll Recurring List

Employee Payroll Detail

Employee: E004, Tim Hardaway Tax State: CA Suta State: CA Pay Period: 06/01/2020

Date Regular	Reg Hrs Reg Rate	Ot Hrs Ot Rate	Dt Hrs Dt Rate	Total Hrs Amount	Union Union Amt	Class	W/C W/C Rate	Exp Mod W/C Amt	OB Rate OB Amt	GL Acct Trade	Job Code	Cost Code	C/O#	Type	SUTA State
06/01/2020	40.00	0.00	0.00	40.00	1000	J1	5645	1.25000	3.00	5010	1010	06100		L	CA
	25.00	37.50	50.00	1,000.00	47.50		11.05000	138.13	30.00	1000					

Date Certified	Reg Hrs Reg Rate	Ot Hrs Ot Rate	Dt Hrs Dt Rate	Total Hrs Amount	Union Union Amt	Class	W/C W/C Rate	Exp Mod W/C Amt	OB Rate OB Amt	GL Acct Trade	Job Code	Cost Code	C/O#	Type	SUTA State
05/16/2020	40.00	0.00	0.00	40.00	1000	J1	5645	1.25000	3.00	5010	1010	06100		L	CA
	25.00	37.50	50.00	1,000.00	47.50		11.05000	138.13	30.00	1000					

Date	Add Code	Description	Hours	Amount	W/C W/C Rate	Exp Mod W/C Amt	Code	GL Acct	SUTA State
06/01/2020	26	Union Tax Automatic Addition	0.00	35.00		0.00000		2410	CA
					0.00000	0.00			

Date	Ded Code	Description	Amount	Code	GL Acct	SUTA State
06/01/2020	30	Insurance Deduction	55.00		7007	CA
06/01/2020	55	Union Automatic Deduction	100.00		2410	CA
06/01/2020	56	Union Tax Automatic Deduction	35.00		2410	CA

Date	Tax Def Code	Description	Amount	Code	GL Acct	SUTA State
06/01/2020	50	Tax Deferred Plan	61.05		2540	CA
06/01/2020	52	Cafeteria Plan	20.35		2550	CA

Payroll Recurring List, “Alternate” Employee Payroll Summary

Figure: PR-272a
Payroll Recurring List, showing only the Employee Payroll Summary Report.

Best Construction Company

Payroll Recurring List

Employee Payroll Summary

Employee: E001, Bill Johnson Tax State: CA Suta State: CA Pay Period: 06/01/2020

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	40.00	2,400.00	Federal	290.00
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	96.77
Vacation	0.00	0.00	Medicare	33.41
Holiday	0.00	0.00	State	159.13
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	20.95
Other Additions (1)	0.00	0.00	Other Deductions (2)	55.00
Totals	40.00	2,400.00	Local Taxes (3)	0.00
			Tax Deferred (4)	96.00
Non Payroll Adjustments		0.00	**Totals**	751.26
Fringe Benefits (#21)		0.00		
Earned Income Credit (#22)		0.00	**Net Amount**	1,648.74
Totals		0.00		

Other Deductions (2)	Amount
30 Insurance Deduction	55.00
Totals	55.00

Tax Deferred (4)	Amount
50 Tax Deferred Plan	72.00
52 Cafeteria Plan	24.00
Totals	96.00

State Withholding	Amount
CA California	159.13
Totals	159.13

Company Contribution	Amount
Company FICA	142.85
Company Medicare	33.41
Company Tax Deferred	72.00
Totals	248.26

Payroll Recurring List, “Alternate” Job Distribution

Figure: PR-272b
Payroll Recurring List, showing only the Job Distribution Report, sorted by Employee Id & State

Best Construction Company

Payroll Pre-payment List
Detail Report

Page 1

Job Distribution

Date	Job	Employee	Reg Hrs	Ot Hrs	Dt Hrs	Total Hours	WC Class	Union		PE Amt
	Cost Code	Name	Reg Rate	Ot Rate	Dt Rate		WC Net Rate	Class	O/B %	Co FICA
	Rate Class.		BR Reg	BR Ot	BR Dt	Per Diem Rate	Per Diem Days	Per Diem Amt		
05/16/2020	1000	E002	40.00	0.00	0.00	40.00	CA, 5190			0.00
	01000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.30
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.00
			50.00	75.00	100.00	0.00	0	0.00		
05/16/2020	1010	E002	10.00	0.00	0.00	10.00	CA, 5190			0.00
	16000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.30
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.00
			50.00	75.00	100.00	0.00	0	0.00		
05/16/2020	1000	E006	20.00	0.00	0.00	20.00	CA, 5190	1001		0.00
	01000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	33.66
			440.00	0.00	0.00	440.00	24.09	20.50	13.20	531.45
			30.00	45.00	60.00	0.00	0	0.00		
05/16/2020	1010	E006	5.00	0.00	0.00	5.00	CA, 5190	1001		0.00
	16000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	8.42
			110.00	0.00	0.00	110.00	6.02	5.13	3.30	132.87
			30.00	45.00	60.00	0.00	0	0.00		
										0.00
										214.68
		Totals Listed:	2,950.00	0.00	0.00	2,950.00	161.51	25.63	136.50	3,488.32

Payroll Recurring List, "Alternate" Payroll Totals

Figure: PR-273
Payroll Recurring List, showing only the Payroll Totals Report (Page 1).

Best Construction Company

Payroll Recurring List

Payroll Totals

Pay Period: 06/02/2020

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	480.00	12,820.00	Federal	1,528.00
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	527.22
Vacation	0.00	0.00	Medicare	182.02
Holiday	0.00	0.00	State	605.22
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	113.67
Other Additions (1)	0.00	90.20	Other Deductions (2)	745.20
Totals	480.00	12,910.20	Local Taxes (3)	0.00
			Tax Deferred (4)	357.40
Non Payroll Adjustments		0.00	**Totals**	4,058.73
Fringe Benefits (#21)		0.00		
Earned Income Credit (#22)		0.00		
Totals		0.00	**Net Amount**	8,851.47

Other Additions (1)	Hours	Amount
26 Union Tax Automatic Addition	0.00	90.20
Totals	0.00	90.20

Other Deductions (2)	Amount
30 Insurance Deduction	275.00
55 Union Automatic Deduction	380.00
56 Union Tax Automatic Deduction	90.20
Totals	745.20

Tax Deferred (4)	Amount
50 Tax Deferred Plan	280.05
52 Cafeteria Plan	77.35
Totals	357.40

State Withholding	Amount
CA California	605.22
Totals	605.22

Figure: PR-273a
Payroll Recurring List, showing only the Payroll Totals Report (Page 2).

Best Construction Company

Payroll Recurring List

Payroll Totals

Pay Period: 06/02/2020

Company Contribution	Amount
Company FICA	778.27
Company Medicare	182.02
Company Tax Deferred	171.00
Company Worker's Compensation	907.15
Company Union	352.20
Totals	2,390.64

Payroll Reports & Worksheets: 941 Worksheet

Note: Pages 368 - 374 do not reflect current requirements for calendar year 2020. See Page 497 for instructions pertaining to changes due to Covid-19.

At the end of each business quarter, every business is required to submit Form 941 to the federal government, along with Federal Withholding, and any matching FICA and Medicare taxes due. Initially, this option provides a screen form of the I.R.S. Form 941 (or Schedule B). This screen form will contain data from the selected quarter in the program, populating appropriate fields. However, unlike most other reports, the screen form permits the user to enter specific information in unshaded fields. Such information could include "fractions of cents adjustment" or the title of the person completing the form.

Finally, these completed reports can be either viewed and printed or directly printed. Please note that these forms have received certification (VVA at the bottom of the form) enabling the printed version to be submitted to the I.R.S.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | 941 Worksheet

Module Menu with Reports Listed

Payroll | Reports and Worksheets | 941 Worksheet

Standard Menu

Reports | Payroll | Reports and Worksheets | 941 Worksheet

Report Types

Quarterly 941 Federal Tax

This Report Type displays the quarterly 941 form.

Schedule B (Form 941)

This Report Type displays Schedule B of the quarterly 941 form.

Medicare Wages

This Report Type displays a summary of YTD and QTD totals and was mainly designed for fiscal year 2010.

Schedule B (Form 941) Hire Act Adj

This Report Type was designed for fiscal year 2010 and is included for auditing purposes only.

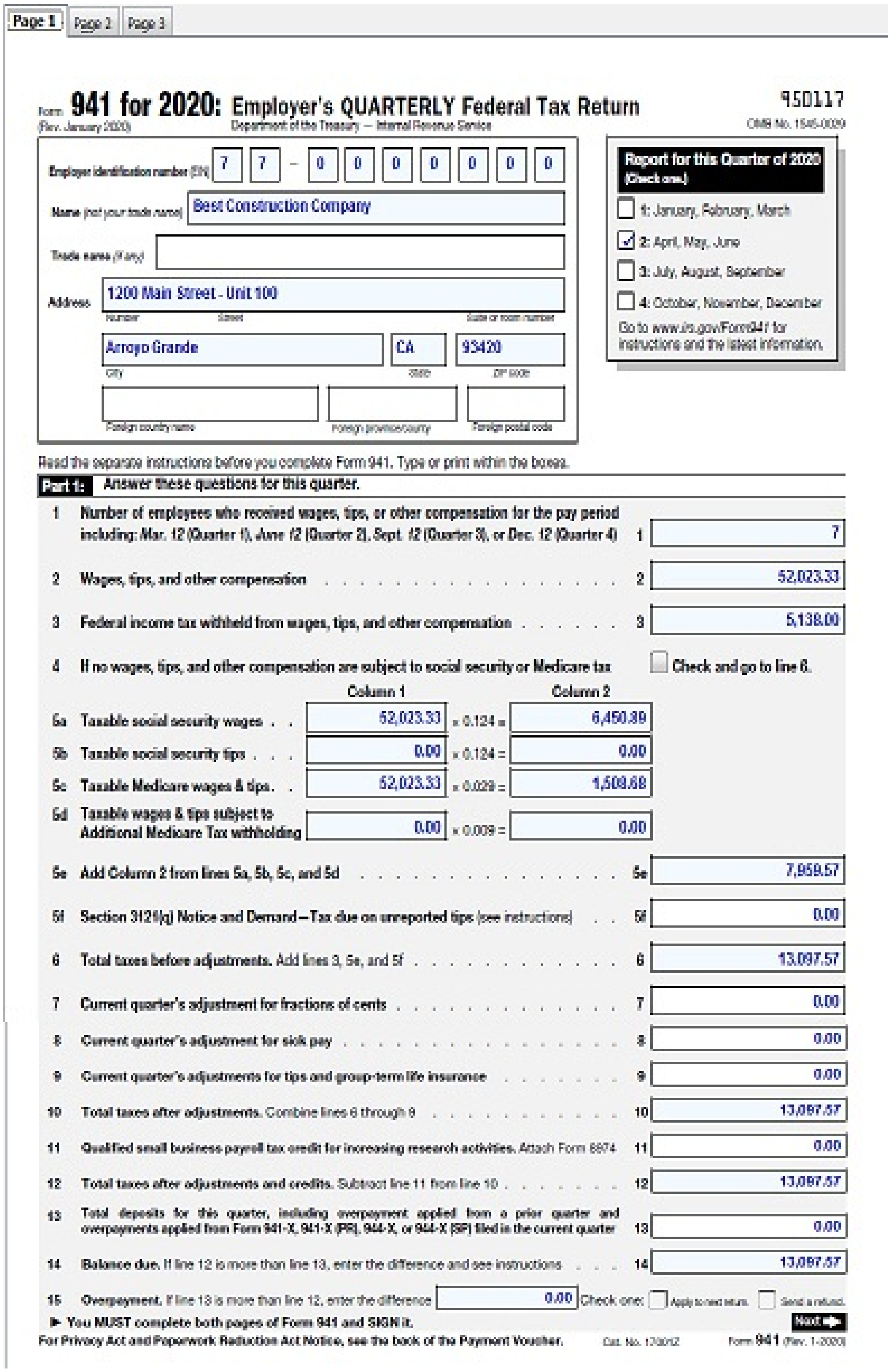
Quarter

This setting displays the quarters from the previous and current year.

Fields

This permits the Operator and potential range or choice of Month (mm/yyyy)

Employer's Quarterly 941 Federal Tax, Page 1 – Screen Worksheet



Page 1 | Page 2 | Page 3

Form **941 for 2020: Employer's QUARTERLY Federal Tax Return** 950117
(Rev. January 2020) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 7 7 – 0 0 0 0 0 0 0

Name (not your trade name) Best Construction Company

Trade name (if any)

Address 1200 Main Street - Unit 100
Number Street Suite or room number

Arroyo Grande CA 93420
City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2020 (Check one.)
☐ 1: January, February, March
☑ 2: April, May, June
☐ 3: July, August, September
☐ 4: October, November, December
Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: *Mar. 12* (Quarter 1), *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4)	1	7
2	Wages, tips, and other compensation	2	52,023.33
3	Federal income tax withheld from wages, tips, and other compensation	3	5,138.00
4	If no wages, tips, and other compensation are subject to social security or Medicare tax ☐ Check and go to line 6.		

		Column 1		Column 2
5a	Taxable social security wages	52,023.33	× 0.124 =	6,450.89
5b	Taxable social security tips	0.00	× 0.124 =	0.00
5c	Taxable Medicare wages & tips	52,023.33	× 0.029 =	1,508.68
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	× 0.009 =	0.00

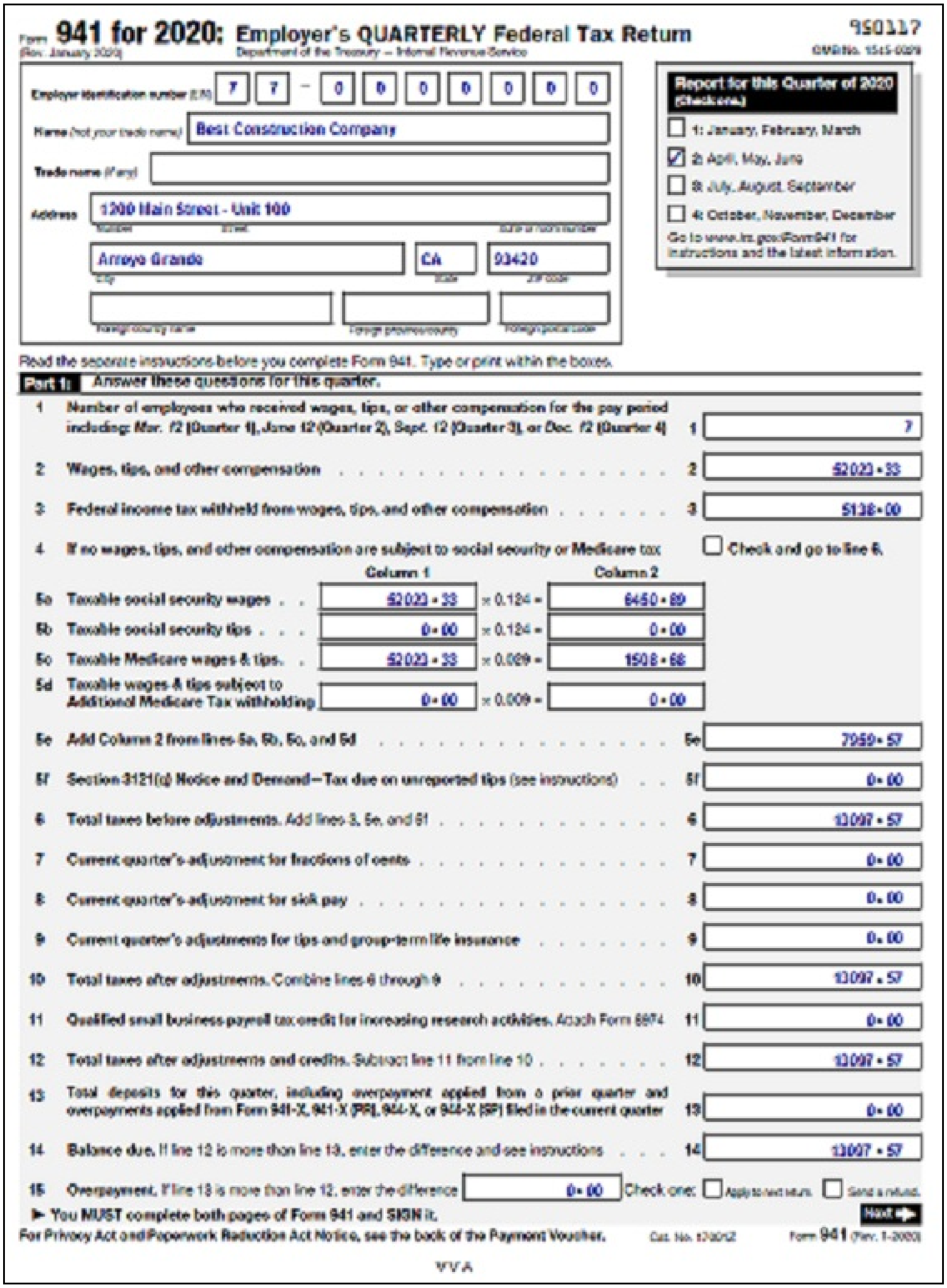
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	7,959.57
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	0.00
6	**Total taxes before adjustments.** Add lines 3, 5e, and 5f	6	13,097.57
7	Current quarter's adjustment for fractions of cents	7	0.00
8	Current quarter's adjustment for sick pay	8	0.00
9	Current quarter's adjustments for tips and group-term life insurance	9	0.00
10	**Total taxes after adjustments.** Combine lines 6 through 9	10	13,097.57
11	**Qualified small business payroll tax credit for increasing research activities.** Attach Form 8974	11	0.00
12	**Total taxes after adjustments and credits.** Subtract line 11 from line 10	12	13,097.57
13	**Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter**	13	0.00
14	**Balance due.** If line 12 is more than line 13, enter the difference and see instructions	14	13,097.57
15	**Overpayment.** If line 13 is more than line 12, enter the difference 0.00 Check one: ☐ Apply to next return. ☐ Send a refund.		

▶ **You MUST complete both pages of Form 941 and SIGN it.** Next

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 17001Z Form **941** (Rev. 1-2020)

Figure: PR-274 Federal Form 941 Worksheet, Page 1, screen form. Note that some non-shaded fields can have some data entered.

Employer's Quarterly 941 Federal Tax Form, Page 1 – Print Form



Form **941 for 2020: Employer's QUARTERLY Federal Tax Return** 950117
(Rev. January 2020) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 7 7 – 0 0 0 0 0 0 0

Name (not your trade name) Best Construction Company

Trade name (if any)

Address 1200 Main Street - Unit 100
Number Street Suite or room number

Arroyo Grande CA 93420
City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2020 (Check one.)

- ☐ 1: January, February, March
- ☑ 2: April, May, June
- ☐ 3: July, August, September
- ☐ 4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	7
2	Wages, tips, and other compensation	2	52023 • 33
3	Federal income tax withheld from wages, tips, and other compensation	3	5138 • 00
4	If no wages, tips, and other compensation are subject to social security or Medicare tax		☐ Check and go to line 6.

		Column 1		Column 2
5a	Taxable social security wages	52023 • 33	× 0.124 =	6450 • 89
5b	Taxable social security tips	0 • 00	× 0.124 =	0 • 00
5c	Taxable Medicare wages & tips	52023 • 33	× 0.029 =	1508 • 68
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0 • 00	× 0.009 =	0 • 00

5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	7959 • 57
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	0 • 00
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	13097 • 57
7	Current quarter's adjustment for fractions of cents	7	0 • 00
8	Current quarter's adjustment for sick pay	8	0 . 00
9	Current quarter's adjustments for tips and group-term life insurance	9	0 . 00
10	Total taxes after adjustments. Combine lines 6 through 9	10	13097 . 57
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	0 • 00
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	13097 • 57
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13	0 • 00
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	13097 • 57
15	Overpayment. If line 13 is more than line 12, enter the difference 0 • 00 Check one: ☐ Apply to next return. ☐ Send a refund.		

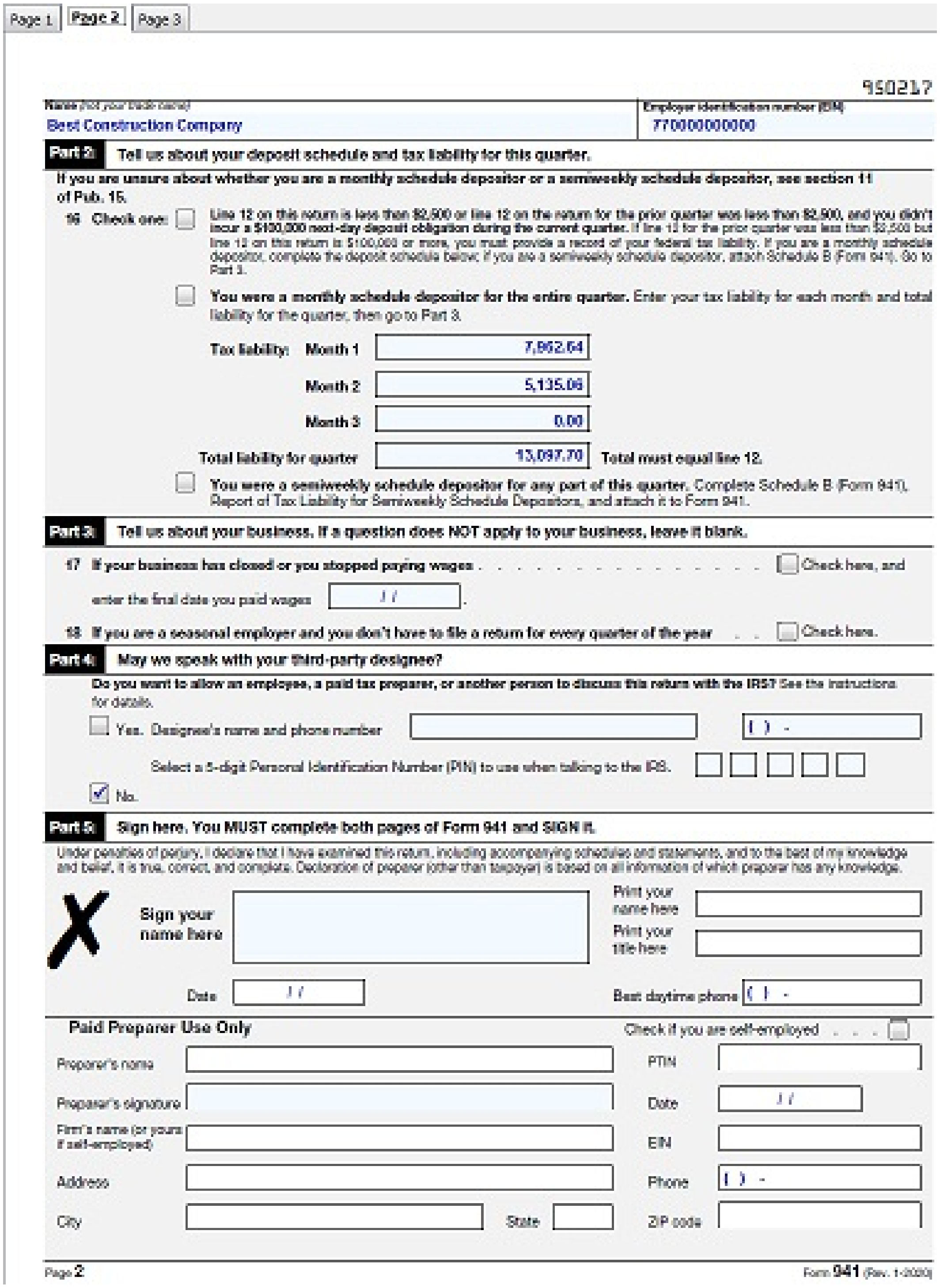
► You MUST complete both pages of Form 941 and SIGN it. Next ➡

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 17001Z Form 941 (Rev. 1-2020)

VVA

Figure: PR-275 Federal Form 941 – Page 1, showing the I.R.S. approval code V V A, allowing submission of the printed form.

Employers' Quarterly 941 Federal Tax, Page 2 – Screen Worksheet



Page 1 | Page 2 | Page 3

950217

Name (not your trade name): Best Construction Company

Employer identification number (EIN): 770000000000

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: ☐ **Line 12 on this return is less than $2,500 or line 12 on the return for the prior quarter was less than $2,500, and you didn't incur a $100,000 next-day deposit obligation during the current quarter.** If line 12 for the prior quarter was less than $2,500 but line 12 on this return is $100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ **You were a monthly schedule depositor for the entire quarter.** Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability:	Month 1	7,962.64
	Month 2	5,135.06
	Month 3	0.00
Total liability for quarter		13,097.70

Total must equal line 12.

☐ **You were a semiweekly schedule depositor for any part of this quarter.** Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

17 **If your business has closed or you stopped paying wages** . . . . ☐ Check here, and enter the final date you paid wages / / .

18 **If you are a seasonal employer and you don't have to file a return for every quarter of the year** . . . ☐ Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number ( ) -

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

☑ No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

X **Sign your name here**

Print your name here

Print your title here

Date / /

Best daytime phone ( ) -

Paid Preparer Use Only

Check if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date / /

Firm's name (or yours if self-employed)

EIN

Address

Phone ( ) -

City

State

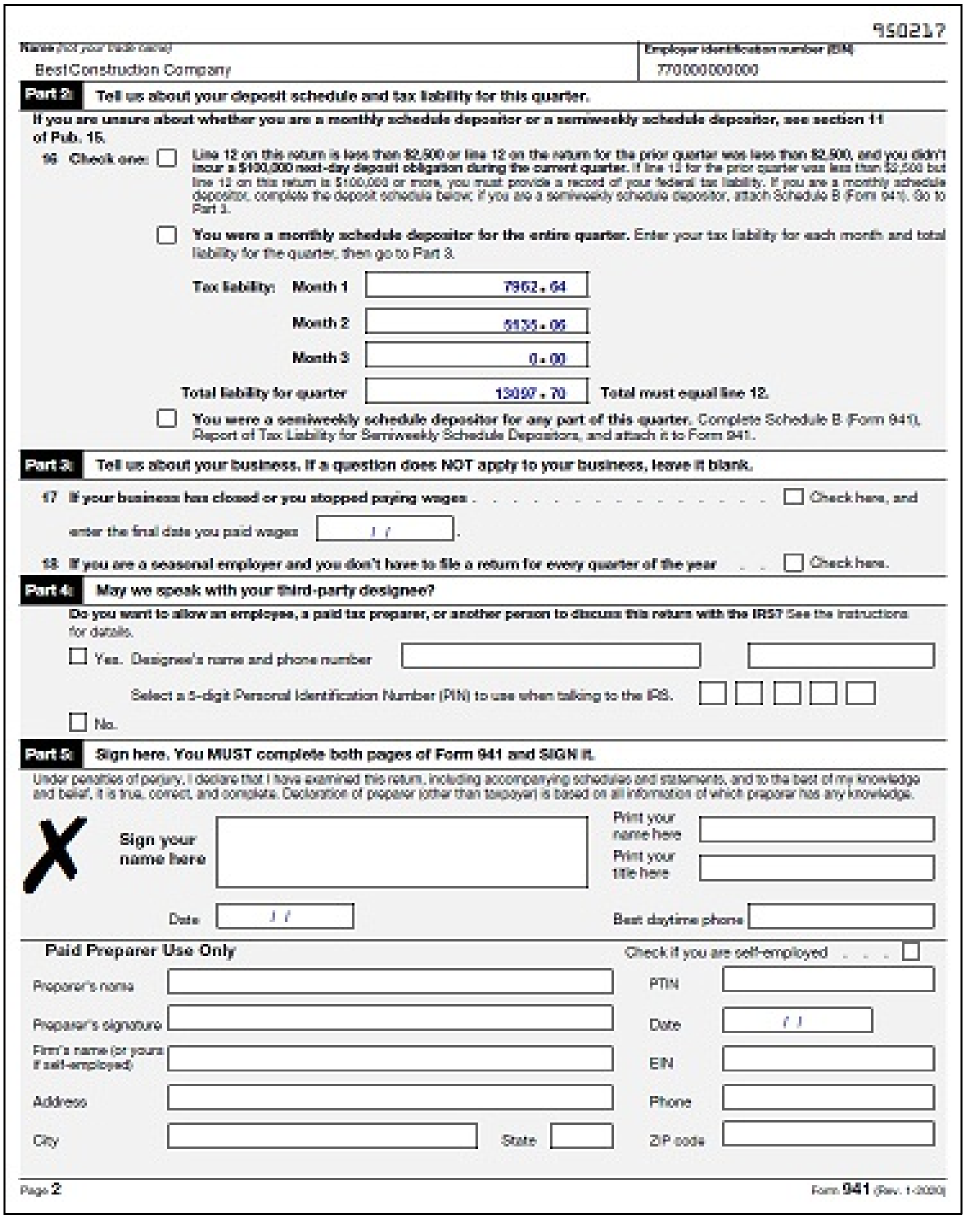
ZIP code

Page 2

Form 941 (Rev. 1-2020)

Figure: PR-276 Federal Form 941 Worksheet, Page 2, screen form. Note that some non-shaded fields can have data entered.

Employers' s Quarterly 941 Federal Tax, Page 2 – Print Form



950217

Name (not your trade name): Best Construction Company

Employer identification number (EIN): 770000000000

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: ☐ Line 12 on this return is less than $2,500 or line 12 on the return for the prior quarter was less than $2,500, and you didn't incur a $100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than $2,500 but line 12 on this return is $100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 7962.64

Month 2 5135.06

Month 3 0.00

Total liability for quarter 13097.70 Total must equal line 12.

☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

17 If your business has closed or you stopped paying wages . . . ☐ Check here, and

enter the final date you paid wages / / .

18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . ☐ Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

☐ No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign your name here

Print your name here

Print your title here

Date / /

Best daytime phone

Paid Preparer Use Only

Check if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date / /

Firm's name (or yours if self-employed)

EIN

Address

Phone

City

State

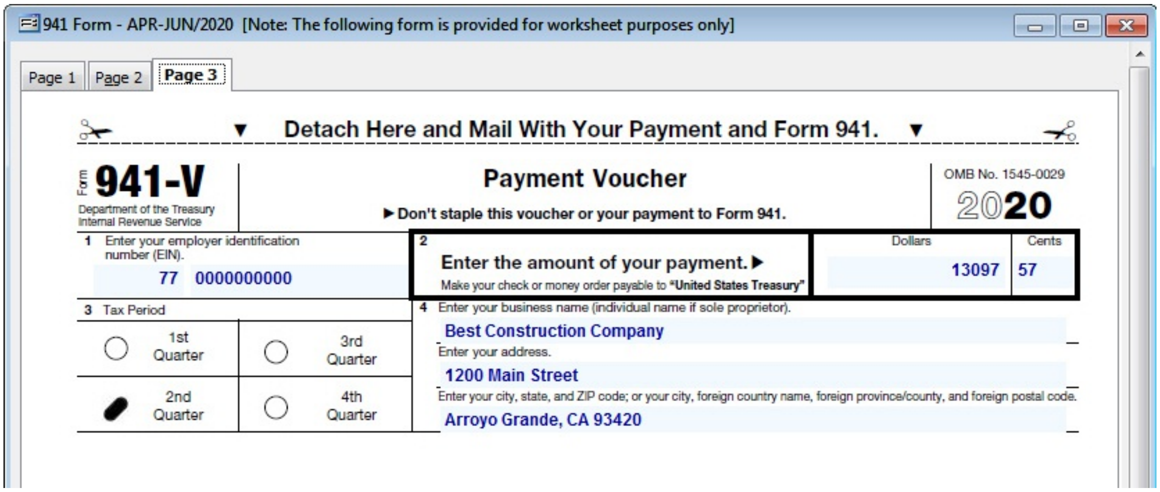
ZIP code

Page 2

Form 941 (Rev. 1-2020)

Figure: PR-277 Federal Form 941, Page 2, approved for submission to the I.R.S.

Employers' Quarterly 941 Federal Tax, Page 3 Payment Voucher – Screen Worksheet


941 Form - APR-JUN/2020 [Note: The following form is provided for worksheet purposes only]

Page 1 | Page 2 | Page 3

▼ Detach Here and Mail With Your Payment and Form 941. ▼

Form **941-V**
Department of the Treasury
Internal Revenue Service

Payment Voucher
▶ Don't staple this voucher or your payment to Form 941.

OMB No. 1545-0029
2020

1 Enter your employer identification number (EIN).
77 0000000000

2 Enter the amount of your payment. ▶
Make your check or money order payable to "United States Treasury"

Dollars	Cents
13097	57

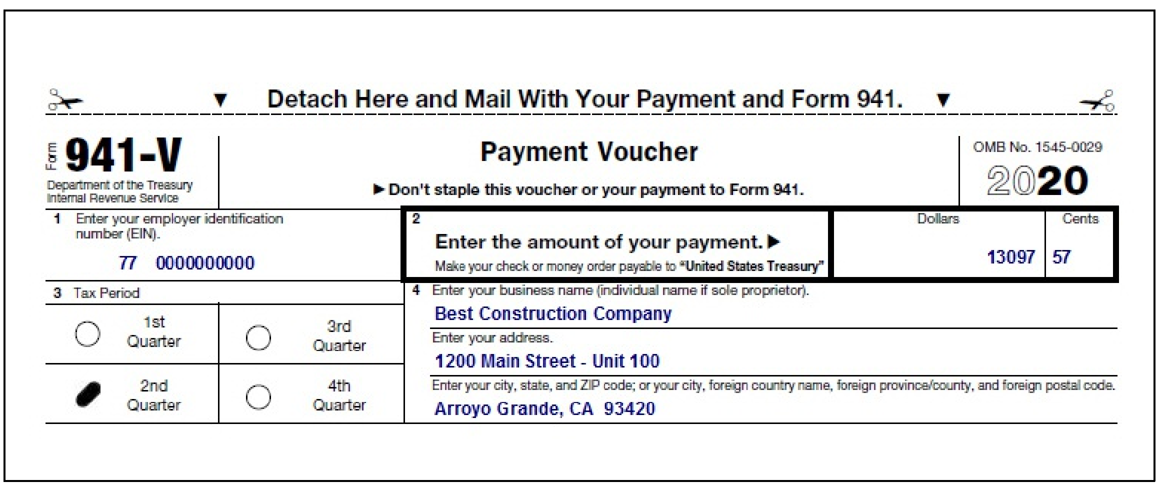
3 Tax Period

○ 1st Quarter	○ 3rd Quarter
● 2nd Quarter	○ 4th Quarter

4 Enter your business name (individual name if sole proprietor).
Best Construction Company
Enter your address.
1200 Main Street
Enter your city, state, and ZIP code; or your city, foreign country name, foreign province/county, and foreign postal code.
Arroyo Grande, CA 93420

Figure: PR-278 Federal Form 941-V Worksheet screen form.

Employers' Quarterly 941 Federal Tax, Page 3 Payment Voucher – Print Form


▼ Detach Here and Mail With Your Payment and Form 941. ▼

Form **941-V**
Department of the Treasury
Internal Revenue Service

Payment Voucher
▶ Don't staple this voucher or your payment to Form 941.

OMB No. 1545-0029
2020

1 Enter your employer identification number (EIN).
77 0000000000

2 Enter the amount of your payment. ▶
Make your check or money order payable to "United States Treasury"

Dollars	Cents
13097	57

3 Tax Period

○ 1st Quarter	○ 3rd Quarter
● 2nd Quarter	○ 4th Quarter

4 Enter your business name (individual name if sole proprietor).
Best Construction Company
Enter your address.
1200 Main Street - Unit 100
Enter your city, state, and ZIP code; or your city, foreign country name, foreign province/county, and foreign postal code.
Arroyo Grande, CA 93420

Figure: PR-279 Federal Form 941-V, approved for submission to the I.R.S.

Employers’ Quarterly 941 Federal Tax, Schedule B – Print Form

960311

Schedule B (Form 941):

Report of Tax Liability for Semiweekly Schedule Depositors

(Rev. January 2017) Department of the Treasury — Internal Revenue Service

OMB No. 1545-0029

Report for this Quarter... (Check one.)

- [ ] 1: January, February, March
- [x] 2: April, May, June
- [ ] 3: July, August, September
- [ ] 4: October, November, December

Employer identification number (EIN): 7 7 – 0 0 0 0 0 0 0

Name (not your trade name): Best Construction Company

Calendar year: 2 0 2 0 (Also check quarter)

Use this schedule to show your TAX LIABILITY for the quarter; don't use it to show your deposits. When you file this form with Form 941 or Form 941-SS, don't change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you're a semiweekly schedule depositor or became one because your accumulated tax liability on any day was $100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 for details.

Month 1

1	0.00	9	0.00	17	0.00	25	0.00
2	0.00	10	0.00	18	0.00	26	0.00
3	0.00	11	0.00	19	0.00	27	1990.66
4	1990.66	12	0.00	20	1990.66	28	0.00
5	0.00	13	1990.66	21	0.00	29	0.00
6	0.00	14	0.00	22	0.00	30	0.00
7	0.00	15	0.00	23	0.00	31	0.00
8	0.00	16	0.00	24	0.00		

Tax liability for Month 1: 7962.64

Month 2

1	0.00	9	0.00	17	0.00	25	0.00
2	0.00	10	0.00	18	1153.74	26	0.00
3	0.00	11	1990.66	19	0.00	27	0.00
4	1990.66	12	0.00	20	0.00	28	0.00
5	0.00	13	0.00	21	0.00	29	0.00
6	0.00	14	0.00	22	0.00	30	0.00
7	0.00	15	0.00	23	0.00	31	0.00
8	0.00	16	0.00	24	0.00		

Tax liability for Month 2: 5135.06

Month 3

1	0.00	9	0.00	17	0.00	25	0.00
2	0.00	10	0.00	18	0.00	26	0.00
3	0.00	11	0.00	19	0.00	27	0.00
4	0.00	12	0.00	20	0.00	28	0.00
5	0.00	13	0.00	21	0.00	29	0.00
6	0.00	14	0.00	22	0.00	30	0.00
7	0.00	15	0.00	23	0.00	31	0.00
8	0.00	16	0.00	24	0.00		

Tax liability for Month 3: 0.00

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ▶ **Total must equal line 12 on Form 941 or Form 941-SS.**

Total liability for the quarter: 13097.70

For Paperwork Reduction Act Notice, see separate instructions. IRS.gov/form941 Cat. No. 11967Q Schedule B (Form 941) (Rev. 1-2017)

V V A

Figure: PR-280 Federal Form 941, Schedule B, showing I.R.S. approval code V V A, allowing submission of the printed form.

Payroll Reports & Worksheets: 940 Worksheet

This option is used to produce a worksheet detailing all the information needed for Form 940, the Employer's Annual Federal Unemployment Report. All businesses are required to submit Form 940. The totals in the report are taken from the accumulated payroll year-to-date balances.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | 940 Worksheet

Module Menu with Reports Listed

Payroll | Reports and Worksheets | 940 Worksheet

Standard Menu

Reports | Payroll | Reports and Worksheets | 940 Worksheet

Report Types

940 Draft

This report type displays the completed worksheet for the IRS 940 form.

Worksheet - Line 10

This report type is used to calculate if any adjustments are required for the IRS 940 form.

Schedule A

This report type shows all state wages subject to FUTA and credit reductions is applicable.

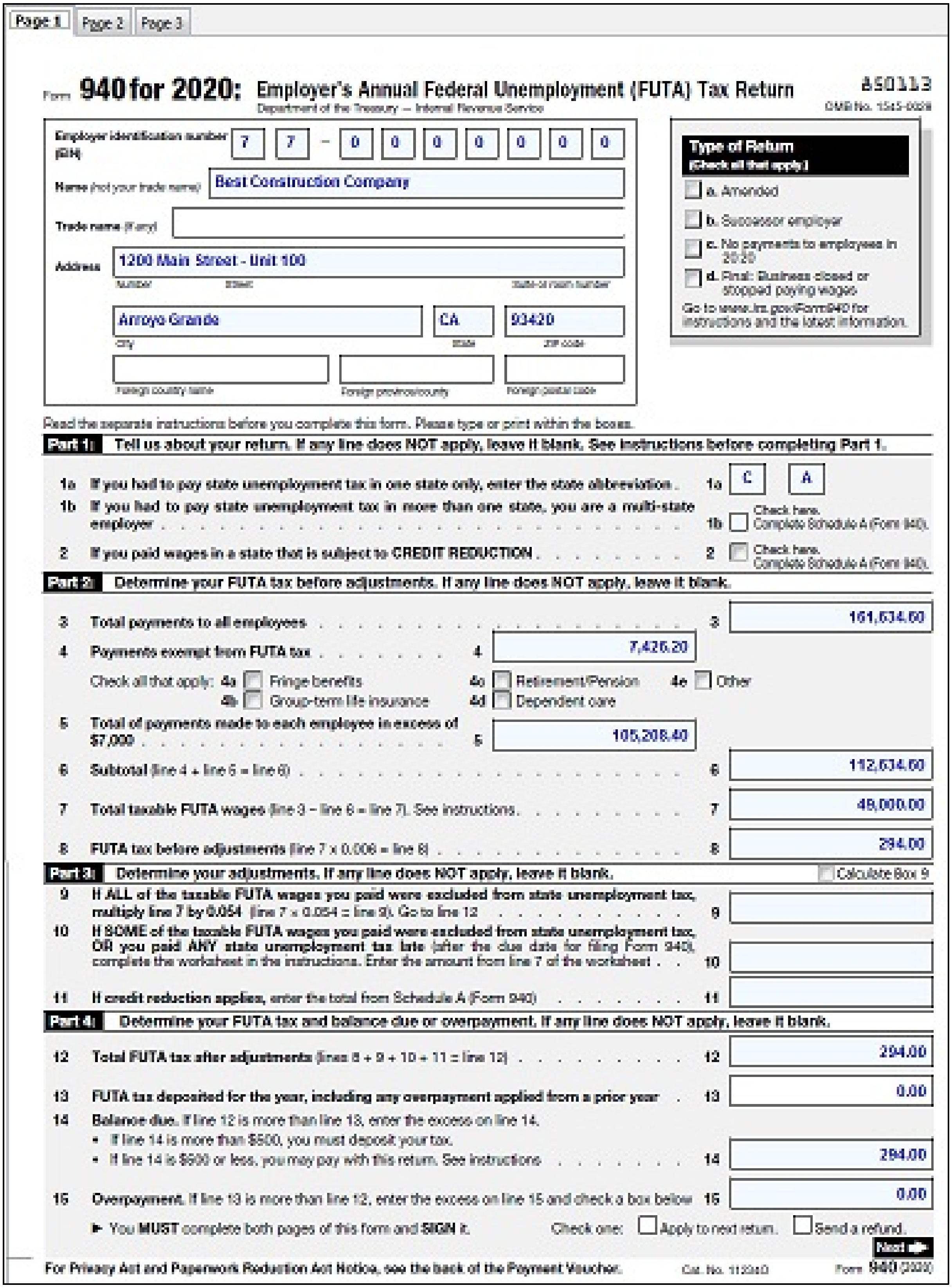
Support Information

This report type provides comparisons between reported 940 report and "actuals." The intent of the report is to reveal and clarify differences that may arise due to the FUTA exemption of contributions from the company or from the employee.

Calendar Year

The previous or the current year.

Employers' Annual 940 Federal Unemployment (FUTA) Tax Return



Page 1 | Page 2 | Page 3

Form **940 for 2020:** Employer's Annual Federal Unemployment (FUTA) Tax Return
Department of the Treasury — Internal Revenue Service
850113
OMB No. 1545-0028

Employer identification number (EIN) 7 7 – 0 0 0 0 0 0 0
Name (not your trade name) Best Construction Company
Trade name (if any)
Address 1200 Main Street - Unit 100
Number Street Suite or room number
Arroyo Grande CA 93420
City State ZIP code
Foreign country name Foreign province/county Foreign postal code

Type of Return (Check all that apply.)
- a. Amended
- b. Successor employer
- c. No payments to employees in 2020
- d. Final: Business closed or stopped paying wages

Go to www.irs.gov/Form940 for instructions and the latest information.

Read the separate instructions before you complete this form. Please type or print within the boxes.

Part 1: Tell us about your return. If any line does NOT apply, leave it blank. See instructions before completing Part 1.

1a If you had to pay state unemployment tax in one state only, enter the state abbreviation . 1a C A
1b If you had to pay state unemployment tax in more than one state, you are a multi-state employer . . . 1b Check here. Complete Schedule A (Form 940).
2 If you paid wages in a state that is subject to CREDIT REDUCTION . . . 2 Check here. Complete Schedule A (Form 940).

Part 2: Determine your FUTA tax before adjustments. If any line does NOT apply, leave it blank.

3	Total payments to all employees	3	161,634.60
4	Payments exempt from FUTA tax (4: 7,426.20)		
	Check all that apply: 4a Fringe benefits; 4b Group-term life insurance; 4c Retirement/Pension; 4d Dependent care; 4e Other		
5	Total of payments made to each employee in excess of $7,000 (5: 105,208.40)		
6	Subtotal (line 4 + line 5 = line 6)	6	112,634.60
7	Total taxable FUTA wages (line 3 – line 6 = line 7). See instructions.	7	49,000.00
8	FUTA tax before adjustments (line 7 x 0.006 = line 8)	8	294.00

Part 3: Determine your adjustments. If any line does NOT apply, leave it blank. Calculate Box 9

9	If ALL of the taxable FUTA wages you paid were excluded from state unemployment tax, multiply line 7 by 0.054 (line 7 x 0.054 = line 9). Go to line 12	9	
10	If SOME of the taxable FUTA wages you paid were excluded from state unemployment tax, OR you paid ANY state unemployment tax late (after the due date for filing Form 940), complete the worksheet in the instructions. Enter the amount from line 7 of the worksheet	10	
11	If credit reduction applies, enter the total from Schedule A (Form 940)	11	

Part 4: Determine your FUTA tax and balance due or overpayment. If any line does NOT apply, leave it blank.

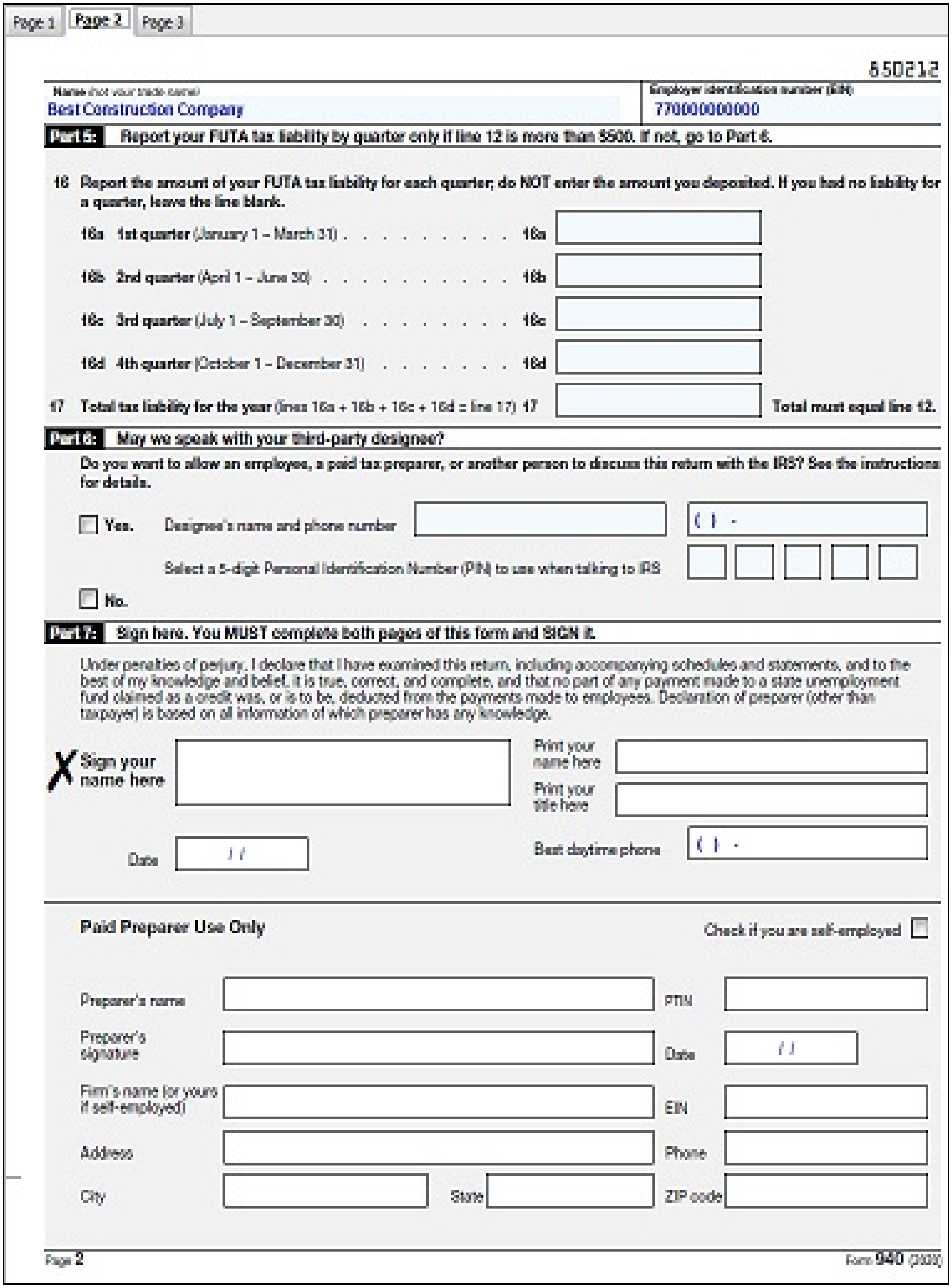
12	Total FUTA tax after adjustments (lines 8 + 9 + 10 + 11 = line 12)	12	294.00
13	FUTA tax deposited for the year, including any overpayment applied from a prior year	13	0.00
14	Balance due. If line 12 is more than line 13, enter the excess on line 14. • If line 14 is more than $500, you must deposit your tax. • If line 14 is $500 or less, you may pay with this return. See instructions	14	294.00
15	Overpayment. If line 13 is more than line 12, enter the excess on line 15 and check a box below	15	0.00

► You MUST complete both pages of this form and SIGN it. Check one: Apply to next return. Send a refund.

Next

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 11234O Form 940 (2020)

Figure: PR-281 Annual 940 Federal Unemployment (FUTA) Tax Return worksheet Page 1.


Page 1 | Page 2 | Page 3

850212

Name (not your trade name) Best Construction Company

Employer identification number (EIN) 770000000000

Part 5: Report your FUTA tax liability by quarter only if line 12 is more than $500. If not, go to Part 6.

16 Report the amount of your FUTA tax liability for each quarter; do NOT enter the amount you deposited. If you had no liability for a quarter, leave the line blank.

16a 1st quarter (January 1 – March 31) 16a

16b 2nd quarter (April 1 – June 30) 16b

16c 3rd quarter (July 1 – September 30) 16c

16d 4th quarter (October 1 – December 31) 16d

17 Total tax liability for the year (lines 16a + 16b + 16c + 16d = line 17) 17 Total must equal line 12.

Part 6: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number ( ) -

Select a 5-digit Personal Identification Number (PIN) to use when talking to IRS

☐ No.

Part 7: Sign here. You MUST complete both pages of this form and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that no part of any payment made to a state unemployment fund claimed as a credit was, or is to be, deducted from the payments made to employees. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

X Sign your name here

Print your name here

Print your title here

Date / /

Best daytime phone ( ) -

Paid Preparer Use Only

Check if you are self-employed ☐

Preparer's name

PTIN

Preparer's signature

Date / /

Firm's name (or yours if self-employed)

EIN

Address

Phone

City

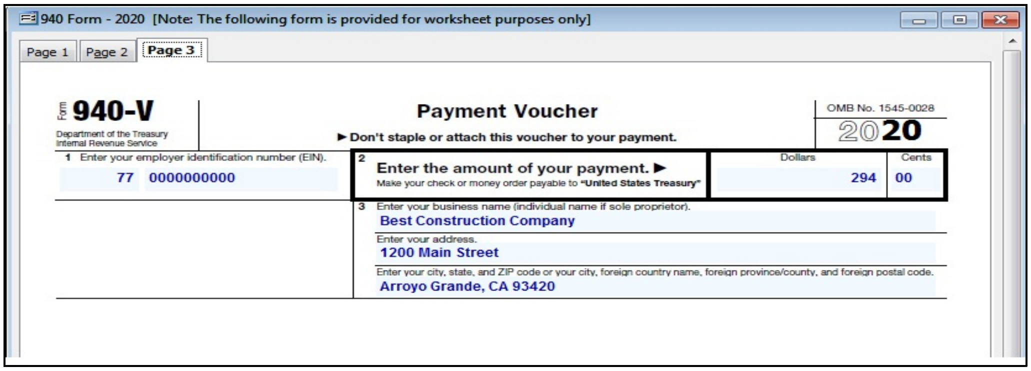
State

ZIP code

Page 2

Form 940 (2020)

Figure: PR-281a Annual 940 Federal Unemployment (FUTA) Tax Return worksheet Page 2.



940 Form - 2020 [Note: The following form is provided for worksheet purposes only]

Page 1 | Page 2 | Page 3

Form **940-V** Department of the Treasury Internal Revenue Service

Payment Voucher

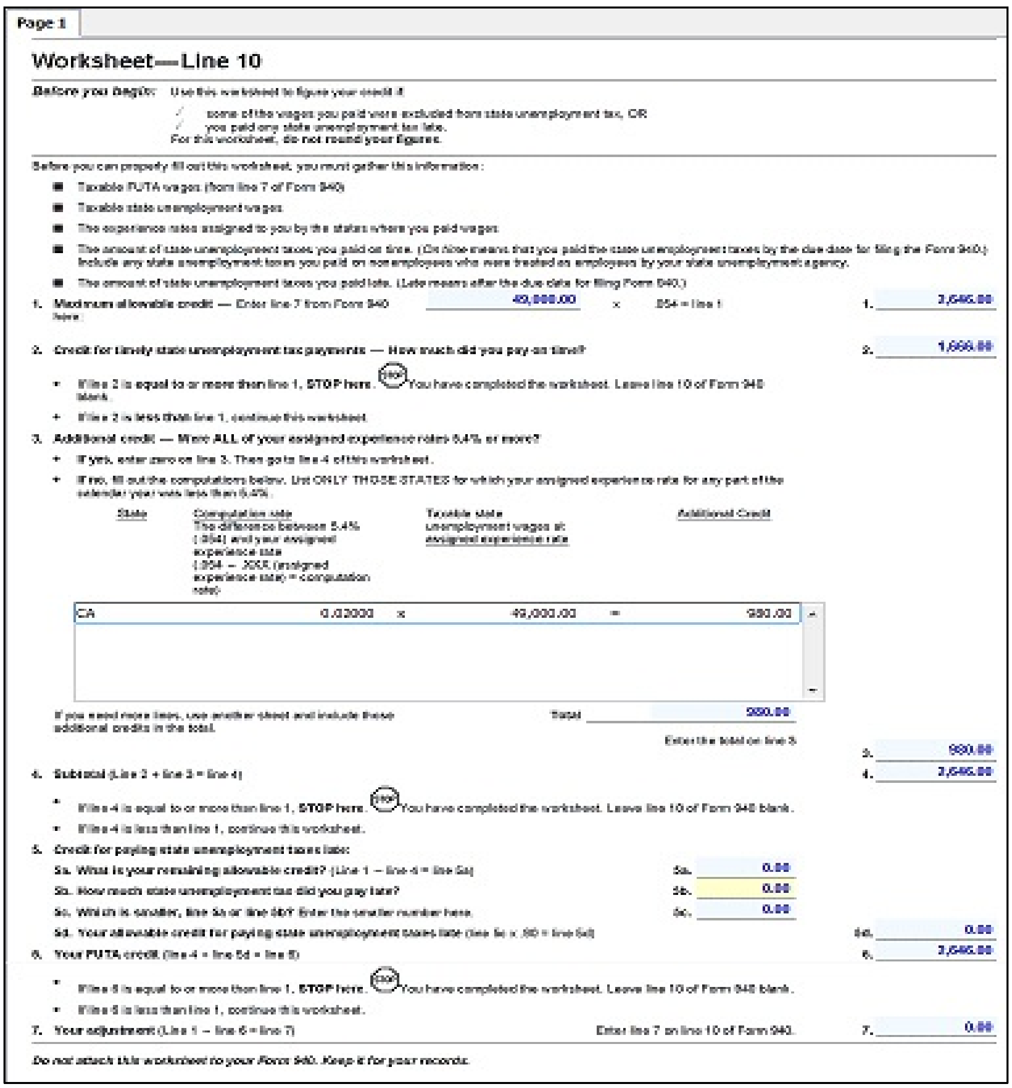
► Don't staple or attach this voucher to your payment.

OMB No. 1545-0028 **2020**

1 Enter your employer identification number (EIN). 77 0000000000	2 **Enter the amount of your payment. ►** Make your check or money order payable to "United States Treasury"	Dollars 294	Cents 00
	3 Enter your business name (individual name if sole proprietor). Best Construction Company		
	Enter your address. 1200 Main Street		
	Enter your city, state, and ZIP code or your city, foreign country name, foreign province/county, and foreign postal code. Arroyo Grande, CA 93420		

Figure: PR-281b Annual 940 Federal Unemployment (FUTA) Tax Return worksheet Page 3.

Employers' Annual 940 Federal Unemployment (FUTA) Tax Return - Worksheet Line 10



Page 1

Worksheet—Line 10

Before you begin: Use this worksheet to figure your credit if

- some of the wages you paid were excluded from state unemployment tax, OR
- you paid any state unemployment tax late.

For this worksheet, do not round your figures.

Before you can properly fill out this worksheet, you must gather this information:

- Taxable FUTA wages (from line 7 of Form 940)
- Taxable state unemployment wages
- The experience rates assigned to you by the states where you paid wages
- The amount of state unemployment taxes you paid on time. (*On time* means that you paid the state unemployment taxes by the due date for filing the Form 940.) Include any state unemployment taxes you paid on nonemployees who were treated as employees by your state unemployment agency.
- The amount of state unemployment taxes you paid late. (Late means after the due date for filing Form 940.)

1. Maximum allowable credit — Enter line 7 from Form 940 here: 49,000.00 × .054 = line 1 — **1.** 2,646.00
2. Credit for timely state unemployment tax payments — How much did you pay on time? — **2.** 1,666.00
   - If line 2 is equal to or more than line 1, **STOP** here. You have completed the worksheet. Leave line 10 of Form 940 blank.
   - If line 2 is less than line 1, continue this worksheet.
3. Additional credit — Were ALL of your assigned experience rates 5.4% or more?
   - If yes, enter zero on line 3. Then go to line 4 of this worksheet.
   - If no, fill out the computations below. List ONLY THOSE STATES for which your assigned experience rate for any part of the calendar year was less than 5.4%.

State	Computation rate The difference between 5.4% (.054) and your assigned experience rate (.054 – .XXX (assigned experience rate) = computation rate)		Taxable state unemployment wages at assigned experience rate		Additional Credit
CA	0.02000	×	49,000.00	=	980.00

If you need more lines, use another sheet and include those additional credits in the total. Total 980.00

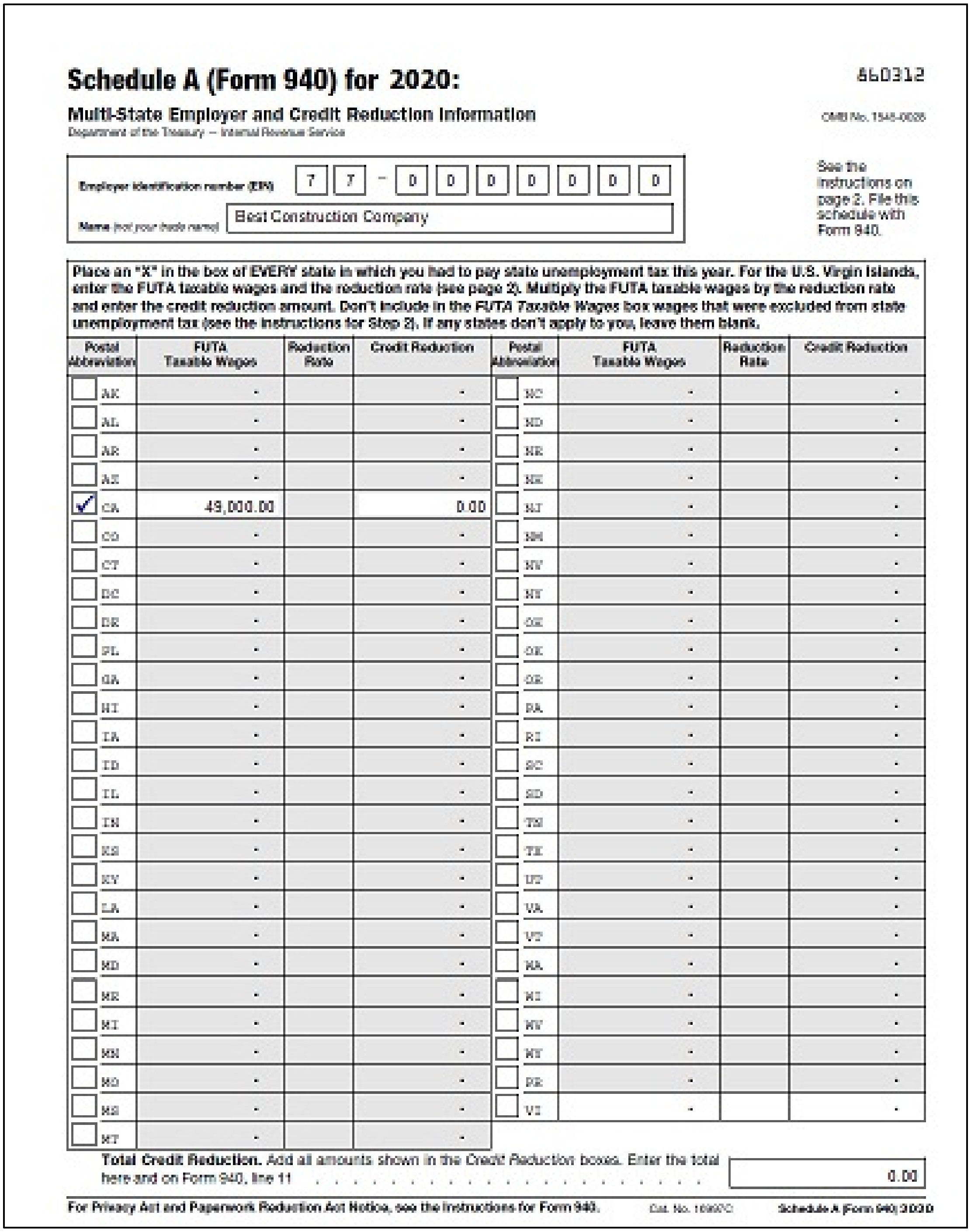
Enter the total on line 3 — **3.** 980.00

4. Subtotal (Line 2 + line 3 = line 4) — **4.** 2,646.00
   - If line 4 is equal to or more than line 1, **STOP** here. You have completed the worksheet. Leave line 10 of Form 940 blank.
   - If line 4 is less than line 1, continue this worksheet.
5. Credit for paying state unemployment taxes late:
   - 5a. What is your remaining allowable credit? (Line 1 – line 4 = line 5a) — 5a. 0.00
   - 5b. How much state unemployment tax did you pay late? — 5b. 0.00
   - 5c. Which is smaller, line 5a or line 5b? Enter the smaller number here. — 5c. 0.00
   - 5d. Your allowable credit for paying state unemployment taxes late (line 5c × .90 = line 5d) — 5d. 0.00
6. Your FUTA credit (line 4 + line 5d = line 6) — **6.** 2,646.00
   - If line 6 is equal to or more than line 1, **STOP** here. You have completed the worksheet. Leave line 10 of Form 940 blank.
   - If line 6 is less than line 1, continue this worksheet.
7. Your adjustment (Line 1 – line 6 = line 7) Enter line 7 on line 10 of Form 940. — **7.** 0.00

Do not attach this worksheet to your Form 940. Keep it for your records.

Figure: PR-281c Annual 940 Worksheet - Line 10.

Employers' Annual 940 Federal Unemployment (FUTA) Tax Return - Schedule A



Schedule A (Form 940) for 2020: 860312

Multi-State Employer and Credit Reduction Information

Department of the Treasury — Internal Revenue Service

OMB No. 1545-0028

Employer identification number (EIN) 7 7 – 0 0 0 0 0 0 0

Name (not your trade name) Best Construction Company

See the instructions on page 2. File this schedule with Form 940.

Place an "X" in the box of EVERY state in which you had to pay state unemployment tax this year. For the U.S. Virgin Islands, enter the FUTA taxable wages and the reduction rate (see page 2). Multiply the FUTA taxable wages by the reduction rate and enter the credit reduction amount. Don't include in the *FUTA Taxable Wages* box wages that were excluded from state unemployment tax (see the instructions for Step 2). If any states don't apply to you, leave them blank.

Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction	Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction
AK	.		.	NC	.		.
AL	.		.	ND	.		.
AR	.		.	NE	.		.
AZ	.		.	NH	.		.
✓ CA	49,000.00		0.00	NJ	.		.
CO	.		.	NM	.		.
CT	.		.	NV	.		.
DC	.		.	NY	.		.
DE	.		.	OH	.		.
FL	.		.	OK	.		.
GA	.		.	OR	.		.
HI	.		.	PA	.		.
IA	.		.	RI	.		.
ID	.		.	SC	.		.
IL	.		.	SD	.		.
IN	.		.	TN	.		.
KS	.		.	TX	.		.
KY	.		.	UT	.		.
LA	.		.	VA	.		.
MA	.		.	VT	.		.
MD	.		.	WA	.		.
ME	.		.	WI	.		.
MI	.		.	WV	.		.
MN	.		.	WY	.		.
MO	.		.	PR	.		.
MS	.		.	VI	.		.
MT	.		.				

Total Credit Reduction. Add all amounts shown in the *Credit Reduction* boxes. Enter the total here and on Form 940, line 11 . . . . 0.00

For Privacy Act and Paperwork Reduction Act Notice, see the instructions for Form 940. Cat. No. 16997C Schedule A (Form 940) 2020

Figure: PR-282 Annual 940 - Schedule A

Employers' Annual 940 Federal Unemployment (FUTA) Tax Return - Support Information

Best Construction Company

Form 940 Supporting Information

Year 2020

Line 3-Total Payments Total payments (before any deductions) made during the calendar year for services of employees, even if the payments are not taxable for FUTA tax. It includes contributions to tax deferred plans ((including elective salary reduction contributions).

	940 Report	Actuals
Gross Wages	159,006.60	159,006.60
Tax Deferred Company Contributions		
50 Tax Deferred Plan	2,628.00	2,628.00
52 Cafeteria Plan	0.00	0.00
Total of Tax Deferred Company Contributions	2,628.00	2,628.00
Total Line 3	**161,634.60**	**161,634.60**

Line 4- Exempt Payments : Total of company contributions to a tax deferred plan subject to exclusion of FUTA wages plus employee elective salary reduction contributions.

	940 Report	Actuals
Employee Elective Salary Contributions		
50 Tax Deferred Plan	3,718.60	3,718.60
52 Cafeteria Plan	1,079.60	1,079.60
Total of Employee Elective Salary Contributions	4,798.20	4,798.20
Tax Deferred Company Contributions		
50 Tax Deferred Plan	2,628.00	2,628.00
52 Cafeteria Plan	0.00	0.00
Total of Tax Deferred Company Contributions	2,628.00	2,628.00
Total Line 4	**7,426.20**	**7,426.20**

Figure: PR-283 Annual Federal Form 940 - Supporting Information report.

Payroll Reports & Worksheets: Federal Unemployment Report

The Federal Unemployment report provides information on period and year-to-date wage totals and unemployment tax liability.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Federal Unemployment

Module Menu with Reports Listed

Payroll | Reports and Worksheets | Federal Unemployment

Standard Menu

Reports | Payroll | Reports and Worksheets | Federal Unemployment

Report Types

Summary

This report type displays the fiscal year, period date range, federal tax Id number, taxable wage limit, tax rate, and company totals for YTD gross wages, amount of gross wages over taxable wage limit, period gross wages, amount of period gross wages over taxable limit, taxable wages, and amount of tax liability.

Detail

This report type displays the summary information plus an employee breakdown including social security number, employee Id and name, YTD gross wages, amount of gross wages over taxable wage limit, period gross wages, amount of period gross wages over taxable limit and taxable wages.

Calendar Year

- Previous or current year

Options

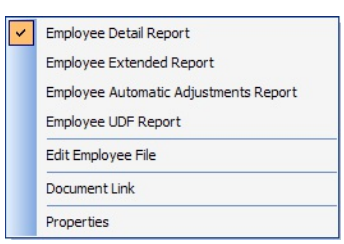
- Show Report Criteria

Fields

- Month(mm/yyyy)

Drill-Down+® Destinations

Figure: PR-284
Right-click a hyperlink to display a selection of reports and other available functions.



Federal Unemployment Report – Summary Report

Best Construction Company

Federal Unemployment

Summary Report - Year 2020, Period 01/01/2020 to 12/31/2020

Page 1

Social Security#	Employee Id	Employee Name	YTD FUTA Wages	Over Limit	Period FUTA Wages	Over Limit	Taxable
Federal Tax Id: 770000000000				Wage Limit:	7,000.00	Tax Rate:	0.00800
		Totals	154,208.40	105,208.40	154,208.40	105,208.40	49,000.00
						Tax Liability	392.00

Figure: PR-285 Federal Unemployment Summary Report.

Federal Unemployment Report – Detail Report

Best Construction Company

Federal Unemployment

Detail Report - Year 2020, Period 01/01/2020 to 12/31/2020

Page 1

Social Security#	Employee Id	Employee Name	YTD FUTA Wages	Over Limit	Period FUTA Wages	Over Limit	Taxable
Federal Tax Id: 770000000000				Wage Limit:	7,000.00	Tax Rate:	0.00800
555-55-1000	E001	Bill Johnson	43,776.00	36,776.00	43,776.00	36,776.00	7,000.00
555-55-1001	E002	Mike Jarvis	22,560.00	15,560.00	22,560.00	15,560.00	7,000.00
555-55-1002	E003	Alissa Monte	17,280.00	10,280.00	17,280.00	10,280.00	7,000.00
555-55-1003	E004	Tim Hardaway	19,535.80	12,535.80	19,535.80	12,535.80	7,000.00
555-55-1004	E005	Joe Martinez	19,536.00	12,536.00	19,536.00	12,536.00	7,000.00
555-55-1005	E006	Steve Schwartz	17,270.00	10,270.00	17,270.00	10,270.00	7,000.00
555-55-1006	E007	Mike Smith	14,250.60	7,250.60	14,250.60	7,250.60	7,000.00
		Totals	154,208.40	105,208.40	154,208.40	105,208.40	49,000.00
						Tax Liability	392.00

Figure: PR-286 Federal Unemployment Detail Report.

State Unemployment Report

The forms and requirements for state unemployment compensation reports vary from state to state. However, there are certain common figures and basic information that are required by all states. The state unemployment tax worksheet produced by BIS® provides those figures and that basic information.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | State Unemployment

Module Menu with Reports Listed

Payroll | Reports and Worksheets | State Unemployment

Standard Menu

Reports | Payroll | Reports and Worksheets | State Unemployment

Summary

This Report Type displays the quarter year months, quarter period date range, state code and name, state tax ID number, taxable wage limit, tax rate and company totals for YTD gross wages, amount of gross wages over taxable wage limit, quarter gross wages, period gross wages, amount of period gross wages over taxable limit, taxable wages and amount of tax liability.

Detail

This Report Type displays the summary information plus an employee breakdown including social security number, employee ID and name, YTD gross wages, amount of gross wages over taxable wage limit, quarter gross wages, period gross wages, amount of period gross wages over taxable limit and taxable wages.

Extended

This Report Type displays the detail information plus an extra column for YTD Taxable limit per employee.

Quarter

- Quarters from the previous or current year.

Options

- Show Report Criteria
- Page Totals

Fields

- State
- Month (mm/yyyy)

Drill-Down+® Destinations

Figure: PR-287
Right-click a hyperlink to display a selection of reports and other available functions.

State Unemployment – Summary Report

Best Construction Company

State Unemployment

Summary Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

State	State Tax Id	YTD Suta Wages	Over Limit	QTR Suta Wages	Period Suta Wages	Over Limit	Taxable
State CA, California	Tax Id: 1111111111		Wage Limit:	7,000.00	Tax Rate:	0.03400	
		155,288.00	106,288.00	52,385.59	52,385.59	52,385.59	0.00
						Tax Liability	0.00

Figure: PR-288 Payroll State Unemployment, Summary Report.

State Unemployment – Detail Report

Best Construction Company

State Unemployment

Detail Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

Soc. Sec.#	Employee Id	Employee Name	YTD Suta Wages	Over Limit	QTR Suta Wages	Period Suta Wages	Over Limit	Taxable
State CA, California		Tax Id: 1111111111		Wage Limit:	7,000.00	Tax Rate:	0.03400	
555-55-1000	E001	Bill Johnson	44,232.00	37,232.00	13,968.00	13,968.00	13,968.00	0.00
555-55-1001	E002	Mike Jarvis	22,800.00	15,800.00	7,980.00	7,980.00	7,980.00	0.00
555-55-1002	E003	Alissa Monte	17,460.00	10,460.00	6,111.00	6,111.00	6,111.00	0.00
555-55-1003	E004	Tim Hardaway	19,739.40	12,739.40	6,908.79	6,908.79	6,908.79	0.00
555-55-1004	E005	Joe Martinez	19,536.00	12,536.00	6,837.60	6,837.60	6,837.60	0.00
555-55-1005	E006	Steve Schwartz	17,270.00	10,270.00	5,830.00	5,830.00	5,830.00	0.00
555-55-1006	E007	Mike Smith	14,250.60	7,250.60	4,750.20	4,750.20	4,750.20	0.00
		Totals	155,288.00	106,288.00	52,385.59	52,385.59	52,385.59	0.00
							Tax Liability	0.00

Figure: PR-289 Payroll State Unemployment, Detail Report.

State Unemployment – Extended Report

Best Construction Company

State Unemployment

Extended Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

Soc. Sec.#	Employee Id	Employee Name	YTD Suta Wages	YTD Over Limit	YTD Taxable	QTR Suta Wages	Period Suta Wages	Over Limit	Taxable
State CA, California		Tax Id: 1111111111		Wage Limit: 7,000.00		Tax Rate:	0.03400		
555-55-1000	E001	Bill Johnson	44,232.00	37,232.00	7,000.00	13,968.00	13,968.00	13,968.00	0.00
555-55-1001	E002	Mike Jarvis	22,800.00	15,800.00	7,000.00	7,980.00	7,980.00	7,980.00	0.00
555-55-1002	E003	Alissa Monte	17,460.00	10,460.00	7,000.00	6,111.00	6,111.00	6,111.00	0.00
555-55-1003	E004	Tim Hardaway	19,739.40	12,739.40	7,000.00	6,908.79	6,908.79	6,908.79	0.00
555-55-1004	E005	Joe Martinez	19,536.00	12,536.00	7,000.00	6,837.60	6,837.60	6,837.60	0.00
555-55-1005	E006	Steve Schwartz	17,270.00	10,270.00	7,000.00	5,830.00	5,830.00	5,830.00	0.00
555-55-1006	E007	Mike Smith	14,250.60	7,250.60	7,000.00	4,750.20	4,750.20	4,750.20	0.00
		Totals	155,288.00	106,288.00	49,000.00	52,385.59	52,385.59	52,385.59	0.00
								Tax Liability	0.00

Figure: PR-289a Payroll State Unemployment, Extended Report.

Payroll Quarterly State Wage and Withholding Report

This Report Type displays the summary information and lists an employee breakdown including social security number, employee ID and name, and additional information depending on the type of report.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Quarterly State Wage

Module Menu with Reports Listed

Payroll | Reports and Worksheets | Quarterly State Wage

Standard Menu

Reports | Payroll | Reports and Worksheets | Quarterly State Wage

Report Types

Summary

This Report Type displays the quarter year months, quarter period date range, state code and name, state tax ID number and company totals for quarterly gross wages, quarterly state wages, quarterly personal income tax withheld, period gross wages, period state wages, and period personal income tax withheld.

Detail

This Report Type displays the summary information and lists an employee breakdown including social security number, employee ID and name, plus the individuals quarterly gross wages, quarterly state wages, quarterly personal income tax withheld, period gross wages, period state wages, and period personal income tax withheld.

Quarter

- Quarters from the previous or current year.

Options

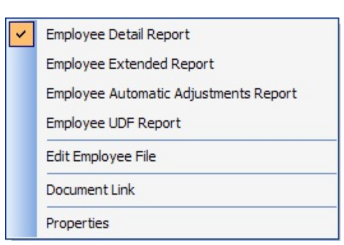
- Show Report Criteria

Fields

- State
- Month

Drill-Down+® Destinations

Figure: PR-290
Right-click a hyperlink to display a selection of reports and other available functions.



Payroll Quarterly State Wage and Withholding – Summary Report

Best Construction Company

Quarterly State Wage and Withholding

Summary Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

		QUARTER			PERIOD		
State	State Tax Id	Gross Wages	State Wages	PIT Withheld	Gross Wages	State Wages	PIT Withheld
CA, California	1111111111	53,640.30	52,023.33	1,676.53	53,640.30	52,023.33	1,676.53

Figure: PR-291 Payroll Quarterly State Wage and Withholding, Summary Report.

Payroll Quarterly State Wage and Withholding – Detail Report

Best Construction Company

Quarterly State Wage and Withholding

Detail Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

			QUARTER			PERIOD		
Soc. Sec. #	Employee Id	Employee Name	Gross Wages	State Wages	PIT Withheld	Gross Wages	State Wages	PIT Withheld
State CA, California		Tax Id: 1111111111						
555-55-1000	E001	Bill Johnson	14,400.00	13,824.00	954.78	14,400.00	13,824.00	954.78
555-55-1001	E002	Mike Jarvis	8,400.00	7,896.00	147.07	8,400.00	7,896.00	147.07
555-55-1002	E003	Alissa Monte	6,300.00	6,048.00	75.46	6,300.00	6,048.00	75.46
555-55-1003	E004	Tim Hardaway	7,122.50	6,837.53	88.06	7,122.50	6,837.53	88.06
555-55-1004	E005	Joe Martinez	6,837.60	6,837.60	124.18	6,837.60	6,837.60	124.18
555-55-1005	E006	Steve Schwartz	5,830.00	5,830.00	175.74	5,830.00	5,830.00	175.74
555-55-1006	E007	Mike Smith	4,750.20	4,750.20	111.24	4,750.20	4,750.20	111.24
		Totals:	53,640.30	52,023.33	1,676.53	53,640.30	52,023.33	1,676.53

Figure: PR-292 Payroll Quarterly Wage and Withholding, Detail Report.

Payroll Quarterly SDI (State Disability Insurance) Wages Report

This report shows the quarterly totals for State Disability Insurance withholding amount, and is used only in those states that apply this tax.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets |Quarterly SDI Report

Module Menu with Reports Listed

Payroll | Reports and Worksheets |Quarterly SDI Report

Standard Menu

Reports | Payroll | Reports and Worksheets |Quarterly SDI Report

Report Types

Detail

This report type displays the fiscal year, employee ID and name, quarter months, individuals totals, fiscal total SDI withheld, fiscal total SDI wages, and fiscal total gross wages paid.

Extended

This report type adds a break down of SDI withheld for each employee by wages per quarter and totals.

Calendar Year

- Current or previous years

Options

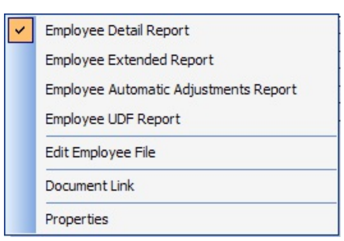
- Show Report Criteria

Fields

- State

Drill-Down+® Destinations

Figure: PR-293
Right-click an Employee Id hyperlink to display a selection of reports and other available functions.



Payroll Quarterly SDI – Detail Report

Best Construction Company

Quarterly SDI Wages

Detail Report - Year 2020

Page 1

Employee Id	Empoyee Name	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Totals
E001	Bill Johnson	272.35	125.70	0.00	0.00	398.05
E002	Mike Jarvis	133.38	71.82	0.00	0.00	205.20
E003	Alissa Monte	102.18	55.02	0.00	0.00	157.20
E004	Tim Hardaway	115.44	62.16	0.00	0.00	177.60
E005	Joe Martinez	114.27	61.53	0.00	0.00	175.80
E006	Steve Schwartz	102.96	52.47	0.00	0.00	155.43
E007	Mike Smith	85.54	42.77	0.00	0.00	128.31
Total SDI Withheld		926.12	471.47	0.00	0.00	1,397.59
Total SDI Wages		102,902.41	52,385.59	0.00	0.00	155,288.00
Total Gross Wages Paid		105,366.30	53,640.30	0.00	0.00	159,006.60

Figure: PR-294 Payroll Quarterly State Disability Insurance, Detail Report.

Payroll Quarterly SDI – Extended Report

Best Construction Company

Quarterly SDI Wages

Extended Report - Year 2020

Page 1

		Jan-Mar		Apr-Jun		Jul-Sep		Oct-Dec		Totals	
Employee Id	Empoyee Name	Wages	Withheld	Wages	Withheld	Wages	Withheld	Wages	Withheld	Wages	Withheld
E001	Bill Johnson	30,264.00	272.35	13,968.00	125.70	0.00	0.00	0.00	0.00	44,232.00	398.05
E002	Mike Jarvis	14,820.00	133.38	7,980.00	71.82	0.00	0.00	0.00	0.00	22,800.00	205.20
E003	Alissa Monte	11,349.00	102.18	6,111.00	55.02	0.00	0.00	0.00	0.00	17,460.00	157.20
E004	Tim Hardaway	12,830.61	115.44	6,908.79	62.16	0.00	0.00	0.00	0.00	19,739.40	177.60
E005	Joe Martinez	12,698.40	114.27	6,837.60	61.53	0.00	0.00	0.00	0.00	19,536.00	175.80
E006	Steve Schwartz	11,440.00	102.96	5,830.00	52.47	0.00	0.00	0.00	0.00	17,270.00	155.43
E007	Mike Smith	9,500.40	85.54	4,750.20	42.77	0.00	0.00	0.00	0.00	14,250.60	128.31
Total SDI		102,902.41	926.12	52,385.59	471.47	0.00	0.00	0.00	0.00	155,288.00	1,397.59
Total Gross Wages Paid		105,366.30		53,640.30		0.00		0.00		159,006.60	

Figure: PR-294a Payroll Quarterly State Disability Extended Report.

Payroll SDI (State Disability Insurance) Report

This report shows the State Disability Insurance withholding amount, and is used only in those states that apply this tax.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | SDI Report

Module Menu with Reports Listed

Payroll | Reports and Worksheets | SDI Report

Standard Menu

Reports | Payroll | Reports and Worksheets | SDI Report

Report Types

Summary

This report type displays the employee ID and name, social security number, title, status, SDI withholding amount, and total SDI W/H.

Detail

This report type also shows a break down of SDI withholding for each employee including check date, check number, state, withholding amount, and employee totals.

Options

- Show Report Criteria
- Active Employees
- Inactive Employees
- Case Sensitive

Order By

- Employee ID
- Employee ID + Check Date
- Employee Id + Check Number

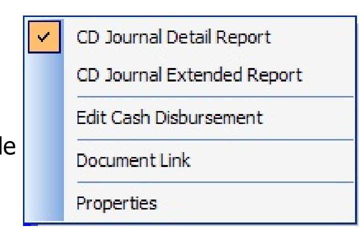
Fields

- Employee ID
- Employee Name
- Social Security Number
- Check Date
- State

Drill-Down+® Destinations

Figure: PR-295
Right-click an Employee Id hyperlink to display a selection of reports and other available functions.

Figure: PR-295a
Right-click a Check Number hyperlink to display a selection of reports and other available functions.



Payroll State Disability Insurance – Summary Report

Best Construction Company

State Disability Insurance

Summary Report

Page 1

Employee Id	Employee Name	Social Security#	Title	Status	SDI W/H
E001	Bill Johnson	555-55-1000	Owner	Active	398.05
E002	Mike Jarvis	555-55-1001	Project Manger	Active	205.20
E003	Alissa Monte	555-55-1002	Office Manager	Active	157.20
E004	Tim Hardaway	555-55-1003	Foreman	Active	177.60
E005	Joe Martinez	555-55-1004	Framer	Active	175.80
E006	Steve Schwartz	555-55-1005	On Call Electrician	Active	155.43
E007	Mike Smith	555-55-1006	On Call Plumber	Active	128.31
				Total SDI W/H	1,397.59

Figure: PR-295b Payroll State Disability Insurance, Summary Report.

Payroll State Disability Insurance – Detail Report

Best Construction Company

State Disability Insurance

Detail Report

Page 1

Employee Id	Employee Name	Social Security# / Check Date	Title / Check #	Status / State	SDI W/H
E001	Bill Johnson	555-55-1000	Owner	Active	
		01/06/2020	2029	CA	20.95
		01/13/2020	2040	CA	20.95
		01/20/2020	2047	CA	20.95
		01/27/2020	2054	CA	20.95
		02/03/2020	2061	CA	20.95
		02/10/2020	2068	CA	20.95
		02/17/2020	2075	CA	20.95
		02/24/2020	2082	CA	20.95
		03/02/2020	2089	CA	20.95
		03/09/2020	2096	CA	20.95
		03/16/2020	2103	CA	20.95
		03/23/2020	2110	CA	20.95
		03/30/2020	2117	CA	20.95
		04/04/2020	2124	CA	20.95
		04/13/2020	2131	CA	20.95
		04/20/2020	2138	CA	20.95
		04/27/2020	2145	CA	20.95
		05/04/2020	2152	CA	20.95
		05/11/2020	2159	CA	20.95
				Employee Totals:	398.05
				Total SDI W/H	398.05

Figure: PR-296 Payroll State Disability Detail Report, filtered by employee and check date range.

Payroll Gross Wages Report

This report displays the employee ID and name, social security number, title, status, and gross wages earned, and more.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Gross Wages

Module Menu with Reports Listed

Payroll | Reports and Worksheets | Gross Wages

Standard Menu

Reports | Payroll | Reports and Worksheets | Gross Wages

Report Types

Summary

The report type displays the employee ID and name, social security number, title, status, and gross wages earned.

Detail

This report type displays the summary information and shows a breakdown of wages for each employee including check date, check number, state, and gross wages.

Options

- Show Report Criteria
- Active Employees
- Inactive Employees
- Case Sensitive

Order By

- Employee ID

Fields

- Employee ID
- Employee Name
- Social Security Number
- Check Date
- Check Number
- State

Drill-Down+® Destinations

Figure: PR-297
Right-click on the Employee Id hyperlink to display a selection of reports and other available functions.

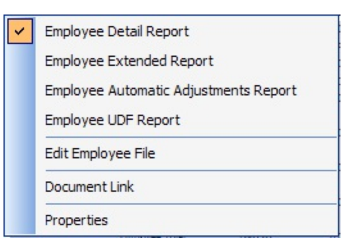
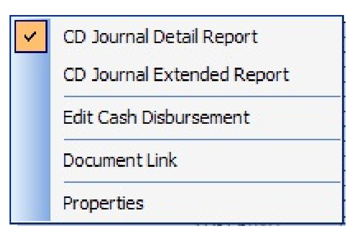


Figure: PR-298
Right-click on the Check # hyperlink to display a selection of reports and other available functions.



Gross Wages – Summary Report

Best Construction Company

Gross Wages
Summary Report

Page 1

Employee Id	Employee Name	Social Security#	Title	Status	Gross Wages	Deduction to Federal GW by Emp Tax Def.	Addition to Federal GW by Co. Tax Def.	Federal W2 Wages	Deduction to State GW by Emp. Tax Def.	Addition to State GW by Co. Tax Def.	State W2 Wages
E001	Bill Johnson	555-55-1000	Owner	Active							
	Employee Total				45,600.00	1,824.00	0.00	43,776.00	1,824.00	0.00	43,776.00
E002	Mike Jarvis	555-55-1001	Project Manger	Active							
	Employee Total				24,000.00	1,440.00	0.00	22,560.00	1,440.00	0.00	22,560.00
E003	Alissa Monte	555-55-1002	Office Manager	Active							
	Employee Total				18,000.00	720.00	0.00	17,280.00	720.00	0.00	17,280.00
E004	Tim Hardaway	555-55-1003	Foreman	Active							
	Employee Total				20,350.00	814.20	0.00	19,535.80	814.20	0.00	19,535.80
E005	Joe Martinez	555-55-1004	Framer	Active							
	Employee Total				19,536.00	0.00	0.00	19,536.00	0.00	0.00	19,536.00
E006	Steve Schwartz	555-55-1005	On Call Electrician	Active							
	Employee Total				17,270.00	0.00	0.00	17,270.00	0.00	0.00	17,270.00
E007	Mike Smith	555-55-1006	On Call Plumber	Active							
	Employee Total				14,250.60	0.00	0.00	14,250.60	0.00	0.00	14,250.60
	Total				159,006.60	4,798.20	0.00	154,208.40	4,798.20	0.00	154,208.40

Figure: PR-299 Payroll Gross Wages Summary Report.

Gross Wages – Detail Report

Best Construction Company

Gross Wages
Detail Report

Page 1

Employee Id	Employee Name / Check Date	Check#	Social Security# / State	Title / Gross Wages	Deduction to Federal GW by Emp Tax Def.	Addition to Federal GW by Co. Tax Def.	Status / Federal W2 Wages	Deduction to State GW by Emp. Tax Def.	Addition to State GW by Co. Tax Def.	State W2 Wages
E001	Bill Johnson		555-55-1000	Owner			Active			
00003D	01/06/2020	2029	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00003Z	01/13/2020	2040	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00004D	01/20/2020	2047	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00004R	01/27/2020	2054	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
000055	02/03/2020	2061	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00005J	02/10/2020	2068	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00005X	02/17/2020	2075	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00006B	02/24/2020	2082	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00006P	03/02/2020	2089	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
000073	03/09/2020	2096	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00007H	03/16/2020	2103	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00007V	03/23/2020	2110	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
000089	03/30/2020	2117	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00008N	04/04/2020	2124	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
000091	04/13/2020	2131	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00009F	04/20/2020	2138	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
00009T	04/27/2020	2145	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
0000A7	05/04/2020	2152	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
0000AL	05/11/2020	2159	CA	2,400.00	96.00	0.00	2,304.00	96.00	0.00	2,304.00
	Employee Total			45,600.00	1,824.00	0.00	43,776.00	1,824.00	0.00	43,776.00
	Total			45,600.00	1,824.00	0.00	43,776.00	1,824.00	0.00	43,776.00

Figure: PR-300 Payroll Gross Wages Detail Report, filtered by employee and check date range.

Payroll Taxable Wages Report

The Taxable Wages Report displays total taxable wages including gross wages earned and taxable wages for federal income tax, social security, Medicare, state income tax, SDI, local tax, federal unemployment, and state unemployment, and optionally displays, employee and check information, and more.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Taxable Wages

Module Menu with Reports Listed

Payroll | Reports and Worksheets | Taxable Wages

Standard Menu

Reports | Payroll | Reports and Worksheets | Taxable Wages

Report Types

Summary

This displays total taxable wages including gross wages earned and taxable wages for federal income tax, social security, Medicare, state income tax, SDI, local tax, federal unemployment, and state unemployment.

Detail

This report type adds the summary information for each employee plus the employee ID and name, social security number, and status.

Extended

This report type adds detail information broken down by check plus check date, check number, and withholding state.

Options

- Show Report Criteria
- Active
- Inactive
- Case Sensitive

Order By

- Employee ID

Fields

- Employee ID
- Employee Name
- Social Security Number
- Check Date
- Check Number
- State

Payroll Taxable Wages Summary and Detail Reports

Best Construction Company

Taxable Wages

Summary Report

Page 1

	Gross Wages	Federal	Soc. Sec.	Medicare	Add. Medicare	State	SDI	Local	FUTA	SUTA
Totals:	159,006.60	154,208.40	154,208.40	154,208.40	0.00	154,208.40	155,288.00	2,909.70	154,208.40	155,288.00

Figure: PR-301 Payroll Taxable Wages Summary Report.

Best Construction Company

Taxable Wages

Detail Report

Page 1

Employee Id	Employee Name	Soc.Sec #	Status	Gross Wages	Federal	Soc. Sec.	Medicare	Add. Medicare	State	SDI	Local	FUTA	SUTA
E001	Bill Johnson	555-55-1000	Active	45,600.00	43,776.00	43,776.00	43,776.00	0.00	43,776.00	44,232.00	0.00	43,776.00	44,232.00
E002	Mike Jarvis	555-55-1001	Active	24,000.00	22,560.00	22,560.00	22,560.00	0.00	22,560.00	22,800.00	0.00	22,560.00	22,800.00
E003	Alissa Monte	555-55-1002	Active	18,000.00	17,280.00	17,280.00	17,280.00	0.00	17,280.00	17,460.00	0.00	17,280.00	17,460.00
E004	Tim Hardaway	555-55-1003	Active	20,350.00	19,535.80	19,535.80	19,535.80	0.00	19,535.80	19,739.40	1,017.50	19,535.80	19,739.40
E005	Joe Martinez	555-55-1004	Active	19,536.00	19,536.00	19,536.00	19,536.00	0.00	19,536.00	19,536.00	976.80	19,536.00	19,536.00
E006	Steve Schwartz	555-55-1005	Active	17,270.00	17,270.00	17,270.00	17,270.00	0.00	17,270.00	17,270.00	550.00	17,270.00	17,270.00
E007	Mike Smith	555-55-1006	Active	14,250.60	14,250.60	14,250.60	14,250.60	0.00	14,250.60	14,250.60	365.40	14,250.60	14,250.60
		Totals:		159,006.60	154,208.40	154,208.40	154,208.40	0.00	154,208.40	155,288.00	2,909.70	154,208.40	155,288.00

Figure: PR-302 Payroll Taxable Wages Detail Report.

Payroll Taxable Wages Extended Report

Best Construction Company

Taxable Wages

Extended Report

Page 1

Employee Id	Employee Name			Soc.Sec #	Status									
	Date	Check#	State	Gross Wages	Federal	Soc. Sec.	Medicare	Add. Medicare	State	SDI	Local State	FUTA	SUTA	State
E001	Bill Johnson			555-55-1000	Active									
	01/06/2020	2029	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	01/13/2020	2040	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	01/20/2020	2047	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	01/27/2020	2054	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	02/03/2020	2061	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	02/10/2020	2068	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	02/17/2020	2075	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	02/24/2020	2082	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	03/02/2020	2089	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	03/09/2020	2096	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	03/16/2020	2103	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	03/23/2020	2110	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	03/30/2020	2117	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	04/04/2020	2124	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	04/13/2020	2131	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	04/20/2020	2138	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	04/27/2020	2145	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	05/04/2020	2152	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
	05/11/2020	2159	CA	2,400.00	2,304.00	2,304.00	2,304.00	0.00	2,304.00	2,328.00	0.00	2,304.00	2,328.00	CA
		Employee Totals:		45,600.00	43,776.00	43,776.00	43,776.00	0.00	43,776.00	44,232.00	0.00	43,776.00	44,232.00	
		Totals:		45,600.00	43,776.00	43,776.00	43,776.00	0.00	43,776.00	44,232.00	0.00	43,776.00	44,232.00	

Figure: PR-303 Payroll Taxable Wages Extended Report, filtered by employee and date range.

Payroll Summary

The Payroll Summary provides a full page report for each employee listing all applicable payroll information recorded. This report can be generated to include all payroll information for the current fiscal year or for a certain period.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Payroll Summary

Module Menu with Reports Listed

Payroll | Reports and Worksheets | Payroll Summary

Standard Menu

Reports | Payroll | Reports and Worksheets | Payroll Summary

Report Type

Summary

This report displays the period date; employee ID and name; employee status; earnings (hours and amount) including regular, overtime, double-time, vacation, holiday, sick time, special, other additions and total earnings; withholdings & deductions including federal income tax, extra federal, social security, Medicare, state income tax, extra state, SDI, other deductions, local taxes, tax deferred deductions and total deductions; additions including non-payroll adjustments, fringe benefits, Earned Income Credit and totals; net earnings; detail of other additions including adjustment code, hours, amount and totals; detail of other deductions including adjustment code, amount and totals; detail of local taxes including adjustment code, amount and totals; state withholdings including state code and name, amount and totals; and grand totals page for all categories.

Options

- Show Report Criteria
- Active
- Inactive
- Company Contributions
- Show Totals Only
- Case Sensitive

Order By

- Employee ID

Fields

- Employee ID
- Check Date
- Check Number
- State
- Cash Account

Payroll Summary – Summary Report

Best Construction Company

Payroll Summary

Summary Report Date >=01/01/2020

Page 1

Employee: E001, Bill Johnson   Status: Active

Earnings	**Hours**	**Amount**	Gross Wages	45,600.00
Regular	760.00	45,600.00	Federal W2 Wages	43,776.00
Overtime	0.00	0.00	**Withholdings & Deductions**	**Amounts**
Doubletime	0.00	0.00	Federal	5,510.00
Vacation	0.00	0.00	Extra Federal	0.00
Holiday	0.00	0.00	Social Security	1,838.63
Sick	0.00	0.00	Medicare	634.79
Special	0.00	0.00	State	3,023.47
Other Additions (1)	0.00	0.00	Extra State	0.00
Total Earnings	760.00	45,600.00	SDI	398.05
Adjustments			Other Deductions (2)	1,045.00
Non Payroll Adjustments		0.00	Local Taxes (3)	0.00
Fringe Benefits (#21)		0.00	Tax Deferred (4)	1,824.00
Earned Income Credit (#22)		0.00	**Total W/H & Deductions**	14,273.94
Total of Adjustments		0.00	**Net Amount**	31,326.06
Total Earnings + Adjustments		45,600.00	**Vacation Accrual**	0.00
			Sick Leave Accrual	0.00

Other Deductions (2)	**Ded#**	**Amount**
Insurance Deduction	30	1,045.00
	Totals	**1,045.00**

Tax Deferred (4)	**Code**	**Amount**
Tax Deferred Plan	50	1,368.00
Cafeteria Plan	52	456.00
	Totals	**1,824.00**

State Withholding	**State**	**Amount**
California	CA	3,023.47
	Totals	**3,023.47**

Company Contribution		**Amount**
Company FICA		2,714.15
Company Medicare		634.79
Company FUTA		55.99
Company Tax Deferred		1,368.00
Company SUTA (CA)		237.99
	Totals	**5,010.92**

Figure: PR-304 Payroll Summary Report, showing specific employee and filtered by date range.

Monthly Employment Utilization Report

The Monthly Employment Utilization report provides an analysis of employee demographics by job, construction trade and classification.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Monthly Employment Utilization

Module Menu with Reports Listed

Payroll | Reports and Worksheets | Monthly Employment Utilization

Standard Menu

Reports | Payroll | Reports and Worksheets | Monthly Employment Utilization

Report Types

Trade Distribution

This report type displays the period date; job number and name; construction trade code; classification and gender breakdowns including total of all employees by trade, black employee totals, Hispanic employee totals, Asian or Pacific Islander employee totals, American Indian employee totals, percentage of minority employees, percentage of female employees, total number of employees and total number of minority employees; construction subtotals for all categories; category totals by classification for all construction trade codes; grand totals.

Employee Distribution

This report type displays the period date, job number and name and for each employee assigned to that job, shows employee ID and name, zip code, social security number, construction trade, classification, minority code, gender, and hours.

Options

- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- List Blank Construction Trade Classifications

Order By

- Job Number

Fields

- Job Number
- Date

Payroll Monthly Employment Utilization – Trade Distribution Report

Best Construction Company

Monthly Employment Utilization

Trade Distribution Report - Date: All, Job 1000 Pacific View Apartments

Page 1

Construction Trade Classification	Total Hours of All Employees by Trade Male	Female	Black Not Hispanic Male	Female	Hispanic Male	Female	Asian or Pacific Islanders Male	Female	American Indian Islanders Male	Female	Minority	Female	Total Number of Employees M	F	Total Number of Minority M	F
1000 Carpentry																
Journey Worker	138.50	0.00	0.00	0.00	138.50	0.00	0.00	0.00	0.00	0.00	100 %	0 %	1	0	1	0
Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	0	0	0	0
Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	0	0	0	0
Subtotals	138.50	0.00	0.00	0.00	138.50	0.00	0.00	0.00	0.00	0.00	100 %	0 %	1	0	1	0
1001 Electrical																
Journey Worker	269.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	2	0	0	0
Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	0	0	0	0
Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	0	0	0	0
Subtotals	269.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	2	0	0	0
1002 Plumbing																
Journey Worker	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	0	0	0	0
Apprentice	119.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	1	0	0	0
Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	0	0	0	0
Subtotals	119.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	1	0	0	0
Totals																
Journey Worker	408.25	0.00	0.00	0.00	138.50	0.00	0.00	0.00	0.00	0.00	34 %	0 %	3	0	1	0
Apprentice	119.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	1	0	0	0
Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0 %	0	0	0	0
Job Totals	527.75	0.00	0.00	0.00	138.50	0.00	0.00	0.00	0.00	0.00	26 %	0 %	4	0	1	0

Figure: PR-305

Payroll Monthly Employment Utilization – Employee Distribution Report

Best Construction Company

Monthly Employment Utilization

Employee Distribution Report - Date: All, Job 1000 Pacific View Apartments

Page 1

Employee Id	Employee Name	Zip Code	Soc. Sec.#	Construction Trade	Classification	Minority Code	Gender	Hours
E001	Bill Johnson	93448	555-55-1000		Journey Worker	N/A	Male	160.00
E002	Mike Jarvis	93433	555-55-1001		Journey Worker	N/A	Male	201.00
E002	Mike Jarvis	93433	555-55-1001	Electrical	Journey Worker	N/A	Male	30.00
E003	Alissa Monte	93445	555-55-1002		Journey Worker	N/A	Female	120.00
E004	Tim Hardaway	93433	555-55-1003		Journey Worker	N/A	Male	247.50
E005	Joe Martinez	93448	555-55-1004	Carpentry	Journey Worker	Hispanic	Male	138.50
E006	Steve Schwartz	93420	555-55-1005	Electrical	Journey Worker	N/A	Male	239.75
E007	Mike Smith	93445	555-55-1006	Plumbing	Apprentice	N/A	Male	119.50

Figure: PR-306

Payroll Monthly Employment

Payroll Tax Deferred Report

The Tax Deferred report provides information to verify entries in employees' files for deferred compensation contributions.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Tax Deferred

Module Menu with Reports Listed

Payroll | Reports and Worksheets | Tax Deferred

Standard Menu

Reports | Payroll | Reports and Worksheets | Tax Deferred

Report Type

Summary

This lists the tax deferred code, employee ID and name, social security number, employee share, company share, and total contributions.

Detail

This displays a breakdown of the summary information by check, including check date, check number, employee share, company share, and total contributions.

Options

- Show Report Criteria
- Active Employees
- Inactive Employees

Order By

- Tax Deferred Code

Fields

- Tax Deferred Code
- Employee ID
- Check Date
- Cash Account

Tax Deferred Compensation Plan – Summary Report

Best Construction Company

Tax Deferred Compensation Plan

Summary Report

Page 1

Employee Id	Employee Name	Social Security#	Employee Share	Company Share	Total
50	**Tax Deferred Plan**				
E001	Bill Johnson	555-55-1000	1,368.00	1,368.00	2,736.00
		Tax Deferred Plan Totals	1,368.00	1,368.00	2,736.00
		Grand Total	**1,368.00**	**1,368.00**	**2,736.00**

Figure: PR-307 Payroll Tax Deferred Compensation Plan Summary Report filtered by Code, Employee, and Check Date Range.

Tax Deferred Compensation Plan – Detail Report

Best Construction Company

Tax Deferred Compensation Plan

Detail Report

Page 1

Employee Id	Employee Name	Check Date	Social Security# / Check #	Employee Share	Company Share	Total
50	**Tax Deferred Plan**					
E001	Bill Johnson		555-55-1000			
		01/06/2020	2029	72.00	72.00	144.00
		01/13/2020	2040	72.00	72.00	144.00
		01/20/2020	2047	72.00	72.00	144.00
		01/27/2020	2054	72.00	72.00	144.00
		02/03/2020	2061	72.00	72.00	144.00
		02/10/2020	2068	72.00	72.00	144.00
		02/17/2020	2075	72.00	72.00	144.00
		02/24/2020	2082	72.00	72.00	144.00
		03/02/2020	2089	72.00	72.00	144.00
		03/09/2020	2096	72.00	72.00	144.00
		03/16/2020	2103	72.00	72.00	144.00
		03/23/2020	2110	72.00	72.00	144.00
		03/30/2020	2117	72.00	72.00	144.00
		04/04/2020	2124	72.00	72.00	144.00
		04/13/2020	2131	72.00	72.00	144.00
		04/20/2020	2138	72.00	72.00	144.00
		04/27/2020	2145	72.00	72.00	144.00
		05/04/2020	2152	72.00	72.00	144.00
		05/11/2020	2159	72.00	72.00	144.00
			Employee Totals	1,368.00	1,368.00	2,736.00
			Tax Deferred Plan Totals	1,368.00	1,368.00	2,736.00
			Grand Total	**1,368.00**	**1,368.00**	**2,736.00**

Figure: PR-308 Payroll Tax Deferred Compensation Plan Detail Report filtered by Code, Employee, and Check Date Range.

Payroll Workers' Compensation – Classifications Report

The Workers' Compensation Classifications report provides a listing of the company's Workers' Compensation insurance carriers for the various states, with or without a listing of classifications for each state.

Access

Module Menu with Reports Group

Payroll | Reports | Workers' Compensation | Classifications

Module Menu with Reports Listed

Payroll | Workers' Compensation | Classifications

Standard Menu

Reports | Payroll | Workers' Compensation | Classifications

Report Types

Summary

This lists the state, carrier description, telephone and fax numbers.

Detail

This also displays the complete address, contact name, account number, experience modifier, and calculation mode.

Udf

This displays the information on the Udf (user defined fields) tab.

Options

- Show Report Criteria
- Show Classifications

Order By

- State

Fields

- State

Workers' Compensation – Summary Report

Best Construction Company

Workers' Compensation

Summary Report

Page 1

State	Description	Telephone	Fax
CA	Worker's Comp. for California	(805) 543-7000	(805) 534-1595

Classification	Description	Company	Employee
5040	Iron or Steel Erection	13.65000	0.00000
5183	Plumbing	6.10000	0.00000
5190	Electrical Wiring	4.38000	0.00000
5200	Concrete or Cement Work	5.90000	0.00000
5222	Concrete Construction	15.23010	0.00000
5436	Hardwood Flooring	9.04000	0.00000
5474	Painting	10.29000	0.00000
5479	Insulation	13.39000	0.00000
5551	Roofing	12.89300	0.00000
5645	Capenter	11.05000	0.00000
6003	Bridge Construction	22.00000	0.00000
6011	Dam Construction	5.15000	0.00000
6204	Drilling	20.38000	0.00000
6217	Excavation	6.19000	0.00000
6306	Sewer Construction	12.30000	0.00000

Figure: PR-309 Payroll Workers' Compensation – Summary Report

Workers' Compensation – Detail Report

Best Construction Company

Workers' Compensation
Detail Report
Page 1

State	Description / Address / City / Contact	Telephone / State / Account	Fax / Zip Code
CA	Worker's Comp. for California	(805)543-7000	(805)534-1595
	16000 Ventura Blvd.		
	Ventura	CA	93001
	Jane Smith	123456789	
	Experience Modifier: 1.25000	Calculation Mode: Percent of Reduced Gross Wages	
Notes	1. Review claims semi-annually.		

Classification	Description	Company	Employee
		0.00000	0.00000
5040	Iron or Steel Erection	13.65000	0.00000
5183	Plumbing	6.10000	0.00000
5190	Electrical Wiring	4.38000	0.00000
5200	Concrete or Cement Work	5.90000	0.00000
5222	Concrete Construction	15.23010	0.00000
5436	Hardwood Flooring	9.04000	0.00000
5474	Painting	10.29000	0.00000
5479	Insulation	13.39000	0.00000
5551	Roofing	12.89300	0.00000
5645	Capenter	11.05000	0.00000
6003	Bridge Construction	22.00000	0.00000
6011	Dam Construction	5.15000	0.00000
6204	Drilling	20.38000	0.00000
6217	Excavation	6.19000	0.00000
6306	Sewer Construction	12.30000	0.00000

Figure: PR-310 Payroll Workers' Compensation Detail Report.

W/C User Definable Fields – Udf Report

Best Construction Company

W/C User Definable Fields
Udf Report
Page 1

State	Description / UDF Field	Description
CA	Worker's Comp. for California	
	Second Contact Name	D. Toto
	Contact Phone	
	Contact Email	toto@wc.ca.gov

Figure: PR-311 Payroll Workers' Compensation Udf Report.

Payroll Workers' Compensation Transactions Report

The Workers' Compensation Transactions report provides a listing of the company's Workers' Compensation transactions by classification and employee.

Access

Module Menu with Reports Group

Payroll | Reports | Workers' Compensation | Transactions

Module Menu with Reports Listed

Payroll | Workers' Compensation | Transactions

Standard Menu

Reports | Payroll | Workers' Compensation | Transactions

Report Types

Summary by Classification

For each classification, this report lists the description, regular hours, overtime hours, double-time hours, total hours, gross wages, company amount, employee amount, and total amount.

Summary by Class/Employee

For each classification, this report shows the summary information is broken down by employee.

Summary by Employee/Class

For each employee, this report shows the summary information is broken down by classification.

Detail

For each classification, this report shows the summary information is broken down by check. This Report Type contains the summary information plus the date, check number, employee ID and name, mode, experience modifier, company rate, employee rate, and total compensation amount.

Options

- Show Report Criteria
- Separation Line

Order By

- State

Fields

- State
- Job Number
- Check Date

Workers' Compensation Transactions – Summary by Classification Report

Best Construction Company

Workers' Comp. Transactions

Summary by Classification Report - State CA, Job 1000 Pacific View Apartments

Page 1

Class	Description		Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Co. Amt	Emp. Amt	Total Amt
5183	Plumbing		20.00	0.00	0.00	20.00	360.00	27.45	0.00	27.45
5190	Electrical Wiring		20.00	0.00	0.00	20.00	440.00	24.09	0.00	24.09
5645	Capenter		80.00	0.00	0.00	80.00	1,960.00	270.73	0.00	270.73
		State Totals	120.00	0.00	0.00	120.00	2,760.00	322.27	0.00	322.27

Figure: PR-312 Payroll Workers' Comp. Transactions, Summary by Classification Report filtered by Job and Check Date Range.

Workers' Compensation Transactions – Summary by Class/Employee Report

Best Construction Company

Workers' Comp. Transactions

Summary by Class/Employee Report - State CA, Job 1000 Pacific View Apartments

Page 1

Class Employee Id	Description Employee Name		Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Co. Amt	Emp. Amt	Total Amt
5183	**Plumbing**									
E007	Mike Smith		20.00	0.00	0.00	20.00	360.00	27.45	0.00	27.45
		Classification Totals	20.00	0.00	0.00	20.00	360.00	27.45	0.00	27.45
5190	**Electrical Wiring**									
E006	Steve Schwartz		20.00	0.00	0.00	20.00	440.00	24.09	0.00	24.09
		Classification Totals	20.00	0.00	0.00	20.00	440.00	24.09	0.00	24.09
5645	**Capenter**									
E004	Tim Hardaway		40.00	0.00	0.00	40.00	1,000.00	138.13	0.00	138.13
E005	Joe Martinez		40.00	0.00	0.00	40.00	960.00	132.60	0.00	132.60
		Classification Totals	80.00	0.00	0.00	80.00	1,960.00	270.73	0.00	270.73
		State Totals	120.00	0.00	0.00	120.00	2,760.00	322.27	0.00	322.27

Figure: PR-313 Payroll Workers' Comp. Transactions, Summary by Class/Employee Report filtered by Job and Check Date Range.

Workers' Compensation Transactions – Summary by Employee/Class Report

Best Construction Company

Workers' Comp. Transactions

Summary by Employee/Class Report - State CA, Job 1000 Pacific View Apartments

Page 1

Employee Id / Class	Employee Name / Description		Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Co. Amt	Emp. Amt	Total Amt
E004	**Tim Hardaway**									
5645	Capenter		40.00	0.00	0.00	40.00	1,000.00	138.13	0.00	138.13
		Employee Totals:	40.00	0.00	0.00	40.00	1,000.00	138.13	0.00	138.13
E005	**Joe Martinez**									
5645	Capenter		40.00	0.00	0.00	40.00	960.00	132.60	0.00	132.60
		Employee Totals:	40.00	0.00	0.00	40.00	960.00	132.60	0.00	132.60
E006	**Steve Schwartz**									
5190	Electrical Wiring		20.00	0.00	0.00	20.00	440.00	24.09	0.00	24.09
		Employee Totals:	20.00	0.00	0.00	20.00	440.00	24.09	0.00	24.09
E007	**Mike Smith**									
5183	Plumbing		20.00	0.00	0.00	20.00	360.00	27.45	0.00	27.45
		Employee Totals:	20.00	0.00	0.00	20.00	360.00	27.45	0.00	27.45
		State Totals:	120.00	0.00	0.00	120.00	2,760.00	322.27	0.00	322.27

Figure: PR-314 Payroll Workers' Comp. Transactions, Summary by Employee/Class Report filtered by Job and Check Date Range.

Payroll Workers' Comp. Transactions – Detail Report

Best Construction Company

Workers' Comp. Transactions

Detail Report - State CA, Job 1000 Pacific View Apartments

Page 1

Class / Date	Description / Check#	Employee Id	Employee Name	Mode	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Exp/Mod	Co. Rate	Co. Amt	Emp. Rate	Emp. Amt	Total Amt
5183	**Plumbing**														
05/18/2020	2165	E007	Mike Smith	1	20.00	0.00	0.00	20	360.00	1.25000	6.10000	27.45	0.00000	0.00	27.45
			Classification Totals		20.00	0.00	0.00	20.00	360.00			27.45		0.00	27.45
5190	**Electrical Wiring**														
05/18/2020	2164	E006	Steve Schwartz	1	20.00	0.00	0.00	20	440.00	1.25000	4.38000	24.09	0.00000	0.00	24.09
			Classification Totals		20.00	0.00	0.00	20.00	440.00			24.09		0.00	24.09
5645	**Capenter**														
05/18/2020	2162	E004	Tim Hardaway	1	40.00	0.00	0.00	40	1,000.00	1.25000	11.05000	138.13	0.00000	0.00	138.13
05/18/2020	2163	E005	Joe Martinez	1	40.00	0.00	0.00	40	960.00	1.25000	11.05000	132.60	0.00000	0.00	132.60
			Classification Totals		80.00	0.00	0.00	80.00	1,960.00			270.73		0.00	270.73
			State Totals		120.00	0.00	0.00	120.00	2,760.00			322.27		0.00	322.27

Figure: PR-315 Payroll Workers' Comp. Transactions, Detail Report, filtered by Job and Check Date Range.

Payroll Workers' Compensation Report

The Workers' Compensation Transactions report provides listing of the state, Workers' Compensation classification code and description, company rate, employee rate, hours, wages, company contribution, employee contribution, premiums, calculation mode, experience modifier, and more.

Access

Module Menu with Reports Group

Payroll | Reports | Workers' Compensation | Report

Module Menu with Reports Listed

Payroll | Workers' Compensation | Report

Standard Menu

Reports | Payroll | Workers' Compensation | Report

Report Types

Summary by Classification

The Report Type lists the state, Workers' Compensation classification code and description, company rate, employee rate, regular, overtime, double-time and total hours for that classification; gross wages earned, reduced wages, company contribution, employee contribution, total premium, calculation mode, experience modifier, and adjusted premium.

Summary by Class/Employee

For each classification, this report type shows the summary information broken down by employee ID and name.

Summary by Employee/Class

For each employee ID and name, this report type shows the summary information broken down by classification.

Detail

For each classification, this report type shows the summary information broken down by check. It contains the summary information plus the check date and number.

Options

- Show Report Criteria
- Company Contribution
- Employee Contribution
- Separation Line

Order By

- State

Fields

- State
- Job Number
- Check Date

Payroll Workers' Compensation – Summary by Classification Report

Best Construction Company

Workers' Compensation

Summary by Classification Report - State CA, Job 1000 Pacific View Apartments

Page 1

Class	Description	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	* Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
5183	Plumbing	6.1000	0.0000	20.00	0.00	0.00	20.00	360.00	360.00	21.96	0.00	21.96
5190	Electrical Wiring	4.3800	0.0000	20.00	0.00	0.00	20.00	440.00	440.00	19.27	0.00	19.27
5645	Capenter	11.0500	0.0000	80.00	0.00	0.00	80.00	1,960.00	1,960.00	216.58	0.00	216.58
			State Totals	120.00	0.00	0.00	120.00	2,760.00	2,760.00	257.81	0.00	257.81
			Calculation Mode: 1, Percent of Reduced Gross Wages					Experience Modifier		1.2500	1.2500	1.2500
			Company and Employee Contributions					Adjusted Premium		322.26	0.00	322.26
			* Gross Wages subject to Worker's Comp.									

Figure: PR-316 Payroll Workers' Compensation Summary by Classification Report, filtered by Job and Check Date Range.

Payroll Workers' Compensation – Summary by Class/Employee Report

Best Construction Company

Workers' Compensation

Summary by Class/Employee Report - State CA, Job 1000 Pacific View Apartments

Page 1

Class	Description / Employee Id	Employee Name	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	* Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
5183	**Plumbing**		**6.10000**	**0.00000**									
	E007	Mike Smith			20.00	0.00	0.00	20.00	360.00	360.00	21.96	0.00	21.96
			Classification Totals		20.00	0.00	0.00	20.00	360.00	360.00	21.96	0.00	21.96
5190	**Electrical Wiring**		**4.38000**	**0.00000**									
	E006	Steve Schwartz			20.00	0.00	0.00	20.00	440.00	440.00	19.27	0.00	19.27
			Classification Totals		20.00	0.00	0.00	20.00	440.00	440.00	19.27	0.00	19.27
5645	**Capenter**		**11.05000**	**0.00000**									
	E004	Tim Hardaway			40.00	0.00	0.00	40.00	1,000.00	1,000.00	110.50	0.00	110.50
	E005	Joe Martinez			40.00	0.00	0.00	40.00	960.00	960.00	106.08	0.00	106.08
			Classification Totals		80.00	0.00	0.00	80.00	1,960.00	1,960.00	216.58	0.00	216.58
				State Totals	120.00	0.00	0.00	120.00	2,760.00	2,760.00	257.81	0.00	257.81
				Calculation Mode: 1, Percent of Reduced Gross Wages					Experience Modifier		1.2500	1.2500	1.2500
				Company and Employee Contributions					Adjusted Premium		322.26	0.00	322.26
				* Gross Wages subject to Worker's Comp.									

Figure: PR-317 Payroll Workers' Compensation Summary by Class/Employee Report, filtered by Job and Check Date Range.

Payroll Workers' Compensation – Summary by Employee/Class Report

Best Construction Company

Workers' Compensation

Summary by Employee/Class Report - State CA, Job 1000 Pacific View Apartments

Page 1

Employee Id / Class	Employee Name / Description	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	*Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
E004	**Tim Hardaway**											
5645	Capenter	11.05000	0.00000	40.00	0.00	0.00	40.00	1,000.00	1,000.00	110.50	0.00	110.50
		Employee Totals		40.00	0.00	0.00	40.00	1,000.00	1,000.00	110.50	0.00	110.50
E005	**Joe Martinez**											
5645	Capenter	11.05000	0.00000	40.00	0.00	0.00	40.00	960.00	960.00	106.08	0.00	106.08
		Employee Totals		40.00	0.00	0.00	40.00	960.00	960.00	106.08	0.00	106.08
E006	**Steve Schwartz**											
5190	Electrical Wiring	4.38000	0.00000	20.00	0.00	0.00	20.00	440.00	440.00	19.27	0.00	19.27
		Employee Totals		20.00	0.00	0.00	20.00	440.00	440.00	19.27	0.00	19.27
E007	**Mike Smith**											
5183	Plumbing	6.10000	0.00000	20.00	0.00	0.00	20.00	360.00	360.00	21.96	0.00	21.96
		Employee Totals		20.00	0.00	0.00	20.00	360.00	360.00	21.96	0.00	21.96
		State Totals		120.00	0.00	0.00	120.00	2,760.00	2,760.00	257.81	0.00	257.81
		Calculation Mode: 1, Percent of Reduced Gross Wages							Experience Modifier	1.2500	1.2500	1.2500
		Company and Employee Contributions							Adjusted Premium	322.26	0.00	322.26
		* Gross Wages subject to Worker's Comp.										

Figure: PR-318 Payroll Workers' Compensation Summary by Employee/Class Report, filtered by Job and Check Date Range.

Payroll Workers' Compensation – Detail Report

Best Construction Company

Workers' Compensation

Detail Report - State CA, Job 1000 Pacific View Apartments

Page 1

Class / Date	Description / Check#	Employee Id	Employee Name	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	*Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
5183	**Plumbing**			**6.10000**	**0.00000**									
05/18/2020	2165	E007	Mike Smith			20.00	0.00	0.00	20.00	360.00	360.00	21.96	0.00	21.96
				Classification Totals		20.00	0.00	0.00	20.00	360.00	360.00	21.96	0.00	21.96
5190	**Electrical Wiring**			**4.38000**	**0.00000**									
05/18/2020	2164	E006	Steve Schwartz			20.00	0.00	0.00	20.00	440.00	440.00	19.27	0.00	19.27
				Classification Totals		20.00	0.00	0.00	20.00	440.00	440.00	19.27	0.00	19.27
5645	**Capenter**			**11.05000**	**0.00000**									
05/18/2020	2162	E004	Tim Hardaway			40.00	0.00	0.00	40.00	1,000.00	1,000.00	110.50	0.00	110.50
05/18/2020	2163	E005	Joe Martinez			40.00	0.00	0.00	40.00	960.00	960.00	106.08	0.00	106.08
				Classification Totals		80.00	0.00	0.00	80.00	1,960.00	1,960.00	216.58	0.00	216.58
				State Totals		120.00	0.00	0.00	120.00	2,760.00	2,760.00	257.81	0.00	257.81
				Calculation Mode: 1, Percent of Reduced Gross Wages							Experience Modifier	1.2500	1.2500	1.2500
				Company and Employee Contributions							Adjusted Premium	322.26	0.00	322.26
				* Gross Wages subject to Worker's Comp.										

Figure: PR-319 Payroll Workers' Compensation Detail Report, filtered by Job and Check Date Range.

Union Reports

Union reports are available in the Standard menu under Payroll. In either Modular menu, Union reports are available under the Union listing. See the chapter on Union for more information about Union reports.

Access

Module Menu with Reports Group

Payroll | Reports | Union Payroll

Module Menu with Reports Listed

Payroll | Union Payroll

Standard Menu

Reports | Payroll | Union Payroll

Union List

Union List reports are available in the Standard menu under Payroll. In either Modular menu, Union List reports are available under the Union listing. See the chapter on Union for more information about Union List reports.

Access

Module Menu with Reports Group

Payroll | Reports | Union Payroll | Union List

Module Menu with Reports Listed

Payroll | Union Payroll | Union List

Standard Menu

Reports | Payroll | Union Payroll | Union List

Report Types

Summary

The Report Type displays the union code, description, telephone and fax numbers, complete address, account number, contact name, whether employee deductions are required and corresponding withholding account number and union taxable addition and deduction account numbers.

Detail

This report type also lists the union classification codes and descriptions associated with each union.

Extended

In addition to summary and detail information, this report type lists all company contributions and employee deductions for each classification including description, rate, rate type and whether the contribution/deduction is taxable.

Udf

This report type displays the information on the Udf (user defined fields) tab.

Options

- Show Report Criteria
- Show Notes
- Page Break
- Case Sensitive

Order By

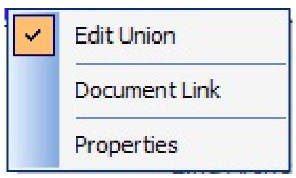
- Union Code
- Union Name
- City
- State

Fields

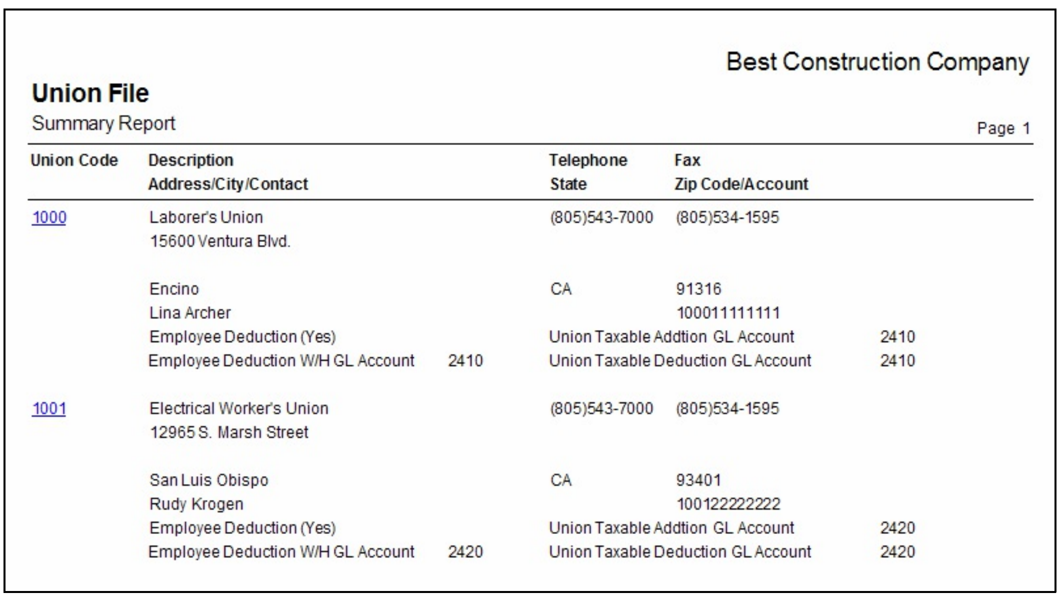
- Union Code
- Union Name
- City
- State

Drill-Down+® Destinations

Figure: PR-320
Right-click a hyperlink to display a selection of reports and other available functions.



Union File – Summary Report



Best Construction Company

Union File
Summary Report

Page 1

Union Code	Description Address/City/Contact		Telephone State	Fax Zip Code/Account	
1000	Laborer's Union 15600 Ventura Blvd.		(805)543-7000	(805)534-1595	
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)		Union Taxable Addtion GL Account		2410
	Employee Deduction W/H GL Account	2410	Union Taxable Deduction GL Account		2410
1001	Electrical Worker's Union 12965 S. Marsh Street		(805)543-7000	(805)534-1595	
	San Luis Obispo		CA	93401	
	Rudy Krogen			100122222222	
	Employee Deduction (Yes)		Union Taxable Addtion GL Account		2420
	Employee Deduction W/H GL Account	2420	Union Taxable Deduction GL Account		2420

Figure: PR-321 Union File – Summary Report, sorted by Union Code.

Union File – Detail Report

Best Construction Company

Union File
Detail Report

Page 1

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1000	Laborer's Union		(805)543-7000	(805)534-1595	
	15600 Ventura Blvd.				
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2410
	Employee Deduction W/H GL Account	2410	Union Taxable Deduction GL Account		2410

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
A1	Apprentice 1				

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	0.000	1.500
Employee Taxable	0.000	0.000	0.000	1.500
Employee Deduction	1.000	0.000	0.000	0.000

A2 Apprentice 2

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	1.500	0.000
Employee Taxable	0.000	0.000	1.500	0.000
Employee Deduction	1.000	0.000	0.000	0.000

J1 Journeyman

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	1.750	0.000
Employee Taxable	0.000	0.000	1.750	0.000
Employee Deduction	1.250	0.000	0.000	0.000

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1001	Electrical Worker's Union		(805)543-7000	(805)534-1595	
	12965 S. Marsh Street				
	San Luis Obispo		CA	93401	
	Rudy Krogen			100122222222	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2420
	Employee Deduction W/H GL Account	2420	Union Taxable Deduction GL Account		2420

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
EA1	Apprentice				

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.500	0.000	1.000	0.000
Employee Taxable	0.000	0.000	0.000	0.000
Employee Deduction	1.000	0.000	0.000	0.000

EA4 Journeyman

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross

Figure: PR-322 Union File – Detail Report, sorted by Union Code, page 1.

Union File – Extended Report

Best Construction Company

Union File

Extended Report

Page 1

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1000	Laborer's Union		(805)543-7000	(805)534-1595	
	15600 Ventura Blvd.				
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2410
	Employee Deduction W/H GL Account	2410	Union Taxable Deduction GL Account		2410

Code	Classification	Rate Rate Type	Taxable	Company/Employee
A1	Apprentice 1		Effective Date	01/01/2017
	Training	0.750 $ per Hour Worked	No	Company Contribution
	Vacation	1.500 % of Reduced Gross	Yes	Company Contribution
	Union Dues	1.000 $ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	0.000	1.500
Employee Taxable	0.000	0.000	0.000	1.500
Employee Deduction	1.000	0.000	0.000	0.000

Code	Classification	Rate Rate Type	Taxable	Company/Employee
A2	Apprentice 2		Effective Date	01/01/2017
	Training	0.750 $ per Hour Worked	No	Company Contribution
	Vacation	1.500 % of Gross	Yes	Company Contribution
	Union Dues	1.000 $ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	1.500	0.000
Employee Taxable	0.000	0.000	1.500	0.000
Employee Deduction	1.000	0.000	0.000	0.000

Code	Classification	Rate Rate Type	Taxable	Company/Employee
J1	Journeyman		Effective Date	01/01/2017
	Training	0.750 $ per Hour Worked	No	Company Contribution
	Vacation	1.750 % of Gross	Yes	Company Contribution
	Union Dues	1.250 $ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	1.750	0.000
Employee Taxable	0.000	0.000	1.750	0.000
Employee Deduction	1.250	0.000	0.000	0.000

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1001	Electrical Worker's Union		(805)543-7000	(805)534-1595	
	12965 S. Marsh Street				
	San Luis Obispo		CA	93401	
	Rudy Krogen			100122222222	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2420
	Employee Deduction W/H GL Account	2420	Union Taxable Deduction GL Account		2420

Code	Classification	Rate Rate Type	Taxable	Company/Employee

Figure: PR-323 Union File – Extended Report for Laborer's Union only, Page 1.

Union User Definable Fields – Udf Report

Best Construction Company

Union User Definable Fields

Udf Report

Page 1

Union Code	Description / UDF Field	Description
1000	Laborer's Union	
	Contribution Sched.	Monthly
1001	Electrical Worker's Union	
	Contribution Sched.	Weekly

Figure: PR-324 Union User Definable Fields – Udf Report, sorted by Union Code.

Union Report

The Union Report provides information regarding contributions required by various unions. These reports are available in the Standard menu under Payroll. In either Modular menu, Union List reports are available under the Union listing. See the Union Module Manual for more information about Union List reports.

Access

Module Menu with Reports Group

Payroll | Reports | Union Payroll | Union Report

Module Menu with Reports Listed

Payroll | Union Payroll | Union Report

Standard Menu

Reports | Payroll | Union Payroll | Union Report

Report Types

Summary

The Report Type displays the union code and name, classification code and description, regular hours, overtime hours, double-time hours, total hours, total wages, total company contribution and employee deductions by class.

Detail

This report type adds employee codes and names, plus social security numbers and a breakdown of hours and gross wages, company contributions and employee deductions.

Extended

This report type adds effective date, contribution description, hours paid, reduced gross, rate and rate description, and amounts per contribution.

Options

- Show Report Criteria
- Union Separation Line
- Union Page Break
- Case Sensitive

Order By

- Union

Fields

- Union
- Check Date
- Check Number
- Employee Id

Union Report – Summary Report

Best Construction Company

Union Report

Summary Report - Check Date greater than or equal to 01/01/2020

Page 1

Class	Description		Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
Union: 1000	Name:	Laborer's Union							
A2	Apprentice 2		780.00	0.00	0.00	780.00	14,040.00	795.60	780.00
J1	Journeyman		1,600.00	0.00	0.00	1,600.00	39,200.00	1,886.00	2,000.00
Union: 1000 Total			2,380.00	0.00	0.00	2,380.00	53,240.00	2,681.60	2,780.00
Union: 1001	Name:	Electrical Worker's Union							
EA4	Journeyman		785.00	0.00	0.00	785.00	17,270.00	804.63	981.25
Union: 1001 Total			785.00	0.00	0.00	785.00	17,270.00	804.63	981.25

Figure: PR-325 Union Report – Summary Report, filtered by Check Date.

Union Report – Detail Report

Best Construction Company

Union Report

Detail Report - Union 1000, Laborer's Union

Page 1

Class / SSN	Description / Employee Id	Name	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages
A2	Apprentice 2						
555-55-1006	E007	Mike Smith	118.00	1.50	0.00	119.50	3,607.50
		Totals	118.00	1.50	0.00	119.50	3,607.50

	Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate	Description	Amount
	Vacation	119.50	3,607.50	120.25	3,585.00	1.500	%of Gross	54.11
	Training	119.50	3,607.50	120.25	3,585.00	0.750	$ per Hour Worked	89.63
Employee Contribution	Union Dues	119.50	3,607.50	120.25	3,585.00	1.000	$ per Hour Worked	119.50
	Company Contribution Totals							143.74
	Employee Contribution Totals							119.50

Class / SSN	Description / Employee Id	Name	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages
J1	Journeyman						
555-55-1003	E004	Tim Hardaway	159.50	8.00	0.00	167.50	4,287.50
555-55-1004	E005	Joe Martinez	120.00	6.50	0.00	126.50	3,247.00
		Totals	279.50	14.50	0.00	294.00	7,534.50

	Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate	Description	Amount
	Vacation	294.00	7,534.50	301.38	7,350.00	1.750	%of Gross	131.85
	Training	294.00	7,534.50	301.38	7,350.00	0.750	$ per Hour Worked	220.50
Employee Contribution	Union Dues	294.00	7,534.50	301.38	7,350.00	1.250	$ per Hour Worked	367.50
	Company Contribution Totals							352.35
	Employee Contribution Totals							367.50

Figure: PR-326 Union Report – Detail Report, filtered by Check Date.

Union Report – Extended Report

Best Construction Company

Union Report

Extended Report - Check Date greater than or equal to 01/01/2020 Page 1

Union: 1000 Name: Laborer's Union

Class: A2 Description: Apprentice 2

Employee Id	Name	SSN	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
E007	Mike Smith	555-55-1006	780.00	0.00	0.00	780.00	14,040.00	795.60	780.00
		Employees Subtotals	780.00	0.00	0.00	780.00	14,040.00	795.60	780.00

	Effective	Contibution Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate Description	Amount
Company	01/01/2017	Vacation	780.00	14,040.00	780.00	14,040.00	1.500 % of Gross	210.60
		Training	780.00	14,040.00	780.00	14,040.00	0.750 $ per Hour Worked	585.00
							Company Total	795.60
Employee	01/01/2017	Union Dues	780.00	14,040.00	780.00	14,040.00	1.000 $ per Hour Worked	780.00
							Employee Total	780.00

	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
Class: A2 Total	780.00	0.00	0.00	780.00	14,040.00	795.60	780.00

Class: J1 Description: Journeyman

Employee Id	Name	SSN	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
E004	Tim Hardaway	555-55-1003	800.00	0.00	0.00	800.00	20,000.00	950.00	1,000.00
E005	Joe Martinez	555-55-1004	800.00	0.00	0.00	800.00	19,200.00	936.00	1,000.00
		Employees Subtotals	1,600.00	0.00	0.00	1,600.00	39,200.00	1,886.00	2,000.00

	Effective	Contibution Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate Description	Amount
Company	01/01/2017	Vacation	1,600.00	39,200.00	1,600.00	39,200.00	1.750 % of Gross	686.00
		Training	1,600.00	39,200.00	1,600.00	39,200.00	0.750 $ per Hour Worked	1,200.00
							Company Total	1,886.00
Employee	01/01/2017	Union Dues	1,600.00	39,200.00	1,600.00	39,200.00	1.250 $ per Hour Worked	2,000.00
							Employee Total	2,000.00

	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
Class: J1 Total	1,600.00	0.00	0.00	1,600.00	39,200.00	1,886.00	2,000.00
Union: 1000 Total	2,380.00	0.00	0.00	2,380.00	53,240.00	2,681.60	2,780.00

Union: 1001 Name: Electrical Worker's Union

Class: EA4 Description: Journeyman

Employee Id	Name	SSN	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
E006	Steve Schwartz	555-55-1005	785.00	0.00	0.00	785.00	17,270.00	804.63	981.25
		Employees Subtotals	785.00	0.00	0.00	785.00	17,270.00	804.63	981.25

	Effective	Contibution Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate Description	Amount
Company	01/01/2017	Vacation	785.00	17,270.00	785.00	17,270.00	1.250 % of Gross	215.88
		Training	785.00	17,270.00	785.00	17,270.00	0.750 $ per Hour Worked	588.75
							Company Total	804.63
Employee	01/01/2017	Union Dues	785.00	17,270.00	785.00	17,270.00	1.250 $ per Hour Worked	981.25
							Employee Total	981.25

	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
Class: EA4 Total	785.00	0.00	0.00	785.00	17,270.00	804.63	981.25
Union: 1001 Total	785.00	0.00	0.00	785.00	17,270.00	804.63	981.25

Figure: PR-327 Union Report – Extended Report, filtered by Check Date.

Employee Union Deduction

The Employee Union Deduction reports provide information regarding union deductions by employee for various unions. These reports are available in the Standard menu under Payroll. In either Modular menu, Union List reports are available under the Union listing. See the chapter on Union for more information about Employee Union Deduction reports.

Access

Module Menu with Reports Group

Payroll | Reports | Union Payroll | Employee Union Deduction

Module Menu with Reports Listed

Payroll | Union Payroll | Employee Union Deduction

Standard Menu

Reports | Payroll | Union Payroll | Employee Union Deduction

Report Types

Summary

The Report Type displays the union code and name, employee Id and name, employee social security number, and total amount of employee deductions.

Detail

This report type adds a breakdown of employee deductions by check date, check number, and amount.

Options

- Show Report Criteria
- Case Sensitive

Order By

- Employee Id
- Display Name
- S.S.N.
- First Name
- Last Name

Fields

- Union Code
- Employee Id
- Check Date
- Display Name
- Social Security Number
- First Name
- Last Name

Employee Union Deduction – Summary Report

Best Construction Company

Employee Union Deduction

Summary Report - Union 1000, Laborer's Union

Page 1

Employee Id	Employee Name	S.S.N.	Amount
E004	Tim Hardaway	555-55-1003	1,000.00
E005	Joe Martinez	555-55-1004	1,000.00
E007	Mike Smith	555-55-1006	780.00

Figure: PR-328 Employee Union Deduction – Summary Report, filtered by Check Date.

Employee Union Deduction – Detail Report

Best Construction Company

Employee Union Deduction

Detail Report - Union 1000, Laborer's Union

Page 1

Employee Id	Employee Name / Check Date	Check #	Amount	S.S.N.
E007	Mike Smith			555-55-1006
	01/06/2020	2035	40.00	
	01/13/2020	2039	40.00	
	01/20/2020	2046	40.00	
	01/27/2020	2053	40.00	
	02/03/2020	2060	40.00	
	02/10/2020	2067	40.00	
	02/17/2020	2074	40.00	
	02/24/2020	2081	40.00	
	03/02/2020	2088	40.00	
	03/09/2020	2095	40.00	
	03/16/2020	2102	40.00	
	03/23/2020	2109	40.00	
	03/30/2020	2116	40.00	
	04/04/2020	2123	40.00	
	04/13/2020	2130	40.00	
	04/20/2020	2137	40.00	
	04/27/2020	2144	40.00	
	05/04/2020	2151	40.00	
	05/11/2020	2158	40.00	
	05/18/2020	2165	20.00	
	Employee Total		780.00	

Figure: PR-329 Employee Union Deduction – Detail Report, filtered by Check Date and Employee Id.

Certified Payroll Reports

The Certified Payroll reports are needed to comply with the Davis-Bacon Act that requires the payment of prevailing-wage rates on Federal (and most State) construction projects that exceed $2,000. Wage rates are determined by the U.S. Department of Labor or the appropriate State agency, and apply to all laborers and mechanics that work on the project.

Access

Module Menu with Reports Group

Payroll | Reports | Certified Payroll

Module Menu with Reports Listed

Payroll | Union Payroll | Certified Payroll

Standard Menu

Reports | Payroll | Certified Payroll

Certified Payroll Trade Classifications Report

The Certified Payroll Trade Classifications report provides the cost code and description, regular rate, overtime rate and double-time rate.

Access

Module Menu with Reports Group

Payroll | Reports | Certified Payroll | Trade Classifications

Module Menu with Reports Listed

Payroll | Union Payroll | Certified Payroll | Trade Classifications

Standard Menu

Reports | Payroll | Certified Payroll | Trade Classifications

Report Type

Summary

This report type displays the cost code and description, regular rate, overtime rate and double-time rate.

Order By

- Trade Code
- Description

Options

- Show Report Criteria
- Case Sensitive

Fields

- Trade Code
- Description

Certified Payroll Trade Classifications – Summary

Best Construction Company

Trade Classifications

Detail Report

Page 1

Trade	Description	REG Rate	OT Rate	DT Rate
1000	Carpentry	25.00	38.00	50.00
1001	Electrical	27.00	40.00	54.00
1002	Plumbing	30.00	45.00	60.00

Figure: PR-330 Certified Payroll Trade Classifications – Summary Report, sorted by Description.

Certified Payroll Pay Periods Report

The Certified Payroll Pay Periods report provides paycheck information including employee id and name, check date, check number and amount, and more.

Access

Module Menu with Reports Group

Payroll | Reports | Certified Payroll | Pay Periods

Module Menu with Reports Listed

Payroll | Union Payroll | Certified Payroll | Pay Periods

Standard Menu

Reports | Payroll | Certified Payroll | Pay Periods

Report Types

Summary

This displays a list of pay period end dates.

Detail

This provides a complete list of checks included on each pay period end date including employee ID and name, check date, check number, gross wages, check amount, state, cash account number, and description.

Order By

- Pay Period

Options

- Show Report Criteria

Fields

- Pay Period

Certified Payroll Pay Periods – Summary Report

Best Construction Company

Pay Periods
Summary Report

Page 1

Pay Period
01/04/2020
01/11/2020
01/18/2020
01/25/2020
02/01/2020
02/08/2020
02/15/2020
02/22/2020
02/29/2020
03/07/2020
03/14/2020
03/21/2020
03/28/2020
04/04/2020
04/11/2020
04/18/2020
04/25/2020
05/02/2020
05/09/2020
05/16/2020

Figure: PR-331 Certified Payroll Pay Periods Summary Report.

Certified Payroll Pay Periods – Detail Report

Best Construction Company

Pay Periods
Detail Report

Page 1

Employee Id	Employee Name	Check Date	Check #	Gross Wages	Check Amt	State	Cash Acct	Description
Pay Period	05/02/2020							
E004	Tim Hardaway	05/04/2020	2148	1,017.50	715.64	CA	1020	Cash In Bank
E005	Joe Martinez	05/04/2020	2149	976.80	701.28	CA	1020	Cash In Bank
E006	Steve Schwartz	05/04/2020	2150	880.00	647.68	CA	1020	Cash In Bank
E007	Mike Smith	05/04/2020	2151	730.80	539.30	CA	1020	Cash In Bank
E002	Mike Jarvis	05/04/2020	2153	1,200.00	866.99	CA	1020	Cash In Bank
Pay Period	05/09/2020							
E004	Tim Hardaway	05/11/2020	2155	1,017.50	715.64	CA	1020	Cash In Bank
E005	Joe Martinez	05/11/2020	2156	976.80	701.28	CA	1020	Cash In Bank
E006	Steve Schwartz	05/11/2020	2157	880.00	647.68	CA	1020	Cash In Bank
E007	Mike Smith	05/11/2020	2158	730.80	539.30	CA	1020	Cash In Bank
E002	Mike Jarvis	05/11/2020	2160	1,200.00	866.99	CA	1020	Cash In Bank
Pay Period	05/16/2020							
E006	Steve Schwartz	05/18/2020	2164	550.00	392.56	CA	1020	Cash In Bank

Figure: PR-332 Certified Payroll Pay Periods Detail Report, filtered by date.

Certified Payroll Report

This option prepares a Certified Payroll Report for a given pay period, required for compliance with the Davis-Bacon Act.

Access

Module Menu with Reports Group

Payroll | Reports | Certified Payroll | Certified Payroll Report

Module Menu with Reports Listed

Payroll | Union Payroll | Certified Payroll | Certified Payroll Report

Standard Menu

Reports | Payroll | Certified Payroll | Certified Payroll Report

Report Types

Detail

This includes job number and name, pay period, employee name, employee address, employee social security number, construction trade code and description, daily totals of hours worked, employee total of hours worked, pay rate, total pay for this job and for all jobs, deduction amounts and total, net pay and check number.

Order By

- Job Number

Options

- Active Jobs
- Inactive Jobs
- Completed Jobs
- Show Job Address
- Show Company Address
- Show Employee's Address
- Show Employee's ID
- Show Employee's SSN
- Show Employee's SSN (Last 4 Digits Only)
- Show Report Criteria

Fields

- Job Number
- Pay Period

Certified Payroll – Detail Report

Certified Payroll
Detail Report- job 1010, Period 5/10/2020 to 5/16/2020

Job Truesdale Elementary School
4790 N. Broadway
Arroyo Grande, CA 93420

Company Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420

Page 1

Employee Name / Address / Social Security # Work Classification	W/H Exemp		Hrs Sun 10	Hrs Mon 11	Hrs Tue 12	Hrs Wed 13	Hrs Thu 14	Hrs Fri 15	Hrs Sat 16	Total Hours	Pay Rate	Paycheck Totals: This Job / All Jobs / All Wages	Deductions: Federal / FICA	State / SDI / WC	Local / Other	Net Pay / Check# / Non-PR Adj
Steve Schwartz	S 0	Reg	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	22.00	110.00	53.00	9.66	27.50	392.56
963 Presker Canyon Road		Ot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	550.00	31.08	4.95	31.25	2164
Arroyo Grande, CA 93420		Dt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00	550.00	Total Deductions		157.44	0.00
XXX-XX-1005 Electrical																
*** Job Totals ***												110.00	53.00	9.66	27.50	392.56
												550.00	31.08	4.95	31.25	
												550.00	Total Deductions		157.44	0.00

Figure: PR-333 Certified Payroll – Detail Report, Showing Job and Company addresses.

California Certified Payroll Electronic Filing

This option is specific for California and provides an electronic file of the Certified Payroll Report. The form is divided into 2 tabs, Main and Contractor, for job information and contractor information.

Access

Module Menu with Reports Group

Payroll | Reports | Certified Payroll | Certified Payroll Electronic Filing

Module Menu with Reports Listed

Payroll | Union Payroll | Certified Payroll | Certified Payroll Electronic Filing

Standard Menu

Reports | Payroll | Certified Payroll | Certified Payroll Electronic Filing

California Certified Payroll Electronic Filing – Main tab

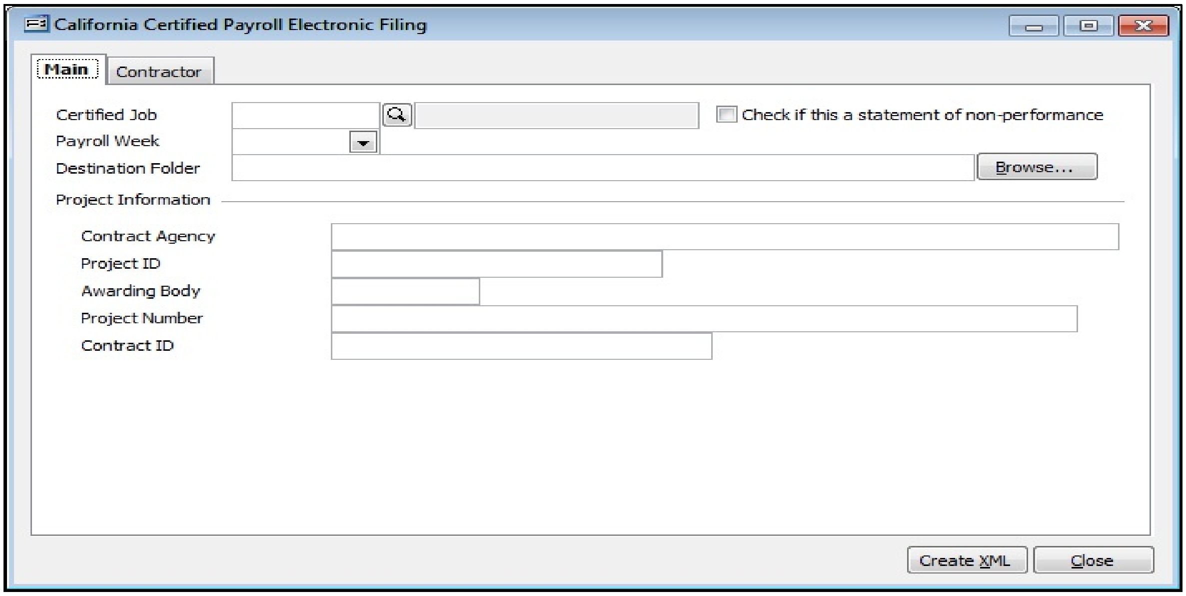


Figure: PR-333a California Certified Payroll Electronic Filing form, showing the Main tab.

California Certified Payroll Electronic Filing – Contractor tab

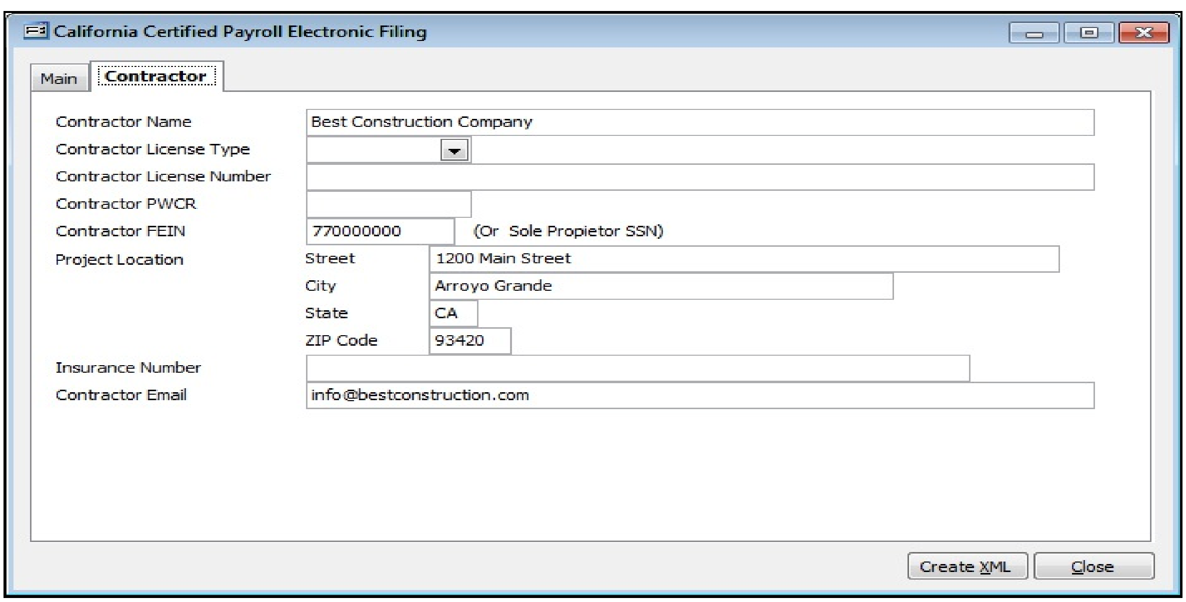


Figure: PR-333b California Certified Payroll Electronic Filing form, showing the Contractor tab.

State Specific Reports

This section shows reports that are specific to their state requirements.

State Specific - California DE9/DE9C Electronic Filing

This state specific report is available to users in California that are required or prefer to file electronically on a quarterly basis, it includes information for the Federal Tax Id, Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance(SDI), and the Personal Income Tax (PIT).

Access

Modules with Reports Group Menu

Payroll | Reports | State Specific Reports | California DE9/DE9C Electronic Filing

Modules with Reports Listed Menu

Payroll | State Specific Reports | California DE9/DE9C Electronic Filing

Standard Menu

Reports | Payroll | State Specific Reports | California DE9/DE9C Electronic Filing

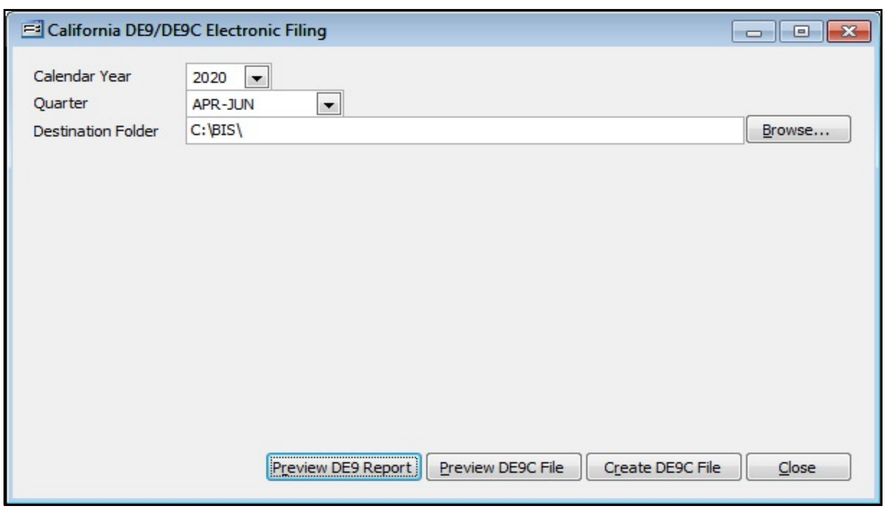
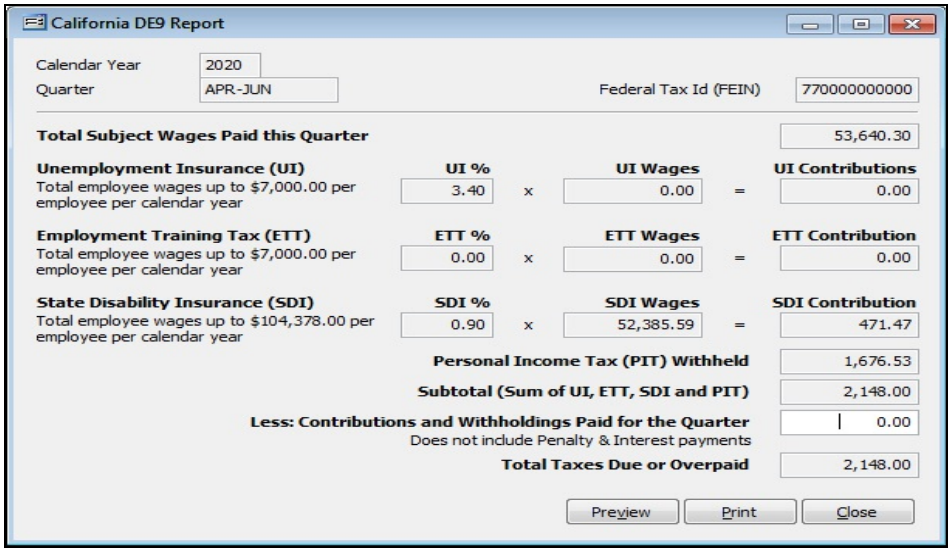


Figure: PR-334 California DE9/DE9C Electronic Filing form.



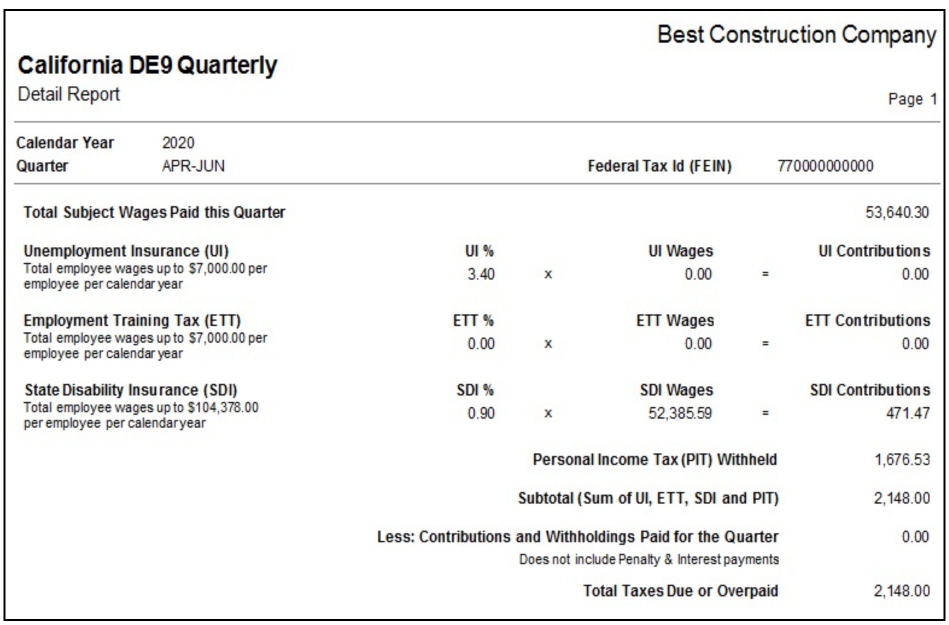
California DE9 Report

Calendar Year	2020
Quarter	APR-JUN
Federal Tax Id (FEIN)	770000000000

Total Subject Wages Paid this Quarter					53,640.30
Unemployment Insurance (UI) Total employee wages up to $7,000.00 per employee per calendar year	**UI %** 3.40	x	**UI Wages** 0.00	=	**UI Contributions** 0.00
Employment Training Tax (ETT) Total employee wages up to $7,000.00 per employee per calendar year	**ETT %** 0.00	x	**ETT Wages** 0.00	=	**ETT Contribution** 0.00
State Disability Insurance (SDI) Total employee wages up to $104,378.00 per employee per calendar year	**SDI %** 0.90	x	**SDI Wages** 52,385.59	=	**SDI Contribution** 471.47
Personal Income Tax (PIT) Withheld					1,676.53
Subtotal (Sum of UI, ETT, SDI and PIT)					2,148.00
Less: Contributions and Withholdings Paid for the Quarter Does not include Penalty & Interest payments					0.00
Total Taxes Due or Overpaid					2,148.00

Preview Print Close

Figure: PR-334a California DE9/DE9C Electronic Filing form - Preview DE9 Report.



Best Construction Company

California DE9 Quarterly

Detail Report

Page 1

Calendar Year	2020
Quarter	APR-JUN
Federal Tax Id (FEIN)	770000000000

Total Subject Wages Paid this Quarter					53,640.30
Unemployment Insurance (UI) Total employee wages up to $7,000.00 per employee per calendar year	UI % 3.40	x	UI Wages 0.00	=	UI Contributions 0.00
Employment Training Tax (ETT) Total employee wages up to $7,000.00 per employee per calendar year	ETT % 0.00	x	ETT Wages 0.00	=	ETT Contributions 0.00
State Disability Insurance (SDI) Total employee wages up to $104,378.00 per employee per calendar year	SDI % 0.90	x	SDI Wages 52,385.59	=	SDI Contributions 471.47
Personal Income Tax (PIT) Withheld					1,676.53
Subtotal (Sum of UI, ETT, SDI and PIT)					2,148.00
Less: Contributions and Withholdings Paid for the Quarter Does not include Penalty & Interest payments					0.00
Total Taxes Due or Overpaid					2,148.00

Figure: PR-334b California DE9/DE9C Electronic Filing form - Print.

State Specific - California DE9C/DE-6 Quarterly Wage

This state specific Employment Development Department (EDD) report is available to users in California in draft form prior to printing on the official state form. The report includes company name and address plus employee information such as SSN, name, total wages, Personal Income Tax (PIT) wages, PIT withheld, and totals.

Note: The DE-6 report cannot be used after fiscal year 2011 and is included in BIS® for audit purposes only.

Access

Modules with Reports Group Menu

Payroll | Reports | State Specific Reports | California DE9C/DE-6 Quarterly Wage

Modules with Reports Listed Menu

Payroll | State Specific Reports | California DE9C/DE-6 Quarterly Wage

Standard Menu

Reports | Payroll | State Specific Reports | California DE9C/DE-6 Quarterly Wage

Report Types

Form DE 9C Laser Draft

The California Form DE9C is a draft facsimile of the actual form that includes all applicable data fields.

DE 9C Worksheet

The California Quarterly Wage and Withholding DE 9C Worksheet Report includes the S.S.N., first name, middle initial, last name, subject wages, PIT (Personal Income Tax) wages, and PIT withheld, along with the Quarter ending date, year, quarter number, employer account number, and page and grand totals.

From DE 9C Submittable Laser

The California Quarterly Wage and Withholding DE 9C Submittable form includes all of the applicable fields for the form that can be submitted to the appropriate state agency. Please note that while this form does not include all of the field names seen on the draft form, it does contain a signature, title, date, and phone number area that must be completed manually before sending to the State.

Order By

- S.S.N. (Social Security Number)
- Employee Id
- Last Name
- First Name
- Display Name Pay Period

Options

- Voluntary Plan DI
- No Payroll
- Out of Business

Quarter

- Jan-Mar/(of the current year)
- Apr-Jun/(of the current year)
- Jul-Sep/(of the current year)
- Oct-Dec/(of the current year)
- Prior year quarters

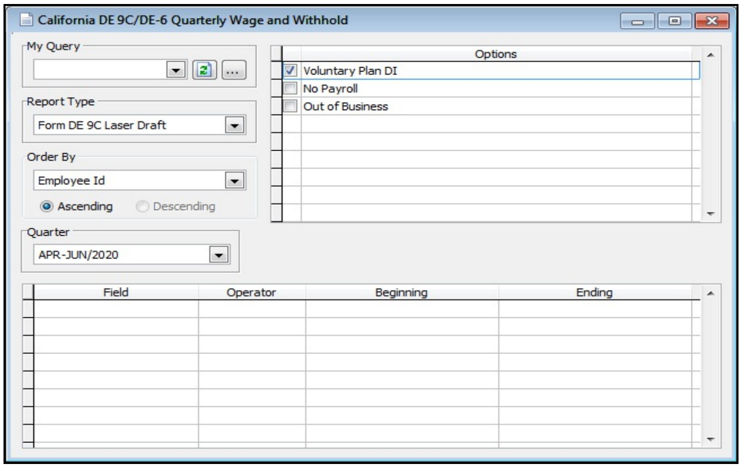
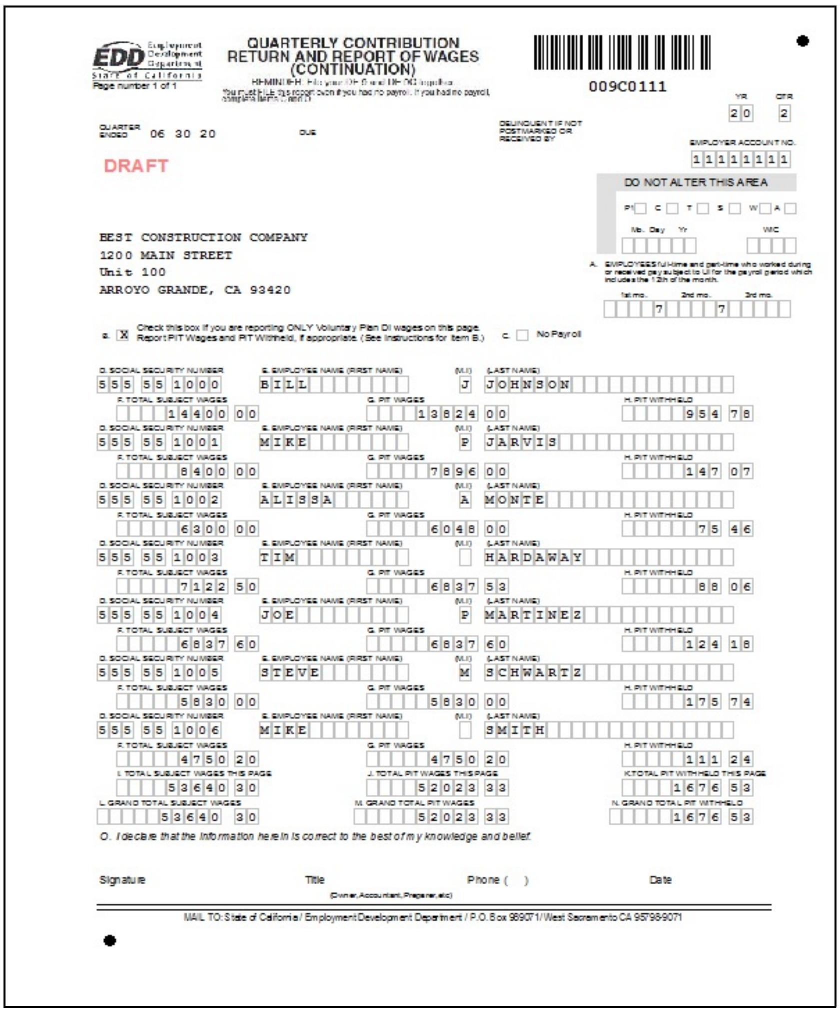


Figure: PR-334c California DE9C/DE-6 report query form.

Form DE 9C Laser Draft



EDD Employment Development Department State of California
Page number 1 of 1

QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES (CONTINUATION)

009C0111

YR 20 QTR 2

QUARTER ENDED 06 30 20 DUE

DELINQUENT IF NOT POSTMARKED OR RECEIVED BY

EMPLOYER ACCOUNT NO. 11111111

DRAFT

DO NOT ALTER THIS AREA

P1 C T S W A

Mo. Day Yr WIC

BEST CONSTRUCTION COMPANY
1200 MAIN STREET
Unit 100
ARROYO GRANDE, CA 93420

A. EMPLOYEES full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st mo. 7 2nd mo. 7 3rd mo.

B. [X] Check this box if you are reporting ONLY Voluntary Plan DI wages on this page. Report PIT Wages and PIT Withheld, if appropriate. (See instructions for item B.)

C. [ ] No Payroll

D. Social Security Number	E. Employee Name (First Name)	(M.I.)	(Last Name)	F. Total Subject Wages	G. PIT Wages	H. PIT Withheld
555 55 1000	BILL	J	JOHNSON	14400 00	13824 00	954 78
555 55 1001	MIKE	P	JARVIS	8400 00	7896 00	147 07
555 55 1002	ALISSA	A	MONTE	6300 00	6048 00	75 46
555 55 1003	TIM		HARDAWAY	7122 50	6837 53	88 06
555 55 1004	JOE	P	MARTINEZ	6837 60	6837 60	124 18
555 55 1005	STEVE	M	SCHWARTZ	5830 00	5830 00	175 74
555 55 1006	MIKE		SMITH	4750 20	4750 20	111 24

I. TOTAL SUBJECT WAGES THIS PAGE 53640 30 J. TOTAL PIT WAGES THIS PAGE 52023 33 K. TOTAL PIT WITHHELD THIS PAGE 1676 53

L. GRAND TOTAL SUBJECT WAGES 53640 30 M. GRAND TOTAL PIT WAGES 52023 33 N. GRAND TOTAL PIT WITHHELD 1676 53

O. I declare that the information herein is correct to the best of my knowledge and belief.

Signature Title (Owner, Accountant, Preparer, etc) Phone ( ) Date

MAIL TO: State of California / Employment Development Department / P.O. Box 989071 / West Sacramento CA 95798-9071

Figure: PR-334d Form DE 9C Laser Draft.

DE 9C Worksheet

Best Construction Company

California Quarterly Wage and Withholding

DE 9C Worksheet Report

Page 1

S.S.N.	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld

Quarter Ended June 30, 2020 **Year** 2020 **Quarter** 2 **Employer Account No.** 111 1111 1

	1st Mo.	**2nd Mo.**	**3rd Mo.**
Employees who received pay.	7	7	

555 55 1000	Bill	J	Johnson	14,400.00	13,824.00	954.78
555 55 1001	Mike	P	Jarvis	8,400.00	7,896.00	147.07
555 55 1002	Alissa	A	Monte	6,300.00	6,048.00	75.46
555 55 1003	Tim		Hardaway	7,122.50	6,837.53	88.06
555 55 1004	Joe	P	Martinez	6,837.60	6,837.60	124.18
555 55 1005	Steve	M	Schwartz	5,830.00	5,830.00	175.74
555 55 1006	Mike		Smith	4,750.20	4,750.20	111.24
			Page 1 Totals	53,640.30	52,023.33	1,676.53
			Grand Totals	53,640.30	52,023.33	1,676.53

Figure: PR-334e DE 9C Worksheet

Form DE 9C Submittable Laser

DE 9C EDD 11271

009C0111

PAGE 1 OF 1

QTR ENDED 06 30 20 DUE 07 01 20 DELINQUENT 08 03 20 20 2

111 1111 1

BEST CONSTRUCTION COMPANY
1200 MAIN STREET
UNIT 100
ARROYO GRANDE, CA 93420

7 7

X VOLUNTARI PLAN DI

555551000	BILL		J JOHNSON
14 400.00		13 824.00	954.78
555551001	MIKE		P JARVIS
8 400.00		7 896.00	147.07
555551002	ALISSA		A MONTE
6 300.00		6 048.00	75.46
555551003	TIM		HARDAWAY
7 122.50		6 837.53	88.06
555551004	JOE		P MARTINEZ
6 837.60		6 837.60	124.18
555551005	STEVE		M SCHWARTZ
5 830.00		5 830.00	175.74
555551006	MIKE		SMITH
4 750.20		4 750.20	111.24
53 640.30		52 023.33	1 676.53
53 640.30		52 023.33	1 676.53

I declare that the information herein is correct to the best of my knowledge and belief.

SIGNATURE/TITLE --
MM DD YY/PHONE NO. --

Figure: PR-334f Form DE 9C Submittable Laser

State Specific - California Employment Training Tax

This report shows details on wages subject to the California Training Tax, including employee information, wages, and limits.

Access

Modules with Reports Group Menu

Payroll | Reports | State Specific Reports | California Employment Training Tax

Modules with Reports Listed Menu

Payroll | State Specific Reports | California Employment Training Tax

Standard Menu

Reports | Payroll | State Specific Reports | California Employment Training Tax

Report Types

Summary

This report includes the quarter date range, state, state tax Id, total YTD ETT Wages, total YTD Over Limit, total QTR ETT Wages, total Period ETT Wages, total Period Over Limit, total QTR Taxable , and Tax Liability.

Detail

The detail report includes all information from the summary report plus the employee SSN, employee Id, and employee name

Extended

The extended report includes all the information from the detail report plus a YTD Taxable column for each employee listed.

Quarter

- Jan-Mar/(of the current year)
- Apr-Jun/(of the current year)
- Jul-Sep/(of the current year)
- Oct-Dec/(of the current year)
- Prior year quarters

Options

- Show Report Criteria
- Page Totals

Field

- Month (mm/yyyy)

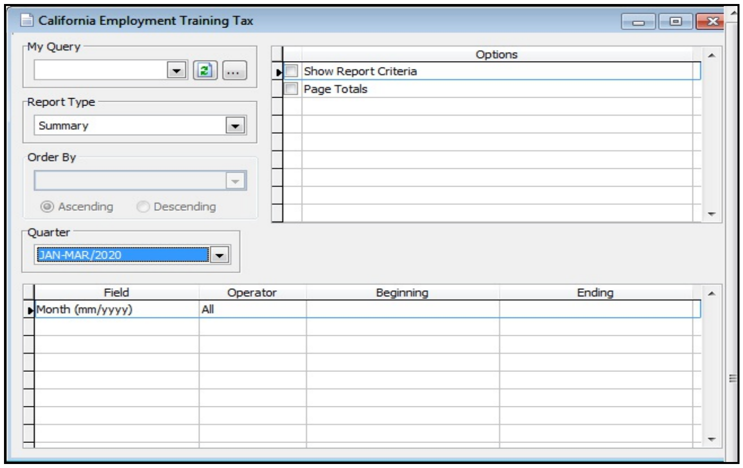
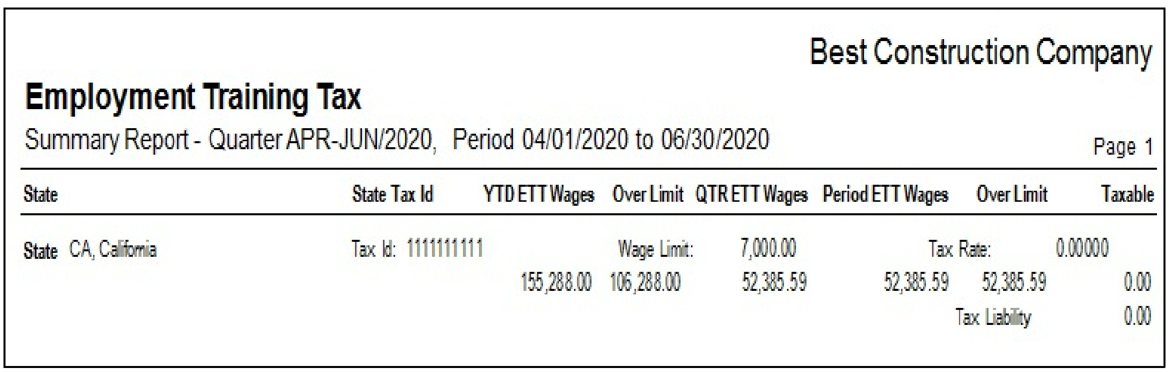


Figure: PR-334g California Employment Training Tax query form.

California Employment Training Tax - Summary



Best Construction Company

Employment Training Tax

Summary Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

State	State Tax Id	YTD ETT Wages	Over Limit	QTR ETT Wages	Period ETT Wages	Over Limit	Taxable
State CA, California	Tax Id: 1111111111		Wage Limit:	7,000.00	Tax Rate:	0.00000	
		155,288.00	106,288.00	52,385.59	52,385.59	52,385.59	0.00
						Tax Liability	0.00

Figure: PR-334h California Employment Training Tax Summary report.

California Employment Training Tax - Detail

Best Construction Company

Employment Training Tax

Detail Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

Soc. Sec.#	Employee Id	Employee Name	YTD ETT Wages	Over Limit	QTR ETT Wages	Period ETT Wages	Over Limit	Taxable
State CA, California		Tax Id: 1111111111		Wage Limit:	7,000.00	Tax Rate:	0.00000	
555-55-1000	E001	Bill Johnson	44,232.00	37,232.00	13,968.00	13,968.00	13,968.00	0.00
555-55-1001	E002	Mike Jarvis	22,800.00	15,800.00	7,980.00	7,980.00	7,980.00	0.00
555-55-1002	E003	Alissa Monte	17,460.00	10,460.00	6,111.00	6,111.00	6,111.00	0.00
555-55-1003	E004	Tim Hardaway	19,739.40	12,739.40	6,908.79	6,908.79	6,908.79	0.00
555-55-1004	E005	Joe Martinez	19,536.00	12,536.00	6,837.60	6,837.60	6,837.60	0.00
555-55-1005	E006	Steve Schwartz	17,270.00	10,270.00	5,830.00	5,830.00	5,830.00	0.00
555-55-1006	E007	Mike Smith	14,250.60	7,250.60	4,750.20	4,750.20	4,750.20	0.00
		Totals	155,288.00	106,288.00	52,385.59	52,385.59	52,385.59	0.00
							Tax Liability	0.00

Figure: PR-334i California Employment Training Tax Detail report.

California Employment Training Tax - Extended

Best Construction Company

Employment Training Tax

Extended Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020

Page 1

Soc. Sec.#	Employee Id	Employee Name	YTD ETT Wages	YTD Over Limit	YTD Taxable	QTR ETT Wages	Period ETT Wages	Over Limit	Taxable
State CA, California		Tax Id: 1111111111		Wage Limit:	7,000.00	Tax Rate:	0.00000		
555-55-1000	E001	Bill Johnson	44,232.00	37,232.00	7,000.00	13,968.00	13,968.00	13,968.00	0.00
555-55-1001	E002	Mike Jarvis	22,800.00	15,800.00	7,000.00	7,980.00	7,980.00	7,980.00	0.00
555-55-1002	E003	Alissa Monte	17,460.00	10,460.00	7,000.00	6,111.00	6,111.00	6,111.00	0.00
555-55-1003	E004	Tim Hardaway	19,739.40	12,739.40	7,000.00	6,908.79	6,908.79	6,908.79	0.00
555-55-1004	E005	Joe Martinez	19,536.00	12,536.00	7,000.00	6,837.60	6,837.60	6,837.60	0.00
555-55-1005	E006	Steve Schwartz	17,270.00	10,270.00	7,000.00	5,830.00	5,830.00	5,830.00	0.00
555-55-1006	E007	Mike Smith	14,250.60	7,250.60	7,000.00	4,750.20	4,750.20	4,750.20	0.00
		Totals	155,288.00	106,288.00	49,000.00	52,385.59	52,385.59	52,385.59	0.00
								Tax Liability	0.00

Figure: PR-334j California Employment Training Tax Extended report.

State Specific - California DE 88 Payroll Tax Deposit

The DE 88 Payroll Tax Deposit form is used to record paid state payroll taxes. Depending on company requirements taxes can be submitted on a Next Banking Day, Semiweekly, Monthly, or Quarterly basis. This form also tracks a history of payments for current and prior years.

Access

Modules with Reports Group Menu

Payroll | Reports | State Specific Reports | California DE 88 Payroll Tax Deposit

Modules with Reports Listed Menu

Payroll | State Specific Reports | California DE 88 Payroll Tax Deposit

Standard Menu

Reports | Payroll | State Specific Reports | California DE 88 Payroll Tax Deposit

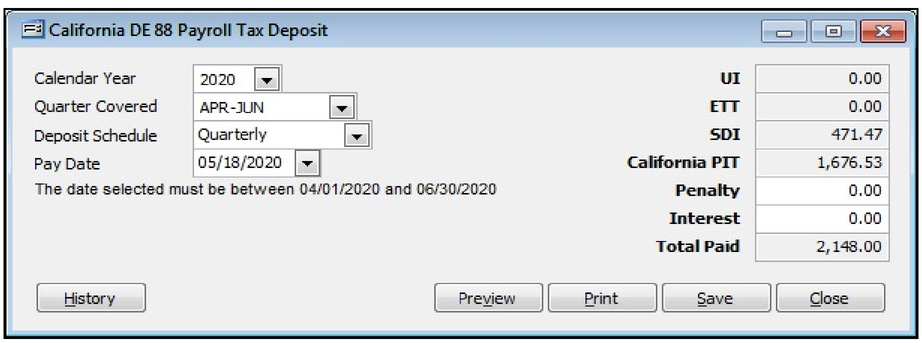


Figure: PR-335 California DE 88 Payroll Tax Deposit form.

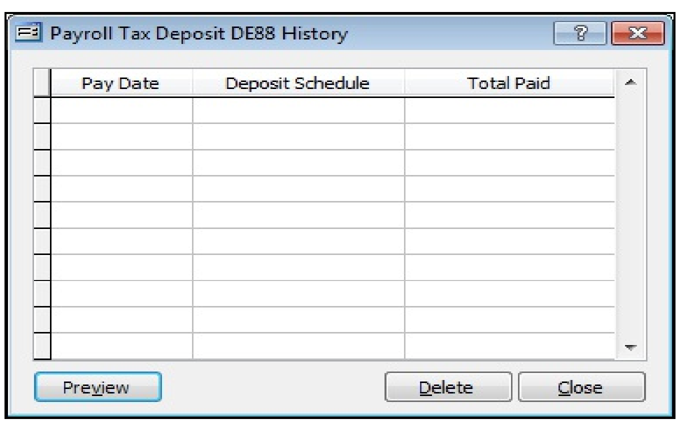


Figure: PR-335a Payroll Tax Deposit DE88 History form.

Best Construction Company

Payroll Tax Deposit DE88

Detail Report

Page 1

Pay Date	05/18/2020	**Unemployment Insurance (UI)**	0.00
Deposit Schedule	Quarterly	**Employment Training Tax (ETT)**	0.00
		State Disability Insurance (SDI)	471.47
		California Personal Income Tax (PIT)	1,676.53
		Penalty	0.00
		Interest	0.00
		Total Paid	2,148.00

Figure: PR-335b Payroll Tax Deposit DE88 Detail Report.

State Specific - Washington Paid Family and Medical Leave

This report shows details on wages subject to the Washington Paid Family & Medical Leave tax including employee, wages, and paycheck information.

Access

Modules with Reports Group Menu

Payroll | Reports | State Specific Reports | Washington Paid Family and Medical Leave

Modules with Reports Listed Menu

Payroll | State Specific Reports | Washington Paid Family and Medical Leave

Standard Menu

Reports | Payroll | State Specific Reports | Washington Paid Family and Medical Leave

Report Types

Summary

This report includes the employee code and name, gross wages, check amount, employee amount, company amount, total and grand totals.

Detail

The detail report includes all information from the summary report plus the check date, pay period, check number, premium %, and employee totals.

Order By

- Employee Id+Check Date
- Employee Id+Check Number
- Employee Name+Check Date
- Employee Name+Check Number

Options

- Show Report Criteria
- Active Employees
- Inactive Employees
- Show Employees with no Activity
- Case Sensitive

Field

- Employee Id
- Check Number
- Check Date
- Pay Period Date

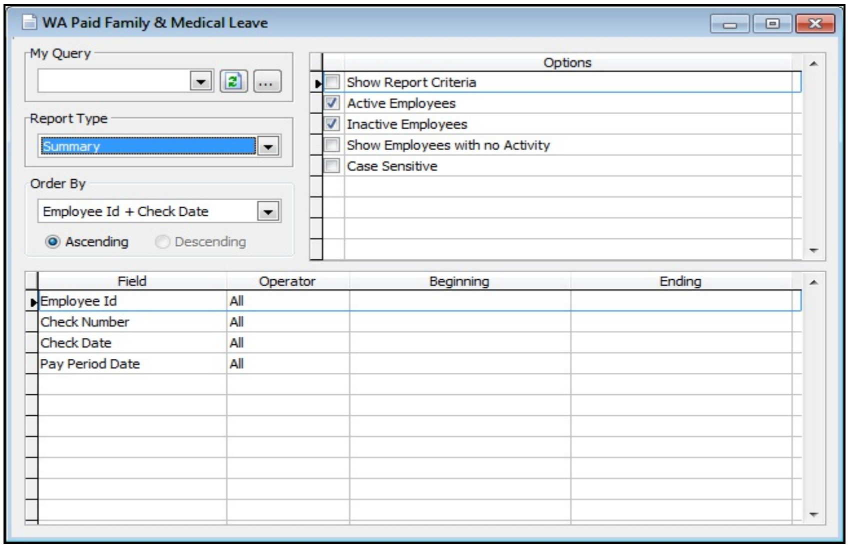


Figure: PR-336 Washington Paid Family & Medical Leave query form.

WA Paid Family & Medical Leave - Summary

Best Construction Company

WA Paid Family & Medical Leave Summary

Summary Report

Employee	Gross Wages	Check Amount	Employee Amt	Company Amt	Total Amt
W001 - Virginia J Carver	32,500.00	25,322.50	16.25	16.25	32.50
Grand Totals	**32,500.00**	**25,322.50**	**16.25**	**16.25**	**32.50**

Figure: PR-336a Washington Paid Family & Medical Leave summary report.

WA Paid Family & Medical Leave - Detail

Best Construction Company

WA Paid Family & Medical Leave Detail

Detail Report

Employee Chk Date	Pay Period	Chk Number	Gross Wages	Check Amount	Employee Amt	Company Amt	Total Amt	Premium %
W001 - Virginia J Carver								
01/31/2020	01/31/2020	W2020.1	6,500.00	5,064.50	3.25	3.25	6.50	0.10
02/29/2020	02/29/2020	W2020.2	6,500.00	5,064.50	3.25	3.25	6.50	0.10
03/31/2020	03/31/2020	W2020.3	6,500.00	5,064.50	3.25	3.25	6.50	0.10
04/30/2020	04/30/2020	W2020.4	6,500.00	5,064.50	3.25	3.25	6.50	0.10
05/31/2020	05/31/2020	W2020.5	6,500.00	5,064.50	3.25	3.25	6.50	0.10
	Employee	Totals	**32,500.00**	**25,322.50**	**16.25**	**16.25**	**32.50**	
	Grand	Totals	**32,500.00**	**25,322.50**	**16.25**	**16.25**	**32.50**	

Figure: PR-336b Washington Paid Family & Medical Leave detail report.

W-2 Forms

At the end of each year, all employers must provide every employee that received pay during the year with a W-2 form, so that the employee can file federal, state, and other income taxes. Employers must also provide the Internal Revenue Service with a copy of this information. This can be provided in one of two ways: either by sending a copy of the W-2 form for each employee to the IRS or by sending the same information via electronic file. Contact a tax accountant or the Internal Revenue Service for specific information regarding the reporting requirements. Electronic filing is covered in the next section.

The option uses year-to-date payroll data to prepare W-2 forms for each employee. BIS® will print W-2 information directly onto IRS standard W-2 forms. For a preview of the W-2 forms, select laser draft as the output and check the preview.

Access

Modules with Reports Group Menu

Payroll | Reports | W-2 Forms

Modules with Reports Listed Menu

Payroll | W-2 Forms

Standard Menu

Reports | Payroll | W-2 Forms

Report Types

Laser

This report type prints on standard W-2 laser forms.

Laser Draft

This report type displays data on a draft W-2 form.

Continuous

This report type prints on standard W-2 tractor-feed forms.

Order By

- Employee ID

Calendar Year

- Select the current or previous year.

Options

- Print Totals

Fields

- Employee ID
- State

W-2 Forms – Laser

555-55-1000

770000000000				43776.00		5510.00
Best Construction Company 1200 Main Street Unit 100 Arroyo Grande, CA 93420				43776.00 43776.00 0.00		1838.63 634.79 0.00
E001						
Bill J	Johnson				D	1368.00
641 Hatrick Way			X			
Pismo Beach, CA 93448						

CA	1111111111	43776.00	3023.47	44232.00	398.05	CA SDI

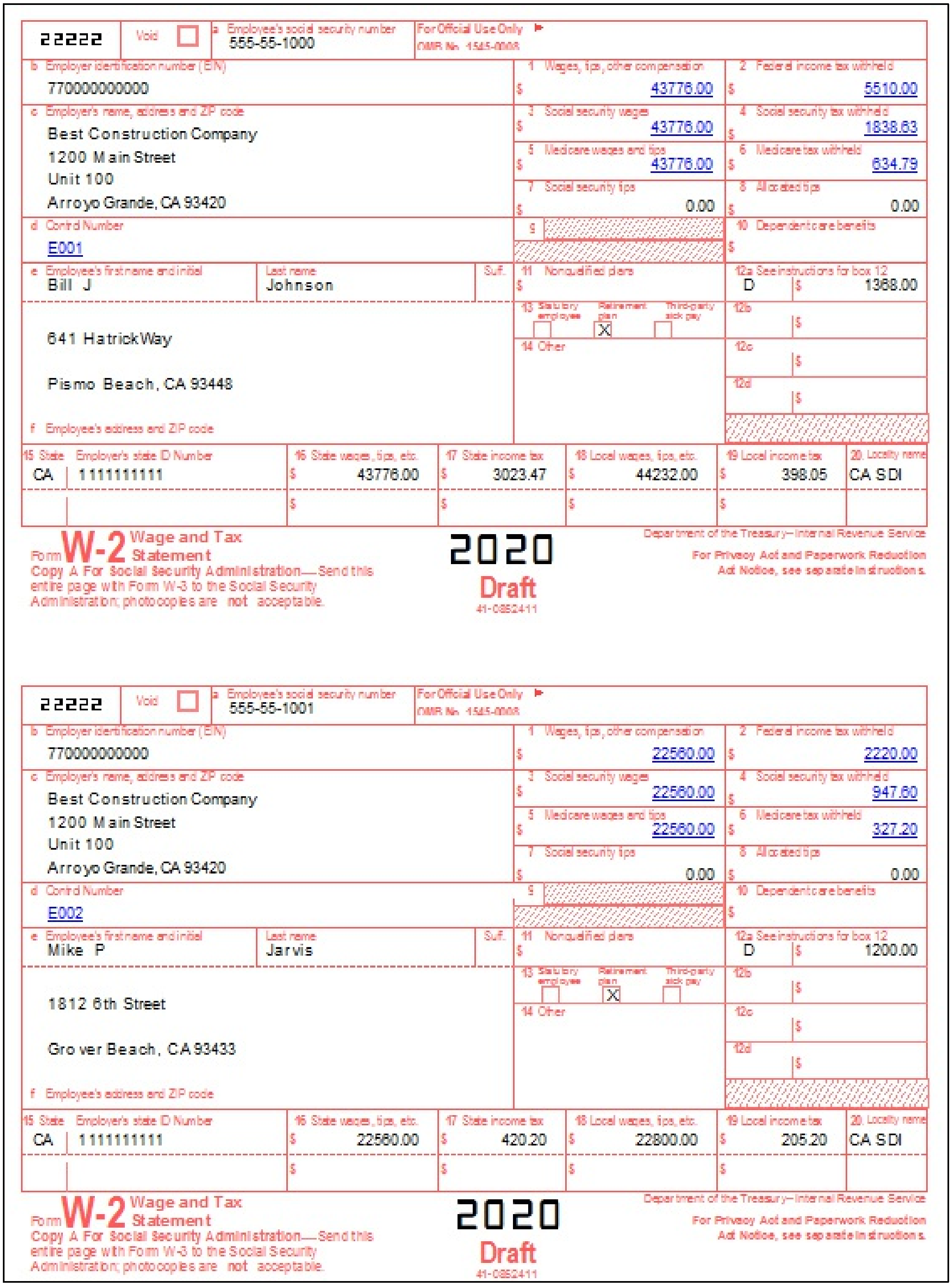
555-55-1001

770000000000				22560.00		2220.00
Best Construction Company 1200 Main Street Unit 100 Arroyo Grande, CA 93420				22560.00 22560.00 0.00		947.60 327.20 0.00
E002						
Mike P	Jarvis				D	1200.00
1812 6th Street			X			
Grover Beach, CA 93433						

CA	1111111111	22560.00	420.20	22800.00	205.20	CA SDI

Figure: PR-337 W-2 Laser forms.

W-2 Forms – Draft



22222 Void
a Employee's social security number 555-55-1000
For Official Use Only ▶ OMB No. 1545-0008
b Employer identification number (EIN) 770000000000
1 Wages, tips, other compensation $ 43776.00
2 Federal income tax withheld $ 5510.00
c Employer's name, address and ZIP code
Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
3 Social security wages $ 43776.00
4 Social security tax withheld $ 1838.63
5 Medicare wages and tips $ 43776.00
6 Medicare tax withheld $ 634.79
7 Social security tips $ 0.00
8 Allocated tips $ 0.00
d Control Number E001
9
10 Dependent care benefits $
e Employee's first name and initial Bill J
Last name Johnson
Suf.
11 Nonqualified plans $
12a See instructions for box 12 D $ 1368.00
13 Statutory employee / Retirement plan X / Third-party sick pay
12b $
14 Other
12c $
12d $
641 Hatrick Way
Pismo Beach, CA 93448
f Employee's address and ZIP code

15 State	Employer's state ID Number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
CA	1111111111	$ 43776.00	$ 3023.47	$ 44232.00	$ 398.05	CA SDI
		$	$	$	$	

Form W-2 Wage and Tax Statement
2020
Draft
41-0852411
Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.
Copy A For Social Security Administration—Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

22222 Void
a Employee's social security number 555-55-1001
For Official Use Only ▶ OMB No. 1545-0008
b Employer identification number (EIN) 770000000000
1 Wages, tips, other compensation $ 22560.00
2 Federal income tax withheld $ 2220.00
c Employer's name, address and ZIP code
Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
3 Social security wages $ 22560.00
4 Social security tax withheld $ 947.60
5 Medicare wages and tips $ 22560.00
6 Medicare tax withheld $ 327.20
7 Social security tips $ 0.00
8 Allocated tips $ 0.00
d Control Number E002
9
10 Dependent care benefits $
e Employee's first name and initial Mike P
Last name Jarvis
Suf.
11 Nonqualified plans $
12a See instructions for box 12 D $ 1200.00
13 Statutory employee / Retirement plan X / Third-party sick pay
12b $
14 Other
12c $
12d $
1812 6th Street
Grover Beach, CA 93433
f Employee's address and ZIP code

15 State	Employer's state ID Number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
CA	1111111111	$ 22560.00	$ 420.20	$ 22800.00	$ 205.20	CA SDI
		$	$	$	$	

Form W-2 Wage and Tax Statement
2020
Draft
41-0852411
Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.
Copy A For Social Security Administration—Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Figure: PR-338 W-2 Laser – Draft forms.

W-2 Forms – Continuous

	555-55-1000						
770000000000				43776.00		5510.00	
Best Construction Company 1200 Main Street Unit 100 Arroyo Grande, CA 93420				43776.00 43776.00 0.00		1838.63 634.79 0.00	
E001							
Bill J	Johnson				D	1368.00	
641 Hatrick Way			X				
Pismo Beach, CA 93448							
CA 1111111111		43776.00	3023.47	44232.00		398.05	CA SDI
	555-55-1001						
770000000000				22560.00		2220.00	
Best Construction Company 1200 Main Street Unit 100 Arroyo Grande, CA 93420				22560.00 22560.00 0.00		947.60 327.20 0.00	
E002							
Mike P	Jarvis				D	1200.00	
1812 6th Street			X				
Grover Beach, CA 93433							
CA 1111111111		22560.00	420.20	22800.00		205.20	CA SDI

Figure: PR-339 W-2 Continuous forms.

W-2 Electronic Filing

At the end of each year, all employers must provide every employee that received pay during the year with a W-2 form, so that the employee can file federal, state, and other income taxes.

However, employers may (or may be required to) also provide the Internal Revenue Service and the State(s) with an electronic file of the information. Contact a tax accountant, the Internal Revenue Service, or the appropriate state tax agency for specific information regarding the reporting requirements.

Access

Modules with Reports Group Menu

Payroll | Reports | W-2 Electronic Filing

Modules with Reports Listed Menu

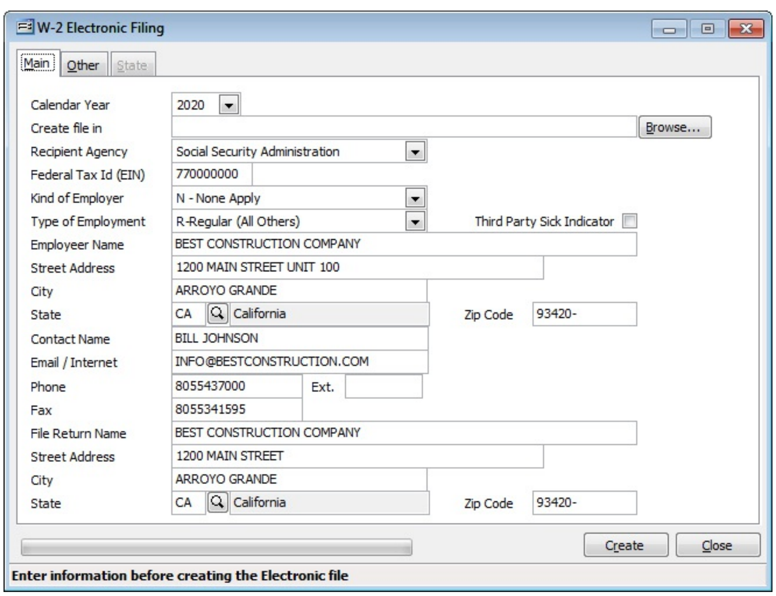
Payroll | W-2 Electronic Filing

Standard Menu

Reports | Payroll | W-2 Electronic Filing

Main Tab

Figure: PR-340
W-2 Electronic Filing Main tab screen form.



Calendar Year

This drop-down will list the current calendar year, or former year, if it is available.

Create file in

This drop-down will list all of the potential drive letter designations (A - Z). Select the drive where the file is to be created.

Recipient Agency

This drop-down will list the Social Security Administration, and only those states whose electronic filing requirements are different from the Social Security Administration.

Federal Tax Id (EIN)

This entry comes from the information already entered under Administrator in the System Information Company tab. The data can be changed, but if the form is closed, reopening it will return the entry to the default in System Information.

Kind of Employer

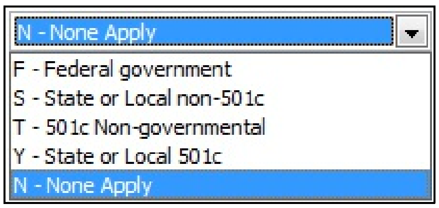


Figure: PR-341
W-2 Electronic Filing Main tab Kind of Employer drop-down choices. N-None Apply is the default selection.

Type of Employment

Figure: PR-341a
W-2 Electronic Filing Main tab Type of Employment drop-down choices. R-Regular (All Others) is the default selection.

Third Party Sick Indicator

From the I.R.S. website: “Check this box **and** another box such as the ‘941’” box if the company is a third-party sick pay payer (or are reporting sick pay payments made by a third party) filing Forms W-2 with the ‘Third-party sick pay’ checkbox in box 13 checked.” Check with the C.P.A., tax preparer, or the I.R.S. for up-to date information about the option.

Employer Name, Street Address, City, State, Zip Code

These entries come from the information already entered under Administrator in the System Information Company tab. The data can be changed, but if the form is closed, reopening it will return the entries to the default in System Information.

Contact Name, Email/Internet, Phone, Ext, Fax

These entries come from the information already entered under Administrator in the System Information Company tab. The data can be changed, but if the form is closed, reopening it will return the entries to the default in System Information.

File Return Name, Street Address, City, State, Zip Code

These entries come from the information already entered under Administrator in the System Information Company tab. The data can be changed, but if the form is closed, reopening it will return the entries to the default in System Information.

Create Button

Click on this button to create the file, but do not do so until all of the information has been entered in both the Main, Other, and if necessary, State, tabs.

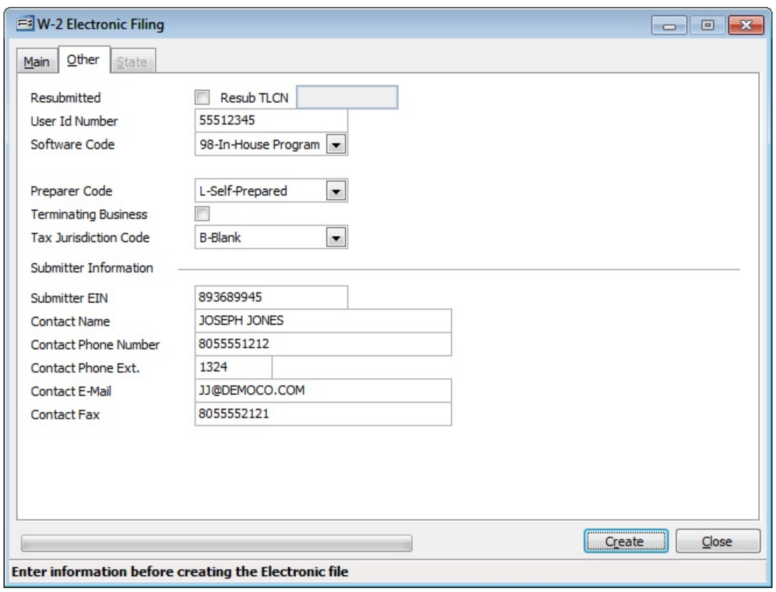
Close Button

Click on this button to close the screen, but note that when the form is re-opened, the information returns to the defaults derived from the Company tab in System Information described above.

Other Tab

It is vital to check with a tax advisor to make the correct selections for this form.

Figure: PR-342
W-2 Electronic Filing Other tab screen form. It is vital to check with the tax advisor to make the correct selections for this form.



Resubmitted

The Resubmitted option should be checked if this file is to replace a previously submitted file.

Resub TLCN

If the Resubmitted box is checked, enter the appropriate TLCN.

Personal Id Number

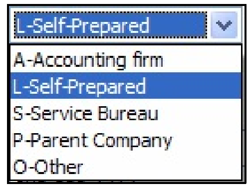
Enter the correct Personal Id Number according to I.R.S. instructions.

Software Code

Choose either the 98-In-House Program or 99-Off-the-Shelf Program according to I.R.S. instructions. The default is 98-In-House Program.

Preparer Code

Figure: PR-343
W-2 Electronic Filing Other tab Preparer Code drop-down choices are selected with help from the tax preparer or the IRS.



Terminating Business

Check this box if it applies.

Tax Jurisdiction Code

Figure: PR-344
W-2 Electronic Filing Other tab Tax Jurisdiction Code drop-down choices.

Submitter Information

Submitter EIN

It is possible that the submitter could have a separate EIN and should be entered here.

Contact Name, Phone Number, Phone Ext., E-Mail, and Fax

These entries are manually entered as applicable, and can be changed. If this form is closed, reopening it will return the entries as they had been last entered.

Create Button

Click on this button to create the file, but do not do so until all of the information has been entered in both the Main, Other, and if necessary, State, tabs.

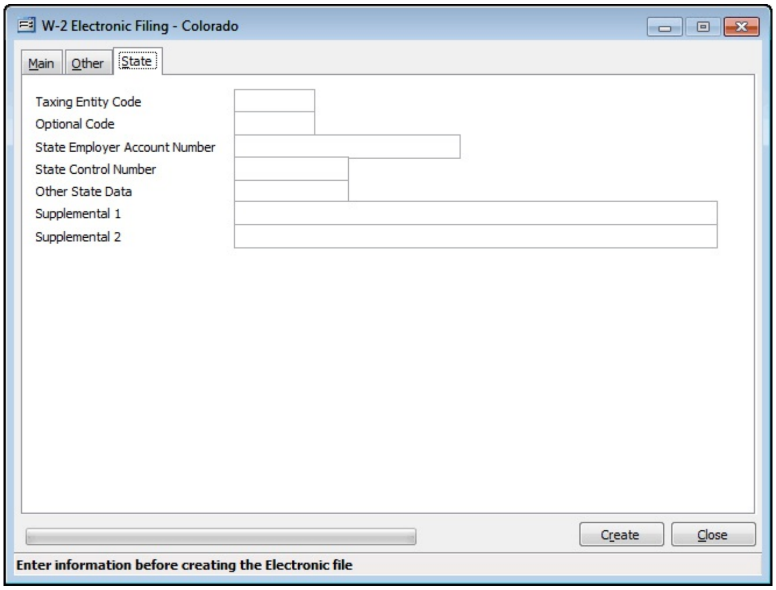
Close Button

Click on this button to close the screen, but note that when the form is reopened, the information will return to the defaults derived from the Company tab in System Information described above.

State Tab

The State tab of the W-2 Electronic Filing form records the state specific data needed to create the electronic filing. This tab only is accessible, and only needs to be filled out if the recipient agency recorded on the Main tab is a state.

Figure: PR-345
W-2 Electronic Filing State tab screen form.



Caution

Contact the tax preparer or state agency for details of the information needed for this tab.

W-3 Transmittal Form

At the end of each year, all employers must provide the IRS with W-2s and a W-3 Transmittal form

The option uses year-to-date payroll data to prepare the W-3 form. BIS® will print W-3 information directly onto IRS standard W-3 forms. For a preview of the W-3 form, select laser draft as the output and check the preview.

Access

Modules with Reports Group Menu

Payroll | Reports | W-3 Transmittal

Modules with Reports Listed Menu

Payroll | W-3 Transmittal

Standard Menu

Reports | Payroll | W-3 Transmittal

Report Types

Laser

This report type prints on standard W-3 laser forms.

Laser Draft

This report type displays data on a draft W-3 form.

Calendar Year

- Select the current or previous year.

Options

- 941 Payer
- Third Party Sick Pay

W-3 Forms – Laser

8	186708.40	20432.00
770000000000	186708.40	7842.03
Best Construction Company	186708.40	2707.36
1200 Main Street Unit 100 Arroyo Grande, CA 93420	0.00	0.00 0.00
	0.00	3718.60
X		

186708.40	5144.28	158197.70	1543.08

Bill Johnson	(805)543-7000
(805)534-1595	info@bestconstruction.com

Figure: PR-346 W-3 Transmittal Laser Form.

W-3 Forms – Laser Draft

33333	a Control Number	For Offcial Use Only ▶ OMB No. 1545-0008	
b Kind of Payer: 941 [X], Military [ ], 943 [ ], 944 [ ], CT-1 [ ], Hshld. emp. [ ], Medicare govt. emp. [ ]		Kind of Employer: None apply [ ], 501c non-govt [ ], State/local non-501c [ ], State/local 501c [ ], Federal govt. [ ]	Third-party sick pay (Check if applicable) [ ]
c Total number of Forms W-2 8	d Establishment number	1 Wages, tips, other compensation 186708.40	2 Federal income tax withheld 20432.00
e Employer identification number (EIN) 770000000000		3 Social security wages 186708.40	4 Social security tax withheld 7842.03
f Employer's name Best Construction Company		5 Medicare wages and tips 186708.40	6 Medicare tax withheld 2707.36
1200 Main Street Unit 100 Arroyo Grande, CA 93420 g Employer's address and ZIP code		7 Social security tips 0.00	8 Allocated tips 0.00
		9	10 Dependent care benefits 0.00
		11 Nonqualified plans 0.00	12a Deferred compensation 3718.60
h Other EIN used this year		13 For third-party sick pay use only	12b
15 State X	Employer's state ID number	14 Income tax withheld by payer of third-party sick pay	
16 State, wages, tips, etc. 186708.40	17 State income tax 5144.28	18 Local wages, tips, etc. 158197.70	19 Local income tax 1543.08
Employer's contact person Bill Johnson		Employer's telephone number (805)543-7000	For Official Use Only
Employer's Fax number (805)534-1595		Employer's Email address info@bestconstruction.com	

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, and complete.

Signature ▶ Title ▶ Date ▶

Form **W-3 Transmittal of Wage and Tax Statements** 2020 Department of the Treasury Internal Revenue Service

Draft

Figure: PR-347 W-3 Transmittal Laser Draft form.

Quarterly Wage Electronic Filing

This creates an electronic file designed per state specifications depending on which Recipient Agency is selected. The report displays an employee breakdown including social security number, employee name, and state wage and tax information.

Access

Modules with Reports Group Menu

Payroll | Reports | Quarterly Electronic Filing

Modules with Reports Listed Menu

Payroll | Quarterly Electronic Filing

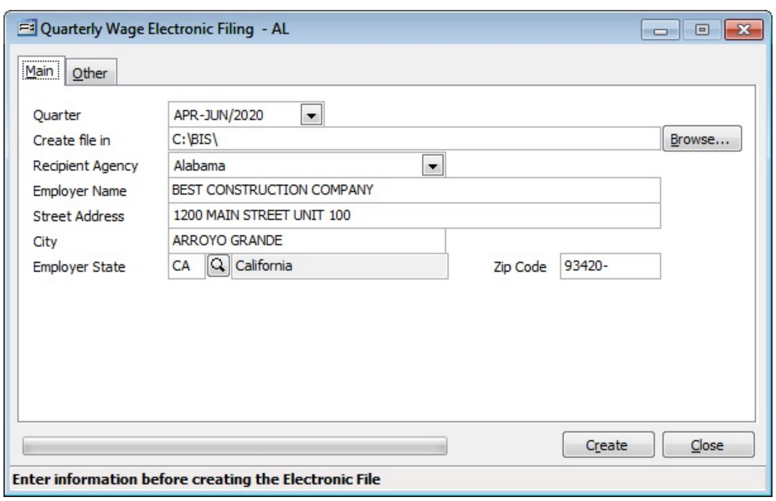
Standard Menu

Reports | Payroll | Quarterly Electronic Filing

Main Tab

The Quarterly Wage Electronic Filing functionality within BIS® allows creating an electronic file that contains quarterly wage information for unemployment insurance. While most state agencies require electronic filing if there are more than 250 employees, this type of filing may be a convenient way to electronically create the information needed even if there are fewer employees. Consult with the local agency on how the file should be sent to them.

Figure: PR-348
Quarterly Electronic Filing Main tab screen query form for Recipient Agency Alabama.



Once the Recipient Agency is selected, the Other tab will display appropriate agency information fields that should be filled out. There are 10 states for which BIS® currently can create these files. Note that most agencies follow the same standard for the electronic file. Exceptions within BIS® are Alabama, California, Colorado, Georgia, Idaho, Illinois, Iowa, Louisiana, Maryland, and Oregon.

Quarter

The Quarter field specifies the quarter for which the file should be created. Available quarters include prior and current fiscal years.

Create file in

This field specifies the drive on which the files will be created.

Recipient Agency

The Recipient Agency field specifies what agency (usually a state) will receive the file. Fields on the Other tab will depend on the state chosen here. Currently, a standard set of information exists on the Other tab except for Alabama, California, Colorado, Georgia, Idaho, Illinois, Iowa, Louisiana, Maryland, and Oregon that require different information.

Employer Name

The field records the complete company name.

Street Address

The field records the primary street address. This is an alphanumeric field and is limited to 30 characters.

City

Records the city as an alphanumeric field, up to 30 characters.

State

The state abbreviation may be typed manually or selected using the Find tool.

Zip Code

This field records the postal zip code. The number is limited to nine digits, formatted automatically as 99999-9999.

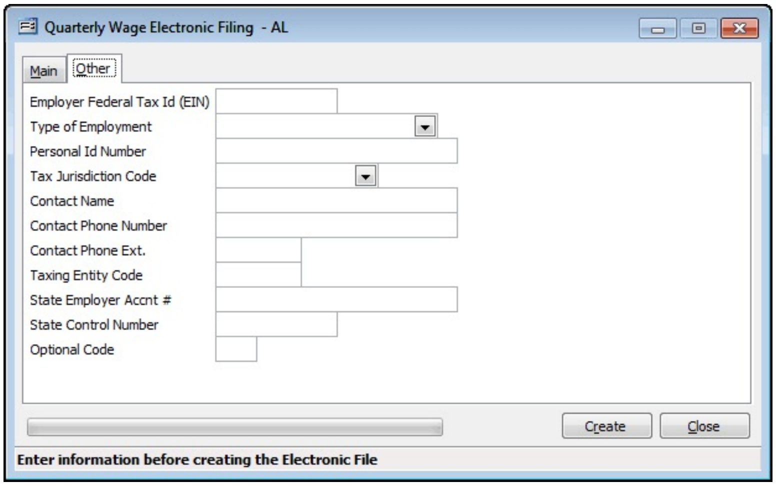
Other Tab

Once the Recipient Agency is selected, the Other tab will display appropriate agency information fields that should be filed out. There are 10 states for which BIS® currently can create these files.

Most Recipient Agencies

Alabama, Georgia, Idaho, Iowa, Oregon

Figure: PR-349
Quarterly Wage Electronic Filing Other tab screen form for Recipient Agency Alabama and most other states.



Federal Tax Id (EIN)

This field displays the company's federal tax ID number that will be printed or filed.

Type of Employment

This field records the type of work for all employees.

Personal Id Number

This field records the ID of the employee authorized to submit the file.

Tax Jurisdiction Code

This field records the jurisdiction from which the file is being sent. A B-Blank answer means that the file is being sent from within the United States.

Contact Name

The contact's name can be recorded in this field. This is an alphanumeric field and is limited to 30 characters.

Contact Phone Number

This field records the telephone number. This is limited to ten digits and will be formatted automatically as (999) 999-9999.

Contact Phone Extension

This field records the telephone extension for the person. It is limited to five digits.

Taxing Entity Code

This field records the postal numeric code. Typically this is a two-digit number and used only for quarterly wage electronic file reporting.

State Employer Account Number

This field records the state account associated with the electronic file. Consult the Electronic Filing reporting guidelines from the agency for the correct account number to place here.

State Control Number

This is an optional field used by some agencies. Consult the Electronic Filing reporting guidelines from the agency to see if the field should contain any information.

Optional Code

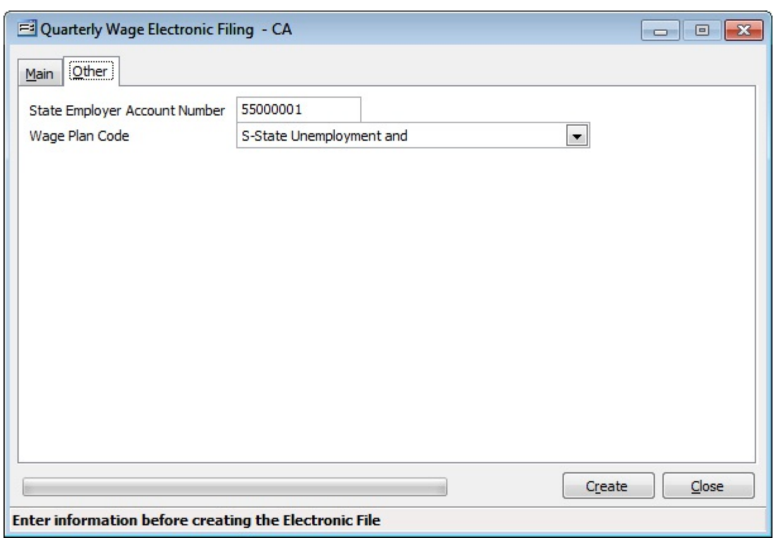
This is an optional field and is defined by the recipient agency. The field is alphanumeric and can contain two characters.

Unique Recipient Agency Fields

Some individual states have specific quarterly electronic filing requirements. Please refer to your states specifications to determine each field requirement.

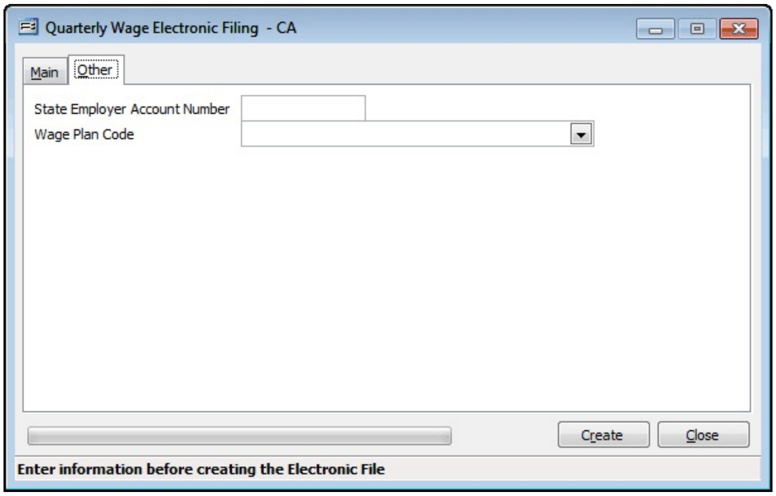
California, Colorado, Illinois, Louisiana, Maryland

Figure: PR-350
Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency CA, CO, IL, LA, and MD.



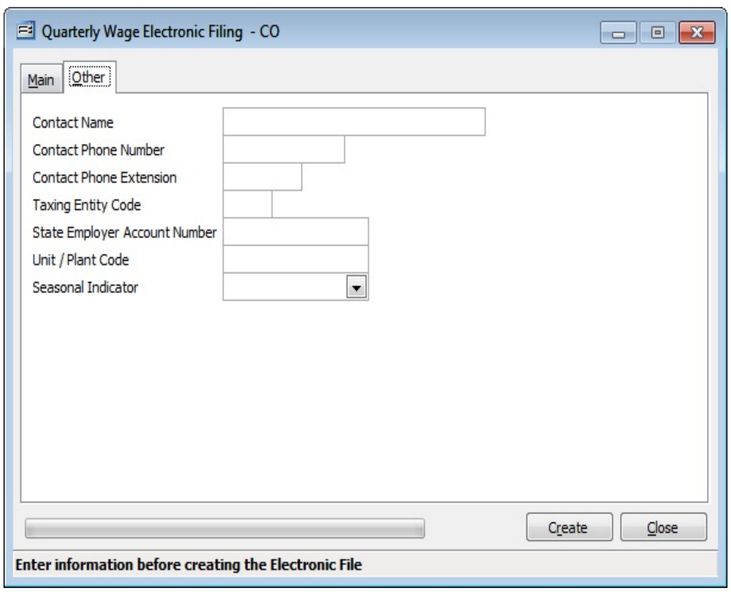
California

Figure: PR-351
Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency California.



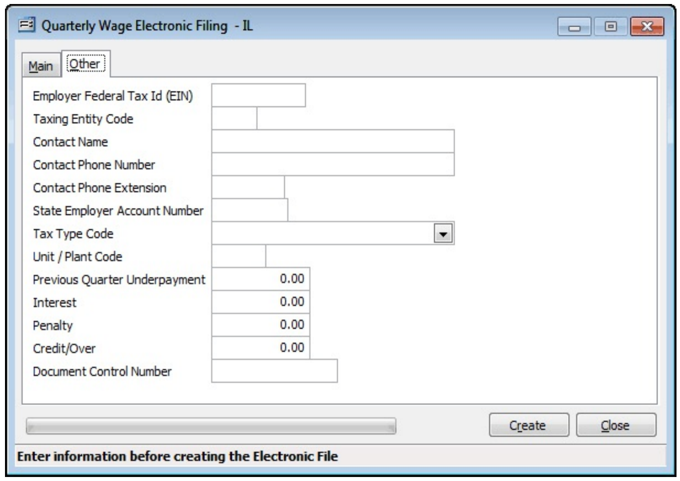
Colorado

Figure: PR-352
Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency Colorado.



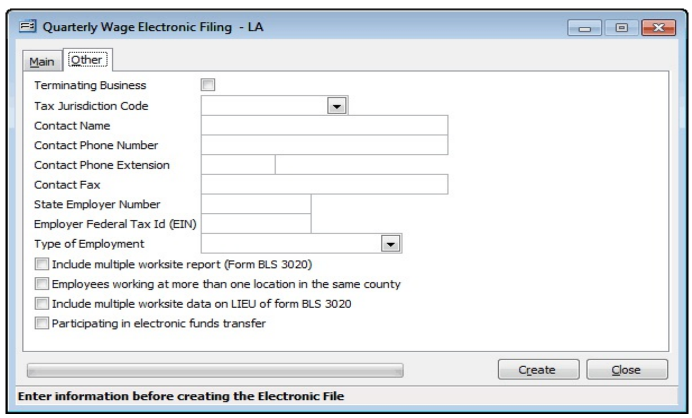
Illinois

Figure: PR-353
Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency Illinois.



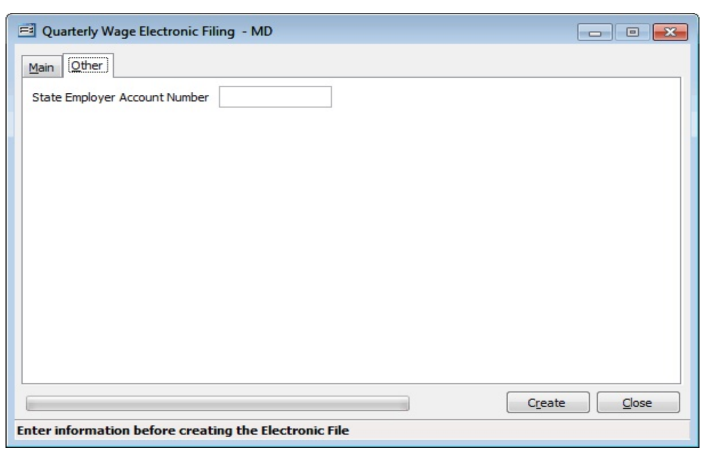
Louisiana

Figure: PR-354
Quarterly Wage Electronic Filing Other tab screen query form for Louisiana.



Maryland

Figure: PR-354a
Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency Maryland



Appendix

Departments

This master form allows codes to be recorded for different departments within the company. These departments can be used in the Chart of Accounts department field to designate certain accounts for each department's records.

BIS® lets users assign employees to departments and create departmentalized general ledger accounts for tax and other payroll accounts.

Tip

> Often, users will postpone any department creation until later in the setup process. However, it is important to consider the need for departments early in the process so as to not foreclose any options later.

To set up departments:

1. Open the PR/Default tab of the System Wide Parameters form. Check the categories of accounts to departmentalize. When one of the boxes is checked, the system provides information about possible prior department settings. Not all categories of Payroll must be departmentalized. If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

2. Open the Departments master record form. Use the Main tab to create new departments and descriptions. Use the save button to save each department.

3. Open the Chart of Accounts form. Create individual accounts for each department; each must be a Transaction account. Assign each of these accounts to an existing Department.

4. Open the Departments master record form and select a department. Use the PR General, PR Federal, and PR State tabs to enter account numbers for that department. The Find button will display only the accounts assigned to the selected department. The system will provide a reminder if a critical account is not selected.

5. Open the Employees master record form. On the Default tab, assign departments to the appropriate employees.

Modular Menu Access

Financials | Departments

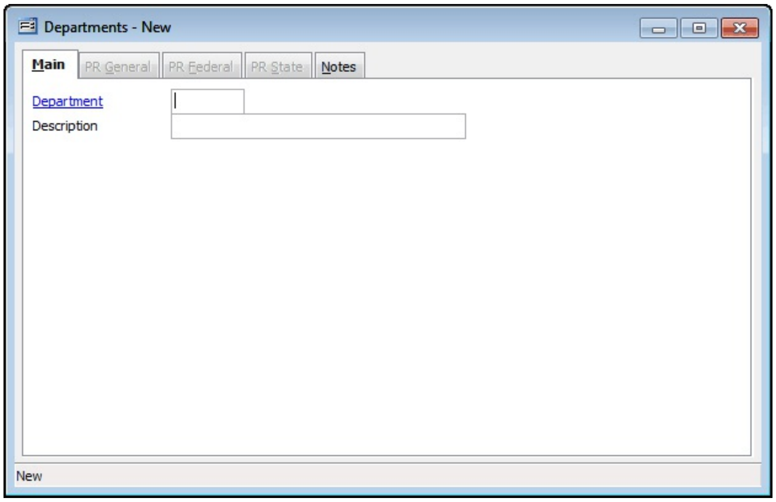
Standard Menu Access

List | Departments

New Record

Initial access to regular checks from the menu opens the Departments - New form. This form is used to enter new department information. However, access to a new form when another department record is on the screen only requires users to press Ctrl+N or use the New icon on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: PR-355
Departments – New screen form.



Scrolling Through Department Records

Department records can be scrolled by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Department. Clicking on the Previous icon (at the top of the screen) will open the immediately prior record of the list, according to Department. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Department. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Department.

Editing an Existing Record

The list of existing departments can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: PR-356
Departments Find/Search screen form.

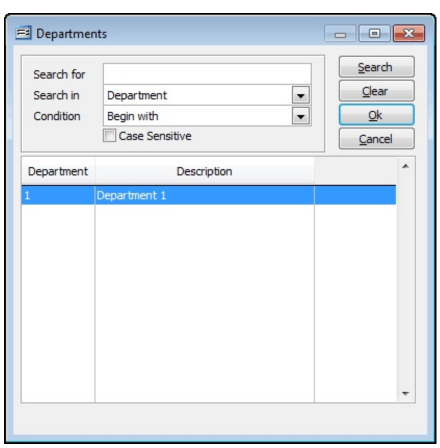
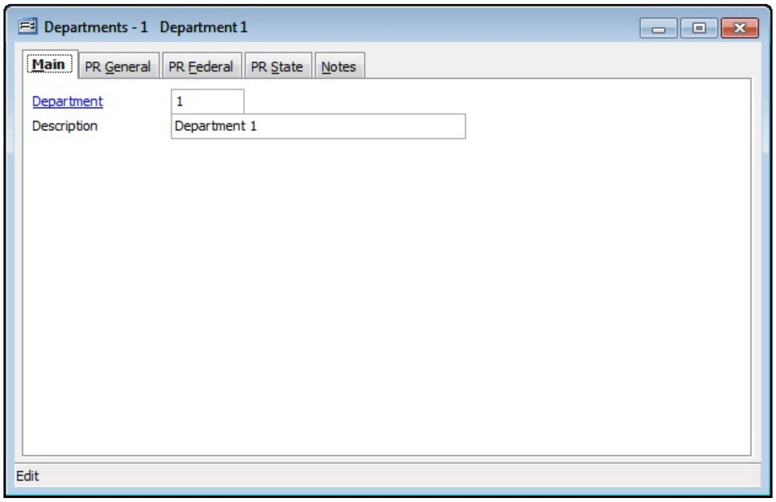


Figure: PR-357
Sample Department screen form that is editable.



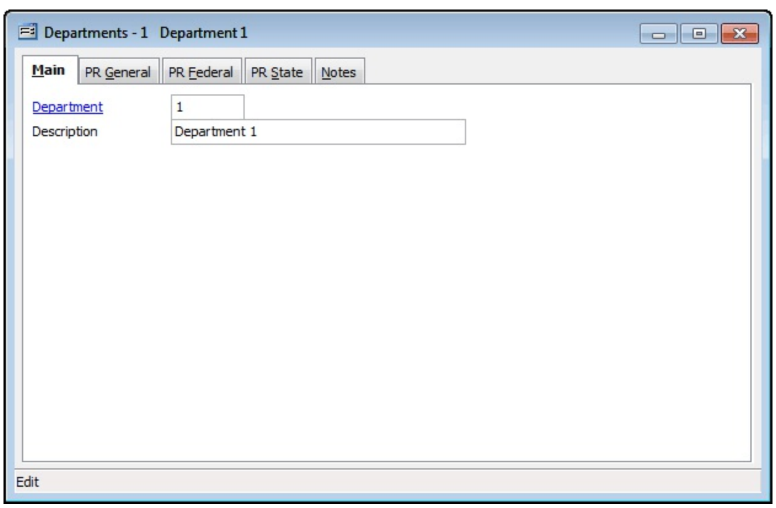
Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon ☒ (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave the process.

Main Tab

The Main tab is used to record information related to the department.

Figure: PR-358
Sample Department screen form.



Department

This field records the department code. This is an alphanumeric field limited to five characters.

Description

Enter the name or a description of the department that will be associated with the department code. The field is limited to 30 alphanumeric characters.

PR General Tab

This tab shows the general accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

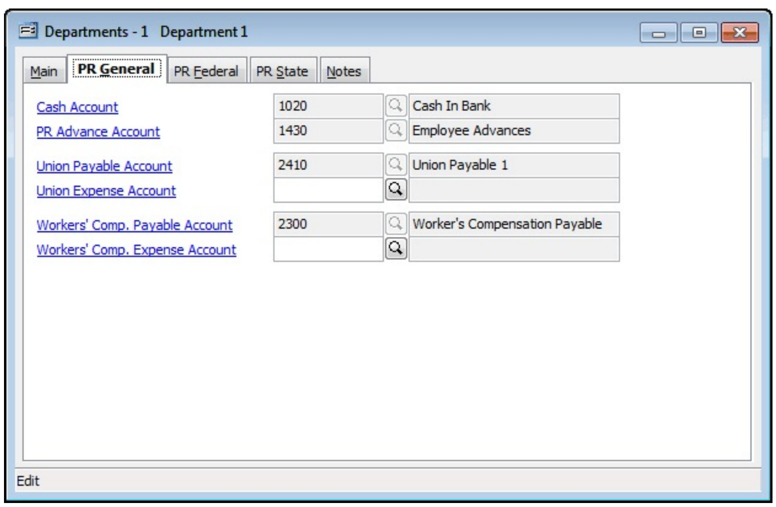
Tip

Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

Tip

- Not all categories of Payroll must be departmentalized.
- If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

Figure: PR-359
Departments, PR General Account tab screen form.

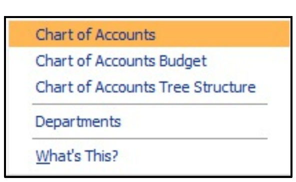


Cash Account

This account displays the cash account to be used for posting a payroll check for a departmentalized employee. The default cash account is set up in the System Wide Parameters, but can be changed on the PR General tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

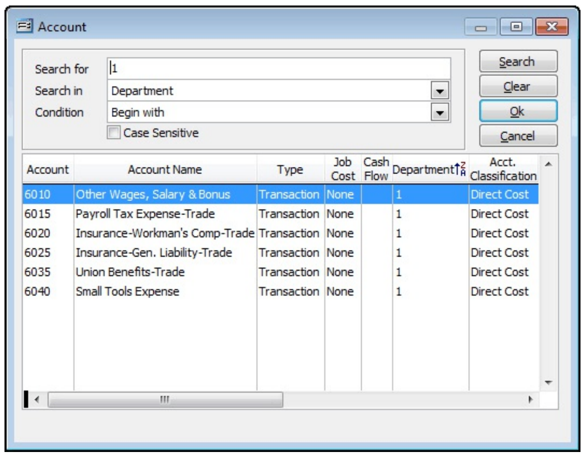
For this and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: PR-360
Reports directly accessible by right-clicking on the field name hyperlink.



The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized. When an existing GL account is selected, its name appears to the right of the account code.

Figure: PR-361
Departmental Account Find/Search screen form showing only departmentalized accounts.



PR Advance Account

This account displays the payroll advance account to be used for posting payroll transactions for a departmentalized employee. The default PR Advance account is set up in the System Wide Parameters, but can be changed here.

Union Payable Account

The Union Payable Account field displays the union account to be used for posting the transaction. The default Union Payable account is set up in the System Wide Parameters, but can be changed here.

Union Expense Account

The Union Expense Account field displays the union account to be used for posting the transaction. The default Union Expense account is set up in the System Wide Parameters, but can be changed here.

Workers' Comp. Payable Account

The Workers' Compensation Payable Account field displays the union account to be used for posting the transaction. The default Workers' Compensation Payable account is set up in the System Wide Parameters, but can be changed here.

Workers' Comp. Expense Account

The Workers Compensation Expense Account field displays the union account to be used for posting the transaction. The default Workers' Compensation Expense account is set up in the System Wide Parameters, but can be changed here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

PR Federal Tab

This tab shows the Federal accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

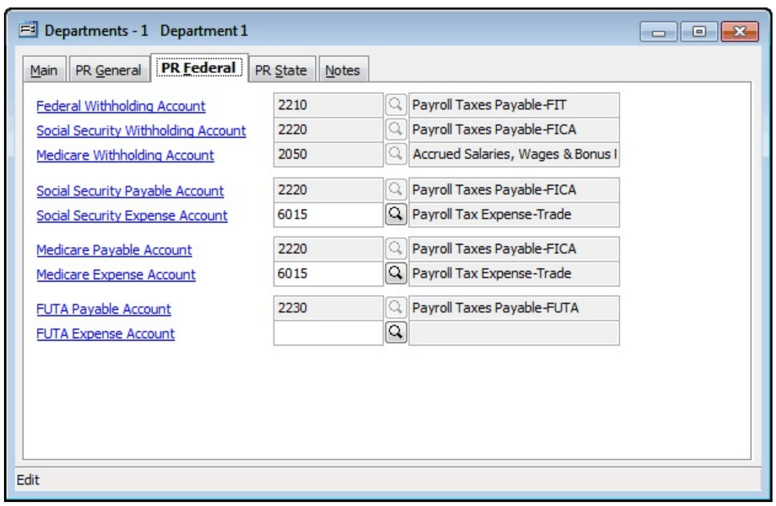
Tip

Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

Tip

- Not all categories of Payroll must be departmentalized.
- If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

Figure: PR-362
Departments, PR Federal Account tab screen form.

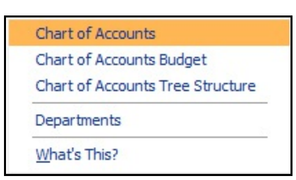


Federal Withholding Account

This account displays the Federal Withholding account to be used for posting a payroll check for a departmentalized employee. The default Federal Withholding account is set up in the System Wide Parameters, but can be changed on the PR General tab. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed.

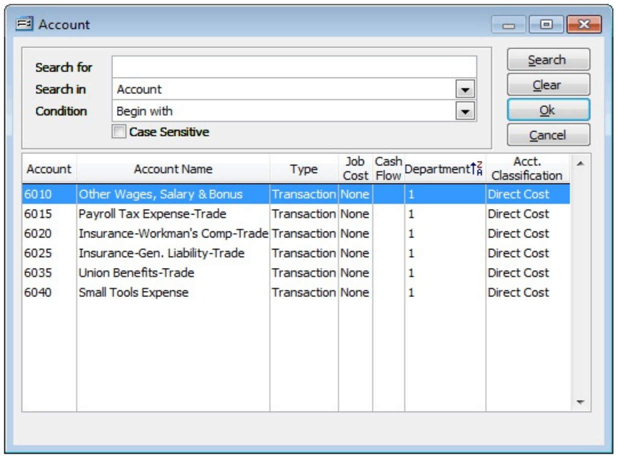
For this and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: PR-363
Reports directly accessible by right-clicking on the field name hyperlink.



The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized. When an existing GL account is selected, its name appears to the right of the account code.

Figure: PR-364
Departmental Account Find/Search screen form showing only departmentalized accounts.



Social Security Withholding Account

This account displays the Social Security Withholding account to be used for posting payroll transactions for a departmentalized employee. The default Social Security Withholding account is set up in the System Wide Parameters, but can be changed here.

Medicare Withholding Account

This account displays the Medicare Withholding account to be used for posting payroll transactions for a departmentalized employee. The default Medicare Withholding account is set up in the System Wide Parameters, but can be changed here.

Social Security Payable Account

The Social Security Payable Account field displays the union account to be used for posting the transaction. The default Social Security Payable account is set up in the System Wide Parameters, but can be changed here.

Social Security Expense Account

The Social Security Expense Account field displays the union account to be used for posting the transaction. The default Social Security Expense account is set up in the System Wide Parameters, but can be changed here.

Medicare Payable Account

The Medicare Payable Account field displays the union account to be used for posting the transaction. The default Medicare Payable account is set up in the System Wide Parameters, but can be changed here.

Medicare Expense Account

The Medicare Expense Account field displays the union account to be used for posting the transaction. The default Medicare Expense account is set up in the System Wide Parameters, but can be changed here.

FUTA Payable Account

The FUTA Payable Account field displays the union account to be used for posting the transaction. The default FUTA Payable account is set up in the System Wide Parameters, but can be changed here.

FUTA Expense Account

The FUTA Expense Account field displays the union account to be used for posting the transaction. The default FUTA Expense account is set up in the System Wide Parameters, but can be changed here.

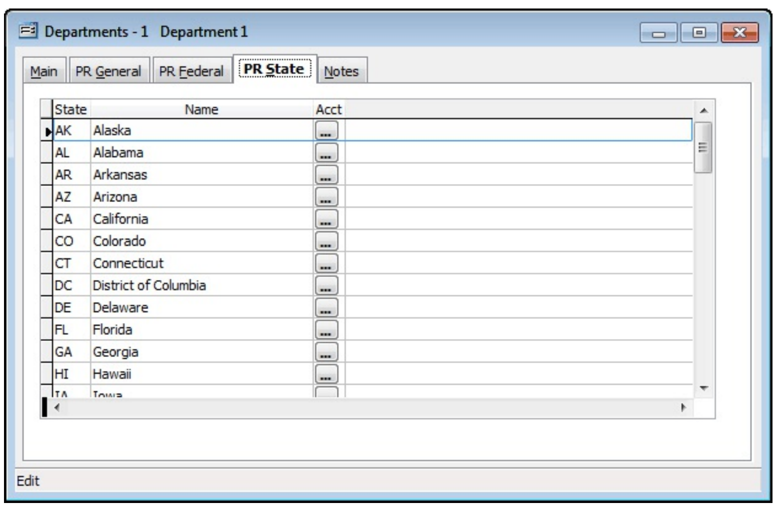
Save the Changed Record

When the record is complete or satisfactorily edited, click on the Save button on the toolbar or press Ctrl-S to save the changes.

PR State Tab

Click the Acct button to open the PR State Accounts form and display the default accounts for the selected state and department.

Figure: PR-365
Departments, PR State Account tab screen form used for selecting the state(s) required by the company.



Tip

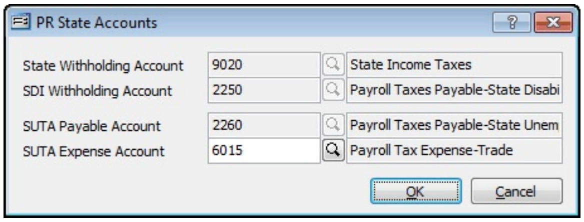
Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

Tip

- Not all categories of Payroll must be departmentalized.
- If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

This sub-form tab shows the State accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

Figure: PR-366
Departments, PR State Account tab screen form.

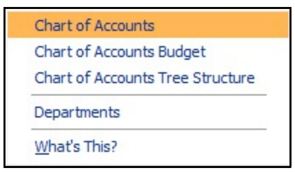


State Withholding Account

This account displays the State Withholding account to be used for posting a payroll check for a departmentalized employee. The default State Withholding account is set up in the System Wide Parameters, but can be changed on the PR State tab for each applicable state. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed.

For this and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

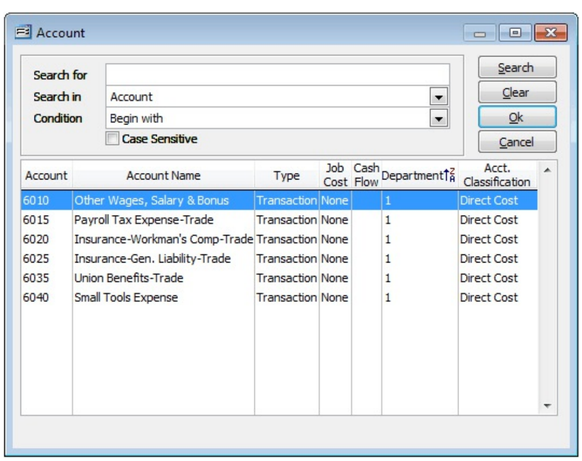
Figure: PR-367
Reports directly accessible by right-clicking on the field name hyperlink.



The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized.

When an existing GL account is selected, its name appears to the right of the account code.

Figure: PR-368
Departmental Account Find/Search screen form showing only departmentalized accounts.



SDI Withholding Account

This account displays the State Disability Insurance Withholding account to be used for posting payroll transactions for a departmentalized employee. The default State Disability Withholding account is set up in the System Wide Parameters, but can be changed here.

SUTA Payable Account

The SUTA Payable Account field displays the union account to be used for posting the transaction. The default SUTA Payable account is set up in the System Wide Parameters, but can be changed here.

SUTA Expense Account

The SUTA Expense Account field displays the union account to be used for posting the transaction. The default SUTA Expense account is set up in the System Wide Parameters, but can be changed here.

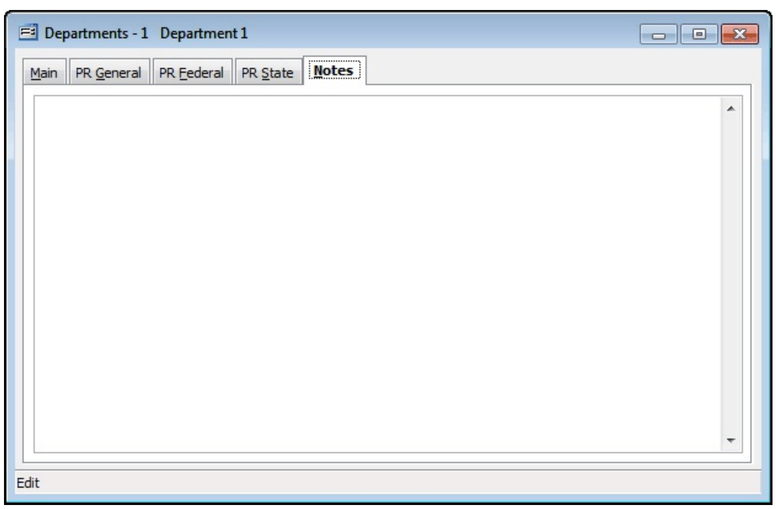
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: PR-369
Sample Departments Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Access

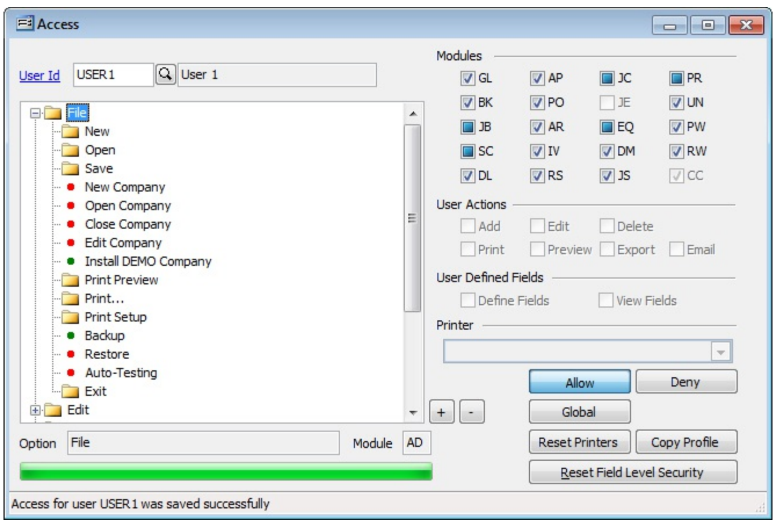
Access defines what capabilities each user will have to view and change information. Until a user's access rights are defined, the user will be denied all but the most basic BIS® capabilities. The exception is the Administrator who is granted access to functions and modules available in the system configuration. The Administrator's rights cannot be changed.

Tip The Password function will only be available if the Password module is installed.

Menu Access

Administrator | Access

Figure: PR-370
Controlling access to BIS® for users with passwords.



User Id

This field is used to enter the user identification number associated with the record. The User Id can be up to 5 alphanumeric characters.

Please note that the User Id title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the User - New form. A user profile must be set up before access rights can be granted.

Menu Options Tree Structure

This is a graphical representation of the menu options. Branches may be expanded or collapsed as needed in order to provide select views, by clicking on the Plus (+) (expand branch) button or the Minus (-) (collapse branch) button. The menu options that appear next to a yellow folder icon are always available to all users. Menu options that are allowed to the current user appear next to a green dot, while options that are denied show a red dot. To change a user's access, use the mouse to highlight a menu option and click the Allow or Deny button to grant or restrict access to that option. Clicking the Allow All or Deny All buttons will either grant or restrict all available menu options.

Tip

> Some menu options may not be available because that module is not included under the current BIS® license configuration. These options will continue to display a red circle. Refer to the module chart.

The initial listings in the major window show the same menu items shown above the toolbar at the top of the screen. To the lower right of that listing box, there are buttons similar to the Chart of Accounts. Clicking on the Plus (+) button will fully expand the list to show all subsidiary menu elements.

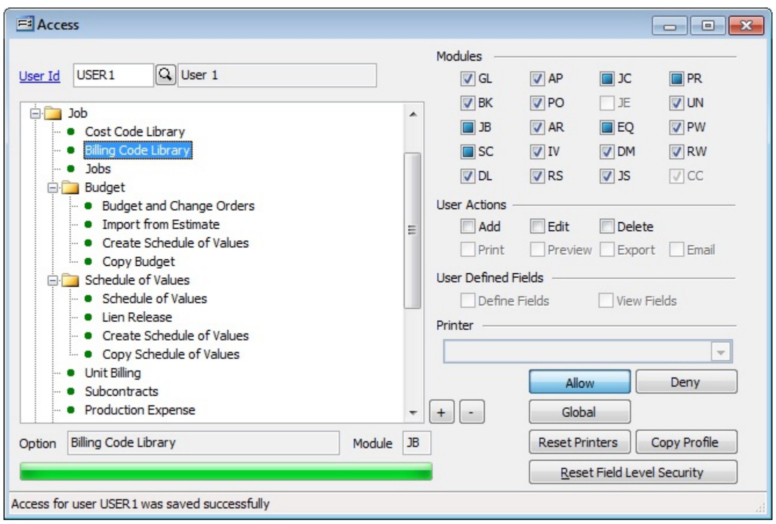
Modules

All licensed modules are shown in dark black, with other unavailable modules shown in gray. Check marks in the boxes to the left of the Module Id indicate full user access to all elements of that module. A colored box (instead of the check mark) indicates partial access to that module for that user.

User Actions

User Actions is located in the center right of the screen form.

Figure: PR-371
Access screen form showing the User Actions components.



Add

The user's actions will remain grayed out, until a previously denied menu element is Allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. Any denied specific menu item can be made accessible to the user by clicking on the Allow button, and the checkmark will be added. In the example above User 1 has access to the Billing Code Library but is not allowed to add, edit, or delete records.

Deny

Any allowed user's actions will remain allowed until it is denied by clicking on the Deny button in the lower right hand of the screen form. A previous checkmark will disappear from the box. Any allowed specific menu item can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

Print

This functionality is only available to report or other printing functions. The print function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed print function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

Preview

This functionality is only available to report or other preview functions. The preview function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed preview function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

Export

This functionality is only available to report or other export functions. The export function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed export function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

Email

This functionality is only available to report or other email functions. The email function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed email function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

When a specific menu element is allowed, a green dot appears next to that item. When a specific menu item is denied, a red dot appears.

Enterprise Edition Access Control Features

For Enterprise edition users, the access control extends to specific fields within otherwise accessible screen forms throughout the program. However, the Administrator can modify the entire Field Level access by clicking on the Reset Field Level Security button at the lower right part of the screen form.

User Definable Fields

Like User Actions, a user's access may be limited for User Defined Fields or Udf's found on 10 different master files. Udf's can be created in the Professional and Enterprise Editions of BIS® provided the module in which they belong is included in the installation license.

Define Fields

If this box is checked the user can define User Definable Fields. If the option is grayed out, it means it is not available for the menu item.

View Fields

If this box is checked the user can view User Definable Field information. If the option is grayed out, it means it is not available for the menu item.

Printer

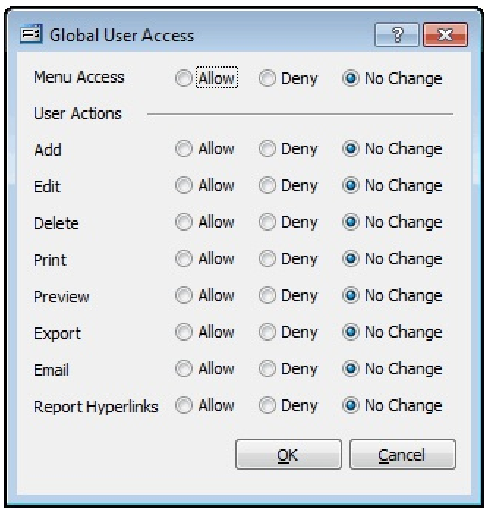
This field is used to set a particular printer accessible to the users for a selected default printing function. The field is grayed out for all functions other than for printing. However, the default printer may be changed on-the-fly when actually preparing to print.

Buttons

Global

Below the Allow and Deny buttons is a Global button. It opens a sub-window that enables more specific control of user access. For example, a user may have access to the entire system, but only be allowed to view data, but not Add or Edit, etc. However, Administrators should be aware that when they create their own User Id with full access rights, they should click on each of the Allow buttons.

Figure: PR-372
Global User Access screen form showing the three types of access control for each form of access.



Reset

Reset Printers controls the printer access for the user.

Copy Profile

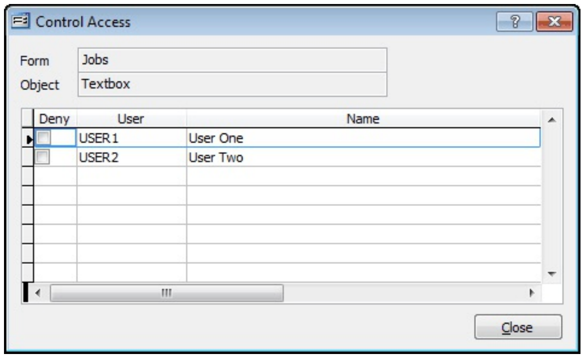
The Copy Profile button enables an administrator to create or use an access template (or another employee's access profile) to another user. Users can also copy an access profile from one user to another. Once copied, the new profile can be altered as needed.

Reset Field Level Security

Within the BIS® Enterprise Edition, access may be controlled on a field level. An Administrator can choose which users will have access to any given field, tab, label, button, etc. To deny a user access to a specific item, simply right-click on the item while logged in as the Administrator. Left-clicking on the Control Access option will then bring up the screen form pictured below. To deny access to a specific user, place a checkmark next to the User ID in the Deny column. Press the Close button when complete. The system will ask if the changes should be saved.

Any user with a checkmark will not be able to access the item. In most cases, this means the item does not appear at all for that user. This can be particularly useful in hiding pay rate information for example. Some items such as tabs will be grayed-out instead of disappearing.

Figure: PR-373
Field Level Control Access screen form.



Using Field Level Security and other security measures found in the Access screen, an administrator can effectively create a user access profile. Should an administrator want to copy a user's access, including Field Level Security options, use the Access screen's Copy Profile button.

Saving the Profile

When the record is complete or satisfactorily edited, users should either click on the Save button on the tool-bar, or press Ctrl-S to save the changes. However, when closing the form the system will offer an additional confirmation to save a profile.

User Preferences

Forms & Printers

There are many system check forms that are available to choose from to print payroll checks on a continuous or laser printers. In addition, any one of the forms can be used as a template to create your own check form using the Form Editor feature.

Menu Access

Administrator | User Preferences | Forms & Printers | Forms Tab

System Payroll Checks form types include:

System Laser

System Laser (4-Digit SSN)

System Laser (No SSN)

System Laser with Rates

System Laser with Rates (4-Digit SSN)

System Laser with Rates (No SSN)

System Continuous

System Continuous(4-Digit SSN)

System Continuous(No SSN)

System Continuous with Rates

System Continuous with Rates (4-Digit SSN)

System Continuous with Rates (No SSN)

Depending on the setting selected the payroll check stub will include Full Social Security Number, truncated Social Security Number (last 4 digits), or will not show the Social Security Number at all.

Another option is to show the hourly pay rates on the check stub in combination with the Social Security Number choices.

System Wide Parameters

The System Wide Parameters option is used to set defaults for modules and other elements of BIS®. These settings apply to all users, but many can be changed for that instance on-the-fly during the data entry process.

Menu Access

Administrator | System Parameters

PR Tab

The PR tab of the System Wide Parameters contains 6 sub-tabs with a wide variety of settings that affect payroll processing.

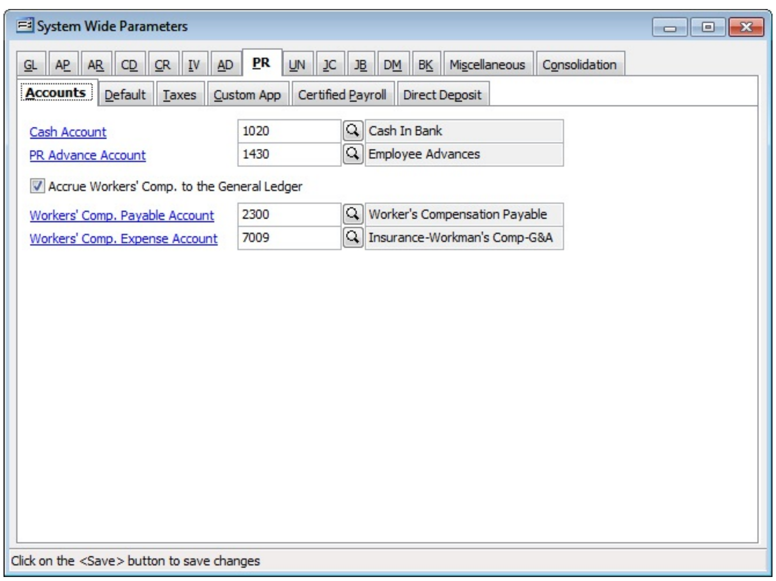
Tip The PR tab will only be available if the Payroll module is installed.

Menu Access

Administrator | System Wide Parameters | PR Tab

Accounts Sub-Tab

Figure: PR-374
Administrator, System Wide Parameters PR tab, Accounts sub-tab form.



Cash Account

This field is used to record the default cash account to which payroll payments will be posted. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Cash Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink accesses a selection of reports that can be directly accessed.

PR Advance Account

This field is used to record the default account used for posting payroll advances to employees. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined PR Advance Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the PR Advance Account hyperlink displays a selection of reports that can be directly accessed.

Accrue Workers' Comp. to the General Ledger

When this box is checked, the company worker's compensation contributions processed in the Payroll module will be posted to the General Ledger to the payable and expense accounts listed immediately below.

Workers' Comp. Payable Account

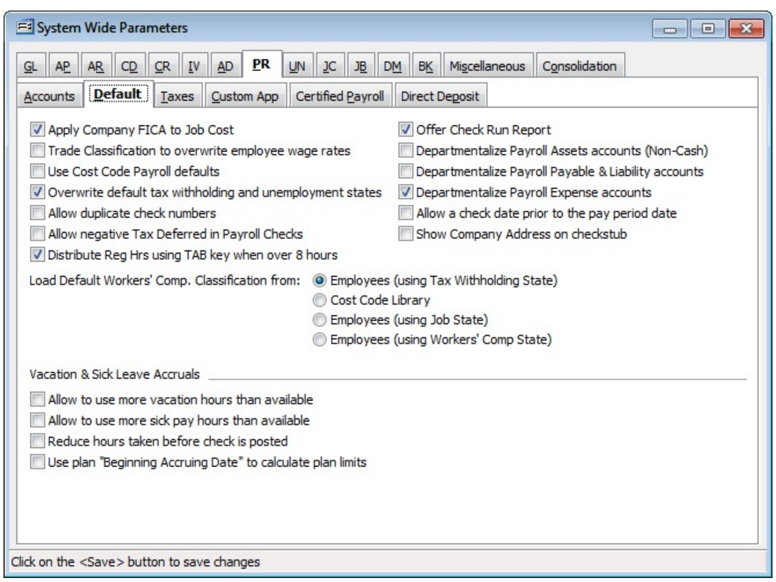
This field is used to record the default payable account to which Workers' Compensation payables, processed in payroll, will be posted. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Workers' Comp. Payable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Workers' Comp. Payable Account hyperlink accesses a selection of reports that can be directly accessed.

Workers' Comp. Expense Account

This field is used to record the default expense account to which Workers' Compensation expenses, processed in payroll, will be posted. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Workers' Comp. Expense Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Workers' Comp. Expense Account hyperlink accesses a selection of reports that can be directly accessed.

Default Sub-Tab

Figure: PR-374a
Administrator, System Wide Parameters PR tab, Default sub-tab form.



Apply Company FICA to Job Cost

When this box is checked, the company FICA and Medicare expense will be applied to Job Cost as a component of Burden.

Trade Classification to Overwrite Employee Wage Rates

Select this option to overwrite the employee wage rates with the Trade Classification rates.

Use Cost Code Payroll Defaults

Select this option to use the payroll settings from the Default tab of the Cost Code Library form.

Overwrite Default Tax Withholding and Unemployment States

Select this option to overwrite the default state settings for withholding and unemployment taxes.

Allow Duplicate Check Numbers

Select this option to allow payroll checks to be generated with a previously used check number. Note that duplicate checks may not have the same date.

Allow Negative Tax Deferred in Payroll Checks

Select this option to allow payroll checks to have negative Tax Deferred amounts. Negative Tax Deferred amounts are generally utilized to adjust an employee's Tax Deferred.

Distribute Reg Hrs using TAB key when over 8 hours

When this setting is selected, using the TAB key when entering more than 8 hours in the Reg column on the Hours tab of any payroll entry form will automatically distribute hours to the Overtime and Double Time columns. The hours will not be distributed if the ENTER key is used.

Offer Check Run Report

Selecting "Offer Check Run Report" provides the option of viewing or printing the payroll check run report during the Print PR Checks process.

Departmentalize Payroll Assets Accounts (Non-Cash)

Select this option to allow the departmentalization of non-cash payroll assets accounts.

Departmentalize Payroll Payable & Liability Accounts

Select this option to allow the departmentalization of payroll payable & liability accounts

Departmentalize Payroll Expense Accounts

Select this option to allow the departmentalization of payroll expense accounts

When one of the boxes for one of these options is checked, the system provides information about possible prior department settings.

Figure: PR-375
Information box when a Department box is checked in the PR tab of System Wide Parameters.

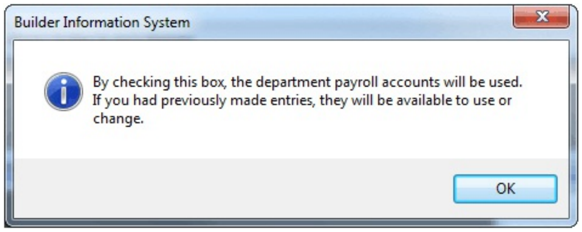
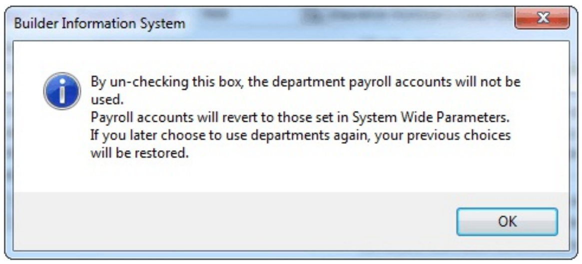


Figure: PR-376
Information box when a Department box is unchecked in the PR tab of System Wide Parameters.



Not all categories of Payroll must be departmentalized. If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

Allow a Check Date Prior to Pay Period Date

Select this option to allow a check date earlier than the pay period date.

Show Company Address on Check Stub

Select this option to allow the company address to appear on the check stub.

Load Default Workers' Comp Classification from:

Employees (using Tax Withholding State)

This calls as it's default setting from the Employee master record, State tab, Tax button, State Tax Information form, Workers' Comp. Classification field.

Cost Code Library

This calls as it's default setting from the Cost Code master record, Default tab, Workers' Comp Classification field.

Employees (using Job State)

This calls as it's default setting from the Job master record, Main tab, State field.

Employees (using Workers' Comp State)

This calls as it's default setting from the Employee master record, State tab, Default Workers' Comp State field.

Vacation & Sick Leave Accruals

Allow to use more vacation hours than available

Select this option to allow more vacation hours to be utilized than what the employee has currently accrued.

Allow to use more sick pay hours than available

Select this option to allow more sick pay hours to be utilized than what the employee has currently accrued.

Reduce Hours Taken Before Check is Posted

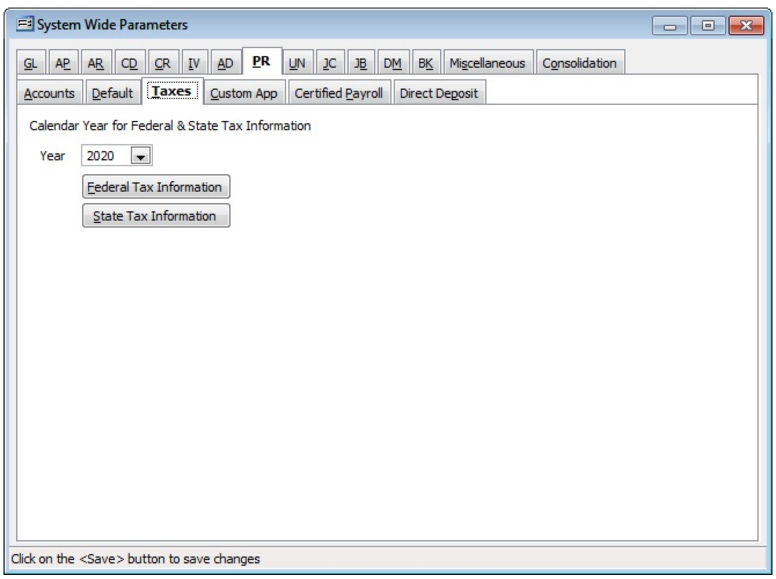
Select this option to allow accrued hours to be adjusted before the current check is computed.

Use plan "Beginning Accruing Date" to calculate plan limits

Select this option to use the date entered on the Employee master record/Accruals tab.

Taxes Sub-Tab

Figure: PR-377 Administrator, System Wide Parameters PR tab, Taxes sub-tab form.



Calendar Year for Federal & State Tax Information

Select the desired year to view and set Federal and State Tax settings

Federal Tax Information Button

This button opens the Federal Tax Information form that is used to set basic federal tax information, including tax rates and default posting accounts for the company.

State Tax Information Button

This button opens the State Tax Information form that is used to activate states for use by the company and to set up basic tax information for each state selected, including tax rates and default posting accounts.

Federal Tax Information Button

This opens to 4 sub-tabs (Federal, FICA Social Security Tax, FICA Medicare Tax, and FUTA Tax) used to set and maintain all federal tax information that are required to complete payroll. The information includes limits and rates, withholding account numbers for the general ledger, and tax identification numbers. The Federal Tax Information must be properly completed before entering any payroll information. Failure to do so will result in incorrect computation of the payroll information. Care must be taken when completing the information to ensure the accuracy of the reports computed from it.

Menu Access

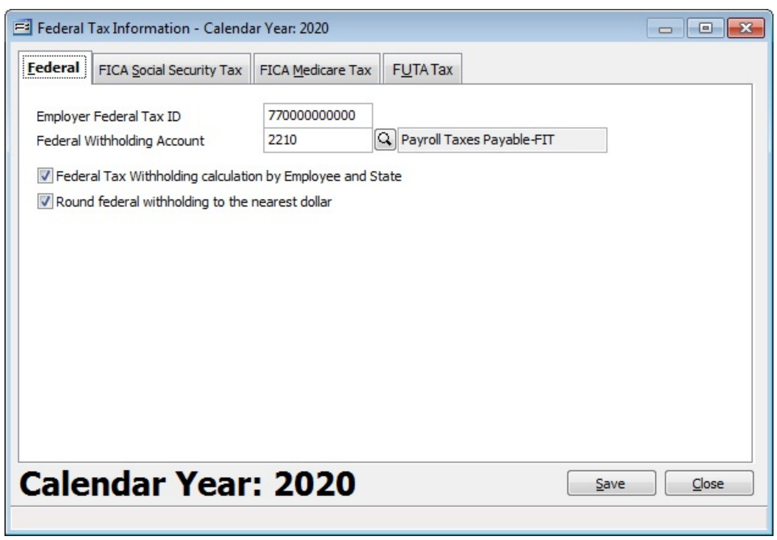
Administrator | System Wide Parameters | PR Tab | Taxes Sub-Tab | Federal Tax Information Button

For greater security, the Federal income tax rates are loaded automatically into BIS® and cannot be changed. Annual income tax updates are available from MICS.

Federal Tax Information – Federal Tab

The Federal tab is used for recording related general information.

Figure: PR-377a
System Wide Parameters PR tab, Taxes Sub-tab, Federal Tax Information button, Federal tab screen form.



Employer Federal Tax ID

This field is used to record the company's federal tax identification number, required for all federal reporting forms.

Federal Withholding Account

This field is used to record the default federal withholding account that will be increased when posting payroll checks. The information may be selected from the Chart Accounts by using the Find tool.

Federal Tax Withholding Calculation by Employee and State

This option only applies if one or more employees receive paychecks for separate states. If the option is checked, BIS® will calculate an employee's federal tax withholding separately for each state. If not, BIS® will calculate federal tax based on the gross pay for both (or all) states for taxing limits, then pro-rate the federal tax amount for each check.

Round Federal Withholding to the Nearest Dollar

Select this option to have BIS® round federal withholding to the nearest dollar.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

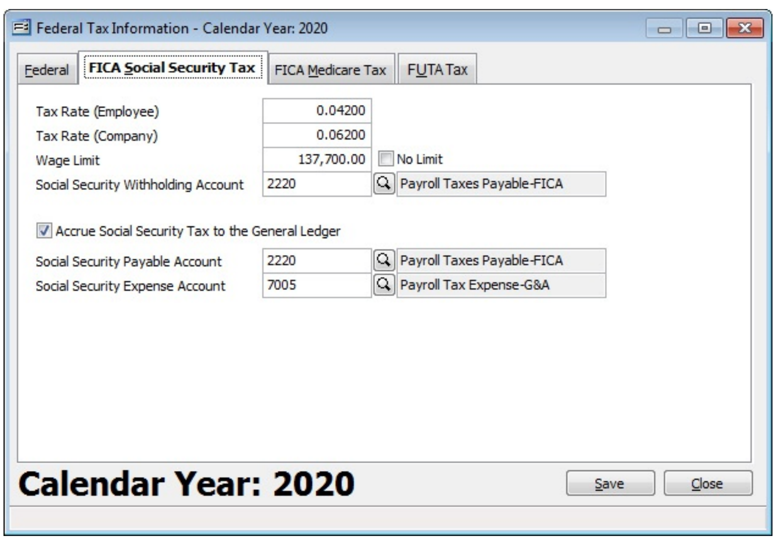
Federal Tax Information – FICA Social Security Tax Tab

The FICA Social Security Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Social Security withholdings.

Caution

> For BIS® to correctly compute the withholding amount for each employee, the data entered here must be accurate.

Figure: PR-378
System Wide Parameters PR tab, Taxes Sub-Tab, Federal Tax Information button, FICA Social Security Tax tab screen form.



Tax Rate (Employee)

This field is used to record the employee's tax rate for FICA social security tax. BIS® will use the rate to calculate social security withholdings based on the employee's gross earnings.

Tax Rate (Company)

This field is used to record the company's tax rate for FICA social security tax. BIS® will use the rate to calculate social security withholdings based on the employee's gross earnings.

Wage Limit

This field is used to record the wage limit for social security withholdings. Once an employee's gross wages exceed the limit, BIS® will not deduct social security tax from that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

Social Security Withholding Account

This field is used to record the default withholding account that will be increased when BIS® posts the totals of the employees' portion of social security tax from payroll. The account number may be selected from the Chart Accounts by using the Find tool.

Accrue Social Security Tax to the General Ledger

Accruing the social security contributions prior to payment is optional. If these contributions should be accrued to the general ledger, the box should be checked and will enable the fields below to enter the payable and expense accounts.

Social Security Payable Account

If the amount of the social security contribution is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

Social Security Expense Account

If the amount of the social security contribution is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

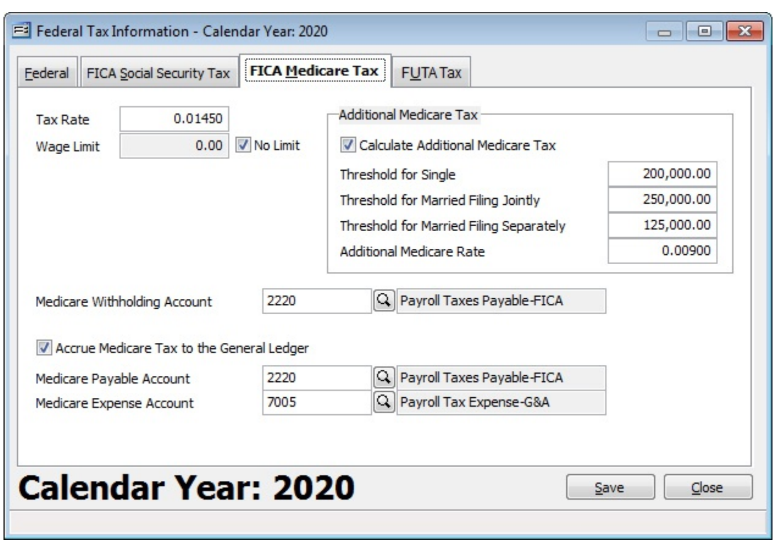
Federal Tax Information – FICA Medicare Tax Tab

The FICA Medicare Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Medicare withholdings.

Caution

For BIS® to correctly compute the withholding amount for each employee, the data entered here must be accurate.

Figure: PR-379
System Wide Parameters PR tab, Federal Tax Information, FICA Medicare Tax tab screen form.



Tax Rate

This field is used to record the tax rate for FICA Medicare tax. BIS® will use the rate to calculate Medicare withholdings based on the employee's gross earnings.

Wage Limit

This field is used to record the wage limit for Medicare withholdings. Once an employee's gross wages exceed the limit, BIS® will not deduct Medicare tax from that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

Medicare Withholding Account

This field is used to record the default Medicare withholding account that will be increased when BIS® posts the totals of the employees' portion of social security tax from payroll. This may be selected from the Chart Accounts by using the Find tool.

Accrue Medicare Tax to the General Ledger

If Medicare contributions should be accrued to the general ledger, the box should be checked and will enable the fields below to enter the payable and expense accounts.

Medicare Payable Account

If the amount of the Medicare contribution is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

Medicare Expense Account

If the amount of the Medicare contribution is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

Additional Medicare Tax

Note that this was an additional Medicare Tax initiated for 2013. Check “Calculate Additional Medicare Tax” and provide the threshold amounts and Additional Medicare Rate to have payroll include this in the payroll process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

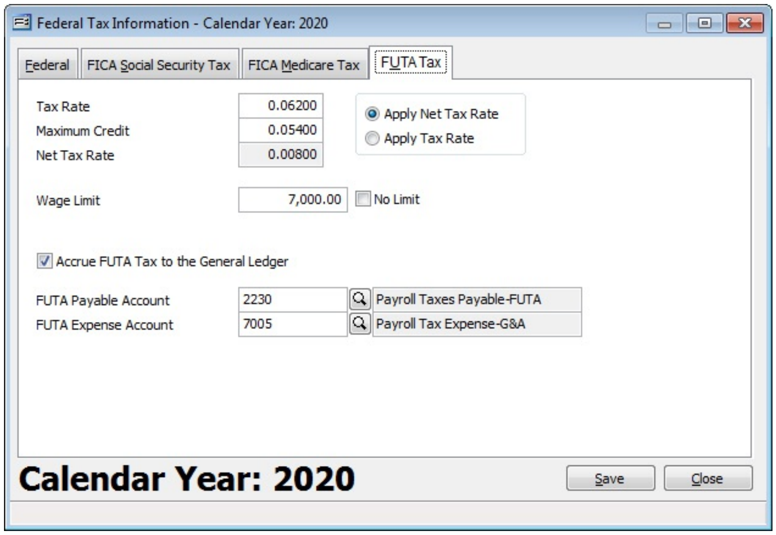
Federal Tax Information – FUTA Tax Tab

The FUTA Tax tab is used for recording detailed information related to employer Federal Unemployment Tax Act (FUTA) taxes.

Caution

> For BIS® to correctly compute the company’s tax obligation for each employee, the data entered here must be accurate.

Figure: PR-380
System Wide Parameters PR tab, Taxes Sub-Tab, Federal Tax Information button, FUTA Tax tab screen form.



Tax Rate

This field is used to record the tax rate for FUTA tax.

Maximum Credit

This field is used to record the maximum Federal tax rate credit for FUTA tax.

Net Tax Rate

This field displays the net Federal tax rate for FUTA tax, and is the Tax Rate minus the Maximum Credit..

Apply Net Tax Rate/Apply Tax Rate

If the company computes the FUTA tax based on the Net Tax Rate, the Apply Net Tax Rate selection should be chosen. If the entire tax rate is to be applied, the Apply Tax Rate selection should be chosen.

Caution

> Most employers choose to apply the net tax rate. Each employer should check with their tax advisor to make the correct choice.

Wage Limit

This field is used to record the wage limit for employer FUTA taxes. Once an employee's gross wages exceed the limit, BIS® will not accrue the employer’s FUTA tax for that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

Accrue FUTA Tax to the General Ledger

If FUTA tax should be accrued to the general ledger, this box should be checked and will enable the fields below to enter the payable and expense accounts.

FUTA Payable Account

If the amount of the FUTA tax is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

FUTA Expense Account

If the amount of the FUTA tax is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

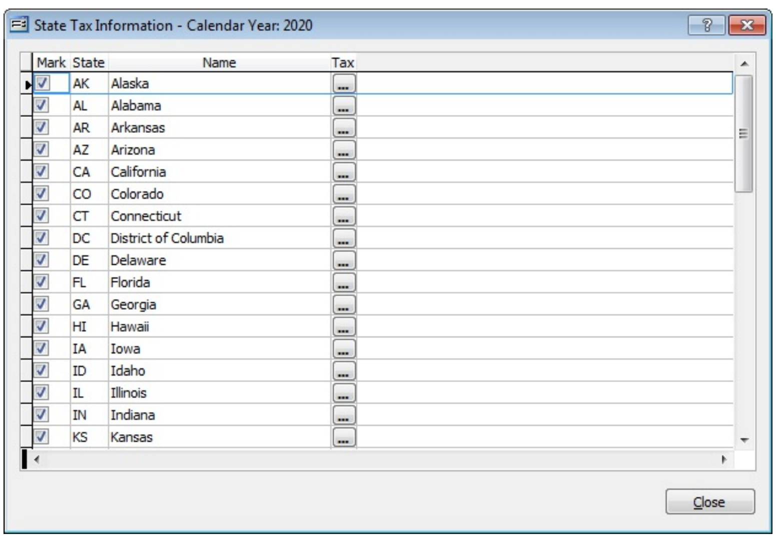
State Tax Information Button

This button opens the list of states and is used to activate states for payroll use by the company.

Menu Access

Administrator | System Wide Parameters | PR Tab | Taxes Sub-Tab | State Tax Information Button

Figure: PR-381
System Wide Parameters PR tab, Taxes Sub-Tab, State Tax Information button, State Tax Information list.



Each of the 50 U.S. states, the District of Columbia and Puerto Rico are displayed. To select a state, simply place a checkmark in the box shown in the Mark column on the line for that state. If a state is not marked here, it will not be available for selection in the State Tax tab of the Employees record, and therefore will not be allowed for use in payroll entry.

Once a state is activated, the Tax column button must be used to open the State Tax Information form for that individual state. In that form, the tax information that is required to complete payroll can be set and maintained. The tax information includes limits and rates, withholding account numbers for the general ledger and tax identification numbers.

⚠ **Caution**

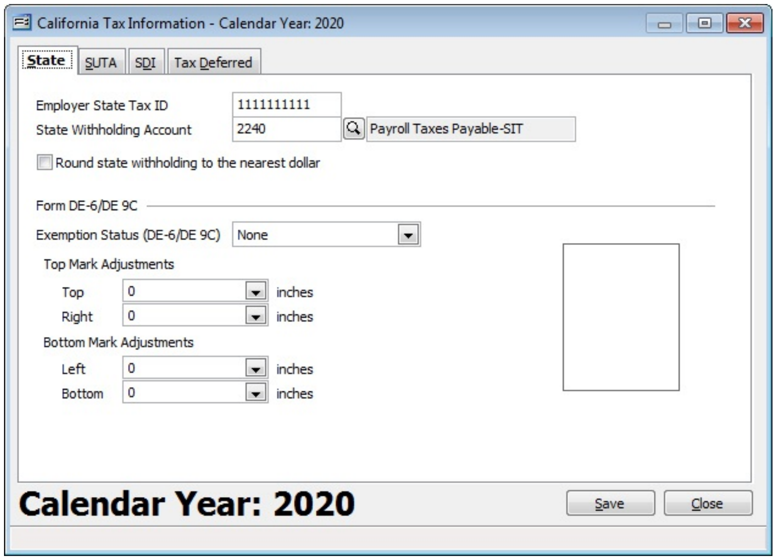
> The individual State Tax Information form must be properly completed for each state to be used for payroll before entering any payroll information. Failure to do so will result in incorrect computation of all payroll information. Care must be taken when completing the information to ensure the accuracy of the reports computed from it.

Tip

Most state tax information is similar to other states. California is used in the following pages as an example.

State Tax Information – State Tab

Figure: PR-382
System Wide Parameters PR tab, Taxes Sub-Tab, State Tax Information button, State Tax Information list, State Tax button, State tab screen form.



Employer State Tax ID

This field is used to record the company's state tax identification number required for all reporting forms for the selected state.

State Withholding Account

This field is used to record the default state withholding account that will be increased when posting payroll checks. The information may be selected from the Chart Accounts by using the Find tool.

Round State Withholding to the Nearest Dollar

Select this option to have BIS® round state withholding to the nearest dollar.

Save the Changed Record

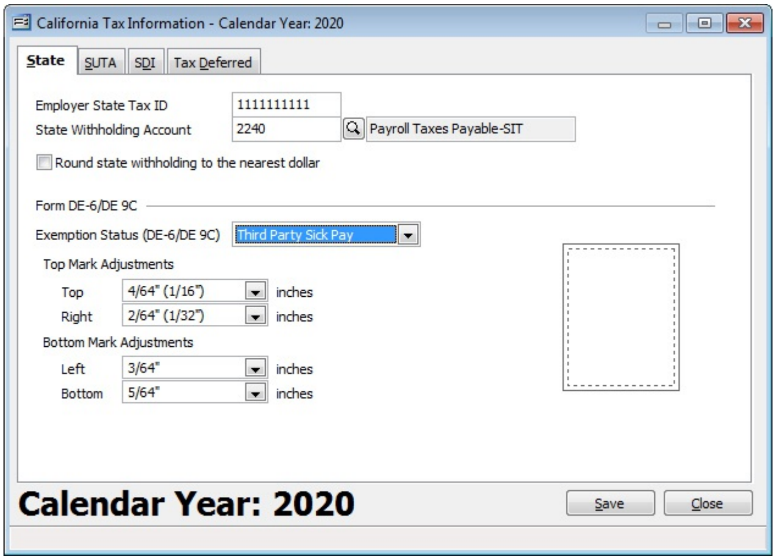
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

State Tax Information – California State Tab

The State of California has a specific quarterly tax withholding form DE-6 that lists each employee. BIS® includes the DE-6 forms (Form, Worksheet, and Submittable). This form requires unique settings. The margin adjustment apples to the Submittable form only. It also includes a selection of the correct Exempt Status that includes: None, Religious Exempt, Sole Stockholder, and Third Party Sick Pay.

The available adjustments are in 1/64" increments from -½” to +½”.

Figure: PR-383
Example of adjustments to the California DE-6/DE 9C form.



A diagram is also included in the screen form to show the relative movement of the adjustment on the final print.

Caution

> The DE-6 form cannot be used for a fiscal year of 2011 or later, however, the form is still available for audit purposes.
> At the time of publication, California required that the specification shown below are followed by those submitting the DE-6. The tolerance is 1/32". It is vital to check with the state agency to see whether these standards have changed.

Tip

> Check the margin settings, especially if the selected printer is changed..

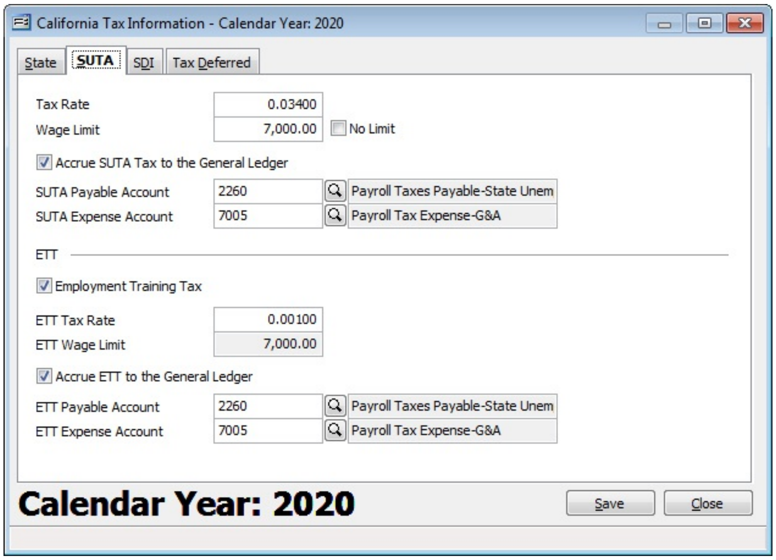
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

State Tax Information – SUTA Tax Tab

The SUTA Tax tab is used for recording detailed information related to employer State Unemployment Tax Act (SUTA) tax.

Figure: PR-384
System Wide Parameters PR tab, Taxes Sub-Tab, State Tax Information button, State Tax Information list, State Tax button, SUTA tab screen form.



Tax Rate

This field is used to record the tax rate for SUTA tax.

Wage Limit

This field is used to record the wage limit for employer SUTA tax. Once an employee's gross wages exceed the limit, BIS® will not accrue the employer's SUTA tax for that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

Accrue SUTA Tax to the General Ledger

If SUTA tax should be accrued to the general ledger, this box should be checked and will enable the fields below to enter the payable and expense accounts.

SUTA Payable Account

If the amount of the SUTA tax is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

SUTA Expense Account

If the amount of the SUTA tax is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

Employment Training Tax

The ETT is an employer-paid tax and provides funds to train employees in targeted industries to make California businesses more competitive.

ETT Tax Rate

This field is used to record the tax rate for ETT tax.

ETT Wage Limit

This field is used to record the wage limit for employer ETT tax. Once an employee's gross wages exceed the limit, BIS® will not accrue the employer's ETT tax for that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

Accrue ETT to the General Ledger

If ETT tax should be accrued to the general ledger, this box should be checked and will enable the fields below to enter the payable and expense accounts.

ETT Payable Account

If the amount of the ETT tax is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

ETT Expense Account

If the amount of the ETT tax is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

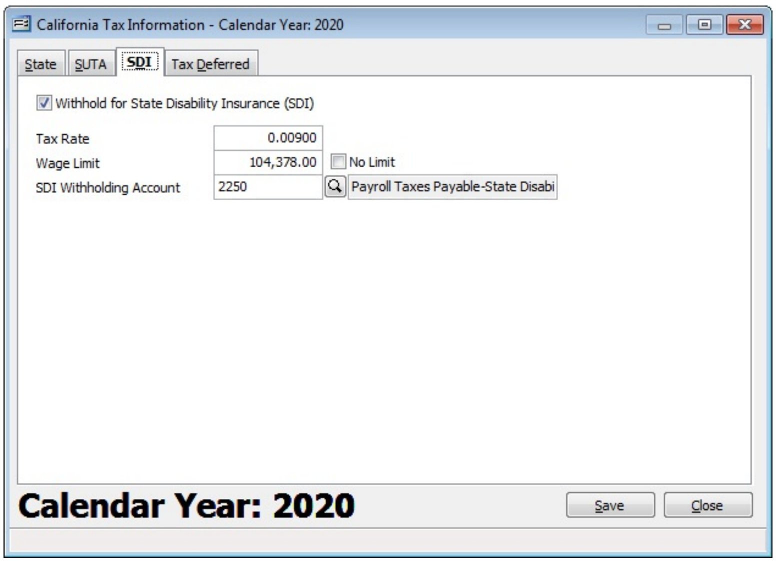
State Tax Information – SDI Tax Tab

The SDI Tax tab is used for recording detailed information related to employee State Disability Insurance Act (SDI) withholdings.

Tip

State Disability Tax exists in California, but may not be applicable in other states. SDI should not be confused with Workers' Compensation Insurance.

Figure: PR-385
System Wide Parameters PR tab, Taxes Sub-Tab, State Tax Information button, State Tax Information list, State Tax button, SDI tab screen form.



Tax Rate

This field is used to record the tax rate for SDI tax.

Wage Limit

This field is used to record the wage limit for the employee's SDI withholdings. Once an employee's gross wages exceed the limit, BIS® will not accrue the employer's SDI tax for that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

SUTA Withholding Account

If the amount of the SDI tax is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

State Tax Information – Tax Deferred Tab

This list displays all types of tax deferred adjustments defined for the company in the Tax Deferred file. Highlight an adjustment in order to specify whether the employee and company contributions should be included or excluded in the calculation for each type of state tax.

Tip

> Tax deferred plans shown in this example are defaults initially offered in BIS®. Once other tax deferred plans are established by a user elsewhere in the program, they will be listed in the screen, and should be appropriately set for state taxes.

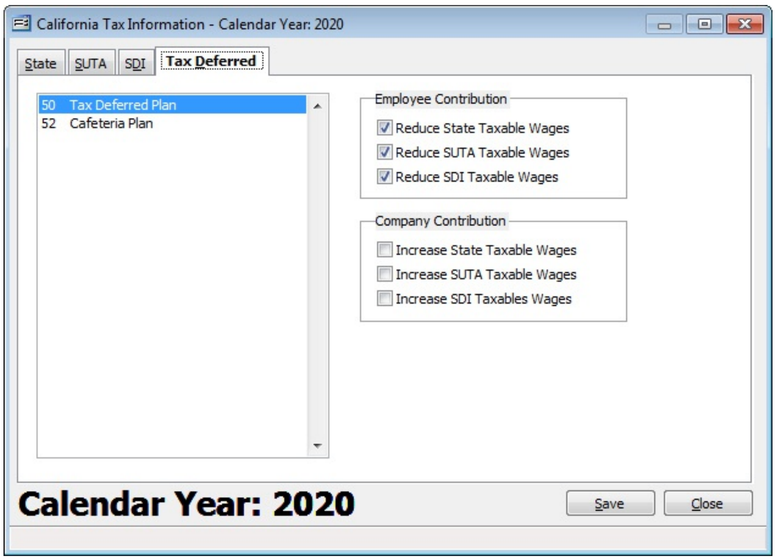


Figure: PR-386
System Wide Parameters PR tab, Taxes Sub-Tab, State Tax Information button, State Tax Information list, State Tax button, Tax Deferred tab screen form.

Employee Contribution

These options specifies whether the employee contribution for the selected plan should be deducted prior to calculating the state income tax, SUTA, or SDI.

Company Contribution

These options specify whether the company contribution for the selected plan should be included in the employee's wages prior to calculating the state income tax, SUTA, or SDI.

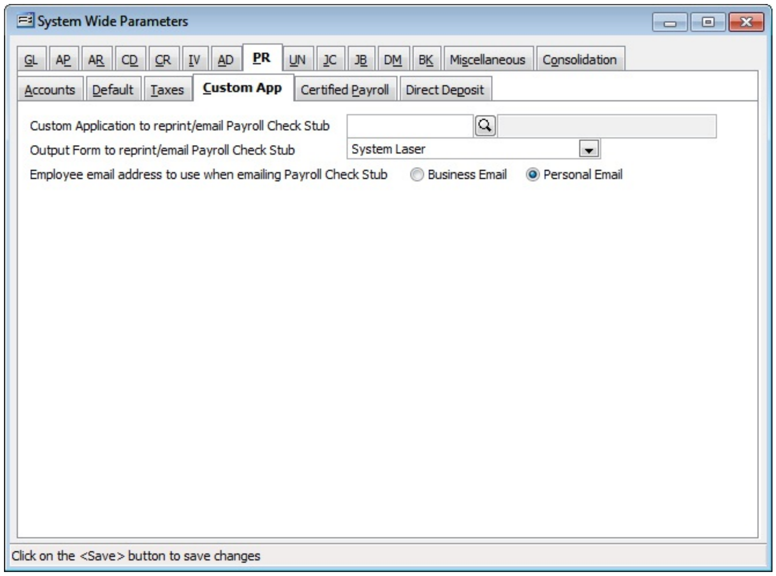
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Custom App

This tab is used for customized applications that include payroll checks. The fields allow the user to specify which application, which printer, and which email address.

Figure: PR-386a
System Wide Parameters PR tab, Custom App sub-tab screen form.



Custom Application to reprint/email Payroll Check Stub

Enter the custom application number or use the lookup tool to locate the app.

Output Form to reprint/email Payroll Check Stub

Use the drop-down tool to select the desired printer.

Employee email address to use when emailing Payroll Check Stub

Select between a employee’s business or personal email address listed on the Employee master record Other tab.

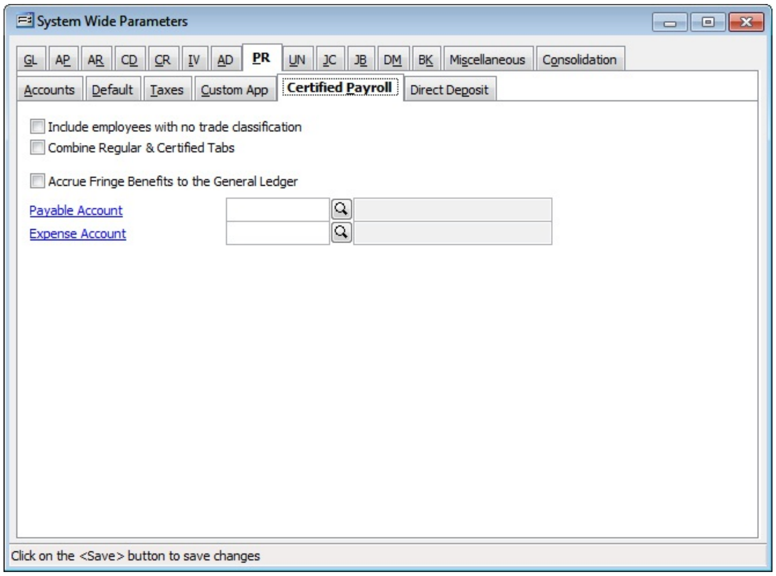
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Certified Payroll

This tab lists a few options pertaining to certified payroll.

Figure: PR-386b
System Wide Parameters PR tab, Certified Payroll sub-tab screen form.



Include Employees with No Trade Classification

When this option is marked, employees who have not been assigned a construction trade classification may be entered in the Certified Payroll entry screen.

Combine Regular & Certified Tabs

Select this option to combine the entry of certified and non-certified payroll hours on the Hours tab. Certified hours are recognized by default when selecting a certified job.

Accrue Fringe Benefits to the General Ledger

If fringe benefits should be accrued to the general ledger, this box should be checked and will enable the fields below to enter the payable and expense accounts.

Payable Account

If the amount of the fringe benefits are to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

Expense Account

If the amount of the fringe benefits are to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Direct Deposit

This button opens the Direct Deposit Information form that is used to enter the bank, routing, and other information needed for direct deposit of payroll for enrolled employees.

Tip

The Direct Deposit function is available with the Professional or Enterprise Editions.

Direct Deposit Information

The National Automated Clearing House Association (NACHA), from whose initials the more commonly used “ACH” was derived, governs the direct deposit standards used by banks nationally. The direct deposit features within BIS® will allow users to create an ACH standard file to send to the bank for electronic payroll distribution. Consult with the bank to be sure what method they use to receive these files. Many banks have their own proprietary software to send the file, and others allow a file to be sent to them directly via a secure Internet connection, email, or CD.

To enable Direct Deposit within the system the Enable Payroll Direct Deposit check box, found in three sections, must be activated:

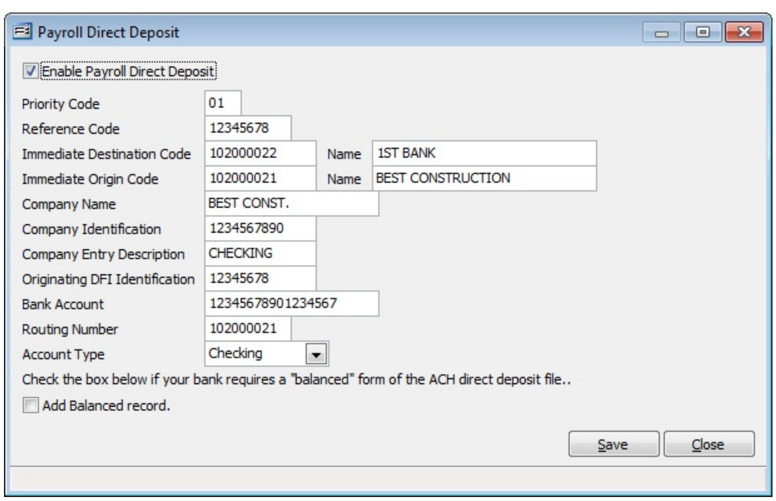
- System Wide Parameters | Payroll Tab | Direct Deposit Tab | Direct Deposit button | Payroll Direct Deposit
- Employee Master Record | Direct Deposit Tab | Use Direct Deposit checkbox
- Print Payroll Checks | Create Direct Deposit File checkbox

This section covers the setup required in the System Wide Parameters.

Menu Access

Administrator | System Wide Parameters | PR Tab | Direct Deposit Sub-Tab | Direct Deposit Button

Figure: PR-387
System Wide Parameters PR tab, Direct Deposit tab, Direct Deposit button,Payroll Direct Deposit screen form.



Enable Direct Deposit

Check this box to enable direct deposits to employee's accounts. Direct Deposit must be enabled in three places to work properly; in the System Wide Parameters PR Tab, in the Employee Master File Direct Deposit Tab and in Print Payroll Checks.

Caution

> This form holds all pertinent information that will be used to create the electronic deposit file that can be sent to the bank for payroll funds distribution. All fields on the form must be filled out with the correct information from the bank.

The bank can provide virtually all of the information needed to complete this screen. However, personnel at some local branches may not have the expertise to provide all of the correct information. Since these transactions take place electronically, either by modem, via an e-mail attachment, or magnetic media, a single specialized department at the bank's primary location usually handles them. Thus, it may be necessary to contact that department directly for the accurate information needed. The local branch should be able to provide that contact information.

The following are some other definitions that may help:

ACH: Automated Clearing House (from National *A*utomated *C*learing *H*ouse *A*ssociation)

DFI: *D*epository *F*inancial *I*nstitution

ODFI: *O*riginating *D*epository *F*inancial *I*nstitution

RDFI: *R*eceiving *D*epository *F*inancial *I*nstitution

The fields are left justified if the data is less than the character length provided. The fields used in BIS® and their definitions are as follows:

Priority Code

This is a required two-digit code that is, as of this writing, unused. However, the number 01 must be entered.

Reference Code

This code is up to eight digits, but is not required by the ACH system. Some companies use their own system, including dates for the code.

Immediate Destination Code

This mandatory field contains the Routing Number of the ACH Operator or receiving point to which the file is being sent. Though this is a 10-digit field, only 9 can be manually entered in BIS®, since the first position is supposed to be blank. The field information is supplied by the bank, and follows a particular format.

(Immediate Destination) Name

This optional field contains the name of the ACH operator or receiving point for which that file is destined. It is 23-digits long and is supplied by the Bank.

Immediate Origin Code

This mandatory field contains the Routing Number of the ACH Operator or sending point that is sending the file. Though this is a 10-digit field, only 9 can be manually entered in BIS®, since the first position is supposed to be blank. The field information is supplied by the bank, and follows a particular format.

(Immediate Origin) Name

This optional field contains the name of the ACH operator or sending point for which that file is destined. It is 23-digits long, is optional, and is supplied by the Bank.

Company Name

This mandatory 16-digit field can contain the ordinary company name.

Company Identification

This mandatory 10-digit field is an alphameric code used to identify an Originator. If the user intends to enter the company Federal Employer Identification Number (FEIN), the number must be prefixed with a "1". However, if the entry is to be some other numbering system (other than DUNS), the first position will be a "9" for "User Assigned Number." Again, the bank can be helpful in suggesting the entry.

Company Entry Description

This mandatory 10-position code is entered by the Originator to provide a description of the purpose of the entry to be displayed back to the Receiver. The bank will provide the description.

Originating DFI Identification

This mandatory 8-position code is the Routing Number used to identify the DFI originating entries within a given batch.

Bank Account (DFI Account Number)

This required 17-position code is the Bank Account Number of the ACH Operator that is sending the file. It is obtained from the MICR line of a voided check, from a bank statement or passbook, or other source document that specifically designates the account number to be used for ACH purposes. The entry can be numbers and hyphens.

Routing Number (of ACH Operator)

This mandatory 8-position code is the Routing Number of the ACH Operator that is sending the file.

Account Type

This is a BIS® program selection item of two potential choices: Checking and Savings. Choosing one or the other is mandatory.

Check the box below if your bank requires a "balanced" form of the ACH direct deposit file.

ACH specifications do not require a "balanced" file, but as mentioned above some banks use proprietary software and require a debit/credit transaction. To accommodate this requirement simply select the checkbox labeled "Add Balanced record" and BIS® will generate a file that is satisfactory to the bank requirements.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Copy Master Information

After creating a new company, some master files can be copied from an existing company by selecting Copy Master Information from the Administrator menu. The option can save a great deal of time if the corresponding master files for the new company will be the same or similar as those already set up for another company.

Tip Availability of master records depends on the modules that are installed.

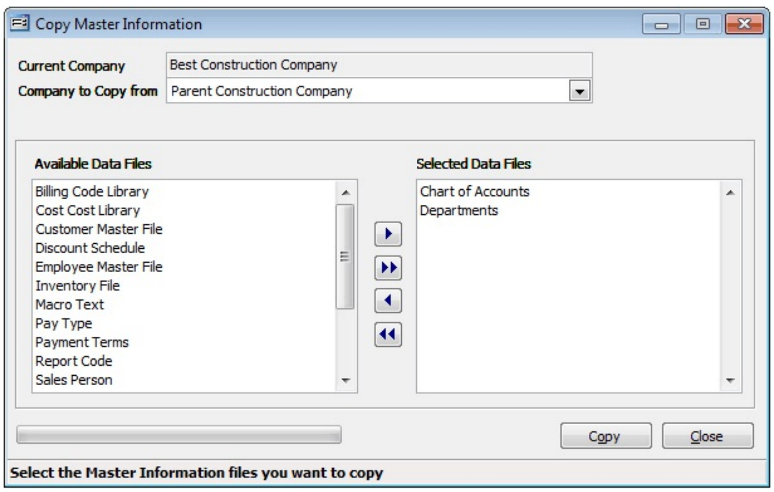
The Copy Master Information window will display the currently opened company. For these purposes, the opened company should be the newly created company.

Once the selected master record files are copied, they can be edited in the new company, perhaps deleting unneeded information.

Menu Access

Administrator | Copy Master Information

Figure: PR-388
Administrator, Copy Master Information screen form.



Current Company

This field displays the name of the company currently open. This should be the new company that will receive the copied master records.

Company to Copy from

This field is used to select the name of the company from which to copy master records.

Available Data Files

This is a list of data files available to be copied. Files can be moved to the Selected Data Files by using the Add Selected Items or Add All Items buttons.

•

- Billing Code Library
- Chart of Accounts
- Cost Code Library
- Customer Master File
- Departments
- Discount Schedule
- Employee Master File
- Inventory File
- Macro Text
- Pay Type
- Payment Terms
- Report Code
- Sales Person
- Sales Tax
- Ship Via Master File
- Standard Description
- Unit of Measure
- User Defined Fields
- Vendor Master File

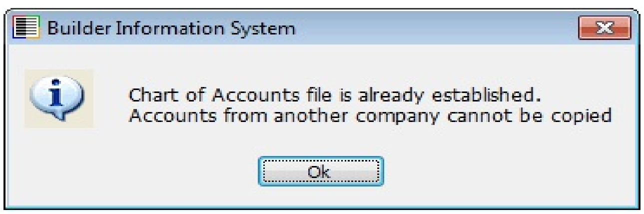
Selected Data Files

This is a list of files selected to be copied to the active company. Files can be removed from the list with the Remove Selected Items or Remove All Items buttons.

Copy

Click on the Copy button to copy the selected records to the current company. If one or more records exist in the current company, a message will appear.

Figure: PR-389
Message that appears if attempting to overwrite a pre-existing record.



Close

This button closes the currently opened form.

2020 New 941 April Form Update

The New 941 April Form for the second, third and fourth quarters for the year 2020.

Please be aware that as a result of all the variables faced by companies pertaining to Covid-19 payroll relief and how it relates to the Quarterly 941 Federal Tax form starting with the 2nd quarter 2020, the form will require some manual entries to complete. Based on the most current information from IRS at this time we have made every effort to provide an accurate process for generating the required forms.

The accuracy of forms will ultimately be the result of the information provided by you. For that reason, it is imperative to coordinate with your accountant and to follow the instructions and guidelines provides by the IRS. The IRS information may be found at:

941 Federal Tax form: https://www.irs.gov/pub/irs-pdf/i941.pdf

941 Schedule B form: https://www.irs.gov/instructions/i941sb.pdf

Special Notes and Information for the Quarterly 941 Forms for 2nd Quarter in BIS

Important Note: The Quarterly 941 Federal Tax Form Setting (Reports | Payroll | Reports and Worksheets | 941 Worksheet, Quarterly 941 Federal Tax), tab must be completed prior to completing and printing the 941 Form and printing the 941 Schedule B form.

Form 941Settings tab

If you are using Payroll Additions codes for paying Qualified Sick Leave and/or Qualified Family Leave, enter that information on the upper portion of the Settings form.

Below the settings are a list of fields found on pages 1, 2 and 3, which require information entered manually.

Check the “Please carefully review the selection and instructions listed above as they change” checkbox and click “Continue” to proceed to page 1.

Page 1

Part 1

Lines 1 through 5e draws information and calculation automatically from your payroll data. Note 5a (i) “Qualified sick leave wages” and 5a (ii) “Qualified family leave wages” comes from the entered payroll additions codes from the Settings tab.

Lines 5f, 7, 8, 9, and **11a,11b,11c** are manually entered options that will change the amount calculated on **Line 12.** As a result, **Line 16** Total liability for quarter total on page 2, may not match the amount on the 941 Schedule B.

Page 2

Part 1

Line 13a, 13b, 13c, and **13d** are manually entered options that will change the totals on **Line 13e, 13g** and either the **Line 14** Balance due or **Line 15** Overpayment on page 2.

Part 2

Note: According to the IRS, **Line 16** Total liability for quarter total must equal line 12. However, as previously noted, **Line 16** Total liability for quarter total on page 2, may not match the amount on the 941 Schedule B.

Page 3

Part 3

Line 19, 20, 21, 22, 23, 24 and 25 are manually entered options.

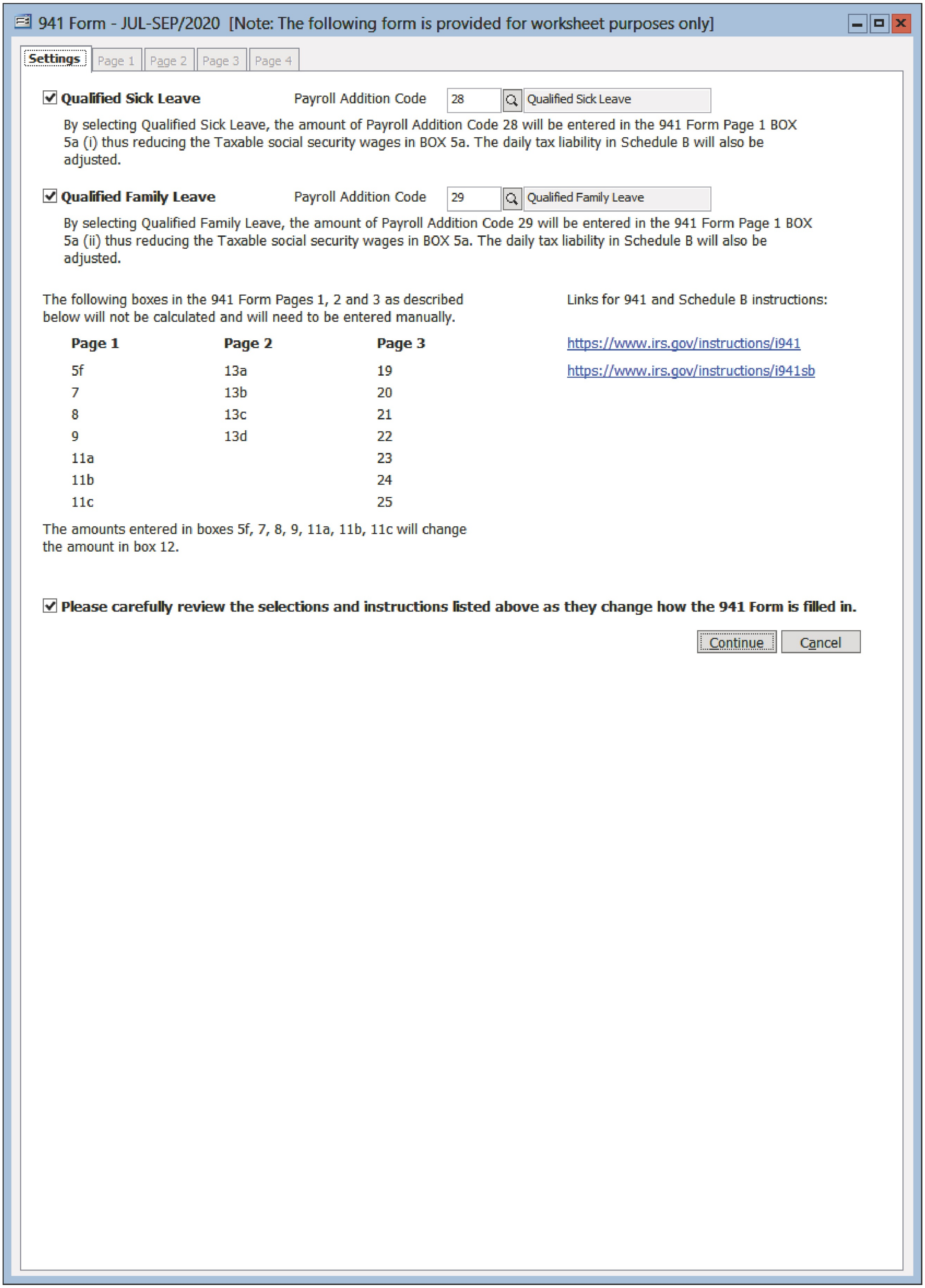
Final Note

Finally, once completed there may be a difference resulting from the discounted employer rate for the Qualified sick leave wages and Qualified family leave wages. For that reason, the difference will need to be backed out of the company books using a journal entry. You may wish to confer with your accountant prior to completing that process.

Other Notes:

The daily tax liability amounts on Schedule B (Form 941) reflect the amounts for Qualified Sick Leave and Qualified Medical Leave as selected in the tab setting 941 Form.

New Settings Page



Page 1

941 Form - JUL-SEP/2020 [Note: The following form is provided for worksheet purposes only]

Settings | Page 1 | Page 2 | Page 3 | Page 4

Form **941 for 2020: Employer's QUARTERLY Federal Tax Return** 950120
(Rev. April 2020) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 7 7 – 0 0 0 0 0 0 0

Name (not your trade name) Best Construction Company

Trade name (if any) The best company

Address 1200 Main Street - Unit 100
Number Street Suite or room number

Arroyo Grande | CA | 93420
City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2020
(Check one.)

- ☐ 1: January, February, March
- ☐ 2: April, May, June
- ☑ 3: July, August, September
- ☐ 4: October, November, December

Go to *www.irs.gov/Form941* for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4)	1	56
2	Wages, tips, and other compensation	2	330,905.20
3	Federal income tax withheld from wages, tips, and other compensation	3	50,187.00
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	☐	Check and go to line 6.

		Column 1		Column 2
5a	Taxable social security wages	328,665.20	× 0.124 =	40,754.48
5a	(i) Qualified sick leave wages	1464.00	× 0.062 =	90.77
5a	(ii) Qualified family leave wages	776.00	× 0.062 =	48.11
5b	Taxable social security tips	0.00	× 0.124 =	0.00
5c	Taxable Medicare wages & tips	330,905.20	× 0.029 =	9,596.25
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	× 0.009 =	0.00

5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e	50,489.61
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	0.00
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	100,676.61
7	Current quarter's adjustment for fractions of cents	7	-0.01
8	Current quarter's adjustment for sick pay	8	0.00
9	Current quarter's adjustments for tips and group-term life insurance	9	0.00
10	Total taxes after adjustments. Combine lines 6 through 9	10	100,676.60
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11a	0.00
11b	Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1	11b	0.00
11c	Nonrefundable portion of employee retention credit from Worksheet 1	11c	0.00

▶ You MUST complete all three pages of Form 941 and SIGN it. Next

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 17001Z Form **941** (Rev. 4-2020)

Page 2

941 Form - JUL-SEP/2020 [Note: The following form is provided for worksheet purposes only]

Settings | Page 1 | Page 2 | Page 3 | Page 4

950220

Name (not your trade name)	Employer identification number (EIN)
Best Construction Company	770000000000

Part 1: Answer these questions for this quarter. *(continued)*

11d	**Total nonrefundable credits.** Add lines 11a, 11b, and 11c	11d	0.00
12	**Total taxes after adjustments and nonrefundable credits.** Subtract line 11d from line 10	12	100,676.60
13a	**Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter**	13a	0.00
13b	**Deferred amount of the employer share of social security tax**	13b	0.00
13c	**Refundable portion of credit for qualified sick and family leave wages from Worksheet 1**	13c	0.00
13d	**Refundable portion of employee retention credit from Worksheet 1**	13d	0.00
13e	**Total deposits, deferrals, and refundable credits.** Add lines 13a, 13b, 13c, and 13d	13e	0.00
13f	**Total advances received from filing Form(s) 7200 for the quarter**	13f	0.00
13g	**Total deposits, deferrals, and refundable credits less advances.** Subtract line 13f from line 13e	13g	0.00
14	**Balance due.** If line 12 is more than line 13g, enter the difference and see instructions	14	100,676.60

15 **Overpayment.** If line 13g is more than line 12, enter the difference 0.00 Check one: ☐ Apply to next return. ☐ Send a refund.

Part 2: **Tell us about your deposit schedule and tax liability for this quarter.**

If you're unsure about whether you're a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one:

☐ **Line 12 on this return is less than $2,500 or line 12 on the return for the prior quarter was less than $2,500, and you didn't incur a $100,000 next-day deposit obligation during the current quarter.** If line 12 for the prior quarter was less than $2,500 but line 12 on this return is $100,000 or more, you must provide a record of your federal tax liability. If you're a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ **You were a monthly schedule depositor for the entire quarter.** Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability:	**Month 1**	100,676.60
	Month 2	0.00
	Month 3	0.00
Total liability for quarter		100,676.60

Total must equal line 12.

☐ **You were a semiweekly schedule depositor for any part of this quarter.** Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941. Go to Part 3.

▶ **You MUST complete all three pages of Form 941 and SIGN it.** Prev Next

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941 Form - JUL-SEP/2020 [Note: The following form is provided for worksheet purposes only]

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950920

Name (not your trade name)	Employer identification number (EIN)
Best Construction Company	770000000000

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

17 **If your business has closed or you stopped paying wages** ☑ Check here, and

enter the final date you paid wages 07/12/2020 ; also attach a statement to your return. See instructions.

18 **If you're a seasonal employer and you don't have to file a return for every quarter of the year** ☐ Check here.

19	**Qualified health plan expenses allocable to qualified sick leave wages**	19	0.00
20	**Qualified health plan expenses allocable to qualified family leave wages**	20	0.00
21	**Qualified wages for the employee retention credit**	21	0.00
22	**Qualified health plan expenses allocable to wages reported on line 21**	22	0.00
23	**Credit from Form 5884-C, line 11, for this quarter**	23	0.00
24	**Qualified wages paid March 13 through March 31, 2020, for the employee retention credit (use this line only for the second quarter filing of Form 941)**	24	0.00
25	**Qualified health plan expenses allocable to wages reported on line 24 (use this line only for the second quarter filing of Form 941)**	25	0.00

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number ( ) -

Select a 5-digit personal identification number (PIN) to use when talking to the IRS.

☑ No.

Part 5: Sign here. You MUST complete all three pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

✗ **Sign your name here**

Print your name here

Print your title here

Date 10/07/2020

Best daytime phone ( ) -

Paid Preparer Use Only

Check if you're self-employed ☐

Preparer's name		PTIN	
Preparer's signature		Date	10/07/2020
Firm's name (or yours if self-employed)		EIN	
Address		Phone	( ) -
City	State	ZIP code	

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941 Form - JUL-SEP/2020 [Note: The following form is provided for worksheet purposes only]

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▼ Detach Here and Mail With Your Payment and Form 941. ▼

Form **941-V**
Department of the Treasury
Internal Revenue Service

Payment Voucher

▶ Don't staple this voucher or your payment to Form 941.

OMB No. 1545-0029
2020

1 Enter your employer identification number (EIN). 77 0000000000	2 Enter the amount of your payment. ▶ Make your check or money order payable to "United States Treasury"	Dollars 100676	Cents 60

3 Tax Period

	1st Quarter	●	3rd Quarter
○	2nd Quarter	○	4th Quarter

4 Enter your business name (individual name if sole proprietor).
Best Construction Company
Enter your address.
1200 Main Street
Enter your city, state, and ZIP code; or your city, foreign country name, foreign province/county, and foreign postal code.
Arroyo Grande, CA 93420

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